

1.0 CALL TO ORDER

Mayor Larry Kraemer will call to Order at 5:00 p.m. on Wednesday October 9, 2013, the Planning/Corporate Services Meeting of the Council of The Corporation of the Municipality of Kincardine in the Council Chambers at the Municipal Administration Centre.

2.0 ROLL CALL

Mayor Larry Kraemer
Deputy Mayor Anne Eadie
Councillor Ron Coristine
Councillor Maureen Couture
Councillor Kenneth Craig
Councillor Jacqueline Faubert
Councillor Candy Hewitt
Councillor Mike Leggett
Councillor Randy Roppel

Staff Present
Murray Clarke, Chief Administrative Officer
Donna MacDougall, Clerk
Karen Kieffer, Director of Parks and Recreation
Gagan Sandhu, Director of Public Works

3.0 AMENDMENTS, ADDITIONS OR DELETIONS TO/FROM THE AGENDA

4.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

<u>Name</u>	<u>Item of Business</u>	<u>Nature of Interest</u>
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5.0 PUBLIC MEETINGS (Planning Advisory Committee)

Motion #10/09/13 -

Moved by:

Seconded by:

THAT Council move into Planning Advisory Committee to hold a public meeting to discuss planning applications.

6.0 CONSIDERATION OF BY-LAWS/MOTIONS

6.1 Exemption to Sign By-law – TD Canada Trust

Motion #10/09/13 -

Moved by:

Seconded by:

WHEREAS Section 4.4 (iv) of By-law No. 2003 - 136, the Municipality of Kincardine Sign (2003) By-law, indicates that a pylon sign shall have a minimum clear distance of 2.4 metres (7.9 feet) from grade to underside of the sign;

AND WHEREAS TD Canada Trust wishes to erect a pylon sign without the minimum clear distance noted above;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Municipality of Kincardine hereby authorizes an exemption to Section 4.4 (iv) of By-law No. 2003-136 in order to permit TD Canada Trust to install a pylon sign at the east side of the centre entrance to the Sutton Park Mall.

7.0 COMMITTEE OF THE WHOLE (all delegations will be heard following relevant reports)

7.1 Move Into Committee of the Whole

Motion #10/09/13 -

Moved by:

Seconded by:

That Council move into Committee of the Whole and upon completion return to Council.

7.2 Move Into Committee of the Whole

(A) **Victoria Serda – Community Foundation Grey Bruce & Eva Leflar Memorial Regional Tree Planting Program (attached)**

7.3 Corporate Services

(A) **CAO 2013-20**

Subject: Internal Organizational Review (I.O.R.) Update

Attachments: I.O.R. Recommendations

Report Summary: CAO Murray Clarke will provide a verbal summation of the attached recommendations regarding the I.O.R.

Origin: During the S.D.R./Budget 2011 discussions, Council passed a motion directing that an “Internal Organization Review” be undertaken.

Existing Policy: N/A

Analysis: Council adopted the Internal Organization Review document March 26, 2012.

- The I.O.R. Committee reconvened on April 25, 2012 and October 31, 2012 to review progress on the Phase One recommendations.

An update to Council was presented during the January 16, 2013 Council meeting.

- The I.O.R. Committee reconvened on June 24, 2013 to review progress on the Phase Two recommendations.

This progress will be reported in the form of a Council update by CAO Murray Clarke.

The Committee is scheduled to meet January 13, 2014 to review the Phase Three recommendation progress. As with Phase One and Phase Two, a report updating Council on the status of the implementation will be produced.

Community Plan and Integrated Community Sustainability Plan (ICSP)

Considerations: Corporate Services Strategic Initiative #1-

Ensure that our policies are positioned to ensure financial sustainability for our community.

ICSP Consistent with the overall sustainability philosophy set out in the ICSP.

Financial Considerations: N/A

Options:

1. That Council accept the I.O.R. recommendation updates as presented.
2. That Council not act at this time.

Preferred Option: Option #1

Date to be considered by Council: October 9, 2013

CAO's Comments: Author of Report

C O W RECOMMENDATION

7.4 Other Areas of Responsibility

(A) REC 2013-12

Subject: Electrical Upgrades at the Kincardine Marina

Attachments: None

Report Summary: Staff is recommending that Council proceed with the electrical upgrades required at the Kincardine Marina and that the funds required which is \$15,000 be taken from the Marina Reserve Fund.

Origin: ESA

Existing Policy: Request to Council

Analysis: Recently, an ESA Inspector (Electrical Safety Association) toured the Kincardine Marina and advised that electrical upgrades were required at the Marina.

Specifically, the concern is that over time the coating of the cables that supply the electrical feeds to the docks has worn out and the fear is that it could short out on the wall. The recommendation is to replace the electrical feeds to the floating docks and this would be done by installing a piece of pipe with a basket that would hold the cable, thus reducing the stress on the cable. This solution is acceptable to the ESA.

Municipal staff and members of the Kincardine Yacht Club met to review and discuss this issue and to discuss payment for these upgrades. Through the agreement that the Municipality has with the KYC, it is the mutual intention of both parties to maintain/replace all infrastructure in the harbour basin and facilities.

Both parties agree that this is an expense that should come out of the Marina Reserve Fund which currently has \$146,618 in it and was designed for situations just like the one being presented.

If Council approves the recommendation, the work can still take place this fall.

Community Plan and Integrated Community Sustainability Plan (ICSP)

Considerations: To ensure the assets of the Municipality of Kincardine continue to be well promoted, enhanced and supported and that we dedicate financial resources to manage our existing infrastructure obligations.

Financial Considerations: The estimated cost of the upgrades is \$15,000, and the recommendation is to take the funds out of the Marina Reserve Fund which currently has \$146,618 in it.

Options:

1. For Council to direct staff to proceed with the electrical upgrades to the Marina contained within this report and for the funds (\$15,000) to come from the Marina Reserve Fund.
2. For Council not to act at this time.

Preferred Option: Option One – For Council to direct staff to proceed with the electrical upgrades to the Marina contained within this report and for the funds (\$15,000) to come from the Marina Reserve Fund.

Date to be considered by Council: At the October 19th meeting.

CAO's Comments: NA

C O W RECOMMENDATION

(B) PW 2013-16

Subject: New rate for accepting cover material at the Kincardine Waste Management Centre (KWMC)

Attachments: Ken Jackson's Letter dated September 20, 2013 , Waste Soil Placement Figure, Landfill Air Space

Report Summary: Staff is proposing a new rate for accepting cover material at KWMC, subject to an analysis of:

- Material being acceptable for use as a cover material, and
- Municipality of Kincardine's (MoK) requirements for cover material at any given time

If the soil/fill material does not comply with the above requirements, the material will be handled as waste and the appropriate waste rates will be charged.

Origin: Ken Jackson's Letter

Existing Policy: Rates and Fees by-law

Analysis: There is no rate provision for accepting cover material at the KWMC. There may be some occasions where MoK may accept soil as cover material, subject to:

Material being acceptable for use as a cover material, and

Municipality of Kincardine's (MoK) requirements for cover material at any given time.

If there is a rate provision for cover material, opportunities as mentioned in Ken Jackson's letter can be addressed, subject to an analysis of the situation.

Current Opportunity:

Bruce Power is constructing a new fire training facility. This would involve considerable excavation and off-site disposal of waste soil. Since receiving Ken Jackson's letter, staff has explored options to receive, place, handle and charge the waste soil from Bruce Power at the KWMC and the implications of acceptance to the KWMC.

Staff has consulted with our Municipal Solid Waste Management consultant, Conestoga-Rovers & Associates. The chemical documentation for the soil that has been provided to the Municipality at this time does not include any hydrocarbon data.

Staff would require this data, or at a minimum visual inspection of the soil, to make a decision on the ability to accept the waste soil, and has requested this from Ken Jackson. If the data is acceptable, initially, this soil would be accepted as waste and potentially as daily cover material at some time in future.

The following provides the proposed program for accepting and managing approximately 10,000 m³ (around 20,000 tonnes) of this waste soil at KWMC (refer to Waste Soil Placement Figure).

- A small stockpile of waste soil will be developed in Stage 1 (active cell) for use as daily cover soil for the next year. The stockpile will be approximately 2,000 m³.
- In Phase 1 landfill area, the last waste disposal trench surface and side slopes would be graded. Waste soil would then be placed against the existing waste disposal slope and built up from the slope toward the trench limits.
- The stockpile would be graded and when a final grade is reached, the waste will be covered with a clean cover soil. At the conclusion of the work, the surface water drainage can be assessed to determine if or what is required.

The following illustrates the benefits of accepting this soil:

Landfill air space and capacity (refer to sketch, Landfill Air Space):

- The use of impacted soils as daily cover increases the overall revenue of the landfill air space. Typically daily cover represents approximately 20 percent of the annual landfill air space (or roughly 0.4 tonnes/m³) consumed at the landfill. This means that under normal operations, 80 percent of landfill air space (or 0.7 tonnes/m³ of household waste) consumed is by waste that generates revenue. The use of waste soil both now and in the future means that 100 percent of the air space was consumed by revenue generating material.

Revenue:

- Any revenue generated over and above the cost of managing the material is revenue to the Municipality that would not have been available (assuming that soil is used as daily cover). More details are provided under Financial Considerations.

Community Plan and Integrated Community Sustainability Plan (ICSP)**Considerations:** Municipal Operations and Community Leadership:

Adopt innovation and creativity in planning and implementing business activities

Financial Considerations: There is no approved rate for accepting cover material at KWMC.

Based on the current opportunity at hand and conversation with Ken Jackson, the contractor for excavating and disposal of soil for Bruce Power can offer \$27.5 per tonne.

The operations for handling this large amount of waste soil (roughly 20,000 tonnes) in a relatively short period of time (4 to 5 weeks) would require engineering support and outside contractors.

On-site engineering, soil handling, and potential rehabilitation of the access route would cost roughly \$3.5 per tonne, for this opportunity. The Municipality will net approximately \$24 per tonne. If the quantity of waste soil received is 20,000 tonnes, the revenue would be \$480,000.

The overall needs assessment of the Solid Waste Management Program have identified a capital expense of approximately \$700,000 for a new cell construction every 7 years for 5 times (for a total of 6 cells) as a result of the existing cell reaching its capacity. There is an annual cost to maintain the Certificate of Approval for the landfill in terms of annual groundwater and surface water monitoring. In addition, on-site Leachate Treatment Facility (LTF) would require capital expense ranging from \$1.75 to \$2.0 million dollars. Staff is already engaged in the design and approvals process for on-site LTF.

There is a need to generate sufficient reserves. User fees, in the form of bag tags and tipping fees, is one of the options to build reserves. To avail opportunities like the current ones, is another option.

It is proposed that the revenue generated be placed in the Landfill Capital reserve to off-set future capital expenditures.

Options:

1. Council approve the rate for accepting cover material at KWMC to \$27.5 per tonne. The rate will be included in the

2013 and 2014 Rates and Fees By-law. The revenue generated will be placed in the Landfill Capital Reserve. The rate would be further qualified in the Rates and Fees by-law subject to:

Material being acceptable for use as a cover material, and

MoK's requirements for cover material at any given time.

- 2. Council not approve the rate for accepting cover material at KWMC to \$27.5 per tonne.

Preferred Option: Option 1

Date to be considered by Council: October 19, 2013

CAO's Comments: NA

C O W RECOMMENDATION

8.0 MATTERS ARISING FROM COMMITTEE OF THE WHOLE PLANNING ADVISORY COMMITTEE /COMMITTEE OF THE WHOLE

9.0 MEMBERS OF COUNCIL GENERAL ANNOUNCEMENTS

10.0 CLOSED SESSION IF REQUIRED

11.0 MATTERS ARISING FROM CLOSED SESSION

12.0 SCHEDULING OF MEETINGS

12.1 Council Meetings

October 16, 2013	Regular Council	5:00 p.m.
November 6, 2013	Regular Council	5:00 p.m.
November 13, 2013	Planning/Corporate Services	5:00 p.m.
November 20, 2013	Regular Council	5:00 p.m.
December 4, 2013	Regular Council	5:00 p.m.

12.2 Notice of Public and Special Meetings

None noted.

13.0 ADJOURNMENT

Motion #10/09/13 -

Moved by:

Seconded by:

THAT this Council adjourn at

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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AGENDA

ROLL CALL

Mayor Larry Kraemer
Deputy Mayor Anne Eadie
Councillor Ron Coristine
Councillor Maureen Couture
Councillor Kenneth Craig
Councillor Jacqueline Faubert
Councillor Candy Hewitt
Councillor Mike Leggett
Councillor Randy Roppel

Staff Present

Bruce Stickney, Planner
Murray Clarke, Chief Administrative Officer
Donna MacDougall, Clerk

1.0 PLANNING ADVISORY COMMITTEE

1.1 ADDITIONS AND DELETIONS TO THE AGENDA

2.0 DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Name	Item of Business	Nature of Interest
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3.0 ADOPTION OF MINUTES

MOTION #PAC13-

Moved by:

Seconded by:

Recommendation from Planning Advisory Committee.

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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4.0 ZONING AMENDMENTS

4.1 APPLICANT: Peter McDonald
Part Lot 28, Concession A
261 Bruce Road 23
(map in blue folder)

Planning Report # KIN OPA # 11-12.21 & Z-15-12.21

The Planner will explain the report and recommendation.

Agency Comments:

Any comments received by the time of writing the report are in the written report.

Public Comments:

Any comments received by the time of writing the report are in the written report.

Presentations from the Public:

Committee Comments:

MOTION #PAC13-

Moved by:

Seconded by:

Recommendation from Planning Advisory Committee.

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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4.2 APPLICANT: Bruce Energy Centre Inc.
Part of Lot 'F' Concession 4
1554 Bruce Road 23 / 3287 Bruce Road 20
(map in blue folder)

Planning Report # BCOPA #177-13.26 & Z-26-13.26

The Planner will explain the report and recommendation.

Agency Comments:

Any comments received by the time of writing the report are in the written report.

Public Comments:

Any comments received by the time of writing the report are in the written report.

Presentations from the Public:

Committee Comments:

MOTION #PAC13-

Moved by:

Seconded by:

Recommendation from Planning Advisory Committee.

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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4.3 APPLICANT: Carole Douel c/o Rob Thompson
Part of Lot 18, Concession 'A' (being Part 2 on 3R-8959)
Municipality of Kincardine (geographic Township of Kincardine)
26 Golf Links Road
(map in blue folder)

Planning Report # Z-37-13.21

The Planner will explain the report and recommendation.

Agency Comments:

Any comments received by the time of writing the report are in the written report.

Public Comments:

Any comments received by the time of writing the report are in the written report.

Presentations from the Public:

Committee Comments:

MOTION #PAC13-

Moved by:

Seconded by:

Recommendation from Planning Advisory Committee.

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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4.4 APPLICANT: Ruth Fenn-Phillips and Jane Casler
Part Lot 26, Concession 'A' including Part 4 of 3R-4682
Municipality of Kincardine (geographic Township of Kincardine)
227 Bruce Road 23 and 12 Craig Drive
(map in blue folder)

Planning Report # Z-37-13.21

The Planner will explain the report and recommendation.

Agency Comments:

Any comments received by the time of writing the report are in the written report.

Public Comments:

Any comments received by the time of writing the report are in the written report.

Presentations from the Public:

Committee Comments:

MOTION #PAC13-

Moved by:

Seconded by:

Recommendation from Planning Advisory Committee.

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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5.0 ADJOURNMENT

MOTION #PAC13 -

Moved by:

Seconded by:

Recommendation from Planning Advisory Committee.

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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MINUTES

COMMITTEE PRESENT

Deputy Mayor Anne Eadie
Councillor Ron Coristine
Councillor Maureen Couture
Councillor Kenneth Craig
Councillor Jacqueline Faubert
Councillor Candy Hewitt
Councillor Randy Roppel

COMMITTEE ABSENT

Mayor Larry Kraemer
Councillor Mike Leggett

STAFF PRESENT

Bruce Stickney, Planner
Murray Clarke, Chief Administrative Officer
Michele Barr, Director of Building and Planning

1.0 PLANNING ADVISORY COMMITTEE

1.1 ADDITIONS AND DELETIONS TO THE AGENDA

MOTION #PAC13-18

Moved by: Ron Coristine

Seconded by: Anne Eadie

THAT the Planning Advisory Committee approve the following deletion from the Agenda at the request of the applicant.

Item 4.3

APPLICANT : Bruce Energy Centre Inc.

Part of Lot 'F' Concession 4;

1554 Bruce Road 23 / 3287 Bruce Road 20

Carried

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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2.0 DECLARATION OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Name	Item of Business	Nature of Interest
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3.0 ADOPTION OF MINUTES

MOTION #PAC13-19

Moved by: Jacqueline Faubert

Seconded by: Ken Craig

THAT the Minutes of the Planning Advisory Committee meeting of June 12, 2013 be adopted as printed.

Carried

4.0 ZONING AMENDMENTS

**4.1 APPLICANT: Peter McDonald
Part Lot 28, Concession A
261 Bruce Road 23**

Planning Report # KIN OPA # 11-12.21 & Z-15-12.21

The Planner will explain the report and recommendation.

Agency Comments:

Any comments received by the time of writing the report are in the written report.

Public Comments:

Any comments received by the time of writing the report are in the written report.

Presentations from the Public:

None

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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Committee Comments:

Key Points Discussed

- Changes to the significant overlay are site specific
- Noted that SVCA requested the overlay
- Would like more input from the SVCA regarding the protection of the Dunes
- Concerns on drainage
- Easement access
- Septic systems

MOTION #PAC13- 20

Moved by: Ken Craig

Seconded by: Anne Eadie

THAT the Planning Advisory Committee recommend adoption of the Official Plan Amendment and that the adopted Amendment together with supporting documentation be forwarded to the County of Bruce Approval Authority for final approval, for the lands described as Part of Lot 28, Concession 'A', Municipality of Kincardine (geographic Township of Kincardine) to remove the 'Significant Woodlands' Overlay on a portion of the lands and adjustment to the boundaries of the Natural Environment designated lands.

Carried

MOTION #PAC13- 21

Moved by: Candy Hewitt

Seconded by: Ken Craig

THAT the Planning Advisory Committee defer their recommendation to rezone the lands described as Part of Lot 28, Concession 'A', Municipality of Kincardine (geographic Township of Kincardine) to 'Residential One Special' to permit the creation of three residential lots until further consultation with Saugeen Valley Conservation Authority regarding the protection of the dunes.

Carried

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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4.2 APPLICANT: 1154499 Ont Ltd. c/o Steve Ferris Part of lot 35, Concession 6 27 Concession 6

Planning Report # BCOPA # 172-13.26 & Z-9-13.26

The Planner will explain the report and recommendation.

Agency Comments:

Any comments received by the time of writing the report are in the written report.

Public Comments:

Any comments received by the time of writing the report are in the written report.

Presentations from the Public:

Ron Davidson, Land Use Planning Consultant Inc.

- Explained that the County Official Plan Amendment was granted a few weeks ago and the next step is for the zoning.

Steve Ferris, applicant

- Explained that the property has been the family farm for 60-70 years and the lands will be rehabilitated after phases are done.
- Gravel business is needed in the area and understands the need for agricultural lands.

Committee Comments:

Key Points Discussed

- Dust Concerns (*explained that it can be controlled*)
- Owner to make one more offer to install tiles for neighbor
- Questioned the rehabilitation time frame (*not really a time frame depends on sale of gravel*)
- Preference to leave it in Agricultural lands
- Read the section on Aggregate extraction from the P.P.S.

MOTION #PAC13- 22

Moved by: Ron Coristine

Seconded by: Ken Craig

THE MUNICIPALITY OF KINCARDINE

Planning Advisory Committee

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THAT the Planning Advisory Committee recommend to rezone a portion of the lands described as Part of Lot 35, Concession 6', Municipality of Kincardine (geographic Township of Bruce) to 'Extractive Industrial' to facilitate the extraction of mineral aggregates from a portion of the subject lands.

Carried

5.0 ADJOURNMENT

MOTION #PAC13 -23

Moved by: Anne Eadie

Seconded by: Ron Coristine

THAT the Planning Advisory Committee meeting now adjourns and moves back into Council.

Carried

Chairman

Secretary-Treasurer



**County of Bruce
Planning & Economic Development Department
Planning Report**



Application: Zoning By-law Amendment
File No.: Z-15-12.21
Date: October 3, 2012.

TO: Chair and Members of the Municipality of Kincardine Planning Advisory Committee
FROM: **Bruce Stickney**, Planner for the **Municipality of Kincardine**
County of Bruce Planning & Economic Development Department
SUBJECT: Application submitted by **Peter McDonald** to rezone the subject lands to facilitate the creation of three residential lots.

REASONS FOR AND NATURE OF THE APPLICATION:

The subject lands consist of an 8.12 ha (20 acre) property designated as 'Shoreline Development Area' and 'Natural Environment'. The applicant is seeking to develop an area along Bruce Road 23 and to change the zoning on those lands from 'PD – Planned Development' to 'R1 – Residential One'. Another small area in the western portion of the property contains a site suitable for development and would be rezoned from 'PD' to a 'R1-bc' Special Zone to redefine lot frontage and other provisions to address site conditions. The remaining lands will remain zoned as 'PD – Planned Development' and 'EP – Environmental Protection'.

A portion of the lands are within 300 metres of Lake Huron that are considered to have 'high' potential for the presence of archaeological artefacts. An archaeological assessment was undertaken to address this possibility. A 'Natural Heritage Environmental Impact Study' was also provided that identifies the natural heritage features, endangered species or habitat on the property; analyses the role of identified woodlots in the area; considers the impact of existing and planned drainage on the woodland; and any mitigation measures that may be required in conformity with the requirements of a Comprehensive Environmental Evaluation Report (CEER).

CIRCULATION:

The application was circulated to the mandated commenting agencies as well as to the public. The Agency comments received have been summarized in Part II of the main planning report. Four letters/email messages have been received from the public at the time of preparation of this report. Public comments have been summarized in Part III of the main planning report.

SUMMARY:

The subject lands are zoned 'PD – Planned Development' and 'EP - Environmental Protection'. The applicant proposes to change the Zoning to 'R1 – Residential One' and 'R1-bc – Residential One Special' on the area planned for three (3) new lots and a buildable area in the western portion of the property, respectively. The resulting amendments are to facilitate the construction of four new single detached dwellings.

CONCLUSION:

The applications are consistent with the Provincial Policy Statement, 2005, the County of Bruce Official Plan and the intent of Municipality of Kincardine Official Plan.


PRELIMINARY RECOMMENDATION:

Subject to review of objections and submissions arising from the Public Meeting, I recommend that:

- 1. The Zoning By-law Amendment (File No. Z-15-12.21) **be APPROVED** in accordance with the attached By-law.

I. CONTEXT:

Related File(s)	County of Bruce Consent File No. B-18-12.21 to B-19-12.21 and B-67-13.21; and, Municipality of Kincardine Official Plan Amendment File No. KinOPA-11-12.21
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Owner	Peter McDonald			
Applicant	N/A			
Agent	N/A			
Legal Description	Part of Lot 28, Concession "A", geographic Township of Kincardine			
Municipal Address	261 Bruce Road 23			
Lot Description:	LOT 1 – B-18-12	LOT 2 – B-19-12	LOT 3 – B-67-13	RETAINED
<i>Frontage</i>	+/- 61 m (200 ft)	+/- 61 m (200 ft)	+/- 61 m (200 ft)	+/- 20.2 m (66.27 ft)
<i>Depth</i>	+/- 122 m (400 ft)	+/- 122 m (400 ft)	+/- 122 m (400 ft)	+/- 399.4 m (1310.3 ft)
<i>Area</i>	+/- 0.74 ha (1.8 ac)	+/- 0.74 ha (1.8 ac)	+/- 0.74 ha (1.8 ac)	+/- 5.9 ha (14.6 ac)
Uses	<i>Existing</i> Residential	<i>Proposed</i> Residential		
Structures	<i>Existing</i> VACANT New dwelling	<i>Proposed</i> House and Shed New dwelling	VACANT New dwelling	VACANT New dwelling
Access	Bruce Road 23, a year-round County road	Bruce Road 23, a year-round County road	Easement and Bruce Road 23	Bruce Road 23, a year-round County road
Servicing	Municipal water and Private Septic	Municipal water and Private Septic	Municipal water and Private Septic	Private water and Private Septic
Planning Policies	<i>County Official Plan</i> <i>Local Official Plan</i> <i>Zoning By-law</i>	Secondary Urban Community Shoreline Development, Natural Environment with Significant Woodlands overlay The lands are currently zoned 'PD – Planned Development' and 'EP – Environmental Protection' in the Municipality of Kincardine By-law 2003-25		
Subject Lands				
Surrounding Land Uses	Residential and Agricultural uses surround the subject lands.			
Development Proposal	LOCAL OP	The lands are currently designated 'Shoreline Development' and 'Natural Environment' with Significant Woodlands Overlay in the Municipality of Kincardine Official Plan.		
	Local OPA	The Local Official Plan Amendment will remove the 'Significant Woodlands' overlay from the developable area of the subject lands, as supported by an Environmental Impact Study, to permit the proposed severances / creation of three new lots for residential purposes.		
	Zoning By-law Amendment	The lands are currently zoned 'PD – Planned Development' and 'EP – Environmental Protection' in the Municipality of Kincardine Zoning By-law 2003-25. The Zoning By-Law Amendment will rezone the lands to 'R1 – Residential' to facilitate the proposed severance/ creation of three new lots for residential purposes. Two of the proposed lots will take access from Bruce Road 23 utilizing one driveway entrance and easements. The third lot will take access from Sandpiper Lane, being part of the retained lands. The retained lands will require a portion to be zoned 'R1-bc' to permit a dwelling on the 5.9 ha parcel, with reduced frontage of 20 metres. The 'EP' zone will remain unchanged.		

II. MATTERS ARISING FROM AGENCY CIRCULATION

Municipality of Kincardine:

Comments have been provided in main planning report

County of Bruce, Engineer:

Comments have been provided in main planning report

Saugeen Valley Conservation Authority There are natural hazards and significant natural heritage features affecting the centre portion of the subject lands that should remain zoned 'EP-Environmental Protection.

The proposed development site on the retained parcel is within the SVCA Regulatory Area and development will be subject to permission from the SVCA. A locally rare vegetation community of 'Great Lakes Sand Reed' being *Calamovilfa longifolia* var. *magna* partially surrounds the northwest building location on the north and west sides.

Preservation of this vegetation community is a goal of the SVCA and they have requested measures to inform and/or protect the 'Sand Reed' community. In a telephone discussion, they have suggested the use of an 'EP-Special' zone that would prohibit alteration, filling, grading and removal or other disturbance of soils within the area of the 'Sand Reed' community; a 'Warning Clause' as a condition of severance to be added to deeds to inform an owner that a rare vegetation community is present in the area surrounding the proposed development on the retained lands; and/or a Development Agreement between the Owner and the Municipality to protect the area during construction and development of the property.

COMMENTS: The sand reed is not currently identified as a threatened or endangered species, therefore it is not protected under the *Endangered Species Act*.

In regard to the suggestions from SVCA, I provide the following:

1. Control over alteration of land including grading is not available for use in a Section 34 (Zoning) By-law as Zoning can only control uses on land and the location, height, area, density, etc. of buildings and structures. The majority of the area to be protected is proposed to be within an 'EP-Environmental Protection' zone (NOT RECOMMENDED);
2. Site Plan Control may be used for the protection of adjoining lands (as a condition of approval), however nearly half of the vegetation community is within the Right-of-Way known as Sandpiper Lane where multiple parties currently hold interest. Applying Site Plan Control in this area, where the vegetation community has been able to establish itself and appears to be thriving, in my opinion may be an unwarranted restriction on the rights held by numerous parties in the Sandpiper Lane neighbourhood, including the applicant;
3. A 'condition of approval' such as a 'Warning Clause' in a deed(s) would only be applicable to new lots and not the 'retained', that in this case would not inform a future owner of the retained lands of the location of the vegetation community or its' significance;
4. Snow fencing or other similar barrier during construction, to prevent disturbance of the plant community; and distribution of an information sheet/flyer to inform all residents in the 'Sandpiper' neighbourhood of the presence of the plant community and its' benefits to the natural environment (eg. http://en.wikipedia.org/wiki/Calamovilfa_longifolia) would be beneficial during construction and would at least inform current owners in the neighbourhood of this vegetation community.

Alternative (list point) # 4, in my opinion is the preferred option, if any for protection of the vegetation community; and, the use of Options 1, 2 and 3 in this case, are inappropriate or ineffective.

III. MATTERS ARISING FROM PUBLIC CIRCULATION

Comments have been provided in the main Planning Report.

IV. MATTERS ARISING FROM PROVINCIAL INTERESTS, POLICY STATEMENTS OR PLANS

I have reviewed the PPS and relevant policies as identified in Appendix 'A' to this report and conclude that the proposed applications are consistent with the PPS.

V. MATTERS ARISING FROM COUNTY OFFICIAL PLAN

I have reviewed the policies of the County of Bruce Official Plan (BCOP) and conclude that the proposed applications are consistent with the BCOP.

VI. MATTERS ARISING FROM LOCAL PLANNING DOCUMENTS

I Municipality of Kincardine Official Plan

I have reviewed the policies of the Municipality of Kincardine Official Plan (Local OP) and conclude that the proposed applications are consistent with the Local OP.

II Municipality of Kincardine Comprehensive Zoning By-law

The Kincardine Zoning By-law generally treats zone boundaries like a property boundary for the purposes of setback and other zone provisions such as, establishing 1800 square metres and 4000 square metres in an 'R1' zone as the minimum lot areas for partially serviced lots, and privately serviced lots, respectively; and, a minimum frontage of 30 metres.

COMMENT: The proposed zone on the retained lot will be deficient in lot frontage, etc. however due to the large size of the lot, development is not compromised, and a Special Zone has been proposed to permit the reduced frontage, and provide site specific provisions that address the actual conditions on the site.

VII. OTHER ISSUES / MATTERS - Proposed Zone Provisions –

12.3.54 *Notwithstanding their 'R1' zoning designation, those lands delineated as 'R1-bc' on Schedule 'A' to this By-law may be used for 'Residential' purposes in compliance with the 'R1' zone provisions contained in this By-law, excepting however, that:*

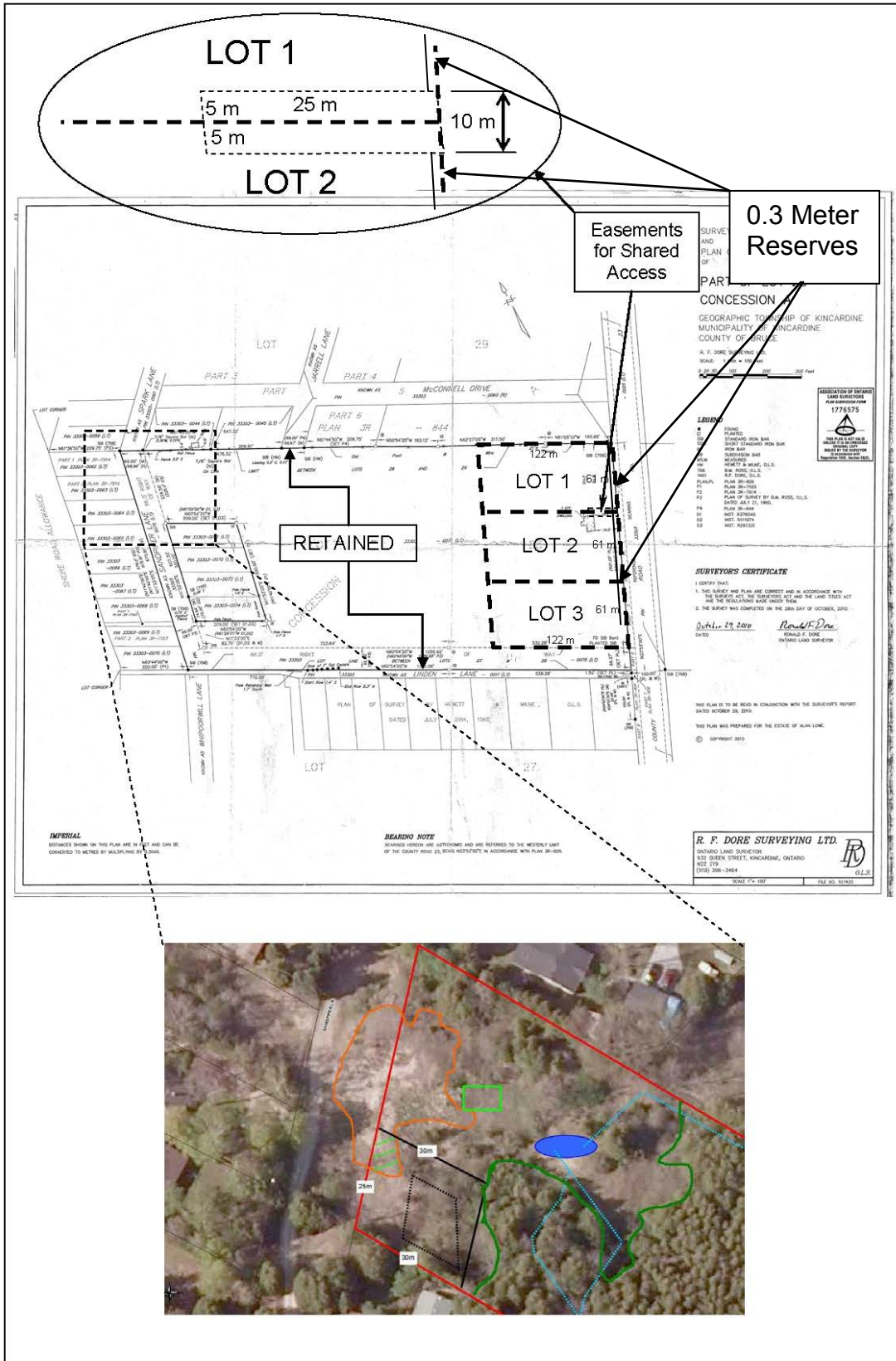
- i) *For the purposes of interpretation of the 'R1' zone provisions:*
 - a. *The required Lot Frontage (Minimum) shall not apply;*
 - b. *The front lot line shall mean the line dividing the 'R1-bc' zone from the lane/right-of-way;*
 - c. *Portions of the property that are zoned 'PD' and 'EP' may be used to satisfy the provisions for Lot Area, Side yards and Rear yard.*
 - d. *Lot Coverage (Principal Building)(Maximum) shall be 40 % of the total area of the 'R1-bc' zone.*

Respectfully submitted,



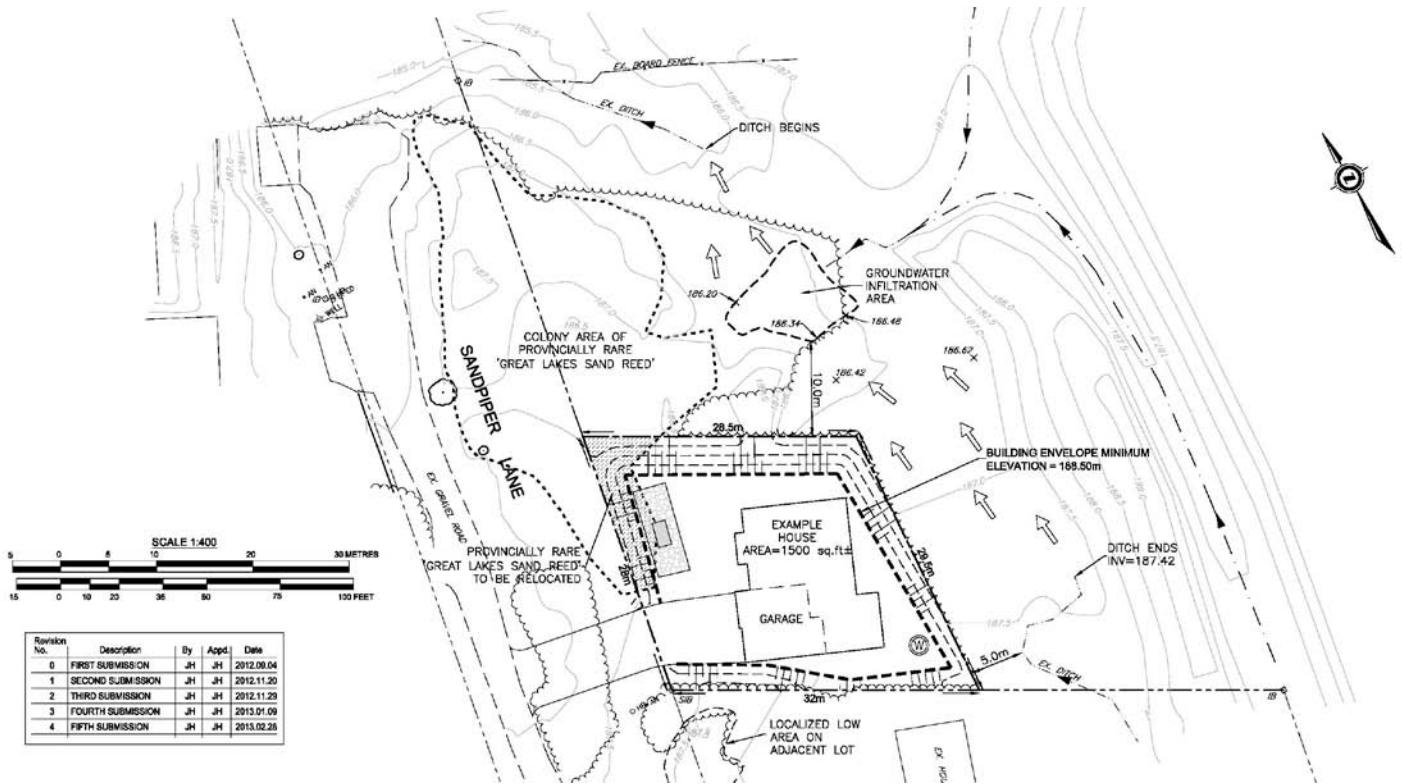
L. Bruce Stickney, MCIP, RPP

APPENDIX 'A' Plan



APPENDIX 'B'

Retained Parcel – Building Site



Revision No.	Description	By	Appd.	Date
0	FIRST SUBMISSION	JH	JH	2012.09.04
1	SECOND SUBMISSION	JH	JH	2012.11.20
2	THIRD SUBMISSION	JH	JH	2012.11.29
3	FOURTH SUBMISSION	JH	JH	2013.01.09
4	FIFTH SUBMISSION	JH	JH	2013.02.26



Municipality of Kincardine Planning Report	
Application:	Zoning By-law Amendment
File No.:	Z-26-13.26
Date:	September 5, 2013



TO: Chair and Members of the Municipality of Kincardine Planning Advisory Committee

FROM: **Bruce Stickney**, Planner for the **Municipality of Kincardine**
County of Bruce Planning & Economic Development Department

SUBJECT: Application submitted by **Bruce Energy Centre Inc. c/o Stantec** to facilitate the use of the lands for limited highway service commercial uses, including: automobile gas bar, automobile car wash, automobile service station, convenience store restaurant and warehouse; as well as other agricultural commercial industrial uses on a portion of the subject lands.

REASONS FOR AND NATURE OF THE APPLICATION:

Bruce Energy Centre Inc. c/o Stantec Consulting Ltd. has applied to amend the County of Bruce Official Plan and Municipality of Kincardine Comprehensive Zoning By-law. Amendments are required to permit an automobile gas bar and automobile car wash, automobile service station, as well as complimentary uses such as a coffee shop, convenience store, restaurant, warehouse and agricultural commercial industrial uses on the subject lands. The proposed amendment would rezone a portion of the subject lands extending approximately 400 metres (1312 ft) along the front and exterior side lot lines of Lot 'F' and to a depth of 91.4 metres (300 ft) from the roads, as shown in Appendix 'C', from 'M2 – Extractive Industrial' to 'ACI-aa-H - Agricultural Commercial Industrial Special' to permit the proposed uses.

The entire property is currently in use as an aggregate pit and the area that is subject of this application has not undergone rehabilitation. Separation of incompatible uses must be provided between aggregate extraction areas and non-industrial uses that have not been addressed in the application. Similarly, as rehabilitation plans have not been provided a proper review of the safe access/egress from the proposed commercial area, including the suitability of the site for new construction cannot be determined at this time.

The proposed uses are essentially 'highway service commercial' uses catering to the passing vehicular traffic that is of a regional nature; and, is not directly supportive of agriculture, or related to agricultural uses in the area.

There are approximately 160 ha (400 acres) of land designated for industrial use on the west side of Bruce Road 23, opposite the proposed site that is already designated for a range of complimentary uses including: "services, commercial and recreational uses which directly serve the industries or employees" and would only require a Zoning By-law Amendment to permit the proposed uses. In addition, those industrial sites have the potential to take access from a municipal road, being Ferrell Drive within the Bruce Energy Centre that would provide safe access/egress from the development.

CONCLUSION:

Agency Comments are summarized in Part II, and Public Comments received prior to the date of this Report are summarized in Part III.

The proponent's Planning Consultant has prepared a planning report that provides a review of Provincial and County policies, including the Provincial Policy Statement, 2005 (PPS); Bruce County Official Plan; and, the Municipality of Kincardine Comprehensive Zoning By-law 2003-025.

SUMMARY:

A Bruce County Official Plan Amendment is scheduled for decision on September 5, 2013. The proposed rezoning from 'M2 - Extraction Industrial' to 'ACI-aa-H – Agricultural Commercial Industrial Special' to include the proposed highway commercial uses is not consistent with the Provincial Policy Statement, 2005 and does not represent good land use planning.

PRELIMINARY RECOMMENDATION:

Subject to review of objections and submissions arising from the Public Meeting, I recommend that the proposed Zoning By-law Amendment File No. Z-26-13.26 **BE REFUSED.**

I. CONTEXT:

Development Proposal	<p>The purpose of the application is to rezone a portion of the subject lands from 'M2 – Extractive Industrial' to 'ACI-aa-H – Agricultural Commercial Industrial Special' with a Holding provision, to permit limited commercial uses. The 'Holding' would permit the existing 'M2 – Extractive Industrial' use until the Aggregate Extraction Permit is released from the subject area. The commercial uses proposed include a warehouse, gas bar, car wash and service station as well as complimentary uses such as a coffee shop, convenience store and restaurant; in addition to other uses that are generally permitted in an 'ACI – Agricultural Commercial Industrial' Zone. The development would be under Site Plan control.</p> <p>The following Reports and Studies have been provided in support of the application, as follows:</p> <ul style="list-style-type: none"> • Proposal Summary - Stantec Consulting Ltd. (March, 2013); • Planning Rationale Report – Stantec Consulting Ltd. (March, 2013); • Servicing Memo - Stantec Consulting Ltd. (March 11, 2013); • Preliminary Servicing Plan - Stantec Consulting Ltd. (January 31, 2013). 		
Related File(s)	None		
Owner	Bruce Energy Centre Inc.		
Applicant	N/A		
Agent	Stantec Consulting Ltd.		
Legal Description	Part of Lot 'F', Concession 4, geographic Township of Bruce		
Municipal Address	1554 Bruce Road 23 / 3287 Bruce Road 20		
Lot Description:	<i>PART</i>	TO BE DESIGNATED '<u>AGRICULTURAL AREA - EXCEPTION</u>' and REZONED 'ACI-aa- H'	TO REMAIN DESIGNATED as 'PITS & QUARRIES' and ZONED 'M2'
	<i>Frontage</i>	+/- 396.8 m (1302 ft)	+/- 321.75 m (1055.6 ft)
	<i>Width</i>	+/- 91.4 m (300 ft)	+/- 630.35 m (2068.1 ft)
	<i>Depth</i>	+/- 400 m (1312 ft)	+/- 398.17 m (1306.3 ft)
	<i>Area</i>	+/- 6.44 ha (15.9 ac) IRREGULAR	+/- 22.42 ha (55.4 ac.)
Uses	<i>Existing</i>	Pits and Quarries	Pits and Quarries
	<i>Proposed</i>	Commercial	Pits and Quarries
Structures	<i>Existing</i>	Cell Tower & Mechanical Units	Shed
	<i>Proposed</i>	Gas bar, Car Wash, Restaurant, Service station, Convenience store, warehouse, ACI uses and existing Cell Tower	No Change
Servicing	<i>Existing</i>	None	None
	<i>Proposed</i>	Private Water and Private Sewage System	No change

Access	Bruce Road 20 & 23, year round County Arterial Roads	Bruce Road 23, a year round County Arterial road
County Official Plan	Pits and Quarries	
<i>Proposed Official Plan</i>	Pits and Quarries and Agricultural Area - Exception	
Local Official Plan	N/A	
<i>Proposed Official Plan</i>	N/A	
Zoning By-law	'M2 – Extractive Industrial' (Municipality of Kincardine By-Law No. 2003-25)	
<i>Proposed Zoning By-law</i>	'M2 – Extractive Industrial' and 'ACI-aa-H – Agricultural Commercial Industrial Special with Holding'	
Surrounding Land Uses	'Pits and Quarries', 'Energy Centre Industrial' and Agricultural uses surround the subject lands.	
Subject Lands		

II. MATTERS ARISING FROM AGENCY CIRCULATION

Municipality of Kincardine: No Concerns

Saugeen Valley Conservation Authority: SVCA is unable to review the proposed development as rehabilitation plans have not been provided to address hazards (unstable soils, slopes, existing watercourse and floodplain). The SVCA recommends that the proposed amendments not be granted.

Ministry of Natural Resources (MNR): MNR is unable to review the compatibility of the proposed development with ongoing aggregate operations until rehabilitation plans have been provided showing separation distance or other mitigation measures dealing with impacts, including noise, dust and traffic from ongoing aggregate operations on the proposed use.

COMMENT: The 'Holding' provision should require a satisfactory Site Plan that addresses setbacks from ongoing aggregate operations, hazards related to soil stability including slopes and flooding, in consultation with the MNR and SVCA.

County of Bruce (Engineer): The County Engineer has no significant concerns with the development, however access will only be provided at one location from Bruce Road 23 and at one location from Bruce Road 20.

COMMENT: This would effectively limit future severance opportunities on the designated area to one severance for each entrance thereby forcing the development(s) to provide their own

internal roadways/lanes. Location of entrances and slope of apron/approach should be addressed in the Site Plan, to the satisfaction of the County Roads Engineer.

III. MATTERS ARISING FROM PUBLIC CIRCULATION

All neighbouring property owners were circulated the application 20 days prior to the public meeting and a sign with information regarding the application was posted. No comments were received prior to preparation of this report.

IV. MATTERS ARISING FROM PROVINCIAL INTERESTS, POLICY STATEMENTS OR PLANS

The Provincial Policy Statement (PPS) provides high level policy for all land use planning in Ontario. While it directs planning authorities to provide employment areas with an appropriate mix and range of employment it also provides policy directing growth to designated growth areas utilizing municipal services, and for the protection of agricultural areas for long-term use for agriculture, secondary uses and agricultural related uses. It defines 'agriculture-related uses' as "those farm-related commercial and farm-related industrial uses that are small scale and directly related to the farm operation and are required in close proximity to the farm operation."

The Canada Land Inventory classification of the subject lands is Class 1 and Class 2T (topography) soils that are considered as prime agricultural areas.

Mineral aggregate extraction "is permitted as an interim use" and there is an expectation that rehabilitation of the site will be carried out so that substantially the same areas and same average soil quality for agriculture are restored."

It is a policy of the PPS that development on lands affected by mineral aggregate operations may be permitted only if rehabilitation measures to address hazards are under-way or have been completed.

All Municipal decisions are required to *be consistent with* the PPS.

COMMENT:

The proposed development is not an agricultural use, secondary use or agricultural-related use as defined in the PPS.

The applicant has not provided a rehabilitation plan that addresses hazards on the proposed development area, and there remains an expectation that the lands will be returned to an agricultural-related after-use.

Employment lands are provided in a designated growth area immediately west of the proposed development in the Bruce Energy Centre Industrial Park where partial municipal services can be provided.

I have reviewed the PPS and relevant policies as identified in Appendix 'A' to this report and conclude that the proposed application is **not** consistent with the PPS.

Matters Arising from the Bruce County Official Plan.

The Official Plan policies permit small scale farm-related commercial and industrial uses that are directly related to the farm operation and need to be in close proximity to the farm operation, consistent with 'agriculture-related uses' of the PPS. The proposed development has been the subject of an amendment to the County of Bruce Official Plan that is scheduled for decision on September 5, 2013.

The County Official Plan requires all development to comply with MDS I.

COMMENT:

The nearest barn is located on a non-farm lot (1.06 ha in area) approximately 200 metres north of the subject lands. The application meets the MDS I setbacks.

If the County of Bruce Official Plan Amendment related to this development receives approval then the proposed use will be in consistency with the Official Plan.

Matters Arising from Local Planning Documents

Municipality of Kincardine Official Plan

It is a policy of the Municipality of Kincardine Official Plan (s. C5.3.2) to support the Bruce Energy Centre Industrial Park and it is prepared to provide its share of commercial and industrial development in appropriate areas.

In areas designated Industrial, complimentary uses including services and commercial uses that directly serve the industries and employees may also be permitted (s. D3.3), in accordance with Ministry of Environment Guideline D-6 (Compatibility Between Industrial Facilities and Sensitive Land Use).

COMMENT:

The Municipality's policies support the location of uses similar to the proposed development on some 400 acres of Industrial land within the Bruce Energy Centre Industrial Park related to the needs of BNPD and the Industrial Park industries and employees.

Municipality of Kincardine Comprehensive Zoning By-Law

The subject lands are zoned 'M2 – Extractive Industrial'. The application proposes a change to the zoning classification on the proposed development area to 'ACI-aa-H' to permit the proposed uses. A 'Holding' provision is proposed to permit aggregate operations to continue until completion of site rehabilitation under the existing aggregate license.

COMMENT:

Upon release of the aggregate license the holding provision could be removed and development would proceed under Site Plan Control.

OTHER ISSUES AND CONCERNS

County of Bruce Official Plan Amendment (proposed):
EXCEPTIONS, AGRICULTURAL AREAS'

5.5.13.50

Notwithstanding the policies of Section 5.5.9 [Farm Related Commercial and Industrial Uses] of this Plan, the lands described as Site Specific Policy Area 5.5.13.50 on Schedule 'A' Land Use Plan (South Section), [Part of Lot 'F', Concession 4; (Bruce), Municipality of Kincardine], may also be used for an Automobile Car Wash; Automobile Gas Bar; Automobile Service Station, Convenience Store; Restaurant; and, Warehouse.

Respectfully submitted,



L. Bruce Stickney, MCIP, RPP

APPENDIX 'A'

Planning Policy Checklist

I. Provincial Policy Statement (PPS)

Applicable Policy	Section	Policy
	1.0	Building Strong Communities
✓	1.1	Managing and Directing Land Use to Achieve Efficient Development and Land Use Patterns
✓	1.1.3	Settlement Areas
	1.1.4	Rural Areas in Municipalities
	1.1.5	Rural Areas in Territory Without Municipal Organization
	1.2	Coordination
	1.3	Employment Areas
	1.4	Housing
	1.5	Public Spaces, Parks and Open Space
✓	1.6	Infrastructure and Public Service Facilities
	1.6.4	Sewage and Water
	1.6.5	Transportation Systems
✓	1.6.6	Transportation and Infrastructure Corridors
	1.6.7	Airports
	1.6.8	Waste Management
	1.7	Long-Term Economic Prosperity
	1.8	Energy and Air Quality
	2.0	Wise Use and Management of Resources
✓	2.1	Natural Heritage
✓	2.2	Water
✓	2.3	Agriculture
	2.3.3	Permitted Uses
	2.3.4	Lot Creation and Lot Adjustments
	2.3.5	Removal of Land from Prime Agricultural Areas
	2.4	Minerals and Petroleum
	2.4.2	Protection of Long-Term Resource Supply
	2.4.3	Rehabilitation
	2.4.4	Extraction in Prime Agricultural Areas
✓	2.5	Mineral Aggregate Resources
	2.5.2	Protection of Long-Term Resource Supply
✓	2.5.3	Rehabilitation
✓	2.5.4	Extraction in Prime Agricultural Areas
	2.5.5	Wayside Pits and Quarries, Portable Asphalt Plants and Portable Concrete Plants
✓	2.6	Cultural Heritage and Archaeology
	3.0	Protecting Public Health and Safety
✓	3.1	Natural Hazards
✓	3.2	Human-made Hazards

II. Other Provincial Interests

	Ministry	Policy / Legislation
	MMAH MCul MOE MTO MNR OMAFRA	

III. County of Bruce Official Plan

5.5 AGRICULTURAL AREAS

5.5.5 General Policies

- .2 Development within the Agricultural Areas will occur in a manner which provides for large continuous areas of prime farm land free from conflicting and incompatible land uses. An area may be excluded from prime agricultural areas only if it complies with Section 2.3.5 of the Provincial Policy Statement (PPS).

IV. Official Plan of the Municipality of Kincardine

N/A

V. Municipality of Kincardine Zoning By-law 2003-25

SECTION 26 – EXTRACTIVE INDUSTRIAL – M2

26.1 Permitted Uses

No person shall within the M2 – Extractive Industrial Zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

RESIDENTIAL

- Prohibited

NON-RESIDENTIAL

- Pit
- Quarry
- Portable Asphalt Plant
- Wayside Pit or Quarry
- Buildings, structures and uses accessory to a permitted use, including a private gasoline pump island and an open storage area.

26.2 Zone Provisions

No person shall within any Extractive Industrial Zone use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

Lot Area (Minimum)	1 hectare
Lot Frontage (Minimum)	30 metres
Minimum driveway setback from any property lines	15 metres

26.3 Additional Provisions – Extractive Industrial

- .1 No excavation can occur within the ‘excavation setback area’ of the site. ‘Excavation setback area’ means the area within:
 - i) 15 metres from the boundary of the licensed area; and
 - ii) 30 metres from any part of the licensed area that abuts: a) a Class 1, Class 2 or Private Street; and/or b) land in use for residential purposes at the time the licence was issued ; and
 - iii) 30 metres from the top of bank of a watercourse ; and
 - iv) where an interior lot line in an M2 zone abuts land held in separate ownership but is also zoned M2, no ‘excavation setback area’ is required.
- .2 Every face of a gravel pit or stone quarry that is excavated to the limit established by Section 26.3.1 shall be sloped from that limit to no greater than 45 degrees off horizontal.
- .3 Except for entrances and exits, a planting area having a minimum width of 15 metres and consisting of a dense screen of shrubs and evergreen trees, minimum 1 metre high when planted and of a type that will attain a minimum height of 6 metres at maturity and as well provide a year round visual barrier, shall be planted and maintained along any Class 1, Class 2 or Private Street and along any lot line abutting any Residential Zone.
- .4 No aggregate pile, topsoil pile, overburden pile, or processing plant of any type, or any building or structure shall be located within:
 - i) 30 metres of the boundary of the site; and
 - ii) 90 metres of the boundary of the site abutting a Class 1, Class 2 or Private Street, or a residential dwelling existing at the time an aggregate licence is issued, or land zoned Residential or Institutional when an aggregate licence is issued.
- .5 Adequate vegetation shall be established and maintained to control erosion of any topsoil or overburden on the site.

SECTION 9 – GENERAL AGRICULTURE – A1

9.1 PERMITTED USES

No person shall within the A1 – General Agriculture Zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

NON-FARM LOT

A 'Residential Non-Farm 'Single Detached Dwelling' in accordance with Section 9.3	Home Occupation – Professional Use in accordance with Section 6.13
Bed and Breakfast Establishment in accordance with Section 6.17	Home Occupation – Household and Domestic Arts in accordance with Section 6.14
Conservation Area	Home Occupation – Trades Persons in accordance with Section 6.16
Group Home Type 1	Kennel in accordance with Section 6.37

FARM LOT

'Accessory Detached Dwelling' in accordance with Section 8.1	Group Home Type 1
Agriculture, General	Home Occupation – Professional Use in accordance with Section 6.13
Agritainment	Home Occupation – Household and Domestic Arts in accordance with Section 6.14
Agriculture, Specialized	Home Occupation – Agricultural Business in accordance with Section 6.15
Bed and Breakfast Establishment in accordance with Section 6.17	Home Occupation – Trades Persons in accordance with Section 6.16
Conservation	Kennel in accordance with Section 6.37

SECTION 27 – AGRICULTURAL COMMERCIAL / INDUSTRIAL –ACI

27.1 SCOPE

The provisions of Section 27 apply only on lands designated 'A – Agriculture' or 'R – Rural' on Schedule 'A': Land Use (South Section) of the County of Bruce Official Plan.

27.2 Permitted Uses

No person shall within the ACI – Agricultural Commercial / Industrial Zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

RESIDENTIAL

- A Single Detached Dwelling existing at the date of passing of this By-law
- An 'Accessory Dwelling Unit – Apartment' in accordance with Section 6.5 but not as an accessory use to a Abattoir or Livestock Assembly Yard

NON-RESIDENTIAL

- Abattoir
- Bulk Sales Establishment – Agricultural
- Farm Implement Establishment
- Feed Mill & Elevator
- Food Processing, Primary
- Livestock Assembly Yard
- Nursery
- Public Garage
- Veterinarian Clinic

27.3 ZONE PROVISIONS

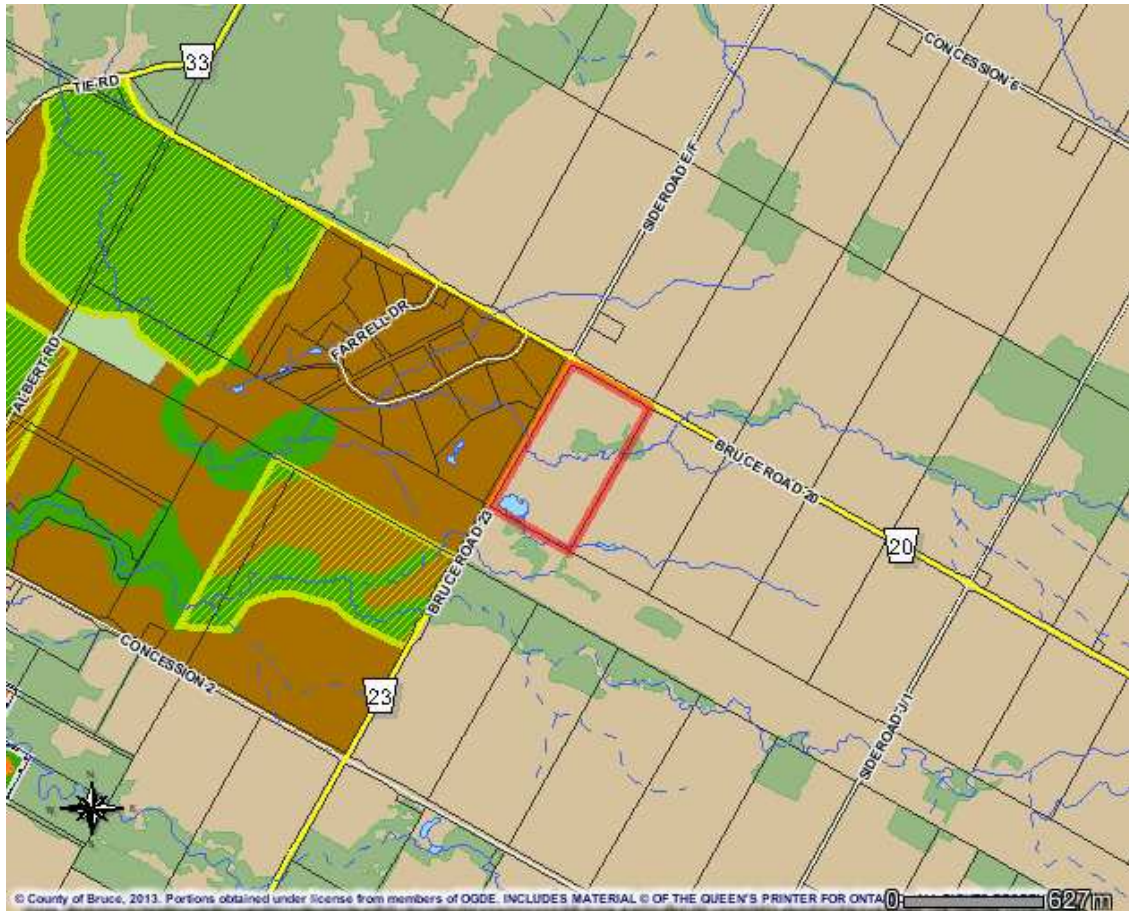
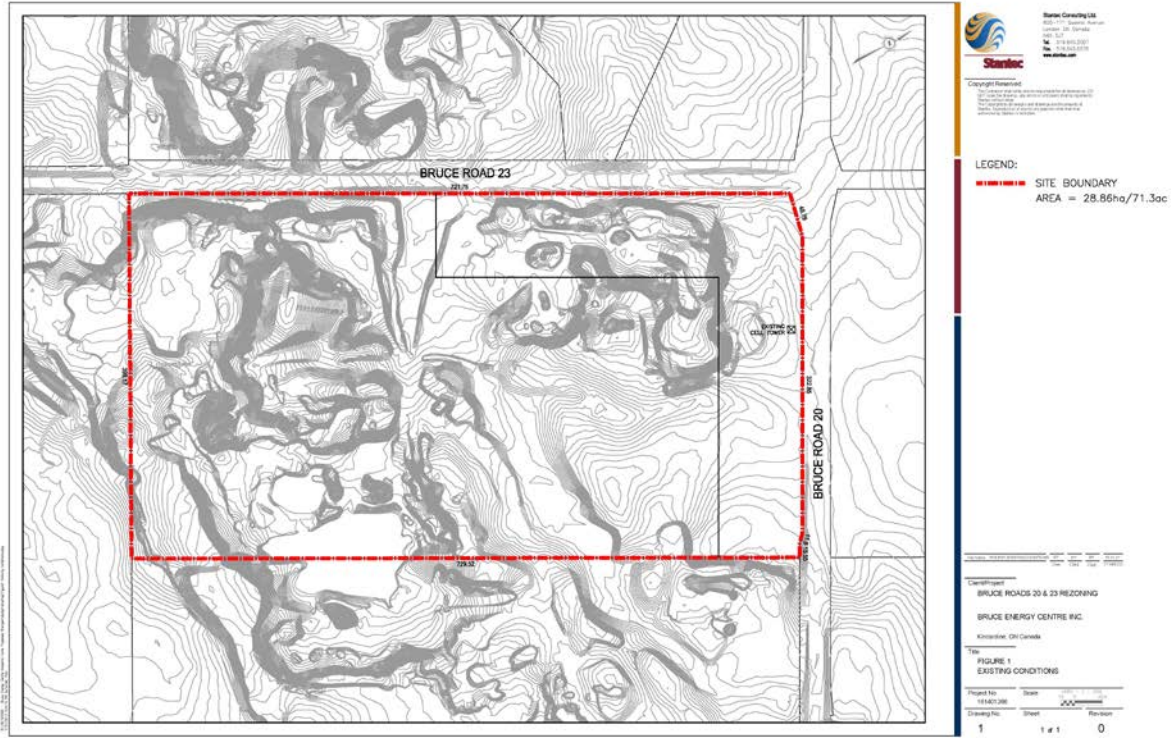
No person shall within any Agricultural Commercial / Industrial Zone use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

Minimum lot area (private services)	4,000 square metres
Minimum lot area (1 or more communal service)	3,000 square metres
Minimum lot frontage	30 metres
Minimum front yard	15 metres

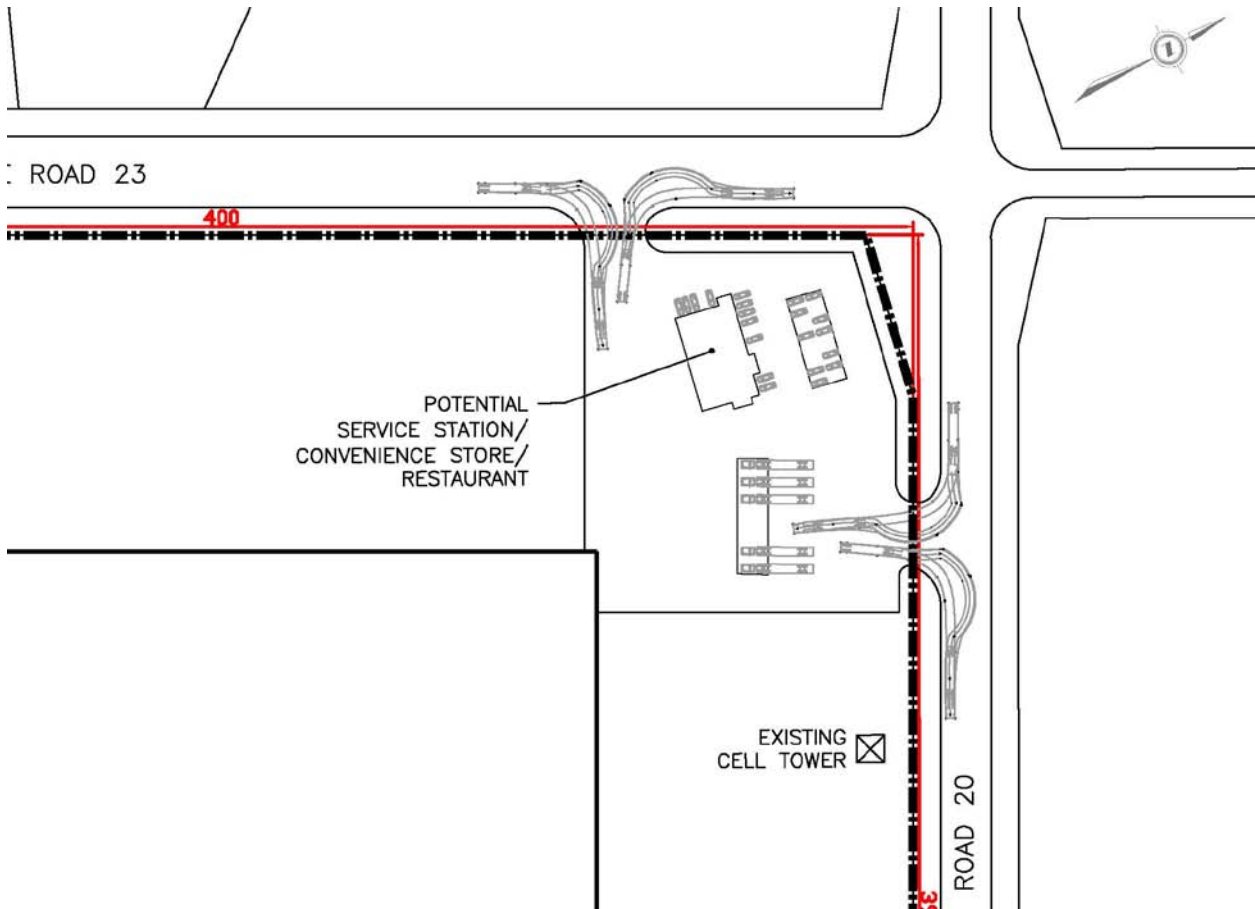
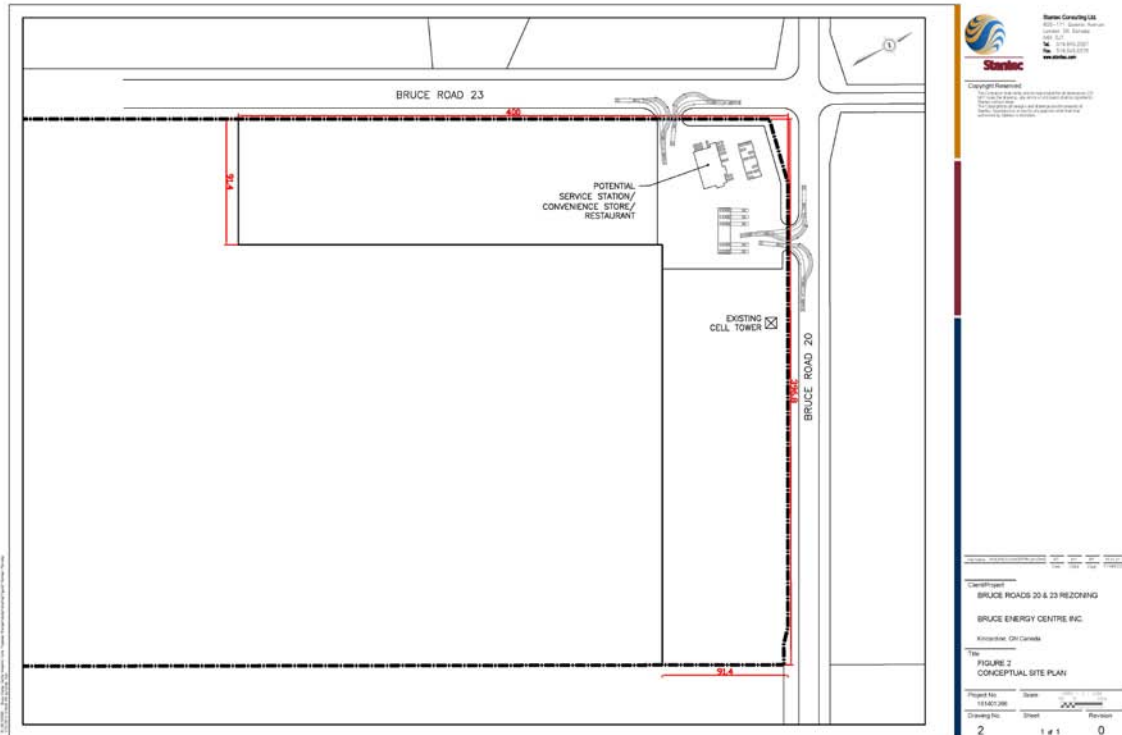
Minimum side yard	5 metres
Minimum rear yard	10 metres
Maximum lot coverage - Principal Building)	10 %
Minimum ground floor area	70 square metres
Maximum height	15 metres

APPENDIX 'B'

Existing Conditions



APPENDIX 'C' Area to be Rezoned





**Municipality of Kincardine
Planning Report**

Application: Zoning By-law Amendment
File No.: Z-37-13.21
Date: October 3, 2013



TO: Chair and Members of the Municipality of Kincardine Planning Advisory Committee

FROM: **Bruce Stickney**, Planner for the **Municipality of Kincardine**
County of Bruce Planning & Economic Development Department

SUBJECT: Application submitted by **Carole Douel c/o Rob Thompson** to facilitate the severance and rezoning of a multi-residential lot and the construction of eight (8) row dwellings units.

REASONS FOR AND NATURE OF THE APPLICATION:

The lands are designated 'Residential' and are zoned 'R1 – Residential One. It is a policy of the Kincardine Official Plan that townhouse (Row Dwelling) development should not exceed a density of 40 units per net hectare.

The 'R1' zone does not permit row dwellings. The 'R3' zone requires a minimum rear yard of 7.5 metres and minimum side yard of 2.4 metres plus 0.6 metres for each storey above the first storey. The applicant proposes to rezone the new lot from 'R1' to 'R3-s' and to construct an eight-unit row dwelling. The 'R3-s – Residential Three Special' zone would permit a minimum 2.7 metre (8 ft 10-1/2 inch) rear yard for the row dwelling units.

CIRCULATION:

The application was circulated to the mandated commenting agencies as well as to the public. No written comments have been received from the public as of the time of preparation of this report.

SUMMARY:

The lands are currently designated for Residential uses. The proposed development will maintain a low building profile that is compatible with adjoining detached dwelling development in the area, and will provide a net density of 37.5 row dwelling units per hectare (Medium Density) on full municipal services. While the rear yard will be limited in size, the proposal includes covered porches/decks (front and rear) that will provide additional outdoor amenity area for each unit.

CONCLUSION:

The application is consistent with the Provincial Policy Statement, complies with the intent of the Municipality of Kincardine Official Plan and of the County of Bruce Official Plan.

PRELIMINARY RECOMMENDATION:

Subject to review of objections and submissions arising from the Public Meeting, I recommend that the proposed Zoning By-law Amendment File No. Z-37-13.21 **BE APPROVED**, in accordance with the draft site-specific By-law attached.

I. CONTEXT:

Development Proposal		The purpose of the application is to rezone part of the subject lands from 'R1 – Residential One' to 'R3-s – Residential Three Special' to facilitate the construction of eight (8) 'free-hold' row dwelling units, and creation of a new multi-residential lot. The 'R3-s' zone would permit a minimum rear yard setback for buildings and structures of 2.7 metres.	
Related File(s)		County of Bruce File Nos. B-66-13.21	
Owner		Carole Douel	
Owner/Applicant		N/A	
Agent		2217608 Ontario Ltd. c/o Rob Thompson	
Legal Description		Part of Lot 18, Concession 'A' (being Part 2 of 3R-8959), geographic Township of Kincardine	
Municipal Address		26 Golf Links Road	
Lot Description:	<i>PART</i>	SEVERED – TO BE REZONED FROM 'R1' TO 'R3'	RETAINED – TO REMAIN 'R1'
	<i>Frontage</i>	+/- 83.6 m (274.35 ft)	+/- 72.1 m (236.56 ft)
	<i>Width</i>	+/- 83.6 m (274.35 ft)	+/- 72.1 m (236.56 ft)
	<i>Depth</i>	+/- 26.8 m (87.95 ft)	+/- 26.8 m (87.99 ft)
	<i>Area</i>	+/- 2240.5 sq. m (24,117 sq. ft.)	1933 sq.m.(20,814 sq.ft)
Uses	<i>Existing</i>	Vacant	Vacant
	<i>Proposed</i>	Residential	No Change
Structures	<i>Existing</i>	None	None
	<i>Proposed</i>	8-unit row dwelling building	None
Servicing	<i>Existing</i>	None	None
	<i>Proposed</i>	Municipal Water and Municipal Sewer	Municipal Water and Municipal Sewer
Access		Golf Links Road, a year round municipal road	
County Official Plan		Primary Urban Community	
<i>Proposed Official Plan</i>		No Change	
Local Official Plan		Residential	
<i>Proposed Official Plan</i>		No Change	
Zoning By-law		'R1 – Residential One', (Municipality of Kincardine By-Law No. 2003-25)	
<i>Proposed Zoning By-law</i>		'R3-Residential Three Special' and 'R1 – Residential One',	
Surrounding Land Uses		Residential and Open Space uses surround the subject lands.	
Subject Lands			

II. MATTERS ARISING FROM AGENCY CIRCULATION

Municipality of Kincardine:

CBO – The development should be under Site Plan Control

COMMENT: The proposed By-law will place the development under Site Plan Control, in particular to address stormwater management on the property.

Saugeen Valley Conservation Authority (SVCA): There are no significant natural heritage features affecting the subject property.

It is recommended that Stormwater Management on the property be addressed.

COMMENT: The development will be under Site Plan Control and can address stormwater issues on the property.

Historic Saugeen Metis: HSM has no objection or issues with the proposed zoning by-law amendment.

III. MATTERS ARISING FROM PUBLIC CIRCULATION

NONE

IV. MATTERS ARISING FROM PROVINCIAL INTERESTS, POLICY STATEMENTS OR PLANS

Under Section 3(5) of the Planning Act, the Municipality ‘shall be consistent with’ matters of provincial interest as set out in the Provincial Policy Statement (PPS).

An Archaeological Assessment was not requested since there the lands were determined to have low archaeological potential utilizing the Ministry of Tourism and Culture ‘Criteria for Evaluating Archaeological Potential: A Checklist for the Non-Specialist’.

Upon review of the PPS and relevant policies as identified in Appendix ‘A’ to this report, the proposed Amendment is consistent with the PPS.

V. MATTERS ARISING FROM COUNTY OFFICIAL PLAN

The subject lands are designated ‘Primary Urban Community’ that permits a range of residential development.

Upon review of the County of Bruce Official Plan (BCOP) and ‘Primary Urban Communities’ policies as identified in Appendix ‘A’ to this report, the proposed Amendment is consistent with the BCOP.

VI. MATTERS ARISING FROM LOCAL PLANNING DOCUMENTS

I Municipality of Kincardine Official Plan

The subject lands are designated ‘Residential’. Medium and high density housing can be considered when it is compatible with development in the area, in particular when adjacent to single family residential areas, where it will maintain a low building profile; provide adequate off-street parking; where adequate services are provided; and, where it will be under Site Plan Control.

COMMENT: A multi-unit dwelling is permitted in the ‘Residential’ designation. The proposed development will be bungalow-style row dwelling units and will be under Site Plan Control.

Upon review of the Municipality of Kincardine Official Plan (LOP) and relevant policies as identified in Appendix 'A' to this report, the proposed Amendment is consistent with the LOP.

II Municipality of Kincardine Zoning By-law 2003-25

The proposed By-law amendment would provide a minimum rear yard setback of 2.7 metres.

COMMENT:

The rear yard setback will be comparable to an interior side yard setback providing adequate space for maintenance of the buildings. The rear of the property at this location abuts a wooded area where there will be no impact on the privacy of new residents on this property or on the abutting property. Covered patios/decks at the front and rear of each dwelling unit will provide additional outdoor amenity space, substantially mitigating the impacts of the reduced rear yard landscaped space that would otherwise be required.

The proposed development will comply with all other provisions of the By-law.

VII. OTHER ISSUES / MATTERS

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L. Bruce Stickney". The signature is written in a cursive, flowing style.

L. Bruce Stickney, MCIP, RPP

APPENDIX 'A'

Planning Policy Checklist

I. Provincial Policy Statement (PPS)

Applicable Policy	Section	Policy
	1.0	Building Strong Communities
✓	1.1	Managing and Directing Land Use to Achieve Efficient Development and Land Use Patterns
✓	1.1.3	Settlement Areas
	1.1.4	Rural Areas in Municipalities
	1.1.5	Rural Areas in Territory Without Municipal Organization
	1.2	Coordination
	1.3	Employment Areas
✓	1.4	Housing
	1.5	Public Spaces, Parks and Open Space
	1.6	Infrastructure and Public Service Facilities
✓	1.6.4	Sewage and Water
	1.6.5	Transportation Systems
	1.6.6	Transportation and Infrastructure Corridors
	1.6.7	Airports
	1.6.8	Waste Management
	1.7	Long-Term Economic Prosperity
	1.8	Energy and Air Quality
	2.0	Wise Use and Management of Resources
✓	2.1	Natural Heritage
✓	2.2	Water
	2.3	Agriculture
	2.3.3	Permitted Uses
	2.3.4	Lot Creation and Lot Adjustments
	2.3.5	Removal of Land from Prime Agricultural Areas
	2.4	Minerals and Petroleum
	2.4.2	Protection of Long-Term Resource Supply
	2.4.3	Rehabilitation
	2.4.4	Extraction in Prime Agricultural Areas
	2.5	Mineral Aggregate Resources
	2.5.2	Protection of Long-Term Resource Supply
	2.5.3	Rehabilitation
	2.5.4	Extraction in Prime Agricultural Areas
	2.5.5	Wayside Pits and Quarries, Portable Asphalt Plants and Portable Concrete Plants
✓	2.6	Cultural Heritage and Archaeology
	3.0	Protecting Public Health and Safety
✓	3.1	Natural Hazards
	3.2	Human-made Hazards

II. Other Provincial Interests

	Ministry	Policy / Legislation
✓	MMAH MCul MOE MTO MNR OMAFRA	Criteria for Evaluating Archaeological Potential – A Checklist for the Non-Specialist

III. County of Bruce Official Plan

N/A

IV. Official Plan of the Municipality of Kincardine

SECTION "D"

DETAILED LAND USE POLICIES

D1 RESIDENTIAL

D1.3 Permitted Uses

The Residential designation means that the predominant use of the land in the areas so designated shall be for residential dwelling units. Permitted Residential uses shall include low density housing such as single family detached units, semi-detached units and duplex units, and may include apartment dwelling units, medium density triplexes, quadraplexes and townhouses, high density housing including apartments, and group homes.

D1.5 Medium and High Density Housing

D1.5.1 The following factors will be considered when reviewing proposals for any medium and high density housing development:

- a) Compatibility with existing land use in the immediate area, historical significance of existing buildings, the nature of the residential area;
- b) Where adjacent to single family residential areas, medium and high density housing shall maintain a low building profile to conform visually to the adjacent Residential areas. This may be achieved through transitioning between areas by maintaining compatibility at the edges of a development, then shifting to higher forms/density towards the interior of the development. New development shall respect the massing, composition, and architectural design of the surrounding area.
- c) Adequate off-street parking shall be provided; ...
- g) The adequacy of Municipal services to accommodate the proposed density of development; ...
- k) Medium and high density housing will be subject to the Site Plan Controls of the Planning Act; and,

D1.5.2 The following maximum net residential densities will apply to new medium and high density residential uses:

HOUSING TYPE	MAXIMUM NO. OF UNITS PER NET HECTARE (ACRE)
Medium Density	
Triplex to Townhouse	40 u.p.h. (16 u.p.a.)
3 Storey Walk-up Apartments	40 u.p.h. (16 u.p.a.)
High Density	
Apartments	85 u.p.h. (35 u.p.a.)

V. Municipality of Kincardine Zoning By-law 2003-25

SECTION 14 – RESIDENTIAL THREE – R3

14.1 Permitted Uses

In any R3 – Residential Three Zone, no person shall use any building, structure or land nor erect any building or structure except in accordance with the following provisions:

RESIDENTIAL

- Duplex dwelling
- Boarding House
- Quadraplex dwelling
- Row dwelling
- Semi-detached dwelling
- Single detached dwelling
- Triplex dwelling
- Secondary Suite in accordance with Section 6.34

14.2 ZONE PROVISIONS

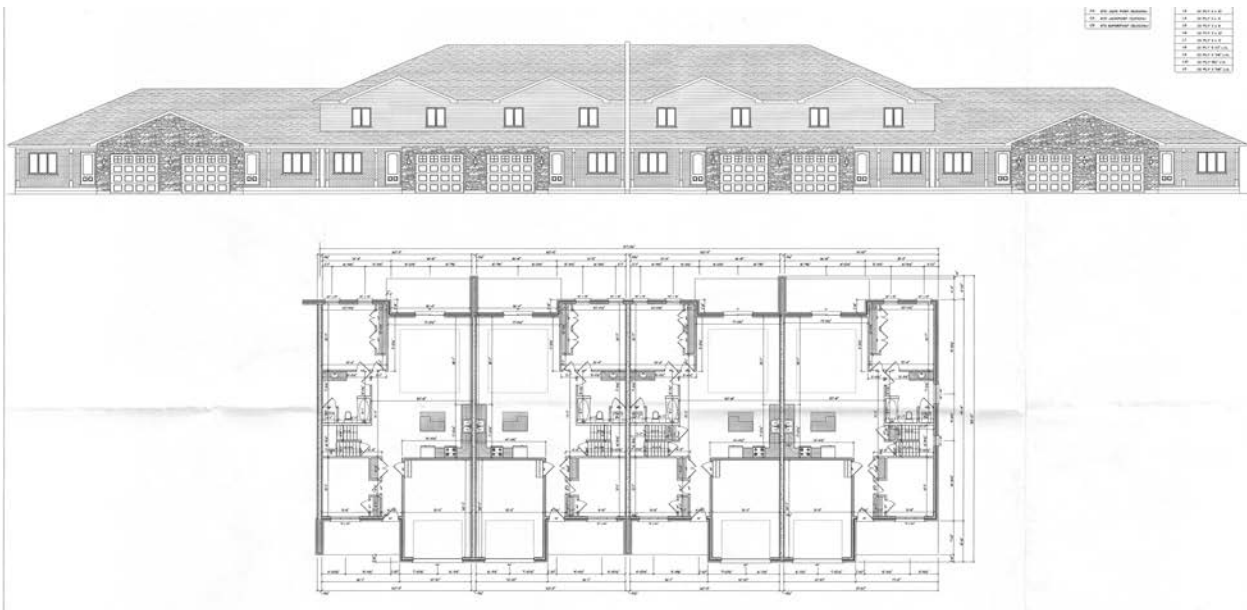
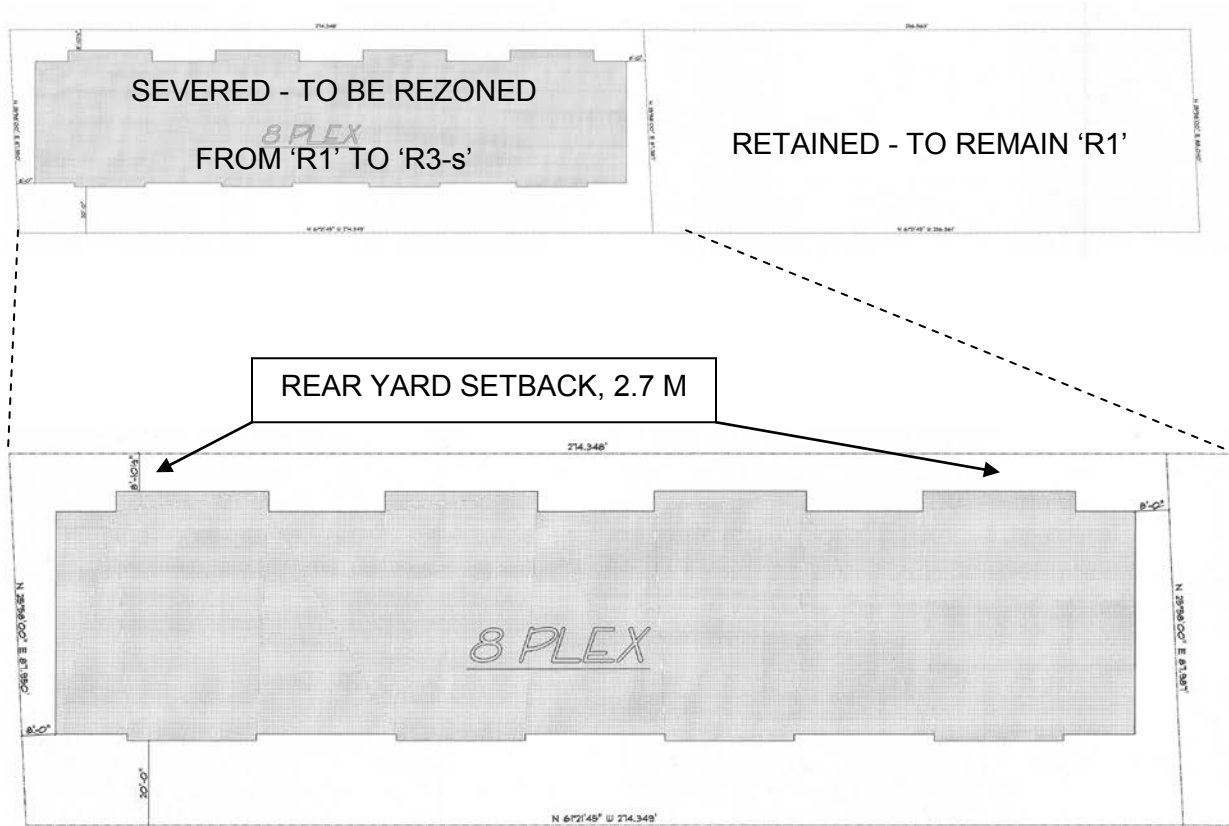
No person shall within any Residential Three Zone use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

14.2.3 Zone Provisions for Row Dwelling on Full Municipal Services

Lot Area (Minimum)	160 square metres for each interior row dwelling unit, plus 200 square metres for each end row dwelling unit
Lot Frontage (Minimum)	4.5 metres per unit, plus 1.2 metres for an end row dwelling unit; and an additional 0.6 metres for each additional or partial storey above the first storey.
Front Yard (Minimum)	6 metres
Exterior Side Yard (Minimum)	6 metres
Interior Side Yard (Minimum)	2.4 metres plus 0.6 metres for each additional or partial storey above the first storey. SAME: Provided that where an end-unit is adjacent to another end-unit in the same development, the minimum width of an interior side yard (for each potential 'freehold' end unit) shall be 1.2 metres plus 0.6 metres for each additional or partial storey above the first storey.
Rear Yard (Minimum)	7.5 metres
Building Height (Maximum)	10.5 metres
Coverage (Maximum)	60%
Dwelling Unit Floor Area (Minimum)	60 square metres

APPENDIX 'B'

Proposed Development





**Municipality of Kincardine
Planning Report**

Application: Zoning By-law Amendment
File No.: Z-24-13.21
Date: October 3, 2013



TO: Chair and Members of the Municipality of Kincardine Planning Advisory Committee

FROM: **Bruce Stickney**, Planner for the **Municipality of Kincardine**
County of Bruce Planning & Economic Development Department

SUBJECT: Application submitted by **Ruth Fenn-Phillips and Jane Casler** to facilitate the creation of four (4) new lots for detached dwellings serviced by municipal water and private sewage systems.

REASONS FOR AND NATURE OF THE APPLICATION:

The lands are designated 'Shoreline' and 'Natural Environment' and are zoned 'R1 – Residential One', 'PD – Planned Development' and 'EP – Environmental Protection'. The applicant proposes to change the zoning from 'PD – Planned Development' to 'R1-dd-H – Residential One with a Holding Provision'.

The lands are within 120 metres of 'Significant Woodlands' as shown on Schedule 'C' of the Official Plan. A Comprehensive Environmental Evaluation Report (CEER) is required to address the impact of the proposed development on the woodlands, to the satisfaction of the Municipality in consultation with the Conservation Authority.

The following Reports and Clearance letter have been submitted in support of the applications:

1. Nitrate and Septic System Assessment (Huron Geosciences, December 2012)
2. Stage 1 and 2, Archaeological Assessment (Amick Consultants Ltd., May 2013)
3. Ministry of Tourism, Culture and Sport, Clearance letter, June 2013

CIRCULATION:

The application was circulated to the mandated commenting agencies as well as to the public.

SUMMARY:

The lands are currently designated for Shoreline development and Natural Environment uses. An 'R1-dd-H' zone would permit the existing uses on the adjacent lands, until such time as the owner(s) submits a CEER to support the full residential use of the lands. A portion of each of the proposed new lots is currently zoned for detached residential use that would allow development. The 'R1-dd-H' zoned land could be used to satisfy rear yard setbacks

CONCLUSION:

The application is consistent with the Provincial Policy Statement, complies with the intent of the Municipality of Kincardine Official Plan and of the County of Bruce Official Plan.

PRELIMINARY RECOMMENDATION:

Subject to review of objections and submissions arising from the Public Meeting, I recommend that the proposed Zoning By-law Amendment File No. Z-24-13.21 **BE APPROVED**, in accordance with the draft site-specific By-law attached.

I. CONTEXT:

Development Proposal	The purpose of the application is to rezone the subject lands from 'PD – Planned Development', 'R1 – Residential One' and 'EP – Environmental Protection' to 'R1', 'R1-bb-H' and 'EP' to facilitate two lot additions and the creation of four (4) new residential lots.
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Related File(s)		County of Bruce File Nos. B-42-13.21 to B-47-13.21 (6)				
Owner		Ruth Fenn-Phillips and Lloyd Phillips				
Owner/Applicant		Jane Casler and Ben Chilton				
Agent		N/A				
Legal Description		Part of Lot 26, Concession 'A', including Part 4 of 3R-4682, geographic Township of Kincardine				
Municipal Address		227 Bruce Road 23 and 12 Craig Drive				
Lot Description:	PART	LOT ADDITION (Part of 227 Bruce Road 23 to 12 Craig Drive)	12 Craig - SPLIT			
	<i>Frontage</i>	N/A	+/- 30 m (98.5 ft)	RETAINED		
	<i>Width</i>	+/- 82.4 m (270.5 ft)				
	<i>Depth</i>	+/- 45.72 m (150 ft)	+/- 73.2 m (240 ft)	+/- 73.2 m (240 ft)		
	<i>Area</i>	+/- 3769.5 sq. m (40,576 sq. ft.)	2196 sq.m.(23,638 sq.ft)	3836 sq.m. (41,288 sq.ft)		
Uses	<i>Existing</i>	Vacant	Residential	Residential		
	<i>Proposed</i>	Residential	Residential	No Change		
Structures	<i>Existing</i>	None	Shed	Dwelling		
	<i>Proposed</i>	N/A	Vacant	No Change		
Servicing	<i>Existing</i>	N/A	Municipal Water and Private Septic			
	<i>Proposed</i>	No Change	New Service	No change		
Lot Description:	PART	LOT ADDITION (Part of 12 Craig Drive to 227 Bruce Rd 23)	227 Bruce Road 23 - SPLIT			
	<i>Frontage</i>	+/- 65.2 m (214 ft)	+/- 31.85 m (104.5 ft)	+/- 31.85 m (104.5 ft)	+/- 31.85 m (104.5 ft)	+/- 36.6 m (120 ft)
	<i>Width</i>	+/- 65.2 m (214 ft)	+/- 31.85 m (104.5 ft)	+/- 31.85 m (104.5 ft)	+/- 31.85 m (104.5 ft)	IRREGULAR
	<i>Depth</i>	+/- 27.4 m (90 ft)	+/- 73.2 m (240 ft)	+/- 73.2 m (240 ft)	+/- 73.2 m (240 ft)	+/- 73.2 m (240 ft)
	<i>Area</i>	+/-1787 sq. m (19,238 sq. ft.)	2342 sq.m (25,214 sq.ft)	2342 sq.m (25,214 sq.ft)	2342 sq.m (25,214 sq.ft)	+/- 7,601 sq.m. (81,820 sq.ft)
Uses	<i>Existing</i>	Residential	Vacant	Vacant	Vacant	Residential
	<i>Proposed</i>	No Change	Residential	Residential	Residential	Residential and Natural Environment
Structures	<i>Existing</i>	None	None			Dwelling and shed
	<i>Proposed</i>	N/A	Single Detached Dwelling			No Change
Servicing	<i>Existing</i>	N/A	Municipal Water and Private Septic			
	<i>Proposed</i>	N/A	No change			
Access		Craig Drive, a year round municipal road				
County Official Plan		Secondary Urban Community				
<i>Proposed Official Plan</i>		No Change				
Local Official Plan		Shoreline Development and Natural Environment				
<i>Proposed Official Plan</i>		No Change				
Zoning By-law		'R1 – Residential One', 'PD – Planned Development' and 'EP – Environmental Protection' (Municipality of Kincardine By-Law No. 2003-25)				
<i>Proposed Zoning By-law</i>		'R1 – Residential One', 'R1-bb-H – Residential One Special with Holding' and 'EP – Environmental Protection'				
Surrounding Land Uses		Residential and Natural Environment uses surround the subject lands.				



II. MATTERS ARISING FROM AGENCY CIRCULATION

Municipality of Kincardine:
No concerns.

Saugeen Valley Conservation Authority (SVCA): The proposed lands to be rezoned are entirely within 120 metres of Significant Woodlands. In the opinion of the SVCA there may be impact from this proposal on the woodlands. Therefore, the submission of a CEER is necessary. The SVCA recommends that the Municipality apply an appropriate holding provision as part of this amendment.

A portion of the property is designated Natural Environment in the Municipality of Kincardine Official Plan. The Natural Environment designation recognizes flooding, erosion and dynamic beach hazards associated with the shoreline.

COMMENT: A 'Holding' provision will be applied requiring the submission of a supporting CEER before 'R1' use is permitted on the associated lands.

Historic Saugeen Metis: HSM has no objection or issues with the proposed zoning by-law amendment.

III. MATTERS ARISING FROM PUBLIC CIRCULATION

None

IV. MATTERS ARISING FROM PROVINCIAL INTERESTS, POLICY STATEMENTS OR PLANS

The Provincial Policy Statement (PPS) makes provision in Section 1.1.3.2 that settlement areas shall be the focus of growth; and the pattern of development shall be appropriate for and efficiently use existing infrastructure.

Planning authorities are directed to protect natural heritage; cultural heritage; and, archaeological resources for their economic, environmental and social benefits.

COMMENT: The proposed development is within a 'Secondary Urban Community'. A 'Holding' provision and Site Plan Control is proposed for the zoning and development to address the

findings of a 'scoped' Environmental Impact Study related to woodlands on the abutting property.

An Archaeological Assessment has been conducted on the property and nothing was found. No further work has been proposed related to archaeological and cultural resources.

Upon review of the PPS and relevant policies as identified in Appendix 'A' to this report, the proposed Amendment is consistent with the PPS.

V. MATTERS ARISING FROM COUNTY OFFICIAL PLAN

The subject lands are designated 'Secondary Urban Community' that permits single detached residential development.

Section 5.8.3 provides a description of Hazard Land Areas and where they apply as follows: Hazard Land Areas include those areas that pose a risk if developed, due to the inherent site conditions, including flood and erosion susceptibility, steep slopes, organic soils or other physical conditions and are shown on Schedule 'A'

Although not shown on Schedule 'A' for areas within Local Official Plans, these areas shall be continued within Local Official Plan boundaries, and shall be used in preparation of Official Plans and Zoning By-laws.

COMMENTS: The Hazard Land Areas are designated as 'Natural Environment' in the Kincardine Official Plan and are accurately delineated as the 'EP-Environmental Protection Zone' in the implementing Comprehensive Zoning By-law.

Upon review of the County of Bruce Official Plan (BCOP) and 'Primary Urban Communities' policies as identified in Appendix 'A' to this report, the proposed Amendment is consistent with the BCOP.

VI. MATTERS ARISING FROM LOCAL PLANNING DOCUMENTS

I Municipality of Kincardine Official Plan

The subject lands are designated 'Shoreline' and 'Natural Environment'. Section D7.3, describes the Natural Environment designation as those lands having inherent natural hazards and are identified by the Saugeen Valley Conservation Authority.

The boundaries of the Natural Environment Area are delineated in a conceptual manner and the exact location of the boundaries of the Natural Environment Area shall be delineated in the implementing Zoning By-law using a separate and restrictive classification and/or be appropriately protected through the use of SVCA Regulations.

The proposed development is within 120 metres of 'Significant Woodlands' as identified on Schedule 'C' to the Kincardine Official Plan. As part of any application a Comprehensive Environmental Evaluation Report (CEER) shall be provided demonstrating that the proposed development will not have a negative impact on the ecological functioning of the woodland or on the visual appearance of the woodlands in the immediate area.

For proposed lots under 0.4047 ha in size that will be serviced with private sewage systems a 'Sewage Disposal Suitability Report' is required.

COMMENT: Detached dwellings are permitted in the 'Shoreline' designation. A D-5-4 study was submitted that supports the use of Class 4 sewage treatment systems on the proposed lots.

A 'Holding' provision in the By-law and Site Plan Control are proposed to implement the recommendations of a CEER or other suitable study, that addresses possible impacts to adjacent woodlands.

Upon review of the Municipality of Kincardine Official Plan (LOP) and relevant policies as identified in Appendix 'A' to this report, the proposed Amendment is consistent with the LOP.

II Municipality of Kincardine Zoning By-law 2003-25

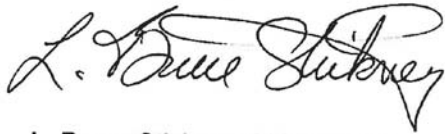
The By-law requires lot frontage (minimum) or 30 metres for lots that are serviced with only municipal water, and minimum lot area of 1800 sq.m.

COMMENT:

VII. OTHER ISSUES / MATTERS

None

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L. Bruce Stickney". The signature is written in a cursive, flowing style.

L. Bruce Stickney, MCIP, RPP

APPENDIX 'A'

Planning Policy Checklist

I. Provincial Policy Statement (PPS)

Applicable Policy	Section	Policy
	1.0	Building Strong Communities
✓	1.1	Managing and Directing Land Use to Achieve Efficient Development and Land Use Patterns
✓	1.1.3	Settlement Areas
	1.1.4	Rural Areas in Municipalities
	1.1.5	Rural Areas in Territory Without Municipal Organization
	1.2	Coordination
	1.3	Employment Areas
	1.4	Housing
	1.5	Public Spaces, Parks and Open Space
	1.6	Infrastructure and Public Service Facilities
✓	1.6.4	Sewage and Water
	1.6.5	Transportation Systems
	1.6.6	Transportation and Infrastructure Corridors
	1.6.7	Airports
	1.6.8	Waste Management
	1.7	Long-Term Economic Prosperity
	1.8	Energy and Air Quality
	2.0	Wise Use and Management of Resources
✓	2.1	Natural Heritage
	2.2	Water
	2.3	Agriculture
	2.3.3	Permitted Uses
	2.3.4	Lot Creation and Lot Adjustments
	2.3.5	Removal of Land from Prime Agricultural Areas
	2.4	Minerals and Petroleum
	2.4.2	Protection of Long-Term Resource Supply
	2.4.3	Rehabilitation
	2.4.4	Extraction in Prime Agricultural Areas
	2.5	Mineral Aggregate Resources
	2.5.2	Protection of Long-Term Resource Supply
	2.5.3	Rehabilitation
	2.5.4	Extraction in Prime Agricultural Areas
	2.5.5	Wayside Pits and Quarries, Portable Asphalt Plants and Portable Concrete Plants
✓	2.6	Cultural Heritage and Archaeology
	3.0	Protecting Public Health and Safety
✓	3.1	Natural Hazards
	3.2	Human-made Hazards

II. Other Provincial Interests

	Ministry	Policy / Legislation
✓	MMAH MCul MOE MTO MNR OMAFRA	Criteria for Evaluating Archaeological Potential – A Checklist for the Non-Specialist

III. County of Bruce Official Plan

N/A

IV. Official Plan of the Municipality of Kincardine

C2 ENVIRONMENT

C2.3 Policies

C2.3.2 Development and site alteration shall not be permitted in significant woodlands, significant valleylands, significant wildlife habitat and significant areas of natural and scientific interest.

Where development is proposed within 120 metres of a significant woodland, as shown on Schedules 'A' and 'C', Council shall be satisfied that the proposed development will not have a negative impact on the ecological functioning of the woodland or on the visual appearance of the woodlands in the immediate vicinity. Council or the approval authority, in consultation with relevant review agencies, may increase the distance if warranted by the specific features in the general area of the proposed development.

As part of any submission for Official Plan Amendment, Zoning By-law Amendment, Consent or Plan of Subdivision or Plan of Condominium, a Comprehensive Environmental Evaluation Report (CEER) shall be prepared by a qualified professional and submitted to the Municipality in order to form part of a complete application. It is the policy of Council to allow for the waiving of the requirement for the preparation of a CEER upon recommendation of the appropriate authority if the proposal is of such a minor nature or site conditions are such that the preparation of a CEER would serve no useful purpose for the protection of the significant environmental features. Applicants are strongly advised to consult with the approval authority and relevant review authorities prior to making an application.

The CEER shall address the impact of proposed development in the vicinity of the woodlands, to the satisfaction of the Municipality in consultation with the Saugeen Valley Conservation Authority, and will include:

D8 SHORELINE
D8.5 SHORELINE RESIDENTIAL uses

D8.5.1 Permitted Uses

The predominant use of land designated Shoreline shall be for detached residential dwellings occupied on a permanent or seasonal basis. In addition, other complimentary and compatible uses such as local parks, public utilities, convenience retail uses, limited resort commercial uses, bed and breakfast establishments, a limited number of detached residential dwellings for year-round occupancy and existing non-intensive agricultural uses, will also be permitted. The construction of permanent homes and the conversion of cottages from seasonal to permanent use shall only be permitted where current servicing standards are met.

D8.5.2 Policies

D8.5.2.3 Density for Shoreline Residential Uses

Lots Serviced by Private Waste Disposal or Private Water

The minimum lot area for all new development shall be no less than 4047 square metres per lot unless a smaller lot size is supported by a 'Hydrogeological Report' and 'Sewage Disposal Suitability Report' as outlined in Section 'E' Municipal Services. In no case shall lots for new development on partial services be less than 1800 square metres in area.

An average lot frontage of 30 metres shall also be maintained. The frontage to depth ration shall be a maximum of 1:3.

V. Municipality of Kincardine Zoning By-law 2003-25

Section 12 – RESIDENTIAL ONE – R1

12.1 Permitted Uses

In any R1 – Residential One Zone, no person shall use any building, structure or land nor erect any building or structure except in accordance with the following provisions:

RESIDENTIAL

- Single detached dwelling
- Semi-detached dwelling
- Duplex dwelling
- Secondary Suite in accordance with Section 6.34

NON-RESIDENTIAL

- Bed and Breakfast Establishment in accordance with Section 6.17
- Place of Worship
- Group Home - Type 1

- Home Occupation – Household and Domestic Arts in accordance with Section 6.14
- Home Occupation – Professional Uses in accordance with Section 6.13
- Day Care Nursery (Licensed)
- Nursing Home
- Public Park

12.2 Zone provisions

No person shall within any R1- Residential One Zone use any lot or erect, alter or use any building or structure except in accordance with the following provisions:

12.2.1 Zone Provisions for Single Detached Dwellings

PROVISIONS	NO MUNICIPAL WATER OR SEWER	EITHER MUNICIPAL WATER OR SEWER	MUNICIPAL WATER AND SEWER
Lot Area (Minimum)	<i>(Replaced by By-Law No. 2005-013 – Housekeeping)</i> 4,000 square metres	<i>(Replaced by By-Law No. 2005-013 – Housekeeping)</i> 1800 square metres	464 square metres
Lot Frontage (Minimum)	30 metres	<i>(Replaced by By-Law No. 2005-013 – Housekeeping)</i> 30 metres	15 metres
Lot Frontage – Corner Lot (Minimum)	30 metres	30 metres	18 metres
Front Yard (Minimum)	6 metres	6 metres	6 metres
Rear Yard (Minimum)	7.5 metres	7.5 metres	7.5 metres
Exterior Side Yard (Minimum)	6 metres	6 metres	6 metres
Interior Side Yard (Minimum)	2.4 metres on one side and 1.2 metres on the opposite side of the same lot plus 0.6 metres on the narrow side for each additional or partial storey above the first storey on that side. Provided that where a garage or carport is attached to the main principal building, or the lot is a corner lot, the minimum width of the interior side yard shall be 1.2 meters plus 0.6 metres for each additional or partial storey above the first storey on that side.		
Total Floor Area (Minimum)	75 square metres	75 square metres	75 square metres
Height - Principal Building (Maximum)	10.5 metres	10.5 metres	10.5 metres
Lot Coverage (Principal Building) (Maximum)	15%	20%	40%

SECTION 34 – ENVIRONMENTAL PROTECTION – EP

34.1 PERMITTED USES

No person shall within any EP – Environmental Protection Area Zone use any lot or erect, alter or use any building or structure for any purpose except for one or more of the following uses:

RESIDENTIAL USE

- Prohibited

NON-RESIDENTIAL USE

- Agriculture, General
- Conservation Area
- Public Park
- Passive Recreation

34.2 Structures Prohibited

All buildings and structures shall be prohibited in a ‘EP – Environmental Protection’ zone except for the following:

- a) those necessary for flood and/or erosion control purposes;
- b) unenclosed picnic shelters/structures;
- c) washroom facilities associated with a Public Park or Conservation Area;
- d) buildings for essential public utilities.

34.3 Interpretation of ‘EP’ Zone Boundaries

The Environmental Protection Zone boundaries identified on Schedule ‘A’ are intended to generally identify areas of existing or potential natural hazards, areas of natural or scientific interest and areas of provincial natural significance. Notwithstanding Section 34.1, ‘EP-Environmental Protection’ zone boundaries are subject to minor changes without a formal amendment to this By-law when approved in writing by Saugeen Valley Conservation and the Chief Building Official of the Corporation. Changes to the ‘EP’ boundaries shall be incorporated when required in subsequent By-law consolidation.

34.4 PROVINCIALY SIGNIFICANT WETLANDS – SCHEDULE ‘B’

Some areas zoned as ‘EP-Environmental Protection’ are within a “Provincially Significant Wetland”. The Bruce County Official Plan and Provincial Policies prohibit development and site alteration in these areas. Provincially Significant Wetlands are shown on Schedule ‘B’ and forming part of this By-law. For more complete information reference should be made to the Bruce County Official Plan and the Saugeen Valley Conservation Authority.

In cases where lands are identified as Provincially Significant Wetlands in Schedule ‘B’ permitted uses shall be limited to:

RESIDENTIAL USE

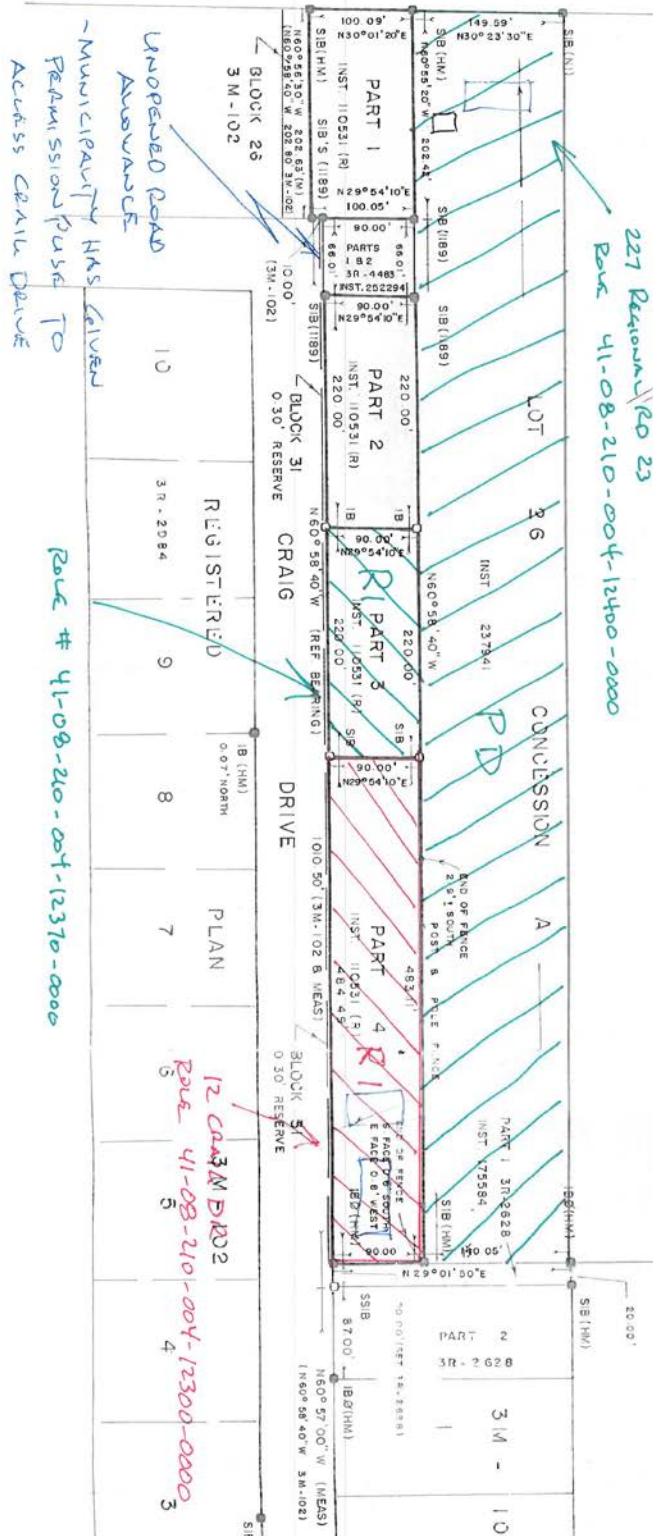
- Prohibited

NON-RESIDENTIAL USE

- Forestry/Silviculture
- Passive recreation, exclusive of buildings and structures
- No building or structures shall be permitted except those necessary for flood and/or erosion control purposes.

APPENDIX 'B' Existing Development

CROWN PATENT OCT. 16th, 1947
ORIGINAL ROAD ALLOWANCE OR MARINE RESERVE
ALONG THE SHORE OF LAKE HURON



OF PART OF
LOT 26 CONCESSION A
TOWNSHIP OF KINCARDINE
COUNTY OF BRUCE
SCALE 1" = 100'
1989
JOHN C WOOD - O L S

Schedule A
Jan 8/13

- CASLER/CHILTON
- FENN-BILLIUPS/PHILLIPS

LEGEND

NOTES

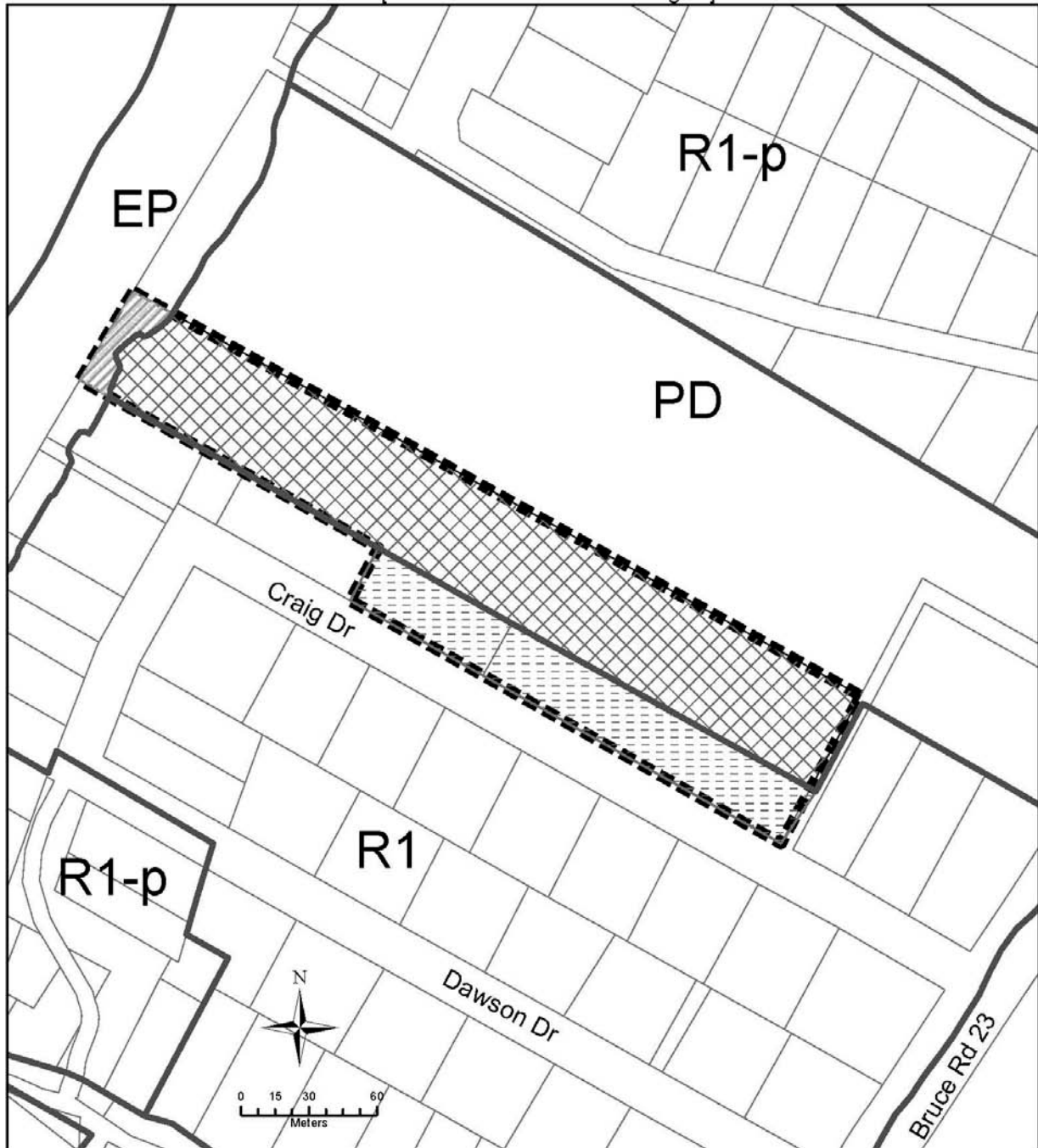
SURVEYOR'S CERTIFICATE

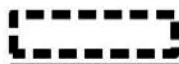



UNOPENED ROAD ALLOWANCE
- MUNICIPALITY HAS GIVEN PERMISSSION PUSH TO ACCESS CRAIG DRIVE

ROUTE # 41-08-210-004-12370-0000

12 CASHM DR 02
ROUTE 41-08-210-004-12300-0000

Proposed Zoning



-  SUBJECT PROPERTY
-  LANDS TO BE ZONED 'R1-bb-H, RESIDENTIAL ONE SPECIAL HOLDING'
-  LANDS TO REMAIN ZONED 'R1, RESIDENTIAL ONE'
-  LANDS TO REMAIN ZONED 'EP, ENVIRONMENTAL PROTECTION'

Eva Leflar Memorial Tree Planting Program



COMMUNITY
FOUNDATION
GREY BRUCE



\$1,000 Grant

to each Municipality and First Nation Territory
across Grey-Bruce

Growth in giving



what

is a community foundation?



community



people connected by geography... and
to each other



foundation
a platform for growth



community foundation
a platform for building community



We are a tax-exempt public charity created by and for the people of Grey and Bruce Counties

Our vision: strengthening Grey and Bruce through endowment building, grant making, and community partnerships.

A community foundation has three special features.

one

Endowment building & Personalized service

feature **one** *Endowment building & Personalized service*

- › **Identify** charitable giving options
- › **Customize** giving approaches to match personal interests and tax planning needs
- › Facilitate **complex forms** of giving

Creating solutions that fit every situation

feature **one** *Endowment building & Personalized service*

- › Share **knowledge** on community priorities
- › Offer **grantmaking** expertise and administrative services
- › Offer **involvement** in recommending uses of a gift

Creating solutions that fit every situation

feature **one** *Endowment building & Personalized service*

- › Help people create **personal legacies** via named funds
- › Provide the option to give **anonymously**

Creating solutions that fit every situation



feature two *Local grantmaking expertise*

- › **Local** organization with local staff and board members
- › **Knowledge** of community issues, opportunities, and resources

Making a difference where it is needed most

feature two *Local grantmaking expertise*

› **Monitor** all community needs...

- Arts & culture
- Children & youth
- Education
- Environment
- Health
- Social services
- Sports & recreation
- Seniors

Making a difference where it is needed most

feature two *Local grantmaking expertise*

- › **Gather** information and track local agencies and programs
- › **Direct** grants and resources to appropriate areas

Making a difference where it is needed most

three

community leadership

feature
three

Community leadership



- › Act as a **community catalyst**
- › Build **endowments** to ensure grants are always available to support the community

Our business is building community

feature
three

Community leadership



- › Support **high impact opportunities**
- › Are governed by leaders with **strong ties to our community**

Our business is building community

one
Endowment building & Personalized service

two
Local grantmaking expertise

three
Community leadership

foundation facts *A brief history*

1921 First Canadian community foundation established in Winnipeg, Manitoba

1994 Community Foundation Grey Bruce established with an initial gift from Eva Leflar

today More than 170 community foundations across Canada

- > Serving citizens across the country
- > More than \$2.9 billion in assets
- > More than \$176 million in local grants each year
- > And growing!

foundation facts *Our vital statistics*



Community Foundation Grey Bruce:

- > \$12,000,000 in endowed assets
- > About \$175,000 in annual grants

Caring Sharing Forever

foundation facts *Our vital statistics*



Community Foundation Grey Bruce:

- > +18 Years of Community Service, since 1994
- > More than 76 funds
 - 16 Scholarship Funds
 - 35 Community Grants
 - 47 Donor-Designated Charities

Caring Sharing Forever

foundation facts *Grey-Bruce Board of Directors*



Involved community leaders

Board Members	
Donna Elliot - Chair	Cliff Bilyea - Past-Chair
Donna Marinacci	Glen Henry
Terry King	Dan White
Fiona Hamilton	Kim West
Ronald Todd	Associates: Lisa Oleson
Victoria Serda	Doug Mitchell

foundation facts *Grey-Bruce Board of Directors*




Committees

- Executive
- Grants
- Marketing & Communications
- Finance & Investment
- Asset Development
- Ambassadors

foundation facts *Grey-Bruce Staff*







Executive Director
Roberta Brignell

Foundation Administrator
Wendy Bachiu

ten reasons
people choose to give through community foundations

ten reasons *People choose to give through community foundations*

- 1 We are a **local organization** with deep roots in the community
- 2 Our staff and volunteers have **broad expertise** regarding community issues and needs

ten
reasons

People choose to give through community foundations






3 We provide highly **personalized service** tailored to each individual's charitable and financial interests

4 Our funds help people **invest in the causes** they care about most

ten
reasons

People choose to give through community foundations






5 We accept a wide **variety of assets**, and can facilitate even the most complex forms of giving

6 We partner with **professional advisors** to create highly effective approaches to charitable giving

ten
reasons

People choose to give through community foundations






7 We offer maximum **tax advantage** under federal law

8 We **multiply the impact** of gift dollars by pooling them with other gifts and grants

ten
reasons

People choose to give through community foundations

9 We build **endowment funds** that benefit the community forever and help create personal legacies

10 We are a **community leader**, fostering collaboration on issues of broad interest to create positive change.

 *Eva Leflar Tree Planting Memorial for Grey-Bruce*



›Eva Leflar was a committed philanthropist and community advocate who passed away in late 2012

In 1994, Eva made the 1st major donation to our newly formed Community Foundation

Eva continued to give & grew a multi-million dollar Donor-Advised Endowment Fund which will grant to qualified charitable organizations in her name forever.

We want to honour her with a fitting legacy across Grey and Bruce Counties.



 *Eva Leflar Tree Planting Memorial for Grey-Bruce for each community:*



›\$1,000 max. matching grant program from Community Foundation Grey Bruce



\$1,000+ in kind value would be matched by Everest Nurseries when purchasing their surplus trees



 *Eva Leflar Memorial for Grey-Bruce for each community:*



›\$1,000+ from each community (Municipality/First Nation Territory)

\$? + Multiple sponsorship requests to partner & match funds/in kind:

- community groups
- corporations
- businesses
- private individuals




 If each community has \$7,000 total for this program, this would equate to one of the following options:





› 25 huge sugar maple trees that are 25' + tall & weigh 2000lbs each



 If each community has \$7,000 total for this program, this would equate to:

> 3 of each kind of big tree available from the Everest chart

- Honey Locust
- Greenspire & Glenleven Lindens
- Emerald Queen Maple
- Serviceberry
- Sugar Maple
- Red Oak
- Silver Maple
- Colorado Blue Spruce
- Serbian Spruce
- Red Pine



 If each community has \$7,000 total for this program, this would equate to:


> 100 medium trees for a community tree planting




 If each community has \$7,000 total for this program, this would equate to:

> 200 medium trees for a ½ price public tree sale



 Basic requirements

> 1. Eva Leflar Memorial Plaque placed with a new tree (designed & provided by CFGB).

2. Media release & photo op with Community Foundation reps.





Future hopes



1. Inspire future tree planting
2. Build a Trees for Grey-Bruce Endowment Fund for sustainable funding



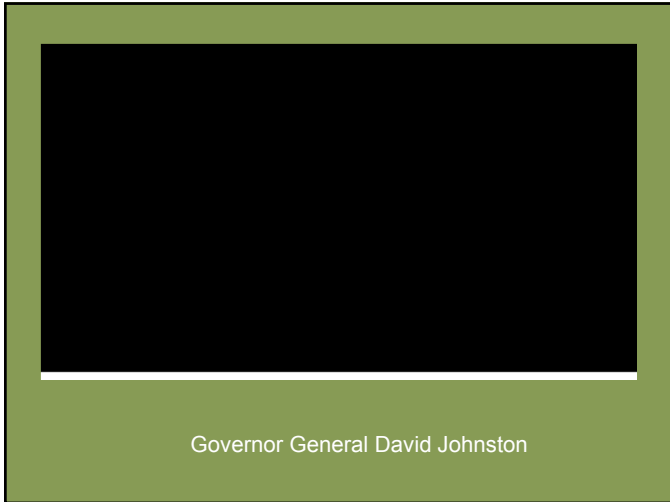
For our Children and Grandchildren



Community foundations are among the **fastest-growing** forms of philanthropy in Canada today.



Heather Hiscox Event in Owen Sound to launch the Smart & Caring Communities Fund



 Collaboration with the Municipalities of Saugeen Shores, Kincardine and the Penetangore Watershed Group 2012

TD Green Streets

Bruce Power

Municipalities of Canon OPG



 2013 Collaboration with Municipality of Kincardine



› Matching grant from Bruce Power/Trees for Saugeen: \$4,000

COMMUNITY

COMMUNITY MEANS SO MANY THINGS TO SO MANY PEOPLE, AND THE WORLD TO US.
IN ALL WE DO AND ALL WE SAY, WE'RE ALL FOR COMMUNITY.

To learn more about us, call (519) 371-7203 or contact us at www.communityfoundationgreybruce.com

For Trees for Saugeen, call Victoria at (519) 389-8410 or email vserda@bmts.com



Case Studies for the Eva Leflar Memorial: Regional Tree Planting in Public Spaces



Trees for Saugeen has created three case studies for different tree planting programs, along with easy-to-use templates, so your community can easily participate and run its own tree planting with support from our experienced volunteers. Each of the programs has been tested in various communities in our area, and can be run with minimal work from staff.



- 1) Community Tree Planting (potted 12' hardwood or 4' evergreens)~trees provided free of cost for community members to plant in public spaces at a coordinated event (run in Saugeen First Nation for 1 year)
- 2) Public Tree Sale (potted 12' hardwood or 4' evergreens)~trees available to the public at a discount for them to plant in their front yards or on their property (run in Saugeen Shores 3 years)
- 3) Public Spaces Huge Tree plantings (purchase surplus big trees~2500lb rootballs, 25' tall, 110mm caliper)~big trees to provide shade in parks, playgrounds, by bleachers, at sports fields, etc. They come with water bladders, which only require to be filled once every 2/3 weeks, so minimal maintenance. (ran in Saugeen Shores 2 years & Kincardine for 1 year)



These programs have a range of outreach to local organizations, volunteers, and include varying degrees of staff involvement.

Goal: to increase trees in rural urban areas

Timely: to address stresses of nature like flooding, drought, sun intensity, invasive species (eg. Emerald Ash Borer)

Benefits: allows business/organization partnership/matched funding, outreach in public, education, long term growth/planning, multigenerational thinking, community spirit, beautification, lower crime, outside activity & play opportunities, air quality, shade, home value, and overall health of the community

Case Study #1: Community Tree Planting Saugeen First Nation



Goal: to engage all ages in planting trees in public spaces and promote community health



Overview: Host a one-day event, including meals, to plant medium-sized trees that are not more than 80lbs by kids, adults and seniors

Trees: 100 potted whip trees, 71 for public space, 29 to private residents

Locations: Saugeen Administration Building, Elders Centre, Medical Building, Day Care, Community Garden, boulevards, private residents

Advantages: maximum community involvement in all aspects of program, smaller trees are relatively easy to handle with less equipment, more physical activity and learning opportunities

Funding: Corporate sponsorship, grant

Steps:

1. Met with staff and Chief to discuss the program and locations
2. Staff chose locations
3. Conducted site visits and checklists
4. Set date for planting
5. Ordered trees in advance: determined numbers, types, and pick up/delivery
6. Planned event: invited community, media & VIPs/promoted event within the community
7. Invited elders to share knowledge and teach about the multi-generational importance of tree planting
8. Wrote press release
9. Organized supplies (water, shovels, stakes, rope, knife/cutting tool, old pieces of garden hose, sledge, rakes, refreshments & drop offs).
10. Asked people to wear work boots, bring work gloves and shovels/rakes.
11. Publicize start time, invite people to be included in photo op (sponsors, Council members, partners), get quotes ahead of time for media release/article
12. Assigned photo documentation of event to a volunteer
13. Make list of order of tree drop offs and pick up trees from nursery & load in reverse order (last drop offs loaded on back of truck)
14. Organized refreshments and food for breakfast, lunch and dinner
15. Day of event: organizer greeting, welcome of Chief, recognition of sponsors, identified go-to people, showed basics of how to plant (provided handout if needed), organized planting groups & where going
16. Distributed trees and supplies to final locations
17. Brought first aid kit.
18. Organizer at each site explained locations, process and delegated responsibilities, checked on progress
19. Planted trees, staked & watered
20. Luncheon-Celebration, group photo
21. Thanked volunteers
22. Dinner BBQ for community
23. Sent out press release and photos
24. Reported on volunteers, media coverage, locations to Band Council and partners
25. Reported to sponsors and thanked them for support



Quick Tips:

- Train all volunteers on how to plant
- Use shovel, turn upside down & make mark with marker for depth of hole needed
- Write up press release ahead of time
- Prepare ahead for contingencies
- Have an experienced troubleshooter on hand at all plantings
- Once the tree is dropped into the hole, follow the tree planting instructions (see document)
- Take off plastic bands and wrap. Leave the burlap and wire basket.
- Do not score the bark on the trunk or main branches
- Provide planting instructions
- Be prepared for changes: wrong tree type/size, eg. substitute linden for oak, etc.
- Consider the size of trees and who can carry them, how they will be distributed
- Plan to have signage if want publicity for planting group
- Water, water, water. Set up watering schedule/responsibilities for two years.
- Set up two year maintenance schedule and assign responsibility to someone.
- Do site visits and checklist
- Order locates in ample time for planting date (at least two weeks ahead) if needed, stake locations and paint a spot on ground (in case someone pulls out the stake)
- Have cleared locates, if needed, on hand at all sites



Templates

- Site checklist
- Media release
- Budget/funding/tree price list
- Program plan-timelines/volunteer roles, examples of partners-need tree expert
- Fundraising suggestions



Equipment list:

Tarp to cover trees
Exacto knives
Gloves
Boots
Shovels
Rakes
Marker
First aid kit
Water/Pail
Wire cutters
Stakes
Garden hose
Wire
Mulch/compost
Camera
Marking tape
Pruner



Volunteer roles and responsibilities

4 volunteer hours-15 plants

15 minutes/plant

$100 \times 15 = 1500$ minutes = 25 volunteer hours

10 efficient teen/adult volunteers would take 2.5 hours to plant 100 trees/bushes

Separate person staking & mulching later

Watering person

Overall Tips:

- Try to have a tree expert involved in all stages of planning and planting
- Mark a shovel with proper depth of hole
- Do not put the tree too deep: the soil can always be built up to it later if needed. Ideal is for the collar of the trunk to be slightly above ground level.
- Provide planting instructions
- Matching funding programs work really well for fundraising
- In Year 2, plan to take off rope holding metal basket & loosen burlap from trunk (big trees), fertilize with triple 19, remove stakes, water, remulch
- #1: have fun with everyone involved and laugh often!



Case Study #2: Public Tree Sale Saugeen Shores



Goal: to encourage tree planting at private homes



Overview: Host a discounted tree sale to residents with medium-sized trees

Trees: 200 potted whip trees

Location: Saugeen Works Yard

Advantages: allows municipality to promote tree planting throughout the whole municipality and give information on how and where to plant trees; allows business/organizational sponsors marketing opportunities

Funding: Town 1/4, Corporate Sponsor 1/4, residents 1/2

To Do List



1. Met with staff for one hour to discuss the program, roles and responsibilities
2. Met with Scout leader to arrange delivery/planting service (by donation)
3. Chose location for pick up, who delivered & date of delivery
4. Designed marketing for media
5. Delegated who will accept orders and keep track of people who want the delivery/planting services of the Scouts
6. Assigned person to direct questions to (staff person, tree expert, organizer)
7. Set date for tree order deadline
8. Ordered trees in advance: used numbers, types from spreadsheet
9. Planned pick up date, including who there (staff, Port Elgin Scouts, Trees for Saugeen members), roles and responsibilities (sorting trees, handing out planting instructions, giving trees to public, check off order list, etc.)
10. Invited sponsors/partners to photo op day of pick up
11. Wrote press release, asked sponsors/partners for quotes
12. Asked volunteers to wear work boots, bring work gloves and arrange cart/equipment to move trees.
13. Contacted people who ordered to remind them of start and time date for pick up, vehicle needed, size, etc.
14. Assigned photo documentation of event to a volunteer
15. Organized refreshments
16. Make list of order of tree drop offs and pick up trees from nursery & load in reverse order (last drop offs loaded on back of truck).
17. Deliver to location.
18. Organized trees to make pick up day as fast as possible~one area for Scout delivery, one for private pick up (see tip: very important)
19. Tag trees for Scouts with type and name
20. Day of two hour sale: organizer greeting to volunteers, recognition of sponsors, identified go-to people, showed basics of how organized, who doing what
21. Provide tree planting instructions
22. Brought first aid kit
23. Thanked volunteers
24. After pick up time, Scouts delivered and plant trees, staked & watered
25. Sent out press release and photos
26. Reported on volunteers, media coverage, locations to Council, staff and partners
27. Report to sponsors and thanked them for support



Quick tips:

- Take off plastic bands and wrap. Leave the burlap and wire basket
- Tarp trees during transportation when in leaf
- Save time on day of pick up/delivery by organizing the pick ups: alphabetize the names on the spreadsheet, print, make cards for each name and each type of tree
- Provide planting instructions
- Limit the number of trees per person/household (eg. 2 or 5)



Equipment list for Scouts:

Exacto knives
Gloves
Boots
Shovels
Rakes
Marker
First aid kit
Water/Pail
Wire cutters
Stakes
Garden hose
Wire
Pruners
Truck & trailer



Equipment list for pick up location:

Tree cart
Tags
Tractor

Templates

- Media release
- Sample ads (display, radio)
- Budget/funding/Tree Price list
- Program plan-timelines/Volunteer roles, examples of partners-need tree expert
- Fundraising suggestions



Volunteer roles and responsibilities

Pre-order time

- 4 staff/volunteers –one hour to organize program structure, roles, timelines

Day of pick up: 2 hours for each volunteer

- Scouts: 3 adults 4 kids (donation)
- 2 trucks for delivery/planting
- Town truck for pick up & delivery
- Town staff-Dar, Stu, 3 others
- 2 community volunteers

Tips: Kids can ask for names, notify other volunteers of order, give out handouts

Overall Tips:

- Try to have a tree expert involved in all stages of planning and planting
 - Mark a shovel with proper depth of hole
 - Do not put the tree too deep: the soil can always be built up to it later if needed. Ideal is for the collar of the trunk to be slightly above ground level.
 - Provide planting instructions
 - Matching funding programs work really well for fundraising
 - In Year 2, plan to take off rope holding metal basket & loosen burlap from trunk (big trees), fertilize with triple 19, remove stakes, water, remulch
 - #1: have fun with everyone involved and laugh often!
1. Pick up trees with flatbed, deliver trees and supplies to locations.
 2. Day of planting: staff greeting, recognition of sponsors, photo op, identified go-to people, showed basics of how to plant (provided handout if needed), organized planting groups & where going, refreshments
 3. Had tractor/backhoe operators ready to get trees off truck and into hole
 4. Once big tree was in hole, made sure root ball top slightly above level, filled hole with soil, watered, mulched on top of burlap, staked, put on water bladders.
 5. Thanked volunteers and staff
 6. Sent out press release and photos
 7. Reported to sponsors and thanked them for support



Case Study #3: Huge Tree Program Kincardine



Goal: to encourage tree planting of big shade or windbreak trees in public spaces near playground equipment, bleachers, sports fields, trails, etc.



Overview: Plant big trees, between 300-2000 lbs

Trees: 50

Locations: Community Centre, Memorial Park, Boulevards, Parks

Advantages: Instant shade, quicker growth to maturity, splashier visual

Considerations: requires heavy equipment (truck, backhoe) and operators of heavy equipment

To Do List



1. Met with staff and partners to discuss the program and locations
2. Staff chose locations, staked locations + painted spot on ground (in case someone pulled out the stake)
3. Set general time frame for pick up and planting
4. Arrange shipper and digger(s)
5. Ordered locates two weeks ahead of planting date
6. Ordered trees in advance: determined numbers, types, and pick up/delivery & planting date
7. Invited sponsors, Council members and partners to a specific time on planting date for photo op
8. Wrote press release
9. Organized supplies (water, shovels, stakes, rope, knife/cutting tool, old pieces of garden hose, sledge, rakes, refreshments).
10. Asked staff to wear work boots, bring work gloves and shovels/rakes.
11. Assigned photo documentation of plantings to a volunteer/staff
12. Make list of order of tree drop offs and pick up trees from nursery & load in reverse order (last drop offs loaded on back of truck). Bring big tarp to cover trees for transportation to protect leaves.
13. Once receive locate, dig holes with backhoe (have paperwork on site)
14. Pick up trees with flatbed, deliver trees and supplies to locations.
15. Day of planting: staff greeting, recognition of sponsors, photo op, identified go-to people, showed basics of how to plant (provided handout if needed), organized planting groups & where going, refreshments
16. Had tractor/backhoe operators ready to get trees off truck and into hole
17. Once big tree was in hole, made sure root ball top slightly above level, filled hole with soil, watered, mulched on top of burlap, staked, put on water bladders.
18. Thanked volunteers and staff
19. Sent out press release and photos
20. Reported to sponsors and thanked them for support



Quick tips:

- Provide planting instructions
- Make sure they are planted right to start and not planted too deep, because it's hard to move after
- If would like kids involved, have a 2nd crew and leader for the backfill process after the trees are dropped off
- Organize marketing ahead of time: draft press release, invite media, etc.
- With watering, it's important to know who is responsible, follow up/check up/ accountability, since trees are a major and visible asset, and often need gentle reminders
- Water bladders are useful to lessen maintenance
- Have cleared locates, if needed, on hand at all sites
- Bring first aid kit.
- Volunteers love refreshments!
- Reports can include statistics on volunteer hours and media coverage (including social media), locations, overall financial picture (income, expenses), partners, inkind contributions, % expenses on trees alone, communications, filled in templates, recommendations for improvements
- Second year, fertilize with triple 19 fertilizer or equivalent



Equipment list:

Tarp to cover trees during transportation
Exacto knives
Gloves
Boots
Shovels
Rakes
Marker
First aid kit
Water
Wire cutters
Stakes
Garden hose
Wire
Mulch/compost
Camera
Marking tape
Pruners-hand pruners, telescoping lopper
Post pounder



Helper list

1 driver of flatbed
1 volunteer to help direct where trees go

1 tractor or backhoe with driver to dig holes and take trees off truck into hole
4 people to backfill hole, stake, water, mulch, water bladders
1 photographer, public relations, refreshments
1 to do photo op, media release

Templates

Media release

Budget/funding

Volunteer roles/checklist, examples of partners-need tree expert

Program plan-timelines, critical path

Fundraising suggestions for matching funding



Overall Tips:

- Try to have a tree expert involved in all stages of planning and planting
- Mark a shovel with proper depth of hole
- Do not put the tree too deep: the soil can always be built up to it later if needed. Ideal is for the collar of the trunk to be slightly above ground level.
- Provide planting instructions
- Matching funding programs work really well for fundraising
- In Year 2, plan to take off rope holding metal basket & loosen burlap from trunk (big trees), fertilize with triple 19, remove stakes, water, remulch
- #1: have fun with everyone involved and laugh often!



Community Foundation Grey Bruce 2012
PROJECT FINAL REPORT

(Due January 15, 2014)

Project Location	
Project Name	
Sponsor	
Municipality & Province	
Project Cost	
Grant Request Amount	\$1,000.00
Exact location of planting	
Project Coordinator	
Address	
Phone#	
Fax#	
Email	
Project start date	
Project completion date	

Project Description

--

How many people participated in the planting and how were they engaged?

	Number	Engagement
Landowners		
Residents		
Municipal Reps		
Schools / Students		
Other (please list)		

How many other funding Partners supported the project? (Please list and describe support)

--

Event information, Sponsor recognition (media, dignitaries):

Describe overall project impact on your community and/or comments and suggestions

Submitted By: _____

Date: _____

Position: _____

Signature: _____

RETURN TO:

Internal Organization Review Recommendations

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
PUBLIC PERCEPTIONS OF SERVICE DELIVERY, CUSTOMER SERVICE AND GOVERNANCE						
3.A.1	2	<p>Develop Strategic Communication Plan for the Municipality of Kincardine. <u>April 25, 2012</u>: Should be Phase 1. Action: CAO</p> <p><u>October 31, 2012</u>: I/P and recommended include Official Plan review.</p> <p>June 24, 2013: CAO previously circulated notes to Council. CAO will bring back sample strategies. We currently utilize social media and municipal website.</p>	CAO, Council, Senior Managers, Information Technology (IT)	✓	✓	✓
		<i>In progress</i>				
3.A.2	1	<p>Continue televising Council proceedings and investigate the possibility of a direct electronic link to council proceedings on Municipal website. <u>April 25, 2012</u>: Action: Building and Planning Manager/CBO to obtain disk to put on website.</p> <p>Bruce Telecom is interested but Rogers have to ask for concurrence from Head Office to share signal. Action: Building and Planning Manager/CBO to follow up.</p> <p><u>October 31, 2012</u>: It is anticipated that the next Council meeting will be available on our website</p> <p>June 24, 2013: Mayor thanked staff for linking Council meetings to website. Bruce Telecom also covers Council meetings on Channel 1.</p>	Staff, IT	✓	✓	
		<i>Complete</i>				
3.A.3	1	<p>Continue to promote and perform outreach activities regarding availability of electronic subscription service to news and updates posted on the Municipality of Kincardine website.</p> <p><u>April 25, 2012</u>: Tax bill insert. Action: Councillor Faubert to coordinate a five minutes update (on various topics) to be displayed via power point during council meeting breaks.</p> <p><u>October 31, 2012</u>: People can sign up to receive notifications when posted on website.</p> <p>Councillor Faubert to resume five minutes updates during Council meetings.</p>	Staff		✓	
		<i>In progress</i>				

3.A.4 <i>In progress</i>	1-2	<p>Review/update the municipal website to enhance internal and external communications.</p> <p>April 25, 2012: Action: CAO to tie in with Recommendation 3.A.1.</p> <p>October 31, 2012: Tourism website improved. Working on improving Airport website.</p> <p>June 24, 2013: Next year's budget include more user friendly website.</p> <p>Airport has new logo and website.</p> <p>Drafting Social Media Policy in progress.</p>	Staff, IT, CAO, Webmaster	✓
3.A.5 <i>On Hold</i>	1-2	<p>Review/update municipal software platforms (e.g., Lotus) to enhance internal and external communications and productivity.</p> <p>April 25, 2012: Action: CAO and Building& Planning Manager/CBO to prepare a staff report regarding changing to Outlook and more user friendly website.</p> <p>October 31, 2012: Changing to Outlook will be costly \$50,000. + (presently on hold). Lotus Notes meeting calendar up and running. IT Dept. will continue to work with Council and Staff to set up meeting calendar.</p>	Staff, IT	✓

EMPLOYEE PERCEPTION OF VALUES, EFFECTIVENESS, EFFICIENCY AND CUSTOMER SERVICE

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
3.B.1 <i>In progress</i>	1-2	<p>Engage in a review of Tripartite Agreement and related policies including remuneration, vacation, flex time, job sharing, harassment, wage payment for training, red-circling and hiring procedures.</p> <p>April 25, 2012: Action: CAO draft policies including negotiable and non-negotiable section in the Tripartite Agreement.</p> <p>October 31, 2012: Ongoing, continue meeting with Employee Groups as required.</p>	CAO		✓	✓

		<p>June 24, 2013: Separating policies vs negotiated items from Tripartite Agreement, in progress.</p> <p>Bill 168 Violence and Harassment in the Workplace training, complete.</p>			
3.B.2	2	Review and reassessment of employee job descriptions and performance appraisals.	CAO		✓
<i>In progress</i>		<p>October 31, 2012: In progress.</p> <p>June 24, 2013: Job Evaluation Committee reviews this week</p> <ul style="list-style-type: none"> - Next Step - Non-Management external wage review. 			
3.B.3	2	Consider/create employee recognition programs/policies beyond that of tenure.	CAO, I.O.R. Committee	✓	✓
<i>In progress</i>		<p>October 31, 2012: Report to be presented to Council.</p>			
3.B.4	2	Provide a forum or working group to engage front-line workers with CAO and Senior Managers to discuss service suggestions and efficiencies (e.g., bi-annual staff/manager forum).	CAO, Senior Managers		✓
<i>Ongoing</i>		<p>June 24, 2013: CAO debriefs staff after each Council Meeting.</p> <ul style="list-style-type: none"> - Front-line staff continue to have access to Senior Management - Senior Management Team meets the Tuesday before and Thursday after each Council meeting. <p>Action: Council members to tour each facility at least once per year.</p>			
3.B.5	1	Review the 'span of control' (i.e., number of supervisors) to ensure that the most efficient structure is in place.	CAO, Senior Managers		✓
		<p>April 25, 2012: Action: On hold until Treasurer and Public Works Director recruitment complete.</p> <p>October 31, 2012: In progress</p> <p>Assess requirement for Manager of Operations Position in the Public Works Department.</p> <p>June 24, 2013: Due to absence of Director of Public Works during this meeting, update on hold until next IOR meeting.</p>			

3.B.6	1	Continue to promote and encourage training and professional development opportunities and participation. <i>Ongoing</i> <u>April 25, 2012: Job related training is always encouraged.</u> <u>June 24, 2013: Ongoing</u>	CAO	✓		
3.B.7	2	Pursue an enhanced customer service strategy informed by 'best practices' in Municipal cultures. <i>Ongoing</i> <u>June 24, 2013: Ongoing</u>	CAO, Staff	✓	✓	
3.B.8	1	Enhance the Municipal Administrative Centre reception/front lobby area attending to both structural and aesthetic improvements. <i>In progress</i> <u>April 25 & October 31, 2012: In progress. (Obtaining drawings/quotes)</u> <u>June 24, 2013: In progress</u>	CAO, Clerk	✓		
3.B.9	1	Continue the enhanced development of electronic transaction billing and payment. <i>In progress</i> <u>April 25, 2012: Currently looking at ways to be more efficient including credit card payments.</u> <u>October 31, 2012: Focus on payments (billings more expensive). Working with a company to allow customers to make credit card payments on-line and via telephone.</u> <u>June 24, 2013: In progress</u>	CAO, Treasury	✓		
3.B.10	2	Evaluate the cost/benefit of satellite offices and other decentralized facilities for municipal administrative services. <u>June 24, 2013: Council decision, therefore, remove from recommendations.</u>	CAO, Senior Managers			

COUNCIL MEMBERS AND SENIOR MANAGER CHALLENGES AND DESIRES

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
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3.C.1 <i>In progress</i>	2	<p>Review the current code of conduct for engagement between council members and staff to ensure it explicitly addresses communication avenues, information needs and time parameters.</p> <p><u>October 31, 2012:</u> C.O.W./Policy Chair system working quite well.</p> <p>Policy to be presented regarding who should be contacted and when, when an issue is presented to individual Council members. CAO will also review the Code of Conduct.</p> <p><u>June 24, 2013:</u> Code of Conduct Policy and Procedural By-law under review (July or August to Council)</p> <p>Policy Chair meets on a regular basis with respective Senior Manager.</p>	CAO	✓	
3.C.2 <i>Complete</i>	1	<p>Review/re-confirm report writing format and contents to ensure Council is informed to make a decision.</p> <p><u>April 25, 2012:</u> CAO will look into including ICSP section in reports. Action: Councillor Cristine to send information to the CAO as to what he would like included in the reports.</p> <p><u>October 31, 2012:</u> Addition to report re: ICSP complete. Improvements to reports and information received are working and appreciated.</p>	CAO, Council, Senior Managers	✓	
3.C.3 <i>Complete</i>	2	<p>Review the new governance model of the Committee of the Whole with managers, staff and council (scheduled for fall of 2012).</p> <p><u>October 31, 2012:</u> Report to Council</p>	Council	✓	✓
3.C.4 <i>Ongoing</i>	1	<p>Encourage policy chairs to meet with their Senior Manager at least monthly for information updates, exchange of ideas, and discussion of actions required.</p> <p><u>April 25, 2012:</u> In progress. Mayor Kraemer to monitor through council communications.</p> <p><u>October 31, 2012:</u> Ongoing</p>	Council, Senior Managers		
3.C.5 <i>In progress</i>	3	<p>Develop a long-term capital replacement plan based on the Public Sector Accounting Board principles.</p> <p><u>April 25, 2012:</u> Should be Phase 1 – 2. Already in progress. This will be one of the top priorities for the new Treasurer.</p>	CAO, Treasury	✓	

		<u>October 31, 2012: Already in progress.</u>				
3.C.6	1	Develop a facilitated process to review/update every six months Councillor goals and objectives.	Council			
<i>In progress</i>		<u>April 25, 2012: Action: Council meet twice per year to review goals and objective and then meet prior to budget deliberations.</u>				
		<u>October 31, 2012: To be included as part of budget discussions</u>				
3.C.7	3	Review and evaluate internal Council training program and explore and evaluate external opportunities for Council training	CAO, Council			✓
<i>Complete</i>		<u>April 25, 2012: Should be Phase 1. Action: To be discussed at a Corporate Services meeting.</u>				
		<u>October. 31, 2012: Recommend during budget each Council member be allocated \$2,500.00 to attend conferences.</u>				

CHIEF ADMINISTRATIVE OFFICE

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
4.A.1	1	Evaluate and recommend changes to the departmental composition and organizational structure including payroll function in consultation with Treasury.	CAO, Treasury			
<i>Complete</i>		<u>April 25, 2012: Payroll function will return to Treasury.</u>				
		<u>October 31, 2012: Complete</u>				
4.A.2	1	Review and formalize 'backfill' policies for senior management and staff absences related to vacation, illness, etc.	CAO, Senior Managers		✓	✓
<i>Complete</i>		<u>April 25, 2012: Action: CAO and Senior Managers to formalize a coverage policy.</u>				
		<u>October 31, 2012: Ongoing to be formalized</u>				
4.A.3	1	Transfer Airport infrastructure responsibilities to Public Works. Airport development strategy to remain under the umbrella of the CAO. Day to day operations is carried out by the airport management service contractor.	Public Works Manager, CAO, Airport Contractor			✓
<i>Complete</i>		<u>April 25, 2012: Presently in place.</u>				

4.A.4	2	Develop a Risk Management Policy, in conjunction with Municipality's insurer, for consideration by Council. <i>In progress</i>	CAO Council			✓
		<u>October 31, 2012:</u> CAO and Treasurer will work with our Insurer. Draft RFP Provisions – Comprehensive Risk Management.				
		<u>June 24, 2013:</u> Staff training scheduled for September, 2013				

CLERK

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
4.B.1	2	Evaluate in consultation with the CAO, the current practice of providing secretarial services and Senior Managers' support to Committees. <i>In progress</i>	Clerk, CAO			✓
		<u>October 31, 2012:</u> CAO and Clerk will be working on this.				
		<u>June 24, 2013:</u> Assessing the need.				

TREASURY

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
4.C.1	1	<p>Arrange with Municipality's bankers to prepare a single daily file of tax and telephone payments to be uploaded rather than manual input.</p> <p><u>April 25, 2012: In progress.</u></p> <p><u>October 31, 2012: Due to staffing changes, new Treasurer obtaining new quotes.</u></p> <p><u>June 24, 2013: CIBC has agreed to absorb the cost of upgrading our system. The Municipality has entered into an agreement with the bank to proceed with this implementation. The estimated time frame required to complete this system change is 4 months, and therefore it is expected that this will be completed by end of summer 2013.</u></p>	Treasurer			
	<i>In progress</i>					
4.C.2	1	<p>Examine the use of credit cards for payments.</p> <p><u>April 25/12: Previously discussed.</u></p> <p><u>October 31, 2012: Progress has been made</u></p> <p><u>June 24, 2013: The Municipality has signed a Master Services Agreement with Paymentus in January 2013. Once implemented, ratepayers will be able to pay their property tax bill by credit card online for a service fee of 2.95%. All other charges (i.e. utility bills) will be subject to a transaction fee of \$6.95. Expected implementation of the Paymentus system is summer 2013.</u></p>	Treasurer		✓	
	<i>In progress</i>					
4.C.3	1	<p>Combine water and waste water charges into a single utility bill, and change metered waste water billing to using current water billing.</p> <p><u>April 25, 2012: Timing issue when this may happen. The Public Works Managers cautioned that if we couple the waste water billing based on water uses we may lose money from seasonal residents.</u></p> <p><u>October 31, 2012: Effective January 2013</u></p>	Treasurer			✓
	<i>Complete</i>					

4.C.4	1	Investigate water meter billing software which allows uploads of reads rather than manual input, or alternatively, investigate outsourcing the billing process. Implement a cost effective and efficient water billing system. <u>April 25, 2012: Should be Phase 2.</u> <u>October 31, 2012: Treasurer to include in 2013 Budget</u> <u>June 24, 2013: The Municipality has entered into an agreement with Olameter for the provision of this automated meter reading system, and the additional costs have been included in the 2013 operating budget. Estimated implementation of this new system is expected to be summer 2013.</u>	Treasurer	✓
<i>In progress</i>				
4.C.5	1	Reorganize the General Ledger to match the Financial Information Return. <u>April 25, 2012: Should be Phase 2 – 3.</u> <u>June 24, 2013: Not necessary. Complete</u>	Treasurer	
<i>Complete</i>				
4.C.6	1	Reduce the number of bank accounts. <u>April 25, 2012: Should be Phase 2 – 3. (In progress)</u>	Treasurer	
<i>In progress</i>				
4.C.7	1	Continue to develop concise financial reports for Council and Senior Managers. <u>April 25, 2012: Previously discussed. In addition, a separate line for Economic Development should be shown on monthly reports (not combined with CAO). Also, a variance explanation column to be included on report.</u> <u>October 31, 2012: Complete</u>	Treasurer, Council	
<i>Complete</i>				
4.C.8	1	Include depreciation from PSAB accounting process in budget and financial reports. <u>April 25, 2012: Complete.</u>	Treasurer	
<i>Complete</i>				
4.C.9	1	Evaluate and recommend changes to the departmental composition and organization structure including payroll function in consultation with CAO. <u>April 25, 2012: Previously discussed.</u> <u>October 31, 2012: Complete</u>	CAO, Treasury	
<i>Complete</i>				

BUILDING AND PLANNING

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
5.A.1	1	Review by-law enforcement services along with Small Animal Control requirements. <i>Complete</i> <u>April 25, 2012: In progress.</u> <u>October 31, 2012: Now regular part-time employee. Small Animal Control is for dogs only.</u>	CBO			✓
5.A.2	1	Assess delivery of information technology services within the Municipality. Consult with County of Bruce regarding potential enhancements of information technology services. <i>Ongoing</i> <u>April 25, 2012: Tie into possible switch over to Outlook. GIS to remain a Building Dept. function.</u> <u>Action: CAO to consult with the County.</u> <u>October 31, 2012: IT works with County on a regular basis.</u>	CAO, CBO			

ECONOMIC DEVELOPMENT & TOURISM

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
6.A.1	1-3	Maintain and enhance the current direction of working in partnership with local groups to foster economic development, tourism, culture, heritage and arts. <i>Ongoing</i> <u>October 31, 2012: In progress.</u>	CAO, Council, Tourism	✓	✓	✓
6.A.2	1-3	Maintain the practice of working through partnerships for promotion, information, and special events. <i>Ongoing</i> <u>October 31, 2012: In progress</u> <u>Re: 6.A.1 & 6.A.2 Team Kincardine has completed Phase 1 of ICSP and will be providing Council with an update.</u>	CAO, Council, Tourism		✓	✓
6.A.3	1-3	Ensure the effective transition of airport infrastructure responsibilities to Public Works. The CAO and PREDC should consult on economic development opportunities pertaining to the airport. <i>Ongoing</i> <u>October 31, 2012: Ongoing (Strategic Plan underway)</u>	CAO, Council, PREDC		✓	✓

ECONOMIC DEVELOPMENT & TOURISM CONTINUED

6.A.4 <i>Ongoing</i>	2-3	Develop an integrated strategic long-term vision for Economic Development and Tourism in partnership with local economic development and tourism organizations and involving relevant municipal staff.	CAO, Council, Tourism, PREDC	✓	✓
6.A.5 <i>Complete</i>	1	Change title 'Coordinator of Community Services' to 'Coordinator of Community Services and Special Projects'. <u>April 25, 2012: Complete</u>	CAO		✓

PROTECTIVE SERVICES

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
7.A.1 <i>Ongoing</i>	1	Continue to document in each department practices relating to employee orientation, hazardous materials, potentially unsafe situations, required training, and workplace inspection. <u>April 25, 2012: On track, continue program currently in place.</u> <u>October 31, 2012: H/R Department in process of scheduling mandatory Bill 168 training (re: Violence and Harassment in the Workplace). Ties in with 3.B.1</u>	CAO, Senior Managers			✓
7.A.2 <i>Ongoing</i>	1	Provide clear communication to contractors and operators of Municipal facilities where there are no municipal employees including communicating and documenting their obligations with respect to health and safety. <u>April 25, 2012: To be included in contract.</u> <u>October 31, 2012: Ongoing</u>	CAO, Senior Managers, Contractors			✓

PUBLIC WORKS

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
8.A.1	2	<p>Review the organization of the Public Works department. The positions of “municipal engineer” and “certified engineering technician (CET)” should be considered as part of this organizational review (see Saugeen Shores).</p> <p>June 24, 2013: Due to absence of Director of Public Works during this meeting, update on hold until next IOR meeting.</p>	PW Manager		✓	✓
8.A.2	2	<p>Consolidate cleaning and minor maintenance positions at Municipal facilities.</p> <p>October 31, 2012: Complete</p> <p>Complete</p>	PW Manager		✓	
8.A.3	2	<p>Develop a plan to address the “legacy issues” resulting from pre-amalgamation (e.g., snow plow optimization study, number of public works garages, etc.).</p> <p>October 31, 2012: Started snow plow optimization study. Long-term addressing consolidating shops - Base operations out of Ward 1 and 3 shop and Ward 2 to store equipment.</p> <p>June 24, 2013: Due to absence of Director of Public Works during this meeting, update on hold until next IOR meeting.</p>	PW Manager			✓
8.A.4	1	<p>Mechanic shall report to the Public Works Manager or Supervisor of Operations should this position be established under Recommendation 8.A.1.</p> <p>April 25, 2012: Complete.</p> <p>Complete</p>	PW Manager			

PARKS AND RECREATION

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
9.A.1	1	<p>Maximizing the use of municipal staff for maintenance of both the Davidson Centre and the Tiverton Sports Centre should be examined in conjunction with the need for additional staff due to the gymnasium addition.</p> <p>April 25, 2012: Report to be presented to Council in May regarding the Tiverton Sports Centre. Presently recruiting for one part-time Inside Maintainer and redeploying clerical staff to assist at the Davidson Centre in tandem with 9.A.2 below.</p> <p>October 31, 2012: Contracted out for the next three ice seasons. Davidson Centre has hired additional maintenance staff. Added administrative position through deployment from Treasury Department.</p>	Director of Parks and Recreation		✓	✓
		Complete				
9.A.2	1	<p>Review the horticultural program in tandem with implementing Recommendation 9.A.1.</p> <p>April 25, 2012: Completed above.</p> <p>October 31, 2012: Horticulturist duties have been expanded to include working with public works on polices i.e. phragmites, beach management plan and Emerald Ash Bore.</p>	Director of Parks and Recreation			✓
		Complete				
9.A.3	1	<p>Change the title of 'Director of Recreation' to 'Director of Parks and Recreation'.</p> <p>April 25, 2012: Complete. Also, change to Director of Building and Planning/CBO and Director of Public Works.</p>	CAO, staff			
		Complete				

EMPLOYEE ANNUAL GOAL SETTING AND REVIEW PROCESS

#	Phase	Recommended Activity	Department/ Lead	Capital Cost	Operating Cost	Need for Policy
11.A.1	1	<p>Rename the forms and references to “Employee Goal Setting and Review”, to replace: “Annual Employee Evaluation”.</p> <p>April 25, 2012: Change will be made.</p> <p>October 31, 2012: Complete</p>	CAO			✓
		Complete				

11.A.2 1 Afford the employee a formal opportunity to engage in self evaluation in tandem with supervisor appraisal. CAO



Complete April 25, 2012: To be included with change above.

October 31, 2012: Complete



R.R. 2, TIVERTON, ONTARIO N0G 2T0
(519) 368-7874 • (519) 368-7965
FAX: (519) 368-5398

September 20, 2013

Municipality of Kincardine

To: Kincardine Council

My name is Ken Jackson, owner of Jackson Construction Ltd.

I am in the process of being awarded a contract to haul contaminated gravel – non hazard – to a registered landfill from the new Fire Hall Training Centre being built at Bruce Power. We would be working for J-AAR Construction of London, ON. who are the excavating company on the project. Bruce Power would issue the proper certificate to confirm the material.

Dumping fee in Sarnia is \$55.00 per tne this includes trucking from the Bruce to Sarnia & Disposal.

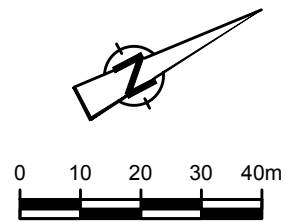
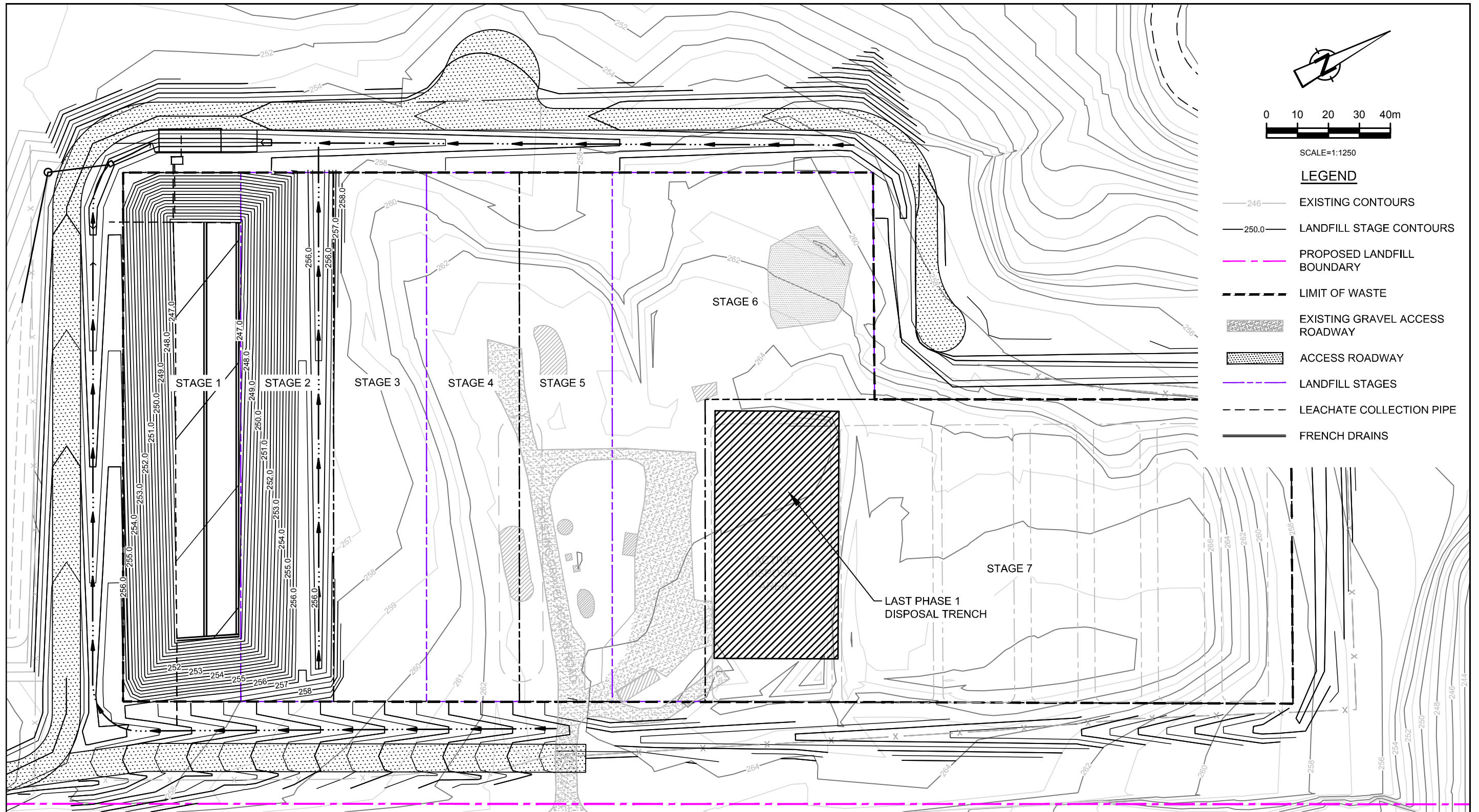
The rate offered to Bruce Landfill is \$30.00 per tne for them to receive and dispose of the gravel. It is assumed there is approx. 20,000 tne of material. The gate for the landfill would have to be opened to receive the material when it is ready to be removed. 20,000 x \$30.00 would be a windfall to the community of \$600,000.00. This would create enough material for cover for four years at no cost to the municipality other than a dozer to pile material. It would also save the municipality approx. 1000 hrs. of trucking as it is being delivered to the landfill at N/C to the municipality.

I see this as a no lose opportunity for our municipality to accept this material. It will also keep the trucking for this material local as it will be delivered by our trucks.

If you have any other questions, or concerns please do not hesitate to call.

Respectfully yours,

Ken Jackson



SCALE=1:1250

LEGEND

- 246 — EXISTING CONTOURS
- 250.0 — LANDFILL STAGE CONTOURS
- — — — — PROPOSED LANDFILL BOUNDARY
- - - - - LIMIT OF WASTE
- ▨ EXISTING GRAVEL ACCESS ROADWAY
- ▨ ACCESS ROADWAY
- - - - - LANDFILL STAGES
- - - - - LEACHATE COLLECTION PIPE
- — — — — FRENCH DRAINS

figure 1
 WASTE RELOCATION
 CONTAMINATED SOIL ACCEPTANCE PLAN
 MUNICIPALITY OF KINCARDINE WASTE MANAGEMENT
 Kincardine, ON



0.7 t of compacted household waste and cover material ← 1 m3 of landfill space

we get a revenue of 0.7 t from 1 m3 of landfill space from household waste if regular cover material is used

0.7 t of household waste and revenue generating cover material ← 1 m3 of landfill space

we get a revenue of $95 \times 0.7 + 24 \times 0.4 = \$76.1/\text{m}^3$ from 1 m3 of landfill space as compared to household waste if revenue generating waste soil is used as cover material

Note: The rate for accepting waste at KWMC is \$95/tonne