AGENDA
Council Meeting
9:00 AM - Wednesday, June 17, 2026
Hybrid (Council Chambers & Electronic)

Page

A. Opening of the Meeting/Land Acknowledgement/O Canada

At the Township of Severn, we recognize the following land acknowledgment:
We would like to begin by acknowledging that the land on which we gather, and which the Township of Severn operates, is part of the traditional territory of the Anishinaabeg. For thousands of years, Indigenous peoples have been inhabiting and caring for this land. In particular, we acknowledge the territory of the Ojibway (or Chippewas) peoples. This territory is covered by Lake Simcoe Treaty 16 and the J. Collins land purchase. We are grateful to have the opportunity to work on this land, and by doing so, give our respect to its first inhabitants.

B. Approval of the Agenda

Recommendation
THAT the agenda be adopted as circulated.

C. Disclosure of Pecuniary Interest

D. Presentations and Delegations

Please be advised that in accordance with Council's Procedural By-law, no decision will be made on the delegations. The Committee will do one of the following:
(a) That the matter be referred to staff for a report;
(b) That the the matter to referred to the Mayor for consideration during the budget; or
(c) Take no action.

D.1. Meagan Wilkinson, CEO, Orillia Public Library and Mike Stahls, Board Chair, Orillia Public Library Board - 2025 Annual Report — 8 - 20
Orillia Public Library 2025 Annual Report Presentation
Orillia Public Library - 2025 Annual Report

E. Consent List

E.1. Minutes

E.1.1. Council Meeting Minutes - June 3, 2026 — 21 - 32

Recommendation
THAT the Council Meeting Minutes of June 3, 2026 be adopted as circulated.
Council Meeting Minutes - June 3, 2026

E.2. Reports from Committees and Boards

E.3. Staff Reports

E.3.1. Finance/Treasury Report No. T26-005 - Development Charge Reduction Program Application 33 - 38

Recommendation

THAT Finance/Treasury Report No. T26-005, dated June 17, 2026, with respect to the Development Charge Reduction Program Application be received;

AND THAT Council approve submission of an application to the Province of Ontario under the Development Charge Reduction Program for growth-related wastewater infrastructure projects in Coldwater;

AND FURTHER THAT Council approve a reduction consisting of 60% on township-wide development charges and 85% on Coldwater wastewater development charges, with all other area-specific charges remaining at full rates, applicable to all residential development types for a period of three (3) years, effective upon execution of a Transfer Payment Agreement with the Province, as a condition of the funding application;

AND FURTHER THAT Council approve a 15% municipal contribution to the eligible project costs;

AND FURTHER THAT staff be directed to include the Westshore Recreation Facility (Sports Dome) and any other eligible, near shovel-ready projects at staff's discretion in the DCRP application to maximize funding opportunities (noting the program allows up to five projects);

AND FURTHER THAT staff be authorized to finalize and submit the application, including any minor adjustments to the reduction structure, contribution level, or project details in consultation with the CAO and Treasurer.

June 15, 2026 - Updated Recommendation per Memo from Directors from Finance & Public Works

THAT Finance/Treasury Report No. T26-005, dated June 17, 2026, with respect to the Development Charge Reduction Program Application be received;

AND THAT the Township not proceed with an application to the DCRP at this time, due to the insufficient grant funding potential relative to the DC relief required;

AND FURTHER THAT the Township monitor other funding opportunities for housing-enabling infrastructure projects that may provide sufficient support to proceed with the growth-related projects without placing an undue burden on existing taxpayers and ratepayers.

T26-005 - Pdf

Addenda - Memo from Director of Finance & Director of Public Works - Update & Recommendation – Development Charge Reduction Program (DCRP)

E.3.2. Planning Report No. P26-034 - Lift Portion of 0.3 metre Reserve in Estates of Bass Lake Subdivision, Part of Block 19, Plan 51M-909, 4244 Wainman Line 39 - 45

Recommendation

THAT Planning Report No. P26-034 dated June 17, 2026 with respect to lifting a portion of a 0.3 metres reserve in the Estates of Bass Lake subdivision be received;

AND THAT the By-law included as Attachment 4 to Planning Report No. P26-034 to lift a portion of the 0.3 metre reserve along 4244 Wainman Line designated as Part 3 on 51R-45333 be brought forward immediately.

P26-034 - Pdf

E.3.3. Planning Report No. P26-036 - Zoning By-law Amendment Application Z-26-03 (Cavana Incorporated), Cavana Ridge, 4260 Burnside Line 46 - 58

Recommendation

THAT Planning Report No. P26-036, dated June 17th, 2026, with respect to Zoning By-law Amendment Application, File No. Z-26-03, for the subject lands located at 4260 Burnside Line, be received;

AND THAT pursuant to Section 34(17) of the Planning Act, no further Public Notice (Public Meeting) be required with respect to Zoning By-law Amendment Z-26-03;

AND FURTHER THAT the Zoning By-law Amendment included as Attachment 4 to Planning Report P26-036 be brought forward immediately.

P26-036 - Pdf

E.3.4. Public Works Report No. W26-018 - Road Safety Initiatives Fund Application 59 - 61

Recommendation

THAT Public Works Report No. W26-018 dated June 17, 2026, with respect to the Road Safety Initiatives Fund Application be received;

AND FURTHER THAT Council endorse the traffic signals on Division Road West and Burnside Line as the Township's project for submission under the Road Safety Initiatives Fund (RSIF) program;

AND FURTHER THAT staff be directed to prepare and submit the required application to the Ministry of Transportation prior to the December 1, 2026 deadline.

W26-018 - Pdf

E.3.5. Public Works Report No. W26-017 - Division Road at Burnside Line Signalization 62 - 63

Recommendation
THAT Public Works Report No. W26-017, dated June 17, 2026, with respect to Division Road at Burnside Line Signalization be received;
AND THAT a mid-year budget addition of $950,000 be allocated for the signalization of Burnside Line at Division Road;
AND FURTHER THAT the project be funded through a combination of Road Safety Initiatives Fund (RSIF) funding and the Capital Reserve Fund.

W26-017 - Pdf

E.4. Correspondence

E.4.1. Ministry of Municipal Affairs & Housing - Proposed Changes to County of Simcoe Planning Responsibilities & Proposed Amendments to Ontario Regulations 525/97 and 699/98 64 - 65

Recommendation
THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding Proposed Changes to County of Simcoe Planning Responsibilities & Proposed Amendments to Ontario Regulations 525/97 and 699/98 be received for information.

Proposed Changes to County of Simcoe Planning Responsibilities & Proposed Amendments to Ontario Regulations 525/97 and 699/98

E.4.2. Ministry of Municipal Affairs & Housing - Protecting Ontario's Streets and Communities Act, 2026 (Bill 119) 66

Recommendation
THAT the correspondence from the Ministry of Municipal Affairs and Housing regarding Protecting Ontario's Streets and Communities Act, 2026 (Bill 119) be received for information.

Protecting Ontario's Streets and Communities Act, 2026 (Bill 119)

E.5. Motions for Which Notice was Given

Consent List Continued

Consent List Recommendations

Recommendation
THAT the Consent List for June 17, 2026 and the Recommendations contained therein be adopted as Resolutions of Council.

Resolve into Committee of the Whole

Recommendation
THAT Council resolve into the Committee of the Whole.

F. Committee of the Whole

F.1. Public Meetings

F.1.1. Public Meeting - Z-26-08
Address: 3152 Muskoka Street

- Public Meeting Notice 67 - 68
  Public Meeting Notice - Z-26-08
- David Scarsellone, Morgan Planning - Zoning By-law Amendment Application Z-26-08 69 - 85
  Presentation - Morgan Planning - Z-26-08
- Planning Report No. P26-035 - Zoning By-law Amendment Application Z-26-08 (Spencer), 3152 Muskoka Street, Washago 86 - 95

  Recommendation
  THAT Planning Report No. P26-035, dated June 17, 2026, with respect to Zoning By-law Amendment Application, File No. Z-26-08, for the subject lands located at 3152 Muskoka Street, be received as information;
  AND FURTHER THAT comments received at the Public Meeting be considered as part of any recommendation report for a future Council meeting.
  P26-035 - Pdf

F.1.2. Non-Statutory Public Meeting - OP-26-01 & Z-26-07
Address: 2651 Nichols Line (Severn Aggregates)

- Public Meeting Notice 96 - 99
  Public Meeting Notice - OP-26-01 & Z-26-07
- Melanie Horton, Esher Planning Inc - Official Plan Amendment OP -26-01 & Planning By-law Amendment Application Z-26-07 100 - 105
  Presentation - Esher Planning Inc - Official Plan Amendment OP -26-01 & Planning By-law Amendment Application Z-26-07

- Planning Report No. P26-037 - Official Plan Amendment OP-25-01 & Zoning By-law Amendment Z-25-07 (Severn Aggregates), Cumberland Quarry, 2651 Nichols Line 106 - 154

Recommendation

1. THAT Planning Report No. P26-037, dated June 17th, 2026, with respect to Official Plan Amendment Application File No. OP-25-01 and Zoning By-law Amendment Application, File No. Z-25-07, for the subject lands located at 2651 Nichols Line be received for information.

P26-037 - Pdf
Public Comments Received OP-26-01 & Z-26-07 - 2651 Nichols Line

F.2. Business Items (includes items referred from Consent List)

F.2.1. Planning & Building Report No. P26-038 - Septic Reinspection Program 155 - 172

Recommendation
THAT Planning and Building Report No. P26-038, dated June 17, 2026, respecting the Septic Reinspection Program, be received;
AND FURTHER THAT staff be directed to bring forward an amendment to the existing Septic Reinspection Bylaw to change the inspection trigger age for a new system from 2 years to 5 years as outlined within Option 1A;
AND FURTHER THAT staff be directed to proceed with Option 2A set out in this report with respect to the program structure.

Recommendation
THAT staff be directed to proceed with Option 3___ *[insert A, B or C]* set out in this report with respect to the program inspection fee.

P26-038 - Pdf

F.3. Rise Recommendation

Recommendation
That Committee rise and return back into the formal Council Session to receive a report on the proceedings of the Committee of the Whole.

F.4.

Consideration of the Adoption of the Recommendations from Committee of the Whole

Recommendation
That the Recommendations of the Committee of the Whole for the meeting of June 17, 2026 be adopted as Resolutions of Council.

G. Notice of Motion

H. County Council, Boards, Association & Committee Summaries

I. Closed Session

J. By-laws

J.1. By-law No. 2026-44, Being a By-law to assume one-foot reserve being Part 3 on Plan 51R-45333 as a Public Highway (Portion of Elana Drive). 173

2026-44

J.2. Bylaw No. 2026-45, Being a By-law to rezone the lands described as Part Lot 3, Concession 4, being Part 1 on Plan 51R-19811, except Part 1 on Plan 51R-41982, former Township of South Orillia, now in the Township of Severn (4260 Burnside Line). 174 - 175

2026-45

J.3. By-law No. 2026-46, Being a By-law to adopt a Procurement Policy for the Township of Severn. 176 - 211

Recommendation
THAT By-law Nos. 2026-44 to 2026-46, inclusive, are hereby passed.

2026-46

K. Confirmation By-law & Adjournment

K.1. By-law No. 2026-47, Being a By-law to Adopt the Proceedings of a Council Meeting held on the 17th Day of June, 2026. 212

Recommendation
THAT By-law No. 2026-47 is hereby passed.

Recommendation
THAT this meeting be adjourned at a.m.

2026-47

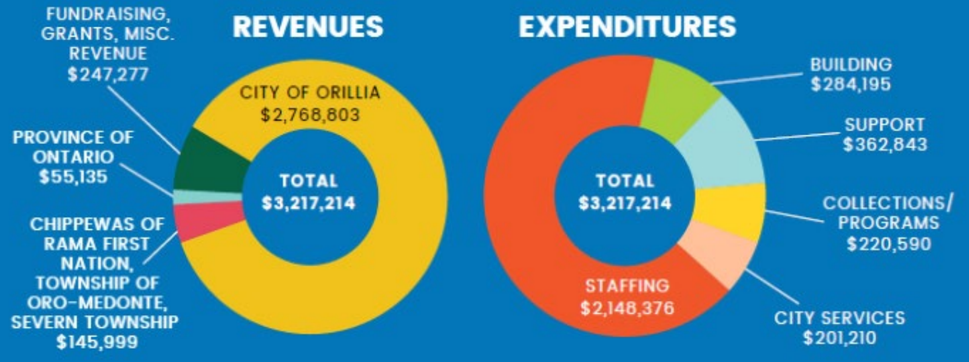
ORILLIA PUBLIC LIBRARY

2025 Annual Report

2025 BY THE NUMBERS

279,732 ITEMS BORROWED	**4,979** CONNECT PASSES SOLD	**41,066** PROGRAM ATTENDEES
TD SUMMER READING CLUB 661 PARTICIPANTS 1,358 REPORTS	**5,228** NEW ITEMS ADDED	**113,629** E-RESOURCES BORROWED
279,990 WEBSITE VISITS **204,484** LIBRARY VISITS	**19,643** CARD HOLDERS	**74,355** QUESTIONS ANSWERED

FINANCIALS



2025 IN REVIEW

THIS YEAR WE:

- Collaborated with the Royal Ontario Museum to include a complimentary family museum pass in the Library of Things collection.
- Enhanced accessibility for young readers by adding Wonderbooks to our Juvenile collection.
- Joined the Food Strategy Committee.
- Strengthened our partnership with Information Orillia by joining their board.
- Hosted a Noon Year's Eve party that saw 257 participants engaging in STEAM activities and celebrating in the library.
- Established a Young Writer's Workshop that engaged youth in various writing activities, including letter writing to a local retirement home.
- Served as a charging location during the Spring 2025 ice storm.
- Replaced and upgraded the accessible computer to enhance overall user experience. Accessible software includes screen reading, dictation, and screen zoom and magnifier.

Total economic benefit to residents of Orillia produced by OPL in 2025: **$22,537,351**

Each Orillia resident benefits: **$674.55**	Economic benefit of class visits: **$162,410**	For every **$1.00** the City invests in OPL, Orillia receives **$7.70** of economic benefit	Each household benefits: **$1,460.81**
Economic benefit of library collections: **$8,642,265**			Every hour OPL is open benefits the community by: **$4,109.14**
			Economic benefit of library programs: **$1,075,838**

LIBRARY CARD HOLDERS

19,643

LIBRARY VISITS

204,484

Orillia Public Library

279,732 Items Borrowed

113,629 e-Resources Borrowed

5,228 New Items Added

Orillia Public Library

41,066 Program Attendees

661 TD Summer Reading Club Participants with 1,358 Reports

ROM
Family Pass

PROGRAMS

01 Hosted a Noon Year's Eve party with 257 participants

02 Established a Young Writer's Workship that included letter writing to a local retirement home

Accessibility

Enhanced accessibility for young readers by adding Wonderbooks to our Juvenile collection

Replaced and upgraded the accessible computer to enhance overall experience

COMMUNITY CONNECTIONS

Joined the
Food Strategy Council

Joined the
Information Orillia
Board

Served as a charging and warming location during the Spring 2025 ice storm

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Orillia Public Library

2025 BY THE NUMBERS

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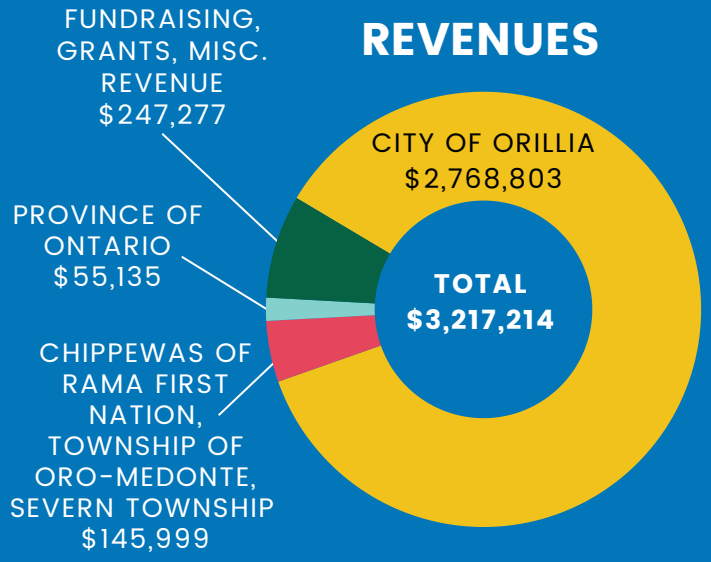
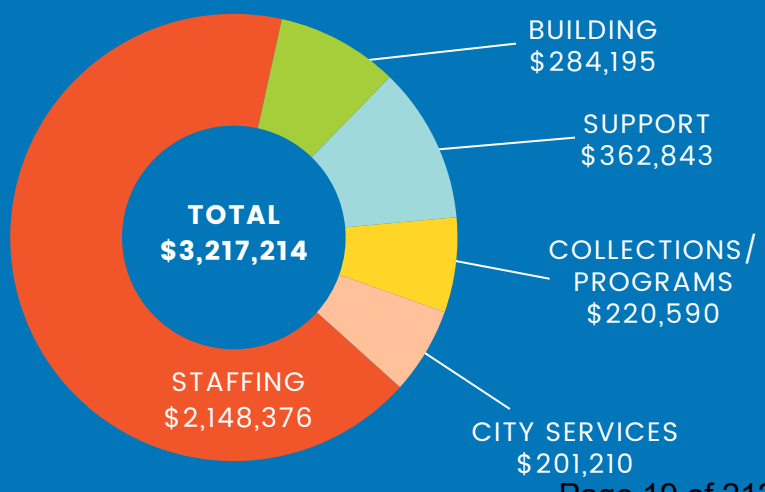
QUESTIONS ANSWERED

FINANCIALS

REVENUES



EXPENDITURES



Orillia Public Library

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MINUTES
Council Meeting
9:00 AM - Wednesday, June 3, 2026
Hybrid (Council Chambers & Electronic)

The Council of the Township of Severn was called to order on Wednesday, June 3, 2026, at 9:00 AM, with the following members present:

PRESENT: Mayor, Mike Burkett
Deputy Mayor, Judith Cox (left at 10:30 a.m.)
Councillor - Ward 1, Mark Taylor
Councillor - Ward 3, Phil Brennan
Councillor - Ward 4, Wanda Minnings
Councillor - Ward 5, Jim McIntyre

Chief Administrative Officer, Laurie Kennard
Director of Corporate Services/Clerk, Alison Gray
Director of Public Works, Derek Burke
Director of Finance/Treasurer, Andrew Plunkett
Director of Planning & Development, Andrea Woodrow
Director of Recreation, Parks & Facilities, Craig Belfry
Director of Fire & Emergency Services, Ritch Lowell
Deputy Clerk, Michael Mayer
Senior Planner, Katie Mandeville
Planning Consultant, Jamie Robinson

ABSENT: Councillor - Ward 2, Dan Janssen

A. Opening of the Meeting/Land Acknowledgement/O Canada

A.1. The meeting was called to order by Mayor Burkett at 9:00 a.m.

Mayor Burkett read the Township's Land Acknowledgement, as noted on the agenda, as follows and 'O Canada' was played:

"We would like to begin by acknowledging that the land on which we gather, and which the Township of Severn operates, is part of the traditional territory of the Anishinaabeg. For thousands of years, Indigenous peoples have been inhabiting and caring for this land. In particular, we acknowledge the territory of the Ojibway (or Chippewas) peoples. This territory is covered by Lake Simcoe Treaty 16 and the J. Collins land purchase. We are grateful to have the opportunity to work on this land, and by doing so, give our respect to its first inhabitants.

B. Approval of the Agenda

Motion C2026-156

Moved by Councillor - Ward 1 Mark Taylor
Seconded by Councillor - Ward 3 Phil Brennan

THAT the agenda be adopted as circulated.

Carried

C. Disclosure of Pecuniary Interest

None were declared.

D. Presentations and Delegations

D.1. Cheryl Elliot-Fraser, President and Michele Sexsmith, Secretary, Gloucester Pool Cottagers Association - Septic Inspection Program

Motion C2026-157

Moved by Councillor - Ward 1 Mark Taylor
Seconded by Deputy Mayor Judith Cox

THAT the delegation by Cheryl Elliot-Fraser, President and Michele Sexsmith, Secretary, Gloucester Pool Cottagers Association regarding Septic Inspection Program be received for information.

Carried

Letter from Gloucester Pool Cottagers Association - Septic Inspections

E. Consent List

E.1. Minutes

E.1.1. Council Meeting Minutes - May 20, 2026

Motion

THAT the Council Meeting Minutes of May 20, 2026 be adopted as circulated.

Council Meeting Minutes - May 20, 2026

E.2. Reports from Committees and Boards

E.2.1. Severn Sound Environmental Association - 2025 Fourth Quarter - Meeting Minutes - January 29, 2026

Severn Sound Environmental Association - 2025 Fourth Quarter - Meeting Minutes - January 29, 2026

E.2.2. Severn Sound Environmental Association - Executive Meeting - Meeting Minutes - March 11, 2026

Severn Sound Environmental Association - Executive Meeting - Meeting Minutes - March 11, 2026

E.2.3. Severn Sound Environmental Association - Executive Meeting - Meeting Minutes - April 8, 2026

Severn Sound Environmental Association - Executive Meeting - Meeting Minutes - April 8, 2026

E.2.4. Severn Sound Environmental Association- Memorable Moments from Q1 2026

Severn Sound Environmental Association- Memorable Moments from Q1 2026

E.2.5. Severn Sound Environmental Association- 2026 Q1 Meeting Highlights

Severn Sound Environmental Association- 2026 Q1 Meeting Highlights

E.2.6. Severn Sound Source Protection Authority - Meeting Highlights - April 30, 2026

Motion

THAT the Reports from Committees and Boards be received for information.

Severn Sound Source Protection Authority - Meeting Highlights - April 30, 2026

E.3. Staff Reports

E.3.1. Planning Report No. P26-033 - Priority Updates to Township Zoning By-law 2010-65, as amended Application Z-26-06 - On-farm Diversified Uses

[Item E.3.1 referred to Committee of the Whole]

P26-033 - Pdf

E.3.2. Planning Report No. P26-032 - Priority Updates to Township Official Plan and Zoning By-law 2010-65 as amended

Applications OP-26-01 & Z-26-05 - Additional Residential Units

[Item E.3.2 referred to Committee of the Whole]

P26-032 - Pdf

E.3.3. Single Source Procurement: Smart Water Meter Upgrades

Motion

THAT Public Works Report No. W26-014, dated June 3, 2026, with respect to Single Source Procurement: Smart Water Meter Upgrades be received;

AND THAT Council approve the Single Source procurement for the supply of smart meter system components, software, and implementation services required for the Smart Water Meter Program;

AND FURTHER THAT Council authorize staff to enter into a multi-year agreement with Wamco Waterworks, the authorized Sensus distributor for Ontario, in the amount of $508,525.00 plus HST, with expenditures subject to annual budget approval;

AND FURTHER THAT staff be directed to proceed with Year 1 of the Smart Water Meter Program in 2026 in the amount of $86,125.00 plus HST.

W26-014 - Pdf

E.3.4. Finance Report No. F26-004 - Procurement Policy Update

[Item E.3.4 referred to Committee of the Whole]

F26-004 - Pdf

E.3.5. Administration Report No. A26-23 - Open Air Burning and Noise By-law Housekeeping Amendments

[Item E.3.5 referred to Committee of the Whole]

A26-23 - Pdf

E.3.6. Public Works Report No. W26-015 - Coldwater Public School Servicing Allocation

[Item E.3.6 referred to Committee of the Whole]

W26-015 - Pdf

E.3.7. Public Works Report No. W23-016 - Council Adoption of Commitment for Minor Variance Application A-02-26 for Westshore Optimization Project

Motion

THAT Public Works Report W26-016 Council Adoption of Commitment for Minor Variance Application A-02-26 for Westshore Optimization Project be received; AND FURTHER THAT Council provide commitment to implement measures recommended in the D-2 Sensitive Land Use Memo prepared by Ainley & Associates Limited, Noise Monitoring Report prepared by BMP3 Cognizant, and

Environmental Impact Study prepared by Riverstone Environmental Solutions Inc. to satisfy the condition imposed on Minor Variance Application A-02-26 at Committee of Adjustment on April 21, 2026.

W26-016 - Pdf

E.4. Correspondence

E.4.1. Correspondence from Tannis Chefurka - Septic Inspections

[Item E.4.1 referred to Committee of the Whole]

Letter from Tannis Chefurka - Septic Inspections

E.4.2. Correspondence from the County of Prince Edward - Resolution on reinstating the requirements for compliance with the Freedom of Information and Protection of Privacy Act.

Motion

THAT the Township of Severn Council support the resolution of the County of Prince Edward Council regarding reinstating the requirements for compliance with the Freedom of Information and Protection of Privacy Act.

Correspondence - Prince Edward County

E.5. Motions for Which Notice was Given

E.5.1. Mayor Burkett - Discretionary Septic Re-inspection Program

[Item E.5.1 referred to Committee of the Whole]

Notice of Motion - Discretionary Septic Inspection Program

Consent List Continued

Consent List Recommendations

Motion C2026-158

Moved by Councillor - Ward 5 Jim McIntyre
Seconded by Councillor - Ward 3 Phil Brennan

THAT the Consent List for June 3, 2026 and the Recommendations contained therein be adopted as Resolutions of Council with the exception of items E.3.1, E.3.2, E.3.4, E.3.5, E.3.6, E.4.1 and E.5.1.

Carried

Resolve into Committee of the Whole

Motion C2026-159

Moved by Deputy Mayor Judith Cox
Seconded by Councillor - Ward 3 Phil Brennan

THAT Council resolve into the Committee of the Whole

Carried

F. Committee of the Whole

F.1. Public Meetings

No Public Meetings.

F.2. Business Items (includes items referred from Consent List)

F.2.1. E.3.1 - Planning Report No. P26-033 - Priority Updates to Township Zoning By-law 2010-65, as amended Application Z-26-06 - On-farm Diversified Uses

Motion C2026-160

Moved by Councillor - Ward 4 Wanda Minnings
Seconded by Councillor - Ward 1 Mark Taylor

THAT Planning Report No. P26-033, dated June 3, 2026, regarding Proposed Township Zoning By-law Amendment – On-farm Diversified Uses, be received;

AND THAT Council hold a Council education session on the matter before the by-law is considered.

Carried

F.2.2. E.3.2 - Planning Report No. P26-032 - Priority Updates to Township Official Plan and Zoning By-law 2010-65 as amended

Applications OP-26-01 & Z-26-05 - Additional Residential Units

Motion C2026-161

Moved by Councillor - Ward 1 Mark Taylor
Seconded by Councillor - Ward 3 Phil Brennan

THAT Planning Report No. P26-032, dated June 3, 2026, regarding Proposed Township Official Plan Amendment and Zoning By-law Amendment – Additional Residential Units, be received;

AND THAT pursuant to Section 34(17) of the *Planning Act*, no further Public Notice (Public Meeting) be required with respect to Zoning By-law Amendment Z-26-05;

AND FURTHER THAT the Official Plan Amendment and Zoning By-law Amendment be brought forward to Council for adoption and enactment.

Carried

F.2.3. E.3.4 - Finance Report No. F26-004 - Procurement Policy Update

Motion C2026-162

Moved by Councillor - Ward 5 Jim McIntyre
Seconded by Councillor - Ward 1 Mark Taylor

THAT Finance Report No. F26-004, dated June 3, 2026 regarding Procurement Policy Update be received;

AND FURTHER THAT the updated Procurement Policy be approved as amended;

AND FURTHER THAT the required by-law be brought forward.

Carried

F.2.4. E.3.5 - Administration Report No. A26-23 - Open Air Burning and Noise By-law Housekeeping Amendments

Motion C2026-163

Moved by Councillor - Ward 1 Mark Taylor
Seconded by Councillor - Ward 3 Phil Brennan

THAT Administration Report No. A26-23, dated June 3, 2026 regarding Open Air Burning and Noise By-law Housekeeping Amendments be received;

AND THAT the draft amendments to the Open Air Burning By-law and Noise By-law be approved as amended

AND FURTHER THAT the required amending by-laws be brought forward.

Carried

F.2.5. E.5.1 - Mayor Burkett - Discretionary Septic Re-inspection Program, and E.4.1 - Correspondence from Tannis Chefurka - Septic Inspections

Motion C2026-164

Moved by Deputy Mayor Judith Cox
Seconded by Mayor Mike Burkett

THAT the discretionary Septic Reinspection Program be discontinued.

Defeated

Motion C2026-165

Moved by Councillor - Ward 1 Mark Taylor
Seconded by Councillor - Ward 3 Phil Brennan

THAT the discretionary septic inspection fee of $370 fee be reconsidered.

Carried

Motion C2026-166

Moved by Councillor - Ward 1 Mark Taylor
Seconded by Councillor - Ward 5 Jim McIntyre

THAT the discretionary septic reinspection program fee be set at $150.

Defeated

Motion C2026-167

Moved by Deputy Mayor Judith Cox
Seconded by Councillor - Ward 5 Jim McIntyre

THAT the discretionary septic reinspection program continue;

AND THAT staff report back regarding options for a modified discretionary Septic Reinspection Program addressing a reduced or waived fee, and ability to use the pump out report in lieu of a Township inspection.

Defeated

Motion C2026-168

Moved by Deputy Mayor Judith Cox
Seconded by Councillor - Ward 1 Mark Taylor

THAT the Council Procedural By-law 2025-56 be waived.

Carried

Motion C2026-169

Moved by Councillor - Ward 3 Phil Brennan
Seconded by Councillor - Ward 1 Mark Taylor

THAT the discretionary septic reinspection program continue with a fee of $150.

Defeated

Motion C2026-170

Moved by Councillor - Ward 4 Wanda Minnings
Seconded by Councillor - Ward 3 Phil Brennan

THAT staff report back regarding options for a modified discretionary Septic Reinspection Program addressing options for a program fee

including a consideration of a reduced or waived fee with the provision of the pump out report.

Defeated

Motion C2026-171

Moved by Councillor - Ward 5 Jim McIntyre
Seconded by Councillor - Ward 1 Mark Taylor

THAT the $370 discretionary septic inspection program fee be repealed.

Carried

Motion C2026-172

Moved by Councillor - Ward 5 Jim McIntyre
Seconded by Councillor - Ward 3 Phil Brennan

THAT staff report back on the current status of the discretionary septic reinspection program as well as options to change the program along with potential fees.

Carried

F.2.6. E 3.6 - Public Works Report No. W26-015 - Coldwater Public School Servicing Allocation

Motion C2026-173

Moved by Councillor - Ward 3 Phil Brennan
Seconded by Councillor - Ward 1 Mark Taylor

THAT Public Works Report No. W26-015 dated June 3, 2026, with respect to the Coldwater Public School Servicing Allocation be received;

AND THAT Council considers the proposed Coldwater Public School expansion project as a Special Project of Interest under the Servicing Allocation Policy and continue to work with the Simcoe County District School Board on the proposal;

AND FURTHER THAT final allocation of servicing capacity be conditional on confirmation of capacity being available at that time.

Carried

F.3. Rise Recommendation

Motion C2026-174

Moved by Councillor - Ward 5 Jim McIntyre
Seconded by Councillor - Ward 3 Phil Brennan

THAT Committee rise and return back into the formal Council Session to receive a report on the proceedings of the Committee of the Whole.

Carried

F.4. Consideration of the Adoption of the Recommendations from Committee of the Whole

Motion C2026-175

Moved by Councillor - Ward 3 Phil Brennan
Seconded by Councillor - Ward 1 Mark Taylor

THAT the Recommendations of the Committee of the Whole for the meeting of June 3, 2026 be adopted as Resolutions of Council.

Carried

G. Notice of Motion

None were presented.

H. County Council, Boards, Association & Committee Summaries

H.1. Councillor Taylor

- Severn Sound Awards
- Coldwater Mill

H.2. Councillor Brennan

- Orillia and District Agricultural Society
- Orillia & Lake County Physician Recruitment
- Orillia Chamber of Commerce
- Climate Caucus

H.3. Councillor Minnings

- Orillia Public Library Board

H.4. Councillor McIntyre

- Washago Coffee and Company
- Washago Canada Day Parade

H.5. Mayor Burkett

- County Council

I. Closed Session

None were presented.

J. By-laws

J.1. By-law No. 2026-36, Being a By-law to authorize a memorandum of understanding between the Corporation of the Township of Severn and the Coldwater BIA

2026-36

J.2. By-law No. 2026-37, Being a By-law to amend By-law 2025-04 (Noise)

2026-37

J.3. By-law No. 2026-38, Being a By-law to amend By-law 2021-23 (Burning)

2026-38

J.4. By-law No. 2026-39, Being a By-law to appoint a Municipal Law Enforcement Officer, Property Standards Officer and Municipal Weed Inspector for the Corporation of the Township of Severn (Caroline Huter)

2026-39

J.5. By-law No. 2026-40, Being a Zoning By-law to further amend By-law 2010-65 and to regulate the use of all lands within the jurisdiction of the Township of Severn (Additional Residential Units)

2026-40

J.6. By-law No. 2026-41, Being a Zoning By-law to further amend By-law 2010-65 and to regulate the use of all lands within the jurisdiction of the Township of Severn (On-Farm Diversified Uses)

Not Passed

2026-41

J.7. By-law No. 2026-42, Being a By-law to amend the Official Plan of the Township of Severn OPA No. 1

Motion C2026-176

Moved by Councillor - Ward 5 Jim McIntyre
Seconded by Councillor - Ward 1 Mark Taylor

THAT By-laws No. 2026-38, 2026-39, 2026-40 and 2026-42, be hereby passed.

Carried

2026-42

K. Confirmation By-law & Adjournment

K.1. By-law No. 2026-43, Being a By-law to Adopt the Proceedings of a Council Meeting held on the 3rd Day of June, 2026.

Motion C2026-177

Moved by Councillor - Ward 3 Phil Brennan
Seconded by Councillor - Ward 1 Mark Taylor

THAT By-law No. 2026-43 is hereby passed.

Carried

Motion C2026-178

Moved by Councillor - Ward 3 Phil Brennan
Seconded by Councillor - Ward 1 Mark Taylor

THAT this meeting be adjourned at 1:25 p.m.

Carried

Mayor

Clerk

Staff Report

T26-005

Township of SEVERN

To: Mayor and Members of Council

From: Andrew Plunkett, Director of Finance/Treasurer
Derek Burke, Director of Public Works

Date: 17 Jun 2026

Subject: Development Charge Reduction Program Application

Report Highlights

- Submission of a competitive application under the DCRP for highly shovel-ready Coldwater wastewater infrastructure projects identified in the 2024 DC Background Study.
- Proposed differentiated reduction (60% township-wide + 85% Coldwater wastewater) for all residential types for three years, conditional on funding approval.
- 15% municipal contribution to eligible project costs (above the 10% minimum).
- Projects address current capacity constraints and enable significant planned growth in the Coldwater settlement area while protecting taxpayers through conditional implementation.

Recommendation

THAT Finance/Treasury Report No. T26-005, dated June 17, 2026, with respect to the Development Charge Reduction Program Application be received;

AND THAT Council approve submission of an application to the Province of Ontario under the Development Charge Reduction Program for growth-related wastewater infrastructure projects in Coldwater;

AND FURTHER THAT Council approve a reduction consisting of 60% on township-wide development charges and 85% on Coldwater wastewater development charges, with all other area-specific charges remaining at full rates, applicable to all residential development types for a period of three (3) years, effective upon execution of a Transfer Payment Agreement with the Province, as a condition of the funding application;

AND FURTHER THAT Council approve a 15% municipal contribution to the eligible project costs;

AND FURTHER THAT staff be directed to include the Westshore Recreation Facility (Sports Dome) and any other eligible, near shovel-ready projects at staff's discretion in the DCRP application to maximize funding opportunities (noting the program allows up to five projects);

AND FURTHER THAT staff be authorized to finalize and submit the application, including any minor adjustments to the reduction structure, contribution level, or project details in consultation with the CAO and Treasurer.

Background

On June 1, 2026, the Province of Ontario and Government of Canada launched the Development Charge Reduction Program (DCRP). The program provides senior government funding (up to 90% of eligible project costs) to municipalities that commit to meaningful reductions in residential development charges while advancing housing-enabling infrastructure.

The Township of Severn has completed a Municipal Class Environmental Assessment and advanced detailed design for the expansion of the Coldwater Wastewater Treatment Plant, upgrades to the Main Sewage Pumping Station, Sturgeon Bay Road Pumping Station, and associated conveyance infrastructure. These projects are explicitly identified in the 2024 Development Charges Background Study as required growth-related works.

Coldwater is currently constrained by wastewater servicing capacity, limiting new residential and non-residential development. The DCRP presents an opportunity to secure substantial funding to unlock planned growth while improving housing affordability.

Analysis

The Coldwater wastewater system is currently operating at or near its available capacity, limiting the Township's ability to support new residential and non-residential development within this settlement area. The proposed infrastructure program includes expansion of the wastewater treatment plant and upgrades to the main sewage pumping station, the Sturgeon Bay Road sewage pumping station as well as associated conveyance infrastructure.

These works are required to enable growth forecasted in the 2024 DC Background Study, including approximately 800+ residential units and 2,100 new residents in the Coldwater settlement area (full build-out horizon), along with supporting commercial and employment uses.

The projects are well advanced through the Municipal Class Environmental Assessment process and are currently progressing through detailed design. As such, they represent a highly "shovel-ready" opportunity aligned with the objectives of the DCRP.

A notable near-term example is the Coldwater Seniors' Apartment project, an affordable housing development that is near-ready to proceed. The proposed wastewater infrastructure expansion would provide the essential servicing capacity required to unlock this important project and support additional residential development in the community.

Given that the program allows municipalities to submit up to five projects, staff also recommend including the Westshore Recreation Facility (Sports Dome) proposal in the application, as it is well-advanced and grant-dependent. Staff will further review other eligible development charge-related projects that could be completed within the program's timeline to maximize funding opportunities.

The reduction in the development charges is proposed at: 60% on township-wide services and 85% on Coldwater wastewater (hard services), with other area-specific charges (e.g., Westshore) remaining unchanged. This approach applies uniformly to all residential development types and achieves an overall weighted residential reduction of approximately 55–60%. The reduction applies to March 30, 2026 baseline rates and takes effect only upon execution of a Transfer Payment Agreement.

As development charges are intended to be reduced for a 3-Year period as indicated in DCRP guidelines, the estimated impact will be as follows:

- Benefiting units (from DC relief): Reasonable estimate based on township-wide 10-year forecast (~85 units/year average) from the 2024 DC Background Study.
- Enabled units: Tied to the Coldwater projects' capacity increase (full ~800+ units over the longer horizon).

The Municipal contribution, a 15% contribution to eligible project costs (above the 10% minimum) is proposed. This can be met using existing reserves and soft costs and improves competitiveness.

The proposed 60% township-wide and 85% Coldwater wastewater rate reductions, combined with a 15% municipal contribution, are consistent with the intent of the DCRP. By providing meaningful relief to residential developers while committing local funding to housing-enabling infrastructure, this approach directly supports the Province's goals of accelerating housing supply, improving affordability, and incentivizing municipalities to reduce barriers to growth.

Options and Considerations

Council has two primary options: apply to the DCRP or not apply. Participation is voluntary.

Option 1 – Do Not Apply Pros: No foregone DC revenue, no risk of being bound to program terms, and no additional administrative burden on staff. Cons: No opportunity to access federal and provincial grant funding for infrastructure projects.

Option 2 – Apply to the DCRP Pros: Potential access to significant grant funding for shovel-ready projects and demonstration of support for housing supply and affordability. Cons: Foregone DC revenue over the three-year period (estimated at approximately $3.60 million under conservative assumptions) and additional administrative requirements.

Financial Considerations

The Coldwater wastewater projects have a total estimated cost of approximately $20.85 million, with $15.58 million attributed to growth-related costs (residential share ~$13.4 million per the 2024 DC Study). The Township is proposing to request $17.7 million in DCRP funding (targeting strong coverage after the 15% municipal share).

The Township portion (15% municipal contribution) will be funded through existing DC reserves and other available capital reserves.

The financial implications of participating in the DCRP are significant and depend on multiple variables, including the actual level of development over the next three years, the final grant amounts awarded, and the timing of any prepayments. While grant funding could substantially offset infrastructure costs, foregone DC revenue will very likely need to be absorbed by existing reserves and the tax/rate base. Staff will continue to monitor and model these impacts as more information becomes available.

The table below illustrates the impact of the proposed reductions on Single and Semi-Detached Dwellings (the most common development type):

Single & Semi-Detached Dwellings – Current vs. Proposed Reduced Rates (3-Year Period)

Service	Current Rate	Reduction %	New Reduced Rate	Relief per Unit	% Change

Service	Current Rate	Reduction %	New Reduced Rate	Relief per Unit	% Change
Township-wide Services (Total)	$17,758	60%	$7,103	$10,655	-60%
Coldwater Wastewater	$18,162	85%	$2,724	$15,438	-85%
Coldwater Water	$3,389	0%	$3,389	$0	0%
Westshore Wastewater	Varies	0%	Full rate	$0	0%
Westshore Water	Varies	0%	Full rate	$0	0%
Coldwater Area-Specific Total	$21,551	—	$6,113	$15,438	-71.7%
Total DCs – Coldwater	$39,309	—	$13,216	$26,093	-66.4%
Total DCs – Westshore	Varies	60% on township-wide only	Reduced township-wide only	$10,655	-20% to -60%
Overall Total Reduction (All Areas)	Varies	—	—	Varies	-55% to -66.4% weighted average

<u>Estimated Loss of DC Revenue Over 3 Years</u>(Based on ~85 units/year township-wide average from the 2024 DC Background Study)

Area / Scenario	Approx. Annual Units	3-Year Estimated Loss
Coldwater	19	~$1.49 million
Westshore	56	~$1.79 million
Rest of Township	10	~$0.32 million
Total Estimated Loss	85	~$3.60 million

Note on calculations: These figures are based on average units in the 2024 DC Study (using single & semi-detached rates: Coldwater loss per unit ≈ $26,093; non-Coldwater loss per unit ≈ $10,655). Annual losses are calculated as: Coldwater (19 × $26,093) + Westshore (56 × $10,655) + Rest (10 × $10,655), then multiplied by 3 years.

These are conservative estimates (no uplift from accelerated development due to lower DCs, using single/semi-detached as the base case, and normal activity levels).

Reserve and Revenue Impact

DC reserve inflows will reflect the actual reduced rates collected during the three-year period. There is no statutory requirement to backfill reserves to pre-reduction levels.

Key Risk – Rate Lock-In and PrepaymentsDevelopers may accelerate subdivision or site plan approvals to prepay hard service DCs at the reduced rates. Once paid, these rates are generally locked in for the project, potentially extending the revenue impact beyond three years. Staff will use conservative 3-year estimates, review subdivision agreement language for mitigation, and model multi-year reserve impacts.

The Township remains responsible for any cost overruns (current estimates for the Coldwater WWTP and pumping stations already exceed DC Study figures). Future adjustments will be addressed in subsequent DC studies.

Report Supported By

Strategic Plan:

- ☐ Economic Development
- ☐ Customer Service Focus
- ☐ High-speed Internet
- ☑ Infrastructure to Match Growth
- ☐ Does Not Impact Strategic Plan

☐ Council Directed/Requested

Reviewed By

	Status:
Andrew Plunkett, Director of Finance/Treasurer	Approved - 10 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 10 Jun 2026

MEMO

To: Mayor and Members of Council

From: Director of Finance/Treasurer and Director of Public Works

Date: June 17, 2026

Subject: Update and Recommendation – Development Charge Reduction Program (DCRP)

Recent supplemental guidance from the Province of Ontario via the AMO-MMAH Development Charges Reduction Program Webinar held on Thursday, June 11, 2026, confirms that the primary factor in determining grant funding is the estimated three-year DC relief provided to developers.

For the Township's proposed reductions (60% township-wide + 85% on Coldwater wastewater), the estimated 3-year DC relief is approximately $3.60 million. This will limit maximum grant funding to roughly the same range, before our 15% municipal contribution and any project overruns or soft costs.

In practical terms, there does not appear to be a financial upside to participating. The expected grant funding would not be sufficient to meaningfully advance the Coldwater wastewater projects (or other eligible projects), which have a total estimated cost of $20.85 million. The Township would forgo revenue we would otherwise collect, still be required to fund the 15% municipal share from reserves, and receive grants that at best only partially offset the lost revenue. Participation would likely result in a net cost to existing taxpayers and ratepayers.

The proposed 60% township-wide and 85% Coldwater wastewater rate reductions, combined with a 15% municipal contribution, are consistent with the intent of the DCRP. By providing meaningful relief to residential developers while committing local funding to housing-enabling infrastructure, this approach was intended to directly support the Province of Ontario's goals of accelerating housing supply, improving affordability, and incentivizing municipalities to reduce barriers to growth. However, given the funding structure now clarified by the Province, the net benefit to the Township appears limited or negative.

Staff Recommendation:

In light of this new information, staff recommend not proceeding with an application to the DCRP at this time, due to the insufficient grant funding potential relative to the DC relief required. The Township will instead monitor other funding opportunities for housing-enabling infrastructure projects that may provide sufficient support to proceed with the growth-related projects without placing an undue burden on existing taxpayers and ratepayers.

Staff Report

P26-034

Township of SEVERN

To: Mayor and Members of Council

From: Brad Oster, Planner
Katie Mandeville, Senior Planner

Date: 17 Jun 2026

Subject: Lift Portion of 0.3 metre Reserve in Estates of Bass Lake Subdivision
Part of Block 19, Plan 51M-909
4244 Wainman Line

Report Highlights

- Provisional approval has been granted by the Committee of Adjustment to sever a vacant portion of 4244 Wainman Line, with frontage on Elana Drive.
- A condition imposed by the Committee of Adjustment requires the 0.3 metre reserve to be lifted in front of the proposed severed lands to allow for access to Elana Drive and connection to municipal services (water).
- A municipality can lift a reserve and dedicate it as part of the adjacent public highway once it is satisfied that appropriate arrangements have been made to permit direct frontage upon, and access to, a municipal road.
- As confirmed by Township Legal, there is no requirement in the “Estates of Bass Lake” Subdivision Agreement for compensation to the original developer for access to the public highway (Elana Drive) from lots outside of the Plan of Subdivision (51M-909).

Recommendation

THAT Planning Report No. P26-034 dated June 17, 2026 with respect to lifting a portion of a 0.3 metres reserve in the Estates of Bass Lake subdivision be received;

AND THAT the By-law included as Attachment 4 to Planning Report No. P26-034 to lift a portion of the 0.3 metre reserve along 4244 Wainman Line designated as Part 3 on 51R-45333 be brought forward immediately.

Background

On March 18, 2025, the Committee of Adjustment granted provisional approval to Consent application B-14-24 to sever the property known municipally as 4244 Wainman Line. The purpose and effect of the Consent application is to facilitate the creation of one (1) new vacant residential lot with frontage onto Elana Drive. As the subject lands are currently separated from the Elana Drive road allowance by a 0.3 metre reserve, the Committee imposed as a condition of their provisional approval that the reserve must be lifted prior to the Consent being granted.

Wherein a 0.3 metre reserve is created or exists, it does not form part of the road allowance, technically preventing the lot from having frontage onto the road. The establishment of a 0.3 metre reserve is common where lots back onto a road and access to the street and services is not intended to be provided at that given time. The 0.3 metre reserve acts as a technical barrier between the lot

and the road allowance. If at any time a Municipality deems it appropriate to permit access to the property, the 0.3 metre reserve can be lifted and thereby incorporated into the road allowance, allowing the property to have frontage onto the road. The lifting of the reserve would therefore grant legal access from the proposed severed lands onto Elana Drive.

The property owner's agent previously provided correspondence to Council, which was included as part of the September 18, 2024, Planning and Development Committee agenda, requesting that the 0.3 metre reserve be lifted. The Committee passed the following motion:

> ***Motion PDC2024-053***
>
> *Moved by Deputy Mayor Judith Cox*
>
> *Seconded by Mayor Mike Burkett*
>
> *THAT following the submission of a reference plan by the applicant to legally describe the 0.3 metre reserve along Elana Drive, adjacent to 4244 Wainman Line, staff be directed to prepare a draft by-law to lift the 0.3 metre reserve for Council's consideration.*
>
> ***CARRIED***

In accordance with the former direction noted above in the Committee's motion, staff are bringing this report and associated By-law forward for consideration.

Analysis

Plan 51M-909 was registered on June 27, 2008, and established seventeen (17) new building lots and a new municipal road, Elana Drive, located off the west side of Wainman Line in the Marchmont/Bass Lake Settlement Area and known as the "Estates of Bass Lake" subdivision. At that time, access to Elana Drive from 4244 Wainman Line was not contemplated and the 0.3 metre reserve was acquired to control the nature of development on abutting lands (e.g. 4244 Wainman Line) until land use planning and servicing matters were addressed. As the municipal road (Elana Drive) now exists and municipal water services are available, development of the subject lands can now be contemplated and the 0.3 metre reserve can be considered to be lifted.

Township staff have reviewed the Subdivision Agreement with Township Legal and there is no requirement for compensation to the original developer when lots outside of the Plan of Subdivision propose access via Elana Drive.

As such, it is now appropriate for the Township to consider lifting the 0.3 metre reserve in front of the proposed severed lands (Part 3 on 51R-45333) and dedicating it as part of the public highway (Elana Drive) to allow the severed lands of Consent application B-14-24 to have frontage and direct access onto Elana Drive. This would satisfy the condition imposed by the Committee and should Consent be granted, allow future development on the subject lands in accordance with the Zoning By-law.

Financial Considerations

None anticipated. All costs associated with the lifting of the 0.3 metre reserve will be paid for by the applicant of Consent application B-14-24.

Report Supported By

Strategic Plan:

- ☐ Economic Development
- ☐ Customer Service Focus
- ☐ High-speed Internet
- ☐ Infrastructure to Match Growth
- ☑ Does Not Impact Strategic Plan

☐ Council Directed/Requested

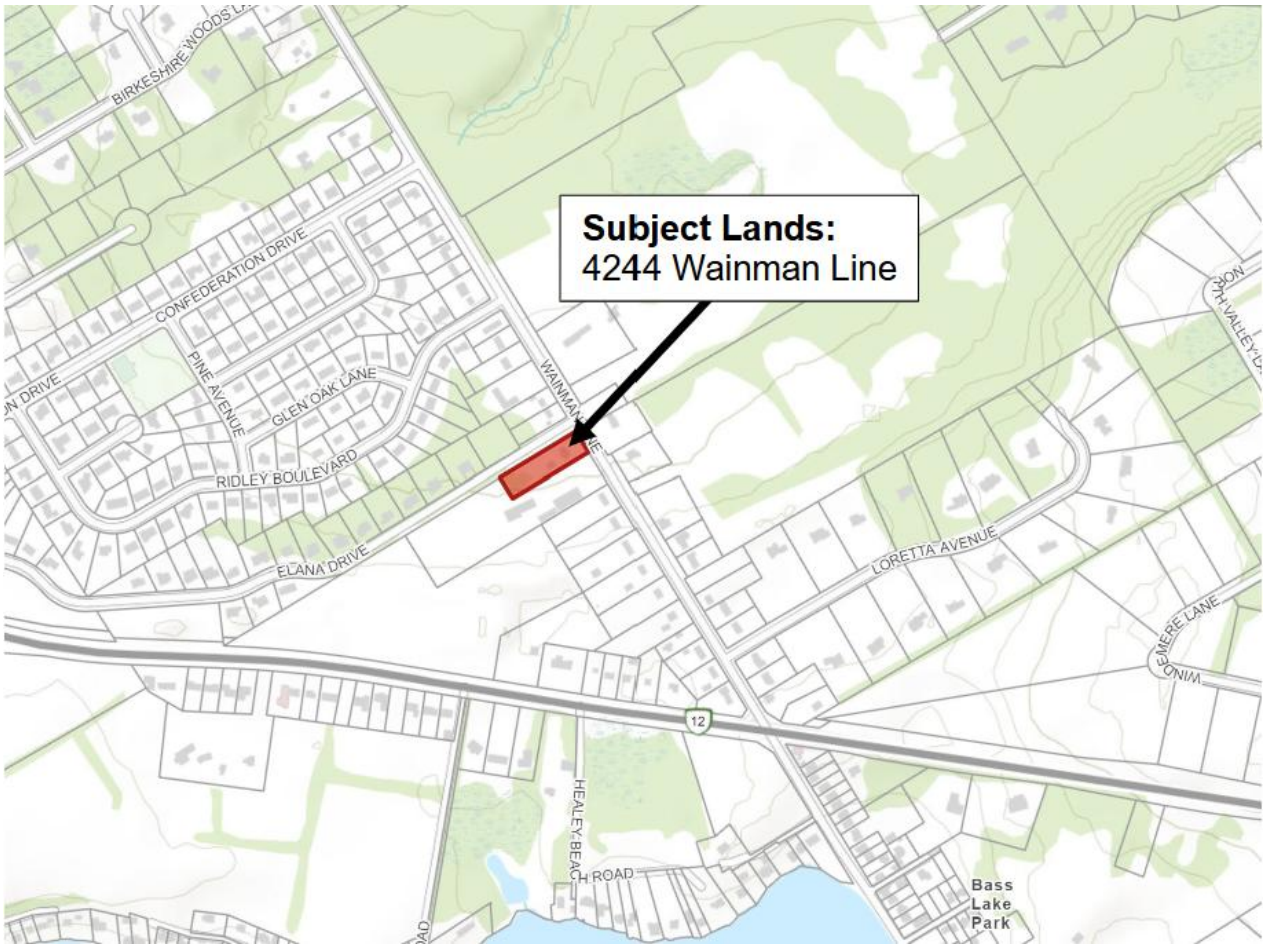
Attachments

P26-034 Attachment 1 - Location Map
P26-034 Attachment 2 - 51M-909
P26-034 Attachment 3 - 51R-45333
P26-034 Attachment 4 - Draft By-law-1330316

Reviewed By

	Status:
Andrea Woodrow, Director of Planning & Development	Approved - 04 Jun 2026
Andrew Plunkett, Director of Finance/Treasurer	Approved - 09 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 04 Jun 2026

Attachment 1 – Location Map



PLAN OF SUBDIVISION

OF PART OF LOT 2, CONCESSION 1
AND PART OF BLOCK 40, REGISTERED PLAN 51M-311
(GEOGRAPHIC TOWNSHIP OF SOUTH ORILLIA)

TOWNSHIP OF SEVERN
COUNTY OF SIMCOE

20 0 10 20 40 60 80 100 METRES

1 : 1000

C.T. STRONGMAN O.L.S.

2008

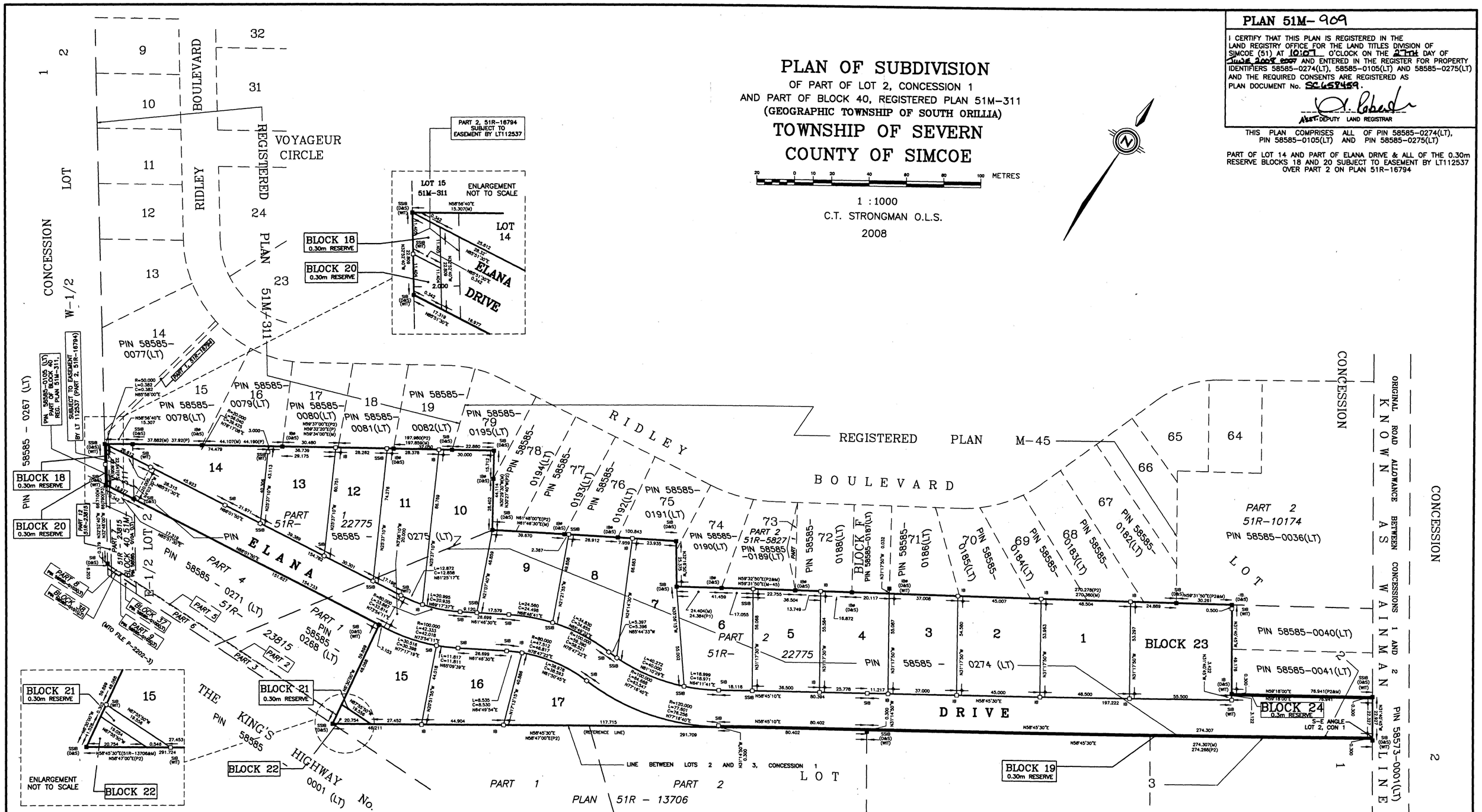
PLAN 51M- 909

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF SIMCOE (51) AT 10:07 O'CLOCK ON THE 27TH DAY OF JUNE, 2008 AND ENTERED IN THE REGISTER FOR PROPERTY IDENTIFIERS 58585-0274(LT), 58585-0105(LT) AND 58585-0275(LT) AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. SC657459.

ASST. DEPUTY LAND REGISTRAR

THIS PLAN COMPRISES ALL OF PIN 58585-0274(LT), PIN 58585-0105(LT) AND PIN 58585-0275(LT)

PART OF LOT 14 AND PART OF ELANA DRIVE & ALL OF THE 0.30m RESERVE BLOCKS 18 AND 20 SUBJECT TO EASEMENT BY LT112537 OVER PART 2 ON PLAN 51R-16794



OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:

1) LOTS 1 TO 17, BOTH INCLUSIVE AND BLOCKS 22 & 23 AND THE 0.30m RESERVE BLOCKS 18, 19, 20, 21 & 24 AND THE STREET, NAMELY ELANA DRIVE, HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.

2) THE STREET, NAMELY ELANA DRIVE IS HEREBY DEDICATED TO THE CORPORATION OF THE TOWNSHIP OF SEVERN AS PUBLIC HIGHWAY.

DATED ON THE 14th DAY OF May, 2008.

IGAL SUDMAN (VICE PRESIDENT)
ESTATES OF BASS LAKE INC.
I HAVE THE AUTHORITY TO BIND THE CORPORATION

SUBDIVISION FINAL APPROVAL STAMP

APPROVED UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990 AS AMENDED.
THIS 12th DAY OF JUNE 2008.

DIRECTOR OF PLANNING
COUNTY OF SIMCOE

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

Z:\Land Projects R2\4425\dwg\4425 PH 2 JAN 08.dwg 22/01/2008 4:51:22 PM EST

NOTES

BEARINGS ARE ASTRONOMIC DERIVED FROM PART OF THE SOUTHERLY LIMIT OF PART 2, PLAN 51R-22775, HAVING A BEARING OF N58°45'30"E AS SHOWN ON PLAN 51R-13706.

(P) -REFERS TO REGISTERED PLAN 51M-311
(P1) -REFERS TO REGISTERED PLAN M-45
(P2) -REFERS TO PLAN 51R-22775
(P3) -REFERS TO PLAN 51R-23815
(D&S) -DENOTES DEARDEN & STANTON LIMITED, OLS

LEGEND

SIB -DENOTES STANDARD IRON BAR
SSIB -DENOTES SHORT STANDARD IRON BAR
IB -DENOTES IRON BAR
IB# -DENOTES IRON BAR ROUND
SB -DENOTES SUBDIVISION BAR
RP -DENOTES ROCK POST
IT -DENOTES IRON TUBE
(OU) -DENOTES ORIGIN UNKNOWN
(M) -DENOTES MEASURED
■ -DENOTES MONUMENT FOUND
□ -DENOTES MONUMENT PLANTED

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2) THE SURVEY WAS COMPLETED ON THE 11th DAY OF JUNE, 2007

ORILLIA, ONTARIO
AUGUST 24, 2007

C. T. STRONGMAN
ONTARIO LAND SURVEYOR

C.T. STRONGMAN SURVEYING LTD.
Ontario Land Surveyors
4145 Burnside Line
R.R. No. 4, Orillia, L3V-6H4
Telephone (705) 329-0765
Fax (705) 329-0424
email- strongman@orilliapronet.com
ORILLIA - ONTARIO

AC File:4425 PH 2 JAN 08 | D-1037

D-1037

DISTANCES & COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048
DISTANCES ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999743229
OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD 83 (CSRS) (2010). COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF O.REG. 216/10
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

POINT ID	UTM NORTHING	UTM EASTING
Ⓐ	4941495.559	620010.547
Ⓑ	4941636.364	619920.255

PLAN OF SURVEY

OF PART OF LOT 3, CONCESSION 1 AND PART OF BLOCK 19, PLAN 51M-909

(GEOGRAPHIC TOWNSHIP OF SOUTH ORILLIA)

TOWNSHIP OF SEVERN
COUNTY OF SIMCOE

10 0 5 10 20 30 40 50 METRES

SCALE 1 : 500

THE INTENDED PLOT SIZE OF THIS PLAN IS 850mm IN WIDTH BY 600mm IN HEIGHT WHEN PLOTTED AT SCALE OF 1:500

SCHEDULE				
PART	LOT/BLOCK	CONCESSION/PLAN	PIN	AREA
1	PART OF LOT 3	CONCESSION 1	ALL OF 58585-0042(LT)	2076.0 M^2
2				2011.6 M^2
3	PART OF BLOCK 19	51M-909	PART OF 58585-0384(LT)	18.0 M^2
4				18.6 M^2

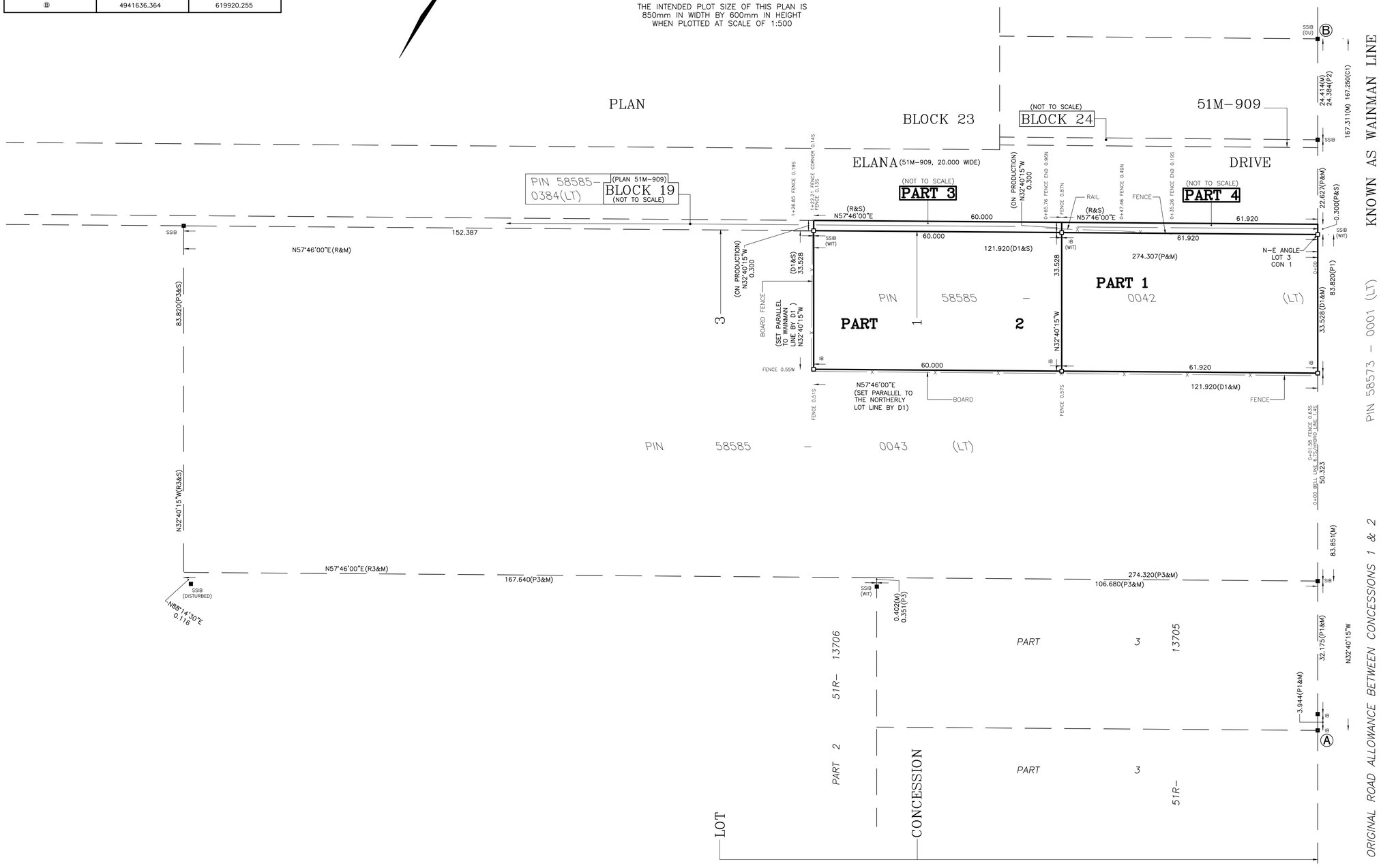
PLAN 51R-45333

Received and deposited

May 7th, 2026

Hezekiah David

Representative for the Land Registrar for the Land Titles Division of Simcoe (No.51)



NOTES

BEARINGS ARE UTM GRID DERIVED FROM THE LINE BETWEEN POINTS Ⓐ & Ⓑ, HAVING A UTM GRID BEARING OF N32°40'15"W. UTM ZONE 17, NAD 83 (CSRS) (2010)

(P) – REFERS TO PLAN 51M-909
(P1) – REFERS TO DEPOSITED PLAN 51R-13705
(P2) – REFERS TO DEPOSITED PLAN 51R-10174
(P3) – REFERS TO DEPOSITED PLAN 51R-13706
(D1) – DENOTES INSTRUMENT No. RO817404 (PIN 58585-0042(LT))
(C1) – DENOTES CALCULATED FROM (P,P1&P2)
(R,R3) – DENOTES (P,P3) ROTATED TO GRID BEARINGS (0°59'30" C.C.W.)
ALL FOUND MONUMENTS ARE BY DEARDEN & STANTON LTD. OLS (D&S), UNLESS OTHERWISE NOTED.

LEGEND

SIB –DENOTES STANDARD IRON BAR
SSIB –DENOTES SHORT STANDARD IRON BAR
IB –DENOTES IRON BAR
(WIT) –DENOTES WITNESS
(M) –DENOTES MEASURED
(S) –DENOTES SET
■ –DENOTES MONUMENT FOUND
□ –DENOTES MONUMENT PLANTED

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2) THE SURVEY WAS COMPLETED ON THE 16th DAY OF APRIL, 2026

DATE: APRIL 23, 2026 — JIM EVEN, ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-103612

C.T. STRONGMAN SURVEYING LTD.
Ontario Land Surveyors
86 Coldwater St. E.
Orillia, Ontario L3V-1W7
Telephone (705) 329-0765
Fax (705) 329-0764
email: info@ctsurveys.ca
a Division of Dearden And Stanton LTD.
ORILLIA – ONTARIO

AC21 File: 12787 — D-4503

4 May, 2026 1:06:06 PM
Z:\CT JOBSANDCARDING\2026 JOB FOLDER\12787 (MURRAY LOCKE) 4244 WAINMAN LINE\12787.DWG

D-4503

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-##

BEING A BY-LAW TO ASSUME ONE-FOOT RESERVE BEING PART 3 ON PLAN 51R-45333 AS A PUBLIC HIGHWAY (Portion of Elana Drive)

WHEREAS the Municipal Act, 2001, Section 31, permits the council of every municipality to pass by-laws for establishing and laying out highways;

AND WHEREAS, the Corporation of the Township of Severn is the registered owner of the one-foot reserve being Part 3 on Plan 51R-45333 located adjacent to Elana Drive;

AND WHEREAS it is now deemed expedient to establish and assume the said one-foot reserve for use as a public highway;

NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF SEVERN AS FOLLOWS:

1. That the one-foot reserve described as Part 3 on Plan 51R-45333 is hereby established and assumed as a public highway (Elana Drive) for the Corporation of the Township of Severn;

2. That this By-law shall come into force and effect on the date of passing thereof.

Passed this 17th day of June 2026.

CORPORATION OF THE TOWNSHIP OF SEVERN

_____
MAYOR

_____
CLERK

Written approval of this by-law was given by Mayoral Decision DE-2026 XX dated June 17, 2026

Staff Report

P26-036

Township of SEVERN

To: Mayor and Members of Council

From: Emily Hehl, Planner
Katie Mandeville, Senior Planner

Date: 17 Jun 2026

Subject: Zoning By-law Amendment Application Z-26-03 (Cavana Incorporated)
Cavana Ridge
4260 Burnside Line

Report Highlights

- The subject lands are designated Rural in the Township's South of Division Road Secondary Plan and following the owners 2018 site-specific Zoning By-law Amendment are currently zoned General Commercial Exception Two (C1-2) in the Township's Zoning By-law 2010-65, as amended.
- The Zoning By-law Amendment application seeks to define and permit an additional accessory use on-site, being a 'bistro restaurant' that is ancillary to the existing principal spa complex use.
- A Public Meeting was held on May 20th, 2026, to receive comments from members of the Public, agencies, internal Departments, and Council. The comments are summarized and responded to within this report.
- Township staff are of the opinion that the application is consistent with the Provincial Planning Statement and conforms with the County and Township Official Plans

Recommendation

1. THAT Planning Report No. P26-036, dated June 17th, 2026, with respect to Zoning By-law Amendment Application, File No. Z-26-03, for the subject lands located at 4260 Burnside Line, be received;
2. AND THAT pursuant to Section 34(17) of the Planning Act, no further Public Notice (Public Meeting) be required with respect to Zoning By-law Amendment Z-26-03;
3. AND FURTHER THAT the Zoning By-law Amendment included as Attachment 4 to Planning Report P26-036 be brought forward immediately.

Background

County Official Plan	N/A - Township of Severn Secondary Plan	
Township Official Plan	**Land Use Designation**	Rural
	Natural Heritage Features	N/A
	Road Classification	Arterial Road & Haul Route

	Overlay Designations	None
	Source Water Protection	Significant Groundwater Recharge Area
Current Zoning	General Commercial Exception Two (C1-2)	
Proposed Zoning	General Commercial Exception Two (C1-2), as amended	
Legal Description	Part Lot 3, Concession 4, being Part 1 on 51R-19811, except Part 1 on 51R-41982, former Township of South Orillia, now in the Township of Severn	
Municipal Address	4260 Burnside Line	

The subject lands are located on the west side of Burnside Line, approximately 470.0 metres (1542.0 feet) from the intersection of Burnside Line with Brodie Drive and Hurlwood Lane. A Key Map depicting the location of the subject property has been appended as Attachment 1 to this report. The lands have an approximate frontage of 122.0 metres (400.0 feet) along Burnside Line, with an approximate lot area of 1.488 hectares (3.68 acres). The subject lands are developed with an existing commercial building,on-site parking area and are serviced with an existing on-site septic system and well. An aerial image of the subject property and surrounding lands is included as Attachment 2 to this report.

The property owners applied for and obtained a Zoning By-law Amendment in 2018 to permit a Spa Complex with a custom definition the owner's consultants designed for the original vision of the property. Following multiple years of operation, the Cavana Spa is now requesting an alteration to their previously requested permissions for the property.

A Statutory Public Meeting for the current proposed Zoning By-law Amendment was initially held on May 20th, 2026. As advertised at that time, the Purpose and Effect of the proposed Zoning By-law Amendment, as requested by the applicant, is to change Township Zoning By-law 2010-65, as amended, to further amend the site-specific General Commercial Exception Two (C1-2) Zone as applied to the lands to include the following provisions and definitions:

- In addition to the permitted uses of the C1-2 Zone, a 'Bistro Restaurant' be permitted ancillary to another permitted principal use
- 'Bistro Restaurant' is proposed to be defined as follows: "a building, or part of a building, where food is prepared and offered for sale to the public for immediate consumption. A bistro restaurant is an accessory use to the predominate use of the property and may include indoor dining areas and/or an outdoor patio accessory to the principal building. The use is generally characterized by a small-scale, casual dining environment with limited seating and may include a liquor-licensed premises."

All other provisions of the C1-2 Zone shall continue to apply and be complied with. A draft Zoning By-law Amendment has been included as Attachment 4.

In support of the requested Zoning By-law Amendment, the following plans and reports were submitted as part of a complete application and are available for Public Inspection at the Township Administration Office; an appointment arrange through Customer Care is recommended to view the following:

- Site Plan
- Planning Justification Report prepared by MORGAN Planning & Development
- Original construction drawings (2019)
- Updated floor plan/layout (2024)
- OBC Matrix
- AGCO Licensing details

At the conclusion of the Public Meeting, Council passed the following motion:

Motion C2026-140

Moved by Councillor - Ward 3 Phil Brennan

Seconded by Councillor - Ward 5 Jim McIntyre

1. *THAT Planning Report No. P26-031, dated May 20th, 2026, with respect to Zoning By-law Amendment Application, File No. Z-26-03, for the subject lands located at 4260 Burnside Line be received for information; and*
2. *That comments received at the Public Meeting be considered as part of any recommendation report for a future Council meeting.*

Further to the motion passed by Council, the following comments were received in response to the application and considered in the preparation of this report:

Agencies:	**Response:**
Hydro One • Stated no comments on the Zoning By-law Amendment application.	N/A
Enbridge: • Stated no objections to the application but reserves the right to amend development conditions.	N/A
Trans Canada Pipeline Limited: • This property is located within TCPL's "Class Assessment Area", where TCPL monitors for population density and building occupancy to ensure compliance with CSA Code Z662. • Based on conversations with the property owner in 2021, it is TCPL's understanding that the typical occupancy of the space is approximately 40 people. • TCPL sought clarification on the occupancy of the building and if the proposed use is to increase the occupancy.	The applicant has initiated correspondence with the TCPL. TCPL to be circulated on future Site Plan Control application.

Internal Departments:	Response:
Building Department: • The building department has no further objections provided that they operate in compliance with the approved Agency Letter of Approval signed and dated February 17, 2021 by the building department. It is recommended that the Liquor License issued by the AGCO is amended by the AGCO to reflect the approved occupant load approved by the building and fire department – 48 indoors and 53 outdoors, not 53 indoors and 48 outdoors	On May 20th, 2026, the applicant's agent has advised that the property owner has reached out to the AGCO to have the liquor license corrected, per the comments provided by the Building Department. Township staff will continue to monitor the progress of the updates through the required Site Plan Agreement Amendment process.
Fire & Emergency Services: • It is understood that the lower level "staff room" is being used as the food preparation area and that is where appliances for food preparation shall be located • Staff utilizing equipment shall be trained in the operation of that equipment as well as receive training on the Fire Safety Plan including use of fire extinguishers and evacuation procedures. A record of training shall be kept by the owner • The occupant load of the building is not to increase without further consultation of the Fire Dept. • The Fire Safety Plan shall be updated to reflect the food service operation and submitted to the Fire Dept for approval. • Appliances used shall be smaller scale "residential" style appliances or those typically found at small scale bistro style operations that don't produce grease-laden vapours. Production of grease-laden vapour or any other condition that requires installation of an NFPA 96 compliant commercial cooking ventilation and suppression system is not to be undertaken without full review and approval (EG: Building permit). If deviation from the existing menu offerings is desired the owner can consult with the fire dept to determine if there is an increase in hazard that would	An amendment to the existing Stie Plan Agreement is required prior to the proposed use commencing on-site. The Fire and Emergency Services department would continue to be involved in the review and commenting process. Conditions of the Site Plan Agreement would be included to incorporate the comments provided by the Fire Department, as necessary.

trigger NFPA 96 requirements	
Committee of the Whole:	**Response:**
Members of Council sought clarification on the hours of operation and public access of the proposed bistro restaurant use.	Comments and questions from Council were discussed and addressed by the applicant's agent during the Public Meeting. Planning staff reiterate that the property is subject to site plan control and an amending to the existing site plan agreement will be required prior to the proposed use taking place on site, should the proposed amendment be approved by Council.

Analysis

Section 2 of the Planning Act establishes Provincial interests which must be a consideration for all Planning Act decisions. While all interests were considered, the Provincial interests which specifically relate to this application include:

Provincial Interest	Response
the protection of ecological systems, including natural areas, features and functions;	The subject property is located outside of any mapped natural heritage features and is proposed to utilize the existing building/patio footprint.
the adequate provision and efficient use of communication, transportation, sewage and water services and waste management systems;.	This is an existing development which utilizes existing on-site services. It is the understanding of Township staff that the patron capacity of the building is limited by the on-site septic system. A Site Plan Agreement Amendment is required to accommodate the proposed use on-site
the orderly development of safe and healthy communities;	The proposed 'bistro restaurant' is considered to be accessory to an existing permitted use and is to take place within the existing patio footprint. A Site Plan Agreement Amendment is required for the proposed use.
the accessibility for persons with disabilities to all facilities, services and matters to which this Act applies	Accessibility considerations are being incorporated and reviewed through the Site Plan Control process.
the adequate provision of employment opportunities;	This development would continue to support local employment opportunities through the diversification of an existing use.
the protection of public health and safety;	The Fire and Emergency Services Department has been involved in the review of the Zoning By-law Amendment application to date and will continue to be an integral reviewing department as part of the required Site Plan Agreement

	Amendment process.
the promotion of built form that, (i) is well-designed, (ii) encourages a sense of place, and (iii) provides for public spaces that are of high quality, safe, accessible, attractive and vibrant;	The proposed 'bistro restaurant' is to continue making use of the existing patio space located on the subject property.

It is the opinion of Township Planning staff that the application and associated development has regard for the applicable Provincial Interests of the Planning Act.

Provincial Planning Statement (PPS), 2024:

The subject lands are located within a 'Rural Area' of the municipality. Policy Section 2.5.1 of the PPS encourages development that achieves a healthy and viable rural area. This is intended to be facilitated by the diversification of the economic base and employment opportunities through goods and services. Municipalities are encouraged to provide opportunities for sustainable and diversified tourism in rural areas, where appropriate.

Section 2.8.1 of the PPS expands on these provisions by including policies that promote economic development through maintaining a range of employment uses, including ancillary uses.

In accordance with Section 3.6.4, individual on-site sewage services and individual on-site water services may be used where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

As the subject lands do contain portions of Prime Agricultural Lands (Class 1-3 Soils), the application must further have regard for Section 4.3.1.2 of the PPS. These provisions speak to the long term protection of Prime Agricultural Land for production. Section 4.3.5.2 acknowledges that non-agricultural uses may pre-exist in these areas. In such cases, impacts resulting from the expansion of non-agricultural uses shall be avoided.

The proposed Zoning By-law Amendment seeks to diversify an existing commercial use in a rural area of the Municipality by adding an additional ancillary use on-site. The proposed 'bistro restaurant' would be accessory to the existing spa complex and is intended to be complimentary to the services already offered. The subject lands are serviced with an existing septic system and well. The capacity of the proposed bistro restaurant would be limited to that of the private septic system but would still present an opportunity to supplement the existing spa use. As aforementioned, the subject property is already developed with the main spa building and patio area. Although the lands are partially located on Class 1-3 soils, the size of the property and surrounding residential or recreational uses are not conducive to a viable farm use on the property. Therefore, no impacts to the Township's agricultural land base would result from the proposed Zoning By-law Amendment. Therefore, Planning staff are of the opinion that the proposed Zoning By-law Amendment is consistent with the PPS 2024.

County of Simcoe Official Plan, 2016:

The subject lands are located in the Township of Severn South of Division Road Secondary Plan. Section 3.7.13 of the County Official Plan states that all development in these areas is to occur in

accordance with the Township's Secondary Plan. An analysis of the applicable policies is included below.

Township of Severn Official Plan, 2024

The subject lands are captured within the 'Rural' land use designation of the Township of Severn Secondary Plan. Section 19.4.8 of the Secondary Plan defers to the general 'Rural' policies set out in Section 11.8 of the overall Official Plan.

As set out in Section 11.8 of the Official Plan, the policies of the plan are intended to promote appropriate and compatible economic opportunities in the rural area of the Township. Commercial uses on lands that are Zoned for such use as of the date of passing of the Plan (February 2025) are permitted. Section 11.8.3 of the Plan further sets out specific policies to regulate development in the Rural designation. These include but are not limited to matters such as servicing, traffic control, buffering, land use compatibility, site-specific zoning, requirements for site plan control, and long-term protection of agricultural resources.

Section 19.3.16 also defers back to Section 4.5 of the Official Plan which includes policies that speak to development adjacent to the TransCanada Pipeline (TCPL). More specifically, the policies indicate that the TCPL is required to be engaged for any development proposals within 200.0 metres of the pipeline. The TCPL was circulated Notice in accordance with the policies of the Township's Official Plan and Ontario Planning Act and has provided comments on the application.

As outlined in Staff Report P26-031, the subject lands were previously the subject of a Zoning By-law Amendment in 2018 to permit the now ongoing spa complex use of the subject property. The lands have maintained this Zoning and principal use since that time, prior to the adoption of the new Official Plan in 2025. The spa presently offers refreshment and food cuisine to patrons receiving on-site services; however, the property owner now seeks to specifically define and expand the 'bistro restaurant' use to the general public. The proposed Zoning By-law Amendment as requested by the applicant would result in a diversification of the use on-site but would remain secondary to the primary spa complex operation. No impacts to the agricultural land base or overall compatibility to surrounding uses are anticipated, as the use presently exists on-site and would continue in a modified form as a result of the Zoning By-law Amendment. Hours of operation for the proposed 'bistro restaurant' are anticipated to generally mimic those of the primary spa use, limiting any after hours or extended noise activity adjacent to neighbouring residences. The proposed 'bistro restaurant' is contemplated as a seasonal use which would occupy only the existing outdoor patio space. No changes to the built form would be expected as a result of the application, maintaining the character of the rural landscape in its current form.

The subject property is currently serviced with an on-site septic system and well. The occupant load of the building is regulated/limited by the servicing capacity of the septic system. The Chief Building Official (CBO) has advised of the current capacity of the system (above). The CBO will continue to be part of the required Site Plan Agreement Amendment process, and it is anticipated that conditions which address the occupant loads will be incorporated into the wording of such agreement. Any future increase to the occupant load or changes to the small-scale nature of the proposed food service would require upgrades to the on-site septic system and/or other modifications pursuant to the Ontario Fire Code, subject to review and approval by the Township.

As a result of the foregoing, Planning staff are of the opinion that the proposed Zoning By-law Amendment is consistent with the Township Official Plan.

Township of Severn Zoning By-law 2010-65, as amended:

The subject lands are zoned General Commercial subject to Exception Two (C1-2) as amended. The principal use of the property align with the permitted uses as set out in the site-specific Zoning currently applied to the lands. The proposed Zoning By-law Amendment seeks to define and permit an additional accessory use, secondary to these principal uses set out in the By-law.

Planning staff reiterate that the lands are subject to Site Plan Control and a Site Plan Agreement Amendment with the municipality is required prior to the proposed use commencing on-site. Through the Site Plan Agreement process, detailed design and other on-site considerations (such as parking, lot grading, etc.) will be evaluated and reviewed to ensure compliance with the Township Zoning By-law, Ontario Building Code, and other policy as applicable.

Financial Considerations

There is no financial impact with respect to this application as all associated costs with the application and review of the studies are the applicant's responsibility. Costs may be incurred should an Ontario Land Tribunal (OLT) appeal be received.

Report Supported By

Strategic Plan:

- ☑ Economic Development
- ☐ Customer Service Focus
- ☐ High-speed Internet
- ☐ Infrastructure to Match Growth
- ☐ Does Not Impact Strategic Plan

☐ Council Directed/Requested

Relevant Background Report

P26-031

Attachments

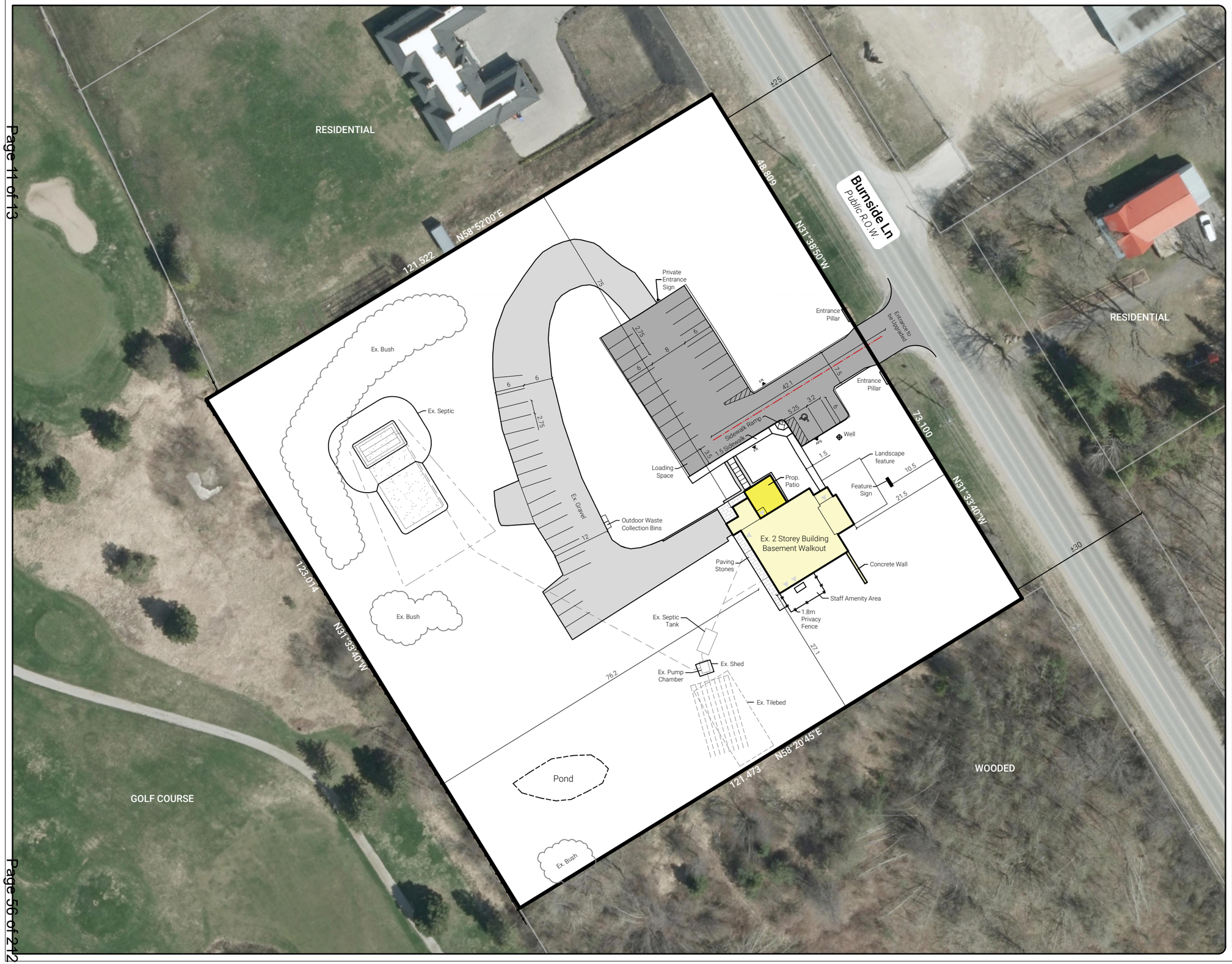
P26-036 Attachment 1 - Key Map
P26-036 Attachment 2 - Aerial Imagery
P26-036 Attachment 3 - Site Plan
P26-036 Attachment 4 - DRAFT Zoning By-law Amendment

Reviewed By

	Status:
Andrea Woodrow, Director of Planning & Development	Approved - 09 Jun 2026
Andrew Plunkett, Director of Finance/Treasurer	Approved - 09 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 09 Jun 2026

Attachment 1 – Location Map

Attachment 2 – 2025 Aerial Imagery

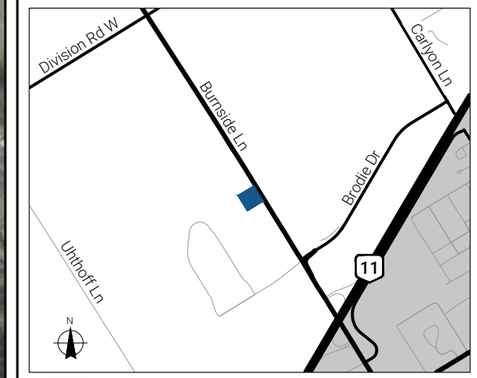


SITE PLAN

4260 Burnside Ln

Part of Lot 6, Concession 5 Southern Division

Township of Severn, County of Simcoe



LEGEND

- Subject Lands
  Lot Area: ±1.488 (3.68ac)
  Lot Frontage: ±122.0m
- Existing Building
- Proposed Bistro Restaurant Patio
  Dimensions: 6.4m x 6.5m (approx.)
- Existing Ashpalt
- Existing Gravel
- Fire Route
- 5.0m Road Widening

0 10 20 30m

Scale: 1 : 750

N

Note: This drawing is for discussion purposes only. Boundary to be verified by an O.L.S.

Source: Site Plan and Landscape Plan, Tatham Engineering, November 2020. County of Simcoe interactive map.

Drawing Number: SP1	Project Number: 1539
Drawn By: A.M.	Date: March 23, 2026

Revision Table

Rev. No.	Drawn By	Note	Date

MORGAN
PLANNING & DEVELOPMENT
101-21 Matchedash Street South
Orillia, ON, L3V 4W4
Phone: (705) 327-1873
jmorgan@morganplanning.ca

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-XX

BEING A ZONING BY-LAW TO REZONE THE LANDS DESCRIBED PART LOT 3, CONCESSION 4, BEING PART 1 ON PLAN 51R-19811, EXCEPT PART 1 ON PLAN 51R-41982, FORMER TOWNSHIP OF SOUTH ORILLIA, NOW IN THE TOWNSHIP OF SEVERN (4260 BURNSIDE LINE)

WHEREAS the matters hereinafter set out conforms with the Official Plan in effect for the Township of Severn;

AND WHEREAS the Council of the Corporation of the Township of Severn deems it advisable to rezone the lands described as Part Lot 3, Concession 4, being Part 1 on Plan 51R-19811, except Part 1 on Plan 51R-41982, former Township of South Orillia, now in the Township of Severn, municipally known as 4260 Burnside Line;

AND WHEREAS the Council of the Corporation of the Township of Severn has determined that no further notice is required in accordance with Section 34 (17) of the *Planning Act*;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. THAT Section 7.5.1 entitled “Exceptions to General Commercial (C1) Zone” of Zoning By-law No. 2010-65, as otherwise amended, by revising the following exception Zone to include:

Exception	By-law	Location	Special Provisions
C1-2	2018-68 2026-xx	Part Lot 3, Concession 4, being Part 1 on Plan 51R-19811, except Part 1 on Plan 51R-41982 4260 Burnside Line	Permitted Uses: Restricted to: i. Business, Professional or Administrative Office ii. Spa Complex iii. Artisan’s or Photographer’s Studio iv. Bank or Financial Institution v. Commercial School vi. Dwelling Unit, Accessory vii. Health Services Establishment viii. Personal Service Establishment ix. Retail Store (Ancillary to a permitted use only) x. Veterinary Clinic within a wholly enclosed building xi. Wellness Centre xii. Bistro Restaurant (Ancillary to a permitted use only) Special Provisions: i. A Spa Complex shall be defined as “a building or part of a building where services such as hair cutting, colouring and styling, pedicures and manicures, facial and body treatments, anti-aging treatments, yoga classes, and outdoor hot tub pools are provided and/or available to the public”.

Exception	By-law	Location	Special Provisions
			ii. Bistro Restaurant shall be defined as “a building, or part of a building, where food is prepared and offered for sale to the public for immediate consumption. A bistro restaurant is an accessory use to the predominate use of the property and may include indoor dining areas and/or an outdoor patio accessory to the principal building. The use is generally characterized by a small-scale, casual dining environment with limited seating and may include a liquor-licensed premises.”

All other provisions of the General Commercial (C1) Zone shall apply and be complied with.

2. THAT Zoning By-law No. 2010-65, as otherwise amended, is hereby amended to give effect to the foregoing, but Zoning By-law No. 2010-65, as otherwise amended, shall in all other respects remain in full force and effect save as same may be otherwise amended or herein dealt with.

3. THAT subject to the provisions of the *Planning Act*, R.S.O. 1990, as amended, this By-law shall come into force on the date it is passed by the Council of the Corporation of the Township of Severn.

Passed this ## day of ##, 20##.

CORPORATION OF THE TOWNSHIP OF SEVERN

_____
MAYOR

_____
CLERK

Written approval of this by-law was given by Mayoral Decision MD-20##- dated ## ##, 20##

Staff Report

W26-018

To: Mayor and Members of Council

From: Derek Burke, Director of Public Works

Date: 17 Jun 2026

Subject: Road Safety Initiatives Fund Application

Report Highlights

- Opportunity to access up to $217,791 in additional provincial funding through the Road Safety Initiatives Fund (RSIF).
- Projects must be tied to previously approved Automated Speed Enforcement (ASE) locations and focus on road safety improvements.
- Division Road West and Burnside Line signalization is the preferred project at an estimated $950,000.
- An alternative option includes allocating funding between the signalization project and a pedestrian crossover at Coldwater Public School.

Recommendation

THAT Public Works Report No. W26-018 dated June 17, 2026, with respect to the Road Safety Initiatives Fund Application be received;

AND FURTHER THAT Council endorse the traffic signals on Division Road West and Burnside Line as the Township's project for submission under the Road Safety Initiatives Fund (RSIF) program;

AND FURTHER THAT staff be directed to prepare and submit the required application to the Ministry of Transportation prior to the December 1, 2026 deadline.

Background

In November 2025, the Province discontinued the use of Automated Speed Enforcement (ASE) systems and introduced the Road Safety Initiatives Fund (RSIF) to assist municipalities in transitioning to alternative safety measures. The program provides funding for traffic calming, pedestrian protection, and signage improvements at locations where ASE had been implemented or formally approved.

The Township of Severn participated in the ASE program and had two locations activated prior to its suspension, being Division Road West at Marchmont Public School and Coldwater Road. Additional sites had been approved through Council as part of the Township's ASE program but did not receive implementation, including Coldwater Public School on Gray Street, Severn Shores Public School on Cumberland Road, Muskoka Street and Burnside Line from Division Road to Brodie Drive.

Eligibility under the RSIF requires that all proposed projects be directly related to an approved ASE site and supported by formal documentation such as Council approved plans or bylaws. As part of the

application process, the Township must also provide details on how previously allocated immediate funding has been used and include a high level breakdown of proposed project costs.

Analysis

Staff have reviewed the RSIF program criteria alongside existing traffic data, prior ASE program findings, and planned infrastructure needs identified through the Transportation Master Plan to help select the most appropriate projects for this program.

The intersection of Division Road West and Burnside Line has been identified as one of the Township's highest collision locations and exhibits operating speeds above posted limits, contributing to ongoing traffic safety concerns. The corridor functions as an aggregate haul route servicing one of the Province's largest aggregate operations, resulting in increased heavy vehicle volumes and elevated risk exposure. The area was approved for ASE but did not activate the cameras prior to the provincial suspension. Proposed intersection improvements (traffic signals or other) at this location has been previously identified in the Transportation Master Plan and the project was approved for design in the 2026 Capital Budget and has advanced quickly through this phase and is anticipated to be construction ready in mid to late 2026.

Coldwater Public School on Gray Street is also a location that had been approved for ASE but did not activate the cameras prior to the provincial suspension. The roadway environment currently consists of a relatively uninterrupted section of roadway with limited formal crossing opportunities, despite regular pedestrian activity associated with the school. The installation of a pedestrian crossover at this location has been previously identified in the Transportation Master Plan and represents a targeted measure to address pedestrian safety. The proposed works would include a pedestrian crossover with associated signage, flashing beacons, and pavement markings.

Both projects are consistent with the intent of the RSIF program, which prioritizes infrastructure based safety improvements at former ASE locations. Council may choose to allocate funding entirely to the signalization project or divide the available funding between the intersection improvements and the Coldwater Public School pedestrian crossing. Staff note that Severn Shores Public School and Marchmont Public School was also considered; however, these locations have already been equipped with a some form of pedestrian crossover, including rapid flashing beacons and pavement markings at Severn Shores and a mid-block pedestrian signal set at Marchmont.

Financial Considerations

The Township previously received $242,136 through the RSIF Immediate Interim Funding allocation which is proposed to be applied to the Division Road West and Burnside Line project. An additional amount of up to $217,791 is available through the current application based intake. The application will require an estimate of project costs across eligible funding categories, including traffic calming and control measures, signage enhancements, and associated design and engineering activities. The estimated cost of the signalization project is approximately $950,000. The estimated cost of the pedestrian crossover project is approximately $90,000. These estimates include civil works, traffic control devices, electrical, signage, engineering services, and a modest contingency allowance for each. The first $459,927 of the signalization project will be funded from RSIF grant funds based on a successful grant application, $95,000 will be funded by the development charges reserve fund and the remaining $395,073 will be funded through the capital reserve which have estimated balances of negative $4.1 million and $10.8 million respectively.

Report Supported By

Strategic Plan:

- ☐ Economic Development
- ☐ Customer Service Focus
- ☐ High-speed Internet
- ☑ Infrastructure to Match Growth
- ☐ Does Not Impact Strategic Plan

☐ Council Directed/Requested

Relevant Background Report

None

Reviewed By

	Status:
Andrew Plunkett, Director of Finance/Treasurer	Approved - 09 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 09 Jun 2026

Staff Report

W26-017

Township of SEVERN

To: Mayor and Members of Council

From: Colt Newman, Manager of Capital Projects
Derek Burke, Director of Public Works

Date: 17 Jun 2026

Subject: Division Road at Burnside Line Signalization

Report Highlights

- Proposed mid-year budget amendment to include signalization of Division Road at Burnside Line in 2026
- Estimated project cost of $950,000

Recommendation

THAT Public Works Report No. W26-017, dated June 17, 2026, with respect to Division Road at Burnside Line Signalization be received;

AND THAT a mid-year budget addition of $950,000 be allocated for the signalization of Burnside Line at Division Road;

AND FURTHER THAT the project be funded through a combination of Road Safety Initiatives Fund (RSIF) funding and the Capital Reserve Fund.

Background

The Transportation Master Plan Update completed in late 2023 identified signalization of the Division Road and Burnside Line intersection as a proposed project to be implemented in the 1-5 year timeline. Budget for design of the improvements was included in the 2025 Capital Budget.

Analysis

Planmac was retained in 2025 by Request for Proposal process to complete the proposed signalization design. Detailed design is nearly complete, and the project could be completed within the 2026 construction season. The project includes left turning lanes along Burnside Line, tree removals for improved sightlines, and drainage improvements for the larger road platform. Coordination is ongoing with utilities including Hydro One for the preferred location of electrical servicing and traffic controller. Design of pole locations of the new traffic signals has been completed to avoid any relocation of Hydro One infrastructure.

Financial Considerations

The estimated cost for the signalization project is approximately $950,000 based on the nearly completed detailed design. The project was identified in the Development Charges Background Study

at $900,000, with $810,000 attributed to benefit to existing development and $90,000 attributed to growth, consisting of $76,500 residential and $13,500 non-residential. The Township has already received $242,136 through the Road Safety Initiatives Fund Immediate Interim Funding allocation, with an additional amount of up to $217,791 available through the current application based intake.

Should full RSIF funding be approved, up to approximately $459,927 could be applied to the project, with the remaining balance to be funded through Development Charges and the Capital Reserve Fund.

Report Supported By

Strategic Plan:

- ☐ Economic Development
- ☐ Customer Service Focus
- ☐ High-speed Internet
- ☑ Infrastructure to Match Growth
- ☐ Does Not Impact Strategic Plan

☐ Council Directed/Requested

Reviewed By

	Status:
Derek Burke, Director of Public Works	Approved - 09 Jun 2026
Andrew Plunkett, Director of Finance/Treasurer	Approved - 09 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 09 Jun 2026

Ministry of Municipal Affairs and Housing

Municipal Services Office - Central Region
Municipal and Housing Operations Division

777 Bay Street, 16th Floor
Toronto ON M7A 2J3
Tel.: 416 585-6226

Ministère des Affaires municipales et du Logement

Bureaux des services aux municipalités - région du Centre
Division des services aux municipalités et du logement

777, rue Bay, 16e étage
Toronto (Ontario) M7A 2J3
Tél.: 416 585-6226

Ontario

June 1, 2026 *Sent via email only*

Alison Gray
Office of the Clerk
Township of Severn
agray@severn.ca

Re: **Proposed Changes to County of Simcoe Planning Responsibilities**
Proposed Amendments to Ontario Regulations 525/97 and 699/98

Dear Alison Gray,

I am writing to share information about the Ministry of Municipal Affairs and Housing's proposed amendments to Ontario Regulations 525/97 and 699/98 under the *Planning Act* which are proposed to come into effect on November 2, 2026. The Ministry is currently seeking feedback on the proposed amendments which have been posted on the Regulatory Registry for a 30-day comment period, until July 1, 2026. Information about these proposals is available on the Ontario Regulatory Registry:

- Proposed Amendments to O. Reg. 525/97: https://www.regulatoryregistry.gov.on.ca/proposal/54235
- Proposed Amendments to O. Reg. 699/98: https://www.regulatoryregistry.gov.on.ca/proposal/54236

The proposed amendments to O. Reg. 525/97 would exempt the lower-tier municipalities of Bradford West Gwillimbury, Innisfil, and New Tecumseth, as well as Simcoe County, from the requirement to obtain the Minister's approval for certain official plan amendments adopted on or after November 2, 2026. The Minister's approval would continue to be required for new official plans, amendments adopted under s. 26 of the *Planning Act*, and certain amendments related to Protected Major Transit Station Area policies. The proposed regulatory changes are intended to further support the delegation of planning authorities within the County.

The amendments proposed to O. Reg. 699/98 would provide Simcoe County by-law making authority to exempt certain official plan amendments (OPAs) of the below-listed 13 lower-tier municipalities from the need for County approval effective November 2, 2026. The County would need to pass a by-law on a date or after November 2, 2026 for the by-law exemptions from the need for County approval to apply. These proposed amendments would provide more local autonomy for municipal planning decisions, reduce duplication of approval

processes, and support the phased removal of Simcoe County's planning responsibilities under in Bill 98, the *Building Homes and Improving Transportation Infrastructure Act, 2026*.

1. Township of Adjala-Tosorontio
2. Township of Clearview
3. Town of Collingwood
4. Township of Essa
5. Town of Midland
6. Township of Oro-Medonte
7. Town of Penetanguishene
8. Township of Ramara
9. Township of Severn
10. Township of Springwater
11. Township of Tay
12. Township of Tiny
13. Town of Wasaga Beach

The Minister would continue to retain authority under the *Planning Act* to intervene where necessary, in order to ensure official plan amendments accord with provincial policies and interests.

Comments can be sent through the Regulatory Registry postings or by email to Jacky Li, Senior Planner at Jacky.Li@ontario.ca.

Yours very truly,

Tanzeel Merchant,
Regional Director, Municipal Service Office - Central Region - Planning Branch
Tanzeel.Merchant@ontario.ca

cc: Tammy Chung, Manager, Municipal Service Office - Central Region - Planning Branch (Tammy.Chung@ontario.ca)

Ashley Varajão, Team Lead, Municipal Service Office - Central Region - Planning Branch (Ashley.Varajao@ontario.ca)

Ministry of Municipal Affairs and Housing

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

Ministère des Affaires municipales et du Logement

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

Ontario

234-2026-1746

June 1, 2026

On May 25, 2026, our government introduced the proposed *Protecting Ontario's Streets and Communities Act, 2026* (Bill 119). Through this legislation, we are proposing new tools to address zoning by-law contraventions which respond to recommendations and requests from municipal leaders. The proposed *Planning Act* changes, if passed, would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions which relate to land uses that are not permitted.

We are interested in receiving your comments on these proposed changes. Comments can be made through the Environmental Registry of Ontario Posting 026-0558 Proposed Planning Act Changes (Schedule 7 of Bill 119 - *Protecting Ontario's Streets and Communities Act, 2026*) from May 26, 2026, to June 25, 2026. The government invites you to review the Environmental Registry of Ontario and Regulatory Registry of Ontario links provided above and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder Relations, Caucus Affairs and Public Appointments, Tanner Zelenko at tanner.zelenko@ontario.ca.

I look forward to continued collaboration with you to address these and other important issues facing our communities.

Sincerely,

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

c. The Honourable Graydon Smith, Associate Minister of Municipal Affairs and Housing
Robert Dodd, Chief of Staff Minister's Office
Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing
Municipal Chief Administrative Officers

Administration Office 1024 Hurlwood Lane, Severn
Mailing address PO Box 159, Orillia, Ontario L3V 6J3
Email info@severn.ca
Phone 705-325-2315

Notice of Complete Application and Public Meeting Concerning a Zoning By-law Amendment

TAKE NOTICE THAT the Township of Severn deemed the following application Complete under Section 34 and 36 of the *Planning Act*, R.S.O. 1990, c.P. 13 on the 25th day of May 2026.

TAKE NOTICE THAT the Township of Severn will be holding a hybrid Public Meeting on **June 17th, 2026**, during the Council meeting scheduled to begin at **9:00 a.m.** in the Council Chambers at the Township's Administration Office (1024 Hurlwood Lane) to consider the following Zoning By-law Amendment application under Section 34 of the *Planning Act*, R.S.O. 1990.

Application Details	
Agent:	MORGAN Planning & Development c/o David Scarsellone
Owner(s):	Kristy and Shane Spencer
Township Zoning File No.:	Z-26-08
Concurrent Applications:	B-10-25
Roll No.:	435101000917901
Legal Description:	Part Lot 10, Concession 15, Part of Orillia Island, Parts 7 & 8 on 51R-25053
Municipal Address:	3152 Muskoka Street, Washago

How to Participate

ANY PERSON may participate in the Public Meeting and/or make written or verbal representation regarding this matter. Please note that all comments will form part of the public record. Members of the public can participate in the meeting as follows:

Participation options	Description/details
1. In-person	The meeting will be held at the Township's Administration Office in Council Chambers (1024 Hurlwood Lane) and is open to the public.
2. Submit written comments	Comments can be submitted to planning@severn.ca or sent by mail (P.O. Box 159, Orillia, L3V 6J3).
3. Active remote attendance	Registration is required for active verbal participation. Email planning@severn.ca or call 705-325-2315 x246.
4. Online viewing only	Watch the live stream at severn.ca/portal or on our YouTube (@severnontario) channel.

Purpose and Effect

The Purpose and Effect of the proposed Zoning By-law Amendment, as requested by the applicant, is to alter Township Zoning By-law 2010-65, as amended, to rezone the provisionally approved severed and retained lands of Consent application B-10-25 from the Rural (RU) zone to:

- a site-specific Residential One Exception ## (R1-##) with the following special provision:
  - To notwithstand Section 3.34.2 a) allowing a zero (0) metre setback to the proposed Environmental Protection (EP) zone as the area to be zoned EP includes the required buffer as recommended by an Environmental Impact Study (EIS) and accepted through peer review; and,
- the Environmental Protection (EP) zone to recognize the identified wetland and establish appropriate buffers as recommended by an EIS and accepted through peer review.

Additional Information

Additional information relating to the proposed Zoning By-law Amendment application is available for public inspection between 8:30 a.m. and 4:30 p.m., Monday through Friday, at the Township's Administration Office (1024 Hurlwood Lane, Severn). Appointments are recommended for viewing the materials.

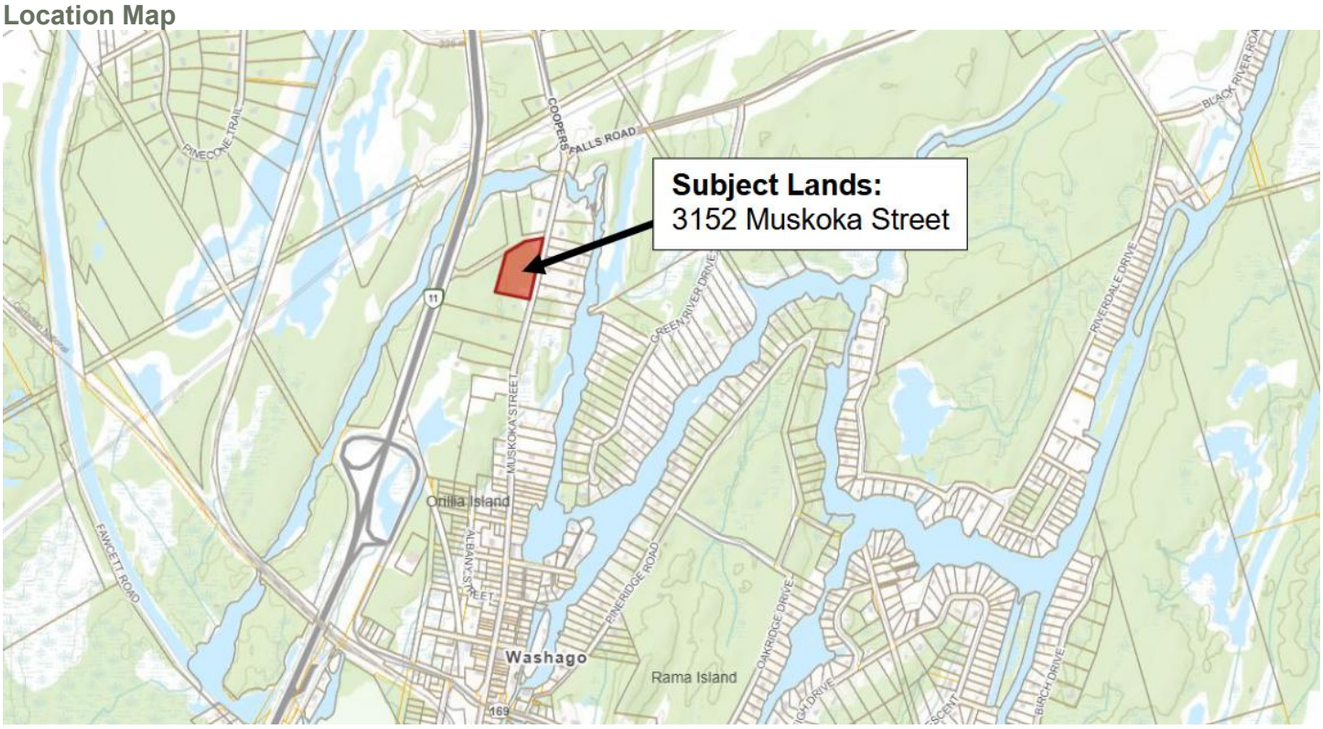
Notification of the Decision

If you wish to be notified of the decision of the Township of Severn on the proposed zoning by-law amendment, you must make a written request to planning@severn.ca or to the mailing address at the top of this Notice.

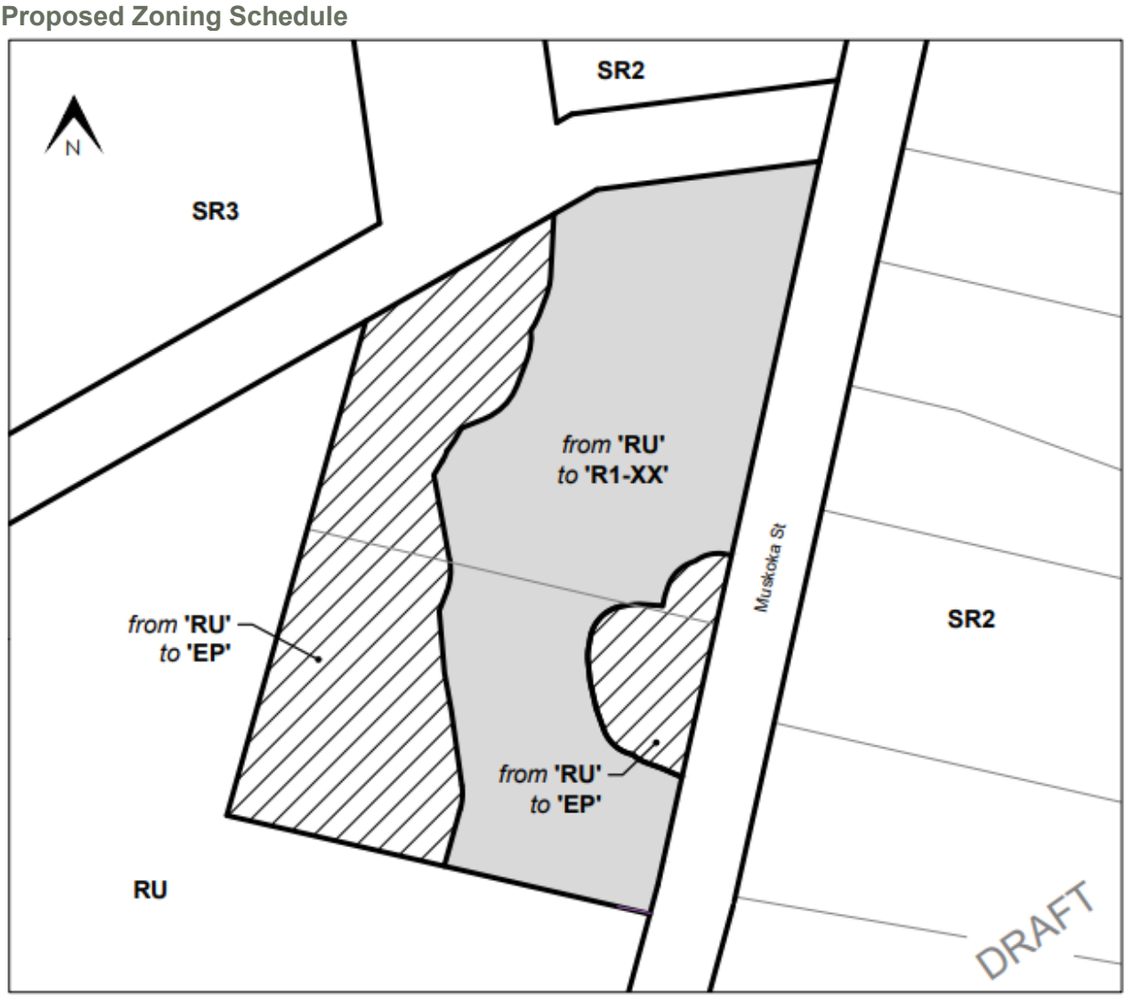
Township Contact

For more information about this matter, including information about appeal rights, contact planning@severn.ca or 705-325-2315 x246.

Location Map



Proposed Zoning Schedule

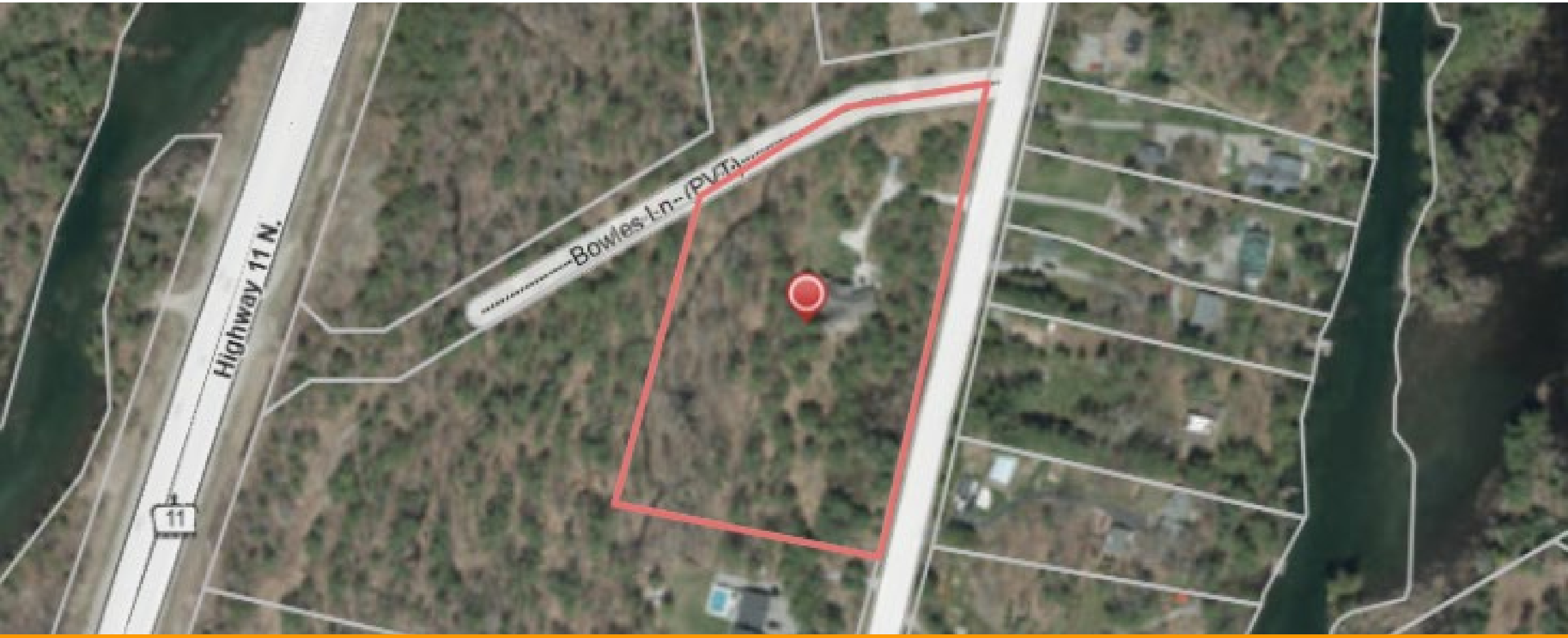


Appeal Rights

If a person or public body would otherwise have an ability to appeal the decision of the Township of Severn to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Severn before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Severn before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Dated at the Township of Severn this **28th** day of **May 2026**.



3152 Muskoka Street, Township of Severn

Zoning By-law Amendment Application
File No.: Z-26-08

MORGAN Planning & Development Inc.

Location

- Subject property is municipally known as 3152 Muskoka Street, located in the Township of Severn.
- **North:** Low density residential development (single detached), and vacant forested lands.
- **East:** Low density shoreline residential development (single detached).
- **South:** Low density residential development (single detached)
- **West:** Forested lands, followed by the Highway 11 N/S Right-of-way.

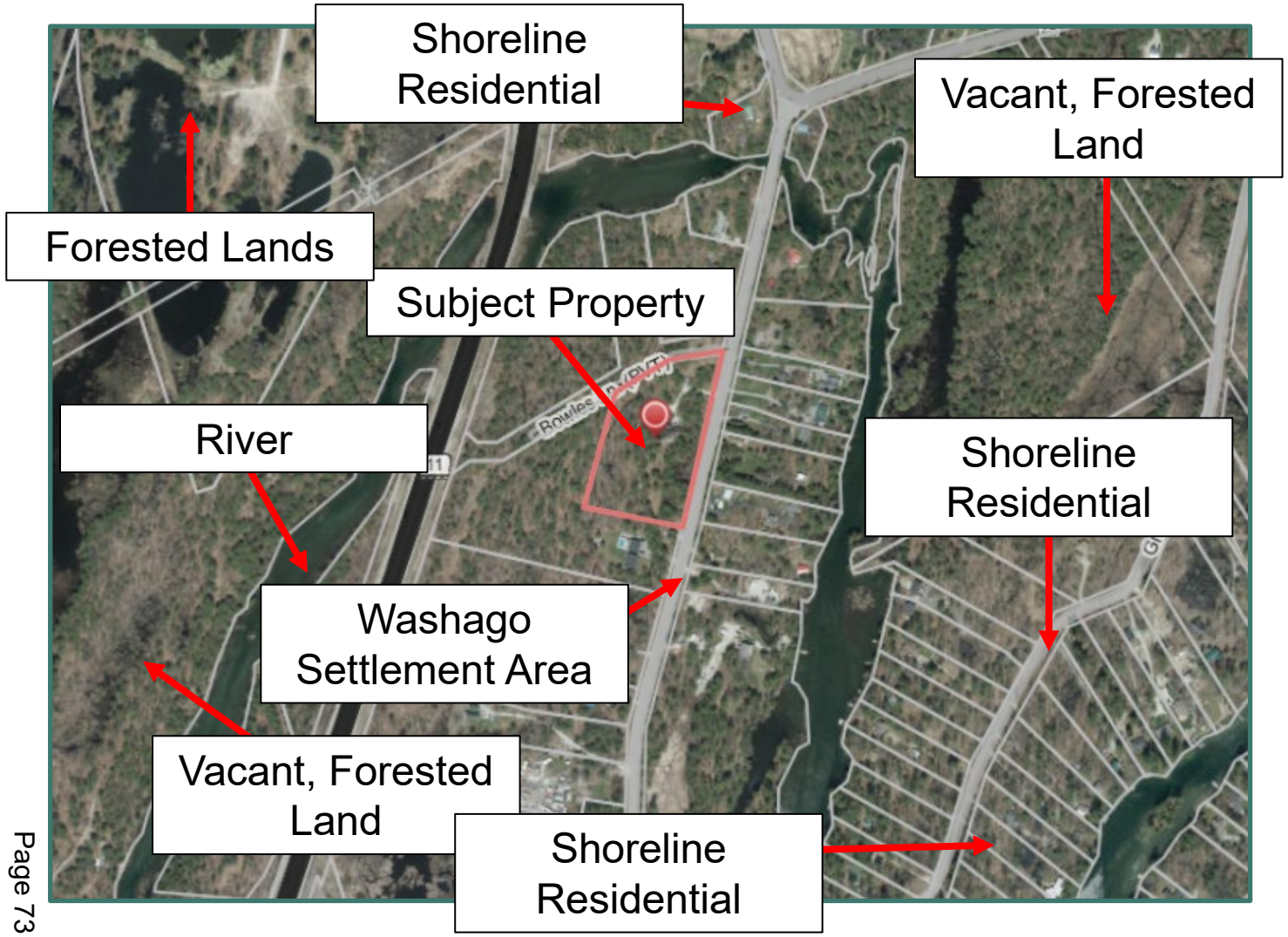
Aerial Image of Subject Lands with Zoomed In Image of Developed Portion

MORGAN Planning & Development Inc.

Description of Subject Property

- Located in the Township of Severn's Washago Settlement Area.
- Subject property has a total area of approximately 1.8 hectares (4.5 acres), with 192 metres of frontage along Muskoka Street.
- Subject property is heavily covered by mature vegetation. A watercourse and wetland line the rear edge of the subject property.
- Subject property is not municipally serviced, despite being in a defined Settlement Area, and is serviced with a private well and septic system.
- Consent Application B-10-25 was conditionally approved to sever one (1) new lot from the South of the property (to be discussed)
- Existing land uses include:
  - A single detached dwelling, currently occupied by the property owner
  - Associated accessory structures

Adjacent Uses



Proposed Severed Lands – Potential Dwelling Location

Proposed Severed Lands – Potential Driveway Entrance Location

Site Visit – Site Photography

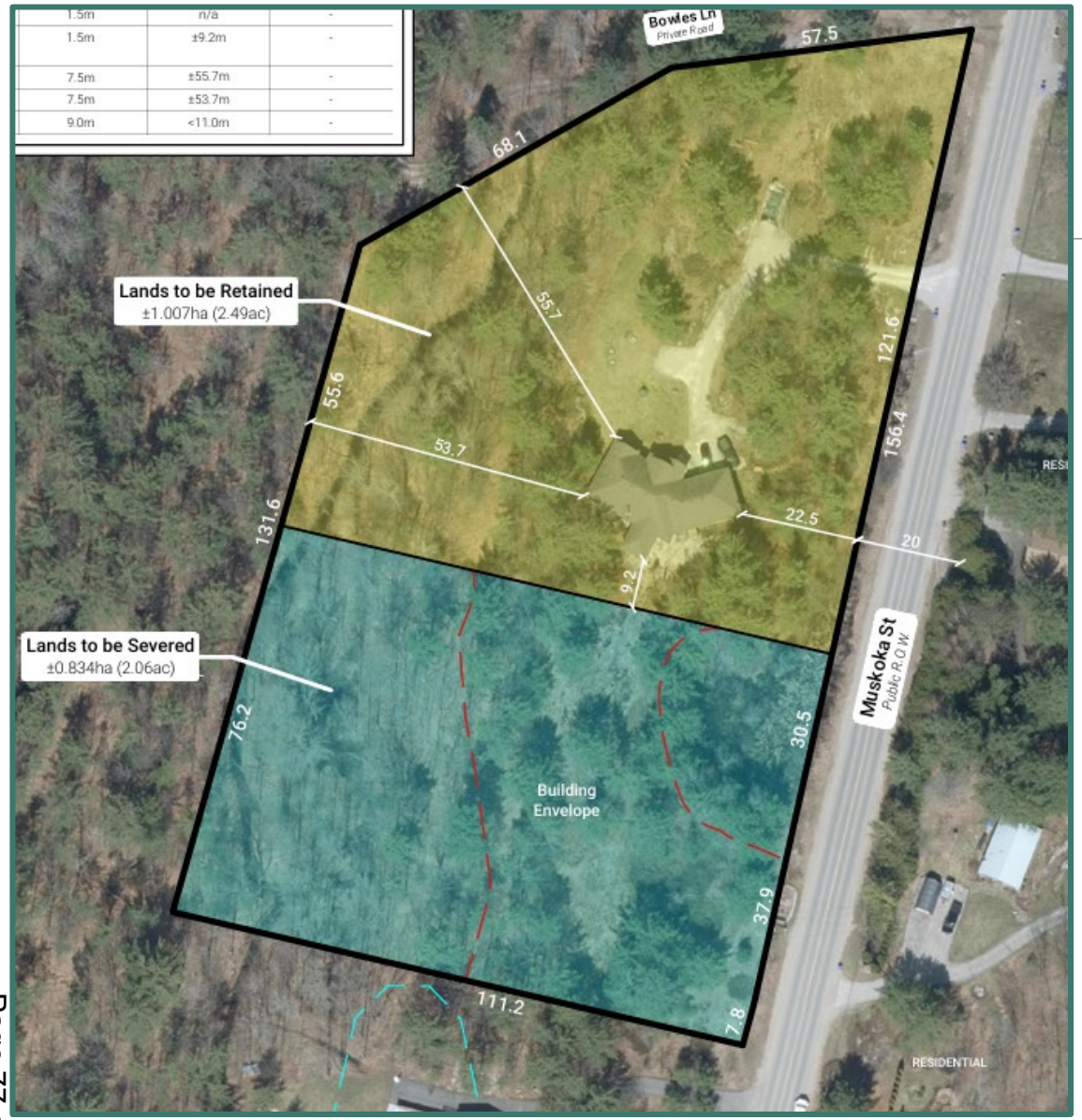
Existing Welcome to Washago Sign (Adjacent to front of severed lands)

Existing Wetland Watercourse Along Northeastern Edge of Property

Site Visit – Site Photography Continued

History of Approvals

- Consent Application B-10-25 was approved subject to several conditions.
- Condition #5 to the approval of Consent B-10-25 states - *The applicant shall apply for and obtain a Zoning By-law Amendment to rezone the severed and retained lands to an appropriate zone and establish protections for the wetland and its buffer.*
- Consent Application B-10-25 proposed to create one (1) new vacant lot from the South of the property for future development.
  - No immediate plans to develop the severed parcel. Will eventually be developed with a single detached dwelling
- A developable parcel was identified on the severed lot based on present natural heritage features, which was confirmed to provide adequate space for a dwelling and septic bed.



1.5m	n/a	-
1.5m	±9.2m	-
7.5m	±55.7m	-
7.5m	±53.7m	-
9.0m	<11.0m	-

Zone Matrix ZBL 2010-65	REQUIRED		PROPOSED	
	Rural (RU) Zone	Residential One (R1) Zone	Retained Lot	Severed Lot
Lot Area (min)	10ha	0.40ha	±1.007ha	±0.834ha
Lot Frontage (min)	60.0m	60.0m	±116.0m	±76.2m
Lot Coverage (max)	10%	20%	±3.6%	-
Front Yard (min)	15.0m	7.5m	±22.5m	-
Interior Side Yard (min)	15.0m	1.5m	n/a	-
Interior Side Yard for Dwellings (min)	6.0m	1.5m	±9.2m	-
Exterior Side Yard (min)	15.0m	7.5m	±55.7m	-
Rear Yard (min)	15.0m	7.5m	±53.7m	-
Building Height (max)	11.0m	9.0m	<11.0m	-

LEGEND

Subject Lands
Lot Area: ±1.841ha (4.55ac)
Lot Frontage: ±192.2m

Lands to be Retained
Lot Area: ±1.007ha (2.49ac)
Lot Frontage: ±116.0m

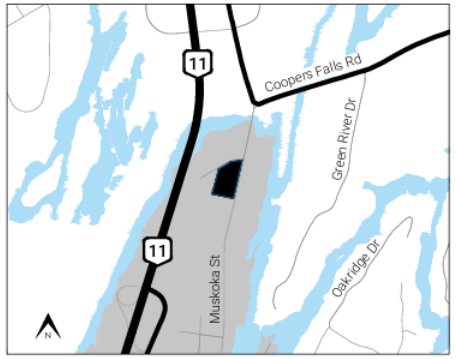
Lands to be Severed
Lot Area: ±0.834ha (2.06ac)
Lot Frontage: ±76.2m
Developable Area: ±0.348ha (0.86ac)

Unevaluated Wetlands

Building Envelope

SEVERANCE SKETCH

3152 MUSKOKA STREET
Washago, Orillia Island
Township of Severn, County of Simcoe



B-10-25: Conditionally Approved Consent Sketch and Zoning Compliance Matrix

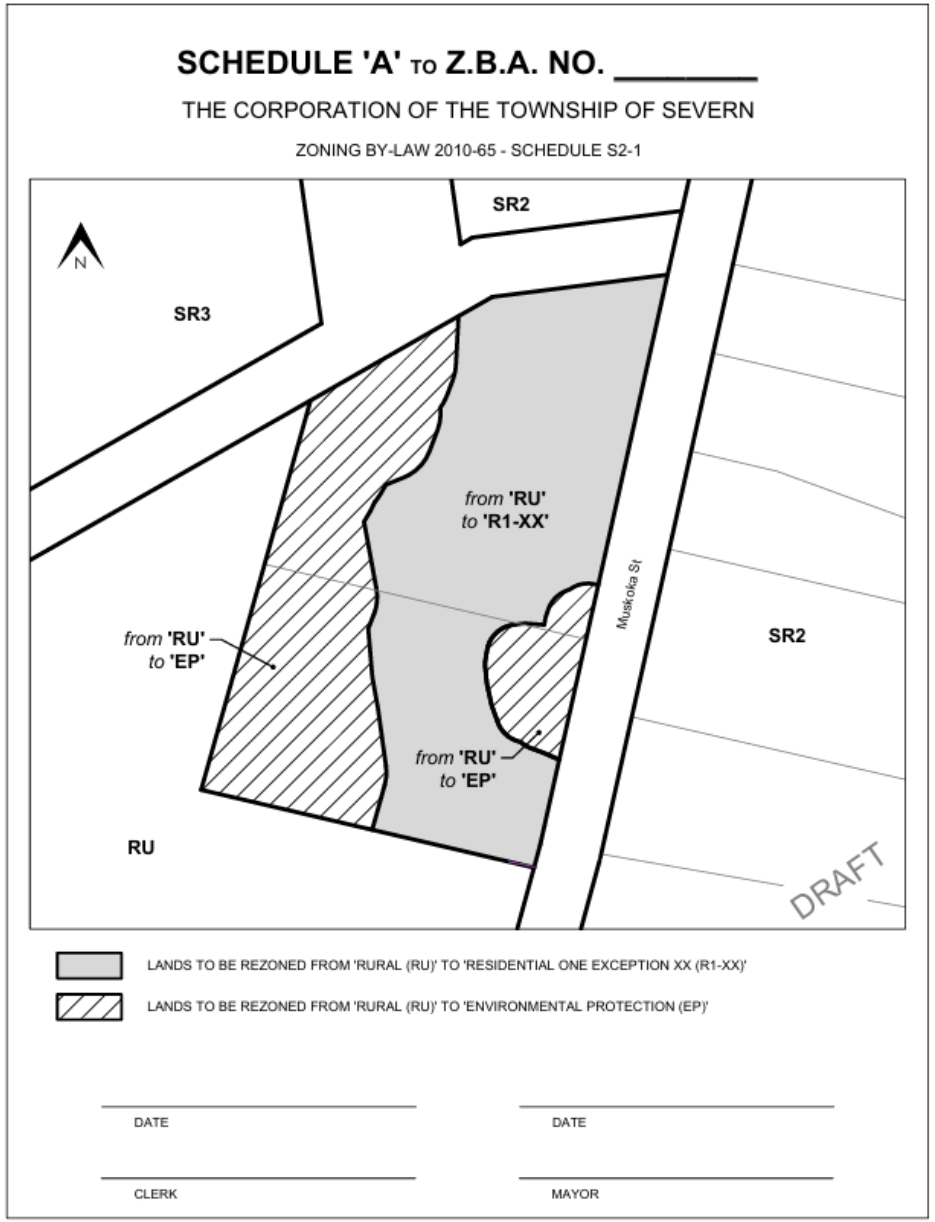
MORGAN PLANNING & DEVELOPMENT INC.

Overview of Zoning By-law Amendment Application

- As previously mentioned, Consent B-10-25 was conditionally approved, subject to the applicant rezoning the severed and retained lots to address the resultant lot areas and to further protect the present natural heritage features.
- Zoning By-law Amendment seeks to rezone the subject lands from the '***Rural (RU***)' zone to the '***Residential One – Special Exception (R1-XX)'*** Zone and the '***Environmental Protection (EP)'*** Zone.
- The R1-XX Zone will identify a minimum lot area which will address deficiencies created by Consent B-10-25.
  - Residential Zone would be more appropriate to reflect the resultant lot sizes, location in a Settlement Area, and proposed uses on the properties
- Rezoning the present natural heritage features (and associated development buffers) to EP further ensures that they will remain protected throughout the development process.

Zoning By-law Amendment Provisions

- The Purpose and Effect of the proposed Zoning By-law Amendment requested by the applicant, is to amend Zoning By-law 2010-65 to rezone the provisionally approved severed and retained parcels (Consent B-10-25) from the Rural (RU) Zone to:
  - A ***site-specific Residential One Exception ## (R1-##)*** with the following special provision:
    - To notwithstand Section 3.34.2 a) allowing a zero (0) metre setback to the proposed Environmental Protection (EP) zone as the area to be zoned EP includes the required buffer as recommended by an Environmental Impact Study (EIS) and accepted through peer review; and,
  - the ***Environmental Protection (EP)*** zone to recognize the identified wetland and establish appropriate buffers as recommended by an EIS and accepted through peer review.

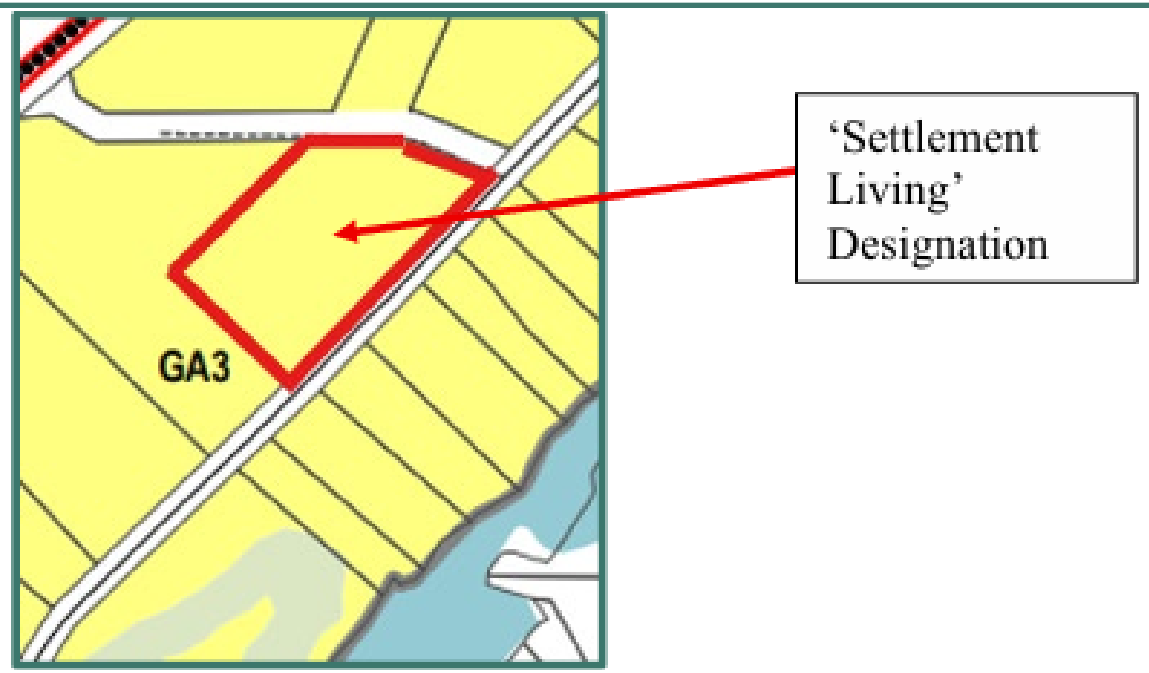


Zoning By-law Amendment Schedule

Supporting Studies

- The **Scoped Environmental Impact Study (SEIS),** prepared by Roots Environmental, evaluates the potential environmental impacts of the proposed consent and provides recommendations to protect the property's natural heritage features. The study concluded that there are no concerns regarding the proposed lot or the location of future development, subject to all recommendation measures being implemented.
  - SEIS recommended a minimum setback of 15 metres from the wetland feature lining the rear of the property. Setback buffers have outlined a defined developable envelope on the severed parcel.
- The **Servicing Opinion Letter**, prepared by DTS & Associates confirmed that a Class 4 or tertiary septic system can be installed, which would provide adequate capacity for a 4-bedroom dwelling

Township of Severn Official Plan: Designated '**Settlement Living**' within the '*Growth Area 3 Overlay*'



Township of Severn Zoning By-law: Zoned '**Rural (RU)**'

Planning Analysis

Planning Justification Report submitted with application addressing:

- The Planning Act R.S.O. 1990, c. P.13
- Provincial Planning Statement (2024);
- County of Simcoe Official Plan (2023);
- Township of Severn Official Plan (2024); and,
- Township of Severn Zoning By-law (2010-65)

Concluding Remarks

- The proposed ZBA seeks to rezone the Conditionally Approved severed and retained parcels (Consent B-10-25) known as 3152 Muskoka Street from Rural (RU) to ***Residential One Exception XX (R1-XX)*** & ***Environmental Protection (EP)***
- The ZBA will address deficiencies in lot area, protect the present natural heritage features through restrictive zoning and provide the applicant with a defined developable parcel on the severed and retained lots.
- Severed and retained parcels are consistent in size, frontage, and orientation with surrounding lots in the Washago Settlement Area, ensuring compatibility with adjacent land uses and the established lot fabric.
- A Scoped Environmental Impact Study (EIS) and Servicing Opinion Letter have been submitted in support of the application.
- The application represents sound and responsible land-use planning, providing appropriate housing opportunities within a Settlement Area while safeguarding natural features, and the character of the area.
- The proposal complies with applicable planning policies at the provincial, county, and Township levels, including the Provincial Policy Statement (2024), Township Official Plan, Zoning By-law, and County of Simcoe Official Plan.

MORGAN PLANNING & DEVELOPMENT INC.

Staff Report

P26-035

To: Mayor and Members of Council

From: Brad Oster, Planner
Katie Mandeville, Senior Planner

Date: 17 Jun 2026

Subject: Zoning By-law Amendment Application Z-26-08 (Spencer)
3152 Muskoka Street, Washago

Report Highlights

- The subject lands are designated Settlement Living in the Township's Official Plan and are currently zoned Rural (RU) in the Township's Zoning By-law 2010-65, as amended.
- Provisional approval was granted for Consent application B-10-25 by the Committee of Adjustment for the creation of one (1) new residential lot from the subject lands, subject to the lands being rezoned to an appropriate zone.
- The Zoning By-law Amendment seeks to rezone the lands to a site-specific Residential One Exception (R1-##) Zone with portions of Environmental Protection (EP) to protect wetland features on-site.
- A Public Meeting has been scheduled to receive comments from members of the Public, agencies, internal Departments, and Council.

Recommendation

THAT Planning Report No. P26-035, dated June 17, 2026, with respect to Zoning By-law Amendment Application, File No. Z-26-08, for the subject lands located at 3152 Muskoka Street, be received as information;

AND FURTHER THAT comments received at the Public Meeting be considered as part of any recommendation report for a future Council meeting.

Background

Planning Data:

County Official Plan	Settlements	
Township Official Plan	Land Use Designation	Settlement Living
	Natural Heritage Features	None
	Road Classification	Arterial Road with Proposed

		Paved Shoulder
	Overlay Designations	None
	Source Water Protection	Highly Vulnerable Aquifers
Current Zoning	Rural (RU)	
Proposed Zoning	Residential One Exception (R1-##) and Environmental Protection (EP)	
Legal Description	Part Orillia Island North, being Parts 7 and 8 on 51R-25053	
Municipal Address	3152 Muskoka Street, Washago	

The subject lands are located on the west side of Muskoka Street and immediately south of Bowles Lane, as evident in **Attachment 1**. The lands have an area of approximately 1.82 hectares (4.5 acres) and have a frontage of approximately 200.0 metres (656.2 feet) on Muskoka Street. Based on the 2025 aerial imagery (**Attachment 2**) and confirmed by staff's site visit, the lands are currently developed with a single-detached dwelling, and associated accessory buildings. The surrounding land uses are noted in **Attachment 2** for context and primarily include residential lands.

The applicant has requested the Zoning By-law Amendment to fulfill a condition of provisionally approved Consent Application B-10-25 which seeks to sever a vacant portion of the lands with an approximate frontage of 76.2 metres (250.0 feet) and an approximate area of 0.83 hectares (2.1 acres). The Committee of Adjustment imposed the following condition:

> *The applicant shall apply for and obtain a Zoning By-law Amendment to rezone the severed and retained lands to an appropriate zone and establish protections for the wetland and its buffer.*

The purpose and effect of the proposed Zoning By-law amendment, as requested by the applicant, is to rezone the lands from the Rural (RU) Zone to:

- a site-specific Residential One Exception (R1-##) Zone with the following special provision:
  - to notwithstand Section 3.34.2 a) allowing a zero (0) metre setback to the proposed Environmental Protection (EP) zone as the area to be zoned EP includes the required buffer as recommended by an Environmental Impact Study (EIS) and accepted through peer review; and,
- the Environmental Protection (EP) zone to recognize the identified wetland and establish appropriate buffers as recommended by an EIS and accepted through peer review.

The Zoning By-law Amendment application was submitted on May 12, 2026, and was deemed complete on May 25, 2026. The following plans and technical studies were prepared and submitted as part of the complete application and are available for Public Inspection at the Administration Office; an appointment arranged through Customer Care is recommended to view the following:

- Consent Sketch (**Attachment 3**)
- Planning Justification Report
- Scoped Environmental Impact Study (peer reviewed and accepted through Consent application process)

- Septic Letter
- Draft Zoning By-law Amendment Schedule

A draft Zoning By-law Amendment has been included as **Attachment 4**.

Analysis

A Public Meeting has been scheduled to receive comments from members of the Public, agencies, internal Departments, and Council. Following the Public Meeting, the information obtained, including questions and comments submitted will assist the Township to determine next steps. The Township is the approval authority for the proposed Zoning By-law Amendment, for which Council may recommend the By-law to be considered at a future meeting or ask for additional information prior to Council's consideration.

A future recommendation report will be brought forward to Council to summarize any comments received and outline how they have or have not been addressed. Through such report staff will evaluate the application for compliance with all applicable Provincial, County and Township planning policies and documents.

Initial Comments from Departments or Agencies:

Clerks' Office	No comments or objections received.
Public Works	No comments or objections received.
Fire and Emergency Services	No comments or objections received.
Building Division	No comments or objections received.
Planning Division	The lands proposed to be zoned Environmental Protection (EP) include the required buffer as accepted through peer review. Per the Committee of Adjustment's decision, development of the lands would require a Site Plan Control Agreement to ensure that the wetland is further protected (e.g. demarcation fencing to ensure no encroachment of site alteration or development).

Financial Considerations

There is no financial impact with respect to this application as all associated costs with the applications and review of the studies are the applicant's responsibility. Costs may be incurred should an Ontario Land Tribunal (OLT) appeal be received.

Should the Zoning By-law Amendment application be approved (at a future Council meeting) the developer would be required to pay all fees and charges applicable. The fees would include any applicable Development Charges and associated Building Permit fees.

Report Supported By

Strategic Plan:

- ☐ Economic Development
- ☐ Customer Service Focus
- ☐ High-speed Internet
- ☐ Infrastructure to Match Growth
- ☑ Does Not Impact Strategic Plan

☐ Council Directed/Requested

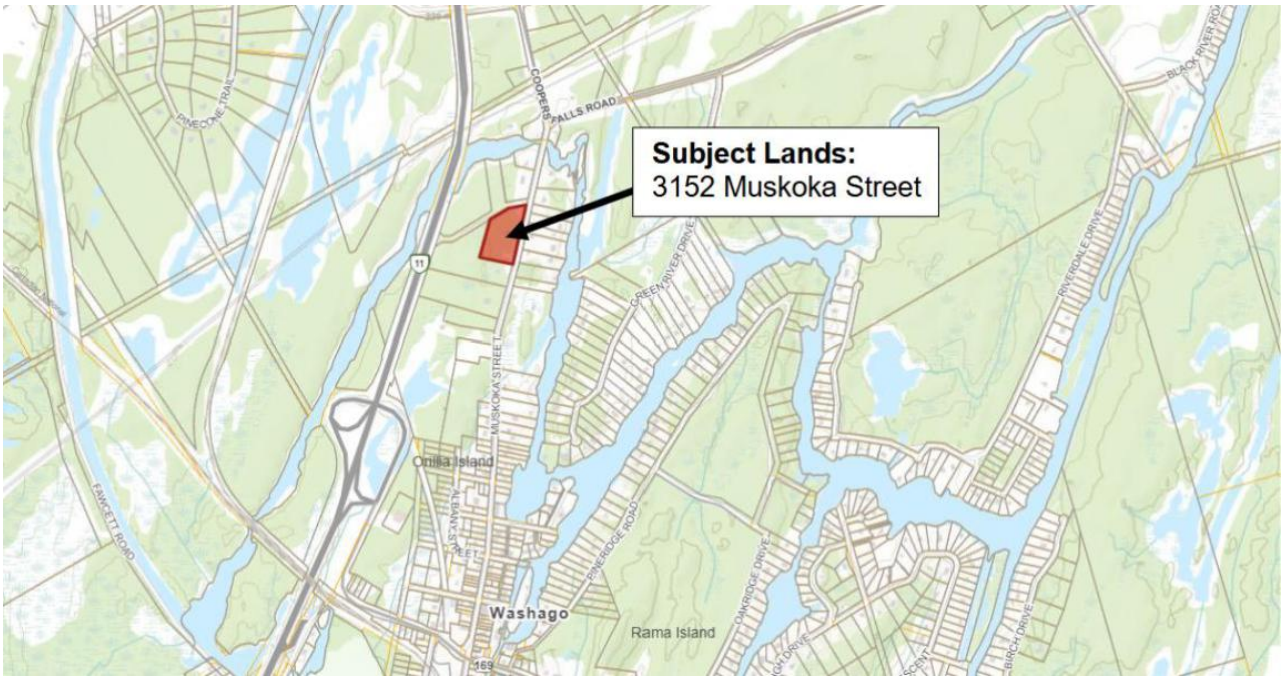
Attachments

P26-035 Attachment 1 - Location Map
P26-035 Attachment 2 - Aerial Imagery
P26-035 Attachment 3 - Consent Sketch
P26-035 Attachment 4 - DRAFT Zoning By-law Amendment

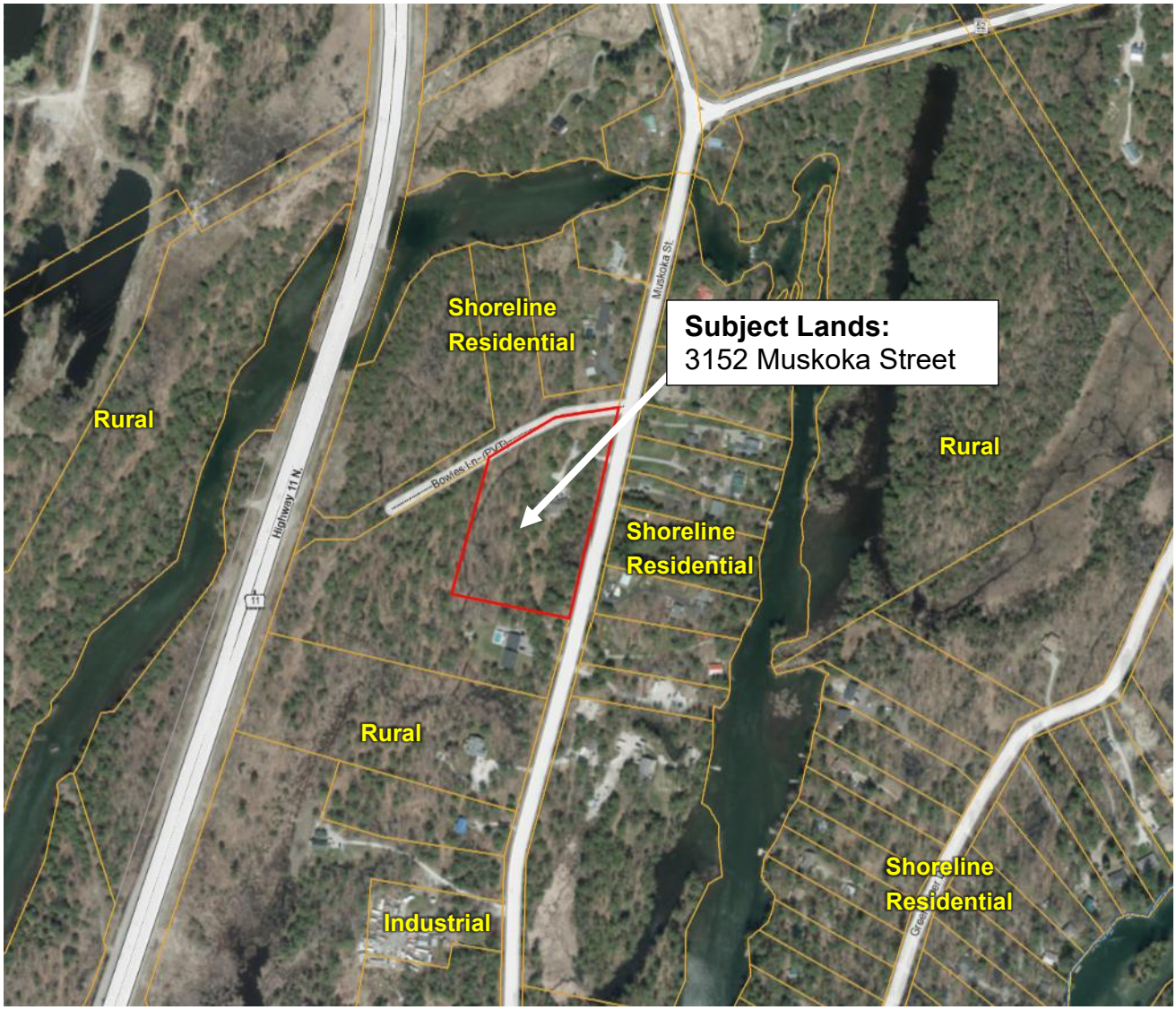
Reviewed By

	Status:
Andrea Woodrow, Director of Planning & Development	Approved - 04 Jun 2026
Andrew Plunkett, Director of Finance/Treasurer	Approved - 09 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 04 Jun 2026

Attachment 1 – Location Map

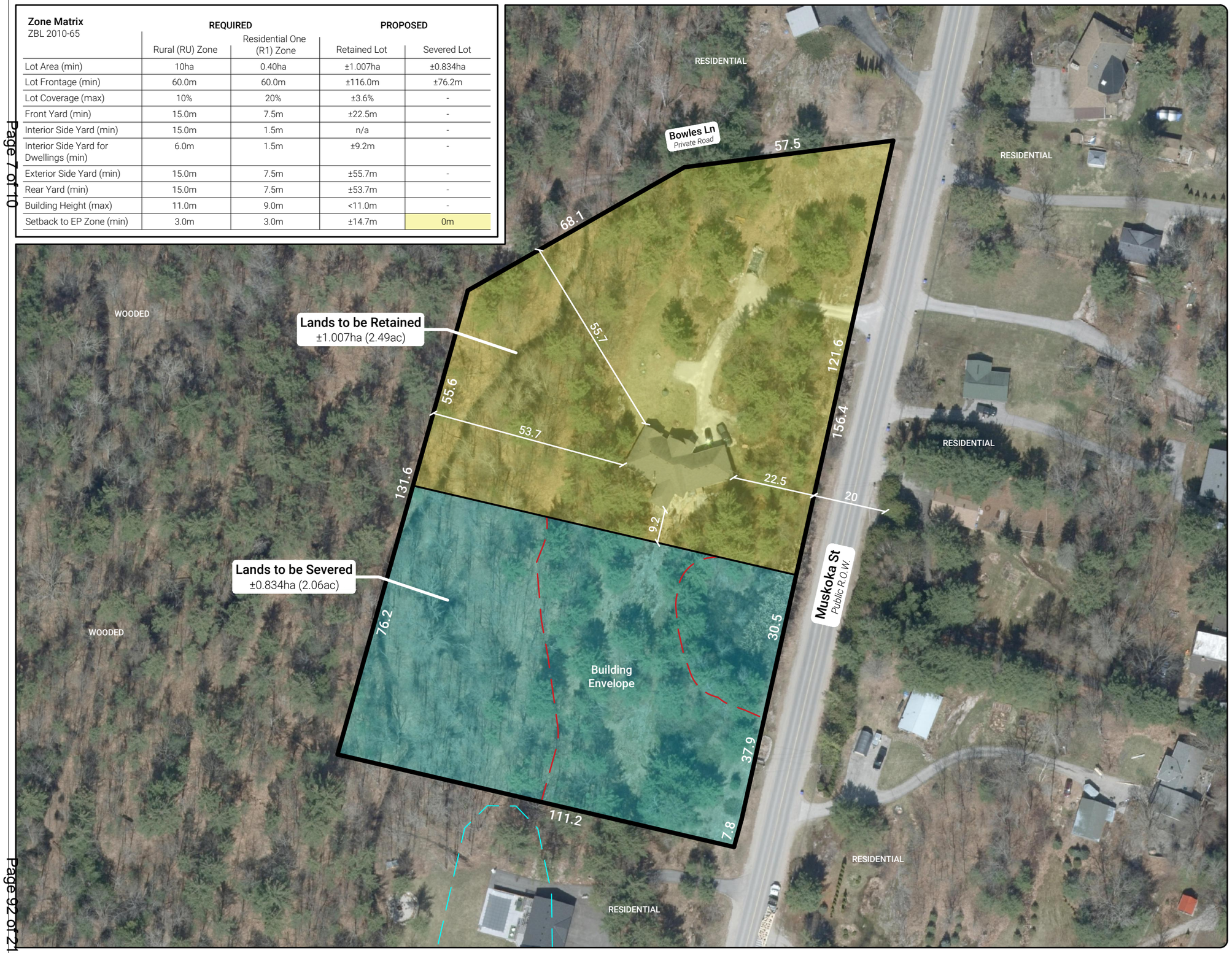


Attachment 2 – Aerial Imagery



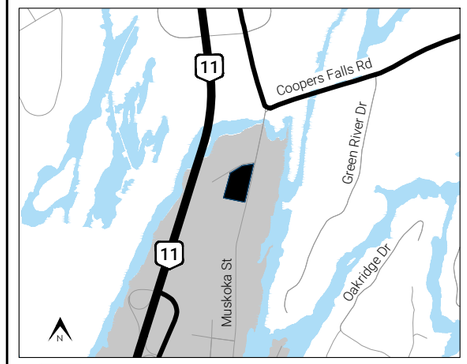
Zone Matrix
ZBL 2010-65

	REQUIRED		PROPOSED	
	Rural (RU) Zone	Residential One (R1) Zone	Retained Lot	Severed Lot
Lot Area (min)	10ha	0.40ha	±1.007ha	±0.834ha
Lot Frontage (min)	60.0m	60.0m	±116.0m	±76.2m
Lot Coverage (max)	10%	20%	±3.6%	-
Front Yard (min)	15.0m	7.5m	±22.5m	-
Interior Side Yard (min)	15.0m	1.5m	n/a	-
Interior Side Yard for Dwellings (min)	6.0m	1.5m	±9.2m	-
Exterior Side Yard (min)	15.0m	7.5m	±55.7m	-
Rear Yard (min)	15.0m	7.5m	±53.7m	-
Building Height (max)	11.0m	9.0m	<11.0m	-
Setback to EP Zone (min)	3.0m	3.0m	±14.7m	0m



SEVERANCE SKETCH

3152 MUSKOKA STREET
Washago, Orillia Island
Township of Severn, County of Simcoe



LEGEND

Subject Lands
Lot Area: ±1.841ha (4.55ac)
Lot Frontage: ±192.2m

Lands to be Retained
Lot Area: ±1.007ha (2.49ac)
Lot Frontage: ±116.0m

Lands to be Severed
Lot Area: ±0.834ha (2.06ac)
Lot Frontage: ±76.2m
Developable Area: ±0.364ha (0.90ac)

Unevaluated Wetlands

Building Envelope

0 10 20 30 40m
Scale: 1 : 1,000

N

Note: This drawing is for discussion purposes only.

Source: Survey, McNeice Harvey D'Amico Surveyors Ltd, October 19, 1994. County of Simcoe interactive map.

Drawn By: A.M. | Date: May 20, 2026 | File No: 1533

MORGAN
PLANNING & DEVELOPMENT
Phone: (705) 327-1873 Website: morganplanning.ca
101-21 Matchedash Street South, Orillia, ON, L3V 4W4

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-XX

BEING A ZONING BY-LAW TO REZONE THE LANDS DESCRIBED AS PART ORILLIA ISLAND NORTH, BEING PARTS 7 AND 8 ON 51R-25053, IN THE FORMER TOWNSHIP OF NORTH ORILLIA, NOW IN THE TOWNSHIP OF SEVERN (3152 MUSKOKA STREET)

WHEREAS the matters hereinafter set out conforms with the Official Plan in effect for the Township of Severn;

AND WHEREAS the Council of the Corporation of the Township of Severn deems it advisable to rezone the lands described as Part Orillia Island North, being Parts 7 and 8 on 51R-25053, in the former Township of North Orillia, now in the Township of Severn, municipally known as 3152 Muskoka Street;

AND WHEREAS the Council of the Corporation of the Township of Severn has determined that no further notice is required in accordance with Section 34 (17) of the *Planning Act*;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. THAT the Schedules of Zoning By-law No. 2010-65, as otherwise amended, are hereby further amended by rezoning the lands described as Part Orillia Island North, being Parts 7 and 8 on 51R-25053, in the former Township of North Orillia, now in the Township of Severn, municipally known as 3152 Muskoka Steet, from the Rural (RU) Zone to the site-specific Residential One Exception ## (R1-##) Zone and Environmental Protection (EP) Zone, in accordance with Schedule "A" attached hereto and forming part of this By-law.

2. THAT Section 6.5.1 entitled "Exceptions to Residential One (R1) Zone" of Zoning By-law No. 2010-65, as otherwise amended, is hereby further amended by adding the following exception Zone to the end thereof:

Exception	By-law	Location	Special Provisions
R1-##	2026-xx	Part Orillia Island North, being Parts 7 and 8 on 51R-25053 3152 Muskoka Street	• Notwithstanding Section 3.34.2 a), a 0.0 metre setback to the Environmental Protection (EP) Zone on the subject lands is permitted.

All other provisions of the Residential One (R1) Zone shall apply and be complied with.

3. THAT Zoning By-law No. 2010-65, as otherwise amended, is hereby amended to give effect to the foregoing, but Zoning By-law No. 2010-65, as otherwise amended, shall in all other respects remain in full force and effect save as same may be otherwise amended or herein dealt with.

4. THAT subject to the provisions of the *Planning Act*, R.S.O. 1990, as amended, this By-law shall come into force on the date it is passed by the Council of the Corporation of the Township of Severn.

Passed this ## day of ##, 20##.

CORPORATION OF THE TOWNSHIP OF SEVERN

_____

MAYOR

_____
CLERK

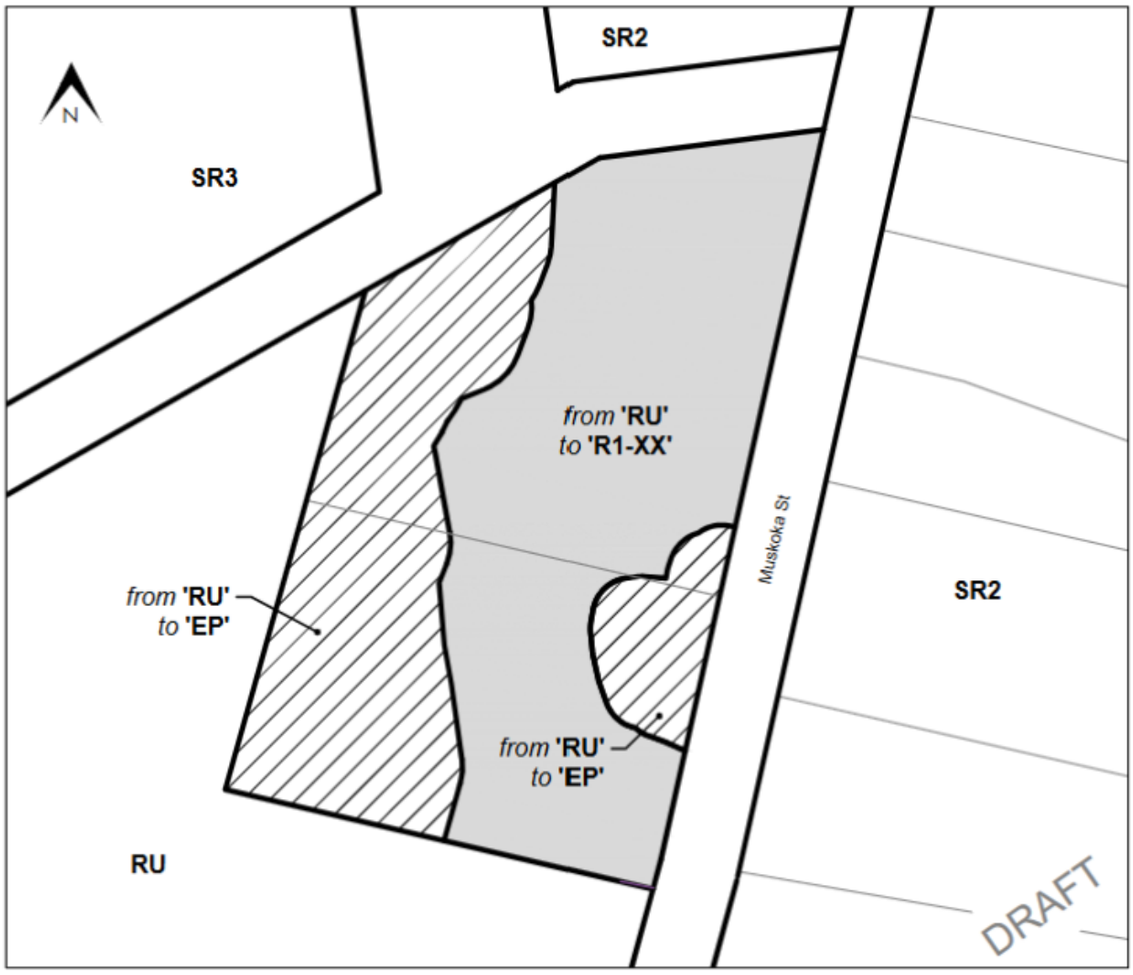
Written approval of this by-law was given by Mayoral Decision MD-20##- dated ## ##, 20##

SCHEDULE A - BY-LAW NO. 2026-XX

Part Orillia Island North, being Parts 7 and 8 on 51R-25053

Township of Severn
County of Simcoe

3152 Muskoka Street



LANDS TO BE REZONED FROM 'RURAL (RU)' TO 'RESIDENTIAL ONE EXCEPTION XX (R1-XX)'

LANDS TO BE REZONED FROM 'RURAL (RU)' TO 'ENVIRONMENTAL PROTECTION (EP)'

CORPORATION OF THE TOWNSHIP OF SEVERN

_____

MAYOR

_____

CLERK

Township of SEVERN

Administration Office 1024 Hurlwood Lane, Severn
Mailing address PO Box 159, Orillia, Ontario L3V 6J3
Email **info@severn.ca**
Phone 705-325-2315

Notice of Non-Statutory Public Information Meeting Concerning an Official Plan and Zoning By-law Amendment

TAKE NOTICE THAT the Township of Severn deemed the following applications Complete under Sections 22 (6.1) and 34 (10.4) of the *Planning Act*, R.S.O. 1990, c.P. 13 on the 15th day of December, 2025 for which Notice was previously provided.

TAKE NOTICE THAT the Township of Severn will be holding a hybrid Non-Statutory Public Information Meeting on **June 17th, 2026**, during the Planning and Development Committee meeting scheduled to begin at **9:00 a.m.** in the Council Chambers at the Township's Administration Office (**1024 Hurlwood Lane**) to consider the following Official Plan and Zoning By-law Amendment applications under Sections 22 and 34 of the Planning Act, R.S.O. 1990.

Application Details	
Agent:	Melanie Horton (Esher Planning Inc.)
Owner(s):	Severn Aggregates Limited/1662947 Ontario Incorporated
Township File No(s).:	OPA 25-01 and Z-25-07
Concurrent Applications:	N/A
Roll No.:	435101000822400
Legal Description:	West half of Lots 12, 13, and 14, Concession 11, geographic Township of North Orillia, now in the Township of Severn
Municipal Address:	2651 Nichols Line

The Proposal

These amendments are requested to permit for the establishment of a mineral aggregate operation (Cumberland Quarry), with extraction proposed above and below the water table. The total area to be licensed is approximately 138 hectares (341 acres), with approximately 118.5 hectares (292.8 acres) intended to be sequentially used for extraction purposes and progressively rehabilitated. A designated area of processing, shipping, and recycling of aggregates is also contemplated. The proposed maximum annual tonnage of extracted materials is 500,000 tonnes.

Purpose and Effect

The Purpose and Effect of the proposed **Official Plan Amendment No. X** to the Official Plan for the Township of Severn (2024), as requested by the applicant, is to change the land use designation of the subject lands from "Greenlands" to "Aggregate" to permit the proposed quarry.

The Purpose and Effect of the proposed **Zoning By-law Amendment**, as requested by the applicant, is to implement the Official Plan Amendment by rezoning portions of the property from the Greenlands (GL) Zone to a site-specific Extractive Industrial (M3-XX) Zone to permit the proposed quarry, with the following special provisions:

- Notwithstanding Section 3.26.1 – Frontage on a Public Street, development be permitted on a lot that is accessed via a new road use agreement or legal right-of-way
- Notwithstanding the Section 8.4 – Lot Requirements, the minimum setbacks and associated provisions related to the above noted proposed uses on the subject lands shall be those applied in association with any license issued under the Aggregate Resources Act.

No changes to the Environmental Protection (EP) Zone are contemplated as part of the current proposal. All other provisions of the M3 Zone shall apply and be complied with.

Remainder of page intentionally blank.

How to Participate

ANY PERSON may participate in the Non-Statutory Public Information Meeting and/or make written or verbal representation regarding this matter. Please note that all comments will form part of the public record. Members of the public can participate in the meeting as follows:

Participation options	Description/details
1. In-person	The meeting will be held at the Township's Administration Office in Council Chambers (1024 Hurlwood Lane) and is open to the public.
2. Submit written comments	Comments can be submitted to planning@severn.ca or sent by mail (P.O. Box 159, Orillia, L3V 6J3).
3. Active remote attendance	Registration is required for active verbal participation. Email planning@severn.ca or call 705-325-2315 x246.
4. Online viewing only	Watch the live stream at severn.ca/portal or on our YouTube (@severnontario) channel.

Additional Information

A copy of the proposed Official Plan and Zoning By-law Amendment and additional information relating to the proposed Official Plan and Zoning By-law Amendment application are available for public inspection Monday through Friday between 8:30 a.m. and 4:30 p.m. at the Township's Administration Office (1024 Hurlwood Lane, Severn). **Appointments are recommended for viewing the materials.**

The applicant's have made available a website for information that is operated entirely separate and independent from the Township for which additional information may be posted from time to time as part of their Public Consultation Strategy. Information posted on the website may be outside of the specified *Planning Act* and Township requirements. The website can be accessed online through the following link: https://www.cumberlandquarrysevern.ca/

Appeal Rights

If a person or public body would otherwise have an ability to appeal the decision of the County of Simcoe (with respect to the Official Plan Amendment) or the Township of Severn (with respect to the Zoning By-law Amendment) to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Simcoe before the proposed Official Plan Amendment is adopted or the Township of Severn before the Zoning By-law Amendment is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Simcoe before the proposed Official Plan Amendment is adopted or the Township of Severn before the Zoning By-law Amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Notification of the Decision

If you wish to be notified of the decision of the County of Simcoe on the proposed **Official Plan Amendment**, you must make a written request to Clerk, County of Simcoe, Administration Centre, 1110 Highway 26, Midhurst, Ontario, L9X 1N6.

If you wish to be notified of the decision of the Township of Severn on the proposed **Zoning By-law Amendment**, you must make a written request to planning@severn.ca or to the mailing address at the top of this Notice.

Posting Requirement

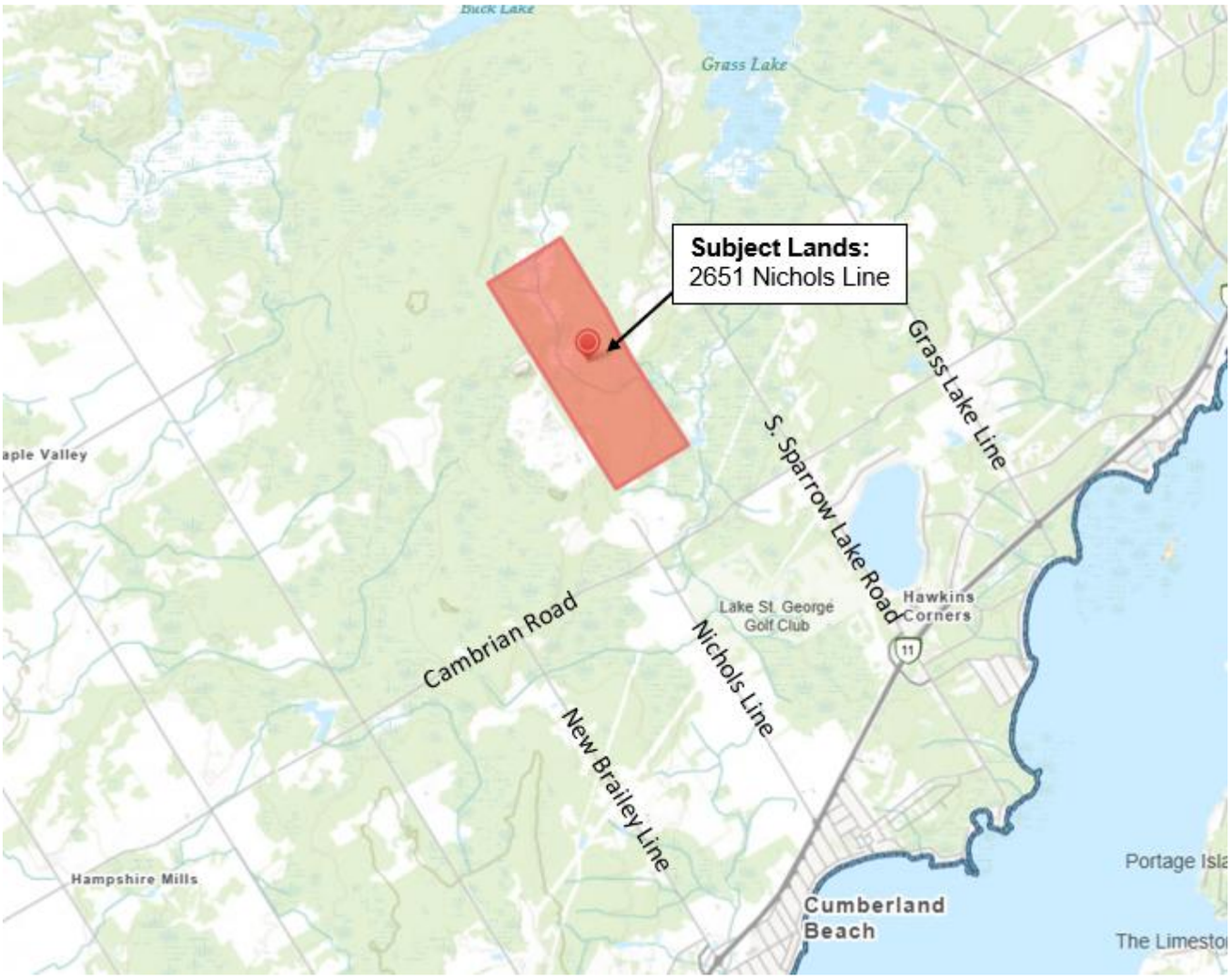
It is requested that this Notice be posted in a location visible to all residents if there are seven (7) or more residential units at the address receiving this Notice.

Township Contact

For more information about this matter, including information about appeal rights, contact planning@severn.ca or 705-325-2315 x246.

Dated at the Township of Severn this 28th day of May, 2026.

Location Map



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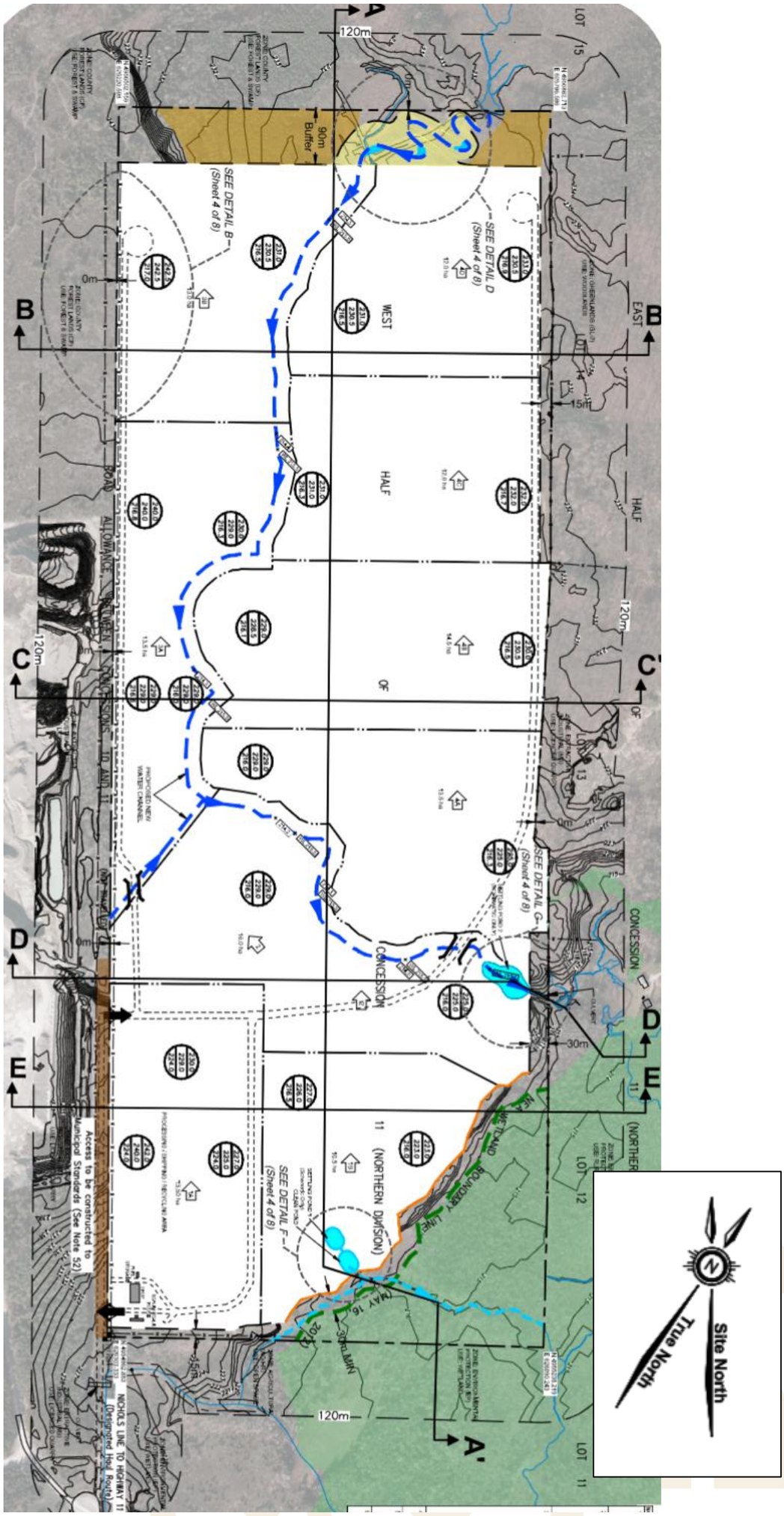
Operational Plan Excerpt

Included for reference only, please contact the applicant or the Township to view a full-size drawing. Appointments are recommended

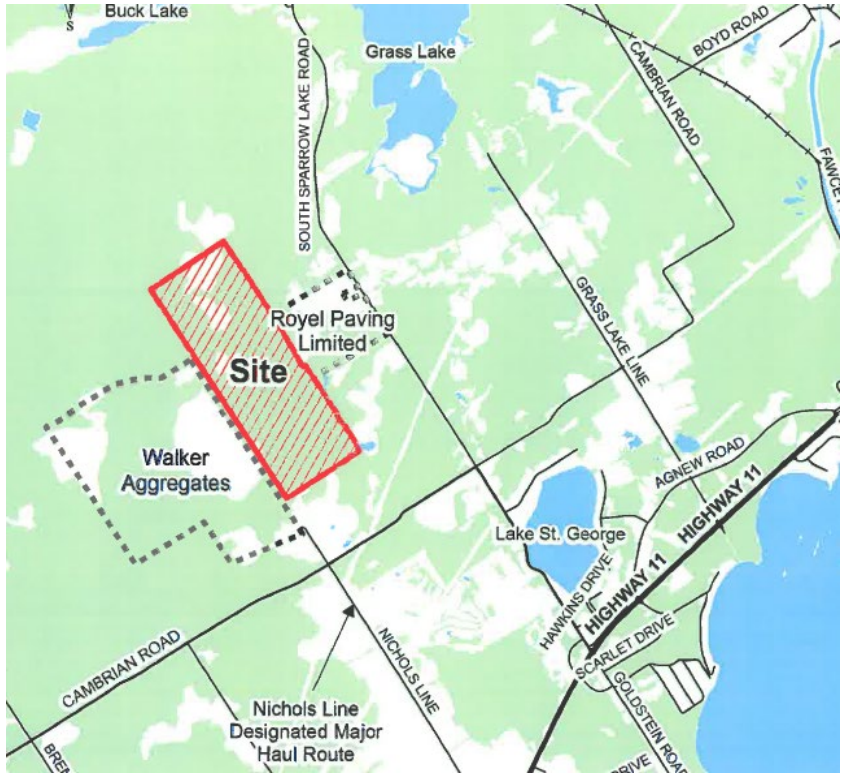


SEVERN AGGREGATES CUMBERLAND QUARRY
Township of Severn Meeting

June 17, 2026

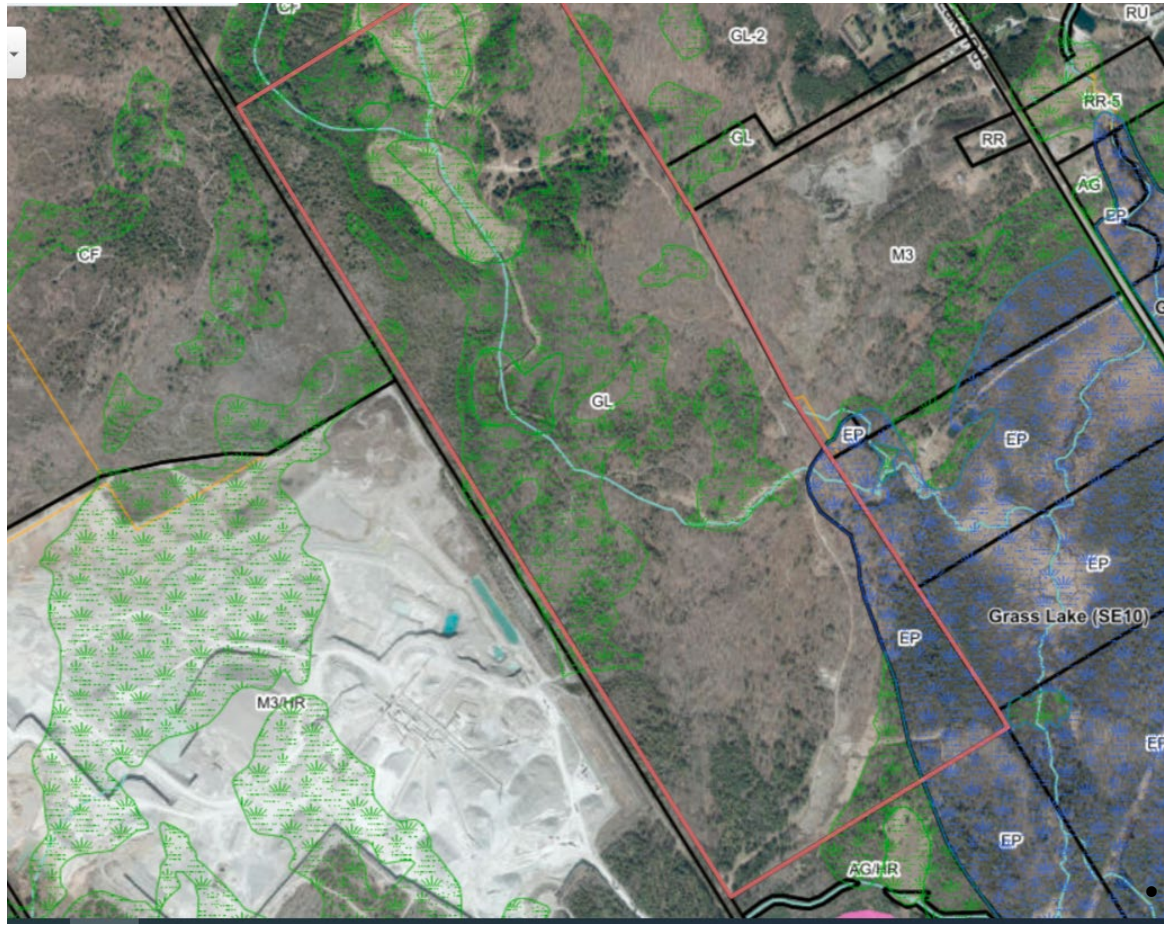
Description of the Proposal

- Proposed class A licence for a Quarry, below the water table
- Location is Part Lots 12, 13 & 14, Concession 11, Severn Township
- Licenced Area of 138 ha with a proposed extraction area of 118.5 ha
- Proposed annual tonnage limit of 500,000 tonnes
- Access through an unopened road allowance onto Nichols Line
- Operating hours 6am-6pm Mon-Fri, 6am-12pm Saturdays
- The rehabilitation plan includes reforestation, creating field meadows, wetland and agricultural lands.

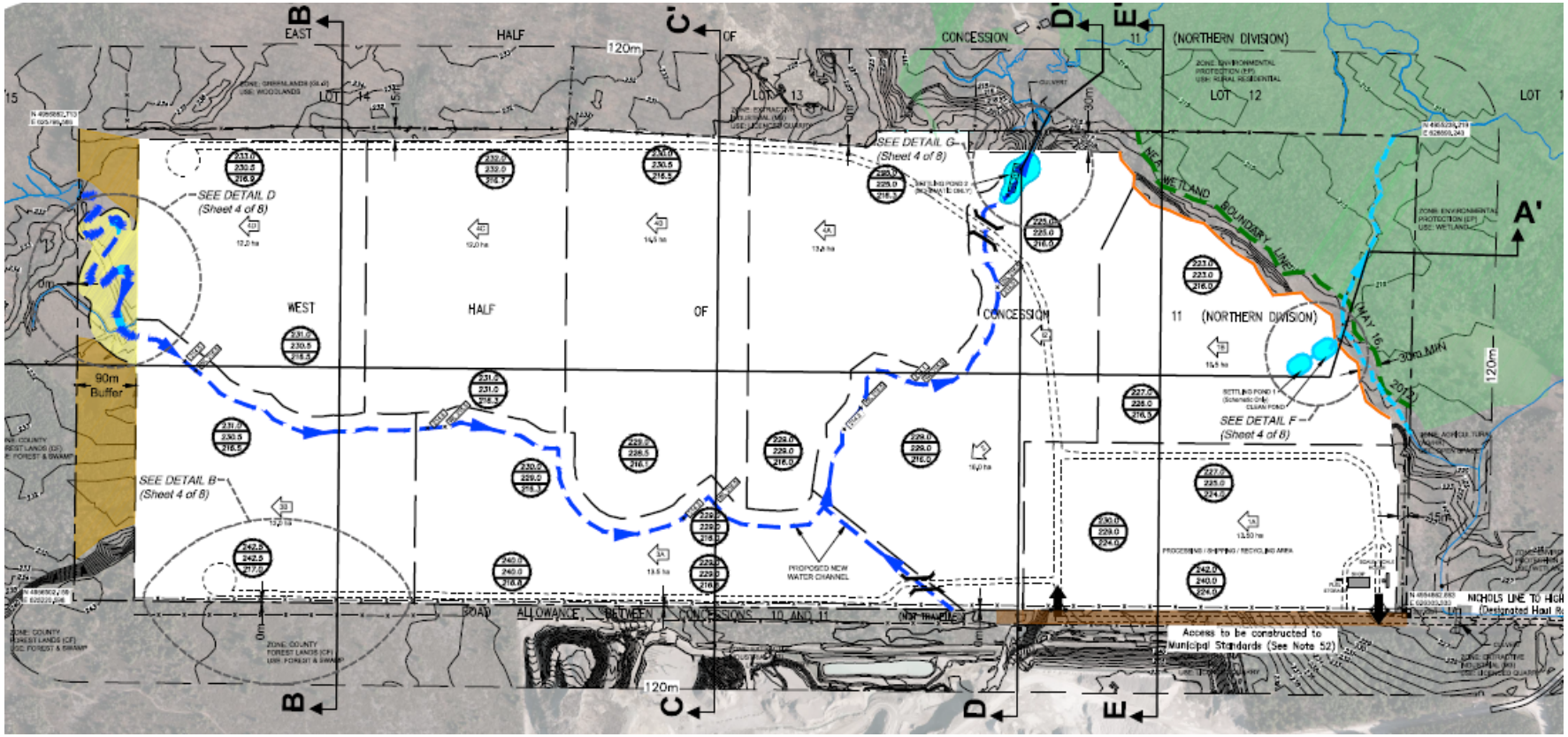


Official Plan and Zoning

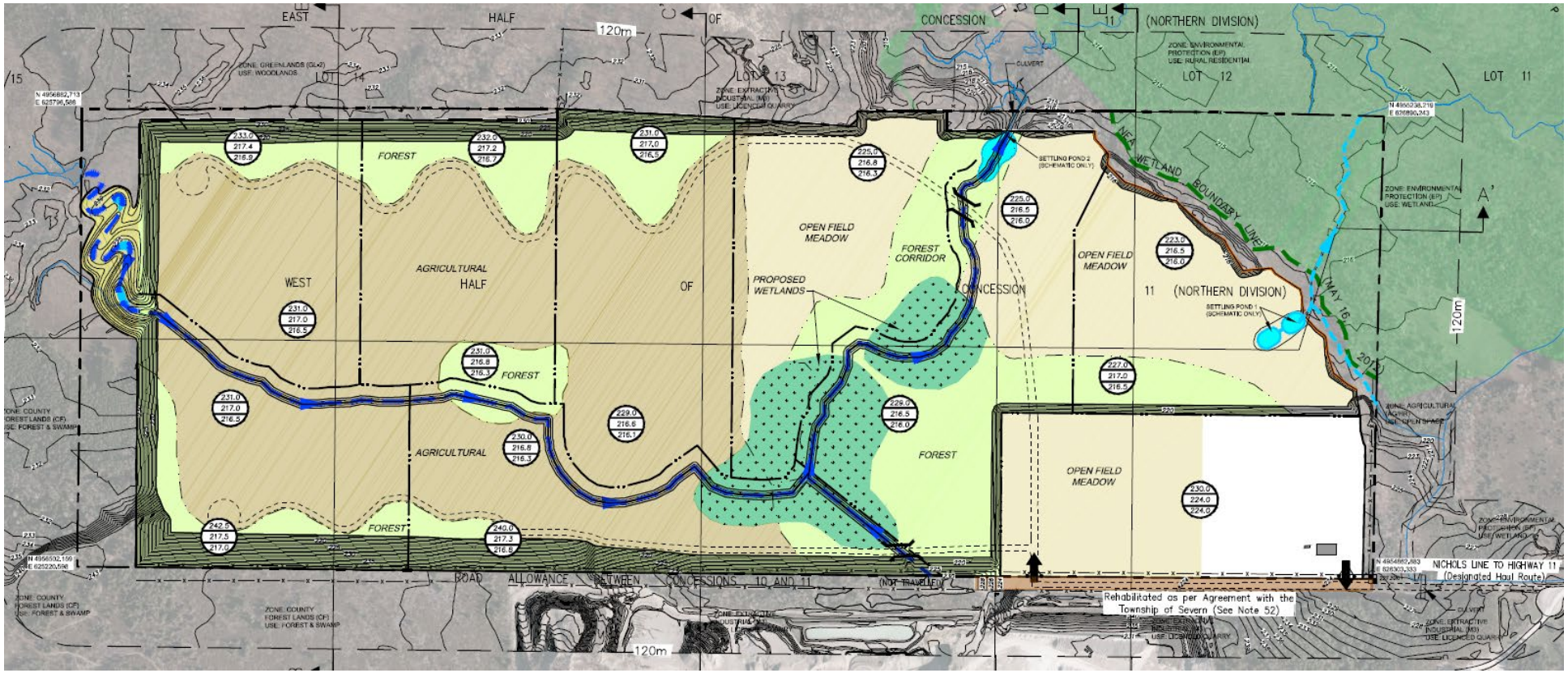
- Severn Township Official Plan designates the subject property as “Greenland”.
- The property is also identified as a “Bedrock Resource Area” in OP Schedule C : Aggregate Resource Potential
- Current Zoning is ‘GL - Greenland’ and ‘EP- Environmental Protection’
- Application to amend the zoning to M3– Mineral Aggregates is proposed.
- Pre-Consultation to confirm municipal application requirements



Operations Plan

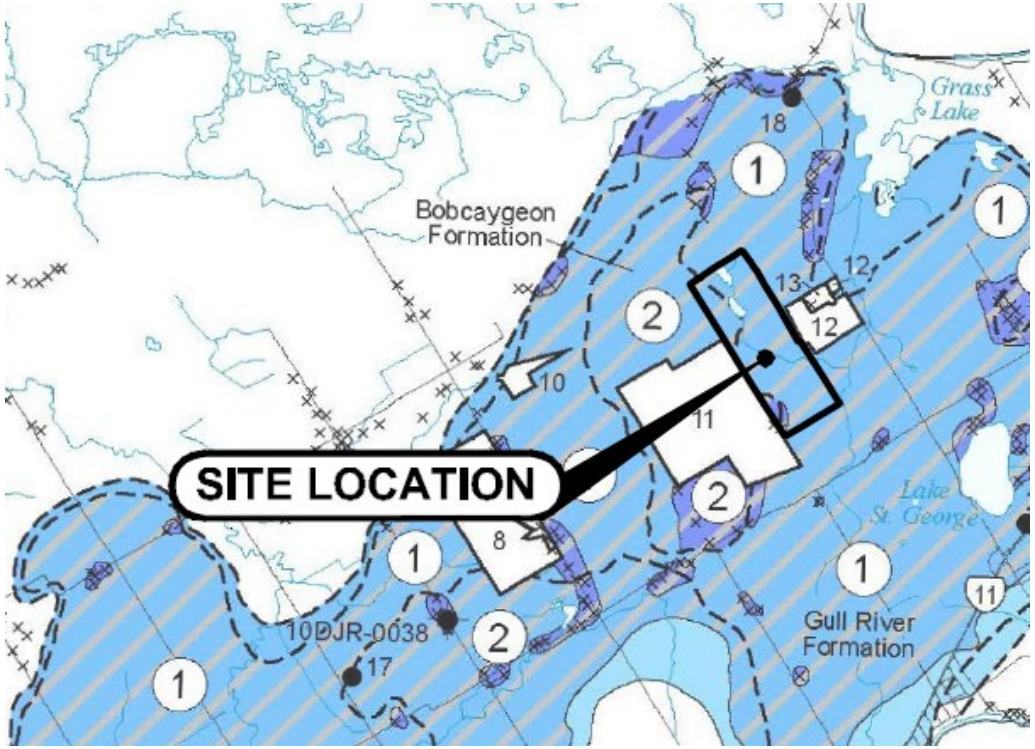


Rehabilitation Plan



Application Details

- Background studies and technical reports for the application include:
  - Hydrogeology Report
  - Natural Environment Report
  - Noise Impact Assessment
  - Archaeology Assessment
  - Blast Impact Assessment
  - Traffic Impact Review
  - ARA Summary Report
- The technical reports are being peer reviewed by the municipality and external technical consultants
- Reports and Site Plans are available to view at **www.cumberlandquarrysevern.ca**



Staff Report

P26-037

To:	Mayor and Members of Council
From:	Emily Hehl, Planner Andrea Woodrow, Director of Planning & Development
Date:	17 Jun 2026
Subject:	Official Plan Amendment OP-25-01 & Zoning By-law Amendment Z-25-07 (Severn Aggregates) Cumberland Quarry 2651 Nichols Line

Report Highlights

- In 2018 the applicants applied to the Ministry of Natural Resources to seek a Class A License under the Aggregate Resources Act to extract aggregate from the subject property, with an annual tonnage of 500,000 tonnes. This application currently remains under review by the Ministry.
- In 2025 the applicants subsequently applied to the Township of Severn to seek an Official Plan and Zoning By-law Amendment to permit for the proposed Quarry on-site. The applications were deemed complete at the end of 2025, with Notice provided in accordance with the requirements of the Planning Act.
- A Non-Statutory Public Information Meeting has now been scheduled to provide opportunity for members of the Public, agencies, internal departments, and members of Council to comment on the application.
- Approval under the *Planning Act* is required before approval under the *Aggregate Resources Act* can be considered by the Ministry

Recommendation

1. THAT Planning Report No. P26-037, dated June 17th, 2026, with respect to Official Plan Amendment Application File No. OP-25-01 and Zoning By-law Amendment Application, File No. Z-25-07, for the subject lands located at 2651 Nichols Line be received for information.

Background

County Official Plan	Greenlands	
Township Official Plan	***Current Settlement and Land Use Structure***	Natural Heritage System
	Proposed Settlement and Land Use Structure	Countryside
	Current Land Use	Greenlands & Environmental

	Designation	Protection
	Proposed Land Use Designation	Aggregate
	Natural Heritage Features	Provincially Significant Wetland, Wetland >2 ha, & Watercourse
	Road Classification	N/A – Unopened Road Allowance
	Overlay Designations	Aggregate Potential & Bedrock Aggregate Resources
	Source Water Protection	Significant Groundwater Recharge Area & Highly Vulnerable Aquifers
Current Zoning	Greenlands (GL) & Environmental Protection (EP)	
Proposed Zoning	Extractive Industrial Subject to Exceptions (M3-XX) and Environmental Protection (EP)	
Legal Description	West half of Lots 12, 13 and 14, Concession 11, geographic Township of North Orillia, now in the Township of Severn	

The subject lands are located along the Township's unopened road allowance, approximately 637.39 (2091 feet) from the intersection of Nichols Line and Cambrian Road. A Key Map depicting the location of the subject property has been appended as Attachment 1 to this report. The lands have an approximate frontage of 1975 metres (6479 feet) along the unopened Nichols Line road allowance and a total lot area of 138 hectares (341 acres). The lands are presently vacant. An aerial image of the subject property and surrounding land uses are included as Attachment 2 to this report.

In 2018 the applicants applied to the Ministry of Natural Resources to request a Class A 9 (Category 2 – Quarry Below Water) to permit for the extraction of aggregate material through the *Aggregate Resources Act* (ARA). The license is proposed to encompass 138 hectares (341 acres) of the subject property, with extraction proposed to take place within 118.5 hectares (292.8 acres) of the licensed area and progressively rehabilitated. A designated area of processing, shipping, and recycling of aggregates is also contemplated. The proposed maximum annual tonnage of extracted materials is 500,000 tonnes. The application continues to be under review by the Ministry with no decision made at this point in time. A developer led public information session associated with the ARA Licensing process was initially held on May 24th, 2018, at the Lake St. George Community Hall.

The Township of Severn Council previously provided comments on the ARA License application in 2018 through the following motion:

MOTION CSC052318-18:

Moved by Member Stevens and seconded by Member Westcott that the correspondence dated April 30th, 2018, from MTE Consultants Inc. regarding the proposed Cumberland Quarry Aggregate Resource Act License Application – Category 2 Quarry Below Water on Part Lots 12, 13, & 14, Concession 11 be received;

AND FURTHER THAT the Ministry of Natural Resources (MNR) – Midhurst District and the applicant (c/o MTE Consultants Inc.) be advised that Planning Act Applications for a Township Official Plan Amendment, Zoning By-law Amendment, and Site Plan Agreement are required;

AND FURTHER THAT once the applications for a Township Official Plan Amendment, Zoning By-law Amendment and Site Plan are submitted for consideration together with deposits for Legal Fees & Peer Review(s) at the full expense of the applicant, the Township will be in a position to provide a review of the proposal and offer comment;

AND FURTHER THAT the applications shall address matters including, but not limited to, municipal road access to the subject lands, a Haul Route Agreement and Site-specific Exemption requests to the Township Zoning By-law;

AND FURTHER THAT until such time as the required Planning Act applications have been considered, the Township cannot support the proposal.

In support of their application to the Ministry of Natural Resources, the applicants have now formally submitted an application for an Official Plan and Zoning By-law Amendment to the Township of Severn, which was deemed completed in December 2025 with Notice subsequently provided in accordance with the requirements of the *Planning Act*. Approval under the *Planning Act* is required prior to approval under the *Aggregate Resources Act*.

The Purpose and Effect of the proposed **Official Plan Amendment** to the Official Plan of the Township of Severn (2024), as requested by the applicant, is to change the land use designation of the subject lands from 'Greenlands' to 'Aggregate' to permit the proposed quarry. The concurrent **Zoning By-law Amendment**, as also requested by the applicant, is to implement the Official Plan Amendment by rezoning portions of the property from the Greenlands (GL) Zone to a site-specific Extractive Industrial (M3-XX) Zone, with the following special provisions:

- Notwithstanding Section 3.26.1 – Frontage on a Public Street, development be permitted on a lot that is accessed via a new road use agreement or legal right-of-way
- Notwithstanding the Section 8.4 – Lot Requirements, the minimum setbacks and associated provisions related to the above noted proposed uses on the subject lands shall be those applied in association with any license issued under the Aggregate Resources Act.

No changes to the Environmental Protection (EP) Zone are contemplated as part of the current proposal. All other provisions of the M3 Zone shall apply and be complied with.

As required by the *Planning Act*, the applicant has also provided a draft Official Plan Amendment (Attachment 4). Staff have also included a draft Zoning By-law Amendment as Attachment 5 to this report.

The following reports, studies, and materials were also submitted by the applicant to accompany the Official Plan and Zoning By-law Amendment applications:

- Stage 1 – 3 Archaeological Assessment

- Hydrogeological Report
- Functional Servicing Brief
- Natural Environment Report
- Noise Impact Analysis
- Blast Impact Analysis
- Traffic Impact Study
- Planning Justification Report
- Rehabilitation Plan
- Operational Plan(s)

The aforementioned materials are available for viewing in hardcopy at the Township Office upon request. An appointment through the Customer Care team is recommended to view the materials. As part of a Public Consultation Strategy, the applicant has also made available a website that is operated entirely separate and independent from the Township on which additional information may be posted from time to time. Information posted on the applicant's website may be outside of the specified *Planning Act* and Township requirements. The above listed materials and studies have been made available for public access by the developer on their website. This can be accessed through the following link: https://www.cumberlandquarrysevern.ca/

Per the Township's standard practice, staff have coordinated for Peer Review of the above identified reports and studies by Qualified Professionals as they pertain to the Official Plan and Zoning By-law Amendment applications, at the applicant's expense.

Analysis

In accordance with Township practice, a two-meeting process is required for any new proposed Official Plan Amendment application, unless directed otherwise by Council. The purpose of this current Non-Statutory Public Information Meeting is to provide notification of the complete application(s) and to seek input from members of the Public, Agencies, and Council on the proposal. Notice of this meeting has been circulated to all residents within 120.0 metres of the subject property and any prescribed persons, agencies or bodies as required by the Planning Act. A Public Notice has also been posted on the subject property. Following the Public Information Meeting, the information obtained, including questions and comments submitted will assist the Township to determine next steps and to inform any future recommendations.

An additional Statutory Public Meeting will be scheduled with Notice provided in the future. Prior to the Statutory Public Meeting, a report from township staff will be prepared and form part of the meeting agenda. Such report would seek to assess the conformity of the proposal with applicable planning policies and provide an informed response to comments or questions received on the application(s).

Comments from Public, Departments, or Agencies at the time of writing this report:

Building Division	Stated no comments on the applications at this time.
Planning Division	A detailed evaluation of the application to ensure consistency with prescribed policy will be undertaken once comments on the application have been received and addressed by the

	applicant.
Fire and Emergency Services	Access required to meet municipal standards. Design must allow for fire apparatus to access the site.
Enbridge	Stated no objections to the applications; however, Enbridge reserves the right to amend or remove development conditions.
Severn Sound Environmental Association (SSEA)	As 2651 Nichols Line is located outside of the Wellhead Protection Areas and Intake Protection Zones within the Township of Severn, policies in the South Georgian Bay Lake Simcoe Source Protection Plan would not apply. Furthermore, neither Section 57 (Prohibition) nor Section 58 (Risk Management Plan) of the Clean Water Act, 2006 would apply to this application. As such, no additional notices, letters, or requirements from the Township of Severn's Risk Management Official are required as the application is currently presented.
Ministry of Transportation (MTO)	The Ministry of Transportation has reviewed the proposed development at 2651 Nichols Line and has no comments or concerns, as the subject property is located outside of the MTO's permit control area.
The Couchiching Conservancy (Attachment 6)	• Stated concerns and objections to the application, indicating that the Conservancy has raised these concerns with the proponent and Ministry in the past. • Identified that the lands contain Provincially Significant Wetlands and Provincially Significant Groundwater Recharge Areas. • Stated that the development could result in long-term impacts on the McDarker Nature Reserve and surrounding region, including but not limited to habitat loss/fragmentation, alteration to surface and groundwater flows, degradation of wetlands, dust, noise, lighting, and species at risk habitat.

Financial Considerations

There is no financial impact with respect to this application as all associated costs with the application are the applicant's responsibility. Costs may be incurred should an Ontario Land Tribunal (OLT) appeal be received.

Report Supported By

Strategic Plan:

- ☐ Economic Development
- ☐ Customer Service Focus
- ☐ High-speed Internet
- ☐ Infrastructure to Match Growth
- ☑ Does Not Impact Strategic Plan

☐ Council Directed/Requested

Relevant Background Report

N/A

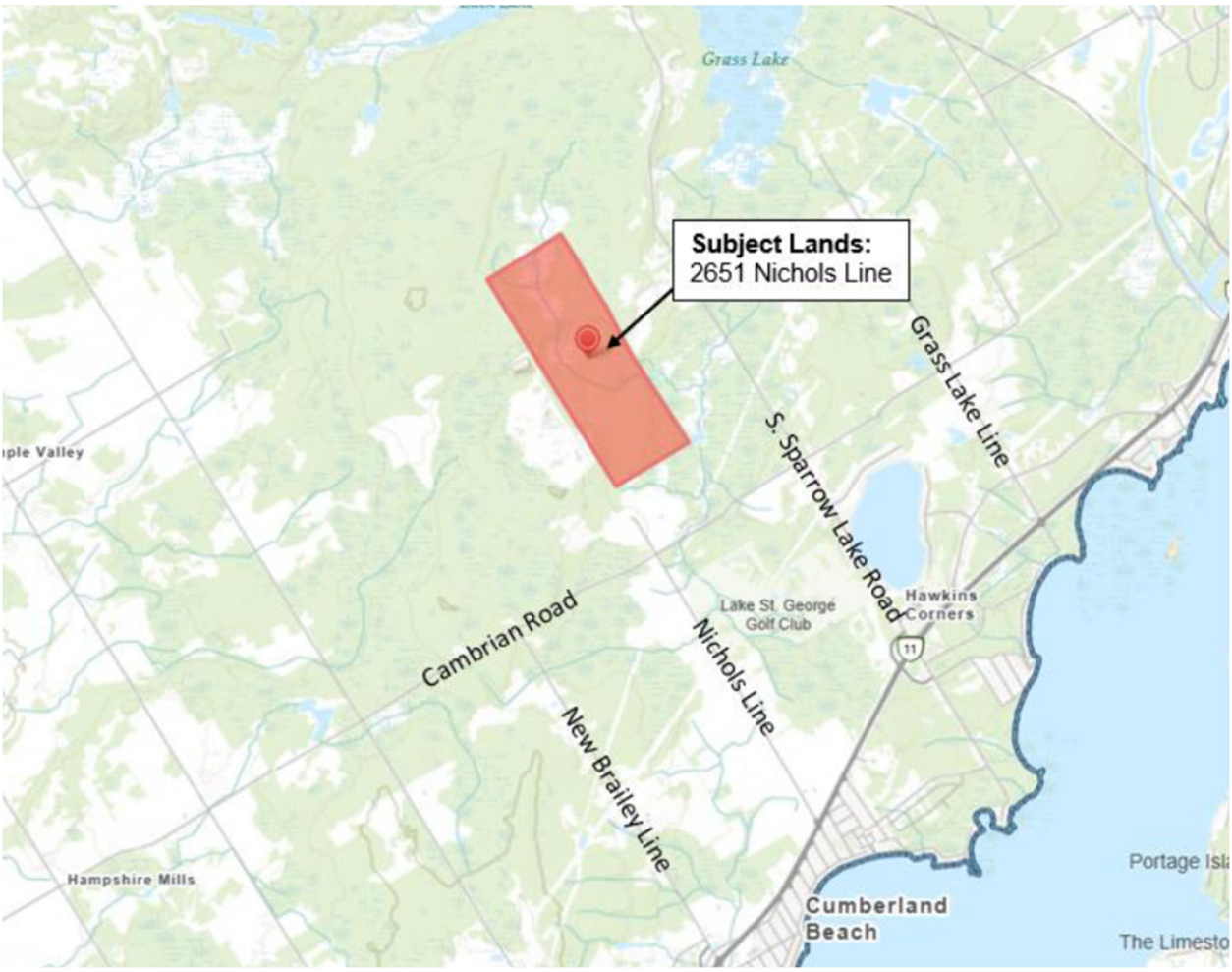
Attachments

P26-037 Attachment 1 - Key Map
P26-037 Attachment 2 - Aerial Imagery
P26-037 Attachment 3 - Proposed Operational Plan
P26-037 Attachment 4 - Draft Official Plan Amendment Submitted by Applicant
P26-037 Attachment 5 - DRAFT Zoning By-law Amendment
P26-037 Attachment 6 - Couchiching Conservancy Comments

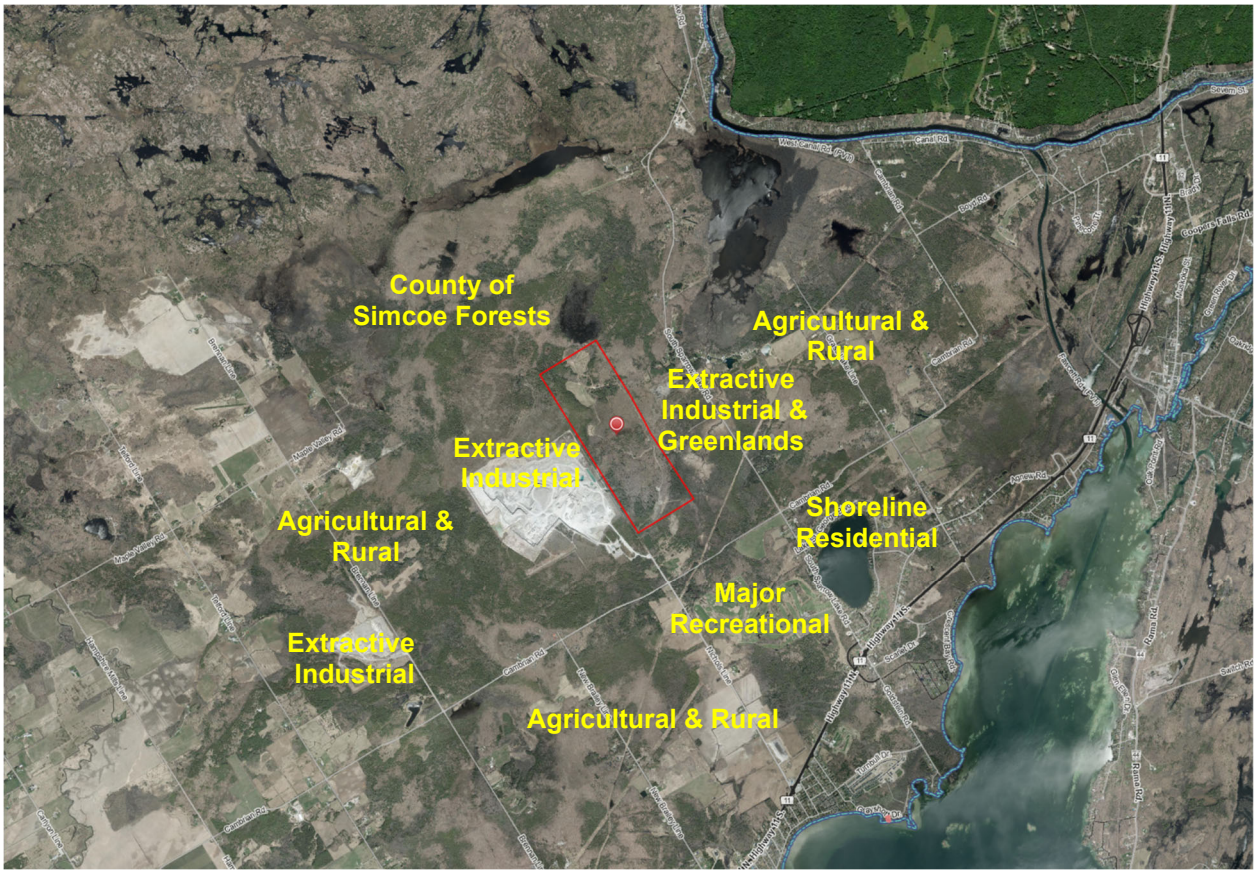
Reviewed By

	Status:
Andrea Woodrow, Director of Planning & Development	Approved - 04 Jun 2026
Andrew Plunkett, Director of Finance/Treasurer	Approved - 09 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 08 Jun 2026

Attachment 1 – Key Map



Attachment 2 – 2025 Aerial Imagery



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OPERATIONAL NOTES:

PROPOSED REHABILITATION

1. EXTRACTION AND REHABILITATION OF THE QUARRY WILL RETURN THE SITE TO PRODUCTIVE AGRICULTURE WITH ECOLOGICAL ENHANCEMENTS COMPATIBLE WITH THE SURROUNDING LANDS SUCH AS OPEN FIELD MEADOWS WETLAND AND FOREST CORRIDORS.

MAXIMUM AREA TO BE EXTRACTED

2. THE MAXIMUM AREA TO BE EXTRACTED WILL BE 118.5 HA. THE AREA TO BE LICENSED WILL BE 138 HA.

MAXIMUM TONNAGE LIMIT

3. THE AMOUNT OF AGGREGATE TO BE REMOVED FROM THE SITE WILL NOT EXCEED 500,000 TONNES IN ANY CALENDAR YEAR.

HOURS OF OPERATION

4. LOADING AND SHIPPING - 6:00 AM TO 6:00 PM MONDAY TO FRIDAY, 6:00 AM TO 12:00 PM ON SATURDAYS. AFTER HOURS LOADING AND SHIPPING MAY OCCUR AT THE REQUEST OF THE PROVINCE OF ONTARIO.

5. PROCESSING - CRUSHING, SCREENING AND WASHING - 7:00 AM TO 6:00 PM MONDAY TO FRIDAY. 7:00 AM TO 12:00 PM ON SATURDAYS.

6. BLASTING - 8:00 AM TO 6:00 PM MONDAY TO FRIDAY.

7. CONSTRUCTION ACTIVITIES INCLUDING STRIPPING AND REHABILITATION - 7:00 AM TO 7:00 PM MONDAY TO FRIDAY.

8. NO OPERATIONS ARE PERMITTED ON PUBLIC HOLIDAYS AS DEFINED BY THE EMPLOYMENT STANDARDS ACT.

EXTRACTION SEQUENCE

9. EXTRACTION OF THE SITE WILL BE DONE IN NINE PHASES AND WILL OCCUR SEQUENTIALLY TO MINIMIZE THE DISTURBED AREA. SEE STAGES OF OPERATIONS (SHEETS 6, 7 AND 8) FOR A DESCRIPTION OF THE ACTIVITIES PROPOSED FOR EACH PHASE AND FINAL REHABILITATION.

PROCESSING/SHIPPING/RECYCLING AREA

10. PHASE 1A (THE PROCESSING/SHIPPING/RECYCLING AREA) WILL BE DESIGNATED AS THE MAIN AREA FOR CRUSHING, SCREENING AND WASHING OF AGGREGATE. PRIMARY CRUSHING OPERATIONS MAY ALSO OCCUR IN AREAS UNDERGOING EXTRACTION PENDING APPROVAL OF APPROPRIATE NOISE MITIGATION MEASURES (SEE NOISE RECOMMENDATIONS ON SHEET 3 OF 8).

11. THIS AREA WILL ALSO BE THE MAIN AREA FOR THE STORAGE OF FUEL, SCRAP, AND AGGREGATE RECYCLING. THE SHOP AND SCALE HOUSE WILL ALSO BE LOCATED IN THIS AREA.

DEPTH OF EXTRACTION AND EXTRACTION LIFTS

12. PHASE 1A WILL BE EXTRACTED DOWN TO 224 MASL MAKING THE DEPTH OF EXTRACTION RANGE FROM 3 METERS TO 18 METERS.

13. THE ELEVATION OF THE QUARRY FLOOR IN PHASES 2 THROUGH 4D WILL RANGE FROM 216.0 M TO 217 MAMSL, 216.4 MAMSL ON AVERAGE. THE HIGHEST GROUND ELEVATION ON THE SITE IS 242.5 MASL, WHICH OCCURS IN THE NORTHWEST CORNER OF THE SITE. THE MAXIMUM DEPTH OF EXTRACTION WILL BE 25.5 METERS, WHICH WILL BE EXTRACTED IN TWO LIFTS OF APPROXIMATELY 13 METERS EACH (SEE DETAIL A ON SHEET 4 OF 8). TWO LIFTS WILL BE USED ALONG THE WEST BOUNDARY AND THE NORTH BOUNDARY. ONCE THE UPPER LIFT HAS BEEN REMOVED ALONG THESE TWO BOUNDARIES, THE LOWER LIFT WILL BE EXTRACTED DOWN TO FULL DEPTH (SEE DETAIL B). FOR THE REMAINDER OF THE SITE, ONE LIFT WILL BE USED AND THE DEPTH OF EXTRACTION WILL VARY FROM 7 METERS TO 16 METERS. THE MAXIMUM HEIGHT OF EACH LIFT WILL NOT EXCEED MINISTRY OF LABOUR REQUIREMENTS.

14. THE AVERAGE ELEVATION OF THE SHALLOW GROUNDWATER IN THE NORTHWEST PORTION OF THE SITE IS 238.58 MASL (AT MW6S-07) AND 214.97 MASL IN THE SOUTHEAST PORTION (AT MW14-12) (SEE TABLE 1 ON SHEET 1 OF 8). AT ITS LOWEST POINT, THE QUARRY FLOOR WILL BE 216.0 MASL SO THAT IT WILL REMAIN ABOVE THE ELEVATION OF THE WATER IN THE PSW AND ENSURE FLOW CONTINUES TO THIS WETLAND POST EXTRACTION.

15. THE ELEVATION OF THE QUARRY FLOOR MAY VARY AS IT FOLLOWS THE ELEVATION OF THE SHADOW LAKE FORMATION. WHERE THE QUALITY OF MATERIAL DOES NOT MEET THE OPERATOR'S MARKET REQUIREMENTS, THE DEPTH OF EXTRACTION MAY BE REDUCED.

16. AS THE LIMIT OF EXTRACTION IS REACHED, THE OPERATOR WILL UTILIZE ONE OF THE LIFT EXTRACTION OPTIONS AS OUTLINED IN DETAIL A ON SHEET 4 OF 8. ALL EXCAVATION FACES WILL BE STABILIZED TO PREVENT EROSION INTO THE SETBACK AREA.

17. CROSS-SECTIONS SHOWING THE EXISTING GROUND ELEVATION, THE SHALLOW GROUNDWATER ELEVATION AND THE FINAL FLOOR ELEVATION ARE SHOWN ON SHEET 3 OF 8.

AGGREGATE STOCKPILING

18. STOCKPILES OF AGGREGATE WILL BE LOCATED IN THE PROCESSING/SHIPPING/RECYCLING AREA OR IN THE OPERATING PHASE. THE MAXIMUM HEIGHT OF AGGREGATE STOCKPILES WILL BE 20 METERS. AGGREGATE STOCKPILES IN THE OPERATING PHASE WILL REMAIN NO CLOSER THAN 30 METERS FROM THE LICENSED BOUNDARY. A VARIANCE IS REQUIRED SO THAT STOCKPILES STORED IN THE PROCESSING/SHIPPING/RECYCLING AREA CAN BE LOCATED CLOSER THAN 30 METERS FROM THE LICENSED BOUNDARY (TABLE 4).

FENCING

19. 1.2 METER HIGH POST AND WIRE FENCING OF THE LICENSED BOUNDARY WILL BE COMPLETED WITHIN 1 YEAR OF THE DATE OF THE LICENSE AND WILL BE MAINTAINED FOR THE LIFE OF THE QUARRY. EXCEPTIONS TO THE FENCING REQUIREMENTS ARE NOTED ON TABLE 4. 1.2 M MARKER POSTS WILL BE INSTALLED ALONG UNFENCED LICENSED BOUNDARIES SO THAT POSTS CAN BE SEEN FROM ONE POST TO THE NEXT WITH A MAXIMUM SEPARATION OF 30 M. MARKER POSTS WILL BE INSTALLED WITHIN 1 YEAR OF LICENCING.

SETBACKS AND BUFFERS

20. APPROPRIATE SETBACKS SHALL BE MAINTAINED AS SHOWN ON THE SITE PLANS; A 15 METER SETBACK ALONG THE EAST BOUNDARY (ON LOT 14); A 30 METER SETBACK ALONG THE SOUTHEAST BOUNDARY ADJACENT TO THE PSW; AND A 15 METER SETBACK ALONG THE SOUTH BOUNDARY.

21. A VARIANCE (0 METER SETBACK) IS REQUIRED ALONG THE NORTH BOUNDARY, EAST BOUNDARY (ON LOT 13), AND ALONG THE WEST BOUNDARY AS DETAILED IN TABLE 4.

22. IN LIEU OF A 15 METER SETBACK ALONG THE NORTH BOUNDARY, A 90 METER BUFFER WILL BE MAINTAINED TO ALLOW FOR THE CONSTRUCTION OF A TREE NURSERY AND A FISH HABITAT LINKAGE CONNECTING THE NORTH OUTLET TO THE NEW DRAINAGE CHANNEL (SEE DETAIL D, SHEET 4 OF 8).

SITE PREPARATION, TOPSOIL AND OVERBURDEN STRIPPING

23. CLEARING OF VEGETATION IS TO OCCUR OUTSIDE THE PEAK BREEDING BIRD SEASON (APRIL 15TH - AUGUST 15TH). IF CLEARING MUST BE CONDUCTED DURING THIS TIME, A QUALIFIED BIRD BIOLOGIST MUST CONDUCT A NEST SEARCH FOR ANY EVIDENCE OF ACTIVE NESTS WITHIN THE AREA TO BE CLEARED.

24. TREE STUMPS AND BRUSH COLLECTED WHILE CLEARING TREES DURING SITE PREPARATION WILL BE STORED IN THE EXTRACTION AREA OF THE SITE UNTIL THEY ARE BURNED OR CHIPPED FOR REHABILITATION PURPOSES.

25. NO TOPSOIL WILL BE REMOVED FROM THE SITE. TOPSOIL AND OVERBURDEN FROM PHASE 1A WILL BE STRIPPED AND USED FOR CONSTRUCTING NOISE ATTENUATION BARRIERS (I.E. BERMS) AROUND THE PROCESS/SHIPPING/RECYCLING AREA OR STOCKPILED FOR USE DURING THE REHABILITATION OF PHASE 1B. TOPSOIL AND OVERBURDEN FROM SUBSEQUENT PHASES WILL BE USED FOR PROGRESSIVE REHABILITATION OR TEMPORARILY STOCKPILED WITHIN THE DISTURBED AREA BUT NOT WITHIN 30 METERS OF THE LICENSE BOUNDARY. A VARIANCE IS REQUIRED TO ALLOW TOPSOIL AND OVERBURDEN TO BE STORED CLOSER THAN 30 METER TO THE LICENSED BOUNDARY IN THE PROCESS/SHIPPING/RECYCLING AREA (SEE TABLE 4).

NOISE ATTENUATION BARRIERS

26. NOISE ATTENUATION BARRIERS WILL BE CONSTRUCTED AROUND THE PROCESS/SHIPPING/RECYCLING AREA USING TOPSOIL AND OVERBURDEN FROM PHASE 1A AS PER NOISE CONTROL RECOMMENDATIONS BY VALCOUSTICS CANADA LTD (SEE NOISE RECOMMENDATIONS ON SHEET 3 OF 8). WHEN THIS TOPSOIL/OVERBURDEN IS REQUIRED FOR REHABILITATION IN PHASE 1B, IT WILL BE REPLACED WITH AN APPROPRIATE ALTERNATIVE NOISE BARRIER (SEE DETAIL C ON SHEET 4 OF 8). THE OTHER REQUIRED NOISE ATTENUATION BARRIERS WILL BE CONSTRUCTED IN STAGES AS PER DETAIL E ON SHEET 4 OF 8.

SLOPES AND GRADING

27. NOISE ATTENUATION BARRIERS THAT ARE MADE USING TOPSOIL/OVERBURDEN AND/OR UNMARKETABLE LIMESTONE AND/OR IMPORTED CLEAN INERT FILL WILL BE GRADED TO A MINIMUM 2:1 SLOPE.

28. PERIMETERS WILL BE REHABILITATED AS THE LIMITS OF EXTRACTION ARE REACHED. ANY SLOPES CONSTRUCTED WILL BE ESTABLISHED AS OUTLINED IN DETAIL B ON SHEET 4 OF 8 BY BACKFILLING WITH OVERBURDEN, IMPORTED CLEAN INERT FILL, AND/OR UNMARKETABLE LIMESTONE. PERIMETER SLOPES WILL BE GRADED PRIOR TO THE PLACEMENT OF TOPSOIL. 300 METERS OF PHASE 3B ONLY WILL BE REHABILITED AS A VERTICAL FACE (SEE DETAIL B ON SHEET 4 OF 8).

29. ALL AVAILABLE OVERBURDEN, TOPSOIL AND ORGANIC MATTER WILL BE APPLIED TO THE SLOPES AND QUARRY FLOOR WHERE THERE IS A DEFICIT OF OVERBURDEN FOR REHABILITATION PURPOSES. CLEAN INERT FILL WILL BE IMPORTED AS PER NOTE 40. TOPSOIL, OVERBURDEN AND ORGANIC MATERIAL, AND IMPORTED CLEAN INERT FILL WILL BE SPREAD AT VARIABLE DEPTHS IN AREAS TO BE FORESTED TO CREATE THE NECESSARY SOIL DEPTH FOR TREE GROWTH AND WHERE WETLANDS ARE PROPOSED.

30. THE QUARRY FLOOR WILL FOLLOW THE SHADOW LAKE FORMATION AND BE GRADED AS REQUIRED BY THE REHABILITATION PLAN FOR EACH PHASE. PHASES 1 AND A PORTION OF PHASE 2 WILL BE GRADED SUCH THAT DRAINAGE IS TOWARDS THE SOUTH, WHILE THE BALANCE OF PHASE 2 PLUS PHASES 3 AND 4 ARE TO BE GRADED TOWARDS THE NEW DRAINAGE CHANNEL BUILT IN EACH PHASE. WHERE SAID GRADING IS NOT POSSIBLE DUE TO UNDULATIONS IN THE SHADOW LAKE FORMATION, THEN GRADING WILL BE DONE IN CONSULTATION WITH THE MNRF AND A QUALIFIED ENVIRONMENTAL BIOLOGIST AND/OR ENGINEER SO THAT HABITATS ARE RECREATED IN A WAY THAT IS SUITABLE TO EACH PHASE.

SEEDING AND PLANTING

31. EXISTING TREES AND SHRUBS WITHIN THE SETBACK ALONG THE EAST LICENSED BOUNDARY IN LOT 14 WILL BE MAINTAINED AS SCREENS.

32. ANY NOISE ATTENUATION BARRIERS THAT ARE MADE USING TOPSOIL AND OVERBURDEN, AS WELL AS ANY STOCKPILES OF TOPSOIL AND OVERBURDEN WILL BE SEEDED WITH A NATIVE GRASS SEED MIX. VEGETATION SHALL BE MAINTAINED TO CONTROL EROSION.

33. ANY PERIMETER SLOPES MADE USING TOPSOIL AND OVERBURDEN WILL BE SEEDED WITH A NATIVE GRASS SEED MIX TO CONTROL EROSION.

34. NATIVE TREE AND SHRUB SPECIES INDIGENOUS TO THE ORILLIA/WASHAGO AREA WILL BE PLANTED IN AREAS SLATED FOR REHABILITATION TO FOREST. PLANT MATERIALS WILL BE OBTAINED FROM LOCAL NURSERIES. THE ON-SITE NURSERY, OR TRANSPLANTED FROM AREAS THAT ARE TO BE PREPARED FOR EXTRACTION.

35. FORESTED AREAS WILL BE COMPRISED OF SUGAR MAPLE, EASTERN WHITE PINE, EASTERN HEMLOCK, EASTERN WHITE CEDAR, WHITE BIRCH, RED OAK AND RED MAPLE. IT IS RECOMMENDED THAT 70% OF THE SPECIES WITHIN EACH FOREST POCKET BE CONIFEROUS AND 30% DECIDUOUS TO RE-ESTABLISH WHAT EXISTED PRIOR TO CLEARING.

36. AREAS OF THE SITE TO BE REHABILITATED TO AGRICULTURE WILL BE SEEDED WITH A SUITABLE CROP TYPE.

37. AREAS OF THE SITE TO BE REHABILITATED TO OPEN FIELD MEADOW WILL BE SEEDED WITH A NATIVE GRASS SEED MIX.

38. THERE ARE FOUR CATEGORY 2 BUTTERNUT TREES FOUND ON THE SITE. A NOTICE OF ACTIVITY UNDER THE ENDANGERED SPECIES ACT WILL BE REQUIRED FROM THE MNRF TO ENSURE PROPER REPLACEMENT/COMPENSATION FOR THE REMOVAL OF THESE TREES.

39. THERE ARE EIGHT REGIONALLY RARE VEGETATION SPECIES IN THE PROPOSED LICENSED AREA. A PROFESSIONAL BIOLOGIST WILL DEVELOP A VEGETATION SALVAGE PLAN TO TRANSPLANT AND RELOCATE ANY RARE VEGETATION SPECIES. THE VEGETATION SALVAGE PLAN WILL BE APPROVED BY MNRF BEFORE EXTRACTION PROCEEDS.

IMPORTATION OF MATERIAL FOR REHABILITATION

40. TOPSOIL AND CLEAN INERT FILL MAY BE BROUGHT ON SITE FOR REHABILITATION AS PER AR POLICY 6.00.03. TOPSOIL AND CLEAN INERT FILL WILL BE STOCKPILED SEPARATELY FROM NATIVE MATERIAL, IF NOT USED IMMEDIATELY FOR REHABILITATION. THE LICENSEE MUST ENSURE THAT THE MATERIAL IS TESTED AT SOURCE BEFORE IT IS DEPOSITED ON SITE TO ENSURE THAT THE MATERIAL MEETS THE MOECC'S CRITERIA UNDER TABLE 1 OF THE MOECC'S SOILS, GROUNDWATER AND SEDIMENT STANDARDS FOR USE UNDER PART XV.1 OF THE ENVIRONMENTAL PROTECTION ACT. SAMPLING RESULTS WILL BE PROVIDED TO THE MNRF UPON REQUEST.

EQUIPMENT

41. EQUIPMENT USED ON SITE WILL VARY DEPENDANT ON OPERATIONS. EQUIPMENT SHALL OPERATE IN ACCORDANCE WITH THE NOISE IMPACT ANALYSIS RECOMMENDATIONS FOUND ON SHEET 3 OF 8. IF REQUIRED, AN MOECC ENVIRONMENTAL COMPLIANCE APPROVAL WILL BE OBTAINED FOR PROCESSING EQUIPMENT TO BE USED ON-SITE.

42. EQUIPMENT USED FOR STRIPPING AND REHABILITATION WILL INCLUDE SCRAPERS, EXCAVATORS, LOADERS, BULLDOZERS AND TRUCKS. PROCESSING OPERATIONS WILL USE PORTABLE CRUSHING AND SCREENING PLANTS, WASH PLANTS, CONVEYORS, STACKERS, FEED BINS, TOOL TRAILERS, ROCK SAWS, AND WOOD GRINDERS. ADDITIONAL EQUIPMENT MAY BE PERMITTED ON-SITE WITH WRITTEN APPROVAL FROM MNRF.

43. ELECTRIC POWER WILL BE PROVIDED USING PORTABLE POWER PLANTS OR AN EXISTING HYDROELECTRIC LINE.

44. FARM EQUIPMENT MAY BE USED IN UNDISTURBED AREAS WHILE EXTRACTION PROCEEDS AND FOR PROGRESSIVE AND FINAL REHABILITATION PURPOSES.

45. PORTABLE EQUIPMENT WILL MOVE THROUGHOUT THE SITE IN PROXIMITY TO THE EXTRACTION FACE OR IN THE PROCESSING/SHIPPING/RECYCLING AREA. IF REQUIRED, AN ENVIRONMENTAL COMPLIANCE APPROVAL WILL BE OBTAINED FOR PROCESSING EQUIPMENT TO BE USE ON SITE.

FUEL STORAGE AND EQUIPMENT MAINTENANCE

46. FUEL STORAGE WILL BE IN ABOVE GROUND TANKS CERTIFIED IN ACCORDANCE WITH APPROVED STANDARDS. REFUELING BY A FUEL TRUCK IS ALSO PERMITTED. FUEL STORAGE WILL BE LOCATED IN THE PROCESSING/SHIPPING/RECYCLING AREA. THE OPERATOR SHALL MAINTAIN A RECORD OF FUEL DELIVERIES NOTING THE QUANTITY AND DATE OF EACH TRANSFER.

47. MINOR SERVICING OF MOBILE EQUIPMENT WILL OCCUR ON SITE. MAJOR SERVICING OF MOBILE EQUIPMENT MAY OCCUR IN THE SHOP WHEN CONSTRUCTED. STATIONARY EQUIPMENT WILL BE SERVICED ON SITE.

48. ALL PETROLEUM WASTE PRODUCTS WILL BE COLLECTED AND DISPOSED OF BY AN MOECC APPROVED AGENT.

49. A SPILLS CONTINGENCY PLAN WILL BE IN PLACE PRIOR TO SITE PREPARATION.

BUILDINGS AND STRUCTURES

50. A SCALE AND SCALE HOUSE, SHOP AND FUEL STORAGE FACILITIES MAY BE INSTALLED IN THE LOCATIONS IDENTIFIED ON THE SITE SUBJECT TO APPLICABLE PERMITS AND APPROVALS.

HAUL ROUTE

51. THE HAUL ROUTE FOR ALL SHIPPING, EXCEPT LOCAL DELIVERIES, WILL BE SOUTH FROM THE SITE ENTRANCES/EXITS ON THE DESIGNATED HAUL ROUTE KNOW AS NICHOL'S LINE, WHICH PROVIDES ACCESS TO HIGHWAY 11 SOUTH.

52. THE RECONSTUCTION AND DESIGN OF THE UNOPENED PORTION OF NICHOL'S LINE LEADING TO THE SITE ENTRANCE WILL REQUIRE APPROVAL BY THE TOWNSHIP OF SEVERN VIA AN AGREEMENT, AND THEN CONSTRUCTED TO SERVICE THE SITE. THIS HAUL ROAD SHALL BE CONSTRUCTED TO MUNICIPAL STANDARDS FOR YEAR ROUND USE BY THE REGISTERED LANDOWNER AND LICENSEE AT NO COST TO THE MUNICIPALITY.

ENTRANCE AND EXIT AND GATES:

53. TRUCK TRAFFIC WILL ENTER AND LEAVE THE SITE ONTO NICHOL'S LINE THROUGH THE PROCESSING/SHIPPING/RECYCLING AREA. THE ENTRANCE AND EXIST WILL BE GATED AND LOCKED WHEN THE QUARRY IS NOT IN USE.

INTERNAL HAUL ROADS

54. AGGREGATE WILL BE TRANSPORTED BY TRUCKS FROM THE ACTIVE QUARRY FACE OR PROCESSED STOCKPILES USING AN INTERNAL HAUL ROAD TO BE ESTABLISHED ON THE QUARRY FLOOR. THE INTERNAL HAUL ROAD IS TEMPORARY AND THE ACTUAL LOCATION WILL VARY AS THE OPERATION PROGRESSES.

55. EQUIPMENT CROSSINGS WILL BE CONSTRUCTED ACROSS THE NEW DRAINAGE CHANNEL TO ALLOW ACCESS TO CERTAIN PHASES. DETAIL DESIGNS FOR EQUIPMENT CROSSINGS WILL BE APPROVED BY A PROFESSIONAL ENGINEER AND PROVIDED TO MNRF PRIOR TO EXTRACTION IN PHASES 3A, 3B, 4A THROUGH 4D.

AGGREGATE WASHING

56. A WASH PLANT WILL BE ESTABLISHED IN THE PROCESSING/SHIPPING/RECYCLING AREA. A PERMIT TO TAKE WATER WILL BE OBTAINED FROM MOECC FOR UTILIZING GROUND AND/OR SURFACE WATER.

57. WATER WILL BE PUMPED FROM THE CLEAN WATER POND TO BE LOCATED IN PHASE 1B. WASH WATER WILL BE DISCHARGED INTO SETTLING POND 1 WHERE FINE MATERIAL WILL SETTLE OUT SO THAT CLEAN WATER CAN BE REUSED IN THE WASHING PROCESS. THE WASH PLANT SYSTEM WILL FUNCTION AS A CLOSED LOOP SYSTEM WHICH RECYCLES ALMOST ALL WATER.

AGGREGATE RECYCLING

58. RECYCLING OF ASPHALT, CONCRETE, AND MASONRY MATERIALS WILL BE STOCKPILED IN THE PROCESSING/SHIPPING/RECYCLING AREA FOR THE PURPOSE OF RESALE AND/OR BLENDING WITH ON SITE PRODUCTS. RECYLCED AGGREGATE WILL BE REMOVED ON AN ON-GOING BASIS. RECYCLED ASPHALT WILL NOT BE STOCKPILED WITHIN 30 METERS OF ANY WATER BODY OR MANMADE POND OR TWO METERS OF THE SURFACE OF THE WATER TABLE. A VARIANCE IS REQUIRED TO PERMIT STOCKPILES OF RECYCLED AGGREGATE CLOSER THAN 30 METERS TO THE LICENSED BOUNDARY (SEE TABLE 4).

59. ANY REBAR AND OTHER METAL WILL BE REMOVED FROM THE RECYCLED AGGREGATE AND PLACED IN A DESIGNATED SCRAP BIN ON SITE WHICH WILL BE REMOVED ON AN ON-GOING BASIS. ALL RECYCLED AGGREGATE WILL BE REMOVED FROM THE PROPERTY PRIOR TO FINAL REHABILITATION OF THE SITE.

60. ONCE THE AGGREGATE ON SITE HAS BEEN DEPLETED, NO FURTHER IMPORTS WILL BE PERMITTED. ONCE FINAL REHABILITATION HAS BEEN COMPLETED AND APPROVED IN ACCORDANCE WITH THE SITE PLAN, ALL RECYCLING OPERATIONS SHALL CEASE.

SCRAP

61. ANY SCRAP SUCH AS DISCARDED MACHINERY, EQUIPMENT, MOTOR VEHICLES, AND TIRES WILL BE COLLECTED AND TEMPORARILY STORED WITHIN THE CURRENT OPERATING PHASE IN ONE LOCATION, OR STORED IN THE PROCESSING/SHIPPING/RECYCLING AREA AND WILL BE REMOVED ON AN ONGOING BASIS. NO SCRAP WILL BE LOCATED WITHIN 30 METERS OF ANY BODY OF WATER. SCRAP STORED WITHIN THE CURRENT OPERATING PHASE WILL REMAIN 30 METERS FROM THE LICENSED BOUNDARY. A VARIANCE IS REQUIRED TO PERMIT SCRAP STORAGE CLOSER THAN 30 METERS OF THE LICENSED BOUNDARY IN THE PROCESSING/SHIPPING/RECYCLING AREA (SEE TABLE 4).

DRAINAGE CONTROLS

62. DURING EXTRACTION, WATER WILL DRAIN ACROSS THE SITE PASSIVELY VIA GRAVITY SO AS TO MIMIC EXISTING CONDITIONS AND ENSURE FLOW CONTINUES TO THE PSW DURING EXTRACTION.

63. CURRENTLY, THERE ARE TWO SURFACE WATER FEATURES THAT DRAIN THE SITE. WATERCOURSE 1 DRAINS THE NORTHERN AND CENTRAL PORTIONS, WHILE WATERCOURSE 2 DRAINS THE SOUTHERN PORTION. SEE EXISTING FEATURES (SHEET 1 OF 8). THE ELEVATION OF THE INLET OF WATERCOURSE 1 ALONG THE NORTH BOUNDARY IS 232 MASL AND THE ELEVATION OF THE OUTLET ALONG THE EAST BOUNDARY IS 217 MASL. SURFACE WATER IN WATERCOURSE 1 MIXES WITH GROUNDWATER, EMANATING FROM A SPRING AT SW5 (ELEVATION 215.5 MASL), APPROXIMATELY 40 M DOWNSTREAM OF THE OUTLET.

64. TO MIMIC EXISTING CONDITIONS, THE QUARRY FLOOR WILL BE GRADED TO CONVEY WATER TO A NEW DRAINAGE CHANNEL TO BE ALIGNED PARALLEL TO WATERCOURSE 1. THE STAGING OF THE NEW DRAINAGE CHANNEL IS SHOWN ON THE STAGES OF OPERATION PLAN (SHEETS 6, 7, AND 8). THE NEW DRAINAGE CHANNEL WILL ALSO RECEIVE AND CONVEY WATER FROM THE SEVERN PINES QUARRY.

65. THE NEW DRAINAGE CHANNEL WILL CONNECT TO THE NORTH INLET AT THE SAME ELEVATION AS WATERCOURSE 1 AND OUTLET AT SW5 SO THAT SURFACE WATER AND GROUNDWATER COLLECTED ON-SITE WILL BE DISCHARGED AT A SIMILAR LOCATION POST-EXTRACTION AND MIMIC EXISTING CONDITIONS.

66. THE NEW DRAINAGE CHANNEL WILL CONNECT TO THE NORTH INLET USING A HABITAT LINKAGE SEE DETAIL D ON SHEET 4 OF 8. FINAL DESIGN DETAILS FOR THE HABITAT LINKAGE WILL BE PROVIDED TO MNRF BEFORE EXTRACTION COMMENCES IN PHASE 3B.

67. WHEN MAKING THE SWITCH FROM WATERCOURSE 1 TO THE NEW DRAINAGE CHANNEL, FISH WILL NEED TO BE SALVAGED AND TRANSFERRED TO THE NEW DRAINAGE CHANNEL. SEE FISH SALVAGE PLAN ON SHEET 5 OF 8.

68. THE QUANTITY AND QUALITY OF THE WATER LEAVING THE SITE AND ENTERING THE PSW WILL BE CONTROLLED USING SETTLING PONDS WITH ENGINEERED OUTLETS. SEE THIS SHEET FOR THE LOCATION OF SETTLING POND 1 AND SETTLING POND 2.

69. SETTLING POND 1 WILL BE DESIGNED PRIOR TO EXTRACTION IN PHASE 1B AND LOCATED ALONG THE SOUTHERN EXTRACTION BOUNDARY. SETTLING POND 1 WILL OUTLET TO WATERCOURSE 2. AN MOECC ENVIRONMENTAL COMPLIANCE APPROVAL FOR PERIODIC DISCHARGE OF WATER WILL BE REQUIRED. CONCEPTUAL DETAILS FOR THIS POND ARE SHOWN ON DETAIL F (SHEET 4 OF 8).

70. SETTLING POND 2 WILL BE DESIGNED PRIOR TO EXTRACTION IN PHASE 2 AND LOCATED AT THE OUTLET OF THE NEW DRAINAGE CHANNEL. AN MOECC ENVIRONMENTAL COMPLIANCE APPROVAL FOR PERIODIC DISCHARGE OF WATER WILL BE REQUIRED. CONCEPTUAL DETAILS FOR THIS POND ARE SHOWN ON DETAIL G (SHEET 4 OF 8). THE CONSTRUCTION OF SETTLING POND 2 WILL REQUIRE EXCAVATION IN THE 30 METER RESIDENTIAL SETBACK FOR THE INSTALLATION OF A CULVERT. A VARIANCE IS REQUIRED TO PERMIT EXCAVATION IN THIS AREA (SEE TABLE 4).

71. TEMPORARY MINOR DRAINAGE DITCHES WILL BE CREATED AS NECESSARY TO CATCH PRECIPITATION AND GROUNDWATER AND DIRECTED TOWARDS SETTLING POND 1 OR THE NEW DRAINAGE CHANNEL.

72. TO ASSIST WITH DRAINAGE CONTROL, WETLANDS ARE PROPOSED FOR CONSTRUCTION ON THE QUARRY FLOOR IN PHASES 2, 3A, AND 4A ADJACENT TO THE NEW DRAINAGE CHANNEL (SEE SHEET 5 OF 8). FINAL DESIGN DETAILS FOR THE CONSTRUCTED WETLAND WILL BE PROVIDED TO MNRF BEFORE EXTRACTION PROCEEDS IN PHASE 3A.

EROSION AND SEDIMENTATION CONTROLS

73. A SEDIMENT AND EROSION CONTROL PLAN WILL BE DESIGNED AND IMPLEMENTED PRIOR TO SITE PREPARATION OF EACH STAGE SHOWN ON SHEETS 6, 7, AND 8.

DUST CONTROLS

74. DUST WILL BE MITIGATED ON SITE. WATER OR OTHER PROVINCIALLY APPROVED DUST SUPPRESSANT WILL BE APPLIED TO INTERNAL HAUL ROADS AND PROCESSING AREAS AS OFTEN AS REQUIRED TO MITIGATE DUST. PROCESSING EQUIPMENT WILL BE EQUIPPED WITH DUST SUPPRESSING OR COLLECTING DEVICES WHERE THE EQUIPMENT CREATES DUST AND IS BEING OPERATED WITHIN 300 METRES OF A SENSITIVE RECEPTOR.

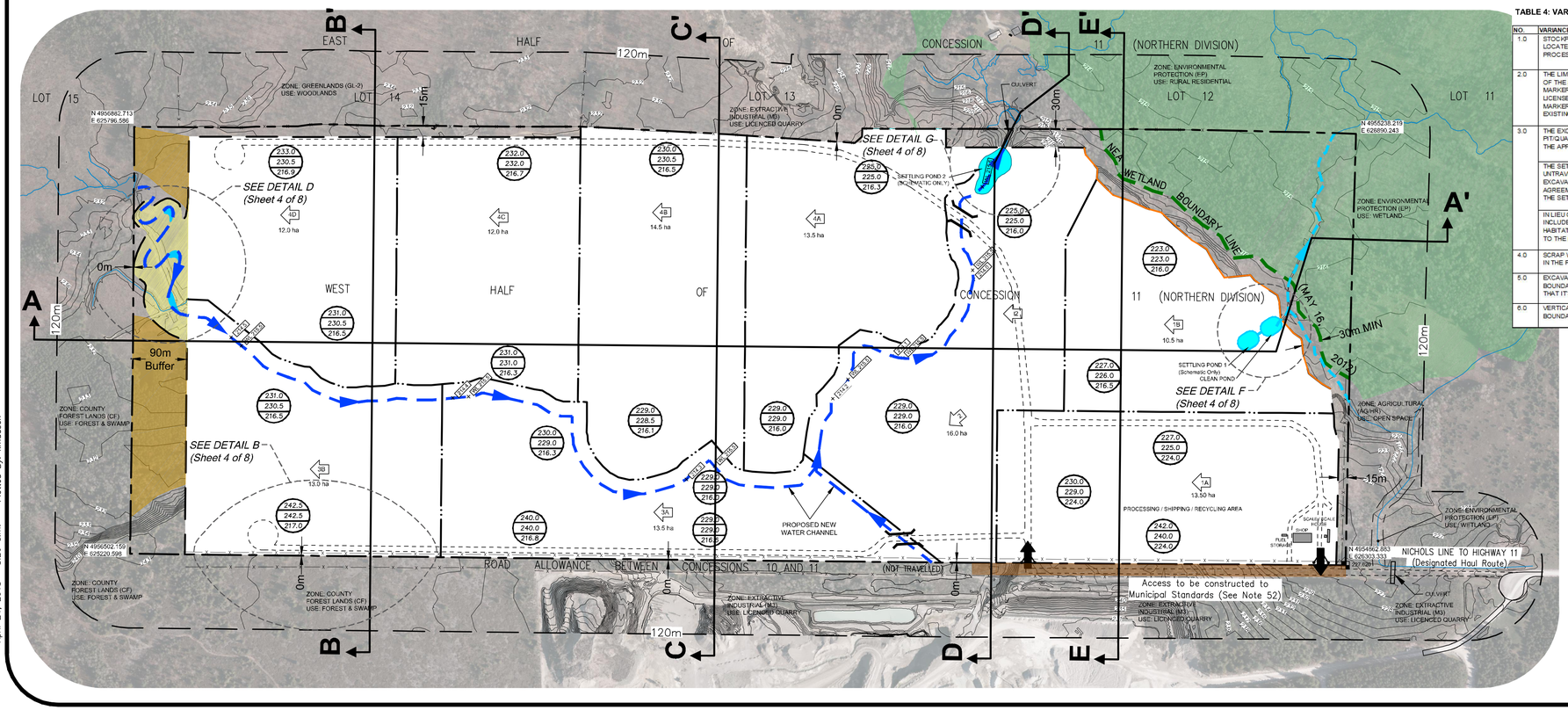
BLASTING CONTROLS

75. A BLASTING ATTENUATION STUDY WILL BE CARRIED OUT DURING THE FIRST 12 MONTHS OF OPERATION TO DESIGN FUTURE BLASTS.

76. ALL BLASTS WILL BE MONITORED AS PER THE BLASTING RECOMMENDATIONS (SEE SHEET 3 OF 8). ALL BLASTS WILL BE MONITORED FOR GROUND VIBRATION AND BLAST OVERPRESSURE TO ENSURE COMPLIANCE WITH CURRENT PROVINCIAL GUIDELINES. BLAST MONITORING REPORTS WILL BE AVAILABLE UPON REQUEST BY THE MNRF FOR AUDIT PURPOSES.

TABLE 4: VARIATION OF OPERATIONAL STANDARDS

NO.	VARIANCE	STANDARD
1.0	STOCKPILES OF AGGREGATE AND/OR TOPSOIL AND/OR OVERBURDEN WILL BE LOCATED CLOSER THAN 30 METERS FROM THE LICENSED BOUNDARY IN THE PROCESSING/SHIPPING/ RECYCLING AREA.	AGGREGATE STOCKPILES (5.13)
2.0	THE LIMIT OF EXTRACTION ADJACENT TO THE PSW IN THE SOUTH EAST CORNER OF THE SITE WILL NOT BE FENCED. INSTEAD IT WILL BE DELINEATED WITH MARKER POSTS AND SILTATION CONTROLS. THE NORTH AND NORTH EAST LICENSED BOUNDARIES WILL NOT BE FENCED BUT WILL BE DEMARCATED WITH MARKER POSTS. THE ADJACENT LANDS ARE VACANT, HEAVILY WOODED, OR AN EXISTING QUARRY.	FENCING (5.1)
3.0	THE EXCAVATION SETBACK AREA ADJACENT TO THE BEAMISH/DUFFERIN SEYLER PIT/QUARRY MAY BE ELIMINATED IF A COMMON BOUNDARY AGREEMENT WITH THE APPLICABLE LICENSE HOLDER IS FILED WITH THE MNRF.	SETBACKS (5.10)
	THE SETBACK ALONG THE WEST SITE BOUNDARY ABUTS AN UNOPENED AND UNTRAVELED ROAD ALLOWANCE PATENTED TO THE TOWNSHIP OF SEVERN. THE EXCAVATION OF THE SETBACK AREA MAY BE ELIMINATED IF A BOUNDARY AGREEMENT BETWEEN THE TWO PARTIES IS FILED WITH THE MNRF TO REDUCE THE SETBACK TO 0 METERS.	
	IN LIEU OF THE 15 M SETBACK ALONG THE NORTH BOUNDARY, A 90 M BUFFER IS INCLUDED TO ALLOW FOR THE CONSTRUCTION OF A TREE NURSERY AND A FISH HABITAT LINKAGE CONNECTING THE NORTH INLET FROM COUNTY OWNED LANDS TO THE NEW WATER CHANNEL.	
4.0	SCRAP WILL BE STORED CLOSER THAN 30 METERS TO THE LICENSED BOUNDARY IN THE PROCESSING/SHIPPING/RECYCLING AREA.	SCRAP (5.9)
5.0	EXCAVATION IN THE 30 METER RESIDENTIAL SETBACK ALONG THE EAST BOUNDARY WILL BE REQUIRED TO PROPERLY CONSTRUCT SETTLING POND 2 SO THAT IT'S OUTLET IS AN ELEVATION BELOW 216 MASL.	EXCAVATION WITHIN SETBACK (5.11)
6.0	VERTICAL FACES WILL BE INCLUDED IN THE FINAL REHABILIATION OF THE WEST BOUNDARY OF PHASE 3B ONLY (SEE DETAIL B ON SHEET 4 OF 8).	SLOPING OF EXCAVATION FACES (5.19)


B'
EAST
HALF
120m
C'
OF
CONCESSION
D'
E'
11
(NORTHERN DIVISION)
ZONE: ENVIRONMENTAL PROTECTION (EP) USE: RURAL RESIDENTIAL
LOT 15
LOT 14
LOT 13
LOT 12
LOT 11
ZONE: GREENLANDS (GL-2) USE: WOODLANDS
ZONE: EXTRACTIVE INDUSTRIAL (M3) USE: LICENCED QUARRY
CULVERT
N 4956882.713 E 625796.596
N 4956238.219 E 626890.243
SEE DETAIL G (Sheet 4 of 8)
SETTLING POND 2 (SCHEMATIC ONLY)
NEW WETLAND BOUNDARY LINE
ZONE: ENVIRONMENTAL PROTECTION (EP) USE: WETLAND
A'
SEE DETAIL D (Sheet 4 of 8)
12.0 ha
12.0 ha
14.5 ha
13.5 ha
10.5 ha
A
WEST
HALF
OF
CONCESSION
11
(NORTHERN DIVISION)
(MAY 16, 2018)
30m MIN
90m Buffer
SETTLING POND 1 (Schematic Only) CLEAN POND
SEE DETAIL F (Sheet 4 of 8)
ZONE: AGRICULTURAL (AG/HR) USE: OPEN SPACE
ZONE: COUNTY FORESTLANDS (CF) USE: FOREST & SWAMP
SEE DETAIL B (Sheet 4 of 8)
13.0 ha
16.0 ha
13.50 ha
PROCESSING / SHIPPING / RECYCLING AREA
PROPOSED NEW WATER CHANNEL
ZONE: ENVIRONMENTAL PROTECT

PROTECTED BY COPYRIGHT
NOT FOR REPRODUCTION OR USE
REFERENCE ONLY

TOWNSHIP OF SEVERN

THE CORPORATION OF THE TOWNSHIP OF SEVERN

Official Plan Amendment No. X

The following text, together with Schedule XXX, attached hereto, constitutes Official Plan Amendment No. “X” to the Official Plan of the Corporation of the Township of Severn.

1.0 Purpose and Effect:

The purpose and effect of this Amendment is to revise the land use designation as follows:
Change Schedule A attached hereto from “Greenland” to “Countryside” and
Change Schedule C attached hereto from “Greenland” to “Licenced Pit or Quarry” to permit the establishment of a quarry.

2.0 Location:

The lands affected by this Amendment are in Part Lots 12, 13 and 14, Concession 11.

3.0 Basis:

The basis for permitting this Amendment is:

- The application will permit the development of a Quarry, with extraction above and below the water table. The total area to be licensed is 138 hectares (ha), with extraction proposed for 118.5 ha within that area. The proposed maximum annual tonnage is 500,000 tonnes. The operational design and rehabilitation of the Quarry is based on the recommendations of a multi-disciplinary technical team and reflects current provincial policies and regulations. The technical reports assessed the potential impacts of the proposed quarry operation on groundwater and natural heritage features on the Site and adjacent lands.
- The property is identified as a High Potential Mineral Aggregate Resource Area in the Official Plan
- The Planning Act and related Aggregate Resources Act applications are supported by a series of technical studies which have assessed the impact of the proposed operation on neighbouring residents, the natural environment, the agricultural capabilities of the land, the impact on roads, and municipal water supply.
- The Site Plans detail the way operations will be carried out as described by the sequence of mining and progressive rehabilitation.
- The Amendment is consistent with the Provincial Planning Statement, 2024, conforms to the County of Simcoe Official Plan, 2023, and conforms to the Council-Adopted Township of Severn Official Plan, 2023, as amended.

4.0 Actual Changes:

4.1 Schedule

a) That Land Use Schedule A: Settlement and Land Use Structure be amended by redesignating a portion of the subject lands from “Greenland” to “Licenced Pit or Quarry” as shown on Schedule A attached to this Amendment.
b) That Land Use Schedule C: Land Use South be amended by redesignating a portion of the subject lands from “Greenland” to “Licenced Pit or Quarry” as shown on Schedule B attached to this Amendment

5.0 Implementation:

An implementing Zoning By-law Amendment and Site Plan will give effect to the intended uses on the subject lands.

This Official Plan Amendment is Schedule “XXX” to By-law No. _____ passed on the _ day of _____ 202X.

CORPORATION OF THE TOWNSHIP OF SEVERN

_____

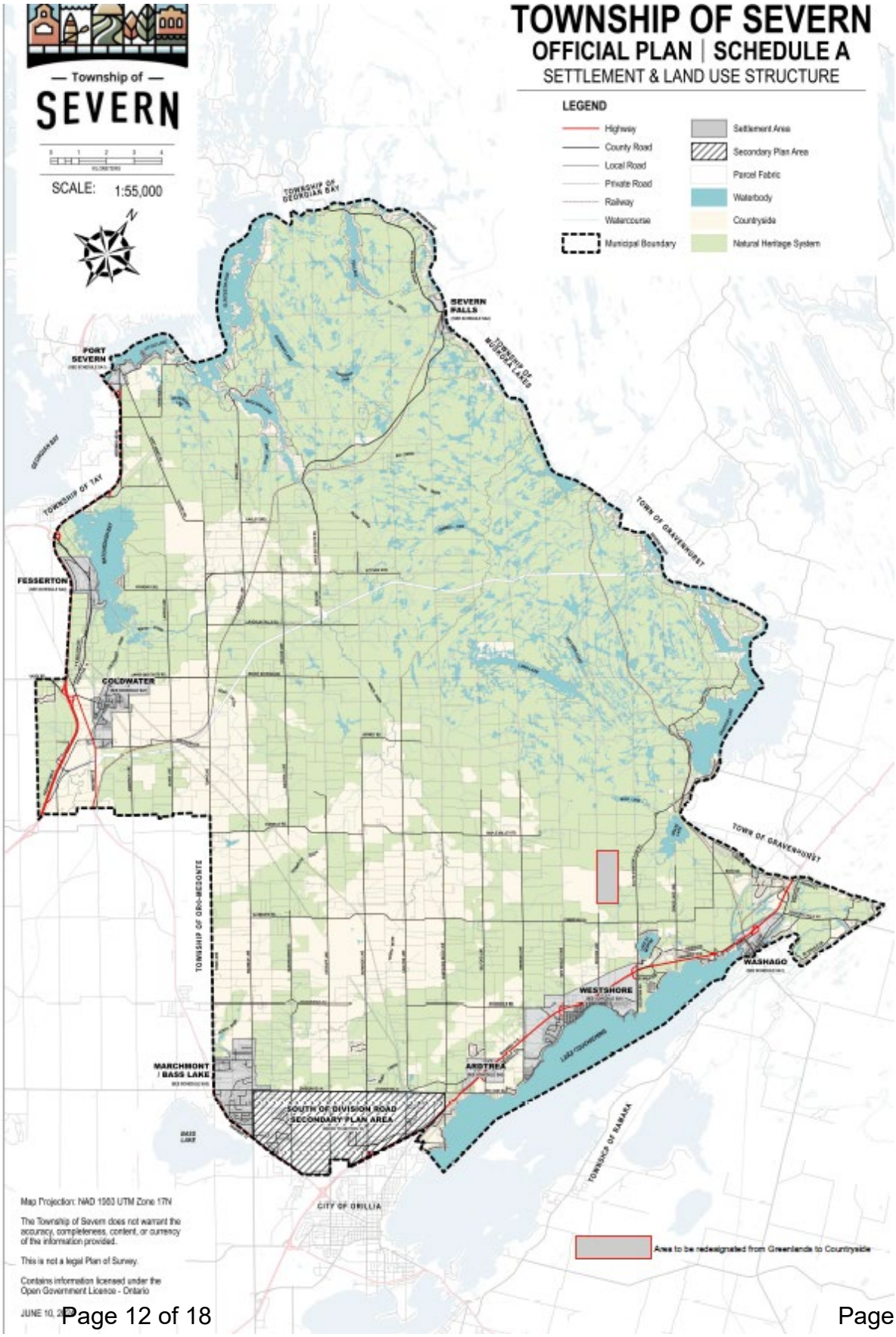
MAYOR

_____

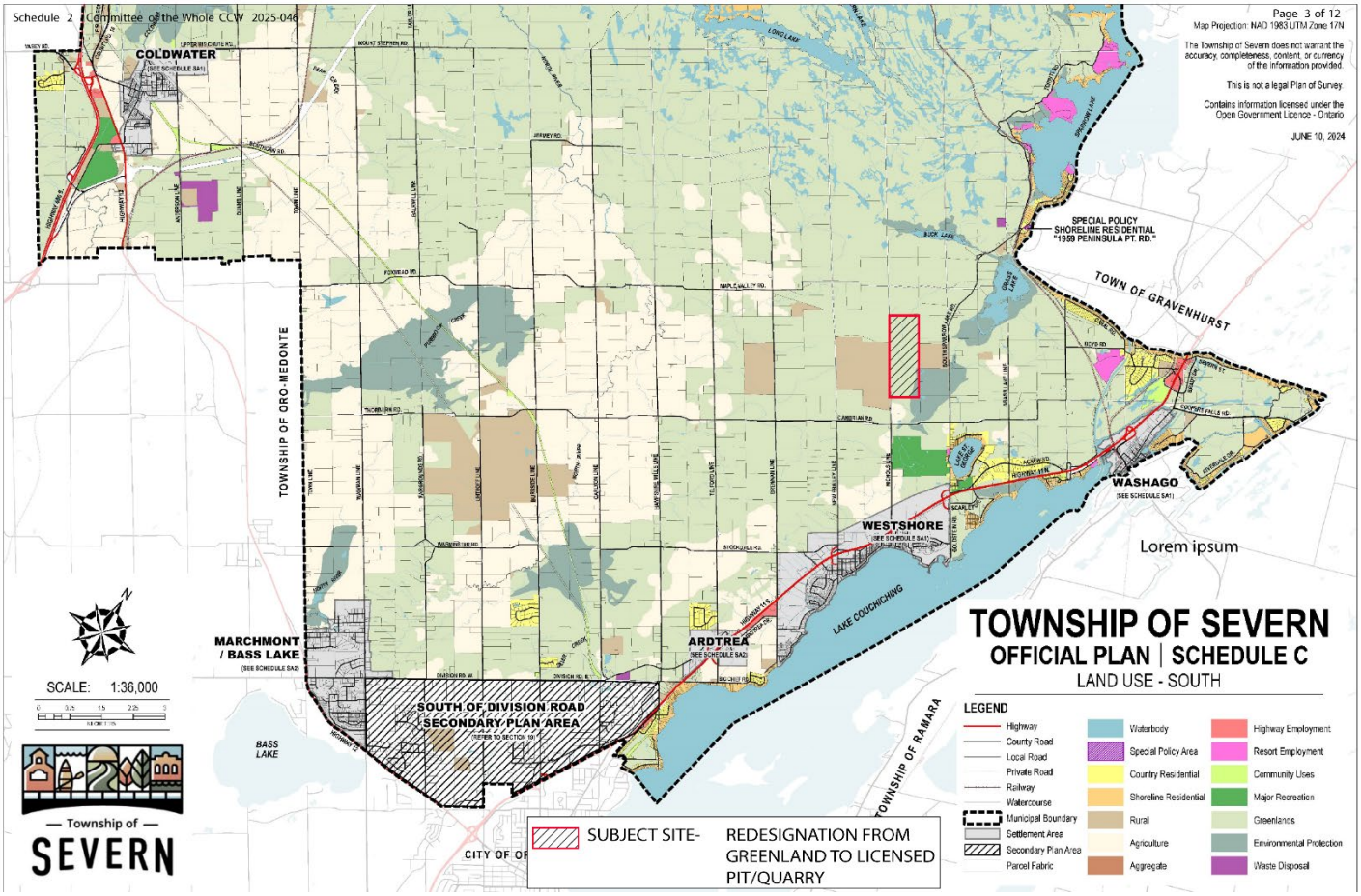
CLERK-TREASURER

Official Plan Amendment #XXX to the Township of Severn Official Plan

Schedule B



Official Plan Amendment #XXX to the Township of Severn Official Plan Schedule A



THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 202X-XX

BEING A ZONING BY-LAW TO REZONE THE LANDS DESCRIBED AS WEST HALF OF LOTS 12, 13, & 14, CONCESSION 11, GEOGRAPHIC TOWNSHIP OF NORTH ORILLIA, NOW IN THE TOWNSHIP OF SEVERN (2651 NICHOLS LINE)

WHEREAS the matters hereinafter set out conforms with the Official Plan in effect for the Township of Severn;

AND WHEREAS the Council of the Corporation of the Township of Severn deems it advisable to rezone a portion of the lands described as West Half of Lots 12, 13, & 14, Concession 11, geographic Township of North Orillia, now in the Township of Severn, municipally known as 2651 Nichols Line;

AND WHEREAS the Council of the Corporation of the Township of Severn has determined that no further notice is required in accordance with Section 34 (17) of the *Planning Act*;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. THAT the Schedules of Zoning By-law No. 2010-65, as otherwise amended, are hereby further amended by rezoning a portion of the lands described as West Half of Lots 12, 13, & 14, Concession 11, geographic Township of North Orillia, now in the Township of Severn, municipally known as 2651 Nichols Line, from the Greenlands (GL) and Environmental Protection (EP) Zone to the site-specific Extractive Industrial (M3-XX) Zone and Environmental Protection (EP) Zone, in accordance with Schedule "A" attached hereto and forming part of this By-law.

2. THAT Section 6.5.1 entitled "Exceptions to Extractive Industrial (M3) Zone" of Zoning By-law No. 2010-65, as otherwise amended, is hereby further amended by adding the following exception Zone to the end thereof:

Exception	By-law	Location	Special Provisions
M3-XX	202X-xx	West Half of Lots 12, 13, & 14, Concession 11 2651 Nichols Line	• Notwithstanding Section 3.26.1 – Frontage on a Public Street, development be permitted on a lot that is accessed via a new road use agreement or legal right-of-way • Notwithstanding the Section 8.4 – Lot Requirements, the minimum setbacks and associated provisions related to the above noted proposed uses on the subject lands shall be those applied in association with any license issued under the Aggregate Resources Act

All other provisions of the Extractive Industrial (M3) Zone shall apply and be complied with.

3. THAT Zoning By-law No. 2010-65, as otherwise amended, is hereby amended to give effect to the foregoing, but Zoning By-law No. 2010-65, as otherwise amended, shall in all other respects remain in full force and effect save as same may be otherwise amended or herein dealt with.

4. THAT subject to the provisions of the *Planning Act*, R.S.O. 1990, as amended, this By-law shall come into force on the date it is passed by the Council of the Corporation of the Township of Severn.

Passed this ## day of ##, 20##.

CORPORATION OF THE TOWNSHIP OF SEVERN

_____
MAYOR

_____
CLERK

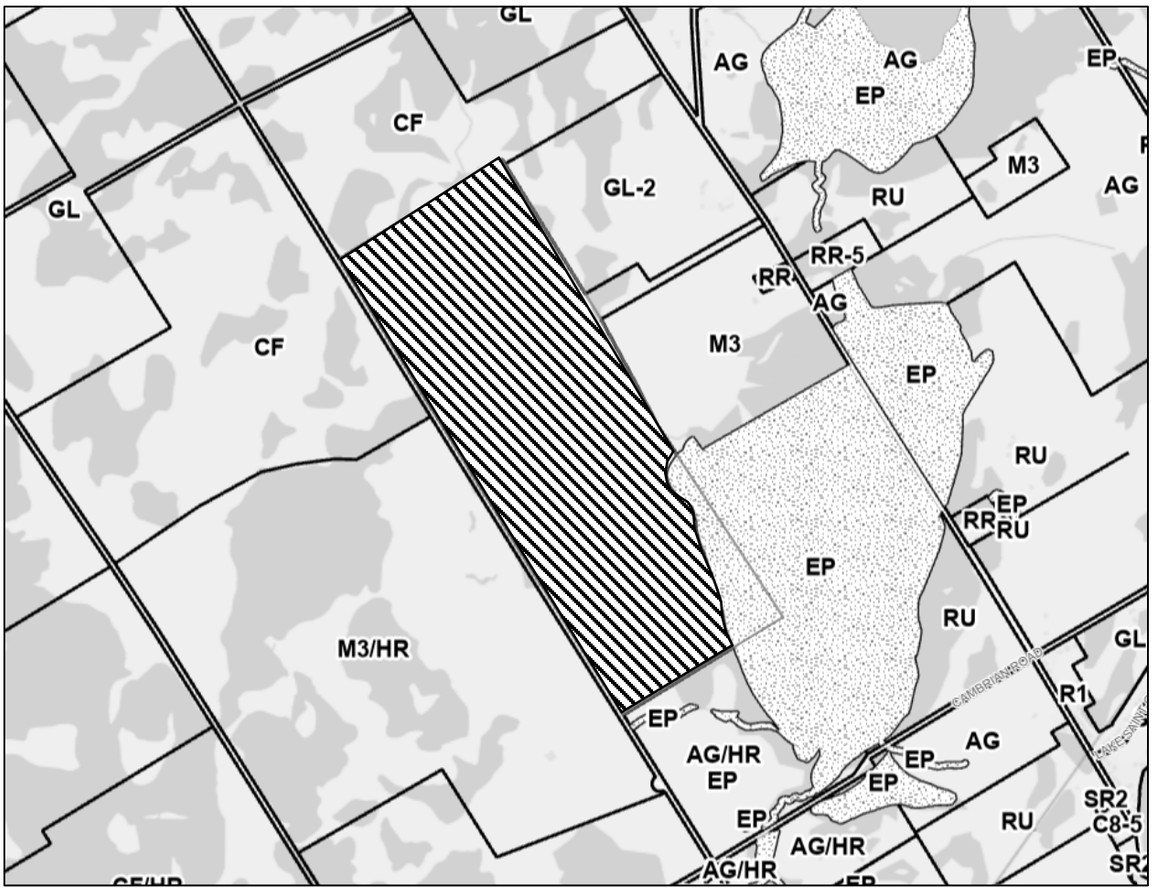
Written approval of this by-law was given by Mayoral Decision MD-20##- dated ## ##, 20##

SCHEDULE A - BY-LAW NO. 2026-XX

West Half of Lots 12, 13, & 14, Concession 11

Township of Severn
County of Simcoe

2651 Nichols Line



Portion of lands to be rezoned from the Greenlands (GL) Zone to the site-specific Extractive Industrial (M3-XX) Zone

CORPORATION OF THE TOWNSHIP OF SEVERN

_____

MAYOR

_____

CLERK

The Couchiching Conservancy

March 4, 2026

To:
Township of Severn
1024 Hurlwood Lane, Severn
PO Box 159, Orilia, Ontario L3V 6J3

Subject: Request to Reject Rezoning of Environmentally Protected Land Adjacent to McDarker Nature Reserve

Dear Members of Council and Zoning Department,

I am writing on behalf of The Couchiching Conservancy, a registered charitable non-profit dedicated to protecting and stewarding ecologically significant lands in Simcoe County for current and future generations. Our work includes permanently protecting natural areas, restoring habitats, and monitoring the health of wetlands, forests, and species at risk. We are deeply concerned about the proposed rezoning of lands designated as Environmental Protection adjacent to our permanently protected McDarker Nature Reserve**,** and we strongly urge the Township of Severn to reject this proposal due to the significant ecological risks it poses.

We have consistently and clearly raised concerns about the Severn Aggregates project in formal submissions opposing the proposed quarrying of this land. Detailed comments were provided to both the proponent and the Ministry of Natural Resources, including a comprehensive species list and documentation of the quarry's controversial history during the 2018 licensing process.

In addition, in 2020 we submitted a joint letter on behalf of Ontario Nature, Simcoe County Greenbelt Coalition, and our organization, explicitly referencing Ontario's stated commitment to wetland protection under the Ministry of Natural Resources and Forestry's *Wetland Conservation Strategy for Ontario (2017–2030)*. That correspondence outlined clear opposition and underscored the clear inconsistency between the proposed quarry development and the province's own articulated conservation objectives.

The lands under consideration for rezoning by the township are almost entirely covered by Provincially Significant Wetlands and Provincially Significant Groundwater Recharge areas. They contain watercourses that feed the significant wetlands located on our property, and development in this area could result in drainage or disruption of these wetlands, and additional wetlands to the west and north. Such changes would directly impact the ecological integrity of our federally registered, permanently protected Ecological Gift (ON19 and ON20)**.**

The proposed development would result in long-term impacts on the McDarker Nature Reserve, including:

- Habitat loss and fragmentation, including edge effects that reduce the quality and continuity of natural areas;
- Alterations to surface and groundwater flows, affecting overall hydrology in the region, including nearby rivers, lakes, and wetlands on and surrounding the property;
- Degradation of wetlands and surrounding natural features including siltation, which is profoundly impactful on fish populations;
- Impacts from quarry-related activities, such as dust, noise, night-time lighting, blasting, and other hydrological disturbances that degrade Natural Heritage Features and Ecosystem Services;
- Risk to species at risk habitat, including birds, reptiles, bats, and other wildlife;
- Impacts on Priority 1 Conservation Habitat, identified for its critical role in maintaining Natural Heritage Features and ecosystem services.

In addition, the property is adjacent to other ecologically significant areas, including the Simcoe County Forest, further amplifying the potential cumulative effects of rezoning and development. We have prepared detailed mapping of the significant natural features in this area, which underscore the ecological sensitivity of the site.

Given these considerations, rezoning this land would compromise permanently protected natural areas, degrade critical habitat, and disrupt regional hydrology, which are all contrary to Provincial, Federal, and Municipal conservation policies. As stewards of a federally protected Ecological Gift, we have a responsibility to safeguard these features and strongly urge the Township to deny the rezoning application.

We appreciate your attention to this matter and are available to provide further documentation, mapping, or expert input to support the Township's review process. Protecting these lands is essential not only for the McDarker Nature Reserve but also for the broader ecological health of the region.

Thank you for your consideration.

Sincerely,

Meghan Duell

Meghan Duell, Ph.D.
Conserved Lands Manager

June 16, 2026

Planning Department - Township of Severn
Re; File Number OPA 25-01 & Z-25-07
Objection to Proposed Quarry – 2651 Nichols Line, Severn Township, Severn Aggregates

To the Attention of Severn Planning Department,

On behalf of the McFall Family, I am writing to formally register our strongest possible objection to the proposed quarry as per the file number indicated license and zoning amendment application. As long-term residents of 3037 South Sparrow Lake Road, Washago, for more than 60 years, our family has a significant and enduring interest in matters affecting our community. We are deeply concerned about the severe, long-term threats this industrial operation poses to our community, environment, and the economy,

My objections are primarily based on the following 4 critical issues:

- **Threats to Water Resources**: The proposed below-the-water-table extraction poses an unacceptable risk to our local aquifers and private water wells. The massive volume of water required for operations threatens to deplete our ground water and surrounding watershed.
- **Public Health and Safety**: Aggregate mining – particularly blasting and rock crushing – generates excessive noise, vibration, and dust pollution. This will severely degrade the air quality and the peaceful enjoyment of our homes, while increasing the risk of respiratory issue for vulnerable residents.
- **Environment Degradation**; The quarry risks destroying vital natural heritage systems, wetlands and local wildlife habitats. Allowing heavy machinery and industrial disturbance in this ecologically sensitive area is short-sighted and irreversible.
- **Infrastructure and Traffic**: The increase of hundreds (already too many for local quarry on Nichols Line) of heavy gravel trucks daily will cause significant damage to our local roads, create major traffic congestion, and compromise road safety for pedestrians, cyclists and local commuters.

Given these substantial and unacceptable impacts, I urge you to deny the license application and MANDATE a comprehensive **Environment Assessment (EA)** to fully scrutinize the true cost of this project.

The burden of these long-term, life altering effects should not be forced upon our community for the sake of corporate interest. Please add the "McFall" Family's name to the public record as an active opponent of this application/file number.

Sincerely,

Arlene McFall on behalf of

The McFall Family
60 years at 3037 South Sparrow Lake Road, Washago

June 12, 2026

Planning Department - Township of Severn
Re; File Number OPA 25-01 & Z-25-07
Objection to Proposed Quarry – 2651 Nichols Line, Severn Township, Severn Aggregates

Dear Severn Planning Department,

I am writing you to formally submit my strong objection to the proposed quarry as per the file number indicated license and zoning amendment application. As a resident of 3304 Lake St. George Blvd, Severn I am deeply concerned about the severe, long-term threats this industrial operation poses to our community, environment, and the economy,

My objections are primarily based on the following critical issues:

- **Threats to Water Resources**: The proposed below-the-water-table extraction poses an unacceptable risk to our local aquifers and private water wells. The massive volume of water required for operations threatens to deplete our ground water and surrounding watershed.
- **Public Health and Safety**: Aggregate mining – particularly blasting and rock crushing – generates excessive noise, vibration, and dust pollution. This will severely degrade the air quality and the peaceful enjoyment of our homes, while increasing the risk of respiratory issue for vulnerable residents.
- **Environment Degradation**; The quarry risks destroying vital natural heritage systems, wetlands and local wildlife habitats. Allowing heavy machinery and industrial disturbance in this ecologically sensitive area is short-sighted and irreversible.
- **Infrastructure and Traffic**: The increase of hundreds (already too many for local quarry on Nichols Line) of heavy gravel trucks daily will cause significant damage to our local roads, create major traffic congestion, and compromise road safety for pedestrians, cyclists and local commuters.

Given these substantial and unacceptable impacts, I urge you to deny the license application and MANDATE a comprehensive **Environment Assessment (EA)** to fully scrutinize the true cost of this project.

The burden of these long-term, life altering effects should not be forced upon our community for the sake of corporate interest. Please add my name to the public record as an active opponent of this application/file number.

Sincerely,

Raymond Miller
3304 Lake St. George Blvd
[redacted]

June 12, 2026

Planning Department - Township of Severn
Re; File Number OPA 25-01 & Z-25-07
Objection to Proposed Quarry – 2651 Nichols Line, Severn Township, Severn Aggregates

Dear Severn Planning Department,

I am writing you to formally submit my strong objection to the proposed quarry as per the file number indicated license and zoning amendment application. As a resident of 3304 Lake St. George Blvd, Severn I am deeply concerned about the severe, long-term threats this industrial operation poses to our community, environment, and the economy,

My objections are primarily based on the following critical issues:

- **Threats to Water Resources**: The proposed below-the-water-table extraction poses an unacceptable risk to our local aquifers and private water wells. The massive volume of water required for operations threatens to deplete our ground water and surrounding watershed.
- **Public Health and Safety**: Aggregate mining – particularly blasting and rock crushing – generates excessive noise, vibration, and dust pollution. This will severely degrade the air quality and the peaceful enjoyment of our homes, while increasing the risk of respiratory issue for vulnerable residents.
- **Environment Degradation**; The quarry risks destroying vital natural heritage systems, wetlands and local wildlife habitats. Allowing heavy machinery and industrial disturbance in this ecologically sensitive area is short-sighted and irreversible.
- **Infrastructure and Traffic**: The increase of hundreds (already too many for local quarry on Nichols Line) of heavy gravel trucks daily will cause significant damage to our local roads, create major traffic congestion, and compromise road safety for pedestrians, cyclists and local commuters.

Given these substantial and unacceptable impacts, I urge you to deny the license application and MANDATE a comprehensive **Environment Assessment (EA)** to fully scrutinize the true cost of this project.

The burden of these long-term, life altering effects should not be forced upon our community for the sake of corporate interest. Please add my name to the public record as an active opponent of this application/file number.

Sincerely,

Stacey Miller
3304 Lake St. George Blvd
[redacted]

From: Aidan Brennan
To: Planning
Subject: Cumberland Quarry opposition
Date: June 9, 2026 9:38:33 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello again,

I also must add that I have read the application for rezoning and it is stated that the EP land, listed as provincial significant wetlands won't be touch.

What is laughable about that claim is the very actions of digging under the water table (which is clearly stated) will disrupt that wetlands ability to manage water thus destroying it in a roundabout way. Wetlands provide significant benefit such as flood management, water table replenishment, toxin filtering etc.

If the Township of Severn is serious about preserving its natural beauty, combating climate change, being a partner in flood management which we've had lots of problems with lately then they should strongly think twice about betraying the lands that lay in that property & the wildlife that calls it home.

I have personally seen the surrounding wetlands house provincially & federally endangered wildlife including reptiles, mammals & plants.

The people of this area won't rest as another big company looks ti destroy our beautiful township that we're proud to call home.

Aidan Brennan

From: Aidan Brennan
To: Planning
Subject: Deeply concerned about new quarry
Date: June 6, 2026 3:54:52 PM

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

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello

My name is Aidan and I am a resident in the Lake St. George community with my wife. I am writing because I am deeply disturbed by the townships want to keep destroying ecologically valuable land for the sake of another loud quarry that is proposed at 2651 Nichols Line.

People like me moved to this township to be able to live amongst wildlife, use the beautiful trails & forests, swim in the plentiful lakes and quarries like this have their place, but not next to such a quiet & diverse environment.

I regularly work with organizations like Scales nature park & Ontario Turtle Conservation Centre, as well as personally enjoy getting out and enjoying our native wildlife. I have personally done work in that proposed area and seen the importance of it for our wildlife and witnessed many in trouble species call it home. That area is deeply rich in species, many which are endangered and a quarry will not only immediately destroy their land, but also drain the wetlands.

Wetlands are the lungs for our community and blasting & drilling, dewatering etc will decimate important wetlands and not to mention peoples drinking wells, ponds, nearby lakes.

If you truly value the township as a serene & beautiful place to live, strongly think twice about developing this land for another rock pit.

An angry, concerned and sad resident.

Aidan B

From: Aidan Brennan [redacted]
Sent: June 7, 2026 2:52 AM
To: Planning <planning@severn.ca>
Subject: Nichols Line proposed quarry

You don't often get email from [redacted] Learn why this is important
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello

I want to follow up my previous email by also stating the obvious issue, the water table. It doesn't take advanced hydrology degrees to figure out how a quarry that clearly states it will be operating below the water table will significantly impact our areas hydrology.

Lake St. George, Grass Lake & surrounding wetlands will run the risk of having their supplies dry up thus creating unnatural & stagnant areas. Lake St. George has been a pristine

gem for many years because of its spring fed system and this quarry runs the risk of drying a lake up.

Not to mention everyone around runs the risk of losing their wells, what's the plan then?

The township has enough quarries in the area and I strongly encourage the township look elsewhere for money as developing land that's been designated as green space will be a betrayal to your residents.

Aidan B

From: Brent Manuge
To: Planning
Subject: Proposed quarry at 2651 Nichols line
Date: June 15, 2026 8:09:45 PM

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

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor, Council Members, and Planning Staff,

I am writing to formally oppose the proposed quarry development at 2651 Nichols Line and the associated Official Plan Amendment (OPA 25-01) and Zoning By-law Amendment (Z-25-07).

My wife and I live less than one kilometre from the proposed site and rely entirely on a private well for our household water supply. As a nearby resident, I have serious concerns regarding the potential impacts this quarry could have on groundwater quantity and quality, particularly given that extraction is proposed below the water table.

I am also concerned about the long-term impacts of blasting, noise, vibration, dust, and increased truck traffic on nearby residents and our rural community. Many of us chose to live in this area because of its quiet rural character, natural environment, and quality of life.

Before any approval is considered, I strongly urge Council to require independent peer review of all hydrogeological, environmental, traffic, and noise studies submitted by the applicant. Residents deserve confidence that the risks to private wells, local ecosystems, and public safety have been thoroughly examined by experts who are not retained by the proponent.

There are approximately 50 neighbouring households in the immediate

area, many of whom share similar concerns about the potential impacts of this proposal. The burden should be on the applicant to demonstrate that this development can proceed without negatively affecting nearby residents, our water supply, and the surrounding environment.

I respectfully request that Council refuse the proposed amendments or defer any decision until all technical studies have been independently reviewed and residents have had sufficient opportunity to review and respond to those findings.

Please include this correspondence in the public record for OPA 25-01 and Z-25-07.

Thank you for your consideration.

Sincerely,

Brent Manuge

From:	Michael Godfrey
To:	Planning
Cc:	Anne Devereaux
Subject:	File Number OPA 25-01 & Z-25-07
Date:	June 16, 2026 3:18:40 PM

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Planning Department - Township of Severn
Re: File Number OPA 25-01 & Z-25-07
Objection to Proposed Quarry – 2651 Nichols Line, Severn Township, Severn Aggregates

Dear Planning Department, Township of Severn,

Please let this email/letter serve as my strong formal objection to the proposed quarry (referenced above) license and zoning amendment application. As a long term resident of 3161 South Sparrow Lake Road, Washago, I am deeply concerned about the severe, long-term threats and effects this industrial operation poses to our community, environment, and the economy.
My objections are primarily based on the following critical issues:

- **Threats to Water Resources**: The proposed below-the-water-table extraction poses an unacceptable and significant risk to our local aquifers and private water wells, of which I am on. The massive volume of water required for operations threatens to deplete our ground water and surrounding watershed. Additionally, I am deeply concerned with the effect on the water level and quality of our spring-fed lake, Lake St George.
- **Public Health and Safety**: Aggregate mining – particularly blasting and rock crushing – generates excessive noise, vibration, and dust pollution. This will severely degrade the air quality and the peaceful enjoyment of our homes, while increasing the risk of respiratory issue for vulnerable residents.
- **Environment Degradation**; The quarry risks destroying vital natural heritage systems, wetlands and local wildlife habitats. Allowing heavy machinery and industrial disturbance in this ecologically sensitive area is short-sighted and irreversible.
- **Infrastructure and Traffic**: The increase of hundreds (already too many for local quarry on Nichols Line) of heavy gravel trucks daily will cause significant damage to our local roads, create major traffic congestion, and compromise road safety for pedestrians, cyclists and local commuters. Not to mention the carbon footprint.
- **Wetlands-**It is my understanding that the wetlands have already been impacted/drained. This very act contradicts the purpose of wetlands and their implied protection, in my opinion. On the surface, this appears to me as an 'it's easier to get forgiveness than permission' maneuver. This move, of draining prior to approval/scrutiny should carry consequences as some damage has been done.

Given these substantial and unacceptable impacts, I urge you to deny the license application and MANDATE a comprehensive **Environment Assessment (EA)** to fully scrutinize the true cost and impact of this proposed project.
The burden of these long-term, life altering effects should not be forced upon our community for the sake of corporate interest. Please add my name to the public record as an active opponent of this application/file number.

Sincerely,

Michael Godfrey, **CFP, CLU, CHS**

[redacted]

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The contents of this communication, including any attachment(s), are confidential and may be privileged. If you are not the intended recipient (or are not receiving this communication on behalf of the intended recipient), please notify the sender immediately and delete or destroy this communication without reading it, and without making, forwarding, or retaining any copy or record of it or its contents. Thank you. Note: We have taken precautions against viruses, but take no responsibility for loss or damage caused by any virus present

From: Michael Sawa
To: Planning
Subject: Cumberland Quarry Proposal
Date: June 16, 2026 2:15:41 PM

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

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I am a homeowner on Lake St. George. I am writing to express concern with the proposed **Cumberland Quarry on Concession 11**. This quarry has the potential to impact well and lake water in the surrounding areas. The proposed quarry site is part of a complex and very sensitive system of rivers, wetlands and groundwater streams which is called the Severn River Watershed. Due to complicated geology and ground water flows in the area, I am worried this quarry is a threat to the long term health of Lake St. George and the well water in the area.

Use of existing haul route will increase **road traffic of heavy vehicles, wear and tear on the roads, noise/vibrations, dust particles, and danger to adults, children and animals. I have concerns regarding the potential for a decrease in property values. I have concern the site could eventually be used as a landfill site.**

I cannot understand why the site is being considered for a quarry in such proximity to lakes, wetlands, and homes. I express my strongest objection to this proposal.

Sincerely.

Mike Sawa
3356 Cox Drive Washago

From: Natasha McDonald
To: Planning; Alison Gray
Subject: Concerns Regarding Proposed Quarry Expansion in Severn Township
Date: June 16, 2026 10:43:44 AM

Some people who received this message don't often get email from [redacted]. Learn why this is important

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To Whom It May Concern,

I am writing as a resident of the South Sparrow Lake Road area to express my concerns regarding the proposed quarry expansion in the Township of Severn.

I understand that aggregate resources play an important role in supporting infrastructure and development. However, I believe this proposal raises significant environmental and community concerns that require careful consideration before any approval is granted.

My primary concern is the proposed expansion into additional wetland areas and the plan to excavate below the water table. Wetlands are a vital part of our local ecosystem. They provide natural water filtration, flood mitigation, wildlife habitat, and contribute to the overall health of our surrounding lakes and waterways. Once these areas are disturbed or removed, the impacts can be long-lasting and, in some cases, irreversible.

I am deeply concerned about the potential effects on local water levels and water quality. The quarry is located within an area surrounded by lakes, wetlands, and interconnected water systems. Any activity that alters groundwater movement or requires excavation below the water table could have consequences for nearby lakes, wetlands, wells, and natural habitats. Residents deserve clear and independent evidence demonstrating that these impacts have been thoroughly studied and that our water resources will be protected.

In addition, I have serious concerns regarding the increased use of South Sparrow Lake Road as a service route for quarry operations. This is a residential road used daily by local families, residents, cyclists, pedestrians, and seasonal visitors. Increased truck traffic would create additional noise, dust, road wear, safety concerns, and disruption to the character of our community. The road was never intended to function as a major industrial transportation corridor.

I am also concerned about the potential impact increased truck traffic could have on the health of our local lakes and waterways. South Sparrow Lake Road passes through a residential and environmentally sensitive area, running alongside lakes, wetlands, and natural drainage systems. Increased heavy truck traffic raises concerns about dust, sediment, road runoff, and other materials potentially entering nearby water bodies, particularly during periods of heavy rain or spring runoff.

Our local lakes are one of the area's most valuable natural resources. Residents, cottagers, anglers, and visitors all depend on the health of these waters. There has already been increased attention paid to protecting local fish populations and maintaining the ecological health of our

lakes. Any activity that could place additional stress on these ecosystems should be carefully examined. Once water quality and aquatic habitats are damaged, restoration can be difficult, costly, and in some cases impossible.

Many of us chose to live in this area because of its natural beauty, quiet environment, lakes, wetlands, forests, and wildlife. These features are not only important to residents but also contribute significantly to recreation, tourism, and the overall quality of life in Severn Township.

There is already an existing quarry operating in the area. Given the scale of the current operation, I question whether further expansion into additional wetland and environmentally sensitive lands is necessary. Before any approval is considered, I urge Council and decision-makers to carefully weigh the long-term environmental and community impacts against the proposed benefits.

As residents, we are not opposed to responsible development or the need for aggregate resources. However, there must be limits when the potential impacts involve the loss of wetlands, risks to groundwater and surrounding lakes, increased industrial traffic on residential roads, and the long-term health of the natural environment that makes this area such a special place to live. Future generations should be able to enjoy these lakes, wetlands, forests, wildlife, and waterways just as we do today.

I respectfully request that a precautionary approach be taken and that the protection of our wetlands, lakes, groundwater resources, wildlife habitat, and residential communities remain a priority throughout this process.

Thank you for your time and consideration of these concerns. I will be in attendance atthe 9am meeting tomorrow.

Sincerely,

Natasha McDonald
3329 lake saint george blvd

From: Planning
To: Planning
Subject: FW: 2651 Nichols Line - Non-Statutory Public Information Meeting for OP-26-01 & Z-26-07
Date: June 16, 2026 3:01:52 PM
Attachments: image.png

From: Nancy Rowell [redacted]
Sent: Tuesday, June 16, 2026 2:28 PM
To: Emily Hehl <ehehl@severn.ca>
Cc: Andrea Woodrow <AWoodrow@severn.ca>; Smith Debbie <[redacted]>
Subject: Fwd: 2651 Nichols Line - Non-Statutory Public Information Meeting for OP-26-01 & Z-26-07

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Subject: Re: 2651 Nichols Line - Non-Statutory Public Information Meeting for OP-26-01 & Z-26-07

Hello Emily. Thank you for the email. We go on record as saying we are "OPPOSED" to this quarry. I will be attending the meeting tomorrow in person. In this email please find some of our concerns/comments/questions:

1) The risk to our wells, lakes, streams and water table.
2) the fact they plan to blast below the water table is unacceptable
3) There is quite a large area designated as EP lands on this proposal, what is the risk to those lands?
4) The risk to species at risk, rare vegetation and significant wildlife habitat including migratory birds, turtles, deer, moose, and lady slippers just to name a few
5) the concern that dust particles will be inhaled by humans and animals and the dust particles will be penetrating our lakes, rivers, streams. What impact will this dust have on our soil, and our gardens? It has been documented that the dust causes cancer.
6) the destruction of habitat
7) the speed the trucks travel at and the fall out of rock on the roadways
8) Does the long term plan for the quarry include it being used as a landfill?
9) the noise and the vibration from the blasting
10) We currently have a 2 acre spring fed pond that is designated EP, what will the impact be on it? I do not see our pond on your maps reflecting this designation
11) I see on a map that some homes are designated as "sensitive receptors" what does this mean and criteria is used to determine this designation? Why are some homes under this designation and some not under this designation?
12) Where is the proposed haul route going to be?
13) Who owns Severn Aggregates Limited 1662947 Ontario Incorporated?
14) It appears all of the studies, were conducted many years ago. Would it not be prudent and required to have more current studies done? I would assume a lot has changed over the years and especially with the existing Walker Quarry on Nichols line being in operation for sometime now.

These are a number of our concerns and questions. I have no doubt we will have more.

Sincerely

Nancy Rowell

Debbie Knight-Smith

Registered owners of 2801 South Sparrow Lake Road

[redacted]

Sent from my iPhone

On Jun 16, 2026, at 10:17 AM, Emily Hehl <ehehl@severn.ca> wrote:

Good morning Nancy,

Keely has provided me with your contact information pertaining to the above noted application and Non-Statutory Public Information meeting. Thanks for reaching out!

I understand that you are planning to attend and participate in the Public Information Meeting tomorrow. I thought I would reach out to see if you may want to provide any written comments or questions ahead of time? The Township would be able to provide the questions to the applicant's agent in advance of the meeting so they can hopefully come prepared to answer your question(s).

Thanks,
Emily

Emily Hehl, *BBRM, MSc*
Planner

Email: ehehl@severn.ca
Phone: 705-325-2315 x255

severn.ca <image.png> <image.png> <image.png> <image.png> <image.png>

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We follow the Municipal Freedom of Information and Protection of Privacy Act to collect, use and manage information. Your name, address and correspondence may become public and/or appear on our website as part of a council or committee agenda unless you ask us to remove it. For more information, please contact us at 705-325-2315 x232 or clerk@severn.ca.

From: pat sawa
To: Planning
Subject: Proposal for the Cumberland Quarry
Date: June 16, 2026 3:24:10 PM

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In the 1980s, my husband and I purchased a home on Lake St. George.
My son and his young family now own it.
It is extremely concerning to hear about the proposal for the Cumberland quarry.
I have very serious concerns about the effect the quarry will have on the streams, rivers, wetlands of the Severn River Watershed.
And particularly on Lake St. George itself, as well as the wells in the area.

Hauling material on township roads will negatively affect not only the roads but also the lives of area residents due to the noise, dust, and vibrations.

I very strongly object to the proposal which is so close to residents, our wells, and our precious waterway system.

Regards,
Pat Sawa
3356 Cox Dr.
Washago

June 16th, 2026

Members of Council,
Planning Department-Township of Severn
Re: File Number OPA 25-01 and Z-25-07
Objection to Proposed Quarry- A plea to protect Our Homes, Water and Community- 2651 Nichols Line, Severn Township, Severn Aggregates

Please accept this letter as my formal objection to the proposed quarry expansion. This is more than an objection to a project on paper, this is a deeply personal concern about the future of our homes, our water supply, our environment, and the community we have worked so hard to build. Unfortunately, I am unable to attend the meeting tomorrow June 17th, 2026 at 0900, regarding the proposed Quarry Concession 11 expansion; however, I respectfully submit this letter to ensure that my concerns and questions are heard and entered in the public record for consideration as part the the decision making process.

As a resident of South Sparrow Lake Road, My husband and I have significant concerns regarding **the potential impacts this expansion may have on our community, our environment, and our quality of life.**

First and foremost, my family relies entirely on a private well and septic system. Our well is healthy, reliable and has never experienced issues, even during dry and hot summers. In fact, our current well was drilled, with the understanding that we had an abundant and reliable water quantity. We are now being asked to accept the risk that the quarry blasting and excavation could disrupt the groundwater system or aquifer that currently supports our well, potentially impacting a water source that is functioning perfectly well today.

I would appreciate clarification on the following:

- ➔ Has the hydrogeological study specifically considered nearby residential wells and the cumulative impact on surrounding groundwater systems?
- ➔ Will base line testing and long term monitoring of private wells undertaken? And at who's cost?
- ➔ What assurances can be provided that the quantity and quality of our drinking water will not be negatively impacted?

- ➔ If a resident's well is affected, what legally binding commitments are in place to investigate, remedy, and compensate homeowners?

My concerns also include potential **impact on our local environment**. We are fortunate to live in a beautiful area surrounded by forests, wildlife, and lakes. Dust generated by quarry operation and increased truck traffic has the potential to affect air quality, can affect the young and elderly, settle on our properties in our homes and our vegetation, and also impact the enjoyment and use of our outdoor spaces.

Our community is also fortunate to have access to beautiful lakes, including our little lake, Lake St. George, it is more than just a body of water, it's the heart of our community. It attracts abundant wildlife and migratory birds, provides endless summer enjoyment for residents and visitors alike, and offers simple pleasures that make this place special: early morning paddles in a kayak, peaceful moments floating on the water, watching the sunrise over the lake and taking refreshing dips on a warm summer day. These are the experiences and memories that make our lake worth saving . My understanding is that the lake is spring fed, which raises concerns about how changes to groundwater patterns could potentially affect our lake and surrounding ecosystems. I would appreciate clarifications on whether these potential impacts have been studied and what protections are in place.

Additionally, I am deeply concerned about **traffic and public safety,** these vehicles are extremely large and at times have two trailers attached. I have personally witnessed these large aggregate trucks coming down the overpass heading to the highway towards Nichols Line, without making complete stops or give any consideration to oncoming traffic.

South Sparrow Lake Road is a narrow rural road with homes situated close to the roadway. It is used daily by residents walking their dogs, children riding their bikes to the beach for fishing or swimming. Cyclists, boaters launching their watercraft, and visitors staying at cottages or Airbnb's crossing the street to access the beach. During these summer months, traffic is already heavy due to the Resort on Sparrow Lake, and speeding is already an ongoing concern.

I would appreciate clarification on the following:

- ➔ Will South Sparrow Lake Road be used now or in the future as part of any haul route?
- ➔ Has a traffic study accounted for the existing seasonal traffic, pedestrians, cyclists, and the recreational nature of our community?

- ➔ If South Sparrow Lake Road is used, what measures will be implemented to address road safety, dust, noise, and increased wear and tear on local roads?

My concerns are also not just about one truck or one day of activity. This is a 5 day operation and multiple trucks on a daily basis, starting early in the morning. We are concerned about the cumulative impact it will have on our quiet rural character of our community, our enjoyment of our properties, and potentially affect our property value. It may not be part of the approval process, but this remains a legitimate concern for residents. The potential impact on the property value alone is significant and should not be overlooked. Many of us chose to live here because of the peace, natural beauty, and sense of community that this area provides.

I understand the importance of aggregate resources and I am not opposed to development. However, residents deserve clear answers and meaningful protection before accepting additional risks to our drinking water, safety, environment and quality of life.

Once a well is impacted, a road becomes unsafe, or a community loses its rural character, those things are not easily restored. Let me say that again… ***Once a well is impacted, a road becomes unsafe, or a community loses its rural character, those things are not easily restored***. I respectfully ask that these concerns be given serious consideration before any decisions are made.

At the end of the day, we are asking you to put yourself in our shoes for a moment and ask yourselves, What if this was happening in your area… What would you do? What would you say?

We are asking you to remember that it's not just a quarry site on a map. *This is our home, our drinking water, our roads, our safety and our community.*

Thank you for your time and consideration. I respectfully request that these concerns be considered as part of the review process and that responses be made available to residents.

Sincerely,

Dan and Micheline Forget

3031 South Sparrow Lake Road

From: Anne Devereaux
To: Planning
Subject: File Number OPA 25-01 & Z-25-07
Date: June 16, 2026 5:06:30 PM
Importance: High

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Planning Department - Township of Severn
Re: File Number OPA 25-01 & Z-25-07
Objection to Proposed Quarry – 2651 Nichols Line, Severn Township, Severn Aggregates

Dear Planning Department, Township of Severn,

Please let this email/letter serve as my strong formal objection to the proposed quarry (referenced above) license and zoning amendment application. As a long term resident of 3161 South Sparrow Lake Road, Washago, I am deeply concerned about the severe, long-term threats and effects this industrial operation poses to our community, environment, and the economy.
My objections are primarily based on the following critical issues:

- **Threats to Water Resources**: The proposed below-the-water-table extraction poses an unacceptable and significant risk to our local aquifers and private water wells, of which I am on. The massive volume of water required for operations threatens to deplete our ground water and surrounding watershed. Additionally, I am deeply concerned with the effect on the water level and quality of our spring-fed lake, Lake St George.
- **Public Health and Safety**: Aggregate mining – particularly blasting and rock crushing – generates excessive noise, vibration, and dust pollution. This will severely degrade the air quality and the peaceful enjoyment of our homes, while increasing the risk of respiratory issue for vulnerable residents.
- **Environment Degradation**; The quarry risks destroying vital natural heritage systems, wetlands and local wildlife habitats. Allowing heavy machinery and industrial disturbance in this ecologically sensitive area is short-sighted and irreversible.
- **Infrastructure and Traffic**: The increase of hundreds (already too many for local quarry on Nichols Line) of heavy gravel trucks daily will cause significant damage to our local roads, create major traffic congestion, and compromise road safety for pedestrians, cyclists and local commuters. Not to mention the carbon footprint.
- **Wetlands-**It is my understanding that the wetlands have already been impacted/drained. This very act contradicts the purpose of wetlands and their implied protection, in my opinion. On the surface, this appears to me as an 'it's easier to get forgiveness than permission'

maneuver. This move, of draining prior to approval/scrutiny should carry consequences as some damage has been done.

Given these substantial and unacceptable impacts, I urge you to deny the license application and MANDATE a comprehensive **Environment Assessment (EA)** to fully scrutinize the true cost and impact of this proposed project.
The burden of these long-term, life altering effects should not be forced upon our community for the sake of corporate interest. Please add my name to the public record as an active opponent of this application/file number.

Sincerely
E. Anne Devereaux
Concerned Resident

From: Lucas Brunne
To: Planning
Subject: Concerns for proposed quarry
Date: June 16, 2026 9:34:51 PM

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To whom it may concern.

I'd like to take a moment and share my concerns with the potential zoning change for the proposed quarry on Nichols line.

My family and I live on Lake St George blvd. We are a young family that lives here year round.

First off of my concerns is the environmental impact. We are fortunate enough to have diverse wildlife in the area. Many species call the proposed area home. A quarry would greatly impact their natural habitat and displace them into less suitable environments if they survived at all. Animals on the move are at much higher risk of being struck by traffic, attacked by domesticated animals or trapped and killed by people.

A survey was done in 2020 regarding the proposed site. The land was deemed protected because of the wildlife residing there.

The second of my concerns is the intent to blast and dig below the water table level. Lake St George is a small, mostly shallow lake. Water levels drop fairly low on their own through the course of the summer. A quarry blasting below the table will lower the lake level upwards of a meter or more. The 2020 study shares this finding. The lake is enjoyed by all the residents that surround it, as well as folks that rent cottages in the area. Places like the Gables have many tourists come every year to enjoy our area.

The water table being affected by the quarry will also drastically reduce the amount of water available to residents in their wells. Some would quite possibly run dry should the quarry affect the table through damage, rerouting or drawing from the table for stone washing.

Ontario Nature, Simcoe County Greenbelt Coalition and Couchaching Conservancy all opposed the change of designation to the land for the proposed quarry. They jointly voiced concerns of the impact on the nearby wetlands.

My third concern is the quarry will impact property values to every home in the immediate area. The 2020 study shows market value dropping significantly for all homes nearby the site. Homes a little farther away will still lose market value. If the water level of Lake St George drops substantially, the homes and cottages on the lake will also drop in value. Sparrow Lake and other areas with waterfront property will be affected the same way.

My fourth concern is our health. Quarries create crystalline silica dust. This will greatly impact everyone in the area. Gardens growing food will no longer be edible. Crystalline silica dust is well documented as known to cause cancer. Myself and my young family have already been affected by loved ones having cancer, it is not something anyone should have to go through.

Human lives will be greatly affected, our pets will also be impacted by the proposed quarry. The dust is one aspect, the blasting, constant noise and rumble of trucks will also cause much distress to our family pets and livestock nearby.

My last concern affects me directly. The existing quarry has trucks use the Goldstein overpass all the time. In my eight years that I have been living in my home I have seen many trucks veer into the oncoming lane when turning the corner exiting highway 11. Their speed too great for them to make the turn properly. When merging back onto highway 11 southbound at Goldstein/South Sparrow Lake Road, they often do not heed traffic and merge into the right lane regardless if it's occupied or not. Often this same scenario plays out when merging onto highway 11 southbound at Nichols line. At no point do these trucks ever reach a safe speed when merging, causing traffic issues, near collisions and general chaos.

The loaded gravel trucks after they have managed to reach highway speed are still unsafe to those around them. Unsecured loads have caused chips and dents on my vehicles as well as several cracked windshields from gravel blowing back off their loads.

My major concern though about these drivers is the overall lack of respect for the rules of the road. My route to work takes me down South Sparrow Lake road and merging onto highway 11 south. I cannot count the amount of times I have almost been hit by these trucks failing to stop at the stop sign after crossing over the overpass. I have had to stop abruptly, swerve to avoid, and even swerve into the oncoming lane to avoid a collision.

South Sparrow Lake road is a bus route for school children from several schools. My own kids take a bus that stops on South Sparrow Lake road several times on their way to and from school. These truckers do not stop for stop signs I have my doubts they will stop for a bus when they seem to feel those rules do not apply to them. I have witnessed them pass busses on highway 11 that have stopped and have all the proper lights flashing for other drivers to stop, it won't matter if it's on a highway or road.

As I understand it the route they are supposed to use does not allow them to use South Sparrow Lake road. I can assure you that sometimes they do. It is a windy road near Lake St George and slowing down and making way for oncoming traffic is not something they feel the need to do. Residents know these trucks are not supposed to be using South Sparrow Lake road and often do report them to whomever they were informed to contact.

South Sparrow Lake road is in bad disrepair. It seems to be scheduled for reworking often but is never completed. The impact the trucks will have on the existing road will be detrimental. The damages they will cause on a reworked new road will see our tax dollars wasted over and again.

I am aware OPP have been making more frequent stops of unsafe trucks, trailers and drivers all across Ontario. They are stretched thin with how much they already do. Complaints made about the drivers and their trucks coming from the existing quarry rarely get any attention.

I will close with this. There are quarries in the area already. Their impact is well noted. We do not need another one nearby. Especially when the ramifications are as damaging as they are.

I truly hope the decision to change the proposed site designation is made with the understanding of how greatly everyone and the environment is affected and not made by promises of boosted economy, promises of jobs or any other capitalist snake oil sales pitch that lines the pockets of the greedy.

-Lucas Brunne

3262 Lake St George blvd

From: Tim McConaghy
To: Wanda Minnings; Mike Burkett
Cc: Planning; Michelle McConaghy
Subject: Opposition to OPA 25-01 and Z-25-07 – Proposed Cumberland Quarry
Date: June 16, 2026 6:41:36 PM

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Dear Mayor, Members of Council, and Township Staff,

I am writing as a resident and taxpayer in the Lake St. George area to express my opposition to the proposed Cumberland Quarry applications (OPA 25-01 and Z-25-07).

Unfortunately, I am unable to attend the public meeting, but I respectfully request that this letter be entered into the public record and considered as part of the Township's review of this proposal.

I am not only a resident of the Lake St. George area, but someone who grew up here. Like many who are fortunate enough to call this area home, I chose to return because of the lake, the natural environment, and the quality of life that this community has always provided. Having spent much of my life here, I care deeply about protecting the character and future of Lake St. George.

For the past number of years, my family has already experienced the impacts of nearby quarry activity on Nichols Line, including blasting, dust, debris accumulation, and heavy truck traffic. Dust regularly accumulates on our windows, decks, outdoor furniture, and vehicles. These impacts are not theoretical… they are visible and ongoing, affecting our ability to fully enjoy our property and the lifestyle we chose when we made our home here.

I am concerned about the potential health impacts associated with continued exposure to quarry dust and airborne particulate matter. Residents should not have to question the quality of the air they breathe or whether it is safe to enjoy their homes and properties with windows open. The visible accumulation of dust on our property raises legitimate concerns that deserve careful consideration.

I am also deeply concerned about the impact that additional quarry truck traffic will have on local roads and public safety. Nichols Line and surrounding roads are used daily by residents, school buses, cyclists, pedestrians, emergency vehicles, and visitors. Increased heavy truck traffic will inevitably contribute to further road deterioration, increased maintenance costs, and greater safety risks for everyone who relies on these roads. Local taxpayers should not be left carrying the burden of infrastructure impacts created by additional industrial activity.

Most importantly, I am concerned about the long-term health of Lake St. George and the surrounding environment. The lake is one of our community's most valuable natural assets, supporting wildlife, recreation, tourism, and the quality of life enjoyed by residents. Any proposal involving aggregate extraction above and below the water table, and the conversion of lands currently designated as Greenlands, should be approached with extreme caution. The potential impacts on groundwater, wetlands, water quality, wildlife habitat, and the overall health of Lake St. George cannot be understated.

My family has reached the point where we are actively considering whether we can continue living in the area because of the cumulative impacts of quarry activity. As someone who grew up on Lake St. George and chose to return to this community, I never imagined that I would one day be considering leaving because of the impacts of quarry operations.

I respectfully ask Council to consider not only the projected impacts outlined in technical reports, but also the lived experiences of residents who are already dealing with the effects of existing quarry activity. We are the people who experience the dust, the blasting, the truck traffic, and the changes to our community every day.

The aggregate may leave the community, but the dust, truck traffic, road wear, environmental risks, and impacts on residents remain behind.

I urge Council to protect the long-term interests of Lake St. George residents, safeguard the health of our lake and environment, and reject the conversion of additional Greenlands to Aggregate use.

Thank you for your time, consideration, and service to our community.

Sincerely,

Tim (& Michelle) McConaghy

3312 Cox Dr., Washago

From: Catherine Geno
To: Planning
Subject: Proposed Cumberland Quarry
Date: June 16, 2026 11:48:11 PM

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

As a taxpayer in the Lake St. George area, I have great concerns about the new quarry site proposed by Severn Aggregates on Concession 11. The site is zoned **greenland** and is **environmentally protected**. What has changed since their proposal of 2018?

You are aware from previous information that the Severn River Watershed is a complex environment with sensitive system of rivers, wetlands, and groundwater streams. This watershed 'collects, filters and drains water from higher elevations which then travels into Lake St. George (1.5 kilometres from quarry border), the Severn River, Lake Couchiching, and Sparrow Lake.' This proposal will affect Lake St. George in particular, already a shallow, spring-fed lake with an elevation that sits above the proposed new quarry site.

There is clearly more polish on the new proposal, but nothing in the environment has changed. The arguments made against this quarry six years ago are still valid and important. Walker-Severn Quarry, Rockleith Quarry, Hewitt Quarries, and Nelson Aggregate Co. are already operating in the area and their continued impact on the environment, air quality, noise pollution, watershed, and local population must be taken into consideration before entertaining plans for yet another, large quarry site in the same area. Other existing quarries nearby include Kingfisher Quarry, Upper Canada Stone Company, and Amrize Canada. I'm sure there are more.

Local council members have been against new quarry proposals for well over a decade because of their knowledge surrounding the negative impact on both residents and the sensitivity of the area. Local residents are against the new quarry because of ongoing issues with the existing local quarries plus the impact of yet another quarry 'next door'. The Conservation Authority is against the addition of another quarry because of the damaging impact on the environment. You have heard the arguments before, you know the reasons to reject this application – for the second time.

Dave & Wendy Coulson
3362 Cox Dr.
Washago, Ontario
June 17th, 2026

Township of Severn Council
1024 Hurlwood Lane
Severn, Ontario

Subject: **Re; File Number OPA 25-01 & Z-25-07**

Objection to Proposed Quarry – 2651 Nichols Line, Severn Township, Severn Aggregates

Dear Members of Council,

I am writing to formally express my strong opposition to the proposed quarry development in Severn Township.

As a local resident, I am deeply concerned about the significant environmental impacts this quarry could have on our lakes, groundwater, and surrounding wildlife habitat.

One of the most serious concerns is the potential effect on water levels in Lake St. George, Buck Lake, and Grass Lake. These lakes are part of a sensitive watershed system, and quarry operations often require extensive dewatering, blasting, and excavation below the water table. Such activities can alter groundwater flow, reduce recharge rates, and potentially lower lake levels over time. This would have serious consequences for shoreline stability, fish habitat, recreational use, and the overall health of these ecosystems.

In addition, many residents in this area rely on drilled wells for their household water supply. Any disruption to underground aquifers caused by quarry excavation could affect both the quantity and quality of well water. Reduced water levels, contamination from sediment, fuel, or blasting residue, and changes in groundwater movement could place homeowners at risk of losing access to safe and reliable drinking water.

The proposed quarry also threatens important habitat for local wildlife. This area supports deer, birds, amphibians, turtles, and many other species that depend on the forests, wetlands, and lakes for shelter, breeding, and feeding. Increased truck traffic, noise, blasting, dust, and habitat destruction would significantly disturb these populations and permanently alter the natural environment.

Severn Township is valued for its rural character, clean water, natural beauty, and healthy ecosystems. Approving this quarry would put all of these at risk for short-term industrial gain with long-term environmental consequences.

I urge Council to carefully consider these impacts and reject the proposed quarry application in order to protect our water systems, private wells, wildlife habitat, and the quality of life of current and future residents.

Thank you for your time and consideration.

Sincerely,

Dave Coulson

Staff Report

P26-038

Township of SEVERN

To: Mayor and Members of Council

From: Fabian Van Romberg, Deputy Chief Building Official
Jeff Andross, Chief Building Official

Date: 17 Jun 2026

Subject: Septic Reinspection Program

Report Highlights

- The Township of Severn has administered mandatory and discretionary septic reinspection programs since 2020.
- This report focuses on the discretionary program.
- Staff are proposing an amendment to By-law 2020-28 to change the first sewage system inspection trigger age for a newly installed system from 2 years to 5 years.
- The report presents options respecting:
  - the program fee
  - the overall structure of the program, and
  - whether any changes should be made to the current inspection model.

Recommendation

Motion #1:

THAT Planning and Building Report No. P26-038, dated June 17, 2026, respecting the Septic Reinspection Program, be received;

AND FURTHER THAT staff be directed to bring forward an amendment to the existing Septic Reinspection Bylaw to change the inspection trigger age for a new system from 2 years to 5 years as outlined within Option 1A;

AND FURTHER THAT staff be directed to proceed with Option 2A set out in this report with respect to the program structure.

Motion #2

THAT staff be directed to proceed with Option 3___ *[insert A, B or C]* set out in this report with respect to the program inspection fee.

Background

In 2020, Council approved the implementation of a discretionary sewage system reinspection program to provide on-site inspections of existing sewage systems on waterfront properties within the Township of Severn, recognizing that a significant concentration of waterfront properties are not

located within areas regulated under the *Clean Water Act, 2006*, which establishes the framework for the mandatory sewage system reinspection program. The program is administered on a five-year inspection cycle and includes inspections of properties identified under both the discretionary program and the mandatory inspection program established pursuant to the *Clean Water Act, 2006*. The program was designed to inspect existing waterfront sewage systems, identify deficiencies, facilitate corrective action where required, and educate homeowners by providing information respecting the sewage systems serving their properties.

The by-law and overall administration of the program remain consistent with the framework approved by Council in 2020. The program has continued to be refined in response to technological advancements and the ongoing review of program data. Enhancements implemented to date include providing homeowners with copies of inspection reports and revising the report format to improve clarity and ease of interpretation.

Based on feedback received and experience gained through administration of the program, staff have identified opportunities for further administrative changes, including increased transparency with respect to the categorization of the inspection process, inspection outcomes, and the corresponding enforcement process, as well as potential amendments to the existing by-law to change the inspection trigger age for a newly installed system from 2 years to 5 years.

When the program was first implemented in 2020, the original inspection fee was $150.00. In summer 2025, Council requested a report analyzing the costs of implementing the program and comparing those costs with the fees charged by other municipalities in the area. As a result, on September 24, 2025, Council supported an increase in fee from $150.00 to $200.00 (see Staff Report P25-037). The fee was later increased to $370.00 on November 27, 2025, during budget deliberations.

Current Program Overview

Reinspection Program Framework (Attachment 1)

The reinspection program framework includes:

- a review of each property file to determine the age, location, and details of the sewage system, including its capacity and the buildings it is intended to serve.
- the identification of properties for which no approval documentation is on file, and
- once the file review is complete, an on-site inspection of each property to assess the sewage system and prepare an inspection report.

Inspection Process

During the inspection, the inspector assesses and documents the condition of the sewage system, including any deficiencies observed. The inspection also includes a review of the following:

- evidence of sewage effluent visible or odour,
- evidence of erosion affecting any part of the sewage system,
- surface water being directed toward any part of the system,
- excessive vegetation growth or trees within the bed area,
- holes from animals or human behaviour around the septic tank area or bed,
- the presence of structures or vehicles driving and parking within the bed or tank area,
- the condition and location of outhouses, including compliance with required setbacks,
- the condition of any exposed tank lids or other system components
- the operation of holding tank alarms and any evidence of illegal discharge,

- the presence of any secondary structures, accessory buildings, or trailers showing signs of sewage discharge or connected plumbing, and
- any exposed plumbing pipes for evidence of leaks or damage.

Reasons for follow-up

- Age Concern – 40 yrs or older
    - A Pump Out Report Required
- No Information on system
    - A Pump Out Report Required & A Septic Site Assessment (third party)
- A Deficiency
    - Correction based on deficiency (See deficiency list)

Deficiencies

- Leaching effluent or blackwater discharge
    - (Faulty system, illegal management of waste)
- Greywater discharge or illegal management of greywater
    - (greywater pits (no permit), outdoor showers and/or sinks, etc.)
- Tank in disrepair
    - (steel, cracks, broken lids, etc.)
- Tank exposed
- Bed in disrepair
    - (Grading, excess vegetation, holes due to critters, etc.)
- Items on tank and/or bed
    - (Vehicles, structures, fire pits, play structures, etc.)
- Privy
    - (Setbacks & structure quality)
- Trailers and sewage management

Remediating Defective Systems

High-Level Deficiencies

- High-level deficiencies are those that have a more immediate impact on the environment including sewage effluent leaching into the natural environment, damage to the septic tank lids or structure, and damaged or disconnected septic plumbing. Deficiencies of this nature require a more prompt response. In these circumstances, staff may use enhanced enforcement measures in addition to standard communication methods. Historically, this has included the issuance of orders under the *Building Code Act*, 1992 (BCA) and the delivery of correspondence by registered mail.
- **Immediate actions include:**
    - requiring the septic tank to be pumped out and the outlet capped on the same day the deficiency is identified by Township staff, thereby permitting temporary use of the tank as a holding tank,
    - directing the owner, through an order issued under the BCA, to retain a qualified contractor to undertake the required remedial work and obtain any necessary building permits, and
    - establishing a deadline for completion of the required work, with the timeframe determined based on the nature and severity of the deficiency.

Mitigating Factors

- Property owners are dependent on qualified contractors and service providers to undertake repairs to deficient sewage systems. As a result, compliance timelines are often influenced by contractor availability. This challenge may be further compounded by the Township's relatively short construction season, particularly during peak summer periods when contractor demand is high.
- Sewage system construction and repair are also dependent on weather and site conditions. Given the length and severity of the winter season in this area, opportunities for repair or replacement work may be limited, which can affect the timing of compliance.
- In addition, Township half-load restrictions may delay the transportation of equipment and materials required for sewage system construction or repair, thereby extending compliance timelines in some cases.

The Building Department is committed to following the enforcement process through to completion to ensure that all identified deficiencies are corrected. In general, staff favour a collaborative approach to enforcement and work with property owners to achieve compliance while considering the mitigating factors noted above.

In all cases, staff prioritize implementing an immediate solution, even where that solution is temporary, to minimize or eliminate any potential impact on the environment. Once a compliance plan has been established with the property owner through the appropriate enforcement mechanisms, the file is monitored until all required work has been completed, compliance has been achieved, and the matter can be closed.

Reporting

Upon completion of the inspection, the inspector leaves an educational information package at the property which contains the information appended to this report as **Attachment 2**. A copy of the inspection report is subsequently sent to the property owner seen in **Attachment 3**. The practice of providing the follow up inspection reports was first implemented in 2022 so landowners who had a successful inspection in the first two years of the program were not given any follow up information. Only landowners with issues were provided follow up. Following consideration and the evolution of the program it was determined that all homeowners would benefit by being provided a record of the inspection and general information regarding their sewage system, regardless of the outcome of the inspection.

Where an inspection results in a satisfactory outcome, the report is placed in the permanent file maintained by the Township. This report is also available to homeowners upon routine request, or alternatively to potential property owners or mortgage companies through a compliance report. Where one or more deficiencies or concerns are identified as previously outlined, additional follow-up with the property owner is undertaken in accordance with the applicable enforcement and compliance process as demonstrated in **Attachment 4**.

Public Education

A key component of the program is the provision of educational information respecting sewage system requirements, maintenance obligations, and proper system use. Homeowners are frequently present during inspections and often have questions regarding the function and maintenance of their sewage systems, particularly where they have limited prior experience with privately serviced properties. Many members of Council and Township Staff are familiar with septic systems; however, a large portion of the cottage community, especially those new to cottage ownership or usage, may be unfamiliar with how septic systems differ from being connected to a municipal wastewater system.

Municipal Comparators

A review of comparable programs in neighbouring municipalities suggests that the Township's inspection process is generally consistent with current practice. For example, Oro-Medonte and Tiny Township both require inspections within prescribed timelines **and** require submission of pump-out documentation for each property. While pump-out documentation complements the municipal inspection process, it does not replace the requirement for an on-site inspection.

In Oro-Medonte, the septic reinspection program applies to all properties located within the area identified under the *Clean Water Act, 2006* and the associated provincial regulation, O. Reg. 315/10. The program operates on a five-year inspection cycle and currently carries a fee of $450.00. Additionally, portions of Oro-Medonte are subject to the Lake Simcoe Protection Plan and Lake Simcoe Conservation Authority which mandates an inspection every 5 years of all properties fronting upon Lake Simcoe or one of its tributary rivers/streams.

In Tiny Township, the program applies to properties with sewage systems that are 10 years of age or older and operates on a six-year cycle. That program is administered by a third-party provider in that a local engineering firm conducts the inspections and reviews any unsatisfactory inspection reports and completes the necessary follow up and enforcement. Each property owner receiving an inspection is responsible for payment of $112 billed over the six-year inspection cycle, which is added to the tax bill.

The Township's previous experience with a third-party provider in 2021 indicated that the current delivery model, using a delegated staff inspector, provides a more consistent level of service and follow-up and supports more efficient and effective program administration.

It is also worth noting that the geographical composition of the traditional cottage and waterfront areas of the Township are more similarly compared to the municipalities within the District of Muskoka rather than southern Simcoe County municipalities who all have a Conservation Authority and contain drastically less waterfront properties. All the lower tier municipalities within the District of Muskoka have a discretionary septic inspection program for waterfront properties and do not have a Conservation Authority.

Analysis

The current by-law and general program administration remain consistent with the program initially approved by Council in 2020. However, the program continues to be updated and enhanced in response to technological advancements and the ongoing review of program data. Improvements implemented to date include providing homeowners with inspection reports and revising the report format to improve clarity.

Based on feedback received and experience gained through program administration, the Building Department has identified opportunities for further administrative changes, including:

- increased transparency with respect to the categorization of the inspection process, inspection outcomes, and the corresponding enforcement process by:
    - improving our public facing reporting and availability of information, pending the Township of Severn's policies and applicable Freedom of Information limitations,
    - broadening the current deficiency reporting categories (3 – low, medium, and high) to a more detailed breakdown to include 8 – 10 categories (e.g. parking on beds, tank lid damage, repair work carried out without a permit, excessive vegetation, etc.), and
    - making all annual program results reporting available to the public on the Township's website,

- amendments to the existing by-law to revise the inspection trigger age for a new system from 2 years to 5 years, and
- continuing to perform annual reviews of the program budget to ensure that it is administered in the most cost-effective manner.

The original fee of $150.00 paid by property owners was determined to be insufficient to adequately cover the costs of administering the program. In order to achieve a higher level of cost recovery, including the potential for full cost recovery, the fee was increased. At the time of Report No. P25-037, it was determined that full cost recovery for the program would require a fee of approximately $370.00 every five years per property.

Municipalities in Simcoe County and the District of Muskoka have adopted a range of fee structures for their septic reinspection programs, with fees ranging from $0 to $450.00. The difference in fees means that the general population, including those connected to municipal water and/or sewer, pay through their property taxes to supplement the program if it is not full cost recovery.

It is important to note that the fee established by the Township should not be viewed as covering only the time required to perform the on-site inspection. While the visual inspection at a property may appear to take a relatively brief period of time, the fee also reflects a range of associated administrative, operational, and enforcement activities that occur both before and after the inspection and together constitute the majority of the overall process, as outlined above.

While most municipalities follow a similar approach with respect to on-site inspections, there are variations in program structure that may warrant consideration by Council. These options include:

1. Amendment to By-law 2020-28

<u>Option 1A – Change timing of the initial inspection (recommended option)</u>

Staff are proposing an amendment to By-law 2020-28 to change the sewage system inspection trigger age for a new system from 2 years to 5 years. A review of current program data indicates that this change would reduce the number of properties scheduled for inspection in 2027 by approximately 15, representing a minor impact on the program's existing inspection cycle. Staff are of the view that revising the inspection trigger age in this manner would better align the initial inspection with the timeline required under the Province's mandatory inspection program and provide a more reasonable period between the installation of a new system and its first reinspection under the Township's program.

<u>Option 1B - No Amendment (i.e. status quo)</u>

Council may wish to leave the By-law as it currently reads, whereby a new system would first be inspected at the age of 2 years.

2. Program Structure

<u>Option 2A - Maintain the Current Program Structure, with Proposed Amendments (recommended option)</u>

This option would not require additional program costs and would include administrative enhancements such as:

- increased transparency with respect to the inspection process, inspection outcomes, and the corresponding enforcement process,

- amendments to the existing by-law to change the inspection trigger age from 2 years to 5 years, and
- providing a more detailed reporting system which would be accessible to the cottage associations as well as members of the public and Council.

Option 2B – Require More In-Depth Inspections

This option would involve more detailed inspections, including inspection of the interior of septic tanks. It would have time and cost implications for both the Township and the landowner. Township staff would require additional training, insurance to mitigate liability risks, and the scheduling of on-site meetings with owners or appointed contractors. Opening or leaving tank lids open presents significant safety and liability concerns. Landowners would have to pay for pump-outs every time, even in situations where it may not typically be necessary. Further research, costing and changes to the By-law would need to be reported back to Council at a future date if this option is to be pursued.

Option 2C – Accept Pump-Out Reports in Lieu of a Township Inspection

Allowing a property owner to satisfy the five-year cycle through submission of a pump-out report may appear to be a reasonable maintenance approach; however, it does not address all aspects of the inspection program or its overall purpose. The Township works closely with local sewage haulers and recognizes their knowledge and experience; however, sewage haulers are not required to be certified under the Ontario Building Code and do not have enforcement authority or obligations. As noted above, many municipalities require pump-out documentation in addition to, rather than instead of, a municipal inspection for a more comprehensive assessment. Further research, costing and changes to the By-law would need to be reported back to Council at a future date if this option is to be pursued.

3. Program Inspection Fee

Option 3A – Reinstate Recent Fee of $370.00

Reinstating the recent fee of $370.00 would provide for full cost recovery of the program and allow it to operate without impact on the municipal levy.

Option 3B - Partial Cost Recovery

A fee between $0 and $370.00 would provide partial cost recovery. For example, a fee of $185.00 would recover approximately half of the program, leaving approximately $68,500, based on the 2025 program costs, to be funded through the municipal levy, annually.

Option 3C – No Fee

Eliminating the fee would require the full cost of the program to be supported through the tax base. Based on 2025 program costs, this would amount to approximately $137,000.

Financial Considerations

The various financial considerations are outlined in detail in Option 2.

Report Supported By

Strategic Plan:

- ☐ Economic Development
- ☐ Customer Service Focus
- ☐ High-speed Internet
- ☐ Infrastructure to Match Growth
- ☐ Does Not Impact Strategic Plan

☑ Council Directed/Requested

Relevant Background Report

P20-019 and P25-037

Attachments

Attachment 1 - Administration
Attachment 2 - Education Package
Attachment 3 - Septic Re-Inspection Report Template
Attachment 4 - Deficiencies

Reviewed By

	Status:
Andrew Plunkett, Director of Finance/Treasurer	Approved - 10 Jun 2026
Laurie Kennard, Chief Administrative Officer	Approved - 10 Jun 2026

SEPTIC RE-INSPECTION PROGRAM
Process For Administrative Work

START

PREPARATION
- Mailout letters (print, stuff & post) - Standard & advanced treatment units notices
- Prepare reports for the upcoming year - Gather information from records & prefill out upcoming inspection forms
- Incoming information – Data tracking and filing (Advanced treatment units' documentation & pump out reports)

SITE INSPECTION
- Notify homeowner (if home)
- Confirm paperwork
- Visual inspection
- Complete inspection report

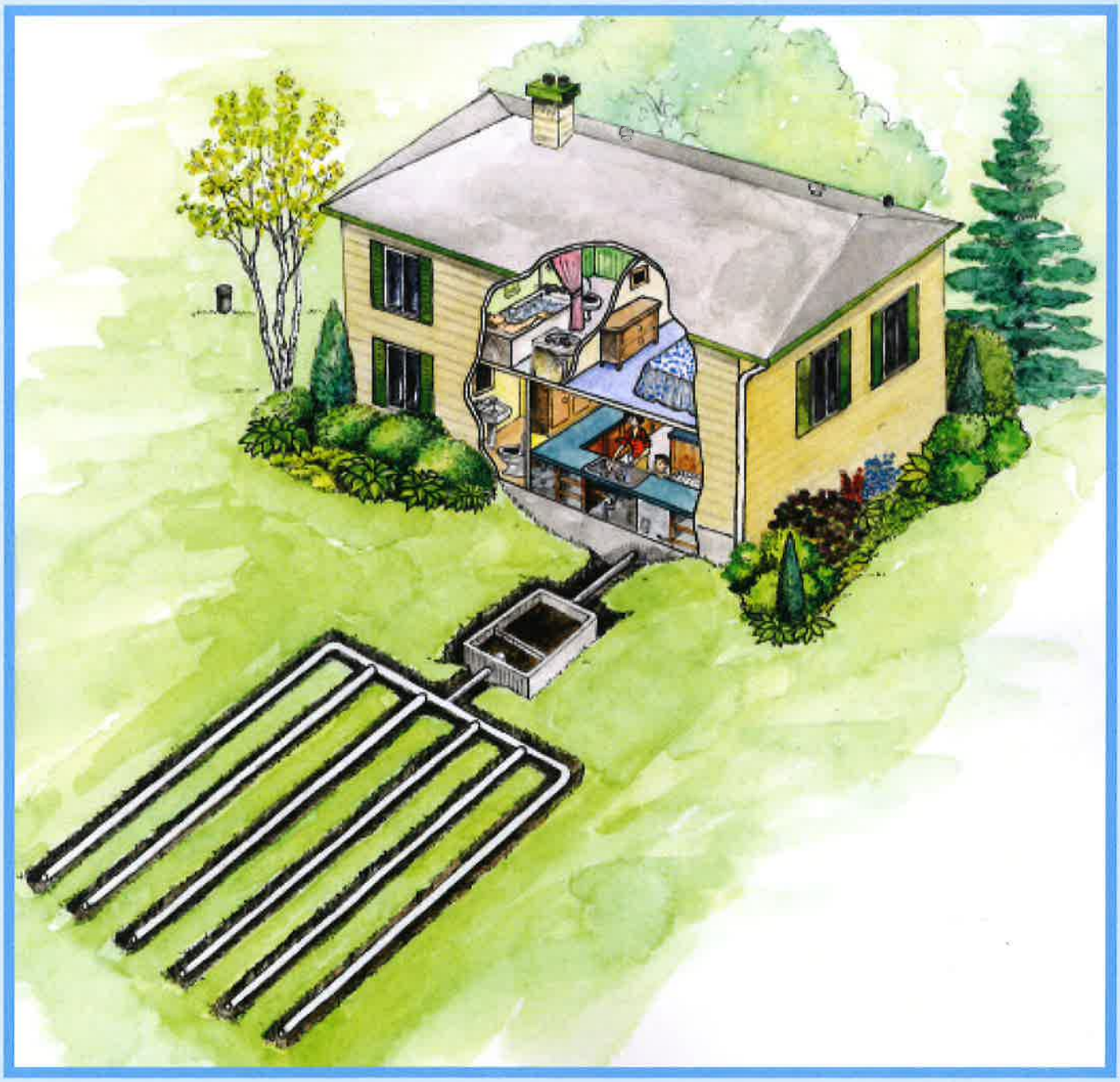
UPDATE RE-INSPECTION MASTER LIST
- Add inspection findings
- Enter all gathered information

INVOICING – (weekly)
- Uploading reports to Laserfiche
- Update invoicing tracking sheet

INVOICING & REPORT
- Send notification to the finance department, to complete invoice and mail both the invoice and report out

SepticSmart!

Understanding Your Home's Septic System

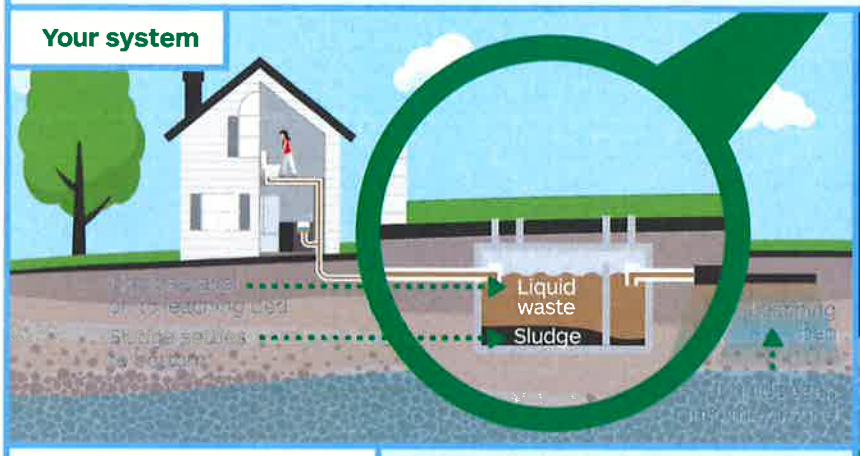


Canada

Ontario

The Health of Your Septic System Affects You

Your system



Good to know

A properly functioning septic system enhances property value and may prevent costly replacement or repairs.

Maintaining your system

- Certified Professional Every 3-5 yrs — **Pump regularly**
- **Inspect often**
- **Flush responsibly**

Identify septic failure

Stop + Look + Smell

slow drains • sewage backup • water pooling
lush grass • sewage smell

IMPORTANT

Why worry?

Septic systems that are failing or improperly maintained can contaminate your water supply and that of your neighbours.

DRINKING WATER SOURCE PROTECTION
SOUTH GEORGIAN BAY LAKE SIMCOE REGION

For more information about drinking water and how to protect it, visit **ourwatershed.ca**

Water is life. Protect Yours.

Algae in Severn Sound Area Lakes: Quick Identification & Reporting Tips

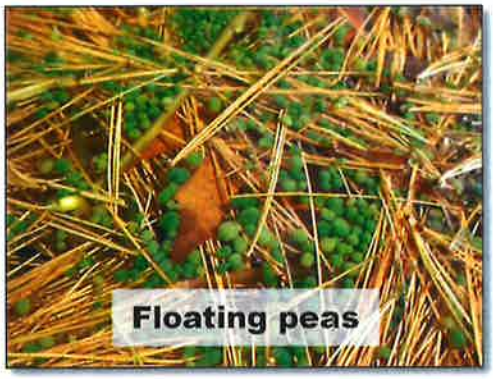
What is Algae?

- Microscopic, single-celled plants
- Exist as single cells, or as groups of cells in colonies and filaments
- Can live suspended in water (phytoplankton) or attached to rocks (periphyton) or plants (epiphyton), or grow as macro algae (plant-like, anchored in lake sediment)
- Vital component of aquatic food web
- Respond to light, nutrients and water temperature, and can grow in nuisance and/or harmful amounts

Algae Types

- In the Severn Sound area, six major groups are commonly found in local lakes: Blue Green algae, Green algae, Diatoms, Chrysophytes, Dinoflagellates, and Cryptomonads
- Algae can take many different forms:
  - Free Floating or Surface Slick (single cells & colonies)
  - Attached or Mat Forming (filaments & colonies)
  - Macro algae (plant-like)
- The same type of algae can occur in multiple forms (e.g. free floating and mat forming)
- Most algae are non-toxic, however some species of Blue Green algae can produce toxins that are harmful to humans and animals
- This ID card will help you distinguish between common forms of Blue Green and Green algae, and common look-alikes

Blue Green Algae



Visual clues for different types of Blue Green algae:

- Bright blueish green colour
- Paint slick or floating specks
- Fingernail clippings
- Peas
- Frog skin
- Can have strong odour

Can produce toxins

If you suspect a Blue Green algae bloom:

- Call the Ministry of Environment Conservation and Parks Spills Action Centre: 1-866-MOE-TIPS
- Assume toxins are present and avoid using, drinking, bathing or swimming in the water, and restrict pet and livestock access to the water (note: boiling does not get rid of toxins)
- Contact the Simcoe Muskoka District Health Unit for information on health risks

Resources

- Provincial Blue Green Algae Fact Page - www.ontario.ca/page/blue-green-algae
- Blooms in Simcoe-Muskoka Area - www.simcoemuskokahealth.org/Topics/SafeWater/bluegreenalgae_copy1.aspx
- Algae in the Severn Sound Area - https://youtu.be/dRKS3hIGGUE

Village of
COLDWATER

2026 EVENTS

APRIL 4TH
Easter Eggstravaganza
Coldwater Mill

MAY 30TH
Coldwater Lions Club Duck Race
Lions Club
Open Air Vendor Market
Coldwater Mill: 10am - 3pm

JUNE 6TH
Town Garage Sale – *8am*

JUNE 20TH & 21ST
Coldwater & Area Studio Tour
10am - 4pm
Images Studio Tour
10am - 4pm

JULY 18TH
Family Farm Day
Coldwater Museum: 10am - 4pm

EVERY FRIDAY IN AUGUST
Friday Night Live
Coldwater Mill: 7pm - 9pm

AUGUST 15TH
Magical World of Faeries
Coldwater BIA: 4pm - 9pm
A Day of Knights
Coldwater Museum: 10am - 4pm

AUGUST 29TH
Steampunk – *10am - 4pm*

SEPTEMBER 25TH-27TH
Coldwater Fall Fair

OCTOBER 16TH
Witches Walk
Coldwater BIA: 4pm-9pm

OCTOBER 17TH
Trick or Treat Main Street
Coldwater BIA: 12pm-2pm

NOVEMBER 8TH
Empty Bowls Community Fundraiser
Royal Canadian Legion Branch #270 Coldwater

NOVEMBER 14TH
Annual Tree Lighting
Coldwater BIA

NOVEMBER 21ST
Ladies Auxiliary Christmas Bazaar
Royal Canadian Legion
Children's Christmas Market
Coldwater Mill: 11am-2pm

NOVEMBER 28TH
Christmas Market
Coldwater Mill: 10am-3pm

DECEMBER 5TH
Santa Claus Parade
Lions Club: 5-7pm

Please note:
Things Change!
Refer to our website for up-to-date info

experience SIMCOE COUNTY

www.ColdwaterVillage.ca

F.2.1.

Orillia & Lake COUNTRY TOURISM

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Memorable Experiences

for Every Season | 2026

OrilliaLakeCountry.ca

keep your septic system healthy

protect people and the environment

- clean your effluent filter at least once a year
- don't drive on or park vehicles on any part of your system
- don't flush hazardous chemicals or pharmaceuticals
- inspect your system regularly and pump your tank as needed
- maintain and upkeep your outhouse or privy
- only use greywater systems for non-human based wastewater
- plant only grass near your system, tree roots damage pipes
- test your high-water alarms for your holding tank
- use water efficiently and don't overload your system

Date of service	Comments	Service provider

severn.ca 705-325-2315

Township of
SEVERN

Township of SEVERN

Administration Office 1024 Hurlwood Lane, Severn
Mailing Address PO Box 159, Orillia, Ontario L3V 6J3
Email info@severn.ca
Phone 705-325-2315

Septic Reinspection Program Inspection Form

Inspection Date:	Result:

Property Information

Property Address:	Roll Number:

System Information

Type of System: 2nd System:	Permit on File: Install Date: Age:
Tank	Bed
Type: Size: Pump Chamber:	Type: Total Area: Number of Runs:
2nd System (If Applicable):	Water Supply
Type: Size: Other Information:	Type: Distance to Well: Distance to Water:

Questions		Comments
System Located on Property:	**YES**	
Septic Tank Located on Property:	**YES**	
Effluent Visable and/or Odour:	**NO**	
Number of Building the System Serves:	**1**	
Structures on Septic Tank/Bed:	**NO**	
System has Audilble/Visual Alarm:	**NO**	
Excessive Vegetation on Bed Area:	**NO**	
Grading Acceptable:	**YES**	
Evidence of Erosion:	**NO**	
Evidence of Roots Invasion:	**NO**	
Evidence of Vehicle Traffic:	**NO**	

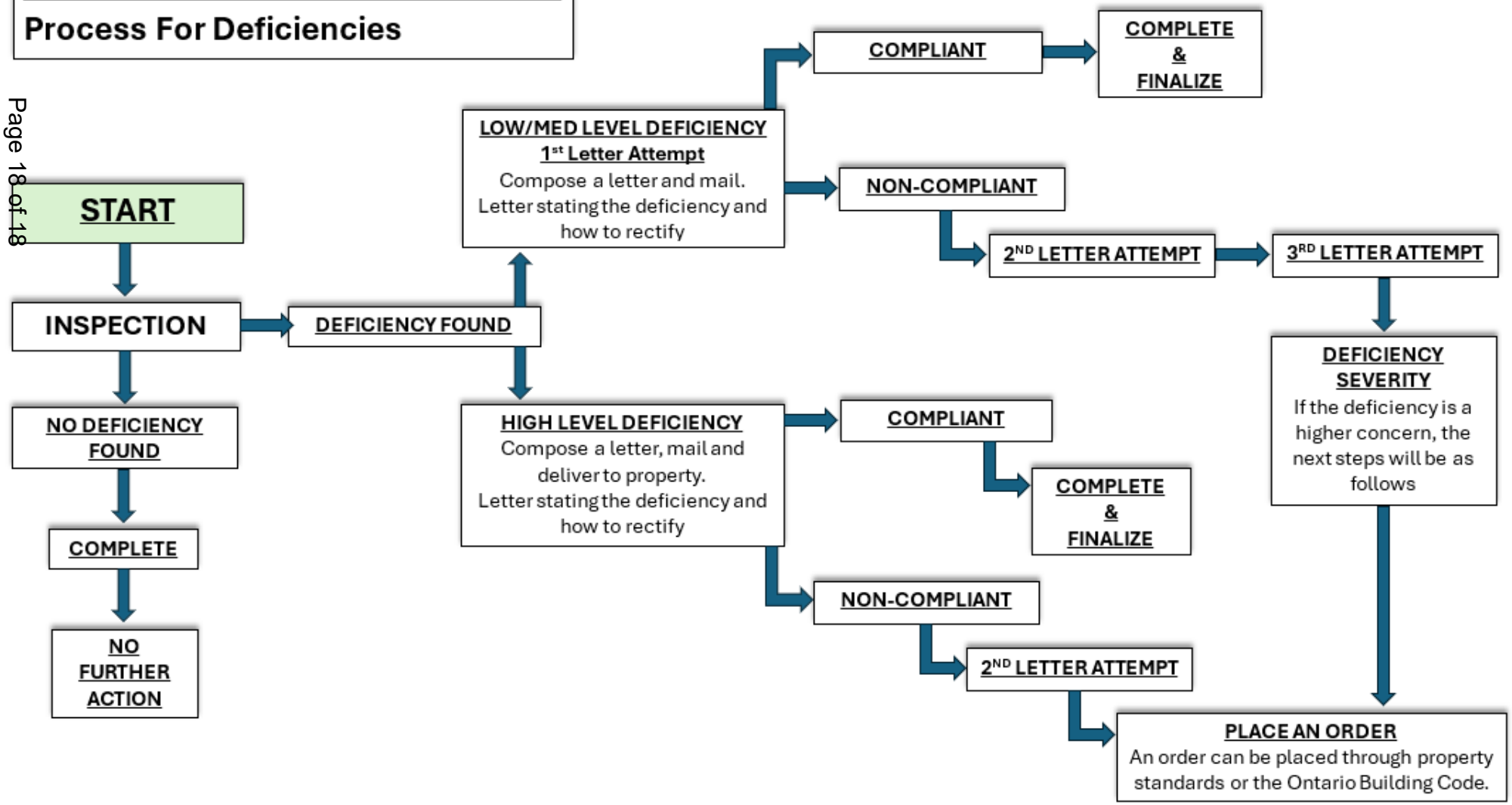
Overall Risk Assessment	

Comments:

Inspector: **Amanda Renton**

NOTE: FOR OFFICE USE ONLY. THIS REPORT IS NOT A CERTIFICATION OF COMPLIANCE WITH PAST OR PRESENT REGULATIONS, CODES, GUIDELINES AND POLICIES. IT SHALL NOT BE USED TO EXPRESS OR IMPLY WARRANTY AS TO THE CONDITION OF THE SEWAGE SYSTEM SERVICING THE PROPERTY. OR ACTIONS BASED ON THIS REPORT. THE TOWNSHIP OF SEVERN ACCEPTS NO RESPONSIBILITY FOR DAMAGES, IF ANY, SUFFERED BY ANY THIRD PARTY AS A RESULT OF THE DECISIONS MADE OR ACTIONS BASED ON THIS REPORT.

SEPTIC RE-INSPECTION PROGRAM
Process For Deficiencies



THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-44

BEING A BY-LAW TO ASSUME ONE-FOOT RESERVE BEING PART 3 ON PLAN 51R-45333 AS A PUBLIC HIGHWAY (Portion of Elana Drive)

WHEREAS the Municipal Act, 2001, Section 31, permits the council of every municipality to pass by-laws for establishing and laying out highways;

AND WHEREAS, the Corporation of the Township of Severn is the registered owner of the one-foot reserve being Part 3 on Plan 51R-45333 located adjacent to Elana Drive;

AND WHEREAS it is now deemed expedient to establish and assume the said one-foot reserve for use as a public highway;

NOW THEREFORE BE IT ENACTED AS A BY-LAW OF THE CORPORATION OF THE TOWNSHIP OF SEVERN AS FOLLOWS:

1. That the one-foot reserve described as Part 3 on Plan 51R-45333 is hereby established and assumed as a public highway (Elana Drive) for the Corporation of the Township of Severn;

2. That this By-law shall come into force and effect on the date of passing thereof.

Passed this 17th day of June 2026.

CORPORATION OF THE TOWNSHIP OF SEVERN

_____
MAYOR

_____
CLERK

Written approval of this by-law was given by Mayoral Decision DE-2026 XX dated June 17, 2026

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-45

BEING A ZONING BY-LAW TO REZONE THE LANDS DESCRIBED PART LOT 3, CONCESSION 4, BEING PART 1 ON PLAN 51R-19811, EXCEPT PART 1 ON PLAN 51R-41982, FORMER TOWNSHIP OF SOUTH ORILLIA, NOW IN THE TOWNSHIP OF SEVERN (4260 BURNSIDE LINE)

WHEREAS the matters hereinafter set out conforms with the Official Plan in effect for the Township of Severn;

AND WHEREAS the Council of the Corporation of the Township of Severn deems it advisable to rezone the lands described as Part Lot 3, Concession 4, being Part 1 on Plan 51R-19811, except Part 1 on Plan 51R-41982, former Township of South Orillia, now in the Township of Severn, municipally known as 4260 Burnside Line;

AND WHEREAS the Council of the Corporation of the Township of Severn has determined that no further notice is required in accordance with Section 34 (17) of the *Planning Act*;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. THAT Section 7.5.1 entitled “Exceptions to General Commercial (C1) Zone” of Zoning By-law No. 2010-65, as otherwise amended, by revising the following exception Zone to include:

Exception	By-law	Location	Special Provisions
C1-2	2018-68 2026-45	Part Lot 3, Concession 4, being Part 1 on Plan 51R-19811, except Part 1 on Plan 51R-41982 4260 Burnside Line	Permitted Uses: Restricted to: i. Business, Professional or Administrative Office ii. Spa Complex iii. Artisan’s or Photographer’s Studio iv. Bank or Financial Institution v. Commercial School vi. Dwelling Unit, Accessory vii. Health Services Establishment viii. Personal Service Establishment ix. Retail Store (Ancillary to a permitted use only) x. Veterinary Clinic within a wholly enclosed building xi. Wellness Centre xii. Bistro Restaurant (Ancillary to a permitted use only) Special Provisions: i. A Spa Complex shall be defined as “a building or part of a building where services such as hair cutting, colouring and styling, pedicures and manicures, facial and body treatments, anti-aging treatments, yoga classes, and outdoor hot tub pools are provided and/or available to the public”.

Exception	By-law	Location	Special Provisions
			ii. Bistro Restaurant shall be defined as “a building, or part of a building, where food is prepared and offered for sale to the public for immediate consumption. A bistro restaurant is an accessory use to the predominate use of the property and may include indoor dining areas and/or an outdoor patio accessory to the principal building. The use is generally characterized by a small-scale, casual dining environment with limited seating and may include a liquor-licensed premises.”

All other provisions of the General Commercial (C1) Zone shall apply and be complied with.

2. THAT Zoning By-law No. 2010-65, as otherwise amended, is hereby amended to give effect to the foregoing, but Zoning By-law No. 2010-65, as otherwise amended, shall in all other respects remain in full force and effect save as same may be otherwise amended or herein dealt with.

3. THAT subject to the provisions of the *Planning Act*, R.S.O. 1990, as amended, this By-law shall come into force on the date it is passed by the Council of the Corporation of the Township of Severn.

Passed this 17th day of June, 2026.

CORPORATION OF THE TOWNSHIP OF SEVERN

_____
MAYOR

_____
CLERK

Written approval of this by-law was given by Mayoral Decision MD-2026-XX dated June 17, 2026

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-46

BEING A BY-LAW TO ADOPT A PROCUREMENT POLICY FOR THE TOWNSHIP OF SEVERN

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 270., provides that a municipality shall adopt policies with respect to its procurement of goods and services;

AND WHEREAS it is deemed expedient to adopt a Procurement Policy for the Township of Severn;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. That the Procurement Policy attached hereto as Schedule “A” and forming part of this By-law be and it is hereby adopted.

2. That this By-law shall come into force and effect upon passage.

3. That By-law No. 2023-19 be and is hereby repealed.

Passed this 17th day of June, 2026.

THE CORPORATION OF THE TOWNSHIP OF SEVERN

_____

MAYOR

_____

CLERK

Written approval of this by-law was given by Mayoral Decision MD-2026-xx dated June 17, 2026

Township of SEVERN

POLICY: Procurement/Purchasing

Created By:	Director of Finance	Approval Date:	04/07/2021
Policy No.:	C-20 (By-law 2026-46)	Last Revised	17/06/2026

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PURPOSE

1.1 The purposes of this Purchasing By-Law to set out the Procurement Methods for the Township of Severn as are set out in the Recitals that form part of the operative provisions of this Policy.

SCOPE

2.1 This policy shall apply to all elected officials, committee members and staff of the Township of Severn and its Local Boards.

POLICY

3.1. **Introductions**

3.1.1. **Title and Administration**

This Policy may be referred to as the "Purchasing By-Law and/or Policy". The Director of Finance is responsible for the administration of this By-law, which includes updating and evaluating for effectiveness, as appropriate but no later than every five (5) years.

3.1.2. **Validity and Severability**

Should any section, subsection, clause, paragraph or provision of the by-law be declared by a court of competent jurisdiction to be invalid or unenforceable, the decision shall not affect the validity or enforceability of any other provision of this Purchasing By-law as a whole.

3.1.3. **Interpretation**

In this Purchasing By-Law,

- The word "may" is permissive.
- The words "shall" and "will" are imperative.
- Words used in the present terms include the future.
- Words in the singular number include the plural number and vice versa.
- Where staff of the Township are authorized to do any act, such act may be done by their authorized delegate unless specifically stated otherwise.
- Where the context so requires, the masculine gender shall include the feminine and neutral genders and vice versa.

3.1.4. **Public Purchasing Code of Ethics**

All employees authorized to purchase Goods, Services and/or Construction on behalf of the Township shall adhere to the following principles, which are based on the tenets of the Ontario Public Buyer Association's Code of Ethics:

- **Open and Honest Dealings with Everyone Who is Involved in the Purchasing Process.** This includes all businesses with which the Township contracts or from which it purchases Goods and Services, as well as all members of staff and of the public who utilize the services of Purchasing Services.
- **Fair and Impartial Award Recommendations for All Contracts and Tenders.** This means that the Township does not extend preferential treatment to any

Vendor, including local companies, subject to provincial or federal legislation. Not only is it against the law, it is not good business practice, since it limits fair and open competition for all Vendors and is therefore a detriment to obtaining the best possible value for each tax dollar.

- **An Irreproachable Standard of Personal Integrity on the Part of All Those Designated as Authorized Purchasers for the Township**. Absolutely no gifts or favours are accepted by any employee or elected official of the Township in return for business or the consideration of business. Also, employees and elected officials do not publicly endorse one company in order to give that company an advantage over others.
- **Cooperation with Other Public Agencies in Order to Obtain the Best Possible Value for every Tax Dollar.** The Township is a member of a cooperative purchasing group. Made up of several public agencies, this group pools its expertise and resources in order to practice good value analysis and to purchase Goods and Services in volume and save tax dollars.

3.1.5. Purchasing Principles & Goals

The Township adheres to the following purchasing principles:

- To purchase, rent or Lease the required quality and quantity of Goods, Services and/or Construction by promoting an open, fair, and transparent competitive process in an efficient, professional and cost-effective manner while maintaining budgetary control and protecting the best interests of the Township.
- To encourage an open fair and transparent competitive processes for the Acquisition and Disposal of Goods and Services and to obtain the best value for the Township.
- To offer a variety of Acquisition Methods and to use the most appropriate method depending on the particular circumstances of the Acquisition.
- To consider all costs and factors, including, but not limited to, Acquisition, operating, training, maintenance, quality, warranty, payment terms, Disposal value and Disposal costs, in evaluating submissions.
- To utilize comprehensive and unbiased specifications in order to maximize competition.
- To encourage the purchase of Goods, Services and Construction with due regard to the preservation of the natural environment; Vendors may be selected to supply Goods made by methods resulting in the least damage to the environment and supply Goods incorporating recycled materials where practicable and cost efficient.
- To avoid real and perceived conflicts between the interests of the Township and those of the Township's employee has, elected officials and committee members and to ensure compliance with the *Municipal Conflict of Interest Act,* R.S.O. 1990, c. M.5, as amended.
- To promote respect for international and interprovincial trade treaties and agreements.
- To promote and incorporate, whenever possible, the relevant requirements of the *Ontarians with Disabilities Act, 2001, S.O.* 2001, c. 32 and *Accessibility for*

Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11, in Procurement for the Township.

- To conduct procurement activities in compliance with applicable provincial procurement legislation, regulations, directives, and policies, and to support the use of Ontario and Canadian goods and services where appropriate and permitted by law.

3.2. General Conditions

3.2.1. Prohibitions

No Township staff, elected official or committee member shall purchase or offer to purchase, on behalf of the Township, any Goods, Services or Construction except in accordance with this Purchasing By-Law and following the rules set out in the Purchasing Procedures, as amended from time to time.

Any employee who intentionally and knowingly acquires or disposes of any Goods or Services for the Township in contravention of this Purchasing By- Law or the Purchasing Procedures, as amended from time to time, may be subject to disciplinary action.

Exceptions to this Purchasing By-Law are identified in Schedule A.

All purchases must have appropriate pre-approved funding and must be authorized prior to the preparation of a Call for Bid.

A Director shall not Award where the Director of Finance has determined that the provisions of this Purchasing By-Law have not been adhered to and has advised the Director.

No employee or designated representative for the Township shall prepare, design or otherwise structure Procurement, select an evaluation method or divide Procurement requirements into two or more parts in order to circumvent any obligation and/or threshold of this Purchasing By-Law.

The Township shall not enter into any Contract for Goods, Services or Construction where there would be the establishment of an employee- employer relationship, except as exempted under Schedule A.

For the purpose of determining whether a Contract falls within the prescribed financial limits on Contracts that may be awarded under the authority of a Director or provides for financial limits on Contracts required to be reported to Council, the Contract amount shall be the sum of all costs to be paid to the Proponent under the Contract, including the non-rebated portion of tax.

3.2.2. Standardization

It shall be the intent of the Township, wherever possible, to standardize the purchase of Goods, Services and Construction to allow for:

- Reduced amount of Goods, Services and Construction required;
- Increased volume on common cross departmental items or services;
- Maximizing volume buying opportunities;
- Providing economies of scale;
- Reduced handling, training and storage costs;
- Minimizing maintenance costs;
- Cooperative Purchasing activities;
- More competitive Bid results; and
- Reduced overall costs.

3.2.3. **No Local Preference and Non-Discrimination**

Except where otherwise required by applicable provincial or federal legislation, the Township shall not practice local preference in awarding purchases, pursuant to the *Discriminatory Business Practices Act,* R.S.O. 1990, c. 012; *Agreement of Internal Trade Implementation Act,* S.C. 1996, c. 17; and, the *Competition Act,* R.S.C. 1985, as amended.

3.2.4. **Application of Buy Ontario Requirements**

The Township shall conduct procurement activities in accordance with the Municipal Buy Ontario Procurement Directive and any other applicable directives issued under the *Buy Ontario Act (Public Sector Procurement),* 2025, as amended.

The Township shall comply with all mandatory requirements of such directives, including any applicable requirements relating to documentation, reporting, sourcing, procurement processes, and strategic procurement categories.

The Chief Administrative Officer, Treasurer, or designate is authorized to implement and administer the requirements of the applicable directives and to incorporate such requirements into procurement processes and procurement documents as necessary.

In the event of any conflict or inconsistency between this Policy and an applicable directive issued under the *Buy Ontario Act (Public Sector Procurement), 2025*, the applicable directive shall prevail to the extent of the inconsistency.

References in this Policy to applicable directives include any amendments, replacements, or successor instruments.

3.2.5. **Code of Conduct**

All Procurement by the Township shall be undertaken in accordance with the Township's Code of Conduct, the Township's Code of Conduct for Member of Council Policy and the *Municipal Conflict of Interest Act,* R.S.O. 1990, c.M.50, as amended.

3.2.6. **Lobbying Restrictions**

Vendors, their staff, or anyone involved in preparing a Bid shall not engage in any form

of political or other lobbying whatsoever or seek to influence the outcome of the purchasing process or subsequent Award. This restriction extends to all of the Township's elected officials, committee members and staff.

No Township's elected officials, committee members, or employees shall provide information regarding the Township's need for a specific Good, Service or Construction to prospective Vendors where the provision of the knowledge could provide an unfair advantage whether perceived or actual to that Vendor.

The Township may reject any Bid by any Bidder/Proponent that engages in lobbying, without further consideration, and may terminate that Bidder /Proponent's right to continue in the purchasing process.

During a formal Call for Bid process, no Vendor or person acting on behalf of a Vendor or group of Vendors, shall contact any elected official, committee member or employee of the Township to attempt to seek information or to influence the Award. This restriction extends to all of the Township's elected officials, committee members and staff.

3.2.7. **Access to Information**

The disclosure of information received in relation to a Call for Bid, or the Award shall only be made by the appropriate staff in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

3.2.8. **Persons with Disabilities**

When procuring Goods, Services and Construction, the Township will incorporate accessibility criteria and features when applicable and practical as may be required by applicable legislation.

If the Township determines that it is not practicable to incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, the municipality will provide, upon request, an explanation.

3.2.9. **Legal Claims**

The Township reserves the right to neither accept nor Award to any Bidder/Proponent, inclusive of its sub-contractor(s), a Contract with who the Township is in litigation.

3.2.10. **Collusion**

Collusion will not be tolerated, and Bids may be rejected without further consideration if Collusion is suspected or present.

3.2.11. Council and Committees

Council and committees shall completely separate themselves from the Procurement process. This includes but is not limited to obtaining information on any particular Procurement and participating as an evaluation member in any Procurement process.

In accordance with best practices in municipal procurement, Council recognizes the need for a clear separation of political and administrative functions in relation to the Township's procurement operations. It is the role of Council to establish policy and to approve expenditures through the budget approval process. Through this Purchasing By-Law, Council delegates to the Township's officers and employees the authority to incur expenditures in accordance with approved budgets through the procurement of goods, services and construction in accordance with the rules and processes set out in this Purchasing By-Law.

To facilitate Council's oversight role in respect of significant projects, Council may require Directors to obtain Council's authority to initiate specific procurements by identifying procurement projects of interest, such as procurements that are of a high value or involve significant risk, security concerns or significant community interest.

To avoid the potential appearance of bias or political influence in procurement contract award decisions, members of Council will have no involvement in competitive procurement processes from the time those procurement process have been initiated through the advertisement or issuance of the solicitation document until a contract has been entered into with the successful bidder, except where Council is required to approve the contract award in accordance with this Purchasing By-Law.

3.2.12. Disposal of Surplus Goods or Assets

No staff member, elected official, or committee member shall personally obtain any real or personal property with a market value of greater than $500 that has been declared Surplus, unless it is obtained through a public process.

3.2.13. Lowest or Any Bid

Each procurement document will include the statement "Lowest or any Bid may not necessarily be accepted.

3.2.14. Requirement for Approved Funds

The beginning of the Procurement process commences with the approval by Council of the operating and capital budgets for the Township. Upon approval of these budgets, Director have the authority to purchase Goods, Services and Construction (excluding leasing of greater than one year, which requires Council approval).

Sufficient funds must be allocated for each Acquisition in the appropriate accounts within the Council approved operating or capital budget prior to the Award and execution of the Contract subject to the requirements in Schedule B.

3.2.15. **Multi-Year Contracts:**

Where certain Goods and Services are routinely purchased on a multi-year basis, the exercise of authority to Award and execute such a Contract is subject to the following:

I. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates; and
II. in the opinion of the Director that the requirement for the Goods or Services will continue to exist in subsequent years and the concurrence of the Director of Finance that the required funding can reasonably be expected to be made available.

3.2.16. **Acquisitions Outside of the Approved Budget:**

Acquisitions that are deemed by a Director to be necessary but that are not in the approved capital budget must be approved by Council prior to the commencement of the solicitation process.

3.2.17. **Insufficient Budget at Time of Award:**

In the event that the Bid that is recommended for Award exceeds the approved funds available, the Township may pursue any of the following options:

- Council may add additional funds to the approved budget, provided that there are sufficient funds available to allow the Township to Award. Directors are required to submit a Staff Report to Council seeking approval of the additional funds;
- Award part of the Call for Bid;
- Negotiate if the Call for Bid Permits it;
- Cancel the Call for Bid; or,
- Materially revise the Call for Bid and issue the revised Call for Bid.

3.3. **Responsibilities and Authorities**

3.3.1. **Considerations**

Township Staff are accountable for the decisions and actions, which they take pursuant to this bylaw and in the administration of Contracts that have been awarded.

3.3.2. **Director**

Director shall

- Monitor adherence to the provisions of this Purchasing By-Law and the Purchasing Procedures and report any noncompliance to the Director of Finance.
- Facilitating all aspects of the Call for Bid process including creating and issuing the Call for Bid documents, opening, verifying compliance with the terms and conditions of the Call for Bid as well as facilitating the Award and execution of all Agreements and Contracts. Additionally, where applicable, facilitate Contract extensions, Contract Change Orders, Vendor performance, dispute resolution, additional funding, and Contract termination.

- Facilitate the Disposal of physical materials and assets that have been deemed Surplus by Director's through one of the methods outlined in the Purchasing Procedures.
- Where applicable, participate in Negotiations.
- Be responsible for Procurement activities within his or her department and shall be accountable for determining and achieving specific objectives as outlined for each Procurement project.
- Ensure that there are sufficient funds available and identified for all purchase requests.
- Be responsible for monitoring and documenting Vendor performance and compliance with Contracts as outlined in the Vendor Performance section of this Purchasing By-Law.
- Ensure that Contract Change Order forms are properly completed with appropriate approvals.
- Ensure that the required additional funding must be in place prior to the execution of the Contract or amendment thereto.

Directors are responsible for reviewing all contemplated Lease agreements with the Director of Finance. The Director of Finance may recommend that a staff report be prepared for Council consideration as the Township's debt capacity may be impacted.

3.3.3. Director of Finance

The Director of Finance shall address all instances of non-compliance of this Purchasing By-Law with the appropriate Director and continued non-compliance shall be reported to the CAO. The Director of Finance together with a Director has the authority to Award Emergency Purchases as outlined in Schedule B in consultation with the CAO.

3.3.4. Chief Administrative Officer (CAO)

The CAO shall ensure that all staff adhere to this Purchasing By-Law and Purchasing Procedures and shall address any non-compliance that the Director of Finance has brought to their attention.

3.4. Standard Methods of Procurement

3.4.1. General

The Acquisition Methods described below shall be utilized, unless another section of this Purchasing By-Law applies, as recommended by the Director of Finance and shall be advertised, reported, approved and the Contract executed in accordance with the provisions of this By-law and in accordance with Schedule B.

3.4.2. Low-Cost Purchase (LCP)

A Low-Cost Purchase (LCP) shall be conducted for Acquisitions not covered under an existing Contract or otherwise requiring another Acquisition Method as described in this Purchasing By-Law. Acquisitions within this category are not to be repetitive or

ongoing and are instead intended to be "one-off" or small, multiple purchases with a cumulative value not exceeding the prescribed threshold.

Where practical, three written quotes should be solicited to ensure that a fair and competitive process has been conducted.

The threshold, advertising, approval and purchase execution parameters for this Acquisition method are outlined in Schedule B.

3.4.3. Request for Quotation (RFQ)

Use of an Request for Quotation for Goods, Services and Construction shall follow the process outlined below and shall be used only when specifications can be clearly defined:

- A Call for Bid document shall be issued by Director for the solicitation;
- A Call for Bid document should be issued to all Bidders on the Registered Contractor / Supplier List where applicable;
- Award of the Contract shall be to the lowest Compliant Bidder; and
- The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.4.4. Request for Tender (RFT)

Use of a Request for Tender for Goods, Services and Construction shall follow the process outlined below and shall be used only when specifications can be clearly defined:

- A Call for Bid document shall be issued by Director for the solicitation;
- Solicitation shall be publicly advertised;
- Award of the Contract shall be to the lowest Compliant Bidder.

3.4.5. Request for Proposal (RFP)

Use of a Request for Proposal for Goods, Services and Construction shall follow the process outlined below and may be used when specifications cannot be clearly defined:

- A Call for Bid document shall be issued by the Director for the solicitation;
- Evaluation will be based on the criterion as outlined in the Call for Bid document of which, price is only one criterion;
- Award of the Contract shall be issued or Negotiated (where permitted) with the highest scoring Compliant Proponent;
- The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.4.6. Request for Standing Offer (RFSO)

Use of a Request for Standing Offer for Goods, Services and Construction shall be used when:

- There is a need to develop a short list of qualified supplier / contractors that have the capabilities to meet the Township's requirements;
- Specifications can be clearly defined; and,
- Services that will be provided on an "as needed or required" basis.

RFSO shall follow the process outlined below:
- A Call for Bid document shall be issued by the Director for the solicitation;
- Evaluation will be based on the criterion as outlined in the Call for Bid document;
- Selection methodology of the Proponent's will be as outlined in the Call for Bid document;
- The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.4.7. **Request for Information (RFI)**

Use of a Request for Information for Goods, Services and Construction shall follow the process outlined below and shall be used when the requesting service area is seeking information, clarification, comments, feedback and/or reactions from the marketplace that may assist in compiling a potential future Call for Bids:
- A written, formal, non-binding document shall be issued by Director for the RFI;
- If applicable, the RFI may request publicly available commodity cost details for the purpose of budget planning;
- An RFI submission shall not create any contractual obligation between the Township and the respondent;
- The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.4.8. **Request for Expression of Interest (RFEOI)**

Use of a Request for Expression of Interest for Goods, Services and Construction shall follow the process outlined below and shall be used when there is uncertainty regarding the market availability and interest in providing the Goods, Services and/or Construction for which the Township is contemplating Acquisition to assist with a potential future Call for Bids:
- A written, formal, non-binding document shall be issued by the Director for the RFEOI;
- An RFEOI submission shall not create any contractual obligation between the Township and the respondent;
- The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.4.9. **Request for Prequalification (RFPQ)**

Use of a Request for Prequalification for Goods, Services and Construction shall follow the process outlined below and shall be used when the work is considered complex, high risk or there is a need to develop a short list of qualified Proponents that have the capabilities to meet the Township's requirements for an initial phase

of a two or more phase solicitation process:

- A Call for Bid document shall be issued by the Director for the solicitation;
- A subsequent Call for Bid document will be issued as outlined in the RFPQ only to the prequalified Proponents;
- An RFPQ submission shall not create any contractual obligation between the Township and the Proponent;
- Evaluation will be based on the criterion as outlined in the Call for Bid document;
- Selection methodology of the prequalified Proponent's will be as outlined in the Call for Bid document;
- The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.5. Alternative Methods of Procurement

3.5.1. Single Source

A Single Source may only be used when one of the following circumstances applies:

- A Good or Service is compatible with an existing Township owned Good or Service where a substitute Good or Service is available, however the warranty, maintenance, or service will be affected if the substitute is used, and it is therefore not in the Township's best interest to use the substitute;
- A Good or Service is in short supply due to market conditions;
- When either no Bids or no Compliant Bids were received in a Call for Bid process;
- Specific Standards are adopted by Council requiring certain Goods or Services;
- A Good or Service is being purchased for a defined testing or trial use for a predetermined timeframe;
- A Good or Service is of a confidential condition or matter and where the disclosure of such in an open competition could compromise confidentiality of the Vendor/Township or be contrary to public interest; or,
- When the Township has a Lease with a purchase option and exercising the purchase option would benefit the Township.

Negotiations may be used with a Single Source. The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.5.2. Sole Source

A Sole Source may only be used when one of the following circumstances applies:

- A Good or Service is covered by an exclusive right such as a patent, copyright or exclusive licence; or,
- A Good or Service is compatible with an existing Township owned Good or Service or is a replacement part for which there are no substitutes.

Negotiations may be used with a Sole Source. The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.5.3. Emergency Purchase

An Emergency Purchase may be authorized by a Director in collaboration with the CAO when it is required to:

- Prevent or alleviate serious delay;
- Maintain essential Township services;
- Maintain security or order;
- Protect public property;
- Protect human, animal, plant life, health or prevent/alleviate a threat to same;
- Comply with official orders issued by an upper tier government; or,
- Comply with the Emergency Response Plan or respond to a State of Emergency.

Negotiations may be permitted and used with this type of purchase. The threshold, advertising, approval and purchase execution parameters are outlined in Schedule B.

3.5.4. Cooperative Purchase

Cooperative Purchases are encouraged through any public sector agency where it is in the Township's best interest. Deviations from this Purchasing By-Law may be required and are permitted when engaging with Cooperative Purchases because agencies may have different procurement procedures and strict compliance with all policies may not be practical.

3.5.5. Unsolicited Proposal

An Unsolicited Proposal received by the Township shall be reviewed by the relevant Director. Any Acquisitions resulting from the receipt of an Unsolicited Proposal shall comply with the provisions of this Purchasing By-Law.

3.5.6. Sponsorship

Sponsorship opportunities will arise from; unsolicited proposals, direct solicitation, or a competitive process. Sponsorship will not result in, or perceived to result in, any competitive advantage, benefit, or preferential treatment outside the sponsorship agreement. There shall be no actual or implied obligation to purchase product or services of any sponsor.

Sponsorship opportunities will be offered in an open, equitable and fair manner; however, it is acknowledged that the majority of sponsorships shall be the result of direct solicitation by Township staff for such purposes without the process of competitive bidding.

The Township will make the sole and final determination as to whether a sponsorship or advertising opportunity may be a competitive or non- competitive arrangement.

3.5.7. Negotiated Purchase

Negotiations during Acquisitions may be used under any of the following circumstances:

- When only one submission is received and it exceeds the amount allocated in the budget, Negotiations may be conducted provided that the selected Vendor is Compliant;
- During a Single, Sole or Emergency Purchase;
- When a competitive Bid process has been conducted and an extension of the Contract term is available as outlined in the original Call for Bid;
- When a competitive Bid process has been conducted and the Contract has expired or will shortly expire and unforeseeable circumstances have caused a delay in issuing a new Call for Bid; in such cases, the Contract extension should not extend beyond a one-year term;
- Where a competitive Bid process has been conducted and expanded works or coordinated works are appropriate in the circumstances.

3.6. Other

3.6.1. Specifications

Staff are responsible for the preparation of the specifications for the applicable Acquisition Method.

Specifications should be clear and concise. They must not be structured to restrict or limit competition due to brand or other similar requirements. They shall allow for potential Vendors to provide alternatives in the event that an equivalent product or method is available. Biasing of specifications in favour of, or against, a particular Good or Service is prohibited. Nothing in this section restricts the ability to design specifications in unique situations, e.g., standardization or compatibility with existing Goods or Services.

Vendors may be requested to expend time, money and effort on the content or in the development of a specification(s) or otherwise help define a requirement to be contained in the specifications that may be used in a Procurement document. A Vendor who provides such assistance shall be deemed as a consultant of the Township and the specifications are deemed property of the Township. Such a Vendor shall be prohibited from submitting a response to a Call for Bid for which those specifications apply.

3.6.2. Corporate Purchasing Card

Acquisitions made with the corporate purchasing card must comply with this Purchasing By-Law and the Township's purchasing card program and applicable policies.
No personal purchases may be made with the corporate purchasing card that are not authorized by Township policy. Township Staff shall not use corporate purchases to gain personal points or other similar benefits in any Vendor reward program.

3.6.3. **Bid Review**

When a Bid Irregularity is present, action shall be taken in accordance with the attached Bid Irregularity Schedule.

3.6.4. **Evaluation of Bids**

Evaluations are used with some Acquisition Methods to allot points according to the criteria and submission requirements in the Call for Bid. The highest scoring submission will be the successful Proponent, subject to the terms and conditions of the Call for Bid and this Purchasing By-Law.

3.6.5. **Tie Bids**

In the case of a tie of the scores between two Compliant Bidders/Proponents, and where multiple Awards are not possible, the Township shall determine the successful Bidder/Proponent by a coin toss as outlined in the Purchasing Procedures.

In the case of a tie bid of the scores between three or more Compliant Bidders/Proponents, and where multiple Awards are not possible, the Township shall determine the successful Bidder/Proponent by a draw of the Bidder's/Proponent's names from a receptacle as outlined in the Purchasing Procedures.

3.6.6. **Vendor Performance**

Directors are responsible for monitoring and documenting Vendor performance and ensuring compliance with Contracts. The Director shall address performance issues directly with the Vendor to resolve and document all performance issues and acknowledgements related to same.

Any Vendor (or its subcontractors) that is involved in unprofessional conduct (the nature of which the Township will be the sole judge), a health and safety violation, criminally charged, or in dispute or litigation of any kind with the Township, the Township may terminate the Contract with that Vendor. Alternative Dispute Resolution - Competitive Bid Protest Protocol

3.6.7. **Dispute Resolution**

Meeting between the Bidder and the Director responsible for the procurement or Director of Finance.

If the previous step does not lead to a resolution, the decision can be appealed to the Chief Administrative Officer.

If the previous step does not lead to a resolution, the decision can be appealed to Council.

3.6.8. Contract Change Order

A Contract Change Order may be executed by the Director with appropriate signing authority provided that the total project cost has not exceeded the level authorized by Council.

Where a Contract Change Order or the cumulative value of the Contract Change Orders plus the original Contract price exceeds the level authorized by Council, Director shall obtain the appropriate Additional Funding authorization from the Township Council prior to executing the Contract Change Order.

Where a Contract Change Order is to be paid by a third party and the security to ensure payment is in place to the satisfaction of the Director of Finance, the Designate may execute the Contract Change Order. Where a portion of the Contract Change Order is to be paid by the Township, the provisions of section of this Purchasing By-Law shall be followed.

Funding should be in place prior to approving the CCO and prior to the execution of the works. When it is not possible to complete the CCO prior to the execution of the works, it shall be completed as soon as possible after commencement.

3.6.9. Council Reporting

The Director shall create a report to Council to be included in the Council agenda for information purposes in the following circumstances:

- Emergency Purchases. For Emergency Purchases, the report will be presented at a meeting subsequent to the event.

The Director shall provide award information on any purchases over $50,000 through the internal quarterly Council information update..

3.6.10. Council Approval

The Director shall create a staff report to be included in the Council agenda for consideration for approval in the following circumstances:

- Where Single Source or Sole Source procurement is being recommended;
- Where an Acquisition or Contract Change Order exceeds the level authorized by Council;
- Where the lowest Compliant Bid submission is not being recommended for Award;
- Where the highest scoring Compliant Proponent proposal submission is not being recommended for Award;
- Where provision(s) of this Purchasing By-Law are being waived;
- Where the Acquisition of a tangible capital asset was not included in the approved capital budget;
- Where Goods, Services or Construction were not included in the approved operating budget and is over $50,000;
- Any Contract requiring approval from the Ontario Municipal Board;

- Any Contract prescribed by statue *to* be authorized by Council;
- Where Council has directed staff to provide a report for approval.

DEFINITIONS

4.1 **"Acquisition"** means the purchase of Goods, Services and/or Construction;

4.2 **"Acquisition Method"** means the process by which Goods, Services and/or Construction are purchased;

4.3 **"Advertisement"** means the public communication of bid opportunities through one or more predetermined methods that may include, electronic mail, newspaper, electronic tendering method, to ensure an open, fair, transparent and competitive solicitation process;

4.4 **"Agreement"** means a legal document that binds the Township and other parties;

4.5 **"Approval"** means authorization to proceed with a purchase of Goods, Services and/or Construction or a Disposal;

4.6 **"Award"** means the authorization to proceed with the purchase of Goods, Services and/or Construction from a selected Proponent(s);

4.7 **"Bid"** means an offer or submission received from a Proponent in response to a Call for Bid, which is subject to acceptance or rejection;

4.8 **"Bidder"** means the entity or person who submits a response to a Request for Quote, Request for Tender or Request for Standing Offer;

4.9 **"Bid Irregularity"** means a deviation between the requirements (including terms, conditions, specifications, or special instructions) of a Bid Request and the information provided in a Bid;

4.10 **"Bid Request"** means a written request for Bids or a solicitation, which may be in the form of a Call for Bid;

4.11 **"Call for Bid"** means a formal or informal request for Bid, on the terms and conditions set forth in the Township's Bid documents, that may be in the form of a Request for Quotation, Proposal, Tender, or Standing Offer;

4.12 **"Chief Administrative Officer" or "CAO"** means the person appointed to that position as approved by Council and includes his or her Designate;

4.13 **"Collusion"** means an activity undertaken by two or more people for the purpose of dividing the market, setting prices, limiting production, or limiting open competition, by deceiving, misleading, or defrauding others of their legal rights, or to obtain an objective forbidden by law, typically by defrauding or gaining an unfair advantage;

4.14 **"Competitive Process"** means either an Open Competition or an Invitational

Competition;

4.15 **"Compliant Bid" or "Compliant Bidder/Proponent"** means a responsive and responsible Bid or Bidder/Proponent that submits a Bid, respectively, that meets all requirements stipulated in the Call for Bid and that possesses the capacity and ability, including financial and technical abilities, to perform as contractually required;

4.16 **"Conflict of Interest"** means a situation where the existence of a personal or business relationship or interest of an elected official, officer or employee of the Township creates a potential conflict with the best interest of the Township.

4.17 **"Construction"** means a creation, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work, including site preparation, excavation, drilling, seismic investigations, soil investigations, the supply of products and materials and equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but DOES NOT include the Consulting and Professional Services related to the construction Contract unless they are included in the specifications for that Procurement;

4.18 **"Consulting and Professional Services"** means those services requiring the skills of a specialist for a defined service and includes architects, engineers, designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, environmental planners and engineers, hydro geologists, transportation planners and engineers, communications consultants and any other consulting or professional services required by the Township.

4.19 **"Contract Change Order" or "CCO"** means a mutually agreed upon addition to, deletion from, or modification of a Contract between the Township and the Vendor that could not have been reasonably foreseen and thereby included in the Call for Bid document;

4.20 **"Cooperative Purchase"** means an Acquisition Method that combines the requirements of two or more entities in order to obtain the benefits of volume purchases and/or reduction in administrative effort and costs;

4.21 **"Council"** means the Council of the Township comprised of elected officials;

4.22 **"Designate"** means a person authorized by the CAO, Director to act on his or her behalf;

4.23 **“Director"** means the person responsible for direction and operational control of a Township's service area or authorized Designate(s);

4.24 **"Disposal"** means the removal of physical materials or assets owned by the Township and deemed to be Surplus through its sale, trade-in, auction, alternative

use, gift, or destruction;

4.25 **"Emergency Purchase"** means an Acquisition that does not follow the regular procurement process because of a circumstance described in this Purchasing By-Law;

4.26 "**Invitational Competition**" means a competitive process in which an invitation to submit bids is issued to at least three suppliers;

4.27 **"GBAPPC"** means the Georgian Bay Area Public Purchasing Cooperative;

4.28 **"Goods"** means moveable property including the costs of installing, operating, maintaining, or manufacturing such moveable property, and any necessary raw materials, products, supplies, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a Construction Contract;

4.29 **"Lease"** means a time limited grant of either real or personal property from the owner of that property (known as the "lessor") to another party (known as the "lessee"), under which the lessee is entitled to the use and benefit of the property in question for the period so granted, in exchange for the payment of a stipulated rent or other consideration to the owner;

4.30 **"Low-Cost Purchases" or "LCP"** means a purchase of Goods, Services and/or Construction at the thresholds indicated in this Purchasing By-Law;

4.31 **"Negotiation"** means the action or process of conferring with one or more Vendors with the goal of reaching an agreement on an Acquisition made pursuant to this Purchasing By-law;

4.32 **"Procurement"** means purchasing, renting, leasing or otherwise acquiring any Goods, Services and/or Construction, including the description of requirements, solicitation method, selection of sources, preparation and Award of Contract and all phases of the contract administration;

4.33 **"Proponent"** means the entity or person who submits a response to a Request for Proposal or Request for Pre-Qualification;

4.34 **"Purchasing Procedures"** means the administrative document that establishes procedures to be followed by Township staff for Acquisition that represents "best practices" and that is consistent with the intent of this Purchasing By-Law;

4.35 **"Registered Supplier / Contractors List"** means a list of suppliers or contractors that have participated in and successfully met the requirements of a Request for Pre-Qualification (RFPQ) or Request for Standing Offer (RFSO), and have been selected to perform discrete work assignments involving the delivery of a particular type of Goods, Services and/or Construction;

4.36 **"Request for Expression of Interest" or "RFEOI"** means a written, formal, non-binding solicitation document to determine if there is any interest in the marketplace to provide the Goods, Services and/or Construction that the Township is contemplating procuring. It is typically used when it is unknown if a market for the desired Goods, Services and/or Construction exists. A subsequent Call for Bid may follow an RFEOI;

4.37 **"Request for Information" or "RFI"** means a written, formal, non-binding solicitation document to obtain information on product or service details, comments, feedback or reactions from potential Bidders/Proponents prior to issuing a Call for Bid. It is typically used when the specifications are unknown. Price is generally not required. Feedback may include best practices, industry standards, and technology issues;

4.38 **"Request for Pre-Qualification" or "RFPQ"** means a written, formal, non-binding solicitation document to obtain detailed information from firms and/or individuals that may include their experience, financial strength, education, background and personnel, to prequalify to supply Goods, Services and/or Construction to the Township. The RFPQ may be a precondition to a further Call for Bid opportunity;

4.39 **"Request for Proposal" or "RFP"** means a written Call for Bid document to obtain proposal submissions from firms and/or individuals where detailed specifications cannot be clearly identified and/or where price is not the primary evaluation factor. RFP's may have provisions for Negotiations and may be in a single or multi-step process;

4.40 **"Request for Quotation" or "RFQ" means** a written Call for Bid document used for Acquisitions based on clearly defined specifications;

4.41 **"Request for Tender" or "RFT"** means a written, formal, Call for Bid document used for Acquisitions based on clearly defined specifications;

4.42 **"Request for Standing Offer" or "RFSO"** means a written, formal, Call for Bid document used for Acquisition based on clearly defined specifications from one or more Vendors to provide pricing for a defined time period on an "as needed" basis, where there are no defined quantities nor commitment to utilize the awarded Vendor(s);

4.43 **"Service"** means the services to be provided under a contract and includes labour and Consulting and Professional Services;

4.44 **"Single Source"** means the Procurement decision whereby Acquisitions are made from one source where other sources may be available;

4.45 **"Sole Source"** means the Procurement decision whereby Acquisitions are made from one source where only one source of supply exists that meets the requirements of the Township;

4.46 **"Surplus"** means Goods fully owned by the Township that have been deemed surplus by the relevant Director and are no longer required by the Township;

4.47 **"Tender"** means a Bid specifically provided in response to a Request for Tenders;

4.48 **"Township"** means The Corporation of the Township of Severn;

4.49 **"Director of Finance"** means the person as appointed by Council and includes his or her Designate(s);

4.50 **"Unsolicited Proposal"** means an offer or proposal submitted by a contractor, supplier, Vendor or consultant, in the absence of a Call for Bid. It may be submitted in response to a perceived need but not in response to a Call for Bid;

4.51 **"Vendor(s)"** means the entity or individual who may or does currently supply Goods, Services and/or Construction to the Township.

Schedule A – Goods & Services Exempt from Provision of the Purchasing Policy

Training and Education

- Books
- Conferences
- Courses
- Conventions
- Memberships
- Seminars
- Periodicals
- Magazines
- Staff training
- Staff development
- Staff workshops
- Subscriptions

Refundable Employee Expenses

- Advances
- Meal allowances
- Travel & Hotel accommodation
- Entertainment
- Mileage
- Miscellaneous - Non-Travel

Employer's General Expenses

- Payroll deduction remittances
- Licences (vehicles, elevators, radios, etc.)
- Debenture payments
- Grants to agencies/donations
- Payments of damages
- Tax remittances
- Charges to/from other Government or Crown Corporations
- Employee wages
- Freight charges
- Emergency Repairs/Service including Legislated Inspections
- Unleaded Gasoline or Diesel while travelling

Professional and Special Services

- Committee fees
- Witness fees
- Court reporters' fees
- Honoraria
- Arbitrators
- Legal settlements

- Temporary Help
- Recreation Instructor Fees
- Courier Charges
- Legal fees

Utilities/Other

- Postage
- Water and sewer charges
- Hydro
- Cable television charges
- Telephone, connectivity (excluding cellular services)
- Natural gas/propane
- Refunds and rebates to ratepayers
- Utility relocates by a public utility Vendor
- Collection Agencies (ex: Tax Sale Services)
- Land and Building Acquisition and Disposal – Exempt unless otherwise directed
- Advertising
- Classified advertising such as help wanted, for sales, etc.
- Display advertising such as event notices
- Public Tender advertising

Schedule B – Summary of Thresholds for Purchasing

Purchase Type	Purchase Threshold	Procurement Method	Advertising	Approval	Purchase Execution
Low-Cost Purchase (LCP)	$0 - $25,000	Non-competitive	Not Practical	Manager	Petty Cash or; Corporate Credit Card or; Vendor Invoice
Invitational Request for Quotation (IRFQ)	$25,001 - $100,000	Invitational Competition	Not Required	Director	Purchase Order
Request for Quotation (RFQ)	$100,001+	Non-Binding Type Open Competition	Public Advertisement	Director of Finance	Execute Agreement
Request for Tender (RFT)	$100,001+	Binding Type Open Competition	Public Advertisement	Director of Finance	Execute Agreement
Request for Proposal (RFP)	$100,001+	Non-Binding Type Open Competition	Public Advertisement	Director of Finance	Execute Agreement
Invitational Request for Proposal (IRFP)	$0 - $100,000	Invitational Competition	Not Required	Director	Purchase Order
Request for Standing Offer (RFSO)	Any Amount	Non-Binding Type Open Competition	Public Advertisement	Not Applicable	Not Applicable
Request for Pre-Qualification (RFPQ)	Not Applicable	Non-Binding Type Open Competition	Public Advertisement	Not Applicable	Not Applicable
Request for Information (RFI) or Expression of Interest (EOI)	Not Applicable	Non-Binding Type Open Competition	Public Advertisement	Not Applicable	Not Applicable
Single Source or Sole Source	$25,000+	Non-competitive	Not Applicable	Council	Purchase Order <$100,000 Execute Agreement > $100,000

Purchase Type	Purchase Threshold	Procurement Method	Advertising	Approval	Purchase Execution
Emergency Purchase	$25,000+	Not Applicable	Not Applicable	Director and Director of Finance approval required and; Vendor quotation, if possible and practical give the circumstance; Report to Council is required outlining purchase and the reason for the purchase.	Purchase Order <$100,000 Execute Agreement > $100,000
Purchases where the Provisions of the By- law are being Waived	Any Amount	Not Applicable	Not Applicable	Director shall review the purchases with the Director of Finance prior to pursuing Council approval is required	Purchase Order <$100,000 Execute Agreement > $100,000

Schedule C – Bid Irregularities

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

A **"major irregularity"** is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the Bidder/Proponent could gain an unfair advantage over competitors. Purchasing Services shall reject any bid, which contains a major irregularity.

A **"minor irregularity"** is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the Bidder/Proponent would not gain an unfair advantage over competitors. The Director in consultation with the Director of Finance may permit Bidder Proponent to correct minor irregularity.

Action Taken:

- Staff shall be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:
    - major irregularity (automatic rejection)
    - minor irregularity (Bidder/Proponent may rectify)
- The list of irregularities in this schedule should not be considered all-inclusive. Staff will review minor irregularities not listed and acting in consensus shall have authority to waive other irregularities or grant two (2) business days to initial such irregularities, which they jointly consider to be minor.
- Where a submitter has been given notice of a specified time period to correct an irregularity, the submitter shall be deemed to be in default of the process and, where applicable, the bid deposit shall be forfeited if the correction is not made. The submission will be given no further consideration for award.

This Bid Irregularity List shall apply where the irregularity is with respect to a stated requirement of a Formal Call for Bid (RFQ, RFP, and RFT) or Information Gathering Bid (RFEOI, RFI, RFPQ) and where the submission must be received on/before a specified date and time.

Bid Irregularities - Summary

General

ITEM	IRREGULARITY	MAJOR	MINOR	ACTION
1	Late Submissions		□	Automatic Rejection
2	Failure to Attend Mandatory Site Visit		□	Automatic Rejection
3	Partial Submissions (all items not bid on).		□	Acceptance only if Bid document allows for partial items to be bid on, otherwise automatic rejection.
4	Conditional Submissions (Ex. Submissions qualified, based on a Bidder's/Proponent condition or restricted by an appointed statement.		□	Rejection unless, in the opinion of staff, the qualification or restriction is minor a would not adversely affect an award decision end/or the total price.
5	Submissions Containing Minor Obvious Clerical Errors that do not result in any ambiguity with respect to the overall submission and/or award decision.	□		Two (2) business days to correct and initial errors.
6	Submitter has not been previously qualified under a related pre-qualification process, where applicable.		□	Automatic Rejection
7	Other Municipalities.	□		Staff shall have the authority to waive irregularities, which are considered minor.
8	Any Irregularity.	□		Despite the provisions herein contained, Council may waive any irregularity where it considers it to be in the best interest of the Township.

Bid Documents

ITEM	IRREGULARITY	MAJOR	MINOR	ACTION
9	Bid submitted in other than the original Bid Form Format.		✓	Automatic Rejection
10	All Mandatory sections of the document are not completed.		✓	Automatic Rejection
11	Bid Forms not signed, signature missing or authority to bind missing.		✓	Automatic Rejection
12	Failure to acknowledge addendum(s).		✓	Automatic Rejection

13	Incomplete, illegible or obscure submissions which contain additions not called for, erasures, alterations, or strike-out errors or irregularities of any kind that are immaterial.	✓		The Bidder/Proponent will be allowed two (2) days to correct the irregularity if deemed immaterial by staff.
14	Submissions not completed in English.		✓	Automatic Rejection
15	Submissions received on Call for Bid documents other than those provided on tender form/documents from the Township.		✓	Automatic Rejection
16	Alternate items provided in whole or in part.	✓		Available for further consideration unless specified otherwise in the request.
17	Pages requiring completion of information by Bidders/Proponents are missing.		✓	Automatic Rejection

Bid Deposit

ITEM	IRREGULARITY	MAJOR	MINOR	ACTION
18	Bid Deposit (Certified Cheque) not submitted with submission.		✓	Automatic Rejection
19	Bid Deposit (Certified Cheque) not in the acceptable form.		✓	Automatic Rejection
20	Township is unable to verify authenticity of Bid Deposit.		✓	Automatic Rejection
21	Amount on Bid Deposit (Certified Cheque) is incorrect and/or insufficient.	✓		Two Business Days to Rectify.
22	Effective period of Certified Cheque is less than the irrevocable period stipulated in the Call for Bid.	✓		Two Business Days to Rectify.

Pricing

ITEM	IRREGULARITY	MAJOR	MINOR	ACTION
23	Failure to include the Schedule (s) of Items & Prices, Price Form, Unit Pricing, Lump Sum Pricing or Price Details, as may be applicable, for inclusion with the submission.		✓	Automatic Rejection
24	Conditions placed by the Bidder/Proponent on the Bid.		✓	Automatic Rejection

25	Pricing appears to be unbalanced to the extent that it would have a significant adverse effect to the Township if awarded.		✓	Automatic Rejection

Post Award Notification

ITEM	IRREGULARITY	MAJOR	MINOR	ACTION
26	Failure to execute required financial security within the prescribed time period.		✓	Automatic rejection and Bid Deposit Forfeited
27	Failure to provide supporting documents, as specified within the bid document and within the prescribed time period.		✓	Automatic rejection and Bid Deposit Forfeited

Appendix 1 - Vendor Performance Management Procedure

This procedure outlines the conditions and procedures for managing performance of Vendors providing services to the Township of Severn.

Definitions

- Vendor Incident Report: means to document events of deficient performance or infractions, where a corrective action plan is required of the Vendor.
- Vendor Evaluation Report: means an evaluation on a Vendor's performance from the date of Contract commencement to the expiration of the guarantee/warranty period.
- Suspension: The temporary prohibition of a Vendor from providing goods and/or services to the Township.
- Vendor: Any individual or organization who is contracted to provide goods and/or services to the Township, including consultants, contractors, and suppliers.
- Contract Administrator: means the Township's representative and/or Consultant responsible for the administration of the Contract.

1. Vendor Performance Management System

A Vendor performance management system is an effective way to ensure that Vendors are meeting the standards and expectations outlined by the Township. It provides a mechanism for monitoring and assessing the performance of Vendors over time to ensure that their performance consistently meets the requirements.

It is the intent of this procedure to improve the procurement process by providing feedback on Vendor performance so that corrective actions can be taken; finding areas where procurement process improvements can be made; identifying Vendors who are consistently not meeting the standards and expectations; and recognising Vendors who are providing the highest quality goods and services in the timeliest manner.

2. Performance Evaluation Reports

Vendor performance is critical to the success of procurement projects. Poor workmanship, unnecessary Contract delays and unsafe work practices will not be tolerated. Vendors shall perform all work in accordance with the terms and conditions of their Contract and all applicable legislations. Performance Evaluation Reports will be used to formally notify Vendor's of their performance.

Vendor Incident Report

The Contract Administrator will notify the Vendor of its performance deficiency or infraction upon realization and provide the Vendor with a completed and signed VIR for their response. Vendors are to provide response within seven (7) Calendar Days from date of receipt of the

VIR. Failure to provide a response within the prescribed timeframe may result in an immediate stop work order being issued until such time that a response is received.

Should the situation arise that the corrective action plan does not satisfy the Contract Administrator, the Vendor and Contract Administrator shall discuss possible alternatives until a mutually agreed upon resolution is achieved. The Vendor shall not proceed with undertaking any corrective action unless agreed to by the Contract Administrator.

If the Vendor receives reoccurring VIRs related to the same issue(s), the Contract Administrator will meet with the Vendor to clearly identify and discuss the performance issues, determine the permanent corrective action that will be taken to rectify and avoid continued reoccurrence of the performance issues, and obtain the Vendor's signature on the VIR for agreement with the discussed corrective action. Should the issue not be rectified after meeting with the Vendor, the Contract Administrator shall seek assistance from the Finance Department to enforce the Contractual obligations.

Vendor Evaluation Report

If the Vendor receives a "Below Standard" rating on any of the rated criteria in a VER, the Contract Administrator will meet with the Vendor to clearly identify and discuss the reasoning for the poor rating and will consider any comments or explanations provided by the Vendor when completing the final VER.

If the Vendor receives a "Below Standard" rating on any of the rated criteria in the final VER, the Contract Administrator will consult with the Finance Department, prior to issuing the VER to the Vendor, regarding recommendation for future work.

3. Performance Recommendations

Based on the VER, the Contract Administrator will make a recommendation to either allow the Vendor to continue participating in future procurement processes or to suspend the Vendor from participating in future procurement processes in accordance with Vendor Suspension Procedure.

Recommendation for Continued Participation

If the VER results in a recommendation to allow the Vendor to continue participating in procurement processes, the Contract Administrator will notify the Vendor of its final rating and the resulting recommendation and provide the Vendor with a copy of the completed and signed VER.

Recommendation to Suspend

If the VER results in a recommendation to suspend the Vendor from participating in future procurement processes in accordance with Vendor Suspension Procedure, the Contract Administrator will submit the VER to the Finance Department for review. The Finance Department will ensure that the VER is complete and will discuss any ratings with the Contract

Administrator to ensure it accurately reflects the Vendor's performance. The Township may suspend the Vendor from participating in future procurement processes for a period of up to three (3) years.

4. Retention of Evaluation Reports

The Contract Administrator will retain all original VIR, and VER Reports and will provide the Finance Department with a copy of each. The Finance Department will retain copies in the respective Contract file, in accordance with the Records Management By-Law.

5. Communications

At the outset of the Contract, the Vendor will be provided with the VIR and VER forms that will be used to rate the Vendor's performance in accordance with this Procedure.

The Contract Administrator will provide written notice of any Vendor performance related correspondence. This communication may be provided via mail, email, or other means of written communication.

The Contract Administrator will notify the Vendor of its final rating and the resulting recommendation, provide the Vendor with a copy of the completed VER and advise the Vendor that any dispute in respect of the recommendation must be set out in a written statement of dispute and submitted to the Finance Department within ten (10) Business Days.

6. Disclosure of Results to Others

The results of any Vendor evaluation report are intended to be disclosed internally across departments and may be disclosed to other government bodies upon request and to any entity for which it can be demonstrated that the Vendor listed the Township as a reference.

7. Consideration of Performance in Evaluation of Bids

The Township may consider past performance evaluation results in the evaluation of future bids from the Vendor, whether or not the past performance resulted in suspension in accordance with the Vendor Suspension Procedure and may exclude a Vendor based on significant or persistent deficiencies in past performance.

8. Appeal Process

The Vendor may appeal the suspension by submitting a written request for review to the Township within 30 days of receiving the notice of suspension. The Township will then review the request and determine if the suspension will be upheld or rescinded. The decision with respect to suspension of the Vendor will be made in accordance with the Vendor Suspension Procedure. The completed VER will fulfil the requirement for a written Suspension

Recommendation Report under the Vendor Suspension Procedure. The Dispute Committee will consider the Vendor's statement of dispute, if any, in making a decision. A decision made under the Vendor Suspension Procedure is final.

9. Monitoring

The Township will monitor Vendors to ensure they are in compliance with all applicable policies and regulations.

Appendix 2 - Vendor Suspension Procedure

This procedure outlines the conditions and procedures for suspending Vendors from providing services to the Township of Severn.

Definitions

- Suspension: The temporary prohibition of a Vendor from providing goods and/or services to the Township.
- Vendor: Any individual or organization who is contracted to provide goods and/or services to the Township.

1. Reasons for Suspension

A Vendor may be suspended for any of the following reasons:

- Non-payment of fees or other monies due to the Township;
- Failure to comply with contractual obligations or Township policies or regulations;
- Fraudulent activity or misrepresentation of goods and/or services;
- Failure to deliver goods and/or services in a timely manner;
- Refusal to provide goods and/or services upon request;
- Any other activity deemed to be detrimental to the Township.

2. Notice of Suspension

The Township will provide written notice of suspension to the Vendor, including the reasons for the suspension and a timeline for rectifying the issues. This notice may be provided via mail, email, or other means of communication.

3. Appeal Process

The Vendor may appeal the suspension by submitting a written request for review to the Township within 30 days of receiving the notice of suspension. The Township will then review the request and determine if the suspension will be upheld or rescinded.

4. Reinstatement

Once the issues causing the suspension have been rectified, the Vendor may request reinstatement by submitting a written request to the Township. The Township will then review the request and determine if the Vendor is eligible for reinstatement.

5. Monitoring

The Township will monitor Vendors to ensure they are in compliance with all applicable policies and regulations.

6. Penalties

The Township may impose penalties if a Vendor is found to be in violation of any procedure or regulation. These penalties may include, but are not limited to, financial penalties such as liquidated damages, suspension of services, and/or termination of the agreement.

THE CORPORATION OF THE TOWNSHIP OF SEVERN

BY-LAW NO. 2026-47

BEING A BY-LAW TO ADOPT THE PROCEEDINGS OF A COUNCIL MEETING HELD ON THE 17th DAY OF JUNE, 2026

WHEREAS the *Municipal Act*, S.O. 2001, Chapter 25, Section 5.(3), provides that a Municipal power, including a Municipality's capacity, rights, powers and privileges, shall be exercised by By-law unless the Municipality is specifically authorized to do so otherwise;

AND WHEREAS certain actions of Council do not require the enactment of a specific By-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SEVERN HEREBY ENACTS AS FOLLOWS:

1. That subject to Paragraph 3. of this By-law, the proceedings of the above-referenced Council Meeting, including all Resolutions, By-laws, Recommendations, Adoptions of Committee Reports and all other motions and matters decided in the said Council Meeting are hereby adopted and confirmed, and shall have the same force and effect, as if such proceedings were expressly embodied in this By-law.
2. That the Mayor and Clerk are hereby authorized to execute all such documents, and to direct other officials of the Township of Severn to take all other action, that may be required to give effect to the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law.
3. That nothing in this By-law has the effect of conferring the status of a By-law upon any of the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law where any legal prerequisite to the enactment of a specific By-law has not been satisfied.
4. That any Member of Council who complied with the provisions of Section 5. of the *Municipal Conflict of Interest Act*, R.S.O. 1990, Chapter M.50, respecting the proceedings of the Council Meeting referred to in Paragraph 1. of this By-law shall be deemed to have complied with said provisions in respect of this By-law.
5. For the purposes of the exercise of the authority of the head of council to veto a by-law in accordance with section 284.11 of the *Municipal Act, 2001*, as amended, the Confirming By-law shall be deemed to be separate Confirming By-laws for each item listed on the meeting agenda.
6. That this By-law shall come into force and effect on the date deemed passed.

Passed this 17th day of JUNE, 2026.

CORPORATION OF THE TOWNSHIP OF SEVERN

_____

MAYOR

_____

CLERK

Written approval of this by-law was given by Mayoral Decision MD-2026-XX dated June 17, 2026