



**TOWNSHIP OF MELANCTHON
HYBRID COUNCIL MEETING
THURSDAY, AUGUST 10TH, 2023 - 5:00 P.M.**

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

Join Zoom Meeting

<https://us02web.zoom.us/j/85214888735?pwd=cjRLeTF5N1Q4NS9NNWtENTJCODVCUT09>

Meeting ID: 852 1488 8735

Passcode: 789537

One tap mobile

+16473744685,,85214888735#,,,,*789537# Canada

+16475580588,,85214888735#,,,,*789537# Canada

Dial by your location

- +1 647 374 4685 Canada
- +1 647 558 0588 Canada
- +1 778 907 2071 Canada
- +1 780 666 0144 Canada
- +1 204 272 7920 Canada
- +1 438 809 7799 Canada
- +1 587 328 1099 Canada

Meeting ID: 852 1488 8735

Passcode: 789537

AGENDA

- 1. Call to Order**
- 2. Land Acknowledgement Statement**

We will begin the meeting by sharing the Land Acknowledgement Statement:

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

- 3. Announcements**
- 4. Additions/Deletions/Approval of Agenda**
- 5. Declaration of Pecuniary Interest and the General Nature Thereof**
- 6. Approval of Draft Minutes – July 13, 2023**
- 7. Business Arising from Minutes**
- 8. Point of Privilege or Personal Privilege**
- 9. Public Question Period** (Please visit our website under Agendas and Minutes for information on Public Question Period)
- 10. Public Works**
 1. Accounts
 2. Return Tender Cheque to Fleshcon for the 2023 Gravel Tender
 3. Other
- 11. Planning**
 1. Applications to Permit
 2. Letter to Sonya Pritchard, CAO County of Dufferin from Steve Clark Minister of Ministry of Municipal Affairs and Housing Regarding Bill 109 More Homes for Everyone Act 2022
 3. Other
- 12. Strategic Plan**
- 13. Climate Change Initiatives**
- 14. Police Services Board**
- 15. Committee/Board Reports & Recommendations**
- 16. Correspondence**

Board, Committee & Working Group Minutes

1. Horning's Mills Hall – June 13th, 2023

Items for Information Purposes

1. Municipality of Chatham-Kent – Letter to Honourable Rasheed Minister of Public and Business Service Delivery (MPBSD) regarding the Municipal Freedom of Information and Protection of Privacy Act
2. Town of Caledon – Letter to Premier Ford regarding Illegal Land Use Enforcement Update
3. Township of Mulmur Notice of Public Meeting to Consider amendments to the Official Plan
4. Town of Grand Valley Request for Comments for a Zoning By-law Amendment for 502180 Highway 89
5. County of Dufferin Motion for Lower Tier Municipalities to Review the Report titled Community Safety and Well-Being Plan 2022 Annual Report
6. RJ Burnside & Associates Limited Drainage Superintendent Services Invoice
7. County of Dufferin Notice of Passing of By-law 2023-43 to Adopt Dufferin County Official Plan Amendment No. 3
8. Town of Shelburne Notice of Passing of By-law 44-2023 Rezoning for 220 Owen Sound Street

17. General Business

1. Accounts
2. Notice of Intent to Pass By-law
3. New/Other Business/Additions
 1. Jade Snell's Resignation Letter from the Horning's Mills Hall Board
4. Unfinished Business
 1. NDACT Request from the July 13, 2023 Council meeting regarding Community Peer Reviewers (Closed Session).

18. Delegations

1. 5:30 p.m. – Tom Pridham, P.Eng., Drainage Engineer, RJ Burnside and Associates – Consideration of the Report on the Schill Drainage Works and 1st and 2nd Reading given to the Schill Drainage Works By-law

19. Closed Session

1. Section 239(2)(f) advice that is subject to Solicitor/Client privilege, including communications necessary for that purpose – NDACT Request from July 13, 2023 Council meeting regarding Community Peer Reviewers
2. Approval of Draft Minutes – July 13, 2023 (Two sets)
3. Business Arising from the Minutes
4. Rise with or without Report from Closed Session

20. Third Reading of By-laws

21. Notice of Motion

22. Confirmation By-law

23. Adjournment and Date of Next Meeting – Thursday, September 7th, 2023 at 5:00 p.m.

**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, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2023-3306

June 22, 2023

Sonya Pritchard
Chief Administrative Officer
County of Dufferin
spritchard@dufferincounty.ca

Dear Sonya Pritchard,

Through Bill 109, the *More Homes for Everyone Act, 2022*, changes were made to the *Planning Act* to provide a discretionary authority for me as the Minister of Municipal Affairs and Housing to suspend the time-period to make a decision on official plans and official plan amendments.

I am writing to notify you that I am using this authority, pursuant to ss. 17(40.1) of the *Planning Act*, to suspend the 120-day timeline for County of Dufferin Official Plan Amendment No. 2, which was adopted on April 13, 2023, and received by the Ministry of Municipal Affairs and Housing on May 1, 2023.

You will be notified when I take further steps under the *Planning Act* in relation to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

c: Cody Joudry - Director of Development and Tourism, County of Dufferin

**APPLICATIONS TO PERMIT FOR APPROVAL
Aug 10, 2023 COUNCIL MEETING**

PROPERTY OWNER	PROPERTY DESCRIPTION	SIZE OF BUILDING	TYPE OF STRUCTURE	USE OF BUILDING	DOLLAR VALUE	D.C.'s	COMMENTS
Andrea Parr Agent: Canadian Outbuilding	Plan 30A Lot 18 22 Lloyd Street	35.675m2 (384sqft)	Storage Building	Storage	\$45,000	No	Approved
Township of Melancthon	Pt Lots 241 to 300, Con 1 SW	29.76m2 (320.33sqft)	Gazebo at Corbetton Park	Gazebo	\$24,500	No	With planner for review
Breezy Acres - Mahlon Martin Agent: Proton Welding and Fabricating Inc - Paul Bowman	E Pt Lots 12 & 13, Con 5 NE 397506 5th Line, Melancthon	334.5m2 (3600sqft)	Farm Shed	Farm Shed with Skidsteer/Furnace Room	\$100,000	No	With planner for review

Horning's Mills Community Hall Board Meeting Agenda

Tuesday June 13th, 2023 | 7:00 pm | Horning's Mills Hall (in person meeting)

Attendees: Ruth Plowright, Jade Snell, Beckie Connell, Shaen Armstrong, James McLean, Blaise Meunier, Shayna Eldner

Call to order at 7:04 p.m. by Ruth

We would like to begin by acknowledging that Melancthon Township recognizes the ancestral lands and treaty territories of the Tionontati (Petun/Wyandot(te)), Haudenosaunee (Six Nations), and Anishinaabe Peoples. The Township of Melancthon resides within the lands named under the Haldimand Deed of 1784 and the Lake Simcoe-Nottawasaga Treaty (Treaty 18).

These territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honor and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

Announcements- None

Additions/Deletions/Approval of Agenda

None.

Declaration of Pecuniary Interest

None.

Approval of Draft Minutes

Approved by Blaise, Seconded by Beckie

Business Arising from the Minutes

None.

Public Question Period

None.

Financials-

Easter – No Update

Trees – No Update

Unfinished Business

None.

General Business

Stairs – Complete. Bennington Renovations completed the project. Subcontracted through Home Hardware in Shelburne.

Seed Swap – Not a huge turnout. Other planting events going on that same day. A lot was donated but not much was taken. Alicia took the rest of the plants that were not taken. Going to try again potentially on the compost day (Earth Day) next year.

Melancthon Day - Agenda Set. Yoga, Vendors Market, Bouncy Castles, Popcorn.

2 Bands – People Band and Dufferin County Line. Mulmur – Melancthon Fire Department to run the BBQ. Mayor to speak as well as someone from the Hall/Park Board to say the thank you's.

First Responders Challenge – Mulmur – Melancthon Fire, Dundalk Fire, Dufferin Paramedics, Rosemont Fire.

Looking for High School Volunteers – To post on social media.

Kids Zone – Bean Bag Toss, Bubbles, Tattoos.

Rent the Hippie Van as a photo booth – Hall Board to pay to rent the van.

Donation station at either entrance.

Advertising poster's to be printed by Insta Plus Printing.

Strawberry Social - July 1st in Honeywood. Kids Zone hosted by Horning's Mills Hall Board.

Ruth to call Chapman's for a popsicle donation. Bubble Station, Potato Sack Races, Bean Bag Toss, Tattoos. Volunteers Needed – High School Students. 4-5 Volunteers. Bicycle contest for kids. Decorate your bike Canada Day themed and go through the obstacle course. Prizes for best bikes.

Movie Night in July – Friday, July 21st. Arrival at 6:30pm, movie starts at 7pm. Pizza for purchase at the door. Jade to supply the projector. Ruth has the screen. New Mario Movie to be shown. Indoors at the hall. Advertise to bring your own camp chair. Popcorn and candy bags for purchase. Photobooth with the characters. Advertise for attendees to dress up.

Harvest Dinner – September 23rd. Ruth trying to get either a Murder Mystery or Comedy Show to come to the dinner.

Liquor License – Just needing a signature from Ruth.

Smart Serve – Shaen has completed her course. Ruth has signed up to do hers.

Approximately 2 hours to complete. Possible information session (By MADD?) for the public to attend about alcohol. Course will be compensated by Hall Board for the Board Members.

First Aid Course – Potential Certification for board members in November 2023. Dufferin County to organize the course for the Hall Board members.

Painting/Chimney/Eavestrough – Approval from Council. New Eavestroughs, Chimney to be dismantled, repaired and fixed, and painting for the upstairs of the Hall. \$17, 000 total.

Closed Session (if required)

None.

Confirmation Motion

Approved by James, seconded by Beckie

Adjournment

Adjourned at 8:06 p.m



Municipality of Chatham-Kent

Corporate Services

Municipal Governance

315 King Street West, P.O. Box 640

Chatham ON N7M 5K8

July 5, 2023

Via Email: Kaleed.Rasheed@ontario.ca

Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change
Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 26, 2023 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kefn.ca

Sincerely,

Judy Smith

Digitally signed by
Judy Smith
Date: 2023.07.05
10:48:27 -04'00'

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP
Dave Epp MP
Trevor Jones, MPP
Monte McNaughton, MPP
Information and Privacy Commissioner of Ontario
Association of Municipalities of Ontario
AMCTO Legislative and Policy Advisory Committee
Ontario municipalities



Annette Groves
Mayor

June 29, 2023

Sent via E-Mail: doug.fordco@pc.ola.org

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

RE: STAFF REPORT 2023-0327: ILLEGAL LAND USE ENFORCEMENT UPDATE

Dear Premier Ford,

I am writing to advise that at the Town Council meeting held on June 20, 2023, Council adopted a resolution regarding Staff Report 2023-0327: Illegal Land Use Enforcement Update.

The resolution reads as follows:

That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and

That the Province be requested to strengthen municipal enforcement powers by:

- *Amending the Municipal Act to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;*
- *Increasing the maximum penalty amounts in the Planning Act to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and*
- *Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.*

THE CORPORATION OF THE TOWN OF CALEDON

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INFO 2
AUG 10 2023

That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; the Honourable Doug Downey, Attorney General of Ontario; and

That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).

A copy of Staff Report 2023-0327 has been enclosed for your reference. For more information regarding this matter, please contact my Chief of Staff, Nathan Grundy, directly by email at nathan.grundy@caledon.ca or by phone at 905.584.2272 ext. 4430.

Thank you for your attention to this matter.

Sincerely,



Annette Groves
Mayor

Cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing, minister.mah@ontario.ca
The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon, sylvia.jones@pc.ola.org
The Honourable Doug Downey, Attorney General of Ontario, doug.downey@pc.ola.org
Association of Municipalities of Ontario, amo@amo.on.ca
Rural Ontario Municipal Association, roma@roma.on.ca
City of Toronto, clerk@toronto.ca
York Region, regional.clerk@york.ca
City of Vaughan, clerks@vaughan.ca
Town of Richmond Hill, clerks@richmondhill.ca
Town of Markham, customerservice@markham.ca
Town of Aurora, info@aurora.ca
Town of Whitchurch-Stouffville, clerks@townofws.ca
King Township, clerks@king.ca
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Region of Durham, clerks@durham.ca
Town of Ajax, clerks@ajax.ca
Township of Brock, Clerks@brock.ca
Municipality of Clarington, clerks@clarington.net
City of Oshawa, clerks@oshawa.ca
City of Pickering, clerks@pickering.ca

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Brant County, info@brant.ca
City of Brantford, clerks@brantford.ca
Region of Peel, regional.clerk@peelregion.ca
City of Brampton, cityclerksoffice@brampton.ca
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Township of Melancthon, info@melancthontownship.ca
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Township of Mulmur, info@mulmur.ca
Town of Orangeville, clerksdept@orangeville.ca
Town of Shelburne, clerk@shelburne.ca
Haldimand County, info@haldimandcounty.on.ca
Halton Region, accesshalton@halton.ca
City of Burlington, cityclerks@burlington.ca
City of Hamilton, clerk@hamilton.ca
Town of Halton Hills, clerks@haltonhills.ca
Town of Milton, townclerk@milton.ca
Northumberland County, matherm@northumberland.ca
Township of Alnwick/Haldimand, info@ahtwp.ca
Municipality of Brighton, general@brighton.ca
Town of Cobourg, clerk@cobourg.ca
Township of Cramahe, clerk@cramahe.ca
Township of Hamilton, clerks@hamiltontownship.ca
Municipality of Port Hope, admin@porthope.ca
Municipality of Trent Hills, info@trenthills.ca
Peterborough County, info@ptbocounty.ca
Township of Asphodel-Norwood, info@antownship.ca
Township of Cavan Monaghan, services@cavanmonaghan.net
Township of Douro-Dummer, info@dourodummer.on.ca
Township of Havelock-Belmont-Methuen, havbelmet@hbmtwp.ca
Township of North Kawartha, reception@northkawartha.on.ca
Township of Otonabee-South Monaghan, info@osmtownship.ca
Township of Selwyn, clerkadmin@stjosephstownship.com
Municipality of Trent Lakes, info@trentlakes.ca
City of Peterborough, clerk@peterborough.ca
Wellington County, kimc@wellington.ca
Town of Erin, clerks@erin.ca
Town of Minto, info@town.minto.on.ca
Township of Centre Wellington, clerks@centrewellington.ca
City of Guelph, clerks@guelph.ca
Township of Mapleton, clerk@mapleton.ca
Township of Puslinch, admin@puslinch.ca
Township of Wellington North, township@wellington-north.com
Simcoe County, info@simcoe.ca
City of Barrie, cityinfo@barrie.ca

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Regional Waterloo, regionalclerk@regionofwaterloo.ca
City of Kitchener, clerks@kitchener.ca
City of Waterloo, olga.smith@waterloo.ca
City of Cambridge, servicecambridge@cambridge.ca
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Staff Report 2023-0327

Meeting Date: June 6, 2023

Subject: Illegal Land Use Enforcement Update

Submitted By: Mark Sraga, Director, Building Services and Municipal Law Enforcement

RECOMMENDATION

That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and

That the Province be requested to strengthen municipal enforcement powers by:

- Amending the *Municipal Act* to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;
- Increasing the maximum penalty amounts in the *Planning Act* to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and
- Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; and

That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).

REPORT HIGHLIGHTS

- Constant and undeterred enforcement efforts by both the Municipal Law Enforcement Division and the Legal Services Division is achieving the results that were envisioned when Council approved the creation of this dedicated enforcement effort.

- The Town has been successful in pursuing injunctions through the courts and will continue utilizing this enforcement mechanism for property owners that do not come into compliance to the Town's By-laws through normal enforcement actions.
- Land use permissions and performance standards should be developed and enacted through the Town's Zoning By-law to permit and regulate the creation of legal truck storage facilities.
- Advocacy with the Ministry of Municipal Affairs and Housing is necessary to secure additional enforcement powers that are needed to provide more effective and cost-efficient enforcement of municipal land use B-law with respect to illegal land use.
- That the Illegal Land Use Enforcement Taskforce (Trucking) expand its mandate to include other types of illegal land uses including but not limited to event centres, institutional uses and places of worship.

DISCUSSION

Background

In 2019, staff were approved by Council to implement an Illegal Land Use Enforcement Taskforce with the objective of addressing the growing illegal land use issues related to the parking and storage of tractor trailers and commercial vehicles. This includes all property types in the Town, both those of a smaller scale (e.g., one or two trucks parked on rural properties), as well as those properties with a larger commercial operation. To effectively address the scope and scale of the issue, it was determined that staff would take a proactive approach to identify properties where the parking and storage of tractor trailers and commercial vehicles exist rather than relying solely on a complaint-based method and engage in education and enforcement. The dedicated resources allocated for this initiative included the following staff compliment; two (2) Municipal Law Enforcement Officers, one (1) assistant Town Solicitor and one (1) coordinator. Due to the Covid-19 Pandemic, implementation of this dedicated staff group was delayed until July 2021. Since that time, they have been actively involved in undertaking proactive educational and enforcement efforts.

Education and Communication Strategy

As part of the initiative to address the illegal land use issue, staff engaged with an external consultant to develop a public education and strategic communications strategy in consultation with our Communications staff. The objective of the strategy is to effectively educate external stakeholders and property owners on the Town's land use policies and Zoning By-law; the types of properties on which the parking and storage of tractor trailers and commercial vehicles are permitted; the processes that must be followed to be in compliance with the applicable regulations; and updated enforcement efforts undertaken by enforcement staff assigned to this initiative. The result of this effort was the creation of a guide that provides an easy-to-understand explanation of the Zoning By-laws as it

relates to truck parking and storage along with the actions being taken by the Town with respect to enforcing these rules.

Along with the production of this guide, staff continue to utilize a variety of communication tactics to help inform residents and operators of illegal truck storage facilities of the rules and consequences for violating the Town's By-laws. These efforts include:

- a month-long radio campaign on Parvasi radio,
- resident focused social media campaign,
- numerous media releases highlighting successful outcomes through the courts
- media interviews and responses

Enforcement Efforts

As previously referenced the commencement of proactive enforcement efforts began in July 2021 with the Officers conducting inspections on properties that had been previously identified by residents or Town staff as possibly having illegally stored trucks. Since then, Officers have investigated over 310 properties for potential illegal truck storage violations occurring (see Figure 1 for illustration of location of properties investigated).

Figure 1: Location of properties investigated



Over 137 enforcement actions have been commenced because of these investigations. Depending on the severity of the By-law contraventions different enforcement actions were employed to seek compliance with the Town's By-laws. These enforcement actions

include the issuance of letters notifying the property owner of the By-law contravention(s), issuance of tickets, laying of charges or seeking court injunctions. While voluntary compliance has been achieved for some of the properties there are 36 properties where the matters are still before the courts.

While the overall enforcement objective is to achieve compliance with the Town's By-laws, the Town seeks meaningful financial penalties for those property owners who willfully ignore the Town's By-laws or do not voluntarily come into compliance. Through the combined efforts of the Officers (who are employing additional investigative techniques to provide stronger evidence) and Legal staff (who can educate and demonstrate in Court of the severity of these offences) the Courts are now imposing very significant fine amounts when a defendant is found guilty of a violation related to an illegal trucking operation. The Courts have the sole discretion in determining the fine amounts and staff have been successful in achieving fine amounts between \$35,000 - \$50,000 dollars which is the maximum amount prescribed in the *Planning Act*. To date the total amount of fines levied by the courts has been over \$350,000.00. Along with these significant fine amounts the Courts are also starting to issue Prohibition Orders. Prohibition Orders are a Court directive for the convicted party to cease using the property in noncompliance with the Order effective the date the Order is issued. Should the prohibition use continue then the Enforcement Team may lay charges for failing to comply with an Order, which would result in fines that could be imposed daily. This can result in significant consequences for the owner/operator as these daily fines can become financially onerous depending on how long the property remains noncompliant.

In addition to these court charges the Town has been successful in obtaining Superior Court issued injunctions against some of the most egregious illegal trucking operations and to date there have been 3 successful court injunctions issued for the following properties:

- 6086 Mayfield Road
- 6186 Mayfield Road
- 6230 Mayfield Road (all illegally stored vehicles have been removed from this property – see Schedule A).

While these injunctions are a very powerful enforcement tool, they are very costly for the Town to instigate and carry through the Court systems and can in some instances be a slow process, taking up to a year or beyond to achieve a Superior Court decision and Order. Along with these Zoning related enforcement actions staff have also undertaken actions to achieve compliance with the Town's other By-laws, such as the Traffic By-law and the Fill By-law, where possible and warranted. This includes actions such as placing concrete barriers on the Town's right-of-way when illegal entrances have been created

(see Figure 2) with intent of preventing the continued unpermitted use of the Town's right-of-way or the removal of illegally placed fill.

Figure 2: Example of physical enforcement action



Along with physical actions being taken such as the placement of barriers or removal of illegally placed fill, another action undertaken to help reduce the cost advantage of operating illegally has been to inform the Municipal Property Assessment Corporation (MPAC) through Finance staff of changes in use of the property and have the property reassessed. Often, illegal operators are surreptitiously converting farm properties to commercial properties and by informing MPAC of the actual use of the property appropriate taxes can be levied, ensuring equal treatment for legal and illegal operators. To date there have been 25 properties reassessed and this has resulted in more than a \$384,000 increase in the tax levy for these properties; another 24 properties are still waiting to be reassessed. Staff also regularly inform our contacts at the Canadian Revenue Agency (CRA) of these operations as we have found that there is a significant amount of cash transactions between the vehicle operators storing their vehicles on the property and the operators of these yards. Staff also regularly communicate with other enforcement agencies such as the Toronto and Region and Conservation Authority (TRCA), Ontario Ministry of Transportation (MTO), Ministry of Environment, Conservation and Parks (MECP), and the Electrical Safety Authority (ESA) on these illegal operations and coordinate our enforcement efforts with them as much as possible.

Current Challenges and Solutions

Illegal land uses are not just restricted to illegal trucking operations/storage facilities but other uses such as event centres, institutional uses or places of worship are becoming more common in Caledon. These illegal uses all have significant impacts on adjacent property owners due to the disturbances created and non-compatibility with adjacent

residential properties or road safety. Therefore, it is recommended that this taskforce's enforcement mandate be expanded to include these other types of illegal land uses and not just focused solely on the illegal trucking land uses. While this change to the mandate will not have an immediate impact on the staff compliment it will re-enforce the work the team is doing and enable them to utilize their enforcement/legal skills on these complex files. The investigative and enforcement tools used for the illegal trucking uses are identical to the ones used for these other types of illegal uses and they are all regulated by the same provincial legislation and municipal regulations (ie. *Planning Act* and *Zoning By-law*) as well as the same enforcement challenges while pursuing compliance amongst non-compliant property owners.

Prosecution matters can typically take months and sometimes years to resolve and while the matter is being dealt with through the Courts, the illegal operation continues to make money for the operator. Also, while the fine amounts being ordered by the Courts are increasingly significant, for some of the larger illegal operations these fines are just considered the "cost of doing business". More robust and efficient enforcement measures are needed if the Town is to be successful in combatting these illegal operations. These suggested new enforcement measure need to include more significant financial penalties prescribed in the *Planning Act* including special fines provisions. Currently, the maximum fine amounts are as follows:

- An individual is liable to a fine of not more than \$25,000 upon first conviction and on a subsequent conviction, not more than \$10,000 for each day in which the contravention has continued after the day in which the person was initially convicted.
- A corporation is liable to fines of not more \$50,000 upon first conviction and not more than \$25,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.

It should be noted that directors or officers of corporations can also be charged and if found guilty of the charges they would be subject to the same penalty provisions as an individual.

In view of the revenues being generated from some of these large illegal operations the maximum fine amounts should be doubled, and special fine provisions like those found in the *Municipal Act* should also be introduced in the legislation. A special fine amount would enable a Court to levy a fine higher than the maximum amount prescribed in the legislation in circumstances where there has been an economic advantage or gain by violating the *Zoning By-law*. An example of this is in the Town's *Business Licensing By-law* which has a special fine provision that states, "a special fine equal to the amount of the economic gain may be imposed".

In addition to these increased fines the Town needs further enhanced enforcement powers including the authority for the municipality to bar entry to the property in circumstances where the illegal land use is occurring and it is having significant detrimental impacts on adjacent properties/occupants, the environment or creating unsafe situations such as traffic safety. These enhanced enforcement powers should be like the ones that currently exist in the provincial *Cannabis Control Act* in terms of that authority to issue a closure order along with the authority to physically block or restrict access to the property. Recognizing that this type of enforcement authority is very significant it is necessary to also have an appeal mechanism which property owners or tenants can avail themselves of when such orders and actions are taken, or the property owner has removed the illegal use. This appeal process should be through the Superior Court of Justice so that a hearing by a Judge can be held and the Judge should have the authority to confirm, modify or rescind a closure order. Implementation of such powers would be extremely effective and efficient in addressing illegal land uses such as the ones that are currently occurring in Caledon.

It needs to also be understood that even if the province was to implement these additional enforcement provisions there is a clear need for proper truck parking/storage facilities within the Town. Currently the Town's Zoning By-law does not permit such a use and considering the number of logistic facilities that have been constructed in the Town and the volume of new ones that are slated to be built both within and within proximity to the Town then this need will only continue to grow. Having clear land use designations in the most appropriate locations in the Town along with the necessary performance standards to mitigate the impacts these uses may have will help reduce the volume of illegal operations especially when combined with a very robust enforcement program regarding the illegal operations.

Recommended Advocacy to Combat Illegal Land Use Issues

Staff are recommending that the Town advocate to the Province to support municipalities in efforts to combat illegal land use issues through the following means:

- Amend the *Municipal Act* to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations.
- Increase the maximum penalty amounts in the *Planning Act* to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted.
- Include provisions to ensure a corporation is liable to fines of not more \$100,000 upon first conviction and not more than \$50,000 for each day in which the

contravention has continued after the day in which the corporation was initially convicted.

Summary

Constant and undeterred enforcement efforts by both the Municipal Law Enforcement division and the Legal division is achieving the results that were envisioned when Council approved the creation of this dedicated Enforcement initiative. This success can be directly attributed to the professionalism and commitment of the staff and the leadership who have been assigned to this endeavour. Even though it will take time to achieve compliance with some of the more flagrant contraveners, staff will utilize all the enforcement tools provided for in the *Planning Act* along with other legal remedies as we work towards achieving compliance amongst these non-compliant property owners.

FINANCIAL IMPLICATIONS

Financial implications are contained throughout this report.

COUNCIL WORK PLAN

Subject matter is not relevant to the Council Workplan.

ATTACHMENTS

Schedule A: Illustration showing the successful enforcement action at 6230 Mayfield Road

Schedule A to Staff Report 2023-0327





758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

The Corporation of the Township of Mulmur will hold a Public Meeting pursuant to Section 26 of the Planning Act (1990) to consider various amendments to the Official Plan.

Anyone wishing to address Council with respect to the proposed amendments will be given an opportunity to do so at the public meeting on September 6, 2023 at 9:00 a.m.

PURPOSE AND EFFECT OF THE OFFICIAL PLAN AMENDMENTS

The proposed Official Plan Amendment would:

- Update the Environmental policies of the Official Plan in accordance with the Planning Act;
- Update the schedules and add appendices to the Official Plan to include up to date data sources and correlate to the policies; and
- Refresh the definitions and modify the framework to providing consistent terminology, removing duplication, and grouping similar subject matter.

LANDS AFFECTED: No key map is provided as the Amendments affects all lands within the Township. Please note that certain amendments will impact the schedules (maps) to the Official Plan.

ADDITIONAL INFORMATION: A copy of the proposed amendment is available for review at the municipal office during regular office hours and on our website. Persons unable to attend the public meeting may provide written comments up until the time of the public meeting. If you wish to be notified of the decision on the proposed application, you must make an oral or written request to the Township of Mulmur. If a person or public body does not make oral submissions at the public meeting or make written submissions to Mulmur Township before the amendment is approved by the Council of the County of Dufferin, the person or public body is not entitled to appeal the decision of County Council to the Appeal Tribunal. Furthermore, the person or public body may not be added as a party to the hearing of an appeal before the Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Please note that comments and opinions submitted on these matters, including the originator's name and address, become part of the public record, may be viewed by the general public and may be published in a Planning Report and will be included in the Council agenda and minutes.

Denise Holmes

From: Mark Kluge <mkluge@townofgrandvalley.ca>
Sent: Wednesday, July 19, 2023 10:32 AM
To: Gord Feniak; Tim Benham; Jordyn Beam; Brad Haines; James Allen; jforeman@gvdfd.com; circulations@wsp.com; planninganddevelopment@bell.ca; BURDZ, Anna; Municipal Planning; LandUsePlanning@HydroOne.com; Ontario Power Generation; MOB Permits; community.planning@wdgpublichealth.ca; lpuconsents@mpac.ca; dellarue.howard@ontario.ca; corridor.admin@ontario.ca; martin.leyten@ontario.ca; planner@dufferincounty.ca; emilne@southgate.ca; Denise Holmes; planification; planification@cscmonavenir.ca; Rogers, Joanne; Municipal.circulations@ugdsb.on.ca; info@hdi.land; contactus@metisnation.org; execassist.ri@sugeenojibwaynation.ca; markhill@sixnations.ca; abby.laformeA@mncfn.ca; Kailla Forrester
Cc: Steve Soloman; Philip Rentsch; Paul Latam; Lorne Dart; James Jonker; Meghan Townsend; Doreen Still; Mark Kluge
Subject: REQUEST FOR COMMETS File Z03-2023 502180 Highway 89 Roll #218600 Town of GRAND VALLEY.
Attachments: APPLICATION.pdf; 218600 Location Map.pdf; 218600 Approx Setbacks_July 12 2023.pdf

Hello

The Town has received a Zoning By-law Amendment Application File Z03-2023 to convert the former Keldon Church located at 502180 Highway 89 (Roll #218600) at Sideroad 27-28 to a residential use.

A site specific Rural Residential (RR) zone will be required to address the new use, deficient lot size, existing setbacks, and Minimum Distance Separation (MDS) requirements.

The following material is attached for your review:

- Application Form
- Location Map
- **APPROXIMATE (NOT TO SCALE) Existing Setbacks – NOT A LEGAL SURVEY**

Please provide your comments and/or sign-off by Friday August 11, 2023, via email. If no response is received by this date, it will be assumed you have no objection to the application.

The Public Meeting is tentivley scheduled for September 12, 2023, and you will receive the Public Meeting Notice as well.

Should you have any questions, require more information or time to review please contact me via email or my work cell 519-943-5784.

Thank you for your co-operation in this matter and STAY SAFE.

Regards,



Mark H. Kluge MCIP RPP, Town Planner

Town of Grand Valley 5 Main Street North GRAND VALLEY ON L9W 5S6

Tel: (519) 928-5652 Fax: (519) 928-2275 mkluge@townofgrandvalley.ca



Corporation of the Town of Grand Valley
5 MAIN ST. N. GRAND VALLEY ON L9W 5S6
Phone: 1-519-928-5652 Fax: 1-519-928-
www.townofgrandvalley.ca

Application for Amendment to Zoning By-Law

Under Section 34 of the Planning Act

RECEIVED

JUL 13 2023

DATE RECEIVED _____

TOWN OF GRAND VALLEY

Per _____

Property Roll Number 218600

Completeness of the Application

The information in this form **must** be provided by the applicant with the appropriate fee. If the information and fee are not provided, the application will be returned or refused for further consideration until the information and fee have been provided.

Section 6, Sworn Affidavit, must be signed by all owners in front of a commissioner, or Sections 7.1 and 7.2 must be completed by the property owner if an agent is making this application on their behalf.

Submission of the Application

- 1 copy of the completed application form and 1 copy of the sketch are required by the Town.
- ~~MINOR Application Fee \$1500.00~~
- MAJOR Application Fee ~~\$2000.00~~ \$2500 MK
- PLUS Deposit if applicable
- Measurement to be in metric units.
- DEPOSIT as estimated by staff may be required for consultant peer review. Costs will be invoiced as received and are required to be paid in full and will not be drawn from the deposit. The deposit will be returned when your file is closed.

If you have any questions, please contact the Municipal Office:

TOWN OF GRAND VALLEY
5 Main Street N. GRAND VALLEY ON L9W 5S6
Phone: (519) 928-5652
Fax: (519) 928-2275

Please Print and Complete or (T) Appropriate Box(es)

1. Applicant and Ownership Information		
1.1	Name of Applicant KAILLA FORRESTER	[REDACTED]
1.2	Name of Owner(s) If different from the applicant an owner's authorization is required in Section 7.1, if the applicant is not the owner.	
	Address	Home Telephone No. Business Telephone No.
1.3	Name of the person who is to be contacted about the application, if different than the applicant (this may be a person or firm acting on behalf of the applicant).	
	Name of Contact Person	Home Telephone No. Business Telephone No.
	Address	Postal code Fax No.
1.4	Any Mortgages, Charges, or other encumbrances in respect of the subject land: N/A	
	Name	Address
	Name	Address

2. Location and Description of the Subject Land			
2.1	County: Dufferin	Municipality Town of Grand Valley	
	Concession Number SIDEROAD 27-28	Lot	Registered Plan/Lot(s) / Block(s)
	Reference Plan No.	Part Number (s)	Street/Road: HIGHWAY 89 Street/Emergency No. 502180
	Width of street/road 12.8 m	<input checked="" type="checkbox"/> Municipal year round maintained road <input type="checkbox"/> County Road <input type="checkbox"/> Seasonal or private road	
	Frontage (m)	Entire Property 51m	Affected Area (if amendment does not affect entire property)
	Depth (m)	40m	
	Area (hectares)	0.204 HECTARES	
3. Zoning and Official Plan Information			
3.1	Current zoning of the subject : INSTITUTIONAL		3.2 Proposed Zoning: RURAL RESIDENTIAL

<p>3.3 Related Applications under the Planning Act, if any: NIA</p>	<p>3.4 Has subject lands ever been subject of an Application under the Planning Act? NA</p> <p>File # _____ Status: _____</p> <p>File # _____ Status: _____</p>
<p>3.5 Nature & Extent of the proposed zoning</p> <p>TO ZONE AS RURAL RESIDENTIAL</p>	
<p>3.6 Purpose/Reason why the rezoning is requested:</p> <p>THE REASON FOR THE REQUEST IS SO WE CAN MAKE THIS PROPERTY INTO A SINGLE FAMILY DWELLING.</p>	
<p>3.7 Current Official Plan Designation: INSTITUTIONAL Agricultural KF</p>	
<p>3.8 Provide an explanation of how the application conforms to the Official Plan</p> <p>RESIDENTIAL PERMITTED in Ag designation. KF</p>	

<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									
<input type="checkbox"/> Existing <input type="checkbox"/> Proposed									

5.5 Environmental

Water <input type="checkbox"/> Private Well <input type="checkbox"/> Communal Well <input type="checkbox"/> Municipal Well	Sewage Disposal <input type="checkbox"/> Private Septic <input type="checkbox"/> Communal System <input type="checkbox"/> Other: _____	Storm Drainage <input type="checkbox"/> Sewer <input type="checkbox"/> Ditches <input type="checkbox"/> Swales <input type="checkbox"/> Others: _____	Tile/Drainage <input checked="" type="checkbox"/> no <input type="checkbox"/> yes, please mark on site plan location of tile runs	Biosolids <input checked="" type="checkbox"/> no <input type="checkbox"/> yes, please mark on site plan location and timing of applications
--	--	--	--	--

Does the proposed development produce greater than 4500 litres of effluent per day? yes no

If yes, attach a servicing options report and hydro geological report.

5.6 Agriculture

Are lands part of a Nutrient Management Plan?

no yes, please provide plan number _____ and date approved by OMAFRA _____

Are there any livestock facilities within 500 metres of the subject lands? no yes If yes, complete the following for each farm operation:

Animal type	Barn dimensions of all barns capable of housing livestock	Number of tillable hectares of farm land	Type of Manure storage land
Animal type	Barn dimensions of all barns capable of housing livestock	Number of tillable hectares of farm land	Type of Manure storage land

5.7 Statement of Requirements: Please complete the following chart

Zone Requirements: (Office Use)

Lot Area (hectares)	0.204 HECTARES	
Frontage (m)	51m	
Front Yard (distance between front lot line and building or structure) (m)	5m	
Rear Yard (m)	21.8m	
Interior Side Yard (m)	42m	
Exterior Side Yard (m)	3m	
Height (m)	9m	
Lot Coverage (building footprint as % lot area)	6%	
Dwelling Size (m2)	113.6m ²	
Landscaping (% of lot area)		

6. Sketch

6.1 The application shall be accompanied by a sketch showing the following: **(Please Use Metric Units)**

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

7. Affidavit, Sworn Declaration, Authorizations & Fees

Please complete the authorization, declarations and acknowledgement form.

AUTHORIZATION, DECLARATIONS AND ACKNOWLEDGEMENTS



IN THE MATTER OF A PLANNING APPLICATION FOR:

- Official Plan Amendment
- Zoning By-law Amendment
- Consent to Sever
- Plan of Subdivision/Condominium
- Other _____

OWNERS AUTHORIZATION

I, KAILLA FORRESTER & MATTHEW LANGRIDGE, am the owner of the lands subject to this application hereby agree to the following:

1. Town staff or their representatives are authorized to enter my property for the purposes of evaluating this application.
2. I acknowledge and agree to pay all costs associated with the processing and evaluation of this application, including any peer reviews and consulting fees. These costs may be deducted from the deposit or invoiced directly, at the discretion of the Town. Should this application be appealed to the OMB, I am aware that I will be responsible and agree to pay all fees related to the OMB process.
3. For the purposes of the Freedom of Information and Protection of Privacy Act, I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Planning Act for the purposes of processing this application, and further I authorize my agent for this application to provide any of my personal information that will be included in this application or collected during the processing of this application.
4. I authorize _____ to make this application on my behalf.

_____ Date _____ Signature of Owner

SWORN DECLARATION OF APPLICANT

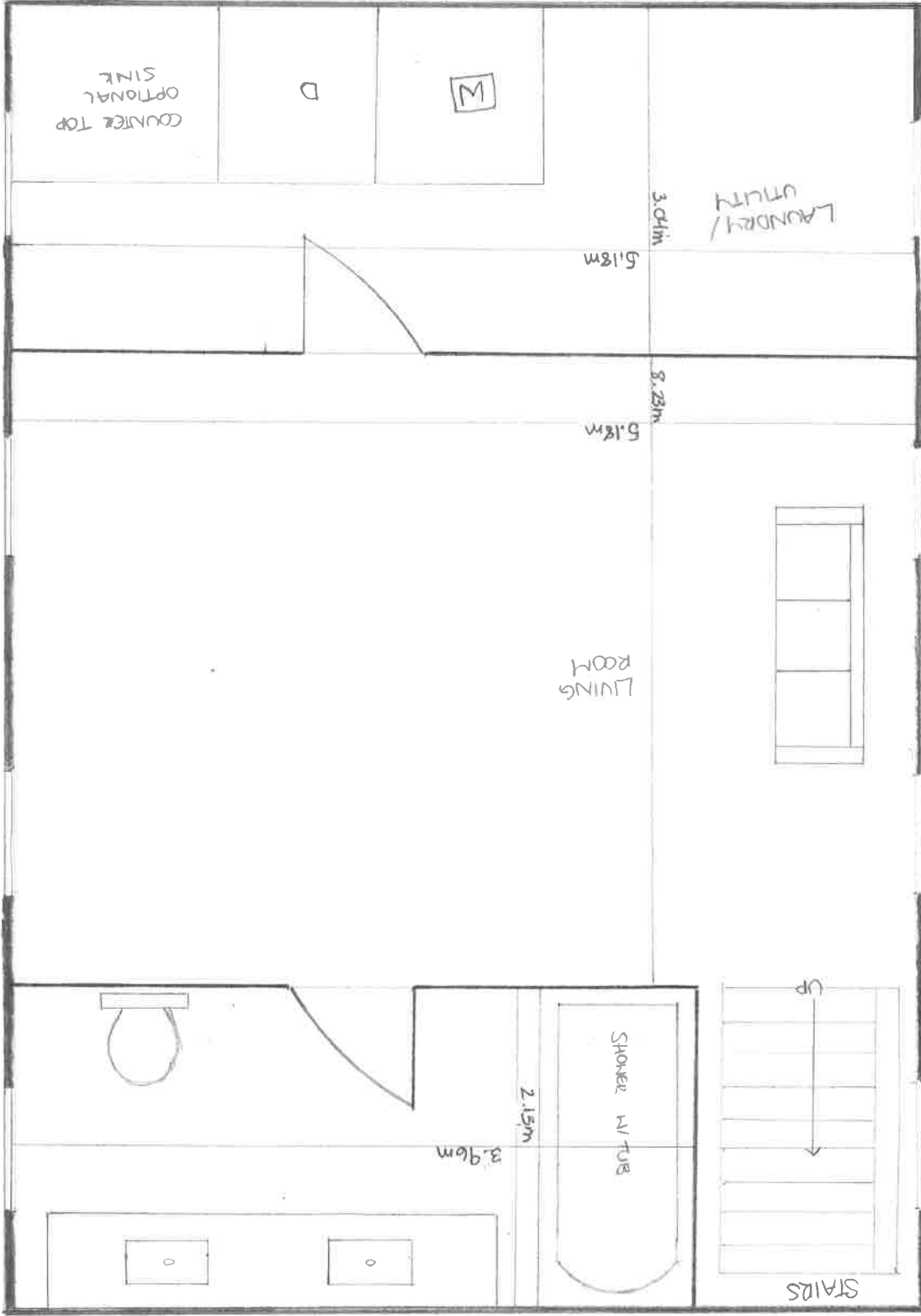
I, KAILLA FORRESTER + MATTHEW LANGRIDGE of the _____
 in the TOWN OF GRAND VALLEY DUFFERIN COUNTY make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application is true.

Sworn (or declared) before me
 at the TOWN OF GRAND VALLEY
 in the COUNTY OF DUFFERIN
 this 12th day of JULY 2023

Mark Henry Kluge, a Commissioner, etc.,
 Province of Ontario, for the Corporation of
 the Town of Grand Valley
 Expires July 5, 2025.

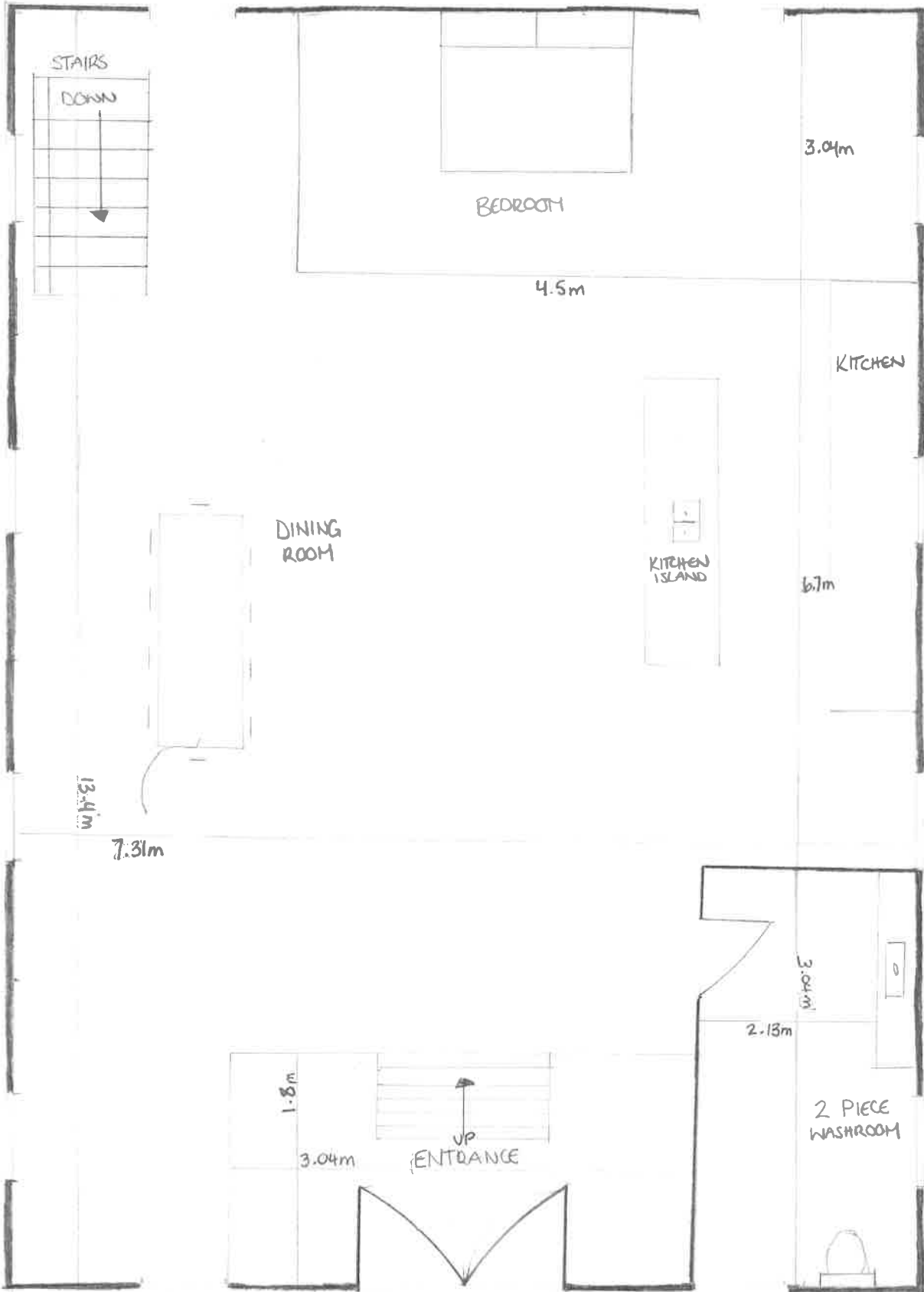
 Commissioner of Oaths

 Applicant



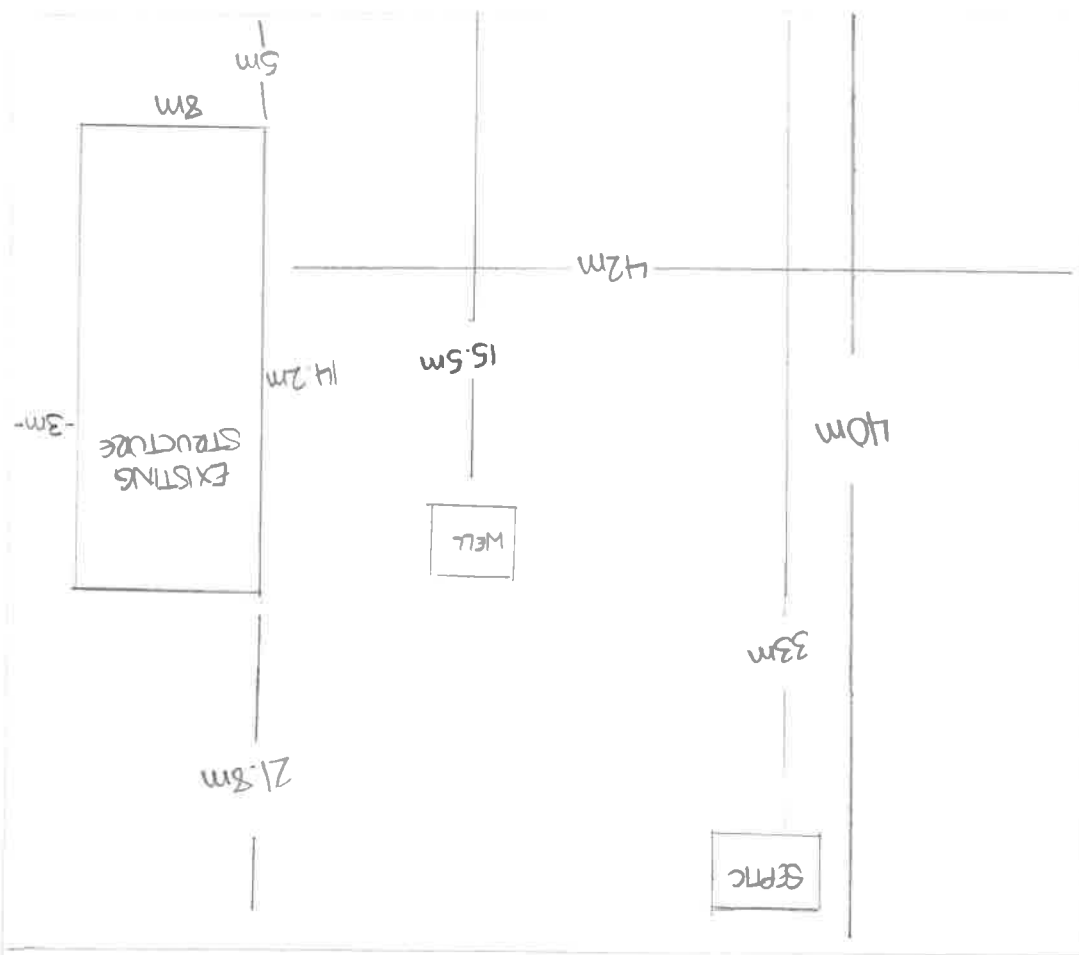
LOWER LEVEL

MAIN FLOOR



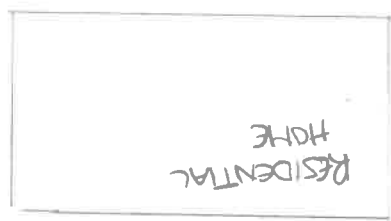
FARM LAND

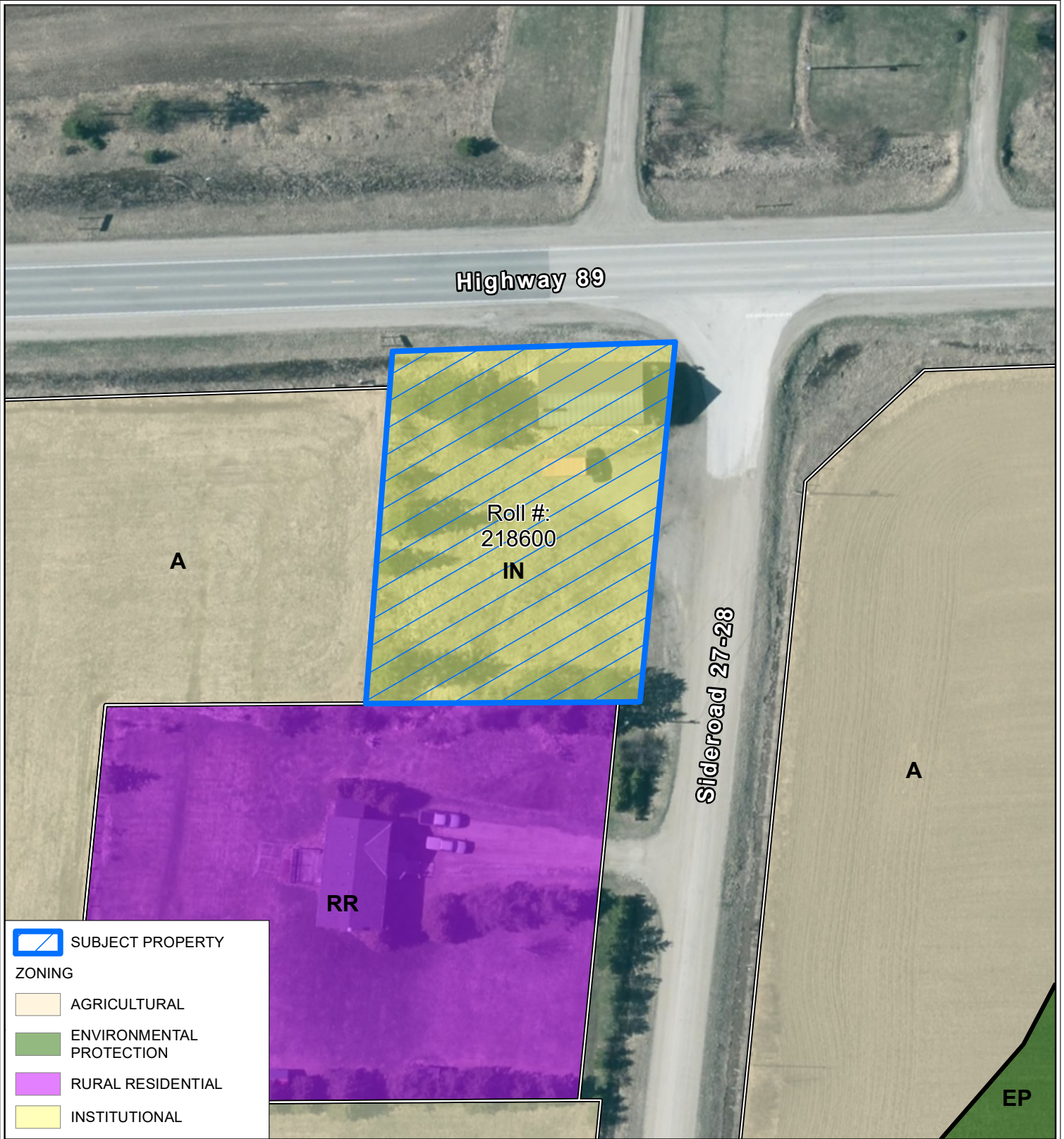
SIDEROAD 27-28 8.7m




HIGHWAY 89 12.8m





FARM LAND





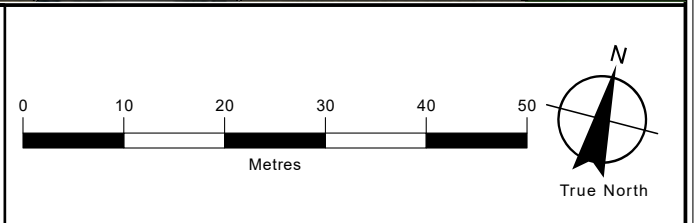
 SUBJECT PROPERTY

ZONING

-  AGRICULTURAL
-  ENVIRONMENTAL PROTECTION
-  RURAL RESIDENTIAL
-  INSTITUTIONAL



TOWN OF GRAND VALLEY



LOCATION PLAN
502180 HIGHWAY 89
ROLL #218600

File
Z03-2023

Date
2023/07/10
Scale
1:750

Figure No.
1



Setback
 Property Line



TOWN OF GRAND VALLEY

Metres

True North

APPROXIMATE BUILDING SETBACKS
 502180 HIGHWAY 89
 ROLL #218600

File
Z03-2023

Date
2023/07/12
 Scale
1:350

Figure No.
1

Denise Holmes

From: Michelle Hargrave <mhargrave@dufferincounty.ca>
Sent: Wednesday, July 19, 2023 10:04 AM
To: Alice Byl; Carolina Khan; David Smith; Denise Holmes; Denyse Morrissey; Ed Brennan; Fred Simpson; Jennifer Willoughby; Jessica Kennedy; Karen Landry; Klaudia Mirska; Mark Early; Meghan Townsend; Michelle Dunne; Nicole Martin; Peter Avgoustis; Sonya Pritchard; Tracey Atkinson
Cc: Anna McGregor
Subject: Community Safety and Well Being Plan (CSWB) Updated
Attachments: Community Safety and Well-Being Plan 2022 Annual Report -20-06-2023.pdf

Good Morning,

At its regular meeting on July 13, 2023, County Council passed the following recommendation put forward by the Health and Human Services Committee:

THAT the report of the Director, Community Services, titled Community Safety and Well-Being Plan 2022 Annual Report, as amended, dated June 22, 2023, be received;

AND THAT staff be directed to forward the annual report to each lower tier municipalities for their review;

AND THAT Council approve up to \$15,000 to be set aside from the Rate Stabilization Reserve, in 2023, to continue to assist with ongoing engagement, administration and data gathering costs for the plan.

I have attached a copy of the Community Safety and Well Being 2022 Annual report. We will be posting this on our website as well as the Join In Dufferin site.

Please share this with your Council and residents for review.

If you have any questions or concerns, please reach out to Anna McGregor (amcgregor@dufferincounty.ca).

Have a great afternoon,
Michelle

**Michelle Hargrave | Administrative Support Specialist, Clerk's Department | Office of the CAO
County of Dufferin** | Phone: 519-941-2816 Ext. 2506 | mhargrave@dufferincounty.ca | 30 Centre Street,
Orangeville, ON L9W 2X1

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Dufferin county

Community Safety and Well-Being Plan 2021-2024



TOWNSHIP OF
AMARANTH



Town of
**GRAND
VALLEY**



TOWNSHIP OF
MULMUR



TOWNSHIP OF
EAST GARAFRAXA



Orangeville



TOWNSHIP OF

MELANCTHON



A People Place. A Change of Pace
SHELBURNE
ONTARIO, CANADA

TOWN OF
MONO



2022 Annual Report

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Municipal Collaboration

Acknowledgements

Appendix - Glossary of Terms

MESSAGE FROM THE CO-CHAIRS

We are very pleased to bring you the second annual report on the Community Safety and Well-being (CSWB) Plan for 2021-2024.

The tenets of Community Safety and Well-being are the foundations of vibrant communities. Whether you are just arriving, multi-generation residents, or visiting our beautiful communities, there are certain things that matter to all of us. Your community organizations, service agencies and governments have made a commitment to collaborate, share information and measure performance on the issues that the community has told us are most pressing at this time. Those issues make up the priority areas of the Dufferin County CSWB Plan 2021-2024.

In 2022, we continued to see challenges from the COVID 19 pandemic, but we also saw many successes. At the Integration Table we saw collaboration in real-time, ongoing integration of services in Dufferin County, broader community awareness and a growing number of partners at the table. This report highlights some of those successes, and the strong momentum seen this year on the Plan.

We would like to thank the individuals, partners, Lead Tables, and municipalities across the County for their efforts this year. Community Safety and Well-being work requires agility and attentiveness from many to be successful. Thank you for all that you do!

Anna McGregor

**Director
Community Services**



Jennifer Payne

**Executive Director
Headwaters Communities in Action**



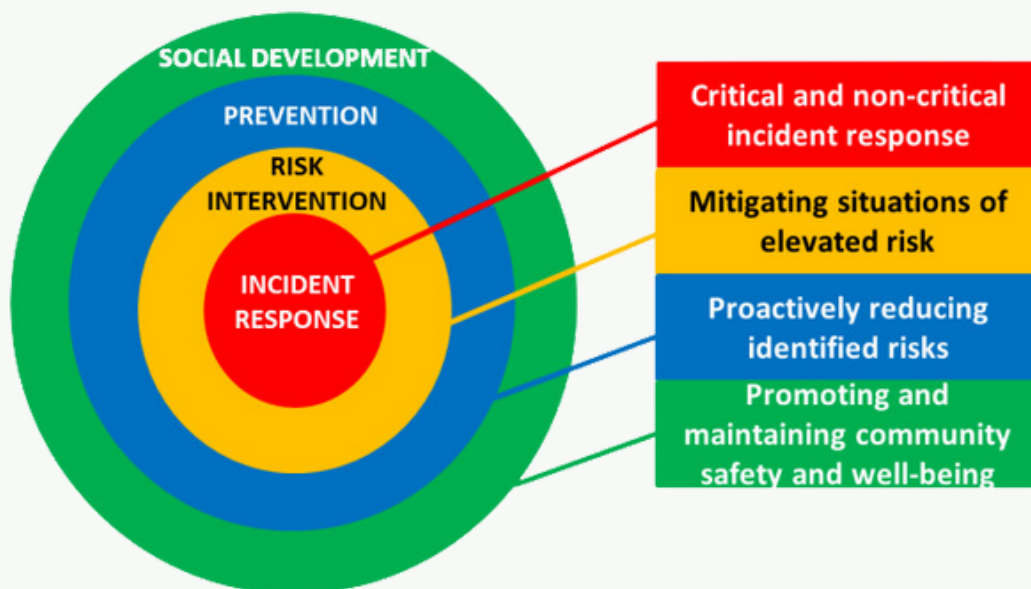
ONTARIO'S CSWB PLANNING

The Comprehensive Ontario Police Services Act, 2019 mandates every municipal council to prepare and adopt a Community Safety and Well-Being Plan. Under the legislation, municipalities have the discretion and flexibility to develop joint plans with surrounding municipalities. The municipalities in Dufferin are working collaboratively to develop a shared Community Safety and Well-Being Plan for all of Dufferin County.

As part of the legislation, the province mandated a number of requirements. Municipalities must:

- Prepare and adopt a Community Safety and Well-Being Plan.
- Work in partnership with a multisectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community/social services and children/youth services.
- Conduct consultations with the advisory committee and members of the public.

The Ontario Community Safety and Well-Being Planning framework operated as a guide in developing the Dufferin County Community Safety and Well-Being Plan. This framework focuses on collaboration, information sharing and performance measurement, and identifies four areas in which communities can be made safer and healthier.



WHERE WE HAVE BEEN



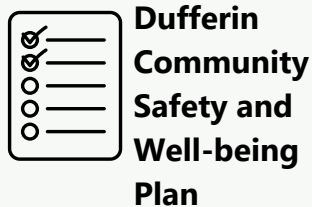
**Data and
Asset
Mapping**



**Community
Engagement**



**Sensemaking
and Plan
Development**



**Dufferin
Community
Safety and
Well-being
Plan**

- Organizational consultations - 20 interviews were conducted with community organizations.
- Inventory of Dufferin planning tables - an inventory of existing planning tables in Dufferin was also conducted. A total of 33 planning tables were identified.
- Local data dive - local data was collected to validate resident perceptions, to support ongoing discussions, and to create a foundation.

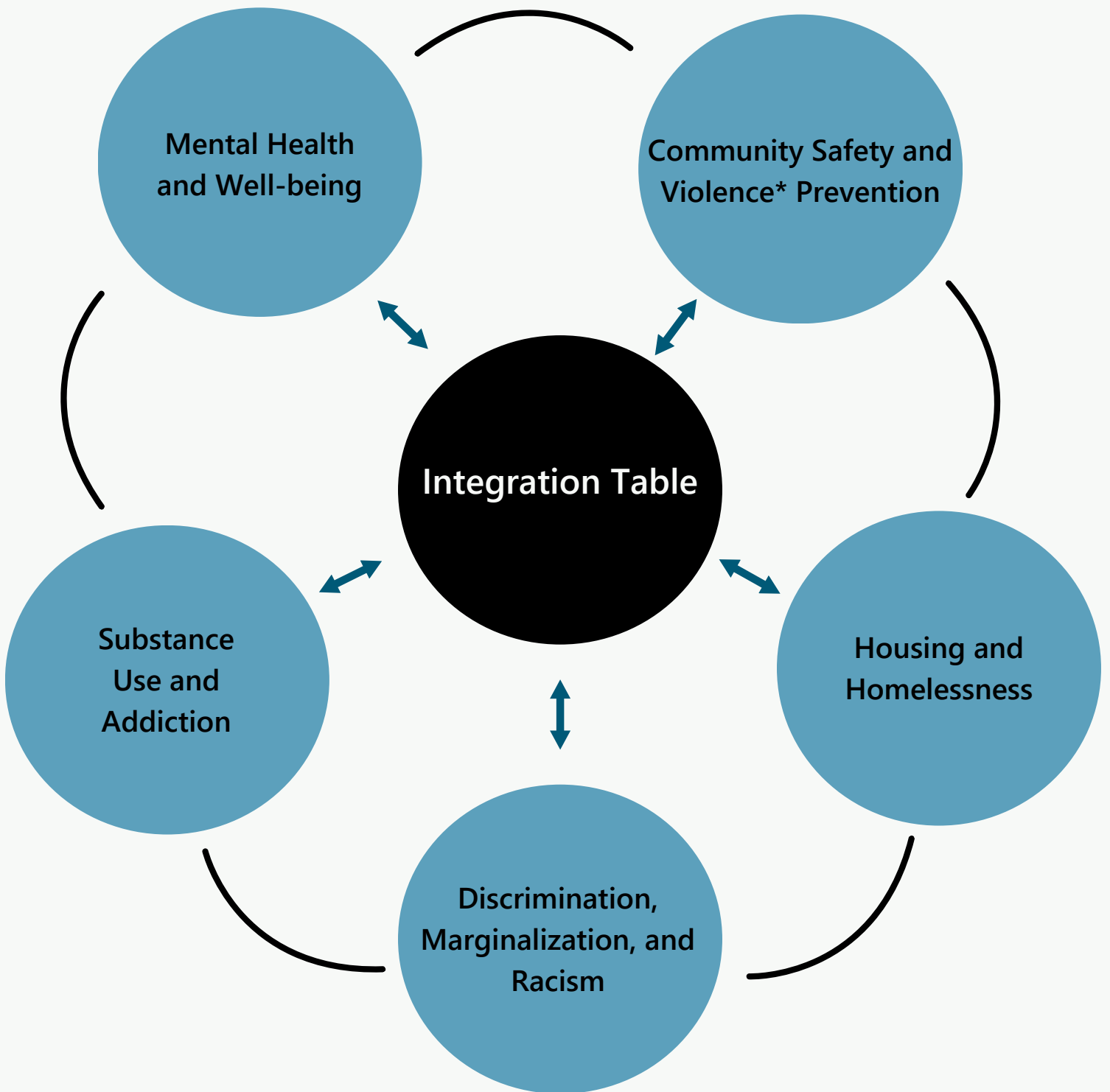
- Community consultation - a website was created to share information and to ensure residents were given the opportunity to participate in the plan's creation.
- Resident survey - residents were able to provide input into the plan through a survey. The survey was completed in late fall of 2020. A total of 471 responses were received from residents across Dufferin County.
- Youth engagement - an engagement session was held with youth in Shelburne to learn about their experiences and perceived risks to health and safety.
- Community organization consultation - community organizations were invited to participate in a survey to identify statistics they collect, local research that has been conducted, and priorities they would like to see reflected in the plan. A total of 20 organizations responded to the survey.

- The Advisory Committee reviewed all of the data and information that had been collected and identified five areas of focus for the plan:

1. Mental Health and Well-being
2. Housing and Homelessness
3. Substance Use and Addiction
4. Discrimination, Marginalization, and Racism
5. Community Safety and Violence Prevention

- The four-year plan was adopted in May of 2021. It will be reviewed annually.
- A structure has been established to lead the implementation of the plan, which leverages the use of existing tables in Dufferin, and ensures that there is an integrated response.
- A Lead Table has been identified for each of the priority areas. The existing Advisory Committee has converted into an Integration Table.

PRIORITY AREAS & 2022 UPDATES



*Gender-based Violence, and Family and Domestic Violence Prevention.

MENTAL HEALTH AND WELL-BEING

Lead Table: Hills of Headwaters Ontario Health Team Mental Health and Addictions Work Group

About: We are a work group structured through the Hills of Headwaters OHT as a result of mental health and addictions being identified as a priority area for our local OHT. We are comprised of a wide range of community service providers and people with lived experience and we are broadly tasked with enhancing system integration; enabling straightforward and easy to navigate pathways for service; and addressing systems gaps. We have a number of sub-committees including the following: Community Crisis Integration Team, Community Response Team, Addictions Work Group, Palliative Care Work Group; Congregate Settings Community of Practice; and Single Intake Form Committee.

2022 Areas of Focus:

1. Support and belonging.
2. Holistic health and well-being.
3. Crisis prevention.

2022 Update:

Planned Outcomes	Realized Outputs and Outcomes
Enhance overall mental health and increase service provider resilience.	<ul style="list-style-type: none"> • Held workshops and training for service providers. Workshops focused on resiliency training, yoga, and self-care. There was strong attendance throughout 2022.
Increase sense of belonging.	<ul style="list-style-type: none"> • Held ongoing lunch and learns for service providers. Service providers were able to share their experiences, expertise, and support each other.
Reduce emergency room visits.	<ul style="list-style-type: none"> • Collaborated with Crisis Response Working group on several projects: <ul style="list-style-type: none"> ◦ Completed process mapping that illustrates how services are accessed by children, youth, and adults in Dufferin. ◦ Developed a crisis brochure for physicians to distribute, as well as the general public. ◦ Supported integration of two new service components into the Community Crisis Intervention Team (CCIT): 1) The Mobile Crisis Response Team (MCRT) which is a collaborative pilot between Dufferin OPP and Headwaters Health Care Centre and 2) Two Community Outreach Support Counselors hired through FTP to support crisis response and outreach with chronically homeless individuals in Dufferin. • Baseline value for rates of emergency department (34 visits) as first point of contact for mental health and addictions-related care have been established .

HOUSING AND HOMELESSNESS

Lead Table: Dufferin County Equity Collaborative (DCEC) Housing & Homelessness Working Group

About: The DCEC Housing & Homelessness Working Group was formed in Spring 2019. The group's 2022 goal was that "All members of the community will have equitable access to safe and affordable housing."

2022 Areas of Focus:

1. Community awareness and understanding of homelessness.
2. Reduction of barriers.
3. Housing stability supports and initiatives.

2022 Update:

Planned Outcomes	Realized Outputs and Outcomes
Increase community awareness and understanding of homelessness, the lack of safe and affordable housing in our community, and the impact these issues have on our community.	<ul style="list-style-type: none"> • Launched recruitment campaign for new members of the working group; one new member was added. • Attended "Celebrate Your Awesome" on June 18, 2022, in Orangeville. Partners raised awareness on housing and homelessness while celebrating pride and diversity at the event.
Increase access to safe and affordable housing.	<ul style="list-style-type: none"> • Increased Ontario Priority Housing Initiative (OPHI) allowances from 54 to 66 at County of Dufferin. • Increased Canada-Ontario Housing Benefits (COHB) from 25 to 49 at County of Dufferin.
Increase initiatives to help obtain and maintain safe and affordable housing.	<ul style="list-style-type: none"> • County staff member was certified in Rent Smart. Hope to expand program to other staff and clients to build strong tenant-landlord relationships. • Distributed housing challenges and priorities post cards in Orangeville. Post cards allowed community to easily submit their challenges and priorities to Town Council - Town of Orangeville. • The County realigned housing supports to the Ontario Works Division and created the Housing Stability Team. This team provides holistic support to clients on the By-Name List (BNL).

SUBSTANCE USE AND ADDICTION

Lead Table: Dufferin-Caledon Drug Strategy Committee.

About: The Dufferin-Caledon Drug Strategy started back in 2017 as a group of community agencies coming together to organize a local event in recognition of Overdose Awareness Day on August 31. At that time, the agencies felt strongly that something needed to be done to draw awareness and offer support to the community as the number of overdose related deaths were increasing and the “Overdose Awareness Day” Committee was formed. Over the years the Committee has stayed committed to increasing the community’s awareness of the issue and morphed into the “Dufferin-Caledon Drug Strategy” in 2020 recognizing that the work needed to be broader than just organizing a one day event each year.

2022 Areas of Focus:

1. Community awareness and understanding of addiction.
2. Reduction of stigma.
3. Drug use safety.

2022 Update:

Planned Outcomes	Realized Outputs and Outcomes
Increase awareness and knowledge of drug-use safety.	<ul style="list-style-type: none"> • At Overdose Awareness Day event on August 31, 2022, Dufferin OPP talked about the “Good Samaritan Act” to help decrease concerns/myths associated with calling emergency personnel if someone is experiencing an overdose. <ul style="list-style-type: none"> ◦ Many community members and service providers attended the event, and the following was provided: <ul style="list-style-type: none"> 30 community members attended. 66 service providers attended. 6 Naloxone kits to service providers (CMHA numbers). 22 Naloxone kits, 2 short kits, 6 long kits, 7 meth kits and 2 small black sharps containers (WDG Public Health numbers), to a combination of service providers and community members. • Engaged WDG Public Health on the FAST (Flexible, Scalable, Accessible and Timely) Overdose Alert Platform and its use in Guelph. Will continue discussions on this platform and its uses in 2023. • <u>Section 25.2 of the OHSA</u>: engaged businesses in the community and provided resources for workplace obligations (naloxone availability).
Reduce the stigma of addiction in the community.	<ul style="list-style-type: none"> • Overdose Awareness Day event featured a community BBQ, Health Fair (highlighting the various addiction services/resources available in the community) and powerful speeches from people with lived experience with the aim to decrease stigma that continues to exist around addiction. Three people spoke from their own lived experience with addiction (either personal use or impact of supporting a loved one).

DISCRIMINATION, MARGINALIZATION, AND RACISM

Lead Table: County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee (DEICAC)

About: The County of Dufferin Diversity, Equity and Inclusion Community Advisory Committee (DEICAC) was created in October 2020 as a response to local incidents of anti-Black racism. The Advisory Committee to County Council was implemented very promptly, following in the wake of similar actions in municipalities that took place during the most recent wave of North American African, Caribbean and Black community civil rights organizing, characterized by the United States and Global Black Lives Matter movement. The mandate for the committee will be to advise County Council, make recommendations and provide a monitoring and measuring role to help ensure that the County applies a diversity, equity and inclusion lens to its policies, services and programs.

2022 Areas of Focus:

1. Vision and mission.
2. Strategy and enhancement of priorities.

2022 Update:

Planned Outcomes	Realized Outputs and Outcomes
<p>Mobilize and set a foundation for the working group to build on.</p> <p>Create a Terms of Reference and Strategic Plan for the Working Group that speaks to an enhancement of DEICAC priorities.</p>	<ul style="list-style-type: none"> • Ruth Cameron Consulting was engaged and approved by County Council. DEICAC moved forward with Ruth Cameron Consulting to assist with strategic planning. • DEICAC completed Terms of Reference and a Strategic Plan for the Working Group. This was approved by County Council on October 13, 2022. • DEICAC outlined the following strategic objectives: <ul style="list-style-type: none"> ◦ Goal 1 - DEICAC works to advance initiatives focused on eradicating inequality in the delivery of County of Dufferin programs and services through developing knowledge of effective DEI practices. ◦ Goal 2 - DEICAC will monitor progress towards meaningful representation, diversity and participation of equity-seeking individuals and communities with County Council, and through knowledge-sharing, recommendations and engagement with municipal programs and services. ◦ Goal 3 - DEICAC promotes human rights and diversity through amplifying other select local initiatives raising awareness about equity, meaningful representation and inclusion, diversity, challenging discrimination, and promoting reconciliation. ◦ Goal 4 - The DEICAC mandate and strategic priorities are reflected in an annual work plan focused on a) the Committee completing relevant DEI training, b) providing informed recommendations to County Council, c) reporting on monitoring ensuring that the County applies a diversity, equity and inclusion lens to its policies, services and Programs, and d) where feasible, amplifying other local DEI initiatives.

COMMUNITY SAFETY AND VIOLENCE* PREVENTION

Lead Table: Dufferin/Caledon Domestic Assault Review Team (DART).

About: The Dufferin/Caledon Domestic Assault Review Team (DART), established in 1994, is a group of representatives from the County of Dufferin and Town of Caledon (Region of Peel) criminal justice, medical, child protection and community service agencies. Each agency has an individual mandate to deal with domestic abuse either supporting victims, or children who have been exposed to abuse, or the perpetrators of the abuse. The work of the Committee is accomplished through agency representatives who take part in interagency decision-making, by commitment to the Protocol, by commitment to deal with new challenges as they emerge and with the assistance of interagency agreements.

2022 Areas of Focus:

1. Increasing knowledge and awareness about domestic abuse.
2. Support and survivor voices.

2022 Update:

Planned Outcomes	Realized Outputs and Outcomes
Survivor feedback and initiatives.	<ul style="list-style-type: none"> • The Survivor Panel (SP) attended a resiliency workshop on March 31, 2022, with guest speaker Dr. Robyne Hanley-Dafoe. This workshop had 36 attendees. <ul style="list-style-type: none"> ◦ 5 Survivor Panel members presented about hope and resiliency at the March 31, 2022, workshop. • "Notebook" project continued throughout 2022 with the SP and clients. Women accessing the shelter space were provided notebooks and support by the SP. Clients voiced this provided them with additional support and benefits.
Provide information and awareness about domestic abuse.	<ul style="list-style-type: none"> • On November 29, 2022, a DART workshop was held on The Assessment and Management of Intimate Partner Violence (IPV) with Dr. Randall Kropp. Attendees learned about the goals and uses of risk assessment, common methods and tools for assessing risk, an overview of perpetrator risk factors and victim vulnerability factors most relevant to violence and life-threatening (lethal) situations, recommendations for managing risk through monitoring, supervision, treatment, and victim safety planning strategies. <ul style="list-style-type: none"> ◦ 39 people attended the workshop on November 29, 2022.

*Gender-based Violence, and Family and Domestic Violence Prevention.

MUNICIPAL COLLABORATION

Partners: Amaranth, East Garafraxa, Grand Valley, Melancthon, Mono, Mulmur, Orangeville, Shelburne

2022 Areas of Focus:

1. Staff awareness and training.
2. Community awareness and intervention.

2022 Updates:

Mental Health and Well-being

- Staff benefits and Employee Assistance Programs. Sharing benefit information with staff.
- Town shares information on range of mental health and well-being resources on social media with regard to community (Shelburne).
- Parks and Recreation Master Plan work has been underway, and the report will be complete on June 26, 2023. It will recommend a wide range of capital projects and investments in parks and recreation, including many new free parks services as part of the Town's commitment to supporting the community (Shelburne).
- Right to Disconnect policies for staff.
- Trails improvement to facilitate public activity (Grand Valley).
- Applying for funding for additional recreation resources.
- Worked with volunteer groups to increase senior recreation opportunities (Grand Valley).
- Lunch hour office closures to ensure staff get their lunch period.
- Ongoing monthly discussions for staff awareness of resources available.
- Bi-annual walking / trail events (Mulmur).
- Pickleball programming (Mulmur).
- Creation of outdoor community ice rink (Mulmur).
- Installed two tennis courts and approved 6 new pickleball courts at Mono College Park, 2 accessible tennis courts and washroom at Mono Centre Park, and the replacement of playground equipment at Island Lake Family Park with new accessible equipment and surfacing (2023 Completion, Mono).
- Exploring compressed work week and flexible schedule arrangements.

*Items that do not mention a specific municipality are present at two or more municipalities.

MUNICIPAL COLLABORATION

Housing and Homelessness

- Initiated a Township led Zoning By-law Amendment to allow additional dwelling units in all residential areas (East Garafraxa).
- Increasing the housing supply through development planning.
- Township Official Plan Update (Mulmur).
- Allow Second Dwelling Units (Mulmur).
- Food Drives.
- Town planning supports infill developments and diversified housing stock, including rentals, to provide more access to homes (Shelburne).
- Town Council also serves as the Board of Directors for Fiddleville Not for Profit Housing, which is located in Shelburne, and is an affordable housing complex (Shelburne).
- Town works with the OPP as needed and has called for welfare checks for those who may be experiencing homelessness (Shelburne).

Substance Use and Addiction

- Benefits plans include access to addiction services.
- Monthly discussions for staff awareness of resources available.
- Accepted Cannabis shops and accepted provincial funding to support policy work regarding addictions if needed (Grand Valley).
- Re-direct clients to other resources available.

Discrimination, Marginalization, and Racism

- Implementation of DEI committees.
- Flag raising for awareness days and celebratory parts of the year.
- Staff DEI training, and job postings include commitments to diversity.
- Development of a Mulmur Post Secondary School Bursary Program (Mulmur).
- Canadian Centre for Diversity and Inclusion membership. Allows additional training and resources.
- Council declarations for various initiatives.
- Town painted cross walk program started in 2022 and to date includes one for Every Child Matters, and Pride Month. Up to 10 cross walks over the next few years with themes that celebrate diversity, culture and heritage of our community are expected (Shelburne).

MUNICIPAL COLLABORATION

Community Safety and Violence Prevention

- Mono Community Safety Committee (OPP and residents) provide advice about enhanced community safety (Mono).
- OPP Policing Contract includes an extra 1.5 FTE officer for traffic enforcement including speeding (Mono).
- Established an accessible ramp subsidy program (Mono).
- Playground accessibility upgrades.
- Speed reductions on various roadways.
- Load restrictions on bridges.
- RIDE grant.
- OPP RIDE programs.
- Upgrading sidewalks for enhanced accessibility when they are being re-done.
- Increased by-law enforcement of parking violations and improved parking safety.
- Investigating speed mitigation options.
- Requested additional police patrols for areas of high speed or frequently ignored stop signs.
- Installed Pedestrian Zone Signs in the Hamlet of Horning's Mills. Installed Children Cut-out signs in Horning's Mills that depict children playing that say, "Please Slow Down for my safety" (Melancthon).
- Reduced the speed limit on the 4th Line NE to 60 km/hour (Melancthon).
- Grant for community safety policing programs to address community safety and violence (Shelburne).
- Work with OPP and receive their Shelburne area bulletins which may be reposted on our web site and social media. Use communications and releases for ongoing community safety issues in the community (Shelburne).
- Town has policy that outlines no tolerance of bullying or violence toward staff; sport and park contacts also reference the R Zone and non-compliance with acting in a respectful manner will not be tolerated (Shelburne).
- Town recently approved a Trespass Policy which includes list of non-acceptable behaviors that will not be allowed (Shelburne).
- Council supported Bill 5 (which was recently not approved by the Province) whereby elected official actions, including sexual harassment and other concerning actions the Municipal Act does not address, could lead to their removal from holding elected office (Shelburne).

ACKNOWLEDGEMENTS

Community Safety and Well-Being is a comprehensive subject. Our community requires ongoing collaboration, information sharing, and performance measurement by many to be successful.

We are grateful for the individuals, partners, and service providers dedicated to this work. We appreciate your commitment. In particular we would like to recognize partners from CSWB Lead Tables, and the Integration Table:

- Alzheimer Society of Dufferin County
- Caledon-Dufferin Victim Services
- Canadian Mental Health Association (CMHA) - Peel Dufferin
- Community Living Dufferin
- County of Dufferin
- DC MOVES
- DCEC
- Diversity Equity Inclusion Community Advisory Committee
- Dufferin Area Family Health Team (DAFHT)
- Dufferin Caledon Domestic Assault Review Team (DART)
- Dufferin Child and Family Services (DCAFS)
- Dufferin Community Foundation
- Dufferin Situation Table
- Family Transition Place (FTP)
- Headwaters Communities in Action (HCIA)
- Hills of Headwaters Ontario Health Team (HOH OHT)
- Ontario Provincial Police (OPP) Dufferin
- Probation and Parole
- Services and Housing in the Province (SHIP)
- White Owl Native Ancestry Association

We would also like to thank our municipal partners:



APPENDIX - GLOSSARY OF TERMS

CHHAP	Chronic Homeless Housing Allowance Program - ongoing financial supplement paid by the County to the landlord or eligible renter (from the BNL) to help them offset rental costs.
Chronic Homelessness	Refers to individuals who are currently experiencing homelessness AND who meet at least 1 of the following criteria: <ul style="list-style-type: none"> • they have a total of at least 6 months (180 days) of homelessness over the past year. • they have recurrent experiences of homelessness over the past 3 years, with a cumulative duration of at least 18 months (546 days).
CMHA	Canadian Mental Health Association (Peel-Dufferin)
COHB	Canada-Ontario Housing Benefit
Comprehensive Police Services Act, 2019	Is a law in the province of Ontario that brought a number of reforms to policing in the province. It mandates that every municipality across Ontario must have prepared and adopted a Community Safety and Well-being Plan by July 2021
CSWB	Community Safety and Well-being
DAFHT	Dufferin Area Family Health Team
DART	Domestic Assault Review Team
DCAFS	Dufferin Children and Family Services
DCEC	Dufferin County Equity Collaborative
DC MOVES	Dufferin County - Managing Organizing Validating Engagement Strategy
DEI	Diversity, Equity and Inclusion
DEICAC	Diversity, Equity, and Inclusion Community Advisory Committee
FTP	Family Transition Place
HCIA	Headwaters Communities in Action
HOHC	Hills of Headwaters Collaborative

APPENDIX - GLOSSARY OF TERMS

Integration Table	A cross-sectoral table which will ensure a proactive, balanced and collaborative response across the five priority areas. This table works to ensure an integrated response to community safety and well-being which leverages.
Lead Table	An existing planning table that is leading the implementation of strategies and actions in each of the five priority areas.
MH&ADD	Mental Health and Addictions
OHT	Ontario Health Team
OPHI	Ontario Priorities Housing Initiative (Housing Allowance Program)
OPP	Ontario Provincial Police
Outcomes	Actions and/or behaviour changes that contribute to overall goals.
SHIP	Services and Housing in the Province
SP	The Survivor Panel; a panel of survivors that works in collaboration with the Community Safety and Violence Prevention table.



May 2, 2023

Via: Email

Sarah Culshaw
Treasurer/Deputy Clerk
Township of Melancthon
157101 Highway No. 10
Melancthon ON L9V 2E6

Dear Sarah:

Re: Drainage Superintendent Services
File No.: D-ME-SUP
Project No.: MSO019743.2023

As we are now 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, 2023, through March 30, 2023.

The work undertaken during this period includes the following:

January 2023

- Telephone discussion with trapper Dave Cowen and property owner Martin Ivancic regarding trapping required on the McKibbon Drain.
- Detailed review of the lot fabric and areas to complete the watershed correction between the Henderson Drainage Works and the Martin Drainage Works.
- Completed OMAFRA Grant on the Costs of Employing a Drainage Superintendent report back form. Uploaded completed form to the Transfer Payment Ontario (TPON) website.

February 2023

- Finalized and delivered amended maintenance assessment schedules for the Martin Drainage Works based on the corrected watershed areas.
- Finalized and delivered amended maintenance assessment schedule for the Henderson Drainage Works based on the corrected watershed areas.
- Meeting with Township staff to review outstanding drainage projects and timeline for completion and levying of costs.
- Pro-rated maintenance costs incurred on the Henderson Drainage Works and forwarded draft maintenance Levying By-Law and Schedule to Township staff.

- Completed flow calculations for various culverts on the Henderson Drainage Works.
- Received an inquiry from Alysha Black, Royal LePage R.C.R. Realty, regarding whether there was a legal right of way along the Day Drainage Works allowing the Township access for maintenance. Review of file and forwarded an excerpt from the report confirming the existence of a designated 'work area' and the right of access for maintenance.
- Completed OMAFRA Grant Allocation Request for the costs of employing a Drainage Superintendent. Uploaded completed form to the Transfer Payment Ontario (TPON) website.

March 2023

- Received and reviewed new box culvert design prepared by the County of Dufferin for the County Road 21 crossing replacement at the upstream end of the McNabb Drainage Works, A Drain. Review of file and confirmed that the design was as previously discussed.
- Completed "Application for Maintenance Grant" for submission to OMAFRA for the Henderson Drainage Works. Uploaded completed form to the Transfer Payment Ontario (TPON) website.

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 in the meantime, please call.

Yours truly,

R.J. Burnside & Associates Limited

Drainage Superintendent



T.M. Pridham, P.Eng.
Drainage Engineer
TMP:ao

Enclosure(s) Invoice No. MSO019743.2023-1

Other than by the addressee, copying or distribution of this document, in whole or in part, is not permitted without the express written consent of R.J. Burnside & Associates Limited.

019743.2023 SCulshaw Drainage Sup Services Q1 230502
02/05/2023 4:33 PM



**NOTICE OF PASSING OF BY-LAW NO. 2023-43
BY COUNCIL OF THE COUNTY OF DUFFERIN
TO ADOPT DUFFERIN COUNTY OFFICIAL PLAN AMENDMENT NO. 3**

TAKE NOTICE that the Council of the Corporation of the County of Dufferin passed By-law No. 2023-43 on July 13, 2023 pursuant to Section 26 of the *Planning Act, R.S.O., 1990, C.P. 13*, as amended.

THE PURPOSE AND EFFECT of By-law No. 2023-43 is to adopt Dufferin County Official Plan Amendment No. 3, which is the schedules and maps prepared in association with the County's Municipal Comprehensive Review to bring the County Official Plan into conformity with the Provincial Growth Plan, A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan) (Office Consolidation 2020). Official Plan Amendment No. 3 introduces updated policies and mapping required to conform to provincial plans and policies, and to reflect the County's growth structure, including a settlement area hierarchy, updated Natural heritage mapping, and updated Prime Agriculture Areas to accommodate the proposed growth allocations presented in Phase 1 of the Municipal Comprehensive Review (OPA No. 2).

A copy of the Official Plan Amendment is available on Dufferin County's website: <https://www.dufferincounty.ca/sites/default/files/clerks/2023%20By-Laws/2023-43%20Official%20Plan%20Amendment%20No%203.pdf>

Additional information is available on <https://joinindufferin.com/dufferin-county-municipal-comprehensive-review>

Official Plan Amendment No. 3 applies to the whole of the County of Dufferin and therefore, a key map is not provided with this notice.

PUBLIC INPUT in the form of oral submissions at the public meeting and written submissions in advance of the public meeting, was received on the County. Prior to Council adopting the amendment to the Dufferin County Official Plan, a public meeting was held by the County on July 13, 2023 in accordance with the *Planning Act*. Summaries of the written submissions received regarding the amendment to the County Official Plan, the County's responses to the submissions, and the effects of the submissions on the decision of County, are included in the July 13, 2023 Statutory Public Meeting agenda package and in Item #7.4 of the Regular Dufferin County Council

agenda. The July 13, 2023 agenda packages are available on the County's website <https://www.dufferincounty.ca/council/council-meetings>

AND TAKE NOTICE THAT any person or public body will be entitled to receive notice of the decision of the approval authority, being the Ministry of Municipal Affairs and Housing, if a written request to be notified of the decision (including the person's or public body's address) is made to the approval authority. Requests to be notified must be made to:

Ministry of Municipal Affairs and Housing
Municipal Services Office – Western
659 Exeter Road, 2nd Floor
London, ON N6E 1L3
Att: Dellarue Howard
Email: Dellarue.Howard@ontario.ca

Dated this 17th day of July, 2023
Michelle Dunne, Clerk
W. & M. Edelbrock Centre
30 Centre Street, Orangeville, ON L9W 2X1
Phone: 519-941-2816 x 2504
Email: clerk@dufferincounty.ca



NOTICE OF PASSING OF BY-LAW 44-2023
BY COUNCIL OF THE TOWN OF SHELburne
UNDER SECTION 34 OF THE PLANNING ACT

TAKE NOTICE that the Council of the Corporation of the Town of Shelburne passed By-Law 44-2023 on July 10th, 2023, under Section 34 of the Planning Act, R.S.O., 1990, C.P. 13, as amended.

The purpose and effect of By-law 44-2023 (File No. Z23/01) is to amend Zoning By-law 38-2007 by changing the zoning of the property located at 220 Owen Sound Street and described legally as Lot 6, Block 5 on Registered Plan 5A, in the Town of Shelburne, County of Dufferin, from Residential Type Four (R4) Zone to Residential Type Four Exception Ten (R4-10) Zone and Residential Type Four Exception Eleven (R4-11) Zone.

The amendment relates to a provisional consent, file number B21/05, which provides for the severance of the property into 2 residential lots from one existing residential lot. The re-zoning of the land to R4-10 (retained land) and R4-11 (severed land) applies appropriate zone standards to recognize the existing dwelling on the retained land and for the proposed development of a single detached dwelling on the new lot to be severed.

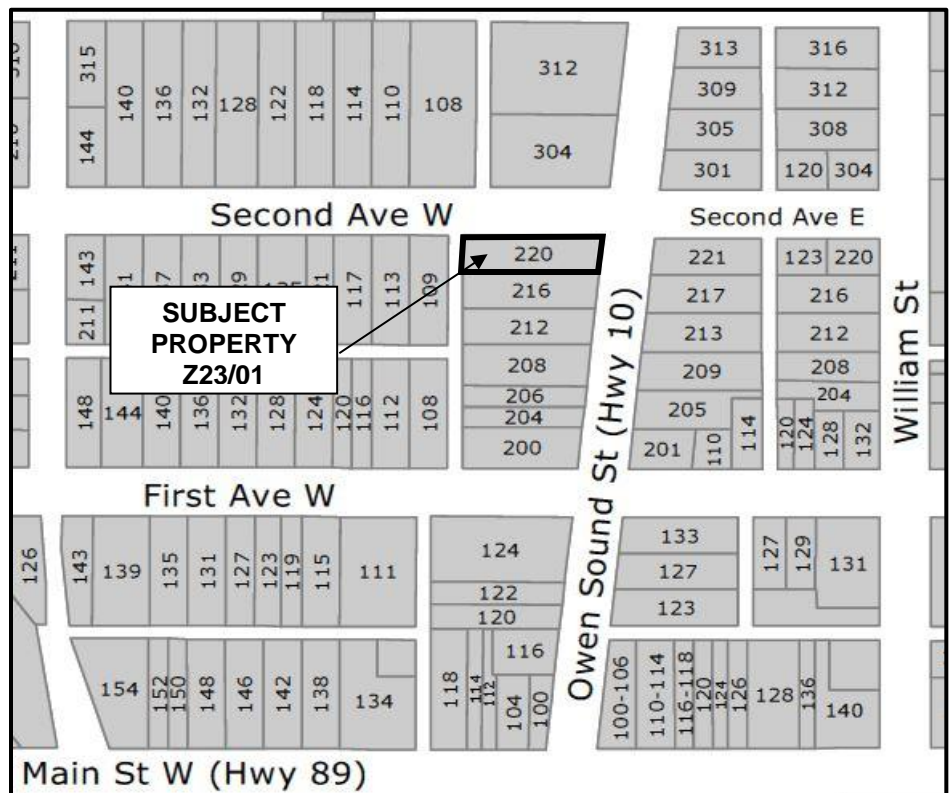
The accompanying map illustrates the location of the land subject to the Zoning By-law Amendment. The Zoning By-law amendment is in keeping with the Town of Shelburne Official Plan.

AND TAKE NOTICE that any person or agency may appeal to the Ontario Land Tribunal in respect of By-law 44-2023 by filing with the Clerk of the Corporation of the Town of Shelburne, not later than the 1st day of August 2023 a notice of appeal setting out the objection to the By-law and the reasons in support of the objection accompanied by the prescribed fee required by the Ontario Land Tribunal in the amount of \$400.00, payable to the Minister of Finance. Only individuals, corporations and public bodies may appeal a by-law to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf. No person or public body shall be added as a party to the hearing of the appeal unless, before the by-law is passed, the person or public body made oral submissions at a public meeting or written submissions to the Council or, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

A copy of the complete By-law 44-2023 is available to the public for inspection at the Municipal Offices during business hours, and on the Town of Shelburne website at www.shelburne.ca

Dated this 12th day of July, 2023.

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



THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NO. 44-2023

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

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

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

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

1. That Schedule "A" of By-law 38-2007, as amended, be further amended by rezoning the land known municipally as 220 Owen Sound Street and described legally as Lot 6, Block 5 on Registered Plan 5A in the Town of Shelburne, County of Dufferin, from Residential Type Four (R4) Zone to Residential Type Four Exception Ten (R4-10) Zone and Residential Type Four Exception Eleven (R4-11) Zone as shown on Schedule "A1" to this By-law.
2. That subsection 4.4.3 of By-law 38-2007, as amended, be further amended by inserting two exception zones after subsection 4.4.3.9, as follows:

"4.4.3.10 Residential Type Four Exception Ten (R4-10) Zone

Notwithstanding the regulations in subsection 4.4.2, on the lands zoned R4-10 the following special provisions shall apply:

- i) Minimum Exterior Side Yard: 2.0 metres for the existing dwelling and the maximum permitted encroachment for a porch shall be 2.0 metres into the required exterior side yard.

4.4.3.9 Residential Type Four Exception Eleven (R4-11) Zone

Notwithstanding the regulations in subsection 4.4.2, on the lands zoned R4-11 the following special provisions shall apply for a single detached dwelling:

- i) Minimum Front Yard: 2.0 m
- ii) Minimum Interior Side Yards: 0.6 metre (east side) and 6.1 metres (west side)
- iii) Minimum Rear Yard: 3.7 m

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

BY-LAW READ A FIRST AND SECOND TIME THIS 10TH DAY OF JULY, 2023

BY-LAW READ A THIRD TIME AND ENACTED THIS 10TH DAY OF JULY, 2023.

.....
MAYOR

.....
CLERK

SCHEDULE A1 TO BY-LAW NO. 44-2023



Zone change from R4 to R4-10



Zone change from R4 to R4-11

EXPLANATORY NOTE

The purpose and effect of this amendment to Zoning By-law 38-2007 is to change the zoning of the property described legally as Lot 6, Block 5 on Registered Plan 5A, and known as 220 Owen Sound Street, in the Town of Shelburne, County of Dufferin, from Residential Type Four (R4) Zone to site-specific Residential Type Four Exception Ten (R4-10) and Residential Type Four Exception Eleven (R4-11) Zones as shown on Schedule "A1" to this By-law.

The amendment relates to a consent application, file number B21/05, which severs the property into two residential lots from one existing residential lot containing an existing single detached dwelling with two additional residential units. The re-zoning of the land to R4-10 (retained land) and R4-11 (severed land) applies appropriate zone standards to recognize the existing dwelling on the retained lot and for the proposed development of a single detached dwelling on the severed lot. The existing accessory detached garage located in the area of the severed parcel will be removed.



BURNSIDE

Schill Drainage Works

Township of Melancthon and Township of Southgate

**R.J. Burnside & Associates Limited
15 Townline
Orangeville ON L9W 3R4 CANADA**

**June 2023
300036409.1000**

JULY 13 2023
DEL 18.1

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Drawing No. P1 Watershed Plan

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Appendix A Special Provisions

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1.0 Background

The Township of Melancthon has received and accepted a Petition for Drainage Works signed by Pete Schill on behalf of Schill Land Holdings Inc., owner of Pt. Lot 22, Concession 7 SW in the Township of Melancthon. The Township subsequently received and accepted a second Petition for Drainage Works by Pete Schill on behalf of Schill Land Holdings Inc., owner of Pt. Lot 42, Concession 6 in the Township of Southgate. Lastly, the Township has received and accepted a third Petition for Drainage Works signed by Manassa and Melinda Martin, owners of Lot 23, 24 & Pt. of 25, Concession 7 SW in the Township of Melancthon.

We have been appointed by Council to prepare a report in response to each of the three petitions received. We have been further directed by Council to combine the work into one report pursuant to Section 8(4) of the Drainage Act as the areas requiring drainage are adjoining.

2.0 Site Meetings

A site meeting and walkover was held in response to the original petition describing Pt. Lot 22, Concession 7 SW in the Township of Melancthon as requiring drainage.

Mr. Schill indicated the petition was submitted to secure a formal outlet for recently installed systematic underdrainage. He further indicated that he would like the proposed drain to continue upstream to cut off surface flows coming onto his property in two locations from Lot 23, Concession 7 SW. Lastly, he indicated he would like the drain to be extended upstream and across the Southgate-Melancthon Townline to secure a formal outlet for systematic underdrainage of a portion of his property in Lot 42, Concession 6 in the Township of Southgate.

It was discussed at the site meeting that a petition, pursuant to Section 4 of the Drainage Act, would need to be signed and submitted in order to initiate the extension to Mr. Schill's property in the Township of Southgate. The requisite petition has subsequently been completed, submitted, and accepted by Council.

The petition by Manassa and Melinda Martin, owners of Lot 23, 24 & Pt. of 25, Concession 7 SW was submitted to secure an outlet for pending systematic underdrainage of part of Lot 23. A preliminary tiling plan showing the two outlet locations required had been prepared and was quite helpful during the subsequent discussions regarding the work.

The statutorily required site meetings as a result of the two additional petitions have been held in conjunction with an Information Meeting as subsequently outlined.

3.0 Investigation

It was apparent from our site inspection and walkover during the site meeting that surface flows from two locations along Lot 22/23, Concession 7 SW, property line needed to be addressed. A small cut off ditch had been excavated to cut off flows and take them east along the property line and then southerly to the 260th Sideroad. The small ditch divides the Schill property into two parcels and was very intrusive to the farming operations.

It appeared from our investigation that a closed drain commencing at the 260 Sideroad would be the most desirable option. The work could easily be extended upstream, and a small branch installed to provide the required underdrainage outlets for the Martin property. Likewise, the main drain could easily be further extended upstream and across the Southgate-Melancthon Townline to provide an outlet for the Schill property in the Township of Southgate.

It also appeared from our investigation that work would be required on the 260 Sideroad and downstream in Lot 21, Concession 7 SW, to the outlet at the Grand River. The existing road culvert and outlet ditch appeared to be too high to accommodate the upstream work. This was confirmed during our subsequent field survey.

Lastly, test pits were excavated along the main drain and branch drain route to determine the method of installation. It appeared from the stoney soil conditions that it was not feasible to use a wheel machine. As such, the closed drain installation needs to be completed using a hydraulic excavator with stone bedding and backfill. The estimates and specifications have been based on this method of installation.

4.0 Area Requiring Drainage

Based on the petitions, discussions at the site meetings and our examination of the area, the overall area requiring drainage was determined as being Pt. Lot 22 & 23, Concession 7 SW in the Township of Melancthon and Pt. Lot 42, Concession 6 in the Township of Southgate comprising approximately 50.5 hectares (124.7 acres). The petitions, in our opinion, each comply with Section 4(1)(a) and 4(1)(b) of the Drainage Act.

5.0 Preliminary Design

Subsequent to the site meeting and investigations we completed a field survey and prepared a preliminary design for review and discussion. The design provided for the construction of 184 m (604 ft.) of open drain including the replacement of the existing culvert on the 260 Sideroad. The preliminary design also provided for the installation of 1,053 m (3,455 ft.) of closed drain including a road crossing on the Southgate-Melancthon Townline.

The open drain design provided for the installation of a field crossing as part of the work. The closed drain design was based on removing approximately 38.1 mm (1½ in.) of surface and subsurface drainage water per hectare of watershed area per 24-hour period. The tile size ranged from 450 mm (18 in.) diameter to 200 mm (8 in.) diameter. Catchbasins and junction boxes were also to be installed at strategic locations throughout the work. Existing underdrainage was also to be connected to the new drain as encountered during the tile installation.

6.0 Information Meeting

On April 14, 2023, an Information Meeting was held at the Township of Melancthon Municipal Office. The meeting was well attended, and a good discussion took place. We outlined our findings in detail and the extent of the proposed work, estimated cost and the approximate cost distribution. The owners in attendance, Grand River Conservation Authority representative, and Municipal representatives were generally satisfied with our recommendations. At the conclusion of the meeting, we indicated we would complete our report for submission to Council as soon as possible.

7.0 Proposed Design and Associated Work

This report provides for the construction of 184 m (604 ft.) of open drain including the replacement of one road culvert. The report further provides for the installation of 1,053 m (3,455 ft.) of closed drain, including one road crossing. The closed drain has been designed to provide a drainage coefficient of 38.1 mm (1½ in.) per 24-hour period as previously indicated. The design also provides for the installation of five catchbasins and four junction boxes as part of the work.

Work associated with the open drain to be constructed on private lands includes:

- the installation of a straw bale sediment check dam;
- the spreading and levelling of the excavated material, including stripping and replacing topsoil;
- the installation of a field crossing with rip-rap inlet and outlet protection; and
- the seeding of all disturbed areas.

Work associated with the culvert replacement on the 260 Sideroad includes the stripping and replacing of topsoil, installation of rip-rap inlet and outlet protection and the seeding of all disturbed areas.

Work associated with the closed drain to be constructed on private lands includes:

- stripping and replacing of topsoil along the tile route;
- wrapping of all tile joints with geotextile filter material; and
- connection of existing field tile encountered during the work.

Work associated with the closed drain to be constructed on the Southgate-Melancthon Townline is the installation of an offset ditch inlet catchbasin, the stripping and replacing of topsoil and the seeding of all disturbed areas.

The Watershed Plan (Drawing No. P1) indicates the location of the work and the lands affected by it. The Profiles (Drawing No. P2) shows the dimensions, grades, and other details of the work.

8.0 Allowances to Owners

Under the Drainage Act, an allowance is compensation that is paid to a property owner. The most common allowances that are paid are for the use of land (Section 29), damages (Section 30) and existing drain (Section 31). The amount of the allowance is deducted from the property owner's assessment for the drain. For this project, the following allowances have been determined:

Roll No.	Con.	Lot or Part	Owner	Land Used, Right of Way (Section 29) \$	Damage to Lands, Crops, etc. (Section 30) \$	Existing Drain (Section 31) \$
<u>Township of Melancthon</u>						
4-112-00	7 SW	Pt. 21	A. Sran & A. Gill	3,525.00	1,300.00	1,100.00
4-113-00		Pt. 22	Schill-Land Holdings Inc.	11,875.00	5,675.00	
4-114-00		23	M. & M. Martin	5,350.00	2,675.00	
Total Allowances, Township of Melancthon				\$20,750.00	\$9,650.00	\$1,100.00
<u>Township of Southgate</u>						
7-078-01	6	Pt. 42	Schill-Land Holdings Inc.	100.00	100.00	
Total Allowances, Township of Southgate				\$100.00	\$100.00	
Total Allowances Schill Drainage Works				\$20,850.00	\$9,750.00	\$1,100.00

An allowance for Land Used pursuant to Section 29 has been granted for the land required for the construction of the open drain portion of the work. The allowance has been based on an estimated land value rate of \$25,000.00 per hectare (\$10,000.00 per acre). The property owner still owns the land, however, for all practical purposes the land is conceded for the excavation of the open drain.

An allowance for Right of Way pursuant to Section 29 has also been granted for a 10 m wide corridor for future maintenance along both the open and closed portions of the drain. The allowance adjacent to the open drain was based on one-third of the land value rate previously applied for the construction of the open drain. The allowance along the closed portion of the drain was based on one-third of the estimated land value rate of \$50,000.00 per hectare (\$20,000.00 per acre). Where applicable a minimum Right of Way allowance of \$100.00 was granted. The reduction to one-third is on the basis that the land along the open drain and over the closed portion can continue to be used for agricultural purposes.

The allowance for Damage to Lands, Crops, etc., pursuant to Section 30, is an allowance for the disruption created as a result of the construction activities. A disrupted area of 20 m along the drain route has been used to calculate the applicable compensation. The allowance has been based on \$4,000.00 per hectare (\$1,620.00 per acre). Where applicable, a minimum damage allowance of \$100.00 was granted.

The allowance for Existing Drain, pursuant to Section 31, is an allowance for the incorporation of the existing private open drain as part of the work. The allowance has been based on a rate of \$10.00 per lineal metre.

9.0 Estimate of the Cost of the Work

The estimate of the cost of all labour, equipment and material required to construct this project is as follows:

Item	Description	Approx. Quantity	Cost Estimate
A Drain – Work on Private Lands			
1.0	Supply and place straw bale sediment check dam including removal and disposal after the completion of the work and the removal of any accumulated sediment as needed (Sta. A000).	1 ea.	\$250.00
2.0	Clean-out existing drain including stripping and salvaging topsoil, spreading, and levelling of excavated material, replacing topsoil, and seeding of all disturbed areas including levelled spoil (Sta. A000 to Sta. A160)	160 lin. m	\$4,750.00
3.0	Supply and install 12 m, 1200 mm dia. CSP, 2.0 mm Th., 125 x 25 Corrugations at 100 mm below grade including supply, placement, and compaction of all granular backfill materials and seeding of all disturbed areas (Sta. A068 to Sta. A080)	12 lin. m	\$7,250.00
4.0	Supply and place quarry stone rip-rap (500 mm thickness) on geotextile underlay as CSP inlet and outlet protection (Sta. A068 to Sta. A080)	20 sq. m	\$1,500.00
A Drain – Work on 260 Sideroad			
5.0	Excavate open drain including stripping and salvaging topsoil, hauling and disposal of excavated material and seeding of side slopes (Sta. A160 to Sta. A163 and Sta. A181 to Sta. A184)	6 lin. m	\$1,000.00
6.0	Remove and dispose of existing 800 mm dia. CSP, supply and install 18 m, 1200 mm dia. CSP, 2.0 mm Th., 125 x 25 mm Corrugations at 100 mm below grade including stripping and replacing topsoil, removal and disposal of any excess material, supply, placement, and compaction of all granular materials and seeding of all disturbed areas (Sta. A163 to Sta. A181)	18 lin. m	\$23,500.00

Item	Description	Approx. Quantity	Cost Estimate
7.0	Supply and place quarry stone rip-rap (500 mm thickness) on geotextile underlay as CSP inlet and outlet protection (Sta. A163 and Sta. A181)	40 sq. m	\$3,000.00
A Drain – Work on Private Lands (Cont'd)			
8.0	Supply and install 450 mm dia. HDPE outlet pipe with insert rodent grate including clear stone bedding and backfill, and stripping and releveling of topsoil (Sta. A184 to Sta. A190)	6 lin. m	\$1,500.00
9.0	Supply and place quarry stone rip-rap keyed in place (500 mm thickness) on geotextile underlay as splash pad, embankment and tile outlet protection including resetting existing outlet pipes as detailed (Sta. A184)	40 sq. m	\$3,500.00
10.0	Supply and install 450 mm dia. heavy duty concrete drain tile including clear stone bedding and backfill, stripping of topsoil, wrapping all joints with geotextile filter material, and releveling of topsoil (Sta. A190 to Sta. A440)	250 lin. m	\$24,000.00
11.0	Supply and install 900 mm x 1200 mm pre-benched concrete junction box including connections (Sta. A440)	1 ea.	\$2,250.00
12.0	Supply and install 450 mm dia. heavy duty concrete drain tile including clear stone bedding and backfill, stripping of topsoil, wrapping all joints with geotextile filter material, and releveling of topsoil (Sta. A440 to Sta. A718)	278 lin. m	\$27,000.00
13.0	Supply and install 900 mm x 1200 mm on-line concrete catchbasin with bird cage style grate and quarry stone rip-rap inlet apron (Sta. A718)	1 ea.	\$3,250.00
14.0	Supply and install 450 mm dia. bell and gasket HDPE pipe including clearing, clear stone bedding and backfill, and stripping and releveling of topsoil (Sta. A718 to Sta. A724)	6 lin. m	\$1,250.00

Item	Description	Approx. Quantity	Cost Estimate
15.0	Supply and install 900 mm x 1200 mm pre-benched concrete junction box including connections (Sta. A724)	1 ea.	\$2,250.00
16.0	Supply and install 300 mm dia. bell and gasket HDPE pipe including 45-degree HDPE elbow, clearing, clear stone bedding and backfill, and stripping and releveling of topsoil (Sta. A724 to Sta. A736)	12 lin. m	\$1,500.00
17.0	Supply and install 300 mm dia. heavy duty concrete drain tile including clear stone bedding and backfill, stripping of topsoil, wrapping all joints with geotextile filter material, and releveling of topsoil (Sta. A736 to Sta. A925)	189 lin. m	\$14,750.00
18.0	Supply and install 600 mm x 600 mm pre-benched concrete junction box including connections (Sta. A925)	1 ea.	\$1,750.00
19.0	Supply and install 600 mm x 600 mm offset concrete catchbasin with bird cage style grate including connection with 10 m of 200 mm dia. HDPE pipe including stripping and releveling of topsoil and quarry stone rip-rap inlet apron (Sta. A925)	1 ea.	\$3,000.00
20.0	Supply and install 200 mm dia. bell and gasket HDPE pipe including clear stone bedding and backfill and stripping and releveling of topsoil (Sta. A925 to Sta. A1031)	106 lin. m	\$9,500.00
A Drain – Work on Southgate-Melancthon Townline			
21.0	Supply and install 200 mm dia. bell and gasket HDPE pipe including 30-degree HDPE elbow, clear stone bedding and backfill and stripping and releveling of topsoil (Sta. A1031 to Sta. A1036)	5 lin. m	\$750.00
22.0	Supply and install 200 mm x 200 mm x 200 mm HDPE tee including connections (Sta. A1036)	1 ea.	\$250.00

Item	Description	Approx. Quantity	Cost Estimate
23.0	Supply and install 900 mm x 1200 mm offset concrete ditch inlet catchbasin with bird cage style grate including connection with 4 m of 200 mm dia. HDPE pipe and quarry stone rip-rap inlet apron (Sta. A1036)	1 ea.	\$3,250.00
24.0	Supply and install 200 mm dia. bell and gasket HDPE pipe in accordance with OPSD 802.010 including stripping and replacing topsoil, removal and disposal of any excess material, supply, placement and compaction of all granular materials and seeding of all disturbed areas (Sta. A1036 to Sta. A1056)	20 lin. m	\$7,500.00
25.0	Supply and install 200 mm dia. bell and gasket HDPE pipe including clear stone bedding and backfill and stripping and relevening of topsoil (Sta. A1056 to Sta. A1062)	6 lin. m	\$750.00
A Drain – Work on Private Lands (Cont'd)			
26.0	Supply and install 600 mm x 600 mm on-line concrete catchbasin with bird cage style grate and quarry stone rip-rap inlet apron including connection of existing tile as detailed (Sta. A1062)	1 ea.	\$2,000.00
B Drain – Work on Private Lands			
27.0	Supply and install 350 mm dia. heavy duty concrete drain tile including clear stone bedding and backfill, stripping of topsoil, wrapping all joints with geotextile filter material, and relevening of topsoil (Sta. B000 to Sta. B169)	169 lin. m	\$13,250.00
28.0	Supply and install 900 mm x 1200 mm online concrete catchbasin with bird cage style grate including quarry stone rip-rap inlet apron (Sta. B169)	1 ea.	\$3,000.00
29.0	Supply and install 350 mm dia. heavy duty concrete drain tile including clear stone bedding and backfill, stripping of topsoil, wrapping all joints with geotextile filter material, and relevening of topsoil (Sta. B169 to Sta. B175)	6 lin. m	\$750.00

Item	Description	Approx. Quantity	Cost Estimate
30.0	Supply and install 600 mm x 600 mm pre-benched concrete junction box including connections (Sta. B175)	1 ea.	\$1,750.00
Contingencies			
31.0	Contingency for unforeseen conditions including additional 19 mm dia. clear stone bedding and backfill, unknown tile connections, etc.	LS	\$6,250.00
Total Estimated Cost for the Construction of the Schill Drainage Works			\$176,250.00

Allowances to Owners

Land Used, Right of Way (Section 29),
 Damage to Lands, Crops, etc. (Section 30),
 and Existing Drain (Section 31). \$31,700.00

Preliminary Investigations

Excavation of Test Pits to Determine
 Method of Installation and Construction
 Specifications. \$1,250.00

Preparation of Report

Site Meetings,
 Investigations and Field Survey,
 Information Meeting,
 Watershed Plan, Design and Profiles,
 Report Preparation including Allowances,
 Construction Assessment Schedule
 and Maintenance Assessment Schedules. \$68,500.00

Meetings and Procedure

Preparation of Report Copies for Distribution,
 Preparation and Attendance at the
 Consideration of the Report
 and Assistance on Procedure. \$2,500.00

Tendering and Construction Inspection

Preparation and Distribution of Tender,
Inspections During Construction,
Payment Certificates and Related Appurtenances
and Project Finalization and Grant Application. \$26,500.00

Administration and Financing

Administrative Costs,
Net HST (Construction, Investigations and Engineering)
and Interest Charges Incurred by the
Municipality until the Cost is Levied. \$8,300.00

Total Estimated Cost
Schill Drainage Works **\$315,000.00**

NOTE: The above summary contains cost estimates only. It is emphasized that these estimates do NOT include costs to defend the drainage report and procedures should appeals be filed with the Court of Revision, the Agriculture, Food and Rural Affairs Appeal Tribunal and/or the Ontario Drainage Referee. Unless otherwise directed, additional costs to defend the report are typically distributed in a pro-rata fashion over the assessments contained in the Construction Assessment Schedule, excluding any Special Assessments.

Also, in addition to the work included in the above estimate, should repairs, replacements, underpinning or other alterations be required for existing bridges, culverts, overflow culverts or any other structure necessary to conduct overflow water, or water in open channels under or across a road allowance, as affected by this drainage work, the work and cost thereof, including any necessary expenses incidental thereto and if not determined otherwise, shall be the responsibility of and shall be assessed against the authority having control of such road or road allowance.

10.0 Special Assessments

Pursuant to Section 26 of the Drainage Act, the following Special Assessments are made:

A Drain – 260 Sideroad

The Special Assessment for this portion of the work is the increased cost to the drainage works due to the presence and operation of the road and is calculated as follows:

Construction Costs	- Equivalent Drain	+ Engineering/ Administration	= Special Assessment
Consisting of Item 5.0, Item 6.0, and Item 7.0 in the estimate of the cost of the work plus net HST.	Consisting of 24 m of open drain excavation and levelling plus net HST.	Consisting of Survey, design, determination of special assessment, construction layout, inspection, and determination of final costs plus net HST.	
\$27,984.00	- \$866.00	+ \$7,632.00	= \$34,750.00

Whether or not the Township of Melancthon elects to do the work on the 260 Sideroad, they shall be assessed or pay the actual cost of the work (estimated as \$27,984.00) minus the actual cost of an equivalent drain (estimated as \$866.00) plus engineering/administration (estimated as \$7,632.00) as a Special Assessment.

A Drain – Southgate-Melancthon Townline

The Special Assessment for this portion of the work is the increased cost to the drainage works due to the presence and operation of the road and is calculated as follows:

Construction Costs	- Equivalent Drain	+ Engineering/ Administration	= Special Assessment
Consisting of Item 21.0, Item 22.0, Item 23.0, Item 24.0, and Item 25.0 in the estimate of the cost of the work plus net HST.	Consisting of 31 m of 200 mm dia. HDPE pipe plus net HST.	Consisting of Survey, design, determination of special assessment, construction layout, inspection, and determination of final costs plus net HST.	
\$12,720.00	- \$2,852.00	+ \$7,632.00	= \$17,500.00

Whether or not the Township of Southgate elects to do the work on the Southgate-Melancthon Townline, they shall be assessed or pay the actual cost of the work (estimated as \$12,720.00) minus the actual cost of an equivalent drain (estimated as \$2,852.00) plus engineering/administration (estimated as \$7,632.00) as a Special Assessment.

In accordance with Section 69 of the Drainage Act, the Road Authorities may elect to construct any or all of the works located on their respective road allowances.

11.0 Construction Assessment Schedule

This sum of \$315,000.00 is assessed as benefit, outlet liability and Special Assessments against the lands and roads affected according to the following Construction Assessment Schedule. Injuring liability is deemed not applicable.

Due to the difficulty understanding the term “outlet liability” a greater explanation of the upstream owner’s responsibility has been provided. To explain the obligations of the owners of higher lands under the Drainage Act of Ontario, the following is an excerpt from a decision given by the late Drainage Referee, his Honour Judge Sidney L. Clunis, in his Court at Windsor, Ontario on the first day of October 1975.

“The Drainage Act has established machinery, as it were, the procedure, for dealing with disputes between high land and low landowners. The Act is designed to provide a fair method of apportionment of the cost of drainage works as between high and lowlands. While its prime purpose was to increase the area of land that may be used efficiently for agricultural purposes, its secondary purpose was to avoid and settle disputes. It is the law of Ontario, that the owner of higher lands in which water arises, may be required to pay the cost of carrying that water to a proper outlet. This is the proportion of cost of this work which has been assessed against the lands of these appellants and other owners of high lands.”

Lands used for agricultural purposes have traditionally been eligible for a one-third grant for assessments imposed under the Drainage Act. The Ministry of Agriculture, Food and Rural Affairs administers the payment of these grants and they have defined the term “lands used for agriculture” as those lands that are taxed at the Farm Property Class tax rate. More information on the Farm Property Class Tax Rate program can be found at the following website: www.omafra.gov.on.ca/english/policy/ftaxfaq.html

In the Construction Assessment Schedule, the designation ‘A’ indicates that the property appears to be eligible for the grant, based on the current property tax rate. The eligibility may be confirmed or rejected subject to a provincial audit during the grant application process. To determine the approximate net cost for a particular property, two items need to be considered and deducted, where appropriate, from the total assessment as shown in the Construction Assessment Schedule. As previously outlined, the properties designated ‘A’ are considered agricultural and eligible for the one-third grant. Secondly, the allowances previously listed are payable to those properties shown and as such, also need to be deducted where appropriate to determine the approximate net cost.

Construction Assessment Schedule

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
<u>Township of Melancthon</u>								
4-068-00	C. Calder	7 SW	Pt. 22	0.1	NA		100.00	100.00
4-112-00	A. Sran & A. Gill		Pt. 21	2.0	NA	8,250.00	230.00	8,480.00
4-113-00	Schill-Land Holdings Inc.		Pt. 22	43.0	A	97,500.00	11,025.00	108,525.00
4-114-00	M. & M. Martin		23	18.5	A	58,000.00	38,948.00	96,948.00
Total Lands						163,750.00	50,303.00	214,053.00
260 Sideroad, Township of Melancthon						4,500.00	994.00	5,494.00
Total Road						4,500.00	994.00	5,494.00
Total Lands and Road						168,250.00	51,297.00	219,547.00
Special Assessment, Work on 260 Sideroad								34,750.00
Total Assessment, Township of Melancthon								\$254,297.00

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
<u>Township of Southgate</u>								
7-078-01	Schill-Land Holdings Inc.	6	Pt. 42	5.0	A	5,000.00	15,962.00	20,962.00
7-092-00	Grand View Inc.	7	Pt. 42	2.0	A		3,192.00	3,192.00
Total Lands						5,000.00	19,154.00	24,154.00
Southgate Road 10, Township of Southgate							4,788.00	4,788.00
Southgate-Melancthon Townline, Township of Southgate						5,000.00	9,261.00	14,261.00
Total Lands and Roads						10,000.00	33,203.00	43,203.00
Special Assessment, Work on Southgate-Melancthon Townline								17,500.00
Total Assessment, Township of Southgate								\$60,703.00

RECAPITULATION

Total Assessment, Township of Melancthon	\$254,297.00
Total Assessment, Township of Southgate	\$60,703.00

TOTAL ASSESSMENT, SCHILL DRAINAGE WORKS \$315,000.00

The allocation of the cost for a Drainage Works is generally apportioned under two headings, those being benefit assessment and outlet liability. In accordance with Section 26 of the Drainage Act, the road crossings and associated work on the 260 Sideroad and on the Southgate-Melancthon Townline have been assessed as a Special Assessment to each respective Road Authority.

After the removal of the Special Assessments, the balance of \$262,750.00 was allocated over six sections of the proposed work. An assessment schedule was prepared for each section and later combined to form the Construction Assessment Schedule.

Benefit assessment was generally applied on a lineal basis based on the length of drain on or adjacent to a property. Benefit assessment was also applied where the drain provided an improved direct outlet. Outlet liability was assessed over the natural watershed for each section. Adjustments have been made for bush lands and lands tiled into and out of the watershed. The roads have been assessed at a marked-up rate for outlet liability because of the higher runoff factor associated with the granular surfaces. Lastly, where applicable a minimum outlet liability assessment of \$50.00 was applied.

12.0 Maintenance Provisions

After construction, the drainage works shall be maintained by the Township of Melancthon and the Township of Southgate in accordance with Section 74 of the Drainage Act as assessed in the Maintenance Assessment Schedules contained in Appendix F. The figures shown in the Maintenance Assessment Schedules represent one-tenth of the original assessments for each section. Owners wishing to calculate their individual assessment toward each section should simply multiply the figures by ten. We have reduced the assessments in the maintenance schedules to more realistically reflect how any minor maintenance cost would appear when distributed.

Sediment removed from the open drain as part of any future maintenance work shall be spread and levelled on adjacent lands to a maximum depth of 150 mm (6 in). Any maintenance cost associated with the catchbasins or junction boxes installed on private lands as part of the work shall be levied in accordance with the Maintenance Assessment Schedule provided for the section in which the structure is located. Structures at the upstream end of a section shall be maintained in accordance with the Maintenance Assessment Schedule for the section immediately downstream.

The work on the 260 Sideroad and Southgate-Melancthon Townline constructed as part of the drainage works and assessed as Special Assessments, shall be maintained by each respective Road Authority.

Section 74 of the Drainage Act states:

“Any drainage works constructed under a by-law passed under this Act or any predecessor of this Act, relating to the construction or improvement of a drainage works by local assessment, shall be maintained and repaired by each local municipality through which it passes, to the extent that such drainage works lies within the limits of such municipality, at the expense of all the upstream lands and roads in any way assessed for the construction or improvement of the drainage works and in the proportion determined by the then current by-law pertaining thereto until, in the case of each municipality, such provision for maintenance or repair is varied or otherwise determined by an engineer in a report or on appeal therefrom.”

Should repair/maintenance costs be incurred by the drainage works in order to accommodate buried utilities such as gas lines, telephone cables, etc. or to relocate or perform repairs to any such plant, then under the provisions of Section 26 of the Drainage Act, the extra costs (including costs of permits, locates etc.) incurred by the drain, shall be borne by the utility affected.

Owners are reminded that catchbasin grates may become covered with vegetative debris, litter, etc. and as such, it is in their best interest to periodically check the grates and remove any debris. Likewise, any significant problems should be reported to the Township of Melancthon and/or the Township of Southgate. Owners are also reminded that it is unlawful to block, damage or pollute a drainage system constructed under the Drainage Act.

13.0 Summary

This report has been respectfully prepared based on our investigation and subsequent discussions with the affected owners, the Grand River Conservation Authority and Municipal representatives. The report and final design take comments from all parties into consideration. The cooperation shown by all parties is to be complimented.

R.J. Burnside & Associates Limited



T.M. Pridham, P.Eng.
Drainage Engineer
TMP:ao





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Drawing No. P1

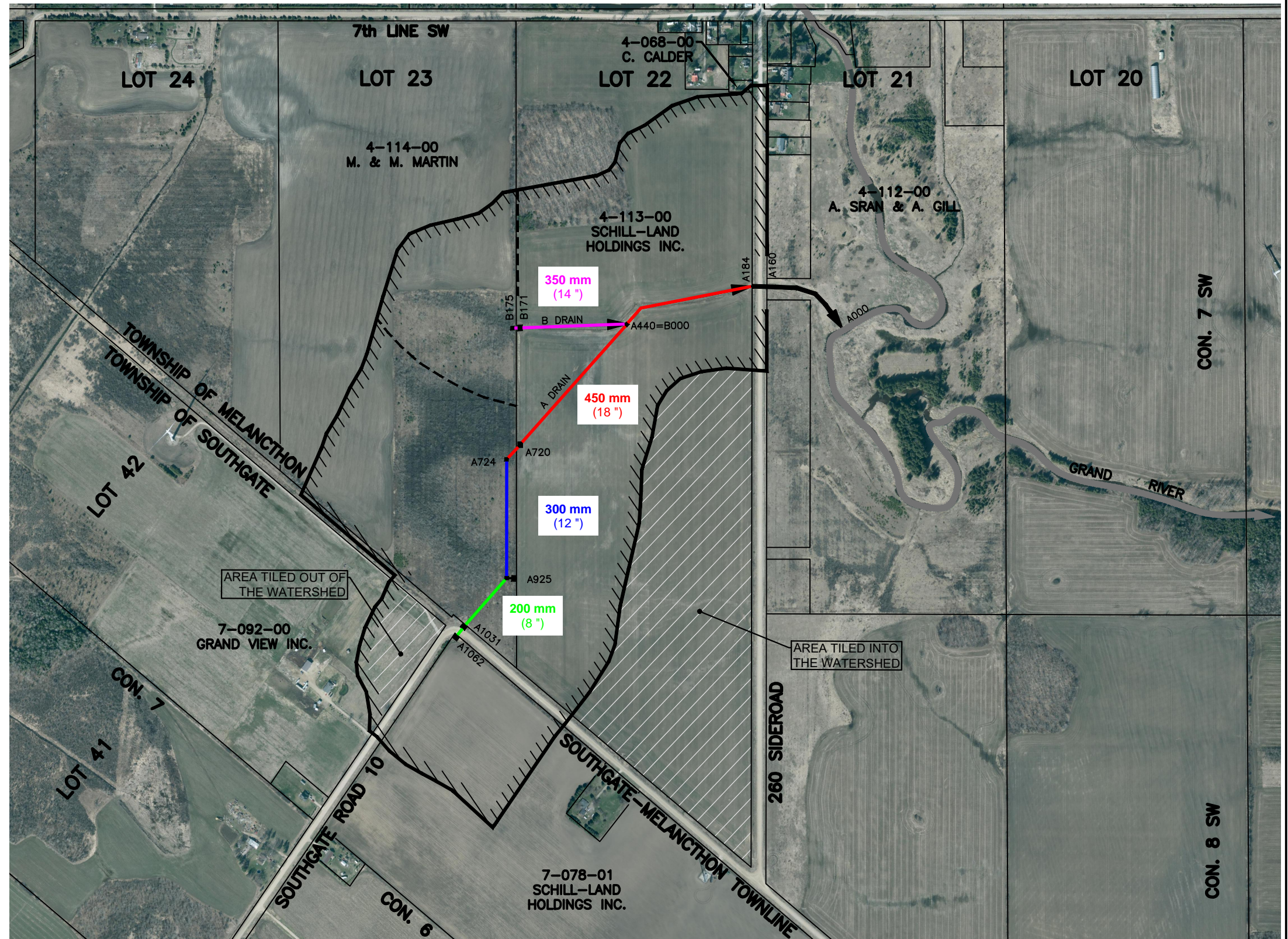
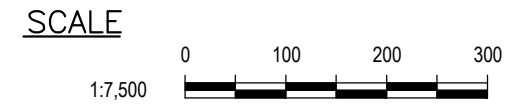
Watershed Plan



THE PROPERTY LINES SHOWN ON THIS PLAN ARE APPROXIMATE AND FOR GENERAL INFORMATION ONLY.

LEGEND

- APPROXIMATE WATERSHED LIMITS
- APPROXIMATE INTERIOR WATERSHED
- DRAIN ROUTE (OPEN DRAIN)
- DRAIN ROUTE (CLOSED DRAIN)
- A720 STATION
- 4-113-00 ASSESSMENT ROLL NO.
- PROPOSED CATCHBASIN
- PROPOSED JUNCTION BOX



Notes

1. This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
2. The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.

No.	Issue / Revision	Date	Auth.
1	ISSUED FOR DRAINAGE REPORT	2023/06/26	TMP

T.M. PRIDHAM
REGISTERED PROFESSIONAL ENGINEER
PROVINCE OF ONTARIO

T. M. Pridham, P. Eng.

BURNSIDE

R.J. Burnside & Associates Limited
15 Townline
Orangeville, Ontario, L9W 3R4
telephone (519) 941-5331
fax (519) 941-8120
web www.rjburnside.com

Client
TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ONTARIO
L9V 2E6

Drawing Title SCHILL DRAINAGE WORKS			
WATERSHED PLAN			
Drawn AKB	Checked TMP	Date 2023/06/26	Drawing No. P1
Scale AS SHOWN	Project No. 300036409.1000		



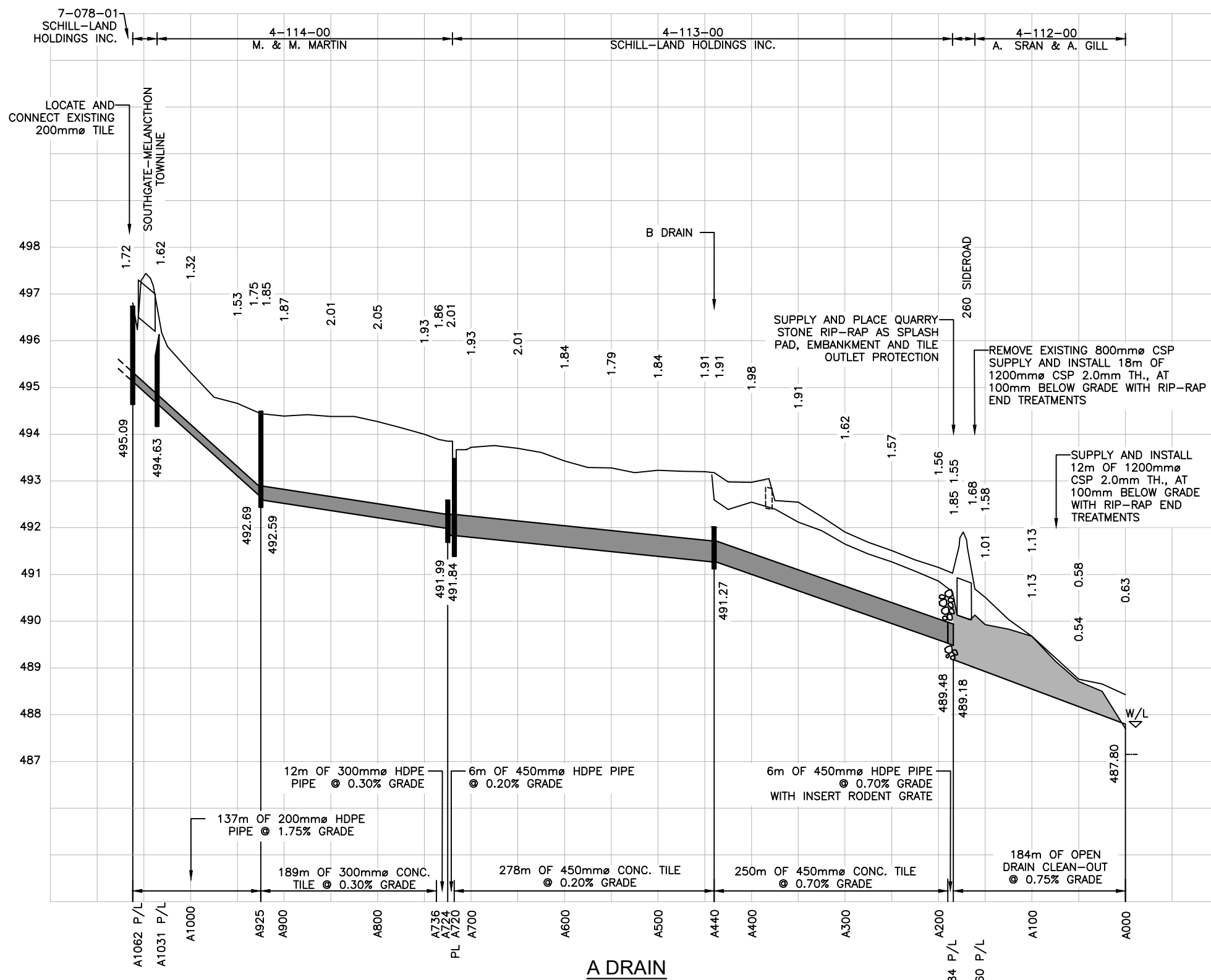
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Drawing No. P2

Profiles

Drawing No. P2

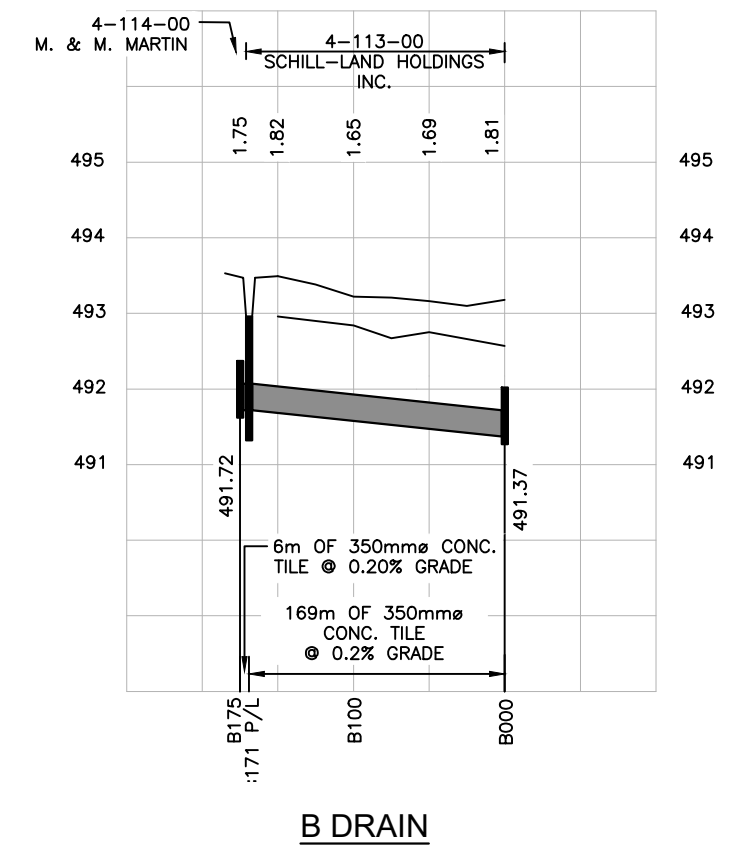


BENCHMARKS:

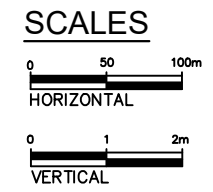
STA. A161 SPIKE IN EAST FACE OF HYDRO POLE 35m WEST
ELEV = 491.95

STA. A896 SPIKE IN SOUTH FACE OF FENCE POST 10m SOUTH
ELEV = 494.74

STA. A1056 SPIKE IN NORTH FACE OF HYDRO POLE 28m SOUTH
ELEV = 497.00



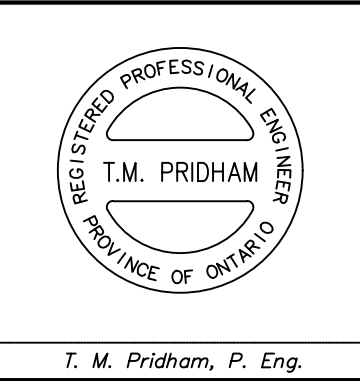
OPEN DRAIN:
BOTTOM WIDTH: 1.0m
SIDE SLOPES: 2:1 (H:V)



Notes

- This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
- The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
- This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.

No.	Issue / Revision	Date	Auth.
1	ISSUED FOR DRAINAGE REPORT	2023/06/26	TMP



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Client
TOWNSHIP OF MELANCTHON
157101 HIGHWAY 10
MELANCTHON, ONTARIO
L9V 2E6

Drawing Title SCHILL DRAINAGE WORKS			
PROFILES			
Drawn AKB	Checked TMP	Date 2023/06/26	Drawing No. P2
Scale AS SHOWN	Project No. 300036409.1000		



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Appendix A

Special Provisions

APPENDIX A

SPECIAL PROVISIONS

R. J. BURNSIDE & ASSOCIATES LIMITED
Engineers, Hydrogeologists, Environmental Consultants
15 Townline
Orangeville, Ontario
L9W 3R4

DRAINAGE SPECIFICATIONS

One complete set of plan, profiles, and specifications shall be kept by the operator at the construction site at all times.

These specifications, including report, plan and profiles of the same date apply to and govern, where applicable, the construction of the

SCHILL DRAINAGE WORKS

Township of Melancthon and Township of Southgate

EXTENT OF THE WORK:

184 m of Open Drain plus Associated Work
Including One Road Crossing
1053 m of Closed Drain plus Associated Work
Including One Road Crossing

SPECIAL PROVISIONS:

OPEN WORK – GENERAL

The side of operation shall be the West side unless otherwise directed by the Owners and Engineer at the time of construction.

Centreline stakes will be provided by the Engineer prior to construction. The bottom width shall be one metre throughout. The side slopes shall be 2:1 (H:V). The topsoil from the drain cross-section shall be salvaged and used to help cover the levelled spoil.

All levelling shall be to a maximum depth of 150 mm above the original ground level leaving a clear berm or margin of at least 2.0 m between the edge of the Drain and the levelled spoil. The topsoil shall be stripped and replaced for the levelling of the excavated material to specifications.

All side slopes and all disturbed areas shall be seeded. Seeding shall be as specified in the General Conditions, Item 13.

OPEN WORK – ROAD CROSSING

Signing and traffic control shall be in accordance with Ontario Traffic Manual, Book 7 – Temporary Conditions. Notification of all utilities and obtaining locates must be completed prior to commencing construction.

Prior to commencing work, the topsoil in all areas to be disturbed shall be stripped and stockpiled. After the completion of the work the topsoil shall be reinstated, and all disturbed areas seeded with an approved grass seed mixture.

The culvert shall be supplied in two 9 m lengths plus a 600 mm wide coupler and shall be installed in accordance with OPSD 802.010 Type 1 or 2 Soil on a minimum of 100 mm depth of Granular 'A' or 19 mm (3/4 in.) clear stone bedding. Through the road crossing (toe of slope to toe of slope), the trench shall be completely backfilled with Granular 'A'. Compaction shall be to 100% SPD. Any excess material shall be loaded and disposed of. After the culvert installation, the road ditches for 10 m on each side shall be graded to the new invert elevations.

A 500 mm thick clay seam shall be placed at each end prior to the installation of rip-rap specified below. It is anticipated that the native material removed for the new road crossing will be satisfactory.

Approximately 40 sq. m (20 sq. m per side / 20 tonnes) of 150 mm to 300 mm dia. quarry stone rip-rap shall be keyed in place 500 mm thick on geotextile underlay as inlet and outlet protection for the new crossing. The geotextile underlay shall be Terrafix 270R or an approved equivalent.

In accordance with Section 69 of the Drainage Act, the work on the 260 Sideroad will be undertaken by the Township of Melancthon. It is likely the Contractors hydraulic excavator will be retained on an hourly basis to assist with the new crossing installation. Any questions regarding timing may be directed to Mr. Craig Micks, Public Works Superintendent, Township of Melancthon. Details concerning the road work may be discussed and/or confirmed with Mr. Micks at (519) 939-1957

OPEN WORK – A DRAIN – STA. A000 TO STA. A184

At Sta. A000, a straw bale sediment check dam shall be installed. The straw bales shall be removed after the completion of the work on the open drain. In the event any accumulated sediment has to be removed, it will be paid for as an extra.

From Sta. A068 to Sta. A080, the new 1200 mm dia. CSP shall be installed 100 mm below grade on a minimum of 100 mm depth of Granular 'A' or 19 mm (3/4 in.) clear stone bedding. The CSP shall be manufactured, delivered, and installed in one length, i.e., no couplers.

The culvert installation shall also be completely backfilled with Granular 'A' material. Compaction shall be to 100% SPD. The culvert shall also have a minimum of 450 mm (18 in.) cover and a 6.0 m wide driving platform after the completion of the work. The crossing approaches shall have a maximum of 10:1 (H:V) slope.

A 500 mm thick clay seam shall be placed at each end prior to the installation of rip-rap specified below. It is anticipated that the native material from the open drain excavation will be satisfactory.

Approximately 20 sq. m (10 sq. m per side / 10 tonnes) of 150 mm to 300 mm dia. quarry stone rip-rap shall be keyed in place 500 mm thick on geotextile underlay as inlet and outlet protection for the new crossing. The geotextile underlay shall be Terrafix 270R or an approved equivalent.

CLOSED WORK – MATERIALS

All concrete tile shall be Heavy-Duty Extra Quality (2000D) meeting the minimum Three-Edge Bearing Crushing Strength as per ASTM C412. All concrete tile joints shall be completely wrapped with 300 mm wide drain wrap (Terrafix 270R or an approved equivalent). The wrap shall overlay at the top of the tile by 300 mm.

The Contractor may substitute CSA approved smoothwalled perforated HDPE with non-woven geotextile filter sock in place of the concrete tile. The perforated HDPE shall be per Boss 2000 (320 kPa) with split coupler joints per CSA B182.8 or an approved equivalent.

All solid smoothwalled polyethylene pipe (HDPE) for the drain shall be per Boss 2000 (320 kPa) with bell and gasket joints per CSA B182.6 or an approved equivalent. The HDPE elbows shall also be as per Boss 2000 (320 kPa) or an approved equivalent with belled ends.

Drainage tubing for the connection of private tile encountered during the work shall be per Big ‘O’ or an approved equivalent. For the connection of any private tile, a hole shall be cored into the new concrete tile. The connection shall be made with an insert tap tee.

Tile connections will be paid for as required except for those mentioned in the Special Provisions or in the details describing the catchbasin installations. The Contractor shall not be paid for extra work unless approved by the Engineer, with the exception of tile connections.

The Contractor’s supplier shall confirm the details of the catchbasins and junction boxes with the Engineer prior to fabrication and delivery. The specifications for each structure are outlined below:

STRUCTURES				
STATION	DESCRIPTION	INVERT OF DRAIN/LEAD	LOW WALL/INLET ELEVATION	COMMENTS
Sta. A440	900 x 1200 PRE-BENCHED JUNCTION BOX	491.27 m (450 mmØ HD TILE) E 491.27 m (450 mmØ HD TILE) W 491.37 m (350 mmØ HD TILE) N 491.42 m (300 mmØ KNOCKOUT) S		1200 mm WALLS EAST AND WEST SIDES
Sta. A718	900 x 1200 ON-LINE CB	491.83 m (450 mmØ HD TILE) E 491.83 m (450 mmØ HDPE) W	493.48 m	1200 mm WALLS EAST AND WEST SIDES

STRUCTURES				
STATION	DESCRIPTION	INVERT OF DRAIN/LEAD	LOW WALL/INLET ELEVATION	COMMENTS
Sta. A724	900 x 1200 PRE-BENCHED JUNCTION BOX	491.84 m (450 mmØ HDPE) E 491.99 m (300 mmØ HDPE) W(S) 491.99 m (300 mmØ KNOCKOUT) W(N) 491.99 m (300 mmØ KNOCKOUT) N 491.99 m (300 mmØ KNOCKOUT) S		1200 mm WALLS EAST AND WEST SIDES
Sta. A925	600 x 600 PRE-BENCHED JUNCTION BOX	492.59 m (300 mmØ HD TILE) E 492.69 m (200 mmØ HDPE) W 492.69 m (200 mmØ KNOCKOUT) N 492.69 m (200 mmØ HDPE LEAD) S		
Sta. A925	600 x 600 OFFSET CB	492.99 m (200 mmØ HDPE LEAD) N	494.49 m	
Sta. A1036	900 x 1200 OFFSET DICB	494.78 m (200 mmØ KNOCKOUT) S	495.68 m	1200 mm WALLS EAST AND WEST SIDES
Sta. A1062	600 x 600 ON-LINE CB	495.09 m (200 mmØ HDPE) E 495.09 m (200 mmØ HDPE) W	496.74 m	
Sta. B169	900 x 1200 ON-LINE CB	491.71 m (350 mmØ HD TILE) N 491.71 m (350 mmØ HD TILE) S	492.91 m	1200 mm WALLS NORTH AND SOUTH SIDES
Sta. B175	600 x 600 PRE-BENCHED JUNCTION BOX	491.77 m (300 mmØ KNOCKOUT) E 491.77 m (300 mmØ KNOCKOUT) W 491.77 m (300 mmØ KNOCKOUT) N 491.72 m (350 mmØ HD TILE) S		

- ALL CATCHBASINS TO HAVE 300 mm DEEP SUMP
- ALL JUNCTION BOXES SHALL BE PRE-BENCHED TO ONE-HALF THE DIAMETER OF THE OUTGOING TILE

CLOSED WORK – INSTALLATION

The Contractor shall install the Drain by means of a hydraulic excavator. The concrete tile or HDPE pipe shall be installed on a minimum of 100 mm depth of 19 mm (3/4 in.) clear stone bedding and be backfilled with clear stone to the spring line. Installation shall be per OPSD 802.010 Type 1 or 2 Soil.

Topsoil shall be stripped and stockpiled for a minimum width of 8 metres throughout the entire length of the drain. The Contractor shall use a trim dozer (or approved equal) to spread and level the topsoil over the backfilled trench to the satisfaction of the engineer. Under no circumstances will frozen topsoil be levelled or placed over top of the drain. If the Contractor elects to install the drain during winter months, the Contractor shall return to the site and level the topsoil when conditions are appropriate. No additional mobilization charges shall be made for returning the site to conduct the levelling of topsoil.

Test pits completed during the report preparation found hard stoney material near the bottom of the trench above the gradeline. The Contractor shall take every reasonable precaution to not damage the concrete tile or HDPE pipe during backfilling. The Contractor shall make every effort to avoid contaminating the topsoil with subsoil/stones throughout the installation and backfilling operations.

The location of all catchbasins shall be as directed by the Engineer at the time of construction. On road allowances, catchbasins shall be installed parallel to the road, unless otherwise directed. On private lands, catchbasins shall be installed perpendicular to the route of the drain, unless otherwise directed. Catchbasin markers and grates are required and are to be supplied by Coldstream Concrete or an approved equivalent.

Catchbasins shall be backfilled with compacted native material. In areas of poor soil conditions, Granular 'B' or 19 mm (3/4 in.) clear stone shall be used for backfill. Granular or clear stone backfill material will be paid for as an extra if required. Pipe connections to catchbasins shall be grouted in place from the inside and outside. The connections shall also be trimmed flush on the inside wall. The outside pipe connection and any riser joints shall be wrapped with a layer of geotextile underlay. The geotextile underlay shall be Terrafix 270R or an approved equivalent.

The rip-rap inlet apron for the 900 mm x 1200 mm catchbasins shall be 6 sq. m of 100 mm to 150 mm dia. quarry stone placed 300 mm thick on geotextile underlay. The rip-rap inlet apron for the 600 mm x 600 mm catchbasins shall be 4 sq. m of 100 mm to 150 mm dia. quarry stone placed 300 mm thick on geotextile underlay. The geotextile underlay shall be Terrafix 270R or an approved equivalent.

CLOSED WORK – ROAD CROSSINGS

Signing and traffic control shall be in accordance with Ontario Traffic Manual, Book 7 – Temporary Conditions. Notification of all utilities and obtaining locates must be completed prior to commencing construction.

Prior to commencing work, the topsoil in all areas to be disturbed shall be stripped and stockpiled. After the completion of the work the topsoil shall be reinstated, and all disturbed areas seeded with an approved grass seed mixture.

The HDPE Road crossing shall be installed in accordance with OPSD 802.010, Type 1 or 2 Soil on a minimum of 100 mm depth of Granular 'A' or 19 mm (3/4 in.) clear stone bedding. Through the road crossing (toe of slope to toe of slope) the trench shall be completely backfilled with Granular 'A'. Compaction shall be to 100% SPD. Any excess material shall be removed and disposed of. After the catchbasin installation, the road ditch for 10 m on each side shall be graded to the new inlet elevation.

In accordance with Section 69 of the Drainage Act, the work on the Southgate-Melancthon Townline will be undertaken by the Township of Southgate. Any questions regarding timing may be directed to Mr. John Watson, Public Works Foreman & Fleet Manager, Township of Southgate. Details concerning the road work may be discussed and/or confirmed with Mr. Watson at (519) 923-2110 Ext. 251.

CLOSED WORK – A DRAIN – STA. A184 TO STA. A1062

From Sta. A184 to Sta. A718, the new drain shall be installed centred between the existing tile headers. The headers will be located, and the centreline of the new drain will be provided by the Engineer prior to construction. Some of the existing spoil may need to be temporarily relocated to facilitate the stripping of the topsoil and installation of the drain.

At Sta. A184, roughly 40 sq. m (40 tonnes) of 150 mm to 300 mm dia. quarry stone rip-rap shall be keyed in place 500 mm thick on geotextile underlay as embankment and tile outlet protection. The geotextile underlay shall be Terrafix 270R or an approved equivalent. The existing HDPE tile outlets (two – 300 mm dia., and one – 200 mm dia.) shall be extended with HDPE pipe and connected with split couplers such that they are flush with the completed rip-rap installation. The Contractor shall allow 3 m lengths for each extension. In the event extra HDPE pipe or rip-rap material is required, it will be paid for as an extra.

At approximately Sta. A382, the existing 450 mm dia. CSP farm crossing shall be removed by the Contractor and left at the site for disposal by the Owner.

From Sta. A184 to Sta. A440, the existing spoil shall be used to fill and grade the small existing ditch. Any material deemed not suitable for backfill by the Engineer shall be relocated as needed outside of the working area for disposal by the Owner.

At Sta. A447, an existing header drain will be crossed. The trench shall be backfilled with 19 mm (3/4 in.) clear stone and the header drain reconnected with equivalently sized tubing. After completion of the connection, the tubing shall be completely backfilled with 19 mm (3/4 in.) clear stone.

At Sta. A720, the existing post and wire fence shall be removed by the Owners prior to commencing construction and replaced by the Owners subsequent to construction at their discretion.

At Sta. A735, a 45-degree HDPE belled elbow shall be installed to accommodate the bend in the drain.

At Sta. A736, the connection between the new HDPE pipe and concrete tile shall be thoroughly wrapped with 300 mm wide drain wrap (Terrafix 270R or an approved equivalent). The wrap shall overlay at the top of the HDPE pipe and concrete tile by 300 mm.

At Sta. A925, the 600 mm x 600 mm catchbasin shall be offset and placed adjacent to the existing fence as directed by the Engineer at the time of construction. The catchbasin lead shall be installed on a uniform grade.

At Sta. A1062, the 600 mm x 600 mm catchbasin shall be placed on privately owned lands as directed by the Engineer at the time of construction. The existing 200 mm dia. tubing shall be

located and connected with 3 m of 200 mm dia. HDPE pipe installed on a uniform grade.

CLOSED WORK – B DRAIN – STA. B000 TO STA. B175

From Sta. B000 to Sta. B169, the new drain shall be installed centred between the existing tile headers. The headers will be located, and the centreline of the new drain will be provided by the Engineer prior to construction. Some of the existing spoil may need to be temporarily relocated to facilitate the stripping of the topsoil and installation of the drain.

At Sta. B171, the existing post and wire fence shall be removed by the Owners prior to commencing construction and replaced by the Owners subsequent to construction at their discretion.

The existing spoil shall be used to fill and grade the small existing ditch. Any material deemed not suitable for backfill by the Engineer shall be relocated as needed outside of the working area for disposal by the Owner.

WORKING SPACE

The width of the working space for the construction, maintenance and repair of the Schill Drainage Works shall be as follows:

OPEN WORK

The working space shall be an average of 20 m to allow for the stripping of topsoil, excavation of the open drain, and the spreading and levelling of the excavated material as specified.

CLOSED WORK

The working space shall be an average of 20 m along the drain route to allow for stripping, stockpiling, and releveling of the topsoil. The working space shall also extend for 10 m beyond the end of the work on each drain to allow for the connection of the existing tile (A Drain) and placement of the junction box (B Drain) as specified.

ACCESS ROUTES

Access to the working space shall be off the 260 Sideroad and Southgate-Melancthon Townline, as directed by the Owners and Engineer at the time of construction.



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Appendix B

General Conditions

APPENDIX B

GENERAL CONDITIONS

1. MUNICIPALITY means the Corporation of the Township awarding the Contract.
2. ENGINEER means the Project Engineer of R.J. BURNSIDE & ASSOCIATES LIMITED, Municipal Drainage Consultants, who shall decide on questions arising under the Contract Documents as to the interpretation of specifications or performance of the work.
3. INSPECTOR, if any, means the representative of R.J. BURNSIDE & ASSOCIATES LIMITED who is authorized to inspect and to oversee the construction process.
4. DRAINAGE SUPERINTENDENT OR COMMISSIONER, if any, means the person or persons appointed by the Municipality to assist in the construction of the drainage works.
5. CONTRACTOR means the Corporation, Company or person having been awarded the Contract.
6. CONTRACT means the signed proposal or tender offered by the Contractor and accepted by signature on behalf of the Municipality and which shall be a formal and binding document.
7. BENCH MARKS means the permanently established level marks, recorded on the profile as to description, location and elevation and which shall govern the drainage work. It is an offence under the Drainage Act to interfere with, remove or destroy any bench mark.
8. STAKES mean survey marks set twenty-five metres apart and at all fences or as shown on plan and profile and are for vertical control only. The Contractor shall not be held liable for the cost of replacing any stakes, except stakes destroyed during construction.
9. PROFILES show the cuts or depths from the ground at the numbered side of the stakes and from the average bottom of the present open drain to the gradeline, which shall be at the bottom of the finished drain or the invert of the tile, as the case may be. The cuts or depths are indicated in metres and parts thereof, but the bench marks must govern.
10. FENCES mean enclosures by wire, railing, or otherwise, which may be removed by the Contractor to the extent necessary for the construction, but they shall be repaired to as good a condition as found. In no case shall a fence be left open or unguarded. Watergates, where required, shall be constructed as part of the work.
11. HEAVY STONE RIP-RAP AND SPILLWAYS shall in general be keyed in place and a minimum of 500 mm thick at the toeline and fitting the contours and slopes of the banks. All installations shall include Terrafix 270R filter mat or an approved equivalent. Spillways shall have a minimum slope of 2:1 (horizontal to vertical) and shall be shaped to guide the flow over the centre.

12. HIGHWAYS AND ROAD AUTHORITIES, Governmental Departments, Public or Private Utilities shall be notified in advance by the Contractor before performing any work affecting land or properties under their jurisdiction. The Contractor shall guard against damaging pipes, conduits, cables, etc. All work on roads, utility lands, etc. as to construction methods, location, type of pipes, catch basins and grates, disposal of excess material, general clean-up, etc. shall be under the direction and supervision of the authority having jurisdiction. (See Instructions to Bidders, Item 6.)
13. SEEDING permanent grass mixture, Creeping Red Fescue 35 Kg, Perennial Ryegrass 17 Kg, and Wild White Clover 6 Kg per ha. or equivalent, all Canada No. 1 grass mixture. Total 58 Kg per ha.
14. UNSTABLE SUBSOIL OR ROCK conditions, previously unknown to exist, but which may make alternations necessary, shall immediately be reported to the Engineer. Changes subsequently authorized shall not release the Contractor from obligations under his Contract.
15. MINOR CHANGES mean necessary alterations made by the Engineer as the work progresses. An amount proportionate to the amount contained in the tender being added to or deducted from the contract price to cover such changes.
16. WORKING SPACE shall mean a strip of land reasonably close to the drain and necessarily used for and during construction and shall in general be 25 m or less.
17. REASONABLE ACCESS TO THE WORK AREA shall be provided by any owner receiving allowances for damages.
18. POWER TO ENTER. Under Section 63 of the Drainage Act, the Contractor is entitled to enter upon whatever lands are necessary to complete the work within the designated working space. Interfering with or obstructing the Contractor is offence.



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Appendix C

General Specifications (Open Work)

APPENDIX C

GENERAL SPECIFICATIONS (OPEN WORK)

1. THE CENTRE LINE of the present ditch shall in general be the centre line of the new work. Courses shall run in long straight lines. Intersecting curves shall be smooth and gradual. At all curves and bends excavation shall be taken off the inside bank only. Centre line or off-set stakes shall be used, if necessary, to make the work uniform.
2. BOTTOM WIDTH AND SIDE SLOPES shall be as specified. Both sides of an open drain are to be sloped 1.5:1 (horizontal to vertical) or as shown on the profile. Flatter side slopes may be authorized in unstable soil.
3. EXCAVATION & LEVELLING shall be made by suitable machinery. Material shall in general be placed, spread, and levelled on the lower side of the drain or on the side opposite trees and fences. The spoil, including old spoil banks on open lands, if any, shall be levelled up to a maximum depth of 0.15 m (unless otherwise specified) leaving a clear berm or margin of at least 2 m between the edges of the drain and the levelled spoil. It shall be left so that it may be cultivated together with adjacent lands by use of ordinary farm machinery. At every new cut the excavated material shall in general be used to fill the abandoned channel. Through bush lands the excavated material may be levelled up to twice the above maximum depth (unless otherwise specified).
4. SILT TRAPS shall be constructed 0.3 m below grade and 25 m long where shown on the profile. Clean-out prior to final inspection is not required.
5. INLETS FOR SURFACE WATER shall be left in the levelled spoil on each property, approximately 100 m apart and through bush lands approximately 60 m apart, or as necessary for surface run-off. Inlets shall extend through windows, if any. No excavated material is to be left in any ditches, depressions, furrows, or tiles intended to conduct water into the open drain. Inlets shall have a minimum bottom width of 1 m.
6. TRIBUTARY DITCHES shall be cut back on a gradual slope a minimum distance of 5 m.
7. TILE OUTLETS shall in general be left undisturbed but, if necessary, shall be moved back to fit the new slope. Such work shall be at extra negotiable cost. Owners are requested to mark their tile outlets prior to construction.
8. CLEARING shall mean the removal of brush, stumps, heavy stones, or other obstructions inside the slopes of the drain or along the bank of operation to a sufficient width for spreading and levelling the spoil, or as shown on the profile and in open land shall be left in piles on top of the levelled spoil. It shall be left to the owner to salvage any wood or timber.
9. EXCAVATION AT BRIDGE SITES shall be to the full depth and as nearly as possible to the full width and side slopes and shall be made by hand if not otherwise possible. Farm bridges hereafter constructed or reconstructed are recommended to have a capacity equal to the cross-sectional area, or a clear width between the abutments twice the specified bottom width of the drain. Culverts shall be separately designed and shall be installed with the inverts approximately 150 mm below the grade line.

10. REMOVING OPEN DRAIN from a road allowance, and if not otherwise provided for, the material not needed to fill the abandoned channel shall be placed, spread and levelled on the adjoining lands. (See Instruction to Bidders, Item 6 and General Conditions, Item 12.)
11. DAMAGES to crops or livestock, or by livestock within the working space shall not be the liability of the Contractor. He shall, however, give the owner concerned a reasonably advanced notice to move livestock, if any. (See Instruction to Bidders, Item 4.)

036409.1 Appendix C - General Specifications (Open Work)
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Appendix D

General Specifications (Tile Work)

APPENDIX D

GENERAL SPECIFICATIONS (TILE WORK)

1. LINE OF CONSTRUCTION shall in general be as staked, but the drain shall run straight throughout each course and at intersections it shall run on a smooth and gradual curve.
2. CLEARING for tile shall mean the removal of trees, brush, stumps, heavy stones or other obstructions for a minimum width of 15 m on each side of the drain, and in open land shall be left in piles. It shall be left to the owner to salvage any wood or timber.
3. MATERIAL, whether or not supplied by the Municipality, shall be arranged for and shall be accepted, or rejected if not first quality, by the Contractor at the site on delivery.
4. TRENCHING AND LAYING shall in general be done by a wheel trencher together with accurate grade controls. The tile shall be laid with the invert at the gradeline with joints fitting properly. The minimum trench width shall be equal to the outside diameter of the tile plus 150 mm.
5. BLINDING shall be made as rapidly as is consistent with the construction progress. After inspection, the trench shall be backfilled. Minimum cover to natural surface shall in general be 750 mm.
6. TRIBUTARY TILE shown on the profile shall be connected as part of the work. Existing tile not shown shall be connected as extra work. A sufficient length of pipe, in general one size greater in diameter, shall be used through the bottom of a graded overflow run-way or if reconnection is to be made across a trench.
7. OUTLET PROTECTION shall in general be a length of standard metal pipe with a hinged rodent-proof grate. The end of the pipe shall be rip-rapped with heavy stone, which shall also extend into the bottom of the open drain. Overflow water shall not be directed over the tile outlet.
8. GRADED OVERFLOW RUNWAYS shall be constructed by cutting down the banks of a ditch that is being replaced by a tile drain. In no case shall its elevation be such as to hinder the free flow of surface water. It shall be graded to such condition that it may be cultivated by use of ordinary farm machinery. Grassed runways are recommended on heavy grades, but shall be left to the owner, if not otherwise specified.
9. CATCHBASINS shall in general be constructed of concrete (20 MPa) sides and bottom minimum 150 mm thick, inside dimensions 600 x 600 mm with a 300 mm sump, poured in place or prefabricated. The top shall be a standard Ministry of Transportation riveted grade or a welded metal frame with iron bars on 50 mm centres. Provisions must be made for surface water to enter, or catchbasins may be off set into the overflow runway. A 200 mm dia. tile as cross-connection is in general sufficient. Backfill shall be firmly packed and all tileconnections, bottom, and side joints, shall be grouted in cement mortar.
10. JUNCTION BOXES shall be of concrete with tile grouted and fitting properly.

11. DAMAGES to crops within the working space shall not be the liability of the Contractor, nor damages to livestock or by livestock occasioned by leaving trenches open for inspection. He shall, however, give the owner concerned a reasonably advanced notice. The Contractor will be held liable for any such damages if the backfilling is delayed more than 10 days after the acceptance of the work, weather conditions permitting. (See instructions to Bidders, Item 4.)

036409.1 Appendix D - General Specifications (Tile Work)
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Appendix E

Instructions to Bidders

APPENDIX E

INSTRUCTIONS TO BIDDERS

1. TENDERS, submitted on the prescribed form and accompanied by the required bid deposit in favour of the Municipality, will be considered and contracts awarded only in the form of a lump sum for the completion of the whole works, or of such portions as specified in the tender call.
2. INVESTIGATIONS in regard to plans, profiles, specifications, the location, and extent of the work should be made by the bidders themselves before tendering, and any doubt as to the exact meaning of any of the relevant documents or their intentions must be removed before signing the Contract; thereafter, the Contractor shall be bound by the decisions of the Engineer on all points.
3. GUARANTY BONDS covering the faithful performance of the Contract may be required by the Municipality prior to awarding the Contract.
4. CLAIMS OR LIABILITIES resulting from accidents, damages, losses, etc. directly or indirectly arising out of the Contract or manner of performance thereof, and if not otherwise provided for, shall be the responsibility of the Contractor. The Municipality may require proof of his insurance against any or all liabilities prior to awarding the Contract or may withhold an equal amount to claims filed from payments then due.
5. FAULTY MATERIAL OR WORKMANSHIP shall be the responsibility of the Contractor at his own expense for a period of one year from the date of final acceptance of the work, and he shall remedy any defect and pay for any damage therefrom which may appear within such period and neither the final certificate nor payments thereunder shall relieve him from such responsibility under or by virtue of the signed Contract.
6. PERMITS AND SUPPLEMENTARY SPECIFICATIONS shall be obtained by the Contractor at his own expense before performing any work affecting any Road, Right-of-Way, Land or Property of any Governmental Department, County or Township, or of any Public or Private Utility, and he shall perform the work as though said specifications were hereto attached.
7. PAYMENTS up to 80% of the value of the work completed may be made by the Municipality on the written certificate of the Engineer, with a holdback payable after 45 days from the date of final acceptance. The Municipality may require the Contractor to furnish a complete release from sub-contractors or of all liens arising out of the Contract (other than his own) before the final payment shall become due.
8. FINAL INSPECTION will be made within two weeks after notice has been received from the Contractor that the work has been completed, or as soon thereafter as weather conditions permit. All work must at that time have the full dimensions, grades, etc. as specified and the general clean-up must be fully completed. If deficiencies are found, which should have been known to the Contractor as not complying with the specifications, the cost and expenses incidental to such inspection shall, due to his negligence, become the liability of the Contractor and may be deducted from the Contract price.

9. STATEMENTS OF SATISFACTION, voluntarily signed by the owners in regard to the treatment of the spoil, the clearing, the fences, the general clean-up, etc. may release the Contractor from further obligation in that regard.
10. TERMINATION OF CONTRACT: All work must be completed within the time limit as specified by or as extended under the Contract. If at any time, the Engineer should certify in writing, that the work is unnecessarily delayed or that conditions of the Contract are being violated, the Municipality shall have the power to terminate by written notice all work there on but reserving all claims against the Contractor for breach of Contract. If, however, the work has not been completed on or before the date fixed, the Contractor may apply in writing for an extension prior to the expiry date of his Contract.



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Appendix F

Maintenance Assessment Schedules

APPENDIX F

MAINTENANCE ASSESSMENT SCHEDULES

SCHILL DRAINAGE WORKS

STA. A000 TO STA. A160

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF MELANCTHON								
4-068-00	C. Calder	7 SW	Pt. 22	0.1	NA		5.00	5.00
4-112-00	A. Sran & A. Gill		Pt. 21	2.0	NA	300.00	18.00	318.00
4-113-00	Schill-Land Holdings Inc.		Pt. 22	43.0	A	450.00	617.10	1,067.10
4-114-00	M. & M. Martin		23	18.5	A		302.20	302.20
Total Lands						750.00	942.30	1,692.30
260 Sideroad, Township of Melancthon						450.00	70.20	520.20
Total Lands and Road						1,200.00	1,012.50	2,212.50
Total Assessment, Township of Melancthon								\$2,212.50

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF SOUTHGATE								
7-078-01	Schill-Land Holdings Inc.	6	Pt. 42	5.0	A		90.00	90.00
7-092-00	Grand View Inc.	7	Pt. 42	2.0	A		18.00	18.00
Total Lands							108.00	108.00
Southgate Road 10, Township of Southgate							27.00	27.00
Southgate-Melancthon Townline, Township of Southgate							52.50	52.50
Total Lands and Roads							187.50	187.50
Total Assessment, Township of Southgate								\$187.50

RECAPITULATION

TOTAL ASSESSMENT, TOWNSHIP OF MELANCTHON	2,212.50
TOTAL ASSESSMENT, TOWNSHIP OF SOUTHGATE	187.50
TOTAL ASSESSMENT – STA. A000 TO STA. A160	<u>\$2,400.00</u>

MAINTENANCE ASSESSMENT SCHEDULES (CONT'D)

SCHILL DRAINAGE WORKS

STA. A068 TO STA. A080 (FIELD CROSSING)

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF MELANCTHON								
4-068-00	C. Calder	7 SW	Pt. 22	0.1	NA		5.00	5.00
4-112-00	A. Sran & A. Gill		Pt. 21	2.0	NA	525.00	5.00	530.00
4-113-00	Schill-Land Holdings Inc.		Pt. 22	43.0	A		257.00	257.00
4-114-00	M. & M. Martin		23	18.5	A		125.90	125.90
Total Lands						525.00	392.90	917.90
260 Sideroad, Township of Melancthon							29.20	29.20
Total Lands and Road						525.00	422.10	947.10
Total Assessment, Township of Melancthon								\$947.10

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF SOUTHGATE								
7-078-01	Schill-Land Holdings Inc.	6	Pt. 42	5.0	A		37.50	37.50
7-092-00	Grand View Inc.	7	Pt. 42	2.0	A		7.50	7.50
Total Lands							45.00	45.00
Southgate Road 10, Township of Southgate							11.20	11.20
Southgate-Melancthon Townline, Township of Southgate							21.70	21.70
Total Lands and Roads							77.90	77.90
Total Assessment, Township of Southgate								\$77.90

RECAPITULATION

TOTAL ASSESSMENT, TOWNSHIP OF MELANCTHON	947.10
TOTAL ASSESSMENT, TOWNSHIP OF SOUTHGATE	77.90
TOTAL ASSESSMENT – STA. A068 TO STA. A080	<u>\$1,025.00</u>

MAINTENANCE ASSESSMENT SCHEDULES (CONT'D)

SCHILL DRAINAGE WORKS

STA. A184 TO STA. A440

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF MELANCTHON								
4-068-00	C. Calder	7 SW	Pt. 22		NA			
4-112-00	A. Sran & A. Gill		Pt. 21		NA			
4-113-00	Schill-Land Holdings Inc.		Pt. 22	2.1	A	3,650.00	141.20	3,791.20
4-114-00	M. & M. Martin		23	18.5	A		1,395.20	1,395.20
Total Lands						3,650.00	1,536.40	5,186.40
Total Assessment, Township of Melancthon								\$5,186.40

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF SOUTHGATE								
7-078-01	Schill-Land Holdings Inc.	6	Pt. 42	5.0	A		415.20	415.20
7-092-00	Grand View Inc.	7	Pt. 42	2.0	A		83.00	83.00
Total Lands							498.20	498.20
Southgate Road 10, Township of Southgate							124.60	124.60
Southgate-Melancthon Townline, Township of Southgate							240.80	240.80
Total Lands and Roads							863.60	863.60
Total Assessment, Township of Southgate								\$863.60

RECAPITULATION

TOTAL ASSESSMENT, TOWNSHIP OF MELANCTHON	5,186.40
TOTAL ASSESSMENT, TOWNSHIP OF SOUTHGATE	863.60
TOTAL ASSESSMENT – STA. A184 TO STA. A440	<u>\$6,050.00</u>

MAINTENANCE ASSESSMENT SCHEDULES (CONT'D)

SCHILL DRAINAGE WORKS

STA. A440 TO STA. A724

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF MELANCTHON								
4-068-00	C. Calder	7 SW	Pt. 22		NA			
4-112-00	A. Sran & A. Gill		Pt. 21		NA			
4-113-00	Schill-Land Holdings Inc.		Pt. 22	0.8	A	3,750.00	35.70	3,785.70
4-114-00	M. & M. Martin		23	12.0	A	750.00	936.60	1,686.60
Total Lands						4,500.00	972.30	5,472.30
Total Assessment, Township of Melancthon								\$5,472.30

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF SOUTHGATE								
7-078-01	Schill Land Holdings Inc.	6	Pt. 42	5.0	A		446.00	446.00
7-092-00	Grand View Inc.	7	Pt. 42	2.0	A		89.20	89.20
Total Lands							535.20	535.20
Southgate Road 10, Township of Southgate							133.80	133.80
Southgate-Melancthon Townline, Township of Southgate							258.70	258.70
Total Lands and Roads							927.70	927.70
Total Assessment, Township of Southgate								\$927.70

RECAPITULATION

TOTAL ASSESSMENT, TOWNSHIP OF MELANCTHON	5,472.30
TOTAL ASSESSMENT, TOWNSHIP OF SOUTHGATE	927.70
TOTAL ASSESSMENT – STA. A440 TO STA. A724	<u>\$6,400.00</u>

MAINTENANCE ASSESSMENT SCHEDULES (CONT'D)

SCHILL DRAINAGE WORKS

STA. A724 TO STA. A1031 AND STA. A1062

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF MELANCTHON								
4-068-00	C. Calder	7 SW	Pt. 22		NA			
4-112-00	A. Sran & A. Gill		Pt. 21		NA			
4-113-00	Schill-Land Holdings Inc.		Pt. 22		A			
4-114-00	M. & M. Martin		23	0.5	A	4,300.00	36.40	4,336.40
Total Lands						4,300.00	36.40	4,336.40
Total Assessment, Township of Melancthon								\$4,336.40

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF SOUTHGATE								
7-078-01	Schill-Land Holdings Inc.	6	Pt. 42	5.0	A	500.00	607.50	1,107.50
7-092-00	Grand View Inc.	7	Pt. 42	2.0	A		121.50	121.50
Total Lands						500.00	729.00	1,229.00
Southgate Road 10, Township of Southgate							182.20	182.20
Southgate-Melancthon Townline, Township of Southgate						500.00	352.40	852.40
Total Lands and Roads						1,000.00	1,263.60	2,263.60
Total Assessment, Township of Southgate								\$2,263.60

RECAPITULATION

TOTAL ASSESSMENT, TOWNSHIP OF MELANCTHON	4,336.40
TOTAL ASSESSMENT, TOWNSHIP OF SOUTHGATE	2,263.60
TOTAL ASSESSMENT – STA. A724 TO STA. A1031 AND STA. A1062	<u>\$6,600.00</u>

MAINTENANCE ASSESSMENT SCHEDULES (CONT'D)

SCHILL DRAINAGE WORKS

STA. B000 TO STA. B175

Roll No.	Owner	Con.	Lot or Part	Approx. ha. Affected	Land Class	ASSESSMENTS		
						Benefit \$	Outlet Liability \$	Total \$
TOWNSHIP OF MELANCTHON								
4-068-00	C. Calder	7 SW	Pt. 22		NA			
4-112-00	A. Sran & A. Gill		Pt. 21		NA			
4-113-00	Schill-Land Holdings Inc.		Pt. 22	0.5	A	1,900.00	51.50	1,951.50
4-114-00	M. & M. Martin		23	6.5	A	750.00	1,098.50	1,848.50
Total Lands						2,650.00	1,150.00	3,800.00
Total Assessment, Township of Melancthon								\$3,800.00
TOTAL ASSESSMENT – STA. B000 TO STA. B175								<u>\$3,800.00</u>

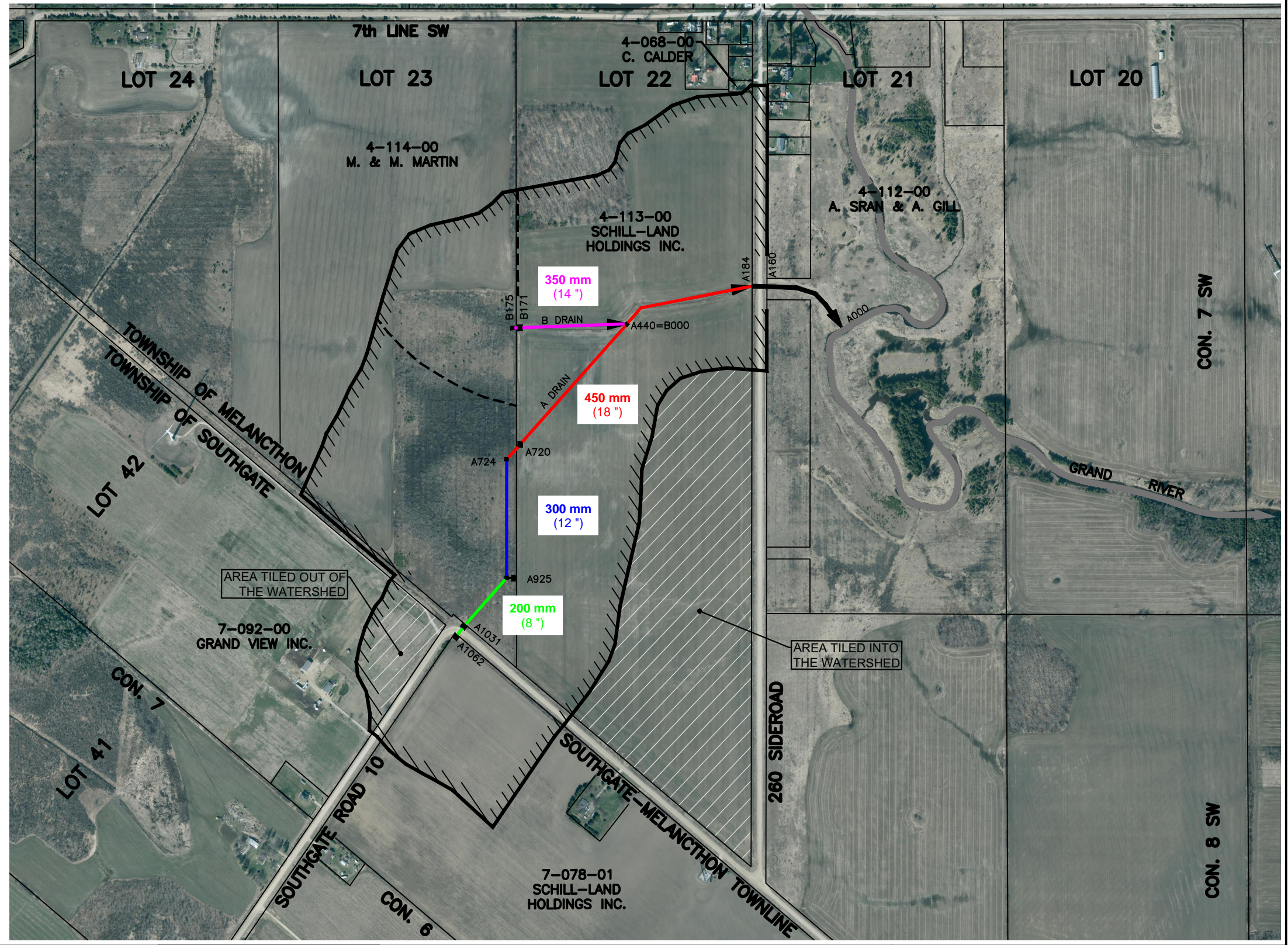
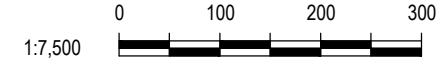


THE PROPERTY LINES SHOWN ON THIS PLAN ARE APPROXIMATE AND FOR GENERAL INFORMATION ONLY.

LEGEND

- APPROXIMATE WATERSHED LIMITS
- APPROXIMATE INTERIOR WATERSHED
- DRAIN ROUTE (OPEN DRAIN)
- DRAIN ROUTE (CLOSED DRAIN)
- A720 STATION
- 4-113-00 ASSESSMENT ROLL NO.
- PROPOSED CATCHBASIN
- PROPOSED JUNCTION BOX

SCALE



Notes
 1. This drawing is the exclusive property of R. J. Burnside & Associates Limited. The reproduction of any part without prior written consent of this office is strictly prohibited.
 2. The contractor shall verify all dimensions, levels, and datums on site and report any discrepancies or omissions to this office prior to construction.
 3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.

No.	Issue / Revision	Date	Auth.
1	ISSUED FOR DRAINAGE REPORT	2023/06/26	TMP

T. M. Pridham, P. Eng.

BURNSIDE

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Client
TOWNSHIP OF MELANCTHON
 157101 HIGHWAY 10
 MELANCTHON, ONTARIO
 L9V 2E6

Drawing Title
SCHILL DRAINAGE WORKS
 WATERSHED PLAN

Drawn AKB	Checked TMP	Date 2023/06/26	Drawing No. P1
Scale AS SHOWN	Project No. 300036409.1000		

SCHILL DRAINAGE WORKS

TOWNSHIPS OF MELANCTHON AND SOUTHGATE

PROPOSED WORK

CONSTRUCTION	\$176,250.00
ALLOWANCES TO OWNERS	\$31,700.00
INVESTIGATIONS	\$1,250.00
PREPARATION OF REPORT	\$68,500.00
MEETINGS AND PROCEDURE	\$2,500.00
TENDERING AND CONSTRUCTION INSPECTION	\$26,500.00
ADMINISTRATION AND FINANCING INCLUDING NET H.S.T.	\$8,300.00
TOTAL ESTIMATED COST	<u>\$315,000.00</u>

ESTIMATED NET COSTS

TOTAL ESTIMATED COST	\$315,000.00
<u>LESS SPECIAL ASSESSMENTS</u>	
WORK ON 260 SIDEROAD	\$34,750.00
WORK ON SOUTHGATE-MELANCTHON TOWNLINE	\$17,500.00
TOTAL ASSESSMENT TO LANDS AND ROADS	\$262,750.00
<u>LESS ASSESSMENTS TO TOWNSHIP ROADS</u>	
260 SIDEROAD	\$5,494.00
SOUTHGATE ROAD 10	\$4,788.00
SOUTHGATE-MELANCTHON TOWNLINE	\$14,261.00
BALANCE TO BE ASSESSED TO PRIVATE LANDS	\$238,207.00
LESS PROVINCIAL GRANT (1/3 OF ASSESSMENTS ON AGRICULTURAL LANDS)	\$76,542.00
LESS ALLOWANCES TO OWNERS	\$31,700.00
APPROXIMATE TOTAL NET COST TO PRIVATE LANDS	<u>\$129,965.00</u>



**Schill Drainage Works
Township of Melancthon
June 2023**

Roll Number	Owners	Class	Benefit	Outlet	Total	Grant	Allowances	Net Cost
4-112-00	A. Sran & A. Gill	NA	\$8,250.00	\$230.00	\$8,480.00		\$5,925.00	\$2,555.00
4-068-00	C. Calder	NA		\$100.00	\$100.00			\$100.00
4-113-00	Schill-Land Holding Inc.	A	\$97,500.00	\$11,025.00	\$108,525.00	\$36,175.00	\$17,550.00	\$54,800.00
4-114-00	M. & M. Martin	A	\$58,000.00	\$38,948.00	\$96,948.00	\$32,316.01	\$8,025.00	\$56,606.99
Total Lands Township of Melancthon			\$163,750.00	\$50,303.00	\$214,053.00	\$68,491.01	\$31,500.00	\$114,061.99
260 Sideroad	Township of Melancthon		\$4,500.00	\$994.00	\$5,494.00			\$5,494.00
Total Roads Township of Melancthon			\$4,500.00	\$994.00	\$5,494.00			\$5,494.00
Total Lands and Roads Township of Melancthon			\$168,250.00	\$51,297.00	\$219,547.00	\$68,491.01	\$31,500.00	\$119,555.99
Township of Southgate								
7-078-01	Schill-Land Holding Inc.	A	\$5,000.00	\$15,962.00	\$20,962.00	\$6,987.34	\$200.00	\$13,774.66
7-092-00	Grand View Inc.	A		\$3,192.00	\$3,192.00	\$1,064.00		\$2,128.00
Total Lands in Township of Southgate			\$5,000.00	\$19,154.00	\$24,154.00	\$8,051.34	\$200.00	\$15,902.66
Southgate Road 10	Township of Southgate			\$4,788.00	\$4,788.00			\$4,788.00
Melancthon/Proton Townline	Township of Southgate		\$5,000.00	\$9,261.00	\$14,261.00			\$14,261.00
Total Roads in Township of Southgate			\$5,000.00	\$14,049.00	\$19,049.00			\$19,049.00
Total Lands and Roads Township of Southgate			\$10,000.00	\$33,203.00	\$43,203.00	\$8,051.34	\$200.00	\$34,951.66
TOTAL LANDS AND ROADS SCHILL DRAINAGE WORKS			\$178,250.00	\$84,500.00	\$262,750.00	\$76,542.35	\$31,700.00	\$154,507.65

Schill Drainage Works
Preliminary Timetable

July 13th

- Review Report with Council
- Reports Circulated to Affected Owners and Agencies

August 10th

- Consideration of the Report
- First and Second Reading of the Provisional By-Law
- Direction to Prepare and Distribute Tenders

September 7th

- Court of Revision
- Tender Opening

September 21st

- Final Reading of By-Law
- Award the Tender

TOWNSHIP OF MELANCTHON

BY-LAW NO.____, 2023

SCHILL DRAINAGE WORKS

A By-law to provide for drainage works in the Township of Melancthon in the County of Dufferin and the Township of Southgate in the County of Grey.

Whereas the requisite number of owners have petitioned the Council of the Township of Melancthon in the County of Dufferin in accordance with the provisions of the **Drainage Act**, R.S.O. 1990, requesting that the following lands be drained by a Drainage Works:

Pt. Lot 22 & 23, Concession 7 SW, Township of Melancthon
Pt. Lot 42, Concession 6, Township of Southgate

And whereas the Council of the Township of Melancthon in the County of Dufferin has procured a report made by R.J. Burnside & Associates Limited. The report is attached hereto and forms part of this by-law.

And whereas the estimated total cost of constructing the drainage works is \$315,000.00.

And whereas the Council of the Township of Melancthon pursuant to the Drainage Act, R.S.O. 1990, enacts as follows:

1. The report dated June 26, 2023 and attached hereto as Schedule A is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of Melancthon may borrow on the credit of the Corporation the amount of \$315,000.00 being the amount necessary for construction of the drainage works.
3. A special rate shall be levied upon the lands as set forth in the assessment schedule included in Schedule A to the by-law to be collected in the same manner as other taxes are collected.
4. For paying the amount of \$40,244.00 being the amount assessed upon lands and roads belonging to or controlled by the municipality, a special rate sufficient to pay the amount assessed plus interest therein shall be levied upon the whole rateable property in the Township of Melancthon for one year after the passing of this by-law, to be collected in the same manner and at the same time as other taxes are collected.
5. All assessments are payable in the same year as the assessment is imposed.
6. This by-law comes into force on the passing thereof and may be cited as the "Schill Drainage Works By-Law".

First Reading _____

Second Reading _____

Provisionally adopted this ____ day of _____, 2023.

Mayor: _____

CAO/Clerk _____

Third Reading _____

Enacted this ____ day of _____, 2023.

Mayor: _____

CAO/Clerk _____