

AGENDA FOR REGULAR COUNCIL MEETING
Tuesday, September 10th 2024 – 6:00 pm



1. CALL TO ORDER
Land Acknowledgement
2. APPROVAL OF AGENDA
3. DECLARATIONS OF PECUNIARY INTEREST
4. DEPUTATIONS
5. MINUTES OF PREVIOUS MEETING(S)
 - 5.1. Minutes – Regular Council Meeting – Aug 27th 2024
Recommendation:
BE IT RESOLVED that the Minutes of the Regular Council Meeting held on Aug 27th 2024 be approved
 - 5.2. Minutes – Special Council Meeting – Aug 29th 2024
Recommendation:
BE IT RESOLVED that the Minutes of the Special Council Meeting held on Aug 29th 2024 be approved
6. DISBURSEMENT LIST
 - 6.1. Payroll Report
 - 6.2. Payment Register
Recommendation:
BE IT RESOLVED that Council approve the disbursements represented by Check Numbers 7079 through 7078 totalling \$15,927.60 and electronic bank payments totalling \$1,652.16, for a grand total of \$17,579.76
7. REPORTS FROM MUNICIPAL OFFICERS
 - 7.1. Clerk's Report
Topics include: annual roads inspection; property standards; potential office closure; cameras
 - 7.2. Treasurer Report
Topics include: bank loan, tax bill, upcoming training
 - 7.3. Public Works Report
 - 7.4. Deputy Clerk-Treasurer Report
 - 7.5. Councillor Reports (verbal)
Topic: A summary of activities and meetings
 - 7.6. Other Agencies' Reports
8. NEW BUSINESS
 - 8.1 Tax Arrears
 - 8.2 Municipal Alcohol Policy
9. BY-LAWS
 - 9.1 Bylaw 1464 - Social Committee Terms of Reference
Action requested: approve by-law
10. CORRESPONDENCE
 - 10.1 FOTENN: comments on the proposed modifications to the updated Official Plan by MMAH
 - 10.2 MMAH – review of the updated Official Plan
 - 10.2.1 Proposed modifications
 - 10.2.2 Reference – Updated Official Plan (as approved by Council)
Action requested: provide feedback; arrange a meeting with MMAH
 - 10.3 LRCA – 2025 Draft Budget
Action requested: review and comment
 - 10.4 NOMA
 - 10.4.1 News Release – OBCM launches *Solve the Crisis* Campaign regarding homelessness

- 10.4.2 NOMA letter of support for *Solve the Crisis* Campaign
- 10.4.3 NOMA Board Meeting Summary Report for August 18, 2024
- 10.4.4 NOMA – Full delegation package (AMO 2024)

Action requested: review, comment, support

- 10.5 Intact Insurance - Fall 2024 webinars

Action: review and determine attendance (if any)

- 10.6 Other correspondence

11 UPCOMING MEETING DATES

September 24 th , 2024	Regular Council Meeting
October 8 th , 2024	Regular Council Meeting
October 22 nd , 2024	Regular Council Meeting
November 12 th , 2024	Regular Council Meeting
November 26 th , 2024	Regular Council Meeting
December 17 th , 2024	Regular Council Meeting
January 14 th , 2025	Regular Council Meeting
January 28 th , 2025	Regular Council Meeting
February 11 th , 2025	Regular Council Meeting
February 25 th , 2025	Regular Council Meeting
March 11 th , 2025	Regular Council Meeting
March 25 th , 2025	Regular Council Meeting

12 CLOSED SESSION

- 12.1 Closed Minutes – August 27th 2024
- 12.2 Closed Minutes – August 29th 2024

13 CONFIRMING BY-LAW

- 13.1 By-law 1465 – To Confirm the Proceedings of the Meeting

Recommendation:

BE IT RESOLVED THAT By-law 1465 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 1465, being a By-law to confirm the proceedings of this evening's meeting.

14 ADJOURNMENT

MINUTES - REGULAR COUNCIL MEETING
Tuesday, August 27 2024 – 6:00 pm



PRESENT: Mayor Sheila Maxwell
Councillor David Maxwell
Councillor Grant Arnold
Councillor Chris Kresack
Councillor David Halvorsen

ALSO PRESENT: Shara Lavalley, CAO/Clerk
Len Arps, Public Works Manager
Tara Wupori, Deputy Clerk-Treasurer
Leanne Maxwell, Treasurer (virtual)

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:00 p.m.

Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

RESOLUTION 2024-0160

Moved by Councillor Maxwell

Seconded by Councillor Arnold

BE IT RESOLVED THAT the agenda for the regular council meeting of August 27th, 2024 be approved

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

None

4. DEPUTATIONS

None

It was the consensus of Council to move Item 9.2 and Item 9.3 forward for discussion.

9.2 Draft – Firearms Discharge By-Law

The amended draft by-law prohibited firearms on municipal property and municipal roads, including unopened roads. Exemptions were not provided.

Due to the number of public members which were present, a brief background of the draft by-law was provided.

The Chair opened the floor to comments by the members of the public.

Robert Pajamaki made comments against the draft by-law.

Lisa Croft made comments against the draft by-law.

Danny Gunsinger made comments against the draft by-law.

Verner Kivipelto made comments against the draft by-law.

Randy McDonald made comments against the draft by-law.

Council discussed the draft bylaw and decided to remove the item from further discussion.

9.3 Draft – Noise By-Law

The draft by-law prohibited certain types of noise in general and in specific.

Council discussed the draft bylaw and decided to remove the item from further discussion.

5. MINUTES OF PREVIOUS MEETING(S)

5.1. Minutes – Regular Council Meeting – Aug 13th 2024

RESOLUTION 2024-0161

Moved by Councillor Halvorsen

Seconded by Councillor Kresack

BE IT RESOLVED that the Minutes of the Regular Council Meeting held on Aug 13th 2024 be approved

CARRIED

6. DISBURSEMENT LIST

6.1. Payroll Report

6.2. Payment Register

RESOLUTION 2024-0162

Moved by Councillor Maxwell

Seconded by Councillor Kresack

BE IT RESOLVED that Council approve the disbursements represented by Check Numbers 7069 through 7078 totalling \$23,685.21 and electronic bank payments totalling \$8,019.89, for a grand total of \$31,705.10

CARRIED

7. REPORTS FROM MUNICIPAL OFFICERS

7.1. Clerk's Report

The Township of Conmee successfully completed Year Two of the WSIB Health and Safety Excellence program. The Township has been granted \$2000 in recognition of its participation. Annual road inspection was scheduled for September 21st.

7.2. Public Works Report

Holland Rd West received additional gravel, approximately 20 loads of gravel. The new row markers at the cemetery were installed and the benches are scheduled to be repainted. Landfill maintenance was conducted.

Public Works Manager Arps left at 6:54 p.m.

7.3. Fire Chief's Report

Training continues every week; attendance lower due to summer and schedules. One new member was recruited. Shared services discussion continues with other municipalities. Maintenance continues for the fire truck; search for a replacement or spare truck continues. The Fire Chief attended HazMat training.

7.4. Councillor Reports (verbal)

Mayor Maxell had a pre-brief meeting with MTO re AMO delegation. She attended the AMO conference. She also attended an HR interview for the Assistant Facilities Manager position. She reported that the AMO conference was successful, especially the deputations with MTO, Ministry of Health and the Solicitor-General.

Councillor Arnold assisted with draft by-laws. He is scheduled to attend the monthly LRCA meeting.

Councillor Maxwell attended the TBDML monthly meeting. He also assisted with repairs to the handicapped bathroom.

Councillor Kresack attended the AMO conference.

7.5. Other Agencies' Reports

8. NEW BUSINESS

None

9. BY-LAWS

9.1 Bylaw - Social Committee Terms of Reference

The updated terms of reference were reviewed and approved by Council. The new by-law shall be passed at the next council meeting.

- 9.2 Draft – Firearms Discharge By-Law
Addressed earlier in the meeting
- 9.3 Draft – Noise By-Law
Addressed earlier in the meeting
- 9.4 By-Law 1461 - Being a By-Law to amend By-Law 1176, being a By-law to enter into an Access Agreement with Ontario Power Generation Inc. (OPG) and the Corporation of the Township of Conmee
Action requested: approve the By-Law; Agreement is required for access to the OPG Aqueduct

RESOLUTION 2024-0163

Moved by Councillor Kresack

Seconded by Councillor Halvorsen

BE IT RESOLVED THAT By-law 1461 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 1461, being a by-law to enter into an Access Agreement with Ontario Power Generation Inc. (OPG) and the Corporation of the Township of Conmee

CARRIED

10 CORRESPONDENCE

- 10.1 We the Free Nuclear North – sample resolution regarding transportation of nuclear waste (as provided in Item 4.1 of June 26th 2024)
Action requested: support resolution

WHEREAS The Nuclear Waste Management Organization (NWMO) has been in the process of investigating potential sites for a deep geological repository for high-level nuclear waste from all of Canada's nuclear power reactors since 2010; and

WHEREAS the NWMO project involves the transportation, processing, burial and abandonment of an estimated 100,000 tonnes of highly radioactive waste; and

WHEREAS there are scientific and public concerns about the risks of radioactive exposures along the transportation route and in the region of and downstream from the repository site under both normal operating and accident conditions; and

WHEREAS the roads infrastructure in Northwestern Ontario is already under strain from heavy truck and vehicle traffic and the NWMO project will add 2-3 trucks per day for more than fifty years thereby increasing the risks; and

AND WHEREAS communities in Northern Ontario do not rely on nuclear power and should not be burdened with the risks of transportation, processing, burial and abandonment of the highly radioactive wastes the nuclear power reactors have produced.

RESOLUTION 2024-0164

Moved by Councillor Halvorsen

Seconded by Councillor Arnold

BE IT RESOLVED THAT the Council of the Township of Conmee urges the Nuclear Waste Management Organization to find storage solutions for nuclear waste in the vicinity of the reactor stations where the waste is and not pursue the transport of these radioactive wastes to Northern Ontario

CARRIED

A recorded vote was requested by Councillor Halvorsen.

	Yay	Nay	Abstain
Mayor Maxwell	x		
Councillor Arnold	x		
Councillor Halvorsen	x		

Councillor Kresack x
Councillor Maxwell x

- 10.2 Voice of Northern Business – request for council resolution: support a set-aside for Northern Ontario within the OINP

WHEREAS employers across Northern Ontario are experiencing a critical shortage of skilled workers, contributing to a shrinking labour market.

WHEREAS, the labour shortage is causing significant economic hardship for Northern Ontario communities, including reduced productivity and business closures; and

WHEREAS population and migration trends to 2021 suggest that Northern Ontario needs 100,000 newcomers by 2041 to sustain current population; and

WHEREAS the success of the federal Rural and Northern Immigration Pilot (RNIP) demonstrates the effectiveness of allocating nomination spots to address regional labour shortages in attracting newcomers to Northern Ontario; and

WHEREAS, the Ontario Immigrant Nominee Program has been expanded from 9,750 nominees in 2022 to a goal of 21,500 nominees in 2024

RESOLUTION 2024-0165

Moved by Councillor Halvorsen

Seconded by Councillor Arnold

BE IT RESOLVED the Council of the Township of Conmee urges the Government of Ontario to address the critical labour market shortage in Northern Ontario by allocating 3,000 Ontario Immigrant Nominee Program spots to support the region's economic growth and development.

AND THAT copies of this resolution be forwarded to: the Ontario Minister of Labour, Immigration, Training & Skills Development; local Members of Provincial Parliament; the Northwestern Ontario Municipal Association/Federation of Northern Ontario Municipalities; and the Thunder Bay Chamber of Commerce

CARRIED

- 10.3 MMAH – PPS
A new Provincial Planning Statement (PPS) is scheduled to come into effect in October.
- 10.4 Thunder Bay District Municipal League
10.4.1 Strategic Plan
- 10.5 Town of Grimsby – resolution requesting provincial government to support increasing funding for public libraries and community museums

RESOLUTION 2024-0166

Moved by Councillor Arnold

Seconded by Councillor Kresack

BE IT RESOLVED that the Council of the Township of Conmee supports the resolution by the Town of Grimsby requesting increased funding for public libraries and community museums by the Province of Ontario

AND THAT copies of this resolution be forwarded to Premier Ford, the Minister of Tourism Culture and Sport, and the Association of Municipalities of Ontario (AMO)

CARRIED

- 10.6 Township of Nairn and Hyman – resolution regarding concerns with the Transport and Deposition of Naturally Occurring Radioactive Material (NORM) at the Agnew Lake Tailings Management Area

RESOLUTION 2024-0167

Moved by Councillor Maxwell

Seconded by Councillor Kresack

BE IT RESOLVED that the Council of the Township of Conmee supports the resolution by Township of Nairn and Hyman regarding concerns with the Transport and Deposition of Naturally Occurring Radioactive Material (NORM) including requesting consultations with municipalities

AND THAT copies of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable George Pirie, the Minister of Mines; the Honourable Prabmeet Sarkaria, the Minister of Transportation; the Honourable Andrea Khanjin, the Minister of the Environment, Conservation and Parks; the Ontario Ombudsman; the Canadian Nuclear Safety Commission; the Canadian Environmental Law Association; MP Marcus Powlowski; MPP Kevin Holland; the Association of Ontario Municipalities

CARRIED

10.7 Town of Stirling-Rawdon – resolution regarding public sector salary disclosure

RESOLUTION 2024-0168

Moved by Councillor Maxwell

Seconded by Councillor Halvorsen

BE IT RESOLVED that the Council of the Township of Conmee supports the resolution by Town of Stirling-Rawdon requesting that the Public Sector Salary Disclosure Act be updated to reflect the inflation rates since 1996 and updated annually

AND THAT copies of this resolution be forwarded to Premier Ford, the Minister of Municipal Affairs and Housing, and the Association of Municipalities (AMO)

CARRIED

10.8 City of Quinte West – resolution regarding the Canada Community-Building Fund

RESOLUTION 2024-0169

Moved by Councillor Halvorsen

Seconded by Councillor Maxwell

BE IT RESOLVED that the Council of the Township of Conmee supports the resolution by City of Quinte West requesting a supplement to the allocations provided under the Canada Community-Building Fund

AND THAT copies of this resolution be forwarded to Prime Minister Trudeau, MFOA, AMO, MP Marcus Powlowski and the Federal Finance Minister Chrystia Freeland

CARRIED

10.9 Other correspondence
Included LRCA drinking water source protection best practices; invasive species centre

11 UPCOMING MEETING DATES

September 10 th , 2024	Regular Council Meeting
September 24 th , 2024	Regular Council Meeting
October 8 th , 2024	Regular Council Meeting
October 22 nd , 2024	Regular Council Meeting
November 12 th , 2024	Regular Council Meeting
November 26 th , 2024	Regular Council Meeting
December 17 th , 2024	Regular Council Meeting
January 14 th , 2025	Regular Council Meeting
January 28 th , 2025	Regular Council Meeting
February 11 th , 2025	Regular Council Meeting
February 25 th , 2025	Regular Council Meeting
March 11 th , 2025	Regular Council Meeting
March 25 th , 2025	Regular Council Meeting

12 CLOSED SESSION

RESOLUTION 2024-0170

Moved by Councillor Kresack

Seconded by Councillor Maxwell

BE IT RESOLVED THAT the time being 8:31 p.m., Council resolve into closed session, under the authority of paragraph 239(2)(b) and (d) of the Municipal Act, 2001 to discuss Item 12.1 regarding identifiable individuals, labour relations, and negotiations

CARRIED

12.1 Public Works – Fleet Management, Human Resources

RESOLUTION 2024-0171

Moved by Councillor Kresack

Seconded by Councillor Arnold

BE IT RESOLVED THAT the time being 9:06 p.m., Council rise from closed session and report in open session

AND THAT Administration proceed as directed

CARRIED

13 CONFIRMING BY-LAW

13.1 By-law 1462 – To Confirm the Proceedings of the Meeting

RESOLUTION 2024-0172

Moved by Councillor Arnold

Seconded by Councillor Kresack

BE IT RESOLVED THAT By-law 1462 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 1462, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

14 ADJOURNMENT

MINUTES - SPECIAL COUNCIL MEETING
Tuesday, August 29th 2024 – 6:00 pm



PRESENT: Mayor Sheila Maxwell
Councillor David Maxwell
Councillor Grant Arnold
Councillor Chris Kresack

ALSO PRESENT: Shara Lavallee, CAO/Clerk

REGRETS: Councillor David Halvorsen

1. CALL TO ORDER

Mayor Maxwell called the meeting to order at 6:00 p.m.

Mayor Maxwell provided a statement of land acknowledgement.

2. APPROVAL OF AGENDA

RESOLUTION 2024-0173

Moved by Councillor Arnold

Seconded by Councillor Maxwell

BE IT RESOLVED THAT the agenda for the special council meeting of August 29th, 2024 be approved

CARRIED

3. DECLARATIONS OF PECUNIARY INTEREST

Sections 4-12 not included

12. CLOSED SESSION

RESOLUTION 2024-0174

Moved by Councillor Kresack

Seconded by Councillor Maxwell

BE IT RESOLVED THAT the time being 6:01 p.m., Council resolve into closed session, under the authority of paragraph 239(2)(b) and (d) of the Municipal Act, 2001 to discuss Item 12.1 regarding identifiable individuals, labour relations, and negotiations

CARRIED

12.1 VFD Human Resources – issues concerning Pumper 75

RESOLUTION 2024-0175

Moved by Councillor Arnold

Seconded by Councillor Maxwell

BE IT RESOLVED THAT the time being 7:25 p.m., Council rise from closed session and report in open session

AND THAT Administration proceed as directed

CARRIED

13 CONFIRMING BY-LAW

13.1 By-law 1463 – To Confirm the Proceedings of the Meeting

RESOLUTION 2024-0175

Moved by Councillor Arnold

Seconded by Councillor Maxwell

BE IT RESOLVED THAT By-law 1463 be passed;

AND, FURTHER, THAT the Mayor and Clerk be authorized on behalf of the Township of Conmee to affix their signatures to By-law No. 1463, being a By-law to confirm the proceedings of this evening's meeting.

CARRIED

14 ADJOURNMENT

Staff Payroll -July 19, 2024

	Administration	Public Works	Landfill	Complex	Fire	Council	Total
Wages	6,487.53	4,952.55	452.13	387.00	1,500.00	4,351.70	18,130.91
EI	152.28	142.04	10.93	9.35	46.48	101.13	462.21
CPP	365.81	339.61		15.94	89.75	187.13	998.24
RRSP	225.06	174.42					
mileage	24.50					74.32	98.82
total	7,255.18	5,608.62	463.06	412.29	1,636.23	4,714.28	20,089.66

Township of Conmee
Payment Register

Report Date

Batch: 2024-00095 to 2024-00096 2024-09-05 12:43 PM

Bank Code: GEN - TD Operating Account

Payment #	Vendor	Date	Amount
7079	MicroAge	2024-09-04	128.52
7081	Central Canada Industries	2024-09-05	218.00
7082	Fort Garry Industries	2024-09-05	172.61
7083	Lakehead Cleaners	2024-09-05	75.46
7084	Lavallee, Shara	2024-09-05	300.00
7085	McKitricks	2024-09-05	644.10
7086	MicroAge	2024-09-05	869.13
7087	Pines Hardware Inc.	2024-09-05	14.68
7088	Pioneer Research Corporation	2024-09-05	1,470.35
7089	Spectrum Telecom Group Ltd	2024-09-05	531.10
7090	Thunder Bay Co-Op	2024-09-05	270.97
7091	Thunder Bay DSSAB	2024-09-05	7,690.00
7092	Toodaloo Pest and Wildlife	2024-09-05	110.74
7093	Ultramar	2024-09-05	2,533.16
7094	Valley Fire Protection & Serv	2024-09-05	898.78
Total for Computer Cheque:			15,927.60
123	Manulife	2024-09-15	1,652.16
Total for Other:			1,652.16
Total for GEN:			17,579.76

OPG flood easement

posts for cemetery

tags and bunker gear cleaning

**The Corporation of the Township of Conmee
Administrative Report**

Date: September 10 2024

To: Mayor and Council

Subject: Administrative Activity Report

File Number: 01-C10-0000 Administrative Activity Reports

Submitted by: Shara Lavallée, Clerk

RECOMMENDATION:

Provide direction on draft Property Standards By-Law

BACKGROUND:

Administration reports to Council, at regular council meetings, on its activities.

DISCUSSION:

Annual Roads Inspection was scheduled for September 21st.
To be determined: start time; approximate length; food/drinks provided

EMPC meeting was scheduled for September 25th.

In anticipation of the Official Plan approval by MMAH, the Clerk has started the process of drafting a Property Standards By-Law. An initial review of Property Standards enforced in other municipalities indicates a broad scope – complete standards (interior & exterior), only exterior, partial exterior, or just groundskeeping.

The NVR (the “brain”) of the CCTV security system at the community centre has died. A quote has been provided for a new one. The CCTV enables staff to monitor and review footage from the office or the phone app.

Office closure requested

Staff request that the office be closed on Oct 1st-2nd so that staff can attend the Fall 2024 AMCTO meeting in Thunder Bay.

Office schedule:

Sept 16-17	Clerk	Off (O/T)
Oct 13 th	Office closed	Holiday (Thanksgiving)
Oct 30 - Nov 1	Treasurer	Off (O/T; Vacation)



BAY LOCK & SECURITY

287 BAY STREET, (807) 345-5397
THUNDER BAY, ONTARIO P7B 1R7

QUOTE

Quote No.: 5127
Date: 08/29/2024
Page: 1
Ship Date:

Sold To:

TOWNSHIP OF CONMEE
19 HOLLAND ROAD W
R.R. #1
KAKABEKA, ONTARIO P0T 1W0

Ship To:

TOWNSHIP OF CONMEE
19 HOLLAND ROAD W
R.R. #1
KAKABEKA, ONTARIO P0T 1W0

Business No.: 86446 5166

Item No.	Quantity	Unit	Description	Tax	Base Price	Disc %	Unit Price	Amount
01-E	3	Hour	SERVICE TO REPLACE NVR	H	90.00		90.00	270.00
TRUCK	1	Each	VEHICLE CHARGE	H	20.00		20.00	20.00
HIK-N7616MP	1	Each	HIKVISION 16CH 8K NVR	H	840.00		840.00	840.00
HIK-HDD8T	1	Each	HIKVISION 8TB SURVEILLANCE HDD	H	300.00		300.00	300.00
Subtotal:								1,430.00
H - HST 13%								
HST								185.90

**The Corporation of the Township of Conmee
Administrative Report**

Date: September 10, 2024

To: Mayor and Council

Subject: Treasurer Report

Submitted by: Leanne Maxwell

RECOMMENDATION:

This Report is prepared for Council's information.

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BACKGROUND:

Treasurer reports to Council, at regular council meetings, on its activities

DISCUSSION:

The bank loan for the property on Hume Road was paid off on August 30, 2024, in the amount of \$152,180.86. There were no additional charges or fees.

The first installment of the Final Tax Bill was due August 30, 2024. The second installment is due October 31, 2024.

UPCOMING DATES

Sept 9 – AMCTO MAP unit 3 begins

Oct 1-2 (potentially) – AMCTO Zone 9 meeting

Oct 16-18 – MFOA conference

Oct 30 – Nov 1 – vacation

The Corporation of the Township of Conmee Report

Date: September 10th 2024
To: Mayor and Council
Subject: Public Works Report
Submitted by: Len Arps, Public Works Manager

Activities

Roads

- Grading
- Work at landfill with 190
- Summer student painted benches and fence posts at cemetery
- Took garbage to landfill
- Haul and spread gravel – Torrie and Teitto Road and Landfill Road
- Burn brush at landfill
- Clean up trees on roadway (beavers)

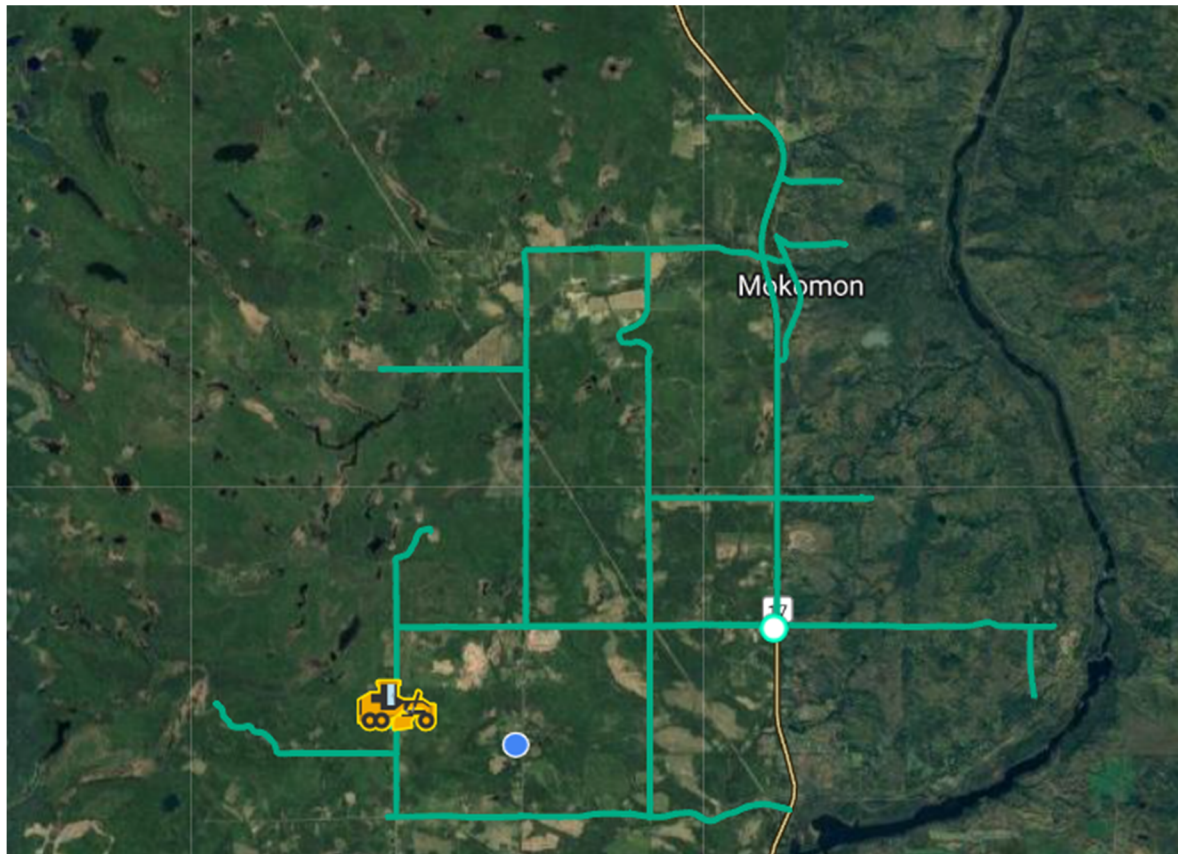
Equipment

- Equipment maintenance
- Brandt out to repair 672 – hydraulic hoses 3
- New mud flaps on 7500

Requests/Comments received:

Holland Rd W	requested more grading or calcium
Holland Rd W	requested more grading or calcium
Cemetery	requested water tank refill

Grader Map



Date: September 10th, 2024

To: Mayor and Council

Subject: Deputy Clerk-Treasurer Intern/Health and Safety Representative Activity Report

Submitted by: Tara Wupori, Deputy Clerk-Treasurer Intern/Health and Safety Representative

RECOMMENDATION:

For Information

BACKGROUND:

The Deputy Clerk-Treasurer Intern and Health and Safety Representative reports to Council, at regular council meetings, on her activities.

DISCUSSION:

A review of what has been worked on by Deputy Clerk Treasurer/Health and Safety Representative.

Tasks Worked On:

- Created monthly Safe Talk
- Continued monthly inspections
- Worked on and submitted Fire Protection Grant
- Assisted Fire Chief with administrative duties
- Met with White Pine Electric for generator at firehall to be set up – awaiting purchases of items to allow for access to app for generator
- Assisted Public Works Department with direction on cemetery project

[illegible]

with RealTax

**The Corporation of the Township of Conmee
Administrative Report**

Date: September 6th, 2024

To: Mayor and Council

Subject: Review – “*Serving of Alcohol during
Community Centre Rentals*” Policy
--- to be renamed as “Municipal Alcohol Policy”

Submitted by: Shara Lavallee, CAO/Clerk

RECOMMENDATION

It is requested that Council review the update policy and approve the policy if sufficient.

BACKGROUND

The “*Serving of Alcohol*” Policy was created at the regular council meeting of *September 11th, 2012*. Records indicate that the policy was last reviewed or amended by council on *October 25th 2016*.

An updated police renamed the “Municipal Alcohol Policy” was presented at the July 10th council meeting and subsequently tabled.

An amended policy was reviewed and discussed at the July 23rd 2024 council meeting.

DISCUSSION

Licensed Facilities

At the last council meeting, the question was asked “if the Community Centre is a licensed facility?” It is not; a liquor sales license costs \$1,055 for two years. As such, it is simpler for the Township to apply for a special liquor permit (\$150) whenever it needs it.

Liquor & Minors

There are no general restrictions regarding liquor service in the presence of minors. AGCO operates on a risk-based process – restrictions regarding minors are determined case-by-case for each license/permit application.

The Township may impose its restrictions where it sees fit. For example, the draft MAP includes a restriction of liquor during youth events. (section 6.1.4 of the amended version)

Amendments made to the policy are highlighted in yellow. Further amendments since the last council meeting include:

- Section 3.0 (4) – provided an example of when Council would consider recommending the extension of a liquor permits. The word ‘extension’ does not refer to time/date but to the actual physical footprint where liquor service is permitted.
- Section 4.1 – responsibilities of the Clerk were moved over to the Council
- Section 6.1.2 – second paragraph amended to make it clear that 30 days’ notice is required under provincial law. The length of notice is increased to 60 days if 5,000 people or more are expected to attend.
- Section 6.1.2 – final paragraph changed to be in compliance with section 4.1
- Section 6.1.3 – additional wording was included to clarify that private events must genuinely have no intent to profit from liquor sales – a public SOP must be obtained in that instance. There is no difference in price by the AGCO.
- Section 6.5 paragraph 5 – amended to specify that doorkeepers are only for small private events and security guards are only for large or public events.
Recommendation: that definitions of ‘small’ and ‘large’ be determined

There may be some events that are in the ‘grey’ zone. For example, a ‘Wine & Paint’ may only have 10-15 people but AGCO would consider it a public event.

- Section 6.6 (added) – suggested ratio of event workers

REFERENCES:

The Municipal Alcohol Policy Guide (252 pages)

https://www.camh.ca/-/media/files/map_policyguide-pdf.pdf

MAP by other municipalities considered appropriate and used as reference:

- East Zorra-Tavistock (22 pages)
<https://www.ezt.ca/en/township-office/resources/Policies-and-By-laws/Municipal-Alcohol-Policy.pdf>
- Township of South-West Oxford (17 pages)
<https://www.swox.org/Approved---Municipal-Alcohol-Policy---updated-February,-2024.pdf>
- City of Thunder Bay (7 pages)
<https://www.thunderbay.ca/en/recreation/municipal-alcohol-policy.aspx>
- Public Health – Municipal Alcohol Policies Map (access all MAPs in Ontario)
<https://dev.cm.publichealthontario.ca/en/Diseases-and-Conditions/Mental-Illness-Substance-Use/Alcohol/Alcohol-Repository>

ATTACHMENT:

#1 - “Serving of Alcohol” Policy

#2 - Municipal Alcohol Policy

ATTACHMENT #1

Policy No.: 30	Procedure: Serving of Alcohol during Community Centre Rentals
Date Approved: September 11, 2012	6.1.1
Date Amended: October 25, 2016	
Approving Resolution: 2016-221	

Purpose

The Council for the Township of Conmee is required to ensure the safety of all persons while on Township properties, and may have further liabilities and a greater duty of care for persons who also use alcohol while on Township properties. This generally occurs during rentals of the Community Centre, but this policy is intended to apply to all properties owned by the Township of Conmee. This document is not intended to supersede any Federal or Provincial legislation regarding the use, sale or serving of liquor.

Definitions

For the purposes of this document the following definitions shall apply:

“Liquor Permit” means a permit issued by any Provincial Government Ministry, or their appointed agents, who have jurisdiction over the issuance of permits to sell, serve or otherwise provide liquor in a public place, for a specific date and event.

“Standard Drink” means 12oz bottle of 5% beer, cider, or cooler. 5oz glass of 12% wine. 1.5oz serving of 40% distilled alcohol (rye, gin, rum, etc.)

“Permit Holder” means the person who is named on any permit or licence to serve liquor.

“Smart Serve” means an accreditation from the Provincial Government or its appointed agents, that the certificate holder has completed an approved course on serving liquor to the public.

“Serve” means to give, handle, mix, pass, pour, provide or serve liquor to any person in any manner.

“Security guard” shall mean a person hired to ensure that the rules and regulations contained in this Policy and in the Liquor Licence Permit as issued by the Province of Ontario are adhered to.

“SOP” means Special Occasion Permit. A SOP is required any time liquor is sold or served anywhere other than in a licenced establishment or a private place (for example, a corporate boardroom). Note: liquor cannot be sold at a residence. SOPs are for occasional, special events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Register has reason to believe the event is being used for personal gain.

Policy

It is the intent of Council that the following procedures shall be used for all functions or events that will be serving liquor on Township premises:

1. Liquor Permit

With the Alcohol and Gaming Commission of Ontario (AGCO) which is responsible for administering the *Liquor Licence and Control Act, 2019 (LLCA)*, every person who enters into a rental agreement with the Township of Conmee, who intends to serve liquor at a function or event, shall provide a valid liquor permit, issued by the Province of Ontario. This permit shall be posted where the liquor is being dispensed, before any liquor is served. The person named on the permit (the Permit Holder) shall also be held accountable for any restrictions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by this Policy.

2. Liquor Service

~~It shall be the Policy of the Council for the Township of Conmee that all persons who will serve liquor shall use the Township appointed bartenders. The cost of the bartenders will be as per By-law No. 1090, the Fees and Charges By-law and is payable to the Township of Conmee~~

the renter is responsible for obtaining bartenders which must be trained in Smart Serve. The renter will provide a list of the names and qualifications.

Council reserves the right to prohibit any person from serving liquor at any function or event held on Township property. Anyone who contravenes the liquor licensing laws and/or any part of this Policy, shall be removed from the bar area and banned from serving at future events. Contraventions include, but are not limited to:

- Serving liquor to underage customers
- Serving intoxicated customers
- Drinks containing more than one standard drink size being sold or served. (double shots or pitchers)
- Serving liquor without a valid Smart Serve certificate
- Serving liquor before the start time listed on the liquor permit or serving liquor after the end time listed on the liquor permit
- "last call" being announced prior to the closure of the bar
- Serving liquor in any manner not consistent with the requirements under the liquor permit

- Serving liquor in any manner not consistent with the requirements of this Policy
- Event workers and volunteers consuming alcohol before or during the event
- Allowing liquor to be consumed in an area not designated for the consumption of liquor.

The liquor permit holder shall sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed original with the Administration one week before the licensed event is to be held.

3. Security Guard

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire a “security guard”, who’s duties are to ensure that all persons in the hall for the duration of the hall rental adhere to the liquor licence permit laws and the Policies of the Township of Conmee for liquor events. The “security guard” shall also be responsible for ensuring that the number of persons in the Community Centre at any given time does not exceed the permitted hall capacity for the function.

If a person is removed from the premises for intoxication, the holder of the liquor permit shall ensure that the person(s) has a safe means to return to their residence.

The Security guard shall also be responsible for ensuring that no person who has obviously consumed alcohol prior to coming to an event at the Conmee Community Centre is allowed entrance into the event.

4. Insurance

The holder of the liquor permit shall ensure that there is an insurance policy in place that specifically indemnifies and names the Township of Conmee in the amount of \$2,000,000.00 (Two Million Dollars). This coverage is over and above any coverage that the liquor permit holder personally has for this event. Any insurance policy must specifically remain in force until a minimum of 12 hours after the liquor licence permit expires. (ie if the liquor permit expires at 2 am, the insurance must remain in force until 12 pm of that same day.

5. Food and Non-Alcoholic Beverage Options

All liquor permit holders shall ensure that food is available for any person attending their event. Food does not include chips, peanuts, popcorn etc. although they may be additionally served. Non-alcoholic beverages must be made available (ex: water, juice, tea, coffee, soda) No caffeinated energy drinks are to be served.

6. Liquor Types and Games

No ~~jello type~~ “shooters” or “shots”, jello type or otherwise, may be served as the liquor content cannot be determined. Liquor permit holders shall also ensure that no “drinking games” are allowed. ~~A “last call” prior to the closing of the bar is also prohibited.~~

7. Safe Transportation

There must be access to safe transportation. It is the event holder’s responsibility to ensure availability of safe transportation and putting up signs as required.

8. Prescribed Zones Approved for Alcohol

For outdoor events, a “Beer Garden” must be constructed. Alcohol may not leave the prescribed zones (beer gardens or indoor concession area) Please be advised that alcohol is prohibited in the playground. No alcohol advertising will be allowed (posters, etc) where youth may frequent.

9. Notice of Deficiency

One week before the function or event at which liquor will be served or provided under a liquor permit, the Administration will review the rental agreement for compliance with this Policy. If any item has not been completed as per this Policy, the person named on the rental agreement as the liquor permit holder shall be notified by phone and letter of the deficiency. The deficiency shall be corrected not later than 72 hours before the rental date, or the serving of liquor at the event will not be allowed. If the Administration is unable to contact the Liquor License Holder, or the Liquor License Holder does not respond to the call and letter and the deficiencies remain outstanding, the serving of liquor at the event will not be allowed. Liquor License Holders shall **NOT** be allowed to file the Liquor License after 72 hours before the rental unless approved by Administration.

10. Public Notification

In order for Council and Administration to ensure that all liquor permit holders are advised of this Policy a copy of this policy shall be attached to all rental agreements. The liquor permit holder shall sign a copy of this Policy and return it to the Municipal Office not later than one week before the rental date.

Signature of Liquor Licence Holder

Date

Print Name

Contact Phone Number

ATTACHMENT #2

CORPORATION OF THE TOWNSHIP OF CONMEE

MUNICIPAL ALCOHOL POLICY

Created: September 11, 2012

Reviewed: October 25, 2016

July 10th, 2024

1.0 POLICY STATEMENT

It is the policy of the Corporation of the Township of Conmee to promote responsible management practices related to alcohol use on Township lands, at Township facilities, and for community events in order to reduce and/or avoid significant legal liability.

2.0 PURPOSE

The Township of Conmee is required to ensure the safety of all persons while on Township properties, and may have further liabilities and a greater duty of care for persons who also use alcohol while on Township properties. This generally occurs during rentals of the Community Centre, but this policy is intended to apply to all properties owned by the Township of Conmee.

This document is not intended to supersede any Federal or Provincial legislation regarding the use, sale or serving of liquor.

3.0 SCOPE

This Policy applies to both No Sale permit events and Sale or Licensed events (whether private or public events) which are held on municipal properties.

Under the Act, the Township is authorized to:

1. recommend to the AGCO permission for applicants to have alcohol in Township facilities, closed streets and open spaces;
2. recommend to the AGCO permission for applicants to have alcohol at sporting events;
3. designate an event as a "public event" in order for applicants to apply to the AGCO for a liquor permit; and

4. recommend temporary extensions of liquor permits or licences for public events.

EX. an event holder obtains a liquor permit for the hall but then decides that a outdoor 'beer garden' would be nice for the smokers.

4.0 RESPONSIBILITY

4.1. Members of Council

Any additions or changes to the MAP must be approved by Council.

Authority for all requests for the use of alcohol during an event or rental occurring at any municipal property including the Conmee Community Centre.

Authority for all requests for designating an event as a 'public event' (including designation as an event of municipal, provincial, national or international significance), and recommendations for temporary extensions of existing liquor licences are designated to the Council.

4.2. Facilities Manager

Authority for all requests for the use of alcohol during an event or rental occurring at Conmee Community Centre.

4.3. Permit Holder, Event Organizers and Designates

The Permit Holder and designates must be 19 years of age or older. Event Organizers and designates must be 18 years of age or older. All are responsible and liable for the conduct and management of the event, including, but not limited to:

- compliance with the MAP. and attached list of controls, facility rental agreement, the Act and its regulations
- organization, planning, set up and clean-up of the event
- arranging event workers
- hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security
- training of event workers and designates for permit holder and/or Event Organizer, if applicable
- posting the SOP visibly on the premises to which the permit applies or readily available for inspection along with receipts for stock purchased on the permit
- alcohol sales and service
- ensuring no one consumes alcohol in unauthorized locations
- the safety and sobriety of people attending the event including those persons turned away to control the event
- organizing safe transportation options (eg. taxis, designated drivers)
- responding to emergencies
- Smart Serve certification for all servers/bartenders on display

The Permit Holder and Event Organizer or designates must attend the event for the entire duration and be responsible for decisions regarding the operation of the event.

5.0 DEFINITIONS

“the Act” refers to the Liquor Licence Act, R.S.O. 1990, Chapter 19 and Regulations and any subsequent legislation enacted to replace it.

“AGCO” refers to the Alcohol and Gaming Commission of Ontario which is the provincial regulatory agency for alcohol.

“Alcohol” means all spirits, wine, liquor, or beer or any combination thereof.

“Alcohol use” means alcohol that is served, sold, or consumed.

“Doorkeeper” - A paid/volunteer person(s) appointed by the event organizer, who is over the age of 19 and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP. A door monitor checks identification and for signs of intoxication, keeps out intoxicated and troublesome persons, arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation.

“Event worker” is a paid/volunteer person(s) appointed by the Permit holder, who is over the age of 18 and shall not consume or be under the influence of alcohol or recreational drugs of any kind for the entire duration of the event. This may include floor monitors, door monitors, servers/bartenders, tickets sellers and other workers.

“Event Designate” may replace the permit holder to assume responsibility and liability for the operation of the event. They must also sign the Special Occasion Permit.

“Liquor Permit” means a permit issued by any Provincial Government Ministry, or their appointed agents, who have jurisdiction over the issuance of permits to sell, serve or otherwise provide liquor in a public place, for a specific date and event.

“No Sale” event refers to an event that is serving alcohol without charge, where no money is collected directly or indirectly for alcohol from guests, and the permit holder absorbs all alcohol costs.

“Permit Holder” means the person who is named on any permit or licence to serve liquor. The Permit Holder shall assume responsibility and liability for the entire operation of the event and shall not consume or be under the influence of alcohol for the duration of the event.

“Private Event” is defined by the AGCO as an event which is for invited guests only and cannot be advertised (eg. wedding). There can also be no intent to gain or profit from the sale of alcohol at private events.

“Public Event” is defined by the AGCO as an event which is open to the public and is conducted by a charity or non-profit entity. An individual or business may host a public event if the event is a) being held in a licensed facility, or b) has been deemed of municipal, provincial, national or international significance.

“Security guard” shall mean a person hired to ensure that the rules and regulations contained in this Policy and in the Liquor Licence Permit as issued by the Province of Ontario are adhered to. A Security Guard must be licensed under the Private Security and Investigative Services Act, to ensure the safety and security of the establishment, its employees and patrons.

“Serve” means to give, handle, mix, pass, pour, provide or serve liquor to any person in any manner.

“Smart Serve” means an accreditation from the Provincial Government or its appointed agents, that the certificate holder has completed an approved course on serving liquor to the public.

“SOP” means Special Occasion Permit. A SOP is required any time liquor is sold or served anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom). Note: liquor cannot be sold at a residence. SOPs are for occasional, special events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Register has reason to believe the event is being used for personal gain.

“Standard Drink” means:

12 oz (341 mL) bottle of 5% beer, cider, or cooler.

5 oz (142 mL) glass of 12% wine.

1 oz (29 mL) serving of 40% distilled alcohol (rye, gin, rum, etc.)

6.0 PROCEDURE

It is the intent of Council that the following procedures shall be used for all functions or events that will be serving liquor on Township premises:

6.1. Designation of Events

6.1.2 Public Events

Applicants must have their event designated by the municipality as a “public event” prior to applying to the AGCO for a liquor permit or a temporary extension of a licence. According to The Act, Public Events are events that are open to the public that are conducted by a registered charity or not for profit entity or an event of municipal, provincial, national, or international significance. In order to be eligible for an SOP, Public Events which are not conducted by a registered charity or not for profit entity must be designated as an event of municipal significance by the municipality.

As per The Act, an applicant for a Public Event SOP must provide at least 30 days' notice to the AGCO and the Township for events. The notice period is increased to 60 days if 5,000 or more people are expected to attend.

The permit area must be clearly defined and separated from the area(s) where the SOP does not apply by a minimum 36" (0.9 metres) high partition (ex. beer garden).

Under the Municipal Alcohol Policy, a public event may be deemed to be 'a public event of municipal significance' in order for applicants to apply to the AGCO for a liquor licence or permit. Preferably, the event would provide one or more of the following benefits to the Township:

- the event promotes social or cultural significance; economic development; or local, regional, national or international historical significance
- Event open to the general public (i.e. advertised broadly and not just to a certain group or club)
- Tourism promotion
- Benefit the community at large
- Benefit a local charity or non-profit organization (ex. Comedy Night – fundraiser for Food Bank)

~~The MAP delegates to the Clerk and/or Deputy Clerk the authority of designating an event as a public event of municipal significance for the purpose of obtaining a liquor permit. Alternatively, a request can be made directly to Council.~~

Designation as a public event is determined by Council during a regular council meeting. Please provide sufficient time when submitting a request to the Municipal Office for inclusion in the regular council meeting agenda.

6.1.3 Private Events

Private events are not open to the public and only invited guests attend. The event cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

It should be noted that an event can be private (i.e. only certain people are invited or eligible to purchase tickets) but if there is an intent to profit from liquor sales (ex. fundraise), then a Public SOP must be obtained.

6.1.4 Youth-Focused Events

Facilities or events that are primarily youth-focused (eg. youth centres, minor sports tournaments) will not be permitted to serve or sell alcohol, unless the event has been designated as an event of provincial, national or international significance (eg. Championships for youth sports that draws a crowd of all ages).

6.1.5 High Risk Events

Events may be deemed high risk at the discretion of the Municipality, AGCO, Fire Chief, and/or Police. These events will require additional staffing/security and may require an operational plan be developed in consultation with the AGCO, Fire Chief, and Police.

6.2. Prescribed Zones Approved for Alcohol

For outdoor events, a “Beer Garden” must be constructed. Alcohol may not leave the prescribed zones (beer gardens or indoor concession area) Please be advised that alcohol is prohibited in the playground. No alcohol advertising will be allowed (posters, etc) where youth may frequent.

Under the Liquor Licence Act and Regulations, the municipality has the authority to recommend to the AGCO permission for applicants to have alcohol in Township-owned, leased, or managed facilities and open spaces.

To manage the use of alcohol in Township facilities and open spaces, the MAP designates those Township facilities and open spaces that will permit alcohol use as follows:

1. Conmee Community Centre – building, pavilion (summertime), open area, nearby parking area
2. Vacant land owned by the Township, with prior approval from Council

Areas not eligible for consideration:

1. Conmee Community Centre – playground; skate shack; pavilion (winter when there’s ice)
2. Conmee Public Works Garage
3. Conmee Fire Hall
4. Any landfill, active or closed
5. Any quarry or pit owned by the Township

6.3. Liquor Permit

Applicants holding an event at any of the designated municipal properties must:

- Be in good standing with the Township of Conmee
- Comply with the requirements indicated in the MAP.
- Comply with the regulations of the Liquor Licence Act
- Comply with all rules, regulations, standards, policies and procedures of the Township of Conmee including all its By-laws

With the Alcohol and Gaming Commission of Ontario (AGCO), every person who enters into a rental agreement with the Township of Conmee, who intends to serve liquor at a function or event, shall provide a valid liquor permit, issued by the Province of Ontario.

This permit shall be posted where the liquor is being dispensed, before any liquor is served.

The person named on the permit (the Permit Holder) shall also be held accountable for any restrictions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by this Policy.

6.4. Liquor Service

It shall be the Policy of the Council for the Township of Conmee that the renter is responsible for obtaining bartenders which must be trained in Smart Serve. The renter will provide a list of the names and qualifications.

The Township of Conmee reserves the right to prohibit any person from serving liquor at any function or event held on Township property. Anyone who contravenes the liquor licensing laws and/or any part of this Policy shall be removed from the bar area and banned from serving at future events. Contraventions include, but are not limited to:

- Serving liquor to underage customers
- Serving intoxicated customers
- Drinks containing more than one standard drink size being sold or served. (double shots or pitchers)
- Serving liquor without a valid Smart Serve certificate
- Serving liquor before the start time listed on the liquor permit or serving liquor after the end time listed on the liquor permit
- “last call” being announced prior to the closure of the bar
- Serving liquor in any manner not consistent with the requirements under the liquor permit
- Serving liquor in any manner not consistent with the requirements of this Policy
- Event workers and volunteers consuming alcohol before or during the event
- Allowing liquor to be consumed in an area not designated for the consumption of liquor.

The liquor permit holder shall sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed original with the Administration one week before the licensed event is to be held.

6.5. Doorkeeper or Security Guard

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire **Doorkeepers or** Security Guards, whose duties are to ensure that all persons in the hall for the duration of the hall rental adhere to the liquor licence permit laws and the Policies of the Township of Conmee for liquor events. The Doorkeeper(s) or Security Guard(s) shall also be responsible for ensuring that the number of persons in the Community Centre at any given time does not exceed the permitted hall capacity for the function.

If a person is removed from the premises for intoxication, the holder of the liquor permit shall ensure that the person(s) has a safe means to return to their residence.

The Doorkeeper(s) or Security Guard(s) shall also be responsible for ensuring that no person who has obviously consumed alcohol prior to coming to an event at the Conmee Community Centre is allowed entrance into the event.

The number of Doorkeeper or Security Guards required for the event is at the sole discretion of the Township but shall never be less than one (1) person, whether it is a Doorkeeper or a Security Guard.

Doorkeepers are only for small private events; Security Guards are only for large events or public events as they have additional legal rights and powers such as detaining and arresting people.

All Security Guards must be licensed as per provincial legislation (the Private Security and Investigative Services Act, 2005, S.O. 2005, c. 34). Therefore, proof of the Security Guard's legal authority must be provided such a copy of the security guard license or a copy of the contract with an accredited security company.

6.6. Suggested Ratio of Event Workers

Number of Participants	Bartenders	Doorkeepers or Security Guards
Up to 50	1	1
51-100	1	1
101-150	1	1
151-200	2	2
201-250	2	3
251-300	2	4

note - these numbers come from the Township of East Torra; council may wish to adjust

Event organizers must have sufficient staff to ensure control during the event. Events may be subject to additional workers, including security licensed by the Ministry of Community Safety & Correctional Services based on the size and nature of the event, as required by the Township and/or Police.

6.7. Insurance

The holder of the liquor permit shall ensure that there is an insurance policy in place that specifically indemnifies and names the Township of Conmee in the amount of \$2,000,000.00 (Two Million Dollars). This coverage is over and above any coverage that the liquor permit holder personally has for this event. Any insurance policy must specifically remain in force until a minimum of 12 hours after the liquor licence permit expires. (ie if the liquor permit expires at 2 am, the insurance must remain in force until 12 pm of that same day.

The renter must provide proof of insurance before the event. Alternatively, the renter may purchase "Facility User Insurance" from the Township at the rate set.

6.8. Food and Non-Alcoholic Beverage Options

All liquor permit holders shall ensure that food is available for any person attending their event. Food does not include chips, peanuts, popcorn etc. although they may be additionally served.

Non-alcoholic beverages must be made available (ex: water, juice, tea, coffee, soda) No caffeinated energy drinks are to be served.

6.9. Liquor Types and Games

No “shooters” or “shots”, jello type or otherwise, may be served as the liquor content cannot be determined. Liquor permit holders shall also ensure that no “drinking games” are allowed.

6.10. Safe Transportation

There must be access to safe transportation. It is the event holder’s responsibility to ensure availability of safe transportation and putting up signs as required.

6.11. Notice of Deficiency

One week before the function or event at which liquor will be served or provided under a liquor permit, the Township will review the rental agreement for compliance with this Policy. If any item has not been completed as per this Policy, the person named on the rental agreement as the liquor permit holder shall be notified by phone and letter of the deficiency. The deficiency shall be corrected not later than 72 hours before the rental date, or the serving of liquor at the event will not be allowed.

If the Administration is unable to contact the Liquor License Holder, or the Liquor License Holder does not respond to the call and letter and the deficiencies remain outstanding, the serving of liquor at the event will not be allowed. Liquor License Holders shall NOT be allowed to file the Liquor License after 72 hours before the rental unless approved by Administration.

6.12. Public Notification

In order for Council and Administration to ensure that all liquor permit holders are advised of this Policy, a copy of this policy shall be attached to all rental agreements. The liquor permit holder shall sign a copy of this Policy and return it to the Municipal Office not later than one week before the rental date.

The Fire Chief, the OPP and other relevant authorities shall be notified if the Township deems the notification to be appropriate.

6.13. Policy Violations

A violation occurs when a section of the Liquor Licence Act of Ontario or the Municipal Alcohol Policy is contravened by anyone. Permit holders or event designates must report the violation to both the Township and AGCO within 24 hours.

It is also the responsibility of the permit holder or event designate to document complaints and incidents and send them to the Township within seven days. A detailed incident report should be kept for future reference.

The Township reserves the right to cancel the event if there is a failure to comply with this policy at any point prior to or during the event.

Policy violations and/or failure to report a violation may impact the approval of future requests by a Permit Holder or Event Organizer to host events with alcohol on municipal property.

7.0 REVIEW

Review: once per Council Term

8.0 REFERENCES

Legislation

Liquor Licence and Control Act, 2019, S.O. 2019, c. 15, Sched. 22
<https://www.ontario.ca/laws/statute/19l15b>

AGCO – Special Occasion Permits

<https://www.agco.ca/en/alcohol/special-occasion-permits>

Private Security and Investigative Services Act, 2005, S.O. 2005, c. 34

<https://www.ontario.ca/laws/statute/05p34>

Examples

City of Thunder Bay MAP:

<https://www.thunderbay.ca/en/recreation/resources/Events/Municipal-Alcohol-Policy-Revised-2021-accessible.pdf>

Township of Wilmot

<https://www.wilmot.ca/en/things-to-do/resources/Municipal-Alcohol-Policy.pdf>

Sources

Thunder Bay District Health Unit (TBDHU): Municipal Alcohol Policy (MAP):

<https://www.tbdhu.com/municipal-alcohol-policy-map>

Centre for Addiction and Mental Health: The Municipal Alcohol Policy Guide:

https://www.camh.ca/-/media/files/map_policyguide-pdf.pdf

Public Health Ontario: The Eight Steps for Developing a Municipal Alcohol Policy:

https://www.publichealthontario.ca/-/media/Documents/A/2014/at-a-glance-8step-alcohol-policy.pdf?rev=11ba209f42374a3e905a37b994d82ecd&sc_lang=en

SCHEDULE "A"

I hereby acknowledge that they have read the Municipal Alcohol Policy and understood my obligations under it, and that I must file a signed original with the Administration one week before the licensed event is to be held.

Signature of Liquor Licence Holder

Date

Print Name

Contact Phone Number

Event: _____

Event Date: _____

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 1464

Being a By-law for the Terms of Reference for the Social Committee

Recitals:

Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires a municipal Council to exercise its powers by by-law, except where otherwise required.

Council from time to time authorizes action to be taken which does not lend itself to an individual by-law.

The Social Committee Terms of Reference was initially created in 2015 to govern its mandate and proceedings. This is the first formal review and amendment since that time.

ACCORDINGLY, THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. Approval of the Social Committee Terms of Reference as amended as Schedule A
2. Repeal of By-Law 1384, being a by-law for the Terms of Reference for the Social Committee

Passed this 10th day of September, 2024.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Sheila Maxwell, Mayor

Shara Lavallee, Clerk

SCHEDULE A

CONMEE SOCIAL COMMITTEE TERMS OF REFERENCE

Mission Statement

The Conmee Social Committee is constituted to provide social and recreational activities to the residents and ratepayers of the Township of Conmee. The Committee will also co-ordinate the preparation of food and/or the operations of the kitchen for hall rentals such as funerals and other events by request. It is the intention of Council that the Committee will liaise with other Committees, as constituted by Council, in the development and presentation of events where the proceeds are to benefit the other Committees. Members of the other Committees will be expected to participate and assist the Social Committee when such events are being planned and implemented.

Committee Composition

The Social Committee will consist of Council Representative (either a member of Council or a staff member) and such other volunteers, Council and staff members as are willing to sit on the Committee. Other than the one Council Representative selected by the Council for the committee, any other Council or staff members that join the committee will be considered to be on a strictly volunteer position and not eligible for remuneration. A minimum of 5 Committee members is required but the Committee may consist of up to 7 members. Other volunteers and Council members can be asked to assist at events as required.

Appointing Process/Criteria for Selection

The Council for the Township of Conmee shall review all requests to be appointed to the Conmee Social Committee and shall have regard for The Hiring Policy, and The Hiring Policy for Relatives of Current Employees, Volunteers or Council Members. All Committee members and volunteers shall be required to obtain a Criminal Record Search, including the Vulnerable Sector Search as per the Handling of Criminal Record Searches Policy. Committee members should also be aware that some may be asked to obtain the Safe Food Handling Certificate and/or the Smart Serve Course. Costs to obtain the Certificate and the Criminal Records Searches will be refunded by the Township of Conmee.

Resignation Procedure

The Council Representative shall ensure that Council is informed of any Committee member wishing to resign their position. Upon acceptance of the resignation Council shall send a letter of appreciation to the resigning member and shall initiate the search for another Committee member. Suggestions for appointments may be brought forward

by the Council Representative for consideration by Council, however, a formal request in writing must be received prior to the appointment.

Council may, at its discretion, remove any Committee member or dissolve the Committee entirely.

Roles/Responsibilities

Members of the Conmee Social Committee shall hold an inaugural meeting as soon as possible after the passing of the appointing by-law, which will be completed at the first regular meeting of the new Council in the election year. A Chair, Vice Chair, Secretary and Treasurer shall be appointed by the members of the Committee. The Committee shall follow the Council Procedural By-law (By-law No. 1200 s. 17.9 – s. 18.12 and all successive procedural by-laws as amended from time to time), including the use of Resolutions and the preparation and adoption of Minutes.

It shall be the duty of the Chair:

- (a) to open the meeting by taking the chair and calling the Members to order;
- (b) to receive and submit, in the proper manner, all motions presented by the Members;
- (c) to put to vote all questions which are moved and seconded, or necessarily arises in the course of the proceedings, and to announce the result;
- (d) to decline to put to vote motions which infringe the rules of procedure;
- (e) to restrain the Members, within the rules of order, when engaged in debate;
- (f) to enforce on all occasions the observance of order and decorum among the Members;
- (g) to receive all messages and other communications and announce them to the Committee;
- (h) to authenticate, by his or her signature when necessary, all resolutions and minutes of the Committee;
- (i) to inform the Committee, when necessary or when referred to for the purpose, on a point of order or usage;
- (j) to represent and support the Committee, declaring its will, and implicitly obeying its decisions in all things;
- (k) to ensure that the decisions of Committee are in conformity with the by-laws governing the activities of the Committee and are in accordance with the intentions of Council;
- (l) to adjourn the meeting when the business is concluded;
- (m) to act as the filter between the Committee and Office Treasurer for cash handling, balancing, and reimbursements

It shall also be the duty of the Chair and/or member of council to complete monthly Corporation-wide Health and Safety education and report back to the other members of the Committee. This can be done in either written or verbal format, as per the preference of the Committee.

Meetings of the Conmee Social Committee shall be held at the Conmee Community Complex and shall be considered a public meeting as per the requirements of the Municipal Act, 2001. Meetings may be closed to discuss certain topics only as per the following:

- a) the security of the property of the Municipality
- b) personal matters about an identifiable individual, including Municipal employees and Committee members
- c) a proposed or pending land acquisition
- d) labour relations or employee negotiations
- e) litigation or potential litigation
- f) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Before holding any Meeting or part of a Meeting that is to be closed to the public the Committee shall state by Resolution:

- a) the fact of holding of the Closed Meeting
- b) the general nature of the matter to be considered at the Closed Meeting

Committee members are expected to maintain the confidentiality of any Closed Meeting discussions.

The Committee shall meet a minimum of once per month and may meet more often as required to co-ordinate activities and events. Since email is the preferred form of ongoing communication, there is an expectation that Committee Members check and respond to emails at least once per week, as necessary.

It shall be the duty of the Vice-Chair to be responsible for the duties of the Chair in conjunction with, or in the absence of the Chair.

It shall be the duty of the Secretary to produce and circulate an Agenda with the following headings:

- (a) Call to Order
- (b) Approval of Agenda
- (c) Declaration of Pecuniary Interest
- (d) Deputations and Petitions
- (e) Approval of Minutes
- (f) Reports of Committee Members (includes health and safety update)
- (g) Financial Reports
- (h) Unfinished Business
- (i) New Business
- (j) Correspondence
- (k) Adjournment

The Agenda shall be circulated a minimum of 48 hours prior to the meeting. The Secretary shall record the Minutes of the proceedings of each meeting, including Closed Meetings. The Secretary shall ensure that all signed Resolutions and Minutes are kept permanently as per the Retention By-law for the Township of Conmee. Other documents such as correspondence and reports shall also be kept for the term as outlined in the Retention By-law.

It shall be the duty of the Treasurer or the Chair (?) to maintain the records of all expenditures of the Committee and to present financial reports on the status of revenue and expenses of all functions and events. The Social Committee Treasurer shall liaison with the Office Treasurer of the Township of Conmee and shall present all receipts for expenditures to the Municipal Office. At no time may the Municipal Treasurer be the Social Committee Treasurer (?).

When a float is required for any event, the Chair or Committee Treasurer will reach out to the Office Treasurer no less than one week prior to the event date to make arrangements for the float.

It shall be the duty of all members of the Conmee Social Committee to attend an orientation session as soon as possible after the formation of the Committee, and prior to the Committee's first meeting. This orientation session is to familiarize the Committee members with this document as well as provide information on:

- a) the Conmee Council Procedural By-law
- b) the appropriate policies of Council
- c) the Freedom of Information and Protection of Privacy Act
- d) the Accessibility for Ontarians with Disabilities Act
- e) the reporting relationship of the Committee and contact numbers for Council and staff
- f) Council's expectation of the Committee

It shall be the duty of the Volunteer Coordinator or appointed member of the Social Committee (ex. Chair) to liaise between volunteers and the committee. The Volunteer Coordinator will maintain a contact list for all volunteers and coordinate/organize volunteers for events. The Volunteer Coordinator may also oversee the compilation of Students who wish to pursue their volunteer hours through the Social Committee.

Recruitment of new volunteers can be a joint responsibility of all committee members. The Volunteer Coordinator will work in conjunction with office staff to develop a comprehensive volunteer orientation package.

Nominations for any roles/titled responsibilities will follow the same term as council as per the procedural by-law. Members have the option to step down from their title at any time but must ensure that any materials or communication are passed on to the next person assuming the role.

Meeting Structure

At the inaugural meeting of the Conmee Social Committee, a work plan for the activities of the Committee shall be prepared. Council requires a minimum of 4 events per year, preferably:

- a) A Family Day Event in February
- b) A Spring Event (Easter or Mother's Day)
- c) A children's Halloween Event
- d) A Family Christmas Event

Other events may be planned if sufficient interest is shown and if commitment from volunteers is obtained. Suggestions could include suppers, teas, yard sales, movie nights, etc. As noted, the Social Committee shall also assist with other events at the request of other Committees for fundraisers.

Funding and Budgets

The Conmee Social Committee shall initially receive funding from the Council for the Township of Conmee. It is intended that the Committee should become self-supporting for expenses, however Council will commit to the on-going funding of the 4 required events if necessary. The Committee should determine costs and cost recovery methods for events by implementing user fees or admission fees. All expenditures should be approved by the Committee prior to incurring the expenses. Regular reports on the financial position of the Committee shall be submitted to Council with a minimum number of reports being 4 (a report for the 4 required events). It is expected that the Council Representative shall provide regular general reports at regular Council meetings.

If the Committee expects or desires to incur significant expenses for an event, prior consultation should be obtained from Council (i.e. fireworks).

The Council Representative shall present a budget for the expected expenses to Council, prior to Council's Township budget deliberations each year.

Liaisons

Council expects the Conmee Social Committee to liaise with the CAO and/or Council to make recommendations for equipment or policy changes as they are identified. The Committee must also report on deficiencies, maintenance and repairs as necessary to the Facilities Manager or CAO.

Should the support of the Facilities Manager be required for any Social Committee Event, a designated member of the Social Committee will communicate what is required to the Facilities Manager no less than one week prior to the event, or sooner depending on the complexities of the event in question.

The Council Representative shall also liaise with the CAO/Clerk prior to any event, for the Clerk to identify any issues that may arise. For example, events that would require a Lottery Licence, or events that would require Health Unit Approval, need to be communicated to the Clerk significantly in advance of the event in order to allow procedures to be followed. Any event that requires a liquor licence must be presented to Council for approval a minimum of 2 months prior to the event.

Accessibility

The Conmee Social Committee must take into consideration the accommodations necessary under the Accessibility for Ontarians with Disabilities Act. This Act applies both to Committee members, as well as to participants in any planned activities including meetings and actual events. It is important that Committee members understand their obligations under this Act.

Remuneration and Expenses

The Conmee Social Committee members are volunteers and as such are not eligible for remuneration. However, no Committee member should incur personal expenses. Purchasing should be done by the establishment of vendor accounts whenever possible. Cash payments will be reimbursed upon presentation of receipts at the Municipal Office. No personal credit cards should be used for purchases. Committee members may inquire about purchases to the Treasurer of the Township of Conmee. Vendor accounts will be set up on behalf of the Committee by the Treasurer, at the Committee's request.

Representation and Conduct

The Conmee Social Committee members shall conduct themselves with the understanding that they represent the Township of Conmee at all times. Committee members must not obligate the Township to any on-going expense or make promises to any person or organization without Council approval. The Committee does not have the authority to bind the Township.

Health and Safety

The Conmee Social Committee members shall always have regard for the safety of the Committee members and the public. It is incumbent on the Committee members to stop any activity that may cause injury, report any equipment malfunction that may cause injury and ensure that all events are conducted in a safe manner. Committee members should be aware that the Township may be held liable for any injury that may occur as a result of negligence or if a hazardous situation is allowed to continue. Committee members should be aware that dangerous situations must be corrected immediately. This may include removing the unsafe equipment, stopping the unsafe activity, moving the event away from a hazardous area or cancelling the event completely if the danger

of injury cannot be mitigated. Orientation to the Health and Safety Policies of the Corporation will be an essential component of the orientation process for any new Committee members or volunteers.

Subject: FW: Township of Conmee Official Plan- Proposed Modifications

From: Nathan Petryshyn [mailto:petryshyn@fotenn.com]

Sent: August 28, 2024 1:07 PM

To: Conmee Clerk <conmee@conmee.com>; Matt McElligott <mcelligott@fotenn.com>

Subject: RE: Township of Conmee Official Plan- Proposed Modifications

Hi Shara,

We have reviewed the modifications, and there are no major concerns on the proposed tracked changes.

Should Council raise any concerns with the modifications, we'd be happy to review and assist as required. However, it appears the majority of the modifications are minor (removing or adding language to better reflect Provincial policies, adding policies which are consistent with the PPS, removing outdated policies and procedures), and I expect that we will provide you with a tracked changed and final clean OP to reflect their comments.

Will be in touch soon.

Thank you,

Nathan Petryshyn, MCIP RPP (*he/him*)

Senior Planner

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**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
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Affaires municipales
et du Logement**

Bureau des services aux
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August 26, 2024

Shara Lavallee
Clerk-Treasurer
Township of Conmee
conmee@conmee.com

Dear Shara Lavallee:

The review of the adopted Township of Conmee Official Plan by Ontario One Window ministries is now complete.

The enclosed draft decision with proposed modifications is based on an analysis of the adopted official plan for consistency with the 2020 Provincial Policy Statement and conformity with the requirements of the Planning Act.

A rationale for each proposed modification is included in Appendix 1 to this letter, with references to the relevant provincial policies or legislation.

Please contact Ministry staff to arrange a meeting to discuss the proposed modifications at your earliest convenience. We are happy to answer any questions and receive your input. We are seeking municipal feedback and an indication of comfort with the proposed modifications by September 9, 2024. Ministry staff would be pleased to meet virtually with you to discuss this further.

For further information, please contact Vicky Kosny, Manager, Community Planning & Development, Municipal Services Office North (Thunder Bay) at Victoria.Kosny@ontario.ca or (807) 620-4629.

Sincerely,

A handwritten signature in black ink, appearing to read "Bridget Schulte-Hostedde".

Bridget Schulte-Hostedde
Regional Director

Cc: Lakehead Rural Planning Board
FoTenn Planning

Appendix 1

Rationale for Proposed Modifications to the Township of Conmee Official Plan

Modifications 1, 8, 9 (part) and 10: As adopted, the OP prohibits the consideration of communal water and sewer services to service proposed new development. PPS section 1.6.6 sets out a servicing hierarchy where, in the absence of full municipal services, communal services are the preferred form of servicing for multi-unit/lot development. PPS policy 1.6.6.1 provides direction on planning for water and sewer services to ensure that services can be provided in a manner that is environmentally and financially feasible and protects public health and safety. The proposed modifications provide direction on how the municipality should assess proposed new development on communal services, for consistency with the PPS and alignment with the guidance found in MECP's D-5 Guideline "Planning for Sewer and Water Services".

Modification 2: As adopted, the OP does not reflect the full range of agricultural uses, agricultural-related uses, and on-farm diversified uses as per PPS policy 1.1.5.2d). The proposed modifications revise the OP policies to ensure consistency with this policy and the complete definitions in PPS Definition section 6.0.

Modifications 3, 4, 5, 15-19: As adopted, the OP is not consistent with the Natural Heritage Policies of section 2.1 of the PPS. In order to protect natural heritage features from development and site alteration as per PPS policies 2.1.5 to 2.1.7, the proposed modifications identify all relevant natural heritage features in the township. In order to ensure that development and site alteration is not permitted on lands adjacent to these features unless no negative impacts are demonstrated (PPS policy 2.1.8), the proposed modifications identify the proper adjacent land distances as per the MNR's Natural Heritage Reference Manual

The modifications clarify the role of various provincial ministries and the proper processes for the identification and evaluation of certain natural heritage features (e.g. wetlands and fish habitat) as well as the responsibilities of proponents and the municipality in the development application process.

Modifications 6 and 7: While the adopted OP includes policies to enable affordable housing through additional dwelling units and garden suites, it does not provide a definition of affordable housing. OP policy also proposes to regulate additional residential units using neighbourhood character as a standard. The proposed modifications add a definition for affordable housing and ensure consistency with PPS policy 1.4.3 which states that planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based and affordable housing needs of current and future residents. This includes permitting and facilitating all types of residential intensification including additional residential units. Planning Act Section 16(1) (a.1) states that "An official plan shall contain such policies and measures as are practicable to ensure the adequate provision of affordable housing".

Modification 9 (part): The adopted OP does not specify minimum lot sizes for the creation of new lots on individual on-site services. The proposed modification adds the 1.0 hectare minimum lot size required in the absence of studies demonstrating that a smaller lot size can accommodate individual services without risk to public health and safety, to ensure consistency with PPS policy 1.6.6.4. The modification also clarifies provincial ministry responsibilities regarding the approval of septic systems.

Modification 11: The adopted OP does not provide sufficient guidance for the evaluation of development proposals adjacent to provincial highways. The proposed modification is to ensure consistency with PPS policy 1.2.6, which states that major facilities (which include transportation corridors) and sensitive land uses shall be planned and developed to avoid land use compatibility conflicts.

Modifications 12, 13 and 14: As adopted, the OP does not provide clear policy for the protection of cultural heritage and archaeological resources. The proposed modifications describe methods for conserving significant built heritage resources and significant cultural heritage landscapes (PPS policy 2.6.1) and clarify approaches for considering development and site alteration on lands adjacent to protected heritage property (PPS policy 2.6.3).

Modification 20: As adopted, the OP suggests that the Ministry of Natural Resources will collaborate on the preparation of wildland fire assessments. MNR may provide technical advice and guidance materials to municipalities to support the implementation of PPS policy 3.1.8 (wildland fire), however is not involved in the preparation of wildland fire risk assessments.

Modification 21: As adopted, the OP does include policies related to considering development on or adjacent to mine hazards, as per PPS policy 3.2.1. The proposed modification provides additional guidance on consultation requirements with the Ministry of Mines, in accordance with the Mining Act. This will help ensure that known or suspected hazards are mitigated, for the protection of public health and safety.

Modification 22: As adopted, the OP appears to permit the municipality to change its position regarding the completeness of a development application and to request additional information from an applicant. This may create uncertainty regarding Planning Act provisions for complete applications and related decision timelines and appeal rights.

DRAFT DECISION

With respect to the Township of Conmee Official Plan

Subsection 17(34) of the *Planning Act*

I hereby approve the repeal of the Township of Conmee Official Plan and all subsequent amendments thereto, pursuant to By-law 592, insofar as this official plan is in effect;

I hereby approve the Township of Conmee Official Plan adopted by By-law 592, subject to the following modifications with additions in **bold underline** and deletions in **~~bold strikethrough~~**:

1. Page 4, Section 2.1.2 Creation of New Lots, is modified so it reads:

Given the limited municipal services in the Township, new development that requires the creation or extension of new roads and / or the construction of new public infrastructure is generally discouraged. Applications for development that will result in the creation of new infrastructure, such as public roads **and communal water and septic services**, shall require a Financial Implementation Plan, to be prepared at the proponent's expense, detailing the phasing and financial implications of such costs to the Township.

2. Page 7, Section 3.1.6 Agriculture, Agricultural-related Uses and On-farm Diversified Uses, is modified so it reads:

Agricultural uses allow for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre including poultry and fish; aquaculture; apiaries; agro-forestry; and maple syrup production; **and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.**

Agriculture-related uses include **farm-related commercial and** farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations and provide direct products and/or services to farm operations as a primary activity.

3. Page 11 Section 3.5 Environmental Protection, is modified so it reads:

- / All significant wetlands ~~evaluated and identified by the Ministry of Natural Resources and Forestry~~ as found within the Land Information Ontario database;
- / All other wetlands that were designated ~~as such in the previous Official Plan~~ or which have been identified but not evaluated according to the Ontario Wetland Evaluation System (OWES) by the Ministry of Natural Resources and Forestry and endorsed by Council;
- / Significant wildlife habitats, including habitats of endangered and threatened species; and,
- / Areas of Natural and Scientific Interest
- / Fish Habitat
- / Any other area that has been determined to be environmentally significant as a result of a planning process.

4. Page 12 Section 3.5 Environmental Protection, Adjacent Lands 7 is modified so it reads:

- a. 120 metres of the boundary of a provincially significant wetlands;
- b. 50 metres from the boundary of a ~~Provincially or Regionally~~ Significant Area of Natural and Scientific Interest (ANSI) – earth science;
- c. 120 metres of the boundary of a Significant area of Natural and Scientific Interest (ANSI) – life science;
- d. ~~50 metres of a significant habitat of any endangered or threatened species and, where scientific data has determined a different setback, the greater of the two will be required; and, 120m of significant wildlife habitat;~~
- e. 120m of significant woodlands
- f. ~~30 metres from the boundary of a fish habitat area. 120m of fish habitat~~

5. Page 13 Section 3.5 Environmental Protection, Evaluated Wetlands 14, is modified so it reads:

If a wetland is identified and has characteristics or contains significant species or functions that are typical of a significant wetland on or adjacent to a proposed development, a wetland evaluation assessment will be undertaken by a qualified professional ~~and subsequently reviewed by the Ministry of Natural Resources and Forestry (MNR)~~ to determine its significance.

6. Page 15, Section 4.0 General Development Policies, is modified by adding a new subsection that reads:

4.1 Affordable Housing

4.1.1. It is a policy of this Plan to facilitate access to a range and mix of affordable housing choices for existing and new residents. To be considered affordable, housing costs must meet the following:

In the case of ownership housing, the least expensive of:

- i) Housing for which the purchase price results in annual accommodation costs which do not exceed 30% of gross annual household income for low and moderate income households; or
- ii) Housing for which the purchase price is at least 10% below the average purchase price of a resale unit in the regional market area.

In the case of rental housing, the least expensive of:

- i) A unit for which the rent does not exceed 30% of gross annual household income for low and moderate income households; or
- ii) A unit for which the rent is at or below the average market rent of a unit in the regional market area.

7. Page 15, Section 4.1.1 Additional Dwelling Units, 4, is modified so it reads:

4. Council shall be satisfied that the additional dwelling unit does not constitute a second independent principal dwelling on the lot. ~~Standards shall be established in the Zoning By-law to govern compatibility with the main dwelling and neighbourhood character.~~

8. Page 18, Section 4.7 Water and Sewer Servicing Strategy, 3rd paragraph is modified so it reads:

The Township does not maintain public water services or sewage services. ~~As such, all development is required to be serviced by individual on-site sewage services and individual on-site water services.~~ The following policies relate to both existing and planned infrastructure requirements of the Township.

9. Page 18 Section 4.7.2 Requirements for Septic Systems, is modified so it reads:

- 1. To accommodate an individual on-site sewage service, new lots must be of an appropriate size and configuration, a minimum size of 1 hectare, and front onto a public road, unless a smaller lot size can otherwise be supported by technical

information pertaining to the physical characteristics and hydrogeology of the site in accordance with guidelines of the Ministry of Environment, Conservation and Parks and prepared by qualified professionals.

2. ~~Communal sewage systems shall not be permitted in the Township of Conmee.~~ The policies of this Plan are intended to ensure that lot sizes and conditions are adequate to allow the safe and efficient operation of individual septic systems.
3. A development plan for any type of on-site sewage services, such as a septic tank system or leaching pit, shall be completed in accordance with Ontario Regulation 358 and approved by the Thunder Bay District Health Unit, ~~and the Ministry of Environment, Conservation and Parks.~~

10. Page 18, Section 4.7.4 Multi-unit Development, is modified to add a new subsection that reads:

2. The municipality may only consider communal services for proposed multi-unit development where the applicant has demonstrated that servicing options have been investigated and reported through a Servicing Options Statement in accordance with Ministry of the Environment, Conservation and Parks' D-5 Guidelines. The municipality will also assess the financial implications of entering into an agreement for municipal ownership and responsibility for the communal systems to service proposed residential development.

11. Page 21 Section 4.9.1 Provincial Highways, Development Adjacent to Provincial Highways, is modified to add a new subsection that reads:

6. Development proposals in close proximity to Provincial Highways shall be reviewed for land use compatibility concerns. Proponents seeking planning approvals to allow residential or other sensitive land uses adjacent to Provincial Highways may be required to submit a noise study, to the satisfaction of Council, to identify appropriate noise mitigation measures. Where required, noise studies shall be prepared by qualified individuals according to MECP Noise Assessment Guidelines.

12. Page 24, Section 4.11.3, Alterations to Heritage Resources & Adjacent Lands, is modified so it reads:

Development, redevelopment, and site alteration to a **designated significant cultural** heritage resource or on lands adjacent to a **designated protected** heritage resource

property shall only be permitted where it has been evaluated and demonstrated by a heritage professional that the heritage attributes of the resource will be conserved. Mitigating measures and / or alternative development approaches may be required in order to conserve the heritage attributes of the affected resource.

13. Page 24, Section 4.11.4, Retention/Relocation of Cultural Heritage Resources, 2, is modified so it reads:

1. All options for on-site retention shall be considered before approval is given for relocation to another site. **Alternative options will be considered where they have been recommended by a conservation plan, archaeological assessment, and/or heritage impact assessment. These options include:**
 - ~~a. integration within new development areas;~~
 - ~~b. adaptive re-use of the building in its original location; and~~
 - ~~c. relocation of the building on the development site.~~

14. Page 24, Section 4.11.5, Demolition / Destruction, is modified so it reads:

1. The demolition or destruction of designated cultural heritage resources shall generally not be permitted. Prior to considering such a request, Council shall require the applicant to:
 - a. Submit accurate and complete information pertaining to the structural condition of the building or structure, with respect to the Ontario Building Code; and ,
 - b. Any other relevant information to determine the feasibility of restoring as opposed to demolishing the building or structure.
 - c. **Submit appropriate cultural heritage studies (e.g., archaeological assessments, cultural heritage evaluation reports, heritage impact assessments, conservation plans), prepared by a qualified professional.**
- ~~2. Council shall engage the services of a qualified professional to review any required documentation or reports and conduct a heritage impact assessment prior to granting a demolition permit.~~

15. Page 30 Section 5.3.5, Endangered & Threatened Species, is modified by deleting bullet 3 in its entirety:

- ~~3. Any person undertaking an activity within a habitat of an endangered or threatened species is responsible for contacting the Ministry of Natural Resources and Forestry (MNRF) to determine whether conditions under the ESA apply.~~

16. Page 31 Section 5.3.6, Fish Habitat, subsection 1 and 4 are modified so they read:

1. Fish habitat means spawning grounds and nursery, rearing, food supply and migration areas on which fish depend directly or indirectly in order to carry out their life processes. ~~Fish Habitats are not specifically identified on the Schedules to this Official Plan; therefore applicants must consult with the appropriate authority (MNRF) when proposing any development on lands adjacent to water. As no~~ detailed fish habitat mapping has been completed to date within the township, all water features including: permanent or intermittent streams, headwaters, seasonally flooded areas, municipal or agricultural surface drains, lakes and ponds (except human-made off-stream ponds), should initially be considered fish habitat unless it can be demonstrated to the satisfaction of council that the feature does not constitute fish habitat as defined by the Fisheries Act”.

4. Subject to the approval of Council, ~~the Ministry of Natural Resources and Forestry and the Federal Department of Fisheries and Oceans~~, new development may be approved in shoreline areas, adjacent to and within the required setback, subject to a satisfactory Environmental Impact Study being completed, which shows that development will not have a negative impact on Fish Habitat. The requirement of an Environmental Impact Study will be at the discretion of Council.

17. Page 31 Section 5.3.7, Wetlands, paragraph 2 subsections 1 and 3 are modified so they read:

The following policies apply to wetlands:

1. Wetlands within the Township are shown on Schedule A. These wetlands have ~~either~~ not been evaluated ~~or do not meet the criteria to be considered~~ determine if Provincially significant.

3. ~~The Township does not contain any Provincially Significant Wetlands, however wetlands may be evaluated by the Ministry of Natural Resources and Forestry and be classified as Provincially Significant Wetlands. No wetlands in the township have been evaluated and identified as significant at this time. Wetlands may be evaluated by an OWES Qualified Wetland Evaluator and be classified as~~ Provincially Significant Wetlands in the future. Any Provincially Significant Wetlands identified in the future will be indicated on Schedule A. Such wetlands will be subject to the regulations administered by the LRCA, and a permit from the Authority may be required to allow regulated activities.

18. Page 32 Section 5.3.8, Significant Wildlife Habitat, is modified so it reads:

1. ~~No significant wildlife habitat areas are identified by this Plan. However, should new information become available, and / or other wildlife habitat areas may become known, these areas will be added to Schedule A. This new information will be considered at the time a development application is submitted and/or when the Official Plan is reviewed.~~ Currently, there are no confirmed significant wildlife habitat (SWH) areas within the Township. Candidate SWH areas do exist which require further study. Should new information lead to the confirmation of SWH areas, these areas will be added to Schedule A.

2. Development and site alteration shall not be permitted in or adjacent to (within 120 metres) significant wildlife habitat ~~except in accordance with provincial and federal requirements and unless~~ it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. An Environmental Impact Study (EIS) will be required where development may impact significant wildlife habitat or lands adjacent (120 metres) to significant wildlife habitat.

19. Page 32 Section 5.4.1, Purpose of an EIS, is modified so it reads:

1. The purpose of an EIS is to:
 - a. collect and evaluate all the appropriate information in order to have a complete understanding of the boundaries, attributes and functions of relevant environmental feature(s);
 - b. ~~make an informed decision as to whether or not demonstrate that a proposal/ application a proposed use~~ will have a no negative impact on ~~the critical~~ natural heritage features and ecological functions ~~of the Township~~ their adjacent lands; and,
 - c. evaluate the existing and potential forest resources on the property and the effect of the proposed uses on those resources.

20. Page 36, Section 5.7.3, Wildland Fire Hazards, is modified so it reads:

Hazardous forest types for wildland fire are forest types assessed as being associated with the risk of high to extreme wildland fire, generally being forested areas which are composed of a certain type and condition of forest fuel (i.e. vegetation). There is an inherent risk to the public when changes to the landscape occur, such as the encroachment of development into forested areas associated with high to extreme risk. The Township may require wildland fire assessments to evaluate wildland fire risk factors of an area or site ~~through continued collaboration with the MNR.~~

21. Page 36, Section 5.7.6, Human-Made Hazards, is modified to add a new subsection 3 that reads:

3. Applicants of proposed developments within 1000 m of an Abandoned Mine Hazard Site must consult with the Ministry of Mines first and undertake any required remediation measures. Where a rehabilitated mine hazard is identified within 1000 m of a proposed development, written consent of the Minister of Mines is required prior to the disturbance of any rehabilitated mine hazard features.

22. Page 44, Section 6.13.2, Complete Applications, is modified by deleting subsection 4:

~~4. The Township has the authority to request additional information that will be required as part of a complete application, after further review of the application proposal.~~



Township of Conmee
Draft Official Plan
January 9th 2024



Prepared for Township of Conmee

FOTENN

Prepared by Fotenn Planning + Design
396 Cooper Street, Suite 300
Ottawa, ON K2P 2H7

January 2024

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1.0

Introduction

The preparation of this Official Plan (the “Plan”) began in 2020 and has involved many dedicated and committed people with an interest in the future of the Township of Conmee. The consultation and engagement process has resulted in a Vision for the future of the Township that is expressed in this Plan. This Vision is based on a series of planning principles that are intended to:

1. protect the natural environment;
2. encourage economic development;
3. conserve the Township’s natural resources;
4. direct new development to appropriate locations; and,
5. protect the character of the Township’s rural areas.

The purpose, goals, objectives and policies contained in this Plan are intended to guide the decisions of public authorities and private interests for the next 25 years.

1.1 Structure of this Plan

This Official Plan is divided into five parts, each of which is described below.

- / **PART 1 (Vision, Goals and Strategic Objectives)** contains the Vision for the Township. This Vision is based on an understanding of past and future trends, as well as the aspirations of the Township's residents. The goals and strategic objectives that form the basis of the Plan flow from the Vision. These goals and strategic objectives establish the framework for the remaining policies in the Plan. This section of the Plan also describes how the Vision is implemented through a series of land use designations.
- / **PART 2 (Growth Management)** contains policies for how the Township is intended to grow over the next 25 years.
- / **PART 3 (Land Use Designations)** contains the land use policies that apply to lands within the Township.
- / **PART 4 (General Development Policies)** contains policies that address land use planning matters such as water and sewer servicing, transportation, cultural heritage resources and the subdivision of land. These policies apply to the whole of the Township.
- / **PART 5 (General Environmental Policies)** contains policies addressing development in relation to natural features, in floodplains, and on hazardous slopes throughout the Township. In addition, this section contains policies specifying submission requirements for development applications, including water resource and stormwater management reports and environmental impact studies.
- / **PART 6 (Plan Implementation and Administration)** describes how the policies of the Official Plan will be implemented and administered.

1.2 The Community Vision

The primary purpose of the Official Plan is to provide a basis for managing growth that will protect the Township of Conmee’s character, diversity, civic identity and significant natural heritage features. This Official Plan is a land use management policy document that is intended to assist local decision-makers in administering long-term growth and development of the Township.

The residents of Conmee enjoy a high quality of life, created in large part by the clean air, the people, the rural area, the open scenic countryside, and distinctive natural features throughout the Township. These are the qualities that, taken together, create a highly-valued identity for residents.

The Township is characterized as a rural area and this Official Plan establishes long-term roles and functions for the entire planning area. It is the intent of the Plan to permit development on rural lands that is compatible with the character, role and function of the area. It is also the intent of this Plan to permit the continued functioning of natural systems, maintain the rural pattern of large land holdings and a landscape dominated by open fields, forests and rolling hills.

It is estimated that the population of the Township will remain relatively stable over the next 25 years. It is the goal of the Township to maintain the rural character of the community and to continue to develop the Township for existing and future residents, and as a tourist destination. This Plan anticipates that the existing pattern of development will not change substantially in the future, however, the Plan does anticipate the development of additional residential dwellings and typologies to accommodate the needs of an aging population and contribute to the Township's economy.

The Official Plan assumes that the high quality of life currently enjoyed by the Township's residents and visitors can be maintained and enhanced if the Township's distinct rural character is protected. However, change is inevitable, and it must be managed in an efficient and orderly manner to maximize the benefits of new development. It is therefore the intent of this Plan to provide the Township Council with the tools to consider and mitigate the impacts of change on the qualities that make Conmee a desirable place to live, work, and visit.

1.3 Objectives of this Plan

The Township is committed to encouraging new development that maintains and improves the quality of life of residents. In addition to responding to matters of provincial interest, the objectives of this Official Plan are as follows:

1. To maintain the distinctive rural and natural character of the Township, which provides serenity, privacy, and spaciousness;
2. To create an environment which enhances the social, physical, and economic well-being of the residents of the Township;
3. To create an environment which, together with neighbouring municipalities, provides a variety of choices in housing and economic activity;
4. To use the natural resources and the natural amenities of the Township to the benefit of existing and future residents;
5. To manage change and promote efficient cost-effective development and land use patterns which are orderly and efficient, while stimulating economic growth and protecting the environment and public health;
6. To develop a roads system which is convenient, safe and economical;
7. To provide levels of services appropriate to the needs of rural life;
8. To maintain a healthy financial position for the Township; and,
9. To encourage a moderate rate of population growth to accommodate new residents without disrupting the character of the Township or burdening municipal services or facilities.

1.4 Purpose and Effect of this Plan

The Planning Act mandates that all planning authorities prepare and adopt an Official Plan. In addition to fulfilling this statutory requirement, the Official Plan of the Township of Conmee is designed to achieve several purposes, namely to:

1. Establish, in general terms, the type, form, intensity, character and desired pattern of land use and the approach to ensuring the wise management of the resource base;
2. Establish a clear Township-wide growth management strategy;
3. Provide a consistent basis for actions and decisions on all matters relating to the use of land, development, redevelopment and change within the Township;
4. Inform the general public, private interests, and business of the intended nature and direction of the use of land, development, redevelopment and physical improvements in the Township; and,
5. Provide a framework for the implementation of the Township's powers and authority under the Planning Act, and other relevant statutes.

2.0

Growth Management

Growth management is the method by which the Township plans for new development to ensure that land is used efficiently and that development does not outpace the Township's ability to provide the services and infrastructure needed to meet the demands of its population. Growth management also provides a level of protection for the natural environment, natural resources, and agricultural lands in the Township, mitigating unregulated growth. This section outlines the growth management strategy of the Township.

The following goals and objectives shall guide the growth management strategy for the Township:

1. Direct the majority of future growth to areas served by the existing and planned road network to limit the costs to the Township and avoid overdevelopment of the countryside;
2. Conserve and protect natural heritage features, mineral aggregate areas, and agricultural lands;
3. Identify and protect lands with forestry and mining potential; and,
4. Make efficient use of land and the capital investment in infrastructure made by the Township and other levels of government.

2.1 Growth Management Strategy

Census data from 2021 calculates the population of the Township to be 798. Although slightly decreasing by 2.6% from a 2016 population of 819, the population of Conmee has seen a 4.5% overall increase since 2011, from a population of 764. The Township's population is expected to remain stable, with the possibility of limited growth due to interest in rural properties. It is the policy of this Plan that future population growth shall be accommodated in areas served by an existing road network.

2.1.1 New Settlement Areas

The Township is entirely rural and does not contain any designated Settlement Areas, such as a hamlet, village, or town. As such, it is the intention of this Plan to conserve the rural character of the Township and no new Settlement Areas shall be permitted.

2.1.2 Creation of New Lots

Given the limited municipal services in the Township, new development that requires the creation or extension of new roads and / or the construction of new public infrastructure is generally discouraged. Applications for development that will result in the creation of new infrastructure, such as public roads, shall require a Financial Implementation Plan, to be prepared at the proponent's expense, detailing the phasing and financial implications of such costs to the Township.

It is anticipated that the majority of new lots will continue to be created through the Consent process, as detailed in Section 4.12 (Subdivision of Land) of this Plan. In the rare instances where the creation of more than two (2) parcels is proposed, or where new Township infrastructure is required, a Plan of Subdivision application will be required, as detailed in Section 4.12 (Subdivision of Land) of this Plan.

Depending on the nature of the lot creation and infrastructure being proposed, additional studies, reports or plans and approvals may be required, as established in this Plan and / or relevant provincial legislation, policy, and guidelines.

The Province of Ontario has delegated authority for the approval of land division in the Township of Conmee to the Lakehead Rural Planning Board.

3.0

Land Use Designations

3.1 Rural

The Rural Area land use designation constitutes the primary land base of the Township and is composed of residential areas, commercial and industrial uses, institutional uses and agricultural operations and agriculture-related uses. The location of the lands designated Rural Area is illustrated on Schedule A.

Goals & Objectives

The following goals and objectives shall guide the use of land and maintain the character of the Rural Area to:

- / Preserve and protect the rural character and the scenic quality of the rural landscape; and
- / Permit new uses compatible with rural character and rural servicing levels.

Permitted Uses

- a) The primary use of land in the Rural Area shall be for residential, commercial, institutional, agricultural, and agriculture-related uses.
- b) Secondary uses in the Rural Area may be permitted provided they will not negatively impact the rural character or planned servicing levels in the Rural Area and shall include: home occupations; home industries (including animal kennels); bed and breakfast establishments; on-farm diversified uses; group homes; additional dwelling units; and garden suites.

3.1.1 Rural Residential

Policies

1. Rural residential uses shall be limited to a single-detached dwelling on a lot.
2. New rural residential lots shall be permitted to accommodate single-detached residential dwellings, new seasonal dwellings, and rural estate lots, provided that the lot is sized to the minimum area necessary for the residence and the installation of a private water supply and sanitary sewage disposal system.
3. Rural residential lots must be of an appropriate size and configuration to accommodate private services (well and septic) and front onto a public road.
4. As established in Section 4.7 (Water and Sewer Servicing Strategy) of this Plan, submission of a hydrogeological study may be required prior to the creation of new rural residential lots.

3.1.2 Pines on Hume

It is the intention for the Township of Conmee and the Conmee Non-Profit Housing Corporation (CNPHC) to develop the lands known as Part Broken Lot B, Concession 1, Township of Conmee, District of Thunder Bay, Except Parts 3 & 4 on Reference Plan 55R-11418 (PIN: 62302-0327) to accommodate assisted living housing units and affordable housing units for seniors, with other associated uses.

Policies

1. The Pines on Hume lands, known legally as: Part Broken Lot B, Concession 1, Township of Conmee, District of Thunder Bay, Except Parts 3 & 4 on Reference Plan 55R-11418 (PIN: 62302-0327), may be developed to contain semi-detached, townhouse, apartment, and other multi-unit housing types. The lands may also develop to accommodate associated and complimentary land uses, as required, including small-scale nursing home facilities, service facilities, small scale commercial uses, recreation areas, and other associated uses.
2. Any development shall be designed and maintained in such a manner as to provide adequate parking, buffering and landscaping. Communal water and sewage facilities must be provided and operated to the satisfaction of the

Ministry of Environment, Conservation and Parks. When assessing the proposed development, Council shall consider:

- a. whether the use is compatible with the rural character of the Township;
 - b. the location is appropriate for the proposed use;
 - c. the site has been designed to provide for safe access and egress;
 - d. adequate off-street parking will meet the demands of the particular use; and,
 - e. adequate water and sanitary services are provided.
3. New development may be subject to Site Plan Control under the provisions of the Planning Act.

3.1.3 Mobile Home Park

A Mobile Home Park allows owners of mobile homes a place to lease space while also often providing basic utilities such as water, sanitary services, electricity, and other amenities. The overall density and servicing requirements of Mobile Home Parks are not compatible with the desired rural character of the Township and are therefore discouraged as a means to accommodate growth and new housing.

Policies

1. The Township of Conmee permits the existing mobile home park and associated units in the Spruce Grove Mobile Home Park, as shown on Schedule A of the Zoning By-law.
2. New mobile home parks shall not be permitted in any land use designation in Conmee.
3. Notwithstanding the above, the Spruce Grove Mobile Home Park shall be a permitted use with a maximum of 30 mobile home units. The Mobile Home Park shall be recognized by the zoning by-law in a separate mobile home park zone in which:
 - a. permitted uses include a mobile home located on a mobile home site within an existing mobile home park, a home occupation, and accessory uses;
 - b. the minimum distance between building and structure in the mobile home park overlay and public roads and lots in other zones shall be 10 metres;
 - c. a minimum of 5% of the mobile home park shall be dedicated as common parkland; and,
 - d. each mobile home shall be allocated a site not less than 1,000 square metres in area.
4. The existing mobile home park shall be designed and maintained in such a manner as to provide adequate parking, buffering and landscaping. Communal water and sewage facilities must be operated to the satisfaction of the Ministry of Environment, Conservation and Parks.

3.1.4 Institutional

The Township of Conmee contains Institutional land uses within the Rural Area, including the Township office, the municipal cemetery, churches, public infrastructure, and other similar uses.

Policies

1. All Institutional land uses shall be placed in an Institutional zone in the implementing Zoning By-law.
2. Proposals for new institutional land uses will be evaluated on a case-by-case basis and may be subject to Site Plan Control under the provisions of the Planning Act.
3. When assessing new institutional land uses Council shall consider:
 - a. whether the use is compatible with the rural character of the Township;
 - b. the location is appropriate for the proposed use;
 - c. the site has been designed to provide for safe access and egress;
 - d. adequate off-street parking will meet the demands of the particular use; and

- e. adequate water and sanitary services are provided.
- 4. In accordance with the Provincial Policy Statement (2020) and the Cemeteries Act, cemeteries are permitted in the Institutional zone. New cemeteries or expansions to existing cemeteries shall be subject to an amendment to the implementing Zoning By-law. A cemetery may include, as an accessory use, a mausoleum and/or a crematorium. Before considering such an amendment, Council shall be satisfied that:
 - a. the size of the cemetery and the accessory uses are appropriate for the area; and,
 - b. the use can be accessed by roads which are designed to accommodate high volumes of traffic in short periods of time.

3.1.5 Commercial

The Township of Conmee includes commercial uses that are intended to provide commercial services to residents and visitors in appropriate locations, particularly near the existing and future Highway 17 corridors. The policies in this section are intended to recognize these existing land uses and to ensure that new rural commercial development occurs in an orderly manner.

Policies

1. All Commercial land uses shall be placed in a Commercial zone in the implementing Zoning By-law.
2. Permitted uses within the Commercial zone may include auto service and sales, convenience stores, restaurants, wholesale establishments, storage and/or warehousing establishments, retail uses, retail food stores, garden centres, and other similar uses.
3. It is the intent of this Plan that all commercial developments which serve the needs of the rural community or the traveling public be planned to ensure that water and sanitary services and access/egress are adequately addressed.
4. Development proposals for new Commercial uses may be subject to an amendment to the implementing Zoning By-law and will be subject to Site Plan Control. Prior to considering an application, Council shall be satisfied that:
 - a. Adequate parking and loading facilities are provided on the site, in accordance with the applicable Zoning By-law provisions;
 - b. Adequate landscaping will be provided to enhance the aesthetics of the site and surrounding area, delineate parking areas, improve drainage, and provide visual screening, where necessary;
 - c. Outdoor storage areas are substantially screened from view from neighbouring properties and the public roadway;
 - d. The proposed use can be adequately serviced with an appropriate water supply and means of sewage disposal;
 - e. Where a proposed use abuts, or is in close proximity to, an existing residential use, fencing, landscaping, berming or a combination of these features shall be utilized to ensure that there is adequate screening between the uses; and,

3.1.6 Agriculture, Agricultural-related Uses and On-farm Diversified Uses

The Township of Conmee Rural Area land use designation contains some areas of agricultural concentration. The Rural land use designation shall permit Agricultural uses, Agricultural-related uses and On-farm Diversified uses, as defined by the Provincial Policy Statement (2020) and as described below:

Agricultural uses allow for the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre including poultry and fish; aquaculture; apiaries; agro-forestry; and maple syrup production.

Agriculture-related uses include farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations and provide direct products and/or services to farm operations as a primary activity.

On-farm diversified uses are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agritourism uses, and uses that produce value added agricultural products.

Policies

1. All agriculture and agricultural-related land uses shall be placed in a Rural Zone in the implementing zoning by-law.
2. On-farm industrial uses such as feed mills, grain drying facilities, fertilizer blending stations, and abattoirs, shall be permitted in association with an agricultural operation in accordance with the policies of this plan, the requirements of the Ministry of Agriculture, Food and Rural Affairs and subject to a Zoning By-law Amendment.
3. On-farm commercial uses such as stables, greenhouses, fruit and vegetable stands, market gardens, and nurseries may be permitted as-of-right in association with an agricultural operation, provided all parking associated with the on-farm commercial use is provided on site.
4. Agri-tourism uses that promote the enjoyment, education or activities related to the farm operation are also permitted in the Rural zone.
5. Where ground-mounted solar facilities are proposed on a property that accommodates an agricultural use, the solar facilities shall be accessory to the agricultural use and meet the criteria for on-farm diversified uses in this Plan. Agriculture-related uses and On-farm diversified uses that are compatible with and do not hinder surrounding or nearby agricultural operations are permitted subject to limitations on size, scale and location on the property as determined in the Zoning By-law. On-farm diversified uses...
6. The Township of Conmee may require new agricultural farm operations be regulated and approved through Site Plan Control.
7. New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) minimum distance separation (MDS) formulae and guidelines, as amended.
8. The Township may seek to redesignate agricultural areas to a new Agricultural land use designation. Prior to identifying potential prime agricultural areas to protect, the Township, landowner or proponent shall undertake an Agricultural Land Evaluation System (ALES) and/or Land Evaluation and Area Review (LEAR) study to evaluate whether lands may appropriately be designated Agriculture.
9. The principle of normal farm practice, as defined by the Farming & Food Production Protection Act, shall be upheld when addressing complaints with respect to noise, odour, dust and similar nuisances brought against farmers in the Township.
10. Forestry uses shall be permitted in the Rural designation, including the production of wood and wood products, subject to provision of proper environmental conditions for wildlife, protection against floods and erosion, and protection and production of water supplies. The processing of forest products is considered an Industrial Use and shall be subject to a Zoning By-law Amendment to ensure compatibility with adjacent land uses.
11. Forestry activities on Crown lands within the Township are subject to policies and regulations under the Crown Forest Sustainability Act, governed by the Ministry of Natural Resources and Forestry.
12. The Township may apply a Forestry Overlay to protect areas for future forestry use on Schedule A of the Official Plan. Where an Overlay is applied, any proposed development under the Overlay shall be evaluated to ensure future potential for forestry harvesting is not compromised.

3.2 Industrial

The Industrial land use designation is intended to permit a range of industrial uses which, by their nature, generate noise, fumes, odours or other noxious impacts, while also providing development standards to ensure compatibility with adjacent non-industrial land uses.

Policies

1. All industrial land uses shall be placed in an Industrial zone in the implementing Zoning By-law.

2. Industrial operations that provide services and goods in support of mineral mining and mineral aggregate extraction, processing of forest products, and other similar uses shall be permitted in the Industrial designation.
3. The Township contains two waste disposal sites, one active and one inactive. These sites are to be identified and designated Industrial on Schedule A of the Official Plan and zoned Industrial in the implementing Zoning By-law in accordance with Section 5.8.
4. Proposals to establish a new Industrial uses shall only be permitted through an Official Plan Amendment and Zoning By-law Amendment and subject to the following criteria:
 - i. The proposal satisfies the policies of this Plan, including Land Use Compatibility policies;
 - ii. Appropriate buffering shall be provided where the use is located adjacent to a sensitive land use;
 - iii. There is no adverse impact on the amenity and character of the rural area;
 - iv. Private services, where required, are provided in a manner which supports protection of the natural environment and minimize potential risks to human health and safety;
 - v. Outdoor storage areas are substantially screened from the view from the abutting roadway; and
 - vi. Adequate on-site parking is provided.
5. Appropriate buffering for new Industrial uses shall be determined in accordance with Ministry of the Environment, Conservation and Parks D-Series Guidelines D-1 and D-6. Section 4.6 (Industrial Uses) of this Plan provides detailed policies regarding appropriate buffering.
6. The Zoning By-law shall provide specific regulations for Industrial uses which detail permitted uses, scale, intensity, buffering, and parking.

3.3 Mineral Aggregate Resources

The Mineral Aggregate Resources land use designation is intended to protect lands characterized as having deposits of gravel, sand, clay, earth, shale, stone, limestone granite, rock and other material prescribed under the Aggregate Resources Act. Existing Mineral Aggregate operations and areas with Mineral Aggregate potential are shown on Schedule A of this Plan.

Policies

1. All Mineral Aggregate Resources land uses shall be placed in a Mineral Aggregate Zone in the implementing Zoning By-law.
2. New aggregate operations (pits and quarries) require authorization under the Aggregate Resources Act, as administered by the Ministry of Natural Resources and Forestry and shall require an Official Plan and Zoning By-law Amendment.
3. Appropriate separation distances for proposed and existing aggregate operations will be determined on a site-specific basis. The potential influence area can be 1,000 metres and the minimum separation distance is 300 metres (for Class III Industrial uses) between the extraction / excavation area and any zone permitting residential or other sensitive land uses. Where technical studies confirm a smaller actual influence area, the required separation distance may be equal to or greater than the actual influence area.
4. In considering any application to permit a new mineral aggregate extraction operation, Council shall require:
 - i. Consideration of the effects of the operation on the natural environment, including fish habitat;
 - ii. A land use compatibility study which considers surrounding land uses and potential adverse effects from noise, dust, and vibration. In the absence of studies, pits and quarries should be treated as Class III industrial facilities and new sensitive land use developments are required to meet the separation requirements for Class III facilities in Ministry of Environment, Conservation and Parks Guideline D-6: Compatibility Between Industrial Facilities and Sensitive Land Uses. Blasting operations shall be in compliance with Ministry of the Environment, Conservation and Parks Guidelines NPC-119 for Blasting;

- iii. The completion of ground and surface water studies to assess the impact of the extraction (both during and post extraction), any water taking, and the return of aggregate wash water upon the area's water resources;
- iv. Where deemed to be applicable, an archaeological assessment completed by a qualified professional to address potential cultural heritage resources;
- v. A traffic study which considers main haulage routes and proposed truck traffic to and from the site; and
- vi. A site plan which includes the following information:
 - a. The legal limits of the property, contours, dimensions, site area, location, and the extent of any adjacent property owned by the applicant;
 - b. The existing use of land and the location and use of all buildings and structures located within 300 metres of the property that is the site of the extractive operation;
 - c. Existing and anticipated grades of extraction, extent of extraction area, setbacks from the limits of extraction to the property line, and screening and buffering;
 - d. The location, height, dimensions, and use of all buildings or structures, and location of machines existing or proposed to be erected on the property;
 - e. All vehicular entrances and exits;
 - f. Limits of development, road plan, water drainage, storage and management, and location of stockpiles;
 - g. Progressive and ultimate rehabilitation plan including topography, contours, grading, stabilization of banks, fill, drainage, and re-vegetation.
- 5. Mineral and Aggregate processing is considered an accessory use to an operation and may be permitted provided setbacks for buildings, machinery and equipment from lot lines is determined on a site-specific basis in consultation with the Township and with the Ministry of the Natural Resources and Forestry through the issuance of an Environmental Compliance Approval (ECA).

3.4 Parks and Open Space

The Parks and Open Space land use designation is meant to: encourage active and passive recreational uses which are compatible with the character of the Township and promote recreation and tourism-based development; ensure that new uses are properly planned and located and serviced with appropriate supply of water, sewage, and stormwater management services; and, to ensure that new recreational uses will not have a negative impact on the environmental and hydrogeological features, conservation areas, and other protected areas and natural resources.

Policies

1. All Parks and Open Space land uses shall be placed in a Parks and Open Space Zone in the implementing Zoning By-law.
2. Parks and Open Space uses may include provincial parks, conservation areas, conservation reserve, research stations, campgrounds, hunting and game preserves, golf courses, and various other passive recreational uses. Secondary uses such as a club house and other uses functionally associated with an open space use shall also be permitted. These uses may be regulated by a Site Plan Control By-law. The Zoning By-law shall contain an appropriate Parks and Open Space zone that shall provide specific regulations detailing permitted uses, buffering, and parking requirements.
3. Permitted land uses in the Parks and Open Space designation shall relate to recreational activities including those uses which existed or had received approval prior to the date this Plan was approved. The Parks and Open Space land use designation should be characterized by uses, buildings and structures which are compatible with, integrated into, and do not dominate, the natural setting.
4. Previous uses approved or legally existing on or before the approval date of this Plan for land within the Parks and Open Space designation will not be negatively impacted by the policies of this section.

5. Proposals to develop new recreational and Parks and Open Space uses shall require an Amendment to the Official Plan and Zoning By-law and shall be subject to Site Plan Control.
6. Expansions to existing uses on lands that are already within the Parks and Open Space designation shall require an amendment to the implementing Zoning By-law and will be subject to Site Plan Control.
7. Proposals to expand existing Parks and Open Space uses onto lands which are not designated Parks and Open Space shall require both an Amendment to the Official Plan and Zoning By-law and shall also be subject to Site Plan Control.
8. The Township shall encourage the adaptive reuse of undeveloped or underdeveloped sites to accommodate new recreation and open space uses. Adaptive reuse of brownfield sites may be considered subject to the findings of Environmental studies, including an Environmental Site Assessment among others, in accordance with the Ministry of the Environment, Conservation and Parks guidelines. The studies will determine the existence, nature, and extent of the contamination and the identification of a remedial plan, if required.
9. Before considering an amendment to the Official Plan and Zoning By-law, Council shall be satisfied that:
 - a. the proposed use or expansion is compatible with the rural character of the area and adheres to the land use compatibility criteria of this Plan;
 - b. the development can be designed and sited to blend in with surrounding land uses;
 - c. the proposed use or expansion is located where it will not impact existing agricultural operations on adjacent lands as per the land use compatibility criteria of this Plan;
 - d. the proposed use can be serviced with an appropriate water supply and means of sewage disposal, if required;
 - e. if an expansion is proposed, the entire use is serviced by an appropriate water supply and means of sewage disposal, if required;
 - f. appropriate guarantees are in place to ensure that the impacts of the effluent from a private communal sewage treatment system on the lands (if required) on down-gradient water supplies is monitored frequently;
 - g. sufficient financial securities are available to ensure that downstream water supplies can be replaced in the event of a problem that is directly attributable to the operation of the private communal sewage treatment system (if there is one) on the lands;
 - h. off-site impacts resulting from the use of fertilizers, herbicides and fungicides have been reviewed and it has been demonstrated that impacts will be minimal or can be mitigated;
 - i. the proposed use is to be accessed by municipal roads that can accommodate the increased traffic generated by the proposed use;
 - j. the proposed use can be appropriately buffered from adjacent residential uses; and,
 - k. an appropriate monitoring program is developed, which serves to monitor the impact of the use on the quality and quantity of the groundwater, surface waters and the environment in general.

3.5 Environmental Protection

The Environmental Protection land use designation is intended to protect, maintain, and enhance the ecological integrity of the natural heritage system and natural heritage features for the long-term; eliminate the potential for the loss or fragmentation of both unevaluated wetlands and provincially significant wetlands, wildlife features, and areas of natural and scientific interest, and the habitats and ecological functions they provide; and to provide the tools to properly assess development applications located in close proximity to environmentally sensitive features and areas. Lands designated Environmental Protection are shown on Schedule A to this Plan.

The Environmental Protection designation is intended to include the following components of the Township's Natural Heritage System:

- / All significant wetlands evaluated and identified by the Ministry of Natural Resources and Forestry;

- / All other wetlands that were designated as such in the previous Official Plan or which have been identified but not evaluated by the Ministry of Natural Resources and Forestry and endorsed by Council;
- / Significant wildlife habitats, including habitats of endangered and threatened species; and,
- / Any other area that has been determined to be environmentally significant as a result of a planning process.

Policies

1. Permitted uses on lands designated Environmental Protection shall be limited to conservation and passive recreational uses that do not require development or site alteration. For the purposes of this policy, works and infrastructure that by their nature must be located within the floodway, such as flood and erosion control works are permitted. For the purposes of this section, a golf course or similar land use is not a passive recreational use.
2. Despite Policy 1 above, development and site alteration may be permitted in the Environmental Protection designation, where it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions as well as there are no risks to the health and safety of residents.
3. Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.
4. Proposals for development and site alteration shall be accompanied by a supporting Environmental Impact Study or other environmental study which demonstrates that the proposed development will not cause negative impacts on the natural features or their ecological functions.
5. Nothing in this Section is intended to limit the ability of existing agricultural uses to continue on lands that are designated Environmental Protection. Similarly, existing forestry and existing woodlot management activities are not intended to be prohibited, but are encouraged to comply with good forest management practices as recommended or endorsed by the Ministry of Natural Resources and Forestry and the Ontario Forestry Association.

Use of Lands in Private Ownership

6. Where any land within the Environmental Protection system is held under private ownership, this Plan shall not be construed as implying that such areas are free and open to the general public.

Adjacent Lands

7. Adjacent lands are the lands adjacent to an environmental feature within which impacts must be considered and within which the compatibility of the development proposal must be addressed. For the purposes of this Official Plan, adjacent lands are defined as all lands within:
 - a. 120 metres of the boundary of a provincially significant wetlands;
 - b. 50 metres from the boundary of a Provincially or Regionally Significant Area of Natural and Scientific Interest (ANSI);
 - c. 50 metres of a significant habitat of any endangered or threatened species and, where scientific data has determined a different setback, the greater of the two will be required; and,
 - d. 30 metres from the boundary of a fish habitat area.
8. No development or site alteration shall be permitted on these adjacent lands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions.
9. Development or site alteration is not permitted without Council approval of a Zoning By-law Amendment, Site Plan, or other appropriate approval authority, including the LRCA. Council may require an Environmental Impact Study (EIS) and/or a sub-watershed study and/or a geotechnical study be completed, subject to the comments of the appropriate agencies.
10. The scale and the contents of the required studies shall be determined at the time the development is proposed. The scope of the adjacent lands may be increased/decreased, depending on the feature and the nature of the proposed development. This determination shall be made in consultation with the appropriate agencies at the time the development is proposed.

Description of Components of the Environmental Protection Designation

11. The Natural Heritage System represents a network of natural areas that continue to exist following settlement and the lands and waters that support the ecological functions critical to the survival of these areas. Policies 12 to 16, inclusive, contain descriptions and policies for those components of the natural heritage system that are within or have potential to occur within the Environmental Protection designation.

Provincially Significant Wetlands

12. Where development and / or site alteration is proposed within 120 metres of the boundary of a Provincially Significant Wetland (PSW), the proponent may be required to provide Council with an EIS, prepared by a qualified professional, which demonstrates that there will be no negative impacts on the wetland or its ecological function. PSWs will be subject to the regulations administered by the LRCA, and a permit from the Authority may be required to allow regulated activities.

Evaluated Wetlands

13. The Township currently does not contain any evaluated wetlands. Any evaluated wetlands identified in the future will be indicated on Schedule A. Such wetlands will be subject to the regulations administered by the Lakehead Region Conservation Authority (LRCA), and a permit from the Authority may be required to allow regulated activities.
14. If a wetland is identified and has characteristics or contains significant species or functions that are typical of a significant wetland on or adjacent to a proposed development, a wetland evaluation assessment will be undertaken by a qualified professional and subsequently reviewed by the Ministry of Natural Resources and Forestry (MNRF) to determine its significance.

Unevaluated Wetlands

15. All wetlands in the Township are currently unevaluated, with no Ontario Wetland Evaluation System (OWES) analysis completed to date. Wetland boundaries are delineated on Schedule A of this Plan, however boundaries and buffers may not be precise.
16. Development within unevaluated wetlands may be permitted where it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions as well as there are no risks to the health and safety of residents.

Significant Habitat of Endangered, Threatened Species

17. An endangered species is a species listed in the Regulations under the Endangered Species Act that is at risk of extinction throughout all or a portion of its Ontario range, if limiting factors are not reversed. A threatened species is a native species that is at risk of becoming endangered through all or a portion of its Ontario range. Threatened or endangered species are listed on the Committee on the Status of Endangered Wildlife in Canada (COSEWIC) and Committee on the Status of Species at Risk in Ontario (COSSARO) lists. The 'significant habitat' is the area of land that is necessary for the maintenance, survival and/or recovery of naturally occurring or re-introduced populations of endangered or threatened species.
18. The significant habitat of all species that are considered to be endangered or threatened is intended to be contained within the Environmental Protection designation. Additional studies and/or consultation may locate such habitats and, in such instances, it is the intent of this Plan that these areas be subject to the policies of this section. Schedule A will be amended if necessary to reflect the additional habitat(s) located through further study.

New Development in the Environmental Protection Designation

19. There may be circumstances where development may be permitted in the Environmental Protection designation, if such development:
 - a. is not located within the habitat of endangered or threatened species;
 - b. cannot be located on another portion of the lot that is not within the Environmental Protection designation and zone;

- c. is essential in the location proposed and all other alternatives have been reviewed and are determined to not be viable;
 - d. as it relates to Provincially Significant Wetlands and significant habitat of endangered or threatened species, does not result in an expansion or intensification of an existing use;
 - e. is set back a minimum of 30 metres from the normal high water mark, or 15 metres from the top of bank, whichever is greater;
 - f. is supported by an Environmental Impact Study, where required at the discretion of Council, that is prepared in accordance with the policies of this Plan, subject to the comments of the appropriate agencies; and,
 - g. any other studies, reports and/or plans as required at the discretion of Council.
20. The requirement for an Environmental Impact Study may be waived by Council if the intent is to replace an existing building, as long as the development, and any new site alteration, is located in the same existing disturbed area/site alteration envelope as that which it is replacing and will not result in a negative impact on the adjacent natural features or their ecological functions.
21. Where new development is proposed within the Environmental Protection designation and the proposal conforms with the above criteria, a Zoning By-law Amendment may or may not be required at the discretion of Council, provided that the health and safety of residents is protected and maintained. The creation of a new lot for conservation purposes, forestry or woodlot management practices is not permitted.

Zoning By-law Implementation

22. The boundaries of the Environmental Protection designation are delineated in a conceptual manner on Schedule A. The extent and exact location of the boundaries are intended to be delineated in the implementing Zoning By-law in accordance with detailed mapping provided by the Provincial agencies such as the Lakehead Regional Conservation Authority and/or the Ministry of Natural Resources and Forestry, and will not require an Amendment to this Plan. Such lands will be placed in appropriate environmental zones in the implementing Zoning By-law.
23. The implementing Zoning By-law shall also incorporate general setback requirements from lot lines for buildings, structures, parking areas and other similar facilities from lands within the Environmental Protection designation in relation to the extent and severity of the natural environmental features and ecological functions of the area. However, local municipalities may evaluate this general setback for specific development applications to provide appropriate setbacks.
24. The implementing Zoning By-law shall also specify that all buildings and structures be set back an appropriate distance from the boundary of an Environmental Protection Zone. A reduction in the setbacks will require either an Amendment to the implementing Zoning By-law or a minor variance, subject to the comments of the appropriate agencies. Matters to be considered in reviewing an application to reduce the setback include:
- a. the nature and stability of the soils;
 - b. the nature and stability of the vegetation and cover;
 - c. the slope of the land;
 - d. the nature of existing and proposed drainage patterns;
 - e. the nature of the fish and wildlife that may be present; and,
 - f. the scale of the proposed development.
25. Council shall be satisfied that the proposed development can be accommodated in a safe manner without causing any negative impact on the features and functions of the Natural Heritage system.

4.0

General Development Policies

4.1 Additional Dwelling Units

Additional units, which may take the form of apartments within a dwelling or in an ancillary building on a residential property, are an affordable and market-based housing type that can enhance housing options for current and future residents of the Township.

4.1.1 Additional Dwelling Units

1. Additional dwelling units provide complementary residential living space, either as a distinct dwelling unit incorporated by interior renovation within an existing detached house or within a permitted ancillary structure. An additional dwelling unit is permitted on lots developed with a single-detached dwelling provided that:
 - a. The principal dwelling unit is located in a land use designation that permits the residential use;
 - b. The additional dwelling unit may be located within the main building or permitted ancillary structure (e.g. detached garage);
 - c. There is adequate private water and sewer capacity to accommodate the additional dwelling;
 - d. The additional dwelling unit would not otherwise qualify as a garden suite; and
 - e. Only one additional dwelling unit is permitted on a lot.
2. Additional dwelling units shall share water and wastewater services with the principal dwelling, and must meet health and safety standards, the Ontario Building Code, Fire Code, and other applicable legislation.
3. Notwithstanding the policies of this section, an additional dwelling unit will not be permitted on a lot that contains a garden suite.
4. Council shall be satisfied that the additional dwelling unit does not constitute a second independent principal dwelling on the lot. Standards shall be established in the Zoning By-law to govern compatibility with the main dwelling and neighbourhood character.

4.1.2 Garden Suites

1. Garden suites consist of a one-unit, self-contained and detached residential structure that is ancillary to and on the same lot as a residential dwelling and is designed to be portable. A garden suite may be permitted subject to:
 - a. The provisions of Section 39.1 of Planning Act;
 - b. The lot being sufficiently large enough to accommodate the garden suite and its required water and wastewater servicing, and must meet health and safety standards, the Ontario Building Code, Fire Code and other applicable legislation;
 - c. The garden suite may not be severed from the lot accommodating the primary dwelling; and,
 - d. A Temporary Use By-law being passed by Council, in accordance with the Planning Act, along with an agreement with the Township that addresses occupancy of the garden suite, its removal at the end of the temporary period, and the posting of security to ensure due performance.
2. The Zoning By-law shall implement the policies of this section and may establish criteria to govern compatibility of these units with the main dwelling and surrounding uses.

4.2 Home Occupations and Home Industries

4.2.1 Home Occupations

Home occupations are typically professional work and service activities that are carried out within a residential dwelling or accessory building that typically do not involve the retail sale of goods.

1. Home occupations shall be permitted provided they are clearly secondary to the main residential use of the lot.

2. Activities in a home occupation are to be conducted entirely within the dwelling by those residing in the dwelling, plus not more than one person who is not a resident thereof.
3. Home occupations shall not adversely impact on the enjoyment of surrounding properties, the provision of municipal services, and the quality of the environment.

4.2.2 Home Industries

Home industries are small-scale industrial and commercial uses that are accessory to a residential dwelling and may also support the agricultural industry in the area. Generally, home industries shall be small in scale, conducted primarily within an accessory building to the main dwelling by those residing in the dwelling. Home industries may include, but are not limited to, woodworking shops, small engine repair, animal kennels, auto body repair, welding, carpentry or machine shops, or agriculture-related uses that involve the processing or transportation of regionally-produced agricultural crops or other products.

1. A home industry shall not detract from the primary use of the property for agricultural or residential purposes.
2. The accessory retail sales of products produced in the home industry is permitted.
3. Home industries will be permitted as-of-right in the implementing Zoning By-law, provided:
 - a. the building accommodating the home industry is located within the existing farm-building cluster, if located on an active farm property;
 - b. the home industry is located on a lot which is in accordance with the MECP D-Series Guidelines;
 - c. the home industry is not a Class III industry as defined by the MECP D-Series Guidelines;
 - d. any open storage associated with the home industry is limited and screened from view;
 - e. the home industry has a limited number of employees, as specified in the Zoning By-law; and,
 - f. the retail component is clearly accessory to the use and does not detract from the primary use of the property.
4. The development of a new home industry may be subject to a Site Plan Control application.
5. Home industries which can no longer be considered secondary to the residential use of the property shall either be deemed to be non-conforming or established through a site-specific Zoning By-law Amendment containing provisions that ensures compatibility of the use.

4.3 Bed and Breakfast Establishments

1. Bed and Breakfast establishments may be permitted in any designation in which a residential use is permitted, provided that the Bed and Breakfast establishment:
 - a. is located within the principal residence of the owner/operator;
 - b. is located on a road maintained year-round by the Township or the Ministry of Transportation;
 - c. has sufficient site area to accommodate any proposed on-site recreation amenities and adequate on-site parking;
 - d. conserves the character of the dwelling as a primarily residential use; and,
 - e. is licensed annually in accordance with a municipal lodging and/or bed and breakfast licensing by-law as amended, where applicable.
2. The implementing Zoning By-law shall define a Bed and Breakfast establishment and may further detail provisions under which a Bed and Breakfast establishments may be permitted.

4.4 Residential Care Facilities

Residential care facilities are defined as residential facilities which accommodate residents who live in a supervised setting and receive both room and board and assistance with daily living. There are a variety and range of residential care facilities which are generally categorized as group homes, second level boarding/lodging

homes, transitional care facilities, or treatment centres, depending upon their program, funding, size, operator, or Provincial licensing as it may apply. The following policies apply to residential care facilities:

1. The Zoning By-law shall provide specific definitions for these residential care facilities as well as performance standards. New programs may emerge over time, depending upon Provincial funding and licensing, and further amendments to the Zoning By-law may be required, as warranted.
2. This Plan supports the provision of an adequate regional supply of residential care facilities subject to appropriate funding from senior government agencies, the provision of adequate community services for clients and proper siting of such facilities in accordance with the policies of this Plan.

4.5 Age-Friendly Planning

The Township is supportive of age-friendly planning practices and their relationship to land use and are guided by the below policies.

1. This Plan supports the phasing and development of a senior's housing complex and transitional facility to accommodate the region's aging population on Township-owned lands known as "Pines on Hume".
2. Council shall encourage the provision of age-friendly social and physical environments, including services and programs, to enhance the independence and quality of life for all people.
3. Land use decisions shall promote the creation of accessible, inclusive, and age-friendly communities.
4. Council shall identify gaps and opportunities to better support people of all ages and abilities in the Township.
5. Planning decisions shall consider the health, wellness and security for all residents so that they can remain in their communities as long as possible.
6. Development proponents are encouraged to employ universal design principles and best practices to create healthier and safer communities.
7. Long-term care homes and seniors-appropriate housing, including residential care facilities and transitional care facilities, are important elements of the housing spectrum, and the Township shall encourage the development of these housing typologies as a contribution to a range of dwelling types in the community.
8. Council may consider initiatives such as food markets, urban agriculture, and other partnerships which increase the distribution of, and access to, fresh, healthy, and affordable food for people of all ages and all incomes.

4.6 Public Uses

Public uses may include land, buildings or structures intended for the provision of programs or services, provided or subsidized by a government or other body, including public service facilities, electric power generating and distribution facilities, or infrastructure.

1. Public uses shall be permitted in all land use designations.
2. Notwithstanding Policy 1, public uses are encouraged to avoid development in the Environmental Protection designation.

4.7 Water and Sewer Servicing Strategy

Infrastructure is the basic physical and organizational arrangement required for the Township to function. Some community infrastructure is provided and maintained directly by the Township, such as roads and culverts, while water and septic servicing infrastructure is the responsibility of property owners.

The following goals and objectives shall guide the planning, development, redevelopment and improvement of servicing and infrastructure to:

1. Ensure that servicing and infrastructure are planned and designed to ensure long-term fiscal and environmental sustainability through advanced design standards, asset management programs, and provisions for efficient, cost-effective operations;

2. Protect the health, safety and wellbeing of the citizens and property within the Township;
3. Ensure that development does not impede the Township's ability to provide infrastructure and servicing;
4. Promote green infrastructure, energy efficiency, and conservation, where feasible;
5. Prepare for the impacts of climate change; and,
6. Ensure that development is strategically located to support the effective and efficient delivery of emergency management services.

The Township does not maintain public water services or sewage services. As such, all development is required to be serviced by individual on-site sewage services and individual on-site water services. The following policies relate to both existing and planned infrastructure requirements of the Township.

4.7.1 Private Services

1. Private services consist of one individual, autonomous water supply and wastewater disposal system, normally a well and septic system, owned and maintained by the property owner(s). All proposals for development will require individual on-site sewage services and individual on-site water services that are approved by the Thunder Bay District Health Unit, the Township Council, and / or the Province, as applicable.

4.7.2 Requirements for Septic Systems

1. To accommodate an individual on-site sewage service, new lots must be of an appropriate size and configuration and front onto a public road, unless a smaller lot size can otherwise be supported by technical information pertaining to the physical characteristics and hydrogeology of the site in accordance with guidelines of the Ministry of Environment, Conservation and Parks and prepared by qualified professionals.
2. Communal sewage systems shall not be permitted in the Township of Conmee. The policies of this Plan are intended to ensure that lot sizes and conditions are adequate to allow the safe and efficient operation of individual septic systems.
3. A development plan for any type of on-site sewage services, such as a septic tank system or leaching pit, shall be completed in accordance with Ontario Regulation 358 and approved by the Thunder Bay District Health Unit, and the Ministry of Environment, Conservation and Parks.
4. Large sewage disposal systems with design flows greater than 10,000 Litres per day shall have a hydrogeological assessment completed in accordance with the Ministry of Environment, Conservation and Parks Sewage Guidelines and shall be submitted to the Ministry for review and approval.

4.7.3 Requirements for Drinking Water

1. Drinking water supply wells shall be installed in accordance with Ontario Regulation 903.

4.7.4 Multi-unit Development

1. Where multi-unit development is proposed for five (5) or more units or lots, a hydrogeological assessment is required by Ministry of Environment, Conservation and Parks D-5 Guideline to confirm that an acceptable quality and adequate quantity of drinking water is available. The assessment must be prepared by a qualified professional and should provide technical guidance on private wells.

4.7.5 Permit to Take Water

1. Any taking of water shall follow the requirements outlined in the Ontario Water Resources Act, Ontario Regulation 387/04 and the Water Management Policies Guidelines and Provincial Water Quality Objectives.

4.7.6 Green Infrastructure

Green infrastructure refers to natural and human-made elements that provide ecological and hydrological functions and processes. Examples of green infrastructure include natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.

1. In reviewing Planning Act applications, including Plans of Subdivision and Site Plan Control applications, the Township shall encourage development proponents to incorporate green infrastructure elements, where possible and appropriate.

4.8 Stormwater Management

Stormwater management is the planning, design and implementation of systems that mitigate and control the impacts of human-made changes to the run-off and other components of the hydrologic cycle. The following policies apply to ensure safe and effective stormwater management in the Township:

1. Stormwater management shall be planned in a manner which:
 - a. is integrated with planning for sewage and water services and ensure that systems are optimized, feasible and financially viable over the long-term;
 - b. minimizes, or, where possible, prevents increases in contaminant loads;
 - c. minimizes erosion and changes in water balance, and prepares for the impacts of a changing climate through the effective management of stormwater, including the use of green infrastructure;
 - d. mitigates risks to human health, safety, property and the environment;
 - e. maximizes the extent and function of vegetative and pervious surfaces; and,
 - f. promotes stormwater management best practices, including stormwater attenuation and re-use, water conservation and efficiency, and low-impact development.
2. The Township shall promote naturalized stormwater management facilities, constructed with gentle slopes. Applications for development may be required to be supported by a stormwater quality / quantity management study. The planning and design of stormwater facilities should be undertaken in accordance with the Ministry of Environment, Conservation and Parks.
3. In order to control flooding, ponding, erosion and sedimentation and to protect water quality and aquatic habitat or other natural habitat which depend on watercourses and other waterbodies for their existence, all commercial, industrial, institutional and residential development proposals of four (4) new lots or more shall be supported by a Stormwater Management (SWM) report. SWM reports may also be required on a site-specific basis, depending on the nature of the development.
4. Stormwater management will be undertaken in accordance with Ministry of Environment, Conservation and Parks Guidelines, as updated. The content and depth of the SWM report shall be determined when the development is proposed.
5. A SWM report shall be prepared by a qualified professional to the satisfaction of Council and the appropriate agencies, and shall be prepared in accordance with provincial guidelines. Additionally, a SWM report shall:
 - a. provide recommendations on a stormwater quantity system which ensures that post-development run-off rates will not be greater than the pre-development run-off rates for storms up to and including a 1:100-year storm event;
 - b. document the possible impacts of development on watershed flow regimes, including their interconnection with groundwater resources;
 - c. provide recommendations on how to maintain pre-development water quality and improve run-off, where appropriate;
 - d. document the means by which stormwater volume control will be provided; and,
 - e. determine and describe the necessary measures required to be undertaken during construction to mitigate the potential negative impact of development.
6. All stormwater management facilities in a Plan of Subdivision shall be zoned "Environmental Protection" in the implementing Zoning By-law to reflect the potential for these lands to be flooded and to ensure that their intended use is recognized.

7. Stormwater management facilities for condominium developments and other large single uses may be privately owned and maintained. Agreements with the local Council may be required as a condition of approval, to provide for their continued maintenance.

4.9 Transportation

It is the intent of this Plan to:

1. facilitate the safe movement of both people and goods to and from the various communities around the Township;
2. ensure that major goods movement facilities and corridors are protected for the long-term;
3. ensure that new development is compatible with, and supportive of, the long-term purposes of transportation corridors and designed to avoid, mitigate or minimize negative impacts on and from the corridor and transportation facilities;
4. ensure that new development does not create any traffic hazards;
5. ensure that appropriate right-of-way widths for all existing and proposed roads are protected for infrastructure, including transportation, transit and electricity generation facilities and transmission systems;
6. limit development on non-winter maintained roads, private roads and individual rights-of-way unless an agreement on services is registered on title;
7. promote alternative modes of transportation, including active transportation infrastructure such as cycling lanes and walking paths which are safe, foster social interaction and community connectivity, reduce greenhouse gas emissions, and mitigate impacts related to climate change; and,
8. ensure that trails and active transportation infrastructure are designed to be safe and accessible to people of all ages and abilities.

4.9.1 Provincial Highways

Provincial highways include highways under the jurisdiction of the Ministry of Transportation, and includes Highway 17, as identified on Schedule A. This Plan recognizes and protects lands for the planned Highway 17 realignment between Kakabeka Falls and Shabaqua Corners as identified on Schedule A of this Plan. The Schedule identifies both the current and proposed future alignment of Highway 17.

Primary Purpose

1. The primary purpose of provincial highways is to move people and goods between destinations within and beyond the Township. Access to provincial highways is restricted to allow the highways to fulfill their primary purpose.
2. This Plan protects current and planned highway infrastructure for transportation to be freight supportive and facilitate the movement of major goods.

Entrances & Access Points

1. Direct access onto a provincial highway will be restricted. A new Ministry of Transportation entrance permit is required prior to the installation, change of use, or change of construction, of an access to a provincial highway. A new entrance permit is also required when there is a change of property ownership.
2. In accordance with Ministry of Transportation policy, one entrance for each lot-of-record fronting onto a highway will be permitted, provided it meets the requirements of Ministry of Transportation access management practices and principles.
3. Entrances to provincial highways serving home occupations, industry or businesses require the approval of the Ministry of Transportation. The property owner will be required to obtain an entrance permit and acknowledge the permitted use of the entrance while also acknowledging that it cannot be converted to a commercial entrance in the future and that an additional entrance will not be permitted to accommodate the home occupations, industry or business. Severance applications intended to enable a separate entrance for a home-based business or industry shall be prohibited.
4. Back lot development is not permitted to use another entrance for access to a provincial highway.

5. The Highway 17 conceptual alignment identifies new interchanges at the intersections of Holland Road East and Teitto Road in the north, which are to be protected.

Development Adjacent to Provincial Highways

1. Development and site alteration adjacent to provincial highways shall be subject to Ministry of Transportation approval and Building & Land Use Permit requirements, including installation or alteration of above-or below-ground structures, grading, drainage alteration, fences, or installation of side road entrances. Transportation Impact Studies and/or Stormwater Management Reports may be required.
2. Council will work with the Ministry of Transportation when considering new rural highway commercial development along the proposed Highway 17 alignment. New rural highway commercial development may require an Official Plan Amendment and Zoning By-law Amendment, and be subject to Council approval.
3. For developments in the vicinity of a highway, the Ministry of Transportation may require submission of a transportation impact study that addresses the impacts to the highway or adjacent properties as well as identifying any associated highway improvements required to mitigate those impacts. Any required highway improvements are the responsibility of the developer. The report must be acceptable to the Ministry prior to development proceeding.
4. For development in the vicinity of a highway, the Ministry of Transportation may require submission of a drainage / stormwater management report that addresses impacts to the highway or downstream properties and the mitigation measures required to alleviate those impacts. Mitigation measures are the responsibility of the developer. The report must be acceptable to the Ministry prior to the development proceeding.
5. Schedule A of this Plan identifies lands adjacent to the intersections of Holland Road and Teitto Road on the Highway 17 conceptual alignment to be protected for future development of commercial and / or industrial use.

Snowmobile & Hiking Trails

1. Snowmobile and Recreational trails along or crossing provincial highways may be considered subject to meeting Ministry of Transportation policy. The Ministry requires any proposed new trail to demonstrate that there is no feasible alternative route and that there will be no negative impact to the highway infrastructure, operations, maintenance, and safety.

Adjacent Outdoor Storage

1. Outdoor storage and loading areas on lands adjacent to a provincial highway should be visually screened or appropriately located so as not to be visible to the travelling public.

4.9.2 Township Roads

The Township intends on maintaining a safe and efficient road system for the movement of people and goods to, from, and throughout the Township. The road system should be adequate to safely serve the Township but should not be over-extended or developed to a standard that would result in a financial burden.

Primary Purpose

1. The primary purpose of Township roads is to facilitate local traffic and provide access to developed areas. Direct access to Township roads from abutting lots is permitted, provided that all other Official Plan policies are met.

Road Width

1. Township roads are intended to be used year-round and carry a low to moderate volume of traffic. As such, they shall have a designed minimum right-of-way width of 20 metres.
2. The Township may pursue land acquisitions for road widening purposes through planning approvals where the existing road allowance is less than 20 metres. Applications in which widenings may be taken include Plan of Subdivision, Site Plan Control, and Consent applications.
3. Where a road widening is taken, the amount of land to be taken shall generally be taken in equal amounts from both sides of the subject road measured from the centreline of the road, except where circumstances may warrant an alternative approach.

Entrances & Access Points

1. Entrances and access points onto roads shall require approval from the Township. Access shall not be permitted where safety hazards could result due to poor sight lines, proximity to a traffic intersection or other hazard, or the traffic flow characteristic of the road.

New Roads

1. It is not the intention of the Township to approve, construct, accept, or maintain new roads, except in circumstances where a new configuration of lots or the future realignment of Highway 17 warrants a public road.
2. Council may consider extensions to existing roads to service development, provided that they meet Ministry of Transportation standards. The costs of design and construction of new roads or extensions to existing roads shall be the responsibility of the proponent.

4.9.3 Rail Facilities

Rail facilities include rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses. This Plan recognizes an existing CN rail corridor which runs through the eastern portion of the Township, as identified on Schedule A. The area of influence for sensitive land uses includes lands within 300 metres of a rail corridor and one (1) kilometre from a rail yard.

The following policies shall apply to development within proximity to rail facilities:

1. Sensitive land uses shall not be encouraged adjacent to, or in proximity to rail facilities.
2. All developments in proximity to rail facilities shall have regard for the FCM/RAC Guidelines.
3. All proposed residential developments or other sensitive uses located within 300 metres of a railway right-of-way may be required to undertake a noise study, to the satisfaction of the Township, in consultation with the appropriate railway operator, and may be required to undertake to implement the appropriate measures to mitigate any adverse effects from noise that were identified in the report.
4. All proposed residential developments or other sensitive uses located within 75 metres of a railway right-of-way may be required to undertake a vibration study, to the satisfaction of the Township in consultation with the appropriate railway operator, and may be required to undertake to implement the appropriate measures to mitigate any adverse effects from vibration that were identified in the report, and as may be required by CN.
5. All proposed building setbacks shall have regard for the FCM/RAC Guidelines. As a general guideline, buildings shall be setback 30 metres with an appropriate berm abutting the rail right-of-way. Reduced setbacks can be considered in certain circumstances dependant on the proposed use and in conjunction with additional studies and alternative safety measures, to the satisfaction of the Township, in consultation with the appropriate railway operator.
6. All proposed residential developments or other sensitive uses located adjacent to railways may be required to implement appropriate mitigation measures, including but not limited to, safety setbacks, berms, crash barriers and security fencing, in accordance with the FCM/RAC Guidelines.
7. All proposed residential developments or other sensitive uses located adjacent to railways may be required to implement, secure, and maintain any required rail noise, vibration, and safety impact mitigation measures, along with any required notices on title, such as development agreements, warning clauses and/or environmental easements, through appropriate legal mechanisms, to the satisfaction of the Township and the appropriate railway operator.
8. All proposed residential developments or other sensitive uses located in proximity to rail facilities may be required to evaluate, prioritize, and secure grade separation of railways and major roads, in co-operation with Transport Canada and the appropriate railway operator.

4.10 Other Infrastructure

This section includes policies for other forms of infrastructure in the Township.

4.10.1 Energy Generation & Telecommunication Systems

The location of energy generation and telecommunication systems is often dictated by factors outside of the Township's, and a development proponent's, control, such as access to infrastructure, environmental requirements, and the legislation and policies of higher-order governments.

In these instances, the following shall be considered when selecting a site:

1. Minimizing adverse impacts on surrounding industrial or agricultural land uses;
2. Maximizing the distance from residences and residential land uses;
3. Avoiding natural features and areas, including hazard lands;
4. Avoiding areas of topographical prominence, to minimize any negative visual impacts; and,
5. Ensuring that access requirements are sensitively integrated.

4.10.2 Temporary Construction Facilities for Roads

1. Wayside pits and quarries, portable asphalt plants and portable concrete plants used on public authority contracts shall be permitted to construct temporary road facilities, without the need for an amendment to this Plan or the implementing Zoning By-law, except in areas of existing development or particular environmental sensitivity which has been determined to be incompatible with the proposed activities.
2. Upon completion of the road project, the facility and / or excavation shall be removed and/or rehabilitated and the site restored to its original condition. Public authorities are encouraged to consult with Council in advance of constructing these road facilities.

4.11 Cultural Heritage and Archaeological Resources

Cultural Heritage and Archaeological Resources are tangible resources which provide the context of the social and physical make-up of the Township and its residents. They foster civic pride among citizens, and provide connections to the Township's past. Although the Township has not designated any heritage resources under the Ontario Heritage Act to date, nor identified any archaeological resources, the following policies are established to provide a framework for future cultural heritage planning, as applicable.

Goals & Objectives

The following goals and objectives shall guide planning, development, redevelopment and improvement of cultural heritage to:

1. Protect, conserve, and enhance the Township's significant cultural heritage resources, significant cultural heritage landscapes, and archaeological resources;
2. recognize that the maintenance of the Township's cultural heritage and archeological resources will contribute to the conservation of the Township's character;
3. ensure that the nature and location of cultural heritage and archaeological resources are known and considered before land use planning decisions are made;
4. increase public awareness of the importance of cultural heritage resources to the community;
5. mitigate development impacts by preventing the demolition, destruction, and inappropriate site alteration or use of significant cultural heritage resources;
6. encourage development adjacent to significant cultural heritage resources to be of an appropriate scale and character; and,
7. engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.

Built Cultural Heritage Resources & Cultural Heritage Landscapes

Built Cultural Heritage Resources include buildings, structures, and monuments, while Cultural Heritage Landscapes are a defined geographical area of heritage significance that has been modified by human activities, valued by a community and is of significance to the understanding of the history of a people or place. Built Cultural Heritage Resources and Cultural Heritage Landscapes are subject to the following policies:

4.11.1 Protection

1. Council shall use its authority under the Ontario Heritage Act and the Planning Act, including zoning for archaeology, holding zones, conditions of approval, and site plan agreements, to protect, conserve and enhance its cultural heritage resources. Council shall encourage development and redevelopment which is sensitive to cultural heritage resources, uses these resources, and is respectful of these resources.

4.11.2 Inventory & Designation

1. Council may designate individual properties under Part IV of the Ontario Heritage Act (OHA), and Heritage Conservations Districts under Part V of the OHA, and is required to maintain a register of all property it designates under the OHA. In addition, the Township will maintain an inventory of all properties that are not designated but have been identified as being of cultural heritage value or interest.
2. Council may identify and prepare an inventory of Cultural Heritage Landscapes. Cultural Heritage Landscapes may include existing rural and agricultural areas, heritage conservation districts, historic hamlets, and heritage roads. Once prepared, the Township will consider designating Cultural Heritage Landscapes through an Official Plan Amendment(s).

4.11.3 Alterations to Heritage Resources & Adjacent Lands

1. Development, redevelopment, and site alteration to a designated heritage resource or on lands adjacent to a designated heritage resource shall only be permitted where it has been evaluated and demonstrated by a heritage professional that the heritage attributes of the resource will be conserved. Mitigating measures and / or alternative development approaches may be required in order to conserve the heritage attributes of the affected resource.

4.11.4 Retention/Relocation of Cultural Heritage Resources

1. Council shall encourage the retention of buildings, structures, or monuments of architectural and/or historical significance in their original locations, whenever possible.
2. All options for on-site retention shall be considered before approval is given for relocation to another site. These options include:
 - a. integration within new development areas;
 - b. adaptive re-use of the building in its original location; and
 - c. relocation of the building on the development site.

4.11.5 Demolition / Destruction

1. The demolition or destruction of designated cultural heritage resources shall generally not be permitted. Prior to considering such a request, Council shall require the applicant to:
 - a. Submit accurate and complete information pertaining to the structural condition of the building or structure, with respect to the Ontario Building Code; and ,
 - b. Any other relevant information to determine the feasibility of restoring as opposed to demolishing the building or structure.
2. Council shall engage the services of a qualified professional to review any required documentation or reports and conduct a heritage impact assessment prior to granting a demolition permit.

4.11.6 Township-Owned Heritage Resources

1. Where warranted, the Township shall protect, restore, and maintain cultural heritage resources under its ownership to express its commitment to the protection and preservation of these resources, to enhance the identity and character of the Township and to provide an example of the merits of quality restoration and maintenance.

4.11.7 Assistance

1. The Township may itself utilize and encourage the utilization of available government funding assistance programs to assist in the implementation of cultural heritage conservation policies. Council, where appropriate, shall cooperate with other levels of government, as well as with private agencies and individuals, in the conservation of local cultural heritage resources.

4.11.8 Awareness

1. The Township shall take measures to increase public awareness of significant cultural heritage resources, which can be encouraged through a variety of means including the:
 - a. Identification and designation of potential cultural heritage resources;
 - b. Maintenance of historic records and archives;
 - c. Appointment of a municipal heritage committee to advise and assist Council on Parts IV and V of the OHA.

Archaeological Resources

Archaeological resources include artifacts, archaeological sites, and marine archaeological sites identified and evaluated by archaeological fieldwork. Archaeological Resources are subject to the following policies.

4.11.9 Protection of Archaeological Resources

1. Development, redevelopment and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential if the archaeological resources have been conserved by removal and documentation, or by preservation on-site.
2. The Township will obtain available archaeological site data locations from the Ontario Archaeological Sites Database maintained by the Ministry of Heritage, Sport, Tourism, Culture Industries for the purpose of heritage conservation planning.
3. Where archaeological resources must be preserved on-site, only development, redevelopment and site alteration which maintain the heritage integrity of the site may be permitted.

4.11.10 Archaeological Assessments

Archaeological resource areas are determined through the use of provincial screening criteria, or potential mapping developed based on the known archaeological record or features within the Township and is usually developed with a licensed archaeologist. Areas of archaeological potential can be found in areas close to water, current or ancient shorelines, rolling topography, unusual landforms or areas of known historic settlement.

1. Development applications that meet one or more provincial criteria shall be required to undertake an archaeological assessment to the satisfaction of the Province prior to the development approval. Archaeological assessment by a licensed consultant archaeologist is required when a known or suspected cemetery or burial site is affected by development or public works.
2. Council shall require Archaeological Impact Assessments and the preservation or excavation of significant archaeological resources in accordance with Provincial regulations established by the Ministry of Heritage, Sport, Tourism and Culture Industries, as well as licensing regulations referenced under the Ontario Heritage Act. The need for impact assessments will be determined in conjunction with development applications through the use of provincial screening criteria and qualified mapping of the inventories. Archeological Impact Assessments completed in conjunction with a development application will be referred to the Ministry of Heritage, Sport, Tourism and Culture Industries for review and approval.

3. Council shall ensure adequate archaeological assessment and consult appropriate government agencies, including the Ministry of Tourism, Culture and Sport and the Ministry of Public and Business Service Delivery when an identified historic human cemetery, or marked or unmarked human burial is affected by land use development. In these cases, the provisions of the Heritage Act and Cemeteries Act shall apply.

4.12 Subdivision of Land

This section contains policies that apply to every application to subdivide land in the Township. Regard shall also be had to the specific policies addressing lot creation in the applicable land use designation. The Lakehead Rural Planning Board is the approval authority for all forms of land division in the Township.

4.12.1 Preferred Means of Land Division

Under the Planning Act, land division by Plan of Subdivision is the preferred means of land division. A Plan of Subdivision application is necessary if:

1. the creation or extension of infrastructure, including roads, is required to facilitate the subdivision; or,
2. the area that is proposed to be developed is not considered to be infilling; or,
3. a Plan of Subdivision is required to ensure that the entire land holding or area is developed in an orderly and efficient manner; or,
4. more than three new lots are being created.

4.12.2 Plans of Subdivision / Condominium

When development involves the creation of new lots from a larger parcel(s), it is required to go through a Plan of Subdivision process. Plans of Subdivision are anticipated to be rare in the Township.

1. A Plan of Subdivision application is mandatory if the application satisfies any of the criteria listed in Section 4.12.1.
2. All land division in the Township, including Plans of Subdivision, shall reflect the rural character of the Township.
3. All lot sizes in a Plan of Subdivision shall be appropriate for the land use(s) and servicing needs proposed. All lots shall be a minimum of 2 hectares in area, unless otherwise permitted in this Plan, and shall be serviced with private well and septic systems.
4. A Plan of Subdivision application shall not be construed as an application to establish a settlement area, nor shall an application seek permission to establish development densities, built form, or a development pattern that is inconsistent with the prevailing rural character of the Township.
5. A condominium system of ownership tenure involves the legal delineation of areas under private ownership and common areas administered by a Condominium Corporation. Plans of Condominium are permitted in the Township and are governed by the Ontario Condominium Act. No implementing by-law for this Plan, including the Zoning By-law, shall apply different standards to a development on the basis of condominium tenure.

4.12.3 General Criteria

1. Consideration of a Plan of Subdivision or Condominium by Council shall be subject to the requirements of the Planning Act and the following criteria:
 - a. Conformity with the applicable goals, objectives, policies and land use designations of this Plan;
 - b. Being consistent with the Provincial Policy Statement and the Growth Plan for Northern Ontario;
 - c. Conformity with any applicable Zoning provisions, servicing standards, secondary plans, and design guidelines / standards of the Township;
 - d. The input received from circulated public bodies and agencies and neighbouring property owners and residents;
 - e. The submission and approval of all required information, studies, reports and plans;

- f. The entering into of a Subdivision Agreement with the Township;
 - g. The posting of sufficient financial security to ensure due performance and the protection of the Township, where applicable; and,
 - h. In cases where the proposed subdivision is adjacent to, or in the vicinity of, a provincial highway, the future corridor width requirements and implications for the design of the subdivision have been considered.
2. Council may require additional studies, such as a hydrogeological study, for a complete Plan of Subdivision application.

4.12.4 Energy Efficiency and Air Quality

1. The Township encourages subdivision design that supports energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate change through a land use and development pattern which:
 - a. maximizes energy efficiency and conservation,
 - b. considers the mitigating effects of vegetation and green infrastructure, and
 - c. maximizes vegetation and opportunities for new vegetation within the subdivision area.

4.12.5 Part Lot Control

1. Where land lies within a registered Plan of Subdivision, Council may consider the enacting a by-law to Lift Part Lot Control to create new lots or reconfigure existing lots, in accordance with the Planning Act, where it is satisfied that any conditions appropriate to the creation and development of such lots are capable of being addressed.

4.12.6 Deeming

1. Council may deem Plans of Subdivision (or parts thereof) more than eight years of age not to be Plans of Subdivision within the meaning of the Planning Act where development of such plans would not be in conformity with this Plan or the Zoning By-law and where development would be detrimental to the Township or neighbouring uses.

4.12.7 Consents

In some instances, a Plan of Subdivision application is not necessary, and Council may consider the creation of new lots through a Consent process. Section 53 of the Planning Act allows subdivision of land through a Consent application where a Plan of Subdivision is not necessary for the proper and orderly development of the Township. It is anticipated that the majority of lot creation will continue to be through the Consent process. The Lakehead Rural Planning Board is the legally delegated approval authority for Consent applications. The following policies apply to Consent applications:

1. Where subdivision by Consent is proposed, a parcel held under unity of ownership as of February 13, 1990 may be subdivided into a maximum of two lots, exclusive of the retained lot, except for the purpose of boundary adjustment, partial discharge of mortgage, easements and rights-of-way.
2. When new development involves the creation of fewer than three new lots from a larger parcel, the lot creation may be permitted through the Consent process. Otherwise, a Plan of Subdivision may be required.
3. In addition to certain types of land division, Consents are also required for certain easements and rights-of-way.

4.12.8 When Appropriate

1. As established in the Planning Act, lot creation through the Consent process is only appropriate when it has been deemed that a Plan of Subdivision is not necessary. Council shall evaluate the need for a Plan of Subdivision in accordance with the policies of the Growth Management section of this Plan.

4.12.9 General Criteria

1. The creation of lots by Consent shall be considered in accordance with the requirements of the Planning Act and the following:
 - a. Conformity with the applicable goals, objectives, policies and land use designations of this Plan;
 - b. Being consistent with the Provincial Policy Statement and the Growth Plan for Northern Ontario;
 - c. Conformity with the Zoning By-law, Servicing Standards, secondary plans, and design guidelines / standards of the Township;
 - d. The input received from circulated public bodies and agencies and neighbouring property owners and residents;
 - e. The submission and approval of all required information / studies, reports and plans;
 - f. The satisfying of conditions imposed to the granting of the Consent, which may include the entering into of an agreement and / or the posting of financial security; and,
 - g. The requirements under the provincial Minimum Distance Separation (MDS) criteria between sensitive uses and agricultural operations.

4.12.10 Adjusting & Correcting Lot Boundaries

1. The granting of a severance for purposes of adjusting or correcting lot boundaries or to convey a relatively modest amount of land to an abutting lot shall be permitted provided:
 - a. The conveyance does not lead to the creation of an undersized or irregularly shaped lot(s), or a lot that is contrary to the provisions of the Zoning By-law unless the by-law is amended or a variance granted;
 - b. The lands being conveyed are registered in the same name and title as the lands to which they are being added;
 - c. It is stipulated in the granting of the Consent that any subsequent conveyance or transaction shall require a future severance; and,
 - d. The lot boundary correction is consistent with the requirements under the provincial Minimum Distance Separation (MDS) criteria between sensitive uses and agricultural operations.

4.12.11 Consents for Mortgage Purposes

1. A Consent shall only be granted for mortgage purposes where it is capable of satisfying the appropriate policies of this Plan and the appropriate provisions of the Zoning By-law with respect to the use to which the lands would be put and the dimensions and size of the parcel if the mortgage is foreclosed and a separate lot created.

4.12.12 Consents for Easements

1. Consents may be granted for easement purposes where the use of land is being conveyed for periods in excess of 21 years subject to whatever conditions may be deemed to be appropriate.

4.13 Technical Studies and Peer Reviews

1. Where a policy in this Plan requires the submission of technical studies, such studies must be prepared at the applicant's expense by a qualified professional. When technical studies are submitted with a development application, Council may authorize a qualified professional to peer review such studies and provide advice to the Township at the applicant's expense.

5.0

General Environmental Policies

The health of the natural environment is directly tied to the health of the Township community and its residents. Natural heritage features and areas such as woodlands and wetlands provide wildlife habitat and contribute to air and water quality. The natural environment also provides the Township with a source of drinking water and other natural resources such as mineral aggregate resources with their associated economic value.

5.1 Goals & Objectives

1. The following goals and objectives shall guide the conservation, planning, and development of the natural environment to:
 - a. Protect the natural environment and its areas, features and resources from development and / or incompatible development;
 - b. Ensure a healthy environment and improved quality of life through the protection and enhancement of the natural environment, and its areas, features and resources;
 - c. Encourage compatible development consistent with environmental, social and economic goals;
 - d. Identify what is required to support an application for development in an area that is considered to be environmentally sensitive;
 - e. Identify what information is required to support an application that may have an impact on the natural resources of the Township; and,
 - f. Prepare for and mitigate the impacts of a changing climate.

5.2 Conservation Reserves

Provincial Parks and Conservation Reserves are vital and treasured assets that protect naturalized areas for future generations. In addition to safeguarding areas of unique natural features and habitats, Parks and Conservation Reserves also provide valuable opportunities for recreational activities for residents and visitors to Ontario.

1. Conservation Reserves within the Township are identified on Schedule A, and Kakabeka Falls Provincial Park is located directly adjacent to the Township's southern boundary. It is the policy of this Plan to protect the ecological and functional integrity of these sensitive areas and minimize any negative impacts from development on these areas.

5.3 Natural Heritage Features & Areas

1. Natural heritage is a system composed of natural heritage features and areas, which are linked by natural corridors. Natural heritage features, areas and corridors are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species and ecosystems. Natural heritage features and the LRCA approximate regulated area, which includes the general area of wetlands, floodplains, watercourses, erosion hazards, and the associated adjacent areas (a 15 metre buffer from watercourses and 30 metre buffer from wetland) are shown on Schedule A.
2. Natural heritage features and areas shall be protected for the long-term. The following features and areas are shown on Schedule A:
 - a. Significant wildlife habitat
 - b. Known habitat of endangered and threatened species (generalized to 1-kilometre grids)
 - c. Fish habitat
 - d. Areas of Natural and Scientific Interest (ANSIs)
 - e. All wetlands, including unevaluated wetlands and Provincially Significant Wetlands (PSWs)

5.3.1 Location

1. Natural heritage features and areas consist of a variety of features and areas including wetlands, woodlands, Areas of Natural & Scientific Interest (ANSI), river systems and wildlife habitats. The actual location and limits of natural features and areas shall be determined through consultation with the Township, the LRCA, and / or the Province.
2. Where development is proposed within, or adjacent to, these features and areas, the proponent may be required to undertake appropriate field work, mapping and complete an Environmental Impact Study (or equivalent study) to provide the information necessary to evaluate the proposal. For the purposes of this Section, “adjacent” can be defined as lands up to 120 metres from the edge of the feature, unless otherwise specified.

5.3.2 Commitment

1. The Township shall ensure the protection of the natural environment when exercising its authority under the Planning Act, and may seek appropriate technical guidance when required.

5.3.3 Maintenance & Restoration

1. The diversity and connectivity of natural features in an area, and the long-term ecological function and biodiversity of natural heritage systems, should be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, surface water features and groundwater features. When the opportunity exists, such as through parkland dedication, Council shall examine opportunities to improve and / or rehabilitate natural heritage features and areas.

5.3.4 Areas of Natural & Scientific Interest (ANSI)

Areas of Natural and Scientific Interest are areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study, or education. There are two kinds of ANSIs: Life Science ANSIs which are significant representative segments of provincial biodiversity and natural landscapes; and Earth Science ANSIs which are geological in nature and consist of some of the most significant examples of bedrock, fossil and landforms in the Province.

1. Development may be permitted in Areas of Natural and Scientific Interest, provided it does not negatively impact on the natural features or ecological functions for which the area has been identified. Where development of site alteration is proposed within or on the adjacent lands (within 120 metres of the boundary) of the ANSI, the proponent shall provide Council with an Environmental Impact Study (EIS) that demonstrates that there will be no negative impacts on the ANSI or on its ecological function.
2. The Township of Conmee has one Earth Science ANSI directly south of Brule Creek known as the Mokomon ANSI. The Mokomon Area of Natural and Scientific Interest shall be protected consistent with the policies of this Plan.

5.3.5 Endangered & Threatened Species

The Endangered Species Act (ESA) prohibits the killing, harming, harassment, capture, or taking of a Species at Risk, and the damaging or destroying of their habitat. Anyone undertaking an activity is responsible for ensuring that the activity does not contravene the ESA.

1. Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.
2. Council shall ensure every application for development or site alteration provides an appropriate level of assessment for the identification of threatened or endangered species habitat within or adjacent to the project area.
3. Any person undertaking an activity within a habitat of an endangered or threatened species is responsible for contacting the Ministry of Natural Resources and Forestry (MNRF) to determine whether conditions under the ESA apply.

5.3.6 Fish Habitat

1. Fish habitat means spawning grounds and nursery, rearing, food supply and migration areas on which fish depend directly or indirectly in order to carry out their life processes. Fish Habitats are not specifically identified on the Schedules to this Official Plan; therefore applicants must consult with the appropriate authority (MNRF) when proposing any development on lands adjacent to water.
2. For the purpose of this section, lands adjacent to fish habitat are defined as being within 30 metres of a fish habitat area. Filling, dredging and/or other shoreline alterations within 30 metres of fish habitat areas is prohibited and may be subject to enforcement by the MNRF, Federal Department of Fisheries and Oceans, and/or the LRCA.
3. Development and site alteration shall not be permitted in fish habitat, except in accordance with provincial and federal requirements.
 - a. Development and site alteration shall not be permitted on adjacent lands to fish habitat unless it is demonstrated in an EIS that there will be no negative impacts on the habitat or its ecological functions and, where applicable, Fisheries and Oceans Canada has authorized such development or works in accordance with the Fisheries Act.
 - b. Where development may proceed adjacent to fish habitat, a 30-metre setback from the shoreline shall be maintained as a natural vegetative buffer. Site alteration and disturbance of vegetation within 30 metres of the shoreline shall be limited to minor alterations to accommodate access trails, docks, water pumping equipment or restoration work.
4. Subject to the approval of Council, the Ministry of Natural Resources and Forestry and the Federal Department of Fisheries and Oceans, new development may be approved in shoreline areas, adjacent to and within the required setback, subject to a satisfactory Environmental Impact Study being completed, which shows that development will not have a negative impact on Fish Habitat. The requirement of an Environmental Impact Study will be at the discretion of Council.

5.3.7 Wetlands

Wetlands are lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case, the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four types of wetlands are swamps, marshes, bogs and fens. Wetlands play a very important role in the natural heritage system, since they:

- a. provide habitat for plants and animals;
- b. store water for groundwater recharge purposes;
- c. trap sediments, nutrients and contaminants thereby improving downstream water quality;
- d. provide corridors for plant and animal movements; and,
- e. provide flood control and protect shorelines from erosion.

The following policies apply to wetlands:

1. Wetlands within the Township are shown on Schedule A. These wetlands have either not been evaluated or do not meet the criteria to be considered Provincially significant.
2. All wetlands, regardless of classification, will be designated as Environmental Protection. Any application for the alteration of a boundary of a Provincially Significant Wetland, either as an increase or a decrease, must be approved by a Qualified Wetland Evaluator.
3. The Township does not contain any Provincially Significant Wetlands, however wetlands may be evaluated by the Ministry of Natural Resources and Forestry and be classified as Provincially Significant Wetlands. Any Provincially Significant Wetlands identified in the future will be indicated on Schedule A. Such wetlands will be subject to the regulations administered by the LRCA, and a permit from the Authority may be required to allow regulated activities.
4. Where development and / or site alteration is proposed within 120 metres of the boundary of a provincially significant wetland, the proponent may be required to provide Council with an EIS, prepared by a qualified

professional, which demonstrates that there will be no negative impacts on the wetland or its ecological function. PSWs will be subject to the regulations administered by the LRCA, and a permit from the Authority may be required to allow regulated activities.

5.3.8 Significant Wildlife Habitat

A wildlife habitat area is an area where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their annual or life cycle; and areas which are important to migratory or nonmigratory species. In some cases, these areas may be considered significant due to the ecological importance of features, functions, representation or amount, thereby contributing to the quality and diversity of an identifiable geographic area.

1. No significant wildlife habitat areas are identified by this Plan. However, should new information become available, and / or other wildlife habitat areas may become known, these areas will be added to Schedule A. This new information will be considered at the time a development application is submitted and/or when the Official Plan is reviewed.
2. Development and site alteration shall not be permitted in or adjacent to (within 120 metres) significant wildlife habitat except in accordance with provincial and federal requirements and it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. An Environmental Impact Study (EIS) will be required where development may impact significant wildlife habitat or lands adjacent (120 metres) to significant wildlife habitat.
3. The habitat of Special Concern species and other sensitive species should be considered as significant wildlife habitat, as defined in the Natural Heritage Reference Manual. Special Concern species are formally listed in MNRF's Species at Risk in Ontario (SARO) list.
4. The Township of Conmee includes several Species of Conservation Concern (SCC) as well as other Values and Features within the boundaries of the planning area. The habitat of these species, including the identified values and features shall be protected and any development and/or site alteration shall not be permitted except in accordance with provincial and federal requirements.

5.4 Environmental Impact Study (EIS)

Where the policies of this Plan require that an Environmental Impact Study (EIS) be prepared, such an EIS shall be prepared in accordance with the requirements of this section.

5.4.1 Purpose of an EIS

1. The purpose of an EIS is to:
 - a. collect and evaluate all the appropriate information in order to have a complete understanding of the boundaries, attributes and functions of relevant environmental feature(s);
 - b. make an informed decision as to whether or not a proposed use will have a negative impact on the critical natural features and ecological functions of the Township; and,
 - c. evaluate the existing and potential forest resources on the property and the effect of the proposed uses on those resources.
2. Where the focus of study is adjacent lands, as defined by this Plan, the EIS shall evaluate the ecological function of the adjacent lands and demonstrate that there will be no negative impacts on natural features or ecological functions.
3. Any EIS required by this Plan must describe the critical natural features and ecological functions, identify their significance and sensitivities and describe how they could be affected by a proposed use. The EIS should consider the relevant aspects and inter-relationships of various components of the natural heritage system on and off the site. In addition, the EIS must address how the proposed development will protect, maintain or restore the critical natural features and ecological functions of the natural heritage system.
4. Any EIS must be prepared to the satisfaction of the Township and any other appropriate agencies, before a planning application that facilitates the development that is subject to the EIS is approved.

5.4.2 Contents of an EIS

1. The EIS shall include a description of:
 - a. the proposed undertaking and study area boundaries;
 - b. the natural features, ecological functions, linkages, and other natural processes of the area potentially affected directly and indirectly by the undertaking, and an assessment of their sensitivity to development;
 - c. any lands that support environmental attributes and/or functions that may qualify the lands for designation within the Environmental Protection designation;
 - d. the direct and indirect effects to the ecosystem that might be caused by the undertaking;
 - e. any environmental hazards (i.e. slope, flooding, contaminants) that need to be addressed as part of the design and how they will be addressed;
 - f. any monitoring that may be required to ensure that mitigating measures are achieving the intended goals;
 - g. how the proposed use(s) affects the possibility of linking core areas of the natural heritage system by natural corridors that may or may not be identified on the schedules to this Plan; and,
 - h. a Management Plan (MP) identifying:
 - i. how the potential adverse effects will be avoided or minimized over the construction period and the life of the undertaking;
 - ii. how environmental features and functions will be enhanced, where appropriate, and,
 - iii. describing the net effect of the undertaking after implementation of the MP.
2. The Management Plan shall also establish the limits of buffers and setbacks adjacent to watercourses, waterbodies, valleys, significant wetlands and vegetation to protect the natural feature and its attributes and/or function from the effects of development.

5.4.3 What an EIS Should Demonstrate

1. The EIS should demonstrate, where applicable, that the proposed use(s) will:
 - a. not discharge any substance that could harm air quality, groundwater, surface water and associated plant and animal life;
 - b. be supplied by an adequate supply of water and that the groundwater taking associated with the use will not harm existing water supplies, surface water features and associated plant and animal life;
 - c. not cause erosion or siltation of watercourses or changes to watercourse morphology;
 - d. not interfere with groundwater recharge to the extent that it would adversely affect groundwater supply for any use;
 - e. not cause an increase in flood potential on or off the site;
 - f. maintain/enhance/restore/rehabilitate the natural condition of affected watercourses, and protect/enhance/restore/rehabilitate aquatic and fish habitat;
 - g. not encourage the demand for further development that would negatively affect wetland function or contiguous wetland areas;
 - h. enhance and restore endangered terrestrial and aquatic and fish habitat, where appropriate and feasible;
 - i. not interfere with the function of existing or potential natural corridors;
 - j. not lead to a significant reduction in the forest resource or interior forest habitat in an area; and,
 - k. not lead to species loss or negative impacts on endangered, threatened or vulnerable species and/or their habitat.
2. In addition, the EIS shall demonstrate that there will be no negative impacts resulting from the proposed use on the significant natural features that are identified on Schedule A to this Plan or the ecological functions for which the area is identified.

5.5 Mineral Aggregate Areas and Mining Resources

There are several mineral aggregate and mining resource areas in the Township, as identified on Schedule A. It is the intention of this Official Plan to identify the location of known potential mineral aggregate deposits and mining resources and to protect them for their long-term use and economic growth. The following policies shall apply to mineral aggregate and mining resource areas.

5.5.1 Protection of Viability

1. Where there is a known presence of high-quality aggregate deposits, the Township of Conmee will designate these lands in the Official Plan to ensure these areas are compatible with extraction operations and associated land uses while also precluding incompatible development and land uses.
2. Legally existing pits and quarries and their associated facilities are permitted and identified on Schedule A to this Plan. The implementing Zoning By-law will also recognize existing pits and quarries for their continued use and operations.
3. Where feasible, the viability of mineral mining and mineral aggregate resources will be protected from uses that may compromise the future extraction. On lands identified as being potential resource areas, development of other land uses shall be permitted, provided that:
 - a. Extraction of the resource is not feasible;
 - b. The proposed use serves a greater long-term public interest; and
 - c. Issues of public health, safety and environmental impact are addressed.

5.5.2 Non-Resource Extraction Uses

1. Non-resource extraction uses such as forestry, agriculture, agricultural-related industrial and commercial and secondary uses, conservation, and fish and wildlife uses shall be permitted, provided that these uses will not preclude future extraction of the resource.

5.6 Water Resource Management

1. At the present time, all of the Township's residents obtain drinking water from private wells. It is a policy of this Plan to protect existing sources of drinking water for future use.
2. All development applications for Plan of Subdivision or Plan of Condominium, relating to new commercial, industrial, institutional and any use permitted in the Major Recreation designation shall be supported by a Water Resource Management (WRM) Report. A WRM Report shall be prepared by a hydrogeological professional to the satisfaction of Council and the appropriate agencies. The purpose of the WRM Report is to investigate the impacts of the proposed development on water quality and quantity and provide recommendations on:
 - a. how to maintain or enhance the natural hydrological characteristics of the water resource;
 - b. how to minimize or eliminate the effect of the proposed use on the groundwater recharge function;
 - c. how to minimize or eliminate the effect of the proposed use on the quality and quantity of drinking water in adjacent private and municipal wells;
 - d. how to maintain or enhance sensitive groundwater recharge/discharge areas, aquifers and headwater areas;
 - e. whether it is required to monitor water budgets for groundwater aquifers and surface water features; and,
 - f. how to ensure that the quality of the watercourses affected by the development are maintained.

5.7 Hazard Lands Policies

5.7.1 Steep Slopes and Ravines

1. Development will not be permitted on slopes that are subject to active erosion or historic slope failure. Development shall be sufficiently set back from the top of bank of slopes greater than 3:1. The development setback distance may be determined in consultation with an engineer and/or surveyor subject to the following criteria:
 - a. soil type and groundwater patterns;
 - b. vegetation type and cover;
 - c. severity of slope; and,
 - d. nature of development.
2. In some instances, where a sufficient development setback cannot be achieved, the proponent will be required to provide a slope stability analysis as a prerequisite to any development. The analysis shall be prepared by a qualified professional to the satisfaction of the Township.

5.7.2 Natural Hazards

1. Development will generally be directed to areas outside of hazardous land adjacent to the shoreline of inland lakes, rivers, and stream systems which are impacted by flooding and/or erosion hazards, and other hazardous sites. Hazardous sites may consist of steep slopes, unstable soils, organic soils, and unstable bedrock. Where development is proposed within or partly within these features, the development proponent may be required to submit a technical study prepared by a qualified professional, to the satisfaction of the appropriate approval authority, which demonstrates the following:
 - a. the hazard can be safely addressed, and the development and site alteration are carried out in accordance with established standards and procedures;
 - b. new hazards are not created and existing hazards are not aggravated;
 - c. no adverse environmental impacts will result;
 - d. vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies; and,
 - e. the development does not include institutional uses or essential emergency services or the disposal, manufacture, treatment or storage of hazardous substances.
2. Recommendations made in the technical report(s) will be implemented through the planning process. Where the technical report indicates that development within a particular hazard is not feasible, the development shall not proceed.
3. Development and site alteration within a floodway is prohibited, except for development and site alteration which, by its very nature, must be located within a floodway. A floodway consists of those areas, usually low lands adjoining watercourses, which have been or may be subject to flooding hazards.
4. Where development or site alteration are proposed in the vicinity of flooding hazards, a detailed engineering study will first confirm the actual extent of the flooding hazard. Development and site alteration will only proceed if it has been demonstrated to the satisfaction of the Township or Planning Board and LRCA that it can occur safely on the subject lands outside of the flooding hazard, and not upon lands which are high points surrounded by the flooding hazard. Lands impacted by flooding hazards will be zoned appropriately to prohibit development and site alteration, except for development and site alteration which must, by its very nature, be located within a floodway.

5.7.3 Wildland Fire Hazards

Hazardous forest types for wildland fire are forest types assessed as being associated with the risk of high to extreme wildland fire, generally being forested areas which are composed of a certain type and condition of forest fuel (i.e. vegetation). There is an inherent risk to the public when changes to the landscape occur, such as the encroachment of

development into forested areas associated with high to extreme risk. The Township may require wildland fire assessments to evaluate wildland fire risk factors of an area or site through continued collaboration with the MNRF.

1. Development shall generally be directed to areas outside of lands that are unsafe due to the presence of hazardous forest types for wildland fire.
2. In certain circumstances, development may be permitted in lands with hazardous forest types for wildland fire where the risk is mitigated in accordance with wildland fire assessment and mitigation standards.
3. In the absence of a detailed assessment prepared for Council, proponents submitting a planning application may be required to undertake a site review to assess for the presence of areas of high to extreme risk for wildland fire on the lands proposed for development and, to the extent possible, adjacent lands. If development is proceeding where a high to extreme risk for wildland fire is present, proponents are required to identify measures that outline how the risk will be mitigated.
4. Wildland fire mitigation measures which would result in development or site alteration shall not be permitted in areas where natural heritage features occur, unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions in accordance with the policies of this Plan.

5.7.4 Hazardous Sites

1. Hazardous sites are defined as lands that could be unsafe for development and site alteration due to naturally occurring hazards, such as unstable soils or bedrock. There are no known hazardous sites in the Township of Conmee, however, at the time a Planning Act application is submitted, the Township may require the preparation of a technical study to confirm if such conditions exist on site.
2. In the event the technical study confirms that some or all of the lands proposed for development are hazardous, the study shall determine whether the risks created by the hazard can be managed or mitigated in accordance with Provincial standards.

5.7.5 Hazardous Substances

1. Uses associated with the disposal, manufacture, treatment or storage of hazardous substances shall not be permitted on hazardous lands or hazardous sites.

5.7.6 Human-Made Hazards

1. Human-made hazards may occur on lands which include, but are not limited to, former mineral mining operations, mine hazards, and former mineral aggregate operations. Development and site alteration on, abutting, or adjacent to these lands may only be permitted if rehabilitation or other measures to address and mitigate known or suspected hazards are under way or have been completed.
2. Sites with contaminants in land or water shall be assessed and remediated, as necessary, prior to any activity on the site associated with the proposed use such that there will be no adverse impacts.

5.8 Waste Disposal Sites

1. There is one active open waste disposal site in the Township, as shown on Schedule A of this Plan. This site shall be protected to ensure there is adequate capacity to accommodate present and future waste disposal needs.
2. The development of new uses or the enlargement of buildings or structures within an influence area of 500 metres from the boundary of a fill area of a closed site is prohibited.
3. Notwithstanding policy 2, development may be permitted with submission of an assessment prepared by a qualified professional that determines:
 - a. the impact of any potential methane gas migration;
 - b. whether the proposed use will be adversely affected by noise, odour, dust or other nuisance factors from the waste disposal site;
 - c. potential traffic impacts;

- d. whether the proposed use will be adversely affected by ground and surface water contamination by leachate migrating from the waste disposal site; and,
 - e. the impact of the proposed use on leachate migration from the landfill site.
4. In addition to the matters listed above, the assessment shall address other items outlined in the Province's Guideline D-4, Land Use On or Near Landfills and Dumps, to ensure that the proposed land uses are compatible in nature and do not create adverse impacts.
 5. The studies required to support a development application within the influence area of a Waste Disposal Site may be scoped based on the type and/or scale of the development proposed, as determined by the Township.
 6. In cases where an amendment to the Official Plan and/or Zoning By-law is required to permit a proposed use, appropriate studies addressing the matters set out in the policies of this section shall be submitted for the Township's consideration.
 7. It is a policy of this Plan to ensure the residents of Conmee are provided with safe and cost-efficient waste management systems during the lifespan of this Official Plan and beyond. Although it is not anticipated that a new waste disposal site will be necessary during the life of this Official Plan, in the event a new site is deemed necessary, an amendment to this Plan will be required.
 8. Decommissioned or former landfill sites within the Township shall be remediated to the satisfaction of the Ministry of the Environment, Conservation and Parks.

5.9 Land Use Compatibility

1. It is recognized that some uses may be sensitive to the odour, noise, vibration or other emissions associated with highways, and various type of industries, including major facilities and other sensitive land uses, such as waste disposal sites or sewage treatment facilities. It is a policy of this Plan that incompatible land uses be separated or otherwise buffered from each other to avoid, minimize, and mitigate any potential adverse effects from odour, noise, and other contaminants, and minimize risk to public health and safety.
2. Where avoidance is not possible, it must be demonstrated that there is an identified need for the use and an evaluation of alternative locations must be undertaken. Where the need for the proposed use is identified and no reasonable alternative locations are feasible, the Township shall assess the compatibility of the proposal in accordance with the Ministry of the Environment, Conservation and Parks (MECP) D-Series Guidelines.
3. Where a proposed use cannot satisfy the minimum requirements of the applicable MECP guidelines or its successor, or the potential impacts of the proposed use cannot be minimized and mitigated, the use will not be permitted. The approval of development proposals shall be based upon the achievement of adequate distances and the recommendations of the required studies. Where practical and enforceable, such distances or other recommendations may be implemented through the Zoning By-law or Site Plan Agreements.

5.10 Contaminated Sites

1. If the site of a proposed use is known or suspected to be contaminated, the Township shall require the proponent to prepare a study prepared in accordance with the Ministry of the Environment, Conservation and Parks guidelines which determines the nature and extent of the contamination and the identification of a remediation plan, if required.
2. Where the need for remediation is identified, the site shall be remediated, and a Record of Site Condition be obtained before development approvals are granted.

5.11 Minimum Separation Distances (MDS)

1. Development in all policy designations shown on the Schedules to this Plan shall comply with the Minimum Distance Separation (MDS) Formulae I and II, as established and amended by the Province. The formulae shall be implemented through its inclusion in the implementing Zoning By-law. The administration / interpretation of the formulae shall be guided by implementation guidelines, as established by the Province.

2. While the administration and interpretation of MDS formulae shall be guided by the implementation guidelines as established by the Province, it may be desirable in certain circumstances to reduce a required MDS. A reduction may be accomplished through either a Zoning By-law Amendment or Minor Variance. Reductions to MDS will generally be restricted to situations where a reduction in the setback will result in an overall improvement over the existing separation distance, or when the reduction will result in an overall environmental improvement over the existing separation distance.

6.0 Implementation

6.1 Zoning By-law

1. The Township shall enact a comprehensive Zoning By-law under Section 34 of the Planning Act to implement the policies of this Plan.
2. The Township shall regularly undertake a review of the comprehensive Zoning By-Law to ensure that it remains consistent with the policies of this Plan.

6.2 Temporary Uses

1. The use of land for temporary purposes may be assigned in certain circumstances where a short-term use is proposed, considered appropriate, and to be phased-out.
2. Under the Planning Act, the maximum term of a Temporary Use By-law is 3 years, however a Temporary Use By-law may permit a Garden Suite on a property for up to 20 years.
3. Subsequent By-Laws granting extensions of up to three years (or 20 years for a Garden Suite) may be passed. However, once the By-Law has lapsed, the use must cease or otherwise will be considered in contravention of the implementing Zoning By-Law.

6.2.1 Use & Scope

1. The temporary use of land, buildings and structures may be authorized by the Township through the passing of a Temporary Use By-law in accordance with the Planning Act. Such uses may be permitted in all land use designations without amendment to this Plan, with the exception of lands designated 'Environmental Protection'. The Temporary Use By-law shall describe the area affected and specify the duration for which the use is permitted.

6.2.2 Criteria

1. An application for a Temporary Use By-law shall be considered in accordance with the requirements of the Planning Act and the following:
 - a. Generally in conformity with the applicable goals, objectives, policies and land use designations of this Plan;
 - b. Being consistent with the Provincial Policy Statement and the Growth Plan for Northern Ontario;
 - c. The input received from circulated public bodies and agencies and neighbouring property owners and residents; and,
 - d. Satisfactory assurances that the land will be returned to its previous state and all buildings and structures removed (where deemed appropriate) upon the lapsing of the period stipulated in the by-law or upon the lapsing of any extension period that may be granted.

6.2.3 Approvals

1. Prior to the approval of a Temporary Use By-law, Council shall be satisfied that the following principles and criteria are met:
 - a. The proposed use shall be compatible with adjacent land uses and the character of the surrounding neighbourhood;
 - b. The proposed use shall not require the extension or expansion of existing municipal services;
 - c. The proposed use shall not create any traffic circulation problems within the area nor shall it adversely affect the volume and/or type of traffic serviced by the area's roads;

- d. Parking facilities required by the proposed use shall be provided entirely on site;
- e. The proposed use shall generally be beneficial to the community as a whole; and,
- f. The owner shall enter into an agreement with the Municipality and/or post securities, if necessary, to ensure that structures associated with a temporary use provision can be removed upon expiry of the By-Law.

6.3 Interim Control By-law

- 1. Where the Township has authorized a review or a study is undertaken regarding land use planning, Council may adopt an Interim Control By-law to prevent potentially inappropriate development or use of land, pursuant to the Planning Act. The By-law shall specify a time period (not to exceed one years) for prohibiting the use of land, buildings or structures for, or except for, such purposes as are set out in the By-law.
- 2. The Council of the Township of Conmee may amend an interim control by-law to extend the period of time during which it will be in effect, provided the total period of time does not exceed two years from the date of passing of the interim control by-law.

6.4 Holding Provisions

- 1. In accordance with the Planning Act, the Township may use a Holding (H) symbol in conjunction with the zoning of land to prohibit development until specific conditions have been met. These conditions will be specified within a Zoning By-law Amendment. The objective of utilizing a Holding Provision is to ensure that:
 - a. the appropriate phasing of development or redevelopment occurs;
 - b. development does not proceed until services and utilities are available to service the development;
 - c. agreements respecting the proposed land use or development are entered into; and/or;
 - d. any conditions described by the Council-approved Holding provisions are met prior to any development or site alteration occurring.

6.5 Site Plan Control

The Planning Act permits the Township to designate all or part of its territory as a Site Plan Control Area. Within this area certain types of development (typically, commercial, industrial, and institutional) cannot proceed until a Site Plan has been approved by the Township.

- 1. The Township of Conmee will enact a Site Plan Control By-law under the authority of Section 41 of the Planning Act.
- 2. The Site Plan Control By-law will be to ensure a high standard of development and to provide compatibility with, and protection of, neighbouring uses, new development and significant expansions to existing development. The by-law will also specify the land area and types of development where Site Plan approval will be required.

6.5.1 General Criteria

- 1. Consideration of a plan subject to Site Plan Control by the Township shall be subject to the requirements of the Planning Act and the following criteria being satisfied:
 - a. Conformity with the applicable goals, objectives, policies and land use designations of this Plan;
 - b. Conformity with the Zoning By-law, Servicing Standards, secondary plans, and design guidelines / standards;
 - c. The input received from circulated public bodies and agencies;
 - d. The submission and approval of all required information / studies, reports, and plans;
 - e. The entering into of a Site Plan Agreement with the Township; and

- f. Where applicable, the posting of sufficient financial security to ensure due performance and the protection of the Township.

6.5.2 Site Plan Agreement

1. A Site Plan Agreement pursuant to the provisions of the Planning Act shall be required in most instances. Any such agreement shall be registered on title.

6.6 Community Benefits By-law

1. In accordance with Section 37 of the Planning Act, the Township may enact a Community Benefits By-law that imposes charges against land to pay for the capital costs of facilities, services, and matters required because of development or redevelopment in the area.
2. Prior to passing a Community Benefits By-law, a community benefits charge strategy shall be prepared which identifies the facilities, services, and matters that will be funded with community benefits charges.

6.7 Parkland Dedication By-law

6.7.1 Parkland Dedication By-law

1. The Planning Act permits the Township to enact a Parkland Dedication By-law that establishes:
 - a. the lands to which the by-law is applicable;
 - b. the rate of parkland dedication;
 - c. the development applications which are subject to parkland dedication requirements;
 - d. land uses which are exempt from parkland dedication requirements; and,
 - e. in the case of cash-in-lieu of parkland, whether the value of parkland will be determined on the basis of raw land prior to approvals or on the basis of value of the individual lot(s) prior to issues of a building permit.

6.7.2 Dedication of Land through the Development Process

1. The Township may require the dedication of up to ten percent of the land within a residential Plan of Subdivision to be dedicated as parkland. Two percent of the land within a non-residential development shall be dedicated as parkland.
2. In lieu of the above requirements, the Township may require cash-in-lieu of parkland, as deemed appropriate. In the establishment of a Parkland Dedication By-law, Township Council may determine value on the basis of either the value of raw land on the day prior to draft approval of Provisional Consent or draft subdivision approval, or on the basis of the value of the new lot(s) prior to issuance of a Building Permit.
3. All lands dedicated shall be conveyed in a physical condition satisfactory to the Township.
4. Lands within the 'Environmental Protection' designation and/or lands identified as hazard lands shall not be considered as part of the required minimum dedication of parkland pursuant to this section of the Plan.

6.7.3 Cash In-lieu

1. Where a dedication of land for park purposes would be inappropriate or impractical, the Township may permit a proponent to provide a cash in-lieu payment for parkland purposes. The rate of payment shall be in accordance with the provisions of the Planning Act.
2. All monies received under the parkland provisions shall be used for the sole purpose of developing and acquiring public parkland and/or developing recreational facilities, in accordance with the Planning Act.

6.8 Property Standards By-law

1. In recognition of the importance of property conditions, the Township may pass a Property Standards By-law to regulate residential properties, non-residential properties, vacant buildings, vacant lands, open space lands and heritage properties.
2. A Property Standards By-law may:
 - a. prescribe standards for the maintenance and occupancy of property within the Township or within any defined area or areas and for prohibiting the occupancy or use of such property that does not conform with the standards;
 - b. require property that does not conform with the standards to be repaired and maintained to conform with the standards or for the site to be cleared of all buildings, structures, debris or refuse and left in graded and leveled condition; and,
 - c. prohibit the removal from any premises of any sign notice or placard placed thereon pursuant to this Section or a By-law passed under the authority of this Section.
3. Any development shall conform to the provisions of the Ontario Fire Code, the Ontario Building Code, and minimum standards for maintenance and occupancy.

6.9 Site Alteration By-law

1. In accordance with the Municipal Act, the Township may enact a Site Alteration By-law to regulate certain activities that may impact drainage and vegetation patterns. A Site Alteration By-law may:
 - a. Prohibit or regulate the placing or dumping of fill;
 - b. Prohibit or regulate the removal of topsoil;
 - c. Prohibit or regulate the alteration of the grade of the land;
 - d. Require that a permit be obtained for the placing or dumping of fill, the removal of topsoil or the alteration of the grade of the land; and
 - e. Impose conditions to a permit, including requiring the preparation of plans acceptable to the municipality relating to grading, filling or dumping, the removal of topsoil and the rehabilitation of the site.

6.10 Tree Protection By-law

1. The Township may pass a Tree Protection By-Law to prevent the cutting of trees in sensitive areas. Where a Tree Protection By-law is passed, the By-Law shall not be passed without a specific assessment of the impacts of a By-Law together with opportunity for public comment.

6.11 Short-Term Rental By-law

1. The Township may pass a By-law which prescribes standards and regulations related to the use of residential dwellings for the purpose of Short-Term Rentals. Such a By-law would be complementary to any provisions enacted in the Township's Zoning By-law, which may contain provisions for land use controls for Short-Term Rentals.
2. Where the Township enacts a separate Short-Term Rentals By-law, the by-law may address:
 - a. The requirement for hosts to obtain a permit from the Township prior to commencing a Short-Term Rental operation;
 - b. The requirement to identify to the Township a Property Manager for the Short-Term Rental operation;
 - c. Permissions for condominium corporations, housing cooperatives, or building owner to register with the Township a request for a prohibition on Short-Term Rental operations within their dwellings;

- d. General administrative processes for the Township to grant, refuse, suspend, revoke, or review permits; and,
- e. Offenses and penalties for contravention of the by-law provisions.

6.12 Crown Lands

1. The Township of Conmee encompasses a significant amount of Crown Lands and will work with all levels of government to identify lands for potential future residential development, including estate lot subdivisions and seasonal cottage developments.
2. The Ministry of Natural Resources and Forestry (MNRF) has jurisdiction over the administration of Crown Lands and waters within the Township of Conmee. The following policies shall apply to these Crown Lands:
 - a. The MNRF is encouraged to have regard for the policies and schedules of this Plan and to consult with the Township with respect to the use and disposition of Crown Lands is required from the MNRF.
 - b. Authorization for occupation or use of Crown Lands is required from the MNRF.
 - c. The Township recognizes that resource management activities on Crown Lands and waters are desirable for environmental, social and economic reasons. Resource management activities shall be conducted in accordance with the standards and guidelines established by the Province.

6.13 Development Applications

6.13.1 Pre-Application Consultation

1. The Township may pass a By-law requiring that a pre-application consultation meeting be held prior to submitting a development application in order to identify and confirm the information that will be required at the time of application submission.
2. Notwithstanding Policy 1, the Township has the authority to waive the requirement for a formal pre-application consultation meeting.

6.13.2 Complete Applications

1. Development applications shall comply with the complete application submission requirements of the Planning Act. The Township shall maintain a Development Application Study policy, which will be reviewed with applicants in the pre-consultation process.
2. To process the application, the Township may require additional information and/or reports, as listed in the Policy. The additional information and/or reports will be identified in writing after a pre-application consultation or after further review of the development proposal. All required reports must be completed to the satisfaction of the Township or relevant approval authority.
3. Depending on the nature of the proposed development and planning application(s), the Township may require plans and/or studies including, but not limited to:
 - a. Planning Rationale;
 - b. Heritage Impact Assessment;
 - c. Environmental Impact Statement;
 - d. Transportation Impact Study;
 - e. Minimum Distance Separation analysis;
 - f. Servicing Options Study;
 - g. Drainage / Stormwater Management Report / Plan;
 - h. Geotechnical Study;
 - i. Hydrogeological Study;

- j. Erosion and Sediment Control Plan;
 - k. Noise / Vibration Study;
 - l. Sun-Shadow Study;
 - m. Fisheries Assessment;
 - n. Shoreline Riparian Control Study;
 - o. Archaeological Assessment;
 - p. Record of Site Condition (RSC);
 - q. Air / Dust Study; and,
 - r. Groundwater Protection Study.
4. The Township has the authority to request additional information that will be required as part of a complete application, after further review of the application proposal.

6.13.3 Public Participation

Consultation and public participation and input is a fundamental requirement of the planning process. The following policies outline how the Township intend to ensure adequate engagement with members of the public prior to making land use planning and development decisions:

- 1. The Township shall comply with the minimum requirements of the Planning Act in informing and obtaining the views of the public in matters requiring approval under the Act.
- 2. In circumstances in which, in the opinion of the Township, alternative or supplementary methods of public engagement will enhance or exceed the requirements of the Planning Act, the approval authority may use online resources or media to inform members of the public of a planning matter.
- 3. The Township recognizes the unique status of Indigenous Peoples within Canada and the importance of engagement and dialogue with First Nation and Métis communities in the region. When considering land use planning and development decisions of mutual interest, particularly heritage and archaeology matters, the Township will circulate information on the proposal to the affected Indigenous group. Such engagement may complement formal processes by the Province under the principles of the Duty to Consult.

6.14 Non-Conforming / Non-Complying Uses and Lots

6.14.1 Non-Conforming / Non-Complying Uses

As a general rule, existing uses that do not conform with the policies of this Plan are intended to be gradually phased out so that the affected land use may change to a use which is in conformity with the goals and vision of the Official Plan and the implementing Zoning By-law.

- 1. Despite the intent to phase out non-conforming uses, a non-conforming use may be reconstructed where removed, provided it does not exceed the previous building envelope.
- 2. Where a use proposed to be reconstructed exceeds the previous building envelope, the Township will evaluate the expansion component of the proposal under Section 45(2) of the Planning Act using the following tests:
 - a. Is the application desirable for appropriate development of the subject property?
 - b. Will the application result in undue adverse impacts on the surrounding properties and neighbourhood?

6.14.2 Non-Complying Lots

- 1. A non-complying lot in existence prior to the effective date of the implementing Zoning By-law that does not meet the lot area and/or lot frontage requirements contained within the implementing Zoning By-law may be used and buildings thereon may be erected, enlarged, repaired or renovated, provided:
 - a. the use conforms with the applicable policies of this Plan and the implementing Zoning By-law;
 - b. the buildings or structures comply with all of the other provisions of the implementing Zoning By-law; and,

- c. the lot with the proposed use can support a sewage treatment system that meets the requirements of the Thunder Bay Health Unit or the Ministry of the Environment, Conservation, and Parks, as applicable.

6.15 Amendments to the Plan – Public Notice

1. The Township may undertake minor amendments to this Plan without providing notice to the public, nor holding a public meeting, in cases including:
 - a. Changing the numbers of sections or the order of sections in the Plan, but does not add or delete sections;
 - b. Consolidating previously approved Official Plan Amendments in a new document without altering any approved policies or maps;
 - c. Correcting grammatical or typographical errors in the Plan which do not affect the intent or affect the policies or maps;
 - d. Translating measurements to different units of measure or changes reference to legislation or changes to legislation where the legislation has changed.
2. In all other instances, notification to the residents of the Township of public meetings held by Council shall be given in accordance with the procedures of the Planning Act.

6.16 Interpretation of Land Use Designation Boundaries

1. The boundaries between land uses designated on the Schedules to this Plan are approximate, except where they meet with roads, railway lines, rivers, pipeline routes, transmission lines, lot lines or other clearly defined physical features. In such cases, the location of the boundaries are not open to flexible interpretation.
2. Where the general intent of the document is maintained, minor adjustments to boundaries will not require amendment to this Plan.
3. It is recognized that the boundaries of the Environmental Protection designation may be imprecise and subject to change. The Township shall determine the extent of the environmental areas on a site-by-site basis when considering development proposals, in consultation with the appropriate agencies. Any minor refinement to the Environmental Protection designation shall not require an Amendment to this Plan.
4. Where a lot is within more than one designation on the Schedules to this Plan, each portion of the lot shall be used in accordance with the applicable policies of that designation.

6.17 Definitions

1. For the purposes of interpretation this Plan, the definitions in the Planning Act, R.S.O. 1990, the Provincial Policy Statement 2020, and other applicable legislation shall apply. In all other instances terms shall be defined in accordance with common usage and if necessary, reference to the Canadian Oxford Dictionary, 2nd Edition.

6.18 Official Plan Review Process

1. Upon the date of adoption of this Plan, the objectives and policies of this Plan shall be reviewed within 10 years after it comes into effect as a new official plan and at least once every five years thereafter, in accordance with the Planning Act, as amended. The review shall consist of an assessment of:
 - a. the continuing relevance of the vision that forms the basis of all policies found in this Plan;
 - b. the degree to which the objectives of this Plan have been achieved;
 - c. the amount and location of lands available for development;
 - d. whether the Township has increased the extent of commercial and industrial uses in relation to residential uses;
 - e. the Township's role and relationship with other nearby municipalities;

- f. development trends in the area and their effect on development in the Township; and,
- g. the nature of any Provincial planning initiatives and their implications on the Township.

From: Tammy Cook <tammy@lakeheadca.com>
Sent: August 29, 2024 11:45 AM
To: Conmee Clerk; Mavis Harris; Laura Bruni; Erika Kromm; O'Connor Township; Wayne Hanchard; Kerry Bellamy; Paul Greenwood; 'City of Thunder Bay'
Cc: Mark Ambrose; Brian Kurikka; Dan Calvert; dblunt; Grant Arnold 2; Greg Johnsen; Jim Vezina; Robert Beatty; Rudy Buitenhuis; Sheelagh Hendrick; tbbgc@tbaytel.net; Trevor Giertuga
Subject: LRCA 2025 Draft Budget for Consultation
Attachments: Letter to Member Municipalities, re Draft 2025 Budget, August 29, 2024.pdf

Member Municipalities,

Find attached correspondence related to LRCA's 2025 Draft Budget. This budget is being provided for consultation purposes, with the final approval at the November 27, 2024, LRCA Board Meeting. If your council would like the LRCA to present the budget during a council meeting, please contact me directly to arrange a suitable meeting date.

The budget proposes a 3.08% increase compared to 2024 for levy-all (i.e., for programs shared by all member municipalities) and a 3.2% increase for the City of Thunder Bay, taking into consideration levy-all and their sole-benefitting levy portion. The actual levy increase will vary for each municipality, depending on Current Value Assessment fluctuations compared to 2024 (see attached summary sheet for details).

Feel free to contact me with any questions or concerns related to the draft budget.

Regards,

Tammy Cook

Chief Administrative Officer

130 Conservation Road PO Box 10427, Thunder Bay, ON P7B 6T8

Phone: (807) 344-5857 Ext. 224 Fax: (807) 345-9156

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August 29, 2024

To: Member Municipalities of the LRCA

Re: Draft Budget Consultation
Lakehead Region Conservation Authority Draft 2025 Budget

With the passing of O. Reg. 402/22: Budget and Apportionment, Conservation Authorities are required to follow a prescriptive budgetary process. The process provides for a provincially consistent process for open and transparent drafting and approval of Conservation Authority budgets.

The budget format follows the Inventory of Programs, whereby each program is categorized into three categories:

- Category 1: Mandatory Programs
- Category 2: Non-Mandatory Programs at the request of municipality
- Category 3: Non-Mandatory Programs

Programs considered to be mandatory, are included in the municipal levy. Programs that are deemed non-mandatory by the Province, require an additional approval step by Memorandum of Understanding (MOU) with each Member Municipality if municipal levy is used to fund the program. Currently, the LRCA provides a mapping service, which is a non-mandatory Category 2 program (i.e., at the request of a municipality) to the Municipality of Oliver Paipoonge, Lakehead Rural Planning Board and Township of Dorion. MOUs will be provided separately, where each municipality can choose to continue the service in 2025. Additionally, the LRCA may continue providing water quality monitoring services to the City of Thunder Bay Engineering Department if contracted. Category 3 non-mandatory programs currently provided by the LRCA (i.e., Education and Stewardship) do not use any municipal levy and are externally funded by donation, various grants, provincial and federal funding, and self-generated funds; therefore, no MOUs will be requested in 2025 for these programs.

The Board of the Lakehead Region Conservation Authority (LRCA) has reviewed and approved the Draft 2025 Budget for consultation purposes at the August 28, 2024 Board Meeting. Subsequently, the 2025 Draft Budget and Draft Budget Summary, which outlines each Member Municipalities apportionment are being provided for your review. These documents and a full

explanatory Draft Budget Document can be found on the LRCA website <https://lakeheadca.com/governance/budget>.

The final 2025 Budget will be reviewed and considered for approval at the November 27, 2024 Board Meeting. As mandated, each Member Municipality will receive notice of this meeting at least 30 days prior with a copy of the Final Draft Budget, after which if approved, the Final Budget will be provided to each Member Municipality and the Minister of Natural Resources and be posted on the LRCA website.

If you have any questions, concerns or comments related to the Budget, please contact the undersigned. Additionally, if requested, staff from the LRCA will attend council meetings to review and discuss the 2025 Draft Budget.

Yours truly,



Tammy Cook

Chief Administrative Officer

Attachments: LRCA, 2025 Draft Budget Summary Table
LRCA, 2025 Draft Budget Summary
Resolution #91/24

Lakehead Region Conservation Authority
2025 Draft Budget Version 1.0

Program	Annual Cost										
	Source of Funding									Total Cost 2024	
	Levy-All	Sole-Benefiting Levy City of Thunder Bay	Provincial Funding	Federal Funding	Other		Self Generated	Surplus/ Deferred	Reserve *		
					Donations	Grants and					
Other											
Category 1 Mandatory Programs and Services											
Corporate Services											
Administration	303,658	-	88,340	-		-	175,000	66,717	65,000	698,715	
Community Relations	96,192	-	-	-		-	7,000	-		103,192	
Vehicle and Equipment Program	-	-	-	-		-	47,570		(9,000)	38,570	
IT	53,365	-	-	-		-	-	-	-	53,365	
Corporate GIS	19,382	-	-	-		-	-	-	-	19,382	
	472,597	-	88,340	-		-	229,570	66,717	56,000	913,224	
Risk of Natural Hazards											
Flood Plain Mapping	-	42,245	-	-		-	-	-	-	42,245	
Technical Studies	2,449	-	-	318,525		-	-	68,700	-	389,674	
Communications and Outreach	11,804	-	-	-		-	-	-	-	11,804	
Flood Forecasting and Warning	34,621	-	20,100	-		-	-	-	-	54,721	
Drought and Low Water Response	4,629	-	-	-		-	-	-	-	4,629	
Infrastructure: Neebing-McIntye Floodway	-	673,166	30,000	-		-	500	450,000	-	1,153,666	
Infrastructure: Victor Street Erosion	-	54,727	12,500	-		-	-	-	-	67,227	
Review of Proposals under Act	2,250	-	-	-		-	-	-	-	2,250	
Plan Review Comments	17,400	-	-	9,300		-	35,000	-		61,700	
Administering and Enforcing the Act (Section 28)	125,566	-	-	-		-	25,000	-	-	150,566	
	198,719	770,138	62,600	327,825	-	-	60,500	518,700	-	1,938,482	
Conservation and Management of Lands owned and controlled by the Authority											
Conservation Areas	214,100	-	-	-		-	90,000	17,545	-	321,645	
Conservation Areas Capital	97,603	-	-	-	-	-	-	-	299,990	397,593	
Administer Section 29 Regulations	13,605	-	-	-		-	-	-	-	13,605	
Other Owned Land	125,127	-	-	-		-	5,256	-	178,520	308,903	
	450,435	-	-	-	-	-	95,256	17,545	478,510	1,041,746	
Source Water Protection											
Source Water Protection	-	-	55,883	-		-	-	-	-	55,883	
	-	-	55,883	-	-	-	-	-	-	55,883	
Other Programs and Services											
Provincial Groundwater Monitoring Network (PGMN)	7,869	-	-	-		-	-	-	-	7,869	
Provincial Water Quality Monitoring Network (PWQMN)	14,235	-	-	-		-	-	-	-	14,235	
	22,104	-	-	-		-	-	-	-	22,104	
Total Category 1	1,143,855	770,138	206,823	327,825	-	-	385,326	602,962	534,510	3,971,439	
Category 2 Non-Mandatory Programs and Services at the request of a Municipality											
Mapping Services	-	-	-	-		-	16,000	-	3,318	12,682	
Mosquito and Pennock Creek Monitoring						5,845		-		5,845	
Total Category 2	-	-	-	-	-	5,845	16,000	-	3,318	18,527	
Category 3 Non-Mandatory Programs and Services											
Education											
Environmental Education	-	-	-	-		31,200	12,456	-	-	43,656	
Nature Interpretive Programming	-	-	-	-	20,000	18,900	18,100	4,825	-	61,825	
	-	-	-	-	20,000	50,100	30,556	4,825	-	105,481	
Stewardship											
Superior Stewards Program	-	-	-	-		-	-	-	-	-	
Tree Seedling Program	-	-	-	-		-	6,000	-	4,781	10,781	
Seeds for Conservation							29,500			29,500	
ECCC Freswater Ecosystem	-	-	-	70,250		-	-	-	-	70,250	
Waterfront Shoreline RestorationMECP	-	-	19,500	-		-	-	-	-	19,500	
Stewardship Internship			17,500					9,003		26,503	
Invasive Species	-	-	-	-	-	40,000	-	-	-	40,000	
Parks Canada Hurkett Cove Catail				55,760						55,760	
Sea Lamprey	-	-	-	-		8,150	-	-	-	8,150	
	-	-	37,000	126,010	-	48,150	35,500	9,003	4,781	260,444	
Total Category 3	-	-	37,000	126,010	20,000	98,250	66,056	13,828	4,781	365,925	
Total	1,143,855	770,138	243,823	453,835	20,000	104,095	467,382	613,472	539,291	4,355,891	

* Negative Reserve amounts are appropriations to Reserves .

2025 LRCA Draft Budget Summary

2025 Budget	
3.08% Levy-All increase compared to 2024	
Total Levy	\$1,913,994
Levy-All	\$1,143,855 (26%)
City of Thunder Bay Sole-Benefitting	\$770,138 (18%)
Total Provincial Grant Revenue**	\$243,823 (6%)
Total Federal Grant Revenue	\$453,835 (10%)
Total Donation Revenue	\$20,000(1%)
Total Other Grants	\$104,095(2%)
Self-Generated Revenue	\$467,382(11%)
Deferred/Surplus	\$613,472(14%)
Reserve Appropriations	\$539,291 (12%)
Total Budget	\$4,355,891

** Section 39 Transfer Payment unconfirmed for 2025

2025 Total Levy-All Compared to 2024						
Municipality	2024 CVA %	2024 Levy \$	2025 CVA %	2025 Levy \$	\$ Change	% Change
Thunder Bay	85.8012	952,196	85.6600	979,821	27,674	2.91
Conmee	0.4440	4,927	0.4500	5,147	220	4.47
Dorion	0.2879	3,195	0.2900	3,317	122	3.82
Gillies	0.2470	2,741	0.2500	2,860	119	4.33
Neebing	2.2565	25,043	2.2600	25,852	810	3.24
O'Connor	0.4770	5,295	0.4800	5,492	198	3.73
Oliver Paipoonge	5.5386	61,467	5.6300	64,400	2,936	4.78
Shuniah	4.9477	54,910	4.9900	56,966	2,059	3.75
	100	1,109,775	100	1,143,855	34,138	3.08

*CVA – Current Value Assessment

2025 Sole-Benefitting Levy Compared to 2024						
Municipality	2022	2023	2024	2025	2024 vs 2025 \$ Change	2024 vs 2025 % Change
Thunder Bay	680,720	716,497	744,916	770,138	25,222	3.38

Sole-benefitting: Neebing-McIntyre Floodway, Victor Street Erosion, Maintaining Floodplain Mapping

2025 Total Levy Compared to 2024						
Levy-All + Sole Benefitting						
Municipality	2022	2023	2024	2025	2024 vs 2025 \$ Change	2024 vs 2025 % Change
Thunder Bay	1,733,333	1,793,799	1,854,691	1,913,994	59,303	3.20

2025 LRCA Draft Budget Summary

2025 Budget Notes

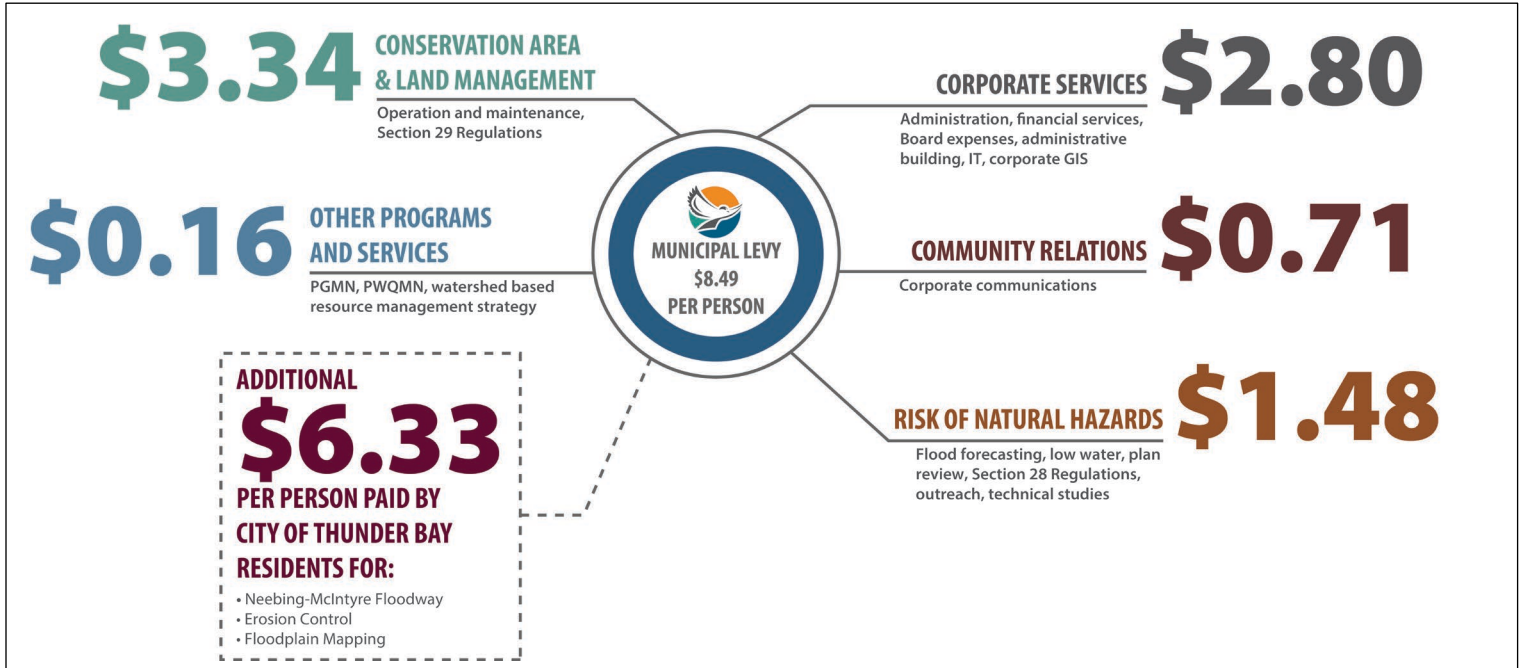
- Levy-all increase 2025 versus 2024 = 3.08%
 - 2024 increase – 3.01%
- Minimal to no increases are feasible in the short term but are not realistic for the long-term operation of the LRCA.
- Provincial funding anticipated to be provided in 2025 (included as revenue in budget)
 - Section 39 Transfer Payment = \$150,940
 - Source Water Protection Transfer Payment = \$55,883

2025 Budget Highlights

Highlights of the 2025 Budget expenditures include:

- Continuation of annual programming including:
 - Plan Input and Review,
 - Development Regulations,
 - Watershed monitoring,
 - Flood Forecasting and Warning,
 - Operation and maintenance of LRCA owned properties,
 - Stewardship (no levy), and
 - Education programming (no levy).
- Capital improvements at the Conservation Areas:
 - Mission Marsh – parking lot maintenance and line painting
 - Mills Block – parking lot relocation; AODA trail construction and trail connection; outhouse, sign and pay and display installation
- Major Maintenance on Neebing-McIntyre Floodway
 - Sediment removal from lip of Diversion Channel to Redwood Bridge
- Other items:
 - Board Room renovations including air conditioning units and AV upgrade
 - Server Room renovations
 - Fence installation on office grounds
 - Conservation Area wayfinding sign design
- Planned Reserve withdrawals:
 - Administration - \$65,000
 - Vehicle and Equipment - \$5,470
 - Forest Management - \$4,781
 - Conservation Area Capital - \$299,990
 - Other Owned Land- \$178,520

2025 LRCA Draft Budget Summary





LAKEHEAD REGION

CONSERVATION AUTHORITY

Wednesday, August 28, 2024

Moved by



Seconded by



THAT: the Lakehead Region Conservation Authority approves the 2025 Draft Budget, Version 1.0, dated August 28, 2024, for consultation purposes.


Chair

Res # 91 /24

From: admin@noma.on.ca
Sent: August 29, 2024 3:25 PM
To: admin@noma.on.ca
Subject: Action Required - NOMA Board Meeting Summary Aug 18 plus AMO Delegation Package
Attachments: NOMA August 18 2024 Board Meeting Report to Membership.pdf; NOMA Full Delegation Package - AMO 2024.pdf; 2024 08 29 - Solve the Crisis Campaign - NOMA Letter of Support.pdf; News Release - OBCM Launch Solve the Crisis Campaign - FINAL.pdf

Good Afternoon CAOs and Clerks,

Please see attached the meeting summary from the NOMA BOD meeting that took place on August 18th in Ottawa to add to your next agenda. Please see NOMA's delegation package that was presented to the province at the AMO Conference last week attached. There was no movement on the Unorganized Taxation Reform but they said they would look into it.

Also attached is a letter in support of the Solve the Crisis Campaign. We encourage your municipalities to also send letters of support or resolutions in support as well. You can also join the call by visiting www.solveethecrisis.ca and show your support by signing up and contacting your local MPP to tell them that you want the province to take action now. To watch our video please visit our YouTube channel here - <https://youtu.be/6VRjoEgQm98>. I have also attached the news release by OBCM re the campaign.

Thank you

Andrea Strawson

Executive Director

Northwestern Ontario Municipal Association (NOMA)

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Follow us on Twitter: @noma_nwo

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Ontario's Big City Mayors Launch *Solve the Crisis* Campaign

August 8, 2024

TORONTO - There is a humanitarian crisis happening on our streets. An unprecedented number of Ontarians are homeless, living in encampments and other unsafe spaces, and too many are dying from addictions and mental health issues. Municipalities have done everything we can, but we don't have the resources or expertise to take this on alone. That is why today Ontario's Big City Mayors (OBCM) are launching our '*Solve the Crisis*' campaign.

Together with various community partners, municipalities have been tackling this issue head on, funding various programs and spaces to find solutions. Despite the success of many of these programs, the crisis continues to grow and municipalities need help.

Over the last few years OBCM has requested that the federal and provincial governments address this crisis as it unfolds on our streets, affecting our downtowns, impacting our public spaces, and hurting our most vulnerable residents. The federal and provincial governments have taken some action on this issue, including Ontario's Roadmap to Wellness, the creation of the Homelessness Prevention Program and investments in youth wellness hubs. But it's just not enough. This issue spans multiple ministries and we need someone to take the lead and take action now.

We want to '*Solve the Crisis*' together, today we are requesting that the provincial government:

- Appoint a responsible ministry and Minister with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports.
- Have this Minister strike a task force with broad sector representatives including municipalities, healthcare, first responders, community services, the business community and the tourism industry to develop a *Made in Ontario Action Plan*.
- Provide municipalities with the tools and resources to transition those in encampments to more appropriate supports, when deemed necessary
- Commit to funding the appropriate services these individuals need, community by community where there are gaps in the system.
- Invest in 24/7 Community Hubs / Crisis Centres to relieve pressure on emergency centres and first responders

We are asking for all Ontarians to join our call by visiting www.solveethecrisis.ca and show their support by signing up and contacting your local MPP to tell them that you want the province to take action now. Together we can do this, but we need your help. To watch our video please visit our YouTube channel here - <https://youtu.be/6VRioEqQm98>

Quotes

"There is a humanitarian crisis happening on our streets, people are dying and something needs to be done. The number of people who are unhoused, as well as those suffering with mental health and addictions issues, is growing at alarming rate, and municipalities cannot tackle this crisis alone. We need the province, along with all levels of government and community partners, to implement the programs that have proven to be effective. This cannot wait, we must work together to solve this crisis now."

- **Marianne Meed Ward**

Chair of Ontario's Big City Mayors and Mayor of Burlington

"As Mayor, I have witnessed firsthand the devastating impacts of homelessness and the urgent need for comprehensive solutions. Our city, like many others, has been working tirelessly to address this crisis, but we cannot do it alone. The 'Solve the Crisis' campaign is a crucial step in bringing together all levels of government and community partners to ensure that every Ontarian has access to safe, supportive housing and necessary mental health and addiction services. The only way we can solve this crisis is by working together."

- **Josh Morgan**

Vice-Chair Ontario's Big City Mayors and Mayor of London

"We're proud to work in lockstep with Ontario Big City Mayors on this humanitarian crisis. Our branches work with municipalities to support individuals facing mental health, addictions and housing-related issues. Our hope is for increased investments to community mental health and addictions to support Ontarians in need."

- **Camille Quenneville**

CEO of the Canadian Mental Health Association, Ontario Division

"The Ontario BIA Association (OBIAA), working together with the 300 BIAs and more than 120,000 businesses along our main streets and commercial cores, stands with the Ontario Big City Mayors (OBCM) in asking the province to take action to address this crisis. Our main streets, our businesses and those living rough, are suffering and it is time for strong and positive action."

- **Kay Matthews**

Executive Director, Ontario BIA Association



— **OBCM** —
Ontario's Big City Mayors

About Ontario's Big City Mayors

Ontario's Big City Mayors (OBCM) is an organization that includes mayors of 29 single and lower-tier cities with a population of 100,000 or more, who collectively represent nearly 70 percent of Ontario's population. OBCM advocates for issues and policies important to Ontario's largest cities.

Media Contacts

Mayor Marianne Meed Ward, Chair
chair@obcm.ca
905-335-7777

Michelle Baker, Executive Director
michelle@obcm.ca
647-308-6602



Representing the Districts of Kenora, Rainy River and Thunder Bay
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August 29, 2024

To whom it may concern:

The Northwestern Ontario Municipal Association fully supports Ontario's Big City Mayors (OBCM) and Northern Ontario Large Urban Mayors (NOLUM) to Back 'Solve the Crisis' Campaign to Address Homelessness and Support Vulnerable Populations.

NOLUM, representing Greater Sudbury, North Bay, Timmins, Thunder Bay, and Sault Ste. Marie, have united in support of OBCM's 'Solve the Crisis' campaign, calling for immediate and decisive action from the Government of Ontario to address the escalating homelessness crisis. NOMA's 37 member municipalities across Northwestern Ontario continue to feel the pressures of homelessness in their communities. Municipalities across the North are struggling to manage the impacts of homelessness without adequate support from higher levels of government.

The humanitarian crisis unfolding on Ontario's streets is a stark reality: unprecedented numbers of individuals are experiencing homelessness, residing in unsafe encampments, and grappling with severe mental health and addiction issues. Despite the efforts of municipalities and community organizations, the crisis is worsening, and existing measures are proving insufficient. The complexity and scale of the issue requires an all level of government coordinated and well-resourced response that goes beyond the capabilities of individual municipalities.

Over the last few years NOMA, with our partners the Federation of Northern Ontario Municipalities, Northern Ontario Service Deliverers Association, and the Northern Policy Institute advocated for the provincial government to address this crisis as it unfolds on our streets, affecting our downtowns, impacting our public spaces, and hurting our most vulnerable residents. Together we developed a series of papers that looked at strategies to address Mental Health, Addictions, and Homelessness across the North and provided actions all level of government could consider address the complex issue.

The federal and provincial governments have taken some action on this issue, including Ontario's Roadmap to Wellness, the creation of the Homelessness Prevention Program and investments in youth wellness hubs. But it's just not enough. This issue spans multiple ministries and we need someone to take the lead and act now.

NOMA supports the 'Solve the Crisis' campaign that advocates for several key actions:

- **Appoint a Responsible Ministry and Minister:** Appoint a responsible ministry and Minister with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports.

- **Establish a Task Force:** Have this Minister strike a task force with broad sector representatives including municipalities, healthcare, first responders, community services, the business community and the tourism industry to develop a Made in Ontario Action Plan.
- **Provide Municipal Support:** Provide municipalities with the tools and resources to transition those in encampments to more appropriate supports, when deemed necessary.
- **Commit to Targeted Funding:** Commit to funding the appropriate services these individuals need, community by community where there are gaps in the system.
- **Invest in Community Hubs:** Invest in 24/7 Community Hubs / Crisis Centres to relieve pressure on emergency centres and first responders.

I appreciate your time and consideration to this matter. Please feel free to reach out.

Sincerely,



Wendy Landry, President, NOMA
Mayor, Municipality of Shuniah

Cc: Premier Doug Ford
Deputy Premier and Minister of Health, Sylvia Jones
Minister Paul Calandra, MMAH
MPP Greg Rickford (Kenora – Rainy River) Minister of Northern Development & Indigenous Affairs & First Nations Economic Reconciliation
MPP Kevin Holland (Thunder Bay - Atikokan)
MPP Lise Vaugeois (Thunder Bay - Superior North)
MP Patty Hajdu (Thunder Bay - Superior North)
MP Marcus Powlowski – Thunder Bay-Rainy River
MP Eric Melillo – Kenora
AMO
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All member municipalities CAOs and Clerks



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August 18, 2024

Attention: Mayor and Council

NOMA Board Meeting Summary Report for August 18, 2024

AMO Delegations & ONIP Advocacy: Wendy will take the lead on discussing the topics which include the Time to Grow: Economic Development Plan for Northwestern Ontario, Unorganized areas taxation reform, ONIP allocation for the North, and the importance of multi-minister meetings.

By-Laws to replace Constitution: As a result of the new Not-for-Profit Act changes NOMA must adopt a new by-law to replace our constitution. A lengthy discussion occurred regarding the potential issues that could arise from the changes to the Not-for-profit-act. ED to have lawyer attend next board meeting to discuss the changes and how we can mitigate potential issues and what are options are including for-profit.

OCBM “Solve the Crisis Campaign” Support: The NOMA Board supports OCBM “Solve the Crisis Campaign” and a letter of support to be sent to provincial government, MPs, MPPs, and all member municipalities. (attached)

Executive Director Report:

- Have been in discussions with FEDNOR, NOHFC, and others to acquire funding for a regional economic development coordinator for the Northwest in order to facilitate the NOMA regional Economic Development Plan “Time to Grow”. ED will submit application to FEDNOR for funding by August 26th. Would like to hire for January 2025.
- Ministry of Northern Development staff, NOHFC, and FEDNOR to present on September 25th NOMA BOD meeting to outline where they can assist with moving forward the Time to Grow Plan and what they are already doing in relevant areas.
- Letters of congratulations sent to Minister’s with new portfolios during cabinet shuffle
- Sent out NP letter and resolution and asked for municipal support
- Sponsorship \$3000 paid to FONOM for Hospitality Suite
- NOMA Letter re Waasigan Transmission Line Project sent
- NOMA letter to Premier sent re importance of multi-minister meetings at conferences
- Memo to Councils sent re ONIP to ask for advocacy at AMO conference
- Letter Of Support for NorWest IEHP Program Application sent

Notable Meetings Attended:

- Met with MND, NOHFC, FEDNOR, and Sarah Lewis to discuss Time to Grow Plan
- Met with ED’s of Associations to discuss new Not-for-Profit-Act
- Rural/Northern Fixed Allocation ONIP
- Ne-Chee Friendship Centre to discuss how can work together on Time to Grow plan

- RHIS Tutorial
- Learning Morning potential presenters (Roth IAMS, Carol Michta (MLITSD), Clear Blue Markets, Chris (bauerethicsseminars))
- Meeting with Weiler's Lawyer to discuss new Not-for-Profit-Act requirements
- FEDNOR Consultation on Transportation
- Orientation with John Collins
- OFIA Industry Discussion
- MOI Broadband Meeting

Strategic Plan Report:

4. Time to Grow: A Regional Economic Plan for Northwestern Ontario 2025-2035 document approved and circulated to members, partners, ministers, MPs, and MPPs.
8. Have updated the website with additional funding opportunities including:
 1. [Skills Development Fund](#) (SDF) Training Stream opened until October 4, 2024.
 2. Seniors Active Living Centres Program Expansion: Call for proposals open until September 12, 2024.
13. In discussions with Vicki Blanchard on how we work together on reconciliation framework and bringing together FN and municipalities. Will be working together on upcoming conference week of February 10th.
21. Tentative next Learning Morning date November 20, 2024. Have 4 presentations confirmed.

Municipal Association/League Updates:

TBDML – Rick Dumas reported they have a board meeting coming up August 21st and they are working on their Strategic Plan.

KDMA – Fred Mota reported they are working on the unincorporated issue and long-term homes paying their fair share instead of municipalities paying the costs. Minister Rickford and Patty Hajdu attended the announcement on funding for construction of Berens River Bridge, which will provide year-round road access to Pikangikum FN. Access to approximately 14,000 more people.

RRDMA – Doug Hartnell reported they have a board meeting on August 21st and a general meeting on September 18th. Sioux narrows-nestor falls is now also a member of RRDMA. We continue to meet with riverside health care

Issue Tracker Updates:

NOSM: Physician/Nursing Recruitment – Wendy Brunetta reported there is a new president of NOSM. We will invite new president to November Board meeting. We need to highlight the issue of attracting physicians and standardizing incentives. Fred Mota would like to bring physician recruitment to ministers to get support specifically.

The next NOMA Board meeting takes place September 25, 2024, in Thunder Bay, Ontario.

Please contact me at any time if you wish to discuss any NOMA matters.

Sincerely,



Andrea Strawson
Executive Director of NOMA
(807) 683-6662
admin@noma.on.ca



The Northwestern Ontario Municipal Association (NOMA) represents the interests of 37 municipalities from Kenora and Rainy River in the west to Hornepayne and Hearst in the east. NOMA's mission is to advance the needs of municipal governments whose services contribute greatly to the community well-being in Northwestern Ontario. It will promote activities and support partnerships that contribute to our vibrant and vital region. We appreciate the opportunity to meet with you today to discuss the taxation structure for unincorporated areas in northwestern Ontario and our Regional Economic Development Plan "Time to Grow".

Taxation Reform - Unincorporated Areas

Unincorporated areas in Northern Ontario, covering approximately 93% of the region's total landmass, create a distinctive demographic and economic landscape. Unincorporated regions in the North have a pair of tools to provide their own services: Local Road Boards (LRBs) and Local Service Boards (LSBs). In total in Northwestern Ontario, there are 77 Census Subdivision Districts of which 3 are officially unorganized CSDs – Thunder Bay, Rainy River, and Kenora, 82 LRBs, and 16 LSBs. Residents have made good use of these tools, with nearly two-thirds of the unincorporated properties being within a board's territory.

Unincorporated areas have no traditional local governance. Instead, the province acts as the closest level of government, providing some services that municipalities are traditionally responsible for in their areas. Unincorporated territory can be divided further into areas with and without formal local services. Local services are most often administered by a board of volunteers elected from the population. Unincorporated areas without a board have virtually no local-level government.

Within these unincorporated boundaries lie residents who benefit from municipal services, initiatives, and infrastructure without contributing proportionately to their costs and equitably sharing the financial burden. The inequity evident in these taxation practices leads to significant fiscal strain on the municipalities that provide essential municipal services and infrastructure to populations.

The inefficiencies in the current provincial land tax framework fail to accurately account for the financial obligations incurred by municipalities in serving these populations. Reforming the taxation structure is not just necessary to ensure equitable fiscal responsibility but also crucial for the sustainable provision of municipal services.

Historical Context

Unincorporated areas in Northern Ontario have historically been treated differently under provincial tax policies. The current taxation system operates under a Northern Ontario land tax that is set at a relatively low nominal rate, which inadequately funds municipal services. Municipalities across Northwestern Ontario like Thunder Bay, Kenora, Dryden, and Fort Frances among others face increased pressure as a result of unincorporated residents consuming services.

In its analysis, the Ontario Ministry of Finance further underscores that municipal governments are expected to fund public services despite substantial numbers of unincorporated residents nearby who do not pay taxes to support these services. This inequity perpetuates a cycle where local governments forego necessary capital expenditures for infrastructure and service enhancement, risking a deterioration of public assets (Ontario Ministry of Finance, 2021).

The Current Situation

Financial Implications for Municipalities

The inadequacy of the current tax system stretches municipalities thin financially. For example, the Township of White River indicated that about 40% of its land is unincorporated, yet these areas yield less than 5% of total property taxes. This situation is not isolated; multiple municipalities report similar disparities, with many experiencing significant budget gaps because of the high service demands necessitated by unincorporated populations (Northern Policy Institute, 2021).

A study conducted by the Northern Policy Institute found that municipalities in Northwestern Ontario collectively lose millions in potential tax revenue due to the unincorporated nature of many regions. Approximately 17% of municipal costs are linked directly to servicing unincorporated lands, yet less than 2% of generated revenue comes from these areas.

Service Strain Under Current Taxation

Municipalities in Northwestern Ontario bear the brunt of this inequitable taxation structure. As mentioned in the Ontario Ministry of Finance report, municipalities are forced to provide essential services—ranging from emergency response and transit to waste management, public safety, and recreation—without the requisite revenue to support these initiatives.

The Northern Fire Protection Program is the second largest fire department in Ontario, with 47 operating in unincorporated areas. Many municipalities participate in the provincial aid program to provide support to neighbouring departments at no cost. The increased demands have added pressure on municipal departments to respond, while bearing the cost and resources.

- Example: In the City of Kenora, it was reported that annual expenditures on emergency services alone can exceed \$2 million; yet with an inflated unincorporated population

relying on these services, the funding imbalance aggravates their budgetary challenges (Kenora Economic Development Office, 2021).

Effects on Infrastructure

The unincorporated population's demands place significant strain on municipal infrastructure. Infrastructure systems, including roads and utilities, are expected to accommodate both residents and seasonal visitors, which complicates planning and increases maintenance costs.

- It's estimated that municipalities spend upwards of 25% of their total capital budgets on infrastructure maintenance and upgrades due to pressures from unincorporated areas (Ontario Ministry of Finance, 2021). Unfortunately, the lower tax revenue makes funding these enhancements difficult, often leading to deferred maintenance and potential failure of vital infrastructure.

Contextual Example - City of Dryden:

The City of Dryden unorganized area commonly referred to as "Townships Without Municipal Organization" has one of the highest incorporated to unincorporated (fringe) ratios (53.95%) in Northwestern Ontario with an estimated total of 3986 residents. Second, to the Township of Machin (approx. 20km west of Dryden) at 66.11% (ref. Table 1). However, Dryden would serve as the regional hub community for both Dryden, Machin, and the surrounding unincorporated fringe population. There is also a trend showing that while the city of Dryden's population may have decreased slightly (Stats Canada), the fringe community numbers have actually increased, which puts further financial pressure on the City of Dryden. Approximately 1/3 of Dryden's workforce resides in the unincorporated area and thus the City of Dryden is losing out on a significant revenue while still providing the same level of service.

Within the City of Dryden, the average property tax for a 3040 square foot home is \$5,838 whereas the average property tax for a 4400 square foot home in the unincorporated fringe is \$1500. This discrepancy can be an appealing reason for net-migration out of the city to avoid the higher property taxes while still being able to access all city services. These areas tend to be rural, immersed in natural beauty, have fewer people, lower property values, fewer regulations, and lower tax rates than their municipal counterparts. Many services, such as policing or social services, are provided by the province, through the Ontario Provincial Police and the DSSABs. The Provincial Land Tax (PLT) helps cover some of the costs. As always, there is a trade-off: in many cases, service quality is substantially lower, and service providers sometimes lack meaningful representation from unincorporated areas (Coccimiglio et al. 2017).

- In Northwestern Ontario, roughly 8,000 people moved to unincorporated areas between 2001 and 2016, but the total population still declined by more than 1,000 (Statistics Canada 2016; 2001). The result is a smaller tax base and shallower pool of volunteers to pay for and provide increasingly expensive services to increasingly higher provincial standards. Not only is the population shrinking, but it is aging as well.

Table 1: Fringe Population as a % of Incorporated Population

Municipality	Unincorporated Fringe Population		Incorporated Populations		Fringe Population as a % of Incorporated Population	
	2016	2021(est.)	2016	2021	2016	2021
Machin	608	669	971	1012	62.62%	66.11%
Dryden	3621	3986	7749	7388	46.73%	53.95%
Kenora	2393	2634	15096	14967	15.85%	17.60%
Thunder Bay	5867	6221	107909	108843	5.44%	5.72%
Sioux Lookout	99	109	5272	5839	1.88%	1.87%
Ear Falls/Red Lake	69	76	5102	5018	1.35%	1.51%

- In 2023, the average City of Dryden household contributed \$2,624.83 in property taxes based on the municipality's average single family detached residential property, assessed at a value of \$158,000 and with a combined tax rate of 1.814285%. The current PLT rates for the unincorporated fringe vs the city of Dryden's rates based on \$100,000 of Assessed Value are compared in Table 2. The difference between what a municipal taxpayer contributes vs someone living in the fringe is substantial and inequitable.

Table 2: PLT Rate vs City of Dryden Tax Rate

Property Class	PLT Rate	City of Dryden Tax Rate
Residential	\$250	\$1,661
Commercial	\$300	\$3,088
Industrial	\$300	\$9,379

The current PLT does not fairly address costs for use of municipal infrastructure and services from those living in unincorporate areas.

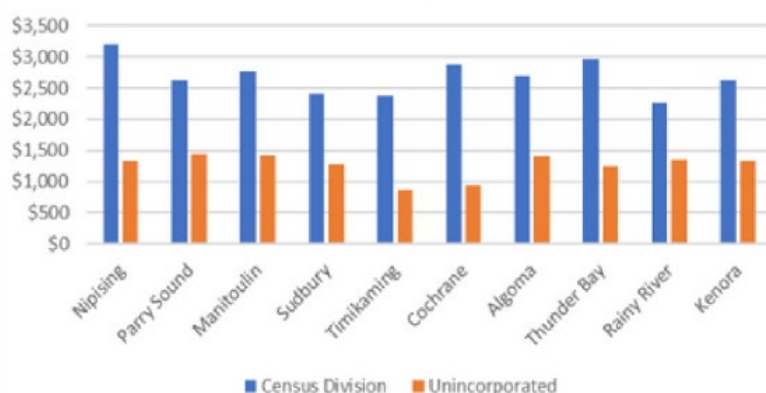
Most of Northwestern Ontario relies on resource-based industry (mining, energy, forestry etc.) which has been occurring in the unincorporated areas. As development occurs in the unincorporated area there is a lack of ability to control development and fully address social-economic impacts. The Northern Annexations Task Force reported one financial study located as identified in a report by Dean Nickerson, 1992 revealed that municipalities located in an area with nearby development in unorganized areas had expenditures 10-20% higher than those in a control group of municipalities where fringe development was not an issue. We estimate this number has increased significantly. Regardless of where a population will live, whether within the municipal boundary or on its fringes, fringe development and associated socio-economic impacts present increased challenges in providing services to accommodate such growth.

The current taxation structure lacks a framework to foster effective collaboration among local units. It is often ad hoc and limited vs systematic and comprehensive due to the siloed system. It

is not conducive to fostering economic growth as growth is often hindered in unincorporated areas and municipalities are hesitant to collaborate with the unorganized areas for development as the municipality does not obtain equitable financial benefits.

Despite recent reforms to the PLT to raise rates in the unincorporated CSDs, the unincorporated areas still pay significantly less on average than the district as a whole. Table 3 shows the average residential property taxes by CSD, and it clearly shows unincorporated areas in Northern Ontario are paying considerably less, by more than 50% in many cases.

Table 3: Average Residential Property Taxes, by Census Divisions and Unorganized Census Subdivisions, Northern Ontario 2016



Extract: "Time to Reorganize: Why Northern Ontario Should Follow BC's Lead in Local Governance, Northern Policy Institute, Research Report Number 45, February 2021"

These inequities and the strain they cause for municipal governments must be addressed. Therefore, we ask the provincial government to create a framework to reform the current taxation to ensure unorganized organizations in Northwestern Ontario and across Ontario pay for their share for the services they use.

Recommendations for Reform

NOMA urges the provincial government to take action to reform the apportionment of Provincial Land Taxes to incorporated municipalities that bear many fiscal responsibilities for those living on the fringe of their boundaries in unincorporated areas. We urge your government to consider the following key strategies to address unincorporated taxation inequities:

1. Reform Property Taxation Policies

The current land tax policies should be reviewed comprehensively. An equitable approach could consist of:

- **Increased Land Tax Rates:** Raising the property tax rates on unincorporated lands to align with the actual costs of service delivery.

- Tiered Taxation Models: Implementing tiered taxation structures based on land use, providing an economic incentive for responsible land management while also ensuring adequate revenue generation.

2. Implementing a local government model based on Regional Districts (RDs)

The Northern Policy Institute published “Time to Reorganize: Why Northern Ontario should follow BC’s Lead in Local Governance, 2021. The findings concluded that Northern Ontario should consider a local government model based on British Columbia’s Regional Districts and adapting for local requirements as it was found to be the most effective method of addressing the issues stemming from unincorporated areas in Canada and their governance framework is similar to that of the DDSABs already in place. RDs would improve operations by providing more services where desired, facilitating cooperation and breaking down siloes, improving efficiency and effectiveness by matching services delivery with the best method suited to the area.

3. Establish a Provincial Grant Program

A dedicated grant program for municipalities experiencing disproportionate service costs due to unincorporated populations can provide immediate financial relief. This funding would alleviate some of the pressing demands on municipal budgets.

4. Foster Inter-Municipal Cooperation

Encouraging partnership initiatives among municipalities could promote shared services that would further analyze cost efficiencies while serving both incorporated and unincorporated areas. Examples of such cooperative efforts may include joint emergency response teams or shared waste management systems.

5. Enhanced Data Collection

Robust provincial data collection mechanisms should be established to allow for ongoing assessment of service utilization. Accurate data is key to informing potential reforms and should include comprehensive records on service demands from both incorporated and unincorporated residents.

Conclusion

The inequitable taxation of unincorporated areas in Northwestern Ontario imposes severe strains on municipal services and infrastructure while disproportionately burdening taxpayers in incorporated regions. The existing provincial land tax structure does not sufficiently account for the essential services provided to unincorporated populations, leading to mounting fiscal challenges for municipalities. Proactive reform is vital to align taxation practices with the genuine costs of service delivery, ensuring fiscal sustainability for all residents.

This report synthesizes data and insights from various sources, emphasizing the critical need for taxation reform to address inequities in service provision and financial responsibility across

Northwestern Ontario's municipal landscape. The importance of engaging provincial stakeholders in these conversations cannot be overstated, as it is essential for creating a balanced fiscal future that serves all residents fairly.

References

Northern Policy Institute. (2021). Understanding Unincorporated Areas in Northwestern Ontario. Retrieved from Northern Policy Institute

Ontario Ministry of Finance. (2021). Local Government Financial Reporting: Ontario Municipal Finance Fact Sheet. Retrieved from Ontario Ministry of Finance

Kenora Economic Development Office. (2021). Economic Profile of the City of Kenora. Retrieved from City of Kenora

NOMA – Time to Grow – Regional Economic Development Plan

NOMA released our regional economic development plan “Time to Grow” June 2024. This plan is intended to:

- Provide a comprehensive set of action items for NOMA, its member municipalities, and their partners. Actions that can lead to a thriving future for Northwestern Ontario.
- Facilitate decisions for growth that strengthen Northwestern Ontario economy, nurture resilient communities, promote a healthy environment, and embody a commitment to their residents.
- Promote a balanced and rational approach to growth decisions that capitalizes on community priorities, strengths, and opportunities.
- Enable growth planning that takes a comprehensive geographical perspective, integrating across natural and municipal boundaries.
- Ensure that long-term goals and a shared vision drive growth decisions.
- Provide a roadmap for fostering policy coordination among all levels of government to achieve desired outcomes.

NOMA focused on 5 priority areas in this plan that drive private investment including Access to Skilled Labour, Quality of Life, Utilities & Local Infrastructure, Access to Market, and Housing. NOMA has set out 15 goals for Northwestern Ontario to achieve over the next decade. Those 15 goals are listed below. For further analysis underlying these goals and a list proposed actions that could be undertaken to achieve the desired goals please see the full plan (attached separately).

Focus for Action 1- Access to Skilled Labour

Goal 1: Increase the number of Indigenous individuals who are employed in Northwestern Ontario by 2% a year from 2025 to 2035.

Goal 2: Increase the migration (interprovincial, intraprovincial, and international) of people under 40 to the following levels by 2025 and stay at or above these figures until 2035:

- Thunder Bay Census Division – 1000
- Kenora Census Division – 200
- Rainy River Census Division – 100

Goal 3: Enhance quality and access to Labour Market Information across the region so that:

- a. By 2025 ensure labour market information (including existing skills inventory, expected retirements by job type, and projected workforce demand) is readily available and updated at least annually for every municipality with a population greater than 1000.
- b. By 2030 similar information is available for every municipality and unorganized area.

Focus for Action 2- Quality of Life

Goal 4: By 2030 60% of Northwestern Ontario’s population, and by 2035 80% of Northwestern Ontario’s population should be:

- a. within a 30-minute drive of a library, neighbourhood park, primary education, childcare, grocery store, or pharmacy.
- b. within a 60-minute drive of in-person access to government services, health care, post-secondary education, and a recreation facility (pool, rink, recreation centre).

Goal 5: Improve the public “face” of our region so that:

- By 2030 50% of Northwestern Ontario’s communities should have completed an entrance, rehabilitation, and beautification project.
- By 2035 100% of Northwestern Ontario’s communities should have done so.

Goal 6: Continue to improve high speed internet and cellular access throughout Northwestern Ontario so that:

- By 2025 100% of Northwestern Ontario’s population has access to internet services with download speeds of 50 Mbps and upload speeds of 10 Mbps.
- By 2030 100% of communities with a population greater than 10,000 have access to internet services with download speed of 100 Mbps and upload speeds of 30 Mbps.
- By 2035 75% of Northwestern Ontario’s population has access to internet services with download speed of 100 Mbps and upload speeds of 30 Mbps.
- By 2025 all remaining gaps in cellular coverage along the primary and secondary highway systems have been measured and accurately mapped based on direct measurement and not tower range estimation.
- By 2030 50% of the identified cellular coverage gaps by confirmed coverage from a least two national cellular networks.
- By 2035 100% of primary and secondary highways in Northwestern Ontario have confirmed coverage for their full length from at least two national cellular networks.

Focus for Action 3- Infrastructure & Public Services

Goal 7: Continue to enhance and improve the electrical transmission infrastructure in Northwestern Ontario by ensuring that:

- By 2030 all communities at the end of existing radial lines will either have parallel transmission lines in place or sufficient local generation has been established to provide a second source of supply.
- By 2030 25% of the transmission and distribution lines identified as having “aged out” will have been replaced.
- By 2035 all of remaining transmission and distribution lines that have “aged out” will have been replaced.

- By 2035 a plan is in place to replace/upgrade transmission and distribution lines going forward so that we do not find ourselves being serviced by “aged out” infrastructure in the future.

Goal 8: Continue to improve scheduled mass transit between communities in Northwestern Ontario so that:

- By 2030, a 7-day a week, same-day, inter-community bus service is in place between:
 - Emo and Thunder Bay
 - Winnipeg and Thunder Bay
 - Greenstone (Longlac) and Thunder Bay
 - White River and Thunder Bay
- The link between Northwestern Ontario and Northeastern Ontario is maintained but shortened to run from White River to Sault St Marie (and beyond).
- By 2035 a separate community shuttle service is in place to feed passengers located on secondary highways into the primary Northwest intercommunity bus service.

Goal 9: Continue to make the primary and secondary highways in Northwestern Ontario safer and more welcoming by ensuring that:

- By 2030 at least 75% of the communities accessible from the primary highway network and 50% of those accessible from the secondary highway network should have signage similar or equivalent to that on Highway 401 for services, attractions, and facilities at highway intersections.
- By 2035 at least 90% of the communities accessible from the primary highway network and 80% of those accessible from the secondary highway network should have signage similar or equivalent to that on Highway 401 for services, attractions, and facilities at highway intersections.
- By 2030 100% of the communities on the primary highway network and 100% of those on the secondary highway network should have distance-to-service warnings for gas, restaurant, accommodation, and comfort facilities immediately before entering each municipality or settlement.
- By 2030 100% of the primary highway network should have access to functional and well-equipped year-round facilities (public or private) with restrooms at intervals no greater than 100km.
- By 2035 100% of the secondary highway network should have access to functional and well-equipped year-round facilities (public or private) with restrooms at intervals no greater than 100km.

Focus for Action 4- Access to Market

Goal 10: Improve affordability, reliability, and safety of connections to remote communities in Northwestern Ontario by ensuring that:

- By 2030, 3 remote runways in Northwestern Ontario have been extended by a minimum of 500 meters provided the community supports such an extension.
- By 2035, at least 5 more remote runways in Northwestern Ontario have been extended by a minimum of 500 meters provided the community supports such an extension.
- By 2030 at least 200 kilometers of “winter roads” have been upgraded to “all season” roads provided the affected communities support such infrastructure investments.
- By 2035 at least another 200 kilometers of “winter roads” have been upgraded to “all season” roads provided the affected communities support such infrastructure investments.

Goal 11: Accelerate improvements to the safety and capacity of the highway system in Northwestern Ontario by ensuring that:

- By 2030 all current twinning projects that have passed the preliminary planning stage as of 2025 are completed.
- By 2030 plans are in place to implement a 2 plus1 highway system for the entire length of any un-twinning sections of the primary highways¹ from the Manitoba border to Sault Ste Marie
- By 2040 a 2 plus1 highway system is in place for the entire length of any un-twinning sections of the primary highways from the Manitoba border to Sault Ste Marie
- By 2035 plans are in place to implement a 2 plus1 highway system for the entire length of the secondary highways² in Northwestern Ontario.
- By 2045 a 2 plus1 highway system is in place for the entire length of the secondary highways in Northwestern Ontario.

Goal 12: Enhance the viability and sustainability of municipal airports throughout Northwestern Ontario by ensuring that:

- By 2025 100% of municipal airports can qualify for federal or provincial capital and operating assistance.
- By 2030 at least 75% of municipal airports have regularly scheduled service for at least six months of the year.

Focus for Action 5- Housing

Goal 13: Continue to improve housing accessible to seniors so that:

¹ Primary Highways: These highways form the “primary” route through Northwestern Ontario, specifically:

- Highway 17 from the Manitoba border to Shabaqua Corners
- Highway 11/17 from Shabaqua Corners to Sistonens Corner
- Highway 102 from Sistonens Corner to Thunder Bay
- Highway 11/17 from Thunder Bay to Nipigon
- Highway 17 from Nipigon to White River

² Secondary Highways: These highways serve or connect “larger” population centres that are not on or proximate to a primary highway to the primary system, specifically:

- Highway 11 from the US border to Shabaqua Corners
- Highway 11 from Nipigon to the Thunder Bay census division boundary

- By 2030, 50% of municipalities with more than 1000 in population should have at least one senior's complex with access to reasonable assisted living supports.
- By 2035, 75% of municipalities with more than 1000 in population should have at least one senior's complex with access to reasonable assisted living supports.

Goal 14: Continue to improve housing for at-risk populations so that:

- By 2030 municipalities with a population greater than 10,000 have the ability to house at least 75% of their previous five-year average of at-risk populations in affordable and supportive housing.
- By 2035 municipalities with a population greater than 10,000 have the ability to house at least 90% of their previous five-year average of at-risk populations in affordable and supportive housing.

Goal 15: Continue to improve housing affordability in Northwestern Ontario so that:

- By 2025 60% of Northwestern Ontario's population has access to housing that does not cost more than 30% of their annual income.
- By 2030 80% of Northwestern Ontario's population has access to housing that does not cost more than 30% of their annual income.
- By 2035 90% of Northwestern Ontario's population has access to housing that does not cost more than 30% of their annual income.

Ontario Immigrant Nominee Program – Northern Ontario Allocations

Employers across Northern Ontario are experiencing a shortage of qualified employees

Northern Ontario has a shrinking labour market. Population and migration trends (updated based on 2021 census data) suggest that Northern Ontario needs 100,000 newcomers by 2041 to sustain current population

The success of the federal Rural and Northern Immigration Pilot in bringing 4,000 newcomers to Northern Ontario since 2019 proves that allocating nomination spots to address regional labour shortages is an effective way to attract newcomers to Northern Ontario

The Ontario Immigrant Nominee Program has been expanded from 9,750 nominees in 2022 to a goal of 21,500 nominees in 2024. Setting aside 3,000 of those new spots for Northern Ontario would have no impact on the rest of the province.

NOMA urges the Government of Ontario to ensure that the Ontario Immigrant Nominee Program addresses labour market challenges by allocating 3,000 nominee spots to Northern Ontario.



IPE's Education Centre is your insurance & risk management learning destination!

IPE's Fall Education Centre Lineup is Here

<https://www.intactpublicentities.ca/value-added/education-centre>

We know that one of the first lines of defence in mitigating risk is knowledge. Through IPE's Education Centre you can find the risk management resources and expert advice you need to manage the complex risks involved in municipal operations. We know what you need, thanks to over 95 years in the business, and we're proud to deliver education opportunities straight to your inbox.

In addition to our regular offerings, we are excited to introduce a **new three-part series, "Transferring Risk Intentionally."** Risk transfer is one of the most important components of an effective risk management strategy. Contractual risk transfer is so important that IPE has created this series to highlight how best to effectively transfer risk using contracts and agreements. In each session, we will tackle the unique challenges of partnering with non-profits, contractors, or other municipalities and pinpoint the necessary steps to do it right. The first two webinars are part of our fall lineup of events.

Winter Preparations: MMS and More

To help roads staff prepare for winter operations, join IPE's Road Specialist Brian Anderson as he reviews Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways (MMS). Brian will discuss the municipality's responsibilities and timeline for winter

preparations, a winter operations plan, the MMS clauses relevant to winter, and more. [More event details.](#)

Date: Thursday, September 26th

Time: 1:00 pm - 2:00 pm ET

Audience: Roads Staff

Cellular Exposure: The Next Gateway for Hackers and AI

Want to safeguard your mobile device against cyber criminals? Join cyber expert Frank Fazio as he provides insightful and timely advice on securing your cellphone. Topics will include app management, safe browsing habits, privacy settings and how to equip yourself with the latest knowledge to stay secure in this digital age. [More event details.](#)

Date: Tuesday, October 1st

Time: 12:00 pm - 1:00 pm ET

Audience: All Municipal Staff

Driving Success Through Telematics: Using Technology to Improve Your Fleet

Implementing telematics for your fleet vehicles can have a substantially positive impact on your risk management strategy. In this webinar you will hear from three fleet experts, including IPE's Fleet Specialist, Sud Malhotra, on the key considerations to keep in mind before making the move to telematic implementation. [More event details.](#)

Date: Wednesday, October 9th

Time: 11:00 am - 12:00 pm ET

Audience: All Municipal Staff

Legal Liability for Cyber Incidents and Privacy Breaches

In this webinar Jennifer Hunter, Partner at Lerner's LLP, will speak to the ever-evolving world of cyber threats and how public entities need to be aware of both external threats and legislated compliance. She will discuss data security "best practices," Ontario Bill 194, case law developments and Information & Privacy Commissioner investigations. [More event details.](#)

Date: Wednesday, October 23rd

Time: 12:00 pm - 1:00 pm ET

Audience: All Municipal Staff

Transferring Risk Intentionally Series – Successful Special Events

In this first session of our new three-part risk transfer webinar series "Transferring Risk Intentionally," we will look at special events and the unique hazards and unexpected risks that municipalities must address when planning these celebrations. Join IPE's Tracy Eso to learn the importance of formalized procedures and agreements to help protect your municipality. [More event details.](#)

Date: Thursday, October 31st
Time: 11:00 am - 12:00 pm ET
Audience: All Municipal Staff

Strategic Communications Preparedness for Cyber Attacks: Building an Effective Response Plan

If faced with a cyber attack against your organization, do you have an effective communication plan that helps maintain public trust? Join Kathryn Kolaczek from Alchemy Communications Inc. for an informative session on how to put the right building blocks in place so that you can meet cyber attacks head-on and communicate to all stakeholders in a meaningful way. [More event details.](#)

Date: Thursday, November 7th
Time: 11:00 am - 12:00 pm ET
Audience: All Municipal Staff

Staying on Track: Compliance for Optimal Fleet Safety

IPE is teaming up with industry experts Frontline Commercial Vehicle Solutions Inc. to highlight the importance of compliance for fleets in the transportation sector. This educational panel discussion will focus on the critical process of maintaining your drivers' CVOR records as well as new regulations which will impact your day-to-day operations. [More event details.](#)

Date: Wednesday, November 20th
Time: 11:00 am - 12:30 pm ET
Audience: Municipal Fleet Operations

Transferring Risk Intentionally Series – Securing Safe Roads and Trails

In this second webinar of the "Transferring Risk Intentionally" series we discuss how roads and trailways are one of the most significant areas of responsibility for a municipality. Understanding ways those exposures can be effectively mitigated by the use of contracts as well as partnerships will be the topic of this informative session with IPE's own Brian Anderson, Roads Specialist. [More event details.](#)

Date: Wednesday, November 27th
Time: 11:00 am - 12:00 pm ET
Audience: All Municipal Staff

Documents & Disconnects: Creating Evidence for Better Claims Management

In this 90-minute presentation, Tracy Eso will be joined by Loni McGovern of IPE's claims department to hone-in on how documentation plays a vital role during a claim. By reviewing particular claims case studies, Tracy and Loni will discuss claims where lack of documentation has hurt a claims' outcome and where supplying ample documentation has made the difference in shutting down claims early, and much more! [More event details.](#)

Date: Thursday, December 5th
Time: 12:00 pm - 1:30 pm ET
Audience: All Municipal Staff

List of Correspondence

Electronic

1. AMO Watchfile - August 29, 2024
2. AMO Watchfile – September 5, 2024
3. MPAC – quarterly update
4. AMO Policy Update – Record-Setting AMO 2024 Conference Focuses on Core Municipal Priorities
5. AMO Policy Update - Energy Procurements, AMO Community and Supportive Housing Event

Upcoming Training Available

Various	AMO	New Councillor Training (\$525/ea)
Various	AMO	New Head of Council Training (\$525/ea)
Various	AMO	Foundations in Planning for Elected Officials (\$225)
Various	AMO	Navigating Conflict Relationships as an Elected Official (\$200)
Various	AMO	Foundations in Planning for Elected Officials (\$250)
Various	AMO	Indigenous Community Awareness Training (\$375)
Various	AMO	Advanced Councillor Training Series
On demand	NOMA	Webinar On-Demand: How to Attract New Residents to Your Community

Upcoming Conferences/Events (please refer to the Conmee Conference Attendance Policy)

2024

Sept 11 th	MPAC	MPAC Webinar: MPAC Property Insights and Meeting the Evolving Needs of Our Partners – A Municipal Update
Sept 12 th	NSWPB	Open House – 3pm – 7pm (refreshments, door prizes)
Sept 14 th	O'Connor	Retirement party for Deputy Clerk-Treasurer Linda Racicot
Sept 19 th	AMO	Municipal Codes of Conduct \$400
Sept 24 th	AMO	Cybersecurity for Municipal Councillors
Sept 25 th	AMO	Strategic Thinking, Planning, and Leading
Sept 26 th	AMO	Competing Rights: What You Need to Know! \$525
Oct 1-2	AMO	Knowledge Exchange: Community and Supportive Housing Symposium \$600 Toronto
Oct 2	AMO	Community Engagement Strategic Approaches
Oct 8	AMO	Indigenous Community Awareness,
Oct 9	OGRA	Low Volume Road Maintenance Workshop – Barrie \$375
Oct 9-10	AMO	Managing Communications through Crisis
Oct 16	AMO	Navigating Conflict Relationships as an Elected Official
Oct 16-18	MFOA	Northern Finance Workshop – Thunder Bay \$75 (free accommodations)
Nov 5-6	WSPS	Partners in Prevention Regional Health & Safety Conference
Nov 14 th	AMO	Competing Rights: What You Need to Know! \$525

2025

Apr 8-10

Northwest Response Forum (Dryden)

THE CORPORATION OF THE TOWNSHIP OF CONMEE

BY-LAW # 1465

Being a By-law to confirm the proceedings of Council at its meeting.

Recitals:

Subsection 5(3) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, requires a municipal Council to exercise its powers by by-law, except where otherwise required.

Council from time to time authorizes action to be taken which does not lend itself to an individual by-law.

The Council of The Corporation of the Township of Conmee deems it desirable to confirm the proceedings of Council at its meeting by by-law to achieve compliance with the *Municipal Act, 2001*.

ACCORDINGLY, THE COUNCIL FOR THE CORPORATION OF THE TOWNSHIP OF CONMEE ENACTS AS FOLLOWS:

1. Ratification and Confirmation

The action of this Council at its meeting set out below, with respect to each motion, resolution and other action passed and taken by this Council at its meeting is adopted, ratified and confirmed as if such proceeding and action were expressly adopted and confirmed by by-law:

Meeting held September 10th, 2024

2. Execution of all Documents

That the Mayor of the Council and the proper officers of the Township are authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required and except where otherwise provided, the Mayor and Clerk are hereby authorized and directed to execute all necessary documents and to affix the Corporate Seal of the Township to such documents.

Passed this 10th day of September, 2024.

THE CORPORATION OF THE
TOWNSHIP OF CONMEE

Sheila Maxwell, Mayor

Shara Lavallee, CAO/Clerk