Township of North Dumfries
Council and Planning Meeting Agenda

Date: Monday, July 7, 2025
Time: 6:00 p.m.
Location: 2958 Greenfield Road, Ayr
North Dumfries Community Complex, Dumfries Room
Hybrid Meeting with YouTube Livestream

Members of the public may watch and/or participate in this open meeting using any of the following methods:

1. Attend in person in the Dumfries Room at the North Dumfries Community Complex located at 2958 Greenfield Road, Ayr.
2. Attend electronically to observe the meeting or to speak to an item on the agenda by registering with the Clerks Division at clerk@northdumfries.ca before 6 pm on July 6th, 2025 A zoom link will be provided to those who register in advance of the meeting.
3. Watch the livestream by accessing the meeting on the Township's YouTube page. The livestream is for viewing only and not for direct participation.
4. Submit written comments to clerk@northdumfries.ca in advance of the meeting. The correspondence will be provided to the Mayor and Council prior to the meeting.

Chair Mayor Sue Foxton

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

4. MOMENT OF REFLECTION

5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

6. ADOPTION OF COUNCIL MINUTES

6.1 Council Meeting Minutes dated May 26, 2025.

6.2 Public Planning Council Meeting Minutes dated May 27, 2025.

6.3 Council Meeting Minutes dated June 2, 2025.

6.4 Council Meeting Minutes dated June 16, 2025.

6.5 Public Planning Council Meeting Minutes dated June 17, 2025.

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7. COMMITTEE OF ADJUSTMENT (to commence at 7:00 p.m.)

7.1 Call to Order

7.2 Approval of Agenda

7.3 Disclosure of Pecuniary Interest (COA Members)

7.4 Minutes of Previous Meeting(s)

7.4.1 Committee of Adjustment Meeting Minutes dated May 27, 2025.

7.4.2 Committee of Adjustment Meeting Minutes dated June 17, 2025.

7.5 Hearings/Public Meetings - Minor Variance and Consent Applications

7.5.1 Report No. PD-41-2025: Consent and Minor Variance Applications for 2026 Reidsville Road (File Nos. B-03/25 and A-09/25).

7.6 Reports and Recommendations - Minor Variance and Consent Applications

7.6.1 Report No. PD-42-2025: Minor Variance Application for 24 Manley Street (File No. A-08/25).

7.6.2 Report No. PD-43-2025: Minor Variance Application for Pt Lt 7 Con 7 North Dumfries Pts 1 - 4 67R2683; S/T 145505; North Dumfries (File No. A-07/25).

7.6.3 Report No. PD-44-2025: Minor Variance Application for 6575 Gore Road (File No. A-10/25).

7.7 Correspondence

None.

7.8 Adjournment – Committee of Adjustment

8. PUBLIC MEETINGS AND HEARINGS – COUNCIL (to commence at 7:00 p.m. following Committee of Adjustment)

8.1 Public Meetings – Planning Act

8.1.1 Report No. PD-46-2025: Proposed Official Plan Amendment and Proposed By-law Amendment for 1128 Rife Road (File Nos. OP-01/25 and ZC-03/25).

8.2 Public Meetings – Other Legislation

None.

9. PRESENTATIONS

9.1 Presentation to Jaellayna Palmer regarding the 2025 Senior of the Year Award.

10. DELEGATIONS/PETITIONS

None.

11. REQUEST(S) TO LIFT CONSENT AGENDA ITEM(S) FOR SEPARATE CONSIDERATION/PUBLIC SPEAKER IDENTIFICATION

12. CONSENT AGENDA

12.1 REPORTS

12.1.1 Report No. FD-07-2025: Fire Department Incident Response Summary for June 2025.

12.2 INFORMATION ITEMS

12.2.1 COMMUNICATIONS / CORRESPONDENCE

a) Resolution received from the Township of Woolwich regarding Rural Speed Strategy.

b) Resolution received from the Township of Brudenell, Lyndoch and Reglan regarding Inclusive Research.

c) Resolution received from Northumberland County regarding Procurement and Advocacy for Trade Agreement Exemptions.

d) Correspondence received from Jen Nymann regarding Speed Cameras.

12.2.2 ADVISORY COMMITTEES

a) Leisure and Lifestyle Advisory Committee Meeting minutes dated March 19, 2025.

b) Grand River Accessibility Advisory Committee (GRAAC) Meeting minutes dated May 22, 2025.

12.2.3 EXTERNAL PUBLIC AGENCIES

None.

13. ITEMS FOR DISCUSSION

13.1 ITEMS LIFTED FROM CONSENT AGENDA

13.2 REPORTS

13.2.1 Report No. PD-45-2025: Zoning By-law Amendment for Rose Street (File No. ZC-01/25).

13.2.2 Report No. CAO-17-2025: Request to Retain Professional Services – Major Exterior Rehabilitation to the Ayr Community Centre located at 7 Church Street.

13.2.3 Report No. CAO-18-2025: Discussion Paper on Winter Sidewalk and Municipal Parking Lot Maintenance Program.

13.2.4 Report No. FIN-13-2025: Asset Management Plan – 2025 Update.

13.2.5 Report No. CLK-09-2025: Records Retention.

13.2.6 Report No. CLK-10-2025: Local Government Week Public Engagement Initiatives – October 2025.

13.2.7 Report No. REC-24-2025: Kiwanis Rubber Duck Race and Children's Tractor Pull – Saturday, August 16, 2025.

13.3 CORRESPONDENCE ITEMS FOR ACTION

13.3.1 Correspondence received from the Minister of Rural Affairs regarding the Newly Expanded Rural Ontario Development (ROD) Program.

14. MAYOR & COUNCILLOR REPORT ITEMS

None.

15. CLOSED SESSION

15.1 Report No. LGL 03-2025 Edworthy West Pit Ontario Land Tribunal OLT File No. 24-001033 "litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board" (Municipal Act, Section 239 (2)(e)) and "advice that is subject to solicitor-client privilege, including communications necessary for that purpose" (*Municipal Act*, Section 239 (2)(f)).

15.2 Report No. LGL 04-2025 Dance Pit Expansion Ontario Land Tribunal OLT File No. OLT-23-000588 "litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board" (Municipal Act, Section 239 (2)(e)) and "advice that is subject to solicitor-client privilege, including communications necessary for that purpose" (*Municipal Act*, Section 239 (2)(f)).

16. RECONVENE INTO OPEN SESSION

17. BUSINESS ARISING FROM CLOSED SESSION

18. NOTICE(S) OF MOTION

None.

19. BY-LAWS

19.1 By-law No. 3572-25 – Being a By-law to Temporarily Close Certain Streets on Saturday, August 16, 2025, to Accommodate the Kiwanis Rubber Duck Race, Kiwanis Children's Tractor Pull and Associated Activities in Downtown Ayr.

19.2 By-law No. 3574-25 – Being a By-law to Repeal By-law No. 2910-17 and to Provide for the Classification, Retention and Destruction of Records in the Township of North Dumfries.

19.3 By-law No. 3575-25 – Being a By-law to Further Amend General Zoning By-law 689-83, as amended, for the Township of North Dumfries (Rose Street).

19.4 By-law No. 3576-25 – Being a By-law to Assume Municipal Services in Respect of Registered Plans 58M-662 (Susan McDonald Subdivision).

19.5 By-law No. 3573-25 – Being a By-law to Confirm the Proceedings of Council on July 7, 2025.

20. ADJOURNMENT

MINUTES

Mayor Foxton was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner (leaves the meeting at 8:03 p.m.), Councillor Wilms, and Councillor Tilley.

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Eric Bell, Deputy Clerk
Christina Brox, Treasurer/Director of Corporate Services
Rob Raycroft, Director of Engineering and Public Works
Shannon Black, Director of Development Services / Chief Building Official
Karen Winter, Director of Leisure and Community Services

Convene: 6:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

C-183-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

THAT Council adopt the May 26, 2025 Council Agenda as presented with the following addendums:

i) Add correspondence received for item 11.2.2 Report No. CAO-12-2025: Update – Twin Pad Project.

ii) Add correspondence received for item 11.2.6 Report No. PD-28-2025: Traffic Concerns on Township Roads – Activa Harvest Park Official Plan & Zoning Bylaw Amendments, City of Kitchener.

CARRIED

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

Mayor Foxton led the Indigenous Territory Acknowledgement.

4. MOMENT OF REFLECTION

Council and staff paused for a moment of reflection.

5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Councillor Rolleman and Councillor Ostner declare a pecuniary interest for item 11.2.1 Report No. CLK-08-2025: Re-introduction of Councillor Tilley's Motion from May 12, 2025 Re: Remove Ayr Community Centre (ACC) as a Source of Funding for North Dumfries Community Complex (NDCC) Twin Pad Project.

Councillor Rolleman and Councillor Ostner declare a possible pecuniary interest for 11.2.2 Report No. CAO-12-2025: Update – Twin Pad Project, pending the outcome of item 11.2.1.

6. ADOPTION OF COUNCIL MINUTES

6.1 Council Meeting Minutes dated May 12, 2025.

C-184-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT Council approve the following meeting minutes:

6.1 Council Meeting Minutes dated May 12, 2025.
CARRIED

7. PRESENTATIONS

None.

8. DELEGATIONS/PETITIONS

None.

9. REQUEST(S) TO LIFT CONSENT AGENDA ITEM(S) FOR SEPARATE CONSIDERATION/PUBLIC SPEAKER IDENTIFICATION

Councillor Wilms indicates that she would like to lift item 10.2.1(f), as she would like the Township to support this item.

10. CONSENT AGENDA

10.1 REPORTS

None.

10.2 INFORMATION ITEMS

10.2.1 COMMUNICATIONS / CORRESPONDENCE

a) Correspondence received from the Region of Waterloo Public Health and Paramedic Services regarding West Nile Virus Schedule of Larvicide and Paint Colors for 2025.
b) Sustainable Waterloo Region 2024 Year End Report.
c) Correspondence received from Hope Air regarding Hope Air Day on June 6th.
d) Resolution received from the Region of Waterloo regarding Salt Pollution.
e) Resolution received from the City of Waterloo regarding Federal and Provincial Stimulus Funding to Fast-Track Investments in Infrastructure to Protect Local Economies Motion.
f) Resolution received from the Town of Orangeville regarding Responsible Growth and Opposition to Elements of Bill 5.
g) Resolution received from the Town of Orangeville regarding Rescinding Strong Mayor Powers.

10.2.2 ADVISORY COMMITTEES

a) Heritage Advisory Committee meeting minutes dated April 22, 2025.

10.2.3 EXTERNAL PUBLIC AGENCIES

a) Grand River Accessibility Advisory Committee (GRAAC) Meeting Minutes dated April 24, 2025.

C-185-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT the following Information Items as listed on the May 26, 2025 Consent Agenda be received:

10.2.1 COMMUNICATIONS / CORRESPONDENCE

a) Correspondence received from the Region of Waterloo Public Health and Paramedic Services regarding West Nile Virus Schedule of Larvicide and Paint Colours for 2025
b) Sustainable Waterloo Region 2024 Year End Report
c) Correspondence received from Hope Air regarding Hope Air Day on June 6th
d) Resolution received from the Region of Waterloo regarding Salt Pollution
e) Resolution received from the City of Waterloo regarding Federal and Provincial Stimulus Funding to Fast-Track Investments in Infrastructure to Protect Local Economies Motion

f) Resolution received from the Town of Orangeville Regarding Responsible Growth and Opposition to Elements of Bill 5.
g) Resolution received from the Town of Orangeville regarding Rescinding Strong Mayor Powers.

10.2.2 ADVISORY COMMITTEES

a) Heritage Advisory Committee Meeting Minutes dated April 22, 2025.

10.2.2 ADVISORY COMMITTEES

a) Grand River Accessibility Advisory Committee (GRAAC) Meeting Minutes dated April 24, 2025.

CARRIED

11. ITEMS FOR DISCUSSION

11.1 ITEMS LIFTED FROM CONSENT AGENDA

Item 10.2.1(f) Resolution received from the Town of Orangeville regarding Responsible Growth and Opposition to Elements of Bill 5.

C-186-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT Township Council support the Resolution received from the Town of Orangeville regarding Responsible Growth and Opposition to Elements of Bill 5.
CARRIED

11.2 REPORTS

11.2.1 Report No. CLK-08-2025: Re-introduction of Councillor Tilley's Motion from May 12, 2025 Re: Remove Ayr Community Centre (ACC) as a Source of Funding for North Dumfries Community Complex (NDCC) Twin Pad Project.

Councillor Rolleman and Councillor Ostner leave the meeting due to a previously declared pecuniary interest.

Mayor Foxton introduces some amendments to Councillor Tilley's motion, which is agreed to by Councillor Tilley and Councillor Wilms. Council has a round table discussion on the motion and the proposed changes.

The following members of the public speak to the staff report:

- Nancy Gorelle – notes that she likes scenario 1 and notes that there needs

to be better communication on big decisions.

- Leah Valian – notes that she is a long time supported of the arts.

- Paul Langan with Scorpions Youth Volleyball – provides powerpoint slides and notes that the Club has partnered with Township to finance and build three sand courts at the NDCC. It is noted that they want to invest again and would like to finance and install four multi sports courts at the ACC. It is also noted that they would like to donate $200,000.

- Dianne Schmidt – it is noted that they oppose the sale of ACC to fund second ice pad at NDCC and provide history on building the ACC. It is noted that the ACC can still be used for a variety of purposes. It is also noted that the community is growing and need to adapt. It is noted that selling the ACC is shortsighted and the Township must invest in its future.

- Russ Hutchings (CCG) – it is noted they are in support of Leisure Serves Master Plan and in support of undertaking work for the ACC. It is noted that they did an assessment of the ACC and once ice is removed, repair costs are reasonable. It is noted that the community has waiting a long time for the ACC to be repaired, the value of ACC will continue to go up and the community can contribute towards fundraising.

- Barb Block – It is noted that she is speaking on behalf of Irene Schmidt-Adeney and reads a letter that was previously submitted.

- Jaellayna Palmer on behalf of the Leisure and Lifestyle Committee – the members of the Committee who are present are introduced. A letter that was previously submitted is read.

- Kris Key, President of Ayr Softball – it is noted that the Township secured five million dollars and is taking a pragmatic approach. It is noted that the Township needs a strategy, has no debt and had a surplus as of recently. It is noted that the community can help fundraise and Council should reject the sale of the ACC.

- Dawna Ward – notes that since the motion has been amended, she wants to comment that this has not been a public process. It is noted where money could be drawn from and urges Council to defer this matter until a later date.

- Andrea Evans Smith – notes that living in Ayr everything is walkable, and neighbours know one another. It is noted that she has been involved in the arts and Ayr Paris Band. It is further noted that there are lots of community building events at the ACC that are equal to sporing events. It is noted that participating in spots and the arts can have a positive impact and overlap in a lot of ways. Notes her disappointment in deprioritizing the arts.

- Dianna Barber, President of Ayr Community Theatre – It is noted to remove the ACC as a source of funding. It is noted that their home base is the ACC and they use the building to store props, ect, however they are currently using Knox United Church which is not a long-term solution. It is noted that the ACC is a gathering place, more then just a facility. It is further noted that when the Township proposed to sell the ACC, there was no clear plan provided to them on where they would be re-located to.

- Amy Hodgsen with Ayr Rocket – notes that this is not a hockey vs arts debate and notes that they want to keep ACC. It is noted that with ice at the ACC there is a need for a second ice pad to keep minor hockey going.

- Don Eby with Ayr Centennials – notes that visitors are impressed with the NDCC facility and he fully supports moving ahead with a twin pad at the NDCC.

- Micheal Pley with the Centre of the Community Group (CCG) – notes that he submitted a letter. It is noted that it will never be as affordable as it is now to build a twin pad.

C-187-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT Council provide direction that the sale of the Ayr Community Centre (ACC), 7 Church Street, Ayr, will not be considered in any form as a potential source of funding to undertake the completion of the NDCC Twin Pad project;

AND THAT Council provide direction to the Treasurer that the funds in Reserves set aside for the purposes of the major exterior rehabilitation and the adaptive reuse of the ACC in the 2025 / 28 Ten Year Capital Forecast [2025 – 2034] will be utilized in the immediate time period to fund the NDCC Twin Pad project in the amount of $3,548,800 and that the completion of the major exterior rehabilitation project be shifted to the 2027 / 28 time period and consolidated with the adaptive reuse project for the interior of the ACC

AND THAT the funding of the ACC major rehabilitation project in the revised timeline of 2027/28 be drawn from a potential combination of $1 million from the Cambridge Municipal Boundary Adjustment funds; Reserves, including Park Trust and the GrandBridge Energy account; and if necessary, debentures;

AND THAT in the interim period, Staff be directed to monitor Senior Levels of Government for any Grant opportunities that may exist to support either the major exterior rehabilitation of the ACC and/or the adaptive reuse of the

ACC for the purposes of a gymnasium;

AND THAT for the purposes of clarity and certainty, the Ayr Community Centre is and will continue to be an important and strategic building in the Township's inventory to support valued community programming opportunities.
CARRIED

Council breaks for a 10 mins recess to allow time for Councillor Rolleman and Councillor Ostner time to review the adopted motion related to item 11.2.1 Report No. CLK-08-2025: Re-introduction of Councillor Tilley's Motion from May 12, 2025 Re: Remove Ayr Community Centre (ACC) as a Source of Funding for North Dumfries Community Complex (NDCC) Twin Pad Project.

Councillor Rolleman and Councillor Ostner both confirm with the Clerk that they have a pecuniary interest for agenda item 11.2.2 Report No. CAO-12-2025: Update – Twin Pad Project), as it was previously indicated that they may have a possible pecuniary interest. Neither Councillor Rolleman, or Councillor Ostner rejoin the meeting, due to their declared pecuniary interest for item 11.2.2.

Councillor Ostner leaves the meeting at 8:03 p.m.

11.2.2 Report No. CAO-12-2025: Update – Twin Pad Project.

Councillor Rolleman and Councillor Ostner are not in attendance for this item, as they both declared a pecuniary interest for this item.

Council has a round table discussion related to the various scenarios for the twin pad project.

Councillor Wilms notes that there has been a lot of discussion related to providing more space for the arts and suggests looking at which scenario will address this.

Councillor Tilley notes that he would like more input from those who use the space.

Councillor Wilms notes that if the Township spends an extra million dollars on a twin pad, then she is not sure what kind of messaging this sends to the arts group.

Councillor Tilley notes that he believes scenario 3 is the best option.

The following members of the public speak to the staff report:

- Russ Hutching (CCG) – seeks clarification. It is also noted that they will increase their funding.

- Micheal Pley – notes that he likes scenario 2 and notes that the Township

needs additional programming space. It is noted that six change rooms would be optimal. It is noted that every modern ice surface has at least six change rooms.

- Amy Hodgen – notes that spending a little more may allow the Township to recoup their costs through additional rentals, ect.

- Tasha Godfrey with Ayr Rockets – it is noted that if there are only four dressing rooms then kids may place their bags in the hallway and that could be problematic. It is also noted that programming rooms could be used for the arts in Ayr.

- Dave Vincent – notes that spending an additional million dollars is insignificant and notes that if the Township is going to do this project, should do it right.

- Libby Berry – notes that he husband was part of the Ayr Centennials and has participated in the ayr Paris Band. Notes that Township could look at generating revenue from scenario 3 to rent spaces to user groups to offset the extra million dollars.

- Adele Pley – notes that the Township should be able to recoup these costs quite quickly. It is also noted that the Township could broadened those who want to use this.

- Josh Yost, Past President of Ayr Minor Hockey – notes that having limited change rooms make it hard to manage, as players will show up to games early and will need somewhere to store their bag. It is noted that having hockey bags in the hallways could pose a fire safety risk. It is noted that six change rooms are ideal, and the referee room could be cut if needed.

- John Hollomon – notes there is a process to move this meeting along and makes a comment regarding meeting procedures.

C-188-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT CAO Report No. 12-2025 be received;

AND THAT Council amend the 2025 Capital Budget to reflect the value engineering scenario 3 to deliver the Twin Pad project with second floor 2 programming rooms and 6 dressing rooms at the estimated cost of $16,190,160

AND THAT the funding sources for the project be comprised to reflect the new project cost of the following:

- Fundraising - $2,121,360
- Federal grant - $5,000,000
- Development Charges - $520,000
- ACC reserve re-allocation - $3,548,800
- Debt financing - $5,000,000

CARRIED

Councillor Rolleman rejoins the meeting.

11.2.3 Report No. BLE-09-2025: Noise Exemption Request for 88 Mitchell Street, Ayr.

C-189-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT BLE Report No. BLE 09-2025 be received;

AND THAT Council grant an exemption from the Noise By-law 3421-23 on Saturday July 12, 2025 from 4:00 p.m. to 11:00 p.m. for the purpose of a family reunion party to be held at the property of 88 Mitchell Street, Ayr.
CARRIED

11.2.4 Report No. REC-19-2025: Fireworks By-law Exemption Request for Clyde Park Canada Day Special Event.

C-190-25 Moved by Councillor Tilley
Seconded by Councillor Rolleman

THAT REC Report No. 19-2025 be received;

AND THAT Council grant an exemption to the Parks By-law No. 2985-18 for extended use of the park and discharge of fireworks on Tuesday July 1, 2025 from 9:00 pm to 11:00 pm for the purpose of a Neighbourhood Canada Day special event, at Clyde Park – 1220 Village Road;

AND THAT Council grant an exemption from Fireworks By-law No. 3325-22 to allow for the display of fireworks in Clyde Park – 1220 Village Road on Tuesday July 1, 2025 by the Clyde neighbourhood as a community event provided that the display concludes by no later than 10:15 pm
CARRIED

11.2.5 Report No. CAO-13-2025: Consideration of Township Delegations – Association of Municipalities of Ontario (AMO) 2025 Conference from August 17th to 20th, 2025.

Councillor Wilms inquiries whether Council will be involved in the delegations. Mayor Foxton notes that joint delegations will still occur.

C-191-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

THAT CAO Report No. 13-2025 be received;

AND THAT Staff be directed to submit a Delegation request with the Provincial Government at the 2025 AMO Conference on behalf of the Township as follows:

i) Ministry of Finance: Capital Grant Program for the Construction / Major Rehabilitation of Recreation / Leisure Community Facilities
CARRIED

11.2.6 Report No. PD-28-2025: Traffic Concerns on Township Roads – Activa Harvest Park Official Plan & Zoning Bylaw Amendments, City of Kitchener.

The following members of the public speak to the staff report:

- Brad Schlegel – Notes his concerns that include: increased density, impacts on the quality of life and traffic.

- Christina Marina and ilker Akgol – Had registered to attend the meeting, however, are not in attendance.

- Christine Henhoeffer – Notes that they are a resident of Cameron Road and do not support this proposal due to traffic and compatibility. It is noted that traffic is already bad for kids getting on the school bus and farm equipment travels on the road as well. It is noted that they have submitted comments to the City of Kitchener Planning Department.

- Marc DiBenedetto – It is noted that he wants the Township to show support. It is noted that he does not have a concern with development, but this proposal does not make sense. He shows Council some photos of car accidents that have occurred on this road, which were the result of speed. It is noted that increasing density does not have a purpose.

- Diane Pental-Perrin – It is noted that they own property on Cameron Road and her husband is a famer. It is noted that the shoulders along Cameron Road are very narrow or nonexistent in some areas. It is noted that traffic is a concern and with an increasing population will become more dangerous,

as cars will have no where to park. It is also noted that there is a lot of speeding on Industrial Road.

- John Hollman – Notes that he was the first responder to a car accident where two children died. It is requested that Council and staff consider the impacts of increasing population density at the edge of a rural area. It is also noted that the City of Kitchener and the Region of Waterloo must make wise decisions in development growth.

C-192-25 Moved by Councillor Rolleman
Seconded by Councillor Wilms

THAT Council extend the curfew for the May 26, 2025 Council Meeting beyond the four (4) hour time limit, as set out in the Procedural By-law.
CARRIED

C-193-25 Moved by Councillor Wilms
Seconded by Councillor Tilley

1. THAT Report No. 28-2025 be received;

2. AND THAT Staff retain the services of the Township's external engineering consultant, R. J. Burnside & Associates, to undertake a review of the Traffic Impact Assessment that has been filed in support of the Activa Harvest Park *Planning Act* applications;

3. AND THAT Staff advise the City of Kitchener that the Municipality has concerns with respect to potential traffic impacts arising from the proposed *Planning Act* applications on the Township's road network, and, specifically Cameron Road and Industrial Road;

4. AND THAT a request be made to the City of Kitchener to defer a decision on the merits of the Activa Harvest Park *Planning Act* applications until such time as the Township's review of the Traffic Impact Study has been completed;

5. AND THAT Staff return to a future Council Meeting with a follow-up Report.

CARRIED

11.3 CORRESPONDENCE ITEMS FOR ACTION

None.

12. MAYOR & COUNCILLOR REPORT ITEMS

12.1 Councillor Rolleman – Request to Change the Tennis Net Height at Schmidt Park and Victoria Park to Pickleball Height.

Councillor Rolleman provides an overview of the request. It is noted that pickleball is very popular, he has received a request to lower the net height, and it has been requested that Council commit to a permanent pickleball court.

Councillor Tilley inquiries whether there is a preference to play pickleball inside, or outdoors. It is noted that no preference has been indicated to him.

Staff provide options and it is noted that staff will explore interim measures and review come budget time.

C-194-25 Moved by Councillor Rolleman
Seconded by Councillor Wilms

THAT staff undertake a review of the current and future service level standards related to the tennis courts located at Schmidt Park and Victoria Park;

AND THAT staff also assess what an interim opportunity may look like related to the use of tennis court(s) as opportunities for pickleball courts are assessed for the longer term

AND THAT staff prepare a follow-up recommendation report related to this matter at the June 16th, 2025 meeting of Council.
CARRIED

13. CLOSED SESSION

None.

14. RECONVENE INTO OPEN SESSION

15. BUSINESS ARISING FROM CLOSED SESSION

16. NOTICE(S) OF MOTION

None.

17. BY-LAWS

17.1 By-law No. 3564-25 – Being a By-law to Confirm the Proceedings of Council on May 26, 2025

C-195-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT the following By-laws be read a first and second time:

17.1 By-law No. 3564-25 – Being a By-law to Confirm the Proceedings of Council on May 26, 2025.
CARRIED

C-196-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT By-law No. 3564-25 be read a Third and final time and be signed and sealed by the Mayor and Clerk.
CARRIED

18. ADJOURNMENT

C-197-25 Moved by Councillor Tilley
Seconded by Councillor Rolleman

THAT WHEREAS business before this Council Meeting has been completed at 10:14 p.m.

AND BE IT RESOLVED THAT this Meeting adjourn.
CARRIED

Susan Foxton, Mayor

Ashley Good, Clerk

MINUTES

Mayor Foxton was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner, Councillor Wilms, and Councillor Tilley.

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Eric Bell, Deputy Clerk
Shannon Black, Director of Development Services / Chief Building Official
Christina Blazinovic, Planner I/GIS Technician
Brock Linklater, Senior Planner
Micheal Campos, Manager of Planning

Convene: 6:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

C-198-25 Moved by Councillor Ostner
Seconded by Councillor Tilley

THAT Council adopt the May 27, 2025 Council - Planning Public Meeting Agenda as presented.
CARRIED

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

Mayor Foxton led the Indigenous Territory Acknowledgement.

4. MOMENT OF REFLECTION

Council and staff paused for a moment of reflection.

5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None disclosed.

6. COMMITTEE OF ADJUSTMENT

C-199-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

THAT the Council meeting be adjourned at 6:03 p.m. to sit as Committee of Adjustment for the purposes of holding public meetings pursuant to the provisions of the *Planning Act*.
CARRIED

Council Reconvened at 6:58 p.m.

7. PUBLIC MEETINGS AND HEARINGS – COUNCIL

8.1 Public Meetings – Planning Act

None.

8.2 Public Meetings – Other Legislation

None.

8. CONFIRMING BY-LAW

By-law No. 3565-25 – Being a By-law to Confirm the Proceedings of Council Meeting held on May 27, 2025.

C-200-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

THAT the following By-laws be read a first and second time:

1. By-law No. 3565-25, Being a By-law to Confirm the Proceedings of Council at this meeting held May 27, 2025.

CARRIED

C-201-25 Moved by Councillor Wilms
Seconded by Councillor Ostner

THAT By-law No. 3565-25 be read a Third and final time and be signed and sealed by the Mayor and Clerk.
CARRIED

9. ADJOURNMENT

C-202-25 Moved by Councillor Ostner
Seconded by Councillor Wilms

THAT WHEREAS business before this Council Planning Public Meeting has been completed at 6:59 p.m.

AND BE IT RESOLVED THAT this Meeting adjourn.
CARRIED

Susan Foxton, Mayor

Ashley Good, Clerk

MINUTES

Mayor Foxton was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner, Councillor Wilms, and Councillor Tilley.

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Eric Bell, Deputy Clerk
Christina Brox, Treasurer/Director of Corporate Services
Rob Raycroft, Director of Engineering and Public Works
Karen Winter, Director of Leisure and Community Services

Convene: 6:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

C-203-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

THAT Council adopt the May 26, 2025 Council Agenda as presented with the following addendums:

i) Add three (3) pieces of correspondence received for item 11.2.4 Report No. PD-36-2025: Removal of Properties from the Township's Heritage Inventory.

ii) Add Mayor and Councillor Report item 12.1 Councillor Ostner – Comment regarding the ACC funding models and the ACC Major Rehabilitation project as part of the August 13, 2025 Special Council Meeting.

CARRIED

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

Mayor Foxton led the Indigenous Territory Acknowledgement.

4. MOMENT OF REFLECTION

Council and staff paused for a moment of reflection.

5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

Councillor Rolleman declares a pecuniary interest for item 11.2.1 Report No. PD-26-2025: Request to Waive a Cultural Heritage Impact Assessment for 92 Hall Street.

6. ADOPTION OF COUNCIL MINUTES

None.

7. PRESENTATIONS

None.

8. DELEGATIONS/PETITIONS

None.

9. REQUEST(S) TO LIFT CONSENT AGENDA ITEM(S) FOR SEPARATE CONSIDERATION/PUBLIC SPEAKER IDENTIFICATION

10. CONSENT AGENDA

10.1 REPORTS

10.1.1 Report No. FD-06-2025: Fire Department Incident Response Summary – May 2025.

10.1.2 Report No. FIN-09-2025: Annual Treasurer Statement on the Continuity of the Development Charges Reserve Fund as of December 31, 2024.

10.1.3 Report No. FIN-10-2025: Annual Treasurer Statement on the Continuity of the Parkland Reserve Fund as of December 31, 2024.

10.2 INFORMATION ITEMS

12.2.1 COMMUNICATIONS / CORRESPONDENCE

a) Resolution received from the Region of Waterloo regarding 2026 Plan and Budget Process and Principals.

b) Resolution received from the Town of LaSalle regarding Northern Health Travel Grant Program.

c) Resolution received from the Township of Assiginack regarding a Request to the Province to increase the Ontario Works rate to match ODSP rate increases.

d) Resolution received from the Township of Archipelago regarding Bill 5, Protect Ontario by Unleashing our Economy Act.

12.2.2 ADVISORY COMMITTEES

a) Ward 3 Town Hall Meeting Minutes dated May 22, 2025.

12.2.3 EXTERNAL PUBLIC AGENCIES

None.

C-204-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT the following Information Items as listed on the June 2, 2025 Consent Agenda be received:

10.1 REPORTS

10.1.1 Report No. FD-06-2025: Fire Department Incident Response Summary – May 2025.
10.1.2 Report No. FIN-09-2025: Annual Treasurer Statement on the Continuity of the Development Charges Reserve Fund as of December 31, 2024.
10.1.3 Report No. FIN-10-2025: Annual Treasurer Statement on the Continuity of the Parkland Reserve Fund as of December 31, 2024.

10.2 INFORMATION ITEMS

10.2.1 COMMUNICATIONS / CORRESPONDENCE

a) Resolution received from the Region of Waterloo regarding 2026 Plan and Budget Process and Principals.
b) Resolution received from the Town of LaSalle regarding Northern Health Travel Grant Program.
c) Resolution received from the Township of Assiginack regarding a Request to the Province to increase the Ontario Works rate to match ODSP rate increases.
d) Resolution received from the Township of Archipelago regarding Bill 5, Protect Ontario by Unleashing Our Economy Act.

10.2.2 ADVISORY COMMITTEES

a) Ward 3 Town Hall Meeting Minutes dated May 22, 2025.

CARRIED

11. ITEMS FOR DISCUSSION

11.1 ITEMS LIFTED FROM CONSENT AGENDA

None.

11.2 REPORTS

11.2.1 Report No. PD-26-2025: Request to Waive a Cultural Heritage Impact Assessment for 92 Hall Street.

Councillor Rolleman leaves the meeting due to the previously declared pecuniary interest.

C-205-25 Moved by Councillor Wilms
Seconded by Councillor Ostner

1. THAT PD Report No. 26-2025 be received;

2. AND THAT Council waive the requirement for a Cultural Heritage Impact Assessment (CHIA) for the consideration of a future consent application for the property located at 92 Hall Street.

CARRIED

Councillor Rolleman rejoins the meeting.

11.2.2 Report No. PD-34-2025: Exemption from Site Plan Control Process for 1081 Rife Road (Permacon Cambridge).

C-206-25 Moved by Councillor Tilley
Seconded by Councillor Rolleman

1. THAT PD Report No. 34-2025 be received;

2. AND THAT By-law No. 3566-25, being a By-law to further amend By-law No. 2105-05 [Site Plan Control Bylaw] to exempt the lands municipally addressed as 1081 Rife Road from the Site Plan Control process for the purpose of reconstructing the area damaged by fire plus a proposed minor building addition of approximately 1,455 sq.metres (15,231 sq.ft.), be enacted

CARRIED

11.2.3 Report No. PD-35-2025: Exemption from Site Plan Control Process for 1233 Cedar Creek Road (Regional Municipality of Waterloo).

C-207-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

1. THAT Report No. PD-35-2025 be received;

2. AND THAT By-law No. 3567-25, being a By-law to further amend By-law No. 2105-05 [Site Plan Control Bylaw] to exempt the lands municipally addressed as 1233 Cedar Creek Road from the Site Plan Control process for the purpose of constructing a new water tower by the Regional Municipality of Waterloo, be enacted.

CARRIED

11.2.4 Report No. PD-36-2025: Removal of Properties from the Township's Heritage Inventory.

Irene Schmidt-Adeney addresses Council. It is noted that she got a question from David Pyper indicating that if properties are removed from the list, it will impact the Cultural heritage Landscape. It is noted that she did not understand the repercussions of this when this was reviewed with the Heritage Advisory Committee and requests that this item be deferred.

Councillor Wilms notes that she has received emails regarding this. It is noted that there are concerns that if properties are removed whether this will impact the Cultural Heritage Landscape, as a certain number of properties are required to qualify.

Councillor Rolleman notes that reducing the number of properties on the list was part of the workplan for the Heritage Advisory Committee. It is noted that the Committee did a lot of work on this and he was not aware that the Cultural Heritage Landscape was tied to this.

Mayor Foxton notes that if a property is not on the list that does not prevent that property from being designated.

Councillor Wilms thanks the Heritage Advisory Committee for their work on this and notes that should a deferral be required to clarify this would the Committee be held up. Councillor Rolleman explains the process should this matter be deferred.

Councillor Ostner notes that just because it is an old house, does not mean the house is culturally significant. It is noted that the homeowner can still pursue a designation.

Councillor Rolleman provides Council with an overview of the process undertaken by the Heritage Advisory Committee when reviewing which houses should remain on list and houses that have been removed.

Councillor Ostner inquiries whether those being removed from the list will be notified.

Councillor Wilms notes that those being removed may want to be notified that they are being removed, as this is quite sudden. Councillor Rolleman notes that this has already gone through the Heritage Advisory Committee twice and does not think that is necessary.

Councillor Rolleman notes that if Council defers this and it returns to the Heritage Advisory Committee the Committee may decide to take no further action on this.

Councillor Tilley notes that he does not want the Committee to take on any additional work related to this. Councillor Tilley inquiries whether Councillor Rolleman has any concerns with property owners being removed becoming upset.

C-208-25 Moved by Councillor Ostner
Seconded by Councillor Tilley

1. THAT PD Report No. 36-2025 be received;

2. AND THAT notification be sent to those who have been identified as being removed from the Listed Heritage Inventory, as identified by the Heritage Advisory Committee to whether those property owners would like to be removed from the Listed Heritage Inventory, or would like to pursue being considered for a Part IV designation under the *Ontario Heritage Act*.

3. AND THAT an updated Listed Heritage Inventory be brought back to Township Council in the fall 2025 to authorize the removal of properties from the Township's Listed Heritage Inventory.

4. AND THAT the Heritage Advisory Committee be advised of this direction from Council.

CARRIED

11.2.5 Report No. PD-37-2025: Discussion Paper – Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025.

C-209-25 Moved by Councillor Wilms
Seconded by Councillor Tilley

1. THAT PD Report No. 37-2025 be received;

2. AND THAT Council authorize Staff to submit comments to the Province through the Environmental Registry of Ontario / Regulatory Registry of Ontario on matters of concern attributed to Bill 17, *Protect Ontario By Building Faster and Smarter Act, 2025,* as identified in this PD Report 37-2025;

3. AND THAT the Township welcomes continued discussion and consultation with the Province on pending matters that are set out in the Technical Briefing Paper as released on May 12th, 2025 and that Staff participate in these future opportunities;

4. AND THAT this Report and the adopted Resolution of Council be forwarded to Brian Riddell, MPP Cambridge, for his review and consideration.

CARRIED

11.2.6 Report No. PW-07-2025: Construction Phase - NDCC Net Zero Twin Pad Arena Design and Contract Administration.

Council has a round table discussion regarding this report.

Councillor Ostner notes that he does not want issues that arose when the North Dumfries Community Complex (NDCC) was built to happen again. Staff provide an overview of the construction management component of this project and note that they are not anticipating a lot of issues to come up.

Councillor Ostner notes that he does not want to see this project come in over budget. Staff note that they cannot anticipate the impact tariffs may have on steal prices, but note that this project will be managed very closely. It is also noted that Council should not change the scope of work once this project has started, as that will impact cost.

It is noted that staff can provide quarterly reports once the Township breaks ground that review key milestones, relationship to budget, key issues that arose and how they were addressed, what is anticipated for the next quarter, ect.

Councillor Rolleman notes his concerns with this being a community used building and how staff will address suggestions from user groups. It is noted that there will be finalized drawings, so unless it's a construction driven change order no changes will occur.

C-210-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

1. THAT PW Report No. 07-2025 be received;

2. AND THAT Council award the Design and Contract Administration for the construction of the NDCC Twin Pad Net Zero Arena Project to Moon Matz Ltd. valued at 4% of the construction costs (estimated to be $531,360) plus HST;

3. And That the Mayor and Clerk be authorized to sign all agreements necessary for this work.

CARRIED

11.3 CORRESPONDENCE ITEMS FOR ACTION

None.

12. MAYOR & COUNCILLOR REPORT ITEMS

12.1 Councillor Ostner – Comment regarding the ACC funding models and the ACC Major Rehabilitation project as part of the August 13 Special Council Meeting.

Councillor Ostner notes that he is upset that funding was not kept in place for the Ayr Community Centre (ACC) and is hoping Council will consider moving this funding forward at the Special Council Meeting scheduled on August 13th. Councillor Ostner notes that he would like Council to consider utilizing funds from the land sale with Cambridge to replenish the exterior work on the ACC.

C-211-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

THAT the statement from Councillor Ostner related to a discussion as part of the August 13th, 2025 Special Council Meeting on funding strategies for the NDCC Twin Pad project and the ACC Major Exterior Rehabilitation project be received for the purpose of information.

CARRIED

13. CLOSED SESSION

None.

14. RECONVENE INTO OPEN SESSION

15. BUSINESS ARISING FROM CLOSED SESSION

16. NOTICE(S) OF MOTION

None.

17. BY-LAWS

17.1 By-law No. 3566-25 – Being a By-law to Exempt Certain Lands within the Municipality form Site Plan Control.

17.2 By-law No. 3567-25 – Being a By-law to Exempt Certain Lands within the Municipality from Site Plan Control.

17.3 By-law No. 3568-25 – Being a By-law to Confirm the Proceedings of Council on June 2, 2025.

C-212-25 Moved by Councillor Ostner
Seconded by Councillor Wilms

THAT the following By-laws be read a first and second time:

17.1 By-law No. 3566-25 – Being a By-law to Exempt Certain Lands within the Municipality from Site Plan Control.

17.2 By-law No. 3567-25 – Being a By-law to Exempt Certain Lands within the Municipality from Site Plan Control.

17.3 By-law No. 3568-25 – Being a By-law to Confirm the Proceedings of Council on June 2, 2025
CARRIED

C-213-25 Moved by Councillor Wilms
Seconded by Councillor Ostner

THAT By-law No. 3566-25, 3567-25 and 2568-25 be read a Third and final time and be signed and sealed by the Mayor and Clerk.
CARRIED

18. ADJOURNMENT

C-214-25 Moved by Councillor Tilley
Seconded by Councillor Rolleman

THAT WHEREAS business before this Council Meeting has been completed at 7:30 p.m.

AND BE IT RESOLVED THAT this Meeting adjourn.
CARRIED

Susan Foxton, Mayor

Ashley Good, Clerk

MINUTES

Mayor Foxton was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner, Councillor Wilms, and Councillor Tilley.

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Eric Bell, Deputy Clerk
Christina Brox, Treasurer/Director of Corporate Services
Rob Raycroft, Director of Engineering and Public Works
Shannon Black, Director of Development Services / Chief Building Official
Karen Winter, Director of Leisure and Community Services

Convene: 6:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

C-215-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT Council adopt the June 16, 2025 Council Agenda as presented with the following amendments:

i) That Agenda Item 11.2.1 Report No. FIN-11-2025: Audited Financial Statements be moved forward and be considered in association with Agenda Item 7.1 Presentations.

ii) That Agenda Item 11.2.2 Report No. FIN-12-2025: Transfer to Reserves – 2024 Year End Surplus be moved forward and be considered in association with Agenda Item 7.1 Presentations.
CARRIED

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

Mayor Foxton led the Indigenous Territory Acknowledgement.

4. MOMENT OF REFLECTION

Council and staff paused for a moment of reflection.

5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None disclosed.

6. ADOPTION OF COUNCIL MINUTES

None.

7. PRESENTATIONS

7.1 Township External Auditors – Presentation on the 2024 Audited Financial Statements, Traci Smith, Engagement Partner, and Robyn Strangway-Calder, Senior Manager, MNP LLP (See agenda Item 11.2.1 FIN-11-2025)

Traci Smith, Engagement Partner, and Robyn Strangway-Calder, Senior Manager, MNP LLP address Council. Provide an overview of the 2024 audited findings and note that they are giving an independent audit report. It is reported that there are no issues, or concerns that came to their attention during the audit.

C-216-25 Moved by Councillor Wilms
Seconded by Councillor Rolleman

THAT the presentation from Traci Smith, Engagement Partner and Robyn Strangway-Calder, Senior Manager with MNP LLP regarding the Township's 2024 Audited Financial Statements, be received with thanks.
CARRIED

Item 11.2.1 Report No. FIN-11-2025: Audited Financial Statements and item 11.2.2 Report No. FIN-12-2025: Transfer to Reserves – 2024 Year End Surplus are moved up in the agenda and addressed at this time.

11.2.1 Report No. FIN-11-2025: Audited Financial Statements.

C-217-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT Report No. FIN-11-2025 be received;

AND THAT Council approve the 2024 audited financial statements for the Township of North Dumfries, presented as Attachment No. 1 to this Report;

AND THAT Council authorize that the 2024 Audited Financial Statements be finalized and published.
CARRIED

11.2.2 Report No. FIN-12-2025: Transfer to Reserves – 2024 Year End Surplus.

Council has a round table discussion regarding re-allocating the surplus.

Councillor Rolleman inquiries about taking a portion of surplus to begin exterior work on Ayr Community Centre (ACC). It is noted by staff that we have lost this year's construction season.

Councillor Ostner notes that he would like to see a reserve fund established for the ACC rehabilitation project and would like to see a portion of this surplus allocated towards the ACC.

Mayor Foxton inquiries about rate payers who have unpaid water bills and property tax.

Councillor Wilms notes that the ACC does need to be funded, however, Council needs to consider all items that require funding. Mayor Foxton agrees and notes that land use planning is coming to the lower tiers and no funding is available.

C-218-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

THAT FIN Report No. 12-2025 be received;

AND THAT Council approve the following transfers to Reserves for 2025 from the 2024 year end surplus in the amount of $1,029,510 as follows:

a. Allocation of $100,000 to Heritage Studies and Work Program Reserve;
b. Allocation of $129,510 to Planning Reserve;
c. Allocation of $200,000 to Infrastructure Reserve;
d. Allocation of $500,00 to ACC facility reserve;
e. Allocation of $100,000 to Working Reserve;

CARRIED

8. DELEGATIONS/PETITIONS

None.

9. REQUEST(S) TO LIFT CONSENT AGENDA ITEM(S) FOR SEPARATE CONSIDERATION/PUBLIC SPEAKER IDENTIFICATION

10. CONSENT AGENDA

10.1 REPORTS

None.

10.2 INFORMATION ITEMS

10.2.1 COMMUNICATIONS / CORRESPONDENCE

a) Resolution received from the District of Parry Sound Municipal Association regarding Supporting Municipal Ethics Through Access and Education.
b) Resolution received from the Town of Whitchurch-Stouffville regarding Provincial Funding Shortfall of Human and Health Programs and Services.
c) Resolution received from the City of Waterloo regarding Bill 17.
d) Resolution received from the Municipality of Markstay-Warren regarding Strong Mayor Powers.

10.2.2 ADVISORY COMMITTEES

None.

10.2.3 EXTERNAL PUBLIC AGENCIES

None.

C-219-25 Moved by Councillor Tilley
Seconded by Councillor Wilms

THAT the following Information Items as listed on the June 16, 2025 Consent Agenda be received:

10.2 INFORMATION ITEMS

10.2.1 COMMUNICATIONS / CORRESPONDENCE

a) Resolution received from the District of Parry Sound Municipal Association regarding Supporting Municipal Ethics Through Access and Education.
b) Resolution received from the Town of Whitchurch-Stouffville regarding Provincial Funding Shortfall of Human and Health Programs and Services.
c) Resolution received from the City of Waterloo regarding Bill 17.
d) Resolution received from the Municipality of Markstay-Warren regarding Strong Mayor Powers.

CARRIED

11. ITEMS FOR DISCUSSION

11.1 ITEMS LIFTED FROM CONSENT AGENDA

None.

11.2 REPORTS

11.2.1 Report No. FIN-11-2025: Audited Financial Statements.

This item was moved up in the agenda and addressed as part of item 7.1 Township External Auditors – Presentation on the 2024 Audited Financial Statements, Traci Smith, Engagement Partner, and Robyn Strangway-Calder, Senior Manager, MNP LLP (See agenda Item 11.2.1 FIN-11-2025).

11.2.2 Report No. FIN-12-2025: Transfer to Reserves – 2024 Year End Surplus.

This item was moved up in the agenda and addressed as part of item 7.1 Township External Auditors – Presentation on the 2024 Audited Financial Statements, Traci Smith, Engagement Partner, and Robyn Strangway-Calder, Senior Manager, MNP LLP (See agenda Item 11.2.1 FIN-11-2025).

11.2.3 Report No. BLE-10-2025: Noise Exemption Request for 158 Mitchell St.

C-220-25 Moved by Councillor Wilms
Seconded by Councillor Ostner

1. **THAT** BLE Report No. 10-2025 be received;

2. **AND THAT** Council grant an exemption from the Noise By-law No. 3421-23 on Saturday July 19, 2025 from 7:00 p.m. to 11:59 p.m. for the purpose of a backyard birthday party to be held at the property located at 158 Mitchell St., Ayr.

CARRIED

11.2.4 Report No. BLE-11-2025: Noise Exemption Request for 1862 West River Rd.

C-221-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

1. **THAT** BLE Report No. 11-2025 be received;

2. **AND THAT** Council grant an exemption from the Noise By-law No. 3421-23 on Saturday July 12, 2025 from 2:00 p.m. to 11:00 p.m. for the purpose of a backyard party to be held at the property located at 1862 West River Rd, North Dumfries.

CARRIED

11.2.5 Report No. BLE-12-2025: Noise Exemption Request for 3399 Roseville Rd.

C-222-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

1. **THAT** Report No. BLE 12-2025 be received;

2. **AND THAT** Council grant an exemption from the Noise By-law No. 3421-23 on Friday July 18 and again on Saturday July 19, 2025 from 7:00 p.m. to 11:00 p.m. for both dates, and, on Sunday July 20, 2025 from 6:00 p.m. to 9:00 p.m. for the purpose of a backyard wedding to be held at the property located at 3399 Roseville Rd, Roseville.

CARRIED

11.2.6 Report No. REC-20-2025: Brown's Community Park Renaming Contest.

Councillor Rolleman inquiries whether any indigenous names were suggested. It is noted by staff that this was a naming contest and staff had no input into the names suggested.

C-223-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

1. **THAT** REC Report No. 20-2025 be received;

2. **AND THAT** Council confirm the new Park name for the as Oakwoods Park for the existing Neighbourhood Park located at 24 Oakwood Drive.

CARRIED

11.2.7 Report No. REC-21-2025: Outdoor Pickleball Courts.

Councillor Wilms inquiries as to how staff will check court usage. It is noted by staff that parks staff will be circulating through and will record usage when they are there.

Councillor Rolleman notes that he would like to see a dedicated court in the future.

Councillor Ostner inquiries whether there will be any signage to inform the public to keep usage to a minimum so others are not waiting. It is noted by staff that yes there will be signage to keep usage to 30 mins if others are waiting.

C-224-25 Moved by Councillor Wilms
Seconded by Councillor Tilley

1. **THAT** Report No. REC 21-2025 be received;

2. **AND THAT** Council approve Option #1, authorizing the installation of one temporary pickleball net on the existing dual-use courts at both Victoria Park and Jim Schmidt Memorial Park, thereby designating one court at each facility for dedicated pickleball use for the 2025 season;

3. **AND THAT** Staff monitor activities and uptake of both tennis and pickleball usage at both Park locations, and, undertake a community survey during the balance of the outdoor 2025 season;

4. **AND THAT** Staff return at the close out of the 2025 outdoor season with a follow up Report on court usage at both Park facilities with a Recommendation to inform the 2026 Capital Budget and/or the Ten Year Capital Forecast (2026 – 2035).

CARRIED

11.2.8 Report No. REC-22-2025: Memorandum of Understanding with the North Dumfries Community Health Centre – LANGS.

Councillor Wilms notes that she is excited about this and inquiries whether there is a way to extend programming beyond Ayr.

Councillor Rolleman inquiries whether Langs will be involved in the use of the ACC in the future. It is noted by staff that as we create new spaces, then new opportunities exist.

Councillor Tilley inquiries about exploring mutual use of other facilities in other municipalities. It is noted by staff that Council's Strategic Plan included approaching neighbouring municipalities for mutual use of facilities.

C-225-25 Moved by Councillor Ostner
Seconded by Councillor Wilms

1. **THAT** REC Report No. 22-2025 be received;

2. **AND THAT** Council endorse the Memorandum of Understanding with the North Dumfries Community Health Centre – LANGS and the Township of North Dumfries for the 5 year term extending to July 31, 2030 for recreational programming purposes, included as Attachment No. 1 to this Report, subject to any minor revisions as required by the Chief Administrative Officer;

3. **AND THAT** the Mayor and Clerk be authorized to execute the Memorandum of Understanding on behalf of the Township with Langs.

CARRIED

11.2.9 Report No. REC-23-2025: Relocation of Dog Park – Twin Pad Construction at North Dumfries Community Complex.

Councillor Tilley notes he is concerned with the location in conjunction with the volleyball courts and inquiries whether the Scorpions were notified. It is noted that this space was never set aside of the Scorpions and this is the only open space where the dog park can be relocated to.

Mayor Foxton notes that staff can notify them as a courtesy.

Councillor Rolleman and Wilms note that they think this is a great location for the dog park.

C-226-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

1. **THAT** REC Report No. 23-2025 be received;

2. **AND THAT** Council authorize staff to proceed with the temporary relocation of the dog park from the east side to the west side of the North Dumfries Community Complex to facilitate the construction of the Twin Pad facility;

3. **AND THAT** Council authorize staff to fund the relocation of the dog park fence in the amount of $3,500 from the Park Trust Account.

CARRIED

11.2.10 Report No. CAO-14-2025: Implementation of Municipal Boundary Adjustment, Township of North Dumfries & City of Cambridge.

Dave Aston, MHBC has registered to attend this meeting. It is noted that he is in favour of moving this forward and thanks staff for his work on this.

C-227-25 Moved by Councillor Tilley
Seconded by Councillor Ostner

1. **THAT** CAO Report No. 14-2025 be received;

2. **AND THAT** Council adopt the Municipal Boundary Adjustment Agreement, included as Attachment No. 1 to this Report;

3. **AND THAT** Bylaw No. 3569-25, being a By-law to confirm Council's support and the accepted terms for the Municipal Boundary Adjustment with the City of Cambridge, be enacted;

4. **AND THAT** the Mayor and Clerk be authorized to execute the Municipal Boundary Agreement with the City of Cambridge;

5. **AND THAT** the Regional Municipality of Waterloo be advised of the Township's endorsement of the Municipal Boundary Adjustment with the City of Cambridge and to seek the support of Regional Council to approve the minor boundary adjustment to align with the requirements of subsection 173(1) of the *Municipal Act, 2001*;

6. **AND THAT** upon receipt of the Region's endorsement of the Municipal Boundary Adjustment, that Staff are authorized to submit the restructuring proposal and Boundary Adjustment Agreement package to the Minister of Municipal Affairs & Housing for approval pursuant to the *Municipal Act*, *2001*.

7. **AND THAT** financial compensation received from the City associated with the Municipal Boundary Adjustment be directed to the Township's Working Reserve Account for a future decision on how these funds will ultimately be allocated.

CARRIED

11.2.11 Report No. CAO-15-2025: Fundraising Delivery Model – NDCC Net Zero Twin Pad Project.

Micheal Pley with the CCG addresses Council. It is noted that they are able to run the twin pad fundraising and will start fundraising soon.

Councillor Rolleman inquiries as to how the money will be handled, how money given over a period of time will be handled and how staff will address sunset clauses. Staff provide an overview as to how this will work.

C-228-25 Moved by Councillor Wilms
Seconded by Councillor Ostner

1. **THAT** Report No. 15-2025 be received;

2. **AND THAT** Council adopts the Memorandum of Understanding, included as Attachment No. 1 to this Report, that articulates the spheres of responsibility and mandate of the fundraising campaign to be led by the Centre for the Community Group of North Dumfries (CCG) in support of the NDCC Net Zero Twin Pad project, subject to any minor revisions as required by the Chief Administrative Officer;

3. **AND THAT** the Mayor and Clerk be authorized to execute the Memorandum of Understanding associated with the fundraising campaign in support of the Twin Pad project with the CCG;

4. **AND THAT** the Steering Committee as appointed by Council to support the Community Assessment Review Study – NDCC Twin Pad Fundraising and Sponsorship Program at the March 24th, 2025 meeting be released from their obligations with thanks**.**

CARRIED

11.2.12 Report No. CAO-16-2025: Establishing an Ad-hoc Committee – Highway 24 (Brantford Highway) Program.

C-229-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

1. **THAT** Report No. 16-2025 be received;

2. **AND THAT** Council authorize the striking of an Ad-hoc Committee that will represent a liaison body with the Ministry of Transportation (MTO) to discuss and assess undertakings proposed by the Province related to either operational or capital improvements to Highway 24 (Brantford Highway) within North Dumfries;

3. **AND THAT** the Ad-hoc Committee to be comprised of two members of Council, and, 5 to 7 members of the Public;

4. **AND THAT** the Chief Administrative Officer be assigned the authority to identify the members of the Public to work with Staff on the Ad-hoc Committee;

5. **AND THAT** Council confirm Ward 4 Councillor Scott Tilley and Mayor Foxton as the Council representatives to the Ad-hoc Committee;

6. **AND THAT** Staff return with periodic reports to Council on aspects proposed by the MTO on future undertakings related to Highway 24 (Brantford Highway) and any continued concerns of residents adjacent this Provincial road corridor.

CARRIED

11.2.13 Report No. PW-07-2025: Letter of Credit Reduction Request – Susan McDonald Subdivision (File No. 30T-17301).

C-230-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

1. **THAT** PW Report No. 07-2025 be received.

2. **AND THAT** the Letters of Credit for the Susan McDonald Subdivision (The Gore) be reduced on the recommendation of the Township Engineering Division as follows: a. Letter of Credit: $53,490.53 to $0.00

3. **AND THAT** Staff bring forward a By-law at the July 7th, 2025, Council Meeting for the purposes of the assumption of the linear infrastructure components of the Gore Estates Subdivision**.**

CARRIED

11.3 CORRESPONDENCE ITEMS FOR ACTION

None.

12. MAYOR & COUNCILLOR REPORT ITEMS

None.

13. CLOSED SESSION

None.

14. RECONVENE INTO OPEN SESSION

15. BUSINESS ARISING FROM CLOSED SESSION

16. NOTICE(S) OF MOTION

None.

17. BY-LAWS

17.1 By-law No. 3569-25 – Being a By-law to Confirm Support for the Minor Restructuring Proposal and Authority to Enter into the Boundary Adjustment Agreement with the City of Cambridge.

17.2 By-law No. 3570-25 – Being a By-law to Confirm the Proceedings of Council on June 16, 2025.

C-231-25 Moved by Councillor Tilley
Seconded by Councillor Rolleman

THAT the following By-laws be read a first and second time:

17.1 By-law No. 3569-25 – Being a By-law to Confirm Support for the Minor Restructuring Proposal and Authority to Enter into the Boundary Adjustment Agreement with the City of Cambridge.

17.2 By-law No. 3570-25 – Being a By-law to Confirm the Proceedings of Council on June 16, 2025.
CARRIED

C-232-25 Moved by Councillor Wilms
Seconded by Councillor Ostner

THAT By-law No. 3569-25, and 2570-25 be read a Third and final time and be signed and sealed by the Mayor and Clerk.
CARRIED

18. ADJOURNMENT

C-233-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT WHEREAS business before this Council Meeting has been completed at 7:42 p.m.

AND BE IT RESOLVED THAT this Meeting adjourn.
CARRIED

Susan Foxton, Mayor

Ashley Good, Clerk

MINUTES

Councillor Wilms was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner and Councillor Tilley.

Regrets: Mayor Foxton

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Eric Bell, Deputy Clerk
Shannon Black, Director of Development Services / Chief Building Official
Christina Blazinovic, Planner I/GIS Technician
Micheal Campos, Manager of Planning

Convene: 6:00 p.m.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

C-234-25 Moved by Councillor Rolleman
Seconded by Councillor Tilley

THAT Council adopt the June 17, 2025 Council - Planning Public Meeting Agenda as presented with the following addendum:

i) Add correspondence received for item 6.5.2 Report No. PD-39-2025: Minor Variance Application for 24 Manley Street (File No. A-08/25).

CARRIED

3. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

Mayor Foxton led the Indigenous Territory Acknowledgement.

4. MOMENT OF REFLECTION

Council and staff paused for a moment of reflection.

5. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None disclosed.

6. COMMITTEE OF ADJUSTMENT

C-235-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT the Council meeting be adjourned at 6:02 p.m. to sit as Committee of Adjustment for the purposes of holding public meetings pursuant to the provisions of the *Planning Act*.
CARRIED

Council Reconvened at 6:33 p.m.

7. PUBLIC MEETINGS AND HEARINGS – COUNCIL

8.1 Public Meetings – Planning Act

None.

8.2 Public Meetings – Other Legislation

None.

8. CONFIRMING BY-LAW

By-law No. 3571-25 – Being a By-law to Confirm the Proceedings of Council Meeting held on June 17, 2025.

C-236-25 Moved by Councillor Ostner
Seconded by Councillor Tilley

THAT the following By-laws be read a first and second time:

1. By-law No. 3571-25, Being a By-law to Confirm the Proceedings of Council at this meeting held June 17, 2025

CARRIED

C-237-25 Moved by Councillor Rolleman
Seconded by Councillor Ostner

THAT By-law No. 3571-25 be read a Third and final time and be signed and sealed by the Deputy Mayor and Clerk.
CARRIED

9. ADJOURNMENT

C-238-25 Moved by Councillor Ostner
Seconded by Councillor Rolleman

THAT WHEREAS business before this Council Planning Public Meeting has been completed at 6:35 p.m.

AND BE IT RESOLVED THAT this Meeting adjourn.
CARRIED

Susan Foxton, Mayor

Ashley Good, Clerk

MINUTES – Committee of Adjustment

Sue Foxton was in the Chair. Also, present at the meeting were Rod Rolleman, Derrick Ostner, Alida Wilms, and Scott Tilley.

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Eric Bell, Deputy Clerk
Shannon Black, Director of Development Services / Chief Building Official
Christina Blazinovic, Planner I/GIS Technician
Brock Linklater, Senior Planner
Micheal Campos, Manager of Planning

6. COMMITTEE OF ADJUSTMENT (Convened 6:03 p.m.)

6.1 Call to Order

6.2 Approval of Agenda

COA-25-25 Moved by Rod Rolleman
Seconded by Alida Wilms

THAT Committee adopt the May 27, 2025 Committee of Adjustment Agenda as presented.
CARRIED

6.3 Disclosure of Pecuniary Interest

None disclosed.

6.4 Minutes of Previous Meetings

6.4.1 Committee of Adjustment Meeting Minutes dated April 29, 2025.

COA-26-25 Moved by Alida Wilms
Seconded by Rod Rolleman

THAT Committee of Adjustment approve the Meeting Minutes dated April 29, 2025.
CARRIED

6.5 Hearings/Public Meetings - Minor Variance and Consent Applications

6.5.1 Report No. PD-29-2025: Minor Variance Application for 2132 Greenfield Road (File No. A-06/25).

Christina Blazinovic, Planner I/GIS Technician provides the Committee with an overview of the application. The purpose of the application is to seek relief from the provisions of General Zoning By-law 689-83 to recognize an existing garden suite as a coach house in the front yard of the property municipally addressed as 2132 Greenfield Road.

The subject property is located on the north side of Greenfield Road, east of the intersection of Greenfield Road and Reidsville Road.

Questions from Public:

Kate Cressman notes that she has no concerns with this application.

Questions from the Committee:

None.

COA-27-25 Moved by Derrick Ostner
Seconded by Scott Tilley

THAT PD Report No. 29-2025 be received;

AND THAT all comments and correspondence received through the consultation process be returned to Staff for consideration in a future report to the Committee on the disposition of this matter.
CARRIED

6.5.2 Report No. PD-31-2025: Minor Variance Application for 1019 Alps Road (File No. A-05/25).

Brock Linklater, Senior Planner provides the Committee with an overview of the application. The purpose of the application is to seek relief from the provisions of General Zoning By-law 689-83 to permit the construction of a new two-storey detached garage (accessory building) between the street line and the established building line at the property municipally addressed as 1019 Alps Road.

The subject property is located at the southwest corner of the intersection of Alps Road and Spragues Road, with the Township of North Dumfries/City of Cambridge municipal boundary approximately 330 metres to the northeast.

Questions from Public:

Steve Jefferson (applicant) has registered to attend this meeting. It is noted that his team is working on this file, and the owners are available to answer any questions. It is noted that with respect to the location of the septic tile bed, it is believed to be on the east side of the house and the applicant will be providing that submission to the Township prior to the next meeting. It is also noted that the applicant will ensure the fence meets the requirements of the Fence By-law. It is noted that he believes this meets the four tests of a minor variance.

Kiki Everett (owner) and Mark Everett (owner) have registered to attend this meeting. It is noted they are here to answer any questions.

Questions from the Committee:

None.

COA-28-25 Moved by Scotty Tilley
Seconded by Derrick Ostner

THAT PD Report No. 31-2025 be received;

AND THAT all comments and correspondence received through the consultation process be returned to Staff for consideration in a future report to the Committee on the disposition of this matter.
CARRIED

6.6 Reports and Recommendations - Minor Variance and Consent Applications

6.6.1 Report No. PD-30-2025: Minor Variance for 61 Water Street (File No. A-03/25).

Christina Blazinovic, Planner I/GIS Technician provides the Committee with an overview of the application. The purpose of the application is to seek relief from the provisions of the General Zoning By-law to facilitate the construction of a coach house and a single-storey detached garage within the side and rear yard of the property municipally addressed as 61 Water Street.

The subject property is located south of the intersection of Water Street and Colonial Drive in the urban village of Ayr.

Questions from Public:

Margaret Plagens (owner) has registered to attend this meeting. It is noted that a neighbour sent in a letter that her son was using the garage for equipment. It is noted that he will not be using the garage for his business and it will only be used

for personal storage. It is noted that they can call by-law and they are willing to give a tour to demonstrate that they are using the property within the Zoning By-law.

Mark Plagens & Jackie Hart (applicant) have registered to attend this meeting. It is noted that they have nothing to add.

Questions from the Committee:

Rod Rolleman notes that he has concerns with home-based businesses in Ayr. It is noted that the letter submitted was specific to this application and home based businesses are permitted within certain criteria's.

Derrick Ostner notes that he wants the owner of this property to be able to use their garage. It is noted that by-law always uses their judgment when conducting an investigation.

COA-29-25 Moved by Rod Rolleman
Seconded by Alida Wilms

THAT PD Report No. 30-2025 be received;

AND THAT Minor Variance Application A-03/25 being a request to permit:

a. A maximum lot coverage of 231 m2 whereas Section 6.4.6 of General Zoning By-law 689-83 establishes that the total lot coverage of all accessory buildings for Zone 4 shall not exceed a maximum floor area or 60 m2 as provided in sub-section 8.3.

b. A maximum size of 71.2% (96.95 m2) of the footprint of the principal dwelling unit whereas Section 6.40.7 of General Zoning By-law 689-83 permits a maximum coach house size of 40% (54.47 m2) of the footprint of the principal dwelling unit.

BE APPROVED, subject to the following conditions:

1. That the Owner provide a revised grading plan addressing the comments by the Engineering department, to the satisfaction of the Township's Engineering department. The Owner must provide the revised grading plan prior to the issuance of a building permit by the Township's Building Department.

2. That the Owner submit a request to the Region of Waterloo and complete all necessary upgrades to the water service prior to the issuance of a building permit by the Township's Building Department

CARRIED

6.6.2 Report No. PD-32-2025: Consent Applications (lot additions) for 395 and 435 Waydom Drive (File Nos. B-01/25 and B-02/25).

Brock Linklater, Senior Planner provides the Committee with an overview of the application. The purpose of the applications is the conveyance of land between 395 and 435 Waydom Drive as lot additions. Both properties are under the same ownership (DSM Nutritional Products Canada Inc.) and have historically functioned as a single parcel.

The two subject properties, known municipally as 395 Waydom Drive and 435 Waydom Drive, are adjacent to one another and are located within an existing Employment Area, immediately north of Highway 401, south of Roseville Road, and east of Industrial Road.

Questions from Public:

Jenna Wenzel (applicant) has registered to attend this meeting. It is noted that there are no questions, or concerns with the report or conditions.

Questions from the Committee:

Rod Rolleman notes that the concept plan shows conceptual septic bed and wells to be quite close. It is noted that the applicant has indicated that they will ensure separation requirements are met under the Zoning By-law.

COA-30-25 Moved by Alida Wilms
Seconded by Scott Tilley

THAT Report No. PD-32-2025 be received;

AND THAT Consent Application B-01/25, being a request to convey approximately 1,445 square metres (0.1445 hectares) of land from 395 Waydom Drive to 435 Waydom Drive as a lot addition, BE APPROVED, subject to the following conditions:

i) That the Applicant submit a Reference Plan prepared by an Ontario Land Surveyor illustrating the proposed lot addition, new lot configuration, and necessary easement for the purposes of shared drainage to the satisfaction of the Township of North Dumfries;

ii) That the Applicant’s solicitor submits an undertaking to register the blanket easement with the Land Registry Office (Upon registration, evidence of compliance with the undertaking is to be provided to the Township in the form of a copy of the electronic Transfer Easement;

iii) The Applicant submit a draft of the Transfer Deed(s) for review (Upon registration, a final copy of the Transfer Deed(s) shall be provided to the Township);

iv) That the Applicant pay $230.00 representing the Township Administration Fee;

v) That the Applicant pay the Certificate of Approval Clearance for Registration Fee to the Township in the amount of $840.00;

vi) That the Owner pay the Township any outstanding property taxes in-full;

vii) That the above Conditions be fulfilled, and the Document for Conveyance ("Certificate of Consent") be completed by the Secretary-Treasurer of the Committee within two (2) years of the date of written decision pursuant to Section 53(17) of the Planning Act, R.S.O. 1990, otherwise the approval shall lapse.

AND THAT Consent Application B-02/25, being a request to convey approximately 1,671 square metres (0.1671 hectares) of land from 435 Waydom Drive to 395 Waydom Drive as a lot addition, BE APPROVED, subject to the following conditions:

i) That the Applicant submit a Reference Plan prepared by an Ontario Land Surveyor illustrating the proposed lot addition, new lot configuration, and necessary easement for the purposes of shared drainage to the satisfaction of the Township of North Dumfries;

ii) That the Applicant's solicitor submits an undertaking to register the blanket easement with the Land Registry Office (Upon registration, evidence of compliance with the undertaking is to be provided to the Township in the form of a copy of the electronic Transfer Easement;

iii) The Applicant submit a draft of the Transfer Deed(s) for review (Upon registration, a final copy of the Transfer Deed(s) shall be provided to the Township);

iv) That the Applicant pay $230.00 representing the Township Administration Fee;

v) That the Applicant pay the Certificate of Approval Clearance for Registration Fee to the Township in the amount of $840.00;

vi) That the Owner pay the Township any outstanding property taxes in-full;

vii) That the above Conditions be fulfilled, and the Document for

Conveyance (“Certificate of Consent”) be completed by the Secretary-Treasurer of the Committee within two (2) years of the date of written decision pursuant to Section 53(17) of the Planning Act, R.S.O. 1990, otherwise the approval shall lapse.

CARRIED

6.6.3 Report No. PD-33-2025: Minor Variance Application for 1 Gourlay Farm Lane (File No. A-04/25).

Christina Blazinovic, Planner I/GIS Technician provides the Committee with an overview of the application. The purpose of the application is to seek relief from the provisions of the General Zoning By-law to facilitate the construction of a deck and pergola structure in the rear yard of the property municipally addressed as 1 Gourlay Farm Lane. This Minor Variance Application was the subject of a Public Meeting convened by the Committee of Adjustment on April 29th, 2025.

The subject property is located at the southeast corner of the intersection of Gourlay Farm Lane and Henry Maracle Street in the Village of Ayr.

Questions from Public:

Sandeep Dhillon (owner) has registered to attend this meeting. It is noted they have nothing to add.

Questions from the Committee:

None.

COA-31-25 Moved by Derrick Ostner
Seconded by Rod Rolleman

THAT Report No. PD-33-2025 be received;

AND THAT Minor Variance Application A-04/25 being a request to permit:

a. A rear yard setback of 3 m for the proposed pergola whereas Section 20.1.312ii) of General Zoning By-law No. 689-83 establishes a rear yard setback of 7.5 m.

b. A rear yard setback of 3 m for the proposed deck whereas Section 20.1.312ii) of General Zoning By-law No. 689-83 establishes a rear yard setback of 3.75 m for decks.

Be approved
CARRIED

6.7 Correspondence

None.

6.8 Adjournment – Committee of Adjustment

COA-32-25 Moved by Scott Tilley
Seconded by Derrick Ostner

THAT pursuant to the *Planning Act* the public meeting of the Committee of Adjustment be adjourned at 6:58 p.m.
CARRIED

Susan Foxton, Chair

Ashley Good, Secretary-Treasurer

MINUTES – Committee of Adjustment

Councillor Wilms was in the Chair. Also, present at the meeting were Councillor Rolleman, Councillor Ostner and Councillor Tilley.

Regrets: Mayor Foxton

Staff Present: Andrew McNeely, Chief Administrative Officer
Ashley Good, Clerk
Eric Bell, Deputy Clerk
Shannon Black, Director of Development Services / Chief Building Official
Christina Blazinovic, Planner I/GIS Technician
Micheal Campos, Manager of Planning

6. COMMITTEE OF ADJUSTMENT (Convened 6:02 p.m.)

6.1 Call to Order

6.2 Approval of Agenda

COA-33-25 Moved by Scott Tilley
Seconded by Rod Rolleman

THAT Committee adopt the June 17, 2025 Committee of Adjustment Agenda as presented.
CARRIED

6.3 Disclosure of Pecuniary Interest

None disclosed.

6.4 Minutes of Previous Meetings

None.

6.5 Hearings/Public Meetings - Minor Variance and Consent Applications

6.5.1 Report No. PD-38-2025: Minor Variance Application for Part Lot 7, Concession 7, North Dumfries, Parts 1-4 67R2683; S/T 145505; North Dumfries (File No. A-07/25).

Christina Blazinovic, Planner I/GIS Technician provides the Committee with an overview of the application. The purpose of the application is to seek relief from the provisions of General Zoning By-law 689-83 to permit a reduced Minimum Distance Separation (MDS 1) and street line setback to facilitate the construction of a

single detached dwelling.

The subject property is located at the southwest corner of the intersection of Maple Manor Road and Cheese Factory Road.

Questions from Public:

Chuck and Cathy Asmussen have registered to attend this meeting. It is noted that they have nothing to add.

Matthew Martin has registered to attend this meeting. It is noted that he has nothing to add.

Kelly Long notes that they are a neighbouring dairy farm. It is noted that they are looking to expand their dairy farm in the near future and whether this minor variance application will have any impact on that. It is noted that staff will review the request and ensure this application does not restrict their future application to expand their dairy farm.

Questions from the Committee:

Scott Tilley inquiries about what impact this application may have on the neighbouring dairy farm if they were to expand in the future. It is noted that staff will work with the neighbouring property to ensure this minor variance application does not restrict them in the future.

COA-34-25 Moved by Derrick Ostner
Seconded by Scott Tilley

THAT PD Report No. 38-2025 be received;

AND THAT all comments and correspondence received through the consultation process be returned to Staff for consideration in a future report to the Committee on the disposition of this matter.
CARRIED

6.5.2 Report No. PD-39-2025: Minor Variance Application for 24 Manley Street (File No. A-08/25).

Christina Blazinovic, Planner I/GIS Technician provides the Committee with an overview of the application. The purpose of the application is to seek relief from the provisions of General Zoning By-law 689-83 to facilitate the construction of a covered porch within the front yard of the subject property

The subject property is located on the north side of Manley Street, north of the intersection of Manley Street and MacDonald Street, in the village of Ayr.

Questions from Public:

None.

Questions from the Committee:

Derrick Ostner notes that judging by the pictures, did the applicant already start this porch. It is noted by staff that yes, they were caught building without a building permit.

COA-35-25 Moved by Rod Rolleman
Seconded by Derrick Ostner

THAT PD Report No. 39-2025 be received;

AND THAT all comments and correspondence received through the consultation process be returned to Staff for consideration in a future report to the Committee on the disposition of this matter.
CARRIED

6.6 Reports and Recommendations - Minor Variance and Consent Applications

6.6.1 Report No. PD-40-2025: Minor Variance Application for 1019 Alps Road (File No. A-05/25).

Michael Campos, Manager of Planning, provides the Committee with an overview of the application. The purpose of the application is to seek relief from the provisions of General Zoning By-law 689-83 to facilitate the construction of a new two storey accessory building (3-bay detached garage) to be located between the street line and established building line at the property municipally addressed as 1019 Alps Road.

This Minor Variance Application was the subject of a Public Meeting convened by the Committee of Adjustment on May 27th, 2025.

The subject property is located at the southwest corner of the intersection of Alps Road and Spragues Road, with the City of Cambridge municipal boundary located approximately 330 metres to the northeast.

Questions from Public:

Mark Everett has registered to attend this meeting, but is not in attendance.

Questions from the Committee:

None.

COA-36-25 Moved by Scott Tilley
Seconded by Derrick Ostner

1. That Report No. PD-40-2025 be received;

2. And That Minor Variance Application A-05/25 being a request to permit:

   a. A proposed accessory building to be located in front of the principal dwelling, within the established building line, whereas Section 6.4.1 of General Zoning By-law No. 689-83 establishes that accessory buildings cannot be located within any building lines established by the By-law;

   b. A proposed accessory building to be constructed between the street line and the established building line, whereas Section 6.5.1 of General Zoning By-law 689-83 establishes that no accessory building or structure can be located or constructed between the street line and any building line established by this By-law;

   c. A reduced building line setback of 4.37 metres from the front lot line for the proposed accessory building (detached 3-bay garage), whereas Section 6.10.1 of General Zoning By-law 689-83 establishes that the building line setback shall be, at minimum, the distance between the street line and the closest point of the existing dwelling, which in this case is 10.72 metres.

BE APPROVED.
CARRIED

6.7 Correspondence

None.

6.8 Adjournment – Committee of Adjustment

COA-37-25 Moved by Scott Tilley
Seconded by Rod Rolleman

THAT pursuant to the *Planning Act* the public meeting of the Committee of Adjustment be adjourned at 6:33 p.m.
CARRIED

Susan Foxton, Chair

Ashley Good, Secretary-Treasurer

The TOWNSHIP of NORTH DUMFRIES

PD Report No. 41-2025

Committee of Adjustment
July 7, 2025

Consent and Minor Variance Applications
2026 Reidsville Road, North Dumfries
File Nos. B-03/25 & A-09/25

Recommendation:

The Senior Planner recommends:

1. **THAT PD Report No. 41-2025 be received;**

2. **AND THAT all comments and correspondence received through the consultation process be returned to Staff for consideration in a future report to the Committee on the disposition of this matter.**

1. Purpose:

The purpose of this report is to solicit comments from interested members of the public and agencies regarding Consent and Minor Variance Applications that have been filed by the Owner to:

i) Sever the subject property (2026 Reidsville Road) to create one new rural residential lot. The proposed retained lot will contain the existing residential dwelling. The proposed severed lot contains an existing 1.5 storey accessory building, which is proposed to be converted into a residential dwelling; and,

ii) Seek relief from five (5) sections of General Zoning By-law 689-83 for the proposed severed lot; including relief from the minimum lot width requirement and minimum side yard requirement, minimum floor area requirement, and relief to permit the accessory structure to exist on the lot without an associated principal dwelling.

2. Background:

2.1 Application Summary

Application(s)	**Consent and Minor Variance Applications**
Related Application (s)	B-03/25 and A-09-25
Owner(s):	Ed and Janet Hesselink
Applicant(s)/Agent(s):	Ed Hesselink
Legal Description:	Part of Lot 31, Concession 10, North Dumfries

Civic Address:	2026 Reidsville Road, Township of North Dumfries
Assessment Roll No.:	3001-020-006-01001

2.2 Location & Property Context

The subject property is located within the Reidsville Settlement Area, on the west side of Reidsville Road, to the north of the intersection of Reidsville Road and Alps Road.

The subject property is approximately 2 acres (8,089 m^2) in size with a corresponding lot frontage of approximately 193.9 ft (59.13 m) onto Reidsville Road.

The property consists of a single detached residence and accessory buildings. Surrounding land use activities consist primarily of rural residential and agriculture uses.

The location map below provides an aerial view of the subject property.

Figure 1: Location Map



3. Development Overview

The purpose of the proposed applications (B-03/25 & A-09/25) is to sever the property to create one new residential lot and seek relief from provisions of the General Zoning By-law with respect to the proposed severed lot.

Consent Application (File No. B-03/25) proposes to sever the subject property (2026 Reidsville Road) to create one new rural residential lot. The proposed retained lot will contain the existing residential dwelling. The proposed severed lot contains an existing 1.5 storey accessory building, which is proposed to be converted into a residential dwelling.

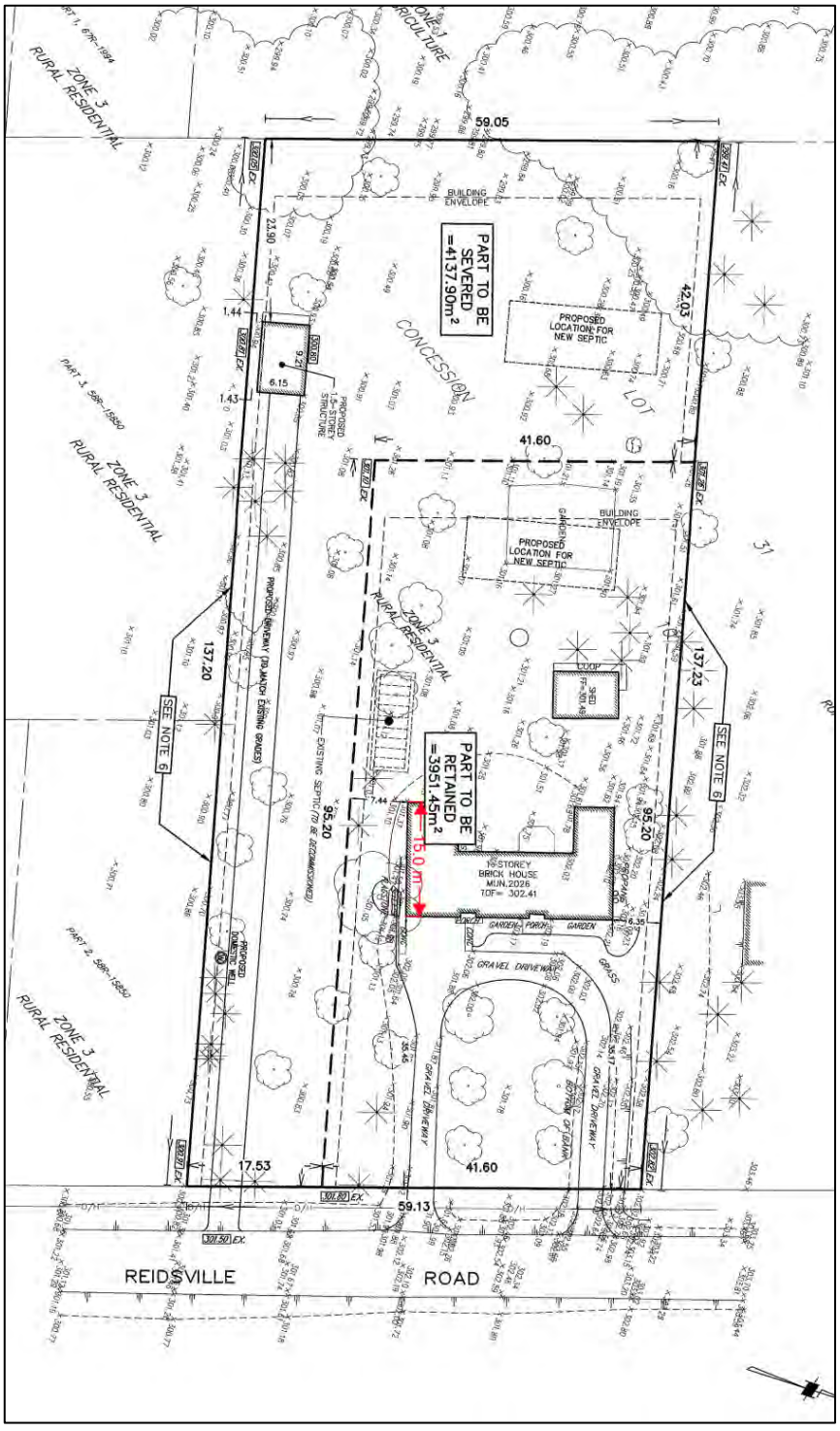
The proposed retained lot, situated at the north end of the subject property will be approximately 3,951.45 m^2 (0.98 acres) in size with a lot frontage of 41.6 m (136.5 ft.) onto Reidsville Road.

The proposed severed lot, situated at the south end of the subject property will be approximately 4,137.9 m^2 (1.02 acres) in size with a lot frontage of 17.53 m (57.4 ft.) onto Reidsville Road.

The property is zoned as Zone Z.3 (Rural Residential) in General Zoning By-law 689-83.

A Consent Sketch illustrating the proposed severance is included as Figure 2 below and is provided as Attachment 1 to this Report.

Figure 2: Concept Plan



The Applicant has simultaneously applied for a Minor Variance Application (File No. A-09/25) to seek relief from five sections of the Zoning By-law for the proposed severed lot; including relief from the minimum lot width requirement and minimum side yard requirement, minimum floor area requirements, and relief to permit the accessory structure to temporarily exist on the lot without an associated principal dwelling, until the time that this accessory structure has been converted into the principal residential dwelling.

The following minor variances are being requested for the proposed severed lot (File No. A-09/25) from General Zoning By-law 689-83 as set out below:

1. Section 8.3.2 of General Zoning By-law No. 689-83 establishes that the minimum lot width shall be 30.0 metres, whereas the applicant is seeking to create a residential lot with a lot width of 17.53 metres.

2. Section 8.3.3 of General Zoning By-law No. 689-83 establishes that the minimum interior side yard setback shall be 2.4 metres for buildings greater than 1 storey in height, whereas the applicant is proposing a side yard setback of 1.43 metres from the existing 1.5 storey accessory building, which is proposed to be converted to a residential dwelling.

3. Section 8.3.6(b) of General Zoning By-law No. 689-83 establishes that the minimum floor area for a 1 ½ storey building shall be 125 square metres, whereas the existing 1.5 storey accessory structure to be converted into the principal residential dwelling has an approximate total floor area of 100.26 square metres.

4. Section 8.3.6(d) of General Zoning By-law No. 689-83 establishes that the minimum ground floor area for residential buildings containing 1 ½ stories or more shall not be less than 75 square metres, whereas the existing 1.5 storey accessory structure to be converted into the principal residential dwelling has an approximate ground floor area of 56.64 square metres.

5. Section 9.2.3(a) of General Zoning By-law No. 689-83 establishes that an accessory building shall only be permitted in association with a principal residential dwelling on the lot. The applicant is seeking temporary relief from this provision to permit the existing accessory building on the proposed severed lot until such time that this structure is converted into the principal residential dwelling on the lot.

Figure 3: Retained Lot (Street View)



Figure 4 – Proposed Severed Lot (Street View)



Figure 5 – Accessory Structure to be Converted to Residential Unit (Severed)



4. Planning Policies & Regulations

4.1 Planning Act

Section 45 (1) of the *Planning Act* sets out criteria to be considered when reviewing minor variance applications. The Committee of Adjustment may authorize such minor variance from the provisions of the Zoning By-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure.

The criterion to be used by the Committee in the evaluation of a minor variance application is as follows:

1. Is the general intent and purpose, in the opinion of the Committee, of the Official Plan maintained;
2. Is the general intent and purpose, in the opinion of the Committee, of the Zoning By-law maintained;
3. Is the proposed variance desirable for the property and is it compatible with adjacent uses and properties; and,
4. Is the variance, in the opinion of the Committee, minor in nature.

Furthermore, Section 53 of the *Planning Act* provides the authority for managing land division through Consent Applications, ensuring that severances align with broader planning policy and regulations.

4.2 Provincial Planning Statement (PPS) 2024

The subject property is located within the Reidsville Settlement Area, as designated and shown on Map 2 of the Township Official Plan. The PPS provides the following relevant policies with respect to the proposed development:

2.2.1 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the *regional market area* by:

a) Permitting and facilitating:

1. All types of residential intensification, including… the development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3.

2.3.1.1 Settlement areas shall be the focus of growth and development.

2.3.1.2 Land Use Patterns within Settlement Areas shall be based on densities and a mix of land uses which:

b) Efficiently use land and resources.

2.3.1.3 Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options.

4.3 Regional Official Plan

The subject property is designated as a Rural Settlement Area on Map 1 of the Regional Official Plan. Further, the property is designated Prime Agricultural and Protected Countryside on Map 7 of the Regional Official Plan. The following policy is applicable to the proposed development:

6.B.6 Nothing in this Plan shall prevent the owner of a legal lot of record located within the Protected Countryside designation from obtaining a building permit to construct or enlarge a house, accessory building or farm structure, provided it is in conformity with all other Regional, Area Municipal and Grand River Conservation Authority policies and regulations.

4.4 Township of North Dumfries Official Plan

4.4.1 Land Use Designations

The subject property is located within the Reidsville Settlement Area as illustrated on Map 2 of the Township Official Plan, and is designated *Settlement Residential and Ancillary* on Map 2.20. The following policies are applicable to the proposal:

2.4.5 The Township will encourage the provision of new dwelling units in built-up areas in the Ayr Urban Area and *existing Rural Settlement Areas*, through infill, conversion, intensification or redevelopment compatible with surrounding uses, except where infrastructure is inadequate or there are significant physical constraints.

2.6.3.1 The Settlement Residential & Ancillary designation is intended to provide for primarily low-density residential development within Rural Settlement Areas.

2.6.1.3 Specific types and densities of residential development and ancillary uses will be regulated through the Township Zoning By-Law.

2.9.1.4 The Township may approve development proposals within Rural Settlement Areas and Rural Employment Areas provided that:

a) Any new lots can be appropriately serviced by private wells and individual wastewater treatment systems.

b) any new development is compatible with the surrounding land uses in form and function; and,

c) the development proposal conforms to all other applicable policies of this Plan.

4.4.2 Land Use Compatibility

Section 3.1.1 of the Official Plan contains policies on land use compatibility. It states that the Township will encourage development that is compatible with the location, density, and other characteristics of surrounding land uses. Factors used to assess the compatibility of the proposed development include, but are not limited to:

- The density, scale, height, massing, visual impact, building materials and architectural character of surrounding buildings, and the preservation of natural environment.

4.5 General Zoning Bylaw 689-83

The property is zoned Z.3 (Rural Residential) under General Zoning By-law 689-83. Permitted uses include a residential building and accessory uses. Matters relevant to the consideration of the submitted Consent and Minor Variance applications include:

- The minimum required lot frontage for a new lot in the Z.3 – Rural Residential zone.
- The minimum side yard setback requirement in the Z.3 – Rural Residential zone.
- The minimum floor area requirements for the Z.3 – Rural Residential zone.
- The temporary permission of having an accessory structure on a lot without an associated principal dwelling.

5. Consultation

5.1 Public Correspondence

As of the date of preparing this report for inclusion in the July 7th, 2025, Committee of Adjustment Meeting Agenda, no correspondence has been received from any members of the Public.

Any correspondence received up to the time of Public Meeting will be distributed to the Committee. All correspondence received through the consultation period will be reviewed by staff and will be identified/assessed and incorporated into the next report to the Committee of Adjustment.

5.2 Agency Correspondence

The application was circulated and as of the date of preparing this report for inclusion in the July 7th, 2025, Committee of Adjustment Meeting Agenda, the following comments were received:

1. Township Engineering & Public Works Department

    - No objections to the proposed applications.

2. Township Fire Department

    - No concerns with the proposed applications.

3. Region of Waterloo

    - No objections to the proposed applications.

4. Grand River Conservation Authority (GRCA)

    - The GRCA has no concerns/comments regarding the approval of the proposed Consent and Minor Variance applications.

5. Canada Post

    - No concerns with the proposed applications.
    - Mail delivery for this additional unit would be via owner installed/maintained rural mailbox.

6. Waterloo Catholic District School Board (WCDSB)

    - No concerns with the proposed application.
    - Any Education Development Charges shall be collected prior to the issuance of a building permit(s).

6.0 Planning Opinion & Recommendation

At this time, Staff is recommending that no decision on the merits of the planning applications be made and that all comments and correspondence received through the consultation process be returned to Staff for further consideration as part of a future report to the Committee.

A future staff report will consider matters including, but not limited to:

1. All comments and correspondence received during the consultation process.
2. If the proposal, in the opinion of staff, is desirable for the property and compatible with the surrounding uses.
3. Whether the proposed Minor Variance application satisfies the four tests of a Minor Variance.
4. Impact of the proposed development on surrounding properties.

7. Financial Implications

The consideration of this report does not affect the 2025 Budget.

8. Attachments

1. Consent Sketch and Grading Plan
2. Structural Report
3. Agency Comments

For further information on the contents of this report, please contact Brock Linklater, Senior Planner at 519-632-8800 ext. 129 or via email at blinklater@northdumfries.ca

Report Prepared By,

Brock Linklater

Brock Linklater
Senior Planner

Report Reviewed By,

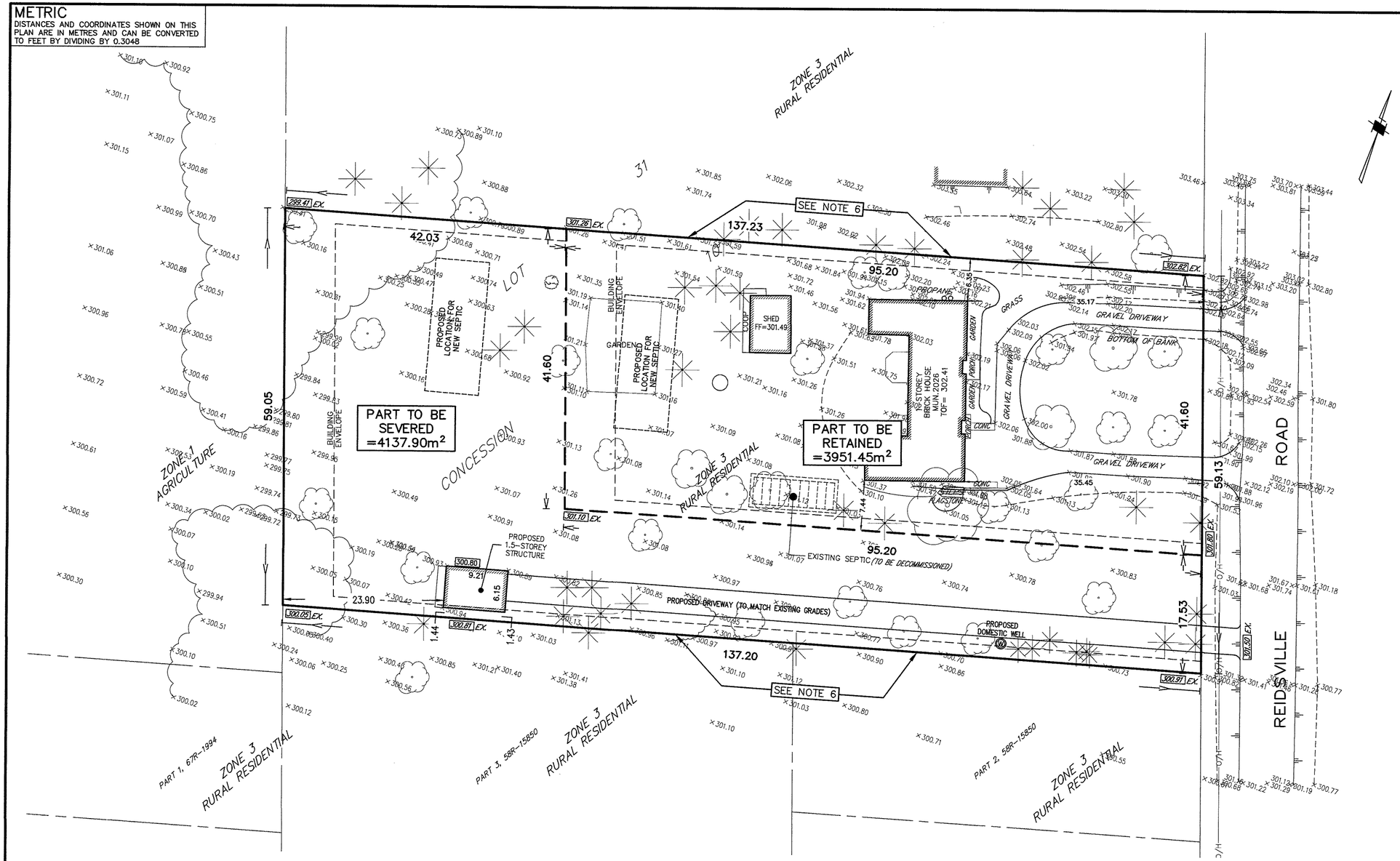
"Shannon Black"

Shannon Black, CBCO
Director of Development Services

Respectfully Submitted By,



Andrew McNeely,
Chief Administrative Officer



GRADING PLAN FOR SEVERANCE

FOR PROPERTY AT

2026 REIDSVILLE ROAD

TOWNSHIP OF NORTH DUMFRIES

REGIONAL MUNICIPALITY OF WATERLOO

SCALE: 1 : 500 METRIC

10 0 10 20 30 metres

McKECHNIE SURVEYING LTD.
ONTARIO LAND SURVEYORS

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ZONE 3 – RURAL RESIDENTIAL

ITEM	REQUIRED
MINIMUM LOT AREA	2000m²
MINIMUM LOT WIDTH	18.00m
MINIMUM REAR YARD DEPTH	7.50m
MINIMUM INTERIOR SIDE YARD	1.80m (<1–STOREY) 2.40m(>1–STOREY)

CAUTION NOTES:

1. THIS IS NOT A PLAN OF SURVEY.
2. THIS PLAN WAS PREPARED FOR GRADING DESIGN ONLY.
3. DESIGN GRADES ARE BASED ON FIELD SURVEY COMPLETED ON JULY 05, 2024
4. IT IS THE RESPONSIBILITY OF THE PLAN USER TO INFORM THEMSELVES OF THE EXACT LOCATION OF AND ASSUME ALL LIABILITY FOR DAMAGE TO ALL POLE LINES, CONDITS, WATERMAINS AND ANY OTHER STRUCTURES BEFORE STARTING WORK. SUCH UTILITIES AND STRUCTURES SHOWN ON THE DRAWING(OR NOT) ARE NOT NECESSARILY SHOWN ON THE DRAWING EXACTLY, AND THEIR POSITION IS NOT GUARANTEED.
5. STEP FOOTINGS AS REQUIRED TO PROVIDE FROST PROTECTION. FOOTINGS TO BE 1.2m(4') MINIMUM BELOW DESIGN GRADES.
6. **EXISTING GRADE ON PROPERTY LINES AND ADJACENT LANDS, NOT TO BE DISTURBED, UNLESS AGREEMENT TO DO SO.**
7. **ALL FINISHED ELEVATIONS ON THE SITE MUST BE WITHIN +/– 0.05 METERS OF THE PROPOSED ELEVATIONS SHOWN ON THE PLAN. ALL SWALES SHALL BE CONSTRUCTED TO THE SPECIFIED DIMENSIONS AND GRADIENTS. FAILURE TO COMPLY WITH THESE TOLERANCES MAY RESULT IN NON–CERTIFICATION OF THE LOT GRADING AND DRAINAGE FOR THE AFFECTED PROPERTY. THE DEVELOPER SHALL BE REQUIRED TO REGRADE ANY AREAS THAT DO NOT COMPLY WITH THE TOLERANCES AND WILL BE RESPONSIBLE FOR ANY RE–CERTIFICATION.**

ELEVATION NOTE

ELEVATIONS ARE GEODETIC AND ARE DERIVED FROM GPS OBSERVATION RTK CAN–NET (CGVD2013) ZONE 17, NAD '83 (2010) AND ARE RELATED TO SITE BM #1 CONCRETE PIN, EASTERLY LIMIT OF REIDVILLE ROAD APPROX. 4.6 M NORTH OF THE SUBJECT PROPERTY
ELEVATION.....303.27

LEGEND

–THIS PLAN IS FOR GRADING DESIGN ONLY
–SANITARY LATERAL INVERT UNKNOWN.
SATISFACTORY FALL TO BE VERIFIED BY BUILDER PRIOR TO FOOTING BEING POURED.
PORCH DENOTES PORCH
× *000.00* EXISTING ELEVATION
× [000.00] DENOTES PROPOSED ELEVATION
– – – DENOTES BUILDING ENVELOPE
←— DENOTES DIRECTION TO OVERLAND FLOW
~~~ DENOTES SWALE TO DIRECT FLOWS

ASSOCIATION OF ONTARIO LAND SURVEYORS
APR 30 25
D. J. RAITHBY
1684
VALID WHEN DATED & SIGNED BY PROFESSIONAL

SINCE 1982
McKECHNIE SURVEYING LTD.
85 McINTYRE DRIVE
KITCHENER, ONTARIO
N2R 1H6
TEL : (519) 578–5570
email : plans@kwsurveys.ca

FIELD: 2025\25–035_GPSEV_Ab
CADD: 2025\25–035_GPSEV_Ab
FOR : ED HESSELINK
DRAWN BY: S.R. CHECKED BY : D.R.
FILE No. 25–035

25–035
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STRUCTURAL REPORT
Change of Use Suitability

Date:	May 20, 2025	**No. of Pages:**	2 + Encl.
Project:	Hesselink Accessory Dwelling Conversion	**Project No.:**	TE-02207-25
Address:	2026 Reidsville Road, Ayr		
Client:	Ed Hesselink		
Distribution:	Ed Hesselink		edlhesselink@gmail.com

Background

Tacoma Engineers has been retained by Ed Hesselink to provide a structural review of the original design drawings for the existing accessory building located at 2026 Reidsville Road, Ayr.

It is our understanding that the property owner is applying to sever the existing lot, which would require renovating this existing accessory building to be a single dwelling unit.

As part of the planning pre-consultation process, the Township has requested that an engineer confirm that the building is suitable for conversion (refer to attached Pre-Consultation Letter dated June 13, 2024).

Comments

Tacoma Engineers has been provided with the original design drawings for the existing accessory building (see the attached drawing set). The original design was carried out by Gerrard's Design & Drafting Inc. and the drawings include the BCIN stamp under the "small buildings" classification. The drawings are dated Jan 2017 and BCIN stamped Feb 27, 2017. It is noted on the drawing set that the design was carried out to the latest Ontario Building Code (OBC 2012 was current in 2017).

For this accessory building to be suitable for conversion to a single dwelling unit, it would need to have been designed in general conformance with the design requirements laid out in Part 9 (Housing and Small Buildings) of the Ontario Building Code (OBC). Tacoma Engineers has completed a structural review of the original building drawings to confirm the major structural elements are in general conformance with Part 9 of the Ontario Building Code.

As per the "Lintel Schedule" included on drawing A-2, the design was carried out using a ground snow load of 1.5 kPa. This correlates to a max Ss value of 2.0 when using part 9 design (Cb = 0.55). Ss values of nearby surrounding towns and cities are as follows:

- Cambridge, Ss = 1.6 kPa (11 km away from subject property)
- Paris, Ss = 1.4 kPa (15 km away from subject property)
- Platsville, Ss = 1.9 kPa (15 km away from subject property)
- Kitchener, Ss = 2.0 kPa (15 km away from subject property)

Based on our review, we have determined that the original structural design of the accessory building appears to have been completed to be in compliance with Part 9 of the Ontario Building Code in place in 2017.

155 Frobisher Drive, Suite F220
Waterloo, Ontario
Canada N2V 2E1

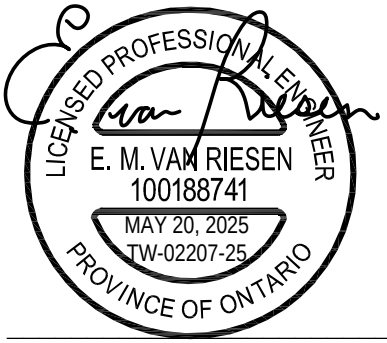
Professional Engineers Ontario

T: 226-647-0109
F: 519-824-2000
e.vanriesen@tacomaengineers.com

It is our understanding that a renovation permit would be required for the successful conversion of this building from an accessory building to a single family dwelling unit. Any architectural requirements or changes to the existing building in order to accommodate conversion to a single family dwelling unit would be reviewed and incorporated into the renovation permit drawings.

Tacoma Engineers has not completed a site review of the existing framing of the accessory building. It is our understanding that a permit was obtained for the construction of the original accessory building (Permit No. 2017-0030). It is our understanding that the permit was issued for a 'farm building', however, as indicated above, the original drawings indicate that the building was designed using the Ontario Building Code 2012 as opposed to the National Farm Building Code 1995 (which was applicable at the time of design & construction).

It is unknown whether framing reviews were completed during construction by the local building department. If additional framing reviews are required to confirm the original building was constructed as per the 2017 design drawings and OBC best practices, Tacoma Engineers may be retained to perform that work.



Per _____

Emily van Riesen, P.Eng., CAHP Intern
Structural Engineer
Tacoma Engineers

Encl. Pre-Consultation Proposed Consent Application for 2026 Reidsville Road – Township of North Dumfries – June 13, 2024 – 4 Pages
New Detached Barn at the Hesselink Residence – Gerrards Design & Drafting Inc. – Feb 27, 2017 – 9 Pages
2026 Reidsville Road Permit Card (No. 2017-0030) – Township of North Dumfries – March 29, 2017 – 1 Page

The TOWNSHIP of
NORTH DUMFRIES
106 Earl Thompson Road, 3rd Floor, P.O. Box 1060, Ayr, Ontario – N0B 1E0

June 13, 2024

Ed and Janet Hesselink
2026 Reidsville Road
North Dumfries, ON
N0B 1E0

Email : edlhesselink@gmail.com

Re : **Pre-Consultation**
Proposed Consent Application for 2026 Reidsville Road
Pt Lt 31 Con 10 North Dumfries As In 1342252; North Dumfries
Roll No.: 300102000601001
File No: PC-09/24

Dear Mr. Hesselink,

Thank you for your interest in investing in the Township of North Dumfries. A pre-consultation application was circulated to agencies and departments on May 13th, 2024. The Township and agencies have provided specific comments pertaining to your application, which are attached to this letter for your information. Please contact the appropriate representative for any questions you may have.

It may be determined during the review of the formal application submission that additional studies or information is required as a result of issues arising during the processing of the application. The applicant will be required to provide technical studies and necessary information as identified by the Township and agencies at their expense.

Please note that comments provided as part of this pre-consultation are valid for a period of up to two years subject to changes in legislation/policies.

PROPOSAL

It is understood that the applicant proposes to sever the subject property, creating one new rural residential lot. The proposed retained lot will contain the existing residential dwelling. An addition is proposed to the existing accessory building on the proposed severed lot to be converted into a residential dwelling.

The proposed retained lot, situated at the north end of the subject property will be approximately 1.22 acres (4,963 m^2) in size with a frontage of 136.5 ft (41.6 m) on Reidsville Road. The proposed severed lot, situated at the south end of the subject property will be approximately 0.77 acres (3,145 m^2) in size with a frontage of 57.4 ft (17.5 m) on Reidsville

Road.

The subject property is zoned Z.3 – Rural Residential under General Zoning By-law No. 689-83 and designated Settlement Residential and Ancillary in the Township Official Plan.

TOWNSHIP PLANNING COMMENTS

Staff have reviewed the pre-consultation submission regarding the proposed Consent and offer the following comments:

The following planning applications are required to permit this proposal:

- Consent Application
- Minor Variance Application (Severed Lot)

Required Variances (ZBL Section)	Required	Proposed
8.3.2: Lot Width	30 m	+/- 17.5 m
8.3.3: Minimum side yard	1.8 m (1 storey) 2.4 m (1 1/2+ storey)	Confirmation required
9.2.3(a): Accessory Building	To be accessory to a residential dwelling	To remain and be converted to a residential dwelling

A detailed concept plan will be required that identifies the following items:

- Existing/proposed buildings/structures
  - All dimensions and setbacks required
- Existing/proposed wells
- Existing/proposed septic systems,

It appears that the existing accessory building on the proposed severed lot, proposed to be converted into the primary residential dwelling, will be 1 ½ storeys in height. Confirmation of the number of storeys will be required upon the submission of formal applications to confirm the required side yard setback. This has been listed above as a required variance until the required side yard setback is determined.

As per section 9.2.3 of the General Zoning By-law, accessory buildings may only be accessory to permitted uses (residential dwelling). A minor variance will be required to permit the accessory building on the proposed severed lot until such time that it is converted into the primary residential dwelling. Please ensure compliance with Section 8.3.6 (Minimum Floor Area) for the future conversion to the primary residential dwelling.

Section 8.3.7(a) of the General Zoning By-law permits all accessory buildings/structures to have a maximum floor area of 4% of the total lot coverage. Planning staff will require

further review of any existing accessory buildings/structures to confirm that they are within the 4% lot coverage of the proposed new lot sizes. Additional variances may be required if the accessory building sizes exceed 4% of the total lot coverage.

To convert the existing accessory building on the proposed severed lot into the primary residential dwelling, the building department will require an engineer's confirmation that the accessory building is suitable for conversion.

The subject property currently consists of two driveway entrances. The building department recommends that one entrance be closed prior to the establishment of a new entrance for the severed lot. This may be a condition to provisional approval of the consent application. It is also recommended that the access to the proposed severed lot be located along the southern property line.

CONSENT APPLICATION REQUIREMENTS

1) Cover Letter
2) Complete Consent Application Form
3) Concept Plan/Consent Sketch
    - Including existing/proposed buildings/structures with setbacks, existing/proposed wells, existing/proposed septic systems,
4) Minor Variance Application (Severed Lot)
5) Grading Plan
6) Septic Analysis
7) Limiting Distance Calculations
8) Confirmation that accessory building may be converted to dwelling
9) Scoped Hydrogeological Assessment

2024 Fees:

- Township Fees
    - Consent – Creation of New Lot: $3,400.00
    - Refundable Peer Review Deposit (New Lot): $5,000.00
    - Minor Variance (Severed): $1,350.00
- Additional Township Fees if Application Approved
    - Administration Fee for Approval: $335.00
    - Cash in lieu of Parkland: $7,500.00
    - Preparation of Development Agreement: $2,075.00
- Regional Fees
    - Consent: $350.00
    - Peer Review (Scoped Hydrogeological): TBD

The TOWNSHIP of NORTH DUMFRIES
106 Earl Thompson Road, 3rd Floor, P.O. Box 1060, Ayr, Ontario – N0B 1E0

TOWNSHIP AND AGENCY COMMENTS

Comments were provided by the following commenting agencies:

1. Bell Canada: CA.Circulations@wsp.com
   Comments provided on May 13, 2024

2. Canada Post – Neil Mazey: neil.mazey@canadapost.postescanada.ca
   Comments Received on May 13, 2024

3. GRCA – John Brum: jbrum@grandriver.ca
   Comments provided on May 13, 2024

4. Regional Municipality of Waterloo – Matthew Colley: MColley@regionofwaterloo.ca
   Comments provided on May 21, 2024

5. Waterloo Catholic District School Board – Jordan Neale: Jordan.Neale@wcdsb.ca
   Comments provided on May 24, 2024

6. Engineering and Public Works Department – Sandy Bucholtz: sbucholtz@northdumfries.ca
   Comments provided on May 27, 2024

7. Building Department – Shannon Black: sblack@northdumfries.ca
   Comments Received on May 29, 2024

Should you have any questions, please do not hesitate to contact me at cblazinovic@northdumfries.ca or by telephone at 519-632-8800 ext 131.

Yours sincerely,

Christina Blazinovic

Christina Blazinovic
Planner I/GIS Technician

NEW DETACHED BARN
AT THE HESSELINK RESIDENCE

2026 REIDSVILLE ROAD
AYR, ONTARIO

LIST OF DRAWINGS

DRAWING NUMBER	DRAWING NAME
A-0	TITLE PAGE RENDERINGS, OBC NOTES
A-1	CONSTRUCTION NOTES AND SCHEDULES
A-2	CONSTRUCTION NOTES AND SCHEDULES
A-3	FOUNDATION LAYOUT
A-4	MAIN FLOOR
A-5	SECOND FLOOR
A-6	BUILDING ELEVATIONS
A-7	BUILDING ELEVATIONS
A-8	BUILDING SECTION

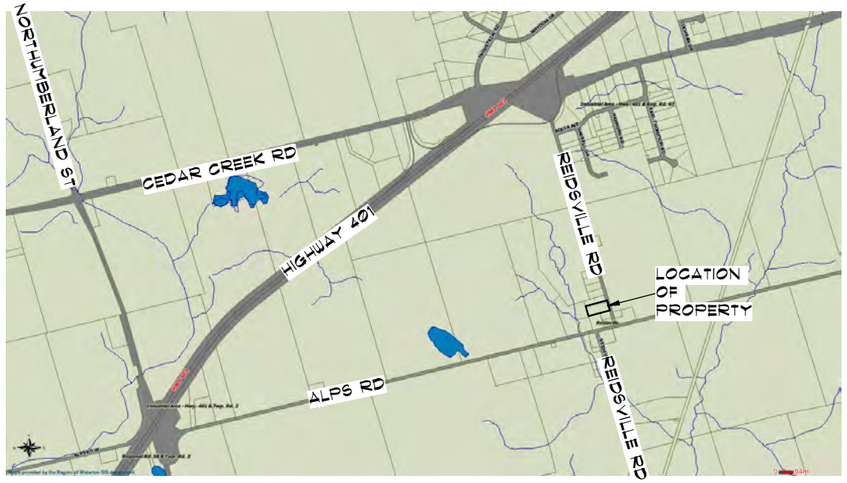
I, James Gerrard declare that I have reviewed and take responsibility for the design activities checked below on behalf of a firm registered under Subsection 3.2.4 [Div. C] of the Ontario Building Code. These drawings and any Mark-ups contained herein are believed, to the best of my knowledge, to be in compliance with the O.B.C. I am Qualified and the Company is registered in the Classes noted below. Gerrard's Design & Drafting Inc. BCIN 28963

■ Small Buildings ☐ Large Buildings ☐ Building Services

James (Jim) D. Gerrard
BCIN: 21601

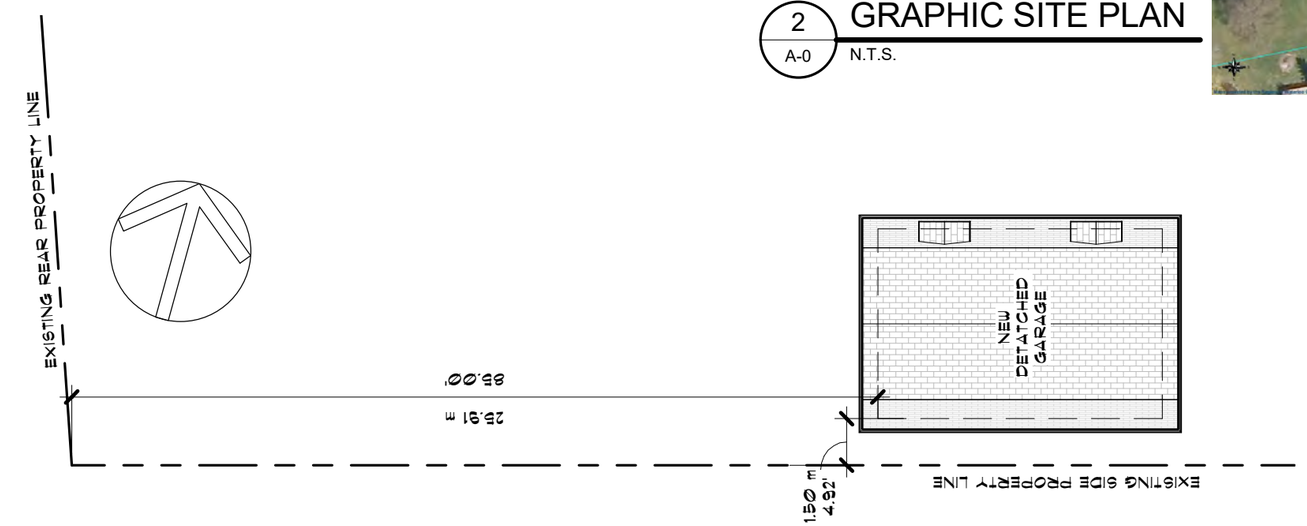
02/27/17
Date (MM/DD/YY)

1 / A-0 LOCATION PLAN
N.T.S.





2 / A-0 GRAPHIC SITE PLAN
N.T.S.



3 / A-0 PARTIAL SITE PLAN OF SOUTH WEST CORNER
N.T.S.

No	Date	Issue

Gerrard's Design and Drafting Inc.
7 Cloverdale Crescent, Mannheim,
Ontario, N0B 2H0
Phone 519.579.3306 / Fax 519.579.4672

THIS DRAWING IS INTENDED TO BE VIEWED AT 11" BY 17"

NEW DETACHED BARN
AT THE HESSELINK RESIDENCE
2026 REIDSVILLE ROAD
AYR, ONTARIO

TITLE PAGE RENDERINGS, OBC NOTES

Status	PERMIT
Date	JAN. 20/17
Folder	-
File	2026 Reidsville.rvt
Drawn	J. D. GERRARD
Chck'd	J. D. GERRARD
Scale	1/16" = 1'-0"
Job #	17GD002

A-0

I, James Gerrard declare that I have reviewed and take responsibility for the design activities checked below on behalf of a firm registered under Subsection 3.2.4 [Div. C] of the Ontario Building Code. These drawings and any Mark-ups contained herein are believed, to the best of my knowledge, to be in compliance with the O.B.C.. I am Qualified and the Company is registered in the Classes noted below. Gerrard's Design & Drafting Inc. BCIN 28963

■ Small Buildings ☐ Large Buildings ☐ Building Services

James (Jim) D. Gerrard
BCIN: 21601

02/27/17
Date (MM/DD/YY)

GENERAL NOTES FOR CONSTRUCTION

1. ALL WORK SHALL CONFORM TO THE LATEST EDITION OF THE ONTARIO BUILDING CODE INCLUDING ALL AMENDMENTS.
2. WHERE INFORMATION CONTAINED ON THE DRAWINGS AND THE OBC DO NOT AGREE, THE MORE STRINGENT CONDITIONS SHALL APPLY.
3. THESE DRAWINGS AND OUTLINE PERFORMANCE BASED SPECIFICATIONS ARE INTENDED TO PROVIDE FOR A FULL AND COMPLETE PROJECT FROM START TO COMPLETION. THE CONTRACTOR SHALL VISIT THE SITE AND MAKE CERTAIN TO REVIEW THE EXISTING SITE CONDITIONS AND CONSTRAINTS.
4. THE CONTRACTOR COMPLETING THIS WORK SHALL HAVE SUFFICIENT PAST EXPERIENCE IN COMPLETING WORK OF A SIMILAR NATURE AND BE CAPABLE OF PROVING SUCH EXPERIENCE, IF REQUESTED.
5. IT IS THE CONTRACTOR'S RESPONSIBILITY TO:
   A. USE FIGURED DIMENSIONS IN PREFERENCE TO SCALING.
   B. VERIFY AND CHECK ALL DIMENSIONS PRIOR TO AND DURING CONSTRUCTION.
   C. DETERMINE LOCATIONS OF SERVICES.
   D. WHERE DISCREPANCIES OCCUR, CONSULT WITH THE DESIGNER OR BUILDING DEPARTMENT PRIOR TO EXECUTION OF THE WORK.
   E. EXECUTION OF WORK ASSUMES RESPONSIBILITY FOR PREVIOUS WORK COMPLETED
6. WHERE EXISTING CONCRETE FOUNDATION WALLS, FOOTINGS, AND SLABS ARE TO REMAIN, CONTRACTOR SHALL TAKE PRECAUTIONS TO PREVENT COLLAPSE OF EXISTING WALLS DURING CONSTRUCTION. WHERE CONSULTANT OR BUILDING DEPARTMENT REQUIRE CONFIRMATION OF SUB-SURFACE CONDITIONS, CONTRACTOR SHALL FACILITATE REMOVALS AS DIRECTED TO EXPOSE CONDITIONS REQUIRED.
7. THIS GARAGE IS TO BE UNHEATED AND NOT INSULATED. THREFORE THE GARAGE IS NOT REQUIRED TO CONFORM TO THE APPLICABLE SECTIONS OF THE ONTARIO BUILDING CODE FOR INSULATION OR VAPOUR BARRIER REQUIREMENTS.

EXCAVATION AND BACKFILL

1. EXCAVATION, WHERE REQUIRED, SHALL BE UNDERTAKEN IN SUCH A MANNER SO AS TO PREVENT DAMAGE TO EXISTING STRUCTURES, ADJACENT PROPERTIES AND UTILITIES BOTH BURIED AND ABOVE GROUND.
2. TOPSOIL, VEGETATION AND OTHER ORGANIC MATTER IN UNEXCAVATED AREAS UNDER THE BUILDING SHALL BE REMOVED.
3. THE BOTTOM OF ALL EXCAVATIONS FOR FOUNDATIONS SHALL BE FREE FROM ORGANIC MATERIAL OR THER MATERIALS THAT WOULD PREVENT ADEQUATE BEARING CAPACITY FOR THE STRUCTURE.
4. BACKFILL WITHIN 24" OF FOUNDATIONS SHALL BE FREE FROM DELETERIOUS DEBRIS AND STONES OVER 8" IN DIAMETER. PREVENT DAMAGE TO FOUNDATION WALLS AND MEMBRANES ATTACHED TO FOUNDATION WALLS.
5. COMPACT BACKFILL IN 12" LIFTS TO 95% PROCTOR DENSITY.
6. EXCAVATION AT EXISTING FOUNDATIONS SHALL BE PERFORMED IN A CAREFUL MANNER SO AS TO NOT DISTURB THE EXISTING FOUNDATIONS. DO NOT EXCAVATE BELOW EXISTING FOUNDATIONS UNLESS UNDERPINNING HAS BEEN PERFORMED.
7. THESE DRAWINGS AND SPECIFICATIONS DO NOT COVER UNDERPINNING OF EXISTING FOUNDATION WALLS. IF UNDERPINNING IS REQUIRED, THE DESIGN MUST BE PERFORMED BY A PROFESSIONAL ENGINEER.

FOOTINGS, FOUNDATIONS, AND CONCRETE SLABS

1. FOOTINGS AND FOUNDATIONS SHALL BEAR ON UNDISTURBED SOIL.
2. KEEP TOPSIDE OF FOOTING MINIMUM 4'-0" BELOW FINISHED GRADE CONTINUOUSLY
3. STEP UNDERSIDE OF FOOTINGS IN ACCORDANCE WITH APPROVED LOT GRADING PLAN, BUT NOT GREATER THAN 24" VERTICALLY (MAX.) IN EACH 48" HORIZONTAL (MIN.) SPAN.
4. NEW CONCRETE STRIP FOOTINGS SHALL BE PROVIDED WITH 2-15M REBAR IN FOOTING AND 2"X4" KEY FOR FOUNDATION WALLS, NO KEY FOR INTERIOR LOAD BEARING WOOD STUD WALLS.
5. COLUMN FOOTINGS SHALL BE NON-REINFORCED. CONCRETE SHALL BE MINIMUM 25 MPA STRENGTH, SIZE AS NOTED ON THE PLANS.
6. FOUNDATION WALL CONCRETE TO BE MINIMUM 25 MPA CONCRETE WITH 6% AIR. PROVIDE 3-15M CONTINUOUS HORIZONTAL REBAR EQUALLY SPACED WITHIN WALL. CONCRETE BLOCK OR PRESSURE TREATED WOOD FOUNDATIONS WILL NOT BE PERMITTED. ICF FOUNDATIONS MAY BE USED AS AN ALTERNATIVE PROVIDED ADEQUATE DESIGN HAS BEEN COMPLETED BY THE SYSTEM MANUFACTURER. PROVIDE SHOP DRAWINGS FOR BUILDING DEPARTMENT AND CONSULTANTS REVIEW.
7. CONCRETE SLAB-ON-GRADE:
   A. GARAGE: 3" THICK, MINIMUM 25 MPA. SLOPE GARAGE SLABS TO EXTERIOR AT MINIMUM OF 1%. SLOPE BASEMENT FLOORS TO BASEMENT DRAIN IS PROVIDED.
8. 2"X4" OR 2"X6", AS REQUIRED, SILL PLATE ON WATERPROOF GASKET ON TOP OF FOUNDATION WALL. ANCHOR WITH 1/2 DIAMETER BOLTS AT A SPACING OF NOT GREATER THAN 7 -0"
9. CURE ALL CONCRETE AS REQUIRED BY THE CSA STANDARD FOR PLACEMENT OF CONCRETE.

WOOD FRAMING NOTES

1. ALL WOOD MEMBERS (FROM NOMINAL SAWN LUMBER STOCK) SHALL BE CONSTRUCTED FROM NUMBER 1 OR NUMBER 2 GRADE SPRUCE UNLESS OTHERWISE NOTED.
2. ENGINEERED WOOD PRODUCT SIZES SHALL BE VERIFIED BY WOOD SUPPLIER PRIOR TO ORDERING. IF SIZES DIFFER FROM THOSE STATED, NOTIFY DESIGNER.
3. WHERE ENGINEERED WOOD PRODUCTS ARE USED, PROVIDE AND FOLLOW INSTALLATION DOCUMENTATION FROM THE ENGINEERED WOOD SUPPLIER. IF DRAWINGS CALL FOR WOOD PRODUCTS TO BE DESIGNED BY ENGINEERED WOOD SUPPLIER, PROVIDE A COPY OF THE APPROVED SHOP DRAWINGS ON SITE AND TO THE DESIGNER. NO WORK SHALL PROCEED UNTIL APPROVED DRAWINGS ARE ON-SITE AND IN THE POSSESSION OF THE DESIGNER.
4. ALL ENGINEERED WOOD JOISTS SHALL HAVE APPROPRIATE LEVEL OF SQUASH BLOCKS AND OTHER SUPPORTS ARE REQUIRED FOR THE SPECIFIC CONDITIONS REQUIRED FOR THIS INSTALLATION. CONSULT WITH THE ENGINEERED WOOD JOIST SUPPLIER.
5. WOOD TRUSSES SHALL BE STORED, ERECTED AND INSTALLED ACCORDING TO THE MANUFACTURERS WRITTEN DIRECTIONS AND TO THE CANADIAN WOOD COUNCIL INFORMATION ON WOOD TRUSSES.
6. WHERE WOOD COMES IN DIRECT CONTACT WITH CONCRETE SURFACES, SUCH AS ON SLABS OR BASEMENT WALLS FOR INSULATION, WOOD PLATES SHALL BE PRESSURE TREATED. OR ADEQUATELY SEPARATED FROM THE CONCRETE BY MEANS OF AN IMPERVIOUS BARRIER, LIKE 6MILL POLY.
7. NOTCHING AND DRILLING OF ANY STRUCTURAL MEMBER SHALL BE AS PER THE ONTARIO BUILDING CODE, OR THE ENGINEERED WOOD SUPPLIERS INFORMATION FOR THE MEMBER BEING NOTCHED OR DRILLED.
8. ALL BUILT-UP WOOD BEAMS AND LINTELS SHALL BE CONSTRUCTED FROM NUMBER 1 OR NUMBER 2 GRADE SPRUCE WOOD FREE FROM ABOVE NORMAL DEFECTS SUCH AS CHECKS, SPLINTERS, LOOSE KNOTS, ETC.
9. ALL BUILT-UP WOOD BEAMS, LINTELS AND DOUBLE JOISTS SHALL BE GLUED WITH PL PREMIUM CONSTRUCTION ADHESIVE LAID IN A CONTINUOUS 'S' PATTERN WITH 8" MAX DISTANCE BETWEEN THE RIDGES AND NAILED OR SCREWED WITH NON-CORRODING FASTENERS AT 8" O.C. IN A STAGGERED PATTERN. FASTENER LENGTH SHALL BE LONG ENOUGH TO FULLY PENETRATE THE FIRST LAYER OF A BUILT-UP BEAM AND PENETRATE INTO THE SECOND LAYER A MINIMUM OF 95% OF THE TOTAL THICKNESS. FASTENERS FOR 3 PLY OR GREATER BEAMS ARE PERMITTED TO BE LONGER TO PENETRATE INTO THE BACK PLYS. FASTENERS SHALL NOT PROTRUDE OUT THE BACK SIDE OF ANY OUTSIDE EXPOSED LAYER.
10. WOOD BEAMS SHALL BE OF APPROPRIATE SIZE AS DETERMINED BY THE OBC TABLES A-8, A-9, A-10, A-11 AND A-12. PROVIDE REQUIRED MINIMUM END BEARING.
11. WOOD LINTELS SHALL CONFORM TO OBC TABLE A-15
12. COLUMNS:
   A. WOOD COLUMNS MAY SUPPORT WOOD BEAMS ONLY. STEEL COLUMNS WITH TOP AND BOTTOM WOOD PLATES MAY SUPPORT WOOD OR STEEL BEAMS. WOOD COLUMNS SHALL NOT BE PERMITTED TO SUPPORT STEEL BEAMS.
   B. WOOD COLUMNS SHALL HAVE BEARING EQUAL TO THAT OF THE SUPPORTED BEAM WIDTH. NO SHIMMING OF COLUMNS WITH WOOD SHIMS WILL BE PERMITTED, USE ONLY STEEL SHIMS IF NEEDED.
   C. STEEL COLUMNS SHALL BE 3" H.S.S. WITH A WALL THICKNESS OF 3/16", WITH A RATING OF 30,000 LBS OR GREATER, APPROVED MANUFACTURER S.T.S. SUPER POSTS. TELEPOSTS ARE NOT PREFERRED DUE TO LIMITED WEIGHT BEARING CAPABILITIES. TELEPOST MAY BE PERMITTED, HOWEVER ONLY IF THEY CAN BE PROVEN TO SUPPORT THE FLOOR AND ROOF LOADS IMPOSED AND BEAR A STAMP FROM THE MANUFACTURER ATTESTING TO THIS RATING. BEARING PLATES SHALL BE PROVIDED AT THE TOP AND BOTTOM OF THE COLUMNS WITH A STEEL PLATE 4" BY 4" BY 1/4" THICK WHERE THE COLUMN SUPPORTS A 3 PLY BUILT-UP WOOD BEAM, AND 4" BY 6" BY 3/16" THICK WHERE THE COLUMN SUPPORTS A 4 PLY BEAM OR STEEL BEAM.

EXTERIOR CLADDING

1. VERTICAL, HORIZONTAL AND SHAKE SIDING SHALL BE PREFINISHED ALUMINUM, VINYL, COMPOSITE, OR OTHER MATERIAL AS SELECTED BY THE OWNER THAT IS DURABLE AND WILL PROVIDE LONG LASTING DURABILITY. ALL SIDINGS SHALL BE INSTALLED WITH ALL TRIMS, FLASHINGS AND TERMINATIONS AS RECOMMENDED BY THE MANUFACTURER. ENSURE A WEATHER TIGHT FINISH. APPROVED MANUFACTURER IS JAMES HARDIE.
2. PROVIDE AN AIR SPACE BETWEEN THE SIDING AND THE AIR BARRIER. THIS SHALL BE COMPLETED BY EITHER INSTALLING 1"x3" WOOD STRAPPING IN THE OPPOSITE DIRECTION TO THE SIDING, OR BY USING A PRODUCT DESIGNED TO PROVIDE AN AIR / DRAINAGE SPACE. SUCH PRODUCT COULD BE 10MM DRIWAL BY KEENE BUILDING PRODUCTS, OR EQUAL.
3. PROVIDE AN AIR BARRIER MEMBRANE FASTENED TO THE EXTERIOR WALL SHEATHING PRIOR TO THE APPLICATION OF THE EXTERIOR CLADDING. APPROVED PRODUCTS: TYVEK, HOUSE WRAP. TAPE AND SEAL ALL JOINTS. ENSURE CONNECTIONS TO WINDOWS, DOORS AND OTHER PENETRATIONS ARE SEALED AND ADEQUATE.

No	Date	Issue

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NEW DETACHED BARN
AT THE HESSELINK RESIDENCE
2026 REIDSVILLE ROAD
AYR, ONTARIO

CONSTRUCTION NOTES AND SCHEDULES

Status	PERMIT
Date	JAN. 20/17
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Chck'd	J. D. GERRARD
Scale	1/4" = 1'-0"
Job #	17GD002

A-1

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WINDOWS

1. ALL NEW WINDOWS SHALL HAVE A MINIMUM U-VALUE OF 1.6 W/M2*K (0.32 BTU/H*FT2*°F) UNLESS THERWISE STATED IN THE ENERGY EFFICIENCY DESIGN TABLE AT THE BEGINNING OF THIS DRAWING PACKAGE.
2. PROVIDE NEW WINDOWS OF THE HIGHEST POSSIBLE QUALITY AND WITH A MINIMUM 10 YEAR WARRANTY ON ALL PARTS INCLUDING GLAZING.
3. WINDOWS SHALL CONFORM TO THE CAN/CSA A440-M94 WINDOW STANDARD AND CARRY MINIMUM RATINGS OF A3, B3 AND C3. HIGHER WINDOW RATINGS ARE PREFERRED. PROVIDE WRITTEN MANUFACTURER TESTING DATA UPON REQUEST.
4. GLAZING MUST BE FROM AN IGMAC CERTIFIED MANUFACTURER AND CARRY A MINIMUM 10 YEAR WARRANTY.
5. PROVIDE THE OWNER WITH CUT SAMPLES INDICATING ALL REQUIRED OPTIONS AND GIVE AMPLE TIME FOR OWNER TO MAKE APPROPRIATE SELECTIONS THAT WILL NOT DELAY THE CONSTRUCTION OF THE BUILDING.
6. ENSURE WINDOWS ARE ORDERED AND AVAILABLE ON SITE IN A TIMELY BASIS
7. FOLLOW INSTALLATION RECOMMENDATIONS BY WINDOW MANUFACTURER.
8. INSTALL LOW EXPANSION FOAM INSULATION AROUND ALL WINDOW PERIMETERS. ENSURE CAVITY BETWEEN WINDOW FRAME AND RSO ARE COMPLETELY FILLED, BUT NOT TO EXCESS.
9. SEALANTS;
   A. PROVIDE CLOSED CELL FOAM BACKER ROD AND CAULKING AROUND ALL WINDOW AND DOOR PERIMETERS AND WHERE SIDING BUTTS AGAINST MASONRY.
   B. ENSURE PROPER CAULKING JOINT WIDTH TO DEPTH RATIO OF 2:1 IS MAINTAINED.
   C. FOLLOW MANUFACTURERS RECOMMENDED METHODS FOR INSTALLATION OF CAULKING SEALANTS.
   D. USE ONLY HIGH QUALITY MATERIALS AS MANUFACTURED BY TREMCO OR EQUIVALENT. DO NOT USE MONO OR DAP

ROOFING, EAVES AND SOFFITS

1. ENSURE ROOF AND ALL JUNCTURE POINTS WHERE THE NEW MEETS THE EXISTING ARE WATER TIGHT. IT IS THE CONTRACTORS RESPONSIBILITY TO ENSURE THE STRUCTURE IS WATER TIGHT AT ALL TIMES.
2. INSTALL 25 YEAR FIBREGLASS SHINGLES OVER ROOF SHEATHING.
3. PROVIDE PEAL AND STICK MEMBRANE PROTECTION OVER ENTIRE ROOF SURFACE FOR LOW SLOPE APPLICATION. IN REGULAR SLOPE APPLICATION, PROVIDE A MINIMUM OF 60" WIDE PEAL AND STICK MEMBRANE PROTECTION UP FROM THE EDGE OF THE EAVES, THIS MEANS A MINIMUM OF 2 WIDTHS OF ROLL MEMBRANE, MINIMUM.
4. AT VALLEYS AND CONNECTIONS TO EXISTING ROOFS, PROVIDE PEEL AND STICK MEMBRANE ALONG THE VALLEY WITH PREFINISHED METAL VALLEY FLASHING INSTALLED OVER THE MEMBRANE FLASHING. FINISH ALL SHINGLES TO THE CENTER OF THE VALLEY FLASHING.
5. PROVIDE GALVANIZED OR PRE-FINISHED ALUMINUM EAVES STARTER AT BOTTOM EDGE OF ROOF.
6. PROVIDE CONTINUOUS RIDGE AND SOFFIT VENTING OF ALL ROOFS. ENSURE FREE OPENING OF VENTS COMPLIES WITH OBC (1/300 OF INSULATED ROOF AREA, MINIMUM). INSTALL MOORE TYPE VENTING AT THE EAVES, BETWEEN EVERY RAFTER OR TRUSS SPACE.
7. WHERE THERE IS A VAULTED ROOF, PROVIDE 2"X3" OR 2"X4" WOOD FRAMING AS PURLINS OVER ROOF TRUSSES OR RAFTERS TO PROVIDE AIR MOVEMENT AROUND JOISTS. DO NOT FILL ENTIRE CAVITY WITH BATT INSULATION.
8. WHERE CEILING MEMBRANE IS FASTENED TO ROOF JOISTS, ENSURE EACH JOIST CAVITY IS VENTED AT BOTH THE RIDGE AND SOFFIT, OR PROVIDE CROSS FRAMING ON TOP OF ROOF JOISTS.
9. PROVIDE PREFINISHED BENT ALUMINUM FASCIA AND SOFFITS INCLUDING ALL APPROPRIATE AND REQUIRED TRIMS. SOFFITS SHALL HAVE CONTINUOUS AIR VENTS FOR ATTIC VENTILATION.
10. EAVESTROUGHING AND DOWNSPOUTS SHALL BE SEAMLESS PREFINISHED ALUMINUM AND INSTALLED TO PREVENT MOVEMENT AND DISLODGEMENT FROM ICE, WIND AND SNOW. ENSURE TROUGHS AND DOWNSPOUTS ARE 5" IN WIDTH.
11. ROOF LEADERS SHALL BE WALL MOUNTED AND DISCHARGE ONTO GRADE. PROVIDE A MINIMUM OF 48" DOWNSPOUT EXTENSION AT GRADE TERMINATING AT A PRE-CAST CONCRETE SPLASH PAD UNDER EACH RAIN WATER LEADER

ELECTRICAL

1. ALL ELECTRICAL WORK SHALL COMPLY WITH THE CANADIAN ELECTRICAL CODE AND THE ELECTRICAL SAFETY AUTHORITY.
2. CONTRACTOR SHALL APPLY FOR AND OBTAIN AN ELECTRICAL PERMIT FROM THE ELECTRICAL SAFETY AUTHORITY.
3. ALL ROOMS SHALL HAVE CEILING MOUNTED LIGHTS CONTROLLED WITH AT LEAST ONE SWITCH.
4. AN EXTERIOR LIGHT CONTROLLED BY AN INTERIOR SWITCH SHALL BE PROVIDED AT EVERY ENTRANCE.
5. STAIRS SHALL BE LIGHTED AND CONTROLLED BY A THREE-WAY SWITCH AT THE TOP AND BOTTOM OF THE STAIRS.
6. RECEPTACLES SHALL BE LOCATED ALONG THE WALLS ACCORDING TO THE REQUIREMENTS OF THE CANADIAN ELECTRICAL CODE.
7. THE ELECTRICAL CONTRACTOR SHALL WORK WITH THE OWNER IN SELECTING THE APPROPRIATE LOCATION FOR LIGHT FIXTURES AND SWITCHES.
8. PROVIDE OWNER WITH FINAL CERTIFICATE OF APPROVAL FROM THE ELECTRICAL SAFETY AUTHORITY AT THE COMPLETION OF THE FINAL ELECTRICAL INSPECTION.

LINTEL SCHEDULE

1.5KPA SNOW LOAD, NON-STRUCTURAL SHEATHING, FROM TABLE A-15

ROOF & CEILING SUPPORT ONLY (MAIN FLOOR)

EXTERIOR WALLS		INTERIOR WALLS	
MAX. SPAN	LINTEL SIZE	MAX. SPAN	LINTEL SIZE
5'-5"	2 - 2"X6"	4'-5"	2 - 2"X6"
6'-6"	2 - 2"X8"	5'-4"	2 - 2"X8"
8'-1"	2 - 2"X10"	6'-7"	2 - 2"X10"
9'-5"	2 - 2"X12"	7'-8"	2 - 2"X12"

ROOF, CEILING AND 1 FLOOR SUPPORT ONLY (BASEMENT FLOOR)

EXTERIOR WALLS		INTERIOR WALLS	
MAX. SPAN	LINTEL SIZE	MAX. SPAN	LINTEL SIZE
4'-5"	2 - 2"X6"	3'-4"	2 - 2"X6"
5'-5"	2 - 2"X8"	3'-11"	2 - 2"X8"
6'-8"	2 - 2"X10"	4'-9"	2 - 2"X10"

ROOF, CEILING AND 2 FLOORS SUPPORT ONLY (NOT REQUIRED FOR THIS PROJECT)

EXTERIOR WALLS		INTERIOR WALLS	
MAX. SPAN	LINTEL SIZE	MAX. SPAN	LINTEL SIZE
4'-2"	2 - 2"X6"	8'-11"	2 - 2"X6"
5'-0"	2 - 2"X8"	3'-5"	2 - 2"X8"
6'-2"	2 - 2"X10"	4'-2"	2 - 2"X10"

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BCIN: 21601

02/27/17
Date (MM/DD/YY)

No	Date	Issue

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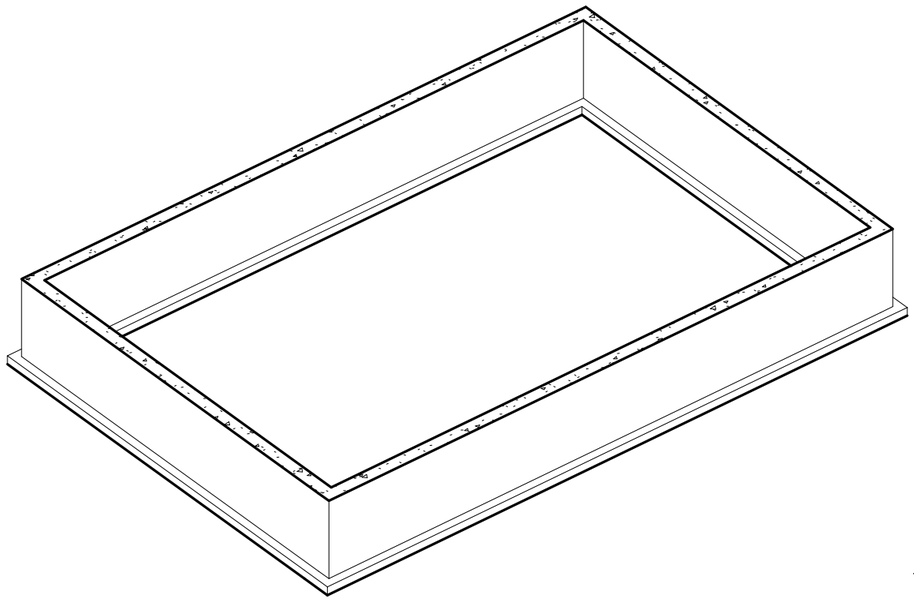
NEW DETACHED BARN
AT THE HESSELINK RESIDENCE
2026 REIDSVILLE ROAD
AYR, ONTARIO

CONSTRUCTION NOTES AND SCHEDULES

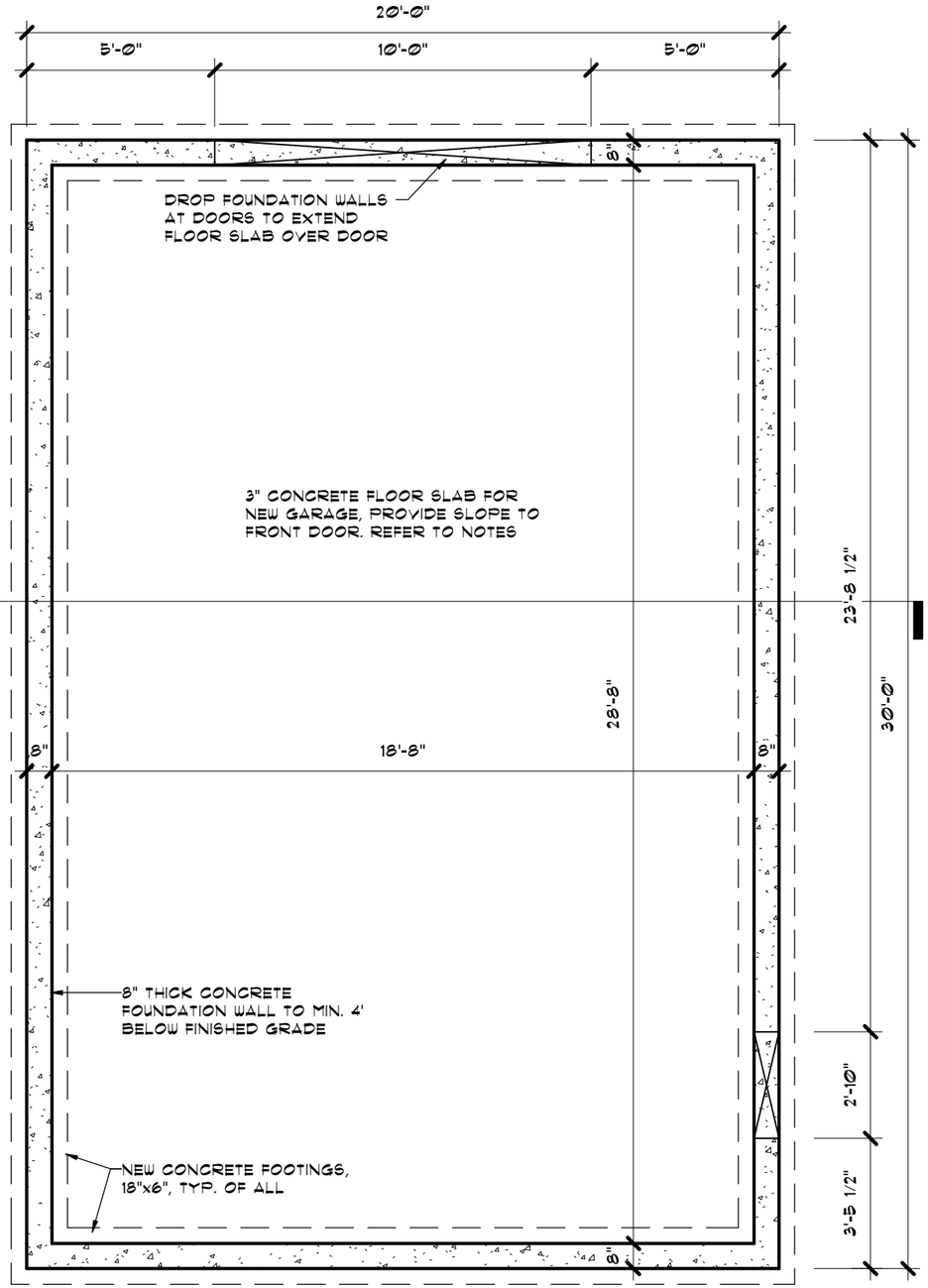
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A-2

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2
A-3
ISOMETRIC - FOUNDATION



1
A-3
BARN FOUNDATION
1/4" = 1'-0"

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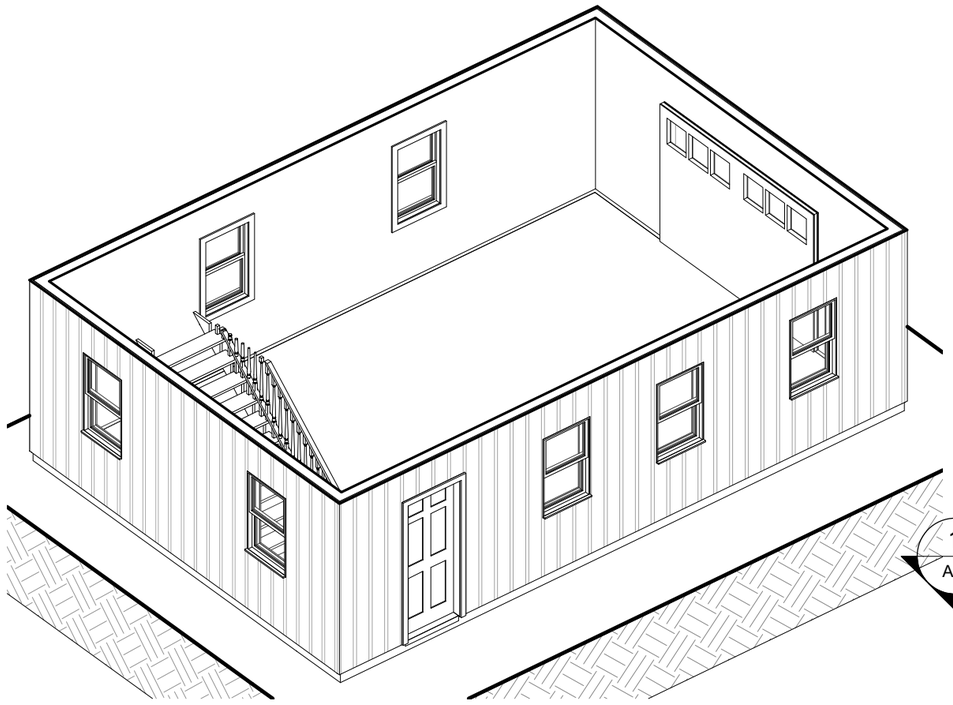
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FOUNDATION LAYOUT

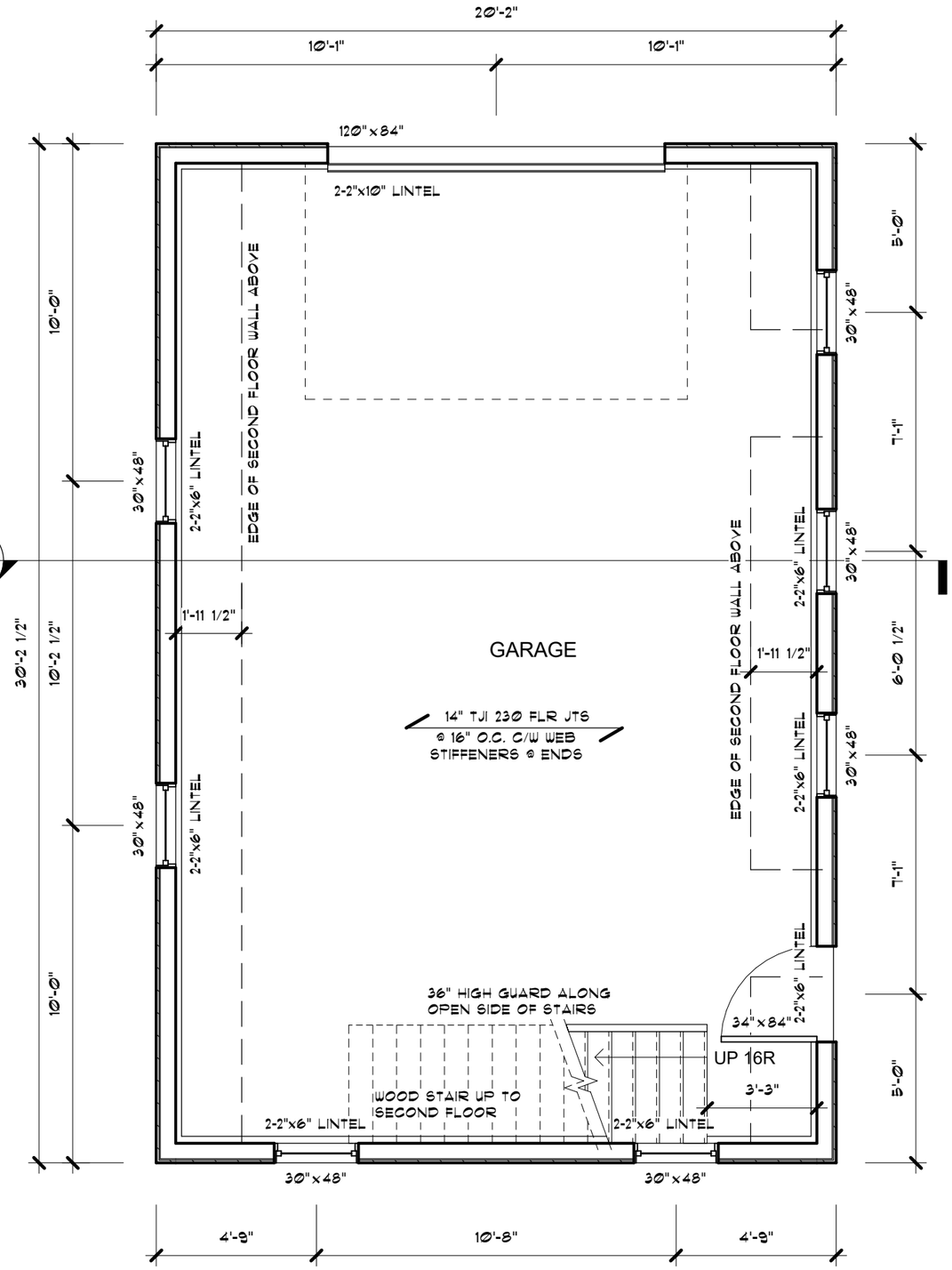
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A-3



2 A-4 ISOMETRIC - MAIN FLOOR



1 A-4 BARN MAIN FLOOR

1/4" = 1'-0"

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MAIN FLOOR

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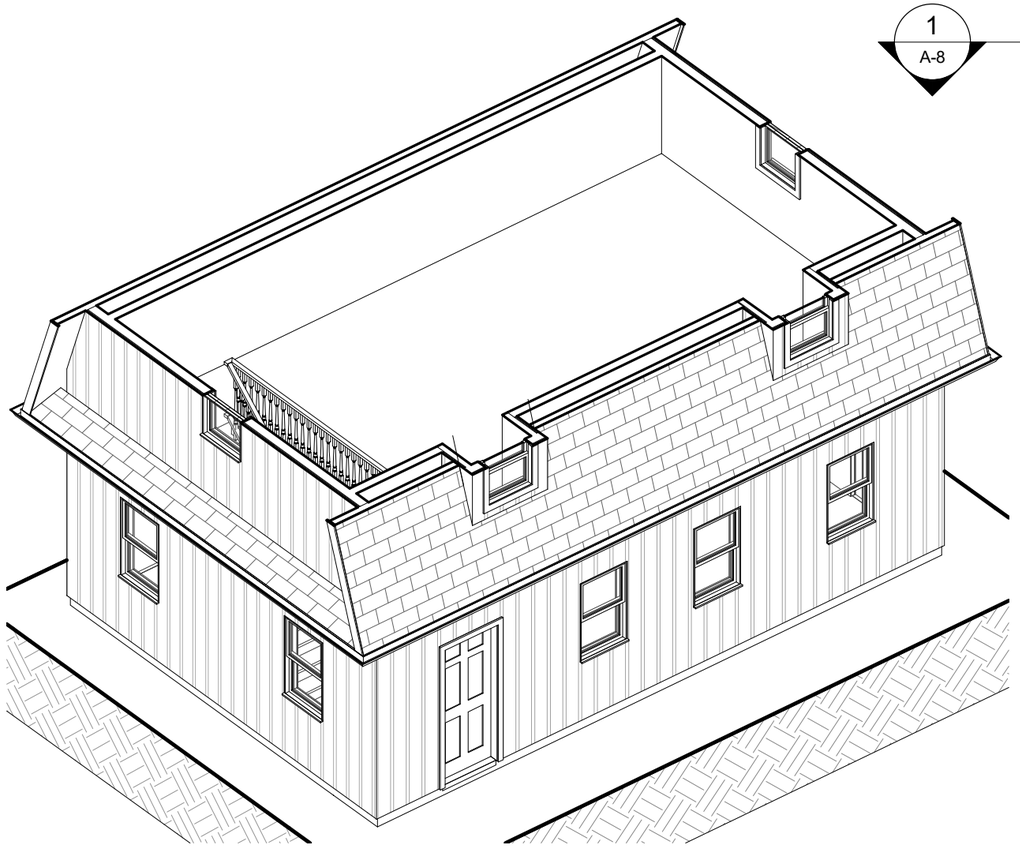
A-4

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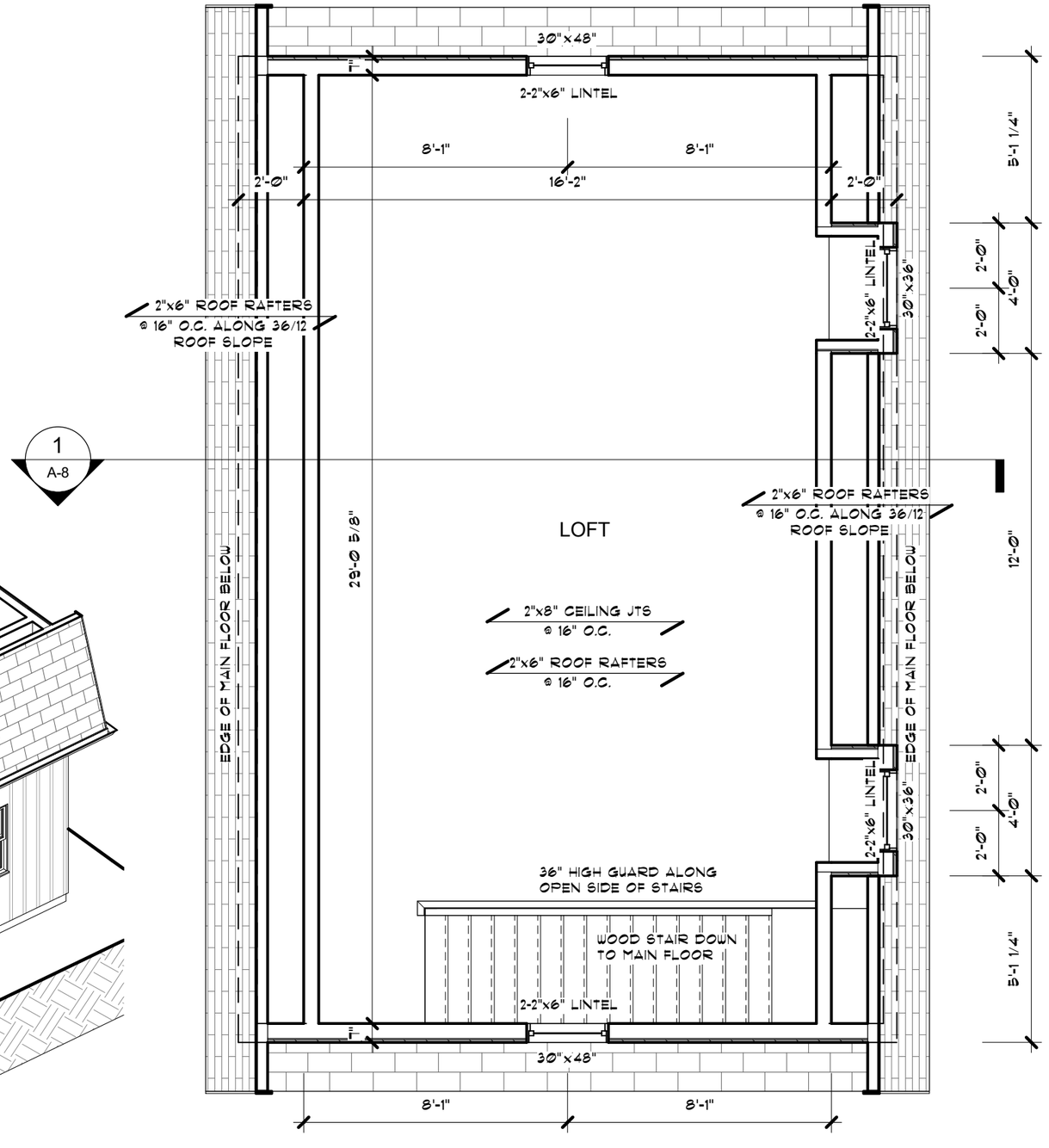
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Date (MM/DD/YY)



2 A-5 ISOMETRIC - SECOND FLOOR



1 A-8

1 A-5 BARN SECOND FLOOR
1/4" = 1'-0"

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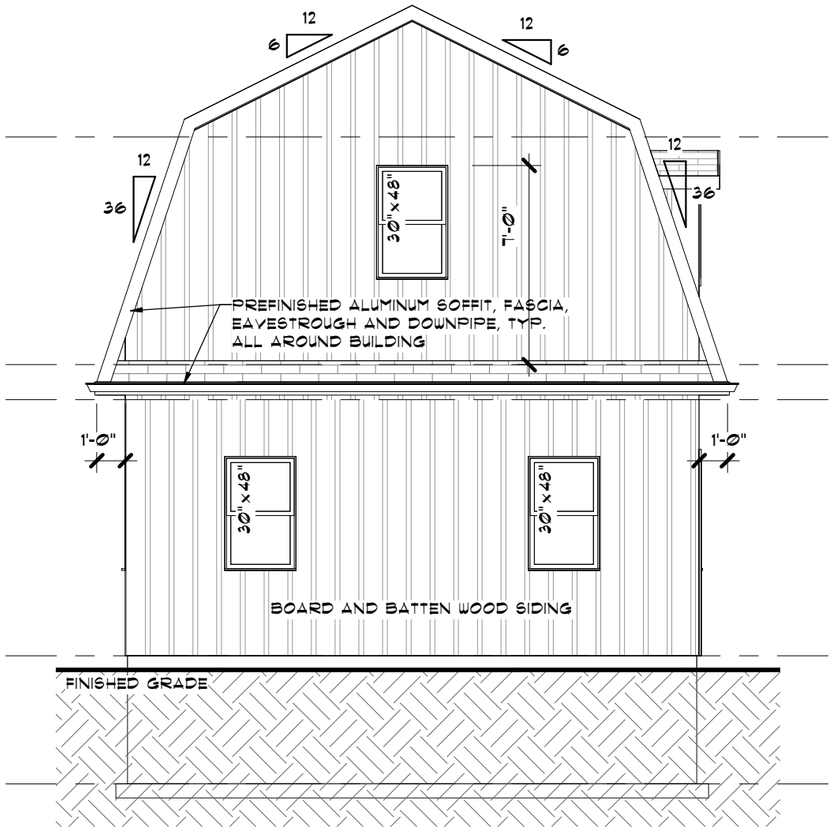
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NEW DETACHED BARN
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SECOND FLOOR

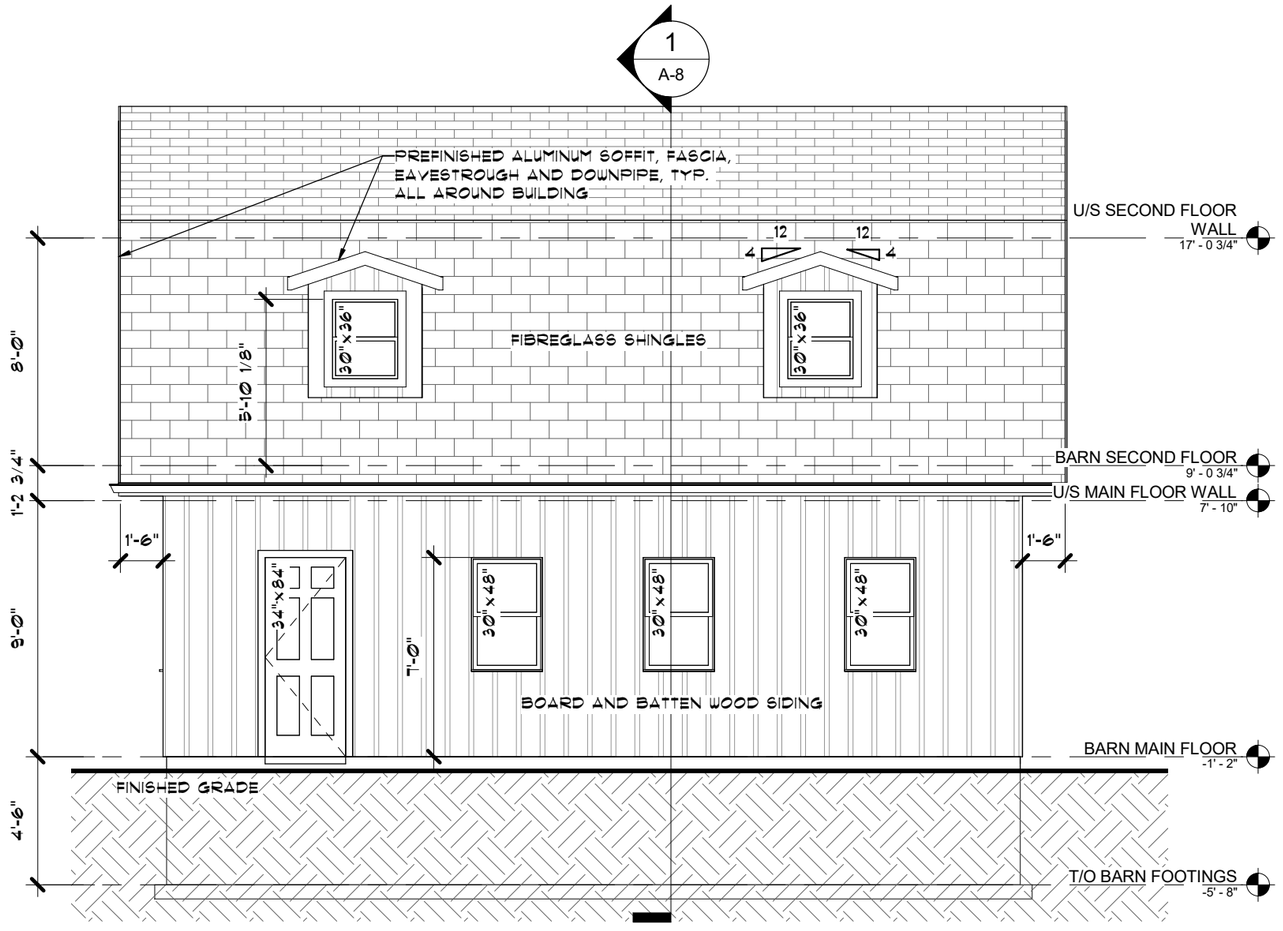
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A-5



2 A-6 BARN LEFT ELEVATION

3/16" = 1'-0"



1 A-6 BARN FRONT ELEVATION

3/16" = 1'-0"

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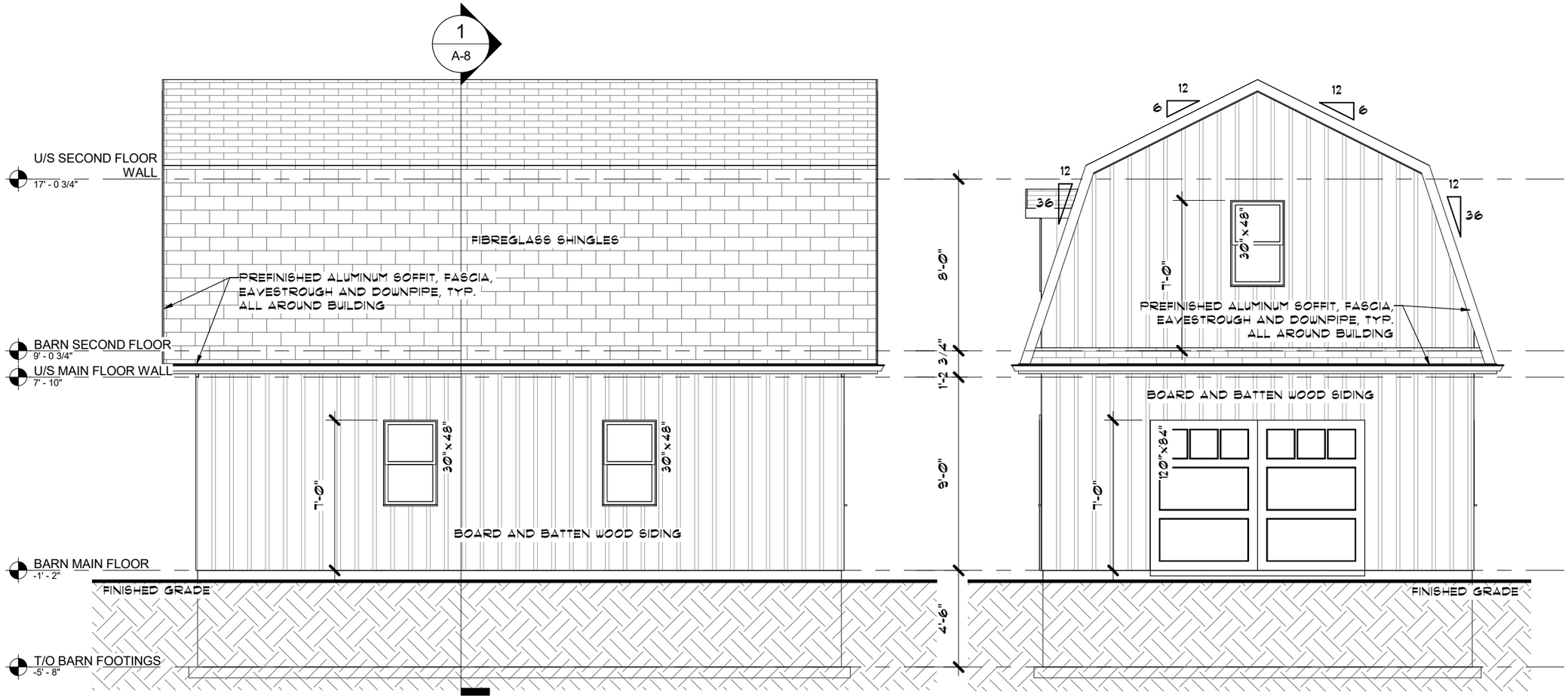
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BUILDING ELEVATIONS

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Drawn	J. D. GERRARD
Chck'd	J. D. GERRARD
Scale	3/16" = 1'-0"
Job #	17GD002

THIS DRAWING IS INTENDED TO BE VIEWED AT 11" BY 17"

A-6



1 A-7 **BARN REAR ELEVATION**

3/16" = 1'-0"

2 A-7 **BARN RIGHT ELEVATION**

3/16" = 1'-0"

I, James Gerrard declare that I have reviewed and take responsibility for the design activities checked below on behalf of a firm registered under Subsection 3.2.4 [Div. C] of the Ontario Building Code. These drawings and any Mark-ups contained herein are believed, to the best of my knowledge, to be in compliance with the O.B.C. I am Qualified and the Company is registered in the Classes noted below. Gerrard's Design & Drafting Inc. BCIN 28963

■ Small Buildings ☐ Large Buildings ☐ Building Services

James (Jim) D. Gerrard
BCIN: 21601

02/27/17
Date (MM/DD/YY)

No	Date	Issue

Gerrard's Design and Drafting Inc.
7 Cloverdale Crescent, Mannheim,
Ontario, N0B 2H0
Phone 519.579.3306 / Fax 519.579.4672

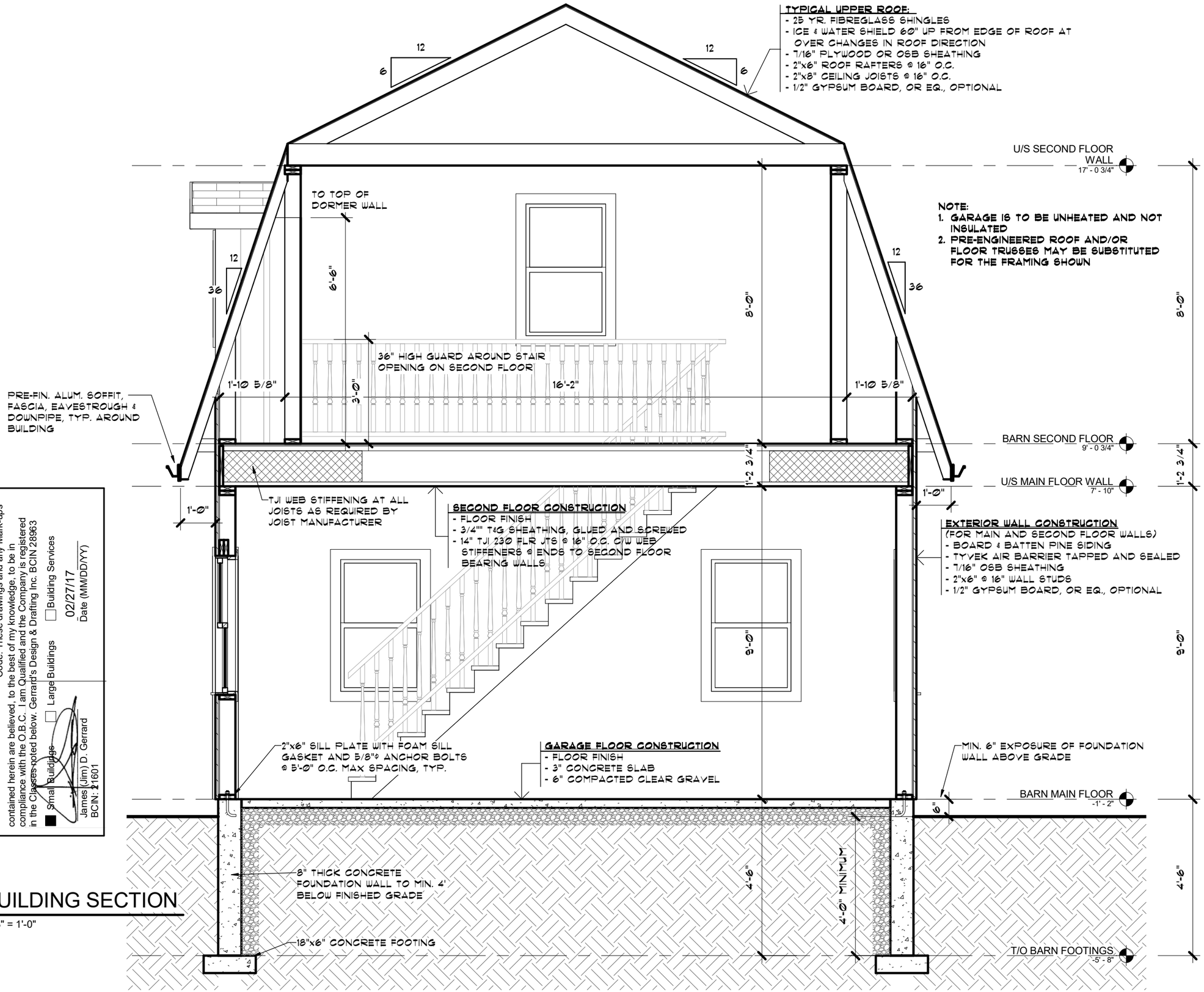
THIS DRAWING IS INTENDED TO BE VIEWED AT 11" BY 17"

NEW DETACHED BARN
AT THE HESSELINK RESIDENCE
2026 REIDSVILLE ROAD
AYR, ONTARIO

BUILDING ELEVATIONS

Status	PERMIT
Date	JAN. 20/17
Folder	-
File	2026 Reidsville.rvt
Drawn	J. D. GERRARD
Chck'd	J. D. GERRARD
Scale	3/16" = 1'-0"
Job #	17GD002

A-7



1 A-8 BUILDING SECTION

3/8" = 1'-0"

I, James Gerrard declare that I have reviewed and take responsibility for the design activities checked below on behalf of a firm registered under Subsection 3.2.4 [Div. C] of the Ontario Building Code. These drawings and any Mark-ups contained herein are believed, to the best of my knowledge, to be in compliance with the O.B.C. I am Qualified and the Company is registered in the Classes noted below. Gerrard's Design & Drafting Inc. BCIN 28963

☐ Small Buildings ☐ Large Buildings ☐ Building Services

James (Jim) D. Gerrard
BCIN: 21601

02/27/17
Date (MM/DD/YY)

No	Date	Issue

Gerrard's Design and Drafting Inc.
7 Cloverdale Crescent, Mannheim,
Ontario, N0B 2H0
Phone 519.579.3306 / Fax 519.579.4672

NEW DETACHED BARN
AT THE HESSELINK RESIDENCE
2026 REIDSVILLE ROAD
AYR, ONTARIO

BUILDING SECTION

THIS DRAWING IS INTENDED TO BE VIEWED AT 11" BY 17"

Status	PERMIT
Date	JAN. 20/17
Folder	-
File	2026 Reidsville.rvt
Drawn	J. D. GERRARD
Chck'd	J. D. GERRARD
Scale	3/8" = 1'-0"
Job #	17GD002

A-8

Township Of North Dumfries
2958 Greenfield Rd. P.O. Box 160
Ayr, Ontario,
N0B 1E0
(519) 632-8800
Contact Amy Ferguson
Phone (800) 563-5595 or (519) 632-8800
Fax (519) 632-8700

Permit No.

2017-0030

Farm Building

Action	Assessment Roll No.	Issued to	Date Issued
Erect	3001-020-006-01001-0000	Hesselink, Ed	March 29, 2017

Owner(s) HESSELINK JANET
HESSELINK EDWIN
2026 REIDSVILLE RD
AYR ON N0B 1E0

Contractor

Property Address 2026 REIDSVILLE RD
Legal Description CON 10 PT LOT 31
Lot Area 2 Acres
Lot Frontage 194

Value $40,000.00 Permit Fee $425.60

Brief Project Description **New Detached Barn--2026 Reidsville Road**

Structure TYPE I BARN
Length 30.00 Width 20.00
Height 17.00 Permit Area 11,452 Sq. Feet

Zoning Z.3 (Residential)

***The personal information on this permit was collected pursuant to the Building Code Act. Information contained herein may be available to the public in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), RSO 1990, c. M.56, s. 14(1)(c). Questions regarding this collection and* its release under the Act should be directed to the municipal Clerk during normal business hours**

The person to whom this permit has been issued shall notify the Chief Building Official in advance of the stages of construction specified in Building Code R.S.O. 1992 Reg 332/12, Division C, Part 1, s.1.3.5.1 (2) or attached

BUILDING CODE, O. Reg. 332/12 as amended

Adam Miller, Deputy, Chief Building Official

STAGES OF CONSTRUCTION REQUIRING NOTICE

- Plans Exam
- Readiness to construct footings, before concrete is poured
- Completion of footings and foundations prior to commencement of backfilling.
- Completion of insulation, vapour barriers and air barriers.
- Completion of the project.

POST THIS CARD IN A LOCATION TO BE SEEN FROM THE ROAD / WATER RMT01

The TOWNSHIP of NORTH DUMFRIES

MEMORANDUM

To: **Development Services, Township of North Dumfries**

Attention: Brock Linklater, Senior Planner

From: Sandy Bucholtz, Engineering Technologist

Re: **Request for Comments**

Date: Friday, June 27, 2025

Application(s): B-03-25, A-09-25
Owner(s): Ed and Janet Hesselink
Civic Address: 2026 Reidsville Road

Comments:
The Engineering and Public Works Department has reviewed the following information.

- Package as distributed by Planning

We offer the following comments

- B-03-25, Engineering and Public Works have no objections to the application provided application A-09-25 is approved.
- A-09-25, Engineering and Publics Works has no objections to the applications.

Brock Linklater

From: Eric Yates
Sent: June 20, 2025 10:56 AM
To: Planning
Cc: Robert Shantz
Subject: FW: Request for Comments - B-03/25 and A-09/25 - 2026 Reidsville Road, North Dumfries
Attachments: B-03-25,A-09-25 - Consent Sketch and Grading Plan.pdf; B-03-25,A-09-25 - Cover Letter.pdf; B-03-25,A-09-25 - Structural Report.pdf; B-03-25,A-09-25 - Scoped Hydrogeological Study_compressed (1).pdf; B-03-25,A-09-25 - Section 59 Notice.PNG; B-03-25,A-09-25 - Limiting Distance Calculation.xlsx; B-03-25,A-09-25 - Surrounding Lot Size Comparison.xlsx; B-03-25 - Consent Application Form.pdf; A-09-25 - Minor Variance Application Form.pdf

Fire has no comments on the minor variance.

Eric Yates, CFEI
Deputy Chief, Chief Fire Prevention Officer
North Dumfries Fire Department

Brock Linklater

From: John Brum <jbrum@grandriver.ca>
Sent: June 18, 2025 5:32 PM
To: Brock Linklater
Cc: Planning; Matthew Colley
Subject: B-03/25 & A-09/25 (2026 Reidsville Rd)-GRCA Comments
Attachments: B03-25 GRCA Map.pdf

Hi Brock,

Please be advised that the subject property is not regulated by the GRCA and are outside of our areas of interest (refer to the attached map). As such, the GRCA has no concerns/comments regarding the approval of these consent and minor variance applications by the Township of North Dumfries.

Regards,

John Brum
Resource Planner
Grand River Conservation Authority

400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2233
Toll-free: 1-866-900-4722
Email: jbrum@grandriver.ca
www.grandriver.ca | Connect with us on social media



Grand River Conservation Authority

Date: Jun 18, 2025
Author: J. Brum

B-03/25 & A-09/25 (2026 Reidsville Rd)

Legend

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

Copyright Grand River Conservation Authority, 2025.

Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.
The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.

Scale 1:1,487

NAD83 UTM zone 17 (EPSG:26917)

Map Centre (X,Y): 545569.04, 4796422.00 | Map Link

This map is not to be used for navigation | 2024 Ortho (ROWG)

Region of Waterloo

PLANNING, DEVELOPMENT
AND LEGISLATIVE SERVICES
150 Frederick Street, 8th Floor
Kitchener ON N2G 4J3 Canada
Telephone: 519-575-4400
TTY: 519-575-4608
Fax: 519-575-4449
www.regionofwaterloo.ca

June 25, 2025

Brock Linklater
Township of North Dumfries
106 Earl Thompson Rd, P.O. Box 1060
Ayr, ON N0B 1E0

File No.: D20-20/VAR NDU
2026 Reidsville Road
Ed and Janet Hesselink

Dear Mr. Linklater:

Re: Committee of Adjustment Meeting, Township of North Dumfries

Regional staff have reviewed the following Committee of Adjustment application and have no comments:

- A-09/25 – 2026 Reidsville Road – Ed and Janet Hesselink

Please be advised that any development on the subject lands is subject to the provisions of the Regional Development Charge By-law 19-037 or any successor thereof and may require payment of Regional Development Charges for this development prior to the issuance of a building permit.

The comments contained in this letter pertain to the Application number listed. If a site is subject to more than one application, additional comments may apply.

Please forward any decisions on the above-mentioned Application number to the undersigned.

Yours Truly,

Alec Hegarty

Alec Hegarty P. Eng.
Transportation Planner
ahegarty@regionofwaterloo.ca

Document Number: 5015807

Brock Linklater

From: Planning <planning@wcdsb.ca>
Sent: June 23, 2025 10:34 AM
To: Planning
Subject: Re: Request for Comments - B-03/25 and A-09/25 - 2026 Reidsville Road, North Dumfries

Good morning,

The Waterloo Catholic District School Board has reviewed the subject application and based on our development circulation criteria have the following comments/conditions:

1. That any Education Development Charges shall be collected prior to the issuance of a building permit(s).

Thank you.

Kind regards,

Isabelle Lung Ler | Planning Technician
P 519-578-3677 x 2355 | wcdsb.ca

Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

Brock Linklater

From: MAZEY, Neil <neil.mazey@canadapost.postescanada.ca>
Sent: June 19, 2025 7:33 AM
To: Planning
Subject: RE: Request for Comments - B-03/25 and A-09/25 - 2026 Reidsville Road, North Dumfries

Mail delivery for this additional unit would be via owner installed/maintained rural mailbox.

No further comments or concerns from Canada Post.

NEIL MAZEY |DELIVERY SERVICES OFFICER I DELIVERY PLANNING | CANADA POST | 955 HIGHBURY AVE N, LONDON ON N5Y 1A3 | 519-281-2253

The TOWNSHIP of NORTH DUMFRIES

PD Report No. 42-2025

Committee of Adjustment
July 7, 2025

Minor Variance Application
24 Manley Street
File No. A-08/25

Recommendation:

The Planner I/GIS Technician recommends:

1. **THAT PD Report No. 42-2025 be received;**

2. **AND THAT Minor Variance Application A-08/25 being a request to permit:**

    a. **A building line setback of 4.0 metres for the proposed covered porch whereas Section 6.10.1 of General Zoning By-law No. 689-83 establishes a building line of 6.25 metres,**

BE APPROVED

1. Purpose:

The purpose of this report is to advance a Recommendation for the Committee's consideration on the merits of the application. The Owner is seeking relief from the provisions of the General Zoning By-law No. 689-83 to facilitate the construction of a covered porch within the front yard of the subject property municipally addressed at 24 Manley Street. This Minor Variance Application was the subject of a Public Meeting convened by the Committee of Adjustment on June 17th, 2025.

2. Background:

2.1 Application Summary

Application(s)	**Minor Variance Application A-08/25**
Related Application (s)	N/A
Owner(s):	Gerald Gillespie
Applicant(s)/Agent(s):	Nadine Feser
Legal Description:	LT 14 N/S MANLEY ST PL VILLAGE OF AYR; LT 17 BTN MANLEY ST & HALL ST PL VILLAGE OF AYR; NORTH DUMFRIES

Civic Address:	24 Manley Street, Ayr, North Dumfries
Assessment Roll No.:	300101000217400

2.2 Location & Property Context

The subject property is located on the north side of Manley Street, north of the intersection of Manley Street and MacDonald Street, in the village of Ayr.

The subject property is approximately 1,964 m^2 (21,140 ft^2) in area with a corresponding lot frontage of approximately 22.8 m (74.8 ft) onto Manley Street.

The property is currently developed with a two-storey detached dwelling and accessory buildings. The location map below provides an aerial view of the subject property.

Figure 1: Location Map

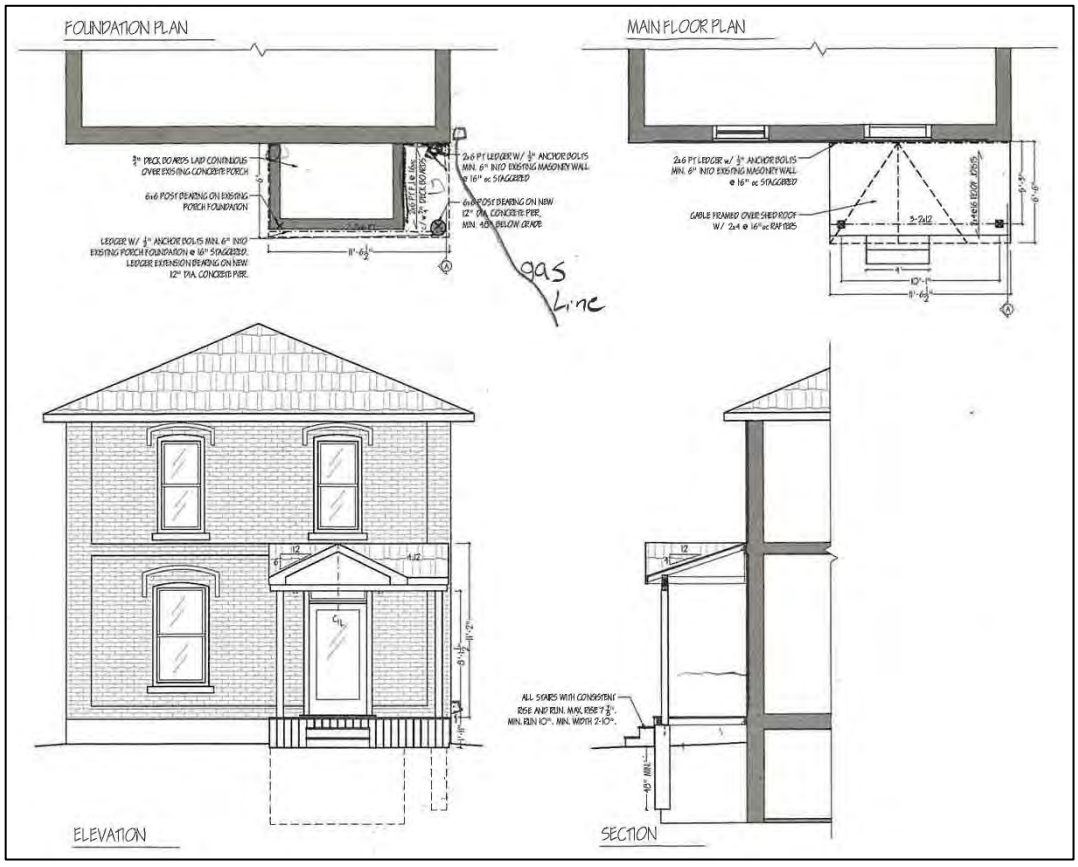


3. Development Overview

The purpose of the proposed minor variance application is to facilitate the construction of a covered porch within the front yard of the subject property. The proposed covered porch structure will be attached to the front wall of the principal dwelling. Under General Zoning By-law No. 689-83, the covered porch is considered part of the main building due to its physical connection to the dwelling.

The proposed covered porch will have a footprint measuring approximately 3.52 m (11.54 ft) x 1.98 m (6.5 ft) in size, with a total area of approximately 6.97 m^2 (75.02 ft^2), as illustrated below in Figure 2.

Figure 2: Proposed Elevation



The property is zoned Z.4 – Urban Residential in General Zoning By-law No. 689-83.

The following minor variance is being requested by the Owner from General Zoning By-law 689-83 as set out below:

1. Section 6.10.1 of General Zoning By-law 689-83 establishes a building line of 6.25 m (20.5 ft) for the subject property. The Owner seeks relief from this provision to permit a building line of 4.26 m (14 ft), a reduction of 1.98 m (6.5 ft).

Figure 3: View of Subject Property from Manley Street



4. Planning Policies & Regulations

4.1 Planning Act

Section 45 (1) of the *Planning Act* sets out criteria to be considered when reviewing minor variance applications. The Committee of Adjustment may authorize such minor variance from the provisions of the Zoning By-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure.

The criterion to be used by the Committee in the evaluation of a minor variance application is as follows:

1. Is the general intent and purpose, in the opinion of the Committee, of the Official Plan maintained;
2. Is the general intent and purpose, in the opinion of the Committee, of the Zoning By-law maintained;
3. Is the proposed variance desirable for the property and is it compatible with adjacent uses and properties; and,
4. Is the variance, in the opinion of the Committee, minor in nature.

4.2 Provincial Planning Statement (PPS) 2024

The subject property is located within a settlement area. The proposed development is consistent with the following policies of the PPS:

2.3.1.1 Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.

4.3 Regional Official Plan

The subject property is designated Built-Up Area on Map 2 of the Region Official Plan. The following policy is applicable to the proposed development:

2.E.1.1 Township Urban Areas are designated as shown on Map 1. This designation contains the central urban areas of the Townships of North Dumfries, Wellesley, Wilmot and Woolwich that are not part of the city Urban Area. The lands included within this designation are intended to serve as the focus for growth outside of the Urban Area within the planning horizon of this Plan.

2.E.1.2 Area municipalities will develop official plan policies and implementing zoning by-laws, and other planning documents or programs, to ensure that development occurring within Township Urban Area is planned and developed in conformity with the same development criteria as for Urban Areas outlined in in Section 2.C.2.2, and other applicable policies in this Plan.

4.4 Township of North Dumfries Official Plan

4.4.1 Land Use Designations

The subject property is designated Urban Residential and Ancillary on Map 2.1 of the

Township Official Plan. The following policies are applicable to the proposed development:

2.6.1.1 The Urban Residential and Ancillary designation provides for the development of residential and associated ancillary uses on municipal water and wastewater services within the Ayr Urban Area. Development within this designation is intended to accommodate an appropriate range and mix of housing in terms of density and affordability to satisfy the long-term needs of the township in accordance with the policies in Section 3.2 of this Plan.

2.6.1.3 Specific types and densities of residential development and ancillary uses will be regulated through the Township Zoning By-Law.

4.4.2 Land Use Compatibility

Section 3.1.1 of the Official Plan contains policies on land use compatibility. It states that the Township will encourage development that is compatible with the location, density, and other characteristics of surrounding land uses. Factors used to assess the compatibility of the proposed development include, but are not limited to:

- The density, scale, height, massing, visual impact, building materials and architectural character of surrounding buildings, and the preservation of natural environment.

4.5 General Zoning Bylaw 689-83

The property is zoned Z.4 (Urban Residential) under General Zoning By-law No. 689-83. Permitted uses include a residential building and accessory uses. Matters relevant to the consideration of this minor variance application include:

- The proposed building line setback

5. Consultation

5.1 Public Correspondence

As of the date of preparing this report for inclusion in the July 7th 2025, Committee of Adjustment Meeting Agenda, one piece of correspondence was received from a neighbouring resident expressing support for the proposed application.

Any additional correspondence received up to the time of the meeting on July 7th, 2025, will be distributed to the Committee.

5.2 Agency Correspondence

The application was circulated and as of the date of preparing this report for inclusion in the July 7th, 2025, Committee of Adjustment Meeting Agenda, the following comments were received:

1. Township Fire Department

    - No concerns with the proposed application.

2. Region of Waterloo

    - No concerns with the proposed application.

3. Waterloo Catholic District School Board

    - No concerns with the proposed application.

4. Township Engineering Department

    - No concerns with the proposed application.

5. Township Building Department

    - No concerns with the proposed application.
    - A building permit will be required

6. Grandbridge Energy

    - No concerns with the proposed application.

7. Grand River Conservation Authority (GRCA)

    - No concerns with the proposed application as the property is not located within the GRCA regulation limit

6.0 Planning Opinion & Recommendation

Staff have assessed both the property and adjoining land holdings. Staff have reviewed the applicable provisions of the Official Plan, General Zoning By-Law No. 689-83, Planning Act, and Provincial Planning Statement, and comments submitted to date from the circulation of the application (A-08/25).

Upon review of the request, staff are recommending a revised building line setback of 4.0 metres, rather than the 4.26 metres originally proposed by the applicant. This adjustment provides a small buffer to help ensure there are no issues related to overhangs, encroachments, or construction tolerances. The change is considered minor, does not impact sightlines or grading, and maintains consistency with the overall intent of the application.

In the context of this application, Staff is of the opinion that the proposed development meets the four tests of a minor variance as outlined by the Planning Act. Staff's planning opinion/recommendation is based on the following:

1. The application was circulated to external agencies and internal departments for review and comments. No comments or concerns were received that would preclude the proposed application from moving forward.

2. The adjacent property Owners were notified within a 120m radius of the subject property. No correspondence was received that would preclude the proposed application from moving forward.

3. The subject property is designated Urban Residential and Ancillary in the Township of North Dumfries Official Plan, which supports low-density residential uses. The proposed covered front porch complements the primary residential use and aligns with the character of the surrounding neighbourhood.

4. The property is zoned Z.4 – Urban Residential, which establishes minimum front yard setbacks and building line requirements to promote a consistent streetscape and ensure separation between structures and the road allowance. While the proposed covered porch projects into the front yard setback, it is open in design, maintaining appropriate separation from the street and preserving sightlines.

5. The proposed covered porch improves the front entrance of the dwelling by offering shelter from the elements and enhancing the overall appearance of the home. Porches are a common architectural feature in the neighbourhood, contributing to a cohesive streetscape and reinforcing the residential character of the area. The addition is in keeping with the surrounding built form and supports the continued appropriate use of the property for residential purposes.

6. The variance is minor in nature, as the projection into the front yard does not create any significant adverse impacts. The open structure does not obstruct views or affect adjacent properties and maintains compatibility with surrounding development. Given the scale and context of the proposal, the requested relief is considered minor.

7. Financial Implications

The consideration of this report does not affect the 2025 Budget.

8. Attachments

1. Proposed Elevation
2. Survey
3. Public Comment
4. Agency Comments

For further information on the contents of this report, please contact Christina Blazinovic, Planner I/GIS Technician at 519-632-8800 ext. 131 or via email at cblazinovic@northdumfries.ca

Report Prepared By,

Christina Blazinovic

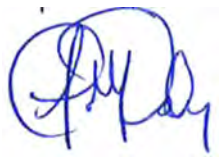
Christina Blazinovic
Planner I/GIS Technician

Report Reviewed By,

"Shannon Black"

Shannon Black, CBCO
Director of Development Services

Respectfully Submitted By:

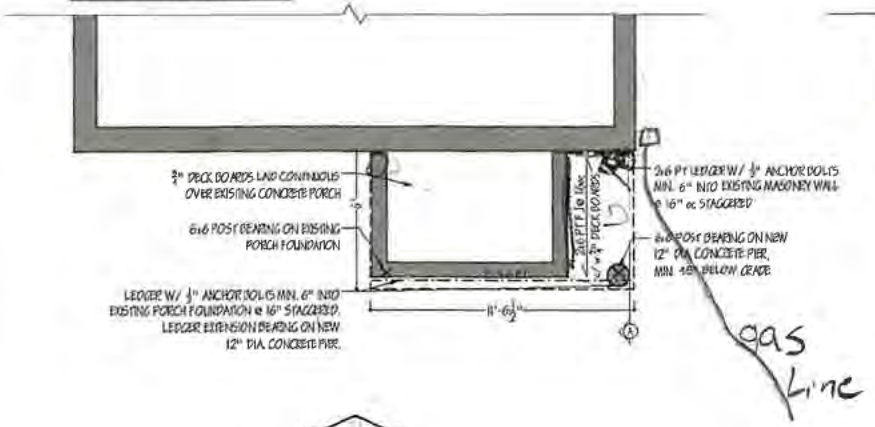


Andrew McNeely,
Chief Administrative Officer

Plan A: as shown w/ keys

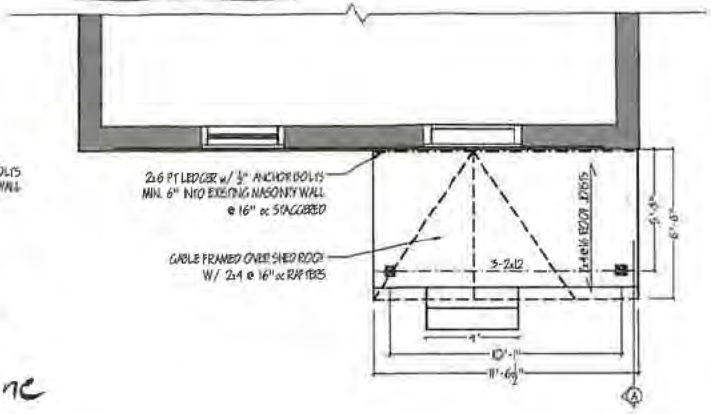
Plan B: with supporting post

FOUNDATION PLAN



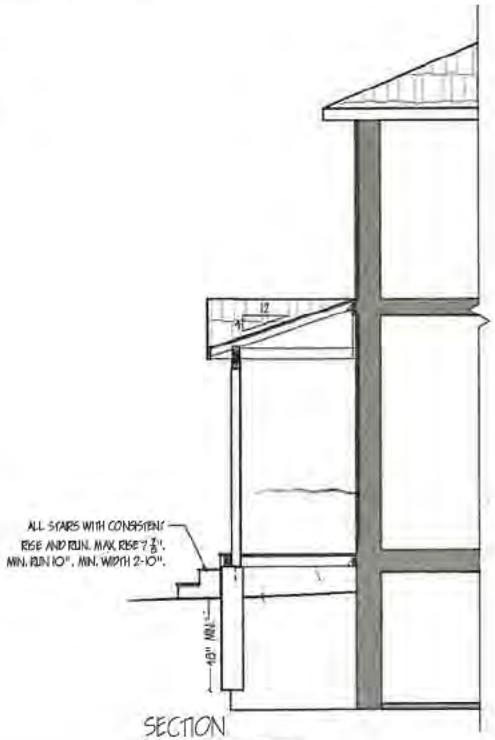
gas line

MAIN FLOOR PLAN





ELEVATION



SECTION

ALL DIMENSIONS AND SIZE DESIGNATIONS GIVEN ARE SUBJECT TO VERIFICATION ON JOB SITE AND ADJUSTMENT TO FIT JOB CONDITIONS. CONTRACTORS MUST VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPENCIES OR OMISSIONS TO THE DESIGNER BEFORE COMMENCING THE WORK.

ALL DIMENSIONS TO BE CONFIRMED ON SITE

VOLUMES of SPACE

26 DOUGLAS ST UNIT B2, GUELPH, ON.

THIS IS AN ORIGINAL DESIGN AND THE PROPERTY TO VOLUMES OF SPACE, INC.. DRAWINGS AND SPECIFICATIONS MUST NOT BE RELEASED OR COPIED WITHOUT PERMISSION OF THE DESIGNER.

THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS THE QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO DESIGN WORK SHOWN ON THE ATTACHED DOCUMENTS.

QUALIFIATION INFORMATION:

Joleen Constantis	27755
NAME	BCIN

SIGNATURE OF DESIGNER

CLIENT: M.M.E.R.

PROJECT: Covered Front Porch

PROJECT LOCATION: 24 Manley St, Ayr, ON.

DRAWING DATE: October 13, 2022

SCALE: 3/16" = 1'-0"

DRAWING NAME: Proposed

DRAWN BY: Kelly Ross/ Joleen C.

DRAWING NUMBER: 2-1

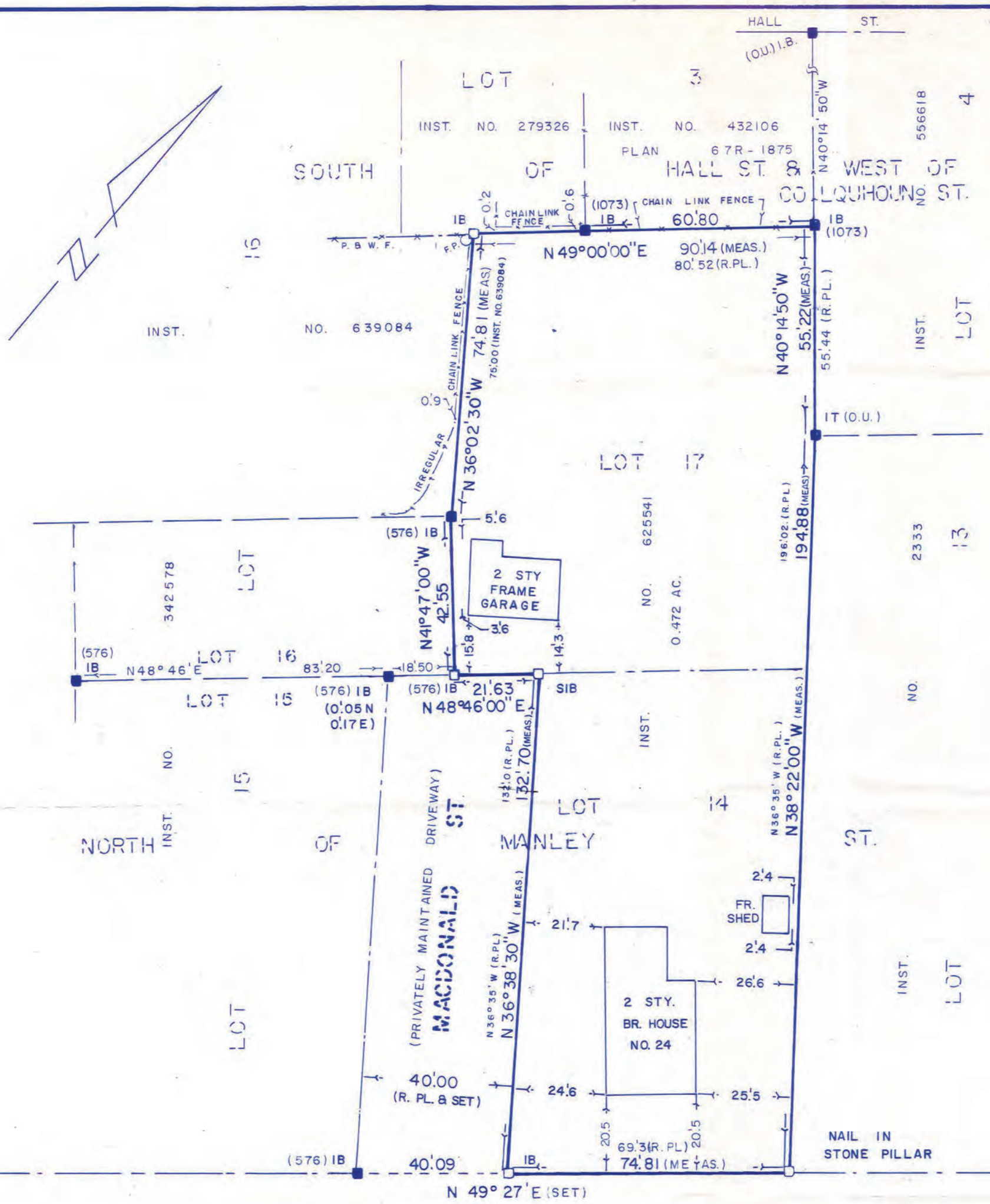
Building Location Survey of
LOTS 14 AND 17, NORTH
REG'D PLAN OF VILLAGE
TOWNSHIP OF NORTH DU
Regional Municipality of Wat

SCALE : 1 INCH = 30 FEET

WYMAN & AUER LIMITED – 1985

NOTES

1. DISTANCES SHOWN ON TH
AND CAN BE CONVERTED
BY 0.3048
2. BEARINGS ARE ASTRONOM
THE NORTHERLY LIMIT
AS SHOWN ON REG'D PLAN
HAVING A BEARING OF N4



LEGEND

●—	– FOUND SURVEY
○—	– PLANTED SURV
S.I.B.	– STANDARD IRO
I.B.	– IRON BAR
R.I.B.	– ROUND IRON BA
C.C.	– CUT CROSS
I.T.	– IRON TUBE
WIT.	– WITNESS
MEAS.	– MEASURED
PROP.	– PROPORTIONED
℄	– CENTRE LINE
R. PL.	– REGISTERED PL
P.W.F.	– POST & WIRE
1073	– C. A. MacDONA
576	– N. J. GOEBEL
O.U.	– ORIGIN UNKNO

SURVEYOR'S CERTIFICAT

I CERTIFY THAT :
THE FIELD SURVEY REPRESE
WAS COMPLETED ON THE S

MAY 15, 1985
DATED

WYMA
ONTA
637
KI

MAY 15, 1

FORM GG

FILE NUM

From: Ashley Good
To: Christina Blazinovic
Subject: FW: Minor variance a-08/25 comments
Date: June 13, 2025 9:06:30 AM
Attachments: icon.png
image001.png
image002.png

Comments received related to application A-08/25 (24 Manley Street).

Ashley Good
Clerk

Township of North Dumfries
106 Earl Thompson Road, 3rd Floor P.O. Box 1060
Ayr, Ontario N0B 1E0
☎ **519-632-8800 ext. 122**
✉ **agood@northdumfries.ca**

From: dmichael.atos[redacted]
Sent: June 12, 2025 12:05 PM
To: Clerk <clerk@northdumfries.ca>
Subject: Minor variance a-08/25 comments

> You don't often get email from[redacted] Learn why this is important

Ha! Typo in the email address. Please see below for my comments.

-D

---------- Forwarded message ---------
From: **Mail Delivery Subsystem**[redacted]
Date: Thu, Jun 12, 2025, 11:39 a.m.
Subject: Delivery Status Notification (Failure)
To:[redacted]

Address not found

Your message wasn't delivered to **clerk@northdimfries.ca** because the domain northdimfries.ca couldn't be found. Check for typos or unnecessary spaces and try again.

LEARN MORE

The response was:

```
DNS Error: DNS type 'mx' lookup of northdimfries.ca responded with code
NXDOMAIN Domain name not found: northdimfries.ca For more information, go
to https://support.google.com/mail/?p=BadRcptDomain
```

---------- Forwarded message ----------
From: "dmichael.atos" [redacted]
To: clerk@northdimfries.ca
Cc:
Bcc:
Date: Thu, 12 Jun 2025 11:21:40 -0400
Subject: Minor variance a-08/25 comments
Hello,

My name is David Atos, and I am the owner of [redacted] in Ayr, just around the corner from 24 Manley and Gerald who has applied for the variance.

I am in support of granting the variance. The current 6.25m building line feels kind of silly in this instance, since there are multiple buildings on the street that do not meet it, and because the front yard of 24 Manley is elevated with a retaining wall at the sidewalk.

The proposed structure is open, so it is not a significant impact to sightlines on the street. Additionally, a new porch will improve the streetscape over the crumbling concrete porch that currently exists.

Thank you for registering my comment. If you have any further questions, do not hesitate to contact me.

Regards,

David Atos

The TOWNSHIP of NORTH DUMFRIES

MEMORANDUM

To: **Development Services, Township of North Dumfries**

Attention: Christina Blazinovic Planner I/GIS Technician

From: Sandy Bucholtz, Engineering Technologist

Re: **Request for Comments**

Date: Tuesday, June 10, 2025

Application(s): A-08-25
Owner(s): Gerald Gillespie
Civic Address: 24 Manley St.

Comments:
The Engineering and Public Works Department has reviewed the following information.

- Package as distributed by Planning

We offer the following comments

- Engineering Public Works has no objections to the application.

June 13, 2025

C/A 08/25
24 Manley St., Ayr, North Dumfries

Township of North Dumfries
2985 Greenfield Rd
Ayr, ON N0B 1E0
Attn: Christina Blazinovic

Via - E-mail

Re: 24 Manley St., North Dumfries, request for a minor variance to allow a reduction to the building line to facilitate a proposed covered porch

---

GBE has no objection to the proposal from the Applicant/Owner for a minor variance to allow a reduction to the building line to facilitate a proposed covered porch. All GBE and ESA minimum clearances to existing and proposed hydro plant must be met. GBE has a primary pole line located on Manley St., the Applicant/Owner is cautioned to ensure clearances are met. If relocation and/or upgrade is required as a result of this application the Applicant/Owner will be responsible for 100% cost. If easements are required as a result of this application the Applicant/Owner will be responsible for 100% cost. As per GBE, Conditions to Service, latest edition, only one service per property is permitted. The Applicant/Owner is advised to call for locates prior to the start of construction.

Refer to GBE Residential Spec book at www.grandbridgeenergyplus.com
Hydro poles/guy wires and anchors/padmount transformers/switching units/service pits/street light poles to be 1.5m from driveway entrances/curbs. Relocation at 100% owners' expense.
All planting near GBE owned overhead power lines and padmount equipment must be installed in accordance with http://www.esasafe.com/assets/image/Tree-Planting.pdf
Must maintain required clearances (ESA & GBE) from existing overhead electrical plant.
Owner/Applicant may be required to provide ESA clearance calculations to existing overhead and underground electrical distribution equipment. Calculations must be signed off by a P.Eng.
As per GBE, Current Conditions to Service, latest edition, only one service per property is permitted.

Should additional information be required, kindly contact me at your convenience.

Kindest Regards,
GRANDBRIDGE ENERGY INC.
Helen Robinson
Engineering Contract Administrator

Region of Waterloo

PLANNING, DEVELOPMENT
AND LEGISLATIVE SERVICES
150 Frederick Street, 8th Floor
Kitchener ON N2G 4J3 Canada
Telephone: 519-575-4400
TTY: 519-575-4608
Fax: 519-575-4449
www.regionofwaterloo.ca

May 28, 2025

Christina Blazinovic
Township of North Dumfries
106 Earl Thompson Road, 3rd Flr,
P.O. Box 1060
Ayr, ON N0B 1E0

File No.: D20-20/Var ND

Dear Ms. Blazinovic:

Re: Committee of Adjustment, Township of North Dumfries

Regional staff have reviewed the following Committee of Adjustment application(s) and have no comments:

A-07/25, Lot 7, Cheese Factory Road, Chuck Asmussen

A-08/25, 24 Manly Street, Ayr, Gerald Gillespie

Please be advised that any development on the subject lands is subject to the provisions of the Regional Development Charge By-law 19-037 or any successor thereof and may require payment of Regional Development Charges for these development(s) prior to the issuance of a building permit.

The comments contained in this letter pertain to the Application number(s) listed. If a site is subject to more than one application, additional comments may apply.

Please forward any decisions on the above mentioned Application number(s) to the undersigned.

Yours Truly,

Cheryl Marcy

Cheryl Marcy, C.E.T.
Manager, Corridor Development
226-753-1093

Document Number: 4991316

From:	Eric Yates
To:	Planning
Cc:	Robert Shantz
Subject:	FW: Request for Comments - A-08/25 - 24 Manley Street, North Dumfries
Date:	May 30, 2025 8:44:16 AM
Attachments:	A-08-25 - Section 59.PNG A-08-25 - Survey.pdf A-08-25 - Application Form.pdf A-08-25 - Proposed Elevation & Dimensions.pdf A-08-25 - Location Map.jpg

---

We have no comments on the minor variance.

Eric Yates, CFEI
Deputy Chief, Chief Fire Prevention Officer
North Dumfries Fire Department

From: Andrew Herreman
To: Christina Blazinovic
Subject: FW: Request for Comments - A-08/25 - 24 Manley Street, North Dumfries
Date: June 9, 2025 11:00:14 AM
Attachments: A-08-25 - Section 59.PNG
A-08-25 - Survey.pdf
A-08-25 - Application Form.pdf
A-08-25 - Proposed Elevation & Dimensions.pdf

You don't often get email from aherreman@grandriver.ca. Learn why this is important

Hi Christina,

The subject property is not regulated by the GRCA under Ontario Regulation 41/24. As such, GRCA staff will not be providing comments for this application.

Sincerely,

Andrew Herreman, CPT
Resource Planning Technician
Grand River Conservation Authority

Office: 519-621-2763 ext. 2228
Email: aherreman@grandriver.ca

From:	Planning
To:	Planning
Subject:	Re: Request for Comments - A-08/25 - 24 Manley Street, North Dumfries
Date:	June 2, 2025 2:20:15 PM
Attachments:	Outlook-13ztcupa.png

Good afternoon,

The Waterloo Catholic District School Board has reviewed the subject application and has no comments to add.
Thank you.

Kind regards,

Isabelle Lung Ler | Planning Technician
P 519-578-3677 x 2355 | wcdsb.ca

Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

From: Shannon Black
To: Christina Blazinovic
Subject: RE: Request for Comments - A-08/25 - 24 Manley Street, North Dumfries
Date: June 17, 2025 6:26:17 PM
Attachments: image003.png
image006.png
image008.png

Christina

Building has no concerns with this proposal

The applicants will need to obtain a building permit for the construction and will need to work with the building department on certifying the construction that has started prior to obtaining a permit.

Regards

Shannon Black, CBCO
Director of Development Services/Chief Building Official

The Corporation of the Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0

☎ 519-632-8800 🖷 519-632-8700
✉ sblack@northdumfries.ca

Website: www.northdumfries.ca







Do you really need to print? Think green.
Confidentiality Notice: This email correspondence (including any attachments) may contain information which is confidential and/or exempt from disclosure under applicable law, and is intended only for the use of the designated recipient(s) listed above. Any unauthorized use or disclosure is strictly prohibited. If you are not the intended recipient, or have otherwise received this message in error, please notify the sender by replying via email, and destroy all copies of this original correspondence (including any attachments). Thank you for your cooperation.

The TOWNSHIP of NORTH DUMFRIES

PD Report No. 43-2025

Committee of Adjustment
July 7, 2025

Minor Variance Application
Pt Lt 7 Con 7 North Dumfries Pts 1 - 4 67R2683; S/T 145505; North Dumfries
File No. A-07/25

Recommendation:

The Planner I/GIS Technician recommends:

1. **THAT PD Report No. 43-2025 be received.**

2. **AND THAT Minor Variance Application A-07/25 being a request to permit:**

    a. **A building line setback of 14 m, whereas Section 6.10.2 of General Zoning By-law No. 689-83 establishes a building line of 16 m;**

    b. **A Minimum Distance Separation (MDS I) setback of 273 m, whereas Section 6.29.1 of General Zoning By-law No. 689-83 requires a Minimum Distance Separation (MDS I) setback of 286 m.**

    BE APPROVED, subject to the following condition:

    1. **THAT prior to the issuance of any building permits, confirmation that a development agreement has been registered on title, at the applicant's expense, to inform any future purchaser of potential odours or sounds that may arise from the proximity to neighbouring barns.**

1. Purpose:

The purpose of this report is to advance a Recommendation for the Committee's consideration on the merits of the application. The Owner seeks relief from the provisions of General Zoning By-law 689-83 to permit a reduced Minimum Distance Separation (MDS 1) and street line setback to facilitate the construction of a single detached dwelling. This Minor Variance Application was the subject of a Public Meeting convened by the Committee of Adjustment on June 17th, 2025.

2. Background:

2.1 Application Summary

Application(s)	**Minor Variance Application A-07/25**
Related Application (s)	N/A
Owner(s):	Chuck Asmussen
Applicant(s)/Agent(s):	Chuck Asmussen
Legal Description:	PT LT 7 CON 7 NORTH DUMFRIES PTS 1 - 4 67R2683; S/T 145505; NORTH DUMFRIES
Civic Address:	Unaddressed
Assessment Roll No.:	300104000108803

2.2 Location & Property Context

The subject property is located at the southwest corner of the intersection of Maple Manor Road and Cheese Factory Road.

The subject property is approximately 2.39 hectares (5.9 acres) in area with a corresponding lot frontage of approximately 126.65 m (415.51 ft) onto Cheese Factory Road and 262.72 m (861.94 ft) onto Maple Manor Road.

The property is currently vacant. The location map below provides an aerial view of the subject property

Figure 1: Location Map



3. Development Overview

The purpose of the proposed minor variance application is to seek relief from General Zoning By-law No. 689-83 to permit a reduced Minimum Distance Separation (MDS 1) and street line setback to facilitate the construction of a single detached dwelling.

A dairy barn situated on the adjacent parcel, municipally addressed as 1498 Cheese Factory Road, necessitates a Minimum Distance Separation of 286 m (938.32 ft) for the proposed dwelling.

The majority of the property is regulated by the Grand River Conservation Authority (GRCA) and includes floodplain at the rear. Due to these constraints, the dwelling is proposed to be closer to the road to avoid the floodplain and allow adequate space for the required septic system, placing it within the required Minimum Distance Separation of 286 m (938.32 ft).

Following the public meeting on June 17th, 2025, staff met with the neighbouring farm owner to review their potential expansion plans. Based on sample calculations using OMAFRA's AgriSuite software, staff confirmed that the proposed dwelling location will not impact the farm's ability to meet future MDS II setback requirements.

A concept plan is included as Attachment Nos. 1 and 2 of this report. The property is zoned Z.1 – Agriculture in General Zoning By-law 689-83.

The following minor variances are being requested by the Owner from General Zoning By-law 689-83 as set out below:

1. Section 6.10.2 of General Zoning By-law 689-83 establishes that in Zone 1, the building line shall be 16 m (52.49 ft) from any street line for a residential building or accessory building. The Owner seeks relief from this provision to permit a building line of 14 m (45.93 ft) from Maple Manor Road for the proposed development.

2. Section 6.29.1 of General Zoning By-law 689-83 establishes that no residential development located on a separate lot and permitted within a zone, shall be erected or altered unless it complies with the Minimum Distance Separation (MDS I). The required Minimum Distance Separation (MDS 1) setback is 286 m (938.32 ft). The Owner seeks relief from this provision to permit a Minimum Distance Separation (MDS 1) of 273.26 m (896.52 ft), a reduction of 12.74 m (41.79 ft).

Figure 2: Concept Plan

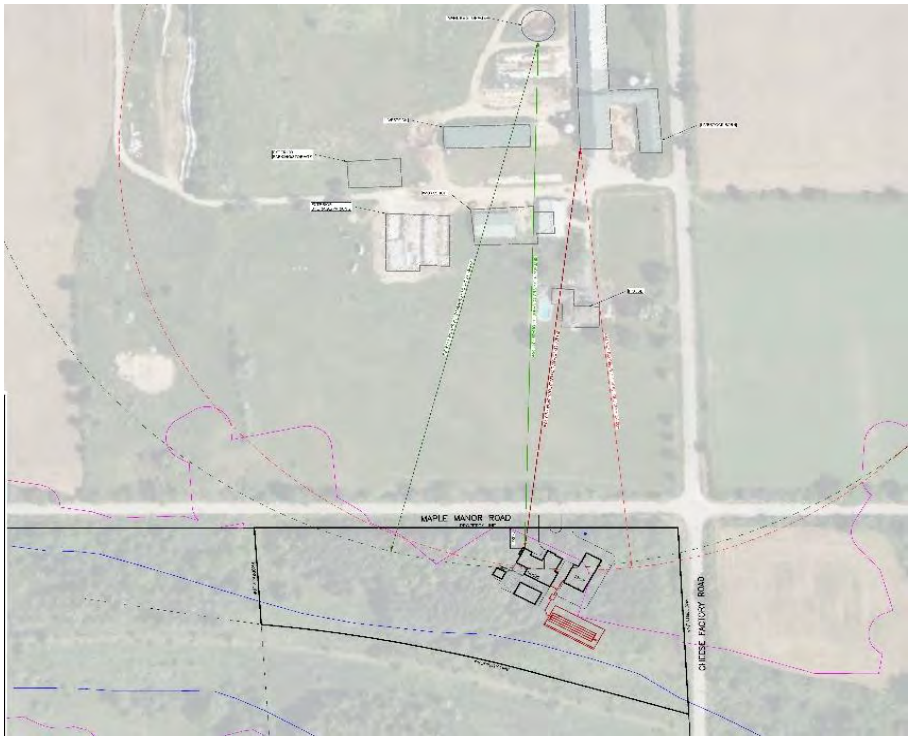


Figure 3: View of Subject Property from Maple Manor Road



4. Planning Policies & Regulations

4.1 Planning Act

Section 45 (1) of the *Planning Act* sets out criteria to be considered when reviewing minor variance applications. The Committee of Adjustment may authorize such minor variance from the provisions of the Zoning By-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure.

The criterion to be used by the Committee in the evaluation of a minor variance application is as follows:

1. Is the general intent and purpose, in the opinion of the Committee, of the Official Plan maintained;
2. Is the general intent and purpose, in the opinion of the Committee, of the Zoning By-law maintained;
3. Is the proposed variance desirable for the property and is it compatible with adjacent uses and properties; and,
4. Is the variance, in the opinion of the Committee, minor in nature.

4.2 Provincial Planning Statement (PPS) 2024

The PPS classifies the subject property as rural land. The following policies are applicable to the proposed development:

2.6.1 On rural lands located in municipalities, permitted uses are:
c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;

2.6.2 Development that can be sustained by rural service levels should be promoted.

4.3 Regional Official Plan

The subject property is designated Rural Area and Protected Countryside on Map 7 of the Region Official Plan. The following policy is applicable to the proposed development:

6.B.6 Nothing in this Plan shall prevent the owner of a legal lot of record located within the Protected Countryside designation from obtaining a building permit to construct or enlarge a house, accessory building or farm structure,

provided it is in conformity with all other Regional, Area Municipal and Grand River Conservation Authority policies and regulations.

4.4 Township of North Dumfries Official Plan

4.4.1 Land Use Designations

The subject property is designated Agricultural on Map 2 and Rural Area and Protected Countryside on Map 7 of the Township Official Plan. The following policies are applicable to the proposed development:

2.6.10.6 Uses within the Agricultural designation will be regulated through the Township Zoning By-law

2.6.11.6 Nothing in this Plan shall prevent the owner of a legal lot of record located within the Protected Countryside designation from obtaining a building permit to construct or enlarge a house, accessory building or farm structure, provided it is in conformity with all other Township, Regional and GRCA and regulations.

4.4.2 Land Use Compatibility

Section 3.1.1 of the Official Plan contains policies on land use compatibility. It states that the Township will encourage development that is compatible with the location, density, and other characteristics of surrounding land uses. Factors used to assess the compatibility of the proposed development include, but are not limited to:

- The density, scale, height, massing, visual impact, building materials and architectural character of surrounding buildings, and the preservation of natural environment.

4.5 General Zoning Bylaw 689-83

The property is zoned Z.1 (Agriculture) under General Zoning By-law 689-83. Permitted uses include a residential building and accessory uses. Matters relevant to the consideration of this minor variance application include:

- Building line setback of proposed dwelling
- Minimum Distance Separation (MDS 1) setback

5. Consultation

5.1 Public Correspondence

Prior to the public meeting, staff received one piece of correspondence related to the application. A phone call was received from the owner of the farm located across the street from the subject property, which is the source of the MDS I setback associated with this application. The owner advised that they were in the early stages of considering an expansion to their agricultural operation and were unsure how the proposed dwelling would impact their ability to meet future MDS II requirements. They were not opposed to the proposed development but were seeking clarification on how the situation might be addressed.

At the public meeting, the owners of the farm attended and reiterated their interest in a potential expansion. Planning staff advised that a follow-up discussion would take place to better understand the nature and scale of the proposed expansion and to assess any potential implications for MDS II. Following the meeting, Shannon Black, Chief Building Official, met with the farm owner to review preliminary information related to their proposed expansion.

Sample calculations were completed using OMAFRA's AgriSuite software based on the figures provided. Based on the proposed expansion, the required MDS II setback from the livestock barn to a sensitive receptor would be 218 metres. The proposed dwelling associated with this application will be located 273 metres from the existing barn, thereby exceeding the required setback. Staff confirmed that the location of the proposed dwelling will not impact the farm's ability to expand.

A copy of the AgriSuite summary has been included within the agency comments under the Building Department's submission. As such, staff are satisfied that the variance can proceed without affecting the potential for future expansion of the adjacent agricultural operation.

Any additional correspondence received up to the time of meeting will be distributed to the Committee.

5.2 Agency Correspondence

The application was circulated and as of the date of preparing this report for inclusion in the July 7th, 2025, Committee of Adjustment Meeting Agenda, the following comments were received:

1. Township Fire Department

    - No concerns with the proposed application.

2. Region of Waterloo

    - No concerns with the proposed application.

3. Waterloo Catholic District School Board

    - No concerns with the proposed application.
    - Any Education Development Charges shall be collected prior to the issuance of a building permit(s).

4. Township Engineering Department

    - An entrance permit will be required
    - A grading plan will be required

5. Canada Post

    - Nearby addresses receive mail delivery to RMB (rural mailboxes).
    - Any new addresses at this location would be required to cluster their RMB with a nearby existing RMB.

6. GrandBridge Energy

    - No concerns with the proposed application.

7. Grand River Conservation Authority (GRCA)

    - The applicant is required to address/clarify items relating to the associated GRCA permit application, however, the GRCA has no concerns with the proposed minor variance application

8. Township Building Department

    - MDS II calculations were completed based on the farm's future expansion plans, confirming that the proposed dwelling location will not impact MDS II setback requirements.
    - A development agreement must be registered on title at the owner's expense, advising future owners of potential nuisance from normal farm practices.

- A geotechnical report, as required by the GRCA, must be submitted to the Building Department at the time of building permit application.
- A GRCA permit will be required prior to issuance of the building permit.

6.0 Planning Opinion & Recommendation

Staff have assessed both the property and adjoining land holdings. Staff have reviewed the applicable provisions of the Official Plan, General Zoning By-Law No. 689-83, Planning Act, and Provincial Planning Statement, and comments submitted to date from the circulation of the application (A-07/25).

In the context of this application, Staff is of the opinion that the proposed development meets the four tests of a minor variance as outlined by the Planning Act. Staff's planning opinion/recommendation is based on the following:

1. The application was circulated to external agencies and internal departments for review and comments. No comments or concerns were received that would preclude the proposed application from moving forward.

2. The adjacent property owners were notified within a 120m radius of the subject property. One neighbouring farm owner raised a question regarding the potential impact of the proposed dwelling on future MDS II requirements. Staff followed up after the public meeting and confirmed, based on calculations completed using AgriSuite, that the proposed dwelling location will not impact the farm's ability to meet MDS II setbacks for their potential expansion.

3. The subject property is designated Agricultural in the Township Official Plan, which supports agricultural uses and compatible rural residential development. The proposed dwelling is located on a vacant lot within an agricultural area and aligns with the general intent of rural development policies.

4. The Zoning By-law establishes Minimum Distance Separation (MDS I) requirements to ensure adequate separation between new dwellings and existing livestock operations, minimizing land use conflicts. Although the proposed dwelling is located approximately 13 metres closer than the required 286 metres MDS I setback, it remains sufficiently separated from the livestock barn to avoid adverse impacts. The siting is influenced by natural constraints, including floodplain at the rear of the lot, and necessary space for a septic system. This allows for an appropriate building location that respects the purpose of the MDS provisions to protect agricultural uses and residential compatibility.

5. The proposed dwelling provides a suitable rural residential use on a vacant lot in an agricultural area. The location optimizes available buildable space while avoiding environmentally sensitive floodplain lands and accommodates necessary septic infrastructure. The proposal respects the rural character of the area, surrounded by agricultural operations and scattered rural residences, making the development appropriate and desirable within this context.

6. The requested reduction in the MDS I setback is minor, involving a difference of approximately 13 metres. The dwelling remains well separated from the adjacent farm buildings, and no adverse effects such as nuisance, overlook, or drainage concerns are anticipated. Given the site-specific constraints and surrounding rural/agricultural setting, the variance is considered minor in nature and will not negatively impact the agricultural operation or neighbouring properties.

7. A development agreement will be required to be registered on title, at the owner's expense, to advise future property owners of the potential for noise, odour, and other nuisances associated with normal farm practices in the surrounding agricultural area. Township staff envision this agreement as a reciprocal matter between the applicant (Mr. Asmussen) and the Donker family, the owners of the neighbouring dairy operation to the north. The agreement would include a standard warning clause to support long-term land use compatibility and ensure both parties are aware of the existing and future agricultural activities in proximity to the subject property.

7. Financial Implications

The consideration of this report does not affect the 2025 Budget.

8. Attachments

1. Site Plan
2. MDS Site Plan
3. MDS Calculations
4. Agency Comments

For further information on the contents of this report, please contact Christina Blazinovic, Planner I/GIS Technician at 519-632-8800 ext. 131 or via email at cblazinovic@northdumfries.ca

Report Prepared By,

Christina Blazinovic

Christina Blazinovic
Planner I/GIS Technician

Report Reviewed By,

"Shannon Black"

Shannon Black, CBCO
Director of Development Services

Respectfully Submitted By,



Andrew McNeely,
Chief Administrative Officer

(KNOWN AS) MAPLE MANOR ROAD
ROAD ALLOWANCE BETWEEN CONCESSIONS 7 & 8
PIN 22679-1233(LT)

EDGE OF ASPHALT
APPROXIMATE CENTERLINE OF ROAD
EDGE OF ASPHALT

N76°38'35"E (P1&MEAS)
N71°38'25"E(P2)
262.74 262.83(P1)

SIB (1073)
IB (1073)

15m SETBACK FROM WELL
PROPOSED WELL (BY OTHERS)
HARD SURFACE DRIVEWAY
COVERED PORCH
PROPOSED DWELLING
GARAGE
PROPOSED SHOP
PROPOSED SHED WITH ROOFTOP DECK
WALKOUT DECK
PROPOSED POOL (BY OTHERS)
CONCRETE PAD FOR UTILITIES
PROPOSED 12,076L (min.) SEPTIC TANK
MAKE-WAY SYSTEM 'O' SEPTIC SYSTEM
APPROXIMATE ADDITIONAL AREA TO BE CLEARED
6.00m RECOMMENDED SETBACK TO TREES

BUSH LINE
TOP OF BANK
BOTTOM OF BANK

PIN 22679-0051(LT)
N17°07'00"W 65.85 (N17°55'35"W(P)) 65.85(MEAS)
PIN 22679-0050(LT)

106.43m
160.55m
145.48m
57.53m
48.44m
72.64m
61.17m

R=888.47(P&SET)
A=114.01(P)
C=113.96(MEAS)
N85°43'40"(MEAS)

N88°53'10"W N88°50'00"W(P) 57.35

R=888.47(P&SET)
A=57.50(P)
C=57.49(MEAS)
N88°50'00"W(P)

N86°57'40"W N86°58'50"W(P) 101.19 (P&MEAS)

126.77 126.73(P) (REFERENCE BEARING) N16°23'35"W (P PS&MEAS)

(KNOWN AS) CHEESE FACTORY ROAD
ROAD ALLOWANCE BETWEEN CONCESSIONS 6 & 7
PIN 22679-0064(LT)

N

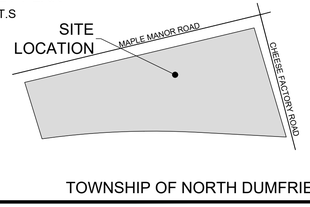
LEGEND

- PROPERTY LINE
- EASEMENT
- EX. CONTOURS (300.00, 299.00)
- EX. CURB & ASPHALT (ex. drop curb, ex. curb, ex. asphalt)
- EX. ROAD CENTERLINE
- EX. EDGE OF GRAVEL
- EX. HYDRO (OVERHEAD) — OHW —
- EX. EMBANKMENT (ex. top of embankment, ex. bottom of embankment)
- EX. VEGETATION
- PROPOSED BUILDING
- PROPOSED HARD SURFACE
- PROPOSED CONCRETE
- PROPOSED RETAINING WALL
- PROPOSED REMOVALS (R)
- GRCA REGULATION LIMIT
- GRCA REGULATORY FLOODPLAIN

ZONING INFORMATION:

ZONING TYPE:	AGRICULTURE - SUB-SECTION 7.4 (RECOGNIZED LOT - 13900 SQ.M TO 4 HECTARES)		
ZONE:	ZONE 1 - Z.1		
	EXISTING	**PROPOSED**	**REQUIRED BY ZONING BYLAW**
LOT AREA	23914.79m² 2.39ha	23914.79m² 2.39ha	1390m² - 40000m² 0.139ha - 4.00ha (SUB-SECTION 7.4)
LOT FRONTAGE		121.97m	30m (MIN.) (SUB-SECTION 7.4)
RESIDENCE FRONT YARD SETBACK		72.64m	16.0m (MIN. STREET LINE SETBACK)
ACCESSORY BUILDING FRONT YARD SETBACK		48.44m	16.0m (MIN. STREET LINE SETBACK)
REAR YARD DEPTH		160.55m	7.5m (MIN.)
RESIDENCE EXTERIOR SIDE YARD SETBACK		14.00m	16.0m (MIN. STREET LINE SETBACK)
ACCESSORY BUILDING EXTERIOR SIDE YARD SETBACK		17.02m	16.0m (MIN. STREET LINE SETBACK)
RESIDENCE INTERIOR SIDE YARD SETBACK		58.75m	3.0m (MIN.)
ACCESSORY BUILDING INTERIOR SIDE YARD SETBACK		56.03m	GREATER OF 1/2 BUILDING OR 3.0m (MIN.)
LOT COVERAGE		3.05%	
LANDSCAPED OPEN SPACE	100%	92.56%	

KEY PLAN
N.T.S



TOWNSHIP OF NORTH DUMFRIES

CONTRACTOR NOTES:

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY ERRORS TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORK.

ALL DRAWINGS SHALL REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION. DRAWING SHOULD NOT BE SCALED FOR DIMENSIONS PURPOSES.

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USE EXCEPT FOR THE PURPOSES INDICATED. BEARING AND DISTANCES SHOWN WERE DERIVED FROM REGISTERED PLAN NO. 67R-3554, 58R-100278 AND 67R-2683.

GRIT ENGINEERING INC
133 REGENT STREET, STRATFORD, ON N5A 3W2 www.gritengineering.ca

BENCHMARK (GEODETIC)

ELEVATIONS ARE DERIVED FROM THE CANSEL CANNET REALTIME NETWORK, GEODECTIC NAD83 CSRS(2010)

BENCHMARK (SITE)

SITE BENCHMARK LOCATED TO THE NORTH OF MAPLE MANOR ROAD, MAG NEIL AT HYDRO POLE

ELEVATION: 281.39

No.	ISSUED DESCRIPTION	DATE (YYYY-MM-DD)
1	ISSUED FOR CLIENT REVIEW	2025-04-04
2	ISSUED FOR APPROVAL	2025-04-11
3	REISSUED FOR CLIENT REVIEW	2025-05-06
4	ISSUED FOR MINOR VARIANCE	2025-05-09
5		
6		
7		

PRELIMINARY

CHEESE FACTORY ROAD & MAPLE MANOR ROAD

PROJECT INFORMATION: CHEESE FACTORY ROAD & MAPLE MANOR

CHUCK ASMUSSEN

CLIENT INFORMATION: 1023 MAPLE MANOR, CAMBRIDGE ON

DRAWING NAME: SITE PLAN

PROJECT No: GE25-1092-1

DRAWING No: C200

SCALE: 1 : 400 METRIC (0, 10, 20)

SHEET SET No: 1 OF 3

file: c:\users\johnschaefer\onedrive - grit\engineering\2025\current - project work 2025\1092-1\civil\drawings\pc25-1092-1-c200.dwg by johan schaefer 2025-05-09



LEGEND

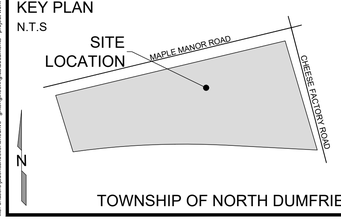
- PROPERTY LINE
- REQUIRED 286.0m LIVESTOCK BARN SETBACK
- PROPOSED 273.26m LIVESTOCK BARN SETBACK
- REQUIRED 358.0m MANURE STORAGE SETBACK
- PROPOSED 344.25m MANURE STORAGE SETBACK
- GRCA REGULATION LIMIT
- GRCA REGULATORY FLOODPLAIN

ZONING INFORMATION:

ZONING TYPE:	AGRICULTURE - SUB-SECTION 7.4 (RECOGNIZED LOT - 13900 SQ.M TO 4 HECTARES)		
ZONE:	ZONE 1 - Z.1		
	EXISTING	**PROPOSED**	**REQUIRED BY ZONING BYLAW**
LOT AREA	23914.79m² 2.39ha	23914.79m² 2.39ha	1390m² - 40000m² 0.139ha - 4.00ha (SUB-SECTION 7.4)
LOT FRONTAGE		121.97m	30m (MIN.) (SUB-SECTION 7.4)
RESIDENCE FRONT YARD SETBACK		72.64m	16.0m (MIN. STREET LINE SETBACK)
ACCESSORY BUILDING FRONT YARD SETBACK		48.44m	16.0m (MIN. STREET LINE SETBACK)
REAR YARD DEPTH		160.55m	7.5m (MIN.)
RESIDENCE SIDE YARD EXTERIOR SETBACK		14.00m	16.0m (MIN. STREET LINE SETBACK)
ACCESSORY BUILDING EXTERIOR SIDE YARD SETBACK		17.02m	16.0m (MIN. STREET LINE SETBACK)
RESIDENCE INTERIOR SIDE YARD SETBACK		58.75m	3.0m (MIN.)
ACCESSORY BUILDING INTERIOR SIDE YARD SETBACK		56.03m	GREATER OF 1/2 BUILDING OR 3.0m (MIN.)
LOT COVERAGE		3.05%	
LANDSCAPED OPEN SPACE	100%	92.56%	

KEY PLAN

N.T.S



TOWNSHIP OF NORTH DUMFRIES

CONTRACTOR NOTES:

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY ERRORS TO THE ENGINEER PRIOR TO COMMENCEMENT OF WORK.

ALL DRAWINGS SHALL REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION. DRAWING SHOULD NOT BE SCALED FOR DIMENSIONS PURPOSES.

THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USE EXCEPT FOR THE PURPOSES INDICATED. BEARING AND DISTANCES SHOWN WERE DERIVED FROM REGISTERED PLAN NO. 67R-3554, 58R-100278 AND 67R-2683.

GRIT ENGINEERING INC
133 REGENT STREET, STRATFORD, ON N5A 3W2 www.gritengineering.ca

BENCHMARK (GEODETIC)

ELEVATIONS ARE DERIVED FROM THE CANSEL CANNET REALTIME NETWORK, GEODECTIC NAD83 CSRS(2010)

BENCHMARK (SITE)

SITE BENCHMARK LOCATED TO THE NORTH OF MAPLE MANOR ROAD, MAG NEIL AT HYDRO POLE

ELEVATION: 281.39

No.	ISSUED DESCRIPTION	DATE (YYYY-MM-DD)
1	ISSUED FOR CLIENT REVIEW	2025-04-04
2	ISSUED FOR CLIENT REVIEW	2025-05-06
3	ISSUED FOR MINOR VARIANCE	2025-05-09
4		
5		
6		
7		

PRELIMINARY

CHEESE FACTORY ROAD & MAPLE MANOR ROAD

PROJECT INFORMATION: CHEESE FACTORY ROAD & MAPLE MANOR

CHUCK ASMUSSEN

CLIENT INFORMATION: 1023 MAPLE MANOR, CAMBRIDGE ON

DRAWING NAME: SETBACK SKETCH

PROJECT No: GE25-1092-1

SCALE: 1 : 1000 METRIC

0 20 40 60

DRAWING No: C201

SHEET SET No: 2 OF 3

file: c:\users\jshanks\onedrive\creative grit\engineering projects\current projects\ge25-1092-1 cheese factory\grit engineering\ge25-1092-1-c201.dwg by jshanks on Wednesday, 2025-05-09

Chuck Asmussen MDS I

General information

Application date
Apr 9, 2025

Municipal file number

Proposed application
Building permit for the construction of a dwelling (farm or non-farm)

Applicant contact information
Chuck Asmussen
29 CHERRY BLOSSOM RD
CAMBRIDGE, ON
N3H 4R7
226-808-9419

Location of subject lands
Regional Municipality of Waterloo
Township of North Dumfries
DUMFRIES
Concession 7 , Lot 7
Roll number: 3001040001088030000

Calculations

Farm 1-1498 CHEESE FACTORY RD

Farm contact information
Luke Donkers
1498 CHEESE FACTORY RD
BRANCHTON, ON

Location of existing livestock facility or anaerobic digestor
Regional Municipality of Waterloo
Township of North Dumfries
DUMFRIES
Concession 8 , Lot 7
Roll number: 3001040001089000000

Total lot size
58 ac

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Dairy, Calves Large Frame (45 - 182 kg) (eg. Holsteins)	50	8.3 NU	1750 ft²
Liquid	Dairy, Heifers Large Frame (182 - 545 kg) (eg. Holsteins), Pack Scrape 1 Side	90	45 NU	9000 ft²
Liquid	Dairy, Milking-age Cows (dry or milking) Large Frame (545 - 658 kg) (eg. Holsteins), 3 Row Free Stall	130	185.7 NU	13650 ft²

Setback summary

Existing manure storage **M1. Liquid, outside, no cover, straight-walled storage**

Design capacity **239.1 NU**

Potential design capacity **300 NU**

Factor A (odour potential) **0.7**
Factor B (design capacity) **463.8**
Factor D (manure type) **0.8**
Factor E (encroaching land use) **1.1**

Building base distance 'F' (A x B x D x E)
(minimum distance from livestock barn) **286 m (938 ft)**

Actual distance from livestock barn **273 m (895 ft)** ⚠

Storage base distance 'S'
(minimum distance from manure storage) **358 m (1175 ft)**

Actual distance from manure storage **343 m (1125 ft)** ⚠

Farm 2 -1498 CHEESE FACTORY RD

Farm contact information
Chuck Asmussen
29 CHERRY BLOSSOM RD
CAMBRIDGE, ON
N3H 4R7
226-808-9419

Location of existing livestock facility or anaerobic digestor
Regional Municipality of Waterloo
Township of North Dumfries
DUMFRIES
Concession 8 , Lot 7
Roll number: 3001040001089000000

Total lot size
58 ac

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum number	Existing maximum number (NU)	Estimated livestock barn area
Solid	Dairy, Calves Large Frame (45 - 182 kg) (eg. Holsteins)	25	4.2 NU	875 ft²
Solid	Dairy, Milking-age Cows (dry or milking) Large Frame (545 - 658 kg) (eg. Holsteins), Bedded Pack	22	31.4 NU	3300 ft²
Solid	Dairy, Heifers Large Frame (182 - 545 kg) (eg. Holsteins), Pack Scrape 1 Side	60	30 NU	6000 ft²
Liquid	Dairy, Milking-age Cows (dry or milking) Large Frame (545 - 658 kg) (eg. Holsteins), 3 Row Free Stall	88	125.7 NU	9240 ft²

Setback summary

Existing manure storage **M1. Liquid, outside, no cover, straight-walled storage**

Design capacity **191.3 NU**

Potential design capacity **300 NU**

Factor A (odour potential) **0.7**
Factor B (design capacity) **463.8**
Factor D (manure type) **0.77**
Factor E (encroaching land use) **1.1**

Building base distance 'F' (A x B x D x E) (minimum distance from livestock barn)	**275 m (902 ft)**
Actual distance from livestock barn	**273 m (895 ft)** ⚠
Storage base distance 'S' (minimum distance from manure storage)	**348 m (1142 ft)**
Actual distance from manure storage	**343 m (1125 ft)** ⚠

Preparer signoff & disclaimer

Preparer contact information
Cleon Martin
9481 Sally Street
Mount Forest, ON
N0G 2L0
519-591-5342
nutrientplans@gmail.com

Signature of preparer



Cleon Martin

2025/04/09

Date (mmm-dd-yyyy)

Note to the user

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA & Cleon Martin are not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

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The TOWNSHIP of NORTH DUMFRIES

MEMORANDUM

To: **Development Services, Township of North Dumfries**

Attention: Christina Blazinovic Planner I/GIS Technician

From: Sandy Bucholtz, Engineering Technologist

Re: **Request for Comments**

Date: Tuesday, June 10, 2025

Application(s): A-07-25
Owner(s): Chuck Asmussen
Civic Address: 1024 Maple Manor Rd.

Comments:
The Engineering and Public Works Department has reviewed the following information.

- Package as distributed by Planning

We offer the following comments

- Applicant to be advised that an entrance permit will be required.
- Applicant be advised a formal grading plan will be required.
- Engineering Public Works has no objections to the application.

June 13, 2025

C/A 07/25 Cheese Factory Rd
@ Maple Manor.,North Dumfries

Township of North Dumfries
2985 Greenfield Rd
Ayr, ON N0B 1E0
Attn: Christina Blazinovic

Via - E-mail

Re: 1756 Cheese Factory Rd At Maple Manor., North Dumfries, request for a minor variance to allow a reduced minimum distance separation and reduced building line from a street front to facilitate construction of a single dwelling

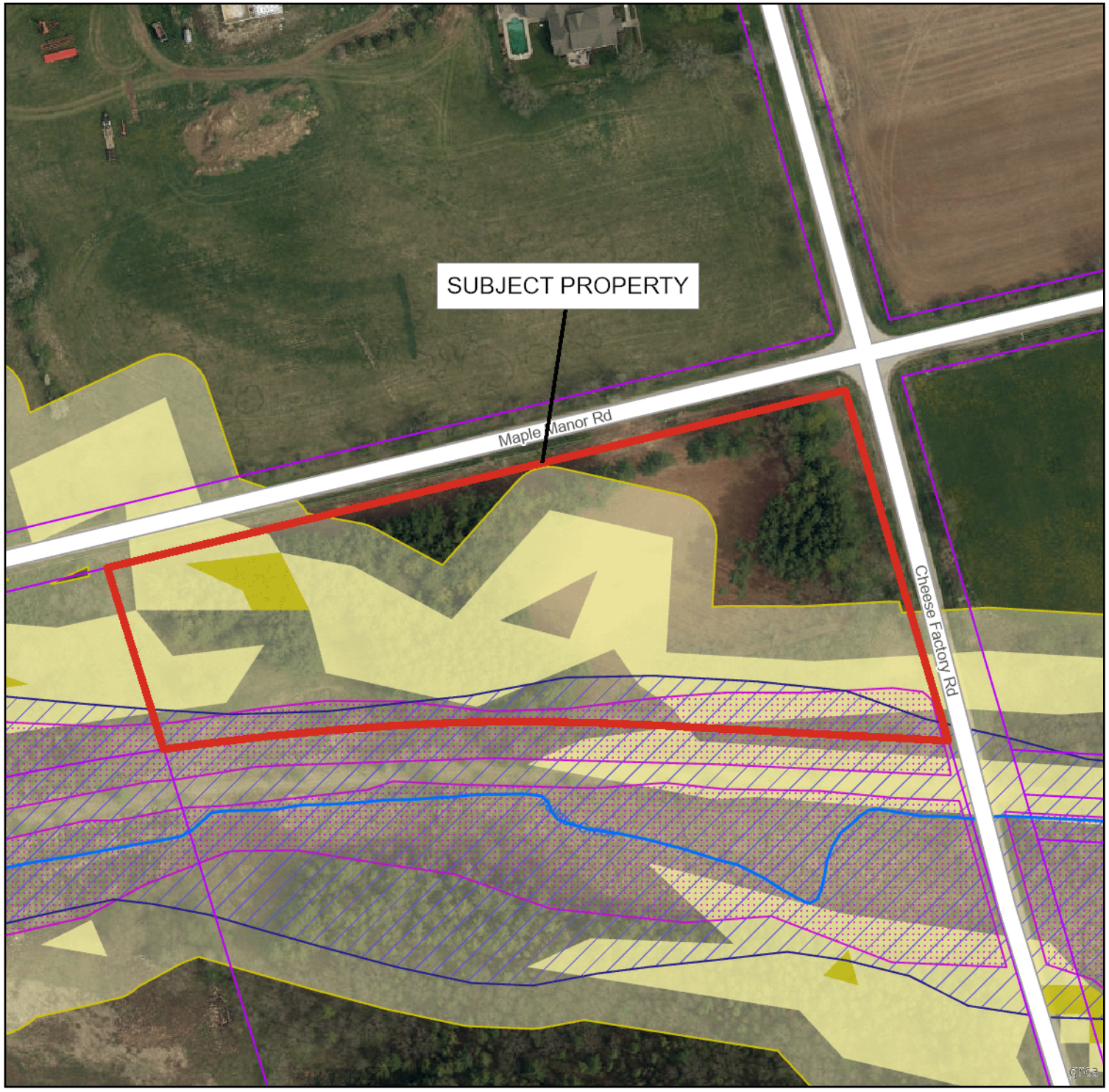
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GBE has no objection to the proposal from the Applicant/Owner for a minor variance to allow a reduced minimum distance separation and reduced building line from a street front to facilitate construction of a single dwelling. If relocation and/or upgrade is required as a result of this application the Applicant/Owner will be responsible for 100% cost. If easements are required as a result of this application the Applicant/Owner will be responsible for 100% cost. All GBE and ESA minimum clearances to existing and proposed hydro plant must be met. As per GBE, Conditions to Service, latest edition, only one service per property is permitted. The Applicant/Owner is advised to call for locates prior to the start of construction. Early consultation with GBE Service Coordinator is recommended.

Refer to GBE Residential Spec book at www.grandbridgeenergyplus.com
Hydro poles/guy wires and anchors/padmount transformers/switching units/service pits/street light poles to be 1.5m from driveway entrances/curbs. Relocation at 100% owners' expense.
All planting near GBE owned overhead power lines and padmount equipment must be installed in accordance with http://www.esasafe.com/assets/image/Tree-Planting.pdf
Must maintain required clearances (ESA & GBE) from existing overhead electrical plant.
Owner/Applicant may be required to provide ESA clearance calculations to existing overhead and underground electrical distribution equipment. Calculations must be signed off by a P.Eng.
As per GBE, Current Conditions to Service, latest edition, only one service per property is permitted.

Should additional information be required, kindly contact me at your convenience.

Kindest Regards,
GRANDBRIDGE ENERGY INC.
Helen Robinson
Engineering Contract Administrator



Grand River Conservation Authority

Date: Jun 10, 2025
Author: J. Brum

A-07/25 (Vacant Lot, Maple Manor Rd & Cheese Factory Rd)

Legend

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

Copyright Grand River Conservation Authority, 2025.

Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.
The source for each data layer is shown in parentheses in the map legend.
See Sources and Citations for details.

Scale 1:1,927

NAD83 UTM zone 17 (EPSG:26917)

Map Centre (X,Y): 558253.38, 4795929.57 | Map Link

This map is not to be used for navigation | 2024 Ortho (ROWG)

Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6
Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

June 10, 2025

Via email

GRCA File: A07-25 Vacant Lot Maple Manor Rd & Cheese Factory Rd

Christina Blazinovic
Planner I/GIS Technician
Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
Ayr, ON N0B 1E0

Dear Christina Blazinovic,

Re: Minor Variance Application (A-07/25)
Vacant Lot, Southwest Corner of Maple Manor Road and Cheese Factory Road
Part of Lot 7, Concession 7, Township of North Dumfries
Chuck Asmussen

Grand River Conservation Authority (GRCA) staff has reviewed the above-noted application that proposes to seek relief from the Zoning By-law to permit a reduced Minimum Distance Separation and street line setback to facilitate the construction of a future single detached dwelling on the subject property.

Recommendation

The GRCA would not object to the approval of this minor variance application by the Township of North Dumfries. However, the applicant will need to address and/or clarify a few items to meet the GRCA policy and technical requirements for the approval of a GRCA permit under Ontario Regulation 41/24.

Documents Reviewed by Staff

Staff have reviewed the following documents submitted with this application:

- Site Plan, (Dwg. No. C200), Cheese Factory Road & Maple Manor Road, Township of North Dumfries (prepared by GRIT Engineering and dated April 11, 2025); and,
- Setback Sketch, (Dwg. No. C201), Cheese Factory Road & Maple Manor Road, Township of North Dumfries (prepared by GRIT Engineering and dated May 9, 2025).

GRCA Comments

GRCA has reviewed this application under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 5.2 of the Provincial Planning Statement (PPS, 2024), as a regulatory authority under Ontario Regulation 41/24, and as a public body under the *Planning Act* as per our CA Board approved policies.

Information currently available in our office indicates that the subject property contains steep valley slopes throughout the entire property. Along the southern boundary of the property, the GRCA has identified areas of floodplain and wetland. As such, a majority of the subject property is regulated by the GRCA in accordance with the Conservation Authorities Act, R.S.O. 1990, c. C.27, as amended and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits Regulation).

In the GRCA's area of jurisdiction, Section 28 of the Conservation Authorities Act prohibits the following activities, as specified under Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), unless approved through issuance of a permit:

1.) Activities to straighten, change, divert or interfere in anyway with the existing channel of a river, creek, stream or watercourse or to change or interfere in any way with a wetland.

2.) Development activities within:

- hazardous lands including floodplain, steep slopes, or erosion hazards and within the 15-metre regulated area and in areas of unstable soils or bedrock,
- wetlands and within the 30-metre regulated area from the wetland boundary,
- river or stream valleys that have depressional features associated with a river or stream, whether or not they contain a watercourse and within the 15-metre regulated area,
- areas that are adjacent or close to the shoreline of the Great Lakes- St. Lawrence River system or to an inland lake and that may be affected by flooding, erosion or dynamic beach hazards and within the inland 15-metre regulated area.

Prior to the circulation of this minor variance application by the Township of North Dumfries, the GRCA received a permit application (#124/25) from the applicant under Ontario Regulation 41/24 to construct a new dwelling, workshop, shed, driveways, inground pool, septic system, retaining wall, and fill placement and grading. On June 10, 2025, the GRCA provided comments to the applicant requesting that a few items be clarified and/or addressed prior to recommending approval of this permit application. While the applicant needs to clarify and/or address these requirements, the GRCA has no concerns with the intent of this minor variance application.

Based on the foregoing, the GRCA would not object to the approval of this minor variance application by the Township of North Dumfries. However, the applicant will need to address and/or clarify a few items to meet the GRCA policy and technical requirements for the approval of a GRCA permit under Ontario Regulation 41/24.

Consistent with GRCA's 2025 approved fee schedule, the applicant will be invoiced in the amount of $300 for the GRCA's review of this application. Our current fee schedule is available under the Planning & Development section on our website at www.grandriver.ca.

Should you have any questions, please contact the undersigned at 519-621-2763, ext. 2233 or via email at jbrum@grandriver.ca.

Sincerely,



John Brum
Resource Planner
Grand River Conservation Authority

Enclosed: GRCA Map

Copy: Chuck Asmussen (via email)
Shannon Black, Township of North Dumfries (via email)
Matthew Colley, Region of Waterloo (via email)

Region of Waterloo

PLANNING, DEVELOPMENT
AND LEGISLATIVE SERVICES
150 Frederick Street, 8th Floor
Kitchener ON N2G 4J3 Canada
Telephone: 519-575-4400
TTY: 519-575-4608
Fax: 519-575-4449
www.regionofwaterloo.ca

May 28, 2025

Christina Blazinovic
Township of North Dumfries
106 Earl Thompson Road, 3rd Flr,
P.O. Box 1060
Ayr, ON N0B 1E0

File No.: D20-20/Var ND

Dear Ms. Blazinovic:

Re: Committee of Adjustment, Township of North Dumfries

Regional staff have reviewed the following Committee of Adjustment application(s) and have no comments:

A-07/25, Lot 7, Cheese Factory Road, Chuck Asmussen

A-08/25, 24 Manly Street, Ayr, Gerald Gillespie

Please be advised that any development on the subject lands is subject to the provisions of the Regional Development Charge By-law 19-037 or any successor thereof and may require payment of Regional Development Charges for these development(s) prior to the issuance of a building permit.

The comments contained in this letter pertain to the Application number(s) listed. If a site is subject to more than one application, additional comments may apply.

Please forward any decisions on the above mentioned Application number(s) to the undersigned.

Yours Truly,

Cheryl Marcy

Cheryl Marcy, C.E.T.
Manager, Corridor Development
226-753-1093

Document Number: 4991316

From:	Eric Yates
To:	Planning
Cc:	Robert Shantz
Subject:	FW: Request for Comments - A-07/25 - Cheese Factory Road (4-1-08803), North Dumfries
Date:	May 30, 2025 8:40:29 AM
Attachments:	A-07-25 - Site Plan.pdf A-07-25 - Application Form.pdf A-07-25 - MDS Calculations.pdf A-07-25 - MDS Site Plan.pdf A-07-25 - Nutrient Management Strategy.pdf A-07-25 - Section 59 Source Water Notice.png

---

We have no comments on the minor variance.

Eric Yates, CFEI
Deputy Chief, Chief Fire Prevention Officer
North Dumfries Fire Department

From: Planning
To: Planning
Subject: Re: Request for Comments - A-07/25 - Cheese Factory Road (4-1-08803), North Dumfries
Date: June 2, 2025 1:49:53 PM
Attachments: Outlook-0bwxkazb.png

Good afternoon,

The Waterloo Catholic District School Board has reviewed the subject application and based on our development circulation criteria have the following comments/conditions:

1. That any Education Development Charges shall be collected prior to the issuance of a building permit(s).

Thank you.

Kind regards,

Isabelle Lung Ler | Planning Technician
P 519-578-3677 x 2355 | wcdsb.ca

Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

From:	Shannon Black
To:	Christina Blazinovic
Subject:	RE: Request for Comments - A-07/25 - Cheese Factory Road (4-1-08803), North Dumfries
Date:	June 24, 2025 4:24:24 PM
Attachments:	AgriSuite.pdf image003.png image006.png image008.png

---

Christina

Please find attached a copy of the MDSII calculations as a result of the public meeting comments.

I met with the Donkers and discussed their future plans for expansion, I populated the attached MDSII based on their future expansion plans and confirm that their future plans will not be impacted by the proposed location of the dwelling as it relates to the setback requirements for MDSII. The Donkers have agreed with the attached calculations for their future expansion plans.

Based on the attached, no consideration for additional variances for MDSII as a result of the dwelling will be required.

A development agreement will need to be registered and accepted by the land registry office on the property advising any future owners of the potential for nuisance due to normal farming practices at the expense of the owner prior to the release of the building permit.

The Geotechnical report required by the GRCA will need to be submitted to the building department for review at time of building permit submission

GRCA permit will be required prior to building permit submission.

Regards

Shannon Black, CBCO
Director of Development Services/Chief Building Official

The Corporation of the Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0

☎ 519-632-8800 🖷 519-632-8700
✉ sblack@northdumfries.ca

Website: www.northdumfries.ca

Ontario

AgriSuite

MDS II

General information

Application date
Jun 23, 2025

Municipal file number
A-07-25

Applicant contact information
Luke & Kelly Donkers
Rose Vega Farm Limited
1498 Cheese Factory Road
Branchton, ON
N0B 1L0

Location of subject livestock facilities
Regional Municipality of Waterloo
Township of North Dumfries
DUMFRIES
Concession 8 , Lot 7
Roll number: 300104000108900

Calculations

Future expansion

Notes
Minor Variance A-07-25 for MDSI for proposed build at Ssouthwest corner of Cheese Factory Road and Maple Manor Road, has triggered reviewing the MDSII for potential expansion of 1498 Cheese Factory Road to capture any variance required now

Livestock/manure summary

Manure Form	Type of livestock/manure	Existing maximum	Total after alteration	Estimated livestock barn area
Solid	Dairy, Calves Large Frame (45 - 182 kg) (eg. Holsteins)	25 (4.2 NU)	80 (13.3 NU)	2800 ft²
Solid	Dairy, Milking-age Cows (dry or milking) Large Frame (545 - 658 kg) (eg. Holsteins), Bedded Pack	22 (31.4 NU)	35 (50 NU)	5250 ft²
Solid	Dairy, Heifers Large Frame (182 - 545 kg) (eg. Holsteins), Pack Scrape 1 Side	60 (30 NU)	80 (40 NU)	8000 ft²
Liquid	Dairy, Milking-age Cows (dry or milking) Large Frame (545 - 658 kg) (eg. Holsteins), 3 Row Free Stall	88 (125.7 NU)	160 (228.6 NU)	16800 ft²

Setback summary

Existing manure storage	**M1. Liquid, outside, no cover, straight-walled storage**
Existing design capacity	**191.3 NU**
Design capacity after alteration	**331.9 NU**

Factor A (odour potential)	**0.7**	Factor B (design capacity)	**480.5**
Factor C (orderly expansion)	**0.8401**	Factor D (manure type)	**0.77**

Building base distance 'F' (A x B x C x D) (minimum distance from livestock barn)	**218 m (715 ft)**
Storage base distance 'S' (minimum distance from manure storage)	**297 m (974 ft)**

Setback distance summary

Description	Building setbacks		Storage setbacks	
Type A land uses PROPOSED DWELLING @ SW CORNER CHEESE FACTORY ROAD AND MAPLE MANOR ROAD	Minimum 218 (715 ft)	Actual 257 m (842 ft)	Minimum 297 m (974 ft)	Actual NA
Type B land uses RANCHLANDS SETTLEMENT	Minimum 436 (1430 ft)	Actual 525 m (1724 ft)	Minimum 594 m (1949 ft)	Actual NA
Nearest lot line (side or rear)	Minimum 22 (72 ft)	Actual NA	Minimum 30 m (97 ft)	Actual NA
Nearest road allowance	Minimum 44 (143 ft)	Actual NA	Minimum 59 m (195 ft)	Actual NA

Preparer signoff & disclaimer

Preparer contact information

Shannon Black
Township of North Dumfries
106 Earl Thompson Road
Ayr, ON
N0B 1E0
519-632-8800
sblack@northdumfries.ca

Signature of preparer



June 24, 2025

Shannon Black , Director of Development Services/CBO

Date (mmm-dd-yyyy)

Note to the user

The Ontario Ministry of Agriculture, Food and Agribusiness (OMAFA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFA will be considered to be the official version for purposes of calculating MDS. OMAFA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

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From: BISKABORN, Brad
To: Christina Blazinovic
Subject: RE: Request for Comments - A-07/25 - Cheese Factory Road (4-1-08803), North Dumfries
Date: June 3, 2025 12:18:50 PM

Hi Christina,

Thanks for reaching out.

Nearby addresses receive mail delivery to RMB (rural mailboxes).
Any additional addresses created because of this development/severance, would most likely also receive mail delivery to an RMB.
Any new addresses at this location would be required to cluster their RMB with a nearby existing RMB.
For further details (*if required by the developer/owner/tenant), please reach out to Canada Post Customer Service 1-866-607-6301

Thank-you.

Regards,

Brad Biskaborn
Delivery Services / CANADA POST
Kitchener / Cambridge / Waterloo

The Township of North Dumfries

PD Report No. 44-2025

Committee of Adjustment
July 7, 2025

Minor Variance Application
6575 Gore Road
File No. A-10/25

Recommendation:

The Planner I/GIS Technician recommends:

1. **THAT PD Report No. 44-2025 be received.**

2. **AND THAT Minor Variance Application A-10/25 being a request to permit:**

    a. **A coach house with a maximum size of 70% of the footprint of the principal dwelling unit whereas Section 6.40.7 of General Zoning By-law 689-83 permits a maximum coach house size of 40% of the footprint of the principal dwelling unit.**

    b. **A coach house to exceed the building height of the principal dwelling whereas Section 6.40.8(i) of General Zoning By-law 689-83 establishes that the building height of a coach house cannot exceed the height of the principal dwelling.**

    c. **A coach house to be located closer to the street line than the front wall of the principal dwelling whereas Section 6.40.8(ii) of General Zoning By-law 689-83 does not permit a coach house to be located closer to the street line than the front wall of the principal dwelling.**

    d. **A coach house to have a basement whereas Section 6.40.10 of General Zoning By-law 689-83 does not permit a basement in a coach house.**

    BE APPROVED

1. Purpose:

The purpose of this report is to present a staff recommendation for the Committee's consideration, in conjunction with the statutory public meeting, on Minor Variance Application A-10/25. The application seeks relief from General Zoning By-law 689-83 to

permit the construction of a coach house and a single-storey accessory building on the eastern portion of the property municipally addressed as 6575 Gore Road.

All required agency comments have been received with no objections, and no public comments had been submitted at the time this report was prepared. The report also serves to solicit any additional feedback from the public and the Committee. Should new concerns arise during the public meeting that warrant further review, staff can bring back an updated recommendation at a subsequent meeting.

2. Background:

2.1 Application Summary

Application(s)	**Minor Variance Application A-10/25**
Related Application (s)	N/A
Owner(s):	David and Charlotte Dolson
Applicant(s)/Agent(s):	David Dolson
Legal Description:	Pt Lt 2 Con 10 Beverly As In 1334943 Except Parts 1 & 2, 58R11095; S/T WS584851; North Dumfries
Civic Address:	6575 Gore Road, Ayr, Township of North Dumfries
Assessment Roll No.:	300105000812802

2.2 Location & Property Context

The subject property is located on the south side of Gore Road east of the intersection of Gore Road and Shellard Road. The lands immediately north of Gore Road are within the Township of Puslinch.

The subject property is approximately 2.2 hectares (5.4 acres) in size with a corresponding lot frontage of approximately 171 m (561 ft) onto Gore Road.

The property is developed with an existing single-detached dwelling and detached garage on private services. The location map below provides an aerial view of the subject property.

Figure 1: Location Map



3. Development Overview

The purpose of the proposed Minor Variance application is to facilitate the construction of a coach house and a single-storey accessory building on the eastern portion of the subject property. The accessory building, intended to be a garage, will be attached to the proposed coach house.

The proposed accessory garage will be 7 m x 7.7 m (23 ft x 25.3 ft) in size with a total area of approximately 54.2 m^2 (582.7 ft^2).

The proposed coach house is irregularly shaped and will have a total area of approximately 122 m^2 (1,313 ft^2) excluding a laundry area of approximately 5.8 m^2 (62.6 ft^2). A basement is also proposed within the coach house to accommodate the necessary mechanical equipment.

The building height of the proposed coach house is proposed to exceed the height of the principal dwelling but will not exceed the maximum permitted coach house height of 6.1 m (20 ft).

The principal dwelling unit has a building footprint of approximately 181.2 m^2 (1,949.9 ft^2). The proposed coach house is permitted to be 40% of this size, which is

approximately 72.5 m^2 (780 ft^2). The owner is requesting a variance to exceed this size limit.

The coach house will be accessed using the existing driveway entrance on Gore Road.

A site plan is included as Attachment No. 1 to this report.

The property is zoned Z.1 – Agriculture with site specific zoning exemption 20.1.185 in General Zoning By-law 689-83.

The following minor variances are being requested by the Owner from General Zoning By-law 689-83 as set out below:

1. Section 6.40.7 of General Zoning By-law 689-83 permits a maximum coach house size of 40% (72.46 m^2) of the footprint of the principal dwelling unit. The Owner seeks relief from this provision to permit a maximum size of 68% (122 m^2) of the footprint of the principal dwelling unit.

2. Section 6.40.8(i) of General Zoning By-law 689-83 establishes that the building height of the coach house cannot exceed the height of the principal dwelling. The Owner seeks relief from this provision to permit the coach house to exceed the height of the principal dwelling.

3. Section 6.40.8(ii) of General Zoning By-law 689-83 establishes that the coach house cannot be closer to the street line than the front wall of the principal dwelling. The Owner seeks relief from this provision to permit the coach house to be located closer to the street line than the principal dwelling

4. Section 6.40.10 of General Zoning By-law 689-83 establishes that a basement is not permitted in a coach house. The Owner seeks relief from this provision to permit a basement in the coach house.

Figure 2: Coach House and Accessory Building Elevation



Figure 3: View of Subject Property from Gore Road



Figure 4: Proposed Coach House and Accessory Building Location



4. Planning Policies & Regulations

4.1 Planning Act

Section 45 (1) of the *Planning Act* sets out criteria to be considered when reviewing minor variance applications. The Committee of Adjustment may authorize such minor variance from the provisions of the Zoning By-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure.

The criterion to be used by the Committee in the evaluation of a minor variance application is as follows:

1. Is the general intent and purpose, in the opinion of the Committee, of the Official Plan maintained;
2. Is the general intent and purpose, in the opinion of the Committee, of the Zoning By-law maintained;
3. Is the proposed variance desirable for the property and is it compatible with adjacent uses and properties; and,

4. Is the variance, in the opinion of the Committee, minor in nature.

4.2 Provincial Planning Statement (PPS) 2024

The PPS classifies the subject property as rural land. The following policies are applicable to the proposed development:

2.6.1 On rural lands located in municipalities, permitted uses are:
c) residential development, including lot creation, where site conditions are suitable for the provision of appropriate sewage and water services;

2.6.2 Development that can be sustained by rural service levels should be promoted.

4.3 Regional Official Plan

The subject property is designated Rural Area and Protected Countryside on Map 7 of the Region Official Plan. The following policy is applicable to the proposed development:

6.B.6 Nothing in this Plan shall prevent the owner of a legal lot of record located within the Protected Countryside designation from obtaining a building permit to construct or enlarge a house, accessory building or farm structure, provided it is in conformity with all other Regional, Area Municipal and Grand River Conservation Authority policies and regulations.

4.4 Township of North Dumfries Official Plan

4.4.1 Land Use Designations

The subject property is designated Agricultural on Map 2 and Rural Area and Protected Countryside on Map 7 of the Township Official Plan. The following policies are applicable to the proposed development:

2.6.10.6 Uses within the Agricultural designation will be regulated through the Township Zoning By-law

2.6.11.6 Nothing in this Plan shall prevent the owner of a legal lot of record located within the Protected Countryside designation from obtaining a building permit to construct or enlarge a house, accessory building or farm structure, provided it is in conformity with all other Township, Regional and GRCA and regulations.

4.4.2 Land Use Compatibility

Section 3.1.1 of the Official Plan contains policies on land use compatibility. It states that the Township will encourage development that is compatible with the location, density, and other characteristics of surrounding land uses. Factors used to assess the compatibility of the proposed development include, but are not limited to:

- The density, scale, height, massing, visual impact, building materials and architectural character of surrounding buildings, and the preservation of natural environment.

4.5 General Zoning Bylaw 689-83

The property is zoned **Z.1 – Agriculture**, with a site-specific exemption **20.1.185** under General Zoning By-law 689-83. This exemption establishes the minimum lot area and frontage requirements specific to the subject property. Permitted uses include a residential dwelling and associated accessory uses, such as a coach house.

Matters relevant to the consideration of this minor variance application include:

- Coach house size
- Coach house height
- Coach house location
- A coach house with a basement

5. Consultation

5.1 Public Correspondence

As of the date of preparing this report for inclusion in the July 7th, 2025, Committee of Adjustment Meeting Agenda, no correspondence has been received from any members of the public.

Any additional correspondence received up to the time of meeting will be distributed to the Committee.

5.2 Agency Correspondence

The application was circulated and as of the date of preparing this report for inclusion in the July 7th, 2025, Committee of Adjustment Meeting Agenda, the following comments were received:

1. Township Fire Department

    - No concerns with the proposed application.

2. Region of Waterloo

    - No concerns with the proposed application.

3. Waterloo Catholic District School Board

    - No concerns with the proposed application.
    - Any Education Development Charges shall be collected prior to the issuance of a building permit(s).

4. Township Engineering Department

    - No concerns with the proposed application

5. Canada Post

    - No comments for the proposed application

6. CPKC Rail

    - CPKC Rail recommends applying the 2013 Proximity Guidelines when evaluating residential development near a rail line. These guidelines suggest a minimum setback of 30 metres for residential uses.
    - The proposed development is located approximately 60 metres from the rail line, which exceeds the recommended setback and is considered to be in accordance with the CPKC Proximity Guidelines.

7. Grand River Conservation Authority (GRCA)

    - The GRCA has no concerns with the proposed minor variance application as the property is not located within the GRCA regulation limit.

8. Township Building Department

    - A qualified individual must assess the location of the proposed septic system in relation to stable slope conditions; this will be required at the time of building permit application.

- A septic report for the coach house must be provided, identifying all septic systems and wells on the property as well as any adjacent wells or septic systems, to confirm adequate clearance distances.
- The front and rear porches of the coach house are to remain unenclosed, consistent with the proposal.

6.0 Planning Opinion & Recommendation

Staff have prepared a recommendation for the Committee's consideration based on the completeness of the application and review process. All required agency comments have been received, and no public comments were submitted prior to the preparation of this report.

Staff have reviewed the application in the context of the applicable planning framework, including the Township Official Plan, General Zoning By-law 689-83, the Planning Act, and the Provincial Policy Statement (2024). The application was circulated to internal departments and external agencies, and no concerns were identified that would prevent the proposal from moving forward.

Should any questions or concerns arise at the public meeting that warrant further review or follow-up, staff can provide additional information and bring forward an updated recommendation at a future meeting if needed.

In staff's opinion, the requested variances satisfy the four tests under Section 45(1) of the Planning Act for the following reasons:

1. The application was circulated to external agencies and internal departments for review and comments. No comments or concerns were received that would preclude the proposed application from moving forward.

2. The adjacent property owners were notified within a 120m radius of the subject property. No correspondence has been received from any members of the public.

3. The general intent and purpose of the Official Plan is maintained:

   The subject property is designated *Agricultural* in the Township Official Plan, which supports rural residential uses and allows for coach houses as accessory dwelling units. The proposed development supports a form of gentle residential intensification on a large rural lot while maintaining compatibility with the surrounding rural landscape. No land is being removed from agricultural production, and the proposal aligns with the Official Plan's policies for rural and protected countryside areas.

4. The general intent and purpose of the Zoning By-law is maintained:

   The intent of the coach house provisions in the Zoning By-law is to ensure coach houses remain subordinate in scale and function to the principal dwelling.

   While the coach house is proposed to exceed the 40% size limit and be slightly taller than the principal dwelling, it will not exceed the maximum permitted height of 6.1 m (20 ft). The proposed height of approximately 5.5 m (just under 18 ft) is considered appropriate given the principal dwelling is a single-storey structure with a low profile. Newer construction typically results in a taller overall design due to ceiling heights and roof pitches. The proposed coach house remains visually subordinate and compatible in character.

   Although a basement is proposed, the overall building scale remains modest and consistent with the intent of the coach house provisions to maintain a subordinate and accessory relationship to the principal dwelling.

   Although the coach house will be located closer to the street line than the front wall of the principal dwelling, the property is over 2 hectares in size with a frontage of 171 m, providing ample separation from adjacent properties. The siting allows the new unit to tie into the existing driveway without requiring a new access or disrupting the streetscape.

5. The variances are desirable for the appropriate development or use of the land:

   The subject property is a large rural lot with sufficient space to accommodate a coach house and accessory garage without negative impacts on neighbouring uses or the rural character of the area. The coach house will be accessed via the existing driveway and is sited with sufficient setbacks from property lines and adjacent dwellings.

   The inclusion of a basement reflects the owner’s preference to locate mechanical equipment and infrastructure below grade, which is considered the most functional and desirable design approach for their needs. This design approach also allows the above-grade floor area to remain within a compact footprint.

6. The variances are minor in nature:

   The proposed relief relates primarily to design considerations that do not result in any adverse impacts on neighbouring properties or the overall character of the area. The proposed building height is within the overall maximum permitted height for coach houses and reflects modern construction norms. The additional size requested (70% vs. 40%) remains modest and is not out of scale in the context of

the property. The location of the proposed coach house is appropriate, and no comments have been received from neighbours or agencies indicating concerns. The basement is a functional element and does not affect the building's external massing. As such, the variances are considered minor.

7. Financial Implications

The consideration of this report does not affect the 2025 Budget.

8. Attachments

1. Site Plan
2. Elevations
3. Floorplan
4. Septic Plan
5. Agency Comments

For further information on the contents of this report, please contact Christina Blazinovic, Planner I/GIS Technician at 519-632-8800 ext. 131 or via email at cblazinovic@northdumfries.ca

Report Prepared By,

Christina Blazinovic

Christina Blazinovic
Planner I/GIS Technician

Report Reviewed By,

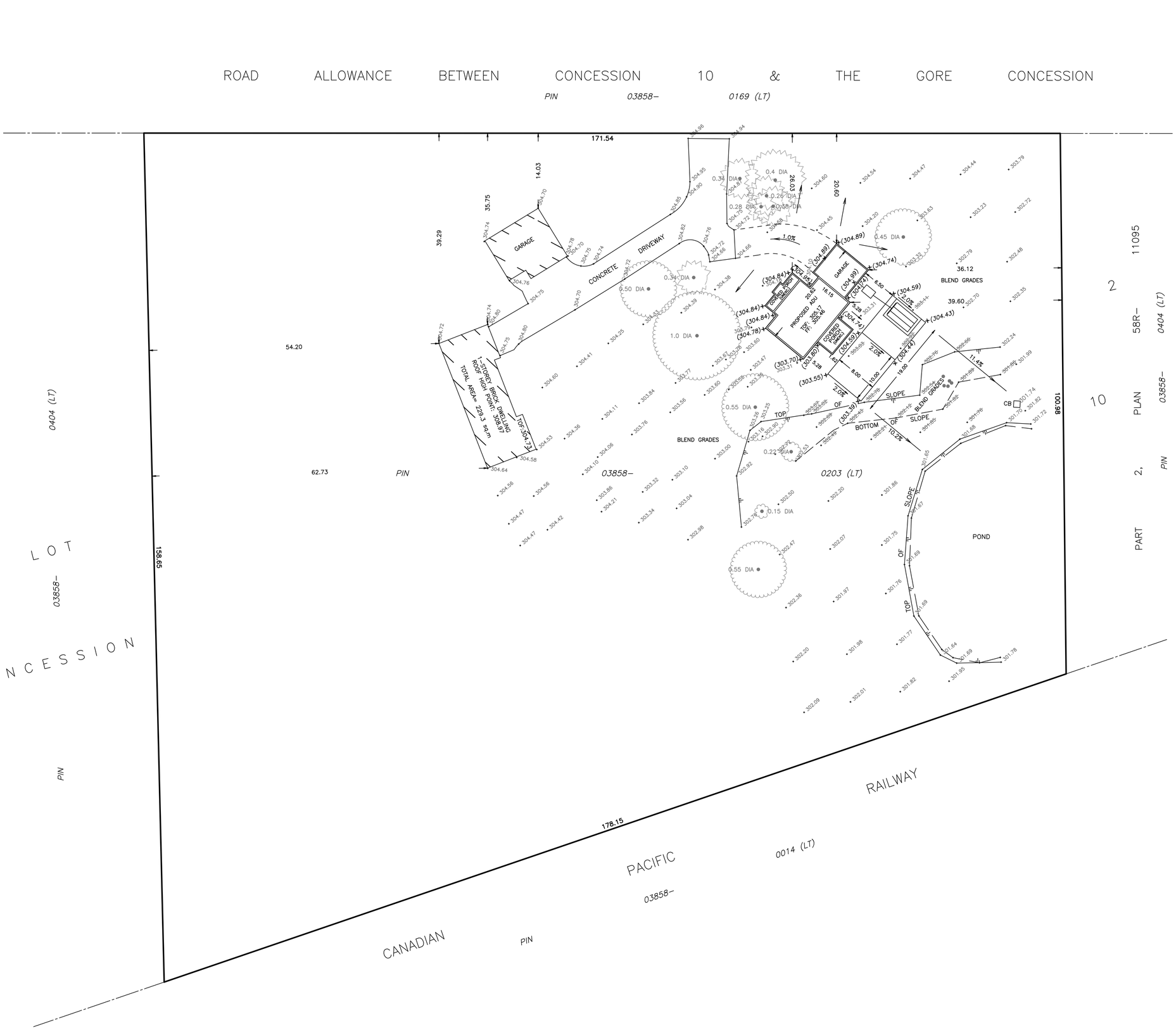
"Shannon Black"

Shannon Black, CBCO
Director of Development Services

Respectfully Submitted By,



Andrew McNeely,
Chief Administrative Officer



PLAN PREPARED FOR LAND DEVELOPMENT OF

6575 GORE ROAD
TOWNSHIP OF NORTH DUMFRIES
REGIONAL MUNICIPALITY OF WATERLOO

SCALE 1 : 400

10 0 10 20 30 metres

THE INTENDED PLOT SIZE OF THIS PLAN IS 762mm IN WIDTH BY 609mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:400

J.D. BARNES LIMITED

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

NOTES

THE SUBJECT BOUNDARY IS COMPILED FROM AVAILABLE RECORDS AND HAS NOT BEEN VERIFIED BY A SURVEY.

HORIZONTAL REFERENCE IS UTM GRID, DERIVED FROM REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0).

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999603.

ELEVATION NOTE

ELEVATIONS ARE OF GEODETIC ORIGIN (CGVD–1978:1928) AND ARE DERIVED FROM GNSS OBSERVATIONS AND NATURAL RESOURCES CANADA MODEL HT2.0.

LEGEND

+(304.43)	DENOTES PROPOSED ELEVATION
• 301.82	DENOTES MEASURED ELEVATION
• ~~301.96~~	DENOTES MEASURED ELEVATION TO CHANGE
TOF	DENOTES TOP OF FOUNDATION
FF	DENOTES FINISHED FLOOR
□ CB	DENOTES CATCHBASIN
	DENOTES DECIDUOUS TREE DIA=DIAMETER OF TRUNK IN METRES
	DENOTES CONIFEROUS TREE DIA=DIAMETER OF TRUNK IN METRES

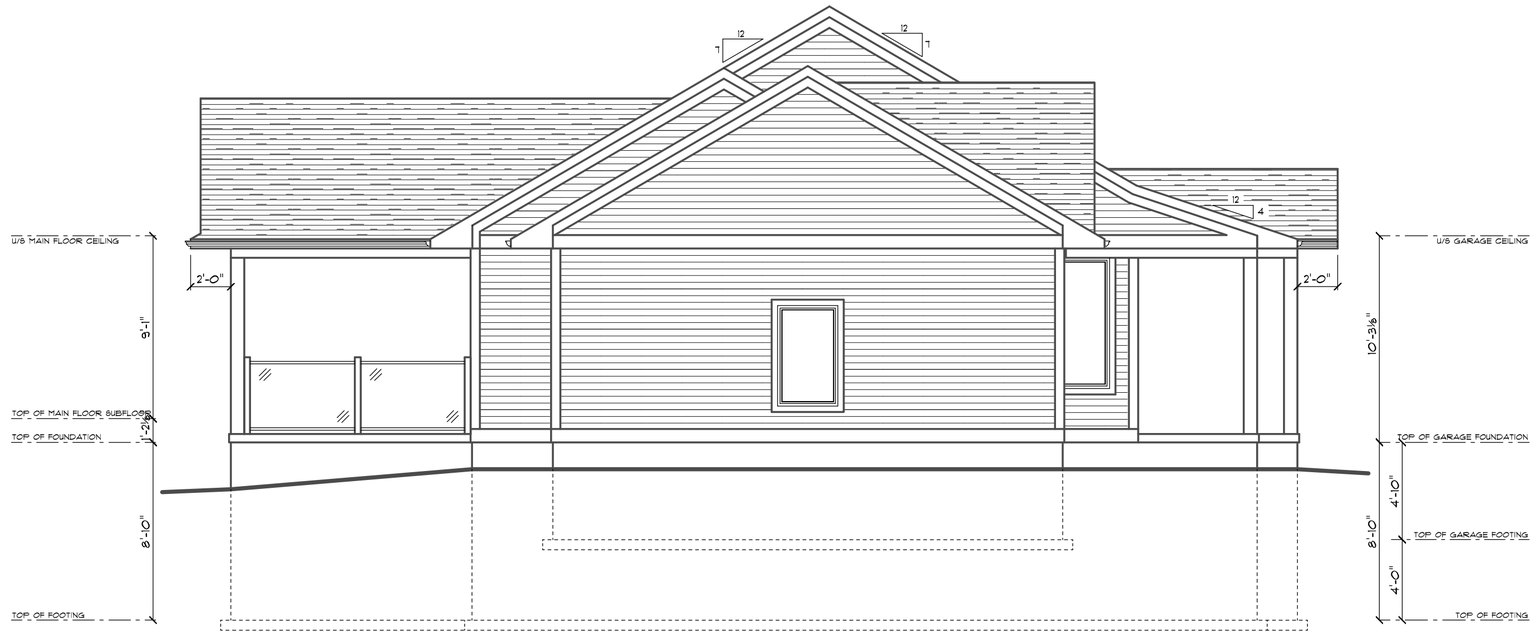
FIELD SURVEY WAS COMPLETED ON THE 29th DAY OF MAY, 2025.

J.D. BARNES LIMITED
SURVEYING MAPPING GIS
LAND INFORMATION SPECIALISTS
4273 KING ST. E, #100, KITCHENER, ON, N2P 2E9
T: (519) 621-9600 F: (519) 650-5625 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
CB	JPH	25-40-687-00_TOPO
		DATED: 06/11/2025



FRONT ELEVATION



LEFT ELEVATION

FRAMING NOTES

USE (3) 2"x8" HEADERS C/W 2-2x6 POSTS (1 JACK + 1 KING) UNLESS OTHERWISE NOTED.
TRUSSED ROOF AS PER MANUFACTURERS' SPECIFICATIONS.
ROOF OVER FRAME RAFTERS TO BE 2"x6" @ 16" O.C. C/W 2"x4" COLLAR TIES AS REQUIRED UNLESS OTHERWISE NOTED.
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GENERAL NOTES

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PROVIDE SOLID BLOCKING @ WALLS ADJACENT TO WATER CLOSETS TO FACILITATE FUTURE WATER CLOSET GRAB BARS.

C. FREDE DESIGN INC.
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CRAIG.FREDE@SYMPATICO.CA

CONTRACTORS NOTE

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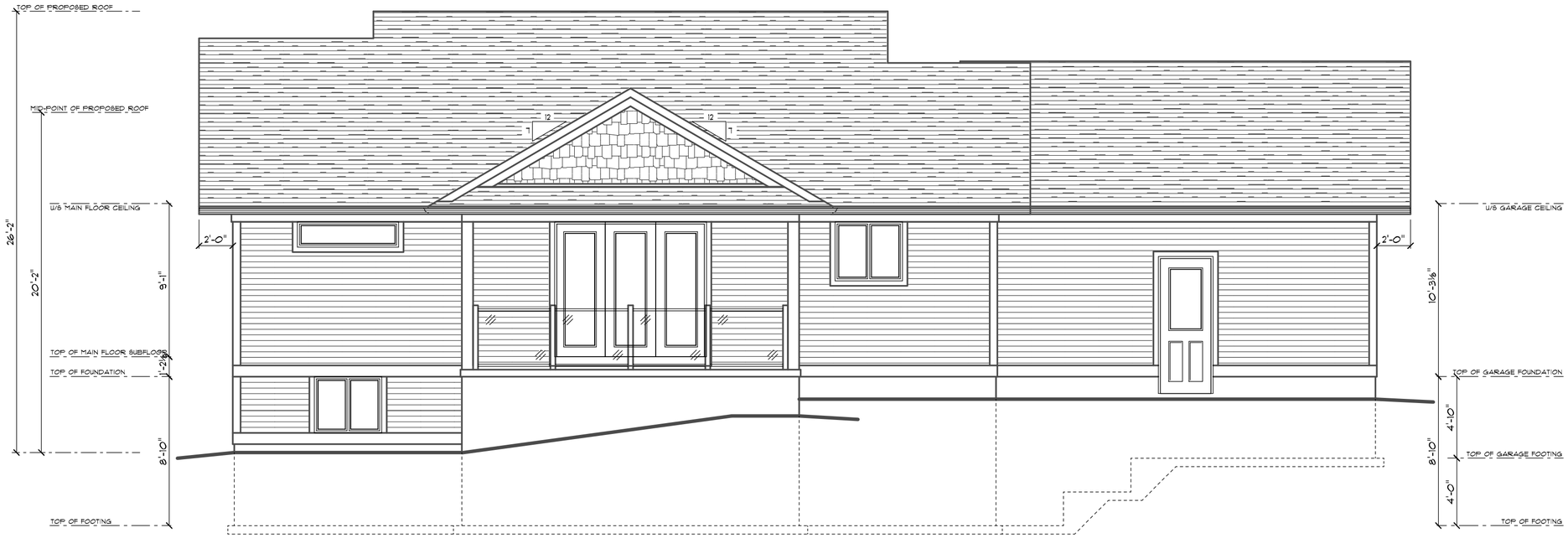
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NORTH DUMFRIES TOWNSHIP

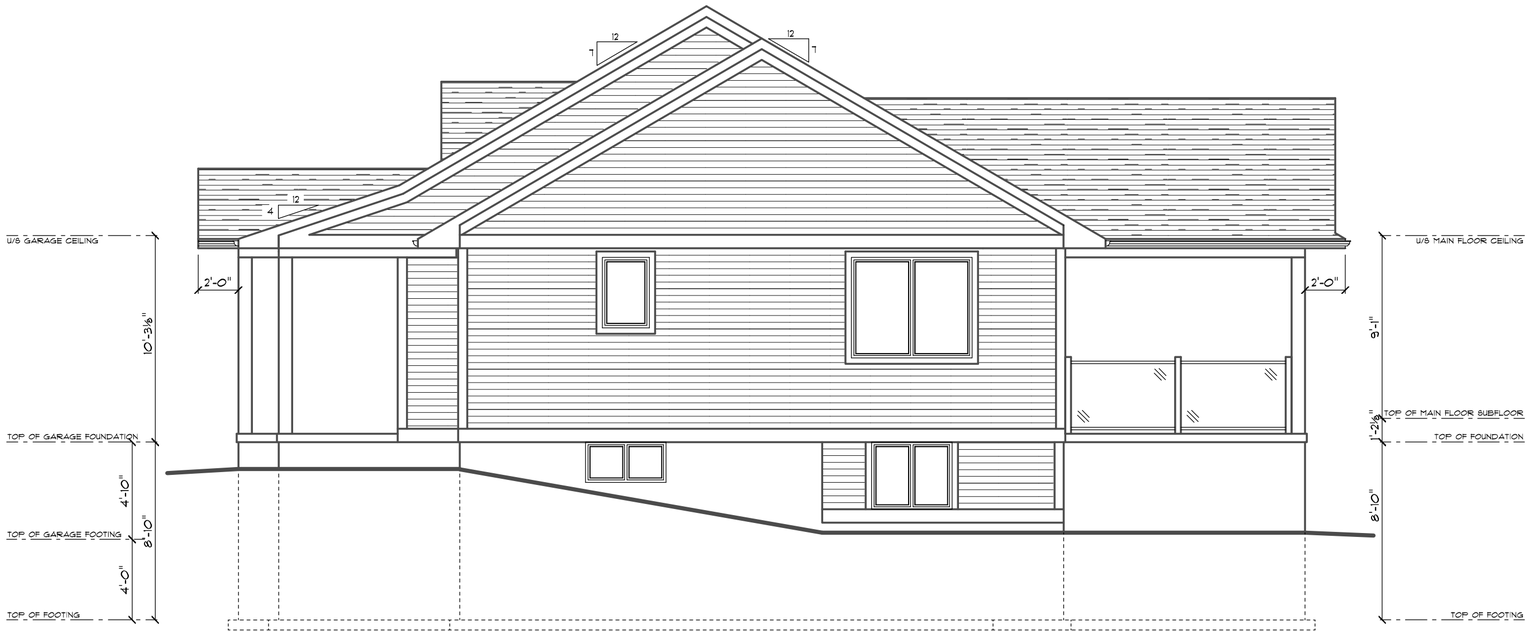
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FRONT & LEFT ELEVATIONS

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DATE: JUNE 11, 2025	FILE NO: 900-3100-25	



REAR ELEVATION



RIGHT ELEVATION

FRAMING NOTES

USE (3) 2"x8" HEADERS C/W 2-2x6 POSTS (1 JACK + 1 KING) UNLESS OTHERWISE NOTED.
TRUSSED ROOF AS PER MANUFACTURERS' SPECIFICATIONS.
ROOF OVER FRAME RAFTERS TO BE 2"x6" @ 16" O.C. C/W 2"x4" COLLAR TIES AS REQUIRED UNLESS OTHERWISE NOTED.
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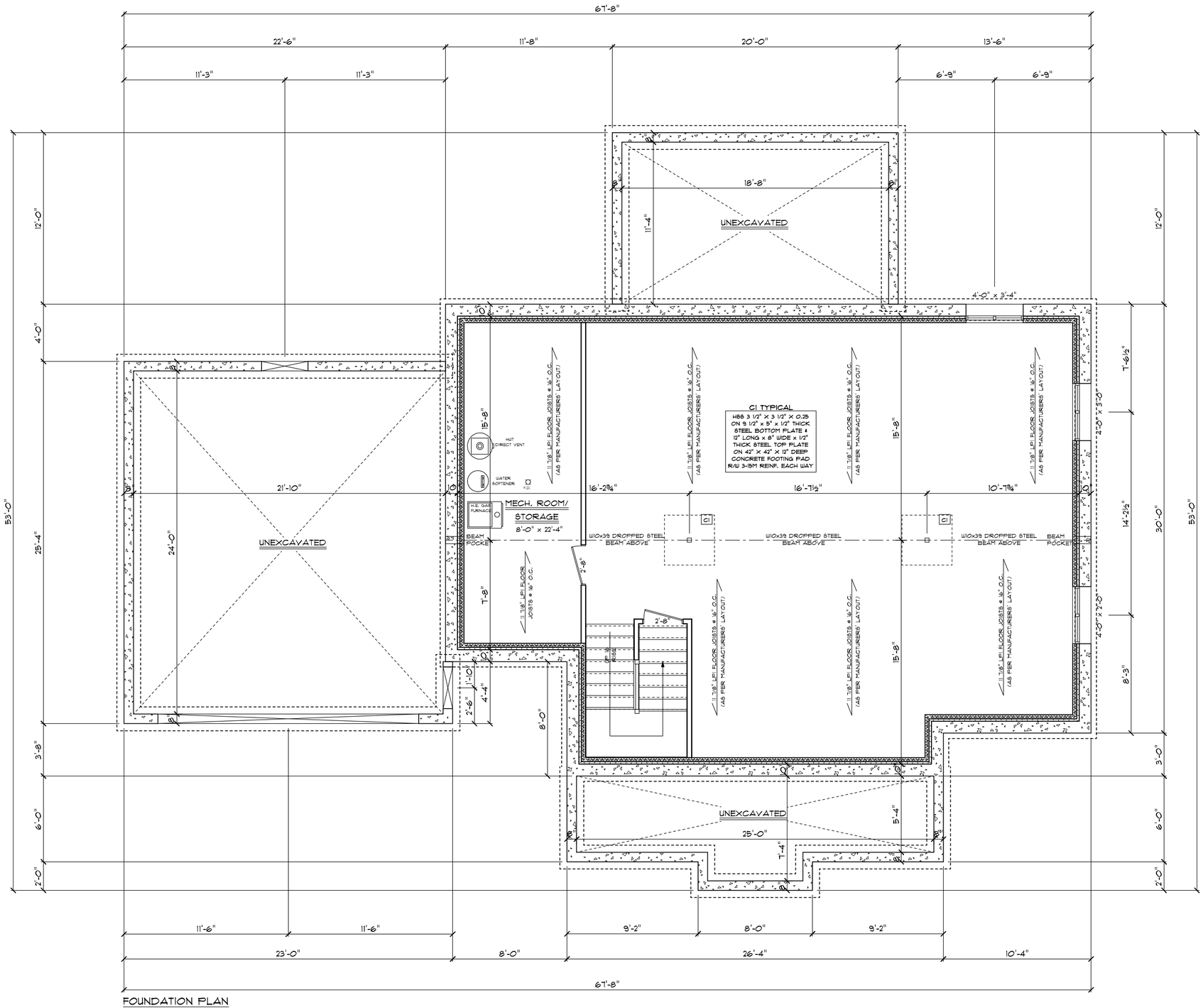
DOLSON A.D.U.

NORTH DUMFRIES TOWNSHIP

DRAWING TITLE

REAR & RIGHT ELEVATIONS

DRAWN	SCALE	DRAWING NO:
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DATE: JUNE 11, 2025	FILE NO: 900-3100-25	



FOUNDATION PLAN

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NORTH DUMFRIES TOWNSHIP

DRAWING TITLE

FOUNDATION PLAN

DRAWN	SCALE	DRAWING NO:
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DATE: JUNE 11, 2025	FILE NO: 900-3100-25	

FRAMING NOTES

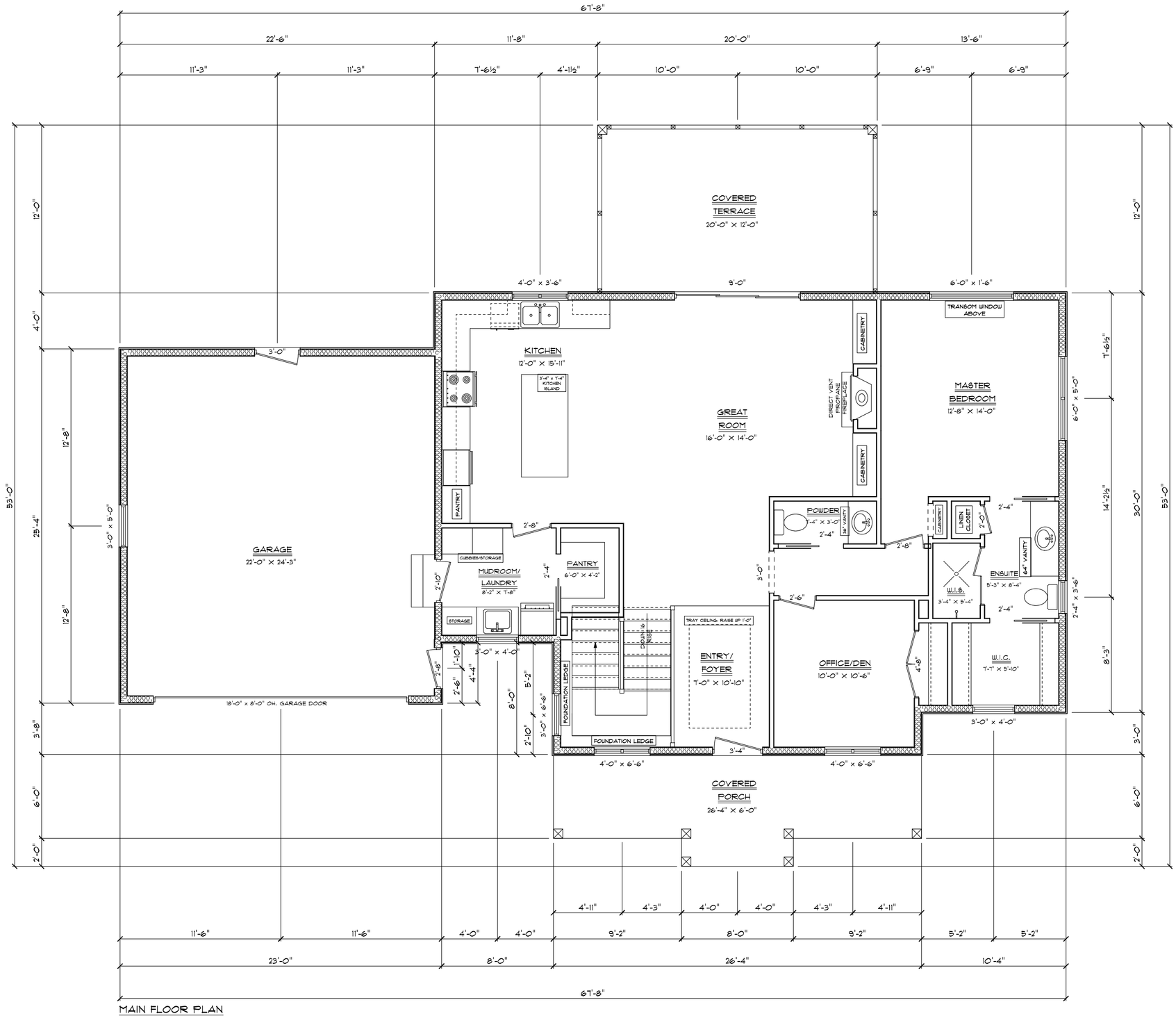
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MAIN FLOOR PLAN

MAIN FLOOR AREA: 1400 SQ.FT.

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DOLSON A.D.U.

NORTH DUMFRIES TOWNSHIP

DRAWING TITLE

MAIN FLOOR PLAN

DRAWN	SCALE	DRAWING NO:
C.F.	3/16"=1'-0"	A-3
DATE	FILE NO:	
JUNE 11, 2025	900-3100-25	

GORE ROAD

N

MINIMUM DISTANCE
FROM PROPERTY LINE TO
DISTRIBUTION PIPING

3.4m

3.0m

MINIMUM DISTANCE
FROM PROPERTY LINE TO
SEPTIC/PUMP TANKS

4 RUNS @ 5.0m LONG
75mm ϕ PERFORATED
DISTRIBUTION PIPES

8.0m

1.0m

6.0m

0.5m

1.0m

0.5m

TP1

MINIMUM DISTANCE
FROM PROPERTY LINE TO
DISTRIBUTION PIPES

3.4m

3,600 L (800 GAL)
SEPTIC TANK

4.0m

STONE LAYER
AREA: 24.0 m²

MINIMUM DISTANCE
FROM STRUCTURE TO
SEPTIC TANK

1.5m

1.0m

5.0m

DOUBLE
HEADER

EXTENDED CONTACT
AREA: 72.0 m²

19.0m

EXISTING
DRIVEWAY

PROPOSED
ADDITIONAL
DWELLING UNIT
(ADU)

5.4m

10.0m

TP3

TP2

TOTAL MANTLE
AREA: 152.0 m²

MINIMUM DISTANCE
FROM STRUCTURE TO
DISTRIBUTION PIPES

NOTES:

1. SEPTIC SYSTEM COMPONENT LOCATIONS AND CONFIGURATION MAY BE ALTERED TO ACCOMMODATE SITE GRADING, LANDSCAPING AND INTERIOR PLUMBING OUTLET(S). ALL MINIMUM SIZING, LENGTHS, VOLUMES AND SETBACKS MUST BE MAINTAINED.

2. ALL PROPERTY LINES ARE GREATER THAN 3.4 m FROM ALL SEPTIC COMPONENTS

3. ANY DRILLED/DUG WELLS MUST BE INSTALLED AT LEAST 15.0 m FROM SEPTIC TANKS AND AT LEAST 15.4 m/30.4 m FROM DISTRIBUTION PIPING.

NO.	DESCRIPTION	DATE

REVISIONS

CMT ENGINEERING INC.
1011 Industrial Crescent, Unit 1
St. Clements, Ontario N0B 2M0
Tel.: 519-699-5775
Fax: 519-699-4664
www.cmtinc.net

PROJECT:

PROPOSED SEPTIC SYSTEM
6575 Gore Road,
Puslinch, Ontario

DRAWING TITLE:

SITE PLAN SHOWING
SEPTIC SYSTEM LAYOUT

PROJECT NO.:	DATE:
25-172	May 7, 2025
SCALE:	DRAWING NO.
1:200	2

From:	John Brum
To:	Christina Blazinovic
Cc:	Planning; Matthew Colley
Subject:	A-10/25 (6575 Gore Rd)-GRCA Comments
Date:	June 18, 2025 9:10:33 AM
Attachments:	Safe Attachments Scan In Progress.msg

Hi Christina,

Please be advised that the subject property is not regulated by the GRCA and is outside of our areas of interest (refer to the attached map). As such, the GRCA has no concerns/comments regarding the approval of this minor variance application by the Township of North Dumfries.

Regards,

John Brum
Resource Planner
Grand River Conservation Authority

400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
Office: 519-621-2763 ext. 2233
Toll-free: 1-866-900-4722
Email: jbrum@grandriver.ca
www.grandriver.ca | Connect with us on social media

MEMORANDUM

To: **Development Services, Township of North Dumfries**

Attention: Christina Blazinovic Planner I/GIS Technician

From: Sandy Bucholtz, Engineering Technologist

Re: **Request for Comments**

Date: Friday, June 27, 2025

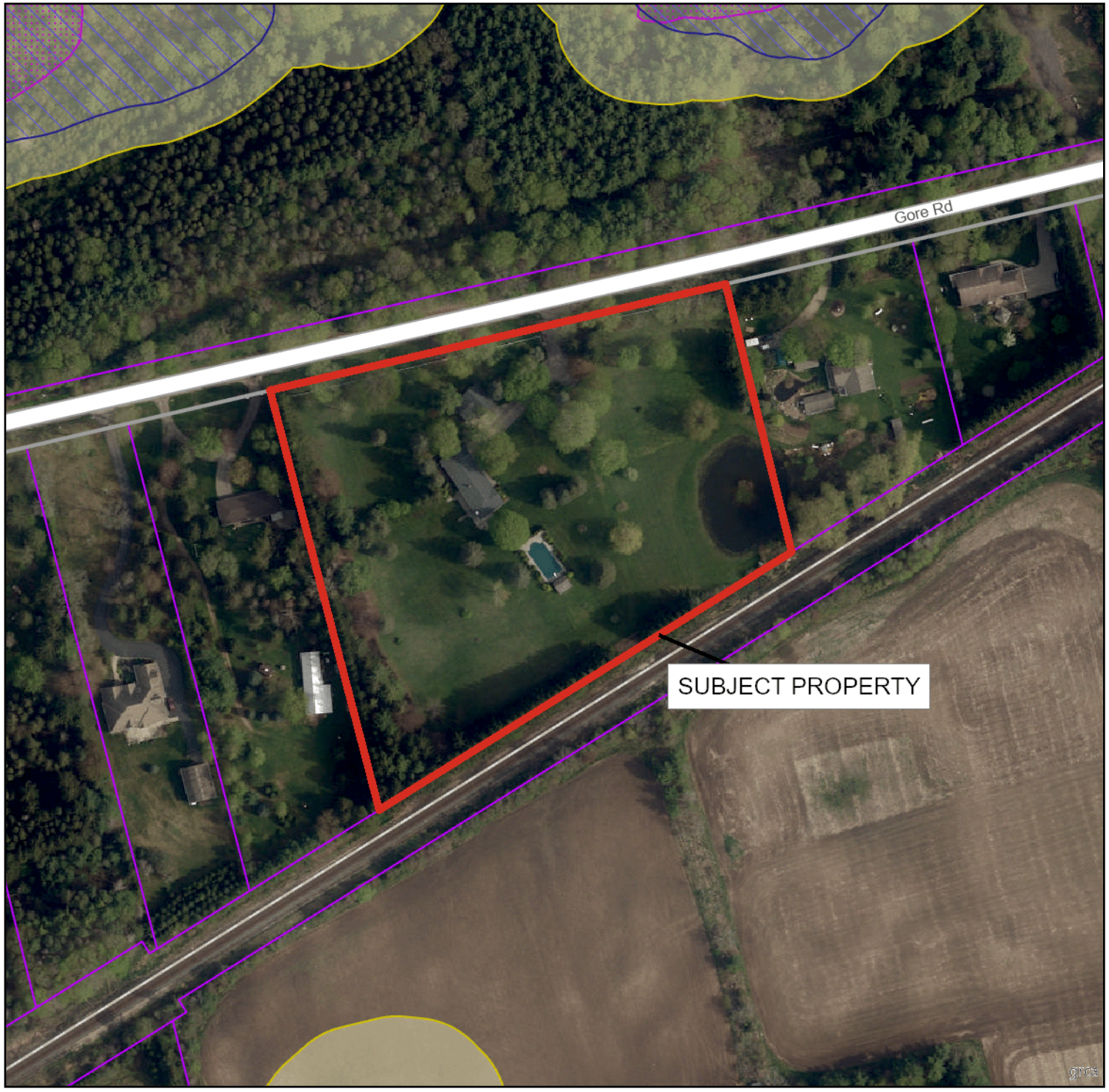
Application(s): A-10-25
Owner(s): David Dolson
Civic Address: 6575 Gore Rd.

Comments:
The Engineering and Public Works Department has reviewed the following information.

- Package as distributed by Planning

We offer the following comments

- A second Entrance will not be permitted.
- Proposed septic systems proximity to the steep embankment at rear of property and existing pond contingent upon building department review.
- Engineering Public Works has no objections to the application.



Map Centre (X,Y): 560485.81, 4804263.51 | Map Link

This map is not to be used for navigation | 2024 Ortho (ROWG)

Grand River Conservation Authority

Date: Jun 18, 2025
Author: J. Brum

A-10/25 (6575 Gore Rd)

Legend

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

Copyright Grand River Conservation Authority, 2025.

Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.
The source for each data layer is shown in parentheses in the map legend.
See Sources and Citations for details.

Scale 1:2,034

NAD83 UTM zone 17 (EPSG:26917)

From:	Eric Yates
To:	Planning
Cc:	Robert Shantz
Subject:	FW: Request for Comments - A-10/25 - 6575 Gore Road, North Dumfries
Date:	June 20, 2025 11:00:36 AM
Attachments:	A-10-25 - Site Plan.pdf A-10-25 - Application Form.pdf A-10-25 - Elevations.pdf A-10-25 - Floorplan.pdf A-10-25 - Section 59.pdf A-10-25 - Septic Plan.pdf

---

Fire has no comments to Minor variance.

Eric Yates, CFEI
Deputy Chief, Chief Fire Prevention Officer
North Dumfries Fire Department

From:	Planning
To:	Planning
Subject:	Re: Request for Comments - A-10/25 - 6575 Gore Road, North Dumfries
Date:	June 18, 2025 9:41:20 AM
Attachments:	Outlook-3ur20pci.png

Good morning,

The Waterloo Catholic District School Board has reviewed the subject application and based on our development circulation criteria have the following comments/conditions:

1. That any Education Development Charges shall be collected prior to the issuance of a building permit(s).

Thank you.

Kind regards,

Isabelle Lung Ler | Planning Technician
P 519-578-3677 x 2355 | wcdsb.ca

Waterloo Catholic District School Board
Quality, Inclusive, Faith Based Education

From:	Shannon Black
To:	Christina Blazinovic
Subject:	RE: Request for Comments - A-10/25 - 6575 Gore Road, North Dumfries
Date:	June 27, 2025 12:46:29 PM
Attachments:	image003.png image006.png image008.png

Christina

Building department comments

-qualified individual will need to review location of the septic system related to stable slope for submission at time of building permit.
-septic report for coach house to capture all septic systems and wells on the property and any adjacent wells or septic's to ensure adequate clearance is achieved
-front and rear porch to remain unenclosed as per the proposal

Shannon Black, CBCO
Director of Development Services/Chief Building Official

The Corporation of the Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0

☎ 519-632-8800 🖷 519-632-8700
✉ sblack@northdumfries.ca

Website: www.northdumfries.ca







Do you really need to print? Think green.
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From: MAZEY, Neil
To: Planning
Subject: RE: Request for Comments - A-10/25 - 6575 Gore Road, North Dumfries
Date: June 19, 2025 2:04:05 PM

No comments from Canada Post.

NEIL MAZEY |DELIVERY SERVICES OFFICER I DELIVERY PLANNING | CANADA POST | 955 HIGHBURY AVE N, LONDON ON N5Y 1A3 | 519-281-2253

From:	Real Estate Canada
To:	Planning
Cc:	Christina Blazinovic
Subject:	RE: Request for Comments - A-10/25 - 6575 Gore Road, North Dumfries
Date:	June 19, 2025 3:52:35 PM
Attachments:	image002.png

You don't often get email from real_estatecanada@cpkcr.com. Learn why this is important

Good Afternoon,

Comments on, within 500m of CPKC Rail line

Please note that CPKC's Galt Subdivision is classified as a principal mainline track.

CPKC is generally not opposed to Commercial/Industrial type developments adjacent to our right of way. Notwithstanding that statement, commercial developments should still meet certain recommendations based upon site specific conditions and intended use. CPKC is not in favour of residential uses that are not compatible with rail operations as the safety and welfare of residents can be adversely affected by rail operations. CPKC freight trains operate 24/7 and schedules/volumes are subject to change.

CPKC's approach to any development or expansion in the vicinity of rail operations is encapsulated by the recommended 2013 Proximity Guidelines developed through collaboration between the Railway Association of Canada and the Federation of Canadian Municipalities. CPKC continues to recommend that all proposed developments (whether residential, commercial, or industrial) follow the 2013 Proximity Guidelines. It is incumbent upon the developer to incorporate these safety measures to a degree that satisfies the requirements of the relevant agencies issuing building and development permits. The 2013 Proximity Guidelines can be found here: https://www.proximityinitiative.ca/

In addition, all construction, continued maintenance, access, ingress and egress must be done without entering railroad right of way. This includes but is not limited to maintenance of any equipment, lawn care, snow plowing and emergency exits via windows or doors.

CPKC recommends that the below condition be inserted in all property and tenancy agreements or future offers of purchase and sale for all dwelling units in the proposed building(s):

"CPKC and/or its assigns or successors in interest has or have a railway right-of-way

and/or yard located adjacent to the subject land hereof with operations conducted 24 hours a day, 7 days a week, including the shunting of trains and the idling of locomotives. There may be alterations to, or expansions of, the railway facilities and/or operations in the future, which alterations or expansions may affect the living environment of the residents in the vicinity. Notwithstanding the inclusion of any noise and/or vibration attenuating measures in the design of the development and individual dwellings, CPKC will not be responsible for complaints or claims arising from the use of its facilities and/or its operations on, over, or under the aforesaid right-of-way and/or yard."

We would appreciate being circulated with all future correspondence related to developments adjacent to our right of way.

Thank you,

Real Estate Canada

Real_EstateCanada@cpkcr.com
7550 Ogden Dale Road SE, Building 1
Calgary AB T2C 4X9

PLANNING, DEVELOPMENT
AND LEGISLATIVE SERVICES
150 Frederick Street, 8th Floor
Kitchener ON N2G 4J3 Canada
Telephone: 519-575-4400
TTY: 519-575-4608
Fax: 519-575-4449
www.regionofwaterloo.ca

June 23, 2025

Christina Blazinovic
Township of North Dumfries
106 Earl Thompson Road, 3rd Flr,
P.O. Box 1060
Ayr, ON N0B 1E0

File No.: D20-20/Var ND

Dear Ms. Blazinovic:

Re: Committee of Adjustment, Township of North Dumfries

Regional staff have reviewed the following Committee of Adjustment application(s) and have no comments:

A-10/25, 6575 Gore Road, Dave and Charlotte Dolson

Please be advised that any development on the subject lands is subject to the provisions of the Regional Development Charge By-law 19-037 or any successor thereof and may require payment of Regional Development Charges for these development(s) prior to the issuance of a building permit.

The comments contained in this letter pertain to the Application number(s) listed. If a site is subject to more than one application, additional comments may apply.

Please forward any decisions on the above mentioned Application number(s) to the undersigned.

Yours Truly,

Cheryl Marcy

Cheryl Marcy, C.E.T.
Manager, Corridor Development
226-753-1093

The TOWNSHIP of NORTH DUMFRIES

PD Report No. 46-2025

Council Public Meeting
July 7th, 2025

Proposed Official Plan Amendment – File No. OP-01/25
Proposed Zoning By-law Amendment – File No. ZC-03/25
Agent: GSP Group Inc. (c/o Brandon Flewwelling)
1128 Rife Road

Recommendation:

The Manager of Planning recommends:

1. **THAT Report No. PD-46-2025 be received;**

2. **AND THAT all comments and correspondence received through the consultation process be returned to Staff for further consideration in a future Report to Council on the disposition of this matter.**

1. Purpose

Applications (File No. OP-01/25 & ZC-03/25) have been made to the Township of North Dumfries for amendments to both the Township Official Plan and General Zoning By-law No. 689-83 for the lands at 1128 Rife Road. The subject lands are currently under the ownership of the Waterloo Regional Police Association.

For the purpose of this Public Meeting, the two applications are being considered simultaneously as they are inter-related.

The purpose of this Report is to:

- Provide an overview of the development applications;
- Identify issues or matters to be assessed by Staff as part of the consideration of the subject proposal; and,
- Solicit comments from interested members of the Public, Government Agencies, and other stakeholders that can be reflected in a future Report to Council on the merits of the two planning applications.

2. Background

2.1 Application Summary

Application(s)	**Official Plan Amendment – OP-01/25** **Zoning By-law Amendment - ZC-03/25**
Related Application (s)	N/A
Owner(s):	Waterloo Region Police Association
Applicant(s)/Agent(s):	GSP Group Inc. (c/o Brandon Flewwelling)
Legal Description:	CON 11 PT LOT 26 PT LOT 27
Civic Address:	1128 Rife Road
Assessment Roll No.:	300102000609702

2.2 Location

The subject property is municipally addressed as 1128 Rife Road and is located at the terminus of Rife Road. An aerial photograph of the subject property is provided below as Figure 1.

The property is framed along its north boundary by Highway 401, and, to the south by the CPKC rail corridor. Environmentally sensitive lands associated with Cedar Creek is present along the west limits of the property and adjacent landholding. To the east of the subject lands, along Rife Road through to Dumfries Road, represents an industrial area comprised of a combination of businesses that includes outside storage.

Figure 1: Aerial Photograph of the Subject Property



2.3 Overview of Property

Property Details

The subject property is a large irregularly shaped lot covering approximately 21 hectares in area and provides a frontage of 26.4 metres along Rife Road and a property depth of 720 metres.

The property is owned and operated by the Waterloo Region Police Association ("WRPA"). Located on the property is the WRPA head office and recreation centre, consisting of a 400-person banquet hall, restaurant, heated outdoor pool, sports facilities/fields, surface parking to accommodate approximately 600 cars, and a campground with approximately 82 campsites.

The subject property is currently serviced by private water and wastewater services. The site is located within the regulated area of the Grand River Conservation Authority and is identified as containing a woodlot, a Provincially Significant Wetland, a segment of Cedar Creek, and an associated floodplain and slope valley.

Figure 2: Entrance to Parking Area



Figure 3: Campground Area



Figure 4: Banquet Hall & Head Office



Figure 5: Recreation Areas



Surrounding Context

Figures 2 through 5 below show images of the property taken from a Site Visit that occurred on June 27th, 2025 by Planning Staff.

The lands surrounding the subject property feature a mix of industrial, natural heritage, and rural uses, influenced by the area's proximity to major transportation corridors and natural features.

To the north, the site directly abuts Highway 401. Beyond the highway lies a significant natural heritage system that includes a Provincially Significant Wetland and an Area of Natural and Scientific Interest (ANSI) recognized for its Regionally Significant Life Science features. Further north is the Roseville Estate, an event venue, and agricultural lands.

To the east, the Canadian Pacific Railway line runs adjacent to the subject lands, with a cluster of industrial uses located nearby. Beyond this industrial area are rural residential properties and the Grand Valley Golf Course.

To the south, the Canadian Pacific Railway line defines the immediate edge of the property. South of the rail corridor are additional industrial uses, Cedar Creek Community Church, Cedar Creek Road, and a former gravel pit operation that was draft approved for an industrial plan of subdivision in May 2025.

To the west, the property is bordered by Cedar Creek, along with a Provincially Significant wetland and associated woodlot. Further west are agricultural operations and an industrial subdivision surrounding the intersection of Regional Road 97, locally known as Cedar Creek Road, and Highway 401.

Overall, the surrounding context reflects a diverse landscape of industrial development, significant natural features, and rural land uses, all situated in proximity to key transportation infrastructure.

3. Development Overview

3.1 Development Proposal

The purpose of the submitted OPA and ZBA applications is to enable the future redevelopment of the site for employment uses that would be compatible with the existing industrial and employment character of the broader area.

Currently, the subject lands are designated "Rural Area" under the Township of North Dumfries Official Plan, which permits primarily agricultural uses and limited non-farm uses.

The lands are zoned “Z.1 – Agriculture” and subject to site-specific exemption 20.1.47 of the Township’s Zoning By-law 689-83, which permits a private club, recreation area and camping, in addition to uses permitted in the Agricultural Zone.

Through the Province’s enactment Bill 162 *Get It Done Act, 2024* the Province modified Regional Official Plan Amendment No. 6 to include the subject lands within the boundaries of the Regional Employment Area boundary (for those lands located outside of the Core Natural Feature situated along the west property limits).

With the submission of this Township Official Plan Amendment, the applicant seeks to align the local policy framework with this direction, bringing the Township Official Plan into conformity with Regional Official Plan policy by redesignating the lands to an Employment Area Designation.

As a result, the proposed applications intend to:

- Amend the Official Plan designation from “Rural Area” to “Highway 401/Regional Road 97 Employment Area” and “Dry Industrial/Commercial,” which permits a range of light industrial uses, including manufacturing, storage, servicing, and related commercial and office activities typically accommodated in the General Industrial designation, while maintaining the southwestern portion of the site as Open Space to protect identified environmental features.

- Amend the Zoning By-law by rezoning the lands from “Z.1 – Agriculture” with Site-Specific Exemption 20.1.47 to “Z.9 – Industrial” with a site-specific provision, and “Z.12.B – Environmental Protection Two (EP2)” to reflect the environmental constraints on the southwestern portion of the property. The EP2 Zone will apply to the woodlot, Provincially Significant Wetland, Cedar Creek, and associated floodplain and valley slopes, restricting development except for conservation and existing uses.

- Establish a site-specific provision under the “Z.9 – Industrial” zone to recognize the existing lot frontage of 26.4 metres along Rife Road, whereas the Z.9 zone requires a minimum lot frontage of 30 metres. This reduction accounts for the existing developed access to the site and is not anticipated to create functional access or circulation concerns.

At this time, no detailed development concept or site plan has been prepared for the property. However, the purpose of the applications are to align the subject lands with the adjacent Highway 401/Regional Road 97 Employment Area and to facilitate future employment uses consistent with surrounding industrial development.

Future development would be subject to subsequent planning approvals, including Site Plan Approval or potentially a plan of subdivision / condominium, which would address technical matters such as servicing, drainage, environmental protection, site design, etc.

4. Supporting Technical Studies

In support of the applications for an Official Plan Amendment and Zoning By-law Amendment, the applicant has submitted a Planning Justification Report. As the proposed amendments do not include a specific physical development proposal for the lands and are focused entirely on policy changes, additional technical studies were not required at this stage of the review.

Should a future development application be brought forward for the property that involves physical development or site alteration, additional technical studies will be required as part of a subsequent Site Plan Approval and/or plan of subdivision / condominium process to address matters such as servicing, environmental protection, traffic, and site design.

The Planning Justification Report and the proposed amendments are currently under review by Township Planning Staff and external agencies. Detailed comments and a comprehensive assessment of the submitted materials will be provided in a follow-up report to Council.

A copy of the Planning Justification Report can be viewed/downloaded from the Township's website (www.northdumfries.ca). Follow the link to the "Current Planning Application" webpage under "Doing Business" tab and scroll down to the icon named "1128 Rife Road – OP-01/25 & ZC-03/25).

5. Planning Policies and Regulations

5.1 Provincial Planning Statement (PPS), 2024

The Provincial Planning Statement ("PPS") came into effect on October 20, 2024, and consolidated and replaced the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019. The PPS provides direction on land use planning and development in Ontario, which all developments shall be consistent with. Relevant policies for consideration include:

2.8.1.1 Planning authorities shall promote economic development and competitiveness by:

a) Providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
b) Providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
c) Identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;

d) Encouraging intensification of employment uses and compatible, compact, mixed-uses development to support the achievement of complete communities; and,
e) Addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses.

3.5.1 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.

4.1.1 Natural features and areas shall be protected for the long-term.

4.1.2 The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.

4.1.3 Natural heritage systems shall be identified in Ecoregions 6E and 7E[1], recognizing that natural heritage systems will vary in size and form in settlement areas, rural areas, and prime agricultural areas.

4.1.4 Development and site alteration shall not be permitted in:

a) Significant wetlands in Ecoregions 5E, 6E and 7E[1]; and,
b) Significant coastal wetlands.

5.2 Regional Official Plan (ROP), 2015

The subject property is designated “Highway 401/Regional Road 97 Employment Area” and “Rural Areas” under Maps 3 and 7 of the ROP, respectively. The following policies are applicable to the proposed development:

2.H.1.1 Employment areas are designated as shown on Map 3. This designation is intended to identify and protect strategically located areas over the long-term for business and economic activities including, but not limited to, manufacturing, warehouses, offices, research and development and associated retail and ancillary facilities.

2.H.1.8 Area municipal official plans and zoning by-laws will plan for all employment areas designated in this Plan by:

a) prohibiting residential uses and prohibiting or limiting other sensitive land uses that are not ancillary to the primary employment use;

b) prohibiting major retail uses or establishing a size or scale threshold for any major retail uses that are permitted and prohibiting any major retail uses that would exceed that threshold;

c) providing an appropriate interface between employment areas and adjacent non-employment areas to maintain land use compatibility;

d) where an employment area is located within or adjacent to a Major Transit Station Area, planning to accommodate the minimum density targets of this Plan for the Major Transit Station Area while maintaining the long-term viability of any surrounding employment uses within the employment area; and,

e) ensuring that development occurring within employment areas will meet or exceed a minimum density target of 35 jobs per hectare to be measured as an average over the entire region-wide employment area designation.

2.H.3.1 The Highway 401/Regional Road 97 Employment Area is designated as shown on Map 3. Lands within this employment area designation are intended to provide additional opportunities for employment growth and business development within the Township of North Dumfries.

2.H.3.2 The Township of North Dumfries will establish policies in its official plan to ensure that the Highway 401/Regional Road 97 Employment Area is planned and developed to:

a) Primarily accommodate logistic and warehousing uses, and appropriate associated uses and ancillary facilities, that require close access to the Highway 401 corridor to efficiently move goods into and out of the region;

b) Be serviced by individual on-site water services and/or individual on-site sewage services;

c) Unless otherwise compromised by such considerations as design limitations associated with natural heritage features and areas, property configurations, the provision of new local roads, or existing development patterns, accommodate parcels greater than eight hectares in size; and,

d) Notwithstanding Policy 2.H.1.8 (d), meet or exceed a minimum density target of 25 jobs per hectare.

7.1 Maintain, enhance or wherever feasible restore environmental features and the ecological and hydrological functions of the Greenlands Network including the Grand River and its tributaries and the landscape level linkages among environmental features.

7.A.9 On lands where elements of the Greenland Network have not been adequately identified and evaluated through a watershed study or any other appropriate natural heritage review, development or site alteration will be prohibited until such time as an Environmental Impact Statement has been prepared by an owner/applicant in accordance with the policies in Section 7.G. to identify and evaluate any such elements located on the subject lands and, wherever appropriate, contiguous lands.

5.3 Township Official Plan, 2018

The Township of North Dumfries Official Plan establishes the local policy framework for land use planning and development within the Township, consistent with the Region of Waterloo Official Plan and Provincial policies. The subject property is designated “Open Space” on Map 2 and “Rural Areas” on Map 7 of the Township Official Plan. The proposed development seeks to amend the designation applying to the subject lands to the “Highway 401/Regional Road 97 Employment Area” and “Dry Industrial/Commercial” on Map 2.27 of the Township Official Plan. The following policies are applicable to the proposed development:

2.1.3 The Township will provide additional opportunities for employment growth and business development within the Highway 401/Regional Road 97 Employment Area designated on Map 2 and 2.27. Future development within this designation will generally be limited to logistics and warehousing uses that require close access to the Highway 401 corridor to move good efficiently into and out of the Region.

2.6.6.1 The Dry Industrial designation is applicable to lands generally services by private wells and individual wastewater treatment systems. The Dry Industrial designation provides for a range of light industrial uses and related activities similar to the uses in the General Industrial Designation.

2.9.1.6 Where permitted in Subsections 2.9.2 and 2.9.3 of this Plan, the Township, in collaboration with the Region, may give consideration to permitting a minor expansion to a Rural Settlement Area for recreational or institutional uses, or to a Rural Employment Area for employment uses, to accommodate the future needs of the Township. Any such expansions will require an amendment to this Plan and will only be considered as part of the municipal comprehensive review of this Plan where:

a) Sufficient opportunities to accommodate the proposed employment, recreational or institutional use within the Ayr Urban Areas, Rural Settlement Areas, or Rural Employment Areas are not available;
b) The site is zoned for the specific use;
d) The potential impacts on any surrounding agricultural operations are mitigated to the extent possible; and,
e) The minor expansion complies with all other applicable policies in this Plan.

As a general statement, the Official Plan establishes a framework of policies that assess development compatibility. When reviewing development or redevelopment applications the Township encourages development that is compatible with or respects the location, density and other characteristics of surrounding land uses. Compatibility will address both the impacts of the surrounding land uses on the proposed development, as well as the impacts of the proposed development on surrounding land uses. Factors that should be considered when assessing compatibility of development would include:

- Density, scale, height, massing, visual impact;
- Protection and preservation of natural environmental features and built heritage resources;
- The continued viability of adjacent land uses;
- Traffic generated by surrounding land uses and the proposed development. What, if any, impacts does this have on the transportation network;
- Built form design, landscaping, setbacks, buffering, etc. of proposed and existing developments;
- Site servicing on the basis of individual well and septic systems, and, stormwater management practices;

5.4 General Zoning By-law No. 689-83

The subject property is currently zoned in its entirety as “Z.1 – Agriculture” and is subject to site-specific exemption 20.1.47, which permits additional uses including a private club, recreation area, camping facilities, and buildings or structures accessory to those uses.

Through this Zoning By-law Amendment application, the applicant is proposing to rezone the property from the current zoning to a split zoning comprising the “Z.9 – Industrial” Zone and the “Z.12B – Environmental Protection Two (EP2)” Zone along the southwestern portion of the site.

The Z.9 Zone permits a broad range of industrial uses, including manufacturing, storage, servicing, and related commercial activities.

Additionally, the proposed zoning amendment seeks to establish a site-specific exemption to permit a reduced lot frontage of 26.4 metres, whereas the Zoning By-law requires a minimum lot frontage of 30 metres for the portion of the property proposed to be zoned Z.9.

The Z.12B Zone is proposed to apply to areas encompassing the woodlot, Provincially Significant Wetland, Cedar Creek, and the associated floodplain and valley slopes on the property. The purpose of the Z.12B Zone is to ensure the long-term protection of these natural heritage features and hazard lands.

The exact limits of the Z.12B Zone necessary to protect the natural features / floodplain and the associated buffer have not as of yet been determined. Further analysis and refinement will be required to establish the limits of development.

6.0 Options and Analysis

6.1 Overview

An analysis of the merits of the planning application has not been completed by Staff at this time. The focus of this Report is on information sharing to introduce the proposal and to obtain feedback from the Public, Government Agencies and other stakeholders.

6.2 Public Correspondence

At the time of submitting this Report for inclusion in the Agenda for the July 7th, 2025, Public Meeting, no correspondence has been received from any members of the Public.

Any additional correspondence received up to the time of the July 7th, 2025, Public Meeting will be distributed to Council. All correspondence received through the consultation period will be reviewed by Staff and will be identified/assessed and incorporated into a future recommendation report to Council.

6.3 Agency Correspondence

The application was circulated to internal departments and outside agencies for review, and as of the date of preparing this report for inclusion in the July 7th, 2025, Council (Planning) Meeting Agenda, the following comments have been received:

- Fire Department:
    - The Township Fire Department has no comments with regard to the proposed applications.

- Engineering and Public Works Department:
  - The Township's Engineering and Public Works Department has no comments on the proposed applications.

- Ministry of Transportation:
  - MTO has no objections to the proposed Zoning By-law/Official Plan Amendment applications. However, the proponents are to be advised that the property falls within MTO's Permit Control Area, and as such, MTO Permits, review and permits are required before any demolition, grading, construction, or alteration to the site commences. A list of required submission materials that will need to be submitted as part of a future Site Plan Application for the subject property has also been provided, should these applications be approved by Council and the applicant proceeds with the future development of the site for industrial-related uses.

- Canada Post
  - Canada Post has no comments with regard to the proposed applications.

- Grandbridge Energy
  - Grandbridge Energy has no objection to the proposal with regard to the proposed applications.

- Ministry of Environment, Conservation and Parks (MECP)
  - The MECP has no comments at this time with regard to the proposed applications.

- Six Nations of the Grand River (SNGREC)
  - The SNGREC requests that a 41-metre buffer from all wetlands be included in the land proposed to be designated EP2.

All additional comments received up to and after the Public Meeting on July 7th, 2025, will be considered and reviewed by Staff and included within a future recommendation report to Council.

7.0 Planning Issues

At this time, Staff as part of the consideration of this Report, is recommending that no decision on the merits of the planning applications be undertaken. Staff is recommending that all comments and correspondence received through the consultation process be returned to Staff for further consideration as part of the future recommendation report to Council.

Staff in consideration of a future report on the merits of the proposed Official Plan and Zoning By-law Amendment application will be considering matters including, but not limited to:

1. All comments and correspondence received during the consultation process;

2. The effect of the proposed development on matters of provincial interest, such as:

    - promoting efficient development and land use patterns;
    - the appropriate location of growth and development;
    - protecting natural heritage features and ecological functions; and,
    - supporting employment growth and economic development.

3. Further review of the Draft Zoning By-law text, schedule, and any site-specific provisions required to address the future intended use of the subject lands. This includes:

    - determining the limits of development adjacent the environmental complex and features situated along the western portion of the landholding. Further assessment of the feature(s) and the associated buffer may be required to assist in this analysis;
    - is it appropriate to frame the Z.9 classification to be assigned to the property to account for the possible future development of the parcel where land division through a plan of subdivision / condominium may be pursued. In this example, zone standards and regulations should be framed accordingly

4. Further review of the submitted Planning Justification Report by internal departments and external agencies, including the Region of Waterloo, Grand River Conservation Authority, and any relevant provincial ministries.
5. Whether the proposed development conforms to the policies of the Township Official Plan and the Region of Waterloo Official Plan, including recent policy changes introduced through Regional Official Plan Amendment No. 6 (ROPA 6).

6. Whether the general intent and purpose of the Township's Zoning By-law are maintained through the proposed amendments.

7. Impact of the proposed development on surrounding properties. Is the proposed development compatible with the surrounding neighborhood / land uses?

8. Potential impacts on natural heritage features, including the Provincially Significant Wetland, woodlands, Cedar Creek, and regulated hazard lands within or adjacent to the property, and the need for appropriate setbacks, buffers, or environmental protection measures.

8.0 Financial Implications

The consideration of this Report does not affect the 2025 Budget.

9.0 Attachments

1. Planning Justification Report
2. Agency Comments

For further information on the contents of this Report, please do not hesitate to contact Michael Campos, Manager of Planning, at (519) 632-8800 ext. 132 or via email at mcampos@northdumfries.ca

Report Prepared By,

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Manager of Planning

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Chief Administrative Officer

Planning Justification Report

1128 Rife Road

Waterloo Regional Police Association

Official Plan Amendment

Zoning By-law Amendment

May 2025

GSP group

Planning Justification Report

1128 Rife Road

May 2025

Prepared for:
Waterloo Regional Police Association
1128 Rife Road
North Dumfries, ON
N0B 1E0

Prepared by:
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72 Victoria Street South, Suite 201
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Contents

1. Introduction 1
   - 1.1 Background 1
   - 1.2 Public Consultation Strategy 1

2. Site Description and Surrounding Uses 3
   - 2.1 Subject Lands 3
   - 2.2 Surrounding Context 3

3. Planning Policy Review and Analysis 6
   - 3.1 Planning Act 6
   - 3.2 Provincial Planning Statement 8
   - 3.3 Region of Waterloo Official Plan 11
   - 3.4 Township of North Dumfries Official Plan 15
   - 3.5 Zoning By-law 18

4. Conclusions 21
   - 4.1 Summary and Conclusions 21

List of Figures & Tables

Figure 1 Site Location 2
Figure 2 Surrounding Context 5
Figure 3 Region of Waterloo Official Plan Employment Areas 13
Figure 3 Region of Waterloo Official Plan The Countryside 14
Figure 4 Township of North Dumfries Official Plan 17
Figure 5 Township of North Dumfries Zoning By-law 20
Table 1 Zoning Compliance 18

1. Introduction

1.1 Background

GSP Group Inc. ("GSP") has been retained by the Waterloo Regional Policy Association ("the Owner") in support of an Official Plan Amendment ("OPA") and a Zoning By-law Amendment ("ZBA") application to facilitate the development of the property municipally known as 1128 Rife Road and legally described as Concession 11, Part of Lots 26-27, Township of North Dumfries (the "Subject Lands/ Subject Property/ Site") (**Figure 1**).

The Site is located at the terminus of Rife Road between Highway 401 and the Canadian Pacific Railway line. This application seeks to enable a more consistent designation and zone to align the Site with its surrounding uses northeast on Rife Road and beyond. The proposed re-designation and rezoning will also allow for the future development of employment uses that are compatible with the surrounding area. No development concepts or drawings have been prepared for this Site.

The proposed Township OPA requests that the Site be redesignated from "Rural Area" to "Dry Industrial/Commercial". The proposed ZBA similarly requests that the Site be rezoned from "Z.1 – Agriculture" with Special Exemption 47 to "Z.9 – Industrial" with a site-specific exception and "Z.12.B Environmental Protection Two (EP2)". The draft text of the proposed amendments are attached to this report as **Appendix 'A'** and **Appendix 'B'**.

The purpose of this Report is to provide:

- A description of the Site and its existing physical conditions and its context within the surrounding area;
- An analysis of the relevant planning policy and regulations that are applicable to the Site and the proposed redesignation and rezoning; and
- A planning opinion for the proposed applications.

1.2 Public Consultation Strategy

Subsection 34 (12) of the *Planning Act* (R.S.O. 1990, c. P.13, as amended) requires that "at least one public meeting is held for the purpose of giving the public an opportunity to make representations" for the proposed amendments. We intend to follow the required Planning Act process by attending a statutory public meeting to be held by the Township. GSP will provide written responses on behalf of the Owner with regard to any staff or public

comments received at the public meeting. If there are concerns that arise, we will work towards addressing any concerns.



GSP group

Site Location
Source: Google Earth (2023)

Figure 1

Planning Justification Report | 1128 Rife Road, Township of North Dumfries
GSP Group | April 2025

2. Site Description and Surrounding Uses

2.1 Subject Lands

The Subject Lands are located at the terminus of Rife Road and is situated between Highway 401 and the Canadian Pacific Railway line. The Site is municipally known as 1128 Rife Road and is legally described as Concession 11, Part of Lots 26-27, as shown on **Figure 1** above.

The site is a large irregularly shaped lot covering approximately 21 hectares and is currently occupied by the Waterloo Regional Police Association's head office and recreation centre consisting of a 400-person banquet hall, restaurant, heated outdoor pool, sports facilities/fields, surface parking to accommodate approximately 600 cars, and a campground with approximately 82 campsites. The Subject Property is currently serviced by private water and wastewater services. The Site has a frontage of 26.4 metres along Rife Road and has an approximate depth of 720 metres.

The Subject Property is located within the regulated area of the Grand River Conservation Authority ("GRCA"). The Subject Property is further identified as containing a woodlot, a Provincially Significant Wetland, a segment of Cedar Creek, and an associated floodplain and slope valley. Topographic imagery of the site indicates that the site is relatively flat in nature with slight changes in grade towards the southwestern end of the site.

2.2 Surrounding Context

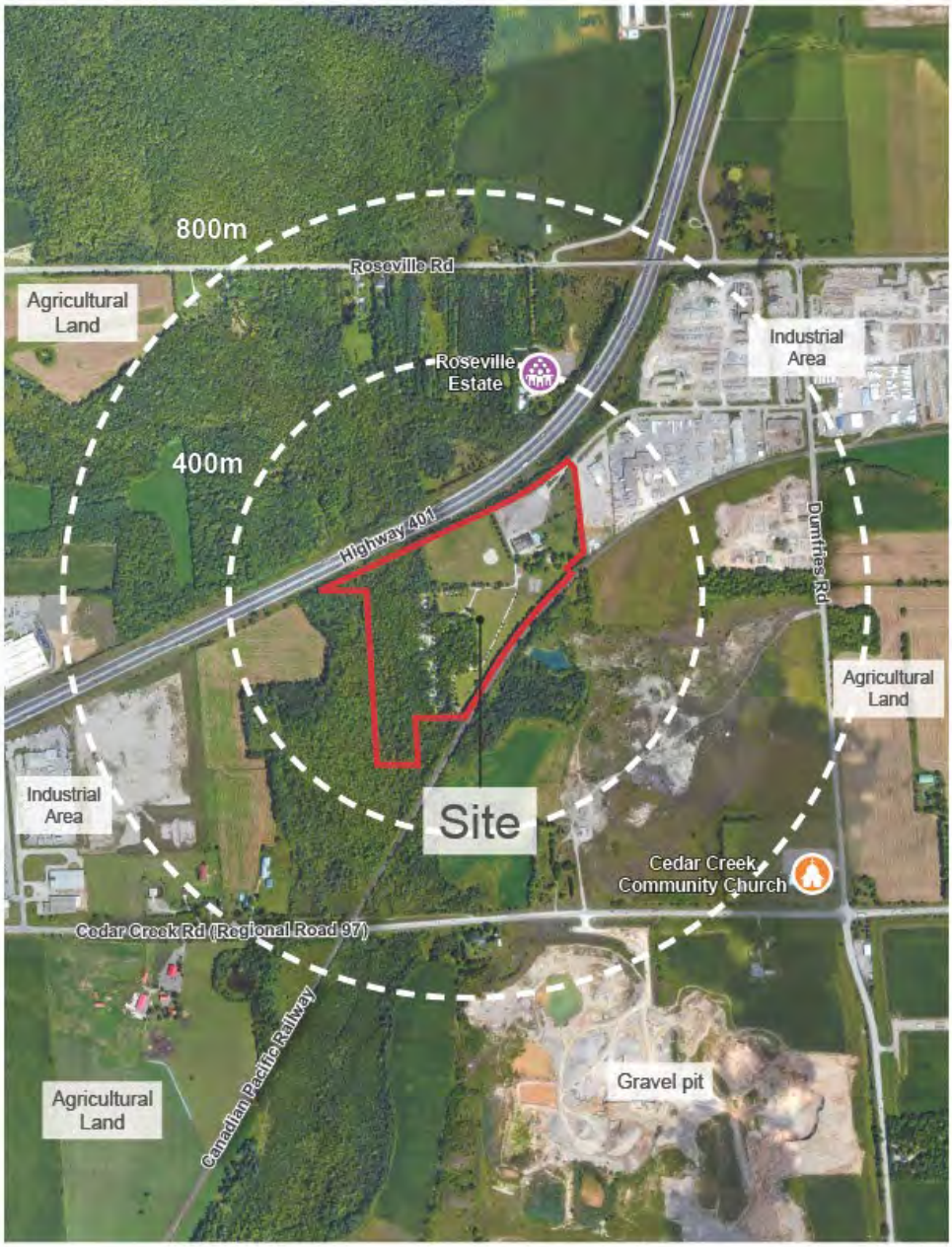
The lands surrounding the site generally includes industrial and open space uses as seen in **Figure 2**.

North: Directly north of the Subject Lands is Highway 401. Further north is a natural heritage system containing a Provincially Significant Wetland, and an Area of Natural and Scientific Interest (ANSI) consisting of Regionally Significant Life Science. Further north is Roseville Estate, an event venue, and agricultural uses.

East: East of the Subject Lands is the Canadian Pacific Railway line and a cluster of industrial uses. Further east are rural residential uses and Grand Valley Golf Course.

South: South of the Subject Lands is the Canadian Pacific Railway line, and industrial use, and Cedar Creek Community Church. Beyond that is Cedar Creek Road and a gravel pit.

West: Immediately west of the Subject Lands is Cedar Creek, a Provincially Significant wetland and woodlot. Beyond that are farming operations and an industrial subdivision surrounding the intersection of Regional Road 97 (locally referred to as Cedar Creek Road) and Highway 401.



GSP group

Surrounding Context
Source: Google Earth (2023)

Figure 2

Planning Justification Report | 1128 Rife Road, Township of North Dumfries
GSP Group | April 2025

3. Planning Policy Review and Analysis

3.1 Planning Act

The Ontario Planning Act R.S.O 1990, c. P.13 (the "*Planning Act*") consolidated January 1, 2025, establishes the land use planning system in Ontario. The *Planning Act* sets out matters of provincial interest and regulations for planning processes, applications and delegated authorities including ensuring public notice and appeal rights. The Planning Act also serves as a foundation for other provincial plans including the Provincial Planning Statement.

Section 2 of the Planning Act establishes the matters of provincial interest in which approval authorities shall have regard for when carrying out responsibilities under the Planning Act. The following matters of provincial interest are applicable to the Subject Property:

Planning Act		
Section 2 Matters of Provincial Interest		
No.	Criteria	Assessment
(a)	the protection of ecological systems, including natural areas, features and functions;	The western portion of the Site is identified as containing environmental features. The existing development precludes the natural areas on the Subject Property.
(b)	the protection of the agricultural resources of the Province;	The Subject Property does not abut lands used for agricultural purposes. As such, future industrial development of the Site will not adversely impact any agricultural resources.
(c)	the conservation and management of natural resources and the mineral resource base;	Not applicable.
(d)	the conservation of features of significant architectural, cultural, historical, archaeological or scientific interest;	Not applicable.
(e)	the supply, efficient use and conservation of energy and water;	The proposed development will support the efficient use and conservation of water as the site is currently serviced by private water and wastewater services.

(f)	the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;	The proposed development will optimize existing and available servicing infrastructure, road network, and communication infrastructure.
(g)	the minimization of waste;	Not applicable.
(h)	the orderly development of safe and healthy communities;	The proposed applications support the orderly development of safe and healthy communities through aligning the land use designation and zoning of the site with the surrounding area. Thereby enabling development that is consistent with the surrounding community.
(h.1)	the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies;	Future development of the site will be fully compliant with the Ontarians with Disabilities Act and the Ontario Building Code.
(i)	the adequate provision and distribution of educational, health, social, cultural and recreational facilities;	The Subject Property is located in a rural industrial area that makes efficient use of existing facilities including Cedar Creek Community Church.
(j)	the adequate provision of a full range of housing, including affordable housing;	Not applicable.
(k)	the adequate provision of employment opportunities;	Future development of industrial uses on the Subject Lands will support the creation of employment opportunities.
(l)	the protection of the financial and economic well-being of the Province and its municipalities;	The Subject Property makes efficient use of existing infrastructure, thereby not resulting in additional municipal investments.
(m)	the co-ordination of planning activities of public bodies;	Not applicable.
(n)	the resolution of planning conflicts involving public and private interests;	Not applicable.
(o)	the protection of public health and safety;	Not applicable.
(p)	the appropriate location of growth and development;	The proposed redesignation and rezoning will allow for the future development of similar uses that are compatible with the

		surrounding area, as such the Site is an appropriate location for growth and development.
(q)	the promotion of development that is designed to be sustainable, to support public transit and to be oriented to pedestrians;	Not applicable.
(r)	the promotion of built form that, (i) is well-designed, (ii) encourages a sense of place, and (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;	Not applicable.
(s)	the mitigation of greenhouse gas emissions and adaptation to a changing climate.	Not applicable.

In summary, the proposed redesignation and rezoning will enable for the future development of similar uses that are compatible with the surrounding area, thereby supporting the orderly development of safe and healthy communities through aligning the land uses. The proposed development makes efficient use of existing water and wastewater services, road network, communications infrastructure thereby not resulting in additional costs to the municipality for the expansion of such infrastructure. The western portion of the Site is identified as containing environmental features. The existing development and future development will preclude the natural areas on the Subject Property through appropriate re-designation and re-zonings. The proposed applications have regard to and satisfy the applicable matters of provincial interest under the *Planning Act*.

3.2 Provincial Planning Statement

The Provincial Planning Statement ("PPS") came into effect on October 20, 2024, and consolidated and replaced the Provincial Policy Statement, 2020 and A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019. The PPS provides direction on land use planning and development in Ontario, which all developments shall be consistent with. The PPS seeks to provide direction on the following key land use planning issues: increasing housing supply; making land available for development; ensuring sufficient infrastructure to support growth; and protecting the environment. The table below outlines the applicable policies to the proposed applications.

Chapter 2: Buildings Homes, Sustaining Strong and Competitive Communities speaks to supplying a range and mix of housing options and focusing growth within urban and rural settlement areas and strategic growth areas. Chapter 2 also includes policies for employment areas and supporting economic development and competitiveness. The applicable policies within Chapter 2 are analyzed below:

Chapter 2: Building Homes, Sustaining Strong and Competitive Communities		
2.8.1 Supporting a Modern Economy		
No.	Policy	Assessment
2.8.1.1	Planning authorities shall promote economic development and competitiveness by: b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses; c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment; e) addressing land use compatibility adjacent to employment areas by providing an appropriate transition to sensitive land uses.	The proposed applications will enable the development of future industrial uses within an existing and established industrial area. The Site is an ideal location for future employment uses as the proposed re-designation and rezoning will allow for the rounding out of the Highway 401/ Regional Road 97 Employment Area.

Chapter 3: Infrastructure and Facilities addresses planning for and providing sufficient infrastructure, public and open spaces to accommodate for growth and development. Chapter 3 also addresses ensuring land use compatibility between major facilities and sensitive land uses. The applicable policies in Chapter 3 are outlined and assessed below:

Chapter 3: Infrastructure and Facilities		
3.6 Sewage, Water and Stormwater		
No.	Policy	Assessment
3.6.1	Planning for sewage and water services shall:	The Site is currently serviced by private water and wastewater services, which are

	b) ensure that these services are provided in a manner that: 1. can be sustained by the water resources upon which such services rely; 2. is feasible and financially viable over their life cycle; 3. protects human health and safety, and the natural environment, including the quality and quantity of water; and 4. aligns with comprehensive municipal planning for these services, where applicable.	suitable to accommodate for future industrial development. The proposed servicing strategy for the site seeks to protect human and health and safety as well as the natural environment.
3.6.4	Where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual onsite sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.	The Subject Property currently operates on private water and wastewater facilities.

Chapter 4 Wise Use and Management of Resources provides guidance on natural heritage systems with respect to development and site alteration as well as the agricultural land base. The applicable policies are outlined below.

Chapter 4: Wise Use and Management of Resources		
4.1 Natural Heritage		
No.	Policy	Assessment
4.1.1	Natural features and areas shall be protected for the long term.	The southwestern portion of the Subject Property is occupied by woodlot, a Provincially Significant Wetland, a segment of Cedar Creek, and an associated floodplain and slope valley that is regulated by the GRCA.
4.1.2	The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of	No changes are proposed to the environmental features on the site that would result in the fragmentation or

	natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and ground water features.	deterioration of the natural heritage system.
4.1.3	Natural heritage systems shall be identified in Ecoregions 6E & 7E1, recognizing that natural heritage systems will vary in size and form in settlement areas, rural areas, and prime agricultural areas.	The Subject Property is located within Ecoregion 6E.
4.1.4	Development and site alteration shall not be permitted in: a) significant wetlands in Ecoregions 5E, 6E and 7E1; and	No development or site alteration is proposed within the Provincially Significant Wetland.

In summary, the proposed applications will enable the development of future industrial uses within an existing and established industrial area. The Subject Property makes efficient use of existing and available infrastructure. The current servicing for the site is suitable to accommodate for future industrial uses. The current use of the site precludes the natural features along the southwestern portion of the property. Future re-development of the site will be required to protect and enhance the identified environmental features. The proposed development is consistent with the PPS and implements the policy objectives of the PPS.

3.3 Region of Waterloo Official Plan

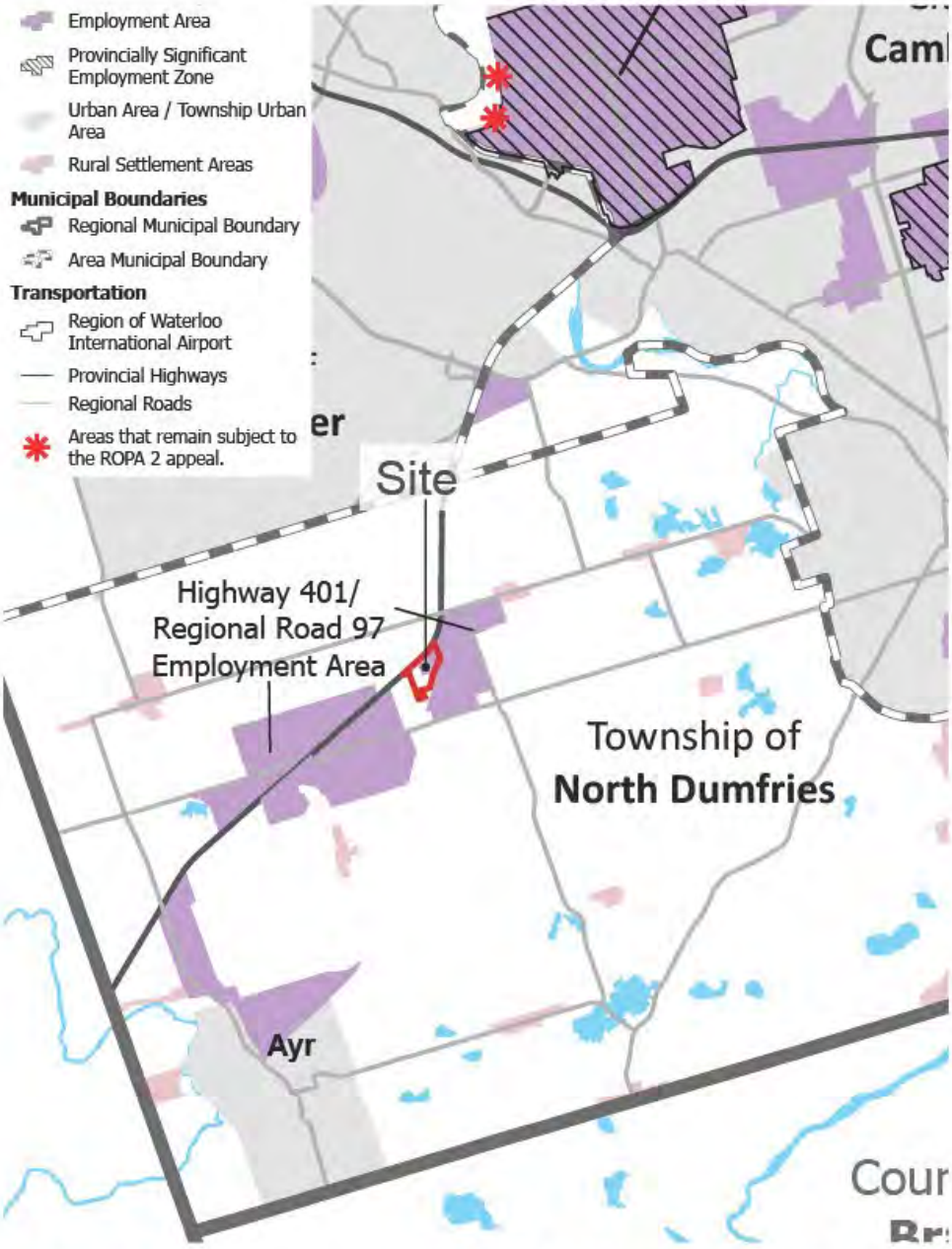
The Region of Waterloo Official Plan ("ROP") serves as the Region's guiding document for growth and development. The Region of Waterloo recently undertook a Municipal Comprehensive Review (MCR) in conformity with provincial legislation to update their Regional Official Plan to guide growth to the year 2051. The update to the ROP is known as Regional Official Plan Amendment No. 6 (ROPA 6). The ROP identifies the Subject Property as the following:

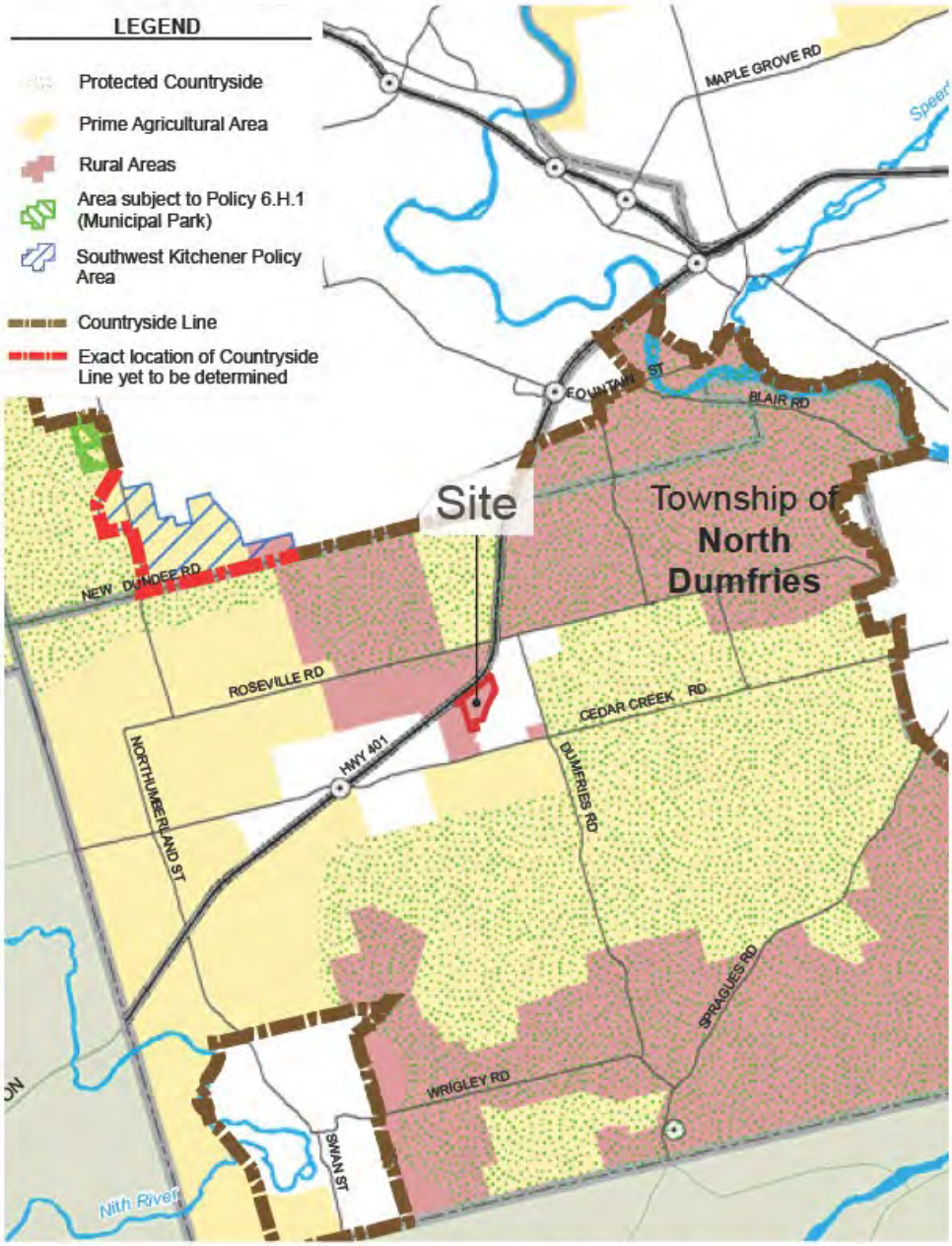
- Rural Lands on Map 1 Regional Structure
- Employment Area on Map 3 Employment Area (**Figure 3**)
- Rural Areas on Map 7 The Countryside (**Figure 4**)

The Subject Lands are identified as being on the perimeter of a Rural Settlement Area. The Rural Areas designation identifies areas where Class 4 to 7 soils on the Canada Land Inventory predominate and are characterized by steep slopes, environmental features, and existing non-farm lots (Policy 6.A.3). The intent of the Rual Areas designation is to protect and enhance the rural and open space character of the countryside and to support agriculture where possible. As such, the Rural Areas designation primarily permits agricultural uses, agriculture-related uses, on-farm alternative and/or renewable energy systems and secondary uses as well as limited recreational and tourism uses, rural institutional uses, and infill residential uses (Policy 6.A.4, 6.A.6, & 6.A.7)

A portion of the Subject Lands (not including the campsite) is also identified as Highway 401/Regional Road 97 Employment Area on Map 3 Employment Area. The intent of the Employment Area designation is to support a broad range of accessible employment opportunities while optimizing municipal infrastructure in order to accommodate forecasted growth. The Employment Area designation is supported by Policy 4.A.3 which states that lands within the Urban Area and Township Urban Areas in the vicinity of existing major highway interchanges, rail yards, or the Region of Waterloo International Airport as employment areas, where appropriate. The Subject Lands are aligned with the surrounding prevailing land uses that are identified as Highway 401/Regional Road 97 Employment Area and are located along Highway 401 and Cedar Creek Road. Future industrial development of the site will allow for a more consistent and cohesive employment area.

In summary, the Employment Areas designation will allow for the infilling and rounding out of the Highway 401/Regional Road 97 Employment Area while protecting and enhancing the natural features, and open space character on the southwestern portion of the site. To conclude, the proposal conforms to the applicable policies in the ROP.


Employment Area
Provincially Significant Employment Zone
Urban Area / Township Urban Area
Rural Settlement Areas
Municipal Boundaries
Regional Municipal Boundary
Area Municipal Boundary
Transportation
Region of Waterloo International Airport
Provincial Highways
Regional Roads
Areas that remain subject to the ROPA 2 appeal.
Site
Highway 401/
Regional Road 97
Employment Area
Township of
North Dumfries
Ayr
GSP group
Region of Waterloo Official Plan - Employment Areas
Source: Region of Waterloo Official Plan, Map 3. Employment Area (2024)
Figure
3



GSP group

Region of Waterloo Official Plan - The Countryside

Source: Region of Waterloo Official Plan, Map 7.The Countryside (2015)

Figure 4

Planning Justification Report | 1128 Rife Road, Township of North Dumfries
GSP Group | April 2025

3.4 Township of North Dumfries Official Plan

The Township of North Dumfries Official Plan ("OP"), consolidated November 2018, serves as the Township's policy framework for guiding growth while maintaining and enhancing the Township's urban environments and rural character. The Subject Property is identified as Open Space on Map 2 Planned Township Structure. The Subject Property is further designated as Rural Areas on Map 7 The Countryside (**Figure 5**). The Site is identified as being located immediately outside the boundary of the Rural Employment Settlement Area.

The requested OPA seeks to re-designate the site to Dry Industrial/Commercial which applies to lands generally serviced by private wells and individual wastewater treatment systems and enables the development of light industrial uses and related activities similar to the uses in the General Industrial designation (Policy 2.6.6.1). The requested OPA also seeks to maintain the southwestern portion of the site as Open Space in order to preserve and protect the identified environmental features on the Site.

The proposed Dry Industrial designation permits a range of light industrial uses similar to the permitted uses in the General Industrial Designation, which includes industrial, service, retail, recreational, and office activities, as well as facilities for manufacturing, storage, and maintenance (Policy 2.6.5.3). Commercial uses are limited to those that primarily serve the area, and retail outlets for everyday shopping or those typical of shopping centers will not be permitted (Policy 2.6.6.2 & 2.6.6.3).

The site is generally located between two areas identified as the Highway 401/Regional Road 97 Employment Area. Re-designating the site will allow for the rounding out of the Highway 401/Regional Road 97 Employment Area as seen on Map 2.27 Highway 401/ Regional Road 97 Employment Area. The proposed redesignation will allow for a land use that is consistent and compatible with land uses in the surrounding area. Policy 2.9.1.6 provides specific criteria which the Township may consider in permitting a minor expansion to a Rural Employment Area for employment uses:

a) *sufficient opportunities to accommodate the proposed employment, recreational or institutional use within the Ayr Urban Areas, Rural Settlement Areas or Rural Employment Areas are not available;*

b) *the site is zoned for the specific use;*

c) *within prime agricultural areas:*

    i) *the land does not comprise a specialty crop area;*

    ii) *there are no reasonable alternatives that avoid the prime agricultural area;*

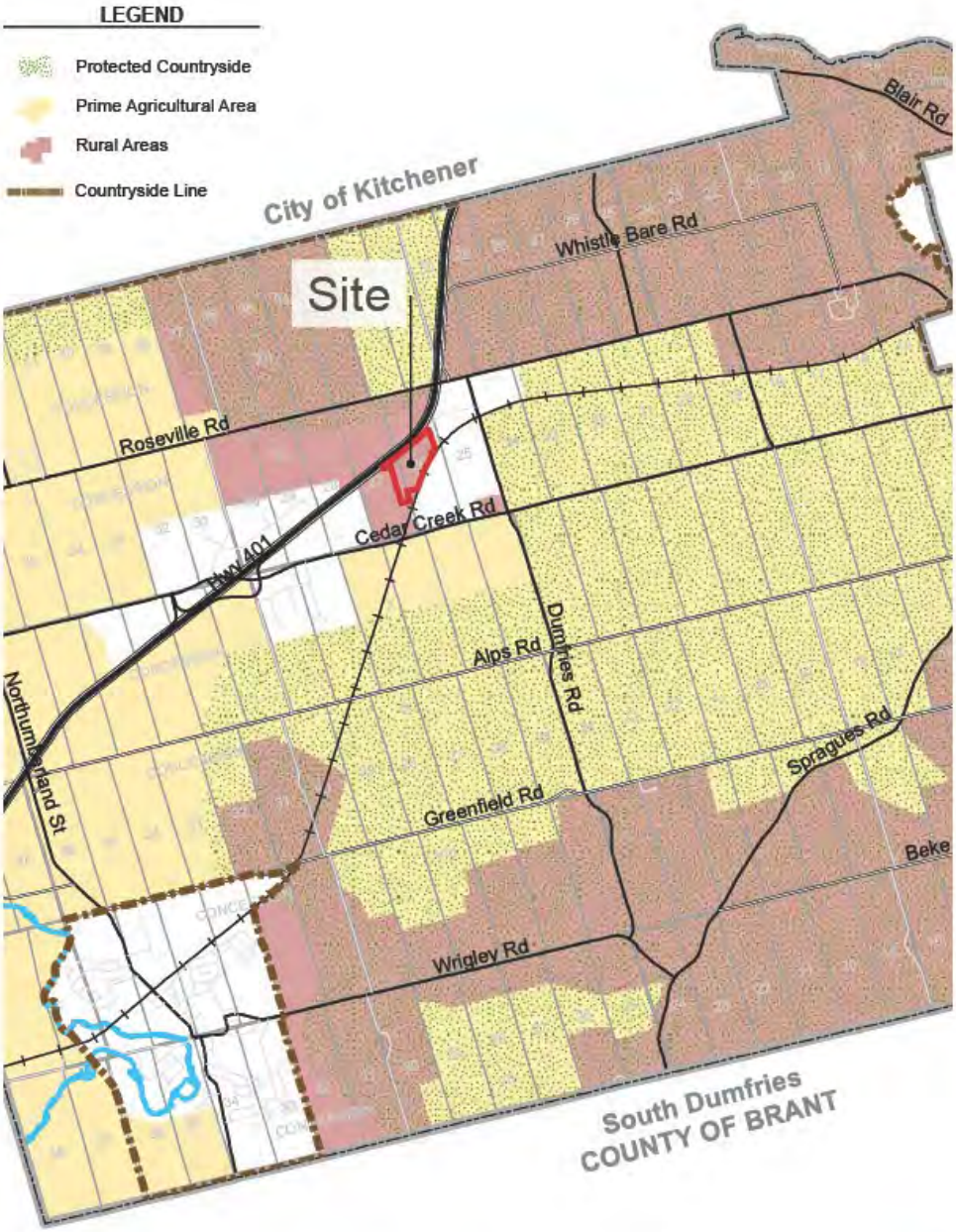
iii) there are no reasonable alternatives on lower priority agricultural lands in the prime agricultural area; and iv) the loss of prime agricultural land is minimized.

d) the potential impacts on any surrounding agricultural operations are mitigated to the extent possible; and

e) the minor expansion complies with all other applicable policies in this Plan.

The identified Rural Employment Areas along the Highway 401 and Regional Road 97 are generally fully built-out and are currently designed as two separate clusters within proximity to each other. The proposed amendment will allow for the rounding out of Highway 401/ Regional Road 97 Employment Area, thereby enabling more consistent land uses and development. A concurrent Zoning By-law Amendment is requested to allow for the appropriate land uses. The Subject Property is not located within a Prime Agricultural Area and is sufficiently buffered from surrounding agricultural operations through the provision of open space uses.

In summary, the proposed redesignation will enable consistent land uses within the surrounding area. The proposed Dry Industrial designation is suitable land use category that recognizes the existing servicing strategy for the site and will allow for the rounding out of the Highway 401/ Regional Road 97 Employment Area. To conclude, the proposed redesignation conforms to the applicable policies in the OP.



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Township of North Dumfries Official Plan

Source: Township of North Dumfries Official Plan, Map 7. The Countryside (2016)

Figure 5

3.5 Zoning By-law

The Township of North Dumfries Zoning By-law 689-83, as amended, consolidated November 2018, implements the direction of the Official Plan and regulates land use and built form within the Township. The Subject Property is zoned as "Z.1 – Agriculture" with Special Exemption 47 (**Figure 6**). Section 20.1.47 details site-specific exemption 47 which permits the following uses: private club, recreation area and camping, and buildings or structures accessory to the foregoing permitted uses.

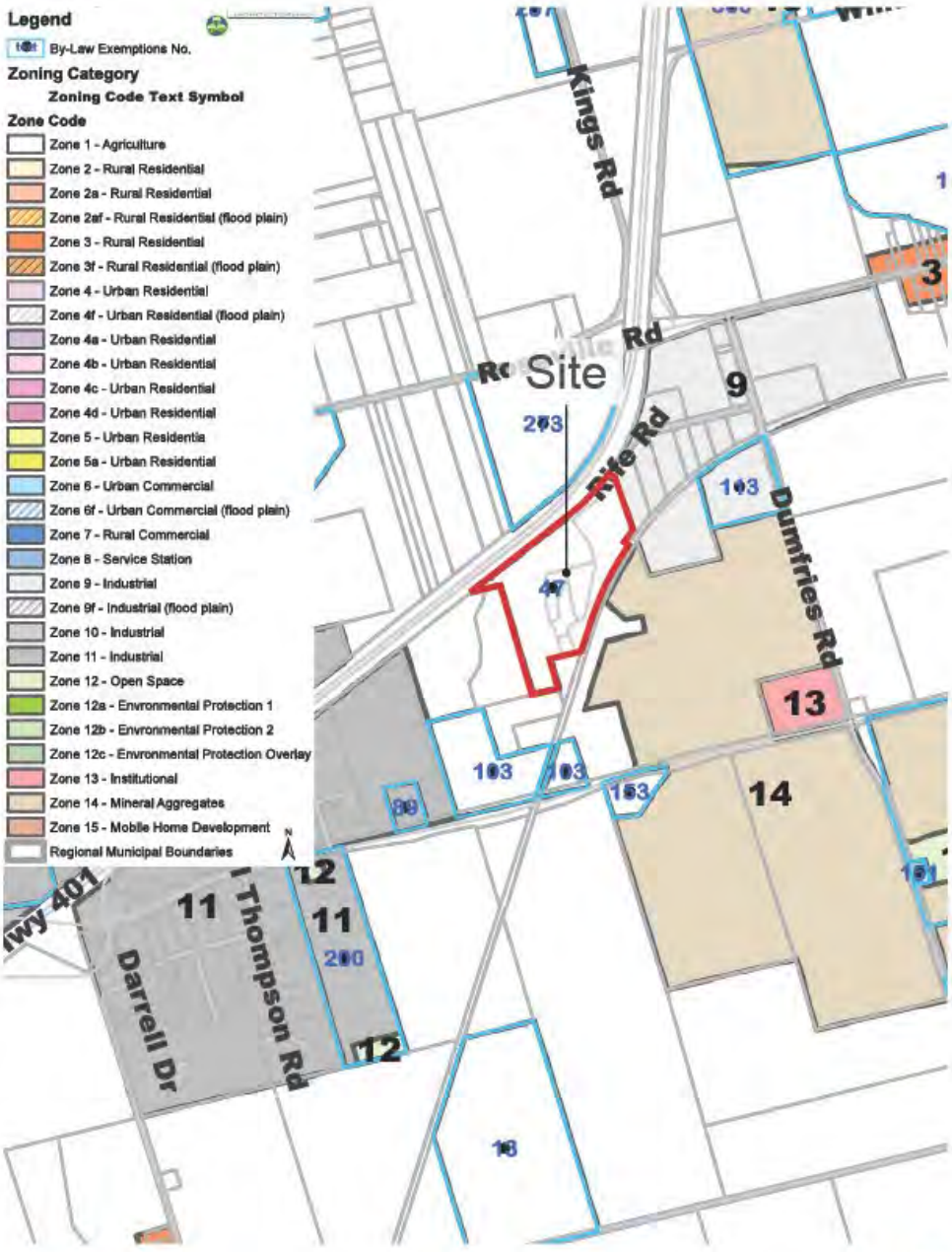
The requested ZBA seeks to rezone the site to "Z.9 Industrial" and "Z.12.B Environmental Protection Two (EP2)" along the southwestern portion of the site. The Zone 9 Industrial Zone permits a wide range of industrial uses such as manufacturing, storage, servicing, and commercial uses (Section 15.2). Zone 12.B is proposed to apply to the woodlot, Provincially Significant Wetland, Cedar Creek, and an associated floodplain and slope valley as identified by the GRCA. The EP2 Zone restricts development with the exception of conservation management uses and existing and legal non-conforming uses.

The zoning compliance table below indicates that one site-specific provision is required to facilitate the proposed rezoning.

Table 1: Zoning Compliance (Z.9 Industrial)				
Section	Regulation	Required Per Z.9	Proposed	Complies
15.3.1.b	Lot Area (Min.)	2,000 sq. m.	21 ha	✓
15.3.2.b	Lot Width (Min.)	30 m	26.4 m	×
15.3.3	Side Yard (Min.)	Equal to one-half building height but in no case less than 3 metres.	Meeting Minimum	✓
15.3.5	Rear Yard (Min.)	7.5 m	Meeting Minimum	✓
15.3.6	Lot Coverage (Max.)	50%	Meeting Maximum	✓
15.3.7	Building Height (Max.)	13.5 m	Meeting Maximum	✓

Based on the table above, the Subject Property does not meet the required lot frontage requirements per the Z.9 Zone. A lot width of 30 metres is required whereas the current lot width is 26.4 metres, resulting in a reduction of 5.4 metres. The reduced lot width recognizes an existing access point and is suitable for vehicular access and circulation in and around the Site. The Site's current uses meet all of the other zoning requirements per the Z.9

Industrial Zone. In summary, the requested Zoning By-law Amendment allows for more consistent zoning and future land uses within the vicinity of the Subject Lands. The proposed Zoning By-law Amendment implements the direction of provincial policies as well as the Official Plan.



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Township of North Dumfries Zoning By-law

Source: Township of North Dumfries Zoning By-law, Map. North-West Township (2019)

Figure 6

4. Conclusions

4.1 Summary and Conclusions

The proposed OPAs and ZBA represent appropriate, context sensitive development of the Subject Lands as demonstrated through the overview of the site and its existing conditions, the surrounding area, and a review and assessment of the appliable policy framework. The Subject Property represents an ideal location for future industrial uses as the site is a large lot that is adjacent to and existing and established employment area. The proposed applications enable compatible land uses with the surrounding area and as such, future industrial development is unlikely to create any adverse impacts. The proposed development is consistent with provincial planning policies including the *Planning Act* and the Provincial Planning Statement and conforms to the Region of Waterloo Official Plan and Township of North Dumfries Official Plan. The proposed development represents appropriate use of land and overall good planning.

Appendix “A” – Township Official Plan Amendment

AMENDMENT NO.XX TO THE
TOWNSHIP OF NORTH DUMFRIES OFFICIAL PLAN

SECTION 1	TITLE AND COMPONENTS
SECTION 2	PURPOSE OF THE AMENDMENT
SECTION 3	BASIS OF THE AMENDMENT
SECTION 4	THE AMENDMENT

AMENDMENT NO.XX TO THE
TOWNSHIP OF NORTH DUMFRIES OFFICIAL PLAN

SECTION 1 – TITLE AND COMPONENTS

This amendment shall be referred to as Amendment No. XX to the Official Plan of the Township of North Dumfries. This amendment is comprised of Sections 1 to 4 inclusive.

SECTION 2 – PURPOSE OF THE AMENDMENT

The purpose of this Amendment is to change the land use designation on the lands municipally addressed as 1128 Rife Road by amending the boundaries of the 'Rural Areas' designation shown on Map 7 The Countryside and amending the boundaries of the 'Dry Industrial/Commercial' designation shown on Map 2.27 Highway 401/Regional Road 97 Employment Area.

SECTION 3 – BASIS OF THE AMENDMENT

The effect of the amendment will be to enable consistent land uses within the surrounding area. Re-designating the site will allow for the rounding out of the Highway 401/Regional Road 97 Employment Area.

This Official Plan Amendment is consistent with the applicable matters of provincial interest under the Planning Act and the Provincial Planning Statement. This Official Plan Amendment generally conforms with the intent of the Region of Waterloo Official Plan and Township of North Dumfries Official Plan.

SECTION 4 – THE AMENDMENT

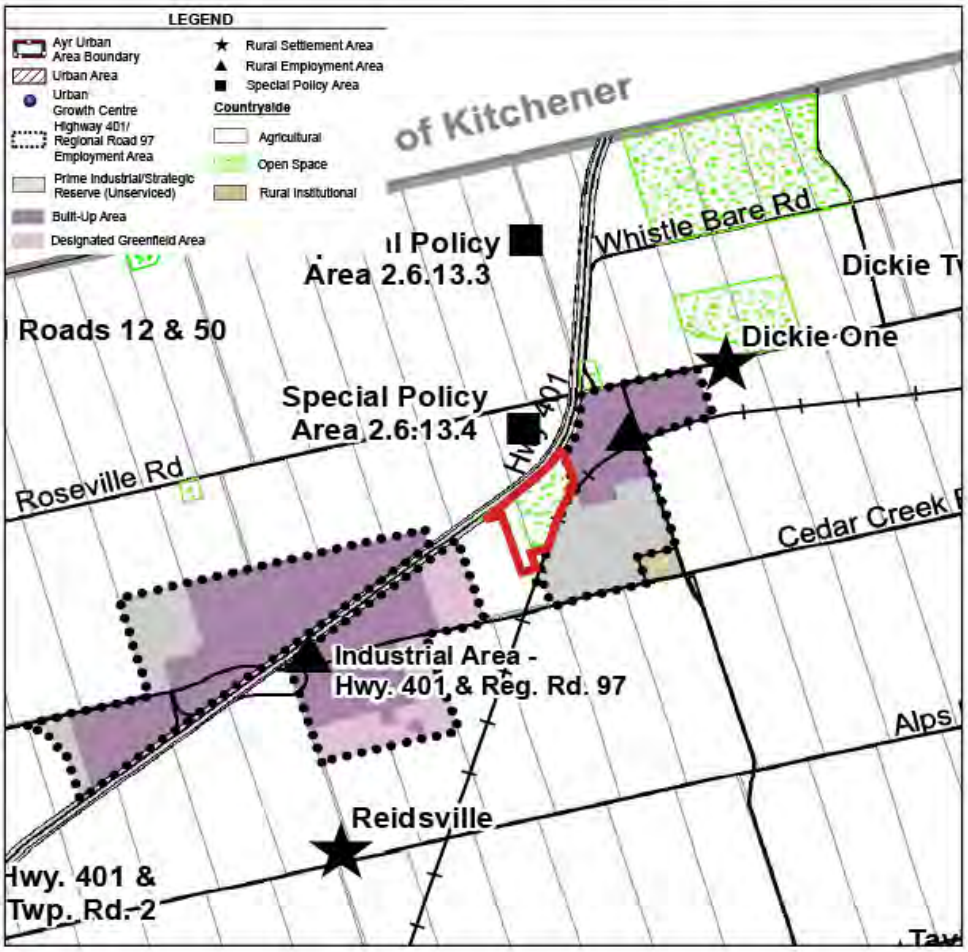
1. The Township of North Dumfries Official Plan is hereby amended as follows:
    a. Amend Map 2 – Planned Township Structure by:
        i. Designating the lands, as shown on Schedule 'A', from Open Space to Built Up Area and Highway 401/Regional Road 97 Employment Area
    b. Amend Map 2.27 – Highway 401/Regional Road 97 Employment Area by:
        i. Designating the lands, as shown on Schedule 'B', to Dry Industrial/Commercial and Highway 401/Regional Road 97 Employment Area
    c. Amend Map 7 – The Countryside by:
        i. Removing the lands, as shown on Schedule 'C', from Rural Areas.

SCHEDULE 'A'

OFFICIAL PLAN AMENDMENT

TO THE

TOWNSHIP OF NORTH DUMFRIES OFFICIAL PLAN MAP 2
PLANNED TOWNSHIP STRUCTURE



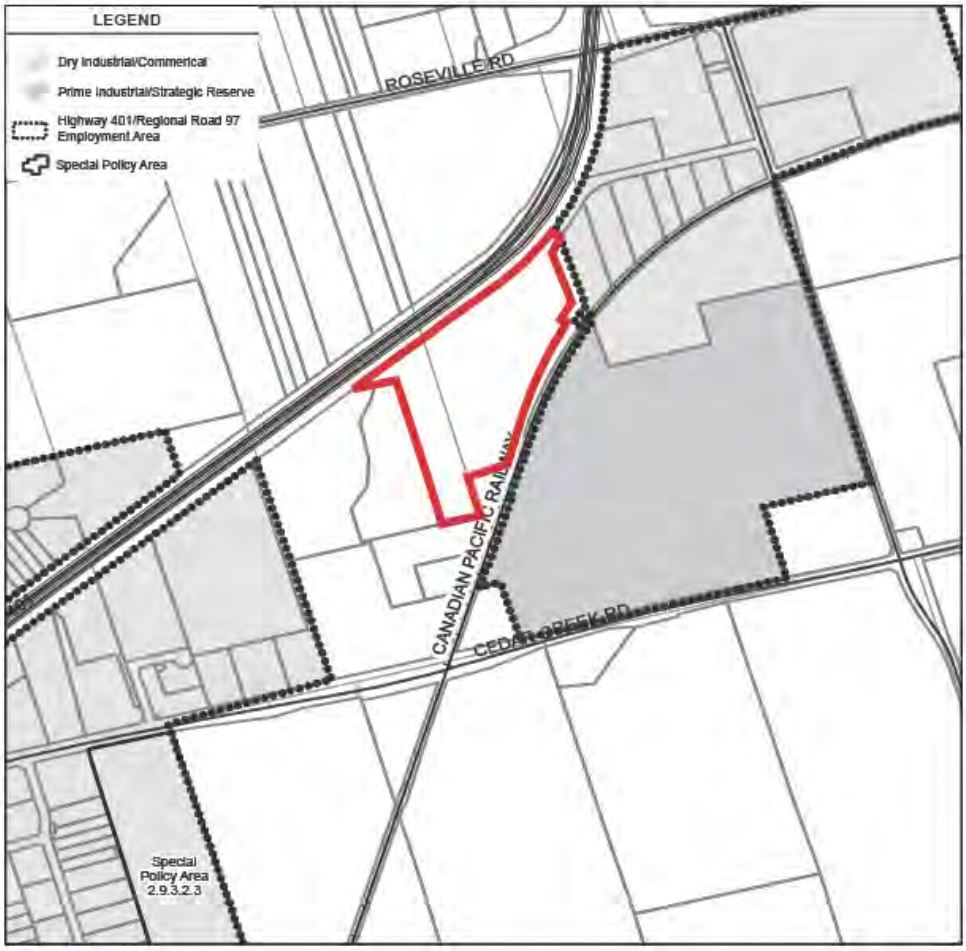
LAND TO BE CHANGED FROM OPEN SPACE TO BUILT UP AREA AND HIGHWAY 401 / REGIONAL ROAD 97 EMPLOYMENT AREA

N

APRIL 2025

SCHEDULE 'B'
OFFICIAL PLAN AMENDMENT

TO THE
TOWNSHIP OF NORTH DUMFRIES OFFICIAL PLAN MAP 2.27
HIGHWAY 401/REGIONAL ROAD 97 EMPLOYMENT AREA



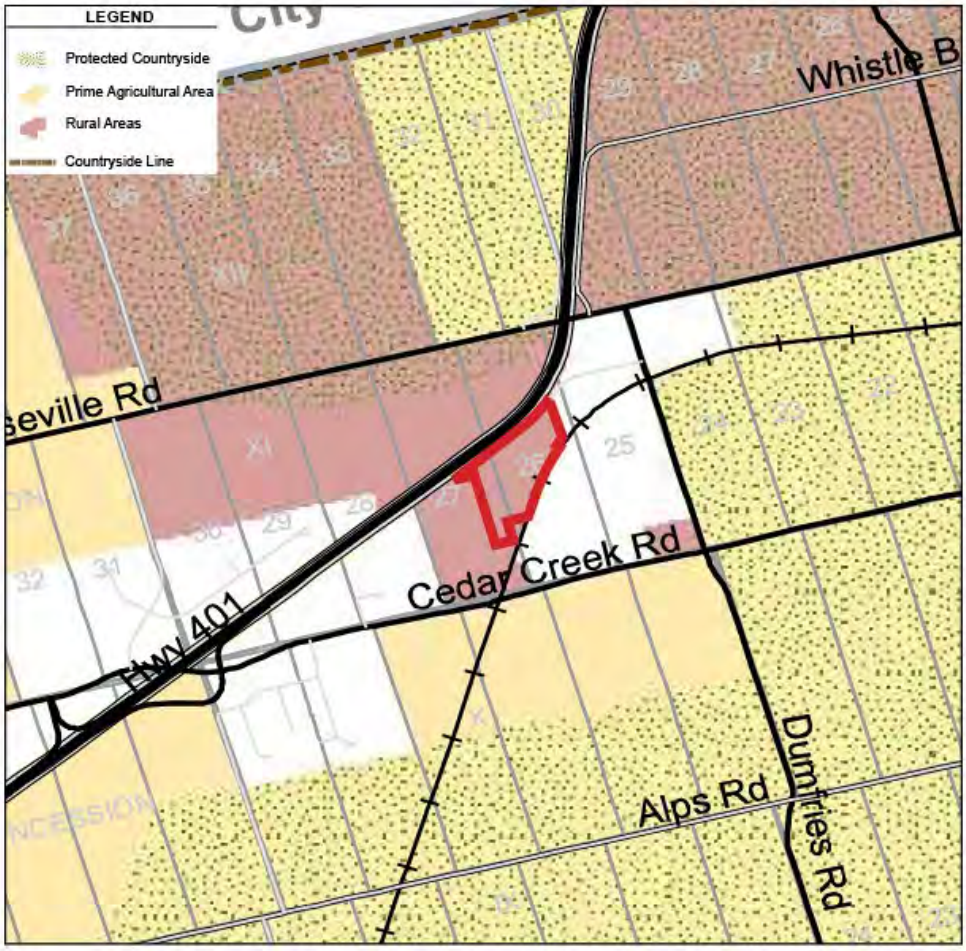
LAND TO BE REDESIGNATED DRY INDUSTRIAL/COMMERCIAL AND HIGHWAY 401 / REGIONAL ROAD 97 EMPLOYMENT AREA

N

APRIL 2025

SCHEDULE 'C'
OFFICIAL PLAN AMENDMENT

TO THE
TOWNSHIP OF NORTH DUMFRIES OFFICIAL PLAN MAP 7
THE COUNTRYSIDE



LAND TO BE CHANGED FROM RURAL AREAS TO HIGHWAY 401 / REGIONAL ROAD 97 EMPLOYMENT AREA

N

APRIL 2025

Appendix "B" – Zoning By-law Amendment

THE CORPORATION OF NORTH DUMFRIES
BY-LAW NUMBER XXXX-XX

BEING A BY-LAW TO FURTHER AMEND GENERAL ZONING BY-LAW NUMBER 689-83, AS AMENDED, FOR THE TOWNSHIP OF NORTH DUMFRIES

WHEREAS an application (File XXX) was received from Waterloo Regional Police Association, with respect to lands described as Concession 11, Part of Lots 26-27, Township of North Dumfries, Regional Municipality of Waterloo to amend By-law Number 689-83 to change the present Zone 1 Agriculture to Zone 9 Industrial and Zone 12.B Environmental Protection Two (EP2).

WHEREAS the Planning Act empowers a municipality to pass by-laws prohibiting the use of land and the erection, location and use of buildings or structures, except as set out in the bylaw; AND

WHEREAS the Council of the Corporation of the Township of North Dumfries, under Section 39 of the Planning Act, R.S.O. 1990, c. P. 13, deems it to be desirable to further amend said By-law Number 689-83 for the future development and use of the lands described above;

NOW THEREFORE, Township Council enacts as follows:

1. THAT By-law Number 689-83, as amended, is hereby further amended insofar as the zoning on these lands, being Part of Lots 26-27, Concession 11, is changed from Zone 1 Agriculture to Zone 9 Industrial and Zone 12.B Environmental Protection Two (EP2) as shown on attached Schedule A.

2. THAT Section 20.1 of General Zoning By-law No. 689-83 is hereby further amended with the addition of a new Subsection immediately following 20.1.336 as follows:

   "20.1.XXX <u>1128 Rife Road</u>

   1. Notwithstanding the provisions of Section 15.3 of this by-law the following regulation shall apply:

      a. A minimum lot width of 26.4 metres."

3. THAT except as amended by this By-law, the subject lands as shown on Schedule A to this By-law and Section 20.1.XXX to this By-law shall be subject to all other applicable provisions and regulations of General Zoning By-law 689-83, as amended;

4. AND THAT Schedules A attached form part of By-law XXXX-XXX;

5. THAT this by-law shall come into force on the final passing thereof by the Council of the Corporation of the Township of North Dumfries subject to compliance with the provisions of the Planning Act, R.S.O. 1990, c.P.13.

READ a First and Second Time in the Council Chambers of the Township of North Dumfries this XX day of XXX 2025.

_____ _____

Mayor Clerk

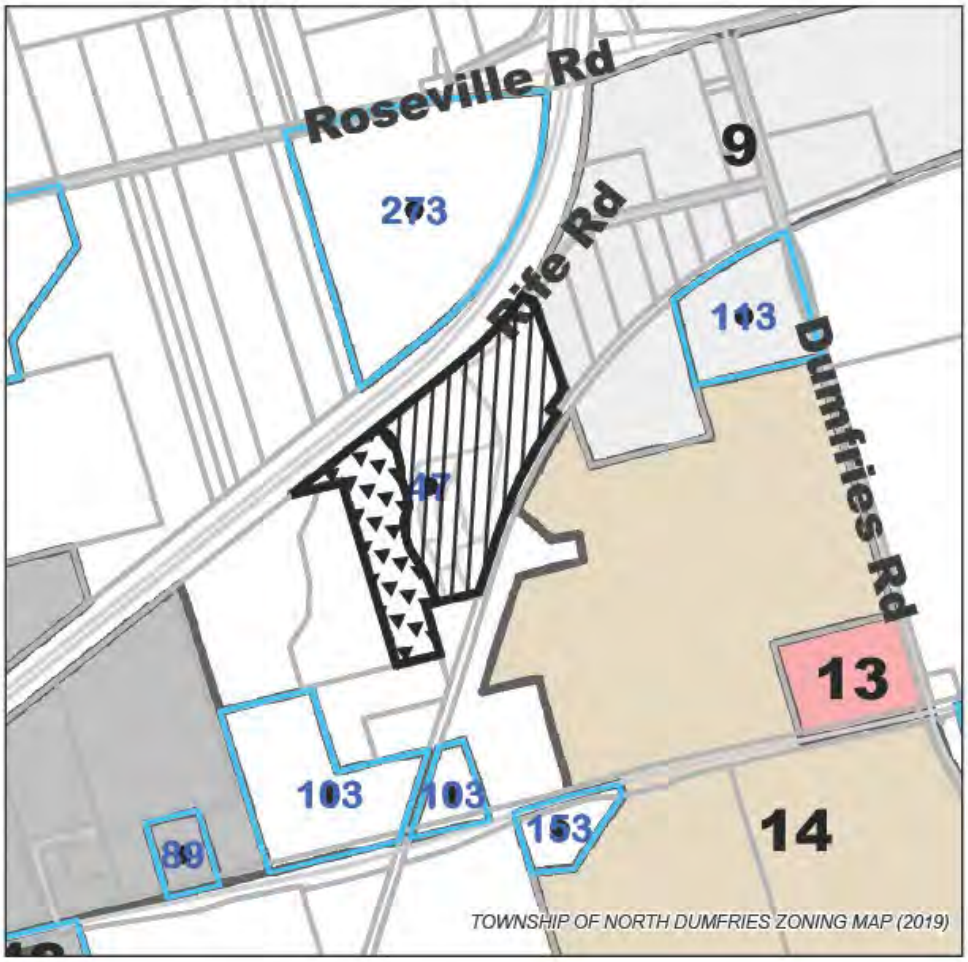
READ a third time and Finally Passed in the Council Chambers of the Township of North Dumfries this XX day of XXX, 2025.

_____ _____

Mayor Clerk

SCHEDULE 'A'
ZONING BY-LAW AMENDMENT

TO THE
TOWNSHIP OF NORTH DUMFRIES
ZONING BY-LAW ___-_____



LAND TO BE REZONED FROM ZONE 1 AGRICULTURAL TO ZONE 9 INDUSTRIAL

LAND TO BE REZONED FROM ZONE 1 AGRICULTURAL TO ZONE 12.B ENVIRONMENTAL PROTECTION TWO (EP2)

N

N.T.S

APRIL 2025

Michael Campos

From: BISKABORN, Brad <Brad.Biskaborn@canadapost.postescanada.ca>
Sent: June 13, 2025 7:18 AM
To: Michael Campos
Subject: RE: Request for Comments: Proposed Official Plan Amendment and Zoning By-law Amendment (File Nos. OP-01/25 & ZC-03/25): 1128 Rife Road, Township of North Dumfries

Hi Michael,

No comment from Canada Post at this time.

Thank-you.

Regards,

Brad Biskaborn
Delivery Services / CANADA POST
Kitchener / Cambridge / Waterloo

From: Michael Campos <mcampos@northdumfries.ca>
Sent: June-12-25 3:52 PM
To: Sandy Bucholtz <sbucholtz@northdumfries.ca>; Shannon Black <sblack@northdumfries.ca>; Robert Shantz <rshantz@northdumfries.ca>; Eric Yates <eyates@northdumfries.ca>; Regional Clerk <regionalclerk@regionofwaterloo.ca>; Region of Waterloo <planningapplications@regionofwaterloo.ca>; Matthew Colley <mcolley@regionofwaterloo.ca>; John Brum <jbrum@grandriver.ca>; 'CP Proximity-Ontario' <cp_proximity-ontario@cpr.ca>; Proximity CN <proximity@cn.ca>; North Municipal Request <nmunicipalrequest@grandbridgeenergy.com>; Eastern Region Crossing <est.reg.crossing@enbridge.com>; Notifications <notifications@enbridge.com>; newdevelopment@rci.rogers.com; 'planninganddevelopment@bell.ca' <planninganddevelopment@bell.ca>; MAZEY, Neil <neil.mazey@canadapost.postescanada.ca>; BISKABORN, Brad <Brad.Biskaborn@canadapost.postescanada.ca>; Planning <planning@wcdsb.ca>; Waterloo Region District School Board <planning@wrdsb.ca>; Johnston, Jeremiah (MTO) <jeremiah.johnston@ontario.ca>; o'neil.nembhard@ontario.ca; Abby.LaForme@mncfn.ca; Adam.LaForme@mncfn.ca; Peter Graham <lrcs@sixnations.ca>; Noll, Kevin (MECP) <kevin.noll@ontario.ca>
Cc: Planning <planning@northdumfries.ca>; Clerk <clerk@northdumfries.ca>; Andrew Mcneely <amcneely@northdumfries.ca>; Alida Wilms <awilms@northdumfries.ca>
Subject: Request for Comments: Proposed Official Plan Amendment and Zoning By-law Amendment (File Nos. OP-01/25 & ZC-03/25): 1128 Rife Road, Township of North Dumfries

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Report Suspicious

Good afternoon Everyone,

Michael Campos

From: Eric Yates
Sent: June 13, 2025 10:05 AM
To: Planning
Cc: Robert Shantz
Subject: FW: Request for Comments: Proposed Official Plan Amendment and Zoning By-law Amendment (File Nos. OP-01/25 & ZC-03/25): 1128 Rife Road, Township of North Dumfries
Attachments: ZC-03-25 - Application Form.pdf; Letter To Township Re OPA & ZBA.pdf; OPA-01-25 - Application Form.pdf; Planning Justification Report Final.pdf; S.59 Notice - Email Submission.pdf

Categories: For Michael

Fire has no comments.

Eric Yates, CFEI
Deputy Chief, Chief Fire Prevention Officer
North Dumfries Fire Department

From: Michael Campos <mcampos@northdumfries.ca>
Sent: June 12, 2025 3:52 PM
To: Sandy Bucholtz <sbucholtz@northdumfries.ca>; Shannon Black <sblack@northdumfries.ca>; Robert Shantz <rshantz@northdumfries.ca>; Eric Yates <eyates@northdumfries.ca>; Regional Clerk <regionalclerk@regionofwaterloo.ca>; Region of Waterloo <planningapplications@regionofwaterloo.ca>; Matthew Colley <mcolley@regionofwaterloo.ca>; John Brum <jbrum@grandriver.ca>; 'CP Proximity-Ontario' <cp_proximity-ontario@cpr.ca>; Proximity CN <proximity@cn.ca>; North Municipal Request <nmunicipalrequest@grandbridgeenergy.com>; Eastern Region Crossing <est.reg.crossing@enbridge.com>; Notifications <notifications@enbridge.com>; newdevelopment@rci.rogers.com; 'planninganddevelopment@bell.ca' <planninganddevelopment@bell.ca>; MAZEY, Neil <neil.mazey@canadapost.postescanada.ca>; BISKABORN, Brad <brad.biskaborn@canadapost.postescanada.ca>; Planning <planning@wcdsb.ca>; Waterloo Region District School Board <planning@wrdsb.ca>; Johnston, Jeremiah (MTO) <jeremiah.johnston@ontario.ca>; o'neil.nembhard@ontario.ca; Abby.LaForme@mncfn.ca; Adam.LaForme@mncfn.ca; Peter Graham <lrcs@sixnations.ca>; Noll, Kevin (MECP) <kevin.noll@ontario.ca>
Cc: Planning <planning@northdumfries.ca>; Clerk <clerk@northdumfries.ca>; Andrew Mcneely <amcneely@northdumfries.ca>; Alida Wilms <awilms@northdumfries.ca>
Subject: Request for Comments: Proposed Official Plan Amendment and Zoning By-law Amendment (File Nos. OP-01/25 & ZC-03/25): 1128 Rife Road, Township of North Dumfries

Good afternoon Everyone,

The Township of North Dumfries is in receipt of complete applications for an Official Plan Amendment (OP-01/25) and Zoning By-law Amendment (ZC-03/25) for the property municipally addressed as 1128 Rife Road. The subject lands are located at the end of Rife Road, between Highway 401 and the CP Rail line. The applicant is proposing to amend the Official Plan designation and Zoning By-law classification to bring the Township's Official Plan into alignment with the Regional Official Plan and to reflect the existing industrial land uses within the adjacent Rural Employment Area.

Please note that the applications do not propose any physical development at this time. They are solely intended to facilitate a land use change that would support future employment-related development consistent with the broader employment area context.

June 13, 2025

ZC 03/25, OP 01/25
1128 Rife Rd., North Dumfries

Township of North Dumfries
2985 Greenfield Rd
Ayr, ON N0B 1E0
Attn: Brock Campos

Via - E-mail

Re: 1128 Rife Rd., North Dumfries, request for an OPA and ZBA to align the site with it's surrounding uses Northeast on Rife Rd with no physical development proposed

---

GBE has no objection to the proposal from the Applicant/Owner for an OPA & ZBA to align the site with its surrounding uses northeast on Rife Rd. with no physical development proposed.

Refer to GBE Residential Spec book at www.grandbridgeenergyplus.com
Hydro poles/guy wires and anchors/padmount transformers/switching units/service pits/street light poles to be 1.5m from driveway entrances/curbs. Relocation at 100% owners' expense.
All planting near GBE owned overhead power lines and padmount equipment must be installed in accordance with http://www.esasafe.com/assets/image/Tree-Planting.pdf
Must maintain required clearances (ESA & GBE) from existing overhead electrical plant.
Owner/Applicant may be required to provide ESA clearance calculations to existing overhead and underground electrical distribution equipment. Calculations must be signed off by a P.Eng.
As per GBE, Current Conditions to Service, latest edition, only one service per property is permitted.

Should additional information be required, kindly contact me at your convenience.

Kindest Regards,
GRANDBRIDGE ENERGY INC.
Helen Robinson
Engineering Contract Administrator

Michael Campos

From: Noll, Kevin (MECP) <Kevin.Noll@ontario.ca>
Sent: June 16, 2025 11:40 AM
To: Michael Campos
Subject: RE: Request for Comments: Proposed Official Plan Amendment and Zoning By-law Amendment (File Nos. OP-01/25 & ZC-03/25): 1128 Rife Road, Township of North Dumfries

Hi Michael,

MECP has no comments at this time regarding this site.

Thank-you

Kevin Noll
Provincial Officer | Badge #1491 | Guelph District Office | West Central Region
Ministry of the Environment Conservation and Parks| Government of Ontario
226-820-0790 | kevin.noll@ontario.ca
1 Stone Road West, 4th Floor
Guelph, ON, N1G 4Y2

From: Michael Campos <mcampos@northdumfries.ca>
Sent: Thursday, June 12, 2025 3:52 PM
To: Sandy Bucholtz <sbucholtz@northdumfries.ca>; Shannon Black <sblack@northdumfries.ca>; Robert Shantz <rshantz@northdumfries.ca>; Eric Yates <eyates@northdumfries.ca>; Regional Clerk <regionalclerk@regionofwaterloo.ca>; Region of Waterloo <planningapplications@regionofwaterloo.ca>; Matthew Colley <MColley@regionofwaterloo.ca>; John Brum <jbrum@grandriver.ca>; 'CP Proximity-Ontario' <cp_proximity-ontario@cpr.ca>; Proximity CN <proximity@cn.ca>; North Municipal Request <nmunicipalrequest@grandbridgeenergy.com>; Eastern Region Crossing <est.reg.crossing@enbridge.com>; Notifications <notifications@enbridge.com>; newdevelopment@rci.rogers.com; 'planninganddevelopment@bell.ca' <planninganddevelopment@bell.ca>; MAZEY, Neil <neil.mazey@canadapost.postescanada.ca>; BISKABORN, Brad <brad.biskaborn@canadapost.postescanada.ca>; Planning <planning@wcdsb.ca>; Waterloo Region District School Board <planning@wrdsb.ca>; Johnston, Jeremiah (MTO) <Jeremiah.Johnston@ontario.ca>; Nembhard, O'Neil (MTO) <O'neil.Nembhard@ontario.ca>; Abby.LaForme <Abby.LaForme@mncfn.ca>; Adam LaForme <Adam.LaForme@mncfn.ca>; Peter Graham <lrcs@sixnations.ca>; Noll, Kevin (MECP) <Kevin.Noll@ontario.ca>
Cc: Planning <planning@northdumfries.ca>; Clerk <clerk@northdumfries.ca>; Andrew Mcneely <amcneely@northdumfries.ca>; Alida Wilms <awilms@northdumfries.ca>
Subject: Request for Comments: Proposed Official Plan Amendment and Zoning By-law Amendment (File Nos. OP-01/25 & ZC-03/25): 1128 Rife Road, Township of North Dumfries

CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.

Good afternoon Everyone,

The Township of North Dumfries is in receipt of complete applications for an Official Plan Amendment (OP-01/25) and Zoning By-law Amendment (ZC-03/25) for the property municipally addressed as 1128 Rife Road. The subject lands are located at the end of Rife Road, between Highway 401 and the CP Rail line. The applicant is proposing to amend the Official Plan designation and Zoning By-law classification to bring the Township's Official Plan into alignment with the Regional Official Plan and to reflect the existing industrial land uses within the adjacent Rural Employment Area.

Michael Campos

From: Nembhard, O'Neil (MTO) <O'neil.Nembhard@ontario.ca>
Sent: June 16, 2025 2:42 PM
To: Michael Campos
Cc: Santos, Paul (MTO)
Subject: RE: Request for Comments: Proposed Official Plan Amendment and Zoning By-law Amendment (File Nos. OP-01/25 & ZC-03/25): 1128 Rife Road, Township of North Dumfries

Good morning/afternoon Michael,

Thank you for circulating the (OPA and ZBA) for the subject lands, located at 1128 Rife Road, to the Ministry of Transportation (MTO) for review.

Please note that the subject lands are within the Ministry's permit control area as defined by Public Transportation and Highway Improvement Act. Therefore, Ministry approvals and permits are required prior to the construction and/or alteration of any buildings and/or structures and prior to the issuance of any municipal building permits or approvals as per Section 8. (2) (a) of the Building Code Act.

All Land Development Review requests to the Ministry must be submitted to the Ministry of Transportation through the Highway Corridor Management Online portal at: https://www.hcms.mto.gov.on.ca/

The Ministry launched its new Land Development Module for the Highway Corridor Management System in February 2024. The Land Development module is designed to streamline all OPA, ZBA, Site Plan, Minor Variance, Consent Application approvals by the Ministry.

The Ministry no longer accepts Land Development review requests though its email system. To avoid delays in the processing of your review, please ensure that all Land Development requests are submitted electronically through the HCMS portal.

When submitting your review request please ensure that you select the correct type of review request you wish i.e., Official Plan Amendment, Zoning By-law Amendment, Site Plan, Consent, Minor Variance, Pre-consultation. Additional, please identify if the review request is Site Specific or not. Also ensure that all supporting documentation has been submitted with the request, including but not limited to:

- Site Plan or Conceptual Plan,
- Maps,
- Proposal details,
- Technical Reports,
- Any other relevant information.

If you have any questions and/or concerns, please feel free to contact me.

Thank you,

O'Neil Nembhard
Corridor Management Planner | Operation West | Operations Division
Ministry of Transportation Ontario | Ontario Public Service
548-388-2571 | o'neil.nembhard @ontario.ca

Michael Campos

From: Emmett Vanson <LRLUST@sixnations.ca>
Sent: June 17, 2025 2:47 PM
To: Michael Campos; Planning
Cc: Peter Graham
Subject: SNGREC environmental comments regarding ZC-03-25 and OPA-01-25

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: For Michael

You don't often get email from lrlust@sixnations.ca. Learn why this is important

Sekon (Hello),

Following are my comments on behalf of Six Nations of the Grand River Elected Council regarding ZC-03-25 and OPA-01-25 at 1128 Rife Road, North Dumfries.

SNGREC requests a 41m buffer from all wetlands be included in the land designated EP2. This means that developers do not have the opportunity to create problematic developments and do not have to worry about this buffer, saving time and money.

Additionally, SNGREC requests that the scope of the zoning changes expands to apply the EP2 designation onto as much of the woodland and wetland system as possible to protect the important habitats located within and protect Six Nations of the Grand River's treaty rights.

Thank you for taking my comments. I look forward to hearing more on this application.

Niá:wen (thank you),

Emmett Vanson (he/him)
Land Use and Stewardship Technician
Six Nations of the Grand River Elected Council Lands and Resources Department
lrlust@sixnations.ca

Confidentiality Notice: This email, including any attachments, is for the sole purpose of the intended recipients and may contain private, confidential, and privileged information. Any unauthorized review; use, disclosure or distribution is prohibited. If you are not the intended recipient or this information has been inappropriately forwarded to you, please contact the sender by reply email and destroy all copies of the original.

MEMORANDUM

To: **Development Services, Township of North Dumfries**

Attention: **Michael Campos, Manager of Planning**

From: Sandy Bucholtz, Engineering Technologist

Re: **Request for Comments**

Date: Thursday, June 26, 2025

Application(s): OP-01-25, ZC-03-25
Owner(s): Waterloo Regional Police Association
Civic Address: 1128 Rife Road

Comments:
The Engineering and Public Works Department has reviewed the following information.

- Package as distributed by Planning

We offer the following comments

- Engineering Public Works has no objections to the application.

LAND DEVELOPMENT REVIEW CORRESPONDENCE

Correspondence: ZC-03-25 and OPA- 01-25 - MTO comments June 26, 2025

O'Neil Nembhard (Regional CMO)
Thursday June 26, 2025 11:43 a.m.

To: Michael Campos <mcampos@northdumfries.ca>

The Ministry of Transportation (MTO) has completed its review of the municipal files ZC-03-25 and OP-01-25. The files has been considered in accordance with the *Public Transportation and Highway Improvement Act* (PTHIA), MTO's Highway Corridor Management Manual (HCMM) and all related guidelines and policies. The following outlines our comments:
Highway 401 along the subject property is a ***Class 1A - Freeway*** with a posted speed of 100 km/hr. and is designated as a ***Controlled Access Highway*** (CAH). As such, all requirements, guidelines, and best practices in accordance with this classification and designation shall apply.
MTO has no objections to the proposed Zoning By-law/Official Plan Amendment applications. However, please advise the proponents of the following comments:
The owner should be aware that the property falls within MTO's Permit Control Area (PCA), and as such, MTO Permits, review and permits are required before any demolition, grading, construction, or alteration to the site commences. In accordance with the Ontario Building Code, municipal permits may not be issued until all other applicable requirements (i.e.: MTO permits/approvals) are satisfied.
Pre-consultation:
MTO will require a pre-consultation before any development on the subject property occurs.
Site Plans:
The Proponent shall submit an acceptable Site Plan, Grading Plan, Illumination Plan, Drainage Plan and Site Servicing Plan for MTO review and approval. These plans shall clearly identify all structures/works (existing and proposed). MTO requires all buildings, structures and features integral to the site to be located a minimum of 14m from the highway property limit (along Highway 401) inclusive of the continuation of Rife Road into the subject property, fire-lanes, parking and stormwater management facilities.
Storm Water Management Report (SWMR);
To ensure that stormwater runoff from this property does not adversely affect our highway drainage system or highway corridor, MTO may require the owner to submit a

Storm Water Management Report (SWMR) report along with the above-noted grading/drainage plans for any proposed development on the subject property for our review and approval.
The drainage engineer/consultant should refer to the ministry website for applicable IDF curves, Highway Drainage Design Standards (2008) and the ministry's Stormwater Management Requirements for Land Development Proposals.
https://www.ontario.ca/page/resources-transportation-planners#section-5

- The drainage engineer/consultant shall ensure that all return periods are assessed (2yr, 5yr, 10yr, 25yr, 50yr, 100yr and Regional).

The Ministry of Transportation reviews the conveyance of flows based on the Ministry's Stormwater Management Technical Guidelines only. The developer must obtain all necessary approvals from other jurisdictional agencies.
Additional information with respect to Stormwater Management Requirements for Land Development Proposals can be obtained from the MTO website at:
https://www.ontario.ca/document/stormwater-management-planning-and-design-manual-0
Thank you for circulating MTO with the application, should you have any questions, please do not hesitate to contact me.

Thank you,

O'Neil Nembhard
Corridor Management Planner
Highway Corridor Management
Ministry of Transportation of Ontario

The TOWNSHIP of NORTH DUMFRIES

FD Report No. 07-2025

Council Meeting
July 7, 2025

Fire Department Incident Response Summary – June 2025

Recommendation

The Fire Chief recommends:

1. **THAT FD Report 07-2025 be received for the purposes of information.**

1. Purpose

The Purpose of this Report is to present the Fire Department's Incident Summary for the time period of June 2025.

2. Background

None

3. Options and Analysis

The Incident Summary for June 2025 and Year to Date totals are as follows:

Incident Category	Ayr Fire Station Response Area	Cambridge Fire Contract Response Area
Motor Vehicle Accident	6	3
Medical Assist	7	3
Fire	3	3
CO / Fire Alarm	8	2
Open Burning	2	0
Water/Ice Rescue	0	0
Public Hazard/Assist	1	3
Mutual Aid	0	0
Total –	**27**	**14**
Year to Date Total	**125**	**51**

Note: 6 calls are from May 27 to 31. CFD – 1 Alarm ND – 2 Medical, 1 MVC, 1 Open Burn, 1 Alarm

4. Financial Implications

The consideration of this Report does not have any implications on the 2025 Budget

5. Attachments

None

For further information on the contents of this Report, please contact Robert Shantz, Fire Chief / CEMC, at (519) 632-8800 ext. 139 or via email at rshantz@northdumfries.ca

Report Prepared By:

Robert Shantz,
Fire Chief / CEMC

Respectfully Submitted By:

Andrew McNeely,
Chief Administrative Officer

THE TOWNSHIP OF
WOOLWICH

BOX 158, 24 CHURCH ST. W.
ELMIRA, ONTARIO N3B 2Z6
TEL. 519-669-1647 / 1-877-969-0094
COUNCIL/CAO/CLERKS FAX 519-669-1820
PLANNING/ENGINEERING/BUILDING FAX 519-669-4669
FINANCE/RECREATION/FACILITIES FAX 519-669-9348

By Email

June 12, 2025

Region of Waterloo Council
c/o Regional Clerk
150 Frederick St.
Kitchener, Ontario
N2G 4J3

RE: Motion - Rural Speed Strategy

This letter is to inform you that the Council of the Township of Woolwich passed the following resolution at their Regular Meeting of Council held on June 10, 2025:

WHEREAS the Region of Waterloo has implemented various speed control policies on its roads, particularly in school zones; and

WHEREAS the Township of Woolwich promotes the use of effective measures to improve awareness and safety in school zones, it also recognizes that rural and urban solutions are different; and

WHEREAS the Township of Woolwich has had negative feedback regarding the effectiveness, the appropriate use in rural areas, and negative consequences of the current policy; and

WHEREAS Residents of Woolwich presented to both Township and Regional Council on this issue, particularly regarding concerns with the 40 kilometers per hour speed limit currently in place on Lobsinger Line and Northfield Drive, and

WHEREAS the Region of Waterloo is developing a Rural Speed Strategy,

NOW THEREFORE be it resolved that the Council of the Township of Woolwich endorses the following principles for the Rural Speed Strategy and direct Township staff to advocate for these principles when meeting with Regional staff:

1. Roads within Woolwich Township settlement areas should only be changed after consultation with Woolwich Council.

2. In school zones on rural Regional Roads, flashing lights should be installed that operate during school hours to indicate schools are in session.

3. The decision to use speed cameras, as a speed enforcement tool on Regional Roads within Woolwich Township, should be made in collaboration with Woolwich Council.

AND FURTHER that this resolution be forwarded to Regional Council and Township Councils within the Region of Waterloo.

Should you have any questions, please contact Clerk's Division staff by email at clerk@woolwich.ca or by phone at 519-669-6004.

Yours truly,



Jeff Smith
Municipal Clerk
Corporate Services
Township of Woolwich

Cc: Township of North Dumfries
Township of Wellesley
Township of Wilmot

TOWNSHIP OF
BRUDENELL, LYNDOCH AND RAGLAN

42 Burnt Bridge Road, PO Box 40
Palmer Rapids, Ontario K0J 2E0
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2025

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

RE: Call for inclusive research to reflect diversity of Canadian communities

Dear Mr. Ford,

Please be advised that at the Regular Council Meeting on June 4, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Town of Parry Sound.

Resolution No: 2025-05-04-08
Moved by: Councillor Kauffeldt
Seconded by: Councillor Keller

"Be it resolved that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Town of Parry Sounds resolution regarding the Call for inclusive research to reflect diversity of Canadian communities.

And further that this resolution be forwarded to Doug Ford, Premier of Ontario Lisa Thompson, Minister of Rural Affairs Cheryl Gallant, MP Billy Denault, MPP AMO (Association of Municipalities of Ontario) All Ontario Municipalities."

Carried.

Sincerely,

Tammy Thompson

Tammy Thompson
Deputy Clerk
Township of Brudenell, Lyndoch and Raglan

THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2025 – 046

DIVISION LIST	YES	NO
Councillor G. ASHFORD	___	___
Councillor J. BELESKEY	___	___
Councillor P. BORNEMAN	___	___
Councillor B. KEITH	___	___
Councillor D. McCANN	___	___
Councillor C. McDONALD	___	___
Mayor J. McGARVEY	___	___

DATE: April 15, 2025

MOVED BY:

SECONDED BY:

CARRIED: ✓ **DEFEATED:** _____ **Postponed to:** _____

WHEREAS inclusive, evidence-based scientific research leads to better outcomes for Canadians by ensuring that all voices and experiences are reflected in the development of knowledge, treatments, and innovations;

WHEREAS Canadian municipalities benefit directly from research-informed policies on public health, infrastructure, education, environmental protection, and economic development;

WHEREAS diverse and inclusive research teams have been shown to generate more innovative, practical, and impactful solutions, and yet many equity-deserving groups, including women, remain underrepresented in science and research careers;

WHEREAS inclusive research strengthens our economy, healthcare system, and ability to address national and global challenges;

THEREFORE BE IT RESOLVED that the Council of the Town of Parry Sound supports the national call for stronger federal support for inclusive research that reflects the diversity of Canadian communities;

AND BE IT FURTHER RESOLVED that this resolution be shared with other municipalities in Ontario, the Federation of Canadian Municipalities, and relevant provincial and federal representatives for consideration and support.

Mayor Jamie McGarvey

The Corporation of the
County of Northumberland
555 Courthouse Road
Cobourg, ON, K9A 5J6

Northumberland County
Council Resolution

SENT VIA EMAIL **June 25, 2025**

Right Honourable Mark Carney (Prime Minister of Canada)
Honourable Philip Lawrence (MP for Northumberland-Clarke)
Honourable Doug Ford (Premier of Ontario)
Honourable Victor Fedeli (Minister of Economic Development, Job Creation and Trade)
Honourable Paul Calandra (Minister of Municipal Affairs and Housing)
Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development)
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
Northumberland County's 7 Member Municipalities
All Ontario municipalities

Re: Correspondence, Township of Mulmur
'Procurement and Advocacy for Trade Agreement Exemptions'

At a meeting held on June 18, 2025 Northumberland County Council approved Council Resolution # 2025-06-18-508, adopting the below recommendation from the June 3, 2025 Finance and Audit Committee meeting:

Moved by: Councillor John Logel
Seconded by: Councillor Scott Jibb

"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Council Resolution # 2025-06-18-508 **Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Maddison Mather

Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By J. Logel (JL)

Seconded By S. Dibb (SD)

Agenda Item 10

Resolution Number 2025-06-18-508

Council Date: June 18, 2025

"**That** Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 2, 3 and 4, 2025).

Recorded Vote Requested by _____
Councillor's Name

Carried _____
Warden's Signature

Deferred _____
Warden's Signature

Defeated _____
Warden's Signature

Northumberland County

Finance & Audit Committee Resolution

Committee Meeting Date: June 3, 2025

Agenda Item: 7.a

Resolution Number: 2025-06-03-444

Moved by: M. Martin

Seconded by: B. Ostrander

Council Meeting Date: June 18, 2025

"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Carried _____
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature

TOWNSHIP OF MULMUR

758070 2nd Line E
Mulmur, Ontario
L9V 0G8

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

April 11, 2025

Procurement & Advocacy for Trade Agreement Exemptions

At the meeting held on April 2, 2025, Council of the Township of Mulmur passed the following resolution:

Moved by Lyon and Seconded by Cunningham

Whereas the Township of Mulmur recognizes that tariffs may increase the costs of goods and services sought by the Township;

And whereas the Township of Mulmur recognizes the importance of supporting Canadian businesses and workers through responsible procurement practices;

And whereas municipalities have significant purchasing power but are bound by international trade agreements;

And whereas trade agreements such as the Canadian Free Trade Agreement (CFTA) impose restrictions on municipalities, and prevent municipalities from giving preference to Canadian suppliers in procurement decisions above certain thresholds;

Now therefore be it resolved that the Township of Mulmur commits to considering Canadian suppliers for goods and services when it is feasible and fiscally responsible to do so for procurements under trade agreement thresholds:

And that the Township of Mulmur commits to continue to utilize cooperative purchasing groups to explore cost-saving measures and Canadian suppliers when it is feasible and fiscally responsible to do so.

And that the Township of Mulmur calls upon the Canadian federal and provincial governments to enact legislative changes to exempt municipalities from trade agreement restrictions while tariffs are imposed, allowing them to give preference to Canadian suppliers for goods, services, and infrastructure projects.

And further that a copy of this resolution be sent to:

- The Prime Minister of Canada
- The Premier of Ontario
- The Minister of Economic Development, Job Creation and Trade
- The Minister of Municipal Affairs and Housing
- The Association of Municipalities of Ontario (AMO)
- The Federation of Canadian Municipalities (FCM)
- All Ontario municipalities for their consideration and support.

Carried.

Sincerely,

Roseann Knechtel
Roseann Knechtel, Clerk

From: Scott Tilley
To: jen nymann; Clerk
Cc: Susan Foxton; Alida Wilms; Derrick Ostner; Rodney Rolleman; Andrew Mcneely; Rob Raycroft
Subject: Re: speed cameras
Date: June 25, 2025 2:52:47 PM

Hello Ashley,

Can you please add this to the official record for information.

Thanks,
Scott

From: jen nymann [redacted]
Sent: Wednesday, June 25, 2025 12:09:34 PM
To: Scott Tilley <stilley@northdumfries.ca>
Subject: Re: speed cameras

> You don't often get email from [redacted] Learn why this is important

Yes, that's fine. Thanks!

On Wed, Jun 25, 2025, 12:02 p.m. Scott Tilley <stilley@northdumfries.ca> wrote:

> Hello Jen,
>
> Thank you for sharing, do you give permission to share this with the rest of Council and have it made part of the public record?
>
> Scott

From: jen nymann [redacted]>
Sent: Wednesday, June 25, 2025 11:51:12 a.m.
To: Scott Tilley <stilley@northdumfries.ca>
Subject: speed cameras

> You don't often get email from [redacted]. Learn why this is important

Hi Scott,

I was one of the attendees at last evening's meeting. I was quite surprised that there were so many in favour of speed cameras. This is not at all a good idea, in my opinion. For one, it is an invasion of privacy. For another, it's all about the money, an easy cash grab by a private company.

Surely there are other measures that can be used to help reduce speed. The speed bumps put in last year were extremely annoying, but effective. Perhaps not a ridiculous number like last time, but 2 or 3 strategically placed would be effective.

Please take note of these concerns.

Sincerely,

Jen Nymann
[redacted]

Leisure & Lifestyle Advisory Committee Meeting
Wednesday, March 19, 2025
2958 Greenfield Road, Ayr
Hybrid Meeting, no livestreaming available

MINUTES

Present:	Courtney Hope, Timea Brenner, Anne Quin, Councillor Derrick Ostner (left the meeting at 8:17 p.m.), Janet Millward (left the meeting at 8:15 p.m.), Jaellayna Palmer and Jacqui Wright
Staff Present:	Ashley Good, Clerk; Karen Winter, Director of Community Services
Regrets:	Brent Barber, Jerrett Bellamy

CONVENE: 7:00 P.M.

Chair Courtney Hope

1. CALL TO ORDER

2. INDIGENOUS TERRITORY ACKNOWLEDGEMENT

Courtney Hope led the Indigenous Territory Acknowledgement

3. MOMENT OF REFLECTION

Committee Members and staff paused for a moment of reflection.

4. DISCLOSURE OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None reported.

5. DISCUSSION ITEMS

5.1 Safe walk and Biking in and around the Downtown Area.

Ashley Good, Clerk provides an update on this item. It is noted that the Committee had previously adopted the following recommendation that went forward to Council at their meeting held on October 21st:

> *"Township Council petition the Regional Council to improve public safety using active transportation on Regional roads in settlement areas via crossing and other similar safety measures and including traffic calming items."*

It is reported to the Committee that some Members of Council questioned whether this recommendation fell within the mandate of the Leisure and Lifestyle Advisory Committee Terms of Reference. It is noted that Township Council did endorse the Committee's recommendation and correspondence has been sent to the Region of

Waterloo. It is noted that staff have not received any updates at this time.

Karen Winter, Director of Community Services provides an update on some projects being planned to address trails.

5.2 2025 Marketing Plan.

Karen Winter, Director of Community Services provides an overview and asks whether the Committee has any comments, or questions.

Jaellayna Palmer notes that there is not a lot of diversity and would like to see more focus on multicultural events. It is noted that many events do include cultural components, and funding is an important component.

Jaellayna Palmer notes to include more celebration of the arts to showcase local artwork.

Jaellayna Palmer inquiries about how the Township advertises and whether this Committee has any new ideas on how to reach people. Councillor Ostner notes that being reliable and consistent is important.

Anne Quin notes that a majority of people in Ayr travel down Northumberland Street and inquiries about providing regular updates on the Northumberland Street sign. Ms. Winter notes that she will inquire with the Township Fire Chief regarding how often is gets changed and costs, as he is the one who oversee the sign.

6. OTHER BUSINESS

Councillor Ostner notes that he would like the Committee to have a guest speaker to provide a presentation on what is involved in being a Recreational Programmer (social convenor). Ms. Winter notes her concerns and inquiries as to what would be the purpose of having them attend.

The Committee has a round table discussion related to the Township hiring a Recreational Programming position. Councillor Ostner notes that he would like a presentation on what a Programmer does. It is noted that the presentation would not speak to costs, or resources. It is noted that staff could provide a Recreational Programmer job description for the next meeting.

Anne Quin notes that she believes this Committee is responsible for coming up with projects and notes that she would like to see projects before they are rubber stamped.

Anne Quin inquiries about the status of the canoe launch. It is noted that Anne will forward a document titled “Grand River Access Point Standards Manual & Pilot Design Plans” for the Committee’s information.

Janet Millward left the meeting at 8:15 p.m.

Councillor Ostner left the meeting at 8:17 p.m.

The Committee inquiries about the status of the NDCC twin pad arena project. Ms. Winters provides the Committee with an update on the status of this project. Courtney Hope inquiries about the future of hockey and ice usage in North Dumfries. It is noted that the Township retained a consultant to look at these trends.

The Committee schedules the next few meeting dates for Wednesday, June 4th at 7:00 p.m., Wednesday, September 17 at 7:00 p.m. and Wednesday, December 3rd at 7:00 p.m.

7. APPROVAL OF MINUTES

7.1 Leisure and Lifestyle Advisory Committee Meeting Minutes December 11, 2024.

Moved by: Timea Brenner
Seconded by: Jacqui Wright

THAT the Leisure & Lifestyle Advisory Committee approve the Leisure & Lifestyle Advisory Committee Minutes dated December 11, 2024.
CARRIED

8. ADJOURNMENT

Moved by: Timea Brenner
Seconded by: Jaellayna Palmer

THAT WHEREAS business before this Leisure & Lifestyle Advisory Committee Meeting has been completed at 8:33 p.m.
CARRIED

_____ _____

Chair Recording Secretary

Grand River Accessibility Advisory Committee (GRAAC)

Committee Minutes

May 22, 2025, 1:30 p.m.
Region of Waterloo - Gaukel Room 110
150 Frederick Street
Kitchener, ON N2G 4J3

Present:	T. Cooper, Co-Chair (Wat Rep) A. Clelland, Co-Chair (Kit Rep) H. Clark-Harris (Kit Rep) P. Saunders (Kit Rep) C. Speers (Kit Rep) H. Gillespie (Wat Rep) K. Waybrant (Kit Rep) F. Saleh (Wat Rep) D. Fish (Wellesley Rep) R. Jackson (Agency Rep) Councillor S. Stretch, Non-Voting (Kit) Councillor C. Huinink, Non-Voting (Region of Waterloo)
Staff:	A. Ross, Staff Rep (Waterloo) A. Kirchin, Staff Rep (Woolwich) M. Dykstra, Staff Rep (Wilmot) A. Good, Staff Rep (North Dumfries) L. Paroski, Staff Rep (Kitchener) M. Adams, Committee Administrator (Kit)

---

1. Commencement

The Grand River Accessibility Advisory Committee held a meeting this date commencing at 1:30 p.m.

1.1 Land Acknowledgement

We would like to begin by acknowledging the land on which we gather today, recognizing that the land in which we gather today is the traditional territory of the Haudenosaunee, Anishnawbe and Chonnonton peoples. We would also like to acknowledge the enduring knowledge, presence and deep-rooted traditions of the First Nations, Metis and Inuit who continue to enrich our community to this day.

2. Minutes for Approval

That the minutes of the Grand River Accessibility Advisory Committee (GRAAC) meeting held April 24, 2025, as circulated to the members, be accepted.

3. Disclosures of Pecuniary Interests

4. Delegations

5. Discussion Items

5.1 Roll Call - Introductions

5.2 Region of Waterloo, Waste Management

Comments/Feedback

- Asked if the new green bins and blue bins have pictures or large words on them stating what the bins are for? Staff is taking that question back to the collections team to find out and it was noted that a colleague spoke to GRAAC last month about the new bin program
- Condo waste is not picked up in the same way as single-family dwellings and that composting is not an option. How could that be fixed. Staff explained that the province has mandated food and organic waste framework. The Region is mandated to provide residential green bins and building operators are required to collect 50% organic/food waste this year. It was noted that there seems to be a lack of enforcement for building operator compliance at the current time.
- Staff encouraged the members to share the survey with people living in multi-residential buildings. Common themes from the survey will be taken forward to regional council. It was noted the multi-residential green bin issue is a common them they are hearing.

5.3 City of Kitchener - Data for Equity Standards and Guidelines

Comments/Feedback

- It was noted that for Indigenous data governance infrastructure is not in place yet. Staff working with Indigenous communities will receive training next year once the infrastructure is in place.
- The staff team is engaging with marginalized communities to reduce blind spots in their data collection questions. The rationale for questions related to disability was provided along with key considerations.
- **The committee was asked to consider the questions being asked and if anything was missing:**
- The committee thought more disaggregated questions were needed.
- Suggested to include a way for people to self-identify, in order to include people who may not have had access to get a diagnosis
- It was asked if people responding have a vision or hearing disability how they are being included in the data collection.
- How many measures will be used for this research and if it will only be the survey.
- Suggested that a medical category be added e.g. seizure disorder
- Learning and behavioural conditions are different things
- By gathering data to use data as evidence to ensure we know if people face barriers in programming in community centres.
- Statistics may be skewed due to people self-identifying and those who chose not to disclose their disability. Ali noted that this is an issue with data interpretation and data should not be relied on alone and needs lived experience beside it.
- A question about acute illness is to be added, noting that it has been affecting the person for a long time, but it is not a chronic condition that will affect them forever.

5.4 Township of Wilmot - Facility Accessibility Audit

- Did the assessment identify where change tables are inadequate? Are there adult change tables? Wilmot asked the consultant to focus on building code and AODA compliance and these items would be considered priority 3.
- Staff noted that she can pass along recommendations on how to improve items not covered in the assessment.

- It was noted that the recommendation for the grab bars is priority 2
- The assistance of the committee's-built environment team to the township, to try to maintain consistency throughout Waterloo Region
- Is there a plan to install height adjustable adult size change tables in the accessible washrooms. Asked for Staff to take that recommendation back.
- Staff explained that the first review was a high-level review of what needs to be included in the updates and once staff are ready to move to implementation, they will bring the plans to this committee for review.
- It was confirmed that internal wayfinding signage is included.
- Noted that menstrual equity is likely out of scope for the assessment. Asked if there is a plan to include menstrual products in the washrooms at low or no cost. Will take the ask back to staff.

6. Recess and Reconvene

GRAAC then recessed and reconvened.

7. Discussion Items (Cont'd)

7.1 City of Kitchener - Kitchener Indoor Recreation Complex (KIRC) Update

Comments/Feedback

- There is a way-finding strategy with tactile wayfinding from the drop off areas that will bring you into the vestibule where there is wayfinding to take you to reception. Signage includes pictograms, names and braille based on the London FADS standard.
- It is expected the facility will be open by next summer (2026).
- Chairperson, Built Environment thanked Staff for the update and requested a meeting to review the gym area that has been added.
- It was noted the parking lots should be paved in the next few weeks.
- Committee member asked if anything had been included in the design to absorb sound as people with hearing aids and sound issues struggle in those type of environments. Staff stated there are acoustic blankets in the pool, the field house has turf and baffles, and the gym has baffles.
- Wayfinding strips will be very helpful.
- Staff noted that OBC is taking better steps towards accessibility

- Are all the viewing areas for teams or because it is a public place. She would not want someone to watch her swim or workout. Understand that the viewing areas could be for parents when their kids are in lessons. Staff answered that the viewing areas are for parents and families. They also stated that it is also expected that the facility will host sports tournaments
- Is the walking track able to accommodate wheelchairs and walkers and if any of the universal/accessible washrooms or change rooms have height adjustable adult change tables and mechanical ceiling lifts.
- Staff noted that the walking track will accommodate wheelchairs and walkers, and it is intended that all people use the track.
- Staff noted that the universal accessible washrooms have adult change tables but there are no ceiling lifts.
- Asked if the reception desk and lockers were adapted for all users. It was explained that the reception desk and lockers were adapted for all users. There are 2 areas at reception that are lower, and the lockers have two heights. It was noted all spaces have followed the London FAD standards. It was noted that the corridors and other spaces are larger than what exists at other City facilities.

7.2 City of Kitchener - Upper Canada Park parking lot and washroom building

- It was suggested perhaps the tactile maps that City of Waterloo has made could be posted outside the door of the washrooms, so people do not have to run their hands over a dirty washroom to find the plan of the washroom
- Asked if the direction of the door swing had any bearing on wayfinding. Stated that no correlation between the door direction and the washroom layout. Noted to start considering that.
- Stated that it would be helpful to have an outdoor map posted
- Asked if the access from the entrance sidewalk flush access to the accessible parking and the street is. Staff stated that it is flush however there are grade changes due to the park being in a flood plain.
- Height adjustable adult-change tables with ceiling lifts for people who cannot use a toilet, so they can be toileted and changed. Staff stated that it is rough in for adult-change tables, staff are holding off on installing them until better security is in place.

7.3 The Built Environment Sub Committee Report

- Chairperson attended staff training at Waterloo Memorial Recreation Complex, indicated more staff seem to now be more aware
- Chairperson and City of Waterloo staff have attended 2 meetings regarding the Albert McCormick renovations.
- A second meeting with Waterloo library staff about hearing loops, barrier free washrooms, sliding doors in the meeting room and counters. The renovation is in the preliminary drawing stage and the staff were receptive to the feedback.
- Chairperson and City of Kitchener staff went to Rosenberg Library to review the indigenous artwork at the library. It was noted that the artwork is up very high on a wall. You can scan a code and listen to the 7 minutes video. A great job has been done with it.

8. Information Items

8.1 Congratulations Kathy!

8.2 Memo - Terms of Reference update

9. Adjournment

Please send regrets to Janis McKenzie - janis.mckenzie@kitchener.ca

Next Regular Meeting - June 26, 2025, at 1:30pm, Hybrid

The TOWNSHIP of NORTH DUMFRIES

PD Report No. 45-2025

Council Meeting
July 7th, 2025

Zoning By-Law Amendment – File No. ZC-01/25
SDIS Group Inc.
Rose Street, Ayr (Roll No. 3001 010 0011 4505)
PLAN 663 PT LOT 1 RP 67R1718 PTS 1, 6 & 7 PT NITH RIVER

Recommendation:

The Senior Planner recommends:

1. **THAT Report No. 45-2025 be received;**

2. **AND THAT Bylaw No. 3575-2025, being a By-law to further amend General Zoning Bylaw 689-83 to establish a split-zoning for the property on Rose Street municipally known by Roll No. 3001 010 001 14505 PLAN 663 PT LOT 1 RP 67R178 PTS 1,6 & 7 PT NITH RIVER ("subject property") whereby the area including the slope and floodplain is rezoned to Zone 12 (Z.12) Open Space, and the remaining developable area of the lot is rezoned to Zone 4 (Z.4) Urban Residential, be enacted;**

3. **AND THAT Township Council is satisfied that the requirements for a Public Meeting in accordance with subsection 34(17) of the *Planning Act* have been met.**

1. Purpose

A Zoning By-law Amendment application (File No. ZC-01/25) has been made to the Township of North Dumfries for an Amendment to General Zoning By-law No. 689-83 to establish a new split-zoning for the lands located on Rose Street (Roll No. 3001 010 001 14505), which would permit the development of a new single-detached dwelling on the subject property on that portion of the lands outside of the steep slope / Nith Valley system.

The proposed Zoning Bylaw Amendment application was the subject of a Public Meeting on February 25th, 2025

The purpose of this Report is to advance a recommendation for Council's consideration on the merits of the proposed Zoning By-law Amendment to:

- Establish a new split-zoning for the property on Rose Street municipally known by Roll No. 3001 010 001 14505 ("subject property"), whereby the area including the slope and floodplain is rezoned to Zone 12 (Z.12) Open Space, and the remaining developable area of the lot is rezoned to Zone 4 (Z.4) Urban Residential.

2. Background

2.1 Application Summary

Application(s)	**Zoning By-law Amendment File No: ZC-01/25**
Related Application	N/A
Owner(s):	SDIS Group Inc. (Alexander Chmelar)
Applicant/Agent(s):	N/A
Legal Description:	PLAN 663 PT LT 1; RP 67R1718 PTS 1, 6 & 7 PT NITH RIVER
Civic Address:	Rose Street (unaddressed)
Assessment Roll No.:	300101000114505

2.2 Location

The subject property is located on the west side of Rose Street, south of Piper Street and north of Water Street in urban Ayr, as shown on the location map below (Figure 1).

The subject property does not currently have a municipal address; however, it is located between the lots municipally addressed as 30 Rose Street and 70 Rose Street.

Figure 1: Location Map



2.3 Overview of Subject Property

The subject property is approximately 0.10 hectares (1,027 square metres) in size with a corresponding lot frontage of 18.228 m (60 ft) onto Rose Street. The property is generally rectangular in shape and slopes downwards towards the Nith River valley system to the rear of the lot.

The property is currently vacant of development. Surrounding land use activities consist of residential uses, environmental features and the park system associated with Victoria Park.

Figure 2 below provides a visual representation of the subject property from Rose Street.

Figure 2: View of Property from Rose Street



3. Development Overview

3.1 Proposed Zoning By-law Amendment (File No. ZC-01-25)

The Zoning By-law Amendment application **(File No. ZC-01/25)** proposes to establish a new split-zoning for the property to permit the construction of a new single-detached dwelling.

The proposed single-detached dwelling will have a ground floor footprint/area of 232.47 m^2 (2502 square feet). A Secondary Dwelling Unit (basement unit) is also included in the proposal.

The subject property is currently split-zoned as Z.1 – Agriculture, Z.4 – Urban Residential, and Z.4(f) – Urban Residential (Floodplain). The Zoning By-law includes specific restrictions for proposed structures within the floodplain (f) designation.

Due to this partial floodplain designation, technical reports were prepared, and correspondence was undertaken with the Grand River Conservation Authority (GRCA) to more accurately determine the floodplain and slope hazard limits. The completed studies defined the floodplain limits in greater detail and demonstrated that a proposed single-detached dwelling can be constructed on the subject property outside the floodplain (f) designated area.

In summary, a Zoning By-law amendment is required to establish a new split zoning for the property, as follows:

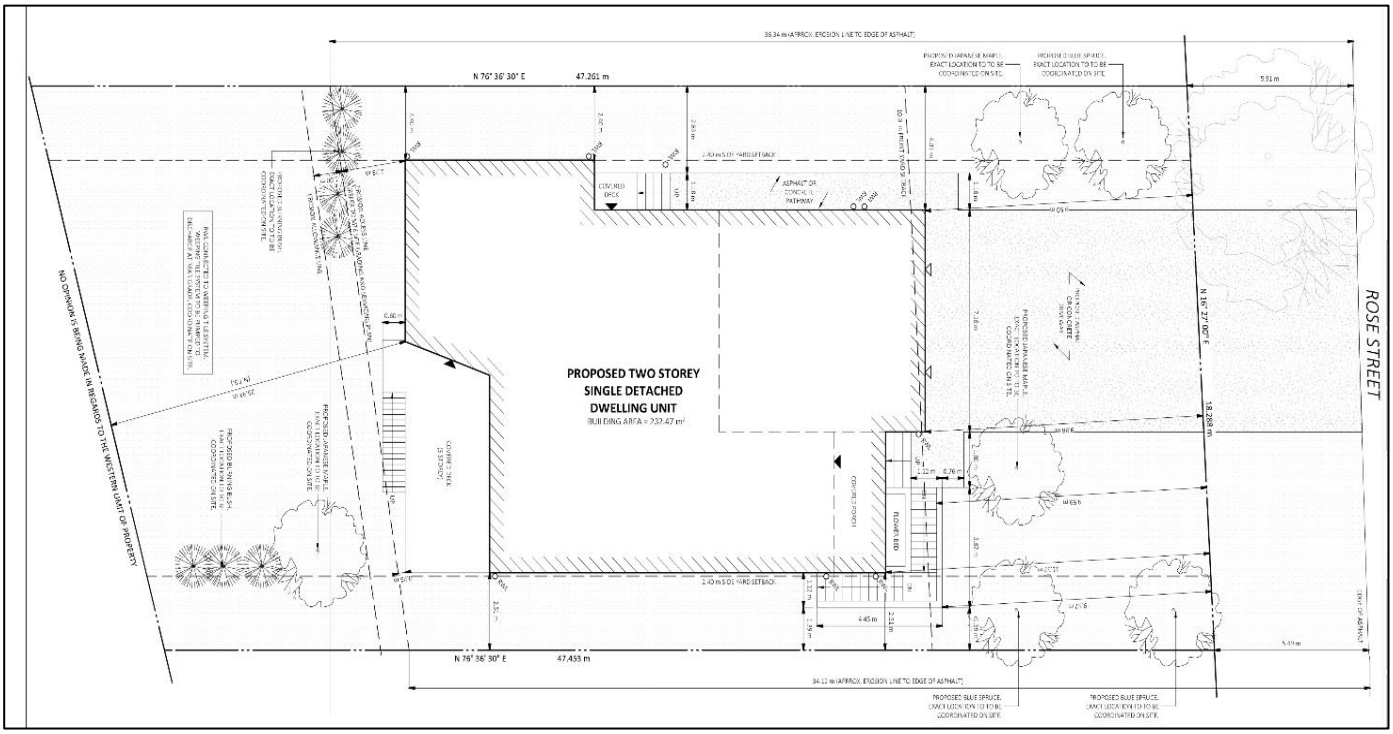
- Zone 4 – Urban Residential (encompassing the proposed dwelling and remaining area outside of the confirmed slope hazard extent); and,
- Zone 12 – Open Space (covering the area to the inland limit of the confirmed slope hazard).

The future residential dwelling will be serviced by Municipal water and sanitary services. At the time of the building permit, the Owner will be required to coordinate the connection of these Municipal services with the Region of Waterloo.

A new driveway onto Rose Street will be required to provide access to the subject lands.

The Site Concept Plan for the proposal can be seen in Figure 3 below.

Figure 3: Concept Plan



4. Supporting Technical Studies

4.1 First Submission

In support of the Zoning By-law Amendment application, the following reports and plans were submitted by the applicant for review and consideration:

- Scoped Environmental Impact Study
- Geotechnical Report
- Site Concept Plan
- Site Grading and Servicing Plan
- Stormwater Management Letter
- Proposed Building Elevations & Floor Plans
- Planning Justification Report

The reports and plans were circulated for review to Township Staff and external commenting agencies prior to the Public Meeting as part of the circulation process for the Zoning By-law Amendment application.

4.2 Second Submission

The applicant submitted the following new items and revised technical studies, based on the public and agency comments received during the Public Meeting stage:

- Response Letter to 1st Submission Comments (GSP Group)
- Response Letter to 1st Submission Comments (MTE Consultants)
- Existing Conditions Plan
- Site Grading and Servicing Plan (Addendum)
- Stormwater Management Letter (Addendum)

Copies of these plans and studies are available to be viewed and/or downloaded on the Township's "Current Planning Applications" webpage, under the heading "*Rose Street (ZC-01-25)*". (https://www.northdumfries.ca/en/doing-business/current-planning-applications.aspx).

5. Planning Policies and Regulations

5.1 Provincial Policy Statement, 2024 (PPS)

The subject property is located within the Urban Area and is designated as "Built-Up Area" by the Township Official Plan. The PPS provides the following relevant policies with respect to development and growth within the Urban Area:

2.1.6 Planning authorities should support the achievement of *complete communities* by:

b) accommodating an appropriate range and mix of *housing options*;

2.2.1 Planning authorities shall provide for an appropriate range and mix of *housing options* and densities to meet projected needs of current and future residents of the *regional market area* by:

b) permitting and facilitating:

2. All types of residential *intensification*, including the *development* and introduction of new *housing options* within previously developed areas, and *redevelopment*, which results in a net increase in residential units in accordance with policy 2.3.1.3.

c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation.

2.3.1.1 *Settlement areas* shall be the focus of growth and development.

2.3.1.2 Land use patterns within *settlement areas* should be based on densities and a mix of land uses which:

a) Efficiently use land and resources;

2.3.1.3 Planning authorities shall support general *intensification* and *redevelopment* to support the achievement of *complete communities*, including by planning for a range and mix of *housing options*.

5.2 Regional Official Plan

The following ROP policies are applicable to the proposed applications:

2.C.2 Area Municipalities will establish policies in their Official Plans and other supporting documents to ensure that by 2015 and each year thereafter a minimum of 45 percent of all new residential development occurring annually within the Region as a whole will be constructed within the Built-Up Area.

2.D.1 In preparing or reviewing planning studies, or in reviewing development applications or site plans, the Region and/or Area Municipalities will ensure that development occurring within the Urban area is planned and developed in a manner that:

c) Contributes to the creation of complete communities with development patters, densities and an appropriate mix of land uses that supports walking, cycling and the use of transit.

f) Respects the scale, physical character and context of established neighbourhoods in areas where reurbanization is planned to occur

5.3 Township of North Dumfries Official Plan

The subject property has the following designations in the Township Official Plan Designations:

- Map 2: Built-up Area, within the Ayr Settlement Area
- Map 2.1: Open Space & Special Policy 2.7.10
- Map 5A: Significant Valleys and Core Environmental Features
- Map 5B: Environmental Constraint
- Map 5C: Hazard Lands
- Map 6: Cedar Creek Watershed Study Area

The property is subject to Township Official Plan policy 2.7.10, which states:

2.7.10 *Lands identified on Map 2.1 as Special Policy Area 2.7.10 will be identified with an 'f' suffix in the Township Zoning By-law. These lands are located below the regulatory flood plain as identified by the Grand River Conservation Authority. Prior to the establishment of a Two-Zone Flood Plain policy framework for the Ayr Township Urban Area, new development will not be permitted on these lands, however, additions to the existing structures may be permitted by amendment to*

the Township Zoning By-law and are subject to the approval of the Grand River Conservation Authority.

Through correspondence with the GRCA and the completion of various technical reports, the floodplain limits were defined in greater detail, demonstrating that a new single-detached dwelling can be constructed on the portion of the property that has been confirmed to be *outside of the floodplain (f) designated area.* Please refer to Section 5.5 of this Report for further details regarding the floodplain zoning designation.

The following sections of the Township Official Plan also apply to the proposed development:

2.4.5 The Township will encourage the provision of new dwelling units in *built-up areas* in the Ayr Urban Area and existing Rural Settlement Areas, through infill, conversion, intensification or redevelopment compatible with the surrounding uses, except where *infrastructure* is inadequate or there are significant physical constraints.

2.6.1.1 The Urban Residential and Ancillary designation provides for the development of residential and associated ancillary uses on municipal water and wastewater services within the Ayr Urban Area. Development within this designation is intended to accommodate an appropriate range and mix of housing in terms of density and affordability to satisfy the long-term needs of the township in accordance with the policies in Section 3.2 of this Plan.

2.7.2 In preparing or reviewing planning studies, or in reviewing development applications or site plans, the Township will ensure that development occurring within the Ayr Urban Area is planned and developed to:

a) support the Planned Township Structure described in this Plan;

b) contribute to the creation of complete communities that take into account the availability and location of existing and planned community infrastructure and human services with efficient and effective development patterns, densities and an appropriate mix of land uses that optimize the use of land;

e) respect the scale, physical character and context of established neighbourhoods in areas where *reurbanization* is planned to occur;

6. Options and Analysis

6.1 Public Correspondence

As of the date of preparing this report for inclusion in the July 7th, 2025, Council Meeting Agenda, Planning Staff have received two pieces of correspondence from the neighbouring residents located at 70 Rose Street. The details contained within the attached email

correspondence were also reiterated in-person by the residents of 70 Rose Street during the Public Meeting that was held on February 25th, 2025.

The received public comments have been included as Attachment No. 3 to this report. Planning Staff sent a response to the received public correspondence to address the Official Plan and Zoning-related questions that were put forward, with this response being included as Attachment No. 4 to this report.

GSP Group and MTE also provided responses to the received public correspondence, with their respective response letters included as Attachment Nos. 5 and 6 to this report.

To summarize the public correspondence received from 70 Rose Street:

- The residents of 70 Rose Street (Mike and Jeanette Gutschon) raised concerns about the proposed Zoning By-law Amendment, questioning its compliance with the Township Official Plan (Section 2.7.10), which prohibits new development below the regulatory floodplain without a Two-Zone Flood Plain policy framework, and asked if such a framework exists. They also noted that the applicant's Stormwater Management Plan was inadequate, due to missing details required by Section 3.4.4.2 of the Official Plan. Additionally, they expressed concern about stormwater runoff from the proposed dwelling's rooftop, yards, and driveway exacerbating groundwater flow and erosion issues, potentially leading to damage in their basement and worsening of their driveway's condition due to Rose Street's lack of stormwater catchments.
- The Gutschons also object to the proposed dwelling's scale, which they deem to be incompatible with the surrounding bungalows and A-frame dwelling. They criticize the elevated rear walk-out, suggesting it should align with their lower foundation slab, and express concern that the proposed *secondary dwelling unit* may become a rental (property owned by an incorporated company (SDIS Group Inc.)), further impacting their property's value. They also seek clarification on the rationale for the current 55 square metre footprint limit on Z.4(f) zoned land and the Township's policy for waiving this restriction or developing on such lands.

<u>Staff Response:</u>

- **Official Plan Clarification (Sections 2.7.10 and 3.4.4.2):**
    - Planning Staff are of the opinion that the proposed dwelling complies with the North Dumfries Official Plan Policy 2.7.10, despite the absence of a Two-Zone Flood Plain Policy framework, as site-specific studies submitted by the applicant and confirmed by the Grand River Conservation Authority demonstrate that the proposed dwelling will be located outside the refined regulatory floodplain area, justifying the rezoning to R4 Residential and Open Space without an Official Plan Amendment.

- Additionally, the Township has not yet finalized or adopted a formal Stormwater Management Guideline (SMG) or Ayr Stormwater Master Plan (ASWMMP). Drafts of the ASWMMP have been provided. Consequently, as per Section 3.4.4.1, stormwater management considerations (submitted technical plans/reports) should generally align with the criteria listed in Official Plan Section 3.4.4.2, subsections (a) through (n). Staff are of the belief that the provided response letters and revised technical submissions are sufficient in aligning with the criteria listed in the Official Plan.

- **Zoning By-law Clarification:**

  - The 55 sq.m footprint limit in the Z.4(f) zone applies to accessory buildings only, and not dwellings. Further, the amendment seeks to permit a single detached dwelling *outside* the floodplain based on updated site-specific data. The Z.4(f) zone policies would no longer apply to the subject property for this proposal, as the property is proposed to be rezoned to a split-designation of Z.4 – Residential and Z.12 - Open Space (covering the area to the inland limit of the slope hazard).

- **Built Form Concerns:**

  - The dwelling's proposed height has been confirmed to be 8.43 metres, which complies with the Z.4 zone's 12m maximum, appearing as a three-storey structure from the side/rear and two-storey from the front.

  - The design of the proposed dwelling accommodates the site's varying topography, with vegetation minimizing visual impacts.

- **Stormwater Management (SWM) Concerns:**

  - To mitigate concerns about runoff from the building's rooftop, side, and rear yards impacting 70 Rose Street's basement due to elevation differences and groundwater flow, MTE revised the drainage design to include a new swale along the southern property line to direct most runoff from the front and south side yards to the Nith River, with only a minimal section of the driveway draining to the Rose Street right-of-way, consistent with existing conditions.

  - Regarding concerns about increased runoff eroding the Gutschons' driveway due to Rose Street's lack of stormwater catchments, MTE confirmed that a drainage split along the east property line and a berm prevent right-of-way runoff from flowing through the site, directing major storm runoff south along Rose Street instead. They also updated their SWM Technical Letter (Attachment No. 10) to clarify that the low-lying area on the site will be regraded to eliminate drainage toward the neighbouring property (70 Rose St.), ensuring all runoff is directed to the Nith River.

Any additional correspondence received up to the Council Meeting on July 7th, 2025, will be distributed to members of Council.

6.2 Agency Correspondence

The application was circulated and as of the date of preparing this report for inclusion in the July 7th, 2025, Council (Planning) Meeting Agenda, the following comments were received:

1. Township Building Department

    - The Building Department has no concerns with the proposed re-zoning.

    - The applicant is to provide a survey prepared by an Ontario Land Surveyor at the time of *building permit application* to confirm lot lines and the location of proposed structures in accordance with zoning requirements. Additionally, the surveyor must pin and certify the location of the foundation system during construction. Building permit drawings must be reviewed and stamped by a geotechnical engineer in accordance with the geotechnical report. Various stages of foundation construction will also require geotechnical review and sign-off from the Building Department.

2. RJ Burnside Engineering

    - RJ Burnside provided initial comments on the submitted Zoning By-law Amendment and associated technical submissions during the Public Meeting stage.

        - They recommended that the applicant review the completed Environmental Impact Study (EIS) to ensure compliance with Section 6.1.7.6 of the Township Official Plan, specifically verifying that the 10m Core Environmental Feature buffer requirement is met. They also requested clarification from the Applicant on whether buffer enhancement plantings or other measures, beyond standard landscape plantings, are proposed to address environmental considerations.

        - Additionally, the original submission did not address the drainage of the Rose Street right-of-way, which needs to be revised to include this aspect.

        - RJ Burnside had also noted that the rear property line, located across the Nith River, includes a small, inaccessible portion of table land adjacent to a narrow piece of land likely owned by the Township, which follows water features. They suggest consideration of whether this private land should be acquired by the Township for public use, such as integrating it into a trailway or other public interest projects.

RJ Burnside Comments on 2nd ZBA Submission & Township Staff Response:

- RJ Burnside confirmed that their initial concerns regarding the Environmental Impact Study, landscape enhancement measures, and drainage of the Rose Street right-of-way have been adequately addressed.

- In RJ Burnside's email which confirmed that their concerns were resolved, they referenced "*landscape and tree preservation plans*". Township Planning Staff clarified that Tree Preservation and Landscape Plans were not required for this Zoning By-law Amendment, as the proposal involves rezoning to reflect a confirmed floodplain boundary (split zoning to Z.12 Open Space for the floodplain/river area and Z.4 Urban Residential for the remaining lands) to permit a residential dwelling without the need for Site Plan Approval, where such plans are typically required. RJ Burnside acknowledged this clarification.

- Township Staff reviewed the feasibility of acquiring an inaccessible private land parcel across the Nith River for a potential public use, as recommended in RJ Burnside's comments. However, following internal discussions, the Township determined that it is not currently interested in pursuing the acquisition of this land.

3. Region of Waterloo

   - Regional Staff have no objections to the approval of the Zoning Amendment.

   - The Region acknowledges that MTE provided materials related to the servicing connection. These materials will be reviewed by the Region during building permit, and that the applicant can contact Regional Water Services with those materials.

4. GRCA

   - The GRCA does not object to the approval of this Zoning Amendment.
   - The applicant is to be advised that a permit will be required from the GRCA for the final grading, retaining walls and new dwelling.

5. Township Engineering and Public Works Department

   - Engineering & Public Works has no objections to the proposal.

6. GrandBridge Energy

   - No concerns with the proposed application.

7. Canada Post

   - Mail delivery will be via PO Box at the Ayr Post Office.

8. Waterloo Catholic District School Board

    - That any applicable Education Development Charges shall be collected prior to the issuance of a building permit(s).

9. Waterloo Region District School Board

    - The WRDSB has no comments.

10. Township Fire Department

    - No concerns/comments with the proposed application.

Based on the comments received from the circulation of the application to internal departments and outside agencies, Planning Staff can confirm that the applicant has successfully addressed all agency comments/requirements received through the Zoning By-law Amendment application review process.

7. Planning Analysis and Recommendation

Staff's planning opinion and recommendation are based on the following:

- The Provincial Policy Statement (PPS) encourages efficient land use and development within built-up areas to optimize existing infrastructure and services. The subject lands, designated as Urban Area and Built-Up Area in both the Regional Official Plan and Township Official Plan, are well-suited for residential development. The proposed split zoning, reclassifying the portion above the regulatory floodplain to Z.4 Urban Residential and the portion below to Z.12 Open Space, aligns with these policies by facilitating appropriate land use while protecting environmentally sensitive areas, as confirmed by the Grand River Conservation Authority (GRCA).

- The GRCA reviewed the proposal in-detail, including the approved scoped Environmental Impact Statement (EIS), which was also reviewed by Township Staff and external consultant RJ Burnside. It has been confirmed by the GRCA through their review that the development will not adversely affect the floodplain or Nith River. The EIS and supporting geotechnical studies demonstrate that the proposed dwelling is sited outside the refined regulatory floodplain and erosion hazard setbacks, ensuring compliance with Special Policy Area 2.7.10. This technical validation supports the safety and feasibility of the development.

- The application was circulated to internal departments and external commenting agencies for review and comment. All comments received were addressed by the applicant. There are no objections to the approval of the Zoning By-law Amendment application from those who were circulated and reviewed the application.

- Adjacent property owners were notified within a 120-metre radius of the subject property. Written correspondence was received from members of the Public residing at the neighbouring property (70 Rose Street), expressing concerns regarding stormwater and proposed built form (scale and height). The proposed height (8.43m) complies with the Z.4 zone's 12m maximum, and the grading plan addresses stormwater concerns by directing runoff to the Nith River via swales, minimizing erosion risks to adjacent properties like 70 Rose Street. Staff are satisfied that the comments/concerns noted by the owners of 70 Rose Street are adequately addressed through the updated technical submissions from the applicant.

- The proposed use is desirable and complements existing residential activities within the immediate Urban Area and Built-Up Area. The proposed split-zoning ensures that development is confined to suitable land, preserving the natural features and character of the area. The inclusion of an additional dwelling unit (secondary dwelling unit) also supports housing diversity, aligning with provincial and regional goals for intensification in built-up areas, while the design adjustments (e.g., revised grading and drainage plans) mitigate potential impacts on neighbouring properties.

- The proposed Zoning By-law for the subject property is included as Attachment No. 1 to this report.

In the context of the preceding paragraphs, staff recommends to the Council that the proposed Zoning By-law Amendment Application, **be APPROVED**.

8. Financial Implications

The consideration of this Report does not affect the 2025 Budget.

9. Attachments

1. Draft Zoning By-law Text
2. Public Comments
3. Public Comments (Planning Staff Response)
4. Agency Comments
5. Response Letter to Public/Agency Comments (GSP Group)
6. Response Letter to Public/Agency Comments (MTE)
7. Site Concept Plan
8. Existing Conditions Plan
9. Site Grading and Servicing Plan (Addendum)
10. Stormwater Management Letter (Addendum)
11. Building Elevations and Floor Plans
12. Scoped EIS
13. Geotechnical Report

For further information on the contents of this report, please contact Brock Linklater, Senior Planner at 519-632-8800 ext. 129 or via email at blinklater@northdumfries.ca.

Report Prepared By,

Brock Linklater

Brock Linklater
Senior Planner

Report Reviewed By,

"Shannon Black"

Shannon Black, CBCO
Director of Development Services

Respectfully Submitted By,

Andrew McNeely,
Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES

BY-LAW NUMBER 3575-25

Being a Bylaw to further amend General Zoning By-law 689-83,
as amended, for the Township of North Dumfries

WHEREAS the Council of the Corporation of the Township of North Dumfries deems it advisable to amend By-law No. 689-83, as amended, pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended;

AND WHEREAS an application (File No. ZC-01-25) was received from SDIS Group Inc. with respect to the lands legally described as [PLAN 663 PT LOT 1 RP 67R1718 PTS 1 6 AND 7 PT NITH RIVER], located on Rose Street (situated on the west side Rose Street, to the south of the intersection of Rose Street and Piper Street), and municipally known by Assessment Roll No. 300101000114505, to amend General Zoning By-law 689-83,

AND WHEREAS the *Planning Act* empowers a Municipality to pass by-laws prohibiting the use of land and the erection, location and use of buildings or structures, except as set out in the by-law;

AND WHEREAS a Public Meeting on File No. ZC-01/25 was convened under the authority of Section 34 of the Planning Act on February 25th, 2025;

AND WHEREAS the Council of The Corporation of the Township of North Dumfries under Section 34 of the *Planning Act* deems it to be desirable to further amend said General Zoning By-law 689-83 for the future development and use of the lands described above;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES ENACTS AS FOLLOWS:

1. THAT Schedule "A" to By-law No. 689-83, as amended, being the General Zoning By-law for the Township of North Dumfries, is hereby amended by changing the zoning of the lands located at Rose Street (situated on the west side Rose Street, to the south of the intersection of Rose Street and Piper Street), legally described as PLAN 663 PT LOT 1 RP 67R1718 PTS 1 6 AND 7 PT NITH RIVER, in the Township of North Dumfries, Regional Municipality of Waterloo, from its existing split zoning of "Z.4. - Urban Residential", "Z.4(f). - Urban Residential (Floodplain)", and "Z.1. - Agriculture" to a new split zoning of "Z.12. - Open Space" and "Z.4. - Urban Residential", as shown on Schedule "A" attached hereto and forming part of this By-law.

2. THAT the land subject to this By-law, being Rose Street (situated on the west side Rose Street, to the south of the intersection of Rose Street and Piper Street), PLAN

663 PT LOT 1 RP 67R1718 PTS 1 6 AND 7 PT NITH RIVER, are hereby rezoned as follows:

1) Part 1: The portion of the subject lands identified as the confirmed hazard area (including the slope hazard), currently zoned "Z.4. - Urban Residential", "Z.4(f). - Urban Residential (Floodplain)", and "Z.1. - Agriculture" shall be rezoned to "Z.12. - Open Space". This area is generally depicted as ‘Part 1’ on Schedule "A" attached hereto;

2) Part 2: The remaining developable area of the subject lands, being the area outside of the confirmed hazard area, currently zoned "Z.4. - Urban Residential" and " Z.4(f). - Urban Residential (Floodplain)", shall be rezoned to "Z.4. - Urban Residential". This area is generally depicted as ‘Part 2’ on Schedule "A" attached hereto;

3. THAT all other provisions of By-law No. 689-83, as amended, shall continue to apply to the subject lands, save and except as specifically amended herein.

READ a First and Second Time in the Council Chambers of the Township of North Dumfries this 7th day of July, 2025.

READ a Third Time and Finally Passed in the Council Chambers of the Township of North Dumfries this 7th day of July, 2025.

_____
Mayor

_____
Clerk

Schedule 'A' to By-law 3575-25



Part 1: Amend to Zone Z.12 (Open Space)

Part 2: Amend to Zone Z.4 (Urban Residential)

Schedule 'A' as hereby amended

This is an excerpt of Schedule 'A' of By-law 3575-25, passed by Council this 7th day of July, 2025.

_____
Mayor

_____
Clerk

Brock Linklater

From: Mike Gutschon
Sent: March 4, 2025 4:28 PM
To: Brock Linklater
Cc: Clerk; Jeanette Gutschon
Subject: FW: Zoning By-law Amendment file No. ZC-01/25.
Attachments: 20210811_113016.jpg; 20210811_112944.jpg; 70 Rose St Ayr and New Build.pdf

Good afternoon, Brock.

In my previous email I addressed several concerns about the proposed development on Rose Street (File No: ZC-01/25).

I have had a chance to review the North Dumfries Official Plan (NDOP) and have the following additional questions and concerns:

1. From Section 2.7.10: "Lands identified on Map 2.1 as Special Policy Area 2.7.10 will be identified with an 'f' suffix in the Township Zoning By-law. These lands are located below the regulatory flood plain as identified by the Grand River Conservation Authority. **Prior to the establishment of a Two-Zone Flood Plain policy framework for the Ayr Township Urban Area, new development will not be permitted on these lands, however, additions to the *existing* structures may be permitted by amendment to the Township Zoning By-law and are subject to the approval of the Grand River Conservation Authority."** Has a "Two-Zone Flood Plain policy framework for the Ayr Township Urban Area" been developed? If so, could you please direct me to it. I have looked in the NDOP and the Ayr Stormwater Management Plan (ASMP) with no success. I'm not sure how development of the property between 30 and 70 Rose Street could even be considered for development given the direct statement to the contrary provided under section 2.7.10 of the plan and the ASMP. Could you please help me understand this?
2. The Stormwater Management Plan submitted by the applicant is inadequate, given the comments made in my previous email. In section 3.4.4.2, the NDOP states that **"Until such time as the Township has formally adopted a Stormwater Management Guideline, Stormwater Management Plans submitted in accordance with Policy 3.4.4.1 will at a minimum address the following to ensure the proposed development will not have significant adverse impacts on the natural environment".** The applicant's submission is missing some of the critical information that the NDOP 3.4.4.2 requires, from the list under 3.4.4.2 a-n. Has the ASMP been adopted? I ask because the file name and some of the associated maps indicate "draft".
3. We also are concerned about the built form of the proposed dwelling. Given the context of the current dwellings located on Rose Street (2 bungalows and one "A-frame" dwelling), these are the specific areas of concern:
    a. The proposed build between 30 and 70 Rose Street relates poorly to the surrounding buildings in height in rear, side, and front façades. The proposed dwelling is three stories (including the basement) and is to be constructed on a 2m elevated footing, causing the overall structure to be closer to a 4-story structure on the rear facade. The completed build would tower over the 70 Rose Street dwelling, detracting from its current value (see attached scale comparison drawing – I have situated the houses as nearly as I can to the existing grade elevation for 70 Rose Street to the proposed elevation of the new build. The east / west position is roughly correct as well). With 4336 square feet of livable space, the proposed dwelling is out of any reasonable proportion with current dwellings on Rose Street. As such, the proposed construction design is not one that can be viewed as compatible with the current dwellings.

b. The rear façade also features an elevated "walk-out" requiring stairs to get up to the basement slab level from the footing or side walkway grade. A more aesthetically pleasing and reasonable design would be to have the walk-out positioned at roughly the same elevation of that at 70 Rose Street. The developer indicated the footing was necessary due to the position of the proposed build on the floodplain. Our dwelling has a foundation slab positioned 2m lower, and was built in compliance with MTE and Naylor consulting reports submitted to and approved by the GRCA and the Township.
c. The accessory dwelling (basement unit) proposed, coupled with the applicant named as an incorporated company (SDIS Group Inc.), causes some concern that the property will be turned into an investment property, rental duplex. If the intention is to rent out the property, owning it through a company will simplify managing rental income and expenses. If this is the case, there would be a further diminishment in the current value of 70 Rose Street.

I have left the former photo attachments and the previous email trail intact. Please do not hesitate to call [redacted] or email with any questions, comments, or concerns.

Sincerely

Mike and Jeanette Gutschon

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From: Mike Gutschon
Sent: February 25, 2025 11:52 AM
To: blinklater@northdumfries.ca
Cc: clerk@northdumfries.ca; Jeanette Gutschon
Subject: Zoning By-law Amendment file No. ZC-01/25.

Hi Brock, et al,

Both Jeanette and I would like to attend tonight's public meeting.

We live at 70 Rose Street adjacent to the vacant lot being considered for zoning by-law amendment file no. ZC-01/25.

We have some concerns and questions regarding the proposed construction as follows:

1. The stormwater management letter issued by MTE indicates that "stormwater runoff generated from the building rooftop, side and rear yards is proposed to drain towards the Nith River." Downspout drainage between the houses (north side of 70 Rose Street and the south side of the proposed dwelling) will have to be adequately drained westward down towards the Nith. 70 Rose Street is significantly lower than the proposed dwelling with its basement slab at (very) roughly 2m below the proposed dwelling basement slab. Given the steep grade slope towards the Nith river and permeability of the soil, there is already significant groundwater flow moving from the east downslope westward to the river, especially during wet periods with high groundwater recharge. We are concerned that additional drainage runoff as well redirected groundwater flow around the proposed structure, will add hydraulic surcharge to the soil, resulting water problems and/or damage to the finished basement of 70 Rose Street.
2. The stormwater management letter issued by MTE also states that " Under the proposed condition, runoff from the driveway and a portion of landscape area at the front of the site will drain towards the Rose Street right-of-way." Rose Street has no stormwater catchments to drain surface runoff along the downward grade slope running toward 70 Rose Street. Rose Street also is sloped slightly to the west. As a result, our driveway receives a very significant flow of surface runoff and is consequently eroded during heavy rainfall. (see attached photo). We repair our driveway about 3-4 times a year, purchasing aggregate from time to time to replace that which

has washed away. The proposed development will add more impermeable drainage surfaces (driveway, driveway directed roof downspout drainage, etc.) increasing surface run off to Rose Street and ultimately our driveway, worsening the existing problem.

3. If the Z.4(f) z vacant lot is currently limited to a dwelling with a footprint <55sq.m, what is the rationale for that limitation? What would be the rationale for waiving the 55sq.m footprint limit? What is the Township's plan or policy statement for developing Z.4(f) land.

Sincerely

Mike & Jeanette Gutschon

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ASPHALT SHINGLES

2x6 CLAD FASCIA

9" CLAD FRIEZE & PORCH BEAM (GARAGE)

CLAD TRIM

5"

9'x8' SECTIONAL O.H. GARAGE DOORS

P.T. WOOD RAILING

DECK RAMP & RAILING - P.T. LUMBER

9' 2'

11' 7 5/8

8'

10'

T/O LOW

Brock Linklater

From: Brock Linklater
Sent: March 7, 2025 10:00 AM
To: Mike Gutschon
Cc: Clerk; Planning; Jeanette Gutschon
Subject: RE: Rose Street - Zoning By-law Amendment file No. ZC-01/25.

Hi Mike,

Thank you for your email and careful review of the submission materials and associated Official Plan policies for the property. I understand your questions/concerns and can provide some additional information and clarification below relating to the proposed development.

1. **Official Plan Special Policy Area 2.7.10 and the Two-Zone Framework:**

   You're correct in noting that Official Plan Policy 2.7.10 states that new development is generally not permitted on lands designated as Special Policy Area 2.7.10 *before* a Two-Zone Flood Plain policy framework is established for the Ayr Urban Area. The Township has not yet established this Two-Zone framework. However, the key to understanding this situation is the *precise* location of the proposed dwelling relative to the regulatory floodplain. Policy 2.7.10 applies to lands "*located <u>below</u> the regulatory flood plain as identified by the Grand River Conservation Authority*.". When the Official Plan and Zoning By-law were adopted, the information available at that time led to the *assumption* that the entirety of the property may be located below the regulatory floodplain. This was based on the best available, but broader, mapping at the time.

   The two-zone framework would have established, in advance, a clear delineation; however, in its absence, site-specific analysis completed by the applicant, and confirmed by the regulatory authority (Grand River Conservation Authority / GRCA) can achieve the same outcome – ensuring that development is not located in a hazardous area.

   The applicant has completed site-specific technical studies (including slope stability and geotechnical studies, as well as an Environmental Impact Study) in support of the application. These studies have been reviewed by the GRCA, with the GRCA confirming that the proposed dwelling's location is *outside* the *refined* regulatory flood plain and associated erosion hazard setbacks. Further, this confirmed the refined location of the "f" zoning classification boundary, which is intended to be aligned with the location of the GRCA regulatory flood line.

   Accordingly, the applicant submitted a Zoning By-law Amendment (ZBA) to revise the zoning to correspond with the updated floodplain delineation. The ZBA would rezone the portion of the property *above* the regulatory floodplain to R4 Residential (to contain the proposed dwelling), and the portion *below* the regulatory floodplain to Open Space (preventing development in the hazard area). This aligns with the *intent* of Policy 2.7.10, which is to prevent development *within* the floodplain. As the ZBA is correcting the zoning based on updated, GRCA-confirmed information, an Official Plan Amendment is not required.

2. **Stormwater Management Plan and Letter:**
   Official Plan (OP) Policy 3.4.4.1 states that "*Stormwater Management Plans shall be prepared by a professional Engineer and submitted to the Township, the GRCA, and where lands drain to a Regional facility, the Region, for approval in accordance with the Township Stormwater Management Guidelines, approved Master Drainage Plans, Watershed Studies* ***and/or Policy 3.4.4.2 of this Plan***.". Currently the Township has not yet finalized or adopted a formal Stormwater Management Guideline (SMG) or Ayr Stormwater Master Plan (ASWMMP). Drafts of the ASWMMP have been provided, however there is currently no timeline for a finalized master plan to come into-effect. Consequently, as per Section 3.4.4.1,

stormwater management considerations should generally align with the criteria listed in Official Plan Section 3.4.4.2, subsections (a) through (n).

For this application, a full “Stormwater Management Plan” was not explicitly requested. Instead, it was understood that stormwater management measures would be detailed on the submitted Grading/Drainage Plan, with compliance summarized in a supporting memorandum (the "Stormwater Letter"). While all criteria in Section 3.4.4.2 must be considered at a minimum, the level of detail and specific applicability of each criterion can vary depending on the project's scale/nature (e.g., a residential infill proposal versus a larger industrial development, for example). However, the Grading/Drainage Plan and Stormwater Letter must address each of these criteria and provide a clear rationale for the level of detail provided, demonstrating how each has been considered in the context of this project.

Prior to the Zoning By-law Amendment (ZBA) being presented to Council for a final recommendation, the applicant must address these comments and revise their submitted plans accordingly. Township staff, along with our external engineering consultant, will ensure that the revised plans demonstrate appropriate consideration of the criteria listed in Section 3.4.4.2 by the applicant's engineer.

3. **Proposed Built Form:**
   We acknowledge your feedback on the proposed dwelling's height, scale, and visual impact, particularly the difference in perceived storeys due to the slope. Specifically, we recognize that while the house may appear as a 2-storey dwelling from the front façade (east) and north side façade, but as a result of the steep slope on the property, the south side façade (facing 70 Rose Street) and the rear façade (facing the Nith River) appear to be closer to a 3-4 storey dwelling. We are actively reviewing these aspects to determine if adjustments are needed to ensure compatibility with the existing neighbourhood character. We will share your concerns with the applicant, including your suggestion to align the proposed walk-out elevation with the existing elevation at 70 Rose Street.

   Regarding the proposed elevated “walk-out” and recommendation to align this walk-out elevation with the existing 70 Rose Street elevation; We are reviewing this as well and will forward this information to the applicant for consideration.

   While we generally encourage the implementation of secondary dwelling units (i.e. basement units) in the Ayr Urban Area, we also consider site-specific circumstances such as this where steep slopes can impact the proposed viability of the secondary unit. We will consider this during out continued review of the application materials.

Thank you again for providing this additional correspondence, and we will ensure that your concerns are given careful consideration before bringing this application forward for a future Recommendation (Council Meeting). We will ensure that all pertinent information is available at that time, and will keep you informed once a future meeting date has been scheduled.

If you have any other questions or concerns, please don’t hesitate to contact me.

Kind regards,

Brock

Brock Linklater, BURPl
Senior Planner

The Corporation of the Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0

☎ 519-632-8800 ext. 129
✉ blinklater@northdumfries.ca

Brock Linklater

From: Shannon Black
Sent: June 27, 2025 1:46 PM
To: Brock Linklater
Subject: ZC-01-25-Rose Street

Brock,

Building has no concerns with the proposed re-zoning

The applicant should be aware that at the time of building permit a survey by on Ontario Land Surveyor will be required to confirm the lot lines and the location of the proposed structures in accordance with the zoning, as well, there will be a requirement for the surveyor to pin and certify the location of the foundation system at the time of construction. And that the building permit drawings will be required to be reviewed and stamped by the geotechnical engineer in accordance with the geotechnical report and various stages of construction will require geotechnical review and sign off to the building division throughout construction of the foundation system.

Regards

Shannon Black, CBCO
Director of Development Services/Chief Building Official

The Corporation of the Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0

☎ 519-632-8800 🖷 519-632-8700
✉ sblack@northdumfries.ca

Website: www.northdumfries.ca

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Brock Linklater

From: Gord Feniak <Gord.Feniak@rjburnside.com>
Sent: June 12, 2025 3:14 PM
To: Brock Linklater; Shannon Black; Matthew Colley
Cc: Planning
Subject: RE: Second Submission - Rose Street, Ayr - Zoning By-law Amendment Application (ZC-01/25)

Hi Brock - I'm sorry that I'm overdue, but it wasn't until I got into the matrix comments that I realized I needed to get input from the ecologists. We have now completed our review and found that our comments were satisfactorily addressed. We have no further concerns at this time and look forward to reviewing the tree preservation plan and they landscape plan, when they become available…..gf

Gord Feniak
Executive Vice President, Public Sector
R.J. Burnside & Associates Limited | www.rjburnside.com
Office: +1 800-265-9662 Direct: +1 519-938-3076

Brock Linklater

From: Gord Feniak <Gord.Feniak@rjburnside.com>
Sent: June 20, 2025 10:36 AM
To: Brock Linklater; Shannon Black
Cc: Planning
Subject: RE: Second Submission - Rose Street, Ayr - Zoning By-law Amendment Application (ZC-01/25)

That makes perfect sense Brock. Thank you for setting it straight……gf

Gord Feniak
Executive Vice President, Public Sector
R.J. Burnside & Associates Limited | www.rjburnside.com
Office: +1 800-265-9662 Direct: +1 519-938-3076

From: Brock Linklater <blinklater@northdumfries.ca>
Sent: Friday, June 20, 2025 10:33 AM
To: Gord Feniak <Gord.Feniak@rjburnside.com>; Shannon Black <sblack@northdumfries.ca>
Cc: Planning <planning@northdumfries.ca>
Subject: RE: Second Submission - Rose Street, Ayr - Zoning By-law Amendment Application (ZC-01/25)

Good morning Gord,

Thanks for getting back to me and for completing your review. I'm glad to hear that your initial comments regarding the Zoning By-law Amendment application have been satisfactorily addressed and that you have no further concerns at this time.

Regarding your note about the *Tree Preservation and Landscape Plans*, I wanted to clarify that these plans were **not identified as a submission requirement for this Zoning By-law Amendment application**. Therefore, at this time, we aren't expecting any further plans from the applicant in this regard.

This proposed application is for a Zoning By-law Amendment to rezone the lands to reflect the confirmed floodplain boundary (proposed split zoning of Z.12 Open Space for the floodplain/river area, and Z.4 Urban Residential on the remaining portion) to permit the development of a residential dwelling. As Site Plan Approval is not required for this type of development proposal, detailed landscape and tree preservation plans were not a requested deliverable.

Our review for this Zoning By-law Amendment been primarily focused on the planning policy and land use regulations/permissions associated with the proposed amendment, as well as the submitted technical studies relevant to the floodplain boundary adjustment and proposed location of the dwelling.

Generally, a landscape/tree preservation plan would be an item required at the Site Plan Approval stage as a control mechanism. However, as this is a proposal for a Zoning Amendment to permit the development of a single-detached dwelling (with an additional dwelling unit) without Site Plan Approval being required, Staff did not request this deliverable.

If you have any questions or concerns regarding this, please let me know!

Thanks again for your diligent review, Gord.

Brock

Brock Linklater, BURPl
Senior Planner

R.J. Burnside & Associates Limited 292 Speedvale Avenue West Unit 20 Guelph ON N1H 1C4 CANADA
telephone (519) 823-4995 **fax** (226) 526-9660 **web** www.rjburnside.com

BURNSIDE
[THE DIFFERENCE IS OUR PEOPLE]

February 7, 2025

Via: Email

Mr. Brock Linklater, BURPl
Senior Planner
The Corporation of the Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr Ontario N0B 1E0

Dear Mr. Linklater:

Re: Zoning By-law Amendment Application (ZC-01/25) - Rose Street, Ayr (Roll No. 300101000114505)
Project No.: 300057276.1400

R.J. Burnside & Associates Limited (Burnside) has reviewed your circulation package of January 27, 2025, and is hereby providing our comments. We do not have any comments on reports that are not specifically mentioned.

Scoped Environmental Impact Statement

1. The scope of field investigations is appropriate.
2. There are no outstanding concerns regarding stormwater contributions to the Nith River given the extent of development and since runoff generation from the rooftop and landscape areas is considered clean.
3. The proposed development is located >10 m beyond the Significant Valleylands.
4. Burnside does not have any outstanding concerns regarding impacts to fish habitat.
5. The proposed 2:1 compensation ratio for tree removals is appropriate. The proposed species recommended for native tree plantings are sufficient.
6. Per Section 6.1.7.6 of the Township of North Dumfries Official Plan, the EIS must identify buffers to Core Features. The OP identifies that buffers must be a minimum of 10 m from "*the outside boundary of the Core Environmental Feature and established and maintained as appropriate self-sustaining vegetation*".

   Per Section 5.3 of the EIS, the proponent specifies that "*the proposed development would occur proximate to the woodland, within an estimated range of 2-10 m from the dripline edge*" with the closest occurring where the rear deck on the proposed dwelling will extend to the edge of the vegetated area that extend beyond the dripline.

   Based on the above statement, it appears that the proponent may not be meeting the requirements for a minimum 10 m buffer from a Core Environmental Feature. The proponent should provide additional clarity regarding the extents of disturbance within the 10 m buffer to the Significant Woodland, specifically the encroachments for grading

and permanent structures. Additional discussion regarding buffers should be provided within the EIS.

7. Section 6.1.7.6 of the Township OP,

   "Buffers will not only serve to protect Core Environmental Features from adverse environmental impacts but will also provide opportunities for net habitat enhancement or, wherever feasible, restore the ecological functions of the Core Environmental Feature."

   The proponent should clarify if buffer enhancement plantings or other measures are proposed beyond landscape plantings. It is understood that conditions within the woodlands are currently degraded. Additional enhancement of the buffer should also be considered if encroachments into the 10 m buffer of the Significant Woodland are proposed.

8. Burnside is in agreement with Aster Environmental that native species, or species that do not pose as a risk (i.e. non-invasive) should be utilized in post-construction landscaping given the proximity of the proposed development to Core Environmental Features. The proposed alternatives are acceptable. The proponent should note that Witch Hazel (*Hamamelis virginiana*) is typically an understory species that prefers part shade to fully shaded conditions. This species may not be suitable for edge management planting but could be appropriate in any restored areas Significant Woodland.

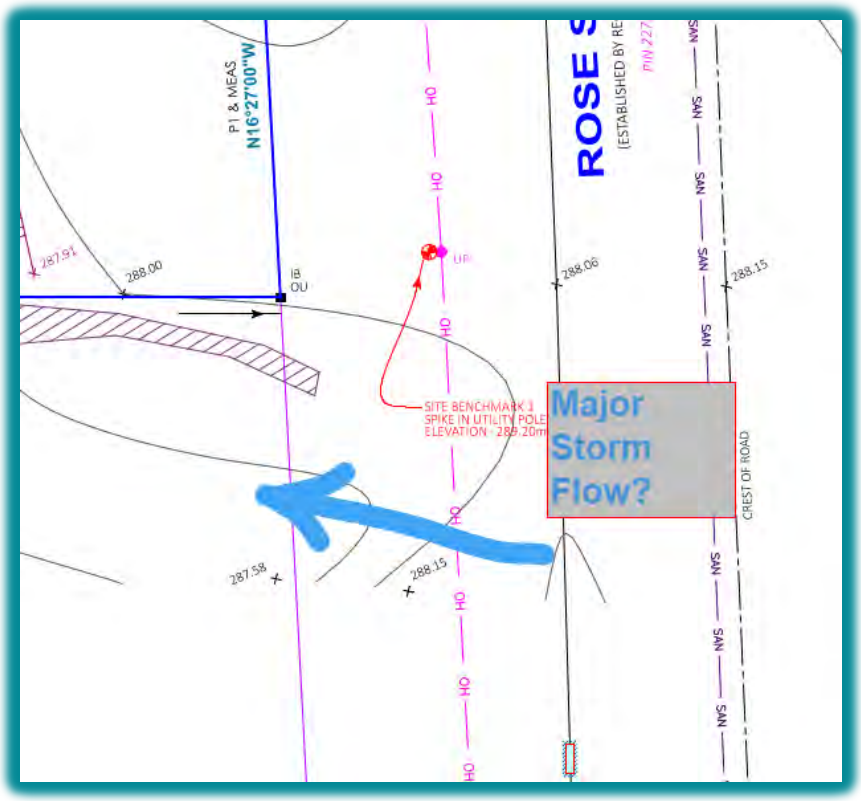
9. Per the MECP's *Bat Survey Standards Note 2021*, the bat active window is classified as April 1 - September 30 rather than April 15 - September 30. The timing window for tree removals specified within Section 5.4.2 of the EIS should be revised to reflect the MECP recommendations.

Stormwater Management Letter

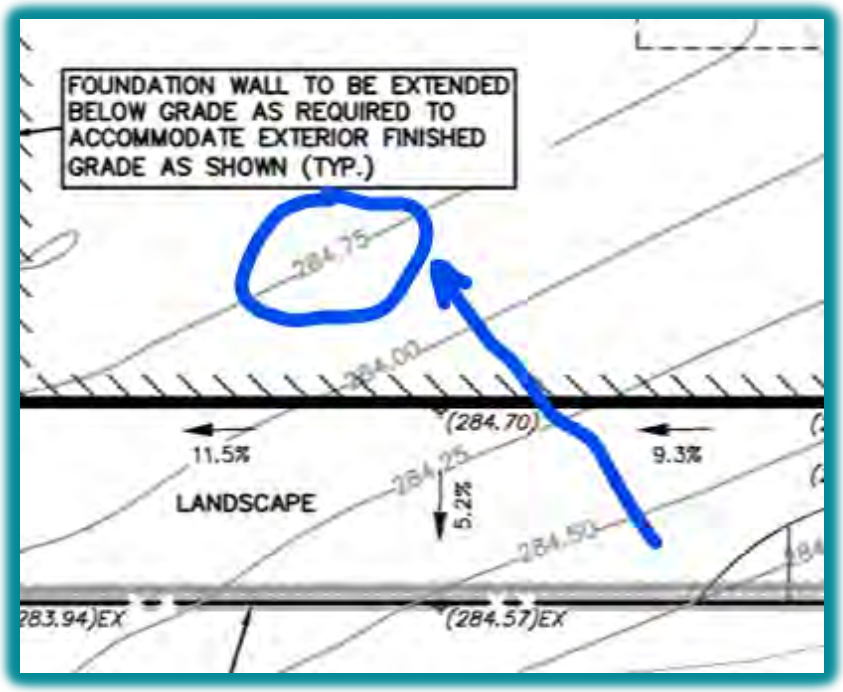
Surveyor's Real Property Report

Grading and Servicing Plan

1. The drainage of the Rose Street right of way is not addressed in the submission. Clearly water is draining towards the Nith River, but the upstream areas and pathways are not identified. To approve the submission, we must have confirmation that the subject lot does not play any role in the drainage system. We note in particular the Surveyor's Real Property Report that contains a contour showing a drainage depression immediately south of the site. However the path to the river is blocked by the house at 30 Rose Street, so we require confirmation that the proposed regrading will not create any blockage in overland flow. In the event that Rose Street does require a drainage outlet to the Nith River an easement should be provided to the Township.



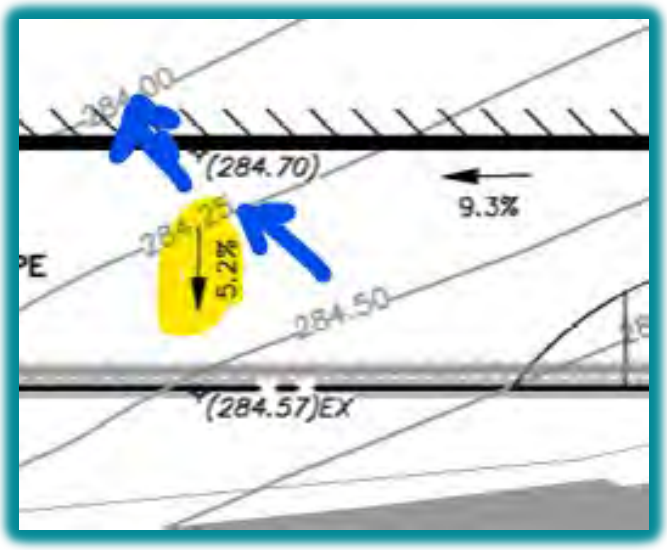
2. The grading plan appears to show a mislabelled contour. The contours drop in increments of 0.25 m, but one location shows instead a jump of 0.75 m. It is more likely that 284.75 ought to have been labelled as 283.75.



3. The contours indicated an existing low point in the general area located in the southwest corner of the building setback. It appears to drain in a southwesterly direction onto the

neighbouring property before finding its way to the river. The grading and stormwater reports need to identify all of the area flowing into this depression and need to describe how this drainage will function in the post-developed condition.

4. Water appears to flow across the property line from the south, such that the adjacent property drains onto the subject property. The grading plan attempts to reverse this, which is unacceptable. Water currently flowing onto this site should not be blocked by the proposed plan. In the clip below I have marked in blue the current drainage pattern and I have highlighted the proposed pattern in yellow.



5. The walkway to the “mother-in-law-suite” in the basement slopes at 11.25%, which is much too steep to be a practical sidewalk.

Zoning Bylaw Application, Additional Details

1. We note that the rear property line is located on the opposite side of the Nith River, such that a small amount of table land is inaccessible to the owners. That land is adjacent to a narrow strip of land that is part of a larger parcel that appears to be owned by the Township. It generally contains and follows water features. Consideration should be given to whether this private land should be acquired by the Township for use as part a trailway or other public interest.

Please let us know if additional explanation is required for any of our comments.

Yours truly,

R.J. Burnside & Associates Limited

Gord Feniak
GF:af

Brock Linklater

From: Matthew Colley <MColley@regionofwaterloo.ca>
Sent: June 2, 2025 10:40 AM
To: Brock Linklater; Shannon Black; Gord Feniak
Cc: Planning
Subject: RE: Second Submission - Rose Street, Ayr - Zoning By-law Amendment Application (ZC-01/25)

Hi Brock,

The Region's previous comments have not changed. I acknowledge that MTE did send some materials related to the servicing connection that will need to be approved by the Region. This isn't part of the development application approval and is something dealt with through the building permit process I believe.

Please reach out to the applicant/MTE and advise them to touch base with Water Services at WaterServicesDistributionDevelopment@regionofwaterloo.ca with those materials.

Thank you.

Matthew Colley, MCIP, RPP
Senior Planner
Regional Growth, Development and Sustainability Services
Regional Municipality of Waterloo
C : 519-577-6241
Mcolley@regionofwaterloo.ca

Region of Waterloo

PLANNING, DEVELOPMENT
AND LEGISLATIVE SERVICES
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Fax: 519-575-4449
www.regionofwaterloo.ca

Matthew Colley
519-577-6241

February 6, 2025

Township of North Dumfries
106 Earl Thompson Road
3rd Floor
P.O. Box 1060
Ayr/ON N0B 1E0

Re: Regional Comments
Zoning By-law Amendment Application ZC-01-25
SDIS Group Inc.
Plan 67 R-1718 (Rose Street)
Township of North Dumfries

The owner/applicant is proposing to establish a site-specific zoning exemption to permit the construction of a new two storey residential dwelling with a gross floor exceeding 55 square metres within an Urban Residential (Floodplain) zone. The area outside of the proposed dwelling would be zoned Open Space. The existing zoning, given it is within the floodplain, does not permit new buildings or structures exceeding 55 square metres.

Regional Fee

Regional Staff confirm receipt of the required Regional fee as per By-Law 23-062.

Water Services

The owner/applicant must undertake the following steps to establish the appropriate municipal water services to the proposed new dwelling:

1) A request must be made to the Region for the new service and confirmation that capacity is available in the existing system must be provided by the Region. We consider this the request and confirm that there is capacity in the water and sanitary system.

2) The applicant must submit a design drawing sealed by a professional engineer for the proposed work within the Rose Street Right Of Way for review and approval by the Region.

3) The engineer must submit a cost estimate for works within the Rose Street Right Of Way for review and approval. Once approved, the applicant is required to post a security for the value of work. The security can be a letter of credit, certified cheque or cash.

4) The applicant is responsible for coordinating the construction with their own contractor. The Region does not undertake the work on behalf of the applicant.

5) Region staff must be made aware at least 3 days in advance of any work taking place. A licenced water operator form the Region must be present to witness the water service connection.

6) All appropriate road work permits must be attained from the Township of North Dumfries or Region of Waterloo, where applicable.

7) After construction, the design engineer must provide a letter or certification stating that the works were constructed in accordance with the approved drawings. The engineer shall determine the level of inspection required to issue such certification.

8) Once the work is complete and the certification letter is received, the security shall be reduced to 60% of the full value of work. After one year, inspections of the work will take place and the any deficiencies will be corrected (asphalt settlement, boulevard repair, etc.) after such time the full value of the security will be released.

9) There is an application fee for a new water/sanitary service of $1,250 which must be submitted along with the design drawing. Only once the drawing is approved and the application and deposit cheques are received shall any work be permitted to occur.

10) The applicant is responsible for coordinating with the Township Building Department for the building/plumbing permit and acquisition of a water meter.

11) The applicant is also responsible for setting up a new water billing account with the Region of Waterloo. Information on a new account setup can be found on the Region's website: https://www.regionofwaterloo.ca/en/living-here/billing-rates-and-meters.aspx#pay

If you have any other requirements regarding this matter, please contact us at WaterServicesDistributionDevelopment@regionofwaterloo.ca.

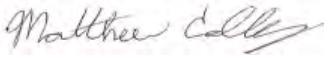
Regional Staff have no objections to the approval of Zoning By-Law Amendment application ZC-01-25.

General Comments

Any future development on the lands subject to the above noted application will be subject the provisions of Regional Development Charge By-law 19-037, or any successor thereof.

Please accept this letter as our request for a copy of the decisions and minutes pertaining to the Zone Change application and ARA noted above. Should you require Regional Staff to be in attendance at the meeting or have any questions, please do not hesitate to contact the undersigned.

Yours truly,



Matthew Colley, MCIP, RPP
Senior Planner

Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6
Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

February 6, 2025

Via email

GRCA File: ZC01-25 Rose St

Brock Linklater
Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, ON N0B 1E0

Dear Brock Linklater,

Re: Zoning By-Law Amendment Application (ZC-01/25)
Vacant Lot South of 30 Rose Street, Ayr, Township of North Dumfries
SDIS Group Inc. (Alexander Chmelar)

Grand River Conservation Authority (GRCA) staff has reviewed the above-noted application that proposes to establish a site-specific zoning exemption to permit the construction of a new two-storey, residential dwelling on the subject property. Further, the proposed Zoning By-law Amendment would create a new split-zone for the property, consisting of Zone 4 – Urban Residential (area of the proposed dwelling and remaining area outside of slope hazard extent) and Zone 12 – Open Space (area to the furthest inland extent of the slope hazard).

Recommendation

The GRCA would not object to the approval of this zoning by-law amendment by the Township of North Dumfries. The applicant is further advised that a permit will be required from the GRCA for the final grading, retaining walls, and new dwelling under Ontario Regulation 41/24.

Documents Reviewed by Staff

Staff have reviewed the following documents submitted with these applications:

- Cover Letter to the Township of North Dumfries, Vacant Lot on Rose Street, Ayr, Township of North Dumfries (prepared by applicant and dated October 29, 2024);
- Survey Plan, Part of Lot 1, Registered Plan, Ayr, Township of North Dumfries (prepared by Van Harten Land Surveyors-Engineers and dated April 5, 2024);
- Site Plan, Rose Street, Ayr (prepared by Fine Line Drafting & Design Inc. and dated October 10, 2024);
- Building Plans, Elevations and Floor Plans, Rose Street, Ayr (prepared by Fine Line Drafting & Design Inc. and dated October 10, 2024);

- Site Grading and Servicing Plan, Rose Street, Ayr (prepared by MTE Consultants Inc. and dated October 18, 2024);
- Grading Details Plan, Rose Street, Ayr (prepared by MTE Consultants Inc. and dated October 18, 2024);
- Geotechnical Investigation Report, Rose Street, Ayr (prepared by MTE Consultants Inc. and dated June 11, 2024);
- Stormwater Management Technical Memorandum, Rose Street, Ayr (prepared by MTE Consultants Inc. and dated November 7, 2024);
- Scoped Environmental Impact Study, Rose Street, Ayr, Township of North Dumfries (prepared by Aster Environmental Services Ltd. and dated December 2024); and,
- Slope Stability Assessment, Rose Street, Ayr (prepared by Chung & Vander Doelen Engineering Ltd. and dated July 4, 2022).

GRCA Comments

GRCA has reviewed this application under the Mandatory Programs and Services Regulation (Ontario Regulation 686/21), including acting on behalf of the Province regarding natural hazards identified in Section 5.2 of the Provincial Planning Statement (PPS, 2024), as a regulatory authority under Ontario Regulation 41/24, and as a public body under the *Planning Act* as per our CA Board approved policies.

Information currently available in our office indicates that the rear of the subject property is traversed by the Nith River, and portions of this property contain both steep valley and erosion hazard slope and their regulated allowances (refer to the enclosed map). As a result, the subject lands are regulated by the GRCA in accordance with the Conservation Authorities Act, R.S.O. 1990, c. C.27, as amended and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits Regulation). However, no new development/site alteration would be permitted within the floodplain and/or erosion hazard slopes.

In the GRCA's area of jurisdiction, Section 28 of the Conservation Authorities Act prohibits the following activities, as specified under Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits), unless approved through issuance of a permit:

1.) Activities to straighten, change, divert or interfere in anyway with the existing channel of a river, creek, stream or watercourse or to change or interfere in any way with a wetland.

2.) Development activities within:

- hazardous lands including floodplain, steep slopes, or erosion hazards and within the 15-metre regulated area and in areas of unstable soils or bedrock,

- wetlands and within the 30-metre regulated area from the wetland boundary,

- river or stream valleys that have depressional features associated with a river or stream, whether or not they contain a watercourse and within the 15-metre regulated area,

- areas that are adjacent or close to the shoreline of the Great Lakes- St. Lawrence River system or to an inland lake and that may be affected by flooding, erosion or dynamic beach hazards and within the inland 15-metre regulated area.

On March 26, 2024, the GRCA provided the following recommendation on a previous pre-consultation application (PC-03/24):

> The GRCA would recommend that the zoning limits for all future development be restricted to the area located outside of the erosion hazard slope setbacks, as established by the Slope Stability Assessment (prepared by Chung & Vander Doelen Engineering Ltd. and dated July 4, 2022). In addition, the GRCA would recommend that the applicant revises their proposed new residential development/site alteration to be located outside of the erosion hazard slope setbacks. The applicant is further advised that a permit from the GRCA will be required for any future development/site alteration on the subject property.

On May 3, 2024, the GRCA approved Permit #225/24 to place fill and grade to support the future construction of a new dwelling. This permit was requested to construct a temporary ramp on the property to undertake additional soil assessments to support the construction of the new dwelling.

The GRCA has reviewed the submitted information with this application versus the previous slope stability assessment and is satisfied that the proposed new dwelling and associated development activity will be located outside of the erosion hazard setbacks. As such, the GRCA has no concerns with the intent of this zoning by-law amendment application.

The applicant is further advised that an additional permit for the final grading, retaining walls, and construction of the new dwelling will also be required from the GRCA under Ontario Regulation 41/24. We will require the submission of final site plan, grading/servicing plans, erosion/sediment control plans, and building plans in support of a GRCA permit.

Based on the foregoing, the GRCA would not object to the approval of this zoning by-law amendment by the Township of North Dumfries. The applicant is further advised that a permit will be required from the GRCA for the final grading, retaining walls, and new dwelling under Ontario Regulation 41/24.

The above-noted application is within a GRCA area of interest due to the presence of the watercourse, floodplain, and steep valley/erosion hazard slopes. Consistent with GRCA's 2025 fee schedule, this application is considered a minor zoning by-law amendment, and the applicant will be invoiced in the amount of $465 for the GRCA's review of this application. Our current fee schedule is available under the Planning & Development section on our website at www.grandriver.ca.

Should you have any questions, please contact the undersigned at 519-621-2763, ext. 2233 or via email at jbrum@grandriver.ca.

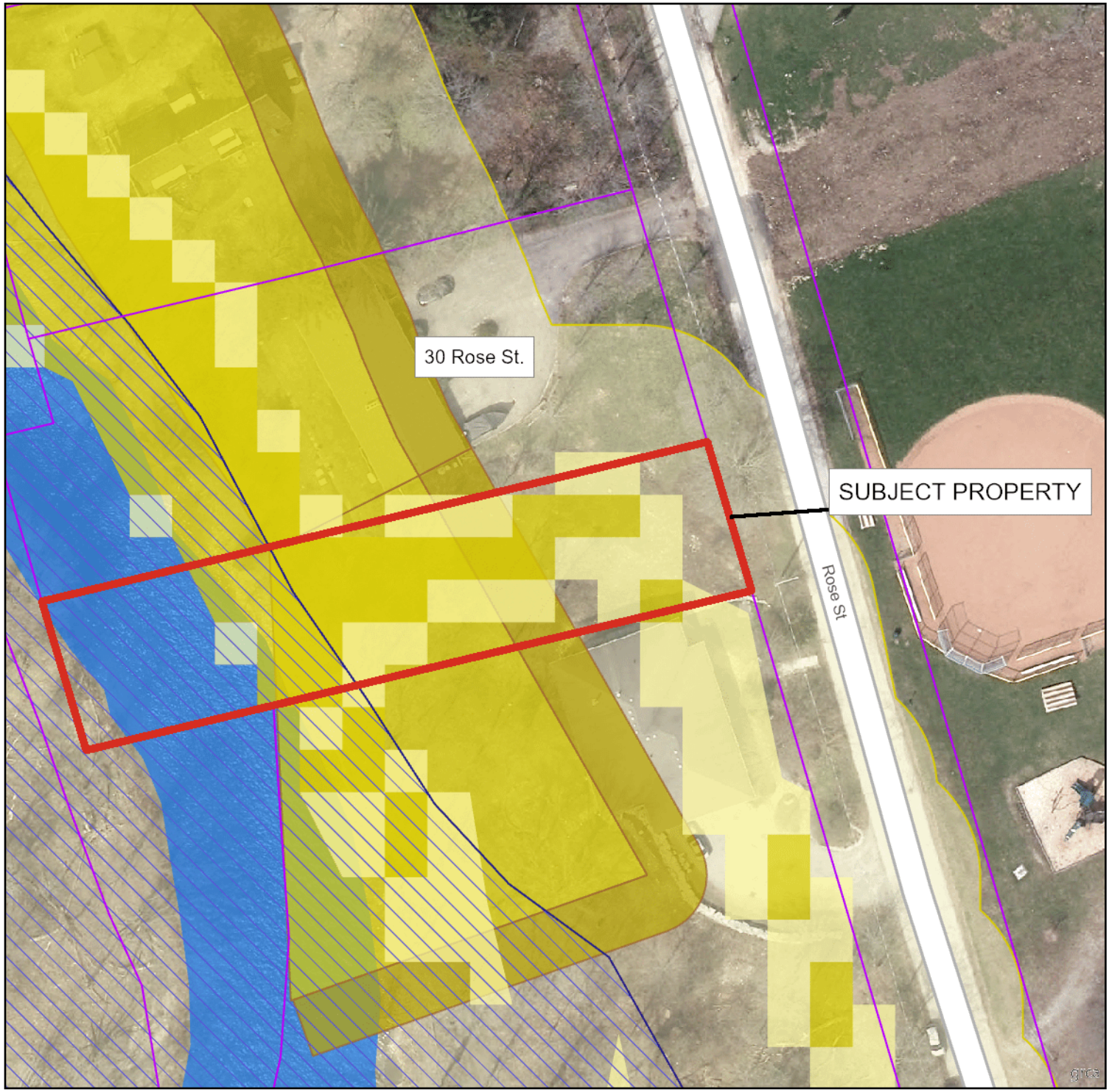
Sincerely,



John Brum
Resource Planner
Grand River Conservation Authority

Enclosed: GRCA Map

Copy: Alexander Chmelar, SDIS Group Inc. (via email)
Shannon Black, Township of North Dumfries (via email)
Matthew Colley, Katrina Fluit & Environmental Planning, Region of Waterloo (via email)



Grand River Conservation Authority

Date: Feb 06, 2025
Author: J. Brum

ZC-01/25 (Rose St)

Legend

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

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Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.
The source for each data layer is shown in parentheses in the map legend.
See Sources and Citations for details.

Scale 1:655

NAD83 UTM zone 17 (EPSG:26917)

Map Centre (X,Y): 543922.57, 4792381.47 | Map Link

This map is not to be used for navigation | 2022 Ortho (ROWG)

February 5, 2025

ZC01/25 Vacant lot Rose St., Ayr

Township of North Dumfries
106 Earl Thompson Rd., 3rd floor
PO Box 1060
Ayr, ON N0B 1E0
Attn: Brock Linklater

Via - E-mail

Re: Existing lot on record, Rose St., Ayr, Township of North Dumfries, Request for a Zoning by-law amendment to facilitate construction of one new dwelling with a secondary unit in the lower level that will require a separate meter

---

GrandBridge Energy Inc. has no objection to the request by the Applicant/Owner to amend the Zoning By-law to facilitate construction of a new home on a previously severed lot. Early consultation with GBE Service Co ordinator is recommended to discuss the terms and conditions to service the proposed dwelling at 100% cost and the meter for the unit in the lower level.

If relocation or upgrade is required as a result of this application, the Applicant/Owner will be responsible for 100% cost.

If easements are required as a result of this application, the Applicant/Owner will be responsible for 100% cost.

Refer to GBE Residential Spec book at www.grandbridgeenergyplus.com
Hydro poles/guy wires and anchors/padmount transformers/switching units/service pits/street light poles to be 1.5m from driveway entrances/curbs. Relocation at 100% owners' expense.
All planting near GBE owned overhead power lines and padmount equipment must be installed in accordance with http://www.esasafe.com/assets/image/Tree-Planting.pdf
Must maintain required clearances (ESA & GBE) from existing overhead electrical plant.
Owner/Applicant may be required to provide ESA clearance calculations to existing overhead and underground electrical distribution equipment. Calculations must be signed off by a P.Eng.
As per GBE, Current Conditions to Service, latest edition, only one service per property is permitted.

Should additional information be required, kindly contact me at your convenience.

Kindest Regards,
GRANDBRIDGE ENERGY INC.
Helen Robinson
Project Co ordinator

Brock Linklater

From: MAZEY, Neil <neil.mazey@canadapost.postescanada.ca>
Sent: January 27, 2025 12:42 PM
To: Planning
Subject: RE: Request for Comments - Zoning By-law Amendment Application (ZC-01/25) - Rose Street, Ayr (Roll No. 300101000114505)

Mail delivery for this property will be via PO Box at the Ayr Post Office.

No further comments from Canada Post.

NEIL MAZEY |DELIVERY SERVICES OFFICER I DELIVERY PLANNING | CANADA POST | 955 HIGHBURY AVE N, LONDON ON N5Y 1A3 | 519-281-2253

Brock Linklater

From: Planning <planning@wcdsb.ca>
Sent: January 29, 2025 10:38 AM
To: Planning
Subject: Re: Request for Comments - Zoning By-law Amendment Application (ZC-01/25) - Rose Street, Ayr (Roll No. 300101000114505)

Hi there,

The Waterloo Catholic District School Board has reviewed the subject application and based on our development circulation criteria have the following comment(s)/condition(s):

1. That any Education Development Charges shall be collected prior to the issuance of a building permit(s).

Thank you.

Kind regards,

Isabelle Lung Ler
Planning Technician
Waterloo Catholic District School Board
Phone: 519-578-3677 x 2355
Email: Isabelle.LungLer@wcdsb.ca

Brock Linklater

From: Sarah West <sarah_west@wrdsb.ca>
Sent: January 29, 2025 4:26 PM
To: Brock Linklater
Subject: Re: [Planning] Request for Comments - Zoning By-law Amendment Application (ZC-01/25) - Rose Street, Ayr (Roll No. 300101000114505)

The WRDSB has no comments.

Sarah West
Senior Planner
Waterloo Region District School Board
51 Ardelt Avenue, Kitchener ON, N2C 2R5
Email:sarah_west@wrdsb.ca
Website: www.wrdsb.ca

Brock Linklater

From: Eric Yates
Sent: January 24, 2025 12:44 PM
To: Planning
Cc: Robert Shantz
Subject: FW: Request for Comments - Zoning By-law Amendment Application (ZC-01/25) - Rose Street, Ayr (Roll No. 300101000114505)

I have no comments on Zoning Amendment for File No. ZC-01/25

Eric Yates, CFEI
Deputy Chief, Chief Fire Prevention Officer
North Dumfries Fire Department

SHAPING GREAT COMMUNITIES

May 15, 2025 File No. 25017

Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario
N0B 1E0

Attn: Brock Linklater, BURPl
Senior Planner

Re: Zoning By-law Amendment Application No. ZC-01/25 – Response to Comments
Rose Street, Ayr, Township of North Dumfries

Thank-you for providing additional comments on Zoning By-law Amendment Application No. ZC-01/25 (the "Application") following the statutory Public Meeting February 25, 2025. We acknowledge and appreciate the Township's ongoing review of the Application for the lands located on the west side of Rose Street and legally described as PLAN 663 PT LOT 1; RP 67R1718 PTS 1, 6 AND 7, PT NITH RIVER.

At the Public Meeting, comments were presented by Township departments, agencies and area residents. We have reviewed the comments received to date and are pleased to provide the following responses (*in italics*) to address the Township's and public's concerns.

Public Comments

Written comments were received from the adjacent landowners (70 Rose Street) who raised the following concerns and questions:

Comment: "The stormwater management letter issued by MTE indicates that "stormwater runoff generated from the building rooftop, side and rear yards is proposed to drain towards the Nith River." Downspout drainage between the houses (north side of 70 Rose Street and the south side of the proposed dwelling) will have to be adequately drained westward down towards the Nith 70 Rose Street is significantly lower than the proposed dwelling with its basement slab at (very) roughly 2m below the proposed dwelling basement slab. Given the steep grade slope towards the Nith river and permeability of the soil, there is already significant groundwater flow moving from the east downslope westward to the river, especially during wet periods with high groundwater recharge. We are concerned that additional drainage runoff as well redirected groundwater flow around the proposed structure, will add hydraulic surcharge to the soil, resulting water problems and/or damage to the finished basement of 70 Rose Street."

Response: Refer to MTE's response letter (attached).

Comment: “The stormwater management letter issued by MTE also states that "Under the proposed condition, runoff from the driveway and a portion of landscape area at the front of the site will drain towards the Rose Street right-of-way." Rose Street has no stormwater catchments to drain surface runoff along the downward grade slope running toward 70 Rose Street. Rose Street also is sloped slightly to the west. As a result, our driveway receives a very significant flow of surface runoff and is consequently eroded during heavy rainfall. (see attached photo). We repair our driveway about 3-4 times a year, purchasing aggregate from time to time to replace that which has washed away. The proposed development will add more impermeable drainage surfaces (driveway, driveway directed roof downspout drainage, etc.) increasing surface runoff to Rose Street and ultimately our driveway, worsening the existing problem.”

Response: Refer to MTE’s response letter (attached).

Comment: “If the Z.4(f) z vacant lot is currently limited to a dwelling with a footprint <55sq.m, what is the rationale for that limitation? What would be the rationale for waiving the 55sq.m footprint limit? What is the Township's plan or policy statement for developing Z.4(f) land.”

Response: Section 5.1.1 ii) of the Zoning By-law places a gross floor limitation to accessory buildings only (i.e. detached garages, sheds) in the Z.4(f) zone, while prohibiting new buildings (i.e. residential dwellings) without an amendment to the Zoning By-law. The residential permissions in the Z.4(f) zone are in place to recognize any existing residential dwellings. Limiting new accessory buildings to a footprint of 55 square metres in the Z.4(f) zone intends to recognize the floodplain or unstable soil conditions by limiting them to small sizes.

The applicant has undertaken and submitted a detailed slope stability analysis and a topographic survey to confirm the floodplain location to the satisfaction of the Grand River Conservation Authority (GRCA). As a result of more detailed and site-specific information now available, this Zoning By-law Amendment is requesting to remove this zoning regulation to permit a single detached dwelling outside of the floodplain and erosion hazard slope on the Site.

Additional comments were received from the adjacent landowners (70 Rose Street) following the Public Meeting. We understand that township staff have contacted this landowner directly to review referenced Official Plan and Zoning By-law policies.

Comment: “From Section 2.7.10: “Lands identified on Map 2.1 as Special Policy Area 2.7.10 will be identified with an ‘f’ suffix in the Township Zoning By-law. These lands are located below the regulatory flood plain as identified by the Grand River Conservation Authority. Prior to the establishment of a Two-Zone Flood Plain policy framework for the Ayr Township Urban Area, new development will not be permitted on these lands, however, additions to the existing structures may be permitted by amendment to the Township Zoning By-law and are subject to the approval of the Grand River Conservation Authority.” Has a “Two-Zone Flood Plain policy framework for the Ayr Township Urban Area” been developed? If so, could you please direct me to it. I have looked in the

NDOP and the Ayr Stormwater Management Plan (ASMP) with no success. I'm not sure how development of the property between 30 and 70 Rose Street could even be considered for development given the direct statement to the contrary provided under section 2.7.10 of the plan and the ASMP. Could you please help me understand this?"

Response: *A two-zone flood plain policy framework as not yet been established by the Township of North Dumfries. This has been confirmed by Township Planning staff. However, through consultations with the GRCA and the completion of site-specific technical studies including a Slope Stability Assessment, Geotechnical Investigation Report, and Scoped Environmental Impact Study, the floodplain limits have been more accurately delineated. All of the studies confirmed that the proposed dwelling could be situated outside of both the slope hazard and floodplain areas, and is in compliance with boundaries and regulations from the GRCA. As such, an amendment to the OP's Special Policy Area designation is not required to facilitate this proposal.*

Comment: "The Stormwater Management Plan submitted by the applicant is inadequate, given the comments made in my previous email. In section 3.4.4.2 the NDOP states that "Until such time as the Township has formally adopted a Stormwater Management Guideline, Stormwater Management Plans submitted in accordance with Policy 3.4.4.1 will at minimum address the following to ensure the proposed development will not have significant adverse impacts on the natural environment". The applicant's submission is missing some critical information that the NDOP 3.4.4.2 requires, from the list under 3/4/4/2 a-n. Has the ASMP been adopted? I ask because the file name and some of the associated maps indicate "draft"."

Response: *Refer to MTE's response letter and SWM Technical Memorandum for detail (attached).*

Comment: "We also are concerned about the built form of the proposed dwelling. Given the context of the current dwellings located on Rose Street (2 bungalows and one "A-frame" dwelling), these are the specific areas of concern:

a. The proposed build between 30 and 70 Rose Street related poorly to the surrounding buildings in height in rear, side, and front façades. The proposed dwelling is three stories (including the basement) and is to be constructed on 2m elevated footing, causing the overall structure to be closer to a 4-storey structure on the rear façade. The completed build would tower over the 70 Rose Street dwelling, detracting from its current value (see attached scale comparison drawing – I have situated the houses as nearly as I can to the existing grade elevation for 70 Rose Street to the propose elevation of the new build. The east/west portion is roughly correct as well). With 4336 square feet of livable space, the proposed dwelling is out of any reasonable proportion with current dwellings on Rose Street. As such, the proposed construction design is not one that can be viewed as compatible with the current dwelling.

b. The rear façade also features an elevated “walk-out” requiring stairs to get up to the basement slab level from the footing or side walkway grade. A more aesthetically pleasing and reasonable design would be to have the walk-out positioned at roughly the same elevation of that at 70 Rose Street. The developer indicated the footing was necessary due to the position of the proposed build on the floodplain. Our dwelling has a foundation slab positioned 2m lower, and was built in compliance with MTW and Naylor consulting reports submitted to and approved by the GRCA and the Township.

c. The accessory dwelling (basement unit) proposed, coupled with the applicant named as an incorporated company (SDIS Group Inc.), causes some concern that the property will be turned into an investment property, rental duplex. If the intention is to rent out the property, owning it through a company will simplify managing rental income and expenses. If this is the case, there would be a further diminishment in the current value of 70 Rose Street.”

Response: *Please see our response later in this letter to building height requirements and built form. No site-specific relief is required or being sought for the building height requirements. The height of the proposed structure will be 8.43 metres whereas the maximum height is 12 metres in the Z.4 Zone. Based on the applicable definitions per the Zoning By-law as discussed below, the proposed development is representative of a three-storey structure from the side and rear view and appears as a two-storey structure from the front.*

Agency Comments:

GRCA

Comment: “The applicant is to be advised that a permit will be required from the GRCA for the final grading, retaining walls and new dwelling.”

Response: *It is acknowledged that the subject Site is regulated by the GRCA pursuant to Ontario Regulation 41/24.*

RJ Burnside Engineering

Comment: “Per Section 6.1.7.6 of the Township of North Dumfries Official Plan, the EIS must identify buffers to Core Features. The OP identifies that buffers must be a minimum of 10 m from “the outside boundary of the Core Environmental Feature and established and maintained as appropriate self-sustaining vegetation”. Per Section 5.3 of the EIS, the proponent specifies that “the proposed development would occur proximate to the woodland, within an estimated range of 2-10 m from the dripline edge” with the closest occurring where the rear deck on the proposed dwelling will extend to the edge of the vegetated area that extend beyond the dripline. Based on the above statement, it appears that the proponent may not be meeting the requirements for a minimum 10 m buffer from a Core Environmental Feature. The proponent should provide additional clarity regarding the extents of disturbance within the 10 m buffer to the Significant Woodland, specifically the encroachments for

grading and permanent structures. Additional discussion regarding buffers should be provided within the EIS."

Response: *The EIS notes that the wooded strip adjacent and at the rear of the property is not structurally representative of significant woodland. Additionally, the forest structure on the adjacent property has exhibited degradation, including by invasive species such as common buckthorn. As such, the wooded strip is unlikely to support habitat for rare flora and fauna. The EIS further states that 'this assessment has discussed the proposed placement of the dwelling, noting that buffers to features are limited; however, opportunities for increased buffers are also limited by site context. Mitigation measures have been proposed in this report to ensure that limited buffers support functional avoidance of impacts. This report recommends minor restoration measures, such as tree planting, to support on-site ecological enhancement.'*

Comment: "Section 6.1.7.6 of the Township OP, "Buffers will not only serve to protect Core Environmental Features from adverse environmental impacts but will also provide opportunities for net habitat enhancement or, wherever feasible, restore the ecological functions of the Core Environmental Feature." The proponent should clarify if buffer enhancement plantings or other measures are proposed beyond landscape plantings. It is understood that conditions within the woodlands are currently degraded. Additional enhancement of the buffer should also be considered if encroachments into the 10 m buffer of the Significant Woodland are proposed."

Response: *The EIS recommends the installation of five native tree saplings at the rear of the property. Additional enhancements to the buffer can continue to be explored.*

The EIS notes that due to the size of the property there are constraints on siting the building further from the woodland and 'due to the relatively minimal setback to woodland, it is recommended that some active planting take place within the very limited available space between the dwelling and the current woodland limit. Planting of native species can support minor expansion of the on-site canopy and may aid in mitigating the dominant influence of existing non-native species on the property.' The EIS concludes that the proposal can avoid negative impacts to surrounding woodland features and functions and the above is recommended as general mitigation measures.

Comment: "Burnside is in agreement with Aster Environmental that native species, or species that do not pose as a risk (i.e. non-invasive) should be utilized in post-construction landscaping given the proximity of the proposed development to Core Environmental Features. The proposed alternatives are acceptable. The proponent should note that Witch Hazel (Hamamelis virginiana) is typically an understory species that prefers part shade to fully shaded conditions. This species may not be suitable for edge management planting but could be appropriate in any restored areas Significant Woodland."

Response: *The applicant acknowledges the importance of utilizing native, non-invasive species in post-construction landscaping given the proximity to Core Environmental Features. We further*

acknowledge Witch Hazel's preference for part shade to fully shaded conditions and will take this into consideration when determining its location.

Comment: "Per the MECP's Bat Survey Standards Note 2021, the bat active window is classified as April 1 - September 30 rather than April 15 - September 30. The timing window for tree removals specified within Section 5.4.2 of the EIS should be revised to reflect the MECP recommendations."

Response: *Noted. EIS indicates no tree are expected for removal – remove ref to bats. Tree protection fence will b installed to protect core env feature*

Comment: "We note that the rear property line is located on the opposite side of the Nith River, such that a small amount of table land is inaccessible to the owners. That land is adjacent to a narrow strip of land that is part of a larger parcel that appears to be owned by the Township. It generally contains and follows water features. Consideration should be given to whether this private land should be acquired by the Township for use as part a trailway or other public interest."

Response: *Noted. The property boundaries are existing and not proposed to change.*

Please see MTE's attached response memo dated April 25, 2025, addressing additional engineering related comments.

Region of Waterloo

Please refer to MTE's attached response memo dated April 25, 2025, for engineering related comments provided from the Region.

Planning – Township of North Dumfries

The Township has requested that additional information be provided to the Building Design/Elevations and clarification added to the Planning Justification Brief to indicate that the proposal complies with Building Height Requirements. Please accept the following as an addendum to the Planning Justification Brief.

The Township of North Dumfries Zoning By-law 689-83 defines building height as the vertical distance measured between the average finished grade (Section 2.22). Zoning By-law 689-83 further defines the first storey of a building as the storey with its floor closest to grade and having its ceiling more than 1.8 metres above grade (Section 2.211). The proposed design of the development includes an additional dwelling unit located in the basement, which per the applicable Zoning By-law definitions can be classified as a storey as the distance between grade and the main floor is 2.06 metres, as demonstrated in the enclosed average grade calculations. Per the calculations of the average finished grade, the total building height is determined to be 8.43 metres. As such, the proposed development complies with the maximum building height requirements for the Z.4 Zone of 12 metres. Based on these calculations and the definition of one storey and three storey buildings in

the Zoning By-law, the proposed development is representative of a three-storey structure from the side and rear view and appears as a two-storey structure from the front.

The proposed building height meets the requirements of the Zoning By-law, the proposed built form is reflective of the existing topography of the site including the significant slope. The Slope Stability Assessment prepared by Chung & Vander Doelen Engineering determined that the upper slope stability is suitable to accommodate a residential dwelling provided that the setbacks for toe erosion allowance, stable slope allowance and erosion access allowance are met. As such, the proposed design of the building is suitable given the topography and physical constraints on the site.

Additionally, the treed area at the rear of the property further limits the views of the dwelling. The Subject Property backs onto the Nith River which contains significant vegetation cover and vacant lands across the river. As such, the proposed design and height of the building has a negligible impact on views.

Based on the comments received, the project team has made revisions and updates to the plans and technical studies as discussed above. Please find attached the following materials:

- MTE's response letter dated April 25, 2025;
- Civil drawings including existing conditions plan, site grading and servicing plan, and notes and details plan;
- Off-Site Letter of Credit Cost Estimate;
- SWM Technical Memorandum; and,
- Average Grade Calculations.

Please do not hesitate to reach out should you require any additional information.

Sincerely,
GSP Group Inc.

Michael Witmer, MCIP RPP
Senior Planner

Serena Soomal
Planner

Encl.

cc. Alexander Chmelar, SDIS Group Inc.
Chelsea Dahmer, MTE Consultants Inc.
Jolie Nguyen, MTE Consultants Inc.

Attachment 1 - Average Grade Calculation

Segment Number	Length (L) (in metres)	Start Elevation (EL1)	End Elevation (EL2)	Segment Average Grade (SA) (EL1 + EL2 / 2)
S1	8.66	288.5	288.65	288.58
S2	2.03	288.65	289.1	288.88
S3	0.77	289.1	289.1	289.1
S4	2.19	289.1	288.65	288.88
S5	6.94	288.65	288.8	288.73
S6	5.18	288.8	288.8	288.8
S7	2.6	288.8	288.8	288.8
S8	4.25	288.8	288.8	288.8
S9	2.29	288.8	288.7	288.75
S10	4.26	288.7	289.1	288.9
S11	1.17	289.1	289.1	289.1
S12	4.64	289.1	285.23	287.17
S13	0.85	285.23	285.23	285.23
S14	7.66	285.23	284.7	284.97
S15	7.24	284.7	284.05	284.38
S16	8.33	284.05	286.1	285.08
S17	4	286.1	285.45	285.78
S18	7.47	285.45	288.5	286.98

Average Grade 287.19

Distance Between grade and u/s of ceiling 2.06

MTE Consultants
520 Bingemans Centre Drive, Kitchener, Ontario N2B 3X9

April 25, 2025

MTE File No.: C55318-200

Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
Ayr, Ontario N0B 1E0

RE: Zoning By-Law Amendment Application – Response to Comments
50 Rose Street, Ayr – Township of North Dumfries

Further to the meeting held on February 25, 2025 as it relates to the above-mentioned project, we offer the following response. For ease of reference all comments have been incorporated within this letter and MTE's corresponding responses in *italics* thereafter.

Public Comments

Written comments were received from the adjacent landowners (70 Rose Street) who raised the following concerns and questions:

The stormwater management letter issued by MTE indicates that "stormwater runoff generated from the building rooftop, side and rear yards is proposed to drain towards the Nith River." Downspout drainage between the houses (north side of 70 Rose Street and the south side of the proposed dwelling) will have to be adequately drained westward down towards the Nith. 70 Rose Street is significantly lower than the proposed dwelling with its basement slab at (very) roughly 2m below the proposed dwelling basement slab. Given the steep grade slope towards the Nith river and permeability of the soil, there is already significant groundwater flow moving from the east downslope westward to the river, especially during wet periods with high groundwater recharge. We are concerned that additional drainage runoff as well redirected groundwater flow around the proposed structure, will add hydraulic surcharge to the soil, resulting water problems and/or damage to the finished basement of 70 Rose Street.

- *A new swale is proposed along the southern property line between this site at 50 Rose Street and the 70 Rose Street property. The driveway design has been revised to direct most of the runoff toward a low point south of the driveway, near the east property line. From there, the runoff will flow into the proposed swale located within the landscaped area on the property, leading to the proposed property line swale. This property line swale will accept runoff from part of the front yard and the south side yard, guiding it downslope before it eventually reaches the river. Only a small section of the driveway within the boulevard will drain toward the Rose Street right-of-way, consistent with existing drainage conditions. Refer to MTE Drawing C2.1 for grading details.*

The stormwater management letter issued by MTE also states that "Under the proposed condition, runoff from the driveway and a portion of landscape area at the front of the site will drain towards the Rose Street right-of-way." Rose Street has no stormwater catchments to drain surface runoff along the downward grade slope running toward 70 Rose Street. Rose Street also is sloped slightly to the west. As a result, our driveway receives a very significant flow of surface runoff and is consequently eroded during heavy rainfall. (see attached photo). We repair our

driveway about 3-4 times a year, purchasing aggregate from time to time to replace that which has washed away. The proposed development will add more impermeable drainage surfaces (driveway, driveway directed roof downspout drainage, etc.) increasing surface runoff to Rose Street and ultimately our driveway, worsening the existing problem.

- *Refer to response above. All roof downspouts and runoff are currently proposed to be directed to the two side swales and ultimately drain towards the river. Only a small section of the driveway within the boulevard will drain toward Rose Street right-of-way, which is considered minimal and consistent with existing conditions.*

If the Z.4(f) z vacant lot is currently limited to a dwelling with a footprint <55sq.m, what is the rationale for that limitation? What would be the rationale for waiving the 55sq.m footprint limit? What is the Township's plan or policy statement for developing Z.4(f) land.

- *Refer to GSP's response letter for detail.*

Agency Comments:

GRCA

The applicant is to be advised that a permit will be required from the GRCA for the final grading, retaining walls and new dwelling.

- *Acknowledged.*

RJ Burnside Engineering

Comment: Per Section 6.1.7.6 of the Township of North Dumfries Official Plan, the EIS must identify buffers to Core Features. The OP identifies that buffers must be a minimum of 10 m from "the outside boundary of the Core Environmental Feature and established and maintained as appropriate self-sustaining vegetation". Per Section 5.3 of the EIS, the proponent specifies that "the proposed development would occur proximate to the woodland, within an estimated range of 2-10 m from the dripline edge" with the closest occurring where the rear deck on the proposed dwelling will extend to the edge of the vegetated area that extend beyond the dripline. Based on the above statement, it appears that the proponent may not be meeting the requirements for a minimum 10 m buffer from a Core Environmental Feature. The proponent should provide additional clarity regarding the extents of disturbance within the 10 m buffer to the Significant Woodland, specifically the encroachments for grading and permanent structures. Additional discussion regarding buffers should be provided within the EIS.

- *Refer to GSP's response letter for detail.*

Section 6.1.7.6 of the Township OP, "Buffers will not only serve to protect Core Environmental Features from adverse environmental impacts but will also provide opportunities for net habitat enhancement or, wherever feasible, restore the ecological functions of the Core Environmental Feature." The proponent should clarify if buffer enhancement plantings or other measures are proposed beyond landscape plantings. It is understood that conditions within the woodlands are currently degraded. Additional enhancement of the buffer should also be considered if encroachments into the 10 m buffer of the Significant Woodland are proposed.

- *Refer to GSP's response letter for detail.*

Burnside is in agreement with Aster Environmental that native species, or species that do not pose as a risk (i.e. non-invasive) should be utilized in post-construction landscaping given the proximity of the proposed development to Core Environmental Features. The proposed alternatives are acceptable. The proponent should note that Witch Hazel (Hamamelis virginiana) is typically an understory species that prefers part shade to fully shaded conditions. This species may not be suitable for edge management planting but could be appropriate in any restored areas Significant Woodland.

- *Refer to GSP's response letter for detail.*

Per the MECP's Bat Survey Standards Note 2021, the bat active window is classified as April 1 - September 30 rather than April 15 - September 30. The timing window for tree removals specified within Section 5.4.2 of the EIS should be revised to reflect the MECP recommendations.

- *Refer to GSP's response letter for detail.*

The drainage of the Rose Street right of way is not addressed in the submission. Clearly water is draining towards the Nith River, but the upstream areas and pathways are not identified. To approve the submission, we must have confirmation that the subject lot does not play any role in the drainage system. We note in particular the Surveyor's Real Property Report that contains a contour showing a drainage depression immediately south of the site. However, the path to the river is blocked by the house at 30 Rose Street, so we require confirmation that the proposed regrading will not create any blockage in overland flow. In the event that Rose Street does require a drainage outlet to the Nith River an easement should be provided to the Township.

- *After reviewing the current survey by Van Harten (dated April 5, 2024) and road information from an earlier survey conducted by ACI Survey Consultants for the 70 Rose Street property (dated November 21, 2003), it was determined that a drainage split exists along the east property line and within the boulevard fronting the site. This high point prevents runoff within the right-of-way from flowing through the site toward the river. This drainage split/berm continues south along Rose Street, with the exception at the driveway entrance for 70 Rose Street, terminating just before the Rose Street wastewater pumping station at 10 Rose Street. A review of elevations along the asphalt edge and the centerline of Rose Street confirms that runoff within the right-of-way for major storm events drains south along the road, not through the subject site. Supporting photographs of the berm along the site's east property line, along with the survey data, are provided to support this conclusion.*

The grading plan appears to show a mislabelled contour. The contours drop in increments of 0.25 m, but one location shows instead a jump of 0.75 m. It is more likely that 284.75 ought to have been labelled as 283.75.

- *Mislabelled contour has been revised on the grading plan.*

The contours indicated an existing low point in the general area located in the southwest corner of the building setback. It appears to drain in a southwesterly direction onto the neighbouring property before finding its way to the river. The grading and stormwater reports need to identify all of the area flowing into this depression and need to describe how this drainage will function in the post-developed condition.

- *SWM memo has been updated to identify all of the areas flowing into this low area – only drainage within the property is draining towards the back of the site. The low laying*

area will be within the regrading limit proposed for the site; hence it will be eliminated and all runoff will be directed to the existing embankment draining towards the Nith River.

Water appears to flow across the property line from the south, such that the adjacent property drains onto the subject property. The grading plan attempts to reverse this, which is unacceptable. Water currently flowing onto this site should not be blocked by the proposed plan.

A new swale is proposed along the southern property line between this site at 30 Rose Street and the 70 Rose Street property. This property line swale will accept runoff from part of the front yard and the south side yard, and from the northerly side yard of 70 Rose Street, guiding it downslope before it eventually reaches the river. The walkway to the "mother-in-law-suite" in the basement slopes at 11.25%, which is much too steep to be a practical sidewalk.

- *Access to the secondary suit in the basement is provided along the north side of the building with the concrete walkway connecting the driveway and the side door. No walkway is proposed along the south side of the building.*

We note that the rear property line is located on the opposite side of the Nith River, such that a small amount of table land is inaccessible to the owners. That land is adjacent to a narrow strip of land that is part of a larger parcel that appears to be owned by the Township. It generally contains and follows water features. Consideration should be given to whether this private land should be acquired by the Township for use as part a trailway or other public interest.

- *Refer to GSP's response letter for detail.*

Region of Waterloo

A request must be made to the Region for the new service and confirmation that capacity is available in the existing system must be provided by the Region. We consider this the request and confirm that there is capacity in the water and sanitary system.

- *Acknowledged.*

The applicant must submit a design drawing sealed by a professional engineer for the proposed work within the Rose Street Right Of Way for review and approval by the Region.

- *Acknowledged. Grading and servicing plan (Dwg. C2.1) is provided as part of the application.*

The engineer must submit a cost estimate for works within the Rose Street Right Of Way for review and approval. Once approved, the applicant is required to post a security for the value of work. The security can be a letter of credit, certified cheque or cash.

- *Acknowledged. Cost estimate is included in the resubmission.*

The applicant is responsible for coordinating the construction with their own contractor. The Region does not undertake the work on behalf of the applicant.

- *Acknowledged.*

Region staff must be made aware at least 3 days in advance of any work taking place. A licensed water operator form the Region must be present to witness the water service connection.

- *Acknowledged.*

All appropriate road work permits must be attained from the Township of North Dumfries or Region of Waterloo, where applicable.

- *Acknowledged.*

After construction, the design engineer must provide a letter or certification stating that the works were constructed in accordance with the approved drawings. The engineer shall determine the level of inspection required to issue such certification.

- *Acknowledged.*

Once the work is complete and the certification letter is received, the security shall be reduced to 60% of the full value of work. After one year, inspections of the work will take place and the any deficiencies will be corrected (asphalt settlement, boulevard repair, etc.) after such time the full value of the security will be released.

- *Acknowledged.*

There is an application fee for a new water/sanitary service of $1,250 which must be submitted along with the design drawing. Only once the drawing is approved and the application and deposit cheques are received shall any work be permitted to occur.

- *Acknowledged.*

The applicant is responsible for coordinating with the Township Building Department for the building/plumbing permit and acquisition of a water meter.

- *Acknowledged.*

The applicant is also responsible for setting up a new water billing account with the Region of Waterloo.

- *Acknowledged.*

Yours Truly,

MTE Consultants Inc.



Jolie Nguyen, B.Eng.
Designer
519-743-6500 ext. 1362
jnguyen@mte85.com

JHN:dlb

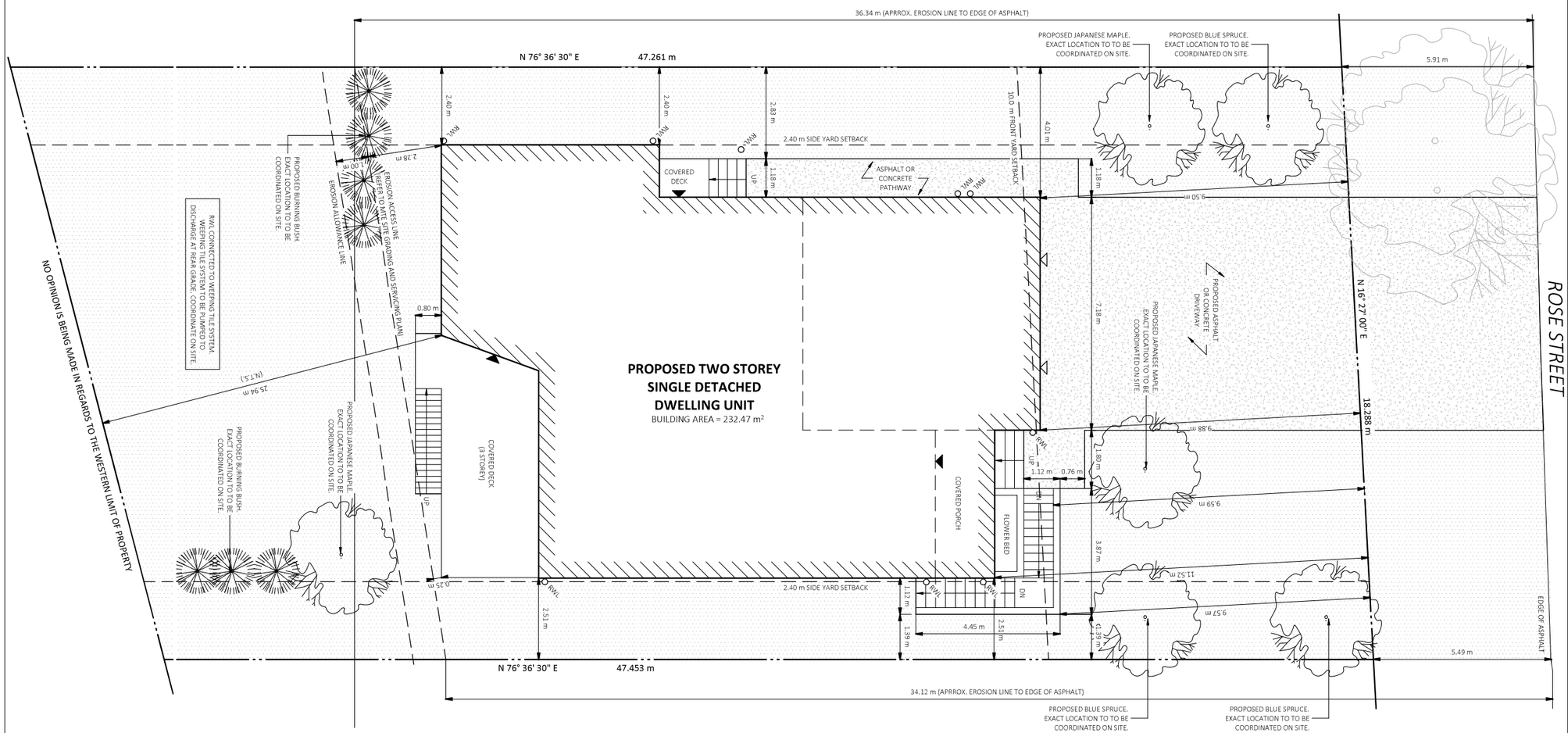
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NOTICE OF PUBLIC MEETING
- TUESDAY, FEBRUARY 25, 2025, AT 6:00 P.M.
ZONING BY-LAW AMENDMENT
Drainage split
fronting the site


Drainage split
fronting the site


Site
Berm along Rose St


Ex. RW at 70 Rose St
Southeast corner of the site, adjacent to 70 Rose St



THIS DRAWING IS THE PROPERTY OF FINE LINE DRAFTING AND DESIGN INC. & CANNOT BE MODIFIED AND/OR REPRODUCED WITHOUT THE PERMISSION OF FINE LINE DRAFTING AND DESIGN INC.

THE CONTRACTOR MUST VERIFY ALL DIMENSIONS ON SITE AND REPORT AND DISCREPANCIES TO THE DRAFTSPERSON, BEFORE PROCEEDING WITH THE WORK.

DRAWINGS ARE NOT TO BE SCALED.

No.	CHRONOLOGY	DATE
1	ISSUED FOR BUILDING PERMIT	2023.10.10

PROJECT NORTH

TRUE NORTH

No.	REVISIONS	DATE

FINE LINE DRAFTING & DESIGN INC

FINE LINE DRAFTING AND DESIGN INC.
519-871-4299
rodneyf@finelinedraftingdesign.ca
finelinedraftingdesign.ca

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

Rodney Frieser
Personal BCIN: 114065
Firm BCIN: 126303

CLIENT

SDIS GROUP INC.

PROJECT NAME

CHMELAR RESIDENCE

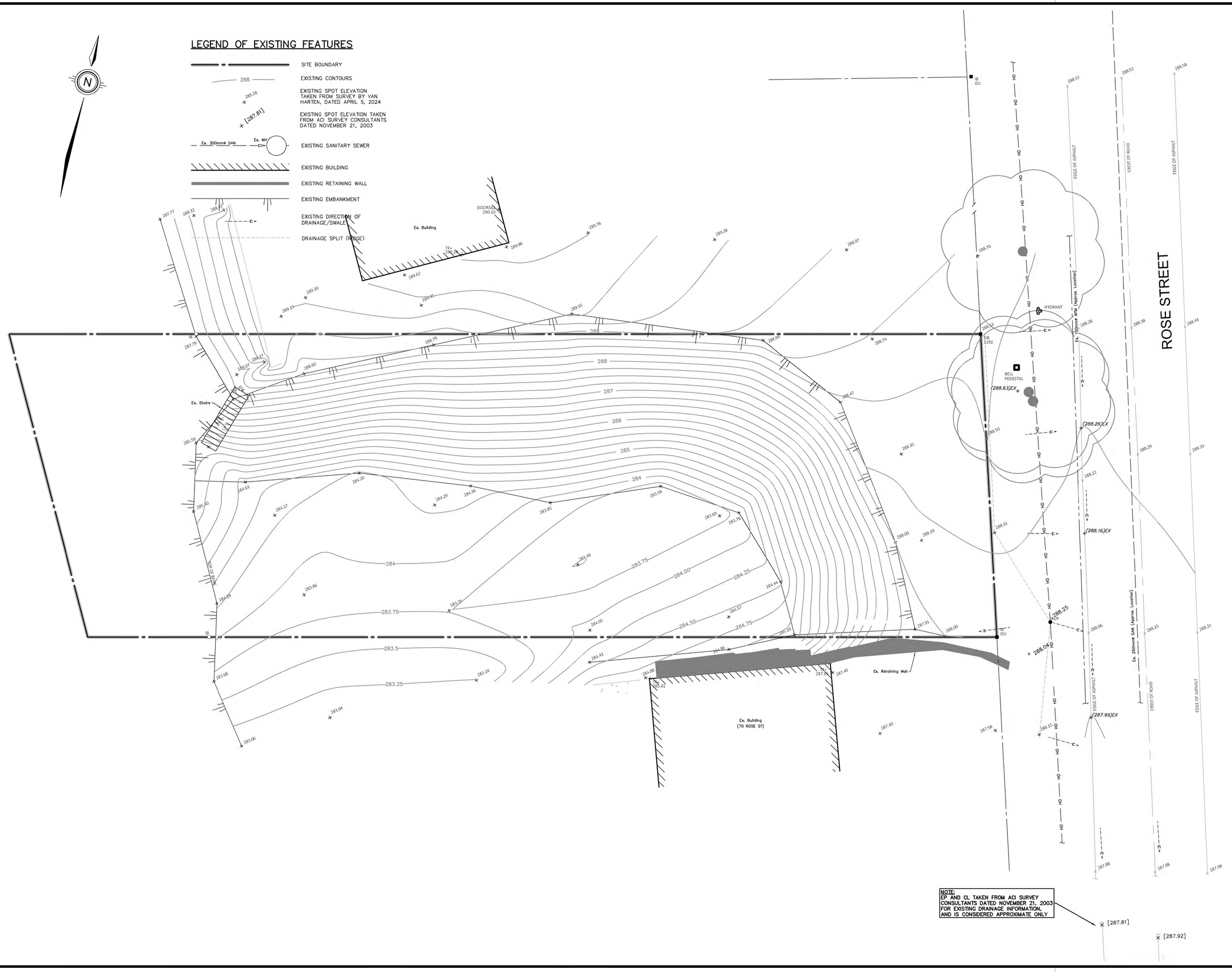
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

SITE PLAN

DATE	2024.10.10
SCALE	1/8" = 1'-0"
PROJECT NO.	2024-053
SHEET NO.	**SP1.1**

2024-10-29 1:54:40 PM

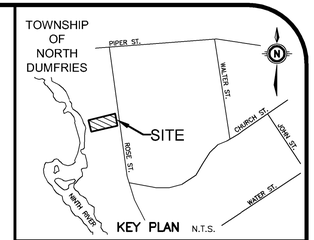


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MTE FILE PATH:

April 25, 2025 – 5:22:59 PM – Plotted By: Chelsea Dahmer

TOWNSHIP OF NORTH DUMFRIES



GEODETIC BM ELEV. = m
REFER TO SURVEY BY VAN HARTEN DATED APRIL 5, 2024.

SITE BENCHMARK ELEV. = m
REFER TO SURVEY BY VAN HARTEN DATED APRIL 5, 2024.

NOTE TO CONTRACTOR :

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ALL DRAWINGS REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED OR REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION.

THE OWNER/ARCHITECT/CONTRACTOR IS ADVISED THAT M.T.E. CONSULTANTS INC. CANNOT CERTIFY ANY COMPONENT OF THE SITE WORKS NOT INSPECTED DURING CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO NOTIFY M.T.E. CONSULTANTS INC. PRIOR TO COMMENCEMENT OF CONSTRUCTION TO ARRANGE FOR INSPECTION.

NOTE:

1. **PROPERTY LINE IS APPROXIMATE ONLY AND SHOULD NOT BE USED FOR DETERMINING SETBACKS OR LAYOUT.**
2. **EXISTING TOPOGRAPHICAL INFORMATION PROVIDED BY VAN HARTEN DATED APRIL 5, 2024.**
3. **EXISTING TOPOGRAPHICAL INFORMATION WITHIN ROSE STREET RIGHT OF WAY SOUTH OF THE SITE AND THE SERVICING INFORMATION WITHIN ROSE ST ARE TAKEN FROM ACI SURVEY CONSULTANTS DATED NOVEMBER 21, 2003**
4. **THIS PLAN IS PART OF A SET OF PLANS WHICH COMPRISE OF THE FOLLOWING: C1.1, C1.2, C2.1, AND C2.2.**

No.	REVISION	BY	YYYY-MM-DD
8.			
7.			
6.			
5.			
4.			
3.			
2.	Revised per 1st Submission Comments	JHN	2025-04-25
1.	ISSUED FOR BUILDING PERMIT	JHN	2024-10-18

MTE
Engineers, Scientists, Surveyors
519-743-6500

CLIENT

ALEXANDER CHMELAR

PROJECT

50 ROSE STREET

AYR ONTARIO

DRAWING

EXISTING CONDITIONS PLAN

Project Manager J.NGUYEN	Project No. 55318-200
Design By JHN	Checked By CAD/LEI
Drawn By BDW/MJR	Checked By JHN
Surveyed By OTHERS	Drawing No. C1.1
Date Jun.17/24	
Scale 1:100	Sheet 1 of 4

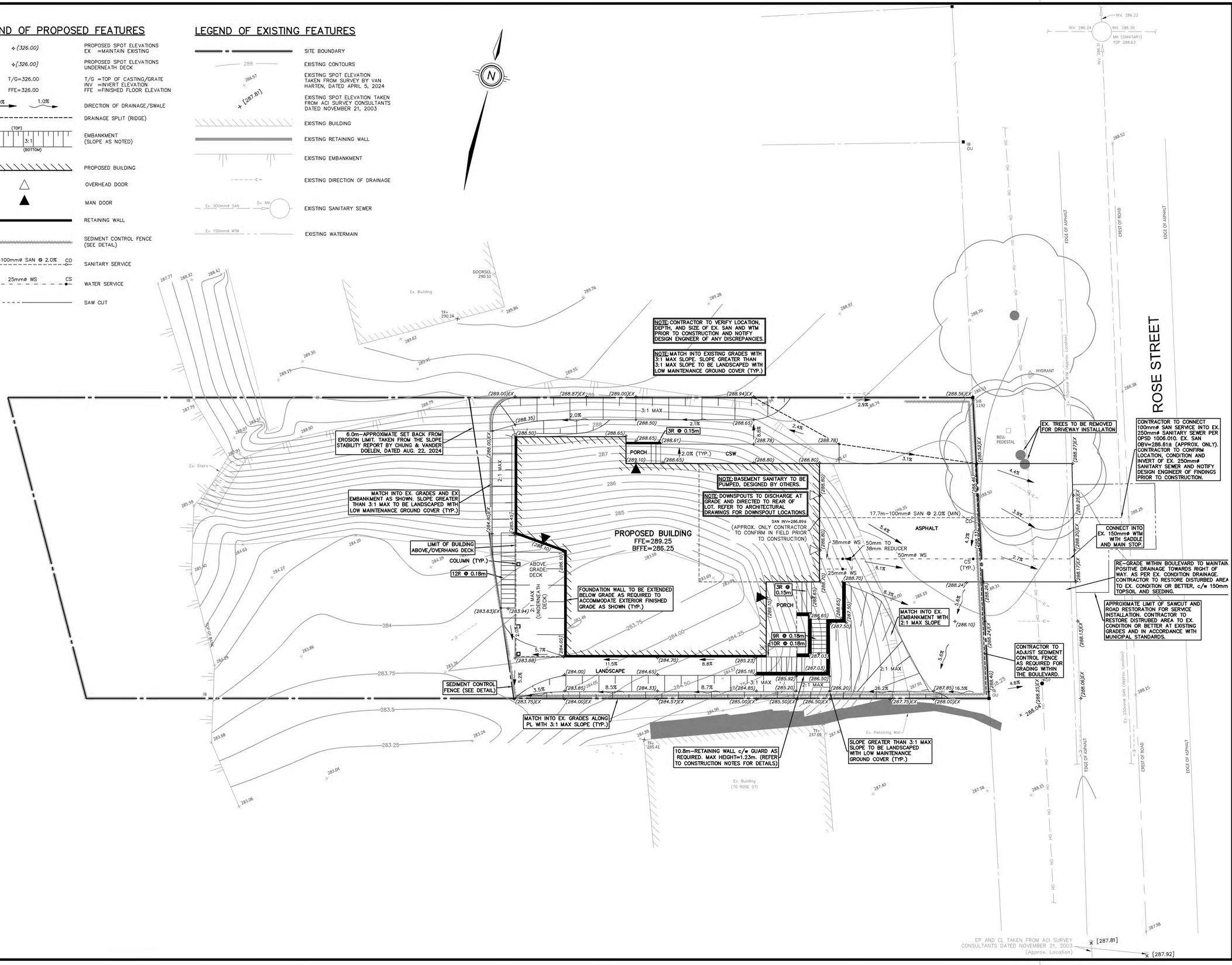
LEGEND OF PROPOSED FEATURES

- PROPOSED SPOT ELEVATIONS EX =MAINTAIN EXISTING
- PROPOSED SPOT ELEVATIONS UNDERNEATH DECK
- T/G=326.00 — T/G =TOP OF CASTING/GRATE; INV =INVERT ELEVATION; FFE =FINISHED FLOOR ELEVATION
- FFE=326.00
- 1.0% 1.0% — DIRECTION OF DRAINAGE/SWALE
- DRAINAGE SPLIT (RIDGE)
- (TOP) 3:1 (BOTTOM) — EMBANKMENT (SLOPE AS NOTED)
- PROPOSED BUILDING
- OVERHEAD DOOR
- MAN DOOR
- RETAINING WALL
- SEDIMENT CONTROL FENCE (SEE DETAIL)
- 17.7m–100mmø SAN @ 2.0% CO — SANITARY SERVICE
- 25mmø WS CS — WATER SERVICE
- SAW CUT

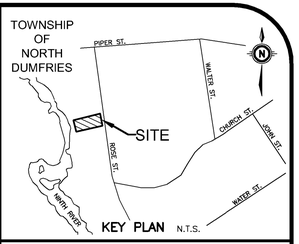
LEGEND OF EXISTING FEATURES

- SITE BOUNDARY
- 288 — EXISTING CONTOURS
- 288.97 + [287.81] — EXISTING SPOT ELEVATION TAKEN FROM SURVEY BY VAN HARTEN, DATED APRIL 5, 2024; EXISTING SPOT ELEVATION TAKEN FROM ACI SURVEY CONSULTANTS DATED NOVEMBER 21, 2003
- EXISTING BUILDING
- EXISTING RETAINING WALL
- EXISTING EMBANKMENT
- EXISTING DIRECTION OF DRAINAGE
- Ex. 300mmø SAN — Ex. MH — EXISTING SANITARY SEWER
- Ex. 150mmø WTM — EXISTING WATERMAIN

N



TOWNSHIP OF NORTH DUMFRIES



KEY PLAN N.T.S.

GEODETIC BM ELEV. = m
REFER TO SURVEY BY VAN HARTEN DATED APRIL 5, 2024.

SITE BENCHMARK ELEV. = m
REFER TO SURVEY BY VAN HARTEN DATED APRIL 5, 2024.

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NOTE:

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2. **EXISTING TOPOGRAPHICAL INFORMATION PROVIDED BY VAN HARTEN DATED APRIL 5, 2024.**
3. **EXISTING TOPOGRAPHICAL INFORMATION WITHIN ROSE STREET RIGHT OF WAY SOUTH OF THE SITE AND THE SERVICING INFORMATION WITHIN ROSE ST ARE TAKEN FROM ACI SURVEY CONSULTANTS DATED NOVEMBER 21, 2003**
4. **THIS PLAN IS PART OF A SET OF PLANS WHICH COMPRISE OF THE FOLLOWING: C1.1, C1.2, C2.1, AND C2.2.**

No.	REVISION	BY	YYYY-MM-DD
8.			
7.			
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5.			
4.			
3.			
2.	Revised per 1st Submission Comments	JHN	2025-04-25
1.	ISSUED FOR BUILDING PERMIT	JHN	2024-10-18

MTE
Engineers, Scientists, Surveyors
519-743-6500

LICENSED PROFESSIONAL ENGINEER — C. A. DAHMER — 100227364 — 2025-04-25 — PROVINCE OF ONTARIO

CLIENT

ALEXANDER CHMELAR

PROJECT

50 ROSE STREET

AYR ONTARIO

DRAWING

SITE GRADING AND SERVICING PLAN

Project Manager J.NGUYEN	Project No. 55318-200
Design By JHN	Checked By CAD/LEI
Drawn By BDW/MJR	Checked By JHN
Surveyed By OTHERS	Drawing No. C2.1
Date Jun.20/24	
Scale 1:100	Sheet 3 of 4

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April 25, 2025 – 5:23:52 PM – Plotted By: Chelsea Dahmer

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CONSTRUCTION NOTES AND SPECIFICATIONS

1. GENERAL

1.1. THESE PLANS ARE NOT FOR CONSTRUCTION UNTIL SIGNED AND SEALED BY ENGINEER AND APPROVED BY THE LOCAL MUNICIPALITY.

1.2. THESE PLANS ARE TO BE USED FOR SERVICING AND GRADING ONLY; ANY OTHER INFORMATION SHOWN IS FOR ILLUSTRATION PURPOSES ONLY. THIS/THESE PLAN/S MUST NOT BE USED TO SITE THE PROPOSED BUILDING.

1.3. NO CHANGES ARE TO BE MADE WITHOUT THE APPROVAL OF THE DESIGN ENGINEER.

1.4. THESE PLANS ARE NOT TO BE REPRODUCED IN WHOLE OR IN PART WITHOUT THE PERMISSION OF MTE CONSULTANTS INC.

1.5. PRIOR TO CONSTRUCTION, THE CONTRACTOR MUST:

1.5.1. CHECK AND VERIFY ALL EXISTING CONDITIONS, LOCATIONS AND ELEVATIONS WHICH INCLUDES BUT IS NOT LIMITED TO THE BENCHMARK ELEVATIONS, EXISTING SERVICE CONNECTIONS AND EXISTING INVERTS. REPORT ALL DISCREPANCIES TO THE ENGINEER PRIOR TO PROCEEDING.

1.5.2. OBTAIN ALL UTILITY LOCATES AND REQUIRED PERMITS AND LICENSES.

1.5.3. VERIFY THAT THE FINISHED FLOOR ELEVATIONS AND BASEMENT FLOOR ELEVATIONS (WHICH MAY APPEAR ON THIS PLAN) COMPLY WITH THE FINAL ARCHITECTURAL DRAWINGS.

1.5.4. CONFIRM ALL DRAWINGS USED FOR CONSTRUCTION ARE OF THE MOST RECENT REVISION.

1.6. THE CONTRACTOR SHALL ASSUME ALL LIABILITY FOR ANY DAMAGE TO EXISTING WORKS. THE CONTRACTOR IS RESPONSIBLE FOR RESTORATION OF ALL DAMAGED AND/OR DISTURBED PROPERTY WITHIN THE MUNICIPAL RIGHT-OF-WAY TO LOCAL MUNICIPALITY STANDARDS

1.7. ALL WORKS ON A MUNICIPAL RIGHT-OF-WAY WITH THE EXCEPTION OF WATERMAIN TAPPING, TO BE INSTALLED BY THE OWNER'S CONTRACTOR AT OWNER'S EXPENSE IN ACCORDANCE WITH THE LOCAL MUNICIPALITY'S "PROCEDURE FOR OFF-SITE WORKS BY PRIVATE CONTRACTOR". THE OWNER AND CONTRACTOR ARE TO ENSURE OFF-SITE WORKS PERMIT IS IN PLACE PRIOR TO CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR RESTORATION OF ALL AFFECTED PROPERTY TO ORIGINAL CONDITION. ALL BOULEVARD AREAS SHALL BE RESTORED WITH 150mm TOPSOIL AND SOD.

1.8. ALL UNDERGROUND SERVICES ARE TO BE CONSTRUCTED IN FULL COMPLIANCE WITH THE ONTARIO PROVINCIAL BUILDING CODE (PART 7, PLUMBING), THE ONTARIO PROVINCIAL STANDARD SPECIFICATIONS (OPSS) AND THE REQUIREMENTS OF THE LOCAL MUNICIPALITY AND THE REGIONAL MUNICIPALITY OF WATERLOO; WHICH CODES AND REGULATIONS SHALL SUPERSEDE ALL OTHERS.

1.9. CONTRACTOR IS RESPONSIBLE FOR CONTACTING ENGINEER 48 HRS PRIOR TO COMMENCING WORK TO ARRANGE FOR INSPECTION. ENGINEER TO DETERMINE DEGREE OF INSPECTION AND TESTING REQUIRED FOR CERTIFICATION OF UNDERGROUND SERVICE INSTALLATION AS MANDATED BY ONTARIO BUILDING CODE, DIVISION C, PART 1, SECTION 1.2.2, GENERAL REVIEW. FAILURE TO NOTIFY ENGINEER WILL RESULT IN EXTENSIVE POST CONSTRUCTION INSPECTION AT CONTRACTORS EXPENSE.

1.10. SANITARY AND STORM SEWERS AND SERVICES TO HAVE A MINIMUM 1.4m COVER TO TOP OF PIPE, WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL INSTALL SHALLOW BURIED PIPE IN ACCORDANCE WITH APPLICABLE "SEWER PIPE INSULATION DETAIL" INDICATED IN DRAWING DETAILS. CONTACT DESIGN ENGINEER FOR "SEWER PIPE INSULATION DETAIL" IF REQUIRED.

1.11. PLAN TO BE READ IN CONJUNCTION WITH MTE DRAWING C1.1, AND C2.1.

1.12. SITE PLAN INFORMATION TAKEN FROM PLAN PREPARED BY SDIS GROUP INC., DATED AUGUST 23, 2024.

1.13. EXISTING TOPOGRAPHIC AND LEGAL INFORMATION TAKEN FROM PLAN PREPARED BY VAN HARTEN, DATED MARCH 21, 2024. MTE ASSUMES THAT ALL TOPOGRAPHICAL INFORMATION IS AN ACCURATE REPRESENTATION OF CURRENT CONDITIONS.

1.14. CONTRACTOR TO OBTAIN WRITTEN PERMISSION FROM ADJACENT PROPERTY OWNER PRIOR TO ENTERING UPON NEIGHBOURING LANDS TO UNDERTAKE ANY WORK. COPIES OF THESE LETTERS OF CONSENT SHALL BE SUBMITTED TO THE DEPARTMENT OF PUBLIC WORKS FOR APPROVAL PRIOR TO ANY WORK BEING PERFORMED. FAILURE TO COMPLY WITH THE ABOVE IS AT CONTRACTOR'S OWN RISK.

1.15. RETAINING WALLS TO BE DESIGNED BY OTHERS. FOR WALLS EXCEEDING 1.0m IN HEIGHT, SHOP DRAWINGS MUST BE SUBMITTED FOR REVIEW AND APPROVAL AND BUILDING PERMIT MUST BE OBTAINED. WALLS OVER 0.6m IN HEIGHT REQUIRE HIGH SIDE OF RETAINING WALLS TO BE BACKFILLED WITH FREE DRAINING MATERIAL.

1.16. ALL RETAINING WALLS 1.0m IN HEIGHT AND OVER MUST BE APPROVED BY THE CBO. ALL RETAINING WALLS LESS THAN 1.0m IN HEIGHT MUST BE APPROVED BY PLANNING.

1.17. SITE SERVICING CONTRACTOR TO TERMINATE ALL SERVICES 1 METRE FROM FOUNDATION WALL.

1.18. FILTER FABRIC TO BE TERRAFIX 200R OR APPROVED EQUAL.

1.19. MAXIMUM GRASSED SLOPE TO BE 3:1. SLOPES GREATER THAN 3:1 TO BE LANDSCAPED WITH LOW MAINTENANCE GROUND COVER.

1.20. SIDE SLOPES OF ALL STOCKPILES OR EXTRACTION FACES TO BE MAINTAINED AT 70 DEGREES OR LESS BETWEEN EARLY APRIL AND LATE AUGUST TO DETER BANK SWALLOWS FROM NESTING.

1.21. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL TRAFFIC AND SAFETY MEASURES DURING THE CONSTRUCTION PERIOD INCLUDING THE SUPPLY, INSTALLATION AND REMOVAL OF ALL NECESSARY SIGNALS, DELINEATORS, MARKERS, AND BARRIERS. ALL SIGNS, ETC. SHALL CONFORM TO THE STANDARDS OF THE LOCAL MUNICIPALITY AND THE MTO MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

1.22. THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND OVERGROUND UTILITIES AND STRUCTURES IS NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND, WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE STARTING WORK, THE CONTRACTOR SHALL INFORM HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

1.23. CONTRACTOR TO MAINTAIN A 'CONFINED TRENCH CONDITION' IN ALL SEWER AND SERVICE TRENCHES.

1.24. FOLLOWING COMPLETION OF PROPOSED WORKS AND PRIOR TO OCCUPANCY INSPECTION, ALL STORM AND SANITARY SEWERS ARE TO BE FLUSHED, AND ALL CATCHBASIN AND CATCHBASIN MANHOLE SUMPS ARE TO BE CLEANED OF DEBRIS AND SILT.

2. SANITARY SEWERS

2.1. PIPE BEDDING FOR RIGID PIPE TO BE CLASS "B" AS PER OPSD 802.030. PIPE BEDDING FOR FLEXIBLE PIPE TO BE AS PER OPSD 802.010. BEDDING MATERIAL AND COVER MATERIAL TO BE GRANULAR "A". TRENCH BACKFILL TO BE NATIVE MATERIAL REPLACED IN 300mm LIFTS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.

2.2. FACTORY FABRICATED WYES SHALL BE USED FOR ALL SERVICE CONNECTIONS.

2.3. SANITARY SEWERS AND SERVICES TO HAVE MINIMUM 1.4m COVER ON TOP OF PIPE. WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL INSTALL SHALLOW BURIED PIPE IN ACCORDANCE WITH APPLICABLE "SEWER PIPE INSULATION DETAIL" INDICATED IN DRAWING DETAILS. INSULATION SHALL BE RIGID EXTRUDED POLYSTYRENE (EPS) BOARD, WITH A THICKNESS SUFFICIENT TO PROVIDE AN RSI-1.76 (R10) INSULATING FACTOR (TYPICALLY 50-65mm). INSULATION BOARD WIDTH SHALL BE 1.8m FOR UP TO 200mm NOMINAL PIPE DIAMETER, 2.4m FOR 201mm-800mm DIAMETER AND 3.0m FOR 801mm-1400mm. ALL JOINTS SHALL BE TIGHTLY BUTTED TOGETHER (TAPE OR OTHERWISE SECURE JOINTS TO RESIST MOVEMENT DURING BACKFILL PLACEMENT). RIGID EPS BOARD SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 140kPa (20psi), AND A MAXIMUM WATER ABSORPTION RATE OF 2.0% BY VOLUME. ACCEPTABLE PRODUCTS ARE DOW STYROFOAM-SM OR -HI (FULL LINE), OWENS CORNING FOAMULAR (200, 250, OR HIGHER), PLASTISPAN HD-M28 OR OTHER ENGINEER-APPROVED EQUIVALENT.

2.4. CONTRACTOR RESPONSIBLE FOR TESTING OF SANITARY SEWERS IN ACCORDANCE WITH OPSS 410.

3. WATERMAINS

3.1. PIPE BEDDING FOR RIGID PIPE TO BE CLASS "B" AS PER OPSD 802.030. PIPE BEDDING FOR FLEXIBLE PIPE TO BE AS PER OPSD 802.010. BEDDING MATERIAL AND COVER MATERIAL TO BE GRANULAR "A". TRENCH BACKFILL TO BE NATIVE MATERIAL REPLACED IN 300mm LIFTS AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.

3.2. WATER SERVICE CONNECTIONS 50mmø AND SMALLER, SHALL BE TYPE "K" SOFT COPPER ASTM B88, ALUMINIUM COMPOSITE CSA B137.10, OR HDPE SERIES 160 AWWA C 901 WITH SERVICE SADDLE. COPPER SERVICE SHALL HAVE 5.5Kg ANODE.

3.3. WATERMAIN FITTINGS TO BE SUPPLIED WITH MECHANICAL JOINT RESTRAINTS. FOR WATERMAIN PIPE SIZES 150mmø OR LESS ALL PIPE JOINTS TO BE RESTRAINED WITHIN 5.0m FROM ALL FITTINGS, IN EACH DIRECTION, UNLESS SHOWN OTHERWISE ON THE CONTRACT DRAWINGS. FOR WATERMAIN PIPE SIZES GREATER THAN 150mmø ALL PIPE JOINTS TO BE RESTRAINED WITHIN 10.0m FROM ALL FITTINGS, IN EACH DIRECTION, UNLESS SHOWN OTHERWISE ON THE CONTRACT DRAWINGS. ALL TEES TO HAVE MINIMUM 2.0m SOLID PIPE LENGTH ON EACH RUN OF THE TEE, OR PROVIDE A THRUST BLOCK PER OPSD 1103.010.

3.4. ALL METALLIC FITTINGS (EXCLUDING CURB/MAIN STOP AND BRASS FITTINGS) AND APPURTENANCES INCLUDING SADDLES, VALVES, TEES, BENDS ETC ARE TO BE WRAPPED WITH AN APPROVED PETROLATUM SYSTEM CONSISTING OF PASTE, MASTIC AND TAPE. PARTICULAR ATTENTION SHALL BE PAID TO ANODE INSTALLATION. CONTRACTOR TO REFER TO THE MOST RECENT EDITION OF THE LOCAL MUNICIPALITY AND AREA MUNICIPALITIES DESIGN GUIDELINES AND SUPPLEMENTAL SPECIFICATIONS FOR MUNICIPAL SERVICES.

3.5. PVC WATERMAIN SHALL HAVE TWU STRANDED COPPER, AWG8 TRACER WIRE STRAPPED TO TOP AT 5 METRE INTERVALS. TRACER WIRE SHALL BE BROUGHT TO THE SURFACE AT ALL HYDRANTS AND CAD WELDED TO THE LOWER FLANGE OF THE HYDRANT.

3.6. MAIN STOPS, CURB STOPS AND COUPLINGS SHALL BE AWWA C-800 COPPER TO COPPER FLANGED OR COMPRESSION CONNECTION OR APPROVED EQUIVALENT.

3.7. SERVICE BOXES TO BE FERGUSON ECLIPSE TYPE FIGURE 222 SIZE NO. 9 OR APPROVED EQUIVALENT COMPLETE WITH ROD AND PLUG.

3.8. WATER CONNECTIONS MAY BE PLACED IN THE SAME TRENCH WITH A STORM OR SANITARY CONNECTION ONLY IF A MINIMUM VERTICAL SEPARATION OF 500mm IS MAINTAINED BETWEEN THE WATER SERVICE AND ANY OTHER PIPE, IN ACCORDANCE WITH SECTION 7.3.5.7.(2)(a)(i) OF THE ONTARIO BUILDING CODE.

3.9. ALL WATERMAINS AND SERVICES TO HAVE MINIMUM 2.0m COVER ON TOP OF PIPE. WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL CONTACT DESIGN ENGINEER FOR "WATER PIPE INSULATION DETAIL".

3.10. ALL WATERMAINS AND SERVICES TO HAVE MINIMUM 2.0m COVER ON TOP OF PIPE. WHERE COVER TO TOP OF PIPE IS DEFICIENT, CONTRACTOR SHALL INSTALL SHALLOW BURIED PIPE IN ACCORDANCE WITH APPLICABLE "WATER PIPE INSULATION DETAIL" INDICATED IN DRAWING DETAILS. INSULATION SHALL BE RIGID EXTRUDED POLYSTYRENE (EPS) BOARD, WITH A THICKNESS SUFFICIENT TO PROVIDE AN RSI-3.52 (R20) INSULATING FACTOR (TYPICALLY 100-130mm). INSULATION BOARD WIDTH SHALL BE 2.4m FOR UP TO 200mm NOMINAL PIPE DIAMETER, 3.0m FOR 201mm-305mm DIAMETER. INSULATION BOARD SHALL BE INSTALLED WITH MINIMUM2-LAYERS, OVERLAPPED MINIMUM 300mm AT ALL JOINTS. ALL JOINTS SHALL BE TIGHTLY BUTTED TOGETHER (TAPE OR OTHERWISE SECURE JOINTS TO RESIST MOVEMENT DURING BACKFILL PLACEMENT). RIGID EPS BOARD SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 140kPa (20psi), AND A MAXIMUM WATER ABSORPTION RATE OF 2.0% BY VOLUME. ACCEPTABLE PRODUCTS ARE DOW STYROFOAM-SM OR -HI (FULL LINE), OWENS CORNING FOAMULAR (200, 250, OR HIGHER), PLASTISPAN HD-M28 OR OTHER ENGINEER-APPROVED EQUIVALENT.

3.11. ALL WATERMAIN TO BE PRESSURE TESTED IN ACCORDANCE WITH OPSS 441. DISINFECT ALL WATERMAIN IN ACCORDANCE WITH AWWA C 651-99 INCLUDING CHLORINATION, BACKFLOW PREVENTOR AND 24 HOUR DUPLICATE SAMPLING. ALL TESTING AND DISINFECTION TO BE COMPLETED UNDER THE SUPERVISION OF THE ENGINEER. **(CONTRACTOR TO SUBMIT WATER COMMISSIONING PLAN IN ACCORDANCE WITH DOSSMS. THIS PLAN MUST BE APPROVED BY THE LOCAL MUNICIPALITY PRIOR TO ANY WATERMAIN WORK).**

4. EROSION AND SEDIMENT CONTROL

4.1. CONTRACTOR TO INSTALL EROSION CONTROL MEASURES AS SHOWN PRIOR TO CONSTRUCTION AND MAINTAIN IN GOOD CONDITION UNTIL CONSTRUCTION IS COMPLETED AND ALL DISTURBED GROUND SURFACES HAVE BEEN RESTABILIZED EITHER BY PAVING OR RESTORATION OF VEGETATIVE COVER.

4.2. ALL SEDIMENT CONTROL FENCING TO BE INSTALLED PRIOR TO ANY AREA GRADING, EXCAVATING OR DEMOLITION COMMENCING.

4.3. EROSION CONTROL FENCING TO BE INSTALLED AROUND BASE OF ALL STOCKPILES. ALL STOCKPILES TO BE KEPT 2.5m MINIMUM FROM PROPERTY LINE.

4.4. ADDITIONAL EROSION CONTROL MEASURES MAY BE REQUIRED AS SITE DEVELOPMENT PROGRESSES. CONTRACTOR TO PROVIDE ALL ADDITIONAL EROSION CONTROL STRUCTURES.

4.5. EROSION CONTROL STRUCTURES TO REMAIN IN PLACE UNTIL ALL DISTURBED GROUND SURFACES HAVE BEEN RESTABILIZED.

4.6. NO ALTERNATE METHODS OF EROSION PROTECTION SHALL BE PERMITTED UNLESS APPROVED BY THE ENGINEER AND THE LOCAL MUNICIPALITY'S DEPARTMENT OF PUBLIC WORKS.

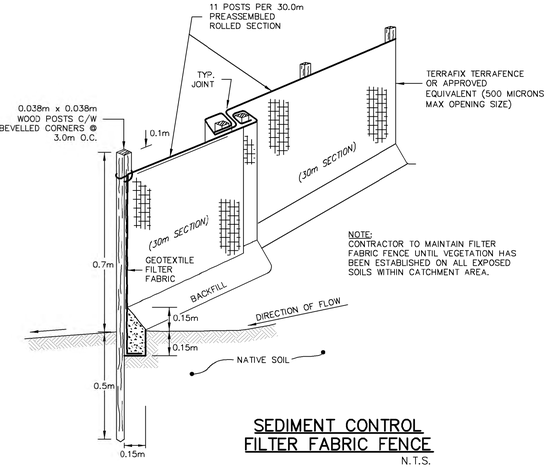
4.7. CONTRACTOR TO CLEAN ROADWAY AND SIDEWALKS OF SEDIMENTS RESULTING FROM CONSTRUCTION TRAFFIC FROM THE SITE EACH DAY.

4.8. CONTRACTOR MUST REMOVE EROSION AND SEDIMENTATION FENCING PRIOR TO COMPLETION OF PROJECT. CONTRACTOR TO HAVE EROSION AND SEDIMENTATION FENCE INSPECTED WHEN VEGETATION HAS ESTABLISHED, BUT PRIOR TO FENCE BECOMING OVERGROWN. ENGINEER'S REPRESENTATIVE TO DETERMINE IF VEGETATION HAS REACHED THE CRITICAL POINT AND WILL THEN INSTRUCT CONTRACTOR TO REMOVE FENCE.

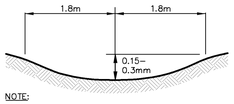
5. MAINTENANCE RECOMMENDATIONS

5.1. EROSION CONTROL STRUCTURES TO BE MONITORED REGULARLY AND ANY DAMAGE REPAIRED IMMEDIATELY. SEDIMENTS TO BE REMOVED WHEN ACCUMULATIONS REACH A MAXIMUM OF 1/3 THE HEIGHT OF THE FENCE.

5.2. OWNER'S REPRESENTATIVE TO MONITOR EROSION CONTROL STRUCTURES TO ENSURE FENCING IS INSTALLED AND MAINTENANCE IS PERFORMED TO CITY REQUIREMENTS.



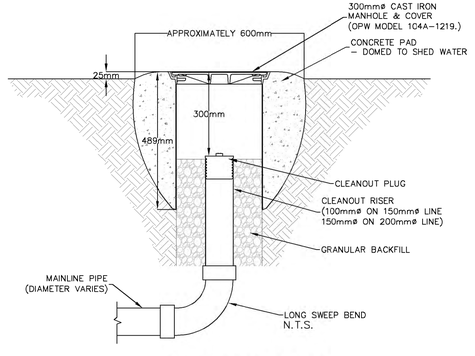
SEDIMENT CONTROL
FILTER FABRIC FENCE
N.T.S.



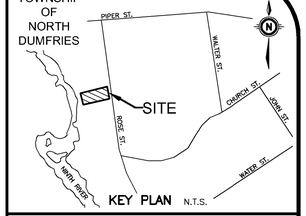
NOTE:

1. OPTIMUM SIDE SLOPE: 1 VERTICAL TO 6 HORIZONTAL
2. MINIMUM SIDE SLOPE: 1 VERTICAL TO 3 HORIZONTAL
3. MINIMUM GRADIENT: 2.0%
4. MAXIMUM GRADIENT: 8.0%
5. GRADE TRANSITIONS SHALL BE SMOOTH TO FACILITATE THE MOWING OPERATION
6. MINIMUM SWALE DEPTH: 150mm
7. MAXIMUM SWALE DEPTH 300mm

TYPICAL DRAINAGE SWALE
N.T.S.



INSTALLATION OF CLEANOUTS
IN VEHICULAR AREAS



GEODETIC BM ELEV. = m
REFER TO SURVEY BY VAN HARTEN DATED APRIL 5, 2024.

SITE BENCHMARK ELEV. = m
REFER TO SURVEY BY VAN HARTEN DATED APRIL 5, 2024.

NOTE TO CONTRACTOR :

DO NOT SCALE DRAWINGS.

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.

ALL DRAWINGS REMAIN THE PROPERTY OF THE ENGINEER AND SHALL NOT BE REPRODUCED OR REUSED WITHOUT THE ENGINEER'S WRITTEN PERMISSION.

THE OWNER/ARCHITECT/CONTRACTOR IS ADVISED THAT M.T.E. CONSULTANTS INC. CANNOT CERTIFY ANY COMPONENT OF THE SITE WORKS NOT INSPECTED DURING CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO NOTIFY M.T.E. CONSULTANTS INC. PRIOR TO COMMENCEMENT OF CONSTRUCTION TO ARRANGE FOR INSPECTION.

NOTE:

1. **PROPERTY LINE IS APPROXIMATE ONLY AND SHOULD NOT BE USED FOR DETERMINING SETBACKS OR LAYOUT.**
2. **EXISTING TOPOGRAPHICAL INFORMATION PROVIDED BY VAN HARTEN DATED APRIL 5, 2024.**
3. **EXISTING TOPOGRAPHICAL INFORMATION WITHIN ROSE STREET RIGHT OF WAY SOUTH OF THE SITE AND THE SERVICING INFORMATION WITHIN ROSE ST ARE TAKEN FROM ACI SURVEY CONSULTANTS DATED NOVEMBER 21, 2003**
4. **THIS PLAN IS PART OF A SET OF PLANS WHICH COMPRISE OF THE FOLLOWING: C1.1, C1.2, C2.1, AND C2.2.**

No.	REVISION	BY	YYYY-MM-DD
8.			
7.			
6.			
5.			
4.			
3.			
2.	Revised per 1st Submission Comments	JHN	2025-04-25
1.	ISSUED FOR BUILDING PERMIT	JHN	2024-10-18

MTE
Engineers, Scientists, Surveyors
519-743-6500

LICENSED PROFESSIONAL ENGINEER
C. A. DAHMER
100227364
2025-04-25
PROVINCE OF ONTARIO

CLIENT
ALEXANDER CHMELAR

PROJECT
50 ROSE STREET
AYR ONTARIO

DRAWING
NOTES AND DETAILS PLAN

Project Manager J.NGUYEN	Project No. 55318-200
Design By JHN	Checked By CAD/LEI
Drawn By BDW/MJR	Checked By JHN
Surveyed By OTHERS	Drawing No. C2.2
Date Jun.20/24	
Scale 1:100	Sheet 4 of 4

April 25, 2025 – 5:24:25 PM – Plotted By: Chelsea Dahmer

Memorandum

To: Township of North Dumfries
Engineering and Public Works Department

MTE File No.: C55318-200

Date: April 25, 2025

From: Chelsea Dahmer, P.Eng.

Project Name: 50 Rose Street

Re: SWM Technical Memorandum
Registered Plan: Plan 67 R – 1718 ; Assessment Roll #: 300101000114505

MTE Consultants Inc. was retained to complete the grading and servicing design for the proposed single residential dwelling to be constructed at 50 Rose Street in Ayr, Township of North Dumfries.

The site is bounded to the north and south by existing residential dwellings, to the east by Rose Street, and to the west by the Nith River. The site is currently vacant and comprises approximately 0.103ha. The developable area for the proposed dwelling is 0.055ha due to required setbacks from the Nith River. Under the proposed conditions, the site's imperviousness will be 31.8%.

In the existing condition, drainage from the site currently drains towards the Nith River to the west of the site. Based on a review of the current survey by Van Harten (dated April 5, 2024) and road information from an older survey conducted for the 70 Rose Street property by ACI Survey Consultants (dated November 21, 2003), it has been confirmed that a drainage split exists along the east property line and adjacent boulevard, preventing right-of-way runoff from draining through the subject site toward the river. This drainage split and berm continues southward along Rose Street and terminates before the Rose Street wastewater pumping station at 10 Rose Street. Elevation checks along the asphalt edge and road centerline confirm that runoff within the right-of-way flows south along Rose Street, not through the site.

Under the proposed condition, a swale is proposed along the south property line of the proposed house. Grading for the driveway is proposed such that most of the runoff will drain toward a low point located just south of the driveway at the property line. From there, drainage will flow into a swale within the front yard landscaped area and continue into a proposed property line swale between the subject property and 70 Rose Street. This swale will collect runoff from part of the front landscape area and the south side yard, as well as the northerly side yard of 70 Rose Street, ultimately discharging west to the river. Only a small portion of the driveway, located within the boulevard, will drain toward the Rose Street right-of-way, which is consistent with the existing drainage conditions. Runoff generated from the building rooftop, side and rear yards is proposed to drain towards the Nith River via the side yard swales proposed to the north and south of the proposed house.

There is an existing low-laying area located within the site near the southwest corner of the proposed building. Areas flowing towards this area are determined to be only within the property boundary and some external drainage area from the northern neighboring property. This low-laying area is located within the re-grading limit proposed for the building and is proposed to be filled. As per the proposed design, all runoff north and south of the proposed building will be directed to the side yard swales onto the Nith River. External drainage from the neighboring properties will not be blocked by the proposed house. Refer to MTE Drawing C2.1 for the detailed grading design.

No water quantity control is required for this site due to the proximity of the Site to the Nith River. Runoff from the driveway is minimal and will be directed via grassed swales. Furthermore, runoff generated from the building rooftop and landscape areas is considered clean. Therefore, no water quality control is required for the site.

Due to the size of the site and the insignificant increase in imperviousness of a residential dwelling, we do not anticipate any major impact on the existing drainage conditions.

If you have any questions or concerns, please feel free to reach out to the undersigned.

Yours truly,

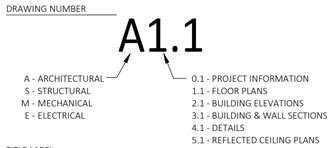
MTE Consultants Inc.

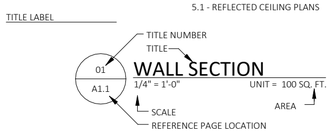
Chelsea Dahmer, P.Eng.
Design Engineer
519-743-6500 ext. 1285
cdahmer@mte85.com

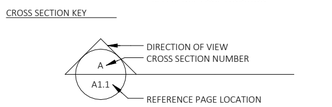
JHN:dlb

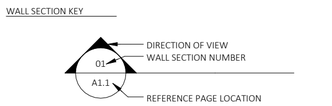
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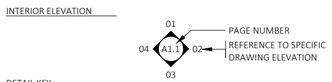
DRAWING SYMBOL LEGEND

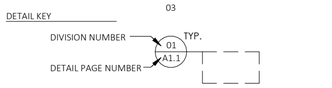


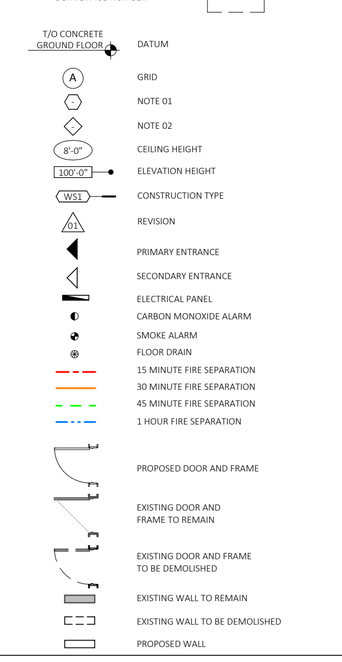












AIR BARRIER NOTES

1. DOOR AND WINDOW FRAMES ARE TO BE SPRAY FOAMED AND SEALED TO THE INTERIOR OR EXTERIOR AIR BARRIER.
2. IF THE AIR BARRIER IS LOCATED ON EXTERIOR, SEAL GAPS BETWEEN INSULATION AND DOOR OR WINDOW FRAME. RIGID INSULATION IS TO BE CAULKED TO THE TOP AND BOTTOM PLATES.
3. BELTS AT FOUNDATION AND BRICK CANTILEVERS ARE TO BE WRAPPED WITH FLEXIBLE AIR BARRIER MATERIAL AND SEALED TO THE INTERIOR VAPOUR BARRIER AND FOUNDATION WALL AS PER OBC 9.25.3.3.(6) & (8).
4. WALLS ABUTTING ATTIC SPACE AND INTERIOR SPACE ARE TO BLOCKED SO THE AIR BARRIER CAN BE SEALED ALONG THE BLOCKING WITH AN APPROVED SEALANT AS PER OBC 9.25.3.3.(9)
5. ALL PENETRATIONS THROUGH THE WALL OR CEILING AIR BARRIER ARE TO BE TAPED AND CAULKED. ALL BUTT JOINTS IN PANEL TYPE AIR BARRIERS ARE TO BE TAPED AS PER 9.25.3.3.(9).
6. SEAL AROUND ALL ATTIC HATCHES.
7. ALL LAPS IN AIR BARRIER LOCATED BEHIND TUBS, SHOWERS AND FIREPLACES ARE TO BE SEALED AND CLAMPED AS PER OBC 9.25.3.3.(3).
8. ALL PENETRATIONS THROUGH BELTS (PLUMBING, HVAC ETC.) TO BE SEALED WITH SPRAY FOAM AND CAULKED AS PER OBC 9.25.3.3.(3).
9. ALL SUMP PITS TO HAVE A SEALED COVER ASD PER OBC 9.25.3.3.(16).
10. CLEANOUTS COVERS TO BE SEALED AND WEATHER STRIPPED AS PER OBC 925.3.3.(16).
11. AIR BARRIER TO BE CONTINUOUS THROUGH ENTIRE BASEMENT AS PER OBC 9.25.3.1.(2).
12. CAULKING IS REQUIRED AT PERIMETER OF FOUNDATION WALL/FLOOR JOINT AND ALL PIPE AND POST PENETRATIONS AS PER OBC 9.25.3.3.(15).
13. MAINTAIN AIR BARRIER BETWEEN COLD ROOM AND BASEMENT AS PER OBC 9.25.3.1.(1).
14. AIR BARRIER IS A SEPARATE INSPECTION WHICH MUST BE CALLED PRIOR TO ANY EXTERIOR FINISH (BRICK, SIDING, ETC.) BEING INSTALLED. BUILDER IS RESPONSIBLE TO ENSURE AIR BARRIER ARE IN PLACE WHEN INSPECTION IS CALLED.

GENERAL NOTES

1. CONTRACTOR SHALL REVIEW THE CONSTRUCTION DRAWINGS AND REPORT ANY ERRORS OR OMISSIONS TO THE DESIGNER PRIOR TO PROCEEDING WITH THE WORK OF THE CONTRACT. PROCEEDING WITHOUT NOTIFICATION, OR IF CHANGES ARE MADE WITHOUT THE APPROVAL OF THE DESIGNER, THIS WILL VOID ALL RESPONSIBILITY AND LIABILITY OF THE DESIGNER.
2. IT IS THE CONTRACTORS RESPONSIBILITY TO ENSURE ALL CONSTRUCTION SHALL CONFORM TO THE REQUIREMENTS OF THE ONTARIO BUILDING CODE, ALL OTHER CODES AND REQUIREMENTS OF THE MUNICIPALITY HAVING JURISDICTION. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONFORM WITH THESE SECTIONS OF THE CODE WHERE APPLICABLE AND IT IS THE CONTRACTORS RESPONSIBILITY TO BE FAMILIAR WITH PART 9 OF THE ONTARIO BUILDING CODE.
3. DRAWINGS ARE NOT TO BE SCALED.
4. IT IS THE CONTRACTORS RESPONSIBILITY TO:
   a) VERIFY AND CHECK ALL DIMENSIONS PRIOR TO AND DURING CONSTRUCTION.
   b) DETERMINE LOCATIONS OF SERVICES.
   c) WHERE DISCREPANCIES OCCUR, CONSULT WITH THE BUILDING DEPARTMENT OR THE DESIGNER PRIOR TO EXECUTION OF THE WORK.
5. WHERE EXISTING CONCRETE FOUNDATION WALLS, FOOTINGS AND SLABS ARE TO REMAIN, CONTRACTOR SHALL TAKE EVERY PRECAUTIONS TO PREVENT COLLAPSE OF EXISTING WALLS DURING CONSTRUCTION. WHERE CONSULTANT OR BUILDING DEPARTMENT REQUIRES CONFIRMATION OF SUB-SURFACE CONDITIONS, CONTRACTOR SHALL FACILITATE REMOVALS AS DIRECTED TO EXPOSE CONDITIONS REQUIRED.
6. PRIOR TO CONSTRUCTION, A BUILDING PERMIT MUST BE ISSUED FOR THE SCOPE OF WORK. PROCEEDING WITHOUT A ISSUED BUILDING PERMIT WILL VOID ALL RESPONSIBILITY AND LIABILITY OF THE DESIGNER.
7. THE USE OF THESE PLANS SHALL BE RESTRICTED TO THE ORIGINAL PROJECT SITE FOR WHICH THEY WERE CREATED FOR.

WOOD FRAME CONSTRUCTION NOTES

1. ALL WOOD FRAME CONSTRUCTION TO BE CONSTRUCTED AS PER SECTION 9.23 OF THE ONTARIO BUILDING CODE.
2. ALL STRUCTURAL WOOD LUMBER TO BE S.P.F.#1 OR S.P.F. #2 CONSTRUCTION OR BETTER AND FREE FROM ABOVE NORMAL DEFECT UNLESS NOTED OTHERWISE. LUMBER SIZES TO BE AS DETERMINED FROM THE SPAN TABLES OF THE ONTARIO BUILDING CODE.
3. JOIST END BEARING SHALL BE 1 1/2" MINIMUM.
4. BEAMS AND GIRDERS SHALL HAVE 3 1/2" MINIMUM END BEARING.
5. BEAMS AND POINTS LOADS SHALL BE SUPPORTED FULL WIDTH TO FOUNDATION.
6. WHERE WOOD COMES IN DIRECT CONTACT WITH CONCRETE SURFACES, SUCH AS SLABS OR BASEMENT WALLS, WOOD PLATES SHALL BE PRESSURE TREATED OR ADEQUATELY SEPARATED FROM THE CONCRETE BY MEANS OF BARRIER, LIKE 6 MIL POLY.
7. THE GENERAL CONTRACTOR SHALL TAKE PRECAUTIONS TO NOT OVERLOAD THE STRUCTURE DURING CONSTRUCTION. CONTRACTOR TO PROVIDE WIND BRACING AS REQUIRED.
8. ALL WOOD SUPPORT COLUMNS TO BE A MINIMUM EQUAL IN WIDTH TO THE BEAM SUPPORTED ABOVE. STEEL POSTS TO HAVE A BEARING PLATE MINIMUM EQUAL IN WIDTH TO THE BEAM SUPPORTED ABOVE, PROVIDE 3 1/2" BEARING.
9. PROVIDE MINIMUM DOUBLE JOIST AROUND ALL STAIR OPENINGS.
10. NO JOIST UNDER TOILET OR TUB DRAINS.
11. ANGLE HEADROOM AT STAIRS TO BE A MINIMUM OF 6'-5" CLEARANCE.
12. MAXIMUM ALLOWABLE SPANS FOR STEEL LINTELS SUPPORTING MASONRY VENEER TO BE SIZED AND DETERMINED AS PER OBC TABLE 9.20.5.2.B.
13. WHERE ENGINEERED ROOF TRUSSES ARE BEING USED, REFER TO ENGINEERED ROOF TRUSS DRAWINGS FOR LAYOUT OF TRUSSES. WHERE ENGINEERED FLOOR JOISTS ARE BEING USED, REFER TO ENGINEERED FLOOR JOIST DRAWINGS FOR LAYOUT. IF ANY DISCREPANCIES ARE FOUND, NOTIFY ENGINEER FOR THE ENGINEERED PRODUCT AND DESIGNER.
14. WHERE ENGINEERED WOOD PRODUCTS ARE USED, PROVIDE AND FOLLOW INSTALLATION DOCUMENTATION FROM THE ENGINEERED WOOD SUPPLIER/ENGINEER. PROVIDE A COPY OF ENGINEERED WOOD PRODUCTS ON SITE AND TO THE DESIGNER. NO WORK SHALL PROCEED UNTIL APPROVED DRAWINGS ARE ON-SITE AND IN THE POSSESSION OF THE DESIGNER WOOD TRUSSES SHALL BE STORED, ERECTED AND INSTALLED ACCORDING TO THE MANUFACTURERS WRITTEN DIRECTIONS.
15. NOTCHING AND DRILLING OF ANY STRUCTURAL MEMBER SHALL BE AS PER THE ONTARIO BUILDING CODE OR THE ENGINEERED WOOD SUPPLIERS INFORMATION.
16. WOOD BEAMS SHALL BE APPROPRIATE SIZE AS DETERMINED BY THE OBC TABLES A-8, A-9, A-10, A-11 AND A-12.
17. WOOD LINTELS SHALL CONFORM TO OBC TABLE A-15.

ELECTRICAL NOTES

1. AS PER OBC SECTION 9.34.
2. ALL FLOOR LEVELS SHALL BE EQUIPPED WITH AN INTERCONNECTED SMOKE DETECTORS (TYPICAL FOR ALL UNITS). ALL SMOKE ALARMS ARE TO BE INTERCONNECTED WITHIN THE UNITS AND SHALL HAVE A VISUAL SIGNALING COMPONENT IN ADDITION TO THE TEMPORAL PATTERN IN CONFORMANCE WITH 9.10.19.1 AND SOUND COMPONENT TO 9.10.19.2. LOCATIONS SHOULD BE IN COMPLIANT WITH 9.10.19.3.
3. ALL CARBON MONOXIDE ALARMS TO COMPLY TO 9.33.4 AND LOCATIONS OF ALARMS TO BE IN COMLIANT WITH 9.33.4.2
4. STAIRS MUST HAVE A LIGHT CONTROLLED BY A 3-WAY SWITCH AT THE TOP AND BOTTOM OF THE STAIR.
5. CONTRACTOR TO ENSURE AN ESA PERMIT IS PULLED FOR ANY ELECTRICAL WORK.
6. ALL ROOMS SHALL HAVE CEILING MOUNTED LIGHTS CONTROLLED WITH A LEAST ONE SWITCH.
7. RECEPTACLES SHALL BE LOCATED ALONG THE WALLS ACCORDING TO THE REQUIREMENTS OF THE CANADIAN ELECTRICAL CODE.
8. THE ELECTRICAL CONTRACTOR SHALL WORK WITH THE OWNER IN SELECTING THE APPROPRIATE LOCATION FOR LIGHT FIXTURES AND SWITCHES.

FOOTINGS, FOUNDATION AND CONCRETE SLABS NOTES

1. ALL FOOTINGS, FOUNDATION AND CONCRETE SLABS TO BE CONSTRUCTED AS PER AS PER OBC SECTION 9.15 & 9.16. OF THE ONTARIO BUILDING CODE.
2. ALL FOOTINGS AND FOUNDATIONS SHALL BEAR DIRECTLY ON UNDISTURBED SOIL. CONCRETE FOR FOOTINGS AND FOUNDATIONS TO HAVE MINIMUM COMPRESSIVE STRENGTH OF 25 MPa AT 28 DAYS.
3. CONCRETE FOUNDATION WALLS SHALL EXTEND TO A MINIMUM OF 6" ABOVE FINISHED GRADE.
4. CONCRETE FOUNDATIONS SHALL BE CONSTRUCTED TO SUFFICIENT DEPTH TO PREVENT ADEQUATE FROST PROTECTION. STEP UNDERSIDE OF FOOTINGS IN ACCORDANCE WITH APPROVED LOT GRADING PLAN, BUT NOT GREATER THAN 24" VERTICALLY (MAXIMUM) IN EACH 48" HORIZONTAL (MINIMUM) SPAN.
5. NEW CONCRETE STRIP FOOTINGS TO BE PROVIDED WITH 2-15M REBAR IN FOOTINGS AND MUST HAVE A 2"x4" KEY FOR FOUNDATION WALLS.
6. CONCRETE SLAB ON GRADE:
   a) BASEMENTS: 3" THICK, MINIMUM 20 MPaa. SLOPE BASEMENT FLOORS TO BASEMENT DRAIN AS PROVIDED.
   b) GARAGE: 4" THICK, MINIMUM 32 MPa. SLOPE GARAGE SLABS TO EXTERIOR AT MINIMUM OF 1%.
   c) SUSPENDED CONCRETE SLABS OVER COLD STORAGE (WHERE APPLICABLE): 5" THICK AND REINFORCED WITH 15M REBAR AT 8" EACH WAY WITH A BOTTOM COVER OF 1.25". CONCRETE SHALL BE MINIMUM 25 MPa CONCRETE WITH 6% AIR ENTRAINMENT. SLOPE AWAY FROM BUILDING AT MINIMUM 1%. PROVIDE MINIMUM OF 3" BEARING ON CONCRETE FOUNDATION WALLS.
7. USE A MINIMUM OF 4" COMPACTED LAYER OF 3/4" CLEAR STONE UNDER ALL GROUND SLABS, UNLESS NOTED OTHERWISE.
8. ALL NECESSARY PRECAUTIONS SHALL BE TAKEN TO ENSURE THAT EXISTING FOOTINGS ARE NOT DISTURBED OR UNDERMINED IN ANY WAY DURING EXCAVATION.
9. ALL CONCRETE WORK SHALL CONFIRM WITH CSA STANDARDS.
10. ALL STUD WALLS SHALL BE ANCHORED TO FOUNDATION WALL OR FLOOR SLAB WITH EITHER 2"x4" OR 2"x6", AS REQUIRED, SILL PLATE ON WATERPROOF GASKET ON TOP OF FOUNDATION WALL. ANCHOR WITH MINIMUM 1/2" DIAMETER ANCHOR BOLTS AT 48" O/C.

EXCAVATION AND BACKFILL NOTES

1. ALL EXCACVATION AND BACKFILL TO BE CONSTRUCTION AS PER SECTION 9.12. OF THE ONTARIO BUILDING CODE.
2. EXCAVATION, WHERE REQUIRED, SHALL BE UNDERTAKEN IN SUCH A MANNER SO AS TO PREVENT ANY DAMAGE TO EXISTING STRUCTURES, ADJACENT PROPERTIES AND UTILITIES BOTH BURIED AND ABOVE GROUND.
3. TOPSOIL, VEGETATION AND OTHER ORGANIC MATTER IN UNEXCAVATED AREAS UNDER THE BUILDING SHALL BE REMOVED. THE BOTTOM OF ALL EXCAVATIONS FOR FOUNDATIONS SHALL BE FREE FROM ORGANIC MATERIAL OR OTHER MATERIALS THAT WOULD PREVENT ADEQUATE BEARING CAPACITY FOR THE STRUCTURE.
4. BACKFILL WITHIN 24" OF FOUNDATIONS SHALL BE FREE FROM DELETERIOUS DEBRIS AND STONES OVER 9" IN DIAMETER. PREVENT DAMAGE TO FOUNDATION WALLS AND MEMBRANES ATTACHED TO FOUNDATION WALLS.
5. EXCAVATION AT EXISTING FOUNDATIONS SHALL BE PERFORMED IN A CAREFUL MANNER SO AS TO NOT DISTURB THE EXISTING FOUNDATIONS. DO NOT EXCAVATE BELOW EXISTING FOUNDATIONS, UNLESS UNDERPINNING DETAIL/INSTRUCTIONS HAVE BEEN PERFORMED/PROVIDED.
6. THESE DRAWING AND SPECIFICATIONS DO NOT COVER UNDERPINNING OF EXISTING FOUNDATION WALLS. IF UNDERPINNING IS REQUIRED, THE DESIGN MUST BE PERFORMED BY A PROFESSIONAL ENGINEER.

ROOFING, EAVES AND SOFFIT NOTES

1. ENSURE ROOF AND ALL JUNCTURE POINTS WHERE THE PROPOSED ROOF MEETS THE EXISTING ARE WATER TIGHT. IT IS THE CONTRACTORS RESPONSIBILITY TO ENSURE THE STRUCTURE IS WATER TIGHT AT ALL TIMES.
2. INSTALL 25 YEAR ASPHALT SINGLES OVER ROOF SHEATHING, UNLESS NOTED OTHERWISE. PROVIDE MEMBRANE PROTECTION OVER ENTIRE ROOF SURFACE FOR LOW SLOPE APPLICATION.
3. PROVIDE CONTINUOUS RIDGE AND SOFFIT VENTING OF ALL ROOFS. ENSURE FREE OPENING OF VENTS COMPLIES WITH OBC. VENTILATION FOR ROOF SPACES AT A RATIO OF 1 SQ. FT. MIN. OF UNOBSTRUCTED VENTILATION FOR EACH 300 SQ. FT. OF INSULATED CEILING AREA WITH NOT MORE THAN HALF THE REQUIRED VENTILATION LOCATION AT THE EAVES.
4. PROVIDE PREFINISHED BENT ALUMINUM FASCIA AND SOFFIT INCLUDING ALL APPROPRIATE AND REQUIRED TRIMS. SOFFITS SHALL HAVE CONTINUOUS AIR VENTS FOR ATTIC VENTILATION.
5. EAVESTROUGH AND DOWNSPOUTS SHALL BE SEAMLESS PREFINISHED ALUMINUM AND INSTALLED TO PREVENT MOVEMENT AND DISLODGEMENT FROM ICE, WIND AND SNOW. ENSURE TROUGHS AND DOWNSPOUTS ARE MINIMUM 5" IN WIDTH.

VENTILATION NOTES

1. VENTILATION TO BE CONSTRUCTED AS PER SECTION 9.32. OF THE ONTARIO BUILDING CODE.
2. PROVIDE VENTILATION FOR ROOF SPACES AT A RATIO OF 1 SQ. FT. MIN OF UNOBSTRUCTED VENTILATION FOR EACH 300 SQ. FT. OF INSULATED CEILING AREA WITH NOT MORE THAN HALF THE REQUIRED VENTILATION LOCATION AT THE EAVES.
3. PROVIDE BAFFLES AT THE EAVES TO PERMIT FREE UNOBSTRUCTED AIR FLOW.
4. PROVIDE MECHANICAL VENTILATION SYSTEM TO THE REQUIREMENTS OF OBC 9.32.3. REFER TO MECHANICAL/HVAC CALCULATIONS AND DESING FOR MORE INFROMATION.

EXTERIOR DOORS AND WINDOW NOTES

1. EXTERIOR DOORS AND WINDOWS TO BE CONSTRUCTED AS PER SECTION 9.7. OF THE ONTARIO BUILDING CODE.
2. DOORS TO DWELLING UNITS SHALL BE OPERABLE FROM THE INSIDE WITHOUT THE USE OF KEYS.
3. ALL EXTERIOR DOORS IF WOOD SHALL CONFORM TO CAN/CSA-0132.2-M, IF STEEL INSULATED CONFORM TO CAN/CGSB-82.5
4. WINDOW GLASS SIZE TO COMPLY WITH CURRENT OBC REQUIREMENTS.
5. ALL DOORS AND WINDOWS SHALL CONFORM WITH OBC SECTION 9.7.6

EXTERIOR CLADDING NOTES

1. BRICKS SHALL BE INSTALLED WITH A 1" AIR SPACE BETWEEN THE BACK OF THE BRICK AND THE AIR BARRIER.
2. PROVIDE CORRUGATED STAINLESS STEEL BRICK TIES AT 32" O.C. E.W. FASTENED TO THE STUDS OR WOOD SHEATHING.
3. PROVIDE AIR VENTS AND WEEP HOLES AT THE TOPS AND BOTTOMS OF THE BRICK WALLS AND AT EACH OPENING.
4. PROVIDE PLASTIC BUG SCREENS IN ALL VENTS. SPACING SHALL BE AT 32" O.C. WITH A MINIMUM OF 1 PER OPENING.

HEAT TRANSFER, AIR LEAKAGE & CONDENSATION CONTROL NOTES

1. TO BE CONSTRUCTION AND INSTALLED AS PER SECTION 9.25 OF THE ONTARIO BUILDING CODE.
2. PROVIDE AN AIR BARRIER IN STRICT ACCORDANCE WITH OBC SECTION 9.25.3
3. VAPOUR BARRIER SHALL BE INSTALLED TO PROTECT THE ENTIRE SURFACE OF ANY THERMALLY INSULATED WALL, CEILING & FLOOR ASSEMBLIES AND TO BE INSTALLED ON THE WARM SIDE OF THE INSULATION. ALL PENETRATION OF THE VAPOUR BARRIER TO BE SEALED TO MAINTAIN THE BARRIER SYSTEM.

TYPICAL STAIR DIMENSION NOTES

AS PER OBC SECTION 9.8.
(UNLESS NOTED OTHERWISE ON DRAWINGS)

MAX. RISE = 7 7/8", MIN. RISE = 5"
MAX. RUN = 14", MIN. RUN = 10 1/4"
NOSING = 1"

UNIFORM RISE & RUN ON ANY FLIGHT OF STAIRS
MINIMUM HEADROOM = 6'-5"
GUARD HEIGHT AT LANDING = 35"
GUARD SPACING = 4" (NON CLIMBABLE)
GUARD HEIGHT 2'-0" ABOVE GRADE = 35"

HANDRAILS INSTALLED BETWEEN 31" AND 36"
HANDRAIL REQUIRED ON STAIRS OVER 3 RISERS INSTALLED BETWEEN 31" AND 36"

CONCRETE STAIRS OVER 2 RISERS ARE REQUIRED TO BE SUPPORTED ON FOUNDATION

DRAINAGE NOTES

1. PROVIDE DAMPPROOFING ON EXTERIOR CONCRETE FOUNDATION WALLS.
2. PROVIDE RIGID PLASTIC DRAINAGE BOARD FROM GRADE TO WEEPING TILE. ENSURE SYSTEM IS ADEQUATELY FASTENED TO THE FOUNDATION AND TERMINATED WITH A TERMINATION BAR AT GRADE LEVEL.
3. PROVIDE 4" DIAMETER 'BIG O' PERFORATED DRAINAGE TILE COMPLETE WITH FILTER SOCK AROUND FOOTINGS THAT ARE AT THE BASEMENT FLOOR SLAB LEVEL. WHERE FOOTINGS EXTEND BELOW BASEMENT FLOOR SLAB, DRAINAGE TILE IS NOT REQUIRED IN THESE AREAS.
4. PROVIDE ADEQUATE SLOPE AWAY ROM THE BUILDING FOUNDATION WALLS.

TYPICAL SECONDARY UNIT NOTES

1. ALL SMOKE ALARMS ARE TO BE INTERCONNECTED WITHIN THE UNITS AND SHALL HAVE A VISUAL SIGNALING COMPONENT IN ADDITION TO THE TEMPORAL PATTERN IN CONFORMANCE WITH 9.10.19.1 AND SOUND COMPONENT TO 9.10.19.2. LOCATIONS SHOULD BE IN COMPLIANT WITH 9.10.19.3.
2. A **15 MINUTE** (IF HOUSE IS OLDER THAN 5 YEARS) OR A **45 MINUTE** (IF HOUSE IS LESS THAN 5 YEARS OLD) CONTINUOUS HORIZONTAL FIRE SEPARATION IS REQUIRED BETWEEN EACH UNIT AND COMMON SPACE.
3. A **30 MINUTE** (IF HOUSE IS OLDER THAN 5 YEARS) OR A **45 MINUTE** (IF HOUSE IS LESS THAN 5 YEARS OLD)CONTINUOUS VERTICAL FIRE SEPARATION IS REQUIRED BETWEEN EACH UNIT AND COMMON SPACE.
4. PROVIDE SPRINKLER HEADS TO COVER ALL AREAS WITHIN THE FURNACE ROOM AND AROUND ALL OBSTRUCTIONS IF CONTINUOUS FIRE SEPARATION CANNOT BE ATTAINED BETWEEN UNIT A AND UNIT B.
5. FIRE DAMPERS TO BE INSTALLED IN ACCORDANCE WITH 9.10.13.13 OF THE ONTARIO BUILDING CODE AND ALL SMOKE DETECTORS ARE TO BE INTERCONNECTED BETWEEN BOTH UNITS AND COMMON SPACES.

LIST OF ARCHITECTURAL DRAWINGS

PAGE NUMBER	PAGE NAME
A0.1	GENERAL NOTES
A0.2	ASSEMBLIES AND SCHEDULES
A0.3	SCHEDULES AND BUILDING AREA BREAKDOWNS
A0.4	UPO CALCULATIONS
A1.1	BASEMENT FLOOR PLAN
A1.2	MAIN FLOOR PLAN
A1.3	SECOND FLOOR PLAN
A1.4	ROOF PLAN
A2.1	EAST ELEVATION
A2.2	NORTH ELEVATION
A2.3	WEST ELEVATION
A2.4	SOUTH ELEVATION
A3.1	BUILDING SECTION
A3.2	BUILDING SECTION
A4.1	TYPICAL WALL SECTIONS
A4.2	TYPICAL DETAILS AND FRONT PORCH SECTION

LIST OF STRUCTURAL DRAWINGS

PAGE NUMBER	PAGE NAME
S1.1	FOUNDATION FRAMING PLAN
S1.2	MAIN FLOOR FRAMING PLAN
S1.3	SECOND FLOOR FRAMING PLAN
S1.3.1	STRUCTURAL ROOF FRAMING PLAN
S1.4	STRUCTURAL DETAILS
S1.5	STRUCTURAL NOTES

LIST OF SITE PLAN DRAWINGS

PAGE NUMBER	PAGE NAME
SP1.1	SITE PLAN

THIS DRAWING IS THE PROPERTY OF FINE LINE DRAFTING AND DESIGN INC. & CANNOT BE MODIFIED AND/OR REPRODUCED WITHOUT THE PERMISSION OF FINE LINE DRAFTING AND DESIGN INC.

THE CONTRACTOR MUST VERIFY ALL DIMENSIONS ON SITE AND REPORT AND DISCREPANCIES TO THE DRAFTSPERSON, BEFORE PROCEEDING WITH THE WORK.

DRAWINGS ARE NOT TO BE SCALED.

No.	CHRONOLOGY	DATE
1	ISSUED FOR BUILDING PERMIT	2023.10.10

No.	REVISIONS	DATE

FINE LINE DRAFTING & DESIGN INC

FINE LINE DRAFTING AND DESIGN INC.
519-871-4299
rodneyf@finelinedraftingdesign.ca
finelinedraftingdesign.ca

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

Rodney Friesen
Personal BCIN: 114065
Firm BCIN: 126303

CLIENT

SDIS GROUP INC.

PROJECT NAME

CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

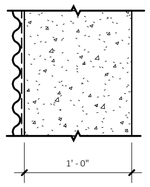
DRAWING TITLE

GENERAL NOTES

DATE	2024.10.10
SCALE	
PROJECT NO.	2024-053
SHEET NO.	**A0.1**

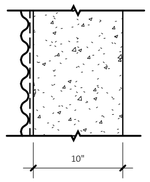
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FOUNDATION WALL ASSEMBLIES



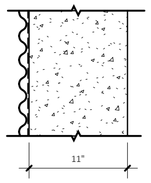
FW1

FOUNDATION WALL ASSEMBLY - FW1
- SPRAY APPLIED WATERPROOFING MEMBRANE AND DRAINAGE LAYER MIN. 2" ABOVE GRADE DOWN TO TOP OF FOOTING (WHERE REQUIRED)
- 12" CAST-IN-PLACE CONCRETE FOUNDATION WALL



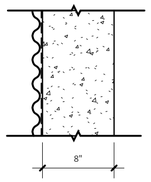
FW2

FOUNDATION WALL ASSEMBLY - FW2
- SPRAY APPLIED WATERPROOFING MEMBRANE AND DRAINAGE LAYER MIN. 2" ABOVE GRADE DOWN TO TOP OF FOOTING (WHERE REQUIRED)
- 10" CAST-IN-PLACE CONCRETE FOUNDATION WALL



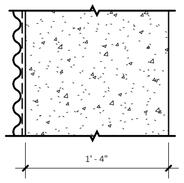
FW3

FOUNDATION WALL ASSEMBLY - FW3
- SPRAY APPLIED WATERPROOFING MEMBRANE AND DRAINAGE LAYER MIN. 2" ABOVE GRADE DOWN TO TOP OF FOOTING (WHERE REQUIRED)
- 11" CAST-IN-PLACE CONCRETE FOUNDATION WALL



FW4

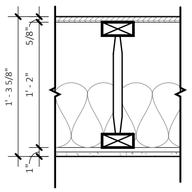
FOUNDATION WALL ASSEMBLY - FW4
- SPRAY APPLIED WATERPROOFING MEMBRANE AND DRAINAGE LAYER MIN. 2" ABOVE GRADE DOWN TO TOP OF FOOTING (WHERE REQUIRED)
- 8" CAST-IN-PLACE CONCRETE FOUNDATION WALL



FW5

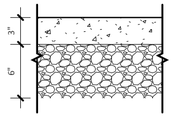
FOUNDATION WALL ASSEMBLY - FW5
- SPRAY APPLIED WATERPROOFING MEMBRANE AND DRAINAGE LAYER MIN. 2" ABOVE GRADE DOWN TO TOP OF FOOTING (WHERE REQUIRED)
- 16" CAST-IN-PLACE CONCRETE FOUNDATION WALL REBAR AS NOTED ON STRUCTURAL PLANS SECTION DETAIL.

FLOOR ASSEMBLIES



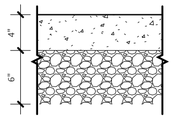
FL1

TYPICAL INTERIOR FLOOR ASSEMBLY - FL1
- FLOOR FINISH, AS PER OWNER
- 5/8" T & G SUBFLOOR GLUED AND SCREWED
- 14" PRE-ENGINEERED I-JOISTS @ 16" o.c.
- SOUND ATTENUATION BATT INSULATION IN JOIST CAVITIES (AS PER OWNER)
- BATT INSULATION REQUIRED ABOVE GARAGE **(R-31)**
- RESILIENT METAL CHANNELS @ 24" O.C.
- 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH



FL2

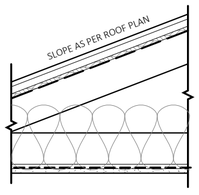
BASEMENT FLOOR ASSEMBLY - FL2
- 3" CONCRETE FLOOR SLAB
- 6" GRAVEL BASE ON ALL COMPACT FILL



FL3

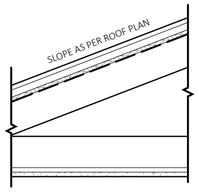
GARAGE FLOOR ASSEMBLY - FL3
- MIN. 4" CONCRETE FLOOR SLAB (32 MPa W/ 5%-8% AIR)
- 6" GRAVEL BASE ON ALL COMPACT FILL (MIN. 2% SLOPE TO GARAGE DOOR)

ROOF ASSEMBLY



RA1

SLOPED ROOF ASSEMBLY - RA1
- ASPHALT SHINGLES
- NON-PERFORATED, ASPHALT-IMPREGNATED FELT UNDERLAYMENT. PROVIDE ICE AND WATER SHIELD AT ROOF EDGE UP SLOPE TO 24" FROM INTERIOR WALL
- 7/16" OR 1/2" O.S.B. OR PLYWOOD ROOF SHEATHING W/H-CLIPS
- STICK FRAMED ROOF STRUCTURE AS PER LOFT ROOF FRAMING PLAN (A1.5)
- ROOF BAFFLES IN EACH CAVITIES TO ALLOW FOR VENTILATION(REFER TO DETAIL ON A4.2)
- 6 MIL. POLY VAPOUR BARRIER
- 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH

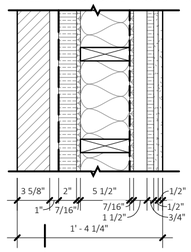


RA2

SLOPED ROOF ASSEMBLY - RA1b
- ASPHALT SHINGLES
- NON-PERFORATED, ASPHALT-IMPREGNATED FELT UNDERLAYMENT. PROVIDE ICE AND WATER SHIELD AT ROOF EDGE UP SLOPE TO 24" FROM INTERIOR WALL
- 7/16" OR 1/2" O.S.B. OR PLYWOOD ROOF SHEATHING W/H-CLIPS
- PRE-ENGINEERED ROOF TRUSSES @ 24" O.C. AS PER APPROVED SHOP DRAWINGS
- PRE-FINISHED PERFORATED SOFFIT

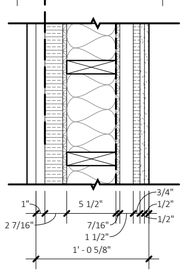
WALL ASSEMBLIES

DIMENSION NOTES:
1. ALL EXTERIOR DIMENSIONS TAKEN FROM EXTERIOR FACE OF EXERIOR MATERIAL AND INTERIOR FACE OF GYPSUM BOARD.
2. ALL INTERIOR DIMENSIONS TAKEN FRROM FACE OF WOOD STUDS.



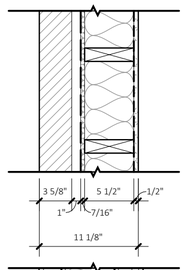
WA1

EXTERIOR WALL ASSEMBLY (BRICK/STONE) - WA1
- BRICK OR STONE, REFER TO ELEVATION
- 1" AIR SPACE
- TYVEK HOUSE WRAP
- 2" RIGID INSULATION **(R-10)**
- 7/16" O.S.B. EXTERIOR SHEATHING
- 2"x6" S.P.F. WOOD STUDS @ 16" O.C.
- FILL VOIDS W/BATT INSULATION **(R-24)**
- 6 MIL. POLY VAPOUR BARRIER
- 7/16" O.S.B. SHEATHING
- 2"x3" WOOD STRAPPING @ 24" O.C.
- RIGID SOUND INSULATION (SONOPAN OR SIMILAR)
- 2 LAYERS 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH



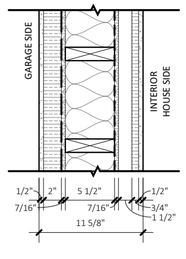
WA2

EXTERIOR WALL ASSEMBLY (SIDING) - WA2
- HORIZONTAL HARDIE BOARD LAP SIDING
- STRAPPING AS REQUIRED BY MANUFACTURER
- TYVEK HOUSE WRAP
- 2" RIGID INSULATION **(R-10)**
- 7/16" O.S.B. EXTERIOR SHEATHING
- 2"x6" S.P.F. WOOD STUDS @ 16" O.C.
- FILL VOIDS W/BATT INSULATION **(R-24)**
- 6 MIL. POLY VAPOUR BARRIER
- 7/16" O.S.B. SHEATHING
- 2"x3" WOOD STRAPPING @ 24" O.C.
- RIGID SOUND INSULATION (SONOPAN OR SIMILAR)
- 2 LAYERS 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH



WA3

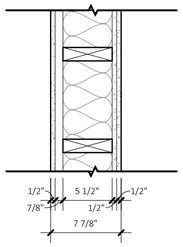
EXTERIOR WALL ASSEMBLY (STONE/BRICK) - WA3
- BRICK OR STONE, REFER TO ELEVATION
- 1" AIR SPACE
- TYVEK HOUSE WRAP
- 7/16" O.S.B. EXTERIOR SHEATHING
- 2"x6" S.P.F. WOOD STUDS @ 16" O.C.
- FILL VOIDS W/BATT INSULATION **(R-24)**
- 6 MIL. POLY VAPOUR BARRIER
- 1 LAYER 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH



WA4

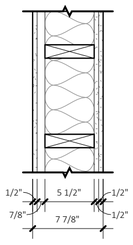
EXTERIOR WALL ASSEMBLY (GARAGE TO HOUSE) - WA3
- 1 LAYER 1/2" GYPSUM BOARD
- TYVEK HOUSE WRAP
- 2" RIGID INSULATION **(R-10)**
- 7/16" O.S.B. EXTERIOR SHEATHING
- 2"x6" S.P.F. WOOD STUDS @ 16" O.C.
- FILL VOIDS W/BATT INSULATION **(R-24)**
- 7/16" O.S.B. SHEATHING
- 2"x3" WOOD STRAPPING @ 24" O.C.
- RIGID SOUND INSULATION (SONOPAN OR SIMILAR)
- 1 LAYERS 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH

NOTE:
- PROVIDE SMOKE-TIGHT JOINTS BETWEEN HOUSE AND GARAGE



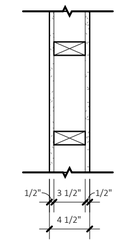
WA5

INTERIOR WALL ASSEMBLY - WA5
- TAPE, MUD/SAND AND PAINT FINISH
- 1 LAYER 1/2" GYPSUM BOARD
- 2"x3" WOOD STRAPPING @ 24" O.C.
- 2"x6" S.P.F. WOOD STUDS @ 16" O.C.
- FILL VOIDS W/SOUND ATTENUATION BATT INSULATION
- 7/16" O.S.B. SHEATHING
- 2 LAYERS 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH



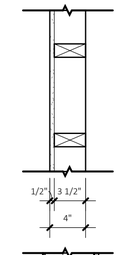
WA6

INTERIOR WALL ASSEMBLY - WA6
- TAPE, MUD/SAND AND PAINT FINISH
- 1 LAYER 1/2" GYPSUM BOARD
- METAL RESILIENT CHANNEL @ 24" O.C.
- 2"x6" S.P.F. WOOD STUDS @ 16" O.C.
- 2 LAYERS 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH



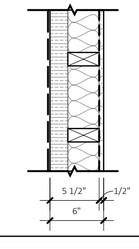
WA7

INTERIOR WALL ASSEMBLY - WA7
- TAPE, MUD/SAND AND PAINT FINISH
- 1 LAYER 1/2" GYPSUM BOARD
- 2"x4" S.P.F. WOOD STUDS @ 16" O.C.
- 1 LAYER 1/2" GYPSUM BOARD
- TAPE, MUD/SAND AND PAINT FINISH



WA8

INTERIOR WALL ASSEMBLY - WA5
- TAPE, MUD/SAND AND PAINT FINISH
- 1 LAYER 1/2" GYPSUM BOARD
- 2"x4" S.P.F. WOOD STUDS @ 16" O.C.



WA9

INTERIOR WALL ASSEMBLY - WA9
- TYVEK MOISTURE BARRIER
- 2" RIGID INSULATION **(R-10)**
- 2"x4" S.P.F. WOOD STUDS @ 16" O.C.
- FILL VOIDS W/BATT INSULATION **(MIN. R-12)**
- 6 MIL. POLY VAPOUR BARRIER

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No.	CHRONOLOGY	DATE
1	ISSUED FOR BUILDING PERMIT	2023.10.10

No.	REVISIONS	DATE

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519-871-4299
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finelinedraftingdesign.ca

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Rodney Friesen
Personal BCIN: 114065
Firm BCIN: 126303

CLIENT

SDIS GROUP INC.

PROJECT NAME

CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

ASSEMBLIES AND SCHEDULES

DATE	2024.10.10
SCALE	1" = 1'-0"
PROJECT NO.	2024-053

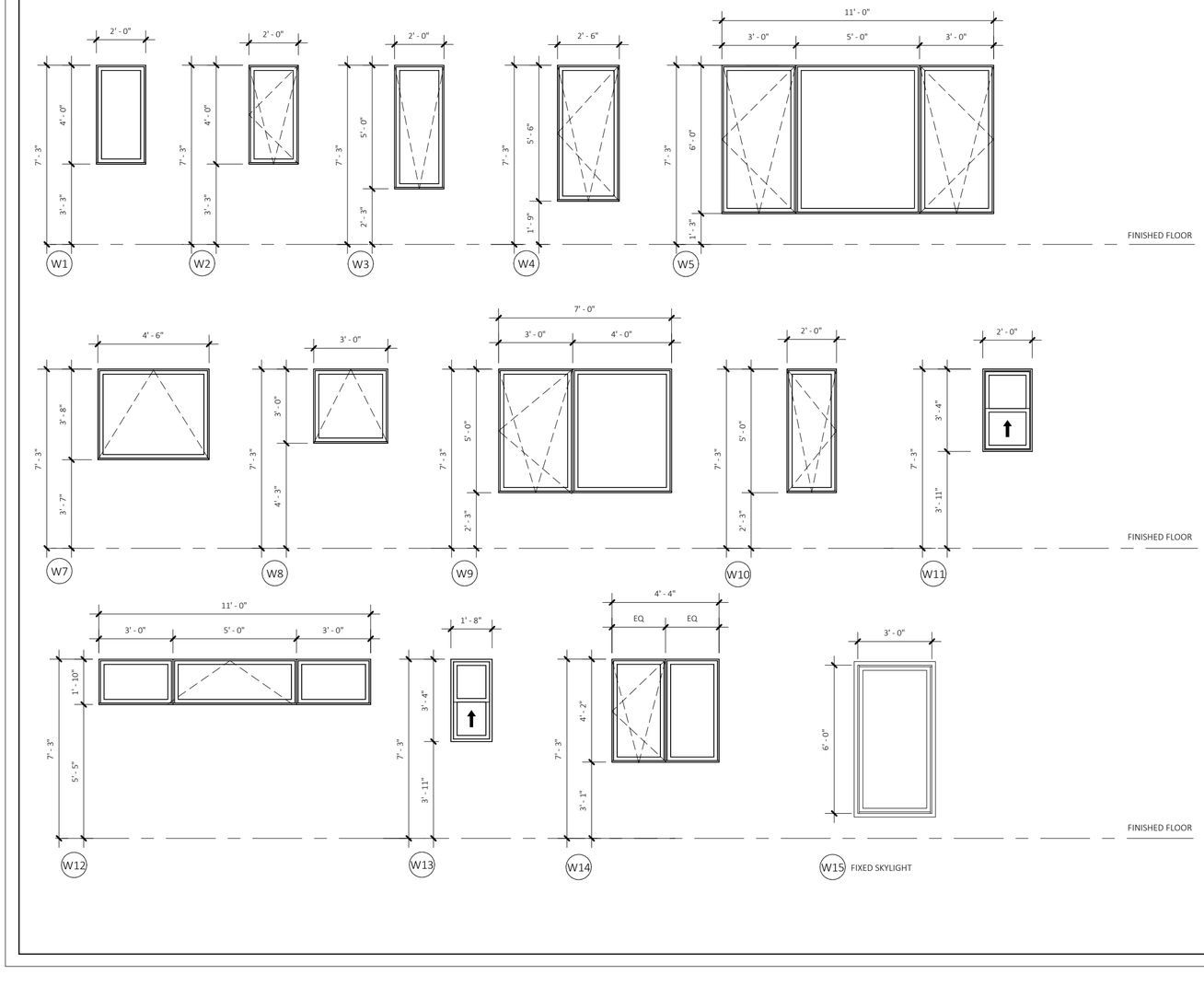
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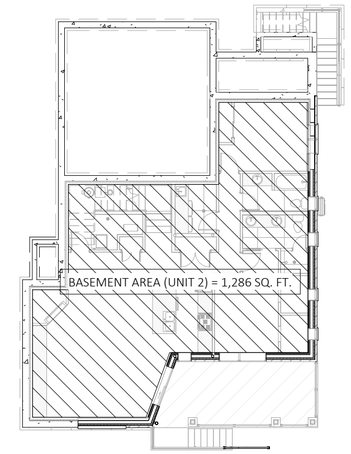
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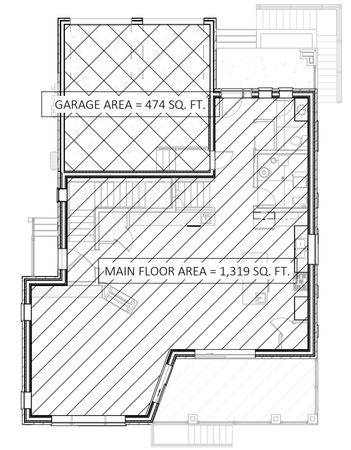
DOOR SCHEDULE

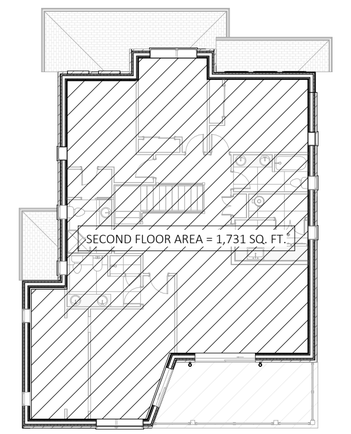
DOOR NO.	DOOR SIZE (WIDTH X HEIGHT)	DOOR FUNCTION	Door Type	DOOR COUNT	REMARKS
D1	3'-0" x 6'-8"	ENTRY SWING DOOR	EXTERIOR DOOR	1	
D2	3'-0" x 6'-8"	ENTRY SWING DOOR	EXTERIOR DOOR	1	
D3	2'-8" x 6'-8"	GARAGE ENTRY DOOR	EXTERIOR DOOR	1	PRE-HUNG INSULATED STEEL SKIN DOOR C/W SELF CLOSURE DEVICE, WEATHERSTRIP AND ALUMINUM THREASHOLD
D4	2'-6" x 6'-8"	BATHROOM SWING DOOR	INTERIOR DOOR	5	
D5	2'-8" x 6'-8"	ENTRY SWING DOOR	INTERIOR DOOR	1	45-MINUTE FIRE RATED DOOR C/W SELF CLOSURE DEVICE
D6	2'-8" x 6'-8"	PASSAGE SWING DOOR	INTERIOR DOOR	4	
D7	2'-8" x 6'-8"	BEDROOM SWING DOOR	INTERIOR DOOR	6	
D9	5'-0" x 6'-8"	TRIPLE SLIDING CLOSET DOOR	INTERIOR DOOR	1	
D10	2 - 1'-6" x 6'-8"	CLOSET FRENCH DOORS	INTERIOR DOOR	2	
D11	4'-6" x 6'-8"	DOUBLE SLIDING CLOSET DOOR	EXTERIOR DOOR	1	
D12	2'-4" x 6'-8"	CLOSET SWING DOOR	INTERIOR DOOR	2	
D13	4'-0" x 6'-8"	CLOSET POCKET DOOR	INTERIOR DOOR	1	
D14	2'-6" x 6'-8"	CLOSET POCKET DOOR	INTERIOR DOOR	1	
D15	6'-0" x 6'-8"	PATIO SLIDING DOOR	EXTERIOR DOOR	3	
D17	9'-0" x 6'-8"	PATIO SLIDING DOOR	EXTERIOR DOOR	2	
D18	2 - 2'-0" x 6'-8"	CLOSET FRENCH DOORS	INTERIOR DOOR	3	
D19	2 - 2'-4" x 6'-8"	CLOSET FRENCH DOORS	INTERIOR DOOR	1	
D20	6'-0" x 6'-8"	PATIO SLIDING DOOR	EXTERIOR DOOR	1	

WINDOW SCHEDULE









LIVABLE BASEMENT AREA (UNIT 2)	= 1,286 SQ. FT.
LIVABLE MAIN FLOOR AREA	= 1,319 SQ. FT.
LIVABLE SECOND FLOOR AREA	= 1,731 SQ. FT.
GARAGE SPACE AREA	= 474 SQ. FT.
BUILDING FOOTPRINT AREA (INCLUDING STAIRS AND DECKS)	= 2,581 SQ. FT.

1 / A0.3 BUILDING AREA BREAKDOWN

1/16" = 1'-0"

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CLIENT

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ONTARIO N0B 1E0

DRAWING TITLE

SCHEDULES AND BUILDING AREA BREAKDOWNS

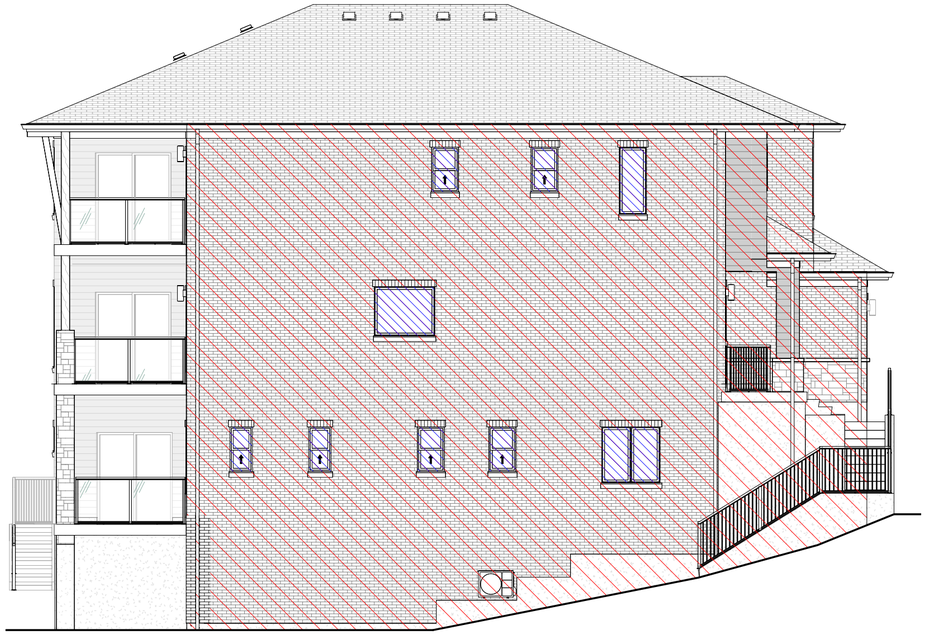
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SCALE	As indicated
PROJECT NO.	2024-053
SHEET NO.	**A0.3**

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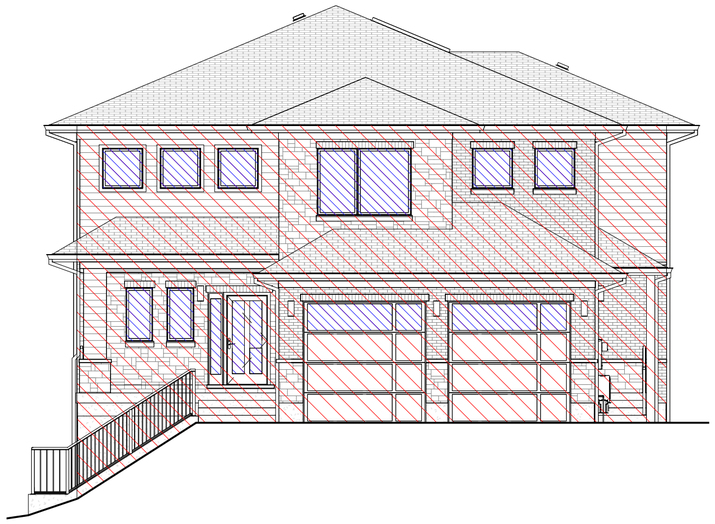
1 A0.4 NORTH (RIGHT) UPO CALCULATION

1/8" = 1'-0"



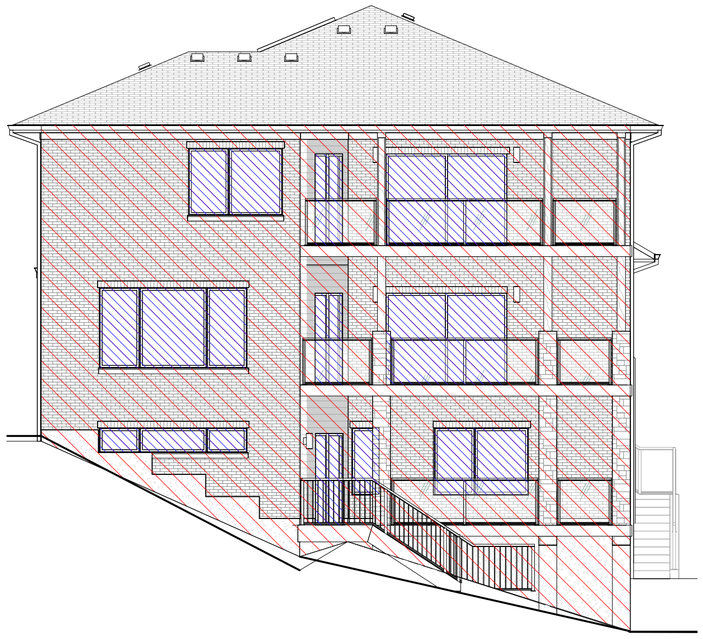
2 A0.4 SOUTH (LEFT) UPO CALCULATION

1/8" = 1'-0"



4 A0.4 EAST (FRONT) UPO CALCULATION

1/8" = 1'-0"



3 A0.4 WEST (REAR) UPO CALCULATION

1/8" = 1'-0"

SPATIAL SEPARATION CALCULATIONS

ELEVATION	E.B.F. (FT^2)	LIMITING DISTANCE (M)	PROPOSED UPO (FT^2)	PROPOSED UPO (%)	PERMITTED UPO (%)
FRONT (EAST)	1,000	9.5	142	14.2	80.25
RIGHT (NORTH)	1,316	2.39	80	6.07	8.5
REAR (WEST)	1,374	± 27.71	331	24.09	100
LEFT (SOUTH)	1,757	2.51	82	4.67	9

2024-10-10 6:23:24 PM

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ONTARIO N0B 1E0

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UPO CALCULATIONS

DATE 2024.10.10	SHEET NO. **A0.4**
SCALE As indicated	
PROJECT NO. 2024-053	

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1	ISSUED FOR BUILDING PERMIT	2023.10.10

PROJECT NORTH

TRUE NORTH

No.	REVISIONS	DATE

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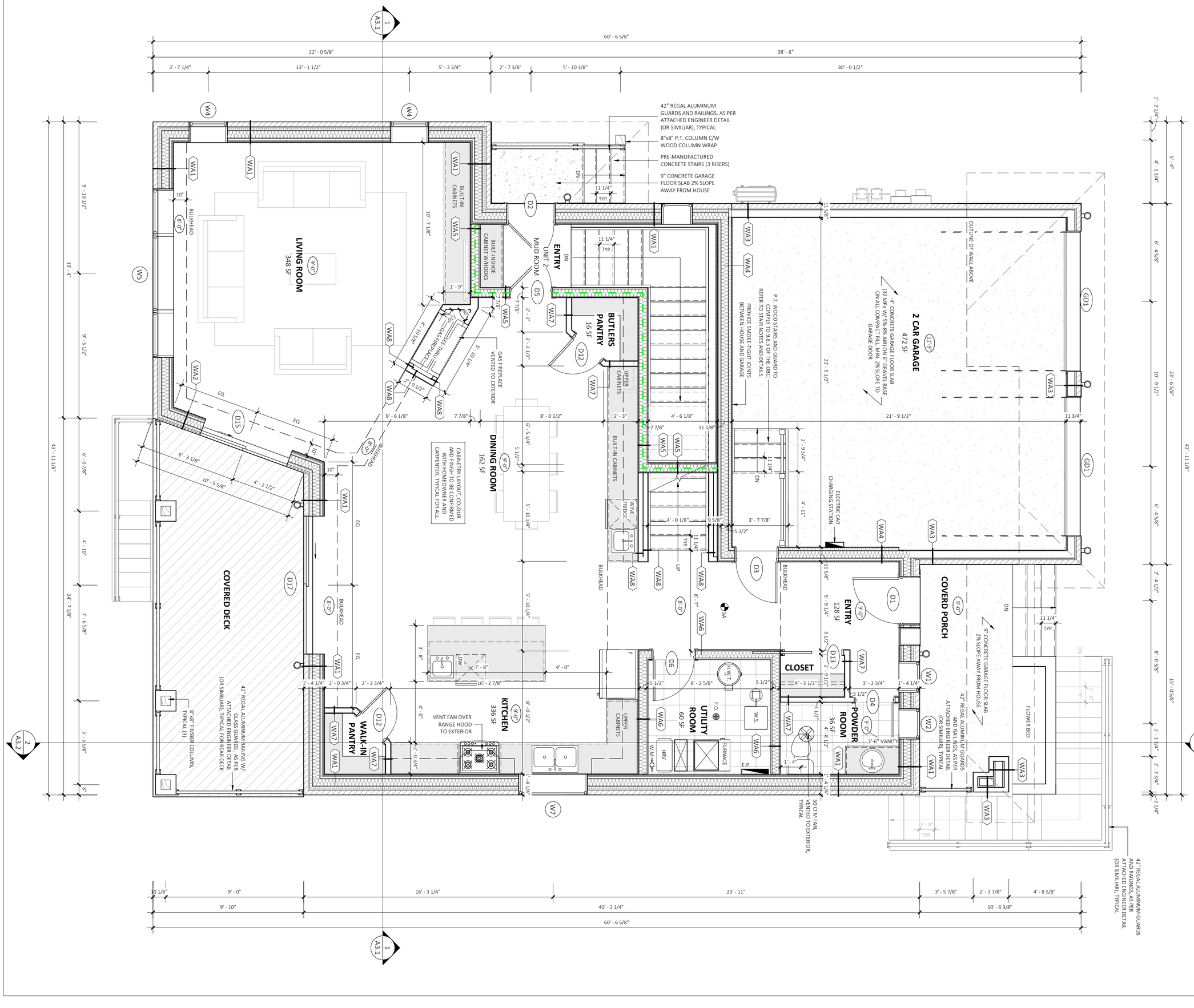
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

BASEMENT FLOOR PLAN

DATE: 2024.10.10	SHEET NO.: **A1.1**
SCALE: 1/4" = 1'-0"	
PROJECT NO.: 2024-053	

2024-10-28 4:28:19 PM



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PROJECT NAME

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DRAWING TITLE

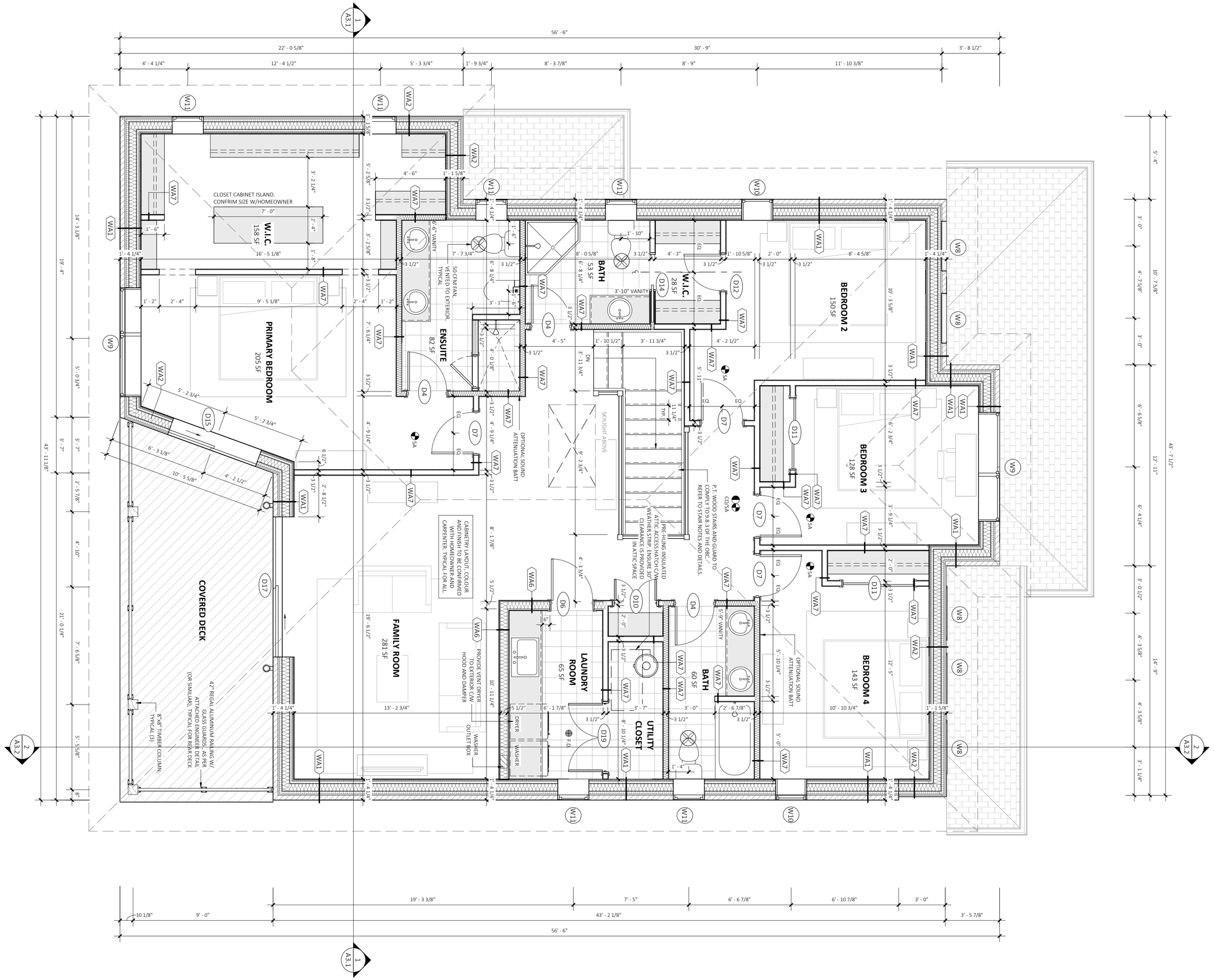
MAIN FLOOR PLAN

DATE	2024.10.10
SCALE	1/4" = 1'-0"
PROJECT NO.	2024-053

SHEET NO.

A1.2

2024-10-28 4:28:33 PM



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PROJECT NAME

CHMELAR RESIDENCE

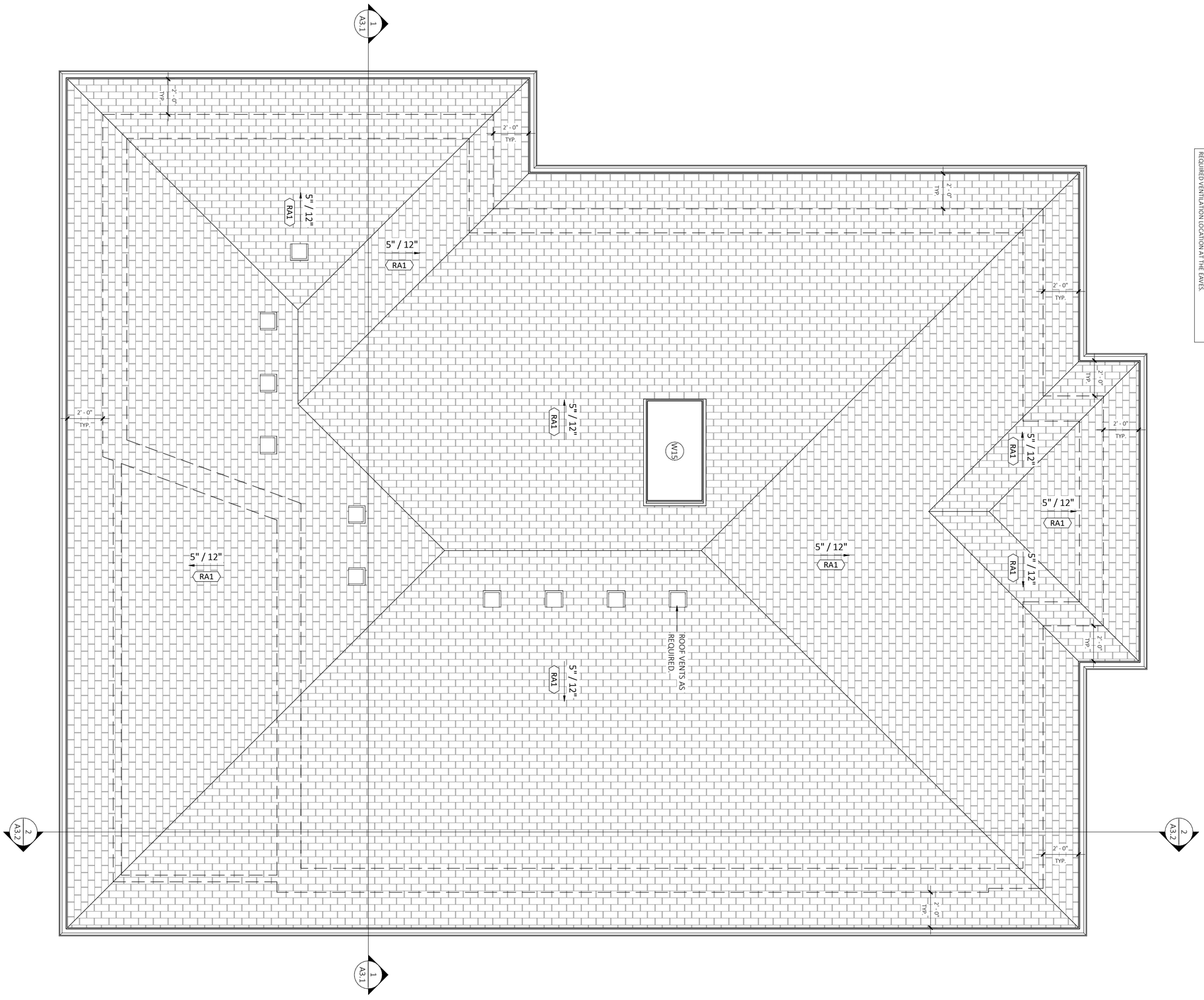
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

SECOND FLOOR PLAN

DATE: 2024.10.10	SHEET NO.: **A1.3**
SCALE: 1/4" = 1'-0"	
PROJECT NO.: 2024-053	

2024-10-28 4:28:46 PM



VENTING NOTE:
PROVIDE CONTINUOUS RIDGE AND SOFFIT VENTING OF ALL ROOFS. ENSURE FREE OPENING OF VENTS COMPLIES WITH OBC. VENTILATION FOR ROOF SPACES AT A RATIO OF 1 SQ. FT. MIN. OF UNOBSTRUCTED VENTILATION FOR EACH 300 SQ. FT. OF INSULATED CEILING AREA WITH NOT MORE THAN HALF THE REQUIRED VENTILATION LOCATION AT THE EAVES.

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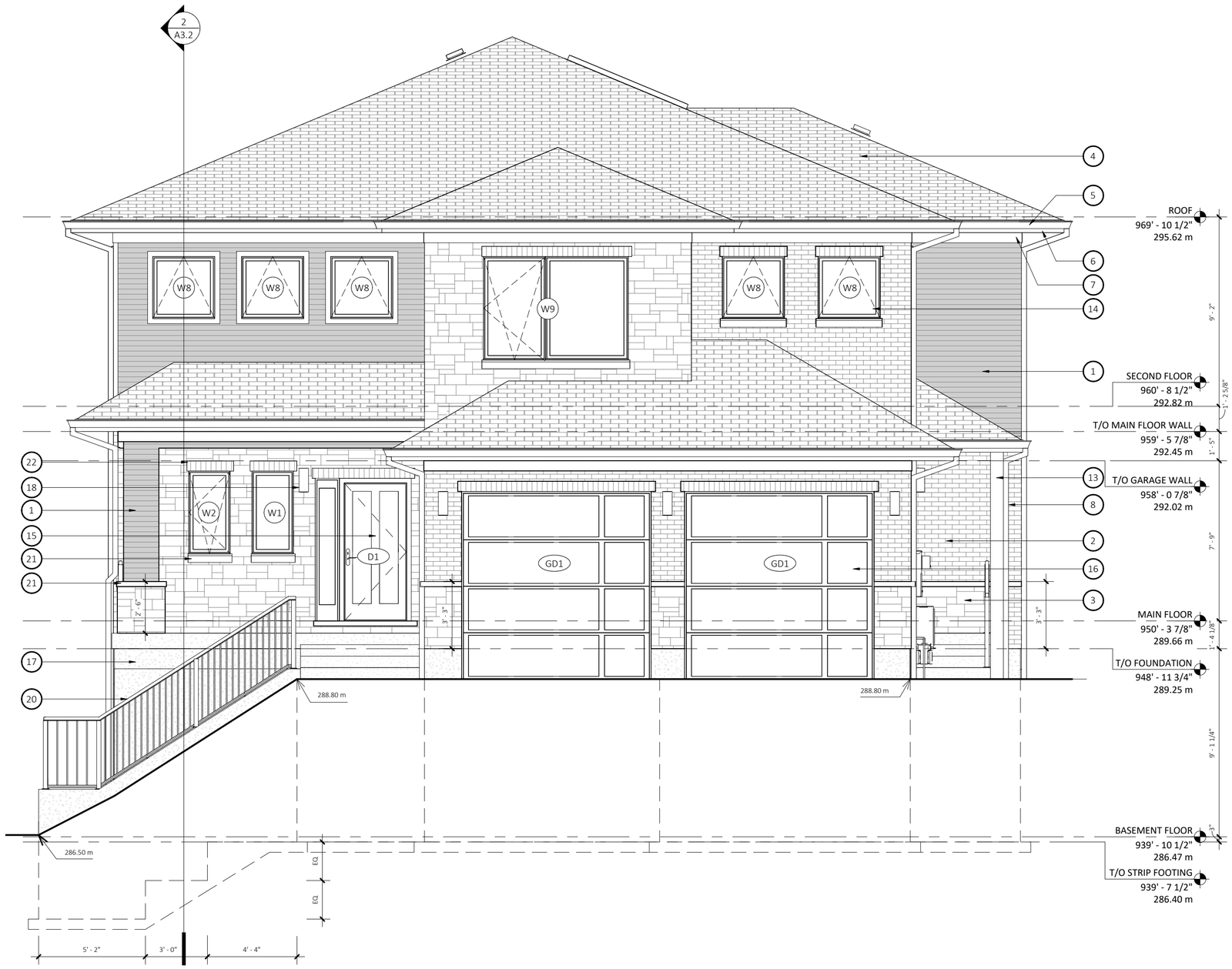
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

ROOF PLAN

DATE 2024.10.10	SHEET NO. **A1.4**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	

2024-10-10 6:23:29 PM



ELEVATION MATERIAL LEGEND

1. VERTICAL HARDIE BOARD LAP SIDING, OR SIMILAR
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
2. EXTERIOR BRICK VENEER.
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
3. EXTERIOR STONE VENEER.
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
4. 50 YEAR ASPHALT SHINGLES
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
5. PRE-FINISHED ALUMINUM EAVESTROUGH.
   COLOUR: TBD BY HOMEOWNER
6. PRE-FINISHED ALUMINUM FASCIA.
   COLOUR: TBD BY HOMEOWNER
7. PRE-FINISHED ALUMINUM FRIEZE BOARD.
   WIDTH AS PER DETAILS
   COLOUR: TBD BY HOMEOWNER
8. PRE-FINISHED ALUMINUM DOWNSPOUT,
   ENSURE CONNECTED TO WEEPING TILE.
   COLOUR: TBD BY HOMEOWNER
9. PRE-FINISHED METAL (PERFOATED) SOFFIT
   COLOUR: TBD BY HOMEOWNER
10. PROPOSED LOCATION FOR ELECTRICAL AND GAS METER.
    SUBCONTRACTORS TO CONFIRM EXACT LOCATION.
11. PREFINISHED ALUMINUM BEAM COVER.
    COLOUR: TBD BY HOMEOWNER
12. MECHANICAL EXHAUST VENT. REFER TO MECHAINCAL DRAWINGS.
13. EXPOSED TIMBER BEAM COLUMN/BEAM.
    COLOUR: TBD BY HOMEOWNER
14. VINYL WINDOWS, REFER TO WINDOW SCHEDULE.
    COLOUR: TBD BY HOMEOWNER
15. INSULATED EXTERIOR METAL DOOR.
    COLOUR: TBD BY HOMEOWNER
16. OVERHEAD GARAGE DOOR.
    COLOUR: TBD BY HOMEOWNER
17. EXPOSED CONCRETE FOUNDATION.
18. EXTERIOR WALL SCONE LIGHT.
19. REGAL ALUMINUM GLASS GUARD, OR SIMILAR.
20. REGAL ALUMINUM PICKET GUARD, OR SIMILAR.
21. CONTINUOUS STONE SILL, SLOPED AWAY FROM HOUSE.
    COLOUR: TBD BY HOMEOWNER
22. BRICK SOLIDERS ABOVE WINDOW/DOORS.
    BRICK TO MATCH BRICK VENEER.
23. ROOF VENTS. REFER TO ROOF PLAN.
24. SKYLIGHT. REFER TO WINDOW ASSEMBLY.

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PROJECT NAME

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ONTARIO N0B 1E0

DRAWING TITLE

EAST ELEVATION

DATE 2024.10.10	SHEET NO. **A2.1**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	

2024-10-10 6:23:32 PM



ELEVATION MATERIAL LEGEND

1. VERTICAL HARDIE BOARD LAP SIDING, OR SIMILAR
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   STYLE: TBD BY HOMEOWNER
2. EXTERIOR BRICK VENEER.
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
3. EXTERIOR STONE VENEER.
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
4. 50 YEAR ASPHALT SHINGLES
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
5. PRE-FINISHED ALUMINUM EAVESTROUGH.
   COLOUR: TBD BY HOMEOWNER
6. PRE-FINISHED ALUMINUM FASCIA.
   COLOUR: TBD BY HOMEOWNER
7. PRE-FINISHED ALUMINUM FRIEZE BOARD.
   WIDTH AS PER DETAILS
   COLOUR: TBD BY HOMEOWNER
8. PRE-FINISHED ALUMINUM DOWNSPOUT,
   ENSURE CONNECTED TO WEEPING TILE.
   COLOUR: TBD BY HOMEOWNER
9. PRE-FINISHED METAL (PERFOATED) SOFFIT
   COLOUR: TBD BY HOMEOWNER
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    SUBCONTRACTORS TO CONFIRM EXACT LOCATION.
11. PREFINISHED ALUMINUM BEAM COVER.
    COLOUR: TBD BY HOMEOWNER
12. MECHANICAL EXHAUST VENT. REFER TO MECHAINCAL DRAWINGS.
13. EXPOSED TIMBER BEAM COLUMN/BEAM.
    COLOUR: TBD BY HOMEOWNER
14. VINYL WINDOWS, REFER TO WINDOW SCHEDULE.
    COLOUR: TBD BY HOMEOWNER
15. INSULATED EXTERIOR METAL DOOR.
    COLOUR: TBD BY HOMEOWNER
16. OVERHEAD GARAGE DOOR.
    COLOUR: TBD BY HOMEOWNER
17. EXPOSED CONCRETE FOUNDATION.
18. EXTERIOR WALL SCONE LIGHT.
19. REGAL ALUMINUM GLASS GUARD, OR SIMILAR.
20. REGAL ALUMINUM PICKET GUARD, OR SIMILAR.
21. CONTINUOUS STONE SILL, SLOPED AWAY FROM HOUSE.
    COLOUR: TBD BY HOMEOWNER
22. BRICK SOLIDERS ABOVE WINDOW/DOORS.
    BRICK TO MATCH BRICK VENEER.
23. ROOF VENTS. REFER TO ROOF PLAN.
24. SKYLIGHT. REFER TO WINDOW ASSEMBLY.

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DRAWING TITLE

NORTH ELEVATION

DATE: 2024.10.10	SHEET NO.: **A2.2**
SCALE: 1/4" = 1'-0"	
PROJECT NO.: 2024-053	

2024-10-10 6:23:34 PM



ELEVATION MATERIAL LEGEND

1. VERTICAL HARDIE BOARD LAP SIDING, OR SIMILAR
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
2. EXTERIOR BRICK VENEER.
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
3. EXTERIOR STONE VENEER.
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
4. 50 YEAR ASPHALT SHINGLES
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
5. PRE-FINISHED ALUMINUM EAVESTROUGH.
   COLOUR: TBD BY HOMEOWNER
6. PRE-FINISHED ALUMINUM FASCIA.
   COLOUR: TBD BY HOMEOWNER
7. PRE-FINISHED ALUMINUM FRIEZE BOARD.
   WIDTH AS PER DETAILS
   COLOUR: TBD BY HOMEOWNER
8. PRE-FINISHED ALUMINUM DOWNSPOUT, ENSURE CONNECTED TO WEEPING TILE.
   COLOUR: TBD BY HOMEOWNER
9. PRE-FINISHED METAL (PERFOATED) SOFFIT
   COLOUR: TBD BY HOMEOWNER
10. PROPOSED LOCATION FOR ELECTRICAL AND GAS METER. SUBCONTRACTORS TO CONFIRM EXACT LOCATION.
11. PREFINISHED ALUMINUM BEAM COVER.
    COLOUR: TBD BY HOMEOWNER
12. MECHANICAL EXHAUST VENT. REFER TO MECHAINCAL DRAWINGS.
13. EXPOSED TIMBER BEAM COLUMN/BEAM.
    COLOUR: TBD BY HOMEOWNER
14. VINYL WINDOWS, REFER TO WINDOW SCHEDULE.
    COLOUR: TBD BY HOMEOWNER
15. INSULATED EXTERIOR METAL DOOR.
    COLOUR: TBD BY HOMEOWNER
16. OVERHEAD GARAGE DOOR.
    COLOUR: TBD BY HOMEOWNER
17. EXPOSED CONCRETE FOUNDATION.
18. EXTERIOR WALL SCONE LIGHT.
19. REGAL ALUMINUM GLASS GUARD, OR SIMILAR.
20. REGAL ALUMINUM PICKET GUARD, OR SIMILAR.
21. CONTINUOUS STONE SILL, SLOPED AWAY FROM HOUSE.
    COLOUR: TBD BY HOMEOWNER
22. BRICK SOLIDERS ABOVE WINDOW/DOORS.
    BRICK TO MATCH BRICK VENEER.
23. ROOF VENTS. REFER TO ROOF PLAN.
24. SKYLIGHT. REFER TO WINDOW ASSEMBLY.

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DRAWINGS ARE NOT TO BE SCALED.

No.	CHRONOLOGY	DATE
1	ISSUED FOR BUILDING PERMIT	2023.10.10

No.	REVISIONS	DATE

FINE LINE DRAFTING & DESIGN INC.

FINE LINE DRAFTING AND DESIGN INC.
519-871-4299
rodneyf@finelinedraftingdesign.ca
finelinedraftingdesign.ca

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

Rodney Friesen
Personal BCIN: 114065
Firm BCIN: 126303

CLIENT

SDIS GROUP INC.

PROJECT NAME

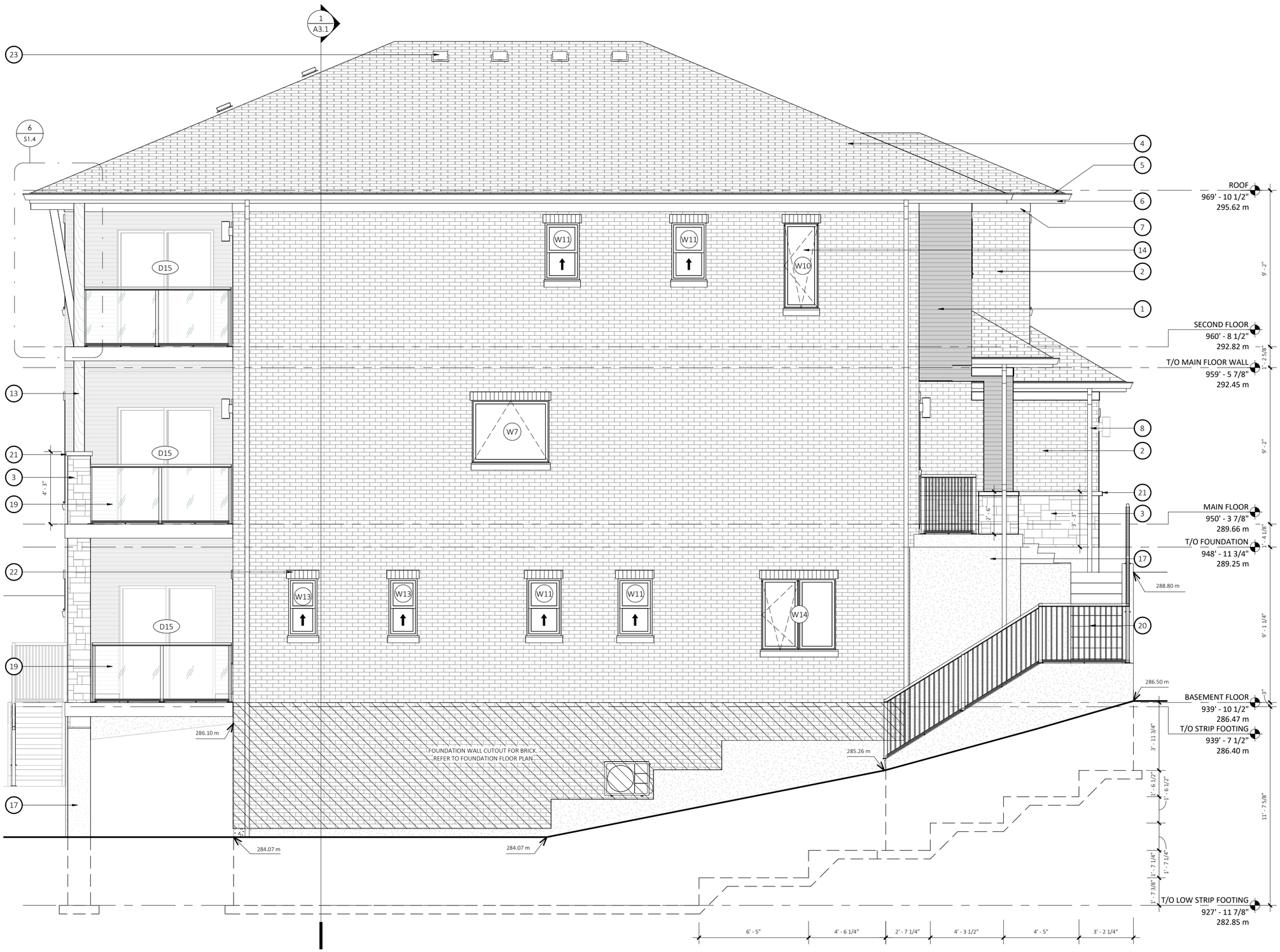
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

WEST ELEVATION

DATE 2024.10.10	SHEET NO. **A2.3**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	

2024-10-10 6:23:36 PM



ELEVATION MATERIAL LEGEND

1. VERTICAL HARDIE BOARD LAP SIDING, OR SIMILAR
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
2. EXTERIOR BRICK VENEER.
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
3. EXTERIOR STONE VENEER.
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
4. 50 YEAR ASPHALT SHINGLES
   COLOUR: TBD BY HOMEOWNER
   STYLE: TBD BY HOMEOWNER
5. PRE-FINISHED ALUMINUM EAVESTROUGH.
   COLOUR: TBD BY HOMEOWNER
6. PRE-FINISHED ALUMINUM FASCIA.
   COLOUR: TBD BY HOMEOWNER
7. PRE-FINISHED ALUMINUM FRIEZE BOARD.
   WIDTH AS PER DETAILS
   COLOUR: TBD BY HOMEOWNER
8. PRE-FINISHED ALUMINUM DOWNSPOUT,
   ENSURE CONNECTED TO WEEPING TILE.
   COLOUR: TBD BY HOMEOWNER
9. PRE-FINISHED METAL (PERFOATED) SOFFIT
   COLOUR: TBD BY HOMEOWNER
10. PROPOSED LOCATION FOR ELECTRICAL AND GAS METER.
    SUBCONTRACTORS TO CONFIRM EXACT LOCATION.
11. PREFINISHED ALUMINUM BEAM COVER.
    COLOUR: TBD BY HOMEOWNER
12. MECHANICAL EXHAUST VENT. REFER TO MECHAINCAL DRAWINGS.
13. EXPOSED TIMBER BEAM COLUMN/BEAM.
    COLOUR: TBD BY HOMEOWNER
14. VINYL WINDOWS, REFER TO WINDOW SCHEDULE.
    COLOUR: TBD BY HOMEOWNER
15. INSULATED EXTERIOR METAL DOOR.
    COLOUR: TBD BY HOMEOWNER
16. OVERHEAD GARAGE DOOR.
    COLOUR: TBD BY HOMEOWNER
17. EXPOSED CONCRETE FOUNDATION.
18. EXTERIOR WALL SCONE LIGHT.
19. REGAL ALUMINUM GLASS GUARD, OR SIMILAR.
20. REGAL ALUMINUM PICKET GUARD, OR SIMILAR.
21. CONTINUOUS STONE SILL, SLOPED AWAY FROM HOUSE.
    COLOUR: TBD BY HOMEOWNER
22. BRICK SOLIDERS ABOVE WINDOW/DOORS.
    BRICK TO MATCH BRICK VENEER.
23. ROOF VENTS. REFER TO ROOF PLAN.
24. SKYLIGHT. REFER TO WINDOW ASSEMBLY.

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No.	REVISIONS	DATE

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Firm BCIN: 126303

CLIENT

SDIS GROUP INC.

PROJECT NAME

CHMELAR RESIDENCE

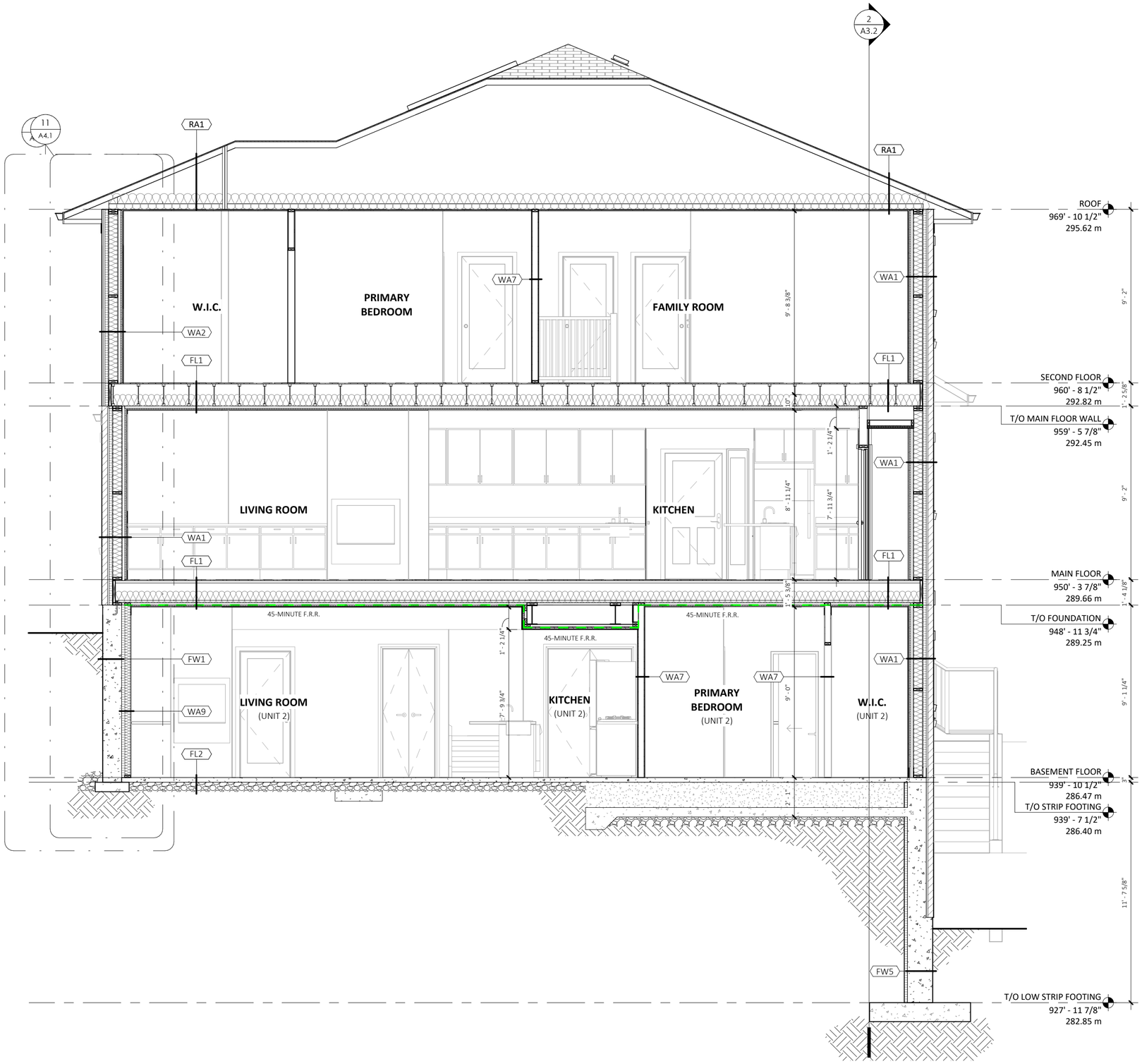
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

SOUTH ELEVATION

DATE	2024.10.10
SCALE	1/4" = 1'-0"
PROJECT NO.	2024-053
SHEET NO.	**A2.4**

2024-10-10 6:23:39 PM



1 / A3.1 BUILDING SECTION 1

1/4" = 1'-0"

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CLIENT

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PROJECT NAME

CHMELAR RESIDENCE

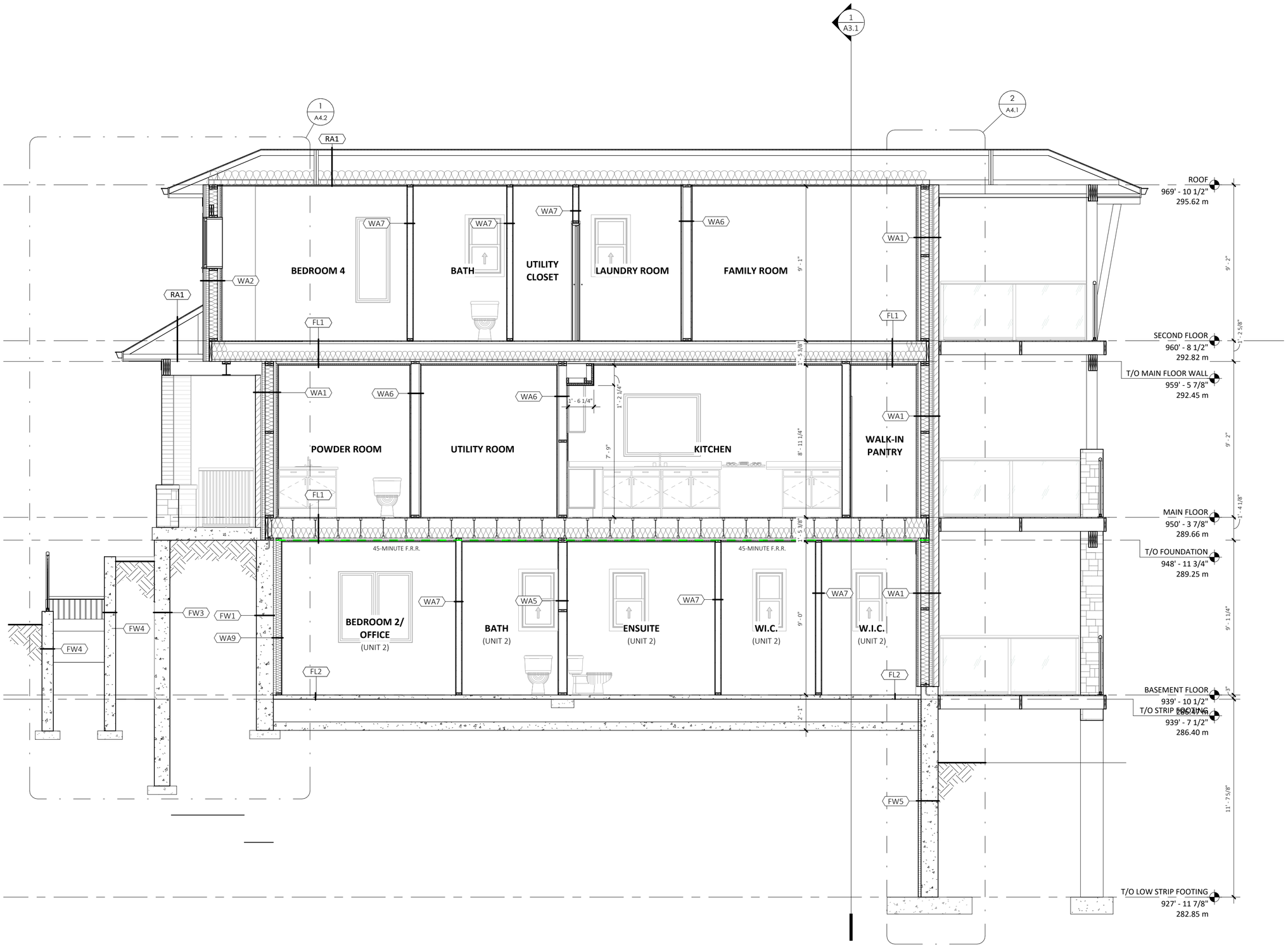
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

BUILDING SECTION

DATE 2024.10.10	SHEET NO. **A3.1**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	

2024-10-10 6:23:40 PM



2 / A3.2 BUILDING SECTION 2

1/4" = 1'-0"

2024-10-10 6:23:40 PM

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PROJECT NAME

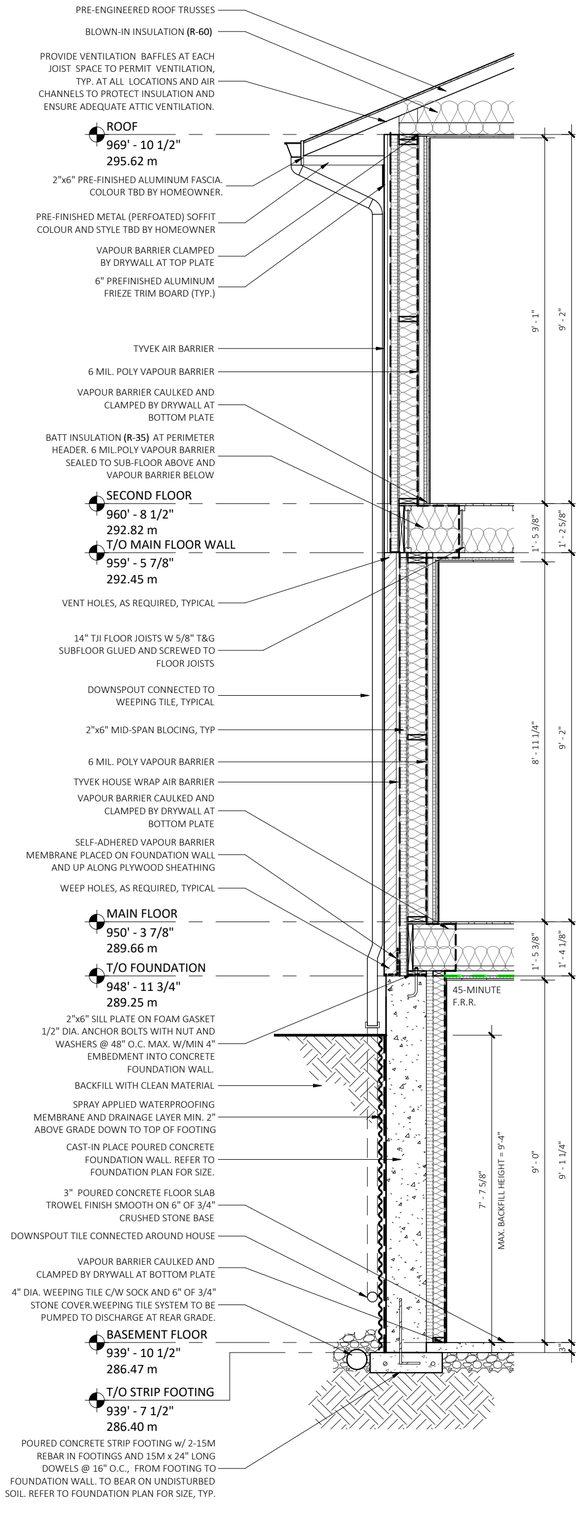
CHMELAR RESIDENCE

30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

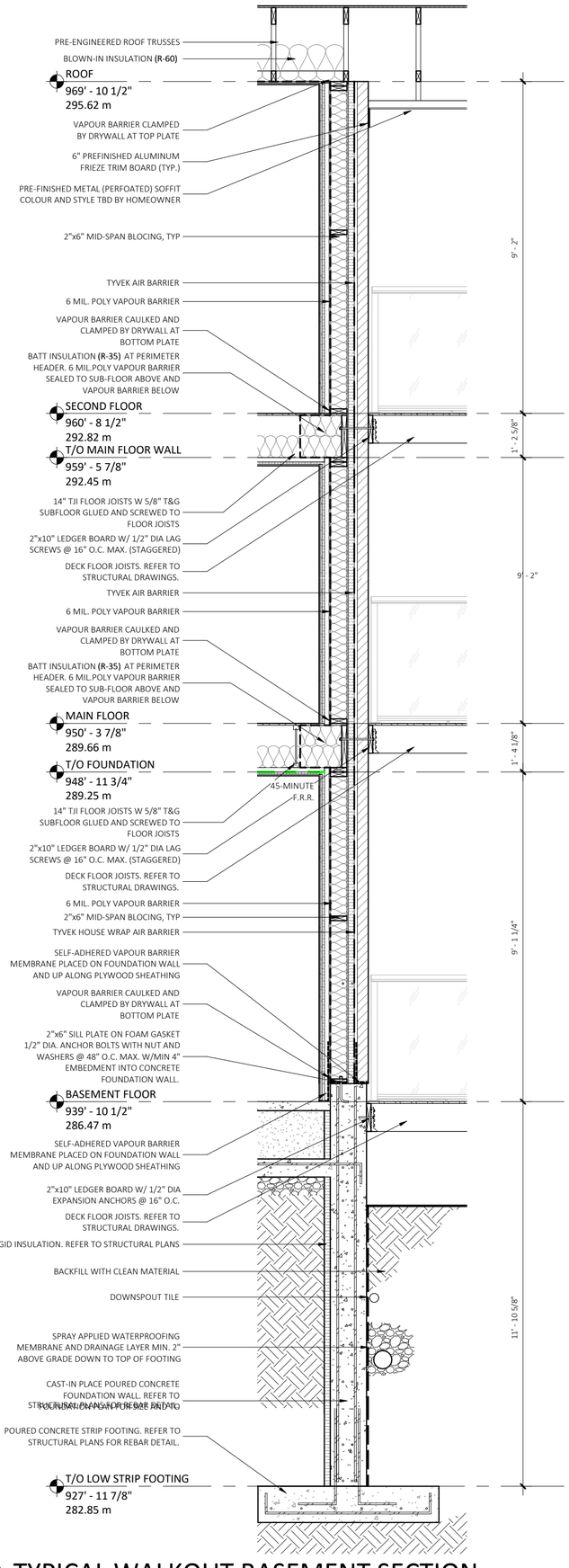
BUILDING SECTION

DATE 2024.10.10	SHEET NO. **A3.2**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	



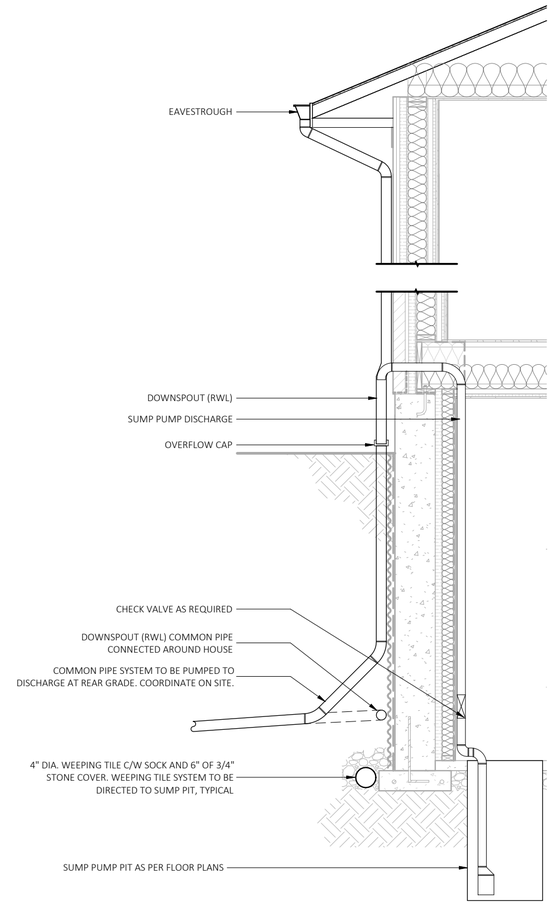
1 A4.1 TYPICAL WALL SECTION

3/8" = 1'-0"



2 A4.1 TYPICAL WALKOUT BASEMENT SECTION

3/8" = 1'-0"



3 A4.1 RWL AND WEEPING TILE DETAIL

3/8" = 1'-0"

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PROJECT NAME

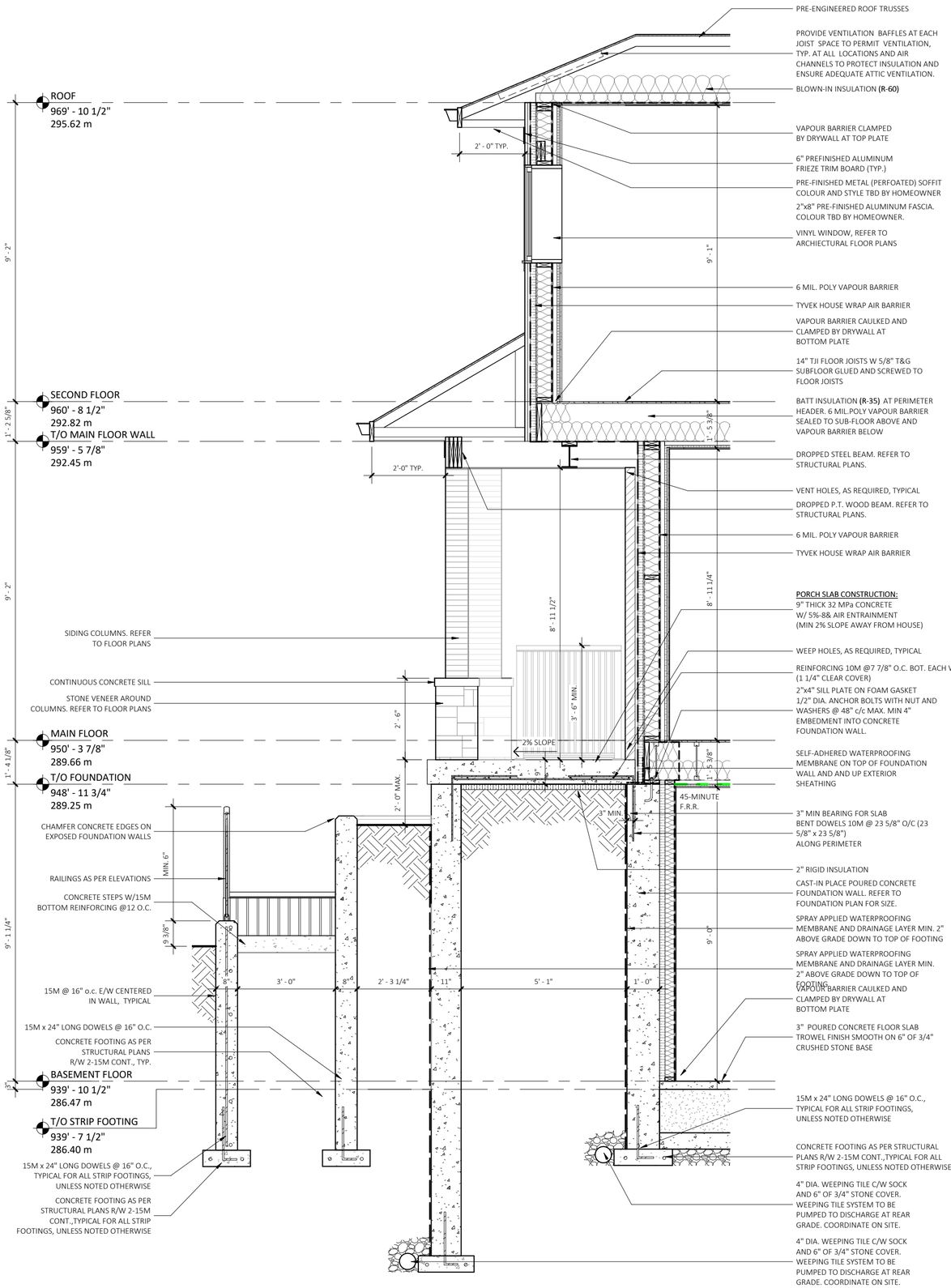
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

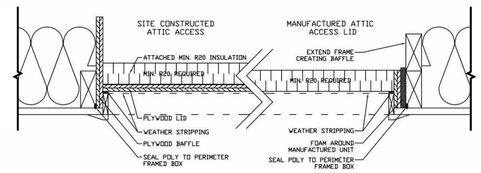
TYPICAL WALL SECTIONS

DATE 2024.10.10	SHEET NO. **A4.1**
SCALE 3/8" = 1'-0"	
PROJECT NO. 2024-053	

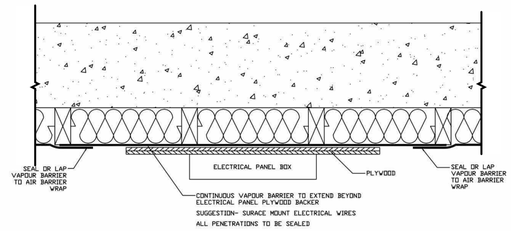
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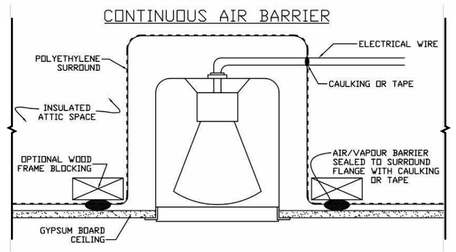
1 A4.2 **FRONT PORCH SECTION**
3/8" = 1'-0"



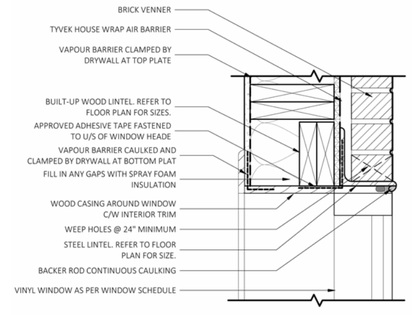
2 A4.2 **TYPICAL ATTIC ACCESS DETAIL**
3/4" = 1'-0"



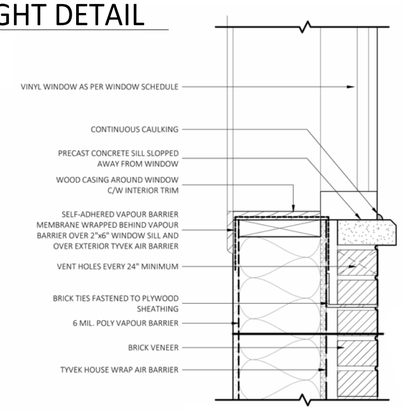
3 A4.2 **TYPICAL ELECTRICAL PANEL (BASEMENT)**
3/4" = 1'-0"

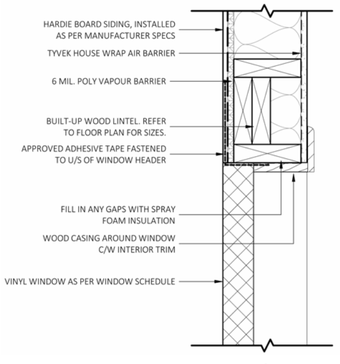


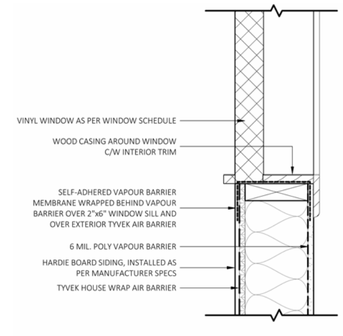
4 A4.2 **TYPICAL FAN OR REVESSED LIGHT DETAIL**
3/4" = 1'-0"



5 A4.2 **TYP. WINDOW SILL/HEADER DETAIL (BRICK)**
1 1/2" = 1'-0"







6 A4.2 **TYP. WINDOW SILL/HEADER DETAIL (SIDING)**
1 1/2" = 1'-0"

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1	ISSUED FOR BUILDING PERMIT	2023.10.10

No.	REVISIONS	DATE

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Personal BCIN: 114065
Firm BCIN: 126303

CLIENT
SDIS GROUP INC.

PROJECT NAME
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE
TYPICAL DETAILS AND FRONT PORCH SECTION

DATE	2024.10.10
SCALE	As indicated
PROJECT NO.	2024-053
SHEET NO.	**A4.2**

2024-10-10 6:23:45 PM

PROJECT NORTH

TRUE NORTH

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No.	CHRONOLOGY	DATE
1	ISSUED FOR BUILDING PERMIT	2023.10.10

LICENSED PROFESSIONAL ENGINEER
R. J. D. LOWRY
100129183
2024-10-03
55318-300
PROVINCE OF ONTARIO

* For structural design of beams (assoc posts, columns and pad ftgs) & porch piers w/ ftgs, as noted on S1.1, S1.2 & S1.3.

LICENSED PROFESSIONAL ENGINEER
P.A. SLATER
90379660
2024-10-03
PROVINCE OF ONTARIO

* For structural design of reinforced foundation wall, footing and tie slab, as noted on S1.1 & S1.3.

No.	REVISIONS	DATE

FINE LINE DRAFTING & DESIGN INC.

FINE LINE DRAFTING AND DESIGN INC.
519-871-4299
rodneyf@finelinedraftingdesign.ca
finelinedraftingdesign.ca

MTE
Engineers, Scientists, Surveyors
519-743-6500
MTE PROJECT NO. 55318-300

CLIENT

SDIS GROUP INC.

PROJECT NAME

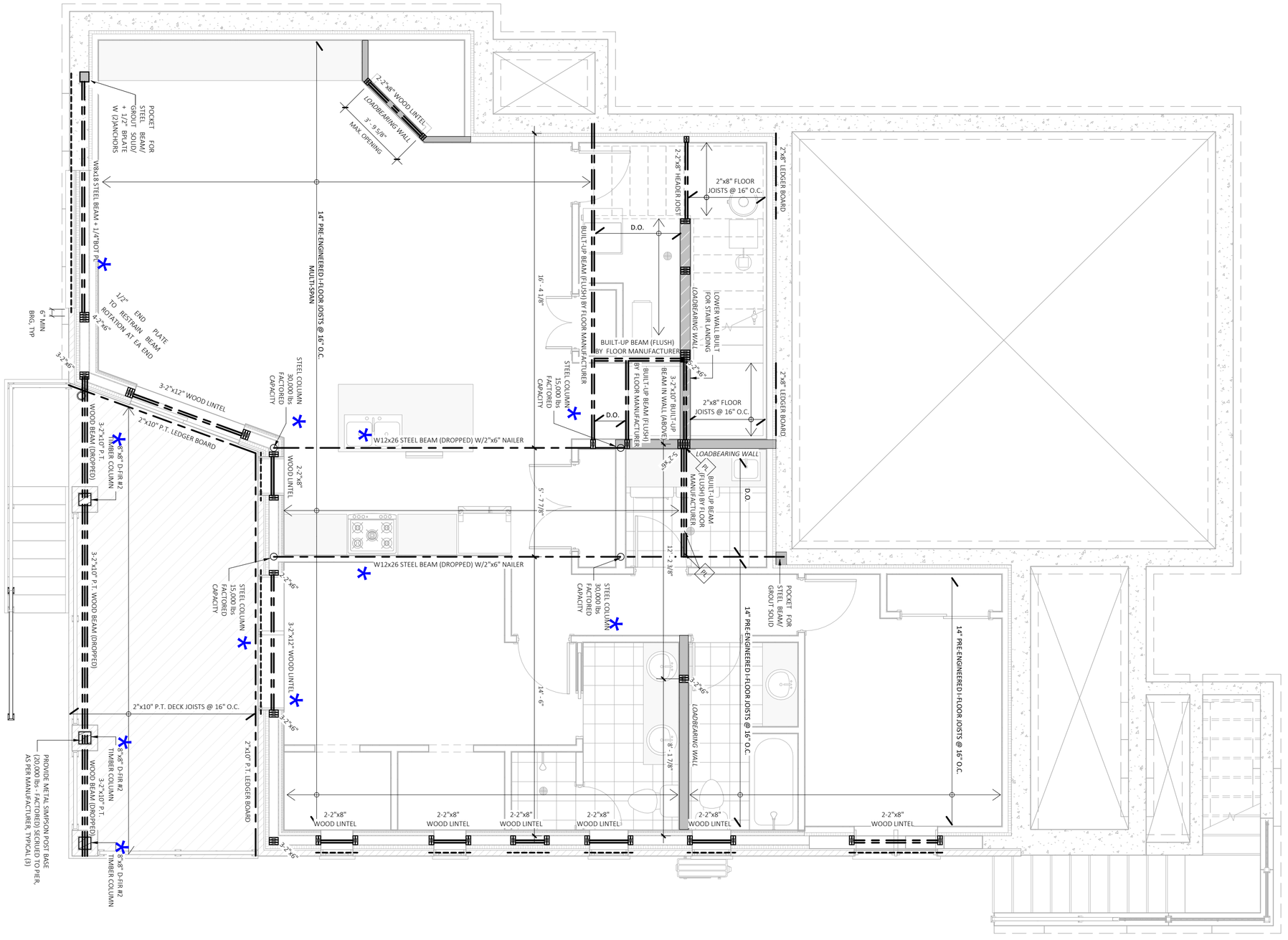
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

FOUNDATION FRAMING PLAN

DATE 2024.10.10	SHEET NO. **S1.1**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	

2024-10-10 6:23:46 PM



TYPICAL EXTERIOR WALL OPENING:
TYPICAL PROVIDE STEEL BRICK LINTEL, L 3-1/2" x 3-1/2" x 1/4", STONE/BRICK LINTEL UNLESS NOTED OTHERWISE.

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No.	CHRONOLOGY	DATE
1	ISSUED FOR BUILDING PERMIT	2023.10.10

LICENSED PROFESSIONAL ENGINEER
R. J. D. LOWRY
100129183
2024-10-03
55318-300
PROVINCE OF ONTARIO

* For structural design of beams (assoc posts, columns and pad ftgs) & porch piers w/ ftgs, as noted on S1.1, S1.2 & S1.3.

* For structural design of reinforced foundation wall, footing and tie slab, as noted on S1.1 & S1.3.

No.	REVISIONS	DATE

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MTE
Engineers, Scientists, Surveyors
519-743-6500
MTE PROJECT NO. 55318-300

CLIENT

SDIS GROUP INC.

PROJECT NAME

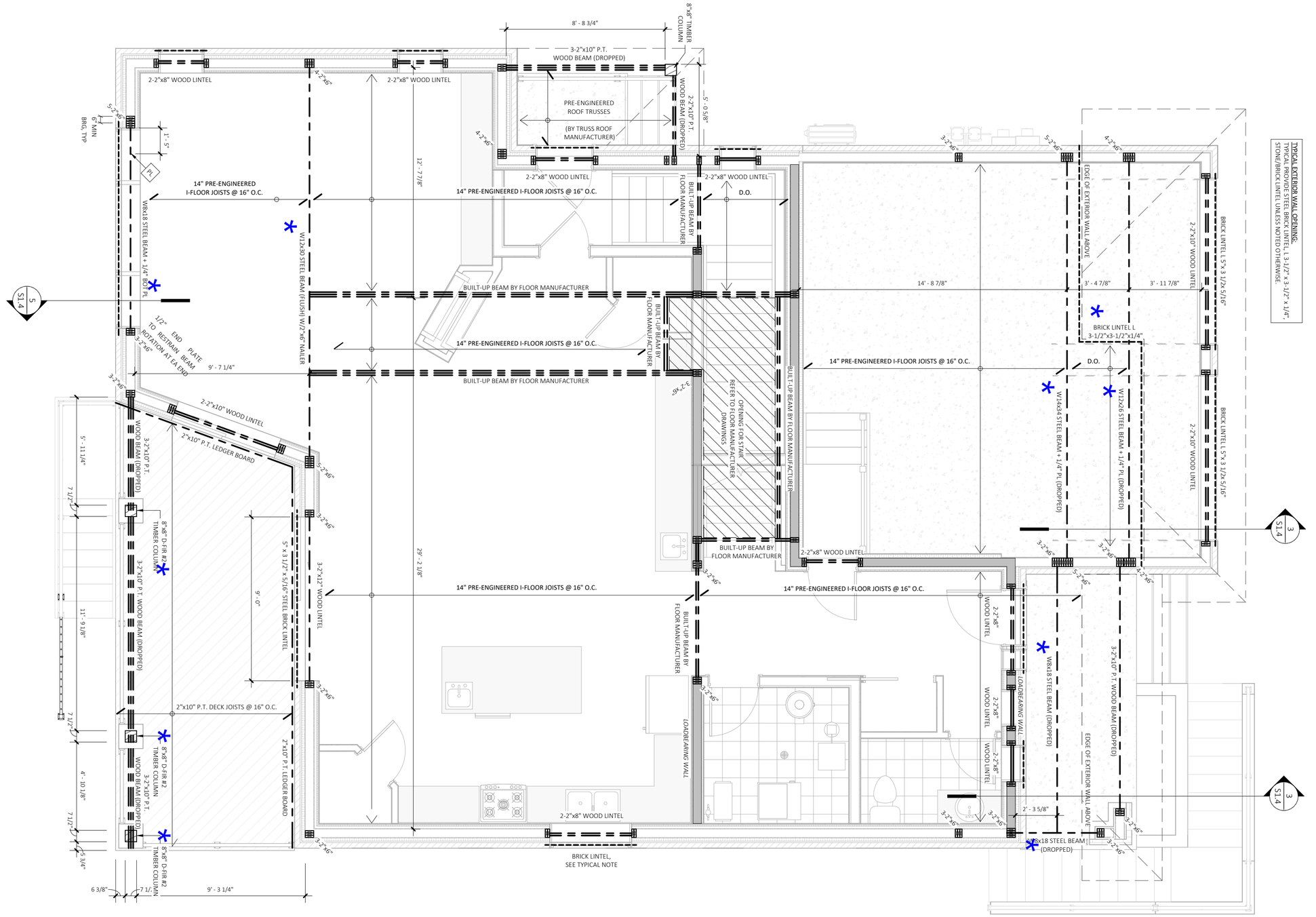
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

MAIN FLOOR FRAMING PLAN

DATE 2024.10.10	SHEET NO. **S1.2**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	

2024-10-10 6:23:47 PM



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LICENSED PROFESSIONAL ENGINEER
R. J. D. LOWRY
100129183
2024-10-03
55318-300
PROVINCE OF ONTARIO

* For structural design of beams (assoc posts, columns and pad ftgs) & porch piers w/ ftgs, as noted on S1.1, S1.2 & S1.3.

* For structural design of reinforced foundation wall, footing and tie slab, as noted on S1.1 & S1.3.

No.	REVISIONS	DATE

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rodneyf@finelinedraftingdesign.ca
finelinedraftingdesign.ca

MTE
Engineers, Scientists, Surveyors
519-743-6500
MTE PROJECT NO. 55318-300

CLIENT

SDIS GROUP INC.

PROJECT NAME

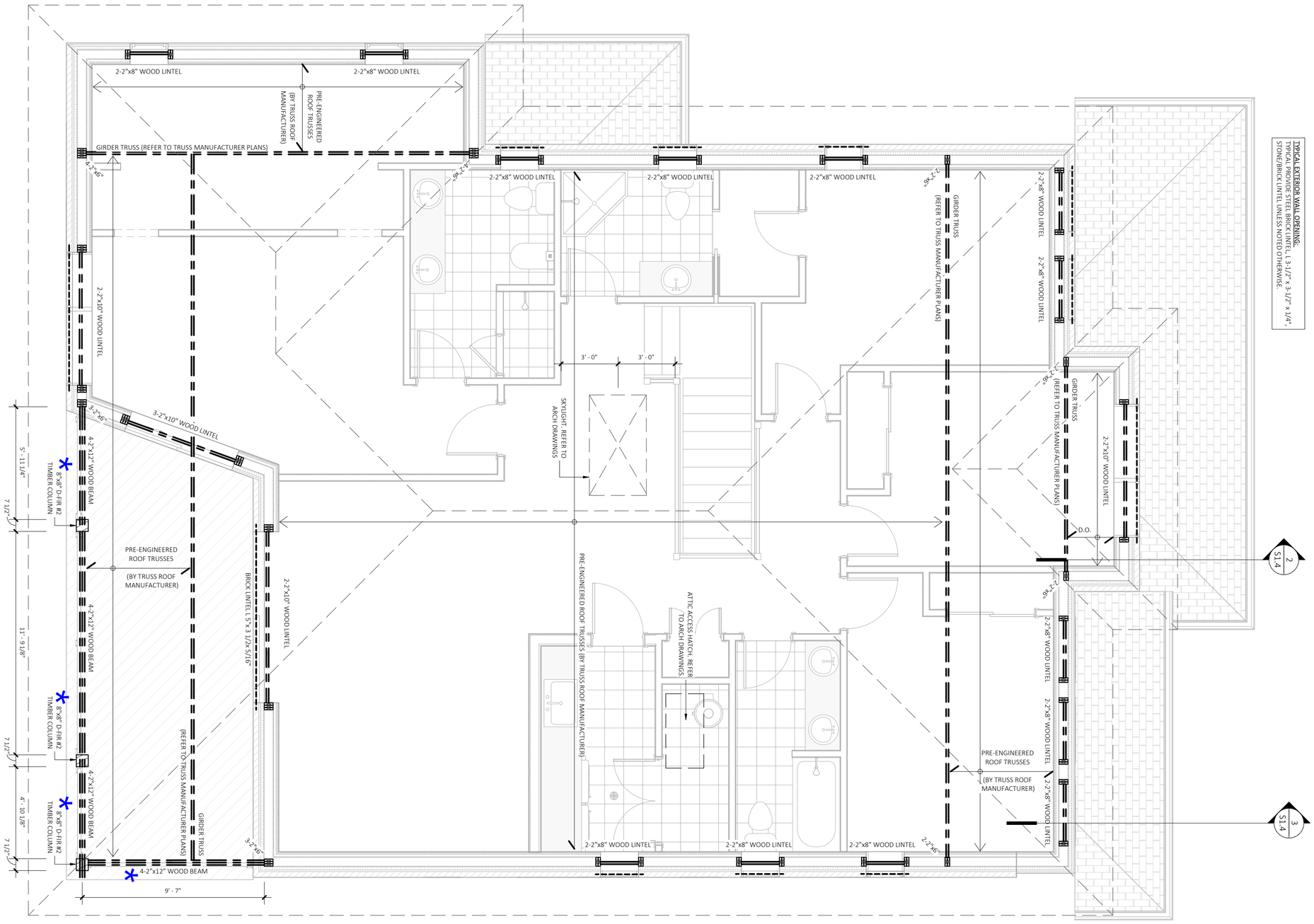
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

SECOND FLOOR FRAMING PLAN

DATE 2024.10.10	SHEET NO. **S1.3**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	

2024-10-10 6:23:48 PM



TYPICAL EXTERIOR WALL OPENING:
TYPICAL PROVIDE STEEL BRICK LINTEL L 3-1/2" x 3-1/2" x 1/4", STONE/BRICK LINTEL UNLESS NOTED OTHERWISE.

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DRAWINGS ARE NOT TO BE SCALED.

No.	CHRONOLOGY	DATE
1	ISSUED FOR BUILDING PERMIT	2023.10.10

LICENSED PROFESSIONAL ENGINEER
R. J. D. LOWRY
100129183
2024-10-03
55318-300
PROVINCE OF ONTARIO

* For structural design of beams (assoc posts, columns and pad ftgs) & porch piers w/ ftgs, as noted on S1.1, S1.2 & S1.3.

* For structural design of reinforced foundation wall, footing and tie slab, as noted on S1.1 & S1.3.

No.	REVISIONS	DATE

FINE LINE DRAFTING & DESIGN INC.
FINE LINE DRAFTING AND DESIGN INC.
519-871-4299
rodneyf@finelinedraftingdesign.ca
finelinedraftingdesign.ca

MTE
Engineers, Scientists, Surveyors
519-743-6500
MTE PROJECT NO. 55318-300

CLIENT

SDIS GROUP INC.

PROJECT NAME

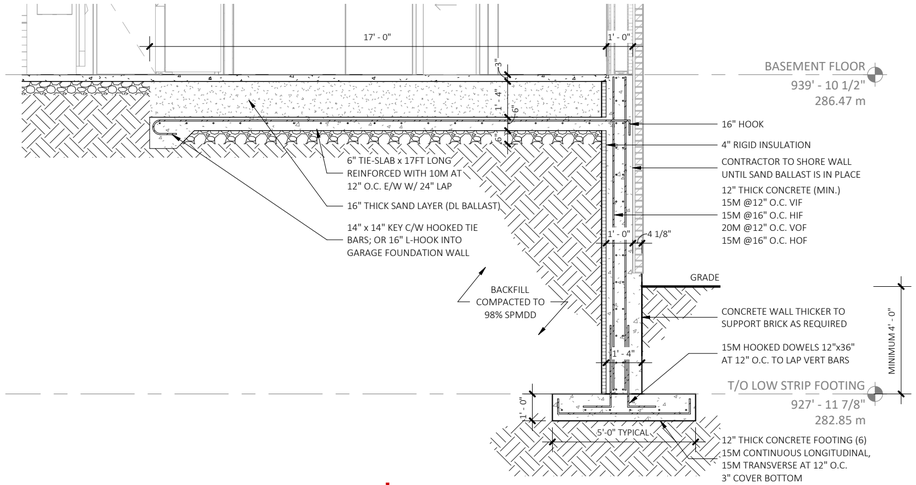
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

STRUCTURAL ROOF FRAMING PLAN

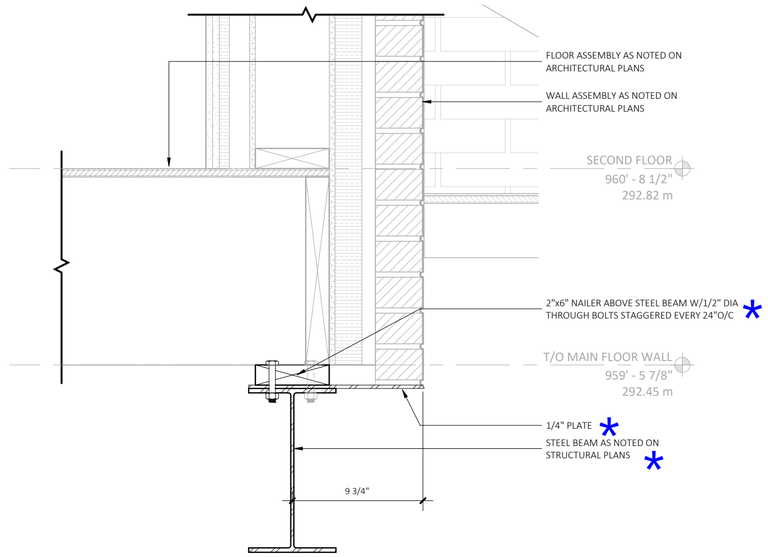
DATE 2024.10.10	SHEET NO. **S1.3.1**
SCALE 1/4" = 1'-0"	
PROJECT NO. 2024-053	

2024-10-11 3:43:11 PM



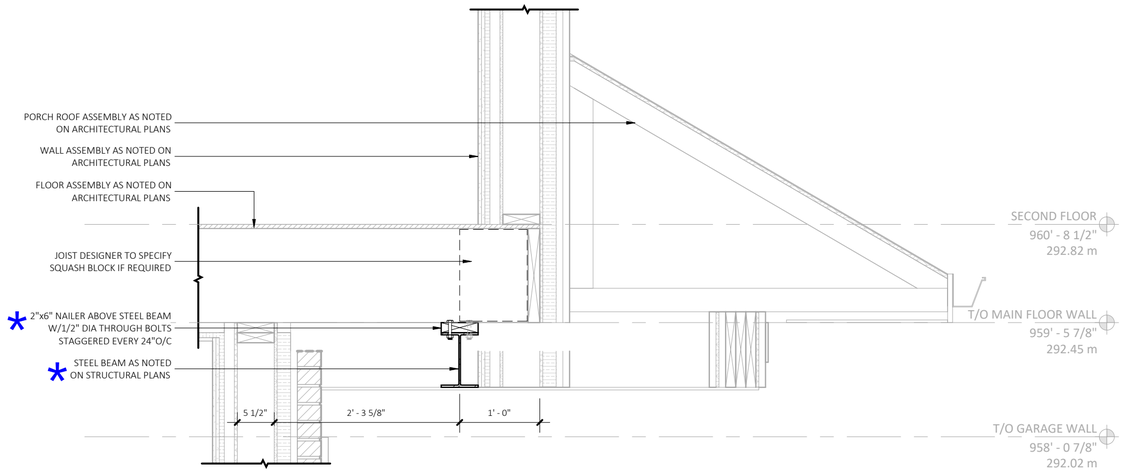
1 / S1.4 **FOUNDATION WALL DETAIL** *

1/4" = 1'-0"



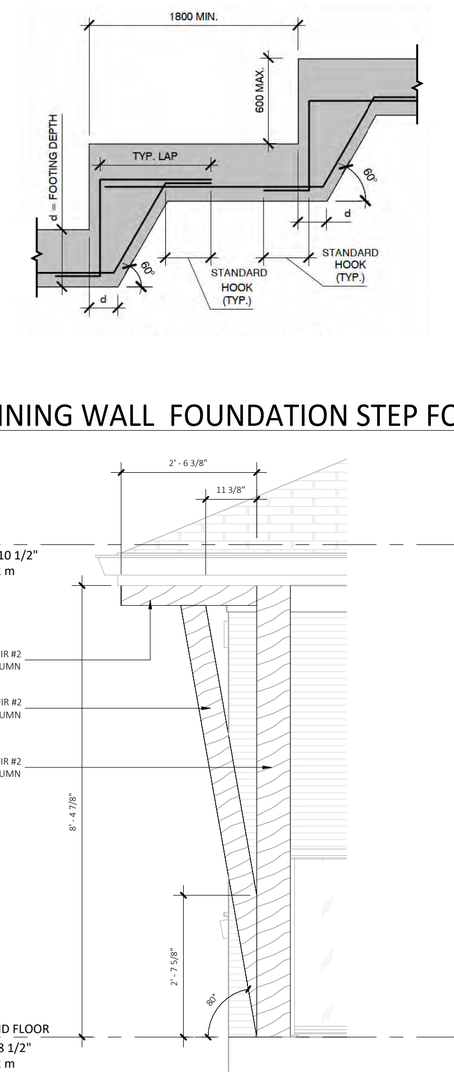
2 / S1.4 **STEEL BEAM W/BRICK ANGLE AT GARAGE DETAIL**

1 1/2" = 1'-0"



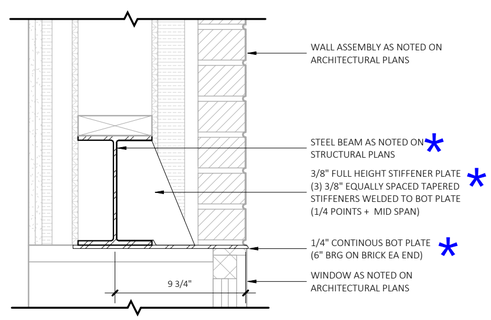
3 / S1.4 **BEAM OVER PORCH DETAIL**

3/4" = 1'-0"



4 / S1.4 **RETAINING WALL FOUNDATION STEP FOOTING** *

1" = 1'-0"



5 / S1.4 **TYP. STEEL BEAM W/BRICK ANGLE DETAIL**

1 1/2" = 1'-0"

6 / S1.4 **REAR POCH TIMBER COLUMN DEATIL**

1/2" = 1'-0"

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R. J. D. LOWRY
100129183
2024-10-03
55318-300
PROVINCE OF ONTARIO

* For structural design of beams (assoc posts, columns and pad ftgs) & porch piers w/ ftgs, as noted on S1.1, S1.2 & S1.3.

LICENSED PROFESSIONAL ENGINEER
P.A. SLATER
90379660
2024-10-03
PROVINCE OF ONTARIO

* For structural design of reinforced foundation wall, footing and tie slab, as noted on S1.1 & S1.3.

No.	REVISIONS	DATE

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CLIENT

SDIS GROUP INC.

PROJECT NAME

CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

STRUCTURAL DETAILS

DATE	2024.10.10
SCALE	As indicated
PROJECT NO.	2024-053
SHEET NO.	**S1.4**

2024-10-10 6:23:49 PM

CONSTRUCTION NOTES

GENERAL NOTES

1. CONFORM TO THE REQUIREMENTS OF THE 2012 ONTARIO BUILDING CODE (OBC) INCLUDING ALL THE LATEST STANDARDS REFERENCED THEREIN, AND ANY APPLICABLE ACTS OF AUTHORITY HAVING JURISDICTION. THE LATEST VERSION OF ALL STANDARDS AND CODES LISTED BELOW SHALL BE USED.

2. READ STRUCTURAL DRAWINGS IN CONJUNCTION WITH ALL OTHER SPECIFICATIONS AND CONTRACT DOCUMENTS.

3. WHERE DISCREPANCIES EXIST BETWEEN CONTRACT DOCUMENTS, INCLUDING DRAWINGS AND APPLICABLE CODES AND ACTS, THE MOST STRINGENT SHALL GOVERN. CONTRACTOR SHALL CHECK ALL DIMENSIONS ON WORKING DRAWINGS AND REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH THE WORK.

4. THESE DESIGN DOCUMENTS ARE PREPARED SOLELY FOR THE USE BY THE PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS ENTERED INTO A CONTRACT AND THERE ARE NO REPRESENTATIONS OF ANY KIND MADE BY THE DESIGN PROFESSIONAL TO ANY PARTY WITH WHOM THE DESIGN PROFESSIONAL HAS NOT ENTERED INTO A CONTRACT.

5. SUBSTITUTIONS FROM SPECIFIED PRODUCTS AND MATERIALS MUST BE APPROVED IN WRITING BY THE ENGINEER PRIOR TO ORDERING OF MATERIALS. THE CONTRACTOR SHALL REIMBURSE ALL CONSULTANTS FOR ADDITIONAL COSTS INCURRED AS A RESULT OF REVIEWING ANY CHANGES MADE TO THE CONTRACT DOCUMENTS.

6. ALL WORK IS TO BE PERFORMED IN ACCORDANCE WITH THE OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS FOR CONSTRUCTION PROJECTS – O.REG. 213/91.

7. IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO DESIGN ALL SHORING AND TEMPORARY BRACING AS PER O.REG 213/91 AND THE CONTRACTOR SHALL RETAIN AN ENGINEER AS REQUIRED.

8. THE CONTRACTOR SHALL RETAIN AN INDEPENDENT INSPECTION AND TESTING COMPANY TO ENSURE THAT ALL WORK IS DONE IN ACCORDANCE WITH THE DRAWINGS AND SPECIFICATIONS. REQUIRED TESTING SHALL BE AS PER THE TESTING AND INSPECTION TABLE.

9. MTE CONSULTANTS WILL PROVIDE GENERAL REVIEW OF CONSTRUCTION IN ACCORDANCE WITH THE PERFORMANCE STANDARDS OF THE ASSOCIATION OF PROFESSIONAL ENGINEERS OF ONTARIO BY MEANS OF A RATIONAL SAMPLING PROCEDURE TO DETERMINE WHETHER THE CONSTRUCTION OF THAT WORK SHOWN ON THE MTE DRAWINGS IS IN GENERAL CONFORMITY WITH THE PLANS, SKETCHES, DRAWINGS, AND SPECIFICATIONS FORMING PART OF THE CONTRACT DOCUMENTS PREPARED BY "MTE". THE CONTRACTOR IS SOLELY RESPONSIBLE FOR QUALITY CONTROL AND THE PERFORMANCE OF THE WORK IN ACCORDANCE WITH THE CONTRACT. "MTE" SHALL NOT BE RESPONSIBLE FOR THE ACTS OR OMISSIONS OF THE CONTRACTOR, SUB–CONTRACTOR, OR ANY OTHER PERSON PERFORMING ANY OF THE WORK OR FOR THE FAILURE OF ANY OF THEM TO CARRY OUT THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

10. IT IS THE RESPONSIBILITY OF BOTH THE OWNER AND THE CONTRACTOR TO NOTIFY THE ENGINEER OF CONSTRUCTION PROGRESS SO THE ENGINEER CAN COMPLETE GENERAL REVIEWS. THE CONTRACTOR SHALL PROVIDE THE ENGINEER WITH A CONSTRUCTION SCHEDULE PRIOR TO STARTING THE WORK. GENERALLY, REVIEWS BY THE ENGINEER WILL BE REQUIRED FOR REBAR PRIOR TO CONCRETE PLACEMENT, FOOTING AND FOUNDATIONS PRIOR TO BACKFILLING, AND ABOVE GRADE FRAMING PRIOR TO INSTALLATION OF INTERIOR FINISHES.

TESTING AND INSPECTION

1. THE FOLLOWING ITEMS REQUIRE TESTING OR INSPECTION BY A CERTIFIED INDEPENDENT TESTING OR INSPECTION AGENCY UNLESS NOTED OTHERWISE. THE AGENCY SHALL SEND COPIES OF ALL STRUCTURAL TESTING AND INSPECTION REPORTS TO THE ENGINEER FOR REVIEW.

REQUIRED SUBMITTALS	COMMENTS
SOIL BEARING CAPACITY	BY SOILS ENGINEER
SOIL COMPACTION	BY SOILS ENGINEER
HELICAL PIER INSTALLATION	BY SOILS ENGINEER
REINFORCING STEEL PLACEMENT	INSPECT FINAL PLACEMENT
CONCRETE COMPRESSIVE TESTS	MIN 2 SETS PER 100 CUBIC METRES
CONCRETE SLUMP	

FOUNDATIONS

1. ALL BOREHOLE INFORMATION AND GEOTECHNICAL DATA HAS BEEN OBTAINED FROM THE SOIL INVESTIGATION PERFORMED BY MTE CONSULTANTS INC. AS REPORTED IN THEIR SOIL REPORT NO. 55318–100, DATED JUNE 11, 2024. READ THIS REPORT, AND BE THOROUGHLY FAMILIARIZED WITH ITS FINDINGS.

2. ALL COLUMN AND WALL FOOTINGS SHALL BEAR DIRECTLY ON NATURALLY CONSOLIDATED, UNDISTURBED SOIL OR COMPACTED FILL WITH A MINIMUM SOIL BEARING CAPACITY OF 150kPa (SLS) AND 225kPa (ULS) AT THE DEPTHS INDICATED ON THE DRAWINGS.

3. NO FOUNDATION MAY BE POURED BEFORE THE BEARING MATERIAL HAS BEEN APPROVED BY THE GEOTECHNICAL ENGINEER. NOTIFY THE GEOTECHNICAL ENGINEER A MINIMUM OF 24 HOURS BEFORE THE INTENDED CONCRETE POUR.

4. REMOVE ALL TOPSOIL, ORGANIC LOOSE FILL AND OTHER DELETERIOUS MATERIAL FROM BUILDING AREA BEFORE STARTING CONSTRUCTION.

5. WHERE APPROVED, GRANULAR FILL UNDER ALL FOOTINGS ON GRADE SHALL BE COMPACTED IN 150mm (6") LAYERS TO 100% STANDARD PROCTOR MAXIMUM DRY DENSITY (SPMDD).

6. FOUND NEW FOOTINGS WHICH ARE LOCATED ADJACENT TO EXISTING FOOTINGS, AT THE SAME ELEVATION AS THE EXISTING FOOTINGS, UNLESS NOTED OTHERWISE. ANY NECESSARY PRECAUTIONS SHALL BE TAKEN TO ENSURE THAT EXISTING FOOTINGS ARE NOT DISTURBED OR UNDERMINED IN ANY WAY DURING EXCAVATION.

7. FOUND ALL FOOTINGS BELOW THE LEVEL AT WHICH POTENTIAL DAMAGE RESULTING FROM FROST ACTION CAN OCCUR FOR THE FINISHED STRUCTURE, BUT A MINIMUM 1200mm (4'–0") BELOW FINISHED EXTERIOR GRADE, UNLESS NOTED OTHERWISE. UNDER NO CIRCUMSTANCES SHOULD DEPTH BE LESS THAN LOCAL FROST PENETRATION REQUIREMENTS.

8. PROTECT ALL SOIL FROM FREEZING ADJACENT TO AND BELOW ALL FOUNDATIONS DURING CONSTRUCTION.

9. INSULATION IS SHOWN WHERE REQUIRED FOR PROTECTION OF THE FOUNDATIONS FROM DAMAGE DUE TO FROST ACTION ONLY. REFER TO ARCHITECTURAL DRAWINGS FOR FOUNDATION INSULATION NOT SHOWN ON THE STRUCTURAL DRAWINGS.

10. SLABS ON GRADE:
- 10.1 PLACE SLABS ON GRADE ON MATERIAL CAPABLE OF SAFELY SUPPORTING 25kPa WITHOUT SETTLEMENT RELATIVE TO THE BUILDING FOUNDATIONS.
- 10.2 PROOF–ROLL EXISTING FILL MATERIAL. REMOVE ANY LOOSE OR SOFTENED AREAS BENEATH SLAB–ON–GRADE BEFORE PLACING GRANULAR FILL.
- 10.3 APPROVED GRANULAR FILL UNDER ALL FLOOR SLABS ON GRADE SHALL BE COMPACTED IN 150mm (6") LAYERS TO 100% STANDARD PROCTOR MAXIMUM DRY DENSITY (SPMDD).
- 10.4 BEFORE CASTING THE SLAB PLACE 150mm (6") OF CLEAR CRUSHED STONE OR COMPACTED GRANULAR "A" OVER THE SUB–BASE AND THOROUGHLY ROLL AND CONSOLIDATE TO THE LEVELS REQUIRED.
- 10.5 WHERE THE SLAB–ON–GRADE IS USED TO LATERALLY RESTRAIN THE TOP OF AN EARTH–RETAINING WALL, ADEQUATELY SHORE THE WALL UNTIL THE SLAB HAS BEEN CAST AND ATTAINED 70% OF ITS SPECIFIED STRENGTH.

11. CARRY OUT BACKFILLING AGAINST FOUNDATION WALLS WHERE THERE IS GRADE ON BOTH SIDES IN SUCH A MANNER THAT THE LEVEL OF BACKFILLING ON ONE SIDE OF THE WALL IS NEVER MORE THAN 500mm (20") DIFFERENT FROM THE LEVEL ON THE OTHER SIDE OF THE WALL, EXCEPT WHERE TEMPORARY SHORING FOR THE WALL IS PROVIDED.

12. DO NOT PLACE BACKFILL AGAINST WALLS RETAINING EARTH (OTHER THAN CANTILEVERED RETAINING WALLS) UNTIL THE WALLS AND THE FLOOR CONSTRUCTIONS AT THE TOP AND BOTTOM OF THE WALLS HAVE BEEN CAST AND HAVE ATTAINED 100% OF THEIR DESIGN STRENGTH.

13. IN NO CASE SHALL HORIZONTAL CONTROL JOINTS BE ALLOWED IN ANY VERTICALLY SPANNING CONCRETE WALLS WITHOUT THE CONSENT OF THE ENGINEER.

14. THE FOUNDATION WALLS HAVE BEEN DESIGNED ASSUMING THAT THEY ARE NOT SUBJECT TO HYDROSTATIC PRESSURE. ENSURE PROVISIONS HAVE BEEN MADE FOR APPROPRIATE DRAINAGE OF GROUNDWATER.

CONCRETE AND REINFORCING

1. ALL CONCRETE WORK TO CONFORM TO THE LATEST REQUIREMENTS OF CSA STANDARDS A23.1, A23.2 & A23.3.

2. REINFORCING BARS SHALL CONFORM TO THE REQUIREMENTS OF CAN/CSA G30.18 GRADE 400R FOR REINFORCING STEEL AND BE DEFORMED HI–BOND HARD GRADE WITH MINIMUM YIELD STRENGTH OF Fy=400MPa.

3. WELDING OF REINFORCING STEEL SHALL NOT BE PERMITTED UNLESS SPECIFICALLY NOTED ON THE DRAWINGS. IF PERMITTED, GRADE 400W DEFORMED REINFORCING STEEL IS TO BE USED AND WELDING IN ACCORDANCE WITH CSA W186.

4. WELDED WIRE MESH AND WELDED WIRE FABRIC SHALL CONFORM TO THE REQUIREMENTS OF CAN/CSA G30.5 WITH A MINIMUM YIELD STRENGTH OF Fy = 450MPa. ALL WELDED WIRE PRODUCTS ARE TO BE SUPPLIED AS FLAT SHEETS AND SHALL BE LAPPED A MINIMUM OF 150mm (6") AT JOINTS (U.N.O.).

5. DETAILING AND PLACING OF ALL REINFORCING STEEL SHALL BE IN ACCORDANCE WITH THE REINFORCING STEEL INSTITUTE OF CANADA "MANUAL OF STANDARD PRACTICE".

6. ALL REINFORCING STEEL SHALL BE SHOP FABRICATED TO INCLUDE HOOKS AND BENDS AS REQUIRED.

7. ALL REINFORCING LAP SPLICES SHALL CONFORM TO THE LATEST CSA STANDARD A23.3 AND ALL BAR SPLICES SHALL BE CLASS "B" TENSION SPLICES (U.N.O.).
- 7.1. NO BAR SPLICES SHALL BE LESS THAN IN THE TABLE BELOW.
- 7.2. INCREASE HORIZONTAL SPLICE LENGTHS IN THE TABLE BY 1.3 WHERE MORE THAN 300mm (12") OF FRESH CONCRETE IS CAST BELOW THE SPLICE.

8. ALL DOWEL EMBEDMENT SHALL MATCH THE ABOVE TENSION SPLICE LENGTH, UNLESS NOTED OTHERWISE.

9. ALL HORIZONTAL BARS SHALL BE HOOKED 300mm (12") AROUND CORNERS.

10. ALL REINFORCING STEEL FABRICATION AND PLACEMENT DRAWINGS SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW BEFORE FABRICATION.

11. REINFORCING BARS, DOWELS AND ANCHOR BOLTS SHALL BE SECURELY TIED IN PLACE SO AS TO MAINTAIN THEIR EXACT POSITION BEFORE AND DURING PLACEMENT OF CONCRETE. BAR SUPPORTS SHALL ONLY BE MADE OF PRECAST CONCRETE BLOCKS, PLASTIC OR WIRE.

12. ALL OIL, GREASE, MUD AND DEBRIS SHALL BE ENTIRELY REMOVED FROM THE REINFORCING STEEL AND ANCHOR BOLTS PRIOR TO THE PLACEMENT OF CONCRETE. REBAR SHALL BE STORED ON SITE IN A MANNER TO BE KEPT CLEAN AND FREE FROM DELETERIOUS MATERIALS.

13. CONFORM TO THE CONCRETE COVER REQUIREMENTS OF CSA A23.1 AND THE FOLLOWING, UNLESS NOTED OTHERWISE:
- 13.1 CONCRETE CAST AGAINST EARTH: 75mm (3")
- 13.2 PIERS AND WALL: 40mm (1½")
- 13.3 EXPOSED TO DE–ICING CHEMICALS: 60mm (2½")
- 13.4 INTERIOR SLABS AND BEAMS: 40mm (1½")

14. CONCRETE PROPERTIES:
- 14.1 ALL CONCRETE SHALL HAVE A 28 DAY MINIMUM COMPRESSIVE STRENGTH OF 20MPa UNLESS OTHERWISE SPECIFIED.
- 14.2 CONCRETE MIX DESIGN SHALL BE SUBMITTED TO THE ENGINEER FOR APPROVAL PRIOR TO USE AT JOB SITE.

USE	CSA CLASS	28 DAY COMP. STRENGTH (MPa)	MAX. W/C RATIO	AIR CONTENT (%)	MAX. AGGREGATE SIZE (mm)	SLUMP (mm)
FOOTINGS	N	20	AS REQ.	NONE	20	80 ±30
FOUNDATION/ RETAINING WALLS	F–2	25	0.55	4–7	20	80 ±30
INTERIOR SLAB ON GRADE	N	25	0.50 MAX.	NONE	20	80 ±30
FREEZE THAW EXPOSURE	F–2	25	0.55	4–7	20	80 ±30

15. WHEN SUPER–PLASTICIZERS ARE USED, THE SLUMP MAY BE INCREASED BEYOND THE VALUES GIVEN, BUT SHALL BE BELOW THE POINT WHERE SEGREGATION WILL OCCUR. THE COST OF SUPER–PLASTICIZERS SHALL BE INCLUDED IN THE COST OF CONCRETE.

16. DO NOT ADD WATER TO CONCRETE UNLESS WRITTEN APPROVAL GIVEN BY THE ENGINEER. IF HIGHER SLUMP CONCRETE IS DESIRED, CONCRETE SUPPLIER SHALL DESIGN AND SUPPLY ACCORDINGLY.

17. HOT AND COLD WEATHER CONCRETING SHALL COMPLY WITH ALL REQUIREMENTS OF CSA STANDARD A23.1. CALCIUM CHLORIDE ADDITIVES WILL NOT BE PERMITTED.

18. ALL CONCRETE FORMWORK TOLERANCES AND SURFACE FINISHES SHALL COMPLY WITH CSA STANDARD A23.1 UNLESS NOTED OTHERWISE ON THE ARCHITECTURAL DRAWINGS.

19. ALL CONCRETE FORMS TO BE WET THOROUGHLY BEFORE POURING CONCRETE.

20. WATER CURING OF CONCRETE IS RECOMMENDED. CURE AND PROTECT ALL CONCRETE IN ACCORDANCE WITH CSA A23.1 SECTION 7.4.

21. ALL CONCRETE EXCEPT SLABS ON GRADE 150mm (6") THICK OR LESS SHALL BE MECHANICALLY VIBRATED SO AS TO COMPLETELY FILL THE FORM WITHOUT CAUSING UNDUE SEGREGATION. ANY DEFECTS IN THE HARDENED CONCRETE SHALL BE SATISFACTORILY REPAIRED OR SHALL BE REPLACED.

22. CHECK ALL STRUCTURAL, ARCHITECTURAL, MECHANICAL, ELECTRICAL, CIVIL, LANDSCAPE AND ALL OTHER RELEVANT DRAWINGS FOR LOCATIONS AND SIZES OF BOLTS, SLEEVES AND OPENINGS.

23. ALL REFERENCES TO EPOXY ARE FOR HILTI HIT–HY 200, UNO. FOLLOW MANUFACTURER'S RECOMMENDED INSTALLATION AND TRAINING OF INSTALLERS.

BAR SIZE	TENSION SPLICE (mm)			COMPRESSION SPLICE (mm)
	25MPa CONC.	30MPa CONC.	35MPa CONC.	
10M	400 (16")	400 (16")	400 (16")	450 (18")
15M	600 (24")	600 (24")	600 (24")	450 (18")
20M	800 (32")	800 (32")	800 (32")	600 (24")

STRUCTURAL STEEL

1. ALL STRUCTURAL STEEL AND CONNECTIONS SHALL BE FABRICATED AND ERECTED IN ACCORDANCE WITH THE LATEST CSA STANDARD S16.

2. STRUCTURAL STEEL SHALL CONFORM TO CAN/CSA–G40.20 FOR GENERAL REQUIREMENTS, AND CAN/CSA–G40.21 FOR QUALITY
- 2.1. GRADE 350W CLASS C FOR H.S.S.
- 2.2. GRADE 350W FOR W SHAPES, S SHAPES, AND TEES.
- 2.3. ALL OTHER MISCELLANEOUS METAL SHALL BE MINIMUM GRADE 300W (U.N.O.)

3. STEEL COATINGS – UNLESS NOTED OTHERWISE ALL STRUCTURAL STEEL SHALL BE CLEANED AND PREPARED TO A MINIMUM LEVEL OF SSPC SP–3 AND IN ACCORDANCE WITH CSA STANDARD S16:
- 3.1. INTERIOR STRUCTURAL STEEL SHALL BE SHOP PRIME PAINTED AS PER CSA/CAN–S–16. SHOP PRIMER SHALL CONFORM TO CISC/CPMA 1–73A.

4. WELDING OF STRUCTURAL STEEL SHALL CONFORM TO THE REQUIREMENTS OF CSA STANDARD W59 AND SHALL BE UNDERTAKEN BY A FABRICATOR AND ERECTOR FULLY APPROVED BY THE CANADIAN WELDING BUREAU TO THE REQUIREMENTS OF CSA STANDARD W47, DIVISION 1 AND DIVISION 2. FABRICATOR TO SUPPLY CERTIFICATION OF FUSION WELDING, AND WELDING MAY ONLY BE CARRIED OUT IN ACCORDANCE WITH OWNER'S SAFETY REGULATIONS REGARDING WELDING.

5. BEAMS SET ON A CONCRETE FOUNDATION WALL SHALL HAVE A ½" THICK STEEL BASEPLATE ANCHORED TO THE WALL USING (2)⅝"DIA.x6" LONG EPOXY ANCHORS (MIN. 3" EDGE DISTANCE).

6. LATERALLY BRACE THE TOP FLANGE OF STEEL BEAMS USING A 2x6 NAILER CONNECTED W/ ½"DIA. THROUGH BOLTS AT 24"O/C, STAGGERED.

LUMBER

1. SAWN LUMBER PRODUCTS SHALL CONFORM TO THE REQUIREMENTS OF CSA STANDARD O141. ALL SAWN LUMBER IS TO BE SPF GRADE NO. 2 OR BETTER, UNLESS NOTED OTHERWISE.

2. JOISTS HANGERS SHALL BE MINIMUM 0.879mm (0.0346") GALVANIZED STEEL AND SHALL CONFORM TO THE INTERNATIONAL CONFERENCE OF BUILDING OFFICIALS "ACCEPTANCE CRITERIA FOR JOIST HANGERS AND SIMILAR DEVICES".

CONNECTION TYPE	MIN. LENGTH (mm)	MIN. NUMBER OR SPACING (mm)
DOUBLE STUDS AT OPENINGS OR STUD WALLS	76 (3")	750 (30") O/C
LINTELS TO STUDS EACH END, EACH PLY	82 (3¼")	50 (2") O/C
76 NAIL DIA. = 3.76 (0.148") MIN. 82 NAIL DIA. = 3.76 (0.148") MIN.		

DESIGN LOADING

ROOF SL=30psf, DL=20psf
FLOOR LL=40psf, DL=15psf

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100129183
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55318-300
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LICENSED PROFESSIONAL ENGINEER
P.A. SLATER
90379660
2024-10-03
PROVINCE OF ONTARIO

* For structural design of reinforced foundation wall, footing and tie slab, as noted on S1.1 & S1.3.

No.	REVISIONS	DATE

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MTE PROJECT NO. 55318-300

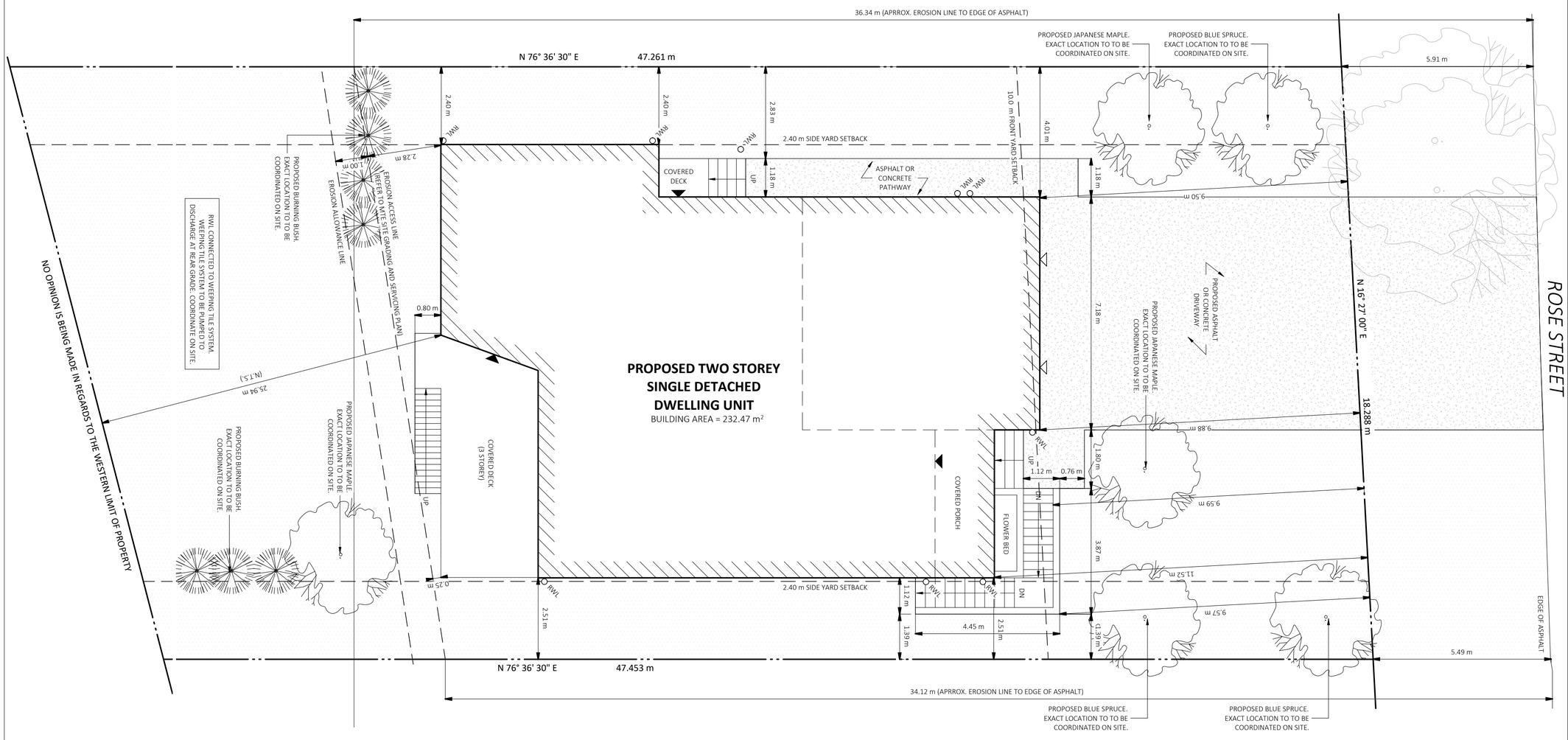
CLIENT
SDIS GROUP INC.

PROJECT NAME
CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE
STRUCTURAL NOTES

DATE	SHEET NO.
2024.10.10	**S1.5**
SCALE	
PROJECT NO. 2024-053	

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No.	CHRONOLOGY	DATE
1	ISSUED FOR BUILDING PERMIT	2023.10.10

PROJECT NORTH

TRUE NORTH

No.	REVISIONS	DATE

FINE LINE DRAFTING & DESIGN INC.

FINE LINE DRAFTING AND DESIGN INC.
519-871-4299
rodneyf@finelinedraftingdesign.ca
finelinedraftingdesign.ca

The undersigned has reviewed and takes responsibility for this design, and has the qualifications and meets the requirements set out in the Ontario Building Code to be a designer.

Rodney Friesen
Personal BCIN: 114065
Firm BCIN: 126303

CLIENT

SDIS GROUP INC.

PROJECT NAME

CHMELAR RESIDENCE
30 ROSE STREET, AYR,
ONTARIO N0B 1E0

DRAWING TITLE

SITE PLAN

DATE: 2024.10.10	SHEET NO.: **SP1.1**
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PROJECT NO.: 2024-053	

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Scoped Environmental Impact Study

Rose Street (PT LT 1 PL 663 AYR PTS 1, 6 & 7 67R1718), Ayr (Township of North Dumfries)

December 2024



Prepared For:	Alexander Chmelar
Prepared By:	Aster Environmental Services Ltd.
Date:	December 20, 2024
Project ID:	AES-24050

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Date: December 21, 2024
Project ID: AES-24050

Alexander Chmelar

Sent to: ch7sasha@hotmail.com

Subject: **Environmental Impact Study, PT LT 1 PL 663 AYR PTS 1, 6 & 7 67R1718, Township of North Dumfries**

Dear Alexander:

Aster Environmental Services Ltd. has prepared the attached report to address applicable submission requirements for your development application(s).

We trust that the enclosed addresses the scope of work agreed upon in our contract and/or as established through consultation with the approval agency.

Best regards,

Aster Environmental Services Ltd.

MFrancis

Mike Francis, M.E.S., H.B.Sc., E.P.
Principal – Senior Ecologist

Table of Contents

1) INTRODUCTORY CONTEXT & BACKGROUND 1

2) ASSESSMENT APPROACH 2

2.1 Identification of Study Area 2

2.2 Review of Background Information Sources 2

2.3 Site Assessment Methods 3

2.3.1 Functional Habitat Assessment 3

2.3.2 Targeted Wildlife Assessment 4

2.3.3 Physical Assessment (Topography, Surficial Geology, & Drainage) 4

2.3.4 Vegetation Assessment 4

2.3.5 On-Site Investigation 5

2.4 Significant Natural Heritage Feature Assessment 5

2.5 Impact Assessment and Mitigation Planning 6

2.6 Conformity & Compliance Review 7

3) EXISTING CONDITIONS – STUDY AREA CHARACTERIZATION 7

3.1 General Site Conditions & Land Uses 7

3.2 Topography, Physiography, and Drainage 7

3.3 Aquatic Conditions 8

3.4 Vegetation Conditions 8

3.4.1 Subject Property (Above Top of Bank) 8

3.4.2 Adjacent Lands 9

3.5 Fish & Wildlife Habitat Conditions 9

3.5.1 Wildlife Habitat 9

3.5.2 Fish & Aquatic Habitat 10

4) SIGNIFICANT NATURAL HERITAGE FEATURE ASSESSMENT 10

4.1 Watercourses & Fish Habitat 11

4.2 Wetlands 11

4.3 Areas of Natural and Scientific Interest 11

4.4 Significant Valleylands 11

4.5 Woodlands & Significant Woodlands 12

4.6 Habitat of Endangered and Threatened Species 12

4.6.1 At-Risk Aquatic Species 13

4.6.2 Endangered Bat Species 13

4.7 Significant Wildlife Habitat 14

4.7.1 Waterfowl Stopover & Staging Areas (Aquatic) 14

4.7.2 Shorebird Migratory Stopover Areas 14
4.7.3 Bat Maternity Colonies 14
4.7.4 Waterfowl Nesting Areas 14
4.7.5 Bald Eagle and Osprey Nesting, Foraging, and Perching Habitat 14
4.7.6 Turtle Nesting Areas 15
4.7.7 Special Concern and Rare Wildlife Species 15
4.8 Regional Designations (Landscape-Level System, Environmentally Sensitive Policy Area, Core & Supporting Environmental Features 16
5) IMPACT ASSESSMENT & RECOMMENDATIONS 17
5.1 Watercourses (Nith River) & Fish Habitat 18
5.2 Significant Valleylands 20
5.3 Woodlands/Significant Woodlands 21
5.4 Habitat of Endangered & Threatened Species 22
5.4.1 Aquatic Species at Risk 23
5.4.2 Endangered Bats 24
5.5 Significant Wildlife Habitat 24
6) COMPLIANCE WITH ENVIRONMENTAL LEGISLATION AND POLICIES 25
6.1 Federal *Fisheries Act*, R.S.C. 1985 25
6.2 Federal Migratory Birds Convention Act (1994) 26
6.3 Provincial *Endangered Species Act,* S.O. 2007, c. 6 26
6.4 Provincial Planning Statement, pursuant to the *Planning Act*, 2024 26
6.5 Grand River Conservation Authority Regulation 41/24, pursuant to the *Conservation Authorities Act*, R.S.O. 1990 27
6.6 Region of Waterloo Official Plan, 2015 27
6.7 Township of North Dumfries Official Plan, 2018 Consolidation 29
7) CONCLUSIONS 29
8) REFERENCES 30

List of Report Figures

Figure 1. Property Location and Context.
Figure 2. Regional Core Environmental Feature Context.
Figure 3. Documented Conditions, Proposed Development & Recommendations.

List of Report Appendices

Appendix 1. Land Use Schedules.
Appendix 2. Photos of Representative Site Conditions.
Appendix 3. Endangered & Threatened Species Screening.
Appendix 4. Significant Wildlife Habitat Screening.
Appendix 5. Site Plan/Survey.
Appendix 6. Sediment Fencing Standard (Example).

1) INTRODUCTORY CONTEXT & BACKGROUND

Aster Environmental Services Inc. (hereafter 'Aster Environmental' or 'AES') was retained by Alexander Chmelar (hereafter 'proponent') to prepare an Environmental Impact Study (EIS) for proposed development on a property described as PT LT 1 PL 663 AYR PTS 1, 6 & 7 67R1718 (between 30 and 70 Rose Street) in the Township of North Dumfries (the 'subject property'; see **Figure 1**). The property measures approximately 0.15 ha and is located in a built residential area within the settlement area of Ayr. The subject property represents a single existing lot-of-record, presumably severed in the past from an adjoining parcel with the intent of creating a residential building lot.

To summarize our understanding of planning context, the subject property is contained outside of any targeted provincial planning jurisdictions (e.g., Greenbelt Plan). Building and planning decisions within the local jurisdiction are governed by the Township of North Dumfries Zoning Bylaw 689-83, Township Official Plan (OP; 2018 Consolidation), and Region of Waterloo OP (2015). The property appears to be zoned as 'Urban Residential (Flood Plain)' and designated in Map 2.1 to the Township OP as 'Open Space'. Map 5A to the Township OP further identifies portions of the property as part of a 'Significant Valley' and 'Core Environmental Feature'. These designations are consistent with applicable planning resources of the Region. Additionally, the subject property is contained within the watershed-based regulatory jurisdiction of the Grand River Conservation Authority (GRCA), with the entire parcel appearing to be regulated under the *Conservation Authorities Act.* For convenient reference, various applicable land-use schedules/maps are provided in **Appendix 1**, with the property location highlighted on each.

From a natural heritage perspective, the subject property is located in an urban/residential area, but situated directly adjacent to and within the valley of the Nith River. This river valley meanders through the settlement area of Ayr, along with a variable forested corridor and floodplain. The subject property supports a narrow fringe of forest and other vegetation along an upper terrace above the primary river valley. This area and other forested floodplain areas on the local landscape may support wildlife habitat functions, while the Nith River supports habitat for fish and other aquatic wildlife. Such features and areas have the potential to support significant wildlife habitat and/or Species at Risk protected under provincial and federal regulations (e.g., *Endangered Species Act*).

It is our understanding that this EIS has been requested by the Town to support an application for Zoning Bylaw Amendment that is required to construct a single dwelling. Despite the location within a largely built settlement area, the property is contained in an area identified in local planning resources as significant and/or sensitive. Therefore, the proposal presents the potential for negative impacts to such features and functions, which must be assessed to inform applications for planning and/or regulatory approvals.

The initial goal of this assessment is to determine the presence, extent, and function of natural heritage features distributed throughout relevant portions of a defined study area. The report identifies any potential impacts resulting from the prospective development and offers recommended measures to mitigate such potential impacts, where applicable. This allows for a review of application conformity with various local and provincial policies that support protection of natural heritage. The EIS also includes consideration for compliance with commonly applicable environmental regulations, including the provincial *Endangered Species Act*, federal *Fisheries Act*, and federal *Migratory Birds Convention Act*. The EIS is prepared to accompany any potential required applications for planning approvals and/or regulatory permits.

2) ASSESSMENT APPROACH

The approach and methods used to carry out this assessment include the following general stages:

1. Confirm an understanding of key project context, including the nature of proposed development and the trigger and purpose for conducting the study (as outlined in **Section 1**).
2. Identify a study area in which to focus assessment efforts.
3. Gather background biophysical information for the study area to become familiar with existing natural heritage feature mapping and records of features and species of conservation interest prior to the site investigation.
4. Conduct a general site investigation and/or targeted survey methods (where feasible/appropriate) to further support an assessment of the presence or absence of natural heritage features that are considered significant and requiring protection, *e.g.*, woodlands, wetlands, habitat for endangered or threatened species, etc.
5. Determine whether implementation of the proposed development plan will result in negative impacts to significant/key natural heritage features, and identify ways in which such impacts can be mitigated via avoidance, minimization, and/or compensation measures.
6. Provide an assessment of consistency and conformity of the proposed development plan with applicable municipal, provincial, and federal environmental policies and regulations.

2.1 Identification of Study Area

The primary focus of this assessment is the subject property on which development is proposed (see **Figure 1** and **Figure 2**). The study area is further defined as a 120 m radius around the estimated limit of disturbance associated with the development. The 120 m assessment radius is a measure that is intended to ensure appropriate consideration for natural heritage features and functions of adjacent lands, consistent with direction in the Natural Heritage Reference Manual (NHRM) under the Provincial Policy Statement (PPS).

Notwithstanding, there may be limitations to the extent of investigations that can take place within a 120 m radius. In some cases, the presence of roadways or other physical barriers may be used as a logical break in the continuous extent of the study area. While such lands may be within 120 m of proposed development, a prominent physical barrier may also serve to provide a functional (physical, ecological, and hydrologic) separation between development and natural features that would otherwise be considered relevant. With respect to land ownership, the study area generally includes consideration for adjacent privately-owned lands; however, access to privately-owned lands is typically not sought as part of an EIS. Assessment of inaccessible portions of the study area are typically limited to a desktop review and only discussed if/where relevant.

For this file, the assessment does not have regard for lands east of Rose St., and provides only cursory discussion for lands west of the Nith River, as both features represent physical and functional barriers to potential development impacts. Adjacent privately-owned residential parcels to the north and south are considered in the assessment but were not accessed for direct data collection.

2.2 Review of Background Information Sources

Background biophysical information pertaining to the study area was collected from a variety of sources. These include:

- **Region of Waterloo Official Plan** & Schedules (2015)
- **Township of North Dumfries Official Plan** & Schedules (2018 Consolidation)

- **Ministry of Natural Resources and Forestry (MNRF) Natural Heritage Areas and Natural Heritage Information Centre (NHIC)** database regarding information on NEC designations and occurrences of SAR and provincially tracked species (squares: 17NH4392 and adjoining squares); accessed Dec 2024, at: http://www.gisapplication.lrc.gov.on.ca/mamnh/Index.html?site=MNR_NHLUPS_NaturalHeritage&viewer=NaturalHeritage&locale=en-US).
- **Ontario Breeding Bird Atlas (OBBA) database and the Atlas of the Breeding Birds of Ontario, 2001–2005** (Cadman et al. 2007) regarding birds that were documented to be breeding in the vicinity of the study area during the 2001–2005 period (accessed Dec 2024 at: http://www.birdsontario.org/atlas/squareinfo.jsp).
- **Ontario Reptile and Amphibian Atlas (ORAA)** database regarding records of reptiles and amphibians that have been observed within the vicinity of the study area (accessed Dec 2024 at: http://www.ontarioinsects.org/herpatlas/herp_online.html).
- **Department of Fisheries and Oceans – Aquatic Species at Risk Mapping:** https://www.dfo-mpo.gc.ca/species-especes/sara-lep/map-carte/index-eng.html
- **Department of Fisheries and Oceans – Fish and Fish Habitat Protection Program Website**: https://www.dfo-mpo.gc.ca/pnw-ppe/ffhpp-ppph-eng.html
- **Atlas of the Mammals of Ontario** (Dobbyn 1994) regarding mammal records within and adjacent to the study area.
- **Species at Risk (SAR) range maps** (accessed Dec 2024 at: http://www.ontario.ca/environment-and-energy/species-risk-ontario-list).
- **iNaturalist** (accessed Dec 2024 at: https://www.inaturalist.org).
- **Physiography of Southern Ontario** (Chapman and Putnam 2007) for information pertaining to the physiography and soils of the study area and adjacent lands.
- Digital Ontario base maps and aerial photography resources.

2.3 Site Assessment Methods

The sections below outline the various methods used to characterize and assess potential natural heritage features and associated functions within the subject property.

2.3.1 Functional Habitat Assessment

Aster Environmental relies first and foremost on a functional assessment approach. We first focus on evaluating the biophysical conditions of a site, including classifying vegetation communities, identifying hydrologic features (wetlands, watercourses), and characterizing other physical characteristics. We review existing background mapping to determine if significant features have been previously identified within the study area, or if the planning authority has already undertaken a comprehensive review of natural heritage features. For example, if a planning authority has already undertaken a jurisdictional review of significant woodlands, then we may simply rely on this resource to determine the presence/absence and extent of such features.

We then consider the potential for significant species within an area of interest based on general habitat requirements, background occurrence records, etc. If conditions are suitable within the study area for a significant species that is known to occur in a local area, it may be simplest to assume that such a species is present, rather than undertake targeted assessments to demonstrate absence. Species-specific habitat preferences and/or affinities may be determined from published reports, unpublished documents, and direct experience. The acceptable degree of interpretation/assumption is often determined based on the relative risk of a development proposal.

The above method is considered far more practical than immediately deferring to targeted biophysical surveys that may be superfluous in achieving the goal of the study. For example, if a wetland feature is present within 120 m from a proposed development, we would first determine if the development can demonstrate functional avoidance of the feature before undertaking detailed assessments to characterize biological functions of the wetland (*e.g.*, undertaking turtle and/or amphibian surveys, *etc.*).

2.3.2 Targeted Wildlife Assessment

In certain circumstances, Aster Environmental completes further species-specific or otherwise targeted assessments in accordance with applicable standard methods and protocols (or modified versions thereof). Targeted survey efforts may be undertaken due to one or more triggers, such as a specific request from an approval authority. In some case, when a species of conservation concern may occur in conflict with a development proposal, it can become critical to confirm presence/absence to inform mitigation planning or potential regulatory authorization requirements.

Given the scoped nature of this study, a robust targeted survey program or even an in-season survey was not considered necessary to inform an impact assessment. This is because the nature and context of the proposal presents minimal and/predictable opportunity for increased risk to areas that represent wildlife habitat. While significant species may be expected to occur within the local landscape, it is our opinion that presence/absence of most species/guilds would be unlikely to influence the outcome of the assessment. It is our general opinion that further in-season, targeted survey effort (beyond the single, late-season survey) is not necessary to draw reasonable conclusions regarding the potential for negative impacts. Conservation assumptions have been applied in our estimate of which relevant species could occur within the study area.

2.3.3 Physical Assessment (Topography, Surficial Geology, & Drainage)

The geophysical setting of the study area was determined using various background resources, including topographic maps, provincial soil survey data, and aerial imagery. On-site investigations further characterize general physical conditions, describing notable features such as steeply sloping land, interesting micro-topographical conditions, exposed bedrock, etc. While soil conditions are not always analysed, soil sampling may be undertaken where determination of specific soil conditions would influence other ecological characterization of the site, e.g., determining the presence/absence of hydric soils to inform wetland mapping. The potential for drainage features was determined through the review of background mapping resources and further assessed during the on-site investigation.

2.3.4 Vegetation Assessment

Natural vegetation communities within the study area were reviewed in accordance with applicable Ecological Land Classification (ELC) community tables (Lee et al., 1998), which is generally intended for use in Ecoregions 6E and 7E. ELC defines ecological units or communities based on bedrock, climate (temperature, precipitation), physiography (soils, slope, aspect), and corresponding vegetation. The key value of applying the ELC system in an EIS context is the potential to identify communities that are known to be rare/sensitive or otherwise likely to support certain other natural heritage features or functions (e.g., rare species or specialized wildlife habitat).

In our experience, the ELC classification key is not comprehensive, and improvised classifications are occasionally used to describe communities, e.g., anthropogenic features. Moreover, given the time intensity required to conduct the ELC protocol, it is commonplace to employ a scoped, streamlined approach to ELC for the purpose of conducting site-specific EIS work. In most cases, vegetation communities are pre-delineated via aerial photo interpretation and subsequently confirmed and refined in the field using a general wandering survey approach. The boundaries of any identified

wetland boundaries were delineated in accordance with the "50% wetland vegetation rule" as directed by the Ontario Wetland Evaluation System (OWES), where feasible.

2.3.5 On-Site Investigation

The background review of biophysical information and general preliminary assessment informed the scoping of field data collection activities undertaken on Nov 15, 2024. Conditions during the on-site investigation were described as cloudy, low wind, with temperatures ranging from 9-10 degrees. Approximately 2.5 hours were spent conducting on-site surveys, beginning at approximately 9:30 am. The site investigation was undertaken by a qualified ecologist, focused on characterizing and (where applicable) delineating natural heritage features that are considered relevant within the jurisdiction, e.g., woodlands and wildlife habitat, including potential habitat for threatened or endangered species.

It is acknowledged that the site investigation was undertaken late in the season, largely due to the timing of project initiation and the scheduling goals of the proponent. As previously noted, given the context for the application, the seasonality of the site review is considered less relevant, as the risk of environmental impacts is primarily 'indirect' in nature. On this basis, the timing of the visit is considered sufficient for characterizing site conditions and assessing the habitat potential of constraining species, including potential rare or at-risk wildlife and vascular plants.

Any discrete feature boundaries were delineated with a high-accuracy GPS, and all relevant features were photographed and catalogued for inclusion in this report (**Appendix 2**). Existing conditions, as characterized through our on-site investigations, are described in **Section 3**.

2.4 Significant Natural Heritage Feature Assessment

Provincial and local planning policies employ varying terms for natural heritage features and designations that have recognized 'statuses' within the applicable planning jurisdiction. The subject property is located within the planning areas of the Township of North Dumfries and the Regional Municipality of Waterloo. These jurisdictions administer a unique set of policies based on characterization of 'Landscape Level Systems', 'Environmentally Sensitive Policy Areas', 'Core Environmental Features', and Supporting Environmental Features'. This varies from the general provincial classification approach that breaks natural systems into a series of 'significant' or 'key' natural heritage features, generally part of a broader 'Natural Heritage System'.

The terminology used in this report aims to consolidate the above-noted terminology, including reference to individual significant natural heritage features, and also reference to the jurisdiction-specific terminology for various features/systems. The various features/systems discussed in our assessment include the following:

- Watercourses & Fish Habitat
- Wetlands (including provincially significant wetlands)
- Areas of natural and scientific interest
- Significant valleylands
- Woodlands (including significant woodlands)
- Habitat of endangered and threatened species
- Significant wildlife habitat (including rare vegetation types and habitat for species of special concern)
- Landscape Level Systems (Region-specific Designation)
- Environmentally Sensitive Policy Areas (Region-specific Designation)

- Core Environmental Features (Region-specific Designation)
- Supporting Environmental Features (Region-specific Designation)

The potential presence/absence of relevant species of conservation interest, such as endangered and threatened species, are assessed using a combination of the background information review outlined in **Section 2.2** and the habitat-based approach outlined in **Section 2.3.1**. The potential presence of certain features such as significant woodlands, significant valleylands, and significant wildlife habitat (SWH) is determined using existing background mapping and/or assessed in accordance with applicable guidance documents. Key guidance documents include but are not limited to:

- Ontario Wetland Evaluation System – Southern Manual (2022)
- Natural Heritage Reference Manual (NHRM) for the Natural Heritage Policies of the Provincial Policy Statement (MNRF 2010)
- Significant Wildlife Habitat Criteria Schedules for Ecoregion 7E (MNRF 2015).
- Department of Fisheries and Oceans Fish and Fish Habitat Protection Program guidelines.
- General habitat descriptions, recovery strategies, and other official technical documents related to species listed as endangered or threatened under the Endangered Species Act.

The detailed assessment of significant features/systems is provided in **Section 4** of this report.

2.5 Impact Assessment and Mitigation Planning

The impact assessment process is a systematic evaluation of the potential environmental consequences a proposed project or development. It is typically predictive and interpretative, relying on a melding of hard data and professional judgement. Once a specific site is sufficiently characterized through an existing conditions assessment, individual features are defined for their significance and sensitivities. The impact assessment then focuses on predicting how significant and sensitive features may be subject to change, degradation, or outright elimination through the life of the development. It is further determined whether such impacts may occur through direct or indirect means.

Where negative impacts to a feature are possible, a review is undertaken to determine the potential scale of impacts and opportunities for mitigation. The ultimate goal is to outline a mitigation plan that allows for avoidance or compensation of anticipated impacts, thereby achieving a scenario of 'no negative impacts' and/or 'no net negative impacts'. Site-specific mitigation can take any of the following forms:

- **Avoidance:** identifying an alternative approach that avoids the predicted impact.
- **Minimization:** refining the proposal to reflect a scenario where predicted impacts are either negligible or acceptable.
- **Active Mitigation:** developing a plan to mitigate various impact pathways through the development process, the successful implementation of which will avoid impacts.
- **Offsetting:** undertaking one or more measures to compensate for unavoidable impacts, thereby pursuing a scenario of no *net* negative impacts.

Aster Environmental's impact assessment and recommended mitigation measures/plan are provided in **Section 5.**

2.6 Conformity & Compliance Review

There are several environmental policies (*e.g.*, statutes, regulations, plans, guidance documents, etc.) that may apply to the study area and proposed development, which are listed below. A general assessment of the proposed development's consistency and conformity with these environmental policies is offered in **Section 6**.

- Federal *Fisheries Act*, R.S.C. 1985
- Federal *Migratory Birds Convention Act*, S.C. 1994, c. 22
- Provincial Policy Statement, 2020, pursuant to the *Planning Act*, R.S.O. 1990, c. P.13
    - Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement, 2010.
    - Significant Wildlife Habitat Criteria Schedules for Ecoregion 7E.
- Provincial *Endangered Species Act*, S.O. 2007, c. 6
- Provincial Conservation Authorities Act, R.S.O. 1990, c. C.27
- Region of Waterloo Official Plan, 2015
- Township of North Dumfries Official Plan, 2018 Consolidation

3) EXISTING CONDITIONS – STUDY AREA CHARACTERIZATION

3.1 General Site Conditions & Land Uses

The subject property measures approximately 0.15 ha and is vacant of any structures or signs of existing land uses. There is an existing access driveway from Rose St. that is presently top-dressed with gravel. This leads to an open area in the center of the parcel that appears to be maintained and evidently has been subject to some minor tree removal. The rear of the parcel supports a narrow swath of vegetation along the top of a steep slope leading to the Nith River channel.

Neighboring properties to the north and south support existing residential dwellings and areas of maintained amenity space, e.g., grassed lawns. These properties also support a consistent vegetated swath along the edge of the Nith River. The broader local landscape is primarily built residential areas, with scattered patches of natural cover dispersed along the Nith River corridor. There is a large municipal park directly east of the property on the opposite side of Rose St.

3.2 Topography, Physiography, and Drainage

The study area is associated along a transition in physiographic regions, where the 'Waterloo Hills' region that characterizes much of Waterloo Region transitions into the 'Norfolk Sand Plain' that extends southward and encompasses larger portions of Brant and Norfolk counties. The Waterloo Hills are aptly named for the reoccurring series of till and kame moraines divided by outwash channels. The study area is located within a former glacial spillway, contained within this broader landscape of mixed kame and till moraines (Chapman and Putnam 1984); however, the landscape immediately to the south gives way to flat, sandy outwash plain.

According to the Ontario Soil Survey (AgMaps 2024), the study area is located within an area of Burford Gravelly Loam. These well-drained soils occur extensively on terraces and outwash areas bordering larger watercourse valleys (Presant & Wicklund 1971). Typical composition includes 12" or less of loam or sandy loam over gravelly materials.

Topography within the subject property is characterized by a prominent slope westward from Rose St. There is also a steep, south-facing slope leading from the property to the north into the subject property, evidently from significant infilling of the valleyland, presumably at the time the adjacent dwelling was constructed. Most of the central and eastern portion of the property is contained on an upper terrace above the main channel of the Nith River, potentially within the current or historic floodplain. The rear of the property overlaps with the top of slope of the Nith River, and the parcel itself crosses the channel of the watercourse.

The subject property is entirely contained within the drainage area of the Nith River, which represents the western extent of the broader Grand River watershed, draining nearly 20% of the overall watershed. The river originates south of Conestogo Lake and drains into the Grand River in Paris approximately 60 km to the southwest of its headwaters. Functional drainage on the property is presumably supported by infiltration and diffuse overland flows. Aside from the Nith River, there are no mapped or otherwise defined drainage features occurring within the property or adjacent lands.

3.3 Aquatic Conditions

Aquatic areas/environments within the study area are limited to the Nith River channel, which occurs along the rear of the subject property as described above. No comprehensive survey or sampling of in-stream structure or channel morphology was undertaken as part of this assessment. The reach associated with the subject property was described during the site assessment as supporting a wetted channel width of approximately 20 m and an estimated average depth of 1 m. The channel appears to support a mix of cobble and small boulders over finer bed substrates. There is a sequence of riffles and runs spanning 50-100m upstream from the subject property and at least 50 m downstream, with larger pools on either end. The edge of the property sits on the outside of one of several broad meanders that characterize the river as it passes through the Ayr settlement area.

3.4 Vegetation Conditions

Existing vegetation communities within the study area were assessed through a combination of background review and on-site investigation. A desktop exercise was undertaken to map vegetation community boundaries using background information sources and current aerial photographs; the mapped vegetation communities were then ground-truthed to a high level and refined where necessary during the site investigation. Given the successional/anthropogenic nature of some encountered vegetation assemblages, the assigned ELC codes/descriptions may be improvised, generalized, 'complexed', or otherwise not strictly conforming to the ELC guide.

Vegetation community mapping with classifications generally based on Lee et al (1998) is provided on **Figure 2**, however, given the limited diversity of natural vegetation cover within the property, discussion of vegetation conditions is broken down below by the verified conditions observed on the subject property vs. the interpreted conditions of adjacent lands (rather than individual ecosite descriptions). All species observed within the study area are considered common locally and provincially.

3.4.1 Subject Property (Above Top of Bank)

The area above the top of bank on the subject property includes two cover types, the majority of this being described as 'Anthropogenic Area'. This encompasses all areas not with the woodland/vegetated areas identified on **Figure 3**. This includes the majority of the property which contains the driveway and cleared/maintained area in the central portion of the parcel. The anthropogenic space includes no tree or natural vegetation cover, although it does appear that a small number of young trees (Black Walnut, *Juglans nigra*) have been removed from the site in recent years.

The existing open area transitions into a narrow patch of primarily successional vegetation that we describe as Deciduous Forest/Cultural Woodland (FOD/CUW). This area occurs directly above the primary top of bank to the Nith River, spanning an average width of 15 m between the river and the aforementioned open, maintained space. There is a sparse layer of canopy-height Black Walnut, with trace Sugar Maple (*Acer saccharum*) and Basswood, and some lower coverage of Bur Oak (*Quercus macrocarpon*), Black Walnut, and Hackberry (*Celtis occidentalis*). Tree cover is variable but functionally dominated by a tall shrub layer of Buckthorn (*Rhamnus cathartica*), White Ash (*Fraxinus americana*), Lilac (*Syringa vulgaris*), and a lower layer of Barberry (*Berberis sp.*), Raspberry (Rubus strigosis), Tatarian Honeysuckle (*Lonicera tatarica*), and Ninebark (*Physocarpus opulifolius*). The groundcover in this narrow woodland includes dense layers of non-native Periwinkle (*Vinca minor*), Celandine (*Chelidonium majus*), Garlic Mustard (*Alliaria petiolata*), Dame's Rocket (*Hesperis matronalis*), and other species indicative of disturbance. In general, this section of the property is quite degraded by non-native species cover and lacks a mature canopy component. Various photos in **Appendix 2** can be viewed to support an understanding of on-the-ground conditions.

3.4.2 Adjacent Lands

The primary cover type observed on adjacent lands is a combination of the same vegetation observed within the property. Areas to the north and south of the property are represented by further maintained residential space and existing built dwellings. The rear of these parcels is represented by the same narrow woodland ecosite described on the property as FOD/CUW. This woodland becomes slightly broader to the south and supports more mature canopy components with some additional diversity, including some larger Bur Oak, Basswood, and Beech (*Fagus americana*). To the north, the woodland strip is quite narrow and consists of sparse Walnut and Hackberry on a raised ridge.

Below the top of bank to the Nith River, there is an erosive slope with sparse vegetation cover including Coltsfoot (*Tussilago farfara*), Goldenrod (*Solidago canadensis*), Periwinkle, and an abundance of exposed sandy-gravelly soil. At the base of this slope is a very narrow strip of active riparian vegetation consisting of sparse Goldenrod, Coltsfoot, and Reed Canary-Grass (*Phalaris arundinacea*), before transitioning to wetted portions of the river channel (see **Section 3.3**). West of the river is a broad area of riparian/floodplain woodlands. This area was not assessed directly; however, observed dominant vegetation includes a mix of Black Walnut, Silver Maple (*Acer saccharinum*), Willow (*Salix sp.*), and Ash (*Fraxinus sp.*). This area likely straddles the interface between 'lowland' riparian forest and swamp; however, there are no mapped wetland communities in this location.

3.5 Fish & Wildlife Habitat Conditions

3.5.1 Wildlife Habitat

The combined results of Aster Environmental's background review and on-site assessment indicate that the subject property and/or adjacent lands support a range of potential wildlife habitat functions.

No targeted survey efforts were undertaken with respect to general mammalian diversity; however, all incidental species observations (or evidence thereof) were documented during our on-site investigation, which included evidence of Grey Squirrel (*Sciurus carolinensis*) and Raccoon (*Procyon lotor lotor*). Given the urban landscape context, the property and surrounding landscape is most likely to support habitat for these and a limited number of other common and human-tolerant mammal species. Additionally, the study area has some potential to support one or more bat species. Potentially significant habitat functions related to mammals, including bats, are discussed under **Section 4.**

In addition to mammals, we expect that the subject property and adjacent lands has the potential to support a mix of migratory and resident bird species. On-site investigations were undertaken outside

of the breeding bird season. Therefore, any incidental observations would be expected to consist of only year-round resident species or late migrants. Species documented while on site included Black-capped Chickadee (*Poecile atricapillus*), Blue Jay (*Cyanocitta cristata*), American Crow (*Corvus brachyrhynchos*), and Downy Woodpecker (*Picoides pubescens*). Based on structure and urban context, the woodland associated with the study area appears unlikely to support significant diversity of bird species; however, various additional species can be expected to occur during the active season. Potential occurrences of bird species of conservation concern are assessed in **Section 4** based on combination of habitat assessment and review of background databases.

Targeted reptile and/or amphibian surveys were not considered necessary to inform this scoped review; however, our site visit was undertaken at a time of year that would allow for identification of key habitat features. Importantly, the subject property contains no specialized habitat for herptiles (e.g., open-water wetlands, woodland breeding pools, bedrock openings, etc.). Regardless, it is possible that limited species could occur within the property or adjacent lands during the course or regular seasonal movements. The Nith River could also support an important movement corridor for one or more turtle species. Potential occurrences of herptile species of conservation concern are assessed in **Section 4** based on combination of habitat assessment and review of background databases.

We note that the subject property and/or surrounding landscape may represent habitat for one or more wildlife species protected under the ESA, as evidenced by existing records within background databases (NHIC, OBBA, iNaturalist), as well as indicative habitat features observed by Aster Environmental staff during the assessment. All relevant observations of wildlife species and/or habitat features, including individuals of species at risk or other species of conservation concern, are discussed in **Section 4** of this report within the context of KNHFs.

3.5.2 Fish & Aquatic Habitat

The structure of aquatic habitat associated with the study area is described under **Section 3.3** above. Given the nature of the proposal and the scope of this assessment, no comprehensive biological sampling of aquatic habitats within the study area has been undertaken. According to GRCA (2024), the Nith River sub-watershed supports 60 recorded fish species, 18 mussel species, and other aquatic species at risk such as Queensnake (*Regina septemvittata*). The Fish On-line database lists catch records for only 13 species (all common game fish), and is therefore not considered comprehensive. Background fish/aquatic species records are generally associated with the Nith River and not specific to local reaches associated with the study area.

As with general wildlife habitat, potential occurrences of aquatic species of conservation concern are assessed in **Section 4** based on combination of habitat assessment and review of background databases. A general assessment of potential fish habitat impacts is provided further in this report.

4) SIGNIFICANT NATURAL HERITAGE FEATURE ASSESSMENT

Based on review of the biophysical information collected during background information gathering, and analysis of the existing conditions of the study area as described above, the following applicable features/areas are considered present (or potentially present) within the study area.

- Watercourses & Fish Habitat
- Significant Valleylands
- Woodlands (including potential Significant Woodlands)
- Habitat of Endangered & Threatened Species
- Significant Wildlife Habitat

- Landscape Level Systems, Environmentally Sensitive Policy Areas, Core Environmental Features, & Supporting Environmental Features

All significant features/areas as defined under the local and regional OP policies are listed in the section below, with rationale provided regarding the conclusion of presence/absence of each feature within the study area.

4.1 Watercourses & Fish Habitat

The study area contains a single watercourse, the Nith River, which represents direct fish habitat. A general biophysical characterization of this feature is provided under **Section 3**. Additional discussion, including a review of potential impacts to this feature resulting from implementation of the proposed plan, is provided in **Section 5.1**.

4.2 Wetlands

Background mapping resources (On Geohub and GRCA mapping) do not indicate the presence of wetland features occurring within or adjacent to the subject property (see **Figure 1** and **Figure 2**). There is a floodplain forest located west of the Nith River that may support some wetland functions; however, this feature was not directly assessed as part of this study. Given the functional separation offered by the river corridor, further assessment is not considered warranted.

4.3 Areas of Natural and Scientific Interest

It is the responsibility of the Ministry of Natural Resources and Forestry (MNRF) to designate and administer mapping for areas of natural and scientific interest (ANSIs). Based on available background mapping, the nearest life science ANSI occurs >2 km east of the subject property. No further assessment undertaken.

4.4 Significant Valleylands

Significant valleylands represent valleys or other landform depressions with recognized significant attributes, such as supporting natural vegetation cover with associated ecological linkages and corridors. Valleylands are typically associated with a watercourse feature. Designation of significant valleylands is ultimately the responsibility of the relevant planning authority; however, site-specific designation of these feature can be undertaken using standardized criteria endorsed by the province and/or the planning authority.

Applicable OP documents already designate lands within the study area as significant valleylands. The appropriate limit of this feature is difficult to discern due to existing built context of the local area. The property itself is located within a middle terrace, downslope from an area of upper tableland extending eastward from Rose St. There is a secondary, abrupt drop in elevation near the rear of the property, represented by a steep bank to the Nith River. The property to the north has evidently experienced significant infilling from residential construction, while the property to the south also contains a dwelling supported in part by a low retaining wall. These features and factors complicate an exact delineation of the limits of what may be considered significant valleyland.

Notwithstanding the discussion above, we note that Regional 'open data' mapping layers delineate the approximate top of bank to the Nith River as the eastern limit of the significant valleyland (see **Figure 2**). Therefore, we regard the top of bank as the functional limit for impact assessment purposes. Additional discussion, including a review of potential impacts to valleyland functions resulting from implementation of the proposed plan, is provided in **Section 5.2**.

4.5 Woodlands & Significant Woodlands

Significant woodland features represent areas of forested cover with recognized significant attributes, such as large contiguous blocks of woodland, woodlands with unique characteristics, and/or woodlands that support economic values, cultural values, or other ecosystem services. It is generally the responsibility of the applicable planning authority to designate significant woodland on a comprehensive basis; however, where appropriate, identification of candidate significant woodland can be undertaken on a site-specific basis using standardized criteria endorsed by the province and/or the planning authority.

The rear of the property is contained within a 'Core Environmental Feature', which can include significant woodlands. Additionally, Regional open data layers depict the limits of a significant woodland feature extending onto the southern portion of the property (**Figure 2**). It is apparent that this layer requires updating as it currently encompasses a built residential dwelling on the adjacent property to the south that does not represent woodland. It also overlaps portions of the subject property that do not present support woodland cover.

In terms of current, on-the-ground conditions, there is a narrow strip of woodland along the rear property line that is composed primarily of immature and/or non-native shrub/low tree species, such as Common Buckthorn and Common Lilac. The average woodland 'patch width' on the property and adjoining parcels to the north is approximately 15-20 m. These factors are not generally aligned with what is typically representative of a significant woodland feature; however, other factors must also be considered, such as important bank stabilization and fish habitat support functions supported by this wooded area.

Other larger woodland patches, such as that located west of the Nith River and further south onto the adjacent parcel, are larger, more mature, and more representative of natural forest ecosites. These areas are more clearly representative of significant woodland.

For the purposes of our assessment, we delineate what represents the limit of existing woodland cover on the property on **Figure 3**. This includes a technical 'dripline' of canopy-height trees, as well as a secondary area of shrub/sapling-dominant cover extending slightly further east into the parcel. We do not provide an exact recommended limit of significant woodland; however, we suggest that areas technically representing significant woodland are likely limited to adjacent lands.

Additional discussion, including a review of potential impacts to woodland resulting from implementation of the proposed plan, is provided in **Section 5.3**.

4.6 Habitat of Endangered and Threatened Species

To assess the potential presence of individuals and/or habitat for endangered and threatened species within the study area, Aster Environmental staff conducted the following:

- Review the range maps for all species designated as endangered and threatened in Ontario, as per Schedules 2 and 3 of Ontario Regulation 230/08 [(Species at Risk in Ontario List (SARO List)], located here: https://www.ontario.ca/laws/regulation/080230. In our experience, the potential presence of most provincially endangered and/or threatened species can be ruled out based on their limited geographical ranges in the province and/or a lack of specific habitat conditions that are required to carry out key life processes.
- Reviewed the NHIC database for existing records of element occurrences for endangered or threatened species (17NH4392 and adjoining squares). Databases of iNaturalist, OBBA, and ORAA were also reviewed as of Dec 2024.

- On-site investigation undertaken in 2024, during which vegetation conditions were characterized for habitat-based assessment.

Information from the above assessment process was used to inform a site-specific screening, as contained in **Appendix 3**. The screening is based on a list of species that are known to occur within the regional jurisdiction (*i.e.*, Waterloo Region). Through this screening, the species discussed below were identified as having the potential to be present within the study area. Where relevant, potential impacts to these species are discussed further in **Section 5**.

4.6.1 At-Risk Aquatic Species

There are multiple aquatic species listed under the ESA as threatened that have the potential to occur within the study area: Black Redhorse (*Moxostoma duquesnei*), Silver Shiner (*Notropis photogenis*), and Wavy-rayed Lampmussel (*Lampsilis fasciola*). All occur in various large river system across southern Ontario, including the Grand River and some of its tributaries. The Nith River is known to support extant habitat for Black Redhorse and Silver Shiner; it was at least historically considered habitat for Wavy-rayed Lampmussel.

Based on our review of background resources (e.g., recovery strategy reports), critical/protected habitat for all of these species is acknowledged as occurring or potentially occurring within the study area. This review did not incorporate any site-specific sampling or comprehensive habitat analysis that would otherwise be necessary to demonstrate these species are absent. Therefore, we assume that each could be present and that any associated habitat regulations/protections are applicable.

Further discussion, including an assessment of potential impacts to individuals of these species resulting from implementation of the proposed plan, is provided in **Section 5.4.**

4.6.2 Endangered Bat Species

There are multiple bat species listed under the ESA as endangered, and three of these have the potential to occur within the study area: Little Brown Bat (*Myotis lucifugus*), Northern Long-eared Bat (*M. septentrionalis*), and Tri-colored Bat (*Perimyotis subflavus*). These species are assessed herein as a species guild (related species with similar habitat characteristics).

Bats are highly mobile; however, individuals and groups of the noted bat species are also recognized as having some degree of fidelity to suitable local sites for daily and seasonal 'roosting' activities. While some species (*i.e.*, *Myotis lucifugus*) exhibit a preference for roosting in anthropogenic structures, natural roosting sites are also important. Natural roosting sites are generally associated with mature forests containing a sufficient density of large trees in various stages of decay, otherwise known as 'snags'. Snags provide features such as cavities and/or loose bark, on which bats rely for shelter and thermoregulation throughout the active season. One of the noted species, *Perimyotis subflavus*, exhibits a unique preference for roosting in hanging clusters of dead leaves, particularly associated with Oak trees.

Portions of the study area support established tree cover, as described in **Section 3.4**. Based on our qualitative review, tree cover within the property itself is not well suited to supporting bat roosting habitat. The on-site tree canopy is relatively young and lacking large, older trees that are typically best suited to supporting bat roosts.

During our on-site assessment, we did not observe any high-quality roosting trees within the narrow strip of woodland that overlaps the subject property. Notwithstanding, adjacent lands could support trees with cavities or other potential roosting features. We also acknowledge that it would be impossible to state that individual bats could not occur during the active season in any area containing tree cover.

Further discussion, including an assessment of potential impacts to individuals of endangered bat species resulting from implementation of the proposed plan, is provided in **Section 5.4.**

4.7 Significant Wildlife Habitat

Significant wildlife habitat (SWH) represents a range of habitat features that are recognized as providing specialized or otherwise important functions for various forms of wildlife. Designation of confirmed SWH is generally the responsibility of the relevant planning authority. Alternatively, candidate SWH can be identified on a site-specific basis, often triggered through a proposed change in land use or a large-scale development application.

To ensure due diligence in this regard, Aster Environmental has reviewed applicable technical guidance for the identification of specific SWH features and functions as contained in the SWH Criteria Schedules for Ecoregion 7E (MNRF 2015). A preliminary assessment of the criteria schedules is contained within **Appendix 4**. As outlined in the screening, the results of Aster Environmental's field program and background review indicate that the following SWH features/functions have the potential to occur within the study area, though not necessarily within the subject property.

4.7.1 Waterfowl Stopover & Staging Areas (Aquatic)

Larger rivers and in-channel pools can support this form of habitat during migration periods. The Nith River and its floodplain may be capable of support large aggregations of multiple waterfowl species. In the absence of targeted survey effort, we assume this function could occur in association with the study area.

4.7.2 Shorebird Migratory Stopover Areas

Larger rivers with exposed banks, flats, and bars can support this form of habitat during migration periods. The Nith River and its floodplain may be capable of support large aggregations of multiple shorebird species. In the absence of targeted survey effort, we assume this function could occur in association with the study area.

4.7.3 Bat Maternity Colonies

This function may occur in association with forests across the local and regional landscape, including within the study area. Refer to **Section 4.6.2** for discussion regarding the potential for bat maternity habitat to be present on the subject property. While the discussion in **Section 4.6.2** is provided specifically for endangered bat species, the assessment and conclusions are comparable to species that are not protected under the ESA.

4.7.4 Waterfowl Nesting Areas

Upland forests and riparian areas adjacent to the Nith River channel could support nesting habitat for one or more waterfowl species during the breeding season. In the absence of targeted survey effort, we assume this function could occur in association with the study area.

4.7.5 Bald Eagle and Osprey Nesting, Foraging, and Perching Habitat

Forested shorelines adjacent to the Nith River channel could support nesting and/or perching habitat for Bald Eagle and/or Osprey. The Nith River channel would represent an ideal foraging location for either species. While formal surveys were not undertaken in this regard, we do note that a mature Bald Eagle was observed flying over the river valley during the site investigation. No large stick nests (active or otherwise) were observed during the site investigation. In the absence of further survey effort, we assume this function could occur in association with the study area.

4.7.6 Turtle Nesting Areas

Upland and riparian areas adjacent to the Nith River channel could support nesting habitat for one or more turtle species during the breeding season. It is noted that no evidence of past turtle nesting was observed within the subject property during the site investigation. In the absence of broader targeted survey effort, we assume this function could occur in association with the study area.

4.7.7 Special Concern and Rare Wildlife Species

AES conducted a review of the list of species designated as special concern in Ontario, as per Schedule 4 of Ontario Regulation 230/08, located here: https://www.ontario.ca/laws/regulation/080230. We further reviewed several biodiversity databases for existing records of element occurrences for special concern or rare species, including: NHIC, iNaturalist, OBBA, and ORAA. The primary basis for this review is NHIC, and we include discussion on all observations of relevant species within the overlapping 1km^2 data square, as well as records from all adjoining squares. The following species have been recorded locally or otherwise have the potential to occur based on observed habitat conditions.

Table 1. Special Concern & Rare Species with potential to occur in the study area.

Species	Status	Discussion
Green Dragon (*Arisaema dracontium)*	Special Concern	The NHIC database contains local records for these two plant species, both of which are regarded as 'carolinian' species, generally restricted to floodplains and riparian zones in southern Ontario. Ohio Buckeye is quite rare but apparently does occur locally in the Nith River floodplain, potentially a disjunct natural population. We did not observe any individuals on the subject property, although it is possible that individuals do occur on adjacent lands. Green Dragon is a fairly conservative herbaceous species of shaded, seepy hillsides. While our survey was not timed appropriately for a comprehensive plant survey, the observed conditions associated with the subject property are not representative of suitable habitat for this species.
Ohio Buckeye (*Aesculus glabra*)	S1	
Monarch (*Danaus plexippus*)	Special Concern	The iNaturalist database contains several local records for Monarch. This species is generally reliant on meadow-type environments, including wetlands, that provide sources of nectar throughout the active season. They are more specifically dependent on Milkweed (*Asclepias*) species as a host plant for larval stage development. We did not observe any evidence of Milkweed species on the property, although several species are very common and likely to occur on the local landscape.
Elktoe (*Alasmidonta marginata*)	S3	The NHIC database contains local records for these aquatic species (fish and mussel). As with other threatened aquatic species (discussed under **Section 4.6.1**), we assume there is potential for each of these species to occur in association with local reaches of the Nith River.
Greater Redhorse (*Moxostoma valenciennesi*)	S3	
American Brook Lamprey	S3	

(*Lethenteron appendix*)		
Snapping Turtle (*Chelydra serpentina*)	Special Concern	Snapping Turtle and Midland Painted Turtle rely on open water wetlands and exposed mineral substrates to carry out key life process such as basking, nesting, and overwintering. In general, we expect that either turtle species could be present within the study area, but generally restricted to the Nith River and adjacent natural areas. There is minimal expectation that the property itself would support any functional habitat for either species.
Midland Painted Turtle (*Chrysemys picta marginata*)	Special Concern [SARA, but not ESA]	
Bald Eagle (*Haliaeetus leucocephalus*)	Special Concern	The iNaturalist database contains a local record for Bald Eagle. A mature individual eagle was also observed flying over the study area during the on-site investigation. While no nests or obvious perching sites were observed on the subject property, it is highly likely that Bald Eagles use the local Nith River valley to fulfill various life processes.
Grasshopper Sparrow (*Ammodramus savannarum*)	Special Concern	There are NHIC records on the local landscape for Grasshopper Sparrow, a species which requires open grassland-type habitat for breeding. The study area is limited to residential areas, woodlands, and the Nith River valley, conditions which are not regarded as suitable for this species.
Eastern Wood-Pewee (*Contopus virens*	Special Concern	Eastern Wood-Pewee are common woodland birds that are ubiquitous in many areas of woodland cover on the local landscape. The narrow strip of woodland on the subject property is not reflective the habitat conditions preferred by either species; however, larger patches of woodland to the south and to the west of the Nith River could support habitat.

In general, there is potential for several special concern and/or rare plant and wildlife species to occur in association with the study area. Importantly, it is highly unlikely that any of the above-noted species would be associated with terrestrial portions of the subject property. If these species do occur in the study area, habitat would be associated with the Nith River and riparian areas to the west, and/or the more intact forested areas south of 70 Rose St. Additional discussion, including a review of potential impacts to habitat functions for one or more these species resulting from implementation of the proposed plan, is provided in **Section 5.5.**

4.8 Regional Designations (Landscape-Level System, Environmentally Sensitive Policy Area, Core & Supporting Environmental Features

According to local and region OP schedules, the subject property is not located within any Environmentally Sensitive Landscape, nor is it located within the Provincial Greenbelt NHS or a Regional Recharge Area. The study area is associated with a Significant Valleyland (as discussed above under **Section 4.4**), which is considered part of the Landscape Level System designation.

Map 5A to the Township OP depicts areas identified as Core Environmental Features associated with the subject property and adjacent lands. Based on data layers available from the Region, we estimate that Core Environmental Features in the study area are a combination of significant valleylands, significant woodland, and Environmentally Sensitive Policy Areas. The latter of these is a large mapped forest patch west of the Nith River known as the 'Ayr Forest' (see **Figure 1** and **Figure 2**).

The Core Environmental Features overlay may also be assigned to reflect known or suspected habitat for threatened/endangered species.

All of the features encompassed within the above regional designations are discussed individually in report sections above. Potential development-related impacts to each of these features is discussed individually below under **Section 5**.

6) IMPACT ASSESSMENT & RECOMMENDATIONS

It is our understanding that the proponent is preparing an application to construct a two storey, single detached dwelling measuring 232.47 m^2. The dwelling would be accessed via existing gravel driveway from Rose St. This EIS has been requested by the Township of North Dumfries to accompany an application for Zoning Bylaw Amendment (ZBA) to support the proposal. It is assumed that ZBA approval is required as the current applicable zone [Urban Residential (Flood Plain)] is restrictive of certain types and sizes of structures, presumably due to identified constraints related to the Nith River floodplain.

Importantly, this review is strictly focused on natural heritage and does not include an assessment of floodplain hazards. The need for an EIS relates to the ZBA requirement, which triggers review of local and regional official plan policies. Such policies include requirements for submission of an EIS when development would occur within or proximate to certain natural heritage-related features/designations. In this case, the property is located in an area designated as Core Environmental Areas, including Significant Valleylands, which we assume is the basis for the EIS request.

Aster Environmental's impact assessment below is intended to inform a review of the proposal by the appropriate approval authority. Our assessment is based on a review of existing conditions at the time of site investigation, as illustrated on **Figure 3** and in the photo record contained in **Appendix 2**. As discussed in **Section 4**, multiple significant natural heritage features/areas are confirmed or have the potential to occur within the study area. The primary purpose of this report is to assess impacts and support impact mitigation for all features that receive protections under applicable environmental planning policies and regulations. The potential for negative impacts on all identified features is discussed in the sections below, and several recommendations are listed to support a scenario of no net negative impacts.

In assessing and identifying potential negative impacts through any development or related process, it is important to highlight how the PPS defines negative impacts, *i.e.*:

> "*...degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple or successive development or site alteration activities*"

Importantly, as stated in Section 13.2 of the Natural Heritage Reference Manual (for Natural Heritage Policies of the PPS):

> *The PPS definition for "negative impacts" does not state that all impacts are negative, nor does it preclude the use of mitigation to prevent, modify or alleviate the impacts to the significant natural heritage feature or area*".

Our impact assessment is intended to be reflective of the above guidance, with consideration for the integrity and function of each feature, and in acknowledgement that not all development and site alteration represents a negative impact.

5.1 Watercourses (Nith River) & Fish Habitat

The Nith River supports a diverse aquatic community and habitat for a variety of fish and aquatic species, including several at-risk or otherwise rare species. The primary risk to the aquatic environment and associated fish habitat in a development context is typically associated with those activities that take place near or in water. In general, development and/or site alteration activities that occur proximate to watercourses have the potential to cause negative impacts via the following pathways:

- Alterations of surface water and/or groundwater contributions to that may result from:
    - Construction staging requirements (*e.g.,* dewatering, etc.);
    - Increased post-construction coverage of impervious surfaces (*e.g.*, roads, roofs, etc.); and,
    - Permanent modifications to existing topography or drainage alignments;
- Loss of riparian vegetation cover that supports thermal mitigation and aquatic wildlife habitat;
- Increased sediment and/or nutrient loadings to features via runoff exiting the development area from construction to post-completion of the project. This may adversely affect water quality via increased turbidity, nutrient enrichment, contamination by toxic substances, changes in pH, etc.;
- Disruption or loss of habitat for aquatic fish and wildlife, as well as constructed-related impacts to such fish and wildlife during the construction process; and,
- Increased human activity/encroachment within the waterbody post construction, which may result in decreased use by dependent fish and wildlife.

Based on our assessment, we expect that the proposed development can avoid impacts to the aquatic environment through the various potential impact pathways described above. Given the small scale of development and general hydrologic setting, there is no expectation that construction will require any de-watering. While the development will result in a post-construction increase in pervious surfaces, the scale of this can reasonably be considered negligible in relation to the existing water balance within the associated catchment. The general drainage pattern on the local landscape will not be changed, as any surface flows will continue to be infiltrated or directed generally towards the river.

Additionally, the proposed development is not expected to require any removal of natural vegetation cover associated with the riparian area/river valley, as discussed in sections below. The proposed development will be supported by local municipal servicing and will not require installation of any septic infrastructure that could lead to increased nutrient inputs to the river. The post-construction land use is consistent with existing land uses on immediately adjacent lands. Therefore, we do not anticipate that the proposal will introduce new influences (e.g., low-impact human presence) that did not previously exist. No part of the construction process involves or requires access to within the aquatic environment or associated vegetated corridor.

The only foreseeable potential impact to the aquatic environment and fish habitat would be associated with possible introduction of sediments and pollutants. The proposed development presents various pathways of potential impacts to the aquatic environment via construction processes. Based on our understanding of the proposal and review of on-site conditions, it is our opinion that impacts to the river and associated fish habitat can be avoided through diligent mitigation planning. The following recommendations are provided to support mitigation of potential impacts to fish habitat during all phases of the project.

5.1.1 Recommended Pre-Construction Mitigation Measures

Mitigation begins prior to the start of on-site construction processes. There are several planning measures and physical preparations that must be implemented prior to any mobilization of construction equipment, contractors, etc. The following measures represent the steps for pre-construction mitigation.

- **Identify a staging area for the daily storage of machinery, fuel, and waste materials. This should be set back in a designated area a minimum of 30 m from the top of bank to the watercourse. Following installation of the structure foundation, construction vehicles should be staged and stored east of the dwelling footprint.**
- **Identify and demarcate pathways from staging areas to working areas prior to the start of construction. These pathways should be clearly marked and communicated to on-site workers.**
- **Install heavy-duty silt fence barriers immediately downgradient of the western-most limit of proposed disturbance, per provincial standard (OPSD 219.130 – see Figure 3 and Appendix 6).**
    - **Silt fencing should be installed to isolate all construction staging and material storage areas.**
    - **Additional sediment fencing and appropriate control measures must be available on site so that any breach can be immediately repaired.**
- **Prepare a spill response kit in advance of construction. The kit shall include, at a minimum, absorbent materials to support clean up (e.g., sand), shovel(s), protective equipment for spill responders (e.g., gloves), suitable waste material storage bags/containers, and any other materials or tools that may be necessary to respond to a hazardous material spill (scope and scale to reflect site-specific construction materials).**
- **Develop a spill response plan, including assigning roles to on-site contractors to implement necessary actions in the event of a hazardous material spill.**
- **Source non-treated and non-toxic materials for construction, including non-treated lumber, where feasible.**

5.1.2 Recommended Construction Mitigation Measures

The following steps outline protocols and procedures to be implemented for the duration of the construction process.

- **Any machinery should arrive to site washed and in good working order, inspected for fuel or fluid leaks prior to entering the site.**
- **All machinery should arrive free of invasive plant materials per the Ontario Invasive Plant Council Clean Equipment Protocol for Industry: https://www.ontarioinvasiveplants.ca/wp-content/uploads/2016/07/Clean-Equipment-Protocol_June2016_D3_WEB-1.pdf**
- **Machinery must be refueled, washed, and serviced within a pre-designated area isolated by sediment fencing.**
- **Locate all fuel and other potentially deleterious substances within the area isolated by sediment fencing.**

- **Offloading of construction and aggregate/fill materials (where required) should be completed during fair weather conditions.**
- **Temporary storage locations of aggregate/fill material (if/where required) should be located within the area isolated by sediment fencing. All stockpiled topsoil/overburden (where required) should be maintained in low piles and stabilized as quickly as possible (e.g., erosion-prone areas covered with textile) to minimize the potential for runoff.**
- **All machinery is to be operated within the ESC barriers. Machinery should avoid accessing the area west of the structure envelope to avoid incidental impacts to existing vegetation.**
- **The contractor is required to maintain all machinery in proper working order, with daily monitoring to occur, including daily start-up checks for fuel leaks. Re-fueling and maintenance works should occur within the designated machinery and material storage areas.**
- **Any spills of deleterious substances and materials should be cleaned immediately. Any waste materials generated from clean up of spills are to be removed immediately from the work site and properly disposed of. Any spills of oil, fuel, or other deleterious substances whether directly or indirectly into a waterbody are to be promptly reported to the Ontario Spills Action Center (1-866-663-8477). Any deposit of deleterious substances within fish habitat must also be reported to DFO through the Fish and Fish Habitat Protection Program – Ontario office (Telephone: 1-855-852-8320; Email: FisheriesProtection@dfo-mpo.gc.ca). The DFO directs that action be taken immediately to remedy issues related to deposit of deleterious substances (i.e., do not wait for a response from DFO following reporting of a spill before taking action).**
- **Regular inspection and monitoring will be necessary to ensure that the structural integrity and continued functioning of the sediment control measures is maintained. Sediment fencing should be inspected daily and prior to precipitation events, with necessary remedial actions occurring as issues are identified.**
- **An on-site supervisor shall be assigned the responsibility of daily inspections of the sediment and erosion control measures. The inspector must record the time and date of inspections, the status of the mitigation measures, and any repairs undertaken.**
- **Following completion of construction, the following steps should be implemented.**
    - **Any disturbance from temporary construction pathways should be mitigated/stabilized through further application of woody vegetation, mulch, and/or a site-appropriate stabilization seed mix.**
    - **If there is insufficient time remaining in the growing season, the site should be stabilized (e.g., cover exposed areas with erosion control blankets to keep the soil in place and prevent erosion) with any necessary permanent measures to be implemented the following spring.**
- **Removal of non-biodegradable erosion and sediment control materials should occur once construction is complete, and the site is stabilized.**

5.2 Significant Valleylands

In an area containing valleylands and associated sloping topography, the largest risk from development-related impacts would be from direct encroachment into the defined limits of the valleyland, and/or from de-stabilization of valley slopes. Development within valleylands can also disrupt important wildlife movement corridors and add risk of induced negative impacts to associated watercourse features and vegetated corridors.

The proposed development would be set back from the river top of bank by an estimated 18-20 m (see **Figure 3**). According to Regional open data, the delineated limited of the significant valleyland is represented by the approximate top of bank. Therefore, the development would not occur within the identified limits of significant valleylands, and would be set back by up to 20 m.

Importantly, there is no expectation that the proposal will disrupt any wildlife usage or movement functions that may be associated with the valleyland. The dwelling footprint would be located within an existing disturbed area lacking natural vegetation, and is not expected to require any tree or vegetation removals. The dwelling would not be situated in a connective corridor or between areas of natural cover.

We cannot speak to geotechnical risks that can be associated with development proximate to valleylands; however, the proposed development appears to be located on a stable terrace. Ultimately, we defer to geotechnical professionals to determine potential risk in this regard, if required.

Lastly, we note that construction staging and earthworks are associated with several potential impact pathways, such as impacts to stabilizing vegetation and migration of sediment. The exposure, importation, and/or stockpiling of soils/fill within or near valleylands can result in migration of materials down slopes and into the surrounding natural environment. Despite being associated with a valleyland, the central portion of the property is relatively level, representing a break in the continuous valley slope to the primary river corridor. This should aid in mitigating the risk of sediment transport toward the lowest elevations of the valley. Most importantly, a robust construction mitigation plan (as discussed in **Section 5.1**) is required to avoid potential impacts related to sediment migration.

In general, provided that development adhere to all mitigation measures recommended in this report, there is no expectation that the proposal will result in negative impacts to any natural heritage functions associated with the valleyland.

5.3 Woodlands/Significant Woodlands

Existing mapping by the Region indicates that significant woodlands are present locally (see **Figure 2**); however, the exact limits of the feature warrant site-specific interpretation. While the narrow configuration of the wooded strip at the rear of the property may not be structurally representative of significant woodland, we note that this area is providing important functions (e.g., bank stabilization, fish habitat value). This area of woodland is also subject to protections as part of the associated significant valleyland, and as potential habitat for one or more Species at Risk. A woodland dripline is depicted on **Figure 3**, with an additional area of successional vegetation (shrubs, young saplings) extending slightly further from the established dripline.

Examples of direct impacts to woodlands from development can include removal of individual trees, fragmentation of canopy coverage, and direct loss of woodland-dependent wildlife habitat. Indirect impacts may include new anthropogenic influences (e.g., trails, garbage dumping), introduction of invasive species, requirements for removal of hazard trees, etc. Where feasible, woodland setbacks may be employed to buffer the influences of development on a woodland feature and its associated wildlife habitat functions.

The proposed development would occur proximate to the woodland, within an estimated range of 2-10 m from the dripline edge (see **Figure 3**). At its closest point, the rear deck on the dwelling would extend directly to the edge of the additional vegetated area that extends beyond the dripline. The proposal requires no creation of new canopy gaps, loss of interior woodland, or loss of high-functioning, rare, or sensitive woodland features. We also note that the forest structure on and adjacent to the property is considered successional and already exhibits degradation by invasive species (Common Buckthorn, Barberry, Periwinkle, etc.), as described in **Section 3.4**. This narrow

strip of woodland does not appear amenable to supporting habitat for rare flora or fauna and is not regarded as a 'high quality' or otherwise sensitive forest type.

Most importantly, the building would be contained within the existing disturbed area, with no requirement to remove additional tree cover. There is potential for partial root zone encroachment toward one or more trees (Black Walnut) near the NW corner of the dwelling; however, we estimate this is unlikely to result in direct or immediate death of any trees.

Given the small size of the parcel, there does appear to be a lack of available alternatives for siting the structure further from the woodland at the rear of the lot. Due to the relatively minimal setback to woodland, it is recommended that some active planting take place within the very limited available space between the dwelling and the current woodland limit. Planting of native species can support minor expansion of the on-site canopy and may aid in mitigating the dominant influence of existing non-native species on the property.

Based on the above, it is our opinion that the proposal can avoid negative impacts to adjacent woodland features or associated functions. We recommend the following as general mitigation measures pertaining to woodlands.

- **Construction should strive to retain all trees located adjacent to the proposed structure footprint. If any conflicts with adjacent trees are identified, this should be mitigated through branch/root pruning rather than defaulting to tree removal. If removal is ultimately determined to be required, we recommend re-planting of the same or equivalent species at a 2:1 ratio (two tree planted for the single tree removed, if applicable).**
- **In addition to the recommendation above, we recommend that 5 native tree saplings be installed to the rear of the proposed dwelling, post-construction. These can be installed along the eastern edge of the dripline, within unvegetated areas and/or within the small non-treed area that currently extends from the dripline. It is recommended that planting use a combination of any of the following species: Black Walnut, Bur Oak, and/or Common Hackberry. Installed trees should be a minimum 2 m to promote competition with existing on-site vegetation cover.**
- **Any additional post-construction landscaping (if applicable) should utilize native, site-appropriate species only to avoid further degradation of the adjacent woodland through non-native species introductions. We note that the current site plan proposes installation of Japanese Maple and Burning Bush for post-construction landscaping. This is not advisable as these species (particularly Burning Bush) are not native to the local landscape and may pose a current or future risk to surrounding natural areas. Suitable alternatives could include attractive native species such as Alternate-leaved Dogwood (*Cornus alternifolia*), Serviceberry (*Amelanchier canadensis*), and/or Witch Hazel (*Hamamelis virginiana*).**

5.4 Habitat of Endangered & Threatened Species

As per Section 10 of the ESA, areas of identified habitat for any endangered or threatened species are protected from destruction, unless otherwise authorized. Additionally, Section 9 of the ESA protects individuals of endangered or threatened species, prohibiting individuals from being killed, harmed, or harassed without appropriate authorizations. In many cases, mitigation planning is sufficient to promote consistency with the above provisions. The following section(s) provide an assessment of potential impacts to any endangered or threatened species considered relevant to the development application, as determined through our screening exercise (**Appendix 3**) and subsequent assessment in **Section 4.6**.

5.4.1 Aquatic Species at Risk

The section of the Nith River occurring within the study area is considered critical habitat for Black Redhorse and Silver Shiner under the federal Species at Risk Act (SARA; DFO 2022). For these species, the provincial ESA adopts the SARA area of critical habitat as the area recommended for developing a provincial habitat regulation. Specifically, the critical habitat for Black Redhorse is defined as the areas between the top of bank from one side of the river to the other. For Silver Shiner, this extends to cover vegetated riparian areas associated with the meanderbelt and vegetated riparian areas 30 m from the meanderbelt limit.

The ESA provides a specific habitat regulation for Wavy-rayed Lampmussel, which is very similar to that for the species above. Habitat for this species is defined, in part, as:

1. *In the geographic areas of Brant, Chatham-Kent, Huron, Lambton, Middlesex, Oxford, Perth, Waterloo and Wellington,*
    - i. *any part of a river, stream or other watercourse, other than the St. Clair River, up to the high water mark, that is being used, or has been used at any time in the past, by a wavy-rayed lampmussel,*
    - ii. *any part of a river, stream or other watercourse, up to the high water mark, that is,*
        - A. *within the same watercourse segment as the area described in subparagraph i, and*
        - B. *of a stream order greater than two,*
    - iii. *the area adjacent to the part of a river, stream or other watercourse described in subparagraphs i or ii that is,*
        - A. *an area consisting primarily of vegetation that occurs naturally or with minimal human intervention, such as a forest, woodland, thicket, wetland, old field, pasture or meadow, and*
        - B. *within 30 metres of the relevant high water mark.*

Essentially, protected habitat for all three of these species includes the aquatic habitat within the river, the area up to and including the top of bank, and for Silver Shiner and Wavy-rayed Lampmussel, areas of riparian or otherwise natural vegetation within 30 m from the meanderbelt limit or high-water mark. These are the areas that should be considered 'protected' under provincial and federal legislation, though activities that may otherwise impact the habitat (even if occurring outside of protected habitat areas) are still considered subject to regulatory restrictions.

The footprint of the proposed dwelling would occur within a portion of the property that has been previously disturbed and presently lacks any riparian or otherwise natural vegetation. While the development would occur proximate to the watercourse, it appears that areas of existing vegetation above the top of bank to the Nith River will be preserved. On this basis, it would not appear that the proposal conflicts with areas of habitat protected/regulated under the SARA or ESA.

Notwithstanding the statement above, there is real potential that the development could result in impacts to aquatic habitat if strict construction mitigation measures are not implemented. As discussed with respect to other natural heritage features (including 'fish habitat' in general), a diligent plan for erosion and sediment control and vegetation preservation is necessary to avoid impacts to fish habitat functions. Provided that development adhere to all measures recommended herein, it is our opinion that negative impacts to the above species can be avoided.

5.4.2 Endangered Bats

Forested ecosites within the study area may be expected to support some level of seasonal bat activity, which may include endangered bat species. It is noted that this is a generic conclusion that would be drawn for any area containing tree cover. In conducting a wildlife habitat assessment, it is rarely a question of whether bats are present within a forested area, but more a question of the quality and functionality of the habitat.

Based on a qualitative review conducted during our general vegetation assessment, no trees were observed on the property that would appear likely to support functional roosting habitat. However, there is almost certainly individual trees or groupings of trees on the adjacent landscape that could support bat roosting. Moreover, it would be impossible to say that individuals of endangered bat species could not occur on the property, even if obvious roosting sites were not observed.

No trees are expected to require removal to accommodate the proposed dwelling. Therefore, there is no anticipated impacts to individuals or habitat of endangered bat species. If any individual trees do ultimately require removal, we recommend the following to ensure ESA compliance.

- **If any tree removal is determined to be required for the purposes of development, this shall only occur in the fall, winter, and early spring (from October 1 to April 15). This timeframe is outside of the typical maternal roosting period. This means that no tree clearing shall occur between April 15-Oct 1 of any given year.**

5.5 Significant Wildlife Habitat

Section 4.7 describes one or more significant wildlife habitat functions that have the potential to occur within the study area based on a review of applicable criteria and background information sources. These include the following:

- Seasonal Concentration Areas of Animals
    - Waterfowl Stopover and Staging Areas (Aquatic)
    - Shorebird Migratory Stopover Areas
    - Bat Maternity Colonies
- Specialized Habitats for Wildlife
    - Waterfowl Nesting Area
    - Bald Eagle and Osprey Nesting, Foraging, and Perching Habitat
    - Turtle Nesting Areas
- Habitat of Species of Conservation Concern
    - Special Concern and Rare Wildlife Species

The study area has the potential to support one or more of the above habitat functions, all of which would be generally restricted to natural features associated with the Nith River valley corridor. Specifically, several of these functions could be associated with floodplain zones, riverbanks, and terrestrial ecosites within the valley. Such functions would be most likely to occur in association with low-lying forested areas to the west of the Nith River, as well as more intact forested areas to the south of 70 Rose St. While the subject property contains a narrow strip of degraded woodland vegetation, the potential for any of the above-noted functions to occur within terrestrial portions of the property is estimated to be low.

The development concept is expected to avoid requirement for natural area encroachment or tree removals within natural woodland ecosites. The land use associated with the property is consistent with existing uses on adjacent lands, meaning that the proposed new structure will not result in introduction of any new anthropogenic influences that did not previously exist.

Given the above context, it is our opinion that the proposed development presents no potential for any negative impacts to wildlife and wildlife habitat functions, including those regarded as SWH. Summarized recommendations for general wildlife impact mitigation are provided below.

- **Avoid removal of any vegetation, including residential/ornamental plantings, between April – August of any given year. If vegetation removals must occur during this period, a nest survey should be conducted by a qualified biologist prior to commencement of construction activities to identify and locate active nests of migratory bird species covered by the MBCA or FWCA. If a nest is located or evidence of breeding noted, then a mitigation plan should be developed to address any potential impacts on migratory birds or their active nests. Mitigation may require establishing appropriate buffers around active nests or delaying construction activities until the conclusion of the nesting season. Note: see extended vegetation removal timing windows pertaining to bats under Section 5.4.2.**
- **Exterior lighting on the new structure should be designed with motion-sensors and downward-facing directional lighting to avoid negative impacts to nocturnal wildlife. Permanent night-lighting should not be installed on any portion of the structure backing onto the river valley.**
- **Design of the new structure should incorporate installation of wildlife-window collision deterrents.**

6) COMPLIANCE WITH ENVIRONMENTAL LEGISLATION AND POLICIES

The following sections outline the federal, provincial, and municipal environmental legislation, including plans, regulations, and/or bylaws that are understood to be applicable to the proposal. Aster Environmental provides a list of policies and provisions and summarizes how the proposal can demonstrate conformity and consistency. Where potential conformity issues exist, we cite recommended mitigation strategies that are intended to guide the proposal toward meeting the intent of relevant requirements. Our interpretations regarding planning policy conformity are provided for consideration and verification by the applicable approval authority.

6.1 Federal *Fisheries Act*, R.S.C. 1985

The Federal Fisheries Act states that:

34.4 (1) No person shall carry on any work, undertaking or activity, other than fishing, that results in the death of fish.

35. (1) No person shall carry on any work, undertaking or activity that results in harmful alteration, disruption or destruction of fish habitat.

DFO further states that "under subsection 35(1) a person may carry on such works, undertakings or activities without contravening this prohibition, provided that they are carried on under the authority of one of the exceptions listed in subsection 35(2), and in accordance with the requirements of the appropriate exception. In most cases, this exception would be Ministerial authorizations granted to proponents in accordance with the *Authorizations Concerning Fish and Fish Habitat Protection Regulations.*"

The study area contains fish habitat associated with the Nith River valley, including habitat for sensitive aquatic communities and aquatic Species at Risk. The proposed development would not occur within areas of direct or indirect fish habitat, nor within vegetated riparian zones. Based on our

understand of definitions for aquatic SAR critical/regulated habitat, it does not appear that the proposal will occur in such definable areas. Several important mitigation measures are outlined in this report that are intended to ensure the development does not result in indirect impacts through the construction process. Provided that these recommended are implemented, it is the opinion of Aster Environmental that the proposal will not result in the death of fish or the harmful alteration, disruption, or destruction of fish habitat.

6.2 Federal Migratory Birds Convention Act (1994)

Part 1, Section 5 of the Migratory Birds Regulations under the *Migratory Birds Convention Act, 1994* (MBCA) prohibits the disturbance or destruction of nests, eggs, or nest shelters of a migratory bird. The provincial *Fish and Wildlife Conservation Act, 1997* (FWCA) extends the protection of bird nests and eggs to species that are not listed under the Migratory Birds Regulations (e.g., Corvids).

For most migratory bird species, nest protections under the MBCA apply for the duration of time that a nest is occupied; however, protections extend beyond the period of occupation for several species that may be common locally, including Pileated Woodpecker, Green Heron, and Great Blue Heron, amongst others (see Schedule 1 under the Act for full list). For the species listed under Schedule 1, specific conditions must be met in order to damage/remove a nest, including providing notice to the minister in charge, and demonstrating that the nest has not been occupied by an applicable species for a time period specified under Schedule 1.

Based on our assessment, there does not appear to be any potential conflict between the proposed development and suitable nesting habitat of any species listed under Schedule 1 to the MBCA. If any future vegetation removals within the study area are determined to be required, restricting clearing of vegetation to times outside of the period of April 1 to August 31 inclusive, will avoid destruction of other species' nests and prevent contravention of Section 5 of the regulations. If vegetation removal must occur during this period, a nest survey should be conducted by a qualified avian biologist prior to commencement of construction activities to identify and locate active nests of migratory bird species covered by the MBCA or FWCA. If a nest is located or evidence of breeding noted, then a mitigation plan should be developed to address any potential impacts on migratory birds or their active nests. Mitigation may require establishing appropriate buffers around active nests or delaying activities until the conclusion of the nesting season.

6.3 Provincial *Endangered Species Act*, S.O. 2007, c. 6

The ESA protects designated endangered and threatened species in Ontario from being killed, harmed, or harassed (s. 9) or having their habitat damaged or destroyed (s. 10). **Section 4.6** identified one or more species or its habitat having the potential to occur within or adjacent to the study area. **Section 5.4** provided a subsequent discussion of potential impacts to such species and/or associated habitat features, should those species be present within or adjacent to the study area.

Based on this assessment, and assuming full implementation of mitigation measures (if/where recommended), it is the opinion of Aster Environmental that no endangered or threatened species or their habitat are expected to be negatively impacted if the application is approved. On this basis, there is no expectation that the proposal will result in a contravention of the ESA. It is noted that this assessment does not represent 'clearance' with respect to ESA compliance. It remains a proponent's continued and sole responsibility to ensure that a project does not result in a contravention of the ESA.

6.4 Provincial Planning Statement, pursuant to the *Planning Act*, 2024

The Provincial Planning Statement (PPS) is promulgated under the *Planning Act* and provides direction to municipalities on matters of provincial interest related to land-use planning. The PPS was

most recently updated in October 2024. Municipal OP's must be consistent with the PPS. Key natural heritage-related provisions of the PPS, as assessed in this report, are listed below:

> **4.1.4** Development and site alteration shall not be permitted in:
>
> a) significant wetlands in Ecoregions 5E, 6E, and 7E1; and
> b) significant coastal wetlands.
>
> **4.1.5** Development and site alteration shall not be permitted in:
>
> a) significant wetlands in the Canadian Shield north of Ecoregions 5E, 6E and 7E[1];
> b) significant woodlands in Ecoregions 6E and 7E;
> c) significant valleylands in Ecoregions 6E and 7E;
> d) significant wildlife habitat;
> e) significant areas of natural and scientific interest; and
> f) coastal wetlands in Ecoregions 5E, 6E and 7E[1] that are not subject to policy 2.1.4(b)
>
> unless it has been demonstrated that there will be *no negative impacts on the natural features or their ecological functions.*
>
> **4.1.6** Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements.
>
> **4.1.7** Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.
>
> **4.1.8** Development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.

Based on the results of the impact assessment contained herein, and contingent on the implementation of the recommendations outlined in **Section 5**, it is the opinion of Aster Environmental that the development can be accomplished in a manner that is consistent with Sections 4.1.4 to 4.1.8 of the PPS.

6.5 Grand River Conservation Authority Regulation 41/24, pursuant to the *Conservation Authorities Act*, R.S.O. 1990

GRCA's regulatory jurisdiction extends to areas within and adjacent to valley and stream corridors, shorelines, hazard lands (*i.e.,* floodplains, valley slopes), watercourses, and wetlands as provided for under O. Reg. 41/24 of the *Conservation Authorities Act, 1990*. GRCA's current mapped regulated area encompasses a large portion of the study area and most or all of the subject property. Given the current extent of regulated coverage on the property, it is evident that the application requires a permit from the GRCA. Based on our assessment herein, the proposal can be accomplished without resulting in adverse impacts to regulated natural heritage features. We defer to others as required to comment on any potential constraints related to hazard features (e.g., floodplain).

6.6 Region of Waterloo Official Plan, 2015

According to Map 3E of the Regional OP, the subject property is contained within the 'Built-Up Area' within the urban area of Ayr. Map 4 further identifies elements of 'Landscape-Level Systems' (Significant Valleys) as well as one or more Core Environmental Features.

Chapter 7 of the OP outlines various policies for development within the 'Greenlands Network', which encompasses these various environmental/natural heritage designations.

As discussed in this report, the study area contains one Landscape-Level System, i.e., a Significant Valleyland. Policies 7.C.1-7.C.8 are specifically focused on defining the limits of Core Environmental Features (which also include significant valleylands). Other Core Environmental Features contained within the study area include significant woodlands, 'Environmentally Sensitive Policy Area', and habitat for endangered and/or threatened species. The limits of these features are not always definable; however, where feasible, this report has sought to determine the limits as pre-defined by the Region and/or provide recommendations for refinement to such limits. Additional development-related policies under Section 7 of the OP have been reviewed, with **those considered applicable to the application** listed below and interpretation provided accordingly.

- ***Regional OP Policy 7.C.9*** *Development or site alteration will not be permitted within Core Environmental Features, except for:*

    a) *forest, fish or wildlife management and conservation;*

    b) *flood or erosion control projects demonstrated to be in the public interest and for which no other alternative is feasible;*

    c) *minor alterations to legal non-conforming land uses within Core Environmental Features;*

    d) *infrastructure projects in accordance with Policies 7.C.12 and 7.C.13; or*

    e) *mineral aggregate operations in accordance with the policies in Chapter 9; Any application for development or site alteration for the above uses will require the submission of an Environmental Impact Statement, to the satisfaction of the Region, to determine the mitigation measures to be implemented, as appropriate, through the development review process.*

AES Interpretation: Based on the result of this assessment, the proposed development will not occur within the limits of Core Environmental Features.

- ***Regional OP Policy 7.C.10*** *Development or site alteration will only be permitted on lands contiguous to a Core Environmental Feature where an Environmental Impact Statement, or similar study, submitted in accordance with the policies in Section 7.G has determined to the satisfaction of the Region, Area Municipalities, the Grand River Conservation Authority and/or the Province, as appropriate, that approval of the proposed development or site alteration would not result in adverse environmental impacts on the features and ecological functions of the Core Environmental Feature. The Region may require conditions of approval to implement such recommendations.*

AES Interpretation: This report has been prepared to satisfy the requirement for an Environmental Impact Statement. Based on the result of this assessment, the proposed development can avoid negative impacts to Core Environmental Features and associated functions. Various mitigation measures are provided in this report to support this conclusion.

- ***Regional OP Policy 7.C.11*** *An Environmental Impact Statement submitted in accordance with Policies 7.C.9 or 7.C.10 will identify appropriate buffers to Core Environmental Features, to the satisfaction of the Region, in consultation with Area Municipalities and the Grand River Conservation Authority. Such buffers will not only serve to protect Core Environmental Features from adverse environmental impacts but will also provide opportunities for net habitat enhancement to enhance or, wherever feasible, restore the ecological functions of the Core Environmental Feature. The location, width, composition and use of buffers will be in accordance with the approved Environmental Impact*

Statement, with buffers being a minimum of 10 metres as measured from the outside boundary of the Core Environmental Feature and established and maintained as appropriate self-sustaining native vegetation.

AES Interpretation: This assessment has discussed the proposed placement of the dwelling, noting that buffers to features are limited; however, opportunities for increased buffers are also limited bysite context. Mitigation measures have been proposed in this report to ensure that limited buffers support functional avoidance of impacts. This report recommends minor restoration measures, such as tree planting, to support on-site ecological enhancement.

- ***Regional OP Policy 7.D.1*** *Development or site alteration will not be permitted within fish habitat, except in accordance with Provincial and Federal requirements to the satisfaction of the Federal Department of Fisheries and Oceans, or its delegate.*

  AES Interpretation: Based on the result of this assessment, the proposed development will not occur within fish habitat and is not expected to negatively impact fish habitat.

- ***Regional OP Policy 7.E.1*** *Supporting Environmental Features are those environmental features not meeting the criteria for recognition as being regionally significant. Supporting Environmental Features play an important role in maintaining the ecological functions provided by the Greenlands Network and will be maintained, enhanced or, wherever feasible, restored.*

  AES Interpretation: Based on the result of this assessment, the subject property may contain areas representative of 'Supporting Environmental Features', such as woodlands that may not technically constitute significant woodland. This report has recommended measures for retention and avoidance of impacts to such areas/features.

- ***Regional OP Policy 7.E.7*** *Area Municipalities will require the incorporation of any linkages, identified in accordance with Policy 7.E.6, into the design of new development to maintain, enhance or, wherever feasible, restore linkages among environmental features.*

  AES Interpretation: The proposed development is not located within a linkage area; areas to the west of the property associated with the Nith River valley will not be impacted by the proposal and will continue to support linkage functions.

6.7 Township of North Dumfries Official Plan, 2018 Consolidation

The property appears to be zoned as 'Urban Residential (Flood Plain)' and designated in Map 2.1 to the Township OP as 'Open Space'. Map 5A to the Township OP further identifies portions of the property and/or adjacent lands as part of a 'Significant Valley' and 'Core Environmental Feature'.

These designations are consistent with applicable planning resources of the Region. The policies contained within the Township OP are generally consistent with the Regional OP with respect to natural heritage features and resources. To avoid redundancy, we defer to the discuss provided above pertaining to Regional OP policies. This report has been prepared to satisfy Township OP policy requirements for an Environmental Impact Statement/Study. The information and opinions contained herein are provided for consideration by the Township in review of the application for zoning bylaw amendment.

7) CONCLUSIONS

The preceding report provides the results of our scoped EIS. This report includes details regarding existing physical and ecological conditions within the study area, a description of the development

proposal, an assessment of potential impacts to identified features, a general mitigation plan, and a general assessment of consistency and conformity with relevant municipal, provincial, and federal environmental policies.

Based upon the findings presented in this report and contingent upon the implementation of and adherence to the recommendations made herein, it is our conclusion that the proposal can be accomplished without negatively impacting the functions of identified natural heritage features or the broader natural heritage system of the Township/Region. We advise that any recommended mitigation/preventative measures outlined in **Section 5** be implemented through appropriate planning mechanism as determined by the approval authority.

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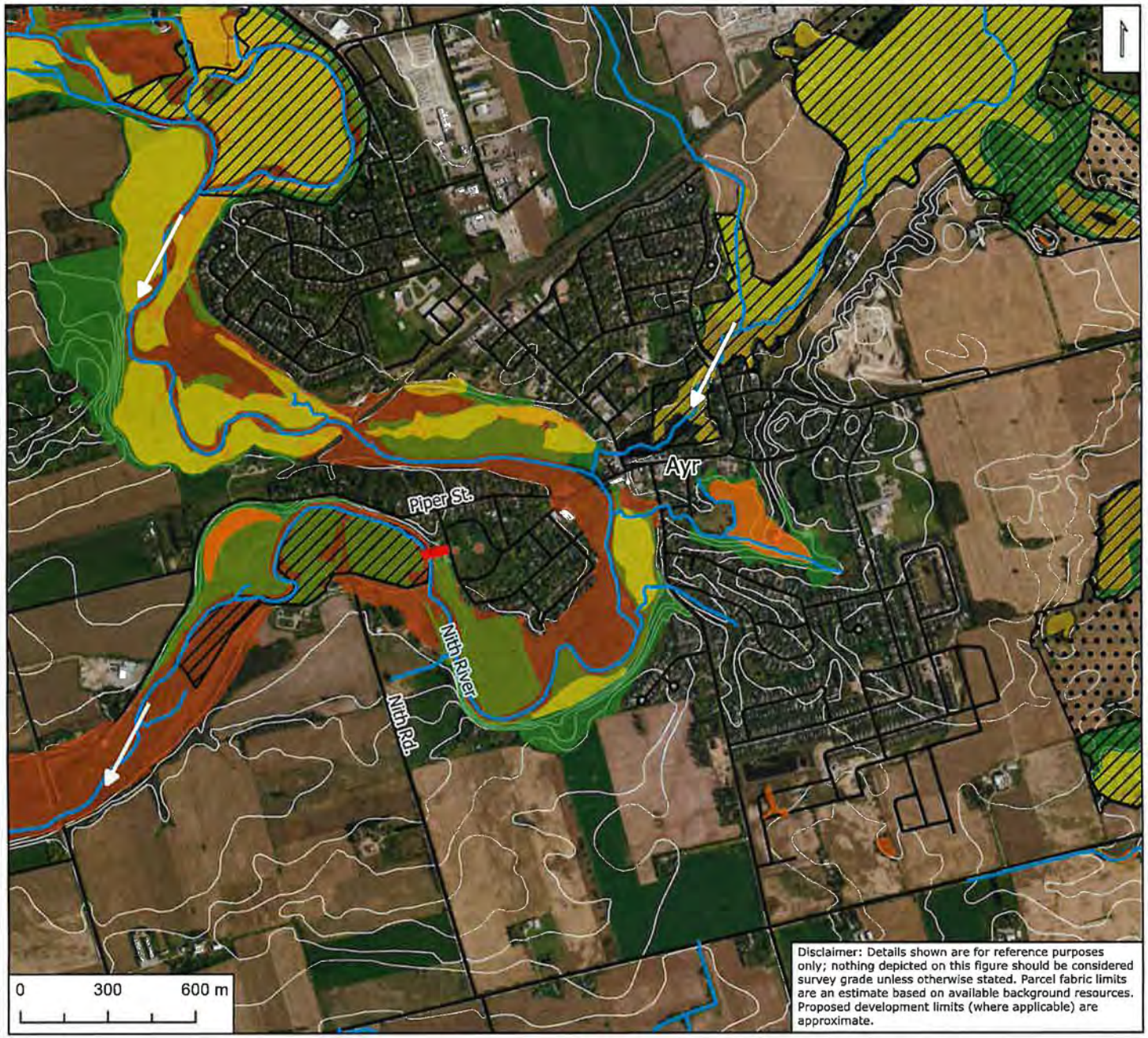
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Disclaimer: Details shown are for reference purposes only; nothing depicted on this figure should be considered survey grade unless otherwise stated. Parcel fabric limits are an estimate based on available background resources. Proposed development limits (where applicable) are approximate.

Figure 1:
Property Location & Landscape Context

Legend

- Subject Property
- Local Road Network
- Contours - 5m
- Local Drainage Network
- Provincially Significant Wetland
- Unevaluated Wetland
- Significant Valleylands (Regional Data)
- Significant Woodlands (Regional Data)
- Environmentally Sensitive Landscapes (Regional Data)
- Environmentally Sensitive Policy Area (Regional Data)

Project No & Description:	
AES24050 Rose St., Ayr - Environmental Impact Statement	
Date Prepared: Dec 19, 2024	Prepared By: MF
Last Revision: N/A	Checked By: N/A

Basemap/Data Reference:

ON Geohub; SWOOP 2015; Region of Waterloo Open Data Portal

ASTER

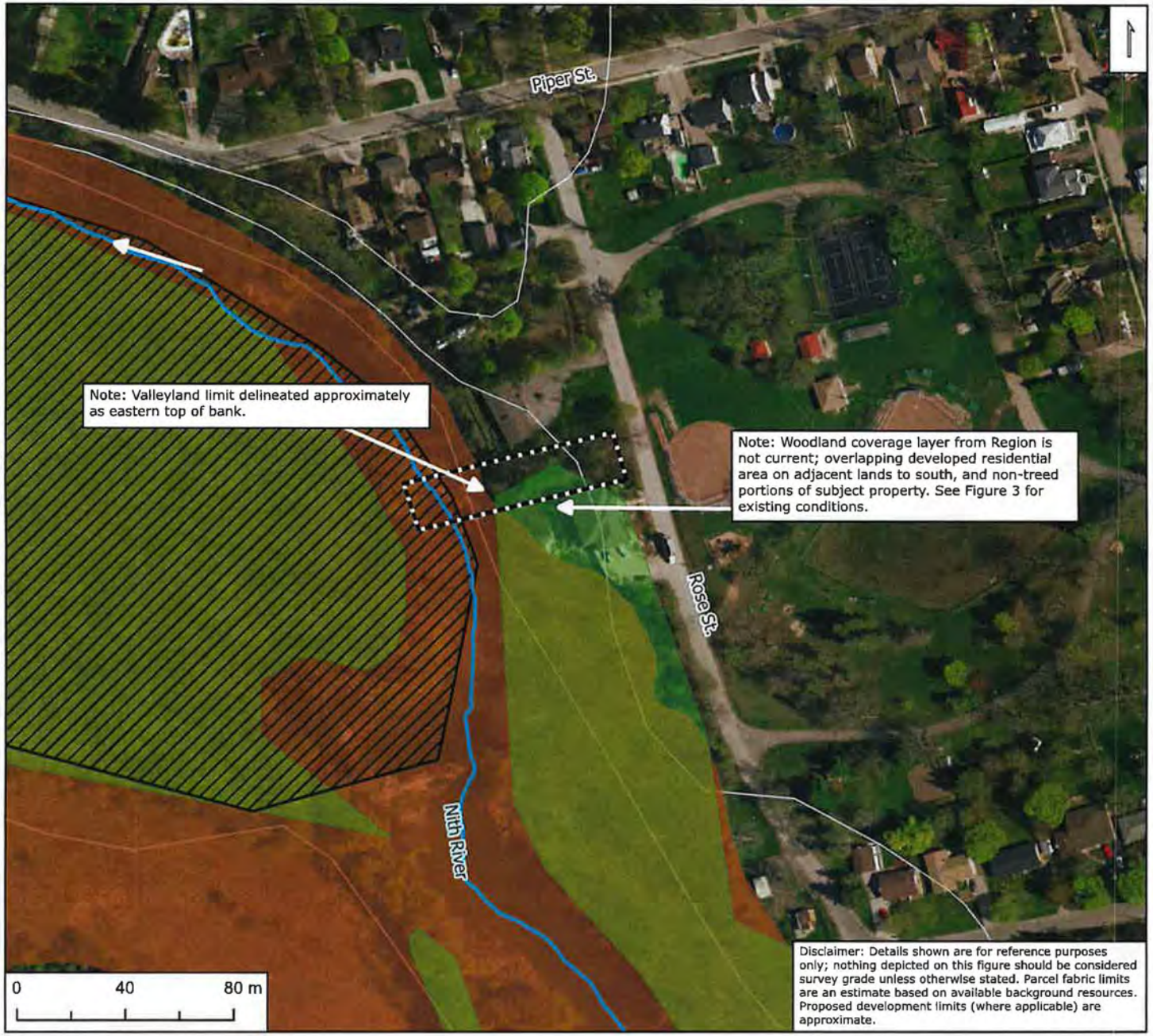


Figure 2:
Regional Core Environmental Feature Context

Legend

- Subject Property
- Contours - 5m
- Local Drainage Network
- Significant Valleylands (Regional Data)
- Significant Woodlands (Regional Data)
- Environmentally Sensitive Policy Area (Regional Data)

Project No & Description:	
AES24050 Rose St., Ayr - Environmental Impact Statement	
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Basemap/Data Reference: ON Geohub; SWOOP 2015; Region of Waterloo Open Data Portal	ASTER



Figure 3: Documented Conditions, Proposed Development, and Recommendations.

Legend

- Subject Property
- Woodland Cover Dripline (Deciduous Forest/Cultural Woodland - FOD/CUW)
- Additional Vegetation (Successional, Shrub-height)
- Top of Bank
- Recommended Sediment/Tree Protection Fencing (Conceptual - to be field-fitted)
- Recommended Tree Installation (Conceptual - To be field-fitted)

Disclaimer: Details shown are for reference purposes only; nothing depicted on this figure should be considered survey grade unless otherwise stated. Parcel fabric limits are an estimate based on available background resources. Proposed development limits (where applicable) are approximate.

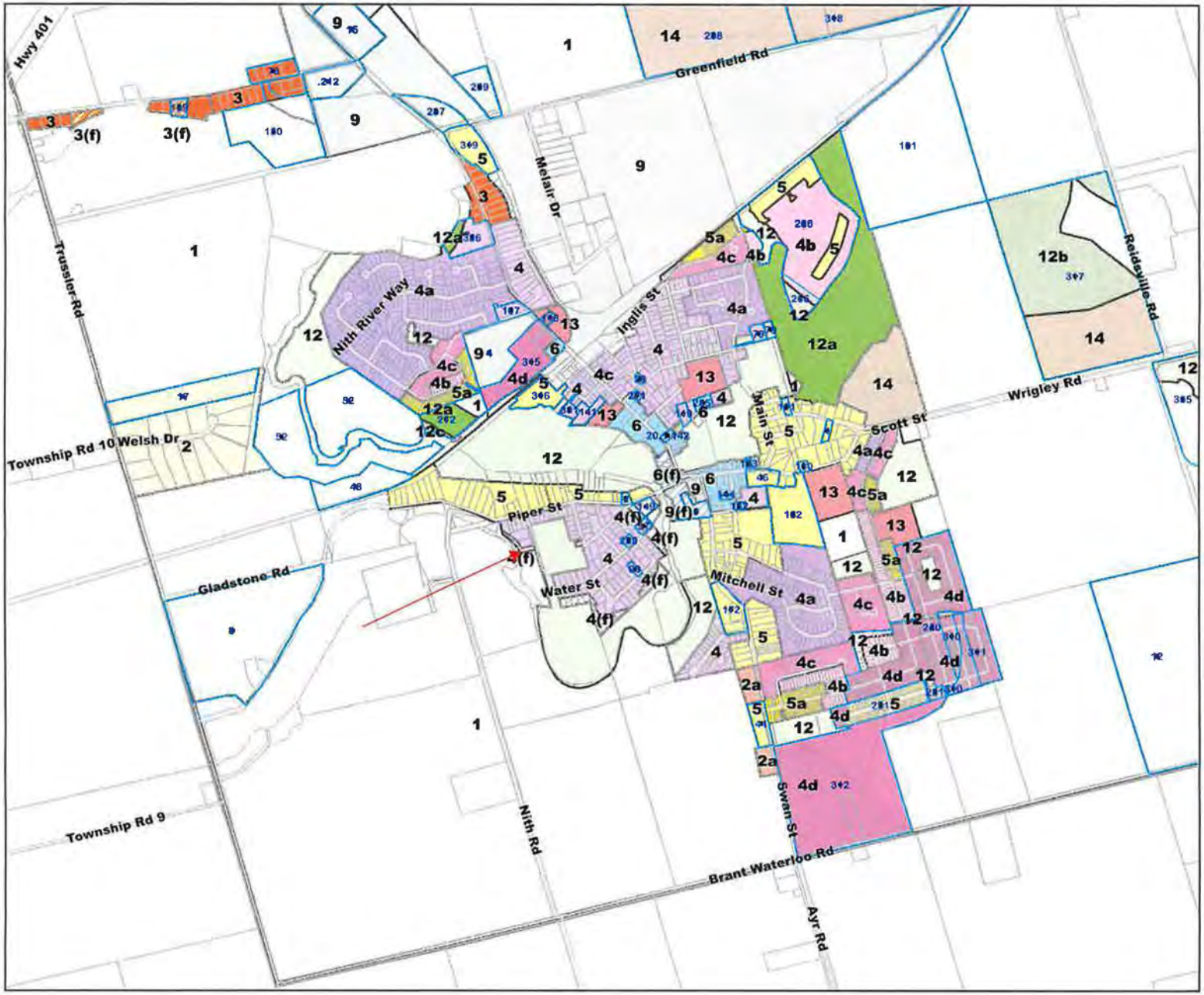
Project No & Description:	
AES24050 Rose St., Ayr - Environmental Impact Statement	
Date Prepared: Dec 19, 2024	Prepared By: MF
Last Revision: N/A	Checked By: N/A

Basemap/Data Reference:

ON Geohub; SWOOP 2015; Region of Waterloo Open Data Portal

ASTER ENVIRONMENTAL SERVICES LTD

Appendix 1. Land Use Schedules.



Ayr Zoning Map

Legend

The Township of North Dumfries

By-Law Exemption No.

Zoning Category

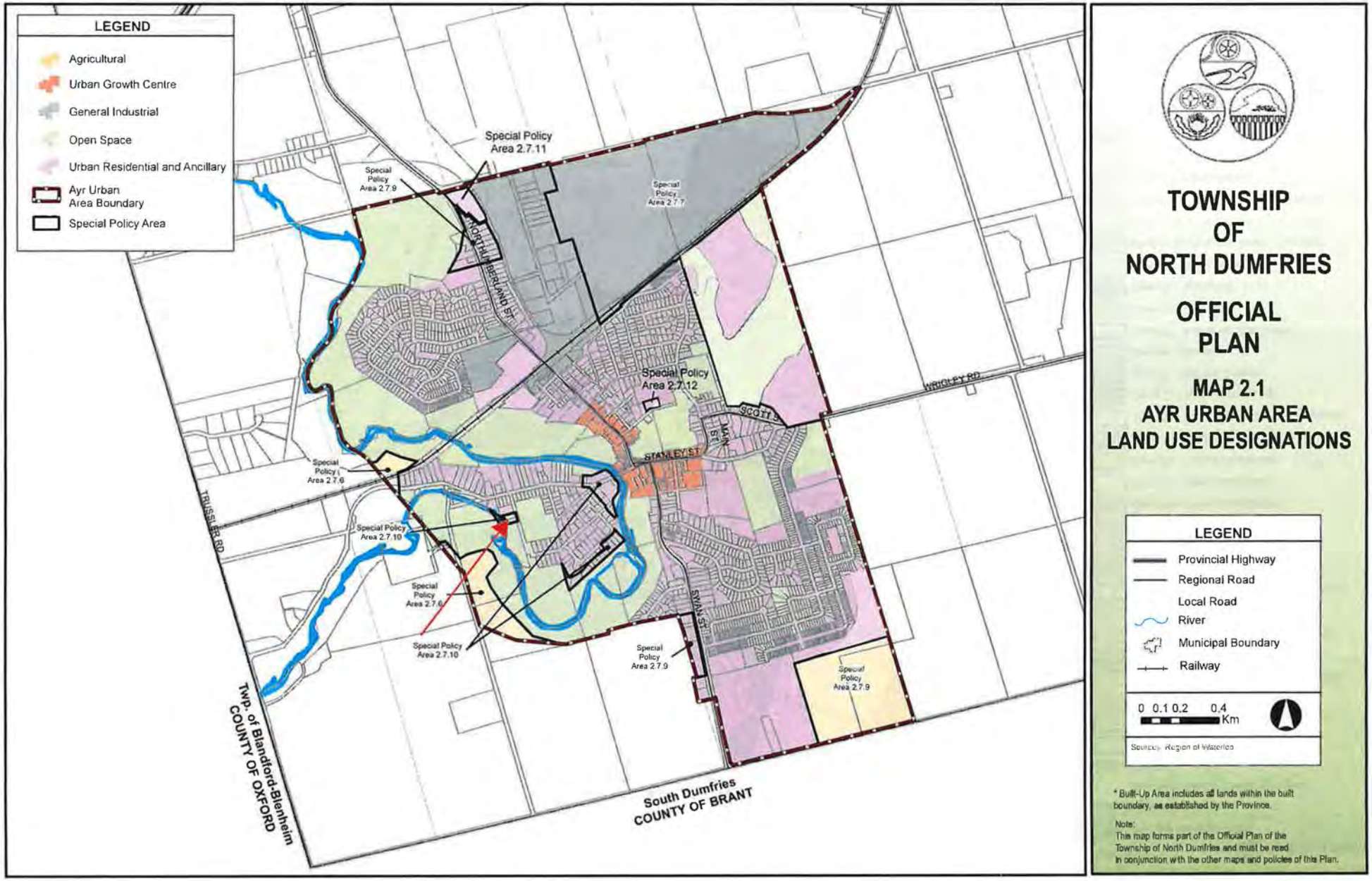
Zoning Code Text Symbol

Zone Code

- Zone 1 - Agriculture
- Zone 2 - Rural Residential
- Zone 2a - Rural Residential
- Zone 2af - Rural Residential (flood plain)
- Zone 3 - Rural Residential
- Zone 3f - Rural Residential (flood plain)
- Zone 4 - Urban Residential
- Zone 4f - Urban Residential (flood plain)
- Zone 4a - Urban Residential
- Zone 4b - Urban Residential
- Zone 4c - Urban Residential
- Zone 4d - Urban Residential
- Zone 5 - Urban Residentia
- Zone 5a - Urban Residential
- Zone 6 - Urban Commercial
- Zone 6f - Urban Commercial (flood plain)
- Zone 7 - Rural Commercial
- Zone 8 - Service Station
- Zone 9 - Industrial
- Zone 9f - Industrial (flood plain)
- Zone 10 - Industrial
- Zone 11 - Industrial
- Zone 12 - Open Space
- Zone 12a - Envronmental Protection 1
- Zone 12b - Envronmental Protection 2
- Zone 12c - Envronmental Protection Overlay
- Zone 13 - Institutional
- Zone 14 - Mineral Aggregates
- Zone 15 - Mobile Home Development
- Regional Municipal Boundaries

N

This map is provided for illustrative purposes only and may have errors. Reference should be made to Schedules A and B of General Zoning By-law 689-83. In the case of a descrepancy between this map, and the Zoning By-law and any amendments, the Zoning By-law and any amendements will be used. (July 2019)



TOWNSHIP OF NORTH DUMFRIES

OFFICIAL PLAN

MAP 2.1
AYR URBAN AREA
LAND USE DESIGNATIONS

LEGEND

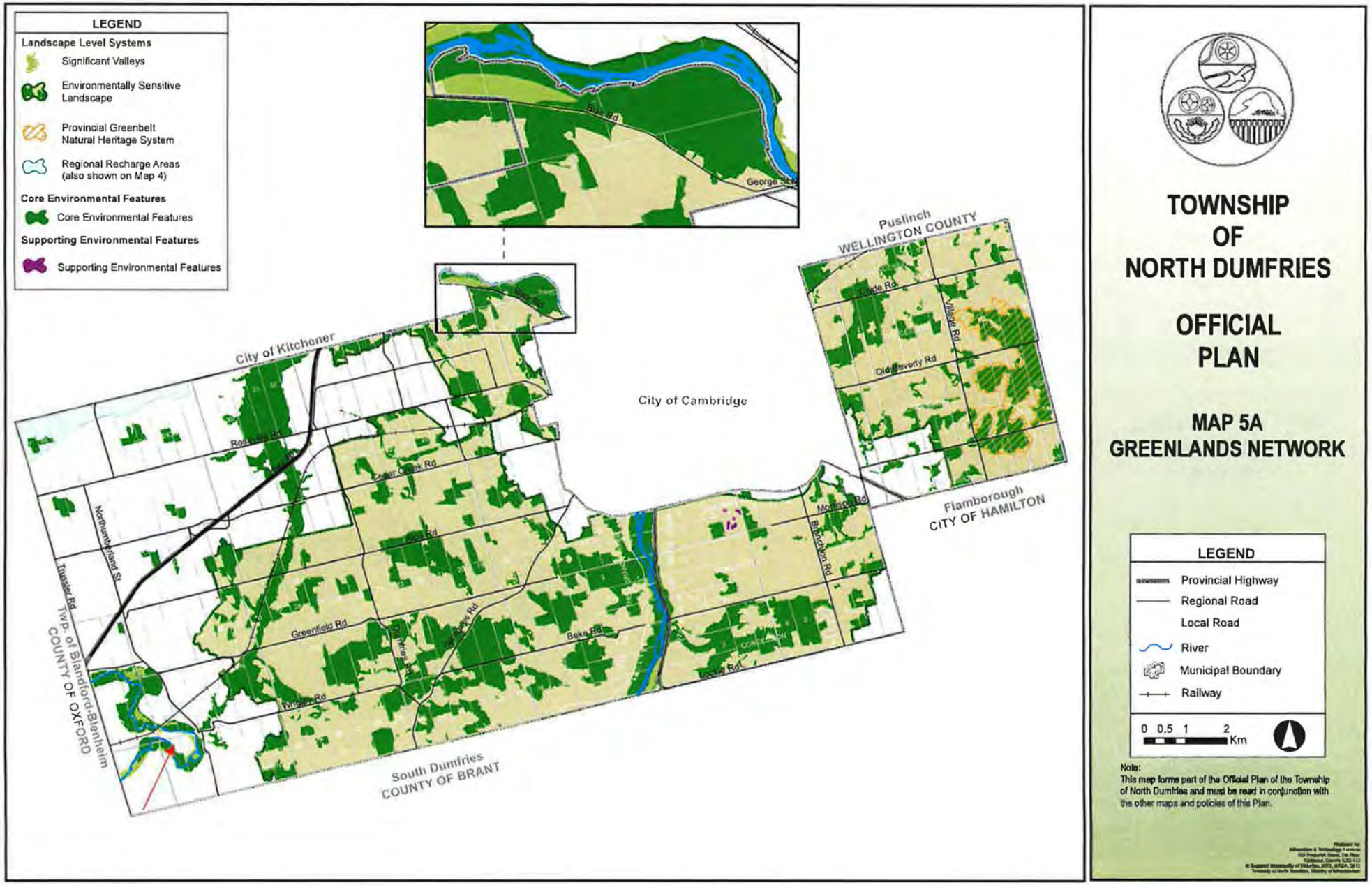
- Provincial Highway
- Regional Road
- Local Road
- River
- Municipal Boundary
- Railway

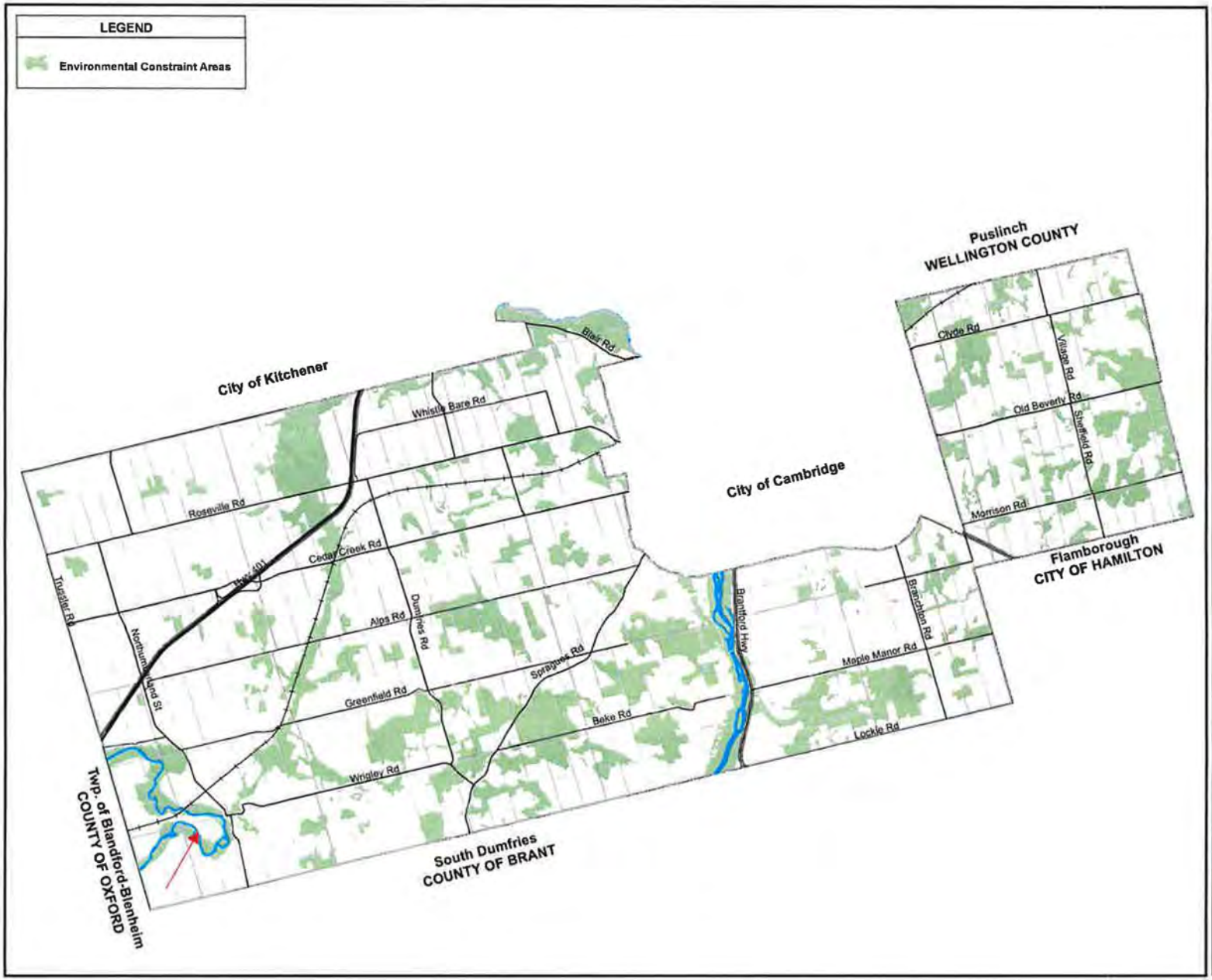
0 0.1 0.2 0.4 Km

Source: Region of Waterloo

* Built-Up Area includes all lands within the built boundary, as established by the Province.

Note:
This map forms part of the Official Plan of the Township of North Dumfries and must be read in conjunction with the other maps and policies of this Plan.


LEGEND
Landscape Level Systems
Significant Valleys
Environmentally Sensitive Landscape
Provincial Greenbelt Natural Heritage System
Regional Recharge Areas (also shown on Map 4)
Core Environmental Features
Core Environmental Features
Supporting Environmental Features
Supporting Environmental Features
City of Kitchener
City of Cambridge
Puslinch
WELLINGTON COUNTY
Flamborough
CITY OF HAMILTON
South Dumfries
COUNTY OF BRANT
Twp. of Blandford-Blenheim
COUNTY OF OXFORD
Roseville Rd
Cedar Creek Rd
Northumberland St
Greenfield Rd
Beke Rd
Bronte Rd
Old Beverly Rd
Village Rd
Mallard Rd
Brantdale Rd
Twamley Rd
Township of North Dumfries
OFFICIAL PLAN
MAP 5A
GREENLANDS NETWORK
LEGEND
Provincial Highway
Regional Road
Local Road
River
Municipal Boundary
Railway
0 0.5 1 2 Km
Note:
This map forms part of the Official Plan of the Township of North Dumfries and must be read in conjunction with the other maps and policies of this Plan.



TOWNSHIP OF NORTH DUMFRIES

OFFICIAL PLAN

MAP 5B ENVIRONMENTAL CONSTRAINT AREAS

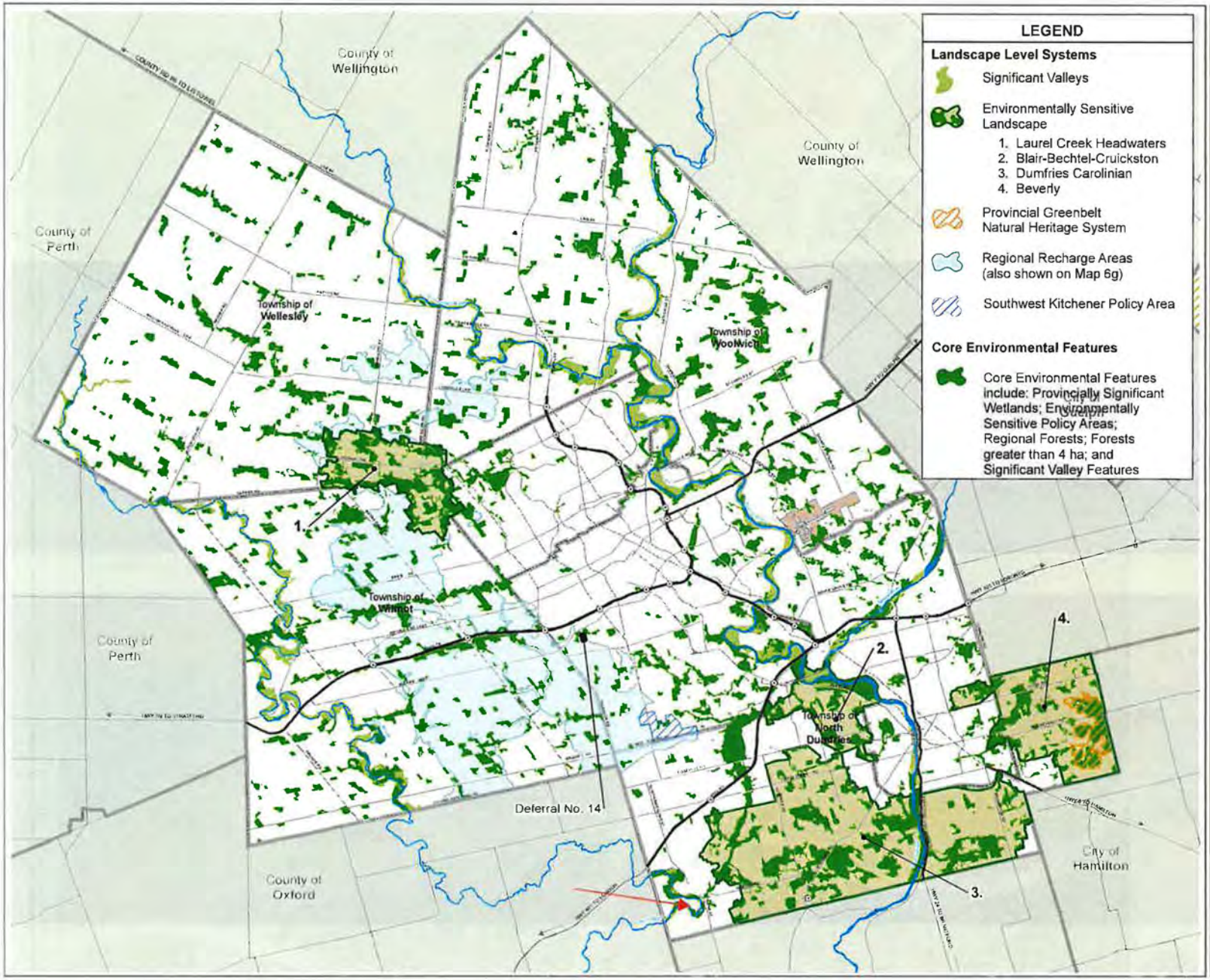
LEGEND

- Provincial Highway
- Regional Road
- Local Road
- River
- Municipal Boundary
- Railway

0 0.5 1 2 Km

Sources: Region of Waterloo

Note:
This map forms part of the Official Plan of the Township of North Dumfries and must be read in conjunction with the other maps and policies of this Plan.



Region of Waterloo

Regional Official Plan
SHAPING OUR FUTURE

MAP 4

GREENLANDS NETWORK

LEGEND

- Provincial Highway
- Regional Road
- River
- Region of Waterloo International Airport
- Municipal Boundary
- Railway

0 1 2 4 Km

Sources: Region of Waterloo, Ministry of Natural Resources

2015

Note: Permanent and intermittent watercourses are identified in the Technical Appendix for Landscape Level Systems and Core Environmental Features.

Note: This map forms part of the Official Plan of the Regional Municipality of Waterloo and must be read in conjunction with the policies of this Plan.



Grand River Conservation Authority

Date: Nov 10, 2024

Rose St., Ayr

Legend

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

Copyright Grand River Conservation Authority, 2024.

Disclaimer: This map is for illustrative purposes only. Information contained herein is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.
The source for each data layer is shown in parentheses in the map legend. See Sources and Citations for details.

Scale 1:1,525

NAD83 UTM zone 17 (EPSG:26917)

Map Centre (X,Y): 543919.69, 4792372.75 | Map Link

This map is not to be used for navigation | 2020 Ortho (ON)

Appendix 2. Photos of Representative Site Conditions.



Photo 1. Existing driveway entry, facing west.



Photo 2. Adjacent residential property to north with existing dwelling.



Photo 3. Adjacent residential property to south with existing dwelling.



Photo 4. Prominent slope from adjacent property to north.



Photo 5. Central portion of property; small number of removed trees at rear of proposed dwelling footprint.



Photo 6. Facing east across property frontage; proposed dwelling footprint.



Photo 7. Successional vegetation to rear of proposed dwelling.



Photo 8. Successional vegetation and some scattered trees toward rear of property, along river frontage.



Photo 9. Typical degraded groundcover at rear of property (invasive Periwinkle).



Photo 10. Slope along north property boundary.



Photo 11. Scattered mature trees along slope adjacent to river, primarily Black Walnut.



Photo 12. Composition of slope along northern property boundary; indicative of imported fill.



Photo 13. View downstream from top of slope above Nith River.



Photo 14. View upstream from top of slope above Nith River.



Photo 15. View directly across Nith River from top of slope.



Photo 16. Vegetation composition along slope to river.



Photo 17. Aerial view of subject property with adjacent built residential properties and Nith River in background.



Photo 18. Direct overhead aerial view of subject property and adjacent residential properties.



Photo 19. Aerial view of subject property, facing east.



Photo 20. Aerial view of subject property and adjacent reach of Nith River; erosive bank visible along rear of property.



Photo 21. Top of river slope at rear of property.

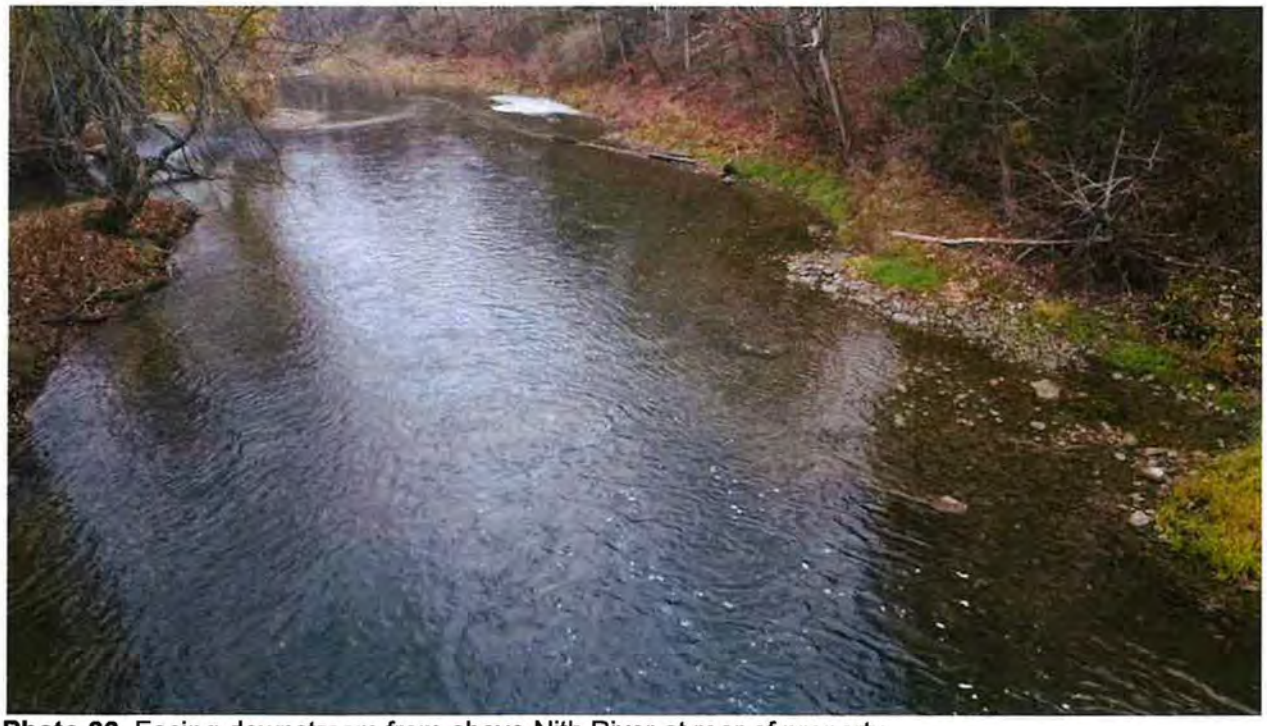


Photo 22. Facing downstream from above Nith River at rear of property.

Appendix 3. Endangered and Threatened Species Screening.

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Acadian Flycatcher (*Empidonax virescens*): **Endangered**	The Acadian Flycatcher is native to the Carolinian forests of Southern Ontario. It is area sensitive and prefers mature woodlands >25 ha in areas with >30% forest cover. Nesting habitats are deciduous or mixed woodlands with closed canopies, open understories, and limited groundcover. They prefer to nest near permanent or ephemeral ponds or streams.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species. Applicable local databases provide a mix of results; the OBBA database displays multiple records within the overlapping 10x10km grid square. The NHIC database contains no records within the overlapping 1x1 km grid square and no records within adjoining squares. The iNaturalist database contains no records on the local landscape. **Habitat Structural Suitability:** The vegetation and landscape structure observed within the study area is not considered suitable for this species. **Survey Result:** No indicators of suitable habitat observed. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
American Badger (*Taxidea taxus*): **Endangered**	American Badger occurs where there was historically tallgrass prairie and now prefer to den in the margins of agricultural landscapes. The population is concentrated near the north shore of Lake Erie where deep soils are appropriate for excavating dens. Some badgers occur in Grey and Bruce counties.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species. Applicable local databases (NHIC) contain local records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within the study area is not considered suitable for this species. **Survey Result:** No individuals were observed during our on-site investigation. No indicators of suitable habitat observed. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
American Chestnut (*Castanea dentata*): **Endangered**	The American Chestnut is a large, shade tolerant tree that occurs in the Carolinian zone. It is considered very rare due to historic population loss from disease. It may be found in oak-dominated forests with canopy closure > 70% and well-drained acidic soils.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species. Applicable local databases (NHIC, iNaturalist) do not contain local records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within portions of the study area is marginally suitable for this species. **Survey Result:** No individuals were observed during our on-site investigation that included a survey of vascular plants. **Conclusion:** Based on a lack of local records and no on-site observations, there is no expectation that this species occurs in the study area. No further evaluation or site-specific mitigation required.	N

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
American Ginseng (*Panax quinquefolius*): **Endangered**	American Ginseng requires well-drained but moist acidic to neutral soils generally overlying calcareous bedrock. They are obligate understory plants found in undisturbed mature deciduous and mixed forests, and occasionally in coniferous forests and swamps.	**Local Range Context & Database Review:** The local landscape is potentially within the range of this species. Applicable local databases (NHIC) do not contain records for this species (which would be listed as Restricted). **Habitat Structural Suitability:** The forest structure observed within the study area is not considered suitable for this species. **Survey Result:** No individuals were observed during our on-site investigation. No indicators of suitable habitat observed. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Bank Swallow (*Riparia riparia*): **Threatened**	The Bank Swallow is a small aerial insectivore bird that nests colonially in burrows they excavate within banks. Colonies will nest in bluffs, riverbanks, aggregate pits, roadside embankments, and topsoil piles near open habitat that provides a steady source of insects, such as wetlands.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species. Applicable local databases (OBBA, NHIC) contain records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within the study area is considered suitable for this species. **Survey Result:** No individuals were observed during our on-site investigation. No indicators of suitable habitat observed. Banks of the Nith River were surveyed, with no observations of potential nesting sites. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Black Ash (*Fraxinus nigra*): **Endangered**	The Black Ash grows everywhere in Ontario except the Far North. These trees require moisture, and are commonly found in northern swampy woodlands, from eastern Manitoba, throughout Ontario, and as far east as Newfoundland.	**Local Range Context & Database Review:** The local landscape is within the range of this species. Applicable local databases do not contain records for this species. **Habitat Structural Suitability:** The habitat observed within portions of the study area may be considered suitable for this species. **Survey Result:** No individuals were observed during our on-site investigation that included a survey of vascular plants. **Conclusion:** Based on a lack of on-site observations, there is no expectation that this species occurs in the study area. No further evaluation or site-specific mitigation required.	N

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Black Redhorse (*Moxostoma duquesnei*): **Threatened**	The Black Redhorse is a small member of the sucker family. Their Ontario habitat is within the tributaries of Lake Huron, St. Clair, and Erie. They prefer medium-sized oxygen rich watercourses that are less than 2 meters deep, with minimal vegetation and moderate flow riffles and shallow pools. They use cobble or gravel substates to feed and spawn on gravel.	**Local Range Context & Database Review:** The local landscape is within the range of this species. At least one applicable local database (NHIC) contains records for this species. **Habitat Structural Suitability:** The aquatic habitat structure observed within the study area is considered suitable for this species. **Survey Result:** N/A. **Conclusion:** There is potential for this species to occur in portions of the study area. See report for further discussion.	Y
Blanding's Turtle (*Emydoidea blandingii*): **Threatened**	Blanding's Turtle are semi-aquatic and use wetland habitats with shallow water and abundant vegetation. Their habitat includes a broad range of wetlands, forest clearings, and meadows. They breed in aquatic habitat and nest in open natural and anthropogenic upland areas.	**Local Range Context & Database Review:** The local landscape is within the provincial range of this species. Applicable local databases provide a mix of results; the ORAA database displays records within the overlapping 10x10km grid square. The NHIC database contains no records within the overlapping 1x1 km grid square and no records within adjoining squares. The iNaturalist database contains no records on the immediate local landscape. **Habitat Structural Suitability:** The habitat structure observed within the study area is generally not considered suitable for this species. **Survey Result:** N/A. **Conclusion:** In general, it is not expected that this species would occur within the study area. The background records context suggests that populations are locally sparse or absent, and ideally suitable conditions are not present in the study area. No further evaluation or mitigation required.	N
Bobolink (*Dolichonyx oryzivorus*): **Threatened**	Nests and forages in meadows, grasslands, hayfields, and pastureland. Fields must have 25% or less woody plant cover. They typically require large fields (>4ha) and avoid small, fragmented habitats. They also avoid habitat within 75 m of a forest edge.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species. At least one applicable local database (OBBA) contains records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within the study area is not considered suitable for this species. **Survey Result:** N/A. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Butternut (*Juglans cinerea*): **Endangered**	Butternut is shade intolerant and grows in rich, moist, well-drained loams often along streambanks. Butternut is also found in well-drained gravel sites. It is often found at forest edges where it can access abundant sunlight.	**Local Range Context & Database Review:** The local landscape is within the range of this species. Applicable local databases (NHIC) do not contain records for this species. **Habitat Structural Suitability:** The forest structure observed within the study area is potentially suitable for this species. **Survey Result:** No individual plants were observed during our on-site investigation that included a survey of vascular plants. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Chimney Swift (*Chaetura pelagica*): **Threatened**	The Chimney Swift historically nested and roosted in large hollow trees, rock walls, and other vertical surfaces. They now use human-made structures like uncapped chimneys and have high site fidelity to nesting chimneys. 95% of nests are within 1 km of a waterbody.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species. Applicable local databases (OBBA) contain records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within the study area is not considered suitable for this species. No anthropogenic structures on the subject property that could provide habitat. **Survey Result:** N/A. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Downy Yellow False Foxglove (*Aureolaria virginica*): **Threatened**	Downy Yellow False Foxglove is a hemi-parasite that prefers oak species. It is found in dry, semi-open, upland oak forests. It is somewhat shade intolerant. The species is perennial and flowers multiple times a year. There are five confirmed subpopulations in Niagara, Norfolk, Hamilton, Brant and Waterloo.	**Local Range Context & Database Review:** The local landscape may be within the range of this species. Applicable local databases (NHIC, iNaturalist) do not contain local records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within portions of the study area may be suitable for this species. **Survey Result:** No individuals or indications of potential habitat were observed during our on-site investigation. **Conclusion:** Based on a lack of local records and observed suitable habitat, there is no expectation that this species occurs in the study area. No further evaluation or site-specific mitigation required.	N

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Eastern Meadowlark (*Sturnella magna*): **Threatened**	Nests and forages in meadows, grasslands, shrubby fields, hayfields and pastureland. Prefers habitat with >80% grass cover. Needs a minimum of 5 ha of continuous habitat.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species. At least one applicable local database (OBBA) contains records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within the study area is not considered suitable for this species. **Survey Result:** N/A. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Eastern Small-footed Myotis (*Myotis leibii*): **Endangered**	Eastern Small-footed Myotis overwinter in caves and mines in Ontario and do not disperse far from their hibernacula during the summer. They can be found roosting in rocky habitats singly or in groups but will also use human structures as day roosts. They are aerial insectivores and forage in forests, rocky habitats, and ponds.	**Local Range Context & Database Review:** The local landscape is assumed to be within the range of this species. Applicable local databases (NHIC) do not contain records for this species. **Habitat Structural Suitability:** The habitat structure observed within the study area is not ideally suited for this species. The property contains no rock exposures, notable crevices, talus slopes, or other ideal roosting opportunities. **Site-specific Survey Result:** No individuals or evidence of habitat was observed during our on-site investigation that included a general habitat-based wildlife survey. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or miligation required.	N
Eastern Whip-poor-will (*Antrostomus vociferus*): **Threatened**	The Eastern Whip-poor-will forages in open natural and anthropogenic habitats and nests in semi open forests and forest edges with well-drained soils and moderate vegetation cover. Habitat immediately at the nest will be a short herbaceous plant, shrub, or sapling providing cover and shade with nearby perches for adults.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species but outside of core areas of occurrence. Applicable local databases provide a mix of results; the OBBA database displays very sparse records within the overlapping 10x10km grid square. The NHIC database contains no records within the overlapping 1x1 km grid square and no records within adjoining squares. The iNaturalist database contains no records on the local landscape. **Habitat Structural Suitability:** The vegetation structure and anthropogenic setting observed with the study area is not considered suitable for this species. **Site-specific Survey Result:** N/A. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or site-specific mitigation required.	N

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Fern-leaved Yellow False Foxglove (*Aureolaria pedicularia*): **Threatened**	Fern-leaved Yellow False Foxglove is a hemi-parasite that prefers Black Oak. It is found in dry, semi-open upland oak forests. It is short-lived and flowers once. There are six subpopulations in Ontario within the Pinery and Turkey Point area.	**Local Range Context & Database Review:** The local landscape may be within the range of this species. Applicable local databases (NHIC, iNaturalist) do not contain local records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within portions of the study area may be suitable for this species. **Survey Result:** No individuals or indications of potential habitat were observed during our on-site investigation. **Conclusion:** Based on a lack of local records and observed suitable habitat, there is no expectation that this species occurs in the study area. No further evaluation or site-specific mitigation required.	N
Henslow's Sparrow (*Ammodramus henslowii*): **Endangered**	Henslow's Sparrows' current breeding habitat is generally limited to Prince Edward County and the Regional Municipality of Halton. Their habitat is open grasslands with dense vegetation at least 30 cm tall, thick standing dead material, <1% shrub cover, and intermediate moisture. They prefer larger, continuous grasslands and are sensitive to edge effects.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species but outside of core areas of occurrence. Applicable local databases provide a mix of results; the OBBA database displays records within the overlapping 10x10km grid square. The NHIC database contains no records within the overlapping 1x1 km grid square or within adjoining squares. The iNaturalist database contains no records on the local landscape. **Habitat Structural Suitability:** The vegetation structure and anthropogenic setting observed with the study area is not considered suitable for this species. **Site-specific Survey Result:** N/A. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or site-specific mitigation required.	N
Jefferson Salamander (*Ambystoma jeffersonianum*): **Endangered**	Jefferson Salamanders have aquatic egg and larval stages in predatory fish-free ponds within deciduous and mixed forests. Once they metamorphose into adults they disperse up to a kilometer from their natal pond and use shaded forest habitats with thick leaf litter and high soil moisture. They use stone and woody debris as refugia.	**Local Range Context & Database Review:** The local landscape is considered outside the range of this species. Applicable local databases do not contain records for this species. **Habitat Structural Suitability:** N/A **Survey Result:** N/A **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Lake Sturgeon (*Acipenser fulvescens*): **Endangered**	Lake Sturgeon need large continuous habitats in river and lake systems to provide habitat for all life stages. Spawning takes place in shallow fast flowing headwaters where a natural or man-made barrier occurs. Spawning substrates are gravel, rock, hardpan, or sand.	**Local Range Context & Database Review:** The local landscape is generally outside of the provincial range of this species. Applicable local databases (NHIC) do not contain records for this species. **Habitat Structural Suitability:** N/A **Site-specific Survey Result:** N/A **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Least Bittern (*Ixobrychus exilis*): **Threatened**	Breeds in large marshes within Southern Ontario. Creates nest platforms from tall, dense emergent vegetation within 10m of water and prefers Typha spp. Needs 200 ha of wetland for nesting and foraging but does not need to be continuous wetland. Prefers complexes of smaller wetlands.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species but outside of core areas of occurrence. Applicable local databases provide a mix of results; the OBBA database displays sparse records within the overlapping 10x10km grid square. The NHIC database contains no records within the overlapping 1x1 km grid square or within adjoining squares. The iNaturalist database contains no records on the local landscape. **Habitat Structural Suitability:** The vegetation structure and anthropogenic setting observed with the study area is not considered suitable for this species. **Site-specific Survey Result:** N/A. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or site-specific mitigation required.	N
Little Brown Myotis (*Myotis lucifugus*): **Endangered**	Their hibernacula are within caves and abandoned mines, wells, and tunnels. Maternity colonies are within a few kilometers of hibernacula within snag trees, rock crevices, exfoliating tree bark, and anthropogenic structures. Roosts and swarming sites are in similar areas around the hibernacula.	**Local Range Context & Database Review:** The local landscape is within the range of this species. Applicable local databases (NHIC) do not contain records for this species. **Habitat Structural Suitability:** The habitat structure observed within the study area is potentially suitable for this species. **Site-specific Survey Result:** Detailed inventory of snags or species-specific surveys (i.e., acoustic detection) were not considered necessary. **Conclusion:** There is potential for this species to occur within the study area. Mitigation measures are provided in the report accordingly.	Y

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Northern Myotis/Northern Long-eared Bat (*Myotis septentrionalis*): **Endangered**	Northern Myotis are found below the tree line in Canada and are mostly absent from the prairies. They use live and dead trees near water in forest habitats when active and migrate to caves and abandoned mines for hibernation.	**Local Range Context & Database Review:** The local landscape is within the range of this species. Applicable local databases (NHIC) do not contain records for this species. **Habitat Structural Suitability:** The habitat structure observed within the study area is potentially suitable for this species. **Site-specific Survey Result:** Detailed inventory of snags or species-specific surveys (i.e., acoustic detection) were not considered necessary. **Conclusion:** There is potential for this species to occur within the study area. Mitigation measures are provided in the report accordingly.	Y
Queensnake (*Regina septemvittata*): **Endangered**	The Queensnake is found along and west of the Niagara Escarpment. They prefer rocky watercourses with rock or gravel bottoms but sometimes use marshes, lakes, quarries, ponds, and wet meadows. They feed primarily on crayfish and require abundant prey. They are found within 5 m of water.	**Local Range Context & Database Review:** The local landscape is generally outside of the provincial range of this species. There are three observations from 1988 in the overlapping 10km2 ORAA data square; however, there are no current observation records for the local landscape in applicable databases (NHIC, ORAA, iNaturalist). **Habitat Structural Suitability:** The habitat structure observed within the subject property is not reflective of preferred or specialized habitat for this species. **Site-specific Survey Result:** N/A **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Red-Headed Woodpecker (*Melanerpes erythrocephalus*): **Endangered**	The Red-headed Woodpecker lives in open woodland and woodland edges and is often found in parks, golf courses and cemeteries. These areas typically have many dead trees, that the bird uses for nesting and perching. The Red-headed Woodpecker is found across southern Ontario, where it is widespread but rare.	**Local Range Context & Database Review:** The local landscape is generally within the range of this species. Applicable local databases provide a mix of results; the OBBA database displays records within the overlapping 10x10km grid square. The NHIC database contains no records within the overlapping 1x1 km grid square or within adjoining squares. The iNaturalist database contains no records on the local landscape. **Habitat Structural Suitability:** The vegetation and landscape structure observed within portions of the study area is potentially suitable for this species; however, observed forest structure would not be considered optimal, lacking prominent mast species coverage, open woodland settings, or prominent cavity trees. **Survey Result:** No individuals were observed during our on-site investigation; however, no targeted in-season surveys were undertaken. **Conclusion:** There is a low likelihood that this species or any associated regulated habitat occurs within the study area. The background records context suggests that the species is not known to occur in the immediate local area. No further evaluation or site-specific mitigation required.	N

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Short-eared Owl (*Asio flammeus*): **Threatened**	The Short-eared Owl breeds in northern Ontario and is found year-round in southern Ontario. They use open habitats (tundra, grassland, pasture) to nest on the ground and overwinter in open areas with nearby roosting trees. They shelter from inclement weather in conifers and emergent wetland vegetation.	**Local Range Context & Database Review:** The local landscape is generally outside of the typical provincial range of this species. Local databases (OBBA, NHIC) do not contain records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within the subject property and adjacent lands is not considered suitable for this species. **Site-specific Survey Result:** No individuals were observed during our on-site investigation. **Conclusion:** There is no expectation that this species occurs on the subject property. No further evaluation or mitigation required.	N
Silver Shiner (*Notropis photogenis*): **Threatened**	The Silver Shiner is in the Grand River, Thames River, Bronte Creek, and Sixteen Mile Creek. Larvae use slow, warm water over gravel shoals. Adults are found over sand and gravel substrates, in water velocities 0.25 to 0.49 m/s, at depths of 0.8 to >1m.	**Local Range Context & Database Review:** The local landscape is within the range of this species. At least one applicable local database (NHIC) contains records for this species. **Habitat Structural Suitability:** The aquatic habitat structure observed within the study area is considered suitable for this species. **Survey Result:** N/A. **Conclusion:** There is potential for this species to occur in portions of the study area. See report for further discussion.	Y
Smooth Yellow False Foxglove (*Aureolaria flava*): **Threatened**	The Smooth Yellow False Foxglove is a hemi-parasitic plant preferring White Oak but will also parasitize Black and Red Oak. They grow in dry, open to semi-open upland oak forests, woodlands, and savannahs. They are shade intolerant and grow in areas of sun exposure.	**Local Range Context & Database Review:** The local landscape may be within the range of this species. Applicable local databases (NHIC, iNaturalist) do not contain local records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within portions of the study area may be suitable for this species. **Survey Result:** No individuals or indications of potential habitat were observed during our on-site investigation. **Conclusion:** Based on a lack of local records and observed suitable habitat, there is no expectation that this species occurs in the study area. No further evaluation or site-specific mitigation required.	N

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Spiny Softshell (*Apalone spinifera*): **Threatened**	The Spiny Softshell is found in watersheds and coastlines of Lakes St. Clair, Erie, and Huron. They are mainly aquatic and use large waterbodies with sandbars, mudflats, submerged logs, and aquatic vegetation. Soft substrate is important to nesting and overwintering.	**Local Range Context & Database Review:** The local landscape may be within the range of this species. Applicable local databases (NHIC, iNaturalist) do not contain local records for this species. **Habitat Structural Suitability:** The vegetation and landscape structure observed within portions of the study area is marginally suitable for this species. **Survey Result:** N/A. **Conclusion:** Based on our understanding of range/distribution and a lack of local records, there is no expectation that this species occurs in the study area. No further evaluation or site-specific mitigation required.	N
Spotted Turtle (*Clemmys guttata*): **Endangered**	The Spotted Turtle uses a mix of terrestrial and aquatic habitats. Aquatic habitats include wetlands, ponds, vernal pools, creeks, streams, sheltered bay edges, stormwater ponds, and man-made channels. Their terrestrial habitats are shorelines, rocky outcrops, upland forests, open fields, and meadows.	**Local Range Context & Database Review:** The local landscape may be within the historic range of this species; however, location information for this species is extremely confidental. Applicable local databases (NHIC) do not appear to contain records for this species (which would be listed as Restricted). **Habitat Structural Suitability:** The habitat structure observed within the study area is not considered suitable for this species. **Site-specific Survey Result:** N/A. **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Tricolored Bat (*Perimyotis subflavus*): **Endangered**	The Tri-colored Bat have a scattered distribution and are found as far north as Sudbury. They are found in a variety of forested habitats They overwinter alone in caves and mines and roost in dead vegetation clumps and lichen in forested habitats near water.	**Local Range Context & Database Review:** The local landscape is within the range of this species. Applicable local databases (NHIC) do not contain records for this species. **Habitat Structural Suitability:** The habitat structure observed within the study area is potentially suitable for this species; low densities of potential habitat trees (Oaks) were identified on the subject property. **Site-specific Survey Result:** Detailed inventory of habitat trees or species-specific surveys (i.e., acoustic detection) were not considered necessary. **Conclusion:** There is potential for this species to occur within the study area. Mitigation measures are provided in the report accordingly.	Y

Species & Status	General Description of Habitat & Range	Project-Specific Evaluation & Discussion	Applicable to Study (Y,N)
Unisexual Ambystoma - Jefferson Salamander dependent population (*Ambystoma laterale - (2) jeffersonianum*): **Endangered**	Unisexual Ambystoma have egg and larval stages in predatory fish-free ponds within deciduous and mixed forests. Once they metamorphose into adults they disperse up to a kilometer from their natal pond and use shaded forest habitats with thick leaf litter and high soil moisture. They use stone and woody debris as refugia.	**Local Range Context & Database Review:** The local landscape is on the periphery of the range of this species/complex. Applicable local databases provide a mix of results; the ORAA database displays records within the overlapping 10x10km grid square; however, it is noted that Jefferson Salamander records are not present within this square. The NHIC database contains no records within the overlapping 1x1 km grid square or within adjoining squares. The iNaturalist database contains no records on the local landscape. **Habitat Structural Suitability:** The habitat structure observed within the study area is not considered suitable for this species. **Survey Result:** N/A **Conclusion:** There is no expectation that this species occurs within the study area. No further evaluation or mitigation required.	N
Wavy-rayed Lampmussel (*Lampsilis fasciola*): **Threatened**	The Wavy-rayed Lampmussel is found in the upper Grand River and its tributaries, the upper Thames River, Maitland River, a small part of the Ausable River, and the Lake St. Clair delta. They use small to medium clear rivers with riffles over clean sand and gravel substrates. They parasitize Largemouth Bass, Smallmouth Bass, Mottled Sculpin, and Brook Stickleback.	**Local Range Context & Database Review:** The local landscape is within the range of this species. At least one applicable local database (NHIC) contains records for this species. **Habitat Structural Suitability:** The aquatic habitat structure observed within the study area is considered suitable for this species. **Survey Result:** N/A. **Conclusion:** There is potential for this species to occur in portions of the study area. See report for further discussion.	Y

Appendix 4. Significant Wildlife Habitat Screening.

Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Category 1: Seasonal Concentration Areas for Wildlife Species					
Waterfowl Stopover and Staging Areas (Terrestrial)	American Black Duck, Green-winged Teal, Blue-winged Teal, Northern Pintail, Northern Shoveler, American Wigeon, Gadwall, Tundra Swan	CUM1, CUT1, in addition to evidence of spring flooding	Fields flooded with sheet water during Spring (mid March to May)	**Studies Confirm**: Annual mixed species aggregations of 100 or more total birds **Area of SWH Defined As:** Ecosite plus 100-300m radius	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.
Waterfowl Stopover and Staging Areas (Aquatic)	Canada Goose, Cackling Goose, Snow Goose, American Black Duck, Northern Pintail, Northern Shoveler, American Wigeon, Gadwall, Green-winged Teal, Blue-winged Teal, Hooded Merganser, Common Merganser, Lesser Scaup, Greater Scaup, Long-tailed Duck, Surf Scoter, White-winged Scoter, Black Scoter, Ring-necked Duck, Common Goldeneye, Bufflehead, Redhead, Ruddy Duck, Red-breasted Merganser, Brant, Canvasback	MAS1, MAS2, MAS3, SAS1, SAM1, SAF1, SWD1, SWD2, SWD3, SWD5, SWD6, SWD7	Ponds, marshes, lakes, bays, coastal inlets, and watercourses used during migration. Reservoirs managed as large ponds qualify.	**Studies Confirm**: Mixed species aggregations of 100 or more total birds for 7 days, **and/or** annual use by Ruddy Ducks, Canvasbacks, or Redheads **Area of SWH Defined As:** Ecosites plus 100m radius, includes wetlands and shorelines	Portions of the Nith River within the study area may support this habitat function. See report for further discussion.
Shorebird Migratory Stopover Areas	Greater Yellowlegs, Lesser Yellowlegs, Marbled Godwit, Hudsonian Godwit, Black-bellied Plover, American Golden-Plover, Semipalmated Plover, Solitary Sandpiper, Spotted Sandpiper, Semipalmated Sandpiper, Pectoral Sandpiper, White-rumped Sandpiper, Baird's Sandpiper, Least Sandpiper, Purple Sandpiper, Stilt Sandpiper, Short-billed Dowitcher, Red-necked Phalarope, Whimbrel, Ruddy Turnstone, Sanderling, Dunlin	BBO1, BBO2, BBS1, BBS2, BBT1, BBT2, SDO1, SDS2, SDT1, MAM1, MAM2, MAM3, MAM4, MAM5	Shorelines of lakes, rivers and wetlands, including beach areas, bars, groynes, armour rock, and seasonally flooded, muddy and un-vegetated shoreline habitats.	**Studies Confirm**: Mixed species aggregations of 3 or more listed species with >1000 shorebirds counted over the migration period, **and/or** any site with >100 Whimbrel for 3 or more years **Area of SWH Defined As:** ELC shorelines plus 100m radius	Portions of the Nith River within the study area may support this habitat function. See report for further discussion.
Raptor Wintering Area	Rough-legged Hawk, Red-tailed Hawk, Northern Harrier, American Kestrel, Snowy Owl **Special Concern**: Short-eared Owl, Bald Eagle	**Hawks/Owls**: one each from forest (FOD, FOM, FOC) and upland (CUM, CUT, CUS, CUW) **Bald Eagle**: forest (FOD, FOM, FOC, SWD, SWM, SWC) on shorelines of large water bodies	Combination of fields and woodlands that provide roosting, foraging and resting habitats; **Hawks/Owls**: >20 ha with a combination of forest and upland; >15ha field habitat; field area windswept with limited snow depth; **Bald Eagle**: open water, large trees and snags	**Studies Confirm: 1** or more Short-eared Owls, 1 or more Bald Eagles, or at least 10 individuals and 2 of the listed species **and** used ≥3 times in 5 years for a minimum of 20 days **Area of SWH Defined As:** n/a	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.

Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Bat Hibernacula	Big Brown Bat, Tri-coloured Bat	CCR1, CCR2, CCA1, CCA2 (Buildings are not SWH)	Caves, mine shafts, underground foundations, Karsts Does not include active mines	**Studies Confirm:** confirmed hibernating bats **Area of SWH Defined As:** 200m radius around hibernaculum entrance, 1000m radius for wind farms	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.
Bat Maternity Colonies	Big Brown Bat, Silver-haired Bat	All Ecosites in Community Series: FOD, FOM, SWD, SWM (Buildings are not SWH)	Tree cavities and snags; deciduous or mixed stands with >10/ha >25cm dbh trees, Silver-haired Bats prefer forests with 21 snags/ha	**Studies Confirm:** confirmed use by >10 Big Brown Bats **or** >5 adult female Silver-haired Bats **Area of SWH Defined As:** entire woodland/forest ELC **or** Ecoelement containing maternity colonies	Woodland areas within the study area have the potential to support this habitat function. See report for further discussion.
Turtle Wintering Areas	Midland Painted Turtle **Special Concern**: Northern Map Turtle, Snapping Turtle	**Snapping and Midland Painted Turtles**: Community classes SW, MA, OA, SA, ELC Community Series FEO, BOO **Northern Map Turtle**: open water areas with current (Not sewage lagoons or stormwater ponds)	Water deep enough to not freeze, soft mud substrates; permanent water bodies, large wetlands, bogs or fens with adequate Dissolved Oxygen	**Studies Confirm:** 5 over-wintering Midland Painted Turtles, **or** 1 or more overwintering Northern Map Turtles or Snapping Turtles **Area of SWH Defined As:** ELC with overwintering turtles, if site is within a stream or river only the deep-water pool is protected	There is potential for this habitat function to occur in associaton with the Nith River; however, no suitable deep-water pools were observed in portions of the river adjacent to the subject property. No further assessment provided - not SWH.

Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Reptile Hibernaculum	**Snakes**: Eastern Gartersnake, Northern Watersnake, Northern Red-bellied Snake, Northern Brownsnake, Smooth Green Snake, Northern Ring-necked Snake **Special Concern**: Milksnake, Eastern Ribbonsnake	**Snakes:** any forest ecosite other than very wet ones; talus, rock barrens, crevice, cave, and alvar sites; rock piles or slopes, stone fences, crumbling foundations	**Snakes:** sites with access below the frost line, wetlands with hummocks	**Studies Confirm:** use by ≥5 individuals from one species **or** use by individuals from ≥2 species; congregation of ≥5 individuals from one species **or** individuals from ≥2 species near potential hibernacula; if SC species are present site is SWH **Area of SWH Defined As:** feature containing hibernacula plus 30m radius	The study area does not contain any features that may support this habitat function. Site investigations did not identify any rock outcrops, stone fencerows, organic wetlands or other features that typically support such functions. No further assessment provided - not SWH.
Colonially-nesting Bird Breeding Habitat (Bank and Cliff)	Cliff Swallow, Northern Rough-winged Swallow	Found in CUM1, CUT1, CUS1, BLO1, BLS1, BLT1, CLO1, CLS1, CLT1	Exposed banks, sandy hills, borrow pits, steep slopes, sand piles that are undisturbed or naturally eroding Does not include man-made structures or active aggregate pits	**Studies Confirm:** 1 or more nesting sites with ≥8 Cliff Swallow pairs **and/or** Rough-winged Swallow Pairs during the breeding season **Area of SWH Defined As:** colony and 50m radius from peripheral nests	Eroded banks are present on the property; however, we observed no evidence of previously used nesting sites. No further assessment provided - not SWH.
Colonially-nesting Bird Breeding Habitat (Tree/Shrubs)	Great Blue Heron, Black-crowned Night Heron, Great Egret, Green Heron	SWM2, SWM3, SWM5, SWM6, SWD1, SWD2, SWD3, SWD4, SWD5, SWD6, SWD7, FET1	Live or dead standing trees in wetlands, lakes, islands, peninsulas, may use shrubs or other emergent vegetation; most nests 11-15m from ground	**Studies Confirm:** ≥2 active Great Blue Heron or other listed species nests **Area of SWH Defined As:** colony plus 300m radius **or** extent of forest ecosite containing colony **or** any island <15ha with a colony	Areas west of the Nith River within ths study area support suitable vegetation characteristics; however, we observed no evidence of stick nests or other features indicative of this function. No further assessment provided - not SWH.

Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Colonially-nesting Bird Breeding Habitat (Ground)	Herring Gull, Great Black-backed Gull, Little Gull, Ring-billed Gull, Common Tern, Caspian Tern, Brewer's Blackbird	MAM1-6, MAS1-3, CUM, CUT, CUS **Brewer's Blackbird**: close to watercourses in open fields	**Gulls and Terns:** rocky islands or peninsulas in open water, marshy areas **Brewer's Blackbird:** near streams and irrigation ditches in farmland	**Studies Confirm:** >25 active nests of Herring Gulls or Ring-billed Gulls, >5 active nests of Common Terns, >2 active nests of Caspian Terns, ≥5 Brewer's Blackbird pairs, any active nesting colony of Little Gulls or Great Black-backed Gulls **Area of SWH Defined As:** colony plus 150m radius **or** extent of ecosites containing colony **or** any island <3ha	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.
Migratory Butterfly Stopover Areas	Painted Lady, Red Admiral **Special Concern**: Monarch	One Community Series each from field (CUM, CUT, CUS) and forest (FOC, FOD, FOM, CUP)	Minimum 10ha combination of field and forest located within 5km of Lake Erie or Lake Ontario	**Studies Confirm**: >5000 Monarch Use Days (days a site is used * the number of individuals), **or** >3000 Monarch Use Days with Painted Ladies or Red Admirals present **Area of SWH Defined As**: n/a	The study area is located beyond the applicable distance from a great lakes shoreline. No further assessment provided - not SWH.
Landbird Migratory Stopover Areas	All migratory songbirds and raptors	Community Series FOC, FOM, FOD, SWC, SWM, SWD	Woodlots > 5ha within 5km of Lake Erie and Lake Ontario; significance increases with proximity to shoreline and size	**Studies Confirm**: use by > 200 birds/day with > 35 species, **and** at least 10 species recorded on 5 different survey days **Area of SWH Defined As**: n/a	The study area is located beyond the applicable distance from a great lakes shoreline. No further assessment provided - not SWH.
Deer Winter Congregation Areas	White-tailed Deer	Community Series FOC, FOM, FOD, SWC, SWM, SWD, conifer plantations	Woodlots > 100ha, smaller woodlots can be SWH based on MNRF assessment	**Confirm Studies**: mapping by MNRF, all woodlots >100ha are significant **Area of SWH Defined As**: n/a	The study area is not mapped by MNRF as deer wintering habitat. Overlapping woodlands are not of sufficient size to support this function. No further assessment provided - not SWH.
Category 2: Rare Vegetation Communities					
Cliffs and Talus Slopes		Community Series TAO, CLO, TAS, CLS, TAT, CLT	Any cliff > 3m or talus slope	**Confirm Studies:** any ELC for cliffs or talus slopes **Area of SWH Defined As:** n/a	The study area does not contain any applicable ELC ecosites. No further assessment provided - not SWH.

Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Sand Barren		SBO1, SBS1, SBT1	Exposed sand, sparsely vegetated, <60% tree cover	**Confirm Studies:** confirmed ELC for Sand Barrens >0.5ha in size, <50% exotic vegetative cover **Area of SWH Defined As:** n/a	The study area does not contain any applicable ELC ecosites. No further assessment provided - not SWH.
Alvar	**Indicator species**: Carex crawei, Panicum philadelphicum, Eleocharis compressa, Scutellaria parvula, Trichostema brachiatum	ALO1, ALS1, ALT1, FOC1, FOC2, CUM2, CUS2, CUT2-1, CUW2	Level calcerous bedrock, rock pavement, overlain by thin veneer of soil, <60% tree cover	Confirm Studies: >0.5ha, at least 4 indicator species, <50% exotic vegetative cover, in good condition **Area of SWH Defined As**: n/a	The study area does not contain any applicable ELC ecosites. No further assessment provided - not SWH.
Old Growth Forest		Community Series FOD, FOC, FOM, SWD, SWC, SWM	Woodland area >0.5ha	**Studies Confirm**: dominant trees are >140 years old, no recognizable forestry activities **Area of SWH Defined As**: combined ecosites or ecoelements with old growth characteristics	Woodlands within the study area are not representative of old growth forest. No further assessment provided - not SWH.
Savannah	See Appendix N of the Significant Wildlife Habitat Technical Guide.	TPS1, TPS2, TPW1, TPW2, CUS2	Tallgrass prairie with 25-60% tree cover, cannot be remnant site	**Studies Confirm**: ≥1 Savannah indicator species **and** <50% exotic vegetative cover **Area of SWH Defined As**: ecosite	The study area does not contain any applicable ELC ecosites. No further assessment provided - not SWH.
Tallgrass Prairie	See Appendix N of the Significant Wildlife Habitat Technical Guide.	TPO1, TPO2	Dominated by prairie grasses, <25% tree cover	**Studies Confirm**: ≥1 Prairie indicator species **Area of SWH Defined As**: ecosite	The study area does not contain any applicable ELC ecosites. No further assessment provided - not SWH.
Other Rare Vegetation Communities		Provincially Rare S1, S2, and S3 vegetation communities in Appendix M of the SWHTG	Beaches, Fens, Forest, Marsh, Barrens, Dunes, Swamps	**Studies Confirm**: confirmed ELC from Appendix M of the SWHTG **Area of SWH Defined As**: ELC	The study area does not contain any applicable ELC ecosites. No further assessment provided - not SWH.

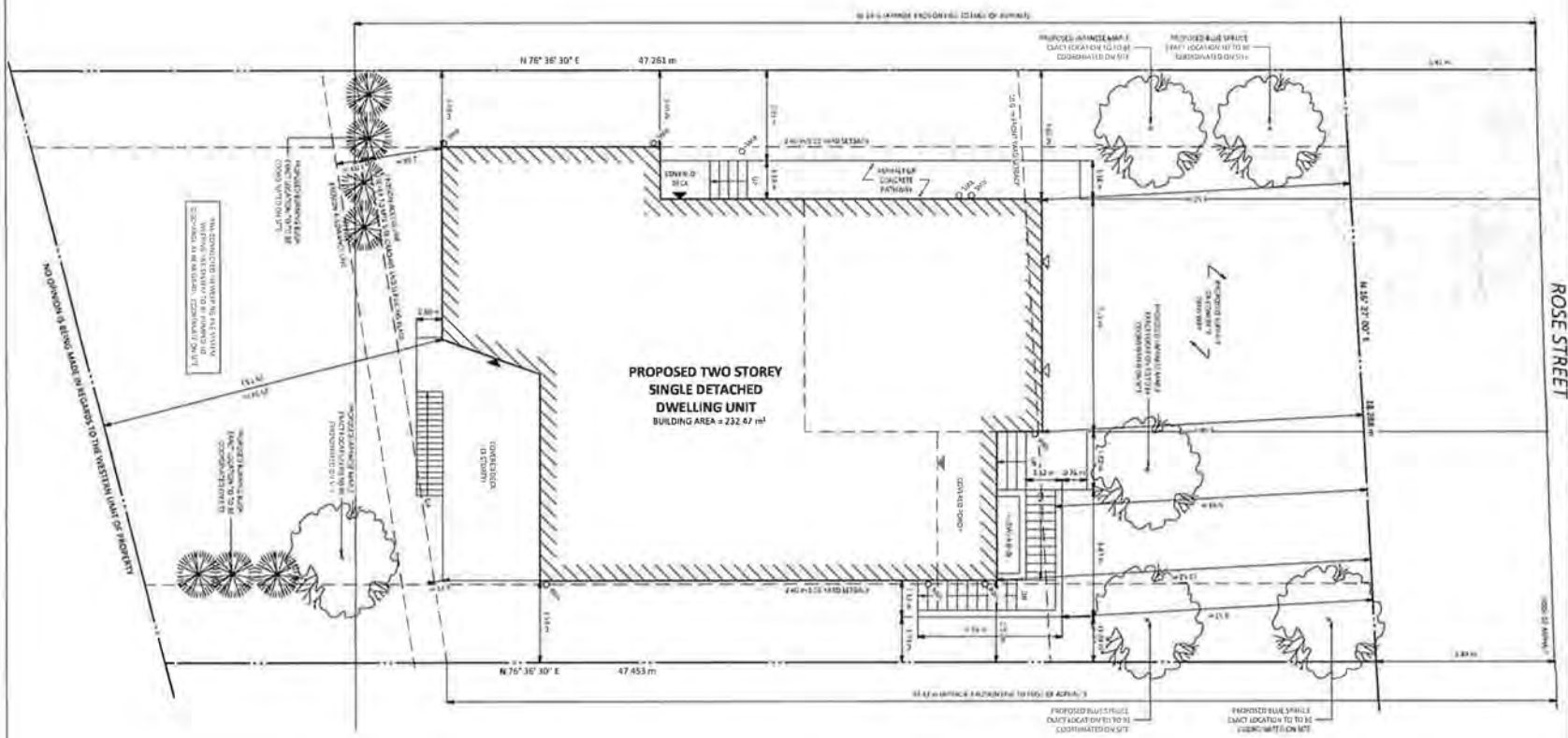
Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Category 3: Specialized Habitats for Wildlife					
Waterfowl Nesting Area	American Black Duck, Northern Pintail, Northern Shoveler, Gadwall, Blue-winged Teal, Green-winged Teal, Wood Duck, Hooded Merganser, Mallard	Upland habitat adjacent to MAS1, MAS2, MAS3, SAS1, SAM1, SAF1, MAM1, MAM2, MAM3, MAM4, MAM5, MAM6, SWT1, SWT2, SWD1, SWD2, SWD3, SWD4	Area extending 120m from >0.5ha wetland, **or** a cluster of ≥3 <0.5ha wetlands, adjacent upland areas at least 120m wide, trees >40cm dbh with nesting cavities	**Studies Confirm:** ≥3 nesting pairs from listed species excluding Mallards, **or** ≥10 nested pairs including Mallards, **or** active nesting American Black Ducks **Area of SWH Defined As:** wetland and 120m boundary, boundary may vary to provide nesting habitat	Natural areas adjacent to the Nith River within the study area may support this habitat function. See report for further discussion.
Bald Eagle and Osprey Nesting, Foraging and Perching Habitat	Osprey **Special Concern**: Bald Eagle	Community Series FOD, FOM, FOC, SWD, SWM, SWC	Forested shorelines along lakes, ponds, rivers, or wetlands **Osprey**: nest at the top of tree **Eagle**: nest in notch of super canopy tree (Does not include nests on man-made structures)	**Studies Confirm:** one or more active nests in area, nest must be used annually, must be inactive ≥3 years to be non-significant **Area of SWH Defined As:** Osprey nest and 300m radius or contiguous woodland stand Bald Eagle nest and 400-800m radius plus perching and foraging habitat	Natural areas adjacent to the Nith River within the study area may support this habitat function. We did not observe any nests; however, a mature Bald Eagle was observed during the site investigation. See report for further discussion.
Woodland Raptor Nesting Habitat	Northern Goshawk, Cooper's Hawk, Sharp-shinned Hawk, Red-shouldered Hawk, Barred Owl, Broad-winged Hawk	All forested Ecosites, also SWC, SWM, SWD, CUP3	Natural or conifer plantation stands >30ha with >4ha of interior habitat with 200m edge buffer, stick nests found in conifer, deciduous, or mixed forests, Coopers Hawk nest on forest edges	**Studies Confirm:** 1 or more active nests from listed species **Area of SWH Defined As:** active Red-shouldered Hawk, Northern Goshawk nest and 400m radius or 28ha of suitable habitat; or Active Barred Owl nest and 200m radius; or Active Broad-winged Hawk, Coopers Hawk nest and 100m radius; or Active Sharp-shinned Hawk nest and 50m radius	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.

Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Turtle Nesting Areas	Midland Painted Turtle **Special Concern**: Northern Map Turtle, Snapping Turtle	MAS1, MAS2, MAS3, SAS1, SAM1, SAF1, BOO1, FEO1	Close to water with open, sunny areas containing sand and gravel turtles can dig in, does not include road shoulders	**Studies Confirm:** ≥5 nesting Midland Painted Turtles, **or** ≥1 nesting Northern Map Turtle or Snapping Turtle **Area of SWH Defined As:** area/areas with exposed mineral soils plus 30-100m radius, including travel routes from wetland to nesting area	Natural areas adjacent to the Nith River within the study area may support this habitat function. See report for further discussion.
Seeps and Springs	Wild Turkey, Ruffed Grouse, Spruce Grouse, White-tailed Deer, Salamander spp.	Any forested ecosite near headwaters	Forested area with <25% meadow/field/pasture within headwaters of river or stream	**Studies Confirm:** ≥2 seeps/springs **Area of SWH Defined As:** area containing seeps/springs	No seepage zones were documented during on-site investigations.
Amphibian Breeding Habitat (Woodland)	Eastern Newt, Blue-spotted Salamander, Spotted Salamander, Gray Treefrog, Spring Peeper, Western Chorus Frog, Wood Frog	Community Series FOC, FOM, FOD, SWC, SWM, SWD	Wetland, pond, pool >500m^2 within 120m of a woodland	**Studies Confirm**: breeding by ≥1 listed newt/salamander species **or** ≥2 listed frog species with at least 20 adults or egg masses **or** ≥2 listed frog species with Call Level Codes of 3 **Area of SWH Defined As**: wetland plus 230m radius of woodland, including travel corridor	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.
Amphibian Breeding Habitat (Wetlands)	Eastern Newt, American Toad, Spotted Salamander, Four-toed Salamander, Blue-spotted Salamander, Gray Treefrog, Western Chorus Frog, Northern Leopard Frog, Pickerel Frog, Green Frog, Mink Frog, Bullfrog	ELC Classes SW, MA, FE, BO, OA, SA	Wetlands >500m^2, bullfrogs require permanent waterbodies	**Studies Confirm**: breeding by ≥1 listed newt/salamander species **or** ≥2 frog/toad species with at least 20 adults or egg masses **or** ≥2 frog/toad species with Call Level Codes of 3 **Area of SWH Defined As**: ELC ecosite and shoreline are SWH	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.

Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Woodland Area-Sensitive Bird Breeding Habitat	Yellow-bellied Sapsucker, Red-breasted Nuthatch, Veery, Blue-headed Vireo, Northern Parula, Black-throated Green Warbler, Blackburnian Warbler, Black-throated Blue Warbler, Ovenbird, Scarlet Tanager, Winter Wren, Pileated Woodpecker **Special Concern**: Cerulean Warbler, Canada Warbler	Community Series FOC, FOM, FOD, SWC, SWM, SWD	Habitats where interior forest birds are breeding, typically forests >30ha and >60 years old; interior forest habitat is at least 200 m from forest edge habitat.	**Studies Confirm**: breeding pairs/nesting by ≥3 listed species, any site with breeding Cerulean Warblers or Canada Warblers **Area of SWH Defined As**: n/a	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.
Category 4: Habitats of Species of Conservation Concern					
Marsh Bird Breeding Habitat	American Bittern, Virginia Rail, Sora, Common Moorhen, American Coot, Pied-billed Grebe, Marsh Wren, Common Loon, Sandhill Crane, Green Heron, Trumpeter Swan **Special Concern**: Black Tern, Yellow Rail	MAM1, MAM2, MAM3, MAM4, MAM5, MAM6, SAS1, SAM1, SAF1, FEO1, BOO1 **Green Heron:** SW, MA, CUM1	Shallow water with emergent vegetation **Green Heron:** edge of sluggish streams, ponds, marshes sheltered by shrubs and trees	**Studies Confirm:** ≥5 nesting pairs of Sedge Wren or Marsh Wren **or** 1 pair of Sandhill Cranes, **or** breeding by ≥5 of the listed species, **or** ≥1 pairs of Trumpeter Swans, Black Terns, Green Herons, or Yellow Rails **Area of SWH Defined As:** area of ELC used for breeding	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.
Open Country Bird Breeding Habitat	Upland Sandpiper, Grasshopper Sparrow, Vesper Sparrow, Northern Harrier, Savannah Sparrow **Special Concern**: Short-eared Owl	CUM1, CUM2	Grassland areas >30ha, includes cultural fields and meadows, agricultural land not used for farming in last 5 years	**Studies Confirm:** nesting/breeding of ≥2 listed species **or** ≥1 breeding Short-eared Owls **Area of SWH Defined As:** contiguous grassland ELC	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.
Shrub/Early Successional Bird Breeding Habitat	**Indicator Species**: Brown Thrasher, Clay-coloured Sparrow **Common Species**: Field Sparrow, Black-billed Cuckoo, Eastern Towhee, Willow Flycatcher **Special Concern**: Yellow-breasted Chat, Golden-winged Warbler	CUT1, CUT2, CUS1, CUS2, CUW1, CUW2	Large fields >10ha succeeding to shrub and thicket, shrub thickets >10ha	**Studies Confirm:** nesting/breeding of ≥1 Indicated Species **and** at least 2 Common Species, **or** breeding Yellow-breasted Chat or Golden-winged Warbler **Area of SWH Defined As:** contiguous field/thicket ELC	The study area does not contain any features that may support this habitat function. No further assessment provided - not SWH.

Habitat Type	Applicable/Indicator Species	Candidate SWH		Confirmed SWH	Discussion
		ELC Ecosites	Other Habitat Criteria	Defining Criteria	
Terrestrial Crayfish	Chimney or Digger Crayfish, Devil or Meadow Crayfish	MAM1, MAM2, MAM3, MAM4, MAM5, MAM6, MAS1, MAS2, MAS3, SWD, SWT, SWM, CUM1 with inclusions of meadow marsh or swamp	Wet meadow/shallow marsh edges	**Studies Confirm:** ≥1 individuals or burrows in suitable habitat **Area of SWH Defined As:** area of ELC with burrows	No crayfish burrows were documented during the on-site investigation.
Special Concern and Rare Wildlife Species	Species tracked by NHIC	n/a	ELC surrounding recorded occurrence	**Studies Confirm:** confirmation species is present **Area of SWH Defined As:** area of habitat to the finest ELC scale that protects habitat form and function	The study area has the potential to support habitat for one or more special concern or rare species. See report for further discussion.
Category 5: Animal Movement Corridors					
Amphibian Movement Corridors	Eastern Newt, American Toad, Spotted Salamander, Four-toed Salamander, Blue-spotted Salamander, Gray Treefrog, Western Chorus Frog, Northern Leopard Frog, Pickerel Frog, Green Frog, Mink Frog, Bullfrog	Any ecosite associated with water	Corridor linking summer and breeding habitat	**Studies Confirm:** confirmed Amphibian Breeding Habitat-Wetland, at least 15m of vegetation on both sides of waterway **or** up to 200m wide **Area of SWH Defined As:** corridor is part of buffer surrounding Amphibian Breeding Habitat- Wetland	N/A
Significant Wildlife Habitat Exceptions for Ecodistricts within EcoRegion 7E					
7E-2	Bat Migratory Stopover Area	N/A	Known migratory stopover areas.	Long Point has been identifed as a significant stopover habitat for fall migrating Silver-haired Bats.	N/A

Appendix 5. Site Plan/Survey.



THIS DRAWING IS THE PROPERTY OF FINE LINE DRAFTING & DESIGN INC. & CANNOT BE REPRODUCED IN PART OR WHOLE WITHOUT THE PERMISSION OF FINE LINE DRAFTING & DESIGN INC.

THE CONTRACTOR MUST VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE DRAFTSPERSON BEFORE PROCEEDING WITH THE WORK.

DRAWINGS ARE NOT TO BE SCALED

No.	CHRONOLOGY	DATE
1	ISSUED FOR PLANNING PERMIT	2024.10.10

PROJECT NORTH

TRUE NORTH

No.	REVISIONS	DATE

FINE LINE DRAFTING & DESIGN

I the undersigned have reviewed and take responsibility for this design and that the work meets the applicable requirements in the Ontario Building Code to be a designer.

Qualification Information required

Registration Information required

SDIS GROUP INC.

CHMELAR RESIDENCE

30 ROSE STREET, AYR,
ONTARIO N0B 1E0

SITE PLAN

DATE	2024.10.10
SCALE	1/8" = 1'-0"
PROJECT No.	2024-053

SP1.1

2024-10-29 1:54:40 PM



SUMMARY REPORT:

PARTIAL SURVEYOR'S REAL PROPERTY REPORT
PLAN OF SURVEY OF
PART OF LOT 1,
REGISTERED PLAN 663
GEOGRAPHIC VILLAGE OF AYR
TOWNSHIP OF NORTH DUMFRIES
REGIONAL MUNICIPALITY OF WATERLOO

VAN HARTEN SURVEYING INC.

THE INTENDED PLOT SIZE OF THIS PLAN IS 915mm IN WIDTH BY 610mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:100

SURVEY INFORMATION

BENCHMARK REFERENCE:

SITE BENCHMARKS:

1. SPIKE IN UTILITY POLE INFRONT OF SUBJECT PROPERTY HAVING AN ELEVATION OF 289.20 METRES
2. SPIKE IN TREE NORTHEAST OF SUBJECT PROPERTY HAVING AN ELEVATION OF 289.52 METRES

BEARING AND COORDINATE NOTE:

1. BEARINGS ARE UTM BEARINGS AND ARE DERIVED FROM GNSS OBSERVATIONS AND ARE REFERRED TO THE UTM PROJECTION, ZONE 17, NAD83 (CSRS) 2010 ADJUSTMENT
2. DISTANCES SHOWN ON THIS PLAN ARE ABSOLUTE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY AN AVERAGE COMBINED SCALE FACTOR OF 0.999525
3. COORDINATES ON THIS PLAN ARE UTM ZONE 17, NAD83 (CSRS) 2010 ADJUSTMENT AND ARE BASED ON GNSS OBSERVATIONS FROM A NETWORK OF PERMANENT GNSS REFERENCE STATIONS

BEARING COMPARISONS:

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

PLAN	ROTATION FROM GRID TO MEASURED BEARINGS
663	00°48'20"

LEGEND

- IB — IRON BAR
- SIB — SHORT IRON BAR
- SSIB — SHORT STANDARD IRON BAR
- CIB — CAPPED IRON BAR
- WIT — WITNESS
- MTIB — MONUMENT TO BE INSTALLED
- SIP — STANDARD IRON PIPE
- CM — CONCRETE MONUMENT
- PP — UTILITY POLE
- MH — MANHOLE
- TOF — TOP OF FOUNDATION
- OHW — OVERHEAD WIRES
- SAN — SANITARY SEWER
- 123.45 — EXISTING ELEVATION
- DECIDUOUS TREE
- BUILDING
- CONCRETE

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, AND THE REGULATIONS MADE UNDER THEM

DATE: [illegible]

[illegible]
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2214914

METRIC:

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

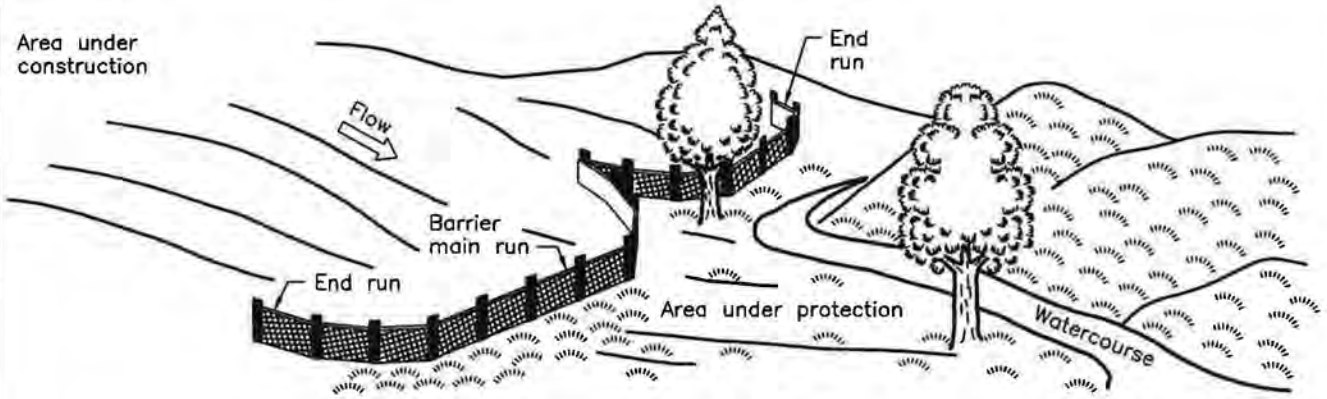
Van Harten Surveying Inc.

[illegible]
www.vanharten.com

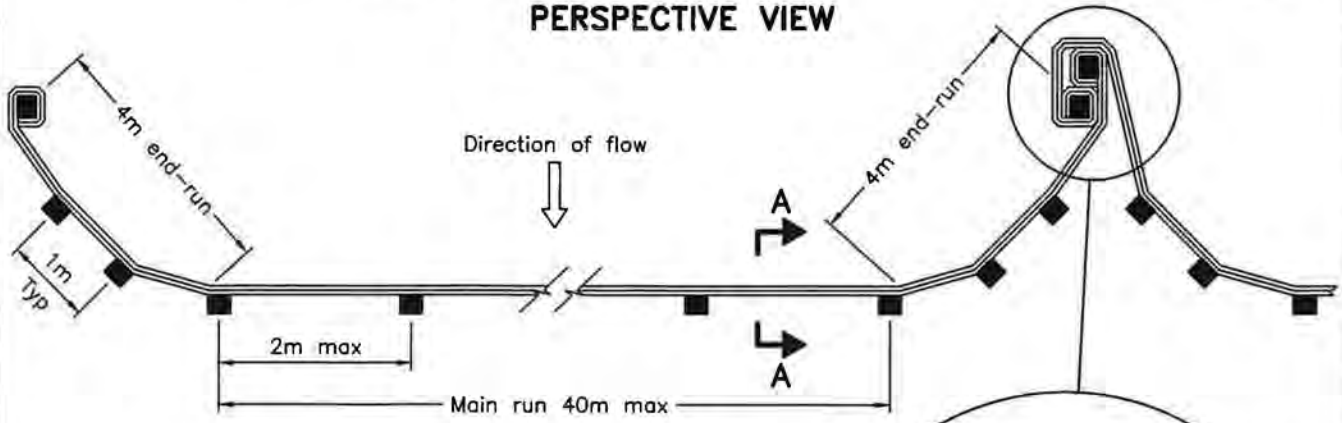
CALL BEFORE YOU DIG

THE LOCATION OF SERVICES ON THIS DRAWING ARE ONLY APPROXIMATE AND BASED ON SURFACE FEATURES (SEE NOTE 7 ON PLAN OF TOPOGRAPHIC SURVEY). PRIOR TO ANY CONSTRUCTION IT IS THE RESPONSIBILITY OF THE CONTRACTOR UNDERTAKING THE WORK TO LOCATE THE EXACT LOCATION OF ALL UTILITIES

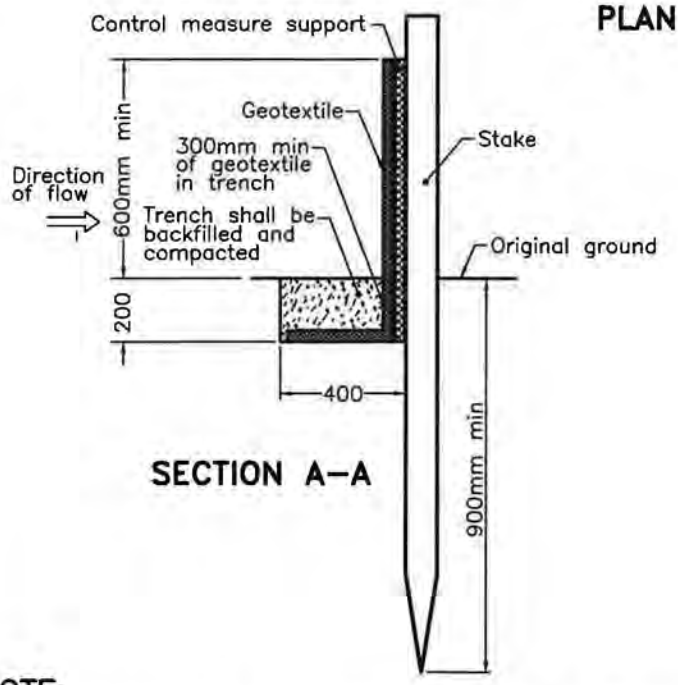
Appendix 6. Sediment Fencing Standard (Example).



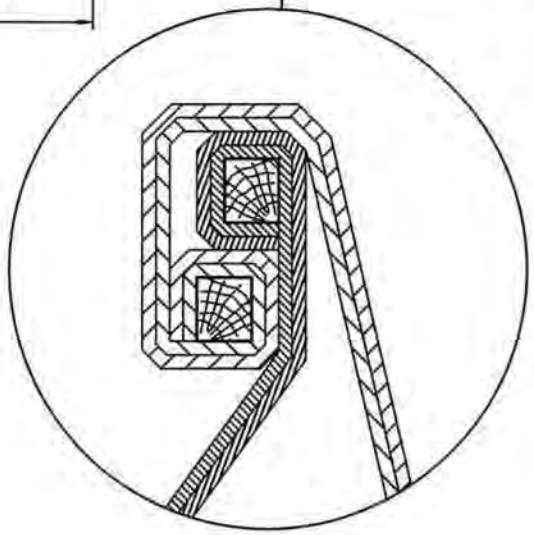
PERSPECTIVE VIEW



PLAN



SECTION A–A



JOINT DETAIL

NOTE:

A All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING	Nov 2021	Rev	3
HEAVY–DUTY SILT FENCE BARRIER			
	OPSD 219.130		

30 Rose Street
Ayr, ON

Geotechnical Investigation Report

Project Location:
30 Rose Street, Ayr, ON

Prepared for:
Alexander Chmelar
30 Rose Street
Ayr, ON N0B 1E0

Prepared by:
MTE Consultants Inc.
520 Bingemans Centre Drive
Kitchener, ON N2B 3X9

June 11, 2024

MTE File No.: 55318-100

Engineers, Scientists, Surveyors.

Contents

1.0 Introduction 1
2.0 Field and Laboratory Program 1
3.0 Soil Conditions 2
3.1 Fill 2
3.2 Gravel and Sand 2
3.3 Silty Sand Deposits 2
3.4 Sandy Silt Deposits 3
4.0 Groundwater Conditions 3
5.0 Discussion and Recommendations 3
5.1 General 3
5.2 Site Preparation 4
5.3 Excavations and Dewatering 4
5.4 Site Servicing 5
5.4.1 Pipe Bedding 5
5.4.2 Trench Backfilling 6
5.5 Foundation Design 6
5.5.1 Basements 7
5.5.2 Concrete Slab-On-Grade Floors 7
5.6 Construction Inspection and Testing 8
6.0 Limitations of Report 9
6.1 Signatures 10

Tables

Table 1 – Results of Gravel and Sand Soil Particle Size Distribution Analysis 2
Table 2 – Results of Sandy Silt soil Particle Size Distribution Analysis 3
Table 3 – Engineered Fill Requirements 4
Table 4 – Recommended Minimum Footings/Structural Fill Placement Elevation 6

Appendices

Appendix A ..... Figures
Appendix B ..... Borehole Logs
Appendix C ..... Laboratory Testing

1.0 INTRODUCTION

MTE Consultants Inc. (MTE) was retained by Mr. Alexander Chmelar to conduct a geotechnical investigation for a proposed residential development to be completed on a vacant lot located directly south of 30 Rose Street in Ayr, Ontario.

The site is currently vacant, and it is understood that the proposed development will consist of a two-storey house with a walkout basement. It is understood that the proposed house will be provided with full municipal services.

The site is bordered by adjacent residential properties to the north and south, Rose Street to the east, and the Nith River to the west. The Nith River abuts the toe of the existing on-site slope. The ground surface elevation slopes down towards the Nith River. Elevations measured at the borehole locations varied from Elevation 287.5 to 283.0 meters above sea level (masl), a grade difference of up to 4.5 m.

The purpose of this geotechnical investigation is to determine the soil and groundwater conditions in the area of the proposed development and provide geotechnical engineering recommendations for site grading, excavations and dewatering, site servicing, foundations, basements, and construction inspection and testing.

2.0 FIELD AND LABORATORY PROGRAM

The fieldwork for this investigation was carried out on May 22, 2024 and involved the drilling of three (3) boreholes (Boreholes BH101-24 to BH103-24) to depths ranging from 5.0 to 6.6 meters below ground surface (mbgs). The locations of the boreholes are shown on the Site Plan, **Figure 1 in Appendix A**.

Private and public utility companies were contacted by the property owner prior to the start of drilling activities in order to isolate underground utilities near the boring locations.

The boreholes were advanced with a Diedrich D50 track mounted drill rig equipped with continuous flight hollow stem augers, and was supplied and operated by London Soil Test Ltd.

Representative soil samples were recovered throughout the depths explored. Standard Penetration Tests (SPT) were carried out during sampling operations in the boreholes using conventional split spoon equipment. The SPT N-values recorded are plotted on the borehole logs in **Appendix B**.

The boreholes were backfilled with soil cuttings and bentonite in accordance with Ontario Regulation 468/10 (formerly O. Reg. 903) under the provinces Water Resources Act.

The fieldwork was monitored throughout by a member of our geotechnical engineering staff, who directed the drilling and excavation procedures; recorded SPT N-values; documented the soil stratigraphies; monitored the groundwater conditions; and transported the recovered soil samples to our office for further classification.

The ground surface elevations at the borehole locations were surveyed by MTE and referenced to a geodetic datum.

All of the soil samples collected were submitted for moisture content testing with the results provided on the borehole logs in **Appendix B**. Additionally, two soil samples were submitted for particle size distribution analysis. The results of the particle size distribution analyses are provided in Table 101 in **Appendix C.** The remaining soil samples will be stored for a period of 1 month and will be discarded of at that time without prior request from the client to extend storage time.

3.0 SOIL CONDITIONS

Reference is provided to the appended borehole logs for soil stratigraphy details, SPT N-values, moisture content profiles, and groundwater observations and measurements. Soil conditions encountered in the boreholes typically consist of fill material underlain by sand and gravel, silty sand, and sandy silt deposits.

3.1 Fill

Fill was encountered surficially at each borehole locations and extended to depths ranging from 0.1 to 0.8 mbgs. The composition of the fill was dark brown sandy silt. The fill also contained organics within all borehole locations.

SPT N-values measured in the fill material varied from 5 to 8 blows per 300 mm penetration of the split spoon sampler indicating loose conditions. Insitu moisture contents in the fill were about 5 to 26% indicating moist to wet conditions.

3.2 Gravel and Sand

Native gravel and sand deposits were encountered below fill in all boreholes and was underlain by a silty sand deposit at 6.1 mbgs within Borehole BH101-24 and was underlain by sandy silt layers at 0.8 mbgs within Boreholes BH102-24 and BH103-24. The gravel and sand generally contained trace silt and clay, was brown in colour and contained occasional cobbles within Borehole BH101-24.

The results of a particle size distribution analysis conducted on a sample of the gravel and sand deposit are provided in **Appendix C** and summarized in the following table:

Table 1 – Results of Gravel and Sand Soil Particle Size Distribution Analysis

Borehole Number	Sample Depth (mbgs)	Gravel (%)	Sand (%)	Silt (%)	Clay (%)
BH101-24	1.5 – 2.0	58	34	7	1

SPT N-values measured in the gravel and sand deposits varied from 5 to 46 blows per 300 mm penetration of the split spoon sampler indicating loose to dense conditions. Insitu moisture contents in the gravel and sand deposits were about 3 to 26% indicating damp to wet conditions.

3.3 Silty Sand Deposits

Native silty sand deposits were encountered below the gravel and sand deposit in Borehole BH101-24 at a depth of 6.1 mbgs, and interlayered with sandy silt deposits within Boreholes BH102-24 and BH103-24. The silty sand was brown to grey in colour and generally consisted of silty sand with trace to some gravel. The silty sand contained occasional cobbles within Borehole BH103-24.

SPT N-values measured in the silty sand deposits varied from 26 to greater than 50 blows per 300 mm penetration of the split spoon sampler indicating compact to very dense conditions. Insitu moisture contents in the silty sand deposits were about 7 to 19% indicating moist to saturated conditions.

3.4 Sandy Silt Deposits

Native sandy silt deposits were encountered interlayered with the gravel and sand, and silty sand deposits in Boreholes BH102-24 and BH103-24, extending to the borehole termination depth. The upper layers of sandy silt were brown and the lower layers were grey in colour. The sandy silt generally consisted of sandy silt with trace clay and trace to some gravel. The upper layer of sandy silt within Borehole BH102-24 contained occasional cobbles.

The results of a particle size distribution analysis conducted on a sample of the sandy silt deposit are provided in **Appendix C** and summarized in the following table:

Table 2 – Results of Sandy Silt soil Particle Size Distribution Analysis

Borehole Number	Sample Depth (mbgs)	Gravel (%)	Sand (%)	Silt (%)	Clay (%)
BH103-24	0.8 – 1.2	1	22	70	7

SPT N-values measured in the sandy silt deposits varied from 26 to greater than 50 blows per 300 mm penetration of the split spoon sampler indicating compact to very dense conditions. Insitu moisture contents in the sandy silt deposits were about 8 to 17% indicating moist to very moist conditions.

4.0 GROUNDWATER CONDITIONS

Groundwater observations and measurements were carried out in the open boreholes at the time of drilling and are summarized on the borehole logs. Saturated soil conditions were not encountered at the time of drilling except at Borehole BH101-24 below 6.1 mbgs (Elevation 281.4 masl). However, the change of stratigraphy color from brown to grey below 2.3 to 3.0 mbgs (Elevations 280.7 to 280.1 masl) within Boreholes BH102-24 and BH103-24, respectively, is indicative of permanent saturated conditions, and the long term groundwater levels are not expected to drop below these depths.

It should be noted that the groundwater levels can vary and are subject to seasonal fluctuations and local variations.

5.0 DISCUSSION AND RECOMMENDATIONS

5.1 General

The project involves the proposed development of a two-storey house with a walkout basement. It is understood that the proposed house will be provided with full municipal services.

Soil conditions encountered in the boreholes typically consist of fill material underlain by native sand and gravel, silty sand, and sandy silt deposits. Saturated soil conditions were not encountered at the time of drilling except at Borehole BH101-24 below 6.1 mbgs (Elevation 281.4 masl). However, the change of stratigraphy color from brown to grey below 2.3 to 3.0 mbgs (Elevations 280.7 to 280.1 masl) within Boreholes BH102-24 and BH103-24, respectively, is indicative of permanent saturated conditions, and the long term groundwater levels are not expected to drop below these depths.

Based on the results of this geotechnical investigation the site is suitable for the proposed residential development.

The following subsections of this report contain geotechnical recommendations pertaining to development of the property including site preparation, excavations and dewatering, site servicing, foundations, basements, and construction inspection and testing.

5.2 Site Preparation

Prior to carrying out any engineered fill operations, any vegetation, topsoil, organics, and other deleterious materials should be stripped and removed. The fill with organics was generally confined to the upper 0.1 to 0.8 mbgs of material. It is recommended that the average depth of fill with organics should be increased by 50 to 100 mm when calculating stripping volumes to account for uncertainty and overstripping. Any organic fill and topsoil could be used in landscaping areas.

The newly-exposed subgrade should be inspected and proof rolled in the presence of qualified geotechnical personnel to verify if the subgrade will provide support as intended in the original design. The primary purpose of the inspection is to identify poorly performing areas which should be sub-excavated.

For any engineered fill placement, the structural fill used for raising grades beneath the proposed townhouse buildings should comprise granular material such as OPSS 1010 Granular 'B' or OPSS 1010 Select Subgrade Material. Any imported fill should be tested and verified by qualified geotechnical personnel prior to placement.

Structural fill pads should extend a minimum 1.0 m beyond the edge of the footing envelope of any building and down to subgrade at an angle of 45 degrees to the horizontal. Full time testing by geotechnical personnel is required during fill placement and compaction to monitor material quality, lift thickness, and verify the compaction by in-situ density testing (as per the 2012 Ontario Building Code).

All engineered fill should be placed in maximum 300 mm thick lifts and compacted to the following percentages:

Table 3 – Engineered Fill Requirements

Fill Use	Minimum Compaction Required
Structural fill to support buildings	100% SPMDD
Subgrade fill beneath pavements or services	95% SPMDD
Bulk fill in landscape areas	90% SPMDD

The native subgrade soils are susceptible to disturbance and it is recommended that construction traffic on the subgrade be minimized.

In order to minimize the effects of weather and groundwater, fill operations onsite should be carried out in the dry summer months.

5.3 Excavations and Dewatering

All excavations at the site should be carried out in conformance with the Ontario Occupational Health and Safety Act and Regulations for Construction Projects. The predominate soils encountered at the site are classified as Type 3 soils, and temporary side slopes through this material must be cut at an inclination of 1.0 horizontal to 1.0 vertical or less from the base of the excavation, exclusive of groundwater effects.

Where wet to saturated conditions are encountered, excavation side slopes should be expected to slough to flatter inclinations, potentially 3.0 horizontal to 1.0 vertical or flatter.

Trench side slopes must be continuously inspected especially after periods of heavy rainfall or snow melt to identify areas of instability. Surface water should be directed away from entering the trench.

Saturated soil conditions were not encountered at the time of drilling except at Borehole BH101-24 below 6.1 mbgs (Elevation 281.4 masl). However, the change of stratigraphy color from brown to grey below 2.3 to 3.0 mbgs (Elevations 280.7 to 280.1 masl) within Boreholes BH102-24 and BH103-24, respectively, is indicative of permanent saturated conditions, and the long term groundwater levels are not expected to drop below these depths.

It is not expected that excavations will extend into the saturated soils. It is expected that nuisance dewatering from precipitation and isolated seams can be handled using conventional sump pump techniques. However, if excavations do extend below the saturated conditions encountered on site, moderate to significant groundwater inflow should be anticipated, particularly within the gravel and sand deposits. A more involved dewatering system will likely be required if excavations are required to extend to those depths.

It will be necessary to flatten or support the excavation side slopes where groundwater seepage is occurring to ensure stability. Every excavation that a worker may be required to enter shall be kept reasonably free of water (O. Reg. 213/91, s. 230).

It should be noted that an Environmental Activity and Sector Registry (EASR) or Category 3 Permit to Take Water (PTTW), issued by the Ministry of Environment, Conservation and Parks, will be required if the dewatering system/sumps result in a water taking of more than 50,000 L/day or 400,000 L/day, respectively. The design of the dewatering system should be left to the contractor's discretion to control groundwater at least 0.5 m below the invert level in order to provide stable excavation base. The contractor should notify the prime consultant in the event that they feel an EASR/PTTW will be needed.

5.4 Site Servicing

5.4.1 Pipe Bedding

It is anticipated invert elevation of the pipes will be at conventional 2 to 3 m depths below ground surface. No bearing problems are anticipated for pipes set on properly dewatered native inorganic subsoil or imported structural fill. The bedding material may need to be thickened if excavations encounter soft or spongy soil from the base of the service trench.

Pipe bedding for services should be conventional Class 'B' pipe bedding comprising a minimum 150 mm thick layer of OPSS 1010 Granular 'A' aggregate below the pipe invert. Granular 'A' type aggregate should be provided around the pipe to at least 300 mm above the pipe and the bedding aggregate should be compacted to a minimum 100% Standard Proctor Maximum Dry Density (SPMDD), as per the Region of Waterloo and Area Municipalities Design Guidelines and Supplemental Specifications for Municipal Services Document (DGSSMS), dated February 2024.

A well-graded clear stone such as Coarse Aggregate for HL4 Asphaltic Concrete (OPSS 1003) could be used in the sewer trenches as bedding below the spring line of the pipe to facilitate sump pump dewatering, if necessary. The clear stone should be compacted with a plate tamper and fully wrapped with a non-woven geotextile to prevent the migration of fine particles from the saturated soils.

5.4.2 Trench Backfilling

The trenches above the specified pipe bedding should be backfilled with inorganic onsite soils placed in maximum 300 mm thick lifts and compacted to at least 98% SPMDD, as per the DGSSMS. Where trenches enter the proposed residential buildings the backfill should be compacted to 100% SPMDD or 5 MPa lean-mix concrete may be used. Wet or saturated native soils are not considered suitable for reuse as trench backfill. Any additional material required to be imported at the site should meet OPSS Select Subgrade Material specifications.

To minimize potential problems, backfilling operations should follow closely after excavation so that only a minimal length of trench is exposed. Care should be taken to protect side slopes of excavations by diverting surface run-off away from the excavations. If construction extends into the winter, then additional steps should be taken to minimize frost and ensure that frozen material is not used as backfill.

5.5 Foundation Design

It is understood that the proposed development will consist of a two storey house. It is anticipated that the house will be provided with a walkout basement and constructed with conventional strip and/or pad footings.

In general, the undisturbed compact to very dense native soils or engineered structural fill are considered suitable to support the proposed building foundations.

The following table provides the minimum recommended depth and elevation for conventional spread footings founded on undisturbed native soils for a factored geotechnical bearing resistance at Ultimate Limit States (ULS) of 225 kPa, and soil bearing resistance for 25 mm of settlement at Serviceability Limit States (SLS) of 150 kPa.

Table 4 – Recommended Minimum Footings/Structural Fill Placement Elevation

Borehole Number	Borehole Ground Surface Elevation (masl)	Depth Below Existing Ground Surface to Suitable Native Soil (mbgs)	Native Soil Type	Elevation of Suitable Native Soil (masl)
BH101-24	287.5	0.8*	Sand and Gravel	286.7
BH102-24	283.0	0.8*	Sandy Silt	282.2
BH103-24	283.1	0.8*	Sandy Silt	282.3

***Note: A minimum depth of 1.2 m is required for frost protection**

The founding soils are susceptible to disturbance by construction activity, especially during wet weather and care should be taken to preserve the integrity of the material as bearing strata.

The footing areas must be inspected by qualified geotechnical personnel to ensure that the soil conditions encountered at the time of construction are suitable to support the design resistances prior to pouring concrete. It is recommended to compact the foundation subgrade areas to 100% SPMDD prior to constructing the footings to account for any inconsistencies created during the structural fill activities. Any disturbed, organic and deleterious material, or loose material which cannot be properly compacted identified during the inspection should be removed from the footing areas and replaced with concrete.

All exterior floor slabs and footings in unheated areas must be provided with a minimum 1.2 m of earth cover or equivalent insulation after final grading in order to minimize the potential of damage due to frost action, as per Ontario Provincial Standard Drawing, OPSD 3090.101, dated November 2010. If construction is undertaken during the winter, the subgrade soil and concrete should be protected from freezing.

Where spread footings are constructed at different elevations, the difference in elevation in the individual footing should not be greater than one half of the clear distance between the footings. The lower footing should be constructed first so that if it is necessary to construct the lower footings at a greater depth than anticipated, the elevation of the upper footings can be adjusted accordingly. Stepped strip footings should be constructed in accordance with OBC Section 9.15.3.9.

5.5.1 Basements

Basements at this site must be provided with perimeter weeping tile systems as per the Ontario Building Code (Section 9.14). The drain tile or pipe should be laid on undisturbed or well-compacted soil so that the top of the tile or pipe (minimum 100 mm diameter) is below the bottom of the basement floor slab. The top and sides of the drain tile or pipe shall be surrounded with not less than 150 mm of crushed stone or other clean coarse granular material containing no more than 10% of material that will pass the 4 mm sieve. The crushed stone should be wrapped with filter cloth. The weeping tile must drain to a suitable frost-free outlet or sump equipped with an automatic pump that will discharge water into a storm sewer service or other frost free outlet.

The portion of the exterior basement walls and floor slabs below finished ground level must be waterproofed as per the Ontario Building Code (Subsection 9.13.3). Free-draining sand materials should be used for basement wall backfill. The basement wall backfill should be graded to allow drainage away from the foundation.

The basement walls should be designed to resist the lateral earth pressure. For calculating the lateral earth pressure, the coefficient of earth pressure (K) may be assumed as 0.50 for cohesionless sandy soils and 1.0 for silt (Section 20.7.2 Canadian Foundation Engineering Manual 2023). The bulk unit weight of the retained backfill may be taken as 21 kN/m^3 for well-compacted soil. An appropriate factor of safety should be employed.

5.5.2 Concrete Slab-On-Grade Floors

It is understood that the floor slab for the proposed building will likely be constructed using conventional concrete slab-on-grade techniques, following removal of any fill and organic soils, and inspecting the subgrade soils.

The subgrade for the floor slabs should comprise undisturbed native soil or well-compacted fill. Any additional material required to raise grades below the floor slab should be comprised of granular soil, and be compacted to 98% SPMDD.

A modulus of subgrade reaction of 25 MPa/m should be used in the design of the floor slab.

A minimum 100 mm thick layer of coarse clean granular material containing not more than 10% material that will pass a 4 mm sieve shall be placed beneath slabs in buildings as per Subsection 9.16.2 of the Ontario Building Code. If the subgrade soil is wet, we strongly recommend that subfloor weeping tiles be placed and connected to the sump pit.

If a moisture-sensitive floor finish is to be applied to the slab, then we recommend that a 15 mil polyethylene moisture vapour barrier be installed directly beneath the slab as per Article 9.13.2.7 of the Ontario Building Code. The purpose of the vapour barrier is to reduce moisture transfer by diffusion as per Article 5.5.1.2 of the Ontario Building Code. Joints in the vapour barrier should be lapped not less than 100 mm.

Concrete testing should be performed onsite to determine the slump, temperature, and air entrainment; and concrete cylinders should be cast for compressive strength testing.

5.6 Construction Inspection and Testing

MTE recommends that geotechnical inspection and testing procedures be conducted throughout the various phases of the project.

Engineer site visits should be conducted to confirm geotechnical bearing resistances for footings. Soil compaction testing should be carried out on structural fill beneath the proposed townhouse buildings, foundation wall backfill, subslab granular fill, and trench backfill. Laboratory and field testing of the pavement structure components (granulars and asphaltic concrete) should be conducted, as well as concrete testing for foundations, curbs and sidewalks.

MTE offers soil compaction, concrete, and asphalt testing, as well as soil inspection services through our Stratford, Kitchener, Burlington, and London offices.

6.0 LIMITATIONS OF REPORT

Services performed by MTE Consultants Inc. (MTE) were conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the Geotechnical Engineering & Consulting profession practicing under similar conditions in the same geographic area were the services are provided. No other warranty or representation expressed or implied as to the accuracy of the information, conclusions or recommendations is included or intended in this report.

This report was completed for the sole use of the Client. This report is not intended to be exhaustive in scope or to imply a risk-free site. As such, this report may not deal with all issues potentially applicable to the site and may omit aspects which are or may be of interest to the reader.

In addition, it should be recognized that a soil sample result represents one distinct portion of a site at the time it is collected, and that the findings of this report are based on conditions as they existed during the time period of the investigation. The material in the report reflects our best judgment using the information available at the time the report was written. The soil and groundwater conditions between and beyond the test holes may differ from those encountered in the test holes. Should subsurface conditions arise that are different from those in the test holes MTE should be notified to determine whether or not changes should be made as a result of these conditions.

It should be recognized that the passage of time may affect the views, conclusions and recommendations (if any) provided in this report because groundwater conditions of a property can change, along with regulatory requirements. All design details were not known at the time of submission of this report and it is recommended MTE should be retained to review the final design documents prior to construction to confirm they are consistent with our report recommendations. Should additional or new information become available, MTE recommends that it be brought to our attention in order that we may determine whether it affects the contents of this report.

Any use which another party makes of this report, or any reliance on, or decisions to be made based upon it, are the responsibility of such parties. MTE accepts no responsibility for liabilities incurred by or damages, if any, suffered by another party as a result of decisions made or actions taken, based upon this report. Others with interest in the site should undertake their own investigations and studies to determine how or if the condition affects them or their plans. The contractors bidding on this project or undertaking the construction should make their own interpretation of the factual information and draw their own conclusions as to how subsurface conditions may affect their work.

The benchmark and elevations provided in this report are primarily established to identify differences between the test hole locations and should not be used for other purposes such as, planning, development, grading, and excavation.

6.1 Signatures

All of which is respectfully submitted,

MTE Consultants Inc.



Rahil Bhavsar, P.Eng., M.Eng.
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Kyle Rundle Drake, P.Eng.
Project Manager, Geotechnical
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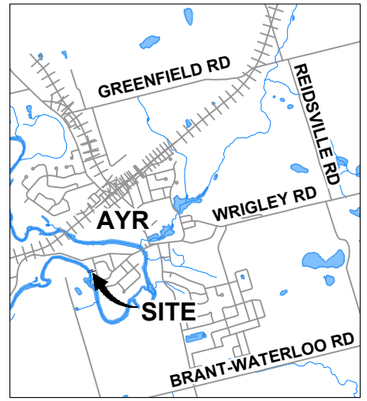
RMB/KRD: jmm
M:\55318\100\Geotech\Report\55318-100_2024-06-11_rpt_Geotechnical Investigation.docx

Appendix A

Figures

CAD: P:\P\55318\100\55318-100-GE01.1.DWG





KEY PLAN (nts)

LEGEND

- SITE
- BOREHOLE
- **(283.1m)** ELEVATION (m AMSL)

REFERENCES

BING IMAGERY AS OF MAY 29 - 2024; AND LAND INFORMATION ONTARIO, ROAD AND WATER NETWORK, WETLANDS, © KING'S PRINTER FOR ONTARIO, 2024 (key plan).

NOTES

THIS FIGURE IS SCHEMATIC ONLY AND TO BE READ IN CONJUNCTION WITH ACCOMPANYING TEXT.

ALL LOCATIONS ARE APPROXIMATE.

0 3 6 9 12 15m

MTE
Engineers, Scientists, Surveyors

PROJECT
GEOTECHNICAL INVESTIGATION
30 ROSE STREET
AYR, ONTARIO

TITLE
SITE PLAN

Drawn: DCH	Scale: 1:300	Figure: 1
Checked:	Project No.: 55318-100	
Date: 2024-05-24	Rev No.: 0	

Plot Date: May 29, 2024 - 11:08 AM

Appendix B

Borehole Logs

ID No.: BH101-24

Project Name: Rose Street Residential Development

MTE File No.: 55318-100

Client: Alexander Chmelar

Site Location: 30 Rose Street, Ayr, ON

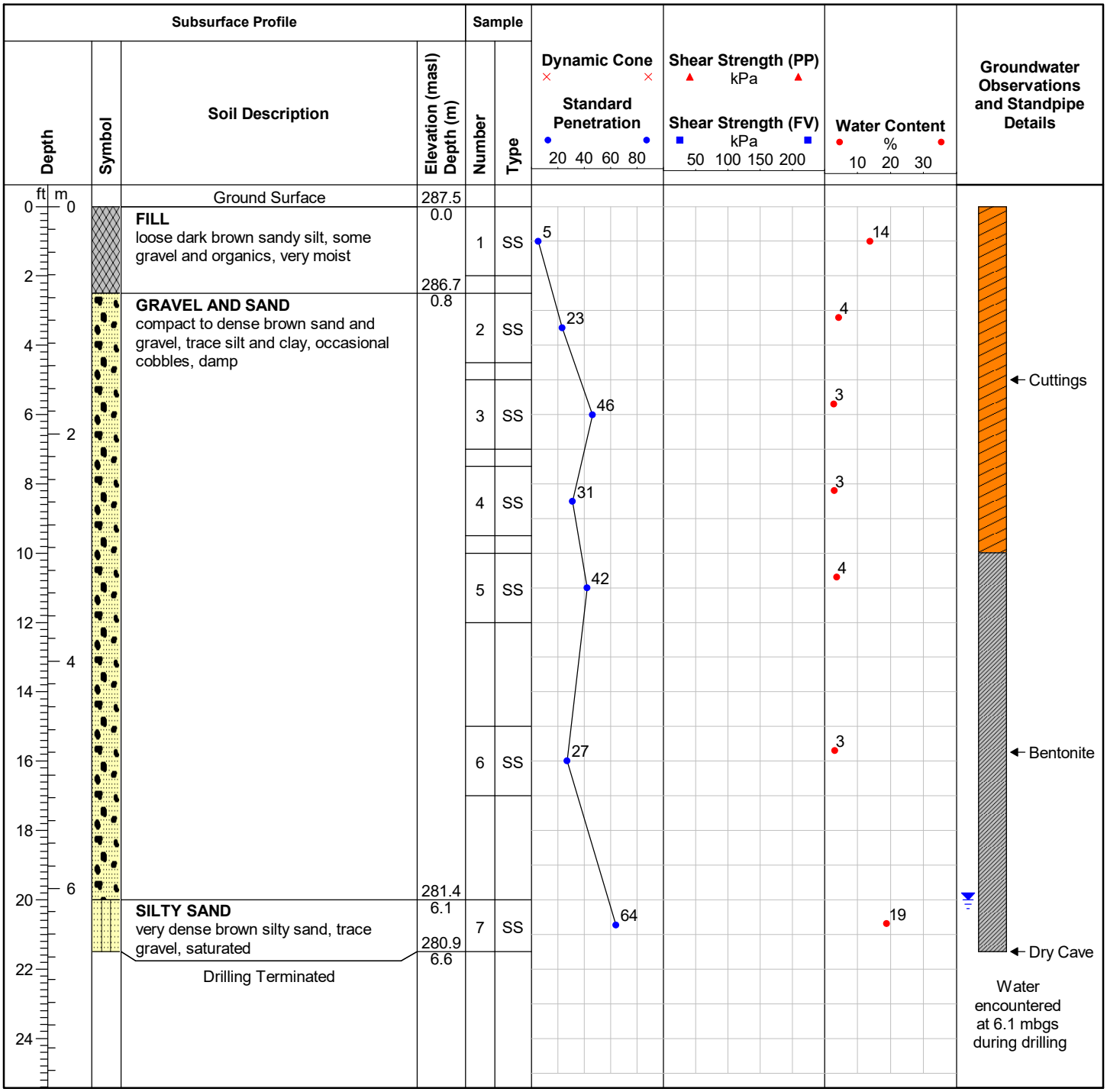
Date Completed: 5/22/2024

Drilling Contractor: London Soil Test Ltd.

Drill Rig: Diedrich D50 Track Mounted

Drill Method: Hollow Stem Augers

Protective Cover: N/A



Field Technician: H. Sandhu

Drafted by: J. Fuller

Reviewed by: K. Rundle Drake

Sheet: 1 of 1

ID No.: BH102-24

Project Name: Rose Street Residential Development

MTE File No.: 55318-100

Client: Alexander Chmelar

Site Location: 30 Rose Street, Ayr, ON

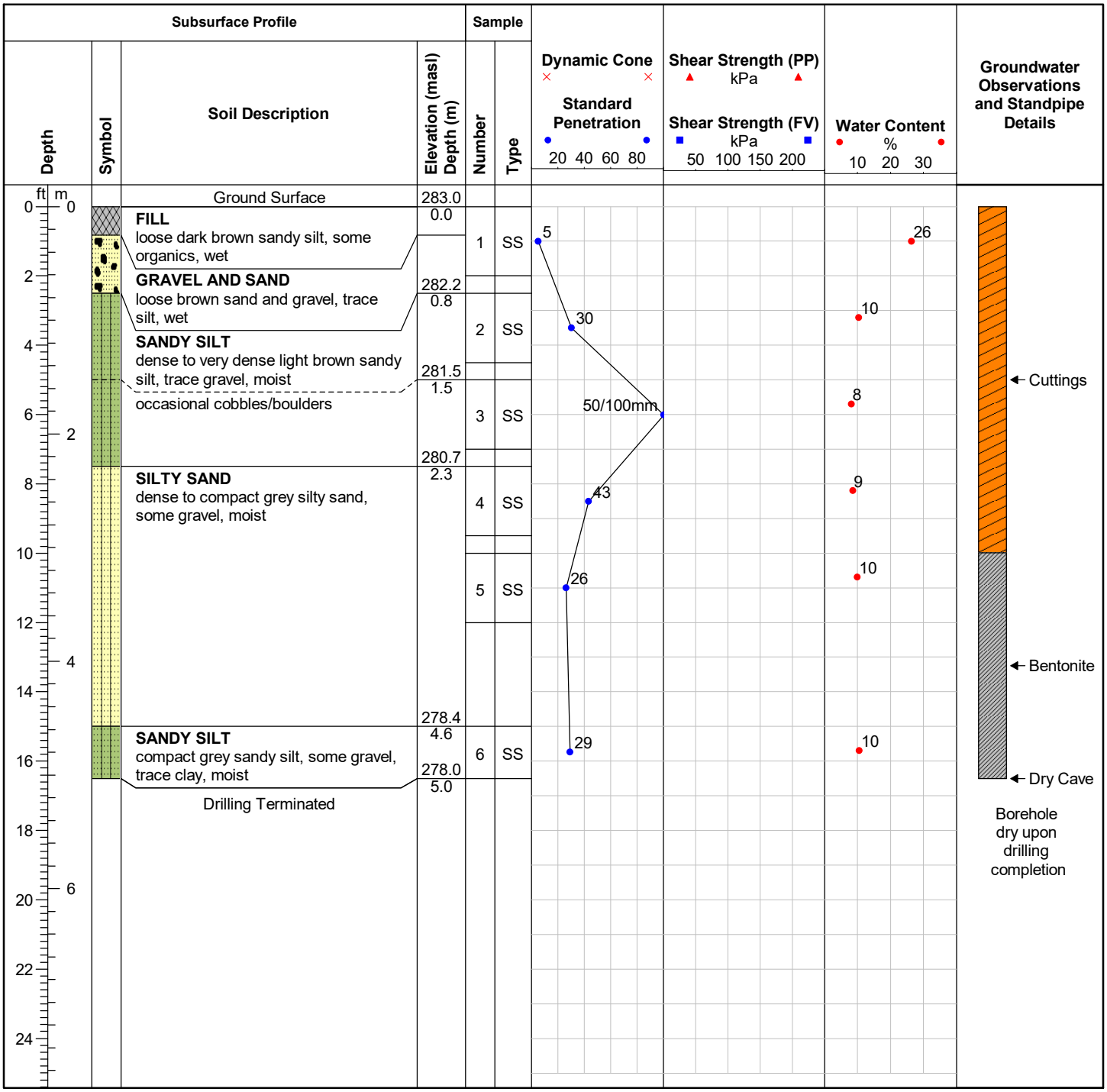
Date Completed: 5/22/2024

Drilling Contractor: London Soil Test Ltd.

Drill Rig: Diedrich D50 Track Mounted

Drill Method: Hollow Stem Augers

Protective Cover: N/A



Field Technician: H. Sandhu

Drafted by: J. Fuller

Reviewed by: K. Rundle Drake

Sheet: 1 of 1

ID No.: BH103-24

Project Name: Rose Street Residential Development

MTE File No.: 55318-100

Client: Alexander Chmelar

Site Location: 30 Rose Street, Ayr, ON

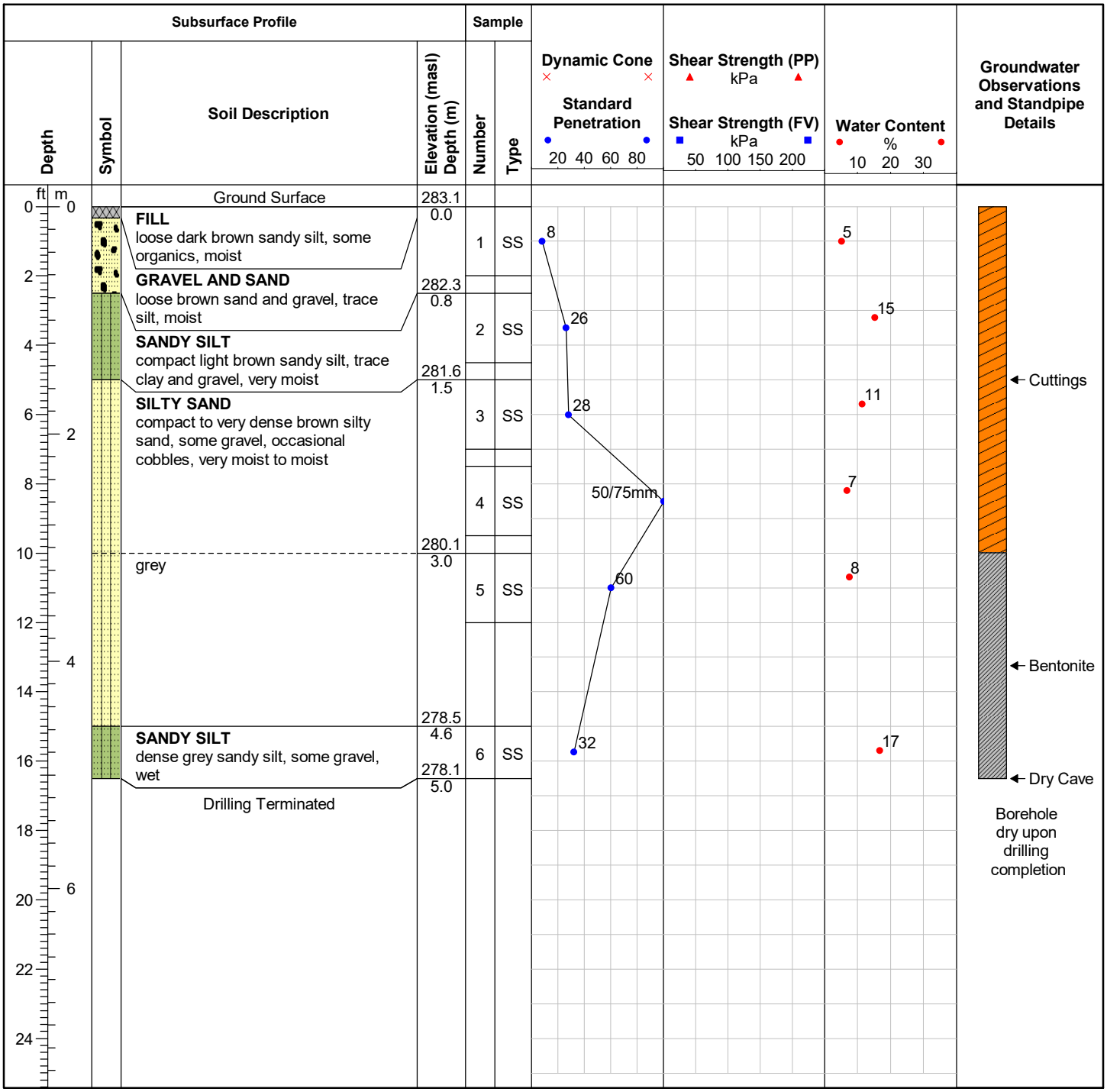
Date Completed: 5/22/2024

Drilling Contractor: London Soil Test Ltd.

Drill Rig: Diedrich D50 Track Mounted

Drill Method: Hollow Stem Augers

Protective Cover: N/A



Field Technician: H. Sandhu

Drafted by: J. Fuller

Reviewed by: K. Rundle Drake

Sheet: 1 of 1

Appendix C

Laboratory Testing

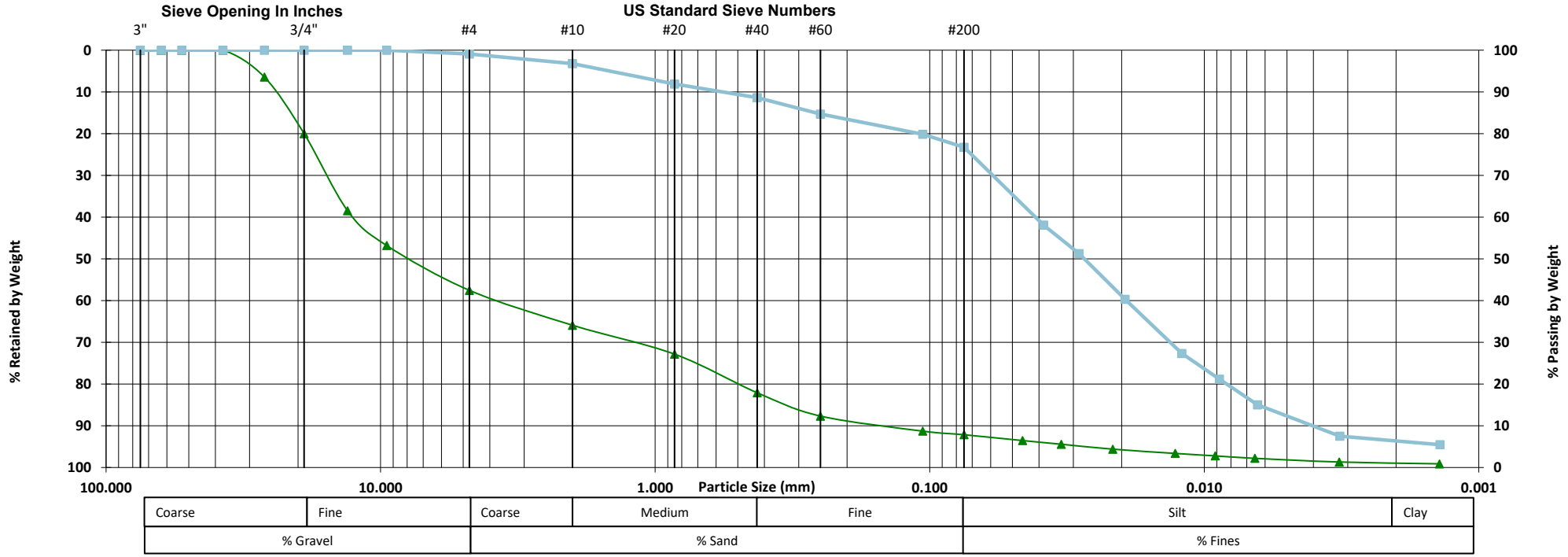
Particle Size Distribution Analysis Test Results

Project Name: 30 Rose Street
Client: Alexander Chmelar
Project Location: 30 Rose Street, Ayr, ON

Date Sampled: May 22, 2024
Date Tested: June 5-10, 2024

MTE File No.: 55318-100
Table No: 101

Unified Soil Classification



Symbol	Borehole ID	Sample #	Sample Depth	Description
▲	BH101-24	SS-3	1.5-2.0mbgs	GRAVEL and SAND, trace Silt and Clay
■	BH103-24	SS-2	0.8-1.2mbgs	Sandy SILT, trace Clay and Gravel

CERTIFIED BY CCIL Canadian Council of Independent Laboratories For specific tests as listed on www.ccil.com

NOTES:

The TOWNSHIP of NORTH DUMFRIES

CAO Report No. 17-2025

Council Meeting
July 7th, 2025

Request to Retain Professional Services
Major Exterior Rehabilitation to the Ayr Community Centre
7 Church Street, Ayr

Recommendation:

The Recommendation has been advanced in consultation with the Director of Engineering & Public Works, Director of Leisure & Community Services, and the Treasurer / Director of Corporate Services.

The Chief Administrative Officer recommends:

1. **THAT CAO Report No. 17-2025 be received;**

2. **AND THAT Staff be authorized to undertake a modified procurement to retain a roster of design professional service consultants wherein a minimum of three quotes for service is secured to ensure a competitive bid process;**

3. **AND THAT the Treasurer be directed to amend the 2025 Capital Budget and to establish an expenditure for professional services related to the Major Exterior Rehabilitation for the Ayr Community Centre in the amount of $175,000;**

4. **AND THAT the Treasurer fund the expenditure for professional services from the ACC Facility Reserve Account.**

1. Purpose

The purpose of this Report is to seek an amendment to the 2025 Capital Budget to facilitate design work associated with the Major Exterior Rehabilitation of the Ayr Community Centre, and, to allow for an alternate competitive bid process for professional services greater than $50,000 in value.

2. Background

The 2025 Budget has been revised through an earlier decision of Council associated with Ayr Community Centre (ACC), and specifically the design work associated with the Major Exterior Rehabilitation project.

Staff are now seeking a further amendment and revision to the 2025 Capital Budget to facilitate the advancement of design work and the retention of a roster of professional services in the present time related to the Major Exterior Rehabilitation project at the ACC.

The Major Exterior Rehabilitation project envisages:

i) Repair, life cycle enhancement and/or replacement of the roof system;

ii) Installation of gutters and downspouts;

iii) Installation of a drainage system to deal with run-off from the parking lots, and the building roof system;

iv) Repair, replacement and/or refurbishment to the exterior wall cladding and brick mortar; and,

v) Repair and/or renewal of the parking lots

The Township received notification on May 30th, 2025 from the Minister of Sport that the Municipality had been awarded a Grant through Stream 1 of the Community Sport and Recreation Infrastructure Fund. The Grant was in support of the Major Exterior Rehabilitation project at the ACC. The Grant award is up to $1 million or 50% of eligible costs to a maximum of $1 million.

Under the terms of the Grant award the project must be substantially complete by March 31st, 2027.

To facilitate the timing associated with the Grant, design work needs to commence in the present period to allow for the construction phase to occur in 2026.

3. Options and Analysis

3.1 Overview & Context

Recognizing that the project must be substantially complete by March 2027, and the majority of the construction work is exterior to the building, it necessitates a 2026 construction season.

To achieve this tight timeline, design work must commence immediately. To have a contractor on-board and commence work in April 2026, the design work and bid specifications must be completed by the end of 2025 or January 2026 at the latest.

The intent is to have a bid specification document in the marketplace for contractors by year end or January 2026, and to on-board a contractor to undertake the construction phase in Q1 of 2026. The objective is to commence construction work in April 2026 with the majority of

the physical disruptive aspects of the project by September 2026, and the close out of the project by November 2026.

It is anticipated that in recognition of the scope of work, the ACC and the property itself will be closed to public access and user groups from April to September 2026. Staff will work with user groups to find alternate arrangements during this most active portion of the construction phase.

3.2 Phase 1 – Design (2025)

Staff are seeking a Capital Budget allowance of $175,000 for the design phase in 2025. The net HST allowance is included within the design phase budget.

This scope of work envisages retaining a roster of professional services to complete the following tasks:

Designated Substance Study
Geotechnical
Inspection / Testing
Design Alternatives, Recommendations and Bid Specifications

Preliminary work completed on the ACC has revealed that further investigation and confirming the order of magnitude on **Designated Substances** is required. The preliminary work has identified that asbestos-containing materials (ACMs), the investigation of potential lead and mercury-containing materials within the building, and the inspection for other designated substances will be necessary.

The preliminary work was undertaken to ensure compliance with Section 30(1) of the *Occupational Health and Safety Act* which states:

"*Before beginning a project, the owner shall determine whether any designated substances are present at the project site and shall prepare a list of all designated substances that are present at the site."*

Understanding the potential materials, the magnitude of the materials, and the appropriate remediation / removal processes will inform the future bid specifications and scope of work associated with construction. The implications associated with Designated Substances and their removal does have an implication on the overall project budget.

The projected cost for the Designated Substance Study is approximately $15,000

The **Geotechnical work** focuses on undertaking bore hole logs and analysis of the core samples of the subsurface in the parking lots. This information will inform the design

parameters for the underground drainage infiltration system, and the parking lot specifications.

The projected cost for the Geotechnical work is $28,000

It is anticipated that the Designated Substance Study and the Geotechnical work will commence during the Summer and the results will be available once the balance of the Design team is selected in September.

This overlapping of sequenced work is critical to ensure the completion of the design / bid specification work by year end or early January 2026.

The **Inspection / Testing** and the **Design Alternatives, Recommendations and Bid Specifications** aspects are inter-related and will be undertaken by the core of the design team.

The inspection / testing will undertake tasks such as boring into the mortar block wall system and assessing the integrity of the existing exterior façade and the damage resultant from water absorption. Similar work will occur on the metal cladding, evaluation of the roof system, etc. Insulation values will be calculated to better understand implications for the future adaptive reuse of the building going forward. The foundation wall (below grade) will also be exposed and assessed.

This phase of work will ultimately inform order of magnitude of the scope of work and will identify design alternatives with a recommendation. A construction phase project budget will be developed based upon the order of magnitude of work and a recommended course of action for the consideration of Council.

Upon receiving direction from Council, the design team would then finalize the specifications in a form ready for competitive bid at the end of this year or early January 2026.

The projected cost for the Inspection / Testing and Design Alternatives, Recommendations and Bid Specifications is $132,000

3.3 Phase 2 – Construction (2026/27)

The preliminary estimate for the Construction phase is $3.5 million. The Phase 2 expenditure would be reflected in the 2026 Capital Budget.

The work undertaken through Phase 1 will inform the construction budget. As noted in Section 3.2 of this Report, the design team, based upon their work program, will present design alternatives and recommendations to Council based upon the investigatory work and assessment to be undertaken. Within that work program will be a recommended construction phase project budget for the consideration of Council.

3.4 Modified Procurement for Design Team

Staff are seeking authorization from Council to undertake a modified procurement to retain the Design Team where the value of work exceeds $50,000. In lieu of a formal Request for Proposal (RFP), Staff are seeking to enter the marketplace with a scope of tasks and to receive quotes from qualified firms. References and work experience of the design teams would form part of the quote process. Staff would secure a minimum of three quotes.

This modified process will shorten the time allowance and facilitate a return Report to Council in September 2025 on a design team selection.

4. Financial Implications

4.1 2025 Capital Budget

Staff are seeking authorization from Council to amend the 2025 Capital Budget to fund the expenditure associated with Phase1 (Design) attributed to the Major Exterior Rehabilitation of the Ayr Community Centre.

The expenditure for Phase 1 is estimated at $175,000

Funding for Phase 1 would be drawn from the ACC Facility Reserve Account. There is presently $500,000 in this Reserve Account.

4.2 Phase 2 Construction – 2026

Currently the Phase 2 Construction phase for the Major Exterior Rehabilitation is estimated at $3.5 million.

As noted in the Section 3.3 of this Report, this estimate should be deemed to be preliminary in nature. The design team, based upon their work program associated with Phase 1 of the project, will present design alternatives and recommendations to Council based upon the investigatory work and assessment to be undertaken.

The outcomes and analysis from the initial work will ultimately inform the Phase 2 construction budget.

Phase 2 Construction will be reflected in the DRAFT 10 Year Capital Forecast [2026 – 2035] to be discussed at the August 13th, 2025 Special Council (Budget) Meeting. The sources of funding for Phase 2 would include: the Provincial Grant through Stream 1 of the Community Sport and Recreation Infrastructure Fund; ACC Facility Reserve; Cambridge Boundary Adjustment Agreement; and, Reserve Accounts.

The Phase 2 Construction Budget would form part 2026 Capital Budget deliberations.

5. Attachments

None

For further information on the contents of this Report, please contact Andrew McNeely, Chief Administrative Officer, at (519) 632-8800 or via email at amcneely@northdumfries.ca

Report Prepared By & Respectfully Submitted,



Andrew McNeely,
Chief Administrative Officer

The TOWNSHIP of NORTH DUMFRIES

CAO Report No. 18-2025

Council Meeting
July 7, 2025

Discussion Paper: Winter Sidewalk & Municipal Parking Lot Maintenance Program

Recommendation:

The Recommendation has been developed in consultation with the Director of Engineering & Public Works and the Treasurer / Director of Corporate Services.

The Chief Administrative Officer recommends:

1. **THAT CAO Report No. 18-2025 be received;**

2. **AND THAT the Township bring in-house and deliver the Winter Sidewalk & Municipal Parking Lot Maintenance Program effective with the commencement of the 2025 – 26 winter season;**

3. **AND THAT the 2025 Operating Budget be amended to recognize the hiring of three (3) additional Seasonal Full-time Contract Employees in the Public Works Division;**

4. **AND THAT the 2025 Capital Budget be amended to facilitate the acquisition of a roster of equipment associated with the delivery of the Winter Sidewalk and Parking Lot Maintenance Program in the amount of $220,000;**

5. **AND THAT the 2026 allowance in the 10 Year Capital Forecast [2025-2034] be amended by moving to 2025 the purchase of the replacement utility tractor in Leisure & Community Services in the amount of $71,000 and funded from the Recreation Rolling Stock Reserve;**

6. **AND THAT the Treasurer is authorized to fund the Capital acquisition for the roster of winter maintenance equipment from Reserves;**

7. **AND THAT over the 2026 to 2028 period the funds drawn from Reserves will be replenished from the Operating Budget annually on expenditures associated with winter maintenance of Sidewalks and Parking Lots, save and except the replacement of the utility tractor in Leisure & Community Services;**

8. **AND THAT Verdant DBM Inc. be advised that the Township is providing Notice in accordance with Section 3.9.2 of the Contract for Winter Sidewalk and Parking Lot Maintenance 2024/25 to 2026/27 that their services will no longer**

be required and that the Township is terminating the Contract with 30 days' written notice.

1. Purpose

The purpose of this Report is to review alternatives as a go-forward strategy for the delivery of the winter sidewalk and parking lot maintenance program, and the recommendation of a preferred delivery model.

2. Background

2.1 Context and Overview

The winter season of 2025, extending from approximately January 10th through to the end of March, was extremely harsh with significant snow fall events. The volume of snow and the back-to-back days of snowfall created tremendous stress on the winter maintenance program, and particularly the winter maintenance of the sidewalk system.

Council at the February 10th, 2025 meeting discussed a series of complaints raised from residents with respect to the winter sidewalk maintenance program. Arising from the discussion, Council directed that Staff assess the current program delivery, and to return with a future Report on potential next steps for the 2025/26 winter season.

This Report has been prepared in the context of the February 10th Council discussion.

2.1.1 Contracted Service Provider – Winter Sidewalk & Parking Lot Maintenance

The winter maintenance of the sidewalk network and municipal parking lots has been a contracted out service for over a decade. The Township awarded a three year contract to Verdant DBM Inc. for the 2024/25 to 2026/27 period. This past winter season was the first operating period for this contractor in North Dumfries.

This past winter season was a challenge in recognition of the volume of snow, and the frequency of snow events. That said, the issues surrounding Council's frustrations related to the general condition of the sidewalk network was compounded by the contractor experiencing equipment breakdowns, staffing shortages, training & on-boarding of new staff, and inconsistent service levels.

Staff shared Council's frustrations and numerous site tours, correspondence and directions were provided to the contractor with the objective of improving the situation. While there were periodic improvements, the service was inconsistent and did not reflect past experiences for residents in terms of standards for winter sidewalk maintenance.

Under the current RFP / Contract with Verdant DBM Inc., Section 3.9.2 provides the Township with the right to terminate the contract on 30 days' written notice.

2.2 Inventory – Sidewalks and Municipal Parking Lots

Captured within the contracted responsibility for winter maintenance of sidewalks and parking lots is the following inventory:

Sidewalks and pathways (Ayr)	Approximately 32 km
Municipal Parking Lots	North Dumfries Community Complex Ayr Community Centre Ayr News (as overflow for the ACC) Ayr Fire Station Gibson Street Parking Lot Roseville Community Centre

2.3 Sidewalk Winter Maintenance – Ontario Minimum Maintenance Standards (MMS)

Ontario Regulation 239/02 (O.Reg 239/02) as amended by O.Reg 366/18 establishes a minimum maintenance standard for roads and sidewalks.

From October 1st to April 30th the Township is to monitor weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, which ever is more frequent.

Patrols of the sidewalk network can be undertaken by walking the sidewalk or by driving on the abutting road. The patrol and inspection are to be undertaken by a qualified individual.

Specific to sidewalks and winter maintenance, the MMS establishes thresholds that Municipalities are expected to achieve to reduce risk and to demonstrate appropriate management of the asset.

The Township's current level of service exceeds the requirements of the MMS.

In the contract document for winter sidewalks, the stated objective is to plow / apply material on the entire network within 8 hours of being deployed.

2.3.1 Snow Accumulation

The MMS outlines that within 48 hours after a snow event, the Municipality shall address accumulation and reduce the snow to a depth less than or equal to 8 cm. If the depth of snow accumulation on a sidewalk is less than or equal to 8 cm then the sidewalk is deemed to be in a state of repair in respect of snow accumulation.

The path of travel must be a minimum of 1 metre in width.

Addressing snow accumulation on sidewalks can be undertaken through:

- Plowing;
- Salting;
- Applying abrasive materials;
- Applying other chemical or organic agents; or,
- Any combination of the above referenced methods

2.3.2 Ice Formation and Icy Sidewalks

The MMS outlines a series of expectations related to ice or icy sidewalks.

The Township should treat the sidewalk, if practical to prevent ice formation or improve traction within 48 hours if there is a substantial probability of ice forming on a sidewalk, starting from the time that the Township determines the appropriate time to deploy resources for that period.

If ice forms on a sidewalk, the Township has 48 hours to respond and address the issue of the ice formation and to treat the condition. Treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk.

2.4 Existing Equipment to Support Sidewalk & Parking Lot Winter Maintenance

The Township in 2023 started a program to “right-size” equipment to be multi-functional in their design, and where practical, to be able to be deployed on a 4 seasons basis.

The Township’s program to date includes:

- Acquisition and fit-up of the Public Works 1 tonne hoist truck with a front mounted “vee plow” and a salter unit in the box;

- Acquisition and fit-up of the Leisure & Community Services 1 tonne hoist truck with a front mounted “vee plow”;

Both of these units are sized to undertake winter maintenance requirements in parking lots.

The Township, with the roll-out of the 2024/25 winter season contract, brought the plowing of small local roads (ie: Tannery Street, section of Beke Road, old Piper Street, and the ring road in Victoria Park) in-house utilizing personnel and equipment from the Public Works Division.

3. Options and Analysis

3.1 Options

When assessing Options available to Council as it pertains to a go-forward strategy for Winter Maintenance of Sidewalks & Parking Lots commencing with the 2025 / 26 season, the following are put forward for consideration:

1. Continue with the current service Contract with Verdant DBM Inc.; or,

2. Provide Notice to Verdant DBM Inc. under the provisions of the current service Contract to terminate the relationship and to issue a new Request for Proposal document with revised specifications and terms seeking competitive bids from Contractors; or,

3. Provide Notice to Verdant DBM Inc. under the provisions of the current service Contract to terminate the relationship and for the Township to deliver the services in-house utilizing Municipal equipment and staffing; or,

4. Provide Notice to Verdant DBM Inc. under the provisions of the current service Contract to terminate the relationship and for Council to pass a By-law assigning responsibility for the abutting property owner to maintain the sidewalk across their lot frontage / lot flankage. With this measure, parking lot winter maintenance could either be contracted out through a new Request for Proposal for Contractor's to bid, or, delivered in-house by the Township utilizing Municipal equipment and staffing.

Option 1

Staff would not recommend advancing into the 2025/26 winter season with the current Contractor.

The experiences of this past winter were at best frustrating and did not reflect the standard of care that has been the past hallmark of the Township with respect to the winter maintenance of sidewalks. The plowing operations at various parking lots while okay, was not consistent and during longer snow events there were gaps in service experienced.

Option 2

Staff are not recommending this Option.

The Contract through the provisions of Section 3.9.2 allows the Municipality to terminate the Contract with 30 days Notice. As this is the end of the 2024/25 Season, the issuance of 30 days Notice in the present period would not affect the roll-out of the upcoming winter season.

The Township is aware of pressures being experienced by Contractors to secure insurance coverage to undertake Municipal winter maintenance operations or the necessity to fund high insurance premiums. This experience has narrowed the field of prospective bidders and/or has substantially raised their costs to deliver the program. The availability of Staff and the reliability of their Staff always remains an unknown issue. We do know however that if there is Staff change over or a small pool of personnel available that service delivery will be a challenge.

There is no promise that the experience with the current service provider would be any better if the Township were to re-enter the marketplace to seek new bids.

Option 3

Staff are recommending Option 3.

The Contract through the provisions of Section 3.9.2 allows the Municipality to terminate the Contract with 30 days Notice. As this is the end of the 2024/25 Season, the issuance of 30 days Notice in the present period would not affect the roll-out of the upcoming winter season.

A more detailed discussion concerning the delivery of Option 3 (to bring the service in-house) will be expanded upon below in Section 3.2

Option 4

Staff are not recommending this Option.

The Contract through the provisions of Section 3.9.2 allows the Municipality to terminate the Contract with 30 days Notice. As this is the end of the 2024/25 Season, the issuance of 30 days Notice in the present period would not affect the roll-out of the upcoming winter season.

Municipality's have a duty to keep their sidewalks in a relatively safe condition for pedestrians who are using ordinary care. A Municipality is required to take steps to respond to snow accumulation and slippery conditions on its sidewalks.

A duty of care is found in Section 44 of the *Municipal Act.* Section 44(1) states that "the Municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge." A reference for sidewalk maintenance is included in Section 44(9) which states: "except in case of gross negligence, a Municipality is not liable for a personal injury caused by snow or ice on a sidewalk."

Gross negligence is not defined, however, if written documentation on inspections, and achieving or exceeding the levels of service for winter sidewalk maintenance as per the MMS

can be demonstrated, it is assumed that these factors would be considered by a Court of competent jurisdiction.

A Council may pass a Bylaw that requires property owners to maintain sidewalks in the winter. If such a Bylaw were to be established, it should set out the timeframe to remove snow accumulation or treat ice and include penalties for non-compliance. Staff would have to be vigilant and would be required to inspect the sidewalk after each snow / ice event and confirm compliance with the Bylaw or issue a fine for non-compliance.

Issues to be considered if this alternative is selected:

- Will an inconsistent level of service be achieved? How does this align with independence and supporting individuals with a disability or mobility challenges?

- Will the Township exempt Seniors' or other individuals from the requirement to clear the sidewalks adjacent their property? If yes, how does the Township propose to clear the snow / ice at these locations?

- The Township current has approximately 10 km of roads (approximately 1/3 of the overall network) that frame the Regional Road network; paths within Parks (ie: Centennial Park); sidewalks adjacent schools or Municipal properties; or, are located in the Downtown Core. How will this portion of the network be cleared of snow and/or ice?

- Is the Township willing to enforce the Bylaw and levy fines if a property owner is non-compliant? Are the current staffing levels sufficient to monitor and enforce the Bylaw to ensure compliance?

3.2 Expansion of Option 3
Deliver the Winter Maintenance of Sidewalks and Parking Lots In-House

3.2.1 Context

The Township, when it frames the annual Budget, assumes the equivalent of 50 tours in a winter season [November / December, and, January to April] for winter maintenance for the sidewalks and parking lots.

A history for winter maintenance operations expenditures (actual) is listed below for reference purposes:

Parking Lots

2022	$115,955
2023	$ 99,272

2024	$ 82,002

Sidewalks

2022	$161,414.26
2023	$132,681.05
2024	$120,935.02

The 2025 Operating Budget for winter maintenance operations (sidewalks and parking lots) is as follows:

Sidewalks	$174,010.00	
Parking Lots	$107,000.00	
	Total	**$281,010**

3.2.1 Projected Expenditure (Operating)

Staff, based upon 50 tours in a winter season, have developed an Operating Budget (2025$) to deliver the winter maintenance of sidewalks and parking lots if this service were to be delivered in-house utilizing Township personnel and equipment.

The expenditure breakdown is summarized as follows:

Operating - Cost of Service Delivery In-House [2025$]	
Wages [Note 1]	$155,000
Fuel [sidewalks]	$4,183
Treated Salt [Sidewalks]	$5,156
Equipment Repairs [Sidewalks]	$8,235
Treated Salt [Parking Lots]	$7,800
Equipment Repairs [Parking Lots]	$5,000
Fuel [Parking Lots]	$16,667
Net HST [Note 2]	$828
Total	**$202,869**

Notes

[1] Includes Overtime allowance and associated additional Employer payroll obligations

[2] Net HST calculation is not applied to Wages

Under this model, it is proposed that the Township would hire three (3) Seasonal Temporary Fulltime Employees [November 1st to April 15th – approximate] for the equivalent of 24 weeks. The employees would be assigned a forty hour work week, 8 hour shifts. All applicable provisions under the Collective Bargaining Agreement with CUPE Local 1656.02 would apply.

Between the roster of the existing complement of CUPE Employees during the November to April time period, **plus** the hiring of three (3) additional Seasonal Temporary Fulltime Employees, it is Staff's contention that sufficient resources would be available to maintain the road network, the sidewalk network and the roster of parking lots.

Based upon the Operating Budget as proposed, the Township could realize a savings of approximately $78,000 annually by migrating the winter maintenance of sidewalks and parking lots in-house.

In terms of rolling stock, additional equipment would have to be acquired to achieve service levels necessary to reflect both the provision of maintenance to the sidewalk network and parking lots.

The roster of additional equipment is listed below that would have to be acquired. Staff are recommending purchase of the equipment vs. lease. The listing of equipment would represent new purchases and would build upon the fleet improvements summarized previously in Section 2.4 of this Report.

Capital - Purchase Equipment

Purchase x1 sander / salter unit for 1 tonne truck

Purchase 12 ft. snow box blade with attachment for Loader / Backhoe

Purchase x1 "Vee" plows for sidewalk tractor

Purchase x1 1 yard 3 point hitch sander / salter unit for sidewalk tractor

Purchase x1 35 hp narrow wheel base tractor with cab with winter & turf tires

Purchase x1 25 hp narrow wheel base articulated tractor with cab
c/w "Vee" plow; salter unit & snowblower

Purchase x1 24 inch self-propelled snowblower

Purchase Rear Bumper Pickup truck Attachment for snowblower stand

As it pertains to the purchase of the 35 hp narrow wheel base tractor with cab (including winter and turf tires), the existing open station utility tractor utilized by the Leisure & Community Services Dept is scheduled for replacement in 2026 as per the 10 Year Capital Forecast [2025 – 2034]. It is recommended that the replacement of this tractor be brought forward into 2025, and, that a cab be included in the new purchase. Two sets of tires would be included in the purchase to account for the winter and summer use of the tractor.

The current forecast for the replacement tractor is $71,000 based upon an open station tractor with turf tires. With the enhancement of the cab and the 2nd set of tires, the forecasted price is $88,000. It is proposed that the Recreation Rolling Stock Reserve in the amount of $71,000 be utilized for the purchase with the balance to be funded from other Reserves.

The projected expenditure to acquire the roster of winter maintenance equipment as summarized above is estimated at $220,000

It is proposed that $71,000 be funded from the Recreation Rolling Stock Reserve (as a replacement for their existing tractor) and the balance ($149,000) be temporarily borrowed from Reserves to acquire the new equipment. Over the 2026 to 2028 fiscal years, the $149,000 would be repaid back to the Reserve Accounts through the savings summarized by bringing the winter maintenance program in-house.

It is Staff's opinion that the roll-out of the program as summarized in Section 3.2.1 would bring forward accountability and the necessary depth (equipment and personnel) to respond to the winter maintenance thresholds in a fashion similar to what is presently demonstrated in the current maintenance on the road network.

To advance Option 3 forward, Council would exercise the Notice provisions of the existing Contract / RFP with Verdant DBM Inc. and terminate the Agreement.

4. Financial Implications

To implement Staff's recommendation (Option 3 as summarized in Section 3.2.1) amendments to the 2025 Operating and Capital Budgets will be required. Council authorization will be required as follows:

1. Expand the current roster of seasonal temporary fulltime employees by 3 personnel (Contract employees – 24 weeks) for the winter season;

2. Amend the 2025 Capital Budget in the following fashion:

    i) Shift the replacement of the Leisure & Community Services from 2026 to 2025, and allow for the provision of $71,000 from the Recreation Rolling Stock Reserve to fund a portion of the replacement tractor in the present period;

ii) Authorize the purchase of the roster of equipment to facilitate the delivery of winter maintenance operations as summarized in Section 3.2.1, and authorize the expenditure of $220,000 to acquire the equipment. $149,000 of the projected expenditure would be interim funded from Reserves to be repaid to the Reserve Account(s) over the 2026 to 2028 period from annual Operating savings related to winter maintenance attributed to sidewalks and parking lots.

5. Attachments

None

For further information on the contents of this Report, please contact Andrew McNeely, Chief Administrative Officer, via email at amcneely@northdumfries.ca

Report Prepared By & Respectfully Submitted,



Andrew McNeely,
Chief Administrative Officer

The TOWNSHIP of NORTH DUMFRIES

FIN Report No. 13-2025

Council Meeting
July 7, 2025

Asset Management Plan – 2025 Update

Recommendation:

The Director of Corporate Services/Treasurer recommends:

1. **THAT FIN Report No. 13-2025 be received;**

2. **AND THAT Council adopts the Updated Asset Management Plan 2025 (dated June 30/25) subject to minor revisions made by the Treasurer / Director of Corporate Services and approved by the Chief Administrative Officer;**

3. **AND THAT the 2025 Asset Management Plan, as updated, be published on the Township's website and a copy forwarded through to the Province's Municipal Asset Management Office in accordance with the applicable provisions of Ontario Regulation 588/17**

1. Purpose

The purpose of this report is to provide Council with an updated Asset Management Plan (AMP) for consideration. The updated Asset Management Plan, dated June 30th, 2025, reflects new information for the AMP and introduces Levels of Service to the Plan. The updated AMP has been prepared for the purposes of complying with Ontario Regulation 588/17.

2. Background

Asset Management is the process of making the best possible decisions regarding the creation, maintenance, renewal, rehabilitation, disposal, expansion, and procurement of assets.

Asset Management is an evolving process for Ontario municipalities with the Province of Ontario passing a series of regulations to help set guidelines for the process. The core of the plan is delivering services to the community in a sustainable way by looking at the entire lifecycle of the asset and not just the initial cost.

In 2015, the Province of Ontario passed the *Infrastructure for Jobs and Prosperity Act*. After consultations with municipalities, an update to the Act came into effect on January 1, 2O17 through the establishment of Ontario Regulation (O. Reg.) 588/17. The regulation sets out several phases of the development of an Asset Management Plan (AMP) with the final phase

being required by July 1, 2025. The last phase is the establishment of Levels of Service for the various assets.

As of this point in time, the document is considered to be a complete asset management plan and will be subject to regular review and updating. O.Reg. 588/17 requires a complete review every five years.

This report provides Council with the required updates to include Current Levels of Service (CLOS) and Proposed Levels of Service (PLOS) for all asset classes. It provides full asset lifecycle costing and a funding strategy.

With the adoption of the Asset Management Plan, dated June 30. 2025, by Council all current obligations of the Municipality with respect to O.Reg 588/17 will have been achieved.

The Asset Management Plan, dated June 20th, 2025, is included as Attachment No. 1 to this Report.

3. Options and Analysis

3.1 Development of the Plan

In 2022, the Township of North Dumfries engaged Dillion Consulting to assist with the update of the AMP to include core assets (road networks, bridges and culverts, stormwater assets).

The work undertaken by Dillon remains at the centre of the Asset Management Plan for the Township's core assets.

The Township has utilized the following documents to inform and update the AMP:

- 2022 State of Infrastructure – Roads prepared by Dillion Consulting
    - This report was commissioned in March 2022 to assess the existing road system and to prepare a comprehensive plan for improving and maintaining the road system for the next 10-year period.
- 2022 OSIM Inspection for Municipal Bridges and Culverts larger than 3 metres, prepared by MEDA Engineering and Technical Services and the draft 2024 OSIM prepared by MEDA Engineering and Technical Services.
    - The 2024 version is still in draft as we engaged SAFA Engineering Inc to peer review and provide more detail on four of the Township bridges.
- Ayr Stormwater Management Master Plan , prepared by IBI Group.

- This Report was commission in 2021 to undertake an inventory of the stormwater management network within Ayr, and to identify a strategy for the lifecycle activities required to maintain the existing network.

- 2023 Facility Condition Assessment Report

  - This report was completed in 2023 by Cion Consulting. It undertakes a review of the major components of all Township buildings and park structures. It was used to determine future repairs, rehabilitation activities required over a 10-year period to assist with planning and forecasting of lifecycle activities for Buildings and Parks

Staff from various Departments were consulted as part of the process to develop the updated AMP to ensure that a complete understanding of current practices in regards to asset management, as well as potential future activities for managing the Township's assets.

3.2 Level of Service (LOS)

An important component of asset management planning is an understanding of the services and service levels provided to the Community.

The Plan balances the benefit of the services with the risks and costs associated with providing services to the Township. The AMP considers the current level of service provided and the proposed future service level (or services) and includes an assessment of how the Township will fund the changes in service levels to achieve the desired outcome.

Community LOS can be described as "What the community receives" and Technical LOS can be described as "How the Township provides the services".

This updated AMP, dated June 30th, 2025, provides both current and proposed level of services for all assets.

3.3 Asset Lifecycle Management Strategy and Financial Strategy

The 2025 AMP includes a full cost of all asset lifecycle activities for each class of assets.

These activities include planning, construction, reconstruction, rehabilitation, maintenance, and decommissioning/disposal activities.

The total cost to undertake AMP over the next 10-years is $154,418,810. Fifty-six (56%) is attributed to the Township's road network.

Total contributions required over the 10 year period to fund the Township's various assets is $73,488,008, with presently only $43,179,348 being projected to be available as set out in

the Township's 10 Year Capital Forecast [2025-2034] as adopted in principle in February 2025 through the annual Budget process. This leaves a funding gap of $30,308,660.

From an annualized contribution point of view, the funding gap is $3,030,866 per year. The required funding per year is $7.3 million per year as identified in the updated AMP.

For comparative purposes, the 2025 budget allocates approximately $2.8 million from the tax levy, and other external revenue sources towards capital reserves. The difference between this benched marked target and the actual funding is defined as the funding gap. Based on the analysis, the Township is currently facing an annual lifecycle funding gap of approximately $4.5 million.

As part of the 2025 Budget process Council has previously committed to increase the transfer to reserves for future capital by an equivalent to 3% levy increase. Deploying this strategy will assist in narrowing approximate $4.5 million funding gap over the 10-year period.

Various financial strategies were considered in the creation of the AMP including the need to utilize debt, the potential for future grant opportunities to fund capital, the desire to increase capital funding and the reduction in proposed service levels.

The Township is currently undertaking an update to the State of the Infrastructure – Roads study and the OSIM Bridge and Culvert study.

It is staff's recommendation that the AMP be reviewed in 2026 once the final version of these two key studies are available. These studies will provide updated costs, updates to the required lifecycle activities and will be instrumental with informing a strategy to further narrow and/or eliminate the identified funding gap.

3.4 Other Highlights

The Township's Total Replacement Coss for all assets totals $297,655,653 and are comprised as follows:

	Replacement Costs
Road Network	151,334,560
Bridges and Culverts	41,645,433
Stormwater	29,248,400
Facilities	51,306,807
Park and Amenities	9,637,876
Rolling Stock	12,222,046
Equipment and Other	2,260,531
Total Replacement Costs	297,655,653

Arising from the preparation of the updated AMP, the average condition of the various assets are identified as follows:

- road network is Fair
- bridges is Poor
- culverts is Fair
- stormwater assets is Very Good
- facilities is Fair
- parks and amenities is Good
- rolling stock is Good
- equipment and other assets is Good

3.5 Next Steps

Should Council adopt this version of the Asset Management Plan, dated June 30, 2025, the Plan will align with all requirements of O.Reg. 588/17. With the adoption of the Plan by Council, Staff will post the document onto the Township's website and will forward a copy of the document through to the Province's Municipal Asset Management Office.

The Township will enter the monitoring and updating phase of the AMP. The Township should review the complete AMP at least every five years. Annually the Plan should become part of the Township's budget process and be utilized to inform the 10 Year Capital Forecast, including contributions to Reserves.

Staff are recommending that the plan be reviewed and updated in 2026 once the State of Infrastructure – Roads Study and the OSIM is completed.

Staff will continue to review to review the 10-year Capital Forecast at Budget and as part of a mid-year review with Council.

4. Financial Implications

There are no financial implications on the 2025 budget arising from the consideration of this Report.

The Asset Management Plan however, will greatly impact future Budgets and the 10 Year Capital Forecast as it details the cost of maintain the Township's assets, establishes Levels of Service, and sets out a financial strategy to fund the Plan.

The 2025 Asset Management Plan has identified that the Township has a funding gap of $30.3 million dollars to maintain the Municipality's existing assets based upon the identified Levels of Service. The introduction of a 3% tax levy transfer to Reserves as part of the 2025 Budget will assist in narrowing this funding gap. Future Budgets will need to be adjusted in order to respond and continue to address this funding gap.

5. Attachments

1. Draft 2025 Asset Management Plan

For further information on the contents of this Report, please contact Chrsitina Brox, Director of Corporate Services/Treasurer, at 519-632-8800 ext. 123 or via email at cbrox@northdumfries.ca

Report Prepared By:

"Christina Brox"

Christina Brox, CPA, CA,
Treasurer / Director of Corporate Services

Respectfully Submitted By:



Andrew McNeely,
Chief Administrative Officer

Asset Management Plan

June 30, 2025

The TOWNSHIP of NORTH DUMFRIES

Contents

Executive Summary 4
1. Introduction 5
1.1 Overview 5
1.2 Scope of the Asset Management Plan 6
1.3 State of the Local Infrastructure 7
1.4 Levels of Service 7
1.5 Asset Management Strategy 8
1.6 Financial Strategy 13
1.7 Acknowledgement 13
2. State of Local Infrastructure and Levels of Service 14
2.1 Road Networks 14
2.1.1 Roads 14
2.1.2 Sidewalks 16
2.1.3 Streetlights 16
2.1.4 Condition 17
2.1.5 Road Network Service Levels 19
2.2 Bridges and Culverts 21
2.2.1 State of the Infrastructure 21
2.2.2 Level of Service 25
2.3 Stormwater Assets 27
2.3.1 State of Infrastructure 27
2.3.2 Level of Service 30
2.4 Facilities 31
2.4.1 State of Infrastructure 31
2.4.2 Level of Service 33
2.5 Parks and Amenities 34
2.5.1 State of Infrastructure 34
2.5.2 Level of Service 38
2.6 Rolling Stock 40
2.6.1 State of Infrastructure 40
2.6.2 Level of Service 41

2.7 Equipment and Other Assets 42
2.7.1 State of Infrastructure 42
2.7.2 Level of Service 43
3. Asset Lifecycle Management Strategy 45
3.1 Impact of Growth 45
3.2 Risk Assessment 47
3.3 Cost Analysis 52
4. Financial Strategy 57
4.1 Annual Contribution and Lifecycle Funding Target 57
4.2 Funding 58
5. Monitoring and Improvement Plan 59

Executive Summary

The Asset Management Plan ("AMP") has been developed to manage the strategies by which the Township of North Dumfries (the "Township") governs its capital assets. The Township's plan is consistent with the requirements under Ontario Regulation 588/17 (O. Reg. 588/17) Asset Management Planning for Municipal Infrastructure including the requirements related to proposed level of service. The 2025 version of the Township's AMP includes the current level of service for all core and non-core assets and set outs the proposed level of services over a ten-year period. The AMP is a critical step in managing the appropriate level of service against the cost of maintaining and improving the Township's assets. The following is a highlight of some of the key results from the plan:

- Total Replacement Costs for the Township assets are $297,655,653

	Replacement Costs
Road Network	151,334,560
Bridges and Culverts	41,645,433
Stormwater	29,248,400
Facilities	51,306,807
Park and Amenities	9,637,876
Rolling Stock	12,222,046
Equipment and Other	2,260,531
Total Replacement Costs	297,655,653

- Overall, the Township's assets are considered to be in fair condition.
- The Township has a funding gap of $30.3 million over the next 10 years.

1. Introduction

This Asset Management Plan ("AMP") documents the Township of North Dumfries' (the "Township") capital assets and the related strategy to maintain the assets with a medium to long-term focus. The AMP serves as a comprehensive framework that encompasses both core assets and non-core assets within the Township. Core assets include essential infrastructure components such as roads, bridges, culverts, and stormwater management. Non-core assets, encompass all other assets owned by the Township, such as parks, facilities, municipal fleet, etc.

This iteration of the AMP builds upon the existing core assets aspect by integrating it with the non-core assets. It brings the plan into compliance with Ontario Regulation 588/17 (O. Reg. 588/17). It defines the Current Service Level and proposed future service levels with financial strategies. The initial purchase price of an asset is only a small fraction of the costs associated with owning the asset and consideration needs to be given to the cost of operating and maintaining assets each year. As assets naturally deteriorate over time, investment in the asset becomes necessary to maintain or improve their condition and extend their useful life in order to maintain the desired level of service provided by the asset. The AMP provides a roadmap for Council and Staff that will inform and guide the decision-making processes related but not limited to budgeting, contribution to Reserves, maintenance, and long-term fiscal planning.

1.1 Overview

Asset management is the process of making the best possible decisions in relation to the creation, maintenance, renewal, rehabilitation, and disposal of infrastructure assets. The overall objective of asset management is to maximize the benefits the asset provides, minimize overall risk, and to provide satisfactory levels of service (LOS).

Asset management considers risks related to the overall lifecycle of the assets, and requires a multi-disciplinary team of planning, finance, engineering, technology, maintenance, and operations. Asset Management considers the full lifecycle of the infrastructure, not just the initial cost for designing and constructing the asset, but the operations and maintenance every year. Asset management is a comprehensive

methodology employed by municipalities to make well-informed choices regarding their infrastructure. At its essence, asset management revolves around providing sustainable services to communities. At the core of asset management, these fundamental questions exist and must be answered as described in the Infrastructure Guide: Managing Infrastructure Assets (October 2005).

1. What assets are currently in your possession, and where are they located?
2. How much are the assets worth now?
3. What is the condition of these assets, and how much longer can these assets be expected to serve?
4. What level of service do you require from these assets, and what maintenance or improvements are necessary?
5. When do you anticipate needing to address these asset-related matters?
6. What are the associated costs, and how do you evaluate acceptable risks?
7. How do you ensure that these assets remain affordable over the long term?

These seven essential questions align to the four (4) phases of asset management, asset inventory, condition, levels of service (LOS), and strategy development. These questions align with Ontario Regulation (O. Reg.) 588/17.

1.2 Scope of the Asset Management Plan

The Asset Management Plan serves as a strategic tool for overseeing the complete lifecycle of physical assets that underpin the Township of North Dumfries' service delivery. It ensures that these assets consistently meet the essential levels of service required. The AMP takes a medium to long-term perspective, aiding decision-making related to asset repairs, rehabilitation, replacement, and risk management.

The **Core Assets** owned by the Township of North Dumfries and included in the AMP are as follows:

- Roads (includes streetlights and sidewalks, where applicable)
- Stormwater Management
- Bridges and Major Culverts (greater than 3 m span)

The **Non-Core Assets** are all other assets owned and operated by the Township that are categorized as follows:

- Parks and Land Improvements
- Facilities
- Fleet
- IT and Communications Software
- Machinery and Equipment

The plan has complied an inventory of all assets owned and operated by the Township, including relevant attributes and replacement costs. The current condition of the assets was set using a combination of staff knowledge, background reports and studies, and age-based condition analysis. Current service levels have been defined with relevant performance measures. The plan develops lifecycle management strategies that are required to sustain the proposed level of services. The AMP also includes a financial strategy to support the lifecycle management strategy. The AMP is a living document and needs to be reviewed and updated on a regular basis.

1.3 State of the Local Infrastructure

Each section of the State of Local Infrastructure for both the Core and Non-Core assets sets out the following information.

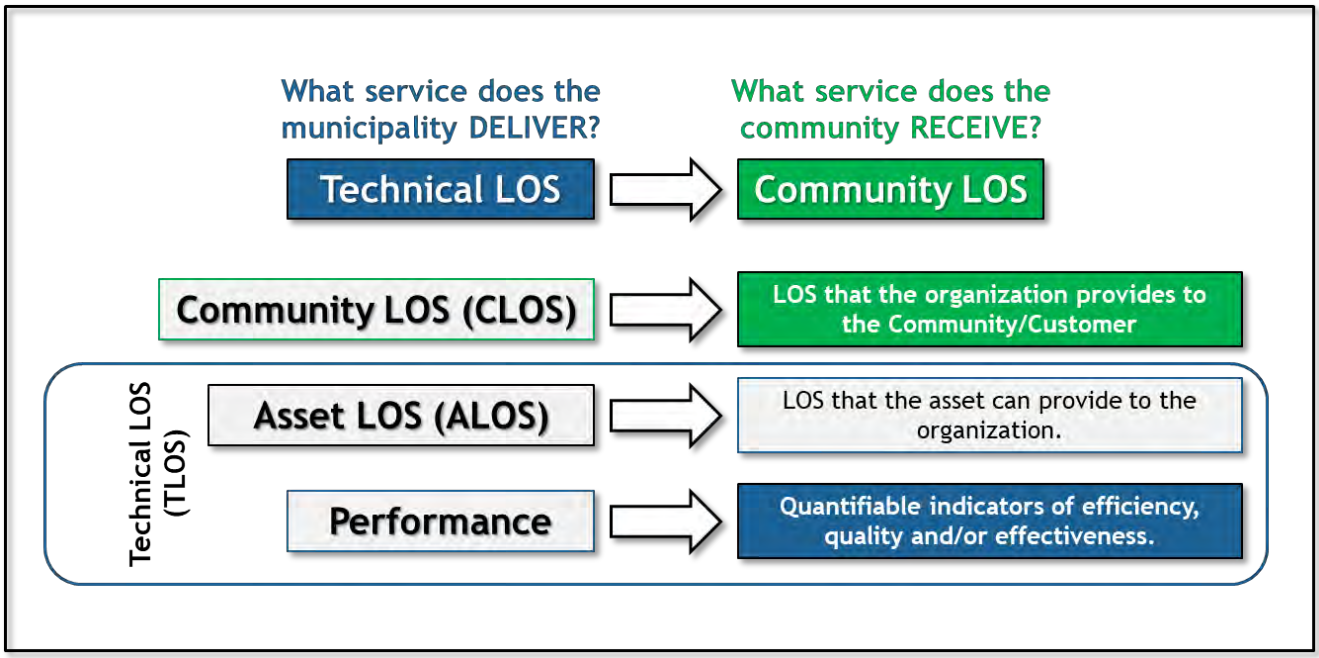
- A summary of the assets in the category.
- The replacement cost of the assets in the category.
- The average age of the assets in the category, determined by assessing the average age of the components of the assets.
- The information available on the condition of the assets in the category.
- A description of the Townships approach to assessing the condition of the assets in the category, based on recognized and accepted engineering practices where appropriate.

1.4 Levels of Service

The current and proposed Levels of Service (LOS) are described in terms of technical metrics and qualitative descriptions for each asset type. These measures are prescribed for core/non-core assets within O. Reg. 588/17. LOS are presented in Figure 1 and are defined as follows.

- ***Community Levels of Service (CLOS):*** LOS that the organization provides to the community, intended to be customer-focused, providing a qualitative description of scope and quality.
- ***Technical Levels of Service (TLOS):*** LOS that the asset can provide to the Township which is further measured by the performance of the asset, providing technical metrics that support the delivery of LOS.

Figure 1 - Levels of Service



1.5 Asset Management Strategy

Asset Management Strategies need to consider a set of actions that will maintain the Township's assets to meet the proposed level of services. Municipalities can no longer only consider the initial cost of an asset but must identify and consider the full cost of all asset lifecycle activities. The term 'lifecycle activities' encompasses a range of actions that can be conducted throughout an asset's useful life. These activities, as defined by O. Reg. 588/17, include construction, maintenance, renewal, operation, and decommissioning of assets, along with all associated engineering and design work. Additionally, the 'Building Together – Guide for Municipal Asset Management Plans' (issued by the Ministry of Infrastructure) classifies lifecycle activities into several distinct categories: non-infrastructure solutions, maintenance, renewal/rehabilitation,

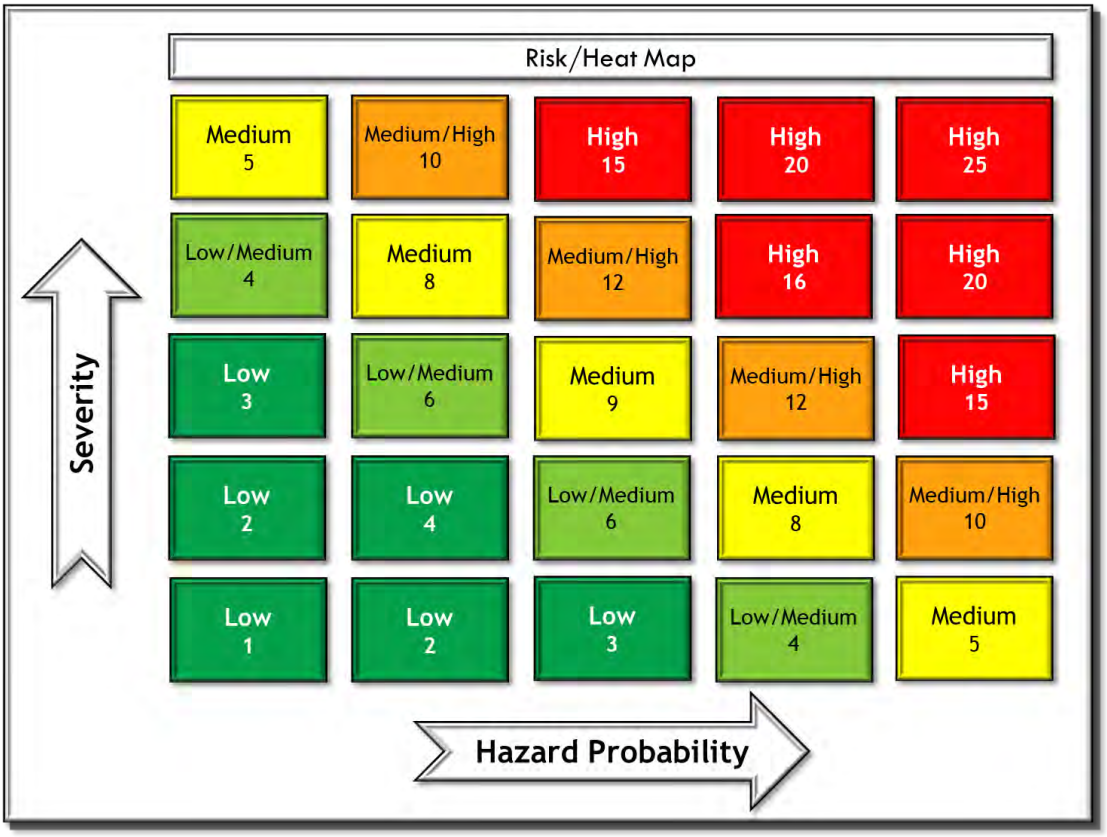
replacement, disposal, and expansion. For each asset category considered within this Asset Management Plan (AMP), specific lifecycle activities have been identified.

In the process of determining lifecycle activities for each asset category and identifying priority actions, it is essential to consider the associated risks. Evaluating the risk rating for each individual asset within the category contributes to generating a comprehensive risk profile for the entire asset category. The assets with the most significant risk rating play a crucial role in determining priorities for the Township. In the process of risk assessment, this methodology considers factors that contribute to the likelihood of hazards occurring (or non-delivery of service) and the associated consequences to go along with.

In the comprehensive risk assessment framework, Township staff have utilized a priority rating system that correlates directly with the calculated risk ratings. This system is visually represented in **Figure 2**, which features a five-by-five matrix.

- ***High Risks*** ***(Red Zones):*** These are scenarios with risk ratings falling between 15 and 25. These represent critical vulnerabilities that demand immediate attention. Assets falling into this category require urgent mitigation strategies to prevent service disruptions or adverse impacts.
- ***Medium Risks*** ***(Yellow/Orange Zones):*** This zone encompasses risk ratings ranging from 5-12. While these are not severe risks, these situations still warrant initiative-taking management. Assets in this range should be closely monitored, and appropriate measures should be undertaken to reduce the risk profile.
- ***Low Risks*** ***(Green Zones):*** Assets with risk ratings between 1 and 6 fall into this category. These are stable and pose minimal threats. However, continuous monitoring and periodic assessments are essential to maintain the favourable risk status.

Figure 2 – Risk Heat Map



The priority rating system serves as a valuable tool for decision-makers, allowing them to allocate resources effectively, prioritize risk mitigation efforts, and ensure the resilience of critical assets.

Risk in the context of asset management, encompasses both the likelihood and magnitude of adverse scenarios or hazards. These risks directly impact an asset's ability to deliver its intended service. When evaluating risk, the Township must consider not only the possibility of asset failure but also the consequences that follow. These consequences involve assessing the severity of the impact, the asset's vulnerability, and its exposure to negative scenarios.

To quantify risk, the Township will employ a methodology that assigns scores based on both probability and severity. On a scale of 1 to 5 for both probability and severity, the Township calculates the risk rating. The maximum risk rating achievable is twenty-five (25), indicating an elevated level of risk. By systematically analyzing risk factors, the

Township can prioritize mitigation efforts and allocate resources effectively to safeguard critical assets and maintain service continuity.

Risk = Likelihood of Occurrence x Consequence

Calculation of Likelihood of Occurrence

The factors that contributed to the likelihood of asset failure include

- ***A*** – Condition of the Asset
- ***B*** – Performance (Reliability)
- ***C*** – Vulnerability to Factors such as Climate Change

In the context of asset management, the separation of condition and performance into distinct factors offers a valuable perspective. By doing so, the Township can carefully evaluate assets that exhibit poor physical condition yet continue to perform effectively, contrasting them with non-performing assets. Additionally, this approach allows the Township to consider well-maintained assets that may lack reliability due to unforeseen issues.

Furthermore, the impact of Climate Change emerges as a critical consideration. Assets susceptible to climate change scenarios such as intense rainfall, rising temperatures, extreme weather events, and prolonged droughts will require special attention. When assessing these assets, it is crucial to incorporate a Climate Change rating, which accounts for any mitigation efforts aimed at reducing risk. To estimate the likelihood of asset failure, there is a combination of three factors (condition, performance, and Climate Change) using a simple average formula:

Likelihood of Asset Failure: (A + B + C) /3

Here, it is assumed equal weighting for each factor. For a more comprehensive understanding, refer to Figure 3 which provides detailed descriptions of these three critical factors.

Figure 3 – Likelihood Factors

Factors	Low (1)	Moderate (3)	High (5)
A - Condition	Very Good (1)	Good (2) or Fair (3)	Poor (4) or Very Poor (5)
B - Performance	Always Reliable	Usually Reliable	Not Reliable
C - Climate Change	No or limited impact, quick recovery or mitigation in place	Limited Impact with slower recovery, mitigation plan not in place	Moderate or high impact, no or limited mitigation plan

Calculation of Consequence

The question to consider when calculating consequence is: *What increases the impact of non-delivery (or failure of the asset)*. The factors that contribute to the consequence rating include.

- ***D*** – Impact or Severity
- ***E*** - Importance of the asset delivering service

Both impact and importance contribute to the consequence and will be multiplied by the likelihood of occurrence. The two ratings are added together for a maximum score of 5. For a detailed breakdown of consequence factors and their descriptions please refer to **Figure 4.** This table provides valuable insights into the nuances of consequence assessment, helping the Township make informed decisions.

Figure 4 – Consequence Factors

Factors	Low	Moderate	High
D – Impact	Low or no impact (0)	Moderate Impact (1)	High Impact (2)
E – Importance of the Asset Delivering Service	Low Importance (1)	Moderate Importance (2)	High Importance (3)

Calculation of Risk

The risk calculation for each of the assets is determined as follows.

Risk = Likelihood of Occurrence x Consequence

Risk = (A + B + C) / 3 * (D + E)

With the following representing,

- ***A*** = Condition
- ***B*** = Performance

- ***C*** = Climate Change
- ***D*** = Impact
- ***E*** = Importance of the Asset

1.6 Financial Strategy

The financial strategy set out in the AMP establishes a plan by which the Township will be able to sustain the lifecycle activities required to maintain the proposed level of service. O. Reg. 588/17 requires a minimum 10-year capital plan. The Township has consistently been reviewing 10-year plans as part of budget and mid-year review processes. The financing strategies within this report focus on maintaining the proposed service levels. Various financing options including reserve funds, debt, grant and tax levy were considered during the process of developing this plan.

1.7 Acknowledgement

The Township of North Dumfries extends its gratitude to Dillon Consulting for their work on “Phase One” of the Asset Management Plan, which focused on the Township’s core assets. Dillon Consulting was instrumental in the development of the state of infrastructure, condition of core assets and lifecycle management related strategies. The work done by Dillion has been updated by Township staff to be included within this version of the AMP. The original report prepared by Dillion Consulting can be viewed on the Township’s website [www.northdumfries.ca]

2. State of Local Infrastructure and Levels of Service

2.1 Road Networks

The Township owns and maintains a road network which includes paved and unpaved road assets, as well as sidewalks and streetlights. The information related to the road assets is based on the Township of North Dumfries Roads State of the Infrastructure Study 2022, completed by Dillon Consulting Limited. This document can be referenced for further information.

2.1.1 Roads

The Township owns and maintains 167.58 km of paved and unpaved road assets. In previously completed road needs studies, the asset inventory was classified as Urban, Semi-Urban, and Rural, with each defined as follows:

a) **Urban:** Roads having curb and gutter and storm sewer drainage

b) **Semi-Urban:** Roads without curb and gutter in built-up urban areas

c) **Rural:** Roads without curb and gutter outside built up urban areas.

Figure 5 - Summary of Road Assets

	Construction Material	Total Lane KM	Average Age (Years)	Replacement Costs (2024$)
Urban	High Class Bituminous (Asphalt)	30.50	18.2	$29,636,171
Semi - Urban	High Class Bituminous (Asphalt)	59.73	24.7	$19,751,024
	Gravel	0.74	23.8	$200,860
Rural	High Class Bituminous (Asphalt)	192.09	23.3	$81,220,784
	Low Class Bituminous (Tar and Chip)	1.20	26.2	$215,986
	Gravel	50.92	20.9	$13,816,401
	Total	335.17	22.2	$144,841,226

The 2024 replacement costs are estimated based on the last calculation from the 2022 costs generated in the State of the Infrastructure Report and inflated by 5% a year. The total replacement cost is estimated to be $144.8 million dollars.

Based on O. Reg. 588/17, the road classifications are:

- ***Arterial Road –*** Class 1 and Class 2 highway,
- ***Collector Road –*** Class 3 and Class 4 highway; and,
- ***Local Road –*** Class 5 and Class 6 highway

These classes of road are determined in the Table under Section 1 of Ontario Regulation 239/02 (Minimum Maintenance Standards for Municipal Highways) as set out in the *Municipal Act, 2001* based on average daily traffic counts and speed limit. The Township's road network is comprise of collector and local road types. The Township does not have own or operate arterial roads.

The Township has updated its Capital Asset Policy to track the road networks based on component comprised of base and surface. The information is still in progress to split these costs out in the historical database, and thus the AMP uses combined data. For the next full update to the AMP, it is recommended that the inventory assign separate expected useful lives to both the road surface and the road base. This approach will more accurately reflect the operating experience of the road network in the Township. Current data is already being tracked in this manner.

Figure 6 - Average Age of Roads

	Road Classifications	Construction Material	Expected Useful Life (Years)	Average Remaining Useful Life (Years)
Collector	Class 3 and Class 4 Highway	Gravel, High Class Bituminous (Asphalt)	40	18
Local	Class 5 and Class 6 Highway	Gravel, High Class Bituminous (Asphalt), Low Class Bituminous (Tar and Chip)	40	17

2.1.2 Sidewalks

The Township maintains approximately 30,000 m of sidewalks principally within the community of Ayr adjacent to the road network and as walkways. The total length of sidewalk can be categorized by the following:

- 540 m are adjacent to schools,
- 6,290 m are on Regional Roads,
- 1,310 m are adjacent to Township property,
- 285 m are in Centennial Park,
- 340 m are in the Downtown Core; and,
- Remaining 20,605 m on all other Township streets.

It is assumed that the entire sidewalk network consists of concrete segments. Excluding the sidewalk on the Regional Roads (6,920 m) due to a pre-existing agreement with the Region of Waterloo, there is a total of 23,080 m of sidewalk within the Township that, when replaced, would need to be funded by the Township. At an assumed 1.5 m width, this equates to 34,620 m2 of sidewalk.

The replacement cost of each m2 of sidewalk is estimated to $88.20/m2 (2024 dollars). This includes the removals and installation of the concrete surface and granular base. The total estimated replacement cost for all sidewalks that the Township is responsible for funding replacement is **$3,053,484.**

The average age of the existing sidewalk assets within the Township are estimated to be 15 years. The expected useful life of each sidewalk segment within the Township is 40 years for concrete sidewalks.

2.1.3 Streetlights

The Township has a total of 564 streetlights which are comprised of 437 traditional streetlights and 127 decorative streetlights. The majority of the decorative streetlight are located within the Nith River Way neighbourhood, Community of Roseville and the Maple Manor estate subdivision.

The total replacement cost for all the streetlights in the Township in 2024 CAD is **$3,439,850** based on per unit costs of $5,750 for a traditional streetlight and $7,300 for a decorative streetlight.

The expected useful life of traditional streetlight poles is dependent on the material used (80 years for concrete, 70 years for steel, and 30 years for wood). Decorative streetlights have an estimated useful life of 70 years.

The expected useful life of streetlight fixtures and luminaries (traditional or decorative streetlight) is 30 years.

2.1.4 Condition

A road condition assessment was most recently completed by Dillon Consulting Limited in 2022 with results and analysis documented in the Township of North Dumfries Roads State of Infrastructure Study 2022 report. The condition categories used as a part of that study were based on the level of service defined in ASTM manuals relative to the value of the Pavement Condition Index (PCI), as showcased in **Figure 7** below. PCI considers the physical condition of the road (e.g. cracking, potholes) measured by a visual inspection. A new road is assigned a PCI of 100, and over time, as the road ages and through wear and tear, the PCI number drops to 0, which is the worst possible condition.

Figure 7 - Condition Categories

Pavement Condition Index (PCI)	Condition Category
85 to 100	Very Good
70 to 85	Good
55 to 70	Fair
40 to 55	Poor
Less than 40	Very Poor

These values should be considered as guidelines for replacement activities which should also consider other needs in the Township's overall capital program. (For example, roads can be improved in conjunction with adjacent segments for a continuous section, or in consideration of other work being one in the roadway, such as replacement of culverts or pipe).

In reference to guideline SP-024 published in August 1989 by the Ministry of Transportation (Manual for Condition Rating of Flexible Pavements – Distress Manifestations), there are eight categories for flexible pavement ratings as presented in Figure 8. Pavement Condition Rating (PCR) is an assessment of overall pavement performance, both functionally and structurally. It is derived from serviceability based on evaluation of pavement riding comfort and of pavement surface distresses.

Figure 8 - Pavement Condition Rating

Pavement Condition Rating	Description of Pavement	Rideability Description
90 to 100	Excellent condition with few cracks	Excellent with few areas of slight distortion
75 to 90	Good condition with frequent very slight or slight cracking	Good with few slightly rough and uneven sections
65 to 75	Fairly good condition with slight cracking, slight or very slight dishing and a few areas of slight alligatoring	Fairly good with intermittent rough and uneven sections
50 to 65	Fair condition with intermittent moderate and frequent slight cracking, and with intermittent slight or moderate alligatoring and dishing	Fair and surface is slightly rough and uneven
40 to 50	Poor to fair condition with frequent moderate cracking and dishing, and intermittent moderate alligatoring	Poor to fair and surface is moderately rough and uneven
30 to 40	Poor to fair condition with frequent moderate alligatoring and extensive moderate cracking and dishing	Poor to fair and surface is moderately rough and uneven
20 to 30	Poor condition with moderate alligatoring and extensive severe cracking and dishing	Poor and the surface is very rough and uneven
0 to 20	Poor to very poor condition with extensive sever cracking, alligatoring and dishing	Poor and surface is very rough and uneven

A summary of the Township's overall roadway condition is showcased below in Figure 9. Based on the 2022 roadway evaluations, the average PCI value for the entire road network is 63. This puts the overall road network in the "Fair" category.

Figure 9 - Condition of Road Network

PCI Range	Condition Categories	Length of Road (km)	Percentage of Total Road Network
Greater than 85	Very Good	30.9	19%
70 to 85	Good	37.5	22%
56 to 70	Fair	25.5	15%
40 to 55	Poor	39.7	24%
Less than 40	Very Poor	33.9	20%
	Total	167.5	100%



2.1.5 Road Network Service Levels

Levels of Service (LOS) for road assets are outlined in Table 4 of O. Reg. 588/17. Figure 10 outlines the Township's current Community (CLOS) and Technical (TLOS) Levels of Service for road assets within the Township.

Figure 10 - Community Levels of Service (Roads)

Service Attribute	Community Levels of Service (Qualitative Description)	Community LOS
Scope	Description, which may include maps, of the road network in the Municipality and its level of connectivity.	The roads in the Township are intended to serve local and through traffic in urban and rural settings, throughout the Township. A map of the road network can be found in **Appendix A**.
Quality	Description or images that illustrate the different levels of road class pavement condition.	Pavement condition was assessed in 2022. The road segment surfaces were visually assessed using the TotalPave software and a PCI score which is between 0 and 100 was given to each segment. PCI of 100 is new condition and as the asset ages and the road condition deteriorates, the PCI score gets lower where PCI of 40 is very poor. A map by PCI score can be found in **Appendix A**.

See Figure 11 showcased below for roadway type, length of lane kilometers, and proportion per square kilometer of area.

Figure 11 - Proportion of Lane Kilometres

Street Type	Length of Lane-Kilometers	Lane-Kilometers as Proportion of sq. km of Land Area
Collector	231.4 km	1.2 km per 1 km^2
Local	103.8 km	0.55 km per 1 km^2

Asset performance measures were determined in consultation with Dillon Consulting, which provided relevant metrics against which the Township can gauge the performance of the assets. The performance measures for roads, and their current values are showcased in Figure 12.

Figure 12 - Road Performance Measures

Asset Performance Measures	Current Value
Roads with load restrictions	Seasonal road restrictions across the entire Township
Percentage of roads in Fair or Better condition	53%

The Township has a proposed service level of maintaining roads at an average PCI of 65.

2.2 Bridges and Culverts

2.2.1 State of the Infrastructure

The Township owns five (5) bridges and fourteen (14) structural culverts, for a total of eighteen (18) structures (The Nithvale Bridge is closed to vehicle and pedestrian access with no timeline/plans for restoration/rehabilitation to accommodate pedestrian access).

The inventory of structures are shown below in Figure 13 and Figure 14, including the structure type and name of structure. Bridges and structural culverts are defined as structures providing vehicle or pedestrian passage across an obstruction, gap, or facility that are greater than or equal to 3 metres in span.

Figure 13 - Inventory of Bridges

Structure Type	Quantity	Structure Name
Slab on I-Girder (Steel)	2	Footbridge Road Bridge Shellard Road Bridge
Solid Slab	1	Jedburgh Dam Bridge
Rectangular Voided Slab	1	Piper Street Bridge
Pratt style through truss	1	Nithvale Bridge
TOTAL	**5**	-

Figure 14 – Inventory of Structural Culverts

Structure Type	Quantity	Structure Name
Corrugated steel plate pipe arch	9	Alps Twin Culvert Industrial Road Culvert Kings Road Twin Culvert Reidsville Twin Culvert Sheffield Rd Twin Culvert 2 West Alps Road Twin Culvert Sheffield Rd Three-Cell Culvert 1 GreenField Road Twin Culvert GreenField Road West Twin Culvert
Concrete Rigid Frame	3	Morrison Culvert 1
		Morrison Culvert 2
		Gore Culvert 1
CSP/Concrete Rigid Frame	1	Clyde Road Culvert
Reinforced Concrete Elliptical	1	Gore Culvert 2
TOTAL	**14**	-

The total replacement cost of the majority of the roadway bridges and structural culverts is based on the 2024 OSIM Report which details the replacement values for each structure. The Nithvale Bridge was not included in the 2024 OSIM report, but a separate inspection and report was prepared by Jewell Engineering Inc. in March 2022.

The OSIM report identifies the elements of each structure and the corresponding replacement value for each element. The total replacement value for each bridge and structural culvert was determined to be $41.6 million with the total replacement cost summarized for each structure type which is highlighted below in Figure 15.

Figure 15 – Replacement Costs for Bridges & Structured Culverts

	Quantity	Total Replacement Costs
Bridges	5	$ 39,301,114
Structured Culverts	14	$ 2,344,319
Total	19	$ 41,645,433

The bridge network varies in age distribution from 52 years (constructed in 1970) to 139 years (constructed in 1883) and has an average age of 82 years old. There was no known age or year of construction information available for the structural culvert network. The age distribution for the bridges is shown in Figure 16 below.

Figure 16 - Age Distribution of Bridges

	Year Constructed	Age (Years)
Footbridge Road	1970	55
Jedburgh Dam	1940	85
Piper Street	1967	58
Shellard Road	1940	85
Nithvale	1883	142

The Township has previously undertaken condition assessment for bridge and structural culvert assets, determined through completion of OSIM inspections, the most recent having been completed in 2022 by MEDA Engineering and Technical Services. As mentioned previously, inspection of the Nithvale Bridge was not included in the 2024 OSIM report, but the bridge was inspected separately by Jewell Engineering Inc. in March 2022.

The OSIM provides an overall element condition index that quantifies the elements condition on a scale of 0-100, where 100 is the best and 0 is the worst. The average condition of all elements for a structure is used to determine an overall Bridge Condition Index (BCI). The Ontario Ministry of Transportation (MTO) has developed a general categorization for BCI values, as summarized below in Figure 17.

Figure 17 – Bridge Condition Index

Condition State	BCI
Good	71 to 100
Fair	60 to 70
Poor	Less than 59

Figure 18 and Figure 19 below summarize the BCI values for each bridge and structural culvert, and the corresponding qualitative condition. The average BCI for the four

bridges is 67.5 (fair), and the average of the BCI for the fourteen structural culverts is 68.7 fair.

A BCI value was not determined for the Nithvale Bridge during the most recent OSIM inspection due to it currently being closed. A BCI of 0 is assumed based on information provided by the Township. Due to the severe corrosion of the steel members, it was recommended by Jewell Engineering Inc. that the bridge remain closed in its current condition.

Figure 18 - Bridge Condition Summary

	BCI	Rating
Footbridge Road	66.0	Fair
Jedburgh Dam	48.6	Poor
Piper Street	69.9	Fair
Shellard Road	73.8	Good
Nithvale	-	Poor
Average BCI	51.7	Poor

Figure 19 - Structural Culvert Condition Summary

	BCI	Rating
Alps Twin Culvert	60.2	Fair
Industrial Road Culvert	71.2	Good
Kings Road Culvert	72.3	Good
Morrison #1	70.2	Good
Morrison #2	69.4	Fair
Reidsville Twin Culvert	72.3	Good
Sheffield Twin Ciuvert	70.1	Good
West Alps Road Twin Culvert	65.5	Fair
Sheffield Three-Cell Culvert	68.3	Fair
Clyde Road Culvert	69	Fair
Greenfield Road Twin Culvert	61.2	Fair
Greenfield Road West Twin Culvert	62	Fair
Gore 1	65	Fair
Gore 2	69.1	Fair
Average BCI	68.1	Fair

2.2.2 Level of Service

Levels of Service for bridges and culverts are outlined in Table 5 of *O. Reg. 588/17.* Table 29 and Figure 20 outline the Township's current community and technical levels of service for bridges and culverts.

Figure 20 - Community Levels of Service (Bridges and Culverts)

Service Attribute	Community Levels of Service (Qualitative Description)	Community LOS
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).	The Township's bridge and structural culvert network is designed to support various vehicle types, including: • Heavy transport vehicles • Motor vehicles • Emergency vehicles • Agricultural vehicles and equipment • Pedestrians • Cyclists
Quality	Description or images of the condition of bridges and how this would affect use of the bridges.	The condition of bridges and culverts are evaluated routinely (every two years) according to the OSIM requirements. For full descriptions and samples images of bridge and culvert condition classifications refer to the Ministry of Transportation's *Ontario Structure Inspection Manual 2008 and Field Inspection Guide* (April 2008). Bridges and culverts in Good condition typically operate as designed and would not receive any additional restrictions or limitations beyond those designed. Bridges and culverts in Fair to Poor condition may receive load restrictions or be subject to closure as deterioration affects asset capacity to safely and reliably deliver the designed level of service.
Quality	Description or images of the condition of culverts and how this would affect use of the culverts.	

Figure 21 - Technical Levels of Service (Bridges and Culverts)

Service Attribute	Technical Levels of Service (Technical Metrics)	Technical LOS
Scope	Percentage of bridges in the Municipality with loading or dimensional restrictions.	An OSIM bridge inspection report conducted in 2022 by MEDA Engineering and Technical Services identified one bridge that are posted with loading restrictions. This represents 5% of the total 19 bridges and culverts in the network. The 2022 report included the Jedburgh Dam Bridge with a posted loading restriction load restriction of 10 tonnes. In addition, the Nithvale Bridge is also currently closed.
Quality	For bridges in the Municipality, the average bridge condition index value.	The latest bridge condition index (BCI) value for the bridge network is based on 2022 inspections. The average index across the bridge network is 54, Poor.
Quality	For structural culverts in the Municipality, the average bridge condition index value.	The latest bridge condition index (BCI) value for the structural culvert network is based on 2022 inspections. The average index across the culvert network is 68.7, Fair.

Asset performance measures were determined in consultation with the Township, which provide relevant metrics against which the Township can gauge the performance of their assets. The performance measures bridge and culvert assets and their current values shown in **Figure 22**.

Figure 22 - Bridge and Culvert Performance Measures

Asset Performance Measures	Current Value
Annual average daily traffic (AADT) counts over bridges to assess usage	Footbridge Road Bridge – 2,500 Jedburgh Dam Bridge – 1,300 Piper Street Bridge – 2,000 Shellard Road Bridge – 3,800 Nithvale Bridge – 0
Number of bridge or culvert failures/road closures	0
Number of structures with load restrictions	1
Percentage of bridges and culverts in Fair or better condition	60% of Bridges and 100% of Culverts

2.3 Stormwater Assets

2.3.1 State of Infrastructure

The Township owns and maintains a stormwater system which includes a linear storm sewer network, catch basins, manholes and stormwater management facilities. A summary of the quantity of linear storm assets and appurtenances is provided below in Figure 23.

Figure 23 - Inventory of Linear Stormwater Assets

Asset Type	Quantity of Assets	Unit of Measure
Storm Sewer Mains	11,143	Length (m)
Storm Sewer Manholes	150	Quantity
Storm Sewer Catch Basins	625	Quantity

In addition, there are nine stormwater management (SWM) facilities that are currently assumed by the Township. A further breakdown of these SWM facilities and their location is provided below in Figure 24.

Figure 24 - Inventory of Stormwater

Facility ID	Facility Name	Facility Type	Catchment Area (ha)	Location
A	Main Street SWM Pond	Dry Pond	5	201 Main Street
B	Hunt St SWM Pond	Wet Pond	9	19 Hunt Street
C	Robert Simone SWM Pond	Wet Pond	8.6	37 Robert Simone Way
D	Vincent Drive SWM Pond	Wet Pond/ Wetland	61.1	248 Vincent Drive
E	Jenkings SWM Pond	Wet Pond	8.4	23 Jenkings Court
F	Wanless SWM Pond	Dry Pond	40.5	Behind 120 Wanless Court
G	Waydom SWM Pond	Dry Pond	42.1	Rear of 420/500 Waydom Drive
H	Earl Thompson SWM Pond	Dry Pond	17.5	105 Earl Thompson Road
I	Darrell Pond	Dry Pond	40.5	132 Earl Thompson Road

Figure 25 - Replacement Unit Costs for Storm Sewers

Pipe Diameter (mm)	Pipe Material	Replacement Unit Cost ($/Metre)
< 250	PVC	$1,400
250 - 500	PVC	$1,600
500 - 1000	Concrete	$2,400

Figure 26 provides a total estimated replacement cost for the linear storm sewer network including appurtenances. The total estimated replacement cost is $20.8 million.

Figure 26 - Replacement Unit Costs for Storm Sewer Including Appurtenances

Pipe Diameter (mm)	Total Pipe Length (m)	Total Replacement Cost
< 250	178	$249,200
250 - 500	7,138	$11,420,800
500 - 1000	3,827	$9,184,800
Total	11,143	$20,854,800

The replacement cost of the stormwater management facilities is estimated at $8,393,600. This assumes of a unit cost of $34,000 per hectare of drainage area, in reference to a unit cost provided in the City of Barrie's 2020 Stormwater Asset Management Plan inflated to 2024 Dollars assuming a 3% average annual inflation. The total drainage area serviced by the Township's nine stormwater management facilities is 232.7 ha. There is limited available information related to the age of the storm sewers. As such, it is assumed that the storm sewers are the same age as the roadway which they are installed within. Based on this assumption, the average age of the storm sewer mains by linear metre is 18.5 years. It is assumed that the manholes and catch basins were installed at the same time as the storm sewer mains and are of a similar average age. The average age of the existing stormwater management facilities is estimated to be approximately 30 years old.

A summary of the average condition of stormwater management linear assets, weighted by length of pipe, is included in Figure 27. The condition is reported on a scale of 0 to 100, where 100 represents an asset in new condition. The average condition of all linear stormwater assets (by length) is "Very Good."

Figure 27 - Average Condition

Pipe Material	Total Length (m)	Average Condition Score	Average Condition Rating
Concrete	3,827	99.2	Very Good
PVC	7,316	97.9	Very Good
Total	**11,143**	**98.3**	**Very Good**

The condition results summarized in Figure 29. The scoring system evaluates each facility with the lower score indicative of fewer issues. Under the assumption that each criterion is weighted equally, an average condition score has been calculated with all nine facilities with an average score of 3.1 (Attention Required).

Figure 28 - Condition Rating System of SWM Facilities

Condition Rating	Description
1	Excellent (the component has no deterioration)
2	Satisfactory (some wear is noticed, but does not affect the functionality of the component)
3	Attention Required (the component is still functioning but has minor problems that may prevent the component from functioning properly during extreme events – some simple upkeep is required)
4	Non-Functional (the component is no longer functioning as designed)
5	Non-functional and deterioration, but not causing a safety hazard
6	Safety Hazard (the component presents a safety hazard either because it allows access to restricted areas, e.g. a grate on a pipe is not secure, or the component is structurally unsound e.g. erosion of the access road).
N/A	Not observed or does not exist

The results of the condition assessments identify that several of the stormwater facilities require operation and maintenance activities, including sediment removal and vegetation maintenance. Not addressing this backlog of maintenance activities will result in poor water quality and failure to meet regulatory requirements. The Jenkings SWM facility, which scored the highest overall condition score of 3.5, is being cleaned out in 2026.

Figure 29 - SWM Facilities Condition Summary

Criteria	SWM Facility Condition Score								
	A	B	C	D	E	F	G	H	I
General facility appearance	3	3	3	3	3	3	3	2	2
Inlet and outlet structures	3	4	2	3	5	3	3	2	4
Low flow channels	N/A	N/A	2	3	5	N/A	N/A	N/A	5
Emergency overland spillway	4	2	2	3	5	3	3	3	4
Vegetation	5	5	5	5	2	5	5	2	3
Access road and walkway	5	5	5	5	3	4	4	3	3
Perimeter fencing	3	3	3	3	3	4	4	2	N/A
Presence of erosion, unsafe conditions, nuisance issues, encroachments, poor water quality, etc.	3	3	2	2	3	3	3	2	2
Sediment accumulation	4	4	2	3	5	5	5	2	2
Public safety	1	1	1	1	1	1	1	1	1
Total Condition Rating Score	31	30	27	31	35	31	31	19	26
Overall Average Condition	**3.4**	**3.3**	**2.7**	**3.1**	**3.5**	**3.4**	**3.4**	**3.1**	**2.9**

2.3.2 Level of Service

Levels of service for stormwater assets are outlined in Table 3 of the regulation, O. Reg. 588/17. Figure 30 and Figure 31 outline the Township's current community and technical levels of service for stormwater assets.

Figure 30 - Community Levels of Service Stormwater Management

Service Attribute	Community Levels of Service (Qualitative Description)	Community LOS
Scope	Description, which may include maps, of the user groups or areas of the Municipality that are protected from flooding, including the extent of the protection provided by the municipal stormwater management system.	The stormwater management system in the Municipality is devised of a pipe network and drains, which provide conveyance of stormwater from roadways. The extents of the network are shown in **Appendix A**.

Figure 31 - Technical Levels of Service Stormwater Management

Service Attribute	Technical Levels of Service (Technical Metrics)	Technical LOS
Scope	Percentage of properties in municipality resilient to a 100-year storm.	Approximately 24% of the Ayr Urban Area is resilient to a 100-year storm. This is equivalent to approximately 10% of the properties in the Township.
Scope	Percentage of the municipal stormwater management system resilient to a 5-year storm.	Approximately 24% of the Ayr Urban Area is resilient to a 5-year storm. This is equivalent to approximately 10% of the properties in the Township.

Asset performance measures were determined in consultation with Staff, which provide relevant metrics against which the Township can gauge the performance of their assets. The performance measures for stormwater management assets and their current values are shown in Figure 32 below.

Figure 32 - Stormwater Management Performance Measures

Asset Performance Measures	Current Value
Percentage of the Ayr community with stormwater quality and quantity control	Currently approximately 24% of the area in the Ayr Urban Area has quality and quantity control. This value with continue to increase as the Township undertakes road construction to implement SWM facilities.
Inspection frequency of stormwater ponds and catch basins	Annual inspection (initiated in 2021)

2.4 Facilities

2.4.1 State of Infrastructure

The Township owns and maintains a variety of facilities that support the services provided by the municipality. The Township owns eight (8) facilities with an estimated replacement cost of $51.3 million dollars.

The Township leases office space for the Town Hall Administration. The replacement cost for the Town Hall has not been included within this report as the Township is not responsible for the maintenance of the facility. The leasehold improvements previously

done included space for future operational needs and therefore no further improvements are anticipated to be required during the life of the lease.

Although the Township owns the building in which the library occupies, the Region of Waterloo is responsible for the delivery of library programs and services. The Township is however responsible for the lifecycle replacement and renewal of the major building components (ie: roof, exterior doors & windows, exterior cladding, HVAC, electrical and plumbing, parking lot, etc).

The replacement costs for the buildings owned by the Township come from a 2023 Building Condition Assessment (BCA) that was conducted by Cion Corporation in partnership with the Township and then indexed by the NRBCI rate. The full BCA reports can be found on the Township website [www.northdumfries.ca].

As part of the comprehensive Building Condition Assessment (BCA) conducted by Cion Corporation, a Facility Condition Index (FCI) was established. The FCI serves as a standard benchmark in facility management, providing an objective assessment of the current and projected condition of building assets. The Facility Condition Index (FCI) is calculated using the following formula.

FCI = *Repair and Replacement of Deficiencies / Current Replacement Value*

The resulting FCI percentages fall into specific ranges, that are displayed below.

Figure 33 – FCI Percentages

Condition State	FCI
Very Good	0%
Good	0.1% to 5%
Fair	5% to 10%
Poor	10% to 30%
Very Poor	> 30%

Figure 34 – Summary of Buildings, Replacement Costs and FCI Ratings

	Replacement Cost (2024 dollars)	FCI	Rating
Fire Hall	$ 3,872,245	4.6	Good
Public Works - Vehicle Building	$ 3,623,867	9.9	Fair
Public Works - Administrative Building	$ 1,818,000	0	Very Good
Public Works - Sand Dome	$ 955,000	1.5	Good
Ayr Community Center	$ 8,441,654	28.3	Poor
North Dumfries Community Center	$ 22,780,420	1.7	Good
Roseville Community Center	$ 1,771,159	2.5	Good
Library	$ 8,044,462	1.9	Good
Total Replacement Cost	$ 51,306,807	6.3	Average Rating Fair

The new administrative building for public works was assessed at very good as it was constructed in 2024.

2.4.2 Level of Service

The Levels of Service (LOS) framework encompasses both community/customer-level service (CLOS) and technical-level service (TLOS). These distinct service levels provide guidance for specific services, serving as benchmarks against which performance is evaluated. In the context of township management, Figures 35 and 36 highlight the community/customer and technical levels of service, ensuring that service delivery aligns with established standards. Levels of Service guide decision making, optimize resource allocation, and help contribute to a thriving community by ensuring well-maintained infrastructure and responsive services on both a technical and community/customer level.

Figure 35 –Facility Customer/Community LOS

Service Attribute	Community Level of Service
Quality	The Township strives to maintain facilities in a reliable state of repair
Functional	The Township provides facilities that are clean, safe and available for use.

Figure 36 –Facility Technical LOS

Service Attribute	Technical Level of Service	Current Level of Service	Proposed Level of Service
Quality	Average weighted condition assessment based on FCI	Fair	Fair
Functional	Number of facilities with security cameras	63%	63%
Functional	Monthly Health and Safety Inspections occur with any found issues being addressed within a reasonable time.	100%	100%

2.5 Parks and Amenities

2.5.1 State of Infrastructure

The Township of North Dumfries boasts an extensive park system. The system encompasses trail networks through urban settings and natural areas as well as active parks and related amenities. The Township's parks contain a wide variety of amenities including washroom facilities, spray pads, tennis/pickleball courts, a skate park, ball diamonds, soccer fields and playgrounds.

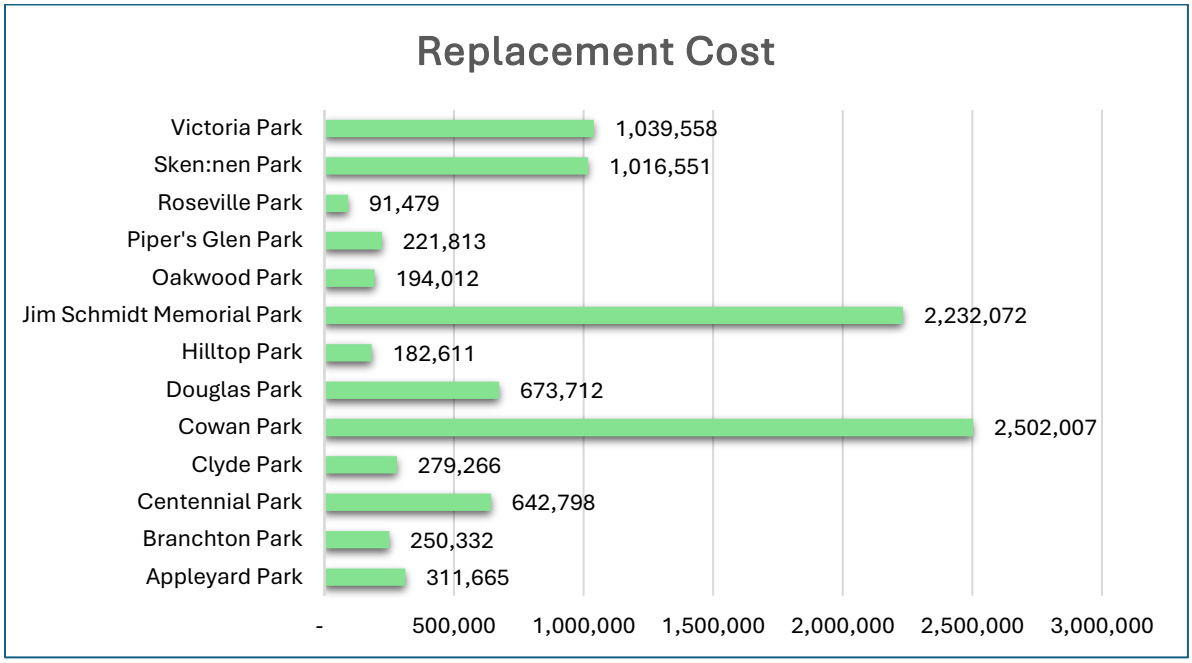
The Township's parks include Victoria Park, Centennial Park, Jim Schmidt Memorial Park, Branchton Park, Clyde Park, Cowan Park, Appleyard Park, Skén:nen Park, Oakwoods Park, Roseville Park, Hilltop Park, Douglas Park, and Piper's Glen Park. Figure 37 displayed below highlights all park assets within the Township of North Dumfries and displays what each park has to offer to Township residents

Figure 37 – Park Assets within the Township

Township Park	Park Assets
Victoria Park – 75 Rose Street	2 Tennis/Pickleball Courts (Lit), 2 Baseball Diamonds (Lit), Playground Equipment, Pavilion & Washrooms
Centennial Park – 31 Northumberland Street	Pavilion Building, Lit Pedestrian Trail, Pedestrian Bridge, Adjacent to Municipal Parking Lot.
Jim Schmidt Memorial Park – 53 Hilltop Drive	3 Tennis/Pickleball Courts (Lit), 2 Baseball Diamonds (Lit), Pavilion, Playground Equipment, Washroom Building, Walking Trail, Shade Structure
Branchton Park – 30 Mary Street	Playground Equipment, Pavilion, Soccer Field, Baseball Diamond
Clyde Park – 1220 Village Road	Playground Equipment, Pavilion, Baseball Diamond, Soccer Field, Basketball Court, Outdoor Fitness Equipment.
Cowan Park – 2958 Greenfield Road	Playground Equipment, Pavilion, 4 Soccer Fields (1 Lit), 3 Beach Volleyball Courts, Skatepark, Outdoor Fitness Equipment, Spray/Splash Pad, Washroom Complex, Walking Trail, Community Garden
Appleyard Park – 23 Challenger Drive	Playground Equipment, Multipurpose Half Court, Shade Structure
Skén:nen Park – 271 Robert Woolner Street	Playground Equipment, Multipurpose Court, Shade Structure, Splash Pad, Junior Baseball Diamond
Browns Park – 24 Oakwood Drive	Playgroup Equipment, Soccer Field, Walking Trail
Roseville Park – 3195 Roseville Road	Basketball Court, Junior Baseball Diamond, Soccer Field, Playground Equipment
Hilltop Park – 153 Hilltop Drive	Playground Equipment
Douglas Park – 39 Douglas Drive	Playground Equipment
Piper's Glen Park – 86 Nith River Way	Playground Equipment, Baseball Diamond, Soccer Field

The replacement costs for the park and land improvements within the Township are derived from a 2023 BCA that was conducted by Cion Corporation. Figure 38 as presented below highlights the park assets owned by the Township, and the respective replacement cost for each asset. Six of the Township's parks were included within the BCA study. Two parks were constructed in 2024 and thus have current values that are appropriate to use as replacement costs. The remaining five parks have estimated replacement costs based on historical values and inflation rates. Total Replacement costs for the Township parks and amenities is approximately $9.4 million dollars.

Figure 38 – Replacement Cost of Park Assets



It should be noted that Oakwoods Park is undergoing rehabilitation in 2025 which has not been reflected in this version of the AMP.

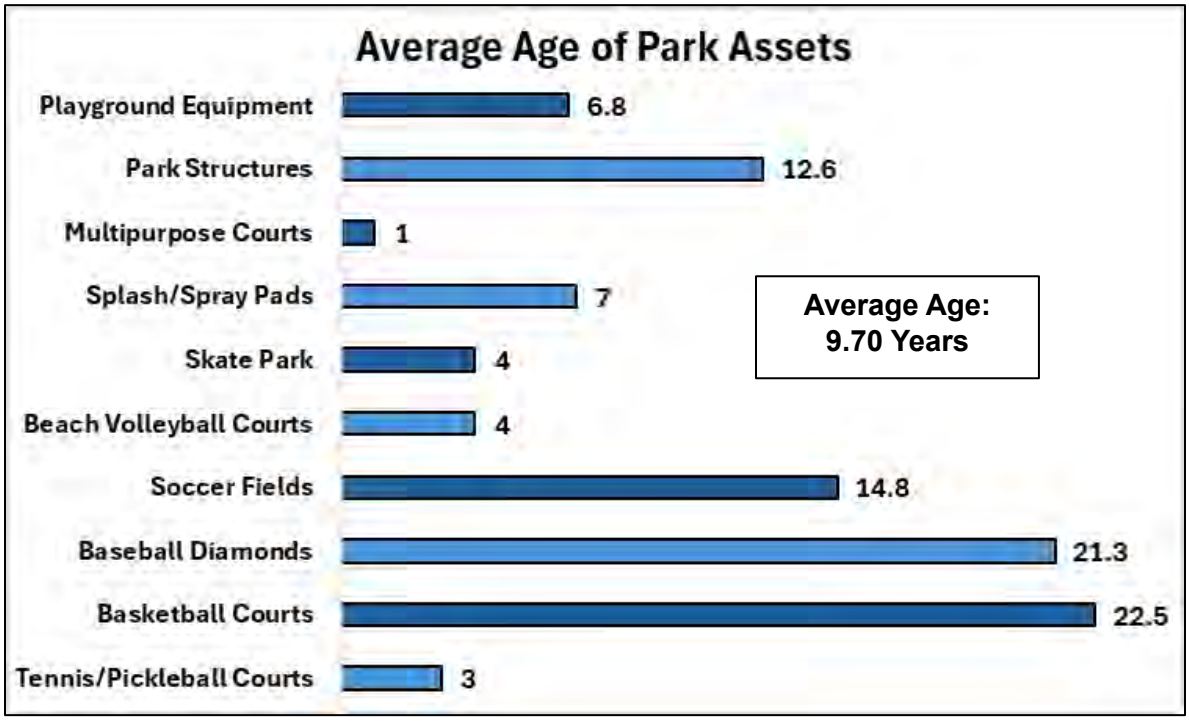
Figure 39 displayed below presents the overall Facility Condition Index (FCI) for each respective park asset, along with its corresponding FCI percentage and a rating that spans from “good” to “critical.” Additionally, the table highlights the average Facility Condition Index (FCI) across all Township of North Dumfries Park assets. It should be noted that since the 2023 BCA rating study was completed, upgrades and repair work was undertaken at Victoria Park. This results in an improvement to the FCI Percentage and related Rate. The chart below reflects the improvement.

Figure 39 – Parks Condition Index

Park	FCI Percentage	Rating
Cowan Park	1.0%	Good
Branchton Park	12.5%	Poor
Centennial Park	15.1%	Poor
Clyde Park	0.5%	Good
Schmidt Park	1.3%	Good
Victoria Park	1.5%	Good
Appleyard Park	0.0%	Good
Skén:nen Park	0.0%	Good
Oakwood Park	4.8%	Good
Roseville Park	5.4%	Fair
Hilltop Park	3.6%	Good
Douglas Park	2.2%	Good
Piper's Glen Park	1.9%	Good
Average Ratings	**3.8%**	**Good**

The determination of the estimated useful life for Township Park assets involves a judicious blend of established industry standards and the expertise of Township staff. Regular reviews of the estimated useful life are essential. These assessments ensure alignment with the observed service duration for each asset type. If necessary, adjustments are made to optimize asset management practices. As depicted in Figure 40 below, which highlights the average age of all park assets.

Figure 40 – Average Age of Park Assets



2.5.2 Level of Service

The Level of Service (LOS) framework encompasses two distinct but interconnected dimensions: community/customer-level service (CLOS) and technical-level service (TLOS). These service levels serve as essential benchmarks, guiding the delivery of specific services within the context of township management. By adhering to these Levels of Service, the Township makes informed decisions, allocates resources effectively, and contributes to a thriving community. The Township's commitment extends to maintaining well-functioning infrastructure and providing responsive services at both the technical and community/customer levels.

In Figures 41 and 42, displayed below it highlights both the community/customer and technical LOS for Township parks, and the assets occupying the park space. These tables serve as reference points, allowing the Township to gauge overall performance against a predefined criterion. When the delivery of Township services aligns with established industry standards, it creates a balance between community satisfaction and technical excellence. The LOS framework is not purely a set of guidelines, it is a

compass guiding the Township towards a vibrant, resilient, and interconnected community.

Figure 41 – Park Assets Community/Customer LOS

Service Attribute	Community Level of Service
Quality	The Township strives to maintain the parks and amenities in a reliable state of repair
Functional	The Township provides parks that are clean, safe and available for everyone to use.
Capacity	The Township strives to maintain the capacity of parks and amenities.

Figure 42 – Park Assets Technical LOS

Service Attribute	Technical Level of Service	Current Level of Service	Proposed Level of Service
Quality	Average weighted condition assessment based on FCI	Good	Good
Functional	Frequency of garbage cleanup (May to October) - Urban Parks - 3 times per week - Rural Parks - once per week	100%	100%
Functional	Frequency of grass cutting (May to October) - Once per Week	100%	100%
Functional	Percentage of playgrounds that passed the most recent Compliance, Safety, Accountability (CSA) safety inspection.	100%	100%
Functional	Number of Parks that contain one or more features that complies with Accessibility for Ontarians with Disabilities Act	92%	100%
Capacity	Number of Hectares of parkland per 1,000 residents	2.40	2.40

2.6 Rolling Stock

2.6.1 State of Infrastructure

The Township manages a diverse fleet of rolling stock, approximately forty-eight (48) “vehicles” with an estimated replacement value of approximately $12.2 million dollars. The fleet ranges from small passenger vehicles to heavy equipment for snow removal. There are also specialized items such as fire trucks and ice resurfacers. Forty-one (41%) percent of the replacement costs relates to the Fire Department. Forty-nine (49%) percent of the replacement costs relates to the Public Works Departments. The Township has been witnessing large increases in market price regarding the cost of fire trucks and large equipment such as graders and tandem axle dump trucks.

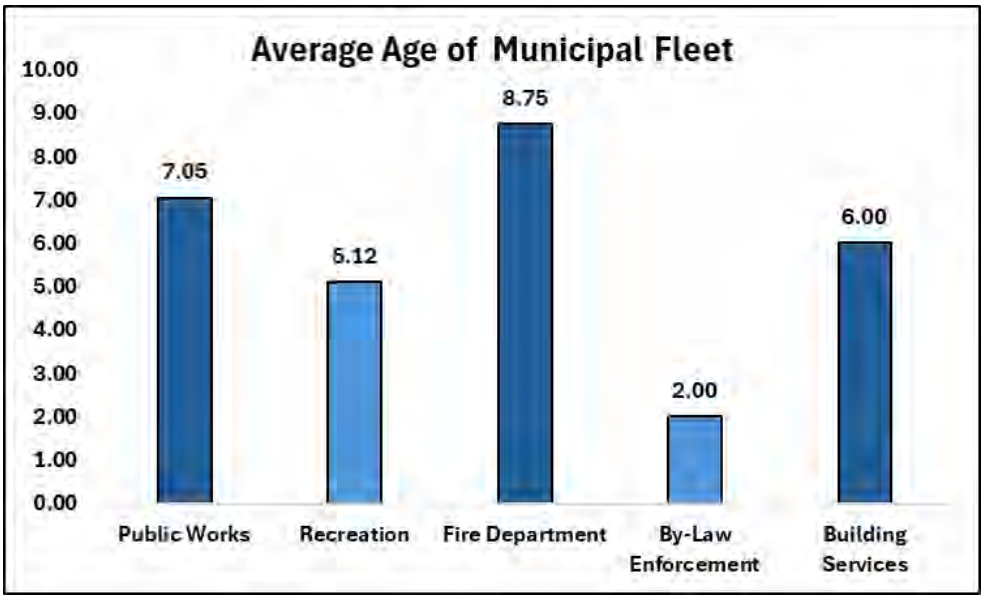
Figure 43 – Fleet Replacement Cost by Department

Department	Quantity	Total Replacement Cost
By - Law	1	$55,713
Building	2	$111,427
Fire	8	$5,060,048
Public Works	19	$5,940,724
Recreation	18	$1,054,133
Total Replacement Cost		**$12,222,046**

The Township does not possess a condition assessment for its rolling stock. Instead a modified age based methodology was used for this version of the AMP. This method implies a lower confidence in understanding the true condition of each asset. All Fire

Apparatus are assessed at good condition, due to the regular maintenance and inspection / certification program. Public Works large equipment are assessed at fair condition. Passenger vehicles have been assessed at fair to good condition dependent upon the age of the vehicle.

Figure 44 – Average Age of Municipal Fleet



2.6.2 Level of Service

The Levels of Service (LOS) consists of both a community/customer level of service (CLOS), and a technical level of service (TLOS). These service levels are a direction for a particular service which the performance will be measured. The community and technical levels of service are highlighted below in Figures 45 and 46.

Figure 45 – Rolling Stock Customer Levels of Service

Service Attribute	Community Level of Service
Quality	The Township strives to ensure that its rolling stock function as intended.
Reliability	The Township strives to minimize failures of its rolling stock such that items are available as required.
Sustainability	The Township is in the process of converting its rolling stock to hybrid or electric alternatives where possible.

Figure 46 – Rolling Stock Technical Levels of Service

Service Attribute	Technical Level of Service	Current Level of Service	Proposed Level of Service
Quality	Percentage of vehicles with assessed conditions of fair or better	83%	90%
Reliability	% of inspections completed, as required under the Highway Traffic Act	100%	100%
Reliability	% of Fire Trucks that are less than 20 years	100%	100%
Sustainability	Number of vehicles using hybrid or electric technology	3	11

2.7 Equipment and Other Assets

2.7.1 State of Infrastructure

In the meticulous evaluation of the Township's non-core assets, staff encountered a diverse array of IT-equipment, smaller-scale tools and equipment, machinery, and other assets. These unassuming components often stored in utility closets or maintenance sheds play an indispensable role in the seamless functioning of the community. While they might not command the spotlight like major infrastructure projects, the significance of these assets cannot be overstated. IT-Assets play a large role in the services provided by the Township from computers, to in the field devices, IT equipment is crucial to a well functioning municipality.

Figure 47 – Non-core Assets Replacement Costs by Department

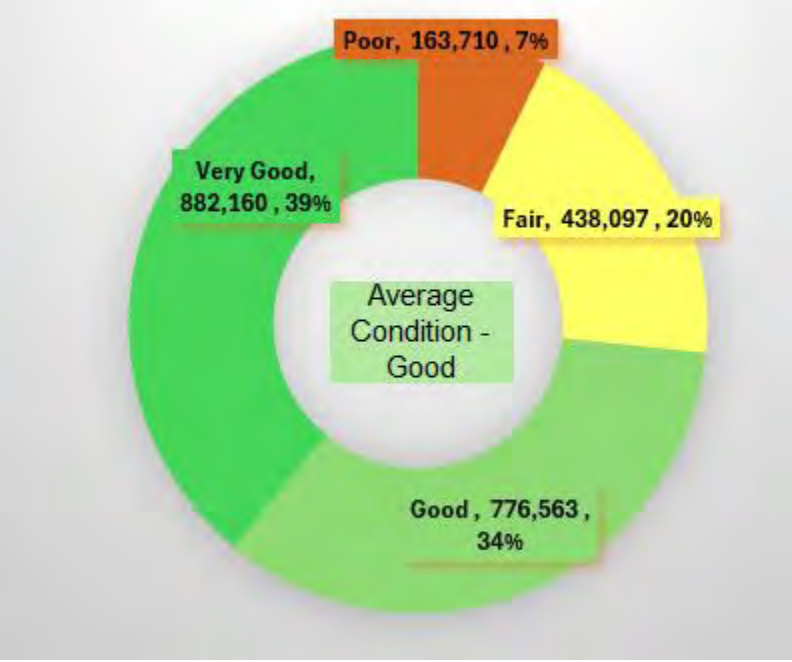
	Replacement Cost
Recreation	$321,161
Public Works	$314,936
Fire	$887,671
Other	$736,763
Total Replacement Costs	$2,260,551

The condition of the Township's equipment was assessed by staff on the basis of percentage of remaining useful life of the asset. Conditions were assigned based on percentage of remaining useful life from Very Good to Very Poor. The following table sets out the criteria for assessment.

Figure 48 – Condition State

Condition State	Percentage of Remaining Useful Life
Very Good	80% - 100%
Good	60% - 80%
Fair	40% - 60%
Poor	20% - 40%
Very Poor	Less than 20%

Figure 49 – Condition State Pie Chart



2.7.2 Level of Service

The Levels of Service (LOS) framework encompasses two distinct but interconnected dimensions: community/customer-level service (CLOS) and technical-level service (TLOS). These service levels serve as essential benchmarks, guiding the delivery of

specific services within the context of township management. By adhering to these Levels of Service, the Township makes informed decisions, allocates resources effectively, and contributes to a thriving community. The Township's commitment extends to maintaining well-functioning infrastructure and providing responsive services at both the technical and community/customer levels. In Figures 50 and 51, displayed below it highlights both the community/customer and technical LOS for Township equipment and other assets.

Figure 50 – Equipment and Other Assets Community/Customer LOS

Service Attribute	Community Level of Service
Quality	The Township strives to ensure that its equipment function as intended.
Reliability	The Township strives to minimize failures of its equipment such that items are available as required.

Figure 51 – Equipment and Other Assets Technical LOS

Service Attribute	Technical Level of Service	Current Level of Service	Proposed Level of Service
Quality	Percentage of equipment with assessed conditions of fair or better	93%	90%
Reliability	IT - Equipment - Server uptime as a percentage	99%	99%

3. Asset Lifecycle Management Strategy

This Section sets out an action plan that will assist the Township in maintaining assets to meet the proposed level of service objectives as set out in Section 2 of the AMP. Lifecycle management strategies identify the specific activities that should be performed on an asset in order to ensure it is performing at an appropriate level and/or to extend its service life.

Lifecycle activities, as defined by O. Reg. 588/17, include construction, maintenance, renewal, operation, and decommissioning of assets, along with all associated engineering and design work. Additionally, the 'Building Together – Guide for Municipal Asset Management Plans' (issued by the Ministry of Infrastructure) classifies lifecycle activities into several distinct categories: non-infrastructure solutions, maintenance, renewal/rehabilitation, replacement, disposal, and expansion. For each asset category considered within this Asset Management Plan (AMP), specific lifecycle activities have been identified. The Township has historically undertaken all the activities listed within the lifecycle activities to various degrees based on asset type. Non-infrastructure solutions and maintenance activities have been funded within the operating budget. Renewal/Rehabilitation, replacement, disposal and expansion activities have been included in the capital budget.

The AMP sets out the cost of required activities over the next 10-years for each lifecycle activity. Also included in this section is a risk analysis, which outlines a summary of assets that can be prioritized for repair/replacement if needed.

3.1 Impact of Growth

Growth in population is expected to result in incremental service demands that may impact both current and proposed levels of service. The Township of North Dumfries population as set out in the 2021 Census was 10,619, which places the Township in the "less than 25,000" as established in O. Reg. 588/17. In reference to the Region of Waterloo Official Plan in October 2024, the population and employment forecasts for the Township are as follows:

- As of 2024, the Township had approximately 11,300 residents and the Township should plan to accommodate 19,600 residents by year end 2051.
- As of 2024, the Township had an employment population of 7,000 and the Township should plan to accommodate an employment population of 12,200 by year end 2051.

Growth-related assumptions and its impact on the lifecycle of both the core and non-core assets are outlined in Figure 52.

Figure 52 – Growth

Asset Category	Growth Impact Assumptions	How Assumptions Relate to Lifecycle of Assets
Road Network	Increased in traffic resulting from new developments	Potential to increase in road maintenance costs, changes in road classifications may require upgrades to assets
Bridges & Culverts	Increased usage of bridge crossings by vehicles in the area	Potential traffic volume delays and mitigation required. Load considerations and regularly scheduled maintenance checks.
Stormwater	Increased service demands & expansion of network. Increased storm runoff volumes from urbanization	Potential increase in capital budget due to increase in service network size and capacity.
Parks & Amenities	With forecasted population growth, increased demand for parks, playgrounds, and trails	More frequent inspections and maintenance of parks, playgrounds, and trails, potential for new parks and amenities
Facilities	Increased demand for programming may lead to capacity constraints and more competition for facility or room rentals	Greater usage of facilities will require increased frequency of maintenance activities
Rolling Stock	Higher population density will place more demand on Fire service vehicles. Potential for more demand on snowplows as new development results in additional roads	Increased frequency of maintenance activities for some vehicles, may require additional equipment and/or specialized fire vehicles

Equipment and other assets	Larger population will result in more demand for services	Increased maintenance for equipment will be required, potential for need to increase number of items available.

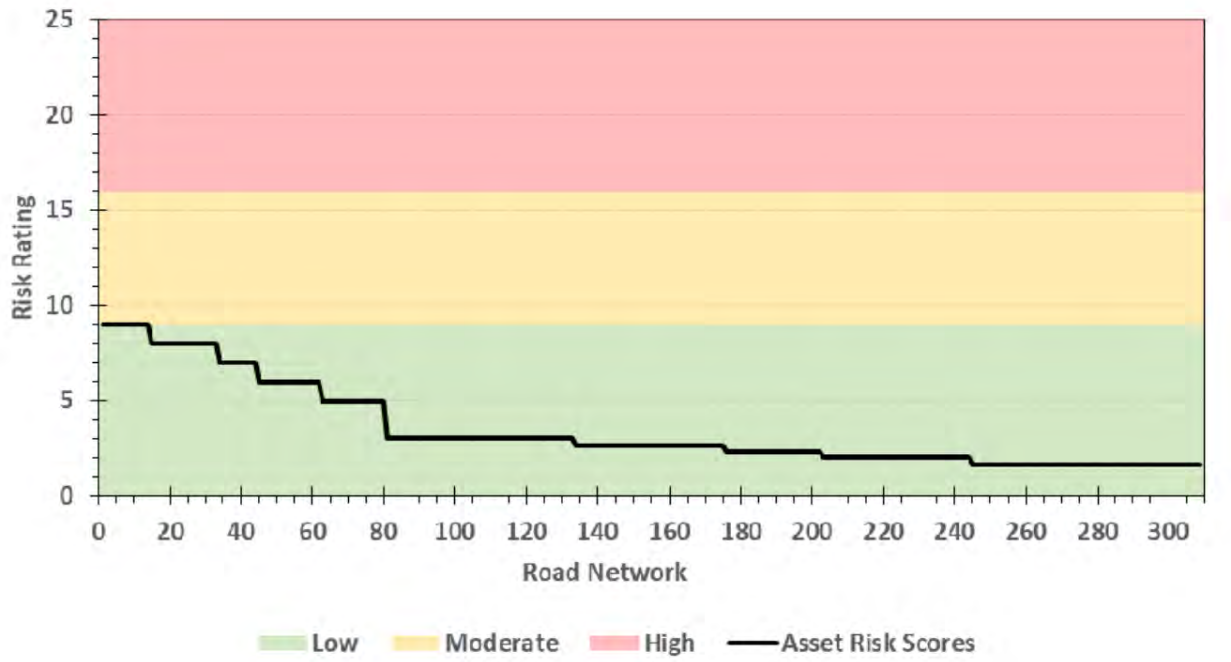
Growth related infrastructure and assets are reflected in the proposed level of services identified in Section 2. Typically, these assets are funded fully or partially through development charges. However, as they can impact level of service, the costs are included within the 10-year expenditures and the related financial strategy in Section 4.

3.2 Risk Assessment

In analyzing the different road segments based on age and the performance condition index, it was shown that there are no road segments with the moderate risk score (9-16) or the highest risk rating (above 16). All 309 road segments currently are in the lowest risk score (0-9).

It is important to highlight that the risk rating is used to inform the capital plan and the development of the capital plan considers other factors in addition to risk rating, such as scheduling, accessibility during construction, and availability of funding. The road Risk Profile can be seen below in Figure 53.

Figure 53 - Road Risk Profile



The road performance rating for individual asset were assumed to be “Always Reliable” as there were no roads indicated otherwise. Road segment importance was determined based on the street type. Moderate (2) importance roads are collector roads, and low (1) importance roads are local roads.

The condition and usage of the road assets is a key driver in the determination of lifecycle activities to use. The condition was determined in 2022 as part of this State of the Infrastructure Study for North Dumfries’ Road network and should continue to be updated by the Township. Condition of the roads can be completed on scheduled basis wherein the entirety of the network is reviewed in annual portions over a defined duration (example five years). A variety of methods can be implemented for undertaking condition assessment of roads, including visual inspection and street scan technology. A condition rating program can also be implemented that considers the importance or risk of a road segment and prioritizes frequency and timing of condition assessments to higher usage or higher importance roads. A condition assessment program is recommended for the Township.

Maintenance works should be undertaken throughout the lifecycle of an asset. Selection of the appropriate maintenance activity will depend on the type of deterioration being

experienced on the asset, and the condition of the asset. Some activities, such as crack sealing, are best utilized on a road segment that is generally in “Good” condition. As the road segment continues to deteriorate, maintenance activities may become a less preferred option.

Rehabilitation activities should be undertaken on an asset when it has deteriorated past the point where maintenance activities would be adequate to address condition issues. Selection of the appropriate rehabilitation activity will depend on the road surface material, stage in lifecycle, and severity and type of deterioration.

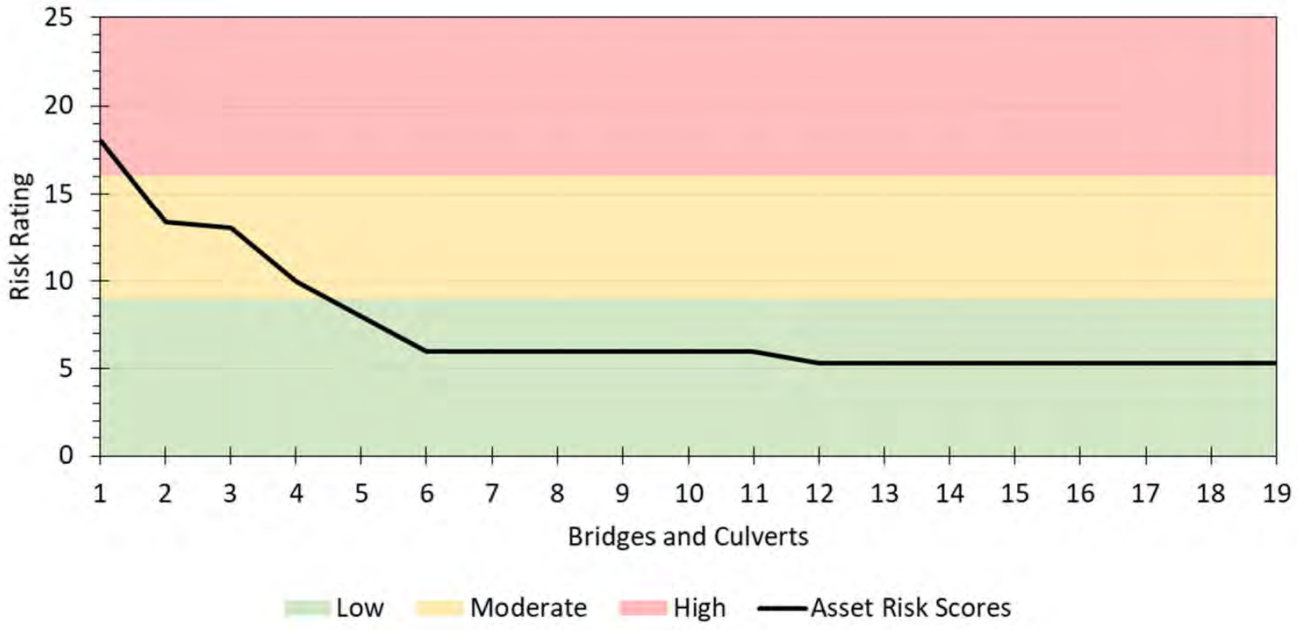
In general, the current strategy for the road assets at the Township is to allow the road surface asset to degrade near to the end of its expected lifecycle and reconstruct the road surface when required. The road base has a much longer expected useful life than the road surface and is dealt with as required during road works. The requirement for reconstruction of the road base is determined through a combination of staff knowledge of the road condition and conducting boreholes to assess the viability of the road base. The Township does not currently undertake boreholes for every road segment to be reconstructed.

As for gravel roads, it is recommended that the gravel roads be graded regularly, and gravel applied annually. Localized repairs and maintenance should also be completed where required. Reconstruction of these roads may be required if condition is found to have deteriorated, however the expected lifespan is long.

The risk profile for bridges and culverts are shown in **Figure 54.**

The bridges have a range of risk scores and fit into all of the risk ratings. The Footbridge Road Bridge is classified as High Risk, the Piper Steet Road and Nithvale Bridge are classified as Moderate Risk, and the Jedburgh Dam Bridge and the Shellard Road Bridge are classified as Low Risk.

Figure 54 – Bridge and Culvert Risk Profile



Performance rating for individual assets were assumed to be “Always Reliable” for all bridges other than those with load restrictions. As there were no road restrictions, the bridges were deemed always reliable.

Bridge and culvert importance was based on their proximity to densely populated areas and traffic levels as shown in **Figure 55.** Piper Street Bridge is rated of high importance as it is the main route from Ayr to a Regional Road, and Footbridge Road Bridge is the only bridge across the Grand River within the Township and leads to a Provincial Highway. The Jedburgh Dam Bridge is rated of moderate importance as there are alternative routes located conveniently within Ayr. Although the Shellard Road Bridge has higher traffic volumes, it is located within a rural portion of the Township and is also rated of moderate importance. All culverts were deemed to be of low importance due to their mostly rural locations and the Nithvale Bridge is currently closed to vehicular and pedestrian traffic.

Figure 55 - Importance Ratings Bridges and Culverts

Importance Rating	Bridges and Culverts
High (3)	Footbridge Road Bridge Piper Street Bridge
Moderate (2)	Shellard Road Bridge Jedburgh Dam Bridge
Low (1)	Nithvale Bridge All Culverts

A summary of recommended storm sewer pipe condition and associated lifecycle activity is provided in **Figure 56.** Note that condition assessment should be undertaken on a routine basis throughout the lifecycle of the asset, and other factors should be considered when selecting a lifecycle activity.

Figure 56 - Storm Sewer Lifecycle Activities and Condition Ranges

Condition Range	Condition Description	Lifecycle Activity Category	Lifecycle Activity
1.0 to 0.60	Very Good to Good	Maintenance	Maintenance Works (cleaning, flushing) Manhole repairs Small pipe section repairs
0.60 to 0.35	Good to Fair	Rehabilitation	Localized repairs Structural relining
0.35 to 0.0	Poor to Very Poor	Reconstruction	Pipe replacement or abandonment

Current best practices suggest that reconstruction and new construction works on the assets will be done using PVC material pipes that are 400 mm in diameter or less, and concrete material for sizes larger than 400 mm diameter.

The Township's facilities were assessed by Cion Corporation in 2023. The forecast provided 10-year maintenance, repair and rehabilitation list for the major facilities within the Township. The Township was also a partner with its insurance company in 2024 to

review facilities from a risk based perspective. No major issues were raised in the inspection program. Over the past decade, the Township has fallen behind in routine maintenance and rehabilitation at some of its facilities. This posses an increase risk to the reliability and availability of the Township's facilities. In addition, as Ontario continues to experience extreme weather event, our facilities may be more vulnerable.

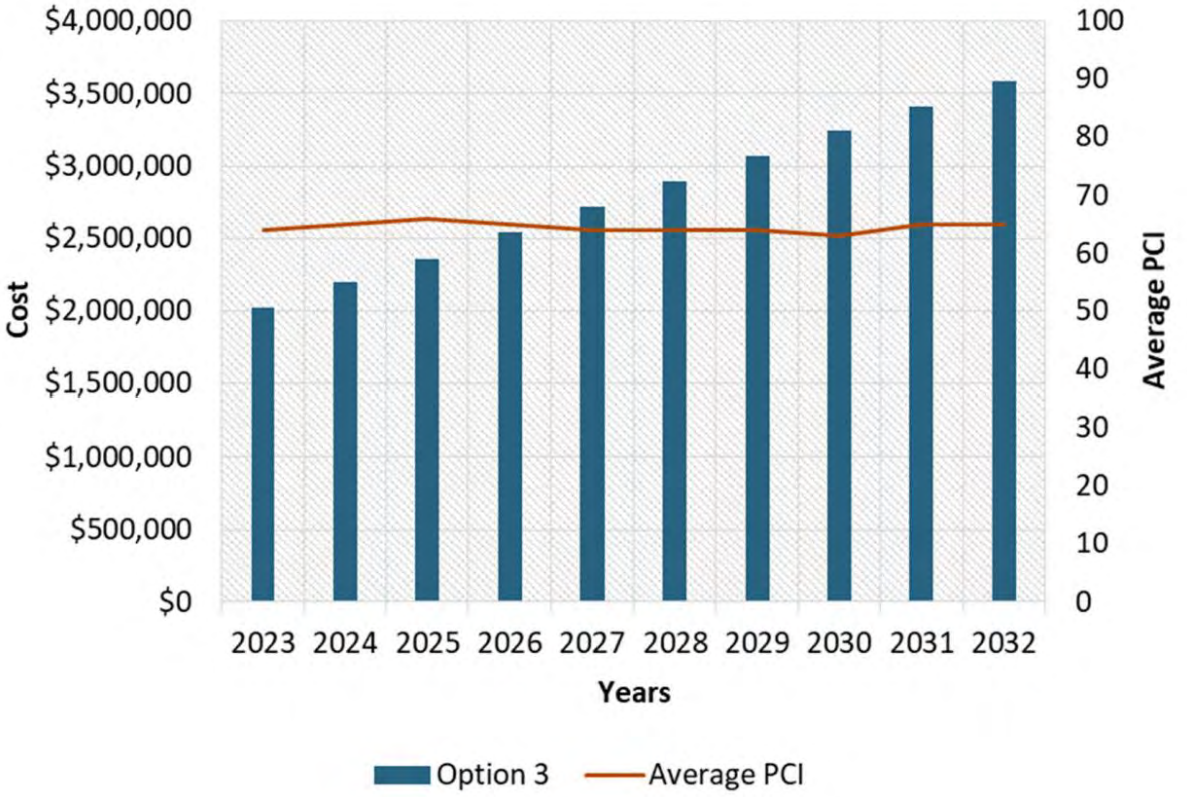
The Township's parks and amenities are routinely inspected. No issues has been raised as to general maintenance and repair of the assets. The Township has successfully implemented staggered replacement of playground equipment which has helped to mitigate the risk of reliability and provides for a more even cost-effective rehabilitation program.

The Township's rolling stock is subject to two main risks, Climate Change/Extreme Weather events and the adoption of new technology in terms of electric or hybrid alternatives. The Township's current maintenance program has been successful in maintaining the rolling stock in a reliable condition. No concerns have been raised over the need to change the maintenance program.

3.3 Cost Analysis

As part of the previous version of the AMP, analysis was undertaken on the core assets. Out of that analysis, it was determined that to achieve the average PCI of 65 for the road network within 10 years, annual average costs should be increased to $2.8 million dollars. This would allow for $28 million to be spent on the network over the next 10 years.

Figure 57- Average PCI of 65



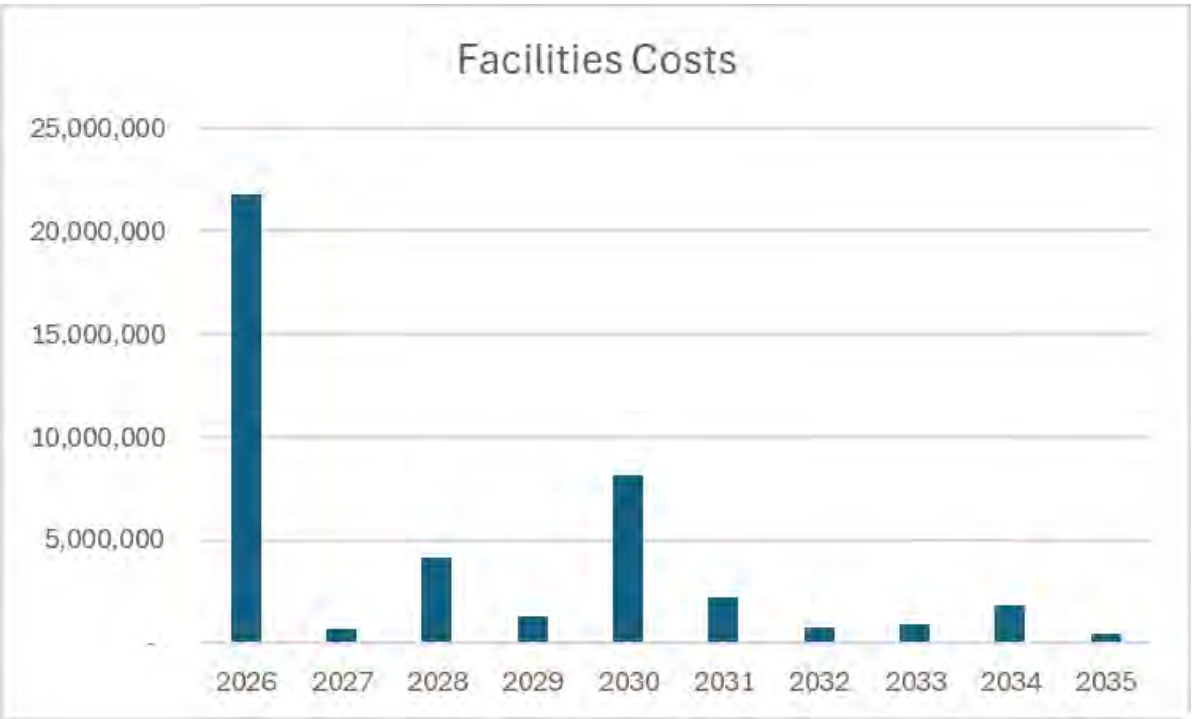
The 2024 draft OSIM and peer review require $4.5 million to be spent on bridge rehabilitation in the next 5 years and $1.6 million on Culvert repair and maintenance. There is no over work required within the 10-year period. This results in an annual cost of $616,328. The Nithvale Bridge was not included in the 2024 OSIM report as it is closed. The Township still needs to determine the next steps in dealing with an asset that has exceeded its useful life. As there is not defined project or timeline, no costs have been included as part of this section of analysis.

Regarding Stormwater assets, best practice recommends maintaining an average condition index of 0.6 across the system. Note that the overall condition of the assets is such that if no budget is spent on the system, after the 20- year timeframe the average condition would be within the acceptable range, with the average condition still in a 'Very Good' range.

The storm sewer assets were assessed to be in Very Good condition, with no immediate needs for the system. In the 20-year timeframe, there were no identified investments with the network maintaining an average condition index of 0.9 across the network. An analysis was also undertaken to understand impacts of relining activities on the overall condition of the network, and associated costs.

The Township is in the process of building a new twin pad arena attached to the current North Dumfries Community Complex. In addition, the Ayr Community Center needs significant repairs to maintain the functionality of the building. Total estimated costs for facilities over the next 10-years are $42,131,706 or $4.2 million a year. The figure below shows the uneven expenditures required over the next 10-years due to the timing of these projects.

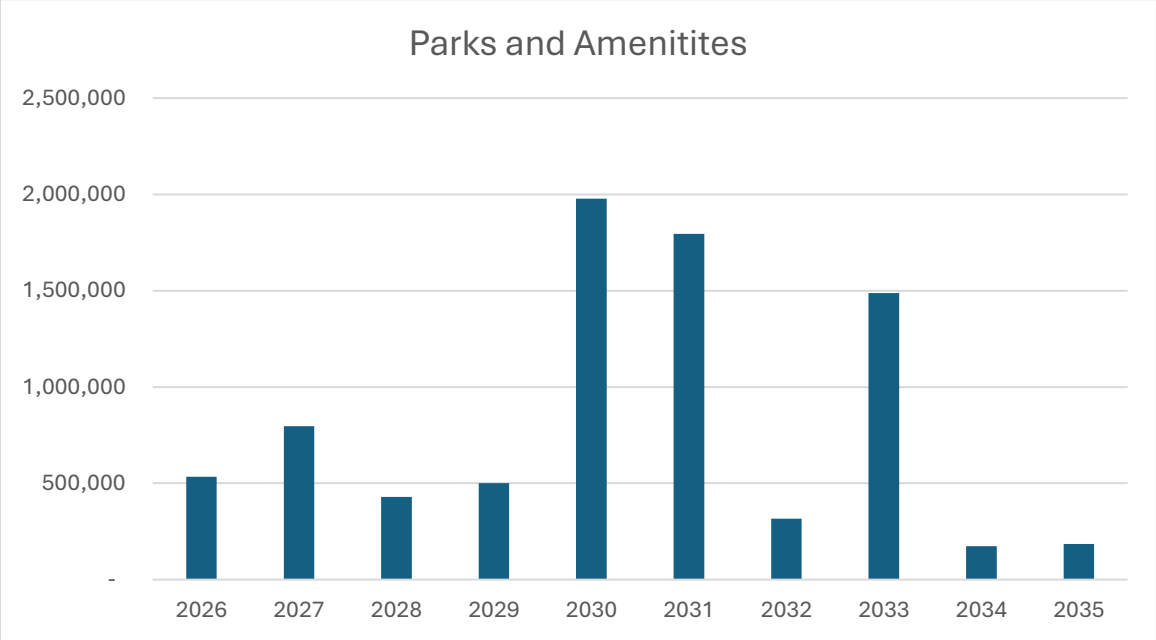
Figure 58 – Facilities Costs



The Township parks and amenities require $8.19 million over the next 10 years, or $819,455 annually. The large increases in costs in 2030 and 2031 relate to growth

related projects to build new amenities and parks within new subdivisions. These costs are fully funded by development charges.

Figure 59 – Parks and Amenities



The Township's rolling stock requires annual contributions of $1,113,933 for a total of $11.1 million over the next 10-years. The Township has experienced increased costs in specialized vehicles, such as fire apparatus. The Township has also experienced longer than normal lead times to acquire new vehicles which has resulted in early planning and procurement procedures than has traditionally been necessary.

Finally, the Township's equipment and other assets require minimal annual contributions of $79,468.

The total cost associated with achieving the PLOS as per the AMP is as follows:

Figure 60 – Total cost associated with achieving PLOS

	10-Year Needs	Annual Contribution
Road network	87,995,260.00	8,799,526
Bridges and Culverts	6,163,285.00	616,328
Stormwater	-	-
Facilities	42,131,706.00	4,213,171
Park and Amenitiies	8,194,555.00	819,456
Rolling Stock	11,139,326.00	1,113,933
Equipment and Other	794,678.00	79,468

4. Financial Strategy

Asset management plans will only be successful if attention is paid to the full cost of the asset lifecycle. It is critical that the Township develop a clear financial strategy to fund the asset management plan. This strategy needs to be monitored annually to ensure that the Township is staying within the strategy as it develops the annual budget.

O. Reg 588/17 requires, at a minimum, a 10-year capital plan that forecasts the cost of implementing the lifecycle management strategy and the lifecycle activities required. The Township has traditionally completed a 10-year forecast as it relates to its capital plan. This AMP continues that process by updating the 10-year forecast to include all lifecycle management costs.

Various options have been consider, including the potential for future government grants, utilization of reserves and reserve funds, and the issuance of debt.

4.1 Annual Contribution and Lifecycle Funding Target

An annual lifecycle funding target represents the amount of funding that would be required annually to fully finance the full lifecycle management strategy. This target would theoretically allow the Township to fund costs as they arise. In fact, capital costs may fluctuate significantly from year to year. If the annual limit was maintained, it allows for reserves to be built up in a year with limited capital costs and reserves to be utilized in years where costs exceed the target. The Township already applies a version of this long-term strategy as the Township prefers to set-aside funds in reserves to fund future capital. However, there are costs identified in Section 3 that are not in the current 10-year forecast. This results in a different target than previously utilized.

The annual lifecycle funding target is $7.3 million. In contrast, the Township budget contributes approximately $2.8 million from the tax levy, and other external revenue sources towards capital reserves. The difference between this benched marked target and the actual funding is defined as the funding gap. Based on the analysis, the Township is currently facing an annual lifecycle funding gap of approximately $4.5 million.

A contributing factor the funding gap is the end of useful life of the Ayr Community Center. Significant components require upgrading to maintain functionality of the building. In addition, within the next ten-year forecast is plans to convert the ice arena into another purpose. The Township did not previously set aside enough funds to cover the cost of the major rehabilitation. This contributes to a larger funding gap.

Another contributing factor to the funding gap, is the lack of funds set aside for bridge and culvert repairs. The cost of these maintenance projects and major rehabilitation

projects has significantly increased in the 2024 OSIM report. Finally, the 2022 version of the AMP recommended increasing annual spending on road projects in order to obtain the proposed service level. For the past three years, the Township has spent less than the target amount. This has also contributed to the funding gap.

4.2 Funding

Over the next 10-years to meet PLOS and growth-related projects, the Township requires $73.4 million in funding. At the same time, there is only $43.1 million available. Leaving a funding gap of $30.3 million.

It is unrealistic to be able to close the funding gap through tax levy increases alone in the short-term. The required capital contribution needed to eliminate the funding gap will necessitate an increase in property taxes beyond a reasonable amount. Given the large costs expected to be incurred in the next two years, raising the capital contribution level to completely close the funding gap will result in excess funding than is required to maintain the proposed level of service.

The Township needs to implement more robust maintenance programs to extend the life of its assets. For instance, the Township does not currently have a program to patch cracks and perform sealing. Implementing a more comprehensive maintenance program would be a cost-effective way to extend the life of the road network and which should result in the reduction in the amount of funding required within the 10-year period.

Staff continuously monitor other grant opportunities and other funding opportunities. Growth-related projects which are not fully funded by development charges may be delayed in order to maintain existing assets.

The Township is currently undertaking a State of the Infrastructure Study for the road network in 2025, and is in the process of finalizing the 2024 OSIM report. It is recommended that this AMP plan be reviewed in the Winter of 2026 once more accurate and up to date information is available.

5. Monitoring and Improvement Plan

The AMP is a living document that requires regular review and updating. Available information is seldom complete across all classifications at the same time. For instance, State of Infrastructure – Roads Needs Studies and Facility Condition Reviews are seldom undertaken in the same year. O. Reg 588/17 requires the AMP to be updated once every five years. In addition, the plan should be reviewed annually as part of budget process. A culture of continuous improvement will assist the Township in managing its assets efficiently.

As new information becomes available staff will review the plan to ensure it remains accurate. The Township will continue to review the 10-year capital forecast at budget time and as part of a mid-year review. Steps will be taken to ensure that it reflects the lifecycle management strategies that formed part of the AMP.

The TOWNSHIP of NORTH DUMFRIES

CLK Report No. 09-2025

Council Meeting
July 7, 2025

Records Retention

Recommendation:

The Deputy Clerk recommends:

1. **THAT CLK Report No. 09-2025 be received;**

2. **AND THAT By-law No. 3574-25, being a By-law to repeal By-law No. 2910-17 and to provide for the classification, retention, and destruction of records in the Township of North Dumfries, be enacted.**

1. Purpose

The Purpose of this report is to provide an update to the Township's Records Retention By-law 2910-17 and to outline potential next steps as a go-forward strategy on the matters surrounding the Township's records management program.

2. Background

2.1 Context and Overview

Section 254 of the *Municipal Act, 2001,* as amended, provides that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner, and that a municipality's records may be destroyed if a retention period for the records has been established and has since expired.

In addition to the legislative requirement for proper records management, a successful management program aids the Township in day-to-day operations, and ensures that the Township is protected and, in a position to recreate our legal and financial position in the event of an emergency.

The Township is currently operating under By-law No. 2910-17 for records management. This By-law was enacted in 2017 and was amended by By-law No. 3176-20.

Both the original and amending By-laws are out of date as they require auditor approval for changes to the retention schedule. In 2017, the Province of Ontario adopted *Bill 68: Modernizing Ontario's Municipal Legislation Act, 2017.* In this Bill, the requirement for

municipalities to have their records retention periods reviewed by the municipal auditor was removed. The Township's By-law was never amended to reflect this change.

2.2 The Ontario Municipal Records Management System (TOMRMS)

The Township utilizes The Ontario Municipal Records Management System (TOMRMS) as a classification and retention system. TOMRMS is a universal coding/file classification which was developed in conjunction with the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO). The system has been adopted widely across Ontario, especially within smaller jurisdictions. The Township has an annual subscription with the Information Professionals who administer TOMRMS. Through this subscription, we are provided with advice, resources, and yearly updates to retention schedules to ensure that we stay legislatively compliant.

3. Options and Analysis

Records management is a core responsibility of the Clerk's Division. The Division is responsible for developing and administering the Township's records management program, updating the retention schedule as required, and providing training/advice to Township Departments with respect to records management.

The proposed by-law includes several changes to better ensure the Township is compliant with current legislation.

Firstly, approval from the municipal auditor was removed entirely from the by-law, as it is no longer legislatively required through the *Municipal Act, 2001*.

Secondly, Schedule 'A' of *draft* By-law No. 3574-25 was updated to include new classifications (e.g. Accessibility of Services, Drawings, Development Charges Study). These new classifications reflect the changes in municipal governance and provincial legislation. The retention periods contained within Schedule 'A' of the By-law were also amended to reflect the changes in legislation, and Departmental needs. The retention periods were determined through consultation with the Information Professionals (TOMRMS), the senior management team, and the Township Solicitor.

In conjunction with the new Records Retention By-law and Schedule, staff are requesting Council to delegate its authority to the Clerk (or designate) to approve changes to the records retention schedules (Schedule 'A' to By-law No. 3574-2025). The retention schedule would be updated as required based on input from the senior management team, and TOMRMS legislative updates. By delegating authority to the Clerk, the administrative process of establishing and amending the records retention schedule would be streamlined. Should delegated authority to the Clerk (or designate) not be approved, amendments to the Records Retention By-law Schedule 'A' would come forward to Council as required.

4. Financial Implications

None.

5. Attachments

1. By-law No. 3574-2025

For further information on the contents of this Report, please contact Eric Bell, Deputy Clerk, at 519-632-8800 ext. 130 or via email at ebell@northdumfries.ca

Report Prepared By:

Eric Bell,
Deputy Clerk

Report Reviewed By:

Ashley Good,
Clerk

Report Reviewed By:

"Christina Brox"

Christina Brox,
Director of Corporate Services / Treasurer

Respectfully Submitted By:

Andrew McNeely
Chief Administrative Officer

The Corporation of the Township of North Dumfries

By-Law Number 3574-25

Being a By-law to Repeal By-law No. 2910-17 And to Provide for the Classification, Retention and Destruction of Records in the Township of North Dumfries.

Whereas Section 245 (1) of the *Municipal Act, S.O. 2001, as amended,* states that ta municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

And Whereas Section 255(2) of the *Municipal Act, S.O. 2001, as amended* states that despite Section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,

(a) The retention period has expired; or
(b) The record is a copy of the original record

And Whereas Section 255(3) of the *Municipal Act, S.O. 2001, as amended,* states that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

And Whereas the Council of the Corporation of the Township of North Dumfries deems it desirable to update the Municipality's Records Retention By-law to establish retention periods for the records of the Municipality and repeal By-law No. 2910-17

Now therefore the Council of the Corporation of the Township of North Dumfries enacts as follows:

1. **Definitions**
   a) "Classification" (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
   b) "Destroy" means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists. NOTE: See also the definition for expungement.
   c) "Disposition" with respect to records means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments.

d) “Expungement” means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record. NOTE: See also the definition for destruction.
e) “Files” has the same meaning as “records” and may be used inter-changeably.
f) “Medium/media” means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved and which is non-volatile in nature.
g) “Official records” means recorded information in any format or medium that documents the corporation’s business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed, or maintained by the corporation in compliance with a legal obligation.
h) “Orphan Data” means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable.
i) “Records” means any recorded information, however recorded or stored, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”.
j) “Retention Period” means the period of time during which records must be kept by the Township before they may be disposed of.
k) “Retention Schedule” means a control document that describes the Township’s records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on continuing basis the destruction of the remaining records at the end of a specified retention period or the occurrence of specified actions or evens. Records retention schedules serve as the legal authorization for the disposal of the Township’s records.
l) “Township” means the Corporation of the Township of North Dumfries.
m) “Transitory records” means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:

a. Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
b. Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
c. Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
d. Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
e. Voice-mail messages;
f. E-mail messages and other communications that do not relate to Township business;
g. Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
h. Duplicate stocks of obsolete publications, pamphlets or blank forms;
i. Unsolicited advertising materials, including brochures, company profiles and price lists.

2. Retention Schedule

a) The records retention schedule attached hereto as Schedule “A”, forms part of this by-law.
b) The Township Clerk or designate may amend Schedule “A” – Retention Schedule – as required without an amendment to this By-Law.
c) The Clerk or designate shall administer this By-Law and shall ensure that the retention periods set out in Schedule “A” attached hereto comply with all relevant legal requirements for records retention.
d) In determining the retention periods for any records, the Clerk or designate shall consider, in consultation with other Township employees where appropriate:
    a. The suggested retention period as suggested by The Ontario Municipal Records Management System (TOMRMS)
    b. The operational nature of the records, including the period of time during which the Township uses the records to perform its functions;
    c. The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation;
    d. The fiscal nature of the records including the period to time necessary for audit or tax purposes; and,

e. The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the Township

3. Responsibilities of Staff and Elected Officials

All Municipal employees who create, work with, or manage records shall:

a) Comply with the retention periods as specified in Schedule “B” to the Records Retention By-law;
b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
c) Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

4. Clerk, or Designate

The Clerk, or Designate shall:

a) Develop and administer policies and establish and administer procedures for the Township’s records management program;
b) Administer the appropriate standard for the classification of corporate records, taking into account the legal, financial, administrative, operational, and historical values of each corporate record;
c) Monitor the retention schedule and shall ensure that the schedule complies with all legislative requirements;
d) Periodically review and amend Schedule “A” of this By-law; and
e) Ensure that all reasonable measures are implemented to promote the preservation, security and destruction of corporate records in accordance with this By-law and any other legislative requirements.

5. Disposition of Records

a) The Clerk or Designate shall notify the appropriate Township department head or director in writing of the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date.
b) The Township department head or director shall notify the Clerk, or Designate in writing, before the scheduled disposition date, whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason(s) why such further retention is necessary.

c) Prior to destruction of an information database or orphan data, the following documents are required:
    i. A written description containing, to the extent that such information is available, the following:
        - The title of the system;
        - The identification of the business unit responsible for the creation or use of the data;
        - A brief description of the system's purpose;
        - Where possible, a contents list of the information being destroyed; or
        - A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
        - The name of the technical contact person who is responsible for documenting the system.
    ii. The written approval of the signing authority;
    iii. Where applicable to satisfy the provision of the *Federal Income Tax Act, Excise Tax Act, Employment Insurance Act,* or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.
d) Where appropriate and taking into account the principles governing the disposition of official records, the Clerk or Designate shall re-schedule the disposition of any records listed in the notice referred to in subsection (b) of this section for up to one year later than the scheduled disposition date.
e) Re-scheduling the disposition of any records beyond a one-year period requires written notice from the Township department head or director to the Clerk or Designate for each additional year.
f) If no notice is received under subsection (b) of section 5 of this By-Law before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the Township department head or manager.
g) When official records have been disposed of pursuant to this By-Law, the Clerk or Designate shall obtain written confirmation of such disposition.

6. Principles Governing the Destruction of Official Records

a) The following principles govern the destruction of official records:
    a. When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
    b. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;

c. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain

b) Official records in the custody of the Township shall not be destroyed unless such records are older than the retention period set out in Schedule “A” attached hereto and have been identified in a disposition notice prepared pursuant to subsection (a) of section 5 of this by-law; and

c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule “A” attached hereto.

7. Previous By-laws Rescinded

a) That By-law 2910-27 enacted on the 11th day of December, 2017 and all previous by-laws and resolutions inconsistent with the provisions of this By-law are hereby repealed.

8. Citing of By-law

a) This By-law may be cited as the “Records Retention By-Law”.

Read a First and Second Time This 7th Day of July 2025.

Read a Third and Final Time This 7th Day of July 2025.

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Susan Foxton, Mayor

_____

Ashley Good, Clerk

Class Code	Secondary Heading	Total Retention
A00	**Administration – General** Includes administrative records which cannot be classified elsewhere. Use temporarily, and only if no other heading is available.	1
A01	**Associations And Organizations** Correspondence, minutes, agenda, notices, and reports regarding organizations and associations to which staff members belong. Excludes: • Membership Fees (F01)	1
A02	**Staff Committees and Meetings** Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. Excludes: • Council Minutes and Agenda (C03 & C04) • Standing Committees (C05 & C06) • Health & Safety Committee (H04)	4**
A03	**Computer Systems and Architecture Information** Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: • Reports (filed by subject) • Acquisitions (F18)	S+6
A04	**Conferences and Seminars** Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality. Excludes: • Speeches and Presentations (M08) • Accommodation & Travel Arrangements (A13) • Employee and Council Expenses (F09) • Ceremonies and Events (M02)	1**

Class Code	Secondary Heading	Total Retention
	• Invoices (F01) • Rental Agreements (L14)	
A06	**Inventory Control** Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and office and small equipment stock levels. Excludes: • Assets (F06)	6
A07	**Office Equipment and Furniture** Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: • Computer Hardware and Software • Service Agreements (L14 & L04) • Assets (F06)	T
A08	**Office Services** Includes records regarding rates and services provided by courier, mail, and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates	1
A09	**Policies and Procedures** Includes policy and procedure manuals, guidelines and directives.	S+15**
A10	**Records Management** Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification, structures, feasibility studies, and records centre operations	S
A11	**Records Disposition** Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	P
A12	**Telecommunications Systems** Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. Excludes: • Licenses (P09) • Assets (F06) • Long Distance Call Records (F01)	S

Class Code	Secondary Heading	Total Retention
	• Agreements (L04 or L14)	
A13	**Travel and Accommodation** Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: • Employee and Council expenses (F09)	1
A14	**Uniforms and Clothing** Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety closing used by	S**
A15	**Vendors and Suppliers** Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders information sheets. Includes consultant relationship management records. Project-based monitoring of consultant activity is retained in Project File Excludes: • Purchase Orders and Requisitions (F17) • Office Equipment – owned and leased (A07) • Fleet Management (V01)	T + 2 T = File close date
A16	**Intergovernmental Relations** Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (Such as telephone numbers, contact names, etc.) May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Excludes: • Legislation (L10 or L11)	5**
A17	**Information Access and Privacy** Includes documents regarding the municipality's responsibility under the Municipal Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation / processing. Also includes lists of Personal Information Banks (PIBs) Excludes: • Copies of the Act (L11) • Complaints and Inquiries (M04)	2

Class Code	Secondary Heading	Total Retention
A18	**Security** Includes reports, requests, logs, and other records regarding the security of offices / facilities and properties such as security passes and control of keys. Excludes: • Vandalism reports (P05) • Computer Security (A03)	5
A19	**Facilities Construction and Renovations** Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports and cost reports. Also includes architectural and engineering drawings. • As built drawings (A27)	T+6** T = Completion of project and no outstanding issues.
A20	**Building and Property Maintenance** Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds and keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. Also includes pest control as well as licenses for devices such as elevators Excludes: • Parks Management (R04) • Building Systems (A26)	5
A21	**Facilities Bookings** Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	3
A22	**Accessibility of Services** Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Included multi-year accessibility plan ,efforts to remove barriers and notices of availability of these services. Excludes: • Report on services (A25)	P

Class Code	Secondary Heading	Total Retention
A23	**Information Systems Production Activity and Control** Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.	2
A24	**Access Control and Passwords** Records related to the management of and access to programs. Includes individual access, password management, etc.	S
A25	**Performance Management / Quality Assurance** Includes records regarding the performance of the municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative, Excellence Canada, Benchmarking, and Balances Score Cards. Type of records included are key performance indicators, annual reports submitted to a Ministry such as the leaf and yard waste system, annual waste reduction reports, waste recycling sites annual report, drinking water system annual report, long-term care home licensee annual report, personal health information annual report, housing services annual report, funding agencies annual report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry. Excludes: • Employee performance (H03) • Council Goals & Objectives (C08) • Financial Regulatory Reporting (F27)	6
A26	**Building Structure Systems** Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.	S

Class Code	Secondary Heading	Total Retention
A27	**Drawings** Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	S**
C00	**Council, Boards, and By-Laws – General** Includes records regarding Council, Boards and By-laws which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
C01	**By-Laws** Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Excludes: Background information (filed by subject)	P**
C02	**By-laws – Other Municipalities** Includes final versions of by-laws of other municipalities which are of interest	S
C03	**Council Agenda** Includes notices of meetings, agendas of meetings, reports and presentation materials used to create the agenda, working notes used in agenda preparation, audio/video recordings of Council and Advisory committee meetings in open session Excludes: • Committee Agendas (C05)	P
C04	**Council Minutes** Includes minutes of the proceedings of Council meetings. Excludes: • Council Committees (C05 & C06) • Reports to Council (C11)	P**
C05	**Advisory Committee Agenda** Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	P
C06	**Advisory Committee Minutes** Includes minutes of the committees of Council and copies of local board minutes that members of Council belong to.	P
C07	**Elections**	T + 4

C – Current Year
P – Permanent
S - Superseded
T – Terminated
N/A – Not Applicable
** Subject to Archival Selection

Class Code	Secondary Heading	Total Retention
	Includes returned notices, ballots, list of officials, voter' lists, preliminary voters list, advertising. Includes campaign finances and auditor's reports, election planning files, election results, oaths taken by council members and ward boundary information	T = Declaration of Results if no recount. Ballots, preliminary voters list, and returned notices are 120 days after voting or resolution of recount
C08	**Goals and Objectives** Includes records concerning strategic planning, goals and objectives, and mission statements such as the municipal sustainability plan Excludes: • Environmental Planning (D03) • Official Plan (D08)	S+4**
C09	**Motions and Resolutions** Includes final signed versions of resolutions and motions of Council.	P**
C10	**Motions and Resolutions – Other Municipalities** Includes final versions of motions and resolutions of other municipalities which are of interest.	S
C11	**Reports to Council and Committees** Includes all reports to Council and Committees. Filed by subject	P**
C12	**Appointments to Boards and Committees** Includes records regarding appointments by Council of Staff and Council Members	P**
C13	**Accountability, Transparency, & Governance**	4

Class Code	Secondary Heading	Total Retention
	Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including integrity commissioner reports, ombudsman investigation and reports), closed meeting investigations and initiatives.	
D00	**Development and Planning – General** Includes records regarding development and planning which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
D01	**Demographic Studies** Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: • Vital Statistics (L12)	10**
D02	**Economic Development** Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc. Excludes: • Demographic Studies (D01) • Residential Development (D04) • Tourism Development (D06) • Industrial/Commercial Development (D21)	10**
D03	**Environment Planning** Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage, and flood control planning, parks and open spaces planning, and waste management planning. Also contains information on source water protection such as risk assessments and risk management plans. Excludes: • Environmental Monitoring (E05) • Waste Management (E07) • Source Water Protection (E20)	15**
D04	**Residential Development** Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	10
D05	**Natural Resources Planning** Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information. Excludes:	5**

Class Code	Secondary Heading	Total Retention
	• Tree Maintenance (E04) • Natural Resource Management and Preservation (E18)	
D06	**Tourism Development** Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event	10**
D07	**Condominium Plans** Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	P
D08	**Official Plans** Includes the official plan and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	P**
D09	**Official Plan Amendment Applications** Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	5
D10	**Severances** Includes records regarding the granting of severances to parcels of land including application for severance.	T + 6 T = LRO Registration date Certificate of Consent & Notice of Decision = P
D11	**Site Plan Control** Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Excludes: • Systems for servicing land • Site Plan Agreements (L04)	P

Class Code	Secondary Heading	Total Retention
D12	**Subdivision Plans** Includes records regarding the approval of plans of subdivision (residential, commercial & industrial) includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, changes to approved plans, notices of approval. Excludes: • Subdivision Agreements (L04)	P
D13	**Variance Applications** Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations. Excludes: • Budget Variances – F05	P
D14	**Zoning** Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: • Zoning By-laws (C01) • Variances (D13)	T + 2
D15	**Easements** Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Excludes: • Original Agreements (L04)	T + 6** T = Termination of right
D16	**Encroachments** Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. Excludes: • Original Agreements (L04) • Original Encroachment By-laws (C01)	T + 6 T = Termination of Right
D17	**Annexation/Amalgamation** Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	P

Class Code	Secondary Heading	Total Retention
D18	**Community Improvement Projects** Includes records, studies, statistics, and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement programs, community area improvement programs, BIA, BIC, PRID, Etc. May also include records on housing rehabilitation programs. Excludes: • Economic Development (D02)	T+6** T = Completion of Project
D19	**Municipal Addressing** Includes records regarding requests for an assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings and copies of related by-laws.	S + 2
D20	**Reference Plans** Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	P
D21	**Industrial / Commercial Development** Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: • Agricultural Development (D23) • Industrial Subdivisions (D12)	10**
D22	**Digital Mapping** Includes all records used to produce maps and updates in a digital format.	S
D23	**Agricultural Development** Includes all records regarding development of agricultural growth.	10**
D24	**Background Reports for Official Plan** Includes reports pertaining to amendments and changes to the Official Plan.	T + 5 T = Final decision
D25	**Deeming Process** Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	T + 2 T = Final decision
D26	**Development Charges Study**	15**

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N/A – Not Applicable
** Subject to Archival Selection

Class Code	Secondary Heading	Total Retention
	Includes records related to the final development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.	
D27	**Part Lot Control** Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	T+5 T = Final decision
E00	**Environmental Services – General** Includes records regarding environmental services which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
E01	**Sanitary Sewers** Includes records regarding the design, construction and maintenance of sanitary sewers. Excludes: • Waste Management (E07) • Storm Sewers (E02) • Treatment Plants (E03) • Drawings / As Builts (A27) • MOE Approvals (E21)	T + 2 T = end of project Specifications = S
E02	**Storm Sewers** Includes records regarding the design, construction and maintenance of storm sewers	T + 2 T = end of project Specifications = S
E03	**Treatment Plans** (Wastewater Treatment and Collection Systems) Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection and equipment design, construction and maintenance records (Work orders). Work orders will include compliance work orders, equipment work orders, (WSPM), and general work orders (callouts & site-specific	T + 5

Class Code	Secondary Heading	Total Retention
	collection related work (i.e. sewer rodding, lateral inspections)). May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning Excludes: • Private sewage disposal systems (E12)	T = equipment decommissioned
E04	**Trees** Includes records of tree removal, planting, trimming, pruning and preservation.	5
E05	**Air Quality Monitoring** Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity. Excludes: • Water Quality (E13 to E15) • By-Law Enforcement (P01) • Complaints and Inquiries (M04) • Land Quality Monitoring (E23)	5
E06	**Utilities** Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains, etc. Excludes: • Site Plans (D11)	5**
E07	**Waste Management** Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting. Excludes: • Sanitary Sewers (E01) • Environment Planning (D03) • Private Sewage Disposal Systems (E12)	T = 10** Landfill closing documentation = T + 25**
E08	**Water Works** (Drinking Water Treatment and Distribution) Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants, and related facilities and equipment. Includes water meter registration numbers. Includes water treatment facility/distribution and equipment design, construction and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders, and general work orders. May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning. Excludes: • Water Pumping Stations (E03)	15

Class Code	Secondary Heading	Total Retention
E09	**Drains** Includes records regarding the design, construction and maintenance of drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws, grants.	S + 5**
E10	**Pits and Quarries** Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes: • License / permits (P09)	S + 5**
E11	**Nutrient Management** Includes the records regarding the control of storing / spreading / using waste materials such as liquid manure and sewage biosolids on land, near waterways, runoff, etc. Includes documentation relation to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results Excludes: • Strategy / plan review (A25)	5**
E12	**Private Sewage Disposal Systems** Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems	S + 7**
E13	**Water Monitoring** Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents. Excludes: • Air Quality Monitoring (E05) • Land Quality Monitoring (E23) • By-Law Enforcement (P01) • Complaints and Inquiries (M04) • Annual Reports (A25)	15
E14	**Water Sampling** Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.	T + 15

Class Code	Secondary Heading	Total Retention
	Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit. Excludes: • Air Quality Monitoring (E05) • By-law Enforcement (P01) • Complaints and Inquiries (M04) • Facilities Routine water use monitoring & Testing (P21)	T = created approved or plan no longer in force
E15	**Chemical Sampling of Water** Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results. Excludes: • Air Quality Monitoring (E05) • By-law Enforcement (P01) • Complaints and Inquiries (M04) • Facilities Routine water use monitoring & Testing (P21)	T+15 T = File closed date
E16	**Backflow Prevention and Cross Connection Control** Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	T+15 T = File closed date
E17	**Energy Management** Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes management of energy consumption and conservation at municipal buildings and facilities.	T + 7 T = end of reporting period
E18	**Natural Heritage**	T + 3

Class Code	Secondary Heading	Total Retention
	Includes records regarding greenlands, municipal forests and foresty including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours, and beaches and invasive species control documents.	T = end of plan or designated year
E19	**Renewable Energy** Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powers and renewed by natural processes (e.g. wind, water, etc.) and their environmental and public health impacts.	T + 15 T = Plan created / approved or facility no longer in use.
E20	**Source Water Protection** Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meeting Minutes. Excludes: • Risk Management Plans / Assessments (D03) • Prohibition Notices and Orders (P20) • Contracts & Agreements (L04 or L14) • Nutrient Management (E11) • Soil Contamination (E23)	T+15 T = Plan created, approved, or plan no longer in force
E21	**MOE Environmental Compliance Approvals** Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	3
E22	**Private/Small Water Systems** Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	T+15 T = End of use
E23	**Land Quality Monitoring** Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. Exclusion:	7

Class Code	Secondary Heading	Total Retention
	• Water Quality (E13 to E15) • By-law Enforcement (P01) • Complaints and Inquiries (M04) • Air Quality Monitoring (E05) • Natural Heritage (E18)	
E24	**Gasoline Storage & Dispensing** Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations). Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations. Excludes: • Underground storage abandonment record (L07) • Major Spills (E23)	7
F00	**Finance and Accounting – General** Includes records regarding finance and accounting which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
F01	**Accounts Payable** Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to payable account, rebates, levies payable, reports, telephone bills and membership fees. Excludes: • Cancelled Cheques (F07) • Employee and Council Expenses (F09)	T+ 7 T = Fiscal year end

Class Code	Secondary Heading	Total Retention
F02	**Accounts Receivable** Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. Excludes: • Write-Offs (F23) • Tax Assessments, Rolls and Arrears (F22)	T + 7 T = Fiscal year end
F03	**Audits** Includes records regarding internal and external financial audits of accounts. Excludes: • Operational audits (relevant subject) • Audited financial statements (F10)	T + 7 T = Fiscal year end
F04	**Banking** Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: • Banking Statements (F07)	7
F05	**Budget and Estimates** Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes budget variances.	6**
F06	**Assets** Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes. Excludes: • Land Acquisition and Sale (L07)	T+10** T = Disposal of asset, amortization
F07	**Cheques** Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: • Banking (F04)	T = 7 T = Fiscal year end
F08	**Debentures and Bonds**	T+7

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Class Code	Secondary Heading	Total Retention
	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: • Debenture Registers (F14)	T = Debenture surrendered
F09	**Employee and Council Expenses** Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes: • Attendance (H01) • Honoraria and fees to Council (F16)	7
F10	**Financial Statements** Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Excludes: • All working notes, calculations and background documentation (F26)	P
F11	**Grants And Loans** Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	T + 7 T = Repayment of loan
F12	**Investments** Includes records regarding the municipality's investments, term deposits, and promissory notes.	T+7 T = Closure of Account
F13	**Journal Vouchers** Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	T + 7 T = Fiscal year end
F14	**Subsidiary Ledgers, Registers and Journals** Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	T+7**

Class Code	Secondary Heading	Total Retention
F15	**General Ledgers and Journals** Includes all records in the books of Original Entry	P
F16	**Payroll** Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes: Payroll Registers (F14)	T+7 T = Fiscal year end
F17	**Purchase Orders and Requisitions** Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes: • Quotations and Tenders (F18)	C+7
F18	**Quotations and Tenders** Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes: • Successful quotations / tenders (L04)	7**
F19	**Receipts** Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	7
F20	**Reserve Funds** Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	T + 7 T = Fiscal year end
F21	**Revenues** Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes:	7**

Class Code	Secondary Heading	Total Retention
	• Accounts Receivable (F02) • Tax Rolls (F22)	
F22	**Tax Rolls and Records** Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: • Accounts Receivable (F02) • Mortgage Companies (F02) • Correspondence related to tax issues that are not of a long term importance (F02)	P Tax Rolls = T + 7 where T = Fiscal year end
F23	**Write Offs** Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: • Accounts Receivable (F02)	T + 7 T = Fiscal year end
F24	**Trust Funds** Includes records regarding funds established by the municipality for money held in trust such as bequests, homes for the aged residents and Ontario home renewal program.	T+7 T = Fiscal year end
F25	**Security Deposits** Included development deposits, letter of credit, proof of insurance when required and records of monies held as security (ie. Bonds).	T+7 T = end of project
F26	**Working Papers** Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: • Financial Statements (F10)	T+1
F27	**Regulatory Reporting – Financial** Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Excludes:	7

Class Code	Secondary Heading	Total Retention
	• Performance management & Quality Assurance (A25) • FIR and MPMP (F10)	
H00	**Human Resources – General** Includes records regarding human resources which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
H01	**Attendance and Scheduling** Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work. Etc. Excludes: • Individual Time Sheets (F16) • Vacation Time and Pay (F16)	3 Driver's daily logs = 6 months Public vehicle and trip reports = 1
H02	**Benefits Program** Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax. Includes: • Payroll (F16) • Individual Pension and Benefit Records (H10)	S
H03	**Employee Records** Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act. Excludes: • Grievances (H14)	T+7 T = Termination of employment Firefighter employee records = T + 20

Class Code	Secondary Heading	Total Retention
	• Harassment (H15) • Health & Safety Training (H04)	
H04	**Health and Safety** Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes. Excludes: • Accidents of the Public (P05) • Lost time reports and claims (H13)	7
H05	**Human Resource Planning** Includes records of succession planning, executive placements, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records. Excludes: • Employee records (H03)	5**
H06	**Job Descriptions** Includes job descriptions and specifications as well as background information used in their preparation or amendment.	S**
H07	**Labour Relations** Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: • Collective Agreement (L04)	T+10** T = Expiry of contract
H08	**Organization Design** Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Excludes: • Job Descriptions (H06)	S**
H09	**Salary Planning** Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes:	5**

Class Code	Secondary Heading	Total Retention
	• Employee Records (H03)	
H10	**Pension and Benefits Records** Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. Excludes: • Deductions for pensions (F16) • General information on pension plans (H02) • Payments made to OMERS (F01)	T + 7 T = termination of employment
H11	**Recruitment** Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: • Successful applications (H03)	2**
H12	**Training and Development** Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes: • Individual Employee Training Records (H03)	S+2** Only courses developed and presented by the municipality are subject to archival selection
H13	**Claims** Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report Excludes: • Non lost time incidents or accidents (H04) • Self Insured STD (H04)	T+7 Hazardous exposure claims = T + 40 where T = last record made.
H14	**Grievances**	T+10

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Class Code	Secondary Heading	Total Retention
	Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards. Excludes: • Harassment & Violence (H15)	T = Resolution of grievance
H15	**Harassment and Violence** Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: • Grievances (H14) • Abuse investigation records not involving staff (P08)	T+7 T = Termination of employment
H16	**Criminal Background Checks** Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	T+7 T = Termination of employment
H17	**Employee Medical Records – Hazardous Materials** Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	40
H18	**Employee Medical Records** Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	T+7 T = When Short Term Disability / Long Term Disability claims are resolved
H19	**Disability Management** Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	T+20
H20	**Confined Spaces**	3

Class Code	Secondary Heading	Total Retention
	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists. Excludes: • Health and Safety (H03) • Staff Training (H12)	
H21	**Employee Recognition** Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.	5
H22	**Employee Certifications** Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	T+2 T = Certification expired
L00	**Legal Affairs – General** Includes records regarding legal affairs which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
L01	**Appeals and Hearings** Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards. Excludes: • Litigation (L02-L03) • Harassment & Violence (H15)	P
L02	**Claims Against the Municipality** Includes all litigation and insurance claims made by other parties against the municipality. Excludes: • Appeals and Hearings (L01)	T+2 T = resolution of claim
L03	**Claims By the Municipality** Includes all litigation and insurance claims made against other parties by the municipality. Excludes: • Appeals and Hearings (L01)	T+2 T = Resolution of claim
L04	**Contracts and Agreements**	T+15**

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Class Code	Secondary Heading	Total Retention
	Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Excludes: • Office equipment maintenance agreements (L14) • Contracts regarding land (L07) • Insurance Policies (L06) • Line Fence Agreements (P01)	T = Termination of agreement
L05	**Insurance Appraisals** Includes appraisals of municipal property for insurance purposes.	S
L06	**Insurance Policies** Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: • Group Insurance (H02) • Third Party Contracts (L04) • Insurance Claims (L03)	T+15 T = Expiry of policy
L07	**Land Acquisition and Sale** Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: • Tax Sales (F22)	T+10 T = Property disposed
L08	**Opinions and Briefs** Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	S
L09	**Precedents** Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	S**
L10	**Federal Legislation** Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	S

Class Code	Secondary Heading	Total Retention
L11	**Provincial Legislation** Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the Municipality.	S
L12	**Vital Statistics** Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: • Population Statistics (D01)	P Marriage licence = 2
L13	**Prosecutions** Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: • By-law enforcement (P01) • Appeals and Hearings (L01)	T+7** T = Delivery of Judgement
M00	**Media and Public Relations – General** Includes records regarding media and public relations which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
M01	**Advertising** Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: • News Releases (M06) • Recruitment (H11) • Elections (C07)	1**
M02	**Ceremonies and Events** Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events. Excludes: • Permit to hold event (P11)	5**
M03	**Charitable Campaigns / Fund Raising** Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. Excludes: • Receipts (F19)	T + 1 T = End of campaign

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P – Permanent
S - Superseded
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N/A – Not Applicable
** Subject to Archival Selection

Class Code	Secondary Heading	Total Retention
M04	**Complaints, Commendations and Inquiries** Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request. Excludes: • Accessibility of Records/FOI (A17) • Grievances or harassment / violence complaints by or against employees (H14 / H15) • Employee Recognition (H21)	T + 5** T = file close date
M05	**News Clippings** Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	1**
M06	**News Releases** Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	1**
M07	**Publications** Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	S**
M08	**Speeches and Presentations** Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: • Media coverage of speeches/presentations (M05) • News Releases (M06)	3**
M09	**Visual Identity and Insignia** Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	S+5**
M10	**Website and Social Media Content** Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	S

Class Code	Secondary Heading	Total Retention
	Excludes: • Published website content (M07)	
M11	**Public Relations and Public Awareness** Incudes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	5**
M12	**Intellectual Property** Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	T+5
P00	**Protection and Enforcement Services – General** Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
P01	**By-Law Enforcement** Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc. Excludes: • Health & Fire Inspections (P07) • Investigations (P08) • Environmental Monitoring Industrial/Commercial (E05) • Prosecutions (L13) • Animal Control Enforcement (P14) • Lottery License Enforcement (P09)	7**
P03	**Emergency Planning and Response** Includes records regarding the planning, testing, rehearsal of and response to emergency, pandemic, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	S
P04	**Hazardous Materials** Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills	S

Class Code	Secondary Heading	Total Retention
	Excludes: • Staff Safety Training (H04) • Personal Exposure (H17) • Manifests (E07)	
P05	**Incident/Accident Reports** Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: • Security (A18) • Accidents of Municipal Staff (H04) • Compensation claims and vehicle accidents (L02/L03) • Long Term Care Home medication incidents (S18) • Private Child Care Centre incidents (S14) • Municipal Child Care Centre incidents (S10)	T+5 T = close of action or age of majority
P06	**Building and Structural Inspections** Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: • By-law enforcement (P01)	P
P07	**Health and Fire Safety Inspections** Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties. Excludes: • Internal health & safety inspections (H04) • Routine building and structural inspections (P06)	S Records to be kept for a minimum of 1 year.
P08	**Investigations** Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny. Excludes: • By-law enforcement (P01) • Harassment & Violence staff investigations (H15)	T + 10** T = File closed date.

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Class Code	Secondary Heading	Total Retention
P09	**Licenses** Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc. Excludes: • Marriage Licences (L12)	T+2 T = Expiry of Licence.
P10	**Building Permits** Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines Excludes: • All other permits (P11)	Permit Card, Approved Drawings, Inspection Logs/Reports = P Supporting Documentation = 2 years.
P11	**Permits – Other** Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc. Excludes: • Building Permits (P10) • Encroachment Permits (D16) • Burial Permits (S09) • Road and Lane Opening / Closings (T09)	T+2 T = Expiry of permit.
P12	**Warrants** Includes all warrants issued for By-Law enforcement purposes.	T + 2 T = Execution of Warrant.

Class Code	Secondary Heading	Total Retention
		Court services search warrants = 40 years
P14	**Animal Control** Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: • Dog Licenses (P09)	2 Muzzle Order = S
P15	**Community Protection Programs** Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	S+2
P16	**Emergency Services** Includes records regarding police, land ambulance, fire and rescue services	S+7
P17	**EMS and Fire Significant Incident and Impact Reports** Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	S+5
P18	**EMS and Fire Accident Response Reports** Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification. Excludes: • Investigations (P08)	S+5
P19	**EMS and Fire Statistics** Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	S+2
P20	**Prohibitions & Notices** Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	15
P21	**Facilities Routine Water Use, Monitoring and Testing**	7

Class Code	Secondary Heading	Total Retention
	Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities.	
R00	**Recreation and Culture – General** Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use temporarily and only if no other heading is available	1
R01	**Heritage Preservation** Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: • Historical Designation By-Laws (C01) • Natural Heritage Preservation (E18)	T+5** T = Removal of designation.
R02	**Library Services** Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.	5
R03	**Museum and Archival Services** Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: • Record Centre Operations	S+3**
R04	**Parks Management** Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: • Building and Property Maintenance (A20)	Park Maintenance = 5 years** Playground Equipment Maintenance = 15 years**
R05	**Recreational Facilities**	5

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Class Code	Secondary Heading	Total Retention
	Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject Excludes: • Facilities Construction (A19) • Building and Property Maintenance (A20)	
R06	**Recreational Programming** Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Program development & Evaluation = 3 years** Program Registration = 1 year. Attendance fee collection = 6 years.
R07	**Recreational Community Groups** Includes sports groups, non-profit organizations and services	5**
S08	**Public Health** Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization. Excludes: • Medical Client Case Files (S06)	S
S09	**Cemetery Interment** Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries. Excludes: • Building and property Maintenance (A20) • Promotional Materials (M07)	P**

Class Code	Secondary Heading	Total Retention
	• Price Lists and Cemetery Operation (S20)	
S20	**Cemetery Operations** Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records. Excludes: • Burial permits, interment records (S09)	6
T00	**Transportation Services – General** Includes records regarding transportation which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
T01	**Illumination** Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	T+6 T = removal of equipment Specifications = P
T02	**Parking** Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	T + 6
T04	**Road Construction** Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc. Excludes: • Design and Planning (T05) • Routine Maintenance and Minor Improvements to Road Systems (T06) • As-Builts (A25)	T + 1** T = Completion of project. Specifications = P
T05	**Road Design and Planning** Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	T+1** T = Completion of project

Class Code	Secondary Heading	Total Retention
		Specifications = P
T06	**Road Maintenance and Salt Usage** Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts. Excludes: • Non salt usage training records (H03)	T+1** T = Completion of project Salt plans, usage, training and reports = 7 years. Specifications = P
T07	**Signs and Signals** Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals. Excludes: • Visual Identity Program (M09) • Permits (P11)	T + 1 T = removal of sign/signal.
T08	**Traffic** Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: • Permits for temporary closure (P11)	T+1** T = project finished Temporary Road Closures = 2 years.
T09	**Roads and Lanes Openings / Closures**	T + 1

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Class Code	Secondary Heading	Total Retention
	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. Excludes: • Temporary Road Closures (T08) • Land Sales (L07) • Road Closing By-laws (C01)	T = project finished
T10	**Field Survey / Road Survey Books** Includes engineering field survey notes as well as books.	T + 1 T = Project finished.
T11	**Bridges** Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	T + 1 T = Project finished. Specifications = P
V00	**Vehicles and Equipment – General** Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
V01	**Fleet Management** Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire–Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal. Excludes: • Insurance Policies (L06) • Accident Claims (L02 & L03) • Leases/Contracts (L14)	T + 2 T = Disposal of item. Public Vehicles trip record = 1 year. Logs = 2 years.

Class Code	Secondary Heading	Total Retention
V02	**Mobile Equipment** Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	T + 2 T = Disposal of item.
V03	**Transportable Equipment** Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	T + 1 T = Disposal of item.
V04	**Protective Equipment** Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. Excludes: • Uniforms and Clothing (A14)	T+ 1 T = Disposal of item.
V05	**Ancillary Equipment** Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals. Excludes: • Gasoline storage tanks (E24) • Mechanical & Operational systems integral to building structure (A26) • Private/Small water systems (E22)	T + 1 T = Disposal of item Set-up tests = S

The TOWNSHIP of NORTH DUMFRIES

CLK Report No. 10-2025

Council Meeting
July 7, 2025

Local Government Week Public Engagement Initiatives – October 2025

Recommendation:

The Clerk recommends:

1. **THAT CLK Report No. 10-2025 be received;**

2. **AND THAT Council endorse staff undertaking a public engagement initiative on behalf of the Township to promote Local Government Week in October 2025;**

3. **AND THAT staff work with the local schools in Ayr to determine what, if any, engagement strategies the schools would be interested and available to participate in to recognize Local Government Week in October 2025.**

1. Purpose

The purpose of this Report is to present various public engagement ideas to Township Council that staff could undertake to engage and educate the public about municipal government.

Staff have prepared this report to gather Council's input, receive any additional suggestions that Council may have on the proposed engagement ideas and to obtain Council's support prior to proceeding.

2. Background

Local Government Week is an initiative that is undertaken each year during the third week of October. The intent of this event is to raise public awareness and youth awareness about the important role that local government plays in shaping our communities. Local Government Week was established through collaborative efforts between the Province of Ontario, the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO), and the Association of Municipalities of Ontario (AMO).

Local Government week is scheduled for the week of October 20, 2025.

3. Options and Analysis

Following the 2022 Municipal Election, voter turnout for the Township dropped significantly, compared to the 2018 voter turnout. Staff at that time undertook a post Election community wide survey to seek additional feedback on the roll out and delivery of the 2022 Municipal Election. As a result of the survey, it became evident that a contributing factor that can impact whether someone decides to cast their ballot is how engaged they are with issues / candidates and an overall interest in local government.

Arising from the completion of the survey, staff identified that in advance of the 2026 Municipal Election, staff would review new and different ways to engage the public, educate the public more about local government including what is involved with being an elected official and the important work undertaken at the local level, as well as what local government does and how it is relevant to them.

In previous years, the Township has not undertaken any formal or structured public engagement initiatives to recognize Local Government Week. In advance of the 2026 Municipal Election, staff would like to undertake some public engagement initiatives during the month of October 2025 to raise public awareness about the important role local government plays in the community, highlight the types of services that are provided and engage the residents using different methods.

To recognize Local Government Week, in addition to promoting through various means (newspaper, Township website, Township social media), the Township would like to reach out to the local schools to inquire whether there is any interest to participate in some of the engagement initiatives. Staff are also open to any suggestions from the schools, or Members of Council as to any other ideas that could be further explored.

Staff have identified some possible public engagement idea that could be undertaken:

- Arrange for the Mayor, Councillor or staff to visit one or more local schools in the Township to talk about local government, the important role it plays on their day-to-day life and address any questions from the students. This is dependent on interest from the local schools, principals and teachers.

- Launch a ‘Mayor / Councillor for a Day Contest’ in collaboration with the local schools, or launch as a Township wide initiative that anyone can participate in. This could entail students / or kids under a certain age who reside in the Township submitting a written submission on what local government means to them and what they would do if they were the Mayor or a Councillor. Council could select the winner, and they could be recognized at a future Council meeting, or attend a future Council meeting to sit alongside the Mayor as the Co-Chair during a Council Meeting.

- Coordinate open houses, or facility tours for the public. This could include the Township Administration Office, Fire Hall, or the public works facility.

- Host a Council Meeting in a local school and allow students to make mock delegations to Council on topics that are relevant to local government. Pending interest from the schools, staff would work closely with school staff to coordinate all aspects of this. Township staff would review and address any procedural aspects / concerns well in advance and review whether it is feasible, depending on the space availability and technological capabilities.

- Increased communications during Local Government Week to raise the public awareness and to educate about the types of services and responsibilities undertaken at the local level. This may include promoting Council Meeting engagement, or participating in Advisory Committees. This could include a social media campaign.

All aspects of the public engagement being undertaken would include an educational component that educates the public about the important role local government plays and the types of serves provided at the municipal level. This information would be incorporated into some broader messaging surrounding the Municipal Election that is scheduled in October 2026, the various positions that are elected during the Election and the importance of voting.

For next steps, staff will initiate discussions with the local schools and look at which public engagement initiatives the Township will undertake. Staff will prepare future reports for Council should any specific approvals, ect be required to pursue a particular engagement initiative.

4. Financial Implications

Costs associated with undertaking public engagement initiative will include costs associated with advertisement. Any incurred costs will come from the 2025 Council operating budget.

5. Attachments

None.

For further information on the contents of this Report, please contact Ashley Good, Clerk, at 519-632-8800 ext. 122 or via email at agood@northdumfries.ca

Report Prepared By:



Ashley Good,
Clerk

Respectfully Submitted By:



Andrew McNeely,
Chief Administrative Officer

The TOWNSHIP of NORTH DUMFRIES

REC Report No. 24-2025

Council Meeting
July 7, 2025

Kiwanis Rubber Duck Race & Children's Tractor Pull – Saturday, August 16, 2025

Recommendation:

The Director of Leisure and Community Services recommends:

1. **THAT REC Report No. REC- 24-2025 be received;**

2. **AND THAT By-law 3572-25, being a By-law to temporarily to close the following streets as follows to accommodate the Kiwanis Rubber Duck Race and associated activities on Saturday August 16th, 2025, be enacted:**

    i) **Stanley Street and Piper Street, between Northumberland Street to 29 Piper Street, for the hours of 12:00 pm – 1:00 pm; and,**

    ii) **Tannery Street, between Stanley Street to 10 Tannery Street, for the hours of 9:00 am – 1:00 pm to accommodate the Kiwanis Children's Tractor Pull**

3. **AND THAT Council grant an exemption to Noise By-law No. 3421-23 for outdoor amplified music and/or sound to be permitted for the event located at Tannery Street and the Piper Street bridge area for Saturday August 16, 2025 from 9:00 am to 1:00 pm, subject to the following:**

    i) **The Operators of the event shall notify all residential property owners located on Tannery Street, and all business owners located on the west side of Northumberland, between Gibson and Stanley Street and the business owners on Stanley Street from Northumberland Street and the Piper Street bridge, as to the hours of the event, including the hours of amplified outdoor sound and/or music by no later than July 31, 2025.**

1. Purpose

The purpose of this report is to seek Council's approval for temporary road closures and logistical arrangements to support the safe execution of the Kiwanis Rubber Duck Race and Children's Tractor Pull, scheduled for Saturday, August 16, 2025, at Tannery Street and the Piper Street Bridge. A Noise Bylaw exemption is also being requested to support this event.

2. Background

The Kiwanis Club of Ayr, is organizing a community event featuring a Rubber Duck Race and a Children's Mini Tractor Pull on Saturday, August 16, 2025, from 9:00 a.m. to 1:00 p.m. This will be the second year for the Rubber Duck Race. The first year of operation was in August 2024. New to this year is the inclusion of the Mini Tractor Pull.

This year's event will take place at Tannery Street (the former Lawn Bowling site) and the Piper Street Bridge on Saturday August 16 starting at 9:00 am through to 1 pm. The Mini Tractor Pull will occur on the grounds of 10 Tannery Street beginning at 9:30 am and the Rubber Duck Race will begin at 12:00 p.m. on the Nith River. The event is scheduled to be over and cleaned up by 1:00 p.m.

To accommodate the event, access to Tannery Street from both Northumberland and Stanley Street will be closed from 9:00 a.m. to 1:00 p.m. The Piper Street Bridge will be closed from 12:00 to 1:00 p.m.

Businesses and residences will be given notice about the event time and location.

As per Township policy, Council approval is required for temporary road closures and use of municipal spaces for public events.

Companion to the temporary road closures, Staff are also seeking an exemption from the Noise Bylaw to accommodate music and/or amplified sound associated with the Kiwanis event.

3. Options and Analysis

Approving the proposed road closures and operational plan will support the safe and successful delivery of both the Rubber Duck Race and the Children's Tractor Pull. This approach is consistent with previous event management practices, including By-law 3491-24, which authorized a similar closure for the Ayr 200 Duck Race on August 1, 2024.

Event organizers have developed a comprehensive Emergency Management Plan and confirmed the presence of the Fire Department on-site.

To enhance safety, snow fencing will be installed along the riverbank during the tractor pull, and boaters equipped with lifejackets will be stationed in the Nith River to retrieve ducks following the rubber duck race.

A Noise By-law exemption has been requested to allow for music / amplified sound during the event, and additional garbage receptacles will be deployed at 10 Tannery Street and on the Piper Street Bridge to manage waste effectively.

4. Financial Implications

There are no direct costs to the Township associated with this event.

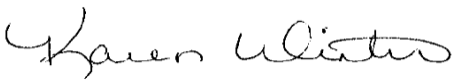
There is staff time associated with the road closures / re-opening, garbage bin deployment and collection, etc. Staff from both Public Works and Fire Services will be present on-site and their costs will be accommodated within the Operating Budget. The Kiwanis Club was also given a Community Grant and this will be used to offset aspects of the logistical set up of the event where needed.

5. Attachments

1. Attachment 1 – Overhead Map of Event location
2. Attachment 2 – By-law - 3572-25 to Temporarily Close Piper Street Bridge and Tannery Street

For further information on the contents of this Report, please contact Karen Winter, Director of Leisure and Community Services at (519) 632 8800 ext. 135 or via email at kwinter@northdumfries.ca

Report Prepared By:



Karen Winter
Director of Leisure and Community Services

Respectfully Submitted By:



Andrew McNeely,
Chief Administrative Officer

1. Attachment 1 – Overhead Map of Event location



10 Tannery Street Closure

Piper street Bridge Closure

Tractor Pull Location

Rubber Duck Race

The Corporation of the Township of North Dumfries
By-law Number 3572-25

Being a By-law to Temporarily Close Certain Streets on Saturday August 16th, 2025 to Accommodate the Kiwanis Rubber Duck Race, Kiwanis Children's Tractor Pull and Associated Activities in Downtown Ayr.

Authority: Municipal Act, S.O. 2001, c. 25, as amended, Sections 11 (3) and 35.

Whereas Section 11 (3) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws, respecting matters within the sphere of jurisdiction of highways, including parking and traffic on highways.

And Whereas pursuant to the said Municipal Act,, Sections 8 (1) and 9 provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable to municipality to govern its affairs as it considers appropriate and to enhance Municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas pursuant to the said Municipal Act, Section 35 a municipality may pass by-laws removing or restricting the common law of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway

And Whereas the Council of the Corporation of the Township of North Dumfries deems it advisable to temporarily close certain streets in Downtown Ayr on Saturday August 16th, 2025 to facilitate the Kiwanis Rubber Duck Race, Kiwanis Children's Tractor Pull and associated activities.

Now Therefore the Council of the Corporation of the Township of North Dumfries Enacts as Follows:

1. That the following streets be temporarily closed to vehicular traffic on Saturday August 16, 2025 as follows:

    a. Stanley Street and Piper Street, from Northumberland Street to 29 Piper Street between the hours of 12 Noon to 1:00 pm; and,

    b. Tannery Street, from Stanley Street to 10 Tannery Street between the hours of 9:00 am to 1:00 pm

Read a First and Second time this 7th day of July, 2025.

Read a Third time and finally passed this 7th day of July, 2025.

_____
Sue Foxton, Mayor

_____
Ashley Good, Clerk

From:	Andrew Mcneely
To:	Ashley Good
Subject:	FW: Letter from the Honourable Lisa Thompson, Minister of Rural Affairs / Lettre de l"honorable Lisa Thompson, ministre des Affaires rurales
Date:	June 25, 2025 7:08:01 AM
Attachments:	image001.png image004.png

Please include this correspondence on the July 7th Agenda under Correspondence – Items for Discussion

Andrew McNeely,
Chief Administrative Officer

The Corporation of the Township of North Dumfries
106 Earl Thompson Road, 3rd Floor
P.O. Box 1060
Ayr, Ontario N0B 1E0

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✉ amcneely@northdumfries.ca

Website: www.northdumfries.ca

Township Administrative business can be accessed through our website, by email or by telephone. Meetings will be arranged through scheduled appointments and can be accommodated through either virtual platforms or in-person.



From: noreply@salesforce.com <noreply@salesforce.com> **On Behalf Of** Minister MRA
Sent: June 24, 2025 3:55 PM
To: Andrew Mcneely <amcneely@northdumfries.ca>
Subject: Letter from the Honourable Lisa Thompson, Minister of Rural Affairs / Lettre de l'honorable Lisa Thompson, ministre des Affaires rurales

> You don't often get email from minister.mra@ontario.ca. Learn why this is important

Tuesday, June 24, 2025

Andrew McNeely

CAO
Township of North Dumfries
amcneely@northdumfries.ca

<Voir version française ci-après>

Dear Andrew McNeely:

As the Minister of Rural Affairs, I am pleased to announce that the newly expanded Rural Ontario Development (ROD) program is now accepting applications.

This enhanced program is part of Enabling Opportunity: Ontario's Rural Economic Development Strategy, our government's blueprint for protecting rural Ontario and helping rural communities and businesses to grow and thrive.

Ontario is investing $20 million, doubling the funding over two years, to support rural municipalities, not-for-profits, Indigenous communities, local service boards and rural small businesses to attract investment and create new jobs and opportunities for rural workers.

The ROD program introduces four new enhanced funding streams and expands program eligibility to include more rural communities and rural small businesses:

Economic Diversification, Competitiveness and Capacity Building
Projects that support communities with building economic development capacity and implementing strategies to increase competitiveness and retain businesses, attract investment and enhance growth. There are three sub-streams for applicants to explore:

- Strategies and plans − Up to $50,000 (50 per cent cost share)
- Economic diversification and competitiveness − Up to $150,000 (50 per cent cost share)
- Capacity building events − Up to $10,000 (35 per cent cost share)

Workforce Development, Attraction and Retention
Projects that support communities to implement strategies and/or

undertake initiatives for attracting and retaining workers. Applicants can apply for up to $150,000 (50 per cent in cost share).

Community Infrastructure Enhancements
Projects that update or transform community assets that have been identified as important to the community's economy. Applicants can apply for up to $25,000 (35 per cent cost share) for small projects or up to $250,000 (35 per cent cost share) for large projects.

Business Development
Projects that support small brick-and-mortar businesses in rural Ontario with between one to 20 employees. Applicants can apply for up to $10,000 (35 per cent cost share).

Whether you're an applicant or a connector in your community, we hope you will help us spread the word about this program and its expanded eligibility. Applicants can find full program details, instructions and applications at www.ontario.ca/RODprogram.

Applications will be accepted until September 24, 2025, at 5 p.m. On the ROD program homepage, applicants can register for a free information session, stay up to date on future program intakes and learn more about opportunities for applicant support. To learn more about Ministry of Rural Affairs programs and to stay connected, please visit this page and follow the Ministry of Rural Affairs on LinkedIn, Facebook or X.

Our government is committed to protecting Ontario's rural communities, enabling them to take advantage of economic development opportunities, address workforce challenges and encourage business attraction and investment.

Please accept my best wishes as you explore the opportunities that are possible through the Rural Ontario Development program.

Sincerely,

Original signed by

Lisa M. Thompson
Minister of Rural Affairs

c:
Hannah Anderson, Chief of Staff
Martha Greenberg, Deputy Minister
Laurie Miller, Assistant Deputy Minister, Rural Affairs Division

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Bonjour,

En tant que ministre des Affaires rurales, j'ai le plaisir d'annoncer que le nouveau Programme de développement des collectivités rurales de l'Ontario accepte maintenant les demandes.

Ce programme amélioré fait partie des Meilleures perspectives : Stratégie ontarienne de développement économique des collectivités rurales, le plan directeur de notre gouvernement pour protéger les régions rurales de l'Ontario, et aider les entreprises et les collectivités rurales à croître et à prospérer.

L'Ontario investit 20 millions de dollars, soit le double du financement sur deux ans, pour soutenir les municipalités rurales, les organismes sans but lucratif, les communautés autochtones, les régies locales des services publics et les petites entreprises rurales en vue d'attirer des investissements et de créer de nouveaux emplois et de nouvelles occasions pour les travailleurs ruraux.

Le Programme de développement des collectivités rurales de l'Ontario met en place quatre volets de financement améliorés et étend l'admissibilité au programme pour inclure un plus grand nombre de collectivités rurales et de petites entreprises rurales.

Diversification économique, compétitivité et renforcement des capacités
Des projets qui aident les collectivités à renforcer leur capacité de développement économique et à mettre en œuvre des stratégies visant à accroître la compétitivité et à retenir les entreprises, à attirer des investissements et à stimuler la croissance. Les demandeurs peuvent explorer trois sous-volets :

- Stratégies et plans − Jusqu'à 50 000 $ (50 % de partage des coûts)
- Diversification économique et compétitivité − Jusqu'à 150 000 $ (50 % de partage des coûts)
- Activités de renforcement des capacités – Jusqu'à 10 000 $ (35 % de

partage des coûts)

Perfectionnement, attraction et rétention de la main-d'œuvre

Des projets qui aident les collectivités à mettre en œuvre des stratégies ou à entreprendre des initiatives visant à attirer les travailleurs et à les maintenir en poste. Les demandeurs peuvent demander jusqu'à 150 000 $ (50 % de partage des coûts).

Amélioration de l'infrastructure communautaire

Des projets qui mettent à jour ou transforment les actifs communautaires qui ont été désignés comme importants pour l'économie de la collectivité. Les demandeurs peuvent demander jusqu'à 25 000 $ (35 % de partage des coûts) pour les petits projets ou jusqu'à 250 000 $ (35 % de partage des coûts) pour les grands projets.

Développement des affaires

Des projets qui soutiennent les petites entreprises physiques dans les régions rurales de l'Ontario comptant entre un et 20 employés. Les demandeurs peuvent demander jusqu'à 10 000 $ (35 % de partage des coûts).

Que vous soyez un demandeur ou un connecteur dans votre communauté, nous espérons que vous nous aiderez à faire connaître ce programme et son admissibilité élargie. Les demandeurs peuvent trouver tous les détails du programme, les directives et les demandes à l'adresse suivante : www.ontario.ca/RODprogram.

L'organisme acceptera les demandes jusqu'au 24 septembre 2025 à 17 h. Sur la page d'accueil du Programme de développement des collectivités rurales de l'Ontario, les candidats peuvent s'inscrire à une séance d'information gratuite, se tenir au courant des futures admissions et en apprendre davantage sur les possibilités de soutien aux candidats.

Pour en savoir plus sur les programmes du ministère des Affaires rurales et pour rester connecté, veuillez consulter cette page et suivre le ministère des Affaires rurales sur LinkedIn, Facebook ou X.

Notre gouvernement s'est engagé à protéger les collectivités rurales de l'Ontario, leur permettant ainsi de tirer parti des possibilités de développement économique, de relever les défis liés à la main-d'œuvre et d'encourager l'attraction d'entreprises et l'investissement.

Je vous prie d'accepter mes meilleurs vœux en explorant les possibilités offertes par le Programme de développement des collectivités rurales de l'Ontario.

Sincèrement,

Original signé par

Lisa M. Thompson
Ministre des Affaires rurales

c. c.
Hannah Anderson, chef de cabinet
Martha Greenberg, sous-ministre
Laurie Miller, sous-ministre adjointe, Division des affaires rurales



The Corporation of the Township of North Dumfries
By-law Number 3572-25

Being a By-law to Temporarily Close Certain Streets on Saturday August 16th, 2025 to Accommodate the Kiwanis Rubber Duck Race, Kiwanis Children's Tractor Pull and Associated Activities in Downtown Ayr.

Authority: Municipal Act, S.O. 2001, c. 25, as amended, Sections 11 (3) and 35.

Whereas Section 11 (3) of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a municipality may pass by-laws, respecting matters within the sphere of jurisdiction of highways, including parking and traffic on highways.

And Whereas pursuant to the said Municipal Act,, Sections 8 (1) and 9 provide that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable to municipality to govern its affairs as it considers appropriate and to enhance Municipality's ability to respond to municipal issues and has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas pursuant to the said Municipal Act, Section 35 a municipality may pass by-laws removing or restricting the common law of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway

And Whereas the Council of the Corporation of the Township of North Dumfries deems it advisable to temporarily close certain streets in Downtown Ayr on Saturday August 16th, 2025 to facilitate the Kiwanis Rubber Duck Race, Kiwanis Children's Tractor Pull and associated activities.

Now Therefore the Council of the Corporation of the Township of North Dumfries Enacts as Follows:

1. That the following streets be temporarily closed to vehicular traffic on Saturday August 16, 2025 as follows:

    a. Stanley Street and Piper Street, from Northumberland Street to 29 Piper Street between the hours of 12 Noon to 1:00 pm; and,

    b. Tannery Street, from Stanley Street to 10 Tannery Street between the hours of 9:00 am to 1:00 pm

Read a First and Second time this 7th day of July, 2025.

Read a Third time and finally passed this 7th day of July, 2025.

_____
Sue Foxton, Mayor

_____
Ashley Good, Clerk

The Corporation of the Township of North Dumfries

By-Law Number 3574-25

Being a By-law to Repeal By-law No. 2910-17 And to Provide for the Classification, Retention and Destruction of Records in the Township of North Dumfries.

Whereas Section 245 (1) of the *Municipal Act, S.O. 2001, as amended,* states that ta municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner;

And Whereas Section 255(2) of the *Municipal Act, S.O. 2001, as amended* states that despite Section 254, a record of a municipality or a local board may be destroyed if a retention period for the record has been established under this section and,

(a) The retention period has expired; or
(b) The record is a copy of the original record

And Whereas Section 255(3) of the *Municipal Act, S.O. 2001, as amended,* states that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254;

And Whereas the Council of the Corporation of the Township of North Dumfries deems it desirable to update the Municipality's Records Retention By-law to establish retention periods for the records of the Municipality and repeal By-law No. 2910-17

Now therefore the Council of the Corporation of the Township of North Dumfries enacts as follows:

1. **Definitions**
   a) "Classification" (as in records classification) means the systematic identification and arrangement of records into categories according to logically structured conventions, methods, and procedural rules, represented in a classification scheme.
   b) "Destroy" means the process of eliminating or deleting data, documents and records so that the recorded information no longer exists. NOTE: See also the definition for expungement.
   c) "Disposition" with respect to records means a range of processes; associated actions; implementation; retention; destruction; loss; or transfer of custody or ownership that are documented in disposition authorities or other instruments.
   d) "Expungement" means a process to eliminate completely, to wipe out, to destroy, or to obliterate an electronic record. NOTE: See also the definition for destruction.
   e) "Files" has the same meaning as "records" and may be used inter-changeably.
   f) "Medium/media" means the physical material which serves as a functional unit, in or on which information or data is normally recorded, in which information or data can be retained and carried, from which information or data can be retrieved and which is non-volatile in nature.
   g) "Official records" means recorded information in any format or medium that documents the corporation's business activities, rights, obligations, or responsibilities or recorded information that was created, received, distributed, or maintained by the corporation in compliance with a legal obligation.

h) “Orphan Data” means data that is not machine readable because the data exists with no identifiable computer application or system that can retrieve it, or the data is machine readable but does not have sufficient content, context or structure to render it understandable.
i) “Records” means any recorded information, however recorded or stored, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”.
j) “Retention Period” means the period of time during which records must be kept by the Township before they may be disposed of.
k) “Retention Schedule” means a control document that describes the Township’s records at a series level, and indicates the length of time that each series shall be retained before its final disposition. It specifies those records to be preserved for their archival or legal values, and authorizes on continuing basis the destruction of the remaining records at the end of a specified retention period or the occurrence of specified actions or evens. Records retention schedules serve as the legal authorization for the disposal of the Township’s records.
l) “Township” means the Corporation of the Township of North Dumfries.
m) “Transitory records” means records kept solely for convenience of reference and of limited value in documenting the planning or implementation of Township policy or programs, such as:
    a. Copies of miscellaneous notices or memoranda concerning routine administrative matters or other minor issues;
    b. Information copies of widely distributed materials, such as minutes, agendas and newsletters, unless the information copy has been annotated to reflect significant input or for other program purposes;
    c. Preliminary drafts of letters, memoranda or reports and other informal notes which do not represent significant steps in the preparation of a final document and which do not record decisions;
    d. Duplicate copies of documents in the same medium which are retained only for convenience or future distribution;
    e. Voice-mail messages;
    f. E-mail messages and other communications that do not relate to Township business;
    g. Copies of publications, such as, published reports, administration manuals, telephone directories, catalogues, pamphlets or periodicals;
    h. Duplicate stocks of obsolete publications, pamphlets or blank forms;
    i. Unsolicited advertising materials, including brochures, company profiles and price lists.

2. Retention Schedule

a) The records retention schedule attached hereto as Schedule “A”, forms part of this by-law.
b) The Township Clerk or designate may amend Schedule “A” – Retention Schedule – as required without an amendment to this By-Law.
c) The Clerk or designate shall administer this By-Law and shall ensure that the retention periods set out in Schedule “A” attached hereto comply with all relevant legal requirements for records retention.
d) In determining the retention periods for any records, the Clerk or designate shall consider, in consultation with other Township employees where appropriate:

a. The suggested retention period as suggested by The Ontario Municipal Records Management System (TOMRMS)
b. The operational nature of the records, including the period of time during which the Township uses the records to perform its functions;
c. The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation;
d. The fiscal nature of the records including the period to time necessary for audit or tax purposes; and,
e. The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the Township

3. Responsibilities of Staff and Elected Officials

All Municipal employees who create, work with, or manage records shall:

a) Comply with the retention periods as specified in Schedule “B” to the Records Retention By-law;
b) Ensure that official records in their custody or control are protected from inadvertent destruction or damage; and
c) Ensure that transitory records in their custody or control are destroyed when they are no longer needed for short-term reference.

4. Clerk, or Designate

The Clerk, or Designate shall:

a) Develop and administer policies and establish and administer procedures for the Township’s records management program;
b) Administer the appropriate standard for the classification of corporate records, taking into account the legal, financial, administrative, operational, and historical values of each corporate record;
c) Monitor the retention schedule and shall ensure that the schedule complies with all legislative requirements;
d) Periodically review and amend Schedule “A” of this By-law; and
e) Ensure that all reasonable measures are implemented to promote the preservation, security and destruction of corporate records in accordance with this By-law and any other legislative requirements.

5. Disposition of Records

a) The Clerk or Designate shall notify the appropriate Township department head or director in writing of the scheduled disposition of records, including a list of the records eligible for disposition and the scheduled disposition date.
b) The Township department head or director shall notify the Clerk, or Designate in writing, before the scheduled disposition date, whether any of the records included in the disposition notice need to be retained past the scheduled disposition date, and the reason(s) why such further retention is necessary.
c) Prior to destruction of an information database or orphan data, the following documents are required:
    i. A written description containing, to the extent that such information is available, the following:

- The title of the system;
- The identification of the business unit responsible for the creation or use of the data;
- A brief description of the system's purpose;
- Where possible, a contents list of the information being destroyed; or
- A brief description of any sub-systems, their purpose and relationship to the main system or other sub-systems; and
- The name of the technical contact person who is responsible for documenting the system.

ii. The written approval of the signing authority;

iii. Where applicable to satisfy the provision of the *Federal Income Tax Act, Excise Tax Act, Employment Insurance Act,* or Canada Pension Plan, an exemption from the Minister of National Revenue from the requirement to keep records in an electronically readable format.

d) Where appropriate and taking into account the principles governing the disposition of official records, the Clerk or Designate shall re-schedule the disposition of any records listed in the notice referred to in subsection (b) of this section for up to one year later than the scheduled disposition date.

e) Re-scheduling the disposition of any records beyond a one-year period requires written notice from the Township department head or director to the Clerk or Designate for each additional year.

f) If no notice is received under subsection (b) of section 5 of this By-Law before the scheduled disposition date, the records shall be deemed to be authorized for disposition by the Township department head or manager.

g) When official records have been disposed of pursuant to this By-Law, the Clerk or Designate shall obtain written confirmation of such disposition.

6. Principles Governing the Destruction of Official Records

a) The following principles govern the destruction of official records:
   a. When there are no further business or legal reasons for retaining official records, they shall be destroyed or expunged as appropriate;
   b. Official records pertaining to pending or actual investigation or litigation shall not be destroyed;
   c. Official records disposed of at the end of a retention period, as well as drafts and copies of records disposed of on a regular basis, shall be destroyed in a way that preserves the confidentiality of any information they contain

b) Official records in the custody of the Township shall not be destroyed unless such records are older than the retention period set out in Schedule "A" attached hereto and have been identified in a disposition notice prepared pursuant to subsection (a) of section 5 of this by-law; and

c) Copies of official records may be destroyed at any time if the original records are being retained in accordance with Schedule "A" attached hereto.

7. Previous By-laws Rescinded

a) That By-law 2910-27 enacted on the 11th day of December, 2017 and all previous by-laws and resolutions inconsistent with the provisions of this By-law are hereby repealed.

8. Citing of By-law

a) This By-law may be cited as the “Records Retention By-Law”.

Read a First and Second Time This 7th Day of July 2025.

Read a Third and Final Time This 7th Day of July 2025.

_____

Susan Foxton, Mayor

_____

Ashley Good, Clerk

Class Code	Secondary Heading	Total Retention
A00	**Administration – General** Includes administrative records which cannot be classified elsewhere. Use temporarily, and only if no other heading is available.	1
A01	**Associations And Organizations** Correspondence, minutes, agenda, notices, and reports regarding organizations and associations to which staff members belong. Excludes: • Membership Fees (F01)	1
A02	**Staff Committees and Meetings** Includes records regarding the activities of staff committees and meetings. Includes notices of meetings, agenda, minutes, etc. May also include copies of staff activity reports. Excludes: • Council Minutes and Agenda (C03 & C04) • Standing Committees (C05 & C06) • Health & Safety Committee (H04)	4**
A03	**Computer Systems and Architecture Information** Includes records relating to the design of computer systems and/or software, including needs assessments, business cases, project charter, process flowchart documentation, impact analysis, user and system requirements, specifications, testing plans and results, user sign-offs, project management meeting minutes/documentation, system development documentation, software design records, and software inspection notes. Also includes records on system installations/conversions and product evaluations. May also include requests for significant modification, fixes and upgrades. Excludes: • Reports (filed by subject) • Acquisitions (F18)	S+6
A04	**Conferences and Seminars** Includes invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, conventions, seminars and special functions attended by staff, or sponsored by the municipality. Excludes: • Speeches and Presentations (M08) • Accommodation & Travel Arrangements (A13) • Employee and Council Expenses (F09) • Ceremonies and Events (M02)	1**

Class Code	Secondary Heading	Total Retention
	• Invoices (F01) • Rental Agreements (L14)	
A06	**Inventory Control** Includes inventory statements and reports, and all other records regarding the control of supplies, fuel and office and small equipment stock levels. Excludes: • Assets (F06)	6
A07	**Office Equipment and Furniture** Includes records regarding the design and maintenance of owned and leased office equipment and furniture. Includes chairs, desks, tables, photocopiers, printers, scanners, etc. Excludes: • Computer Hardware and Software • Service Agreements (L14 & L04) • Assets (F06)	T
A08	**Office Services** Includes records regarding rates and services provided by courier, mail, and postage firms. Also includes records regarding the inter-office mail system, internal printing, and management of forms and templates	1
A09	**Policies and Procedures** Includes policy and procedure manuals, guidelines and directives.	S+15**
A10	**Records Management** Includes information regarding the management of corporate records, regardless of medium. Specific records include file listings, classification, structures, feasibility studies, and records centre operations	S
A11	**Records Disposition** Includes records regarding the disposition of municipal records. Includes the disposal method used and forms authorizing and describing the destruction of records.	P
A12	**Telecommunications Systems** Includes records regarding all types of telecommunications systems. Includes telephone systems, facsimile machines, base and mobile stations, towers, antennae, police and fire communications systems, and 911 emergency systems. Excludes: • Licenses (P09) • Assets (F06) • Long Distance Call Records (F01)	S

Class Code	Secondary Heading	Total Retention
	• Agreements (L04 or L14)	
A13	**Travel and Accommodation** Includes records regarding travel and accommodation arrangements. Includes itineraries, maps, authorizations, reservations, rented vehicles, catalogues and brochures concerning hotels, convention sites and restaurants. Excludes: • Employee and Council expenses (F09)	1
A14	**Uniforms and Clothing** Includes records regarding uniforms and special clothing used by municipal staff members, such as police uniforms, fire-fighters' clothing and safety closing used by	S**
A15	**Vendors and Suppliers** Includes records regarding vendors and suppliers of goods and services as well as information about these goods and services, such as catalogues, price lists, correspondence, and bidders information sheets. Includes consultant relationship management records. Project-based monitoring of consultant activity is retained in Project File Excludes: • Purchase Orders and Requisitions (F17) • Office Equipment – owned and leased (A07) • Fleet Management (V01)	T + 2 T = File close date
A16	**Intergovernmental Relations** Includes correspondence and other records of a general nature regarding the relationship between the municipality and all other levels of government (Such as telephone numbers, contact names, etc.) May include correspondence to and from Boards and Commissions. Where possible, these records should be filed by their subject, not the originator or recipient of the report and/or correspondence. Excludes: • Legislation (L10 or L11)	5**
A17	**Information Access and Privacy** Includes documents regarding the municipality's responsibility under the Municipal Freedom of Information and Protection of Privacy Act and records regarding the handling of requests under the Act. Includes routine disclosure requests and processing, notices of disclosure, responses to FOI request made to the municipality, access request transfers to another institution, FOI requests made by the municipality, notices of appeal and privacy breach investigation / processing. Also includes lists of Personal Information Banks (PIBs) Excludes: • Copies of the Act (L11) • Complaints and Inquiries (M04)	2

Class Code	Secondary Heading	Total Retention
A18	**Security** Includes reports, requests, logs, and other records regarding the security of offices / facilities and properties such as security passes and control of keys. Excludes: • Vandalism reports (P05) • Computer Security (A03)	5
A19	**Facilities Construction and Renovations** Includes records for the planning and construction of municipal facilities such as fire stations, pools, and office buildings. Includes site meetings, consultant's reports and cost reports. Also includes architectural and engineering drawings. • As built drawings (A27)	T+6** T = Completion of project and no outstanding issues.
A20	**Building and Property Maintenance** Includes records regarding the maintenance of the municipality's buildings and properties, such as cemeteries, bus terminals, garages, libraries, and office buildings. Includes exterior maintenance to buildings, landscaping, grounds and keeping and grass cutting. Also includes interior design of buildings, including floor layouts and office cleaning. Also includes pest control as well as licenses for devices such as elevators Excludes: • Parks Management (R04) • Building Systems (A26)	5
A21	**Facilities Bookings** Includes copies of permits and bookings issued for the rental of recreational and administrative facilities for specific activities.	3
A22	**Accessibility of Services** Includes records relating to the accessibility of Municipal buildings, services and information to disabled persons. Included multi-year accessibility plan ,efforts to remove barriers and notices of availability of these services. Excludes: • Report on services (A25)	P

Class Code	Secondary Heading	Total Retention
A23	**Information Systems Production Activity and Control** Includes records relating to computer system operations and backup tapes. Includes activity logs, help desk tickets, change control sheets, change orders, file access control reports.	2
A24	**Access Control and Passwords** Records related to the management of and access to programs. Includes individual access, password management, etc.	S
A25	**Performance Management / Quality Assurance** Includes records regarding the performance of the municipality as a whole and quality assurance programs such as the Ontario Municipal Benchmarking Initiative, Excellence Canada, Benchmarking, and Balances Score Cards. Type of records included are key performance indicators, annual reports submitted to a Ministry such as the leaf and yard waste system, annual waste reduction reports, waste recycling sites annual report, drinking water system annual report, long-term care home licensee annual report, personal health information annual report, housing services annual report, funding agencies annual report, and other information related to the efficiency and effectiveness of municipal operations as designated by a Ministry. Excludes: • Employee performance (H03) • Council Goals & Objectives (C08) • Financial Regulatory Reporting (F27)	6
A26	**Building Structure Systems** Includes records regarding building systems that are part of the building structure such as HVAC, ventilation, fire and life systems electrical safety, elevators, furnace, and emergency lighting. Includes manufacturer's operation/technical manuals and warranties; inspection and testing reports; approved life safety studies, approved compliance equivalencies, inspection log books and remedial action for building systems.	S

Class Code	Secondary Heading	Total Retention
A27	**Drawings** Includes architectural and engineering drawings and As-Built drawings and supporting documentation such as specifications required to interpret the drawings and identify the current state of a facility or infrastructure for assessment, rehabilitation and warranty support purposes.	S**
C00	**Council, Boards, and By-Laws – General** Includes records regarding Council, Boards and By-laws which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
C01	**By-Laws** Includes final versions of the municipality's by-laws and amendments and attachments that are legally part of the by-laws. Excludes: Background information (filed by subject)	P**
C02	**By-laws – Other Municipalities** Includes final versions of by-laws of other municipalities which are of interest	S
C03	**Council Agenda** Includes notices of meetings, agendas of meetings, reports and presentation materials used to create the agenda, working notes used in agenda preparation, audio/video recordings of Council and Advisory committee meetings in open session Excludes: • Committee Agendas (C05)	P
C04	**Council Minutes** Includes minutes of the proceedings of Council meetings. Excludes: • Council Committees (C05 & C06) • Reports to Council (C11)	P**
C05	**Advisory Committee Agenda** Includes notices of meetings and agenda for the committees of Council as well as working notes used in agenda preparation.	P
C06	**Advisory Committee Minutes** Includes minutes of the committees of Council and copies of local board minutes that members of Council belong to.	P
C07	**Elections**	T + 4

C – Current Year
P – Permanent
S - Superseded
T – Terminated
N/A – Not Applicable
** Subject to Archival Selection

Class Code	Secondary Heading	Total Retention
	Includes returned notices, ballots, list of officials, voter' lists, preliminary voters list, advertising. Includes campaign finances and auditor's reports, election planning files, election results, oaths taken by council members and ward boundary information	T = Declaration of Results if no recount. Ballots, preliminary voters list, and returned notices are 120 days after voting or resolution of recount
C08	**Goals and Objectives** Includes records concerning strategic planning, goals and objectives, and mission statements such as the municipal sustainability plan Excludes: • Environmental Planning (D03) • Official Plan (D08)	S+4**
C09	**Motions and Resolutions** Includes final signed versions of resolutions and motions of Council.	P**
C10	**Motions and Resolutions – Other Municipalities** Includes final versions of motions and resolutions of other municipalities which are of interest.	S
C11	**Reports to Council and Committees** Includes all reports to Council and Committees. Filed by subject	P**
C12	**Appointments to Boards and Committees** Includes records regarding appointments by Council of Staff and Council Members	P**
C13	**Accountability, Transparency, & Governance**	4

Class Code	Secondary Heading	Total Retention
	Includes records relating to Council Code of Conduct complaints and related investigations, Integrity Officer appointments and reports (including integrity commissioner reports, ombudsman investigation and reports), closed meeting investigations and initiatives.	
D00	**Development and Planning – General** Includes records regarding development and planning which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
D01	**Demographic Studies** Includes records regarding trends in population growth, census reports, and density studies. Also includes records regarding the type, level and rate of growth of employment, unemployment statistics, composition of the workforce, etc. Excludes: • Vital Statistics (L12)	10**
D02	**Economic Development** Includes records regarding the growth of the economy. Includes studies, statistics, projections, etc. Excludes: • Demographic Studies (D01) • Residential Development (D04) • Tourism Development (D06) • Industrial/Commercial Development (D21)	10**
D03	**Environment Planning** Includes records regarding general types of environmental studies with a long range planning emphasis, such as storm drainage, and flood control planning, parks and open spaces planning, and waste management planning. Also contains information on source water protection such as risk assessments and risk management plans. Excludes: • Environmental Monitoring (E05) • Waste Management (E07) • Source Water Protection (E20)	15**
D04	**Residential Development** Includes records regarding the availability of housing. Includes general assessments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	10
D05	**Natural Resources Planning** Includes records regarding the management and preservation of forests, records regarding the characteristics of various minerals as well as mineral deposits, and other natural resources information. Excludes:	5**

Class Code	Secondary Heading	Total Retention
	• Tree Maintenance (E04) • Natural Resource Management and Preservation (E18)	
D06	**Tourism Development** Includes records regarding the tourism industry and efforts made to promote and encourage tourism such as the use of the municipality as a convention site or special event	10**
D07	**Condominium Plans** Includes records regarding the approval of plans of condominiums. Includes drawings, technical reports, and correspondence, written comments, working notes, background information and applications.	P
D08	**Official Plans** Includes the official plan and amendments to the official plan. Also includes secondary plans and amendments, containing detailed objectives and policies concerning the planning, development, and redevelopment of specific planning districts.	P**
D09	**Official Plan Amendment Applications** Includes applications to amend the official plan or secondary plans, staff reports, notices, resolutions and decisions.	5
D10	**Severances** Includes records regarding the granting of severances to parcels of land including application for severance.	T + 6 T = LRO Registration date Certificate of Consent & Notice of Decision = P
D11	**Site Plan Control** Includes records regarding approval for the provision of services to individual land sites. Includes water, sewage, utility approvals, comments and correspondence. Also includes correspondence regarding parking areas, drainage and driveways. Excludes: • Systems for servicing land • Site Plan Agreements (L04)	P

Class Code	Secondary Heading	Total Retention
D12	**Subdivision Plans** Includes records regarding the approval of plans of subdivision (residential, commercial & industrial) includes drawings, technical reports, correspondence, written comments, working notes and background information. Includes clearance letters, draft approved plans and "red line" revisions, applications, registered plans, changes to approved plans, notices of approval. Excludes: • Subdivision Agreements (L04)	P
D13	**Variance Applications** Includes records regarding the granting of variances in land use including zoning applications from existing zoning regulations. Excludes: • Budget Variances – F05	P
D14	**Zoning** Includes records and standards regarding the designation of zones for land use planning purposes and zoning applications for other municipalities. Excludes: • Zoning By-laws (C01) • Variances (D13)	T + 2
D15	**Easements** Includes all records on Rights of Way and Easements concerning municipal ownership of private lands in order to maintain public service such as water and sewer lines that cross private property. Excludes: • Original Agreements (L04)	T + 6** T = Termination of right
D16	**Encroachments** Includes all records regarding private properties encroaching on municipal lands including encroachment permits. Also includes surveys and any other related documentation. Excludes: • Original Agreements (L04) • Original Encroachment By-laws (C01)	T + 6 T = Termination of Right
D17	**Annexation/Amalgamation** Includes all records pertaining to the annexing and amalgamating of land adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on county restructuring.	P

Class Code	Secondary Heading	Total Retention
D18	**Community Improvement Projects** Includes records, studies, statistics, and any required background information on community development programs. Examples include Ontario Neighbourhood Improvement programs, community area improvement programs, BIA, BIC, PRID, Etc. May also include records on housing rehabilitation programs. Excludes: • Economic Development (D02)	T+6** T = Completion of Project
D19	**Municipal Addressing** Includes records regarding requests for an assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings and copies of related by-laws.	S + 2
D20	**Reference Plans** Includes Registered Deposit Plans (RD Plans), site plans, property survey plans as received from Registry Office. May include correspondence.	P
D21	**Industrial / Commercial Development** Includes records regarding promotion and development of industry and commerce. Records include studies, statistics, projections, etc. Excludes: • Agricultural Development (D23) • Industrial Subdivisions (D12)	10**
D22	**Digital Mapping** Includes all records used to produce maps and updates in a digital format.	S
D23	**Agricultural Development** Includes all records regarding development of agricultural growth.	10**
D24	**Background Reports for Official Plan** Includes reports pertaining to amendments and changes to the Official Plan.	T + 5 T = Final decision
D25	**Deeming Process** Includes records regarding applications and background material for Deeming By-law applications, including Council decisions, by-laws, correspondence, etc. A Deeming By-law application is applied for in order to allow for two or more neighbouring lots on a registered plan of subdivision to merge. Only applicable to parcels of land contained within a plan of subdivision that has been registered for at least 8 years.	T + 2 T = Final decision
D26	**Development Charges Study**	15**

C – Current Year
P – Permanent
S - Superseded
T – Terminated
N/A – Not Applicable
** Subject to Archival Selection

Class Code	Secondary Heading	Total Retention
	Includes records related to the final development of and the final Development Charges Study as required under the Development Charges Act. Includes advertising, public meeting notices, responses, stakeholder lists, public meeting information, background information and supporting documentation, consultant reports, notices regarding adoption of the Development Charges By-law, and other records related to requirements for the development of the Development Charges By-law.	
D27	**Part Lot Control** Includes records regarding applications and background material for Part Lot Control exemptions, council decisions, by-law, correspondence, etc. A Part Lot Control application is applied for to allow the conveyance of a portion of a lot without requiring approval of a land division committee (typically used to separately convey semi-detached and townhouse units). Only applicable to parcels of land contained with a registered plan of subdivision.	T+5 T = Final decision
E00	**Environmental Services – General** Includes records regarding environmental services which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
E01	**Sanitary Sewers** Includes records regarding the design, construction and maintenance of sanitary sewers. Excludes: • Waste Management (E07) • Storm Sewers (E02) • Treatment Plants (E03) • Drawings / As Builts (A27) • MOE Approvals (E21)	T + 2 T = end of project Specifications = S
E02	**Storm Sewers** Includes records regarding the design, construction and maintenance of storm sewers	T + 2 T = end of project Specifications = S
E03	**Treatment Plans** (Wastewater Treatment and Collection Systems) Includes records regarding the operation of sewage treatment and pumping stations and lagoons. Includes wastewater treatment facility/collection and equipment design, construction and maintenance records (Work orders). Work orders will include compliance work orders, equipment work orders, (WSPM), and general work orders (callouts & site-specific	T + 5

Class Code	Secondary Heading	Total Retention
	collection related work (i.e. sewer rodding, lateral inspections)). May include records pertaining to Wastewater Treatment Facility and/or Collection upgrades design, construction and commissioning Excludes: • Private sewage disposal systems (E12)	T = equipment decommissioned
E04	**Trees** Includes records of tree removal, planting, trimming, pruning and preservation.	5
E05	**Air Quality Monitoring** Includes records regarding the routine monitoring of air quality as well as responses to interference with quality or quantity. Excludes: • Water Quality (E13 to E15) • By-Law Enforcement (P01) • Complaints and Inquiries (M04) • Land Quality Monitoring (E23)	5
E06	**Utilities** Includes maps and location drawings provided to the municipality from utility companies such as telephone lines, gas mains, power lines, water mains, etc. Excludes: • Site Plans (D11)	5**
E07	**Waste Management** Includes records regarding the collection and disposal of waste. Includes landfill site records, recycling, energy from waste, source separation, collection services and composting. Excludes: • Sanitary Sewers (E01) • Environment Planning (D03) • Private Sewage Disposal Systems (E12)	T = 10** Landfill closing documentation = T + 25**
E08	**Water Works** (Drinking Water Treatment and Distribution) Includes records regarding the design, construction and maintenance of water mains, tanks, pipelines, hydrants, and related facilities and equipment. Includes water meter registration numbers. Includes water treatment facility/distribution and equipment design, construction and maintenance records (work orders). Work orders will include compliance work orders, equipment work orders, and general work orders. May include records pertaining to Water Treatment Facility and/or Distribution upgrades design, construction and commissioning. Excludes: • Water Pumping Stations (E03)	15

Class Code	Secondary Heading	Total Retention
E09	**Drains** Includes records regarding the design, construction and maintenance of drains. Also includes engineer reports, petitions, assessments, general specifications and correspondence. May include convenience copies of tenders, by-laws, grants.	S + 5**
E10	**Pits and Quarries** Includes records regarding the design, construction and maintenance of all pits and quarries. Includes engineer's reports, assessments, general specifications and correspondence. Excludes: • License / permits (P09)	S + 5**
E11	**Nutrient Management** Includes the records regarding the control of storing / spreading / using waste materials such as liquid manure and sewage biosolids on land, near waterways, runoff, etc. Includes documentation relation to the storage and distribution of nutrient material, non-agricultural source material (NASM) plans and sampling results Excludes: • Strategy / plan review (A25)	5**
E12	**Private Sewage Disposal Systems** Includes records regarding the design, construction and maintenance of sanitary sewers and septic systems	S + 7**
E13	**Water Monitoring** Includes records regarding the routine monitoring of water quality, water quantity for source water protection purposes, as well as warning notice checks and posting of them and responses to interference with quality or quantity such as and chemical samples collected quarterly (trihalomethanes, nitrate and nitrites), water taking logs, methodology and reports. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, top soil and storm water. Includes records of Ministry of the Environment drinking water and waste water Compliance Inspection Reports, data request items, inspection responses and related documents. Excludes: • Air Quality Monitoring (E05) • Land Quality Monitoring (E23) • By-Law Enforcement (P01) • Complaints and Inquiries (M04) • Annual Reports (A25)	15
E14	**Water Sampling** Includes operational checks, weekly and monthly microbiological sampling and testing, chain of custodies, report of analysis – adverse samples, notices to Ministry – Spills Action Centre and local Health Unit.	T + 15

Class Code	Secondary Heading	Total Retention
	Includes hydrocarbon records, drinking Water and Wastewater routine sampling and Determination results, systems effluent information records, sewer overflow reports, CoC and laboratory related communications or documentation (LSN, Scope of Accreditation & Procedures/Requirements). Includes phosphorous content records, Hydrocarbon records of Upset Condition and Spill Reports for Wastewater Treatment and/or Collection systems to Ministry of the Environment and local Health Unit. Excludes: • Air Quality Monitoring (E05) • By-law Enforcement (P01) • Complaints and Inquiries (M04) • Facilities Routine water use monitoring & Testing (P21)	T = created approved or plan no longer in force
E15	**Chemical Sampling of Water** Includes chemical samples collected and tested, inorganic and organics, samples collected and tested every 60 months and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation and corrective action reports and pesticide parameter test results. Excludes: • Air Quality Monitoring (E05) • By-law Enforcement (P01) • Complaints and Inquiries (M04) • Facilities Routine water use monitoring & Testing (P21)	T+15 T = File closed date
E16	**Backflow Prevention and Cross Connection Control** Includes records relating to backflow prevention and cross connection control By-law program. Records will include: cross connection surveys, test reports and test results, inspection reports, list of approved and installed backflow prevention devices/assemblies, compliance tracking and notifications; plumbing drawings/schematics; correspondence, forms, copies of work orders, job reports, copies of invoices, fees structures and any other type of media related directly to backflow prevention and cross connection control.	T+15 T = File closed date
E17	**Energy Management** Includes all records relating to the municipality's Energy Management Program. Includes published annual energy plans, copies of utility invoices and consumption profiles, commodity procurement strategies, energy related feasibility studies, audit reports and retro-fit project files and reports and records pertaining to the benchmarking of energy cost and consumption and greenhouse gas emissions. Also includes management of energy consumption and conservation at municipal buildings and facilities.	T + 7 T = end of reporting period
E18	**Natural Heritage**	T + 3

Class Code	Secondary Heading	Total Retention
	Includes records regarding greenlands, municipal forests and foresty including tree by-law preparation and enforcement records. Also includes records relating to the management and preservation of parks, harbours, and beaches and invasive species control documents.	T = end of plan or designated year
E19	**Renewable Energy** Includes data, applications, standards, monitoring and reports/studies regarding renewable energy facilities powers and renewed by natural processes (e.g. wind, water, etc.) and their environmental and public health impacts.	T + 15 T = Plan created / approved or facility no longer in use.
E20	**Source Water Protection** Includes Risk Management Official and Inspector appointment certificates and the Risk Management Official's Annual Report, fee schedules for risk management applications, plans, issuing of notices or compliance orders or the acceptance of an assessment. Also includes modelling analysis, vulnerability assessments, source protection area assessment reports and comments, technical studies and Significant Drinking Water Threat (SDWT) verification surveys. Includes Source Water Protection Committee's Terms of Reference and Meeting Minutes. Excludes: • Risk Management Plans / Assessments (D03) • Prohibition Notices and Orders (P20) • Contracts & Agreements (L04 or L14) • Nutrient Management (E11) • Soil Contamination (E23)	T+15 T = Plan created, approved, or plan no longer in force
E21	**MOE Environmental Compliance Approvals** Includes Environmental Compliances issued by MOE to the municipality for municipal drinking water systems, municipal & private sewage works and waste disposal sites, air quality, noise, storm-water management, storm sewers, culverts, etc.	3
E22	**Private/Small Water Systems** Includes records and correspondence regarding the design, construction, operation and maintenance of private water systems and development agreements for private waterworks. Includes operating manuals, maintenance orders, maintenance logs, warning notice checks and system audit reports.	T+15 T = End of use
E23	**Land Quality Monitoring** Includes records regarding the routine monitoring of land/soil quality and site condition reports as well as responses to interference with quality or contamination. Exclusion:	7

Class Code	Secondary Heading	Total Retention
	• Water Quality (E13 to E15) • By-law Enforcement (P01) • Complaints and Inquiries (M04) • Air Quality Monitoring (E05) • Natural Heritage (E18)	
E24	**Gasoline Storage & Dispensing** Includes gasoline storage tank and municipal gasoline dispensing records. Routine monitoring and dispensing records relate to loading and dispensing throughput volume; vapour control equipment operation, daily/weekly visual inspection/deficiency remedy actions and maintenance; Free Oil Layer and Separated Solid Layers Measurements and removal records measurements; tank bottom water removal; temporary tank removal; Loss of Product / Inventory Control and Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations). Reconciliation Records; excavation and nearby construction potentially affecting the storage tank system integrity; vapour barrier equipment downtime record; pumping equipment tests; pumping connection leak records; storage leak tests; gasoline levels measurement, and loss and gain records; and piping system pressure tests. System records relate to drawings and specifications for system; installation record; tank and piping systems locates; storage tank and Stage II vapour recovery system commissioning inspection and testing records; and storage tank component inspection reports and compliance documents (including warnings and notices of violations. Excludes: • Underground storage abandonment record (L07) • Major Spills (E23)	7
F00	**Finance and Accounting – General** Includes records regarding finance and accounting which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
F01	**Accounts Payable** Includes records documenting funds payable by the municipality, such as paid invoices, receipts, copies of cheques issued to payable account, rebates, levies payable, reports, telephone bills and membership fees. Excludes: • Cancelled Cheques (F07) • Employee and Council Expenses (F09)	T+ 7 T = Fiscal year end

Class Code	Secondary Heading	Total Retention
F02	**Accounts Receivable** Includes records documenting funds owing to the municipality, such as invoices, billing listings, requests from mortgage companies and recoveries reports. Includes correspondence related to tax collection and supporting documentation. Excludes: • Write-Offs (F23) • Tax Assessments, Rolls and Arrears (F22)	T + 7 T = Fiscal year end
F03	**Audits** Includes records regarding internal and external financial audits of accounts. Excludes: • Operational audits (relevant subject) • Audited financial statements (F10)	T + 7 T = Fiscal year end
F04	**Banking** Includes records regarding banking transactions and relationships with banks. Includes bank reconciliations and deposit records. Excludes: • Banking Statements (F07)	7
F05	**Budget and Estimates** Includes departmental and corporate budgets, both capital and operating. Includes all working notes, calculations and background documentation. Also includes budget variances.	6**
F06	**Assets** Includes records regarding current and fixed assets. Includes fixed asset inventory including records of initial expenditure, depreciation, amortization, and disposal. Also includes supporting information required for Public Sector Accounting (PSAB) purposes. Excludes: • Land Acquisition and Sale (L07)	T+10** T = Disposal of asset, amortization
F07	**Cheques** Includes all cancelled cheques issued. Also includes cheque requisitions, cheque listings, and supporting documents used to authorize issuance of cheques, N.S.F. cheques and bank statements. Excludes: • Banking (F04)	T = 7 T = Fiscal year end
F08	**Debentures and Bonds**	T+7

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N/A – Not Applicable
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Class Code	Secondary Heading	Total Retention
	Includes records regarding debentures and bonds issued. Includes information regarding the initial issuance of the debenture or bond as well as all records of payments made to investors. Excludes: • Debenture Registers (F14)	T = Debenture surrendered
F09	**Employee and Council Expenses** Includes travel and meeting expense statements and all receipts submitted by employees or Council and Committee members to substantiate their claims. May include Credit Card information i.e. account numbers and statements etc. May also include employee time sheets combined with travel and expense statements. Excludes: • Attendance (H01) • Honoraria and fees to Council (F16)	7
F10	**Financial Statements** Includes the Balance Sheet, Income Statement and Statement of Source and Application of Funds. Also includes audited financial statements. Excludes: • All working notes, calculations and background documentation (F26)	P
F11	**Grants And Loans** Includes records regarding revenue generated in the form of grants-in-lieu, provincial and federal grants, loans and subsidies such as the Road and Farm Tax Rebate, Waste Management Improvement Program etc. Also includes submissions, acknowledgements, and reports such as market value of assistance report.	T + 7 T = Repayment of loan
F12	**Investments** Includes records regarding the municipality's investments, term deposits, and promissory notes.	T+7 T = Closure of Account
F13	**Journal Vouchers** Includes completed journal voucher forms, input forms, and all background documentation used to substantiate journal entries.	T + 7 T = Fiscal year end
F14	**Subsidiary Ledgers, Registers and Journals** Includes all subsidiary ledgers, registers, and Journals such as Payment and Receipt Journals, Payroll Registers, and Debenture Registers.	T+7**

Class Code	Secondary Heading	Total Retention
F15	**General Ledgers and Journals** Includes all records in the books of Original Entry	P
F16	**Payroll** Includes all records of payments of salary, wages and deductions to employees including vacation entitlement and pay, alternative vacation entitlements, notice of garnishment and termination or severance pay. Includes time sheets and vacation taken, pay lists, Blue Cross reconciliations, T4 Slips, Record of Earnings for pension contribution purposes, Records of Employment (ROE) and Statistics Canada reports. Also includes honoraria and fees to Council. Excludes: Payroll Registers (F14)	T+7 T = Fiscal year end
F17	**Purchase Orders and Requisitions** Includes purchase orders and requisitions, blanket orders, and all background documentation authorizing the procurement of goods and services. Excludes: • Quotations and Tenders (F18)	C+7
F18	**Quotations and Tenders** Includes records regarding quotations and tenders obtained from suppliers of goods and services. Includes Requests for Proposal, Invitations to Tender, Proposals, Tender Submissions, Pre-qualifications, and all documentation regarding the selection process. Excludes: • Successful quotations / tenders (L04)	7**
F19	**Receipts** Includes receipts issued for payment of items such as licenses, rentals and taxes and for charitable donations made to the municipality.	7
F20	**Reserve Funds** Includes records documenting obligatory and/or discretionary reserve funds such as reserves for working funds, contingencies, future capital projects, and information systems, etc.	T + 7 T = Fiscal year end
F21	**Revenues** Includes records regarding the generation of revenues other than taxes such as development charges and building code principal authorities authorized fees. Excludes:	7**

Class Code	Secondary Heading	Total Retention
	• Accounts Receivable (F02) • Tax Rolls (F22)	
F22	**Tax Rolls and Records** Includes taxation records of long term importance, such as assessment rolls, tax sale records, tax sale deeds, property tax registrations, tax arrears register cards and tax collector's rolls. Excludes: • Accounts Receivable (F02) • Mortgage Companies (F02) • Correspondence related to tax issues that are not of a long term importance (F02)	P Tax Rolls = T + 7 where T = Fiscal year end
F23	**Write Offs** Includes accounts receivable that have been written off as uncollectible. Also includes records of bankruptcies. Excludes: • Accounts Receivable (F02)	T + 7 T = Fiscal year end
F24	**Trust Funds** Includes records regarding funds established by the municipality for money held in trust such as bequests, homes for the aged residents and Ontario home renewal program.	T+7 T = Fiscal year end
F25	**Security Deposits** Included development deposits, letter of credit, proof of insurance when required and records of monies held as security (ie. Bonds).	T+7 T = end of project
F26	**Working Papers** Includes all working notes, calculations and background documentation used to calculate financial statements such as the Monthly Trial Balance. Excludes: • Financial Statements (F10)	T+1
F27	**Regulatory Reporting – Financial** Includes regulatory, financial information returns and government reporting such as HST returns, tax rebate filings, and the Ministry of Municipal Affairs Financial Information Return (FIR) and the Municipal Performance Measurement Program (MPMP) that collects municipal services data on an annual basis as a part of the FIR. Excludes:	7

Class Code	Secondary Heading	Total Retention
	• Performance management & Quality Assurance (A25) • FIR and MPMP (F10)	
H00	**Human Resources – General** Includes records regarding human resources which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
H01	**Attendance and Scheduling** Includes records regarding employee attendance, shift scheduling, vacation schedules, hours of work. Etc. Excludes: • Individual Time Sheets (F16) • Vacation Time and Pay (F16)	3 Driver's daily logs = 6 months Public vehicle and trip reports = 1
H02	**Benefits Program** Includes brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered to employees, such as group insurance, dental plans, Canada Savings Bonds, and general information on Employer Health Tax. Includes: • Payroll (F16) • Individual Pension and Benefit Records (H10)	S
H03	**Employee Records** Includes records regarding the employment history of municipal employees. Includes initial resumes and applications, performance evaluations, leave documentation, training reports, correspondence with the employee, and employee assistance. Also includes agreements on extended hours and averaging hours of work, annual summary of hours worked. Includes full-time, part-time, student employees and volunteers. Includes CVOR operator safety record, certificates and licences such as lifeguard, instructor, first aid and retirement home staff certificates; and training records such as working at heights and service station operations training and training certificates for employees related to legislation such as the Safe Drinking Water Act, Environmental Protection Act, Occupational Health and Safety Act and the Ontario Water Resources Act. Excludes: • Grievances (H14)	T+7 T = Termination of employment Firefighter employee records = T + 20

Class Code	Secondary Heading	Total Retention
	• Harassment (H15) • Health & Safety Training (H04)	
H04	**Health and Safety** Includes records regarding the occupational health and safety of staff. Includes lists of designated substances and assessments, fire drill records, ventilation and air quality inspection, fire hydrant flushing, first aid records, non-lost time accident reports, traffic protection plans, portable fire extinguisher maintenance records, chimney test and inspection records, fire safety inspections, safety inspections, Workplace Safety & Insurance Board reports, WSIB certificates, and information on health and safety programs training for staff. Also includes Health & Safety Committee meeting minutes. Excludes: • Accidents of the Public (P05) • Lost time reports and claims (H13)	7
H05	**Human Resource Planning** Includes records of succession planning, executive placements, retirement programs, staff turnover rates, annual hire/promotion targets, recruitment freezes, employment equity, performance management, and related records. Excludes: • Employee records (H03)	5**
H06	**Job Descriptions** Includes job descriptions and specifications as well as background information used in their preparation or amendment.	S**
H07	**Labour Relations** Includes records regarding the relationship between labour and management. Includes collective bargaining, correspondence with unions and negotiations. Excludes: • Collective Agreement (L04)	T+10** T = Expiry of contract
H08	**Organization Design** Includes records regarding reporting relationships, reorganization, organizational analysis, etc. Includes organization charts. Excludes: • Job Descriptions (H06)	S**
H09	**Salary Planning** Includes records regarding the planning and scheduling of salaries, such as job evaluations, job classification systems, compensation ranges, salary surveys and schedules. Also includes any reference material retained regarding issues related to pay equity and compliance. Excludes:	5**

Class Code	Secondary Heading	Total Retention
	• Employee Records (H03)	
H10	**Pension and Benefits Records** Includes records detailing obligations to individuals under OMERS. Includes pension and benefit information of current and retired personnel, including registration/enrolment and records. Excludes: • Deductions for pensions (F16) • General information on pension plans (H02) • Payments made to OMERS (F01)	T + 7 T = termination of employment
H11	**Recruitment** Includes records regarding the recruitment of staff. Includes job postings, copies of advertisements, records regarding competitions and unsuccessful applications. Excludes: • Successful applications (H03)	2**
H12	**Training and Development** Includes records regarding courses offered to employees, and information on career and professional development programs. Also includes orientation and course content delivery materials and attendance records for specific courses. Excludes: • Individual Employee Training Records (H03)	S+2** Only courses developed and presented by the municipality are subject to archival selection
H13	**Claims** Includes records regarding claims to WSIB or insurance carriers for lost-time incidents, accidents, STD or LTD. Includes accident notice, accident report Excludes: • Non lost time incidents or accidents (H04) • Self Insured STD (H04)	T+7 Hazardous exposure claims = T + 40 where T = last record made.
H14	**Grievances**	T+10

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N/A – Not Applicable
** Subject to Archival Selection

Class Code	Secondary Heading	Total Retention
	Includes records dealing with grievance complaints filed against the municipality such as the initial complaint, investigation, reports and final resolution including arbitration and arbitration awards. Excludes: • Harassment & Violence (H15)	T = Resolution of grievance
H15	**Harassment and Violence** Includes records dealing with harassment and/or violence complaints by or against employees of the municipality. It includes documents such as the initial complaint, investigation, reports and final resolution. Excludes: • Grievances (H14) • Abuse investigation records not involving staff (P08)	T+7 T = Termination of employment
H16	**Criminal Background Checks** Includes records listing any criminal code convictions that have not been pardoned for all existing and new employees, service providers and volunteers. Also includes annual Criminal Offence Declaration.	T+7 T = Termination of employment
H17	**Employee Medical Records – Hazardous Materials** Includes records of exposure to asbestos and other hazardous materials. Also includes serious incident and chemical exposure records for firefighters.	40
H18	**Employee Medical Records** Includes doctor's notes, correspondence, and health reports related to an employee's medical situation.	T+7 T = When Short Term Disability / Long Term Disability claims are resolved
H19	**Disability Management** Includes all records related to occupational and non-occupational injuries and illnesses. Also includes accommodation records related to permanent impairment under the Human Rights Code resulting in permanent accommodation.	T+20
H20	**Confined Spaces**	3

Class Code	Secondary Heading	Total Retention
	Includes records relating to the assessment of confined spaces and written plan and procedures for the control of hazards in confined spaces. Also includes confined space atmospheric tests and a record of each worker's entries and exists. Excludes: • Health and Safety (H03) • Staff Training (H12)	
H21	**Employee Recognition** Includes all records and correspondence related to employee awards and honours granted by the Municipality. Includes: organized employee events such as staff barbeques, retirement celebrations, service awards, recognition parties, etc.	5
H22	**Employee Certifications** Includes records regarding individual employee certification, credentialing and mandatory training required by legislation or professional standards as a condition of employment. Includes applications, confirmation of mandatory training, certificate renewals and appointment renewals such as fire fighter mandatory training, water quality analyst certificates, sewage works operator certificates and commissioner of oaths appointment.	T+2 T = Certification expired
L00	**Legal Affairs – General** Includes records regarding legal affairs which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
L01	**Appeals and Hearings** Includes zoning appeals, development and educational charges appeals, official plan appeals, and Committee of Adjustment appeals. Records include notices of appeal, all transcripts and related documentation regarding appeals, hearings, legal proceedings and final judgments. Also includes orders issued by regulatory bodies and boards. Excludes: • Litigation (L02-L03) • Harassment & Violence (H15)	P
L02	**Claims Against the Municipality** Includes all litigation and insurance claims made by other parties against the municipality. Excludes: • Appeals and Hearings (L01)	T+2 T = resolution of claim
L03	**Claims By the Municipality** Includes all litigation and insurance claims made against other parties by the municipality. Excludes: • Appeals and Hearings (L01)	T+2 T = Resolution of claim
L04	**Contracts and Agreements**	T+15**

C – Current Year
P – Permanent
S - Superseded
T – Terminated
N/A – Not Applicable
** Subject to Archival Selection

Class Code	Secondary Heading	Total Retention
	Includes all agreements entered into by the municipality which require a by-law for approval. Includes construction contracts, collective agreements, child care centres/home child care agency licensee agreements, development front-ending agreements, and subdivision agreements. Also includes agreements regarding tax arrears payment extension, easements, encroachments, area ways, laneways and records transfer. Excludes: • Office equipment maintenance agreements (L14) • Contracts regarding land (L07) • Insurance Policies (L06) • Line Fence Agreements (P01)	T = Termination of agreement
L05	**Insurance Appraisals** Includes appraisals of municipal property for insurance purposes.	S
L06	**Insurance Policies** Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: • Group Insurance (H02) • Third Party Contracts (L04) • Insurance Claims (L03)	T+15 T = Expiry of policy
L07	**Land Acquisition and Sale** Includes records regarding real estate transactions and conveyance of land such as lot sales, alley closings and allowances whether through voluntary transactions or expropriation. Includes leases, deed including underground storage abandonment record, expropriation plans, purchase letters and appraisals. Excludes: • Tax Sales (F22)	T+10 T = Property disposed
L08	**Opinions and Briefs** Includes copies of opinions and briefs prepared by the municipality's legal counsel on specific issues and by-laws.	S
L09	**Precedents** Includes records regarding judgments and decisions which may affect the municipality's position in actual or potential legal matters.	S**
L10	**Federal Legislation** Includes records regarding bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to the municipality.	S

Class Code	Secondary Heading	Total Retention
L11	**Provincial Legislation** Includes records regarding bills, acts and regulations enacted by the Ontario Legislature which affect or are of interest to the Municipality.	S
L12	**Vital Statistics** Includes registers of births, deaths and marriages. Registers include license or permit serial numbers, date of issue and name of the parties. Excludes: • Population Statistics (D01)	P Marriage licence = 2
L13	**Prosecutions** Includes records regarding prosecutions to enforce by-laws and federal and provincial legislation. Excludes: • By-law enforcement (P01) • Appeals and Hearings (L01)	T+7** T = Delivery of Judgement
M00	**Media and Public Relations – General** Includes records regarding media and public relations which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
M01	**Advertising** Includes records regarding public advertising in magazines, newspapers, radio, television, and transit. Excludes: • News Releases (M06) • Recruitment (H11) • Elections (C07)	1**
M02	**Ceremonies and Events** Includes records regarding participation in special events, openings, and anniversaries, such as Remembrance Day and Winter Carnival. Also includes records regarding the set-up and running of special events. Excludes: • Permit to hold event (P11)	5**
M03	**Charitable Campaigns / Fund Raising** Includes records regarding the raising of funds and donations for the municipality, for municipality run programs or for other charitable organizations. This would include the United Way, Cancer Fund, community interest groups, etc. Excludes: • Receipts (F19)	T + 1 T = End of campaign

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Class Code	Secondary Heading	Total Retention
M04	**Complaints, Commendations and Inquiries** Includes records regarding commendations, requests for information, and very general types of inquiries and general complaints related to services provided by the municipality. Also includes concerns about services offered by the municipality, inquiries about council proceedings and congratulatory letters. May also include compliance letters issued in response to a lawyer's request. Excludes: • Accessibility of Records/FOI (A17) • Grievances or harassment / violence complaints by or against employees (H14 / H15) • Employee Recognition (H21)	T + 5** T = file close date
M05	**News Clippings** Includes clippings from newspapers, information from journals and other printed media. May also include information related to online media coverage, radio or television clips.	1**
M06	**News Releases** Includes background notes and final versions of news releases issued. Includes messages for inclusion in special event programs.	1**
M07	**Publications** Includes typed manuscripts, artwork, printed copies and related records regarding the publication of tourism information, program and services pamphlets, trade shows, current events, industrial directories, business directories, and maps. May include annual reports of a non-financial nature as well as copies of social networking sites (website, Facebook, etc.) published by the municipality.	S**
M08	**Speeches and Presentations** Includes background notes and final versions of speeches, presentations and news conferences given by elected and non-elected officials. Excludes: • Media coverage of speeches/presentations (M05) • News Releases (M06)	3**
M09	**Visual Identity and Insignia** Includes records regarding branding and the standards which apply to graphic designs as part of a Visual Identity Program. Includes trademarks, logo and letterhead design, signage, flags, vehicle identification, etc. Also includes records regarding corporation insignia and seals of office.	S+5**
M10	**Website and Social Media Content** Includes records of website content and copies of web pages created by the municipality for general public use. Also includes information on social media sites such as Facebook & Twitter.	S

Class Code	Secondary Heading	Total Retention
	Excludes: • Published website content (M07)	
M11	**Public Relations and Public Awareness** Incudes outgoing letters of support, congratulations, greetings, honourable achievement awards, welcome letters, etc. Also includes issues regarding internal/external communications. Includes programs designed for public awareness and engagement.	5**
M12	**Intellectual Property** Include certificates of copyright, applications for patents and trademark registration. Also includes monitoring and enforcement of authorized use of copyright, trademarks and patents including copyright use permission requests.	T+5
P00	**Protection and Enforcement Services – General** Includes records regarding protection and enforcement services which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
P01	**By-Law Enforcement** Includes records of municipal efforts to enforce bylaws such as parking tickets and fence-line disputes. Includes order to comply, inspection reports, stop work orders, working notes, correspondence, exhibits, photographs, line fence agreements, etc. Excludes: • Health & Fire Inspections (P07) • Investigations (P08) • Environmental Monitoring Industrial/Commercial (E05) • Prosecutions (L13) • Animal Control Enforcement (P14) • Lottery License Enforcement (P09)	7**
P03	**Emergency Planning and Response** Includes records regarding the planning, testing, rehearsal of and response to emergency, pandemic, safety and contingency measures. May also include records of previous disasters including emergency command centre operation, response reports, press clippings, pandemic planning, etc.	S
P04	**Hazardous Materials** Includes information and reports on chemicals and substances that pose fire or environmental hazards such as PCBs, refrigerants and halocarbons, also includes Material Safety Data Sheets (MSDS) and records dealing with toxic substances control, halocarbon charging records, halocarbon leak tests and release reports, transportation and effects as well as records of pesticide use and environmental spills	S

Class Code	Secondary Heading	Total Retention
	Excludes: • Staff Safety Training (H04) • Personal Exposure (H17) • Manifests (E07)	
P05	**Incident/Accident Reports** Includes vandalism and security incident reports and reports of accidents that occur at recreational facilities and other municipal properties. Excludes: • Security (A18) • Accidents of Municipal Staff (H04) • Compensation claims and vehicle accidents (L02/L03) • Long Term Care Home medication incidents (S18) • Private Child Care Centre incidents (S14) • Municipal Child Care Centre incidents (S10)	T+5 T = close of action or age of majority
P06	**Building and Structural Inspections** Includes building and structural tests and inspection reports relating to work platforms; plumbing and sprinkler systems; fire alarm circuits, power supply and system; fire suppression systems; electrical; and other structural inspections. Also includes inspections of marijuana grow operations after appropriate notification from a police force. Excludes: • By-law enforcement (P01)	P
P07	**Health and Fire Safety Inspections** Includes Fire Marshall's, Public Health and related health and safety violation and verification inspection reports conducted or performed on private, public and commercial properties. Excludes: • Internal health & safety inspections (H04) • Routine building and structural inspections (P06)	S Records to be kept for a minimum of 1 year.
P08	**Investigations** Includes records of investigation pertaining to law enforcement, or the origin or cause of traffic accidents, serious occurrences and abuse allegations, ambulance and fire response scrutiny. Excludes: • By-law enforcement (P01) • Harassment & Violence staff investigations (H15)	T + 10** T = File closed date.

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Class Code	Secondary Heading	Total Retention
P09	**Licenses** Includes records regarding licences administered by or required by the municipality, or required by the province, such as licensing for dog kennels, dogs, liquor, cemetery, crematorium, funeral establishment licenses, businesses, lotteries, accessible transportation operation and quarries, etc. Excludes: • Marriage Licences (L12)	T+2 T = Expiry of Licence.
P10	**Building Permits** Includes permits issued to builders, contractors, and residents giving them permission to build or renovate. Also includes permits for construction of cell towers and the structure for wind-powered turbines Excludes: • All other permits (P11)	Permit Card, Approved Drawings, Inspection Logs/Reports = P Supporting Documentation = 2 years.
P11	**Permits – Other** Includes applications and copies of permits issued by other government bodies within the municipality as well as permits issued by the municipality giving permission to hold special events, temporary road closure, drinking water works permits, transport oversize loads, erect signs, park on the street, etc. Excludes: • Building Permits (P10) • Encroachment Permits (D16) • Burial Permits (S09) • Road and Lane Opening / Closings (T09)	T+2 T = Expiry of permit.
P12	**Warrants** Includes all warrants issued for By-Law enforcement purposes.	T + 2 T = Execution of Warrant.

Class Code	Secondary Heading	Total Retention
		Court services search warrants = 40 years
P14	**Animal Control** Includes records regarding the control of household pets, strays, livestock and wildlife and livestock evaluation reports. Also includes records of distrained animals and pound animal records. Excludes: • Dog Licenses (P09)	2 Muzzle Order = S
P15	**Community Protection Programs** Includes records on community protection and crime prevention such as Community Policy, Victim Services Neighbourhood Watch and Block Parents. Also includes programs aimed at public education on fire, water and traffic safety and similar programs. Records include correspondence and brochures. Also includes video surveillance footage of high incident and public spaces.	S+2
P16	**Emergency Services** Includes records regarding police, land ambulance, fire and rescue services	S+7
P17	**EMS and Fire Significant Incident and Impact Reports** Includes reports and statements documenting significant and noteworthy incidents events that occur when responding to an EMS or Fire, the role of the attending responders in the incident, and the actual or potential impact of these incidents.	S+5
P18	**EMS and Fire Accident Response Reports** Includes records relating to emergency services provided such as ambulance paramedical services and patient transport, and fire suppression and emergency call response. Includes ambulance call reports (ACR), emergency response reporting, fire call reports and fire cause identification. Excludes: • Investigations (P08)	S+5
P19	**EMS and Fire Statistics** Includes records relating to performance plans and the associated statistical reporting of performance, calls and accidents involving emergency medical services, traffic and work-related issues	S+2
P20	**Prohibitions & Notices** Includes prohibition orders, notices and correspondence related to prohibition under regulations such as Source Drinking Water Protection. May also contain building code applications denied because of prohibition.	15
P21	**Facilities Routine Water Use, Monitoring and Testing**	7

Class Code	Secondary Heading	Total Retention
	Includes records regarding the testing of swimming pool or splash pad water for chlorine and pH levels, water outlet inspections, the number of bathers per day, any rescues or breakdowns of equipment. Also includes routine testing, monitoring and flushing of water systems in recreational camps, child care and long term care facilities.	
R00	**Recreation and Culture – General** Includes records regarding recreation and cultural services which cannot be classified elsewhere. Use temporarily and only if no other heading is available	1
R01	**Heritage Preservation** Includes records regarding heritage and historical development, including designations and registers of buildings, districts, and cemeteries as well as archaeological digs, archeological and heritage assessments, and heritage conservation district studies and plans. May also include heritage registries. Excludes: • Historical Designation By-Laws (C01) • Natural Heritage Preservation (E18)	T+5** T = Removal of designation.
R02	**Library Services** Includes circulation lists, recommendations for additions to library collections, information searches, inter-library loan requests and more general records regarding the operation of libraries. May include subscription renewals of magazines and receipts from book sales. May also include copy logs.	5
R03	**Museum and Archival Services** Includes registers of holdings, museum programming, activity reports, historical society holdings, archival operations, conservation information and related records. May also include copy logs. Excludes: • Record Centre Operations	S+3**
R04	**Parks Management** Includes correspondence, descriptions, reports and other records dealing with the management design, set-up, landscaping and maintenance of specific municipal parks. Includes maps and plans. Also includes information dealing with maintenance of playground equipment. Excludes: • Building and Property Maintenance (A20)	Park Maintenance = 5 years** Playground Equipment Maintenance = 15 years**
R05	**Recreational Facilities**	5

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N/A – Not Applicable
** Subject to Archival Selection

Class Code	Secondary Heading	Total Retention
	Includes correspondence, descriptions, reports and other records dealing with the management, operation and design of specific municipal recreational facilities, such as arenas, rinks, pools, and fitness centres. Includes floor plans, architectural and engineering drawings. More specific information is filed by subject Excludes: • Facilities Construction (A19) • Building and Property Maintenance (A20)	
R06	**Recreational Programming** Includes correspondence, applications, registrations and general information regarding the development and delivery of recreational programs to the community such as youth, sport and fitness, adult education, crafts and other programs.	Program development & Evaluation = 3 years** Program Registration = 1 year. Attendance fee collection = 6 years.
R07	**Recreational Community Groups** Includes sports groups, non-profit organizations and services	5**
S08	**Public Health** Includes records regarding public health programs such as health and safety education, school health programs, infection control, family planning and disease control including immunization. Excludes: • Medical Client Case Files (S06)	S
S09	**Cemetery Interment** Includes cemetery license, burial permits, maps, plot ownership records, deemed cancellations, death certificates and warrants to bury, interment or scattering rights certificates, created remains and body disposal registers, and indexes for municipal cemeteries and abandoned cemeteries. Excludes: • Building and property Maintenance (A20) • Promotional Materials (M07)	P**

Class Code	Secondary Heading	Total Retention
	• Price Lists and Cemetery Operation (S20)	
S20	**Cemetery Operations** Includes records relating to the business operation of a municipal cemetery including price lists and removed markers records. Excludes: • Burial permits, interment records (S09)	6
T00	**Transportation Services – General** Includes records regarding transportation which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
T01	**Illumination** Includes records and studies regarding the installation and repair of equipment used to illuminate roads such as street lights, pedestrian crossover lights, etc. Also includes records on power consumption.	T+6 T = removal of equipment Specifications = P
T02	**Parking** Includes records and studies regarding municipal parking issues such as handicapped parking, lot and garage operations, fire routes and employee parking.	T + 6
T04	**Road Construction** Includes records and studies regarding construction projects on roads. Includes the construction of new roads and major improvements to existing roads, such as resurfacing, widening, etc. Excludes: • Design and Planning (T05) • Routine Maintenance and Minor Improvements to Road Systems (T06) • As-Builts (A25)	T + 1** T = Completion of project. Specifications = P
T05	**Road Design and Planning** Includes estimates, studies and other records regarding the design and planning of specific road construction projects. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.	T+1** T = Completion of project

Class Code	Secondary Heading	Total Retention
		Specifications = P
T06	**Road Maintenance and Salt Usage** Includes records and studies regarding the inspection and maintenance of roads. Minor repair maintenance includes the installation of culverts, minor repairs to the road surfaces, curbs and side-walks, cycle-ways, footpaths, walkways, etc. Routine maintenance includes grading, ploughing and sanding of roads, and snow removal and cleaning. Also includes Salt Management Plan and revisions, yearly review, reports, other records, studies, and information regarding salt usage and contamination from salt used on roads. Includes training program materials and records of training for all personnel when managing or performing winter maintenance activities involving the use of road salts. Excludes: • Non salt usage training records (H03)	T+1** T = Completion of project Salt plans, usage, training and reports = 7 years. Specifications = P
T07	**Signs and Signals** Includes records and studies regarding the manufacture, installation, servicing and maintenance of signs and signals. Excludes: • Visual Identity Program (M09) • Permits (P11)	T + 1 T = removal of sign/signal.
T08	**Traffic** Includes records and studies regarding the flow of traffic on roads. Includes intersection drawings, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records. Also includes records regarding impacts of temporary road closures for special events. Excludes: • Permits for temporary closure (P11)	T+1** T = project finished Temporary Road Closures = 2 years.
T09	**Roads and Lanes Openings / Closures**	T + 1

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Class Code	Secondary Heading	Total Retention
	Includes records on roads and lanes closed on a permanent or regular basis. Records include reports, appraisals, correspondence and district court applications. As well as records related to requests to open road and street allowances. Excludes: • Temporary Road Closures (T08) • Land Sales (L07) • Road Closing By-laws (C01)	T = project finished
T10	**Field Survey / Road Survey Books** Includes engineering field survey notes as well as books.	T + 1 T = Project finished.
T11	**Bridges** Includes estimates, studies and other records regarding projects specifically for bridge construction, also includes bridge repairs and maintenance.	T + 1 T = Project finished. Specifications = P
V00	**Vehicles and Equipment – General** Includes records regarding vehicles and equipment which cannot be classified elsewhere. Use temporarily and only if no other heading is available.	1
V01	**Fleet Management** Includes records of summary fleet information and fleet records for each vehicle (including attached devices such as Fire–Fighting Chassis Mounted Aerial Devices) leased or owned, operated and maintained by the municipality. This includes plate permits, CVOR certificates, operating manuals, routine/daily inspections, vehicle history files, ignition interlock device installation, and vehicle maintenance, registration and disposal. Excludes: • Insurance Policies (L06) • Accident Claims (L02 & L03) • Leases/Contracts (L14)	T + 2 T = Disposal of item. Public Vehicles trip record = 1 year. Logs = 2 years.

Class Code	Secondary Heading	Total Retention
V02	**Mobile Equipment** Includes records and operating manuals regarding mobile (motorized) equipment used in conjunction with vehicles. Also includes routine inspections, maintenance and history files on equipment such as generators, pumps, snow-blowers, sanders, etc.	T + 2 T = Disposal of item.
V03	**Transportable Equipment** Includes operating manuals and records regarding transportable equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as lawnmowers, hoses, weed-eaters, drills, and rescue equipment.	T + 1 T = Disposal of item.
V04	**Protective Equipment** Includes operating manuals and records regarding protective equipment used by the municipality. Also includes routine inspections, maintenance and history files on equipment such as portable fire extinguishers, rescue equipment, breathing apparatus, breathing tanks, down alarms, etc. Excludes: • Uniforms and Clothing (A14)	T+ 1 T = Disposal of item.
V05	**Ancillary Equipment** Includes records regarding fixed equipment, which is non-vehicle and non-office in nature. Includes equipment such as work or suspended platforms, lifting devices not attached to a structure, appliances such as autoclaves and dishwashers, garbage compactors, industrial shredders etc. Includes correspondence, equipment user and procedural manuals, warranty, routine inspections, maintenance, licences and history records. Includes setup tests and manuals. Excludes: • Gasoline storage tanks (E24) • Mechanical & Operational systems integral to building structure (A26) • Private/Small water systems (E22)	T + 1 T = Disposal of item Set-up tests = S

The Corporation of the Township of North Dumfries
By-law Number 3575-25

Being a By-law to further amend General Zoning By-law 689-83, as amended, for the Township of North Dumfries

Whereas the Council of the Corporation of the Township of North Dumfries deems it advisable to amend By-law No. 689-83, as amended, pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, c.P.13, as amended;

And Whereas an application (File No. ZC-01-25) was received from SDIS Group Inc. with respect to the lands legally described as [PLAN 663 PT LOT 1 RP 67R1718 PTS 1 6 AND 7 PT NITH RIVER], located on Rose Street (situated on the west side Rose Street, to the south of the intersection of Rose Street and Piper Street), and municipally known by Assessment Roll No. 300101000114505, to amend General Zoning By-law 689-83,

And Whereas the *Planning Act* empowers a Municipality to pass by-laws prohibiting the use of land and the erection, location and use of buildings or structures, except as set out in the by-law;

And Whereas a Public Meeting on File No. ZC-01/25 was convened under the authority of Section 34 of the Planning Act on February 25th, 2025;

And Whereas the Council of The Corporation of the Township of North Dumfries under Section 34 of the *Planning Act* deems it to be desirable to further amend said General Zoning By-law 689-83 for the future development and use of the lands described above;

Now Therefore the Council of the Corporation of the Township of North Dumfries Enacts as Follows:

1. That Schedule "A" to By-law No. 689-83, as amended, being the General Zoning By-law for the Township of North Dumfries, is hereby amended by changing the zoning of the lands located at Rose Street (situated on the west side Rose Street, to the south of the intersection of Rose Street and Piper Street), legally described as PLAN 663 PT LOT 1 RP 67R1718 PTS 1 6 AND 7 PT NITH RIVER, in the Township of North Dumfries, Regional Municipality of Waterloo, from its existing split zoning of "Z.4. - Urban Residential", "Z.4(f). - Urban Residential (Floodplain)", and "Z.1. - Agriculture" to a new split zoning of "Z.12. - Open Space" and "Z.4. - Urban Residential", as shown on Schedule "A" attached hereto and forming part of this By-law.

2. That the land subject to this By-law, being Rose Street (situated on the west side Rose Street, to the south of the intersection of Rose Street and Piper Street), PLAN

663 PT LOT 1 RP 67R1718 PTS 1 6 AND 7 PT NITH RIVER, are hereby rezoned as follows:

1) Part 1: The portion of the subject lands identified as the confirmed hazard area (including the slope hazard), currently zoned "Z.4. - Urban Residential", "Z.4(f). - Urban Residential (Floodplain)", and "Z.1. - Agriculture" shall be rezoned to "Z.12. - Open Space". This area is generally depicted as ‘Part 1’ on Schedule "A" attached hereto;

2) Part 2: The remaining developable area of the subject lands, being the area outside of the confirmed hazard area, currently zoned "Z.4. - Urban Residential" and " Z.4(f). - Urban Residential (Floodplain)", shall be rezoned to "Z.4. - Urban Residential". This area is generally depicted as ‘Part 2’ on Schedule "A" attached hereto;

3. That all other provisions of By-law No. 689-83, as amended, shall continue to apply to the subject lands, save and except as specifically amended herein.

Read a First and Second Time in the Council Chambers of the Township of North Dumfries this 7th day of July, 2025.

Read a Third Time and Finally Passed in the Council Chambers of the Township of North Dumfries this 7th day of July, 2025.

_____
Mayor

_____
Clerk

Schedule 'A' to By-law 3575-25



Part 1: Amend to Zone Z.12 (Open Space)

Part 2: Amend to Zone Z.4 (Urban Residential)

Schedule 'A' as hereby amended

This is an excerpt of Schedule 'A' of By-law 3575-25, passed by Council this 7th day of July, 2025.

_____
Mayor

_____
Clerk

THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES
BY-LAW NUMBER 3576-25

BEING A BY-LAW TO ASSUME MUNICIPAL SERVICES IN RESPECT OF REGISTERED PLANS 58M-662

WHEREAS the Subdivision Agreement between The Corporation of the Township of North Dumfries (the "Township") and Susan McDonald dated 25th November 2019, provides for the construction and installation of certain municipal services related to the lands shown in red on Schedule "A" of this by-law and related to Registered Plan 58M-662 ("Subdivision Agreement").

AND WHEREAS the Director of Engineering and Public Works has received certification that the municipal services set out in the respective Subdivision Agreements have been constructed and installed in accordance with the Township's specifications.

NOW THEREFORE the Council of The Corporation of the Township of North Dumfries ENACTS AS FOLLOWS:

1. THAT the municipal services set out in the Subdivision Agreements as outlined above be and are hereby assumed by the Township as municipal services.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 7TH DAY OF JULY, 2025.

_____
Susan Foxton, Mayor

_____
Ashley Good, Clerk

PLAN 58M-.662.....

I CERTIFY THAT THIS PLAN 58M-662 IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF WATERLOO (58) AT 14:05 O'CLOCK ON THE 31st DAY OF August 2020 AND ENTERED IN THE REGISTER FOR PIN 03853-1083 (LT) AND REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. WR1279618

"T. Steinkraus"
REPRESENTATIVE FOR LAND REGISTRAR

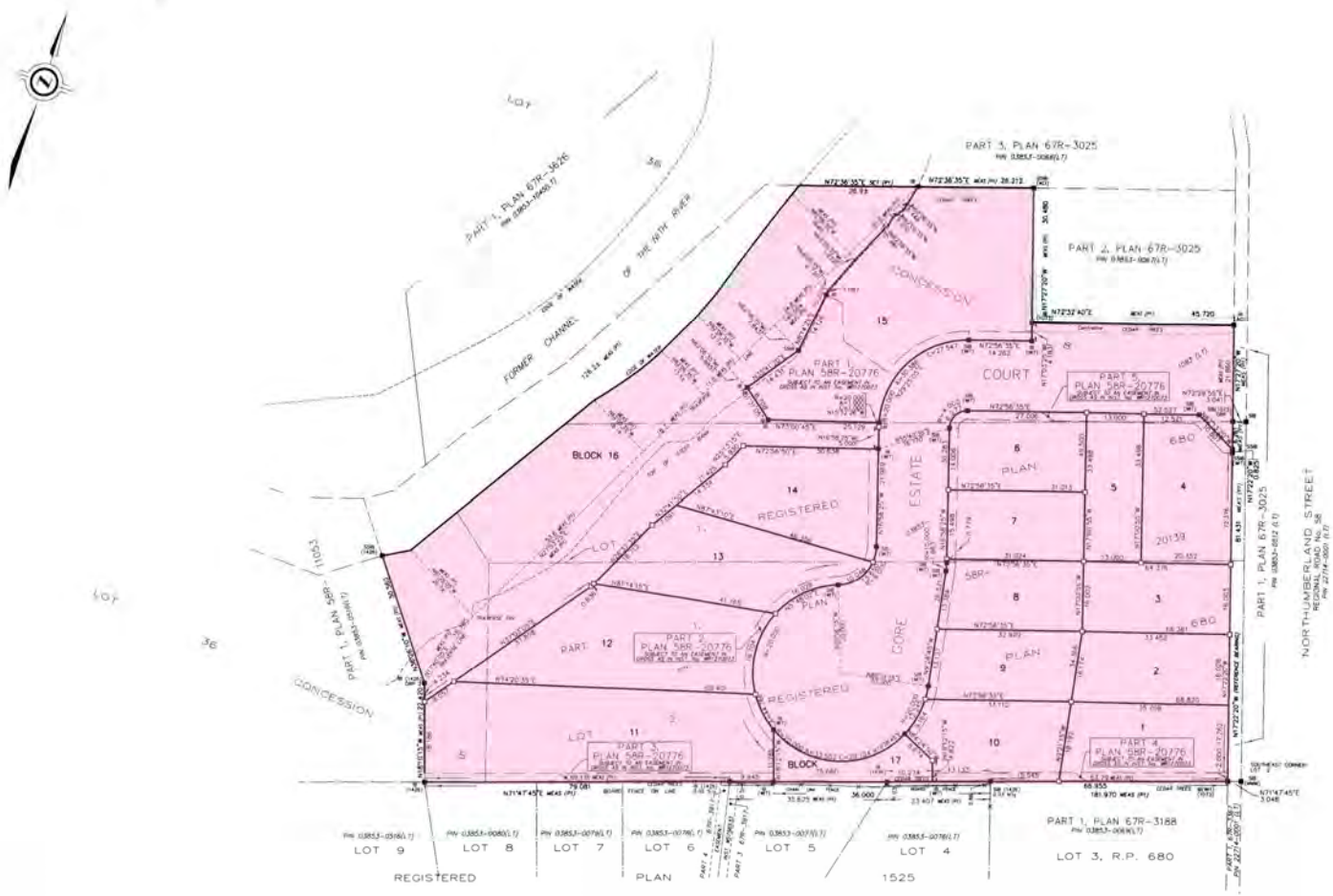
NOTE: THE SUBJECT LANDS COMPRISE ALL OF THE LANDS DESCRIBED BY PIN 03853-1083 (LT).

LOTS 1, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, AND 15 ARE SUBJECT TO AN EASEMENT IN GROSS AS IN INST. No. WR1270173.

PLAN OF SUBDIVISION
of
PART OF LOTS 1 & 2
MUNICIPAL COMPILED PLAN 680
and
PART LOT 36
CONCESSION 8
in the
TOWNSHIP OF NORTH DUMFRIES
REGIONAL MUNICIPALITY OF WATERLOO

SCALE 1 : 500

10 0 10 20 30 metres



OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:

1. LOTS 1 TO 15, BOTH INCLUSIVE, BLOCKS 16 AND 17, AND THE STREET, GORE ESTATE COURT, HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
2. THE STREET, GORE ESTATE COURT, IS HEREBY DEDICATED AS PUBLIC HIGHWAY TO THE CORPORATION OF THE TOWNSHIP OF NORTH DUMFRIES.

DATED: THE 5th DAY OF July 2020

Kitchener

SUSAN B. McDONALD
OWNER

LEGEND

IB	- IRON BAR
SIB	- STANDARD IRON BAR
SSIB	- SHORT STANDARD IRON BAR
PB	- PLASTIC BAR
CM	- CONCRETE MONUMENT
WIT	- WITNESS
■	- SURVEY MONUMENT FOUND (SIB (ACI) UNLESS SHOWN OTHERWISE
○	- SURVEY MONUMENT SET (IB UNLESS SHOWN OTHERWISE)
OU	- ORIGIN UNKNOWN
ORP	- OBSERVED REFERENCE POINT
SCP	- SPECIFIED CONTROL POINT
ACI	- ACRI CAMPBELL & INC SURVEY CONSULTANTS
MMM	- MARSHALL, MACKLIN MONAGHAN GNT LTD.
TOTE	- D. A. MacDONALD O.L.S.
TAUS	- MacDONALD TAMBLYN, LTD.
P1	- PLAN 58R-20139
	- POST & WIRE FENCE

NOTE

TOTAL AREA OF LANDS TO BE SUBDIVIDED: 1.9660 Ha.

ALL PLANTED SURVEY MONUMENTS ARE IBs UNLESS SHOWN OTHERWISE.

ALL FOUND MONUMENTS ARE (ACI) UNLESS SHOWN OTHERWISE.

BEARING REFERENCE

BEARINGS ARE GRID BEARING AND ARE REFERRED TO THE WESTERN LIMIT OF NORTHUMBERLAND STREET, AS SHOWN ON REFERENCE PLAN 58R-20139, HAVING A BEARING OF N 17° 22' 20" W.

CURVE DATA TABLE

LOCATION	RADIUS	ARC	CHORD	BEARING
LOT 6	4.000	6.277	5.653	N27°59'05"E
LOT 8	15.000	1.963	1.962	N13°13'35"W
LOT 9	20.000	3.076	3.073	N5°04'24"W
LOT 10	20.000	9.164	9.084	N12°27'35"E
LOT 11	20.000	9.015	8.939	N45°27'55"W
LOT 12	20.000	19.704	18.917	N41°44'42"W
LOT 13	20.000	16.028	15.602	N46°56'16"E
LOT 13	9.000	10.048	9.534	N37°54'44"E
LOT 14	9.000	3.597	3.574	N5°31'22"W
LOT 15	20.000	30.386	27.547	N29°25'05"E
BLOCK 16	20.000	1.000	1.000	N15°32'26"W
BLOCK 17	20.000	33.552	29.754	N73°36'45"E
GORE ESTATE COURT	20.000	31.387	28.264	N27°59'05"E
GORE ESTATE COURT	9.000	13.645	12.376	N26°27'40"E
GORE ESTATE COURT	20.000	90.539	30.782	N59°47'29"W
GORE ESTATE COURT	15.000	1.963	1.962	N13°13'35"W
GORE ESTATE COURT	4.000	6.277	5.653	N27°59'05"E

APPROVED UNDER SECTION 51 (58) OF THE PLANNING ACT, R.S.O. 1990, (LP.13, AS AMENDED), BY THE COUNCIL OF THE REGIONAL MUNICIPALITY OF WATERLOO, THIS 26th DAY OF August 2020.

Brenna MacKinnon (delegate)

MICHELLE SERGI, MCIP, RPP
DIRECTOR OF COMMUNITY PLANNING

OBSERVED REFERENCE POINTS

OBSERVED REFERENCE POINTS (ORPs) ARE DERIVED FROM PLAN 58R-18786, UTM ZONE 17, NAD83 (ORIGINAL) COORDINATES TO URBAN ACCURACY PER SECTION 14(2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING	ELEVATION
ORP 1	4793710.213	543750.035	
ORP 2	4793596.979	543594.562	

GRID SCALE CONVERSION:
DISTANCES SHOWN HEREON ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999577

BEARING CONVERSION:
BEARINGS ARE 6° UTM NAD 83, ZONE 17, GRID BEARINGS AND ARE DERIVED FROM GPS OBSERVATIONS USING THE LEICA SMARTNET SYSTEM

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 19th DAY OF FEBRUARY, 2020.

JULY 27, 2020
DATE

"T. H. Jones"
THEODOR H. JONES
ONTARIO LAND SURVEYOR

ACI Survey Consultants
A Division of J.D. Barnes Limited
SURVEYING MAPPING GIS
470 KING ST. E., #100, KITCHENER, ON, N2P 2E9
T: (519) 578-2220 F: (519) 650-3623 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
HVM/CB	TH	19-42-095-00

FILE: Q:\19-42-095\001\Drawing\19-42-095-subdv.dgn DATED: 27/07/2020
PLOTTED: 7/28/2020

The Corporation of the Township of North Dumfries
By-law Number No. 3573-25

Being a By-law to Confirm the Proceedings of Council of the Corporation of the Township of North Dumfries at this Meeting held on July 7, 2025

Whereas Section 5 (3) of the Municipal Act, 2001 S.O. 2001, c.25, as amended provides that 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;

And Whereas Section 9 of the said Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And Whereas Section 11 (1) of the said Municipal Act provides that A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4);

And Whereas in many cases action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

And Whereas it is deemed desirable and expedient that the actions of the Council as herein set forth be adopted, ratified and confirmed by by-law;

Now Therefore the Council of the Corporation of the Township of North Dumfries Enacts as Follows:

1. That the action of the Council at its Council Meeting held on July 7, 2025, in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified, and confirmed, as if each resolution or other action was adopted, ratified, and confirmed by separate by-law.

2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.

Read a First, Second and Third Time and Finally Passed this 7th day of July, 2025.

_____
Susan Foxton, Mayor

_____
Ashley Good, Clerk