



THE CORPORATION OF THE TOWNSHIP OF MAPLETON

COUNCIL AGENDA

TUESDAY, JULY 14, 2020 @ 7:00 P.M.

MAPLETON TOWNSHIP OFFICES

**COUNCIL TO MEET USING VIRTUAL TECHNOLOGY**

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/84811387543>

**Meeting ID: 848 1138 7543**

**One tap mobile: 647 374 4685** (or 647 558 0588)

**1. Call to Order**

Mayor to call the virtual meeting to order.

In response to COVID-19 and recommendations by World Health Organization and the Guelph-Dufferin-Wellington Health Unit to exercise social distancing, Township of Mapleton facilities, including the Township Office are currently closed. Members of the public are invited to observe this open meeting electronically by accessing the meeting live-streaming video (info above).

**2. Roll Call to be taken**

**3. Declaration of Pecuniary Interest**

**4. Confirmation of Minutes**

4.1 Special Meeting of Council dated June 11, 2020

**RECOMMENDATION**

THAT the minutes of the Township of Mapleton Special Meeting of Council held on June 11, 2020 be confirmed as circulated in the agenda package.

4.2 Council Meeting dated June 16, 2020

**RECOMMENDATION**

THAT the minutes of the Township of Mapleton Council Meeting held on June 16, 2020 be confirmed as circulated in the agenda package.

**5. Matters arising from Minutes**

**6. Matters under The Planning Act and Matters Arising**

- 6.1 a) ZBA2020-04 - Notice of Public Meeting, Plan 61M74 Lot 37,  
83 River Run Road, Drayton. Thompson, Barbara & Richard

This is a Public Meeting under the Planning Act to hear comments *from the public and agencies* and to give consideration to an application for a proposed Zoning By-law Amendment ZBA2020-04.

The subject lands are located at 83 River Run Road, Drayton.

The proposed purpose and effect is to permit a second dwelling unit within the main building.

We will now receive info from the CAO regarding Statutory requirements.

Township Planner comments.

Owner Barbara & Richard Thompson comments and/or further explanation.

Oral presentations or written submissions from those who have pre-registered. Please state your name and address for the record.

The applicant may speak to any concerns presented.

If there are un-registered participants who wish to comment, please raise your hand or indicate so by 'chat' in order to be recognized by the meeting host (CAO Manny Baron).

Any questions from Council to applicant.

Anyone in attendance who may or may not have participated in this virtual hearing, please state your name and full mailing address if you wish to receive further notifications and this will be recorded by the Clerk. Please note that failing to do so will disentitle a person or public body from appealing the decision.



The Public Meeting is now concluded. Thank you for attending this Public Meeting.

- b) Matters arising under The Planning Act (Council Direction)

**RECOMMENDATION**

THAT Zoning application ZBA2020-04 located at 83 River Run Road, Drayton. Thompson, Barbara & Richard be received;  
AND FURTHER THAT the draft amending by-law as circulated in the agenda be presented to Council for first, second, and third reading.

- 6.2 a) ZBA2020-05 - Notice of Public Meeting, Con 13 Pt Lot 14 (Peel)  
7452 Wellington Road 7, Alma. Shantz, Ronald & Dana

This is a Public Meeting under the Planning Act to hear comments *from the public and agencies* and to give consideration to an application for a proposed Zoning By-law Amendment ZBA2020-05.

The subject lands are located at 7452 Wellington Road 7, Alma.

The proposed purpose and effect is a condition of severing the farm equipment sales business from the retained farm parcel.

We will now receive info from the CAO regarding Statutory requirements.

Township Planner comments.

Owner Ron & Dana Shantz / Applicant Jeff Buisman of Van Harten Surveying comments and/or further explanation.

Oral presentations or written submissions from those who have pre-registered. Please state your name and address for the record.

The applicant may speak to any concerns presented.

If there are un-registered participants who wish to comment, please raise your hand or indicate so by 'chat' in order to be recognized by the meeting host (CAO Manny Baron).

Any questions from Council to applicant.
Anyone in attendance who may or may not have participated in this virtual hearing, please state your name and full mailing address if you wish to receive further notifications and this will be recorded by the Clerk. Please note that failing to do so will disentitle a person or public body from appealing the decision.
The Public Meeting is now concluded. Thank you for attending this Public Meeting.

b) Matters arising under The Planning Act (Council Direction)

**RECOMMENDATION**

THAT Zoning application ZBA2020-05 located at 7452 Wellington Road 7, Alma. Shantz, Ronald & Dana be received;  
AND FURTHER THAT the draft amending by-law as circulated in the agenda be presented to Council for first, second, and third reading.

6.3 a) ZBA2020-06 - Notice of Public Meeting, Con 1 Pt Lot 2 (Pilkington) 6976 Wellington Road 7, Alma. Core Fuels Ltd.

<p>This is a Public Meeting under the Planning Act to hear comments <i>from the public and agencies</i> and to give consideration to an application for a proposed Zoning By-law Amendment ZBA2020-06.</p> <p>The subject lands are located at 6976 Wellington Road 7, Alma.</p> <p>The proposed purpose and effect is to permit underground propane tanks for storage and distribution.</p>
<p>We will now receive info from the CAO regarding Statutory requirements.</p>
<p>Township Planner comments.</p>
<p>Owner Core Fuels Ltd (James Core) / Applicant Hugh Handy of GSP Group comments and/or further explanation.</p>

<p>Oral presentations or written submissions from those who have pre-registered. Please state your name and address for the record.</p> <p>The applicant may speak to any concerns presented.</p> <p>If there are un-registered participants who wish to comment, please raise your hand or indicate so by 'chat' in order to be recognized by the meeting host (CAO Manny Baron).</p>
<p>Any questions from Council to applicant.</p>
<p>Anyone in attendance who may or may not have participated in this virtual hearing, please state your name and full mailing address if you wish to receive further notifications and this will be recorded by the Clerk. Please note that failing to do so will disentitle a person or public body from appealing the decision.</p>
<p>The Public Meeting is now concluded. Thank you for attending this Public Meeting.</p>

b) Matters arising under The Planning Act (Council Direction)

**RECOMMENDATION**

THAT Zoning application ZBA2020-06 located at 6976 Wellington Road 7, Alma. Core Fuels Ltd be received.

**RECOMMENDATION**

THAT ZBA2020-06 draft amending by-law as circulated in the agenda be presented to Council for first, second, and third reading at the next regular meeting of Council.

6.4 Consent Application Summary, Land Division File No. B34/20, Part Lots 11 & 12, Concession 10 (P), Close View Farms – c/o Bill Close

**RECOMMENDATION:**

THAT Township of Mapleton support Consent Application B34/20 as presented for lands described as Part Lots 11 & 12, Concession 10, Township of Mapleton (Peel) with the following conditions:

- THAT payment be made of the fee of \$200 (or whatever fee is applicable at the time of clearance under the Fees and Charges By-law) for a letter of clearance;
- THAT a Parkland dedication fee be paid (\$1,400 in 2020);
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;

- THAT safe driveway access can be provided to the severed lot to the satisfaction of the County;
- THAT a copy of the deposited Reference Plan be submitted to the Township (hard copy and digital file);

AND FURTHER THAT Council authorizes the Municipal Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

6.5 Consent Application Summary, Land Division File No. B36/20, Part Lot 16, Concession 13 (P), Wiersma

**RECOMMENDATION:**

THAT Township of Mapleton support Consent Application B36/20 as presented for lands described as Part Lot 16, Concession 13, Township of Mapleton (Peel) with the following conditions:

- THAT Payment be made of the fee of \$200 (or whatever fee is applicable at the time of clearance under the Fees and Charges By-law) for a letter of clearance;
- THAT a Parkland dedication fee be paid (\$1,400 in 2020);
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- THAT the retained lands be rezoned to restrict residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department;
- THAT zoning compliance be achieved for the severed lands addressing the combined ground floor area of the accessory buildings;
- THAT driveway access to the retained lands can be provided to the satisfaction of the County;
- THAT the manure tank be removed to the satisfaction of the County;
- THAT a copy of the deposited Reference Plan be submitted to the Township (hard copy and digital file);

AND FURTHER THAT Council authorizes the Municipal Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

**7. Delegations and Matters Arising from Delegations**

- 7.1 a) Wellington Federation of Agriculture (WFA) correspondence dated May 22, 2020 regarding the Farm Rebate Program, Janet Harrop (President), and Ben LeFort – Ontario Federation of Agriculture (OFA) Senior Farm Policy Analyst.

**RECOMMENDATION**

THAT the Wellington Federation of Agriculture (WFA) correspondence dated May 22, 2020 be received for information.

**8. Minutes from Committees – none**

**9. Reports and Updates from Staff**

9.1 Building Department

- i) Building Report BD2020-08  
Re: June 2020 Month End & YTD

**RECOMMENDATION**

THAT Township of Mapleton Council receive Building Department Report BD2020-08 dated July 14, 2020 regarding June Month End and Year to Date (YTD).

9.2 CAO and Clerk's Department

- i) CAO Clerk's Report CL2020-08  
Re: Sale of Un-opened Road Allowance

**RECOMMENDATION**

THAT Township of Mapleton Council receive CAO Clerk's Report CL2020-08 dated July 14, 2020 regarding the east end portion of George Street, Glen Allan; AND FURTHER THAT Notice of the draft bylaw declaring the road portion surplus be given in accordance with the Disposal of Surplus Lands Policy; AND the Mayor and Clerk be authorized to sign any and all ancillary documents pertaining to the sale / disposal of the said road.

- ii) CAO Clerk's Report CL2020-09  
Re: Sale of Land – Martin, Duane, Derrick Dale, Drayton Industrial Drive, 51 & 55 (3.82 ac.)

**RECOMMENDATION**

THAT Township of Mapleton Council receive CAO's Report CL2020-09 dated July 14, 2020 regarding the sale of lands identified as a 3.82 acre parcel within lands legally described part of Part Lot 17, Concession 11, Maryborough, 61R21812; Township of Mapleton; AND FURTHER THAT THE Mayor and Clerk be authorized to sign all ancillary documents pertaining to the sale of said lands.

9.3 Finance Department

- i) Finance Report FIN2020-14  
Re: Covid-19 Financial Mitigation and Relief Measures Update

**RECOMMENDATION**

THAT Township of Mapleton Council receive Finance Report FIN2020-14 regarding COVID-19 Financial Mitigation and Relief Measures; and

1. repeal By-law 2020-031 and replace with By-law 2020-047, a By-law that provides for the relief of interest and penalties on water and wastewater billings and taxes until August 31, 2020; and
2. enact By-law 2020-046, a By-law that amends the Fees and Charges By-law 2019-105 and enables the implementation of the water and wastewater rates previously approved on March 10<sup>th</sup>

9.4 Public Works Department

- i) Public Works Report PW2020-14  
Re: Funding Request for 2020 Unplanned Infrastructure Requirements

**RECOMMENDATION**

THAT Township of Mapleton Council receive Public Works Report PW2020-14 dated July 14, 2020 regarding the need for additional funding for various unplanned 2020 infrastructure requirements.

AND THAT Township Council approve funding in the amount of \$274,000 from the Township Capital Reserves to perform this work;

AND FURTHER THAT Township of Mapleton Council allow staff to award the remedial work to the township approved contractor that bids within the approved funding amount.

**10. Approval of By-Laws**

- 10.1 By-law Number 2020-044 being a By-law to authorize the conveyance of a parcel owned by the Township of Mapleton legally described as Part Lot 17, Concession 11, Part 1, Plan 61R21812, Maryborough
- 10.2 By-law Number 2020-045 being a By-law to authorize the Conveyance of a Parcel owned by The Township of Mapleton legally described as Part Lots 18 and 19, Concession 12, former Township of Maryborough, as in DN30391
- 10.3 By-law Number 2020-046 being a By-law to amend By-law 2019-105, being a By-law to establish the fees and charges for various services provided by the municipality.
- 10.4 By-law Number 2020-047 being a By-law to provide for financial relief for stipulated penalty and interest for taxes and for water and wastewater billings in default and to repeal By-law 2020-031

- 10.5 By-law Number 2020-048 being a By-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton Plan 61M74, Lot 37, 83 River Run Road, Drayton ZBA 2020-04
- 10.6 By-law Number 2020-049 being a By-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel) ZBA 2020-05

**RECOMMENDATION**

THAT By-laws Numbered:

- 2020-044 being a By-law to authorize the conveyance of a parcel owned by the Township of Mapleton legally described as Part Lot 17, Concession 11, Part 1, Plan 61R21812, Maryborough
- 2020-045 being a By-law to authorize the Conveyance of a Parcel owned by The Township of Mapleton legally described as Part Lots 18 and 19, Concession 12, former Township of Maryborough, as in DN30391
- By-law Number 2020-046 being a By-law to amend By-law 2019-105, being a By-law to establish the fees and charges for various services provided by the municipality.
- 2020-047 being a By-law to provide for financial relief for stipulated penalty and interest for taxes and for water and wastewater billings in default and to repeal By-law 2020-031
- 2020-048 being a By-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton Plan 61M74, Lot 37, 83 River Run Road, Drayton ZBA 2020-04
- 2020-049 being a By-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel) ZBA 2020-05

be hereby read a first, second and third time, signed by the Mayor and the Clerk and sealed with the Corporate Seal.

**11. Correspondence for Council's Direction - none**

**12. Correspondence for Council's Information**

12.1 Farm Property Tax Program – Provincial Review

- i. Municipality of Huron East – Motion dated May 5, 2020  
Re: endorse Mapleton resolution
- ii. OMAFRA Minister (Ernie Hardeman) letter dated June 25, 2020  
redirecting Mapleton Resolution to Ministry of Finance (taxation)
- iii. Township of Evanturel – Resolution dated June 24, 2020  
Re: support for Mapleton resolution
- iv. United Counties of Stormont Dundas Glengarry – Endorsement dated June 15, 2020

- 12.2 County of Wellington Budget Document 2020 and Ten Year Plan
- 12.3 Wellington County – Official Plan Review – Progress Report # 2
- 12.4 MNRF – 2020 Rabies Control Operations Notification
- 12.5 MMAH – Ending the temporary suspension of the Planning Act timelines
- 12.6 MMAH – Covid-19 Economic Recovery Act
- 12.7 MPP Pettapiece -correspondence supporting Drayton Entertainment
- 12.8 Township of Lake of Bays – Resolution dated June 16, 2020  
Re: Supporting Township of Armour: high speed internet
- 12.9 Municipality of Grey Highlands – Resolution dated June 17  
Re: Advocating for Universal Basic Income
- 12.10 Crime Stoppers Guelph Wellington – Summer 2020 Newsletter
- 12.11 OMAFRA Minister (Ernie Hardeman) letter dated June 23, 2020  
Re: Bill 156 – Security from Trespass & Protecting Food Safety Act, 2020
- 12.12 OCWA – Covid-19 update letter dated June 26, 2020
- 12.13 GRCA update – Board Member Bruce Whale
- 12.14 Hospice Wellington Media Release – gift from Klara & Oscar Bookbinder
- 12.15 Rural Ontario Institute – Rural Change Makers program: Alexis Kuper
- 12.16 MVCA Minutes – Source Protection Authority # 2/20 April 15, 2020  
MVCA Minutes – Board of Directors # 4/20 April 15, 2020  
MVCA Minutes – General Membership # 5/20 May 20, 2020
- 12.17 AMO Watch File  
The link to view the June 18, 2020 issue: <https://tinyurl.com/yazd2zhz>  
The link to view the June 25, 2020 issue: <https://tinyurl.com/y99pymff>  
The link to view the July 2, 2020 issue: <https://tinyurl.com/ya52lxag>  
The link to view the July 9, 2020 issue: <https://tinyurl.com/y7f9t7n6>

### **13. Notices of Motion**



- 14. Notice Provision – none**
- 15. Other Business**
- 16. Council Tracking Sheet**
- 17. Closed Session – none**
- 18. Confirmatory By-law Number 2020-050**

***RECOMMENDATION***

THAT By-law Number 2020-050 being a by-law to confirm all actions and proceedings of the Council of the Corporation of The Township of Mapleton be hereby read a first, second and third time signed by the Mayor and the Clerk and sealed with the Corporate Seal.

- 19. Adjournment**

PLEASE NOTE: Alternate Formats and Communication Support

The Township is committed to providing residents with communication support and alternate format of documents upon request. For more information or to make a request, please call the Township of Mapleton office at 519-638-3313.



# Township of Mapleton

## 2020 Calendar

January						
S	M	T	W	T	F	S
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December						
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- Regular Council 7pm
- Regular Council 1pm
- Council Conference
- Committee of Adjustment
- Parks and Recreation Committee
- Economic Development Committee
- Statutory Holiday (Office Closed)

Note: Council Meeting dates as per Procedure By-law



THE CORPORATION OF THE TOWNSHIP OF MAPLETON

SPECIAL MEETING COUNCIL MINUTES

THURSDAY, JUNE 11, 2020 @ 4:00 P.M.

MAPLETON COUNCIL CHAMBERS

**COUNCIL MET USING VIRTUAL TECHNOLOGY**

**1. Call to Order**

Mayor Davidson welcomed attendees and called the virtual meeting to order at 4:00 p.m.

In response to COVID-19 and recommendations by World Health Organization and the Guelph-Dufferin-Wellington Health Unit to exercise social distancing, Township of Mapleton facilities, including the Township Office are currently closed. Members of the public were invited to observe this open meeting electronically by accessing the meeting by live-streaming video.

**2. Roll Call to be taken by the Clerk**

PRESENT: IN COUNCIL ADMIN OFFICE  
Gregg Davidson, Mayor

VIDEOCONFERENCE CALL  
Dennis Craven, Councillor  
Paul Douglas, Councillor  
Michael Martin, Councillor  
Marlene Ottens, Councillor

Clerk Barb Schellenberger stated that quorum had been met.

STAFF PRESENT: IN COUNCIL ADMIN OFFICE  
Manny Baron, Chief Administrative Officer  
Barb Schellenberger, Municipal Clerk

VIDEOCONFERENCE CALL  
Larry Wheeler, Deputy Clerk

**RESOLUTION 2020-11B-01**

Moved: Councillor Martin

Seconded: Councillor Craven

THAT the Township of Mapleton Council waive the notice requirement for today's council meeting to allow an addendum under the heading of Review of the Closed Session Minutes dated May 26, 2020 (Item 4.2).

**CARRIED**

**3. Declaration of Pecuniary Interest – none stated**

**4. Closed Session**

4.1 For the following reason: Municipal Act Section 239 (2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Re: BLG Borden Ladner Gervais Presentation, Water and Wastewater

- 4.2 For the following reason:  
Review of the Closed Session Minutes dated May 26, 2020

**RESOLUTION 2020-11B-02**

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT Mapleton Township Council move into closed session for the following reasons:

- a) Presentation by BLG Borden Ladner Gervais represented by Mark Rodger, Partner, re: Water and Wastewater Request for Proposal (RFP). MA Section 239 (2)(f)
- b) Review of the Closed Session Minutes dated May 26, 2020

**CARRIED**

**Open Session Resumed at 4:41 p.m.**

- 4.3 Rise and Report on Closed Session

Mayor Davidson reported the following was discussed in Closed Session.

- a) Presentation by BLG Borden Ladner Gervais represented by Mark Rodger, Partner, re: Water and Wastewater Request for Proposal (RFP). MA Section 239 (2)(f)
- b) Review of the Closed Session Minutes dated May 26, 2020

The following resolutions were introduced.

**RESOLUTION 2020-11B-03**

Moved: Councillor Douglas

Seconded: Councillor Martin

THAT BLG Borden Ladner Gervais submission labeled JMR DRAFT June 4, 2020 Request for Clarifications OUC be received and filed.

**CARRIED**

**RESOLUTION 2020-11B-04**

Moved: Councillor Douglas

Seconded: Councillor Martin

THAT Council requested Mr. Mark Rodger of Borden Ladner Gervais LLP To proceed in accordance with the legal advice given as it pertains to the Water Infrastructure Renewal and Regulated Utility RFP.

**CARRIED**

**5. Confirmatory By-law 2020-036B**

**RESOLUTION 2020-11B-05**

Moved: Councillor Craven

Seconded: Councillor Ottens

THAT By-law Number 2020-036B being a by-law to confirm all actions and proceedings of the Council of the Corporation of The Township of Mapleton be hereby read a first, second and third time signed by the Mayor and the Clerk and sealed with the Corporate Seal.

**CARRIED**

**6. Adjournment**

There being no further business, the meeting adjourned at 4.42 p.m.

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Mayor Gregg Davidson

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Clerk Barb Schellenberger



THE CORPORATION OF THE TOWNSHIP OF MAPLETON

COUNCIL MINUTES

TUESDAY, JUNE 16, 2020 @ 7:00 p.m.

MAPLETON TOWNSHIP OFFICES

**COUNCIL MET USING VIRTUAL TECHNOLOGY**

**1. Call to Order**

Mayor Davidson welcomed attendees and called the meeting to order at 7:00 p.m.

In response to COVID-19 and recommendations by World Health Organization and the Guelph-Dufferin-Wellington Health Unit to exercise social distancing, Township of Mapleton facilities, including the Township Office are currently closed. Members of the public were invited to observe this open meeting electronically by accessing the meeting live-streaming video.

**2. Roll Call was taken by the Clerk**

PRESENT: IN COUNCIL ADMIN OFFICE  
Gregg Davidson, Mayor

VIDEOCONFERENCE CALL  
Dennis Craven, Councillor  
Paul Douglas, Councillor  
Michael Martin, Councillor  
Marlene Ottens, Councillor

Clerk Barb Schellenberger stated that quorum had been met.

STAFF PRESENT: IN COUNCIL ADMIN OFFICE  
Manny Baron, Chief Administrative Officer  
Barb Schellenberger, Municipal Clerk

VIDEOCONFERENCE CALL  
Sam Mattina, Director of Public Works  
John Morrison, Director of Finance  
Larry Wheeler, Deputy Clerk  
Rick Richardson, Fire Chief  
Patty Wright  
Helen Edwards

**3. Declaration of Pecuniary Interest**

Councillor Ottens declared a potential pecuniary interest on Item 10.2 for the following reason: The item is approval of work on the Rody Municipal Drain and my family farm, Snetto Farms Ltd, is one of the landowners assessed for cost sharing of the project.

**4. Confirmation of Minutes**

4.1 Council Meeting dated May 26, 2020

**RESOLUTION 2020-12-01**

Moved: Councillor Martin

Seconded: Councillor Craven

THAT the minutes of the Township of Mapleton Council Meeting held on May 26, 2020 be confirmed as circulated in the agenda package.

**CARRIED**

5. **Matters arising from Minutes – none**
6. **Matters under The Planning Act and Matters Arising – none**
7. **Delegations and Matters Arising from Delegations**

- 7.1 a) RLB Chartered Professional Accountants, Murray Short & Brooke  
Billing, Re: Five Year Summary of Key Operations
- b) Matters Arising

**RESOLUTION 2020-12-02**

Moved: Councillor Martin

Seconded: Councillor Craven

THAT the RLB Chartered Professional Accountants presentation be received for information.

**CARRIED**

8. **Minutes from Committees – none**
9. **Reports and Updates from Staff**

9.1 Building Department

- i) Building Report BD2020-07  
Re: May Month End and YTD

**RESOLUTION 2020-12-03**

Moved: Councillor Martin

Seconded: Councillor Craven

THAT Township of Mapleton Council receive Building Department Report BD2020-07 dated June 9, 2020 regarding May Month End and Year to Date (YTD).

**CARRIED**

9.2 CAO and Clerk's Department

- i) CAO Clerk's Report CL2020-07  
Re: Integrated Youth Services Network

**RESOLUTION 2020-12-04**

Moved: Councillor Craven

Seconded: Councillor Ottens

THAT CAO's Report CL2020-07, dated June 16th, 2020 with regards to the Integrated Youth Services Network be received;

AND THAT Council set aside a maximum of \$20,000 towards this important initiative;

AND THAT Council direct staff to partner with Minto to create a safe space for our youth to attend and received a wide range of services which will help them the support they need.

**CARRIED**

9.3 Close To Home (Seniors' Centre for Excellence)

- i) Close To Home Report CTH2020-02  
Re: Annual Reconciliation Report

**RESOLUTION 2020-12-05**

Moved: Councillor Craven

Seconded: Councillor Ottens

THAT Township of Mapleton Council receive Close to Home Report CTH2020-02 dated June 16th, 2020 regarding the Annual Reconciliation Report;  
AND FURTHER THAT Council authorize the Mayor and Clerk to execute the Certification Document pertaining to the Annual Reconciliation Report and any or all ancillary documents.

**CARRIED**

- ii) Close To Home Report CTH2020-03  
Re: Declaration of Compliance

**VERBAL RESOLUTION**

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT the Township of Mapleton Council receive the Close to Home Department Report CTH2020-03 dated June 16th, 2020 regarding Compliance Declaration - Waterloo Wellington Local Health Integration and the Township of Mapleton.  
AND FURTHER THAT Council authorize the Mayor and CAO or Director of Finance execute the Declaration of Compliance and any or all ancillary documents.

**CARRIED**

9.4 Finance Department

- i) Finance Report FIN2020-13  
Re: 2019 Year-end operating variances & surplus

**RESOLUTION 2020-12-06**

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT Township of Mapleton Council receive Finance Report FIN2020-13 regarding the 2019 year-end operating variances and surplus as information; and That Council approve the allocation \$17,000 into the Winter Control Reserve, and That Council approve the allocation of \$48,995 into the Environmental Reserve Fund; and

That Council approve the allocation of \$433,581 into the Tax Rate Stabilization Reserve and direct staff to use these funds to amend the three-year Operating Budget in order to offset the proposed budgeted levy increase of \$231,539 in 2021 and the proposed budget levy increase of \$202,042 in 2022; and

That Council approve that the balance of the surplus be allocated into the Capital Reserve and that it directs staff to amend the 2020-2029 Capital Budget by moving forward shovel ready projects.

AND FURTHER THAT Council approve the 2019 Audited Financial Statements.

**CARRIED**

9.5 Fire Department

- i) Fire Report 2020-04  
Re: Fire Department Physical Training Resumes

**RESOLUTION 2020-12-07**

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT Township of Mapleton Council receive Fire Report FR2020-04 dated June 16, 2020 regarding Resuming physical training at fire department stations.

AND FURTHER THAT Township of Mapleton supports the resumption of training within the fire department.

**CARRIED**

## 9.6 Public Works Department

### i) Public Works Report PW2020-13

Re: Federation of Canadian Municipalities – Municipal Asset Management Program – Funding Application (FCM MAMP)

#### **RESOLUTION 2020-12-08**

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT Township of Mapleton Council receive Public Works Report PW2020-13 dated June 16, 2020 regarding the Federation of Canadian Municipalities Municipal Asset Management Program (FCM MAMP) Funding.

AND THAT Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our roads asset management program:

AND THAT The Township of Mapleton commits up to \$15,000 from its 2020 approved Capital budget toward the costs of this initiative.

AND FURTHER THAT the Mayor and Clerk be delegated the authority to execute the FCM Funding Agreement as it pertains to the MAMP Funding Application.

**CARRIED**

## 10. Approval of By-Laws

#### **RESOLUTION 2020-12-09**

Moved: Councillor Douglas

Seconded: Councillor Martin

THAT By-laws Numbered 2020-038 being a by-law to levy the cost of work undertaken on the Rody Municipal Drain, in the Township of Mapleton in 2019 be hereby read a first, second and third time, signed by the Mayor and the Clerk and sealed with the Corporate Seal

**CARRIED**

#### **RESOLUTION 2020-12-10**

Moved: Councillor Douglas

Seconded: Councillor Martin

THAT By-laws Numbered:

- 2020-037 being a rating by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act. (Driscoll, West Part Lot 13, Concession 10, Maryborough) and to repeal By-law Number 2020-030
- 2020-039 being a by-law to levy the cost of work undertaken on the Rumph Drain, Branch A, in the Township of Mapleton in 2019
- 2020-040 being a by-law to levy the cost of work undertaken on the Van Soest Drainage Works, in the Township of Mapleton in 2019
- 2020-041 being a by-law to levy the cost of work undertaken on the Wayne Cole Drain, Branch A, in the Township of Mapleton in 2019
- 2020-042 being a by-law to provide for Rules and Regulations for Care and Control of Cemeteries owned by the Township of Mapleton and repeal By-law Number 2010-053

be hereby read a first, second and third time, signed by the Mayor and the Clerk and sealed with the Corporate Seal.

**CARRIED**

## 11. Correspondence for Council's Direction – none

## 12. Correspondence for Council's Information was circulated with the agenda.

## 13. Notices of Motion – none

## 14. Notice Provision – none



**15. Other Business**

Discussion took place about the following topics:

- Wellington Federation of Agricultural to attend an upcoming Council Meeting

**16. Council Tracking Sheet** – no changes requested.

**17. Closed Session** – none

**18. Confirmatory By-law Number 2020-043**

**RESOLUTION 2020-12-11**

Moved: Councillor Douglas

Seconded: Councillor Martin

THAT By-law Number 2020-043 being a by-law to confirm all actions and proceedings of the Council of the Corporation of The Township of Mapleton be hereby read a first, second and third time signed by the Mayor and the Clerk and sealed with the Corporate Seal.

**CARRIED**

**19. Adjournment**

There being no further business, the meeting adjourned at 8:01 p.m.

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Mayor Gregg Davidson

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Clerk Barb Schellenberger

PLEASE NOTE: Alternate Formats and Communication Support

The Township is committed to providing residents with communication support and alternate format of documents upon request. For more information or to make a request, please call the Township of Mapleton office at 519-638-3313.

**NOTICE OF A PUBLIC MEETING FOR AN AMENDMENT TO THE MAPLETON ZONING BY-LAW AND NOTICE OF COMPLETE APPLICATION ZBA 2020-04**

**Take Notice** that the Council of the Corporation of the Township of Mapleton has received a complete application to consider a proposed amendment to the Comprehensive Zoning By-law 2010-80, pursuant to Section 34 of the *Planning Act, R.S.O. 1990*, as amended.

**Public Meeting** Mapleton Council will consider this application at their meeting scheduled for:

**Tuesday, July 14, 2020 @ 7:00 p.m.**  
Via ZOOM videoconference meeting (only)

The public is invited to watch the remote meeting:

**How to Join**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join <https://us02web.zoom.us/j/84811387543>

Description: Council Meeting

**Or Join by Phone:**

Dial (for higher quality, dial a number based on your current location):

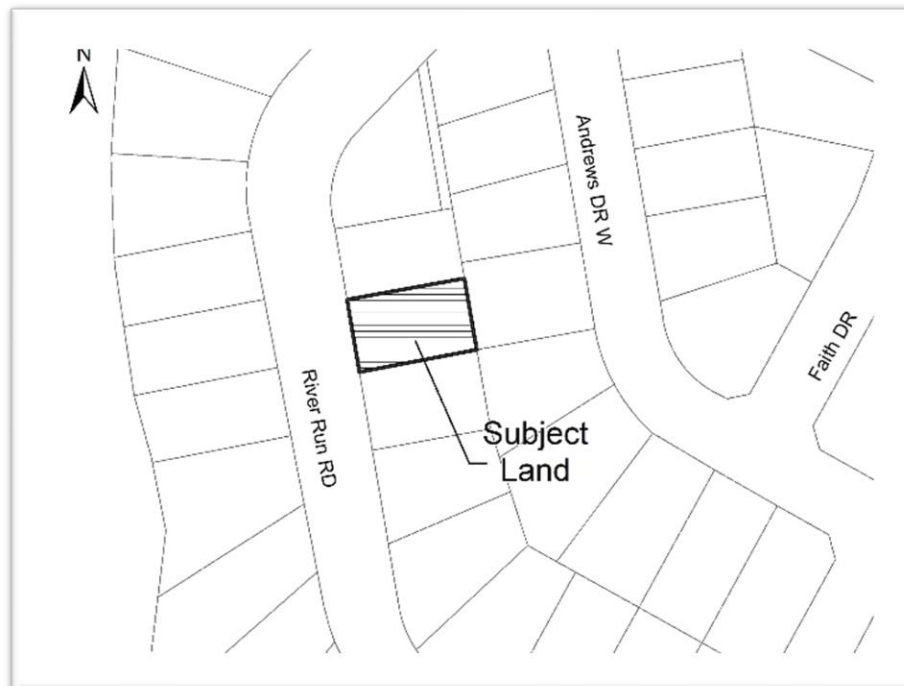
1.647.374.4685 (Canada) or 1.647.558.0588 (Canada)

Find your local number: <https://us02web.zoom.us/u/kbERTlqMnG>

**Meeting ID: 848 1138 7543**

**Location of the Subject Land**

The property subject to the proposed amendment is legally described as Plan 61M74, Lot 37, with a civic address of 83 River Run Road, Drayton. The property is approximately 0.07 ha (0.17 ac) in size and the location is shown on the map below.



**The Purpose and Effect of the Application**

The purpose and effect of the proposed amendment is to rezone the subject lands to permit a second dwelling unit (accessory apartment) within the main dwelling on the subject lands. The lands are currently zoned Low Density Residential (R1C) and are occupied by a single detached dwelling. Additional relief may be considered at this meeting.

(Continued on Page 2)



## **ZBA2020-04, Page 2 of 2**

### **Oral or Written Submissions**

Any person or public body is entitled to participate by submitting written comments and/or speaking to the application in support or opposition of the application. If you wish to participate in the meeting to provide verbal comments in support or opposition, it is highly recommended you contact the Clerk's Department at the address below by 1:00 p.m. on Tuesday, July 14, 2020 and you will be provided with instructions on how to participate in the meeting by computer via Zoom or by telephone.

If you are unable to attend, you may submit your comments in writing prior to the meeting date to the Clerk's Department at the address or email below. Your full name and address must be on the submission. Any written comments or objections submitted are made public as part of the application process and the public record, and will be considered by Council.

### **Power of the Tribunal to Dismiss Appeals**

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of Mapleton to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Mapleton before the by-law is passed, the person or public body is not entitled to appeal the decision.

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

### **Request for Notice of Decision**

If you wish to be notified of the decision of the proposed Township of Mapleton Zoning By-law Amendment in respect of this application, you must submit a written request to the Clerk at the address or email provided below. Any self-identified participants at the meeting will receive the decision if they provide their email or mailing address to the Clerk.

### **Additional Information**

For more information about this matter, including information about appeal rights, please contact the Municipal Office at the address or email below. O. Reg. 470/09, s. 2: 179/16, s. 2

The application and any additional information will be available on-line July 10, 2020 at [www.mapleton.ca](http://www.mapleton.ca)

**Dated** at the Township of Mapleton this 22<sup>nd</sup> day of June, 2020.

Barb Schellenberger, Clerk  
Township of Mapleton  
7275 Sideroad 16  
Drayton, ON N0G 1P0  
Phone: 519.638.3313 Ext.023  
Fax: 519.638.5113  
[bschellenberger@mapleton.ca](mailto:bschellenberger@mapleton.ca)



# TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, ON. N0G 1P0  
 Phone: 519.638.3313, Fax: 519.638.5113, TF: 1.800.385.7248

[www.mapleton.ca](http://www.mapleton.ca)

## Staff Commenting Form

ZBA2020-04	OWNER: Barbara & Richard Thompson  APPLICANT:	SUBJECT LAND: Legal: Plan 61M74, Lot 37 Civic Address: 83 River Run Road, Drayton
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Staff confirmed the following:

- Property owners and agencies were provided with the required notice by prepaid first-class mail or by email on June 23, 2020.
- Proper postings were completed on June 23, 2020.
- Public Notice was posted in the July 2<sup>nd</sup> issue of the Wellington Advertiser.
- Planning Report dated April 3, 2020 prepared by Planner Jessica Rahim was received and included in the agenda package.
- CBO Patty Wright comments dated June 24, 2020 were received and included in the agenda package.
- GRCA comments dated June 22, 2020 state “the property does not contain any features regulated by the GRCA.”
- Wellington Source Water Protection – Risk Management Inspector Emily Vandermeulen comments dated June 23, 2020 state, “this property is not located in a vulnerable area” and are included in the agenda package.
- Fire Chief Rick Richardson comments dated June 23, 2020 state “no issues.”
- Ratepayer: No concerns or letters of objection were received.

Prepared on July 7, 2020 by:

Larry Wheeler  
 Deputy Clerk



## PLANNING REPORT for the TOWNSHIP OF MAPLETON

Prepared by the County of Wellington Planning and Development Department

**DATE:** April 3, 2020  
**TO:** Manny Baron, C.A.O.  
Township of Mapleton  
**FROM:** Jessica Rahim, Planner  
County of Wellington  
**SUBJECT:** **Barbara and Richard Thompson – Second Unit  
83 River Run Road, Drayton  
Zoning By-law Amendment (ZBA 2020-04)**

### PLANNING OPINION

The purpose of the proposed amendment is to permit a second dwelling unit (accessory apartment) within the main building on the subject lands. The lands are currently zoned Low Density Residential (R1C) and are occupied by a single detached dwelling.

We have no objections to the proposed amendment and are satisfied that the proposal is consistent with the PPS and is in general conformity with the County of Wellington Official Plan.

Planning Staff have prepared a draft Zoning By-law amendment for Council's consideration which is attached to this report.

### INTRODUCTION

The property subject to the proposed amendment is legally described as Plan 61M74, Lots 37, with a civic address of 83 River Run Road, Drayton. The property is approximately 0.07 ha (0.17 ac) in size and has an existing single detached dwelling on the subject lands (Figure 1: Airphoto).

### PROPOSAL

The purpose of the proposed amendment is to rezone the subject lands to permit a second dwelling unit (accessory apartment) within the main dwelling on the subject lands. The lands are currently zoned Low Density Residential (R1C) and are occupied by a single detached dwelling.

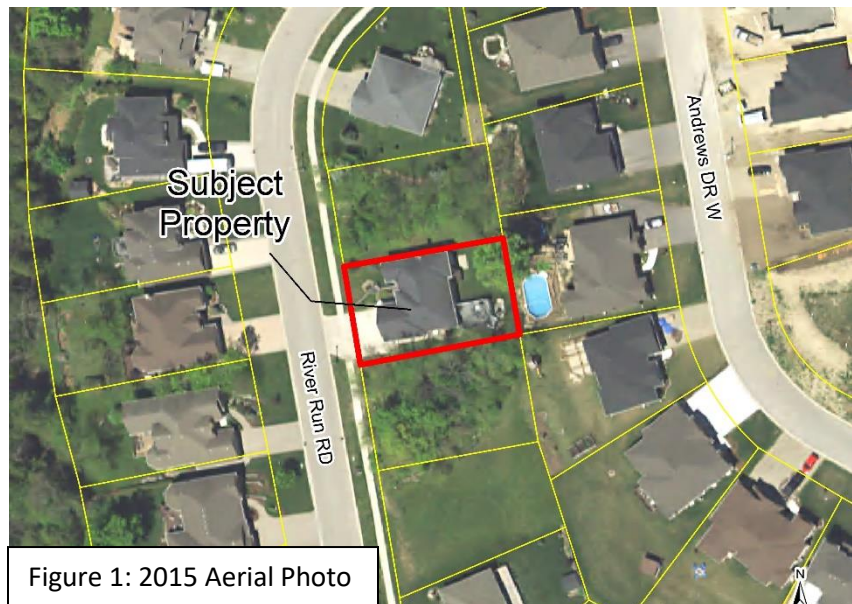


Figure 1: 2015 Aerial Photo

## **A PLACE TO GROW**

The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The Growth Plan provides growth management policy direction for the GGH, which includes Wellington County. All planning decisions are required to conform to the applicable policies and provisions of the Growth Plan. According to Housing Policy 2.2.6.1(a), “supporting housing choice through the achievement of the minimum intensification and density targets in this plan, as well as other policies of this Plan by: identifying a diverse range and mix of housing options and densities, including second units”

## **PROVINCIAL POLICY STATEMENT (PPS)**

The subject property is located within the settlement area of Drayton. Section 1.1.3.1 of the Provincial Policy Statement states that “settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.” Settlement areas are encouraged to include a mix of densities and land uses.

The Provincial Growth Plan directs the majority of growth to settlement areas as a better use of land and infrastructure while prioritizing intensification in strategic growth areas, including urban growth centres, major transit station areas, brownfield sites and greyfields.

## **COUNTY OFFICIAL PLAN**

The lands subject to the amendment is designated RESIDENTIAL in the Urban Centre of Drayton. The property is located within “built boundary”.

### **Development within the Built Boundary**

The policies of Section 3 of the Official Plan outline the general strategies for guiding growth within the County. Section 3.3 sets out objectives for growth and encourages growth in urban areas. It further encourages growth in the built up areas of urban centres through intensification and redevelopment where this can be accommodated, taking into account small town scale and historic streetscapes.

### **Residential Designation**

The policies of Section 8.3.2 of the Official Plan sets out a number of objectives for residential development including, b) “to provide a variety of dwelling types to satisfy a broad range of residential requirements, e) to ensure that an adequate level of municipal services will be available to all residential areas, f) to minimize potential compatibility issues between residential and other land uses”.

## **ZONING BY-LAW**

The subject lands are currently zoned Low Density Residential (R1C) Zone. The applicant is proposing to renovate the basement in order to have a second unit (accessory apartment) within the existing dwelling on the subject lands, which is not permitted in the R1C zone.

## **PLANNING DISCUSSION**

### **Compatibility:**

#### **Second Unit within a Main Residence**

Section 4.4.6.1 of the Official Plan permits one second unit within a single detached dwelling on a property, provided that the second unit does not already exist on the property.

Local Municipality may enact zoning provisions to address the following matters:

<b>Policy Requirement:</b>	<b>Response:</b>
a) that safe road access can be provided;	The subject property is located on River Run Road which is a local road and currently has driveway access.
b) the establishment of a second unit does not require the creation of an additional driveway access	There will be no additional driveway access required for the second unit (accessory apartment).
c) that adequate off-street parking can be provided on site for both the main residence and second unit without detracting from the visual character of the area;	It appears that 4 parking spaces are available on the subject property, which is adequate for the dwelling and second unit.
d) that any exterior alterations to the main residence, necessary to accommodate the second unit, are made in the side or rear yards;	The applicant has indicated that no exterior alterations are required in order to accommodate the second unit (accessory apartment).
e) that adequate amenity areas are provided for the main residence and second unit;	Adequate amenity space is provided for the dwelling and second unit.
f) the second unit meets the applicable Building Code, Fire Code and local property regulations;	Building Code and Fire Code regulations will be reviewed at building permit stage.
g) that adequate water and sewage disposal services can be provided to the second unit;	There is limited serviced available in Drayton. Township Staff have indicated that allocation has been set aside for the second unit (accessory apartment).
h) whether a garden suite and second unit will not be permitted on the same lot.	The subject property is located in Drayton and therefore only a second unit will be permitted.

**Site Plan Approval:**

At this time, there are no external alterations proposed to the site.

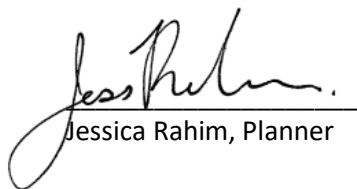
**Draft Zoning By-law:**

Planning Staff have prepared a draft site specific by-law that adds the second unit (accessory apartment) as an additional permitted uses on the property. The draft by-law is attached to this report for public viewing and Council’s consideration.

I trust these comments will be of assistance to Council in their consideration of this matter.

Respectfully submitted

County of Wellington Planning and Development Department



Jessica Rahim, Planner

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**  
**BY-LAW NUMBER \_\_\_\_\_**  
**Being a By-law to amend By-law 2010-080, being a**  
**Zoning By-law for the Township of Mapleton**

**Plan 61M74, Lot 37**  
**83 River Run Road, Drayton**  
**ZBA 2020-04**

**WHEREAS** the Council of the Corporation of the Township of Mapleton deems it desirable to amend said By-law Number 2010-080, as amended.

**NOW THEREFORE** the Council of the Corporation of the Township of Mapleton enacts as follows:

1. That By-law Number 2010-080, is hereby amended by changing the zoning on the map forming Schedule 'A-2', as it applies to Plan 61M74, Lot 37, with a municipal address of 83 River Run Road, Drayton as illustrated on Schedule 'A' attached to and forming part of this By-law from:

- **Low Density Residential (R1C) to Low Density Residential Exception (R1C- 31.34)**

2. THAT Section 31, Exception Zone, is amended by the inclusion of the following new exception:

<b>31.34</b> Plan 61M74, Lot 37 83 River Run Road, Drayton	In addition to the uses permitted in the Low Density Residential (R1C) zone, an accessory apartment (Second Unit) is permitted within the basement of the main dwelling.
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3. That except as amended by this By-law, the subject lands, as shown on Schedule 'A' to this By-law, shall be subject to all other applicable regulations of By-law Number 2010-080, as amended.
4. This By-law shall come into effect on the final passing thereof by the Council of Corporation of the Township of Mapleton, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

**READ** a first, second and third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
 Mayor Gregg Davidson

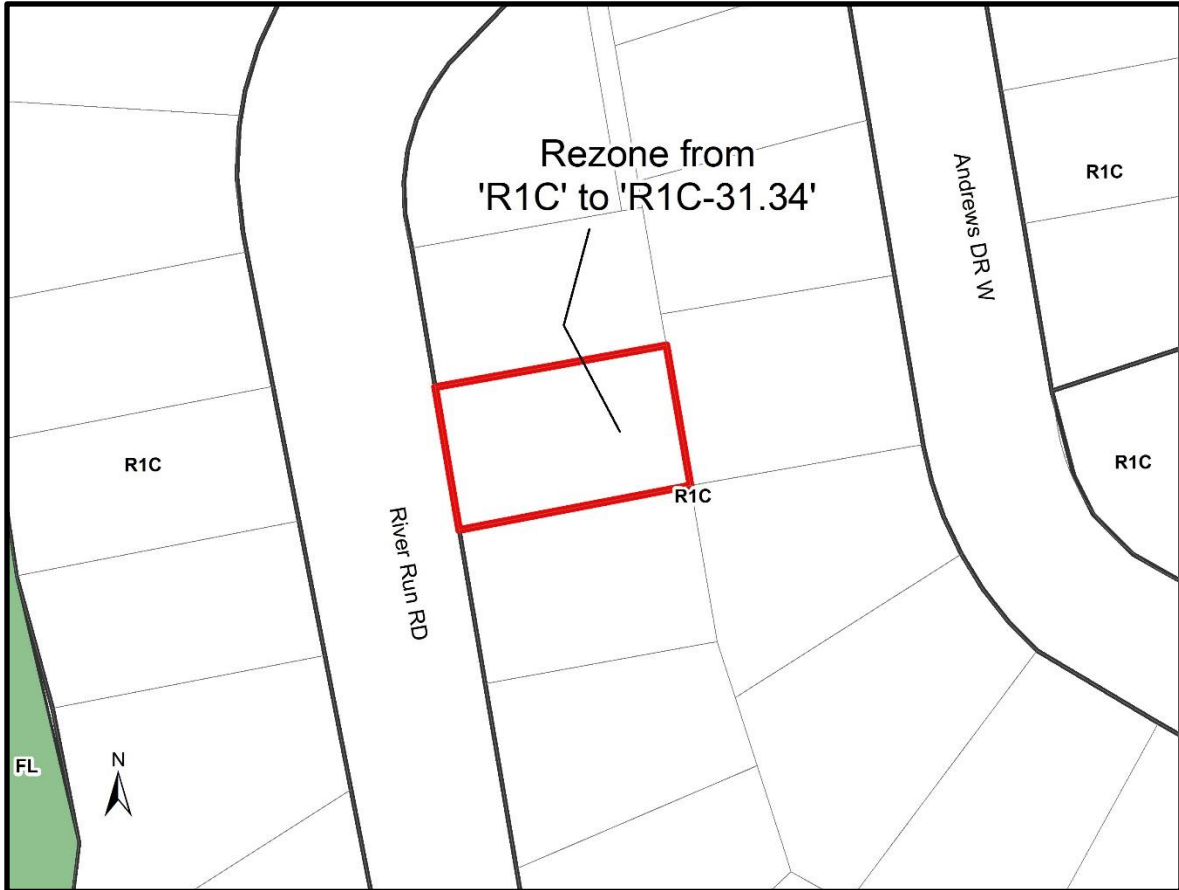
\_\_\_\_\_  
 Clerk Barb Schellenberger



THE TOWNSHIP OF MAPLETON

BY-LAW NO \_\_\_\_\_.

Schedule "A"



Rezone from Low Density Residential (R1C) zone to Low Density Residential Exception (R1C-31.34) zone

Passed this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mayor Gregg Davidson

\_\_\_\_\_  
Clerk Barb Schellenberger

## EXPLANATORY NOTE

BY-LAW NUMBER \_\_\_\_\_.

### SUBJECT LAND

The subject land is legally described as Plan 61M74, Lot 37, with a civic address of 83 River Run Road, Drayton. The property is approximately 0.07 ha (0.17 ac) in size and has an existing dwelling.

### PURPOSE AND EFFECT

The purpose and effect of the proposed amendment is to rezone the subject lands to permit a second dwelling unit (accessory apartment) within the main dwelling on the subject lands. The lands are currently zoned Low Density Residential (R1C) and are occupied by a single detached dwelling.

# TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, Ontario N0G 1P0  
Phone (519) 638-3313 / Fax (519) 638-5113

FOR OFFICE USE ONLY
DATE RECEIVED: <u>Mar 6 / 20</u>
FILE NO. <u>ZBA 2020-04</u>

## APPLICATION for ZONING BY-LAW AMENDMENT

1. Name of Owner(s) BARBARA AND RICHARD THOMPSON

4. Description of the lands subject to this application:

Legal Description (lot and concession / Registered Plan and Lot Number):

61M74 LOT 37

Further Legal Description (if applicable i.e. Reference Plan and Part Numbers):

Municipal Address (street or fire number): 83 RIVER RUN ROAD, DRAYTON

Please circle the appropriate measurement:

Frontage: \_\_\_\_\_ feet / metres

Depth: \_\_\_\_\_ feet / metres

Area: \_\_\_\_\_ acres / hectares

5. Detail the rezoning of the subject lands that is being requested by this application:

No rezoning of lands surrounding.  
All work is interior finishing with no  
structural changes.  
Adding a bedroom, bathroom, kitchen to  
existing basement.

6. Explain why the rezoning is being requested:

Daughter and two grandchildren are moving  
into basement, to create a multi generational  
home.  
( Please see page 6 )  
of this application )

7. If this application for rezoning is located in the rural area of the municipality please detail the Minimum Distance Separation requirements below and attach the completed calculation form to this application.

Proposed Structure: N/A  
(i.e. new/addition to livestock facility, manure storage area, new/addition to dwelling)

Required Distance

Actual Distance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How is access provided to the subject lands:

- Provincial Highway
- Municipal Road (yearly maintenance)
- Right-of-way
- Other \_\_\_\_\_
- County Road
- Municipal Road (seasonal maintenance)
- Water (see next question)

If access to the land is by water only, detail the parking and docking facilities used and the approximate distance of these facilities from the subject land to the nearest public road.

\_\_\_\_\_

9. Water is supplied to the subject property by the following:

- Publicly owned and operated piped water system
- Private well
- Communal well
- Lake or other water body
- Other \_\_\_\_\_

10. Sewage disposal is provided to the subject property by the following:

- Publicly owned and operated sewage disposal system
- Private septic system
- Communal septic system
- Privy
- Other \_\_\_\_\_

11. Storm drainage is provided to the subject property by the following:

- Sewers
- Ditches
- Swales
- Other \_\_\_\_\_

12. Detail the existing use of the subject lands:

Residential

13. How long has the above use continued on the subject lands? 2005 ->

14. Detail all buildings or structures that are currently located on the subject lands (this information may be supplied on a site plan drawn to scale of the property locating all existing and proposed structures). Please advise whether measurements are imperial or metric.

Type (building or structure)	HOUSE
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	2005

Type (building or structure)	GARDEN SHED
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type (building or structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type (building or structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type (building or structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

If you require additional space for buildings, please detail the information on a separate sheet.

15. Detail the proposed use of the subject lands:

Please refer to page 6 of this  
application.

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16. Are any buildings or structures proposed to be built on the subject lands? Please check one.

Yes       No.

17. If Yes, please detail all proposed structures below (this information may be supplied on a site plan drawn to scale of the property locating all existing and proposed structures). Please advise whether measurements are imperial or metric.

Type (proposed structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	

Dimensions or Floor Area	
--------------------------	--

Type (proposed structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	

Type (proposed structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	

18. What date did you acquire the subject lands? 2005

19. Current designation of the subject land in the County of Wellington Official Plan is:  
Urban Centre, Residential.

20. How does the proposed zoning amendment application conform with the Official Plan?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

21. How is the proposed zoning amendment application consistent with policy statements issued under subsection 3 (1) of the Planning Act?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

22. Is the subject land within an area of land designated under any provincial plans? (i.e Growth Plan, Greenbelt Plan, etc.)

Yes  No.

If YES, how does the application conform or does not conflict with the provincial plans?

\_\_\_\_\_

\_\_\_\_\_

23. The current zoning of the subject land is:

RIC Residential SFD

24. Have the subject lands ever been subject to any of the following applications?

	YES	NO
Official Plan Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zoning By-law Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Minor Variance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Severance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Plan of Subdivision	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site Plan Control	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes to any of the above, please provide the file number and status:

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Answer for  
# 4 and # 15

Our daughter and two grandchildren need a home and must plan to move in with us. There is a shortage of affordable housing in Drayton, as in many towns in the area. Our grandchildren need to keep going to the same school to avoid disruption to their educational paths. With the lack of affordable accommodation, that would not be possible for a single income mother of two to provide. Our daughter too needs to remain in this town. She is a lifelong, respected member of this municipality, who is contributing to the fields of education, sports and community affairs.

As we are aging, and have some health and mobility issues, we are looking to the future with a positive plan for this new situation.

Staying in your own home as long as possible is an economic and social necessity for the ever increasing numbers of seniors.

Areas across Ontario are making provisions for multi generational living arrangements. If this seems like a glimpse back to the past, it is ! Common sense is prevailing and new options are being approved by municipalities to ease the overcrowding of seniors' facilities.

Having the support of family is essential for the continuing independence of the elderly.

To create a viable, long term arrangement, we need separate areas to accommodate the varying needs and interests of the different generations.

We have lived and paid taxes in Mapleton (Peel) for 42 years and have lived in Drayton since 2005. Our motivation for this proposal is not for monetary gain, but comes from necessity and from making a choice in keeping with the realities of Canada's population. From 2001 to 2016, multigenerational households rose by nearly 40 percent (approximately 2.2 million people live in this type of dwelling.)

6



CAUTION

THIS SKETCH IS NOT A PLAN OF SURVEY AND INFORMATION SHOWN ON THIS SKETCH IS NOT THE RESULT OF A FULL FIELD SURVEY. THIS SKETCH IS TO BE USED FOR THE PURPOSES AS SET OUT IN THE TITLE BLOCK.

This plan has been reviewed with respect to general conformance with the overall lot grading plan only and our approval is for no other purpose.

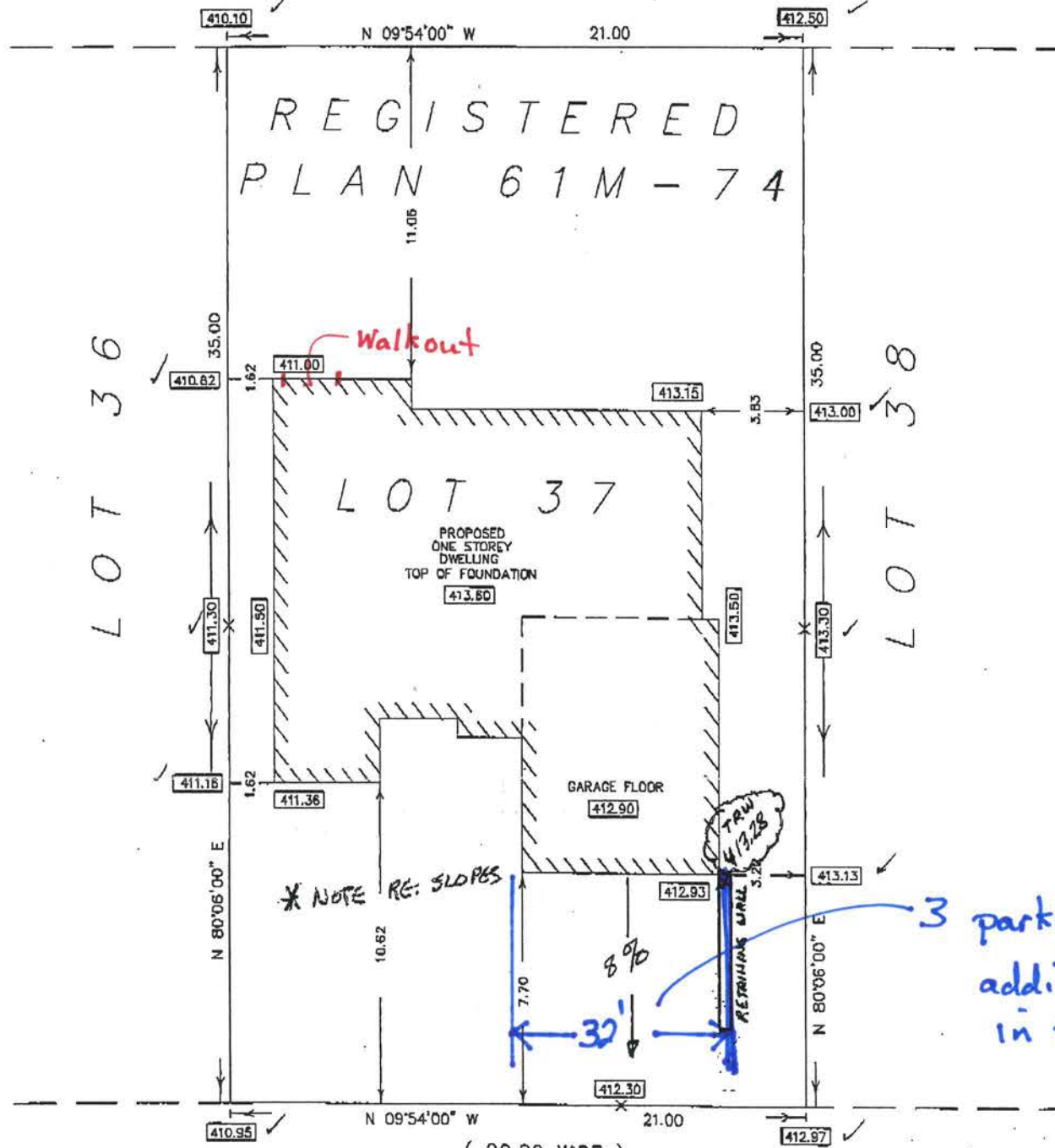
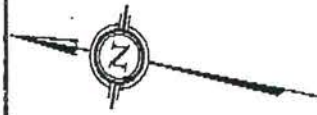
We accept no responsibility for the accuracy of elevations and dimensions provided by others.

- Reviewed without changes
- Reviewed as noted in red
- Requires re-submission

R. J. Burnside & Associates Limited

Reviewed *[Signature]* Date *12/09/05*

COYNE & WHALE SURVEYING LIMITED, OLS. 2005 © This plan is protected by copyright.



(20.00 WIDE)  
RIVER RUN ROAD  
(BY REGISTERED PLAN 61M-74)

\* NOTE: Maximum slope in embankments and terraces shall be 3:1 (4:1 preferred). Maximum gradient not to exceed 12%.

SCALE 1:200

LEGEND

419.00 PROPOSED FINISHED GRADE

FOR ADDITIONAL LOT GRADING DETAILS REFER TO B.M. ROSS AND ASSOCIATES LTD., DWG.No. 00079-3

NOTE:

LOT DIMENSIONS ARE AS SHOWN ON REGISTERED PLAN 61M-74 AND HAVE NOT BEEN VERIFIED BY FIELD SURVEY.

POSITION OF THE BUILDING WITHIN THE LOT ON THE SKETCH IS BY CALCULATION AND NOT FIELD SURVEY.

MAPLETON RIDGE SUBDIVISION  
COMMUNITY OF DRAYTON  
PROPOSED SITE GRADING PLAN

BENCHMARK

NAIL IN WEST FACE OF HYDRO POLE EAST SIDE OF WELLINGTON STREET OPPOSITE SOUTH SIDE OF KNECKTEL'S BLDG. ELEVATION = 420.489



Coyne & Whale Surveying Limited  
R.R. # 1  
Elmwood, Ontario  
N0C 1S0

Drawing Number:  
7634-2005-004  
Dwg File: 7634sk08.dwg

Party Chief PG Computer PC DWG. DATE : 2005/02/07 08:43 hr.

**From:** Patty Wright <PWright@mapleton.ca>  
**Sent:** June 24, 2020 12:47 PM  
**To:** Larry Wheeler <LWheeler@mapleton.ca>  
**Subject:** RE: ZBA2020-04 Thompson, Barbara & Richard

Please see building department comments.  
The subject property has adequate parking to meet the requirements of the zoning by-law.  
No exterior alterations are required.  
Building code requirements can be met.

The building department has no concerns with the above noted ZBA.



**Patty Wright** CBCO, CPSO, CMM III  
**Chief Building Official**

Township of Mapleton  
7275 Sideroad 16, Drayton, ON  
519.638.3313 x 036

[www.mapleton.ca](http://www.mapleton.ca)



**From:** Laura Warner <lwarner@grandriver.ca>  
**Sent:** June 22, 2020 4:48 PM  
**To:** Larry Wheeler <LWheeler@mapleton.ca>  
**Subject:** RE: ZBA2020-04 Thompson, Barbara & Richard

The property at 83 River Run Road in Drayton does not contain any features regulated by the GRCA. As such, we will not be providing formal comments on the application (ZBA2020-04).

Kind regards,  
Laura



**Laura Warner** | Resource Planner  
Grand River Conservation Authority  
400 Clyde Road, Cambridge ON N1R  
5W6  
P: (519) 621-2763 x 2231 | F: (519) 621-  
4844  
[lwarner@grandriver.ca](mailto:lwarner@grandriver.ca) | [www.grandriver.ca](http://www.grandriver.ca)

**From:** Emily Vandermeulen <EVandermeulen@centrewellington.ca>  
**Sent:** June 23, 2020 9:02 AM  
**To:** Larry Wheeler <LWheeler@mapleton.ca>  
**Cc:** Source Water <sourcewater@centrewellington.ca>  
**Subject:** RE: ZBA2020-04 Thompson, Barbara & Richard

Thank you for providing the above referenced application for review. Since this property is **not** located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the property and Wellhead Protection Areas for your reference.

If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

Emily Vandermeulen | Risk Management Inspector / Source Protection Coordinator

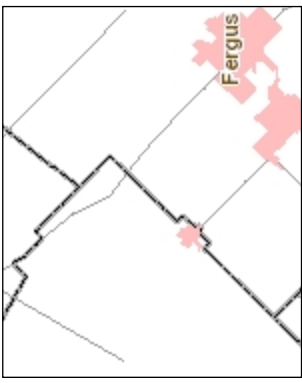
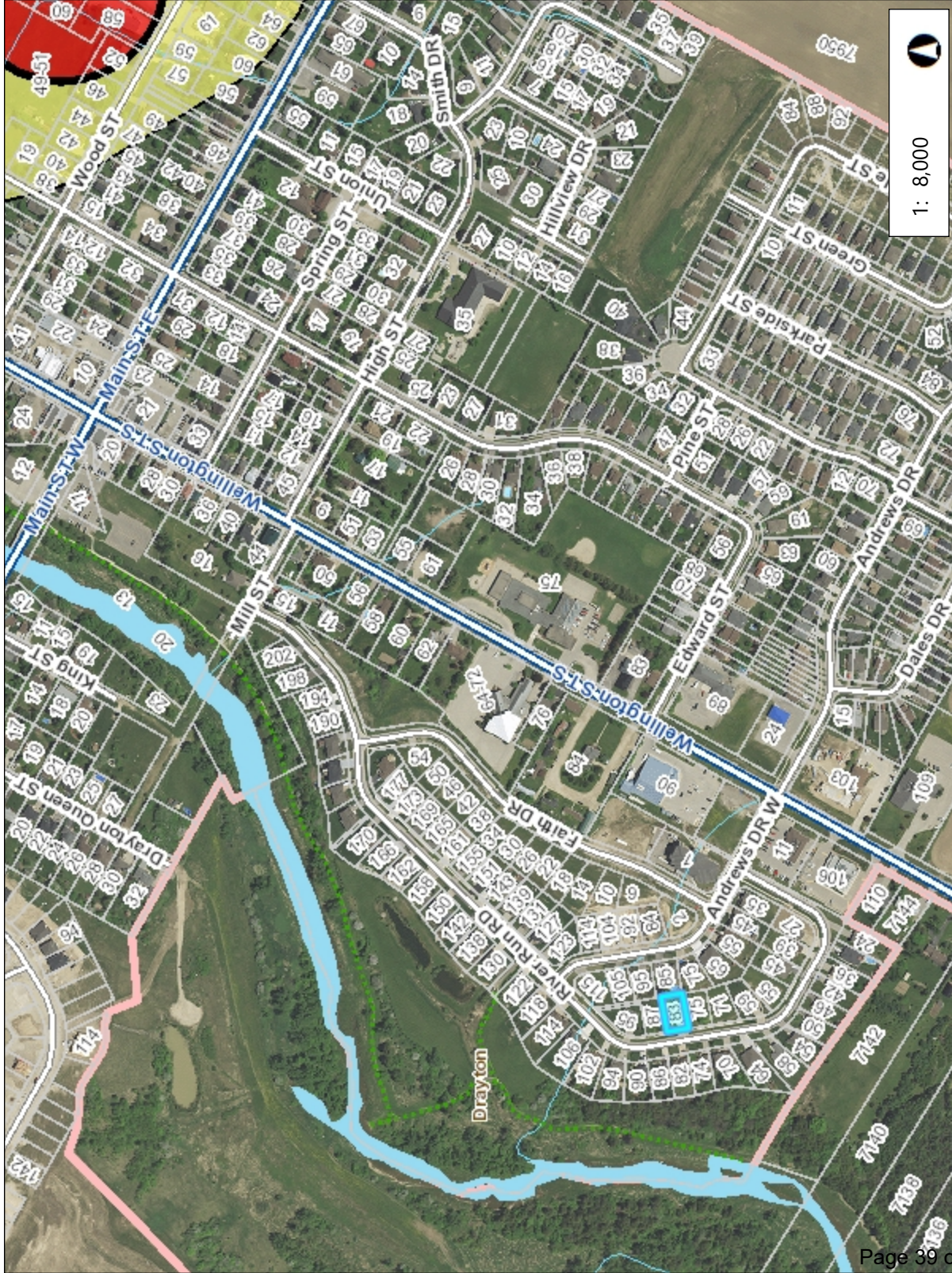
Wellington Source Water Protection | 7444 Wellington Road 21, Elora, ON, N0B 1S0  
519.846.9691 x365 | [evandermeulen@centrewellington.ca](mailto:evandermeulen@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1.844.383.9800





Explore Wellington

83 River Run Road, Drayton



Legend

- Parcels
- Roads
  - Local Road
  - County Road
  - Highway
- Railways
- Trails
- Waterbodies
- Watercourses
- Urban Centres and Hamlets
- Municipalities
- Well Locations
- Wellhead Protection Area Bou
- Vulnerability Score
  - 10
  - 8
  - 2, 4, 6 (A, B or C)
  - 2, 4, 6 (D)
- RoadsLookup

Notes

This map is a user-generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Produced using information under license with the Grand River Conservation Authority. Copyright © Grand River Conservation Authority, 2016.

**From:** Rick Richardson <RRichardson@mapleton.ca>  
**Sent:** June 23, 2020 9:03 AM  
**To:** Larry Wheeler <LWheeler@mapleton.ca>  
**Subject:** RE: ZBA2020-04 Thompson, Barbara & Richard

The Fire department have no issues with this application.



**Rick Richardson**  
**Fire Chief**

Township of Mapleton  
7275 Sideroad 16, Drayton, ON  
519.638.3313 x 020

[www.mapleton.ca](http://www.mapleton.ca)   



**NOTICE OF A PUBLIC MEETING FOR AN AMENDMENT TO THE MAPLETON ZONING BY-LAW AND NOTICE OF COMPLETE APPLICATION ZBA 2020-05**

**Take Notice** that the Council of the Corporation of the Township of Mapleton has received a complete application to consider a proposed amendment to the Comprehensive Zoning By-law 2010-80, pursuant to Section 34 of the *Planning Act, R.S.O. 1990*, as amended.

**Public Meeting** Mapleton Council will consider this application at their meeting scheduled for:

**Tuesday, July 14, 2020 @ 7:00 p.m.**  
Via ZOOM videoconference meeting (only)

The public is invited to watch the remote meeting:

**How to Join**

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join <https://us02web.zoom.us/j/84811387543>

Description: Council Meeting

**Or Join by Phone:**

Dial (for higher quality, dial a number based on your current location):

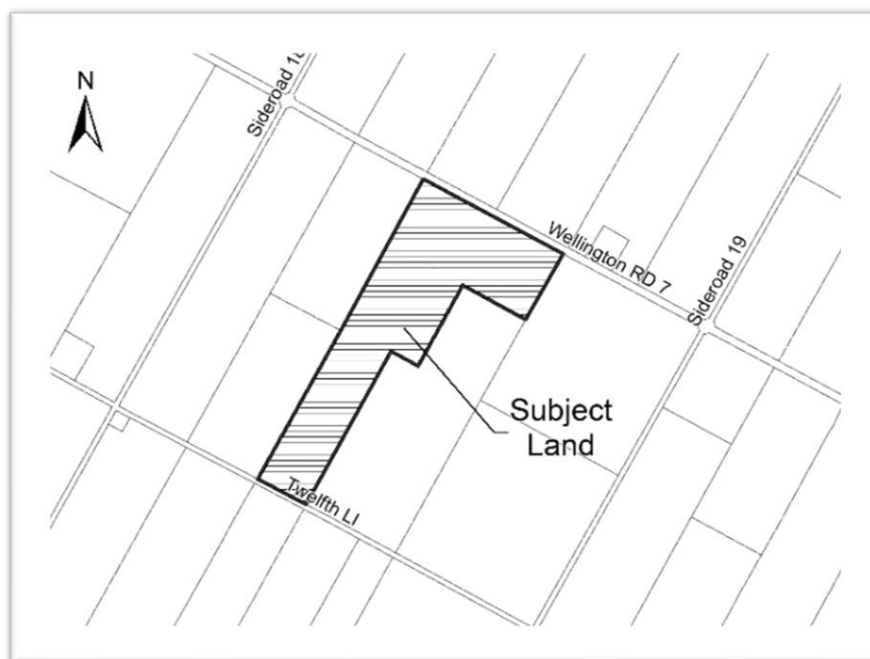
1.647.374.4685 (Canada) or 1.647.558.0588 (Canada)

Find your local number: <https://us02web.zoom.us/u/kbERTlqMnG>

**Meeting ID: 848 1138 7543**

**Location of the Subject Land**

The property subject to the proposed amendment is legally described as Part Lot 14, Concession 13, RP 61R8359 Parts 2 & 3 (Peel), with a civic address of 7452 Wellington Road 7. The property is approximately 44.5 ha (110 ac) in size and the location is shown on the map below.



**The Purpose and Effect of the Application**

The purpose and effect of the proposed amendment is to rezone the severed lands from Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-XX) zone to continue the existing farm equipment sales business (Shantz Farm Equipment Ltd.) on a reduced parcel size and recognize the reduced setback to a dwelling on an adjacent property. The proposed amendment is to also rezone the retained lands from Agricultural Exception (A-31.92) to Agricultural (A) zone to remove the farm equipment sales business from the agricultural farm parcel.

(Continued on Page 2)



## **ZBA2020-05, Page 2 of 2**

This rezoning is a condition of severance application B67/19, that has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 4.5 ha (11.1 ac) parcel with existing farm equipment sales business and communication tower from the retained 40 ha (98.8 ac) agricultural parcel with an existing dwelling. Additional relief may be considered at this meeting.

### **Oral or Written Submissions**

Any person or public body is entitled to participate by submitting written comments and/or speaking to the application in support or opposition of the application. If you wish to participate in the meeting to provide verbal comments in support or opposition, it is highly recommended you contact the Clerk's Department at the address below by 1:00 p.m. on Tuesday, July 14, 2020 and you will be provided with instructions on how to participate in the meeting by computer via Zoom or by telephone.

If you are unable to attend, you may submit your comments in writing prior to the meeting date to the Clerk's Department at the address or email below. Your full name and address must be on the submission. Any written comments or objections submitted are made public as part of the application process and the public record, and will be considered by Council.

### **Power of the Tribunal to Dismiss Appeals**

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of Mapleton to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Mapleton before the by-law is passed, the person or public body is not entitled to appeal the decision.

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

### **Request for Notice of Decision**

If you wish to be notified of the decision of the proposed Township of Mapleton Zoning By-law Amendment in respect of this application, you must submit a written request to the Clerk at the address or email provided below. Any self-identified participants at the meeting will receive the decision if they provide their email or mailing address to the Clerk.

### **Additional Information**

For more information about this matter, including information about appeal rights, please contact the Municipal Office at the address or email below. O. Reg. 470/09, s. 2: 179/16, s. 2

The application and any additional information will be on-line July 10, 2020 at [www.mapleton.ca](http://www.mapleton.ca)

**Dated** at the Township of Mapleton this 22<sup>nd</sup> day of June, 2020.

Barb Schellenberger, Clerk  
Township of Mapleton  
7275 Sideroad 16  
Drayton, ON N0G1P0  
Phone: 519.638.3313 Ext.023  
Fax: 519.638.5113  
[bschellenberger@mapleton.ca](mailto:bschellenberger@mapleton.ca)





# TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, ON N0G 1P0  
 Phone: 519.638.3313, Fax: 519.638.5113, TF: 1.800.385.7248  
[www.mapleton.ca](http://www.mapleton.ca)

## Staff Commenting Form

ZBA2020-05	OWNER: Ronald & Dana Shantz, Theodore & Carol Schoen  APPLICANT: Jeff Buisman of Van Harten Surveying Inc	SUBJECT LAND: Legal: Concession 13, Part Lot 14 (Peel)  Civic Address: 7452 Wellington RD 7, Alma, N0B 1A0
------------	--	---

Staff confirmed the following:

- Property owners and agencies were provided with the required notice by prepaid first-class mail or by email on June 23, 2020.
- Proper postings were completed on June 23, 2020.
- Public Notice was posted in the July 2<sup>nd</sup> issue of the Wellington Advertiser.
- Planning Report dated June 22, 2020 prepared by Planner Jessica Rahim was received and included in the agenda package.
- Grand River Conservation Authority – Resource Planner Laura Warner comments dated June 29, 2020 were received and included in the agenda package.
- CBO Patty Wright comments dated June 24, 2020 state “no concerns”.
- Wellington Source Water Protection – Risk Management Inspector Emily Vandermeulen comments dated June 23 were received and included in the agenda package.
- Ratepayer: No concerns or letters of objection were received.

Prepared on July 7, 2020 by:

Larry Wheeler  
 Deputy Clerk



# PLANNING REPORT for the TOWNSHIP OF MAPLETON

Prepared by the County of Wellington Planning and Development Department

**DATE:** June 22, 2020  
**TO:** Manny Baron, C.A.O  
Township of Mapleton  
**FROM:** Jessica Rahim, Planner  
County of Wellington  
**SUBJECT:** **Ronald & Dana Shantz**  
**7452 Wellington Road 7**  
**Zoning By-law Amendment (ZBA 2020-05)**

### Planning Opinion

The purpose of this zoning amendment is to remove the site specific exemption from the retained farm parcel that will no longer have the farm equipment sales business, telecommunication tower or mobile home on the subject lands. This zoning amendment is also to rezone the severed parcel from Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92) zone to continue the existing farm equipment sales business (Shantz Farm Equipment Ltd.) on a reduce lot size, and recognize the reduced setback to a dwelling on an adjacent property. This rezoning is a condition of consent application B67/19, which is severing the farm equipment sales business from the retained farm parcel.

We have no concerns with the amendment as proposed. The application is consistent with applicable Provincial Policy and generally conforms with the Official Plan. A draft zoning by-law has been attached to this report for public viewing and Council’s consideration.

### INTRODUCTION

The property subject to the proposed amendment is described as Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel), with a civic address of 7452 Wellington Road 7. The property is approximately 44.5 ha (110 ac) in size and the location of the property is shown in Figure 1.

### PROPOSAL

The purpose and effect of the proposed amendment is to rezone the severed lands from Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92) zone to continue the existing farm equipment sales business (Shantz Farm Equipment Ltd.) on a reduced parcel size and recognize the reduced setback to a dwelling on an adjacent property. The proposed amendment is to also rezone the retained lands from

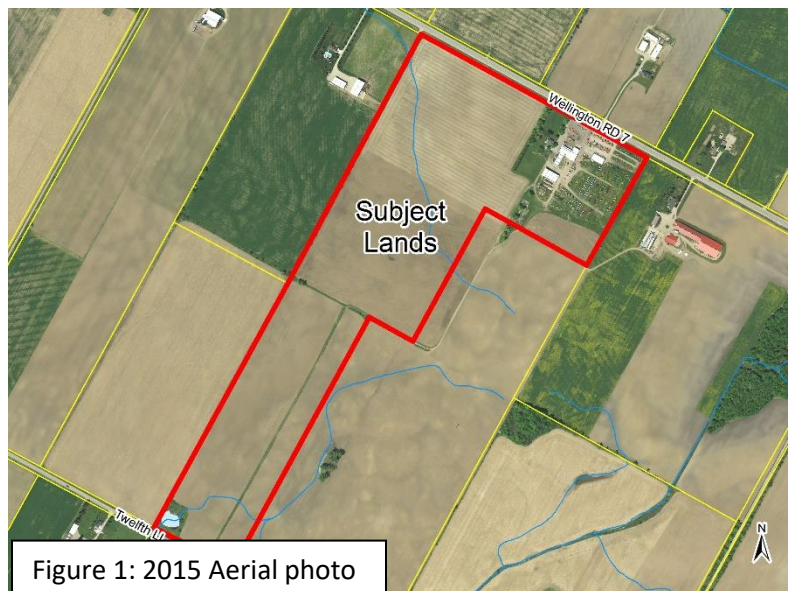


Figure 1: 2015 Aerial photo

Agricultural Exception (A-31.92) to Agricultural (A) zone to remove the farm equipment sales business from the agricultural farm parcel.

This rezoning is a condition of severance application B67/19, that has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 4.5 ha (11.1 ac) parcel with existing farm equipment sales business and communication tower from the retained 40 ha (98.8 ac) agricultural parcel with an existing dwelling.

**PROVINCIAL POLICY STATEMENT (PPS)**

The subject property is considered to be within a PRIME AGRICULTURAL area. Section 1.1.5.4 encourages development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

Key policy direction related to this application may also be found in Section 2.3, which outlines permitted uses in Prime Agricultural lands. Within prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses and on-farm diversified uses. Agricultural-related uses include “farm related commercial and farm related industrial uses that are directly related to the farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.”

**WELLINGTON COUNTY OFFICIAL PLAN**

The subject lands are designated PRIME AGRICULTURE and CORE GREENLANDS. Identified environmental features include provincially significant wetlands. The existing buildings are set back from the environmental features on the subject property and there are no plans to construct any new structures at this time.

Section 6.4.3 (c), of the Plan provides consideration for agriculture-related uses. Agricultural-related uses include “farm related commercial and industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation”.

Section 6.4.2 of the Plan states that “As a general rule, land use activities that support agriculture will be encouraged and land use activities that do not support agriculture will be discouraged”.

**ZONING BY-LAW**

The subject lands are currently zoned Agricultural Exception (A-31.92) which permits the sale of new and used farm equipment and parts, a communication tower and communication equipment shed, and the temporary use of a second residential dwelling in the form of a mobile home in addition to the uses permitted within the Agricultural zone.

The purpose of the proposed amendment is to rezone the retained 40 ha (98.8 ac) parcel with an existing dwelling from Agricultural Exception (A-31.92) to Agricultural (A) zone in order to remove the site specific exemptions (farm equipment sales business, telecommunication tower, and mobile home) that will no longer be located on the retained parcel.

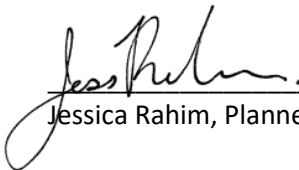
The proposed amendment is also to rezone the severed 4.6 ha (11.5 ac) parcel from Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92) zone in order to continue the existing farm equipment sales business (Shantz Farm Equipment Ltd.) and telecommunication tower on the reduced parcel and recognize the reduced setback to a dwelling on an adjacent property.

The Agricultural Commercial (AC) zone permits agriculturally related commercial and industrial uses and farm implement sales and services. Under the zoning by-law no agricultural commercial use, including outdoor storage and display areas shall be located within 121.9 m (400.0 ft) of a residence on an adjacent lot. The proposed severance application will separate the dwelling from the farm equipment sales business which will result in a reduced setback of 13.8 m (45 ft) to a residence on an adjacent lot. Both uses are existing and have been for several years.

A draft zoning by-law amendment has been attached to this report for Council's consideration. The proposed By-law removes the site specific zoning (A-31.92) from the retained farm parcel and revises the site specific zoning (A-31.92) to permit an Agricultural Commercial site specific zoning recognizing the existing farm equipment sales business and telecommunication tower and removes the mobile home use that no longer exists on the subject lands.

Respectfully submitted

County of Wellington Planning and Development Department



\_\_\_\_\_  
Jessica Rahim, Planner

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**  
**BY-LAW NUMBER \_\_\_\_\_**  
**Being a By-law to amend By-law 2010-080, being a**  
**Zoning By-law for the Township of Mapleton**

**Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel)**  
**ZBA 2020-05**

**WHEREAS** the Council of the Corporation of the Township of Mapleton deems it desirable to amend said By-law Number 2010-080, as amended.

**NOW THEREFORE** the Council of the Corporation of the Township of Mapleton enacts as follows:

1. That By-law Number 2010-080, is hereby amended by changing the zoning on the map forming Schedule 'A-1', as it applies to Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel), with a municipal address of 7452 Wellington Road 7 as illustrated on Schedule 'A' attached to and forming part of this By-law from:
  - **Agricultural Exception (A-31.92) to Agricultural (A); and**
  - **Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92)**
2. THAT Section 31, Exception Zone, is amended by the Site Specific Exception 31.92 be deleted and replaced with the following:

<p><b>31.92</b>          Concession          13, Part          Lot 14,          7452 WCR          7</p>	<p>Notwithstanding any other provision of this By-law, the lands may be used for the following specific uses in addition to those uses permitted in the zone within which the parcel lies:</p> <p>a) The sale of new and used farm equipment and parts</p> <p style="text-align: center;">Subject to the following:</p> <p>i) That the additional permitted use be conducted entirely within the building(s) existing at the time of passage of this By-law; and</p> <p>ii) A minimum setback of 13.8 m (45 ft) is permitted to a residence on an adjacent lot.</p> <p>b) A communication tower and a 9.3 m<sup>2</sup> (100 ft<sup>2</sup>) communication equipment shed.</p>
---	--

3. That except as amended by this By-law, the subject lands, as shown on Schedule 'A' to this By-law, shall be subject to all other applicable regulations of By-law Number 2010-080, as amended.
4. This By-law shall come into effect on the final passing thereof by the Council of Corporation of the Township of Mapleton, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

**READ** a first, second and third time and passed this                    day of                    , 2020.

---

Mayor Gregg Davidson

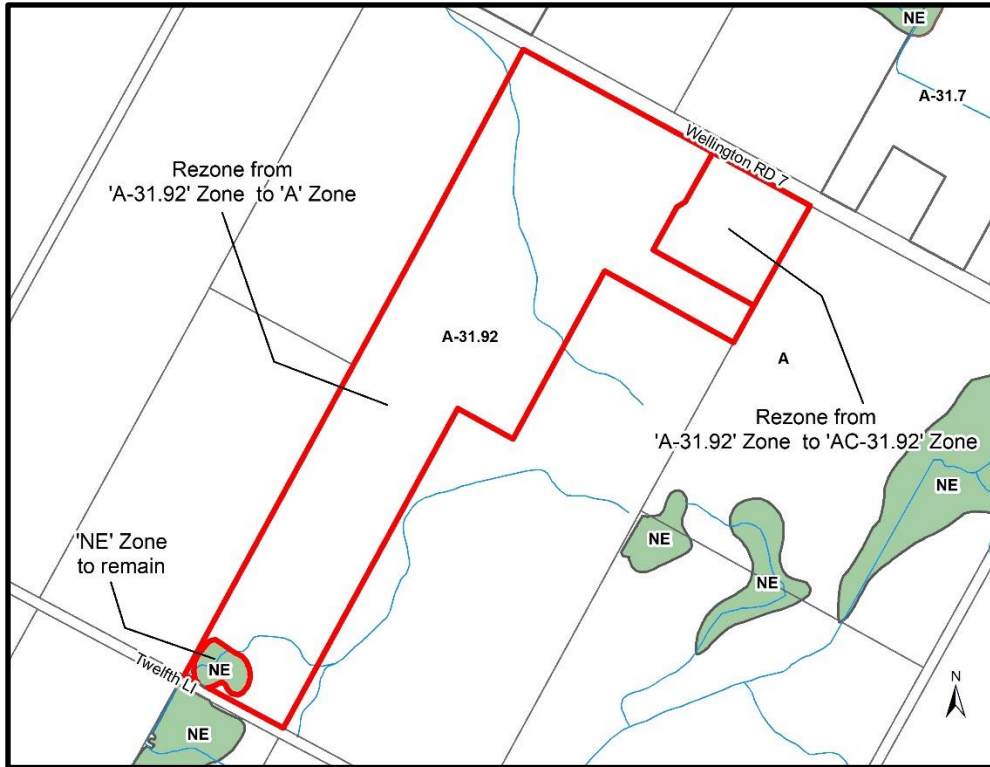
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Clerk Barb Schellenberger

THE TOWNSHIP OF MAPLETON

BY-LAW NO \_\_\_\_\_.

Schedule "A"



**Rezoned from Agricultural Exception (A-31.92) to Agricultural (A) zone and rezoned from Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92) zone**

Passed this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mayor Gregg Davidson

\_\_\_\_\_  
Clerk Barb Schellenberger

## EXPLANATORY NOTE

BY-LAW NUMBER \_\_\_\_\_.

**THE SUBJECT LAND** is located at Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel), with a civic address of 7452 Wellington Road 7. The property is approximately 44.5 ha (110 ac) in size and are currently zoned Agriculture Exception (A-31.92) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the severed lands from Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92) zone to continue the existing farm equipment sales business (Shantz Farm Equipment Ltd.) on a reduced parcel size and recognize the reduced setback to a dwelling on an adjacent property. The proposed amendment is to also rezone the retained lands from Agricultural Exception (A-31.92) to Agricultural (A) zone to remove the farm equipment sales business from the agricultural farm parcel.

This rezoning is a condition of severance application B67/19, that has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 4.5 ha (11.1 ac) parcel with existing farm equipment sales business and communication tower from the retained 40 ha (98.8 ac) agricultural parcel with an existing dwelling. Additional relief may be considered at this meeting.



# TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, Ontario N0G 1P0  
Phone (519) 638-3313 / Fax (519) 638-5113

<b>FOR OFFICE USE ONLY</b> DATE RECEIVED: _____ FILE NO. _____
--

## APPLICATION for ZONING BY-LAW AMENDMENT

1. Name of Owner(s) Ronald & Dana SHANTZ & Theodore & Carol SCHOEN

4. Description of the lands subject to this application.

Legal Description (lot and concession / Registered Plan and Lot Number):

Part of Lot 14, Concession 13, Parts 2 & 3, 61R-8359,

Geographic Township of Peel, Township of Mapleton

Further Legal Description (if applicable i.e. Reference Plan and Part Numbers):

N/A

Municipal Address (street or fire number): 7452 Wellington Road 7, Alma

Please circle the appropriate measurement:

**Severed Parcel:**

Frontage: 206±m feet / metres

Depth: 216±m feet / metres

Area: 4.5±ha acres / hectares

**Retained Parcel:**

Frontage: **406±m**

Area: **40±ha**

5. Detail the rezoning of the subject lands that is being requested by this application:

A Zoning By-law Amendment is required to satisfy Condition 9 on approved Severance Application B67-19.  
The zone change requests are as follows:

- A) To rezone the retained parcel from Site Specific Agricultural (A-31.92) to Agricultural.
- B) To rezone the severed parcel from Site Specific Agricultural (A-31.92) to Agricultural Commercial to permit the existing Farm Equipment Business with a Special Provision.
- C) To permit the reduced setback from an Agricultural Commercial use to a residence on the retained parcel to be 13.8m instead of 121.9m as required in Section 19.2.8 of the Zoning By-law.

6. Explain why the rezoning is being requested:

**The Zoning By-law Amendment is required in order to satisfy Condition 9 of the approved severance application B67-19. Please see our covering letter for more details.**

7. If this application for rezoning is located in the rural area of the municipality please detail the Minimum Distance Separation requirements below and attach the completed calculation form to this application.

Proposed Structure: N/A  
 (i.e. new/addition to livestock facility, manure storage area, new/addition to dwelling)

Required Distance	Actual Distance
<u>N/A</u>	

8. How is access provided to the subject lands:

- Provincial Highway
- Municipal Road (yearly maintenance)
- Right-of-way
- Other \_\_\_\_\_
- County Road **Wellington County Road 7**
- Municipal Road (seasonal maintenance)
- Water (see next question)

If access to the land is by water only, detail the parking and docking facilities used and the approximate distance of these facilities from the subject land to the nearest public road.

N/A

9. Water is supplied to the subject property by the following:

- Publicly owned and operated piped water system
- Private well **Severed & Retained Parcels each contain a well**
- Communal well
- Lake or other water body
- Other \_\_\_\_\_

10. Sewage disposal is provided to the subject property by the following:

- Publicly owned and operated sewage disposal system
- Private septic system **Severed & Retained Parcels each contain a septic**
- Communal septic system
- Privy
- Other \_\_\_\_\_

11. Storm drainage is provided to the subject property by the following:

- Sewers
- Ditches
- Swales
- Other \_\_\_\_\_

12. Detail the existing use of the subject lands:

**Severed Parcel: Agricultural related use**

**Retained Parcel: Agricultural**

13. How long has the above use continued on the subject lands? Many years

14. Detail all buildings or structures that are currently located on the subject lands (this information may be supplied on a site plan drawn to scale of the property locating all existing and proposed structures) Please advise whether measurements are imperial or metric.

Type	<b>See sketch for details</b>
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

If you require additional space for buildings, please detail the information on a separate sheet.

15. Detail the proposed use of the subject lands:

**Severed Parcel - Agricultural related use - existing farm equipment business - "Shantz Farm Equipment"**

**Retained Parcel - Agricultural**

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16. Are any buildings or structures proposed to be built on the subject lands? Please check one.

Yes       No.

17. If Yes, please detail all proposed structures below (this information may be supplied on a site plan drawn to scale of the property locating all existing and proposed structures). Please advise whether measurements are imperial or metric.

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	

Type	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	

18. What date did you acquire the subject lands? April 2008

19. Current designation of the subject land in the County of Wellington Official Plan is:  
Prime Agricultural and Core Greenlands

20. The current zoning of the subject land is Agricultural (A-31.92) and Natural Environment

21. Have the subject lands ever been subject to any of the following applications?

	YES	NO
Official Plan Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/>
Minor Variance	<input type="checkbox"/>	<input type="checkbox"/>
Severance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plan of Subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan Control	<input type="checkbox"/>	<input type="checkbox"/>

If yes to any of the above, please provide the file number and status:

Severance Applications B66-19 & B67-19 have been approved by the  
County of Wellington Land Division Committee subject to conditions



LAND SURVEYORS and ENGINEERS

April 23, 2020

27036-19

Jeff.Buisman@vanharten.com

Township of Mapleton  
7275 Sideroad 16  
PO Box 160  
Drayton, ON  
N0G 1P0

Attention: Barb Schellenberger, Municipal Clerk

Dear Ms. Schellenberger,

**Re: Zoning By-Law Amendment & Sketch  
for Severance Applications– B66-19 & B67-19  
7452 Wellington Road No. 7  
Part of Lot 14, Concession 13  
Geographic Township of Peel  
Township of Mapleton**

Please find enclosed an application for a Zoning By-law Amendment on the above-mentioned property. Included with this submission are copies of the sketch, completed application form, the required deed and PIN Report and Map. The owner will be mailing a cheque of \$9,150.00 directly to the Township of Mapleton office for the application fee..

### **Proposal**

This Zoning By-law Amendment application is being made to meet the requirements of Severance Application B67-19 which was approved December 2019 subject to conditions. The application severs an existing farm business (known as Shantz Farm Equipment Ltd.) from the large, agricultural farm parcel.

The severed parcel has an area of 4.5± ha and contains the existing buildings, septic, communication tower, parking and natural features and does not include any agricultural field. The retained parcel has an area of 40± ha and contains an existing dwelling, garage and large agricultural fields. An additional application (B66-19) was approved for a Hydro Easement on the severed parcel in favour of the dwelling on the retained parcel.

572 Weber Street North, Unit 7  
Waterloo ON N2L 5C6  
519-742-8371

Elmira, ON:  
519-669-5070

423 Woolwich Street  
Guelph, ON N1H 3X3  
519-821-2763

660 Riddell Road, Unit 1  
Orangeville, ON L9W 5G5  
519-940-4110

Collingwood, ON:  
249-499-8359

[www.vanharten.com](http://www.vanharten.com)



LAND SURVEYORS and ENGINEERS

The following zone change request is being made to satisfy Condition 9 of approved severance application B67-19:

- A) To rezone the retained parcel from Site Specific Agricultural (A-31.92) to Agricultural.**
- B) To rezone the severed parcel from Site Specific Agricultural (A-31.92) to Agricultural Commercial (AC) to permit the existing farm equipment business with a Special Provision.**
- C) To permit the reduced setback from an Agricultural Commercial use to a residence on the retained parcel to be 13.8m instead of 121.9m as required in Section 19.2.8 of the Zoning By-law.**

The subject property is currently zoned Agricultural A-31.92 which permits the existing farm business with various special provisions. The first request is to remove the Site Specific A-31.92 from the retained parcel as there will no longer be a farm business on this portion of the property. The Retained Lands will function as a typical farm.

The second request is to also remove the Site Specific A-31.92 from the severed parcel and to rezone to Agricultural Commercial to permit the existing farm equipment business. The zoning requirements can be met except for Section 19.2.8 which states that no agricultural commercial use shall be located within 121.9 m of a residence on an adjacent lot. We are requesting a reduced distance of 13.8 m as the dwelling and farm related business both exist and the requirement cannot be met. The buildings have existed for many years and the reduced distance will not be an issue for the existing residential use.

The remaining zoning requirements will be met for the severed and retained parcel.

Please call me if you or the Planning Staff have any questions.

Very truly yours,  
Van Harten Surveying Inc.

**Jeffrey E. Buisman** B.E.S, B.Sc.  
*Ontario Land Surveyor*

cc Ron Shantz  
cc Vince Starratt, SV Law



**ZONE CHANGE SKETCH**  
**PART OF LOT 14, CONCESSION 13**  
**GEOGRAPHIC TOWNSHIP OF PEEL**  
**TOWNSHIP OF MAPLETON**  
**COUNTY OF WELLINGTON**

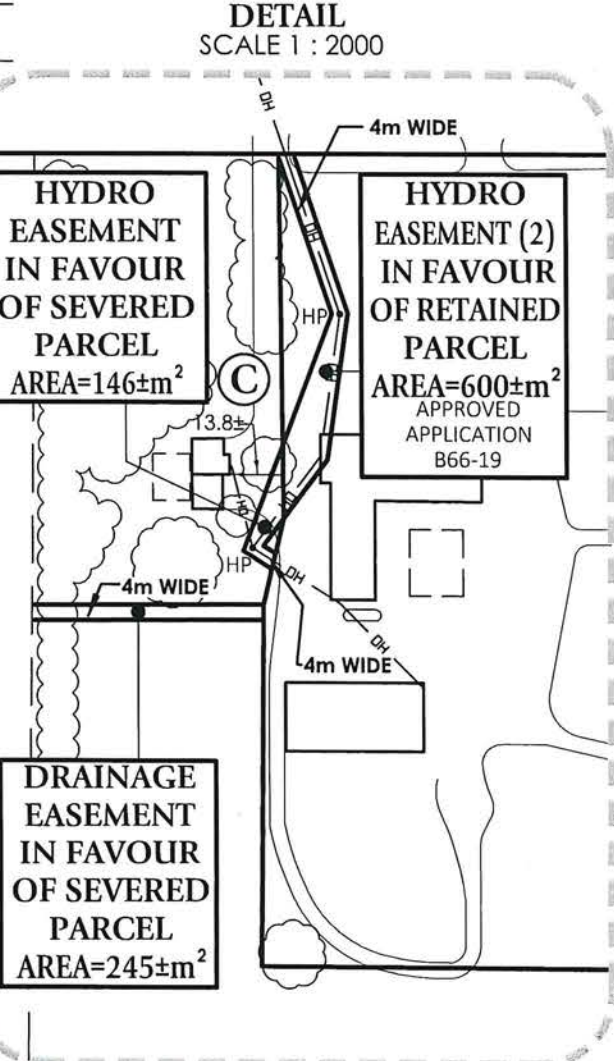
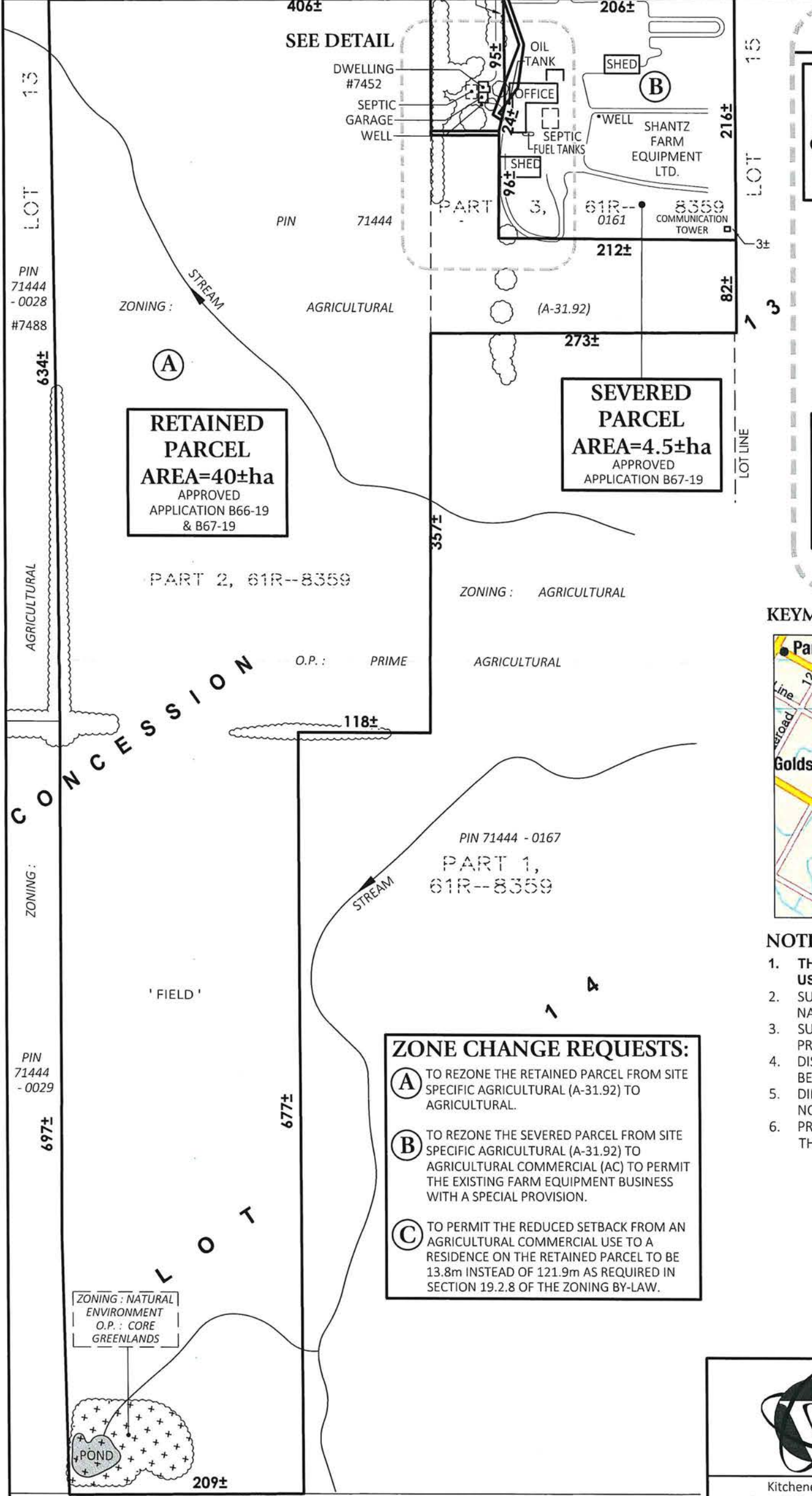
SCALE 1 : 4000



VAN HARTEN SURVEYING INC.

ZONING: AGRICULTURAL  
 LOT CONCESSION 14  
 PIN 71444 - 0067  
 PIN 71444 - 0066  
 PIN 71444 - 0065 #7451  
 PIN 71444 - 0171  
 LIMIT TO BE CLEAR OF EXISTING DRIVEWAY

30.48m WIDE WELLINGTON ROAD 7 ROAD ALLOWANCE BETWEEN CONCESSIONS 13 AND 14



**KEYMAP**



**NOTES:**

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL (A-31.92) & NATURAL ENVIRONMENT.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL AND CORE GREENLANDS.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. PROPERTY OWNERS: RONALD & DANA SHANTZ AND THEODORE & CAROL SCHOEN.

THIS SKETCH WAS PREPARED ON THE 21st DAY OF APRIL 2020

*Jeff Buisman*  
 JEFFREY E. BUISMAN  
 ONTARIO LAND SURVEYOR

**ZONE CHANGE REQUESTS:**

(A) TO REZONE THE RETAINED PARCEL FROM SITE SPECIFIC AGRICULTURAL (A-31.92) TO AGRICULTURAL.

(B) TO REZONE THE SEVERED PARCEL FROM SITE SPECIFIC AGRICULTURAL (A-31.92) TO AGRICULTURAL COMMERCIAL (AC) TO PERMIT THE EXISTING FARM EQUIPMENT BUSINESS WITH A SPECIAL PROVISION.

(C) TO PERMIT THE REDUCED SETBACK FROM AN AGRICULTURAL COMMERCIAL USE TO A RESIDENCE ON THE RETAINED PARCEL TO BE 13.8m INSTEAD OF 121.9m AS REQUIRED IN SECTION 19.2.8 OF THE ZONING BY-LAW.

**Van Harten**  
 SURVEYING INC.  
 LAND SURVEYORS and ENGINEERS

Kitchener Ph: 519-742-8371 Guelph Ph: 519-821-2763 Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: ARN CHECKED BY: JEB PROJECT No. 27036-19

Apr 21, 2020-10:40:19 AM G:\PEEL\Con13\acad\ZONE LOT 14 (SHANTZ) UT Page 58 of 318

PIN 71444 - 0002 20.12m WIDE 12 LINE ROAD ALLOWANCE BETWEEN CONCESSIONS 12 AND 13

PIN 71445 - 0026 PART 1, 61R--9121 CONCESSION 12



**From:** Laura Warner <lwarner@grandriver.ca>  
**Sent:** June 29, 2020 8:29 AM  
**To:** Larry Wheeler <LWheeler@mapleton.ca>  
**Cc:** Barb Schellenberger <BSchellenberger@mapleton.ca>  
**Subject:** RE: ZBA 2020-05 (Van Harten Surveying / Shantz, Ronald & Dana – Schoen, Theodore & Carol)

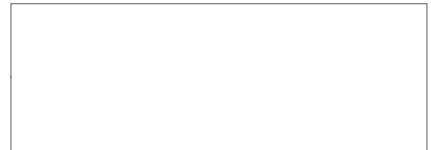
The GRCA has no objection to the proposed Zoning Bylaw Amendment (ZBA 2020-05).

As only a very small portion of the property at 7452 Wellington Road 7 is regulated by the GRCA due to a waterbody located south of the property, no impacts to the regulated features are anticipated as a result of this application. A copy of our mapping is attached for reference.

Thanks,  
Laura



**Laura Warner** | Resource Planner  
Grand River Conservation Authority  
400 Clyde Road, Cambridge ON N1R  
5W6  
P: (519) 621-2763 x 2231 | F: (519)  
621-4844  
[lwarner@grandriver.ca](mailto:lwarner@grandriver.ca) |  
[www.grandriver.ca](http://www.grandriver.ca)

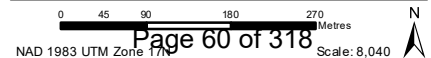


Legend

- Regulation Limit (GRCA)
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Floodplain (GRCA)
  - Engineered
  - Estimated
  - Approximate
  - Special Policy Area
- Slope Valley (GRCA)
  - Steep
  - Oversteep
  - Steep
- Slope Erosion (GRCA)
  - Oversteep
  - Toe
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)

This legend is static and may not fully reflect the layers shown on the map. The text of Ontario Regulation 150/06 supercedes the mapping as represented by these layers.

**Copyright Grand River Conservation Authority, 2020.**  
 Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.  
 The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to: <https://maps.grandriver.ca/Sources-and-Citations.pdf>



**From:** Patty Wright <PWright@mapleton.ca>  
**Sent:** June 24, 2020 12:50 PM  
**To:** Larry Wheeler <LWheeler@mapleton.ca>  
**Subject:** RE: ZBA 2020-05 (Van Harten Surveying / Shantz, Ronald & Dana – Schoen, Theodore & Carol)

The building department has no concerns with the above noted ZBA.



**Patty Wright** CBCO, CPSO, CMM III  
**Chief Building Official**

Township of Mapleton  
7275 Sideroad 16, Drayton, ON  
519.638.3313 x 036

[www.mapleton.ca](http://www.mapleton.ca)



**From:** Emily Vandermeulen <EVandermeulen@centrewellington.ca>  
**Sent:** June 23, 2020 9:04 AM  
**To:** Larry Wheeler <LWheeler@mapleton.ca>  
**Cc:** Source Water <sourcewater@centrewellington.ca>  
**Subject:** RE: ZBA 2020-05 (Van Harten Surveying / Shantz, Ronald & Dana – Schoen, Theodore & Carol)

Thank you for providing the above referenced application for review. Since this property is **not** located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the property and Wellhead Protection Areas for your reference.

If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

Emily Vandermeulen | Risk Management Inspector / Source Protection Coordinator

Wellington Source Water Protection | 7444 Wellington Road 21, Elora, ON, N0B 1S0  
519.846.9691 x365 | [evandermeulen@centrewellington.ca](mailto:evandermeulen@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1.844.383.9800



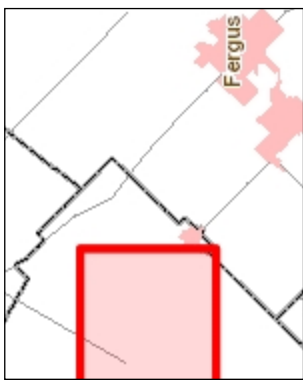


Explore Wellington

7452 Wellington Road 7, Mapleton



1: 64,000



Legend

- Railways
- Trails
- Waterbodies
- Watercourses
- Urban Centres and Hamlets
- Municipalities
- Well Locations
- Wellhead Protection Area Boui
- Vulnerability Score
- RoadsLookup

**Notes**

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Produced using information under license with the Grand River Conservation Authority. Copyright © Grand River Conservation Authority, 2016.

**THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2018**

0 1.63 3.3 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
Includes material © 2016 of the Queen's Printer for Ontario. All rights reserved.

**NOTICE OF A PUBLIC MEETING FOR AN AMENDMENT TO THE MAPLETON ZONING BY-LAW AND NOTICE OF COMPLETE APPLICATION ZBA 2020-06**

**Take Notice** that the Council of the Corporation of the Township of Mapleton has received a complete application to consider a proposed amendment to the Comprehensive Zoning By-law 2010-80, pursuant to Section 34 of the *Planning Act, R.S.O. 1990*, as amended.

**Public Meeting** Mapleton Council will consider this application at their meeting scheduled for:

**Tuesday, July 14, 2020 @ 7:00 p.m.**  
Via ZOOM videoconference meeting (only)

The public is invited to watch the remote meeting:

**How to Join**

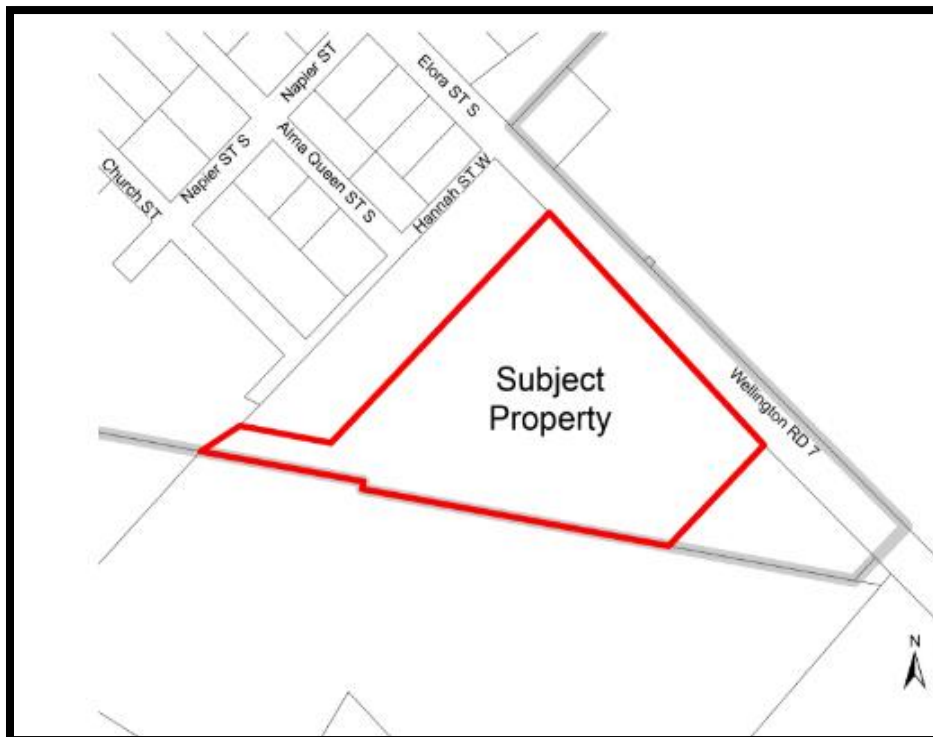
Join from a PC, Mac, iPad, iPhone or Android device:  
Please click this URL to join <https://us02web.zoom.us/j/84811387543>  
Description: Council Meeting

**Or Join by Phone:**

Dial (for higher quality, dial a number based on your current location):  
1.647.374.4685 (Canada) or 1.647.558.0588 (Canada)  
Find your local number: <https://us02web.zoom.us/j/84811387543>  
**Meeting ID: 848 1138 7543**

**Location of the Subject Land**

The property subject to the proposed amendment is located at 6976 Wellington Road 7 (Alma). The property is approximately 3.82 ha in size and the location is shown on the map below.



**The Purpose and Effect of the Application**

The purpose and effect of the proposed amendment is to rezone the property to permit bulk fuel storage on the subject lands. The applicants are proposing to expand the existing fuel supply business by adding underground propane tanks for storage and distribution.

(Continued on Page 2)





## **ZBA2020-06, Page 2 of 2**

### **Oral or Written Submissions**

Any person or public body is entitled to participate by submitting written comments and/or speaking to the application in support or opposition of the application. If you wish to participate in the meeting to provide verbal comments in support or opposition, it is highly recommended you contact the Clerk's Department at the address below by 1:00 p.m. on Tuesday, July 14, 2020 and you will be provided with instructions on how to participate in the meeting by computer via Zoom or by telephone.

If you are unable to attend, you may submit your comments in writing prior to the meeting date to the Clerk's Department at the address or email below. Your full name and address must be on the submission. Any written comments or objections submitted are made public as part of the application process and the public record, and will be considered by Council.

### **Power of the Tribunal to Dismiss Appeals**

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Township of Mapleton to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Mapleton before the by-law is passed, the person or public body is not entitled to appeal the decision.

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

### **Request for Notice of Decision**

If you wish to be notified of the decision of the proposed Township of Mapleton Zoning By-law Amendment in respect of this application, you must submit a written request to the Clerk at the address or email provided below. Any self-identified participants at the meeting will receive the decision if they provide their email or mailing address to the Clerk.

### **Additional Information**

For more information about this matter, including information about appeal rights, please contact the Municipal Office at the address or email below. O. Reg. 470/09, s. 2: 179/16, s. 2

The application and any additional information will be available on-line July 10, 2020 at [www.mapleton.ca](http://www.mapleton.ca)

**Dated** at the Township of Mapleton this 22<sup>nd</sup> day of June, 2020.

Barb Schellenberger, Clerk  
Township of Mapleton  
7275 Sideroad 16  
Drayton, ON N0G 1P0  
Phone: 519.638.3313 Ext.023  
Fax: 519.638.5113  
[bschellenberger@mapleton.ca](mailto:bschellenberger@mapleton.ca)



# TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, ON. N0G 1P0  
Phone: 519.638.3313, Fax: 519.638.5113, TF: 1.800.385.7248

[www.mapleton.ca](http://www.mapleton.ca)

## Staff Commenting Form

ZBA2020-06	OWNER: Core Fuels Ltd. APPLICANT: GSP Group Inc.	SUBJECT LAND: Legal: Con 1, Pt Lot 2, (Pilkington) Civic Address: 6976 Wellington Road 7, Alma, ON
------------	---	--

Staff confirmed the following:

- Property owners and agencies were provided with the required Notice by prepaid first-class mail or by email on June 23, 2020.
- Proper postings were completed on June 23, 2020.
- Public Notice was posted in the July 2<sup>nd</sup> issue of the Wellington Advertiser.
- Planning Report dated July 9, 2020 prepared by Planner Linda Redmond was received and included in the agenda package.
- CBO Patty Wright comments dated July 6, 2020 state “no concerns.”
- GRCA – Resource Planner Laura Warner comments dated July 7, 2020 were received and included in the agenda package.
- Wellington Source Water Protection – Risk Management Inspector Emily Vandermeulen comments dated June 23, 2020 were received and included in the agenda package.
- Ratepayer: No concerns or letters of objection were received.

Prepared on July 9, 2020 by:

Larry Wheeler  
Deputy Clerk





# PLANNING REPORT for the TOWNSHIP OF MAPLETON

Prepared by the County of Wellington Planning and Development Department

**DATE:** July 8, 2020  
**TO:** Manny Baron, C.A.O  
Township of Mapleton  
**FROM:** Linda Redmond, Manager of Planning and Environment  
County of Wellington  
**SUBJECT:** **Core Fuels Ltd**  
**6976 Wellington Road 7**  
**Zoning By-law Amendment (ZBA 2020-06)**

### Planning Opinion

The purpose of this zoning amendment is to amend the wording from Site Specific Highway Commercial (C2-31.161) with the addition of “bulk fuel depot” to the site specific provisions. The proposed zoning would permit the addition of four 226,800 litre underground propane tanks.

We have no concerns with the amendment as proposed. The application is consistent with applicable Provincial Policy and generally conforms with the Official Plan. A draft zoning by-law has been attached to this report for public viewing and Council’s consideration.

### INTRODUCTION

The property subject to the proposed amendment is described as PILKINGTON CON 1 PT LOT 2 RP;61R11804 PARTS 1 AND 2, with a civic address of 6976 Wellington Road 7. The property is approximately 3.82 ha (9.44 ac) in size and the location of the property is shown in Figure 1.

### PROPOSAL

The purpose and effect of the proposed amendment is to amend the current zoning to include the use of a bulk storage facility which will facilitate the expansion of the bulk storage use and the installation of four 226,800 litre underground propane tanks.

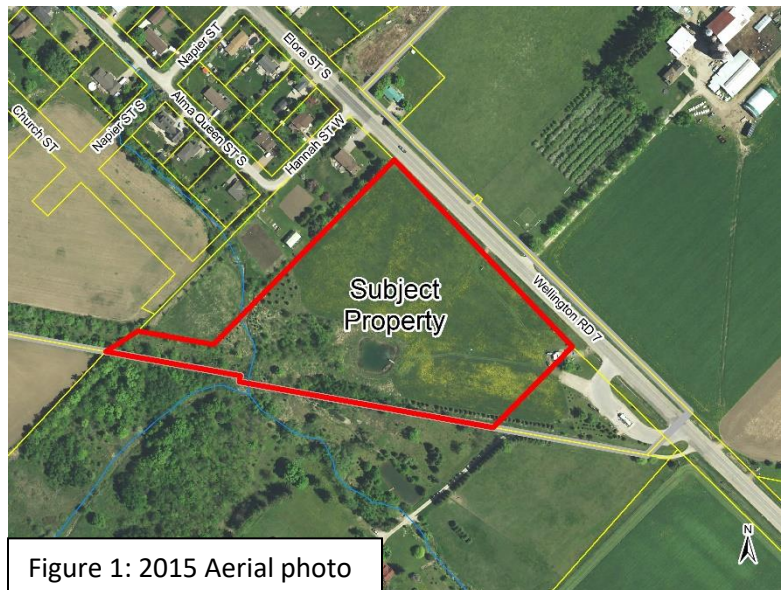


Figure 1: 2015 Aerial photo

### A PLACE TO GROW

The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The Growth Plan provides growth management policy direction for the GGH, which includes Wellington County. All planning decisions are required to conform to the applicable policies and provisions of the Growth Plan. According to Employment Policy 2.2.1.4.a, “Applying the policies of this Plan will support the achievement of

complete communities that: feature a diverse mix of land uses, including residential and employment uses, and convenient access to local stores, services, and public service facilities”.

**PROVINCIAL POLICY STATEMENT (PPS)**

All planning decisions are required to be consistent with the applicable provisions of the PPS. The subject property is considered to be within a SETTLEMENT AREA. Section 1.1.3 identifies settlement areas, including Hamlets such as Alma, as the focus of growth and development, and their vitality and regeneration shall be promoted. Section 1.1.1 b) includes accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs.

**WELLINGTON COUNTY OFFICIAL PLAN**

The lands subject to the amendment are designated HAMLET (Alma) and CORE GREENLANDS. The policies of Section 7.4.1 (Hamlets) indicates that development should be small scale and permits uses such as small scale industrial where compatible and where adequate levels of service can be provided.

**ZONING BY-LAW**

The subject lands are currently zoned site specific Highway Commercial (C2-31.161). The current site specific exemption permits the uses permitted in the C2 zone as well as the additional use:

- Automobile repair shop
- Hardware store
- Custom workshop
- Banquet hall
- Retail sale of appliances, furniture and other household furnishings
- Rental outlet
- Taxi or courier service
- School bus depot
- Financial institution
- Personal service shop
- Medical centre or clinic
- Undertaker’s establishment
- Offices
- Self storage and warehousing enterprise

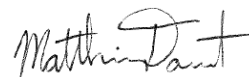
The applicant is proposing to relocated their bulk fuel storage to this site. The applicant is seeking to add “Bulk Fuel Depot” to the list of permitted uses which would permit the underground storage of propane and petroleum products.

Respectfully submitted  
County of Wellington Planning and Development Department



---

Linda Redmond  
Manager of Planning & Environment



---

Matt Daoust  
Planner

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2020-\_\_\_

Being a By-law to amend By-law 2010-080, being a  
Zoning By-law for the Township of Mapleton

ZBA 2020-06

**WHEREAS** the Council of the Corporation of the Township of Mapleton deems it desirable to amend said By-law Number 2010-080, as amended;

**NOW THEREFORE** the Council of the Corporation of the Township of Mapleton enacts as follows:

1. THAT By-law Number 2010-080, is hereby amended by adding the following use to the list of permitted uses under site specific exemption 31.161 on the map forming Schedule 'A-4', as it applied to Part Lot 2, Concession 2 WGR Pilkington Parts 1 and 2 61R-11804, with a municipal address of 6976 Wellington Road 7, Mapleton as illustrated on Schedule 'A' attached to and forming part of this By-law from:

**31.161** - Bulk fuel depot/storage

2. THAT except as amended by this by-law, the subject lands, as shown on Schedule 'A' to this By-law, shall be subject to all other applicable regulations of By-law Number 2010-080, as amended.
3. This By-law shall come into effect on the final passing thereof by the Council of Corporation of the Township of Mapleton, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

READ a first, second and third time and passed this \_\_\_\_ day of \_\_\_\_ 2020.

---

Mayor Gregg Davidson

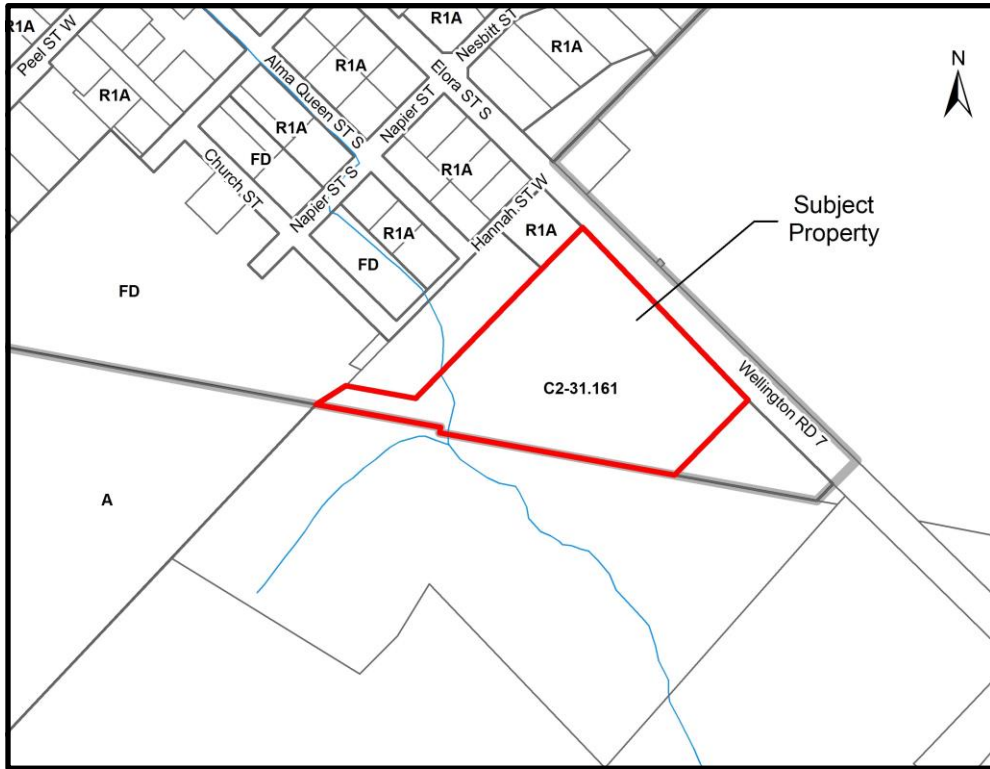
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Clerk Bark Schellenberger

THE TOWNSHIP OF MAPLETON

BY-LAW NO \_\_\_\_\_.

Schedule "A"



Passed this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Mayor Gregg Davidson

\_\_\_\_\_  
Clerk Barb Schellenberger

## EXPLANATORY NOTE

**BY-LAW NUMBER \_\_\_\_\_.**

**THE SUBJECT LAND** is located at PILKINGTON CON 1 PT LOT 2 RP;61R11804 PARTS 1 AND 2, with a civic address of 6976 Wellington Road 7. The property is approximately 3.82 ha (9.44 ac) in size and is currently zoned Highway Commercial Exception (C2-31.161).

**THE PURPOSE AND EFFECT** is to amend the current zoning to include the use of a bulk storage facility which will facilitate the expansion of the bulk storage use and the installation of four 226,800 litre underground propane tanks.

# Planning Report

## CORE FUELS REZONING

Core Fuels Ltd.

Zoning By-law Amendment

June 2020



# Planning Report

## CORE FUELS REZONING

Zoning By-law Amendment

Township of Mapleton

June 2020

**Prepared for:**

Core Fuels Ltd.  
6976 Wellington Road 7  
Alma, ON  
N0B 1A0

**Prepared by:**

GSP Group Inc.  
72 Victoria Street South  
Kitchener, ON  
N2G 4Y9



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# 1. Introduction

## 1.1 Background

On behalf of Core Fuels Ltd. (the “Applicant”), GSP Group has prepared this Planning Report (the “Report”) for the further development of lands located at 6976 Wellington Road 7 in the Township of Mapleton, in the County of Wellington (the “Site”, Figure 1). The Site currently contains a 445m<sup>2</sup> (4,800 sq.ft) office building. The Applicants also owns the neighbouring site at 6974 Wellington Road 7, which has a Fast Stop gas refueling station for public use. The Applicant is proposing to add four (4) 60,000 USWG (226,800 litre) underground propane tanks to the Site for the storage and distribution of propane. Two tanks are proposed as part of the initial phase of development.

The Site is already subject to Site Plan Control; however, a Site Plan Amendment will be required to support the proposed change in use. A development concept is provided in Figure 2.

## 1.2 Site Context

The Site is located at the southeast end of the Alma Hamlet Area on the west side of Wellington Road 7 which runs south towards the Township of Mapleton boundary. The Site is approximately 3.6 hectares (9.05 acres) in size and has frontage onto Wellington Road 7. At the back of the Site is an area regulated by the Grand River Conservation Authority. The regulated area includes floodplain lands, slope valley lands and wetlands. The existing building is located approximately 30m from the front property line abutting the road and the proposed tanks would be roughly the same distance from the road.

Other land uses in the area include agricultural lands across Wellington Road 7 and behind the property. To the north, adjacent to the Site is a residential property and a future development block, and to the south is another parcel owned by the Applicant (6974 Wellington Road 7).

The Site has approximately 366 metres (1,200 feet) of frontage along Wellington Road 7 with two (2) main access points which will remain as part of the proposed development. The parking lot would need to be expanded as shown in Figure 2; however, the size and location of the existing septic system would not need to be increased.

There are trees lining the rear property line and the property line abutting the residential use along the northerly end of the Site. There is also tree cover and other vegetation at the back

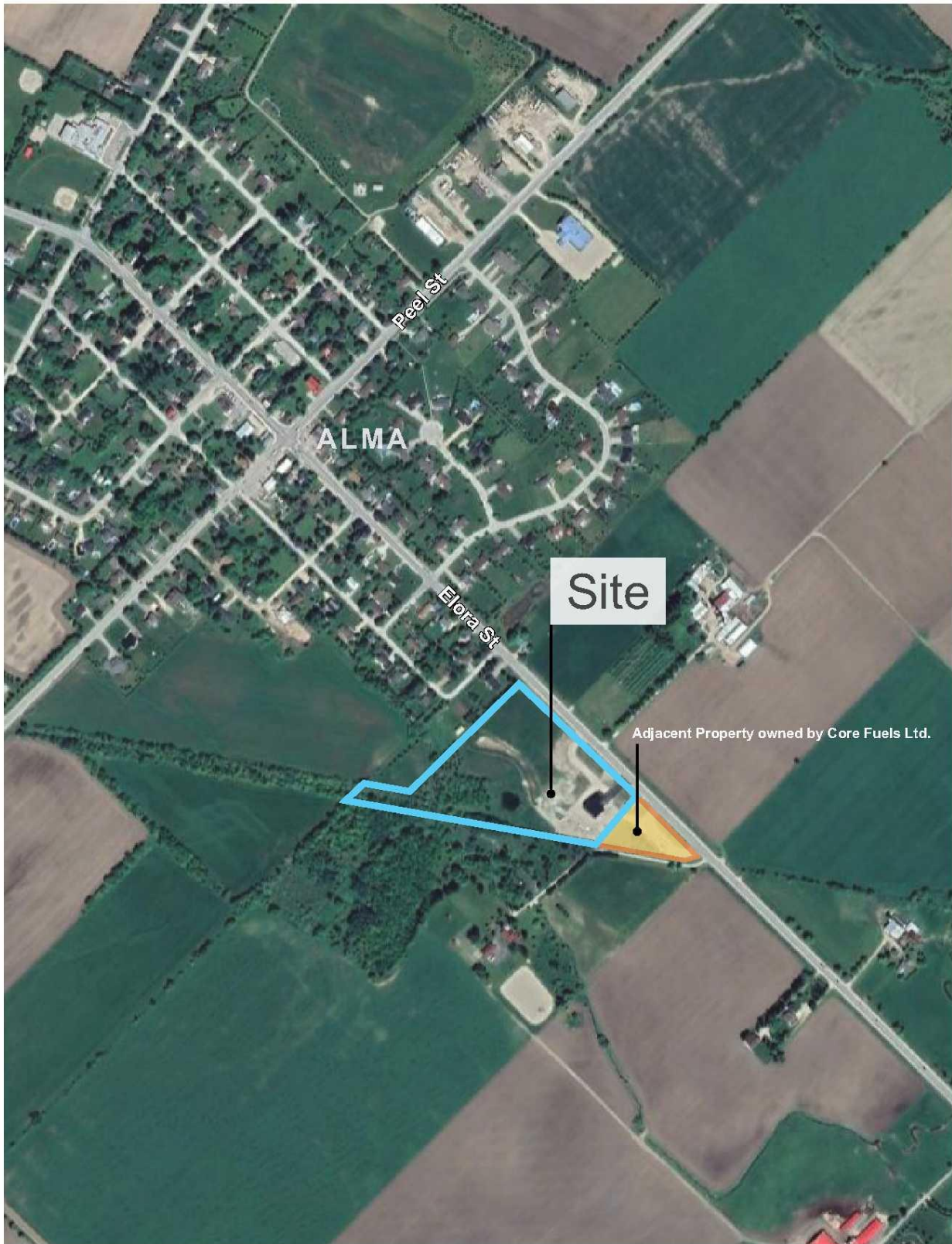
of the Site in the wetland area. The Site is currently serviced by a well and septic systems. The septic system will not need to be expanded as a result of the proposed expansion.

The Site is designated 'Hamlet Area' in the County of Wellington Official Plan with a portion of the Site being designated as Core Environmental. The Hamlet Area designation permits small scale industrial uses where they are compatible and where adequate servicing is available. The Site is zoned Highway Commercial (C2) with site specific zoning 31.161 in the Township of Mapleton Zoning By-law 2010-080. The site specific zoning permits a range of commercial uses but does not currently permit a "Bulk Fuel Depot", which includes the bulk surface or underground storage of propane. A Zoning By-law Amendment is required to permit the Bulk Fuel Depot use on Site.

### **1.3 Pre-Consultation**

On May 19, 2020 the Applicant attended a virtual pre-consultation meeting with Township and County of Wellington Planning Staff to discuss the proposed development. To facilitate the proposed development, the County indicated that a Zoning By-law Amendment would be required and that a Planning Report and a scoped traffic brief would be required.

GSP Group has been retained by the Applicant to prepare this Planning Report to accompany the required Zoning By-law Amendment.



Site Location  
Source: Google Aerial Imagery (2020)

Figure  
**1**

## 1.4 Proposed Application

The proposed Zoning By-law Amendment application would rezone the Site from “Highway Commercial (C2) with site specific zoning” to the same zoning with the added use of a “Bulk Fuel Depot”. The proposed zoning would permit the addition of the four (4) 60,000 USWG (226,800 litre) underground propane tanks. The Applicant would like to install the tanks into two phases, two tanks in each phase.

The site will be used as a distribution point for propane. Propane will come in from various refineries by cargo liner trucks, typically from the Sarnia area and will off-load the propane into the underground storage tanks. It will be pumped out of the underground tanks into smaller delivery trucks that will distribute the propane to farms, residences and businesses in the area.

Information regarding anticipated truck traffic has been summarized in Section 4.1 from a Traffic Brief provided by Beatty Petroleum Consulting Inc., which has been submitted as part of this application package. A Regulatory Brief has also been provided to summarize regulations and legislation applicable to fuel storage.

Given the location of the Site in the Hamlet Area, in the Highway Commercial Zone, the Site permits a range of commercial uses which generally would be land consuming and highway oriented. Examples of permitted highway oriented uses in the C2 zone include a building supply outlet, a boat sales and service establishment, or a bus depot (Section 16.1 of the Township of Mapleton Zoning By-law).

A Bulk Fuel Depot is defined as follows:

*“the use of land, building or structures or parts thereof for the bulk surface or underground storage of propane, petroleum products, chemicals, gases or similar products and may include the distribution of same” (Section 5)*

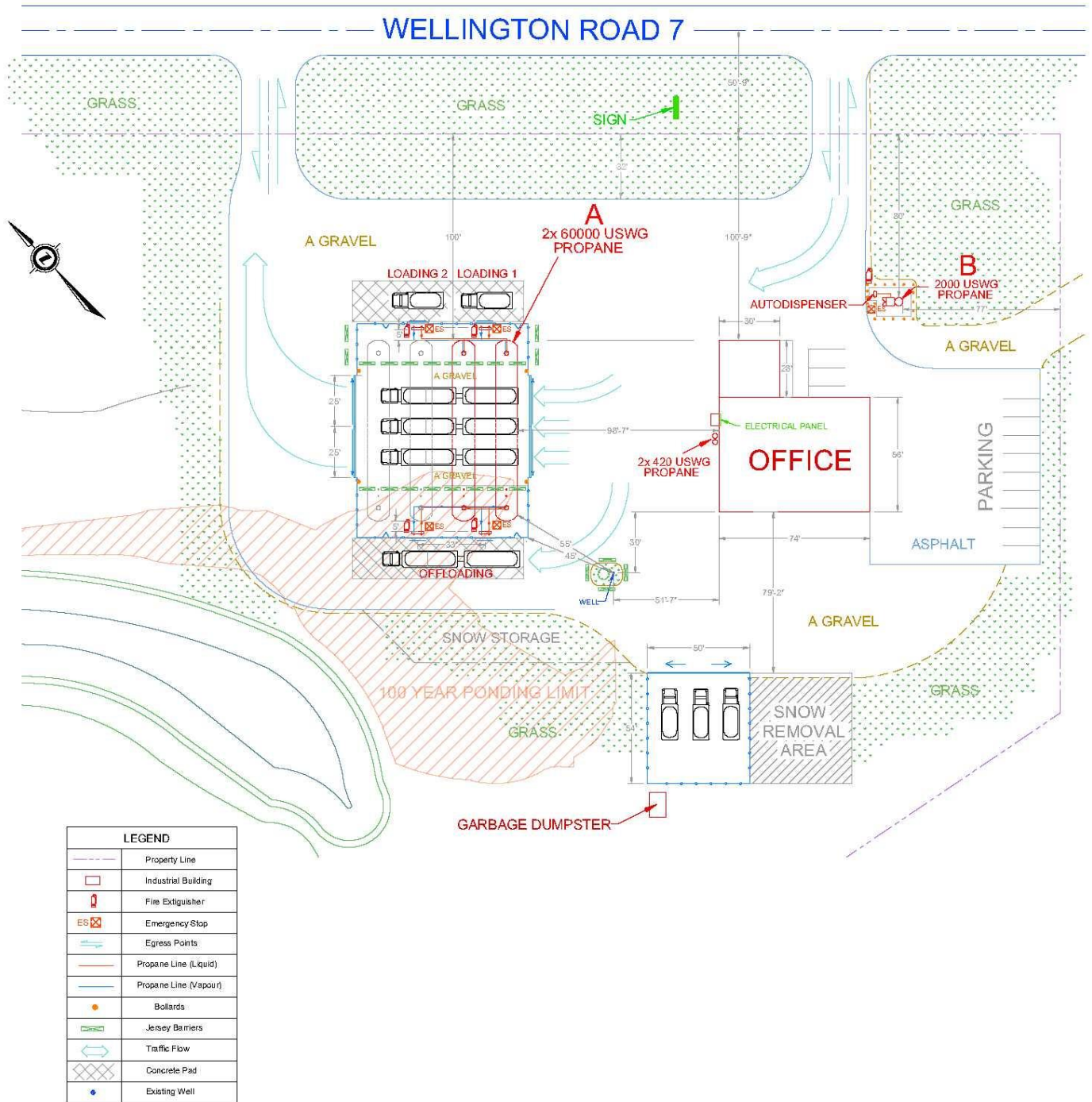
Bulk Fuel Depots are currently only permitted in the General Industrial (M1) zone. Other M1 land uses can be found at the east and west entrances to Alma along Peel Street East and Peel Street West (Wellington Road 17). This amendment would allow for the installation of Bulk Fuel Depot on this Highway Commercial Site.

## 1.5 Report Purpose and Content

The purpose of this Report is to provide an assessment of the proposed development regarding its consistency and conformity to relevant provincial and local planning policies.

The Report provides an overview of the physical conditions of the Site and its context (Section 1); an overview of the relevant Provincial, County and Township policies and regulations (Section 2); an explanation of the proposed planning application (Section 3); a summary of the technical studies prepared in support of the application (Section 4); a planning analysis of the application as per the relevant policy direction (Section 5); and, the conclusions (Section 6).





Site Plan  
Source: Beatty Petroleum Consulting (May 2020)

Figure  
**2**

## 2. Policy & Regulatory Context

### 2.1 Planning Act

The *Planning Act R.S.O. 1990, c. P.13* (“Planning Act”) provides for a land use planning system led by provincial policy that promotes sustainable economic development and integrates matters of provincial interest in provincial and municipal planning decisions.

Section 2 of the Planning Act sets out matters of provincial interest to be considered when reviewing an application under the Act. Table 2-1, provides an analysis of the proposed development in response to the prescribed provincial interest.

**Table 2-1: Section 2 - Provincial Interest**

	<b>Provincial Interest</b>	<b>Response</b>
A	The protection of ecological systems, including natural areas, features and functions	The back portion of the Site is located within a Grand River Conservation Authority (GRCA) regulated limit which includes wetlands, floodplains and slope valleys. The location the Bulk Fuel Depot and associated drive aisles and parking areas will all be located outside of the regulated areas.
B	The protection of the agricultural resources of the Province	The Site is located within a settlement area and is not located on agricultural lands.
C	The conservation and management of natural resources and the mineral resource base	There are no known mineral aggregate resources in proximity to the Site that would need conservation or management as a result of the proposed development.
D	The conservation of features of significant architectural, cultural, historical, archaeological or scientific interest	There are no known architectural, cultural, historical, archaeological features or areas of scientific interest on Site.
E	The supply, efficient use and conservation of energy and water	Servicing for the proposed development will be provided by way of existing private well and septic system as there are no municipal services available in this area.
F	The adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems	The proposed development will make efficient use of the existing County Road (i.e. Wellington Road 7).
G	The minimization of waste	The proposed development will take into consideration the objectives of the Strategy for a Waste Free Ontario at the time of detailed design.

H	The orderly development of safe and healthy communities; the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies	The legislative and regulatory requirements for health and safety regarding the installation and maintenance of the proposed propane tanks will be met, as required.
I	The adequate provision and distribution of educational, health, social, cultural and recreational facilities	Not applicable as the development only proposes a Bulk Fuel Depot use.
J	The adequate provision of a full range of housing, including affordable housing	Not applicable as the development only proposes a Bulk Fuel Depot use.
K	The adequate provision of employment opportunities	The Site currently houses an office building which provides for four (4) jobs and the proposed Bulk Fuel Depot use would increase employment opportunities for future drivers.
L	The protection of the financial and economic well-being of the Province and its municipalities	The proposed Bulk Fuel Depot would make use of existing transportation infrastructure and would not necessitate the expansion of municipal services as individual on-site servicing will be made available. The proposed use would also help provide propane to users in the area.
M	The co-ordination of planning activities of public bodies	Not applicable as the proposed applications deals with privately owned lands.
N	The resolution of planning conflicts involving public and private interests	There are no known conflicts at this time.
O	The protection of public health and safety	No development is being proposed within the GRCA regulated area. Furthermore, the legislative and regulatory requirements for health and safety regarding the installation and maintenance of the proposed propane tanks will be met, as required.
P	The appropriate location of growth and development	The proposed development is appropriately located in a Hamlet Area. The County of Wellington Official Plan states that, " <i>local commercial, small scale industrial, institutional and parks and open space may also be permitted where compatible and where adequate levels of service can be provided</i> " (Section 7.4). Furthermore, given that large trucks are required to deliver and transport the fuel to and from the Site, the location is appropriate along Wellington Road 7, a County level road.
Q	The promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians	Since the proposed use is in a Hamlet Area there are no existing opportunities for public transit and the area is not inherently walkable. However, the proposed use would help to make the transporting of bulk fuels more efficient.
R	The promotion of built form that,	Conceptual drawings have been provided as part of this overall submission package to demonstrate the size and



	(i) is well-designed, (ii) encourages a sense of place, and (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant	scale of the existing building and the proposed underground fuel storage area. The overall change to the Site will be minimal with the addition of fueling stations and some additional paved area for truck maneuverability and parking. More detailed design information will be submitted through the Site Plan process.
S	The mitigation of greenhouse gas emissions and adaptation to a changing climate	The proposed Bulk Fuel Storage use would help to make the distribution of propane more efficient, potentially reducing the amount of trips required or by reducing the distance traveled on larger vehicles.

Overall, we are of the opinion that the proposed development is considered to be in the Provincial interest based on the information provided in the Table 2-1.

## 2.2 Provincial Policy Statement

The Provincial Policy Statement (PPS) provides direction on matters of provincial interest related to land use planning and development. The PPS is issued under the authority of Section 3 of the *Planning Act* and came into effect May 1, 2020. Section 3 requires that, “*decision affecting planning matters shall be consistent with policy statements issued under the Act*”.

The PPS focuses on building strong, healthy, and livable communities by encouraging efficient and cost-effective development and land use patterns. The following policies in the PPS are directly relevant to the proposed application, which is located in the County of Wellington:

### 1.1.1 Healthy, liveable and safe communities are sustained by:

- a) *promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) *accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) *avoiding development and land use patterns which may cause environmental or public health and safety concerns;*
- d) *avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;*
- e) *promoting the integration of land use planning, growth management, transit supportive development, intensification and infrastructure planning to achieve*

*cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*

The PPS also indicates that land uses must be carefully managed to accommodate appropriate development and meet current and future needs, while achieving efficient development patterns. The PPS states that, “Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets” (Policy 1.1.3). The PPS also mentioned that settlement areas shall be the focus of growth (Policy 1.1.3.1).

With regards to Natural Heritage, Section 2.1 of the PPS speaks to the protection and conservation of Natural Heritage features. Development and site alteration are not permitted in significant natural areas as listed in Policy 2.1.5; or, in the habitat of endangered or threatened species and on adjacent lands to natural heritage features. Although a small portion of the Site is within a Core Greenland feature identified in the County’s Official Plan, no development is to occur within any natural heritage features. The Site is already zoned for commercial development and no environmental studies were identified as being required through the pre-consultation process.

The proposed development is consistent with the policies in the PPS. Analysis of the proposed development in the context of these policies is provided in Section 5.

### **2.3 A Place to Grow: Growth plan for the Greater Golden Horseshoe**

The 2019 A Place to Grow: Growth Plan for the Greater Golden Horseshoe (“Growth Plan”) is the Province of Ontario’s growth strategy for growth in the Greater Golden Horseshoe region (the “GGH”). The Growth Plan came into effect on May 16, 2019, as an update to the 2017 Growth Plan. The Growth Plan builds on the PPS and provides growth management direction to municipalities within the boundary. The Growth Plan is primarily focused on the management of residential and employment growth with the intent of creating complete communities (Policy 1.2.1).

Growth Plan policies encourage economic growth and competitiveness and the achievement of complete communities that feature a diverse range of land uses, including “residential and employment uses, and convenient access to local stores, services, and public service facilities” (Policy 2.2.1.4.a).

The proposed development conforms with the policies of the Growth Plan. Analysis of the proposed development in the context of provincial policies is provided in Section 5 of this Report.

## 2.4 County of Wellington Official Plan Policies (Consolidation approved 1999, Updated August 15, 2019)

The Site is located in the Township of Mapleton, in the County of Wellington. Development and land use in this area are guided by policies in the County of Wellington Official Plan (the “County OP”). The following section outlines the designations and policies applicable to the Site and relevant to the proposed development.

The Site is designated “Hamlet Area” as per Schedule A4 – Mapleton in the County OP (Figure 4). Hamlets are part of the Urban System but development in these areas is intended to be relatively small-scale (Policy 7.4.1). Hamlet Areas are primarily made up of residential uses, but other uses are permitted including local commercial, small scale industrial, institutional and parks and open space uses, where compatible and where adequate servicing is available (Policy 7.4.1).

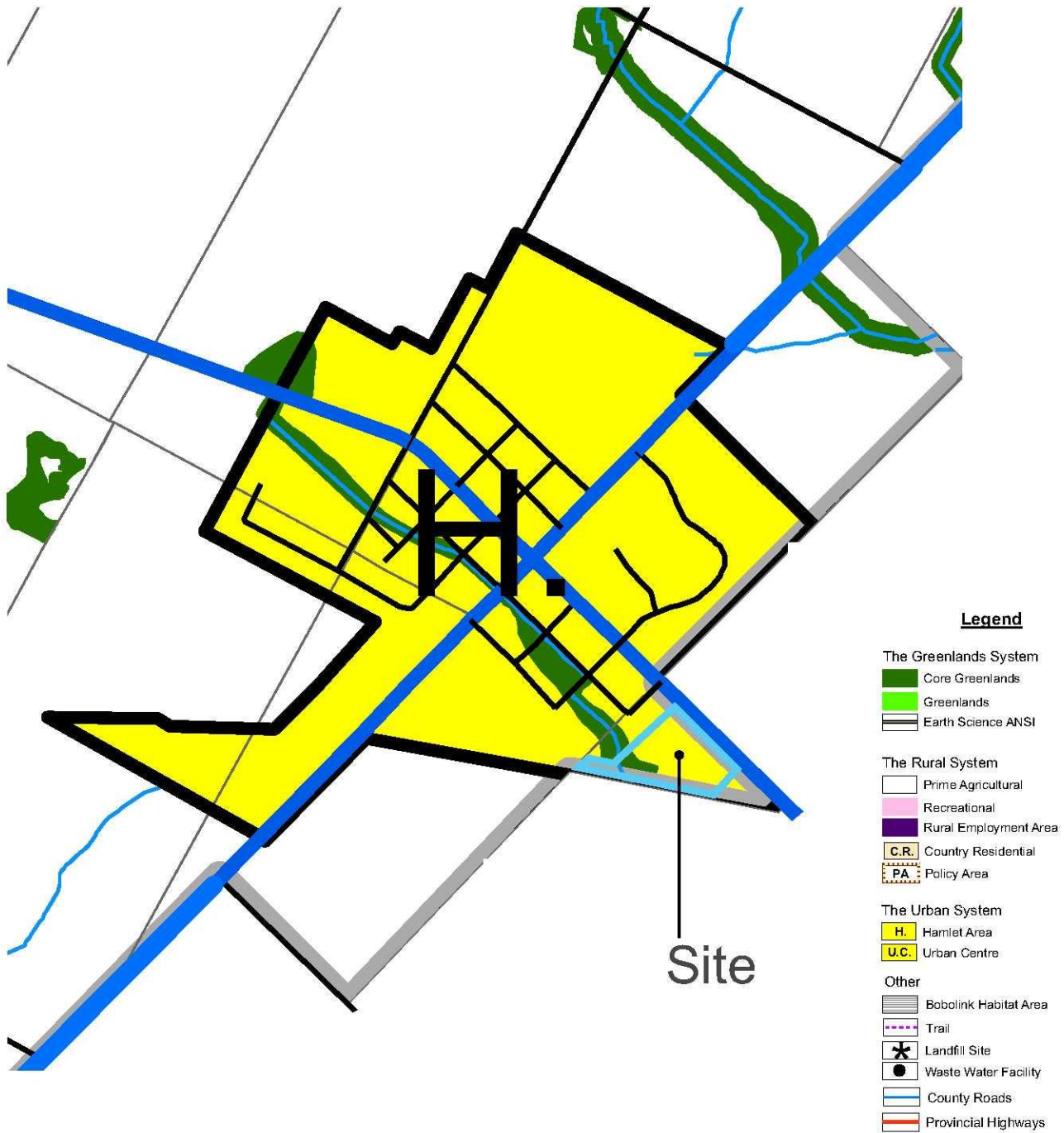
The County OP speaks to economic development and encourages a variety of employment opportunities in a variety of locations (Policy 4.2.3). Policy 4.2.3 also states that,

*“Opportunities for industrial, commercial and recreation activities will be supposed in appropriate located. The majority of opportunities will occur in urban areas where full municipal services are available. Other locations, including lands in the Rural System, will be considered where they offer advantages to business such as larger sites, compatibility or proximity to resources or major transportation facilities.”*

Core Greenlands form part of the Greenlands System and have greater sensitivity or significance. These areas are to be protected. They include either provincially significant wetlands, other wetlands, habitat of endangered or threatened species and/or hazardous lands. The Core Greenlands within the Site include hazardous lands subject to flooding which are unsafe for development (Section 5.4.3). No development is proposed within any Core Greenland areas.

From a servicing perspective, Policy 11.2.5 in the County OP allows individual on-site servicing for most small developments. The Site is currently serviced by existing well and septic system. No additional servicing will be required as a result of the addition of the proposed Bulk Fuel Depot use.

Access and transportation are critical to the functioning of the proposed use. The County OP states that major roadways, including the county road system road, are expected to provide and serve high volumes of traffic including truck traffic (Policy 12.5.3.a).



## 2.5 Mapleton Township Zoning By-law 2010-080

The Site is zoned “Highway Commercial (C2)” with site specific exception 31.161 in Zoning By-law No. 2010-080 (Figure 4). The permitted uses of the C2 Zone, as outlined in Section 16.1 of the Zoning By-law, and the additional uses permitted through the site specific exception listed below, permit a range of commercial uses on the Site.

- Automobile repair shop;
- Hardware store;
- Custom workshop;
- Banquet hall;
- Retail sale of appliances, furniture and other household furnishings;
- Rental outlet;
- Taxi or courier service;
- School bus depot;
- Financial institution;
- Personal service shop;
- Medical centre or clinic;
- Undertaker’s establishment;
- Offices; and,
- Self storage and warehousing enterprise.

A Zoning Amendment is required to add “Bulk Fuel Depot” to the list of permitted uses which would permit the underground storage of propane and petroleum products. Bulk Fuel Depot is defined in the Zoning By-law as follows:

*“the use of land, building or structures or parts thereof for the bulk surface or underground storage of propane, petroleum products, chemicals, gases or similar products and may include the distribution of same”*

Based on the concept plan provided in Figure 2, the site development requirements of the C2 zone are complied with. The development of the Site will be further evaluated through the Site Plan Amendment process if the proposed use is approved.





Township of Mapleton Zoning By-law  
 Source: Township of Mapleton Zoning By-law Schedule A-4 (January 2020)

Figure  
**4**

## 3. Proposed Development

### 3.1 Overall Concept

The Applicant is proposing to add four (4) 60,000 USWG (226,800 litre) underground propane tanks to the Site for the storage and distribution of propane. As explained in previous sections, the Applicant would like to start with the installation of two (2) tanks in the first phase.

Ultimately, the Site would be used as a distribution point for propane. Propane will come in from various refineries by cargo liner trucks, typically from the Sarnia area and will off-load the propane into the underground storage tanks. It will be pumped out of the underground tanks into smaller delivery trucks that will distribute the propane to farms, residences and businesses in the area.

This use would be in addition to the existing office building currently on Site which is used as an office and as a warehouse for petroleum products and lubricants. There is currently room on Site for parking however the concept plan shown in Figure 2 shows how the proposed parking and drive aisle would be changed to support the proposed Bulk Fuel Depot use.

Additional land is still available on the Site along the Wellington Road 7 frontage should additional commercial uses be deemed appropriate in the future to complement the existing and proposed Bulk Fuel Depot use.

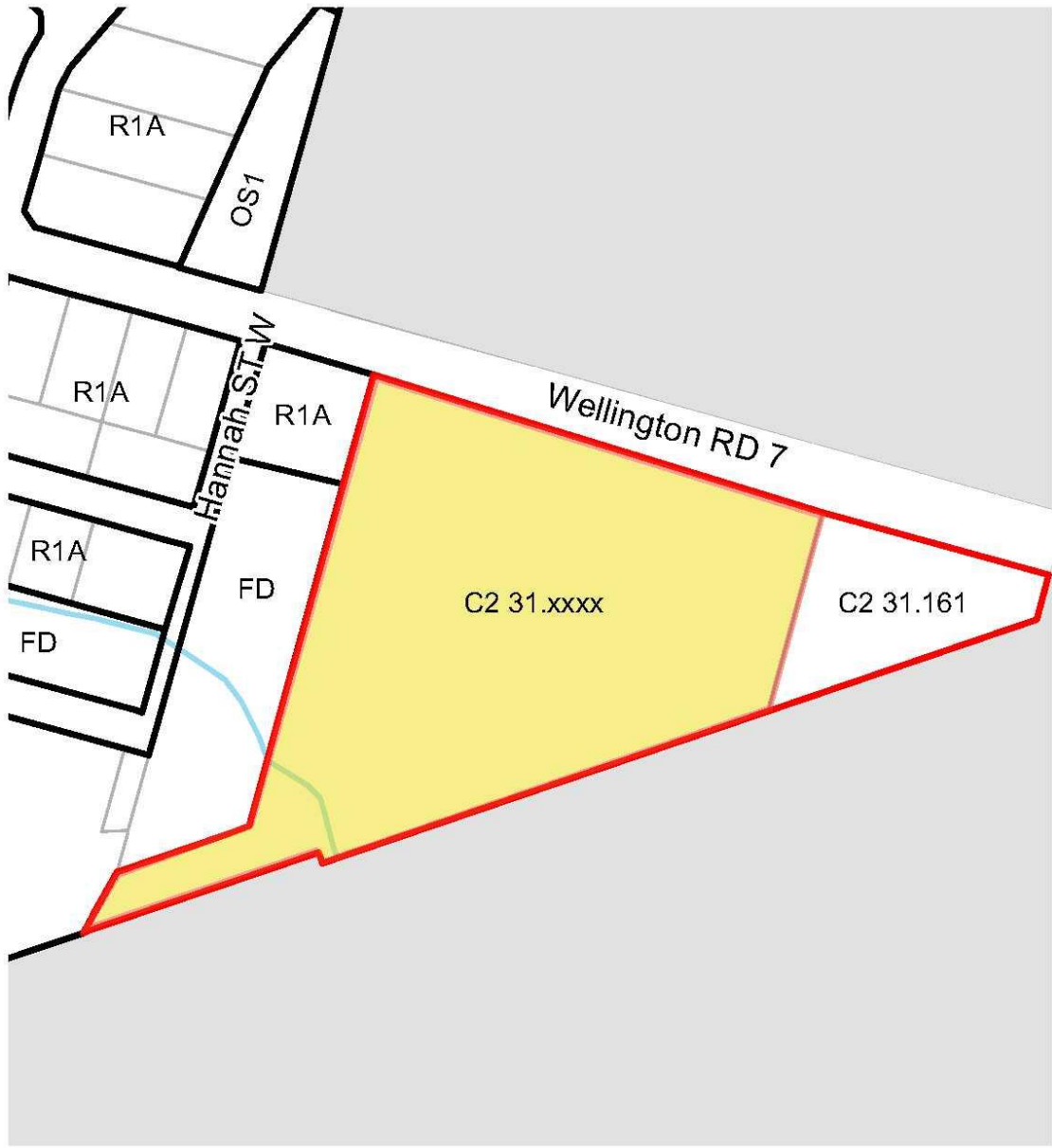
Municipal services are not available in this area. The Site is currently serviced by an existing on site well and septic system. The septic system would not need to be expanded to accommodate the proposed Bulk Fuel Depot.


### 3.2 Zoning By-law Amendment

The Site is currently zoned “Highway Commercial (C2)” with site specific exception 31.161, which does not specifically permit Bulk Fuel Depots. The Applicant is proposing to rezone the Site from to “Highway Commercial (C2)” with site specific exception 31.xxxx (Figure 6). The site specific zoning exemption would maintain all the C2 uses listed in Section 16.1 and the additional site specific uses permitted under 31.161 and add Bulk Fuel Depot to the list of permitted uses.

A draft of the proposed Zoning By-law Amendment is provided in Appendix ‘A’ this Report.





 Lands to be rezoned to C2 31.xxxx



Proposed Zoning  
Source: GSP Group (June 2020)

Figure  
**5**

## 4. Supporting Studies

### 4.1 Traffic Brief

A traffic brief was completed by Beatty Petroleum Consulting Inc. dated June 8, 2020. The brief describes anticipated traffic generation patterns and traffic movement resulting from the proposed addition of the underground bulk fuel storage on site.

The brief explains the types of traffic expected and makes distinctions between distribution traffic used to deliver the propane to the end user and the delivery traffic which refers to the cargo liners that will bring the propane in from various locations. Primarily the propane will be coming in from the Sarnia area.

In the fall, it is anticipated that there will be approximately four (4) distribution trucks loaded and dispatched from the site each day. In the summer, the number is expected to drop to one (1) per day. The number of delivery trucks is dependent on the amount of propane being delivered by the distribution trucks. It is expected that there will be roughly 1.2 loads per day in the fall/winter season and one (1) per week in the summer/spring season.

The brief also provides some insight into the existing street characteristics and sightlines and explains that the road is not restricted by seasonal load restrictions.

### 4.2 Regulatory Brief

A regulatory brief was completed by Beatty Petroleum Consulting Inc. dated June 8, 2020. The brief is intended to provide a high level outline of the Acts, Regulations and Codes that govern the propane industry. The document lists the various regulating jurisdictions, provides an outline of some of the main regulations that would apply to the site and also provides an overview of how public receptors are determined.

Overall the brief concludes that upon completion of appropriate engineering, required by the Technical Standards and Safety Authority, the Site will be developed to comply with all regulations from all applicable tiers of government.

## 5. Planning Analysis

This section provides an analysis of the proposed application within the context of applicable Provincial, County and Township land use policies. This section will also evaluate the application based on suitability of the Site to accommodate the proposed use.

### 5.1 Planning Act

The *Planning Act* sets out matters of provincial interest which have been addressed in relation to the proposed development in Section 3.1, Table 3-1. The *Planning Act* also requires that all planning decisions be consistent with applicable policy statements and/or provincial plans issued by the Province in effect at the time of the decision. The consistency of the proposed development in relation to provincial planning policies will be further explained in Section 5.2 below.

### 5.2 Provincial Policies

The PPS and Growth Plan focus on building strong, healthy, and livable communities and encourage economic growth and competitiveness. The proposed Zoning By-law Amendment will facilitate development that supports intensification of an existing use minimizing land consumption and will help provide a needed service to residents and businesses in the area. Furthermore, the proposed development is outside of the Core Greenlands and the GRCA regulated area located on the Site.

We are of the opinion that the Site is located in a Rural Settlement, as defined in the Growth Plan. Policy 2.2.1.2b of the Growth Plan permits limited growth to occur in rural settlements not serviced by existing or planned municipal water and wastewater systems. We are of the opinion that the proposed Bulk Fuel Depot would be considered limited growth in a rural settlement area and as such would be permitted by the Growth Plan.

Based on the information outlined above, the proposed development is consistent with the policies in the PPS and conforms to the policies in the Growth Plan.

### 5.3 County of Wellington Official Plan

As mentioned in Section 2.2 of this Report, the Site is designated “Hamlet Area” as per Schedule A3 – Mapleton in the Wellington County Official Plan (“County OP”). The Hamlet Area designation permits small scale industrial uses where they are compatible and where adequate servicing is available.

The neighbouring properties include Fast Stop gas refueling station, agricultural uses as well as some residential uses and a future development area. As described in the Regulatory Brief, there are a number of Acts and Regulations governing the installation, use and maintenance of underground fuel tanks. All appropriate measures will be taken to manage any risks as described in the Brief. The proposed development would result in the development of a Bulk Fuel Depot that would be compatible with existing uses on Site and would not negatively impact surrounding uses.

Policy 7.4.3 of the County OP states that establishing specific areas in Hamlets for specific land uses is typically left to the Zoning By-law. In establishing appropriate zones, Council is to ensure that the existing and proposed uses are compatible with the area and that mitigation is provided to keep adverse impacts to a minimum. Section 4.6.2 of the County OP outlines elements that a Planning Impact Assessment may be required to evaluate. The following chart has been assembled to address each of these elements individually:

<b>Element to evaluate:</b>	<b>Evaluation:</b>
a) the need for the proposed use other than for aggregate operations, taking into account other available lands or buildings in the area;	The Site is not located within a sand and gravel resource area of Primary or Secondary Significance as identified on County OP Schedule "C".
b) the appropriateness of the proposed site for the use proposed taking into consideration the size and shape of the land and its ability to accommodate the intensity of use proposed;	The proposed Bulk Fuel Depot use can be accommodated on the Site with the existing office building and will be outside of the Core Greenland Area and will maintain roughly 90m of separate from the nearest residential use. The Site is large enough to accommodate addition commercial uses should there be opportunities in the future for further development.
c) the adequacy of the proposed method of servicing the site;	The Site is currently and will continue to be serviced by well and septic services.
d) the compatibility of the proposed use with consideration given to the height, location, proximity and spacing of buildings; the separation between various land uses; impacts from noise, odour, dust or other emissions from the proposed use and from adjacent land uses; loss of privacy, shadowing or impact on cultural heritage resources and landscapes;	The proposed Bulk Fuel Depot would permit the installation of the proposed four (4) underground bulk fueling tanks. The main change to the existing Site would be to the drive aisles and parking as the tanks will be located underground. The Site is located on a County Road, which is considered a major roadway in the County OP (Policy 12.5.3). Major roadways are expected to provide and serve high volumes of traffic including truck traffic (Policy 12.5.3a). The Regulatory Brief outlines how standards will be applied to the installation, use and

	management of the proposed tanks to ensure public health and safety requirements are being met. Overall, we believe the proposed use is compatible with surrounding uses.
e) the impact on natural resources such as agricultural land and mineral aggregate deposits;	There are no known mineral aggregate resources on the Site or in proximity to the Site that would need conservation or management as a result of the proposed development.
f) the impact on biodiversity and connectivity of natural features and areas;	The Site is located adjacent a floodplain area, identified as a Core Greenland in the County of Wellington Official Plan. All proposed structures/development will be located away from this area and outside of the regulation limit buffer as established by the Grand River Conservation Authority (“GRCA”).
g) the exterior design in terms of bulk, scale and layout of buildings and other design elements;	No new buildings are being proposed as a result of the added Bulk Fuel Depot use. The fuel tanks are to be located underground. The extent of change anticipated as a result of the change in permitted uses would be the extent of existing parking areas and drive aisles to access the fueling stations. We are of the understanding that the proposed development would need to go through the Site Plan Amendment process in order to proceed with changes to the Site.
h) the possibility that site contamination has occurred or the site may contain historic petroleum wells or associated works, and if so, demonstrate compliance with provincial regulations;	Please refer to the Regulatory Brief. Additional legislative requirements will also be met through the Site Plan Amendment process prior to development taking place on Site.
i) methods of reducing or eliminating negative impacts;	The introduction of the proposed use would cause an increase in traffic to the Site as described in the Traffic Brief. Currently adjacent uses are buffered by existing vegetation. If additional setback or buffering measures are required, they will be implemented through the Site Plan Amendment process.
j) other planning matters considered important by a Council.	Although the proposed development would be using a portion of land zoned for Highway Commercial uses to accommodate a small scale industrial use, small scale industrial uses are anticipated in Hamlet areas and we believe the Bulk Fuel Depot will provide a needed service to

	<p>area residents, farms and other businesses. Furthermore, there is still room to accommodate future commercial uses on the Site and there are still several other opportunities for commercial growth within Alma closer to the centre of the hamlet. There are also lands zoned for Future Development throughout Alma, including lands along County Roads that could be developed in the future for additional commercial or highway commercial type of uses to further support the needs of the community.</p>
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The Core Greenland areas identified at the rear of the Site and the proposed development is to remain outside of the designated Core Greenland area.

The County OP states, in Section 7.4.2, that road access is to be accommodated via internal roads where possible, then via County Roads or Provincial Highways where necessary. The Site is located on a Provincial Highway. As there are no alternatives available, the existing access will continue to be used to access the Site.

Given that the Site is located at the south end of the Hamlet Area, with appropriate distances provided from public receptors as described in the Regulatory Brief and with direct access to a County Road we believe this is location appropriate is for the proposed Bulk Fuel Depot. Overall, we believe that the proposed development conforms to the County OP.

## 6. Summary and Conclusions

The proposed Zoning By-law Amendment will provide for the addition of a Bulk Fuel Depot on Site to allow for the storage and distribution of propane to the area. Given the amount of truck traffic expected, as described in the Traffic Brief, the safety and regulatory requirements imposed on the underground tanks proposed, as described in the Regulatory Brief, we believe the addition of a Bulk Fuel Depot at this location will not negatively impact surrounding uses in the area. The addition of this use will also help in making the distribution of propane more efficient.

Overall, the proposed Zoning By-law Amendment, is consistent with policies in the Provincial Policy Statement and conforms to policies of the Growth Plan for the Greater Golden Horseshoe and the County of Wellington Official Plan. Furthermore, the proposed Zoning By-law Amendment will appropriately implement the proposed use. Therefore, we are of the opinion that the proposed development is appropriate and represents good planning.

Prepared by,  
**GSP Group Inc.**



Hugh Handy, MCIP, RPP  
Senior Associate



Megan Gereghty, MCIP, RPP  
Senior Planner



## **Appendix 'A'**

# **Draft of Proposed Zoning By-law Amendment to Zoning By-law 2010-080**

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-\_\_**

**Being a By-law to amend By-law 2010-080, being a**

**Zoning By-law for the Township of Mapleton**

Part Lot 2, Concession 2 WGR Pilkington  
Parts 1 and 2 61R-11804, Township of Mapleton  
ZBA 2020-\_\_

**WHEREAS** the Council of the Corporation of the Township of Mapleton deems it desirable to amend said By-law Number 2010-080, as amended;

**NOW THEREFORE** the Council of the Corporation of the Township of Mapleton enacts as follows:

1. THAT By-law Number 2010-080, is hereby amended by changing the zoning on the map forming Schedule ‘A-1’, as it applied to Part Lot 2, Concession 2 WGR Pilkington Parts 1 and 2 61R-11804, with a municipal address of 6976 Wellington Road 7, Mapleton as illustrated on Schedule ‘A’ attached to and forming part of this By-law from:
  - Highway Commercial (C2) with site specific exception 31.161 to Highway Commercial (C2) with site specific exception 31.xxxx
  
2. THAT Section 31, Exception Zone, is amended by the inclusion of the following new exception:

31.xxxx 6976 Wellington Road 7, Mapleton	Notwithstanding any other provisions of this By-law, the lands illustrated on the map forming Schedule A-4 – Alma, may be used for the following specific use in addition to those uses permitted in the C2 zone within which the parcel lies: <ul style="list-style-type: none"> <li>• <b>Bulk Fuel Depot</b></li> <li>• Automobile repair shop</li> <li>• Hardware store</li> <li>• Custom workshop</li> <li>• Banquet hall</li> <li>• Retail sale of appliances, furniture and other household furnishings</li> <li>• Rental outlet</li> <li>• Taxi or courier service</li> <li>• School bus depot</li> <li>• Financial institution</li> <li>• Personal service shop</li> <li>• Medical centre or clinic</li> <li>• Undertaker’s establishment</li> <li>• Offices</li> <li>• Self storage and warehousing enterprise</li> </ul> Subject to the following: Notwithstanding the provisions of Section 6.3, screening in the form of a 1.52 metre (5 feet) high solid wood fence of a solid coniferous planting shall be provided along the side lot line where the sideyard is used for outdoor storage other than the display of goods for retail sales.
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3. THAT except as amended by this By-law, the subject lands, as shown on Schedule 'A' to this By-law, shall be subject to all other applicable regulations of By-law Number 2010-080, as amended.

This By-law shall come into effect on the final passing thereof by the Council of Corporation of the Township of Mapleton, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended.

READ a first, second and third time and passed this \_\_\_\_ day of \_\_\_\_ 2020.

---

Mayor Gregg Davidson

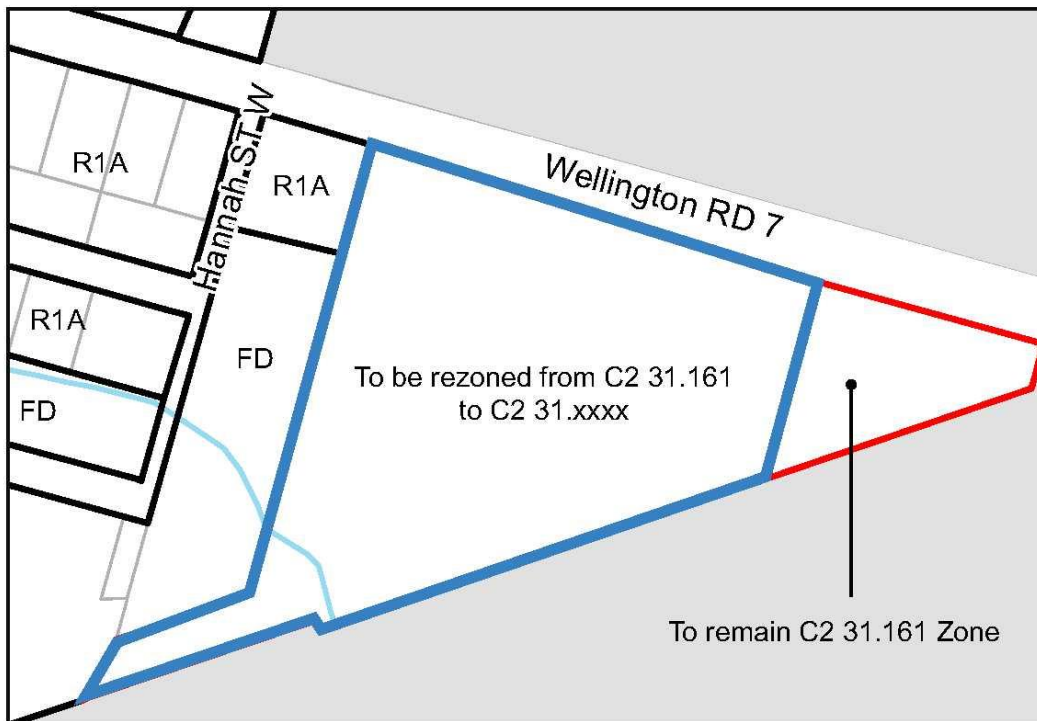
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Clerk Bark Schellenberger

**THE TOWNSHIP OF MAPLETON**

**BY-LAW NO 2020-XX**

**Schedule "A"**



**Rezoned from Highway Commercial (C2) with Site Specific Zoning Exception 31.161 to Highway Commercial (C2) with Site Specific Zoning Exception 31.xxxx**

# TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, Ontario N0G 1P0  
Phone (519) 638-3313 / Fax (519) 638-5113

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_

FILE NO. \_\_\_\_\_

## APPLICATION for ZONING BY-LAW AMENDMENT

1. Name of Owner(s) Core Fuels Ltd.

4. Description of the lands subject to this application:

Legal Description (lot and concession / Registered Plan and Lot Number):

Part Lot 2, Con 1 WGR Pilkington, Part 2, 61R11804, Township of Mapleton (PIN 71425-0246(LT)) and

Part Lot 2, Con 1 WGR Pilkington, Part 1, 61R11804, Township of Mapleton (PIN 71425-0248(LT)) and

Further Legal Description (if applicable i.e. Reference Plan and Part Numbers):

Municipal Address (street or fire number): 6976 Wellington Road 7

Please circle the appropriate measurement:

Frontage: 1204 ft 366m \_\_\_\_\_ feet / metres

Depth: 730 ft 222m \_\_\_\_\_ feet / metres

Area: 9.05 acre 3.6ha \_\_\_\_\_ acres / hectares

5. Detail the rezoning of the subject lands that is being requested by this application:

The requested zoning is an amendment to the existing site specific zone to add a " Bulk Fuel Storage Depot" to the list of permitted uses.  
\_\_\_\_\_  
\_\_\_\_\_

6. Explain why the rezoning is being requested:

The rezoning is being requested to allow for the installation of four 60,000 United State Water Gallons (USWG) (226,800 litre) underground propane tanks on the site to be used for propane storage and distribution. Two tanks would be developed initially.  
\_\_\_\_\_  
\_\_\_\_\_

7. If this application for rezoning is located in the rural area of the municipality please detail the Minimum Distance Separation requirements below and attach the completed calculation form to this application.

Proposed Structure: \_\_\_\_\_  
(i.e. new/addition to livestock facility, manure storage area, new/addition to dwelling)

Required Distance	Actual Distance
_____	_____
_____	_____
_____	_____
_____	_____

8. How is access provided to the subject lands:

- Provincial Highway
- County Road
- Municipal Road (yearly maintenance)
- Municipal Road (seasonal maintenance)
- Right-of-way
- Water (see next question)
- Other \_\_\_\_\_

If access to the land is by water only, detail the parking and docking facilities used and the approximate distance of these facilities from the subject land to the nearest public road.

N/A  
\_\_\_\_\_

9. Water is supplied to the subject property by the following:

- Publicly owned and operated piped water system
- Private well
- Communal well
- Lake or other water body
- Other \_\_\_\_\_

10. Sewage disposal is provided to the subject property by the following:

- Publicly owned and operated sewage disposal system
- Private septic system
- Communal septic system
- Privy
- Other \_\_\_\_\_

11. Storm drainage is provided to the subject property by the following:

- Sewers
- Ditches
- Swales
- Other \_\_\_\_\_

12. Detail the existing use of the subject lands:

The site houses an office, warehousing of petroleum products and lubes as well as parking for delivery vehicles

13. How long has the above use continued on the subject lands? 18 months

14. Detail all buildings or structures that are currently located on the subject lands (this information may be supplied on a site plan drawn to scale of the property locating all existing and proposed structures). Please advise whether measurements are imperial or metric.

Type (building or structure)	Warehouse/Office
Setback from Front Lot Line	100 ft / 30m
Setback from Rear Lot Line	79 ft / 24m
Setback from Side Lot Lines	582 ft/177m to NW property line and 93ft/28m from SE property line
Height of Building	24 ft/7m
Dimensions or Floor Area	4800sq.ft/445sq.m
Date Constructed	April 2019 the office was opened.

Type (building or structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type (building or structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	



Type (building or structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

Type (building or structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	
Date Constructed	

If you require additional space for buildings, please detail the information on a separate sheet.

15. Detail the proposed use of the subject lands:

In addition to the existing uses on the property, the site will be used as a distribution point for propane. Propane will come in from various refineries by cargo liner trucks, typically from the Sarnia area and will off-load the propane into the underground storage tanks. It will be pumped out of the underground tanks into smaller delivery trucks that will distribute the propane to farms, residences and businesses in the area.

16. Are any buildings or structures proposed to be built on the subject lands? Please check one.

Yes       No.

17. If Yes, please detail all proposed structures below (this information may be supplied on a site plan drawn to scale of the property locating all existing and proposed structures). Please advise whether measurements are imperial or metric.

Type (proposed structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	

Dimensions or Floor Area	
--------------------------	--

Type (proposed structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	

Type (proposed structure)	
Setback from Front Lot Line	
Setback from Rear Lot Line	
Setback from Side Lot Lines	
Height of Building	
Dimensions or Floor Area	

18. What date did you acquire the subject lands? 2015

19. Current designation of the subject land in the County of Wellington Official Plan is:  
Hamlet Area (Alma)

20. How does the proposed zoning amendment application conform with the Official Plan?  
Yes, the Hamlet Area designation permits small scale industrial uses where they are compatible and where adequate servicing is available (Section 7.4.1).

21. How is the proposed zoning amendment application consistent with policy statements issued under subsection 3 (1) of the Planning Act?

See Planning Report.

22. Is the subject land within an area of land designated under any provincial plans? (i.e Growth Plan, Greenbelt Plan, etc.)

Yes       No.

If YES, how does the application conform or does not conflict with the provincial plans?

See Planning Report.

23. The current zoning of the subject land is:

Highway Commercial (C2) with site specific zoning 31.161

24. Have the subject lands ever been subject to any of the following applications?

	<b>YES</b>	<b>NO</b>
Official Plan Amendment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zoning By-law Amendment	<input type="checkbox"/>	<input type="checkbox"/> Unknown
Minor Variance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Severance	<input type="checkbox"/>	<input type="checkbox"/> Unknown
Plan of Subdivision	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site Plan Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If yes to any of the above, please provide the file number and status:

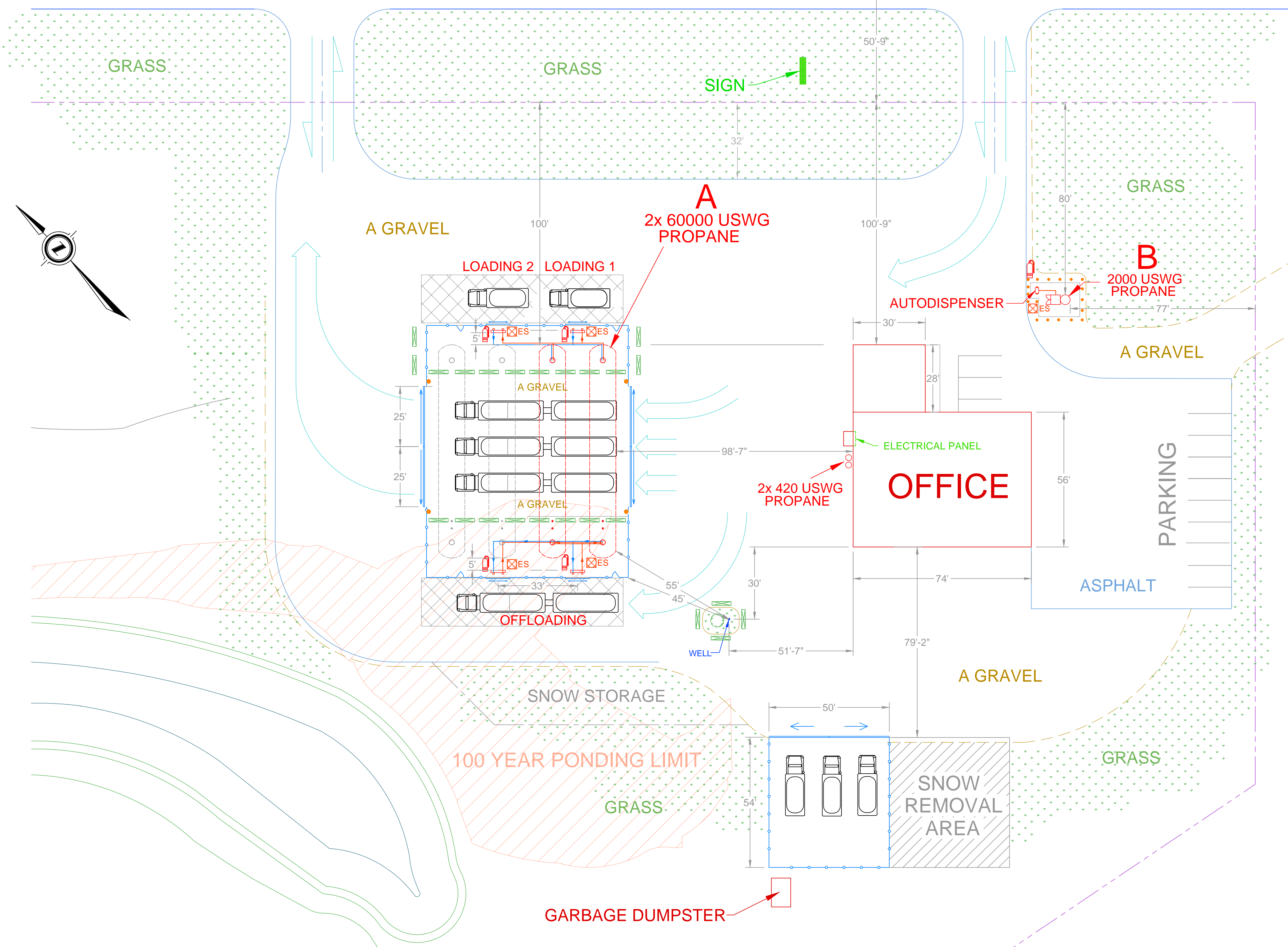
Site Plan dated April 25, 2017.

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NOTES:

WELLINGTON ROAD 7

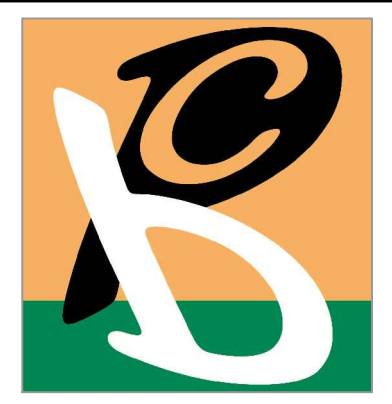


TANK DISTANCE TABLE		
(distances in ft)	TANK A	TANK B
NORTH PROPERTY LINE	100	80
EAST PROPERTY LINE	248	77
SOUTH PROPERTY LINE	248	214
WEST PROPERTY LINE	440	698
NEAREST BUILDING	110	47

LEGEND	
	Property Line
	Industrial Building
	Fire Extinguisher
	Emergency Stop
	Egress Points
	Propane Line (Liquid)
	Propane Line (Vapour)
	Bollards
	Jersey Barriers
	Traffic Flow
	Concrete Pad
	Existing Well

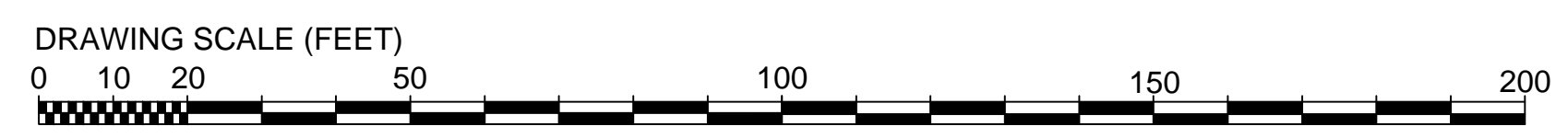
9	05/13/20	-changes requested prior to municipal submission
8	03/12/20	-add filling station and remove concrete over tanks
7	03/06/20	-revisions of 03/05
6	03/04/20	-change tanks to reflect actual tanks being used - remove kiosk
5	03/02/20	-move tanks to NW to accommodate electrical shed location
4	02/27/20	-adjust location of electrical shed
3	02/21/20	-adjust well location and move kiosk
2	02/12/20	-add well location and bollards
1	01/24/20	-move tanks and associated equipment away from road
0	01/10/20	-initial release

REV	DATE	DESCRIPTION
DWG NO:		182 George St.
CF-ALM-S-01-1R9		PO Box 894, Arthur, Ontario NOG 1A0
DWG NO:		beatty petroleum consulting inc



RED CAP PROPANE, Alma, ON Site Drawing	
PREPARED BY: Jeff Collinson	CHECKED BY: Alex Beatty
REV: 9	

SITE DRAWING  
SHEET 1 OF 2



REFERENCE DOCUMENTS	
DRAWING NUMBER	DESCRIPTION



**BEATTY PETROLEUM CONSULTING INC.**

**182 GEORGE STREET, P.O. BOX 894**

**ARTHUR ON N0G 1A0**

**"LET'S KEEP IT PROFESSIONAL AND PRACTICAL"**


**Core Fuels Ltd.  
Underground Propane Storage and Bulk Plant  
6976 Wellington Road # 7  
Alma ON N0B 1A0**

Regulatory Brief for:

Core Fuels Ltd.  
County of Wellington  
Township of Mapleton

Prepared by:

Beatty Petroleum Consulting Inc.  
182 George Street PO Box 894  
Arthur On N0G 1A0

 06/10/2020  
\_\_\_\_\_  
Alex Beatty  
President & CEO  
Beatty Petroleum Consulting Inc.

Date Submitted:  
June 08, 2020



**Background:**

Beatty Petroleum Consulting Inc. (BPC Inc.) was retained by Core Fuels Ltd. to design and build a propane bulk plant at 6976 Wellington Road #7 Alma. As a result of the necessity to review the zoning by-law, relevant to this site, a request was made by GSP Group Inc. to provide a regulatory brief to assist in the proposal for revising the zoning by-law. In short, this document will attempt to provide a high-level outline of the Acts, Regulations and Codes that govern the propane industry.

The proposed site already contains an office building and an inventory garage with mainly lubricant storage. The proposed additional usage will include, two 60,000 United States Water Gallons (USWG) (226,800 litres) underground propane storage tanks, complete with two off-loading bulkheads and one loading bulkhead and one 2,000 USWG tank for cylinder and auto filling.

The propane industry in Ontario is regulated through many governing jurisdictions but the main responsibility is through the provincial licensing of facilities. The Authority Having Jurisdiction (AHJ) for licensing is the Technical Standards and Safety Authority (TSSA). I will list the applicable regulations immediately below and then later in the document relate some relevant sections of the codes and regulations. There will also be a list at the end of the document of other regulators and regulations but other than naming them I won't go into much detail.

- 1) Under their (TSSA) authority, found in the TSSA Act 2000, the following regulations apply to the *storage and handling of propane*:
  - a. O. Reg 211/01 Propane Storage and Handling and amending updates as follows,
  - b. O. Reg 440/08,
  - c. O. Reg 331/10,
  - d. O. Reg 464/10,
- 2) The TSSA regulates the *propane vessels* (tank manufacture) industry under the:
  - a. O. Reg 220/01 Boilers and Pressure Vessels
- 3) The TSSA regulates the *drivers, operators, technicians, installers, and maintenances persons* who are permitted to work on propane handling equipment through:
  - a. O. Reg 215/01 Fuel Industry Certificates
- 4) The TSSA regulates the manner in which installation codes and practices are followed under the CAN/CSA B149.2 – 15 (current edition) Propane Storage and Handling Code and adopts the aforementioned code, through their Code Adoption Document which amends the code to Ontario standards. Typically, the codes are reviewed and adopted every five years as new codes are published.
- 5) In addition, Environment Canada regulates large propane storage vessels stored on site, through the Canadian Environmental Protection Act 1999 (CEPA). Its subordinate regulation is:
  - a. Environmental Emergencies Regulations 2019, commonly referred to as E2 Regulations.

## Overview of Regulatory Details:

### 1) O. Reg 211/01 et al Propane Storage and Handling Regulations

These regulations are the primary regulations for the licensing of propane handling facilities in Ontario. Facilities are rated as 5,000 or less United States Water Gallons (USWG) or > 5,000 USWG. These distinguishing volumes are the drivers behind whether a facility is required to submit a Level I Risk and Safety Management Plan (RSMP) or a Level II RSMP.

Level I RSMPs are required for smaller facilities, as might be found at a retail gas station, where the primary use is the filling of BBQ type cylinders. The template for a Level I RSMP is a standard form produced by TSSA and does not require the involvement of an engineer.

A Level II RSMP is required for larger facilities where propane is transferred from one vessel to another, typically in a bulk plant operation. The proposed Core Fuels Ltd. facility in Alma is this type of facility and will require a Level II RSMP.

A Level II RSMP requires various components of the RSMP to be stamped by a professional engineer licensed in Ontario (O. Reg. 211/01 3.1 (2)). This includes a:

- Quantitative Risk Assessment,
- A review of the public receptors to ensure they meet with TSSA "land use planning guidelines",
- Internal Emergency Plan and,
- External Emergency Plan.

An example of how the TSSA directive for "Land use Planning has been included in this Brief. The attached Schedule "A", *Guidelines for the Implementation of the Risk and Safety Management Plan* is the document developed and published by TSSA to inform industry in how to comply with the relevant portions of O. Reg. 211/01.

On page 22 of Schedule "A", a pictogram is provided that demonstrates what public receptors can be in certain designated proximities to the "risk source", in our case the underground propane tanks. You will note that certain public receptors are deemed more sensitive than others and must be kept further away from the risk source. The rationale for this is the ability of a public receptor's ability to evacuate is required. For example, if the local fire chief decided to evacuate a home or a business it would be relatively simply to knock on the door and ask them to leave, whereas there is a whole other set of issues in asking a hospital to be evacuated.

Therefore, receptors such as hospitals, schools and home for the aged are considered the most sensitive and therefore should be kept at a greater distance. Having completed more than 50 Level II RSMPs and hundreds of Level I RSMPs we have a database of case history, on which to base our estimates.

In the attached Schedule "B" The public receptor contours are not taken from an engineering study completed at this facility but are drawn, based on the experience of the author, as an example of what may be expected to be the location of the land use contours. The contours drawn are as follows:

#### White Contour:

1 PSI (pounds per square inch) Overpressure Area. This contour is drawn, based on the total volume of product in the two propane storage tanks. The 1 PSI is the predicted extent of a pressure wave if the tanks were to explode. This line is included and every public receptor inside



that contour must be noted. Upon review the engineer determines the sensitivity of each receptor/building.

Yellow Contour:

Sensitive Institutions. Receptors such as hospitals, schools and homes for the aged should not be located inside this contour but are fine to be outside this contour. The example indicates a distance of 335 meters or greater from the propane tanks is acceptable to the criteria

Orange Contour:

High density residential. Receptors such as hotels, multi-storey apartment building and residential units with a density greater than 10 residential units per hectare should not be located inside this contour.

Blue Contour:

Low density Residential. Receptor such as individual houses, commercial centers, restaurants, offices etc. are acceptable outside of this contour.

**Based on the examples provided the propane site would be in compliance with TSSA regulations for land use planning.**

In addition to the above engineering requirements and prior to submission to the TSSA for an application to license a facility, the applicant must comply with all of O. Reg. 211/01 27. (as applicable). The key features being:

- receive a letter from the municipality to ensure that zoning is complaint with the zoning by-laws in the municipality. (27. (7) (b)),
- Receive a letter from the local fire official stating that the facility complies with 1) fire safety, 2) fire prevention and 3) Emergency preparedness. (27. 1 (2)).

**2) O. Reg. 220/01 Boilers and Pressure Vessels Regulations**

The basics of this regulation is the adoption of the American Society of Mechanical Engineers (ASME) and the Canadian counterpart the CAN/CSA B51 Boiler Pressure Vessel and Pressure Piping Code.

These codes issue strict standards on the manufacture of propane storage tanks and the associated piping that is used in the construction of a facility such as this. As noted earlier, this code is enforced by the TSSA. Typically, TSSA inspectors will, on their first site visit to the site, collect all the relevant data from the tanks and any piping that is required to be stamped, such as any flexible piping.

This code and regulation are responsible for stipulating that anyone who is welding on piping, for example, is the holder of a valid welding registration (CAN/CSA B51 4.4.1).

**3) O. Reg 215/01 Fuel Industry Certificates**

This regulation allows the TSSA to regulate and applies to certificates required to be held to perform work under various propane and propane regulations.

It specifies the following "No person shall perform the functions of a certificate holder without first having obtained a certificate from the director designating the person as one of more of the following: (I have abbreviated the list to keep this relevant):

- A gas technician (G1, G2, G3). Allowed to install, inspect, test, alter repair, service vapour appliances and equipment of varying size and complexity based on the certificate.
- A gas piping fitter (GP certificate), work under supervision of a G1, 2 or 3.
- A liquid propane fitter (LP certificate), allowed to install, inspect, test, alter, etc., liquid propane equipment.
- A propane plant operator (PPO-1, PPO-2, PPO-3), in varying degrees, may transfer propane into and out of trucks and filling plants.
- A Propane truck operator (PTO-1), operate a propane distribution or delivery truck and can operate a bulk filling plant etc. (O. Reg. 215/01 3 (1))

#### 4) Can/CSA B149.2-15 Propane Storage and Handling Code

This code is the "go to" document for the storage and handling of propane. Some of the highlights from the Table of Contents are as follows:

- Responsibilities of the installer,
- Training and quality of labour,
- General requirements for propane and propane equipment,
- Tank systems, filling plants and refill centres
  - Relief valves
  - Emergency shut off valves
  - Excess flow and back check valves
  - Filling of tanks
  - Installation of underground tanks
  - Tanks supports
  - Electrical equipment at filling plants
  - Fencing of filling plants
  - Protection against vehicular traffic
  - Operations and maintenance procedures
  - Documentation of procedures etc.

#### 5) CEPA 1999 and Environmental Emergencies Regulations 2019

This federal regulation also has oversight on a facility such as this facility at Alma. There are four basic points to the regulation. They are as follows:

- Prevent,
- Prepare,
- Respond,
- Recover.

In August 2019 Environment Canada (EC) re-released an updated version of the E2 regulations that have been in effect since 2003. These regulations call for site owners with more than 4.5 metric tonnes (approximately 2,300 USWG) of propane stored on a site, product owners and/or propane equipment owners to either register the site, or if the propane is in a single container or containers manifolded together that exceed the 4.5 metric tonne minimum, to develop an emergency response plan. It tends to be redundant because the RSMP and the E2 regulations cover much of the same response. However, it is another government regulator coming in to check the site for safety violations.

In addition, EC has a very rigorous oversight system. They require you to go onto their SWIM (Single Window Information Management) database and perform various functions that are monitored by them.

- Initial registration is required within 60 days of a site having more than 4.5 metric tonnes of propane,
- A detailed amount of product must be recorded, in what they call Schedule 2,
- Schedule 3 calls for the owner to inform them that a plan has been developed,
- Schedule 4 requires that the plan has been tested at least once in the previous year,
- Schedule 5 calls for, at least once in a 5-year period, to invite the local responders (typically the fire department) to attend the site in a prearranged mock scenario.

Because the propane sites are registered on their (EC's) database they have a tracking mechanism to ensure compliance.

### Other Authorities with Jurisdiction

In addition, the propane distributors are monitored by:

- Municipal site plan agreements,
- Ministry of the Environment and Climate Change
- Ministry of Labour through the:
  - Occupational Health and Safety Act
  - O. Reg 851 Industrial Establishments
- Workplace Safety & Insurance Board (WSIB),
- Transportation of Dangerous Goods:
  - From the CAN/CSA B620
    - Annual truck inspections
    - 5-year truck inspections
    - Annual hose testing on bulk plants
  - Driver Safety Training,
  - Cylinder compliance,
  - Emergency Response Assistance Plans (ERAP),
- Weights & Measures Canada for annual testing of the truck meters.

As the reader may now discover, this industry is highly regulated by municipal, provincial and federal regulators.

In conclusion, it is the opinion of the author, that upon completion of the engineering required by the TSSA, this site will be built and designed to comply with all regulations, municipal, provincial and federal so that the residents and businesses of Alma and the Township of Mapleton will be able to live in safety and have a valuable corporate citizen located in their township.

If you have any questions regarding this brief, please feel free to contact:

Alex Beatty  
President & CEO  
Beatty Petroleum Consulting Inc.  
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519-820-4944 Cell  
[alex@beattyconsult.com](mailto:alex@beattyconsult.com)





Guidelines for the Implementation of  
the Level 2 Risk and Safety  
Management Plan

# Technical Standards and Safety Authority

Guidelines for the  
Implementation of the Level 2  
Risk and Safety Management  
Plan



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## INTRODUCTION

This is the second issue of the guidelines titled Guidelines for the Implementation of Risk and Safety Management Plan originally issued on August 17, 2009. This issue dated December 22, 2010 reflects the changes introduced by the Ontario Regulation 464/10. The changes to the August 17, 2009 document are:

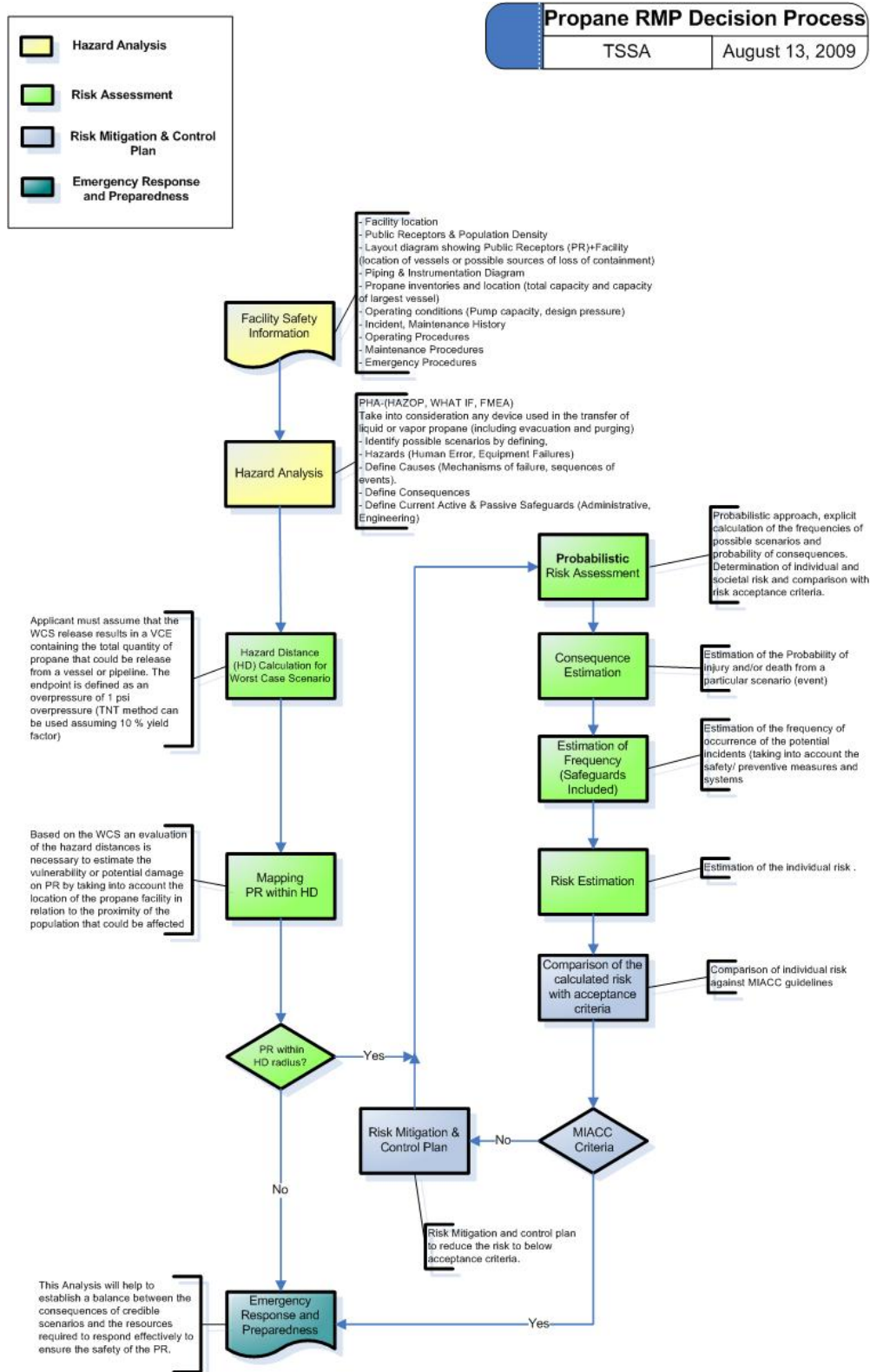
1. The title of the guidelines was changed to “Guidelines for the Implementation of Level 2 Risk and Safety Management Plan”. Guidelines for the Implementation of level 1 RSMP are issued as a TSSA advisory FS 183-10 available at:  
<http://www.tssa.org/corplibrary/ArticleFile.asp?Instance=136&ID=CC5B16040D3711E0B7F95D889551D742>.
2. Page 9 & 10 – the formula for the Hazard Distance and the distances in Table 2, assume a temperature of 15<sup>o</sup>C for propane and 80% fill

A person applying for a new/renewal of licence and subject to requirements laid out in the regulation shall submit a risk and safety management plan with the elements described in the Regulation. The elements of the plan and the decision options available are illustrated in the schematic shown below. The following sections of these Guidelines describe each of the elements in the schematic with reference to the various available and adopted standards applicable to those elements.



# Guidelines for the Implementation of the Level 2 Risk and Safety Management Plan

Figure 1: Propane risk management plan decision process.







## FACILITY SAFETY INFORMATION

The person applying for a license and subject to the requirements of the risk and safety management plan (herewith known as the "Applicant") should review facility safety information necessary for the facility for the license is sought, and this information should include but not limited to:

1. facility location;
2. public receptors and population density around the facility including distances to the location of each site where Propane stored; definitions for public receptors and methods for obtaining population density are included in the next sections;
3. a facility layout with the following information:
  - the location of each propane storage tank, cylinder storage facility, underground piping or tubing and other propane handling facilities within the container refill centre or filling plant;
  - the location of parking spaces designated by the applicant for tanker truck parking; and
  - the distance from each propane storage tank and cylinder storage facility to the property lines of the centre or plant,
4. propane inventories and location (total maximum capacity and capacity of the largest vessel);
5. facility and transportation system design details. This data is required to analyze the mechanical, electrical, structural, control and other physical characteristics which can lead to a release;
6. piping and instrumentation diagrams (P&IDs) if it is necessary depending on the hazard identification analysis to be conducted by the applicant;
7. operation conditions (pump capacity, design pressure, etc);
8. incident history;
9. emergency procedures;
10. maintenance procedures (for all equipment);
11. operating procedures (for all equipment); and
12. maintenance history.



## HAZARD ANALYSIS

### Standard/Guideline References

1. Risk Assessment – Recommended Practices for Municipalities and Industry, Canadian Society for Chemical Engineering;
2. CAN/CSA – Q850/97 (Reaffirmed 2002), Risk Management: Guideline for Decision Makers, A National Standard for Canada. Canadian Standards Association; and
3. ISO/IEC Guide 51, Safety Aspects – Guidelines for their inclusion in Standards.

The Q850 guideline defines a “Hazard” as a source of potential harm, or a situation with a potential to causing harm. “Harm”, in the context of this regulation refers to physical injury or damage to the health of people (ISO/IEC Guide 51).

Flammability (fires and explosions) is the only recognized hazard associated with the design, installation and operation of propane facilities subject to this regulation.

The process of Hazard Analysis answers the fundamental question, “What can go wrong?” Its prime purpose is to identify hazard scenarios (situations or events) which can lead to undesirable consequences that can cause harm. The output of the hazard analysis phase should be a list of unique hazardous scenarios for which both scenario frequency and scenario consequences can be estimated.

Hazard Analysis involves, at a minimum:

- establishing the undesirable consequences of interest;
- the identification of hazard scenarios associated with material, system, process and facility characteristics that can produce these undesirable consequences;
- analysis of possible causes for the hazard scenarios; and
- identification of current safeguards the safeguards needed to prevent and/or control the hazards as well as the safeguards to mitigate the possible consequences.

With respect to the hazard for propane facilities, the undesirable consequences of interest are:

- vapour cloud explosions (VCE);
- boiling liquid expanding vapour explosion (BLEVE); and
- thermal radiation flux for fires (jet fire, flash fire or fireball).

It is assumed that there is a possibility of harm when public receptors are exposed to any one of these undesirable consequences.

Hazard analysis focuses on failures associated with equipment, instrumentation, utilities, human actions (routine and non-routine), and external factors that may impact the safety of a propane facility. Hazard Analysis should not only focus exclusively on random failures of hardware, but should also consider all types of operator error that can result in the undesirable consequences.

### Selection and Application criteria for Hazard Analysis

Hazard Analysis employing HAZID (Hazard Identification) techniques are widely used in the industry and can be carried out at various stages during the lifecycle of the facility. HAZID techniques seek to identify hazards in an absolute or relative way. Relative way use checklists or hazard indices based on experience and lesson from incidents. Absolute methods are based from design intent e.g. HAZOP.



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Methods will be influenced by many factors including the amount of existing knowledge about the process, old or new facilities, operating conditions, resources etc. There are several well established techniques that can be applied to systems, processes, and facilities in order to identify specific events which could lead to the release of propane. Some of the most frequently applied techniques include:

- What-If Analysis;
- Hazard and Operability Analysis (HAZOP); and
- Failure Mode and Effect Analysis (FMEA).

The following sections provide brief description of the above mentioned techniques to carrying out the Hazard Analysis process. The suggested standards/guidelines for the using these techniques is provided. It is highly recommended that the applicants follow these guidelines or other best practice guidelines as a minimum standard while conducting the hazard analysis process.

### What-If Analysis

#### Standard/Guideline References

1. Centre Guidelines for Hazard Evaluation Procedures with Worked Examples; for Chemical Process Safety, American Institute of Chemical Engineers.

This technique is a systematic, team based study to identify risks. The facilitator and team use standard 'what-if' type questions to investigate how a system, plant item, organization or procedure will be affected by deviations from normal operations and behaviour. This technique is widely applied to systems, plant items, procedures and organizations generally. In particular it is used to examine the consequences of changes and the associated risks thereby altered or created.

The system, procedure, plant item and/or change has to be carefully defined before the study can commence. Both the external and internal contexts are established through interviews and through the study of documents, plans and drawings by the facilitator.

Another key input is the expertise and experience present in the study team which should be carefully selected. All stakeholders should be represented if possible together with those with experience of similar items, systems, changes or situations.

The general process followed is that:

1. Before the study commences, the facilitator prepares a suitable prompt list of words or phrases that may be based on a standard set or be created to enable a comprehensive review of hazards or risks;
2. At the workshop the external and internal context to the item, system, change or situation and the scope of the study are discussed and agreed;
3. The facilitator asks the participants to raise and discuss:
  - known risks and hazards;
  - previous experience and incidents;
  - known and existing controls and safeguards; and
  - regulatory requirements and constraints.



4. Discussion is facilitated by creating a question using a 'what-if' phrase and a prompt word or subject. The 'what-if' phrases to be used are "what if...", "what would happen if...", "could someone or something...", "has anyone or anything ever..." The intent is to stimulate the study team into exploring potential scenarios, their causes and consequences and impacts;
5. Hazard scenarios are summarized and the team considers controls in place; and
6. The description of the scenarios, its causes, consequences and expected controls are confirmed with the team and recorded.

## Hazard and Operability Studies

### Standard/Guideline References

1. IEC 61882, Hazard and Operability Studies: Application Guide, International Electrotechnical Commission.

HAZOP is a structured and systematic technique for examining a defined system, with the objective of:

- identifying potential hazards in the system. The hazards involved may include both those essentially relevant only to the immediate area of the system and those with a much wider sphere of influence, e.g. some environmental hazards; and
- identifying potential operability problems with the system and in particular identifying causes of operational disturbances and production deviations likely to lead to nonconforming products.

A characteristic feature of a HAZOP study is the "examination session" during which a multidisciplinary team under the guidance of a study leader systematically examines all relevant parts of a design or system. It identifies deviations from the system design intent utilizing a core set of guide words. The technique aims to stimulate the imagination of participants in a systematic way to identify hazards and operability problems. HAZOP should be seen as an enhancement to sound design using experience-based approaches such as codes of practice rather than a substitute for such approaches.

The basis of HAZOP is a "guide word examination" which is a deliberate search for deviations from the design intent. To facilitate the examination, a system is divided into parts in such a way that the design intent for each part can be adequately defined. The size of the part chosen is likely to depend on the complexity of the system and the severity of the hazard. In complex systems or those which present a high hazard the parts are likely to be small. In simple systems or those which present low hazards, the use of larger parts will expedite the study. The design intent for a given part of a system is expressed in terms of elements which convey the essential features of the part and which represent natural divisions of the part.

The selection of elements to be examined is to some extent a subjective decision in that there may be several combinations which will achieve the required purpose and the choice may also depend upon the particular application. Elements may be discrete steps or stages in a procedure, individual signals and equipment items in a control system, equipment or components in a process or electronic system, etc.

In some cases it may be helpful to express the function of a part in terms of:

- the input material taken from a source;
- an activity which is performed on that material; and
- a product which is taken to a destination.

Thus the design intent will contain the following elements: materials, activities, sources and destinations which can be viewed as elements of the part.



The HAZOP team examines each element (and characteristic, where relevant) for deviation from the design intent which can lead to undesirable consequences. The identification of deviations from the design intent is achieved by a questioning process using predetermined “guide words”. The role of the guide word is to stimulate imaginative thinking, to focus the study and elicit ideas and discussion, thereby maximizing the chances of study completeness. Basic guide words and their meanings are given in Table 1.

**Table 1: Basic guide words and their generic meanings.**

Guide word	Meaning
NO OR NOT	Complete negation of the design intent
MORE	Quantitative increase
LESS	Quantitative decrease
AS WELL AS	Qualitative modification/increase
PART OF	Qualitative modification/decrease
REVERSE	Logical opposite of the design intent
OTHER THAN	Complete substitution

HAZOP is particularly useful for identifying weaknesses in systems (existing or proposed) involving the flow of materials, people or data, or a number of events or activities in a planned sequence or the procedures controlling such a sequence. As well as being a valuable tool in the design and development of new systems, HAZOP may also be profitably employed to examine hazards and potential problems associated with different operating states of a given system, e.g. start-up, standby, normal operation, normal shutdown and emergency shutdown. It can also be employed for batch and unsteady-state processes and sequences as well as for continuous ones. HAZOP may be viewed as an integral part of the overall process of value engineering and risk management.

### Failure Modes and Effects Analysis (FMEA)

#### Standard/Guideline References

1. IEC 60812, Analysis techniques for system reliability – Procedure for failure mode and effects analysis (FMEA), International Electrotechnical Commission.

Failure Modes and Effect Analysis (FMEA) is a systematic procedure for the analysis of a system to identify the potential failure modes, their causes and effects that could lead to undesirable consequences. Here, the term system is used as a representation of hardware, software (with their interaction) or a process.

FMEA is applicable at various levels of system decomposition from the highest level of block diagram down to the functions of discrete components or software commands. The FMEA is also an iterative process that is updated as the design develops. Design changes will require that relevant parts of the FMEA be reviewed and updated.

FMEA is considered to be a method to identify the severity of potential failure modes and to provide an input to mitigating measures to reduce risk. Application of FMEA is preceded by a hierarchical decomposition of the system (hardware with software, or a process) into its more basic elements. It is useful to employ simple block diagrams to illustrate this decomposition (IEC 61078). The analysis then starts with lowest level elements. A failure mode effect at a lower level may then become a failure cause of a failure mode of an item in the next higher level. The analysis proceeds in a bottom-up fashion until the end effect on the system is identified.



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FMEA generally deals with individual failure modes and the effect of these failure modes on the system. Each failure mode is treated as independent. The procedure is therefore unsuitable for consideration of dependent failures or failures resulting from a sequence of events. In determining the impact of a failure, one must consider higher level induced – resultant failures and possibly the same level of induced failures. The analysis should indicate, wherever possible the combination of failure modes or their sequence that was a cause of a higher level effect.

The following steps should be followed in order to complete the analysis:

1. FMEA planning and scheduling to ensure that the time and expertise is available to do the analysis;
2. define the system, by breaking down into subsystems, devices, and parts;
3. define part functions;
4. identify potential failure modes & potential causes of failure for each part function;
5. define current controls and safeguards;
6. evaluate the potential effects of failure; and
7. define current controls for mitigating the effects of failure.

The FMEA process also provides a mechanism to prioritize and screen hazards for further risk assessment by using the calculation of a Risk Priority Number (RPN). The RPN may be used to determine those hazard scenarios that need to be evaluated further as part of the risk assessment.

Another key input is the expertise and experience present in the study team which should be carefully selected. All stakeholders should be represented if possible together with those with experience in similar items, systems, changes or situations.



## HAZARD DISTANCE CALCULATION FOR WORST CASE RELEASE SCENARIO AND COMPLIANCE WITH OPTION 1

### Standard/Guideline Reference

1. Risk Management Program Guidance for Propane Storage Facilities (40 CFR 68), United States Environmental Protection Agency.

It is required under the regulation that the applicant determines the hazard distance applicability to facility seeking a license. Hazard Distance is defined using the EPA’s “Risk Management Program Guidance for Propane Storage Facilities (40 CFR PART 68)”.

Hazard distance is the distance at which 1 psi overpressure is felt resulting from a vapor cloud explosion (worst case scenario) involving the contents of a single largest vessel on a site.

The Worst Case Release Scenario is defined by the release of the contents of the total capacity at the facility or the single largest vessel (or piping) containing Propane which will result in a vapor cloud explosion (VCE).

In general, if two or more vessels that contain a regulated substance and are connected through piping or hoses for transfer of the regulated substance, the applicant must consider the total quantity of the regulated substance in all the connected vessels and piping when determining the threshold quantity in a process. If the vessels are connected for transfer of the substance using hoses that are sometimes disconnected, the applicant shall still have to consider the contents of the vessels as one process, because if one vessel were to rupture while a hose was attached or a hose were to break during the transfer, both tanks could be affected. Therefore, the applicant must count the quantities in both tanks and in any connecting piping or hoses. The applicant cannot consider the presence of automatic shutoff valves or other devices that can limit flow, because these are assumed to fail for the purpose of determining the total quantity in a process.

This requirement specifies the hazard distance for consequence analysis of a vapor cloud explosion (VCE) of Propane as an overpressure of 1 pound per square inch (psi). This endpoint was chosen as the threshold for potential serious injuries to people as a result of property damage cause by an explosion (e.g. injuries from flying glass from shattered windows or falling debris from damages houses).

For the worst-case consequence analysis, you must also assume the entire contents of the cloud to be within the flammability limits and the vapor cloud detonates.

As a conservative assumption, if you use the method presented here, you must assume that 10 percent of the flammable vapor in the cloud participates in the explosion.

Consequence distances to an overpressure level of 1 pound per square inch (psi) may be determined using the following equation, which is based on the TNT-equivalency method:

$$D = 17 \times \left( 0.1 \times W_f \times \frac{HC_f}{HC_{TNT}} \right)^{1/3}$$

where: **D** = Distance to overpressure of 1 psi (meters)

**W<sub>f</sub>** = Weight of flammable substance (kilograms or pounds/2.2) f (for conversion purposes, density of propane assumed to be at 15 deg. C)

**HC<sub>f</sub>** = Heat of combustion of flammable substance (kilojoules per kilogram) (Propane: 46,333 kjoule/kg)





$HC_{TNT}$  = Heat of explosion of trinitrotoluene (TNT) (4,680 kilojoules per kilogram)

The factor 17 is a constant for damages associated with 1.0 psi overpressures. The factor 0.1 represents an explosion efficiency of 10 percent. To convert distances from meters to miles, multiply by 0.00062.

Table 2 provides the worst-case distance to a 1 psi overpressure for propane tanks.

**Table 2: Distance to a 1 PSI overpressure**

Nominal Water Capacity (USWG)	Distance to Endpoint (m)
5,000	333
10,000	420
25,000	570
30,000	606
60,000	763
90,000	874

### Mapping Public Receptors within Hazard Distance

Based on the calculated hazard distances for the worst case scenario an evaluation of the distances is necessary to estimate the vulnerability or potential damage on the public receptors by taking into account the location of the propane facility in relation to the proximity of the population that could be affected.

This diagram should show whether any public receptors are within a circle whose radius is equal to the hazard distance calculated from the worst case and alternative scenarios. Public receptors include 'offsite residences, institutions (e.g. schools and hospitals), industrial, commercial, and office buildings, parks, or recreational areas inhabited or occupied by the public at any time without restriction by the stationary source where members of the public could be exposed to overpressure, radiant heat, as a result of an accidental release of propane. Offsite means areas beyond your property boundary and areas within the property boundary to which the public has routine and unrestricted access during or outside business hours. Public roads are not public receptors.

#### **Compliance with Option 1**

If there are no public receptors within the radius area of the hazard distance then the applicant is in compliance with Option 1 and could proceed to the development of an Emergency Response and Preparedness Plan described later in this guideline.

#### **Compliance with Option 2**

If the applicant is unable to demonstrate compliance with Option 1, then they should conduct a Probabilistic Risk Assessment which requires the quantitative estimate of risk using methods described in the next chapter of this guideline and comparing the estimated risk with the risk acceptance criteria described later.



## PROBABILISTIC RISK ASSESSMENT AND COMPLIANCE WITH OPTION 2

### Standards/Guidelines References

1. Risk Assessment – Recommended Practices for Municipalities and Industry, CSChE, 2004 ;
2. CAN/CSA – Q850/97 (Reaffirmed 2002), Risk Management: Guideline for Decision Makers, A National Standard for Canada. Canadian Standards Association;
3. Guidelines for Evaluating the Characteristics of Vapor Cloud Explosions, Flash Fires, and BLEVEs”, CCPS, AICHE, 1994;
4. Guidelines for Process Quantitative Risk Analysis, second edition, CCPS, AICHE, 2000;
5. IEC 61025, Fault Tree Analysis, International Electrotechnical Commission;
6. NUREG-0492, Fault Tree Handbook, US Nuclear Regulatory Commission;
7. ARAMIS - Accidental Risk Assessment Methodology for Industries in the Context of the Seveso II Directive;
8. Guidelines on Quantitative Risk Assessment, Purple Book, Ministry of Housing, Spatial Planning and the Environment, The Netherlands;
9. Methods for calculating Physical Effects, Orange Book, Ministry of Housing, Spatial Planning and the Environment, The Netherlands; and
10. Methods for calculating and processing probabilities, Red Book, Ministry of Housing, Spatial Planning and the Environment, The Netherlands.

Applicants unable to comply with Option 1 should undertake a probabilistic risk assessment to estimate the cumulative level of risk posed by their facility and compare this risk estimate with acceptance criteria described later in this chapter.

The applicant should estimate the risk associated with those hazard scenarios identified in the Hazard Analysis stage that could lead the undesirable consequences of interest (VCE, BLEVE, and/or thermal radiation flux from fires). Risk should be estimated in terms of harm to public receptors as a function of the identified hazard scenarios and the undesirable consequences of interest.

The risk assessment to be carried out to demonstrate compliance with Option 2 has the following steps:

- Step 1 – Frequency Analysis;
- Step 2 – Consequence Analysis;
- Step 3 – Risk Estimation (Individual Risk); and
- Step 4 – Comparison with Risk Acceptance Criteria

#### Step 1 – Frequency Analysis

The risk of harm presented by a facility is dependent on the frequency at which the hazard scenarios can be expected to occur and the undesired consequences which could result from the event. The hazard scenarios which were identified using the techniques outlined in the Hazard Analysis section must be analyzed to determine their expected frequency.



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A number of different techniques are available to estimate the frequency of hazard scenarios occurring at a specific facility. The techniques may include:

- historical data analysis;
- fault tree analysis;
- event tree analysis; and
- human reliability analysis,

All of these techniques rely on past experience to a certain extent. Fault and event trees are the most common frequency modeling techniques for complex situations that require tracking of chains of events. Human reliability analysis and external events analysis can be considered essentially as components of fault and event tree analysis, the information generated from their application to be fed into the fault and event trees. Frequency represents the number of events in a given time duration and is expressed in units such as events per year.

### Historical Data Analysis

Use of historical data in the estimation of hazardous event frequencies is a suitable approach if the operating experience of the equipment is sufficient to produce a statistically meaningful database. Historical data can be used in two different ways:

- to estimate directly the frequency of the hazardous event of interest (“top event”) identified in the Hazard Analysis step; and
- to estimate frequency of events or causes that contribute to the occurrence of the top event.

The latter is generally used in conjunction with fault trees.

There are common types of equipment that are used in the various industries (e.g., pumps, valves, pipelines). Industry average failure frequency rates are available for these pieces of equipment. However, not all facilities experience failures at the same rate. These rates can vary considerably depending on site or company conditions such as:

- management practices;
- operating practices;
- appropriateness of design, plant layout, and construction materials;
- level of testing, inspection and maintenance;
- equipment age;
- severity of operating conditions; and
- nature of the materials handled.

Therefore, it is best to use site- or company-specific release data if it is available. However, any given site or company will not generally experience a significant number of major events to form a statistically significant database. In this case, it will be necessary to use general industry data for overall failure rates as a first approximation. When using general industry data, it is common practice to adjust the data up or down by up to an order of magnitude based on engineering judgement, depending on the specific site or company conditions.

### Fault Tree Analysis

When failure rate data is not available for the undesired event or the top event, or its accuracy is not judged to be sufficient, it is possible to estimate the event frequency using analytical methods, specifically Fault Tree Analysis. Fault Tree Analysis uses a “backward logic” which begins with the undesired consequence of interest (e.g., flash fire from containment), analyzes the system to determine the basic cause(s) of the undesired event, and enables the user to quantify the likelihood of the top event. This is done through a “top down” tree whose branches identify



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the main causes and influencing factors contributing to the top event. The tree-like or branching investigation of each scenario gives rise to the name 'fault trees'. Since the method is deductive, it focuses attention on the particular event in question, thereby eliminating time spent following trains of thought which do not lead to hazardous situations.

### Construction of Fault Trees

Fault Tree Analysis is used to estimate the likelihood of a hazard scenario. This technique starts with a particular undesired top event, such as a flammable material release and fire or explosion from a particular system. It then breaks down the causes of an accident into all the identifiable contributing sequences, and each sequence is separated into all necessary components or events. The presentation of all this information is facilitated by the use of a logic diagram, or 'fault tree'. The fault trees are generally developed only as far as necessary down to a level where failure or event frequencies are known with a reasonable degree of accuracy from past experience or historical data. The elemental parts of a fault tree at the bottom level are known as "basic events".

To quantify a fault tree, failure rates are assigned to the basic events at the bottom levels of the tree. The occurrence rates for human error and equipment failure used in the fault trees are based either on information reported in the literature, specific facility or company history, or on analyst estimates which combine information supplied by the company (operating procedures, personnel organization and experience, and design information) with information from other sources in the literature. If available, it is best to use site-specific failure data when quantifying the tree. This data is often available from preventive maintenance records or from a review of incident reports. The sequence of events forms pathways, along which are found 'AND' or 'OR' gates. These gates connect the basic initiating event and contributing events to the higher-order events. When the occurrence of all of a set of lower-order events is necessary for the next higher order event to occur, they are joined by an 'AND' gate.

By multiplying together the probabilities of each event in the set, the probability of the next higher event is obtained. When the occurrence of any one of the set of lower order events is sufficient for the next higher order event to take place, the events in the set are joined by an 'OR' gate, and their probabilities are added. Probabilities of the top events are expressed as a yearly rate, e.g.,  $10^{-4}$  chance of occurrence per year (once in every 10,000 operating years on average). Since the probability of each top event (accident scenario) is to be expressed as a yearly rate, no more than one event leading into an 'AND' gate can be a frequency. Otherwise, the overall rates will be in terms of something similar to 'occurrence rate per year squared' - a meaningless concept. Thus, at most one event leading into an 'AND' gate can be expressed as a frequency; the remaining events are expressed as conditional probabilities, or failures per demand. At 'OR' gates it is essential that all the events entering the gate be quantified in the same units, i.e., as either frequencies or probabilities, since they are to be added. The next higher-order event will be in the same units as the events preceding it. One of the most common mistakes is to multiply two or more frequencies together, yielding meaningless results.

### Event Tree Analysis

Event tree analysis is a "forward looking" method that takes an initiating event, identifies post initiating-event influencing factors, and combines the information into a logic tree in which the occurrence of each influencing factor is either "true" or "false."

Two types of event trees are commonly used in risk assessments. These are referred to as pre- and post-incident event trees. Pre-incident event trees are generally used to develop and track the responses of a control system after failure of that control system, this failure being the initiating event. Each possible outcome following the initiating event is tracked with a series of positive or negative branches, examining what would happen if the next line of defense functions as designed or fails to function, each with its associated probability of failure. In this way, probabilities of undesirable consequences of interest can be estimated. Post-incident event trees are used to track possible outcomes following hazardous material release on other "top events" examined by a fault tree, and to estimate the frequencies of these outcomes.



## Human Reliability Analysis

This component of frequency analysis refers to quantitative examination of human responses to given routine and emergency situations which require human intervention. The information is generally in the form of conditional probability of “failure to respond in the appropriate manner to a given signal” or “failure to perform a certain task correctly.” Failure rates will be higher for high-stress situations, and also depend on environmental conditions, timing of events, experience, availability of written procedures and training levels. In risk analyses, this information is used in fault and event trees. Human reliability analysis is an important component of risk analysis. Reviews of past accidents show that human error accounts for the vast majority of these events. The technique most widely used for estimating human error probabilities is called THERP. The method uses event trees drawn in a different format to arrive at a human error probability. In these event trees failure paths branch right and success paths branch left.

## Uncertainties in Frequency Estimation

The greatest influence on uncertainty in risk results can be attributed for uncertainties in frequency estimates. They arise from:

- uncertainties in modeling;
- errors in modeling;
- omissions in modeling of safety features; and
- uncertainties in failure data.

Each of these can cause the estimated frequency to deviate from the “true mean” frequency. Uncertainties in modeling occur due to a variety of reasons. The analyst may not have sufficient design, layout, or operating information to enable the development of accurate logic tree models. Another type of uncertainty may arise from taking short cuts in the modeling in order to simplify the effort required. Usually conservative assumptions can be made for the above factors.

Errors in modeling may arise if due care is not taken in developing fault/event tree models or in the identification of appropriate failure data.

Omission in taking credit of safety features can cause a hazardous event frequency to be overestimated significantly (by up to two orders of magnitude or more). The magnitude of this uncertainty alone may be greater than the cumulative uncertainties in all other assessments. If the results are acceptable, then there is no need for a second iteration and the analyst would have confidence that frequency and risk have not been underestimated.

In the above factors, the analyst has control over the uncertainties. However, when it comes to failure data based on historical observations, the analyst has little control over the uncertainties. This data tends to be generic (i.e., “average”) and limited. The unique conditions at a specific plant (e.g., component service, age, or environmental conditions) may not be captured in the data. In addition, not all components or component failure modes may have data available. Inevitably, approximations are made; these should be made conservatively. Failure rates that are available will also have significant uncertainties—divisors (i.e., component years of service) may not be well known or the number of component failures in the database may be under-reported. This is particularly important if using generic hazardous event frequencies (i.e., BLEVEs per tank-year) in that they are unlikely to capture the design, layout, operational and mitigation features of a particular plant. Here, the uncertainty in the frequency estimates may be so significant to render the risk results meaningless.

## **Step 2 – Consequence Analysis**



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For the undesirable consequences of interest associated with the identified hazard scenarios, the consequence analysis step involves the estimate of the magnitude of physical harm and damage to the public receptors within the hazard distance should those hazardous scenarios occur.

Consequence estimation can be accomplished by a combination of:

- comparison to past incidents;
- expert judgement; and
- using mathematical models (consequence modeling), which can be at various levels of detail; and sophistication.

Consequence Modeling is an analytical approach used to determine the possible physical effects resulting from the release of propane. The inputs to this analysis include the physical and chemical characteristics of propane and the characteristics of the system in which it is contained.

This section of the guide describes the important underlying physical mechanisms for the three undesirable consequences of interest, and gives guidance on the type of models that should be used to provide an acceptable level of accuracy in estimates of event consequences (and hence individual risk, which is the desired end point for comparison against the Risk Acceptability guidelines).

The focus is on estimation of thermal radiation (heat intensity) levels from fires, and explosion overpressures. Each of these effects is capable of causing serious injuries or fatalities. Results are normally expressed at selected receptor locations and, for time-varying hazards, as a function of time.

Consequence modeling generally involves three distinct steps:

1. estimation of the source term (source term modeling), i.e., how much material in what form (gas/liquid/two-phase) is being released from containment as a function of time, and development of the release scenarios or possible outcomes (fire, explosion, etc.) following the release;
2. estimation of the hazard level (hazard modeling) as a function of time and at selected receptor locations, i.e., estimation of:
  - thermal radiation flux for fires (for a jet fire, pool fire, or fireball); and
  - overpressure for explosions (for a confined explosion, boiling liquid expanding vapour explosion [BLEVE], or vapour cloud explosion [VCE]); and
3. estimation of damage level on the selected receptor, based on the hazard level at the receptor location (vulnerability modeling).

### Physical Mechanisms And Parameters Important For Determining Source Terms And Outcomes Of Releases

The total mass of the release and its rate of release are probably the most important parameters that influences the hazard zone associated with a release. A release rate will normally vary with time and as a function of hole size and location, containment conditions, system inventory, and external conditions. In the case of an instantaneous release, the source strength is specified in terms of the total mass released. For a "continuous" release, the source strength is a function of outflow expressed in terms of mass per unit of time. In order to determine the strength of the source, the physical state of the contained propane must be defined and described. The physical properties of propane, together with containment pressure and ambient temperature, determine the physical state.

### Thermal Radiation Effects





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Thermal radiation effects arise from flash fires, pool fires, jet fires, or fireballs. These involve the combustion of flammable mixtures. Intensity of thermal radiation (measured in terms of thermal radiation flux or energy per unit area and time) at a receptor outside a fire depends on its distance from the fire, the flame height, flame emissive power, and atmospheric transmissivity.

### Flash Fires

For flash fires, the controlling factor for the amount of damage that a receptor will suffer is whether the receptor is physically within the burning cloud or not. This is because most flash fires do not burn very hot and the thermal radiation generated outside of the burning cloud will generally not cause significant damage due to the short duration. Thus, modeling of flash fire consequences consists of primarily an exercise in dispersion modeling, the hazard zone being essentially the extent of the flammable zone of the cloud.

### Other Types of Fires

For the other types of fires, available models are broadly classified as either point source models (simple or with multiple sources), or view factor models based on either an equivalent radiator or a solid flame approach. They differ in their required input parameters according to the type of fire and to the level of detail and complexity inherent in the inputs and submodels needed to describe the physical event. Point source models are generally less complex than the view factor models. They are appropriate when the receptor is sufficiently separated from the fire that the specific shape and size of the fire is no longer important. In contrast, view factor models allow the geometry of the flame, as well as the receptor configuration, to be taken into account in the estimation of thermal flux. These are therefore more applicable to cases where the receptor is close to the fire and/or when the geometric details of the fire are important (e.g., wind effects, receptor orientation).

### Explosion Effects

Explosion overpressure effects that are of interest here result either from the rapid combustion of a fuel/air mixture (confined explosion or VCE), or a sudden release of pressure energy (BLEVE).

### BLEVE

For BLEVEs, the available models are based on the similarity of the blast waves in the far-field to those generated by high-explosive detonation. The compressed gas' stored energy is first calculated based on pressure at the time of burst. The energy of explosion is obtained as the difference between the initial and final states, assuming isentropic expansion. This energy contributes primarily to the production of a blast wave and of missiles. The fraction of pressure energy that contributes to the blast wave can be taken to be about 40%. Overpressure and impulse are then read from charts which relate detonation-blast parameters to charges of high explosive with the same energy. In the near field, this similarity to high explosives is not valid, and correction factors based on numerical simulations should be used. Missile damage from BLEVEs is more difficult to model and of relatively little importance in risk assessments.

### Confined Explosions

Confined explosions occur when a flammable mixture in a confined space is ignited. The modeling of confined explosion effects is analogous to the modeling of BLEVEs. Here the explosion energy released is obtained from the enthalpy of combustion.

### VCE

For a fuel/air mixture outside containment, conditions favouring a VCE as opposed to a flash fire include:



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- the mass of the cloud (e.g., 5 tonnes appears to be a lower limit for propane vapour cloud explosions outside containment);
- flame speed;
- degree of confinement; and
- degree of turbulence in the cloud.

A rapid violent release, if not ignited immediately, may result in sufficient mixing through self-generated turbulence for explosive conditions to occur. The portion of the vapour cloud within the explosive range at the time of ignition will contribute directly to the explosion. The resulting overpressure at a given point is a function of:

- the distance from source;
- fuel properties;
- mass of the cloud; and
- degree of confinement (affected by the presence of obstacles).

Two different types of models are generally used in practice for estimating VCE overpressures at a distance from a source.

1. The TNT equivalency method relates the explosive potential of a release to the total quantity of fuel in the vapour cloud, whether or not it is within flammable limits. The explosive power of the vapour cloud is expressed as an energy equivalent amount of TNT located at the centre of the cloud. The value of the proportionality factor is determined from damage patterns observed in a large number of similar vapour cloud explosion incidents. Calculated blast overpressures tend to be high near the cloud centre (regardless of physical surroundings) and a gradual decay is observed as distance from the cloud centre increases. This translates into a localized high damage zone with low to moderate damage in outlying areas.

It is important to apply conservative values to the proportionality constants used for the TNT method. An explosion efficiency of 0.06 to 0.10 should be used even in areas which are not tightly confined. Scaling factors should be averaged among several literature sources and used to calculate overpressure profiles. These data are often material specific and, if not averaged, could introduce additional errors.

2. The multi-energy method reflects current consensus that one of the controlling factors of severe explosions is turbulence. One source of such turbulence is the high velocity flow of fuel being ejected from a pressurized system. Explosive combustion rates may develop in such a turbulent fuel air mixture. Another source of turbulence is combustion within a partially confined/physically obstructed environment. The expansion of combustion gases against a confining structure can cause exponential increases in the combustion rate and an overall increase in overpressure. The explosive power of a vapour cloud is determined primarily by the energy of fuel present in the confined areas of a vapour cloud. It should be noted that, in cases where VCEs may be possible, the footprint of the flash fire zone (the zone within the lower flammability limit [LFL] of the material) should also be estimated and used in the overall risk estimation with its corresponding frequency.

The next and final step in consequence modeling is estimation of the level of damage on the receptor. For all hazards except flash fires, there are two commonly used methods for this:

- fixed-limit methods; and
- the PROBIT method.

The fixed-limit method consists of comparing the estimated average (or maximum) hazard level to which a receptor is exposed, against fixed limits which are available from the literature. The advantage of the fixed-limit method is its simplicity. Its disadvantage is that it can be very misleading for time-varying hazards, which is generally the case under major accident conditions.



## Guidelines for the Implementation of the Level 2 Risk and Safety Management Plan

A more appropriate and the recommended method are to use the PROBIT method, which can readily handle time-varying situations.

To apply this method, a “hazard load”  $L$  is estimated at each receptor point,

$$L = \int F \cdot dt \text{ for thermal radiation hazards (} F \text{ is the time varying thermal radiation flux resulting from the fire);}$$
$$L = P_o \text{ for explosion hazards (} P_o \text{ is the overpressure resulting from the explosion).}$$

Here, the integration essentially represents the total amount of contaminant or thermal energy received by the receptor (weighted by the power  $n$ ), and  $n$  is an empirical PROBIT parameter appropriate for the chemical and type of hazard. The integration is performed over the time of exposure during the hazardous event. (Effect of evacuation or sheltering in a building can thus be incorporated into the results if desired).

The PROBIT (probability unit)  $Y$  is estimated as:

$$Y = k_1 + k_2 \ln(L)$$

where  $k_1$  and  $k_2$  are additional empirical PROBIT parameters.

### Flash Fires

For flash fires, the maximum extent of the hazard zone is generally based on the lower flammable limit (LFL) of the material. Sometimes,  $LFL/2$  is also used to take into account the possibility of having high-concentration pockets of gas which might result from concentration fluctuations in the atmosphere. However, this is not the whole story. Ignition of a gas cloud can occur as the leading edge of the cloud reaches an ignition source and the cloud will burn towards the source. Hence, the flash fire will only affect the area between the ignition point and the release location. By estimating the probability of ignition as the cloud reaches each ignition source, one can estimate the probability of affecting any receptor as a function of distance from the release point.

A common assumption for probability of fatality for people caught in a flash fire is 10% for those having protective (fire-retardant) clothing (such as NOMEX suits), and 90% for those without such protection. Both are somewhat on the conservative side and include major injury, which will lead to overestimates of risk of fatality.

### Uncertainties in Consequence Modeling

Uncertainties in consequence estimation arise due to uncertainties in modeling the sources term, the migration of a hazard away from the hazard source (hazard modeling), the effects of a level of hazard on receptors (vulnerability modeling), and due to assumptions made with respect to the degree of protection afforded to receptors. As discussed below, these uncertainties are for the most part treated conservatively.

In the estimation of consequences, a major source of uncertainty is the modeling of the source term. The source term describes the rate of release of material from containment and into the carrying medium (e.g., atmosphere). In effect, the source term determines the amount of the material released. There are a number of uncertainties related to source term. These include:

- hole characteristics – size, location, shape;
- orientation of the release – vertical, horizontal;
- degree of pooling of flashing two-phase discharges; and
- degree and size of confinement – release outdoors/indoors, into a dike area; and
- amount of material involved.

With the above, conservative assumptions can usually be made to avoid underestimation of consequences.



### Step 3 - Risk Estimation

Following estimation of frequencies and consequences of representative hazard scenarios, the next step is to fully quantify the risk. Risk can be quantified as location/individual Risk

#### Estimation of Location/Individual Risk

Location risk assumes a receptor at a certain location relative to the risk source to be outdoors and present all the time. Individual risk takes into account the fraction of time a receptor could be indoors/outdoors, and may also take into account the fraction of time the receptor may not be at that location. The appropriate parameter must be used to be consistent with the intended meaning in the risk acceptability criteria (described later).

$$\text{Location/Individual Risk at a receptor point} = \text{Event Frequency} \times \text{Event Location/Individual Consequence at that receptor point}$$

The total facility risk is then the sum of the risks of all the evaluated hazard scenarios at a receptor point. Repeating the process at different receptor points will generate a risk curve where generally risk decreases with increasing separation distance from the risk source (see Figure 2). The units of individual risk measure can be expressed as “the annual chance that a person living at a given location near the propane facility might die due to potential incidents in that facility.” (Risk acceptability guidelines are for a specific receptor location and not for a receptor who may spend some of his or her time away from that receptor location. Hence, the risk calculation should also assume continuous exposure of the receptor).

In the calculation of the total facility location/individual risk, it is important that all significant representative hazard scenarios are identified. Due to the large number of potential scenarios in complex installations, scenarios with similar consequences are normally grouped together to reduce the amount of effort required to quantify their consequences. Then a representative scenario is selected for each event category and is assigned the total frequency of all events falling into that category of events. With respect to this regulation, the representative scenario selected for each scenario category is generally the worst credible case in that category of scenarios. This is done to ensure that the risk estimates are conservative (i.e., risks are over-estimated) so that public safety is not compromised.

For events with little or no dependence on meteorology and wind direction (such as explosions and fireballs) in facilities that can be considered as point sources (such as chemical plants and storage facilities), the mathematical expression for the total individual risk is relatively straightforward:

$$I(P;P') = \sum_{h} f_h P_{e,h}(P;P')$$

Here  $P_{e,h}(P;P')$  denotes the probability of harm (e.g., fatality) at receptor location  $P$  due to the risk source at  $P'$  and hazard scenario  $h$ ,  $f_h$  denotes the annual frequency of the hazard scenario  $h$ , the multiplication of the two gives the event location/individual risk at receptor point  $P$ , and the sum is over all the scenario categories.

For meteorology- and wind direction-dependent events (such as flammable gas clouds), the treatment is more complex, requiring consideration of joint frequency of occurrence of different weather conditions with wind direction.

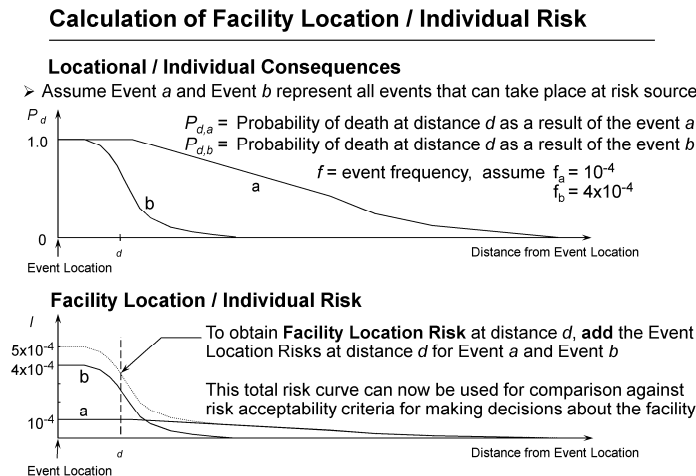
For the purposes of this regulation, calculation of location risk for fires should assume unprotected outdoor receptors, and for overpressure events (VCE, BLEVE) calculation of location risk shall assume an indoor receptor in a typical dwelling structure (more discussion is needed for specific assumption about conditional probability of death for individuals caught in a damaged building due to structural damage or glass breakage).



# Guidelines for the Implementation of the Level 2 Risk and Safety Management Plan



**Figure 2: Calculation of facility location / individual risk.**



#### Step 4 - Comparison with Risk Acceptance Criteria

The estimated location risk should be compared with the acceptance criteria defined by the Major Industrial Accidents Council of Canada (MIACC) risk acceptance criteria guidelines, modified by the CSChE Process Safety Management Division to address the weaknesses identified in applications across Canada since the first publication of the MIACC guidelines.

##### MIACC Guidelines for Individual Risk Acceptance Criteria

The development of this guideline took place under the auspices of the former Major Industrial Accidents Council of Canada (MIACC) before MIACC's dissolution in November 1999. The project was then transferred to the newly-formed Process Safety Management division of the Canadian Society for Chemical Engineering (CSChE). Details regarding this guideline and associated documents are now available through the CSChE.

During 1988-1992, the MIACC Working Group 1 (then Risk Assessment Expert Committee) developed a simplified risk analysis methodology (referred to as Version 1 below), which formed the basis of the 1994 MiniGuide for Hazardous Materials Risk Assessment for Municipalities and Industry (MIACC, 1994)<sup>1</sup>. The full supporting documentation for the Version 1 methodology explaining its scientific basis, and also providing basic information on the risk management process, was then published as Risk Assessment Guide for Municipalities and Industry (MIACC, 1997).

Parallel to this work, MIACC's Land Use Planning Working Group proposed a set of guidelines for acceptable levels of risk for given types of land use, on the basis of European standards and discussions with experts in both Canada and abroad (MIACC, 1995).

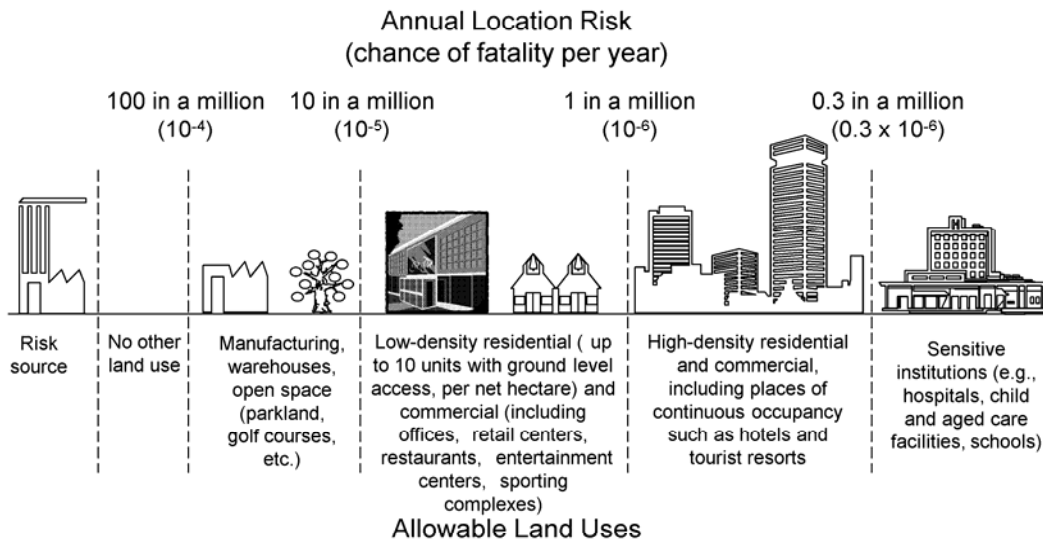
In 2004, the CSChE PSM Division published an updated set of risk assessment guidelines which superseded the MIACC risk assessment guides. This is reference 1 of this section.

In 2007, the CSChE PSM Division proposed a revised set of risk acceptability guidelines for land use, to take into account the experience gained across Canada with the 1995 MIACC guidelines. The MIACC publication is still valid in its generalities, except the figure that defines the numerical risk criteria for different types of land use around a hazardous facility. This figure is given below.



Figure 3: Acceptable levels of public risk for land use around hazardous facilities (current).

### Acceptable Levels of Public Location Risk for Land Use Around Hazardous Facilities (Current)



Proposed in 2007 by the CSChE PSM Division,  
modified from the 1994 MIACC (Major Industrial Accidents Council of Canada) Guidelines

The guidelines for acceptable levels of risk indicated in the figure above are as follows:

**From risk source to 1 in 10,000 ( $10^{-3}$  risk contour):** no other land uses except the source facility, pipeline or corridor

**1 in 10,000 to 1 in 100,000 ( $10^{-4}$  to  $10^{-5}$ ) risk contours:** uses involving continuous access and the presence of limited numbers of people but easy evacuation, e.g. open space (parks, golf courses, conservation areas, trails, excluding recreation facilities such as arenas), warehouses, manufacturing plants

**1 in 100,000 to 1 in 1,000,000 ( $10^{-5}$  to  $10^{-6}$ ) risk contours:** uses involving continuous access but easy evacuation, e.g., commercial uses, low-density residential areas, offices

**1 in 1,000,000 to 0.3 in 1,000,000 ( $10^{-6}$  to  $0.3 \times 10^{-6}$ ) risk contours:** all other land uses including institutional uses, high-density residential areas, etc., except for sensitive receptors, such as schools, hospitals, elderly and child care facilities.

**Beyond the 0.3 in 1,000,000 ( $0.3 \times 10^{-6}$ ) risk contour:** all land uses without restriction.

In the absence of clear guidance in the MIACC guidelines, TSSA has additionally issued an advisory that provides an interpretation on the various land use patterns referenced in the MIACC criteria using other best practices including the United Kingdom's Planning and Development around Hazardous Installation (PADHI) guidelines.



## Guidelines for the Implementation of the Level 2 Risk and Safety Management Plan

It is important to emphasize that these guidelines do not prohibit all activities or structures within the various risk contours, but rather restrict land use within each zone to control the risk exposure. As is the case for many other land use questions (e.g. flood plains), the contours are used to define special restrictions on land uses.

### **RISK MITIGATION AND CONTROL PLAN**

A risk mitigation and control should be developed for the facilities which have public receptors within the hazard distance. As part of this plan, the applicant should identify the necessary actions that can be carried out to reduce the risk to within the risk acceptance criteria defined in the previous section.

The applicant should demonstrate that the identified treatment or control options will avoid, reduce, and/or mitigate the risk to acceptable limits. Typical risk mitigation and control options may include:

- reducing the frequency of the hazards identified by applying administrative and/or engineering that go beyond the requirements of the applicable codes and standards and proving their effectiveness; (e.g. logging and tagging procedures, QA/QC and inspection, well-documented plant logs, work permitting procedures, pressure relief device, equipment supports fireproofed, equipment grounding to prevent static electricity, environmental monitors to detect leaks, area fire detectors and alarms, additional corrosion allowance, reducing inventory); and
- mitigating the consequences by implementing mitigation controls that go above and beyond the requirements of applicable codes and standards and proving their effectiveness.(e.g. propane tank burying or mounding earth around it to create a physical barrier against fire and explosion, water systems, thermal isolation, dikes, fire walls, blast walls, increased spacing of equipment, etc.).
- avoiding the risk including considering the option of closing or relocating the facility;



## EMERGENCY RESPONSE AND PREPAREDNESS PLAN

The applicant must prepare an Emergency Response and Preparedness Plan as part of the requirements for the propane risk management plan.

The purpose of an emergency and preparedness plan is to:

- contain and control incidents so as to minimize the consequences to the public receptors;
- implement the necessary measures to protect the public from the effects of major incidents; and
- communicate the necessary information to the public and to the services or authorities concerned in the area.

The Emergency Response and Preparedness Plan constitute an important document that will help the industry and municipalities to respond immediately in case of an accidental event or emergency such as fires and explosions. In an emergency situation, there is a period of confusion and disorder proper emergency planning and preparedness reduce the risk.

The applicant should prepare two types of emergency plans, internal for the measures to be taken inside the facility and external for measures to be taken outside the facility. In the elaboration of both plans the applicant shall make sure these are elaborated in consultation with personnel employed, inside the facility and the public is consulted on external emergency plans.

### Standards/Guidelines for Reference

1. Seveso II, Article 11 (Recommended by the Propane Expert Panel);
2. APELL; and
3. NFPA.

### Data and Information to be Included in the Emergency Plans

1. Internal Emergency Plans
  - a. names or positions of persons authorized to set emergency procedures in motion and the person in charge of and coordinating the on-site mitigatory action.
  - b. name or position of the person with responsibility for liaising with the authority responsible for the external emergency plan.
  - c. for foreseeable conditions or events which could be significant in bringing about a major accident, a description of the action which should be taken to control the conditions or events and to limit their consequences, including a description of the safety equipment and the resources available.
  - d. arrangements for limiting the risks to persons on site including how warnings are to be given and the actions persons are expected to take on receipt of a warning.
  - e. arrangements for providing early warning of the incident to the authority responsible for setting the external emergency plan in motion, the type of information which should be contained in an initial warning and the arrangements for the provision of more detailed information as it becomes available;



## Guidelines for the Implementation of the Level 2 Risk and Safety Management Plan

- f. arrangements for training staff in the duties they will be expected to perform, and where necessary coordinating this with off-site emergency services; and
  - g. arrangements for providing assistance with off-site mitigatory action.
2. External Emergency Plans
- a. names or positions of persons authorized to set emergency procedures in motion and of persons authorized to take charge of and coordinate off-site action;
  - b. arrangements for receiving early warning of incidents, and alert and call-out procedures;
  - c. arrangements for coordinating resources necessary to implement the external emergency plan;
  - d. arrangements for providing assistance with on-site mitigatory action;
  - e. arrangements for off-site mitigatory action;
  - f. arrangements for providing the public with specific information relating to the accident and the behavior which it should adopt; and
  - g. arrangements for the provision of information to the emergency services of other Member States in the event of a major accident with possible transboundary consequences



## **APELL PROCESS STEPS**

- Step 1** Identify the emergency response participants and establish their roles, resources and concerns.
- Step 2** Evaluate the risks and hazards that may result in emergency situations in the community and define options for risk reduction.
- Step 3** Have participants review their own emergency plan for adequacy relative to a coordinated response, including the adequacy of communication plans.
- Step 4** Identify the required response tasks not covered by the existing plans.
- Step 5** Match these tasks to the resources available from the identified participants.
- Step 6** Make the changes necessary to improve existing plans, integrate them into an overall emergency response and communication plan and gain agreement.
- Step 7** Commit the integrated plan to writing and obtain approvals from local governments.
- Step 8** Communicate the integrated plan to participating groups and ensure that all emergency responders are trained.
- Step 9** Establish procedures for periodic testing, review and updating of the plan.
- Step 10** Communicate the integrated plan to the general community.



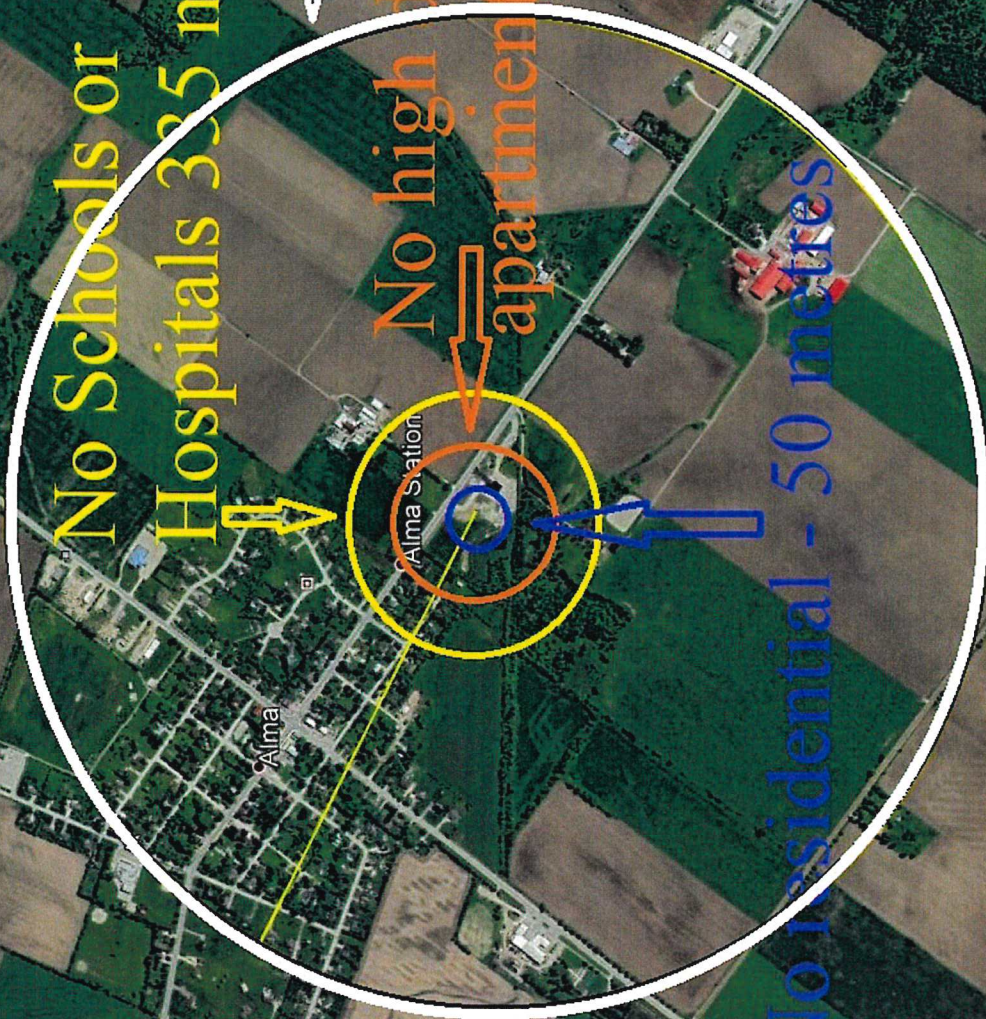
# 1 PSI Over Pressure and Public Receptor Contours - Sch. "B"

No Schools or Hospitals 335 metres

1 PSI Over Pressure

1,030 Meters  
No high density residential - apartments or hotel-250 metres

No residential - 50 metres



Ruler

Line	Path	Polygon	Circle	3D path	3D polygon
Measure the circumference or area of a circle on the ground					
Radius:	1,031.80 Meters				
Area:	35,847,428.00 Square Feet				
Circumference:	6,477.50 Meters				
<input checked="" type="checkbox"/> Mouse Navigation			Save	Clear	

Image © 2020 CNES / Airbus  
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Google Earth





**BEATTY PETROLEUM CONSULTING INC.**

**182 GEORGE STREET, P.O. BOX 894**

**ARTHUR ON N0G 1A0**

**"LET'S KEEP IT PROFESSIONAL AND PRACTICAL"**

**Core Fuels Ltd.**


**Underground Propane Storage and Bulk Plant  
6976 Wellington Road # 7  
Alma ON N0B 1A0**

Traffic Brief for:

Core Fuels Ltd.  
County of Wellington  
Township of Mapleton

Prepared by:

Beatty Petroleum Consulting Inc.  
182 George Street PO Box 894  
Arthur ON N0G 1A0

  
\_\_\_\_\_  
Alex Beatty  
President & CEO  
Beatty Petroleum Consulting Inc.

*06/10/2020*

Date Submitted:  
June 08, 2020

**Background:**

Beatty Petroleum Consulting Inc. (BPC Inc.) was retained by Core Fuels Ltd. to design and build a propane bulk plant at 6976 Wellington Road 7, Alma. As a result of the necessity to review the zoning by-law, relevant to this site, a request was made by GSP Group Inc. to provide a traffic brief to assist in the proposal for revising the zoning by-law.

The proposed site already contains an office building and an inventory garage with mainly lubricant storage. The proposed additional usage will include, two 60,000 United States Water Gallons (USWG) (226,800 litres) underground propane storage tanks, complete with two off-loading bulkheads and one loading bulkhead. In addition, there will be truck parking located on the site and a 2,000 USWG propane tank for a cylinder fill station, equipped with an auto dispenser for propane vehicles.

The following traffic generation patterns are identified as potential increase to traffic movement due to the underground propane storage bulk plant. Please note that because propane usage is seasonal in nature, as it is primarily used in the drying of agricultural crops and as a heating fuel for barns and homes in rural Ontario, the patterns are broken down by season. Fall and winter being the high use season and spring and summer being the low use season.

**Estimate of Truck Traffic:**

Note: "Distribution Traffic" refers to the small single and tandem axle trucks that deliver propane to the end user. "Delivery Traffic" refers to the cargo liner that brings in the propane from various points; typically arriving from western Ontario and the Sarnia region.

Some basic facts regarding the intended bulk plant usage.

1. Cargo Liners carry approximately 60,000 litres on average;
2. Distribution trucks carry on average 18,000 litres;
3. The average delivery truck will deliver approximately 2.5 million litres per year;
4. The initial number of distribution trucks based out of this location will be 3 or 4;
5. The annual volume (throughput is the term used) is approximately 10,000,000 litres; and
6. Most of the volume and traffic will occur between Monday and Friday.

**Fall & Winter**

- 1) Distribution Truck Traffic
  - a. 3-4 trucks per day will be dispatched from this location between 7:00 AM and return at approximately 5:00 PM.
  - b. Directional distribution will be all points to the compass.
  - c. Given that they mainly operate from October 01 to March 31 or about 6 months (125 working days) it means the average truck will load 1.1 times per day for 6 months.
    - i. Therefore, the average working day in the fall/winter season will have ~4 distribution trucks per day loaded and dispatched.
- 2) Delivery Truck Traffic
  - a. Delivery trucks will come in, based on the amount of propane being delivered. Therefore, based on the above anticipated usage there will be approximately 1 delivery truck for every 3.3 loads distributed.
  - b. Using the estimate annual throughput of 10,000,000 litres / 60,000 litres per delivery truck = 166 loads delivered into the plant per year. An average of 1.2 loads per day in the fall/winter season is to be expected.

### Spring & Summer

- 3) Distribution Truck Traffic
  - a. 1-2 trucks per day will be dispatched from this location between 8:00 AM and approximately 5:00 PM.
  - b. Directional distribution will be all points to the compass.
  - c. Given that summer volumes are sporadic for about 6 months (125 working days), it means the average truck will often return with part of a load still on.
    - i. Therefore, the average working day in the spring/summer season will have less than 1 distribution truck per day loaded and dispatched
- 4) Delivery Truck Traffic
  - a. Delivery trucks will come in, based on the amount of propane being delivered. Therefore, based on the above anticipated usage there will be approximately 1 delivery truck per week in the spring/summer season.

### Existing Street Characteristics and Sightline Review

- County Road 7 is built to highway standards and is not affected by seasonal load restrictions (5,000 kg. per axle). Therefore, it is well designed for the minimal increment of truck traffic that will be produced from this site.
- The road is flat in both approaches to the driveway with clear sightlines to the east (towards Elora) of approximately .75 kilometer and west towards Alma of approximately 1 kilometer.
- The posted speed limit is 80 kph., however, coming out of Alma the speed increases approximately 100 meters before the driveway from 50 kph to 80 kph.

### Employment

Core Fuels will employ approximately 10 people out of this location. There will be:

- 3-4 distribution drivers and their trucks,
- 2-3 delivery drivers and their trucks, and
- 2-3 management, sales, office and shop staff (some roles will be combined initially).

Employee parking is available at the site.

The estimates of volume are based on consultation with the ownership of Core Fuels Ltd. Because this is a new enterprise the numbers provided are speculative but because the writer has been involved in the propane industry for approximately 30 years, the volumes and loads are deemed credible.

If you have any questions regarding this brief, please feel free to contact:

Alex Beatty  
President & CEO  
Beatty Petroleum Consulting Inc.  
519-848-5800 Office  
519-820-4944 Cell  
[alex@beattyconsult.com](mailto:alex@beattyconsult.com)

**From:** Patty Wright <PWright@mapleton.ca>  
**Sent:** July 6, 2020 9:29 AM  
**To:** Larry Wheeler <LWheeler@mapleton.ca>; Barb Schellenberger <BSchellenberger@mapleton.ca>  
**Subject:** ZBA2020-06 Core

The building department has no concerns.



**Patty Wright** CBCO, CPSO, CMM III  
**Chief Building Official**

Township of Mapleton  
7275 Sideroad 16, Drayton, ON  
519.638.3313 x 036

[www.mapleton.ca](http://www.mapleton.ca)







**PLAN REVIEW REPORT: Township of Mapleton  
Larry Wheeler, Deputy Clerk**

**DATE:** July 7, 2020

**YOUR FILE:** ZBA2020-06

**RE:** **Application for Zoning Bylaw Amendment**  
6976 Wellington Road 7, Township of Mapleton

**GRCA COMMENT:\***

The Grand River Conservation Authority (GRCA) has no objection to the proposed zoning bylaw amendment

**BACKGROUND:**

**1. Resource Issues:**

Information currently available at this office indicates that the subject lands contain wetlands, a watercourse, floodplain, and the regulated allowances to these features.

**2. Legislative/Policy Requirements and Implications:**

Portions of the subject property contain natural heritage and natural hazard features as identified by the Provincial Policy Statement (PPS, 2020) and the Greenlands System in accordance to the County of Wellington Official Plan (2019). It is our understanding the proposed application is to add bulk fuel storage to the list of permitted uses within the current zoning of "Highway Commercial (C2)" with site specific exception. Since there is sufficient area on the subject lands for proposed bulk fuel storage to be location outside the identified natural hazard and natural heritage features, GRCA staff do not anticipate any negative impact on the above noted features as a result of this application.

Due to the features noted above, a portion of the subject property is regulated by the GRCA under Ontario Regulation 150/06 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation. Any development or site alteration within the regulated areas will require prior written approval from GRCA in the form of a permit pursuant to Ontario Regulation 150/06.

**3. Additional Information/Suggestions provided in an advisory capacity:**

This application is a 'minor' zoning bylaw amendment application and the applicable review fee is \$420.00. With a copy of this letter, the applicant will be invoiced in the amount of \$420.00.

Should you have any questions or require further information, please contact the undersigned at [lwerner@grandriver.ca](mailto:lwerner@grandriver.ca) or 519-621-2763 ext. 2231.

Sincerely,

A handwritten signature in black ink that reads "Laura Warner". The signature is written in a cursive, flowing style.

Laura Warner  
Resource Planner  
Grand River Conservation Authority

c.c. Core Fuels Ltd c/o James Core (email);  
GSP Group Inc. c/o Hugh Handy (email)

- ***These comments are respectfully submitted to the Committee and reflect the resource concerns within the scope and mandate of the Grand River Conservation Authority.***





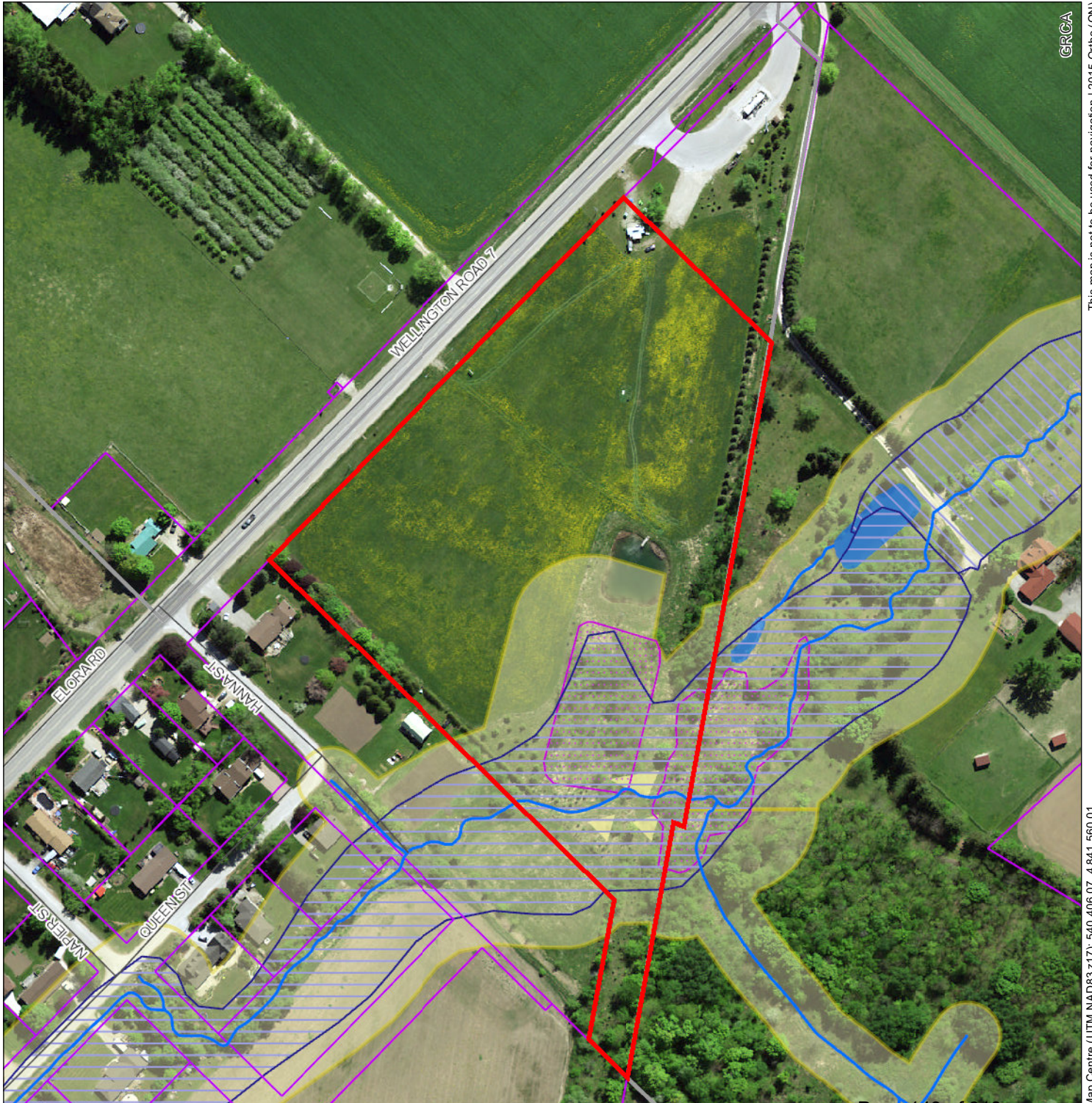
ZBA2020-06

**Legend**

- Regulation Limit (GRCA)
- Regulated Watercourse (GRCA)
- Regulated Waterbody (GRCA)
- Wetland (GRCA)
- Floodplain (GRCA)
- Engineered
- Estimated
- Approximate
- Special Policy Area
- Slope Valley (GRCA)
- Slope Erosion (GRCA)
- Steep
- Oversteep
- Steep
- Slope Erosion (GRCA)
- Oversteep
- Toe
- Lake Erie Flood (GRCA)
- Lake Erie Shoreline Reach (GRCA)
- Lake Erie Dynamic Beach (GRCA)
- Lake Erie Erosion (GRCA)
- Parcel - Assessment (MPAC/MNRF)

This legend is static and may not fully reflect the layers shown on the map. The text of Ontario Regulation 150/06 supercedes the mapping as represented by these layers.

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 Disclaimer: This map is for illustrative purposes only. Information herein has been substituted for the original site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for any guarantees, interpretations or conclusions drawn from this map. Any responsibility of the user.  
 The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to: <https://maps.grandriver.ca/Sources-and-Citations.pdf>



GRCA



**From:** Emily Vandermeulen <EVandermeulen@centrewellington.ca>

**Sent:** June 23, 2020 9:05 AM

**To:** Larry Wheeler <LWheeler@mapleton.ca>

**Cc:** Source Water <sourcewater@centrewellington.ca>

**Subject:** RE: ZBA 2020-06 (GSP Group Inc / Core Fuels Ltd)

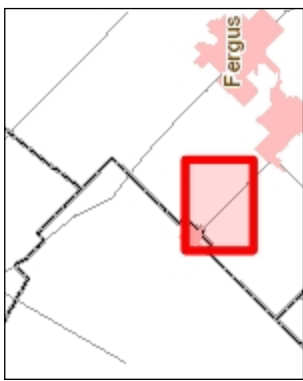
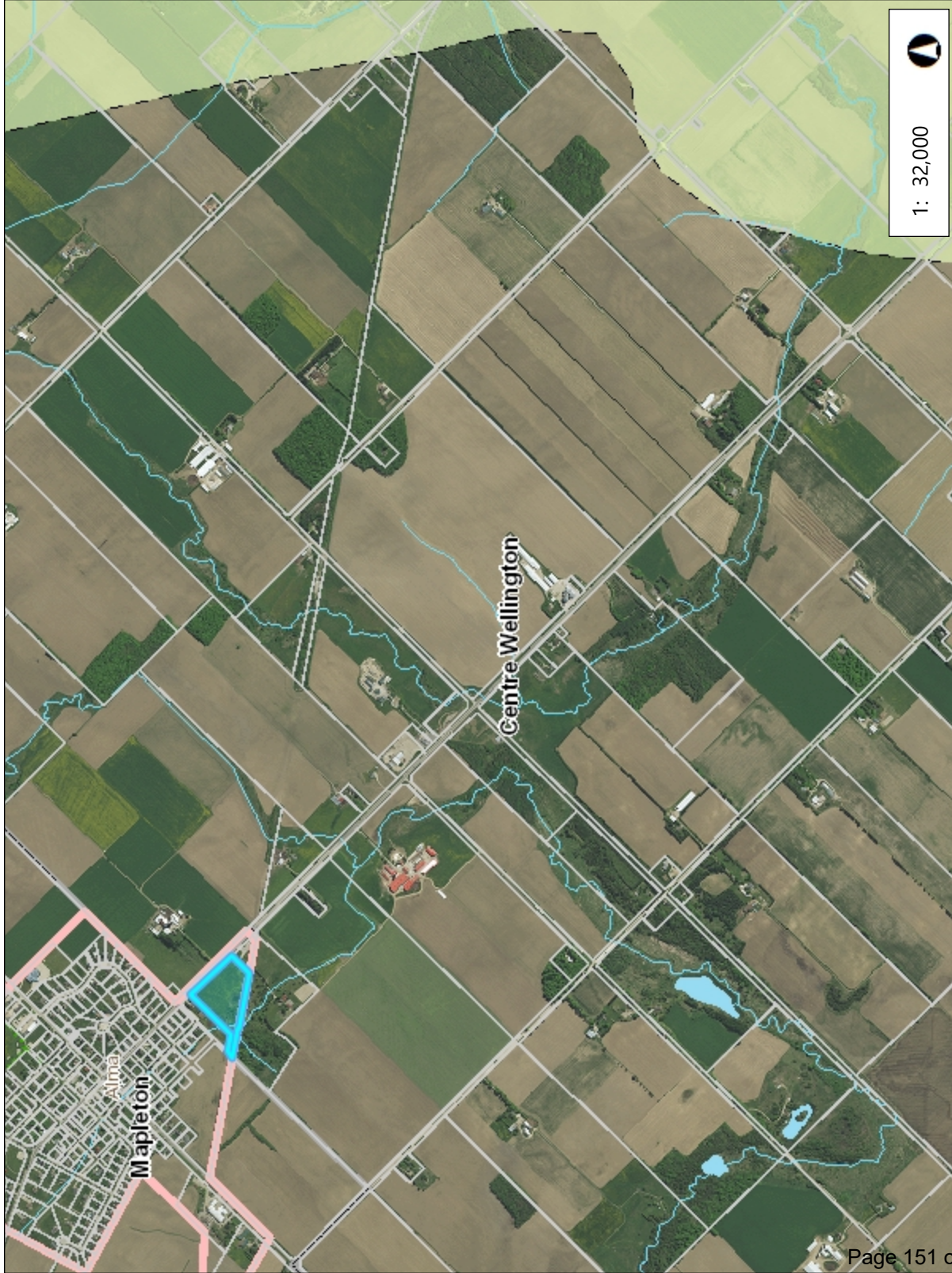
Thank you for providing the above referenced application for review. Since this property is **not** located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the property and Wellhead Protection Areas for your reference.

If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

Emily Vandermeulen | Risk Management Inspector / Source Protection Coordinator

Wellington Source Water Protection | 7444 Wellington Road 21, Elora, ON, N0B 1S0  
519.846.9691 x365 | [evandermeulen@centrewellington.ca](mailto:evandermeulen@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1.844.383.9800



**Legend**

- Parcels
- Railways
- Trails
- Waterbodies
- Watercourses
- Urban Centres and Hamlets
- Municipalities
- Well Locations
- Wellhead Protection Area Boui
- A
- B
- C
- D
- Vulnerability Score
- 10
- 8
- 2, 4, 6 (A, B or C)
- 2, 4, 6 (D)
- RoadsLookup

**Notes**

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Produced using information under license with the Grand River Conservation Authority. Copyright © Grand River Conservation Authority, 2016.

**THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2018**

1.6 Kilometers

0 0.81

1: 32,000

Page 151 of 318

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
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# Core Fuels Ltd. Zoning By-law Amendment Township of Mapleton



Public Meeting: July 14<sup>th</sup>, 2020  
Core Fuels Ltd.

# Context

- Located in the Alma Hamlet Area
- 3.6 ha (9.05 acres), 360m (1,200 feet) of frontage on Wellington Road 7
- Adjacent uses include:
  - Residential and future development block north
  - Agricultural lands across Wellington Rd 7 and behind the Site
  - Fast Stop gas station south (also owned by the applicant)
- The rear portion of the Site is regulated by the Grand River Conservation Authority





# Context

- There is an existing 445m<sup>2</sup> (4,800 sq.ft) office building on Site
- Trees line the rear property line and abutting the residential use at the north end of the Site
- There are 2 existing driveways providing access to the Site
- There is an existing stormwater management pond near the back of the Site



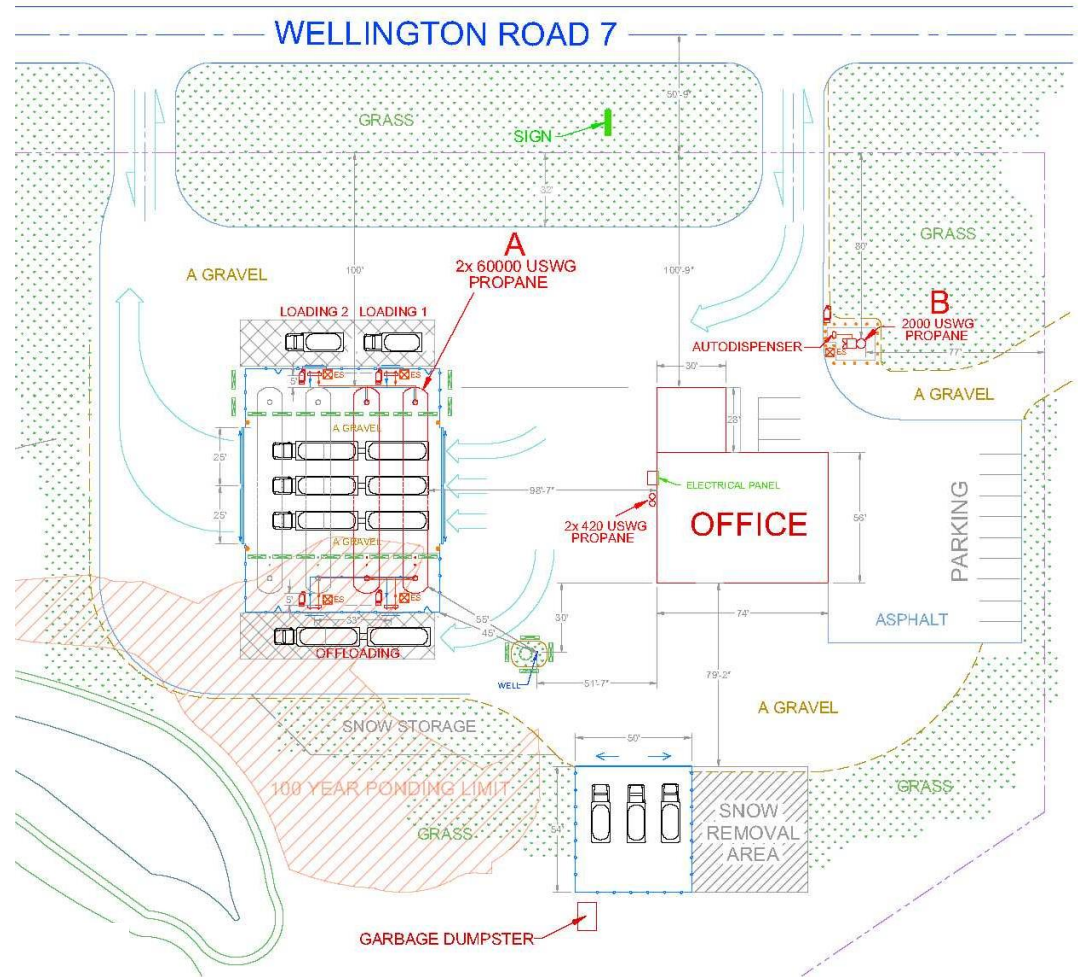


# Context



# Proposal

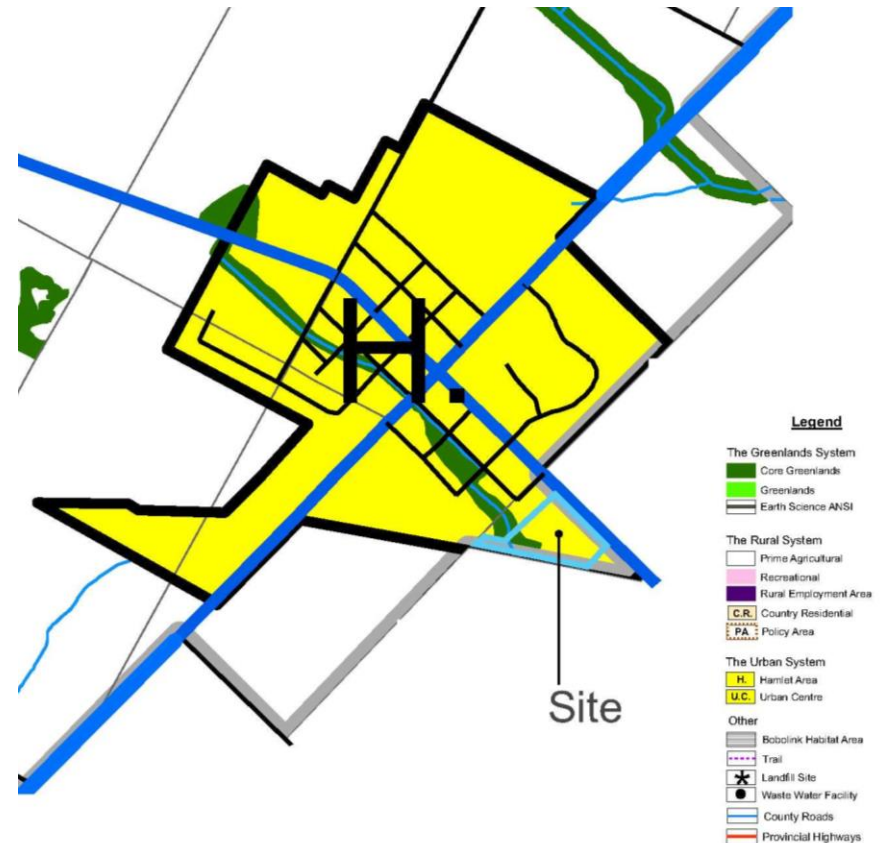
- Rezone the Site from “Highway Commercial (C2) with site specific zoning” to include “Bulk Fuel Depot” as a permitted use
- This change would permit the addition of the four (4) 60,000 USWG (226,800 litre) underground propane tanks
- These would be installed in 2 phases, 2 tanks in each phase
- The Site would then be used as a distribution point for propane





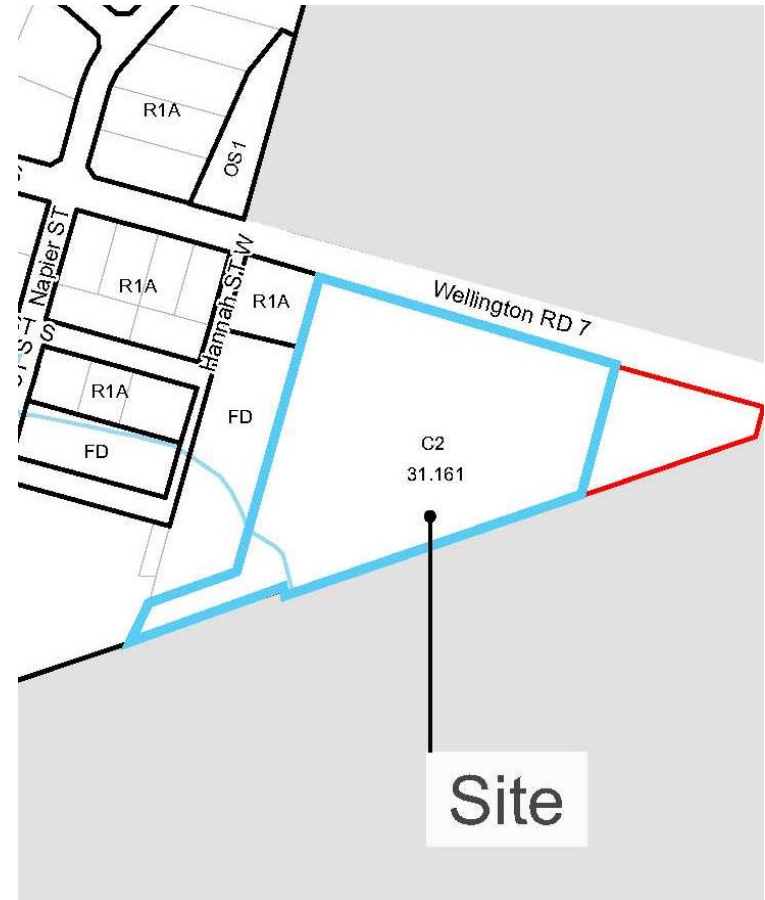
# Official Plan Designation

- Designated 'Hamlet Area'
  - Primarily made up of residential uses, but local commercial, small scale industrial, institutional and parks and open space uses are also permitted, where compatible and where adequate servicing is available.
- Part of the Site is also designated 'Core Greenlands'
  - No development is proposed within any Core Greenland areas.
- Located on a County Road



# Zoning

- “Highway Commercial (C2)” with site specific exception 31.161
- Permitted uses including several commercial uses as well as site specific uses including but not limited to an automobile repair shop, hardware store and custom workshop
- A Zoning Amendment is required to add “Bulk Fuel Depot” to the list of permitted uses which would permit the underground storage of propane and petroleum products

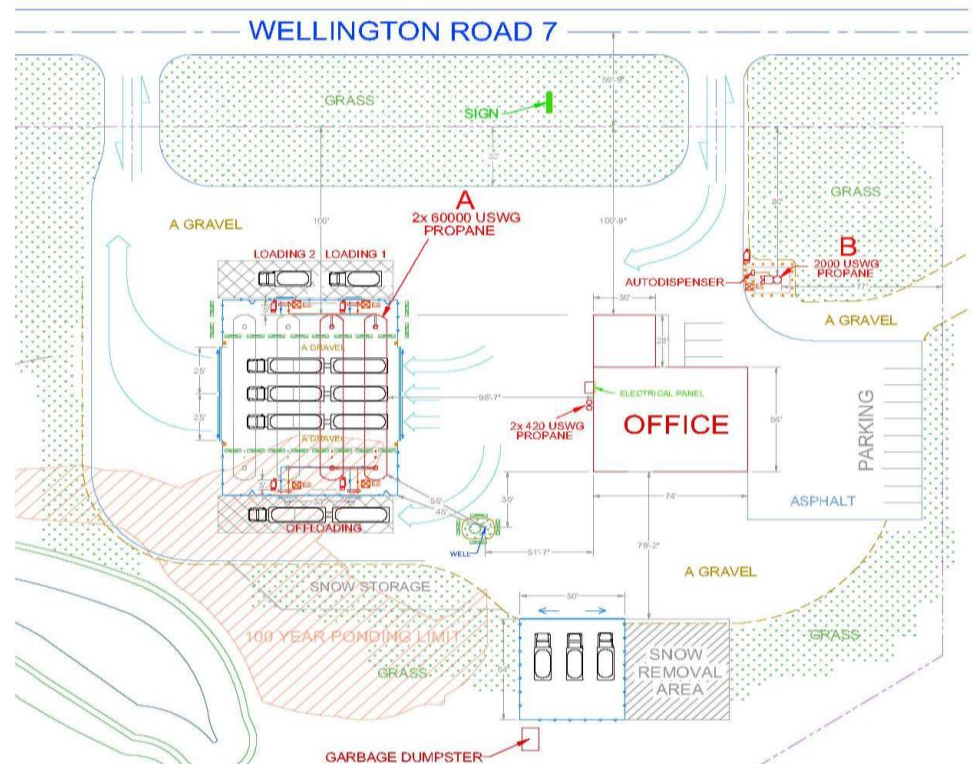


# Technical Briefs

- Traffic Brief (Beatty Petroleum Consulting Inc.)
  - Primarily the propane will be coming in from the Sarnia area
  - In the fall, they anticipate approx. 3-4 distribution trucks loaded and dispatched from the site per day
  - In the summer, the number is expected to drop to 1-2 per day
  - The number of delivery trucks is dependent on the amount of propane delivered by the distribution trucks
    - It is expected that there will be roughly 1.2 loads per day in the fall/winter season and 1 per week in the summer/spring season.
- Regulatory Brief (Beatty Petroleum Consulting Inc.)
  - The brief concludes that upon completion of appropriate engineering, required by the Technical Standards and Safety Authority, the Site will be developed to comply with regulations and requirements from all applicable tiers of government.

# Summary

- The addition of the “Bulk Fuel Dept” use will help make the distribution of propane in this area more efficient.
- The Site is appropriately situated at the south end of the Hamlet Area along a County Road.
- The distance provided from public receptors is also appropriate for the proposed Bulk Fuel Depot according to applicable Acts and Regulations.





# Questions?



# *CORE FUELS* ALMA ON

**2 X 60,000 USWG  
UNDERGROUND  
PROPANE STORAGE  
TANKS**



# CORE FUELS

## ALMA ON

## REGULATORY REVIEW

- ▶ The propane industry is regulated through many government bodies. The entirety of the regulators and regulations has previously been submitted but this will serve as a brief overview of the regulators that would have authority for this type of installation:
  - ▶ **Federal** –
    - ▶ *Environment Canada*
      - ▶ Canadian Environmental Protection Act (CEPA)
        - ▶ Environmental Emergencies (E2) Regulations
    - ▶ *Transport Canada*
      - ▶ Transportation of Dangerous Goods Regulations
        - ▶ 1 Regulation
        - ▶ 3 Codes
    - ▶ *Measurement Canada*
      - ▶ Weights and Measures Regulations



# *CORE FUELS*

## *ALMA ON*

# *REGULATORY REVIEW*

- ▶ **Provincial** –
  - ▶ *The Technical Standards and Safety Authority (TSSA)*
    - ▶ The TSSA Act 2000
      - ▶ 6 Regulations
      - ▶ 3 Codes
  - ▶ *Ministry of the Environment and Climate Change*
  - ▶ *Ministry of Labour*
  - ▶ *Workplace Safety & Insurance Board (WSIB)*
  - ▶ *Conservation Authorities*

# *CORE FUELS*

## ALMA ON

# REGULATORY REVIEW

- ▶ **Municipal** –
  - ▶ Zoning By-laws
  - ▶ Fire Department Approval
  - ▶ Site Plan Control
    - ▶ Storm Water Management Plans
    - ▶ Traffic Studies



# CORE FUELS

## ALMA ON

## REGULATORY REVIEW

### RISK AND SAFETY MANAGEMENT PLAN (RSMP)

- 1) The single largest piece of regulation that affects the propane facilities is from the TSSA. They determine, through their “land use planning model” and the associated Risk and Safety Management Plans (RSMP), that propane sites are located so as not to negatively impact public receptors in the vicinity.
- 2) RSMPs are:
  - a) Reviewed and stamped by a **Professional Engineer in Ontario**,
  - b) Reviewed by the local **Fire Department** for fire safety, fire prevention and emergency planning.
  - c) Determined by the **Municipality** that they are properly zoned.
- 3) When TSSA is satisfied that:
  - a) Zoning is correct,
  - b) The fire department is satisfied with their criteria,
  - c) They (TSSA) may, upon their review, by their own **Professional Engineer**, issue an annually renewed, “**License to Operate a Bulk Plant**”.
  - d) TSSA will perform periodic inspections on a regular basis and may revoke the license.

# CORE FUELS

## ALMA ON

## REGULATORY REVIEW

### TRAFFIC

- 1) The seasonal nature of home heating has much to do with calculating traffic flow. The winter will see higher volumes of traffic while the summer will see lower volumes.
- 2) Our original estimates are 10,000,000 litres per year through this facility.
- 3) We anticipate the following average for truck traffic:
  - 1) 3-4 small propane trucks per day entering and leaving the facility in the wintertime to deliver propane to local farms and homes.
  - 2) 1.2 cargo liners per day (on average) delivering propane into the bulk plant in the wintertime.
  - 3) 1-2 propane trucks per day entering and leaving the facility in the summertime.
  - 4) 1 cargo liners per week delivering propane into the bulk plant in the summertime.
- 4) Typically truck traffic will be between 7:00 AM and 5:00 PM, 5 days per week.
- 5) There are excellent site lines in both directions to enter and exit the facility.

***CORE FUELS***

**ALMA ON**

**REGULATORY REVIEW**

**QUESTIONS? or COMMENTS**

**THANK YOU!**



# TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, ON N0G 1P0  
Phone: 519.638.3313, Fax: 519.638.5113, TF: 1.800.385.7248

[www.mapleton.ca](http://www.mapleton.ca)

## **CONSENT APPLICATION SUMMARY LAND DIVISION FILE NO. B34/20 PREPARED ON JULY 3, 2020**

### **APPLICANT**

Close View Farms Ltd. - c/o Bill Close  
7570 Wellington Road 8  
Alma, N0B 1A0

### **LOCATION OF SUBJECT LANDS**

Part Lots 11 & 12  
Concession 10  
Township of Mapleton (Peel)

### **RECOMMENDATION:**

THAT Township of Mapleton support Consent Application B34/20 as presented for lands described as Part Lots 11 & 12, Concession 10, Township of Mapleton (Peel) with the following conditions:

- THAT payment be made of the fee of \$200 (or whatever fee is applicable at the time of clearance under the Fees and Charges By-law) for a letter of clearance;
- THAT a Parkland dedication fee be paid (\$1,400 in 2020);
- THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
- THAT safe driveway access can be provided to the severed lot to the satisfaction of the County;
- THAT a copy of the deposited Reference Plan be submitted to the Township (hard copy and digital file);

AND FURTHER THAT Council authorizes the Municipal Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.

### **BACKGROUND:**

The Township received from the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a Notice of An Application for Consent dated May 22, 2020 for the above noted file.

Clerk's Department Staff confirmed the following:

- Staff (including CAO, CBO, Director of Finance, Director of Public Works, Fire Chief, Drainage Superintendent & Source Water Protection) were provided with the required notice by hand delivered hard copy or emailed PDF on May 25, 2020.

The following staff comments were received:

- CBO Patty Wright comments received May 25, 2020 state "no concerns."
- Director of Public Works Sam Mattina comments received May 25, 2020 state "no concerns."
- Fire Chief Rick Richardson comments received May 25, 2020 state "no issues."

B34/20 Consent

Additional comments were received from:

- Wellington Source Water Protection - Emily Vandermeulen comments received May 28, 2020 stating this property is not located in a vulnerable area.
- County of Wellington Planning and Development Department - Planner Matthieu Daoust, planning report dated June 12, 2020.

Prepared by  
Barb Schellenberger  
Municipal Clerk

Reviewed by  
Manny Baron  
CAO

Attachment A – Planner comments dated June 12, 2020

Attachment B – Application B34/20 dated May 22, 2020

Attachment C – Source Water Protection comments received May 28, 2020





<b>Application</b>	B34/20
<b>Location</b>	Part Lot 11 & 12, Concession 10 TOWNSHIP OF MAPLETON (Peel)
<b>Applicant/Owner</b>	Close View Farms Ltd. – c/o Bill Close

**PLANNING OPINION:** This application would sever a vacant 40.3 ha (99.6 ac) agricultural parcel in the Prime Agricultural Area. A 39.3 ha (97.1 ac) agricultural parcel with a dwelling, barn and two sheds would be retained.

This application proposes the parcels to be severed along the original Township lot line between Lots 11 and 12, which will create two similar sized farms in Prime Agricultural Area. The property contains a significant wooded area that is located in the rear end of the property. As a result, the new lot line would go through a small portion of the Greenland feature. The applicant has indicated there will be no development within this area.

This application is consistent with Provincial Policy and generally conforms to the Official Plan; we would have no concerns provided that following can be addressed as a condition of approval:

- a) That safe driveway access can be provided to the severed lot to the satisfaction of the local municipality.

**A PLACE TO GROW:**

The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. The result of recent changes to the Growth Plan means the natural heritage system policies will continue to apply, however will only apply to the natural heritage systems mapped in the County Official Plan. The Agricultural System policies will continue to apply, but will apply only to the prime agricultural areas mapped in the County Official Plan as of July 1, 2017. All planning decisions are required to conform with the Growth Plan.

Based on the survey sketch submitted, the proposed severed lot is located outside any Key Natural Heritage Features or Key Hydrological Features.

**PROVINCIAL POLICY STATEMENT (PPS):** New lots in the Prime Agricultural areas are discouraged and may only be permitted for agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations (Section 2.3.4.1.a).

Regarding Minimum Distance Separation, the MDS Guidelines recognize that where a larger lot is created, a suitable location must be identified for a 1 hectare building envelope outside of the MDS 1 setback. Given the size of the severed parcel, we are satisfied that there is sufficient space to site a 1 hectare building envelope or larger in compliance with MDS 1.

**WELLINGTON COUNTY OFFICIAL PLAN** The subject property is designated PRIME AGRICULTURAL and GREENLANDS. The Greenlands designation protects the significant wooded area. Section 10.3.2 of the Official Plan provides policy direction for agricultural lot creation in Prime Agricultural areas. New Lots for agricultural operation will normally be a minimum of 35 hectares in size. Both the severed and retained lots meet the minimum size.

The matters under Section 10.1.3 were also considered and is consistent with said section of the Official Plan.

**WELL HEAD PROTECTION AREA:** The subject property is not located within a WHPA.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A). The severed and retained lands comply with the minimum lot area and frontage requirements of the zoning by-law.

**SITE VISIT INFORMATION:** The subject property was visited and photographed on June 8<sup>th</sup>, 2020. Notice Cards were posted, and the survey sketch appears to meet the application requirements.

Matthieu Daoust, Planner  
 June 12, 2020

May 22, 2020

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

*APPLICATION SUBMITTED ON: May 13, 2020*

### FILE NO. B34-20

**APPLICANT**

Close View Farms Ltd. - c/o Bill Close  
7570 Wellington Rd 8  
Alma N0B 1A0

**LOCATION OF SUBJECT LANDS**

Township of Mapleton (Peel)  
Part Lots 11 & 12  
Concession 10

Proposed severance is 300m fr x 1333m = 40.3 hectares, existing and proposed agricultural use.

Retained parcel is 39.3 hectares with 147m frontage, existing and proposed agricultural and rural residential use with existing dwelling, shed, barn & storage building.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**June 30, 2020**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Local Planning Appeal Tribunal may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Local Planning Appeal Tribunal. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Local Planning Appeal Tribunal by the applicant or another member of the Public.

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph, ON N1H 3T9.  
Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

**MAILED TO:**

Local Municipality - Mapleton    County Planning    Conservation Authority - GRCA

County Engineering

Bell Canada (email)    County Clerk    Roads/Solid Waste    Civic Addressing

Neighbour - as per list verified by local municipality and filed by applicant with this application

APPLICATION FOR CONSENT

Ontario Planning Act

1. Approval Authority:

County of Wellington Planning and Land Division Committee  
County of Wellington Administration Centre  
74 Woolwich Street, GUELPH, Ontario N1H 3T9

Phone: 519-837-2600, ext. 2170 or 2160 Fax: 519-837-3875

Required Fee: \$ 4430  
Fee Received: May 14/20

File No. B34-20  
Accepted as Complete on: May 14/20

**A COPY OF YOUR CURRENT DEED MUST BE SUBMITTED WITH THIS APPLICATION**

2. (a) Name of Registered Owner(s) Close View Farms Ltd. c/o Bill Close

Address 7570 Wellington Road No. 8, Alma, ON, N0B 1A0

Phone No. 519-573-5367

Email: pkoebel1@gmail.com

(b) Name and Address of Applicant (as authorized by Owner) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

(c) Name and Address of Owner's Authorized Agent: \_\_\_\_\_

Jeff Buisman of Van Harten Surveying Inc.  
423 Woolwich Street, Guelph, ON, N1H 3X3

Phone No. 519-821-2763 x225

Email: Jeff.Buisman@vanharten.com

(d) All Communication to be directed to:

REGISTERED OWNER [ ]      APPLICANT [ ]      AGENT [X]

(e) Notice Cards Posted by:

REGISTERED OWNER [ ]      APPLICANT [ ]      AGENT [X]

3. Type and Purpose of Proposed Transaction: (Check off appropriate box & provide short explanation)

RURAL RESIDENTIAL[ ]    AGRICULTURAL[X]    URBAN RESIDENTIAL[ ]    COMMERCIAL/INDUSTRIAL[ ]

To sever a parcel for agricultural purposes.

OR  
EASEMENT [ ]      RIGHT OF WAY [ ]      CORRECTION OF TITLE [ ]      LEASE [ ]

(a) If known, the name of person to whom the land or an interest in the land is to be transferred, charged or leased.

Future owner is not known

4. (a) Location of Land in the County of Wellington:

Local Municipality: Township of Mapleton (Township of Peel)

Concession 10

Lot No. Part of Lots 11 & 12

Registered Plan No. \_\_\_\_\_

Lot No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_

Part No. \_\_\_\_\_

Civic Address 7570 Wellington Road No. 8, Alma

(b) When was property acquired: October 1996

Registered Instrument No. RO759845

5. Description of Land intended to be SEVERED:

Frontage/Width 300 / 303 ±

Metric [ ]

Imperial [ ]

AREA

40.3 ha ±

Depth 1333 ±

Existing Use(s)

Agricultural

Existing Buildings or structures: None

Proposed Uses (s): No Change

Type of access (Check appropriate space)

Existing [X]

Proposed [ ]

- Provincial Highway
- County Road
- Municipal road, maintained year round
- Municipal road, seasonally maintained
- Easement

- Right-of-way
- Private road
- Crown access road
- Water access
- Other

Type of water supply - Existing [ ] Proposed [ ] (check appropriate space)

- Municipally owned and operated piped water system
- Well  individual  communal
- Lake
- Other Not required for agricultural use

Type of sewage disposal - Existing [ ] Proposed [ ] (check appropriate space)

- Municipally owned and operated sanitary sewers
- Septic Tank (specify whether individual or communal):
- Pit Privy
- Other (Specify): Not required for agricultural use

6. Description of **Land** intended to be **RETAINED**: Metric  Imperial

Frontage/Width	<b><u>147 / 303 ±</u></b>	AREA	<b><u>39.3 ha ±</u></b>
Depth	<b><u>1335 ±</u></b>	Existing Use(s)	<b><u>Agricultural</u></b>

Existing Buildings or structures: **Dwelling, Shed, Barn & Coverall Storage Building**

Proposed Uses (s): **No Change**

Type of access (Check appropriate space)	Existing <input checked="" type="checkbox"/>	Proposed <input type="checkbox"/>
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Right-of-way	
<input checked="" type="checkbox"/> County Road	<input type="checkbox"/> Private road	
<input type="checkbox"/> Municipal road, maintained year round	<input type="checkbox"/> Crown access road	
<input type="checkbox"/> Municipal road, seasonally maintained	<input type="checkbox"/> Water access	
<input type="checkbox"/> Easement	<input type="checkbox"/> Other	

**Type of water supply - Existing  Proposed**  (check appropriate space)

Municipally owned and operated piped water system  
 Well  individual  communal  
 Lake  
 Other

**Type of sewage disposal - Existing  Proposed**  (check appropriate space)

Municipally owned and operated sanitary sewers  
 Septic Tank (specify whether individual or communal):  
 Pit Privy  
 Other (Specify):

7. Is there an agricultural operation, (either a barn, manure storage, abattoir, livestock area or stockyard) within 500 metres of the Subject lands (severed and retained parcels)? YES  NO   
 \*If yes, see sketch requirements and the application must be accompanied by a MINIMUM DISTANCE SEPARATION FORM.
8. Is there a landfill within 500 metres [1640 feet]? YES  NO
9. a) Is there a sewage treatment plant or waste stabilization plant within 500 metres [1640']? YES  NO
10. Is there a Provincially Significant Wetland (e.g. swamp, bog) located on the lands to be retained or to be severed or within 120 metres [394 feet]? YES  NO
11. Is there any portion of the land to be severed or to be retained located within a floodplain? YES  NO
12. Is there a provincial park or are there Crown Lands within 500 metres [1640']? YES  NO
13. Is any portion of the land to be severed or retained within a rehabilitated mine/pit site? YES  NO
14. Is there an active or abandoned mine, quarry or gravel pit within 500 metres [1640']? YES  NO
15. Is there a noxious industrial use within 500 meters [1640']? YES  NO
16. Is there an active or abandoned principal or secondary railway within 500 metres [1640']? YES  NO

**Name of Rail Line Company:** \_\_\_\_\_

17. Is there an airport or aircraft landing strip nearby? YES [ ] NO [X]

18. Is there a propane retail outlet, propane filling tank, cardlock/keylock or private propane outlet/container refill centre within 750 metres of the proposed subject lands? YES [ ] NO [X]

19. PREVIOUS USE INFORMATION:

a) Has there been an industrial use(s) on the site? YES [ ] NO [X] UNKNOWN [ ]

If YES, what was the nature and type of industrial use(s)?

---

b) Has there been a commercial use(s) on the site? YES [ ] NO [X] UNKNOWN [ ]

If YES, what was the nature and type of the commercial use(s)?

---

c) Has fill been brought to and used on the site (other than fill to accommodate septic systems or residential landscaping?) YES [ ] NO [X] UNKNOWN [ ]

d) Has there been commercial petroleum or other fuel storage on the site, underground fuel storage, or has the site been used for a gas station at any time, or railway siding? YES [ ] NO [X] UNKNOWN [ ]

If YES, specify the use and type of fuel(s) \_\_\_\_\_

20. Is this a **resubmission** of a previous application? YES [ ] NO [X]

If YES, is it identical [ ] or changed [ ] Provide previous File Number \_\_\_\_\_

21. a) Has any severance activity occurred on the land from the holding which existed as of March 1, 2005 and as registered in the Land Registry/Land Titles Office? YES [ ] NO [X]

b) If the answer in (a) is YES, please indicate the previous severance(s) on the required sketch and provide: **Transferee's Name, Date of the Transfer and Use of Parcel Transferred.**

---

22. Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision or other Consent or approval under the Planning Act or its predecessors?

YES [ ] NO [X] UNKNOWN [ ]

23. Under a separate application, is the Owner, applicant, or agent applying for additional consents on this holding simultaneously with this application? YES [ ] NO [X]

24. Provide explanation of how the application is consistent with the Provincial Policy Statement.

**The application is consistent with Section 2.3.4.1 (a) of the PPS for severances for agricultural purposes which states that severances are permitted when the lot is of an appropriate size for agricultural uses to continue.**

25. In addition to Places to Grow (Provincial Growth Plan), is the subject land within an area of land designated under the Greenbelt Plan? Provide explanation of how the application conforms or does not conflict with the Provincial plan or plans.

**The Natural Heritage System mapping indicates that there are no wetland or woodland features on the subject property.**



26. a) Indicate the existing **County Official Plan** designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan (severed and retained).

**The subject property has an Official Plan designation of Prime Agricultural and Greenlands and this severance follows the guidelines set out in Section 10.3.2 for severances for agricultural purposes.**

b) Indicate the existing **Local Official Plan** (if any) designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan (severed and retained).

**N/A**

c) If this consent relates directly to an Official Plan Amendment(s) currently under review by an approval authority, please indicate the Amendment Number and the applicable file number(s).

Amendment Number(s): \_\_\_\_\_ File Number(s): \_\_\_\_\_

27. Is the subject land a proposed surplus farm dwelling?\* **YES [ ] NO [X]**

\*If yes, an application to sever a surplus farm dwelling must be accompanied by a FARM INFORMATION FORM.

28. What is the zoning of the subject lands? **Agricultural**

29. Does the proposal for the subject lands conform to the existing zoning? **YES [X] NO [ ]**

If NO, a) has an application been made for re-zoning?  
**YES [ ] NO [ ] File Number \_\_\_\_\_**

b) has an application been made for a minor variance?  
**YES [ ] NO [ ] File Number \_\_\_\_\_**

30. Are the lands subject to any mortgages, easements, right-of-ways or other charges? **YES [ ] NO [X]**

If the answer is YES, please provide a copy of the relevant instrument.  
For mortgages just provide complete name and address of Mortgagee.

**Questions 31 – 34 must be answered for Applications for severance in the Rural/Agricultural Area -- Otherwise, if this is not applicable to your application, please state “not Applicable”**

31. **Type of Farm Operation** conducted on these subject lands: **Cash Crop & Dairy Cows**

Type: **Dairy [X]** **Beef Cattle [ ]** **Swine [ ]** **Poultry [ ]** **Other [X]**

32. **Dimensions of Barn(s)/Outbuildings/Sheds (that are to remain) Severed & Retained Lands**

<u>Severed</u>	Width	Length	Area	Use
<u>Retained</u>	Width <b><u>18±m</u></b>	Length <b><u>46±m</u></b>	Area <b><u>840±m<sup>2</sup></u></b>	Use <b><u>Shed</u></b>
	Width <b><u>30±m</u></b>	Length <b><u>37±m</u></b>	Area <b><u>1120±m<sup>2</sup></u></b>	Use <b><u>Barn</u></b>
	Width <b><u>15±m</u></b>	Length <b><u>43±m</u></b>	Area <b><u>650±m<sup>2</sup></u></b>	Use <b><u>Coverall Storage</u></b>



LAND SURVEYORS and ENGINEERS

May 13, 2020  
28033-20

Jeff.Buisman@vanharten.com

County of Wellington Land Division Committee  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9

Attention: Ms. Deborah Turchet

Dear Ms. Turchet:

**Re: Severance Application and Sketch  
7570 Wellington Road No. 8, Alma  
Part of Lot 11 & 12, Concession 10  
PIN 71446-0016  
Geographic Township of Peel  
Township of Mapleton**

RECEIVED

MAY 14 2020

SECRETARY TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE

Please find enclosed an application for a Severance on the above-mentioned property. Included with this submission are copies of the Severance Sketch, completed application form, required deeds, PIN report and map, addresses of neighbouring properties, a cheque to the GRCA for \$420.00, and a cheque to Wellington County for \$4,430.00.

**Proposal:**

The proposal is to split the subject property into two agricultural parcels of 40±ha and of 39±ha. The severed parcel is vacant and will have an area of 40.3±ha and consists of agricultural field. There is an existing field entrance at the east end of the parcel that will be maintained to access the property. The retained parcel will have an area of 39.3±ha and contains an existing dwelling, accessory buildings, agricultural field and small portion of bush to the rear of the parcel. Both parcels will continue to be used for agricultural purposes.

The parcel is to be split along the original Township lot lines – between Lots 11 & 12.

There is a barn on the retained parcel and on surrounding lots, however according to MDS Guideline #8, "MDS 1 setback is not required for a severed or retained lot for agriculture-related uses, except where required by a municipality in accordance with Implementation Guideline #35." After reviewing Guideline #35, we have the understanding that MDS is not applicable as the new lot will be for continued agricultural use.

The property is designated as Prime Agricultural and Greenlands in the County of Wellington Official Plan. Section 10.3.2 of the County Official Plan addresses the creation of new lots for agricultural purposes in areas designated as Prime Agricultural and states that:

572 Weber Street North, Unit 7  
Waterloo ON N2L 5C6  
519-742-8371

Elmira, ON:  
519-669-5070

423 Woolwich Street  
Guelph, ON N1H 3X3  
519-821-2763

660 Riddell Road, Unit 1  
Orangeville, ON L9W 5G5  
519-940-4110

Collingwood, ON:  
249-499-8359

[www.vanharten.com](http://www.vanharten.com)

R.P. Magahay, B.A. J.E. Buisman, B.E.S., B.Sc., O.L.S. R.M. Mak, B.Sc., O.L.S. J.M. Laws, B.Sc., O.L.S. J.M. Duffy, P.Eng.

- ***New lots for agricultural operations shall be an appropriate size for existing and future agricultural use and new lots will normally be a minimum of 35 ha*** – The severed and retained parcels are both over 35ha and are of a sufficient size for continued agricultural use.
- ***The creation of agricultural lots along the original lots in the Township survey is encouraged*** – the proposed severance will split the parcels along the Township lot line between Lots 11 & 12.
- ***New agricultural lots may include lands in the Greenlands System where necessary to provide logical lot lines, provided that suitable building envelopes are available outside of the features*** – The boundary line goes through a small portion of Greenland System, however it follows the originally Township lot line and no development is proposed within this area.

In summary, this severance is very practical and follows the relevant criteria for agricultural severances within Prime Agricultural designations.

Please call me if you or the Planning Staff have any questions.

Very truly yours,  
Van Harten Surveying Inc.



**Jeffrey E. Buisman** B.E.S, B.Sc.  
Ontario Land Surveyor

cc Bill Close

33. **Manure Storage Facilities** on these lands: **None**

DRY		SEMI-SOLID		LIQUID	
Open Pile	<input type="checkbox"/>	Open Pile	<input type="checkbox"/>	Covered Tank	<input type="checkbox"/>
Covered Pile	<input type="checkbox"/>	Storage with Buck Walls	<input type="checkbox"/>	Aboveground Uncovered Tank	<input type="checkbox"/>
				Belowground Uncovered Tank	<input type="checkbox"/>
				Open Earth-sided Pit	<input type="checkbox"/>

34. Are there any drainage systems on the retained and severed lands? **Unknown** YES  NO

Type	Drain Name & Area	Outlet Location
Municipal Drain <input type="checkbox"/>		Owner's Lands <input type="checkbox"/>
Field Drain <input type="checkbox"/>		Neighbours Lands <input type="checkbox"/>
		River/Stream <input type="checkbox"/>

**35. Source Water Protection Plan**

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of a Source Protection Plan in effect? YES  NO

If YES, please complete the Source Water Protection Form and submit with your application.

36. Have you had a pre-consultation meeting with County Planning Staff before filling out this application form?

YES  NO

If yes, please indicate the person you have met/spoken to:

37. **If you wish to provide some further information** that may assist the Planning and Land Division Committee in evaluating your application, please provide by a letter and attach it to this application.

**Please see covering letter.**

**NOTES:**

1. **One original completed application and two original sketches must be filed with the County of Wellington Planning and Land Division office.** If original sketch is larger than 11" x 17", 8 additional copies are required plus one sketch reduced to a size of 11" x 17" (or smaller) for office photocopying and circulation to neighbours. Facsimile documents are not acceptable for reasons of the necessity of good photocopying.
2. The location of the lands (severed & retained) which are the subject of the application must also be shown on the Surveyor's sketch or on an attached "Key Map" and included with the application.
3. Since the filing fee for applications for consent change from time to time, please contact the Planning and Land Division office for current fee information. This fee may be paid in cash or by cheque payable to the County of Wellington.
4. Additional information about the process, about any particular application or obtaining application forms may be obtained by attending at the County of Wellington Administration Centre, 74 Woolwich Street, Guelph Ontario N1H 3T9, by telephone at 519-837-2600, ext. 2160 or 2170; or by facsimile (fax) at 519-837-3875.



**OWNER'S AUTHORIZATION:**

The Owner must complete the following to authorize applicant, agent or solicitor to act on their behalf.

NOTE: If more than one owner is listed in item #2 of this application, then all owners must sign this authorization section of the application form or by a letter of authorization duly signed.

If the Owner is a corporation, the authorization must be by an officer of the corporation who has authority to bind the corporation.

I, (we), Close View Farms Ltd. c/o Bill CLOSE the Registered Owners of

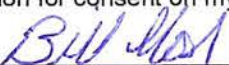
Part of Lots 11 & 12, Concession 10 as in INST. RO759845 Of the Geog. Township of Peel, Township of Mapleton in the

County/-Region of Wellington severally and jointly, solemnly declare that

Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc.

Is authorized to submit an application for consent on my (our) behalf.

X



**Signature(s) of Registered Owner(s) or Corporation's Officer**

**APPLICANT'S DECLARATION**

This must be completed by the Applicant for the proposed consent

I, (we) Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc. of the

City of Guelph

In the County/-Region of

Wellington

Solemnly declare that all

the statements contained in this application for consent for (property description) \_\_\_\_\_

Part of Lots 11 & 12, Concession 10 as in INST. RO759845 Of the Geog. Township of Peel, Township of Mapleton

And all the supporting documents are true, and I, (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, and virtue of the CANADA EVIDENCE ACT.

DECLARED before me at the

City

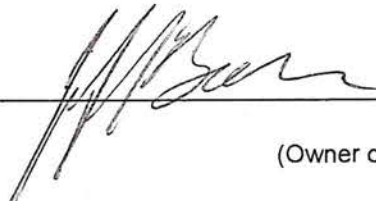
Of

Guelph

In the

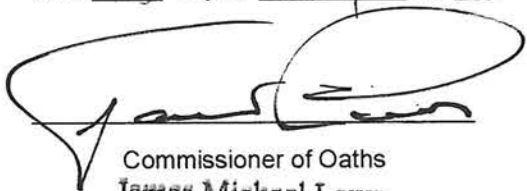
County/-Region of Wellington

This 13 day of May 20 20

  
\_\_\_\_\_  
(Owner or Applicant)

\_\_\_\_\_  
(Owner or Applicant)

James Michael Laws,  
a Commissioner of Oaths  
Province of Ontario  
for Van Harten Surveying Inc.  
Printed Commissioner's, etc. Name  
Expires May 11, 2021.



Commissioner of Oaths  
James Michael Laws,  
a Commissioner, etc.,  
Province of Ontario,  
for Van Harten Surveying Inc.  
Expires May 11, 2021.

County of Wellington

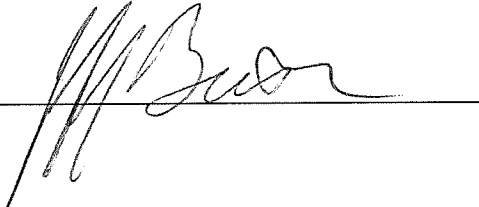
LAND DIVISION FORM - SEVERANCE

Revised April 2018

**APPLICANT'S CONSENT (FREEDOM OF INFORMATION):**

In accordance with the provisions of the Planning Act, it is the policy of the County Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I, **Jeff Buisman of Van Harten Surveying Inc.**, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, solicitors, and consultants will be part of the public record and will also be available to the general public.

Signature of Owner(s)



Date

May 17, 2020

**THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:**

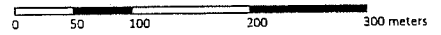
**Secretary-Treasurer  
Planning and Development Department  
County of Wellington  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9**

Phone (519) 837-2600 Ext. 2160



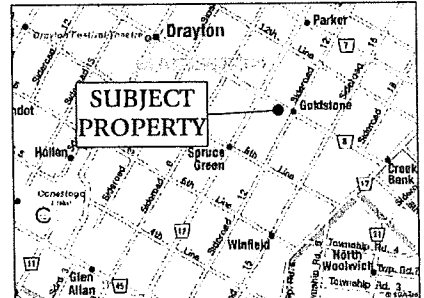
**SEVERANCE SKETCH**  
**PART OF LOTS 11 & 12, CONCESSION 10**  
**GEOGRAPHIC TOWNSHIP OF PEEL**  
**TOWNSHIP OF MAPLETON**  
**COUNTY OF WELLINGTON**

SCALE 1 : 5000



VAN HARTEN SURVEYING INC.

**KEYMAP**



**NOTES:**

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL & GREENLANDS.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.

O.P. : GREENLANDS  
 ZONING: AGRICULTURAL

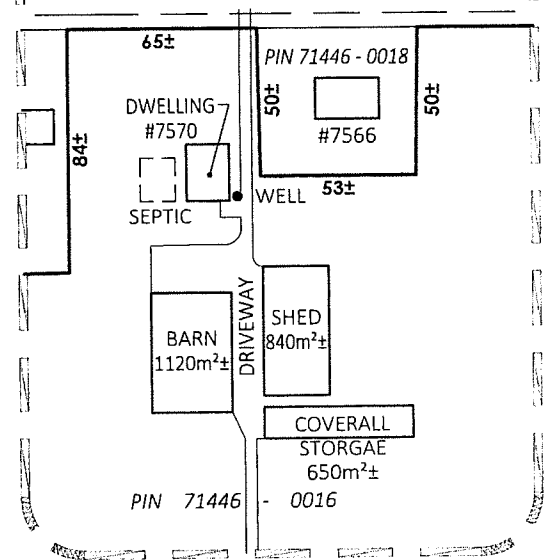
**DETAIL**

SCALE 1 : 2000



VAN HARTEN SURVEYING INC.

**WELLINGTON COUNTY ROAD 8**



THIS SKETCH WAS PREPARED ON THE 13th DAY OF MAY 2020

JEFFEREY E. BUISMAN  
 ONTARIO LAND SURVEYOR

**Van Harten**  
 SURVEYING INC.  
 LAND SURVEYORS and ENGINEERS

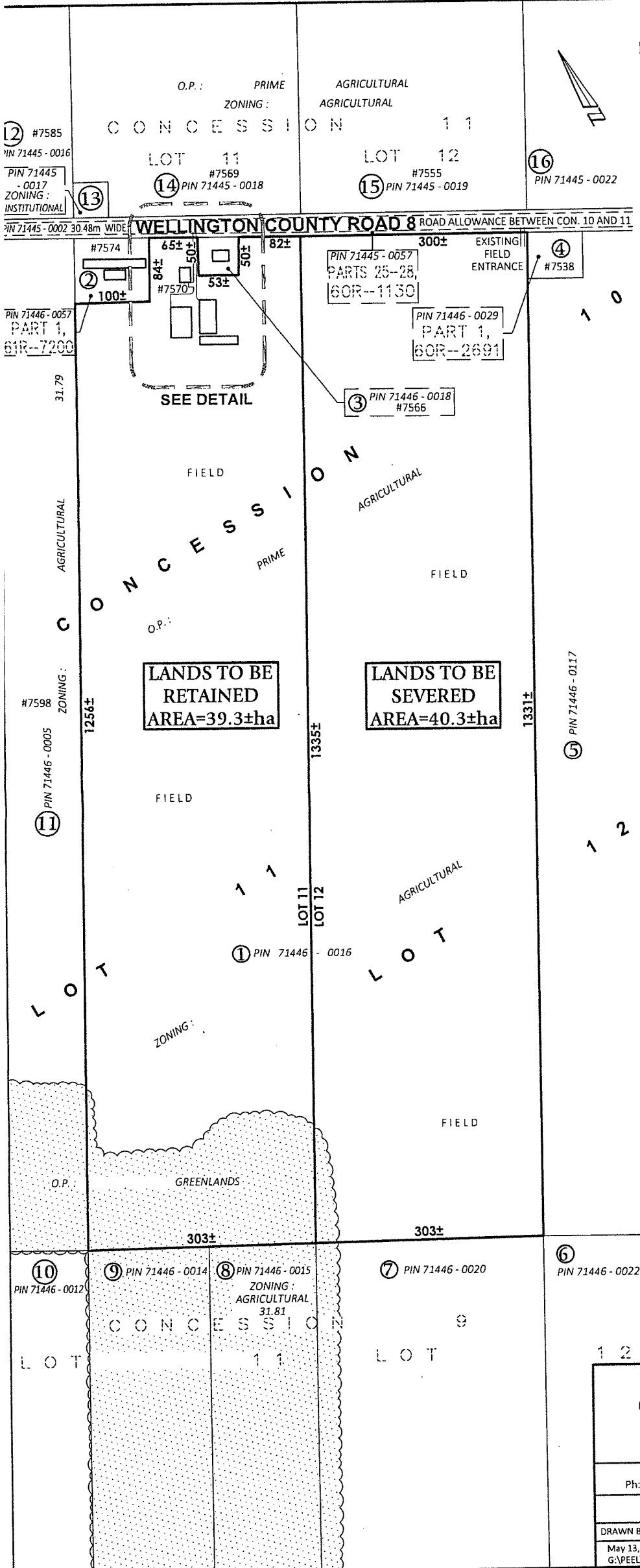
Waterloo Ph: 519-742-8371 Guelph Ph: 519-821-2763 Orangeville Ph: 519-940-4110

www.vanharten.com info@vanharten.com

DRAWN BY: ARN CHECKED BY: JEB PROJECT No. 28033-20

May 13, 2020-10:55:31 AM Page 183 of 318

G:\PEEL\con10\acad\SEV LOT 11,12 (CLOSE) UTM.dwg



**From:** Emily Vandermeulen <[EVandermeulen@centrewellington.ca](mailto:EVandermeulen@centrewellington.ca)>  
**Sent:** Thursday, May 28, 2020 4:46 PM  
**To:** Barb Schellenberger <[BSchellenberger@mapleton.ca](mailto:BSchellenberger@mapleton.ca)>  
**Cc:** Source Water <[sourcewater@centrewellington.ca](mailto:sourcewater@centrewellington.ca)>

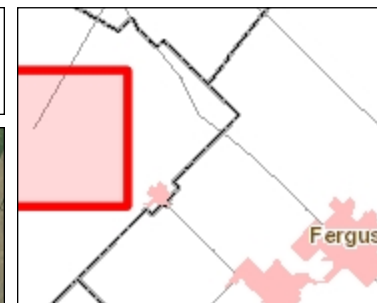
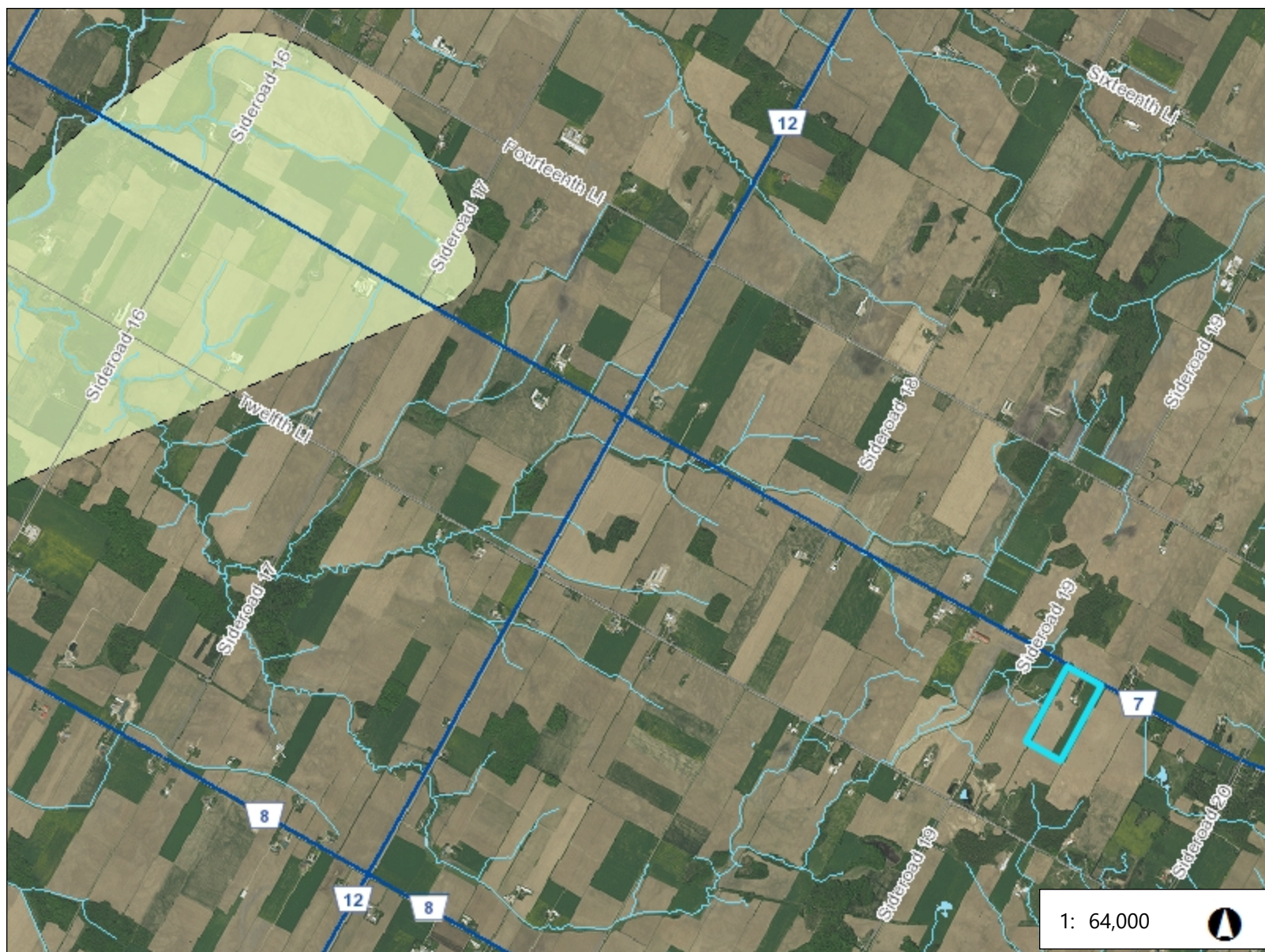
**Subject:** FW: b34-20 close view farms lts (bill close) 7570 wr8

Thank you for providing the above referenced application for review. Since this property is **not** located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the property and Wellhead Protection Areas for your reference.


Emily Vandermeulen | Risk Management Inspector / Source Protection Coordinator

Wellington Source Water Protection | 7444 Wellington Road 21, Elora, ON, N0B 1S0  
519.846.9691 x365 | [evandermeulen@centrewellington.ca](mailto:evandermeulen@centrewellington.ca) | [www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1.844.383.9800



**Legend**

- Roads - Small Scale**
  - Local Road
  - County Road
  - Highway
- Waterbodies**
- Watercourses**
- Ontario - Waterbodies**
- Ontario - Municipalities**
- Well Locations**
- Wellhead Protection Area Boundary**
  - A
  - B
  - C
  - D
- Vulnerability Score**
  - 10
  - 8
  - 2, 4, 6 (A, B or C)
  - 2, 4, 6 (D)
- RoadsLookup**

1: 64,000 

3.3 0 1.63 3.3 Kilometers



**Notes**



# TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, ON. N0G 1P0  
Phone: 519.638.3313, Fax: 519.638.5113, TF: 1.800.385.7248  
[www.mapleton.ca](http://www.mapleton.ca)

## CONSENT APPLICATION SUMMARY LAND DIVISION FILE NO. B36/20 PREPARED ON JULY 3, 2020

### APPLICANT

Aileen & Teade Wiersma  
7370 Wellington Road 7  
RR # 1 Alma, N0B 1A0

### LOCATION OF SUBJECT LANDS

Part Lot 16  
Concession 13  
Township of Mapleton (Peel)

### RECOMMENDATION:

- i) THAT Township of Mapleton support Consent Application B36/20 as presented for lands described as Part Lot 16, Concession 13, Township of Mapleton (Peel) with the following conditions:
- THAT Payment be made of the fee of \$200 (or whatever fee is applicable at the time of clearance under the Fees and Charges By-law) for a letter of clearance;
  - THAT a Parkland dedication fee be paid (\$1,400 in 2020);
  - THAT the Owner satisfy all the requirements of the local municipality, financial and otherwise for the proper and orderly development of the subject lands, including but not limited to outstanding taxes;
  - THAT the retained lands be rezoned to restrict residential development to the satisfaction of the Local Municipality and the County of Wellington Planning and Development Department;
  - THAT zoning compliance be achieved for the severed lands addressing the combined ground floor area of the accessory buildings;
  - THAT driveway access to the retained lands can be provided to the satisfaction of the County;
  - THAT the manure tank be removed to the satisfaction of the County;
  - THAT a copy of the deposited Reference Plan be submitted to the Township (hard copy and digital file);
- AND FURTHER THAT Council authorizes the Municipal Clerk to file with the Secretary-Treasurer of the Planning and Land Division Committee at the County of Wellington, a letter of clearance of these conditions on completion of same.
- ii) THAT Township of Mapleton Council will support the following accessory structures and uses for the severed lands:
- To be determined by Council

### BACKGROUND:

The Township received from the Secretary-Treasurer of the County of Wellington Planning and Land Division Committee a Notice of An Application for Consent dated May 22, 2020 for the above noted file.



B36/20 Consent

Clerk's Department Staff confirmed the following:

- Staff (including CAO, CBO, Director of Finance, Director of Public Works, Fire Chief, Drainage Superintendent, and Source Water Protection) were provided with the required notice by hand delivered hard copy or by emailed PDF on May 25, 2020.

The following staff comments were received:

- CBO Patty Wright comments received May 25, 2020.
- Fire Chief Rick Richardson comments received May 25, 2020 state "no issues."
- Director of Public Works Sam Mattina comments received May 25, 2020 state "no concerns."
- Drainage Superintendent Jim Grose comments received May 25, 2020 state "no municipal drain near this property."

Additional comments were received from:

- Wellington Source Water Protection - Emily Vandermeulen comments received May 28, 2020.
- County of Wellington Planning and Development Department - Senior Planner Michelle Innocente, planning report dated June 30, 2020.

Prepared by  
Barb Schellenberger  
Municipal Clerk

Reviewed by  
Manny Baron  
CAO

Attachment A – Senior Planner comments dated June 30, 2020

Attachment B – Application B36/20

Attachment C – CBO comments dated May 25, 2020

Attachment D – Source Water Protection comments received May 28, 2020



<b>Application</b>	B36/20
<b>Location</b>	Part Lot 16, Concession 13 TOWNSHIP OF MAPLETON (PEEL)
<b>Applicant/Owner</b>	Aileen & Teade Wiersma

**PLANNING OPINION:** This application would sever a 1.4 ha (3.5 ac) parcel with an existing dwelling, garage, shop and barn. A vacant 19 ha (47 ac) agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

Planning Staff have concern with the proposed retention of three existing accessory buildings on the proposed new 1.4 ha (3.5 ac) parcel given that the size of the buildings substantially exceeds what is permitted by the Zoning By-law for a lot of this size. Further, the barn is proposed to be converted to accommodate an RV and classic car storage business.

Under the PPS, the Official Plan and the Zoning By-law, on-farm diversified uses in a prime agricultural area *may* be permitted provided that they are located on a farm and are subordinate to the principle use. This application would create a rural residential lot as a result of the proposed surplus farm dwelling severance and therefore an RV and classic car storage business located within the barn does not meet provincial and County policies.

This consent application is consistent with Provincial Policy and the County Official Plan, however the proposed storage of RVs, boat trailers and classic cars use is not.

If approved, we would ask that the following be made conditions of approval:

- a) That driveway access can be provided to the retained lands to the satisfaction of the County of Wellington;
- b) That the manure tank on the retained lands be removed to the satisfaction of the County of Wellington Planning and Development Department;
- c) That the retained lands be rezoned to restrict the residential development to the satisfaction of the local municipality and the County of Wellington Planning and Development Department; and,
- d) That zoning compliance be achieved for the severed lands to the satisfaction of the local municipality to allow the accessory structures to remain or removal of some or all of the accessory structures in accordance with the zoning by-law.

**A PLACE TO GROW:** The subject lands contain a provincially significant wetland on the retained parcel. The boundary of the proposed new lot is greater than 30 metres from the provincially significant wetland that is located on the retained lands.

**PROVINCIAL POLICY STATEMENT (PPS):** Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for: c) a residence surplus to a farming operation...”

With respect to Minimum Distance Separation 1 (MDS1), the applicant has indicated that there is a liquid manure tank on the retained lands and it will be removed as part of the application.

**WELLINGTON COUNTY OFFICIAL PLAN:** The subject property is designated PRIME AGRICULTURAL and CORE GREENLANDS. The feature present on the site is a provincially significant wetland on the retained lands. According to section 10.3.4, a severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- “a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit a residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.”

With respect to the above criteria, we are satisfied that this application conforms to criteria a), b), c), d) and e). Item f) can be addressed as a condition of approval. In terms of the overall farm operation, we have been provided with a Farm Information Form dated May 14, 2020, which includes a list of





farm holdings owned by the intended purchaser of the farmland, which demonstrates that this application would constitute a farm consolidation.

**Pg.2... B36/20**

The matters under section 10.1.3 were also considered.

**WELL HEAD PROTECTION AREA:** The subject property is not located within a Well Head Protection Area.

**LOCAL ZONING BY-LAW:** The subject property is currently zoned Agricultural (A) zone and Natural Environment (NE) zone. The retained lands will need to be rezoned to restrict residential development as a condition of approval. Both the severed and retained lands meet the minimum lot area and frontage requirements of the Agricultural zone.

The survey indicates 3 accessory buildings to remain on the proposed severed lot that total 735 m<sup>2</sup> (7,912 ft<sup>2</sup>) in size, whereas the current zoning by-law permits up to 269.4 m<sup>2</sup> (2,900 ft<sup>2</sup>) for accessory buildings on a lot this size. The combined ground floor area of the accessory buildings exceeds what is permitted by 465.6 m<sup>2</sup> (5,012 ft<sup>2</sup>) and also exceeds the maximum permitted ground floor area for accessory buildings by 270.5 m<sup>2</sup> (2,912 ft<sup>2</sup>).

The applicant has also indicated they would like to use the calf barn for the storage of RVs, boat trailers and classic cars. They estimate they could store up to 15 RV trailers or up to 30 classic cars. The proposed use however is not permitted in the Zoning By-law under the current Agricultural zoning. Additionally, if the proposed storage use is reviewed under the Home Industry Regulations, then it still is not permitted given that such a use cannot be located on a lot less than 10.1 ha (25 ac) and that the maximum square footage of any or all buildings or structures used for a home industry shall not exceed 232.5 m<sup>2</sup> (2,500 ft<sup>2</sup>). The proposed severed lot is 1.4 ha (3.5 ac) and the calf barn is 430 m<sup>2</sup> (4,629 ft<sup>2</sup>).

**SITE VISIT INFORMATION:** The subject property was visited and photographed on June 26, 2020. Notice Cards were posted, and the survey sketch appears to meet the application requirements.

---

Michelle Innocente, Senior Planner  
June 30, 2020

May 22, 2020

## NOTICE OF AN APPLICATION FOR CONSENT

Ontario Planning Act, Section 53(4)

The County of Wellington Planning and Land Division Committee requests your written comments on this application for consent.

*APPLICATION SUBMITTED ON: May 15, 2020*

### FILE NO. B36-20

#### APPLICANT

Aileen & Teade Wiersma  
7370 Wellington Rd 7  
RR#1  
Alma N0B 1A0

#### LOCATION OF SUBJECT LANDS

Township of Mapleton (Peel)  
Part Lot 16  
Concession 13

#### Surplus Farm Dwelling Application

Proposed severance is 1.4 hectares with 55m frontage, existing and proposed rural residential use with existing dwelling, garage, shop & barn. Old garage to be removed.

Retained parcel is 19 hectares with 256m frontage, existing and proposed agricultural use. Existing manure pit to be removed.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,  
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

**June 30, 2020**

**Please note** that if the Comments are not received by the requested date, the Planning and Land Division Committee may proceed to consider the application, and may assume that you have no objection to this APPLICATION for CONSENT.

**Please also be advised** that if a person or public body that files an appeal of a decision of the County of Wellington Planning and Land Division Committee in respect of the proposed consent has not made written submission to the County of Wellington Planning and Land Division Committee before it gives or refuses to give a provisional consent, then the Local Planning Appeal Tribunal may dismiss the appeal.

If you wish to be **NOTIFIED OF THE DATE AND TIME OF THE CONSIDERATION** of this application - **please make your request in writing** to the Planning and Land Division Committee before the "Comments Return Date" noted above.

If you wish to be **NOTIFIED OF THE DECISION** of the County of Wellington Planning and Land Division Committee in respect of this proposed consent, **you must make a request in writing** to the County of Wellington Planning and Land Division Committee. This will also entitle you to be advised of a possible Local Planning Appeal Tribunal. Even if you are the successful party, you should request a copy of the decision since the County of Wellington Planning and Land Division Committee's decision may be appealed to the Local Planning Appeal Tribunal by the applicant or another member of the Public.

**INFORMATION REGARDING THE APPLICATION** is available to the public during regular business hours, Monday to Friday at the County of Wellington Planning and Land Division Office- 74 Woolwich St. Guelph, ON N1H 3T9.  
Phone: (519) 837-2600 x2170 Fax: (519) 837-3875

#### **MAILED TO:**

Local Municipality - Mapleton    County Planning    Conservation Authority - GRCA

County Engineering

Bell Canada (email)    County Clerk    Roads/Solid Waste    Civic Addressing

Neighbour - as per list verified by local municipality and filed by applicant with this application

1. Approval Authority:

County of Wellington Planning and Land Division Committee  
County of Wellington Administration Centre  
74 Woolwich Street, GUELPH, Ontario N1H 3T9

Phone: 519-837-2600, ext. 2170 or 2160 Fax: 519-837-3875

Required Fee: \$ 4430  
Fee Received: May 15/20  
File No. 336-20  
Accepted as Complete on: May 15-20

**A COPY OF YOUR CURRENT DEED MUST BE SUBMITTED WITH THIS APPLICATION**

2. (a) Name of Registered Owner(s) Aileen Shirley Anne WIERSMA & Teade WIERSMA

Address 7370 Wellington Road No 7, RR#1, Alma, ON, N0B 1A0

Phone No. 519-846-0386

Email: taremwiersma@hotmail.com

(b) Name and Address of Applicant (as authorized by Owner) \_\_\_\_\_

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

(c) Name and Address of Owner's Authorized Agent: \_\_\_\_\_

Jeff Buisman of Van Harten Surveying Inc.  
423 Woolwich Street, Guelph, ON, N1H 3X3

Phone No. 519-821-2763 x225

Email: Jeff.Buisman@vanharten.com

(d) All Communication to be directed to:

REGISTERED OWNER [ ]      APPLICANT [ ]      AGENT [X]

(e) Notice Cards Posted by:

REGISTERED OWNER [ ]      APPLICANT [ ]      AGENT [X]

3. Type and Purpose of Proposed Transaction: (Check off appropriate box & provide short explanation)

RURAL RESIDENTIAL[ ]    AGRICULTURAL[X]    URBAN RESIDENTIAL[ ]    COMMERCIAL/INDUSTRIAL[ ]

To sever a surplus dwelling from an agricultural parcel

OR

EASEMENT [ ]      RIGHT OF WAY [ ]      CORRECTION OF TITLE [ ]      LEASE [ ]

(a) If known, the name of person to whom the land or an interest in the land is to be transferred, charged or leased.

Brian Martin (farmer)

4. (a) Location of Land in the County of Wellington:

Local Municipality: Township of Mapleton (Township of Maryborough)

Concession 13

Lot No. Part of Lot 16

Registered Plan No. \_\_\_\_\_

Lot No. \_\_\_\_\_

Reference Plan No. \_\_\_\_\_

Part No. \_\_\_\_\_

Civic Address 7370 Wellington Road No. 7

(b) When was property acquired: July 2003

Registered Instrument No. WC32294

5. Description of Land intended to be SEVERED:

Metric [ ]

Imperial [ ]

Frontage/Width 55 / 75 ±

AREA

1.4 ha ±

Depth 222 ±

Existing Use(s)

Rural Residential/Agricultural

Existing Buildings or structures: Dwelling, new garage, shop and barn (old Garage to be removed)

Proposed Uses (s): Rural Residential

Type of access (Check appropriate space)

Existing [X]

Proposed [ ]

[ ] Provincial Highway

[ ] Right-of-way

[X] County Road

[ ] Private road

[ ] Municipal road, maintained year round

[ ] Crown access road

[ ] Municipal road, seasonally maintained

[ ] Water access

[ ] Easement

[ ] Other

Type of water supply - Existing [X] Proposed [ ] (check appropriate space)

[ ] Municipally owned and operated piped water system

[X] Well [X] individual [ ] communal

[ ] Lake

[ ] Other

Type of sewage disposal - Existing [X] Proposed [ ] (check appropriate space)

[ ] Municipally owned and operated sanitary sewers

[X] Septic Tank (specify whether individual or communal):

[ ] Pit Privy

[ ] Other (Specify):

6. Description of Land intended to be RETAINED: Metric [X] Imperial [ ]

Frontage/Width	<u>256 / 304 ±</u>	AREA	<u>19.0 ha ±</u>
Depth	<u>660 ±</u>	Existing Use(s)	<u>Agricultural</u>

Existing Buildings or structures: Manure Pit (to be removed)

Proposed Uses (s): No Change

Type of access (Check appropriate space)	Existing [ ]	Proposed [X]
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Right-of-way	
<input checked="" type="checkbox"/> County Road	<input type="checkbox"/> Private road	
<input type="checkbox"/> Municipal road, maintained year round	<input type="checkbox"/> Crown access road	
<input type="checkbox"/> Municipal road, seasonally maintained	<input type="checkbox"/> Water access	
<input type="checkbox"/> Easement	<input type="checkbox"/> Other	

**Type of water supply - Existing [ ] Proposed [ ]** (check appropriate space)

Municipally owned and operated piped water system  
 Well  individual  communal  
 Lake  
 Other Not required for agricultural use

**Type of sewage disposal - Existing [X] Proposed [ ]** (check appropriate space)

Municipally owned and operated sanitary sewers  
 Septic Tank (specify whether individual or communal):  
 Pit Privy  
 Other (Specify): Not required for agricultural use

7. Is there an agricultural operation, (either a barn, manure storage, abattoir, livestock area or stockyard) within 500 metres of the Subject lands (severed and retained parcels)? YES [X] NO [ ]  
 \*If yes, see sketch requirements and the application must be accompanied by a MINIMUM DISTANCE SEPARATION FORM.

8. Is there a landfill within 500 metres [1640 feet]? YES [ ] NO [X]

9. a) Is there a sewage treatment plant or waste stabilization plant within 500 metres [1640']? YES [ ] NO [X]

10. Is there a Provincially Significant Wetland (e.g. swamp, bog) located on the lands to be retained or to be severed or within 120 metres [394 feet]? YES [X] NO [ ]

11. Is there any portion of the land to be severed or to be retained located within a floodplain? YES [ ] NO [X]

12. Is there a provincial park or are there Crown Lands within 500 metres [1640']? YES [ ] NO [X]

13. Is any portion of the land to be severed or retained within a rehabilitated mine/pit site? YES [ ] NO [X]

14. Is there an active or abandoned mine, quarry or gravel pit within 500 metres [1640']? YES [ ] NO [X]

15. Is there a noxious industrial use within 500 meters [1640']? YES [ ] NO [X]

16. Is there an active or abandoned principal or secondary railway within 500 metres [1640']? YES [ ] NO [X]

**Name of Rail Line Company:** \_\_\_\_\_

17. Is there an airport or aircraft landing strip nearby? YES [ ] NO [X]

18. Is there a propane retail outlet, propane filling tank, cardlock/keylock or private propane outlet/container refill centre within 750 metres of the proposed subject lands? YES [ ] NO [X]

19. PREVIOUS USE INFORMATION:

a) Has there been an industrial use(s) on the site? YES [ ] NO [X] UNKNOWN [ ]

If YES, what was the nature and type of industrial use(s)?

---

b) Has there been a commercial use(s) on the site? YES [ ] NO [X] UNKNOWN [ ]

If YES, what was the nature and type of the commercial use(s)

---

c) Has fill been brought to and used on the site (other than fill to accommodate septic systems or residential landscaping?) YES [ ] NO [X] UNKNOWN [ ]

d) Has there been commercial petroleum or other fuel storage on the site, underground fuel storage, or has the site been used for a gas station at any time, or railway siding? YES [ ] NO [X] UNKNOWN [ ]

If YES, specify the use and type of fuel(s) \_\_\_\_\_

20. Is this a **resubmission** of a previous application? YES [ ] NO [X]

If YES, is it identical [ ] or changed [ ] Provide previous File Number \_\_\_\_\_

21. a) Has any severance activity occurred on the land from the holding which existed as of March 1, 2005 and as registered in the Land Registry/Land Titles Office? YES [ ] NO [X]

b) If the answer in (a) is YES, please indicate the previous severance(s) on the required sketch and provide:  
**Transferee's Name, Date of the Transfer and Use of Parcel Transferred.**

---

22. Has the parcel intended to be severed ever been, or is it now, the subject of an application for a plan of subdivision or other Consent or approval under the Planning Act or its predecessors? YES [ ] NO [X] UNKNOWN [ ]

23. Under a separate application, is the Owner, applicant, or agent applying for additional consents on this holding simultaneously with this application? YES [ ] NO [X]

24. Provide explanation of how the application is consistent with the Provincial Policy Statement.

**The application is consistent with Section 2.3.4.2 (c) of the PPS as the surplus residence severance is permitted as a result of farm consolidation. A zone change is required to prohibit a residence on the retained farm parcel.**

25. In addition to Places to Grow (Provincial Growth Plan), is the subject land within an area of land designated under the Greenbelt Plan? Provide explanation of how the application conforms or does not conflict with the Provincial plan or plans.

**The Natural Heritage System mapping indicates that there is a wetland area on the retained (farm) parcel, however the severance is not in this area and no development is proposed.**



26. a) Indicate the existing **County Official Plan** designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan (severed and retained).

**The subject property is designated as Prime Agricultural and Core Greenlands in the Official Plan and this severance follows the guidelines set out in Section 10.3.4 for surplus farm residence severances.**

b) Indicate the existing **Local Official Plan** (if any) designation(s) of the subject land, and provide explanation of how the application conforms with the Official Plan (severed and retained).

**N/A**

c) If this consent relates directly to an Official Plan Amendment(s) currently under review by an approval authority, please indicate the Amendment Number and the applicable file number(s).

Amendment Number(s): \_\_\_\_\_ File Number(s): \_\_\_\_\_

27. Is the subject land a proposed surplus farm dwelling?\* YES  NO

\*If yes, an application to sever a surplus farm dwelling must be accompanied by a FARM INFORMATION FORM.

28. What is the zoning of the subject lands? **Agricultural and Natural Environment**

29. Does the proposal for the subject lands conform to the existing zoning? YES  NO

**A zone change will be applied for as a condition of the severance**

If NO, a) has an application been made for re-zoning?  
YES  NO  File Number \_\_\_\_\_

b) has an application been made for a minor variance?  
YES  NO  File Number \_\_\_\_\_

30. Are the lands subject to any mortgages, easements, right-of-ways or other charges? YES  NO

If the answer is YES, please provide a copy of the relevant instrument.  
 For mortgages just provide complete name and address of Mortgagee.

- **Mortgage as in Instrument No. WC32295 with Farm Credit Canada located at 200 – 1133 St. George Blvd, Moncton, NB, E1E 4E1**

Questions 31 – 34 must be answered for Applications for severance in the Rural/Agricultural Area -- Otherwise, if this is not applicable to your application, please state "not Applicable"

31. **Type of Farm Operation** conducted on these subject lands:

**Cash Crop (to continue) & beef cattle (operation to cease)**

Type: Dairy  Beef Cattle  Swine  Poultry  Other

32. **Dimensions of Barn(s)/Outbuildings/Sheds (that are to remain) Severed & Retained Lands**

<u>Severed</u>	Width <b><u>7.5±m</u></b>	Length <b><u>15±m</u></b>	Area <b><u>110±m<sup>2</sup></u></b>	Use <b><u>Garage</u></b>
	Width <b><u>8.5±m</u></b>	Length <b><u>21±m</u></b>	Area <b><u>195±m<sup>2</sup></u></b>	Use <b><u>Shop</u></b>
	Width <b><u>17±m</u></b>	Length <b><u>25±m</u></b>	Area <b><u>430±m<sup>2</sup></u></b>	Use <b><u>Barn</u></b>
<u>Retained</u>	Width	Length	Area	Use



LAND SURVEYORS and ENGINEERS

May 15, 2020

28160-20

Jeff.Buisman@vanharten.com

County of Wellington Land Division Committee  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9

Attention: Ms. Deborah Turchet

Dear Ms. Turchet:

RECEIVED

MAY 15 2020

SECRETARY TREASURER  
WELLINGTON COUNTY  
LAND DIVISION COMMITTEE

**Re: Surplus Farm Residence Severance Application & Sketch**  
**7370 Wellington Road No. 7**  
**Part of Lot 16, Concession 13**  
**PIN 71444-0037**  
**Geographic Township of Peel**  
**Township of Mapleton**

Please find enclosed an application for a Surplus Farm Residence Severance on the above-mentioned property. Included with this submission are copies of the Severance Sketch, completed application form, required deeds, PIN report and map, addresses of neighbouring properties, Farm Information Form, a cheque to the GRCA for \$420.00, and a cheque to Wellington County for \$4,430.00.

**Proposal:**

The proposal is to sever a surplus farm dwelling from the rest of the agricultural farm parcel. The proposed severed parcel has a frontage of 55±m, depth of 222±m for an area of 1.4±ha where the existing dwelling and accessory buildings will remain. The retained parcel has an area of 19.0±ha that will continue to be used as part of a large-scale farming operation owned by Brian Martin who is the intended purchaser.

The severed parcel is configured around the existing buildings, driveway, hydro line, septic, well and natural features including a pond. The severed parcel is asymmetrical as the intention is to follow the driveway, buildings and natural features and keep the severance as small as possible. A small portion of field is included on the north-western boundary in order to meet the necessary zoning and OBC requirements from the building and septic to the side yard. The manure storage of the retained parcel will be removed, and this area can be converted back to farm field.

572 Weber Street North, Unit 7  
Waterloo ON N2L 5C6  
519-742-8371

Elmira, ON:  
519-669-5070

423 Woolwich Street  
Guelph, ON N1H 3X3  
519-821-2763

660 Riddell Road, Unit 1  
Orangeville, ON L9W 5G5  
519-940-4110

Collingwood, ON:  
249-499-8359

[www.vanharten.com](http://www.vanharten.com)

R.P. Magahay, B.A. J.E. Buisman, B.E.S., B.Sc., O.L.S. R.M. Mak, B.Sc., O.L.S. J.M. Laws, B.Sc., O.L.S. J.M. Duffy, P.Eng.

The more significant consideration for this application is the owner's desire to keep the Accessory Buildings. The accessory buildings on the severed parcel include an old garage (25m<sup>2</sup>) (that is to be removed) and three newer buildings including a garage (110m<sup>2</sup>), a shop (195m<sup>2</sup>) and a barn (430m<sup>2</sup>). The garage is brand new and the shop was recently renovated. The calf barn is 17 years old and in good condition. The barn is currently in operation as a calf barn and will cease shortly, at which time the stalls, fans and infrastructure for calf operations will be removed.

The combined area of the three buildings is 735m<sup>2</sup> or 5.3% of the proposed severance. Although this coverage is under the 10% maximum of section 6.1.4 a) of the Zoning By-law, the maximum floor area of the accessory buildings is well over the maximum of 265m<sup>2</sup> as calculated under Section 6.1.4.b) of the By-law.

Several options are being considered for the accessory buildings, and the owner's preference is for a Minor Variance or a Zone Change to keep these three buildings. An application of this nature to keep the shop and garage (305m<sup>2</sup> versus 265m<sup>2</sup>) would be very reasonable. Keeping the calf barn might seem excessive, but the owners (Ted and Aileen Wiersma) consider it a shame to knock it down.

Ted and Aileen would like to use the calf barn for the storage of RV's, boat trailers and classic cars. All storage would only be within the building (no outside storage). A preliminary evaluation suggest that they could store up to 15 RV trailers or up to 30 classic cars. They completed a little market research with a Facebook ad and received 20 expressions of interest after 2 days of posting. This suggests that there is a strong market for this service.

We reviewed the County of Wellington Official Plan and the Township of Mapleton Zoning By-law and have not found a clear understanding if this "part time or casual service" is permitted on a rural residential lot. The definitions of Home Industry and Home Occupation suggest more of a full-time type of business. Storing of trailers and classic cars is more of a casual use with very limited impact in the area. Typically, customers would come twice per year to store or retrieve their item.

We ask the Township Council and Planning Staff to review and consider this option and we seek their feedback.

A Zoning Amendment is required to prohibit a residential dwelling on the retained (farm) parcel. This zone change application will also be set up to address the ground floor area coverage of the accessory buildings and possibly to allow for the indoor storage of RV's.

This type of severance meets the key requirements of Section 10.3.4 of the Wellington County Official Plan for surplus farm residence severances. The key requirements for a "Surplus Residence Severance" which have been met and are described below:

First, there must be a Bona Fide Farmer for the farm land. Brian Martin is the intended purchaser of the retained (farm) parcel and this will be added as part of his large scale operation. The Farm Information Form shows that Brian has a number farm properties in the area.





LAND SURVEYORS and ENGINEERS

Second, the retained agricultural parcel is to be rezoned to prohibit a residential use. We intend to submit an application for a zone change on the retained lands as a condition of severance approval.

Third, the severed surplus parcel is to be no larger than the area of residence and not disrupt the farming operation. The proposed severed parcel has an area of 1.4± ha and has been configured around the dwelling (which is habitable and not to be demolished), accessory buildings, pond, septic and natural features. The proposed lot lines follow the edge of field and contain very minimal agricultural field – only to ensure the side yard requirements are met for the accessory building and septic. The proposed lot configuration is logical to accommodate the existing buildings and takes into consideration environmental and topographic features.

Please call me if you or the Planning Staff have any questions.

Very truly yours,  
Van Harten Surveying Inc.

A handwritten signature in black ink, appearing to read "J.E. Buisman".

**Jeffrey E. Buisman** B.E.S, B.Sc.  
*Ontario Land Surveyor*

cc Ted & Aileen Wiersma

---

[www.vanharten.com](http://www.vanharten.com)

R.P. Magahay, B.A. J.E. Buisman, B.E.S., B.Sc., O.L.S. R.M. Mak, B.Sc., O.L.S. J.M. Laws, B.Sc., O.L.S. J.M. Duffy, P.Eng.

33. **Manure Storage Facilities** on these lands: **Manure pit is to be removed**

DRY	SEMI-SOLID	LIQUID
Open Pile <input type="checkbox"/>	Open Pile <input type="checkbox"/>	Covered Tank <input type="checkbox"/>
Covered Pile <input type="checkbox"/>	Storage with Buck Walls <input type="checkbox"/>	Aboveground Uncovered Tank <input type="checkbox"/>
		Belowground Uncovered Tank <input type="checkbox"/>
		Open Earth-sided Pit <input type="checkbox"/>

34. Are there any drainage systems on the retained and severed lands? **YES**  **NO**

Type	Drain Name & Area	Outlet Location
Municipal Drain <input type="checkbox"/>	<b>Tile Drain &amp; Orange Drain</b>	Owner's Lands <input type="checkbox"/>
Field Drain <input type="checkbox"/>		Neighbours Lands <input type="checkbox"/>
		River/Stream <input type="checkbox"/>

**35. Source Water Protection Plan**

Is the subject land within a Wellhead Protection Area, Issue Contributing Area, or Intake Protection Zone of a Source Protection Plan in effect? **YES**  **NO**

If YES, please complete the Source Water Protection Form and submit with your application.

36. Have you had a pre-consultation meeting with County Planning Staff before filling out this application form?

**YES**  **NO**

If yes, please indicate the person you have met/spoken to: **Michelle Innocente**

37. **If you wish to provide some further information** that may assist the Planning and Land Division Committee in evaluating your application, please provide by a letter and attach it to this application.

**Please see covering letter.**

**NOTES:**

1. **One original completed application and two original sketches must be filed with the County of Wellington Planning and Land Division office.** If original sketch is larger than 11" x 17", 8 additional copies are required plus one sketch reduced to a size of 11" x 17" (or smaller) for office photocopying and circulation to neighbours. Facsimile documents are not acceptable for reasons of the necessity of good photocopying.
2. The location of the lands (severed & retained) which are the subject of the application must also be shown on the Surveyor's sketch or on an attached "Key Map" and included with the application.
3. Since the filing fee for applications for consent change from time to time, please contact the Planning and Land Division office for current fee information. This fee may be paid in cash or by cheque payable to the County of Wellington.
4. Additional information about the process, about any particular application or obtaining application forms may be obtained by attending at the County of Wellington Administration Centre, 74 Woolwich Street, Guelph Ontario N1H 3T9, by telephone at 519-837-2600, ext. 2160 or 2170; or by facsimile (fax) at 519-837-3875.

**OWNER'S AUTHORIZATION:**

*The Owner must complete the following to authorize applicant, agent or solicitor to act on their behalf.*

**NOTE:** If more than one owner is listed in item #2 of this application, then all owners must sign this authorization section of the application form or by a letter of authorization duly signed.

If the Owner is a corporation, the authorization must be by an officer of the corporation who has authority to bind the corporation.

I, (we), Aileen Shirley Anne WIERSMA & Teade WIERSMA the Registered Owners of  
Part of Lot 16, Concession 13, as in INST No. RON61905 Of the Geog. Township of Peel,  
Township of Mapleton in the

County/-Region of Wellington severally and jointly, solemnly declare that

Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc.

Is authorized to submit an application for consent on my (our) behalf.

**Signature(s) of Registered Owner(s) or Corporation's Officer**

**APPLICANT'S DECLARATION**

**This must be completed by the Applicant for the proposed consent**

I, (we) Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc. of the  
City of Guelph In the County/-Region of  
Wellington Solemnly declare that all

the statements contained in this application for consent for (property description) \_\_\_\_\_

Part of Lot 16, Concession 13, as in INST No. RON61905 Of the Geog. Township of Peel,  
Township of Mapleton


And all the supporting documents are true, and I, (we), make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, and virtue of the CANADA EVIDENCE ACT.

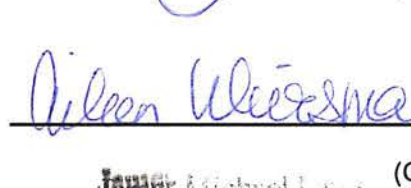

DECLARED before me at the

City Of  
Guelph In the  
County/-Region of Wellington

This 15 day of May 20 20

  
\_\_\_\_\_  
Commissioner of Oaths

  
\_\_\_\_\_  
(Owner or Applicant)

  
  
\_\_\_\_\_  
(Owner or Applicant)

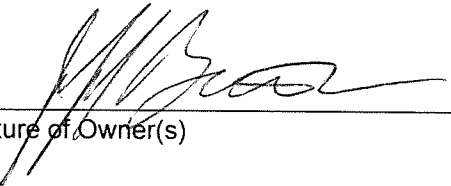
James Michael L...  
A Commissioner, etc.,  
Province of Ontario,  
for Van Harten Surveying Inc.  
Expire

Printed Commissioner's, etc. Name



**APPLICANT'S CONSENT (FREEDOM OF INFORMATION):**

In accordance with the provisions of the Planning Act, it is the policy of the County Planning and Development Department to provide public access to all development applications and supporting documentation. In submitting this development application and supporting documentation, I, **Jeff Buisman of Van Harten Surveying Inc.**, the applicant, hereby acknowledge the above-noted and provide my consent in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act that the information on this application and any supporting documentation provided by myself, my agents, solicitors, and consultants will be part of the public record and will also be available to the general public.

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

*May 15, 2020*  
\_\_\_\_\_  
Date

**THIS APPLICATION PACKAGE IS TO BE SUBMITTED TO:**

**Secretary-Treasurer  
Planning and Development Department  
County of Wellington  
74 Woolwich Street  
Guelph, Ontario  
N1H 3T9**

Phone (519) 837-2600 Ext. 2160



# FARM INFORMATION FORM

## Surplus Farm Dwelling Severance Application

FOR OFFICE USE ONLY

Date: \_\_\_\_\_

File #: \_\_\_\_\_

### PART A: Background

This form is used to help determine whether an application to sever a surplus farm dwelling is consistent with the Provincial Policy Statement and conforms to the County Official Plan. The excerpts provided in this form are for convenience purposes only. Reference to the complete policy documents should also be made by applicants and their consultants. Preconsultation with County planning staff is encouraged prior to filing a severance application.

#### Provincial Policy Statement

The 2005 Provincial Policy Statement restricts residential lot creation in prime agricultural areas to severance of a surplus farm dwelling (referred to as a residence surplus to a farming operation as a result of farm consolidation):

Lot creation in prime agricultural areas is discouraged and may only be permitted for....c) a residence surplus to a farming operation as a result of farm consolidation, provided that the planning authority ensures that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance...

The term 'residence surplus to a farming operation' is defined as "an existing farm residence that is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation)".

#### County Official Plan

Section 10.3.4 of the County Official Plan provides the following policy direction concerning severance of a residence surplus to a farming operation:

A severance may be considered for an existing residence that is surplus to a farming operation as a result of farm consolidation, provided that:

- a) the remaining vacant farmland is large enough to function as a significant part of the overall farm unit; and
- b) the result of removing the surplus dwelling from the farm does not render the remaining farmlands difficult or inefficient to farm; and
- c) the amount of good farmland retained with the surplus house is kept to a minimum size needed for residential purposes, taking into consideration environmental and topographic features; and
- d) the surplus residence is habitable and is not expected to be demolished by a future owner; and
- e) the Minimum Distance Separation formula will be met; and
- f) the vacant parcel of farmland is rezoned to prohibit residential use.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.

The intention of this policy is to allow farmers to reduce their costs of acquiring additional farm parcels, where the impact on existing and future farm operations can be kept to a minimum.

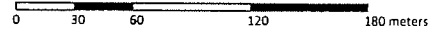
**PART B: Farm Information**

Please provide the following information about your farm.

1. Name of Farm Operation <i>Brian Martin</i>			2. Total Size of Overall Farm Operation <i>(ac) or ha 500 ac owned + rented.</i>	
3. Please identify the farms which are part of the farm operation:			4. Will the remnant farm parcel be operated as part of the overall farm operation? <i>Yes No</i>	
Municipality	Lot & Concession	Size (ac or ha)		
<i>Mapleton</i>	<i>Lot 7 Con 6</i>	<i>50</i>	5. Is the surplus residence habitable? <i>Yes No</i>	
	<i>Lot 10 Con 7</i>	<i>92</i>		
<i>Mapleton</i>	<i>Lot 10 Con 8</i>	<i>100</i>	6. Additional information, if any:	
<i>Mapleton</i>	<i>Lot 10 Con 7</i>	<i>1</i>	<i>land needed for general farming growing crops + spreading of livestock manure.</i>	
Subject Property:				
<i>Mapleton (Peel)</i>	<i>Lot 16, Con 13</i>	<i>19 ha</i>	7. Farm Operator	
			Name: <i>Brian Martin</i>	
			Signature: <i>Brian Martin</i>	
			Date signed: <i>May 14/20</i>	

**SEVERANCE SKETCH**  
**PART OF LOT 16, CONCESSION 13**  
**GEOGRAPHIC TOWNSHIP OF PEEL**  
**TOWNSHIP OF MAPLETON**  
**COUNTY OF WELLINGTON**

SCALE 1 : 3000



VAN HARTEN SURVEYING INC.

LOT 16  
CONCESSION

PART 1,  
6OR--2020

⑥ PIN 71444 - 0059

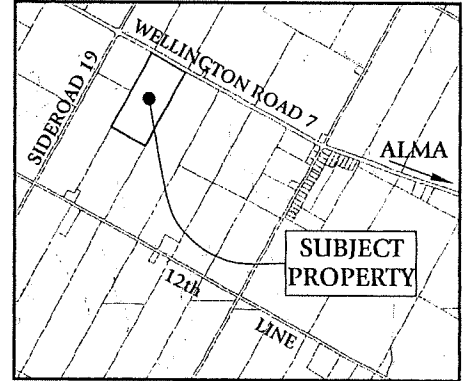
ZONING: AGRICULTURAL  
 O.P.: PRIME AGRICULTURAL  
 PART 2,  
 6OR--2020

⑦ PIN 71444 - 0058

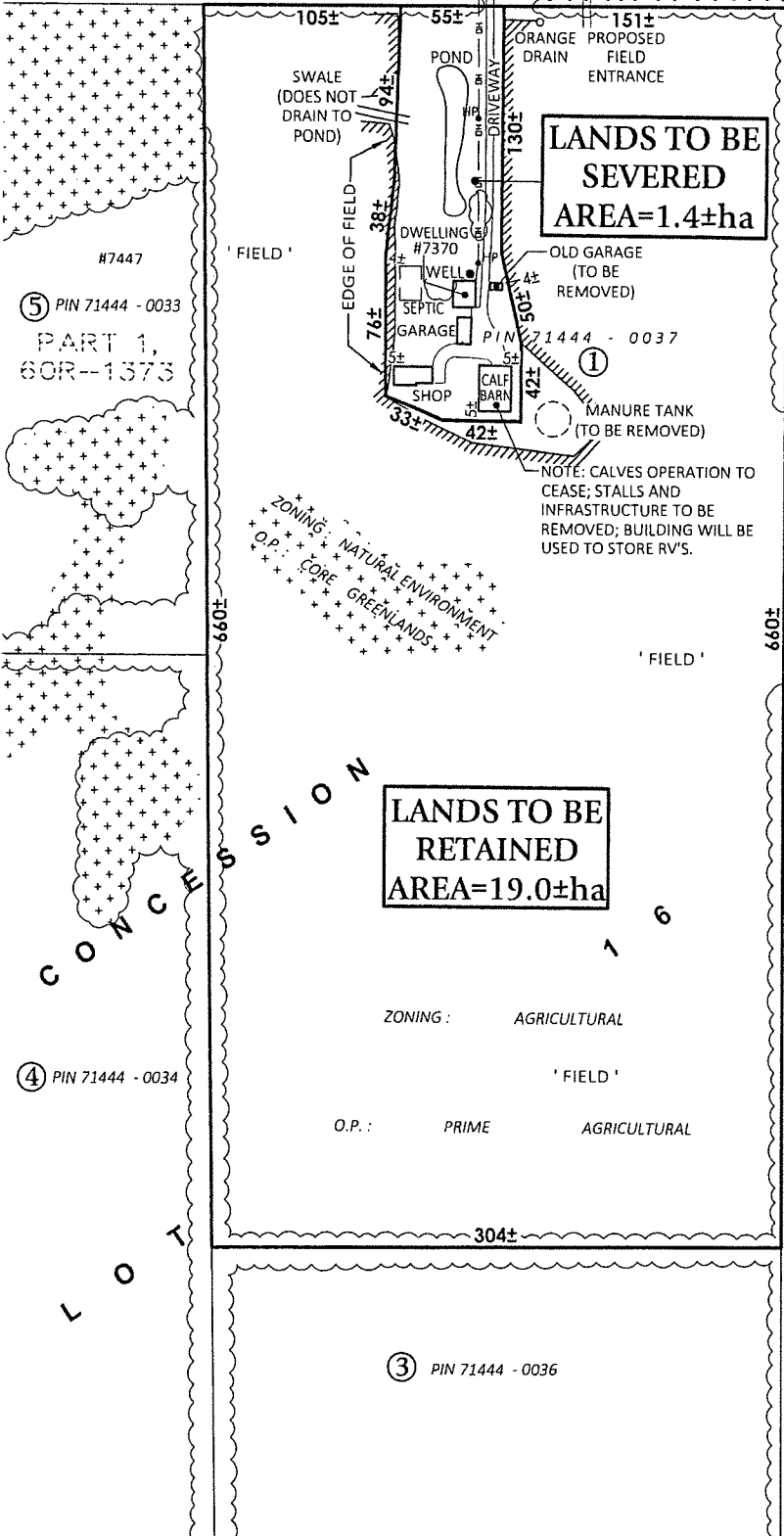
LOT 17 KEYMAP  
14

#7351

⑧ PIN 71444 - 0056



30.48m WIDE PIN 71444 - 0081 WELLINGTON COUNTY ROAD 7 ROAD ALLOWANCE BETWEEN CONCESSIONS 13 AND 14



② PIN 71444 - 0038

**NOTES:**

1. THIS IS NOT A PLAN OF SURVEY AND SHOULD NOT BE USED FOR REAL ESTATE TRANSFERS OR MORTGAGES.
2. SUBJECT LANDS ARE ZONED AGRICULTURAL & NATURAL ENVIRONMENT.
3. SUBJECT LANDS HAVE AN OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL AND CORE GREENLANDS.
4. DISTANCES ON THIS PLAN ARE SHOWN IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
5. DIMENSIONS ON THIS SKETCH ARE APPROXIMATE AND HAVE NOT BEEN VERIFIED BY SURVEY.
6. SEE ATTACHED LIST OF NAMES AND ADDRESSES OF OWNERS.

SEVERED PARCEL	
ACCESSORY BUILDINGS	AREA
NEW GARAGE	110m <sup>2</sup> ±
SHOP	195m <sup>2</sup> ±
BARN	430m <sup>2</sup> ±
<b>TOTAL</b>	<b>735m<sup>2</sup></b>
LOT COVERAGE FOR SEVERED PARCEL	5.3%

THIS SKETCH WAS PREPARED ON THE 15th DAY OF MAY 2020

*Jeffrey E. Buisman*  
JEFFREY E. BUISMAN  
ONTARIO LAND SURVEYOR

O.P. : CORE GREENLANDS  
ZONING: NATURAL ENVIRONMENT

## Van Harten

SURVEYING INC.  
LAND SURVEYORS and ENGINEERS

Waterloo Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
www.vanharten.com		info@vanharten.com
DRAWN BY: ARN	CHECKED BY: JEB	PROJECT No. 28160-20
May 15, 2020-1:13:24 PM		
G:\PEEL\Con13\acad\SEV LOT 16 (WIERSMA) UTM.dwg		

**From:** Patty Wright <[PWright@mapleton.ca](mailto:PWright@mapleton.ca)>  
**Sent:** Monday, May 25, 2020 1:52 PM  
**To:** Barb Schellenberger <[BSchellenberger@mapleton.ca](mailto:BSchellenberger@mapleton.ca)>

**Subject:** RE: b36-20 (wiersma) 7370 wr7

## Building department comments

The above noted severance would result in accessory structures totaling 735 m<sup>2</sup> where the permitted total is 269 m<sup>2</sup> on the 1.4ha parcel being severed.

Storage of RV's is not a permitted use within the agricultural zone, therefore a zoning amendment to permit the use would be required in addition to a zoning amendment to prohibit future residential development on the retained lands.



**Patty Wright** CBCO, CPSO, CMM III  
**Chief Building Official**

Township of Mapleton  
7275 Sideroad 16, Drayton, ON  
519.638.3313 x 036

[www.mapleton.ca](http://www.mapleton.ca)   

**From:** Emily Vandermeulen <[EVandermeulen@centrewellington.ca](mailto:EVandermeulen@centrewellington.ca)>  
**Sent:** Thursday, May 28, 2020 4:47 PM  
**To:** Barb Schellenberger <[BSchellenberger@mapleton.ca](mailto:BSchellenberger@mapleton.ca)>  
**Cc:** Source Water <[sourcewater@centrewellington.ca](mailto:sourcewater@centrewellington.ca)>

**Subject:** FW: b36-20 (wiersma) 7370 wr7

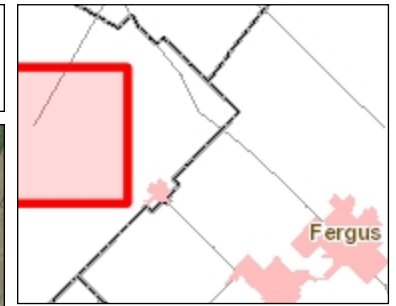
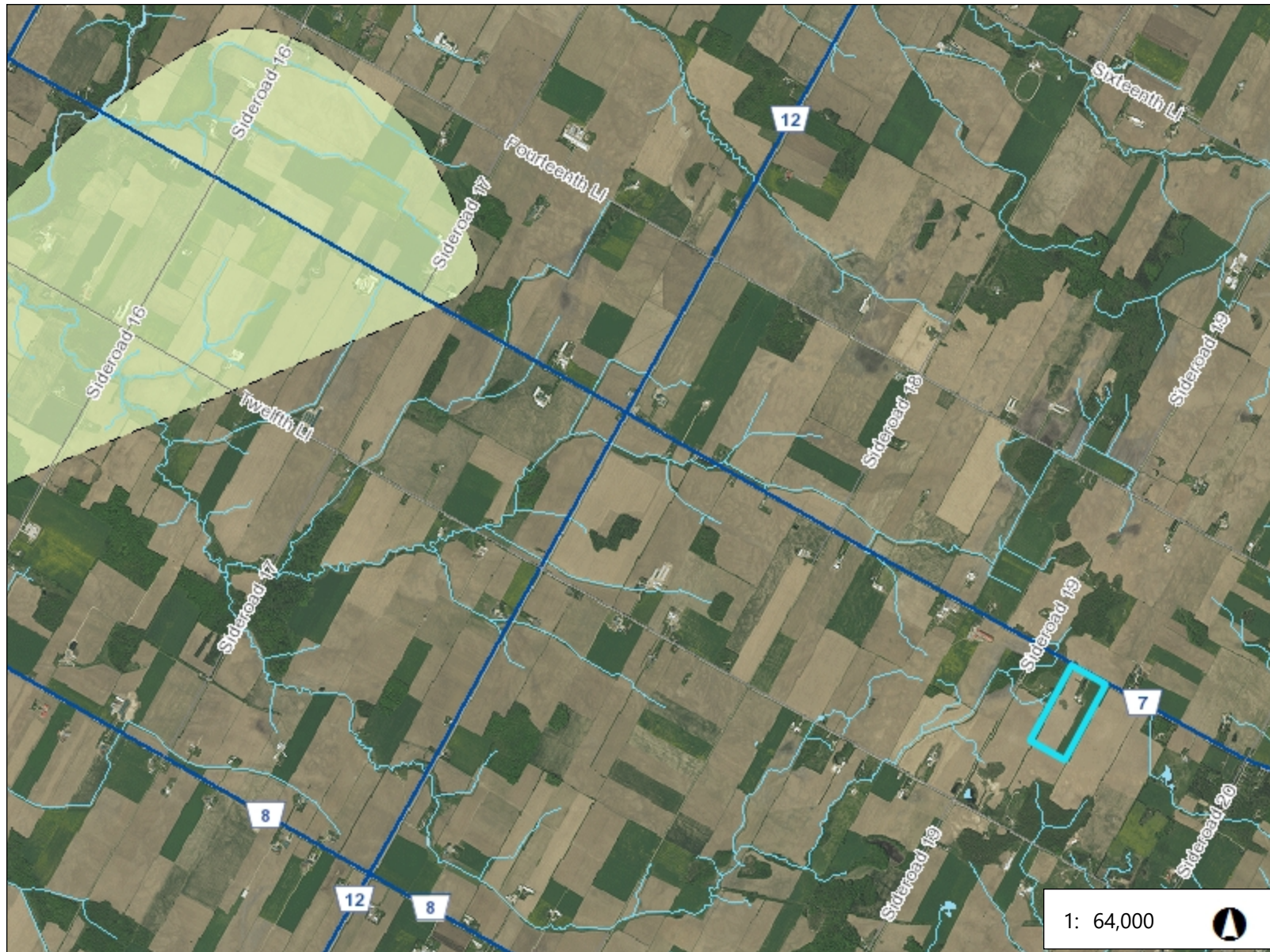
Thank you for providing the above referenced application for review. Since this property is **not** located in a vulnerable area (wellhead protection area, issues contributing area, intake protection zone etc.), the application can be screened out and it does not require a Section 59 notice under the *Clean Water Act*.

I have attached a map showing the property and Wellhead Protection Areas for your reference.

Emily Vandermeulen | Risk Management Inspector / Source Protection Coordinator

Wellington Source Water Protection | 7444 Wellington Road 21, Elora, ON, N0B 1S0  
519.846.9691 x365 | [evandermeulen@centrewellington.ca](mailto:evandermeulen@centrewellington.ca) |  
[www.wellingtonwater.ca](http://www.wellingtonwater.ca)  
Toll free: 1.844.383.9800





Legend

- Roads - Small Scale
  - Local Road
  - County Road
  - Highway
- Waterbodies
  - Watercourses
  - Ontario - Waterbodies
- Ontario - Municipalities
- Well Locations
- Wellhead Protection Area Boundaries
  - A
  - B
  - C
  - D
- Vulnerability Score
  - 10
  - 8
  - 2, 4, 6 (A, B or C)
  - 2, 4, 6 (D)
- RoadsLookup

1: 64,000

3.3 0 1.63 3.3 Kilometers

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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THIS IS NOT SURVEY DATA. Parcels - Teranet 2002, Wellington County 2018

Notes



**WELLINGTON FEDERATION OF AGRICULTURE**

**Janet Harrop**  
President

7764 Nichol SR 5 RR1 Fergus ON  
N1M 2W3  
519-820-9293  
[ijharrop@hsfx.ca](mailto:ijharrop@hsfx.ca)

[www.wfofa.on.ca](http://www.wfofa.on.ca)

**Lisa Hern**

Secretary-Treasurer  
RR 2 Kenilworth ON  
N0G 2E0  
519-848-3774  
[wellington@ofa.on.ca](mailto:wellington@ofa.on.ca)

Township of Mapleton Council  
7275 Side Rd 16  
Drayton, ON N0G 1P0  
Via Email: [bschellenberger@mapleton.ca](mailto:bschellenberger@mapleton.ca)

May 22, 2020

Dear Council:

**RE: Resolution 2020-04-14**

Wellington Federation of Agriculture (WFA) is writing to you today in response to Resolution 2020-04-14 carried by Mapleton Township on April 21<sup>st</sup>, 2020.

First, WFA would like to once again reiterate our support for the provincial government to provide adequate funding to our rural municipalities. As Mapleton's resolution highlighted, the provincial government has not fulfilled its obligation to rural municipalities. The cuts to the Ontario Municipal Partnership Fund and many other changes to municipal-provincial cost and service delivery agreements have not favoured our single-tier, rural municipalities.

However--the suggestion that the policy solution of returning to the farm rebate program to fund rural municipalities is deeply flawed and counterproductive.

**Background on Rebate program**

The Farm Tax Rebate Program was intended as a "temporary" measure until long term property tax reforms were completed. The Program lasted from 1970-1998 with multiple changes to guidelines, rebate amounts and eligibility requirements along the way.

The Farm Property Tax Class was introduced in 1998 as part of reforms in Ontario's property tax system. This change was not done in a vacuum; it was one factor in a complete change in municipal finances in Ontario. Other changes included the creation of other property tax classes, Creation of MPAC (known at the time as OPAC) and a move to Current Value Assessments. In addition to these changes the province realigned service delivery and uploaded certain services from the municipalities and downloaded other services.

The province also introduced the Ontario Municipal Partnership Fund (OMPF), which has been cut significantly in recent years. It is important to remember that the cuts to OMPF were the result of negotiations between the City of Toronto, the provincial government and AMO.

The Farm Property Class tax ratio is set to a maximum of 25% of the residential tax rate. All property tax classes including commercial and industrial are a ratio of the residential tax rate (which has a ratio of 1).

**A rebate program does not work for Ontario farmers**

Reinstating the rebate program would tie up significant amounts of dollars that could be better used on the farm.

In Wellington County, the tax burden of farmers has doubled in the past 20 years. In 2001, the county collected 3.8% of its total taxes from the farm property class compared to approximately 7.7% in 2020. The implication that farmers are being subsidized when their taxes have increased at faster rate than any property class in Wellington County does not sit well with WFA. The idea of multiplying farm taxes by four and waiting for OMAFRA to cut a check for the difference, would have significantly negative impacts on cash flow for Ontario farmers.

As concerning as the cash flow issues would be the eligibility criteria for the rebate program. During the lifetime of the rebate program OMAFRA frequently changed both the eligibility requirements and the rebate amount. This made it difficult for many farmers to predict how much of a rebate they would receive or if they would receive any rebate at all.

Since the rebate would be funded by provincial dollars, if the provincial government needed to cut spending to balance its budget, the rebate program could be reduced significantly. This is part of the reason the OMPF program was cut and there is no reason to think the same could not happen under a hypothetical rebate program.

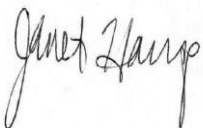
**Producing prosperity and funding for rural municipalities**

The problem that we all wish to solve is the lack of funding for rural municipalities. The fact is that there are much more efficient ways to fund rural municipalities. The Farm Property Tax Rebate Program required significant administrative costs to deliver the program. The fact is that the rebate program is exactly the type of program that the current government wishes to move away from.

If the goal is to provide rural municipalities with better funding, that goal could be more efficiently achieved by continuing to lobby for improvements to the OMPF program as well as targeted infrastructure funding for rural municipalities. Increased funding for rural municipalities has been a central theme of OFA's producing prosperity campaign. OFA will continue to lobby the provincial government to increase funding for our rural municipalities.

WFA remains a willing partner to help lobby for adequate funding of rural municipalities. We hope to work with you to find solutions that provide funding for municipalities without putting increased burden on Ontario farmers.

Respectfully,



Janet Harrop,  
President

cc. Gregg Davidson, Mayor- Mapleton Township

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**  
**BUILDING REPORT BD2020-08**

TO: Mayor Davidson and Members of Council  
FROM: Patty Wright, Chief Building Official  
RE: Report for June Month End and Year to Date (YTD)  
DATE: July 14, 2020

---

**RECOMMENDATION:**

THAT Township of Mapleton Council receive Building Department Report BD2020-08 dated July 14, 2020 regarding June Month End and Year to Date (YTD).

**BACKGROUND:**

Attached you will find a report showing the following:

- Permits issued in June 2020
- Permits issued YTD in 2020
- Total value for permits issued for June 2020
- Total value for permits issued YTD 2020
- Fees collected in June 2020
- Fees collected in YTD 2020
- Comparable totals from previous years

**PREVIOUS PERTINENT REPORTS:** None.

**DISCUSSION:**

The 3-year average of fees collected by the Building Department for the month of June is \$68,361.85 therefore the current month is below the 3-year average. Year to date numbers range from \$215,768.55 to \$337,457.53 over the past 3 years and the average of fees collected to date from 2017-2019 is \$257,673.89. The current year to date is within the 3-year range and below the 3-year average.

**CONSULTATION:** None.

**FINANCIAL IMPLICATIONS:**

As this report is primarily for permit activity, financial implications are not addressed at this time.

**SUMMARY:** The building department has no concerns at this time.

**COMMUNICATONS:** None.

**STRATEGIC PLAN:**

**Municipal Infrastructure:** Building activity is indicative of demand for services within the town limits.

**The Local Economy:** Provides an indicator of the current building climate and what areas of the economy are growing.

**Recreation:** N/A

**Municipal Administration:** N/A

**Financial Responsibility:** The building department strives to support building in the Township while remaining a net zero cost to the tax base.

Prepared By:  
Patty Wright, CBCO, CPSO, CMMIII  
Chief Building Official

Reviewed By:  
Manny Baron  
CAO

Attachment A: Monthly Summary



**TOWNSHIP OF MAPLETON**

**June 2020**

<b>Description</b>	<b>Permits</b>	<b>YTD</b>	<b>Value</b>	<b>Value YTD</b>	<b>Fees</b>	<b>Fees YTD</b>
Single Family Dwelling	1	15	\$ 850,000.00	\$ 6,150,000.00	\$ 3,934.00	\$ 51,233.30
SFD Additions/Renovations	4	9	\$ 365,000.00	\$ 897,000.00	\$ 2,949.55	\$ 6,457.00
SFD Accessories	4	12	\$ 220,000.00	\$ 631,000.00	\$ 2,649.20	\$ 7,375.20
Decks	4	11	\$ 40,000.00	\$ 78,000.00	\$ 788.40	\$ 1,918.70
Agricultural	8	66	\$ 1,258,000.00	\$13,169,500.00	\$ 15,888.88	\$ 134,742.05
Agricultural Commercial		0		\$ -		\$ -
Agricultural Industrial		0		\$ -		\$ -
Septic Systems	4	19	\$ 109,500.00	\$ 412,500.00	\$ 1,750.00	\$ 8,750.00
Industrial		3		\$ 299,000.00		\$ 3,100.20
Institutional		1		\$ 613,800.00		\$ 682.00
Commercial	2	4	\$ 910,000.00	\$ 1,165,000.00	\$ 5,855.90	\$ 12,205.30
Cottages - New/Additions/Renovations	1	3	\$ 120,000.00	\$ 340,000.00	\$ 601.95	\$ 2,308.35
Designated Structures		4		\$ 31,600.00		\$ 475.00
Assembly Building		1		\$ 1,800,000.00		\$ 8,550.70
Demolition		4		\$ 69,000.00		\$ 600.00
Multi Units		0		\$ -		\$ -
<b>TOTAL JUNE 2020</b>	28		\$ 3,872,500.00		\$ 34,417.88	
<b>TOTALS YEAR TO DATE 2020</b>	152		\$25,656,400.00		\$ 238,397.80	
<b>TOTAL JUNE 2019</b>	50		\$ 7,847,900.00		\$ 66,701.95	
<b>TOTALS YEAR TO DATE 2019</b>	173		\$26,345,600.00		\$ 215,768.55	
<b>TOTAL JUNE 2018</b>	48		\$30,670,650.00		\$ 65,755.20	
<b>TOTALS YEAR TO DATE 2018</b>	197		\$59,129,981.00		\$ 337,457.53	



**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**CAO CLERK'S DEPARTMENT REPORT CL2020-08**

TO: Mayor Davidson and Members of Council  
FROM: CAO Manny Baron  
RE: Surplus Road - Donald Sutherland's Survey (George St), Glen Allan  
DATE: July 14, 2020

---

**RECOMMENDATION:**

THAT Township of Mapleton Council receive CAO Clerk's Report CL2020-08 dated July 14, 2020 regarding the east end portion of George Street, Glen Allan;  
AND FURTHER THAT Notice of the draft bylaw declaring the road portion surplus be given in accordance with the Disposal of Surplus Lands Policy;  
AND the Mayor and Clerk be authorized to sign any and all ancillary documents pertaining to the sale / disposal of the said road.

**BACKGROUND:**

The owners of 58 Hill Street, Glen Allan have made an initial approach (Schedule 1) to the Township to purchase the east end portion of George Street. The west end of George Street has previously been the subject of potential absorption into a subdivision proposal.

As can be seen from the overhead picture (Schedule 2) the house and garage at 58 Hill Street are very close to the property line separating the unopened George Street road allowance.

Should Council declare the east end portion of George Street surplus, the Township's policy for selling land forming a closed highway stipulates that both the two abutting property owners have "the right of first refusal to purchase the land to its middle line."

**PREVIOUS PERTINENT REPORTS:**

None

**DISCUSSION:**

Mapleton's senior management team have no concerns with the proposed road surplus declaration and sale of the unopened road allowance.

**CONSULTATION:**

The Township's Development Team including the Director of Public Works have reviewed the 'Donald Sutherland's Survey' (Schedule 3) as it relates to the proponent's request to purchase the road allowance.

**FINANCIAL IMPLICATIONS:**

As per our Fees and Charges By-law Schedule 'F' Planning, there is a precursory non-refundable fee for 'Letter of Interest from resident to Clerk to purchase unopened road allowance'. This fee has been duly paid by the proponent.

Additionally, should Council determine to proceed with the disposal of the surplus unopened road portion, the above By-law stipulates a \$5,000 deposit for 'Disposal of Surplus lands including roads.' From this deposit, a non-refundable \$500 administration fee is deducted, as are any future disbursements (planning, legal, surveying, etc.)

For Council's reassurance, a signed 'Application & Undertaking' form stipulating the above conditions is mandatory.

**SUMMARY:**

There would be zero negative financial implications associated with this proposed unopened road disposal, as all expenses are paid by the proponent.

Transferring ownership of the relevant land parcel in this instance concurs with generally desired outcomes of positive land planning in that the pertinent land area is minor in nature and is desirable for the appropriate development or end use of the lands.

**COMMUNICATION:**

Pursuant to municipal policy & practices, Public Notice (Schedule 4) in the Wellington Advertiser (North Wellington section) for one week, and on the Township's website will take place.

**STRATEGIC PLAN:**

Municipal Infrastructure: Currently the road allowance is unopened

The Local Economy: n/a

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility: Costs are borne by the landowner, not the Township.

Prepared By:  
Larry Wheeler  
Deputy Clerk

Reviewed By:  
Barb Schellenberger  
Clerk

Reviewed By:  
Manny Baron  
CAO

**Attachments:**

1. Schedule 1: Correspondence from applicant
2. Schedule 2: Overhead view of the subject lands
3. Schedule 3: Donald Sutherland's Survey of Glen Allan
4. Schedule 4: Draft Public Notice

NOV. 1<sup>st</sup>, 2019

To whom it may concern;

We, Amir Cooper and Orit Cooper, are interested in road allowance south of our parcel at 58 Hill Street. You will note the house and garage is very close to the property line and should the road be developed this would be problematic.

Please consider our request for obtaining this road allowance.

*Amir Cooper*  
*Orit Cooper*







Township road is shown as a solid black line





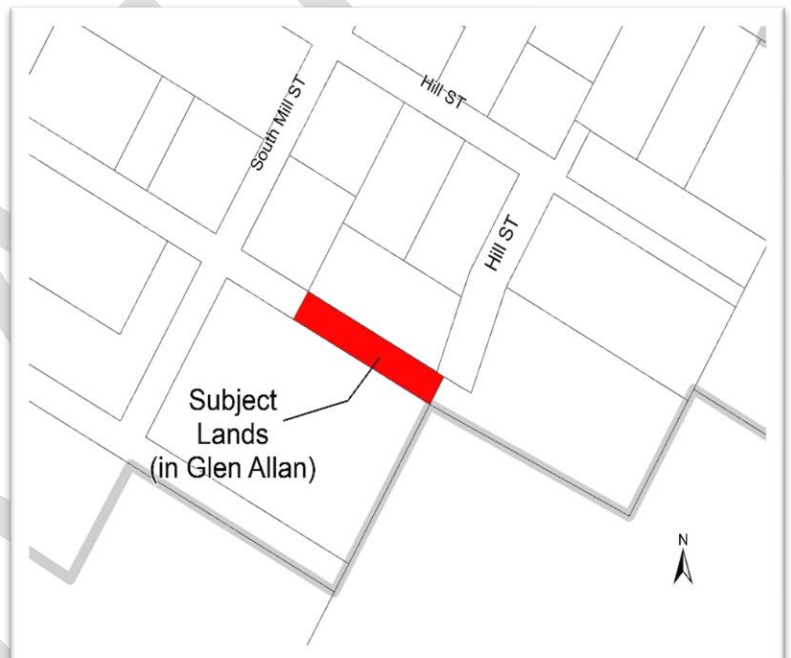
George Allan Rear of the Township of Put is hereby  
 certified that this is a correct plan of the Village of Gloucester  
 as surveyed and drawn by Messrs Saltonstall and Bolton  
 with my direction and approbation as Rear of said Township  
 Geo. Allan  
 Rear



## NOTICE OF THE CLOSURE AND SALE OF UNOPENED ROAD ALLOWANCE

Being that Unopened Portion of Road Allowance known as Donald Sutherland's Survey of Glen Allan, east end portion of George Street, Township of Mapleton, County of Wellington.

**TAKE NOTICE THAT** pursuant to the Township of Mapleton Disposal of Surplus Lands Policy, the Council of the Township of Mapleton intends to pass a By-law to stop up, close and convey the above-described unopened road allowance to the abutting property owners. These lands are further described as being that Unopened Portion of Road Allowance known as Donald Sutherland's Survey of Glen Allan, east end portion of George Street, in the Township of Mapleton, County of Wellington. Mapleton Council considered this matter on July 14, 2020 in open council (CAO Clerk's Report CL2020-08) and further directed staff to proceed with various preliminary steps. The bylaw will stop up, close and convey the road, and allow the Mayor and Clerk to execute all ancillary documents as they pertain to the sale of the said lands.



**THE PROPOSED BY-LAW** will come before the Council for consideration at a future meeting.

**WRITTEN COMMENTS** regarding the proposed closure and sale of the unopened road allowance may be submitted to the Municipal Clerk no later than 5:00 p.m. on August 4, 2020.

**DATED** this 15<sup>th</sup> day of July 2020 at the Township of Mapleton.

Barb Schellenberger  
Municipal Clerk



**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**CAO CLERK'S REPORT CL2020-09**

TO: Mayor Davidson and Members of Council

FROM: Manny Baron, CAO

RE: Sale of Land – Martin, Duane, Derrick Dale  
Drayton Industrial Drive, 51 & 55 (3.82 ac.)

DATE: July 14, 2020

---

**RECOMMENDATION:**

THAT Township of Mapleton Council receive CAO's Report CL2020-09 dated July 14, 2020 regarding the sale of lands identified as a 3.82 acre parcel within lands legally described part of Part Lot 17, Concession 11, Maryborough, 61R21812; Township of Mapleton

AND FURTHER THAT THE Mayor and Clerk be authorized to sign all ancillary documents pertaining to the sale of said lands.

**BACKGROUND:**

Further to resolution at Council on March 10, 2020 regarding the potential sale of the remaining vacant land (3.82 ac) in the Drayton Industrial Park Phase 2, I offer the following information for council's consideration.

Duane Martin, Derrick Martin & Dale Martin wish to purchase 3.82 acres of vacant land from the Township of Mapleton. The land parcel is legally described as Part Lot 17, Concession 11, Maryborough, 61R21812 (attached); Township of Mapleton located directly off Industrial Drive, within the second phase of the development. These lands have a civic address of 51 and 55 Drayton Industrial Drive.

In preliminary discussion, the Township of Mapleton development team meeting reviewed conceptual drawings from the proponent and discussed the proposed industrial use. We had confidential discussions with the proponent. An offer to purchase was received and is attached for your information.

The attached offer sets out a purchase price of \$90,000. \$500.00 with the offer, the remainder at time of closing. Also provided is the by-law declaring the lands surplus and additional direction to the Mayor and Clerk to proceed with the transaction.

**PREVIOUS PERTINENT REPORTS:**

None

**DISCUSSION:**

None

**CONSULTATION:**

Township of Mapleton Development Team  
Township of Mapleton Lawyer

**FINANCIAL IMPLICATIONS:**

As the proceeds from the sale come to the Township they will be deposited into an operating account. The Finance Department will transfer the net proceeds to an appropriate reserve account (working capital). This working reserve will be used to fund development of Phase 2 of the Township owned industrial lands. The asset management plan will also have potential impacts.

**SUMMARY:**

When the transaction is complete, the subject lands in Drayton Industrial Park Phase 2 will be sole in entirety.

**COMMUNICATION:**

Notice By-law 2008-024 and Policy MUP 01.02 have been considered in preparing the public notification in the local Community News for one week and the Township website. This notice was given some time ago for all the lands in the Drayton Industrial Park.

Respectfully Submitted by  
Manny Baron, CAO

Attachments:

1. Agreement of Purchase and Sale
2. RPlan 61R21812
3. Draft By-law

# Agreement of Purchase and Sale

This Agreement of Purchase and Sale dated this 20th day of April, 2020

**BUYER,** Duane Martin, Derrick Martin & Dale Martin, agrees to purchase from  
(Full legal names of all Buyers)

**SELLER,** The Corporation of the Township of Mapleton, the following  
(Full legal names of all Sellers)

## REAL PROPERTY:

Address Drayton Industrial Drive, Drayton, ON fronting on the -- side  
of ----- in the Township of Mapleton, County of Wellington  
and having a frontage of ----- more or less by a depth of ----- more or less  
and legally described as Part Lot 17, Con 11, formerly Maryborough, now Mapleton (being 3.8 acres +/-)  
----- (the "property")  
(Legal description of land including easements not described elsewhere)

**PURCHASE PRICE:** Dollars (CDN\$) \$90,000.00  
Ninety thousand XX/100 Dollars

**DEPOSIT:** Buyer submits Upon acceptance  
(Herewith/Upon Acceptance/as otherwise described in this Agreement)  
Five Hundred xx/100 Dollars (CDN\$) \$500.00

by negotiable cheque payable to Seller "Deposit Holder"  
to be held in trust pending completion or other termination of this Agreement and to be credited toward the Purchase Price on completion.  
For the purposes of this Agreement, "Upon Acceptance" shall mean that the Buyer is required to deliver the deposit to the Deposit Holder within 24 hours of the acceptance of this Agreement. The parties to this Agreement hereby acknowledge that, unless otherwise provided for in this Agreement, the Deposit Holder shall place the deposit in trust in the Deposit Holder's non-interest bearing Real Estate Trust Account and no interest shall be earned, received or paid on the deposit.

**Buyer agrees to pay the balance as more particularly set out in Schedule A attached.**

**SCHEDULE(S) A** And Schedule B **attached hereto form(s) part of this Agreement.**

- IRREVOCABILITY:** This Offer shall be irrevocable by Buyer until 6pm on  
(Seller/Buyer)  
the 27th day of April, 2020, after which time, if not accepted, this Offer shall be null and void and the deposit shall be returned to the Buyer in full without interest.
- COMPLETION DATE:** This Agreement shall be completed by no later than 6:00 p.m. on the 31st day of August, 2020. Upon completion, vacant possession of the property shall be given to the Buyer unless otherwise provided for in this Agreement.
- NOTICES:** The Seller/ Buyer hereby appoints the n/a as agent for the Seller/Buyer for the purpose of giving and receiving notices pursuant to this Agreement. Any notice relating hereto or provided for herein shall be in writing. In addition to any provision contained herein and in any Schedule hereto, this offer, any counter-offer, notice of acceptance thereof or any notice to be given or received pursuant to this Agreement or any Schedule hereto (any of them, "Document") shall be deemed given and received when delivered personally or hand delivered to the Address for Service provided in the Acknowledgement below, or where a facsimile number or email address is provided herein, when transmitted electronically to that facsimile number or email address, respectively, in which case, the signature(s) of the party (parties) shall be deemed to be original.

FAX No.: ----- FAX No.: 519-669-5618  
(For delivery of Documents to Seller) (For delivery of Documents to Buyer)  
Email: ----- Email: lawoffice@woodsclemens.ca  
(For delivery of Documents to Seller) (For delivery of Documents to Buyer)

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):



4. **CHATELS INCLUDED:** n/a

Unless otherwise stated in this Agreement or any Schedule hereto, Seller agrees to convey all fixtures and chattels included in the Purchase Price free from all liens, encumbrances or claims affecting the said fixtures and chattels.

5. **FIXTURES EXCLUDED:** n/a

6. **RENTAL ITEMS:** The following equipment is rented and **not** included in the Purchase Price. They Buyer agrees to assume the rental contract(s), if assumable: n/a

7. **HST:** If the sale of the property (Real Property as described above) is subject to Harmonized Sales Tax (HST) then such tax shall be In addition to the Purchase price. If the sale of the property is not subject to HST, Seller agrees to (Included in/In addition to) certify on or before closing, that the sale of the property is not subject to HST. Any HST on chattels, if applicable, is not included in the purchase price.

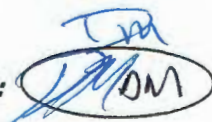
8. **TITLE SEARCH:** Buyer shall be allowed until 6:00 .m. on the 15th day of August, 2020 (Requisition Date) to examine the title to the Property at Buyer's own expense and until the earlier of: (i) thirty days from the later of the Requisition Date or the date on which the conditions in this Agreement are fulfilled or otherwise waived or; (ii) five days prior to completion, to satisfy Buyer that there are no outstanding work orders or deficiency notices affecting the Property, and that its present use ( Vacant industrial land ) may be lawfully continued and that the principal building may be insured against risk of fire. Seller hereby consents to the municipality or other governmental agencies releasing to Buyer details of all outstanding work orders affecting the property, and Seller agrees to execute and deliver such further authorizations in this regard as Buyer may reasonably require.

9. **FUTURE USE:** Seller and Buyer agree that there is no representation or warranty of any kind that the future intended use of the property by Buyer is or will be lawful except as may be specifically provided for in this Agreement.

10. **TITLE:** Provided that the title to the property is good and free from all registered restrictions, charges, liens, and encumbrances except as otherwise specifically provided in this Agreement and save and except for (a) any registered restrictions or covenants that run with the land providing that such are complied with; (b) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with, or security has been posted to ensure compliance and completion, as evidenced by a letter from the relevant municipality or regulated utility; (c) any minor easements for the supply of domestic utility or telephone services to the property or adjacent properties; and (d) any easement for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines, or other services which do not materially affect the use of the property. If within the specified times referred to in paragraph 8 any valid objection to title or to any outstanding work order or deficiency notice, or to the fact the said present use may not lawfully be continued, or that the principal building may not be insured against risk of fire is made in writing to Seller and which Seller is unable or unwilling to remove, remedy or satisfy or obtain insurance save and except against risk of fire in favour of the Buyer and any mortgagee, (with all related costs at the expense of the Seller), and which Buyer will not waive this Agreement notwithstanding any intermediate acts or negotiations in respect of such objections, shall be at an end and all monies paid shall be returned without interest or deduction and Seller, Listing Brokerage and Co-operating Brokerage shall not be liable for any costs or damages. Save as to any valid objection so made by such a day and except for any objection going to the root of the title, Buyer shall be conclusively deemed to have accepted Sellers title to the property.

11. **CLOSING ARRANGEMENTS:** Where each of the Seller and Buyer retain a lawyer to complete the Agreement of Purchase and Sale of the property, and where the transaction will be completed by electronic registration pursuant to Part III of the *Land Registration Reform Act*, R.S.O. 1990, Chapter L4 and the *Electronic Registration Act*, S.O. 1991, Chapter 44, and any amendments thereto, the Seller and Buyer acknowledge and agree that the exchange of closing funds, non-registrable documents and other items (the "Requisite Deliveries") and the release thereof to the Seller and Buyer will (a) not occur at the same time as the registration of the transfer/deed (and any other documents intended to be registered in connection with the completion of this transaction) and (b) be subject to conditions whereby the lawyer(s) receiving any of the Requisite Deliveries will be required to hold same in trust and not release same except in accordance with the terms of a document registration agreement between the said lawyers. The Seller and Buyer irrevocably instruct the said lawyers to be bound by the document registration agreement which is recommended from time to time by the Law Society of Upper Canada. Unless otherwise agreed to by the lawyers, such exchange of the Requisite Deliveries will occur in the applicable Land Titles Office or such other location agreeable to both lawyers.

INITIALS OF BUYER(S):



INITIALS OF SELLER(S):





12. **DOCUMENTS AND DISCHARGE:** Buyer shall not call for the production of any title deed, abstract, survey or other evidence of title to the property except such as are in the possession or control of Seller. If requested by Buyer, Seller will deliver any sketch or survey of the property within Seller's control to Buyer as soon as possible and prior to the Requisition Date. If a discharge of any Charge/Mortgage held by a corporation incorporated pursuant to the *Trust And Loan Companies Act (Canada)*, Chartered Bank, Trust Company, Credit Union, Caisse Populaire or Insurance Company and which is not to be assumed by Buyer on completion, is not available in registrable form on completion, Buyer agrees to accept Seller's lawyer's personal undertaking to obtain, out of the closing funds, a discharge in registrable form and to register same, or cause same to be registered, on title within a reasonable period of time after completion, provided that on or before completion Seller shall provide to Buyer a mortgage statement prepared by the mortgagee setting out the balance required to obtain the discharge, and, where a real-time electronic cleared funds transfer system is not being used, a direction executed by Seller directing payment to the mortgagee of the amount required to obtain the discharge out of the balance due on completion.
13. **INSPECTION:** Buyer acknowledges having had the opportunity to inspect the property and understands that upon acceptance of this Offer there shall be a binding agreement of purchase and sale between Buyer and Seller. **The Buyer acknowledges having the opportunity to include a requirement for a property inspection report in this Agreement and agrees that except as may be specifically provided for in this Agreement, the Buyer will not be obtaining a property inspection or property inspection report regarding the property.**
14. **INSURANCE:** All buildings on the property and all other things being purchased shall be and remain until completion at the risk of Seller. Pending completion, Seller shall hold all insurance policies, if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, Buyer may either terminate this Agreement and have all monies paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion. If Seller is taking back a Charge/Mortgage, or Buyer is assuming a Charge/Mortgage, Buyer shall supply Seller with reasonable evidence of adequate insurance to protect Seller's or other mortgagee's interest on completion.
15. **PLANNING ACT:** This Agreement shall be effective to create an interest in the property only if Seller complies with the subdivision control provisions of the *Planning Act* by completion and Seller covenants to proceed diligently at Seller's expense to obtain any necessary consent by completion.
16. **DOCUMENT PREPARATION:** The Transfer/Deed shall, save for the Land Transfer Tax Affidavit, be prepared in registrable form at the expense of Seller, and any Charge/Mortgage to be given back by the Buyer to Seller at the expense of the Buyer. If requested by Buyer, Seller covenants that the Transfer/Deed to be delivered on completion shall contain the statements contemplated by Section 50(22) of the *Planning Act*, R.S.O.1990.
17. **RESIDENCY:** Buyer shall be credited towards the Purchase Price with the amount, if any, necessary for Buyer to pay to the Minister of National Revenue to satisfy Buyer's liability in respect of tax payable by Seller under the non-residency provisions of the Income Tax Act by reason of this sale. Buyer shall not claim such credit if Seller delivers on completion the prescribed certificate or a statutory declaration that Seller is not then a non-resident of Canada.
18. **ADJUSTMENTS:** Any rents, mortgage interest, realty taxes including local improvement rates and unmetered public or private utility charges and unmetered cost of fuel, as applicable, shall be apportioned and allowed to the day of completion, the day of completion itself to be apportioned to Buyer.
19. **PROPERTY ASSESSMENT:** The Buyer and Seller hereby acknowledge that the Province of Ontario has implemented current value assessment and properties may be re-assessed on an annual basis. The Buyer and Seller agree that no claim will be made against the Buyer or Seller, or any Brokerage, Broker, or Salesperson, for any changes in property tax as a result of a re-assessment of the property, save and except any property taxes that accrued prior to the completion of this transaction.
20. **TIME LIMITS:** Time shall in all respects be of the essence hereof provided that the time for doing or completing of any matter provided for herein may be extended or abridged by an agreement in writing signed by Seller and Buyer or by their respective lawyers who may be specifically authorized in that regard.
21. **TENDER:** Any tender of documents or money hereunder may be made upon Seller or Buyer or their respective lawyers on the day set for completion. Money may be tendered with funds drawn on a lawyer's trust account in the form of a bank draft, certified cheque or wire transfer using the Large Value Transfer System.
22. **FAMILY LAW ACT:** Seller warrants that spousal consent is not necessary to this transaction under the provisions of the Family Law Act, R.S.O.1990 unless Seller's spouse has executed the consent hereinafter provided.
23. **UFFI:** Seller represents and warrants to Buyer that during the time Seller has owned the property, Seller has not caused any building on the property to be insulated with insulation containing ureaformaldehyde, and that to the best of Seller's knowledge no building on the property contains or has ever contained insulation that contains ureaformaldehyde. This warranty shall survive and not merge on the completion of this transaction, and if the building is part of a multiple unit building, this warranty shall only apply to that part of the building which is the subject of this transaction.

INITIALS OF BUYER(S):

INITIALS OF SELLER(S):



24. **AGREEMENT IN WRITING:** If there is conflict or discrepancy between any provisions added to this Agreement (including any Schedule attached hereto) and any provision in the standard pre-set portion hereof, the added provision shall supersede the standard pre-set provision to the extent of such conflict or discrepancy. This Agreement including any Schedule attached hereto, shall constitute the entire Agreement between Buyer and Seller. There is no representation, warranty, collateral agreement or condition, which affects this Agreement other than as expressed herein. For the purposes of this Agreement, Seller means vendor and Buyer means purchaser. This Agreement shall be read with all changes of gender or number required by the context.
25. **SUCCESSORS AND ASSIGNS:** The heirs, executors, administrators, successors and assigns of the undersigned are bound by the terms herein.

SIGNED, SEALED AND DELIVERED in the presence of:

IN WITNESS whereof I have hereunto set my hand and seal:

..... (Witness)	..... (Buyer) Duane Martin	..... (Seal)	DATE April 21, 2020
..... (Witness)	..... (Buyer) Derrick Martin and Dale Martin	..... (Seal)	DATE April 21, 2020

I, the Undersigned Seller, agree to the above Offer

SIGNED, SEALED AND DELIVERED in the presence of:

IN WITNESS whereof I have hereunto set my hand and seal:

..... (Witness)	..... (Seller) The Corporation of the Township of Mapleton Per:	..... (Seal)	DATE April ____, 2020
..... (Witness)	..... (Seller) Per: _____ We have authority to bind the corporation.	..... (Seal)	DATE April ____, 2020

**SPOUSAL CONSENT:** The Undersigned Spouse of the Seller hereby consents to the disposition evidenced herein pursuant to the provisions of the Family Law Act, R.S.O. 1990, and hereby agrees with the Buyer that he/she will execute all necessary or incidental documents to give full force and effect to the sale evidenced herein.

..... (Witness)	..... (Spouse)	..... (Seal)	DATE _____
--------------------	-------------------	-----------------	------------

**CONFIRMATION OF ACCEPTANCE:** Notwithstanding anything contained herein to the contrary, I confirm this Agreement with all changes both typed and written was finally accepted by all parties at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

.....  
(Signature of Seller or Buyer)

**ACKNOWLEDGEMENT**

Lawyer for Seller:

..... DATE .....

(Seller)

..... DATE .....

(Seller)

Address for Service .....

..... Tel No. ....

Seller's Lawyer .....

Address .....

..... Tel. No. .... Fax No. ....

Lawyer for Buyer:

..... DATE .....

(Buyer)

..... DATE .....

(Buyer)

Address for Service .....

..... Tel No. ....

Buyer's Lawyer Woods, Clemens, Fletcher & Cronin (MLF)

Address 9 Memorial Ave., Elmira, ON N3B 2Z6

519-669-5101 519-669-5618

..... Tel. No. .... Fax No. ....

**INITIALS OF BUYER(S):**  **INITIALS OF SELLER(S):** 

**SCHEDULE A**  
**Agreement of Purchase and Sale**

---

This schedule is attached to and forms part of the Agreement of Purchase and Sale between:

**BUYER,** Duane Martin, Derrick Martin & Dale Martin , and

**SELLER,** The Corporation of the Township of Mapleton

for the purchase and sale of Drayton Industrial Drive, Drayton

dated the 20th day of April , 2020 .

Buyer agrees to pay the balance as follows:

**Balance of Purchase Price:** The Buyer agrees to pay the balance of the purchase price, subject to usual adjustments, by bank draft or certified cheque, to the Seller on the completion of this transaction.

**Two Lots and Services:**

The Seller confirms that it will convey the lands as two (2) separate lots and will ensure that both lots are serviced for water, sewers, hydro, gas and internet at its sole expense. The Seller shall cover the costs of surveying and depositing a reference plan on title prior to closing which shows the two parcels in the approximate dimensions as shown on Schedule B attached. The lands will be conveyed in 2 separate deeds as follows:

Parcel A – 1.7 acres +/- to Duane Martin (or his assignee) - \$40,000.00

Parcel B – 2.1 acres +/- to Dale Martin and Derrick Martin (or their assignee) - \$50,000.00

The parties acknowledge that both parcels will be subject to a an easement 2.5 m +/- in favour of the Seller for municipal services (proposed water main)as shown on the attached sketch.

**Top soil, Fill and Access:**

The parties acknowledge that the subject lot currently contains a pile of topsoil which is the Seller's responsibility to remove at its expense prior to closing. The Buyer shall accept the lots subject to the pile of fill on site. The Buyer shall be permitted access, at its own risk, prior to closing, for the purpose of removing the said fill from the lot.

**Building Permit:** The Buyer agrees to apply for a building permit on Parcel B on or before Dec. 31, 2021.

**Assignment:** The parties acknowledge that this Agreement may be assigned on closing to a holding corporation which may be incorporated by the Buyers prior to closing and shall be controlled by the Buyer or their respective wives.

**Environment:**

The Seller represents and warrants to the best of the Seller's knowledge and belief that during its period of ownership of the property, that all environmental laws and regulations have been complied with, no hazardous conditions or substances exist on the land, no limitations or restrictions affecting the continued use of the property exist, other than those specifically provided for herein, no pending litigation respecting Environmental matters, no outstanding Ministry of Environment Orders, investigations, charges or prosecutions regarding Environmental matters exist, there has been no prior use as a waste disposal site, and all applicable licenses are in force. The Seller agrees to provide to the Buyer upon request, all documents, records, and reports relating to environmental matters that are in the possession of the Seller. The Seller further authorizes any and all ministries, to release to the Buyer, any and all information that may be on record in the Ministry office with respect to the said property. The Parties agree that this representation and warranty shall form an integral part of the Agreement and survive the completion of this transaction, but apply only to circumstances existing at competition of this transaction.

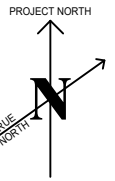
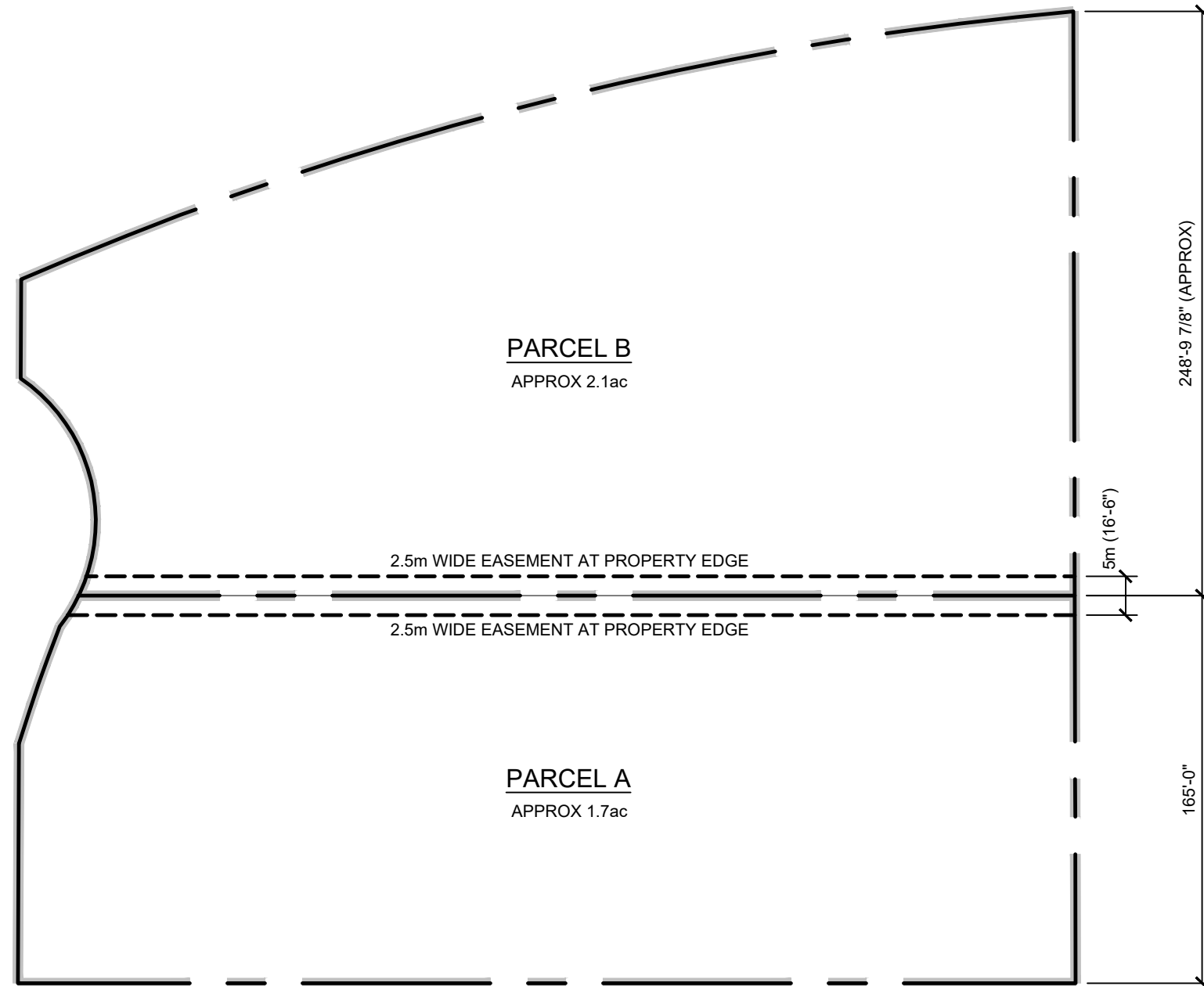
This form must be initialled by all parties to the Agreement of Purchase and Sale.

**INITIALS OF BUYER(S):**

*TAN*  
*JM DM*

**INITIALS OF SELLER(S):**

*(Empty oval)*



REV	DESCRIPTION	DATE



**DECLARATION OF DESIGNER**  
 I, Duane Martin, REVIEW AND TAKE RESPONSIBILITY FOR THE DESIGN WORK ON BEHALF OF A FIRM REGISTERED UNDER THE DIVISION C SECTION 3.2. OF THE BUILDING CODE. I AM QUALIFIED, AND THE FIRM IS REGISTERED, IN THE APPROPRIATE CLASSES AND CATEGORIES MARKED BELOW.

Small Buildings  
 Large Buildings

SIGNATURE OF DESIGNER \_\_\_\_\_  
 INDIVIDUAL BCIN: 34584 \_\_\_\_\_  
 FIRM BCIN: 101517 DATE \_\_\_\_\_

PROJECT

DRAWING TITLE

DRAWN BY: DMM

CHECKED BY: X

DATE: April 17, 2020

SCALE: 1/8" = 1'-0"

DESIGN NUMBER: X      JOB NUMBER: -

SHEET:

# A2.1



**INTEGRATION DATA**

OBSERVED REFERENCE POINTS (ORP) ARE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK AND ARE REFERRED TO UTM ZONE 17, NAD83 (CSRS) (2010). COORDINATES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP A	4845476.92	526053.30
ORP B	4845824.75	526248.24

CAUTION: COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

**BEARINGS**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A & B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0)

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999610.

DIGITAL DATA IN THIS DRAWING IS UTM GRID AND CAN BE CONVERTED TO GROUND BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 1.000390

SCHEDULE				
PART	LOT	CONCESSION	PIN	AREA
1				6421 sq.m.
2				88 sq.m.
3	PART OF 17	II	PART OF 71469-0394 (LT)	324 sq.m.
4				322 sq.m.
5				8326 sq.m.

PART 2 IS SUBJECT TO EASEMENT IN INSTRUMENT No. WC594423

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

DATE: JUNE 9, 2020

LEO LIU  
ONTARIO LAND SURVEYOR

PLAN 61R-21812  
RECEIVED AND DEPOSITED  
June 16, 2020  
DATE  
N. Kafalas  
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF WELLINGTON No. 61

**PLAN OF SURVEY**  
OF PART OF  
LOT 17, CONCESSION II  
(GEOGRAPHIC TOWNSHIP OF MARYBOROUGH)  
TOWNSHIP OF MAPLETON  
COUNTY OF WELLINGTON

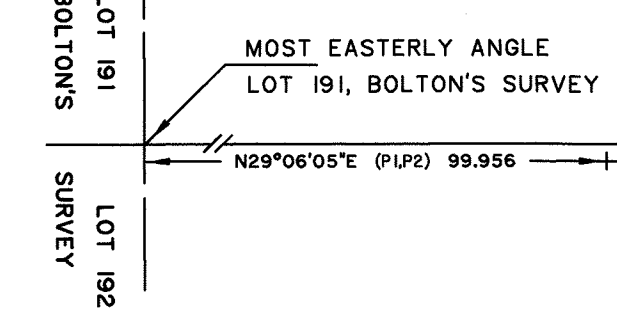
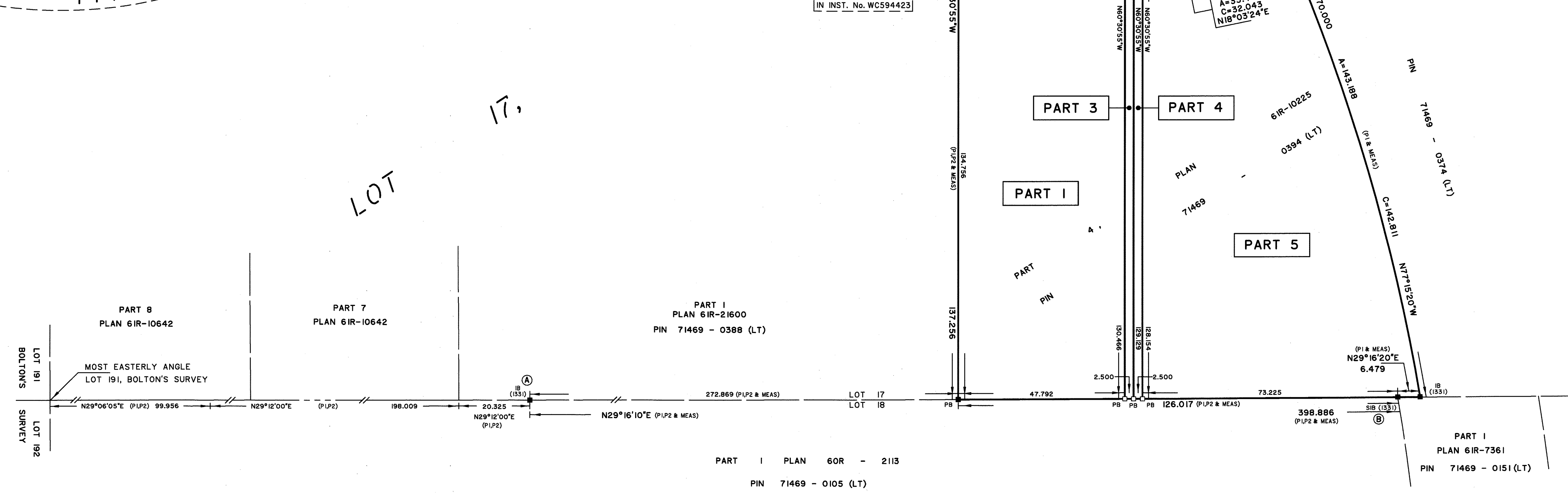
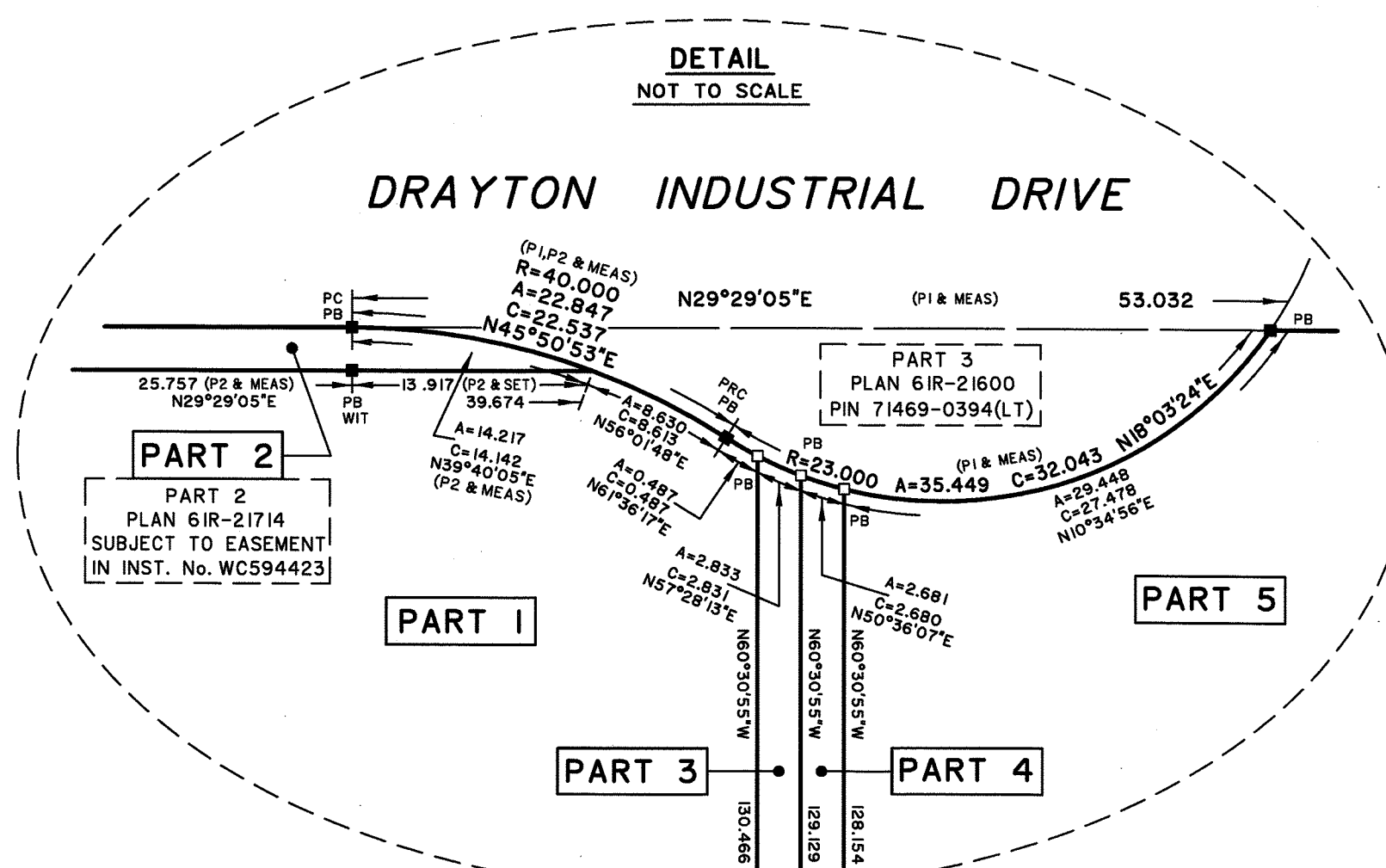
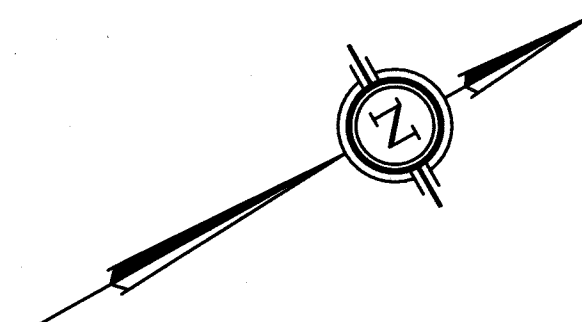
BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED  
SCALE 1:750

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

**SURVEYOR'S CERTIFICATE**  
I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON THE 8th. DAY OF JUNE, 2020

DATE: JUNE 9, 2020  
LEO LIU  
ONTARIO LAND SURVEYOR

- LEGEND**
- DENOTES SURVEY MONUMENT PLANTED
  - DENOTES SURVEY MONUMENT FOUND (375 UNLESS SHOWN OTHERWISE)
  - SSIB DENOTES SHORT STANDARD IRON BAR
  - SIB DENOTES STANDARD IRON BAR
  - IB DENOTES IRON BAR
  - PB DENOTES PLASTIC BAR
  - WIT DENOTES WITNESS
  - 375 DENOTES BLACK, SHOEMAKER, ROBINSON & DONALDSON LIMITED O.L.S.'s
  - PC DENOTES POINT OF CURVATURE
  - PRC DENOTES POINT OF REVERSE CURVATURE
  - P1 DENOTES DEPOSITED PLAN 61R-21600
  - P2 DENOTES DEPOSITED PLAN 61R-21714
  - 1331 DENOTES A.R.WILSON O.L.S.



**BSR&D** ONTARIO LAND SURVEYORS SURVEYING URBAN & RURAL PLANNERS MAPPING  
A wholly owned subsidiary of J.D. Barnes Ltd. GIS

257 WOODLAWN ROAD WEST #101, GUELPH, ON N1H 6H1  
T: (519) 822-4031 F: (519) 822-1220 www.jdbarnes.com

DRAWN BY: KS CHECKED BY: LL REFERENCE NO.: 19-14-886-04-A  
FILE: G:/19-14-886/04/191488604A.dwg DATED: JUNE 9, 2020

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**DRAFT BY-LAW**

**A By-law to authorize the conveyance of a parcel owned by the Township of Mapleton legally described as Part Lot 17, Concession 11, Part 1, Plan 61R21812, Maryborough**

**WHEREAS** the Corporation of the Township of Mapleton considers it advisable to convey the soil and freehold of the lands, legally described as Part Lot 17, Concession 11, Part 1, Plan 61R21812, Maryborough (the "Parcel"), to Duane Martin, Derrick Martin & Dale Martin (the "Purchaser"), for a purchase price of \$90,000.00;

**AND WHEREAS** the policies governing the sale of municipal land have been complied with;

**AND WHEREAS** the Council for the Corporation of the Township of Mapleton has heard any persons who applied to be heard regarding this by-law;

**NOW THEREFORE**, the Council of The Corporation of the Township of Mapleton enacts as follows:

1. THAT the Parcel is declared surplus to the Township's present and future needs; and
2. THAT the soil and freehold of the Parcel be conveyed to the Purchaser, subject to the Purchaser and Township entering into a satisfactory agreement of purchase and sale and subject to any necessary easements or other legal requirements being satisfied, as determined by the Township's solicitor; and
3. THAT the Township's Solicitor take all necessary steps to complete the conveyance of the Parcel to the Purchaser and that the Mayor and Clerk are authorized to execute any documents in connection therewith.

**READ** three times and finally passed this 14<sup>th</sup> day of July, 2020.

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Mayor Gregg Davidson

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Clerk Barb Schellenberger



## THE CORPORATION OF THE TOWNSHIP OF MAPLETON

### FINANCE REPORT FIN2020-14

TO: Mayor Davidson and Members of Council

FROM: John Morrison BA, CPA, CGA Director of Finance

RE: COVID-19 Financial Mitigation and Relief Measures Update

DATE: July 14, 2020

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#### **RECOMMENDATION:**

THAT Township of Mapleton Council receive Finance Report FIN2020-14 regarding COVID-19 Financial Mitigation and Relief Measures; and

1. repeal By-law 2020-031 and replace with By-law 2020-047, a By-law that provides for the relief of interest and penalties on water and wastewater billings and taxes until August 31<sup>st</sup>, 2020; and
2. enact By-law 2020-046, a By-law that amends the Fees and Charges By-law 2019-105 and enables the implementation of the water and wastewater rates previously approved on March 10<sup>th</sup>

#### **BACKGROUND:**

With the Province's state of emergency set to expire on July 15<sup>th</sup>, the Province of Ontario introduced new proposed legislation, *The Reopening Ontario (A Flexible Response to COVID-19 Act, 2020)*, that if passed would allow it to chart a responsible and flexible path to economic reopening and recovery without putting all the progress made to-date in fighting the virus at risk. This new legislation will enable the Province to select appropriate tools to protect vulnerable populations once the provincial declaration of emergency has ended.

Specifically, the legislation would:

- Continue emergency orders in effect under the *Emergency Management and Civil Protection Act (EMCPA)* under the new legislation for an initial 30 days.
- Allow the Lieutenant Governor in Council to further extend these orders for up to 30 days at a time, as required to keep Ontarians safe.
- Allow the Lieutenant Governor in Council to amend certain emergency orders continued under the EMCPA if the amendment relates to:
  - labour redeployment or workplace and management rules;
  - closure of places and spaces or regulation of how businesses and establishments can be open to provide goods or services in a safe manner;
  - compliance with public health advice; or
  - rules related to gatherings and organized public events.

- Not allow new emergency orders to be created.
- Allow emergency orders to be rescinded when it is safe to do so.

The ability to extend and amend orders under this new legislation is to be limited to one year unless otherwise extended by the Ontario legislature.

Given that the Province is moving towards a flexible approach for the phased reopening of the economy, Staff is recommending to Council that changes be made to its financial mitigation and relief measures.

#### **PREVIOUS PERTINENT REPORTS:**

FIN2020-11 Q1 Operating Budget Variance Report May 12<sup>th</sup>

FIN2020-09 Emergency Measures Financial Impacts April 28<sup>th</sup>

FIN2020-08 Water and Wastewater Rates 2020-2023 March 10<sup>th</sup>

#### **DISCUSSION:**

In conjunction with the County of Wellington and membering municipalities the deferment of interest and penalties was the common response adopted to mitigate for financial hardships that the state of emergency may have had on businesses and residents suffering financially. The deferment of interest and penalties, its application, timing and duration varied in each municipality.

The relief measures undertaken by the Township of Mapleton were the most comprehensive throughout the County of Wellington and extended over a longer period of time. These measures included

1. That approved water & wastewater rates that were to take effect on April 1<sup>st</sup>, 2020 were deferred until July 31<sup>st</sup>, 2020;
2. That all water and wastewater interest and penalties on any due date between March 24<sup>th</sup>, 2020 to July 1<sup>st</sup>, 2020 be deferred for 60-days ; and
3. That all interest and penalties, on any due date between the March 24<sup>th</sup>, 2020 to July 1<sup>st</sup>, 2020, for the interim taxes or for unpaid balances from prior taxation years be deferred for 60-days.

Citizens were encouraged to enrolled in preauthorized payment plans for both taxes and for water and wastewater billings. Installment due dates for taxes and for the bi-monthly water and wastewater billings continued as scheduled. To-date there has been no significant impact on the Township's cashflow, other than the foregone revenues. Most citizens appear to have paid their interim tax installments and their water and wastewater billings. There has been no rush to drop out of preauthorized payment plans. The Township was able to make the June 30<sup>th</sup> levy payment to the County in full.

Given the Provincial plan for a phased reopening of the economy and current conditions, Staff would recommend that Council pass the amending Fees & Charges By-law 2020-046 (attached to the agenda) that would give effect for the

increases in the water and wastewater rates approved by Council on March 10<sup>th</sup>, 2020. The prescribed public notice for the proposed rate increases were issued in April. The revised rates will take effect on August 1<sup>st</sup>.

Further, that Council repeal By-law 2020-031, a By-law to provide relief from penalty and interest and pass By-law 2020-047, a By-law to provide relief from penalty and interest (attached to the agenda). Staff is proposing that the Township's deferment of interest and penalty be extended for water and wastewater billings and taxes until August 31<sup>st</sup>, 2020. Any due date or monthly charge for water and wastewater billings or taxes commencing on September 1<sup>st</sup> or thereafter would be subject to interest and penalty.

**CONSULTATION:** N/A

**FINANCIAL IMPLICATIONS:**

The initial mitigation and relief measures that provided a 60-day deferral of interest and penalties is estimated to cost about \$15,000 per month in foregone revenue or \$75,000 by September 1<sup>st</sup>. The proposed changes to the Township's relief measures would not change that estimate.

The water and wastewater rate increases deferred from April 1<sup>st</sup> until July 31<sup>st</sup> is estimated to cost the Township in foregone revenue of about \$79,933. The proposed implementation date of August 1<sup>st</sup> would not change that estimate.

**SUMMARY:**

Staff is proposing that Council pass By-law 2020-046, a By-law that amends the Fees and Charges By-law 2019-105 and enables the implementation of the water and wastewater rates previously approved on March 10<sup>th</sup>. And further, Staff is proposing that Council repeal By-law 2020-031 and replace with By-law 2020-047, a By-law that provides for the relief of interest and penalties on water and wastewater billings and taxes until August 31<sup>st</sup>, 2020.

**COMMUNICATION:**

Changes to the Township's relief measures will be announced through social media. Communications of the water and wastewater rate increases will be sent to each ratepayer.

**STRATEGIC PLAN:**

**Municipal Infrastructure:** n/a

**The Local Economy:** n/a

**Recreation:** n/a

**Municipal Administration:** n/a

**Financial Responsibility:**

The COVID-19 Financial Mitigation and Relief Measures is to provide immediate financial relief for Mapleton businesses and residents who are suffering financial hardship.

Prepared By:  
John Morrison  
Director of Finance

Reviewed By:  
Manny Baron  
CAO

Attachments:  
None

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**  
**PUBLIC WORKS REPORT PW2020-14**

TO: Mayor Davidson and Members of Council  
FROM: Sam Mattina, CET, CMM III, Dipl. MM, Director of Public Works  
RE: Funding Request for 2020 Unplanned Infrastructure Requirements  
DATE: July 14, 2020

---

**RECOMMENDATION:**

THAT Township of Mapleton Council receive Public Works Report PW2020-14 dated July 14, 2020 regarding the need for additional funding for various unplanned 2020 infrastructure requirements.

AND THAT Township Council approve funding in the amount of \$274,000 from the Township Capital Reserves to perform this work;

AND FURTHER THAT Township of Mapleton Council allow staff to award the remedial work to the township approved contractor that bids within the approved funding amount.

**BACKGROUND:**

In late 2019 and early 2020 two significant infrastructure deficiencies were brought to light requiring immediate remedy for public safety reasons.

The two items of note, are separate in issue and proximity, however if not repaired will pose significant risk to the travelling public and local residents in each respective case.

The 2020 capital program has already been established and funding has been approved by Township Council in late 2019, and did not include these unforeseen items. These unplanned items must therefore require separate approval by Council to expend the necessary repairs.

**PREVIOUS PERTINENT REPORTS:**

N/A

**DISCUSSION:**

There are two issues that require immediate attention, in the interest of public safety and risk mitigation to the municipality.

The first issue of note is the development of severe erosion occurring to the banks of a tributary to the Conestogo River in the proximity of box culvert PB041 located on Sideroad 19 just South of Third Line.

The second issue is the severe deterioration of the road surface of Sideroad #6 between Concession #3 and Wellington Road 86.

Item #1; Erosion at PB041;



In 2018 this box culvert was replaced through the Townships annual capital reconstruction program. The scope of the project included replacement of the box culvert and associated erosion protection measures.

In mid-January 2020 a significant snow melt and rainfall event was experienced which resulted in regional flooding and very high flows in this creek. The high flows caused significant erosion to the meandering banks of this tributary leading up to the mouth of the new box culvert. The erosion was of such severity that it resulted in the need for immediate interim mitigation efforts to be performed by Public Works crews. These repairs were of a temporary nature required to stabilize the embankments to secure the roadway until permanent repairs could be initiated during the summer of 2020.

BM Ross, the original design consultant for the culvert replacement project was contacted and asked to provide the writer with a permanent solution design and estimate. The entire design and estimate process has been impacted by the global COVID19 pandemic which began in late March 2020. As a result, this design information and estimate was received in late June 2020 and is now being brought to council for funding approval.

The engineers estimate to carry out the remedial measures is in the order of \$160,000 before HST.

Item #2; Sideroad 6 from Concession 3 to Wellington Road 86.

This section of roadway has been identified in the 2016 Road Needs Study, a cyclic study performed Township wide every four years which informs our Roads Capital Infrastructure Program, as requiring reconstruction in 2022. As a result of that assessment, the road segment has been earmarked for reconstruction at an estimated cost of \$1.074 million in that year.

Staff have advised that the road condition, in its current and continual state of deterioration, will not be able to safely perform at its intended level of service until 2022. Staff have identified this road segment as a significant maintenance burden to keep it in a safe state of good repair. As a result, staff is recommending the immediate remediation of this roadway in the form of returning the travelled surface to gravel, until such time as the design process begins for the planned reconstruction of the road in 2022.

The intention is to reduce the amount of required maintenance on this road segment during this period, while also mitigating the associated risk attributed to a high maintenance roadway.

The cost to return the road surface to gravel is estimated at \$114,000.

The performance of the current work will be assessed as we approach design in 2022, and will aid in the decision process at that time, with respect to potential reconstruction options/alternatives, potentially reducing currently earmarked capital dollars.

**SUMMARY:**

This report has identified two immediate infrastructure funding needs that are necessary to mitigate third party risk to the Corporation as well as continue providing safe roads for community use. The issues are;

1. Erosion control at Box Culvert PB041; estimated at \$160,000
2. Road surface rehabilitation of Sideroad 6 between Concession 3 and Wellington Road 86; estimated at \$114,000.

This report is requesting Township Council to approve funding in the amount of \$274,000 before HST, from the Capital Reserves to resolve these two issues, which were unanticipated at the time of the 2020 capital budget approval process, in late 2019.

**CONSULTATION:**

Public Works staff  
BM Ross and Associates.

**FINANCIAL IMPLICATIONS:**

The amount of \$274,000 before HST estimated for this mitigation work will be funded from current Township Capital Reserves.

**COMMUNICATION:**

None

**STRATEGIC PLAN:*****Municipal Infrastructure:***

Maintaining and upgrading municipal infrastructure to serve local residents and businesses and to encourage growth

1.3 Maintain the high quality of our Transportation Network.

***The Local Economy: N/A***

***Recreation: N/A***

***Municipal Administration: N/A***

***Financial Responsibility: N/A***

Prepared By:  
Sam Mattina, CET. CMM III, Dipl. MM  
Director of Public Works

Reviewed By:  
Manny Baron  
CAO

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-044**

**A By-law to authorize the conveyance of a parcel owned by the Township of Mapleton legally described as Part Lot 17, Concession 11, Part 1, Plan 61R21812, Maryborough**

**WHEREAS** the Corporation of the Township of Mapleton considers it advisable to convey the soil and freehold of the lands, legally described as Part Lot 17, Concession 11, Part 1, Plan 61R21812, Maryborough (the "Parcel"), to Duane Martin, Derrick Martin & Dale Martin (the "Purchaser"), for a purchase price of \$90,000.00;

**AND WHEREAS** the policies governing the sale of municipal land have been complied with;

**AND WHEREAS** the Council for the Corporation of the Township of Mapleton has heard any persons who applied to be heard regarding this by-law;

**NOW THEREFORE**, the Council of The Corporation of the Township of Mapleton enacts as follows:

1. THAT the Parcel is declared surplus to the Township's present and future needs; and
2. THAT the soil and freehold of the Parcel be conveyed to the Purchaser, subject to the Purchaser and Township entering into a satisfactory agreement of purchase and sale and subject to any necessary easements or other legal requirements being satisfied, as determined by the Township's solicitor; and
3. THAT the Township's Solicitor take all necessary steps to complete the conveyance of the Parcel to the Purchaser and that the Mayor and Clerk are authorized to execute any documents in connection therewith.

**READ** three times and finally passed this 14<sup>th</sup> day of July, 2020.

---

Mayor Gregg Davidson

---

Clerk Barb Schellenberger

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-045**

**A BY-LAW TO AUTHORIZE THE CONVEYANCE OF  
A PARCEL OWNED BY THE TOWNSHIP OF  
MAPLETON LEGALLY DESCRIBED AS PART LOTS  
18 AND 19, CONCESSION 12, FORMER TOWNSHIP  
OF MARYBOROUGH, AS IN DN30391**

**WHEREAS** the Corporation of the Township of Mapleton considers it advisable to convey the soil and freehold of the vacant lot, legally described as Part Lots 18 and 19, Concession 12, former Township of Maryborough, as in DN3039, (PIN 71469-0063) being approximately 3.05 acres (the "Parcel"), to Maude Group Inc. (the "Purchaser"), for a purchase price of \$270,000;

**AND WHEREAS** the policies governing the sale of municipal land have been complied with;

**AND WHEREAS** the Council for the Corporation of the Township of Mapleton has heard any persons who applied to be heard regarding this by-law;

**NOW THEREFORE**, the Council of The Corporation of the Township of Mapleton enacts as follows:

1. THAT the Parcel is declared surplus to the Township's present and future needs; and
2. THAT the soil and freehold of the Parcel be conveyed to the Purchaser, subject to the Purchaser and Township entering into a satisfactory agreement of purchase and sale and subject to any necessary easements or other legal requirements being satisfied, as determined by the Township's solicitor; and
3. THAT the Township's Solicitor take all necessary steps to complete the conveyance of the Parcel to the Purchaser and that the Mayor and Clerk are authorized to execute any documents in connection therewith.

**READ** three times and finally passed this 14<sup>th</sup> day of July, 2020.

\_\_\_\_\_  
Mayor Gregg Davidson

\_\_\_\_\_  
Clerk Barb Schellenberger

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-046**

Being a by-law to amend By-law 2019-105, being a by-law to establish the fees and charges for various services provided by the municipality.

**WHEREAS** Township of Mapleton Council carried Resolution 2020-04-10 pertaining to Finance Report FIN2020-08 dated March 10, 2020 regarding Water and Wastewater rates for the years 2020 to 2023;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MAPLETON ENACTS AS FOLLOWS:**

1. That Schedule "J", Water and Wastewater as attached to By-law 2019-105 (2 pages) be replaced with Schedule "J", Water and Wastewater (2 pages) attached hereto.
2. That the effective date for the fees shown in the attached Schedule "J" is to be August 1, 2020.

**READ** a first, second and third time and finally passed this 14<sup>th</sup> day of July, 2020.

---

Mayor Gregg Davidson

---

Clerk Barb Schellenberger



**SCHEDULE "J"**  
**WATER AND WASTEWATER**  
 (Page 1 of 2)

DESCRIPTION	FEE
Account Set-Up or Change of Ownership Fee	\$25.00
Service Connection Fee	\$75.00
Service Disconnection By Township Fee	\$75.00
Customer Request for Service Interruption	\$75.00
Temporary water supply from water service pipe during construction. Flat rate per month	\$25.00
Temporary water supply from a hydrant. Service Charge	\$125.00
Not Connected Flat Rate per Month	\$125.00
Missed Appointments for meter inspections, repairs, maintenance or testing	\$125.00
Water Meter 5/8" or 3/4" Other water meters sizes are recovered at cost plus 10% handling fee	\$540.00 Plus HST
Service Call Request for any property owner requesting a service call if the problem is found to be on the landowner's property. Any involvement by the township in the repair of services on private property shall be billed to the property owner on a time and material basis	\$75.00
Admin. Fee to transfer unpaid account to tax roll	\$30.00

**NOTE:** Charges imposed as Water and Wastewater Rates below shall be adjusted annually, without amendment to this by-law, allowing Township staff to automatically increase rates annually on January 1<sup>st</sup> each year.

**WATER RATES**

**Water Consumption Rates**

Description	Effective August 1, 2020	2021	2022	2023
<b>Declining Block Rate</b>				
Block 1 (Bi-Monthly Cons.to and including 34 m <sup>3</sup> )	\$1.80	\$1.83	\$1.87	\$1.91
Block 2 (Bi-Monthly Cons. Over 34m <sup>3</sup> )	\$1.38	\$1.41	\$1.44	\$1.46

**Base Charge**

Description	Effective August 1, 2020	2021	2022	2023
<b>Monthly Base Charge:</b> 5/8" or 3/4"	\$38.98	\$39.85	\$40.74	\$41.56
1"	\$57.60	\$58.90	\$60.22	\$61.42
1 ½"	\$72.58	\$74.21	\$75.87	\$77.39
2"	\$110.14	\$112.62	\$230.28	\$234.88
3"	\$420.06	\$428.46	\$437.03	\$445.77
4"	\$534.62	\$545.31	\$556.22	\$567.34
6"	\$801.96	\$818.00	\$834.36	\$851.05
8"	\$1,107.44	\$1,129.59	\$1,152.18	\$1,175.22

**SCHEDULE "J"**  
**WATER AND WASTEWATER**  
 (Page 2 of 2)

**WASTEWATER**

**Water Consumption Rates**

Description	Effective August 1, 2020	2021	2022	2023
<b>Declining Block Rate</b>				
Block 1 (Bi-Monthly Cons.to and including 34 m <sup>3</sup> )	\$1.34	\$1.35	\$1.36	\$1.39
Block 2 (Bi-Monthly Cons. Over 34m <sup>3</sup> )	\$1.03	\$1.04	\$1.04	\$1.06

**Base Charge**

Description	Effective August 1, 2020	2021	2022	2023
<b>Monthly Base Charge:</b>				
5/8" or 3/4"	\$38.98	\$39.85	\$40.74	\$41.56
1"	\$57.60	\$58.90	\$60.22	\$61.42
1 ½"	\$72.58	\$74.21	\$75.87	\$77.39
2"	\$110.14	\$112.62	\$230.28	\$234.88
3"	\$420.06	\$428.46	\$437.03	\$445.77
4"	\$534.62	\$545.31	\$556.22	\$567.34
6"	\$801.96	\$818.00	\$834.36	\$851.05
8"	\$1,107.44	\$1,129.59	\$1,152.18	\$1,175.22

**NOTE:** The fees and charges for various services on Schedule "J" are HST EXEMPT unless otherwise noted.

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2020-047

**A By-law to provide for financial relief for stipulated penalty and interest for taxes and for water and wastewater billings in default and to repeal By-law 2020-031**

**WHEREAS** as a result of the widespread closure of businesses and declaration of a state of emergency by the Province of Ontario due to the COVID-19 pandemic many Mapleton businesses are closed, and residents are being financially impacted.

**AND WHEREAS** Council for the Township of Mapleton in response to such emergency has deemed it to be in the best interest of the municipality for By-law 2020-010 and By-law 2019-105 and for all other By-laws that stipulate penalty and interest for taxes and for water and wastewater billings, be amended so as to defer all interest and penalties for 60 days after each tax installment due date and for each Water and Wastewater billing due date and for each month in default thereafter.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MAPLETON ENACTS AS FOLLOWS:**

1. That By-law 2020-010, being a By-Law for the Interim Taxes Levied be amended as follows:
  - (a) **Sub-section 5:** THAT penalty/interest of 1.25 per cent will be added to property taxes which are in default, in accordance with Section 345 of *The Municipal Act, S.O. 2001, c. 25*, as amended, on the 1<sup>st</sup> business day of the next month and every month thereafter in which the default continues **be deferred until August 31<sup>st</sup> 2020.**
  - (b) THAT for all prior taxation years that in are in default in which penalty/interest of 1.25 per cent is being added to property taxes, in accordance with Section 345 of *The Municipal Act, S.O. 2001, c. 25*, each month **be deferred until August 31<sup>st</sup> 2020.**
2. That By-law 2019-105 being a By-law for Fees and charges be amended as follows:
  - (a) **Sub-section 3:** All fees and charges are due and payable at the time the service is provided. If the fees or any portion thereof remain unpaid 30 days from the date of invoicing, interest at the rate of 1.25% may be charged, and charged again on the first day of each month thereafter until the account is paid in full **be deferred until August 31<sup>st</sup> 2020.**
3. The remaining provisions of By-laws 2020-10 and By-law 2019-105 and or any other By-law that stipulate penalty and interest rates for taxes and for water and wastewater billings in default shall continue unchanged without amendment and in full force and effect.
4. That the provisions of this By-law commence March 24<sup>th</sup> , 2020 and continue in effect until August 31<sup>st</sup> , 2020.
5. That By-law 2020-031 be repealed.

**READ** a first, second and third time on Tuesday, July 14<sup>th</sup> , 2020.

---

Mayor Gregg Davidson

---

Clerk Barb Schellenberger

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-048**

**Being a By-law to amend By-law 2010-080, being a  
Zoning By-law for the Township of Mapleton**

**Plan 61M74, Lot 37  
83 River Run Road, Drayton  
ZBA 2020-04**

**WHEREAS** the Council of the Corporation of the Township of Mapleton deems it desirable to amend said By-law Number 2010-080, as amended.

**NOW THEREFORE** the Council of the Corporation of the Township of Mapleton enacts as follows:

1. That By-law Number 2010-080, is hereby amended by changing the zoning on the map forming Schedule 'A-2', as it applies to Plan 61M74, Lot 37, with a municipal address of 83 River Run Road, Drayton as illustrated on Schedule 'A' attached to and forming part of this By-law from:

- **Low Density Residential (R1C) to Low Density Residential Exception (R1C- 31.34)**

2. THAT Section 31, Exception Zone, is amended by the inclusion of the following new exception;

<p><b>31.34</b> Plan 61M74, Lot 37 83 River Run Road, Drayton</p>	<p>In addition to the uses permitted in the Low Density Residential (R1C) zone, an accessory apartment (Second Unit) is permitted within the basement of the main dwelling.</p>
---	---

3. That except as amended by this By-law, the subject lands, as shown on Schedule 'A' to this By-law, shall be subject to all other applicable regulations of By-law Number 2010-080, as amended.

4. This By-law shall come into effect on the final passing thereof by the Council of Corporation of the Township of Mapleton, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

**READ** a first, second and third time and passed this 14<sup>th</sup> day of July 2020.

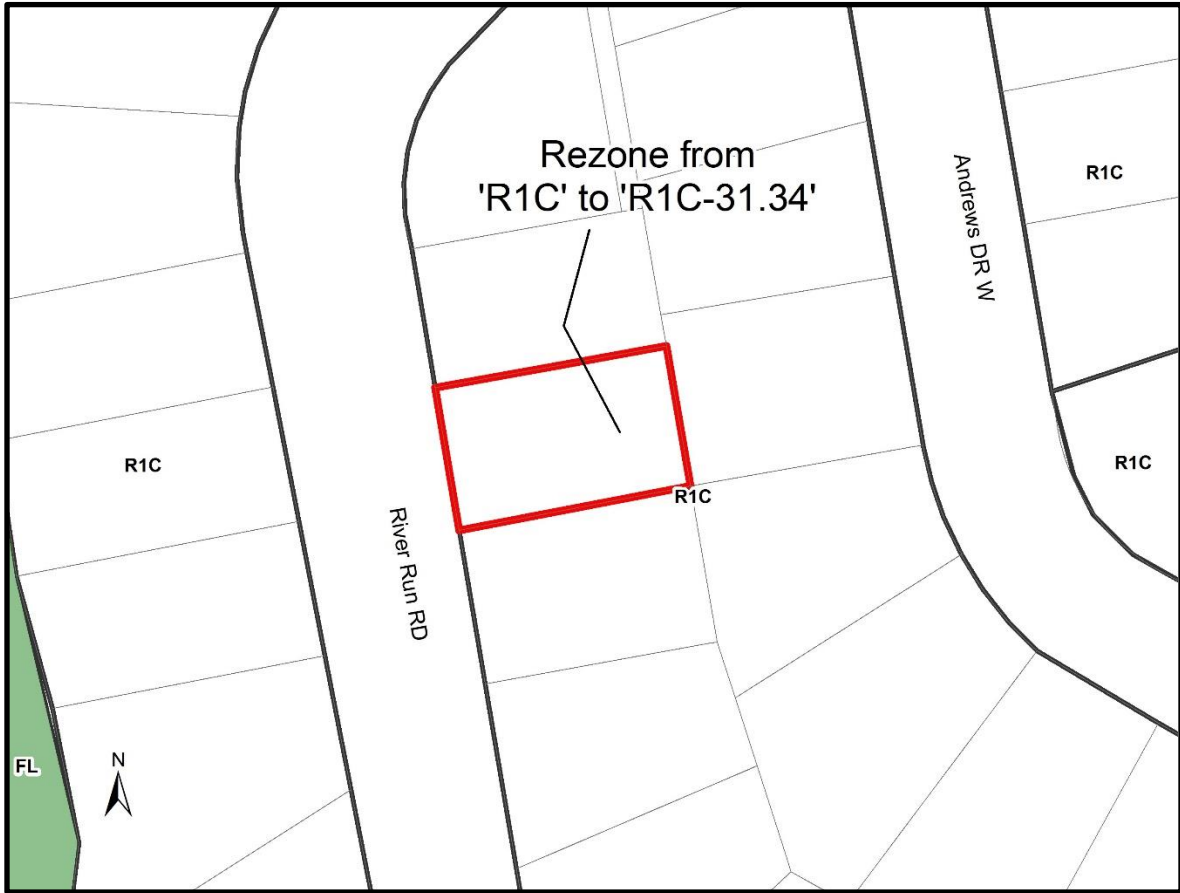
\_\_\_\_\_  
Mayor Gregg Davidson

\_\_\_\_\_  
Clerk Barb Schellenberger

**THE TOWNSHIP OF MAPLETON**

**BY-LAW NO 2020-048**

**Schedule "A"**



**Rezone from Low Density Residential (R1C) zone to Low Density Residential Exception (R1C-31.34) zone**



**EXPLANATORY NOTE**  
**BY-LAW NUMBER 2020-048**

**SUBJECT LAND**

The subject land is legally described as Plan 61M74, Lot 37, with a civic address of 83 River Run Road, Drayton. The property is approximately 0.07 ha (0.17 ac) in size and has an existing dwelling.

**PURPOSE AND EFFECT**

The purpose and effect of the proposed amendment is to rezone the subject lands to permit a second dwelling unit (accessory apartment) within the main dwelling on the subject lands. The lands are currently zoned Low Density Residential (R1C) and are occupied by a single detached dwelling.

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2020-049

Being a By-law to amend By-law 2010-080, being a  
Zoning By-law for the Township of Mapleton

Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel)  
ZBA 2020-05

**WHEREAS** the Council of the Corporation of the Township of Mapleton deems it desirable to amend said By-law Number 2010-080, as amended.

**NOW THEREFORE** the Council of the Corporation of the Township of Mapleton enacts as follows:

1. That By-law Number 2010-080, is hereby amended by changing the zoning on the map forming Schedule 'A-1', as it applies to Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel), with a municipal address of 7452 Wellington Road 7 as illustrated on Schedule 'A' attached to and forming part of this By-law from:
  - **Agricultural Exception (A-31.92) to Agricultural (A); and**
  - **Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92)**
2. THAT Section 31, Exception Zone, is amended by the Site Specific Exception 31.92 being deleted and replaced with the following:

<b>31.92</b> Concession 13, Part Lot 14, 7452 WCR 7	Notwithstanding any other provision of this By-law, the lands may be used for the following specific uses in addition to those uses permitted in the zone within which the parcel lies: a) The sale of new and used farm equipment and parts  Subject to the following: i) That the additional permitted use be conducted entirely within the building(s) existing at the time of passage of this By-law; and ii) A minimum setback of 13.8 m (45 ft) is permitted to a residence on an adjacent lot.  b) A communication tower and a 9.3 m <sup>2</sup> (100 ft <sup>2</sup> ) communication equipment shed.
---	--

3. That except as amended by this By-law, the subject lands, as shown on Schedule 'A' to this By-law, shall be subject to all other applicable regulations of By-law Number 2010-080, as amended.
4. This By-law shall come into effect on the final passing thereof by the Council of Corporation of the Township of Mapleton, subject to compliance with the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

**READ** a first, second and third time and passed this 14 day of July, 2020.

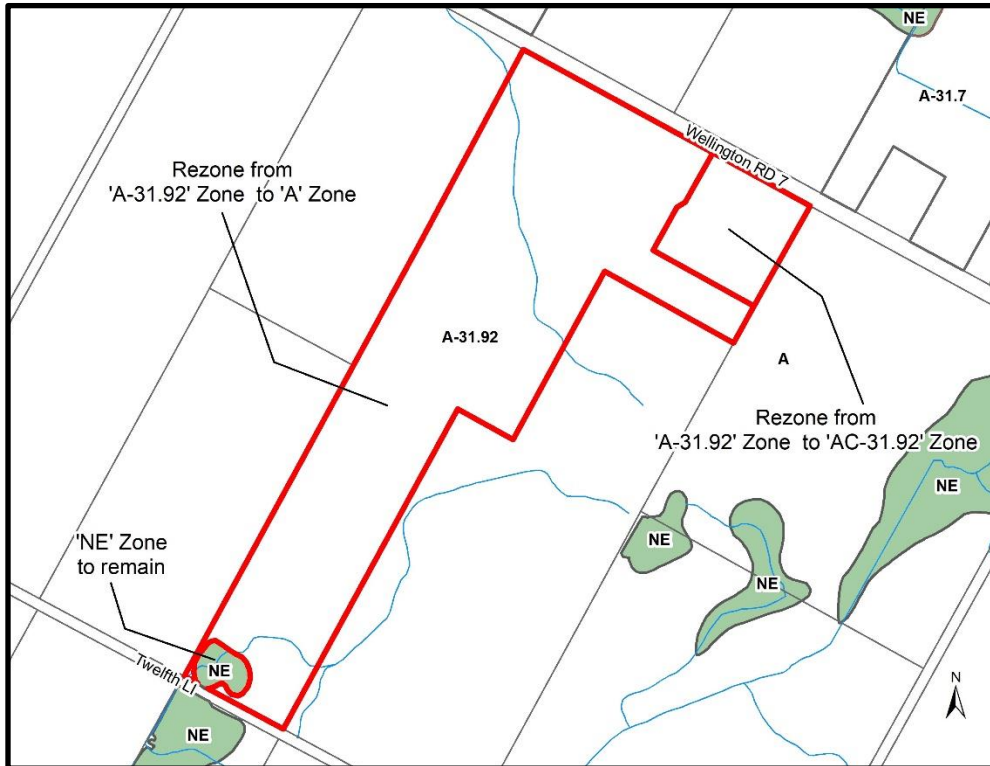
\_\_\_\_\_  
Mayor Gregg Davidson

\_\_\_\_\_  
Clerk Barb Schellenberger

THE TOWNSHIP OF MAPLETON

BY-LAW NO 2020-049

Schedule "A"



Rezone from Agricultural Exception (A-31.92) to Agricultural (A) zone and rezone from Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92) zone

## EXPLANATORY NOTE

### BY-LAW NUMBER 2020-049

**THE SUBJECT LAND** is located at Part Lot 14, Concession 13, RP 61R8359 Part 2 & 3 (Peel), with a civic address of 7452 Wellington Road 7. The property is approximately 44.5 ha (110 ac) in size and are currently zoned Agriculture Exception (A-31.92) and Natural Environment (NE).

**THE PURPOSE AND EFFECT** of the amendment is to rezone the severed lands from Agricultural Exception (A-31.92) to Agricultural Commercial Exception (AC-31.92) zone to continue the existing farm equipment sales business (Shantz Farm Equipment Ltd.) on a reduced parcel size and recognize the reduced setback to a dwelling on an adjacent property. The proposed amendment is to also rezone the retained lands from Agricultural Exception (A-31.92) to Agricultural (A) zone to remove the farm equipment sales business from the agricultural farm parcel.

This rezoning is a condition of severance application B67/19, that has been granted provisional consent by the Wellington County Land Division Committee. The consent will sever a 4.5 ha (11.1 ac) parcel with existing farm equipment sales business and communication tower from the retained 40 ha (98.8 ac) agricultural parcel with an existing dwelling. Additional relief may be considered at this meeting.



## MUNICIPALITY OF HURON EAST

PO Box 610, 72 Main Street South, Seaforth Ontario N0K 1W0

Tel: 519-527-0160

Fax: 519-527-2561

888-868-7513

[www.huroneast.com](http://www.huroneast.com)

Brad Knight, BA, CAO/Clerk  
[bknight@huroneast.com](mailto:bknight@huroneast.com)

Paula Michiels, CPA, CGA, Treasurer-Finance Manager  
[pmichiels@huroneast.com](mailto:pmichiels@huroneast.com)

May 26<sup>th</sup>, 2020.

Township of Mapleton,  
7275 Sideroad 16, Box 160,  
Drayton, Ontario.  
N0G 1P0

Attention: Larry Wheeler  
Deputy Clerk

Dear Mr. Wheeler:



### RE: Resolution – Farm Property Class Tax Rebate Program

We wish to acknowledge receipt of your resolution requesting the Province to review the farm property class tax rebate program.

This matter was referred to Huron East Council at their regular meeting on May 5<sup>th</sup>, 2020 and the following motion was passed.

*It was duly moved and seconded:*

*THAT Council of the Municipality of Huron East endorse the resolution of the Township of Mapleton with respect to requesting the Province to conduct a review of the farm property class tax rate program.*

*Motion Carried.*

Trusting this action of Council will be of assistance.

Yours truly,

Brad Knight,  
CAO/Clerk.

BK:ja



**Ministry of Agriculture,  
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAAARO



June 25, 2020

Barb Schellenberger  
Municipal Clerk  
Township of Mapleton  
[bschellenberger@mapleton.ca](mailto:bschellenberger@mapleton.ca)

Dear Ms. Schellenberger:

Thank you for sending the Council of the Township of Mapleton's resolution requesting a review of the Farm Property Class Tax Rate Program.

My ministry is responsible for the delivery of the Farm Property Class Tax Rate Program. This program helps keep agricultural land in production, which in turn helps to feed us and support a strong agri-food sector in the province.

Reviews and changes to Ontario taxation policies are the responsibility of the Ministry of Finance. I will share your letter with the Honourable Rod Phillips for his consideration.

Again, thank you for writing.

Sincerely,

Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs

c: The Honourable Rod Phillips, Minister of Finance

June 26, 2020

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

Dear Honourable Sir,

**Re: Resolution of the Township of Mapleton  
Request to Review the Farm Property Class Tax Rate Program**

---

Be advised the Council of the Corporation of the Township of Evanturel supported the enclosed resolution from the Township of Mapleton requesting the Province of Ontario review the current Farm Property Class Tax Rate Program (the Program); at the regular council meeting of June 24, 2020.

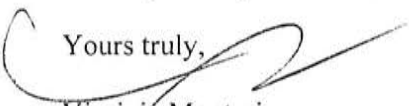
The Township of Evanturel is a small rural municipality in the District of Temiskaming, which is not compensated for the Program in the funding received from the Ontario Municipal Partnership Fund (OMPF); and therefore the 75% loss must be absorbed by the taxpayers of our Municipality. It is the understanding of Council that only two municipalities in our District receive compensation in the OMPF funding as they meet the "farmland criteria" requirement.

Find enclosed a true copy of Resolution No. 5 passed in open council June 24, 2020 authorizing support for the resolution from the Township of Mapleton.

Also find enclosed a copy of the Township of Mapleton Resolution - No. 2020-04-14.

Thank you for your attention to this issue.

Yours truly,

  
Virginia Montminy  
Clerk  
The Corporation of the  
Township of Evanturel

Encl:

c.c. Ministry of Municipal Affairs and Housing  
Minister of Finance  
Minister of Agriculture, Food & Rural Affairs  
Rural Ontario Municipal Association (ROMA)  
Association of Municipalities of Ontario (AMO)  
Federation of Northern Ontario Municipalities (FONOM)  
Temiskaming Municipal Association (TMA)  
John Vanthof – MPP – Timiskaming-Cochrane  
Township of Mapleton  
Township of Puslinch





**Resolution of Council**

June 24, 2020

Session No.  
2020

5

Moved by Councillor Gravel

Seconded by Councillor Fricker

**THAT** the Council of the Corporation of the Township of Evanturel hereby resolves to support the Township of Mapleton in its request to the Province of Ontario to review the current Farm Property Class Tax Rate Program in rural municipalities in Ontario which has created a financial burden for residential tax class properties in those municipalities;

**AND FURTHER** that the resolution of support be directed to the Premier of Ontario; and forwarded to the Minister of Municipal Affairs and Housing, the Minister of Finance, the Minister of Agriculture, Food & Rural Affairs, Rural Ontario Municipal Association (ROMA), Association of Municipalities of Ontario (AMO), Federation of Northeastern Ontario Municipalities (FONOM), the Temiskaming Municipal Association (TMA) and John Vanthof – MPP Timiskaming-Cochrane.

Carried 

**DIVISION VOTE**

YEAS	NAME OF MEMBER OF COUNCIL	NAYS
	BARBARA BEACHEY, COUNCILLOR	
	MIKE FRICKER, COUNCILLOR	
	HENRI GRAVEL, COUNCILLOR	
	ROBBIE MACPHERSON, COUNCILLOR	
	DEREK MUNDLE, REEVE	
	TOTALS	

Declaration of Pecuniary Interest – Report to Council TWP2019-05 – Form A – Reeve Mundle \_\_\_; Councillor \_\_\_

Certified to be a true copy of Resolution No. 5 of the Corporation of the Township of Evanturel passed in open Council on the 24th day of June, 2020.

  
Virginia Montminy – Clerk  
Township of Evanturel



United Counties of  
**Stormont Dundas Glengarry**  
Corporate Services Department  
323 - 26 Pitt Street  
Cornwall, Ontario K6J 3P2  
T: 613-932-1515  
F: 613-936-2913

---

June 1, 2020



Township of Mapleton  
7275 Sideroad 16  
Box 160  
Drayton, ON  
N0G 1P0

Dear Sir/Madam:

Please be advised that the Council of the United Counties of Stormont, Dundas and Glengarry endorsed at its meeting of June 15, 2020, the Township of Mapleton's resolution concerning a review of the Farm Property Class Tax Rate Programme in light of economic competitiveness concerns between rural and urban municipalities.

Sincerely,

Helen Thomson  
Director of Council Services/Clerk

Cc: Hon Doug Ford  
Hon Steve Clark  
Hon. Rod Phillips  
Hon. Ernie Hardeman  
Jim McDonell, MPP



For full document please see <https://www.wellington.ca/en/resources/BUDGET-BOOK-FINAL.pdf>



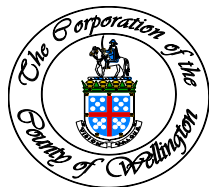
Corporation of the County of Wellington

# 2020 BUDGET

AND TEN YEAR PLAN

Approved for January 1 - December 31, 2020





COUNTY OF WELLINGTON

KIM COURTS  
DEPUTY CLERK  
T 519.837.2600 x 2930  
F 519.837.1909  
E kimc@wellington.ca

74 WOOLWICH STREET  
GUELPH, ONTARIO  
N1H 3T9

June 29, 2020

Sent via email: [aknight@get.on.ca](mailto:aknight@get.on.ca)  
[Lisa.campion@erin.ca](mailto:Lisa.campion@erin.ca)  
[kokane@centrewellington.ca](mailto:kokane@centrewellington.ca)  
[bschellengerger@mapleton.ca](mailto:bschellengerger@mapleton.ca)  
[annilene@town.minto.on.ca](mailto:annilene@town.minto.on.ca)  
[kwallace@wellington-north.com](mailto:kwallace@wellington-north.com)  
[gschwendinger@puslinch.ca](mailto:gschwendinger@puslinch.ca)

Wellington County  
Member Municipality Clerks  
Amanda Knight, Township of Guelph/Eramosa  
Lisa Campion, Town of Erin  
Kerri O'Kane, Township of Centre Wellington  
Barb Schellenberger, Township of Mapleton  
Annilene McRobb, Town of Minto  
Karren Wallace, Township of Wellington North  
Glenn Schwendinger, Township of Puslinch

Good afternoon,

At its meeting held on June 25, 2020 Wellington County Council passed the following recommendation from the Planning Committee:

**That the report titled County Official Plan Review – Progress Report 2 be received for information and forwarded to member municipalities.**

Please find a copy of the County Official Plan Review Progress Report 2 enclosed.

Should you have any questions, please contact Sarah Wilhelm, Manager of Policy Planning at 519.837.2600 x 2130 or [sarahw@wellington.ca](mailto:sarahw@wellington.ca).

Respectfully,

A handwritten signature in cursive script that reads "Kim Courts".

Kim Courts  
Deputy Clerk



# COUNTY OF WELLINGTON

## COMMITTEE REPORT

**To:** Chair and Members of the Planning Committee  
**From:** Sarah Wilhelm, Manager of Policy Planning  
**Date:** Thursday, June 18, 2020  
**Subject:** County Official Plan Review – Progress Report #2



PLANWELL

### 1.0 Purpose

This is our second progress report for the County Official Plan Review covering the period from January to May of 2020.

### 2.0 Progress to Date

We have made progress in the following areas:

#### New Provincial Growth Forecasts

- planning staff attended two “Forecasting Considerations Technical Workshops” hosted by the Ministry of Municipal Affairs and Housing in February 2020 regarding Provincial review of population and employment forecasts in Schedule 3 of the “A Place to Growth: Growth Plan for the Greater Golden Horseshoe” (APTG)

#### Growth Management

- hosted March 10, 2020 kick-off meeting with Technical Resource Team comprised of CAOs (or designates) from each member municipality, County Planning Director and Planning Managers, and consultants Watson & Associates
- residential and employment land inventories sent to member municipalities for final check
- questionnaires distributed to member municipalities to identify local opportunities and challenges early in the review process
- follow up conference calls scheduled with member municipalities and Watson & Associates in first two weeks of June

#### Presentation of Process and Key Phases Report (PD2019-17)

- planning staff presented this report to Wellington County Municipal Economic Development Group March 3, 2020
- awaiting confirmation from Town of Erin staff to schedule a date for us to present report to Erin Council

#### Communications and Engagement

- finalized and released Communications and Engagement Guide in April 2020
- member municipalities may identify local stakeholders through growth management questionnaires

We continue to monitor the following Provincial matters related to the timing and scope of the Official Plan review:

- Anticipated re-release of the 2018 “Land Needs Methodology for the Greater Golden Horseshoe”
- Availability of new forecasts for APTG

For reference, we have appended the project phasing (Appendix A) and a running list of major initiatives related to the project (Appendix B).

### **Recommendations**

That the report “County Official Plan Review – Progress Report #2” be received for information and forwarded to member municipalities.

Respectfully submitted,



Sarah Wilhelm, MCIP, RPP  
Manager of Policy Planning

Appendix A     County Official Plan Review Phasing  
Appendix B     List of Major Initiatives

## APPENDIX A

### County Official Plan Review Phasing

Joint MCR and 5-year Review

Consultation Throughout  	PHASE 1	<b>Setting the Stage</b> Fall 2019 – Spring 2020	<ul style="list-style-type: none"> <li>▪ Background review</li> <li>▪ Initiate key MCR background studies</li> <li>▪ Prepare communications and engagement plan</li> <li>▪ Official project launch</li> <li>▪ Develop key themes</li> </ul>
	PHASE 2	<b>Technical Analysis, Issues and Opportunities</b> 2020	<ul style="list-style-type: none"> <li>▪ Continue work on MCR background studies</li> <li>▪ Provincial Policy Statement review</li> <li>▪ Greenbelt Plan Review</li> <li>▪ Identify other county and/or local policy priorities</li> </ul>
	PHASE 3	<b>Options</b> 2020 - 2021	<ul style="list-style-type: none"> <li>▪ Prepare policy option discussion papers on key theme areas based on MCR background studies, community engagement and Council input</li> <li>▪ Report on Provincial Policy Statement consistency, Greenbelt Plan conformity and other policy priorities</li> <li>▪ Prepare Draft Official Plan Amendment</li> </ul>
	PHASE 4	<b>Final Draft Official Plan Review</b> 2021 – early 2022	<ul style="list-style-type: none"> <li>▪ Prepare final Draft Official Plan Amendment</li> <li>▪ Follow Planning Act requirements for Official Plan Amendment</li> </ul>

## APPENDIX B

### List of Major Initiatives


Informing the Official Plan Review

#### PROVINCIAL INITIATIVES

- Growth Plan, 2019
- Greenbelt Plan, 2017
- Provincial Policy Statement, 2020
- Significant amendments to the Planning Act through:
  - Bill 73, the Smart Growth for Our Communities Act, 2015
  - Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017
  - Bill 34, Green Energy Repeal Act, 2018
  - Bill 108, the More Homes, More Choice Act, 2019
- Updates to Source Water Protection Plans
- Bill 132, Better for People, Smarter for Business Act, 2019

#### COUNTY INITIATIVES

- Active Transportation Plan (2012)
- A Place to Call Home: 10 Year Housing and Homelessness Plan for Guelph Wellington (2018) (5-year update awaiting provincial approval)
- Climate Mitigation Strategy (in process)
- Economic Development Strategic Plan (2012)
- Energy Management Plan (2014)
- Strategic Action Plan (2019)
- Transportation Master Plan (pending)
- Attainable Housing Strategy (2019)
- Wellington County & Member Municipalities Service Review (2019)

 New since September 2019 County Planning Committee report PD2019-17



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**Ministry of Natural Resources and Forestry**

Wildlife Research and Monitoring Section  
2140 East Bank Drive  
DNA Building, c/o Trent University  
Peterborough, ON K9L 1Z8

**Ministère des Richesses naturelles et des  
Forêts**

Phone: 1-888-574-6656  
Fax: 705-755-1559  
Email: rabies@ontario.ca

June 15, 2020

The Ministry of Natural Resources and Forestry (MNRF) will be conducting Oral Rabies Vaccine (ORV) bait distribution and trap-vaccinate-release (TVR) programs in the summer and fall of 2020. Baiting and TVR operations will begin early July and continue until the end of October.

The ministry's rabies control operations are essential to public health and to the health of wildlife. With the current COVID-19 outbreak, additional health and safety measures have been put into place using the best available information from Public Health Ontario to deliver this program safely and minimize risks to staff, the public, and wildlife. The ministry will continue to re-evaluate as the response to the COVID-19 outbreak continues.

Please find attached:

- 1) Map of planned baiting area for 2020
- 2) Rabies Vaccine Bait Information Sheet

Per the attached map, rabies vaccine bait distribution will be conducted in rural areas with MNRF aircraft and by hand in urban areas by MNRF wildlife technicians. These are the details of bait distribution work in 2020 (dates are subject to change depending on weather conditions):

- Yellow shaded areas will be completed with a combination of Twin Otter airplane and Eurocopter EC130 helicopter. Twin Otter flights will occur from August 17 through to August 28, with Eurocopter EC130 flights occurring August 10 to 14 and September 8 to 11.
- The brown shaded area will be completed by a Twin Otter airplane between August 17 and 21.
- Urban hand baiting, including the use of temporary feeding stations, will occur in the orange shaded areas starting in the first week of July and continue through to the end of October.
- Live trapping and vaccinating wildlife (trap-vaccinate-release) will occur in the areas surrounding Hamilton shaded in pink starting in the first week of July and will continue through to the end of October.
- Preventative baiting of the purple shaded areas in eastern Ontario will take place in mid-August and will take one day to complete.

In addition to the activities mentioned above, MNRF may conduct localized rapid response baiting and trap-vaccinate-release measures, which would take place in the event of a raccoon or fox strain rabies case outside of the planned baiting area.

The ministry is committed to the research, surveillance, control and elimination of the recent outbreak of rabies in southwestern Ontario to prevent the disease from spreading. Since the start of the rabies outbreak in 2015, the first of its kind in over a decade, MNRF has taken quick action to protect communities, distributing over five million vaccine baits by air and ground. There was a 70 per cent decrease in the number of rabies cases in 2019, from 2018. There were no new cases of rabies in our fox strain surveillance area (brown shaded area on the map), which, in keeping with World Health Organization guidelines, has led to a decrease in the control zone where there have been no reported cases in over two years.

Any warm-blooded mammal can contract rabies. If a human contracts rabies and does not receive treatment, the disease is fatal.

The khaki-green coloured bait being distributed by hand and by aircraft is made of wax-fat with an attractant flavour (vanilla-sugar). A label with a toll-free telephone number (1-888-574-6656) and the message "Do not eat" is located on the exterior of the bait, and a plastic package containing the liquid rabies vaccine is embedded in the centre. If found, the bait should not be touched, but left for raccoons, skunks and foxes to consume. (See attached bait identification hand out for detailed description.) Ontario's rabies vaccine baits have been tested to ensure they are safe for wildlife, people and pets. However, eating a vaccine bait does not replace the regular rabies vaccination provided by a veterinarian for your pet. If your pet has eaten a bait and you are concerned, contact your vet as a precaution.

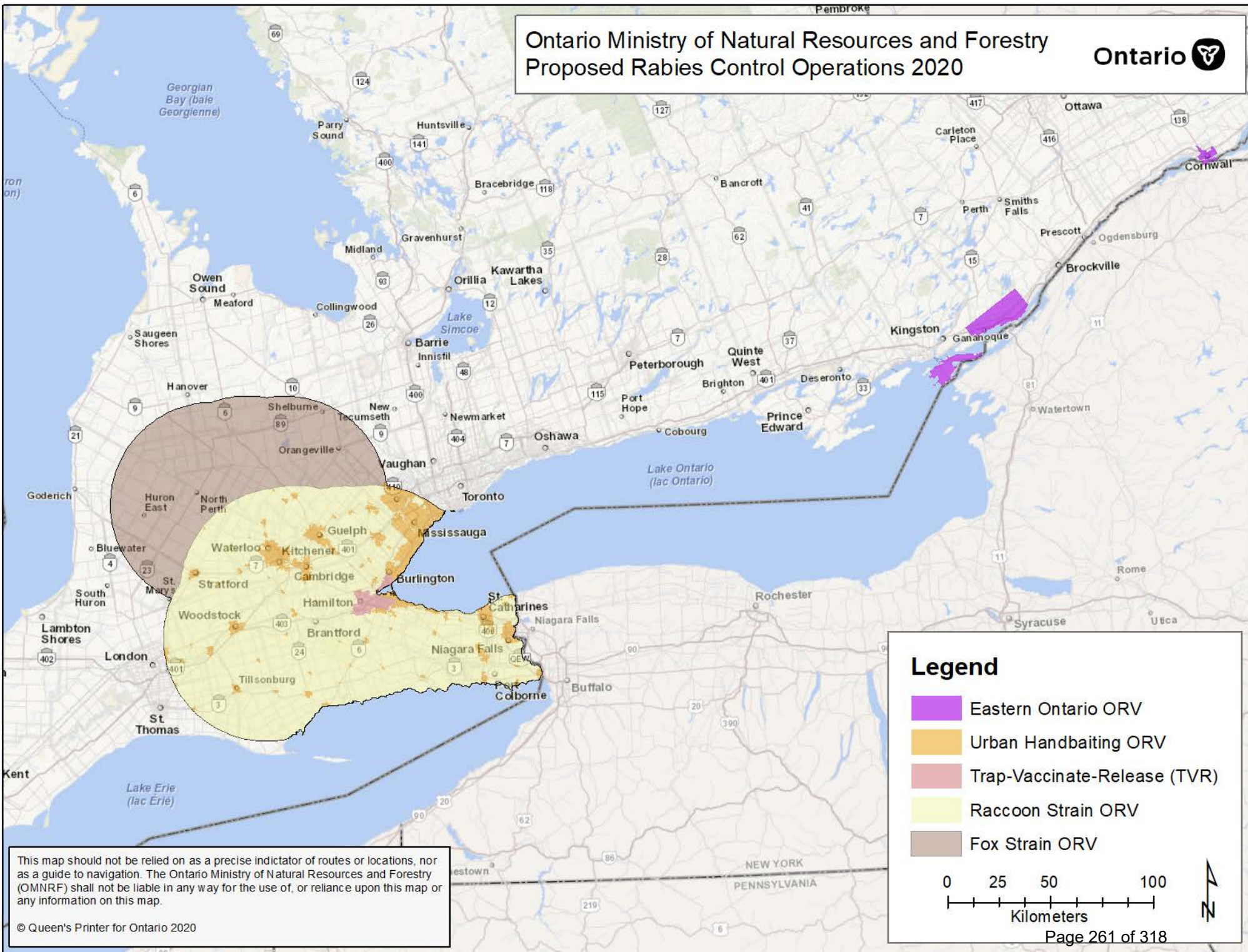
Ontario's rabies control program is a joint effort that receives important input and contributions from a variety of partners across the province. Partnerships with provincial ministries, federal agencies, regional health units, municipalities, wildlife rehabilitators, licensed trappers, wildlife control agents and Indigenous communities are all key to the continued success of Ontario's rabies control program.

For further information about rabies in Ontario, please visit [Ontario.ca/rabies](https://ontario.ca/rabies) or contact MNRF's rabies information line at 1-888-574-6656.

Larissa Nituch  
Rabies Science Operations Supervisor

705-313-2043 (cell)  
[Larissa.Nituch@ontario.ca](mailto:Larissa.Nituch@ontario.ca)

# Ontario Ministry of Natural Resources and Forestry Proposed Rabies Control Operations 2020





# Rabies vaccine bait identification

October 2019

The Ultra-lite vaccine bait, ONRAB<sup>®</sup>, is used in Ontario for both fox strain and raccoon strain rabies control. Exposure to the bait is not harmful to people or pets; however, in the unlikely event that people or pets come in contact with the vaccine contained in the bait, contacting a doctor or veterinarian as a precaution is recommended.

## Bait Ingredients

The bait formula coats the blister pack containing the vaccine. This formula consists of vegetable based fats, wax, icing sugar, vegetable oil, artificial marshmallow flavour and dark-green food grade fat-soluble dye.

## Ultra-lite blister-pack (Vaccine Carrier)

This is a polyvinyl chloride (PVC) blister pack (40 mm x 22 mm x 10 mm) which weighs approximately 4.3 grams. The blister pack is a teal green polyester flocked container with a heat-sealed laminated polyester lidding. The body of the blister pack is embedded in the bait matrix but the green lidding is exposed and has a black warning label printed on it.



## Vaccine inside Baits

ONRAB<sup>®</sup> oral rabies vaccine

Description: a recombinant live virus liquid vaccine

Volume/bait: 1.8 ±0.1 ml in the blister pack

Other inclusions: vaccine stabilizers

Colour: pale orange to pale pink

Target species: skunk, fox, and raccoon

**Contact:** Wildlife Research and Monitoring Section

rabies@ontario.ca

1-888-574-6656

Ontario.ca/rabies

Disponible en français

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



Ontario

234-2020-2382

June 12, 2020

Dear Heads of Council / Clerks and CAOs:

Nothing is more important than protecting the health and well-being of Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of this deadly virus, and we thank you for your support in our efforts.

We appreciate that the current situation for municipalities is not “business as usual”, and that all municipalities have had to make adjustments to adapt to new priorities and shifting ways of doing business.

When municipalities requested our help, we listened and acted quickly to legislate [changes to the Planning Act and make the necessary regulation to suspend decision-making timelines](#). These changes balanced the need to suspend the timelines that would allow a municipality to refocus time and resources on the COVID-19 outbreak, while allowing councils to continue to make decisions on planning matters as municipal capacity evolved.

As we move forward with our gradual approach that will allow Ontario to emerge from the COVID-19 outbreak, we know that getting shovels in the ground is key to moving forward on the path to economic recovery together. Many municipalities may be well on their way to a more normalized planning review process, and we want to ensure that the land use planning system is in step with a municipality’s expanding capacity during this time. As a result, we intend to end the temporary suspension of the Planning Act timelines as of June 22<sup>nd</sup>, 2020.

We understand that the safety of your constituents must remain a priority, and that there are certain provincial restrictions in place regarding public gatherings. Therefore, we encourage you to continue to use electronic and virtual channels, as appropriate, to engage and provide the public with an opportunity to make representations on planning matters, while following the advice of Ontario’s Chief Medical Officer of Health.

.../2



It is vital for our economic recovery from this outbreak that we work together to help move the planning approvals process forward. We need to continue the important job of creating housing and keeping infrastructure projects moving while also ensuring we maintain public health. Development has always played a key role in supporting growth in our communities, and it will play an especially important role on our road to economic recovery from COVID-19.

Let me assure you that our government is working to support you, our municipal partners, and will continue to work collaboratively to keep all Ontarians safe.

Sincerely,



Steve Clark  
Minister

c. Association of Municipalities of Ontario

**Ministry of Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto ON M7A 2J3  
Tél.: 416 585-7000



234-2020-2680

July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario's future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing's existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming.

.../2

In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province's most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people's health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students' learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario's [website](#).

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It's time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.

Head of Council  
Page 3

Municipalities are encouraged to continue to review our Government's Emergency Information webpage at: [Ontario.ca/alert](http://Ontario.ca/alert). I thank you for your continued support and collaboration in these challenging times.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark  
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers  
Municipal Clerks  
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

**From:** Pettapiece-co, Randy <[randy.pettapiececo@pc.ola.org](mailto:randy.pettapiececo@pc.ola.org)>  
**Sent:** Thursday, June 11, 2020 7:40 PM  
**To:** 'Minister.MacLeod@ontario.ca' <[Minister.MacLeod@ontario.ca](mailto:Minister.MacLeod@ontario.ca)>  
**Cc:** 'alex@draytonentertainment.com' <[alex@draytonentertainment.com](mailto:alex@draytonentertainment.com)>; Gregg Davidson <[gdaavidson@mapleton.ca](mailto:gdaavidson@mapleton.ca)>; Barb Schellenberger <[BSchellenberger@mapleton.ca](mailto:BSchellenberger@mapleton.ca)>

**Subject:** Letter from Drayton Entertainment

Hon. Lisa Macleod, MPP  
Minister of Tourism, Culture Industries and Sport

Dear Minister,

On May 21 I wrote to you regarding the need to support Drayton Entertainment; I have attached this letter for your reference.

I have since received a letter from Dr. Alex Mustakas, Artistic Director and CEO of Drayton Entertainment. His letter is also attached.

Dr. Mustakas highlights the urgent need for support from our government. I would ask that you include his letter in the consideration of any COVID-related support programs your ministry may be preparing.

Thank you again for your attention to this important matter.

Sincerely,

Randy Pettapiece, MPP  
Perth-Wellington



MAY 28 2020

May 11, 2020

Mr. Randy Pettapiece  
MPP Perth-Wellington  
55 Lorne Ave E  
Unit 2  
Stratford, ON N5A 6S4



Alex Mustakas • Artistic Director

Drayton Festival Theatre  
Hamilton Family Theatre Cambridge  
Huron Country Playhouse  
Huron Country Playhouse II  
King's Wharf Theatre  
St. Jacobs Country Playhouse  
St. Jacobs Schoolhouse Theatre

**Re: COVID-19 Financial & Recovery Support for Drayton Festival Theatre**

Dear Mr. Pettapiece,

Greetings from **Drayton Entertainment**. I hope you and your family are keeping well and staying safe during these extraordinary times. Everyone at our theatre organization is so appreciative of the exemplary work the Government of Ontario and you, as our elected MPP for Perth-Wellington, are doing to keep us safe, informed, and supported in the midst of the COVID-19 pandemic. The immense pressure you are under is staggering.

Our award-winning charitable arts organization produces professional live theatre at 7 venues throughout Ontario: the original **Drayton Festival Theatre**, in your riding, along with the King's Wharf Theatre (Penetanguishene), Huron Country Playhouse (Grand Bend, including the Mainstage and recently renamed South Huron Stage), St. Jacobs Country Playhouse and Schoolhouse Theatre (St. Jacobs), and Hamilton Family Theatre (Cambridge).

Paid attendance at our seven venues exceeds **250,000 annually**, which positions Drayton Entertainment as one of the country's largest not-for-profit theatre festivals, alongside the Stratford and Shaw Festivals.

Economically, the Government of Ontario's Tourism Regional Economic Impact Model (TREIM) estimates our organization's impact on visitor spending exceeds **\$60 million** annually, positively affecting multiple communities throughout southwestern Ontario, including those throughout Wellington County.

Culturally, Drayton Entertainment provides over **400 employment contracts** annually to actors, musicians, designers, and other creatives, making us one of the largest employers of professional artists in the country – across all artistic disciplines. Additionally, we employ upwards of 175 full-time, part-time, and seasonal staff behind-the-scenes in all aspects of live theatre.

We continue to meet the educational and social needs of our audience through innovative programs designed to engage at every age and stage of life. This includes travel getaways and events for seniors, a robust 400 person volunteer program, arts training program for young professionals, school matinees, and our Youth Musical Theatre Program, which allows children and teens to strengthen their skills in all components of live theatre while instilling vital life skills to make them valuable members of society.

These accomplishments are particularly noteworthy because they have been achieved without any assistance for operating funds from any level of government or arts council. We appreciate the occasional investment from these sources in capital projects (such as Ontario Trillium Foundation) or tourism development through Celebrate Ontario. However, for daily operating needs we are completely self-sufficient, with 75% of our annual \$12.5 million budget realized through ticket sales, and the remainder through fundraising, sponsorship, and donations.

46 Grand Ave. S., Cambridge, Ontario N1S 2L8  
Administration: 519-621-5511 Fax: 519-620-8055 Box Office: 1-855-drayton (372-9866)

[www.draytonentertainment.com](http://www.draytonentertainment.com)

We are proud of our track record of artistic excellence, fiscal responsibility, and exceptional community and private sector support. However, we are not immune to the ravages of the COVID-19 pandemic on the arts & culture and tourism sectors, which has been devastating in three major ways:

- To date, 15 of our 18 productions scheduled for the 2020 Season have been cancelled – with more to inevitably follow – causing significant hardship for those partners in the tourism, hospitality and retail sectors who rely on us as a major driver of the regional economy.
- Secondly, we have incurred the majority of our pre-production expenses for the season, but nothing to offset as 100% of our revenue has disappeared overnight. Live theatre will be one of the last industries to recover, as everything we do is under the auspice of “mass gatherings.” This reality makes recovery a daunting prospect for any business – particularly an arts-based charity.
- Thirdly, we have been forced to terminate all artist contracts and lay off 90% of our staff, severely hindering the financial security of hundreds of Ontarians who directly rely on us for their livelihood, and limiting their ability to contribute to the start-up of the provincial economy.

This pandemic is the greatest challenge our organization has ever faced. We are confident in our ability to come through the other side – but we need the support of the Government of Ontario to do so.

We are encouraged by the Government of Canada’s announcement on April 17 to provide \$500 million to Canada’s arts, sports, and cultural sectors as they weather the COVID-19 pandemic. When the time comes for allocation, please keep us top of mind so that we don’t get lost in the shuffle.

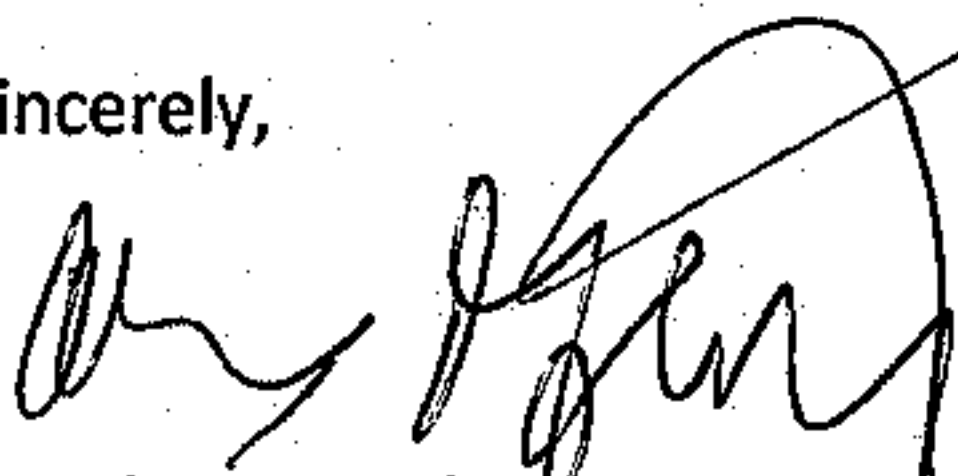
Many of our contemporaries, including the Stratford Festival and Shaw Festivals, already benefit from annual operating funds from tiers of government, whether federal, provincial, or municipal. Drayton Entertainment receives nothing. Should funding be entirely allocated to bodies like the Canada Council for the Arts or Ontario Arts Council to distribute, Drayton Entertainment will be overlooked as we do not presently receive annual operating funds from either Arts Council. In short, we don’t want to be punished for “not” being a client of these Arts Councils and the subsidies/grants they may provide.

As details on this arts-based relief program – and others still to come – unfold, we thank you in advance for being mindful of the needs of our organization, and the value we bring to the economic, cultural, social and educational prosperity of Wellington County.

With its rural roots in a crossroads community, the Drayton Festival Theatre is key to the cultural identity of Wellington County. The 2020 Season would have marked the theatre’s 30<sup>th</sup> Anniversary, and consisted of 88 performances and attendance reaching 30,000. The theatre would have yielded \$5.4 million in visitor spending in the local area, with 75% of the audience classified as tourists travelling 40+km to the destination. These losses are significant for arts & culture and tourism, and demonstrate the necessity of a swift recovery.

As our elected MPP for Perth-Wellington, thank you for your support over the years. We know that with your continued support, we will get through these unprecedented challenges and emerge a stronger organization as a result.

Sincerely,



Dr. Alex Mustakas BA, MA, DLitt, M.S.M.

Artistic Director & CEO

Drayton Entertainment

(519) 621-5511 ext.222

[alex@draytonentertainment.com](mailto:alex@draytonentertainment.com)



**Randy Pettapiece, MPP**  
Perth-Wellington

May 21, 2020

Hon. Lisa MacLeod, MPP  
Minister of Tourism, Culture Industries and Sport  
Delivered by email: [Minister.MacLeod@ontario.ca](mailto:Minister.MacLeod@ontario.ca)

Dear Minister,

**RE: Drayton Entertainment Season Cancellation**

One of Canada's most successful theatre companies, Drayton Entertainment, recently announced the cancellation of their summer programming due to COVID-19.

While this decision was necessary, it will come as disappointing news to the patrons, staff, volunteers and communities that make this terrific festival possible. Drayton Entertainment stages over 800 performances annually, and is noted as one of Canada's largest not-for-profit theatre festivals.

In a recent news release, the organization notes that paid attendance exceeds 250,000 tickets annually, resulting in over \$60 million in estimated visitor spending.

Our local venue, the Drayton Festival Theatre, lost its entire season. It was to celebrate its 30<sup>th</sup> anniversary this year. This is major setback to the Township of Mapleton and the surrounding businesses.

I have advocated for Drayton Entertainment in the past, and want to do everything I can to continue supporting this important organization through this exceptionally challenging time. I ask they be considered for any COVID-related support programs your ministry may be preparing.

Thank you for your attention to this important matter.

Sincerely,

A handwritten signature in black ink that reads 'Randy Pettapiece'.

Randy Pettapiece, MPP  
Perth-Wellington

c: Alex Mustakas, Artistic Director, Drayton Entertainment: [alex@draytonentertainment.com](mailto:alex@draytonentertainment.com)  
Gregg Davidson, Mayor, Township of Mapleton: [g davidson@mapleton.ca](mailto:g davidson@mapleton.ca)  
Barb Schellenberger, Municipal Clerk, Township of Mapleton:  
[bschellenberger@mapleton.ca](mailto:bschellenberger@mapleton.ca)







T 705-635-2272  
TF 1-877-566-0005  
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS  
1012 Dwight Beach Rd  
Dwight, ON P0A 1H0

June 17, 2020

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

Dear Premier Ford:

**RE: Letter of Support for High Speed Internet Connectivity in Rural Ontario**

On behalf of the Council of the Corporation of the Township of Lake of Bays, this is to advise you that the following resolution was adopted by Council at its meeting held on June 16, 2020.

**"Resolution #6(b)/06/16/20**

**BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays supports the attached resolution from the Township of Armour requesting support for High Speed Internet Connectivity in Rural Ontario; and**

**FURTHER that this resolution be circulated to Scott Aitchison, MP for Parry Sound-Muskoka and Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.**

**Carried."**

For your reference, enclosed is a copy of the correspondence that was sent from the Township of Armour dated April 29, 2020.

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,

Carrie Sykes, *Dipl. M.A., CMO, AOMC,*  
Director of Corporate Services/Clerk.

Encl.  
CS/cw

cc. Scott Aitchison, M.P for Parry Sound-Muskoka  
Norm Miller, M.P.P for Parry Sound-Muskoka  
Ontario Municipalities



**DISTRICT OF PARRY SOUND**

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

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

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

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

April 29, 2020

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

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

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

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

Sincerely,

Charlene Watt  
Deputy Clerk

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

Enclosures





**CORPORATION OF THE TOWNSHIP OF ARMOUR**

**RESOLUTION**

**Date:** April 28, 2020

**Motion #** 6

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

**Moved by:**

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

**Seconded by:**

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

Carried / Defeated

*[Handwritten Signature]*

**Declaration of Pecuniary Interest by:**

**Recorded vote requested by:**

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>

April 15, 2020

To whom it may concern,

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

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

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



Rod Ward  
Councillor  
Armour Township

June 18, 2020

RE: Universal Basic Income Resolution

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held June 17, 2020, passed the following resolution:

2020-438

Moved by Cathy Little, Seconded by Aakash Desai

Whereas the World Health Organization on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and

Whereas in response to the COVID-19 pandemic, the Province of Ontario and the Municipality of Grey Highlands have declared a state of emergency under the Emergency Management and Civil Protection Act; and

Whereas, to help reduce the financial strain on its citizens and businesses during the COVID-19 pandemic, the Municipality of Grey Highlands has approved disbursement of funds to local food banks and redirection of Community Grant Program funds to local community organizations providing relief to Grey Highlands residents in crisis; and

Whereas Statistics Canada has reported that the unemployment rate has risen to 13.7 per cent in Canada and 13.6 per cent in Ontario in May 2020; and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians from February to April; and that lower-wage earners, women and students are being impacted disproportionately; and

Whereas the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and

Whereas according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and

Whereas a basic income ensures everyone an income sufficient to meet basic needs and live with dignity, regardless of work status; and

Whereas a basic income has the potential to improve individual physical and mental health, labour market participation, food security, housing stability, financial status and social relationships and generally raise the standard of living for vulnerable members of society; and

Whereas a universal basic income would likely have many positive societal effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures; now

Therefore, be it resolved that the Council of the Municipality of Grey Highlands urges the Ontario Provincial government and the Federal government to work together to investigate the feasibility of implementing a universal basic income program; and

That this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; Ministry for Seniors and Accessibility; the Association of Municipalities of Ontario; local MPPs and MPs; The County of Grey; all Municipalities with the Province of Ontario; and the Federation of Canadian Municipalities.  
CARRIED.

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Jerri-Lynn Levitt  
Deputy Clerk  
Council and Legislative Services  
Municipality of Grey Highlands



Summer 2020  
2nd Quarter

**CRIME**   
**STOPPERS**  
GUELPH WELLINGTON  
**1-800-222-TIPS (8477)**

# The INFORMANT

## A MESSAGE FROM CRIME STOPPERS GUELPH WELLINGTON (CSGW)

Since 1988 Crime Stoppers Guelph Wellington (CSGW) has offered residents of the City of Guelph & County of Wellington the ability to report information that can help solve crimes, anonymously and confidentially.

CSGW provides an invaluable option for residents who want to stop criminal activity, but for whatever reason, do not want to contact police directly or be involved in the criminal justice system. While we enjoy respectful and productive relationships with our investigative partners, we understand that may not be the case for all residents.

The CSGW Board of Directors is united in supporting anti-racism initiatives, standing firmly against hatred and discrimination of any kind, and doing our part to raise awareness for the lives lost in violence and show solidarity for the families and communities most impacted.

This is not a time for mere words. CSGW is taking action to engage with organizations that represent Black, Indigenous and People of Colour (BIPOC) as well as ethnic and religious groups that enrich our communities. We look forward to inviting them to understand Crime Stoppers' purpose. More importantly, we look forward to learning from, and working with these organizations to build stronger, more inclusive communities.

Respectfully,

Deryck West, Chair  
on behalf of the CSGW Board of Directors



[www.csgw.tips](http://www.csgw.tips)

## PROGRAM EDUCATION



Due to COVID-19 restrictions, CSGW is looking to transition from traditional methods of providing CSGW program education, to online platforms.

This is being considered for student programs, seniors programs, human trafficking presentations and EPACT presentations.

The programming is in the initial stages and so we ask that you continue to check our website for updates and further details as they become available. Also stay tuned on our social media – Facebook, Twitter and Instagram.

## PROGRAM STATISTICS

*Since inception from 1988 through  
May 2020*

Total # of Tips .....	21,563
Arrests .....	1,562
Charges Laid .....	4,363
Narcotics Seized .....	\$27,367,752
Property Recovered .....	\$10,262,501
Authorized Rewards .....	\$172,425



## FUNDRAISING

### GUELPH SHREDDING EVENT

**Saturday September 12th — 9am—1pm**

**Sponsored by SKYJACK**



Proudly supported by **Skyjack Inc.** for a second year, our event will be held at 201 Woodlawn Road West in Guelph. **Appropriate social distancing practices will be in place.**

A mobile **Wasteco** shredding truck will be on site and our volunteers will arrange for a smooth drive-thru operation for your convenience. For a \$5 donation per “bankers box size” of **paper only** shredding, you will have the security of knowing you are helping to prevent identity theft.

Further details will be posted on our website and social media, so be sure to check closer to the date. Start saving your papers now!

### MULCH SALES

The traditional spring 2020 mulch sales were cancelled this year due to the COVID-19 pandemic.

Instead, a different event was offered at both **Young’s Home Hardware** in Mount Forest and **JL’s Home Hardware** in Guelph. During the month of May, for every bag of mulch sold, 25c was donated to CSGW.

**THANK YOU** to our PARTNERS and to our COMMUNITY for your support during this time.



**CONTINUE TO CHECK OUR WEBSITE  
FOR FUNDRAISING EVENTS, UPDATES  
AND FURTHER DETAILS. WE WILL  
ALSO CONVEY THIS INFORMATION VIA  
OUR SOCIAL MEDIA PLATFORMS –  
FACEBOOK, TWITTER AND  
INSTAGRAM.**



**Ministry of Agriculture,  
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
www.ontario.ca/MAAARO



June 23, 2020

Gregg Davidson  
Mayor  
Township of Mapleton  
gdavidson@mapleton.ca

Dear Mayor Davidson:

Thank you for your letter regarding the proposed [Bill 156—Security from Trespass and Protecting Food Safety Act, 2020](#), that I tabled at Queen's Park on December 2, 2019, and which received Royal assent on June 18, 2020. I appreciate the strong support that I have received from municipalities across Ontario, like yours, on such an important piece of legislation.

I know that our farmers care deeply about the welfare of their animals and demonstrate the highest commitment to safeguarding animal health and welfare.

I introduced Bill 156 to address the concerns about the health, safety and security of farmers, their families, their employees, their animals and our food supply. The proposed bill recognizes the unique risks that illegal trespassing on farms and in agri-food processing facilities, as well as interference in livestock transport, can cause. Bill 156 seeks to reduce those risks by providing a strong deterrence against such activities.

We believe farmers should feel safe in their own home. We don't believe that people should gain entry to private property under duress or using false pretences.

Through the introduction of this bill, we continue to demonstrate our commitment to the health and safety of our agri-food sector, farm animal welfare and food safety for all Ontarians. I was pleased that we were able to make amendments to this legislation to make it stronger and work better for our farmers and rural communities.

.../2

Again, thank you for your support. I look forward to continuing to work with communities across the province to support our farmers and the agri-food sector.

Sincerely,

A handwritten signature in black ink, appearing to read "Ernie Hardeman". The signature is fluid and cursive, with a large initial "E" and a long, sweeping underline.

Ernie Hardeman  
Minister of Agriculture, Food and Rural Affairs



**To: OCWA Clients**  
**RE: COVID-19 Update – June 26, 2020**

As pandemic restrictions ease and Ontario proceeds with its regional, staged approach to reopening the province, we wanted to provide you with an update on what's happening here at OCWA.

Our priorities remain the safe and reliable operation of our clients' water and wastewater treatment facilities and protecting the health and safety of our employees. Through the provision of additional resources, appropriate planning (e.g. staggering of shifts) and implementation of additional health and safety protocols, fortunately OCWA has had only four positive COVID-19 cases, and all four of these employees are in various stages of recovery. As an essential service, our employees understand how critical it is to stay safe and healthy, not only to protect themselves and their families, but also the communities they live in and serve. We want to thank all of our employees, and particularly our front-line operations staff, for everything they do to stay safe and ensure continuity of service in our client communities across the province.

The impact of COVID-19 varies across communities, and as regions across the province re-open, OCWA is ready to work with you on major maintenance and capital projects that may have been put on hold as a result of the pandemic. We know municipalities are also anxiously awaiting federal government announcements with respect to new infrastructure funding programs. We welcome the opportunity to work with you to identify and apply for new funding for your water and wastewater projects.

We have also been closely following much of the research on COVID-19, including the potential to detect and monitor COVID-19 in wastewater and the opportunity to use this as an early indicator of whether the virus is circulating in a particular community. Working in collaboration with researchers, the province and the Canadian Water Network, we are exploring opportunities to support this wastewater surveillance research. We will share more details once we are in a position to move forward.

Like all of you we are adapting to this new normal. No matter what the future brings, as your partner, we will work with you to continue to support the health of your community by ensuring the continuity of safe and reliable water and wastewater services.

As always, we welcome any questions you have about the services we provide or how we are managing your facilities through the pandemic. Please feel free to reach out to me or your local team directly at any time.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nevin McKeown".

**Nevin McKeown**  
**President & CEO, OCWA**

A handwritten signature in blue ink, appearing to read "Karen Lorente".

**Karen Lorente**  
**Regional Hub Manager,**  
**Georgian Highlands Region**

A REPORT ON THE GRAND RIVER CONSERVATION AUTHORITY TO June 26/2020:

From Bruce Whale, GRCA Board Member

The GRCA Board has now held three Zoom meetings and attendance has been good. With 26 Board members and 10-16 staff, it does become a big meeting on Zoom.

As I was unable to attend the Council meeting when the GRCA budget was presented, I thought that a brief summary of events might be helpful.

The budget was slightly higher than last year but the increase was kept small. With continued uncertainty about government support for our essential programs of flood control and the personal safety of the population in the watershed area, staff wanted to ensure that infrastructure (dams) and river monitoring and flood warning programs were not underfunded. There are many CAs across the province, and the GRCA has always played a leading role with Government Agencies and MPPs explaining the CAs' programs and purposes in the various water sheds. With the sudden shutdown of the province in mid March, many of our programs were affected too. All school and public outdoor programs in our parks were cancelled; tree planting for spring 2020 was cancelled, and summer staff hiring was put on hold. As a result, some full time staff were put on temporary lay-off, and adjustments were made from week to week. GRCA is a "quasi government agency" and thus was not eligible for the federal wages subsidy program. This made staffing decisions more critical if we were going to be able to reduce the original deficit estimates of \$4-5 million presented in April/20.

The numbers presented to us at the June 26/20 meeting, suggest a loss for this year of \$0 - \$500,000 with many factors being considered on a daily basis as the Provincial government starts to allow the reopening of some businesses and programs, albeit with strict guidelines around staff and public safety.

I am including a copy of the staff presentation which outlines the current planned openings of facilities and programs which will be available. Social distancing and the wearing of masks will be part of the "new normal", and the willingness of the public to follow such guidelines will determine how many facilities will be made available. Overnight camping poses a risk with the additional requirements, and will not be available at Conestogo Lake this summer for economic reasons.

The current numbers provided show additional costs to open for the remainder of the summer of \$1.9 million, with the potential revenue generated of \$1 – 1.5 million. The objective continues to be to make our facilities available for the public to enjoy safely and respecting the health of others, while still targeting a break-even budget.

If you have additional questions, I can be reached by phone or email.

Sincerely,

Bruce Whale



# Conservation Areas COVID – 19 Phased Re-opening

June 26, 2020



Rockwood Conservation Area



# Re-opening To Date



## **May 16, 2020 - Shade's\*, Laurel\***

- Open for passive day use; have auto gates
- No amenities (playgrounds, beach, docks, picnic shelters, washrooms, etc.)

## **May 23, 2020 - Rockwood, Belwood Lake\*, Guelph Lake\*, Conestogo Lake\***

- Open for passive day use; honour box
- No amenities (\*some boat launches opened)
- Passive Areas opened – Dumfries, Arkell, Puslinch, Snyder's Flats, Starkey Hill, Rail Trails

## **May 30, 2020 - Brant, Pinehurst, Byng, Elora, Luther Marsh**

- Open for passive day use; honour box & auto gate
- No amenities; boat launches



# Re-opening To Date - continued

**June 15, 2020**

- **Most Conservation Areas open for passive day use**
  - Elora Quarry closed for season
  - Byng Island – delayed entry into Stage 2
- **Open for Seasonal Campers (agreements in place, annual fee modified)**
- **Gatehouses**
- **Beaches opened**
- **Limited washrooms**



# Challenges

- Capacity Issues
- Non-compliance with public health directives
- Non-compliance with GRCA rules



# Considerations for CA Next Steps

- 
- Financial feasibility
  - Staffing challenges – student hiring
  - Health & Safety
    - PPE supplies
    - Modified and new safe operating procedures
    - Physical worksite modifications
  - Enforcement challenges at certain properties
  - Capacity management – site security, physical distancing
  - Public education



# Next Steps – Overnight Camping



- Brant, Byng, Pinehurst, Guelph Lake, Rockwood, Elora Gorge – tentative opening July 10, 2020\*
- Conestogo Lake, Laurel Creek – no overnight camping in 2020
- No shower facilities, no group camping
- Operational considerations: additional staff required, PPE, enforcement, new SOPs, capacity limits



# Areas, Facilities & Programs Not Operating in 2020

- Elora Quarry Conservation Area
- Pavilions, picnic shelters & other group facilities
- Playground equipment
- Group camping
- Splash pad at Elora Gorge CA
- Showers and change rooms
- Learn to Fish program (Shade's)
- Fishing equipment rentals & life jacket loaners
- Swimming pools at Brant and Byng Island CAs
- Food concession stands



# Further Discussion & Analysis

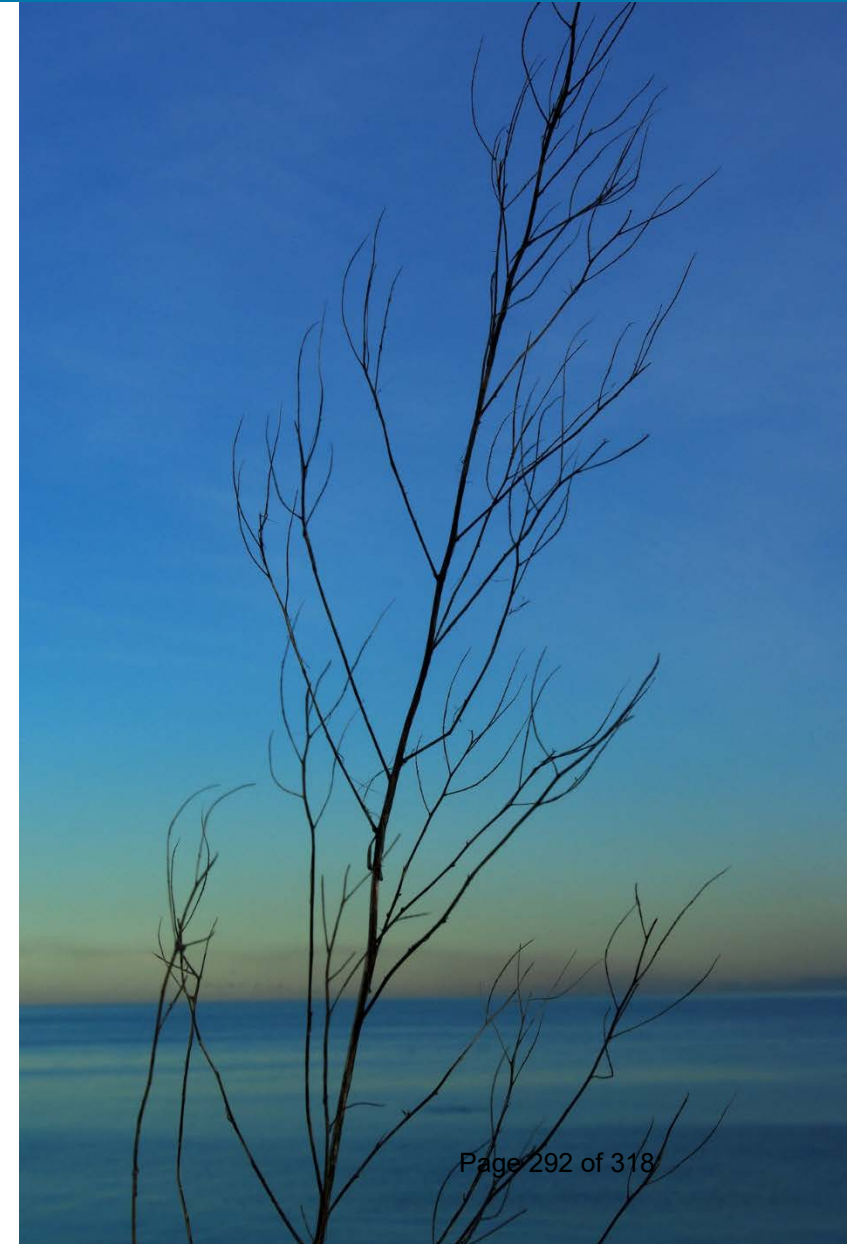
- Boat, canoe and kayak rentals
  - *unlikely to operate in 2020*
- Tubing at Elora Gorge CA
  - *decision by July 10*



# Financial Implications – CA Revenue Breakdown

## Revenue Sources (approx.)

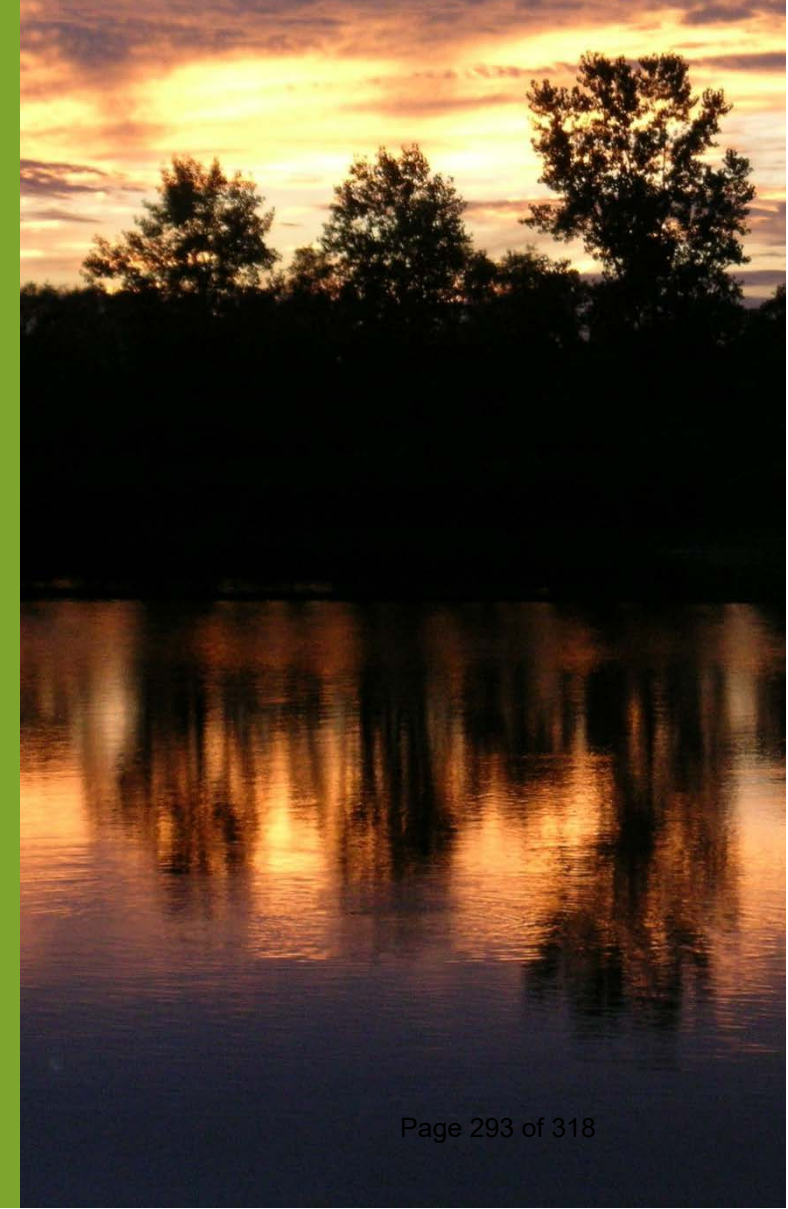
- \$2,400,000 Day Use
- \$2,800,000 Camping
- \$1,400,000 Seasonal Camping
- \$1,100,000 Activities & Facilities  
(Tubing, Boating, Pools, Pavilions, Events, Filming)
- \$ 800,000 Membership Cards
- \$ 500,000 Product Sales  
(Firewood, Ice, Concessions)



# Financial Implications – CAs 2020

## OPERATING:

Closed Entire Season	\$3,400,000 loss
Incremental Costs to Open	\$1,900,000
Day Use Revenue	\$1.0M - \$2.0M (Jun-Oct) <i>(Budget \$2,400,000)</i>
Seasonal Camping Revenue	\$1,000,000 <i>(opened June 15th)</i>
Overnight Camping Revenue	\$1,500,000 <i>(proposed opening July 10th)</i>
Membership Revenue	\$200,000 - \$400,000 <i>(3 month extensions, 2019 Actual \$800,000)</i>





# Financial Implications – CAs 2020

## CAPITAL:

Budget 2020: \$2,150,000

Projected 2020: \$ 800,000

- Reduction due to deferral of capital projects
- Funding Option: Use of Reserves
- Reserve Balance \$2.9M





# Financial Implications – GRCA Update

## Potential Loss – Worst Case Scenario – April 2020 projection

- Estimated Loss \$4 – \$5 million
- Driven by lost self-generated revenue
- Limited mitigating actions taken
- Potential Program Deficits:
  - \$3.5M-4.0M CAs (NIL Revenue)
  - \$225K-450K Planning Fees(-25%-50%)
  - \$250K-300K Env.Ed. Program(-50%)
  - \$0-100K Private Land Tree Planting
  - \$0-150K Property Rental Income
  - \$50K Hunting Program

## Potential Loss - June 2020 projection

- Estimated Loss \$0 to \$500K
- Driven by lost self-generated revenue
- Mitigating actions implemented
- Potential Program Deficits:
  - \$500K to \$1.5M CAs
  - \$90K Planning Fees (-10%)
  - \$0 Env.Ed. Program
  - \$0-100K Private Land Tree Planting
  - \$0-125K Property Rental Income
  - \$50K Hunting Program

# Financial Implications – Mitigating Actions

- **Staffing adjustments**
- **Vacancies not filled**
- **Use of reserves**
- **Deferred capital projects**
- **Discretionary spending restrictions**



FOR IMMEDIATE RELEASE  
Hospice Wellington  
Guelph, Ontario  
Contact: John Gilbert  
Email: [john.gilbert@hospicewellington.org](mailto:john.gilbert@hospicewellington.org)

### \$250,000 Gift to Hospice Wellington Places Focus on Supports in Rural Communities

Guelph, Ont. – June 17, 2020 - Hospice Wellington announced today that a very special gift from Klara and Oscar Bookbinder's estate will allow them to begin a three-year pilot project in rural communities.

In honour of the care that they each received in the Hospice Wellington residence during their final days, Klara and Oscar Bookbinder's estate has committed invested \$250,000 over the next three years. In keeping with their deep affection for the rural community that welcomed them, their gift will allow the creation of a three-year pilot of the Hospice Wellington Rural Community Programs for the people of Guelph/Eramosa, Wellington County and off-site spaces in Guelph.

Peter Hannam, Executor of the Bookbinder Estate shared, "this is a tribute to the friendly, 24-hour, caring atmosphere that Hospice Wellington provided for the Bookbinders".

The 2018 Rural Wellington Health Advisory Table's Community Health Needs Assessment identified the rural community's need and wish for more supports around palliative and grief programming. The project would seek to serve three groups – individuals who are dealing with their own life limiting illness, their caregivers and people who are grieving. As with all Hospice Wellington programs, individuals and families would have complementary access to these programs.

Rural communities have their own established connections, and partnering with people in their local communities can make it much easier to learn of, and to reach out for support. Hospice Wellington looks forward to working with the agencies in the community of Guelph-

Eramosa, home to Klara and Oscar Bookbinder, and those within the communities of Wellington County and the City of Guelph. The impact of this gift is a monumental step for people dealing with end of life and grief. It is a shining tribute to the Bookbinder's life-long example of welcome and inclusion.

"We are so honoured to partner with the legacy of Klara and Oscar Bookbinder. It was our privilege to serve them each at the end of their lives. Through their vision of serving others, we will be able to connect with more communities, rural and urban, to deliver programs to people closer to their own homes," says Pat Stuart, Hospice Wellington's executive director. "The first immediate step will be to connect with those Guelph/Eramosa and Wellington County communities that have already expressed an interest in services and speak to others to assess interest."

Klara and Oscar Bookbinder

Klara and Oscar Bookbinder were a couple who emigrated to Canada from their native Hungary. After living in Toronto, they settled in Rockwood bringing with them a devotion to and a long history of teaching of music to children, both in Toronto and Rockwood. Their nurturing of young musicians led to both richer lives and, for some, new career paths.

Hospice Wellington

Hospice Wellington provides and promotes hospice palliative care for individuals and their families in Guelph and Wellington County. Visit [www.hospicewellington.org](http://www.hospicewellington.org) for more information about the 10-bed residence and community level that offers workshops, programs, supports and events throughout the year.



**From:** Anne MacKay <anne.mackay@hospicewellington.org>  
**Sent:** Friday, July 3, 2020 3:25 PM  
**To:** Barb Schellenberger <BSchellenberger@mapleton.ca>  
**Subject:** Hospice Wellington to offer rural Community Support Programs

Hello Barb,

We spoke last week about the incredibly generous donation Hospice Wellington received dedicated to offering Support Programs to the rural communities of Wellington County. I had a hunch that the Mapleton Councillors might want to know about this good news. If you also have staff providing local community programs, please feel welcome to share this news with them too. I have also connected Shirley Borges of the Mapleton/Minto Family Health Team.

If your Councillors would like a presentation as we move forward, please welcome to drop me a note.

Hospice Wellington is at the very beginning of this project. Right now, we are:

- Looking to see who might be local contacts – **you may point any interested agencies or municipal staff to me**
- Learning if there are more local agencies or people with whom we should connect – **please feel welcome to direct me towards others**
- Asking for options on:
  - Where people might meet for groups – somewhere that is a natural meeting place locally and offers people privacy. – **I appreciate that not all people attending a group may be in the seniors' age group, so I welcome your ideas**
  - Where a new staff person might use a desk when he or she is in the community – **the staff will probably be someone based in the rural community who travels weekly, so it might just be a spot where they could use the internet, a desk and privacy for making calls to participants**

I will thank you in advance for your expertise. My colleague, Dale Gellatly, and I are working to get initial connections made before a new program staff person comes on board.

If you have any questions, suggestions or concerns as we move forward, please feel welcome to email or call me at 519-836-3921 ext 251. I'm delighted to share this news with you.

Cheers for now, Anne

Anne MacKay  
Personal Giving Officer



795 Scottsdale Drive  
Guelph, ON N1G 3R8  
519.836.3921 x 251

[www.hospicewellington.org](http://www.hospicewellington.org)  
[anne.mackay@hospicewellington.org](mailto:anne.mackay@hospicewellington.org)

Visit us on social media:

[Facebook](#) [Instagram](#) [Twitter](#)

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Head of Council and Councillors & CAO

The Rural Ontario Institute (ROI) has good news to share with you. One of the participants who has stepped forward for the Rural Change Makers program of ROI is from your municipality and we thought you should know about their intent and motivation to make their community a better place. Having engaged citizens, particularly young adults, is a huge benefit for any rural community.

We are pleased to announce that Alexis Kuper has been selected for this community development leadership building journey. Attached is a short bio. You may already know this community member but we thought that becoming aware of their participation in the program would assist them since there may be times in the upcoming months that they reach out to you, or the municipal staff, to explore your knowledge, expertise or connections surrounding a particular community challenge they may be gearing up to mobilize action around.

Rural Change Makers is a pilot program that will prepare young adults to help mobilize action for their community. Eighteen, motivated young adults from across rural Ontario have been selected to join the experience. These leaders will participate in a series of developmental training webinars on community development, connect with each other on-line and hopefully come together for a face-to-face customized, experiential event later in the year. This will support them to take action on a challenge/opportunity that they have helped their community to select. Additional personalized coaching will take place, as-needed, either in-person, phone or via email.

The Rural Change Makers are being prepared to organize at least two events:

1. A “discovery session” with local stakeholders and community members focusing on an asset-based approach and linking them with allies in their mobilization efforts;
2. A “community action lab” or event oriented at producing an action plan towards a short-term concrete project that will be the focus of their initial steps in effecting the change they want to see in their community.

The aim of the new program is to:

1. Build rural youth leadership capacity
2. Catalyze impactful rural development outcomes for communities and regions
3. Broaden public engagement in rural development initiatives



Should you be interested in learning more we will be inviting you and the rest of the community to an informational webinar so that you can hear about what's next for the Change Makers and so you can start considered whether there is a role for your municipality in supporting their initiative.

In the meantime feel free to visit our website to learn more about Rural Change Makers [www.ruralontarioinstitute.ca/changemakers](http://www.ruralontarioinstitute.ca/changemakers) or reach out to me directly.

Thank you.

Vicki Dickson

Project Manager

Rural Ontario Institute

519-590-1858



Alexis Kuper is a 19-year-old University of Ottawa student who was born and raised in Mapleton. For the time being, she'll be continuing her studies from her home dairy farm and is excited to be working with the ROI to make positive leaps and strides forward in her community. She's a driven and hard worker who's passionate about economic development, marketing, and event planning, making her an excellent change-maker participant! For her pastimes, she enjoys creative fiction writing, as well as poetry and piano. If you're a neighbour, you've definitely seen her out walking with her headphones in!

April 15, 2020

**Maitland Source Protection Authority Meeting #2/20 Minutes**

**Member's Present:** Dave Turton, Matt Duncan, Roger Watt, Alison Lobb, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan, Erinn Lawrie

**Member's Absent With Regrets:** Ed McGugan

**Staff Present:** Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Financial Services Coordinator  
Stewart Lockie, Conservation Areas Coordinator

The Maitland Source Protection Authority (MSPA) was called to order by Chair Turton at 8:20pm.

**a) Approval of the Minutes:**

**Motion MSPA #4-20**

**Moved by: Alison Lobb**

**Seconded by: Megan Gibson**

**That** the minutes from the MSPA meeting #1-20 of January 22, 2020 be approved.

(carried)

**b) Appointment of Members to the Joint Management Committee for 2020-2021: Report #3-20**

Report #3-20 was presented and this motion followed.

**Motion MSPA #5-20**

**Moved by: Cheryl Matheson**

**Seconded by: Roger Watt**

**That** Dave Turton and Matt Duncan be appointed to the Joint Management Committee from March 18, 2020 to March 17, 2021; **And that** Alison Lobb be appointed as the alternate on the Joint Management Committee.

(carried)





**c) Renewal of Agreement between MSPA and ABCA for Drinking Water Source Protection for 2020-2021: Report #4-20**

Report #4-20 was presented and this motion followed.

**Motion MSPA #6/20**

**Moved by: Megan Gibson**

**Seconded by: Alison Lobb**

**That** the Maitland Valley Conservation Authority enter into a management agreement with the Ausable Bayfield Source Protection Authority as outlined in Report #4-20.

**(carried)**

**d) Adjournment**

The MSPA meeting adjourned at 8:25pm with this motion.

**Motion MSPA #5-20**

**Moved by: Roger Watt**

**Seconded by: Matt Duncan**

**THAT** the Maitland Source Protection Authority meeting be adjourned.

**(carried)**



Dave Turton  
Chair



Danielle Livingston  
Administrative/Financial  
Services Coordinator

Board of Directors Meeting #4-20

April 15, 2020

**Member's Present:** David Turton, Matt Duncan, Roger Watt, Alison Lobb, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan, Erinn Lawrie

**Absent with regrets:** Ed McGugan

**Staff Present:** Phil Beard, General Manager-Secretary-Treasurer  
Danielle Livingston, Admin-Financial Services Coordinator  
Stewart Lockie, Conservation Areas Coordinator

**Community Members:** Paul Seebach, Seebach and Company

**1. Call to Order**

Chair Turton welcomed everyone, called the meeting to order at 7:15 pm and reviewed the meeting objectives.

**2. Declaration of Pecuniary Interest**

There were no pecuniary interests at this time

**3. Proposed Amendment to MVCA's Bylaw: Report #19-20**

Report #19-20 was presented and the following motions were made.

**Motion FA #22-20**

**Moved by: Roger Watt**

**Seconded by: Alison Lobb**

**That MVCA's Administrative Bylaw be amended as follows: Section (C) Meeting procedures Subsection 1 Rules of Procedure be renumbered as Subsection 1(a) and that Subsection 1(b) State of Emergency be added as outlined in Report #19-2020 as amended."**

**(carried)**



**Motion FA #23-20**

**Moved by: Matt Duncan**

**Seconded by: Alison Lobb**

**That** MVCA adopt the rules of procedure for closed or in-camera meetings as outlined in Report #19-20.

**(carried)**

**Motion FA #24-20**

**Moved by: Roger Watt**

**Seconded by: Alvin McLellan**

**That** MVCA develop an amendment to its Administrative Bylaw to allow members to participate in meetings electronically and to hold meetings electronically even when there is no state of emergency and that the amendments be considered by the Members at their May 20, 2020 meeting.

**(carried)**

**4. Approval of the Minutes**

**Motion FA #25-20**

**Moved by: Megan Gibson**

**Seconded by: Cheryl Matheson**

**THAT** the minutes from the Maitland Valley Conservation Authority (MVCA) General Membership meeting #2-20 of January 22, 2020 and the Annual Meeting #3-20 of February 19, 2020 be approved.

**(carried)**

**5. Presentations: Paul Seebach of Seebach & Company Chartered Professional Accountants, 2019 Draft Audit Report, Report #10-20**

Report #10-20 was presented. The Members were satisfied with the 2019 draft financial statement and made the following motion.

**Motion FA #26-20**

**Moved by: Megan Gibson**

**Seconded by: Alvin McLellan**

**That** the auditor's report be accepted as presented.

**(carried)**

**6. Business Requiring Direction and Decision:**

- a) 2020 Budget & Work Plan: **Reports #11A-20 and #11B-20**

Report #11A-20 was presented and this motion followed.

**Motion FA #27-20**

**Moved by: Erinn Lawrie**

**Seconded by: Roger Watt**

**That** the work plan priorities for 2020 be approved as outlined in report #11A-20.

Report #11B-20 was presented and Chair Turton called for the Member's to vote on behalf of their respective Municipality on the levy amounts and disbursements that have been circulated.

(carried)

Municipality	Member	Assessment Value (%)	In Favour	Not In Favour	No Comment	Absent
ACW	Roger Watt	12.50	√			
Central Huron	Alison Lobb	9.90	√			
Goderich	Erinn Lawrie	11.19	√			
Howick	Megan Gibson	4.40	√			
Huron East	Alvin McLellan	10.65	√			
Huron Kinloss	Ed McGugan	6.27				√
Mapleton	Dave Turton	0.87	√			
Minto	Dave Turton	6.84	√			
Morris-Turnberry	Kevin Freiburger	5.12	√			
North Huron	Anita van Hittersum	5.85	√			
North Perth	Matt Duncan	21.32	√			
Perth East	Cheryl Matheson	1.82	√			
South Bruce	Ed McGugan	0.06				√
Wellington North	Dave Turton	2.74	√			
West Perth	Cheryl Matheson	0.47	√			

The results of the recorded vote were 93.67% in favour, 0% not in favour, 6.33% were not present therefore Motion #28/20 carried.

**Motion FA #28-20**

**That** the matching and non-matching levy be approved at \$1,566,181 for 2020; **And that** the levy be apportioned to each municipality in accordance with the 2020 levy schedule.

**Motion FA #29-20**

**Moved by: Matt Duncan**

**Seconded by: Roger Watt**

**That** the 2020 budget be approved as outlined in report #11B-20.

(carried)

b) 2020 Members Work Plan: **Report #12-2020**

Report #12-20 was presented and the following motion was made.

**Motion FA #30-20**

**Moved by: Roger Watt**

**Seconded by: Alvin McLellan**

**That** the work plan for 2020 be adopted as outlined in Report #12-20.

**(carried)**

c) Draft Meeting and Business Schedule for 2020: **Report #14-20**

**Motion FA #31-20**

**Moved by: Megan Gibson**

**Seconded by: Matt Duncan**

**That** the meeting schedule for 2020 be approved as outlined in Report #14-20.

**(carried)**

d) Appointments to Committees: **Report #15-20**

Report #15-20 was presented and these motions followed.

**Motion FA #32-20**

**Moved by: Alison Lobb**

**Seconded by: Alvin McLellan**

**That** Dave Turton be appointed as the MVCA's delegate to Conservation Ontario; **And that** Matt Duncan and Roger Watt be appointed as alternates.

**(carried)**

**Motion FA #33-20**

**Moved by: Alison Lobb**

**Seconded by: Roger Watt**

**That** Matt Duncan be appointed to the Board of Directors of the Maitland Conservation Foundation for 2020.

**(carried)**

**Motion FA #34-20**

**Moved by: Matt Duncan**

**Seconded by: Megan Gibson**

**That** Alison Lobb be appointed to the John Hindmarsh Environmental Trust Fund Board for 2020.

**(carried)**

**Motion FA #35-20**

**Moved by: Alison Lobb**

**Seconded by: Megan Gibson**

**That** Cheryl Matheson be appointed to the Personnel Committee for 2020.

**(carried)**



**Motion FA #36-20**

**Moved by: Roger Watt**

**Seconded by: Alvin McLellan**

**That** Alison Lobb be appointed as the MVCA's representative to the Huron County Water Protection Steering Committee for 2020.

**(carried)**

**Motion FA #37-20**

**Moved by: Megan Gibson**

**Seconded by: Cheryl Matheson**

**That** Matt Duncan be appointed to the Carbon Footprint Initiative Leadership Team for 2020; **And that** Dave Turton be appointed as the alternate.

**(carried)**

e) Appointment of Solicitors, Bank & Auditor: **Report #16-20**

Report #16-20 was presented and these motions followed.

**Motion FA #38-20**

**Moved by: Anita van Hittersum**

**Seconded by: Alison Lobb**

**That** the authority's banking transactions be handled by the Wingham and Goderich branches of the Canadian Imperial Bank of Commerce; **And That** investments be made at the financial institutions offering the most favourable rate of interest to the maximum of the guaranteed limits set by the Canadian Depository Act.

**(carried)**

**Motion FA #39-20**

**Moved by: Kevin Freiburger**

**Seconded by: Alvin McLellan**

**That** the Authority approve a bank borrowing by-law of \$200,000 for 2020 on revolving credit, at the Canadian Imperial Bank of Commerce, Wingham Branch.

**(carried)**

**Motion FA #40-20**

**Moved by: Matt Duncan**

**Seconded by: Roger Watt**

**That** the following solicitors be appointed to handle legal matters of the Conservation Authority for 2020: Darrell N. Hawreliak Professional Corporation, Kitchener and Greg Stewart, Donnelly & Murphy, Goderich.

**(carried)**

**Motion FA #41-20**

**Moved by: Megan Gibson**

**Seconded by: Anita van Hittersum**

**That** Seebach & Company be appointed as auditor for 2020.

(carried)

f) Galbraith Conservation Area: Forest Harvesting Tender Results : **Report #17-20**

Report #17-20 was presented and this motion followed.

**Motion FA #42-20**

**Moved by: Matt Duncan**

**Seconded by: Alison Lobb**

**That** the authority accept the bid received from Bauman Sawmill in the amount of \$30,703.00 for the Galbraith Conservation Area forest harvest; **And that** the authority enter into a formal contract with Bauman Sawmill to undertake the harvest operations as prescribed; **And further that** the revenue from the sale of timber is directed to the Forest Management Reserve account.

(carried)

g) Closure of Conservation Areas: **Report #20-20**

Report #20-20 was presented and this motion followed.

**Motion FA #43-20**

**Moved by: Kevin Freiburger**

**Seconded by: Megan Gibson**

**That** the members support the closure of Maitland Valley Conservation Authority conservation areas as summarized in Report #20-2020

(carried)

7. Reports

Member Matheson reported that former member Bob Burtenshaw passed away earlier in the week.

8. Review of Meeting Objectives:

Chair Turton reviewed the meeting objectives and announced that they have been met.

9. Next Meeting Date:

The next meeting of the membership will take place on Wednesday May 20, 2020 at 7:00 pm.

10. **Adjournment**

The meeting adjourned at 8:20 pm with this motion.

**Motion FA #44-20**

**Moved by: Roger Watt**

**Seconded by: Anita van Hittersum**

**THAT** the Maitland Valley Conservation Authority meeting be adjourned.

**(carried)**



Dave Turton  
Chair



Danielle Livingston  
Administrative/Financial  
Services Coordinator

## General Membership Meeting #5-20

May 20, 2020

- Member's Present:** David Turton, Roger Watt, Matt Duncan, Alison Lobb, Kevin Freiburger, Anita van Hittersum, Megan Gibson, Cheryl Matheson, Alvin McLellan
- Absent With Regrets:** Ed McGugan, Erinn Lawrie
- Staff Present:** Phil Beard, General Manager/Secretary-Treasurer  
Danielle Livingston, Administrative/Financial Services Coordinator  
Jayne Thompson, Communications Coordinator  
Stewart Lockie, Conservation Areas Coordinator  
Stephen Jackson, Flood/Erosion Safety Coordinator  
Chris Van Esbroeck, Stewardship Services Coordinator
- Community Attendees:** Linda Henhoeffler, Maitland Mills Committee

### 1. Call to Order

Chair Dave Turton called the meeting to order at 7:00 pm and announced the meeting objectives.

### 2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

### 3. Minutes

The minutes from the Maitland Valley Conservation Authority (MVCA) General Membership Meeting #4-20 held on April 15, 2020 have been circulated for information and approval. The Members agreed with the minutes and the following motion was made.



**Motion FA #45-20**  
**Moved by: Alison Lobb**

**Seconded by: Megan Gibson**

**That** the minutes from the General Membership meeting #4-20 of April 15, 2020 be approved.

**(carried)**

**4. Delegation: Maitland Mills:**

The delegation from the Maitland Mills Committee included proposals of the Mcquire Mill and Logan Mill for the authority's consideration. The membership cannot make decisions on a delegation request at the same meeting when the presentation is made.

Discussion and questions followed the delegation that was accepted as presented.

**5. Business Requiring Decision and or Direction:**

- a) Policy and Procedures for Disposition of Property, Report #9-2020

Report #9-2020 was presented. This motion followed.

**Motion FA #46-2020**  
**Moved by: Matt Duncan**

**Seconded by: Roger Watt**

**That** staff investigate the costs that are associated with the disposition of the mill buildings in Gorrie and Brussels and report back to the members at the June meeting.

**(carried)**

- b) Proposed Amendments to MVCA's Administrative Bylaw, Report #21-2020

Report #21-2020 was presented. These motions followed.

**Motion FA #47-20**  
**Moved by: Roger Watt**

**Seconded by: Megan Gibson**

**That** the MVCA administrative bylaw be amended to include that a member can participate in a meeting of the membership by telephone or other electronic means if they are unable to attend in person due to inclement weather, road conditions, vacation, business or illness.

**(carried)**

**Motion FA #48-20**  
**Moved by: Roger Watt**

**Seconded by: Alison Lobb**

**That** the MVCA administrative bylaw be amended to include that the membership may hold a regular or special meeting of the membership electronically at the call of the chair.

**(carried)**



c) Carbon Footprint and Sequestration, Report #13-2020

Report #13-2020 was presented. This motion followed.

The member's discussed the continuation of the \$0.01 per km contributions and didn't make any changes to this program.

**Motion FA #49-20**

**Moved by: Cheryl Matheson**

**Seconded by: Alvin McLellan**

**That** MVCA's carbon footprint progress report and 2020 strategic actions be approved as outlined in Report #13-2020.

**(carried)**

d) Essential Services and 2020 Work Plan Update: Report #22-2020

Reports#22A-2020 and #22B-2020 were presented. These motions followed.

**Motion FA #50-20**

**Moved by: Matt Duncan**

**Seconded by: Roger Watt**

**That** MVCA's outline of essential services as identified in Report #22A-2020 be approved based upon MVCA's solicitor's letter of May 7, 2020.

**(carried)**

**Motion FA #51-20**

**Moved by: Kevin Freiburger**

**Seconded by: Megan Gibson**

**That** the work plan scenario Report #22B-2020 be accepted.

**(carried)**

e) Lake Huron Shoreline Outreach Strategy for 2020. Report #23-2020

Report#23-2020 was presented. This motion followed.

**Motion FA #52-20**

**Moved by: Matt Duncan**

**Seconded by: Alison Lobb**

**That** the revised communications strategy as outlined in Report #23-2020 be accepted.

**(carried)**

f) Development Proposals: Report 24-2020

Report#24-2020 was presented. This motion followed.

**Motion FA #53-20**

**Moved by: Anita van Hittersum**

**Seconded by: Alvin McLellan**

**That** for planning and regulations purposes within hazardous lands, staff may use adequate engineering studies instead of existing mapping on a case-by-case basis to reduce the burden on development, without the need for the new study to be adopted by the members.

**(carried)**

**6. Reports**

a) Chairs Report

At this time, Chair Turton expressed gratitude on behalf of the membership to the GM-ST and staff for everything they are doing to continue to carry out work plan items through the COVID-19 pandemic.

b) Member's Reports

Member Watt shared information and photos that depict severe erosion and loss of beach front that property owners along the shoreline have experienced.

**7. Consent Agenda**

- a) Changes to Restrictions and Use of Conservation Areas, Report #25-2020
- b) Agreements Signed, Report #26-2020
- c) Revenue and Expenditure Report, January and February, Report #18-2020
- d) Revenue and Expenditure Report March and April, Report #27-2020
- e) Maitland Conservation Foundation Annual Meeting, Report #28-2020
- f) Correspondence for Members Information

The following items were circulated to the Member's for their information.

The following motion was made.

**Motion FA #54-20**

**Moved by: Roger Watt**

**Seconded by: Megan Gibson**

**THAT** reports #25-20 through #28-20 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

**(carried)**

**8. Review of Meeting Objectives, Follow-up Actions, Next meeting:**

Chair Turton reviewed the meeting objectives and announced that they have been met.

The next meeting of the membership will take place on June 17, 2020 at 7:00pm.

**9. Adjournment**

The meeting adjourned at 8:33 pm with this motion.

**Motion FA #55-20**

**Moved by: Matt Duncan**

**Seconded by: Megan Gibson**

**THAT** the general membership meeting be adjourned.

**(carried)**



Dave Tarton  
Chair



Danielle Livingston  
Administrative/Financial  
Services Coordinator

**TOWNSHIP OF MAPLETON COUNCIL TRACKING SHEET**

**FOR JULY 14, 2020 COUNCIL MEETING**

<b>Subject for Action</b>	<b>Department</b>	<b>Comments</b>
Wastewater Capacity (long term and short term)	CAO & DPW	Public Works continue to not lose sight of this project, staff continue to work with Mark Rodger to ensure we come up with a solution that best fits the needs of the users and rate payers.
Cemetery By-law	DPW & CLK	Staff have updated the bylaw based on Bereavement Authority of Ontario (BAO) guidelines and will be submitted to Council for consideration.
Council Video Recording	CAO & CLK	Camera has been installed, will begin to record our council meetings once the pandemic is over.
Modernization Grant	CAO	Phase 2 of the grant was the joint submission for IT services. Glad to report we received 5 submissions. Scoring of the submissions were done on March 5. *project is on hold until pandemic is over*
Concession 3	DPW	Working with the County of Wellington to assess current state of road conditions and develop of a repair plan to keep the road at a safe useable condition for 2020. A site meeting has been arranged with County Staff for the week of May 11, 2020. The 2020 Road Study will re-evaluate its priority for rehabilitation/reconstruction and will update the 2021 and beyond Capital Budget Forecast.

**THE CORPORATION OF THE TOWNSHIP OF MAPLETON**

**BY-LAW NUMBER 2020-050**

**Being a by-law to confirm all actions and proceedings of the Council of the Corporation of the Township of Mapleton**

**WHEREAS** Section 5 of the Municipal Act, S.O. 2001 c. 25 (hereinafter called "the Act") provides that the powers of a Municipal Corporation shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the Act states, a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

**NOW THEREFORE** the Council of the Corporation of the Township of Mapleton enacts as follows:

1. All actions and proceedings of the Council of the Corporation of the Township of Mapleton taken at its meetings held on Tuesday, July 14, 2020, except those taken specifically by By-law and those required by law to be done by Resolution only are hereby sanctioned, confirmed and adopted as though they were set out herein.
2. The Mayor, or in his absence, the Presiding Officer and the Clerk, or in his/her absence, the Deputy Clerk, are hereby authorized and directed to do all things necessary to give effect to the foregoing.
3. The Mayor, or in his absence, the Presiding Officer and the Clerk, or in his/her absence, the Deputy Clerk, are hereby authorized and directed to execute all documents required by law to be executed by them as may be necessary in order to implement the foregoing and the Clerk, or in his/her absence, the Deputy Clerk, is hereby authorized and directed to affix the seal of the Corporation to any such documents.

**READ** a first, second and third time on Tuesday, July 14, 2020.

---

Mayor Gregg Davidson

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Clerk Barb Schellenberger