



**Township of East Garafraxa**  
**Electronic Council Meeting Minutes**  
**Wednesday, January 25, 2023**

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The Council of the Township of East Garafraxa held an Electronic/Virtual Meeting of Council by video conference at 2:00 p.m. on January 25, 2023.

Members Present: Mayor Guy Gardhouse  
Deputy Mayor John Stirk  
Councillor Lenora Banfield  
Councillor Dave Halls  
Councillor Jeremy Zukowski

Staff/Consultants Present: Susan Stone, Retiring CAO  
Peter Avgoustis, CAO  
Jessica Kennedy, Clerk  
Alan Selby, Treasurer  
Dave Knight, Director of Public Works  
Shannon Peart, Administration/Clerk's Dept.  
Liz Howson and Paul Kitchen, Township Planning Consultants,  
Macaulay Shiomi Howson Ltd. (For Items 7.1 & 8)  
Carley Dixon and Gord Feniak, Township Engineers, R.J.  
Burnside & Associates Ltd. (For Items 7.1 & 8)

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**1. Opening of Meeting**

Meeting called to order.

**2. Added Items (Late Submissions – If Any)**

Nothing at this time.

**3. Approval of Agenda**

Motion passed to approve agenda as circulated.

**Resolution**

**MOVED BY BANFIELD, SECONDED BY HALLS**  
**BE IT RESOLVED THAT**

The agenda be approved as circulated.

**CARRIED**

**4. Disclosure of Pecuniary Interest and General Nature Thereof**

Nothing at this time.

**5. Approval of Minutes**

5.1 Electronic Council Meeting Minutes for January 10, 2023

**Resolution**

**MOVED BY HALLS, SECONDED BY ZUKOWSKI**  
**BE IT RESOLVED THAT**

The minutes of the Regular Electronic Council Meeting held January 10, 2023,  
be adopted as circulated.

**CARRIED**

5.2 Business arising from Minutes

Marsville Hall report timing discussed. Report will be forthcoming at an upcoming council meeting.

**6. Public Question Period 2:10 p.m.**

Nothing at this time.

**7. Delegation(s) / Presentation(s)**

- 7.1 **2:30 p.m. – Marsville North and South Proposed Subdivisions Thomasfield Homes Limited** – Katherine McLaughlin (Thomasfield Homes), Tom Krizsan, (Thomasfield Homes), Angela Kroetsch (GM Blue Plan Engineering), and Julia Salvini (Salvini Consulting)
  - 7.1.1 Thomasfield Homes Limited letter dated December 13, 2022
  - 7.1.2 Rural Cross Section
  - 7.1.3 Urban Cross Section
  - 7.1.4 Marsville North Proposed Draft Plan of Subdivision
  - 7.1.5 Marsville South Proposed Draft Plan of Subdivision

Katherine McLaughlin (Thomasfield Homes), Angela Kroetsch (GM Blue Plan Engineering), and Julia Salvini (Salvini Consulting) were in attendance, on behalf of Thomasfield Homes Limited.

Ms. McLaughlin discussed the proposals for Marsville South and Marsville North subdivisions, noting that although the recent submissions were based on urban cross section design, they have now determined their preference is for rural cross section in both proposed subdivisions. Ms. McLaughlin indicated that they are looking for Council direction on three matters at this meeting: the use of rural cross section design, urban or rural cross sections, lot size, and road connections from proposed subdivisions to the 13<sup>th</sup> Line.

Ms. McLaughlin noted that proceeding with a rural cross section for Marsville North would mean raising the grade of the site by 1.2 m and the new homes would be elevated over the existing dwellings in the Thunderbird subdivision. Lots are proposed to be 0.6 acres, which would be in keeping with the existing Thunderbird homes, which is supported by hydrogeological analysis and servicing, and would be serviced by municipal well and private septic systems.

Discussion ensued regarding the 13<sup>th</sup> Line connection. Thomasfield has revised their proposed plan of subdivision by adding a cul-de-sac and removing the 13<sup>th</sup> Line connection, noting that a pedestrian walkway could be constructed to access 13<sup>th</sup> Line, though unsure of reasons for Council's preference to avoid access to the 13<sup>th</sup> Line. Council indicated that they are not opposed to the 13<sup>th</sup> Line connection, however, supporting documentation for review is required.

Discussion regarding the Marsville South proposed Plan of Subdivision, which application was submitted as an urban cross section design; however, Thomasfield now proposing a rural cross section so both the Marsville North and the Marsville South developments are consistent with the exiting Thunderbird subdivision. Proposed lot size is supported by hydrogeology and servicing reports. The proposed entrance of Marsville South from Dufferin Road 3 is in line with the existing Maple Street in the Thunderbird subdivision on north side of Dufferin Road 3; however, a connection in line with the existing Grand Crescent in the Thunderbird subdivision is not possible due to private property ownership in that location along Dufferin Road 3. A entrance onto the 13<sup>th</sup> Line would be required, even if only for emergency services, as there should be a minimum of two entrances accessing the subdivision.

Township Engineer Consultant Gord Feniak spoke about the context of the proposed subdivision, and discussions Thomasfield had with Council initially in which Thomasfield advised their preference for a rural cross section for financial reasons, at which time Council indicated that they were open to the discussion of rural cross sections and 0.6 acres or larger lots, pending supporting documentation. However, the submission by Thomasfield in 2022 for the proposed Plan of Subdivision and supporting documentation was for urban cross section design. Therefore, at this time it would not be appropriate for Council to make a decision on rural cross sections without further submissions and review by the Township Engineers. Documents need to be submitted to show the implications of the grade change for rural cross sections, drainage will need to be taken into consideration.

Discussion ensued regarding walkability of the subdivision with an urban cross section versus a rural cross section. Technical background and new plans are to be submitted for consideration including more detailed data on traffic patterns with respect to the 13<sup>th</sup> Line accesses and traffic calming/mitigation measures for both proposed subdivisions.

Council indicated the use of urban or rural cross sections, lot size, and road connections from 13<sup>th</sup> Line will be considered during the review process when in receipt of revised plans and supporting documents.

8.     **Public Meeting(s) 4:00 p.m.**

**Resolution**  
**MOVED BY BANFIELD, SECONDED BY STIRK**  
**BE IT RESOLVED THAT**

Council do now hold a Statutory Public Meeting pursuant to the Planning Act, R.S.O. 1990, c. P.13, to consider applications by Owner: 2205727 Ontario Limited; Applicant: Mainline Planning Services Inc. for a Draft Plan of Subdivision: S2-20 (referred to as Pine Ridge Estates) and Zoning By-Law Amendment: Z11-20 for property location 471019 A Line, Concession B, West Part Lot 1;

And whereas the Planning Act governs the giving of public notice at various steps in the application process, which the Township must comply with;

Now therefore this meeting is being held for the following:

- to receive input from the public, which will be considered by the Township in the review of the applications.
- to respond to questions with respect to the applications, though no decision has been or will be made by the Township until the completion of the review of the applications and the submission to Council of a planning report accordingly.

**CARRIED**

Mayor Gardhouse indicated that if there are any members of the public that would like to make oral comments on the applications, please raise your hand or type in the chat feature “I have comments” and you will be moved to a panelist in the meeting, when appropriate, and will be able to speak, please note that this will enable your video and audio features.

- 8.1     **Pine Ridge Estates**
- 8.1.1   Notice of Public Meeting dated January 4, 2023
- 8.1.2   MSH Planning Presentation (Township Planning Consultants)
- 8.1.3   Mainline Planning Services Inc. Presentation
- 8.1.4   Comments Received
  - 8.1.4.1     Dufferin-Peel Catholic District School Board – June 23, 2022
  - 8.1.4.2     Enbridge Gas Inc. – June 20, 2022

- 8.1.4.3 Hydro One Networks Inc. – June 27, 2022
- 8.1.4.4 County of Dufferin Planning Department – July 11, 2022
- 8.1.4.5 Town of Orangeville Joint Accessibility Advisory Committee – July 12, 2022
- 8.1.4.6 Bell Canada – July 28, 2022
- 8.1.4.7 Credit Valley Conservation (CVC) – September 15, 2022
- 8.1.4.8 County of Dufferin Waste Services and Building Department – January 20, 2023
- 8.1.4.9 Resident Comments – January 20, 2023

Township Planning Consultants Liz Howson and Paul Kitchen were in attendance. Mr. Kitchen presented the PowerPoint presentation with an overview of the applications. The purpose of the applications are to permit a residential subdivision consisting of 17 single-detached dwelling lots serviced by private individual well and septic system, 2 environmental area blocks, 3 stormwater management blocks and 1 internal road and to rezone the property from Rural (RU) and Environmental Protection (EP) Zone to Estate Residential (ER) and EP Zone to accommodate the proposed subdivision.

Written Comments received include:

Credit Valley Conservation:

- Concerns with regards to the development limit encroaching on the significant woodland features and Provincially Significant Wetlands (PSW) buffers on the site. Most notably, Street B and the lots/blocks at the rear of the property. Once the appropriate lands have been identified for environmental protection those blocks should be zoned Environmental Protection and placed under public ownership.
- Submitted Environmental Impact Study (EIS) does not provide sufficient evidence that there will be no negative impacts on the PSW, significant woodlands, or Species at Risk on the site as the Draft Plan is currently proposed.
- The Planning Justification Report has not appropriately addressed CVC Planning and Regulation Policies, April 2010.
- Further revisions are required to the Stormwater Management Report, Functional Servicing Report, and Hydrogeology Report including concerns with nitrate impacts.

Township Engineering Consultants –R.J. Burnside & Associates Limited

- –The limits of development proposed are not acceptable with concerns to impacts to the natural features/hazards on site.
- –Technical design issues including road design, grading, and access (Lot 6)
- –No Tree Preservation Plan has been provided.
- –Issues with the FSR including but not limited to underestimating required capacity based on build out of neighbouring subdivision, stormwater management on-site and increased downstream run-off, high groundwater and the impact on the proposed septic systems.
- –Concerns with regards to nitrate impact, water supply, and source water protection based on insufficient information provided in reports.

Comments on the proposed zoning:

- Requested minimum lot area of 0.4ha, minimum lot frontage of 30m, and minimum exterior side yard of 20m is consistent with the neighbouring Forest Hill Estates.
- Proposed reduced setback from wetlands of 17m is not consistent with proposed draft plan.
- Proposed 15m front yard setback is 5m less than what is required in neighbouring Forest Hill Estates.

- Blocks 1, 2, and 8 should be zoned Environmental Protection.

#### Dufferin County –Planning Department

- Consult with the Township, CVC, and County GIS staff to confirm the development requirements, consideration for the natural heritage/hazards present, addressing, and CRTC mandates

#### Dufferin County –Public Works –Waste Services

- Please confirm the dimensions and turning radii of the turnaround.
- From the perspective of waste collection by the County of Dufferin, the following are the general parameters that are required to be adhered to:
  - No backing up within the site by waste collection vehicles. A turn around must be in place (hammerhead, or otherwise).
  - Turning radii of 5 meters.
  - Minimum road width of 6m.
  - Access to collect on both side of the road.
  - For corner radii and turnaround dimensions, we default to that of the standards for Fire Services vehicles.

#### Dufferin County –Building Department

- We have no objection or comments with respect to the rezoning of the subject property.

#### Dufferin-Peel Catholic District School Board (DPCDSB)

- The proposed plan is projected to yield 2 Junior Kindergarten to Grade 8 Students; and 1 Grade 9 to Grade 12 Students.
- The following conditions be incorporated in to any Conditions of Approval:
  1. That the applicant shall agree in the Servicing and/or Subdivision Agreement to include the following warning clauses in all offers of purchase and sale of residential lots:
    - a) "Whereas, despite the best efforts of the Dufferin-Peel Catholic District School Board, sufficient accommodation may not be available for all anticipated students from the area, you are hereby notified that students may be accommodated in temporary facilities and/or bussed to a school outside of the neighbourhood, and further, that students may later be transferred to the neighbourhood school."
    - b) "That the purchasers agree that for the purpose of transportation to school, the residents of the subdivision shall agree that children will meet the bus on the roads presently in existence or at another place designated by the Board"

#### Bell Canada

- We have reviewed the circulation regarding the above noted application. The following paragraphs are to be included as a condition of approval:

"The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.

The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost."

Joint Accessibility Advisory Committee

- The committee does not have any comments to provide at this time.

Enbridge Gas Inc.

- No changes to the previously identified conditions for this revised application(s).

Hydro One

- We have no comments or concerns at this time.

Angelina Yelloweas – 25 Nature’s Landing Drive

- Neighbouring resident expresses her support for the proposed plan and looking forward to its development.

Applicant Joseph Plutino, Mainline Planning Services Inc. was in attendance along with James Davidson, Mainline Planning Services Inc. and Gerry Borean, Parente Borean LLP., who advised he was there to observe only.

Mr. Davidson shared a PowerPoint presentation for the proposed residential subdivision. Presentation discussed location, development context, draft plan of subdivision, planning merits and planning options.

The subject property is 50 acres development land that is an extension to the existing Forest Hill subdivision. Plan to minimize tree removal and will have a re-forestation plan. Proposing 17 single family estate lots. Half the property will be preserved due to the natural heritage feature. Homes are in conformity with the Townships approved Official Plan.

Township Engineers indicated that comments were sent back to the applicant and the Township has not yet received a response. At this time the Township is not satisfied with the design of Street B and there are still technical issues to be considered/resolved.

There were no public comments.

**Resolution**  
**MOVED BY STIRK , SECONDED BY HALLS**  
**BE IT RESOLVED THAT**

Council do now adjourn the Statutory Public Meeting and resume regular business.  
**CARRIED**

**9. Committee of Adjustment Hearing(s)**

Nothing at this time.

**10. Unfinished Business**

The following were received and/or dealt with:

- 10.1 **Land Acknowledgement Statement**
- 10.1.1 Update

Discussion ensued regarding the implementation of a Land Acknowledgement Statement for the Township. CAO Susan Stone noted that staff are looking into contacting the Dufferin County Cultural Resource Circle for assistance. Incoming CAO Peter Avgoustis addressed Council involvement with establishing a statement. Matter to be discussed further.

11. Public Works Department

The following were received and/or dealt with:

11.1 Director of Public Works Report(s)

Dave Knight, Director of Public Works reported on ongoing winter maintenance operations. No other updates at this time.

12. Treasury and Accounts

The following were received and/or dealt with:

12.1 Treasurer Report(s)

Treasurer Alan Selby stated that the first draft of 2023 budget will be presented at the February 14, 2023, Council meeting. The Township is continuing to receive budget numbers from other Boards and Committees.

12.2 Bills & Accounts

Resolution  
MOVED BY ZUKOWSKI, SECONDED BY STIRK  
BE IT RESOLVED THAT

Bills and Accounts be paid in the amount of:

General \$1,230,646.57  
Roads \$66,584.48

CARRIED

12.3 Extensions of Existing Services

12.3.1 Report to Council dated January 19, 2023

Treasurer Alan Selby reported on grass cutting; roadside cutting; and bridge inspections as included in the report circulated on the agenda. Staff report recommends extension of existing services for 2023, at previous years' rates, based on the favorable pricing and based on the quality of services received from these suppliers in the past.

Resolution  
MOVED BY BANFIELD, SECONDED BY HALLS  
BE IT RESOLVED THAT

THAT the Treasurer's report on Extension of Existing Services be received;  
AND THAT the services for Grass Cutting and Lawn Maintenance in 2023 be awarded to Nind Yard Works;  
AND THAT the 2023 OSIM Study preparation be awarded to R J Burnside Engineers, for a cost of \$9,000 including Bridge Condition Index (BCI) measures;  
AND THAT the services for Roadside Cutting and Spraying for 2023 be awarded to Mr. Harris of Milton Truck Equippers.

CARRIED

12.4 Orton Community Association

12.4.1 Update

CAO Susan Stone updated Council that the draft agreement is still under review by the Town of Erin and the Township.

13. Planning Department

The following were received and/or dealt with:

**13.1 Development Update(s)**

CAO Susan Stone reported on ongoing planning/development applications. An updated listed was circulated to Council.

**13.2 Municipal Comprehensive Review (MCR)**

13.2.1 Public Information Centre – January 21, 2023

13.2.1.1 [Documents \(Schedules\) for January 21, 2023 Open House and Public Information Centre](#)

Public Information Centre was held in-person and virtually on Saturday, January 21, 2023.

County Council to review comments prior to the February 23, 2023, Committee meeting, and intention is that the Phase 2 report/mapping be presented to the March 9, 2023 County Council meeting for endorsement, before being sent to the Province for review. Township staff and Council to review before the March 9<sup>th</sup>, 2023, County Council meeting.

13.2.2 County of Dufferin Resolution dated January 13, 2023

13.2.3 East Garafraxa Resident Letter dated January 12, 2023

13.2.4 Update

**13.3 Town of Orangeville**

13.3.1 Committee of Adjustment Decisions

13.3.1.1 File No. A-16/22

13.3.1.2 File No. A-17/22

13.3.1.3 File No. A-18/22

**14. County of Dufferin Business**

The following were received and/or dealt with:

**14.1 County Council Meeting(s)**

14.1.1 [January 31, 2023 Joint Council Orientation Agenda](#)

14.1.2 [January 12, 2023 Council Meeting Video \(YouTube\)](#)

**14.2 Committee Meetings – January 26, 2023**

14.2.1 [Infrastructure and Environmental Services – 9:00 a.m.](#)

14.2.2 [General Government Services – 11:00 a.m.](#)

14.2.3 [Health & Human Services – 1:00 p.m.](#)

14.2.4 [Community Development and Tourism – 3:00 p.m.](#)

**14.3 County Road 109/2<sup>nd</sup> Line Realignment**

14.3.1 Public Information Centre #1 – Schedule 'C' Municipal Class Environmental Assessment Study Presentation – December 15, 2022

**15. Committees**

The following were received and/or dealt with:

**15.1 Grand Valley and District Fire Board**

15.1.1 January 19, 2023 Agenda Package

15.1.2 2023 Approved Budget Resolution dated January 20, 2023

Sizable increase proposed in the 2023 budget, both operating and capital. Staff directed to schedule a meeting with Town of Grand Valley and Township of Amaranth to discuss the budget and possible phasing opportunities. Matter deferred.

**15.2 Grand Valley & District Community Centre**



15.2.1 January 20, 2023 Agenda Package

The 2023 Proposed Budget was presented at the January 20, 2023 Board meeting. Staff directed to schedule a meeting with Grand Valley and Amaranth to discuss the budget. Budget discussion deferred.

15.3 **Grand Valley Public Library Board**

15.3.1 Minutes from December 14, 2022

Budget deferred to February meeting.

15.4 **Top Aggregate Producing Municipalities of Ontario (TAPMO)**

15.4.1 August 14, 2022 Annual General Meeting Minutes

Meeting held at the ROMA conference. Council to determine if they will continue membership with the association.

15.5 **Lake Erie Source Protection Region**

15.5.1 Grand River Source Protection Plan Letter

15.5.1.1 [Grand River Source Protection Plan](#) Update (documents will be available on the website January 25, 2023)

**16. General Business and Correspondence**

The following were received and/or dealt with:

16.1 **International Plowing Match (IMP)**

16.1.1 Event Information

16.2 **Grand Valley Food Bank**

16.2.1 Donation Thank You Card

16.3 **Groves Memorial Community Hospital Foundation**

16.3.1 Donation Thank You Card

16.4 **North Dufferin Agricultural and Community Taskforce**

16.4.1 Valentine Fundraiser Saturday February 11, 2023

16.5 **AMO 2023 Annual General Meeting and Conference**

16.5.1 [August 20 – 23, 2023. Registration and Accommodations Open](#)

16.6 **Bill 23, Building Homes Faster Action Plan**

16.6.1 Town of Shelburne Report dated January 23, 2023

16.6.2 Township of Brock Resolution Supporting Township of Puslinch

16.6.3 City of Cambridge Resolution

16.7 **Township of Brudenell, Lyndoch and Raglan**

16.7.1 Letter of Resolution for OMAFRA Ontario Wildlife Damage Compensation Program Administrative Fee

16.8 **Township of Cramahe**

16.8.1 Resolution Supporting the City of Stratford's petition for funding of Via Rail Services

16.9 **Township of Puslinch**

16.9.1 Resolution for Lake Erie Source Protection Committee Membership Nomination

**17. Added Items (Late Submission – If Any)**

Nothing at this time.

**18. New Business**

**18.1 CAO Announcement**

Mayor Gardhouse welcomed incoming CAO Peter Avgoustis.

**19. Closed Meeting**

Nothing at this time.

**20. By-Law(s)**

- 20.1 Being a By-Law to Authorize the Execution of an Agreement Between the Grand Valley Public Library Board and the Township of East Garafraxa

**Resolution**

**MOVED BY BANFIELD, SECONDED BY HALLS  
BE IT RESOLVED THAT**

Leave be given to introduce a By-Law to Authorize the Execution of an Agreement Between the Grand Valley Public Library Board and the Township of East Garafraxa, and that it be given the necessary readings and be passed and numbered 5-2023.

**CARRIED**

**21. Confirming By-Law**

- 21.1 A By-Law to Confirm the Proceedings of the Council of The Corporation of the Township of East Garafraxa at its meeting held on January 25, 2023

**Resolution**

**MOVED BY HALLS, SECONDED BY STIRK  
BE IT RESOLVED THAT**

Leave be given to introduce a By-Law to confirm the regular Electronic Meeting of Council of the Township of East Garafraxa for January 25, 2023, and that it be given the necessary readings and be passed and numbered 6-2023.

**CARRIED**

**22. Adjournment**

To meet again for the Regular Electronic Council Meeting on Tuesday, February 14, 2023, at 2:00 p.m. or at the call of the Chair.

**Resolution**

**MOVED BY ZUKOWSKI, SECONDED BY HALLS  
BE IT RESOLVED THAT**

Council do now adjourn to meet again for the regular Electronic Council Meeting on Tuesday, February 14, 2023, at 2:00 p.m. or at the call of the Chair.

**CARRIED**

Jessica Kennedy (Original Signed)

Clerk

Guy Gardhouse (Original Signed)

Head of Council