



TOWNSHIP OF MAPLETON

COUNCIL AGENDA

TUESDAY, SEPTEMBER 8, 2020 @ 7:00 P.M.

ALMA COMMUNITY CENTRE

- 1. Call to Order**
- 2. O Canada**
- 3. Declaration of Pecuniary Interest**
- 4. Confirmation of Minutes**

4.1 Council Meeting dated August 11, 2020

RECOMMENDATION

THAT the minutes of the Township of Mapleton Council Meeting held on August 11, 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) Consent Application Summary, Land Division File No. B54/20, Part Lot 10, Concession 14 (P), Hilda Bijlsma
 - b) Matters arising under The Planning Act (Council Direction)

RECOMMENDATION

THAT Township of Mapleton support Consent Application B54/20 as presented for lands described as Part Lot 10, Concession 14, Township of Mapleton (Peel) with the following conditions:

- THAT Payment be made of \$200 (as per current Fees and Charges By-law) for a letter of 'Clearance for Severance Conditions':
- THAT Cash in Lieu of Parkland fee be paid (\$1,400 per lot in 2020):
- THAT the property owner satisfies 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 Township of Mapleton and the County of Wellington:
- THAT zoning compliance be achieved for the structures on the severed lands, addressing the total combined ground floor area of the accessory structures:

- THAT driveway access can be provided to the retained lands to the satisfaction of the Township:
- THAT a copy of the deposited Reference Plan be submitted to the Township, both 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.

- 6.2 a) Consent Application Summary, Land Division File No. B59/20, Part Lots 18 & 19, Concession 14 (M), Richard & Leanna Struyk
- b) Matters arising under The Planning Act (Council Direction)

RECOMMENDATION

THAT Township of Mapleton support Consent Application B59/20 as presented for lands described as Part Lots 18 and 19, Concession 14, Township of Mapleton (Maryborough) with the following conditions:

- THAT Payment be made of \$200 (as per current Fees and Charges By-law) for a letter of 'Clearance for Severance Conditions':
- THAT Cash in Lieu of Parkland fee be paid (\$1,400 per lot in 2020):
- THAT the property owner satisfies 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 Township of Mapleton and the County of Wellington:
- THAT driveway access can be provided to the retained lands to the satisfaction of the Township:
- THAT a copy of the deposited Reference Plan be submitted to the Township, both in 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 Core Fuels (James Core, Alex Beatty) – ZBA2020-06

RECOMMENDATION

THAT the delegation of Core Fuels be received for information.

- 7.2 Heather L. Smith – zoning amendment ZBA2020-06 Core Fuels

RECOMMENDATION

THAT the delegation of Heather L. Smith be received for information.

7.3 Concerned Citizens of Alma (Amanda Reid) – ZBA2020-06

RECOMMENDATION

THAT the delegation of Concerned Citizens of Alma be received for information.

8. Minutes from Committees – none

9. Reports and Updates from Staff

9.1 Emergency Management, Wellington County

- i) Emergency Management Report EM2020-01
Re: 2020 Emergency Response Plan

RECOMMENDATION

THAT Township of Mapleton Council receive Emergency Management Report EM2020 dated September 8, 2020 regarding the new Emergency Response Plan for the Township of Mapleton, County of Wellington and Member Municipalities; AND FURTHER THAT Township of Mapleton Council authorizes the passing of a by-law adopting the 2020 Emergency Response Plan for the County of Wellington and Member Municipalities.

9.2 Finance Department

- i) Finance Report FIN2020-15
Re: Q2 Operating Budget Variance

RECOMMENDATION

THAT Township of Mapleton Council receive Finance Report FIN2020-15 regarding the Q2 2020 Operating Budget Variance as information.

- ii) Finance Report FIN2020-16
Re: Long Term Financial Planning Strategy 2020-2023

RECOMMENDATION

THAT Township of Mapleton Council receive Finance Report FIN2020-16 regarding Long Term Financial Planning Strategy as information; and Adopt this Strategy framework, with its proposed indicators and targets, as an integrated financial planning approach for managing the Township's long-term financial health.

- iii) Finance Report FIN2020-17
Re: Energy Consumption Update

RECOMMENDATION

THAT Finance Report FIN2020-17 dated September 8, 2020 reporting the energy consumption for 2019 be received as information.

9.3 Public Works Department

- iv) Public Works Report PW2020-16
Re: Heavy Truck Prohibition By-law

RECOMMENDATION

THAT Township of Mapleton Council receive Public Works Report PW2020-16 dated September 8, 2020 regarding the creation of a Prohibition of Heavy Trucks bylaw for Mapleton Township.

AND FURTHER THAT Council approve the proposed attached draft bylaw to prohibit heavy trucks on designated Mapleton Roads as listed in the bylaw appendix.

10. Approval of By-Laws

- 10.1 By-law Number 2020-058 being a By-law to provide for the approval of a Municipal Emergency Response Plan

RECOMMENDATION

THAT By-law Numbered 2020-058 be hereby read a first, second and third time, signed by the Mayor and the Clerk and sealed with the Corporate Seal.

- 10.2 By-law Number 2020-059 being a By-law to prohibit heavy trucks on certain highways in the Township of Mapleton.

RECOMMENDATION

THAT By-law Numbered 2020-059 be hereby read a first, second and third time, signed by the Mayor and the Clerk and sealed with the Corporate Seal.

- 10.3 By-law Number 2020-060 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

RECOMMENDATION

THAT By-law Numbered 2020-060 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

11.1 Petition Against Bulk Propane Storage in Alma

RECOMMENDATION

THAT the petition presented to the Township of Mapleton Council titled 'Petition Against Bulk Propane Storage in Alma' be received for information.

12. Correspondence for Council's Information

12.1 Honourable Ernie Hardeman, Minister OMAFRA dated August 31, 2020
Re: Security from Trespass and Protecting Food Safety Act, 2020

12.2 Municipality of West Grey resolution dated July 7, 2020
Re: Actively working towards anti-racism and anti-oppression

12.3 Ministry of Transportation letter dated August 7, 2020
Re: School Bus Stop Arm Camera Programs

12.4 Dahmer G. email dated August 10, 2020
Re: Riverview Heights subdivision redline revisions

12.5 Wideman J&M email dated August 10, 2020
Re: Riverview Heights subdivision redline revisions

12.6 Borges S. email dated August 10, 2020
Re: Riverview Heights subdivision redline revisions

12.7 Town of Mono letter dated July 28, 2020
Re: Investment in rural broadband infrastructure

12.8 City of Elliot Lake resolution of August 1, 2020
Re: Designation of August 1st as Emancipation Day in Canada

12.9 Town of Fort Erie motion of August 14, 2020
Re: Designation of August 1st as Emancipation Day in Canada

12.10 City of Port Colborne resolution of August 10, 2020
Re: Funding & Inspections for Long Term Care Homes

12.11 City of Port Colborne resolution of January 27, 2020
Re: Protecting Vulnerable Persons in Supportive Living Accommodation

12.12 Town of Minto motion of September 1, 2020
Re: Roundabout at the intersection of Wellington Road 8 and Perth
County Line 91

- 12.13 Senior's Centre for Excellence – September 2020 Newsletter
- 12.14 Ontario Human Rights Commission statement dated August 25, 2020
Re: Ontario's breach of legal obligation regarding keeping prisoners with mental health disabilities out of segregation
- 12.15 Gottfried G. J&L email dated August 24, 2020
Re: ZBA2020-06 Core Fuels
- 12.16 Musclow S&L email dated August 26, 2020
Re: ZBA2020-06 Core Fuels
- 12.17 Reid M. letter dated August 31, 2020
Re: ZBA2020-06 Core Fuels
- 12.18 Benn V. letter #1 dated July 28, 2020
Re: ZBA2020-06 Core Fuels
- 12.19 Benn V. letter #2 dated August 20, 2020
Re: ZBA2020-06 Core Fuels
- 12.20 Wright M. letter dated July 21, 2020
Re: ZBA2020-06 Core Fuels
- 12.21 Adams T. email dated August 31, 2020
Re: ZBA2020-06 Core Fuels
- 12.22 Wilson P. letter dated August 31, 2020
Re: ZBA2020-06 Core Fuels
- 12.23 Wilson P. email dated August 24, 2020
Re: ZBA2020-06 Core Fuels
- 12.24 Vanderwelle J&S letter dated August 31, 2020
Re: ZBA2020-06 Core Fuels
- 12.25 Nauss D. email dated August 25, 2020
Re: ZBA2020-06 Core Fuels
- 12.26 Samson S. email dated September 1, 2020
Re: ZBA2020-06 Core Fuels
- 12.27 Drysdale A. email dated September 1, 2020
Re: ZBA2020-06 Core Fuels

- 12.28 Winch B. email dated September 1, 2020
Re: ZBA2020-06 Core Fuels

- 12.29 Desired Living – MHBC Planning letter dated September 1, 2020
Re: ZBA2020-06 Core Fuels

- 12.30 Cann J. email dated August 7, 2020
Re: ZBA2020-06 Core Fuels

- 12.31 Hoing S. email dated September 2, 2020
Re: ZBA2020-06 Core Fuels

- 12.32 GSP Group for Core Fuels email dated August 27, 2020
Re: ZBA2020-06 Core Fuels – Updated Contour Map

- 12.33 AMO Watch File
The link to view the August 13, 2020 issue: <https://tinyurl.com/y5wq3x3b>
The link to view the August 20, 2020 issue: <https://tinyurl.com/y3eeer26>
The link to view the August 27, 2020 issue: <https://tinyurl.com/y5yehnlv>
The link to view the September 3, 2020 issue: <https://tinyurl.com/y5xfe635>

13. Notices of Motion

14. Notice Provision

- 14.1 Regular Meeting of Council – Sept 8 and Sept 22 – New Location

15. Other Business

16. Council Tracking Sheet

17. Closed Session - none

18. Confirmatory By-law Number 2020-061

RECOMMENDATION

THAT By-law Number 2020-061 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



Township of Mapleton

2020 Calender

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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February						
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March						
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April						
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May						
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31						

June						
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July						
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August						
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September						
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October						
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November						
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December						
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27	28	29	30	31		

- 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

DRAFT COUNCIL MINUTES

TUESDAY, AUGUST 11, 2020 @ 7:00 P.M.

PMD ARENA, 68 MAIN STREET W. DRAYTON

PRESENT: Gregg Davidson, Mayor
Dennis Craven, Councillor
Paul Douglas, Councillor
Michael Martin, Councillor
Marlene Ottens, Councillor

STAFF PRESENT: Manny Baron, Chief Administrative Officer
Barb Schellenberger, Municipal Clerk
Sam Mattina, Director of Public Works
John Morrison, Director of Finance
Larry Wheeler, Deputy Clerk
Rick Richardson, Fire Chief
Linda Redmond, Planner

1. Call to Order

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

2. O Canada

- i) Retiring Clerk Barb Schellenberger was acknowledged for her tenure with the Township of Mapleton. Council presented flowers and words of thanks.
- ii) Council agreed to hear the many individuals who were in attendance for Item 6.2 regarding Redline Revision for Riverview Heights Subdivision, Phase 2. Areas of concern included:
 - Elimination of the parkland
 - Potential lot line adjustments
 - Views (sunrise/sunset and loss of mature trees)
 - Construction noise, dust control & traffic would need to be managed
 - Loss of small community feel
 - Reduced property values
 - Security & capacity of the existing water supply

3. Declaration of Pecuniary Interest – none stated

4. Confirmation of Minutes

4.1 Special Meeting of Council dated July 14, 2020

RESOLUTION 2020-16-01

Moved: Councillor Craven

Seconded: Councillor Martin

THAT the minutes of the Township of Mapleton Special Meeting of Council held on July 14, 2020 be confirmed as circulated in the agenda package.

CARRIED

4.2 Council Meeting dated July 14, 2020

RESOLUTION 2020-16-02

Moved: Councillor Martin

Seconded: Councillor Craven

THAT the minutes of the Township of Mapleton Meeting of Council held on July 14, 2020 be confirmed as circulated in the agenda package.

CARRIED

4.3 Special Meeting of Council dated July 30, 2020

RESOLUTION 2020-16-03

Moved: Councillor Craven

Seconded: Councillor Martin

THAT the minutes of the Township of Mapleton Special Meeting of Council held on July 30, 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

- 6.1 a) ZBA2020-07 - Notice of Public Meeting, Peel Con 3 & 4, Part Lot 6 RP61R8725 Part 1 RP61R20565 Part 1. Kraemer Randy, Susanne

The Chairman announced that 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 ZBA2020-07.

The subject lands are located at 6610 Sideroad 17.

The proposed purpose and effect is to rezone the subject lands to permit an expansion to the existing woodworking business.

Staff confirmed the following:

- Property owners and agencies were provided with the required Notice by first-class mail or by email on July 20, 2020.
- Proper postings were completed on July 21, 2020.
- Public Notice was posted in the July 30th issue of the Community News.

- Planning Report dated July 28, 2020 prepared by Planner Matthieu Daoust and Senior Planner Michelle Innocente was received and included in the agenda package.
- CBO Patty Wright comments dated July 24, 2020 state “no concerns.”
- GRCA – Resource Planner Laura Warner comments dated July 23, 2020 were received and included in the agenda package.
- Wellington Source Water Protection – Risk Management Inspector Emily Vandermeulen comments dated July 22, 2020 were received and included in the agenda package.
- Fire Chief Rick Richardson comments dated July 21, 2020 state “no issues.”
- Ratepayer comments dated August 4, 2020 were received and included in the agenda package.

Township Planner Linda Redmond gave a brief synopsis of the application. Applicant’s Planner John Cox summarized the landowner’s position. There were no oral presentations or written submissions from those in attendance. No one spoke in support or opposed to the amendment. A Councillor commented that he was aware that a previous dust problem had been rectified. A Councillor queried the maximum building coverage allowed, which was answered by the applicant’s Planner. A ‘Name & Address’ form was circulated to persons in attendance who wished to receive further notifications.

The Mayor asked if there were any further questions regarding the proposed zoning by-law amendment. Hearing none, the Mayor stated further discussion will take place later in this evening’s meeting. The applicant and/or agent and any other interested persons were invited to stay. The Mayor stated that Council will consider all the matters placed before it prior to reaching a decision.

The Public Meeting was then concluded.

RESOLUTION 2020-16-04

Moved: Councillor Martin

Seconded: Councillor Craven

THAT Zoning application ZBA2020-07 located at 6610 Sideroad 17, Kraemer, Randy & Susanne 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.

CARRIED

6.2 County of Wellington Request for Revisions to a Draft Approved Plan of Subdivision, 23T-98003, Riverview Heights Phase 2, Part of Lots 18 & 19, Concession 12, Maryborough Twp.

RESOLUTION 2020-16-05

Moved: Councillor Craven

Seconded: Councillor Martin

THAT Township of Mapleton Council receive County of Wellington Request for Revisions to a Draft Approved Plan of Subdivision, 23T-98003, Riverview Heights Phase 2, Part of Lots 18 & 19, Concession 12, Maryborough dated July 10, 2020;

AND FURTHER support the requested redline amendment as explained in correspondence dated March 5, 2020 from Owner/Applicant Drayton B.G. Inc and from ABEC Engineering & Planning, Masoud Robati dated July 1, 2020 with the following conditions:

- Cash in lieu of parkland as per the Township's fees and charges by-law
- Satisfy all the requirements of the local municipality, financial and otherwise
- Driveway entrance approval
- Safe Driveway access can be provided to the satisfaction of the Township and County
- Taxes Paid in Full
- Service connections to be confirmed
- Official Plan Compliance
- Zoning Compliance
- Lot Grading and Drainage Plan
- Subdivision Agreement
- Digital copies of deposited Subdivision Plan

Also included for your records are comments prepared by R.J. Burnside dated July 27, 2020.

DEFERRED

County Planning Manager Linda Redmond was in attendance and advised Council she would deliberate with the developer regarding the resident's earlier concerns.

7. Delegations and Matters Arising from Delegations – none

8. Minutes from Committees – none

9. Reports and Updates from Staff

9.1 Building Department

- i) Building Report BD 2020-09
Re: July 2020 Month End & YTD

RESOLUTION 2020-16-06

Moved: Councillor Martin

Seconded: Councillor Craven

THAT Township of Mapleton Council receive Building Department Report BD2020-09 dated August 11, 2020 regarding July Month End and Year to Date (YTD).

CARRIED

9.2 CAO and Clerk's Department

- i) CAO Clerk's Report CL2020-13
Re: Mapleton Water/Wastewater System Upgrades Path Forward

RESOLUTION 2020-16-07

Moved: Councillor Craven

Seconded: Councillor Martin

THAT CAO's Report CL2020-13, dated August 11, 2020 with regards to the Mapleton Water/Wastewater System Upgrades Path Forward be received; AND FURTHER THAT Council direct staff to begin where we left off and work directly with CIMA+ to address the water and wastewater system needs in Drayton and Moorefield.

CARRIED

- ii) CAO Clerk's Report CL 2020-14
Re: Ontario Bill 197 – Mapleton Procedural By-law

RESOLUTION 2020-16-08

Moved: Councillor Douglas

Seconded: Councillor Ottens

THAT Township of Mapleton Council receive CAO Clerk's Report CL2020-14 dated August 11, 2020 regarding Bill 197, Municipal Act Section 238, Procedural By-law Revisions;

AND FURTHER THAT staff prepare a revised procedural by-law for the purposes of incorporating the following preferred legislative policy options:

- i) Mapleton Council may elect to utilize an electronic platform for both 'Open to the Public' and 'Closed to the Public' Council meetings.
- ii) Members of Council may participate electronically in a Council meeting which is not being held on an electronic platform, subject to authorization from the Head of Council.
- iii) Council members are not allowed to appoint another member of Council to act as their proxy when they are absent.

CARRIED

- iii) CAO Clerk's Report CL2020-15
Re: Economic Development Consulting Services

RESOLUTION 2020-16-09

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT Township of Mapleton Council receive CAO Clerk's Report CL2019-15 dated August 11, 2020 regarding Economic Development Consulting Services; AND FURTHER THAT Council approve the Memorandum of Understanding and authorize the Mayor and Clerk to execute the agreement;

AND FURTHER THAT Council approve the position of Economic Development Coordinator to work in conjunction with Minto's Economic Development Team.
CARRIED

9.3 Fire Department

- i) Fire Report FR2020-05
Re: Enhanced Fire Services

RESOLUTION 2020-16-10

Moved: Councillor Douglas

Seconded: Councillor Ottens

THAT Township of Mapleton Council receive Report FR2020-05 dated August 11, 2020 regarding Request for Enhanced Fire Services.

AND FURTHER THAT Mapleton Council approve the additional 3 days per week to the staff of Mapleton Fire/Rescue.

DEFERRED UNTIL 2021 BUDGET DELIBERATIONS

9.4 Public Works Department

- i) Public Works Report PW2020-15
Re: 2020 Capital Program Status Update #2

RESOLUTION 2020-16-11

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT Township of Mapleton Council receive Public Works Report PW2020-15 dated August 11, 2020 regarding the 2020 Capital Program Status Update #2 for information.

CARRIED

10. Approval of By-Laws

RESOLUTION 2020-16-12

Moved: Councillor Douglas

Seconded: Councillor Ottens

THAT By-laws Numbered:

- 2020-052 being a by-law to authorize the Mayor and Clerk to execute a Site Plan Agreement between Darren Huber & Stephanie Huber and The Corporation of the Township of Mapleton
- 2020-053 being a by-law to authorize the Mayor and Clerk to execute a Site Plan Agreement between Glenaviland Development Corporation and The Corporation of the Township of Mapleton
- 2020-054 being a by-law to appoint a Clerk for the Corporation of the Township of Mapleton

- 2020-055 being a by-law to appoint a Secretary-Treasurer of the Committee of Adjustment for the Corporation of the Township of Mapleton
- 2020-056 being a By-law to amend By-law 2010-080, being a Zoning By-law for the Township of Mapleton, Part Lot 6, Concession 4 (Peel), ZBA 2020-07 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

Council gave permission by consensus to allow Mayor Davidson to introduce a Notice of Motion.

RESOLUTION 2020-16-13

Moved: Mayor Davidson

Seconded: Councillor Craven

Traffic Alma – That staff investigate options to reduce truck and other vehicular traffic on certain municipal roads in the Alma area that are being used as a go-around of the traffic lights located at the intersection of County Roads 7 and 17.

CARRIED

14. Notice Provision

14.1 Cemetery Notice – By-law 2020-042 submitted to the Bereavement Authority of Ontario (BAO)

15. Other Business

Discussion took place regarding the following topics:

- i) Potential Mapleton Council action in light of significant vehicle accidents at the 'S' bend where Wellington County Road 9 intersects with Wellington County Road 8 (Perth County Road 91).
- ii) Clarity regarding the status of shared Fire Services between Mapleton, Minto, and Wellington North.

16. Council Tracking Sheet – no updates requested

17. Closed Session – none

18. Confirmatory By-law Number 2020-057

RESOLUTION 2020-16-14

Moved: Councillor Ottens

Seconded: Councillor Douglas

THAT By-law Number 2020-057 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 9:20 p.m.

Mayor

Clerk

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

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

CONSENT APPLICATION SUMMARY LAND DIVISION FILE NO. B54/20 PREPARED ON AUGUST 31, 2020

APPLICANT

Hilda Bijlsma
23 Stanley Crescent
Elora, N0B 1S0

LOCATION OF SUBJECT LANDS

Part Lot 10
Concession 14
Township of Mapleton (Peel)

RECOMMENDATION:

- i) THAT Township of Mapleton support Consent Application B54/20 as presented for lands described as Part Lot 10, Concession 14, Township of Mapleton (Peel) with the following conditions:
- THAT Payment be made of \$200 (as per current Fees and Charges By-law) for a letter of 'Clearance for Severance Conditions':
 - THAT Cash in Lieu of Parkland fee be paid (\$1,400 per lot in 2020):
 - THAT the property owner satisfies 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 Township of Mapleton and the County of Wellington:
 - THAT zoning compliance be achieved for the structures on the severed lands, addressing the total combined ground floor area of the accessory structures:
 - THAT driveway access can be provided to the retained lands to the satisfaction of the Township:
 - THAT a copy of the deposited Reference Plan be submitted to the Township, both 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 August 14, 2020 for the above noted file.

B54/20 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 August 21, 2020.

The following staff comments were received:

- CBO Patty Wright comments received August 26, 2020.
- Fire Chief Rick Richardson comments received August 24, 2020 state "no issues."

Additional comments were received from:

- Wellington Source Water Protection - Emily Vandermeulen comments received August 25, 2020.
- County of Wellington Planning and Development Department - Planner Zach Prince, planning report dated August 26, 2020.

Prepared by
Larry Wheeler
Municipal Clerk

Reviewed by
Manny Baron
CAO

Attachment A – Planner comments dated August 26, 2020

Attachment B – Application B54/20 dated August 14, 2020

Attachment C – CBO comments dated August 26, 2020

Attachment D – Fire Chief comments dated August 24, 2020

Attachment E – Source Water Protection comments dated August 25, 2020



Application	B54/20
Location	Part of Lot 10, Concession 14 TOWNSHIP OF MAPLETON (Peel)
Applicant/Owner	Hilda Bijlsma

PRELIMINARY PLANNING OPINION: This application would sever a 1 ha (2.5 ac) rural residential parcel with existing house, shed/garage (1,150ft²) and woodworking shop (3,200ft²). A vacant 39.4ha (97.4ac) agricultural parcel would be retained. This application is being submitted under the surplus farm dwelling policies.

A large woodworking shop is located on the severed lands, the shop is 297m² (3,200ft²) in area, which is larger in size than permitted as a home industry. The building would also be located on a lot that is less than 10.1ha (25ac) in size.

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 driveway access can be provided to the retained lands to the satisfaction of the Township;
- b) That the retained lands be rezoned to restrict residential development to the satisfaction of the Township and the County of Wellington, and;
- c) Zoning compliance be achieved for the structures on the severed lands.

PLACES TO GROW: The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. All planning decisions are required to conform with the Growth Plan.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- d) a residence surplus to a farming operation...

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL. 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.

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 including a list of other farm holdings owned by the applicants, which demonstrates that this application would constitute a farm consolidation.

Section 10.1.3 has also been 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). Both the severed and retained lands meet the minimum lot area and frontage requirements of the Agricultural zone.

There is a large shop that is proposed to be retained on the severed lands; the applicant has indicated that the shop is used as a woodworking shop. The size of the structure and the size of the severed lands would not permit this use as a home industry. Zoning relief would be required to permit the building on the lands.



SITE VISIT INFORMATION: Staff have not visited the site at this time. The survey sketch appears to meet the application requirements.

Zach Prince MCIP RPP
Planner
August 26, 2020

August 14, 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: August 05, 2020

FILE NO. B54-20

APPLICANT

Hilda Bijlsma
23 Stanley Crescent
Elora N0B 1S0

LOCATION OF SUBJECT LANDS

Township of Mapleton (Peel)
Part Lot 10
Concession 14

Surplus Farm Dwelling Application

Proposed severance is 1.0 hectares with 12m frontage, existing and proposed rural residential use with existing house, shop & shed.

Retained parcel is 39.4 hectares with 242m frontage, existing and proposed agricultural use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

September 16, 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: Aug 5/20
File No. 354-20
Accepted as Complete on: Aug 5/20

A COPY OF YOUR CURRENT DEED MUST BE SUBMITTED WITH THIS APPLICATION

2. (a) Name of Registered Owner(s) Hilda Bijlsma
23 Stanley Crescent, Elora, ON N0B 1S0

Address _____

Phone No. _____ Email: _____

(b) Name and Address of Applicant (as authorized by Owner) Auke Bijlsma
7609 Wellington Road 7, Alma, ON N0B 1A0

Phone No. _____ Email: _____

(c) Name and Address of Owner's Authorized Agent: _____
Nate Martin - c/o SV Law - 108-294 East Mill Street, Elora, ON N0B 1S0

Phone No. 519-843-1960 ex 112 Email: nmartin@svlaw.ca

(d) All Communication to be directed to:

REGISTERED OWNER [] APPLICANT [] AGENT [X]

(e) Notice Cards Posted by:

REGISTERED OWNER [] APPLICANT [X] AGENT []

3. Type and Purpose of Proposed Transaction: (Check off appropriate box & provide short explanation)

RURAL RESIDENTIAL [] AGRICULTURAL [X] URBAN RESIDENTIAL [] COMMERCIAL/INDUSTRIAL []
Residence surplus to a farming operation

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.
Auke Bijlsma

4. (a) Location of Land in the County of Wellington:

Local Municipality: Mapleton
 Concession 14 Lot No. Pt. Lt. 10
 Registered Plan No. _____ Lot No. _____
 Reference Plan No. _____ Part No. _____
 Civic Address 7609 Wellington Road 7, Alma, ON

(b) When was property acquired: 2010 Registered Instrument No. WC278900

5. Description of Land intended to be SEVERED:

Frontage/Width 12 m Metric [] Imperial []
 AREA 1.0 ha
 Depth 379 m Existing Use(s) Rural Residential
 Existing Buildings or structures: House, Shop, Shed
 Proposed Uses (s): Rural Residential

Type of access (Check appropriate space)

Existing [] Proposed []

- | | |
|--|--|
| <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): _____

6. Description of Land intended to be RETAINED:

	Metric <input checked="" type="checkbox"/>	Imperial <input type="checkbox"/>
Frontage/Width <u>242 m</u>	AREA <u>39.4 ha</u>	
Depth <u>1332 m</u>	Existing Use(s) <u>Prime Agriculture</u>	
Existing Buildings or structures: <u>n/a</u>		
Proposed Uses (s): <u>Prime Agriculture</u>		

Type of access (Check appropriate space)	Existing <input type="checkbox"/>	Proposed <input type="checkbox"/>
<input type="checkbox"/> Provincial Highway	<input type="checkbox"/> Right-of-way	
<input 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 checked="" type="checkbox"/> Other	
<u>From adjacent farm property</u>		

Type of water supply - Existing **Proposed** (check appropriate space)

Municipally owned and operated piped water system
 Well individual communal
 Lake
 Other n/a

Type of sewage disposal - Existing **Proposed** (check appropriate space)

Municipally owned and operated sanitary sewers
 Septic Tank (specify whether individual or communal): _____
 Pit Privy n/a
 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 [X] NO [] UNKNOWN []

If YES, what was the nature and type of the commercial use(s)

Woodworking on the parcel to be severed

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 PPS permits residential holdings to be severed off of agricultural lots if they are surplus to a farmer's needs.

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. Not within Greenbelt Plan, and retains maximum agricultural lands

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 retained agricultural parcel will continue to conform with the Prime Agricultural designation under the existing County Official Plan. The several parcel will be rural residential.

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).

There is no Local Official Plan in place.

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. - see attached -

28. What is the zoning of the subject lands? Agriculture

29. Does the proposal for the subject lands conform to the existing zoning? YES [] 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 []

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:

Type: Dairy [] Beef Cattle [] Swine [] Poultry [] Other []
Crop grown for cattle on adjacent farm

32. **Dimensions of Barn(s)/Outbuildings/Sheds (that are to remain) Severed & Retained Lands**

<u>Severed</u>	Width _____ Length _____ Area <u>3,200 sq ft</u> Use <u>Shop</u>
	Width _____ Length _____ Area <u>1,150 sq ft</u> Use <u>Shed/Garage</u>
<u>Retained</u>	Width _____ Length _____ Area _____ Use _____
	Width _____ Length _____ Area _____ Use _____

33. **Manure Storage Facilities** on these lands: No

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 []		Owner's Lands []
Field Drain []		Neighbours Lands []
		River/Stream []

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? (www.wellingtonwater.ca)

YES [] NO [X]

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 [X] NO []

If yes, please indicate the person you have met/spoken to: Email exchanges with Mr. M. Daoust

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.

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.
5. Generally, regular severance application forms are also available at the local municipal office.
6. Some municipalities also require the applicant to attend at a Planning Advisory Committee or Council meeting to discuss the application prior to the Municipality's submitting comments to the County of Wellington Planning and Land Division Committee. Please check with your local municipality.
7. If the applicant is a Corporation, then the applicant's Declaration or if applicable, the Owner's authorization too, must be signed by an officer of the corporation who has authority to bind the corporation; or the corporation's seal must be affixed.

OWNER'S AUTHORIZATION:

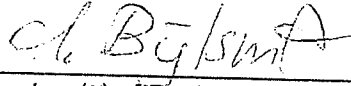
The Owner must complete the following to authorize applicant, agent or solicitor to act on their behalf.

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)~~ Hilda Bijlsma _____ the Registered Owners of
7609 Wellington Road 7, Alma, ON _____ Of the Township of Centre Wellington _____ in the
County/Region of Wellington _____ severally and jointly, solemnly declare that
Auke Bijlsma

Is authorized to submit an application for consent on my ~~(xxx)~~ behalf.



Signature ~~(s)~~ of Registered Owner ~~(s)~~ or Corporation's Officer ~~(s)~~ Hilda Bijlsma

APPLICANT'S DECLARATION

This must be completed by the Applicant for the proposed consent

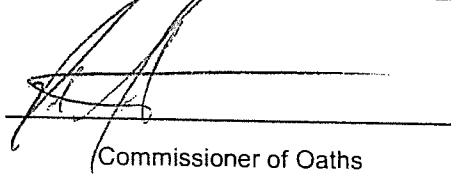
I, ~~(we)~~ Auke Bijlsma _____ of the
Township of Maple _____ In the County/Region of
Wellington _____ Solemnly declare that all

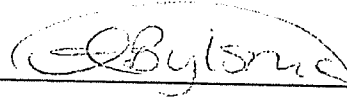
the statements contained in this application for consent for (property description) _____
7609 Wellington Road 7, Alma, ON

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
Township _____ of
Centre Wellington _____ In the
County/Region of Wellington

This 4 day of August 2020



(Commissioner of Oaths)

Auke Bijlsma
(~~xxxxxx~~ Applicant)


(~~Owner or Applicant~~)

Nathan D. Martin

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, Auke Bijlsma, 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/Applicant/Agent(s)

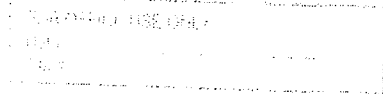
August 4th, 2020

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

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.

PART B: Farm Information

Please provide the following information about your farm.

1. Name of Farm Operation			2. Total Size of Overall Farm Operation	
H. Bijlsma			600 ac or ha	
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?	
Municipality	Lot & Concession	Size (ac or ha)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Mapleton	10, CON 14	100 ac	5. Is the surplus residence habitable?	
Mapleton	7, CON 15	300 ac	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Mapleton	7, CON 14	200 ac	6. Additional information, if any:	
			7. Farm Operator	
			Name: Marden Bijlsma	
			Signature: mBijlsma	
			Date signed: July 8 / 2020	

CONCESSION

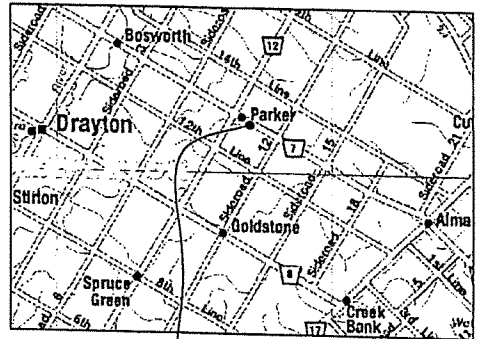
10 PIN 71443-0025

15

11 PIN 71443-0062

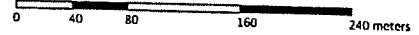
SEVERANCE SKETCH
PART LOT 10, CONCESSION 14
GEOGRAPHIC TOWNSHIP OF PEEL
TOWNSHIP OF MAPLETON
COUNTY OF WELLINGTON

KEYMAP



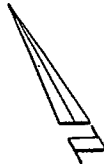
SUBJECT
PROPERTY

SCALE 1 : 4000



VAN HARTEN SURVEYING INC.

12 PIN 71444-0005



LANDS TO BE
RETAINED
AREA=39.4±ha

CONCESSION

AGRICULTURAL

14

AGRICULTURAL

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 A LOCAL OFFICIAL PLAN DESIGNATION OF PRIME AGRICULTURAL.
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.

9 PIN 71444-0169

1332±

1271±

LOT 10

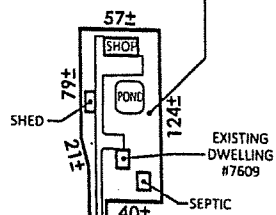
LOT

PRIME

LANDS TO BE
SEVERED
AREA=1.0±ha

3 PIN 71444-0006

OP:



1 PIN 71444-0004

THIS SKETCH WAS PREPARED
ON THE 4th DAY OF JULY 2018.

JEFFREY E. BUISMAN
ONTARIO LAND SURVEYOR

PIN 71444-0081 (LT) ROAD ALLOWANCE BETWEEN CONCESSIONS 13 AND 14 2± WELLINGTON ROAD 7 (20.117 METRES WIDE)

7 PIN 71444-0016

6 PIN 71444-0017

5 PIN 71444-0018

4 PIN 71444-0164

CONCESSION

13



Van Harten
SURVEYING INC.
LAND SURVEYORS and ENGINEERS

Elmira
Ph: 519-669-5070

Guelph
Ph: 519-821-2763

Orangeville
Ph: 519-940-4110

www.vanharten.com

info@vanharten.com

DRAWN BY: ARN

CHECKED BY: JEB

PROJECT No. 25846-18

Jul 03, 2018-12:43pm

G:\PEEL\Con14\acad\SEV LT 14 (BUISMA) UTM.dwg

From: Patty Wright <PWright@mapleton.ca>
Sent: August 26, 2020 9:57 AM
To: Larry Wheeler <LWheeler@mapleton.ca>
Subject: B54-20 Hilda Bijlsma

The above noted consent will require zoning compliance. The total accessory structure permitted on the severed of 1ha property would be 2450 ft². The property currently has 4350 ft².



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



From: Rick Richardson <RRichardson@mapleton.ca>
Sent: August 24, 2020 8:30 AM
To: Larry Wheeler <LWheeler@mapleton.ca>
Subject: RE: Consent Application File No.: B54-20 [Applicant: Hilda Bijlsma]
Location: Township of Mapleton (Peel) Part Lot 10 Concession 14

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



From: Source Water <sourcewater@centrewellington.ca>
Sent: August 25, 2020 11:36 AM
To: Larry Wheeler <LWheeler@mapleton.ca>
Cc: Source Water <sourcewater@centrewellington.ca>
Subject: B54/20

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.

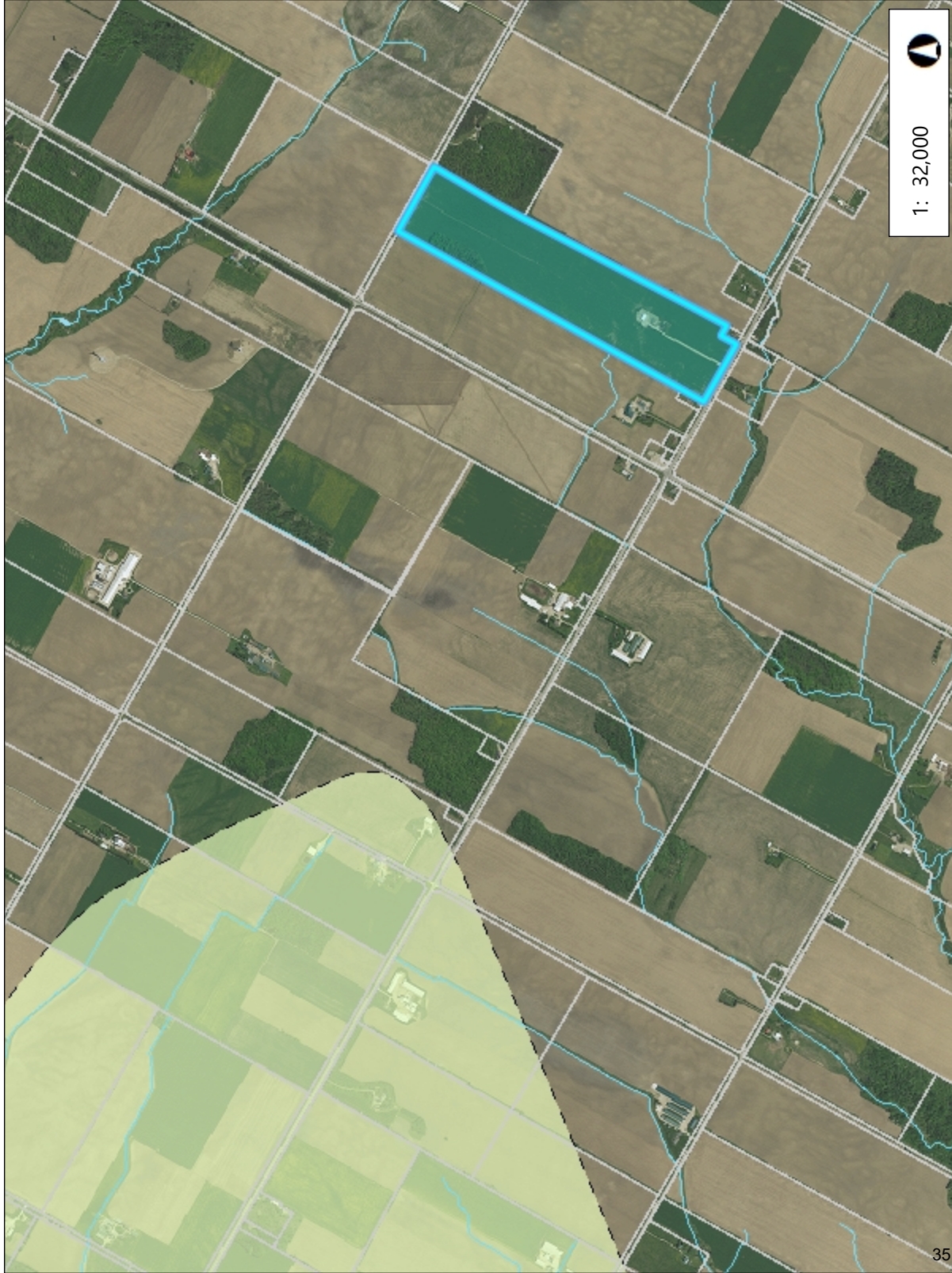
Emily Vandermeulen | Risk Management Inspector / Source Protection Coordinator

Wellington Source Water Protection | 7444 Wellington Road 21, Elora, ON, N0B 1S0
519.846.9691 x365 | evandermeulen@centrewellington.ca | www.wellingtonwater.ca
Toll free: 1.844.383.9800



Explore Wellington

7609 Wellington Road 7, Mapleton



1: 32,000



Legend

Parcels



Waterbodies



Watercourses



Well Locations



Wellhead Protection Area Bou



Vulnerability Score



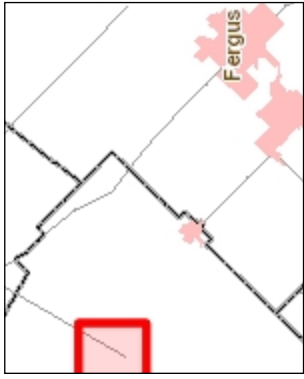
RoadsLookup

10

8

2, 4, 6 (A, B or C)

2, 4, 6 (D)



Fergus

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.

WGS_1984_Web_Mercator_Auxiliary_Sphere
Includes material © 2016 of the Queen's Printer for Ontario. All rights reserved.

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



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

CONSENT APPLICATION SUMMARY LAND DIVISION FILE NO. B59/20 PREPARED ON AUGUST 31, 2020

APPLICANT

Richard & Leanna Struyk
7506 Wellington Road 11
Alma, N0B 1A0

LOCATION OF SUBJECT LANDS

Part Lots 18 & 19
Concession 14
Township of Mapleton (Maryborough)

RECOMMENDATION:

- i) THAT Township of Mapleton support Consent Application B59/20 as presented for lands described as Part Lots 18 and 19, Concession 14, Township of Mapleton (Maryborough) with the following conditions:
- THAT Payment be made of \$200 (as per current Fees and Charges By-law) for a letter of 'Clearance for Severance Conditions':
 - THAT Cash in Lieu of Parkland fee be paid (\$1,400 per lot in 2020):
 - THAT the property owner satisfies 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 Township of Mapleton and the County of Wellington:
 - THAT driveway access can be provided to the retained lands to the satisfaction of the Township:
 - THAT a copy of the deposited Reference Plan be submitted to the Township, both in 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 August 14, 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, and Source Water Protection) were provided with the required notice by hand delivered hard copy or by emailed PDF on August 21, 2020.

The following staff comments were received:

- CBO Patty Wright comments received August 26, 2020.
- Fire Chief Rick Richardson comments received August 24, 2020 state "no issues."

Additional comments were received from:

- Wellington Source Water Protection - Emily Vandermeulen comments received August 25, 2020.
- County of Wellington Planning and Development Department - Planner Zach Prince, planning report dated August 26, 2020.

Prepared by
Larry Wheeler
Municipal Clerk

Reviewed by
Manny Baron
CAO

Attachment A – Planner comments dated August 26, 2020
Attachment B – Application B59/20 dated August 14, 2020
Attachment C – CBO comments dated August 26, 2020
Attachment D – Fire Chief comments dated August 24, 2020
Attachment E – Source Water Protection comments dated August 25, 2020



Application	B59/20
Location	Part of Lot 18 & 19, Concession 14 TOWNSHIP OF MAPLETON (Maryborough)
Applicant/Owner	Richard & Leanna Struyk

PRELIMINARY PLANNING OPINION: This application would sever a 2.4ha (5.9ac) agricultural parcel containing an existing farm business (Conestogo Agri-Systems) and existing dwelling. A vacant 41.4ha (102.3ac) vacant agricultural parcel would be retained. This application is being submitted under the agricultural related use severance policies.

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 driveway access can be provided to the retained lands to the satisfaction of the Township

PLACES TO GROW: The Growth Plan for the Greater Golden Horseshoe, 2019, came into effect on May 16, 2019. All planning decisions are required to conform with the Growth Plan.

PROVINCIAL POLICY STATEMENT (PPS): Section 2.3.4.1 states “Lot creation in prime agricultural areas is discouraged and may only be permitted for:

- b) Agricultural-related uses, provided that any new lots will be limited to a minimum size needed to accommodate the use an appropriate sewage and water services;”

WELLINGTON COUNTY OFFICIAL PLAN: The subject property is designated PRIME AGRICULTURAL. According to section 10.3.3, New lots for agricultural-related uses should be kept to a minimum size necessary for the use and appropriate water and sewage systems.

Section 10.1.3 has also been 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) and Agricultural – Commercial (AC.31.171). Section 31.171 states the following:

“Notwithstanding any other provisions of this By-law, the lands may only be used for the following specific uses:

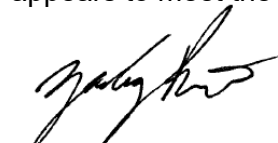
- a) A farm and dairy equipment supply operation; and, uses accessory to the foregoing, including a single detached dwelling.

Subject to the following conditions:

- i) That all buildings constructed in conjunction with the above noted farm and dairy equipment supply operation not exceed a maximum combined ground floor area of 3,251.5 m² (35,000 ft²).”

The retained lands meet the minimum lot area and frontage requirements of the Agricultural (A) zone. The severed lands meet the minimum lot area and frontage requirements of the Agricultural Commercial (AC) zone.

SITE VISIT INFORMATION: Staff have not visited the site at this time. The survey sketch appears to meet the application requirements.



Zach Prince MCIP RPP
 Planner
 August 26, 2020

August 14, 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: August 05, 2020

FILE NO. B59-20

APPLICANT

Richard & Leanna Struyk
7506 Wellington Road 11
Alma N0B 1A0

LOCATION OF SUBJECT LANDS

Township of Mapleton (Marborough)
Part Lots 18 & 19
Concession 14

Proposed severance is 147m fr x 168m = 2.4 hectares, existing and proposed agri-business & residential use with existing dwelling, pool, office, warehouse, barn & containers.

Retained parcel is 41.4 hectares with 458m frontage on Wellington Rd 11 & 446m frontage on Wellington Rd 7, existing and proposed agricultural use.

**IF YOU WISH TO SUBMIT COMMENTS ON THIS APPLICATION,
WE MUST HAVE YOUR WRITTEN COMMENTS BEFORE**

September 16, 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: Aug 5/20

File No. BS9-20

Accepted as Complete on: Aug 5/20

A COPY OF YOUR CURRENT DEED MUST BE SUBMITTED WITH THIS APPLICATION

2. (a) Name of Registered Owner(s) Richard STRUYK & Leanna STRUYK

Address 7506 Wellington Road No. 11, Alma, ON, N0B 1A0

Phone No. 519-638-3022

Email: rstruyk@conestogoagri.ca

(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 Maryborough)

Concession 14

Lot No. Part of Lots 18 & 19

Registered Plan No. _____

Lot No. _____

Reference Plan No. _____

Part No. _____

Civic Address 7506 Wellington Road No. 11, Alma

(b) When was property acquired: June 1995

Registered Instrument No. RO732529

5. Description of Land intended to be SEVERED:

Metric []

Imperial []

Frontage/Width 147 ±

AREA

2.4 ha ±

Depth 168 ±

Existing Use(s)

Agri-Business/Residential

Existing Buildings or structures: Dwelling, Pool, Office, Warehouse, Steel Barn, Containers

Proposed Uses (s): No Change

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): Individual

[] Pit Privy

[] Other (Specify):

6. Description of Land intended to be RETAINED:

Frontage/Width **458 ±**

Depth **1813 ±**

Existing Buildings or structures: **None**

Proposed Uses (s): **No Change**

Metric [X]

Imperial []

AREA

41.4 ha ±

Existing Use(s)

Agricultural Field

Type of access (Check appropriate space)

Existing []

Proposed [X]

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 [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 [] NO [X]

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 [X] NO [] UNKNOWN []

If YES, what was the nature and type of the commercial use(s) _____

Farm Business – “Conestogo Agri-Systems Inc.” Farm and dairy equipment supply business.

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 (b) of the PPS for severances for agricultural-related uses which states that severances are permitted to a minimum size needed to accommodate the use and appropriate sewage and water services. The severed parcel is of an appropriate size to contain the existing sewage and water services and buildings for the existing farm related business.

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 subject property does not contain any natural heritage features.

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 this severance follows the guidelines set out in Section 10.3.3 for severances for agricultural related uses. This proposal is to sever the existing farm business from the remainder of the agricultural property.

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 (A-31.171)

29. Does the proposal for the subject lands conform to the existing zoning? YES [] NO [X]
Zone change will be applied for pending severance approval

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

Type: Dairy [] Beef Cattle [] Swine [] Poultry [] Other [X]

32. Dimensions of Barn(s)/Outbuildings/Sheds (that are to remain) Severed & Retained Lands

Severed	Width	Length	Area	Use
	<u>13±m</u>	<u>45±m</u>	<u>588±m²</u>	<u>Steel Barn</u>
	<u>18±m</u>	<u>67±m</u>	<u>1192±m²</u>	<u>Office/Warehouse</u>
	<u>18±m</u>	<u>76±m</u>	<u>1394±m²</u>	<u>Warehouse</u>
	Width	Length	Area	Use

August 5, 2020

28584-20

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 & Sketch
7506 Wellington Road 11, Alma
Part of Lot 18 & 19, Concession 14
PIN 71468-0106
Township of Maryborough
Township of Mapleton

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 forms, 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 sever the existing farm business (known as Conestogo Agri-Systems) and dwelling from the vacant, agricultural farm parcel. This proposal is in adherence with Official Plan Policy 10.3.3 which allows for severances of Agricultural-Related Uses.

Severance:

The proposed severed parcel is used as a farm and dairy equipment supply business. The proposed severance incorporates the existing business operation and house. This includes the existing buildings, septic, SWM pond, parking, storage area and gravel spillway. The severance includes a very small corner of existing agricultural field due to the practicality of "squaring off" the severance. The severance has a frontage of 147±m, depth of 168±m for an area of 2.4±ha where the existing farm business and dwelling will remain.

The retained parcel contains agricultural field and has an area of approximately 41±ha that will continue to be farmed. A new field entrance for the retained parcel is proposed as field access is currently through the southerly driveway on the severed 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

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.



LAND SURVEYORS and ENGINEERS

Justification:

The subject property is currently zoned Agricultural A-31.171 which permits the existing farm business. Also, Section 10.3.3 of the Wellington County Official Plan allows for severances of Agricultural-Related Uses. Conestogo Agri-Systems is a well-established and successful agricultural-related use.

Section 10.3.3 of the Official Plan states: that a new lot should be kept to a minimum size necessary and that water and sewage system requirements are met. The severed parcel was configured around the existing business buildings, dwelling, septic's, storage area and parking and does not contain agricultural field. The proposed lot configuration is logical to accommodate the existing farm business and residential area and takes into consideration environmental and topographic features.

We anticipate the need for a Zone Change to remove the specialized "A-31.171" from the retained agricultural parcel and to address any zoning non-conformance items.

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 'Jeffrey E. Buisman', written in a cursive style.

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

cc Richard Struyk, Conestogo Agri-Systems

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: 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:

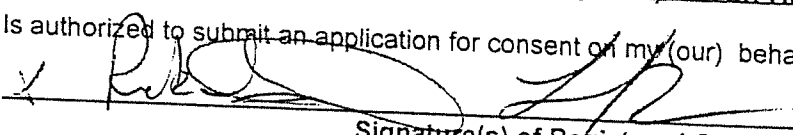
1. **One original completed application and two original sketches must be filed with the County of Wellington Planning and Land Division office.** If original sketch is larger than 11" x 17", 8 additional copies are required plus one sketch reduced to a size of 11" x 17" (or smaller) for office photocopying 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), Richard STRUYK & Leanna STRUYK the Registered Owners of
Part of Lots 18 & 19, Concession 14 as in INST. RO732529 Of the Geog. Township of
Maryborough, 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

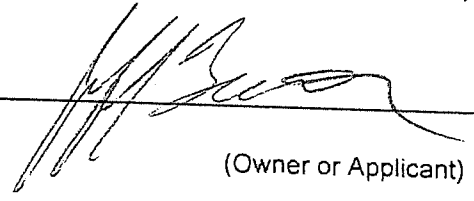
This must be completed by the Applicant for the proposed consent

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 Lots 18 & 19, Concession 14 as in INST. RO732529 Of the Geog. Township of Maryborough,
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.

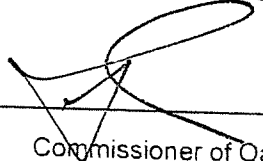
DECLARED before me at the
City Of
Guelph In the
County/-Region of Wellington



(Owner or Applicant)

This 5 day of August 20 20

(Owner or Applicant)



Commissioner of Oaths

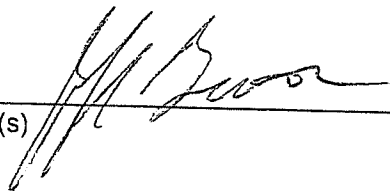
James Michael Laws,
a Commissioner, etc.,
Province of Ontario,
Printed Name of Commissioner, etc. Name
Jeffrey E. Buisman, OLS, of Van Harten Surveying Inc.
Expires May 11, 2021.

County of Wellington

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

Aug 3, 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

From: Patty Wright <PWright@mapleton.ca>
Sent: August 26, 2020 11:06 AM
To: Larry Wheeler <LWheeler@mapleton.ca>
Subject: B59-20 Struyk

The above noted severance will require zoning compliance.



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



From: Rick Richardson <RRichardson@mapleton.ca>
Sent: August 24, 2020 8:28 AM
To: Larry Wheeler <LWheeler@mapleton.ca>
Subject: RE: Consent Application File No.: B59-20 [Applicant: Richard & Leanna Struyk] Location: Township of Mapleton (Maryborough) Part Lots 18 & 19 Concession 14

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



From: Source Water <sourcewater@centrewellington.ca>
Sent: August 25, 2020 11:33 AM
To: Larry Wheeler <LWheeler@mapleton.ca>
Subject: FW: Consent Application File No.: B59-20 [Applicant: Richard & Leanna Struyk] Location: Township of Mapleton (Maryborough) Part Lots 18 & 19 Concession 14

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.

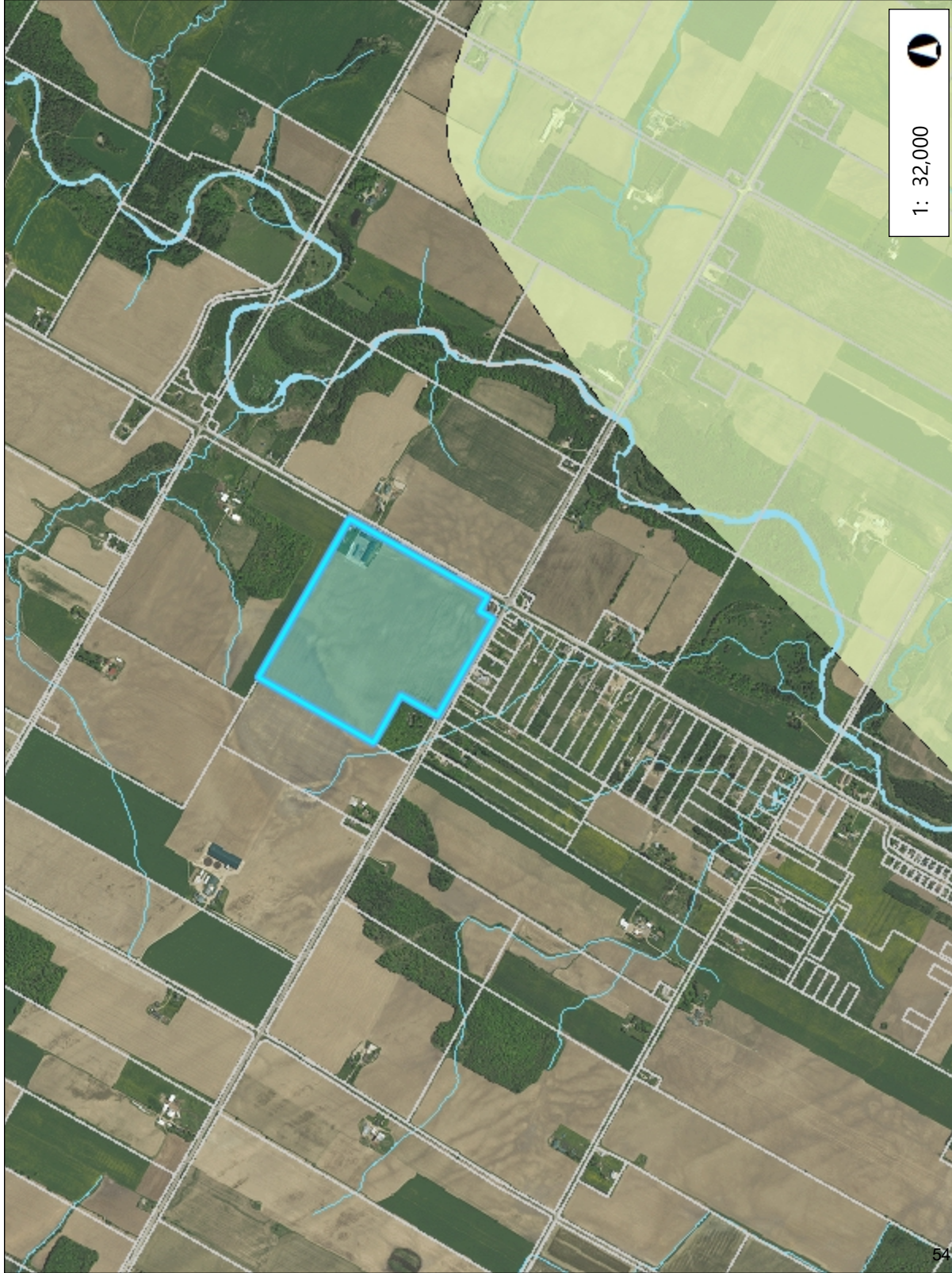
If you have any further questions regarding this application, or in the event of any technical problem with the email or attachments, please contact me.

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 | www.wellingtonwater.ca
Toll free: 1.844.383.9800



Explore Wellington

7506 Wellington Road 11, Mapleton



1: 32,000



Legend

Parcels

Waterbodies

Watercourses

Well Locations

Wellhead Protection Area Boui

A

B

C

D

Vulnerability Score

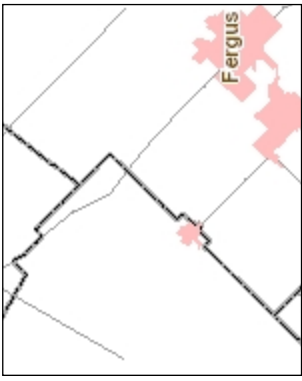
10

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.

WGS_1984_Web_Mercator_Auxiliary_Sphere
Includes material © 2016 of the Queen's Printer for Ontario. All rights reserved.

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



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

REQUEST TO APPEAR BEFORE TOWNSHIP OF MAPLETON COUNCIL

NAME: Core Fuels: James Core, Alex Beatty

ADDRESS: Alma, Arthur

POSTAL CODE:

TELEPHONE #: James 226-979-2400, Alex 519-820-4944

E-MAIL ADDRESS: james@corefuels.ca

The Council Chambers is equipped with a laptop and projector. Please check your audio/visual needs:

Laptop Speakers

PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION:

Regular Council: 2nd Tuesday of the month at 7:00 p.m.; 4th Tuesday of the month at 1:00 p.m.

DATE: September 8, 2020

Please identify the desired action of Council that you are seeking on this issue:

Approval of zone change application ZBA 2020-06

I have never spoken on this issue before. Key points of my presentation are as follows:

(please attach full presentation to be included in agenda package)

Address comments and concerns from citizens of Alma and Township of Mapleton

If an individual appears as a delegation before Council, a further deputation from the same individual concerning the same topic(s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.

I have spoken on this issue before. Specific new information I wish to submit is as follows:

(please attach full presentation)

In accordance with the Procedure By-law, Requests to Appear as a Delegation before Council must be received by the Clerk by 5:00 p.m. on the Tuesday before the Council meeting in order that the delegations may be listed on the agenda and the subject of the delegation be identified.

All requests must include a copy of the presentation materials. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to 10 minutes.

I have read and understand the information contained on this form, including any attachments, will become public documents and be listed on the Council Meeting Agenda and on the Town's website.

I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to bschellenberger@mapleton.ca in accordance with the deadlines outlined above.

Signature

Date

Sept 1 / 2020

Citizens and Council Members

Thank you for taking the time to consider our proposal. I would like to make some comments in regard to our application as well as offer some facts to help answer some of the concerns that have come to light.

Our company is proposing to install a bulk propane loading facility on our property south east of Alma. The need for this facility has increased over the last year or so because there has been supply disruptions, rail strikes and blockades that have made accessing propane much more challenging. We supply propane to thousands of residential, agricultural, municipal and industrial customers throughout the region. These customers rely on our products for their heating and manufacturing needs. We chose to locate in Alma because we felt the area needed our services and we have been rewarded for our efforts. In 2019 we opened our office on this site and feel that we have been well received.

When we began to consider this project, we felt that safety was the most important issue that we must deal with before any other. Through much thought and doing our homework, we decided that putting the tanks underground would be the safest way to go. This is safer because the tanks themselves will not be exposed to the potential hazards that can occur in an emergency like heat from a fire. This would also make the facility much more aesthetically pleasing for the neighborhood. We believe that we will be going to great expense to be a good corporate citizen and good neighbors.

I understand that there has been some communication circulated as well as in the local newspaper that suggests that some of the concerns have not been addressed. The concerns of the community are important to us and we will address those concerns.

The local newspaper reported that this proposal was not advertised enough and that many people had not been informed. As far as I know, there has been a mailer, two council meetings and an information session at the Optimist Hall to discuss this project. It has also been in the newspaper, so I am not sure that there needs to more advertising of this project. Many of the concerns of the citizens were voiced at the Optimist Hall meeting and we believe that everything was addressed at that time.

The flyer that has been circulated around the community has some inaccuracies and exaggerations in its content. The letter encourages only those opposed to the project to voice their concerns, not the people that are in favour of this investment. Should the "Concerned Citizens of Alma" not be open to all of the citizen's concerns, not just those opposed?

We are a small family company that is looking to expand our operation. We have safely been delivering petroleum products for almost 50 years. As mandated by TSSA and Environment Canada, approval includes risk prevention, emergency planning and risk assessment plans. These are engineered plans that must be approved by TSSA and various municipal agencies. This process has been very successful and has made Ontario a leader in the safe handling of this product. All of this comes at a cost that we are willing to make but at this point we are looking to make an amendment to the zoning. If this gets approved, our next step would be to start the engineering and consultation process. Beatty Petroleum Consultants have provided a risk contour for a typical bulk loading facility. It is our expectation that this radius will be greatly reduced because we have decided to go with underground tanks. Through conversations with risk management engineers and TSSA representatives, we are led to believe that they are excited to work on this project and think that the safety of this site will be second to none in the country.

The letter does reference an explosion at Sunrise Propane in 2008 in Toronto. We agree that this tragedy is unacceptable and unnecessary. Many of the rules surrounding our industry have been changed to address this type of situation from happening again. This is a very good thing and the industry has benefited from a safety point of view. But the fact remains that this was not human error or an equipment malfunction. It was an illegal transfer of product from one truck to another and criminal charges were laid.

Other points in the letter touch on some items of concern. We have total faith in Chief Rick Richardson and the Fire Department's ability to address any emergency that may arise. Most of the bulk loading facilities in Ontario are in rural areas that are served by volunteer departments. Our experience has been that these departments are well trained and prepared for whatever may come their way. We will work with the department to help with any training as well as provide site specific safety and best practices. The department will have the opportunity to have their concerns addressed before the plan is approved. We think that Alma is in good hands. The truck traffic that will be generated will only amount to a few trucks a day. The road that services our facility is a well-maintained county road. Ultimately, the same number of litres will be delivered in the area only more efficiently. The bulk facility will reduce the miles on area roads because we will not have to travel as far to access the product. Propane is not a marine pollutant and therefore does not represent a risk to the local water table in any way. When propane is released from storage, it vapourizes and dissipates into the air. The tanks are monitored and inspected regularly for corrosion or leaks.

There is a high-pressure Natural Gas transfer station across the road as well as high-pressure Natural Gas lines throughout the village that have been there for years without incident. Our facility will be every bit as safe as the gas utility that already exists.

This project will not proceed until the risk assessment is approved by engineers and TSSA. All safety concerns will be addressed through this process. We are looking for support from council and the

citizens to help grow our business, create jobs, pay taxes and provide an essential service to the region. Thank you for taking the time to hear our story. We are available to answer any questions.

James Core

Core Fuels Ltd.

Red Cap Propane Ltd.



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

REQUEST TO APPEAR BEFORE TOWNSHIP OF MAPLETON COUNCIL

NAME: Heather L. Smith

ADDRESS: 31 Alma Queen St South, Box 148, Alma ON

POSTAL CODE: N0B 1A0

TELEPHONE #: [REDACTED] (unlisted)

E-MAIL ADDRESS: heatherandbill@outlook.com

The Council Chambers is equipped with a laptop and projector. Please check your audio/visual needs:

Laptop Speakers

PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION:

Regular Council: 2nd Tuesday of the month at 7:00 p.m.; 4th Tuesday of the month at 1:00 p.m.

DATE: TUES Sept 8, 2020 7 pm Alma Community Centre

Please identify the desired action of Council that you are seeking on this issue:

Deny by-law amendment ZBA 2020-06

I have never spoken on this issue before. Key points of my presentation are as follows:

(please attach full presentation to be included in agenda package)

I have never attended a Council meeting or submitted a letter of concern prior to this one.

I will be presenting material from the 32 pages that are attached.

If an individual appears as a delegation before Council, a further deputation from the same individual concerning the same topic(s) will not be permitted unless there is significant new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.

I have spoken on this issue before. Specific new information I wish to submit is as follows:

(please attach full presentation)

(Not applicable)

Hope that my 10 minutes will not include Council response to questions

In accordance with the Procedure By-law, Requests to Appear as a Delegation before Council must be received by the Clerk by 5:00 p.m. on the Tuesday before the Council meeting in order that the delegations may be listed on the agenda and the subject of the delegation be identified.

All requests must include a copy of the presentation materials. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to 10 minutes.

I have read and understand the information contained on this form, including any attachments, will become public documents and be listed on the Council Meeting Agenda and on the Town's website.

I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to bscheijenberger@mapleton.ca in accordance with the deadlines outlined above.

Heather Lynn Smith

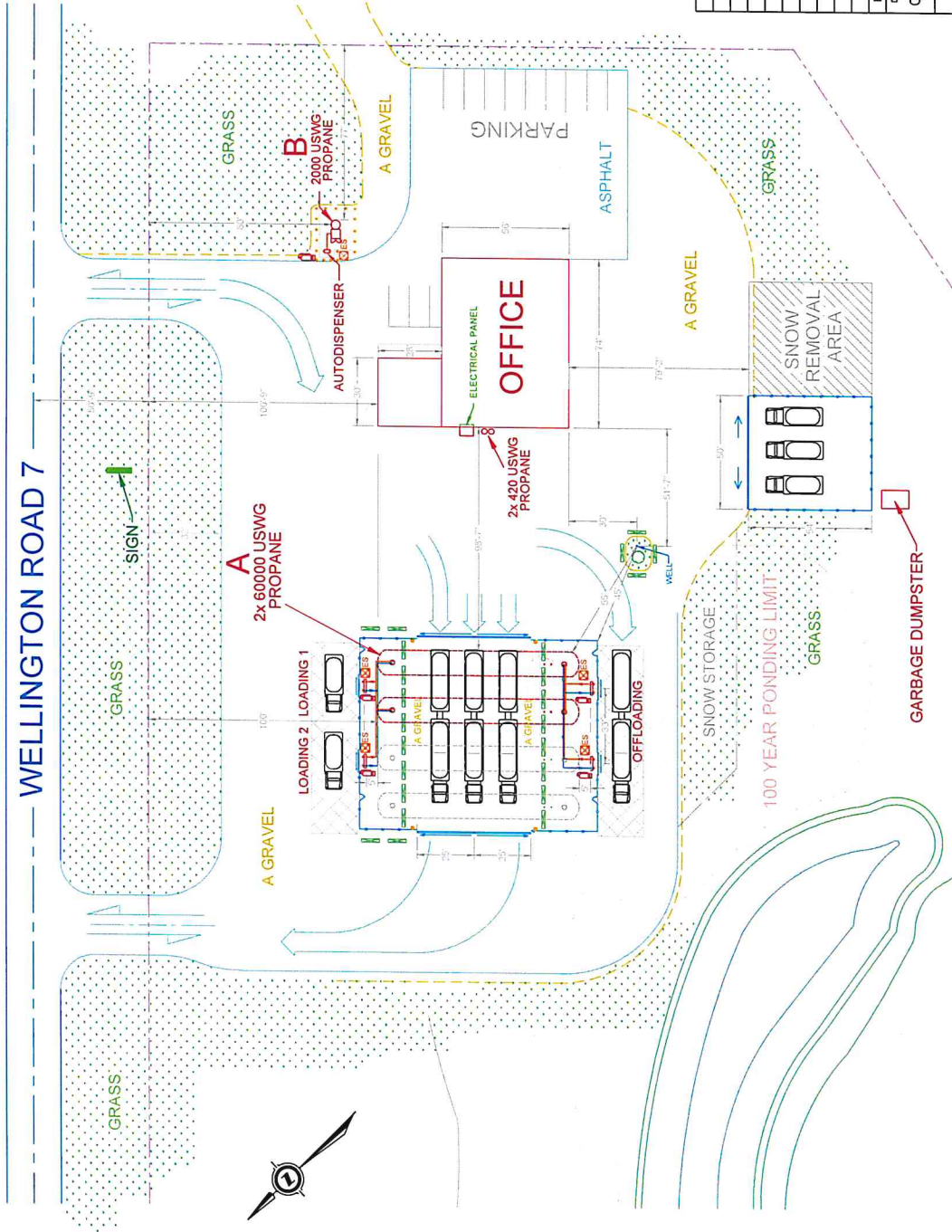
Signature

Sept 1, 2020

Date

NOTES:

WELLINGTON ROAD 7



TANK DISTANCE TABLE
(distances in ft)

	TANK A	TANK B
NORTH PROPERTY LINE	100	80
EAST PROPERTY LINE	246	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 0305
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: CF-ALM-S-01-1R9
 beatty petroleum consulting inc
 182 Centre St.
 PO Box 284,
 Arthur, Ontario
 N0G 1A0



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

Sept 1, 2020

TO: Mayor Davidson,
Councillors Dennis Craven, Paul Douglas, Michael Martin, Marlene Ottens,
Larry Wheeler (Municipal Clerk), Manny Baron (Deputy Clerk and CAO)
Patty Wright (Chief Building Official)

FROM: Heather Smith (31 Alma Queen Street South, Alma ON N0B 1A0)

RE: **Opposed to by-law amendment ZBA 2020-06 at 6976 Wellington Road 7**

CC: Linda Redmond (Manager of Planning and Environment, County of Wellington)
Rick Richardson (Mapleton Fire Chief)

Please include this document in full on the agenda for the Mapleton Township Council Meeting on Sept 8, 2020, and reply to confirm receipt of both the document and the delegate form.

I'm opposed to the by-law amendment ZBA 2020-06 regardless of the number of tanks, or tanks above or below ground. The by-law amendment would add 'Bulk Fuel Depot' to the permitted uses for the site-specific exception (C2-31.161) at 6976 Wellington Road 7. **The definition of 'Bulk Fuel Depot'** according to Zoning By-law: *'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'*.

The July 14 Council Agenda presented the **positive reasons for the Bulk Fuel Depot** e.g., the existing building on site (grand opening June 2019), the potential for additional employees over time (3-6), the number of existing propane customers in the Mapleton/Wellington area (2000), potentially shorter distances for propane trucks to travel to customers (e.g., to reduce greenhouse gas emissions), no need for access to community water and sewer services (using a well and septic system instead), greater restrictions on the propane industry since the Sunrise Propane Explosion in Toronto in 2008, etc.

I will present the negative side. Section 1 summarizes the reasons why I'm opposed to the by-law amendment. **Section 2** is the full details of concerns including suggestions with supporting evidence, plus several questions. **Section 3** is references. **Everything in italics is wording copied from the source.**

Please do not think of me or the length of this document as disrespectful. I'm a non-professional, I'm concerned about the by-law amendment, and I'm trying hard to understand the complex issues and polices.

I grew up in Pilkington Township. My husband has lived in Alma most of his life. As a married couple, we've lived in Alma for 42 years.

SECTION 1: SUMMARY – OPPOSITION TO BY-LAW AMENDMENT

1) ZONING BY-LAW

a) (See full details page 9)

b) Why does the Mapleton Township Zoning By-Law website say that the site-specific exception C2-31.161 applies to 6794 Wellington Road 7 and not 6796 Wellington Road 7? **Update received from the Municipal Clerk Sept 1, 2020:** Both 6974 Wellington Road 7 (owned by Red Cap Propane) and 6976 Wellington Road 7 (owned by Core Fuels) are zoned C2-31.161.

c) By purchasing the property (2015), **Core Fuels accepted the conditions of the existing zoning** for the property (C2-31.161). There was no guarantee that a zoning change would happen in the future.

- d) The site-specific exception for ‘Bulk Fuel Depot’ **opens the door for Core Fuels to eventually do more on site** than currently planned e.g., increase the number of propane storage tanks beyond 4, and store/distribute other substances (i.e., petroleum products, chemicals, gases, or similar products). These future changes would further increase the ‘hazard distance’ and potential risks to public safety. The Planning Report by GSP Group Inc (page 87 and 158 July 14 agenda) said: ***‘A Zoning Amendment is required to add “Bulk Fuel Depot” to the list of permitted uses which would then permit the underground storage of propane and petroleum products.***
- e) I learned yesterday (Aug 31) that a **‘site plan agreement’ (By Law 2017-044)** for 6976 Wellington Road 7 between the Township and Core Fuels was approved by Council at the **April 25, 2017**. Page 296 of that Agenda is a site map showing stormwater management, the well casing, driveways, etc. **Page 299 of that Agenda is a site map showing FIVE large rectangles labelled ‘future building’**, and positioned between the wholesale goods building (grand opening June 2019) and the property line adjacent to the residential neighbourhood. **What are those FIVE ‘future buildings’ referring to? An early warning about platforms for FIVE future fuel storage tanks including FOUR for propane and ONE for petroleum?** What would be the ‘hazard distance’ for 1,134,000 litres of fuel (besides the gas/diesel fuel at the Fast Stop Cardlock next door)? This is a huge concern.
- f) The only zoning that includes **‘Bulk Fuel Depot’ in ‘permitted uses’ is M1 (General Industrial)**. Because there are no ‘site-specific exceptions’ for ‘Bulk Fuel Depot’ currently in Mapleton Township, **it would be an unsuitable precedent to add ‘Bulk Fuel Depot’ to C2-31.161.**
- g) **When the Planners set zoning for 6976 Wellington Road 7** as C2 instead of M1, there must have been valid reasons.
- h) Mapleton, Centre Wellington, North Wellington, Minto, and Guelph/Eramosa **Townships only allow ‘Bulk Fuel Depot’** (called ‘Fuel Storage Establishment at Guelph/Eramosa Township) **in M1 zoned land. There must be reasons for ‘Bulk Fuel Depot’ to only be in M1 zoning** other than (typically) the facility would be connected to a community well and sewer system. Would odours and noise, and public health and safety, etc. be reasons? Or *‘any use considered offensive by the Public Health Act’* per point 1 in ‘permitted uses’ for M1 zoning in Mapleton Township?
- i) **The concerns of citizens about the negative impacts of the By-law amendment should be considered** because according to objectives in the Wellington County Official Plan:
- i. (see Planning Vision 2.1.4): *‘foster physical, mental, social and economic well being; provide residents with a sense of control over decisions which affect them; are designed to reduce the stress of daily living and meet the life-long needs of its residents.’*
 - ii. (see 4.6.2 items i and j): *‘Planning impact assessments may be required to evaluate: i) methods of reducing or eliminating negative impacts; j) other planning matters considered important by a Council.’*
- j) (In my opinion) When no suitable M1 property is available,
- i. **It would be better to locate a Bulk Fuel Depot on available land currently designated as agriculture (A) and away from a residential community.** This idea could be supported by the Growth Plan for the Greater Golden Horseshoe (see 4.2.6 item 3 and 2.2.9 item 3) as well as Wellington County Official Plan (see 4.2.5, 6.3, 6.4.2, 6.4.3, 6.8.1, 6.8.2, 10.5.5).
 - ii. **‘Management or use of resources’ in the Growth Plan could apply to propane storage/distribution for those areas not serviced by natural gas** e.g., agriculture areas.
 - iii. In that regard, suggest that **propane be identified as an ‘agriculture-related use’** according to the definitions and permitted uses in Growth Plan for GGH (see 2.2.9 item 3) and the Provincial Policy Statement (see 2.3.3.1).

2) MAPPING HAZARD DISTANCE TO PUBLIC RECEPTORS:

- a) (See full details page 23)
- b) **The endpoint for 1.0 PSI Overpressure** per the Technical Standards and Safety Authority (TSSA) is the *'threshold for potential serious injuries to people as a result of property damage cause by an explosion'*. The current 'hazard distance (1030 metres) is for 2 propane tanks (please update for 4).
- c) **Doesn't that mean that all people** within that 1030 metre 'hazard distance' **are potentially at risk** in some way if there is a catastrophic propane event?
- d) (If yes to #2) Why did consultant Alex Beatty, say (based on personal experience) **that the distance from the Bulk Fuel Depot to 'public receptors'** (see page 111 and 142 Council agenda) **was compliant with TSSA Regulations** based on: no houses, commercial centres, restaurants, offices, etc. within 50 metres of the Depot; no hotels, apartment buildings, residential units within 250 metres of the Depot. no hospitals, homes for the aged, schools within 335 metres of the Depot? Very confusing given b) and c) above.
- e) In my opinion, there is **not sufficient distance**, transitional area, or physical barriers to protect people and structures beyond the Core Fuels property from a propane blast given the literature regarding propane fires/explosions. Several homes are within 500 metres of the Depot and many more homes etc. beyond.
- f) **The estimated sightline between our house and the Bulk Fuel Depot is less than 500 metres (within 'hazard distance')**.
- g) **Mitigating risks** would be **imposing risks on the community**. Propane accidents happen (e.g., human error, equipment or maintenance failures, etc.). That is why Ontario Law has 'Liability Insurance Requirements for Propane Operators' effective Jan 1, 2016. Further, the awarding of a \$23 million class action lawsuit in the case of the Sunrise Propane Explosion in 2008.
- h) The **'hazard distance'** of 1030 metres (1.03 km) for 'public receptors' is for only 2 propane storage tanks and **needs to be updated for 4 tanks**. My understanding is that TSSA 'Guidelines for Level 2 Risk and Safety Management Plan' (RSMP) requires that the risk model includes the combination of ALL of the proposed propane storage tanks which in this case is 4 tanks of 60,000 USWG (=226,800 litres) each. **It is essential that we all know the actual 'hazard distance' for 4 tanks before Council votes further** on the by-law amendment regardless of whether or not the plan is to have 2 tanks installed initially and 2 in the future (when?).
- i) **Does the current estimate of the 'hazard distance' (1030 metres) include the Fast Stop Cardlock** (gas/diesel) on the adjacent property? **The storage tank size at Fast Stop reads as 65,000 litres** on the 'site plan agreement' between Mapleton Township and Core Fuels; see By-Law 2017-044 on April 25, 2017 Council agenda. Note that the application for the Risk & Safety Management Plans for Propane Facilities (RSMP) asks: *'Are ignition sources identified in the propane facilities location and has the engineer included adjacent properties that could contribute to the scenario?'* If including the Fast Stop Cardlock in the estimated 'hazard distance', what about the proximity **of the depot to other miscellaneous potential ignition sources nearby?**
- j) Given that the TSSA Guidelines for Level 2 RSMP (see that document page 10) says that the 'hazard distance' for only ONE propane storage tank of 60,000 USWG (=226,800 litres) is 763 metres, and for only ONE propane tank of 90,000 USWG (=340,687 litres) is 874 meters, **suspect that the actual 'hazard distance' for FOUR propane tanks of 60,000 USWG (=226,800 litres) each will be 1200 metres (1.2 km) or more. According to my calculations, moving the sightline (hazard distance) from 1.03 km to 1.2 km from the proposed Bulk Fuel Depot will add Alma Public School and Windmill Landscapes to the list of 'public receptors'**. [As an aside, if there is an application/approval for the senior's complex by Desired Living, that facility would probably be included as 'public receptor' at either 'hazard distance'.]

- k) (As noted in Zoning) The site-specific exception for ‘Bulk Fuel Depot’ **opens the door for Core Fuels to eventually do more on site** than currently planned e.g., increase the number of propane storage tanks beyond 4 and store/distribute other substances. **These future changes would further increase the ‘hazard distance’ and potential risks to public safety.** The Planning Report by GSP Group Inc (page 87 and 158 July 14 agenda) said: *‘A Zoning Amendment is required to add “Bulk Fuel Depot” to the list of permitted uses which would then permit the underground storage of propane and petroleum products.*

3) RISK MODELLING DIFFICULTIES:

- a) (See full details page 26)
- b) TSSA Guidelines for Level 2 RSMP **acknowledges that risk modeling can be faulty** because of e.g., a lack of historical equipment failure data, uncertainties in frequency estimates regarding risks, insufficient design/layout/operating information, incomplete/unavailable data regarding failure modes, under estimation of safety features, **under estimation of human error probabilities**, etc. **TSSA requires that both hardware failure and human error must be considered in the risk modelling.**
- c) **Because there are no other such underground installations in Canada (per consultant Alex Beatty)**, there is no comparison on which to provide historical data (e.g., longevity and safety of the tanks, catastrophic events due to human error, etc.) for the risk modeling. **Particularly a new facility that would be adjacent to both an established residential neighbourhood, a fueling station for gas and diesel, and several other potential ignition sources nearby.**
- d) Propane safety regulations (TSSA) improved after the Sunrise Propane Explosion (Aug 10, 2008). **How many ‘Bulk Fuel Depots’ were built in Ontario since then?** Is 12 years enough time to evaluate how well the revised TSSA regulations are working?

4) LAND USE AND LAND USE COMPATIBILITY:

- a) (See full details page 12)
- b) In my opinion, regardless of whether Alma is classified as a Hamlet or not, a Bulk Fuel Depot in Alma **should not be considered** ‘limited growth’ (Greater Golden Horseshow) or ‘small scale industrial’ (Wellington County Official Plan) because:
- i. **The first underground propane storage facility in Canada** should be considered ‘**experimental**’ and ‘**precedent setting**’ and therefore, better suited on a property that is of greater distance from an established residential neighbourhood than is proposed for Alma.
 - ii. The proposed Bulk Fuel Depot [4 X 60,000 United States Water Gallons (UWSG)] could potentially be the second largest propane facility in Ontario. That is, compared to the one that has 5 tanks X 60,000 UWSG reported by consultant Alex Beatty.
 - iii. **According to the Ontario Ministry of the Solicitor General** under heading ‘Risk & Safety Management Plans for Propane Facilities (RSMP)’, a **propane facility with more than 5000 USWG is deemed to be a ‘medium or large facility’** and hence a Level 2 Risk and Safety Management Plan (RSMP requirement).
- c) **People choose to live in Hamlets** instead of larger urban centres because of a perceived sense of community and better quality of life. A Bulk Fuel Depot does not fit with our plans for healthy living.
- d) The **Wellington County Official Plan supports compatible land use and land use that does not have negative affects on residents/property owners.** The following County OP sections are relevant for the position ‘no Bulk Fuel Depot’ in Alma – see 2.1.4, 4.6.2 items d) i) j), 4.4.3 item h), 7.4.3, 8.3.1, 8.3.2 item f). Those sections discuss Hamlets, land use, land use compatibility between various land usages, maintaining healthy/safe communities, fostering physical/mental/social/economic well-being, the preservation of small-town character, etc.

- e) The **Provincial Policy Statement (PPS)**:
- i. PPS regarding land usage (see PPS 1.0 and 1.1.1 item c) promotes healthy and safe communities. Likewise, see PPS sections 1.2.6.1 and 6.0 about ‘**major facility**’ and ‘**sensitive lands**’.
 - ii. Would PPS classify the existing residential neighbourhood adjacent to Core Fuels property as well as Alma Public School as ‘sensitive lands’? Particularly given that the Technical Standards and Safety Authority classifies schools as sensitive ‘public receptors’? Expect that Alma Public School will be within the ‘hazard distance’ for ‘public receptors’ when the estimate is updated to include 4 rather than 2 propane storage tanks.
 - iii. Would PPS consider the Core Fuels facility ‘major’ given the classification of ‘medium or large’ facility by the Ontario Ministry of the Solicitor General for this facility, and the proposed propane storage capacity of 907,200 litres (i.e., 4 tanks of 226,800 litres each)? Particularly given that consultant Alex Beatty told Council on July 14 that the largest facility in Ontario has 5 such tanks (i.e., one more than in Alma).
 - iv. If yes to the PSS questions, does this lend support to ‘No Bulk Fuel Depot’?

5) **EMERGENCY PREPAREDNESS:**

- a) (See full details page 21)
- b) **Comments from the Mapleton Fire Chief (Richard Richardson) about the proposed ‘Bulk Fuel Depot’ were not provided in the July 14 Agenda and in my opinion, should be considered** before Council considers the proposed by-law amendment further e.g., about emergency planning, response time, training, and current resources (e.g., water volume/supply available, equipment, number of fire fighters available locally) to fight a potential fire/explosion at the Depot and beyond in the community.
- c) On Aug 14, 2020, Wellington Advertiser quoted the Mapleton Fire Chief: *‘Richard told council Mapleton has the smallest annual fire budget among comparable municipalities in the area, which range “from \$1.7 million down to where we are at \$746,000.’*
- d) **How big was the storage facility** at the Sunrise Propane Explosion (2008) in comparison to the one proposed in Alma (~1 million litres)? **Toronto City News reported 200 fire fighters responded.**
- e) Alma has **no large water source** for fighting a large fire which potentially could involve several properties beyond the storage facility. Alma has **no community early warning system** for evacuation.
- f) There could be a delay in the **arrival of emergency responders** because Alma is serviced by volunteer fire fighters (i.e., compared to larger communities that have full-time fire fighters) from elsewhere.

6) **PROPANE ACCIDENTS, HAZARDS, AND SAFETY PRECAUTIONS:**

- a) (See full details page 16)
- b) Propane safety regulations became more restrictive after the Sunrise Propane Accident in Toronto (Aug 10, 2008). Per page 4 of TSSA Guidelines: *‘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.’*
- c) **A catastrophic event** in Alma could occur if a propane leak was caused by e.g., an accident involving propane cargo liner truck or propane distribution truck (e.g., collision or hose disconnection), uncontrolled overpressure of propane in the storage tank, corrosion of the storage tanks (note cathodic protection planned to mitigate corrosion); human error, faulty/damaged/poorly maintained equipment; etc.
- d) **Proximity of the Bulk Fuel Depot to flammable/combustible substances as well as ignition sources** within the ‘hazard distance’ could exasperate a propane accident e.g.,
 - i. Fast Stop Card Lock (gas and diesel fuel) for self-service at the adjacent property (6974 Wellington Road 7),
 - ii. Buehler’s Automotive, Geddes Garage of Alma Ltd, Bruce Heath Collision Services, Husky Farm Equipment (and maybe other businesses), as well as several well-equipped private hobby

workshops for personal use (including some < 500 metres from Core Fuels) **have acetylene torches, welding equipment, etc.** Similar items would also be at Eloquip Ltd which according to my calculations is within 1.2 km sightline (hazard distance) from Bulk Fuel Depot.

- iii. natural gas lines,
 - iv. miscellaneous substances controlled by property owners e.g., gas in portable containers for lawnmowers, aerosol cans, butane cartridges for barbecues, and other unknown substances,
- e) **Static electricity is a serious** risk in the propane industry because it is a source of propane ignition. Static electricity is everywhere. See the safety document ‘Propane Industry Safety Talks Filling & Delivery of Containers’ by the Propane and Education Research Council (2014) for details.
- f) Also, that safety document also says: *‘A propane leak can exist for a long time without detection’.*
- g) **How fast would a toxic vapour cloud spread in Alma?** A toxic propane vapour cloud can displace air and oxygen in a ventilation system and become an asphyxiant. Concern for the Alma Public School (to be confirmed within the updated ‘hazard distance’), 3 churches, the restaurant, etc.
- h) **What if there is an extended power outage** e.g., from a tornado, lightening, ice, etc? What alternate power source has Core Fuels planned to keep safety features operating e.g., the digital monitoring system, shutoff valves, etc? No mention of backup power sources (e.g., generators) in the TSSA requirements.
- i) There are many safety data documents, news reports, research papers, etc. regarding propane hazards and the **destructive forces of propane leaks/fires/explosion**. A few examples are included in Section 2 of this document. **Note details about physical injuries, loss of life, damage to property/structures, damage to community infrastructure, causes of accidents, lost income, emotional trauma, future recommendations (e.g., for fire fighters), the class action suit following the Sunrise Propane Explosion, etc.**

7) LIFE EXPECTANCY OF TANKS

- a) (See full details page 26)
- b) Per the Wellington Advertiser (July 23), Alex Beatty commented to Council (July 14 meeting) regarding corrosion protection for propane tanks and the life expectancy of propane tanks:
 - i. *‘must be cathodically protected’*
 - ii. *‘I have one client in Wellington County and he has repurposed a tank that he took out of a refinery in Sarnia and I believe the date on it is 1964.’*
- c) What was the size of that 56-year tank, was it for propane storage, was it cathodically protected, was it underground, and what refurbishing was required before put into use at the new location?
- d) Is the water table in Alma high? What affects will the water table on the Core Fuels property which contains wetlands, flood plain, and a watercourse have on the propane storage tanks? Can ‘cathodic protection’ protect the tanks sufficiently from those conditions and for how long?

8) IMPOSED RISKS AND HARDSHIPS:

- a) (See full details pages 27-29)
- b) **Potential damage to Alma properties/structures** if there is a fire/explosion that extends beyond the Depot.
- c) None of the reports (July 14 agenda) addressed the issue of **potential pollution of private wells and septic systems within the ‘hazard distance’** if there was a catastrophic event involving the Depot and beyond.
 - i. The Wellington County Official Plan section ‘**Environmental Impact Assessment**’ (see 4.6.3 item f) requires: *‘an assessment of the impact on groundwater resources and in particular existing private wells and municipal supply wells in the area.’*
 - ii. Further, the County OP section ‘**Environmental Services**’ (see 11.2.5) reads *‘Municipal sewer and water services are not anticipated in hamlets.’*

- d) **Potential adverse affects on our physical well-being** (including bodily harm or death) if there is a propane fire/explosion/vapour cloud that extends beyond the depot
- e) **Adverse affects on our mental well-being and the general enjoyment of our properties** and community because e.g., worry/anxiety about potential health and safety risks, propane odours as well as noise from the facility.
- f) **Adverse affects on economic well-being** e.g., decreased property value, increased property insurance rates, and increased property taxes to support improvements for fire protection services in Alma. Both the **Provincial Policy Statement** (see PPS 1.0 and 1.1.1 item c) and the **Wellington County Official Plan** (see County OP 2.14, 4.4.3 item h, 4.6.2 items d) i) j), 7.4.3, 8.3.1, 8.3.2 item f) **support land usage that will promote healthy and safe communities and compatible land usage.**
- g) **Odours and noise:**
 - i. The Wellington County Official Plan (see 4.6.1 and 4.6.2) requires that environmental impacts be considered in the Planning Impact Assessment. Referring to the Planning Impact Assessment provided [see page 93 of the July 14 agenda, section d) about odours, noise, etc.], nothing was said there about odours. **Propane has a foul odour. Will strong odours be present** when propane is off-loaded from propane cargo liner trucks, loaded onto propane distribution trucks, or during propane cylinder or propane vehicle filling? If yes, foul smells on a regular basis is not desirable next to an established residential neighbourhood.
 - ii. Because of the position and size of the land at the Core Fuels property, **physical buffers to protect the community against odours and noise** (e.g., a forest) isn't possible. **The Provincial Policy Statement (see 1.1.3.2) and the Municipal Act (see item 129) offer protection** for people with regards to air quality, odours, and noise.

9) NOTIFICATION OF PROPERTY OWNERS:

- a) (See full details page 8)
- b) My understanding, is that per the minimum by-law requirement, property owners within 60 metres of the site (please verify) were notified in writing of the proposed by-law amendment. As of the July 14 Council meeting, Council is aware that the 'hazard distance to public receptors' is at least 1030 metres (needs to be updated for 4 tanks). **Because of potential health and safety concerns, could the Township notify in writing all property owners within the 'hazard distance to public receptors'** regarding the proposed by-law amendment before any further vote is taken? Wellington County Official Plan supports that plan [see 2.1.4 and 4.6.2 items d) i) j)].
- c) **There was not sufficient time** from July 3 (received Wellington Advertiser) to reflect on the issues, research/understand regulations, and prepare a thoughtful submission on a unique proposal by the July 7 deadline (nobody met that deadline). More importantly, residents (and business owners) did not have benefit by July 7 of the details (e.g., number of propane storage tanks, hazard distances, etc.) because the full Council Agenda for July 14 was not available to the public until July 10.
- d) **Could Council delay the vote** (including the first, second, and third reading) on the proposed by-law (ZBA 2020-06) beyond the Sept 8 Council meeting to allow sufficient time to address the impact concerns raised by citizens about this unique issue?
- e) The by-law amendment is being considered during the unprecedented times of **the Covid-19 pandemic** when everyone is dealing with other pressing challenges and concerns. Not everyone has access to the internet. Could the Township provide a **teleconference option** for the public to join in to listen (only) to the Council meeting? This is being done for Council meetings at Guelph/Eramosa Township.

10) REFERENCES (see page 30)

Section 2: THE FULL DETAILS of my concerns including suggestions with supporting evidence, plus several questions.

NOTIFICATION OF PROPERTY OWNERS OF BY-LAW AMENDMENT (ZBA 2020-06)

My understanding, is that per the minimum by-law requirement, **property owners within 60 metres of the site (please verify) were notified in writing** of the proposed by-law amendment. As of the July 14 Council meeting, **Council is aware that the ‘hazard distance to public receptors’ is at least 1030 metres** (needs to be updated for 4 tanks).

Question: Because of potential health and safety concerns etc., should the Township notify in writing all property owners within the ‘hazard distance to public receptors’ regarding the proposed by-law amendment before any further vote is taken?

Notice of the proposed by-law amendment as well as the date for the relevant council meeting (July 14) were listed in the July 2 **Wellington Advertiser** (paper received in Alma on July 3 or 4). Residents and business owners only had from July 3 until July 7 to review the proposal, research the issues, talk to neighbours, consult with the Township Clerk (if necessary) about procedures, to submit letters for inclusion in the July 14 Agenda, and to submit ‘delegate forms’(to present or comment) at the July 14 meeting. **That was not sufficient time** to reflect on the issues, research/understand regulations, and prepare a thoughtful submission on a unique proposal by the July 7 deadline (nobody met that deadline). More importantly, citizens did not have benefit by the July 7 deadline of the documentation detailing the proposed by-law amendment because the full meeting agenda was not posted on the Mapleton Township website until the Friday (July 10) before the meeting (July 14). On July 7, the only detail people had about the proposed by-law amendment was this:

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

As non-professionals, it takes time to understand concepts such as ‘public receptors’, which guidelines take priority on certain issues e.g., is a Hamlet (per Wellington County Official Plan) or not (Growth Plan for the Greater Golden Horseshoe), etc. Also, the by-law amendment is being considered during the unprecedented times of **the Covid-19 pandemic** when everyone is dealing with other pressing challenges and concerns.

Question: Could a townhall meeting(s) now be arranged to update residents and business owners about the proposed by-law amendment and to allow people to freely ask questions and voice concerns? As of July 17, indoor gatherings are allowed (max 50 people). A virtual meeting would be problematic for those who don’t have access to the internet. Seniors are probably most disadvantaged in that regard.

Not everyone knew about the ‘**Coffee Hour with Major**’ (including Core Fuels representative) on August 5. I certainly would have attended the Aug 5 meeting had I known about it. Thank you very much to Mayor Davidson et. al. who since Aug 5 delaying the second review (i.e., First, Second, Third Reading) of the by-law amendment from the Aug 11 to Sept 8 Council meeting.

Question: **Could Council please delay the vote (including the first, second, and third reading) on the proposed by-law amendment (ZBA 2020-06) beyond the Sept 8 Council meeting** to allow sufficient time to address the impact concerns raised by citizens about this unique issue?

The following two excerpts of the **Wellington County Official Plan** support taking the time to address the impact of changes raised by citizens:

‘**Wellington’s Planning Vision**’ (see 2.1.4):

- *‘Healthy communities are those which:*
 - *foster physical, mental, social and economic well being;*
 - ***provide residents with a sense of control over decisions which affect them;***
 - *are designed to reduce the stress of daily living and meet the life-long needs of its residents.*

‘**Planning Impact Assessment**’ (see 4.6.2 items d, i, j):

‘Planning impact assessments may be required to evaluate:

- 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;*
- i) methods of reducing or eliminating negative impacts;*
- j) **other planning matters considered important by a Council.**’*

Question: Could the Township provide a **teleconference option** so the public can listen (only) to the Council meeting? Not everyone has access to a computer.

ZONING BY-LAW

In my opinion, a Bulk Fuel Depot would not be appropriate zoning in Alma.

By purchasing the property (2015), Core Fuels accepted the conditions of the existing zoning for the property (C2-31.161). There was no guarantee that a zoning change would happen in the future.

Their current plan according to the July 14 Agenda (see pages 80 and 107) includes:

- four underground propane storage tanks of 60,000 United States Water Gallons (USWG) each = 4 X 226,800 litres each = 907,200 litres total; 2 of the 4 tanks would be installed initially and then 2 in the future (when?),
- one 2000 USWG propane station for filling propane cylinders and propane operated vehicles,
- two tanks of 420 USWG to service the existing building.

The site-specific exception for ‘Bulk Fuel Depot’ **opens the door for Core Fuels to eventually do more on site** than currently planned e.g., increase the number of propane storage tanks beyond 4, and store/distribute other substances (i.e., petroleum products, chemicals, gases, or similar products). **These future changes would further increase the ‘hazard distance’ and potential risks to public safety.** The possibility of more development is confirmed in the Planning Report by GSP Group Inc (see the July 14 Agenda):

- (page 87) *‘The development of the Site will be further evaluated through the Site Plan Amendment process if the proposed use is approved’.*
- (page 89) *‘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 existing and proposed Bulk Fuel Depot use.’*
- (page 95) *‘...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.’*

- (page 87 and 158) *'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.'*

On page 106 of the July 14, 2020 agenda there is reference to a 'site plan control' application by Core Fuels in 2017 for the property at 6976 Wellington Road 7. I learned yesterday (Aug 31) that this referred to a '**site plan agreement**' (By Law 2017-044) for 6976 Wellington Road 7 between the Township and Core Fuels which was approved by Council at the **April 25, 2017**. Page 296 of that Agenda is a site map showing stormwater management, the well casing, driveways, etc. **Page 299 of that Agenda is a site map showing FIVE large rectangles labelled 'future building'**, and positioned between the wholesale goods building (grand opening June 2019) and the property line adjacent to the residential neighbourhood.

Questions:

- **What are those FIVE 'future buildings' in that agreement referring to? An early warning about FIVE platforms for future fuel storage tanks** including FOUR for propane and ONE for petroleum? What would be the 'hazard distance' for 1,134,000 litres of fuel (besides Fast Stop next door)? This is a huge concern next to Alma.
- **Why didn't Core Fuels submit the proposed by-law amendment** to add 'Bulk Fuel Depot' to the site-specific exception (C2 - 31.161) prior to construction of the existing wholesales goods building (grand opening June 14, 2019)?
 - a) Why does the Mapleton Township Zoning By-Law website say that the site-specific exception C2-31.161 applies only to 6974 Wellington Road 7? No mention of 6976 Wellington Road 7. **Update received from Municipal Clerk Sept 1, 2020:** Both 6974 Wellington Road 7 (owned by Red Cap Propane) and 6976 Wellington Road 7 (owned by Core Fuels) are zoned C2-31.161.

The only Zoning By-Law in Mapleton Township that includes '**Bulk Fuel Depot**' in '**permitted uses**' is **M1 (General Industrial)**. Because there are no 'site-specific exceptions' for 'Bulk Fuel Depot' currently in Mapleton Township, **it would be a precedent to add 'Bulk Fuel Depot' to C2-31.161 for said property.**

The same is true of the Townships of Centre Wellington, North Wellington, Minto, and Guelph Eramosa. Sources for that information:

- **Zoning By-Law Centre Wellington Township** https://www.centrewellington.ca/en/doing-business/resources/Documents/Planning/Zoning/ZBL-Consolidation_March2020_Text-Only.pdf
- **Zoning By-Law Guelph/Eramosa Township**
(Note 'Bulk Fuel Depot' is called 'Fuel Storage Establishment at Guelph/Eramosa Township)
<https://www.get.on.ca/uploads/userfiles/files/comprehensive%20zoning%20by-law%2040-2016.pdf>
- **Zoning By- Law Minto Township**
<https://town.minto.on.ca/content/residents/building-planning/minto-zoning-bylaw-01-86-consolidation.pdf>
- **Zoning By-Law North Wellington Township**
only has 'Bulk Fuel Depot' in zoning M1 but has one site-specific exception for 'fuel storage and depot' (see C2-9 31.9) at 7932 Wellington Road 109 Arthur ON. I spoke to Tammy Pringle in the Building Department (Aug 28). She said the tanks at that location stored diesel fuel etc. but no propane, and **the storage tanks were removed from the property in 2003** according to the building permit for a house built in 2005. Further, that she will **follow up to have that site-specific exception deleted from by-law.**
<https://wellington-north.com/content/by-laws/zoning-by-law-66-01-consolidation-jan-2019.pdf>

When the Planners zoned 6976 Wellington Road 7 as C2 not M1, there must have been valid reasons for that decision. **Because Mapleton Township and 4 nearby Townships only allow ‘Bulk Fuel Depot’** (or Fuel Storage Establishment in the case of Guelph/Eramosa Township) **in M1 zoned land, there must be reasons** for this other than typically wanting connection to community water and sewage systems as indicated in the Wellington County Official Plan (see 7.5.10).

Question: Water and sewer (or a well and septic) aside, would odours and noise, as well as health and safety issues be key reasons for ‘Bulk Fuel Depot’ only in M1 zoning? Or ‘*any use considered offensive by the Public Health Act*’ per point 1 in permitted uses for M1 zoning?

In my opinion, if there is no M1 property available, it would be better to put a **Bulk Fuel Depot on suitable available land currently designated as agriculture (A) and away from a residential community.**

The ‘Growth Plan for the **Greater Golden Horseshow would support that idea. Section 4.2.6 item 3 reads:** *‘Where agricultural uses and non-agricultural uses interface outside of settlement areas, land use compatibility will be achieved by avoiding or where avoidance is not possible, minimizing and mitigating adverse impacts on the Agricultural System. Where mitigation is required, measures should be incorporated as part of the non-agricultural uses, as appropriate, within the area being developed. Where appropriate, this should be based on an agricultural impact assessment.’*

and section 2.2.9 item 3 reads:

‘Subject to the policies in Section 4, development outside of settlement areas may be permitted on rural lands for:

- a. *the management or use of resources;*
- b. *resource-based recreational uses; and*
- c. *other rural land uses that are not appropriate in settlement areas provided they:*
 - i. *are compatible with the rural landscape and surrounding local land uses;*
 - ii. *will be sustained by rural service levels; and*
 - iii. *will not adversely affect the protection of agricultural uses and other resource-based uses such as mineral aggregate operations.’*

In my opinion, ‘**management or use of resources**’ in the Growth Plan for GGH **could apply to propane storage/distribution for those areas not serviced by natural gas** e.g., agriculture areas. Further, suggest that **propane could be designated an ‘agriculture-related use’** based on the definition of that in the Growth Plan for GGH:

‘Farm-related commercial and farm-related industrial uses that are directly related to 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. (PPS, 2014)’

Section 2.3.3.1 ‘Permitted Uses’ of the **Provincial Policy Statement also lends support to the idea of classifying propane as an ‘agriculture-related use’:**

‘In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses. Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.’

Wellington County Official Plan (sections 4.2.5, 6.3, 6.4.2, 6.43, 6.81, 6.82, 10.5.5) might also lend support for the idea of a propane storage/distribution facility on rural land (away from residential neighbourhood) and as an ‘agriculture-related use’:

- (4.2.5) *'Businesses required to serve agriculture will be allowed where they are needed in close proximity to farms. The Rural System can also contribute sites for employment based on the ability to provide larger lots, larger buffers for compatibility, proximity to rural resources or access to major roads.'*
- (6.4.2) *'As a general rule, land use activities which support agriculture will be encouraged and land use activities which do not support agriculture will be discouraged.'*
- (6.4.3) *'Permitted uses and activities in Prime Agricultural Areas may include agriculture-related uses.'*
- (6.3) *'Rural employment lands are intended to provide locations for business activities that may be better served by sites outside urban areas.'*
- (10.5.5) *'Rural Industrial Areas: New lots may be allowed in Rural Industrial areas providing that the land will be appropriately zoned.'*
- (6.8.1) *'Defined Rural Employment Areas are lands set aside for industrial and limited commercial uses which would benefit from a rural location due to: the need for a relatively large site; or the need for access to major transportation routes; or the need to be close to rural resources. In all cases, rural employment areas will be used by "dry" industrial and limited commercial uses which do not use significant amounts of water in their operation and which do not produce significant amounts of effluent, consistent with rural servicing levels which rely on private water and sewage systems.'*
- (6.8.2) *'Dry industrial and commercial uses requiring large lots, major road access or proximity to rural resources are permitted in rural employment areas.'*

There is a precedent in Wellington County of agriculture land being converted to Industrial. **Chalmers Fuels** at 6630 Wellington Rd 123 (near the Teviotdale* corner) is an established 'Bulk Fuel Depot' (fuel, propane, Cardlock) with M1-41 zoning. Sept 4, 2018, **permission was granted by Minto township to approximately double the area there designated for M1-41 by converting a parcel of adjacent land from A-16 to M1-41.** I got that information from Michelle Brown, Planning Technician/Building Assistant, for Minto Township on Aug 28, 2020. See pages 386-387 for the July 3, 2018 Council meeting including the site map.

<https://mintopublishing.escribemeetings.com/FileStream.ashx?DocumentId=8301>

The meeting minutes are at <https://mintopublishing.escribemeetings.com/FileStream.ashx?DocumentId=8433>

The Council meeting minutes for third and final reading (carried) was at the Sept 4, 2018 meeting.

<https://mintopublishing.escribemeetings.com/FileStream.ashx?DocumentId=8800>

Note that the Minto Zoning By-Law website says that this by-law change (2018-54) was done on July 3, 2018 but probably should read as Sept 4, 2018 because the third reading (carried) didn't happen until Sept 4, 2018.

Michelle Brown told me on Aug 31, 2020 that she will look into that.

<https://town.minto.on.ca/content/residents/building-planning/minto-zoning-by-law-01-86-consolidation.pdf>

*Teviotdale does not have the population density that Alma has.

As an aside, the Provincial Government is promoting natural gas in underserved areas instead of other heating fuels such as propane, electricity, or oil. For further details see the letter from Ontario Ministers of Energy to the Municipality of South Huron on page 264-265 of the Council Agenda (dated Jan 13, 2020)

<https://pub-southhuron.escribemeetings.com/FileStream.ashx?DocumentId=24308>

as well as a second letter mentioned there from Ontario Ministers of Energy (dated Dec 12, 2019)

<https://www.oeb.ca/sites/default/files/Letter-to-OEB-natural-gas-expansion-20191212.pdf>

LAND USE AND LAND USE COMPATIBILITY

The plan is for 4 underground propane storage tanks (226,8000 litres each) and the distribution thereof. A reporter for the Wellington Advertiser (July 23) quoted consultant Alex Beatty:

- ‘This is really a unique build in Ontario and in Canada’
- ‘In Ontario there are no underground bulk plants’
- ‘industry just grew up with above-ground storage.’

The reporter went on to say ‘He noted the largest facility in Ontario has five 60,000 gallon tanks and there are about 115 licensed bulk plans in Ontario’.

I’ve lived in Alma for 42 years. During that time approximately 110 new homes, a church, and a community centre were built, a few businesses came and went, and Wallace Cumming Park was created. Also, two gas fueling stations were removed, and the Fast Stop Cardlock (gas and diesel) was installed for self-service. A Bulk Fuel Depot in Alma would be the most significant change to date, and not a welcome one.

The **Provincial Policy Statement (PPS)** classifies a **Hamlet** as ‘settlement area’:

- (see 1.1.3) ‘Settlement areas are urban areas and rural settlement areas, and include cities, towns, villages and hamlets. Ontario’s settlement areas vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of infrastructure available’
- (see 1.1.3.1) ‘Settlement areas shall be the focus of growth and development’.
- (see 1.1.1 item b) ‘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’.

According to **Wellington County Official Plan** (County OP), Alma is classified as a **Hamlet** within the ‘**urban system**’, and residential growth is directed to Hamlets and other urban centres (e.g., see 3.1, 7.1, 7.4, 10.6.1, etc.). Objectives for residential uses include:

- (see ‘Hamlets’ ‘Permitted Uses’ 7.4.1 paragraph 2) ‘Other uses including 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.’
- (see ‘Residential’ 8.3.2 item f) ‘minimize potential compatibility issues between residential and other land uses.’

Compared to ‘**rural settlements**’ (see County OP 6.4.7):

‘Rural settlements are existing small communities that form part of the rural fabric of Wellington. These settlements are primarily small clusters of housing with occasional commercial, industrial or institutional uses. These areas are not designated on Schedule “A” and are not expected to grow but they may be recognized in the zoning by-law and limited residential infilling may be allowed.’

But the **Wellington County Official Plan** (see 2.4) states:

- ‘The decisions of the County shall conform to the Growth Plan for the Greater Golden Horseshoe.’
- ‘its decisions shall conform to the Greenbelt Plan for the Greater Golden Horseshoe’.

Unlike the Wellington County Official Plan which classifies Alma as a Hamlet in the urban system, the ‘**Growth Plan for the Greater Golden Horseshoe**’ classifies Alma as a ‘**rural settlement**’ in the rural system. The definition by GGH reads as:

***‘Rural settlements:** Existing hamlets or similar existing small settlement areas that are long-established and identified in official plans. These communities are serviced by individual private on-site water and/or private wastewater systems, contain a limited amount of undeveloped lands that are designated for development and are subject to official plan policies that limit growth. All settlement areas that are identified as hamlets in the Greenbelt Plan, as rural settlements in the Oak Ridges Moraine Conservation Plan, or as minor urban centres in the Niagara Escarpment Plan are considered rural settlements for the purposes of this Plan, including those that would not otherwise meet this definition.’*

GSP Group Inc referred to Alma as **‘rural settlement’** according to the ‘Growth Plan for the Greater Golden Horseshoe’ (see page 92 of July 14 Agenda):

‘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.’

Land users of M1 zoned properties (including ‘Bulk Fuel Depot’) might normally need access to a community water source and sewer system per the Wellington County Official Plan (see 7.5.10). Neither is necessary in the Core Fuels case because the private well and sewer system will meet their needs as noted in the Planning Report.

In my opinion, regardless of whether Alma is classified as a Hamlet or not, **a Bulk Fuel Depot in Alma should not be considered ‘limited growth’ (per Greater Golden Horseshoe) or ‘small scale industrial’ (Wellington County Official Plan) because:**

- The Wellington Advertiser (July 23) reported consultant Alex Beatty told Council (July 14): *‘He noted the largest facility in Ontario has five 60,000 gallon tanks and there are about 115 licensed bulk plans in Ontario’*
- The proposed Bulk Fuel Depot in Alma, 4 tanks of 60,000 United States Water Gallons (UWSG) each, **would potentially be the second largest propane facility in Ontario.** That is, compared to the one that has 5 tanks X 60,000 UWSG reported by consultant Alex Beatty to Council July 14.
- **According to the Ontario Ministry of the Solicitor General** under heading ‘Risk & Safety Management Plans for Propane Facilities (RSMP)’, **a propane facility with more than 5000 USWG is deemed to be a ‘medium or large facility’ and hence a Level 2 Risk and Safety Management Plan requirement.**

Questions:

- Would TSSA specify this ‘Bulk Fuel Depot’ as medium or large after the Risk and Safety Management Plan before or after the RSMP is submitted for approval?
- Would it be possible to find out whether the facility in Ontario that has 5 X 60,000 USWG (where?) is rated as a medium or large facility?

Planning Report, GSP Group Inc (see page 93 of July 14 Agenda) reads:

‘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.’

In my opinion,

- **Mitigating risks would be imposing risks not eliminating risks.** I trust that Core Fuels would do their very best to mitigate risks (i.e., avoid harm to others), but that **does not guarantee public safety**. Propane accidents happen e.g., human error, equipment or maintenance failures, etc. That is why Ontario Law has ‘Liability Insurance Requirements for Propane Operators’ effective Jan 1, 2016.
- **There will be potential negative impacts** for those in the community as summarized in section 1 point 8.

People live in Hamlets such as Alma instead of larger urban centres because of a perceived sense of community and better quality of life. A Bulk Fuel Depot does not fit with our goals for safe and healthy living. The following sections (4 total) of the Wellington County Official Plan and the Provincial Policy Statement **support our goals for safety and well-being, and preserving the character of the Alma** (i.e., no Bulk Fuel Depot).

Wellington County Official Plan (County OP) section ‘**Wellington’s Planning Vision**’ (see 2.1.4) reads:

- *‘Healthy communities are those which:*
 - *foster physical, mental, social and economic well being;*
 - *provide residents with a sense of control over decisions which affect them;*
 - *are designed to reduce the stress of daily living and meet the life-long needs of its residents;*
 - *make accessible employment, social, health, educational and recreational opportunities to all segments of the community.’*

County OP section ‘**Residential Overview**’ (see 8.3.1) reads:

‘Wellington is strongly committed to preserving the character and integrity of existing residential areas and will make reasonable efforts to ensure that development is compatible with established neighbourhoods. Wellington is also committed to ensuring that controlled growth and development occur within the community in order to maintain and enhance the small town character of urban centres.’

County OP section ‘**Residential Intensification**’ (see 4.4.3 item h) reads:

‘encouraging small scale intensification in hamlets consistent with their character and servicing including accessory or second residences, limited severances and conversions’

Provincial Policy Statement regarding land use reads:

- (see 1.0) *‘Efficient land use and development patterns support sustainability by promoting strong, liveable, healthy and resilient communities, protecting the environment and public health and safety, and facilitating economic growth.’*
- (see 1.1.1 item c): *‘Healthy, liveable and safe communities are sustained by avoiding development and land use patterns which may cause environmental or public health and safety concerns.’*

Further the following 3 sections of the Wellington County Official Plan support **compatible land use that does not negatively impact on residents, and thereby adds support for ‘no Bulk Fuel Depot’** next to an existing residential neighbourhood:

County OP section ‘**Planning Impact Assessment**’ (see 4.6.2 items d, i, j) reads:

‘Planning impact assessments may be required to evaluate:

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;

- i) methods of reducing or eliminating negative impacts;
 j) other planning matters considered important by a Council.

County OP section ‘**Hamlets**’ (see 7.4.3 ‘**Land Use Compatibility**’) reads:

In hamlets the establishing of specific areas for various land uses is normally left to the zoning by-law. In establishing zones, Councils shall ensure that existing and proposed uses are compatible and that adverse impacts are kept to a minimum and that appropriate mitigation is provided where practical.’

County OP section ‘**Detailed Urban Centre Policies**’ (see 8.3.2 item f ‘residential development objectives’) reads: *to minimize potential compatibility issues between residential and other land uses.’*

‘Land Use Compatibility’ per the **Provincial Policy Statement** (see 1.2.6.1) reads:

‘Major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.’

PPS defines ‘major facilities’ (see 6.0):

‘means facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.’

PPS defines ‘sensitive land uses’ (see 6.0):

‘means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.’

Questions:

- Would PPS classify the existing residential neighbourhood adjacent to the Core Fuels property **as well as the Alma Public School as ‘sensitive lands’?** Particularly given that the Technical Standards and Safety Authority (see TSSA page 22) classifies schools as sensitive ‘public receptors’? Expect that Alma Public School will be within the ‘hazard distance’ for ‘public receptors’ when the estimate is updated to include 4 rather than 2 propane storage tanks.
- **Would PPS consider the Core Fuels facility ‘major’** given the classification of ‘medium or large’ facility by the Ontario Ministry of the Solicitor General for the Risk and Safety Management Plan (RSMP), and the storage capacity of 907,200 litres of propane (i.e., 4 tanks of 226,800 litres each)? Particularly given that consultant Alex Beatty told Council on July 14 that the largest facility in Ontario has 5 such tanks (i.e., only 1 more than proposed in Alma).
- **If yes to the PSS questions, does this lend support to ‘No Bulk Fuel Depot’?**

PROPANE ACCIDENTS, HAZARDS, AND SAFETY PRECAUTIONS

Propane safety regulations (TSSA) became more restrictive after the Sunrise Propane Explosion (Aug 10, 2008). According to the Technical Standards and Safety Authority (see TSSA page 4):

'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.'

A catastrophic event in Alma could occur if a propane leak was caused by e.g., an accident involving a propane cargo liner truck or propane distribution truck (e.g., collision or hose disconnection), uncontrolled overpressure of propane in the storage tank, corrosion of the storage tanks (cathodic protection planned to mitigate corrosion); human error (e.g., intent, negligence, accident), faulty/damaged/poorly maintained equipment; etc.

Whether a propane accident involves small propane cylinders, propane tanks for home heating, a propane storage/distribution facility (small, medium, large, above or underground), pipes between propane storage tanks, propane cargo liner truck or propane distribution truck, underground pipeline, etc., there are **common factors that we can learn from e.g.:**

- propane is a highly combustible and flammable fuel,
- leaks can cause fires and explosions,
- **there can be unaccounted for factors that affect risk modelling and outcomes** e.g., contents of buildings, potential ignition sources (known and unknown), human factors (e.g., error, intent, negligence, accident), weather conditions (e.g., lightning, tornados), etc.

Excerpt from **the handout from Core Fuels** to those who attended 'Coffee Hour with the Mayor' on Aug 5:

'The tanks will be protected by impressed current, a method that neutralizes the affects of the corrosion on the tank, with the added benefit of being digitally monitored from above ground.'

No mention of back up systems for hydro (e.g., generators) in the TSSA requirements. TSSA requires (see page 124): *'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.'*

Questions: What if there is an extended power outage e.g., from a tornado, lightning, ice, etc? What alternate power source is planned to keep safety features operating e.g., the digital monitoring system, shutoff valves, etc?

Proximity of the Bulk Fuel Depot to flammable/combustible substances within 'hazard distance' could exasperate a propane incident if there is a leak/fire/explosion at the Depot e.g.,

- 1) Fast Stop Cardlock (gas and diesel) for self-service at the adjacent property (6974 Wellington Road 7),
- 2) Buehler's Automotive, Geddes Garage of Alma Ltd, Bruce Heath Collision Services, Husky Farm Equipment (and maybe other businesses), as well as several well-equipped private hobby workshops for personal use (including some < 500 metres from Core Fuels) **have acetylene torches, welding equipment, etc.** Similar items would also be at Eloquip Ltd which according to my calculations is within 1.2 km sightline (hazard distance) from the Bulk Fuel Depot.
- 3) natural gas lines,
- 4) miscellaneous substances controlled by property owners e.g., gas in portable containers for lawnmowers, aerosol cans, butane cartridges for barbecues, and other unknown substances,

Static electricity is everywhere **and is a serious risk in the propane industry.** See the document '**Propane Industry Safety Talks Filling & Delivery of Containers**' by the Propane and Education Research Council (2014) for details.

http://www.cfins.com/wp-content/uploads/2017/08/RE_SafetyTalks_FillDeliverContainersSet_Final_CoBrand.pdf

The document (29 pages) is a very thorough guide of safety tips and precautions for operators. See quotes below regarding static electricity as a propane ignition source, and potential delays in propane leak detection:

- (page 7) *'Static electricity is electricity at rest, but if a conductive path is present, it can result in a spark or static discharge. In propane operations, this spark can ignite and cause a fire or even an explosion. It is important to understand static electricity, where and how it can arise, and how to reduce risks of a static ignition.'*
- (page 7) *'The smallest static spark we can see or feel (about 3,000 volts) has double the energy required to ignite propane.'*
- (page 8) *'The release of static electricity (static discharge) can be extremely hazardous in propane operations. By using the following tips, you can help prevent and control static discharge and ensure a safe working environment for yourself and your coworkers.'*
- (page 27) *'A customer complaint about a gas odor requires prompt attention. A propane leak can exist for a long time without detection. To ensure against potential hazards or downtime, respond to propane odor reports swiftly, and follow your company policy for resolution.'*
- (Page 27) *'If the propane odor is detected inside a building, instruct the customer to immediately put out all smoking materials and other open flames; do not operate lights, appliances, telephones, or cell phones; shut off the gas if it is safe to do so; and leave the area.'*

There are many safety data documents, news reports, research papers, etc. regarding propane hazards and the destructive forces of propane leaks, fires, and explosion. A few examples included below. Note details about **physical injuries, loss of life, damage to property/structures, damage to community infrastructure, causes of accidents, future recommendations (e.g., for fire fighters), a class action suit, etc.**

The **Material Safety Data Sheet (MSDS) provided by Superior Propane (Aug 8, 2018)**

outlines hazards of inhaling propane:

'May displace oxygen and cause rapid suffocation. May cause respiratory irritation. Signs/symptoms may include cough, sneezing, nasal discharge, headache, hoarseness, and nose and throat pain.,

as well as contact with eyes and skin, acute and delayed symptoms, etc. **Note in particular the details for firefighters.** https://www.superiorpropane.com/-/media/propane-ghs-sds-2018_08_08-final.ashx?la=en&hash=931ED3592298A7D6B65022250E8B837E3B9A04AE

'A study of storage tank accidents' by James I. Changa and Cheng-Chung Lin in the Journal of Loss Prevention in the Process Industries 19 (2006) 51–59: <https://technokontrol.com/pdf/storagetank-firesstudy.pdf>

The focus of the article is on storage tanks for various flammable/combustible fuels (including propane) but the details are informative (and generalizable) to the discussion regarding the Bulk Fuel Depot in Alma. The article summarizes data from around the world involving **242 tank accidents from 1960 to 2003** and highlights the causes of accidents including human error and other. Excerpts from the article:

- *'Fire and explosion account for 85% of the accidents. There were 80 accidents (33%) caused by lightning and 72 (30%) caused by human errors including poor operations and maintenance. Other causes were equipment failure, sabotage, crack and rupture, leak and line rupture, static electricity, open flames etc.'*
- *'Four out of five accidents occurred during LPG and propane loading was caused by operational error. In a 1964 accident in Japan and a 1998 accident in Kaohsiung, Taiwan, the drivers moved the tankers inadvertently resulting in hose disconnecting, vapor release, fire and explosion. In a 1979 accident in Ypsilanti, Michigan, USA, the hose failed during tank loading (Lenoir and Davenport, 1993). In 1972, a drain*

valve at the bottom of a LPG sphere in a Brazil refinery was left open by an operator resulting in the destruction of 21 storage tanks and an office building (March & McLennan, 1990).'

For other breakdowns of the causes of storage tank accidents, see Table 7 of that article.

Council is aware of the **Sunrise Propane Explosion** (Aug 10, 2008) in Toronto ON.

Excerpts from the Office of the Fire Marshall on the Ontario Minister of the Solicitor General website:

https://www.mcscs.jus.gov.on.ca/english/FireMarshal/MediaRelationsandResources/News/OFM_News_08-04-10.html

- *'The cause has been identified as a propane leak that resulted from a hose failure during a "tank-to-tank" transfer from one cargo truck to another. The ignition source has not been determined.'*
- *'The OFM will provide a redacted copy of the report, which is very technical in nature, upon request and will be releasing an executive summary outlining key findings of its investigation shortly.'*
- *'["This incident had a major impact on the community," said Ontario Fire Marshal Pat Burke. "Two people died, thousands were evacuated and property damage and clean up costs were extensive. It is hoped the OFM's investigation can contribute to preventing similar incidents from ever happening again."']'*

The **Sunrise Propane Explosion** caused damage to several homes e.g., structural damage, broken windows, blown out doors, etc. Other hardships included injuries, lost income, uninsured loss, lengthy battles with insurance companies, emotional trauma, etc. Claimants (6500) in the class action suit were awarded \$23 million but they waited 6 years for that verdict (Aug 2014). Over \$5 million in fines were given to the company owners and 2 directors in Jan 2016. That summary came from these sources:

<https://globalnews.ca/news/4382469/sunrise-propane-explosion-downsview/>

<https://globalnews.ca/news/675802/sunrise-propane-guilty-in-toronto-blast/>

<https://globalnews.ca/news/1498694/23m-settlement-reached-in-sunrise-propane-blast/>

<https://globalnews.ca/news/2475465/sunrise-propane-2-directors-handed-5-3m-fine-in-2008-explosion/>

<https://toronto.citynews.ca/2018/08/10/10-year-anniversary-sunrise-propane-explosion/>

<https://www.canadianunderwriter.ca/catastrophes/two-remaining-mysteries-from-2008-sunrise-propane-explosions-1004169321/>

'**Detonation of a Flammable Cloud Following a Propane Pipeline Break**' by the United States Department of Interior reported on the **propane vapour cloud explosion** that happened at **Port Hudson Missouri (Dec 9, 1970)**'. That report can be downloaded from the top left side of this website

<https://ntrl.ntis.gov/NTRL/dashboard/searchResults/titleDetail/PB220587.xhtml>

Port Hudson looks like a small rural settlement area near an intersection on Google Map satellite view. The details of this accident are **informative because** the report describes possible ignition sources for propane vapours, affects such as conditions of temperature, wind, land contour etc. on the movement of propane vapours, analysis of blast outcomes and damage, damage outside the flammable zone, ground displacement by the event, **window damage at 0.5 PSI**, implications for safety due to large windows in home, etc. Table 7 of the report shows the **number of structures damaged within 1 through 5 miles of the propane leak (e.g., 69 of 92 structures within a 2-mile radius were damaged)**. Note in particular this quote from page 31 of the report:

'Implications Regarding Such Incidents in the Future

In relating the previously stated observations to what might have happened under other circumstances or in another locality, one is tempted to overindulge in speculations. Had Port Hudson, Mo., been a highly populated area, devastation and fatalities would have been expected within the area of the flammable cloud, about 10 acres. Yet this accident also demonstrated an effective, though unrehearsed, evacuation of a neighborhood. Persons occupying homes within the 1.0-psi isobar would have been in grave danger; this area includes about 300 acres.

That suggests that at 1.0 PSI the ‘hazard distance’ was 300 square acres which is 1.214 kilometers from the propane accident.

‘Flin Flon explosion among workplace incidents that led to injuries, fines’

<https://winnipeg.ctvnews.ca/flin-flon-explosion-among-workplace-incidents-that-led-to-injuries-fines-1.4358158>

A propane explosion occurred in Flin Flon Manitoba (May 24, 2016) when repairs were being done on a propane pump truck. Quote: *‘The truck had been parked in a maintenance garage since the evening before, and residual propane from the dispensing system seeped into the garage. The worker lit an oxygen/acetylene cutting torch, which caused an explosion. The province said the explosion’s debris spread over a city block and the worker was seriously hurt.’*

‘Explosion Levels Half of the Town’ (March 13, 1990) (North Blenheim NY)

<https://www.upi.com/Archives/1990/03/14/Explosion-levels-half-of-town/2684637390800/>

The leak at the Hamlet of North Blenheim was caused by oversights of workers who were doing repairs to the pipeline. Two people were killed, 5 people injured, 10 homes destroyed, and 5 homes damage. Quote:

‘Texas Eastern officials speculated leaking liquid propane formed a puddle near the center of the small village, evaporating into a volatile gas cloud that exploded minutes later. The flames then raced up a large hill back to the pipeline and touched off a second explosion’

‘Truck Carrying Propane Tanks Catches Fire and Explodes’ (June 22, 2020 Debert Nova Scotia)

<https://www.cbc.ca/news/canada/nova-scotia/fire-propane-tanks-debert-1.5621834>

Although this article involved a truck carrying a large quantity of small propane cylinders, it demonstrates affect a propane accident can have on infrastructure. Quote: *‘The fire was so massive it damaged the road surface and burned away fibre optic cabling in the area, according to the Onslow Belmont Fire Brigade.’*

‘Propane Tank Explosion Results in the Death of Two Volunteer Fire Fighters, Hospitalization of Six Other Volunteer Fire Fighters and a Deputy Sheriff — Iowa’ (April 9, 1998)

https://www.nfpa.org/~media/Files/forms%20and%20premiums/472%20handbook/NF472HB08_P3_CHS4

This article by the National Fire Protection Association in the U.S.A. is about an 18,000 gallon propane tank that exploded as the result of contact by a 4-wheel vehicle (human error), and the serious outcomes of the accident.

Recommendations for fire fighters are also included. Excerpts:

‘At about 2305 hours two people riding a 4-wheel, off-road vehicle struck one of the two fixed metal pipes between the propane tank and the two vaporizers (a device other than a container that receives LP-Gas [Liquefied Petroleum-Gas] in liquid form and adds sufficient heat to convert the liquid to a gaseous state), breaking one pipe off completely. As the liquid propane spewed from the pipe the operator of the 4-wheel, off-road vehicle drove away to call 911. The heavier-than-air propane vapors, which have a vapor density of 1.45 to 2.0, spread along the ground and were eventually ignited by the pilot flame at the vaporizers. Burning propane vapors spread throughout the area and began to impinge on the tank, causing the pressure relief valve to activate and send burning propane flames high into the air.’

‘On April 9, 1998, 20 fire fighters from a volunteer fire department responded to a propane tank fire located at a turkey farm about 2.5 miles from the fire department. Upon arrival at the fire scene a decision was made to water down the buildings adjacent to the propane tank and allow the tank to burn itself out since the tank was venting. Some of the fire fighters positioned themselves between the burning propane tank and the turkey sheds and were watering down the buildings as the remaining fire fighters performed other tasks, e.g., pulling

hose and operating pumps. About 8 minutes after the fire fighters arrived on scene, the tank exploded (see Exhibit S4.1). When the tank exploded it separated into four parts and traveled in four different directions. Two fire fighters about 105 feet from the tank were struck by one piece of the exploding tank and killed instantly. Six other fire fighters and a deputy sheriff, who had arrived on scene just before the explosion, were also injured.

‘Insights from the Risk Analysis of a Nearby Propane Tank Farm’ (June 12, 2014) by James C. Lin, ABSG Consulting Inc., Irvine, California, United States.

<https://pdfs.semanticscholar.org/28c0/3b89d7b86289e70efd5203fef087f7372444.pdf>

See in particular sections 2, 3, 4 regarding potential propane hazards and outcomes:

- Section 2 – **‘Typical U.S. Propane Storage and Distribution Terminal’**
- Section 3 – **‘Potential Hazards Associated with the Operations of the Propane Storage and Distribution Terminal’** which describes safety hazards after a propane release including **Toxic Gas Clouds**, Pool Fires, Jet Fires, Vapour Cloud Fires, VCEs and Blast Overpressure, VCE Missels, BLEVE and Blast Overpressure, BLEVE Fireball, BLEVE Missles, and Potential Damage Hazzards.
- Section 4 – **‘Accidental Release Scenarios and Outcomes’** which describes Propane Pipeline Breaks, Release of Complete Propane Tank Inventory due to Catastrophic Tank Rupture, Continuous Leak from a Small Hole in Propane Storage Tank, Release due to Propane Transport Truck Accident, Possible and Critical Release Event Outcomes.

EMERGENCY PREPAREDNESS

Material Safety Data Sheet (MSDS) provided by Superior Propane (Aug 8, 2018)

[https://www.superiorpropane.com/-/media/propane-ghs-sds-2018_08_08-](https://www.superiorpropane.com/-/media/propane-ghs-sds-2018_08_08-final.ashx?la=en&hash=931ED3592298A7D6B65022250E8B837E3B9A04AE)

[final.ashx?la=en&hash=931ED3592298A7D6B65022250E8B837E3B9A04AE](https://www.superiorpropane.com/-/media/propane-ghs-sds-2018_08_08-final.ashx?la=en&hash=931ED3592298A7D6B65022250E8B837E3B9A04AE)

The following 3 excerpts are about propane hazards, safety distance, and **advice for firefighters**:

- *‘Acute and delayed symptoms and effects: May displace oxygen and cause rapid suffocation. May cause respiratory irritation. Signs/symptoms may include cough, sneezing, nasal discharge, headache, hoarseness, and nose and throat pain.,*
- *‘If a tank, rail car or tank truck is involved in a fire, ISOLATE for 1600 meters (1 mile) in all directions; also, consider initial evacuation for 1600 meters (1 mile) in all directions.’*
- *‘Leaking gas fire: Do not extinguish, unless leak can be stopped safely. Eliminate all ignition sources if safe to do so. Vapors may cause dizziness or asphyxiation without warning. Some may be irritating if inhaled at high concentrations. Contact with gas or liquefied gas may cause burns, severe injury and/or frostbite. Fire may produce irritating and/or toxic gases. Wear positive pressure self-contained breathing apparatus (SCBA). Structural firefighters’ protective clothing will only provide limited protection. Always wear thermal protective clothing when handling refrigerated/cryogenic liquids.*

Technical Standards and Safety Authority (TSSA) ‘Guidelines for the Implementation of the Level 2 Risk and Safety Management Plan (RSMP)’ reads

(see TSSA page 24) **‘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...(continued)

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.'

When the **Risk & Safety Management Plans (RSMP)** is submitted by Core Fuels for approval, those documents will include information provided by the fire department. See the questions for fire departments on these websites:

- https://www.mcscs.jus.gov.on.ca/english/FireMarshal/FireServiceResources/Propane/PhaseIGuidanceDocument/Propane_PhaseI_Guidance.html
- http://www.mcscs.jus.gov.on.ca/english/FireMarshal/FireServiceResources/Propane/Propane_PhaseII_Guidance.html

Concerns in addition to those earlier about propane accidents and hazards:

- 1) Alma has no large water source to fight a large fire which potentially could involve several properties beyond the Bulk Fuel Depot, and **no community early warning system** for evacuation.
- 2) **there was no report from the fire department** in the July 14 Agenda about the Bulk Fuel Depot,
- 3) there could be a **delay in the arrival of emergency responders** because Alma is serviced by volunteer fire fighters (i.e., compared to larger communities that have full-time fire fighters) from elsewhere.

Questions about emergency preparedness in Alma:

- 1) (In my opinion) In advance of making a final decision on the proposed by-law amendment, Council should **ask the Mapleton Fire Chief** whether or not he has any 'preliminary' concerns with respect to emergency planning, response time, training, and current resources (e.g., water volume/supply, equipment, and number of fire fighters available in the local area) to fight a potential fire/explosion at the Bulk Fuel Depot and beyond in the community? The questions for the RSMP noted above will be helpful here.
- 2) Will it be necessary for the County/Township to provide **additional resources to support local fire departments for emergency preparedness** to fight a fire/explosion at the proposed Bulk Fuel Depot and beyond in Alma? On Aug 14, 2020, the Wellington Advertiser quoted the Mapleton Fire Chief (Rick Richardson) as saying: *'Richard told council Mapleton has the smallest annual fire budget among comparable municipalities in the area, which range "from \$1.7 million down to where we are at \$746,000.'*
- 3) **How big was the propane storage facility** at the site of the Sunrise Propane Explosion (Aug 10, 2008) in comparison to the one proposed for Alma? **Toronto City News reported that 200 fire fighters responded.**
<https://toronto.citynews.ca/2018/08/10/10-year-anniversary-sunrise-propane-explosion/>
- 4) **Is anything other than water needed** to fight large fires at the Bulk Fuel Depot or in the community?
- 5) **How quickly do propane vapours spread** e.g., to reach the ventilation system of the Alma Public School or elsewhere? (The School will probably be in the 'hazard distance' once updated for 4 tanks.)
- 6) I heard second hand that Core Fuels mentioned (at Aug 5 'Coffee Hour with the Mayor) in response to questions about water for fire fighting that there are some local ponds etc. where water could be obtained. Can that be verified through the Fire Chief as well as the **volume of water assessed** particularly in light of seasonal changes. Further, what would be needed to fight a large fire involving the community beyond the Core Fuels site?

Council taking extra time to seek further information is supported by the **Wellington County Official Plan** (see 4.6.2 item j): *'Planning impact assessments may be required to evaluate other planning matters considered important by a Council.'*

MAPPING HAZARD DISTANCES TO PUBLIC RECEPTORS

Technical Standards and Safety Authority (TSSA) ‘Guidelines for the Implementation of the Level 2 Risk and Safety Management Plan (RSMP)’ will hereafter be referred to as ‘TSSA Guidelines for Level 2 RSMP’.

TSSA Guidelines for Level 2 RSMP state the conditions on which the ‘hazard distance’ from the facility must take into account all of the tanks (see TSSA page 9):

‘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).’

Further, (see TSSA page 10) defines ‘public receptors’ for a propane accident:

‘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.’

The Planning Report by GSP Group Inc (see the July 14 Agenda) reads:

(page 93) *‘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.’*

(page 96) *‘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.’*

(page 95) ‘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.’

Further, consultant Alex Beatty said (see page 111 of the July 14 Agenda): ‘Based on the examples provided the propane site would be in compliance with TSSA regulations for land use planning.’

I disagree with the conclusion that the Bulk Fuel Depot would be at an ‘appropriate distance from ‘public receptors’ and thereby the population because:

- 1) The endpoint for 1.0 PSI Overpressure (per TSSA above) is the ‘*threshold for potential serious injuries to people as a result of property damage cause by an explosion*’. The current estimate based on 2 tanks is 1030 metres (please update for 4 tanks).
- 2) **Question:** Doesn’t that mean that **all people within that 1030 metre ‘hazard distance’ are potentially at risk** if there is a catastrophic propane event?
- 3) (If yes to #2) Why did consultant Alex Beatty, say (based on personal experience) **that the distance from the Bulk Fuel Depot to the ‘public receptors’** (see page 111 and 142 Council agenda) **was compliant with TSSA Regulations** based on: no houses, commercial centres, restaurants, offices, etc. within 50 metres of the Depot; no hotels, apartment buildings, residential units within 250 metres of the Depot. no hospitals, homes for the aged, schools within 335 metres of the Depot? Very confusing given details above.
- 4) In my opinion, there is **not sufficient distance**, transitional area, or physical barriers to protect people and structures beyond the Bulk Fuel Depot from a propane blast given the literature regarding propane fires/explosions. There are several homes in Alma within 500 metres of the Depot and many more homes etc. within the 1030 metre radius.
- 5) **Mitigating risks would be imposing risks on the community not eliminating risks.** I trust that Core Fuels would do their very best to mitigate risks (i.e., avoid harm to others), but that **does not guarantee public safety**. Propane accidents happen (e.g., human error, equipment or maintenance failures, etc.) That is why Ontario Law has ‘Liability Insurance Requirements for Propane Operators’ effective Jan 1, 2016 (<https://www.ontario.ca/laws/regulation/140197>). Further, the awarding of a \$23 million class action lawsuit in the case of the Sunrise Propane Explosion in 2008.
- 6) **Also, there would be negative affects in the surrounding area** for property owners whether there is a propane accident (e.g., bodily harm or death) or not (e.g., negative affects on emotional/mental/economic well-being). See the sections in this document titled ‘Propane Accidents, Hazards, and Safety Precautions’ (page 16) as well as ‘Economic Hardships’ (page 29) for further details.

About the **map of hazard distances to public receptors titled ‘1 PSI Over Pressure and Public Receptor Contours Sch. B’** (see page 142 of the July 14 agenda):

- 1) **The estimated sightline (hazard distance) between our house and the proposed Bulk Fuel Depot is less than 500 metres.** This is an unwelcome ‘imposed risk’ to our overall physical, emotional, mental, and economic well-being. Whether the proposal is for 1 propane storage tank or more, above or underground, I’m opposed because our house will be within the ‘hazard distance’.
- 2) The ‘hazard distance’ of 1030 metres (1.03 km) for ‘public receptors’ is for only 2 propane storage tanks per consultant Alex Beatty (see page 110 of the July 14 agenda). **Please updated for 4 tanks.**
- 3) My understanding is that TSSA Guidelines for Level 2 Risk and Safety Management (RSMP) requires (see TSSA page 10) that the risk model includes the combination of ALL of the propane storage tanks which in this case is 4 tanks of 60,000 USWG (=226,800 litres) each. **It is essential that we know the actual ‘hazard**

distance’ for 4 storage tanks before Council votes further on the by-law amendment regardless of whether or not the plan is to have 2 storage tanks installed initially and 2 in the future (when?).

- 4) **Question: Does the current estimate of the ‘hazard distance’ (1030 metres) include the Fast Stop Cardlock (gas/diesel)** given that it is on the adjacent property (6974 Wellington Road 7)? The storage tank size at the Fast Stop reads as 65,000 litres on the ‘site plan agreement’ between Mapleton Township and Core Fuels; see By-Law 2017-044 on the April 25, 2017 Council agenda. Note that the application for the **Risk and Safety Management Plans (RSMP)** asks the applicant: *‘Are ignition sources identified in the propane facilities location and has the engineer included adjacent properties that could contribute to the scenario?’* http://www.mcscs.jus.gov.on.ca/english/FireMarshal/FireServiceResources/Propane/Propane_PhaseII_Guidance.html
- 5) **Question:** If the Fast Stop Cardlock is included in the estimated ‘hazard distance’, what about the **proximity of a Bulk Fuel Depot to miscellaneous potential ignition sources for propane vapours** (including unknown sources) within the ‘hazard distance’ e.g., Buehler’s Automotive, Bruce Heath Collision Services, Geddes Garage of Alma Ltd, Husky Farm Equipment Ltd (and maybe other businesses), as well as several well-equipped private hobby workshops in Alma (including some < 500 metres from Core Fuels) which have **acetylene torches, welding equipment, etc.** Similar items would also be at Eloquip Ltd which is within 1.2 km sightline from the Bulk Fuel Depot.
- 6) Given that the TSSA Guidelines for Level 2 RSMP (see TSSA page 10) says that the ‘hazard distance’ for only ONE propane storage tank of 60,000 USWG (=226,800 litres) is 763 metres, and for only ONE propane tank of 90,000 USWG (=340,687 litres) is 874 meters, **suspect that the actual ‘hazard distance’ for FOUR propane tanks of 60,000 USWG (=226,800 litres) each will be 1200 metres (1.2 km) or more.**
- 7) The site-specific exception for ‘Bulk Fuel Depot **opens the door for Core Fuels** to eventually do more on site than currently planned (e.g., more than 4 tanks plus more substances) which **would further increase the ‘hazard distance’ and potential risks to public safety.** The Planning Report by GSP Group Inc (page 87 and 158 July 14 agenda) said: *‘A Zoning Amendment is required to add “Bulk Fuel Depot” to the list of permitted uses which would then permit the underground storage of propane and petroleum products.* **See Zoning section (page 9 in this document) for further details.**

According to my basic calculations (using the map and a ruler, and driving around with my car), **the following ‘public receptors’ are within a sightline (i.e., hazard distance) of 1.2 km (=1200 metres) or less** from the proposed Bulk Fuel Depot:

- Within Alma borders:
 - Majority of houses (*including our house with hazard distance < .5 km*),
 - Alma Public School,
 - The Right Spot Restaurant, Alma Town Convenience,
 - Buehler’s Automotive, Geddes Garage of Alma, Bruce Heath Collision Services, Wark Milk Transport, Husky Farm Equipment Ltd, Lloyd Scott Enterprises, Post Farm Structures,
 - Fast Stop Cardlock (gas and diesel fuel) – 6974 Wellington Road 7
 - 3 Churches – Alma Bible, Presbyterian, United,
 - Wallace Cumming Park,
 - (probably) Alma Community Centre,
- plus within the immediate surrounding area of Alma:
 - Eloquip Ltd – 6915 Wellington Road 7 (Centre Wellington)
 - Windmill Landscapes Ltd – 6899 Wellington Road 7 (Centre Wellington)
 - As well as a few farms.

As an aside, the location for the **proposed 250 unit retirement complex in Alma by Desired Living** (see diagram in April 29 Wellington Advertiser <https://www.wellingtonadvertiser.com/developer-proposes-250-unit-retirement-complex-in-alma/>) **would also be at a sightline (hazard distance) less than 1.2 km from the proposed Bulk Fuel Depot.** A letter from the CEO for Desired Living proposing a ‘business partnership’ with Mapleton Township was received by Council ‘for information’ according to the May 12, 2020 Council meeting minutes. When I checked on August 18, the Desired Living website indicated ‘*Payment is not required until the official form is signed. Currently we are taking registrations where we put your name on a list. Once the Township officially approves the build, we then will have the documents signed. Once the Township approves, there will be an official site plan and building layout.*’ <https://desiredliving.ca/blog/>

RISK MODELING DIFFICULTIES

Propane safety regulations improved after the Sunrise Propane Explosion (Aug 10, 2008). ‘TSSA Guidelines for Level 2 the Risk and Safety Management Plan’ (see TSSA particularly page 14) **acknowledges that risk modeling can be faulty** because of e.g., a lack of historical equipment failure data, uncertainties in frequency estimates regarding risks, insufficient design/layout/operating information, incomplete/unavailable data regarding failure modes, under estimation of safety features, **under estimation of human error probabilities**, etc. Per page 4 of TSSA Guidelines:

‘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.’

Because there are no other such underground installations in Canada (per Alex Beatty), there is no comparison installation on which to provide historical data (*e.g., longevity and safety of the tanks, catastrophic events due to human error, etc.*) for the risk modeling. **Particularly a new facility that is next to both an established residential neighbourhood, a fueling station for gas and diesel, and several other potential ignition sources in the community as noted elsewhere.** A first-time project of this nature **should be considered ‘experimental’ and precedent setting** and therefore, better suited at a property that is of greater distance from an established residential neighbourhood than is proposed in Alma.

Questions:

- How many ‘Bulk Fuel Depots’ were built in Ontario since the Sunrise Propane Explosion?
- Is 12 years enough time to evaluate how well the revised TSSA regulations are working?

LIFE EXPECTANCY OF PROPANE STORAGE TANKS

Underground tanks can corrode because:

‘The earth a natural electric current that occurs in water and land alike. These electrical currents have an adverse affect on metal objects that are in the ground or in the water. This adverse affect is called electrolysis and will literally drill a small hole through a metal object. Underground propane tanks are subject to electrolysis and need to be protected to avoid the deteriorating effect that results’.

<https://www.propane101.com/undergroundpropanetanks.htm>

Excerpt from **the handout that Core Fuels** provided to those who attended ‘Coffee Hour with the Mayor’ on Aug 5 (I didn’t know about that event until afterwards) regarding the benefits of underground propane storage tanks:

- 1) *'Although the tanks costs 20-30% more than above ground propane tanks, they provide the safest method of storage. The soil acts as an insulator, keeping the tank from overheating (meaning it will not over-pressurize) and protecting it from potential ignition sources, lowering the risk of fire.'*
- 2) *'The tanks will be protected by impressed current, a method that neutralizes the effects of corrosion of the tank, with the added benefit of being digitally monitored from above ground.'*

(About point 2 above) The Wellington Advertiser (July 23) quoted consultant Alex Beatty regarding **corrosion protection for propane tanks and the life expectancy of propane tanks respectfully** as follows:

- *'must be cathodically protected'*
- *'I have one client in Wellington County and he has repurposed a tank that he took out of a refinery in Sarnia and I believe the date on it is 1964.'*

Question: What was the size of that 56-year tank, was it for propane storage, was it cathodically protected, and was it an underground tank?

If interested, sample articles about cathodic protection for underground tanks:

- Petco Petroleum Tank Corporation in Kenly NC USA
<http://www.pettank.com/wp-content/uploads/2016/03/cathode-protection.pdf>
- Propane 101 <https://www.propane101.com/undergroundpropanetanks.htm>

Questions: Is the water table in Alma high? What affects will the water table on the Core Fuels property - which contains wetlands, flood plain, and a watercourse (per pages 67 and 147 of the July 14 Agenda) - have on the propane storage tanks? Can cathodic protection protect the tanks sufficiently from those conditions? Any related historical evidence available?

IMPOSED RISKS AND HARSHIPS: Mental and Physical Health

People choose to live in Hamlets instead of larger urban centres because of a perceived sense of community and better quality of life. A Bulk Fuel Depot does not fit with our plans for healthy living.

Imposed risks and hardships include:

- **Potential adverse affects on our physical well-being** (including bodily harm or death) if there is a propane fire/explosion/vapour cloud that extends beyond the depot
- **Adverse affects on our mental well-being and the general enjoyment of our properties** and community because e.g., worry/anxiety about potential health and safety risks, propane odours as well as noise from the facility.

(More details were provided under other headings so not repeated here.)

IMPOSED RISKS AND HARSHIPS: Property Damage Including Pollution to Private Wells and Septic Tanks if there is a Large Propane Accident

We all know what the potential property damage could be throughout Alma as a result of a fire/explosion at the Bulk Fuel Depot and beyond so no need to describe here. However, potential pollution needs to be discussed.

Alex Beatty (Beatty Petroleum Consulting Inc) told Council (July 14 meeting) that propane is not a water pollutant.

The report Emily Vandermeulen, Risk Management Inspector/Source Protection Coordinator for Wellington Source Water Protection, confirmed (see page 149 of the July 14 Agenda) that the site is not within the ‘wellhead protection area’ (refers to the Clean Water Act 2006). My understanding is that only communities with access to community wells are in the wellhead protection area.

Laura Warner, Resource Planner for the Grand River Conservation Authority, stated (see page 147 of the July 14 Agenda) no objection to the location of the proposed Bulk Fuel Depot. Laura’s report didn’t specifically mention private wells beyond the Core Fuels property.

My understanding is that none of the reports included in the July 14 agenda addressed the issue of potential **pollution of private wells and septic systems** within the ‘hazard distance’ **if there was a catastrophic event** at the Bulk Fuel Depot and beyond. **There could be many sources of pollutants** if there was a large-scale fire in the Alma community including gas and diesel fuel (e.g., at the Fast Stop Cardlock and many vehicles around town), oil, tires, chemicals, paint and aerosol cans, and many other unknown substances.

Question: Should Mapleton Council request more information regarding potential pollutants to private wells and septic systems in the event of a large propane fire/explosion involving properties beyond the Core Fuels property?

The Wellington County Official Plan section ‘**Environmental Impact Assessment**’ (see 4.6.3 item f) reads:

‘an assessment of the impact on groundwater resources and in particular existing private wells and municipal supply wells in the area.’

Further, the County OP section ‘**Environmental Services**’ (see 11.2.5) reads:

‘Municipal sewer and water services are not anticipated in hamlets.’

Municipal water and sewer services could be potentially necessary after a catastrophic event (true?), and property owners would not want to subsidize those expenses if damage was due to a propane fire/explosion. Not to mention the major inconvenience if the home was damaged but habitable but the well was contaminated.

IMPOSED RISKS AND HARDSHIPS: Odours and Noise

The Wellington County Official Plan (see 4.6.1 and 4.6.2) requires that environmental impacts be considered in the Planning Impact Assessment. In the chart on page 93 of the July 14 agenda, GSP Group Inc reported under item d) which is about odours, noise, etc:

‘Major roadways are expected to provide and serve high volumes of traffic including truck traffic (Policy 12.5.3a).’

There was no information about odours in item d), and nothing was noted in the July 14 meeting minutes about odours and noise.

Propane has a foul odour per Government of Canada:

‘In its liquid form, propane is colourless and non-toxic, but it will displace air and oxygen and can become an asphyxiant. An odorant is added to permit detection in the case of a leak. The odorant smells “skunky” or like a rotten egg. It is added in concentrations that can be noticeably smelled at one fifth of the lower combustion limit.’
<https://www.nrcan.gc.ca/energy/efficiency/energy-efficiency-transportation-and-alternative-fuels/alternative-fuels/propane/21611>

Question: Will strong odours be present when propane is off-loaded from propane cargo liner trucks, loaded onto propane distribution trucks, or during propane cylinder or propane vehicle filling? We don't want foul smells in the air on a regular basis.

I acknowledge that living near CR7 and CR17, and the need per regulations for Alma to have a certain amount of designated land for commercial and 'small scale industrial' use, comes with the acceptance of some intermittent background road noise. However, increased repeated patterns of noise on site from the propane systems, propane cargo liner trucks bringing the propane, propane distribution trucks, and miscellaneous other vehicles including RVs will be a concern particularly to those living in the south end of Alma.

Because of the position and size of the land at the Core Fuels property, **physical buffers to protect the residential neighbourhood against odours and noise (e.g., a forest) isn't possible.**

The following 3 policy statements suggest protection for citizens from odours and noise:

The Provincial Policy Statement (PPS) states (see 1.1.3.2 item c) that land uses must:

minimize negative impacts to air quality and climate change, and promote energy efficiency.

Also see PPS details on page 16 of this document (regarding PPS 1.2.6.1) guidelines for protection from odours and noise. Do those apply to the Alma public school or the residential neighbourhood?

The Municipal Act section 'Noise, Odour, Dust, etc.' (see item 129) reads:

*Without limiting sections 9, 10 and 11, a local municipality may,
(a) prohibit and regulate with respect to noise, vibration, odour, dust and outdoor illumination, including indoor lighting that can be seen outdoors;*

IMPOSED RISKS AND HARDSHIPS: Economic Well-Being

I assume that residents of Alma currently perceive (as I do) that the hamlet is a desirable, safe, and healthy place to live. Any Real Estate agent will tell you that **perception of the desirability of a particular residential neighbourhood affects property value and length of time to sell the home.** Property values in Alma, particularly those in the south end of Alma (where I live) would be negatively affected by the presence of a Bulk Fuel Depot.

If the proposed by-law amendment is approved, the imposed potential risks to quality of life etc. and negative affects on property values are both hardships and unfair particularly for existing residents.

Both the **Provincial Policy Statement** (see 1.0 and 1.1.1 item c) and the **Wellington County Official Plan** (see 2.14, 4.4.3 item h, 4.6.2 items d) i) j), 7.4.3, 8.31, 8.3.2 item f) **support land usage that will promote healthy and safe communities as well as compatible land usage.** Excerpts of those documents are provided in this document; see page 12 regarding 'Land Usage'.

Questions – If the proposed by-law amendment is approved:

- Will general insurance rates for residential and business properties increase based on potential risks? Insurance rates typically rise as insurance companies reassess risks within the local market.
- Will it be necessary for the County/Township to provide additional resources for the fire departments for emergency preparedness for a potential propane fire/explosion?
- Will it be necessary to increase property taxes to support improvements for fire protection services?

Any such rate increases would be a hardship, particularly to current Alma residents (and business owners).

If there was a catastrophic propane event in Alma, people could face similar hardships as those in the Sunrise Propane Explosion in Toronto (Aug 10, 2008) e.g., injuries, damage to property, lost income, expenses and a lengthy battle if there is a class action suit (6 years in the case of Sunrise incident), lengthy battles with insurance companies regarding losses, emotional trauma, etc.

SECTION 3: REFERENCES

MAPLETON TOWNSHIP:

- **Council Meeting Agenda for July 14, 2020** <https://calendar.mapleton.ca/Council/Detail/2020-07-14-1900-Regular-scheduled-Meeting-of-Council/edaaf11f-c4fa-4c0e-9b54-abf30109fbd5>
- **Council Meeting Minutes for July 14, 2020** <https://calendar.mapleton.ca/Council/Detail/2020-07-14-1900-Regular-scheduled-Meeting-of-Council/d3d9d307-7d66-4af3-81a2-ac1600cfa147>
- **Zoning By-Law 2010-08 for the Corporation of the Township of Mapleton** (Jan 2020 Consolodation) <https://www.mapleton.ca/en/township-services/resources/Bylaw/Mapleton-ZBL-CONSOLIDATION-Current.pdf>

ONTARIO – ACTS, LAWS, CODES, ORDERS OF COUNCIL, PROPANE REGULATIONS, ETC.

- **Clean Water Act 2006** <https://www.ontario.ca/laws/statute/06c22?search=CLEAN+WATER+ACT>
- **Growth Plan for the Greater Golden Horseshoe 2019, Order in Council 641 2019** <https://www.ontario.ca/page/growth-plan-greater-golden-horseshoe-2019-order-council-6412019#:~:text=1.2%20The%20growth%20plan%20for,a%20high%20quality%20of%20life.>
- **Liability Insurance for Propane Operators - under Technical Standards and Safety Act 2000** (required effective Jan 1, 2016) <https://www.ontario.ca/laws/regulation/140197>
- **Municipal Act, 2001** <https://www.ontario.ca/laws/statute/01m25>
- **Ontario Ministry of the Solicitor General - ‘Risk & Safety Management Plans for Propane Facilities (RSMP)’** https://www.mcscs.jus.gov.on.ca/english/FireMarshal/FireServiceResources/Propane/PhaseIGuidanceDocument/Propane_PhaseI_Guidance.html
http://www.mcscs.jus.gov.on.ca/english/FireMarshal/FireServiceResources/Propane/Propane_PhaseII_Guidance.html
- **Propane Storage and Handling** <https://www.ontario.ca/laws/regulation/010211>
- **Provincial Policy Statement** (May 1, 2020) <https://files.ontario.ca/mmah-provincial-policy-statement-2020-accessible-final-en-2020-02-14.pdf>
- **Technical Standards and Safety Act, 2000, S.O. 2000, c. 16** (July 14, 2020) <https://www.ontario.ca/laws/statute/00t16?search=TECHNICAL+STANDARDS+AND+SAFETY+ACT>
- **Technical Standards and Safety Authority - Guidelines for Level 2 Risk and Safety Management Plan (RSMP)** (Dec 22, 2010) <https://www.tssa.org/en/fuels/resources/Documents/Guidelines-for-Level-2-FINAL.pdf>
- **Technical Standards and Safety Authority – Propane Adoption Code** (Aug 1, 2014) <https://www.tssa.org/en/fuels/resources/Documents/CAD-Amendment---Propane-FS-211-14-Rev.pdf>
- **Wellington County Official Plan** (Aug 15, 2019) <https://www.wellington.ca/en/resident-services/resources/Planning/Official-Plan/Wellington-County-Official-Plan---August-15-2019.pdf>

PROPANE – ACCIDENTS AND RESEARCH PAPERS:

- **‘Detonation of a Flammable Cloud Following a Propane Pipeline Break’ at Port Hudson Missouri (Dec 9, 1970)** by the United States Department of Interior (reporting on the propane vapour cloud explosion) <https://ntrl.ntis.gov/NTRL/dashboard/searchResults/titleDetail/PB220587.xhtml>
- **Sunrise Propane Explosion** (Aug 10, 2008 Toronto ON) - Ontario Minister of the Solicitor General for details from the Office of the Fire Marshall -
https://www.mcscs.jus.gov.on.ca/english/FireMarshal/MediaRelationsandResources/News/OFM_News_08-04-10.html
<https://globalnews.ca/news/4382469/sunrise-propane-explosion-downsview/>
<https://globalnews.ca/news/675802/sunrise-propane-guilty-in-toronto-blast/>
<https://globalnews.ca/news/1498694/23m-settlement-reached-in-sunrise-propane-blast/>
<https://globalnews.ca/news/2475465/sunrise-propane-2-directors-handed-5-3m-fine-in-2008-explosion/>
<https://toronto.citynews.ca/2018/08/10/10-year-anniversary-sunrise-propane-explosion/>
<https://www.canadianunderwriter.ca/catastrophes/two-remaining-mysteries-from-2008-sunrise-propane-explosions-1004169321/>
- **‘A study of storage tank accidents’** by James I. Changa and Cheng-Chung Lin in the Journal of Loss Prevention in the Process Industries 19 (2006) 51–59
<https://technokontrol.com/pdf/storagetank-firesstudy.pdf>
- **Flin Flon Explosion Among Workplace Incidents That Led to Injuries, Fines** (May 24, 2016 Flin Flon Manitoba)
<https://winnipeg.ctvnews.ca/flin-flon-explosion-among-workplace-incidents-that-led-to-injuries-fines-1.4358158>
- **‘Explosion Levels Half of the Town’** (March 13, 1990) (North Blenheim NY)
<https://www.upi.com/Archives/1990/03/14/Explosion-levels-half-of-town/2684637390800/>
- **‘Truck Carrying Propane Tanks Catches Fire and Explodes’ (June 22, 1990 - Debert Nova Scotia)**
<https://www.cbc.ca/news/canada/nova-scotia/fire-propane-tanks-debert-1.5621834>
- **‘Propane Tank Explosion Results in the Death of Two Volunteer Fire Fighters, Hospitalization of Six Other Volunteer Fire Fighters and a Deputy Sheriff’ — Iowa (April 9, 1998)**
https://www.nfpa.org/~media/Files/forms%20and%20premiums/472%20handbook/NF472HB08_P3_CHS4
- **‘Insights from the Risk Analysis of a Nearby Propane Tank Farm’** (June 12, 2014) by James C. Lin, ABSG Consulting Inc., Irvine, California, United States.
<https://pdfs.semanticscholar.org/28c0/3b89d7b86289e70efd5203fef087f7372444.pdf>

PROPANE – SAFETY INFORMATION:

- **‘Propane Industry Safety Talks Filling & Delivery of Containers’** by the Propane and Education Research Council (2014) http://www.cfins.com/wp-content/uploads/2017/08/RE_SafetyTalks_FillDeliverContainersSet_Final_CoBrand.pdf
- **Superior Propane – Material Safety Data Sheet (MSDS)** (Aug 8, 2018)
https://www.superiorpropane.com/~media/propane-ghs-sds-2018_08_08-final.ashx?la=en&hash=931ED3592298A7D6B65022250E8B837E3B9A04AE
- **Propane Storage and Handling** <https://www.ontario.ca/laws/regulation/O10211>

WELLINGTON ADVERTISER <https://www.wellingtonadvertiser.com/>

ZONING BY-LAWS OTHER THAN MAPLETON:

- **Centre Wellington Township**
https://www.centrewellington.ca/en/doing-business/resources/Documents/Planning/Zoning/ZBL-Consolidation_March2020_Text-Only.pdf
- **Guelph/Eramosa Township**
<https://www.get.on.ca/uploads/userfiles/files/comprehensive%20zoning%20by-law%2040-2016.pdf>
- **Minto Township**
<https://town.minto.on.ca/content/residents/building-planning/minto-zoning-bylaw-01-86-consolidation.pdf>
- **North Wellington Township**
<https://wellington-north.com/content/by-laws/zoning-by-law-66-01-consolidation-jan-2019.pdf>



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REQUEST TO APPEAR BEFORE TOWNSHIP OF MAPLETON COUNCIL

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The Council Chambers is equipped with a laptop and projector. Please check your audio/visual needs:

Laptop Speakers + microphone

PLEASE INDICATE THE DATE OF THE COUNCIL MEETING YOU WISH TO ATTEND AS A DELEGATION:
Regular Council: 2nd Tuesday of the month at 7:00 p.m.; 4th Tuesday of the month at 1:00 p.m.

DATE: Tuesday, September 8th at 7pm

Please identify the desired action of Council that you are seeking on this issue:
We would like council to refuse by law zoning amendment 2016-06 and not allow for bulk propane storage in Alma.

I have never spoken on this issue before. Key points of my presentation are as follows:
(please attach full presentation to be included in agenda package)
We have included a letter that will be read, along with a petition that currently includes 152 signatures with more to follow and be included on September 8th.

If an individual appears as a delegation before Council, a further deputation from the same individual concerning the same topic(s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Mayor and Clerk. Specific new information must be identified on this form and/or attached for approval.

I have spoken on this issue before. Specific new information I wish to submit is as follows:
(please attach full presentation)

In accordance with the Procedure By-law, Requests to Appear as a Delegation before Council must be received by the Clerk by 5:00 p.m. on the Tuesday before the Council meeting in order that the delegations may be listed on the agenda and the subject of the delegation be identified.

All requests must include a copy of the presentation materials. Failure to provide the required information on time will result in a deferral or denial. Delegations are limited to 10 minutes.

I have read and understand the information contained on this form, including any attachments, will become public documents and be listed on the Council Meeting Agenda and on the Town's website.

I also understand that presentation materials must be submitted with this deputation form. Electronic presentations must be e-mailed to bschellenberger@mapleton.ca in accordance with the deadlines outlined above.

Amanda Reid
Signature

Sept 1, 2020
Date

Mayor Gregg Davidson, Mayor of Mapleton
Manny Baron, CAO of Mapleton
Larry Wheeler, Municipal Clerk of Mapleton
Rick Richardson, Mapleton Fire Chief
Brad Patton, Centre Wellington Fire Chief
Dennis Craven, Councillor for Mapleton
Paul Douglas, Councillor for Mapleton
Michael Martin, Councillor for Mapleton
Marlene Ottens, Councillor for Mapleton

Monday, August 31, 2020

To whom it may concern,

As residents of Alma, we are writing this letter to express our concerns in regard to the Proposed Mapleton Zoning Bylaw Amendment, ZBA2020-06, put forth by Core Fuels of 6976 Wellington Road 7, Alma.

Approval of this zoning amendment would bring almost one million litres of dangerous, flammable propane into our small, residential community, nestled right beside our homes. It would bring with it, risks of fuel leaks, environmental damage, explosion and fire. Perhaps you think of these things as unlikely to happen, but there IS a risk there, and there is always a risk for human error, as was the case with the Sunrise Propane explosion in Toronto in 2008 which killed two people, evacuated twelve thousand families from their homes and caused almost seven million dollars in damage and two million dollars in clean up alone. Is this kind of risk something the Township of Mapleton and council can accept?

At previous council meetings, Beatty Petroleum - the consultants hired by Core Fuels – shared “risk contours”, which show the proximity of community buildings and the risk associated with this proximity. These drawings are preliminary drawings based on two initial tanks. They have not been prepared by an engineer, do not take into account the two additional tanks proposed by Core and are not an accurate representation of the risk, especially when underground storage is a new concept within the province and the country. Why should the community of Alma be a guinea pig for such a facility? Why is council not asking Core Fuels to pay for accurate risk calculations prepared by an engineer in order to make a truly informed decision?

Calculations and risks aside, the areas of our beautiful community that would be within potential “blast zones” are being referenced as if they are mere patches of green landscape on a Google Map, not the places where we are raising our families, caring for loved ones and sending our children to school each day. Our community school, Alma Public School, is located 1.03 kilometers from the proposed location of the tanks. How can we fathom putting our children at risk?

The community of Alma is primarily protected by the Elora fire department in Centre Wellington, a fire station that is staffed by 57 volunteer firefighters. How can this station quickly and effectively respond to a large propane fire when the Sunrise explosion was a six-alarm fire requiring the work of 200 firefighters? How can we knowingly put those men and women at risk?

What about the water table and our wells that have already been affected by developments in the area? How will this affect our water? What about the risks of pollution from the trucks, leaks from the tanks, trucks and equipment?

The number of trucks loading and unloading would continue to increase as the company grows, causing an increase in traffic and noise in our hamlet, which is already dealing with increased truck traffic due to the highway bypass. In theory, each of these tanks would be able to fill 8 outbound trucks, which could mean as many as 32 trucks travelling to and from the property each day as business increases. How much noise and air pollution will occur with the loading and unloading of fuel each day? How long does it take to load and unload each truck? How much noise is created by the pumps? When the temperature changes and the tanks need to vent, what smell will accompany that process and what risk?

Due to the large capacity of these tanks and the limited number of trucks that Core Fuels owns, do they to sell propane to other companies? If so, how can we be assured that these other companies would follow the same safety protocols?

Who would ultimately be responsible for the expense of repairing and rebuilding if a tragic event were to occur with this facility? Whose insurance would cover it? The presence of a large propane storage facility within the community of Alma would cause our property values to decrease and our home insurance to increase. There is no benefit to our community should this proposed amendment be approved and this project proceed. The only benefits would be for Core Fuels, certainly not for those living near this proposed facility.

This proposed zoning amendment, if approved by council, puts our whole community at risk. Bulk propane storage does not belong in a residential area and does not belong within the community of Alma. Please see the attached petition which has been signed by members of the community of Alma. We anticipate that there will be more signatures added before the evening of the council meeting on September 8th, so we will provide an updated petition at that time to the Municipal Clerk.

Respectfully,

The Concerned Citizens of Alma:

Melissa and Craig Downey	51 Queen Street South, Alma
Mark and Amanda Reid	34 Nesbitt Street, Alma
Meaghan Wright	7 Peel Street East, Alma
Jason & Angela Tearle	15 Alexander Street, Alma
Sabrina & Brad Samson	31 Muir Cres, Alma
Amber Murray	46 Queen Street South, Alma

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
EMERGENCY MANAGEMENT REPORT EM2020-01

TO: Mayor Davidson and Members of Council
FROM: Linda Dickson, Emergency Manager/CEMC
RE: 2020 Emergency Response Plan Report
DATE: September 8, 2020

RECOMMENDATION:

THAT Township of Mapleton Council receive Emergency Management Report EM2020 dated September 8, 2020 regarding the new Emergency Response Plan for the Township of Mapleton, County of Wellington and Member Municipalities;

AND FURTHER THAT Township of Mapleton Council authorizes the passing of a by-law adopting the 2020 Emergency Response Plan for the County of Wellington and Member Municipalities.

BACKGROUND:

A Municipal Emergency Response Plan (Plan) is a requirement under the Emergency Management and Civil Protection Act, R.S.O., 1990 (EMCPA). The current Plan was approved by the County and Member Municipalities in 2010. The main update to the Plan in 2010 was the combination of eight Municipal Emergency Responses Plans into one. There have been four amendments to the Plan since 2010 but a major review and update of the Plan has not occurred in the past 10 years. Given the number of municipal responses to emergencies over the past several years, it is important to include or reinforce best practices to these responses into the Plan. The following is a list of municipal emergency responses that have occurred since 2010:

- ▶ 2011 Host Community Sandy Lake;
- ▶ 2013 Ice storm (two separate events occurred, one in April and one in December);
- ▶ 2015 Tornado that impacted the Municipalities of Mapleton, Minto and Wellington North;
- ▶ 2016 Ice Storm that had a significant impact on the Township of Centre Wellington;
- ▶ 2017 Flood events that had impacts across the County but significantly affected Mapleton and Minto. Both Municipalities declared emergencies;
- ▶ 2018 Spring Thaw event that cause flooding across the County;
- ▶ 2019 Snow storm; and

- ▶ 2020 COVID response.

PREVIOUS PERTINENT REPORTS:

None

DISCUSSION:

The following is a summary of the changes being proposed in the 2020 Emergency Response Plan.

- 1) The Introduction Section has been expanded by adding emergency management programme elements and definitions for mitigation, prevention, preparedness, response and recovery.
- 2) A new section has been added to better define and explain the Hazard Identification and Risk Assessment (HIRA) process required by the EMCPA. In addition, the Hazard list in the Plan has been updated to reflect current risk profiles of the County and Member Municipalities.
- 3) The Declaration Section has been updated and clarified. The section still references the applicable authority for declarations under the EMCPA, the requirements for notification and circulation of the declaration, and sections for Member Municipal declarations and County declarations. A new sub-section to address the issuance of Municipal Orders has been added.
- 4) Municipal Emergency Control Group Roles. This section has been updated with the Municipal Emergency notification procedures for the Control Group. The policies to establish a Joint Municipal Emergency Control Group remain the same. This has been an effective response model for the County and Member Municipalities since the 2011 Host Community response between Wellington North and the County of Wellington. This section still contains the roles and responsibilities for individual control group positions, support staff and support agencies although some roles and responsibilities have been revised based upon consultation. These include
 - a. Fire
 - b. Treasurers
 - c. Water and Waste Water
 - d. Public Health
 - e. HR
 - f. Local Hydro utilities
 - g. Guelph Wellington Paramedic Services
- 5) Incident Management System response has been updated. The IMS flow charts have been updated along with some minor revisions to the role and responsibilities. The Administration and Finance Section has been changed to reference a new section titled Financial Considerations.
- 6) Financial Considerations combine all the financial policies in the Plan and includes them in one section. The updated roles and responsibilities and

- the wording of this section was reviewed in consultation with the Treasurers.
- 7) Emergency Social Services is a new section that includes the Evacuation Section of the Plan. A separate Emergency Social Services Plan has been in place for many years. This section of the Plan addresses the areas of social services responsibilities for food, clothing, lodging, registration and inquiry and speaks to the relationship between Wellington County Social Services and the Canadian Red Cross through our current Memorandum of Understanding. The Section also lists the Shelter/Reception/Warming/Cooling Centre locations by Municipality.
 - 8) A new section titled Protection and Care of Animals has been added.
 - 9) A new Debris Management Section has been added. This section includes definitions; provides classification of debris and how to handle them; describes debris management operations; the role of Solid Waste Services in debris management; and an explanation of the legislative environment that can affect the management of debris.
 - 10) A new section titled Service Continuity has been added which speaks to the development of a Service Continuity programme for municipalities. Development of Service Continuity Plans is not mandatory but is a recommended best practice. The County of Wellington currently has a Service Continuity programme in place consisting of Department plans and opportunities for training and testing of the Plans. A staff Committee oversees the Programme.
 - 11) The definitions and acronyms section has been updated and included as an appendix to the Plan. This section of the Plan can be updated as needed to clarify current definitions and acronyms or add new ones.

There have been some minor changes made to the Emergency Response Plan from comments provided after the Emergency Response Plan presentations.

- 1) Section 8.1 amended to clarify control group and Emergency Operation Centre activations and clarified the introduction of the Recovery Section to read to clarify the establishment of a Recovery Committee.
- 2) Some minor edits for very specific operational functions for municipalities such as the position of their EIO. EMPCA regulations require the EIO to be appointed by Council and therefore we list the positions by municipality in the Emergency Response Plan.
- 3) Update the Incident Management Flow Charts
 - Command Advisory is replaced with Head of Council/Mayor,
 - Operations Section updated by renaming the three subsections to include Public Works/Infrastructure, Emergency Services and Community Services which is further broken down to Recreation, Public Health and Economic Development and Tourism.

These changes better reflect the operation response structure used by municipalities during CoViD.

CONSULTATION:

Two virtual presentations were held over the summer for Members of Council and Emergency Management Programme Committees and Municipal Emergency Control Groups to review and understand the changes in the new Plan, to seek clarification and provide comments.

FINANCIAL IMPLICATIONS:

None

SUMMARY:

The Emergency Response Plan incorporates best practices from the past several years of emergency operations and annual emergency exercises.

COMMUNICATION:

A copy of the adopted By-law and new Emergency Response Plan will be sent to the Office of the Fire Marshall and Emergency Management for their records.

A copy of the new Emergency Response Plan will be posted on the Emergency Management section of the County of Wellington website and should be posted on the Township of Mapleton's website.

Prepared By:

Reviewed By:



Linda Dickson
Emergency Manager/CEMC

Manny Baron
CAO

Attachments:

1. Adopting By-law
2. Schedule A of By-law - Emergency Response Plan 2020

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
FINANCE REPORT FIN2020-15

TO: Mayor Davidson and Members of Council
 FROM: John Morrison BA, CPA, CGA Director of Finance
 RE: 2020 Q2 Operating Budget Variance Report
 DATE: September 8th , 2020

RECOMMENDATION:

THAT Township of Mapleton Council receive Finance Report FIN2020-15 regarding the Q2 2020 Operating Budget Variance as information.

BACKGROUND:

All departments monitor their revenues and expenditures on an ongoing basis. The intent of this report is to highlight and summarize trends and to ensure that all material variances are mitigated as effectively as possible. As is typical with most forecasts, accuracy increases as the year progresses and more information and data become available.

PREVIOUS PERTINENT REPORTS:

FIN2020-Q1 2020 Operating Budget Variance Report – May 12th

DISCUSSION:

Based on our financial position as of June 30th, 2020 staff is projecting, a small year-end deficit of \$121,892.

The Township’s operations have been impacted by the COVID19 pandemic. Seasonal needs also impact operating expenditures. Accordingly, revenue and associated expenditures are not linearly proportional.

In developing this forecast, staff made the following assumptions. Where a revenue or an expenditure is known, it was projected. Where a revenue or an expenditure is seasonal in nature, the budget is the projection. Where a revenue or an expenditure is linear in nature, the trend was projected.

Variiances by Department

Table 1

<i>Budget Variance by Department</i>	YTD Actual	Annual Budget	Projection	Forecast Surplus/(Deficit)	Variance % of Gross Budget
Taxation	(\$134,872)	(\$197,794)	(\$124,110)	(\$73,684)	-37.3%
Unconditional Grants	(\$416,350)	(\$832,700)	(\$832,700)	\$0	0.0%

General Government	\$927,474	\$1,487,069	\$1,588,569	(\$101,500)	-6.8%
Protection to Persons & Property	\$392,044	\$878,814	\$876,526	\$2,288	0.3%
Transportation Services	\$3,842,664	\$5,793,147	\$5,807,066	(\$13,919)	-0.2%
Environment Services	\$207,439	\$0	(\$43,913)	\$43,913	0.0%
Health Services	(\$21,348)	\$111,751	\$94,003	\$17,748	15.9%
Social & Family Services	(\$53,136)	\$0	(\$25,884)	\$25,884	#DIV/0!
Recreation & Culture	\$554,049	\$888,472	\$911,483	(\$23,011)	-2.6%
Planning & Development	\$130,822	\$373,932	\$373,544	\$388	0.1%
Total General Operating	\$5,428,786	\$8,502,691	\$8,624,583	(\$121,892)	-1.4%

The variances by department (table 1), convey to Council the effective and efficient use of tax supported dollars in delivering our core municipal services.

Key Points

General government continues to trend into a deficit position. The year-to-date legal costs for the water and wastewater RFP now tally \$99,297. This represent about 98% of the deficit projection for general government, forecasted at \$101,500. The total dollars spent for the RFP legal services, since April 2019, amount to \$367,001.

Recreational & cultural activities are experiencing revenue losses due to the COVID-19 pandemic. Staff is projecting that revenue losses due to our closed facilities could tally to \$48,276. This loss in revenue is somewhat offset by internal recoveries projected to be \$12,825 by year-end. Internal recoveries are the waived fees and charges for service organizations. These recoveries are offset by internal charges to general government. Historically, 50% of the Township's YTD revenues earned for its recreational facilities are received in the 4th quarter.

Social & Family services is currently trending a surplus. New Horizons provided the Township \$25,000 to fund a senior's engagement program. For the moment, the COVID-19 pandemic has put this outreach program on hold.

Environmental services may either be in a surplus or deficit position by year-end. Council had approved a long-term plan for the water and wastewater rates should there be no successful proponent for the RFP being issued for the provision of water and wastewater services and incorporated that plan into the budget. Given the delay in the RFP evaluation process Council had been set to increase water and wastewater rates on April 1st. However, with the onset of the COVID-19 pandemic Council deferred the rate increase until July 31st. This decision has reduced the revenue forecast by \$79,933. As an offset, the long-term plan also included provisions in the budget for a debenture charge of \$125,200. This charge assumed that the utility ratepayer would pay the taxpayer for borrowed and needed funds for financing capital expenditures. The capital spending program could be delayed.

Variances by Category

To provide an alternative view, the projected year end variance was also broken down by major account categories.

Table 2

<i>Budget Variance by Category</i>	YTD Actual	Annual Budget	Projection	Forecast Surplus/(Deficit)	Variance % of Gross Budget
Revenue					
Taxation	(\$135,506)	(\$278,834)	(\$205,150)	(\$73,684)	-26.4%
Grants	(\$665,764)	(\$1,744,858)	(\$1,769,858)	\$25,000	1.4%
Transfers from other Funds	\$0	(\$319,350)	(\$319,350)	\$0	0.0%
User Fees, Permits & other charges	(\$620,843)	(\$1,334,788)	(\$1,286,512)	(\$48,276)	-3.6%
Utilities Rates & Charges	(\$595,186)	(\$1,407,265)	(\$1,327,332)	(\$79,933)	-5.7%
Other revenues	\$0	(\$36,766)	(\$36,766)	\$0	0.0%
Total Revenue	(\$2,017,299)	(\$5,121,861)	(\$4,944,968)	(\$176,893)	-3.5%
Expenses					
Salaries & Benefits	\$1,741,222	\$3,821,983	\$3,821,983	\$0	0.0%
Utilities & insurance	\$457,860	\$701,645	\$677,460	\$24,185	3.4%
Contracted Services	\$603,024	\$1,189,299	\$1,281,276	(\$91,977)	-7.7%
Operating & maintenance	\$1,116,385	\$2,336,564	\$2,319,793	\$16,771	0.7%
Transfers to other Funds	\$3,066,995	\$4,286,345	\$4,305,524	(\$19,179)	-0.4%
Financial expenses	\$460,599	\$1,288,716	\$1,163,516	\$125,200	9.7%
Total Expenses	\$7,446,085	\$13,624,552	\$13,569,552	\$55,000	0.4%
Total General Operating	\$5,428,786	\$8,502,691	\$8,624,583	(\$121,892)	-1.4%

The variances, by category (table 2), is intended to convey to Council groupings of expenditures required to deliver services and an insight into potential budget pressures.

Key Points

Emergency relief measures for the COVID-19 pandemic provided for a 60-day deferral of interest and penalties for tax installments and water and wastewater billings. Over a five-month period the total cost for the interest and penalty deferral will at a minimum be near \$75,000 in foregone revenue.

In other expense categories, insurance premiums are adding a budget pressure.

Category	Type	Budget	YE Projection	Surplus/(Deficit)
Utilities & Insurance	Utilities	\$456,591	\$405,344	\$51,247
Utilities & Insurance	Insurance	\$204,868	\$231,930	(\$27,062)
Utilities & Insurance	Telephone & Communications	\$40,186	\$40,186	\$0

Utilities & Insurance Total		\$701,645	\$677,460	\$24,185
Contracted Services	IT Support	\$116,974	\$118,583	(\$1,609)
Contracted Services	Audit	\$33,321	\$33,321	\$0
Contracted Services	Legal	\$33,466	\$123,834	(\$90,368)
Contracted Services	Other Contracted Services	\$1,005,538	\$1,005,538	\$0
Contracted Services Total		\$1,189,299	\$1,281,276	(\$91,977)

In late 2018, the Township had successfully negotiated a 5-year arrangement with a new insurance provider at a lower cost. However, late in December of 2019 that insurer’s reinsurance arrangements collapsed, and the insurer’s guaranteed rates were replaced with revised rates that where 56% higher than the year before – a increase of \$90,036. The Township went back to the market and secured lower insurance rates. However, there remains a \$27,062 budget pressure which is 13% over budget.

The Township’s Reserve and Reserve Fund policy ensure that contributions from the operating budgets to reserves and reserve funds are transferred upon the approval of the budget.

As more data becomes available staff will refine its year-end projections and identify the more significant trends (if any) in each expense category.

CONSULTATION:

N/A

FINANCIAL IMPLICATIONS:

Operating surplus/deficits are impacted by seasonal needs. Staff will continue to monitor those impacts. YTD financial statements, actual versus budget, with prior year comparatives have been added for Council’s review.

On August 12th, 2020, the Ministry of Municipal Affairs and Housing announced that as part of the federal-provincial Safe Restart Agreement the Township of Mapleton will receive a payment of \$217,900 to support COVID-19 operating costs and pressures. This funding was allocated on a per household basis.

SUMMARY:

Staff is projecting a staff is projecting, a year-end deficit of \$121,892. MMAH announced that the Township of Mapleton will receive \$217,900 to fund COVID-19 related operating costs and pressures.

Projections are subject to significant refinements as the fiscal year progresses.

COMMUNICATION:

n/a

STRATEGIC PLAN:

Municipal Infrastructure: n/a

The Local Economy: n/a

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility:

Operating surplus/deficits will be conveyed to Council on a quarterly basis.

Prepared By:
John Morrison
Director of Finance

Reviewed By:
Manny Baron
CAO

Attachments:

1. YTD Income Statement by department
2. YTD Income Statement by category

INCOMESTATEMENT -OPERATING



For Period Ending 30-Jun-2020

	LYTD ACTUAL	LYTD ANNUAL BUDGET	VARIANCE	%	YTD ACTUAL	YTD ANNUAL BUDGET	VARIANCE	%
General Operating								
Taxation	(234,409)	(196,661)	37,748	(19.19)	(134,872)	(197,794)	(62,922)	31.81
Unconditional Grants	(418,384)	(835,500)	(417,116)	49.92	(416,350)	(832,700)	(416,350)	50.00
General Government	145,586	1,301,617	1,156,031	88.82	927,474	1,487,069	559,595	37.63
Protection to Persons & Property	417,118	834,674	417,556	50.03	392,044	878,814	486,770	55.39
Transportation Services	3,441,366	5,152,045	1,710,679	33.20	3,842,664	5,793,147	1,950,483	33.67
Environment Services	41,345	0	(41,345)	0.00	207,439	0	(207,439)	0.00
Health Services	(25,992)	91,040	117,032	128.55	(21,348)	111,751	133,099	119.10
Social & Family Services	175	0	(175)	0.00	(53,136)	0	53,136	0.00
Recreation & Culture	463,875	912,744	448,869	49.18	554,049	888,472	334,423	37.64
Planning & Developments	204,876	546,770	341,894	62.53	130,821	373,932	243,111	65.01
Total General Operating	4,035,556	7,806,729	3,771,173	48.31	5,428,786	8,502,691	3,073,905	36.15

Budget Variance by Category

For Period Ending 30-Jun-2020



	LYTD ACTUAL	LYTD ANNUAL BUDGET	VARIANCE	%	YTD ACTUAL	YTD ANNUAL BUDGET	VARIANCE	%
General Operating								
Revenue								
Taxation	(237,223)	(277,681)	(40,458)	14.57	(135,506)	(278,834)	(143,328)	51.40
Grants	(1,091,312)	(1,754,378)	(663,066)	37.79	(665,764)	(1,744,858)	(1,079,094)	61.84
Transfers from other Funds	0	(319,350)	(319,350)	100.00	0	(319,350)	(319,350)	100.00
User Fees, Permits & Charges	(590,349)	(1,179,958)	(589,609)	49.97	(620,843)	(1,334,788)	(713,945)	53.49
Utilities Rates & Charges	(566,728)	(1,181,587)	(614,859)	52.04	(595,186)	(1,407,265)	(812,079)	57.71
Other revenues	0	(36,045)	(36,045)	100.00	0	(36,766)	(36,766)	100.00
Total Revenue	(2,485,611)	(4,748,999)	(2,263,388)	47.66	(2,017,299)	(5,121,861)	(3,104,562)	60.61
Expenses								
Salaries & Benefits	1,613,270	3,498,353	1,885,083	53.88	1,741,222	3,821,983	2,080,761	54.44
Utilities & Insurance	389,194	685,708	296,514	43.24	457,860	701,645	243,785	34.74
Contracted Services	561,781	1,174,074	612,293	52.15	603,024	1,189,299	586,275	49.30
Operating & Maintenance	1,036,393	2,351,324	1,314,931	55.92	1,116,385	2,336,564	1,220,179	52.22
Transfers to other Funds	2,448,055	3,667,405	1,219,350	33.25	3,066,995	4,286,345	1,219,350	28.45
Financial expenses	472,475	1,178,864	706,389	59.92	460,599	1,288,716	828,117	64.26
Total Expenses	6,521,167	12,555,728	6,034,561	48.06	7,446,085	13,624,552	6,178,467	45.35
Total General Operating	4,035,556	7,806,729	3,771,173	48.31	5,428,786	8,502,691	3,073,905	36.15

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
FINANCE REPORT FIN2020-16

TO: Mayor Davidson and Members of Council
FROM: John Morrison BA, CPA, CGA Director of Finance
RE: Long Term Financial Planning Strategy
DATE: September 8th , 2020

RECOMMENDATION:

THAT Township of Mapleton Council receive Finance Report FIN2020-16 regarding Long Term Financial Planning Strategy as information; and

Adopt this Strategy framework, with its proposed indicators and targets, as an integrated financial planning approach for managing the Township's long-term financial health.

BACKGROUND:

A Long-Term Financial Planning Strategy is a framework to ensure a holistic and integrated fiscal management approach. The outcome of the Strategy is to deliver a financial lens for program and service planning, a guide to evaluate the overall financial health of the Township and to provide evidence-based tools for decision making.

In recent years, the Township of Mapleton has adopted or revised policies and strategies crucial for long-term financial planning. The Township has introduced Multi-year budgeting with 3-year operating budgets and 10-year capital budgets. Reserve and Reserve Fund Policy was revised to provide greater funding flexibility. An Asset management policy was introduced and a program for infrastructure sustainability is being created. Services in appropriate areas have been reviewed to ensure that the users of the service pay for the service. Working and sharing resources with neighboring municipalities is being explored. Cash management strategies and investment policies have been introduced. A Long-Term Financial Planning Strategy links all these initiatives. That Strategy is based on nine financial principles grouped under the financial pillars of sustainability, vulnerability, and flexibility.

The intent of this report is to discuss those nine financial principles and how to use those principles to assess programs and services, evaluate the overall financial health of the Township and provide the evidence-based tools for decision making.

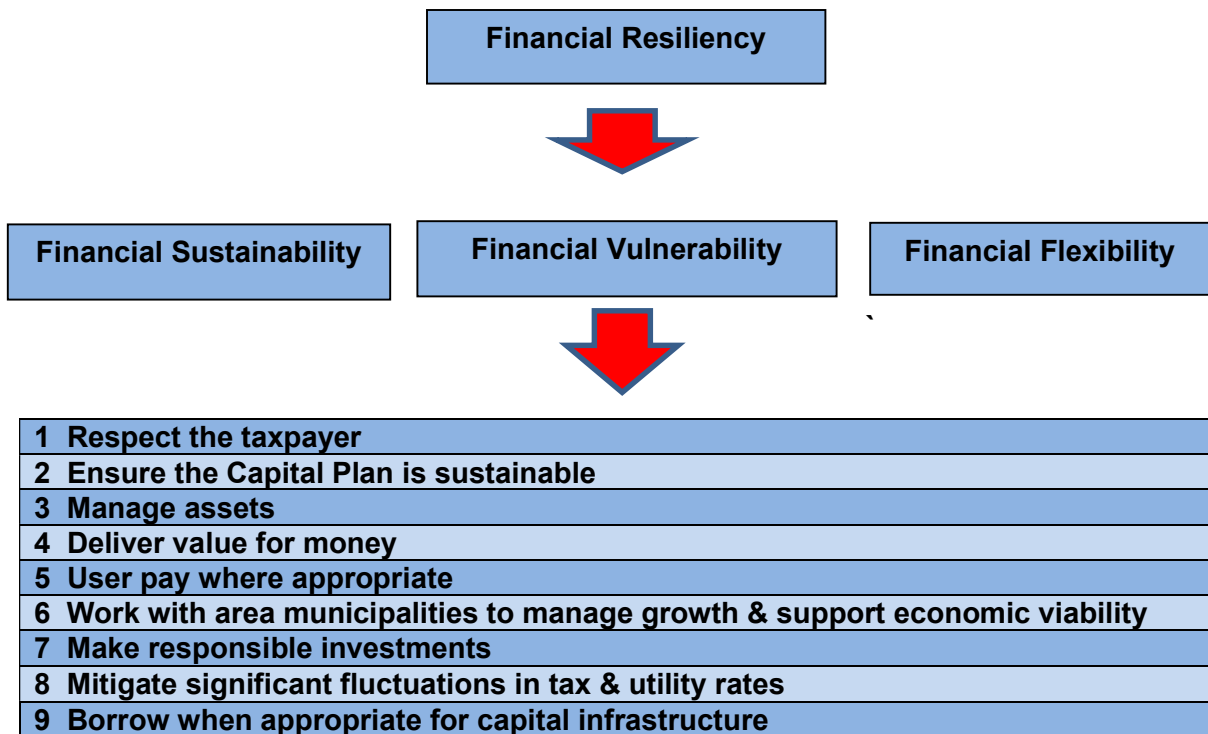
PREVIOUS PERTINENT REPORTS:

None

DISCUSSION:

Budgets provide an enormous degree of detail to support transparency and accountability. However, if information is focused on a single year, incremental change and net budgets can disguise the full cost of the Township’s services and investments, particularly over time. The introduction of multi-year operating budgets and 10-year capital budgets created a planning horizon that is both short term and long term in nature. A Long-Term Financial Planning Strategy is intended to aid and provide Council a lens through which it can assess programs, services and help it evaluate the Township’s overall financial health with evidence base tools.

The Strategy is based upon three pillars of financial resiliency and nine financial principles that support and promote both short term and long-term outcomes that best serve the residents and businesses of the Township.



No attempt should be made to prioritize the principles, but instead, they should be used in an integrated fashion to achieve balance amongst the financial pillars.

The Strategy should be used to inform all plans and policies developed by the Township so that decisions include a financial impact evaluation; an evidence-based tool for decision making. The outcome of the strategy is to use core performance indicators that can track the extent to which the financial pillars are in balance. Indicators and their respective targets reflect the changing economic, political, and demographic climate of the Township. Indicators and their targets will not be static and at times will require revision. Events including, but not limited to, change in priorities of Council, socio-economic or political risks, changes to external funding may trigger that an indicator or target be added, removed, or modified.

Proposed Indicators and Targets

(pages 7-9 of the Long-Term Financial Planning Strategy 2020-2023)

Financial Sustainability

1. The annual tax rate or utility rate increase is an indicator of sustainability. The proposed target should be not less than the CPI index. This measure is used to help evaluate whether rate increases are reasonable for the residents. Increases above or below the target should be justified against other indicators.
2. The capital reserves as a percentage of the 10-year capital plan is another indicator of sustainability. The target is to determine if the ending capital reserve balance each year can fund 100% of the planned capital expenditures in the following year. This measure is used to assess whether the tax and utility rates are sufficiently funding the 10-year capital plan moving forward.

Financial Vulnerability

1. The reduction in growth related risk is an indicator of decreasing vulnerability. The target should be increasing the reduction in growth related risks. In other words, the amount of debt risk is being mitigated through a program that either increases revenue or reduces expenditure. Having a user pay fee structure where appropriate is an example. Another example is sharing resources with a neighboring municipality.
2. The reliance on external funding is an indicator of vulnerability. For example, OMPF funding represent almost 9% of the Township operating budget. An appropriate target or acceptable level of external funding should be ascertained in order to determine whether the Township's increases its own source funding or reduces its expenditures.
3. The proportion of non-residential tax revenue is another measure of vulnerability. Commercial and industrial properties represent about 14% of total operating tax revenue. Given the size of this municipality the target should be moved upwards to 20% - 25% of total operating tax revenue.

Programs that would encourage commercial and industrial development would reduce the tax burden on the residential taxpayer.

4. Investment returns is also a measure of vulnerability. The target return should be above inflation

Financial Flexibility

1. Debt capacity is a measure of the flexibility. This is a ratio of net debt charges to own-source revenue. Based on the 2018 MMAH review of the Township's financial information return, their flexibility indicator set the Township risk at 8.4%. Low risk is less than 5%. Moderate risk is between 5% to 10%. And high risk is over 10%. Lower tier municipalities in southern Ontario average 3.1% with a medium of 2.5%.
2. Asset Consumption ratio is another measure of flexibility. This ratio is a measure of the closing amortization balance as a % of total cost of capital assets. This indicator is used to measure how much asset life has been consumed. MMAH has calculated the Township ratio is 63.5% in 2018; or a moderate risk. A low risk is a ratio less than 50%. Lower tier municipalities in southern Ontario average 45.9% with a medium of 43.7%. The message is that assets are aging and not being replaced.
3. Liquidity is another measure of flexibility. This ratio measures the annual surplus/deficit as a % of own source revenues. This measure the Township's ability to cover operational costs and has funds available for other purposes. MMAH has determined that a municipality is at low risk if the ratio is greater than -1%. Lower tier municipalities in southern Ontario average 14% with a medium of 12.5%. The 2018 ratio for the Township is 24.6%; our five-year average is 10.3%

SUMMARY:

The Townships financial position will be evaluated in terms of the three financial pillars (sustainability, vulnerability, and flexibility) as a general indicator of the health of the Township's financial position. The financial indicators and targets will aid the Township in achieving its goals efficiently and effectively. Review will be conducted to evaluate the cost-effectiveness of programmes and services. And finally, asset management will ensure that assets are maintained with sufficient funds available to replace long-term assets at the end of their life cycle.

COMMUNICATION:

n/a

STRATEGIC PLAN:

Municipal Infrastructure: n/a

The Local Economy: n/a

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility:

Provide a framework and lens for Long Term Financial Planning.

Prepared By:

John Morrison

Director of Finance

Reviewed By:

Manny Baron

CAO

Attachments:

1. Long Term Financial Planning Strategy 2020-2023



Long Term Financial Planning Strategy

2020-2023



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Long Term Financial Planning Overview

The purpose for developing a Long Term Financial Planning Strategy is to help ensure that the Township can withstand the financial pressures that services and programs place upon its citizens. Its overall purpose is to help guide Council to make fiscally responsible, evidence-driven decisions that will promote both short term and long term outcomes that best serve the residents and businesses of the Township.

The strategy of sustainability is guided by a set of nine financial principles that support the pillars of financial resiliency (financial sustainability, financial vulnerability, and financial flexibility).

Financial Pillars	Financial Principles		Indicators
Financial Sustainability	Respect the tax payer	Ensure the Capital Plan is sustainable	<ul style="list-style-type: none"> Tax rate increases Capital Reserves as a % of the 10 Year Capital Plan (tax and utility rates)
	Manage Assets	Deliver value for money	
Financial Vulnerability	Users pay where appropriate	Work with local municipalities to manage growth and support economic viability of the community	<ul style="list-style-type: none"> Reduction in growth related risk Reliance on external funding
	Make responsible investments		<ul style="list-style-type: none"> Proportion of non-residential tax revenue Investment returns
Financial Flexibility	Mitigate significant fluctuations in tax and utility rates	Borrow when appropriate for capital infrastructure	<ul style="list-style-type: none"> Debt capacity Asset consumption

Financial Principles of the Strategy

The Strategy is built on nine financial principles, grouped under one of the three financial pillars. Each principle governs a specific financial aspect and the principles collectively address how the Township manages its fiscal health. No attempt should be made to prioritize the principles, but instead, they should be used in an integrated fashion to achieve a balance amongst the financial pillars. These principles should guide Council and staff when making decisions related to service and program planning. Long-term, short-term, in-year planning and ad-hoc decisions will be evaluated on financial terms to ensure adherence to these principles. The following is a detailed description of each financial principle:

Financial Sustainability

Respect the taxpayer – Achieve reasonable and responsible tax rates to ensure that Council’s highest priority services are maintained. The Township will strive to deliver its desired service outcomes without placing undue financial pressures on its taxpayers.

Ensure the Capital Plan is sustainable – Capital reserves and reserve funds are funded to levels to enable the Capital Plan. Capital expenditures should be continually reviewed in the context of affordability, and the operating impact of capital should be sustainable and affordable.

Manage assets – Replace or maintain assets over their lifecycle in a timely manner to enable service delivery.

Deliver value for money – Continuously find efficiency and quality improvements to manage and deliver services.

Financial Vulnerability

Users pay where appropriate – Ensure that the users of services pay for the services, and balance growth-related investments with revenue to achieve intergenerational equity where possible.

Work with area municipalities to manage growth and support economic viability of the community – Work together with area municipalities to ensure that the Township is a desirable area to live, work, and play.

Make responsible investments – Maintain an investment portfolio that balances the safety of principal and maintenance of liquidity while striving to obtain returns that benefit residents and businesses.

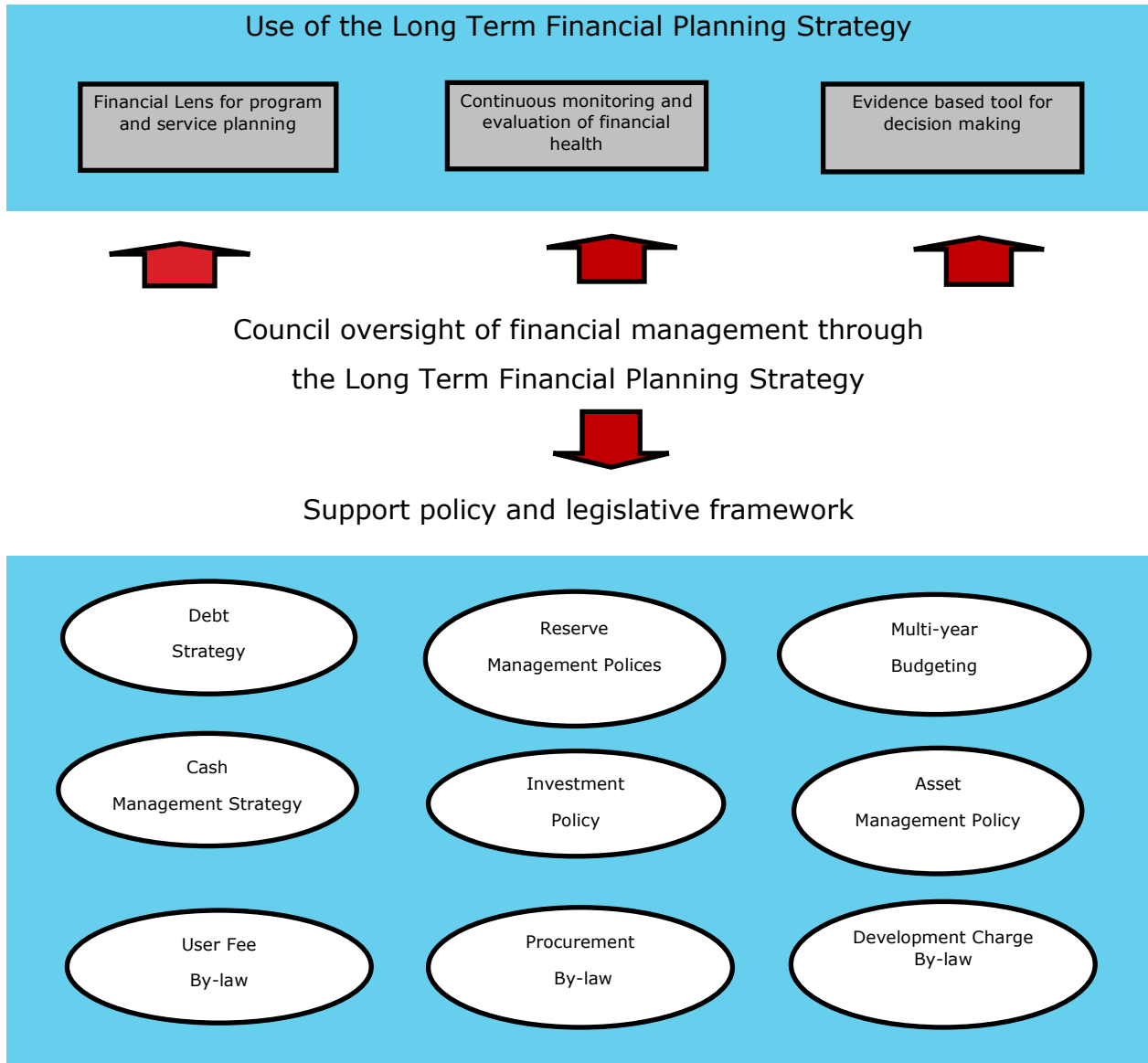
Financial Flexibility

Mitigate significant fluctuations in tax and utility rates – Implement ways to smooth and maintain tax and utility rates to provide financially stable and predictable environments for residents and businesses.

Borrow when appropriate for capital infrastructure – Maintain an affordable level of debt required to achieve desired service levels while minimizing the impact of borrowing to the

How the Strategy Guides

The Strategy guides the Township’s financial by-laws and policies to ensure a holistic and integrated fiscal management approach. The table below provides an overview of the framework



The Strategy, policies, by-laws and financial tools enhances the Township’s ability to make decisions on policies, services and service levels by:

1. Providing the long-term financial impact of these decisions;
2. Identifying emerging risks and trends earlier; and
3. Understanding how and when decisions and/or events may change financial conditions.

Implementation and Integration of the Strategy

The Township employs an integrated planning framework for the development of long and short term plans. As illustrated strategic planning is enabled through the Township's 20-year official plan and supplemented each term of Council by that Council's priorities. Service plans or master plans, with a 5 to 10 year horizon, are intended to establish the level of service that should or could be achieved. The Township's 3-year operational budgets and 10-year capital budgets is the planning horizon used by the Township for its long and short term planning.



The Strategy will be used to inform all plans and policies developed by the Township so that decisions include a financial impact evaluation. This will ensure that to the extent possible only plans that adhere to the Strategy's principles will be considered.

The Township of Mapleton has adopted policies and strategies across various domains as it developed its Long Term Financial Planning, examples are:

- Multi-year budgeting with 3-year operating budgets and 10 year capital budgets;
- Reserve and Reserve fund levels and debt strategies in the context of affordability and intergenerational equity;
- Asset management policy with associated development in conditional assessment review, needed for infrastructure sustainability and for capital project planning;
- Review of services to ensure that users of the services pay for the service;
- Working with neighbouring municipalities to explore shared services so that the Township is a desirable area to live, work and play; and
- Cash management strategies that actively manage its portfolio to optimize investment returns and debt efficiently to provide greater flexibility while minimizing borrowing costs.

Monitoring and Reporting

Monitoring and reporting are critical elements of the execution of a strategy. Long-term financial health is achieved when the financial pillars are balanced. Performance indicators allow the Township to track the extent to which these pillars are in balance.

The indicators and respective targets reflect the changing economic, political and demographic climate of the Township. In-year monitoring and reporting will measure the performance of implementing the Strategy, identify risks and corrective actions as required.



Financial Sustainability is the Township ability to provide service levels and infrastructure assets without unplanned increases in rates or disruptive cuts to services

Principles	Indicators	Description	Target
<ul style="list-style-type: none"> • Respect the taxpayer • Ensure the Capital Plan is sustainable • Manage assets • Deliver value for money 	Tax rate increases Or Utility rate increases	Measure if the tax rate or utility rate are reasonable for residents Can Council justify the rate increases given other indicators?	Not less than the CPI index
	Capital reserves as a % of 10-Year Capital Plan (tax & utility rate)	Identifies if financing the asset portfolio is sustainable through sufficient tax & rate supported reserves. A higher percentage implies higher adequacy of capital reserves to fund the capital plan	100%



Financial Vulnerability is the degree to which Township is dependent on external funding sources that it cannot control; it is the level of risk that could impact the ability to meet existing financial obligations and commitments, including the delivery of services.

Principles	Indicators	Description	Target
<ul style="list-style-type: none"> • User pay where appropriate • Work with area municipalities to manage growth & support economic viability of the community • Make responsible investments 	Reduction in growth related risk	Measure the amount of debt risk that has been mitigated through revenue or expenditure management (e.g. User pay fees)	Increasing
	Reliance on external funding	Measure external funding & grants as a percentage of the Township's total revenue. A lower percentage implies that the Township is less reliant on external funds (e.g. provincial and federal grants and transfers) and is able to manage operations through its own source of revenue thereby reducing its vulnerability to the unpredictable nature of these external funds	TDB
	Proportion of non-residential tax revenue	Measure property tax revenue from the Industrial, Commercial sector as a % of total operating tax revenue. A decreasing % will cause a shift in taxes to the residential sector	20%-25%
	Investment returns	Measure the earned income on the investment portfolio generated through investing activities. The goal is to meet or exceed the "target return" in order to improve Reserves and Reserve Funds	Above inflation



Financial Flexibility is the Township’s ability to change debt levels or taxes and utility rates to meet financial obligations and ensure intergenerational equity.

Principles	Indicators	Description	Target
<ul style="list-style-type: none"> Mitigate significant fluctuations in tax and utility rates Borrow when appropriate for capital infrastructure 	Debt capacity	Measure the ratio of net debt charges to own-source revenue. A lower ratio implies lessor risk.	< 10% Or Moderate risk per FIR
	Asset Consumption Ratio	Measure of closing amortization balance as a % of total cost of capital assets. This indicates how much of the assets life expectancy has been consumed	<50%
	Liquidity	Measure of annual surplus / deficit as a % of own revenue. This indicates the ability to cover operational cost and funds available for other purposes	15%

These indicators and their targets will not be static and will be reviewed and revised as needed to ensure the indicators provide proactive measures of the Township’s fiscal health. Events including, but not limited to, change in Term of Council priorities, socio-economic or political risks, changes to external funding may trigger a review of the Long Term Financing Strategy to assess the validity of these indicators. This may lead to indicators or targets being added, removed, or modified as required to ensure they provide an accurate representation of the financial health of the Township.

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
FINANCE REPORT FIN 2020-17

TO: Mayor Davidson and Members of Council
FROM: Heather Trottier Financial Analyst/Deputy Treasurer
RE: Energy Consumption Update Report 2017/2019 Comparison
DATE: September 8, 2020

RECOMMENDATION:

THAT Finance Report FIN2020-17 dated September 8, 2020 reporting the energy consumption for 2019 be received as information.

BACKGROUND:

In 2018, the Ministry of Energy, Northern Development and Mines enacted a new regulation under the *Electricity Act, 1998* titled O. Reg. 507/18: *Broader Public Sector: Reporting and Conservation and Demand Management Plans* that requires public agencies to demonstrate the leadership role government plays in energy conservation by developing and implementing energy conservation plans.

Under O. Reg. 507/18, all public agencies are also required to report annually on energy consumption and greenhouse gas emissions for prescribed facilities and operations and to establish five-year Energy CDM Plan.

Our Energy CDM Plan 2020-2025 states that yearly consumption reports should be presented to council.

PREVIOUS REPORTS:

- FIN2019-14 Energy CDM Plan 2020-2025 dated July 9th, 2019
- FIN2019-16 Energy Consumption update dated Sept 16th, 2019

DISCUSSION:

Studies have shown that organizations that make goals and measure their progress in energy management, eventually meet their targets. It is a process of looking at our historical data and asking questions to find efficiencies and making smart procurement choices. This is our second year reporting historical data to Council, so we are in the beginning stages of this process. Last year we changed our comparison base year to 2017 so that we had a similar data set to gauge our progress. Our overall target in our Energy CDM Plan 2020-2025 is to reduce energy consumption (usage) of all municipal operations by an average of 2% per year. Here are the findings.

MAPLETON ELECTRICITY USAGE

Electricity Usage (kWh)	2017	2018	2019	2017-2018 % Change	2018-2019 % Change	Total % Change
Corporate Facilities	1,024,032	987,281	1,001,613	-3.6%	1.4%	-2.2%
Water & Wastewater Stations	479,231	518,334	510,101	8.2%	-1.7%	6.4%
Street Lighting	200,520	216,637	218,183	8.0%	0.8%	8.8%
Total Electricity Consumption:	1,703,782	1,722,251	1,729,897	1.1%	0.4%	1.5%

kWh = kilowatt-hours

Our Facilities did see an overall consumption increase since 2017 of 1.5%, however we made improvements to the overall percentages from year to year. The township has experienced an increase in consumption for both streetlight contracts and water pumping at our water and wastewater facilities in 2018. These numbers stabilized in 2019.

MAPLETON NATURAL GAS USAGE

Natural Gas Usage (m ³)	2017	2018	2019	2017-2018 % Change	2018-2019 % Change	Total % Change
Total Natural Gas Use:	146,117	156,981	153,339	7.4%	-2.5%	4.9%

(m³) = Cubic Metres

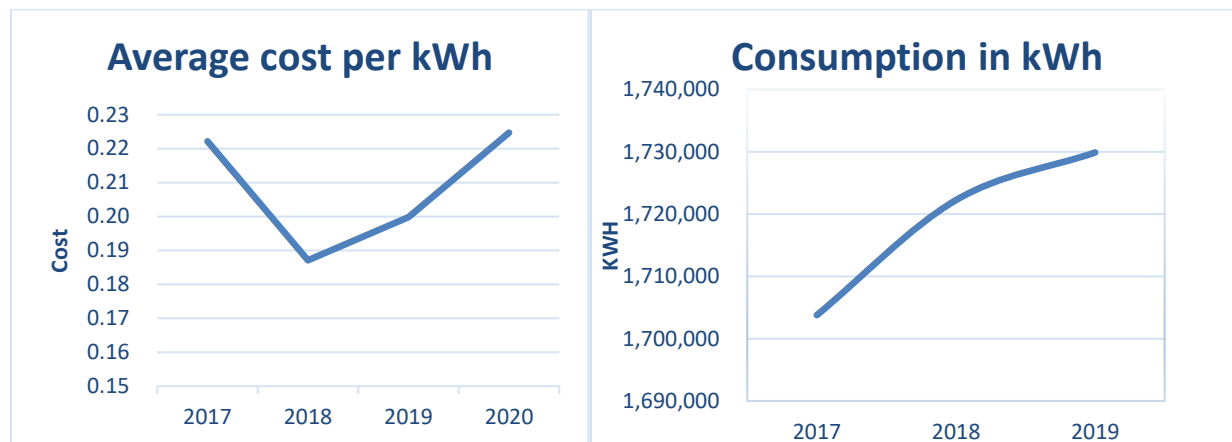
Here we see a 7.4% increase in year 2018 and a 2.5% decrease in the 2019. Overall we have a total increase but we are seeing an improvement in the past year.

The table below shows a full comparison of Equivalent Kilowatt Hours (ekWh) which combines the annual consumption for both hydro and natural gas.

	2017 Total Energy (ekWh)	2018 Total Energy (ekWh)	2019 Total Energy (ekWh)	2017- 2018 % Change	2018- 2019 % Change	Total % Change
Corporate Facilities	2,566,545	2,644,483	2,620,367	3.0%	-0.9%	2.1%
Water & Wastewater Stations	479,231	518,334	510,101	8.2%	-1.6%	6.6%
Street Lighting	200,520	216,637	218,183	8.0%	0.7%	8.8%
Totals	3,246,296	3,379,453	3,348,651	4.1%	-0.9%	3.2%

Here we show an overall increase of 3.2% of electrical and natural gas between years 2017 and 2019, however there is a 0.9% reduction from years 2018 to 2019 so progress is being made.

The Township did not experience unbudgeted costs for the additional kWh energy usage because electrical energy costs at the end of 2019 were lower than the base year of 2017. This commodity price reduction in 2018 and 2019 masked the Township’s increasing energy consumption for those periods. Hydro One billings rates have since increased between January 2019 and January 2020.



Moving forward Staff will continue to monitor energy consumption and develop strategies to mitigate consumption or commodity price increases.

The areas of increased consumption were Water and Wastewater Stations and Street lighting. New sections of lighting was added late in 2017 so this increase was predictable.

Ontario Clean Water Association reported our annual water flows in meta litres of 673 in 2017 and 676.4 in 2019. We are however seeing significant power consumption variances in our water and wastewater facilities. Looking at our historical data and asking questions will be a key component to reaching our Energy CMD Plan targets. The next steps are to evaluate, ask questions and make good purchase decisions.

FINANCIAL IMPACT:

Energy costs are based on consumption.

SUMMARY:

Although we have not reached our 2 % per year reduction goal, we have made improvements this past year and reduced consumption by 0.9%. By evaluating consumption trends, asking the right questions, and making smart procurement choices, we should be able to further reduce our energy consumption.

COMMUNICATION:

Consumption History will be reported to Council on a yearly basis.

STRATEGIC PLAN:

Municipal Infrastructure: n/a

The Local Economy: n/a

Recreation: n/a

Municipal Administration: n/a

Financial Responsibility:

The intent of this report is to highlight for Council the consumption history of the township's operations to measure progress, and plan to ensure goals are reached.

Prepared By:

Heather Trottier

Financial Analyst

Reviewed By:

John Morrison

Director of Finance

Reviewed By:

Manny Baron

CAO

THE CORPORATION OF THE TOWNSHIP OF MAPLETON
PUBLIC WORKS REPORT PW2020-16

TO: Mayor Davidson and Members of Council
FROM: Sam Mattina, CET, CMM III, Director of Public Works
RE: Prohibition of Heavy Trucks Bylaw
DATE: September 8, 2020

RECOMMENDATION:

THAT Township of Mapleton Council receive Public Works Report PW2020-16 dated September 8, 2020 regarding the creation of a Prohibition of Heavy Trucks bylaw for Mapleton Township.

AND FURTHER THAT Council approve the proposed attached draft bylaw to prohibit heavy trucks on designated Mapleton Roads as listed in the bylaw appendix.

BACKGROUND:

In 2019, the County of Wellington approved a Transportation Master Plan designed to, amongst other objectives, provide an alternative for traffic to the use of Provincial Highway 6 which traverses through the center of the downtown of the Town of Fergus.

The alternative routes would utilize surrounding County Roads and thus reduce traffic, especially heavy truck traffic, through the more congested urban area of Fergus.

PREVIOUS PERTINENT REPORTS:

No

DISCUSSION:

Some of these alternative County Roads being utilized by heavy trucks to bypass larger urbanized towns within the County traverse through some of the smaller Hamlets within Mapleton Township.

Highway 6 runs through the downtown core of Fergus and is controlled by numerous traffic signals through that section. The traffic signals by design regulate traffic flows and reduce traffic speeds.

It has been observed that as an alternative to traversing through the urbanized area along Highway 6 through Fergus, heavy truck traffic will utilize County Road 7 northbound and connect to County Road 17 eastbound, which intersect in the

Hamlet of Alma, to bypass Highway 6 northbound through the urbanized Town of Fergus.

The intersection of Wellington Road 7 and Wellington Road 17 at Alma is a signalized intersection. Nesbitt Street connects to both County roads south and east of the signalized intersection. It has been observed that many of these heavy trucks are utilizing Nesbitt Street as a bypass around the intersection traffic light in order to avoid the intersection delay.

Nesbitt Street is a residential street with a semi urban cross section and does not contain any sidewalks for pedestrian use. The incidence of the trucks using this road as a bypass of the county road intersection, traffic signal, is creating a highly dangerous situation for the residents of Nesbitt Street.

There is potential for this issue to affect all municipally owned and named roads within the hamlet of Alma. Therefore, staff recommend that this bylaw encompass all municipally owned and named roads within the hamlet of Alma.

CONSULTATION:

The Ontario Provincial Police have been consulted about this issue and have indicated full support to enforce a Heavy Truck Prohibition Bylaw in Mapleton.

FINANCIAL IMPLICATIONS:

Negligible, and will be funded through the Public Works approved 2020 operating budget account number 1-4-3061.

SUMMARY:

The passage of a Heavy Truck Prohibition Bylaw for Mapleton, would not only ensure to promote safety within the community, but also ensure the longevity of the road infrastructure that was not designed to support heavy truck traffic.

COMMUNICATION:

Should council pass this new bylaw, Signs indicating Heavy Truck Prohibition will be erected at the four entry points to Alma. Two on Wellington Road 7 and two on Wellington Road 17.

STRATEGIC PLAN:

Municipal Infrastructure:

Creation of this Heavy Truck Prohibition bylaw will ensure residential roads are safe to serve our local residents, while simultaneously safeguarding the structural integrity of our infrastructure.

The Local Economy:

Recreation:

Municipal Administration:

Creation of this Heavy Truck Prohibition bylaw will ensure the safety of our local residents through responsible municipal administration.

Financial Responsibility:

Prepared By:
Sam Mattina, CET. CMM III, Dpl. MM
Director of Public Works

Reviewed By:
Manny Baron
CAO

Attachments:

1. Proposed Heavy Truck Prohibition DRAFT Bylaw

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

DRAFT BY-LAW

Being a By-law to prohibit heavy trucks on certain highways in the Township of Mapleton

WHEREAS the Council of the Corporation of the Township of Mapleton deems it appropriate and in the public interest to prohibit heavy trucks on certain highways in the Township of Mapleton;

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

1. Short Title

This by-law may be cited as the “Prohibition of Heavy Trucks By-law.”

2. Definitions

In this by-law, the following terms have the following meanings:

2.1 “Commercial Vehicle” means the following, even if it does not have a truck or delivery body attached to it:

- a) A motor vehicle commonly known as a tow truck.
- b) A mobile equipment vehicle.
- c) A vehicle built on a truck chassis.
- d) A vehicle with a flatbed that can tilt to load.

2.1 “Commercial Vehicle” means a motor vehicle having permanently attached thereto a truck or delivery body for hauling purposes on a highway.

2.2 “Heavy Truck” shall mean any Commercial Motor Vehicle but does not include:

- a) Ambulances, police or fire department vehicles;
- b) School or transit busses;
- c) Emergency motor vehicles;
- d) Public utility vehicles;
- e) Motor vehicles owned or operated by the Township of Mapleton or the Corporation of the County of Wellington;
- f) Motor vehicles owned or operated by the Province of Ontario.

2.3 “Prohibited highway” means the highway(s) set out in Schedule “A” of this by-law.

3. Prohibitions

3.1 No person shall move, drive, stop, park or operate a Heavy Truck on a prohibited highway listed in Schedule “A” of this by-law.

3.2 No person shall permit or allow a Heavy Truck to move, drive, stop, park or operate a Heavy Truck on a prohibited highway listed in Schedule “A” of this by-law.

3.3 The prohibitions in 3.1 and 3.2 shall not apply to a Heavy Truck actually engaged in making delivery to or a collection from premises which cannot be reached except by way of the prohibited highway or a portion thereof, provided that in making such delivery or collection, the said prohibited highway is travelled only insofar as is unavoidable in getting to and from such premises.

4. Detours

Section 3 hereof shall not, if compliance therewith would be impracticable, apply to the operation of any Heavy Truck upon any officially established detour.

5. Enforcement

A police officer shall enforce all provisions of this by-law.

6. Offences and Penalties

Any person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to the set fine prescribed in Schedule "B" for offences prosecuted under Part I of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, or if otherwise prosecuted, such fine and other penalty as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.

7. Precedence and Severability

7.1 Where this by-law conflicts with any other by-law of the Township of Mapleton, this by-law shall take precedence to the extent of the conflict.

7.2 Should any section, paragraph or provision of this by-law, including any part of any schedule hereof be declared by a court of competent jurisdiction to be *ultra vires*, invalid or illegal for any reason, the same shall not affect the validity of the by-law as a whole.

8. Force and Effect

This By-law shall come into effect upon the date signage conveying the prohibition, as specified in the Ontario Traffic Manual, is posted.

READ a first, second and third time on Tuesday, _____, 2020.

Mayor

Clerk

SCHEDULE "A"

Township of Mapleton

Part 1 of the Provincial Offences Act

PROHIBITED HIGHWAY		
Highway	From	To
All municipally owned, named roads within the Hamlet of Alma	All municipally owned, named roads within the Hamlet of Alma	All municipally owned, named roads within the Hamlet of Alma

DRAFT

SCHEDULE “B”

Township of Mapleton

Part 1 of the Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fines
1	Move, drive, stop, park or operate a Heavy Truck on a prohibited highway	3.1	\$400.00
2	Permit or allow a heavy truck to move, drive, stop, park or operate a Heavy Truck on a prohibited highway	3.2	\$400.00

DRAFT

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2020-058

**Being a by-law to provide for the approval of
a municipal Emergency Response Plan**

WHEREAS the Province of Ontario has passed the Emergency Management Act and Civil Protection Act, R.S.O., 1990, as amended;

AND WHEREAS every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan;

AND WHEREAS the Council of a County may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans;

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

1. THAT the Emergency Response Plan for the Township of Mapleton attached hereto as Schedule "A" is hereby adopted.
2. THAT this By-law shall come into full force and effect on the day of passing.

3. THAT By-law Numbers 2010-039, 2012-050, 2014-053, 2016-86 and 2017-120 are hereby repealed.

READ a first, second and third time on Tuesday, September 8, 2020.

Mayor Gregg Davidson

Clerk Larry Wheeler

SCHEDULE "A" TO

BY-LAW NUMBER 2020-058

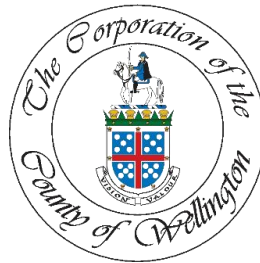
EMERGENCY RESPONSE PLAN

FOR

WELLINGTON COUNTY

AND

THE MEMBER MUNICIPALITIES



September 8, 2020

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1 BY-LAW NUMBERS AND AMENDMENTS TO THE
EMERGENCY RESPONSE PLAN

DATE	BY-LAW #	PURPOSE	DATE CONSOLIDATED	INITIALED

2 INTRODUCTION

Emergency management in Ontario is a risk based management approach and includes the following five components:

- **PREVENTION**
Actions taken to stop an emergency or disaster from occurring. Such actions may include legislative controls, zoning restrictions, improved operating standards/procedures and critical infrastructure management.
- **MITIGATION**
Actions taken to reduce the adverse impacts of an emergency or disaster. Such actions may include diversion or containment measures to lessen the impacts of a flood or a spill.
- **PREPAREDNESS**
Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, service continuity plans and programmes, training and exercises, and public awareness and education.
- **RESPONSE**
The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or critical infrastructure.
- **RECOVERY**
The process of restoring a municipality including its residents, economy, environment, critical infrastructure to a new normal and considering opportunities to build back better. This may include the provision of financial assistance, re-building or repairing buildings and critical infrastructure, and/or restoration of the environment.

In Ontario, Municipalities are required to develop risk-based emergency management programmes consisting of prescribed elements that may include the five components of prevention, mitigation, preparedness, response, and recovery activities. In Ontario, these programmes generally include:

- Development of Emergency Response Plans and may include development of Risk-based Emergency Response Plans and Service Continuity Plans;
- Training for members of Municipal Emergency Control Groups (MECG and herein after referred to as Control Group), support staff, and partner agencies and organizations;
- Public awareness and education on municipal risks to public safety and on personal preparedness for emergencies.

- Conduct exercises to test all or portions of the Emergency Response Plan and/or specific procedures of the municipalities and/or its partner response agencies developed to enhance the policies of this plan.

Municipal emergencies or disasters are distinct from routine operations carried out by emergency response agencies such as police, fire and ambulance or municipal departments such as Public Works/Infrastructure Services. The duration, scale, impacts and jurisdictions involved along with the increase in resources and personnel required to respond, can result in a complex emergency requiring a coordinated effort on the part of a number of agencies both public and private.

3 HAZARD IDENTIFICATION AND RISK ASSESSMENTS (HIRA)

The purpose of completing a HIRA is to assess potential risks/hazards that could result in a community wide emergency/disaster. The HIRA helps to identify priorities for prevention, mitigation, preparedness, response and recovery from risk/hazards. This process can provide information to guide Municipal Councils, their Land Use Planners, residents, and Emergency Management professionals to take action to reduce future losses. (Methodology Guidelines 2019, OFMEM)

Wellington County and its Member Municipalities use the 2019 Provincial Hazard Report and support Methodology Guidelines, as amended over time by the Province, as tools for the identification of Hazards and assessing their risks.

In order to be included as a hazard, as set out in the Provincial Emergency Management Hazard Report (2019), it must meet the following definition:

“A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage”, and

It must also have the potential to meet one or more of the following criteria:

- Could affect the community’s capacity to respond;
- Could be significant damage or interruption to normal services/operations such that affected communities must use extraordinary or emergency resources;
- A declaration of emergency or activation of the Control Group is possible.

Risk is assessed based on exposure, vulnerability, and capacity wherein;

- Exposure includes an estimate of the population affected by the hazard;
- Vulnerability considers the conditions which may increase the susceptibility of the population or portions of the population to hazard; and

- Capacity considering the opportunities for the Municipality and its residents, and assets to prevent, mitigate, prepare, respond to and recover from the effects of the hazard.

The following lists the hazards the County and Member Municipalities have identified and assessed as part of their emergency management programmes. This list is not inclusive and is not in any particular order of priority.

- Tornados
- Floods (Drayton and Harriston have the greatest risks)
- Blizzards and ice storms
- Human Health emergencies including a pandemic
- Energy emergencies such as electricity, natural gas, oil and fuel
- Cyber threats
- Water emergencies – Water emergencies include risks to public and private drinking water supplies from spills and other contaminants entering vulnerable areas of municipal drinking water supplies including Well Head Protection Areas (WHPAs), Surface Water Intake Protection Zones (IPZs) and Issues Contributing Areas (ICAs), and water quantity threats
- Dam failures
- Hazardous materials release at a fixed site or during transportation
- Explosions and fires
- Foreign animal disease outbreak
- Terrorism and sabotage
- Building or structural collapse of a public building

As part of their emergency management programmes, Municipalities may develop Hazard Specific Response Plans to provide additional response capabilities/capacities and responsibilities to handle the hazard/risk. These plans may include additional information relating to prevention, mitigation, preparedness, response and recovery and specific information for required emergency management programme elements such as training, exercises and public education.

4 AIM

The aim of the Emergency Response Plan (herein after referred to as “The/A Plan”) is to make provisions for the actions a Municipality may take to deploy resources, equipment and services, and identify responsibilities to guide a Municipality and its Response Partners through a coordinated municipal emergency response, declared or not, in order to;

- protect the health, safety and welfare of residents, businesses and visitors,
- safe guard critical infrastructure,
- protect the environment,
- ensure future economic vitality, future resiliency and reduce vulnerabilities.

5 LEGISLATIVE AUTHORITY

Section 3 of the Emergency Management and Civil Protection Act (herein after referred to as “the Act”) requires every municipality to have a Plan. The Act is also the primary enabling legislation for the formulation of the Plan. Section 3 of the Act states that, **“every municipality shall formulate an emergency response plan governing the provisions of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan”**.

The Act and the passage of Municipal By-laws will provide the legal authority for the Plan. A copy of this plan is also filed with the Ministry of the Solicitor General through the Office of the Fire Marshall and Emergency Management.

6 ACTION PRIOR TO DECLARATION

When an emergency has occurred, but an emergency has not been declared, Council and/or the employees of the County or a Member Municipality may take such action necessary to respond to protect the lives and property of the residents of the Municipality. Such actions must not be contrary to law and should be within the Service, Department or Agency’s mandate as set out in the Plan.

7 DECLARATION OF EMERGENCY

The Act provides the Head of Council of a municipality the authority to declare a Municipal Emergency. Section 4 of the Act states that the “head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area”. Municipalities will appoint at least one member of Council to fulfill this responsibility and other responsibilities set out in this Plan, in the absence of the Head of Council.

A signed emergency declaration by the Head of Council shall be sent to the following:

- The Solicitor General through the Provincial Emergency Operation Centre (PEOC)
- The County Warden (if a local emergency)
- County Ward Councilors for the impacted municipality
- Heads of Council of Member Municipalities
- Neighbouring municipalities
- The local Member of Parliament (MP)
- The local Member of Provincial Parliament (MPP)
- The public, through the media, with the assistance of the Emergency Information Officer (EIO)

7.1 Orders

Section 4 permits the Warden of the County or the Mayor of a Member Municipality to issue orders upon making an emergency declaration to expedite the emergency response to:

- i) implement the Plan;
- ii) protect property; and
- iii) protect the health, safety and welfare of residents.

In the case of an order being issued by the Warden of the County of Wellington, the Warden will consult with the Mayors of the Member Municipalities (Joint EOC) prior to issuing any orders.

All orders issued will be circulated to those individuals/agencies that received a copy of the emergency declaration listed above.

7.2 Municipal Emergency Declarations

Whenever an emergency occurs or threatens to occur, the initial and primary responsibility for managing the response is with the affected Member Municipality.

The Member Municipalities will exercise and implement the Plan with respect to all municipal emergencies/disasters.

The Head of Council or designated alternate(s) has the authority to declare that an emergency exists within the whole or any part of the municipality. This decision may be made in consultation with other members of the Control Group.

7.3 County Emergency Declarations

- Initially, the County may respond to the emergency of a Member Municipality with support in the form of personnel and equipment. The Community Emergency Management Coordinator (CEMC) will act as liaison between the Member Municipality and the County.
- The Warden or CAO may activate the County's Emergency Notification System and the Emergency Operation Centre to coordinate emergency support to the Member Municipalities for localized emergencies, such as a tornado or flood, affecting at least three or more Member Municipalities. Joint communication and response may be established through the Joint EOC policies set out in Section 8.2.
- Certain emergencies such as a Human Health Emergency/Pandemic, Foreign Animal Disease or large weather events may affect most, if not all of the County. The County will respond to the emergency to ensure the continuation of County services, functions and operations through its Service Continuity Plans. A Joint Municipal Emergency Control Group will be established to provide primary municipal strategic decision making with respect to the emergency. This group may assemble in a County or Member Municipal EOC or establish a joint virtual Emergency Operation Centre. Either the County or member Municipal Control Groups may request consideration for the establishment of a Joint Emergency Control Group as set out in Section 8.2 at any time.
- Where the Warden, in consultation with the County Control Group, determines that the emergency, located within the boundaries of one or more member municipalities, is placing an extraordinary demand (personnel, materials and/or financial) upon the resources of the County, a County Emergency Declaration will be made.

7.4 Termination of Emergencies

At any time, the Head of Council or, Council or may declare that an emergency has terminated. Once an emergency has been terminated, a copy of the signed emergency termination declaration shall be sent to the individuals and agencies listed in the beginning of Section 7.

8 MUNICIPAL EMERGENCY CONTROL GROUPS (MECG)

Regulation 380/04 of the Act requires each municipality to establish a Municipal Emergency Control Group. The County and Member Municipalities have identified Municipal representatives to participate in their Control Groups. The roles and responsibilities of the individual Control Group members are set out in Section 8.3.

8.1 Municipal Emergency Notification Procedures

Upon receipt of a warning that a real or potential emergency is imminent or occurring, any member of the Municipal Emergency Control Group (MECG), can request that the MECG be notified and placed on standby for further information or request that the Emergency Operations Centre (EOC) be activated. In some emergencies, assembling the Control Group and activating the EOC may not be necessary, but it may be important to make members aware of a potential emergency, to update them on a situation, or gain their advice and expertise.

To notify the MECG and/or activate the EOC, control group members should contact the following positions or agencies with appropriate information to initiate the activation.

- Wellington County – Bestel Message Centre
- Centre Wellington – Infrastructure Call Centre
- Erin – Fire Chief (alternate CEMC) or alternate
- Guelph/Eramosa – Chief Administrative Officer (CAO) or alternate
- Mapleton – CAO or alternate
- Minto – CAO or alternate
- Puslinch – CAO or alternate
- Wellington North – CAO or alternate

Each municipality has its own notification procedures. Municipalities will test these procedures on a regular basis and it is recommended that they be tested/used annually.

8.2 Joint Control Group or Command Advisory (IMS) Team

There are times when the County and Member Municipalities may be jointly impacted by the emergency and ensuring sharing of information, personnel and resources may be important to a coordinated response. If such circumstances occur, a Joint Control Group/Command Advisory Team (for an IMS response) may be formed/assembled. This decision shall be made in consultation with the Heads of Council, CAOs, Emergency Manager/CEMC and/or alternates of the affected municipalities. Once a decision is made to establish a Joint Control Group/Command Advisory Team, the Heads of Council, CAOs and the Emergency Manager/CEMC may comprise the team members and/or determine the appropriate team composition to respond to the emergency.

8.3 Responsibilities of MCEG Members

The following subsections list the members of the Control Group and their responsibilities during an emergency. The members of the Control Group may from time to time delegate a member of their staff to represent them during an emergency response.

8.3.1 Head of Council (Warden and/or Mayor)

- i) Provide Leadership in the EOC operations.
- ii) Declare an emergency as provided by the Emergency Management and Civil Protection Act.
- iii) May terminate an emergency.
- iv) Ensure that Council is kept informed of the Municipality's response to the emergency declared or not declared. The Warden, Mayor or alternate is Council's representative for the emergency response in the EOC. They will liaise with other Council members regularly to keep them informed of the situation and provide information for residents.
- v) Liaise with other municipal Wardens/Mayors regarding the emergency as required.
- vi) Establish a communication link with the Municipality's Emergency Information Officer.
- vii) Act as the Community Spokesperson.
- viii) Coordinate all media inquiries regarding the emergency operation with the Emergency Information Officer.
- ix) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.2 Senior Administrative Municipal Official

- i) May fulfill the role of Emergency Operations Centre (EOC) Director under IMS.
- ii) Responsible for activating the EOC.
- iii) Ensure continuity of Municipal services, functions and operations of the municipality and if affected determine efforts needed to restore services in consultation with Department Heads, Senior Management Team, etc.
- iv) Arrange for additional EOC support staff as required.
- v) Advise Head of Council/alternate and Control Group on administrative matters, Council policies and procedures.
- vi) Working with the CEMC, ensure that required individuals and agencies are notified of the declaration and termination of an emergency.
- vii) Authorize implementation of Mutual Assistance Agreements in consultation with Control Group.
- viii) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.3 Fire Chiefs

- i) Establish a fire incident command post with communication link to the EOC.
- ii) If emergency is fire related, appoint Incident Commander and advise the EOC.
- iii) Establish communication link with senior fire officials at the emergency site.
- iv) Determine if additional fire resources are required to aid emergency site effort including the need for additional fire personnel and equipment.
- v) Ensure Mutual Aid Fire Agreement/Plan is activated if requested.
- vi) Assist Guelph-Wellington Paramedic Service with casualties as necessary if resources are available.
- vii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
- viii) Liaise with the Fire Marshall's Office and other related fire department response partners.
- ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
- x) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.4 Senior Municipal Road Authority Official

- i) If necessary, establish an incident command post with communication link to EOC.
- ii) Establish a communication link with senior roads staff at the incident.
- iii) Provide an incident commander(s) for the site, if required.
- iv) Advise on engineering, road design, resources, relating to the Municipal road infrastructure.
- v) Liaise with senior Public Works/Infrastructure Services officials from other road authorities including the County and the Province.
- vi) Ensure municipal resources, if available, are provided as requested.
- vii) Arrange for resources as requested by Incident Command and ensure a record/inventory of all supplies and equipment is maintained.
- viii) Assist OPP with traffic barricades; assist fire with evacuations as requested.
- ix) As flood coordinator, liaise with Conservation Authorities on matters related to flooding.
- x) Maintain municipal services provided such services could be maintained safely.

- xi) Arrange to have public or private utilities disconnected if public safety is affected or when directed by Incident Command within the site, or the EOC Director if outside the site.
- xii) Implement Department Service Continuity Plans.
- xiii) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.5 Senior Municipal Water/Waste Water Official

- i) Mobilize materials, personnel and equipment to respond to an emergency and, if necessary, arrange for services from other municipalities or private contractors.
- ii) Provide advice and information with respect to municipal water resources, wastewater and provincial legislation, etc.
- iii) Liaise with the MECP, Ontario Clean Water Agency, etc. with respect to water issues in the municipality.
- iv) Ensure well houses, water treatment facilities and infrastructures operate properly, and arrange for repairs as necessary.
- v) Arrange for the implementation of water contingency plans; boil water advisories, etc. as required in consultation with Wellington-Dufferin-Guelph Public Health or designated representative and the MECP.
- vi) Arrange for equipment for emergency pumping operations.
- vii) Liaise with the Fire concerning emergency water supplies for firefighting purposes.
- viii) Liaise with Ministry of the Environment, Conservation and Parks (MECP) and the Spills Action Centre when spills occur. Should a spill/contaminant occur within an identified vulnerable drinking water supply area as shown on Schedules B1 through B7 of this plan, ensure that the municipal staff responsible for drinking water supply and Risk Management Official are notified.
- ix) Arrange for emergency potable water supplies and sanitation facilities to the requirement of Wellington-Dufferin-Guelph Public Health (WDG Public Health).
- x) Arrange for the discontinuation of any water service to any resident, as required, and ensure services are restored when appropriate.
- xi) Implement Contingency response plans and/or Service Continuity Plans.
- xii) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.6 Treasurer

The responsibilities of the Municipal Treasurers are set out in Section 10 - Financial Considerations for Municipal Emergencies. In addition to these responsibilities, Municipal Treasurers are members of the Control Group. The following roles are specific to Treasurers as members of the Control Group;

- i) May take on the role of Administration and Finance Chief under IMS.

- ii) Provide information and advice on financial matters and information systems as they relate to the emergency and the effects on the municipality.
- iii) Implement Department Service Continuity Plans.
- iv) Liaise, if necessary, with Treasurers from County and Member Municipalities.
- v) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.7 Social Services Administrator

The Social Services Administrator is a member of the County of Wellington Control Group but provides Emergency Social Services support to Member municipalities as requested. Details of the Emergency Social Services can be found in Section 12 – Emergency Evacuations and Emergency Social Services Response.

The main responsibilities of the Social Services Administrator during an emergency are:

- i) Upon notification that a shelter or reception centre is in the process of being set up, will provide advice and guidance with respect to the overall management of the shelter. The Social Services Administrator or alternate may take on the role of Shelter Manager or may appoint a staff person to this role.
- ii) Will implement the Memorandum of Agreement with the Canadian Red Cross (Red Cross), as required.
- iii) Liaise with partner agencies such as WDG Public Health, Red Cross, St. John Ambulance, Salvation Army and service groups to set up, manage, and disassemble the reception/shelter facilities.
- iv) Activate Mutual Assistance Agreements with partner agencies and various service and supply agreements, as needed.
- v) Implement Department/Division Service Continuity Plans.
- vi) Maintain a log of all expenditures and invoices and submit to the Administration and Finance Chief.
- vii) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.8 Wellington Terrace Administrator

- i) The Administrator is a member of the County of Wellington Control Group.
- ii) Coordinate with Province, WDG Health Unit and Guelph Wellington Paramedic Services on all matters relating to Long Term Care and response during the emergency.
- iii) Oversee/maintain appropriate service levels for Wellington Terrace during internal and external emergencies.
- iv) Maintain log of actions taken and decisions made or arrange for a scribe.

8.3.9 CEMC

- i) Is the Liaison Officer under IMS.
- ii) Ensure that proper communications are in place for the EOC.
- iii) Ensure attendees of the EOC are registered.
- iv) Liaise with the Provincial Emergency Operation Centre (PEOC) and OFMEM Field Officer.
- v) Ensure that supplies (emergency response plan, resources, supplies, pens, maps and equipment) necessary to conduct emergency operations are available and ready for use.
- vi) Provide advice and clarification about the Emergency Management and Civil Protection Act, implementation of the Emergency Response Plan and other Municipal response plans and procedures.
- vii) Liaise with Wellington Social Services and community support agencies.
- viii) Prepare after action reports for the review and approval of the Control Group and for reporting to Councils about the emergency response and recommended improvements.
- ix) Maintain log of actions taken and decisions made or arrange for a scribe.

8.4 Emergency Operations Centre (EOC) Support Staff

The following staff may be required to attend the EOC to provide support, logistics and advice.

8.4.1 Scribe (Main Event Log or Personal Activity Log)

- i) Maintains Main Event Log during operation of the EOC.
- ii) Assists any member of a Control Group/IMS response team with their personal activity logs.

8.4.2 Human Resources Administrator

- i) May be appointed to the Logistics Section of IMS.
- ii) Consult with partner agencies to coordinate outreach and counselling services for staff affected by the emergency.
- iii) Assist with the set up and staffing of the volunteer registration centre.
- iv) Arrange for the tracking of volunteers.
- v) Implement Emergency HR Policies.
- vi) Implement Emergency redeployment strategies.
- vii) Implement Service Continuity Plans.
- viii) Maintain a personal activity log of actions taken.

8.4.3 Manager, Purchasing and Risk Management Services

In the event of a countywide emergency, the Purchasing and Risk Manager may take on the role of Logistics Chief or Security and Risk Management Officer or both. Duties will include the following:

- i) Arrange for equipment, personnel and materials as directed.

- ii) Ensure proper tracking of equipment, personnel and materials.
- iii) Notify the County's Insurers of the events and provide appropriate documentation.
- iv) Coordinate and assist HR with the volunteer registration and volunteer placement needs.
- v) Maintain a personal activity log of actions taken.

8.4.4 IT Services Support Staff

- i) Member of the Logistics Section of IMS
- ii) Ensure that the EOC's have connectivity to the municipality's computer network, including internet for additional communication support.
- iii) Source and provide equipment and staff resources as necessary to support municipal emergency operations, the Emergency Operation Centre and/or staff redeployment/alternate working arrangements including to but not limited to software systems, email and internet and hardware.
- iv) Assist with any other information technology needs.
- v) Implement Service Continuity Plans.
- vi) Maintain a personal activity log of actions taken.

8.4.5 Municipal Official Responsible for Facilities

- i) Member of the Operations Section under IMS
- ii) Ensure departmental notification is set up and that staff are trained on these.
- iii) Responsible for the setup of a municipal facility as a reception/shelter/warming/cooling centre, including scheduling available municipal staff and/or arrange for assistance from Wellington County Social Services to manage the emergency service. A minimum of two municipal staff and/or volunteers must be available to operate the facility.
- iv) Responsible for ensuring Municipal recreational facilities are closed as required by the emergency
- v) Responsible for the safe re-opening of Municipal facilities closed because of the emergency.
- vi) Maintain a personal activity log of actions taken.

8.4.6 Facilities Manager

- i) Liaise with Public Works/Infrastructure Services regarding weather conditions and the possibility of road closures.
- ii) Implement facility set up procedures and inspect equipment/supplies. Municipalities may make available a policy regarding the set-up, use and running of the temporary warming centre.
- iii) Check booking schedule and notify users of closure to normal operations.
- iv) Arrange for immediate registration of attendees.
- v) Provide information about the municipal facilities.

- vi) Liaise with Logistics to arrange for security at centre once established.
- vii) Maintain a personal activity log of actions taken.

8.4.7 Legal Counsel

Provide legal advice, as requested, to the MECG or any member of the MECG as they apply to the actions of the County and their response to an emergency.

8.5 Supporting Agencies, Boards, Services and Organizations

The following agencies, boards, services and organizations may be requested to assist at the emergency site and/or the EOC.

8.5.1 Wellington OPP

- i) Maintain law and order within the community.
- ii) Notify and assist relevant emergency services, as required.
- iii) Establish an incident command post, as required.
- iv) Alert persons endangered by the emergency and coordinate evacuation procedures, as necessary.
- v) Establish inner and outer perimeters around the emergency site.
- vi) Notify the Coroner of fatalities and provide assistance with respect to the collection, security and identification of deceased persons, and notification of next of kin.
- vii) Ensure the timely and accurate dissemination of information and instructions to the public, in coordination with local emergency management officials.
- viii) Undertake and manage, in concert with any other police action relating to the incident, investigations into criminal acts that have been committed or suspected.
- ix) Provide traffic control to facilitate the movement of emergency vehicles.
- x) Liaise with other municipal, provincial and federal agencies, as required.
- xi) Provide security to Incident and Incident Command Post, Emergency Operation Centre and any other areas deemed appropriate in consultation with the MECG.
- xii) Establish communication with other municipal departments to arrange for additional supplies and equipment when needed, e.g. Barriers and flashers, etc.

8.5.2 Guelph-Wellington Paramedic Service (GWPS)

- i) Establish communication with the Incident Commander. Consider presence at Command Centre. Respond to EOC if established.
- ii) Provide for overall coordination of “Emergency Medical Response” to an emergency.
- iii) Provide for and maintain Emergency Medical Services at the incident.

- iv) Directly liaise with Site Coordinator.
- v) Assess and determine need, request and coordinate deployment of “on-site Medical Teams.”
- vi) Establish and maintain open link communications with Central Ambulance Communications Centre (CACC).
- vii) Liaise with Wellington-Dufferin-Guelph Public Health “Incident Manager”.
- viii) Update reporting to Wellington-Dufferin-Guelph Public Health and Ministry of Health and Long-Term Care designate.
- ix) Provide technical assistance to Wellington-Dufferin-Guelph Public Health with assessment of resource needs.
- x) Determine resource availability and coordinate deployment to emergency site (i.e. air ambulance, multi-patient buses, support units, paramedics, etc.).
- xi) Procure and approve supply purchases.
- xii) Ensure appropriate patient allocation to receiving medical facilities and efficient distribution of patient load.
- xiii) If required, appoint GWPS Incident Commander.
- xiv) Liaise with allied agencies, home and community care, for information regarding invalids or disabled citizens that may reside in an area to be evacuated.
- xv) Assist in the coordinated effort for transport of persons in health care facilities, nursing homes, homes for the aged, etc. in need of evacuation.
- xvi) Activate Critical Incident Stress Management (CISM) Team.
- xvii) Participate in debriefing and assisting the CEMC in the preparation of Incident Report.

8.5.3 Wellington-Dufferin-Guelph Public Health (WDGPH)

- i) Participate in Municipal Emergency Control Group meetings.
- ii) WDGPH will activate the WDGPH Emergency Response Plan and Incident Management System when warranted.
- iii) Will maintain a communication link with Wellington County during emergencies.
- iv) During a human health emergency/pandemic will establish a unified command incident response with the affected municipality.
- v) During a municipal water system emergency, WDGPH will establish a unified command incident response with the affected municipal water department.
- vi) Provide information/instructions on public health risk reduction for the public which municipalities can distribute on their own social media platforms.
- vii) Consult on the safe disposal of biohazardous and other infectious/hazardous material.

- viii) Coordinate vaccine management and implement mass immunization plan as required.
- ix) Provide advice to affected municipal department(s) or response group(s) on potability of emergency water supplies and sanitation facilities as required.
- x) Liaise with the Provincial Government (i.e. Ministry of Health, Ministry of Long-Term Care, Ministry of Labour, Training and Skills Development, Ministry of the Environment, Conservation and Parks, Ontario Health, Public Health Ontario etc.)
- xi) Consult with Coroner on temporary morgue facilities.
- xii) Fulfill legislative mandate of the Medical Officer of Health (MOH) as outlined in relevant provincial legislation, such as the Health Protection and Promotion Act, and Ontario Public Health Standards, and related protocols.
- xiii) Provide direction on any matters that may adversely affect public health.
- xiv) Liaise with public sector, voluntary and private agencies as needed (i.e. Family Health teams, Hospitals, School Boards, Red Cross, VON, etc.).
- xv) Liaise with Social Services Administrator or designated alternates on preventing human health risks in evacuation centres in areas of; safe food preparation, infection control practices, water quality, accommodation space, and sanitation.
- xvi) Keep record of all Wellington-Dufferin-Guelph Public Health activities including actions taken and decisions made.
- xvii) Participate in debriefings as required.

8.5.4 Local Hydro Utility

- i) Provide information and advice regarding available hydro services.
- ii) Provide alternate emergency hydro supplies where necessary and practical.
- iii) Discontinue hydro services as requested or required.
- iv) Restore interrupted services on a priority and volume basis.
- v) Liaise with the Fire Chief, Senior Municipal Roads Official, Water and Waste Water Officials and other Senior Municipal Staff.
- vi) Ensure the emergency routes are clear of power lines for safe ingress and egress to the emergency site.
- vii) Advise Head of Council, Senior Administrative Official and the Emergency Information Officer of any hydro related safety precautions that need to be conveyed to the public because of the emergency at hand or because of decisions made to respond to the situation.
- viii) Maintain a log of daily planning meetings and actions taken.

8.5.5 Amateur Radio Emergency Services (ARES) Emergency Coordinator or Alternate

The ARES Emergency Coordinator will be deployed by and report to the CEMC and will be responsible for the following:

- i) Activate emergency notification procedures of the Wellington Amateur Radio Emergency Services operators.
- ii) Ensure that the emergency telecommunications centre is properly equipped and staffed to work to correct any problems that may arise.
- iii) Maintain an inventory of community and private sector communications equipment and facilities that could be used to augment existing communications equipment.
- iv) Arrange for additional communication resources during an emergency.
- v) Maintain a personal activity log of actions taken.

8.5.6 Hospitals

In Wellington County, there are three hospitals: Louise Marshall, Palmerston, and Groves Memorial. The Wellington Health Care Alliance collectively administers them. During an emergency, the hospitals are responsible for the following:

- i) Implementing their emergency response plans.
- ii) Coordinate and liaise with Guelph Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health.
- iii) Notify and liaise with the Waterloo Wellington Local Health Network (WWLHIN) when a significant incident is identified.
- iv) Guelph-Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health will inform the Control Groups of concerns and needs of the hospital during municipal emergencies and if necessary, work with the control groups to arrange for assistance as may be required.

8.5.7 School Boards

The Upper Grand District School Board and the Wellington Catholic District School Board are responsible for most of the elementary and secondary schools in Wellington County. It is expected that the Boards in the event of a municipal emergency or disaster will implement the following roles:

- i) Implement emergency response plans and evacuation plans of the board and the schools as necessary.
- ii) During normal business hours, the municipality will be responsible for contacting the school and school boards to advise of a potential or occurring emergency within the municipality. With respect to potential weather emergencies, monitoring weather conditions will be the responsibility of the Board and their School Transportation Services. As weather emergencies have been rated as high probability by municipalities in Wellington County, it is expected that the boards and schools will undertake measures to adequately prepare and if necessary, respond to a weather event.

- iii) The Upper Grand District School Board and the municipalities have agreed to the use of the following schools as potential reception/evacuation centres:
- Centre Wellington District High School
 - Erin District High School
 - Minto Clifford Public School
 - Norwell District Secondary School
 - Wellington District Secondary School
- iv) The Town of Minto and the Upper Grand District School Board have signed an agreement setting out the use and arrangements of a portion of the Minto Clifford Public School during declared or undeclared emergencies.

8.5.8 Conservation Authorities

Conservation Authorities are responsible for the following:

- Monitor watershed conditions and preparing forecasts for potential flooding.
- Issue flood messages as required. These messages may be issued at any time of the year and may be as follows:

Water Conditions Statement:

Water Safety Statements are issued to make the public aware that rising water levels, melting ice, unsafe banks in and along rivers and streams could make them unsafe for recreational users. Flooding is not expected with this statement. Flood Outlook Statements provide an early notice that flooding is possible based on current weather forecasts.

Flood Watch:

A Flood Watch message provides an early warning that flooding is likely to occur along specified watercourses or throughout a municipality. The public, municipal officials and emergency services in these areas should be prepared to implement their emergency response plans.

Flood Warning:

A Flood Warning is issued when flooding will happen or is happening along specified watercourses or throughout a municipality. These messages may state the amount of flooding that is expected and may include specific actions to be taken by the public, municipal officials and emergency services, such as closing roads and evacuations.

8.5.9 Source Water Protection Plans

Under the Clean Water Act, 2006, multi-stakeholder committees with the support from the local source protection authorities developed Source Water Protection Plans. Many of the Source Water Protection Plans include policies that recommend municipalities update their emergency response plans to identify

vulnerable areas of municipal drinking water supplies, the risks posed to these areas by spills or unauthorized discharges, and to ensure that policies and procedures are in place to be able to respond to emergencies in these vulnerable areas.

Schedule B Drinking Water Vulnerable area map schedules may be replaced from time to time based upon approvals by the Ministry and approved changes in the County of Wellington Official Plan.

The location of these vulnerable areas as shown on Schedule B1 through B7 of the Emergency Response Plan include areas within 100 meters of a source, two years and five-year travel times. Alternatively, the County of Wellington's Explore Wellington mapping contains additional information for twenty-five years' time of travel. The Common Operating Picture also contains locations of the vulnerable areas and the travel times accordingly.

The training programmes for all municipalities in Wellington will be updated and reviewed annually with each municipal Emergency Management Programme Committee to ensure first responders, municipal staff responsible for emergency management receive appropriate awareness training of drinking water source protection, and local source protection plans policies. The training may also be provided to appropriate responding emergency management partners.

8.5.10 Risk Management Official (RMO)

If a municipality is concerned that a vulnerable municipal drinking water supply may have been affected by a spill or contaminated, the municipal Fire Department, Water Department and/or Public Works/Infrastructure Services Department staff may request the assistance of the RMO to assist with assessing potential impacts to the sources of municipal drinking water, and further, if a municipal response is required to a spill or contamination of drinking water supplies, the RMO may be requested to attend the EOC to provide advice and information.

Under their requirements for DWQMS, Municipal Water and Wastewater agencies/departments have developed policies to respond to emergencies. The Water and Wastewater municipal departments in the County of Wellington have created an ad hoc Interoperability Committee who meets on a regular basis to develop consistency procedures for responding to unprecedented water and wastewater situations and to assist each other in such situations. The Risk Management Official participates on this ad hoc Committee.

9 EMERGENCY MANAGEMENT RESPONSE IN THE EOC

For most emergencies, Wellington County and Member Municipalities will use the Provincial Incident Management System (IMS) to respond to an emergency at the site and in the EOC. Tactical response to an emergency is the responsibility of site Incident Command. Site support, strategic response including management of emergency information both internal and external, service continuity of municipal operations, and management of response activities outside of the site perimeter such as the operation of a reception centres/shelters is the responsibility of the EOC.

9.1 Emergency Operations Centre

When notified of an emergency, the primary or alternate EOC may be activated. Alternatively, depending on the emergency, a virtual EOC consisting of an EOC software tool, messaging tool, emails, intranet services, or other electronic means may be used instead of meeting in the EOC.

9.2 Operational Period

In most emergencies, the EOC will establish an operational period. This period consists of an agreed specified planning cycle for meetings, reporting and work schedule.

9.3 Operational/Planning Meetings

Operational/Planning meetings are the most important step in the operational period. Equally important is that the meetings be brief, focused and plan oriented. The purpose of the Operational Meeting is to hear updated information on the emergency response with the goal of preparing an Incident Action Plan to be implemented by the EOC Director with the assistance of staff.

9.4 Incident Action Plans (IAP)

Every coordinated response where the control group is monitoring and supporting the response should include the preparation of an IAP. The IAP provides all incident supervisory personnel with emergency response objectives, strategies, tactics, and directions for achieving them. It may also include (among others) resources, structures, as well as safety, medical and telecommunications instructions; it may be spoken or written. It is recommended that a written IAP be prepared whenever an EOC is operating.

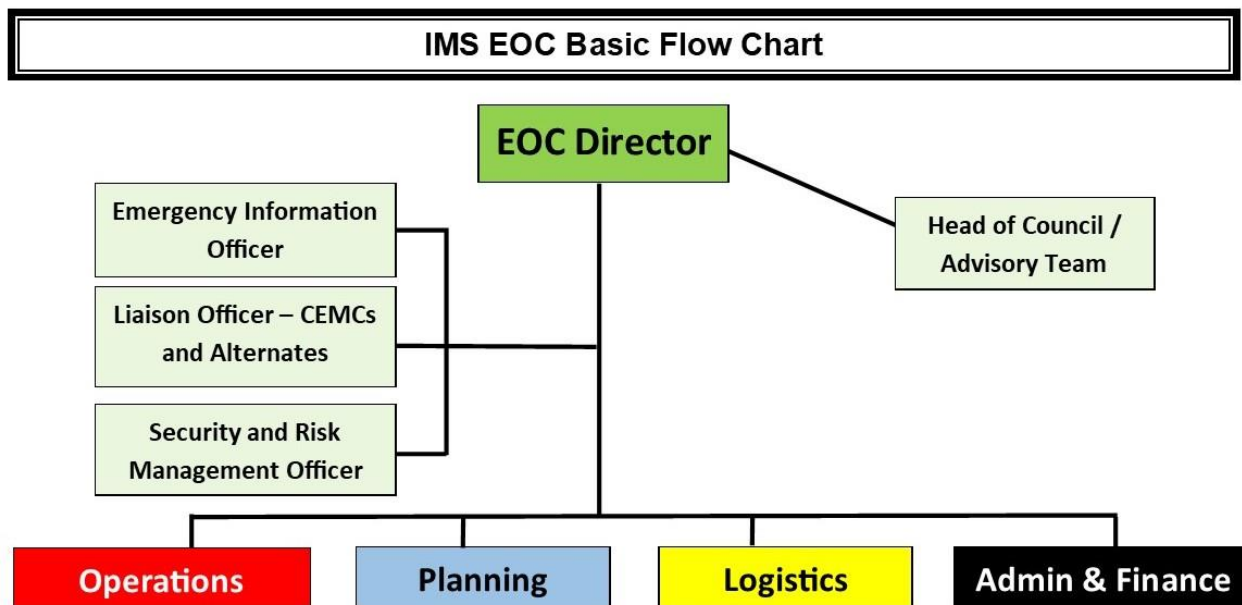
The steps in the IAP process include:

- i) Assess Situation – Obtain situation reports from involved agencies
- ii) Identify Goals and Objectives of the response
- iii) Assign Priorities
- iv) Assign Tasks
- v) Consider Resource Needs
- vi) Finalize plan, Approve and Implement
- vii) Monitor Plan – Future Meeting

The plan must be communicated to everyone at the end of each meeting.

9.5 EOC Organizational Chart/IMS Structure

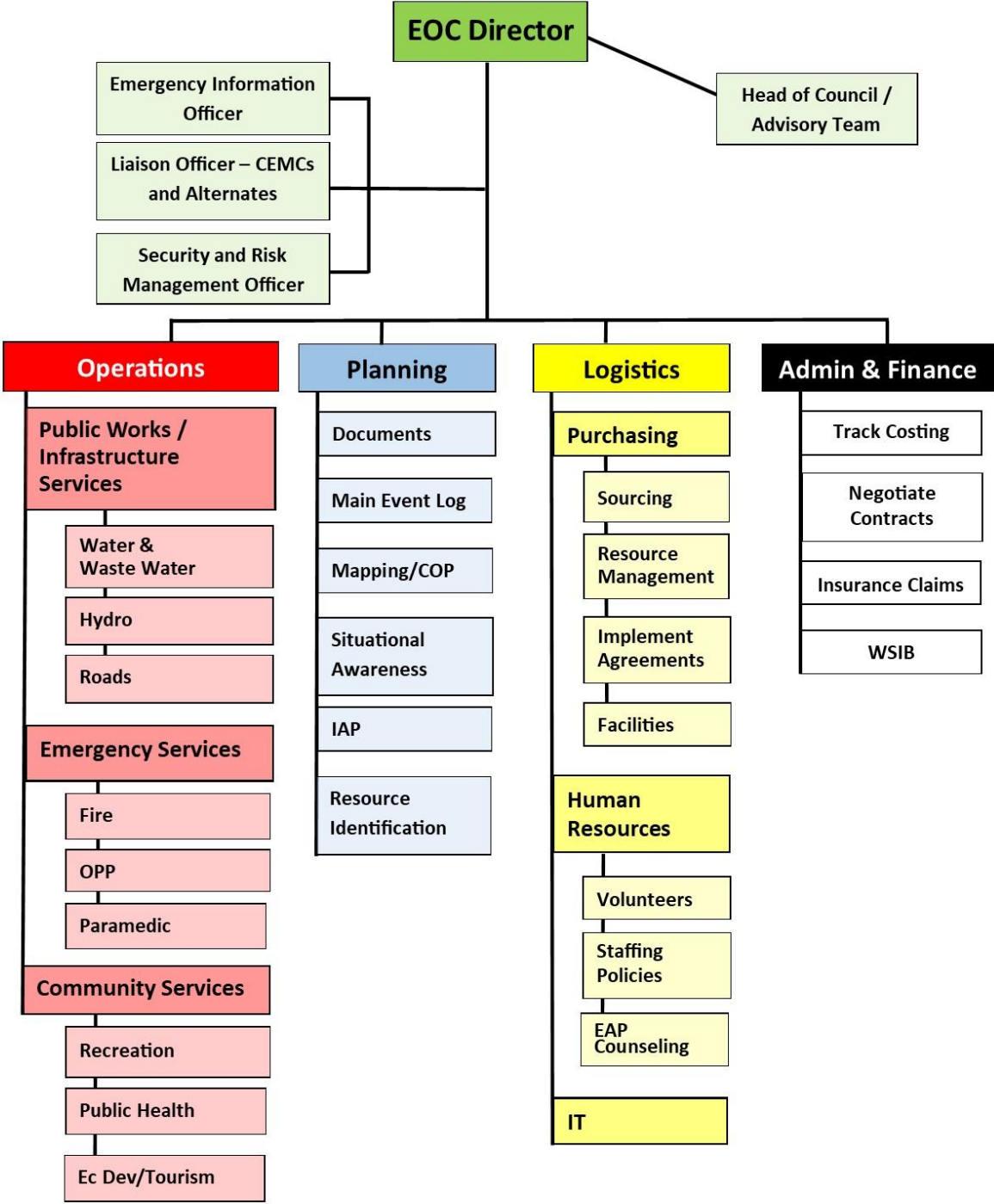
The following diagram represents the basic Incident Management System Structure. This model may be used with or without the declaration of an emergency. In the EOC, the CAO or senior official will fill the role of EOC Director.



9.6 Enhanced System Flow Chart

The following diagram represents a sample of how the Incident Management System model in Section 8.5 may be expanded for use during complex, multi-jurisdictional municipal emergencies over an extended period. It is expected that this model would be used during a municipal emergency declaration.

IMS EOC Enhanced Flow Chart



9.7 EOC Director

The following is a list of some of the responsibilities of the EOC Director. The EOC Director may consult with Command Advisory Team (Control Group) at any time, and may, delegate these responsibilities to other EOC staff.

- i) Activate the Emergency Response Plan.
- ii) Assemble the IMS/MECG Team.
- iii) Conduct operational briefings.
- iv) Authorize an Emergency Information Centre, if required.
- v) Authorize a Reporting and Inquiry Centre such as 211, if required.
- vi) Authorize, as delegated, expenditure of money required to deal with the emergency.
- vii) Authorize the movement/use of personnel, equipment and resources.
- viii) Authorize and direct the use of municipal resources within delegated authority.
- ix) Arrange for extra resources (personnel and equipment) to be utilized (e.g. private contractors, industry, volunteer agencies, service clubs, church groups, etc.).
- x) Request assistance from and/or liaise with various levels of governments and any other public or private agency
- xi) Authorize activation of Mutual Assistance Agreements.
- xii) Implement a recovery strategy.
- xiii) Participate in post-emergency debriefings and assist with preparation of reports.

9.8 EOC Command Staff

EOC Director may be assisted by a Security/Risk Management Officer, Emergency Information Officer(s) and Liaison Officer and if necessary by General Staff comprised of the Operations Section Chief(s), Logistic Section Chief(s), Planning Section Chief(s), Finance and Administrative Section Chief(s). The EOC Director will determine the scale of the IMS model and will reassess throughout the duration of the incident.

9.8.1 Emergency Information Officer

The Emergency Information Officer is responsible for ensuring the timely dissemination of information to the media. Refer to the Emergency Information Plan in Section 11.2.

9.8.2 Security and Risk Management Officer

Ensure security measures for the EOC are in place and that municipal risk management practices are applied during the response.

9.8.3 Liaison Officer

In most cases, the Liaison Officer will be the CEMC. The Liaison Officer acts as the link between the EOC Director and other organizations involved in the emergency response. Some of the specific responsibilities of the Liaison Officer are;

- i) Coordinate with organizations not represented to request support and assistance.
- ii) Provide briefings to organization representatives about the response operation.
- iii) Maintain an up-to-date list of supporting and cooperating organizations.

9.9 Operations Section

The Operations is responsible for;

- i) coordinating the flow of information to and from all response operations (municipal departments and partner response agencies) and the EOC Director,
- ii) supporting response operations by directing resources requested from the EOC to the appropriate locations such as an evacuation centre or the site,
- iii) Ensure implementation of EOC tasks as set out in the IAP.

9.10 Planning Section

The Planning Section is responsible for the internal management of emergency information and ensures information is shared effectively among staff in the EOC, within the municipal organization, and with Incident Command. Responsibilities of the Planning Section include;

- i) Collecting, collating, evaluating and disseminating incident information.
- ii) Maintaining situational awareness through the use of mapping tools available (paper or GIS).
- iii) Preparing and documenting the IAP for each operational period including medium and long-range strategic emergency response for the municipality.
- iv) Maintain incident documentation including the main event log.
- v) Identify resources need and/or assigned to the incident.
- vi) A member of the Municipal Planning Team may fill the role of the Planning Chief.

9.11 Logistics Section

The Logistics Section is responsible for resource management and acquires all supporting resources for the EOC and its emergency operations, and for sourcing resources requested by the site Incident Command. These may include facilities, services, personnel, transportation, supplies, fuel, equipment, food

service, communications, and medical. Staff are responsible for tracking usage and current locations of these same items.

Logistics and Planning work closely together to identify needed resources; Logistics and Finance/Administration Sections work together closely to contract for and purchase required resources. Responsibilities of the Logistics Section may include:

- i) Ordering, obtaining, maintaining, distributing and accounting for resources.
- ii) Providing telecommunications/IT services and resources.
- iii) Ordering EOC food and refreshments.
- iv) Setting up and maintaining EOC incident facilities.
- v) Providing support transportation.

The Risk and Purchasing Manager may fill the role of the Logistic Chief or designated alternate for the County. Member municipalities may designate a representative of Public Works/Infrastructure Services and/or Treasury to fulfill this role.

9.12 Administration and Finance

The responsibilities of the Administration and Finance Section are set out in Section 10 - Financial Considerations for Municipalities.

9.13 Incident Command

The emergency site may identify an Incident Commander from the first agency or lead agency at the emergency and this person will assume the overall decision-making responsibility at the emergency site for all agencies involved.

Responsibility for Incident Command may change from one organization or jurisdiction to another based on required expertise or the scale of the incident.

In large municipal emergencies, where this plan is activated, a Unified Command Structure comprised of the representatives from key agencies involved in the emergency may be used. The agencies involved in the Unified Command may be added or scaled back depending upon the type of emergency and its severity. For example, in a flood situation it may include Public Works/Infrastructure Services, Fire, Police and community support agencies such as Victim Services and Red Cross. Each agency at the emergency incident will be responsible for appointing a representative to participate in the Unified Command.

9.13.1 Responsibilities of Incident Command

Incident Command is responsible for the overall coordination of all operations at the emergency site including but not limited to:

- i) Assess the situation.
- ii) Establish appropriate communications.

- iii) Ensure that objectives, priorities, tasks and tactics are established to contain and mitigate the emergency.
- iv) Establish an incident command post.
- v) Establish an inner and outer perimeter around the emergency site, as required.
- vi) Ensuring that all are aware of personnel, material and human resources available to mitigate the emergency.
- vii) Maintaining a communications link with the Senior Municipal official at the Emergency Operations Centre.
- viii) Coordinate with key personnel and officials.
- ix) Appointing an On-Site Media Spokesperson upon consultation with the Senior Municipal Officer and the Emergency Control Group, as required.
- x) Appoint a scribe, as needed.
- xi) Ensuring that all responsible organization commanders meet on a regular basis to update each other on individual organization actions and progress made, to share information, to set common priorities, to set common objectives and determine what additional resources may be required.

10 FINANCIAL CONSIDERATIONS FOR MUNICIPAL EMERGENCIES

During municipal emergencies the tracking and maintenance of emergency related expenditures for items such as staff timesheets, equipment purchases and rentals, cost of implementing emergency contract and agreements, handling insurance claims, and submitting funding requests is important. The documenting can assist with the funding request to the Province and provides a record for Council of the true cost of the emergency response.

The following are the main financial considerations of a Municipality during an emergency;

- i) Establish appropriate emergency General Ledger accounts and procedures to maintain accurate records of all emergency-related expenditures. This should be established prior to emergency events.
- ii) Establish a process/procedure for tracking staff time and equipment usage relating to the emergency response.
- iii) Submit insurance claims for the municipality for emergency related matters.
- iv) Track necessary expenditures/costs resulting from the implementation of a Mutual Assistance Agreement.
- v) Negotiate contracts for emergency related purchases and rentals.
- vi) Assess and track capital costs required to rebuild or repair municipal infrastructure.
- vii) Monitor sources of funding and prepare claims for submission to the Ministry of Municipal Affairs and Housing for funding under the Municipal Disaster Recovery Assistance Program.
- viii) Analyze the impact of the emergency on the municipal budget.
- ix) Prepare a final report for Council.

10.1 Donations Management

Donations in an emergency may include services, funds, and material. Managing donations includes collecting, storing, dispensing, and accounting of donations. Financial donations are the preferred donation method for municipalities. The monies may be collected and distributed as needed in the Community rather than obtaining donated items, which can be difficult to manage and may not meet the needs of those affected by the emergency.

For this purpose, Municipalities may want to consider establishing a process for collecting and handling financial donations related to a municipality emergency. Some possible options include a donation bank account or a Go Fund Me page.

The County of Wellington and the Canadian Red Cross have entered into an agreement for accessing Red Cross Services during large-scale

emergencies/disaster. One of the services that Red Cross can provide is to assist with the management of In-Kind Donations. Municipalities interested in accessing the services of the Red Cross through the agreement can request this through the CEMC or the Social Services Administrator.

10.1.1 Provincial Funding Opportunities for Emergency Incidents

The Province of Ontario administers two Disaster Recovery Programmes. The Programmes are known as the Disaster Recovery Assistance for Ontarians and the Municipal Disaster Recovery Assistance Program. Detailed information about programme eligibility, eligible expenses and programme application guidelines are available on the Ministry of Municipal Affairs and Housing website. The following is a brief description of the two programmes.

10.1.2 Disaster Recovery Assistance for Ontarians (DRAO)

The Disaster Recovery Assistance for Ontarians Programme is open to homeowners (primary residence only) and residential tenants, small owner-operated businesses, small owner-operated farms, and not-for-profit organizations. The programme is administered by the Province and may be activated by the Minister of Municipal Affairs after a sudden, unexpected natural disaster such as a flood or tornado. A Municipal declaration is not required to activate this programme. Municipalities are encouraged to advise the Ministry of the situation as soon as practical.

Disaster Recovery Assistance for Ontarians provides assistance for emergency expenses and costs to repair or replace essential property; however, it is not a replacement for insurance. Insurers must be contacted first and documentation must be provided detailing the amount and reason any portion of the damage or loss is not covered under insurance. Eligible expenses are separated into three main categories:

- i) Emergency Evacuation/Relocation and Living Expenses;
- ii) Emergency Measures, Cleanup, Disinfection and Disposal Expenses;
- iii) Repair and Replacement Expenses.

Homeowners and residential tenants, small business owners, farmers, and not-for-profit organizations may apply directly to the Province within 120 calendar days after the Ministry announces the programme has been activated. Following activation of the program, application forms will be made available on the Ministry of Municipal Affairs and Housing website or will be made available at municipal offices and other locations in communities affected by a natural disaster.

The Ministry of Municipal Affairs and Housing (MMAH) coordinates a Provincial Disaster Assessment Team (PDAT). The purpose of the PDAT is to inform the Minister of Municipal Affairs and Housing's decision to activate the Disaster Recovery Assistance for Ontarians (DRAO) programme.

10.1.3 Municipal Disaster Recovery Assistance Programme (MDRAP)

Municipal Disaster Recovery Assistance Programme helps municipalities that have incurred significant extraordinary costs because of a sudden, unexpected and extraordinary natural disaster. Eligible expenses may include;

- i) Capital costs to repair public infrastructure or property to pre-disaster condition, and
- ii) Operating costs over and above regular budgets that are necessary to protect public health, safety or access to essential services.

Costs are not eligible if they are covered by insurance or if they would have been incurred anyway had the natural disaster not occurred.

Mitigating risks and preparing for disasters are a Municipality's responsibilities, and Municipalities are expected to take reasonable precautions to ensure the health and safety of residents and for managing risks. The purpose of this programme is to alleviate financial hardship when costs are so extensive that they exceed the capacity of the affected municipality to manage. Municipalities are responsible for covering the upfront costs associated with the natural disasters and should have a plan in place to cover up to three percent of Own Purpose Taxation.

Incremental costs associated with the event must be demonstrably linked to the disaster and eligible costs incurred must be at least equal to three per cent of a municipality's Own Purpose Taxation levy. To apply to the programme Council must pass a resolution requesting consideration under the programme and submit an initial claim along with required supporting documentation within 120 calendar days from the date of the onset of the natural disaster.

The cost sharing formula under this programme is based on a sliding scale and is applied when eligible costs are at least equal to three per cent of the municipality's Own Purpose Taxation levy. The Own Purpose Taxation levy refers to the total taxes a municipality is eligible to collect to fund its own budget, less certain adjustments, and is intended as a measure of the municipality's financial capacity. The following table demonstrates the cost sharing arrangement.

10.1.4 Provincial and Municipal Cost-Sharing

Cost-sharing formula applied if eligible costs meet or exceed three per cent OPT levy and the programme is activated	Provincial Contribution	Municipal Contribution
Eligible costs up to 3% of Own Purpose Taxation levy	75%	25%
Eligible costs exceeding 3% of Own Purpose Taxation levy	95%	5%

10.1.5 Federal and Provincial Funding Grants

From time to time, there are Federal and/or Provincial Grants that become available for Municipalities to access for emergency management programmes. Examples are the former Federal Joint Emergency Preparedness Programme (JEPP) and more recently the Federal National Disaster Mitigation Programme (NDMP).

During emergency recovery phases or during emergency programme planning by the Municipal Emergency Management Programme Committee, there may be opportunities to access such funding. The decision to apply for the funding is Council's on the recommendations of the EM Programme Committee and/or Municipal Staff. These funding applications are usually overseen by the Municipal Treasurers.

The CEMC can assist municipalities with investigating funding options related to Municipal Emergency Management Programmes and in particular funding directed at prevention, mitigation, preparedness, response and recovery.

11 COMMUNICATIONS PLAN

11.1 Telecommunications

A vital and integral part of any emergency management operation is communication, particularly, between the EOC and Incident Command. In certain situations, such as large-scale municipal emergencies, the ability to communicate effectively and efficiently with each other is vital. The ability for all emergency response personnel both on and off site to talk and understand each other effectively using interoperable and integrated communications is paramount.

Radio Communications are least susceptible to damage or interruption in times of emergency. For the most part, emergency response services/agencies depend upon their own stand-alone radio systems to communicate. Opportunities for integrated radio communications among Fire, Paramedics, Public Works/Infrastructure Services and the EOC is available.

Other forms of telecommunication such as cellular phones, email, internet and digital messaging systems may be used to supplement or enhance emergency telecommunications between EOC, Incident Command, outside agencies and municipalities. Care will be required when using alternate forms of communication to ensure security of information disseminated.

Amateur Radio Emergency Services (ARES) is available to provide support communications or emergency communications should other forms fail. The roles of ARES are outlined in Section 8.5.5.

The use of wireless messaging system such as chat groups may be used as a means of communication particularly when geography, weather conditions or other situations inhibit safe travel or safety of members within an EOC. In these situations, the establishment of a virtual EOC should be considered and the use of wireless messaging communication may be an important consideration and communication tool. There are various options available for Municipalities to establish chat groups internally or collectively across the County. These messaging conversations will form part of the legal record of the response activities and will be copied and saved for documentation purposes.

11.2 Emergency Information Plan

The coordination and distribution of timely, factual information to the public is an important and critical task of the Municipality at all times but particularly during municipal emergencies. The roles and responsibilities of specific municipal personnel are outlined in the following sections.

Mission Statement: Wellington County is a great, safe place to live, work and play. The County and Member Municipalities value the safety and well-being of the people who live, work and play in Wellington. Having an effective and

coordinated response to emergencies to safeguard the well-being of people, places and environment is our mission.

11.2.1 Emergency Information Staff

The following sections outline the responsibilities of the Emergency Information Officer (EIO), Municipal Spokesperson and Website/Social Media Specialist.

The designated EIOs (staff positions) for Wellington County and the Member Municipalities are as follows:

- Centre Wellington – Communications Coordinator
- Erin – Communications and Special Projects Officer
- Guelph/Eramosa – Clerk with assistance from County Communications staff
- Mapleton – Administrative Assistant with assistance from County Communications staff
- Minto – Fire Administrative Assistant
- Puslinch – CAO with assistance from County Communications staff
- Wellington North – CAO
- County of Wellington – County Communications Manager

The Wellington County OPP media officers have also received training as Emergency Information Officers. The OPP Media Officers may coordinate with the Municipal EIOs during municipal emergencies to offer support and coordination of messaging.

11.2.1.1 Responsibilities of the Emergency Information Officer (EIO)

- i) Reports to the EOC Director.
- ii) Responsible for the gathering, coordinating, analyzing, disseminating and monitoring emergency information through various distribution methods to the media and public.
- iii) Disseminate emergency information based upon municipal procedures and protocols.
- iv) Share media information with County and member municipalities EIO's and/or their alternates.
- v) Works closely with and advises the Municipal Spokesperson about emergency messaging, and will provide information to the Website/Social Media Specialist for posting.
- vi) Establish contact with media coordinators from neighbouring municipalities, jurisdictions, provincial and federal governments including MPs and MPPs, private industry, the public and support agencies such as Wellington OPP,

Guelph-Wellington Paramedic Services and Wellington-Dufferin-Guelph Public Health as necessary.

- vii) Monitor all print, radio, television, internet and social media feeds to ensure information released to the public is factual and relevant to the needs of the municipal response. The EIO may delegate the monitoring of media feeds to the Website/Social Media Specialists or to other Communications staff as required.
- viii) Maintain copies of all emergency information documentation.
- ix) Maintain or appoint a scribe to maintain an activity log of all personal actions taken during the emergency.

Wellington County and Member Municipal EIOs work closely during municipal emergencies to support one another and to coordinate the dissemination of municipal messaging.

11.2.1.2 Responsibilities of the Municipal Spokesperson

The Warden and Mayors or designated alternate may act as the Municipal Spokesperson during a community wide emergency, or they may appoint an expert spokesperson depending upon the emergency. The Municipal Spokesperson's responsibilities include:

- i) Participate in interviews, media conferences, and photograph sessions as requested in consultation with the Emergency Information Officer.
- ii) Establish an appropriate communication link with the EIO and ensure all media inquiries are directed to the EIO.

11.2.1.3 Responsibilities of the Website/Social Media Specialist

- i) Organize and manage a municipality's website during an emergency.
- ii) Post information on the website or social media feeds with information provided by the EIO.
- iii) Monitor social media feeds from County and member municipalities, neighbouring municipalities, partner agencies, and retweet and share posts as necessary. This will ensure that information on social media is consistent and coordinated.

11.3 Coordination of Emergency Information

11.3.1 Member Municipalities with a dedicated EIO

During emergencies affecting a member municipality, the member municipal EIO is responsible for all media releases, social media posts, coordinating interviews, preparing the spokesperson, monitoring the media, etc. The Wellington team will retweet and share social media posts from the member municipality such as the opening and location of

warming/cooling centres, shelters, operation of EOCs and other appropriate information as required.

11.3.2 Member Municipalities without a dedicated EIO

During emergencies affecting a member municipality without full time communications staff, the County Communications team will offer support and assistance to the member municipality including the following:

- The Wellington County Communications team, as requested, may be responsible for drafting content for media releases, social media posts, for coordinating media interviews, preparing the spokesperson, monitoring the media, etc.

The Member Municipality will be responsible for posting the information to their website and social media sites.

11.3.3 Emergencies affecting Wellington County Facilities and Operations

For all closures or service disruptions of Wellington owned facilities, services and operations such as but not limited to Roads, Libraries, the Museum and Archives and Solid Waste Services, the County Communications team is responsible for the messaging and member municipalities are encouraged to retweet and share information posts for their residents.

Wellington County Communications does not post any road closure information affecting Provincial Highways, Wellington County Roads or local roads on social media. During the winter maintenance season (November to April approximately) the Wellington Communication team directs the public to the wellington.ca website. Wellington Roads staff maintain this site 24/7 for Wellington Road Closures and snow plough operations during the winter maintenance season using a variety of methods such as but not limited to website, email and Municipal 511. Central Garage 24/7 staff will also post member municipal snow plough operation as advised. The public is encouraged to follow the OPP's West Region Communications Twitter Feed for up-to-date information on road closures in Wellington.

11.3.4 County-wide emergencies

During large countywide situations such as snowstorms, blizzards and ice storms, coordinating emergency information among all municipal EIO's is necessary to ensure that the release of information affecting all residents and businesses in the County is consistent. All messaging related to municipally owned facilities, roads, operations etc., will remain the

responsibility of the owner municipality and other municipalities are encouraged to share/retweet relevant information.

The County Emergency Management Division maintains an up-to-date listing of all municipal Emergency Information Officers and Website/Social Media Specialists in Wellington. This list is shared with all of the EIO's.

11.4 Emergency Information Centre

In some emergencies, particularly large, complex, multi-jurisdictional emergencies, the establishment of an Emergency Information Centre may be helpful and necessary to manage and coordinate emergency information. The Emergency Information Officer may recommend to the EOC Director the need for a Centre. Municipalities have identified locations for Emergency Information Centres should one be required. The Emergency Information Officer will manage the Centre and any staff assigned to it.

In some large-scale emergencies, where it would be helpful to manage the coordination of external emergency information, a Joint Emergency Information Centre may be established virtually or at a facility, and managed with EIO's from responding organizations and agencies. Examples of emergencies where it may be advantageous to operate a Joint Emergency Information Centre may include Human Health Emergencies, a Foreign Animal Disease emergency or a widespread natural disaster.

11.4.1 Emergency Site Information

In many emergencies, media personnel will request pictures of the emergency site, and interviews with senior emergency officials. In such cases, it may be necessary to establish an Emergency Site Information Centre in consultation with the Incident Commander (IC). The IC will be responsible for the decision to establish a centre and to identify its location. The IC may also appoint a site Spokesperson.

11.4.2 Dissemination of Emergency Information

The EIO is responsible for the dissemination of information to external audiences such as the media and public through sources identified in Section 11.4.3.

The lead for providing information regarding municipal actions such as the opening and closing of warming/cooling centres, facility closures and service disruptions will be the owner (municipality) and the Municipality's EIO will be responsible for the initial distribution of emergency information. Other municipal EIOs will monitor the situation, retweet, and share information to support the impacted municipality(ies). If several municipalities are involved in the same emergency, EIOs should connect

and coordinate common messaging either virtually or using a joint Emergency Information Centre.

In some emergencies, pre-scripted messages are available and all municipalities should use these pre-scripted messages.

In addition to the public, there may be external response partners that should receive information. It is the responsibility of the EOC Director with the assistance of the Liaison Officer to disseminate appropriate and necessary information to external sources. These include but are not limited to

- Evacuation/Cooling/Warming Centres
- Provincial Emergency Operation Centre and Provincial Ministries
- Emergency Services
- Non-governmental and Volunteer Organizations

The EOC Director is also responsible for ensuring appropriate information about the emergency is shared internally with Municipal Departments, staff, and Council.

11.4.3 Methods of Emergency Information Distribution

There are many methods for distributing information during emergencies to the public. The following are various tools that municipal EIOs and EOCs may use to disseminate emergency information.

11.4.3.1 Website/Social Media

A municipality's website can be an effective tool for communicating emergency information. It can be used to provide up-to-date information from the Municipal EOC or from Lead response organizations. Municipalities may post media releases and fact sheets/backgrounds on their websites. Mass email notifications can be sent out through the website to those that have subscribed to this service.

Most municipalities use social media to provide information to the public and to share and coordinate emergency information among the County and Member Municipalities. Social media has become an effective tool during emergency responses.

11.4.3.2 Media Releases

May contain key information about the incident or emergency. Media releases are usually no more than a page in length and are written in a specific format. Each municipality will use their own media release template.

Social media posts should reference media releases when these are available.

11.4.3.3 Interviews

Interviews are one-on-one discussions between the media and the Municipal Spokesperson or Site Incident Command or their delegates during an emergency. Interviews may be conducted face-to-face or over the telephone. The EIO should work with the media to arrange the interview and to pre-determine the questions/topics that the media will ask during the interview.

11.4.3.4 Town Hall meetings

During an emergency response and/or recovery, Municipalities may hold Town Hall meetings, virtually using a variety of methods such as TV, radio, Social Media, or other available electronic methods or in a facility, with residents to provide information about the response, resident actions and information to assist recovering from the emergency. Town Hall meetings are usually lead by either the Warden or Mayors and may include response partners or representative from other levels of government such as MPs and MPPs.

11.4.3.5 Site Visits/Media Pools

During emergencies, media often request an opportunity to visit the site(s) of the emergency. It is important to consider this request and accommodate them as much as possible. The arrangements for site visits need to be approved by the site Incident Commander (IC). The EIO should make the request to the IC who will coordinate the timing and details of the media site visits including appointment of a site Spokesperson, what the media is allowed to photograph, what areas of the site can be visited, safety requirements/needs for media traveling through the site, and when and how long the visit will last.

Media may need to assemble and be escorted to the site. The EIO and/or Emergency Personnel assigned by the IC will escort the media at the site. In some cases, the IC may limit the number of media on site. The media will arrange among themselves the details of those attending and the arrangements for sharing information gathered at the site.

- 11.4.3.6 Fact Sheets/FAQs**
These are pre-written detailed information usually one to two pages in length. Fact sheets usually provide information on actions that can be taken during certain emergencies. Fact sheets are usually posted on the Municipalities' or Lead Agencies website.
- 11.4.3.7 Media Conferences/Scrums**
A media conference is a moderated meeting between key officials/Media Spokespersons and the media. It is an effective communication tool when there are many requests from the media for the same information whereas a media scrum is an informal media conference often initiated directly by the media. The EIO may organize and moderate media conferences as requested.
- 11.4.3.8 Dedicated Information Phone Line**
211 can be used as an inquiry service during emergencies. Municipalities provide information to 211 and this information can be provided to the members of the public when they call the 211 service. Section 15.5 contains policies for the use of 211 during municipal emergencies.
- 11.4.3.9 Coordinated door-to-door campaign**
Depending on the type of emergency and the lead-time, some municipalities may conduct a door-to-door campaign to provide detailed action information to residents.
- 11.4.3.10 Reception/Warming/Cooling Centres**
White boards or information boards should be set up and all external information created during the emergency be sent to the Reception Centre Manager to post for those staying at the centre.
- 11.4.3.11 Municipal facility display boards**
Some municipalities have message boards (electronic/bulletin board style) located throughout their communities. These may be used to provide short, direct, action messages for the residents and/or the travelling public.

11.4.3.12

Public Service Announcements (PSA)

Radio and Television stations, under their licensing arrangements, are required to provide some airtime for PSAs. Arrangements may be set up with local radio and television stations in advance of an emergency to transmit PSAs. These arrangements may include method of transmitting the PSA to the station, who is authorized to issue the PSA on behalf of the municipality, timing of the PSA, etc.

11.4.3.13

Family Information Centres

During some emergencies, it may be helpful to establish a Family Information Centre. A family information centre is set up specifically for the families of victims of emergencies providing them a quiet location to obtain information about the ongoing emergency response and any details of the response as it may relate to a family member. It is important that family members feel safe and secure in these centres. Organizations such as Victim Services, Red Cross and County Social Services may be able to provide volunteers/staff trained in critical incident stress situations to operate the centres. In addition, it is imperative that 24/7 security is available on site. The site Incident Commander may request the EOC to locate and set up the centres. The EIO may assist the EOC Director with establishing an appropriate location and services to assist with the running of the facility but the EIO is not responsible for Family Information Centres.

12 EMERGENCY EVACUATIONS AND EMERGENCY SOCIAL SERVICES RESPONSE

12.1 Introduction

Emergency Management Ontario defines Evacuation as a “protective action that may be ordered by emergency officials when there is a significant threat posed to a specific area or community”. During emergencies, circumstances can arise that make it unsafe for residents, seasonal residents and employed non-residents to remain in the area for their own personal health, safety and welfare. Municipalities do not have the authority to issue evacuation orders under the Emergency Management and Civil Protection Act but they can recommend an evacuation in the interest of public safety.

12.2 Aim

The aim of this plan is to ensure the safety and well-being of evacuated persons from an unsafe situation through the implementation of Emergency Social services (ESS). These areas are described in Section 12.3.

12.3 Emergency Social Services (ESS)

The following Emergency Social Services should be considered for all situations where a Municipality is providing temporary emergency sheltering in the form of warming/cooling centres or through longer-term evacuation accommodations. These services may be provided by the Municipality, with the assistance of Wellington County Social Services or through the services of the Canadian Red Cross (Red Cross).

a) Reception and Information Service

- i) Provide a warm reception for those arriving to a centre and inform them of immediate emergency help available;
- ii) Register those arriving at the centre. The purpose of registration is to account for all affected individuals, to determine what services each requires, and to refer those with special needs within the centre.

b) Red Cross personnel can complete a Needs Assessment to determine what needs an individual may have, and direct appropriately. CRC can conduct this service in person or virtually. Red Cross facilitates Family Reunification by matching inquiries with completed registrations received.**Emergency Food Service**

- i) Provide food and/or food preparation facilities.

c) Emergency Clothing Service

- ii) Supply clothing or emergency clothing until regular sources are available.

d) Emergency Lodging Service

- i) Provide safe, temporary shelter for evacuated people. This could be the operation of a Reception Centre, or an overnight Emergency Shelter. It could also involve other accommodation options.

e) Personal Services

- i) Offer temporary care for unattended children and dependent elderly;
- ii) Assist with the temporary care of residents from special care facilities;
- iii) Provide or arrange for provision of financial and/or material assistance; and
- iv) Immediate and long-term emotional support for people with personal problems and needs created or aggravated by a disaster.

Responsibility for the five essential emergency social services is vested with the Wellington County Social Services Administrator and designated alternates. To assist with these services, Wellington County has entered into a Memorandum of Understanding with the Red Cross. The MOU sets out the disaster response services Red Cross may carry out on behalf of and at the direction of the Social Services Administrator or alternate. Services include but are not limited to those identified in Section 12.3.

12.4 Notification Procedures

The immediate decision to evacuate an area may be made initially by first responders. A decision to evacuate should consider the following:

The potential life-threatening impacts of the emergency on persons living in or near the affected area.

- What are the safety issues associated with the evacuation, including hazardous materials releases?
- Is the situation expected to escalate?
- What is the expected duration of the incident?
- Is there sufficient time to warn residents to leave the area?
- Are suitable arrangements available to ensure their safety when leaving the area?
- Is there time to set up and staff reception centre/emergency shelters for residents in need of a place to stay?

Incident Command will advise EOC Director of the need to evacuate areas within or outside of the emergency sites. The EOC Director will then organize transportation and set up reception centres or emergency shelters. The type of accommodation will depend upon the emergency, the duration and needs of persons impacted.

The CEMC will liaise with the Social Services Administrator and/or alternates regarding the decision to evacuate and set up emergency shelters. The Social Services Administrator will implement the Red Cross MOU as required.

Persons within an evacuation area may be notified by a variety of means deemed appropriate by the municipality and first responders considering the situation and the immediacy of evacuating an area. Notification methods may include but are not limited to the following:

- a) **Door-to-door** - Door-to-door notification may be possible for small-scale evacuations and where the size of the affected area provides for this type of notification. First responders and Municipal staff such as Public Works/Infrastructure Services may carry out door-to-door notifications.
- b) **Loud hailers on emergency vehicles** - In addition, some emergency vehicles and municipal vehicles are equipped with loudspeaker equipment that can be used to notify the community.
- c) **Through the media** - The EIO at the direction of Incident Command and/or EOC Director may inform the public of the evacuation. The use of local Radio, Television and social media can be used to alert the public of an evacuation and the location of emergency centres.
- d) **A public alerting system** – Use of the National Alert Ready system may be coordinated through the Provincial Emergency Operation Centre (PEOC). The CEMC or alternate will submit the request to the PEOC on behalf of the EOC Director.

Regardless of the method of notification, there is essential information that must be given to evacuees in order to ensure a safe and orderly evacuation. People will need information regarding:

- Evacuation boundaries,
- Nature of the emergency and safety threat,
- An estimation of the duration of the situation,
- The location of assembly areas for those needing transportation,
- Registration and Inquiry phone numbers,
- The evacuation routes,
- The location of Reception Centres / Emergency Shelters.

Buildings that have been evacuated will be identified. The Fire Departments have a supply of the orange Evacuation Stickers that may be placed on the front doors to identify evacuated or checked buildings.

12.5 Assisting Vulnerable Persons

During emergencies, there may be persons impacted that are vulnerable and will need assistance. Vulnerable persons are individuals who are not able to access services or make their own arrangements for transportation and temporary accommodations during an emergency. Vulnerable persons may include residents of retirement and long-term care homes, schools, childcare centres, special needs facilities, hospitals, those living in social housing, and those with a physical or communication barrier.

It is important to be aware that some people rely on assistive devices or service animals. Special considerations may be required for service animals and certain equipment when arranging for transportation and emergency shelters. Some examples of assistive devices include crutches, canes, wheelchairs, walkers, scooters, hearing aids and ventilators.

Various community service providers may assist vulnerable persons with preparing an Individual Emergency Plan. Such plans may include contact information for family members and caregivers, and maintaining an adequate supply of personal needs until assistance is available.

Those in need of assistance during an emergency should seek emergency assistance by calling 9-1-1. 211 may provide information on services in an emergency if safety and well-being are not compromised.

12.6 Transportation

Some evacuees will get themselves to the reception centre / emergency shelter, but others will require transportation assistance. In most cases, it will be the responsibility of the EOC to arrange for transportation services from the evacuation area to the reception centres/emergency shelters. This role is usually the responsibility of the Logistics Section.

First responders will identify those requiring transportation out of the evacuation area. The Incident Commander will identify assembly areas that will be communicated to the public with the assistance of the EIO(s).

The following criteria should be considered when identifying an assembly area.

- Within short walking distance of the area being evacuated,
- Accessible to the seniors and people with disabilities,
- Widely known to the community and easy to describe,
- Allows access to appropriate evacuation routes,
- Sufficient for response and transportation vehicles.

12.7 Reception Centres

A reception centre is a location identified for registration of affected persons. A reception centre may provide the services outlined in Section 12.3 on a temporary basis. Warming and Cooling Centres operated by Municipalities and their staff during non-declared emergencies are considered reception centres.

12.8 Emergency Social Services Management

Once a decision has been made to evacuate an area, the EOC should be notified to ensure the provision of emergency social services. In order to fulfill the roles and responsibilities as outlined in Section 12.3 Social Services Administrator of this Plan may implement the Memorandum of Understanding (MOU) with the Red Cross.

Other agencies such as Victim Services, Salvation Army, St. John Ambulance, Humane Society and Amateur Radio Emergency Services may also be asked to provide assistance with the operation of emergency shelters.

The Local Evacuation Team (LET) made up of Municipal staff, will assist with on-site support services. The LET is authorized under this plan to initiate operations immediately upon activation, in recognition that Social Services and Red Cross may not be on site for a period. LET Teams may receive training in the management of reception centres through the agreement with Red Cross.

Through the MOU, the Red Cross has evaluated a number of facilities throughout the County as potential Reception/Emergency Centres. Each municipality has at least one identified possible emergency centre. The current list of sites is as follows:

Township of Centre Wellington

- Centre Wellington Community Sports Complex is accessible and has its own power source
- Elora District Community Centre

Town of Erin

- Centre 2000 Erin Community Centre and Arena and Erin District High School is accessible
- Hillsburgh Community Centre has a secondary power source.

Township of Guelph/Eramosa

- Marden Field House is accessible
- Rockmosa Community Centre has a secondary power source.
- Marden Community Centre is accessible

Township of Mapleton

- Peel Maryborough Drayton Community Centre is accessible and has a secondary power source

Town of Minto

- Clifford Community Centre and Arena.
- Harriston Arena and Community Centre

- Minto Clifford Public School has a secondary power source.
- Palmerston and District Community Centre.

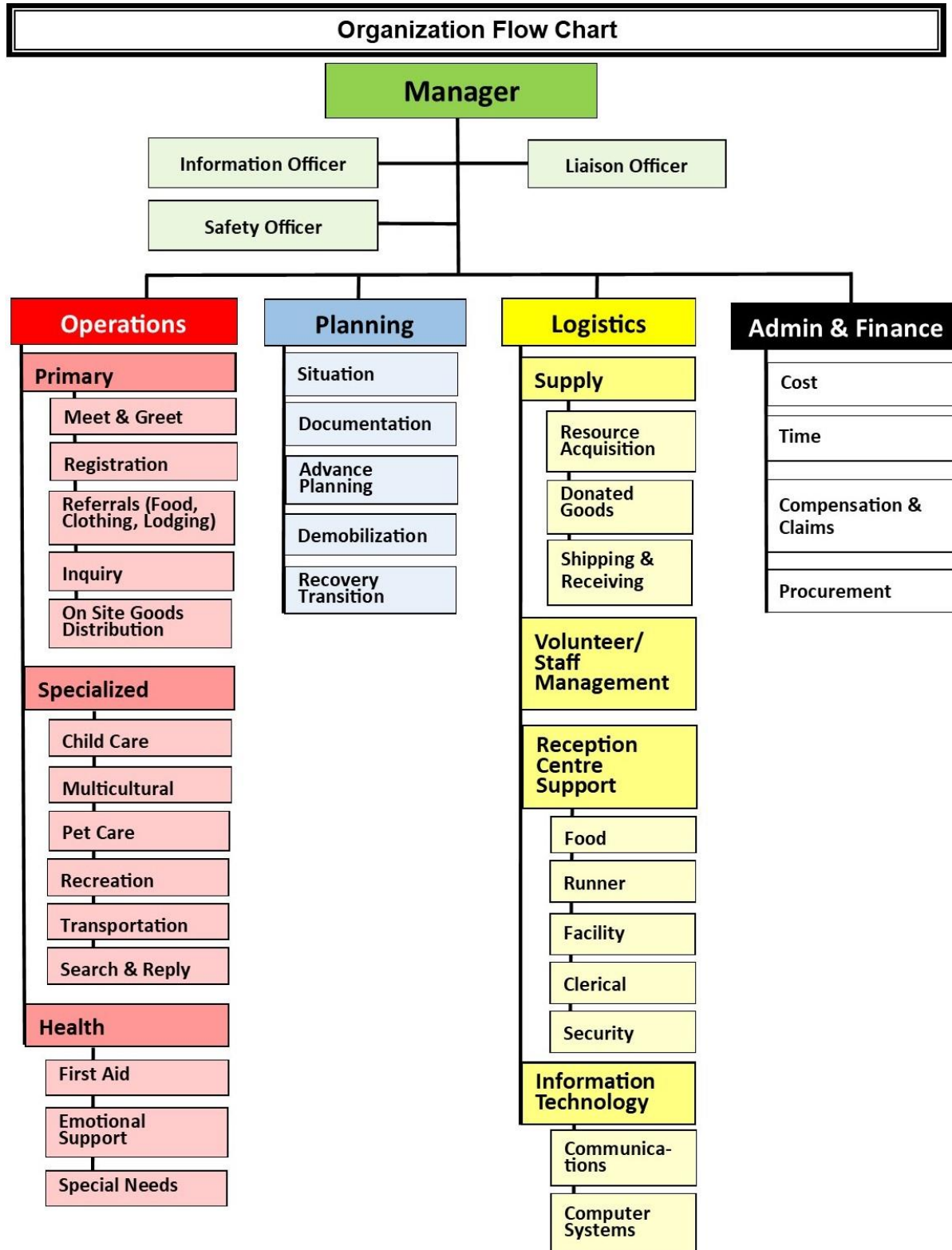
Township of Puslinch

Puslinch Community Centre has a secondary power source.

Township of Wellington North

- Arthur and Area Community Centre is accessible.
- Mount Forest Sports Complex is accessible.

The Emergency Shelter will use the Incident Management System. The following is a sample IMS chart for Emergency Shelter Management.



12.8.1 Emergency Social Services Operations Section Responsibilities

i) Reception and Information.

Upon arrival of evacuees, meet and provide a welcoming presence. Supervise queuing if needed, and /or seated waiting area. Assist those with special needs. Perform an initial triage screening (first aid, childcare, and pet care). Arrange for security for the site to ensure the safety and privacy of those on site. Provide information on the functions of the reception centre and the location of specific services and escort them there if immediate need. Offer snack foods and beverages.

ii) Registration and Inquiry

Red Cross staff will take the lead in this function. With the assistance of the Municipalities centre staff, will establish workspace, adequate staffing, supply of forms and documentation, signage, phones or other equipment. Notify Logistics of any resource requirements. The Logistics Section should register any non-Red Cross volunteers.

iii) Food

Emergency Social Services staff with direction from the Social Services Administrator will arrange for appropriate meals to accommodate the shelter residents. This may include designated seating locations within the shelter, staffing, catering, equipment and supplies. Ensure WDG Public Health food handling guidelines are followed, and sanitation standards are maintained.

iv) Clothing

Red Cross can assist this service through the MOU.

v) Lodging (ESS 4)

Where circumstances necessitate provision of overnight shelter, the EOC may consider several options to assist evacuees with accommodation depending upon their needs and vulnerabilities. Possible options include outsourcing to arranging for transportation to family or friends, hotels/motels, Bed and Breakfast, or set up and operate reception centre of emergency shelter.

vi) Other Special Services (ESS 5)

These may involve a variety of other support agencies under the guidance of Social Services.

- **Health** – arrange for provision of medications, equipment and health care supplies. Assist pregnant women, nursing mothers,

special-needs children, and the elderly and dependent adults as needed.

- **On site First Aid** – St John Ambulance may take the lead in this area, providing basic first aid to evacuees and centre personnel. Direct patients to a clinic or hospital if required. Monitor supplies, record all treatments, and attend meetings.
- **Emotional Support** - Arrange for professionals to provide services to evacuees and workers.
- **Child Care** – A designated childcare area may be established to provide care for children while their parent or guardian is accessing other services within the centre. Provide care for unattended children; help register them and facilitate family reunification. Offer support and comfort, and age appropriate activities and snacks, nutritional meals, and rest periods. May be overseen by staff from Wellington County Early Years Programme.
- **Transportation** – The objective of transportation is to get people out of the emergency to evacuation centres safely. Usually the EOC will work with Site Incident Command to ensure this function is completed. The EOC with the assistance of the Shelter consider the need to arrange transportation for access to appointments, etc.
- **Multicultural** – Social services will arrange for translators to assist with all services and provide information regarding foods, specific clothing or sleeping arrangements.
- **Pets** – Only certified assistance animals are permitted in emergency shelters. The County has a separate pet care response plan that may be implemented by the EOC and Shelter Management staff. Some hotels may accommodate pets, especially in a disaster situation. Coordinate referrals to Humane Society, private kennels, local veterinarians.
- **Security** – Municipal EOC may need to arrange for appropriate security for the emergency shelter.

12.8.2 Host Community Evacuations

The Office of the Fire Marshall and Emergency Management (OFMEM), through an agreement with Indigenous and Northern Affairs, is responsible for emergency preparedness and response services to Indigenous communities in Ontario. As part of the agreement and when necessary, OFMEM provides personnel to support Indigenous communities' response activities. In some instances, municipalities may be asked to provide assistance to these provincial response activities, including sheltering evacuees.

Municipalities who agree to accept evacuees are referred to as Host Communities. They are responsible for managing appropriate accommodations and ensuring the five essential social services are maintained for the evacuees.

In Wellington, member municipalities may be asked to act as a host community, particularly during the annual flood and forest fire season in Northern Ontario. The decision to act as a host community is that of a member Municipal Council. Member Municipalities are encouraged to consult with the County of Wellington for support and resources when acting as a Host Community.

13 VOLUNTEERS

Volunteers, organized or un-organized are valuable resources that can provide response expertise and/or additional personnel to assist Municipalities with an emergency response.

13.1 Types of Volunteers

- Non-governmental agency/volunteer organizations,
- Red Cross,
- Victim Services,
- Salvation Army,
- St. John Ambulance,
- Mennonite Disaster Services,
- NGO Alliance,
- ARES,
- Private Individuals,
- Companies/Corporations/Local Businesses,
- Community Service Groups/Clubs/Organizations.

In most emergencies, the municipality will call upon the services of trained personnel and organized community service groups, clubs, and organizations, or non-governmental volunteer organizations with expertise and training to assist with a specific response need. Individuals, companies and corporations that offer to donate their time or staff time and services to the response efforts or those requested by the Municipality to assist, will be considered volunteers for the purposes of this plan.

13.2 Workplace Safety and Insurance (WSIB) Act

This Act has limited provisions for the coverage of volunteers; those considered Emergency workers (those unaffiliated individuals and organizations assisting a municipality) identified in the WSIB Act during a declared emergency. WSIB coverage for emergency workers is limited to the period of a declared emergency. A municipality should consult with their legal Counsel on the WSIB Act prior to requesting the assistance of unaffiliated volunteers in an emergency response.

13.3 Registration

When a Municipality chooses to use volunteers, particularly unaffiliated volunteers, they should ensure they are registered to assist in the emergency response and/or recovery operations.

All emergency volunteers will register with the Municipality, unless the volunteer is associated with a community service group/club/organization or non-

governmental agency in which case they will register with their parent organization who will keep appropriate documentation. Requesting the services of these groups will be a decision of Incident Command and/or the EOC Director. Section Chiefs and/or supervisors may be delegated authority to mobilize and work with such groups and the CEMC, as the Liaison Officer, may be involved with such requests.

Private individuals and/or private companies volunteering their time, services and resources to assist the municipality shall register with the municipality. Volunteers will complete a registration form. The municipality will then assess the application and contact the individual as to the type, duration and location of the work involved. In some cases, the volunteer skills may not be required for the particular emergency and the municipality will advise them and thank them for their time and interest. Application forms will be kept on file for the duration of the emergency in the event that the situation changes.

Should the need arise to register volunteers, a volunteer registration centre set will be set up by the Logistics Section, and, if possible, staffed by human resources personnel or administrative staff of the municipality. The centre will be used as the main point of contact for volunteers to report to upon registering with the municipality and to receive daily updates.

13.4 Supervision and Training

Depending upon the type of work assigned to the volunteer, some training and supervision will be necessary. The type of work assigned to a volunteer will depend upon their skill sets. Volunteers' skills/training should be matched with an appropriate response effort. In some cases, training of the volunteer will be necessary. If the volunteer is associated with a non-governmental organization, that organization will be responsible for training and supervising the volunteer.

Unaffiliated volunteers will be trained and supervised by the municipal department or agency to which they have been assigned. The department most applicable to the resources and services being provided will manage resources and/or services donated by companies and corporations.

13.5 Identification

Volunteers registered by the municipality will be issued an identification badge and will be required to wear the badge throughout the duration of the services.

Volunteers registered directly with a particular organization will have their own identification, which will be used and coordinated through their own agency. The volunteer organization will provide appropriate information to the Municipality as to the type of identification used. The municipality will identify specific volunteer checkpoints in consultation with the Incident Command.

13.6 Food/ Water/ Accommodation/ Transportation Procedures for Volunteers

Food/Water Depots may be set up during an emergency to provide food and water to those assisting with the response efforts. The set up and operation of these is the responsibility of the EOC. Food and Water Depots set up at the emergency site for the benefit of site personnel is the responsibility of Incident Command who may request the EOC for assistance.

These depots will be set up with the assistance of the volunteer organizations in this area and in consultation with Wellington-Dufferin-Guelph Public Health. The locations will be determined at the time of the incident.

In the event that accommodations and transportation are required for individual volunteers, the municipality will arrange for these. If the volunteers are associated with a particular organization, that organization will work with the municipality to arrange for appropriate accommodations and transportation of volunteers, if required.

14 PROTECTION AND CARE OF ANIMALS

Wellington County consists mainly of rural communities where there is an abundance of agricultural and livestock farms. Any emergency that affects humans may affect their animals whether they are raised for food production, kept as companion, service animals or for other purposes. The protection and care of animals is an important consideration in emergency response. The County and Member Municipalities consult with organizations such as the Ontario SPCA, Ontario Livestock and Poultry Council and Ontario Ministry of Agriculture and Food, the provincial lead on farm animal disease and farm emergencies, when planning for an emergency response involving animals.

Emergency Management maintains a list of animal welfare experts operating within the County of Wellington, a list of Veterinary Services, and Boarding and Kennel operations.

Depending upon the emergency, Incident Command or the EOC Director may call upon these organizations and services for assistance during simple or complex emergencies. Some Animal Welfare Organizations offer training workshops to First Responders to be better prepared to respond to emergencies that may include animal welfare needs.

In addition, during emergencies the following Provincial Ministries can be contacted for advice when animals are affected.

- The Ministry of the Solicitor General (SOLGEN) has the responsibility of overseeing animal welfare in Ontario.
- The Ministry of Natural Resources and Forestry (MNRF) for issues pertaining to wildlife.

15 REQUESTS FOR ASSISTANCE

During complex emergencies, Municipalities may require additional resource capacity and capability to manage the emergency response. County, Neighbouring municipal jurisdictions, Provincial Ministries and other organizations may be able to provide the capacity and capabilities needed for the response. Requests for assistance may be made through any of the following organizations.

15.1 Requests to the County of Wellington

Requests for assistance for specific services, personnel or equipment from County departments such as Social Services, Engineering Services, Planning Department, etc. may be made as follows:

- Any member of the municipal control group may contact the applicable County department directly.
- By implementing Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act. The County of Wellington and member municipalities and the City of Guelph have entered into a mutual assistance agreement. Any municipality, which is party to the agreement, may initiate a request for assistance. The request for such assistance and the execution of a mutual assistance agreement may be made in consultation with the Municipal Emergency Control Group. The Mutual Assistance Agreement does not supersede any existing agreements between services such as the Wellington County Mutual Aid Fire Agreement.
- The Mayor may request the Warden and/or County CAO to activate its Emergency Operation Centre to assist with the emergency; or
- Request the establishment of a Joint Emergency Control Group as set out in Section 8.2.

15.2 Requests to Surrounding Municipalities

Implement Mutual Assistance Agreements as provided for by Section 13 (1) of the Emergency Management and Civil Protection Act and as set out in Section 15.2.

15.3 Requests to the Province

Upon notification by the municipality that a municipal emergency has occurred, the Province may deploy a Field Officer from the Office of the Fire Marshall and Emergency Management (OFMEM). They will attend a local emergency to provide advice and assistance as requested and to ensure liaison with the Provincial Emergency Operations Centre (PEOC). The Field Officer will be the liaison between the municipality and the province for both provincial and, if necessary, federal assistance.

In addition to the assistance provided by the Office of the Fire Marshall and Emergency Management (OFMEM), the following identifies some provincial

ministries, federal department/agencies, and the assistance they may be able to provide to local municipalities. Assistance provided may include but is not necessarily limited to the following:

- Ministry of Agriculture, Food and Rural Affairs in the event of a Foreign Animal Disease Emergency of livestock related needs, food contamination, and pest infestation. Working with the Canadian Food Inspection Agency, these two agencies will often respond as the Lead agencies to these types of emergencies.
- Ministry of the Environment, Conservation and Parks with respect to spills of pollutants to the natural environment, including fixed sites and transportation spills; drinking water emergencies.
- Ministry of Health with respect to human health emergencies such as pandemics, epidemics; food and water contamination. This assistance would be over and above that provided by Wellington-Dufferin-Guelph Public Health (WDGPH) as set out in their specific roles and responsibilities as identified in this plan. In cases where health emergencies overwhelm the health care system of an affected community or region and it finds it does not have the capacity to respond effectively to the health emergency, the Emergency Medical Assistance Team (EMAT) may be requested through the Ministry of Health Emergency Management Branch.

The EMAT is a mobile medical field unit that can be deployed anywhere in Ontario with road access to provide:

- Patient isolation in the case of an infectious diseases outbreak;
 - Medical support and decontamination in the case of a chemical, biological or radiological incident; and
 - Case management and triage of patients in a mass casualties' situation.
- Ministry of Municipal Affairs and Housing for financial assistance as administered through the Municipal Disaster Recovery Assistance Programme when coordination of extraordinary municipal expenditures is required.
 - Ministry of Natural Resources and Forestry can provide specific assistance with respect to floods, forest fires, dam breach and droughts.
 - Ministry of Transportation can provide assistance with emergencies on provincial highways.
 - The County Fire Coordinator must make request for Heavy Urban Search and Rescue (HUSAR) teams to the Province.

15.4 Federal Assistance

Federal assistance may be required in certain emergencies. In many cases, the request for assistance should be made by contacting the PEOC. The following identifies situations where federal assistance is available if requested.

- i) Canadian Food Inspection Agency (CFIA) in the event of a Foreign Animal Disease. A provincial request is not necessary to obtain their services and assistance. They work in consultation with the Ministry of Agriculture and Food and Rural Affairs.
- ii) CANUTEC may provide assistance to local municipalities with hazardous materials release emergencies, which may include appropriate setback for evacuation distances. A municipality may contact CANUTEC directly for assistance. Both the Fire Departments and members of the control group may contact them.
- iii) Department of National Defense has many services, equipment and supplies that could be of assistance to municipalities during a disaster. The request must be made through the Province.
- iv) Environment Canada provides information on the weather that can be found on weather forecasts at their website or by calling them directly. Environment Canada staff can be called upon to assist with the determination of a specific weather event such as tornadoes.
- v) The Transportation Safety Board provides advice to first responders with respect to transportation incidents including air/rail and ground transportation.
- vi) The County Fire Coordinator must make request for assistance for Hazardous Materials Expertise to the Province.

15.5 211 Assistance

211 is an easy to remember phone number available throughout Ontario to support residents, municipalities, businesses and others. 211's information and referral professionals are available 24/7/365 to provide live answer information about Ontario's community, social, health and government services. During the response to and recovery from emergency events, 211 supports communities by providing authoritative, non-emergency information to residents (e.g. Road closures, the location of evacuation centres, services, safety precautions, etc.). 211 alleviates the burden of non-emergency calls to 911 and allows emergency responders to focus on response. 211 provider's welcome opportunities to participate in municipal emergency exercises and training. 211 also maintains an extensive database of community, social, health and government services at www.211ontario.ca

15.5.1 Notification and Communication Protocols

i) Municipality

- Prior to an emergency event which may be declared by the Head of Council, provide 211 with the names and contact information of Community Emergency Management Coordinators (CEMCs), Emergency Information Officers (EIO) and others authorized to notify 211 and invoke the assistance of 211.
- Notify 211 when an event has occurred by dialing 211 or one of the contact numbers provided by the 211-contact centre in your region.
- Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public. This can be done by phone or email.
- Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other means.
- Inform 211 when the emergency event ends.

ii) 211 (service in Ontario)

- The 211 staff person who receives notification of an emergency event will document the information using a form that captures what, where, who, when, etc. and the name and contact information of the person providing the information.
- Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is able to provide support if needed.
- Track the nature of calls received and convey relevant information to the EIO, CEMC, or designated person.
- Prepare an After Action Report and submit it to the municipality.

16 DEBRIS MANAGEMENT PLAN

16.1 Background

Debris management is the systematic approach to the collective planning for, and operations of the demolition, clearance, removal, transport, temporary storage, segregation, reduction, and ultimately, disposal of debris whether generated by natural disaster or other emergency such as fire, Foreign Animal Disease outbreak, significant snowfall events, etc. Debris Management focuses on both the short-and long-term clearance and removal of debris.

Natural and man-made disasters precipitate a variety of debris that includes, but is not limited to trees, sand, gravel, building/construction materials, vehicles and personal property.

The quantity and type of debris generated from any particular disaster is a function of the location and kind of event experienced, its magnitude, duration, and intensity, and this impacts the type of collection and disposal methods to be used. Forty to fifty percent of emergency costs could be Debris management costs.

Debris management in Wellington County is based upon the County of Wellington's Solid Waste Services Division approach for garbage collection, recycling and organic waste collection as prescribed by Section 14 of the Environmental Protection Act (EPA) regarding;

- Waste Regulations
- Waste Policies and Guidelines
- MECP waivers and emergency permits

16.2 Purpose

The purpose of debris management is to:

- Facilitate and coordinate the removal, collection and disposal of debris following a disaster, typically a natural disaster,
- Mitigate against any potential threat to health, safety, and welfare of Wellington County residents and business,
- Expedite recovery efforts, and
- Address any threat of significant damage to improve public or private property.

16.3 Disaster Debris Definition

The accumulation of large volumes of debris/waste requiring management – collection and disposal – after a natural disaster or community emergency. Ice storms, tornadoes, wind events, significant rainfall events and flooding, significant snowfall events, power outages, foreign animal disease events, fires,

transportation incidents can all result in the accumulation of large volumes of debris/waste.

16.4 Organization and Concept of Operations

Wellington County Engineering Services – Solid Waste Services Division - provides oversight and advice to the County and Member Municipalities for debris removal after a disaster or significant event. Wellington County Solid Waste Services will work with support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs following a disaster.

Because of the limited quantity of resources and service commitments following a disaster, homeowners, residents, business and municipalities may have to rely on private contractors to remove, collect, and manage their debris removal. Many insurance policies provide coverage for debris removal including tipping fees.

Items for consideration that can/will affect debris management operations include:

- Landfill capacity including maximum daily tonnage permitted under the Environmental Compliance Approval (ECA),
- Managing large volumes of debris/waste including the resources to accept, sort, stage and divert debris,
- Consideration for temporary staging and drop off areas outside of permitted sites and the ability to set up, manage and operate such temporary sites,
- Contracts and Agreements that may be in place including agreement with Ministry of the Environment, Conservation and Parks (MECP) to operate a waste management programme,
- The management of dead stock including considerations under legislation, OMAFRA best practices and dead stock transportation and rendering,
- Handling of Hazardous materials.

16.5 Debris Classification

To facilitate the debris management process, debris is segregated by type. The classifications of debris are as follows:

- i) **Normal Household Waste** includes all bagged normal household debris, will be picked up with your normal garbage curbside collection schedule.
- ii) **Vegetative Debris** includes trees, branches, limbs and other vegetative debris accumulated because of the disaster impact. It does not include normal yard waste. Typically, wood debris is not subject to the EPA regulations. However, should a municipality be situated within an area known to contain an infected species such as the “Emerald Ash Borer”, wood debris must be managed within the contained area.

- iii) **Construction/Demolition** debris includes building materials, carpet, drywall, furniture, lumber, mattresses, plumbing fixtures and piping.
- iv) **Household hazardous waste** include household cleaning supplies, batteries, lawn chemicals, oils, oil-based paints and stains, pesticides, etc. Hazardous waste from construction/demolition debris may include things such as asbestos.
- v) **'White' goods** (e.g., household appliances) includes air conditioners, dishwashers, freezers, refrigerators, stoves, washers, dryers, dishwashers, water heaters, etc.
- vi) **Electronics** includes computers, radios, stereos, televisions, other corded and battery-operated devices.
- vii) **Other** includes any small equipment such as push lawnmowers.
- viii) **Soil/Mud/Sand** debris including sand bags or sand from sandbags. Sandbags and other debris covered with soil/mud could be contaminated. Special collection and landfill management policies will be required for this type of debris.
- ix) **Vehicles** – Damaged vehicles are not accepted, as part of the County's solid waste management programmes and are not accepted at County waste facilities as part of the debris recovery process following a community emergency/disaster. There are charitable organizations, auto wreckers, tow operators that will accept and dispose of vehicles. Information on such organizations is available in the Contact and Resource Guide.
- x) **Livestock** – Farmers should have plans in place to handle animal carcasses following fire, natural disaster or Foreign Animal Disease. The County's Landfill cannot accept dead stock material. The farm community should consult with the Ontario Ministry of Agriculture, Food and Rural Affairs, and Dead Stock contractors for appropriate disposal of dead carcasses.

16.6 Solid Waste Facilities

The County operates one active landfill site, Riverstown, and five transfer stations. The Transfer sites include Aberfoyle, Belwood, Elora, Harriston and Rothsay. A transfer station may take almost any material that the landfill will take, but in smaller quantities. Waste containing asbestos can only be disposed of at the Riverstown landfill with advance notice provided. During emergencies, the County of Wellington in consultation with Solid Waste Services, may close public access or extend hours of access depending on the requirements of the ECA and the County's Disposal By-law.

16.7 Environmental Compliance Approvals

Waste facilities operate under ECA, MECP regulations and the County's Disposal By-law. The ECA details legal, operational and administrative obligations that facility owners must comply with in daily operations. The County must operate

within the requirements or request changes from MECP. In planning for debris management, it is important to be aware of the approvals and the timing required for changes to approvals. Debris management considerations should be planned for and approved prior to an emergency. The County of Wellington Solid Waste Services will work with Member Municipalities to plan appropriately for local debris management needs.

16.8 County of Wellington By-law requirements

Council for the County of Wellington have passed By-laws for waste disposal, to establish tipping fees and curbside collection. Information on these By-laws is available on the Solid Waste Services website. Solid Waste Services will issue receipts for debris collected at the Riverstown Landfill and/or Transfer Stations for Insurance purposes. All household debris collected at the curb must be enclosed in user pay bags available from retailers throughout Wellington County and available online through the County's website.

16.9 Staging Areas and Drop off Locations.

Temporary Debris Sites, with the exception of vegetative debris, cannot be established during an emergency or recovery from an emergency without approval from the MECP. The EPA typically requires Environmental Assessments and an ECA for any disposal site.

Temporary disposal locations must be supervised and access, noise and odour concerns need to be considered. Emergency Management and Solid Waste Services will work with Member Municipalities prior to emergencies to identify and pre-designate potential debris staging and drop off sites for the type and quantity of debris anticipated following a significant emergency event.

Municipalities may set up small depots to collect vegetative debris including tree and yard debris following a natural disaster. These sites may only collect up to 200 cubic metres of debris material and the materials must be cleared within 30 days. Municipalities situated in areas where invasive species have been identified must collect and manage vegetative debris within the identified area.

Transportation of vegetative debris outside of the identified area is not permitted.

16.10 Handling of Hazardous Debris

Specified quantities of household hazardous wastes as set out in the County's ECA are accepted at the Elora, Belwood, Harriston, Aberfoyle and Riverstown waste facilities and through the Mobile Household Hazardous Depot. These include oil, oil filters, Glycol, vehicle batteries, dry cell batteries, propane tanks and cylinders, aerosol cans and a much greater amount of materials at the Mobile Household Hazardous Waste Depot.

A Member Municipality may request the Mobile Household Hazardous Waste unit for homeowners and business to access during a disaster event. The Mobile Depot has a list of approved locations throughout the County where it can be placed. If the Depot is to be moved to a location, outside of its annual schedule, notification needs to be given to the MECP and local Fire Department.

16.11 Debris Management Actions

Debris management is separated into four stages:

- i) Normal Operations,
- ii) Increased Readiness,
- iii) Response, and
- iv) Recovery

16.11.1 Normal Operations

- Wellington County Solid Waste Services develops policies, procedures and establishes waste collection and processing contracts that may include the collection and disposal of debris from emergencies.
- The County has implemented mutual assistance agreements with Member Municipalities and surrounding Counties that may be implemented during emergencies.
- Solid Waste Services will consult with MECP and other appropriate regulatory agencies regarding regulatory issues and potential emergency response needs.
- Establish debris assessment process to define scope of problem.
- Develop messaging with EIO regarding the debris collection process, times, establishment of temporary staging and drop off location, the debris accepted at sites, and any potential environmental and health risks associated with debris.

16.11.2 Increased Readiness

- Review and update plans, standard operating procedure, contracts, and checklists relating to debris removal, storage, reduction, and disposal process.
- Alert local agencies and contractors that have debris removal responsibilities ensuring the personnel facilities, and equipment are ready and available for emergency use.
- Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized.
- Review potential debris staging and drop off sites that may be used in the response and recovery phases in the context of the impending threat.

- Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster.

16.11.3 Response

- Activate debris management plan and assess needs.
- Begin documenting costs with the assistance of the Administration and Finance Section. In the event of a natural disaster, some debris management costs may be eligible for funding under the Municipal Disaster Recovery Assistance Programme. More information on the Programme is available in the Financial Considerations Section of this Plan.
- Coordinate and track resources (public and private).
- Establish priorities regarding allocation and use of available resources.
- Set up previously identified and approved debris staging and drop off sites.
- Address legal, environmental, and health issues relating to the debris removal process.
- With the assistance of the EIO, provide messaging to the public regarding environmental and health risk, collection expectations and timing. Any messaging approved by the EIO and Solid Waste Services may be re-circulated by Member Municipal EIOs.

16.11.4 Recovery

- Continue to collect, store, reduce, and dispose of debris generated from the event in a cost-effective and environmentally responsible manner.
- Continue to document costs.
- Upon completion of debris removal, work with Member Municipalities to close any debris staging or drop off locations and restore the sites as required.
- Complete a review of the response and recovery efforts and identify what went well along with areas for improvement.

17 SERVICE CONTINUITY PLANS AND PROGRAMMES

A major function of a Municipal EOC is to maintain and/or determine the Municipal services and functions that need to be maintained and/or restored, as well as the period for restoring services. Under the Act, Municipalities are not required to develop a Service Continuity Plan but having such plans in place will assist the Municipality and its Departments to;

- i) Identify critical services and functions and ensure their delivery regardless of the emergency,
- ii) Assess the priority of the systems, infrastructure, assets and resources used to provide critical services and functions,
- iii) To reduce the impact of an emergency on a municipality's service, functions and personnel,
- iv) Establish priorities and develop a strategy to ensure appropriate recovery systems are in place to resume services and functions in a timely manner,
- v) Establish a communication strategy,
- vi) Establish an Information Technology Plan and strategy for continuation of service delivery and resumption,
- vii) To evaluate incidents and prevent or mitigate effects of hazard/risk on a service, function or operations.

Municipalities are encouraged to develop Service Continuity Plans and implement a Service Continuity Programme.

In 2009, the County of Wellington undertook a service priority exercise. In 2014, the County began a programme to develop Service Continuity Plans for all Departments, to maintain the plans, to train staff on the plans, and to test these plans on a regular basis. The County has a Service Continuity Committee responsible for overseeing the County's Service Continuity programme and making recommendations for improvements to the programme.

This plan assigns responsibilities and outlines activities, which may be required to bring the County and/or member municipalities back to their pre-emergency state. It will be activated (in whole or in part) at the direction of Council in consultation with the Control Group.

A Recovery Committee should be established to oversee the recovery process, which may take days to several years depending on the scale of the emergency.

The process of recovery from an emergency or disaster can be defined as actions to improve the stability of critical infrastructure and community assets, as well as improve the wellbeing, independence, and dignity of affected people and their assets.

A recovery plan should identify short, medium and long-term recovery actions.

18.1 Recovery Committee

In the early stages of the recovery process, the Municipal Emergency Control Group may function as the Recovery Committee. Later, once the emergency has been terminated, a Recovery Committee could be established.

If the Municipality chooses to appoint a Recovery Committee, the following positions and/or agencies may be appointed to the Committee. Membership of the Committee will vary depending on the nature and scale of the emergency but may include the following:

- Representative of Council
- Senior Municipal Administrative Official
- Emergency Management Coordinator
- Municipal Treasurer
- Senior Staff from Departments impacted by the emergency
- Wellington-Dufferin-Guelph Public Health
- Chief Building Official
- Communications staff/EIO
- Representative from Wellington County Social Services
- Economic Development
- Planning representative
- Other agencies or organizations that the Committee requires specific expertise.

The Recovery Committee may establish sub-Committees to oversee specific recovery activities such as funding applications, infrastructure repairs/replacements, building assessments and redevelopment, long-term health, safety and welfare needs of the of residents impacted by the emergency.

18.2 Recovery Committee Responsibilities:

The following is a list of items for Municipalities to consider during the recovery of any emergency. While the Recovery Committee should oversee these responsibilities, they may be assigned to sub-committees during recovery.

- i) Ensure that the public is kept informed of the status and activities of the recovery process. It is important that during recovery, accurate and up-to-date information be provided regularly to residents.
- ii) Provide recommendations to Council concerning expenditure of funds, new by-laws, changes to existing by-laws and other matters as they may require Council approval.
- iii) Ensure service continuity to areas of the Municipality not affected by the emergency.
- iv) Ensure the continued provision of Emergency Social Services as long as needed.
- v) Engage Wellington County Social Services to assist those that may require long-term housing needs, social assistance, etc.
- vi) Liaise with 211 to request their assistance with tracking residents' request for assistance.
- vii) Coordinate the storage and distribution of donated materials.
- viii) Work with affected business/industry to ensure that employment opportunities are restored at the earliest opportunity.
- ix) Determine and document the extent of the damage to Municipal and private buildings and damage to Municipal infrastructure.
- x) Expedite demolition permits with the assistance of the Chief Building Official(s) as required.
- xi) Ensure that, when safe to do so, residents are given an opportunity to secure and/or remove personal property from damaged locations.
- xii) Consider procedures/policies to expedite the establishment of new building/structures or repairs to damaged buildings/structures.
- xiii) Ensure the safety of workers in the damaged area, including volunteers.
- xiv) Continue to work with utilities (hydro, gas, and phone) to have services restored in a timely manner.
- xv) Maintain accurate records of all emergency-related expenditures.
- xvi) Investigate opportunities for provincial funding for Municipal expenditures.
- xvii) Analyze the impact of the emergency on the municipal budget.
- xviii) Prepare insurance claims on behalf of the municipality.
- xix) Ensure that detailed financial records are maintained.
- xx) Prepare a final report including recommendations.

18.3 Reporting

The Recovery Committee should establish a regular meeting schedule and a reporting schedule to Council to provide updates on the recovery process, to report on financial considerations, and any long-term budget implications.

19.1 Internal Procedure and Training

Each service or agency involved or identified in the Plan shall be responsible for preparing their own emergency operating procedures and shall be responsible for training their staff on the emergency procedures and expectations during an emergency.

Under the Act, all municipalities are responsible for conducting emergency management training programmes to ensure the readiness of employees of the municipality and other persons to act under their municipal emergency response plan.

Members of the Municipal Emergency Control Group shall complete annual training as prescribed.

19.2 Annual Review

At a minimum, this plan will be reviewed annually by the CEMC in consultation with the Municipal Emergency Management Programme Committees. The Committees will test portions of the Plan each year using appropriate and planned emergency exercises. Following the exercises, After Action Reports will be completed by the CEMC and reviewed with the Committees for reporting to Council on recommended changes to the Plan, enhanced response capabilities and anticipated financial considerations.

The Emergency Management Programme Committees will give consideration to conducting a major review of this plan every five to ten years.

19.3 Amendments

Amendments to the Plan require Council approval. Council approval is not required for the following: changes or revisions to the appendices, or for minor editorial changes such as editorial changes to the text including page numbering, section numbering, reference changes or changes to references to provincial statutes and additions of definitions and acronyms.

19.4 Flexibility

No Emergency Response Plan can anticipate all of the varied emergencies that may arise in a changing community. During the course of the implementation of this plan in an emergency, some flexibility is expected to ensure health, safety, and welfare of the residents and business.

20 APPENDIX A – ACROYNMS AND DEFINITIONS

The following definitions come from various sources including the Canadian Oxford Dictionary, the Emergency Management and Civil Protection Act, Office of the Fire Marshall and Emergency Management, and the National Fire Protection Association.

ARES – Amateur Radio Emergency Services

AAR – After Action Report

BIA – Business Impact Analysis

CANUTEC – Canadian Transport Emergency Centre

CAO – Chief Administrative Officer, a Co-Administrator, or a designated alternate of them

CBRNE – Chemical Biological, Radiological, Nuclear and Explosive

CACC – Central Ambulance Communication Centre

CCAC – Community Care Access Centre

CEMC – Community Emergency Management Coordinator

CEMPC – Community Emergency Management Programme Committee

CI – Critical Infrastructure

DRAO – Disaster Relief Assistance for Ontarians

DWQMS – Drinking Water Quality Management Standards

ECA – Environmental Compliance Approval

EI – Emergency Information

EIC – Emergency Information Centre

EIO – Emergency Information Officer

EMAT – Emergency Medical Assistance Team

OFMEM – Office of the Fire Marshall and Emergency Management

EOC – Emergency Operation Centre

ERP – Emergency Response Plan

FAD – Foreign Animal Disease

GWPS – Guelph Wellington Paramedic Services

HUSAR - Heavy Urban Search and Rescue

IAP – Incident Action Plan

ICP – Incident Command Post

IMS – Incident Management System

MECG – Municipal Emergency Control Group

MDRAP – Municipal Disaster Relief Assistance Program

MTO – Ministry of Transportation

NGO – Non-Government Organization

PAD – Priority Access Dialing

PEOC – Provincial Emergency Operation Centre

PIMS – Provincial Incident Management System

SCBA – Self Contained Breathing Apparatus

WDGPH – Wellington Dufferin Guelph Public Health

Approved – Formally accepted by a position in authority such as a Minister, CAO, or Municipal Head of Council

Buffer Zone – In a planning context, this zone is intended to separate the public and other facilities from the consequence of an incident involving hazardous materials. This zone describes the allowable land uses around a hazardous facility.

Business Impact Analysis – A process designed to prioritize business functions by assessing the potential quantitative (financial) and qualitative (non-financial) impact that might result if an organization was to experience a service disruption.

Community Emergency Management Coordinator – An individual officially designated by a community who is responsible and accountable for the community's emergency management program. The Community Emergency Management Coordinator must be, by definition, a municipal employee, as per the Municipal Act.

Community Emergency Management Programme Committee – The community emergency management programme committee is the critical management team that oversees the development, implementation and maintenance of a community emergency management program.

Consequence – The outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.

Service Continuity Plan – A plan developed and maintained to direct a Department/ Organizations internal response to an emergency.

Critical Infrastructure – Interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the

economy, (protect public safety and security), and maintain continuity of and confidence in government.

Declared Emergency – A signed declaration made in writing by the Head of Council or the Premier of Ontario in accordance with the Emergency Management and Civil Protection Act. This declaration is usually based on a situation or an impending situation that threatens public safety, public health, the environment, critical infrastructure, property, and/or economic stability and exceeds the scope of routine community activity.

Disaster – A serious disruption to an affected area, involving widespread human, property, environmental and/or economic impacts, that exceed the ability of one or more affected communities to cope using their own resources.

Emergency – A situation or an impending situation caused by the forces of nature, an accident, and an intentional act or otherwise that constitutes a danger of major proportions to life or property. These situations could threaten public safety, public health, the environment, property, critical infrastructure and economic stability.

Emergency Information – Information about an emergency that can be disseminated in anticipation of an emergency or during an emergency. It may provide situational information or directive actions to be taken by the public.

Emergency Management – Organized and comprehensive programs and activities taken to deal with actual or potential emergencies or disasters. These include mitigation against, preparedness for, response to and recovery from emergencies or disasters.

Emergency Operations Centre – The EOC is a facility where the Municipal Emergency Control Group assembles to manage an emergency.

Emergency Response Plan – A risk-based plan developed and maintained to respond to an emergency. This includes steps to guide the response effort, identify persons, equipment, and resources for activation in an emergency and outlines how they will be coordinated.

Emergency Response Organization – Group or organization with staff trained in emergency response that are prepared and may be called upon to respond as part of the coordinated response to an emergency.

Emergency Site Manager/Incident Commander – Public sector official (usually fire, police, ambulance or Public Works/Infrastructure Services) at the site, in charge of coordinating resources and developing actions to resolve the emergency situation.

Emergency Response – Coordinated public and private response to an emergency.

Emergency Medical Service – Guelph-Wellington Paramedic Service is the emergency medical services provider for Wellington County and the City of Guelph.

Evacuation – The removal of persons from a given area that has been deemed as an actual or potential danger zone, or may be impacted by an emergency.

Evacuation Centre – A facility to provide shelter, food and other services to a group of people who have been evacuated from an area.

Evacuation Registration – A process to account for displaced persons. This process usually takes place at designated reception centres.

Evaluation – The process of assessing the effectiveness of an emergency management programme, plan and/or exercise etc.

Foreign Animal Disease – A subset of reportable diseases, which are foreign – not common - to Canada. Many diseases have been eradicated in Canada, or have never been presented, but could still occur and would easily threaten the health of domestic herds and flocks. Some examples are Avian Influenza, Foot and Mouth Disease and Bovine Spongiform Encephalopathy (BSE).

Hazard – A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage. These may include natural, technological or human-caused incidents or some combination of these.

Hazard Identification – The process of defining and describing a hazard, including its physical characteristics, magnitude and severity, probability and frequency, causative factors, and locations/areas affected.

Head of Council – Includes the County Warden, the Mayors of the member municipalities, and their designated alternates.

Heavy Urban Search and Rescue Team – A multi-service, multi-skilled, and multi-functional task force that is trained and prepared to locate, treat and remove persons trapped in collapsed structures.

Incident Management System – The combination of facilities, equipment, staff, operating procedures, and communications operating within a common organizational structure, with responsibility for the management of assigned resources, to effectively respond to an incident or emergency/disaster.

Municipal Emergency Control Group – The Municipal Emergency Control Group operating from the community Emergency Operations Centre is responsible for coordinating municipal emergency response and recovery activities. The Municipal Emergency Control Group usually includes leading community officials, emergency management representatives and other relevant staff.

Municipality – Means the County of Wellington, the Township of Centre Wellington, the Town of Erin, the Township of Guelph/Eramosa, the Township of Mapleton, the Town of Minto, the Township of Puslinch and/or the Township of Wellington North.

Mutual Aid Agreements – An agreement developed between two or more emergency services to render aid to the parties of the agreement. These types of agreements can include the private sector emergency services when appropriate.

Mutual Assistance Agreement – An agreement developed between two or more jurisdictions to render assistance to the parties of the agreement. Jurisdictions covered with these types, of agreements could include neighbouring cities, regions, provinces or nations.

Municipal Disaster Relief Assistance Programme – An emergency financial assistance programme administered by the Ministry of Municipal Affairs and Housing.

Office of the Fire Marshall and Emergency Management – OFMEM is an organization within the Ministry of Solicitor General, government of the Province of Ontario. OFMEM is responsible for monitoring, coordinating and assisting in the development and implementation of emergency management programs in Ontario.

Priority Access Dialing – A database system administered by Industry Canada and maintained by the CEMC. It is used to identify telephone landlines and some wireless lines that are considered essential for emergencies. Numbers are entered in the data base which protects them by limiting the telephone line load on a telephone switch so that the priority lines can continue to be used when the telephone switch is fully loaded with traffic.

Private Sector – A business or industry not owned or managed by any level of government.

Public Sector – A particular element or component of government, i.e. police, fire and Public Works/Infrastructure Services, of a municipal, provincial or federal government.

Reception Centre – Usually located outside the impact zone of the emergency, the reception centre is a place to which evacuees can go to register, receive assistance for basic needs, information and referral to a shelter if required.

Recovery – The process of restoring a stricken community to a pre-disaster level of functioning. This may include the provision of financial assistance, repairing buildings and/or restoration of the environment.

Response – The provision of emergency services and public assistance or intervention during or immediately after an incident in order to protect people, property, the environment, the economy and/or services. This may include the provision of resources such as personnel, services and/or equipment.

Response Organization – Group or organization with personnel trained in local emergency response, whether medical or not, who are prepared and may be called upon to respond as part of the coordinated response to an emergency e.g., industrial response teams, CERV, etc.

Risk – A chance or possibility of danger, loss, injury, or other adverse consequences.

Risk Assessment – A methodology to determine the nature and extent of risk by analyzing potential hazards and the evaluation of vulnerabilities and consequences.

Shall – Indicates a mandatory requirement.

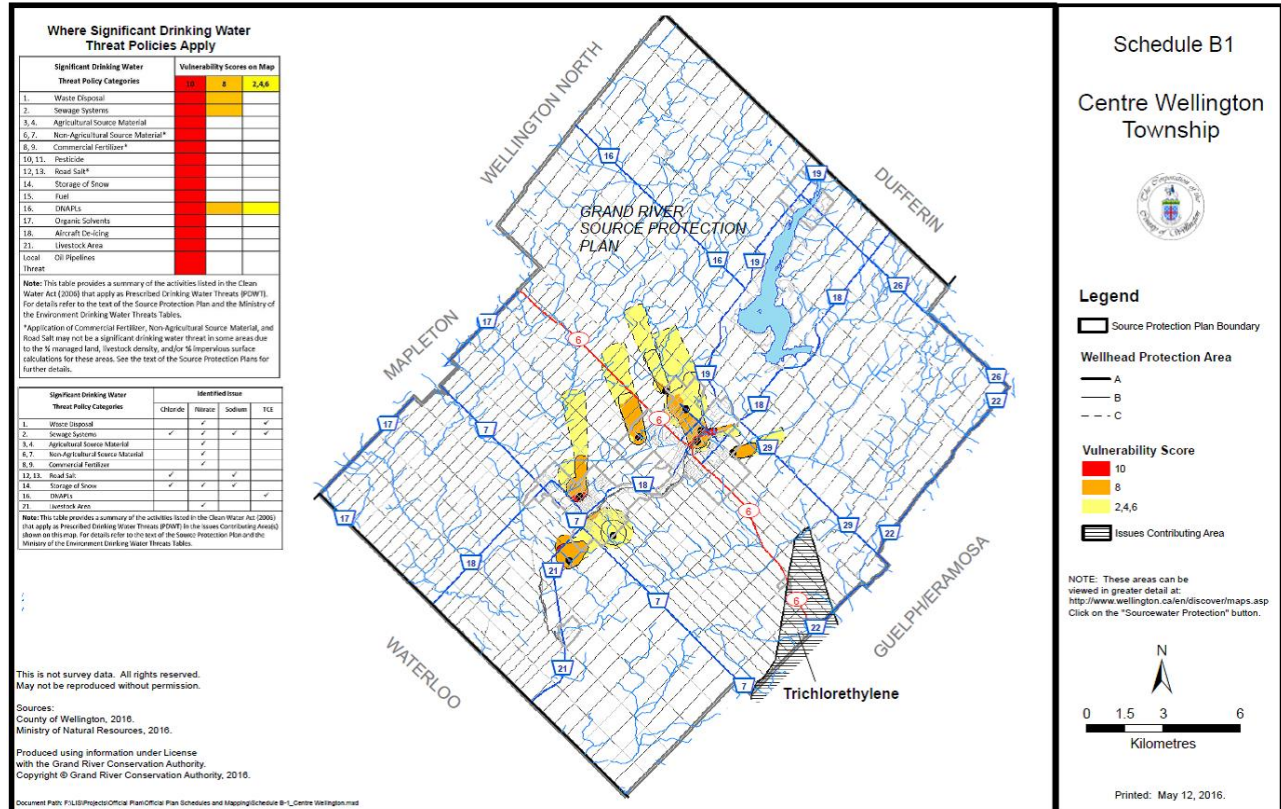
Should – Indicates a recommendation or that which is advised but not required.

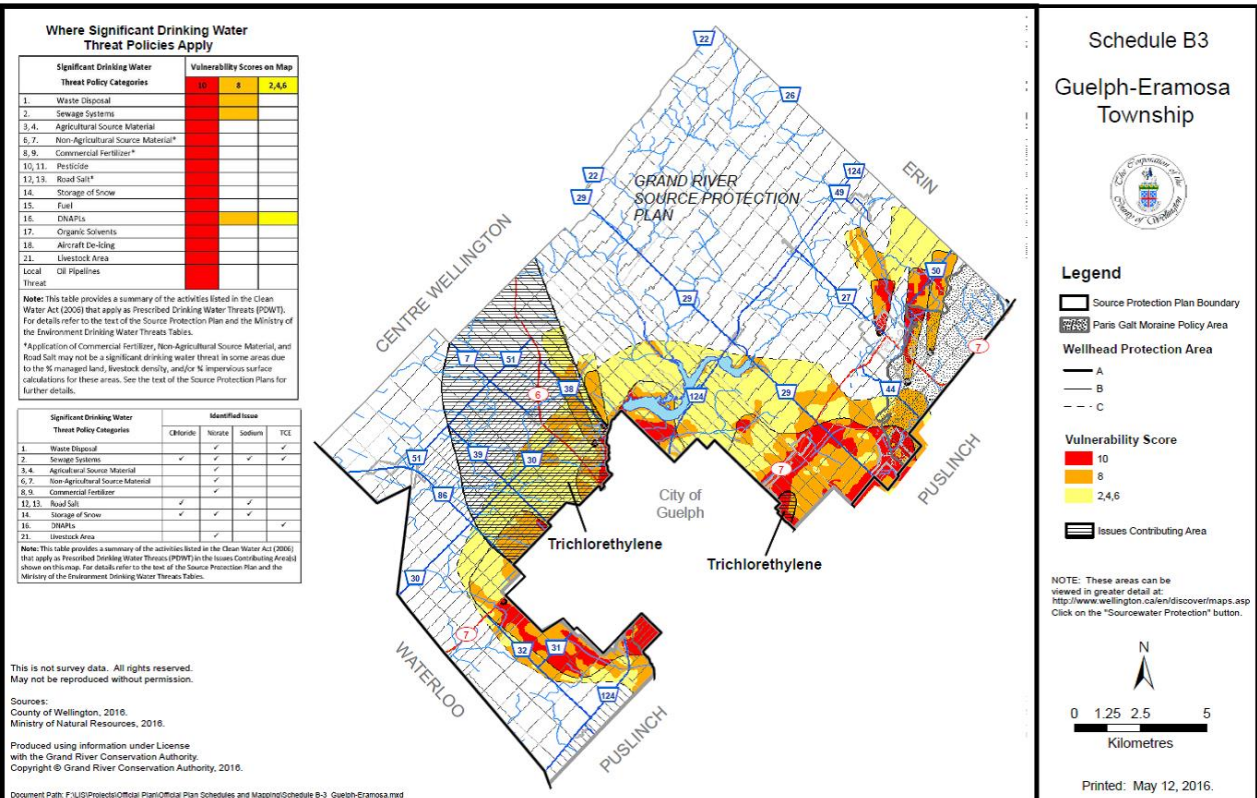
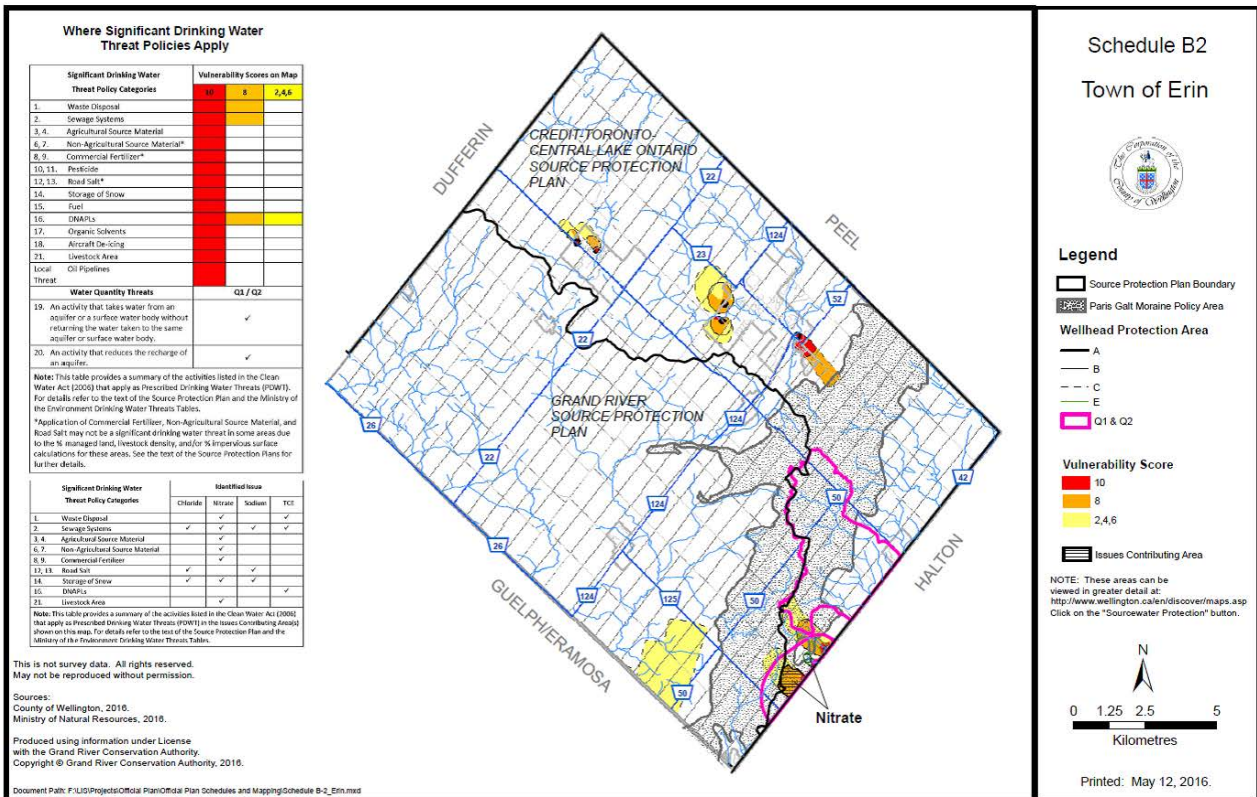
Telecommunications – Is the transmission and/or receipt of messages, for communicating over some distance, via a range of technical systems including radio and microwave communications, as well as fiber optics, satellites and the Internet.

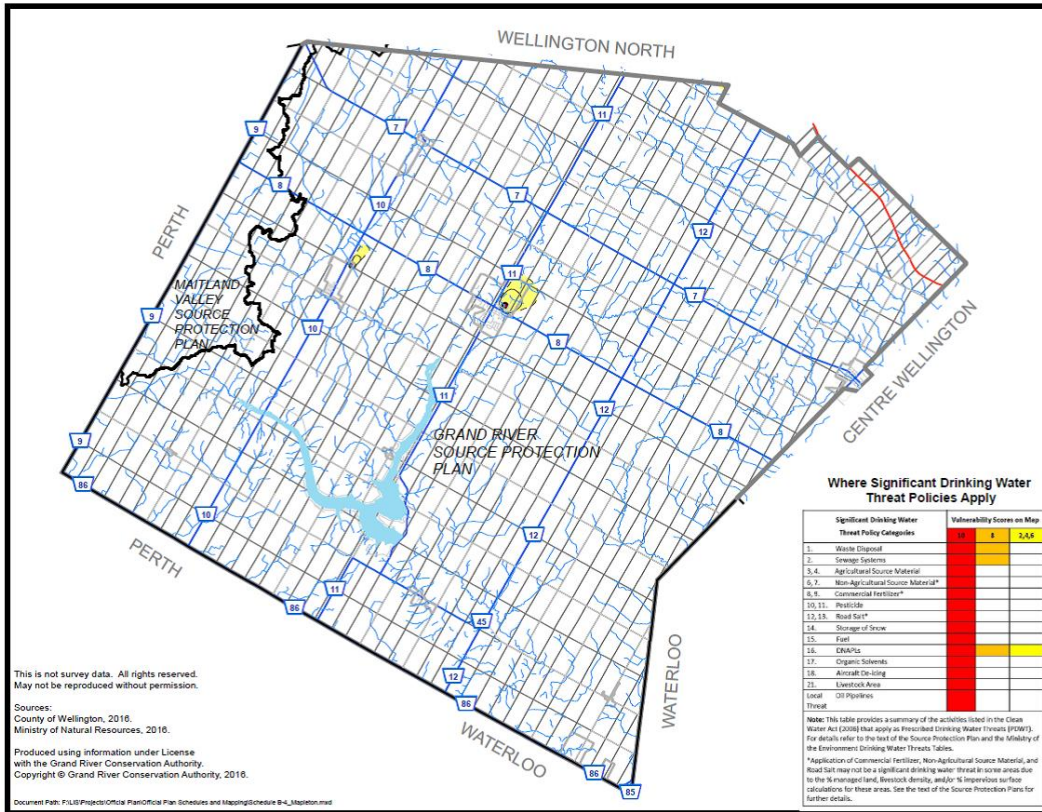
Threat – Any event that has the potential to disrupt or destroy critical infrastructure, or any element thereof. Threat includes accidents, natural hazards as well as deliberate attacks.

Vulnerability – The degree of susceptibility and resilience of the community and environment to hazards, the characteristics of a community or system in terms of its capacity to anticipate, cope with and recover from events.

21 APPENDIX B – SCHEDULE B1-B7 DRINKING WATER VULNERABLE AREA MAP SCHEDULES BY MUNICIPALITY







Schedule B4
Mapleton Township

Legend

- Source Protection Plan Boundary

Wellhead Protection Area

- A
- B
- C

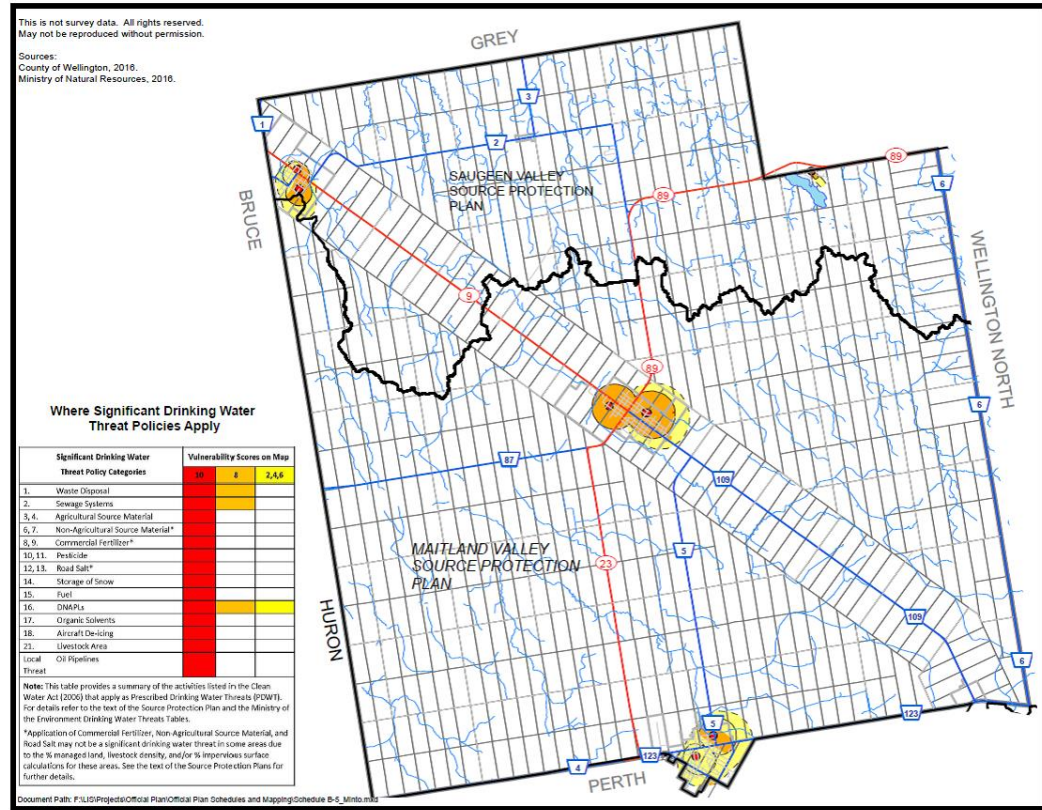
Vulnerability Score

- 10
- 8
- 2, 4, 6

NOTE: These areas can be viewed in greater detail at: <http://www.wellington.ca/en/discover/maps.asp>
Click on the "Sourcewater Protection" button.

0 1.5 3 6
Kilometres

Date Printed: May 12, 2016.



Schedule B5
Town of Minto

Legend

- Source Protection Plan Boundary

Wellhead Protection Area

- A
- B
- C

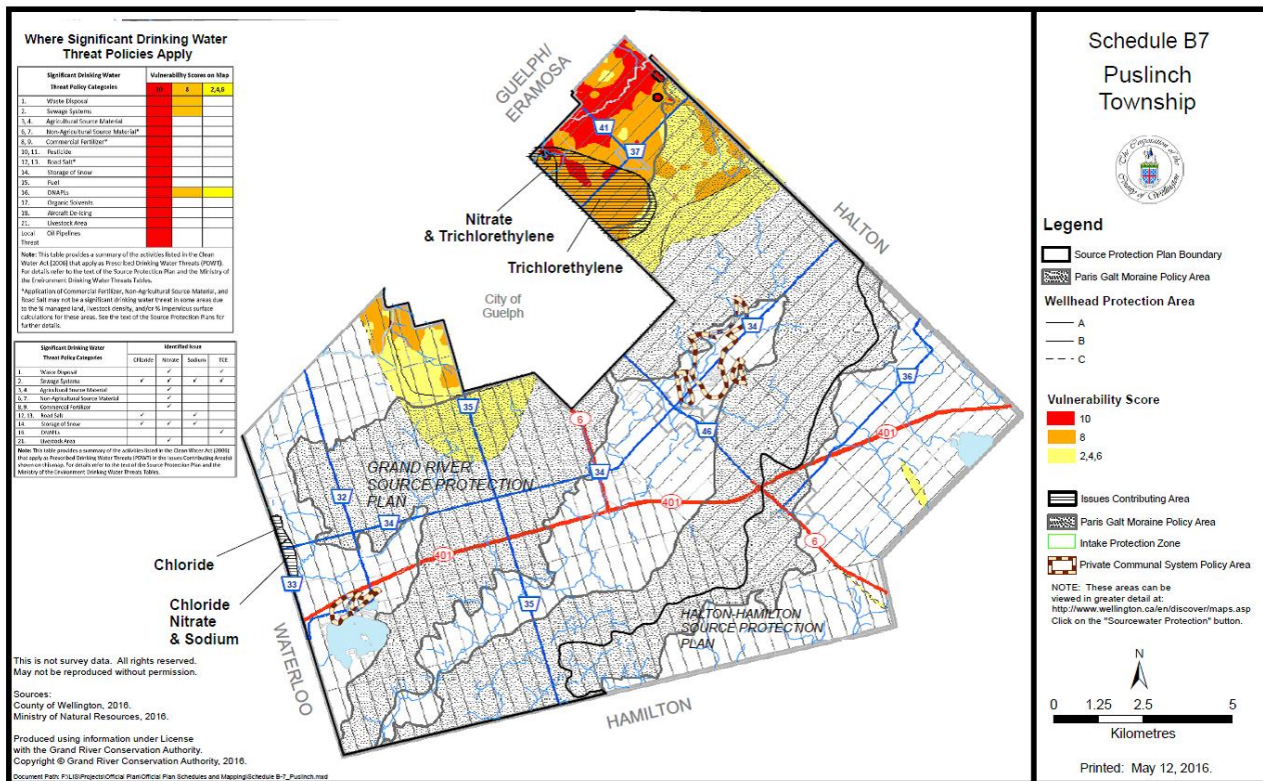
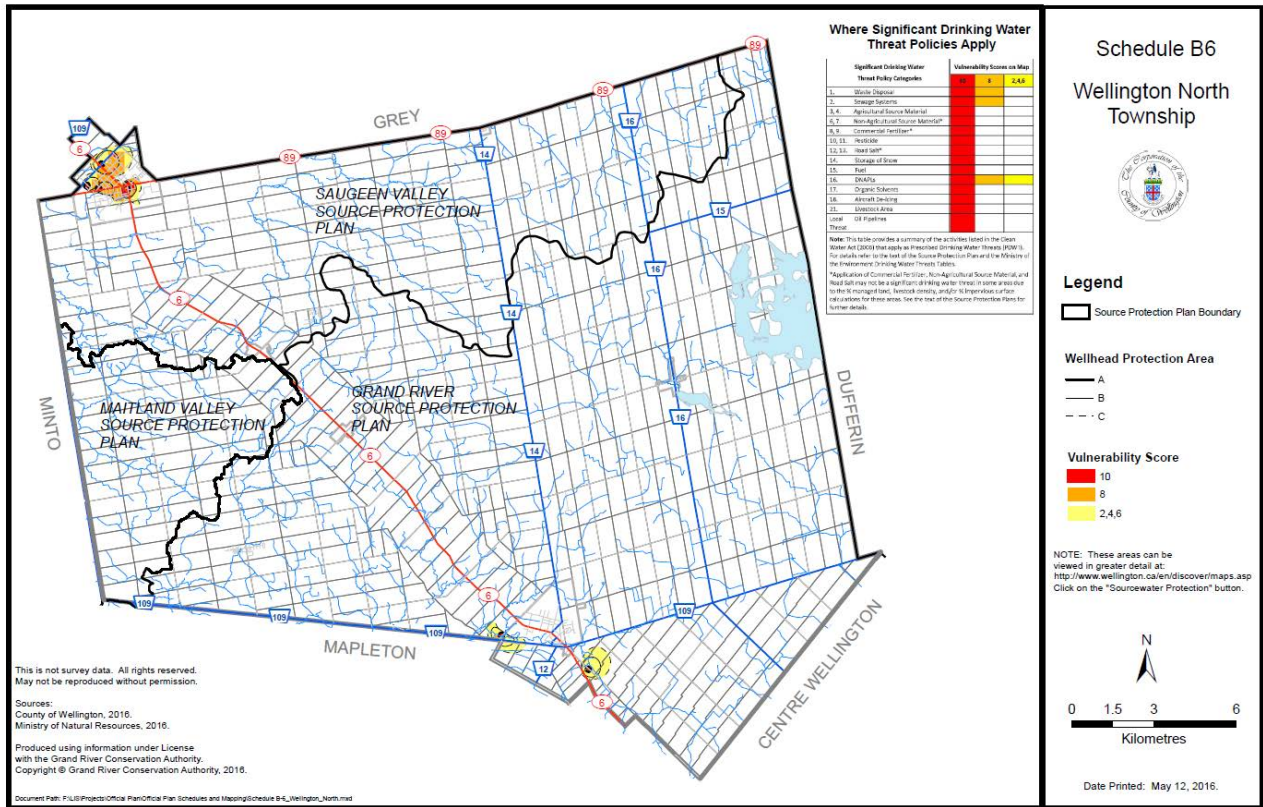
Vulnerability Score

- 10
- 8
- 2, 4, 6

NOTE: These areas can be viewed in greater detail at: <http://www.wellington.ca/en/discover/maps.asp>
Click on the "Sourcewater Protection" button.

0 1 2 4
Kilometres

Date Printed: May 12, 2016.



THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2020-059

Being a By-law to prohibit heavy trucks on certain highways in the Township of Mapleton

WHEREAS the Council of the Corporation of the Township of Mapleton deems it appropriate and in the public interest to prohibit heavy trucks on certain highways in the Township of Mapleton;

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

1. Short Title

This by-law may be cited as the “Prohibition of Heavy Trucks By-law.”

2. Definitions

In this by-law, the following terms have the following meanings:

2.1 “Commercial Vehicle” means the following, even if it does not have a truck or delivery body attached to it:

- a) A motor vehicle commonly known as a tow truck.
- b) A mobile equipment vehicle.
- c) A vehicle built on a truck chassis.
- d) A vehicle with a flatbed that can tilt to load.

2.1 “Commercial Vehicle” means a motor vehicle having permanently attached thereto a truck or delivery body for hauling purposes on a highway.

2.2 “Heavy Truck” shall mean any Commercial Motor Vehicle but does not include:

- a) Ambulances, police or fire department vehicles;
- b) School or transit busses;
- c) Emergency motor vehicles;
- d) Public utility vehicles;
- e) Motor vehicles owned or operated by the Township of Mapleton or the Corporation of the County of Wellington;
- f) Motor vehicles owned or operated by the Province of Ontario.

2.3 “Prohibited highway” means the highway(s) set out in Schedule “A” of this by-law.

3. Prohibitions

3.1 No person shall move, drive, stop, park or operate a Heavy Truck on a prohibited highway listed in Schedule “A” of this by-law.

3.2 No person shall permit or allow a Heavy Truck to move, drive, stop, park or operate a Heavy Truck on a prohibited highway listed in Schedule “A” of this by-law.

3.3 The prohibitions in 3.1 and 3.2 shall not apply to a Heavy Truck actually engaged in making delivery to or a collection from premises which cannot be reached except by way of the prohibited highway or a portion thereof, provided that in making such delivery or collection, the said prohibited highway is travelled only insofar as is unavoidable in getting to and from such premises.

4. Detours

Section 3 hereof shall not, if compliance therewith would be impracticable, apply to the operation of any Heavy Truck upon any officially established detour.

5. Enforcement

A police officer shall enforce all provisions of this by-law.

6. Offences and Penalties

Any person who contravenes any of the provisions of this by-law is guilty of an offence and upon conviction is liable to the set fine prescribed in Schedule "B" for offences prosecuted under Part I of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, or if otherwise prosecuted, such fine and other penalty as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.

7. Precedence and Severability

7.1 Where this by-law conflicts with any other by-law of the Township of Mapleton, this by-law shall take precedence to the extent of the conflict.

7.2 Should any section, paragraph or provision of this by-law, including any part of any Schedule hereof be declared by a court of competent jurisdiction to be *ultra vires*, invalid or illegal for any reason, the same shall not affect the validity of the by-law as a whole.

8. Force and Effect

This By-law shall come into effect upon the date signage conveying the prohibition, as specified in the Ontario Traffic Manual, is posted.

READ a first, second and third time on Tuesday, September 8, 2020.

Mayor Gregg Davidson

Clerk Larry Wheeler

SCHEDULE “A”

Township of Mapleton

Part 1 of the Provincial Offences Act

PROHIBITED HIGHWAY		
Highway	From	To
All municipally owned, named roads within the Hamlet of Alma	All municipally owned, named roads within the Hamlet of Alma	All municipally owned, named roads within the Hamlet of Alma

SCHEDULE “B”

Township of Mapleton

Part 1 of the Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision creating or defining offence	COLUMN 3 Set Fines
1	Move, drive, stop, park or operate a Heavy Truck on a prohibited highway	3.1	\$400.00
2	Permit or allow a heavy truck to move, drive, stop, park or operate a Heavy Truck on a prohibited highway	3.2	\$400.00

THE CORPORATION OF THE TOWNSHIP OF MAPLETON

BY-LAW NUMBER 2020-060

**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
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 the 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 61R11-804, 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 2010-80, 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 8th day of September 2020.

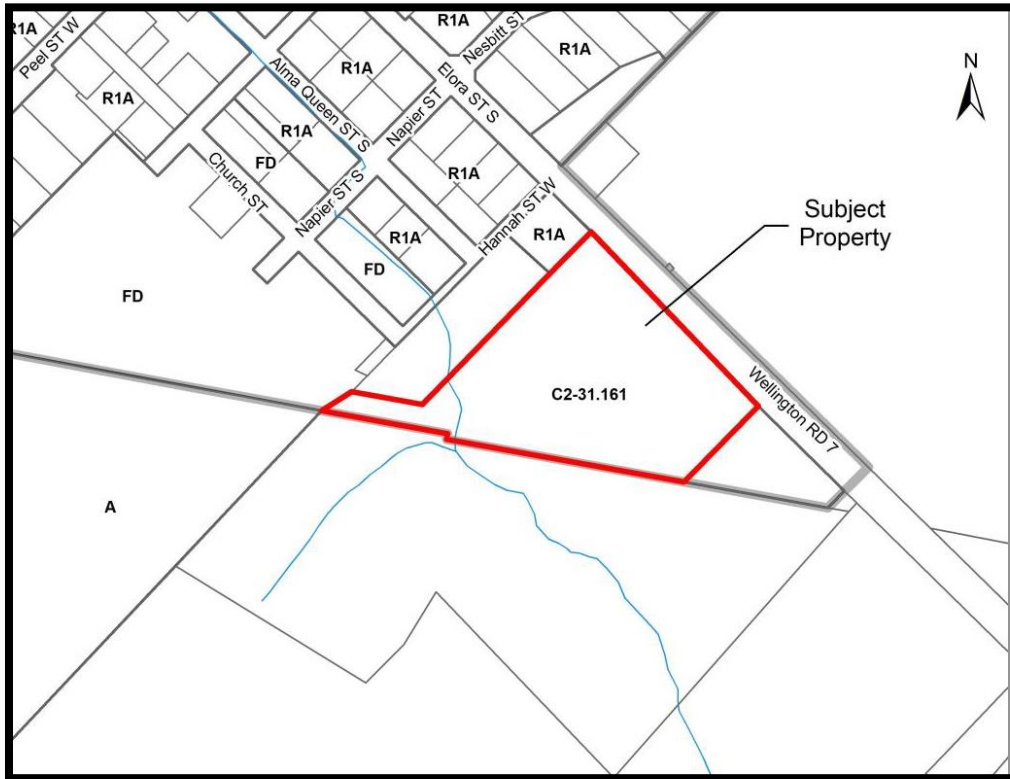
Mayor Gregg Davidson

Clerk Larry Wheeler

THE TOWNSHIP OF MAPLETON

BY-LAW NO 2020-060

Schedule "A"



EXPLANATORY NOTE
BY-LAW NUMBER 2020-060

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.

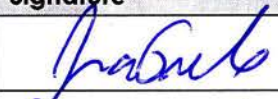

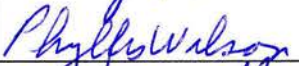







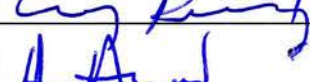
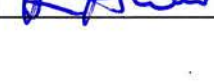
Petition Against Bulk Propane Storage in Alma

Petition summary and background	The Concerned Citizens of Alma have expressed concerns against the proposed Mapleton Zoning By-law amendment ZBA2020-06, put forth by Core Fuels of 6976 Wellington Road 7 in Alma. This zoning by-law would allow for the permission to add underground propane tanks for storage and distribution.
Action petitioned for	We, the undersigned, are concerned citizens who urge our Mayor and Council Members to act now to refuse the zoning by-law amendment and not allow a propane underground storage facility in the Hamlet of Alma

Printed Name	Signature	Address	Comment	Date
Irene Boyd	<i>Irene Boyd</i>	75 Nesbitt St, Alma, ON		Aug 25/20
ALEX SERGEJEV	<i>Alex Sergejev</i>	75 NESBITT ST ALMA ON		Aug 25/20
Luke Cobbi	<i>Luke Cobbi</i>	84 Nesbitt St Alma		Aug 25/2020
JOHN DISIMONE	<i>John Disimone</i>	79 NESBITT ALMA		AUG. 25/2020
ALAN GARTUNG	<i>Alan Gartung</i>	83 NESBITT ALMA		Aug. 25/20 20
Deb Armstrong	<i>Deb Armstrong</i>	83 Nesbitt St. Alma		Aug 25/2020
Cole Giles	<i>Cole Giles</i>	86 Nesbitt St Alma		aug. 25 2020
Brendan Ballantyne	<i>B. Ballantyne</i>	88 Nesbitt Alma		Aug. 25/20
JOE BRYETT	<i>Joe Bryett</i>	92 Nesbitt Alma		Aug 25/20
Cam Bozic	<i>Cam Bozic</i>	87 Nesbitt Alma		Aug 25/20
LLOYD & BETTY	<i>Lloyd Scott</i>	27 Peel St E		Aug 25
NATALIE MEYERS	<i>Natalie Meyers</i>	5 Raglan		Aug 25

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Printed Name	Signature	Address	Comment	Date
Jason Tearle		15 ALEXANDER ST AL	NOT IN THIS TOWN	08/30/20
Cindy Robinson		9 Alexander St	Not this close to town not safe so close to	08/30/20
Phyllis Wilson		27 Queen St Alma	no - <u>not safe</u>	08/30/20
John Vanderwelle		32 Alma Queen St S.	Needs much more study Not safe, Against	08/31/20
Heather Smith		31 Alma Queen St South	see letter sent to Council.	08/31/20
BILL SMITH		31 ALMA QUEEN ST SOUTH	!!	08/31/20
SCOTT WHITE		42 ALMA QUEEN STS	TOO CLOSE TO HOME	08/31/20
Patrick Kenny		43 ALMA QUEEN STS.	Not in this town ^{Too close}	08/31/20
Chris Amy		46 ALMA QUEEN STS.	NOT A RISK I WANT!	08/31/20
Amber Murray		46 Alma Queen St S	Too close to our house	08/31/20
CRAIG DOWNER		51 ALMA QUEEN ST S	WAY TOO MUCH RISK	08/31/20
ANGELA ACKROYD		15 ALEXANDER ST	TOO CLOSE TO HOUSES	08/31/20

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Printed Name	Signature	Address	Comment	Date
Leonard Martin	<i>Leonard Martin</i>	45 Queen street		08/30/20
Mildred	<i>Mildred Martin</i>	45 Queen St		08/30/20
Reone	<i>Reone Babineau</i>	8166 Route 14, Monrovia		08/30/20
^{LARRY} Larry Babineau	<i>Babineau</i>	"		08/30/20
Alex Freeman	<i>Alex Freeman</i>	40 Queen St North		08/30/20
Sarah Branton	<i>Sarah Branton</i>	30 Queen St. North		08/30/20
C. Robinson	<i>C. Robinson</i>	26 Queen St 'N.		Aug 30/20
S. Pegg	<i>S. Pegg</i>	46 Nesbitt St.		Aug 30/2020
J. Legg	<i>J. Legg</i>	46 Nesbitt St.		Aug 30/20
Laura Craven	<i>Laura Craven</i>	71 Nesbitt St.		Aug 30/20
Aaron Beler	<i>Aaron Beler</i>	12 Queen St N.		Aug 31/20
BS Driedge	<i>BS Driedge</i>	102 Graham St.		Aug 31/20

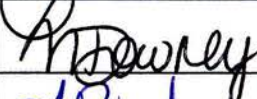


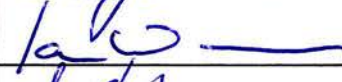


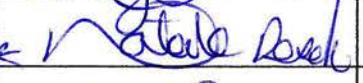


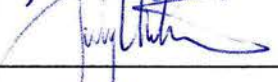

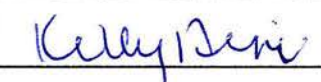
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Printed Name	Signature	Address	Comment	Date
JACOBUS de BOCK		20 PEEL ST. E	THOUGHTFUL? No	Aug 22 2020
ELEN & NANCY DEY ALDSON		21 PEEL ST E		AUG 25 2020
Craig Backer		10 Simpson St. W.		Aug 26 2020
Sod: MacLean		10 Simpson St. W.		Aug. 26 2020
Jerome Pretich		21 Simpson St W		Aug 26
Lynn Musclaw		20 Simpson St. W.		Aug 26
Selmy Musclaw		20 Simpson St W		Aug 26
Nikki Hagan		30 simpson, W		Aug. 26 2020
JESS WILLIAMS		31 Rebecca ST W		AUG 26/20
Holly Park		23 Rebecca St W		Aug 24/20
BTF Green		22 Elora St		Aug 24/20
Katrina Graham		22 Elora St. N.		Aug 24/20




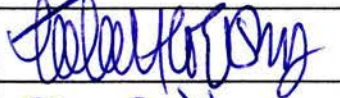





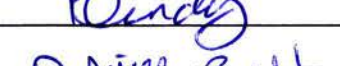


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Printed Name	Signature	Address	Comment	Date
Melissa Downey		51 Queen St. S Alma		08/24/20
Amanda Reid		34 Nesbitt St Alma		08/24/20
Penny Wilson		30 NESBITT ST ALMA		08/24/20
Ian Wilson		30 NESBITT ST ALMA		8-24-20
Sean Wilson		30 Nesbitt st. Alma		8/24/20
Cheryl Butler		42 Nesbitt St Alma		8/24/20
Tim Deschamps		43 Nesbitt St Alma		8/24/20
Natalie Deschamps		43 Nesbitt St Alma		8/24/20
Nick Ball		60 Nesbitt St Alma		8/24/20
Wendy MARTIN		67 Nesbitt St Alma		8/24/20
Wm Howes		67 Nesbitt Alma		8/24/20
Kelly Nini		72 Nesbitt Alma		8/25/20

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Printed Name	Signature	Address	Comment	Date
Hollie Goforth		10 Graham St W		26/08/20
KEVIN HOGAN		12 Graham St. W.		26/08/20
MIKE HOGAN		12 GRAHAM ST W		26/08/20
Calantha Gishy		11 Graham Street W		26/08/20
Emily Huehn		20 Graham St. W		26/08/2020
BEN HOEHN		20 Graham St W.		26/08/2020
GLEN TOLLEY		22 GRAHAM ST. W.		26/08/20
DAVE LANJORY		34 GRAHAM ST W		26/08/20
Dianna Landry		34 Graham St. W.		27/02/20
Desiree Bott		35 Graham St. W		26/08/20.
Dawn Purvis		39 GRAHAM ST. W		26 Aug 2020
Heather Henley		41 Graham St W		08/26/2020




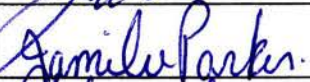

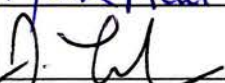

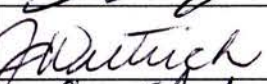


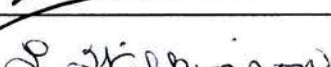
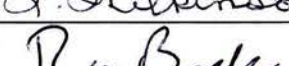
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Printed Name	Signature	Address	Comment	Date
GRACE BEENEY	<i>Grace Beeneey</i>	89 Graham St W		8/30/20
ALAN BEENEY	<i>Alan Beeneey</i>	" " " "		" " "
RUTH GRAHAM	<i>Ruth Graham</i>	85 Graham St W		8/30/20
BRAD GRAHAM	<i>Brad Graham</i>	85 Graham St W		8/30/20
JAMES GRAHAM	<i>[Signature]</i>	" "		8/30/20
Marie Anne Roy	<i>Marie Anne Roy</i>	79 Graham St	NO!	8/30/20
DAVE DONALDSON	<i>Dave Donaldson</i>	65 GRAHAM ST W.		8/30/20
Judy Spark	<i>Judy Spark</i>	55 Graham St.	NO	8/30/20
Meigan Tindall	<i>Meigan Tindall</i>	42 Graham St. W.		8/30/20
EARL HALLS	<i>Earl Halls</i>	30 Graham St		
Karen Tooley	<i>Karen Tooley</i>	22 Graham St. W	NO	8/30/20
DJ. Comidge	<i>[Signature]</i>	41 Queen St		8/30/20



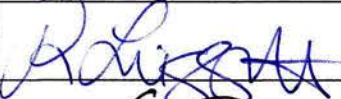






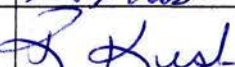
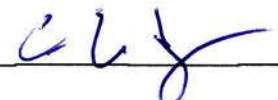
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Printed Name	Signature	Address	Comment	Date
Graham Frewer		41 Graham St W		08/26/20
Deb Noble		96 Graham St. W.		" " "
Tim MacDonald		75 Grahams St W.		08/26/20
JAMILEE PARKER		75 GRAHAM ST. W		08/26/20
Mark Reid		34 Nesbitt st		08/28/20
Jason Ful		6 Simpson St. W.		Aug 30/20.
TRAVES ATKEN		30 SIMPSON ST W		Aug 30/20
Jane Dietrich		105 Graham St.		Aug 30/20
Camille Elst		101 Graham St. W		Aug 30/20.
Frank Elst		101 Graham St. W.		Aug 30/20.
Linda Wilkinson		99 Graham St W		Aug 30/20 20
RON Becken		95 GRAHAM ST. W		AUG 30/20 20



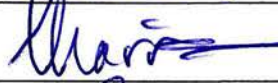

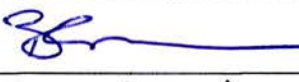
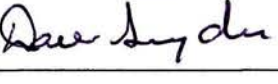
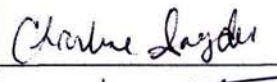

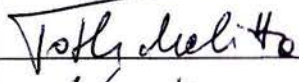


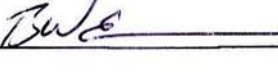
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Printed Name	Signature	Address	Comment	Date
Sabrina Samson		31 Muir Cres Alma	I do not want Bulk Propane storage near my home	Aug 26/2020
Cass Samson		31 Muir Cres Alma		Aug 27/2020
Rhonda Liggett		39 Muir Cres Alma	DON'T WANT	Aug 27, 2020
Don Liggett		39 Muir Cres Alma	DONT WANT	Aug 27 2020
Jennifer Cann		43 Muir Cres.	"	Aug 27, 2020
Bonita Cann	Bonita Cann	43 Muir Cres.	"	Aug 27, 2020
STEVE CANN		43 Muir Cres.	"	Aug 27, 2020
Kelly Winters		47 Muir Cres.	"	Aug. 27/20
Marilyn Krist		51 Muir Cres	" "	Aug 27/2020
Tyler Krist		51 Muir Cres	" "	Aug. 27 2020
Rick Krist		51 Muir Cres	" "	Aug 27/2020
Curtis Witzon		11 Muir Cres	DO NOT WANT	Aug 27/2020

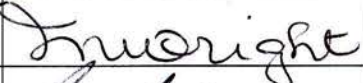

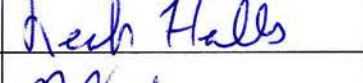


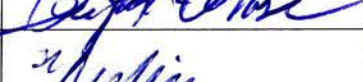



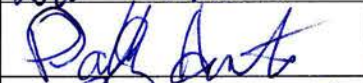


Petition Against Bulk Propane Storage in Alma

Petition summary and background	The Concerned Citizens of Alma have expressed concerns against the proposed Mapleton Zoning By-law amendment ZBA2020-06, put forth by Core Fuels of 6976 Wellington Road 7 in Alma. This zoning by-law would allow for the permission to add underground propane tanks for storage and distribution.
Action petitioned for	We, the undersigned, are concerned citizens who urge our Mayor and Council Members to act now to refuse the zoning by-law amendment and not allow a propane underground storage facility in the Hamlet of Alma

Printed Name	Signature	Address	Comment	Date
SURLEY SAGE		15 MUIR CRES. ALMA		27/08/20
MUGH MORRIS		19 MUIR CRES ALMA		27/08/20
Gloria Morris		19 MUIR CREScent, ALMA	We don't want the tanks!!	27/08/20
MARK BURRS		27 MUIR CR.		27/08/20
BAD SANSON		31 MUIR CR.		27/08/20
Dave Snyder		11 Nesbitt St.		31/08/20
Charlene Snyder		11 Nesbitt St.		31/08/20
FERENCE TOTTH		22 NESBITT ST	NOT SAFE	31/08/20
Melita Toth		22 Nesbitt St	TOO DANGEROUS ALMA	31/08/20
VALERIE BENNY		26 NESBITT	NOT SUITABLE FOR	31/08/20
Bequie Abbemignu		26 Nesbitt	Ridiculous idea	Aug 31 '20
D Brett Wilson		30 Nesbitt		Aug 31/20

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Printed Name	Signature	Address	Comment	Date
Meaghan Wright		7 Peel St. E		Jul. 31
Adam Wright		7 Peel St. E		Jul. 31
Leah Halls		48 Elora St S.		July 31
Nick Veldhuizen		48 Elora St S.		July 31
Mert Bauman		6982 Wellington Rd 7		July 31
Doug & Robyn Chase		6970 Wellington Rd 7		Aug 31
Kym Reil		3 Elora St North		Aug 31/20
BRETT MACKENZIE		25 ELORA ST N.		Aug 31/20
Colleen Clark		21 ELORA ST N	Truck traffic.	Aug 31
DAVE HUNTER		27 KING ST.	LEFT TURN LANE	Aug 31/20
Pat Hunter		27 King st		Aug 31/20
Paul HAN-		4. REBECCA ST.		

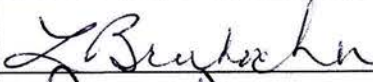
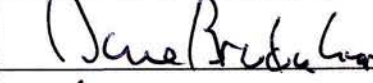


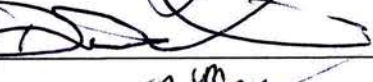
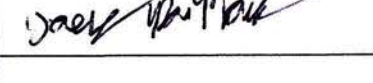
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Printed Name	Signature	Address	Comment	Date
BLAIR WINCH		10 NESBITT ST. ALMA ON	Not in this location	Aug 30/20
Erika Reimers		84 Graham St W.	Not Interested Here	Aug 30/20
SANDRA ILOTT		80 GRAHAM ST W		8/31/20
Tamara Adams		47 Graham st		Aug 31/20
Scott Adams		47 Graham st		Aug 31/20
SANDRA DRYSDALE		47 GRAHAM ST	NOT IN THIS SMALL TOWN	Aug 31/20
TEAN HALLS		22 ELORA ST	NEED MORE INFO	Aug 31/20
Kaileigh Osburn		30 Elora St S		Aug 31/20
Annette Morrison		32 Elora St S.		Aug 31/20
Kevin Heis		32 Elora St S	No Tanks in Alma	Aug 31/20
Melanie Adams		44 Elora St South	NOT IN SUCH A SMALL TOWN!	Aug 31/20
Jake Henderson		44 elora st South		Aug 31/20

Petition Against Bulk Propane Storage in Alma

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Printed Name	Signature	Address	Comment	Date
Lynn Brubaker		35 NESBITT ST ALMA		Aug 31/20
Dan W		35 Nesbitt St ALMA		Aug 31/20
Linda Little		56 Nesbitt St Alma		Aug 31/20
Glen Little		" " " "		Aug 31/20
DARENINI		72 NESBITT ST.		Aug 31/20
Joe DaMaren		76 Nesbitt st		Aug 31

Petition Against Bulk Propane Storage in Alma

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Printed Name	Signature	Address	Comment	Date
MR. MRS Larry Shantz	<i>Mary Shantz</i>	74 Elora ST	NO	Aug 31
Mr+Mrs Jason Henderson	<i>[Signature]</i>	68 Elora st N.	Not in a small town We have enough truck traffic	Aug 31

**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^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



August 31, 2020

Mr. Manny Baron
CEO
Township of Mapleton
mbaron@mapleton.ca

Dear Mr. Baron:

Over the past 2 years, our government has heard from farmers, municipalities and the broader agriculture community about the threat of on-farm trespass activities. We have heard that farmers are worried for their own safety, the safety of their families, their employees as well as the safety of their animals.

We listened to your concerns, and back in December 2019, I was honoured to introduce the [Security from Trespass and Protecting Food Safety Act, 2020](#) and to act on our government's commitment to protect farmers, agri-food businesses, farm animals and our food supply from the risks of trespass activities. The Act received Royal Assent on June 18, 2020.

I appreciate the strong support that I have received from our stakeholder partners, like you, on such an important piece of legislation. The COVID-19 outbreak has shown us now more than ever, how important it is to have a steady, reliable food supply and to protect the health and safety of the agri-food workers who help feed us.

As you may be aware, we have recently seen a public safety situation grow more urgent. Earlier this summer a demonstrator tragically died outside a meat processing plant. Since then, we have seen heightened tensions leading to greater risks for everyone involved. This has created a significant public safety concern that must be addressed to ensure everyone's safety.

As a result, I am announcing today a partial proclamation of the [Security from Trespass and Protecting Food Safety Act, 2020](#) that will come into effect on Wednesday September 2, 2020 at 12:01AM to address these immediate public safety concerns.

.../2

We are proclaiming sections 6(1), 7, 14(1)[3] and 15(1) of the Act, making it an offence to stop, hinder, obstruct or otherwise interfere with a motor vehicle transporting farm animals.

Regulation 950 under the [Provincial Offences Act \(POA\)](#) is also being amended so that tickets can be issued under Part I of the POA for a contravention of section 6(1) of the Act. This approach will allow for more immediate use of the relevant provisions to address the obstruction of motor vehicles transporting farm animals.

I am also pleased to inform you that a [Discussion Paper](#) has been posted on the regulatory registry, outlining the ministry's proposed approach for the regulatory items that are needed to make the rest of the Act come into force. It will be posted for public comment for 45 days, closing on October 15, 2020. Comments can also be sent directly by email to SecurityFromTrespass.OMAFRA@ontario.ca.

I understand the importance and urgency of this Act to many across the sector. However, before the remaining sections can be proclaimed into force, a number of items must be prescribed via a regulation to operationalize the Act. These regulations are needed to ensure the act is clear, easily interpreted and fulfils its intended purposes. It is important that we take the time to hear from those impacted so we can take those comments into consideration in finalizing the regulation.

The remaining sections of the Act come into force upon proclamation by the Lieutenant Governor in Council. Once fully proclaimed into force, the Act will recognize the unique risks associated with trespassing on farms and at processing facilities.

I strongly encourage you to provide feedback and comments on this discussion paper. Your insights are valuable as we work to ensure the Minister's Regulation and the Act are fair and reasonable while also meeting the needs of industry. Your input is an important contribution to help shape the content and design of the Minister's Regulation.

Again, thank you for your support. I look forward to working with you to create a safe and healthy Ontario for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', written in a cursive style.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs



Municipality of West Grey

402813 Grey County Rd 4
Durham, ON N0G 1R0

Re: Anti-racism resolution

Please be advised the council of the Municipality of West Grey at its regular meeting held on July 7, 2020 passed the following resolution:

Whereas West Grey council condemns the unjust treatment, oppression, and racism against those who identify as black, indigenous, and people of colour; and

Whereas council acknowledges that systemic racism exists and persists in every community and institution in Canada, including West Grey, creating social and economic disparities from education, to healthcare, to housing, to employment, and justice; and

Whereas council supports the Bruce Grey Poverty Task Force belief that everyone deserves to live free of systematic oppression or racialized violence; and

Whereas the report by the Truth and Reconciliation Commission of Canada contains 'Calls to Action' several of which are actionable by local governments including Call 57: "We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism"; and

Whereas council is committed to anti-racism as demonstrated in the foundation of our 2020 Vision Plan whereby we set goals to listen to our community, value diverse voices, and build partnerships;



Therefore be it resolved that the Municipality of West Grey will actively work towards anti-racism and anti-oppression at every opportunity beginning with annual training for council, committee members, and employees for anti-racism, anti-oppression, diversity and inclusion, and the history of Aboriginal peoples; and

Further that this resolution be circulated to media, lower tier municipalities in Grey and Bruce; Grey County; Bruce County; West Grey Public Library, West Grey Police Service, Grey Bruce Public Health Unit; Bluewater District School Board; and Bruce Grey Catholic District School Board.

A handwritten signature in black ink that reads "L Glazier". The signature is written in a cursive, flowing style.

Lindsey Glazier
Administrative Assistant, Clerk's Office

Copy:
Ontario Municipalities
West Grey Public Library
West Grey Police Service
Grey Bruce Public Health Unit
Bluewater District School Board
Bruce Grey Catholic District School Board

Ministry of Transportation
Safety Program Development Branch
87 Sir William Hearst Avenue, Room 212
Toronto, Ontario M3M 0B4

Ministère des Transports
Direction de l'élaboration des
programmes de sécurité
87, avenue Sir William Hearst, bureau 212
Toronto, Ontario M3M 0B4



August 7th, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **September 1, 2020** the province will be introducing a new regulatory framework which sets out evidentiary rules to govern school bus stop arm camera programs. Municipalities who choose to implement school bus stop arm camera programs will be able to use evidence from camera systems in court without requiring a witness to introduce that evidence. The regulation can be found at the following hyperlink: [Ontario Regulation 424/20: School Bus Cameras](#).

The rules under the *Provincial Offences Act* for school bus stop arm camera programs will mirror those currently in place for automated speed enforcement and red-light camera programs.

In support of municipalities interested in setting up school bus stop arm camera programs in their regions, the ministry has developed the attached guidance document. This document provides relevant information to assist municipalities in developing school bus stop-arm camera programs. The Ministry also encourages participating municipalities to engage in public outreach and education when enacting school bus stop-arm camera programs to maximize safety benefits.

The Ministry asks that you please bring this notice and attached guidance material to the attention of municipal staff responsible for traffic safety. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or erik.thomsen@ontario.ca.

Thank you for your assistance in communicating this change and for your ongoing efforts to help improve the safety of students travelling on school buses.

Sincerely,

A handwritten signature in black ink that reads "Angela Litrenta".

Angela Litrenta
A/Director
Safety Program Development Branch
Ministry of Transportation

Attachment – Municipal Guidance Materials

Municipalities are responsible for all aspects of school bus stop arm camera program administration and are subject to all relevant rules and procedures included in the *Highway Traffic Act* (HTA), *Provincial Offences Act* (POA) and associated regulations. Additionally, municipalities are responsible for complying with all privacy and data retention rules outlined in the *Municipal Freedom of Information and Protection of Privacy Act*.

The Ministry of Transportation (MTO) has drafted these guidelines to support municipalities in developing safety-oriented school bus stop arm camera programs in their communities by providing information on relevant legislative requirement, processes and responsibilities.

Municipalities are responsible for ensuring that school bus stop arm camera programs are implemented transparently and for the express purpose of promoting road safety, while maintaining public trust.

Provincial Guidelines

Ontario’s School Bus Stop Arm Camera Regulatory Framework

Effective September 1, 2020, the school bus stopping law has been expanded so that the extension of the school bus stop arm becomes an element of the offence. This change makes it illegal for drivers to pass a stopped school bus that has a stop arm extended, regardless of whether the bus’s overhead red lights are activated. This change makes it easier for provincial offences officers to make certified statements about the camera and for Crown prosecutors to demonstrate that an offence has occurred using camera technology. The prosecution of school bus camera offences will no longer require the introduction of evidence by a supporting witness.

With this new program, municipalities will continue to have the choice as to whether they would like to set up a school bus stop arm camera program in their municipality. Some examples of other evidentiary requirements include:

- ▶ State that the system used to take the photograph was an automated school bus stop arm camera system as per the regulation;
- ▶ Set out the manufacturer's name and the model number of the automated school bus stop arm camera system used to take the photograph; and
- ▶ State the name of the municipality in which the school bus was located when the photograph was taken.

For a full list of evidentiary requirements, please consult the HTA and its relevant school bus stop arm camera regulations, along with the Part 1 *Provincial Offences Act* forms.

General Operating Considerations

Municipalities should comply with existing privacy rules in the *Municipal Freedom of Information and Protection of Privacy Act* for storing and transferring sensitive information. MTO recommends that municipalities undertake a privacy assessment before launching a school bus stop arm camera program.

The camera technology chosen will need to be able to capture all elements of the offence – such as the stop arm being actuated while the bus is passed by a motor vehicle that has a clearly visible number plate, etc. – and comply with all requirements set out in the future school bus stop arm camera regulation. Video at a minimum of 10fps, or an equivalent for a series of photographs that are taken in very quick succession, is a requirement. Please consult the HTA and its relevant school bus stop arm camera regulations, along with the Part 1 *Provincial Offences Act* forms, prior to setting up your school bus stop arm camera program.

Sections 175 (19) and 175 (20) of the HTA set out the penalties for the owner-based offences for passing/overtaking a school bus. Under a school bus stop arm camera program, the penalties for these owner liability offences remain unchanged. The set fine for these offence(s) is \$400 with a maximum penalty of \$2,000.

Also, being that these are owner-based offences, demerit points and licence suspensions are not imposed upon conviction. Those drivers convicted of a school bus passing offence may be subject to licence plate denial if they default on the fines.

Signage will be uniform across the province, signage requirements will be outlined as part of the plate registrant data access agreement.

Privacy

Procurement

Penalties

Signage

School Bus Stop Arm Camera Programs (continued)

Provincial Guidelines

Public Education

Research demonstrates that public awareness of automated enforcement programs like school bus stop arm cameras, automated speed enforcement cameras, and red-light cameras, is an important element in their success. Municipalities should consider developing a communication/public education plan to inform the public about their school bus stop arm camera programs.

Communications and public education activities, which might take the form of websites, question and answer resources, social marketing and social media campaigns, should be sustained in advance of the program’s launch and during its operation.

Evidence Processing

Under POA section 3(2), only a designated provincial offences officer may issue an offence notice.

Consistent with the province’s existing red light camera program and automated speed enforcement program, provincial offences officers will be responsible for reviewing evidence collected by school bus cameras, certifying this evidence and issuing an offence notice by mail, based on vehicle owner address data supplied by the Ministry.

Provincial offences officers are responsible for a range of activities as part of charging and prosecution processes, including:

- ▶ Reviewing evidence (video or photographic) and forming a belief that an offence was committed;
- ▶ Certifying the accuracy of that evidence;
- ▶ Making a request to MTO for plate registrant information to determine vehicle owner address information;
- ▶ Issuing and mailing POA offence notices with a set of images/video of the offence occurring;
- ▶ In cases where the charge is disputed, the provincial offences officer will request MTO provide a certified copy of the plate holder information as evidence.

Access to Plate Registrant Data

Participating municipalities will be required to enter into a data access agreement with MTO for the purposes of accessing licence plate registrant information. Access to the data for this purpose is restricted to persons who have been designated as a provincial offences officer by the ministry.

This data access agreement will set out the terms, conditions and audit requirements which municipalities must adhere to, including confidentiality clauses that restrict disclosure of licence plate registrant data to only authorized users. For specific questions about the agreement with the ministry, please contact Luc.Spina@ontario.ca.

Hiring Municipal Provincial Offences Officers

Subsection 1(3) of the POA provides the authority for the appointment of provincial offences officers. MTO will coordinate with municipalities so that the required documentation required to designate these officers can be prepared and approved.

The Ministry of the Solicitor General (SOLGEN) sets Ontario’s policy with respect to who can be appointed as a provincial offences officer under the POA. Under this policy only municipal employees and police officers can receive designation and thus lay charges under automated enforcement programs.

Prior to issuing offence notices municipalities should ensure the POA officer is sufficiently trained so that they can make all the certified statements necessary for the certificate of offence.

Joint and Independent Evidence Processing

The Ministry recognizes that some municipalities may choose to set up their own school bus stop arm camera programs with independent evidence processing, while others may choose to adopt a joint processing approach, similar to the automated speed enforcement and red light camera programs. MTO’s framework does not restrict municipalities in joint or independent evidence processing.

Municipalities that issue school bus camera offences must request a series of ticket numbers. Ticket numbers will be issued by the POA Unit, Ministry of the Attorney General and should be included as part of the charging document that is filed with their local Provincial Offences court.

From: Geoffrey Dahmer <geoffreydahmer@gmail.com>
Sent: Monday, August 10, 2020 8:17 AM
To: Gregg Davidson <g davidson@mapleton.ca>; Dennis Craven <DCraven@mapleton.ca>; Paul Douglas <pdouglas@mapleton.ca>; Michael Martin <MMartin@mapleton.ca>; Marlene Ottens <MOttens@mapleton.ca>
Cc: Manny Baron <mbaron@mapleton.ca>; Barb Schellenberger <BSchellenberger@mapleton.ca>

subject: Proposed Highview St. Development

Hi Councillors,

I am a current resident of Highview St. and have reviewed the proposed development plans for the extension of the street. While I generally agree with many of the changes in the latest red-line submitted to the council, including larger lot sizes, I would very much like to see the original park size and location added back to the plan.

Our neighbourhood is outside the city limits off of a busy county road which limits access to the Drayton's parks and recreational areas for the children and families of both Highview St. and Scenic Dr. In addition, the new development will increase traffic on our neighborhood streets, further limiting the areas of play which are safe.

I have personally spoken to a number of residents in this neighbourhood this weekend and everyone would like to see the park reinstated as indicated on the currently approved plan. Please do not accept the most recent red-line plan as is without the reinstatement of the park area.

Thanks in advance,
Geoffrey

From: Jim & Marie Wideman <jmwideman@tdtech.ca>
Sent: Monday, August 10, 2020 10:56 AM
To: [gdavidson@mapleton.ca](mailto:g davidson@mapleton.ca); dcraven@mapleton.ca; pdouglas@mapleton.ca; mmartin@mapleton.ca; Marlene Ottens <MOttens@mapleton.ca>
Cc: mbaron@mapleton.ca; bschellenberger@mapleton.ca; Jim & Marie Wideman <jmwideman@tdtech.ca>
Subject: Item 6.2 Riverview Heights Subdivision Revisions - Council meeting Aug 11, 2020

Good morning,

thank you for hearing me out about phase 2 of the Riverview Heights subdivision. As a 25 year resident of Scenic dr we are saddened to hear about the green space and farmland being developed behind us. It will dramatically change our neighbourhood and “small community feel” forever. Currently we enjoy beautiful sunsets on a regular basis, which will come to a halt with the huge proposed development. Many of our neighbours have moved in or built houses in the last 5 years and are not aware of this potential build behind us. We were not informed of the timeline and as such would like to be included in future discussions. The farmer renting the land was not aware of timeline either...and it's only fair that he be kept in the loop as well for future crop planning.

Our concerns over the new drawings being proposed include:

- parkland included in original drawings have been replaced with 3 more housing lots! This is of great concern especially since the green space/trees behind us is also being taken away. There is currently a trail going through the tree line that is enjoyed by adults and children alike. The kids on our street use this for playing (safely off the street) and with a proposed 28 more lots being built upon...the children population will surely go up. Currently the kids use the street for skateboarding/biking/playing and is sometimes quite busy with traffic around dinner time, creating an unsafe environment.

The “cash in lieu of parkland” looks like a money grab for the township.

- will our property taxes be raised due to the size of houses being built?

- the developer is from Vaughan, ON and is not local. The way I understand it is that this company Drayton B.G.Inc. (aka BG Homes) will have the monopoly to sell lots and build with their own company. Do we not want to encourage/support local builders to use their talents in this way? Have you done due diligence into looking into this company's track record? I have found numerous complaints about their company & have concerns that the County and Township are aware of these potential problems.

https://www.buzzbuzzhome.com/ca/db/bgs_homes/review

We would prefer more affordable houses be built for locals...not over zealous people from the big city (T.O.) who will then complain about the “country smells” etc.

- would a tree line buffer or green space be possible between the 2 phases? The thought of having a house in my backyard is heartbreaking.

We will be attending the Aug 11 meeting at PMD arena.

Thank you for your consideration in this matter.
Jim and Marie Wideman (18 Scenic dr)

From: "sborges@mmfht.ca" <sborges@mmfht.ca>

Date: August 10, 2020 at 7:52:12 AM EDT

To: Gregg Davidson <gdauidson@mapleton.ca>, Dennis Craven <DCraven@mapleton.ca>, Paul Douglas <pdouglas@mapleton.ca>, Michael Martin <MMartin@mapleton.ca>, Marlene Ottens <MOttens@mapleton.ca>

Cc: Manny Baron <mbaron@mapleton.ca>, Barb Schellenberger <BSchellenberger@mapleton.ca>, Shirley Borges <sborges@mmfht.ca>

Subject: Item 6.2 Riverview Heights Subdivision Revisions - Council meeting Aug 11, 2020

Hello: Thank you in advance for reviewing my short email re: Phase 2 of the Riverview Heights Subdivision. As a resident of 30 years in Riverview Heights Phase 1, I will be saddened to see the trees and farmland disappear behind our properties, and without a doubt, the community and landscape stand to change greatly with the new development. I have reviewed the Redlined Draft Plan of the Subdivision and ask that Council strongly consider keeping the park along Highview as proposed in the Original Plan. I'm interested in understanding the rationale behind the proposed amendment of cash in lieu of parkland as per the Township's fees. In speaking with some of my neighbours, most are unaware of this next Phase, including residents who have just purchased a home on Highview/Scenic. We are interested in understanding the timeframe for this new development and what the developer's plan is for the mature trees on the land to be developed. Some of the residents will attend the Council meeting and hope to understand the Recommendation re the Redline amendment. Thank you for your consideration.

Shirley

Shirley Borges
Resident, 14 Scenic Drive
Cell: 519 571 3835



July 28, 2020

Honourable Navdeep Bains
Minister of Innovation, Science and Industry
C.D. Howe Building
235 Queen Street
Ottawa, ON K1A 0H5

Re: Investment in Rural Broadband Infrastructure

Dear Honourable Navdeep Bains:

On behalf of the residents and businesses of the Town of Mono, I want to add my voice to that of Ontario Minister of Municipal Affairs and Housing, the Honourable Steve Clark, in reminding your government of the importance of bringing high speed Internet to rural areas. Without reliable Internet access, businesses and residents are being left behind, furthering the digital divide between rural and urban centres.

The COVID-19 pandemic has only revealed deeper issues with Internet access in rural communities as businesses, students and teachers struggled with unreliable Internet. Rural residents are concerned that limited access is preventing their children from accessing remote learning tools and is leaving them behind in their education. It is hampering economic growth and limiting businesses' ability to recover from the pandemic.

Building the infrastructure needed to address these concerns will take a concerted effort by all levels of government. The Town of Mono, as a lower tier Ontario municipality, has been working on the issue for a number of years as has the upper tier County of Dufferin, including investing in the Southwestern Integrated Fibre Technology (SWIFT) initiative.

The need for immediate action has never been greater. We are encouraged by the Province of Ontario's commitment to invest a further \$315 million in the Broadband and Cellular Action Plan. The Town of Mono urges your government to take urgent action to provide immediate funding to build the infrastructure needed to ensure reliable broadband service in rural and underserved areas in Ontario.

Regards,

TOWN OF MONO

Laura Ryan
Mayor

Copies:

Honourable Catherine McKenna, Minister of Infrastructure and Communities
Honourable Maryam Monsef, Minister of Rural Economic Development
Honourable Ahmed Hussen, Minister of Families, Children and Social Development
Honourable Kyle Seeback, MP Dufferin-Caledon, Ontario
Honourable Steve Clark, Minister of Municipal Affairs and Housing, Ontario
Honourable Laurie Scott, Minister of Infrastructure, Ontario
Honourable Sylvia Jones, MPP Dufferin-Caledon, Ontario; Solicitor General, Ontario
All Ontario Municipalities (via email)

Diversity Training Program

Town of Orangeville Resolution 2020-194, passed June 8, 2020

Moved by Mayor Brown, Seconded by Deputy Mayor Macintosh

WHEREAS The Town of Orangeville recognizes there have been questions in the public related to both diversity training and use of force training and protocols for Police Services, including in Ontario;

WHEREAS the Town recognizes that police officers join this profession out of a desire to do good, to serve and to protect the communities they serve;

AND WHEREAS an understanding of community diversity can foster authentic inclusion;

AND WHEREAS empathy training, and de-escalation training, can support understanding other people's perspectives;

AND WHEREAS the Town recognizes that policing can be a dangerous profession, and officer as well as community safety are critical considerations in law enforcement;

AND WHEREAS the Ontario Provincial Police have indicated they have a comprehensive diversity training program, however there may not be the same resources available across the entire province for smaller Police Services;

AND WHEREAS there is concern in the public about the boundaries of use of force, such as neck restraints, and oversight;

AND WHEREAS there isn't clarity on a common bar on diversity and empathy training or on use of force and oversight;

THEREFORE BE IT RESOLVED that the Mayor write to the Solicitor General to encourage common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force;

AND THAT the Solicitor General provide clarity on police oversight going forward given the anticipated changes to legislation to ensure effective accountability continues;

AND THAT annual updates or refresher courses be mandatory to ensure our Police Services have the best and current information available to them;

AND THAT THE TOWN request that the use of force protocols be reviewed to ensure they are safe and would meet current standards, and then shared across the province;

AND THAT THE TOWN circulate this resolution to all Ontario municipalities seeking their support.

"Carried"

**THE CORPORATION OF
THE CITY OF ELLIOT LAKE**

CERTIFIED TRUE COPY

Moved By: T. Turner
Seconded By: L. Cyr

THAT the City of Elliot Lake Council acknowledges and supports the following Private Member Bill put forward by Majid Jowhari: M-36, Emancipation Day, 43rd Parliament, 1 Session that reads as follows:

"THAT the House recognizes that:

The British Parliament abolished slavery in the British Empire as of August 1, 1834;

Slavery existed in the British North America prior to the abolition in 1834; Abolitionists and others who struggled against slavery, including those who arrived in Upper and Lower Canada by the Underground Railroad, have historically celebrated August 1st as Emancipation;

The Government of Canada announced on January 30, 2018 that it would officially recognize the United Nations International Decade for people of African Descent to highlight important contributions that people of African descent have made to Canadian society, and to provide a platform for confronting anti-Black racism;

The heritage of Canada's peoples of African descent and the contributions they have made and continue to make to Canada and in the opinion of the House, the Government should designate August 1 of every year as "Emancipation Day" in Canada; and

THAT support for this motion be sent to the Member of Parliament for Algoma and all House of Commons representatives; and

THAT support for this motion be sent to all municipalities in Ontario.

Resolution No. 249/20 Carried Mayor Dan Marchisella



Certified True Copy.

Natalie Bray

City Clerk August 14, 2020



Community Services

Legislative Services

August 25, 2020

File #120203

Sent via email: Anthony.Rota@parl.gc.ca

The Honourable Anthony Rota,
Chair of the Board for Internal Economy
House of Commons
Ottawa, ON K1A 0A6

Honourable and Dear Sir:

**Re: City of Elliott Lake - Private Members Bill M-36 to Declare August 1 as
"Emancipation Day" in Canada**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of August 24, 2020 received and supported correspondence from the City of Elliott Lake dated August 14, 2020 acknowledging the Private Member Bill put forward by Majid Jowhari: M-36, Emancipation Day, 43rd Parliament, 1 Session.

Attached please find a copy of the City Elliott Lake's correspondence dated August 14, 2020.

Thank you for your attention to this matter.

Yours very truly,

Carol Schofield, Dipl.M.A.
Manager, Legislative Services/Clerk
cschofield@forterie.ca

CS:dlk

Encl.

Sent via email

Natalie Bray, City Clerk, City of Elliott Lake nbray@city.elliottlake.on.ca

Michael Mantha, MPP, Algoma-Manitoulin mmantha-qp@ndp.on.ca

Carol Hughes, MP, Algoma-Manitoulin-Kapuskasing carol.hughes@parl.gc.ca

Ontario Municipalities

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

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**THE CORPORATION OF
THE CITY OF ELLIOT LAKE**

CERTIFIED TRUE COPY

Moved By: T. Turner
Seconded By: L. Cyr

THAT the City of Elliot Lake Council acknowledges and supports the following Private Member Bill put forward by Majid Jowhari: M-36, Emancipation Day, 43rd Parliament, 1 Session that reads as follows:

"THAT the House recognizes that:

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The Government of Canada announced on January 30, 2018 that it would officially recognize the United Nations International Decade for people of African Descent to highlight important contributions that people of African descent have made to Canadian society, and to provide a platform for confronting anti-Black racism;

The heritage of Canada's peoples of African descent and the contributions they have made and continue to make to Canada and in the opinion of the House, the Government should designate August 1 of every year as "Emancipation Day" in Canada; and

THAT support for this motion be sent to the Member of Parliament for Algoma and all House of Commons representatives; and

THAT support for this motion be sent to all municipalities in Ontario.

Resolution No. 249/20 Carried Mayor Dan Marchisella



Certified True Copy.

Natalie Bray

City Clerk August 14, 2020

RECEIVED

AUG 24 2020

BY COUNCIL

CITY OF PORT COLBORNE

Municipal Offices
66 Charlotte Street
Port Colborne, Ontario
L3K 3C8
www.portcolborne.ca



PORT COLBORNE

Corporate Services Department, Clerk's Division

August 18, 2020

Honourable Doug Ford, Premier
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7

Dear Premier Ford:

Re: Resolution – Funding and Inspections for Long Term Care Homes due to COVID-19 Pandemic

Please be advised that, at its meeting of August 10, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

That the resolution received from the Township of South Glengarry regarding funding and regular inspections for Long Term Care facilities, be supported.

A copy of the above noted resolution is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

A handwritten signature in black ink that reads "Amber LaPointe". The signature is written in a cursive, flowing style.

Amber LaPointe
City Clerk

Encl.

ec: Hon. Merrilee Fullerton, Minister of Long-term Care
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO 229-2020

SECONDED BY Lyle Warden **DATE** July 20, 2020

WHEREAS the COVID-19 pandemic has disproportionately affected the vulnerable elderly population in Canada's long-term care (LTC) homes and some of Ontario's LTC homes are among those with the highest fatality rates in the country as the pandemic has exposed deplorable conditions in many LTC homes across Canada; and

WHEREAS it is the mandate of the Ministry of Long-Term Care to inspect long term care homes on an annual basis and these inspections have consistently dropped in number since 2017 with only nine completed out of 626 long term care homes in 2019; and

WHEREAS residents have been endangered by personnel moving between infection zones without adequate equipment; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry urges the Ontario government to provide funding to increase full-time positions in place of casual and part-time labour in long term care homes and requests that the Ministry of Long-term Care acts to regularly inspect all long term care homes, and sound infection control measures are put in place at all Ontario long term care homes, and that this resolution be forwarded to Premier Ford, the Minister of Long-term Care Merrilee Fullerton and all Ontario municipalities for consideration.

CARRIED DEFEATED POSTPONED


Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	—	—
Deputy Mayor Warden	—	—
Councillor Lang	—	—
Councillor Jaworski	—	—
Councillor McDonell	—	—



Corporate Services Department, Clerk's Division

August 18, 2020

Honourable Doug Ford, Premier
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7

Dear Premier Ford:

**Re: Endorsement of Bill 164 – Protecting Vulnerable Persons in Supportive Living
Accommodation Act, 2019**

Please be advised that, at its meeting of January 27, 2020, the Council of The Corporation of the City of Port Colborne resolved as follows:

WHEREAS Niagara Centre MPP, Jeff Burch, introduced Private Member's Bill 164: Protecting Vulnerable Persons in Supportive Living Accommodation Act, 2019 (the "Bill") at the Legislative Assembly of Ontario;

AND WHEREAS the Province of Ontario regulates matters under the following statutes:

- a) Child, Youth and Family Services Act, 2017;
- b) Homes for Special Care Act;
- c) Long-Term Care Homes Act, 2007;
- d) Private Hospitals Act;
- e) Public Hospitals Act;
- f) Retirement Homes Act, 2010;
- g) Residential Tenancies Act, 2006;
- h) Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008.

AND WHEREAS there is a need for regulating private supportive living accommodations to protect individuals requiring special care;

NOW THEREFORE the City of Port Colborne endorses the Bill and will complete the following:

...2

1. Send a letter to the Premier, the Minister of Government and Consumer Services; the Minister of Health; the Minister of Children, Community, and Social Services; the Minister of Long-Term Care, and carbon copy the Association of Municipalities of Ontario stating the endorsement of the Bill and reasons for its support no later than one (1) month's time from the passing of this resolution; and,
2. Circulate the resolution endorsing the Bill to all municipalities in Ontario.

Your favourable consideration of this request is respectfully requested.

Sincerely,



Amber LaPointe
City Clerk

cc: Hon. Christine Elliott, Deputy Premier
Hon. Lisa Thompson, Minister of Government and Consumer Services
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Todd Smith, Minister of Children, Community and Social Services
Hon. Merrilee Fullerton, Minister of Long-Term Care
Andrea Horwath, Leader of the New Democratic Party
Association of Municipalities of Ontario (AMO)
Local Area Municipalities
Local Area MPPs

From: Annilene McRobb <annilene@town.minto.on.ca>
Sent: September 3, 2020 10:27 AM
To: Donna Bryce <donnab@wellington.ca>
Cc: Larry Wheeler <LWheeler@mapleton.ca>
Subject: Town of Minto Council Meeting Tuesday September 1, 2020 Item 12 c)
Motion from Council

The Council of the Town of Minto met on September 1 and Council passed the following Motion:

MOTION: COW 2020-058

Moved by: Councillor Elliott; Seconded by: Deputy Mayor Turton

THAT the Councils of Wellington County and Perth County consider placing a roundabout at the intersection of Wellington Road 8 and Perth County Line 91.

This motion will be forwarded to Perth County as well.

Annilene McRobb, CMO

Clerk

T: 519.338.2511 x 230

Town of Minto ~ Where Your Family Belongs



Seniors' Centre for Excellence



September 2020

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Dietitian's Corner

Alyson Colton *Registered Dietitian*
Mount Forest Family Health Team

Tips and Tricks When Cooking for One or Two People

It can be challenging to switch to cooking for one or two people, when you are used to cooking for several. However, it is still important to remember to eat a well-balanced diet. Here are some tips and tricks to help you prepare and enjoy well balanced meals. Remember, take care of yourself, you deserve it!

1. One tip that can be beneficial to help you eat a well-balanced meal is to set up a nice atmosphere for your meal; eating is an experience that should be enjoyed! Set the table with a nice table cloth or put

some flowers on the table. This may make you more likely to want to sit down to enjoy the meal and savour each bite of your food.



2. Leftovers are common when cooking, but they don't have to be boring! Find new ways to use up leftovers rather than just reheating to have the same meal again. An example could be leftover chicken from supper could be saved and cut up the next day to add to a soup or a stir fry with new veggies and flavours for a new meal using leftovers. Or use leftover veggies from the night before to add to an omelette for breakfast the next morning.

For more tips and tricks or to find recipes check out Dietitians of Canada nutrition website at www.unlockfood.ca.

Thought for the Day

Everybody has a photographic memory. Some just don't have film!





Seniors' Centre for Excellence



September 2020

Stay Close and Keep Talking
While Apart

Kathy Penner-Dyck, MSW, RSW
Minto-Mapleton Family Health Team

My mother often said, “A joy shared is a joy doubled. A sorrow shared is a sorrow halved.”

No doubt she often experienced the great benefits of sharing her joys and sorrows with treasured friends and loved ones. That’s an important reminder during these COVID-19 times.

One of the great disruptions of this pandemic, is the strain that physical distancing places on relationships. While physical distancing is necessary for our physical health, it has made it more difficult to stay connected with our social circles, which impacts our mental/emotional well-being. We are social beings and need those connections to thrive and be well. It’s important to maintain them.

Simply put, talking to people takes more effort now. Technology helps a lot, but many are not used to it. Masks feel awkward, as does staying six feet apart, and not shaking hands or hugging—not even

grandchildren. But it’s worth the effort to keep your connections strong in spite of all that.

Phone calls still work as before—you may find yourself making more of them and having them last longer. Virtual visits also cultivate closeness and become more natural as technology becomes more familiar. Instead of meeting for coffee indoors, try meeting people in parks. Going for a (distanced) walk can foster the same kind of conversation you might have in a restaurant.

Learning how to adapt to our current reality is an important skill. Not only will your doubled joys and halved sorrows continue, you will have the satisfaction of having learned new ways to be with each other.

Stay connected for your own good health and happiness. Reach out to others to contribute to their health and happiness. We will all be better for it.



~
I went for a hike
yesterday and the more
I went into the forest
the less I trusted the
trees. I just find them
s-o-o-o shady!



Seniors' Centre for Excellence



September 2020

Party Line



Given the advice of Social Worker Kathy Penner-Dyck about the importance of staying connected, why not give our **Party Line** program a try? You may find that you enjoy it and that you also help to brighten the days for other seniors in our area.

Please see the insert in this month's newsletter to see the topics.

All you need is a telephone to participate. Please register by calling 519-638-1000 if you would like to participate or if you have discussion ideas.

accessed or returned will be quarantined.

- Curbside service is available
- Please contact your local branch for details.
- Computer access is available by appointment only.

Social Media Links



Look us up on Facebook, Twitter and/or Instagram under Seniors' Centre for Excellence. The Facebook page is very active with a Monday and Wednesday post and then a Fun Friday Challenge with a weekly prize draw.

Libraries: Covid-19 update

- A limited number of patrons are welcome in our 14 branches for browsing and checkouts.
- Patron visits will be restricted to 30 minutes. Social distancing must be adhered to at all times.
- Visitors are required to follow COVID-19 screening protocols and must wear a mask to enter the library.
- Keep us all safe by sanitizing your hands and only touch material you plan to borrow. All materials

Staying Connected



Wellington County's Rural Transit Service – RIDE WELL

RIDE WELL is now in Guelph! Customers are now able to book rides to or from any address in Guelph as long as the ride starts or ends in Wellington County, making it easier to reach your destination. For more information visit www.ridewell.ca



Seniors' Centre for Excellence



September 2020

Keeping Fit

Don't forget the importance of regular exercise. It not only helps us physically, but we feel better mentally when we keep active. Check out these great options from:

 **SMART Exercises Wellington County**

<https://www.vonsmartexercise.com/>

<https://youtu.be/EC9a0rQKBvQ>

Telling Our Stories



My Favourite
Royal Family
Member

by **Derek Green**

Princess Margaret. Photo Credit: Brenda Matthews.
Pinterest 25/08/20

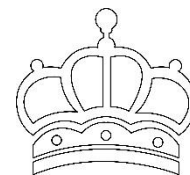
I was born in Slough in 1931 which is two miles north of Windsor, England. As a student I went to school in Windsor, so I was used to seeing the Royal Family as I grew up. Sometimes they would come into town to shop but only in the high-end stores. Over the years I saw "old" Queen Mary, the Queen mother, Prince Phillip and Queen Elizabeth II several different times. The first time I met Queen Elizabeth she was still a Princess, I was in the boy scouts, and she was the nominal Chief Scout and attended the celebrations of St. George's Day within the grounds of Windsor Castle.

At Royal Ascot, a thoroughbred horse racing event, there was a large police

presence to protect all the VIP's. As a cadet, I was invited to attend the event, I was 17 years old. I was having lunch and asked the Sergeant in Charge what could I do. He said, "Go wherever you like. Go to the royal enclosure if you want to." That is when I saw Princess Margaret for the first time. She was very attractive and surrounded by several English actors, and she was 18.

My experience in the cadets led me to a career as a Bobby in the Hertfordshire Police Constabulary. The constabulary was housed in an old castle that was built by King Henry VIII. One of my roles was to patrol in Windsor Castle in Windsor Great Park which allowed bicycle, horse or pedestrian traffic only. During my bicycle patrol I saw Princess Margaret for the second time she was 21. She was driving a "sit up and beg" car which was a small boxy black automobile that had a higher back seat which allowed the royals to be seen while out in public. She was being taught how to drive by her chauffeur.

I remember her more than any of the other royals, probably because I was on the lookout for good looking women and she fit the bill!





September 2020

Come join the fun every Tuesday, Wednesday and Friday at 10:30 am

Tuesday, Sept. 1st. Fabulous Leftovers

Let's get practical and chat about some good ways to use leftovers

Wednesday, Sept. 2nd. Outdoor Adventure

Come share your tales (tall or otherwise) about your outdoor adventures.

Friday, Sept. 4th. What If ... ?

Time to fire up our imaginations. Let's play with some incredible what ifs and spark a little creativity and a whole lot of laughter!

Tuesday, Sept. 8th. Board Games

Monopoly? Backgammon? Checkers? Scrabble? Whether you are a champ or just a good sport, let's see what you have to say about board games (then and now!)

Wednesday, Sept. 9th. Favourite Westerns

Shane? Gunsmoke? How about the Ok Corral? Even the ladies know about westerns. We'll have Bonanza of a time with this topic.

Friday, Sept. 11th. Best Household Inventions

What's the best thing you have in your kitchen? Or something you thought was the best thing since sliced bread? Let's talk.

Tuesday, Sept. 15th. Wellington County Curbside Collection Program

We will have a special guest, *Marisa Renn*, this day who will give us some valuable information about the new curbside collection programme changes that launched in July in our area.

Wednesday, Sept. 16th. Allowances

Did you get an allowance in your day? Did you have to earn it or was it freely given? Did you give allowances to your children?

Friday, Sept. 18th. Fabulous Fads

From the Beehive hairdos to sock-hops, poodle skirts to Slinky toys, and more. We know you know! Plan on some good chuckles as we walk down memory lane.

Tuesday, Sept. 22nd. Chores

What did your list of chores look like when you were a kid? Did having chores to do every day hurt or help? From milking the cow to sweeping the floor – we want to hear all about it!

Wednesday, Sept. 23rd. Favourite Classic Book

So many choices. Huckleberry Finn? The Scarlet Letter? Treasure Island? Let's talk about your favourites.

Friday, Sept. 25th. Bedtime Stories & Rituals

What do you remember about your bedtime? Did you have a ritual then? What about now? And what were some of your favourite bedtimes stories that you shared with your own children or grandchildren?

Tuesday, Sept. 29th - On the Road Again

If you could pick a place to visit or even to live out the rest of your life, where would that be? Where do your dreams take you? Are you a car, train, boat, or plane kind of traveller?

Wednesday, Sept. 30th - Favourite Fall Activity

Fall is getting close. What do you love about this time of the year? What do you like to do this time of the year? Do you travel anywhere to look at the fall colours? Let's get nostalgic and remember what fall was like when we were younger. Sweet memories.

Don't forget. If you want to sign up for any (or all) of these great Party Line sessions, call the office at 519-638-1000 to register.





Ontario
Human Rights Commission
Commission ontarienne des
droits de la personne

[English](#) | [Français](#)



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Statement: OHRC files motion to address Ontario's breach of legal obligation to keep prisoners with mental health disabilities out of segregation

+ show tags

August 25, 2020

Today, the Ontario Human Rights Commission (OHRC) filed a motion with the Human Rights Tribunal of Ontario (HRTO) for an order to hold Ontario accountable for failing to meet its legal obligations to keep prisoners with mental health disabilities out of segregation.

The OHRC's motion sets out that Ontario has:

- Failed to ensure that people with mental health disabilities are only placed in segregation as a last resort
- Failed to conduct adequate mental health screening and reassessment to properly identify people with mental health disabilities in its care
- Failed to implement a clear definition of segregation based on the internationally-accepted standard of being isolated in a cell for up to 22 hours per day
- Failed to implement a system to accurately track segregation placements
- Failed to comply with requirements to conduct internal segregation reviews to make sure that people with mental health disabilities are only placed in segregation as a last resort
- Failed to develop care plans to provide individualized care to people with mental illness.

The OHRC is asking the HRTO to order a full prohibition on segregation for anyone with a mental health disability, a strict limit on any segregation placement beyond 15 continuous days and 60 total days in a year, and the creation of an independent monitor role to provide oversight of Ontario's correctional system.

The OHRC's motion follows the April release of Justice David Cole's Final Report, that found Ontario has not complied with the 2013 *Jahn v MCSCS* legal settlement and 2018 *OHRC v Ontario* HRTO order requiring it to ensure that prisoners with mental health disabilities, particularly women, receive appropriate mental health services, and are not placed in segregation except as a last resort. In the settlement, Ontario expressly acknowledged the harm segregation causes to people with mental health disabilities.

Between July 2018 and June 2019, more than 12,000 people were placed in segregation in Ontario, and 46% of them had mental health alerts on their files.

The OHRC is concerned that nearly seven years have passed since the first *Jahn* settlement and Ontario is still in breach of its legal obligations, leading to very little change for prisoners with mental health disabilities in Ontario correctional facilities. The OHRC is taking this legal step to make sure that no prisoner is subjected to the unconstitutional harms caused by solitary confinement, that prisoners with mental health disabilities receive the care they require, and that the government is held accountable for meeting its legal obligations to protect people with mental health disabilities in Ontario's prisons.

Resources

Motion re: Ontario's non-compliance with the *Jahn* and 2018 HRTO order terms

Final Report of the Independent Reviewer (2019)

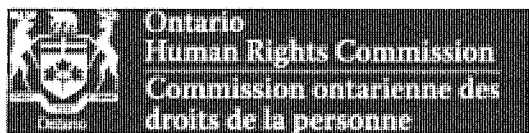
Segregation and mental health in Ontario's prisons: *Jahn v. Ministry of Community Safety and Correctional Services*

Consent Order (2018)

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[Open Data](#)

From: Gerry Gottfried <homebase@sentex.net>

Sent: Monday, August 24, 2020 3:44 PM

To: Gregg Davidson <gdavidson@mapleton.ca>; Dennis Craven <DCraven@mapleton.ca>; Paul Douglas <pdouglas@mapleton.ca>; Michael Martin <MMartin@mapleton.ca>; Marlene Ottens <MOttens@mapleton.ca>

Cc: Manny Baron <mbaron@mapleton.ca>; Larry Wheeler <LWheeler@mapleton.ca>; Barb Schellenberger <BSchellenberger@mapleton.ca>; Rick Richardson <RRichardson@mapleton.ca>; earlc@wellington.ca; lindar@wellington.ca; randy.pettapiececo@pc.ola.org; john.nater@parl.gc.ca

Subject: Oppose Zoning By-law Amendment - Underground Propane Facility

Good Afternoon Mayor Davidson and Councillors;

With regards to the **Underground Propane Facility** proposed in Alma and the zoning by-law amendment that Council will be considering on Monday September 8, 2020, please be advised that we strongly **oppose** this amendment.

Our family has resided in the Township of Mapleton for the past 61 years and so have deep roots here. Due to the facts we have read about this proposed Underground Propane Facility, we have concerns about the health and safety of our community if it were permitted to be built as this could potentially cause a very dangerous situation as we have all heard in previous news reports when similar facilities have failed.

As long-time residents, we respectfully request that Council not allow this proposed zoning by-law amendment to proceed.

Thank you for your consideration of our opposition to this project.

Sincerely,

Gerry, Janice and Lynda Gottfried

7468 Sideroad 20, PO Box 44

ALMA, ON NOB 1A0

From: lynn m <sidlly@gmail.com>

Sent: August 26, 2020 11:05 PM

To: Gregg Davidson <gdavidson@mapleton.ca>; Manny Baron <mbaron@mapleton.ca>; Larry Wheeler <LWheeler@mapleton.ca>; Barb Schellenberger <BSchellenberger@mapleton.ca>; Dennis Craven <DCraven@mapleton.ca>; Paul Douglas <pdouglas@mapleton.ca>; Michael Martin <MMartin@mapleton.ca>; Marlene Ottens <MOttens@mapleton.ca>; Rick Richardson <RRichardson@mapleton.ca>; earlc@wellington.ca; lindar@wellington.ca; randy.pettapeiceco@pc.ola.org; john.nater@parl.gc.ca

Subject: Alma propane storage

To Mayor and City Councillors;

I'm sure there is a better place to put these tanks than by a populated area. Everyone says it's safe UNTIL it's not. Look at the Beirut explosion, we should learn from that. The tanks should be in an area that will not put people in harm's way should anything happen . These tanks would also be located beside an existing gas and diesel station that would compound the problem should it arise. We have a school in the blast area and that should definitely be taken into consideration.

Then there is the issue of all the farmland in the area. What if these tanks leak and get into the water supply for the crops and livestock, not to mention the drinking water for the residents of Alma.

We have lived here for 20 years now and I love this hamlet and I want to feel safe everyday so

WE say NO to the storage tanks,

Sid and Lynn Musclow
20 simpson st w
Alma Ontario
Canada

Mayor Gregg Davidson, Mayor of Mapleton
Manny Baron, CAO of Mapleton
Larry Wheeler, Municipal Clerk of Mapleton
Rick Richardson, Mapleton Fire Chief
Brad Patton, Centre Wellington Fire Chief
Dennis Craven, Councillor for Mapleton
Paul Douglas, Councillor for Mapleton
Michael Martin, Councillor for Mapleton
Marlene Ottens, Councillor for Mapleton

Monday, August 31, 2020

To whom it may concern,

I am writing this letter to advise council how concerned I am over the zoning amendment proposed by Core Fuels in attempt to have approximately 1 million liters of Propane stored within close proximity to the Hamlet of Alma, Ont. It is my understanding that there is not an underground propane storage in Ontario currently, Alma being a small town with no heavy industry the very suggestion of a facility like this is absurd!

The risk is just too great. In Beaty petroleum's drawing their "danger zone" encompassed the ENTIRE TOWN! Not to mention our public school, and that was just initial 2 tanks not the proposed 4. **Blowing Alma off the map!!** Not to mention the family farms to the south. If the zoning was to change it paves the way for more dangerous expansion encroaching on our neighbourhood and not just from Core Fuels.

The potential for ground water contamination is far too great as well. With large trucks coming in it brings oil and diesel fuel leaking off motors and small incidental spills contaminating Alma's high-water table and the creek flowing through the town is something I am not willing to risk for Core Fuel's gain. Idling trucks and Jake brakes noise from pumps and general commercial noise would be heard at all hours of the day.

My concerns also include the noise and light pollution that this would bring. Is this being proposed as a 24hour facility? Obviously, there will be equipment, access points, plumbing and pumps, docking stations for the trucks out buildings fencing, lighting etc. This is NOT just an underground tank that will not been seen.

As I am sure you are aware the Elora Fire Department is the first responders to this area, made up entirely of Volunteer fire fighters. As well the surrounding fire departments Fergus and Drayton are Volunteer as well. Has the question been posed to the sitting fire chiefs' weather their Departments would be capable of handling a fire and simultaneous explosions that 1MILLION liters of pressurized propane would bring in the event of an accident? Do we have the equipment, training or even the Firefighters themselves? And the lives of these firefighters and other first responders should be considered. If you've ever seen house, farm, shop fire where there is propane involved you will know the damage this volatile gas can do. As I am sure you are aware Alma is not protected by fire Hydrants, making trucking water a necessity of any fire. It is my understanding that there are connections with a limited capacity at the Alma Community Center as well as at Alma public school which are unusable in the totally winter months.

With a capacity of 1million liters I would think it opens the doors for Core Fuels to sell to other fuel distributors increasing non-local truck traffic and increasing risk not just onsite but on our local roads. How would we ensure all people onsite would be properly trained and following procedures? Has there been a thought of security? A facility like this would require 24hr/day onsite security.

There are far too many negatives to this 'experiment' Core Fuels is trying to put Alma through. The proposed facility brings absolutely NO benefits and puts the community of Alma at a huge risk! As our council members, and our township – the risks of this facility does not have our Hamlet's best interests at heart. A Bulk Propane storage/transfer station does not belong in amongst our residential homes, our school and our Alma.

Respectfully,

Mark Reid

34 Nesbitt Street, Alma, On N0B1A0

Valerie Benn
26 Nesbitt Street
Alma, Ontario
Val62ben@hotmail.com

July 28, 2020

Att'n : Mayor Gregg Davidson & Mapleton Council

I wish to voice my concerns regarding the proposed underground propane storage facility in Alma.

There must be a valid reason why a bulk storage facility must be zoned **M1 Industrial** as opposed to being in an uncontrolled environment. The extra safety precautions alone make it inconceivable to me that such a facility would even be considered for the Hamlet of Alma.

Also of concern, is that this **M1 industrial** facility would be:

- 1) In very close proximity to a high water table
- 2) Behind a proposed senior citizen's residential complex
- 3) Adding significant truck traffic to an already busy, 1 traffic light Hamlet
- 4) Right next door to a private home and livestock
- 5) Surrounded by residential subdivisions, protected forests and agricultural land

The Hamlet of Alma is a quiet, small town environment which is a stark contrast to an **M1 Industrial** development.

I strongly object to this proposed development.

Sincerely,

Valerie Benn

September 8, 2020



Valerie Bem
26 Nesbitt St RR 1
Alma ON N0B 1A0

519 846 8160

August 20

Mr Mayor and Council,

After carefully listening to the Cox Fuel presentation, I am firmly convinced that the proposed propane facility should be in a proper M1 designated area.

Alma is a Hamlet of mainly residential areas, and with all the proposed security installations it is preposterous to build it within voice-calling distance of homes.

It is a very scary thought, to even contemplate a zone change

Yours sincerely

Valerie Bem

Mayor Davidson,

July 21, 2020

Thank you for taking the time to read this statement. I am a resident of the beautiful village of Alma, ON. I have lived there for over ten years and my husband's family much, much beyond that. Before this, I was also a long-time resident of Centre Wellington where I worked and have provided for both communities. I now live in Alma with my husband, our two children who are 7 and 4, along with our two dogs.

May I ask, mayor if yourself or any of the councillors happen to live in Alma? I believe in order to really know it, you should live here. It is full of the most genuine and helpful people, the kids all play together and everyone waves or knows everyone. We take care of one another. It has been my pleasure to live here.

Last week, I was notified via Facebook group that there was a zoning amendment going forward in our little town. This zoning amendment may approve a **226,800 litre** underground propane tank at the property of Core Fuels- well, 4 to be exact.

This is something we don't want. I am only one person but I want my little voice heard. This has the potential to be disastrous and the people saying it won't be are the people gaining from it. I am told the kids, my kids school is outside of the "blow up" zone- I don't have another word for it; I'm so happy to hear that but what if they happen to live close to Core Fuels like we do? Those kids are a statistic if something terrible should ensue?

I have done research and I know this happened in 2008 in Toronto. Yes, there have been better safety measures and code put in place after that but this does not mean it is safe. It certainly isn't wanted here. I'm not asking Alma to always be representative of the old days but I'm asking you don't bring unnecessary harm to my home.

The traffic as a secondary issue will be ridiculous! We already have so much overflow traffic and because of our geographical area, we have a lot of truck traffic and speeding anyhow- adding four round trip passes of tanker trucks per day will not be welcome.

When this amendment went out, all of Alma should have gotten a written notice and the option to oppose it. We weren't given that option and hopefully it isn't

too late now to have our voices heard. I know me personally, I work full time and have two kids so reading the paper is sort of a luxury to me- I didn't see it. I wished I had known. I vividly remember you canvassing for Mayor and coming to my door for that vote~ you wanted that so badly. I am hoping you put the same energy into making Alma SAFE for my children and the children of Alma.

I would love to attend the meeting on August 11, but as I have stated, I am a very busy lady and we are amidst a global pandemic. Please consider this one strong Alma opposition.

Thank you for listening.

Kindly,

Meaghan Wright

From: tamala adams <tamala.rl@hotmail.com>
Date: August 31, 2020 at 11:56:36 EDT
To: Gregg Davidson <g davidson@mapleton.ca>
Subject: Propane facility

I Tamala Adams along with my husband strongly oppose the underground propane facility in our home town of over 25years.

As far as the argument on the 2008 explosion in Toronto it's true, it only takes one mistake. Being in the transport industry for over 38 years my husband has seen many idiotic fatal mistakes do to human error we don't want our town to be a repeat of Toronto.

What many people don't know is along with this worry for the townspeople its a fact that property values will go down. As far as this so called blast zone map is it really Accurate? In short, We don't want our town, children and grandchildren to worry what could happen.

In closing please take the proposed propane facility to an unpopulated area

Thank you

August 31, 2020

TO: Mayor Davidson, Councillor Dennis Craven, Councillor Paul Douglas,
Councillor Michael Martin, Councillor Marlene Ottens,
Larry Wheeler (Municipal Clerk), Manny Baron (Deputy Clerk and CAO)

FROM: Phyllis Wilson (27 Alma Queen Street South, Alma ON N0B 1A0)

RE: **Opposed to the proposed by-law amendment ZBA 2020-06**

Please include my letter on the agenda for the Mapleton Township Council Meeting on Sept 8, 2020.

Please reply to confirm receipt of this letter.

I'm a senior. **I'm opposed to the proposed by-law amendment ZBA 2020-06** which (if approved) would allow a 'Bulk Fuel Depot' at 6976 Wellington Road 7 because:

- That change would affect the value of my home. Who wants to buy in a small place (Alma) with propane storage tanks next door!
 - No place in Ontario has these underground propane storage tanks. No place to compare to. No real proof that this is safe.
 - Will this increase the price of fire insurance for my property?
 - My house is less than 500 metres away. Is it not a high risk to live so close to propane storage?
 - Will it start with 2 propane storage tanks, then 4, then more?
 - The Bulk Fuel Depot will be too close to houses, schools, churches, playground, baseball field (*e.g., near Core Fuels on opposite side of road*), farms, etc.
 - Isn't this against the zoning by-laws for a Hamlet?
 - Increased truck traffic is a concern. There isn't enough sidewalks and cross-walks to keep children, seniors, and others safe when walking.
 - It is claimed that trucks will deliver at certain times of day (7 am to 5 pm) and not at night.
 - Impossible in Winter to stick to that schedule with the weather in this area. Trucks get stuck. CR7 gets closed due to whiteouts.
 - School buses and propane trucks not a good mix on the road during bad weather.
 - More people heating with propane in Winter (*e.g., houses, chicken pens, barns, etc.*). Increased demand means more trucks on the road.
 - No large water source to fight a community fire.
-

END

From: Concerned Citizens of Alma <concernedcitizensofalma@outlook.com>
Sent: September 1, 2020 1:38 PM
To: Larry Wheeler <LWheeler@mapleton.ca>
Subject: Fwd: Propane.

Get [Outlook for Android](#)

From: Penny Wilson <plwilson661@gmail.com>
Sent: Monday, August 24, 2020 4:26:07 PM
To: concernedcitizensofalma@outlook.com
<concernedcitizensofalma@outlook.com>
Subject: Propane.

This is bad idea. Too close to all our families, friend's.

To: Mapleton Township Council et al, regarding Zoning Amendment for Core Fuels property (ZBA 2020-06)

g davidson@mapleton.ca , mbaron@mapleton.ca , lwheeler@mapleton.ca , bschellenburger@mapleton.ca ,
dcraven@mapleton.ca , pdouglas@mapleton.ca , mmartin@mapleton.ca , mottens@mapleton.ca ,
r richardson@mapleton.ca , earlc@wellington.ca , lindar@wellington.ca , randy.pettapiececo@pc.ola.org
john.nater@parl.gc.ca

Hello,

We are writing you today to express concerns about the proposed Bulk Fuel Storage for Alma, Ontario.
Our family home is well within 250 meters of this proposed Bulk Fuel Facility.

Our concerns are as follows:

1. The application for Zoning Amendment includes an Impact Study (from Beatty Petroleum Consulting) for 2 Bulk Storage Tanks. The proposed plan for this property indicates a future expansion to 4 Bulk Storage Tanks, effectively doubling the capacity of the proposed facility.
By default, the Impact Study must include future plans for this property, and the Township Council should insist upon it. This expansion will result in a greatly increased impact radius for all residents of Alma, that may also include the Alma Public School and 3 Churches.
Question: Has the future expansion been considered in the original Impact Study? This is misleading, please clarify.
2. The wording in the Zoning Amendment Application uses “Bulk Fuel” as the identifier for the amendment. This actually means that any type of Bulk Fuel, Chemical or other hazardous, explosive material can be stored on this site, in addition to propane. Are we prepared to allow “any” type of Bulk Fuel storage allowed by this amendment? Any impact study requires ALL potential Bulk Fuels, regardless of material to be considered for the Impact Radius, so this needs to be considered.
Question: Is this Amendment going to limit the Bulk Fuel storage to ONLY Propane? This needs to be clarified.
3. The water table is very high in Alma, and there are a number of potable water wells that are shallow (drilled or auger). What safety measures are being taken to prevent soil/water contamination if there is leakage from these underground tanks?
Question: What guarantee do residents have for safe drinking water if contamination occurs?
4. There is an existing bulk fuel and distribution depot, West of Mount Forest (Corner of Road #6 and Hwy #89) and is essentially away from all urban build up. The closest farm or dwelling is over 300 meters away from this particular facility. There is also a massive “Blast Wall” constructed of concrete, that I suspect was built to help mitigate any potential disaster.
Question: Does this suggest that a wall of this type must be built, in order to mitigate the concerns of residents and to satisfy the Codes.?
5. First and foremost, SAFETY is paramount for all the residents of Alma, regardless of how close they live to this property. An emergency response plan is not mentioned in any of the preliminary documents provided. This impacts everybody. The fact that Core Fuels provided documentation for an Impact Study, would suggest that RISK is involved, and a Plan should be provided to deal with that RISK and any potential disaster.
Question: Is Mapleton Township Council prepared to spend extra taxpayer dollars on specialized equipment and training for our First Responders in order to deal with a disaster? Can a disaster be dealt with?

We trust that these concerns and many other being presented by the residents of Alma and surrounding areas are to be considered in your next Council Meeting.

Respectfully,

John and Sharon Vanderwelle
Alma, ON

From: Concerned Citizens of Alma <concernedcitizensofalma@outlook.com>
Sent: September 1, 2020 8:41 AM
To: Larry Wheeler <LWheeler@mapleton.ca>
Subject: Fw: Propane storage?

Please find below a letter against the propane storage amendment bylaw - please include in the agenda for the September 8th council meeting.

Thanks
Concerned Citizens of Alma

From: Devon Nauss <rev708@hotmail.com>
Sent: Tuesday, August 25, 2020 10:23 PM
To: concernedcitizensofalma@outlook.com
<concernedcitizensofalma@outlook.com>
Subject: Propane storage?

I'm all for industry to come for jobs and property value but this isn't safe jobs or jobs at all really. Storage of dangerous materials should be a lot further away from a residential place than the proposed.

If the town wants more tax money drum up industry but not at the cost of the community's safety.

Devon nauss
35 Peel street west, alma
Owner

From: Sabrina Samson <brina905@gmail.com>

Sent: September 1, 2020 3:14 PM

To: Gregg Davidson <gdavidson@mapleton.ca>; Larry Wheeler <LWheeler@mapleton.ca>; Manny Baron <mbaron@mapleton.ca>; Barb Schellenberger <BSchellenberger@mapleton.ca>; Dennis Craven <DCraven@mapleton.ca>; Paul Douglas <pdouglas@mapleton.ca>; Michael Martin <MMartin@mapleton.ca>; Marlene Ottens <MOttens@mapleton.ca>; Rick Richardson <RRichardson@mapleton.ca>; earlc@mapleton.ca; lindar@mapleton.ca

Subject: Raising concerns over the Core Proposal - requesting to refuse proposal for Bulk Propane Storage

Dear Mr Mayor and Mapleton Council Members:

I'm writing to you today to encourage you to refuse, on my behalf, the proposal for the Core Fuels Bulk Propane Storage Facility. I believe that it is NOT safe or appropriate within the boundaries and in such close proximity to my residential area, my home.

If this were to be passed it would set a precedent, there will be other applications. Alma is a very small residential hamlet, I personally, don't want to see it become the Industrial complex of Mapleton. I urge you to take a look at the future implications and what this would mean for our Hamlet. There are industrial parks nearby that are far enough away from residential areas and schools that would be better suited to this type of industrial set up.

Safety Concerns:

- No engineering documentation to prove that it's "safer" and by how much, all hearsay. There is no precedent for a buried storage facility of this size in a residential area in Canada, also we can not look to American precedent alone because their governance vastly differs from ours.
- Volunteer Fire Department - response time, no fire hydrants, do not have the tools or experience to handle high volume of volatile and combustible pressurized gas.
- Can not ensure training and appropriate behaviour from third party customers. With that much bulk inventory and limited delivery trucks they will become a transfer station and sell the excess propane to other providers.
- Increased Truck traffic quantity doesn't add up, one 12x45ft tank can fill up to 8 delivery trucks each, children ride their bikes and walk to school in our small community, additional truck traffic to the bypass is making an already difficult situation worse
- Large plot of land can hold many more tanks as the business grows
- TSSA oversight can not take away human error risk. TSSA fined but missed the opportunity to keep the residents safe before the 2008 Propane explosion in Toronto.

Residential Homeowner issues:

- More training will be required for Mapleton and CW Fire and it will come out of our property taxes
- Increased home insurance cost for home owners
- Fume vent off, creating atrocious rotten egg smell to homes not more than 60 meters away
- 24/7 Over-Head lighting on the loading station for each tank, glaring into peoples homes at night
- Large pumps required to move the gas will create a very large amount of sound pollution 24/7
- Value of our homes will decrease

I urge you to decline the Core Proposal for the sake of our community and it's residents.

Your constituent,

Sabrina Samson
31 Muir Cres.
Alma, ON

Dear sir

As a resident of alma I wish to oppose the the zone by law amendment regarding Core fuels.

My daughter and her family have been residents of alma for twenty five years. My list of concerns to just name a few are as follows.

Water table safety.

Hazardous fuel. Handling close to homes.

Fire risks.

Truck traffic in and out of facility.

Possible air pollution.

In closing, due to the coved 19, we have all been subjected to safety measures In order to protect ourselves, our family's and others.

Please consider this as one more step taken by a concerned citizen of alma in order

To protect myself, my family and others.

Thank you.

Alexandra Drysdale

47 graham st.

Alma ont.

Dear Mayor Davidson & Mapleton Council

Sept 1, 2020

I hope that you have all had the opportunity to enjoy the summer weather amidst the challenging times we are living in. I am writing this letter today to express my opposition to the proposed amendment change requested by Core Fuels. While I support Mr. Core's initiative to expand his business in Mapleton township, the location of an underground propane storage facility is not what is best for the residential setting of Alma.

In 2012, my wife and I purchased a home at the southeast corner of Nesbitt Street and Wellington Road 7. We were excited to begin the growth of our family in an environment that felt safe. Looking at the number of young families that have settled into the village, I'm sure that others have felt similarly in their decision to call Alma home. Unfortunately, the proposed underground propane tank facility by Core Fuels compromises the perceived safety of this neighbourhood. Despite the advancement of technology and safety measures, one cannot ignore the combustible nature of propane gas. We are reminded of the horrific Toronto explosion that occurred with Sunrise Propane, claiming the lives of 2 people. While society takes steps to learn from its failures, one cannot be completely sure that another incident won't occur. If this was not the case, then they would not have regulations related to the building of high density residential, hotels, and schools at various distances from these facilities. As it stands right now, our house would be situated within a radius of one of these blast zones. While highly unlikely, a single mistake, whether it be mechanical or human, could devastate my family or the neighbours around me. To have such a possibility inflicted upon ourselves and others in my neighbourhood based upon the results of a zoning amendment is not just.

I support Mr. Core's intent to grow his business and provide propane to heat the homes of many in this general area. I would surmise that many of the proponents of this initiative are customers or pending future customers of Core Fuels. Core Fuels clearly requires land. However, one needs to look at a more responsible option for developing such a facility. The option chosen should not be one that jeopardizes the safety of people without their permission. I am reminded of the Superior propane storage facility located along highway 81 just north of Strathroy. The facility sits at the periphery of a farm field, far away from residential neighbourhoods. The closest residential dwelling is a farm with a propane tank sitting on the property. I am left to wonder if some type of deal was brokered between the farmer and Superior Propane when the site was finalized. If options like this exist or can be made possible, then why would we consider an option that has the potential to negatively affect the livelihood of so many others?

Moving beyond the potential for a combustible incident, I am also concerned about how this facility would contribute to an already growing problem in the village. To this, I am referring to the truck traffic. Since Centre Wellington has pushed for a truck by-pass around Fergus-Elora, we have noticed an increase in the number of trucks passing our place. The establishment of a propane facility (and potentially a future retirement home) would only exacerbate this problem. With many children crossing the Peel road to get to school and the park from the southerly subdivisions, this creates additional risk to their safety. I am reminded of a child who my good friend worked feverishly to save after they got hit on their bicycle by a transport truck. The driver was apparently unable to see the cyclist who ended up getting caught up underneath the truck bed. While these incidents do unfortunately happen, one must ask, "Is this the direction we want the village of Alma to go"? Certainly, this is not why my wife and I, along with others in my neighbourhood chose to live in the village of Alma. While development and population growth is inevitable and needed for tax base, well-thought out steps need to be taken to preserve the heritage of our towns/villages.

To conclude, I hope that Council will heed the concerns of those in opposition to the proposed amendment change. The village of Alma itself does not need propane storage tanks. Please do what you can to help Core Fuels find an alternative plot of land for their business investment.

Thanks
Blair Winch
Alma Resident



KITCHENER
WOODBRIDGE
LONDON
KINGSTON
BARRIE
BURLINGTON

September 1, 2020

Barb Shellenberger
Municipal Clerk
Township of Mapleton
7275 Sideroad 16,
Drayton, ON N0G 1P0

Dear Ms. Schellenberger:

**RE: Core Fuels Rezoning / ZBA2020-06 / 6976 Wellington Road 7
OUR FILE 19130B**

I am writing on behalf of my client, Desired Living, as it relates to the above noted application. Our client has a conditional offer in on 31 Church Street, located immediately adjacent to 6976 Wellington Road 7 as shown on the below map.



(map source: Planning Report, GSP Group)

As you are aware our client has engaged in several discussions with Township and County staff as it relates to a potential seniors development on 31 Church Street. Our client does not object to the use as proposed but wants to ensure that Township approval of Zone Change application ZBA2020-06 will not preclude him from proceeding to file planning applications in support of the senior's community on 31 Church Street. Further our client wants to ensure that any visual impacts of the property development will be minimized and/or mitigated through landscaping, screening or other design measures.

Kindly confirm receipt of this correspondence and ensure that it forms part of the public record as it relates to application number ZBA2020-06.

Yours truly,

MHBC

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

Andrea Sinclair, MUDS, BES, MCIP, RPP
Partner

cc. *Manny Baron, Township CAO*
Stuart Roxburgh, CEO Desired Living

From: "Jennifer Cann (CAN)" <jennifer.cann@rsagroup.ca>
Date: August 7, 2020 at 07:58:31 EDT
To: Gregg Davidson <gdaavidson@mapleton.ca>

Subject: Opinion / Core Fuels

Good Morning,

First, let me thank you for hosting the coffee with counsel last evening. As a new member of this wonderful community, I was happy to see that such an event exists and gives the residents of Alma an opportunity to share our thoughts whether positive or negative.

I had an opportunity overnight (with disturbed sleep) to digest the information provided about Core Fuels proposed propane storage facility. While I didn't speak last evening, I thought my concerns would be best addressed formally and personally.

Risk is defined as the chance of probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. While I do appreciate the fact that Core Fuels is taking safety into concern (as mandated to do so) and understand that the risk is remote, it still exists and would have catastrophic effects on the community should something go awry.

I very much attempted an open mind going in last night but my thoughts quickly turned sour once I understood the full plans of the company. Having a million litres of propane at any one facility is beyond absurd, especially when there is residential within a few hundred metres of the site. I understand the need for growth however, the growth is only anticipated and not guaranteed. I was saddened to hear that alternate sites for this project were not even explored.

As far as investing into the community, a thought to put in a feeder lane for traffic into the site does nothing more than invest in Core Fuels itself. This project serves no advantages for our hamlet.

The financial wealth of a privately owned company above the safety of our families is simply not ethical.

Is this a risk that the township is willing to take? I can confidently say that we as a community are not.

Thank you,
Jennifer Cann
905-876-6638

From: David Hoing <idhoingi@gmail.com>
Date: September 2, 2020 at 2:01:33 PM EDT
To: Gregg Davidson <gdauidson@mapleton.ca>
Subject: Underground Propane Facility

Mayor and councillors of Mapleton Township

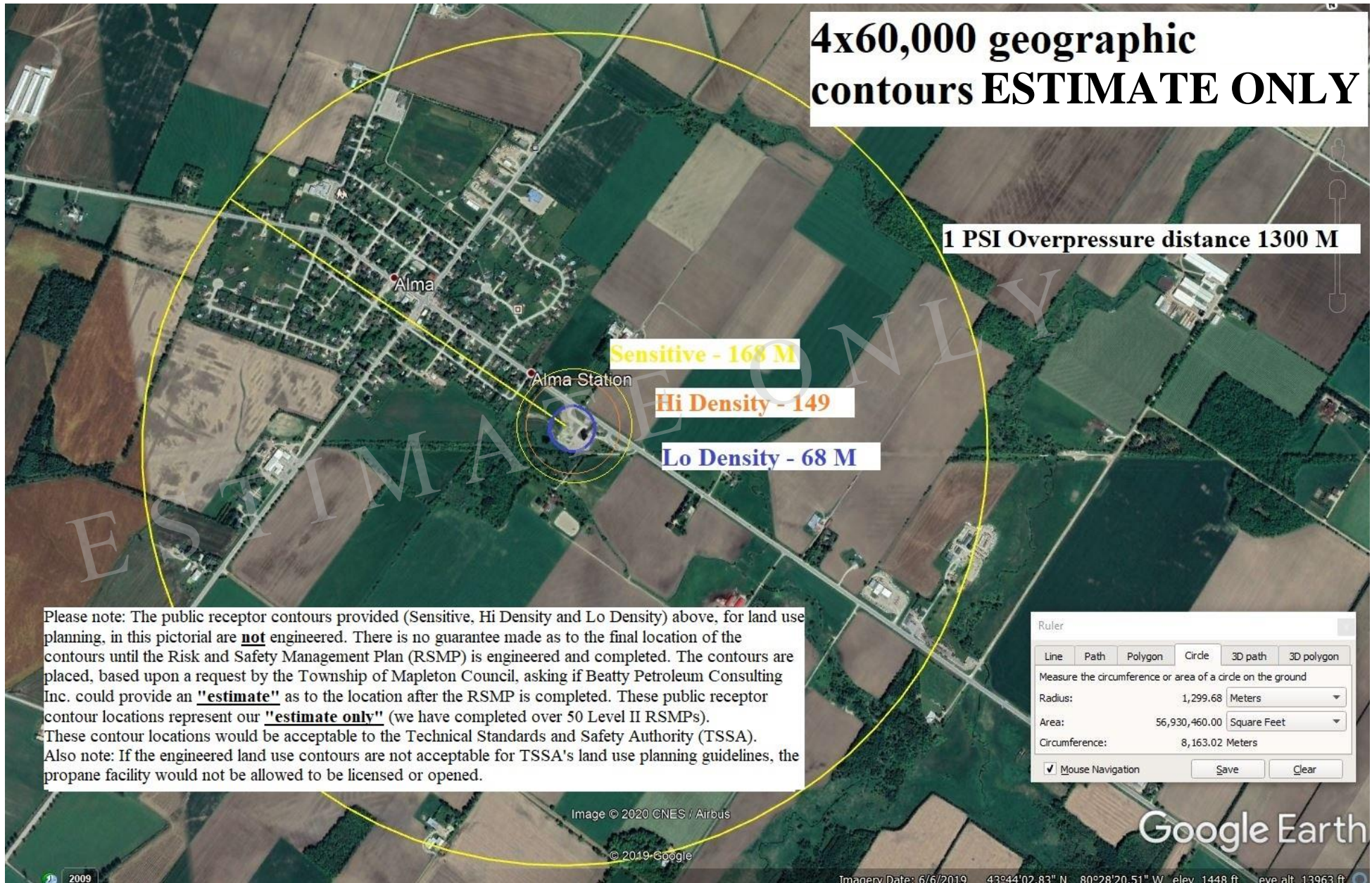
I find it truly disturbing that in our small community of Alma that something that could expose us and put our lives at risk with the proposal of underground propane tank is even being looked at. With houses, churches and schools in the blast zone. Human errors happen and it is just a matter of time before an accident would happen.

You have a duty to protect and help a community grow and this is not a step in that direction. This is not the growth that Alma needs or wants.

Eventually as Elora and Fergus fill housing, people will be looking to our community and we shouldn't be destroying it and the resale of properties here because of a decision such as this. We don't want to be the next Ariss or Rothsay that people don't want to move too because of issues surrounding the town.

I whole heartedly opposed this in our community.

Sandra Hoing





REGULAR MEETING OF COUNCIL

September 8, 2020 at 7:00 p.m.

September 22, 2020 at 1:00 p.m.

NEW LOCATION

TAKE NOTICE that The Corporation of the Township of Mapleton's Regular Meeting of Council scheduled for Tuesday, September 8 @ 7:00 p.m. and Tuesday, September 22 @ 1:00 p.m. have been relocated to:

ALMA COMMUNITY CENTRE, 51 SIMPSON STREET E, ALMA

An agenda will be available on the Township of Mapleton website prior to the meeting.

DATED this 31st day of August 2020 in the Township of Mapleton.

Larry Wheeler
Municipal Clerk

TOWNSHIP OF MAPLETON COUNCIL TRACKING SHEET

FOR SEPTEMBER 8, 2020 COUNCIL MEETING

Subject for Action	Department	Comments
Wastewater Capacity (long term and short term)	CAO & DPW	Planning with CIMA has begun, they are creating an action plan and will meet with Mapleton staff shortly. Together, we will come up with a path forward and plan on presenting that plan to council at the September 22 nd meeting of Council.
Cemetery By-law	DPW & CLK	Cemetery bylaw was passed by Council July 14, 2020. Currently undergoing 4 week public notice period before submission to Bereavement Authority of Ontario, (BAO) for their approval.
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 2020-061

**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, September 8, 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 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 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 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, September 8, 2020.

Mayor Gregg Davidson

Clerk Larry Wheeler