UPPER THAMES RIVER
CONSERVATION AUTHORITY

Meeting of the Upper Thames River Conservation Authority Hearing Committee – Agenda
Monday April 20, 2026 1:00pm, 1424 Clarke Rd. London

Memo to Hearing Committee Members: Sandy Levin, Jim Craigmile, Brian Petrie, Mark Schadenberg, Dean Trentowsky.

Please be advised that a meeting of the Hearings Committee will be as follows:

1. **Approval of Agenda**

2. **Declaration of Conflicts of Interest**

3. **Minutes of the Previous Meeting: January 27, 2026**

4. **Business Arising from the Minutes**

5. **Application # 195-24**
   Proposed Development upon hazardous lands subject to flooding hazards within a UTRCA Regulated Area located at 5626 Pigram Line, Mount Elgin, Township of South-West Oxford.

6. **Adjournment**

Tracy Annett, General Manager

HEARING PROCEDURES

a) Motion to sit as Hearing Committee

Proposed wording for Motion: To sit as a Hearing Committee to consider application #195-24 by **Kevin Conner Paton and their Agent, Paula Lombardi** to consider development within a riverine flood hazard associated with a river or stream valley and within an area regulated by the Upper Thames River Conservation Authority at 5626 Pigram Line, Mount Elgin within the Township of South-West Oxford.

b) The Chair asks if any of the Hearing Committee members have any conflicts to declare related to the hearing.

c) Roll Call followed by the Chair's opening remarks. For electronic hearings, the Chair shall ensure that all parties and the Hearing Committee are able to clearly hear one another and any witnesses throughout the hearing.

d) The Chair will start a round-table self-introduction to include the Hearing Committee members, staff present, the applicant/owner, their agent and others wishing to speak.

e) Staff will indicate the nature and location of the subject application and the conclusions.

f) Staff will present the staff report included in the agenda.

g) The applicant and/or their agent will present their material.

h) Staff and the conservation authority's agent may question the applicant and/or their agent if reasonably required for a full and fair disclosure of matters presented at the hearing.1

i) The applicant and/or their agent may question the conservation authority staff and/or their agent if reasonably required for full and fair disclosure of matters presented at the Hearings.2

1 As per the Statutory Powers Procedure Act a tribunal may reasonably limit further examination or cross- examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

2 As per the Statutory Powers Procedure Act a tribunal may reasonably limit further examination or cross- examination of a witness where it is satisfied that the examination or cross-examination has been sufficient to disclose fully and fairly all matters relevant to the issues in the proceeding.

j) The Hearing Committee will question, if necessary, both the staff and the applicant/agent.

The Hearing Committee will move into deliberation. For Electronic meetings, the Hearing Committee will separate from other participants for deliberation.

i. In the event that the Hearing Committee is able to make a decision within a reasonable length of time, the Hearing Committee will reconvene the hearing and announce its decision.

ii. In the event that the Hearing Committee wishes more time within which to consider its decision, the hearing will be adjourned and the applicant and staff will be advised that a decision will be made by the Hearing Committee, which decision will be communicated to both the applicant and staff.

k) Members of the Hearing Committee will move and second a motion.

l) A motion will be carried which will culminate in a decision

m) In all events, the Chair or Acting Chair of the Hearing Committee will advise the staff and the applicant/owner of the Hearing Committee's decision in writing.

n) If decision is "to refuse", or "approve with conditions", the Chair or Acting Chair shall provide the applicant reasons for the decision and notify the owner/applicant of his/her right to either:

1. Request a Minister's review within 15 days of receiving reasons for the authority's decision; or

2. Appeal the authority's decision to the Ontario Land Tribunal within 90 days after receiving the reasons for the authority's decision.

In accordance with section 28.1 subparagraphs (8) to (26) of the Act.

NOTICE OF HEARING

IN THE MATTER OF
The Conservation Authorities Act, R.S.O. 1990, Chapter C. 27 as amended;

AND IN THE MATTER OF
An Application By: Kevin Conner Paton and their Agent, Paula Lombardi (Application #195-24)

For consideration of a Permit from the Upper Thames River Conservation Authority pursuant to Regulations made under Section 28 of said Act.

TAKE NOTICE that a hearing before the Hearing Committee of the Upper Thames River Conservation Authority will be held under Section 28.1(5) of the *Conservation Authorities Act* at the UTRCA Administration Office, 1424 Clarke Road, London, Ontario N5V 5B9 at the hour of **1:00 pm, Monday, April 20, 2026,** with respect to the application by Kevin Conner Paton and their Agent, Paula Lombardi, to permit development upon hazardous lands subject to flooding hazards in an area regulated by the Upper Thames River Conservation Authority under Section 28 of the *Conservation Authorities Act* and Ontario Regulation 41/24 at 5626 Pigram Line, Mount Elgin, Township of South-West Oxford, Ontario.

TAKE NOTICE THAT you are invited to make a delegation and submit supporting written material (electronically) to the Hearings Committee for the meeting of April 20, 2026. If you intend to appear and/or submit further written material, please contact Joe Gordon (519)-451-2800 ext. 334, e-mail: (gordonj@thamesriver.ca). Any further written material (submitted electronically) will be required prior to Friday, April 3, 2026, to enable the Committee members to review the material prior to the meeting.

AND FURTHER TAKE NOTICE that if you do not attend at this Hearing, the Hearing Committee may proceed in your absence, and you will not be entitled to any further notice in the proceedings.

PLEASE NOTIFY THIS OFFICE by 12:00 noon April 10, 2026 (local time) as to whether you and/or your agent(s) will be attending. A copy of Ontario Regulation 41/24 and Section 28 of the Conservation Authorities Act will be made available to you upon request.

DATED the 6th Day of March, 2026

Registered
The Hearing Committee of
The Upper Thames River Conservation Authority



Tracy Annett, General Manager/Secretary-Treasurer

UPPER THAMES RIVER
CONSERVATION AUTHORITY

MEMO

To: Chair And Members of the UTRCA Hearing Committee
From: Joe Gordon, Regulations Coordinator
Date: April 20, 2026
File Number: HC-26-04-02
Agenda Item: 5
Subject: Section 28 Permit Application #195-24, 5626 Pigram Line, Township of South-West Oxford

Recommendation

THAT Application #195-24 for proposed development activity upon hazardous lands within an area regulated by the UTRCA at 5626 Pigram Line, Mount Elgin, Township of South-West Oxford, be refused for the following reason(s):

1. **The application proposes construction of an additional residential dwelling within a Regulated Area located upon hazardous lands that are subject to flooding hazards, and in area where people and vehicles would be rendered inaccessible during times of flooding, which is contrary to provincial and UTRCA natural hazard policies.**

2. **As a result, the proposed development is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons, contrary to requirements of section 28.1 b) of the Conservation Authorities Act for issuance of a permit for an otherwise prohibited activity under section 28 of the Act.**

Summary

- A *Conservation Authorities Act* [Section 28] permit application has been submitted for development activity within an area susceptible to flooding hazards associated with the Reynolds Creek Drain watercourse and within an area regulated by the Upper Thames River Conservation Authority (**UTRCA**).
- The subject property is municipally addressed as 5626 Pigram Line located within Mount Elgin, Township of South-West Oxford.
- The application proposes "*construction of an Accessory Residential Unit (ARU), on property zoned 'General Agricultural Zone (A2) within what is identified as a floodplain (Reynolds Creek Drain) area in the Township of South-West Oxford*".
- The ARU is proposed within the floodplain and does not have safe access in accordance with provincial standards.
- Provincial Planning Policies and UTRCA Regulatory policies prohibit new development from occurring upon hazardous lands and lands that do not have safe access during a natural hazard event.
- Through prior pre-consultation, UTRCA staff have consistently advised the applicant of the prohibitive policies related to the proposed development within the floodplain upon the subject property.
- In 2024, UTRCA planning staff provided formal comments to the County of Oxford recommending refusal of an associated minor variance application to facilitate the proposed

ARU upon the subject property. The County deferred a decision on the minor variance application to provide an opportunity for the applicant to address UTRCA concerns.
- The applicant subsequently pursued a Section 28 application for Permit from UTRCA with full knowledge that the application could not be supported by staff and would be referred to the UTRCA Hearings Committee for consideration.

Subject Property

The property is located within the community of Mount Elgin, Township of South-West Oxford and is municipally addressed as 5626 Pigram Line. (the "**Subject Property**")

In review of current aerial photography, the Subject Property contains a single detached residential dwelling with associated accessory structures located on the west side of the property with access from Pigram Line municipal roadway. A significant majority of the property contains a large waterbody, and a portion of Reynolds Creek Drain traverses the south-east corner.

The Subject Property is designated Agricultural Reserve within the Oxford County Official Plan and zoned 'General Agricultural (A2)' within the Township of South-West Oxford Zoning By-law.

The Subject Property is affected by the section 28 regulation of the *Conservation Authorities Act* (Regulated Area) because it contains:
- Hazardous lands that are subject to flooding hazards,
- Non-apparent river or stream valley associated with the Reynolds Creek Drain watercourse, and
- Areas within 30m of a wetland.

The area of the Subject Property is located within a One-Zone Floodplain Management Concept where the floodway is defined as the entire contiguous floodplain in accordance with provincial policy.

Staff from the Township of South-West Oxford (**SWOX**) has also confirmed that "Pigram Line in the area of the Subject Property has been temporarily closed from time to time when conditions make it unsafe during prior flooding events and reopened when floodwaters recede."

Please refer to the following attachments:
Attachment #1 – Location Map
Attachment #2 – UTRCA Regulated Area Mapping

Subject Application

A Section 28 permit application has been submitted for development activity upon the subject property within an area entirely regulated by the Upper Thames River Conservation Authority (UTRCA).

The application (#195-24) was submitted for consideration of a permit for "*construction of an Accessory Residential Unit (ARU), on property zoned 'General Agricultural Zone (A2) within what is identified as a floodplain (Reynolds Creek Drain) area in the Township of South-West Oxford.*" (the "**Subject Application**")

Please refer to Attachment #3 – UTRCA Application #195-24.

The proposed Additional Residential Unit (**ARU**) involves the construction of a new separate and independent building proposed for an additional residential unit with associated services, located upon lands susceptible to flooding hazards.

The Subject Application was submitted to UTRCA on November 5, 2024, by Siskinds Law Firm on behalf of the landowner (the "**Applicant**"), and includes the following progressive attachments:

1. Cover Letter with accompanying sketch and 1995 Water Well Record (Siskinds, October 2, 2024)
2. Grading Plan (Spriet Associates, February 28, Revised July 2, September 22, & February 28, 2026)
3. Road Centreline survey (Spriet Associates, Revision February 28, 2026)
4. Preliminary Drawings (Steel Built. Corp) and various construction Cost Estimates (June 2025)
5. Construction drawings and details for the proposed "Barndominium" (DesignLogix Engineering, Revision January 8, 2026)
6. Spriet Associates letter dated January 14, 2026 regarding foundation design.
7. Aerial photograph Images of Gladstone Road, Putnam Road and a pollution plant. (source not identified).
8. Response email to UTRCA Comments (Siskinds, February 17, 2026)
9. Response Letter to UTRCA Comments (Siskinds, July 16, 2025)
10. Response Letter to UTRCA Comments with accompanying Septic Design (Siskinds, September 22, 2025)

Please refer to the following attachments:

Attachment #4 – Grading Plan and Road Centreline Surveys
Attachment #5 – "Barndominium" Drawings

A detailed chronology of the application submission process is provided in Attachment #6.

Legislative Policy Considerations

UTRCA staff rely upon the following legislation and policy framework to review and assess applications for permits submitted under section 28 of the *Conservation Authorities Act*:

Conservation Authorities Act (CA Act):

Section 28(1) of the *Conservation Authorities Act* (CA Act) states that no person shall carry out development activities or permit another person to carry out development activities in the area of jurisdiction of the Authority.

Section 28.1(1) of the CA Act allows the Authority to issue a permit to a person to engage in activities specified in the permit that would otherwise be prohibited by section 28, if in the opinion of the Authority,

(a) the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;

(b) the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and

(c) any other requirements that may be prescribed by the regulations are met.

"Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits" enacted under Section 28 of the CA Act further prescribes the areas of jurisdiction, prohibited activities, exemptions and application process requirements.

Ontario Regulation 41/24 prescribes the 1937 Flood Event Standard to *"…determine the maximum susceptibility to flooding lands or areas…" applied* for the entire Upper Thames River watershed.

Conservation Authorities Act: https://www.ontario.ca/laws/statute/90c27
Ontario Regulation 41/24: https://www.ontario.ca/laws/regulation/r24041

UTRCA Board Approved Policies:
The UTRCA's Environmental Planning Policy Manual (Revised October 24, 2017) provides the policy direction for UTRCA staff's administration when reviewing applications made under Section 28 of the *Conservation Authorities Act*. The following UTRCA policies are applicable to the subject application for development activity within a riverine flooding hazard:

4.2.1 General Policies for Hazard Limit

1. *Development and site alteration shall be directed away from hazard lands where there is an unacceptable risk to public health or safety or property damage and shall be directed to areas located outside of the defined limits of the hazard.*

2. *Development and site alteration may only be permitted in hazard lands provided that all of the following conditions can be implemented to the satisfaction of the Authority:*
    a. *Appropriate floodproofing measures, protection works and safe and dry access during times of flooding, erosion and other emergencies are provided.*
    b. *No new hazards will be created and existing hazards will not be aggravated.*
    c. *No adverse environmental impacts will result.*
    d. *The development does not include institutional uses or essential emergency services or the disposal, manufacture, treatment or storage of hazardous substances.*

4.2.2 Riverine Flooding Hazard Policies

1. *Floodway – New development is generally not permitted within the floodway of any watercourse.*

13. *Access – For new development, vehicular and pedestrian access must be dry, to an elevation matching or exceeding the Regulatory Flood Elevation. For existing development and infill proposals, vehicular and pedestrian access must be "safe", within 0.3 metres of the Regulatory Flood Elevation or as determined through use of the following documents: a) Technical Guide – River or Stream Systems: Erosion Hazard Limit and b) Technical Guide – River or Stream Systems: Flooding Hazard Limit (Ministry of Natural Resources & Watershed Resources & Watershed Science Centre, 2002)*

Definition of "Floodway":
UTRCA Environmental Policy Manual:
Floodway means the channel of a watercourse and the inner portion of the flood plain where flood depths and velocities are generally greater than those experienced in the flood fringe. The floodway represents that area required for the safe passage of flood flow and/or that area where flood depths and/or velocities are considered to pose a potential threat to life and/or property damage.
Where the one zone concept is applied, the floodway is the entire contiguous flood plain.

https://thamesriver.on.ca/wp-content/uploads/EnvPlanningPolicyManual-update2017.pdf

2024 Provincial Planning Statement (PPS)

The 2024 Provincial Planning Statement (2024 PPS) is a guiding policy document issued by the Province of Ontario in which all planning and development applications must be consistent with. Chapter 5 – Protecting Public Health and Safety of the 2024 PPS provides the provincial direction on natural hazards management. These planning statements, reflecting matters considered provincial interests, form the regulatory objectives of UTRCA's Board Approved Policies for *Conservation Authorities Act*, Section 28 permit applications.

The following natural hazard policies of the PPS 2024 are applicable to the subject application:

5.1.1 Development shall be directed away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or of property damage, and not create new or aggravate existing hazards.

5.2.2 Development shall generally be directed to areas outside of:

…

b) hazardous lands adjacent to river, stream or small inland lake systems which are impacted by flooding hazards, erosion hazards and/or dynamic beach hazards;

c) hazardous sites.

5.2.3 Development and site alteration shall not be permitted within:

…

c) areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard;

d) a floodway regardless of whether the area of inundation contains high points of land not subject to flooding.

https://www.ontario.ca/files/2024-08/mmah-provincial-planning-statement-en-2024-08-19.pdf

Background/Application History

The landowner and applicant originally inquired with UTRCA staff in May of 2024 regarding a proposed Additional Residential Unit (ARU) upon the Subject Property. Within an email of May 23, 2024 (Attachment #7), UTRCA staff advised the landowner of the applicable UTRCA's regulatory jurisdiction, flooding hazards resulting from a regulatory flood event and associated prohibitive policies that would not support the development of an ARU on the property.

On May 31, 2024, UTRCA staff subsequently advised the applicant by email (Attachment #7) that the regulatory flood hazard elevation for the area of the subject property was 267.55m. The staff email also described the flood conditions and risks that could be experienced to the subject property and the Pigram Line access during a 1:250-year flood event. Staff reiterated that policy would not be supportive of a proposed ARU on the property due to the associated flooding hazards with no dry access.

The UTRCA was subsequently circulated on an application for minor variance (A07-2024) from the County of Oxford for 5626 Pigram Line to facilitate the construction of a detached ARU within a proposed accessory structure on the subject property. The purpose of the minor variance application was to seek relief from:

- **Section 6.1, Table 6.1.1.3 – Regulations for Accessory Uses – Agricultural Zones** to increase the cumulative maximum permitted lot coverage for accessory buildings from 185m² to 279m²;and,
- **Section 6.4.2.2 – Additional Residential Units – Where Not Permitted** to permit a detached additional residential unit (ARU) on land containing natural hazards without clearance/approval from the Conservation Authority having jurisdiction, or any lot that does not meet Provincial access standards during a regulatory flood event.

Within a letter of July 29, 2024 (Attachment #8), the UTRCA recommended that the minor variance application A07-2024 be refused as the proposal for an Additional Residential Unit (ARU) located upon hazardous lands with no safe access is not consistent with the Provincial Policy Statement or UTRCA policy.

It is our understanding that the Township of South-West Oxford deferred a decision on the minor variance application to allow the applicant an opportunity to address UTRCA expressed concerns with the proposed development.

The Subject Application was submitted to the UTRCA on November 5, 2024, and was deemed incomplete by staff on November 29, 2024 (Attachment #9), in absence of required information.

As part of UTRCA's complete application review process, the Applicant was advised within a letter dated May 23, 2025 (Attachment #10), of changes to UTRCA's approach to informing decisions on proposed development within the floodplain.

Specifically, staff advised of the following factors that will be relied upon by the UTRCA for consideration of the Subject Application that may be different from prior UTRCA communications:

- *"…staff will rely upon the minimum provincial safe access standard for consideration of the subject application as opposed to dry access requirements previously communicated. Generally, provincial safe access standards are based on maximum flood depths of 0.3 m. For the purposes of determining whether safe access exists for the subject property and the proposed ARU, UTRCA will rely upon a 250-year flood hazard elevation of 267.2 m (Vertical Datum: CGVD 1928). This is to say, any access routes with elevations less than 266.9 m will be deemed 'unsafe'."*
- *"The previously provided elevation of 267.5m is required for floodproofing of buildings or structures as it is standard practice to include a freeboard in floodproofing elevations."*

Throughout UTRCA's review of a complete application, the Applicant expressed concerns and disagreement with the UTRCA's process of the application, and determination of flood hazard mapping and safe access considerations.

Within a UTRCA letter dated July 28, 2025 (Attachment #11), staff offered the option to retain a qualified professional to undertake a site-specific assessment and prepare alternative floodplain mapping for UTRCA consideration. In addition, staff outlined the following options available to the applicant in order to advance the Subject Application to a decision as this stage in the process:

A. Continue preparation of required documents for a complete application;
B. In accordance with section 8 of O.Reg.41/24, request Administrative Review of the staff decision on status of a complete application; or

C. Request referral to the UTRCA Hearings Committee.

On September 22, 2025, additional information was provided in support of the Subject Application (Attachment #12) including a covering letter requesting that a decision on the Subject Application be made in a timely manner. Included in the additional information was correspondence from the Township of South-West Oxford (**SWOX**) confirming that recent road construction works located at 5626 Pigram Line were completed by the Township to raise the road elevation of no less than 266.9m.

Based on a subsequent telephone call with the Roads Superintendent for South-West Oxford, it was confirmed that the works completed by the Township were simply standard maintenance procedures to include additional placement of gravel, dust control and grading where no engineered drawings exist to illustrate the works completed. In addition, the Roads Superintendent stated that this stretch of road has been subject to historical overtopping of flood waters which influenced his decision to undertake the recent unscheduled road works.

Within a letter of October 6, 2025 (Attachment #13), UTRCA staff provided potential dates for consideration of scheduling a hearing with the UTRCA Hearings Committee, and responded with further clarification to the matters outlined within their September 22nd letter, including the recent road works completed by the Township.

On November 26, 2025, staff met with the Acting Chief Administrative Officer and Roads Superintendent of South-West Oxford to discuss the safe access concerns related to Pigram Line to assist with a report being prepared to Council on the subject matter. Staff provided a follow up letter from the meeting that was included in the SWOX staff report to Township Council on January 6, 2026 (Attachment #14). It is our understanding that the Township Council resolved to receive the staff report as information with no direction.

On January 13, 2026, UTRCA was advised of the Applicant's wishes to advance with scheduling a hearing of the UTRCA Hearings Committee.

Summary Of Staff Analysis

Ontario Regulation 41/24 prescribes the applicable flood event standards with respect to an authority, "*to determine the maximum susceptibility to flooding of lands or areas*" in the area of jurisdiction. For the Upper Thames watershed, the regulation defines the applicable flood event standard for the entire watershed to be the 1937 Flood Event which is estimated to be equivalent to a 1 in 250-year return period.

Based on UTRCA's floodplain mapping, the subject property is susceptible to flooding during a 1:250-year event and is likely to be inundated by flood waters to an elevation of 267.2m (Vertical Datum: CGVD 1928).

The Grading Plan submitted in support of the Subject Application confirms that the location of the proposed ARU is located within the floodplain and in an area below the regulatory flood elevation.

A one-zone concept for floodplain management where the floodway is the entire contiguous floodplain is applied to the area of the subject property. Natural hazard policies of the Province and UTRCA prohibit development from occurring within the floodway and in areas that would be rendered inaccessible to people and vehicles during times of flooding.

The UTRCA relies on the Technical Guide, River or Stream Systems: Flooding Hazard Limit (MNR 2002) for consideration of "safe access" standards (the "**Technical Guide**"). Flood depths greater than 0.3 metres and flood velocities greater than 1.0m2/s are commonly used to determine safe access standards for people and vehicles in accordance with the following considerations identified within Appendix 6 of the Technical Guide:

1. *"For most family automobiles something in the range of 0.3m – 0.4m would be the maximum depth of flooding before potential egress problems would result"* and
2. That *"1m2/s of flood velocity represents the upper limit for adult male occupants in the flood plain and that it would be reasonable to consider something lower as being more representative of a safe upper limit for most floodplain occupants."*

The Grading Plan and Road Centreline surveys submitted in support of the Subject Application confirms that portions of both the existing driveway located upon the Subject Property and the Pigram Line access road to the property are located below elevation 266.9m. These elevations confirm that the flood depths over the access routes to the proposed ARU during a 1:250-year flood event are greater than 0.3m, thereby exceeding the maximum requirements for safe access.

Recent legislative changes in the Province of Ontario (O. Reg. 299/19) require municipalities to allow ARU's on certain residential lots without the need of a zoning bylaw amendment. However, this permission does not override restrictions with applicable natural hazard policies regarding flooding and erosion risks that may be unsafe for development. In accordance with the PPS 2024, development is restricted and/or prohibited upon hazardous lands for safety reasons.

These associated natural hazard policies continue to apply to ARU's. This understanding is supported by the Township of South-West Oxford, By-Law Number 43-2023 which states that additional residential units shall not be permitted on any lot containing natural hazards, unless clearance or approval from the Conservation Authority having jurisdiction has been obtained, or on any lot that does not meet Provincial access standards during a regulatory flood event. The same ARU requirements related to natural hazards is included in a County of Oxford "Additional Residential Units in Agricultural Areas" Factsheet (Attachment #15).

The existing development upon the subject lands would have been established prior to preparation of current floodplain mapping and/or natural hazard prohibitive development policies. The existing development is likely to be at risk of flooding hazards during a 1:250-year flood event but is permitted to maintain existing buildings and existing uses.

However, the Subject Application proposes an additional residential unit within the floodplain that would result in an increased number of people and vehicles residing on the Subject Property, thereby increasing exposure to the risk of flooding hazards. During a regulatory flood event, residents and occupants of the subject property would not be able to safely evacuate the property, nor would emergency services be able to access the site, creating an unacceptable increase in risk to public safety, or health or safety of persons.

Conclusion

UTRCA staff have reviewed the details of Application #195-24 and supporting documentation with consideration of the legislative and policy framework described above.

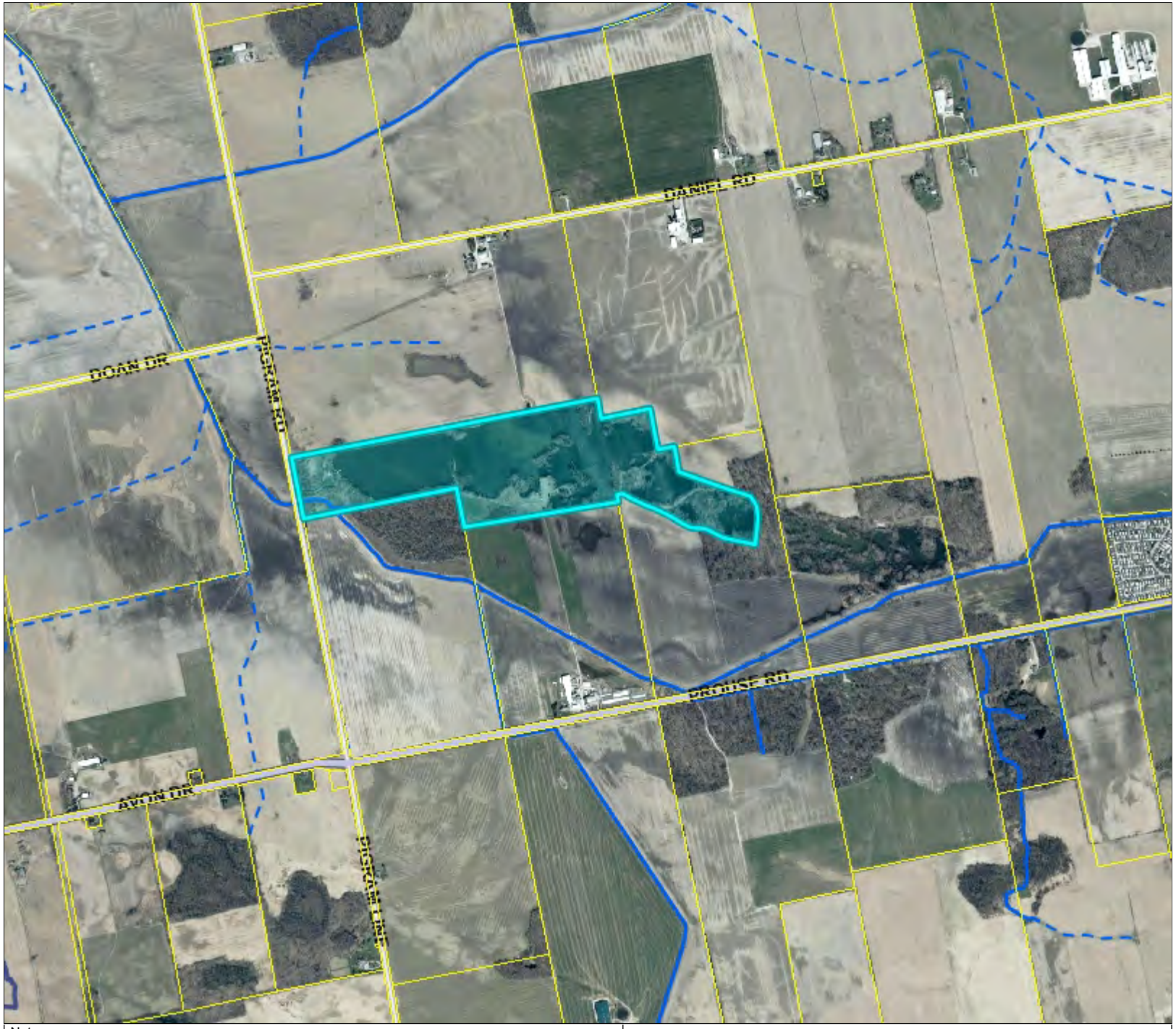
Staff are recommending refusal of a permit for Application #195-24 because the application proposes construction of an additional residential dwelling within a Regulated Area located upon hazardous lands subject to flooding hazards, and in an area where people and vehicles would be rendered inaccessible during times of flooding, which is contrary to provincial and UTRCA natural hazard policies.

As a result, the proposed development is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons, contrary to requirements of section 28.1 b) of the Conservation Authorities Act for issuance of a permit for an otherwise prohibited activity under section 28 of the Act.

Recommended by:
Jenna Allain, Manager –Environmental Planning and Regulations

Prepared by:
Joe Gordon, Regulations Coordinator

List of Attachments:
Attachment #1 – Location Map
Attachment #2 – UTRCA Regulated Area Mapping
Attachment #3 – UTRCA Application #195-24
Attachment #4 – Grading Plan and Road Centreline Surveys
Attachment #5 – Barndominium Drawings
Attachment #6 – Application Submission Chronology
Attachment #7 – UTRCA emails May 2024
Attachment #8 – UTRCA Letter of July 29, 2024 (Minor Variance A07-2024)
Attachment #9 - UTRCA Letter of November 29, 2024 (Incomplete Application)
Attachment #10 – UTRCA Letter of May 23, 2025 (Changes to UTRCA Approach)
Attachment #11 – UTRCA Letter of July 28, 2025 (Options for Next Steps)
Attachment #12 – Siskinds Letter of September 22, 2025 & SWOX Letters of Aug 7 & 27, 2025
Attachment #13 - UTRCA Letter of October 6, 2025 (UTRCA Clarification to Issues)
Attachment #14 – SWOX Staff Report (January 6, 2026)
Attachment #15 – County of Oxford ARU Factsheet



Upper Thames River Conservation Authority

Legend

- Assessment Parcel (MPAC)
- UTRCA Watershed (2017 LiDA
- Watercourse (UTRCA, 2020)
  - Open
  - Closed Design/Tiled

Notes:
LOCATION MAP - 5626 Pigram Line

Created By: JG April 12, 2026

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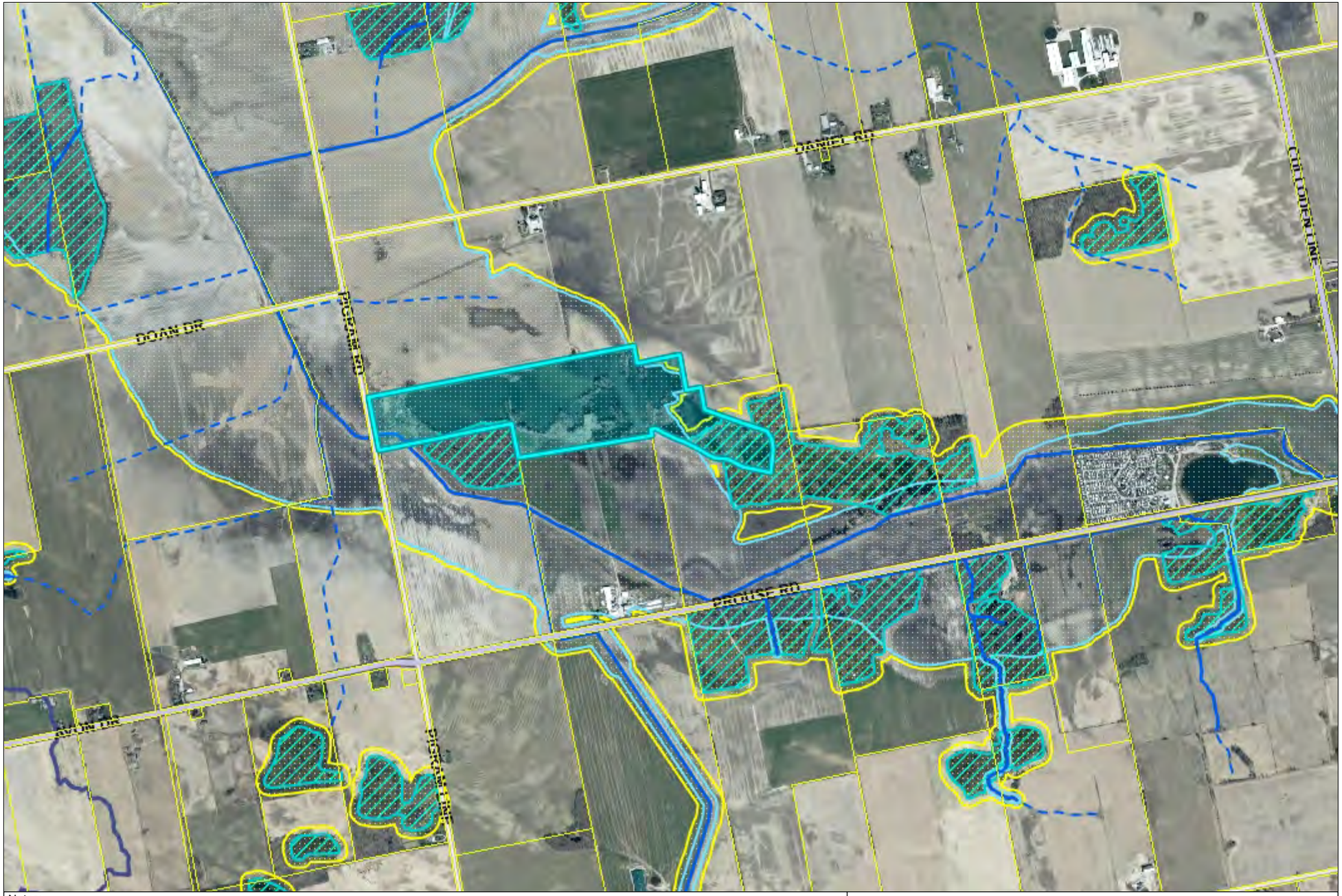
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Regulated Areas

Regulation under s.28 of the *Conservation Authorities Act*
Prohibited Activities, Exemptions and Permits.
O. Reg. 41/24.

Legend

- Assessment Parcel (MPAC)
- UTRCA Watershed (2017 LiDAR)
- Watercourse (UTRCA, 2020)
  - Open
  - Closed Design/Tiled
- Regulated Wetland
- Flooding Hazard Limit
- Regulated Area (2024/05)

The mapping is for information screening purposes only, and shows the approximate regulation limits. The text of Ontario Regulation 41/24 supersedes the mapping as represented by this data layer. This mapping is subject to change. A site specific determination may be made by the UTRCA.

This layer is the approximate limit for areas regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, which came into effect April 1, 2024.

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Notes:
JG

Created By: REGU April 12, 2026

* Please note: Any reference to scale on this map is only appropriate when it is printed landscape on legal-sized (8.5" x 14") paper.

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Docusign Envelope ID: EDF795F1-8FEF-4688-897A-94C13618A2A1

Application for Development, Interference with Wetlands and Watercourses Permit under Section 28 of the Conservation Authorities Act

UPPER THAMES RIVER CONSERVATION AUTHORITY

Upper Thames River Conservation Authority
1424 Clarke Road London, Ontario N5V 5B9
Phone 519-451-2800 Fax 519-451-1188
E-mail: regulationsinquiry@thamesriver.on.ca

Application # _____

Name of Landowner: Kevin Conner Paton

E-mail: [redacted] Phone Home: _____ Phone Bus.: _____

Address: 5626 Pigram Line, Mt. Elgin, N0J 1NO Postal Code: _____ Project Location: Pt. Lots 26, 27 & 28, Conc. 6 (Dereham) located on the east side of the road between Prouse Road and Daniel Road.

Street and Number, or Lot(s) and Concession Number/ 911 Address — Municipality

DESCRIPTION OF PROJECT

General description of project: Construction of an Accessory Residential Unit (ARU), on property zoned 'General Agricultural Zone (A2) within what is identified as a floodplain (Reynolds Creek Drain) area in the Township of South-West Oxford.

All applications must be accompanied by a detailed site plan, providing information on the following:

1) general location of property in relation to roads,
2) location and dimensions of all existing structures on the property,
3) location of any watercourse, wetland, or steep slope on or near the subject property,
4) intended location of all proposed work, including construction, filling/grading/excavation, wetland interference, or watercourse alteration,
5) location of septic system, if applicable, and other property utilities, wells, etc., and
6) cross-section of proposed work, showing existing and final grades and structure openings.

Works including floodproofing of structures must be accompanied by detailed drawings, prepared by qualified professional engineers, with proper dates and stamps appearing on all plans. If filling is proposed, details on the type, area, and volume of fill must be provided to the UTRCA, with existing and proposed grades clearly presented on plans.

Unless otherwise requested, the UTRCA only requires one copy of all project drawings. Multi-paged engineering drawings must be folded or reproduced on 11 x 17" sheets.

Dates of Commencement and Completion of Project: Immediately upon issuance of the minor variance following the issuance of the s. 28 permit. to 6 mos. to complete

If other approvals required for this project please indicate:

- ☐ Federal - Fisheries Act
- ☐ Province - MNRF Work Permit
- ☐ Municipal - Building Permit
- ☐ Other _____
- ☐ Permit to Take Water
- ☐ Zoning ☐ Severance ☐ OPA ☐

Name of Applicant if different than Landowner: Kevin Paton

Mailing Address if different than above: _____

Postal Code: _____ Phone: _____ E-mail: [redacted]

Applicant's Signature: Signed by: Kevin Paton 9C1EF295193340E... _____

Application Date - Month: _____ Day: _____ Year: _____

Agent for Applicant (if different from above): Paula Lombardi Siskinds LLP

DocuSigned by: Paula Lombardi 9A5E78C84AA343A...

Mailing Address: 275 Dundas Street, Unit 1

Postal Code: N6B 3L1 Phone: 226.236.1146 E-mail: paula.lombardi@siskinds.com

Docusign Envelope ID: EDF795F1-8FEF-4688-897A-94C13618A2A1

For UTRCA Completion Only

Application fee:_____Date received:_____ Received by:_____

Regulatory floodline elevation:_____Typical ground elevation:_____

Other pertinent comments_____

_____

Project-specific requirements (refer to page 2 for general conditions) _____

_____

_____

Approved by:_____ Date approved:_____

Site inspection: Date:_____ By:_____

TERMS AND CONDITIONS

The Owner and Applicant, by acceptance of and in consideration of the issuance of this permit, agree to the following terms and conditions:

1. Permission granted by the Upper Thames River Conservation Authority cannot be transferred without prior written approval from the Upper Thames River Conservation Authority.
2. Approvals may be required from other agencies prior to undertaking the work proposed. The Upper Thames River Conservation Authority does not exempt the Applicant from complying with any or all other approvals, laws, statutes, or regulations.
3. The Upper Thames River Conservation Authority may at any time withdraw any permission given if, in the opinion of the Conservation Authority, the representations contained in the application for permission are not carried out or the conditions/requirements of the permit are not complied with.
4. Authorized representatives of the Upper Thames River Conservation Authority may at any time enter onto the lands that are described herein, in order to make any surveys, examinations, investigations or inspections that are required for the purpose of insuring that the work(s) authorized by this permit are being carried out according to the terms of this permit.
5. The Owner and Applicant agree:
   - To indemnify and save harmless the Upper Thames River Conservation Authority and its officers, employees, or agents from and against all dam age, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the Owner and/or Applicant or any of his agents, employees or contractors relating to any of the particulars, terms or conditions of this permit;
   - That this permit shall not release the Applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
   - That all complaints arising from the execution of the works authorized under this permit shall be reported immediately by the Applicant to the Upper Thames River Conservation Authority. The Applicant shall indicate any action that has been taken, or is planned to be taken, with regard to each complaint.
6. The project shall be carried out in full accordance with the plans submitted in support of the application.
7. The Applicant agrees to install and maintain all sedimentation controls until all disturbed areas have been stabilized.
8. All disturbed areas shall be seeded, sodded, or stabilized in some other manner acceptable to the Conservation Authority as soon as possible, and prior to the expiry of this permit.
9. The Applicant agrees to maintain all existing drainage patterns, and not to obstruct external drainage from other adjacent private lands.

NOTE: The information on this form is being collected for the purpose of administering a regulation made pursuant to Section 28, Conservation Authorities Act, R.S.O. 1990, Chapter 27. This application and supporting documents and any other documentation received relating to this application, may be released, in whole or in part, to other persons in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990c. M.56, as amended.



LOT GRADING PLAN

SCALE: 1 : 500

GENERAL NOTES

- DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
- CONTRACTOR TO VERIFY EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONNECTIONS. ALL CONNECTIONS TO BE IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITIES.

PLAN LEGEND

- 268.49 TS — EXISTING ELEVATION
- 178.61 — PROPOSED ELEVATION
- — EXISTING BUSH

REVISED AS PER COMMENTS	JUL. 02/25	2
ISSUED FOR SITE PLAN APPROVAL	FEB. 28/25	1
revisions	date	no.

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCY TO THIS FIRM BEFORE PROCEEDING WITH THE WORK

A – detail no.
B – location sheet
C – detail sheet

SPRIET ASSOCIATES
LONDON architects LIMITED engineers
155 york street – london – N6A
e-mail : mail@spriet.on.ca
phone : (519) 672-4100
fax : (519) 433-9351

5626 PIGRAM LINE
Mt. ELGIN
KEVIN PATON

GRADING PLAN

date : OCT. 14, 2025
scale : 1 : 100
drawn by : MM
project no. : 225012
drawing no. : SP1


268.933
CL
268.889
ER
268.969
ER
268.926
ER
268.822
ER
268.907
ER
268.860
ER
CL 267.976
CL 267.906
CL 267.837
CL 267.765
CL 267.695
CL 267.625
CL 267.554
CL 267.484
CL 267.414
CL 267.343
CL 267.273
CL 267.203
CL 267.133
CL 267.062
CL 266.992
CL 266.922
CL 266.851
CL 266.781
CL 266.711
CL 266.640
CL 266.570
CL 266.500
CL 266.430
CL 266.359
CL 266.289
CL 266.219
CL 266.148
CL 266.078
CL 266.008
CL 265.937
CL 265.867
CL 265.797
CL 265.726
CL 265.656
CL 265.586
CL 265.515
CL 265.445
CL 265.375
CL

DRAWINGS PROVIDED FOR

KEVIN PATON BARDOMINIUM

5626 PIGRAM LINE, MOUNT ELGIN, ONTARIO



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AGRICULTURE - COMMERCIAL - RESIDENTIAL
P: 905-512-2377
E: office@dlxengineering.com

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LICENCED PROFESSIONAL ENGINEER
N.P.HIEMSTRA
100224382
Jan15/26
PROVINCE OF ONTARIO

PROJECT STATUS:

NO:	DATE:	STATUS:
1	DEC. 22, 2025	FOR APPROVAL
2	DEC. 30, 2025	FOR APPROVAL
3	JAN. 5, 2026	FOR CONSTRUCTION
4	JAN. 8, 2026	FOR CONSTRUCTION

CONTRACTOR NAME & ADDRESS:
KLYNBRO CUSTOM HOMES
323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

PROJECT NORTH: | TRUE NORTH:

PROJECT NAME & ADDRESS:
KEVIN PATON BARNDOMINIUM
5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

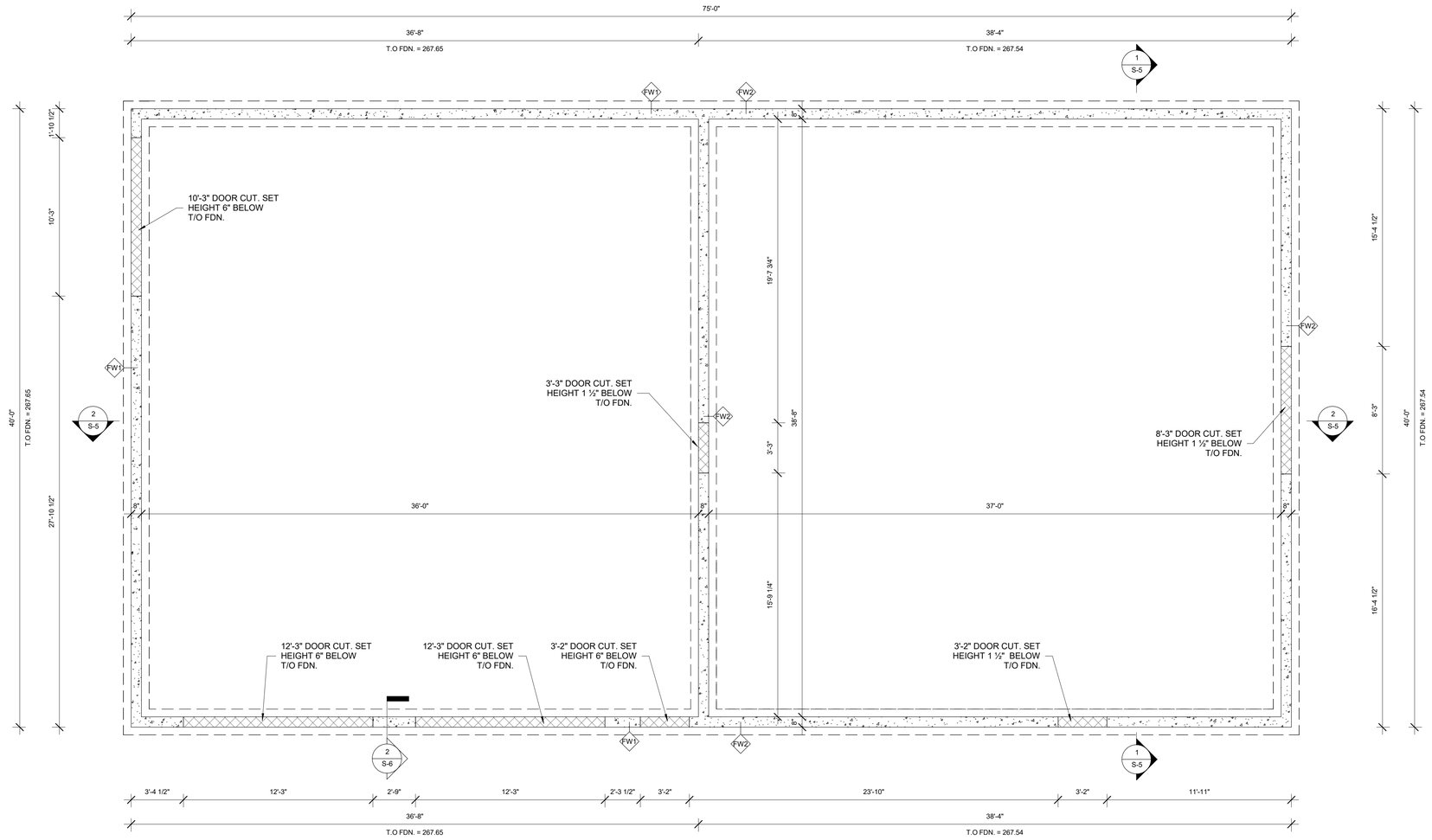
Date: JAN. 8, 2026
Scale:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE:
COVER SHEET

Sheet No.
S-0

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1 S-1 FOUNDATION PLAN

1/4" = 1'-0"

FOUNDATION SCHEDULE

NO.	WALL CONSTRUCT.	REINFORCEMENT SPECS
FW1	8"x 5'-4" 25MPa WALL ON 6"x20" 20MPa STRIP FOOTING	FDN. WALL: 1-15M BAR CONT. @ T/O WALL FOOTING: 2-15M BARS CONTINUOUS
FW2	8"x 4'-11.5" 25MPa WALL ON 6"x20" 20MPa STRIP FOOTING	FDN. WALL: 1-15M BAR CONT. @ T/O WALL FOOTING: 2-15M BARS CONTINUOUS

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ABBREVIATIONS

@	AT	O.H.	OVERHEAD
c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
E.W.	EACH WAY	T&G	TONGUE & GROOVE
EX.	EXISTING	T/O	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

LEGEND

- W — WALL TAG
- WN — WINDOW TAG
- D — DOOR TAG
- 0.0" — ELEVATION MARKER - PLAN
- 200" — ELEVATION MARKER - SECTION
- TRAVEL DISTANCE

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CONTRACTOR NAME & ADDRESS:
KLYNBRO CUSTOM HOMES
323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

PROJECT NAME & ADDRESS:
KEVIN PATON BARNDOMINIUM
5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

Date: JAN. 8, 2026
Scale: 1/4" = 1'-0"

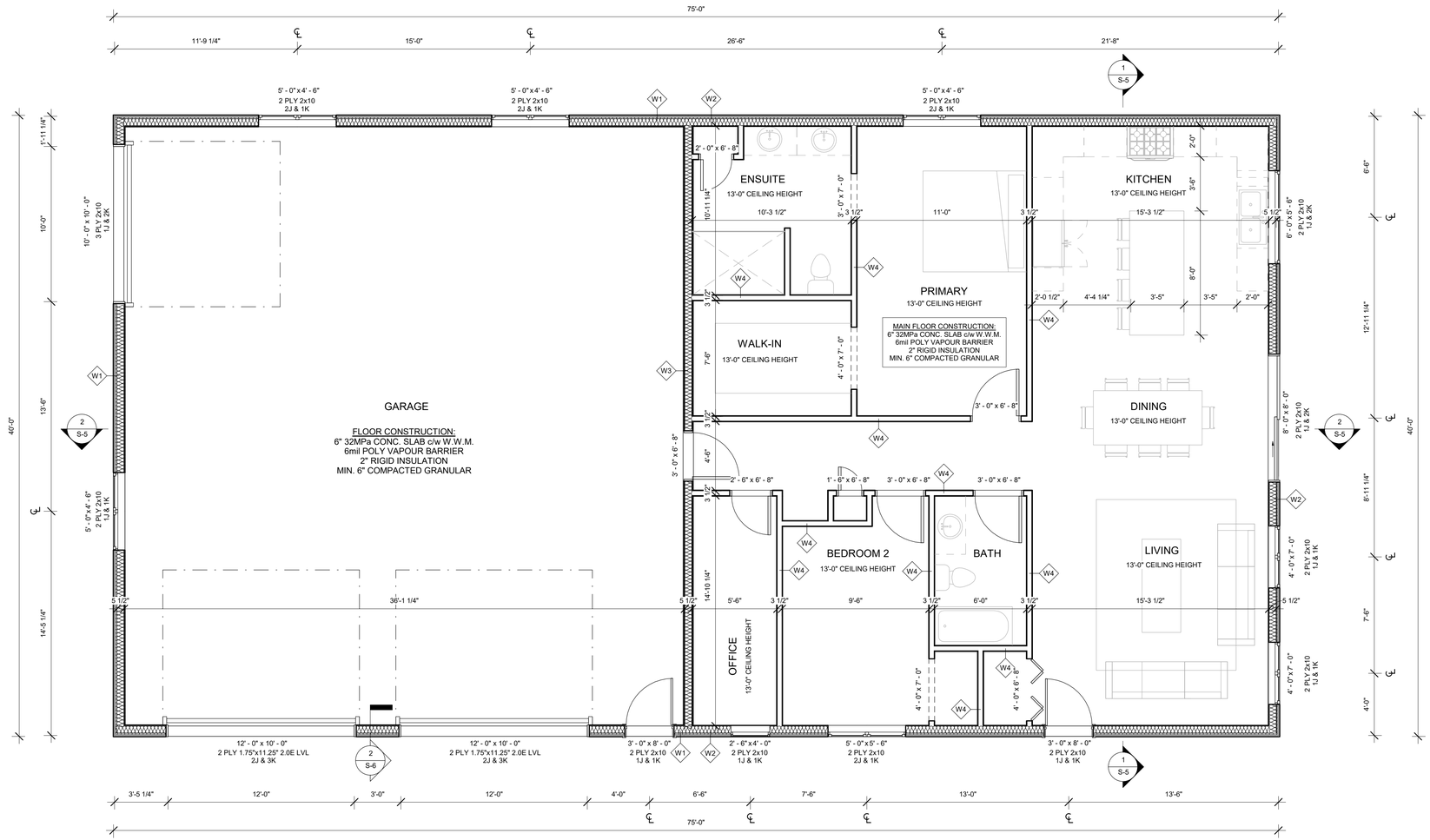
PROJECT NORTH: NORTH
TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE:
FOUNDATION PLAN

Sheet No.
S-1

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1 S-3 **GROUND FLOOR PLAN**
1/4" = 1'-0"

AREA CHART

MAIN LIVING SQUARE FOOTAGE: 1505.0 SQ. FT
GARAGE AREA: 1465.7 SQ. FT
FOOTPRINT OF HOUSE: 3019 SQ. FT

WALL SCHEDULE

EXTERIOR WALLS:

W1 — STEEL SIDING ON 2x6 w/ RELINE:
29ga. COLOURED STEEL CLADDING
1x4 STRAPPING @ 24" c/c
1" R5ci ISO/XPS INSULATION
TYVEK AIR BARRIER
2x6 S-P-F NO. 1/2 STUDS @ 16" c/c
BLOCKED @ 48" c/c
c/w R22 BATT INSULATION
6mil. POLY VAPOUR BARRIER
7/16" OSB SHEATHING
TRUSSCORE (BY OTHERS)

W2 — STEEL SIDING ON 2x6 w/ GYPSUM:
29ga. COLOURED STEEL CLADDING
1x4 STRAPPING @ 24" c/c
1" R5ci ISO/XPS INSULATION
TYVEK AIR BARRIER
2x6 S-P-F NO. 1/2 STUDS @ 16" c/c
BLOCKED @ 48" c/c
c/w R22 BATT INSULATION
6mil. POLY VAPOUR BARRIER
½" GYPSUM WALL BOARD

W3 — INSULATED GYPSUM ON 2x6:
½" GYPSUM WALL BOARD
2x6 S-P-F NO.1/2 STUDS @ 24" c/c
BLOCKED @ MIDHEIGHT
2" SPRAY FOAM INSULATION
R24 BATT INSULATION
7/16" OSB SHEATHING
TRUSSCORE (BY OTHERS)

INTERIOR WALLS:

W4 — GYPSUM ON 2x4:
½" GYPSUM WALL BOARD
2x4 S-P-F NO.1/2 STUDS @ 24" c/c
BLOCKED @ MIDHEIGHT
½" GYPSUM WALL BOARD

W5 — CONTINUOUS INSULATION BOARD:
2" R12ci ISO/XPS INSULATION BOARD
2x4 S-P-F NO.1/2 STUDS @ 16" c/c
c/w R15 BATT INSULATION
½" GYPSUM WALL BOARD

TYPICAL NOTES FOR INTERIOR PARTITIONS:

STANDARD APPLICATION:

- WASHROOM WALL TO HAVE WATER RESISTANCE GYPSUM BOARD AND PAINT
- PROVIDE BLOCKING IN STUD WALL TO PERMIT FOR FUTURE INSTALLATION OF GRAB BARS AS PER LATEST OBC REFERENCES 9.5.
- PROVIDE SOUND ABSORPTIVE INSULATION IN PARTITIONS AROUND WASHROOMS, ENSUITES, POWDER ROOMS, AND LAUNDRY ROOMS.
- PROVIDE MIN. 6" CLEARANCE AROUND INTERIOR DOOR TO INTERIOR WALLS TO ALLOCATE ROOM FOR TRIM.

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E: office@dlxengineering.com

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ABBREVIATIONS

@	AT	O.H.	OVERHEAD
c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
E.W.	EACH WAY	T&G	TONGUE & GROOVE
EX.	EXISTING	T/O	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

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323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

PROJECT NAME & ADDRESS:
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5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

Date: JAN. 8, 2026
Scale: As indicated

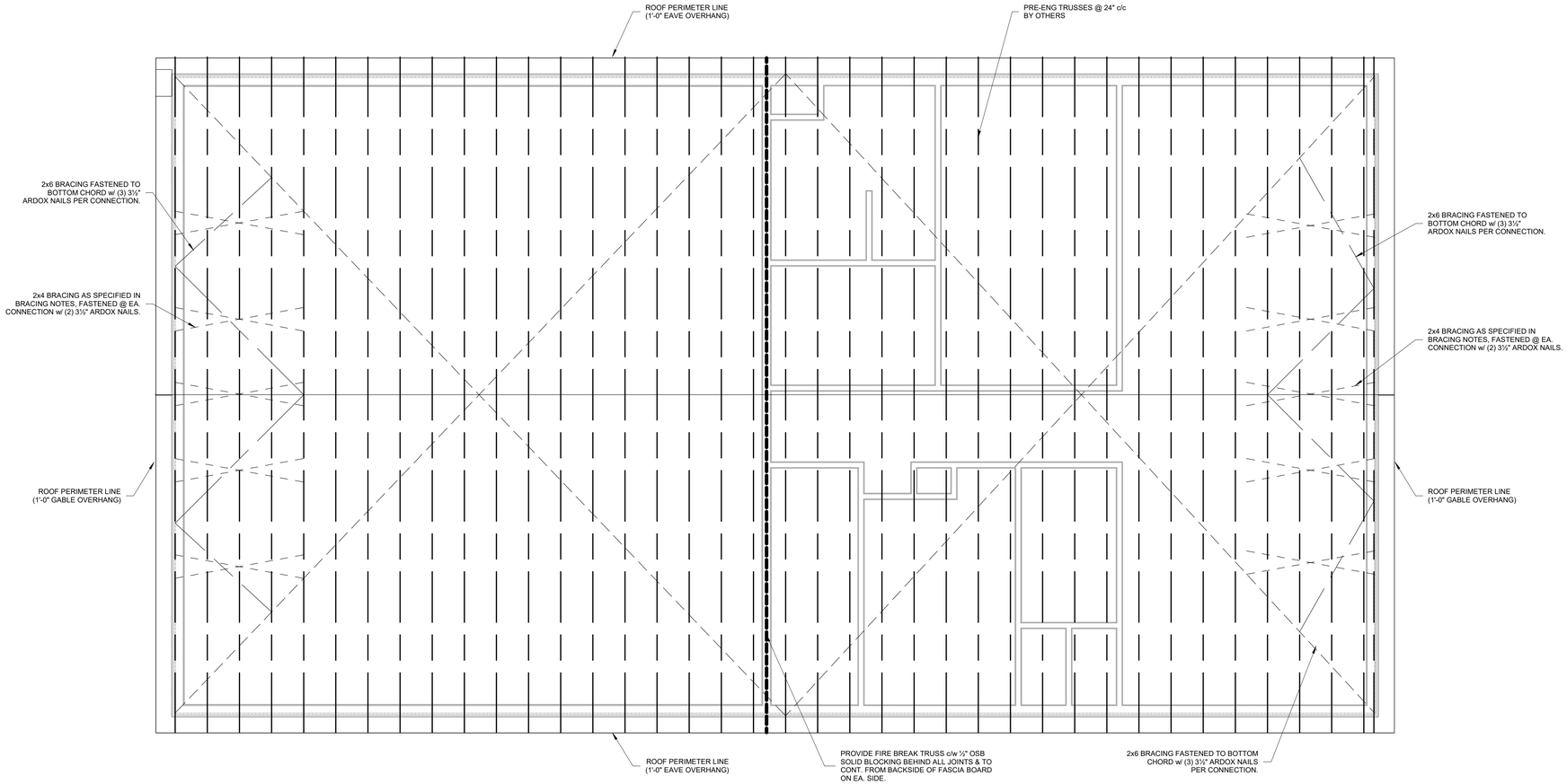
PROJECT NORTH: / TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE:
GROUND FLOOR PLAN

Sheet No.
S-3

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1 / S-4 ROOF FRAMING PLAN

1/4" = 1'-0"

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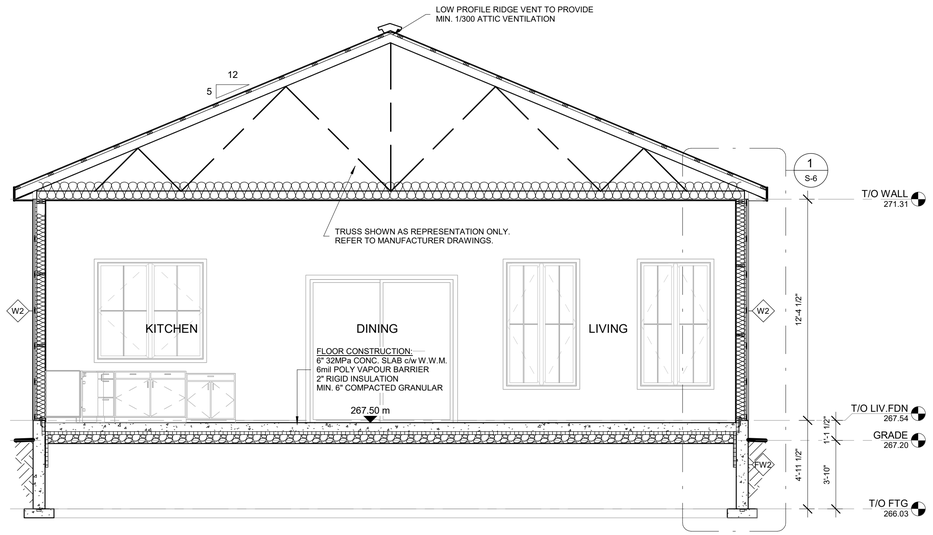
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DRAWING TITLE:
ROOF PLAN

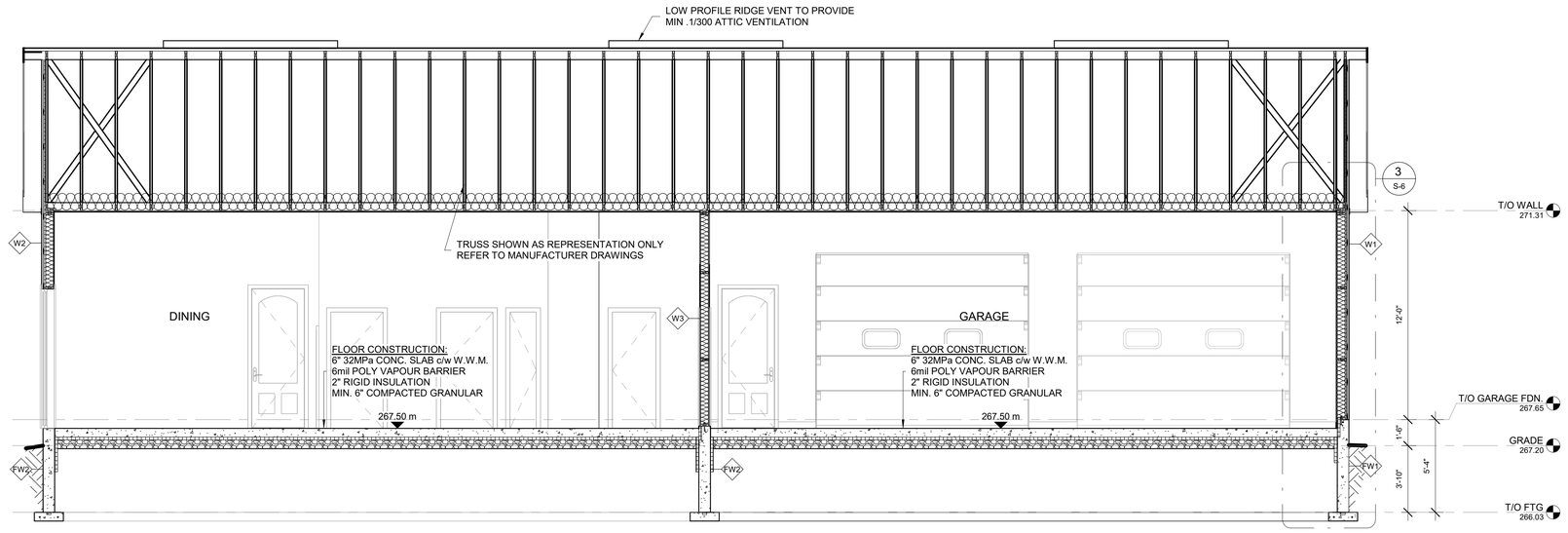
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Sheet No. S-4

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1 / S-5 LIVING BUILDING SECTION

1/4" = 1'-0"



2 / S-5 LIVING/GARAGE BUILDING SECTION

1/4" = 1'-0"

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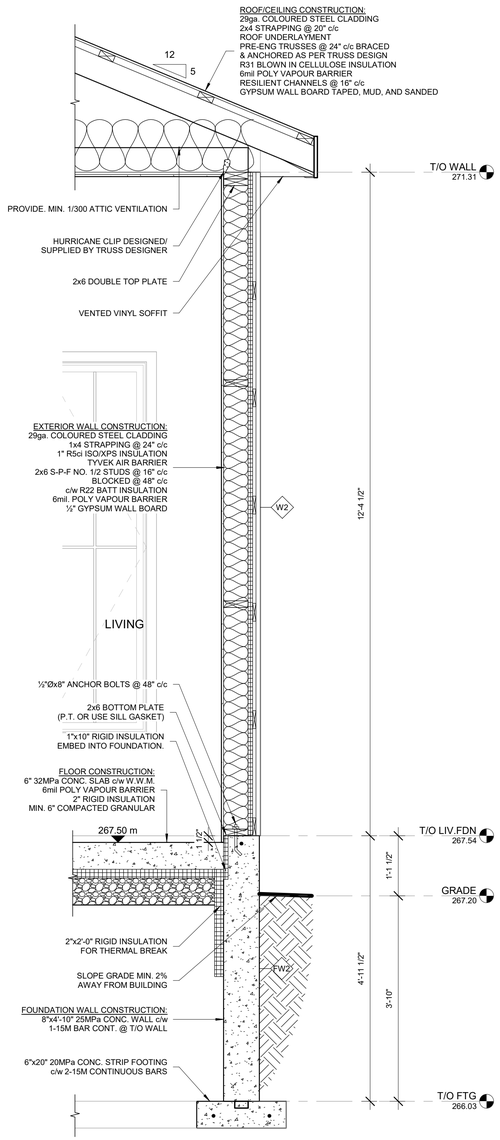
PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: Checker

DRAWING TITLE:
BUILDING SECTIONS

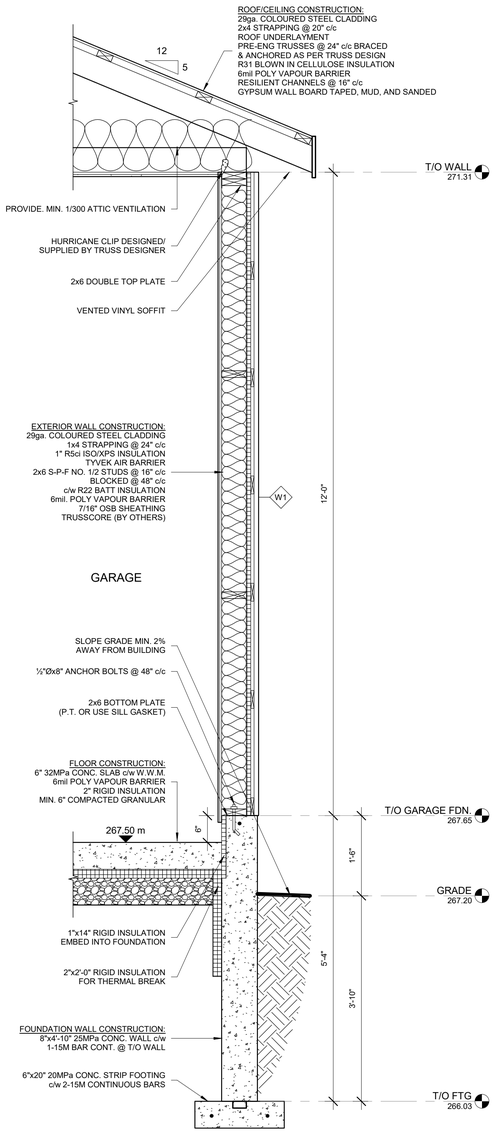
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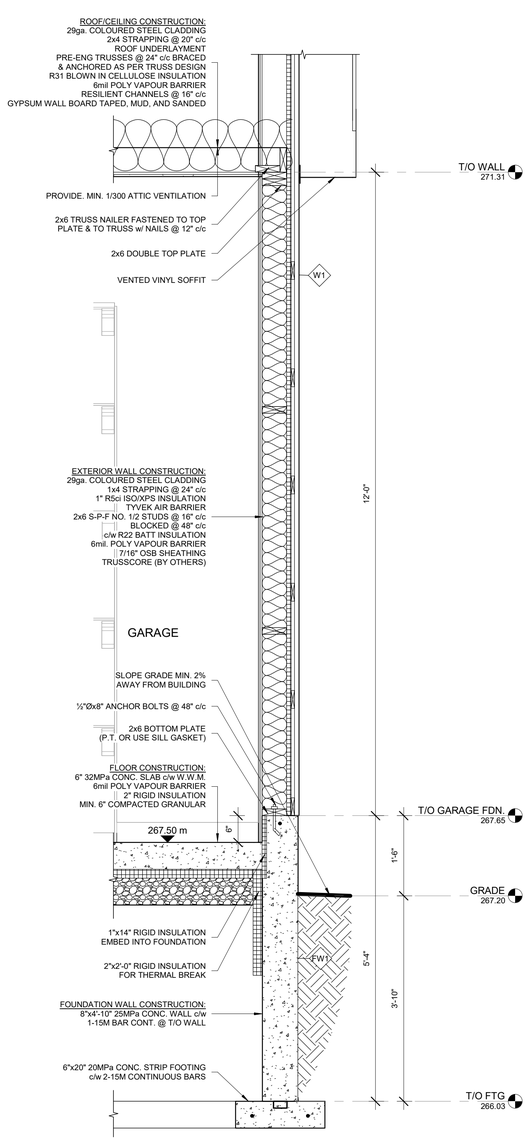
1 S-6 LIVING BEARING WALL SECTION

3/4" = 1'-0"



2 S-6 GARAGE BEARING WALL SECTION

3/4" = 1'-0"



3 S-6 GABLE END WALL SECTION

3/4" = 1'-0"

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OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

LEGEND

- W — WALL TAG
- WN — WINDOW TAG
- D — DOOR TAG
- 0.0" — ELEVATION MARKER - PLAN
- 200" — ELEVATION MARKER - SECTION
- TRAVEL DISTANCE

PROJECT STATUS:

NO:	DATE:	STATUS:
1	APRIL 4, 2025	FOR APPROVAL
2	DEC. 30, 2025	FOR APPROVAL
3	JAN. 5, 2026	FOR CONSTRUCTION
4	JAN. 8, 2026	FOR CONSTRUCTION

CONTRACTOR NAME & ADDRESS:
KLYNBRO CUSTOM HOMES
323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

PROJECT NAME & ADDRESS:
KEVIN PATON BARNDOMINIUM
5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

Date: JAN. 8, 2026
Scale: 3/4" = 1'-0"

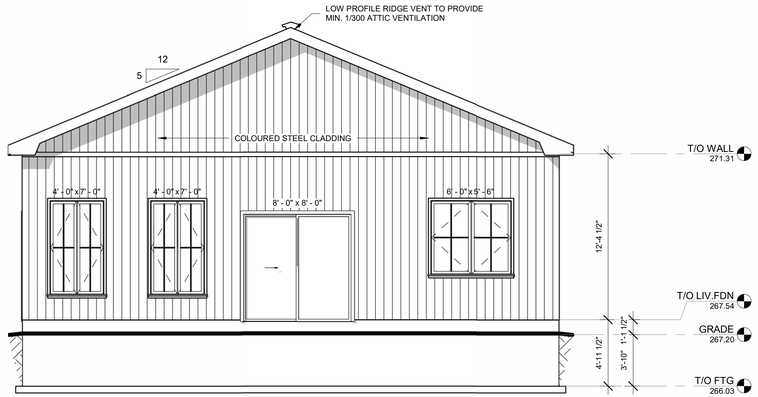
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Project #: DLX25-785
Drawn by: E.S.
Checked by: Checker

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WALL SECTIONS

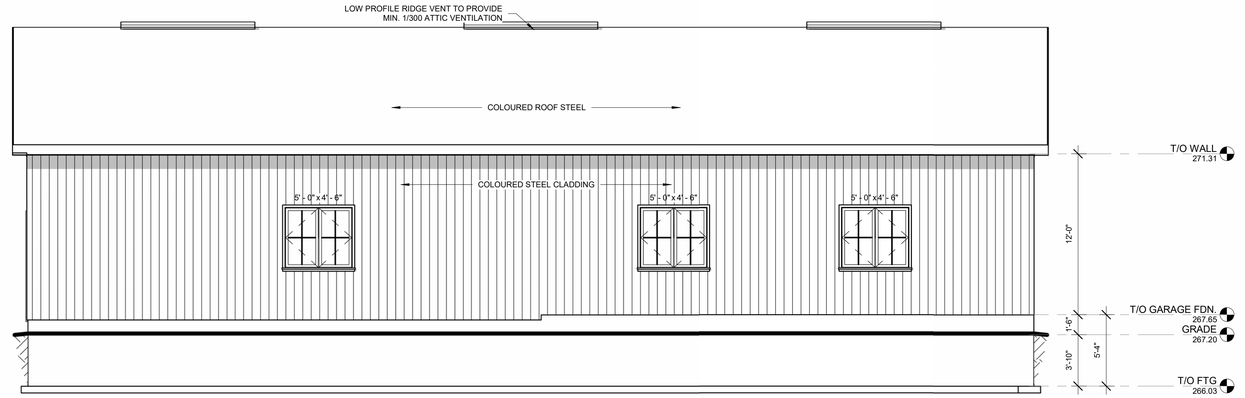
Sheet No.
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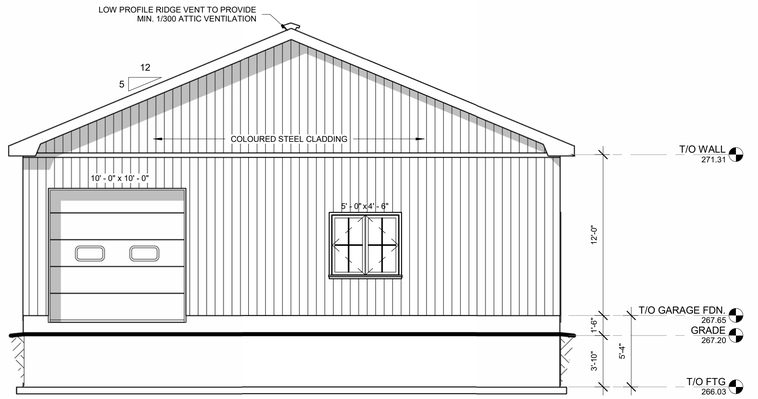
1 S-7 PROJECT EAST ELEVATION

3/16" = 1'-0"



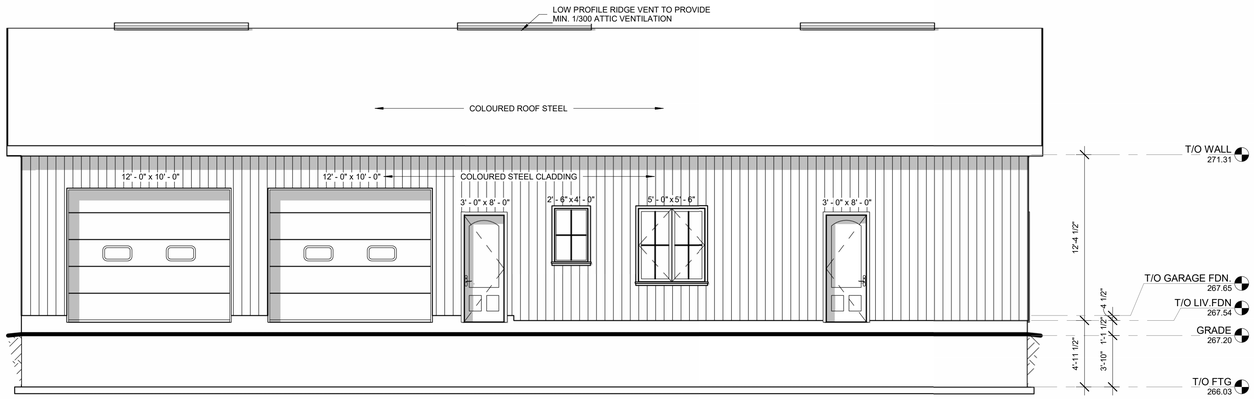
2 S-7 PROJECT NORTH ELEVATION

3/16" = 1'-0"



3 S-7 PROJECT WEST ELEVATION

3/16" = 1'-0"



4 S-7 PROJECT SOUTH ELEVATION

3/16" = 1'-0"

DESIGNLOGIX ENGINEERING INC.
AGRICULTURE - COMMERCIAL - CIVIL
P: 905-512-2377
E: office@dlxengineering.com

DO NOT SCALE DRAWINGS

ALL DIMENSIONS AND ELEVATIONS TO BE VERIFIED BY THE CONTRACTOR AND ANY DISCREPENCIES REPORTED TO THE ENGINEER

LICENCED PROFESSIONAL ENGINEER
N.P.HIEMSTRA
100224382
Jan15/26
PROVINCE OF ONTARIO

ABBREVIATIONS

@	AT	O.H.	OVERHEAD
c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
E.W.	EACH WAY	T&G	TONGUE & GROOVE
EX.	EXISTING	T/O	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
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PROJECT STATUS:

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3	JAN. 5, 2026	FOR CONSTRUCTION
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Date: JAN. 8, 2026
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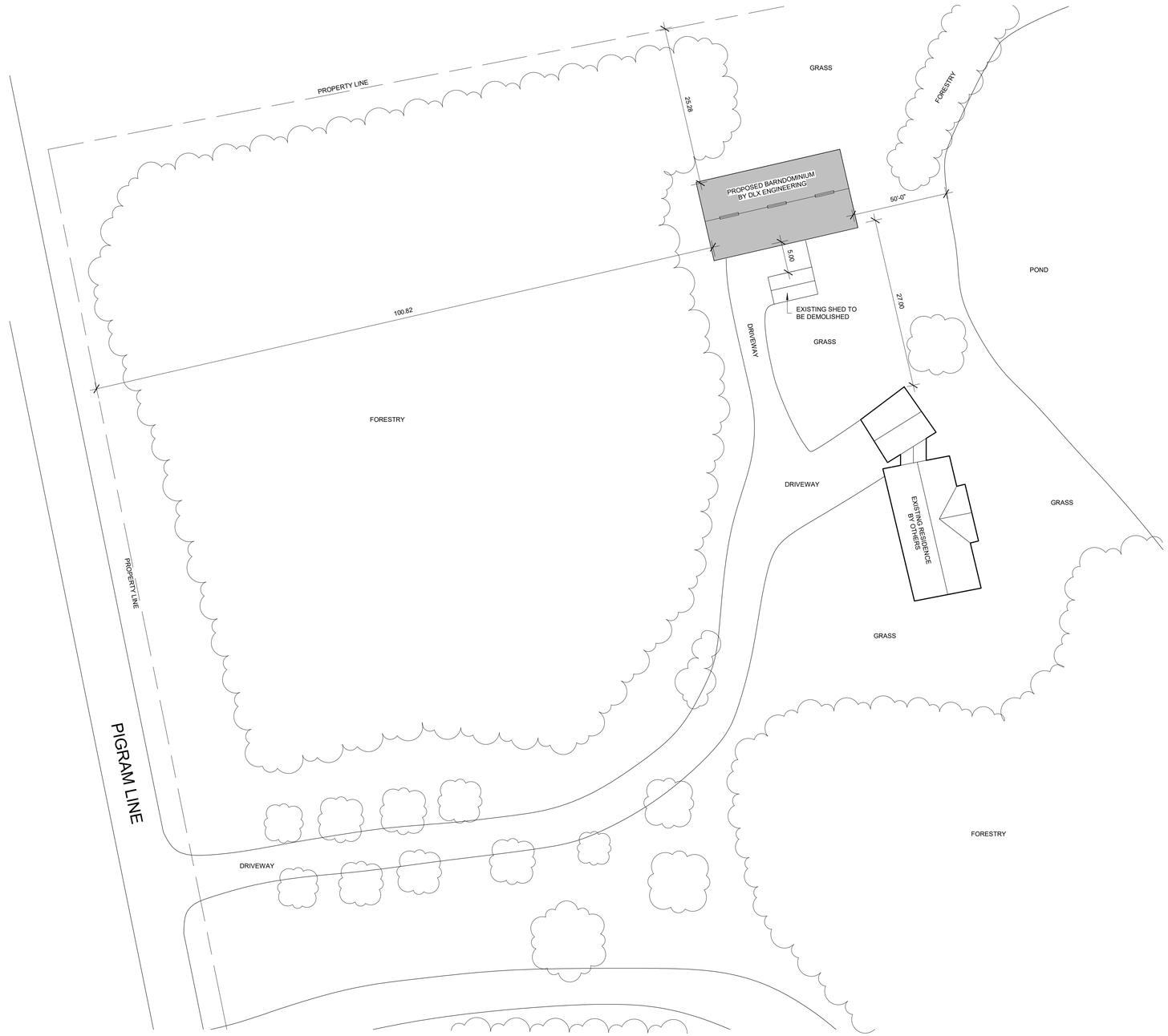
PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE: ELEVATIONS

Sheet No. S-7

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SITE LAYOUT

N.T.S.

NOTE: SITE LAYOUT IS NOT TO SCALE.
DIMENSIONS AND PROPERTY LINES ARE APPROXIMATE.
REFER TO LOT GRADING PLAN BY OTHERS

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LICENSED PROFESSIONAL ENGINEER
N.P.HIEMSTRA
100224382
Jan15/26
PROVINCE OF ONTARIO

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c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
E.W.	EACH WAY	T&G	TONGUE & GROOVE
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LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
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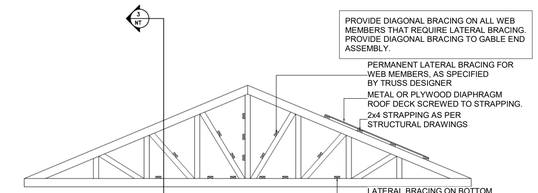
PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
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DRAWING TITLE:
SITE LAYOUT

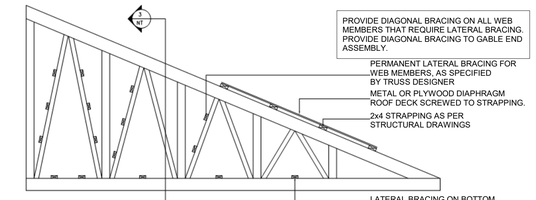
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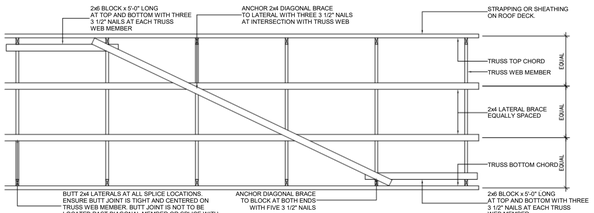
1 NT TYPICAL TRUSS

N.T.S.



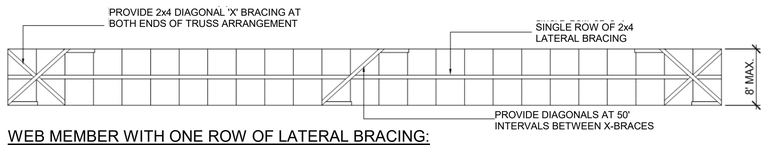
2 NT TYPICAL TRUSS

N.T.S.

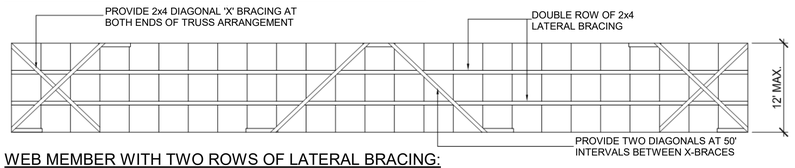


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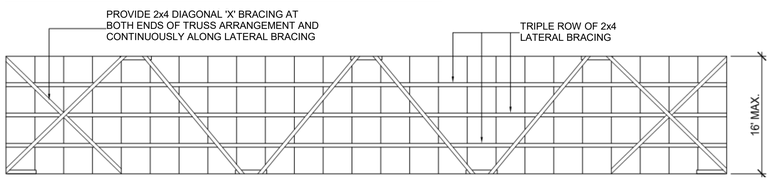
N.T.S.



WEB MEMBER WITH ONE ROW OF LATERAL BRACING:



WEB MEMBER WITH TWO ROWS OF LATERAL BRACING:



WEB MEMBER WITH THREE ROWS OF LATERAL BRACING:

CODES AND STANDARDS

1. STAIR DIMENSIONS
INTERIOR STAIRS

MAX RISE: 7 7/8"
MIN. RUN: 10 1/25"
MIN. TREAD: 11"
NOSING: 1"
MIN. HEADROOM: 6'-5"
UNIFORM RISE AND RUN IN ANY ONE FLIGHT OF STAIRS

GUARD HEIGHT:
AT ALL LANDINGS: 36"
AT STAIRS: 36"
AT HANDRAILS: 36"
GUARDS TO BE NON-CLIMBABLE WITH MAX. SPACING OF 4"

EXTERIOR STAIRS (INCLUDING THE GARAGE):

MAX RISE: 77/8"
MIN. RUN: 81/4"
MIN. TREAD: 91/4"
NOSING: 1"

GUARD HEIGHT:
GREATER THAN 2'-0" ABOVE GRADE: 36"
GREATER THAN 5'-11" ABOVE GRADE: 42"

A LANDING IS REQUIRED @ THE MAIN ENTRANCE. A LANDING & 36" GUARD IS REQUIRED @ ANY SECONDARY ENTRANCE WHEN MORE THAN 3 RISERS.

2. ALL FLOORS WITH CERAMIC TILE TO BE REINFORCED AS PER O.B.C. 9.30.6

3. ALL LIGHTING AND ELECTRICAL TO COMPLY WITH O.B.C. 9.34.

4. SMOKE DETECTORS ARE REQUIRED ON EACH FLOOR LEVEL, IN EACH BEDROOM, AND IN A HALLWAY CONNECTING BEDROOMS. ALL DETECTORS ARE REQUIRED TO BE HARDWIRED.

5. RANGE HOODS TO BE VENTED TO THE EXTERIOR c/w NON-COMBUSTIBLE PIPING

6. ATTIC VENTILATION TO COMPLY WITH O.B.C. 9.32 - (1/300)

7. PROVIDE AN AIR BARRIER IN ACCORDANCE WITH O.B.C. 9.25.5

8. HEADROOM UNDER DUCTWORK AND BEAMS TO BE MIN. 6'-5"

9. INSULATE & WEATHER STRIP ATTIC ACCESS HATCHES (MIN 20"x28")

10. ALL DOORS AND WINDOWS TO COMPLY WITH RESISTANCE TO FORCED ENTRY IN ACCORDANCE WITH O.B.C. 9.6.6

11. DOOR FROM GARAGE TO HOUSE TO BE EXTERIOR TYPE c/w WEATHER STRIPPING AND CLOSER

12. PROVIDE MINIMUM R-24 INSULATION ON INTERIOR GARAGE WALLS

13. PROVIDE MINIMUM R-31 INSULATION IN FLOOR SPACE OVER GARAGE, AND ENSURE WALLS AND CEILING OF GARAGE SIDE ADJACENT TO LIVING SPACE ARE TO BE DRYWALLED AND SEALED (GAS PROOFED)

14. EVERY FLOOR CONTAINING BEDROOMS MUST HAVE AT LEAST (1) WINDOW WITH AN UNOBSTRUCTED OPENING NOT LESS THAN 3.8 SQ.FT., WITH NO DIMENSION LESS THAN 15". AND A SILL HEIGHT NO MORE THAN 3'-3" ABOVE FIN. FLOOR

15. FOR MASONRY VENEER INSTALLATION, PROVIDE CONTINUOUS FLASHING AND WEEPHOLES EVERY 31" o.c. MAX.

16. PRIOR TO PROCEEDING WITH CONSTRUCTION, THE BUILDER MUST VERIFY ALL INFORMATION, DIMENSIONS AND SPECIFICATIONS OF THIS PLAN.

17. IF THERE ARE ANY CHANGES FROM THE DESIGN TO THE CONSTRUCTION,
THE DESIGNER MUST BE NOTIFIED PRIOR TO BUILDING.

FOUNDATION & EXCAVATION:

MAXIMUM FOUNDATION BACKFILL HEIGHTS:
CONCRETE FOUNDATION WALLS WHICH DO NOT EXTEND TO THE UNDERSIDE OF THE MAIN FLOOR JOISTS MAY BE BACK FILLED UP TO THE FOLLOWING HEIGHTS ABOVE THE BASEMENT FLOOR BASED ON THE O.B.C. 2012 DIV. B 9.15.4.2.A.:

8" (20 MPa) CONCRETE FOUNDATION = 3'-11"
10" (20 MPa) CONCRETE FOUNDATION = 4'-7"

FOUNDATION OPENINGS GREATER THAN 3'-11" WIDE
REINFORCE FOUNDATION WALL AROUND OPENING WITH 2-15M FULL HEIGHT VERTICALS @ 3" O.C. EACH SIDE OF OPENING & 2-15M HORIZONTALS ABOVE (IF APPLICABLE) & BELOW OPENING @ 3" O.C. EXTEND HORIZONTAL REBAR 24" PAST OPENING. TYP. FOR WINDOWS 48" TO 72" WIDE.

1. CONTRACTOR SHALL CHECK ALL DIMENSIONS ON WORKING DRAWINGS AND REPORT ANY DISCREPANCIES OR CHANGES TO THE DESIGNER BEFORE PROCEEDING WITH THE WORK.

2. ALL WORK IS TO BE PERFORMED IN ACCORDANCE WITH THE CONSTRUCTION SAFETY ACT 1980 AND ANY SUBSEQUENT AMENDMENTS

3. REMOVE ALL TOPSOIL, ORGANIC AND LOOSE FILL MATERIAL FROM BUILDING AREA BEFORE STARTING CONSTRUCTION.

4. PROOF ROLL EXISTING FILL MATERIAL. REMOVE ANY LOOSE OR SOFTENED AREAS BENEATH SLAB ON GRADE BEFORE PLACING GRANULAR FILL.

5. ALL FOOTINGS SHALL BEAR ON UNDISTURBED SOIL OR COMPACTED FILL WITH A MINIMUM SOIL BEARING CAPACITY OF 1500 P.S.F.

6. APPROVED GRANULAR FILL UNDER FOOTINGS AND FLOOR SLABS SHALL BE COMPACTED IN 8" LAYERS TO 98% STANDARD PROCTOR MAX. DRY DENSITY.

7. U/S OF EXTERIOR FOOTINGS SHALL BE A MINIMUM 4'-0" BELOW FINISHED EXTERIOR GRADE TO PROTECT THE FOOTINGS FROM FROST ACTION.

8. CUT & CAP OR REROUTE ALL FIELD TILE EXPOSED DURING EXCAVATION

9. ALL CONCRETE WORK TO CONFORM TO CSA STANDARD A23.

10. REINFORCING STEEL SHALL BE DEFORMED HI-BOND HARD GRADE WITH A MINIMUM YIELD STRENGTH OF 58,000 P.S.I.

11. ALL STUD WALLS SHALL BE ANCHORED TO THE FOUNDATION OR FLOOR SLAB WITH 1/2" DIAMETER ANCHOR BOLTS AT 4'-0" O.C. MAX.

12. CONCRETE FOR SLABS ON GRADE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 4,000 P.S.I. ALL OTHER CONCRETE SHALL HAVE A 28 DAY COMPRESSIVE STRENGTH OF 3,000 P.S.I. U.N.O.

13. ALL CONCRETE FORMS TO BE WET THOROUGHLY BEFORE POURING CONCRETE.

14. DO NOT ADD WATER TO CONCRETE. IF HIGHER SLUMP CONCRETE IS DESIRED, CONCRETE SUPPLIER SHALL DESIGN AND SUPPLY ACCORDINGLY.

15. WATER CURING OF CONCRETE IS RECOMMENDED

16. USE A MIN. OF 6" COMPACTED 3/4" CLEAR STONE UNDER ALL GROUND SLABS.

17. ALL NECESSARY PRECAUTIONS SHALL BE TAKEN TO ENSURE THAT EXISTING FOOTINGS ARE NOT DISTURBED OR UNDERMINED IN ANY WAY DURING EXCAVATION.

18. THE FOLLOWING MINIMUM CONCRETE COVERS FOR REINFORCING STEEL SHALL BE PROVIDED: FOOTINGS: 3", PIERS AND WALLS: 11/2", U.N.O.

WOOD FRAMING w/ STEEL SUPPORTS:

1. STRUCTURAL STEEL SHALL CONFORM TO CSA G40.21-44W AND G40.21-50W CLASS H FOR H.S.S.

2. STEEL BEAMS AND LINTELS SHALL HAVE 31/2" MINIMUM END BEARING ON MASONRY AND 21/2" MINIMUM END BEARING ON STEEL U.N.O.

3. J.R. COLUMNS OR S.T.S. SUPER POSTS SHALL BE USED FOR ALL INDICATED STEEL TELEPOSTS

4. ALL STEEL POSTS SHALL HAVE AN ALLOWABLE CAPACITY EQUAL TO OR GREATER THAN THE RATING INDICATED ON THE PLAN

5. ALL BEAMS CANTILEVERED OVER A COLUMN OR OTHER SUPPORT SHALL HAVE A MINIMUM OF 23/8" THICK STIFFENER PLATE WELDED TO EACH SIDE OF THE WEB U.N.O.

6. COLUMN BASE PLATES AND BEAM BEARING PLATES SHALL BE GROUTED WITH 11/2" NON-SHRINK GROUT.

7. SHOP DRAWINGS OF STRUCTURAL STEEL SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW BEFORE FABRICATION.

8. WELDING OF STRUCTURAL STEEL SHALL CONFORM TO THE REQUIREMENTS OF CSA STANDARD W59 AND SHALL BE UNDERTAKEN BY A FABRICATOR FULLY APPROVED BY THE CANADIAN WELDING BUREAU TO THE REQUIREMENTS OF CSA STANDARD W47

9. BOLTED CONNECTIONS SHALL USE A325 BOLTS, USING BEARING TYPE CONNECTIONS.

10. PREFABRICATED WOOD TRUSSES SHALL BE DESIGNED IN ACCORDANCE WITH THE DETAILS AND DESIGN LOADS ON THE ARCHITECTURAL DRAWINGS. SHOP DRAWINGS OF THE ROOF TRUSSES INCLUDING LAYOUT OF THE TRUSSES, BRIDGING, BRACING AND BEARING DETAILS (INCLUDING HOLD-DOWN CLIPS) SHALL BEAR THE STAMP OF A REGISTERED PROFESSIONAL ENGINEER OF THE PROVINCE OF ONTARIO AND SHALL BE SUBMITTED TO BUILDER FOR REVIEW BEFORE FABRICATION.

11. ALL TIMBER FOR WOOD TRUSSES SHALL BE KILN DRIED AND WELL SEASONED IN ORDER TO PREVENT POSSIBLE DISTORTION OR DEFORMATION OF THE TRUSSES

12. NAILING REQUIREMENTS (AS PER O.B.C.) SHALL BE AS FOLLOWS:
A: VERTICAL STUDS TO BOTTOM PLATES: (4) 3" ARDOX NAILS
B: VERTICAL STUDS TO TOP PLATES: (4) 31/2" ARDOX NAILS
C: ROOF TRUSSES TO PLATES: DESIGNED BY TRUSS ENGINEER
D: WIND BRACING (PER TRUSS): DESIGNED BY TRUSS ENGINEER
E: BRIDGING (PER TRUSS): DESIGNED BY TRUSS ENGINEER
F: LINTELS: 31/2" ARDOX @ 12" O.C. HOR. & 4" O.C. VERT, STAGGERED
G: WALL SHEATHING: 11/2" ARDOX NAILS @ 8" O.C. AROUND EXTERIOR & 12" O.C. THROUGHOUT, U.N.O.

11. ALL STUD WALLS SHALL BE ANCHORED TO THE FOUNDATION OR FLOOR SLAB WITH 1/2" DIAMETER ANCHOR BOLTS AT 4'-0" O.C. MAXIMUM

12. THE GENERAL CONTRACTOR SHALL TAKE PRECAUTIONS TO NOT OVERLOAD THE STRUCTURE DURING CONSTRUCTION.

FRAMING NOTES:
1. ALL FLOOR JOISTS c/w CROSS-BRIDGING AND STRAPPING @ 7'-8" O.C. U.N.O.
2. PROVIDE DOUBLE JOIST FRAMING UNDER PARALLEL WALLS ABOVE AND AROUND STAIRS
3. PROVIDE BUILT-UP WOOD STUD POSTS EQUAL TO STUD DEPTH X WIDTH OF BEAM AT EACH END OF BEAM OR GIRDER TRUSS, U.N.O.
4. ALL ENGINEERED LUMBER SHALL BE LVL BEAM OR EQUIVALENT TO 2.0E-2950 Fb, MIN. 3" END BEARING
5. LOAD BEARING WALLS SHALL BE FRAMED WITH 2x6 STUDS @ 16" O.C (U.N.O.)
6. KEEP DRYWALL TIGHT TO DUCT WORK
7. ALL WASHROOMS TO INCL. BLOCKING FOR FUTURE GRAB BARS. REFER TO DETAILS @ BOTTOM OF PAGE.
8. ALL LUMBER TO BE S-P-F No. 2 OR BETTER
9. ALL POSTS EXTEND DOWN TO FOUNDATION OR BEAM BELOW

PLUMBING NOTES:
1. EVERY WATER DISTRIBUTION SYSTEM MUST BE SIZED TO PROVIDE PEAK DEMAND FLOW AS PER 7.6.3., DIV. B, 2012 O.B.C.
2. LAUNDRY TRAPS ARE REQUIRED TO HAVE A 2" TRAP NOT 1-1/2" AS PER TABLE 7.4.9.3., DIV. B, 2012 O.B.C.
3. WATER CLOSETS MUST HAVE MAXIMUM WATER CONSUMPTION PER FLUSH OF 4.8 LPF AS PER TABLE - 7.6.4.2 B, DIV. B, 2012 O.B.C.

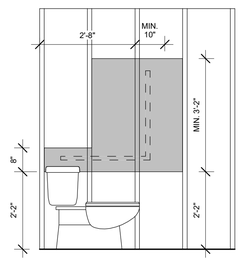
ITEM	DESCRIPTION	
1.	**BUILDING AREA & GROSS AREA** LIVING AREA	
	MAIN FLOOR LIVING AREA	= 1505.0 sq.ft.
	ATTACHED GARAGE, COVERED PORCHES, BALCONIES	
	GARAGE	= 1465.7 sq.ft.
2.	**STOREYS**	= 1 STOREY
3.	**SPECIFIED SNOW LOAD**	= 1.7kPa (MOUNT ELGIN)
4.	**CLIMATIC ZONE**	= ZONE 1 (3920 DEGREE DAYS)
5.	**COMPLIANCE PACKAGE**	= SB-12 PRESCRIPTIVE COMPLIANCE PACKAGE A4

TRUSS NOTES:

1. TRUSSES SHALL BE DESIGNED IN ACCORDANCE WITH THE O.B.C AND CERTIFIED BY A PROFESSIONAL ENGINEER
2. UNBALANCED LOAD CONDITIONS SHALL BE ACCOUNTED FOR
3. TRUSS DESIGNER TO ACCOUNT FOR INCREASED SNOW LOADS DUE TO ROOF VALLEYS AND SNOW SHADOWS
4. TRUSS SHOP DRAWINGS SHALL BE PROVIDED TO ENGINEER FOR REVIEW PRIOR TO FABRICATION
5. REFER TO DESIGN LOAD TABLE FOR DESIGN LOADS FOR THIS PROJECT
6. DIAGONAL BRACING MUST BE PROVIDED ON ALL WEB MEMBERS THAT REQUIRE LATERAL BRACING. DIAGONAL BRACING SHALL BE LOCATED AT EACH END OF THE TRUSS ASSEMBLY AND SPACED AS NOTED ON STRUCTURAL DRAWINGS. X-BRACING SHALL BE PROVIDED AT 50'-0" INTERVALS UNLESS NOTED OTHERWISE. (SEE DIAGRAMS BELOW)

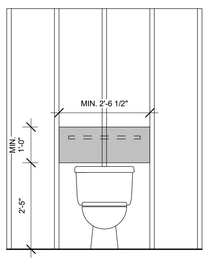
STUD WALL REINFORCEMENT

O.B.C. 2012, DIV.B, 9.5.2.3.



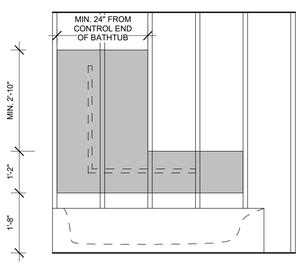
FUTURE GRAB BAR SHALL BE:
L-SHAPED, AND SHALL BE
(a) VERTICAL COMPONENT
- 30" IN LENGTH, AND
- MOUNTED 6" FROM THE END OF THE TOILET BOWL
(b) HORIZONTAL COMPONENT
- 30" IN LENGTH, AND
- MOUNTED APPROXIMATELY 30" ABOVE THE FLOOR

NOTE: GRAB BAR REINFORCING ONLY REQUIRED BESIDE WATER CLOSET IF WATER CLOSET IS LOCATED WITHIN 18" OF THE ADJACENT WALL



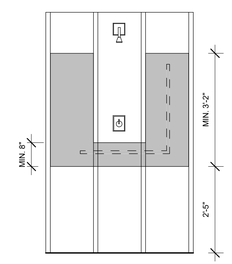
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- 30" IN LENGTH, AND
- MOUNTED APPROXIMATELY 30" ABOVE THE FLOOR

NOTE: GRAB BAR REINFORCING ONLY REQUIRED BESIDE WATER CLOSET IF WATER CLOSET IS LOCATED WITHIN 18" OF THE ADJACENT WALL



FUTURE GRAB BAR SHALL BE:
L-SHAPED, AND SHALL BE
(a) VERTICAL COMPONENT
- 30" IN LENGTH, AND
- MOUNTED 6" FROM THE END OF THE TOILET BOWL
(b) HORIZONTAL COMPONENT
- 30" IN LENGTH, AND
- MOUNTED APPROXIMATELY 30" ABOVE THE FLOOR

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DESIGNLOGIX ENGINEERING INC.
AGRICULTURE - COMMERCIAL - CIVIL
P: 905-512-2377
E: office@dlxengineering.com

DO NOT SCALE DRAWINGS

ALL DIMENSIONS AND ELEVATIONS TO BE VERIFIED BY THE CONTRACTOR AND ANY DISCREPENCIES REPORTED TO THE ENGINEER

LICENSED PROFESSIONAL ENGINEER
N.P.HIEMSTRA
100224382
Jan15/26
PROVINCE OF ONTARIO

ABBREVIATIONS

@	AT	O.H.	OVERHEAD
c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
E.W.	EACH WAY	T&G	TONGUE & GROOVE
EX.	EXISTING	T/O	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

LEGEND

W	WALL TAG
WN	WINDOW TAG
D	DOOR TAG
0.0°	ELEVATION MARKER - PLAN
200"	ELEVATION MARKER - SECTION
	TRAVEL DISTANCE

PROJECT STATUS:

NO:	DATE:	STATUS:
1	APRIL 4, 2025	FOR APPROVAL
2	DEC. 30, 2025	FOR APPROVAL
3	JAN. 5, 2026	FOR CONSTRUCTION
4	JAN. 8, 2026	FOR CONSTRUCTION

CONTRACTOR NAME & ADDRESS:
KLYNBRO CUSTOM HOMES
323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

PROJECT NAME & ADDRESS:
KEVIN PATON BARNDOMINIUM
5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

Date: JAN. 8, 2026
Scale: As indicated

PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE:
DESIGN NOTES

Sheet No.
NT

2026-01-15 9:13:19 AM

DATE	DESCRIPTION	UTRCA RESPONSE TIME (Calendar Days)
November 5, 2024	A Section 28 Application Submitted to UTRCA	*
November 11, 2024	UTRCA Request for meeting to discuss application requirments.	6
November 25, 2024	Virtual Meeting to discuss application requirements	
November 29, 2024	UTRCA Incomplete Application Notice Additional information required	
May 15, 2025	Additional information submitted to UTRCA (Grading Plan)	*
May 23, 2025	UTRCA response to additional information (remains incomplete) UTRCA advise of change in approach to informing decisions on proposed development (ie. Safe access standards)	8
July 17 , 2025	Additional information submitted to UTRCA (Preliminary & Estimate Building Drawings)	*
July 28, 2025	UTRCA response to additional information (remains incomplete) UTRCA offers options for next steps to advance a decision on the application.	11
September 22, 2025	Additional information submitted to UTRCA (SWOX Letters, Revised Grading Plan & Septic details)	*
October 6, 2025	UTRCA response to additional information (remains incomplete) UTRCA provides detailed clarification.	14
January 13, 2026	Applicant requests dates for a hearing of the Hearings Committee	*
January 15, 2026	UTRCA agrees to tentative dates subject to approval of the Hearings Committee.	2
January 28, 2026	UTRCA confirms hearing date of April 20, 2026 at 1:00pm.	
February 17, 2026	Additional information submitted to UTRCA (Revised Grading Plan & Construction details)	*
February 25, 2026	UTRCA response to additional information (complete application) UTRCA confirms decision and reiterates Hearing date.	8
March 6, 2026	UTRCA provides copy of Hearing Noitce and Staff Report with reasons for recommendation.	
April 7, 2026	Response from Applicant for Hearing Package.	
April 20, 2026	Hearing date.	

Outlook

Re: 5626 Pigram Line (Township of Southwest Oxford) - Proposed ARU

From Ben Dafoe <dafoeb@thamesriver.on.ca>
Date Fri 2024-05-31 11:40 AM
To Kevin Paton [redacted]

Hi Kevin,

Confirming we received your call-I will provide the below information in response.

Technical staff estimate the regulatory flood hazard elevation to be 267.55m geodetic (based on the 1928 Vertical Datum). Based on this elevation there is no dry access to the property via Pigram road and no development envelope on the property that would be above the regulatory flood hazard elevation. Pigram Road would be under water for over a kilometer from the site to the north and under water for about 600m to the south. Maximum flood depths of the road would reach up to 1.37m based on UTRCA modeling. This estimation has been based on recent survey data of Reynolds Creek.

What this means: As explained on the phone, based on our delegated responsibility under the Conservation Authorities Act, policy would not be supportive of a proposed ARU on this property. The property would not be accessible by people or vehicles in the event of the regulatory flood. Policy would also not support building an additional unit within floodplain. Unfortunately the elevation has not yielded a favourable result for the proposal. Even if this were to go to a hearing (which you have a right to do), staff would be required to recommend refusal of the application to the board.

If you want to chat further about it, happy to talk next steps. We can come on site to have a chat, but this will not change much in regards to how staff must apply policy here.

UPPER THAMES RIVER
CONSERVATION AUTHORITY

Ben Dafoe
Land Use Regulations Officer
Upper Thames River Conservation Authority
BSc. BEd.

1424 Clarke Road London, Ontario N5V 5B9
(519) 451-2800 Ext 316
dafoeb@thamesriver.on.ca

>>> Kevin Paton [redacted] 2024-05-23 4:04 PM >>>
Ben
Thank you for the email. After our conversation I spoke to the Road Superintendent (Adam Prouse)for SWOX. He expressed to me that if your concern was having dry access he would be more than willing to raise Pigram Line to an elevation that would satisfy the UTCA. Road flooding isn't an issue in his mind for the rare times it occurs but only makes sense in the long term to have it raised to a height that accommodates all parties.

30

Let me know your thoughts and what is next as I will be proceeding with an application

Cheers

Kevin Paton

On Thu, May 23, 2024 at 3:55 PM Ben Dafoe <dafoeb@thamesriver.on.ca> wrote:

> Hi Kevin,
> Thank you for calling today. Please see attached mapping of the area of your proposal (ARU) located at 5626 Pigram Line in the Township of Southwest Oxford, noting mapping must be printed landscape orientation on legal sized paper for scales to be accurate.
> As mentioned the entire property is regulated by the UTRCA due to the presence of flooding and erosion hazard associated with a watercourse known as the Reynolds Creek Drain. In addition the property is regulated by the Conservation Authority due to the presence of a wetland on the eastern extent of the property. Based on our mapping, it appears dry access from Pigram Lane cannot be achieved and UTRCA policies would not support the development of an additional residential unit on the property.
> A request for an updated flood hazard elevation has been made with our technical staff to determine the extent of flooding on Pigram Line (Access) as well as the property (ARU site). This elevation will largely determine how staff must follow policy in regards to any application for development on the property. At a staff level we cannot support an application for an ARU in floodplain, or an ARU without dry access to the ARU.
> We will reach out once an elevation has been secured and review next steps.
>
> Thank You,
>
> UPPER THAMES RIVER
> CONSERVATION AUTHORITY
>
> **Ben Dafoe**
> Land Use Regulations Officer
> Upper Thames River Conservation Authority
> BSc. BEd.
> 1424 Clarke Road London, Ontario N5V 5B9
> (519) 451-2800 Ext 316
> dafoeb@thamesriver.on.ca
>
> **<The contents of this e-mail and any attachments are intended for the named recipient(s). This e-mail may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you have received this message in error, are not the named recipient(s), or believe that you are not the intended recipient immediately notify the sender and permanently delete this message without reviewing, copying, forwarding, disclosing or otherwise using it or any part of it in any form whatsoever.>**

UPPER THAMES RIVER CONSERVATION AUTHORITY

Thames Canadian Heritage River

"Inspiring a Healthy Environment"

July 29th 2024

County of Oxford Community & Strategic Planning Office
21 Reeve Street
Woodstock, ON, N4S 7Y3

Attention: Spencer McDonald (sent via email: **planning@oxfordcounty.ca**)

Re: UTRCA Comments
Application for Minor Variance
File No. A07-2024
Applicant(s) / Owner(s): Kevin Paton
5626 Pigram Line, Township of South-West Oxford

The Upper Thames River Conservation Authority (UTRCA) has reviewed this application with regard for the policies within the Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (June 2006), Section 28 of the *Conservation Authorities Act,* the *Planning Act*, the Provincial Policy Statement (PPS, 2020), and the Upper Thames River Source Protection Area Assessment Report.

BACKGROUND & PROPOSAL

The subject lands are municipally known as 5626 Pigram Line in the Township of South-West Oxford. The lands are designated Agricultural Reserve within the Oxford County Official Plan (2021 consolidation), and are zoned 'General Agricultural (A2)' within the Township of South-West Oxford Zoning By-law (No. 25-98).

The purpose of this application is to seek relief from **Section 6.1, Table 6.1.1.3 – Regulations for Accessory Uses – Agricultural Zones** to increase the cumulative maximum permitted lot coverage for accessory buildings from 185m² to 279m², and, to seek relief from **Section 6.4.2.2 – Additional Residential Units – Where Not Permitted** to permit a detached additional residential unit (ARU) on land containing natural hazards without clearance/approval from the Conservation Authority having jurisdiction, or any lot that does not meet Provincial access standards during a regulatory flood event. The Minor Variance application is required to facilitate the construction of a detached ARU within a proposed accessory structure on the subject lands.

UTRCA staff had been in communications with the applicant regarding this proposal in May of 2024 when an inquiry was made. UTRCA regulation limit mapping was provided, along with an updated floodplain elevation, which confirmed the entirety of the subject lands were within the flood hazard associated with the Reynolds Creek Drain. UTRCA staff advised the applicant that intensification within hazard lands was not permitted, and that a Section 28 Permit, which would be required for the development, could not be issued at a staff level.

DELEGATED RESPONSIBILITY & STATUTORY ROLE

Provincial Policy Statement 2020

The UTRCA has the provincially delegated responsibility for the natural hazard policies of the PPS, as established under the "Provincial One Window Planning System for Natural Hazards" Memorandum of Understanding between Conservation Ontario, the Ministry of Natural Resources and Forestry (MNRF)

and the Ministry of Municipal Affairs and Housing. Accordingly, the Conservation Authority represents the provincial interest in commenting on development applications with respect to natural hazards and ensures that applications are consistent with the PPS.

The UTRCA's role in the development process is comprehensive and coordinates our planning and permitting interests. Through the plan review process, we ensure that development applications meet the tests of the *Planning Act*, are consistent with the PPS, conform to municipal planning documents, and with the policies in the UTRCA's Environmental Planning Policy Manual (2006). Permit applications must meet the requirements of Section 28 of the *Conservation Authorities Act* and the policies of the UTRCA's Environmental Planning Policy Manual (2006). This approach ensures that the principle of development is established through the *Planning Act* approval process and that a permit application can be issued under Section 28 of the *Conservation Authorities Act* once all of the planning matters have been addressed.

Section 28 Regulations - Ontario Regulation 41/24
The subject lands are regulated by the UTRCA in accordance with Ontario Regulation 41/24, made pursuant to Section 28 of the *Conservation Authorities Act*. The regulation limit is comprised of:

- Riverine flooding and erosion hazards associated with the Reynolds Creek Drain and watercourse UT-RC-93; as well as,
- An unevaluated wetland and its surrounding 30m area of interference on the subject and adjacent lands.

Please refer to the attached mapping for the location of the regulated features. In cases where a discrepancy in the mapping occurs, the text of the regulation prevails and a feature determined to be present on the landscape may be regulated by the UTRCA.

The UTRCA has jurisdiction over lands within the regulated area and requires that landowners obtain written approval from the Authority prior to undertaking any site alteration or development within this area including filling, grading, construction, alteration to a watercourse and/or interference with a wetland.

NATURAL HAZARDS
Natural hazard planning involves planning for risks associated with naturally occurring processes. These risks include the potential for loss of life and property damage. In Ontario, prevention is the preferred approach for managing hazards in order to minimize these risks. The UTRCA represents the provincial interest in commenting on *Planning Act applications* with respect to natural hazards. The UTRCA's policies are consistent with the PPS and the applicable policies include:

3.2.2 General Natural Hazard Policies
These policies ensure that new development and site alteration are directed away from hazard lands. No new hazards will be created and existing hazards will not be aggravated through new development. As well, the UTRCA does not support the fragmentation of hazard lands through lot creation which is consistent with the PPS.

3.2.3 Riverine Flooding Hazard Policies
These policies address matters such as the provision of detailed flood plain mapping, flood plain planning approach and uses that may be allowed in the flood plain subject to satisfying the UTRCA's Section 28 permit requirements.

Revised floodplain modeling efforts produced an updated floodplain elevation of 267.55masl.

3.2.4 Riverine Erosion Hazard Policies
The Authority generally does not permit development and site alteration in the meander belt or on the face of steep slopes, ravines and distinct valley walls. The establishment of the hazard limit must be based upon the natural state of the slope, and not through re-grading or the use of structures or devices to stabilize the slope.

3*.2.6 & 3.3.2 Wetland Policies* – Natural Hazard
New development and site alteration is not permitted in wetlands. Furthermore, new development and site alteration may only be permitted in the area of interference and /or adjacent lands of a wetland if it can be demonstrated through the preparation of an Environmental Impact Study (EIS) that there will be no negative impact on the hydrological function of the wetland feature and no potential hazard impact on the development.

DRINKING WATER SOURCE PROTECTION - *Clean Water Act*
The subject lands ***are*** located within a vulnerable area. For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at:
https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/

SUMMARY & RECOMMENDATION
As indicated, the subject lands are regulated due to the presence of riverine flooding and erosion hazards associated with the Reynolds Creek Drain and watercourse UT-RC-93; as well as an unevaluated wetland and its surrounding 30m area of interference on the subject and adjacent lands.

The UTRCA has undertaken revised flood modeling for much the watershed, including this general area. A floodplain elevation of 267.55masl was provided to the applicant in May of 2024 which confirmed the presence of flooding, and confirmed that the existing access from Pigram Road would be inundated with flood waters during a regulatory (250-year) storm. Consistent with the following policies, the UTRCA would not support the proposed development:

Provincial Policy Statement (PPS, 2020) Section 3.1.1: ***"****Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:*

b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards"

PPS 2020 Section 3.1.2: "*Development and site alteration shall not be permitted within:*

c) areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard; and,

d) a floodway regardless of whether the area of inundation contains high points of land not subject to flooding."

Environmental Planning Policy Manual For The Upper Thames River Conservation Authority, June 2006 - Section 3.2.2: *"1. New development and site alteration generally will be directed away from hazard lands.*

Section 3.2.3.1: *"2. Development and site alteration is generally prohibited within the floodway of any watercourse regardless of whether the area of inundation contains high points of land not subject to flooding.*

4. For new development, vehicular and pedestrian access must be dry (at or above the Regulatory Flood Elevation).

As the proposal for an Additional Residential Unit (ARU) is not consistent with the Provincial Policy Statement or UTRCA policy, the UTRCA recommends that the application for Minor Variance ***be refused***. Any new development to the subject lands will require a Section 28 Permit prior to development. Due to the flood hazard present, UTRCA Regulations staff will not be in a position to issue the required permits for an ARU at a staff level.

UTRCA REVIEW FEES

Consistent with UTRCA Board of Directors approved policy; Authority Staff are authorized to collect fees for the review of *Planning Act Application.* Our fee for this review is as follows:

Minor Variance (Minor)	$265.00
TOTAL	**$265.00**

Thank you for the opportunity to comment. Please contact the undersigned if you have any questions.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Eric Gaskin
Land Use Planner I

Enclosure: UTRCA Regulation Limit mapping (please print on legal size paper for accurate scales)
Sent via email -
UTRCA - Deb Kirk
UTRCA - Ben Dafoe
County of Oxford - Spencer McDonald
Township of South-West Oxford - Julie Middleton

UPPER THAMES RIVER
CONSERVATION AUTHORITY

The Thames
A Canadian
Heritage River

"Inspiring a Healthy Environment"

November 29, 2024

Paula Lombardi
Siskinds Law Firm
275 Dundas Street, Unit 1
London, Ontario, N6B 3L1
Paula.lombardi@siskinds.com

Re: Section 28 Application for Development Activity
5626 Pigram Line, Mt. Elgin, Township of South-West Oxford
UTRCA File No.: #195-24

Dear Paula Lombardi,

The Upper Thames River Conservation Authority (UTRCA) acknowledges receipt of your revised Section 28 Application, received by email on November 5, 2024 on behalf of the landowner, for proposed development activity within an area regulated by UTRCA affecting 5626 Pigram Line, Township of South-West Oxford.

Specifically, we understand that the application proposes *"Construction of an Accessory Residential Unit (ARU), on property zoned 'General Agricultural Zone (A2) within what is identified as a floodplain (Reynolds Creek Drain) area in the Township of South West Oxford."*

The application was accompanied by the following documentation:

- Covering Letter (Siskinds Law Firm, October 2, 2024);
- Water Well Record (MECP, 16/08/95);
- Sketch showing location of proposed ARU;
- Payment of the applicable fee.

Thank you for the opportunity to discuss the application during our virtual meeting of November 25, 2024.

As discussed, the subject property is affected by regulations enacted under section 28 of the *Conservation Authorities Act* because it contains or is adjacent to an unconfined valley, hazardous lands that are subject to riverine flooding hazards associated with the Reynolds Creek Drain watercourse, and an unevaluated wetland. Please see attached UTRCA Regulated Area mapping.

Prior UTRCA communications with the landowner advised of the Authority's regulatory jurisdiction and advised of the applicable policies that would be considered for a proposed ARU within the floodplain. Further UTRCA comments and concerns regarding the proposed development activity were outlined within the attached UTRCA letter of July 29, 2024 addressed to the County of Oxford Community & Strategic Planning Office in regards to an associated Township application for minor variance (A07-2024).

Although UTRCA has had prior communications with the landowner, a pre-submission consultation with UTRCA regulations staff for the subject application submission did not occur. UTRCA encourages pre-submission consultation prior to a section 28 application to provide an opportunity to advise of complete application requirements in advance of a submission in hopes of streamlining the application and review process.

Section 7(1) of Ontario Regulation 41/24 prescribes a list of the information that shall be submitted to an authority in support of an application.

Please be advised that in review and consideration of the supporting documentation, UTRCA staff have **deemed the application #195-24 to be incomplete** in absence of the following additional documentation prepared by qualified professional(s):

1. Site Plan - a plan of the area showing the type and location of the proposed development activity to be drawn to scale and include detailed measurements. All proposed development activity including proposed driveway access, site grading or placement of fill material (if applicable) or any new buildings or structures including ancillary structures and proposed septic and well systems (if applicable) must be shown;

2. Grading Plan - the elevations of existing buildings and grades, and proposed elevations of any buildings and grades after the development activity, for the areas of development activity described in #1 above;

3. Drainage details before and after the development activity; and

4. Other technical information, studies or plans to include:
    a. Construction details and drawings for all new buildings or structures which must include proposed flood-proofing standards to the level of the regulatory flood standard as certified by a professional engineer.

As a result of the above determination, application #195-24 is now placed “on-hold” until such time as the above noted information or materials is submitted to UTRCA and until such time as the application is deemed to be complete.

Please note that the above list is not exhaustive and further information may be required after review and consideration of the above additional requirements.

In accordance with section 8(1) of Ontario Regulation 41/24 you may Request a Review of the Authority on this decision if:

a) the applicant has not received a notice from the authority within 21 days in accordance with subsection 7 (2);
b) the applicant disagrees with the authority’s determination that the application for a permit is incomplete; or
c) the applicant is of the view that a request by the authority for other information, studies or plans under clause 7 (1) (i) is not reasonable.

Furthermore, please be advised that by submission of the above additional requirements does not guarantee that prior concerns of UTRCA staff will be addressed and/or whether staff can support the proposed development activity. Rather, it will provide the necessary details and requirements to consider the proposed development and make an informed decision on the merits of the application in relation to the *Conservation Authorities Act*, O.Reg.41/24 and UTRCA’s Environmental Planning Policy Manual.

Based on my experience and the information we have already, the likelihood of granting a permit for the proposed Accessory Residential Unit (ARU) within the associated flooding hazards is low but the determination of the merits of any permit application is not the decision of staff alone.

If staff do not support the application and a recommendation of refusal is determined, the applicant will be provided an opportunity to be heard before the UTRCA Hearing Committee in accordance with ss. 28.1(5) of the Act.

Please reference the above UTRCA file number on all future correspondence related to this matter.

If you have any questions or would like to schedule a meeting to discuss the application requirements further, please contact the undersigned by email or at extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,CK,DG,EG]

Enclosures:

i. UTRCA Regulated Area Mapping
ii. UTRCA Letter of July 29, 2024 RE: (A07-2024).

c.c. Copied via email:

- *Kevin Conner Paton (applicant)*
- *Andrea Edward (Siskinds Law Firm)*
- *Grant Inglis (UTRCA Solicitor)*

UPPER THAMES RI

The Thames
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Heritage River

"Inspiring a Healthy Environment"

May 23, 2025

Paula Lombardi
Siskinds Law Firm
275 Dundas Street, Unit 1
London, Ontario, N6B 3L1
Paula.lombardi@siskinds.com

Re: Section 28 Application for Development Activity
5626 Pigram Line, Mt. Elgin, Township of South-West Oxford
UTRCA File No.: #195-24

Dear Paula Lombardi,

The Upper Thames River Conservation Authority (UTRCA) acknowledges receipt of the Grading Plan for 5626 Pigram Line, Mt. Elgin, prepared by Spriet Associates (Feb 24, 2025) and provided by email on May 15, 2025. It is our understanding that the Grading Plan submission is in response to UTRCA's letter of November 29, 2024, which outlined complete application requirements for the subject matter.

The Grading Plan appears to address some of the information required of UTRCA. However, there are still outstanding requirements and additional comments resulting from our review of the current Grading Plan that are needed prior to the application being considered complete.

We acknowledge that the Grading Plan depicts the following information required by UTRCA for a Site Plan/Grading Plan:

- Existing buildings, driveway access, and the location of the proposed new building drawn to scale and included detailed measurements.
- A topographic survey of existing grade elevations for the area of the proposed development activity, and the proposed grade elevations at the corners of the new building, including a finished floor (F.F.) elevation.

However, the Grading Plan does not appear to provide any additional proposed grade elevations or drainage details before and after the development activity. Please provide written confirmation as to whether the proposed project intends to maintain existing grade elevations or whether any additional fill placement or site grading is proposed to accommodate the construction of the new building, including ancillary structures or access standards. Please consider the additional comments within this letter when determining if additional site alterations may be needed.

If additional fill placement or site grading is required beyond the limits of the building envelope, the Grading Plan will need to be updated to show the additional proposed grade elevations and drainage details resulting from fill placement or site grading.

It is our understanding the proposed use of the new building is for an Additional Residential Unit (ARU). Please confirm how the ARU will be serviced for required septic and potable water. Further details regarding the ancillary structures or services location and construction will need to be included on the Grading Plan, if applicable.

We acknowledge that the Grading Plan provides a proposed finished floor elevation. Although that is information required, it does not satisfy the requirement for construction details and drawings, certified by a professional engineer (item #4 of UTRCA letter Nov.29/2024).

As part of our regulatory jurisdiction and to inform our decision on the application, UTRCA needs to be fully advised of the details of the proposed use or potential use of the building or structure, and of its construction details, including floodproofing standards certified by a professional engineer.

In addition to the above comments, prior UTRCA communications to the applicant identified concerns regarding a proposed ARU within the flooding hazards, including existing constraints related to UTRCA access requirements. Ben Dafoe, former Land Use Regulations Officer advised the applicant by email of May 31, 2024 that *"…there is no dry access to the property via Pigram road and no development envelope on the property that would be above the regulatory flood hazard elevation. Pigram Road would be under water for over a kilometer from the site to the north and under water for about 600m to the south… The property would not be accessible by people or vehicles in the event of the regulatory flood. Policy would also not support building an additional unit within floodplain."*

Access requirements will continue to be a barrier for staff to support the proposed ARU in the floodplain regardless of the ability to achieve floodproofing of the building.

Provincial natural hazard policies prohibit development within areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development.

Please be advised that UTRCA has made recent changes to its approach to informing decisions on proposed development regarding access standards. As a result, staff will rely upon the minimum provincial safe access standard for consideration of the subject application as opposed to dry access requirements previously communicated.

Generally, provincial safe access standards are based on maximum flood depths of 0.3 m. For the purposes of determining whether safe access exists for the subject property and the proposed ARU, UTRCA will rely upon a 250 year flood hazard elevation of 267.2 m (Vertical Datum: CGVD 1928). This is to say, any access routes with elevations less than 266.9 m will be deemed 'unsafe'.

The previously provided elevation of 267.5m is required for floodproofing of buildings or structures as it is standard practice to include a freeboard in floodproofing elevations.

Based on available topographic information for lands outside of the area depicted on the Grading Plan, it does not appear that even safe access is available to the subject property. Portions of the existing driveway and Pigram Line roadway appears to be inundated by flood depths greater than 0.3m during a regulatory storm event based on the 267.2m elevation.

As part of the application submission, safe access requirements should be considered and addressed.

To this end, I can confirm that application #195-24 remains incomplete in absence of the following requirements:

1. Revised Grading Plan to address the comments of this letter, if applicable;
2. Construction details and drawings for all new buildings or structures which must include proposed flood-proofing standards to the level of the regulatory flood standard (267.5m) as certified by a professional engineer; and
3. Confirmation of how safe access standards are being addressed. This could be accomplished by providing additional grade elevations for existing and proposed grades along the entire length of the driveway access and the entrance at Pigram Rd.

Please be advised that by submission of the above requirements does not guarantee that prior concerns of UTRCA staff will be addressed and/or whether staff can support the proposed development activity. Rather, it will provide the necessary details and requirements to consider the proposed development and make an informed decision on the merits of the application in relation to the Conservation Authorities Act, O.Reg.41/24 and UTRCA's Environmental Planning Policy Manual.

If you have any questions or would like to schedule a meeting to discuss the above comments please contact the undersigned by email or at extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,DG,EG]

Enclosures:

c.c. Copied via email:
- *Andrea Edward (Siskinds Law Firm)*
- *Grant Inglis (UTRCA Solicitor)*

UPPER THAMES RIVER
CONSERVATION AUTHORITY

The Thames
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Heritage River

"Inspiring a Healthy Environment"

July 28, 2025

Paula Lombardi
Siskinds Law Firm
275 Dundas Street, Unit 1
London, Ontario, N6B 3L1
Paula.lombardi@siskinds.com

Re: Section 28 Application for Development Activity
5626 Pigram Line, Mt. Elgin, Township of South-West Oxford
UTRCA File No.: #195-24 – Additional Information (07-17-2025)

Dear Paula Lombardi,

The Upper Thames River Conservation Authority (UTRCA) acknowledges receipt of the additional information for 5626 Pigram Line, Mt. Elgin, provided by email on July 17, 2025. It is our understanding that the following additional information was submitted in response to UTRCA's letter of May 23, 2025 regarding required information for a complete application on the subject matter:

- Preliminary Drawings and Cost Estimates for the proposed building (ie. Preliminary Renderings, Land Verification Sheet, Building Materials and Insulation Quotes, and Project Overview Cost Estimate. Prepared by Steel Built Corp.);
- Grading Plan (Spriet Associates, Revised as Per Comments Jul. 02/25); and
- Siskinds Law Firm letter of July 16, 2025 including a response to dry/safe access.

Please be advised that based on staff review of the additional information noted above, application #195-24 remains incomplete as the additional information does not fully satisfy the complete application requirements as outlined within UTRCA letters of November 29, 2024, and May 23, 2025.

The following provides a detailed description of the deficiencies within the additional information provided:

1. Construction Details and Drawings: UTRCA's letters of November 29, 2024, and May 23, 2025, required *"Construction details and drawings for all new buildings or structures which must include proposed flood-proofing standards to the level of the regulatory flood standard as certified by a professional engineer."*

   The additional information provided on July 17, 2025, provided preliminary drawings and renderings for the construction of the shell of the building but lacks information on the interior floor plans to support and demonstrate the proposed uses (i.e. additional residential unit and storage space). In addition, the drawings and renderings do not provide for any floodproofing standards, designed and certified by a qualified professional engineer.

For further clarification, the construction drawings and details must be prepared to a standard that is prepared for construction purposes, not preliminary renderings for cost estimates. The drawings must be prepared to the same standards as required by the Ontario Building Code and ready for construction. Furthermore, the preliminary drawings and renderings provided do not address floodproofing requirements. It is our understanding that the project includes raising the finished floor of the foundation with no basement to above the regulatory flood elevation. Therefore, the construction drawings and details must also include a Foundation Plan that is designed and stamped by a qualified professional structural engineer to address the flooding impacts and mitigate damage upon the building that could occur during a regulatory storm event, including hydrostatic uplift pressure.

2. Grading Plan: We acknowledge the confirmation noted within the Siskinds letter of July 16, 2025, that the proposal does not include importing any fill to the subject property and that required grading will only occur within the area around the ARU in accordance with the revised Grading Plan. However, we also note the written confirmation that the proposed ARU will require a new septic system.

   UTRCA's letter of May 23, 2025, identified the need to update the Grading Plan with any additional site grading or fill placement that may be required to accommodate the construction of the new building, **including ancillary structures** or access standards**.** The size and location of the new septic system needs to be identified on the Grading Plan. As the entire property is susceptible to flooding hazards, there is no opportunity to locate the septic system outside of the floodplain. Therefore, UTRCA must assess the size and location of the septic system with consideration to any impact upon the control of flooding. The details related to the type of septic system will determine if any changes to existing grades are required to facilitate construction of the septic system within the floodplain (i.e., raised bed, etc.).

3. Safe Access: The Siskinds letter of July 16th suggests that a series of photographs depicting the existence of existing buildings, including a 100-year-old barn building and a 50-year-old residential dwelling located in the vicinity of the subject property as "*confirming that "dry" access is provided by Pigram Line and the area is not subject to the flooding concerns being claimed by the UTRCA*."

   UTRCA's letter of May 23, 2025, provided clarification on the provincial and UTRCA policy which prohibits development that would be rendered inaccessible to people and vehicles during times of flooding. The letter further provided additional details on how to demonstrate whether safe access exists for the subject property and proposed ARU based on provincial standards.

   We do not understand the applicability or relevance of the photographs of existing buildings, included in the July 16th letter, as a means to demonstrate that people and vehicles have a safe way of entering and exiting the property during a regulatory flood event.

   We can also confirm that the current topographic information available to UTRCA in consideration of its position on available safe access comes from a provincial LiDAR data set that was completed by the Province of Ontario in 2017/18. If the elevation grades of the municipal roadway have changed since that time, resulting from annual roads maintenance by the municipality, confirmation of existing road grades can be demonstrated through the collection of a series of spot elevations undertaken by qualified professionals and presented upon certified drawings or documentation.

We also acknowledge your expressed concerns and disagreement with UTRCA's determination of flood hazard mapping affecting the subject property and surrounding area. If you or your client believe that the current floodplain mapping prepared by UTRCA does not accurately reflect the conditions of the subject property and surrounding area, you have the option to retain a qualified professional (such as a professional water resources engineer) to undertake a site-specific assessment and prepare alternative floodplain mapping for UTRCA

consideration. A site-specific assessment must be based on the sub-drainage catchment area of the Reynolds Creek Drain and follow the same engineering standards and procedures for determining flooding hazard limits as described within technical guidance documents developed by the Province of Ontario, and in compliance with the Ontario Regulation 41/24 flood standard.

These are the same standards used by UTRCA to develop the current floodplain mapping for this area and there is no guarantee that the preparation of an independent site-specific floodplain assessment will result in any significant changes that could benefit the proposed development upon the subject property. However, this opportunity remains available to your client for their consideration.

As a result of the above comments and relying upon the information that is currently available to UTRCA, application #195-24 remains incomplete in absence of the following:

i. Construction drawings and details of the proposed building which includes, but not limited to:
    a. Interior Floor Plans; and
    b. Foundation Plan, designed and certified by a professional structural engineer to incorporate floodproofing standards, including consideration of hydrostatic uplift pressures.

ii. Updated Grading Plan to include:
    a. size, location and design details including grade elevations for the proposed septic system; and
    b. any placement of fill or grading activities required to achieve safe access standards, if applicable.

iii. Confirmation of how safe access standards are being addressed. This could be accomplished by providing additional grade elevations for existing grades of the Pigram Line roadway, and existing and proposed grades along the entire length of the driveway access upon the subject property.

Please be advised that submission of the above requirements does not guarantee that prior concerns of UTRCA staff will be addressed and/or whether staff can support the proposed development activity. Rather, it will provide the necessary details and requirements to consider the proposed development and make an informed decision on the merits of the application in relation to the Conservation Authorities Act, O.Reg.41/24 and UTRCA's Environmental Planning Policy Manual.

Next Steps:

As previously and consistently communicated to your client, the primary barrier to consideration of the proposed additional residential unit upon the subject property is the lack of safe access available as required by provincial and UTRCA natural hazard policies. Despite any floodproofing mitigation that can be achieved for construction of the building or ancillary structures, the application cannot be supported if safe access standards during a regulatory flood event cannot be appropriately demonstrated.

Recognizing these constraints, we offer the following options that are available to your client at this stage in the process of the application:

A. Continue preparation of required documents for a complete application to demonstrate compliance with provincial and UTRCA policy for consideration of staff's review for issuance of a potential permit; OR

B. In accordance with section 8 of Ontario Regulation 41/24, you may request an Administrative Review if you disagree with the determination that the application for a permit is incomplete, or if you are of the view that the request for other information, studies or plans is not reasonable.

    Please refer to UTRCA's Administrative Review Policies for more information on this option.

https://thamesriver.on.ca/wp-content/uploads/UTRCA-Administrative-Review-Policies.pdf
https://thamesriver.on.ca/wp-content/uploads/Request-for-Administrative-Review.pdf ; OR

C. Request referral to the UTRCA Hearing Committee at this stage in the process with full recognition that the staff recommendation would be to deny the application based on the following:

   a. The application is incomplete and has not provided the required documentation to make an informed decision on whether a permit can be issued in consideration of the requirements of section 28.1 of the Conservation Authorities Act and the UTRCA Environmental Planning Policy document; and

   b. Based on available information to UTRCA and where the applicant has not provided sufficient demonstration to the contrary, the application proposes construction of an additional residential dwelling upon the subject property located within a flooding hazard where people and vehicles would be rendered inaccessible during times of flooding, which is contrary to provincial and UTRCA natural hazard policies. As a result, the proposed development is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

Please refer to UTRCA Hearing Guidelines for more information on Hearings.
https://thamesriver.on.ca/wp-content/uploads/UTRCA-HearingGuidelines-January2025.pdf

If you have any questions or would like to schedule a meeting to discuss the above comments, please contact the undersigned by email or by phone at 519-451-2800, extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,DG,EG]

Enclosures:

c.c. Copied via email:
- *Andrea Edward (Siskinds Law Firm)*
- *Grant Inglis (UTRCA Solicitor)*

SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1

File: 884665

Email: paula.lombardi@siskinds.com
Delivered by: Email gordonj@thamesriver.on.ca

September 22, 2025

Upper Thames Region Conservation Authority
1424 Clarke Road
London, Ontario, N5V 5B9
regulationsinquiry@thamesriver.on.ca

Attention: Joe Gordon, Regulations Coordinator
Upper Thames River Conservation Authority

RE: Section 28 Permit Application
5626 Pigram Line, Mt. Elgin, Township Of South-West Oxford
UTRCA File No.: 195-24

We are legal counsel to Kevin Paton (the "**Client**"), who is the owner of the property situated at 5626 Pigram Line, Mount Elgin, Township of South-West Oxford, Province of Ontario (the "**Subject Property**"). This letter is further to our Client's submissions in support of their Section 28 Permit application filed on October 2, 2024, May 15, 2024, and July 16, 2025.

We note that our Client has gone to great lengths to satisfy the UTRCA's request for further detailed information. However, much of the information requested by the UTRCA would be required to support a building permit application prior to any development occurring on the Subject Property.

We ask that you note that the capitalized terms in this letter have the same meaning as set out in our October 2, 2024 submissions.

As a review, our Client applied for its Section 28 Permit to facilitate the construction of an accessory residential unit ("**ARU**") on the Subject Property. The Province of Ontario, through its revisions to the *Planning Act* and associated regulations now permits ARUs as a right on residential lots. The Province has recently revised the *Planning Act*, on three occasions to facilitate residential intensification with a goal of increasing the housing supply and number of units permitted on individual lots. The Township has confirmed that one ARU is permitted per lot in areas where the Subject Property is situated subject to meeting all of the Township's zoning by-law requirements.

Direct
Phone: 519.660.7878
Fax: 519.660.7879

Direct Toll Free
Phone: 1.877.672.2121

Head Office
Phone: 519.672.2121
Fax: 519.672.6065

The UTRCA in its July 28, 2025 letter requested the following additional information: construction details and drawings, a grading plan, and confirmation as to how the safe access standards are being addressed (dry access).

We have attached the following documentation in support of our Client's Section 28 Permit application and ask that UTRCA makes its decision on the application based on the submissions received to date.

The Township of South-West Oxford (the "**Township**"), on August 7, 2025, confirmed that the final elevation of the road construction project located at 5626 Pigram line was to be completed this Fall 2025 to an elevation of no less than 266.9m. The letter from the Township confirming the final elevation of Pigram Line to be achieved is attached as Tab A.

We have also attached the letter from the Township dated August 27, 2025 confirming that the road construction project at the Subject Property has been completed resulting in an elevation of no less than 266.9m. Attached as Tab B is a copy of the Township's letter confirming that the road work has been completed to the required elevation.

Our Client has also requested that its surveyor confirm that the portion of Pigram Line and our Client's access to the Subject Property to be utilized by the ARU meets the required elevation of 266.9m. You will note from the drawing attached to this letter as Tab C that the majority of the access save and except for only very small portion of our Client's driveway / laneway meets the required elevation of 266.9m. The small portion that does not meet the elevation of 266.9m is only 0.1m (0.235 ft) to 0.13 (0.306 ft) lower than the required elevation of 266.9m. Our Client has advised that this small portion of driveway will be elevated to meet the required 266.9m prior to the construction of the ARU. This requirement can be inserted as a condition of the issuance of the Section 28 Permit by the UTRCA. The drawing showing the elevations of the laneway / driveway and portion of the road in front of the Subject Property as prepared by Spriet Associates Engineers & Architects is attached to this letter as Tab C.

We also note that the UTRCA is seeking information that will be required by the Township prior to the issuance of any building permit in support of the ARU and associated septic system. It is appropriate for the UTRCA to issue the Section 28 Permit on the basis that there is dry access, and the property can support the ARU without risk of flooding. The detailed construction drawings and interior floor plans will be a requirement of the building permit application and can be a condition of the Section 28 Permit by the UTRCA.

We have confirmed with the Township's Chief Building Official that in order to secure a building permit for the ARU being proposed our Client would be required to submit the following information, all of which is deemed to constitute Applicable Law under the provisions of the *Building Code Act*:

- Site Plan, Grading and Drainage Plan prepared by a professional engineer (P.Eng.), or Ontario land surveyor (OLS) (see Subsection 4.2 and 4.3 of the building by-law);
- complete Private Sewage System Permit Application;
- Verification of potable water supply;
- Foundation Plan;
- Floor Plan (one per floor, including all structural framing elements, dimensions, room names and proposed plumbing fixtures);
- Engineered Floor and Roof Framing Plans (include engineered floor and roof truss drawings);
- Building Elevations (4 sides);
- Building and Detail Section(s);
- Mechanical Ventilation Design Summary Form & Heat Loss / Heat Gain Calculations and Furnace make/model & Energy Efficiency Design Summary form; and,
- Information sheet for MDS I calculation.

To secure a permit from the Township for the on-site sewage system the following information shall be submitted:

- Site Evaluation Report / test pit information;
- Where Subsection 4.2 and 4.3 of the Township's By-law applies a Grading and Drainage Plan prepared or verified by a professional engineer (P.Eng.) and/or an Ontario land surveyor (OLS);
- Sewage system design and construction drawings including;
    - Plan view;
    - Cross section (longitudinal and bilateral to the bed); and,
    - Completed ADDENDUM TO APPLICATION TO PERMIT SEWAGE SYSTEM CONSTRUCTION OR REPAIR.

We have also attached as Tab D a stamped engineering drawing identifying the New Type A Bed Septic Design for the ARU. We ask that you note that this drawing and the additional information is required under the provisions of the *Building Code Act,* including but not limited to a Grading Plan, to be submitted to the Township's Chief Building Official when seeking a building permit to install the septic on the Subject Property prior to any construction occurring.

All the information required by the UTRCA to confirm that there is no risk of flooding and that dry access to the ARU has now been submitted to the UTRCA. Based on the information submitted to the UTRCA we have confirmed that our Client's proposed construction of the ARU is not adversely affecting or impacting the control of flooding, erosion or pollution and/or the conservation of land is not being affected by the proposed ARU. Further, our Client has discussed this matter with the Township's Chief Building Official who outlined the process set out above with respect to the Township's review of the any application for a building permit as it relates to the ARU.

We trust this information fully satisfies the requirements of the UTRCA and request that a decision on our Client's Section 28 Permit be made in a timely manner.

Do not hesitate to contact us if you have any questions or wish to discuss the contents of this letter in more detail.

Yours truly,
Siskinds LLP



e-signature
Per:
Paula Lombardi
Partner

c: Client

Tab "A"

August 7 2025

To:
Kevin Paton
5626 Pigram line

Subject: Confirmation of Road Construction to Specific Elevation

Dear Kevin;

This letter is to formally confirm that the Township of South-West Oxford will construct Pigram line located in front of 5626 Pigram line to an elevation no greater than 266.90 above sea level. This work will be completed in the fall of 2025 by Township staff

This elevation has been reviewed and approved in coordination with Spriet Associates Ltd. Spriet's drawings show a current minimum road elevation of 266.79.

Please consider this letter as formal documentation of the Township's commitment to completing the roadworks to the specified elevation as part of the development and infrastructure improvements.

Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

Adam Prouse, CRS
Works Superintendent
312915 Dereham Line, Mount Elgin ON N0J 1N0
P: 519-485-0477 x 7060 | F: 519-485-2932
E: aprouse@swox.org

Tab "B"

Date: August 27 2025

To:

Kevin Paton

5626 Pigram line

Subject: Confirmation of Road Construction to Specified Elevation

Dear Kevin;

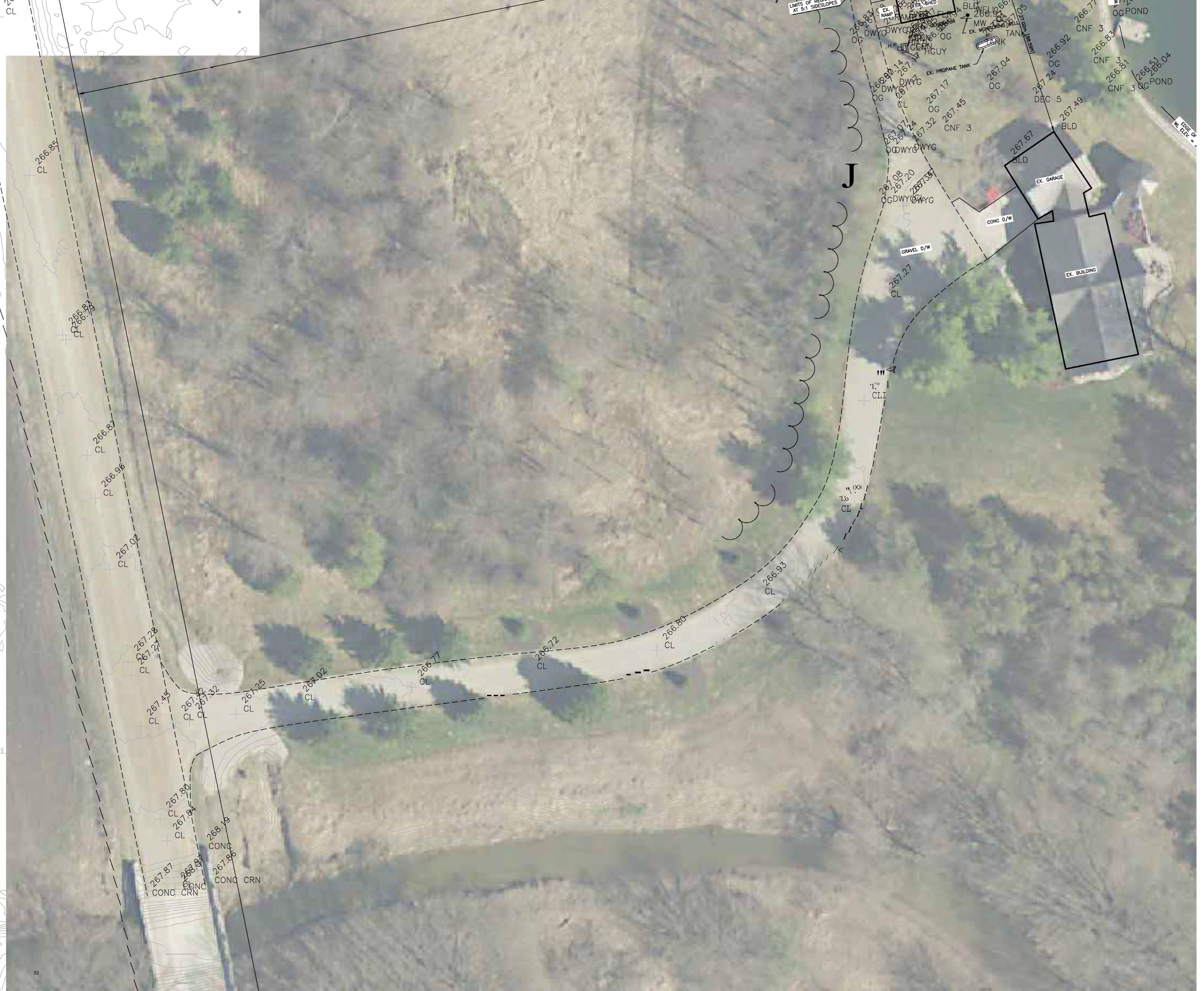
This letter is to formally confirm that the road construction project located at 5626 Pigram line has been completed up to an elevation of no less than 266.9

All construction activities related to the elevation aspect of the road have been carried out in accordance with the approved engineering plans and relevant standards. The final elevation has been verified through site inspections and laser level to ensure compliance with design specifications set out by Spriet Associates Ltd.

Should you require any further details please do not hesitate to contact me.

Sincerely,

Adam Prouse, CRS
Works Superintendent
312915 Dereham Line, Mount Elgin ON N0J 1N0
P: 519-485-0477 x 7060 | F: 519-485-2932
E: aprouse@swox.org

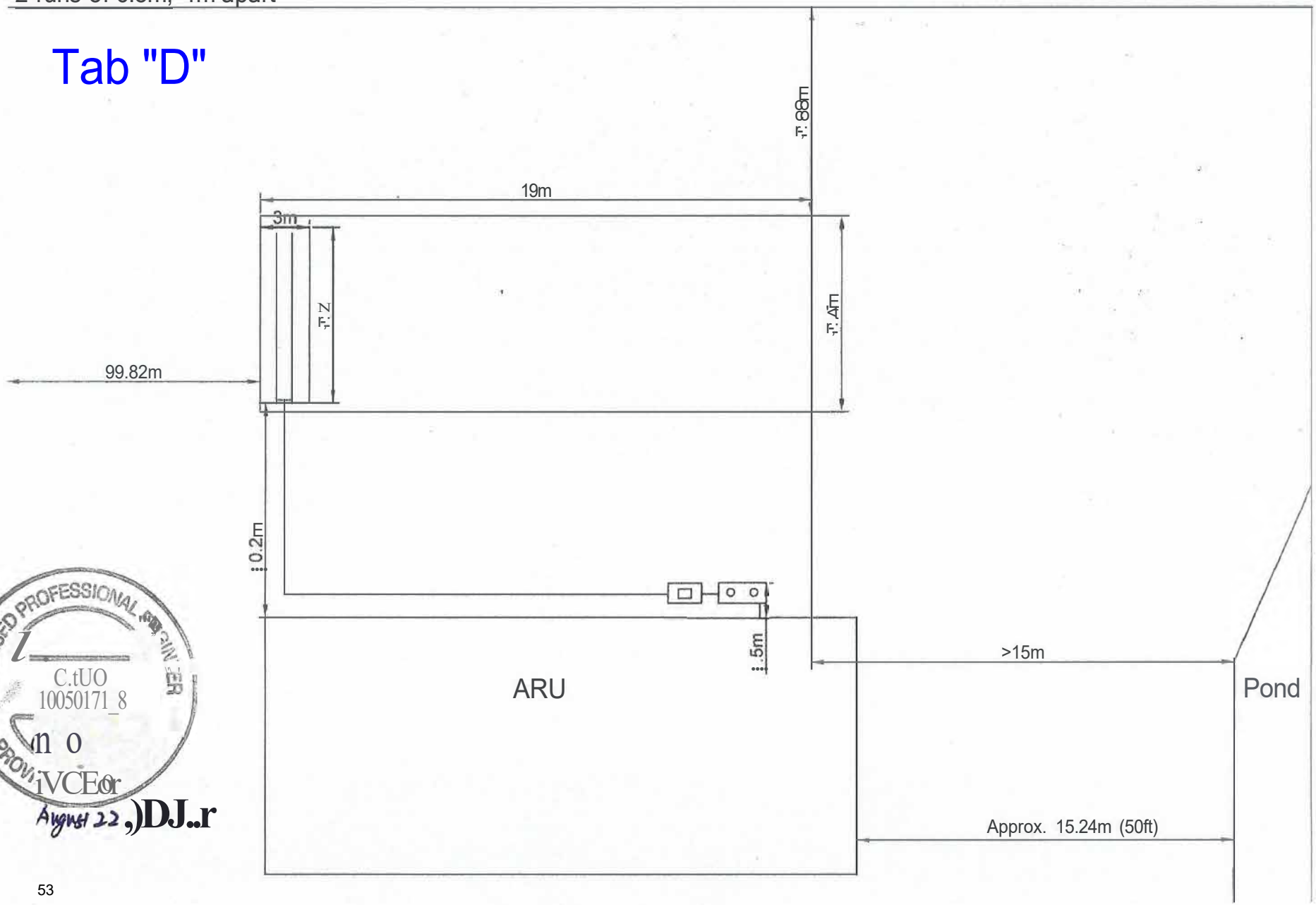

J
EX. GARAGE
EX. BUILDING
CONC D/W
GRAVEL D/W
EX. PROPANE TANK
EX. MONITORING WELL
EX. RAMP
LIMITS OF RIP-RAP AT 5:1 SIDESLOPES
POND
CNF 3
BLD
DWYG
CONC
CRN
CL
OG

Tab "C"

3600L Septic Tank 1.5m from ARU,
Ecoflo STB-570P 1.5m from ARU,
Type A Bed - 7.4m x 19m
2 runs of 6.5m, 1m apart

5626 Pigram Line - Kevin Paton
New Type A Bed Septic Design for New ARU construction

Tab "D"



LICENSED PROFESSIONAL ENGINEER
C.tUO
10050171_8
PROVINCE OF
August 22

UPPER THAMES RIVER
CONSERVATION AUTHORITY

The Thames
A Canadian
Heritage River

"Inspiring a Healthy Environment"

October 6, 2025

Paula Lombardi
Siskinds Law Firm
275 Dundas Street, Unit 1
London, Ontario, N6B 3L1
Paula.lombardi@siskinds.com

Re: Section 28 Application for Development Activity
5626 Pigram Line, Mt. Elgin, Township of South-West Oxford
UTRCA File No.: #195-24 – Additional Information (09-22-2025)

Dear Paula Lombardi,

The Upper Thames River Conservation Authority (UTRCA) acknowledges receipt of the additional information for 5626 Pigram Line, Mt. Elgin, provided by email on September 22, 2025. It is our understanding that the following additional information was submitted in response to UTRCA's letter of July 28, 2025, regarding required information for a complete application on the subject matter:

- Siskinds Law Firm letter of September 22, 2025, including the following attachments:
  - Tab A - Township of South-West Oxford letter of August 7, 2025;
  - Tab B - Township of South-West Oxford letter of August 27, 2025;
  - Tab C – Cropped Image of Lot Grading Plan; and
  - Tab D – New Type A Bed Septic Design for New ARU Construction
- Updated Lot Grading Plan (Spriet Associates, Sept 22, 2025)

Please be advised that relying on available information to UTRCA and the documentation submitted in support of application #195-24 to date, UTRCA staff would recommend refusal of the permit for the following reasons:

1. The proposed development activity is contrary to natural hazard policies of the Provincial Planning Statement (PPS) and UTRCA Board approved policies. Specifically, the proposed ARU is located upon hazardous lands subject to flooding hazards where safe access in accordance with provincial standards does not exist; and

2. UTRCA Staff are of the opinion that the proposed development activity would likely create conditions or circumstances that in the event of a natural hazard, the health or safety of persons might be jeopardized.

In accordance with section 28.1(5) of the Conservation Authorities Act, your client is provided with an opportunity to be heard by the UTRCA Hearing Committee prior to a final decision on application #195-24.

Please refer to the UTRCA Hearing Guidelines for more information on the hearing process.
https://thamesriver.on.ca/wp-content/uploads/UTRCA-HearingGuidelines-January2025.pdf

The next scheduled meeting of the UTRCA Hearing Committee is January 27th, 2026. However, a Special Meeting of the UTRCA Hearing Committee could be arranged should your client wish to proceed with an earlier date. The next earliest opportunity for a hearing could be November 25, 2025, following the Board of Directors regular monthly meeting, subject to confirmation of member availability. If your client wishes to proceed with a potential hearing on November 25th, **we require written confirmation no later than October 17, 2025**, to allow for necessary timelines to confirm scheduling of the meeting, and to satisfy prerequisite requirements of the UTRCA's Hearing Guideline.

Please advise if your client wishes to proceed with a hearing before UTRCA's Hearing Committee, and we will work with you and your client to confirm a date that is mutually agreed upon. UTRCA staff are willing and available to meet with you and your client to discuss the application in more detail prior to a decision on scheduling a hearing.

In review of your September 22, 2025, submission, there are a couple of statements and documents that require specific clarification and a response from UTRCA. Accordingly, we offer the following response to each identified item:

1. ***"We note that our Client has gone to great lengths to satisfy UTRCA's request for further detailed information"***

   Ontario Regulation 41/24 prescribes the requirements for an application for a permit and the processes that must be followed prior to a decision on the merits of an application. To date, UTRCA staff have required those minimum requirements as outlined within section 7(1) of the regulation and that were further described within UTRCA's first letter of November 29, 2024. The subsequent submissions from your client in May, July and September of 2025 have yet to satisfy those minimum requirements.

   UTRCA has consistently identified with your client that based on available information, the proposed ARU would not likely be supported by staff due to non-compliance with associated natural hazard policies of both the Province and the UTRCA. Despite those concerns raised, your client has decided to pursue an application for a permit from UTRCA for reconsideration of the proposed development. It is the responsibility of the applicant to submit sufficient detailed information and documentation as required by regulation, and prepared by qualified professionals, to verify existing conditions and demonstrate compliance with regulatory requirements and associated policies.

   Those minimum requirements must be met before UTRCA can make an informed decision on the merits of the application and consider the issuance of a permit to construct an additional residential unit upon the subject property within the floodplain.

   Further, UTRCA's letter of July 28, 2025, identified options that are available to your client regarding next steps to address those expressed concerns.

2. ***"The Province of Ontario, through its revisions to the Planning Act and associated regulations now permits ARUs as a right on residential lots."***

   We acknowledge recent legislative changes that now require municipalities to allow ARU's on certain residential lots without the need of a zoning bylaw amendment. However, it is our understanding that this permission does not override restrictions with applicable natural hazard policies regarding flooding and erosion risks that may be unsafe for development.

In accordance with the Provincial Planning Statement (PPS 2024), development is restricted and/or prohibited upon hazardous lands for safety reasons. These associated natural hazard policies continue to apply to ARU's.

To support our understanding, please refer to the attached Policy 6.4.2.2 iv) of the Corporation of the Township of South-West Oxford, By-Law Number 43-2023 which states that additional residential units shall not be permitted on any lot containing natural hazards, unless clearance or approval from the Conservation Authority having jurisdiction has been obtained, or on any lot that does not meet Provincial access standards during a regulatory flood event.

In addition, the attached County of Oxford factsheet states that ARU's may not be permitted or are subject to approval by the applicable Conservation Authority, on a lot that contains natural hazards (e.g. floodplain, wetland, unstable slopes) or does not have adequate access during a flood event.

3. ***"It is appropriate for the UTRCA to issue a Section 28 Permit on the basis that there is dry access, and the property can support the ARU without risk to flooding."***

All the documentation submitted by your client to date, in support of their application does not demonstrate that "dry" access is available to the property during a regulatory flood event. Dry access would be determined by all access routes being at or above the regulatory flood elevation of 267.2m.

UTRCA's letter of May 23, 2025, provided further clarification on the provincial and UTRCA policy which prohibits development that would be rendered inaccessible to people and vehicles during times of flooding. The letter further provided additional details on how to demonstrate whether "safe" access exists for the subject property and proposed ARU based on provincial standards.

Specifically, that provincial "safe" access standards are based on a maximum flood depth of 0.3m.
For determining whether safe access exists for the subject property and the proposed ARU, UTRCA will rely upon a 250-year flood hazard elevation of 267.2m (Vertical Datum: CGVD 1928). This is to say, any access routes with elevations less than 266.9m will be deemed 'unsafe'.

4. **Updated Lot Grading Plan (Spriet Associates)**

Upon reviewing the updated Lot Grading Plan, it appears to confirm that safe access to the subject property and the proposed ARU location does not exist as the existing grade elevations along the access routes are below 266.9m.

5. **Tabs A & B: Letters from Township of South-West Oxford (August 7 & 27, 2025)**

We acknowledge the unsigned letters from the Township of South-West Oxford submitted as Tab A and Tab B within your September 22nd letter which suggests that recent municipal construction works along Pigram Line "have been carried out in accordance with the approved engineering plans and relevant standards" to ensure a road elevation are no less than 266.9m.

UTRCA was not made aware of these recent road construction works by the Township of South-West Oxford, nor do we have any records of the "approved engineering plans and relevant standards" as suggested in their letters of August 7, 2025, and August 27, 2025.

Based on a subsequent telephone conversation with Adam Prouse, Works Superintendent for the Township of South-West Oxford, on October 2, 2025, it was confirmed that no engineering drawings exist

that illustrate the works completed by the Township to the Pigram Line roadway. Rather, the Township relied upon the survey information provided by Spriet Associates that suggested 7cm of raised grade could bring the elevation of a portion of the existing road to an elevation of 266.9m.

Mr. Prouse stated that this stretch of road has been subject to historical overtopping of flood waters which influenced his decision to undertake the recent unscheduled road works.

Mr. Prouse explained that the road works undertaken by the Township in August 2025 were simply standard maintenance procedures to include additional placement of gravel, dust control and grading, and that he could only confirm that a minimum of 7cm thick gravel has been applied to a portion of the road that extends approximately 200-250m north of the bridge over Reynolds Creek Drain.

As the work completed by the Township consisted of standard maintenance procedures for a portion of a gravel roadway, it does not provide adequate assurances that the road has been constructed to engineered standards to ensure that the grade elevations will be maintained over time and not impacted by regular vehicular traffic and associated surface degradation.

6. ***"Based on the information submitted to the UTRCA we have confirmed that our Client's proposed construction of the ARU is not adversely affecting or impacting the control of flooding, erosion, or pollution and/or conservation of land is not being affected by the proposed ARU."***

In order to obtain a permit from UTRCA, the authority must be of the opinion that the requirements of section 28.1 of the Conservation Authorities Act (the Act) have been met.

Section 28.1 of the Act states:

> ***28.1*** *(1) An authority may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by section 28, if, in the opinion of the authority,*
> *(a) the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;*
> *(b) the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and*
> *(c) any other requirements that may be prescribed by the regulations are met. 2017, c. 23, Sched. 4, s. 25; 2022, c. 21, Sched. 2, s. 9 (1).*

Beyond considering potential impacts upon the control of hazardous lands caused by the proposed development activity, UTRCA must also consider the potential for risks to health or safety and property damage caused by natural hazards.

We note a recent a Divisional Court decision [Provenzano vs. CLOCA (673/24ML)], previously provided to you by email on August 1, 2025, determined that a permit application proposing development activity by increasing the size of a building within hazardous land and without safe access is likely to create conditions or circumstances that in the event of a natural hazard, the health or safety of persons might be jeopardized. Thereby confirming the decision of the Conservation Authority to refuse a section 28 permit for development activity within floodplain where safe access does not exist.

7. **"*Further, our Client has discussed this matter with the Township's Chief Building Official who outlined the process set out above with respect to the Township's review of the application for a building permit as it related to the ARU."***

The UTRCA has its own mandate and regulatory responsibilities separately and independent from the responsibilities of a Chief Building Official (CBO) under the Ontario Building Code. The definition of "development activity" under O. Reg. 41/24 includes the construction, reconstruction, erection or placement of a building or structure of any kind. This regulatory mandate supports UTRCA's requirement for construction drawings and details of the proposed building as part of the complete application process which must include floodproofing standards certified by a professional engineer.

To date, your client has yet to provide the construction drawings and details as required and identified within prior UTRCA communications.

In addition, UTRCA does not intend to review the specific details of the proposed septic system design which is within the jurisdiction of the CBO. Rather, UTRCA's review of the septic system proposed within the floodplain is directly related to its location, construction methodology, and its potential impacts upon the control of flooding or erosion.

To this end, please advise if your client would like to proceed with scheduling a hearing of the UTRCA Hearing Committee for final decision on their application, or whether they would like to meet with UTRCA staff first to further discuss the application requirements and associated processes.

If you have any questions or would like to schedule a meeting to discuss the above comments, please contact the undersigned by email or by phone at 519-451-2800, extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,DG,EG]

Enclosures:

c.c. Copied via email:

- *Andrea Edward (Siskinds Law Firm)*
- *Grant Inglis (UTRCA Solicitor)*

STAFF REPORT

Report No: CAO 03-2026
Meeting Date: 06 Jan 2026
Department: Chief Administration Officer

For Information: Wet Road Access – Pigram Line

Recommendation:

RESOLVED that the Council of the Township of South-West Oxford receive report CAO 03-2026: For Information: Wet Road Access – Pigram Line as information.

Purpose:

The purpose of this report is to provide Council with information regarding the municipal obligations and Conservation Authority requirements related to the “wet road” section of Pigram Line located within a regulated floodplain, including the formal requirements outlined by the Upper Thames River Conservation Authority (UTRCA) should the Township wish to consider addressing wet road access. This report is provided for information only at this time.

Background:

The Township has been engaged in discussions with the Upper Thames River Conservation Authority (UTRCA) regarding "safe access" concerns affecting property located at 5626 Pigram Line. These discussions arose as a result of a proposed detached Additional Residential Unit (ARU) at 5626 Pigram Line and questions raised regarding the Township’s obligations to address periodic/seasonal flooding along Pigram Line.

UTRCA mapping confirms that the subject property and portions of Pigram Line are located within a regulated floodplain. Flooding occurs from time to time, and the Township currently responds by temporarily closing the road when conditions make it unsafe and reopening it once floodwaters recede and it is safe to do so.

Discussion:

Under the Municipal Act, 2001, municipalities are required to maintain roads in a reasonable state of repair and to take appropriate action when a road is unsafe. Compliance with the Minimum Maintenance Standards for Municipal Highways provides a statutory defense and expressly contemplates temporary road closures when conditions warrant.

There is no legislative requirement for the Township to raise Pigram Line or to provide flood-free (“dry”) access where a road is located within a regulated floodplain. The Township’s obligation is operational in nature - to maintain the road appropriately and to close it when flooding renders it unsafe.

From a land use planning perspective, the Provincial Policy Statement (PPS) prohibits new development or intensification in areas rendered inaccessible during flooding unless safe access can be demonstrated. UTRCA confirmed that safe access is generally defined as flood depths of 0.3 metres or less during a regulatory (100-year) flood event, and that velocity is also a consideration. Existing uses may continue; however, proposed intensification, such as an ARU, triggers this safe-access requirement, and the onus rests with the applicant.

Following the meeting with Township staff, UTRCA has provided formal written confirmation of their requirements should road works be considered on Pigram Line to achieve safe access standards. This correspondence is attached as Appendix “A” to this report.

UTRCA confirmed that:

- It is not uncommon for roads and properties within Ontario municipalities to be rendered inaccessible during flood events due to historical development patterns.
- Where safe access does not exist, properties are restricted from intensifying existing uses or increasing dwelling units under provincial policy.
- Any road works proposed within the regulated floodplain would constitute development under section 28 of the Conservation Authorities Act and would require a UTRCA permit.

UTRCA outlined that any consideration of raising Pigram Line would require:

- A full topographic survey of the road and surrounding area;
- Engineered design prepared and stamped by a qualified professional engineer;
- Consideration of long-term maintenance impacts on a rural gravel road, including surface degradation that could reduce elevations over time;
- Potential post-development flood modelling by a qualified water resources engineer to assess upstream and downstream flooding impacts; and
- Mitigation of any identified impacts prior to permit consideration.

UTRCA also recommended that, should the Township decide to proceed further, a pre-submission consultation meeting be held with UTRCA, Township staff, and retained engineers to confirm complete application requirements.

Strategic Plan:

A safe and secure community.

A trusted township, that delivers value for the communities it serves.

Financial Implications:

There are no immediate financial implications arising from this report. Any road improvements would represent a discretionary capital project, with costs currently unknown. This matter is not included in the 2026 budget, and Council direction would be required prior to any further work being undertaken.

Julie Middleton
Approved by Chief Administrative Officer Julie Middleton

UPPER THAMES RIVER
CONSERVATION AUTHORITY

The Thames
A Canadian
Heritage River

"Inspiring a Healthy Environment"

December 16, 2025

Adam Prouse
Works Superintendent
Township of South-West Oxford
312915 Dereham Line
Mount Elgin, Ontario, N0J 1N0
aprouse@swox.org

Re: Pigram Line – Safe Access Standards

Dear Adam Prouse,

Further to our meeting of November 26, 2025, it is the understanding of the Upper Thames River Conservation Authority (UTRCA), that the Township of South-West Oxford (SWOX) is inquiring about the requirements of UTRCA if road works were considered to Pigram Line to establish safe access standards during regulatory flood events. We further understand that the road work being considered by the Township is to support an Additional Residential Unit (ARU) proposed by the landowner of 5626 Pigram Line.

Provincial natural hazard policies in which all planning and development applications must be consistent with prohibits development within areas that would be rendered inaccessible to people and vehicles during times of flooding, unless it has been demonstrated that the site has safe access appropriate for the nature of the development. (PPS, 5.2.3(c)).

This provincial policy which aligns with both UTRCA and SWOX flood hazard policies has been identified to the landowner of 5626 Pigram Line and their agent as the primary barrier to the proposed ARU regardless of the ability to floodproof the proposed building or mitigate any impact upon natural hazards caused by development.

Based on provincial technical guidance, safe access standards are based on maximum flood depths of 0.3 metres at which the average vehicle could not pass-through during times of flooding. In addition to flood depths, velocity of flood flows is another factor in determining safe access.

The regulatory flood elevation for this area along Pigram Line is 267.2m (vertical datum: CGVD 1928). Therefore, any access routes with elevations of less than 266.9m would be deemed 'unsafe' based on provincial standards.

In consideration of topographic information currently available, there are stretches of Pigram Line both north and south of the Reynolds Creek Drain, and portions of the existing driveway located upon 5626 Pigram Line that appear to be below 266.9m. Thereby demonstrating that the current access routes to the proposed ARU are susceptible to flooding depths greater than 0.3m and would be rendered inaccessible during a regulatory flood event.

It should be noted that it is not uncommon for several areas within a municipality to be rendered inaccessible during a regulatory flood event as historical development has been established in areas that may be susceptible to

flooding prior to preparation of current floodplain mapping and/or natural hazard prohibitive policies. These existing developments may be at risk of flooding hazards but are permitted to maintain existing buildings and existing uses with restrictions.

However, in accordance with provincial planning policy and Conservation Authority regulations these properties where safe access does not exist would be prohibited from intensifying the existing use or increasing the number of dwelling units because it is likely to increase the risk to health and safety of persons or result in increased damage or destruction of property.

Any works proposed to Pigram Line to achieve safe access standards within the regulatory flood hazard and/or UTRCA regulated area requires a permit from UTRCA in accordance with section 28 of the Conservation Authorities Act and its enacted regulation (O.Reg.41/24: Prohibited Activities, Exemptions and Permits).

A full topographic survey should be completed for the stretch of road and surrounding area to confirm existing conditions, including existing grade elevations to assist in determining the scope of required works to achieve safe access standards.

Proposed road works must be prepared to engineered standards, designed and stamped by a qualified professional engineer considering the potential impacts that may be caused by associated flooding hazards. Recognizing that Pigram Line is a rural gravel road, additional consideration must be provided and included within the design to ensure that the final grade elevations will be maintained over time and not impacted by regular vehicular traffic and associated surface degradation that could lower road elevations below the required elevation.

In addition, based on the scale and scope of works proposed to achieve safe access standards, post-development flood modeling by a qualified water resources engineer (or equivalent) may be required to assess the potential impacts caused by raising the road to a higher elevation which will change when and how flood waters will eventually overtop the road and/or pass through the system. Such impacts could increase the risks of flooding and erosion in the area, including the abutting property of 5626 Pigram Line. Any potential impacts identified through post-development modelling will be required to be mitigated prior to consideration of granting a permit for any proposed road works.

The UTRCA recommends that if the Township decides to proceed with an application for proposed road works, that a pre-submission consultation meeting between the UTRCA, Township staff and their retained engineer(s) occur to provide an opportunity to advise of complete application requirements in consideration of the works being proposed.

If you have any questions or would like to schedule a meeting to discuss the application requirements further, please contact the undersigned by email or at extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY

Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,SS]
c.c. Copied via email:
Julie Middleton (Acting CAO – SWOX)

"PRIVATE COMMUNAL WATER SYSTEM", means a non-municipal drinking-water system within the meaning of section 2 of the Safe Drinking Water Act, 2002 that serves six or more *lots* or private residences.

5. That Section 4.0 to By-law Number 25-98, as amended, is hereby further amended by inserting the word "Serviced" in front of the word "Village" in the phrase "Key Map 46-47: Mount Elgin (Village)" in subsection 4.7.2.1.

6. That Section 6.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Subsection 6.4 and replacing it with the following new subsection 6.4 and amending the Table of Contents for Section 6.0 accordingly:

6.4 CONVERTED DWELLINGS AND ADDITIONAL RESIDENTIAL UNITS

6.4.1 CONVERTED DWELLINGS

6.4.1.1 WHERE PERMITTED

Where listed as a permitted use in the Zone, a *converted dwelling* containing up to four *dwelling units* is permitted subject to compliance with the provisions of this Section and all other provisions of the Zone in which the *lot* is located.

6.4.1.2 WHERE NOT PERMITTED

Converted dwellings shall not be permitted:

i) on any *lot* containing an *additional residential unit* or a *garden suite*;

ii) on any *lot* located in within a settlement defined in Section 4.7.2.1, unless adequate *municipal water system* and/or *municipal sewage system* capacity to service the *converted dwelling* has been determined and/or confirmed by the *County*; or,

iii) on any *lot* containing *natural hazards*, unless clearance or approval from the Conservation Authority having jurisdiction has been obtained, or on any *lot* that does not meet Provincial access standards during a regulatory flood event.

6.4.1.3 ALTERATIONS TO DWELLING

Alterations to an *existing single detached dwelling* shall meet the following requirements:

i) entrances on the front of the building shall be limited to one, which may be shared by *dwelling units* via an internal vestibule or corridor;

ii) additional exterior entrance(s) shall only be located in the *rear yard* or *interior side yard*;

iii) there shall be no exterior stairways or balconies except one open fire escape which shall be located only in the *rear yard* or *interior side yard*; and,

ADDITIONAL RESIDENTIAL UNITS
IN AGRICULTURAL AREAS



BLANDFORD-BLENHEIM | EAST ZORRA-TAVISTOCK | NORWICH | SOUTH-WEST OXFORD | ZORRA

Oxford County and local area municipalities are making it easier for property owners to add additional residential units to lots in agricultural areas. This is intended to help provide additional housing options and increase the overall housing supply.

WHAT ARE ARUs?

Additional Residential Units (ARUs) are smaller, self-contained residential units (i.e., with their own kitchen, bathroom and sleeping areas) that are inside, attached to, or in a detached accessory building on the same property as a single-detached house, semi-detached house or street fronting townhouse.

ARUs can take many forms, such as basement apartments, attached suites, tiny homes or coach houses, but they must be smaller than the primary residential unit and located within a permanent building (i.e., not in a mobile home or recreational vehicle).

Please note: a building permit is required to add a residential unit and proposals must meet the requirements of the Township's zoning by-law. The requirements of each Township's zoning by-law vary. Before you begin the process of planning for an additional residential unit, check your township's website for information about their zoning by-law and reach out to your local building department to confirm requirements (contacts provided on reverse).

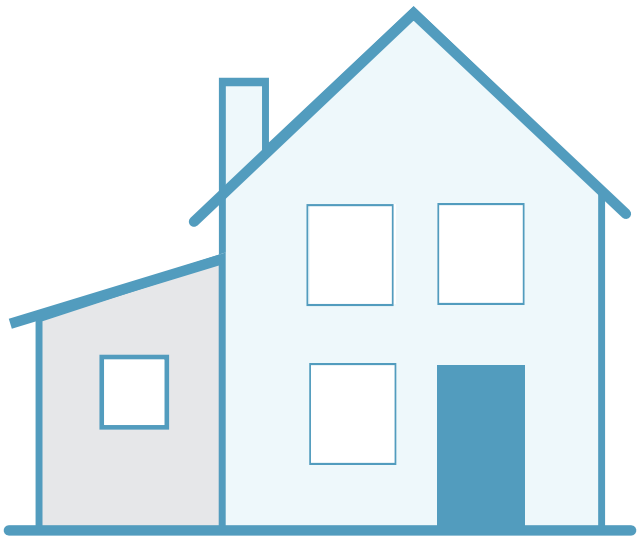
ARUS IN AGRICULTURAL AREAS

Agricultural areas encompass all lands outside of urban centres and rural settlements, including residential uses on rural residential lots and agricultural lots (farms). Up to two ARUs per lot may be permitted in agricultural areas.

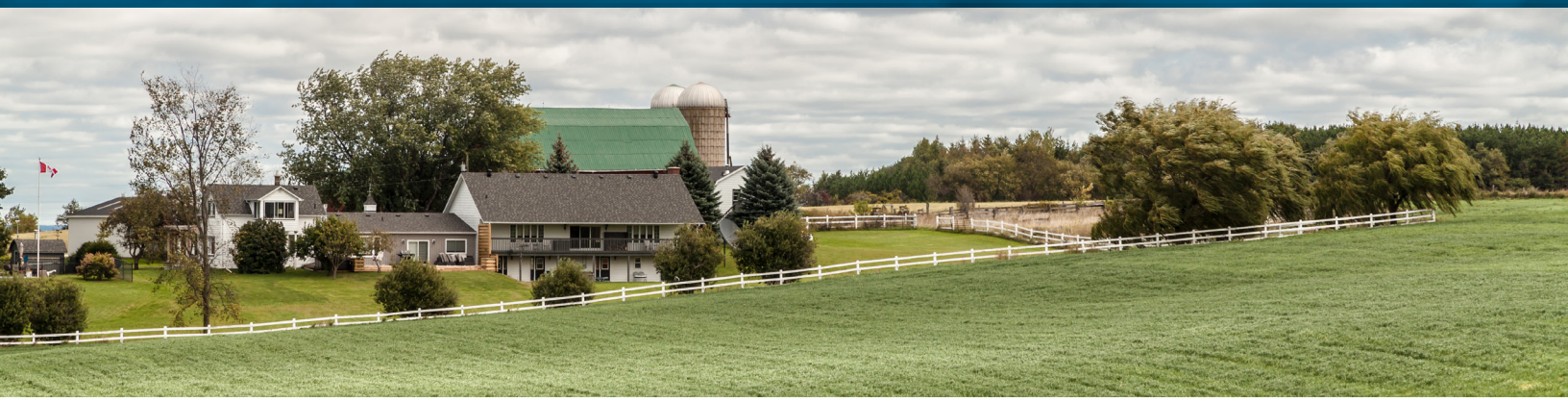
Requirements for all ARUs in agricultural areas:

- The total gross floor area of all ARUs on the lot cannot exceed 50% of the gross floor area of the primary residential unit, to a maximum of 140 m^2 (1506 ft^2). This floor area may be further limited by Township zoning provisions.
- ARUs are not permitted on a lot that contains a boarding/lodging house, group home, garden suite, converted dwelling, duplex, or a mobile home, as defined in the applicable zoning by-law.
- ARUs may not be permitted, or are subject to approval by the applicable conservation authority, on a lot that contains natural hazards (e.g., floodplain, wetland, unstable slopes) or that does not have adequate access during a flood event.
- The house and lot must be large enough to accommodate the ARU and provide adequate parking, landscaping, and separation (setbacks) from other buildings and property lines.
- All ARUs must use the same driveway and parking area as the primary residential unit.
- There must be adequate access to each ARU for both occupant use and emergency response.

Continued on the next page.



ADDITIONAL RESIDENTIAL UNITS
IN AGRICULTURAL AREAS



In addition to the requirements on page one, an ARU in a detached building must meet the following requirements:

- A minimum lot area of 0.6 ha (1.48 ac) is required.
- The detached building must be located in the rear or interior side yard, except on a farm.
- The location must satisfy Minimum Distance Separation Formulae (MDS I).
- On a farm, the ARU must be within 30 m (98 ft) of the primary house.
- An ARU cannot be severed from the lot containing the primary house.

ARUs in a detached building on an agricultural lot (farm) must also obtain approval of a minor variance, granted by the Township Committee of Adjustment, to confirm that the location of the ARU building and associated private services and parking will not impact agricultural operations either on the lot or on surrounding properties, or remove agricultural lands from production.

MORE INFORMATION

Early consultation with Township building services and/or the Community Planning Office is recommended.

A building permit is required to add a residential unit; see the **Citizen's Guide to Land Use Planning - Building Permits**.

ARUs may change the assessed value of a property; see **Municipal Property Assessment Corporation (MPAC).**

Funding for your project may be available through Oxford County's Human Services department; see **Housing Funding Programs.**

AREA MUNICIPAL CONTACTS

Township of Blandford-Blenheim
Building Services
Zoning By-law No. 1360-2002

Township of East Zorra-Tavistock
Building Department
Zoning By-law No. 2003-18

Township of Norwich
Building Services
Zoning By-law No. 07-2003-Z

Township of South-West Oxford
Building Department
Zoning By-law No. 25-98

Township of Zorra
Building and Drainage
Zoning By-law No. 35-99

OXFORD COUNTY CONTACTS

Community Planning
519-539-9800 ext. 3912
planning@oxfordcounty.ca

Public Works
Development Review
519-539-9800 ext. 3900
publicworksdevelopment@oxfordcounty.ca

Human Services
Housing Programs Coordinator
519-539-9800 ext. 3390
humanservices@oxfordcounty.ca

SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1

File No.: 884665

Email: paula.lombardi@siskinds.com
Delivered by: Email gordonj@thamesriver.on.ca

April 7, 2026

Upper Thames Region Conservation Authority
1424 Clarke Road
London, Ontario, N5V 5B9
regulationsinquiry@thamesriver.on.ca

Attention: Joe Gordon, Regulations Coordinator

RE: Section 28 Permit Application
5626 Pigram Line, Mt. Elgin, Township Of South-West Oxford
UTRCA File No.: 195-24

We are legal counsel to Kevin Paton (the "**Client**"), who is the owner of the property situated at 5626 Pigram Line, Mount Elgin, Township of South-West Oxford, Province of Ontario (the "**Subject Property**"). Our Client is proposing to construct an accessory residential unit ("**ARU**") on the Subject Property in proximity to the existing residence.

This letter is further to the considerable documentation, engineering drawings, elevations and submissions made on behalf of our Client in support of an application under the provisions of section 28 of the *Conservation Authorities Act* to the UTRCA, to permit the construction of an accessory residential unit on the Subject Property (the "**Permit**").

Background Information

Our Client submitted an application to the UTRCA seeking the issuance of a Permit to facilitate the construction of the ("**ARU**") on the Subject Property. The proposed ARU is approximately 139 m^2 (1,500 ft^2) in size being approximately 50% of the proposed structure with the remaining 139 m^2 (1,500 ft^2) being utilized for the storage of equipment, vehicles, and other items. The proposed ARU is consistent with the Township of South West Oxford's (the "**Township**") proposed zoning by-law requirements.

The Province of Ontario, through its revisions to the *Planning Act* and associated regulations permits ARUs as a right on residential lots. The intention being to facilitate residential intensification with a goal of increasing the housing supply and number of units permitted on individual lots. The Township allows one ARU as-a-right on a lot in Agricultural areas such as the area where the Subject Property is located provided all of the zoning by-law requirements are met.

Our Client has supplied extensive information in support of the Permit to the UTRCA. Our Client has also confirmed that during the numerous decades that they have owned and

resided at the Subject Property they have not experienced any flooding in the area of the existing residential dwelling, laneway, Pigram Road or the area proposed for the construction of the ARU.

Safe Access to the Subject Property Provided

The Township has confirmed that the final elevation of the road construction project located at 5626 Pigram line will be completed to an elevation of no less than 266.9m. While the Township may not have had its own elevation engineering drawings, the Township relied on the Spriet Associates drawings to confirm the elevation of Pigram Line.

The UTRCA advised that the minimum provincial safe standard would be applied to the proposed ARU. The provincial standard is the flood depth in excess of 30 cm (0.3m) on the road surface or where water velocity exceeds 1 m/second.

The UTRCA has indicated that a flood hazard elevation of 267.2 metres is applied to the area meaning that any access routes having elevations less that 266.9 metres (being 267.2 metres minus 0.3 metres equals 266.9 metres) are considered to be "unsafe" by the UTRCA. The flood hazard represents the elevation at which the floodwaters are estimated to reach during a high-risk flood event. In the case of the UTRCA the regulatory flood event standard for the UTRCA watershed is the historical flood from 1937. The 1937 flood is estimated to be equivalent to a 1:250 year flood, or in other words representing a flood hazard risk of 0.4 percent chance in any given year[1].

The UTRCA is also relying on information from a provincial LIDAR data from the province dated 2017 / 2018 and being approximately eight years old. The updated elevation levels provided by and submitted to the UTRCA by the Applicant's engineer represents the applicable and most current elevation grade of the Pigram Line.

In addition, while the Parties dispute the Township's purpose for engaging in the maintenance conducted on Pigram Line, the Parties now agree that the elevation of Pigram Road was raised to 266.9 metres and is now, by the UTRCA's own criteria, no longer considered unsafe as the flood depth is no longer greater than the 0.3 metres applied by the UTRCA.

The Mayor of the Township has also confirmed that despite the heavy and significant rainfall events over the course of the last several years, the Mayor has no recollection of ever being requested by the UTRCA or any other regulatory body to close access to Pigram Line on the basis that it was flooded and not safe to travel. The Mayor also confirmed that they have no recollection of our Client ever advising the Township that Pigram Line was unsafe due to its flooding.

[1] Regulated Areas: Frequently Asked Questions - Upper Thames River Conservation Authority

The UTRCA does not provide any documentation, letters, affidavits in support of the position taken by the Township that Pigram Line has been temporarily closed from time to time directly as a result of flooding. Such information is in direct contravention of the statements of the Mayor and the Applicant who has resided on the Subject Property for decades. No weight should be given by the Hearings Committee to such statements that cannot be supported by facts and evidence providing details and dates that such closures occurred. Respectfully, such evidence simply does not exist and consistent with the statements made by the Mayor and Applicant Pigram Line and the Subject Property have never been subject to flooding events such that it resulted in an unsafe conditions.

It is reasonable in the circumstances that private infrastructure access roads (driveway / laneway) such as what is being proposed by the Applicant be permitted where it is demonstrated that there is no risk of flood damage to upstream or downstream properties and floodproofing has been incorporated into the design elements.

The UTRCA has confirmed that its primary concern relating to the proposed ARU on the Subject Property is the lack of safe access available as required by the Provincial and UTRCA natural hazard policies (requiring the 266.9 metres elevation). The Applicant has provided extensive information demonstrating that Pigram Line can and does meet safe access standards during a regulatory flood event .

There also exists a total of three access / egress points for the ARU in the event of a regulatory flood event or hazardous conditions. The access / egress points that can be utilized by the ARU includes Pigram Line, Daniel Road and Prouse Road.

Spriet Associates conducted a review of Pigram Line and confirmed that the portion of Pigram Line and our Client's access to the ARU on the Subject Property meets the required elevation of 266.9 metres. The evaluation conducted by Spriet confirms that the majority of the access to the Subject Property save and except for only very small portion of our Client's the driveway / laneway meets the UTRCA required elevation of 266.9 metres. The small portion that does not meet the elevation of 266.9 metres is a small area ranging from 0.1m (0.235 ft) to 0.13m (0.306 ft) lower than the required elevation. This deficiency can easily be rectified by incorporating a condition into the Section 28 Permit requiring that the entire private laneway meets the elevation of 266.9 metres as determined by the UTRCA. In addition, the private laneway providing access to the ARU enters / exits Pigram Line in an area that also meets the required 266.9 metres elevation.

The UTRCA in its February 25, 2026 letter has incorrectly stated that Pigram Line access road route and the driveway to the ARU is below an elevation 266.9 metres. Again, our Client has confirmed through its engineer that there is only a very small portion of Pigram Line that is below the required elevation of 266.9 metres.

Our Client has confirmed that significant portions of Putnam Road and portions of Gladstone Road fail to meet UTRCA's required elevation for safe access. It is inappropriate for the

UTRCA to hinder development on the Subject Property in circumstances where it meets the applicable criteria and the small deficiency identified can easily be addressed through the imposition of a condition. The UTRCA also disregards the existing conditions in the surrounding area confirming that several Township roads fail to meet the "safe" standard applied by the UTRCA. It is the Township's obligation and not our Client's to ensure that the Township's road network provides safe access / egress routes for public use, such as Putnam Road and Gladstone Road.

Again, any concerns regarding the very small portions of the driveway / laneway to the ARU not meeting the required elevation of 266.79 metres can be rectified by the Hearings Committee imposing a condition on the Permit that the entire driveway / laneway to the ARU meet the elevation of 266.9 metres.

ARU Structure

The UTRCA also indicates that an elevation of 267.2 metres is required for floodproofing of buildings or structures as a standard practice to include a freeboard in flooding elevations.

The ARU is proposed to be constructed at an elevation of 267.2 on all sides ensuring that there is no risk of flooding. These elevations meet the criteria imposed by the UTRCA and the area around the ARU exceeds the elevation of 267.2 metres. Spriet Engineering confirmed that the ARU is being proposed on a foundation composed of concrete walls and slab on grade with no basement. The footings and wall of the ARU are to be backfilled with granular on both sides. According to John Spriet, P. Eng., there is "no possibility" of the structure floating during high water events. The ARU has been specifically designed to ensure that it sits at an elevation of 267.2 metres which is the appropriate elevation as determined by the UTRCA.

For the reasons set out above it is appropriate for the Hearings Committee to approve the Permit allowing for the construction of the ARU. The proposed development of the ARU meets the criteria being imposed by the ARU. The access / egress to the Subject Property substantively meets the UTRCA criteria's with the small area where there is a minor deficiency being rectified through the imposition of a condition in the Permit.

There is no risk associated with the development of the ARU. March 12, 2026 represented a significant rainfall event that occurred in the Township and throughout the Province of Ontario. Our Client has provided photographs of the Subject Property and access road in the Document Book confirming that the Subject Property was not subject to any flooding. There is and continues to be dry and safe access to the Subject Property via Pigram Line. These photographs also show the area proposed for the location of the ARU confirming that the area is not rendered inaccessible due to any risk of flooding as the elevation of the ARU meets the required elevation of 267.2 metres.

On April 6, 2026 significant flooding occurred throughout the area and despite the conservation authority warning residents that water levels are running high after the region

was “pounded” by rain the area of the ARU and Pigram Line remained dry and provided safe access. See photographs attached.

Individuals Appearing at the Hearing

We can confirm that the following individuals will appear at the Hearing scheduled for April 20, 2026 to make a delegation to the Hearings Committee:

- Kevin Paton, property owner
- John M. Spriet, P.Eng.
- Paula Lombardi, legal counsel

We have also enclosed a Hearing Document Book containing the materials to be relied upon at the hearing scheduled for April 20, 2026.

Yours truly,
Siskinds LLP

Paula Lombardi

e-signature
Per:
Paula Lombardi
Partner

c: Client

HEARING COMMITTEE OF THE UPPER THAMES RIVER CONSERVATION AUTHORITY

PROCEEDING COMMENCED UNDER the *Conservation Authorities Act,* R.S.O. 1990, C. 27 as amended.

Applicant / Appellant:	Kevin Conner Paton
Subject:	Proposed Official Plan Amendment
Description:	Section 28, Permit Application
UTRCA Application:	195-24
Property Address:	5626 Pigram Line
Municipality / UT	Mount Elgin, Township of South-West Oxford, Oxford County

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HEARING DOCUMENT BRIEF
(Hearing April 20, 2026 at 1:00 p.m.)

Date: April 7, 2026

Siskinds LLP
275 Dundas Street, Unit 1
London, ON N6B 3L1

Attn: Paula Lombardi, LSO# 46935M
Tel: 519.660.7878 /
Email: paula.lombardi@siskinds.com

TO: Upper Thames River Conservation Authority
1424 Clarke Road
London, Ontario, N5V 5B9

Attention: Tracy Annett, General Manager / Secretary-Treasurer
Email: annettt@thamesriver.ca

Joe Gordon, Regulations Coordinator
Email: gordonj@thamesriver.on.ca

Tab. No.	Date	Description	Bates Page No.
1.	August 16, 1995	Water Well Record	005
2.	July 29, 2024	UTRCA Comments – Application for Minor Variance	007
3.	October 2, 2024	Section 28, Permit Application	013
4.	July 16, 2025	Submissions to UTRCA	021
5.	July 28, 2025	UTRCA Letter	077
6.	July 31, 2025	Email correspondence regarding Road Elevation	082
7.	August 7, 2025	Township Letter regarding Road Construction Pigram Line	086
8.	September 22, 2025	Submissions to UTRCA including engineered drawings and elevations and site plan	088
9.	October 6. 2025	UTRCA Response to Submissions	097
10.	November 22, 2025	Gladstone Road and Putnam Road elevations	127
11.	December 16, 2025	UTRCA Letter – Safe Access Standards	130
12.	January 14, 2026	Spriet Letter	133
13.	February 17, 2026	Email correspondence to UTRCA submitting various road elevations and January 14, 2026 letter from Spriet Associates	135
14.	February 19, 2026	Spriet Site Plan Clarification	153
15.	February 25, 2026	UTRCA Letter re: additional information	155
16.	March 12, 2026	Photographs 5626 Pigram Line	158
17.	March 12, 2026	Weather Forecast	164
18.	April 1, 2026	Spriet elevations – Road Centreline – Pigram Line, Putnam Road, Gladstone Road	179
19.	April 6, 2026	Affidavit Mayor Mayberry	181
20.	October 24, 2017 (Revised)	Environmental Planning Policy Manual - UTRCA	184

Tab. No.	Date	Description	Bates Page No.
21.	April 6, 2026	LFP article	293
22.	April 7, 2026	Photographs of the area	298

Tab 1

Ministry of Environment and Energy
Ontario

The Ontario Water Resources Act
WATER WELL RECORD

005

Print only in spaces provided.
Mark correct box with a checkmark, where applicable.

County or District	Township/Borough/City/Town/Village	Con block tract survey, etc.	Lot
OXFORD	(DEREHAM) S-W. OXFORD	6	28

Owner's surname	First name	Address	Date completed
PATON	KEVIN	RR#1 MT. ELGIN 5626 Pigram Line	16 (day) 8. (month) 95 (year)

LOG OF OVERBURDEN AND BEDROCK MATERIALS (see instructions)

General colour	Most common material	Other materials	General description	Depth – feet From	Depth – feet To
BROWN	SAND/CLAY	STONES	PACKED	0	8
GREY	CLAY		DENSE	8	10
GREY	GRAVEL	CLAY	MIXED	10	11
GREY	GRAVEL	COARSE SAND	POROUS	11	16
GREY	CLAY	STONES	DENSE	16	20
GREY	CLAY	COARSE SAND - STONES	MIXED	20	26
GREY	GRAVEL	COARSE SAND	POROUS	26	30

WATER RECORD

Water found at – feet	Kind of water		
11-16	☑ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	
26-30	☑ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	
	☐ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	
	☐ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	
	☐ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	

CASING & OPEN HOLE RECORD

Inside diam inches	Material	Wall thickness inches	Depth – feet From	Depth – feet To
6	☑ Steel ☐ Galvanized ☐ Concrete ☐ Open hole ☐ Plastic	.188	0	30
	☐ Steel ☐ Galvanized ☐ Concrete ☐ Open hole ☐ Plastic			
	☐ Steel ☐ Galvanized ☐ Concrete ☐ Open hole ☐ Plastic			

SCREEN

Sizes of opening (Slot No.)	Diameter inches	Length feet
Material and type	Depth at top of screen feet	

PLUGGING & SEALING RECORD

☐ Annular space ☐ Abandonment

Depth set at – feet From	Depth set at – feet To	Material and type (Cement grout, bentonite, etc.)

PUMPING TEST

Pumping test method	Pumping rate	Duration of pumping
☑ Pump ☐ Bailer	15 GPM	2 Hours ..... Mins

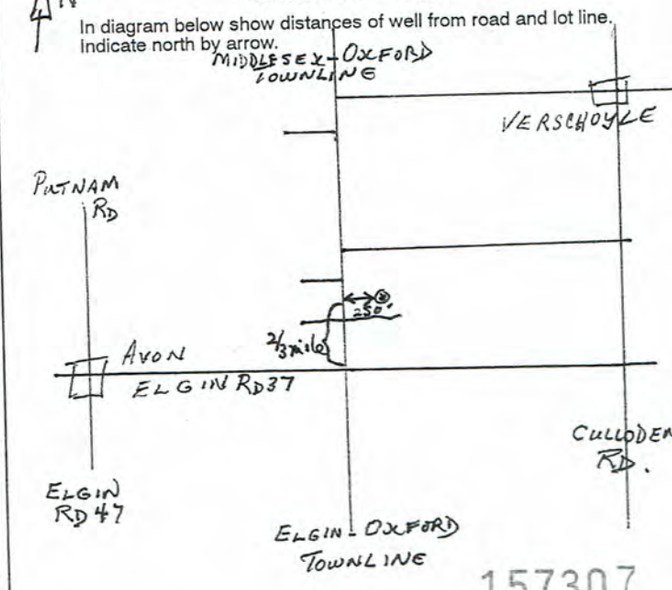
Static level	Water level end of pumping	Water levels during ☑ Pumping ☐ Recovery: 15 minutes	30 minutes	45 minutes	60 minutes
5 feet	8 feet	8 feet	8 feet	8 feet	8 feet

If flowing give rate	Pump intake set at	Water at end of test
GPM	feet	☑ Clear ☐ Cloudy

Recommended pump type	Recommended pump setting	Recommended pump rate
☐ Shallow ☑ Deep	20 feet	12+ GPM

LOCATION OF WELL

In diagram below show distances of well from road and lot line. Indicate north by arrow.



157307

FINAL STATUS OF WELL

☑ Water supply ☐ Observation well ☐ Test hole ☐ Recharge well
☐ Abandoned, insufficient supply ☐ Abandoned, poor quality ☐ Abandoned (Other) ☐ Dewatering
☐ Unfinished ☐ Replacement well

WATER USE

☑ Domestic ☐ Stock ☐ Irrigation ☐ Industrial
☐ Commercial ☐ Municipal ☐ Public supply ☐ Cooling & air conditioning
☐ Not used ☐ Other .....

METHOD OF CONSTRUCTION

☐ Cable tool ☐ Rotary (conventional) ☐ Rotary (reverse) ☑ Rotary (air)
☐ Air percussion ☐ Boring ☐ Diamond ☐ Jetting
☐ Driving ☐ Digging ☐ Other .....

Name of Well Contractor	Well Contractor's Licence No.
J.B. WILSON & SON LTD	5466
Address: RR#1 SPRINGFIELD	
Name of Well Technician: JOHN WILSON	Well Technician's Licence No.: T-0362
Signature of Technician/Contractor	Submission date: day mo yr

MINISTRY USE ONLY

1 - CONTRACTOR'S COPY

0506 (07/94) Front Form

Tab 2

UPPER THAMES RIVER CONSERVATION AUTHORITY

Thames Canadian Heritage River

"Inspiring a Healthy Environment"

July 29th 2024

County of Oxford Community & Strategic Planning Office
21 Reeve Street
Woodstock, ON, N4S 7Y3

Attention: Spencer McDonald (sent via email: **planning@oxfordcounty.ca**)

Re: UTRCA Comments
Application for Minor Variance
File No. A07-2024
Applicant(s) / Owner(s): Kevin Paton
5626 Pigram Line, Township of South-West Oxford

The Upper Thames River Conservation Authority (UTRCA) has reviewed this application with regard for the policies within the Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (June 2006), Section 28 of the *Conservation Authorities Act,* the *Planning Act*, the Provincial Policy Statement (PPS, 2020), and the Upper Thames River Source Protection Area Assessment Report.

BACKGROUND & PROPOSAL

The subject lands are municipally known as 5626 Pigram Line in the Township of South-West Oxford. The lands are designated Agricultural Reserve within the Oxford County Official Plan (2021 consolidation), and are zoned 'General Agricultural (A2)' within the Township of South-West Oxford Zoning By-law (No. 25-98).

The purpose of this application is to seek relief from **Section 6.1, Table 6.1.1.3 – Regulations for Accessory Uses – Agricultural Zones** to increase the cumulative maximum permitted lot coverage for accessory buildings from 185m² to 279m², and, to seek relief from **Section 6.4.2.2 – Additional Residential Units – Where Not Permitted** to permit a detached additional residential unit (ARU) on land containing natural hazards without clearance/approval from the Conservation Authority having jurisdiction, or any lot that does not meet Provincial access standards during a regulatory flood event. The Minor Variance application is required to facilitate the construction of a detached ARU within a proposed accessory structure on the subject lands.

UTRCA staff had been in communications with the applicant regarding this proposal in May of 2024 when an inquiry was made. UTRCA regulation limit mapping was provided, along with an updated floodplain elevation, which confirmed the entirety of the subject lands were within the flood hazard associated with the Reynolds Creek Drain. UTRCA staff advised the applicant that intensification within hazard lands was not permitted, and that a Section 28 Permit, which would be required for the development, could not be issued at a staff level.

DELEGATED RESPONSIBILITY & STATUTORY ROLE

Provincial Policy Statement 2020

The UTRCA has the provincially delegated responsibility for the natural hazard policies of the PPS, as established under the "Provincial One Window Planning System for Natural Hazards" Memorandum of Understanding between Conservation Ontario, the Ministry of Natural Resources and Forestry (MNRF)

and the Ministry of Municipal Affairs and Housing. Accordingly, the Conservation Authority represents the provincial interest in commenting on development applications with respect to natural hazards and ensures that applications are consistent with the PPS.

The UTRCA's role in the development process is comprehensive and coordinates our planning and permitting interests. Through the plan review process, we ensure that development applications meet the tests of the *Planning Act*, are consistent with the PPS, conform to municipal planning documents, and with the policies in the UTRCA's Environmental Planning Policy Manual (2006). Permit applications must meet the requirements of Section 28 of the *Conservation Authorities Act* and the policies of the UTRCA's Environmental Planning Policy Manual (2006). This approach ensures that the principle of development is established through the *Planning Act* approval process and that a permit application can be issued under Section 28 of the *Conservation Authorities Act* once all of the planning matters have been addressed.

Section 28 Regulations - Ontario Regulation 41/24

The subject lands are regulated by the UTRCA in accordance with Ontario Regulation 41/24, made pursuant to Section 28 of the *Conservation Authorities Act*. The regulation limit is comprised of:

- Riverine flooding and erosion hazards associated with the Reynolds Creek Drain and watercourse UT-RC-93; as well as,
- An unevaluated wetland and its surrounding 30m area of interference on the subject and adjacent lands.

Please refer to the attached mapping for the location of the regulated features. In cases where a discrepancy in the mapping occurs, the text of the regulation prevails and a feature determined to be present on the landscape may be regulated by the UTRCA.

The UTRCA has jurisdiction over lands within the regulated area and requires that landowners obtain written approval from the Authority prior to undertaking any site alteration or development within this area including filling, grading, construction, alteration to a watercourse and/or interference with a wetland.

NATURAL HAZARDS

Natural hazard planning involves planning for risks associated with naturally occurring processes. These risks include the potential for loss of life and property damage. In Ontario, prevention is the preferred approach for managing hazards in order to minimize these risks. The UTRCA represents the provincial interest in commenting on *Planning Act applications* with respect to natural hazards. The UTRCA's policies are consistent with the PPS and the applicable policies include:

3.2.2 General Natural Hazard Policies

These policies ensure that new development and site alteration are directed away from hazard lands. No new hazards will be created and existing hazards will not be aggravated through new development. As well, the UTRCA does not support the fragmentation of hazard lands through lot creation which is consistent with the PPS.

3.2.3 Riverine Flooding Hazard Policies

These policies address matters such as the provision of detailed flood plain mapping, flood plain planning approach and uses that may be allowed in the flood plain subject to satisfying the UTRCA's Section 28 permit requirements.

Revised floodplain modeling efforts produced an updated floodplain elevation of 267.55masl.

3.2.4 Riverine Erosion Hazard Policies
The Authority generally does not permit development and site alteration in the meander belt or on the face of steep slopes, ravines and distinct valley walls. The establishment of the hazard limit must be based upon the natural state of the slope, and not through re-grading or the use of structures or devices to stabilize the slope.

3.*2.6 & 3.3.2 Wetland Policies* – Natural Hazard
New development and site alteration is not permitted in wetlands. Furthermore, new development and site alteration may only be permitted in the area of interference and /or adjacent lands of a wetland if it can be demonstrated through the preparation of an Environmental Impact Study (EIS) that there will be no negative impact on the hydrological function of the wetland feature and no potential hazard impact on the development.

DRINKING WATER SOURCE PROTECTION - *Clean Water Act*
The subject lands ***are*** located within a vulnerable area. For more information pertaining to drinking water source protection, please refer to the approved Source Protection Plan at:
https://www.sourcewaterprotection.on.ca/approved-source-protection-plan/

SUMMARY & RECOMMENDATION
As indicated, the subject lands are regulated due to the presence of riverine flooding and erosion hazards associated with the Reynolds Creek Drain and watercourse UT-RC-93; as well as an unevaluated wetland and its surrounding 30m area of interference on the subject and adjacent lands.

The UTRCA has undertaken revised flood modeling for much the watershed, including this general area. A floodplain elevation of 267.55masl was provided to the applicant in May of 2024 which confirmed the presence of flooding, and confirmed that the existing access from Pigram Road would be inundated with flood waters during a regulatory (250-year) storm. Consistent with the following policies, the UTRCA would not support the proposed development:

Provincial Policy Statement (PPS, 2020) Section 3.1.1: ***"****Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:*

b) hazardous lands adjacent to river, stream and small inland lake systems which are impacted by flooding hazards and/or erosion hazards"

PPS 2020 Section 3.1.2: "*Development and site alteration shall not be permitted within:*

c) areas that would be rendered inaccessible to people and vehicles during times of flooding hazards, erosion hazards and/or dynamic beach hazards, unless it has been demonstrated that the site has safe access appropriate for the nature of the development and the natural hazard; and,

d) a floodway regardless of whether the area of inundation contains high points of land not subject to flooding."

Environmental Planning Policy Manual For The Upper Thames River Conservation Authority, June 2006 - Section 3.2.2: *"1. New development and site alteration generally will be directed away from hazard lands.*

Section 3.2.3.1: *"2. Development and site alteration is generally prohibited within the floodway of any watercourse regardless of whether the area of inundation contains high points of land not subject to flooding.*

4. For new development, vehicular and pedestrian access must be dry (at or above the Regulatory Flood Elevation).

As the proposal for an Additional Residential Unit (ARU) is not consistent with the Provincial Policy Statement or UTRCA policy, the UTRCA recommends that the application for Minor Variance ***be refused***. Any new development to the subject lands will require a Section 28 Permit prior to development. Due to the flood hazard present, UTRCA Regulations staff will not be in a position to issue the required permits for an ARU at a staff level.

UTRCA REVIEW FEES

Consistent with UTRCA Board of Directors approved policy; Authority Staff are authorized to collect fees for the review of *Planning Act Application.* Our fee for this review is as follows:

Minor Variance (Minor)	$265.00
TOTAL	**$265.00**

Thank you for the opportunity to comment. Please contact the undersigned if you have any questions.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Eric Gaskin
Land Use Planner I

Enclosure: UTRCA Regulation Limit mapping (please print on legal size paper for accurate scales)
Sent via email -
UTRCA - Deb Kirk
UTRCA - Ben Dafoe
County of Oxford - Spencer McDonald
Township of South-West Oxford - Julie Middleton



Regulated Areas

Regulation under s.28 of the Conservation Authorities Act
Prohibited Activities, Exemptions and Permits.
O. Reg. 41/24.

Legend

- UTRCA Watershed (2017 LiDAR)
- Assessment Parcel (MPAC)
- Watercourse (UTRCA, 2020)
  - Open
  - Closed Design/Tiled
- Wetlands (MNRF)
  - Evaluated-Provincial
  - Evaluated-Other
  - Not Evaluated
- Regulated Wetland
- Erosion Hazard Limit
- Regulation Limit 2024

The mapping is for information screening purposes only, and shows the approximate regulation limits. The text of Ontario Regulation 41/24 supersedes the mapping as represented by this data layer. This mapping is subject to change. A site specific determination may be made by the UTRCA.

This layer is the approximate limit for areas regulated under Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits, which came into effect April 1, 2024.

The UTRCA disclaims explicitly any warranty, representation or guarantee as to the content, sequence, accuracy, timeliness, fitness for a particular purpose, merchantability or completeness of any of the data depicted and provided herein.

The UTRCA assumes no liability for any errors, omissions or inaccuracies in the information provided herein and further assumes no liability for any decisions made or actions taken or not taken by any person in reliance upon the information and data furnished hereunder.

This map is not a substitute for professional advice. Please contact UTRCA staff for any changes, updates and amendments to the information provided.

This document is not a Plan of Survey.

Sources: Base data, Aerial Photography used under licence with the Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry Copyright © King's Printer for Ontario; City of London.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Copyright ©2024 UTRCA.

Notes:
5626 Pigram Line (Township of Southwest Oxford)

Created By: BD May 23, 2024

* Please note: Any reference to scale on this map is only appropriate when it is printed landscape on legal-sized (8.5" x 14") paper.

0 160 320 640
metres
1:8,000

N

Tab 3

SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1
Email: paula.lombardi@siskinds.com
Delivered: via Courier and Email

October 2, 2024

Upper Thames Region Conservation Authority
1424 Clarke Road
London, Ontario, N5V 5B9
regulationsinquiry@thamesriver.on.ca

Re: Section 28 Permit Application
5926 Pigram Line, Mt. Elgin, Township of South-West Oxford

We are legal counsel to Kevin Conner Paton (the "**Client**"), who is the owner of the property situated at 5626 Pigram Line, Mount Elgin, Township of South-West Oxford, Province of Ontario (the "**Subject Property**").

Our Client is seeking a permit under the provisions of section 28 of the *Conservation Authorities Act*, R.S.O. 1990, c.C.27 (the "***CAA***") to permit the construction of an accessory residential dwelling unit ("**ARU**") on the Subject Property ("**Section 28 Permit**"). The proposed ARU is approximately 139 m^2 (1,500 ft^2) in size being approximately 50% of the proposed structure with the remaining 139 m^2 (1,500 ft^2) being utilized for the storage of equipment, vehicles, and other items.

In support of the Section 28 Permit request, please find enclosed the following:

1. Certified cheque in the amount of $1,590.00 representing payment of the applicable UTRCA application fee;
2. Completed UTRCA Application form;
3. Water Well Record from the Ministry of Environment and Energy (the "**Water Well Record**");
4. Sketch showing the location of the proposed ARU.

Background Information

The Subject Property is approximately 38 ha (94 ac) in size and contains an existing single-detached dwelling being 297 m^2 (3,200 ft^2) in area, a detached garage and a shed totalling approximately 54m^2 (581 ft^2) in area. The Subject Property is serviced by a private well and individual septic system.

SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1

The Conservation Ontario historical flood event database for the years 1900 to 2020 confirms that the Subject Property has not experienced any flood events over the past one hundred and twenty (120) years.

The proposed ARU is situated approximately 24.4 m (80 ft) to the north of the existing single detached house, garage and shed and to the east, and outside, of the existing wooded area.

Soil Structure

The well providing potable water on the Subject Property was drilled in 1995. This well is situated immediately adjacent to the location of the proposed ARU. We have attached a copy of the Water Well Record report confirming the stability of the soil in the area. The area consists of packed stones, dense clay, porous coarse sand, and mixed gravel/clay. There is sufficient capacity in the well to provide potable water to the proposed ARU.

Surrounding Use

The Spring Lake RV Trailer Park is situated approximately 1 mile (1.6 km) to the east of the Subject Property and was established prior to the single detached dwelling being constructed on the Subject Property.

Based on the UTRCA information provided the Spring Lake RV Trailer Park would also be situated in the floodplain area. This use has been permitted to continue and has continued without any incidents of flooding consistent with the Conservation Ontario historical flood event database.

In addition, the Subject Property and immediate surrounding area has never been subject to any flood events or impacted by any flooding.

Additional Residential Unit (ARU)

The proposed ARU on the Subject Property is in-keeping with the policies applicable to the development of an ARU in a rural area.

It is notable that at no time has the area of the proposed ARU on the Subject Property been rendered inaccessible to people and/or vehicles due to a flood hazard. The area provides safe access that is appropriate for the proposed ARU development.

The UTRCA flood map does not reflect current conditions particularly given that the area has not been subject to any flooding over the course of the last one hundred and twenty (120) years as confirmed by the Conservation Ontario mapping database. The existing structures on the Subject Property have never been impacted by any flood events or unstable soils.

It appears that the UTRCA, upon review of the application in support of the proposed ARU, has taken the position that the Subject Property does not have safe access despite knowing that the proposed ARU is being proposed on a lot consisting of an existing dwelling and other buildings that, since their construction, never had their access restricted, hindered or obstructed.

SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1

The appropriate UTRCA mapping to be applied to the proposed development of the ARU on the Subject Property is the UTRCA mapping from 2016. The new mapping being relied upon by the UTRCA has not been subject to the appropriate public consultation process. The regulated area screening map was updated on May 1, 2024, absent any public consultation or review.

The last significant rain event occurring in the area had no impact and resulted in no damage on or to the Subject Property confirming its stability to support the proposed ARU.

The UTRCA flood hazard mapping is not reflective of the current and known historical conditions as evidenced by the Conservation Ontario mapping database.

The Township of South-West Oxford updated its Official Plan policies regarding ARUs in rural areas. The proposed ARU on the Subject Property generally meets the applicable policies as set out in the Official Plan. Official Plan policy 3.2.8.1 Flood Plains specify that the Conservation Authority Mapping shall be deemed to represent the most recent floodplain delineation of the Subject Property. The review of this mapping must take into consideration the actual mapping of Conservation Ontario confirming current conditions and verifying that the Subject Property has not experienced any flooding events over the course of the last 120 years. The available factual data confirms that the area is at no risk of flooding contrary to any comments made by the UTRCA.

There is no indication of any unstable soils in the area of the proposed ARU on the Subject Property. The information from the Water Well Record confirms the stability of the soils in the area, in addition to the existing dwelling and buildings on the Subject Property.

In addition, the proposed ARU will be provided safe access from the existing driveway. The drinking water in the area has never been negatively impacted or compromised.

Taking into consideration the information set out above, we request that the section 28 permit be issued to our Client for the proposed ARU, subject to any required minor variances relating to lot coverage.

Yours very truly,

Siskinds LLP

Paula Lombardi

e-signature
Per:
Paula Lombardi
Partner

Application for Development, Interference with Wetlands and Watercourses Permit under Section 28 of the Conservation Authorities Act

UPPER THAMES RIVER CONSERVATION AUTHORITY
Upper Thames River Conservation Authority
1424 Clarke Road London, Ontario N5V 5B9
Phone 519-451-2800 Fax 519-451-1188
E-mail: regulationsinquiry@thamesriver.on.ca

Application # _____

Name of Landowner: Kevin Conner Paton

E-mail: [redacted] Phone Home: _____ Phone Bus.: _____

Address: 5626 Pigram Line, Mt. Elgin, N0J 1NO Postal Code: _____ Project Location: Pt. Lots 26, 27 & 28, Conc. 6 (Dereham) located on the east side of the road between Prouse Road and Daniel Road.

Street and Number, or Lot(s) and Concession Number/ 911 Address — Municipality

DESCRIPTION OF PROJECT

General description of project: Construction of an Accessory Residential Unit (ARU), on property zoned 'General Agricultural Zone (A2) ~~within what is identified as a floodplain (Reynolds Creek Drain) area in the Township~~ of South West Oxford.

All applications must be accompanied by a detailed site plan, providing information on the following:

1) general location of property in relation to roads,
2) location and dimensions of all existing structures on the property,
3) location of any watercourse, wetland, or steep slope on or near the subject property,
4) intended location of all proposed work, including construction, filling/grading/excavation, wetland interference, or watercourse alteration,
5) location of septic system, if applicable, and other property utilities, wells, etc., and
6) cross-section of proposed work, showing existing and final grades and structure openings.

Works including floodproofing of structures must be accompanied by detailed drawings, prepared by qualified professional engineers, with proper dates and stamps appearing on all plans. If filling is proposed, details on the type, area, and volume of fill must be provided to the UTRCA, with existing and proposed grades clearly presented on plans.

Unless otherwise requested, the UTRCA only requires one copy of all project drawings. Multi-paged engineering drawings must be folded or reproduced on 11 x 17" sheets.

Dates of Commencement and Completion of Project: Immediately upon issuance of the ~~minor variance following the issuance~~ of the s. 28 permit. to 6 mos. to complete

If other approvals required for this project please indicate:

- ☐ Federal - Fisheries Act
- ☐ Province - MNRF Work Permit
- ☐ Municipal - Building Permit
- ☐ Other _____
- ☐ Permit to Take Water
- ☐ Zoning ☐ Severance ☐ OPA ☐

Name of Applicant if different than Landowner: _____

Mailing Address if different than above: _____

Postal Code: _____ Phone: _____ E-mail: _____

Applicant's Signature: _____

Application Date - Month: _____ Day: _____ Year: _____

Agent for Applicant (if different from above): _____

Mailing Address: _____

Postal Code: _____ Phone: _____ E-mail: _____

For UTRCA Completion Only

Application fee:_____ Date received:_____ Received by:_____

Regulatory floodline elevation:_____ Typical ground elevation:_____

Other pertinent comments_____

_____

Project-specific requirements (refer to page 2 for general conditions) _____

_____

_____

Approved by:_____ Date approved:_____

Site inspection: Date:_____ By:_____

TERMS AND CONDITIONS

The Owner and Applicant, by acceptance of and in consideration of the issuance of this permit, agree to the following terms and conditions:

1. Permission granted by the Upper Thames River Conservation Authority cannot be transferred without prior written approval from the Upper Thames River Conservation Authority.
2. Approvals may be required from other agencies prior to undertaking the work proposed. The Upper Thames River Conservation Authority does not exempt the Applicant from complying with any or all other approvals, laws, statutes, or regulations.
3. The Upper Thames River Conservation Authority may at any time withdraw any permission given if, in the opinion of the Conservation Authority, the representations contained in the application for permission are not carried out or the conditions/requirements of the permit are not complied with.
4. Authorized representatives of the Upper Thames River Conservation Authority may at any time enter onto the lands that are described herein, in order to make any surveys, examinations, investigations or inspections that are required for the purpose of insuring that the work(s) authorized by this permit are being carried out according to the terms of this permit.
5. The Owner and Applicant agree:
   - To indemnify and save harmless the Upper Thames River Conservation Authority and its officers, employees, or agents from and against all dam age, loss, costs, claims, demands, actions and proceedings, arising out of or resulting from any act or omission of the Owner and/or Applicant or any of his agents, employees or contractors relating to any of the particulars, terms or conditions of this permit;
   - That this permit shall not release the Applicant from any legal liability or obligation and remains in force subject to all limitations, requirements and liabilities imposed by law;
   - That all complaints arising from the execution of the works authorized under this permit shall be reported immediately by the Applicant to the Upper Thames River Conservation Authority. The Applicant shall indicate any action that has been taken, or is planned to be taken, with regard to each complaint.
6. The project shall be carried out in full accordance with the plans submitted in support of the application.
7. The Applicant agrees to install and maintain all sedimentation controls until all disturbed areas have been stabilized.
8. All disturbed areas shall be seeded, sodded, or stabilized in some other manner acceptable to the Conservation Authority as soon as possible, and prior to the expiry of this permit.
9. The Applicant agrees to maintain all existing drainage patterns, and not to obstruct external drainage from other adjacent private lands.

NOTE: The information on this form is being collected for the purpose of administering a regulation made pursuant to Section 28, Conservation Authorities Act, R.S.O. 1990, Chapter 27. This application and supporting documents and any other documentation received relating to this application, may be released, in whole or in part, to other persons in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990c. M.56, as amended.

018

The Ontario Water Resources WATER WELL RECORD

Ministry of Environment and Energy
Ontario

Print only in spaces provided.
Mark correct box with a checkmark, where applicable.

County or District	Township/Borough/City/Town/Village	Con	block	tract	survey, etc.	Lot
OXFORD	(DEREHAM) S-W. OXFORD	6				28

Owner's surname	First name	Address	Date completed (day / month / year)
PATON	KEVIN	RR#1 MT. ELGIN 5626 Pigram Line	16 / 8 / 95

LOG OF OVERBURDEN AND BEDROCK MATERIALS (see instructions)

General colour	Most common material	Other materials	General description	Depth – feet From	Depth – feet To
BROWN	SAND/CLAY	STONES	PACKED	0	8
GREY	CLAY		DENSE	8	10
GREY	GRAVEL	CLAY	MIXED	10	11
GREY	GRAVEL	COARSE SAND	POROUS	11	16
GREY	CLAY	STONES	DENSE	16	20
GREY	CLAY	COARSE SAND - STONES	MIXED	20	26
GREY	GRAVEL	COARSE SAND	POROUS	26	30

WATER RECORD

Water found at – feet	Kind of water		
11-16	☑ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	
26-30	☑ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	
	☐ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	
	☐ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	
	☐ Fresh ☐ Salty	☐ Sulphur ☐ Minerals ☐ Gas	

CASING & OPEN HOLE RECORD

Inside diam inches	Material	Wall thickness inches	Depth – feet From	Depth – feet To
6	☑ Steel ☐ Galvanized ☐ Concrete ☐ Open hole ☐ Plastic	.188	0	30
	☐ Steel ☐ Galvanized ☐ Concrete ☐ Open hole ☐ Plastic			
	☐ Steel ☐ Galvanized ☐ Concrete ☐ Open hole ☐ Plastic			

SCREEN

Sizes of opening (Slot No.)	Diameter inches	Length feet
Material and type	Depth at top of screen feet	

PLUGGING & SEALING RECORD

☐ Annular space ☐ Abandonment

Depth set at – feet From	Depth set at – feet To	Material and type (Cement grout, bentonite, etc.)

PUMPING TEST

Pumping test method	Pumping rate	Duration of pumping
☑ Pump ☐ Bailer	15 GPM	2 Hours ..... Mins

Static level	Water level end of pumping	Water levels during ☑ Pumping ☐ Recovery			
		15 minutes	30 minutes	45 minutes	60 minutes
5 feet	8 feet	8 feet	8 feet	8 feet	8 feet

If flowing give rate	Pump intake set at	Water at end of test
GPM	feet	☑ Clear ☐ Cloudy

Recommended pump type	Recommended pump setting	Recommended pump rate
☐ Shallow ☑ Deep	20 feet	12+ GPM

FINAL STATUS OF WELL

☑ Water supply ☐ Observation well ☐ Test hole ☐ Recharge well
☐ Abandoned, insufficient supply ☐ Abandoned, poor quality ☐ Abandoned (Other) ☐ Dewatering
☐ Unfinished ☐ Replacement well

WATER USE

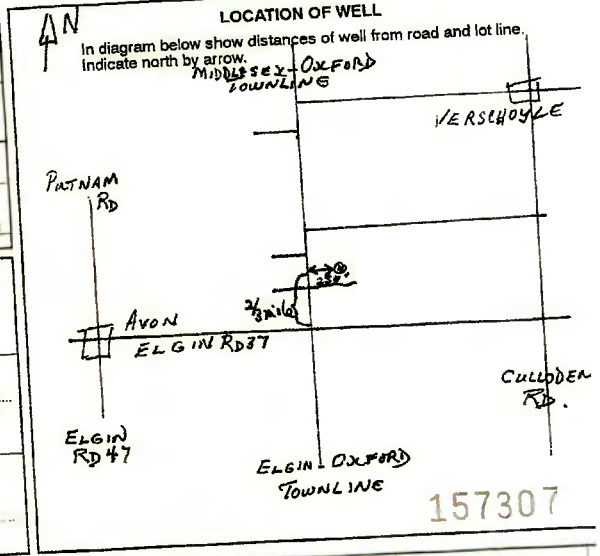
☑ Domestic ☐ Stock ☐ Irrigation ☐ Industrial
☐ Commercial ☐ Municipal ☐ Public supply ☐ Cooling & air conditioning
☐ Not used ☐ Other .....

METHOD OF CONSTRUCTION

☐ Cable tool ☐ Rotary (conventional) ☐ Rotary (reverse) ☑ Rotary (air)
☐ Air percussion ☐ Boring ☐ Diamond ☐ Jetting
☐ Driving ☐ Digging ☐ Other .....

LOCATION OF WELL

In diagram below show distances of well from road and lot line.
Indicate north by arrow.



157307

Name of Well Contractor	Well Contractor's Licence No.
J.B. WILSON & SON LTD	5466
Address: RR#1 SPRINGFIELD	
Name of Well Technician: JOHN WILSON	Well Technician's Licence No. T-0362
Signature of Technician/Contractor	Submission date (day / mo / yr)

MINISTRY USE ONLY

0506 (07/94) Front Form

1 - CONTRACTOR'S COPY

THIS DOCUMENT CONTAINS SECURITY FEATURES - SEE REVERSE

019

Bank of Montreal
270 Dundas Street
London, ON, Canada N6A 1H3

Siskinds LLP
275 Dundas St, Unit 1
London, ON, Canada N6B 3L1
(519) 672-2121

Cheque No. 1108407

BMO Bank of Montreal
270 Dundas St
London Ont
OCT 03 2024
1-348
Certified

Date 0 2 1 0 2 0 2 4
D D M M Y Y Y Y

VOID IF NOT CASHED WITHIN 90 DAYS

ONE THOUSAND FIVE HUNDRED NINETY AND 00/100 DOLLARS

$******1,590.00

PAY TO Upper Thames River Conservation Authority

Siskinds LLP.
TRUST ACCOUNT

PER

PER

[redacted]

Request Number: 481918
Check Number:
Check Date: Oct 02-24

Payee: Upper Thames River Conservation Authority

Client	Matter	Remarks	Amount
952927	884665	application fee	1,590.00

Tab 4

SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1

File: 884665

Email: paula.lombardi@siskinds.com
Delivered by: Email gordonj@thamesriver.on.ca

July 16, 2025

Upper Thames Region Conservation Authority
1424 Clarke Road
London, Ontario, N5V 5B9
regulationsinquiry@thamesriver.on.ca

Attention: Joe Gordon, Regulations Coordinator
Upper Thames River Conservation Authority

RE: Section 28 Permit Application
5626 Pigram Line, Mt. Elgin, Township Of South-West Oxford
UTRCA File No.: 195-24

We are legal counsel to Kevin Conner Paton (the "**Client**"), who is the owner of the property situated at 5626 Pigram Line, Mount Elgin, Township of South-West Oxford, Province of Ontario (the "**Subject Property**"). This letter is further to our Client's submissions in support of their Section 28 Permit application submitted to the UTRCA on October 2, 2024 with the Grading Plan being submitted on May 15, 2024. We note that the capitalized terms in this letter have the same meaning as set out in our October 2, 2024 submissions.

Our Client applied for its Section 28 Permit to facilitate the construction of an accessory residential unit ("**ARU**") on the Subject Property. The proposed ARU is approximately 139 m^2 (1,500 ft^2) in size being approximately 50% of the proposed structure with the remaining 139 m^2 (1,500 ft^2) being utilized for the storage of equipment, vehicles, and other items.

In reviewing the Grading Plan, the UTRCA requested that the proposed grade elevations and drainage details pre and post development activity be included. The UTRCA also requested that we provided written confirmation as to whether the proposed construction of the ARU will maintain the existing grade elevations or whether additional fill placement or site grading is being proposed.

We can advise that our Client is not proposing to import any fill to the Subject Property as part of the construction of the ARU. Our Client will however be required to grade in the area around the ARU in accordance with the Site Plan / Grading Plan prepared by Spriet

Direct
Phone: 519.660.7878
Fax: 519.660.7879

Direct Toll Free
Phone: 1.877.672.2121

Head Office
Phone: 519.672.2121
Fax: 519.672.6065

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275 Dundas Street, Unit 1
London, ON N6B 3L1

Associates (copy attached) and expect to utilize the fill from the construction activities on the Subject Property.

The elevation of the ARU will be slightly higher than the existing elevations due to the flood prevent design and aggregate required for the current cement slab base being proposed for the ARU. Upon review of the Subject Property, John Spriet, Professional Engineer retained to assist with the preparation of the Site Plan / Grading Plan indicated that the existing garage floor of the dwelling on the Subject Property is of adequate and sufficient height.

The ARU will be serviced by the existing drilled well situated on the Subject Property. The geotechnical information has been previously submitted to the UTRCA. We note that the proposed ARU will require a new septic system for which our Client will be required to obtain the necessary permit for the installation and construction of the septic.

The Subject Property is currently serviced by an existing dry access route. The Municipality's Road Superintendent confirmed that over the last approximately four (4) years, Pigram Line has been raised approximately twelve inches.

As noted in our earlier correspondence the Subject Property contains several buildings including a residential dwelling unit that has never experienced nor has had any restricted access due to flooding. The UTRCA flood hazard map for the area does not appear to take into consideration the raised elevation of Pigram Line as confirmed by the Municipality. As indicated previously, safe access is provided from the existing driveway utilized for the Subject Property.

You will find attached the information provided by our Client's Project Planning Manager as it relates to the details of the materials to be used during the construction of the ARU. We have attached the preliminary drawings; land verification sheet; building material and insulation quotes; and project overview cost estimate, along with the preliminary renderings showing the style of ARU building being proposed.

Our Client has also discussed the proposed design and construction materials of the ARU with the Municipality's Chief Building Official (the "**CBO**") to confirm the information required to support the building permit application for the ARU. Prior to any construction activities associated with the ARU our Client will be required to submit all the necessary supporting documentation and information to the Municipality for a building permit.

The issuance of the Section 28 Permit should be conditional on our Client obtaining the necessary building and septic permits, and any minor variances required to support the ARU.

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London, ON N6B 3L1

Attached as Schedule “A” to this letter is a series of photographs confirming that “dry” access is provided by Pigram Line and the area is not subject to the flooding concerns as being claimed by the UTRCA. The photographs are from the neighbouring farm showing the existence of a 100-year-old barn and house situated within ½ kilometre of the Subject Property and within 100 metres from the existing drain. We also note that also situated on that property is a 50-year-old residential dwelling and a 5,000 sq. ft. cold storage shed constructed within the last 10 years. The photographs confirm that the appropriate “dry” access is provided from Pigram Line and the area is not subject to the flooding concerns as being claimed by the UTRCA.

Do not hesitate to contact us if you have any questions or wish to discuss the contents of this letter in more detail.

Yours truly,
Siskinds LLP



e-signature
Per:
Paula Lombardi
Partner

c: Client

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London, ON N6B 3L1

Schedule "A"

The following photographs confirm the existence of a 100-year-old barn and house situated within ½ kilometre of the Subject Property and within 100 metres from the existing drain. We also note that also situated on that property is a 50-year-old residential dwelling and a 5,000 sq. ft. cold storage shed constructed within the last 10 years. The photographs confirm that the appropriate "dry" access is provided from Pigram Line and the area is not subject to the flooding concerns as being claimed by the UTRCA.



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London, ON N6B 3L1



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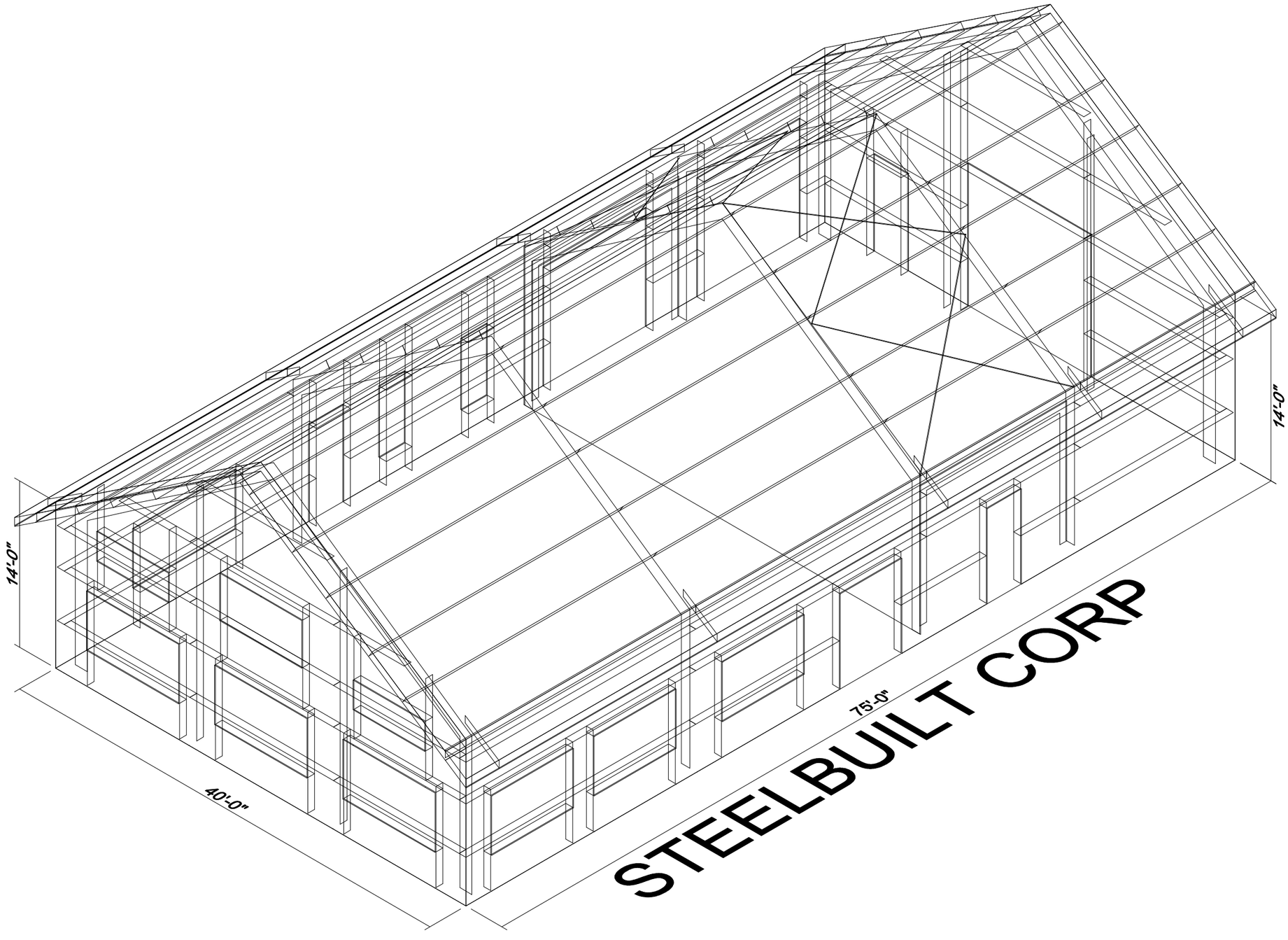
275 Dundas Street, Unit 1
London, ON N6B 3L1

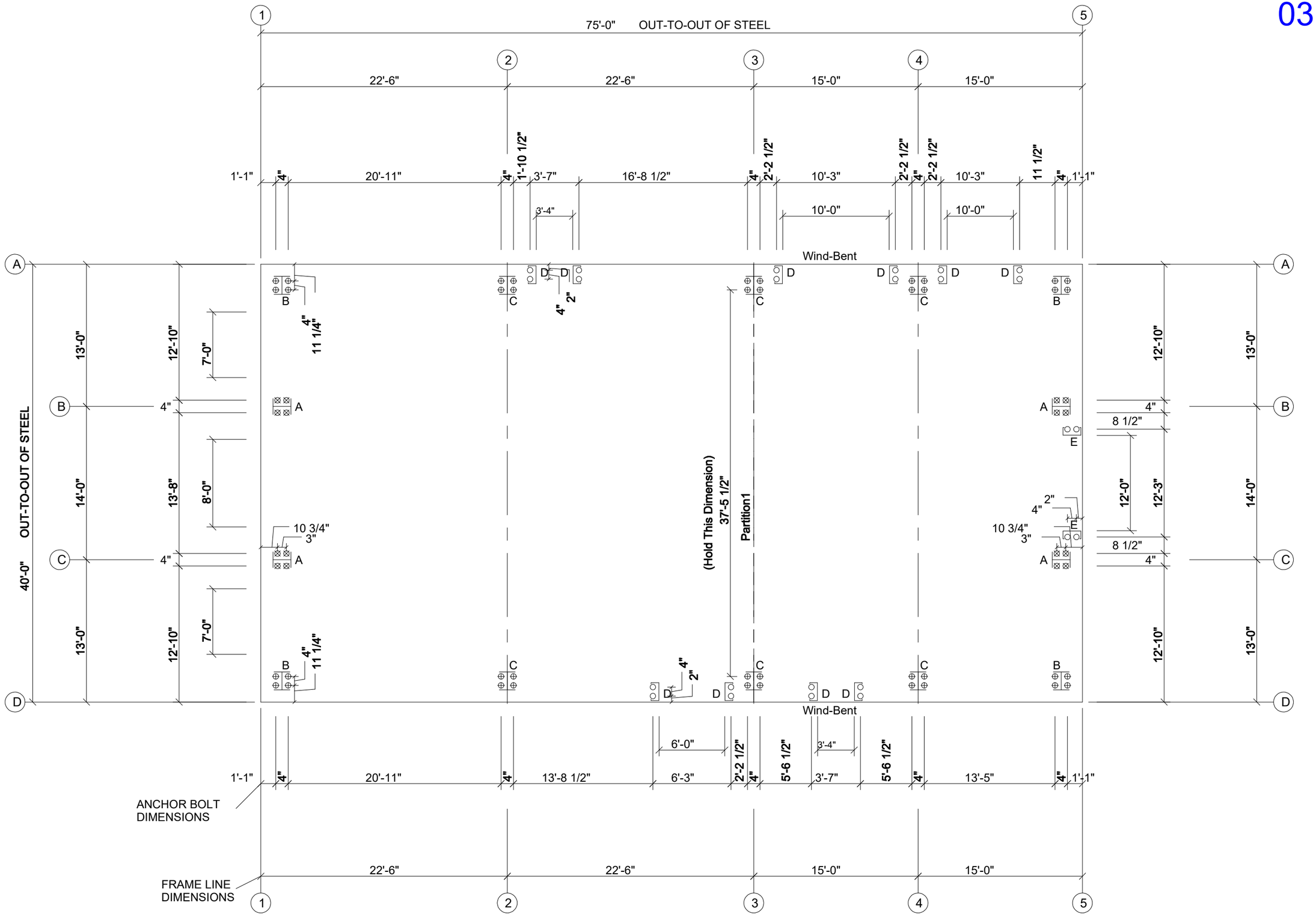


SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1



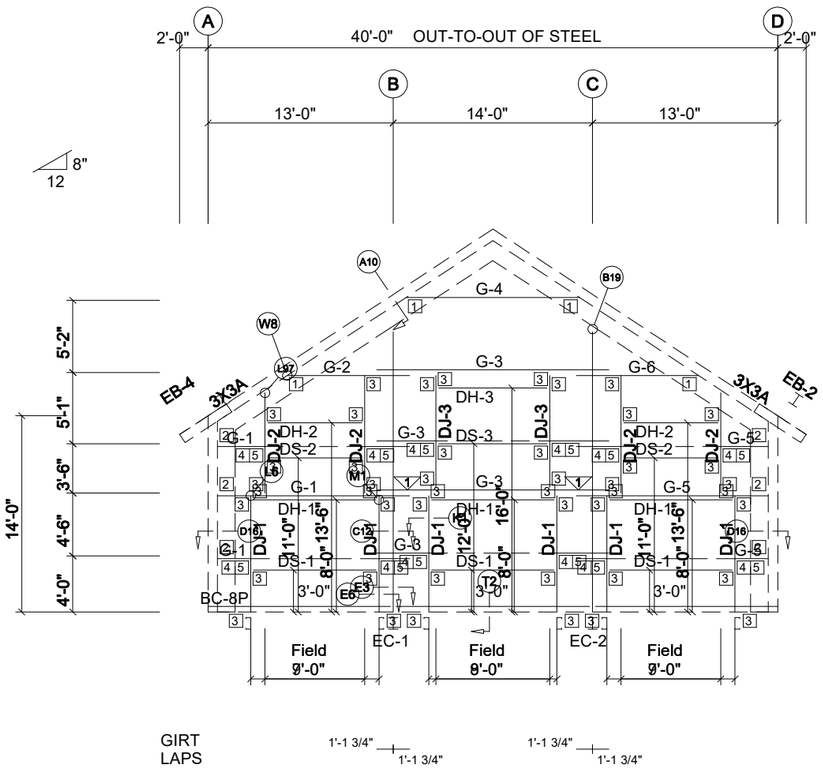

14'-0"
14'-0"
40'-0"
75'-0"
STEELBUILT CORP



ANCHOR BOLT PLAN

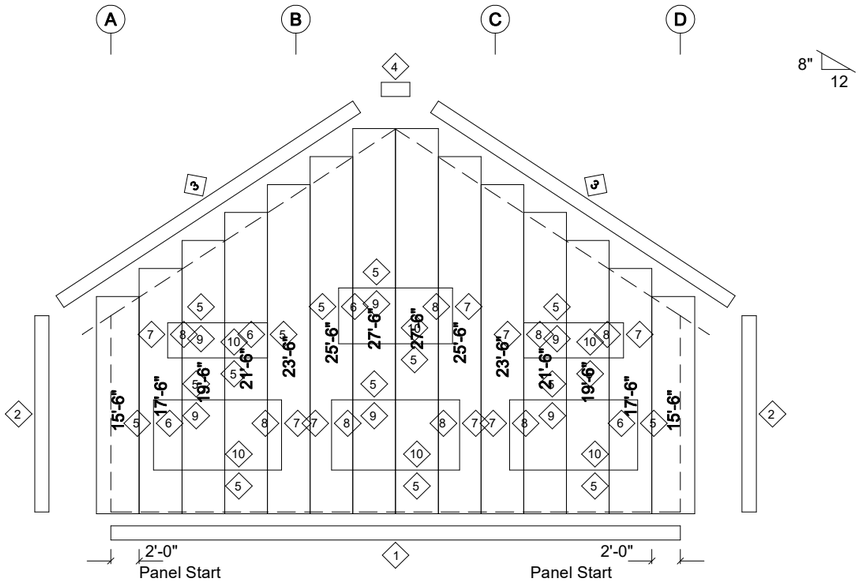
NOTE: All Base Plates @ 100'-0" (U.N.)

– — — – Partition Wall (See KeyDwg)



GIRT LAPS 1'-1 3/4" 1'-1 3/4" 1'-1 3/4" 1'-1 3/4"

ENDWALL FRAMING: FRAME LINE 1



ENDWALL SHEETING & TRIM: FRAME LINE 1

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE 1

QUAN	MARK	PART	LENGTH
1	EB-2		
1	EB-4		
1	EC-1		
1	EC-2		
6	DJ-1		
4	DJ-2		
2	DJ-3		
3	DH-1		
2	DH-2		
1	DH-3		
3	DS-1		
2	DS-2		
1	DS-3		
3	G-1		
1	G-2		
4	G-3		
1	G-4		
3	G-5		
1	G-6		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

◇ID	QUAN	MARK	LENGTH	DETAIL
1	3	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	4	T05	14'-0"	TRIM_126
4	1	T26	14'-0"	TRIM_130
5	16	T108	14'-0"	
6	4	T05	14'-0"	TRIM_7
7		T108	SCRAP	
8		T05	SCRAP	TRIM_7
9	6	T112	14'-0"	TRIM_6
10	6	T05	14'-0"	TRIM_10

BOLT TABLE: FRAME LINE 1

LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	1/2"	2"

CLIP TABLE: FRAME LINE 1

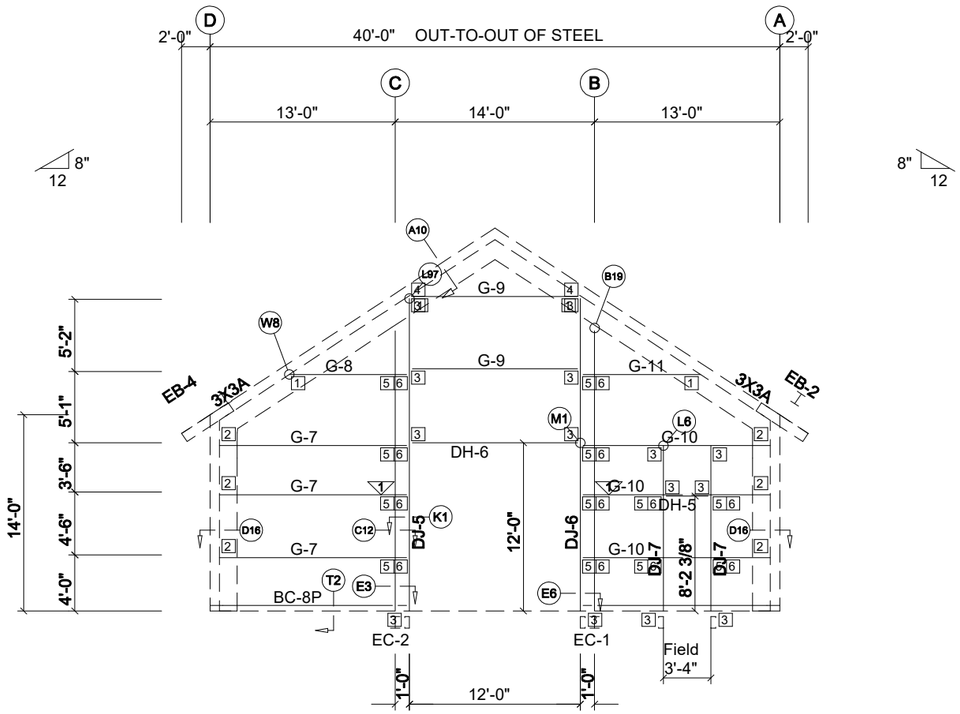
☐ID	QUAN	MARK	
1	4	d1	
2	6	r8	
3	46	C8	
4	12	C8-A	
5	12	C8-B	

ANGLE TABLE: FRAME LINE 1

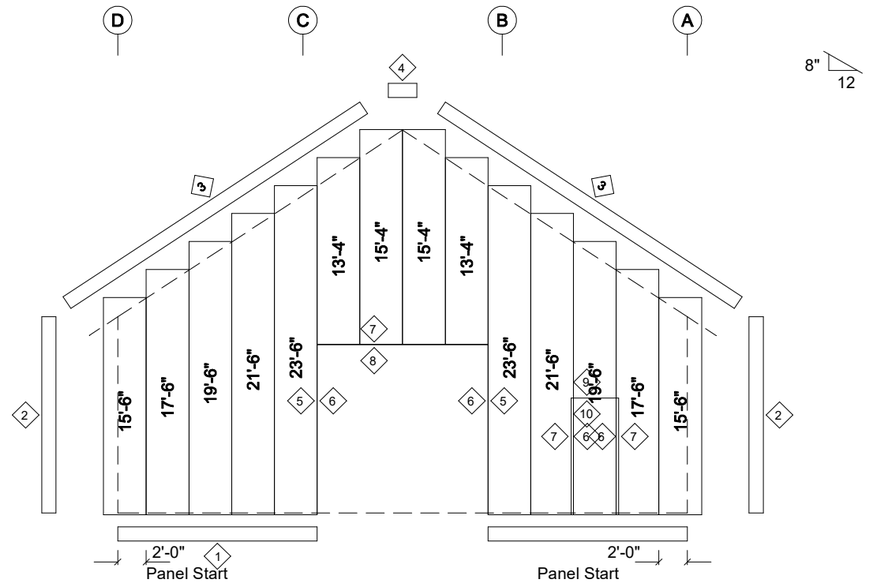
◇ID	QUAN	MARK	LENGTH
0	3	BC-8P	12'-0"
0	2	3X3A	12'-0"

FLANGE BRACE TABLE: FRAME LINE 1

◇ID	QUAN	MARK	LENGTH
1	1	FB28.9	2'-4 7/8"



ENDWALL FRAMING: FRAME LINE 5



ENDWALL SHEETING & TRIM: FRAME LINE 5

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE 5			
QUAN	MARK	PART	LENGTH
1	EB-2		
1	EB-4		
1	EC-1		
1	EC-2		
1	DJ-5		
1	DJ-6		
2	DJ-7		
1	DH-5		
1	DH-6		
3	G-7		
1	G-8		
2	G-9		
3	G-10		
1	G-11		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

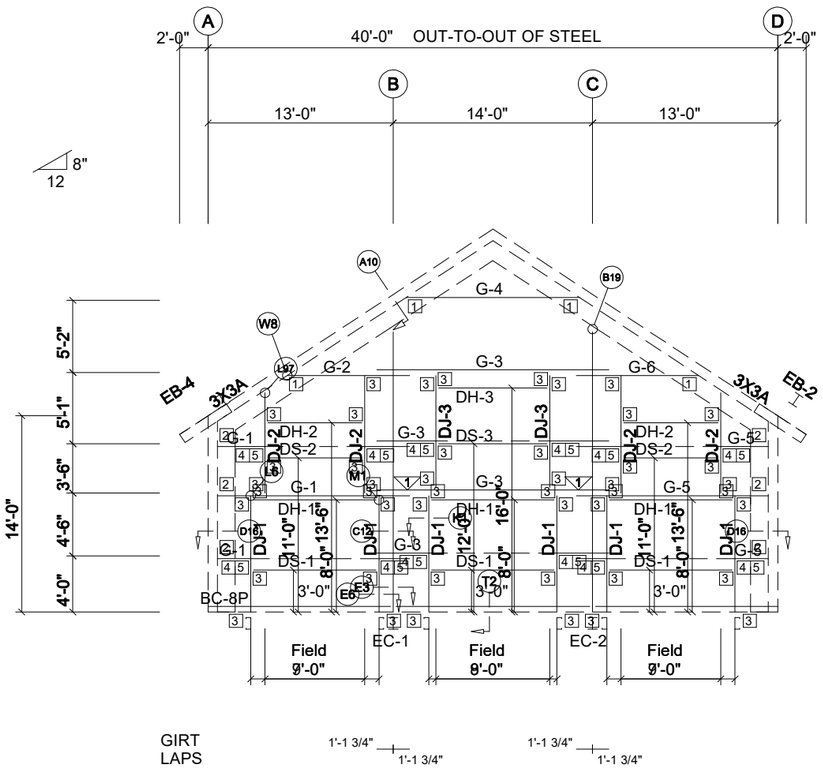
◇ID	QUAN	MARK	LENGTH	DETAIL
1	2	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	4	T05	14'-0"	TRIM_126
4		T26	SCRAP	TRIM_130
5	2	T308	14'-0"	
6	4	T05	14'-0"	TRIM_7
7	3	T108	14'-0"	
8	1	T112	14'-0"	TRIM_6
9		T108	SCRAP	
10		T112	SCRAP	TRIM_6

BOLT TABLE: FRAME LINE 5				
LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	1/2"	2"
Jamb	4	A307	1/2"	1 1/2"

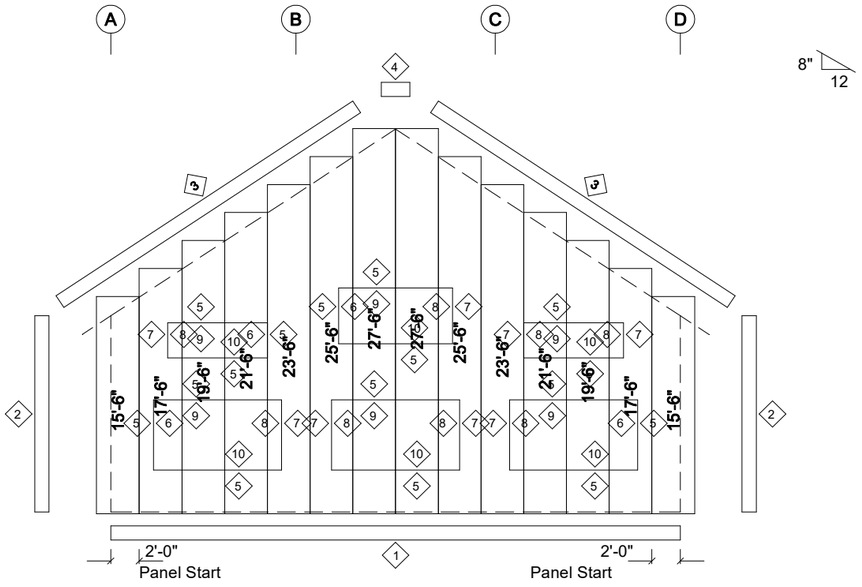
CLIP TABLE: FRAME LINE 5			
☐ID	QUAN	MARK	
1	4	d1	
2	6	r8	
3	14	C8	
4	2	n1	
5	12	C8-A	
6	12	C8-B	

ANGLE TABLE: FRAME LINE 5			
◇ID	QUAN	MARK	LENGTH
0	2	BC-8P	12'-0"
0	2	3X3A	12'-0"

FLANGE BRACE TABLE: FRAME LINE 5			
◇ID	QUAN	MARK	LENGTH
1	1	FB28.9	2'-4 7/8"



ENDWALL FRAMING: FRAME LINE 1



ENDWALL SHEETING & TRIM: FRAME LINE 1

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE 1			
QUAN	MARK	PART	LENGTH
1	EB-2		
1	EB-4		
1	EC-1		
1	EC-2		
6	DJ-1		
4	DJ-2		
2	DJ-3		
3	DH-1		
2	DH-2		
1	DH-3		
3	DS-1		
2	DS-2		
1	DS-3		
3	G-1		
1	G-2		
4	G-3		
1	G-4		
3	G-5		
1	G-6		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

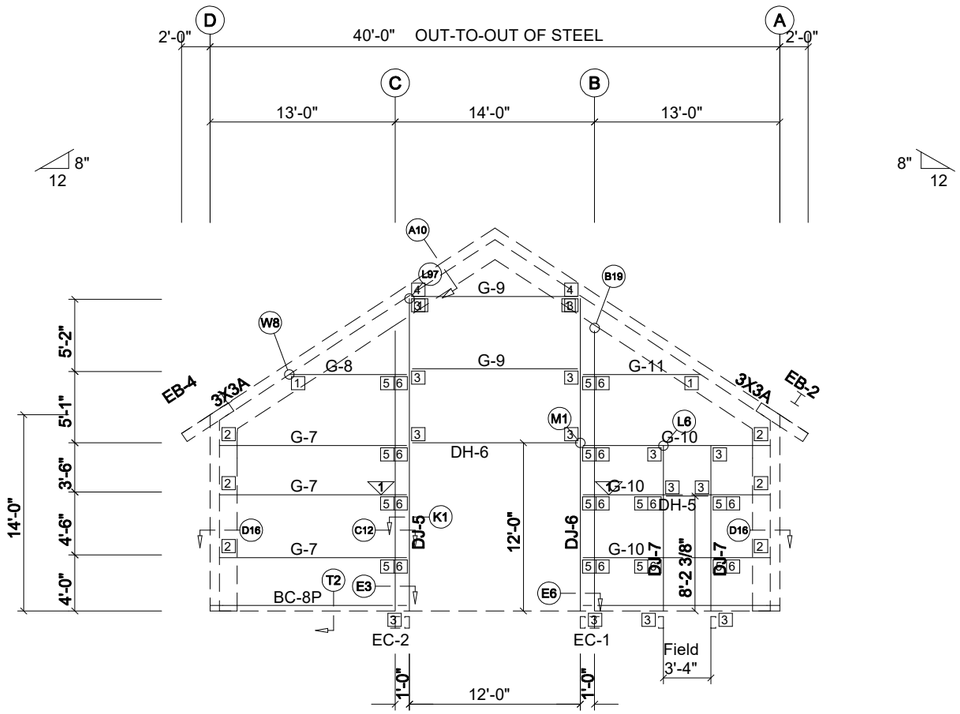
◇ID	QUAN	MARK	LENGTH	DETAIL
1	3	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	4	T05	14'-0"	TRIM_126
4	1	T26	14'-0"	TRIM_130
5	16	T108	14'-0"	
6	4	T05	14'-0"	TRIM_7
7		T108	SCRAP	
8		T05	SCRAP	TRIM_7
9	6	T112	14'-0"	TRIM_6
10	6	T05	14'-0"	TRIM_10

BOLT TABLE: FRAME LINE 1				
LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	1/2"	2"

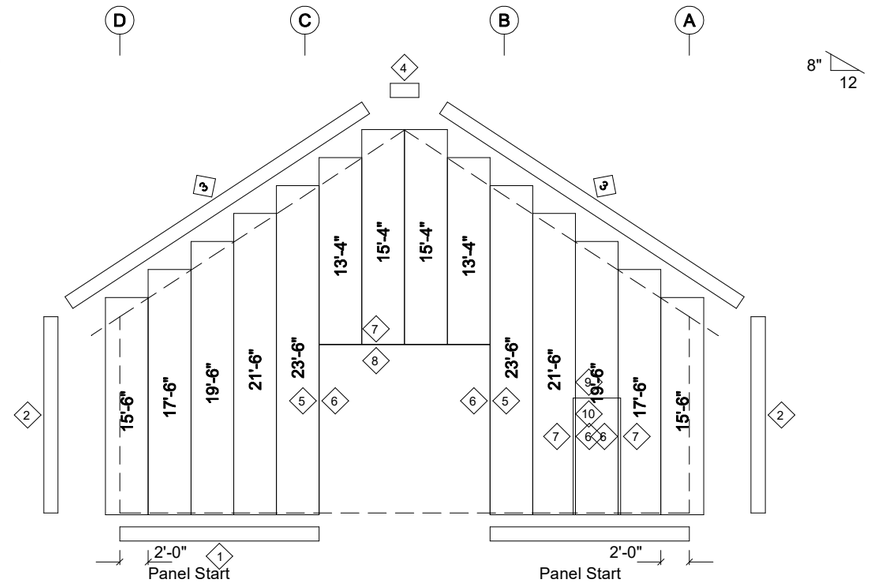
CLIP TABLE: FRAME LINE 1			
❑ID	QUAN	MARK	
1	4	d1	
2	6	r8	
3	46	C8	
4	12	C8-A	
5	12	C8-B	

ANGLE TABLE: FRAME LINE 1			
◇ID	QUAN	MARK	LENGTH
0	3	BC-8P	12'-0"
0	2	3X3A	12'-0"

FLANGE BRACE TABLE: FRAME LINE 1			
◇ID	QUAN	MARK	LENGTH
1	1	FB28.9	2'-4 7/8"



ENDWALL FRAMING: FRAME LINE 5



ENDWALL SHEETING & TRIM: FRAME LINE 5

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE 5

QUAN	MARK	PART	LENGTH
1	EB-2		
1	EB-4		
1	EC-1		
1	EC-2		
1	DJ-5		
1	DJ-6		
2	DJ-7		
1	DH-5		
1	DH-6		
3	G-7		
1	G-8		
2	G-9		
3	G-10		
1	G-11		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

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2	2	T128	14'-0"	TRIM_13
3	4	T05	14'-0"	TRIM_126
4		T26	SCRAP	TRIM_130
5	2	T308	14'-0"	
6	4	T05	14'-0"	TRIM_7
7	3	T108	14'-0"	
8	1	T112	14'-0"	TRIM_6
9		T108	SCRAP	
10		T112	SCRAP	TRIM_6

BOLT TABLE: FRAME LINE 5

LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	1/2"	2"
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CLIP TABLE: FRAME LINE 5

☐ID	QUAN	MARK	
1	4	d1	
2	6	r8	
3	14	C8	
4	2	n1	
5	12	C8-A	
6	12	C8-B	

ANGLE TABLE: FRAME LINE 5

◇ID	QUAN	MARK	LENGTH
0	2	BC-8P	12'-0"
0	2	3X3A	12'-0"

FLANGE BRACE TABLE: FRAME LINE 5

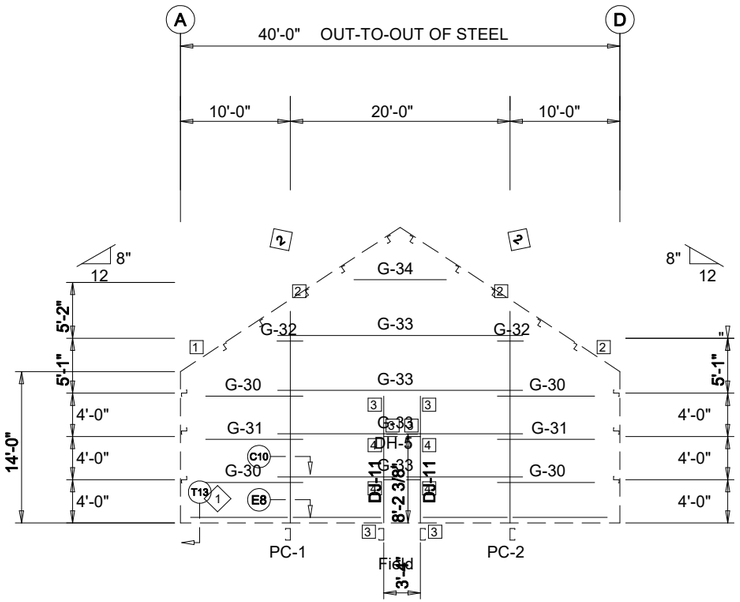
◇ID	QUAN	MARK	LENGTH
1	1	FB28.9	2'-4 7/8"

TRIM TABLE PARTITION 1			
◇ID	PART	LENGTH	DETAIL
3	T108	14'-0"	
4	T05	14'-0"	TRIM_7
5	T112	14'-0"	TRIM_6
6	T99	14'-0"	
7	T05	14'-0"	TRIM_24

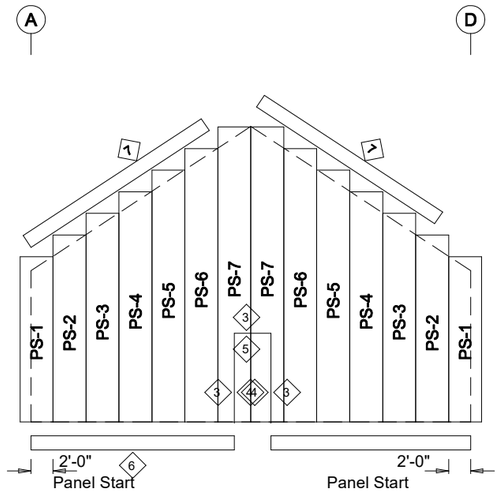
ANGLE TABLE PARTITION 1		
◇ID	PART	LENGTH
1	U82516	12'-0"
2	3X3A	12'-0"

PANEL TABLE PARTITION 1	
MARK	LENGTH
PS-1	15'-3 1/2"
PS-2	17'-3 1/2"
PS-3	19'-3 1/2"
PS-4	21'-3 1/2"
PS-5	23'-3 1/2"
PS-6	25'-3 1/2"
PS-7	27'-3 1/2"

CONNECTION PLATES PARTITION 1	
□ID	MARK/PART
1	b1
2	b2
3	C8
4	C8-A

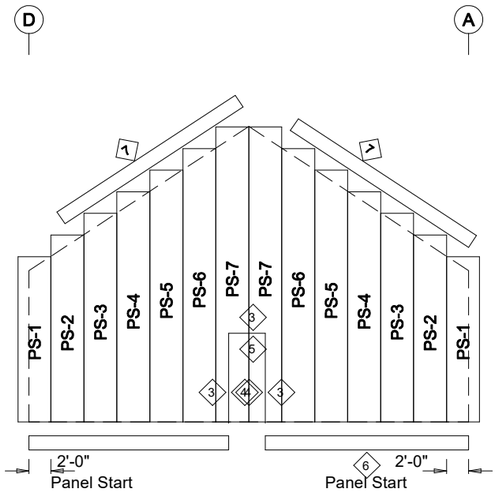


PARTITION 1 FRAMING



PARTITION 1 LEFT SHEETING & TRIM

PANELS: 26 Ga. AWR - Need Color

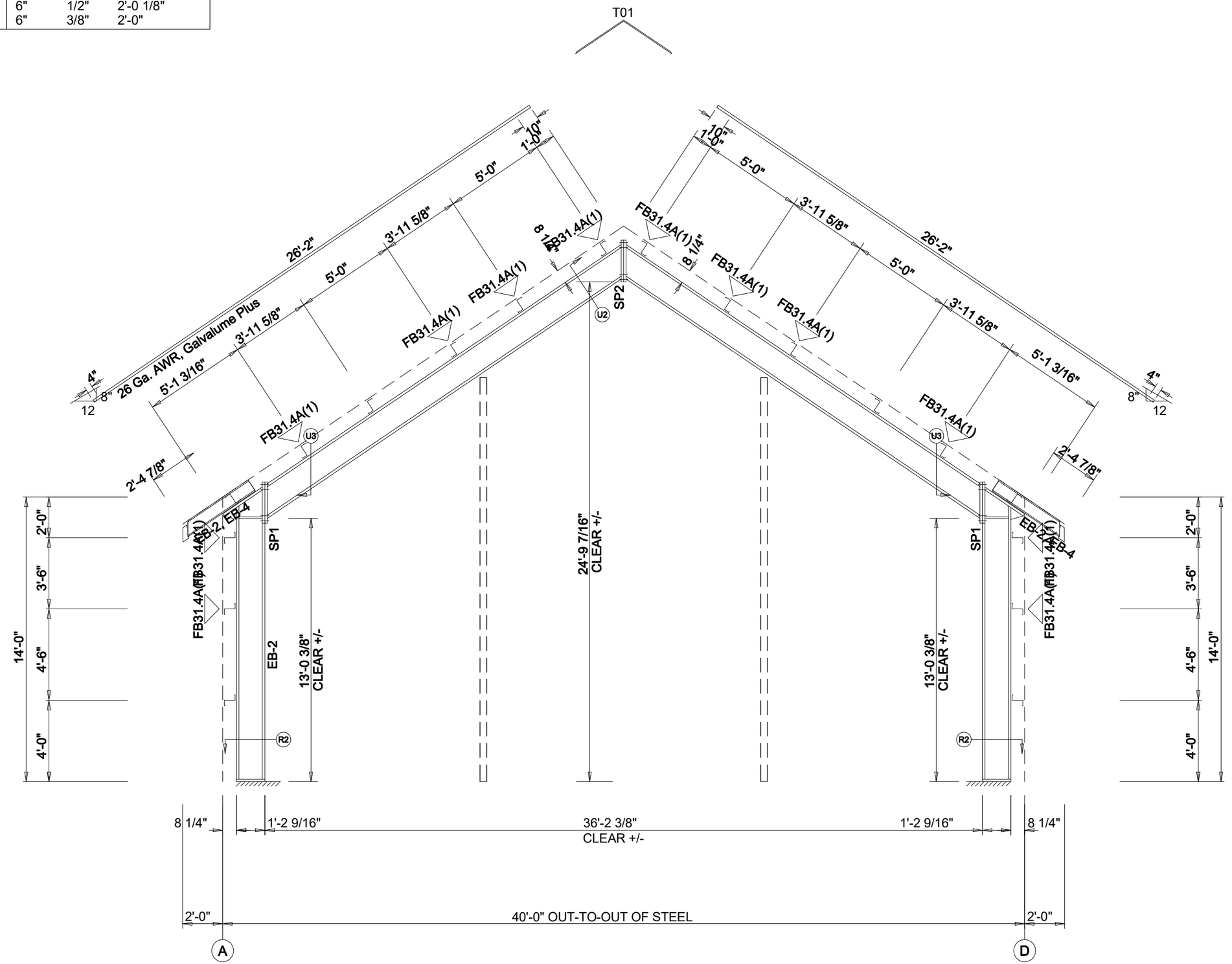


PARTITION 1 RIGHT SHEETING & TRIM

PANELS: 26 Ga. AWR - Need Color

SPLICE PLATE & BOLT TABLE									
Mark	Qty Top	Bot	Int	Type	Dia	Length	Width	Thick	Length
SP1	4	4	0	A325	0.750	3.00	6"	1/2"	2'-0 1/8"
SP2	4	4	0	A325	0.750	3.00	6"	3/8"	2'-0"

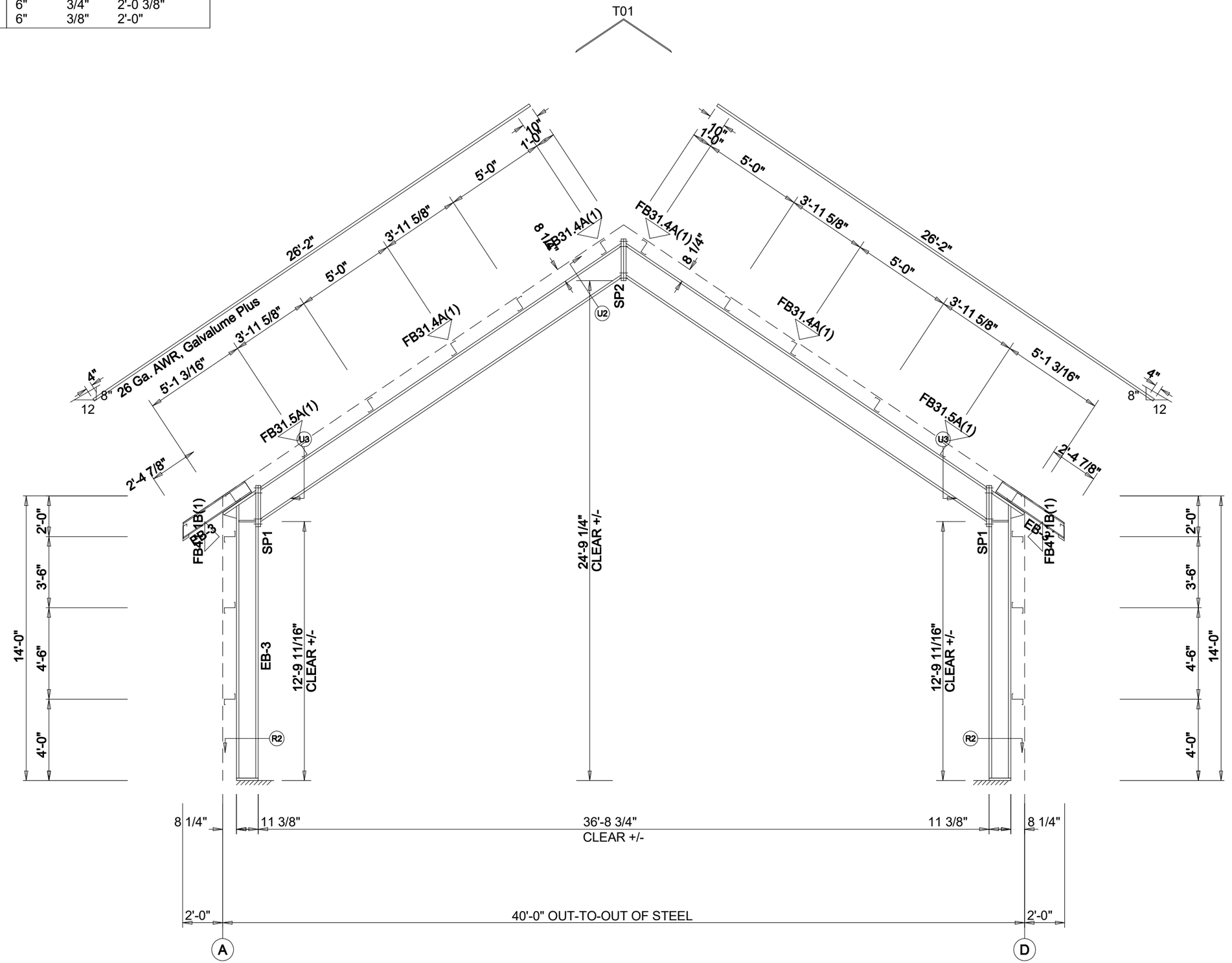
▽ FLANGE BRACES: Both Sides(U.N.)
FBxxA(1): xx=length(in)
A - FB2x14G



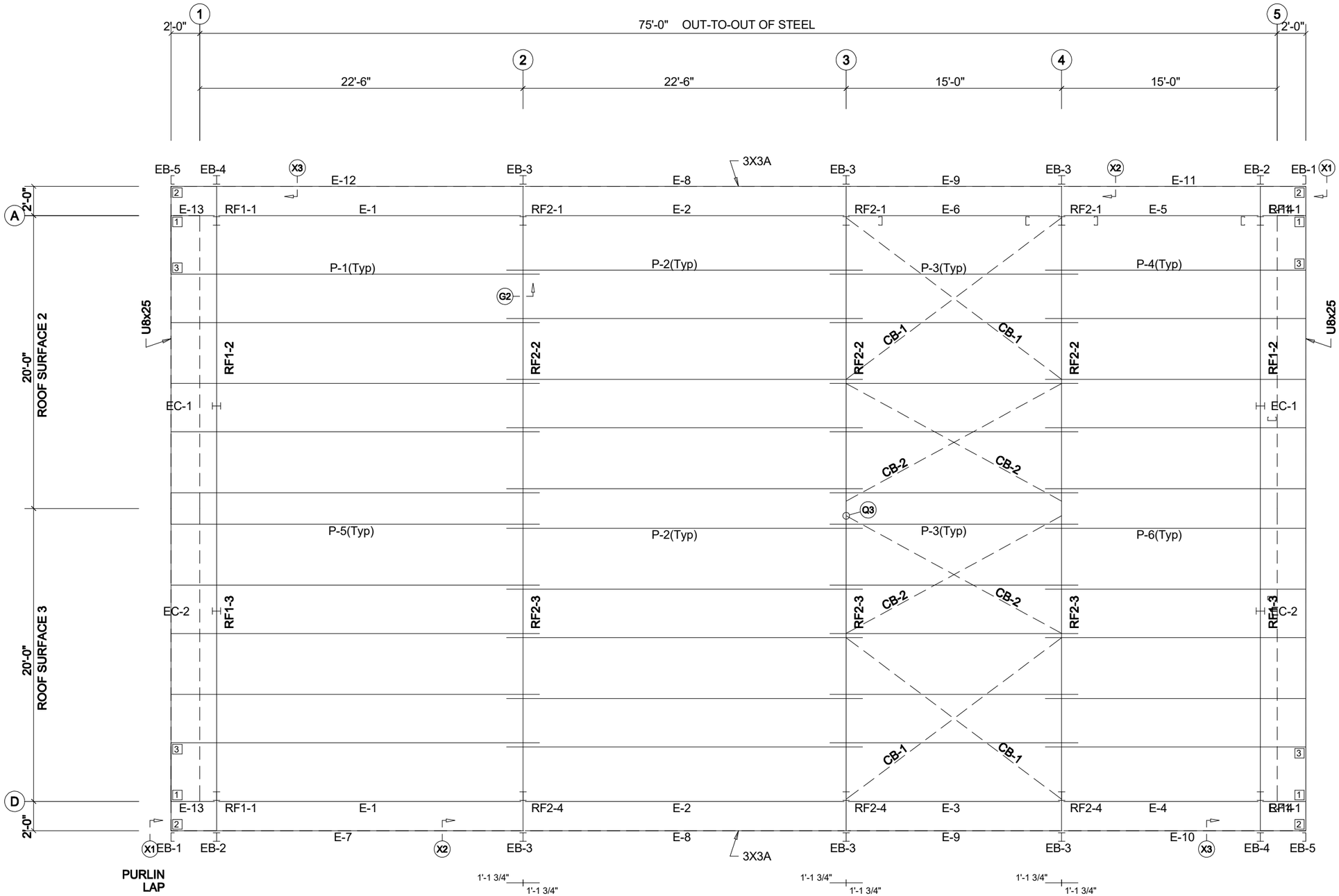
RIGID FRAME ELEVATION: FRAME LINE 1 5

SPLICE PLATE & BOLT TABLE									
Mark	Qty Top	Bot	Int	Type	Dia	Length	Width	Thick	Length
SP1	4	4	0	A325	0.750	3.00	6"	3/4"	2'-0 3/8"
SP2	4	4	0	A325	0.750	3.00	6"	3/8"	2'-0"

FLANGE BRACES: Both Sides(U.N.)
FBxxB(1): xx=length(in)
B - FB2X125
A - FB2x14G



RIGID FRAME ELEVATION: FRAME LINE 2 3 4



ROOF FRAMING PLAN

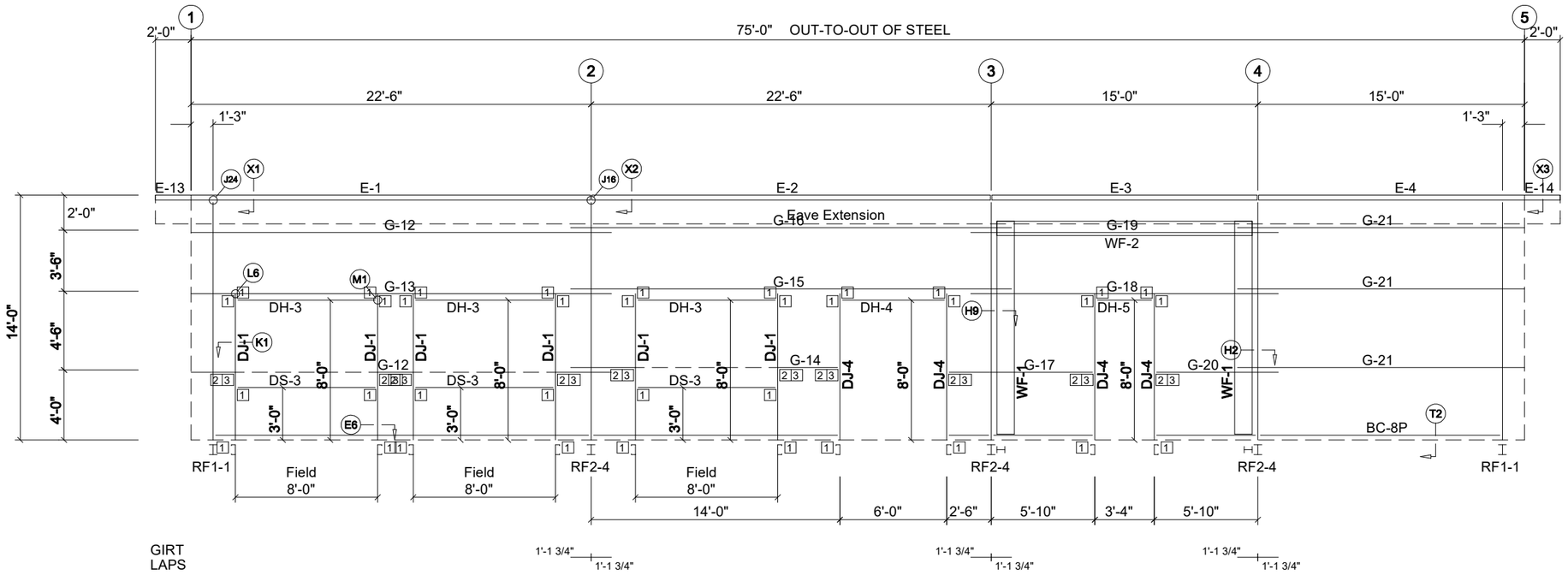
BOLT TABLE: FRAME LINE				
LOCATION	QUAN	TYPE	DIA	LENGTH
EB-2	4	A325	1/2"	1 1/4"
EB-3	4	A325	1/2"	1 1/4"
EB-4	4	A325	1/2"	1 1/4"

MEMBER TABLE: FRAME LINE			
QUAN	MARK	PART	LENGTH
2	EB-1		
2	EB-2		
6	EB-3		
2	EB-4		
2	EB-5		
5	P-1		
10	P-2		
10	P-3		
5	P-4		
5	P-5		
5	P-6		
2	E-1		
2	E-2		
1	E-3		
1	E-4		
1	E-5		
1	E-6		
1	E-7		
2	E-8		
2	E-9		
1	E-10		
1	E-11		
1	E-12		
2	E-13		
2	E-14		
4	CB-1		
4	CB-2		

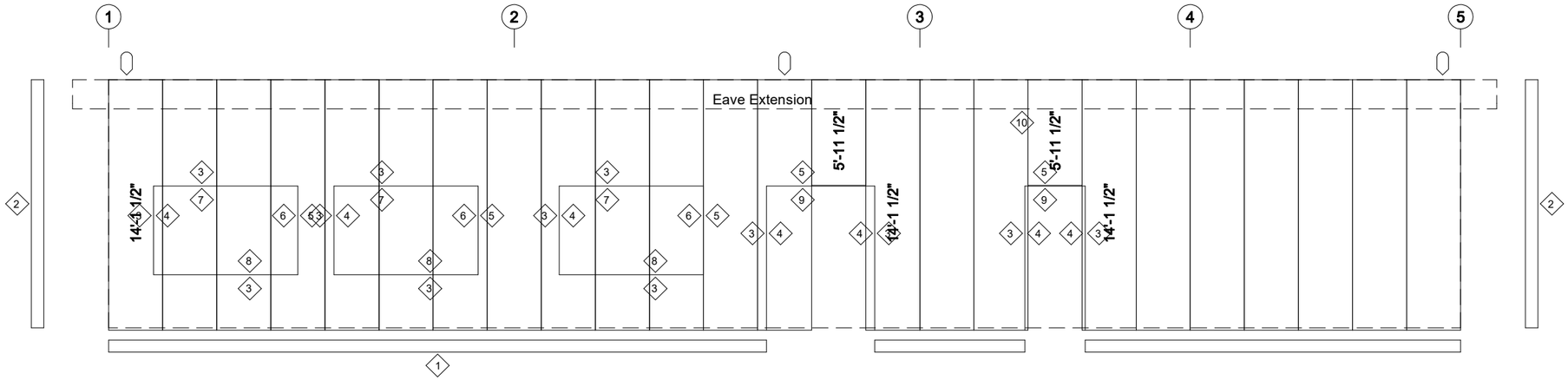
CLIP TABLE: FRAME LINE			
□ID	QUAN	MARK	
1	0	e3	
2	0	d2	
3	0	d3	

ANGLE TABLE: FRAME LINE			
◇ID	QUAN	MARK	LENGTH
0	2	3X3A	12'-0"
0	2	U8x25	13'-2 5/8"

DOWNSPOUT LOCATIONS



SIDEWALL FRAMING: FRAME LINE D



SIDEWALL SHEETING & TRIM: FRAME LINE D

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE D			
QUAN	MARK	PART	LENGTH
2	WF-1		
1	WF-2		
6	DJ-1		
4	DJ-4		
3	DH-3		
1	DH-4		
1	DH-5		
3	DS-3		
1	E-1		
1	E-2		
1	E-3		
1	E-4		
1	E-13		
1	E-14		
2	G-12		
1	G-13		
1	G-14		
1	G-15		
1	G-16		
1	G-17		
1	G-18		
1	G-19		
1	G-20		
3	G-21		

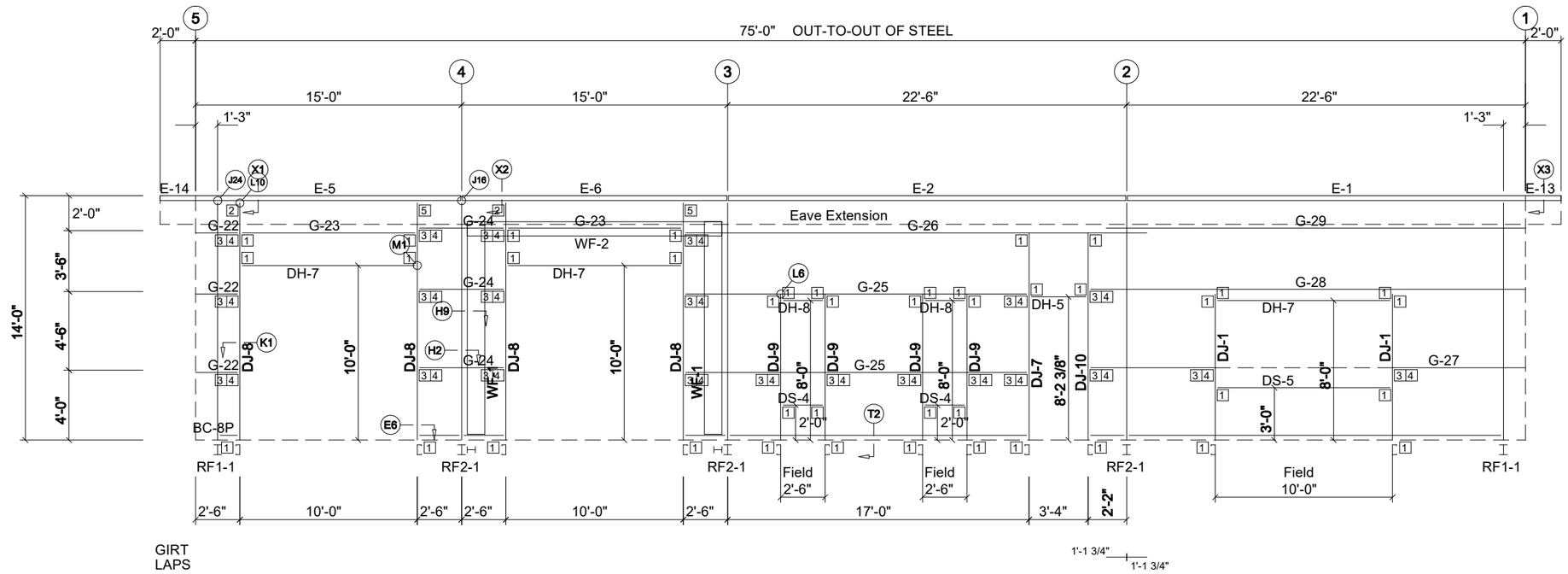
TRIM TABLE (Trim laps 2" unless noted otherwise)				
◇ID	QUAN	MARK	LENGTH	DETAIL
1	6	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	13	T108	14'-0"	
4	7	T05	14'-0"	TRIM_7
5		T108	SCRAP	
6		T05	SCRAP	TRIM_7
7	3	T112	14'-0"	TRIM_6
8	3	T05	14'-0"	TRIM_10
9		T112	SCRAP	TRIM_6
10	6	T05	14'-0"	TRIM_126

BOLT TABLE: FRAME LINE D				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	4	A325	3/4"	3"
WF-1 - RF2-4	8	A325	5/8"	2 3/4"

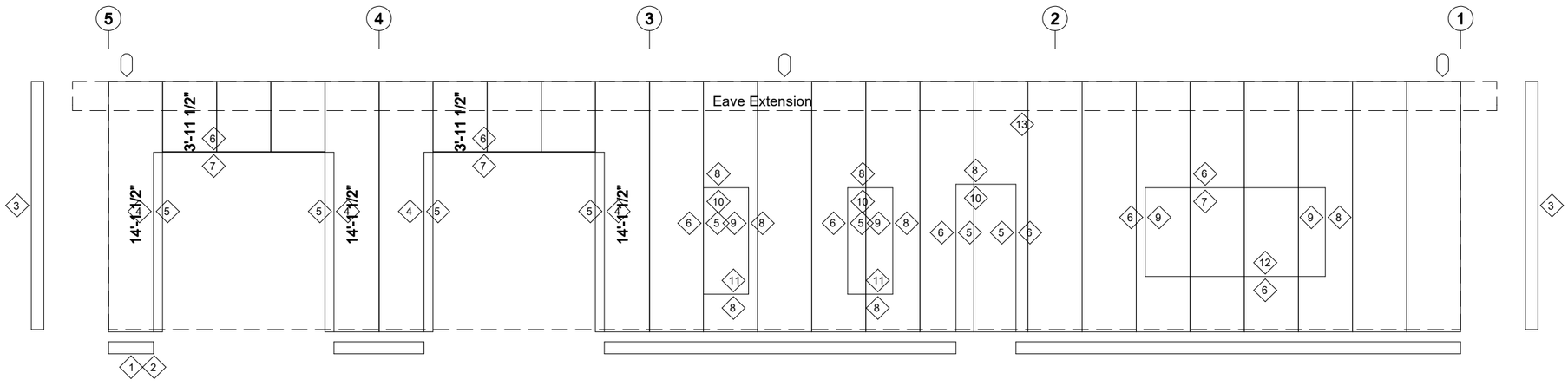
CLIP TABLE: FRAME LINE D			
☐ID	QUAN	MARK	
1	36	C8	
2	10	C8-A	
3	10	C8-B	

ANGLE TABLE: FRAME LINE D			
◇ID	QUAN	MARK	LENGTH
0	5	BC-8P	12'-0"

DOWNSPOUT LOCATIONS



SIDEWALL FRAMING: FRAME LINE A



SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE A			
QUAN	MARK	PART	LENGTH
2	WF-1		
1	WF-2		
2	DJ-1		
1	DJ-7		
4	DJ-8		
4	DJ-9		
1	DJ-10		
1	DH-5		
3	DH-7		
2	DH-8		
2	DS-4		
1	DS-5		
1	E-1		
1	E-2		
1	E-5		
1	E-6		
1	E-13		
1	E-14		
3	G-22		
2	G-23		
3	G-24		
2	G-25		
1	G-26		
1	G-27		
1	G-28		
1	G-29		

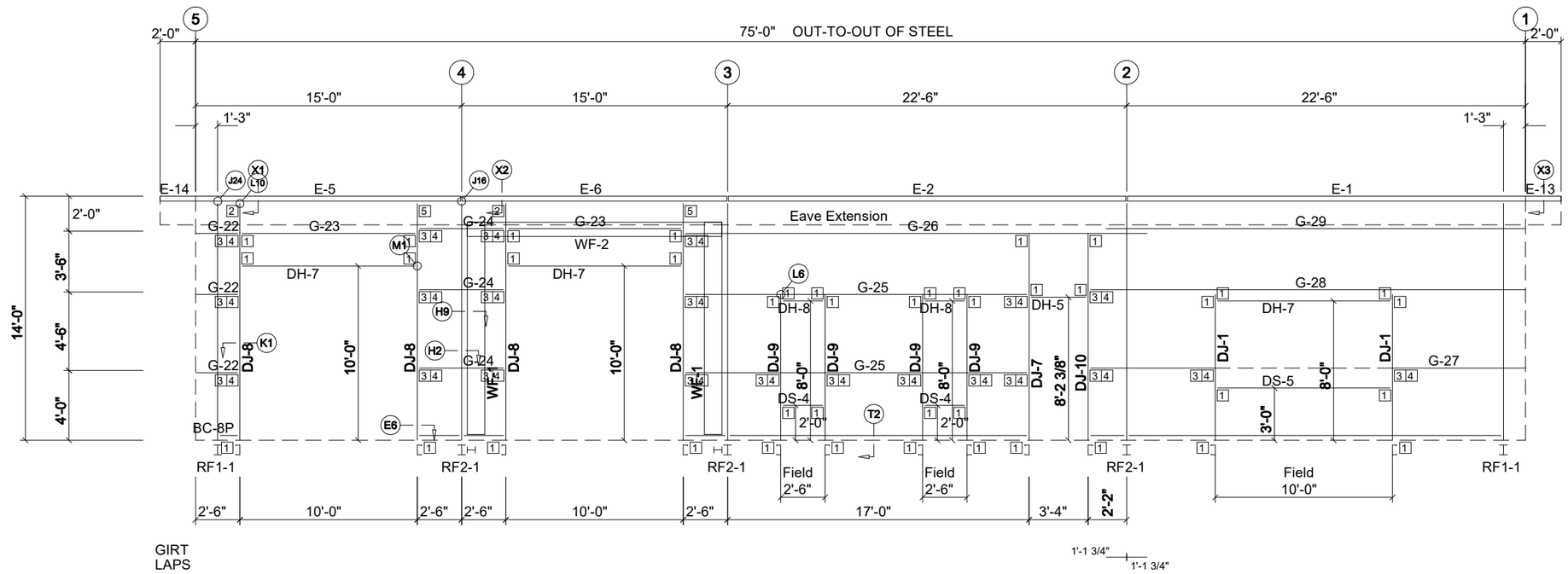
TRIM TABLE (Trim laps 2" unless noted otherwise)				
◇ID	QUAN	MARK	LENGTH	DETAIL
1		T99	SCRAP	
2	4	T99	14'-0"	
3	2	T128	14'-0"	TRIM_13
4	4	T308	14'-0"	
5	8	T05	14'-0"	TRIM_7
6	9	T108	14'-0"	
7	3	T112	14'-0"	TRIM_6
8		T108	SCRAP	
9		T05	SCRAP	TRIM_7
10		T112	SCRAP	TRIM_6
11		T05	SCRAP	TRIM_10
12	1	T05	14'-0"	TRIM_10
13	5	T05	14'-0"	TRIM_126

BOLT TABLE: FRAME LINE A				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	4	A325	3/4"	3"
WF-1 - RF2-1	8	A325	5/8"	2 3/4"

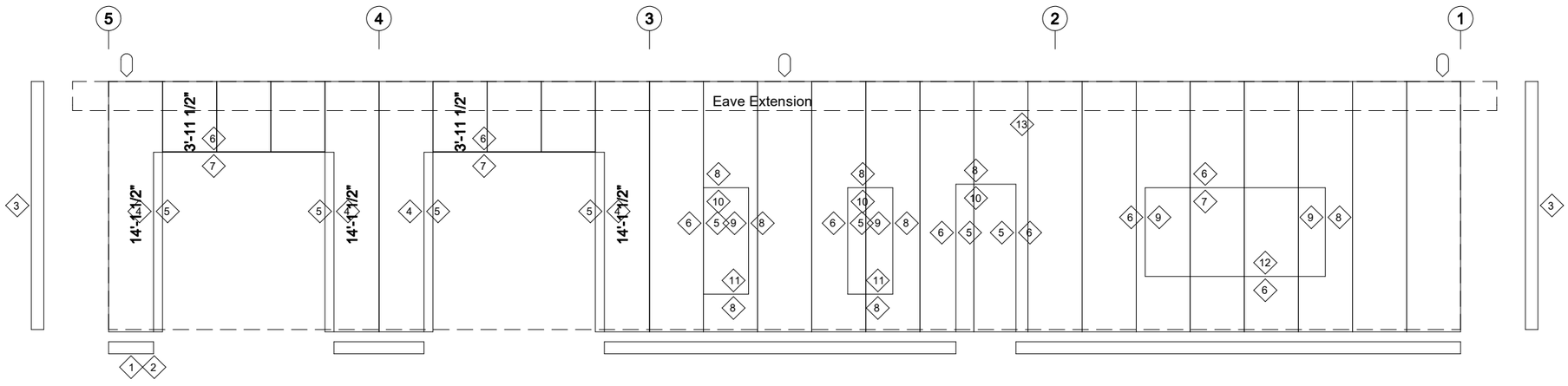
CLIP TABLE: FRAME LINE A			
☐ID	QUAN	MARK	
1	42	C8	
2	2	e1	
3	22	C8-A	
4	22	C8-B	
5	2	e2	

ANGLE TABLE: FRAME LINE A			
◇ID	QUAN	MARK	LENGTH
0	4	BC-8P	12'-0"

DOWNSPOUT LOCATIONS



SIDEWALL FRAMING: FRAME LINE A



SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE A			
QUAN	MARK	PART	LENGTH
2	WF-1		
1	WF-2		
2	DJ-1		
1	DJ-7		
4	DJ-8		
4	DJ-9		
1	DJ-10		
1	DH-5		
3	DH-7		
2	DH-8		
2	DS-4		
1	DS-5		
1	E-1		
1	E-2		
1	E-5		
1	E-6		
1	E-13		
1	E-14		
3	G-22		
2	G-23		
3	G-24		
2	G-25		
1	G-26		
1	G-27		
1	G-28		
1	G-29		

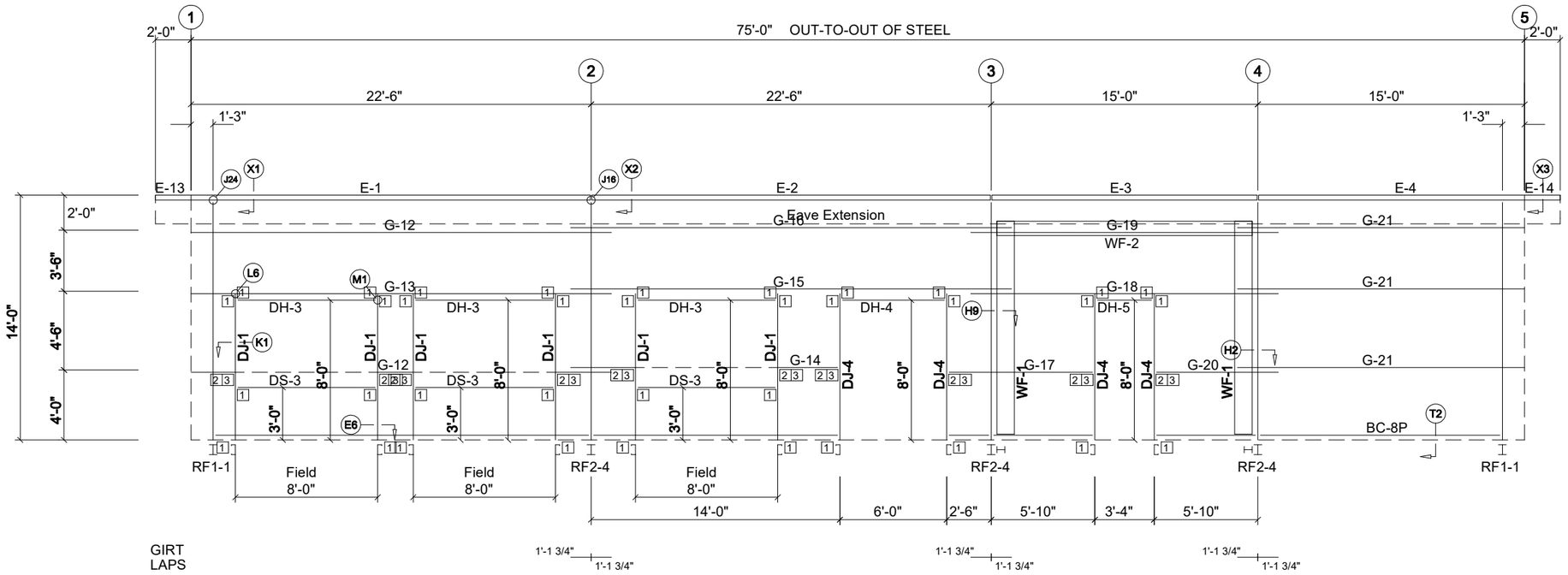
TRIM TABLE (Trim laps 2" unless noted otherwise)				
◇ID	QUAN	MARK	LENGTH	DETAIL
1		T99	SCRAP	
2	4	T99	14'-0"	
3	2	T128	14'-0"	TRIM_13
4	4	T308	14'-0"	
5	8	T05	14'-0"	TRIM_7
6	9	T108	14'-0"	
7	3	T112	14'-0"	TRIM_6
8		T108	SCRAP	
9		T05	SCRAP	TRIM_7
10		T112	SCRAP	TRIM_6
11		T05	SCRAP	TRIM_10
12	1	T05	14'-0"	TRIM_10
13	5	T05	14'-0"	TRIM_126

BOLT TABLE: FRAME LINE A				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	4	A325	3/4"	3"
WF-1 - RF2-1	8	A325	5/8"	2 3/4"

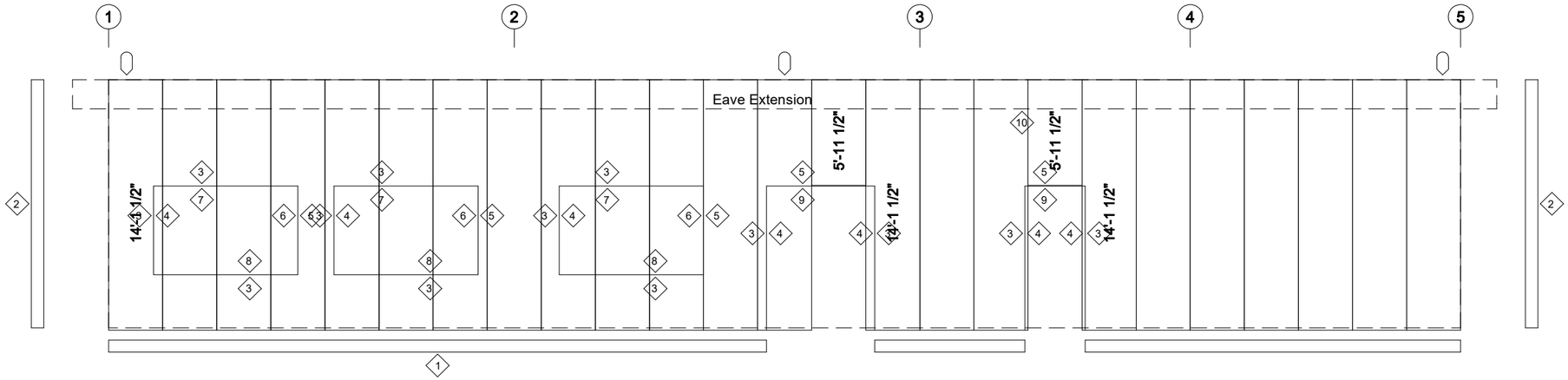
CLIP TABLE: FRAME LINE A			
☐ID	QUAN	MARK	
1	42	C8	
2	2	e1	
3	22	C8-A	
4	22	C8-B	
5	2	e2	

ANGLE TABLE: FRAME LINE A			
◇ID	QUAN	MARK	LENGTH
0	4	BC-8P	12'-0"

DOWNSPOUT LOCATIONS



SIDEWALL FRAMING: FRAME LINE D



SIDEWALL SHEETING & TRIM: FRAME LINE D

PANELS: 26 Ga. AWR - Need Color

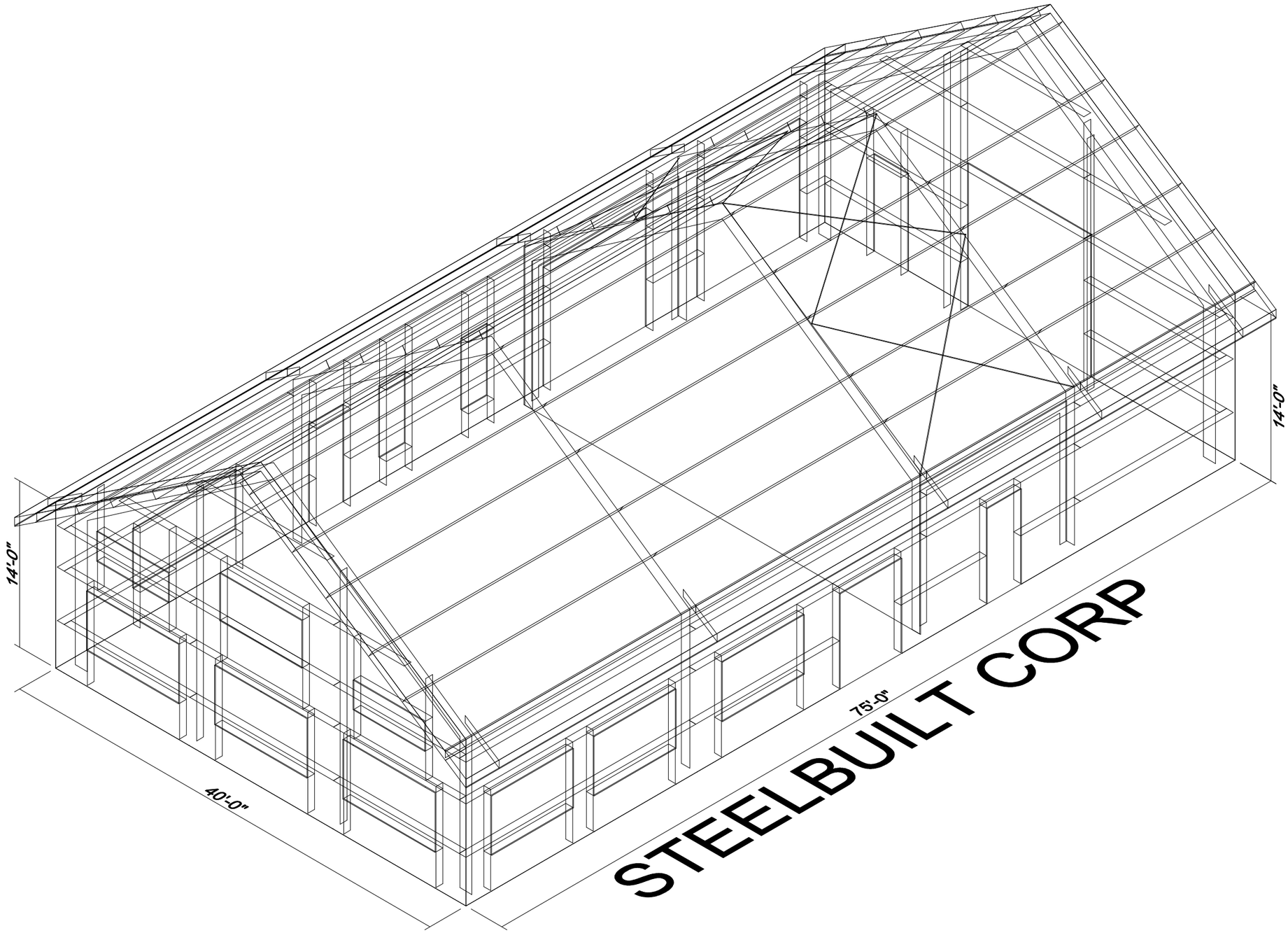
MEMBER TABLE: FRAME LINE D			
QUAN	MARK	PART	LENGTH
2	WF-1		
1	WF-2		
6	DJ-1		
4	DJ-4		
3	DH-3		
1	DH-4		
1	DH-5		
3	DS-3		
1	E-1		
1	E-2		
1	E-3		
1	E-4		
1	E-13		
1	E-14		
2	G-12		
1	G-13		
1	G-14		
1	G-15		
1	G-16		
1	G-17		
1	G-18		
1	G-19		
1	G-20		
3	G-21		

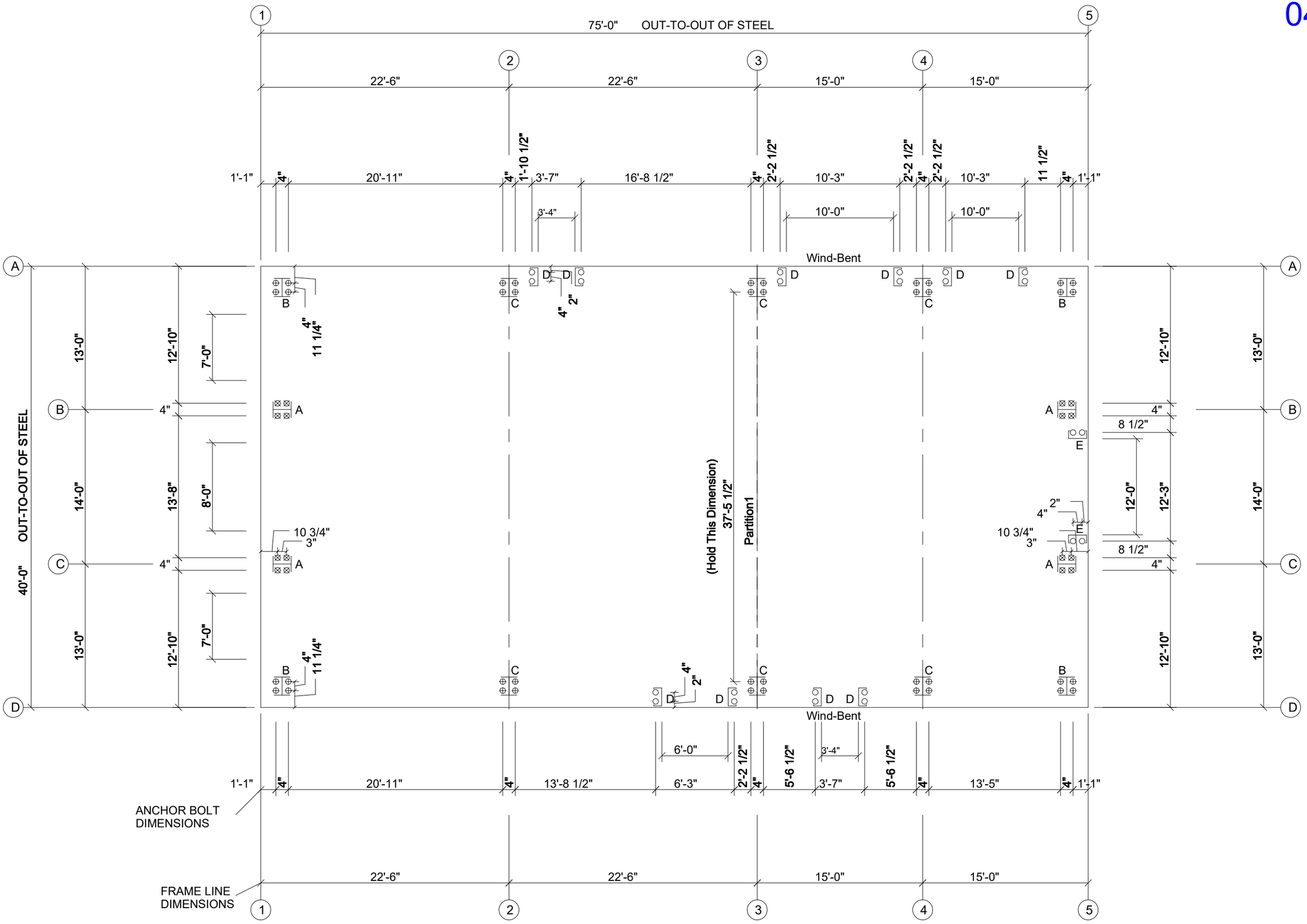
TRIM TABLE (Trim laps 2" unless noted otherwise)				
◇ID	QUAN	MARK	LENGTH	DETAIL
1	6	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	13	T108	14'-0"	
4	7	T05	14'-0"	TRIM_7
5		T108	SCRAP	
6		T05	SCRAP	TRIM_7
7	3	T112	14'-0"	TRIM_6
8	3	T05	14'-0"	TRIM_10
9		T112	SCRAP	TRIM_6
10	6	T05	14'-0"	TRIM_126

BOLT TABLE: FRAME LINE D				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	4	A325	3/4"	3"
WF-1 - RF2-4	8	A325	5/8"	2 3/4"

CLIP TABLE: FRAME LINE D			
☐ID	QUAN	MARK	
1	36	C8	
2	10	C8-A	
3	10	C8-B	

ANGLE TABLE: FRAME LINE D			
◇ID	QUAN	MARK	LENGTH
0	5	BC-8P	12'-0"

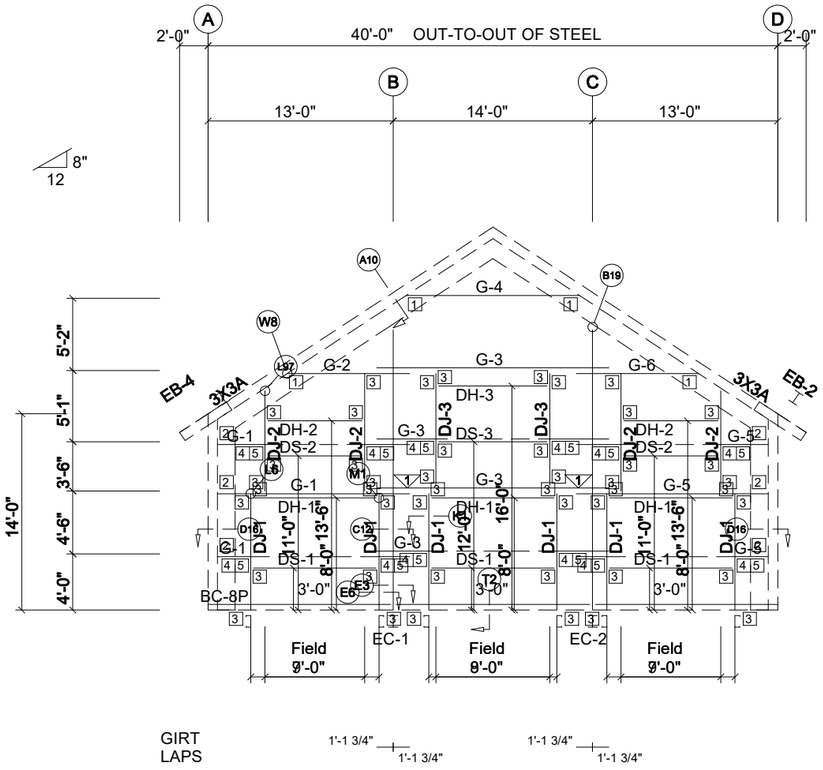

14'-0"
14'-0"
40'-0"
75'-0"
STEELBUILT CORP



ANCHOR BOLT PLAN

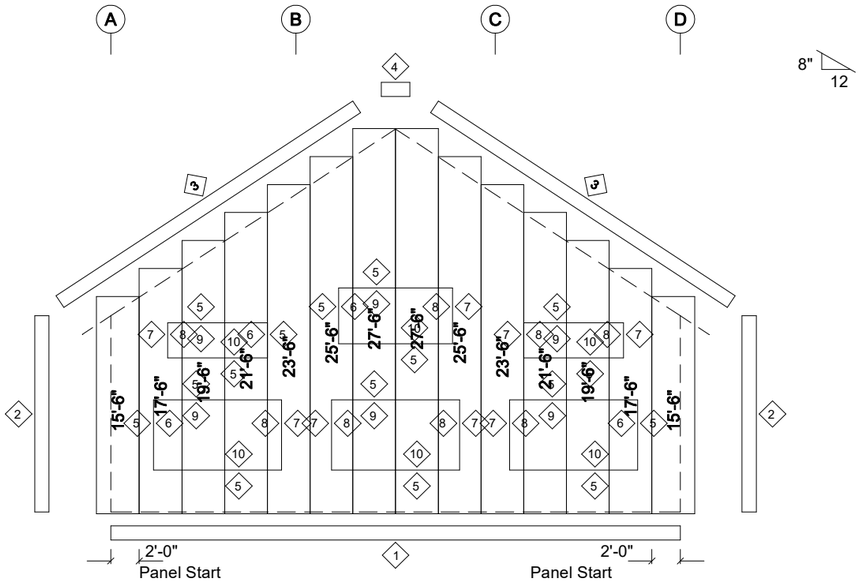
NOTE: All Base Plates @ 100'-0" (U.N.)

– — — – Partition Wall (See KeyDwg)



GIRT LAPS 1'-1 3/4" 1'-1 3/4" 1'-1 3/4" 1'-1 3/4"

ENDWALL FRAMING: FRAME LINE 1



ENDWALL SHEETING & TRIM: FRAME LINE 1

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE 1

QUAN	MARK	PART	LENGTH
1	EB-2		
1	EB-4		
1	EC-1		
1	EC-2		
6	DJ-1		
4	DJ-2		
2	DJ-3		
3	DH-1		
2	DH-2		
1	DH-3		
3	DS-1		
2	DS-2		
1	DS-3		
3	G-1		
1	G-2		
4	G-3		
1	G-4		
3	G-5		
1	G-6		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

◇ID	QUAN	MARK	LENGTH	DETAIL
1	3	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	4	T05	14'-0"	TRIM_126
4	1	T26	14'-0"	TRIM_130
5	16	T108	14'-0"	
6	4	T05	14'-0"	TRIM_7
7		T108	SCRAP	
8		T05	SCRAP	TRIM_7
9	6	T112	14'-0"	TRIM_6
10	6	T05	14'-0"	TRIM_10

BOLT TABLE: FRAME LINE 1

LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	1/2"	2"

CLIP TABLE: FRAME LINE 1

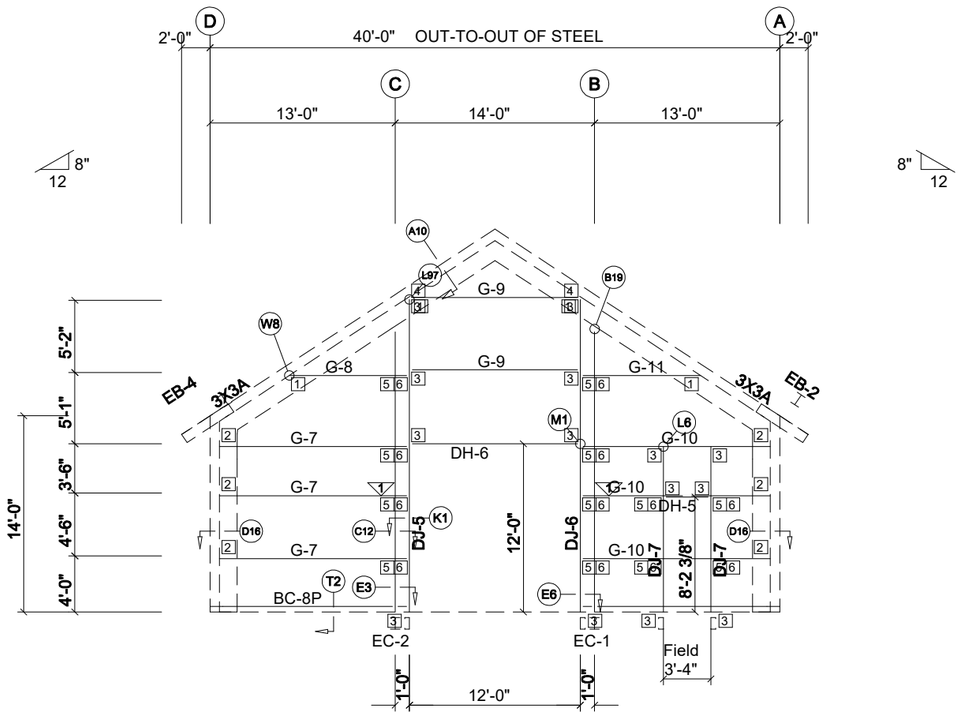
❑ID	QUAN	MARK	
1	4	d1	
2	6	r8	
3	46	C8	
4	12	C8-A	
5	12	C8-B	

ANGLE TABLE: FRAME LINE 1

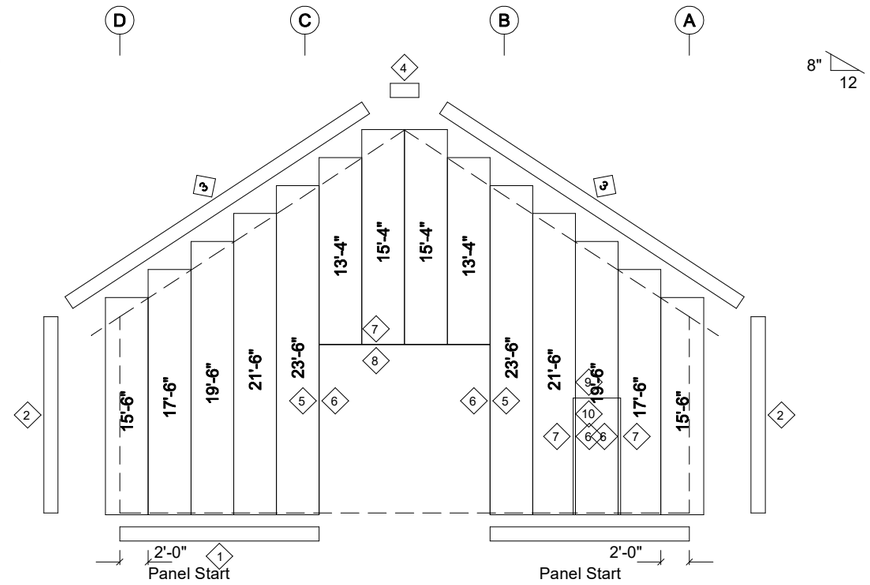
◇ID	QUAN	MARK	LENGTH
0	3	BC-8P	12'-0"
0	2	3X3A	12'-0"

FLANGE BRACE TABLE: FRAME LINE 1

◇ID	QUAN	MARK	LENGTH
1	1	FB28.9	2'-4 7/8"



ENDWALL FRAMING: FRAME LINE 5



ENDWALL SHEETING & TRIM: FRAME LINE 5

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE 5

QUAN	MARK	PART	LENGTH
1	EB-2		
1	EB-4		
1	EC-1		
1	EC-2		
1	DJ-5		
1	DJ-6		
2	DJ-7		
1	DH-5		
1	DH-6		
3	G-7		
1	G-8		
2	G-9		
3	G-10		
1	G-11		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

◇ID	QUAN	MARK	LENGTH	DETAIL
1	2	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	4	T05	14'-0"	TRIM_126
4		T26	SCRAP	TRIM_130
5	2	T308	14'-0"	
6	4	T05	14'-0"	TRIM_7
7	3	T108	14'-0"	
8	1	T112	14'-0"	TRIM_6
9		T108	SCRAP	
10		T112	SCRAP	TRIM_6

BOLT TABLE: FRAME LINE 5

LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	1/2"	2"
Jamb	4	A307	1/2"	1 1/2"

CLIP TABLE: FRAME LINE 5

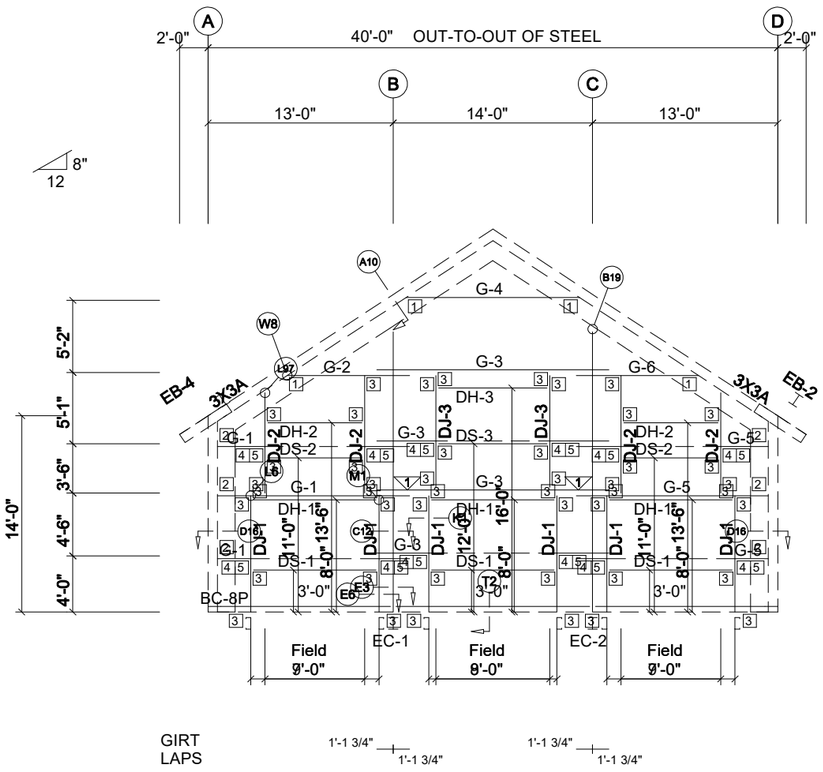
□ID	QUAN	MARK	
1	4	d1	
2	6	r8	
3	14	C8	
4	2	n1	
5	12	C8-A	
6	12	C8-B	

ANGLE TABLE: FRAME LINE 5

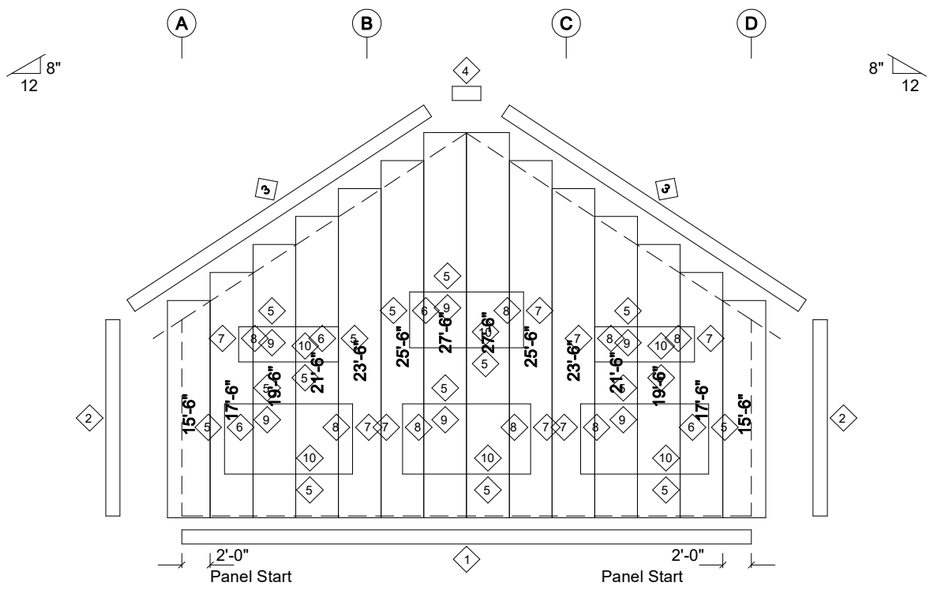
◇ID	QUAN	MARK	LENGTH
0	2	BC-8P	12'-0"
0	2	3X3A	12'-0"

FLANGE BRACE TABLE: FRAME LINE 5

◇ID	QUAN	MARK	LENGTH
1	1	FB28.9	2'-4 7/8"



ENDWALL FRAMING: FRAME LINE 1



ENDWALL SHEETING & TRIM: FRAME LINE 1

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE 1

QUAN	MARK	PART	LENGTH
1	EB-2		
1	EB-4		
1	EC-1		
1	EC-2		
6	DJ-1		
4	DJ-2		
2	DJ-3		
3	DH-1		
2	DH-2		
1	DH-3		
3	DS-1		
2	DS-2		
1	DS-3		
3	G-1		
1	G-2		
4	G-3		
1	G-4		
3	G-5		
1	G-6		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

◇ID	QUAN	MARK	LENGTH	DETAIL
1	3	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	4	T05	14'-0"	TRIM_126
4	1	T26	14'-0"	TRIM_130
5	16	T108	14'-0"	
6	4	T05	14'-0"	TRIM_7
7		T108	SCRAP	
8		T05	SCRAP	TRIM_7
9	6	T112	14'-0"	TRIM_6
10	6	T05	14'-0"	TRIM_10

BOLT TABLE: FRAME LINE 1

LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	1/2"	2"

CLIP TABLE: FRAME LINE 1

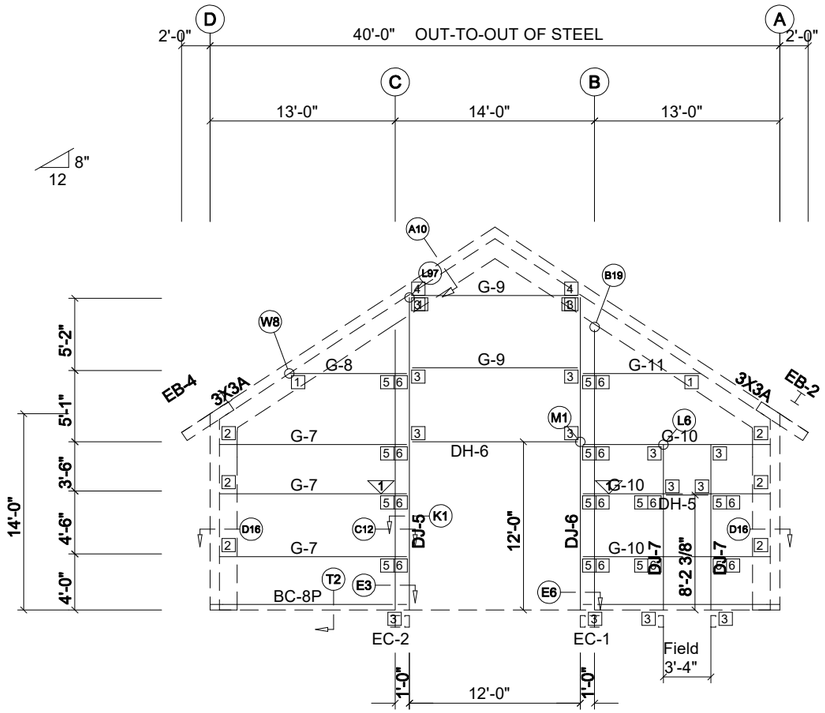
❑ID	QUAN	MARK	
1	4	d1	
2	6	r8	
3	46	C8	
4	12	C8-A	
5	12	C8-B	

ANGLE TABLE: FRAME LINE 1

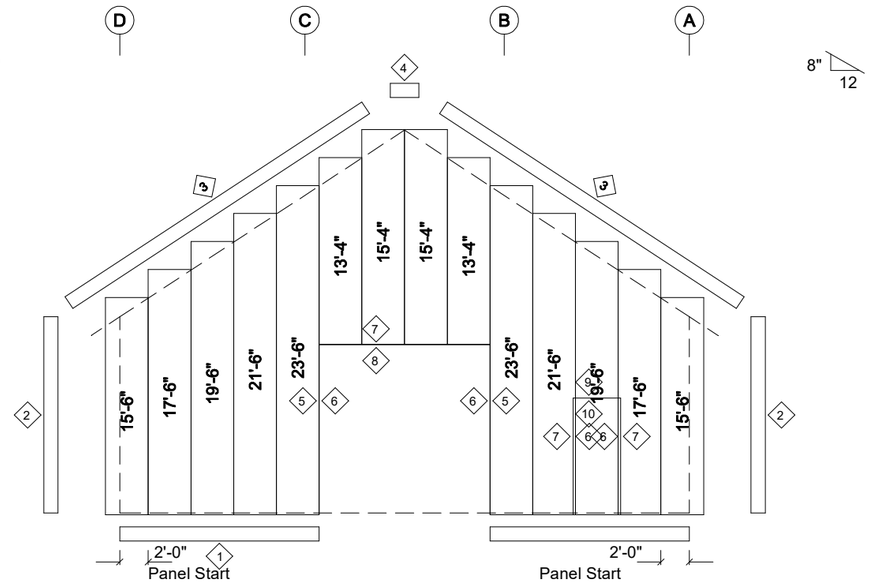
◇ID	QUAN	MARK	LENGTH
0	3	BC-8P	12'-0"
0	2	3X3A	12'-0"

FLANGE BRACE TABLE: FRAME LINE 1

◇ID	QUAN	MARK	LENGTH
1	1	FB28.9	2'-4 7/8"



ENDWALL FRAMING: FRAME LINE 5



ENDWALL SHEETING & TRIM: FRAME LINE 5

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE 5

QUAN	MARK	PART	LENGTH
1	EB-2		
1	EB-4		
1	EC-1		
1	EC-2		
1	DJ-5		
1	DJ-6		
2	DJ-7		
1	DH-5		
1	DH-6		
3	G-7		
1	G-8		
2	G-9		
3	G-10		
1	G-11		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

◇ID	QUAN	MARK	LENGTH	DETAIL
1	2	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	4	T05	14'-0"	TRIM_126
4		T26	SCRAP	TRIM_130
5	2	T308	14'-0"	
6	4	T05	14'-0"	TRIM_7
7	3	T108	14'-0"	
8	1	T112	14'-0"	TRIM_6
9		T108	SCRAP	
10		T112	SCRAP	TRIM_6

BOLT TABLE: FRAME LINE 5

LOCATION	QUAN	TYPE	DIA	LENGTH
Columns/Raf	2	A325	1/2"	2"
Jamb	4	A307	1/2"	1 1/2"

CLIP TABLE: FRAME LINE 5

☐ID	QUAN	MARK	
1	4	d1	
2	6	r8	
3	14	C8	
4	2	n1	
5	12	C8-A	
6	12	C8-B	

ANGLE TABLE: FRAME LINE 5

◇ID	QUAN	MARK	LENGTH
0	2	BC-8P	12'-0"
0	2	3X3A	12'-0"

FLANGE BRACE TABLE: FRAME LINE 5

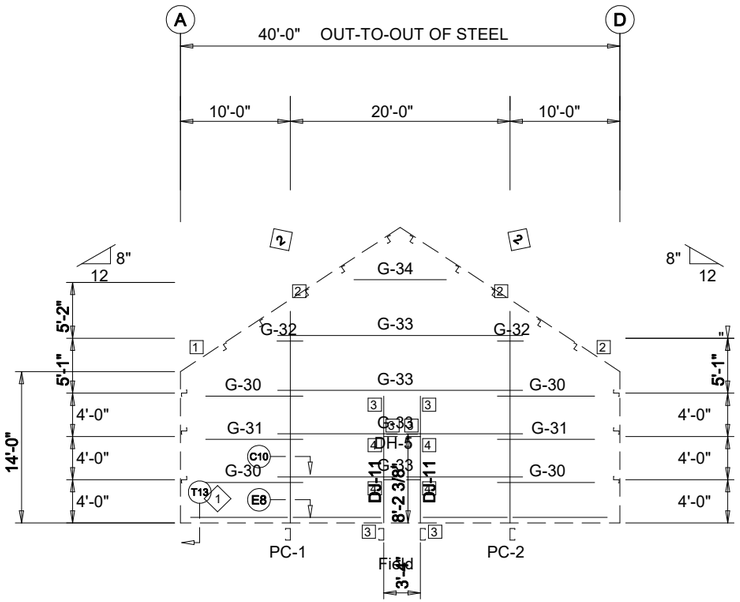
◇ID	QUAN	MARK	LENGTH
1	1	FB28.9	2'-4 7/8"

TRIM TABLE PARTITION 1			
◇ID	PART	LENGTH	DETAIL
3	T108	14'-0"	
4	T05	14'-0"	TRIM_7
5	T112	14'-0"	TRIM_6
6	T99	14'-0"	
7	T05	14'-0"	TRIM_24

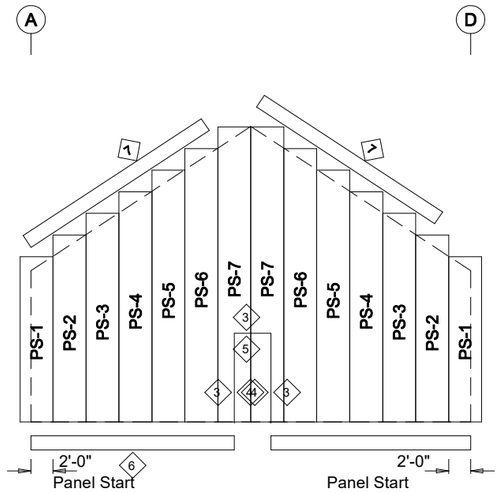
ANGLE TABLE PARTITION 1		
◇ID	PART	LENGTH
1	U82516	12'-0"
2	3X3A	12'-0"

PANEL TABLE PARTITION 1	
MARK	LENGTH
PS-1	15'-3 1/2"
PS-2	17'-3 1/2"
PS-3	19'-3 1/2"
PS-4	21'-3 1/2"
PS-5	23'-3 1/2"
PS-6	25'-3 1/2"
PS-7	27'-3 1/2"

CONNECTION PLATES PARTITION 1	
□ID	MARK/PART
1	b1
2	b2
3	C8
4	C8-A

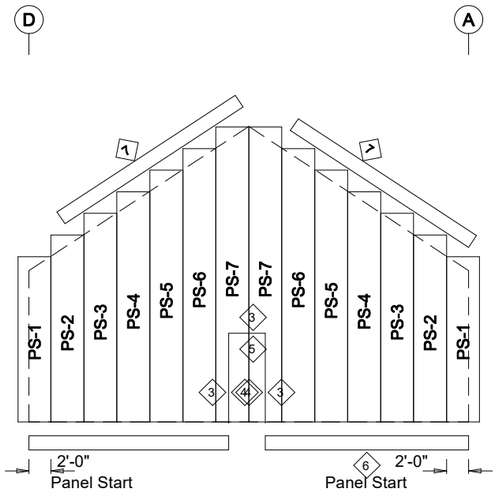


PARTITION 1 FRAMING



PARTITION 1 LEFT SHEETING & TRIM

PANELS: 26 Ga. AWR - Need Color

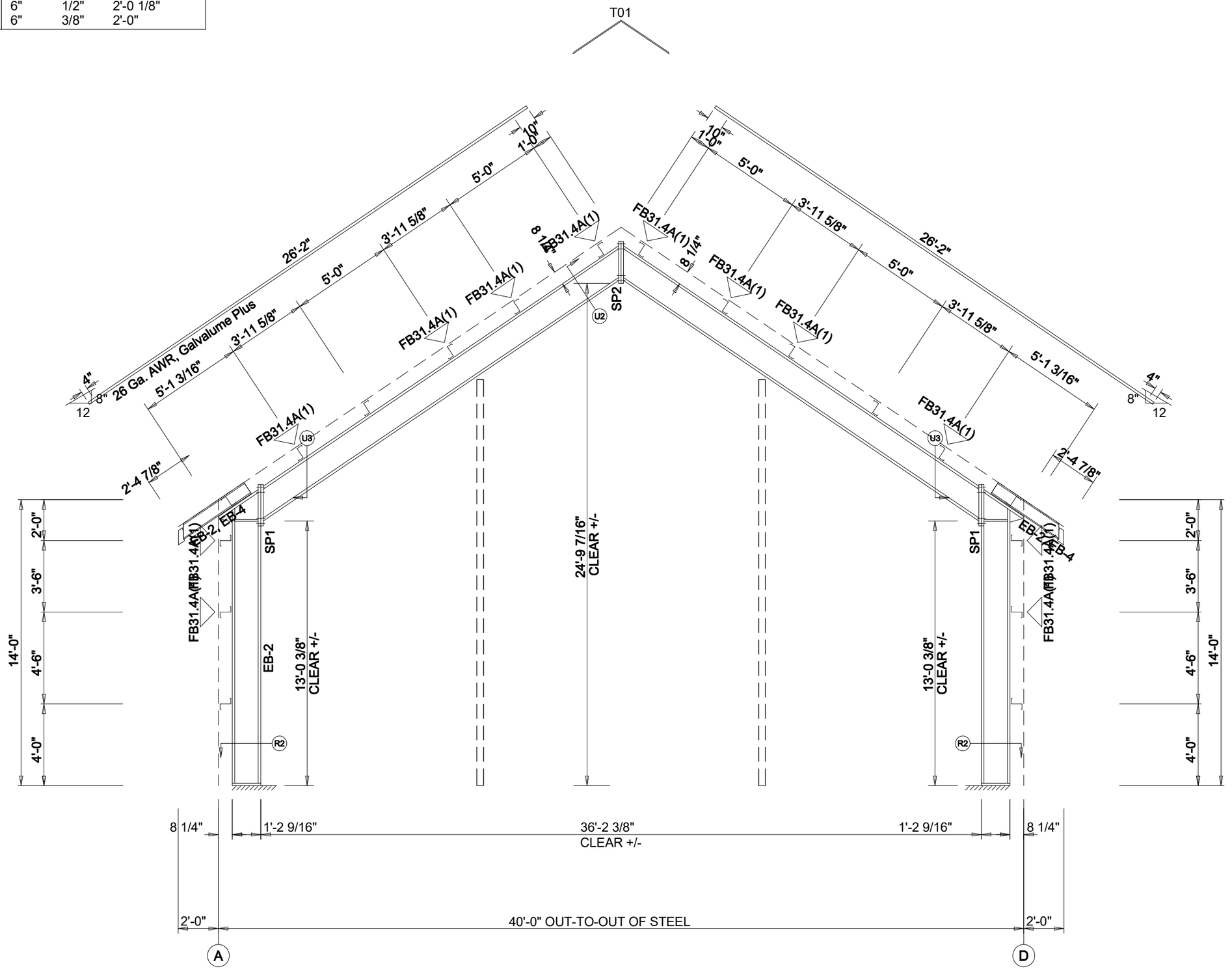


PARTITION 1 RIGHT SHEETING & TRIM

PANELS: 26 Ga. AWR - Need Color

SPLICE PLATE & BOLT TABLE									
Mark	Qty Top	Bot	Int	Type	Dia	Length	Width	Thick	Length
SP1	4	4	0	A325	0.750	3.00	6"	1/2"	2'-0 1/8"
SP2	4	4	0	A325	0.750	3.00	6"	3/8"	2'-0"

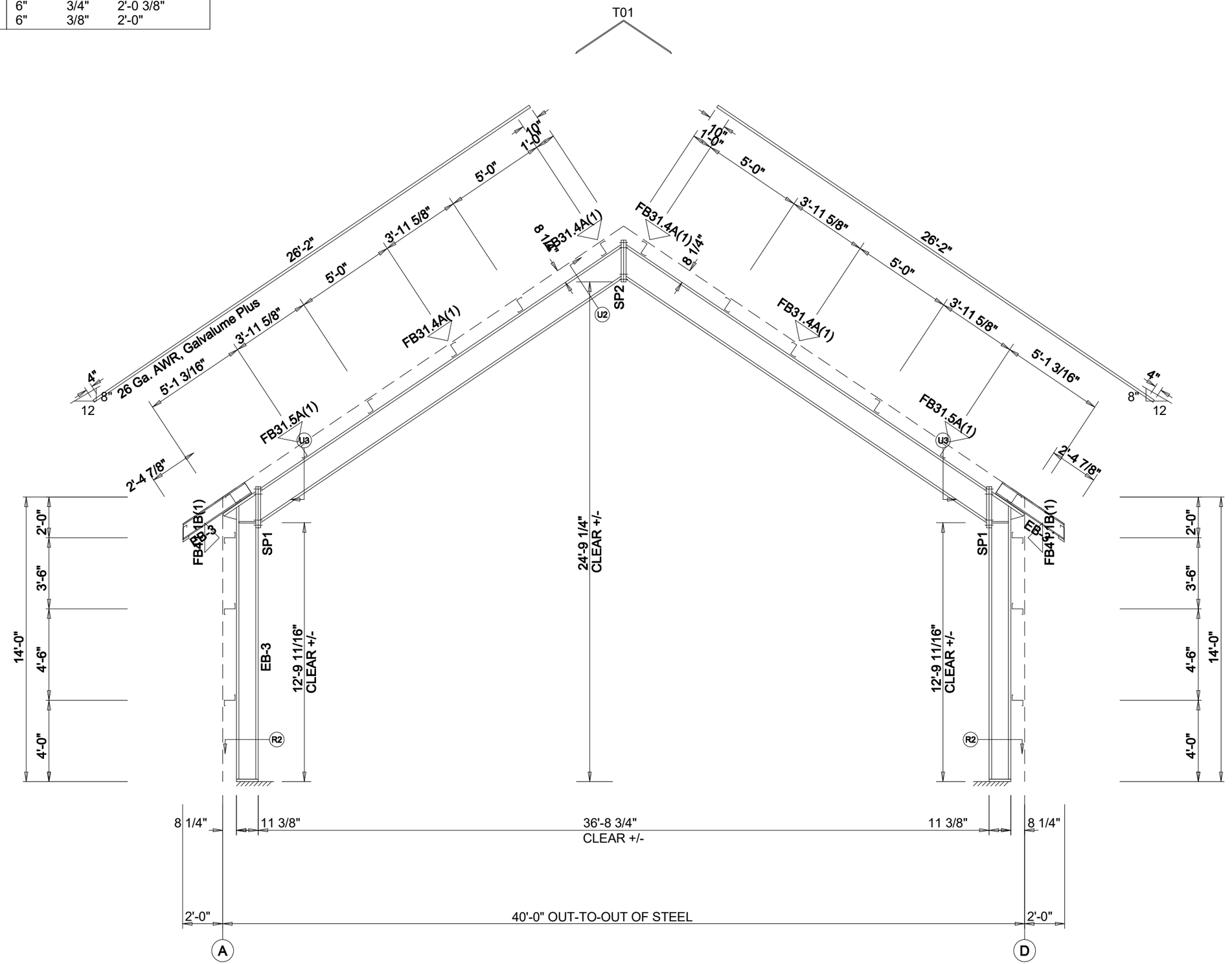
▽ FLANGE BRACES: Both Sides(U.N.)
FBxxA(1): xx=length(in)
A - FB2x14G



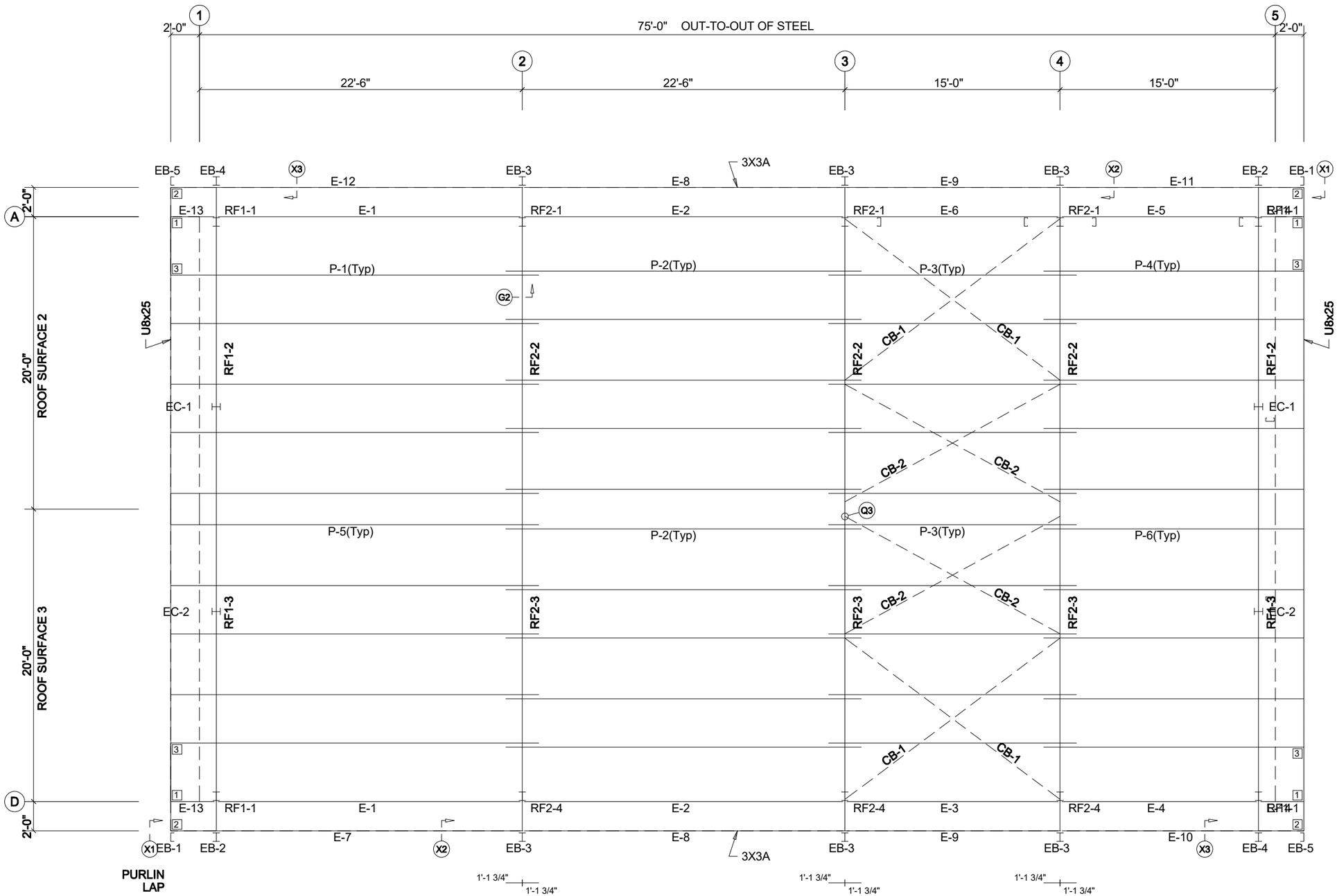
RIGID FRAME ELEVATION: FRAME LINE 1 5

SPLICE PLATE & BOLT TABLE									
Mark	Qty Top	Bot	Int	Type	Dia	Length	Width	Thick	Length
SP1	4	4	0	A325	0.750	3.00	6"	3/4"	2'-0 3/8"
SP2	4	4	0	A325	0.750	3.00	6"	3/8"	2'-0"

▽ FLANGE BRACES: Both Sides(U.N.)
FBxxB(1): xx=length(in)
B - FB2X125
A - FB2x14G



RIGID FRAME ELEVATION: FRAME LINE 2 3 4



ROOF FRAMING PLAN

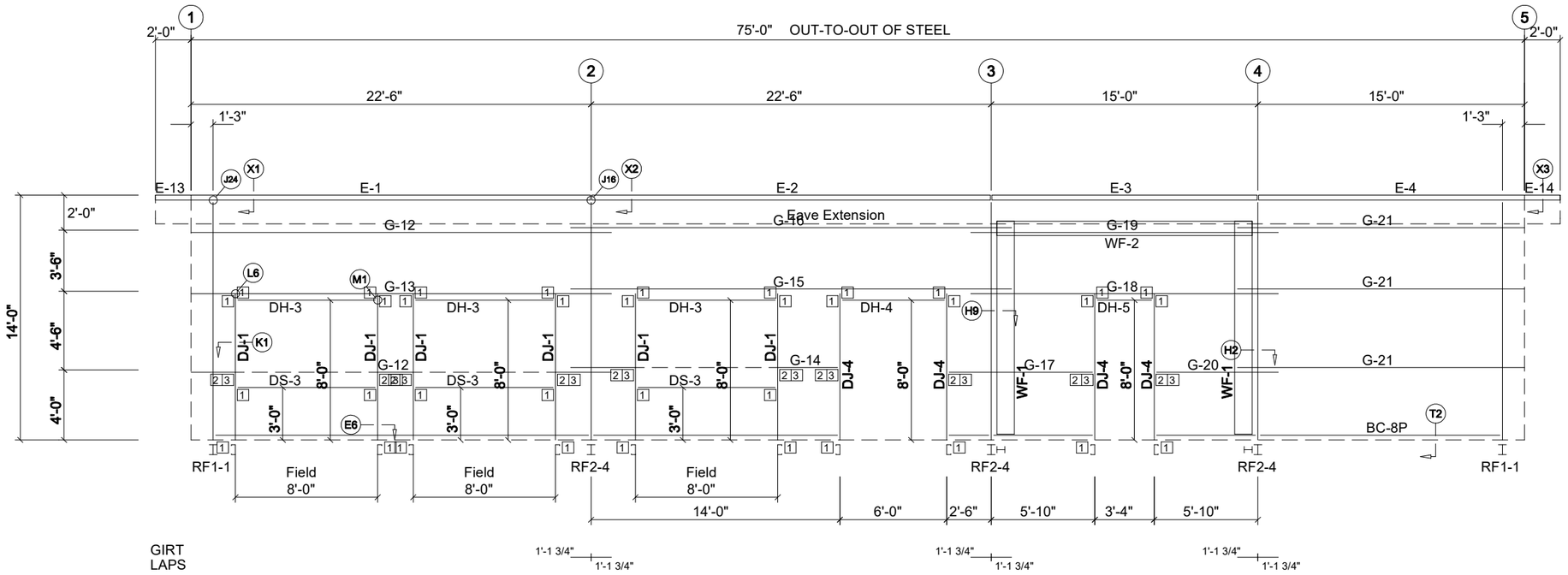
BOLT TABLE: FRAME LINE				
LOCATION	QUAN	TYPE	DIA	LENGTH
EB-2	4	A325	1/2"	1 1/4"
EB-3	4	A325	1/2"	1 1/4"
EB-4	4	A325	1/2"	1 1/4"

MEMBER TABLE: FRAME LINE			
QUAN	MARK	PART	LENGTH
2	EB-1		
2	EB-2		
6	EB-3		
2	EB-4		
2	EB-5		
5	P-1		
10	P-2		
10	P-3		
5	P-4		
5	P-5		
5	P-6		
2	E-1		
2	E-2		
1	E-3		
1	E-4		
1	E-5		
1	E-6		
1	E-7		
2	E-8		
2	E-9		
1	E-10		
1	E-11		
1	E-12		
2	E-13		
2	E-14		
4	CB-1		
4	CB-2		

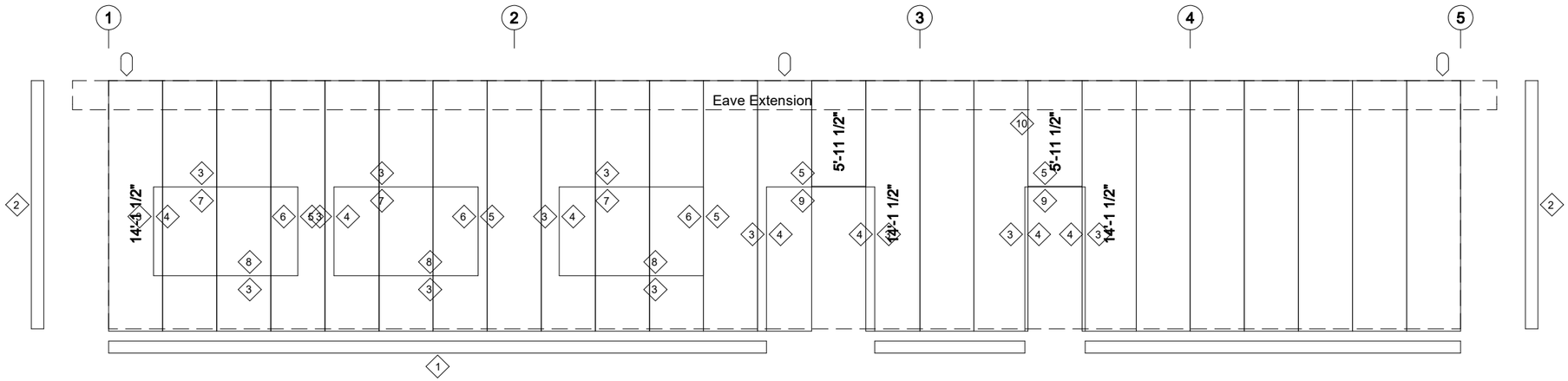
CLIP TABLE: FRAME LINE			
□ID	QUAN	MARK	
1	0	e3	
2	0	d2	
3	0	d3	

ANGLE TABLE: FRAME LINE			
◇ID	QUAN	MARK	LENGTH
0	2	3X3A	12'-0"
0	2	U8x25	13'-2 5/8"

DOWNSPOUT LOCATIONS



SIDEWALL FRAMING: FRAME LINE D



SIDEWALL SHEETING & TRIM: FRAME LINE D

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE D			
QUAN	MARK	PART	LENGTH
2	WF-1		
1	WF-2		
6	DJ-1		
4	DJ-4		
3	DH-3		
1	DH-4		
1	DH-5		
3	DS-3		
1	E-1		
1	E-2		
1	E-3		
1	E-4		
1	E-13		
1	E-14		
2	G-12		
1	G-13		
1	G-14		
1	G-15		
1	G-16		
1	G-17		
1	G-18		
1	G-19		
1	G-20		
3	G-21		

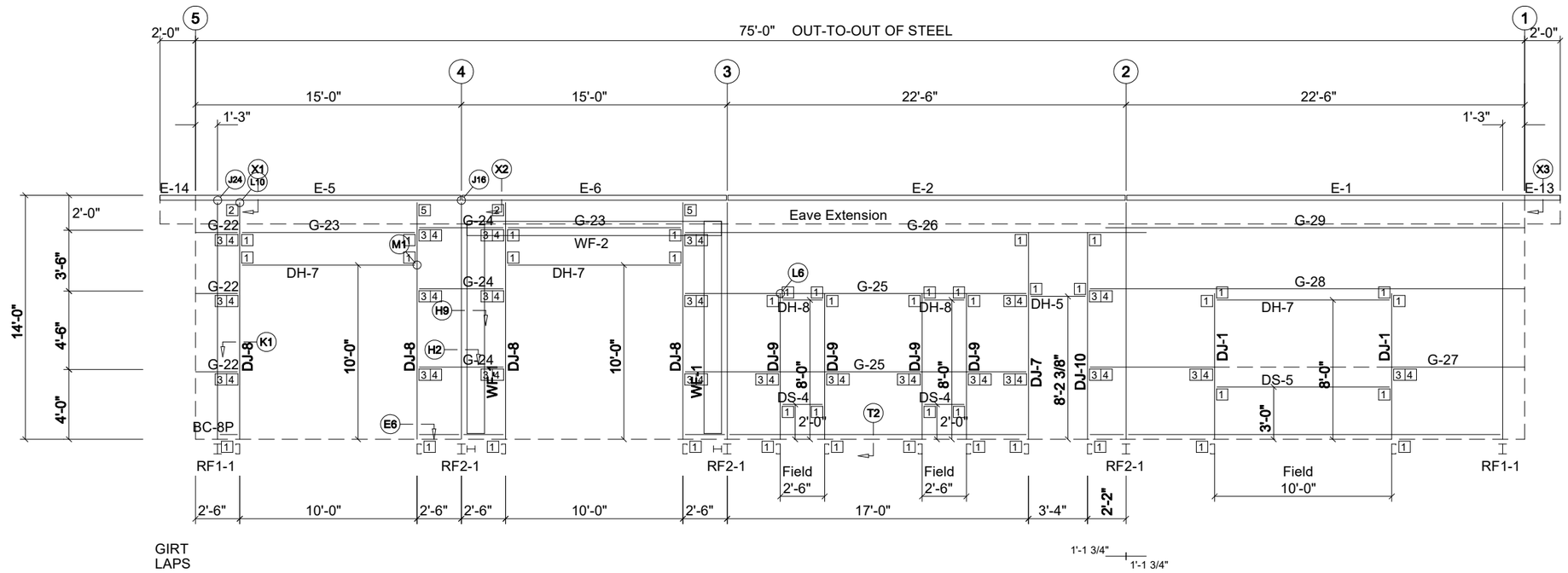
TRIM TABLE (Trim laps 2" unless noted otherwise)				
◇ID	QUAN	MARK	LENGTH	DETAIL
1	6	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	13	T108	14'-0"	
4	7	T05	14'-0"	TRIM_7
5		T108	SCRAP	
6		T05	SCRAP	TRIM_7
7	3	T112	14'-0"	TRIM_6
8	3	T05	14'-0"	TRIM_10
9		T112	SCRAP	TRIM_6
10	6	T05	14'-0"	TRIM_126

BOLT TABLE: FRAME LINE D				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	4	A325	3/4"	3"
WF-1 - RF2-4	8	A325	5/8"	2 3/4"

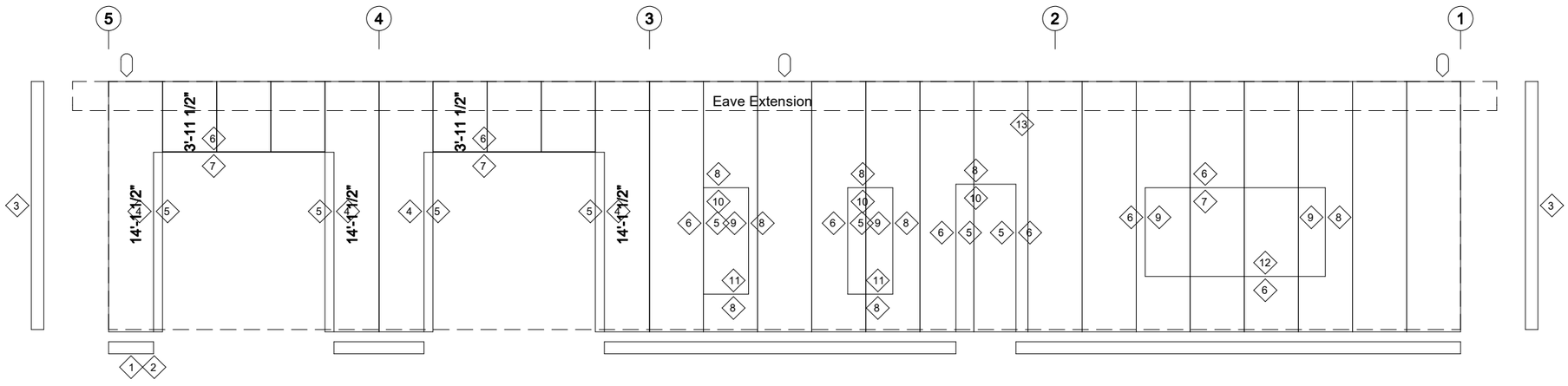
CLIP TABLE: FRAME LINE D			
☐ID	QUAN	MARK	
1	36	C8	
2	10	C8-A	
3	10	C8-B	

ANGLE TABLE: FRAME LINE D			
◇ID	QUAN	MARK	LENGTH
0	5	BC-8P	12'-0"

DOWNSPOUT LOCATIONS



SIDEWALL FRAMING: FRAME LINE A



SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE A			
QUAN	MARK	PART	LENGTH
2	WF-1		
1	WF-2		
2	DJ-1		
1	DJ-7		
4	DJ-8		
4	DJ-9		
1	DJ-10		
1	DH-5		
3	DH-7		
2	DH-8		
2	DS-4		
1	DS-5		
1	E-1		
1	E-2		
1	E-5		
1	E-6		
1	E-13		
1	E-14		
3	G-22		
2	G-23		
3	G-24		
2	G-25		
1	G-26		
1	G-27		
1	G-28		
1	G-29		

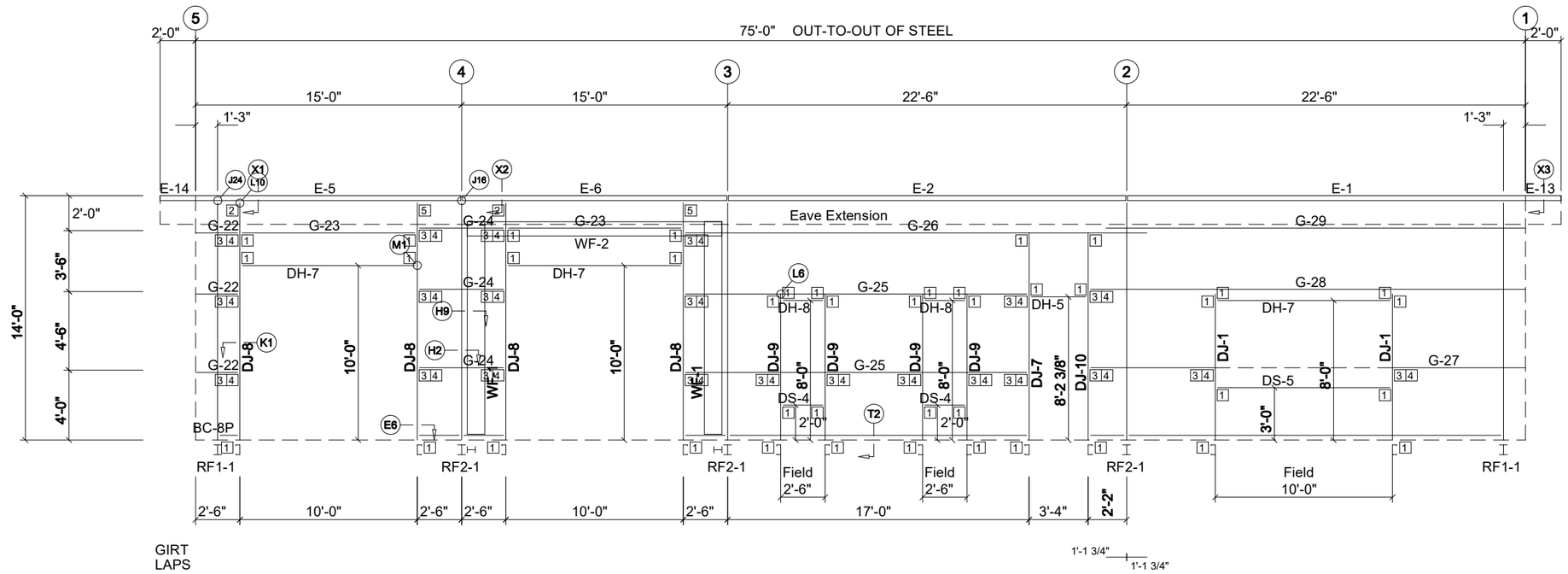
TRIM TABLE (Trim laps 2" unless noted otherwise)				
◇ID	QUAN	MARK	LENGTH	DETAIL
1		T99	SCRAP	
2	4	T99	14'-0"	
3	2	T128	14'-0"	TRIM_13
4	4	T308	14'-0"	
5	8	T05	14'-0"	TRIM_7
6	9	T108	14'-0"	
7	3	T112	14'-0"	TRIM_6
8		T108	SCRAP	
9		T05	SCRAP	TRIM_7
10		T112	SCRAP	TRIM_6
11		T05	SCRAP	TRIM_10
12	1	T05	14'-0"	TRIM_10
13	5	T05	14'-0"	TRIM_126

BOLT TABLE: FRAME LINE A				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	4	A325	3/4"	3"
WF-1 - RF2-1	8	A325	5/8"	2 3/4"

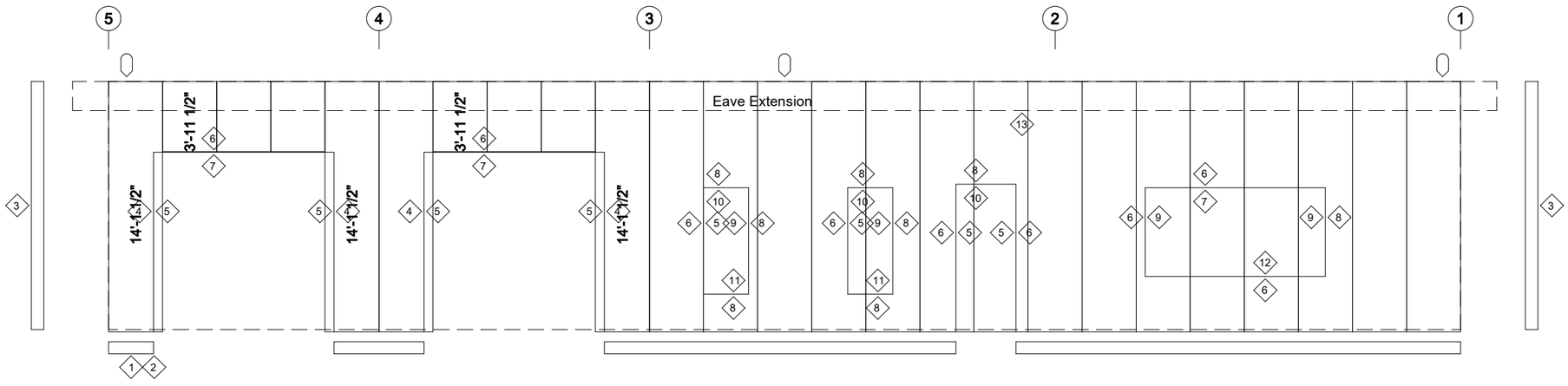
CLIP TABLE: FRAME LINE A			
☐ID	QUAN	MARK	
1	42	C8	
2	2	e1	
3	22	C8-A	
4	22	C8-B	
5	2	e2	

ANGLE TABLE: FRAME LINE A			
◇ID	QUAN	MARK	LENGTH
0	4	BC-8P	12'-0"

DOWNSPOUT LOCATIONS



SIDEWALL FRAMING: FRAME LINE A



SIDEWALL SHEETING & TRIM: FRAME LINE A

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE A			
QUAN	MARK	PART	LENGTH
2	WF-1		
1	WF-2		
2	DJ-1		
1	DJ-7		
4	DJ-8		
4	DJ-9		
1	DJ-10		
1	DH-5		
3	DH-7		
2	DH-8		
2	DS-4		
1	DS-5		
1	E-1		
1	E-2		
1	E-5		
1	E-6		
1	E-13		
1	E-14		
3	G-22		
2	G-23		
3	G-24		
2	G-25		
1	G-26		
1	G-27		
1	G-28		
1	G-29		

TRIM TABLE
(Trim laps 2" unless noted otherwise)

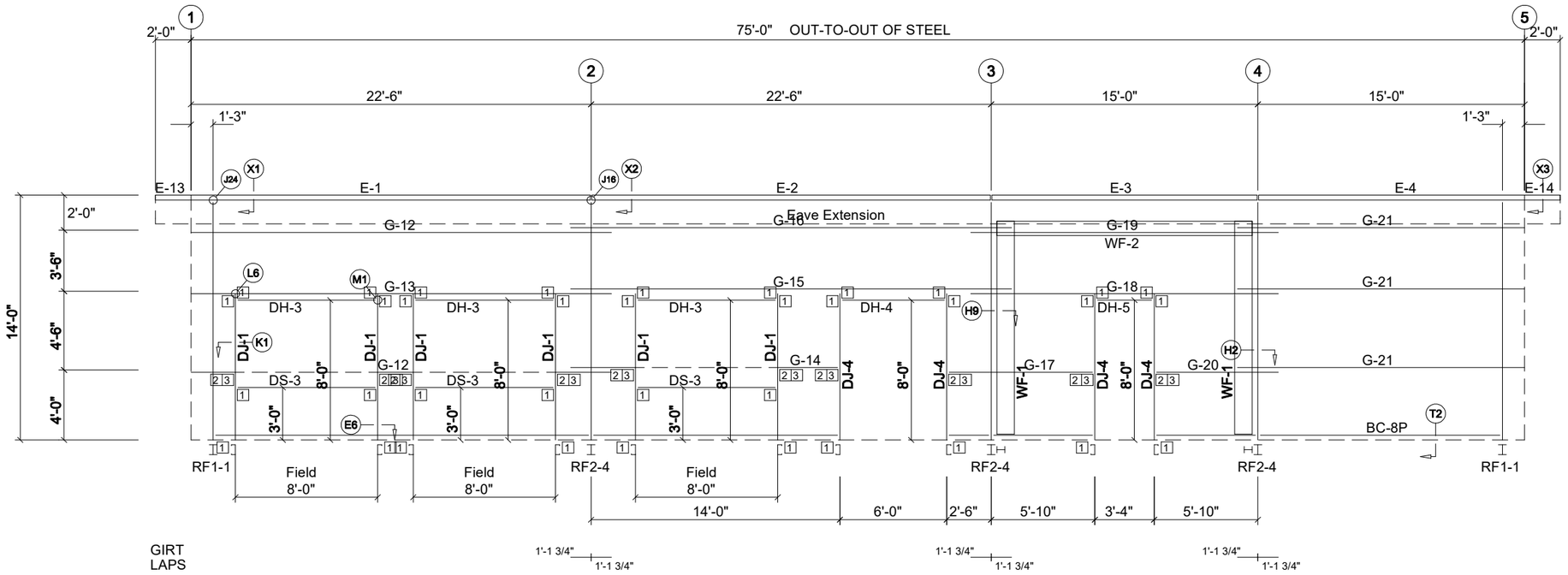
◇ID	QUAN	MARK	LENGTH	DETAIL
1		T99	SCRAP	
2	4	T99	14'-0"	
3	2	T128	14'-0"	TRIM_13
4	4	T308	14'-0"	
5	8	T05	14'-0"	TRIM_7
6	9	T108	14'-0"	
7	3	T112	14'-0"	TRIM_6
8		T108	SCRAP	
9		T05	SCRAP	TRIM_7
10		T112	SCRAP	TRIM_6
11		T05	SCRAP	TRIM_10
12	1	T05	14'-0"	TRIM_10
13	5	T05	14'-0"	TRIM_126

BOLT TABLE: FRAME LINE A				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	4	A325	3/4"	3"
WF-1 - RF2-1	8	A325	5/8"	2 3/4"

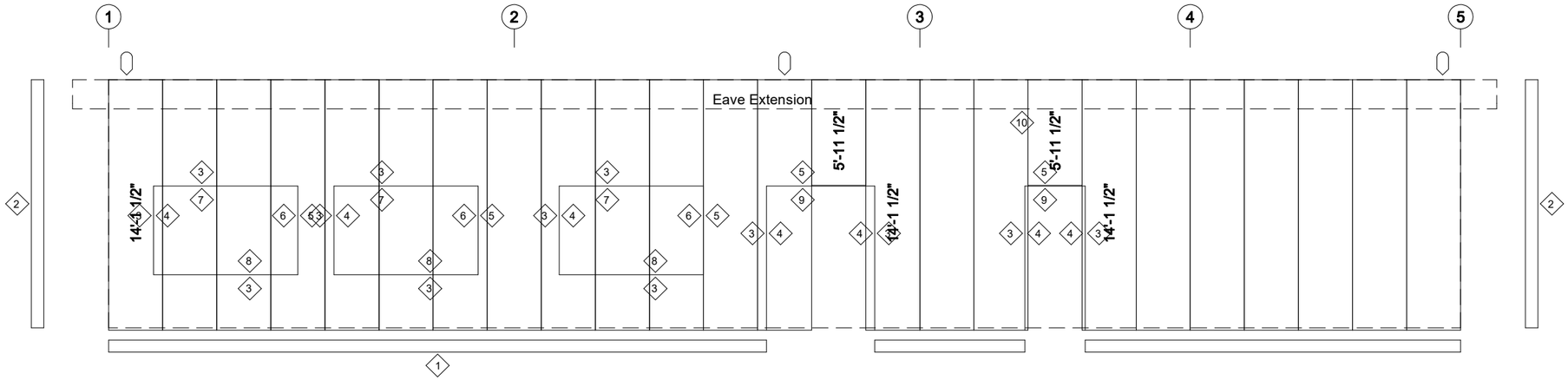
CLIP TABLE: FRAME LINE A			
☐ID	QUAN	MARK	
1	42	C8	
2	2	e1	
3	22	C8-A	
4	22	C8-B	
5	2	e2	

ANGLE TABLE: FRAME LINE A			
◇ID	QUAN	MARK	LENGTH
0	4	BC-8P	12'-0"

DOWNSPOUT LOCATIONS



SIDEWALL FRAMING: FRAME LINE D



SIDEWALL SHEETING & TRIM: FRAME LINE D

PANELS: 26 Ga. AWR - Need Color

MEMBER TABLE: FRAME LINE D			
QUAN	MARK	PART	LENGTH
2	WF-1		
1	WF-2		
6	DJ-1		
4	DJ-4		
3	DH-3		
1	DH-4		
1	DH-5		
3	DS-3		
1	E-1		
1	E-2		
1	E-3		
1	E-4		
1	E-13		
1	E-14		
2	G-12		
1	G-13		
1	G-14		
1	G-15		
1	G-16		
1	G-17		
1	G-18		
1	G-19		
1	G-20		
3	G-21		

TRIM TABLE (Trim laps 2" unless noted otherwise)				
◇ID	QUAN	MARK	LENGTH	DETAIL
1	6	T99	14'-0"	
2	2	T128	14'-0"	TRIM_13
3	13	T108	14'-0"	
4	7	T05	14'-0"	TRIM_7
5		T108	SCRAP	
6		T05	SCRAP	TRIM_7
7	3	T112	14'-0"	TRIM_6
8	3	T05	14'-0"	TRIM_10
9		T112	SCRAP	TRIM_6
10	6	T05	14'-0"	TRIM_126

BOLT TABLE: FRAME LINE D				
LOCATION	QUAN	TYPE	DIA	LENGTH
WF-1 - WF-2	4	A325	3/4"	3"
WF-1 - RF2-4	8	A325	5/8"	2 3/4"

CLIP TABLE: FRAME LINE D			
☐ID	QUAN	MARK	
1	36	C8	
2	10	C8-A	
3	10	C8-B	

ANGLE TABLE: FRAME LINE D			
◇ID	QUAN	MARK	LENGTH
0	5	BC-8P	12'-0"

Quote: KEVIN_PATON 058
Job:
Date: 2025-06-19

Quotation

DEALER INFORMATION		PROJECT INFORMATION	
Name:	STEELBUILT CORP	Name:	KEVIN PATON
Attention:	marc reynolds	Attention:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	MOUNT ELGIN, ON
Phone:	9056421012	Phone:	
Fax:		Fax:	
E-mail:			

SHIPPING INFORMATION

Job Site Address:		Freight Notes:	
	MOUNT ELGIN, ON		
County (Parish):	canada		
		Est. Weight in Lbs:	36178.5

PROJECT PRICING

-Quoted price is valid for 30 days from quote date.

Payment Terms:
25% Due on acceptance of quote and placement of order.
25% Due on approval of design drawings
Remaining 50% Due prior to shipping

Subtotal:	$109,446.00
Freight:	$2,200.00
Tax:	Excluded
Total:	**$111,646.00**

DESIGN CRITERIA AND LOADS

Building Code:	NBC 20			Collateral Load:	3.00
Roof Live Load:	20	Reduced:	Yes	Importance Factor:	1.00
Trib. Reduction:	Yes			Occupancy:	II - Normal
Ground Snow:	35.53			Seismic Site Class:	D
Dead Load:	Self Weight of Materials			Seismic Design Cat:	2
Wind Velocity:	10			Classification:	
Enclosure Type:	2			(Ss):	
Exposure:	O			(S1):	

DEFLECTION CRITERIA

Endwall Column:	240	Roof Purlin (Live):	360	Rigid Frame (Vertical):	180
Endwall Rafter (Live):	180	Roof Purlin (Wind):	360	Rigid Frame (Seismic):	40
Endwall Rafter (Wind):	180	Roof Panel (Live):	180	Rigid Frame (Crane):	100
Wall Girt:	360	Roof Panel (Wind):	120	Bracing (Wind):	60
Wall Panel:	90	Rigid Frame (Horizontal):	60	Bracing (Seismic):	40

BUILDING INFORMATION

Width (ft)	Length (ft)	Back Eave Height (ft)	Front Eave Height (ft)	Back Slope	Front Slope
40'-0"	75'-0"	14'-0"	14'-0"	8.0:12	8.0:12

Roof

Purlin Mount: Bypass
Peak Offset: 20'-0"
Bracing: Rod Diagonal Bracing
Bays: 2 at 22'-6"
2 at 15'-0"

Left Endwall

Endwall Type: Rigid
Bays: 13'-0" 14'-0" 13'-0"
Girt Mount: Bypass
Bracing: Rigid Frame

Right Endwall

Endwall Type: Rigid
Bays: 13'-0" 14'-0" 13'-0"
Girt Mount: Bypass
Bracing: Rigid Frame

Front Wall

Girt Mount: Bypass
Bracing: Wind Bents

Back Wall

Girt Mount: Bypass
Bracing: Wind Bents

STRUCTURAL FINISHES

Primary Framing	Secondary Framing
Gray Oxide	GZ

PANELS

Roof

Panel Type: AWR Gage: 26
SSR Clip Type:
Color: Galvalume Plus

Wall

Panel Type: AWR Gage: 26
Color: Need Color
Base Type: base channel and base trim

TRIM

Eave Color: Need Color
Rake Color: Need Color
Corner Color: Need Color
F.O. Color: Need Color
Gutter Color: NONE
D.Spout Color:

Base Color: Need Color
Wainscot Panel:
Wainscot Transition:
F.O. Cover Color:

Eave Style: Standard
Rake Style: Standard
Base Style: Standard
F.O. Style: Standard
Gutter Style: NONE
D.Spout Style:

Front Sidewall

Gutter Length: 79'-0"
D.Spout #: 3

Back Sidewall

Gutter Length: 79'-0"
D.Spout #: 3

WALL INSULATION

Thickness:
Type:

ROOF INSULATION

Thickness:
Type:

PARTIAL WALLS

Left Endwall:	
Right Endwall:	
Front Sidewall:	
Back Sidewall:	

BASE

Standard Base Angle:	
Base Channel:	Base Channel
Base Trim:	Base Trim
Special Base Angle:	

EXTENSION

ROOF

Left Endwall:	2'-0" ft by 48'-0 ft
Right Endwall:	2'-0" ft by 48'-0 ft
Front Sidewall:	2'-0" ft by 75'-0" ft
Back Sidewall:	2'-0" ft by 75'-0" ft

GABLE

Soffit Style:	Standard
Panel Gauge/Thickness:	26
	26
Panel Type:	3037
	3037
Panel Color:	C1
	C1
Panel Style:	Standard
	Standard

EAVE

Trim Style:	(2) ST
	(4) ST
Panel Gauge/Thickness:	29
	29
Panel Type:	S36
	S36
Panel Color:	Need Color
	Need Color
Panel Style:	Standard
	Standard

CANOPY

Left Endwall:	
Right Endwall:	
Front Sidewall:	
Back Sidewall:	

PARTITION

LAYOUT

Wind Pressure:	10	End Offset:	40'-0"
Column Deflection:	120	# of Locations:	1
Girt Deflection:	90	Locations:	45'-0"
Panel Deflection:	120	Length:	40'-0"
# of Partitions:	1	Bay Spacing:	1 at 10'-0"
			1 at 20'-0"
			1 at 10'-0"
Orientation:	Transverse	Framed Openings:	.3333 W x 8.
Start Offset:	ion 1: Start of	Partial Walls:	

FRAMING

Start Column Type:	C	Base Elevation:	0
Interior Column Type:	C	Rafter Type:	C
End Column Type:	C	Rafter Orientation:	D
Column Depth:	8	Rafter Depth:	0

GIRTS

Girt Type:	Bypass
Girt Locations:	

PANELS AND COLORS (FRONT)

Panel Part Name:	AWR26	Jamb Trim Color:	Need Color
Panel Thickness:	26	Top Trim Color:	Need Color
Panel Type:	AWR	Base Trim Color:	Need Color
Panel Color:	Need Color	Corner Trim Style:	Standard
Panel Screw Type:	L	Jamb Trim Style:	Standard
Panel Screw Finish:	LL	Top Trim Style:	Standard
Corner Trim Color:	Need Color	Base Trim Style:	Standard

PANELS AND COLORS (BACK)

Panel Part Name:	AWR26	Jamb Trim Color:	Need Color
Panel Thickness:	26	Top Trim Color:	Need Color
Panel Type:	AWR	Base Trim Color:	Need Color
Panel Color:	Need Color	Corner Trim Style:	Standard
Panel Screw Type:	L	Jamb Trim Style:	Standard
Panel Screw Finish:	LL	Top Trim Style:	Standard
Corner Trim Color:	Need Color	Base Trim Style:	Standard

INSULATION

Insulation Type:	
Insulation Thickness:	
Added Items:	

FRAMED OPENINGS
LEFT ENDWALL
(3) 9'-0" W x 8'-0" , window sill at 3'-0"
(2) 7'-0" W x 13'-6" , window sill at 11'-0"
(1) 8'-0" W x 16'-0" , window sill at 12'-0"
FRONT SIDEWALL
(3) 8'-0" W x 8'-0" , window sill at 3'-0"
(1) 6'-0" W x 8'-0" H
(1) 3'-4" W x 8'-0" H
RIGHT ENDWALL
(1) 12'-0" W x 12'-0" H
(1) 3'-4" W x 8'-2 3 H
BACK SIDEWALL
(2) 10'-0" W x 10'-0" H
(2) 2'-6" W x 8'-0" , window sill at 2'-0"
(1) 3'-4" W x 8'-2 3 H
(1) 10'-0" W x 8'-0" , window sill at 3'-0"

ACCESSORIES / MODIFICATIONS / MISCELLANEOUS ITEMS

1. Exclusions: -Foundation design & Supply - Wall and Roof insulation. - Wall and Roof liners . - Snow guards - Anchor Bolts - Man Doors, Overhead Doors and Windows - Any Accessories not Listed - Installation - Mezzanine & Partitions - Inspections - Garbage Disposal

Quote Date: 06/20/2025
063
Effective for Materials Shipping By: 08/19/2025
Quote #: SQJRMP002431-1
Shipping Branch: Brampton, ON (M33)
Account #: 2761665

QUOTATION

CUSTOMER INFORMATION:	PROJECT INFORMATION:
STEEL BUILT CORP 37 SANDIFORD DRIVE SUITE413 STOUFFVILLE, ON L4A 3Z2	KEVIN PATON KEVIN PATON Mount Elgin, ON N0J 1N0

CONFIGURED BUILDING SECTION

KEVIN PATON: 40 ft W X 75 ft L X 14 ft H DS: 8:12 - Roof Overhang(s) totaling 4 ft (2 + 2) will be added to this roof's Length. - Roof Overhang(s) totaling 4 ft (2 + 2) will be added to this roof's Width.



	QUANTITY:
ROOF MATERIAL:	
R41 - Multi-Layer White Energy Saver System CAN - R28 - 8" Cavity + R13 - 4 1/4" Overlay	4271 sf
WALLS MATERIAL:	
R36 - Multi-Layer White Energy Saver System CAN - R28 - 8" Cavity + R8 - 2 1/2" Overlay which includes 72, 60, 48, or 36 inch wide glass for Vertical Installation, banding, & screws **See Diagram Page for Wall Deduction Information (if applicable)*	3960 sf

BUILDING ACCESSORIES:	QUANTITY:
3"X150' WHITE ENERGY SAVER PATCH TAPE (8) KEVIN PATON	1 RL

CHARGES AND DISCOUNTS

DESCRIPTION:	VALUE:
Freight	$450.00
Fuel Surcharge	$488.75

Prepared By:	Marc Reynolds marc@steelbuiltcorp.ca	**APPROX. SALES TAX:**	Not Included
Sales Team:			

Accepted By:	Date:	TOTAL (CAD):	$33,522.38

Total Weight: 5523.95 **Truckloads:** 0.44

CUSTOMER:
PROJECT NAME: KEVIN PATON
ORDER NUMBER: SQJRMP002431-1

136

KEVIN PATON: 40 ft W X 75 ft L X 14 ft H DS: 8:12 - Roof Overhang(s) totaling 4 ft (2 + 2) will be added to this roof's Length. - Roof Overhang(s) totaling 4 ft (2 + 2) will be added to this roof's Width.

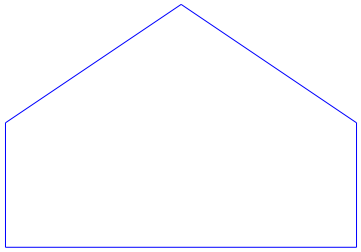


>> Roofing Panels >>

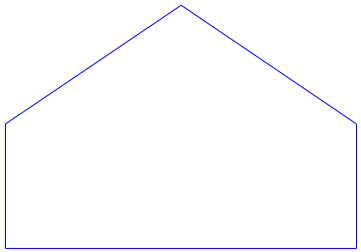
065

CUSTOMER:
PROJECT NAME: KEVIN PATON
ORDER NUMBER: SQJRMP002431-1

KEVIN PATON: 40 ft W X 75 ft L X 14 ft H DS: 8:12 - Roof Overhang(s) totaling 4 ft (2 + 2) will be added to this roof's Length. - Roof Overhang(s) totaling 4 ft (2 + 2) will be added to this roof's Width.



>> EW #1 - 40ft. Wide (Yellow Tag) >>



>> EW #2 - 40ft. Wide (Black Tag) >>



>> SW #1 - 75ft. Long (Green Tag) >>



>> SW #2 - 75ft. Long (Red Tag) >>

PROJECT COST ESTIMATE

37 SANDIFORD DRIVE - SUITE 413, STOUFFVILLE ONTARIO L4A 3Z2
(905) 642-1012 1-833-812-1648
ESTIMATOR: MARC REYNOLDS

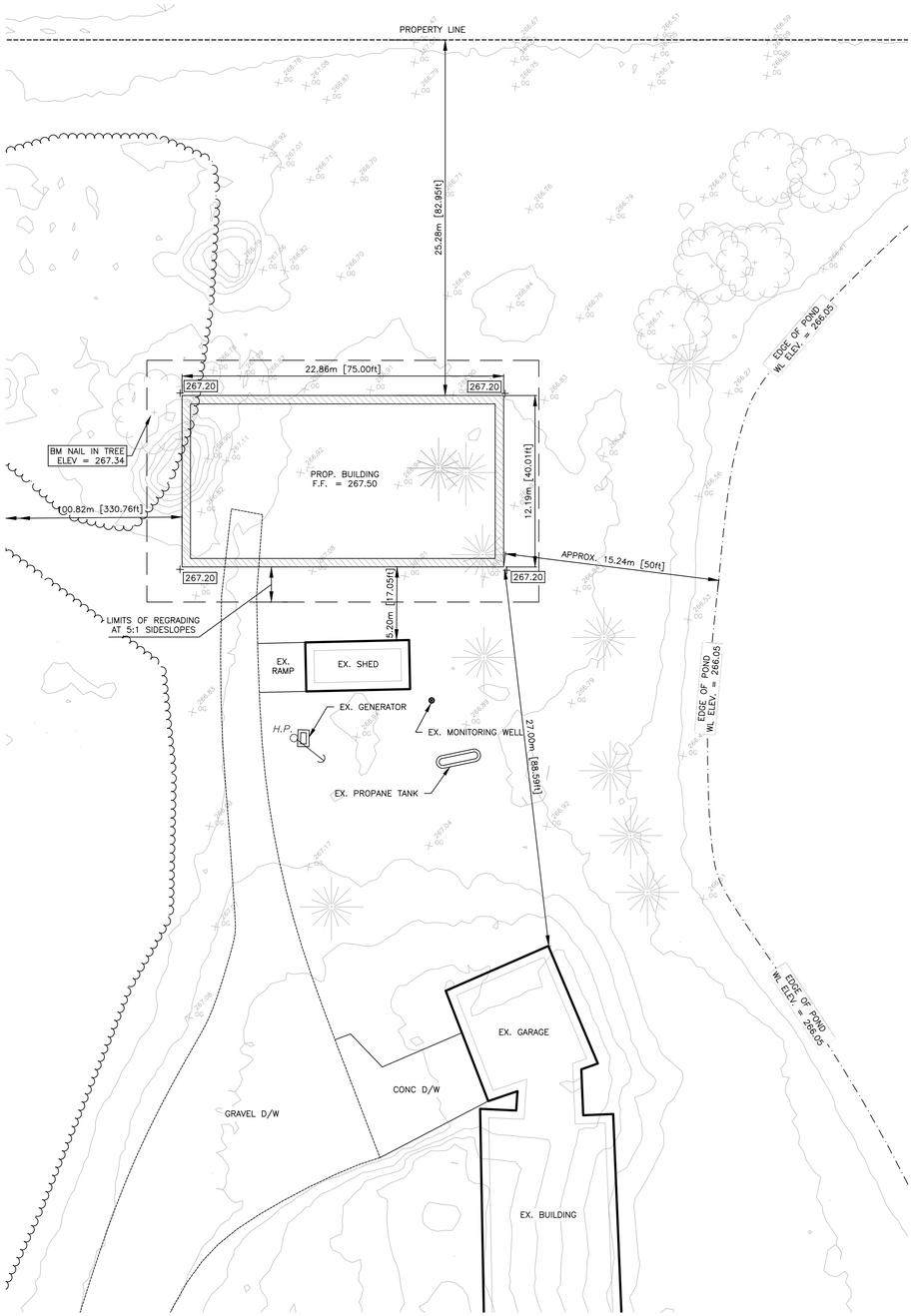
COST PROPOSAL: KEVIN PATON		**DATE:**	**June 19, 2025**
BUILDING SIZE:	**40X75X14**	**TOTAL SQ. FT.**	**3,000**	**TOTAL LINEAR FEET:**	

	COST SQ. FT.	1. BUILDING SUPPLY DETAIL: INCLUDES		
		26 GA STEEL SHEETING WALL PANEL	INCLUDED	
		26 GA AWR ROOF SHEETING	INCLUDED	
		FULL STEEL KIT WITH TRIM	INCLUDED	
		FULL WIDTH / HEIGHT PARTITION WALL WITH 26 GA SHEETING BOTH SIDES	INCLUDED	
		24" GABLE AND EAVE EXTENSIONS WITH SOFFIT	INCLUDED	
		GALVANIZED PURLINS AND GIRTS	INCLUDED	
		RIGID FRAMES PRIME COATED	INCLUDED	
		ALL STAINLESS STEEL SCREWS	INCLUDED	
		NEOPRENE WASHERS	INCLUDED	
		STAMPED ENGINEERED STRUCTURAL DRAWINGS	INCLUDED	
		DELIVERY TO DESTINATION	INCLUDED	
		TAXES	EXTRA	
		BUILDING COST	**$111,646.00**	CAD
		2. INSULATION DETAIL: INCLUDES		
		ROOF - R=41 WHITE ENERGY SAVER SYSTEM	INCLUDED	
		WALL - R=36 WHITE ENERGY SAVER SYSTEM	INCLUDED	
		ENERGY SAVER PATCH TAPE	INCLUDED	
		DELIVERY TO DESTINATION	INCLUDED	
		TAXES	EXTRA	
		INSULATION COST	**$33,522.38**	CAD
		3. FOUNDATION DETAIL		
		TYPICAL 6" SLAB WITH EXPANDED EDGED PAD REBAR, MESH AND ANCOR BOLTS		
	$22.00	**AVERAGE COST PER SQUARE FOOT**		
		* SUBJECT TO SOIL / CORE SAMPLE		
		* PRICE INCREASES FOR WINTER CONCRETE		
		FOUNDATION COST	**$66,000.00**	**CAD**
		NOTE: 1. FINAL FOUNDATION DESIGN WILL BE DETERIMINED BY CIVIL ENGINEERING. SOIL COMPACTION REPORT 2. STAMPED FOUNDATION DRAWINGS ARE EXTRA 3. BASIC EXCAVATION INCLUDED 4. ADDITIONAL EXCAVATION EXTRA 5. TAXES EXTRA		
		4. ERECTION DETAIL		
		ERECTING COST AVG. IS DETERMINED ON CREW AVAILABILITY		
	$20.00	**AVERAGE COST PER SQUARE FOOT**		
		* WINTER ERECTING EXTRA		
		* TAXES EXTRA		
		ERECTION COST	**$60,000.00**	**CAD**

COST PROPOSAL SUMMARY

1. QUOTE IS VALID FOR 14 DAYS AFTER ISSUANCE **2. TAXES NOT INCLUDED**	1. TOTAL BUILDING SUPPLY COST	$111,646.00	**CAD**
	2. TOTAL INSULATION COST	$33,522.38	**CAD**
	3. TOTAL FOUNDATION (CONCRETE) COST	$66,000.00	**CAD**
	4. TOTAL ERECTION (INSTALL) COST	$60,000.00	**CAD**
	TOTAL PROJECT COST ESTIMATE	**$271,168.38**	**CAD**
	TOTAL COST PER SQ FOOT	**$90.39**	**CAD**

*****FOR BUDETING PURPOSES ONLY*****



LOT GRADING PLAN

SCALE: 1 : 200

GENERAL NOTES

- DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
- CONTRACTOR TO VERIFY EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONNECTIONS. ALL CONNECTIONS TO BE IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITIES.

PLAN LEGEND

- 266.69 – EXISTING ELEVATION
- 178.61 – PROPOSED ELEVATION
- EXISTING BUSH

REVISED AS PER COMMENTS	JUL. 02/25	2
ISSUED FOR SITE PLAN APPROVAL	FEB. 28/25	1
revisions	date	no.

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCY TO THIS FIRM BEFORE PROCEEDING WITH THE WORK

A – detail no.
B – location sheet
C – detail sheet

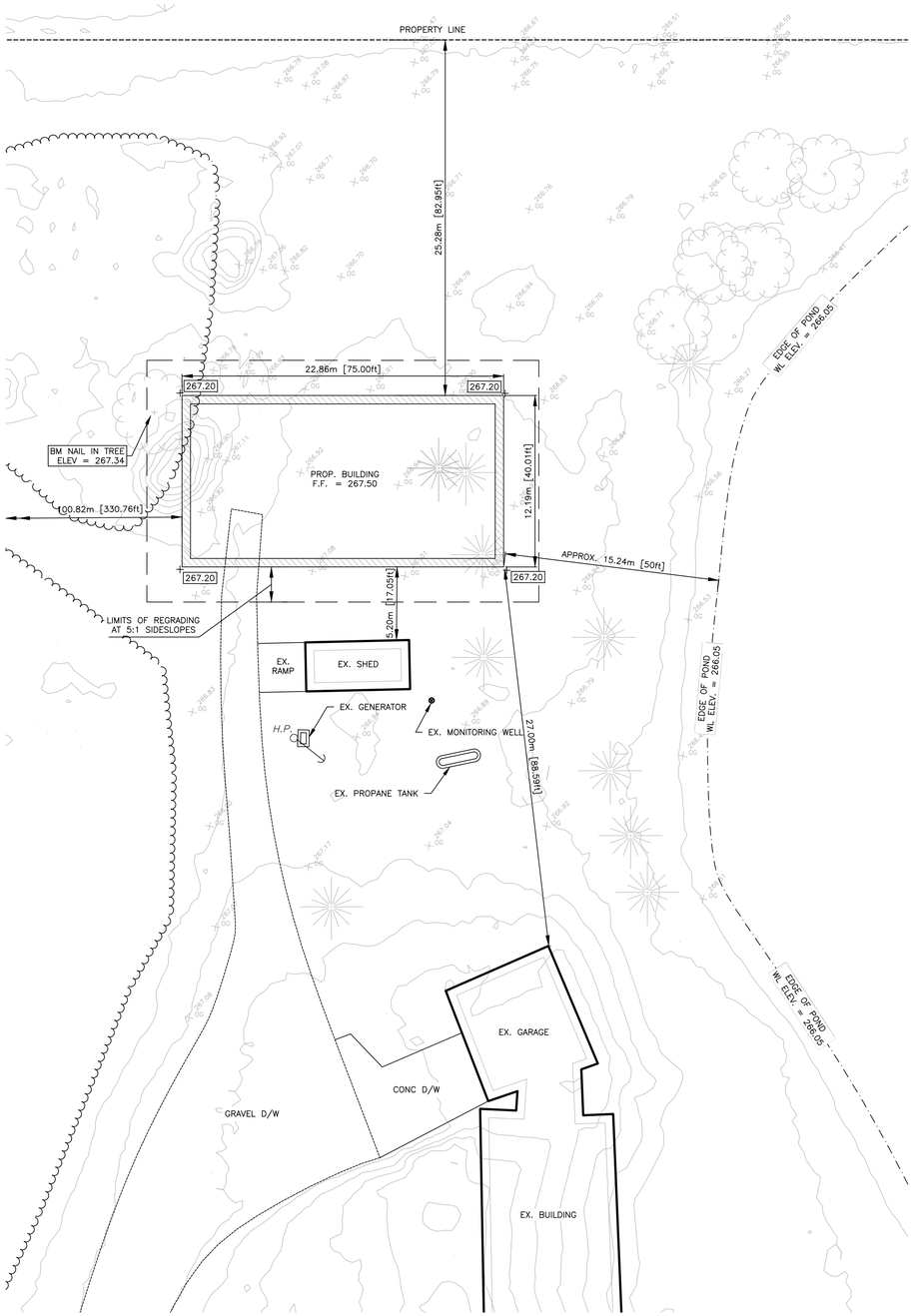
LICENSED PROFESSIONAL ENGINEER
J. M. C. SPRIET
PROVINCE OF ONTARIO

SPRIET ASSOCIATES
LONDON architects LIMITED engineers
155 york street - london - N6A 1A8
e-mail : mail@spriet.on.ca
phone : (519) 672-4100
fax : (519) 433-9351

5626 PIGRAM LINE
Mt. ELGIN
KEVIN PATON

GRADING PLAN

date : JUL 02, 2025
scale : 1 : 100
drawn by : MM
project no. : 225012
drawing no. : SP1



LOT GRADING PLAN

SCALE: 1 : 200

GENERAL NOTES

- DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
- CONTRACTOR TO VERIFY EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONNECTIONS. ALL CONNECTIONS TO BE IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITIES.

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C – detail sheet

LICENSED PROFESSIONAL ENGINEER
J. M. C. SPRIET
PROVINCE OF ONTARIO

SPRIET ASSOCIATES
LONDON architects LIMITED engineers
155 york street - london - N6A 1A8
e-mail : mail@spriet.on.ca
phone : (519) 672-4100
fax : (519) 433-9351

5626 PIGRAM LINE
Mt. ELGIN
KEVIN PATON

GRADING PLAN

date : JUL 02, 2025
scale : 1 : 100
drawn by : MM
project no. : 225012
drawing no. : SP1

070

STEELBUILT CORP

BUILDING WEIGHT & PRICE SUMMARY
FOR
STEELBUILT CORP

KEVIN PATON

MOUNT ELGIN, ON
KEVIN_PATON

BUILDING LAYOUT

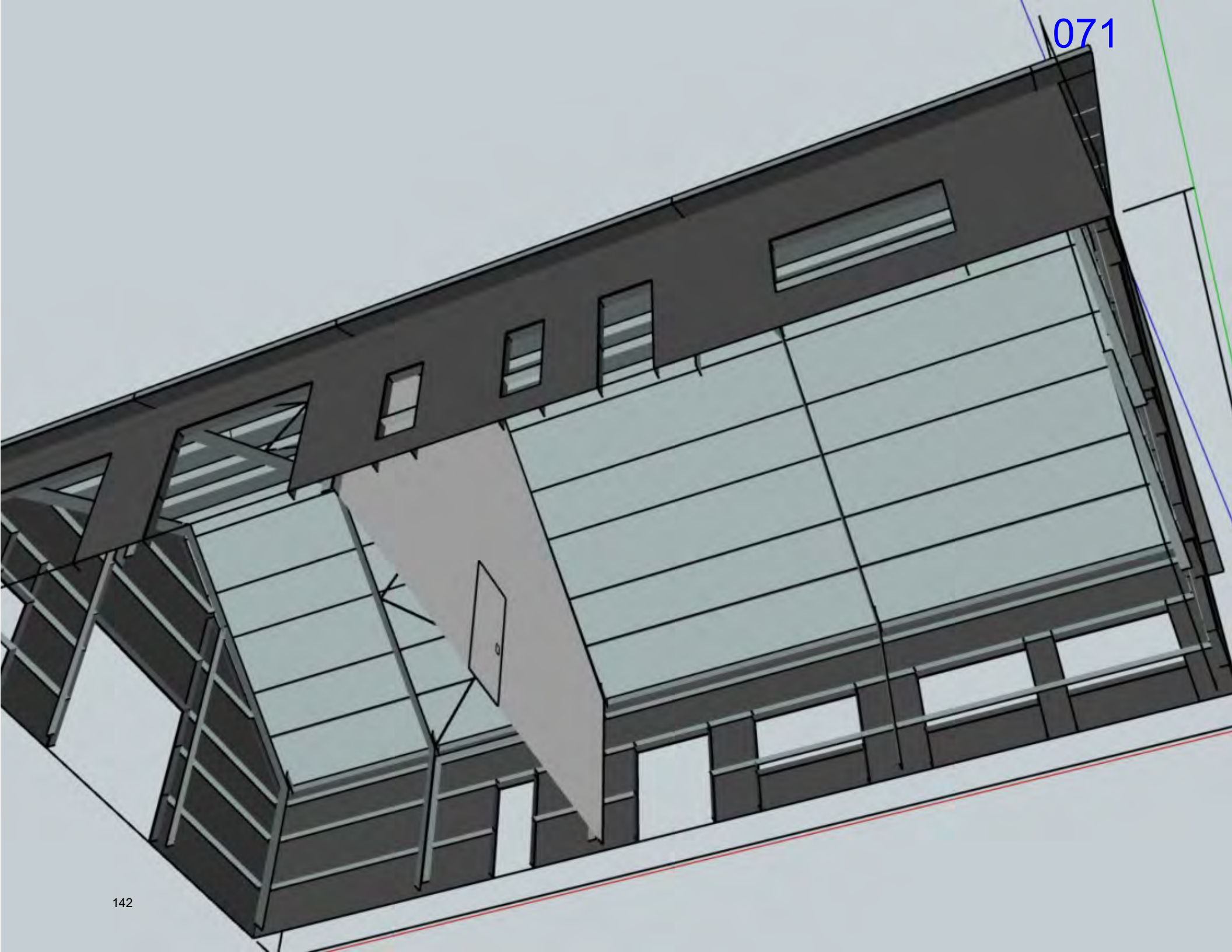
Width	(ft)=	40.0
Length	(ft)=	75.0
Eave Height	(ft)=	14.0/ 14.0
Roof Slope	(rise/12)=	8.00/ 8.00

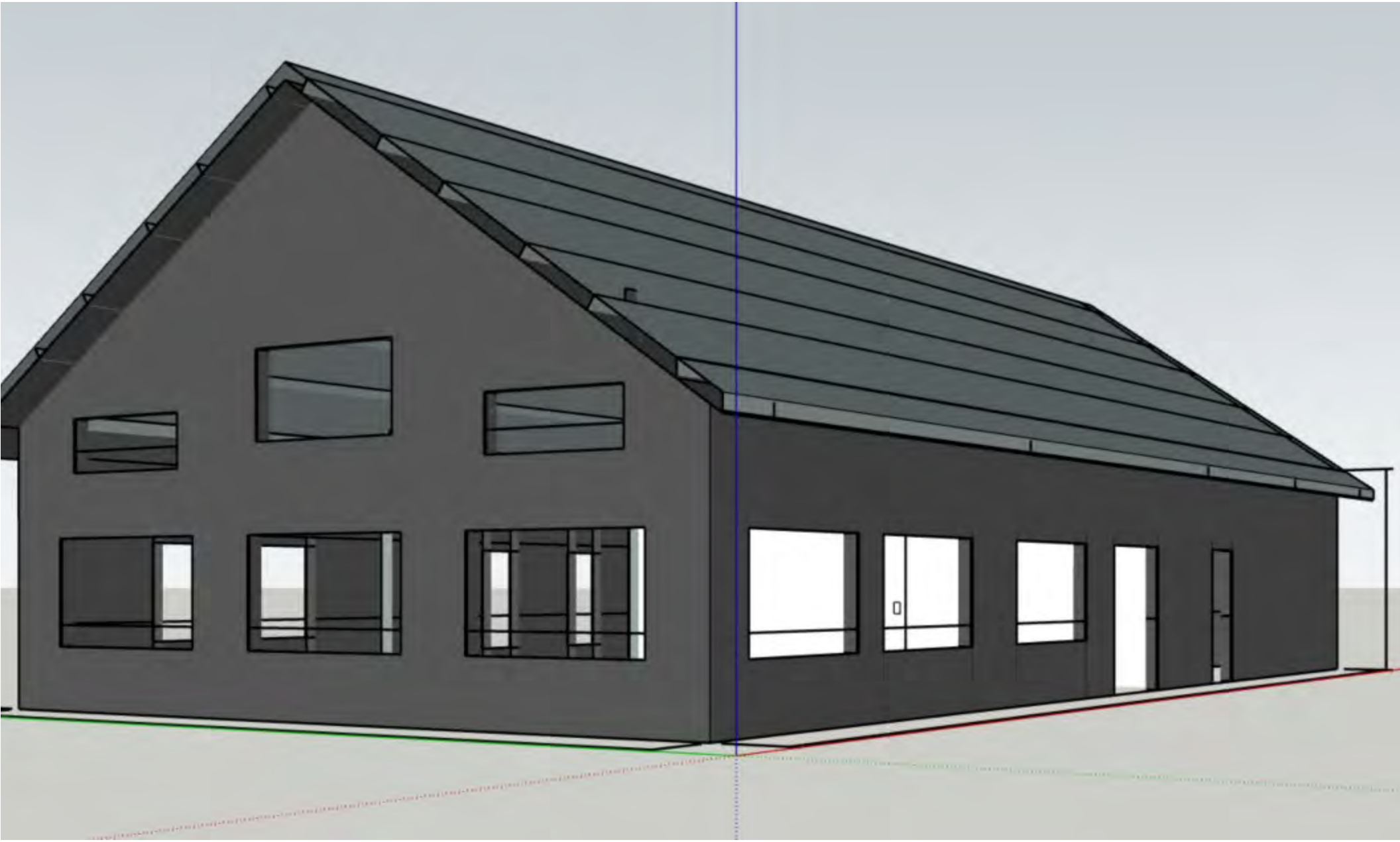
BUILDING LOADS

Roof Dead Load	(psf)=	2.0
Wall Dead Load		
Left Endwall	(psf)=	3.0
Right Endwall	(psf)=	3.0
Front Sidewall	(psf)=	3.0
Back Sidewall	(psf)=	3.0
Roof Live Load	(psf)=	20.0
Frame Live Load	(psf)=	14.0
Collateral Load	(psf)=	3.0
Snow Load	(psf)=	32.0
Wind Load 1:50	(psf)=	10.0
Wind Code	=	ONBC 24 (NBC 20)
Wind Opening Category	=	2
Exposure	=	O
Internal Wind Coeff	=	-0.45, +0.30
Importance Wind	(ULS)=	1.00
Importance Seismic	(ULS)=	1.00
Seismic Category	=	2
Seismic Data		
Sa(0.2,X)	=	0.2470
Sa(0.5,X)	=	0.2380
Sa(1.0,X)	=	0.1400
Sa(2.0,X)	=	0.0660
Sa(5.0,X)	=	0.0171
Sa(10.0,X)	=	0.0053
PGA(X)	=	0.1450
S(2.0)	=	0.0660
S(0.5)	=	0.2380

Designer : mr
Detailer : mr

6/19/25


071









GENERAL NOTES

- DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
- CONTRACTOR TO VERIFY EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONNECTIONS. ALL CONNECTIONS TO BE IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITIES.

PLAN LEGEND

- 268.69 TS — EXISTING ELEVATION
- 178.61 — PROPOSED ELEVATION
- EXISTING BUSH

LOT GRADING PLAN

SCALE: 1 : 500

REVISED AS PER COMMENTS	JUL. 02/25	2
ISSUED FOR SITE PLAN APPROVAL	FEB. 28/25	1
revisions	date	no.

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCY TO THIS FIRM BEFORE PROCEEDING WITH THE WORK

A – detail no.
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C – detail sheet

SPRIET ASSOCIATES
LONDON architects LIMITED engineers
155 york street – london – N6A
e-mail : mail@spriet.on.ca
phone : (519) 672-4100
fax : (519) 433-9351

5626 PIGRAM LINE
Mt. ELGIN
KEVIN PATON

GRADING PLAN

date : SEPT. 22, 2025
scale : 1 : 100
drawn by : MM
project no. : 225012
drawing no. : SP1

Tab 5

UPPER THAMES RIVER
CONSERVATION AUTHORITY

The Thames
A Canadian
Heritage River

"Inspiring a Healthy Environment"

July 28, 2025

Paula Lombardi
Siskinds Law Firm
275 Dundas Street, Unit 1
London, Ontario, N6B 3L1
Paula.lombardi@siskinds.com

Re: Section 28 Application for Development Activity
5626 Pigram Line, Mt. Elgin, Township of South-West Oxford
UTRCA File No.: #195-24 – Additional Information (07-17-2025)

Dear Paula Lombardi,

The Upper Thames River Conservation Authority (UTRCA) acknowledges receipt of the additional information for 5626 Pigram Line, Mt. Elgin, provided by email on July 17, 2025. It is our understanding that the following additional information was submitted in response to UTRCA's letter of May 23, 2025 regarding required information for a complete application on the subject matter:

- Preliminary Drawings and Cost Estimates for the proposed building (ie. Preliminary Renderings, Land Verification Sheet, Building Materials and Insulation Quotes, and Project Overview Cost Estimate. Prepared by Steel Built Corp.);
- Grading Plan (Spriet Associates, Revised as Per Comments Jul. 02/25); and
- Siskinds Law Firm letter of July 16, 2025 including a response to dry/safe access.

Please be advised that based on staff review of the additional information noted above, application #195-24 remains incomplete as the additional information does not fully satisfy the complete application requirements as outlined within UTRCA letters of November 29, 2024, and May 23, 2025.

The following provides a detailed description of the deficiencies within the additional information provided:

1. Construction Details and Drawings: UTRCA's letters of November 29, 2024, and May 23, 2025, required *"Construction details and drawings for all new buildings or structures which must include proposed flood-proofing standards to the level of the regulatory flood standard as certified by a professional engineer."*

   The additional information provided on July 17, 2025, provided preliminary drawings and renderings for the construction of the shell of the building but lacks information on the interior floor plans to support and demonstrate the proposed uses (i.e. additional residential unit and storage space). In addition, the drawings and renderings do not provide for any floodproofing standards, designed and certified by a qualified professional engineer.

For further clarification, the construction drawings and details must be prepared to a standard that is prepared for construction purposes, not preliminary renderings for cost estimates. The drawings must be prepared to the same standards as required by the Ontario Building Code and ready for construction. Furthermore, the preliminary drawings and renderings provided do not address floodproofing requirements. It is our understanding that the project includes raising the finished floor of the foundation with no basement to above the regulatory flood elevation. Therefore, the construction drawings and details must also include a Foundation Plan that is designed and stamped by a qualified professional structural engineer to address the flooding impacts and mitigate damage upon the building that could occur during a regulatory storm event, including hydrostatic uplift pressure.

2. Grading Plan: We acknowledge the confirmation noted within the Siskinds letter of July 16, 2025, that the proposal does not include importing any fill to the subject property and that required grading will only occur within the area around the ARU in accordance with the revised Grading Plan. However, we also note the written confirmation that the proposed ARU will require a new septic system.

   UTRCA's letter of May 23, 2025, identified the need to update the Grading Plan with any additional site grading or fill placement that may be required to accommodate the construction of the new building, **including ancillary structures** or access standards**.** The size and location of the new septic system needs to be identified on the Grading Plan. As the entire property is susceptible to flooding hazards, there is no opportunity to locate the septic system outside of the floodplain. Therefore, UTRCA must assess the size and location of the septic system with consideration to any impact upon the control of flooding. The details related to the type of septic system will determine if any changes to existing grades are required to facilitate construction of the septic system within the floodplain (i.e., raised bed, etc.).

3. Safe Access: The Siskinds letter of July 16th suggests that a series of photographs depicting the existence of existing buildings, including a 100-year-old barn building and a 50-year-old residential dwelling located in the vicinity of the subject property as "*confirming that "dry" access is provided by Pigram Line and the area is not subject to the flooding concerns being claimed by the UTRCA*."

   UTRCA's letter of May 23, 2025, provided clarification on the provincial and UTRCA policy which prohibits development that would be rendered inaccessible to people and vehicles during times of flooding. The letter further provided additional details on how to demonstrate whether safe access exists for the subject property and proposed ARU based on provincial standards.

   We do not understand the applicability or relevance of the photographs of existing buildings, included in the July 16th letter, as a means to demonstrate that people and vehicles have a safe way of entering and exiting the property during a regulatory flood event.

   We can also confirm that the current topographic information available to UTRCA in consideration of its position on available safe access comes from a provincial LiDAR data set that was completed by the Province of Ontario in 2017/18. If the elevation grades of the municipal roadway have changed since that time, resulting from annual roads maintenance by the municipality, confirmation of existing road grades can be demonstrated through the collection of a series of spot elevations undertaken by qualified professionals and presented upon certified drawings or documentation.

We also acknowledge your expressed concerns and disagreement with UTRCA's determination of flood hazard mapping affecting the subject property and surrounding area. If you or your client believe that the current floodplain mapping prepared by UTRCA does not accurately reflect the conditions of the subject property and surrounding area, you have the option to retain a qualified professional (such as a professional water resources engineer) to undertake a site-specific assessment and prepare alternative floodplain mapping for UTRCA

consideration. A site-specific assessment must be based on the sub-drainage catchment area of the Reynolds Creek Drain and follow the same engineering standards and procedures for determining flooding hazard limits as described within technical guidance documents developed by the Province of Ontario, and in compliance with the Ontario Regulation 41/24 flood standard.

These are the same standards used by UTRCA to develop the current floodplain mapping for this area and there is no guarantee that the preparation of an independent site-specific floodplain assessment will result in any significant changes that could benefit the proposed development upon the subject property. However, this opportunity remains available to your client for their consideration.

As a result of the above comments and relying upon the information that is currently available to UTRCA, application #195-24 remains incomplete in absence of the following:

i. Construction drawings and details of the proposed building which includes, but not limited to:
    a. Interior Floor Plans; and
    b. Foundation Plan, designed and certified by a professional structural engineer to incorporate floodproofing standards, including consideration of hydrostatic uplift pressures.

ii. Updated Grading Plan to include:
    a. size, location and design details including grade elevations for the proposed septic system; and
    b. any placement of fill or grading activities required to achieve safe access standards, if applicable.

iii. Confirmation of how safe access standards are being addressed. This could be accomplished by providing additional grade elevations for existing grades of the Pigram Line roadway, and existing and proposed grades along the entire length of the driveway access upon the subject property.

Please be advised that submission of the above requirements does not guarantee that prior concerns of UTRCA staff will be addressed and/or whether staff can support the proposed development activity. Rather, it will provide the necessary details and requirements to consider the proposed development and make an informed decision on the merits of the application in relation to the Conservation Authorities Act, O.Reg.41/24 and UTRCA's Environmental Planning Policy Manual.

Next Steps:

As previously and consistently communicated to your client, the primary barrier to consideration of the proposed additional residential unit upon the subject property is the lack of safe access available as required by provincial and UTRCA natural hazard policies. Despite any floodproofing mitigation that can be achieved for construction of the building or ancillary structures, the application cannot be supported if safe access standards during a regulatory flood event cannot be appropriately demonstrated.

Recognizing these constraints, we offer the following options that are available to your client at this stage in the process of the application:

A. Continue preparation of required documents for a complete application to demonstrate compliance with provincial and UTRCA policy for consideration of staff's review for issuance of a potential permit; OR

B. In accordance with section 8 of Ontario Regulation 41/24, you may request an Administrative Review if you disagree with the determination that the application for a permit is incomplete, or if you are of the view that the request for other information, studies or plans is not reasonable.

    Please refer to UTRCA's Administrative Review Policies for more information on this option.

https://thamesriver.on.ca/wp-content/uploads/UTRCA-Administrative-Review-Policies.pdf
https://thamesriver.on.ca/wp-content/uploads/Request-for-Administrative-Review.pdf ; OR

C. Request referral to the UTRCA Hearing Committee at this stage in the process with full recognition that the staff recommendation would be to deny the application based on the following:

   a. The application is incomplete and has not provided the required documentation to make an informed decision on whether a permit can be issued in consideration of the requirements of section 28.1 of the Conservation Authorities Act and the UTRCA Environmental Planning Policy document; and

   b. Based on available information to UTRCA and where the applicant has not provided sufficient demonstration to the contrary, the application proposes construction of an additional residential dwelling upon the subject property located within a flooding hazard where people and vehicles would be rendered inaccessible during times of flooding, which is contrary to provincial and UTRCA natural hazard policies. As a result, the proposed development is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

Please refer to UTRCA Hearing Guidelines for more information on Hearings.
https://thamesriver.on.ca/wp-content/uploads/UTRCA-HearingGuidelines-January2025.pdf

If you have any questions or would like to schedule a meeting to discuss the above comments, please contact the undersigned by email or by phone at 519-451-2800, extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,DG,EG]

Enclosures:

c.c. Copied via email:
- *Andrea Edward (Siskinds Law Firm)*
- *Grant Inglis (UTRCA Solicitor)*

Tab 6

Andrea Edward

From: Joe Gordon <gordonj@thamesriver.on.ca>
Sent: July 31, 2025 12:12 PM
To: Paula Lombardi
Cc: Andrea Edward; Jenna Allain; Eric Gaskin; Grant Inglis
Subject: Re: Additional Information - K. Patton Permit UTRCA

Hi Paula,

Our letter of May 23, 2025 confirmed that the elevation of the elevation and the driveway would be deemed unsafe if below 266.9m in consideration of 0.3m flood depths.
So the road elevation would be at or higher than 266.9m.

Generally, provincial safe access standards are based on maximum flood depths of 0.3 m. For the purposes of
determining whether safe access exists for the subject property and the proposed ARU, UTRCA will rely upon a
250 year flood hazard elevation of 267.2 m (Vertical Datum: CGVD 1928). This is to say, any access routes with
elevations less than 266.9 m will be deemed 'unsafe'.

Joe Gordon
Regulations Coordinator
Upper Thames River Conservation Authority

PLEASE NOTE: *All UTRCA emails are changing from* ***@thamesriver.on.ca*** *to* ***@thamesriver.ca****. Please update your address book and any distribution lists, to ensure emails from our new addresses reach you. We will continue to receive emails sent to our old email addresses.*

From: Paula Lombardi <paula.lombardi@siskinds.com>
Sent: July 31, 2025 9:50 AM
To: Joe Gordon <gordonj@thamesriver.on.ca>
Cc: Andrea Edward <andrea.edward@siskinds.com>; Jenna Allain <allainj@thamesriver.ca>; Eric Gaskin <gaskine@thamesriver.ca>; Grant Inglis <ginglis@scottpetrie.com>
Subject: RE: Additional Information - K. Patton Permit UTRCA

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

Good morning Joe,

Can you please confirm what elevation the road is required to be to satisfy the UTRCA.

Thanks,

Paula

Paula Lombardi, Partner
P: 519.660.7878

siskinds.com

From: Joe Gordon <gordonj@thamesriver.on.ca>
Sent: July 28, 2025 7:25 AM
To: Paula Lombardi <paula.lombardi@siskinds.com>
Cc: Andrea Edward <andrea.edward@siskinds.com>; Jenna Allain <allainj@thamesriver.ca>; Eric Gaskin <gaskine@thamesriver.ca>; Grant Inglis <ginglis@scottpetrie.com>
Subject: Re: Additional Information - K. Patton Permit UTRCA

Good morning Paula

Please see UTRCA response to the additional information submitted on July 17, 2025 regarding Application 195-24 affecting 5626 Pigram Road.

Thank you,

Joe Gordon
Regulations Coordinator
Upper Thames River Conservation Authority

PLEASE NOTE: *All UTRCA emails are changing from* ***@thamesriver.on.ca*** *to* ***@thamesriver.ca****. Please update your address book and any distribution lists, to ensure emails from our new addresses reach you. We will continue to receive emails sent to our old email addresses.*

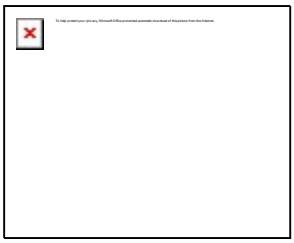
From: Paula Lombardi <paula.lombardi@siskinds.com>
Sent: July 17, 2025 7:26 AM
To: Joe Gordon <gordonj@thamesriver.on.ca>
Cc: Andrea Edward <andrea.edward@siskinds.com>
Subject: Additional Information - K. Patton Permit UTRCA

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

Good morning,

Please see additional information as requested by the UTRCA in support of the section 28 Permit application filed by Kevin Paton.

Thank you,
Paula



Paula Lombardi, Partner
She/Her

E: paula.lombardi@siskinds.com
P: 519.660.7878
F: 519.660.7879

275 Dundas Street, Unit 1, London, ON N6B 3L1

SISKINDS | The law firm

siskinds.com/envirolaw

This email is subject to Siskinds LLP's email disclaimer.

Siskinds is situated within and operates within the ancestral beaver hunting grounds of the Algonquin, Haudenosaunee and Attawandaran peoples, the traditional and unceded lands of the Anishinaabe peoples of Walpole Island, Kettle Point, and the Thames, the settled peoples Haudenosaunee Confederacy at the Grand River and the Thames, and the Lenni Lenape Delaware peoples of Moraviantown and Muncey.

Tab 7

August 7 2025

To:
Kevin Paton
5626 Pigram line

Subject: Confirmation of Road Construction to Specific Elevation

Dear Kevin;

This letter is to formally confirm that the Township of South-West Oxford will construct Pigram line located in front of 5626 Pigram line to an elevation no greater than 266.90 above sea level. This work will be completed in the fall of 2025 by Township staff

This elevation has been reviewed and approved in coordination with Spriet Associates Ltd. Spriet's drawings show a current minimum road elevation of 266.79.

Please consider this letter as formal documentation of the Township's commitment to completing the roadworks to the specified elevation as part of the development and infrastructure improvements.

Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

Adam Prouse, CRS
Works Superintendent
312915 Dereham Line, Mount Elgin ON N0J 1N0
P: 519-485-0477 x 7060 | F: 519-485-2932
E: aprouse@swox.org

Tab 8

SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1

File: 884665

Email: paula.lombardi@siskinds.com
Delivered by: Email gordonj@thamesriver.on.ca

September 22, 2025

Upper Thames Region Conservation Authority
1424 Clarke Road
London, Ontario, N5V 5B9
regulationsinquiry@thamesriver.on.ca

Attention: Joe Gordon, Regulations Coordinator
Upper Thames River Conservation Authority

RE: Section 28 Permit Application
5626 Pigram Line, Mt. Elgin, Township Of South-West Oxford
UTRCA File No.: 195-24

We are legal counsel to Kevin Paton (the "**Client**"), who is the owner of the property situated at 5626 Pigram Line, Mount Elgin, Township of South-West Oxford, Province of Ontario (the "**Subject Property**"). This letter is further to our Client's submissions in support of their Section 28 Permit application filed on October 2, 2024, May 15, 2024, and July 16, 2025.

We note that our Client has gone to great lengths to satisfy the UTRCA's request for further detailed information. However, much of the information requested by the UTRCA would be required to support a building permit application prior to any development occurring on the Subject Property.

We ask that you note that the capitalized terms in this letter have the same meaning as set out in our October 2, 2024 submissions.

As a review, our Client applied for its Section 28 Permit to facilitate the construction of an accessory residential unit ("**ARU**") on the Subject Property. The Province of Ontario, through its revisions to the *Planning Act* and associated regulations now permits ARUs as a right on residential lots. The Province has recently revised the *Planning Act*, on three occasions to facilitate residential intensification with a goal of increasing the housing supply and number of units permitted on individual lots. The Township has confirmed that one ARU is permitted per lot in areas where the Subject Property is situated subject to meeting all of the Township's zoning by-law requirements.

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SISKINDS | The law firm

275 Dundas Street, Unit 1
London, ON N6B 3L1

The UTRCA in its July 28, 2025 letter requested the following additional information: construction details and drawings, a grading plan, and confirmation as to how the safe access standards are being addressed (dry access).

We have attached the following documentation in support of our Client's Section 28 Permit application and ask that UTRCA makes its decision on the application based on the submissions received to date.

The Township of South-West Oxford (the "**Township**"), on August 7, 2025, confirmed that the final elevation of the road construction project located at 5626 Pigram line was to be completed this Fall 2025 to an elevation of no less than 266.9m. The letter from the Township confirming the final elevation of Pigram Line to be achieved is attached as Tab A.

We have also attached the letter from the Township dated August 27, 2025 confirming that the road construction project at the Subject Property has been completed resulting in an elevation of no less than 266.9m. Attached as Tab B is a copy of the Township's letter confirming that the road work has been completed to the required elevation.

Our Client has also requested that its surveyor confirm that the portion of Pigram Line and our Client's access to the Subject Property to be utilized by the ARU meets the required elevation of 266.9m. You will note from the drawing attached to this letter as Tab C that the majority of the access save and except for only very small portion of our Client's driveway / laneway meets the required elevation of 266.9m. The small portion that does not meet the elevation of 266.9m is only 0.1m (0.235 ft) to 0.13 (0.306 ft) lower than the required elevation of 266.9m. Our Client has advised that this small portion of driveway will be elevated to meet the required 266.9m prior to the construction of the ARU. This requirement can be inserted as a condition of the issuance of the Section 28 Permit by the UTRCA. The drawing showing the elevations of the laneway / driveway and portion of the road in front of the Subject Property as prepared by Spriet Associates Engineers & Architects is attached to this letter as Tab C.

We also note that the UTRCA is seeking information that will be required by the Township prior to the issuance of any building permit in support of the ARU and associated septic system. It is appropriate for the UTRCA to issue the Section 28 Permit on the basis that there is dry access, and the property can support the ARU without risk of flooding. The detailed construction drawings and interior floor plans will be a requirement of the building permit application and can be a condition of the Section 28 Permit by the UTRCA.

We have confirmed with the Township's Chief Building Official that in order to secure a building permit for the ARU being proposed our Client would be required to submit the following information, all of which is deemed to constitute Applicable Law under the provisions of the *Building Code Act*:

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- Site Plan, Grading and Drainage Plan prepared by a professional engineer (P.Eng.), or Ontario land surveyor (OLS) (see Subsection 4.2 and 4.3 of the building by-law);
- complete Private Sewage System Permit Application;
- Verification of potable water supply;
- Foundation Plan;
- Floor Plan (one per floor, including all structural framing elements, dimensions, room names and proposed plumbing fixtures);
- Engineered Floor and Roof Framing Plans (include engineered floor and roof truss drawings);
- Building Elevations (4 sides);
- Building and Detail Section(s);
- Mechanical Ventilation Design Summary Form & Heat Loss / Heat Gain Calculations and Furnace make/model & Energy Efficiency Design Summary form; and,
- Information sheet for MDS I calculation.

To secure a permit from the Township for the on-site sewage system the following information shall be submitted:

- Site Evaluation Report / test pit information;
- Where Subsection 4.2 and 4.3 of the Township's By-law applies a Grading and Drainage Plan prepared or verified by a professional engineer (P.Eng.) and/or an Ontario land surveyor (OLS);
- Sewage system design and construction drawings including;
    - Plan view;
    - Cross section (longitudinal and bilateral to the bed); and,
    - Completed ADDENDUM TO APPLICATION TO PERMIT SEWAGE SYSTEM CONSTRUCTION OR REPAIR.

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London, ON N6B 3L1

We have also attached as Tab D a stamped engineering drawing identifying the New Type A Bed Septic Design for the ARU. We ask that you note that this drawing and the additional information is required under the provisions of the *Building Code Act,* including but not limited to a Grading Plan, to be submitted to the Township's Chief Building Official when seeking a building permit to install the septic on the Subject Property prior to any construction occurring.

All the information required by the UTRCA to confirm that there is no risk of flooding and that dry access to the ARU has now been submitted to the UTRCA. Based on the information submitted to the UTRCA we have confirmed that our Client's proposed construction of the ARU is not adversely affecting or impacting the control of flooding, erosion or pollution and/or the conservation of land is not being affected by the proposed ARU. Further, our Client has discussed this matter with the Township's Chief Building Official who outlined the process set out above with respect to the Township's review of the any application for a building permit as it relates to the ARU.

We trust this information fully satisfies the requirements of the UTRCA and request that a decision on our Client's Section 28 Permit be made in a timely manner.

Do not hesitate to contact us if you have any questions or wish to discuss the contents of this letter in more detail.

Yours truly,
Siskinds LLP

Paula Lombardi

e-signature
Per:
Paula Lombardi
Partner

c: Client

Tab "A"

August 7 2025

To:
Kevin Paton
5626 Pigram line

Subject: Confirmation of Road Construction to Specific Elevation

Dear Kevin;

This letter is to formally confirm that the Township of South-West Oxford will construct Pigram line located in front of 5626 Pigram line to an elevation no greater than 266.90 above sea level. This work will be completed in the fall of 2025 by Township staff

This elevation has been reviewed and approved in coordination with Spriet Associates Ltd. Spriet's drawings show a current minimum road elevation of 266.79.

Please consider this letter as formal documentation of the Township's commitment to completing the roadworks to the specified elevation as part of the development and infrastructure improvements.

Should you require any further information or clarification, please do not hesitate to contact me.

Sincerely,

Adam Prouse, CRS
Works Superintendent
312915 Dereham Line, Mount Elgin ON N0J 1N0
P: 519-485-0477 x 7060 | F: 519-485-2932
E: aprouse@swox.org

Tab "B"

Date: August 27 2025

To:

Kevin Paton

5626 Pigram line

Subject: Confirmation of Road Construction to Specified Elevation

Dear Kevin;

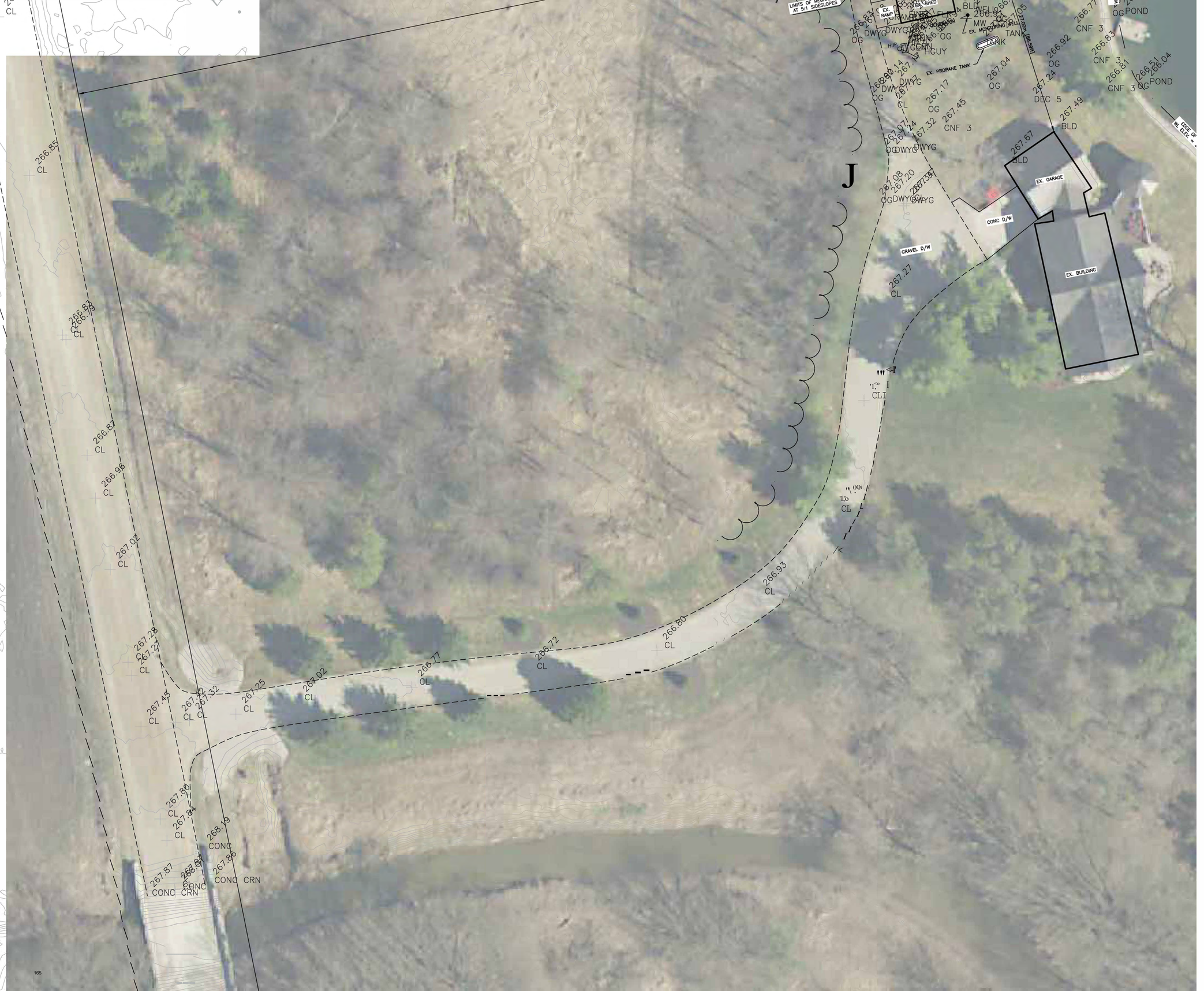
This letter is to formally confirm that the road construction project located at 5626 Pigram line has been completed up to an elevation of no less than 266.9

All construction activities related to the elevation aspect of the road have been carried out in accordance with the approved engineering plans and relevant standards. The final elevation has been verified through site inspections and laser level to ensure compliance with design specifications set out by Spriet Associates Ltd.

Should you require any further details please do not hesitate to contact me.

Sincerely,

Adam Prouse, CRS
Works Superintendent
312915 Dereham Line, Mount Elgin ON N0J 1N0
P: 519-485-0477 x 7060 | F: 519-485-2932
E: aprouse@swox.org

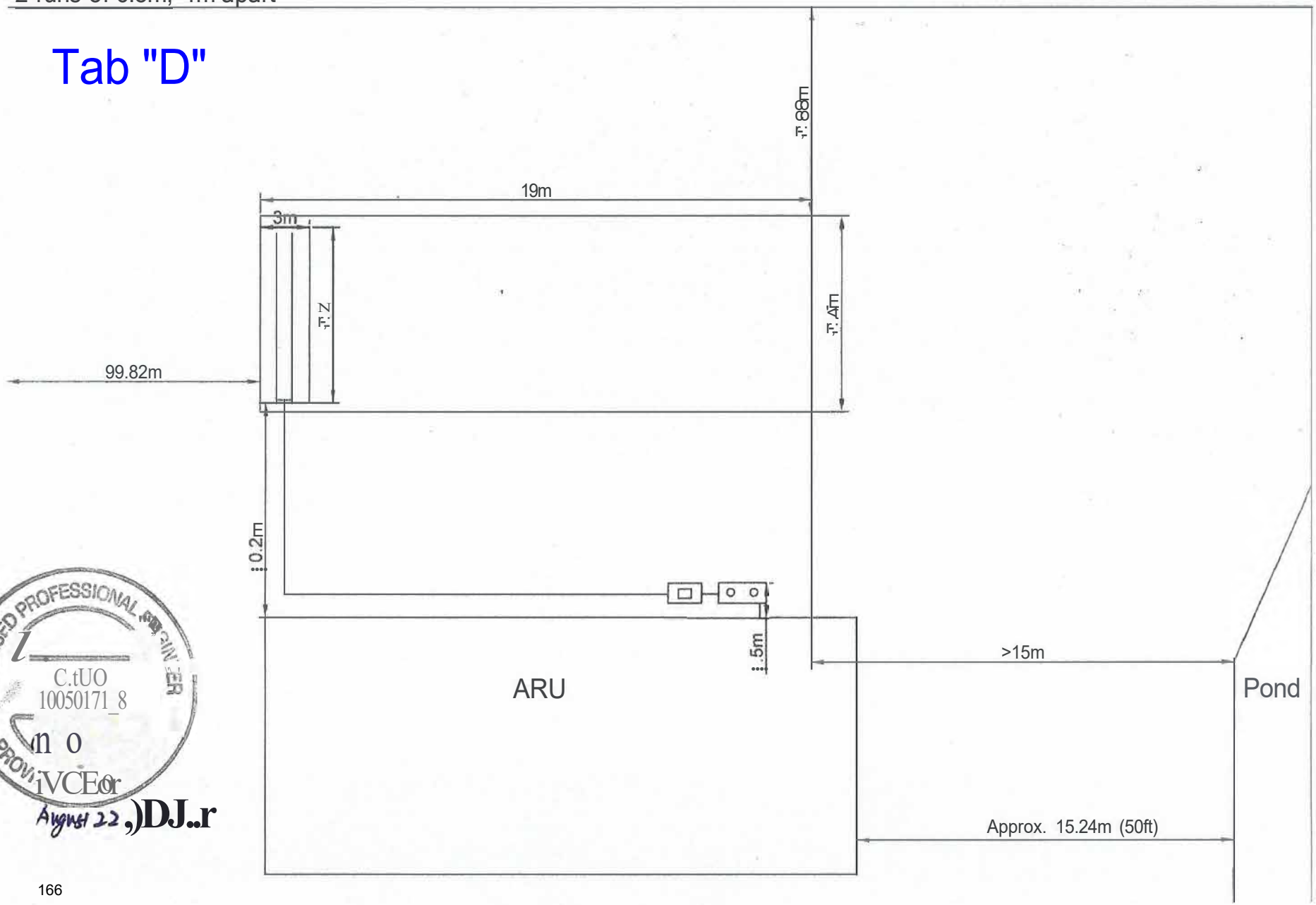

J
EX. GARAGE
EX. BUILDING
CONC D/W
GRAVEL D/W
EX. PROPANE TANK
EX. MONITORING WELL
EX. RAMP
LIMITS OF RIP-RAP AT 5:1 SIDESLOPES
POND
BLD
CNF 3
DWYG
CONC
CRN
CL
OG

Tab "C"

3600L Septic Tank 1.5m from ARU,
Ecoflo STB-570P 1.5m from ARU,
Type A Bed - 7.4m x 19m
2 runs of 6.5m, 1m apart

5626 Pigram Line - Kevin Paton
New Type A Bed Septic Design for New ARU construction

Tab "D"



LICENSED PROFESSIONAL ENGINEER
C.tUO
10050171_8
PROVINCE OF
August 22, 2022

Tab 9

UPPER THAMES RIVER CONSERVATION AUTHORITY

The Thames A Canadian Heritage River

"Inspiring a Healthy Environment"

October 6, 2025

Paula Lombardi
Siskinds Law Firm
275 Dundas Street, Unit 1
London, Ontario, N6B 3L1
Paula.lombardi@siskinds.com

Re: Section 28 Application for Development Activity
5626 Pigram Line, Mt. Elgin, Township of South-West Oxford
UTRCA File No.: #195-24 – Additional Information (09-22-2025)

Dear Paula Lombardi,

The Upper Thames River Conservation Authority (UTRCA) acknowledges receipt of the additional information for 5626 Pigram Line, Mt. Elgin, provided by email on September 22, 2025. It is our understanding that the following additional information was submitted in response to UTRCA's letter of July 28, 2025, regarding required information for a complete application on the subject matter:

- Siskinds Law Firm letter of September 22, 2025, including the following attachments:
  - Tab A - Township of South-West Oxford letter of August 7, 2025;
  - Tab B - Township of South-West Oxford letter of August 27, 2025;
  - Tab C – Cropped Image of Lot Grading Plan; and
  - Tab D – New Type A Bed Septic Design for New ARU Construction
- Updated Lot Grading Plan (Spriet Associates, Sept 22, 2025)

Please be advised that relying on available information to UTRCA and the documentation submitted in support of application #195-24 to date, UTRCA staff would recommend refusal of the permit for the following reasons:

1. The proposed development activity is contrary to natural hazard policies of the Provincial Planning Statement (PPS) and UTRCA Board approved policies. Specifically, the proposed ARU is located upon hazardous lands subject to flooding hazards where safe access in accordance with provincial standards does not exist; and

2. UTRCA Staff are of the opinion that the proposed development activity would likely create conditions or circumstances that in the event of a natural hazard, the health or safety of persons might be jeopardized.

In accordance with section 28.1(5) of the Conservation Authorities Act, your client is provided with an opportunity to be heard by the UTRCA Hearing Committee prior to a final decision on application #195-24.

Please refer to the UTRCA Hearing Guidelines for more information on the hearing process.
https://thamesriver.on.ca/wp-content/uploads/UTRCA-HearingGuidelines-January2025.pdf

The next scheduled meeting of the UTRCA Hearing Committee is January 27th, 2026. However, a Special Meeting of the UTRCA Hearing Committee could be arranged should your client wish to proceed with an earlier date. The next earliest opportunity for a hearing could be November 25, 2025, following the Board of Directors regular monthly meeting, subject to confirmation of member availability. If your client wishes to proceed with a potential hearing on November 25th, **we require written confirmation no later than October 17, 2025**, to allow for necessary timelines to confirm scheduling of the meeting, and to satisfy prerequisite requirements of the UTRCA's Hearing Guideline.

Please advise if your client wishes to proceed with a hearing before UTRCA's Hearing Committee, and we will work with you and your client to confirm a date that is mutually agreed upon. UTRCA staff are willing and available to meet with you and your client to discuss the application in more detail prior to a decision on scheduling a hearing.

In review of your September 22, 2025, submission, there are a couple of statements and documents that require specific clarification and a response from UTRCA. Accordingly, we offer the following response to each identified item:

1. ***"We note that our Client has gone to great lengths to satisfy UTRCA's request for further detailed information"***

   Ontario Regulation 41/24 prescribes the requirements for an application for a permit and the processes that must be followed prior to a decision on the merits of an application. To date, UTRCA staff have required those minimum requirements as outlined within section 7(1) of the regulation and that were further described within UTRCA's first letter of November 29, 2024. The subsequent submissions from your client in May, July and September of 2025 have yet to satisfy those minimum requirements.

   UTRCA has consistently identified with your client that based on available information, the proposed ARU would not likely be supported by staff due to non-compliance with associated natural hazard policies of both the Province and the UTRCA. Despite those concerns raised, your client has decided to pursue an application for a permit from UTRCA for reconsideration of the proposed development. It is the responsibility of the applicant to submit sufficient detailed information and documentation as required by regulation, and prepared by qualified professionals, to verify existing conditions and demonstrate compliance with regulatory requirements and associated policies.

   Those minimum requirements must be met before UTRCA can make an informed decision on the merits of the application and consider the issuance of a permit to construct an additional residential unit upon the subject property within the floodplain.

   Further, UTRCA's letter of July 28, 2025, identified options that are available to your client regarding next steps to address those expressed concerns.

2. ***"The Province of Ontario, through its revisions to the Planning Act and associated regulations now permits ARUs as a right on residential lots."***

   We acknowledge recent legislative changes that now require municipalities to allow ARU's on certain residential lots without the need of a zoning bylaw amendment. However, it is our understanding that this permission does not override restrictions with applicable natural hazard policies regarding flooding and erosion risks that may be unsafe for development.

In accordance with the Provincial Planning Statement (PPS 2024), development is restricted and/or prohibited upon hazardous lands for safety reasons. These associated natural hazard policies continue to apply to ARU's.

To support our understanding, please refer to the attached Policy 6.4.2.2 iv) of the Corporation of the Township of South-West Oxford, By-Law Number 43-2023 which states that additional residential units shall not be permitted on any lot containing natural hazards, unless clearance or approval from the Conservation Authority having jurisdiction has been obtained, or on any lot that does not meet Provincial access standards during a regulatory flood event.

In addition, the attached County of Oxford factsheet states that ARU's may not be permitted or are subject to approval by the applicable Conservation Authority, on a lot that contains natural hazards (e.g. floodplain, wetland, unstable slopes) or does not have adequate access during a flood event.

3. ***"It is appropriate for the UTRCA to issue a Section 28 Permit on the basis that there is dry access, and the property can support the ARU without risk to flooding."***

All the documentation submitted by your client to date, in support of their application does not demonstrate that "dry" access is available to the property during a regulatory flood event. Dry access would be determined by all access routes being at or above the regulatory flood elevation of 267.2m.

UTRCA's letter of May 23, 2025, provided further clarification on the provincial and UTRCA policy which prohibits development that would be rendered inaccessible to people and vehicles during times of flooding. The letter further provided additional details on how to demonstrate whether "safe" access exists for the subject property and proposed ARU based on provincial standards.

Specifically, that provincial "safe" access standards are based on a maximum flood depth of 0.3m.
For determining whether safe access exists for the subject property and the proposed ARU, UTRCA will rely upon a 250-year flood hazard elevation of 267.2m (Vertical Datum: CGVD 1928). This is to say, any access routes with elevations less than 266.9m will be deemed 'unsafe'.

4. **Updated Lot Grading Plan (Spriet Associates)**

Upon reviewing the updated Lot Grading Plan, it appears to confirm that safe access to the subject property and the proposed ARU location does not exist as the existing grade elevations along the access routes are below 266.9m.

5. **Tabs A & B: Letters from Township of South-West Oxford (August 7 & 27, 2025)**

We acknowledge the unsigned letters from the Township of South-West Oxford submitted as Tab A and Tab B within your September 22nd letter which suggests that recent municipal construction works along Pigram Line "have been carried out in accordance with the approved engineering plans and relevant standards" to ensure a road elevation are no less than 266.9m.

UTRCA was not made aware of these recent road construction works by the Township of South-West Oxford, nor do we have any records of the "approved engineering plans and relevant standards" as suggested in their letters of August 7, 2025, and August 27, 2025.

Based on a subsequent telephone conversation with Adam Prouse, Works Superintendent for the Township of South-West Oxford, on October 2, 2025, it was confirmed that no engineering drawings exist

that illustrate the works completed by the Township to the Pigram Line roadway. Rather, the Township relied upon the survey information provided by Spriet Associates that suggested 7cm of raised grade could bring the elevation of a portion of the existing road to an elevation of 266.9m.

Mr. Prouse stated that this stretch of road has been subject to historical overtopping of flood waters which influenced his decision to undertake the recent unscheduled road works.

Mr. Prouse explained that the road works undertaken by the Township in August 2025 were simply standard maintenance procedures to include additional placement of gravel, dust control and grading, and that he could only confirm that a minimum of 7cm thick gravel has been applied to a portion of the road that extends approximately 200-250m north of the bridge over Reynolds Creek Drain.

As the work completed by the Township consisted of standard maintenance procedures for a portion of a gravel roadway, it does not provide adequate assurances that the road has been constructed to engineered standards to ensure that the grade elevations will be maintained over time and not impacted by regular vehicular traffic and associated surface degradation.

6. ***"Based on the information submitted to the UTRCA we have confirmed that our Client's proposed construction of the ARU is not adversely affecting or impacting the control of flooding, erosion, or pollution and/or conservation of land is not being affected by the proposed ARU."***

In order to obtain a permit from UTRCA, the authority must be of the opinion that the requirements of section 28.1 of the Conservation Authorities Act (the Act) have been met.

Section 28.1 of the Act states:

> ***28.1*** *(1) An authority may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by section 28, if, in the opinion of the authority,*
> *(a) the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock;*
> *(b) the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property; and*
> *(c) any other requirements that may be prescribed by the regulations are met. 2017, c. 23, Sched. 4, s. 25; 2022, c. 21, Sched. 2, s. 9 (1).*

Beyond considering potential impacts upon the control of hazardous lands caused by the proposed development activity, UTRCA must also consider the potential for risks to health or safety and property damage caused by natural hazards.

We note a recent a Divisional Court decision [Provenzano vs. CLOCA (673/24ML)], previously provided to you by email on August 1, 2025, determined that a permit application proposing development activity by increasing the size of a building within hazardous land and without safe access is likely to create conditions or circumstances that in the event of a natural hazard, the health or safety of persons might be jeopardized. Thereby confirming the decision of the Conservation Authority to refuse a section 28 permit for development activity within floodplain where safe access does not exist.

7. **"*Further, our Client has discussed this matter with the Township's Chief Building Official who outlined the process set out above with respect to the Township's review of the application for a building permit as it related to the ARU."***

The UTRCA has its own mandate and regulatory responsibilities separately and independent from the responsibilities of a Chief Building Official (CBO) under the Ontario Building Code. The definition of "development activity" under O. Reg. 41/24 includes the construction, reconstruction, erection or placement of a building or structure of any kind. This regulatory mandate supports UTRCA's requirement for construction drawings and details of the proposed building as part of the complete application process which must include floodproofing standards certified by a professional engineer.

To date, your client has yet to provide the construction drawings and details as required and identified within prior UTRCA communications.

In addition, UTRCA does not intend to review the specific details of the proposed septic system design which is within the jurisdiction of the CBO. Rather, UTRCA's review of the septic system proposed within the floodplain is directly related to its location, construction methodology, and its potential impacts upon the control of flooding or erosion.

To this end, please advise if your client would like to proceed with scheduling a hearing of the UTRCA Hearing Committee for final decision on their application, or whether they would like to meet with UTRCA staff first to further discuss the application requirements and associated processes.

If you have any questions or would like to schedule a meeting to discuss the above comments, please contact the undersigned by email or by phone at 519-451-2800, extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,DG,EG]

Enclosures:

c.c. Copied via email:

- *Andrea Edward (Siskinds Law Firm)*
- *Grant Inglis (UTRCA Solicitor)*

THE CORPORATION OF THE

TOWNSHIP OF SOUTH-WEST OXFORD

BY-LAW NUMBER 43-2023

A By-Law to amend Zoning By-Law Number 25-98, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of South-West Oxford deems it advisable to amend By-Law Number 25-98, as amended.

NOW THEREFORE, the Municipal Council of the Corporation of the Township of South-West Oxford, enacts as follows:

1. That Section 2.0 to By-Law Number 25-98, as amended, is hereby further amended by adding the following index at the beginning thereof:

INDEX OF DEFINITIONS

A

Abattoir
Accessory
Additional Residential Unit
Adult Entertainment Establishment
Airfield
Airstrip, Private
Alter
Animal Kennel
Assembly hall
Asphalt or Concrete Batching Plant
Attic
Automobile Service Station

B

Basement
Bed and Breakfast Establishment
Boundary Adjustment
Building
Building Inspector/Chief Building Official
Business or Professional Office

C

Cargo Container
Carport
Cellar
Communications Structure
Concrete Batching Plant, see "Asphalt or Concrete Batching Plant"
Conservation Project
Contractor's Shop or Yard

G

Garden Suite
Golf Course
Grade, Finished
Gross Floor Area
Group Home
Guest Room

H

Height
Home Occupation
Hospital, see "Public Hospital"
Hotel or Motel

I

Improved Street
Individual On-site Sewage System
Individual On-site Water System
Infrastructure

L

Landfill Site
Landscaped Open Space
Lane
Livestock Assembly and Sales Yard
Long Term Care Facility
Lot
- Lot Area
- Lot, Corner
- Lot Coverage
- Lot Depth

Place of Entertainment
Place of Worship
Private Communal Sewage System
Private Communal Water System
Private Garage
Private Hospital
Processing Plant for Agricultural Products and/or By-Products
Provincial Highway
Public Garage
Public Hospital
Public Library
Pump Island

R

Recreational or Athletic Facility or Club
Recreational Trail
Recreational Vehicle
Rendering Plant
Retail Store
Risk Management Official

S

Salvage Yard
Sand or Gravel Pit
Sanitary Sewer
School
- Public School
- Private School
- Commercial School

Seasonal Trailer Park or Campground

Converted Dwelling, see “Dwelling”
Corporation
Council
County
County Road

D

Daycare Centre
Dead Stock Removal Operation
Deck
Driveway
Dwelling
    Apartment Dwelling
    Boarding or Lodging House
    Converted Dwelling
    Duplex Dwelling
    Multiple Unit Dwelling
    Principal Dwelling
    Semi-Detached Dwelling
    Single Detached Dwelling
    Street Fronting Townhouse Dwelling
Dwelling Unit
Dwelling Unit Area

E

Eating Establishment
Elevation, Average
Erect
Established Building Line
Existing

F

Farm
    Farm, Regulated
Farm Auction Barn
Farm Implement Dealer
Farm Unit
Finished Grade, see “Grade, Finished”
Fraternal Lodge or Institutional Hall
Frontage, see “Lot Frontage”
Front Yard, see “Yard”
Fuel Storage Tank

    Lot Frontage
    Lot, Interior
Lot Line
    Lot Line, Front
    Lot Line, Rear
    Lot Line, Side
    Lot Line, Through

M

Medical Centre
Minimum Distance Separation Formulae (MDS I and MDS II)
Mobile Dwelling, see “Mobile Home”
Mobile Home
Mobile Home Lot
Mobile Home Park
Motor Home
Motel
Motor Vehicle
    Motor Vehicle, Commercial
Municipal Drain
Municipal Sewage System
Municipal Water System
Municipal Yard

N

Natural Hazards
Non-Conforming
Non-Complying Use
Nursery, Retail or Wholesale
Nutrient Management Plan

O

On-Farm Composting Facility
On-Farm Diversified Use
One Hundred Year Erosion Limits
Open Storage
Outdoor Commercial Recreational Facility

P

Park
    Park, Passive Use
    Park, Private
    Park, Public
Parking Aisle
Parking Area
Parking Lot
Parking Space
    Parking Space, Tandem
Permitted
Person
Personal Service Establishment

Semi-Detached Dwelling, see “Dwelling”
Septic System and/or Holding Tank
Service Shop
Setback
Soil Processing Operation
Stone Quarry
Storey
Street
Street Line
Structure
Studio

T

Township Road
Trailer
Truck Transportation Terminal

U

Use

V

Veterinary Clinic

W

Warehouse
Watercourse
Water Supply
Wayside Sand or Gravel Pit or Stone Quarry

Y

Yard
    Yard, Front
    Front Yard Depth
    Yard, Rear
    Rear Yard Depth
    Yard, Required
    Yard, Side
    Side Yard Width
    Yard, Side, Exterior
    Yard, Side, Interior

Z

Zoning Officer

2. That Section 2.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Sections 2.3, 2.24, 2.33, 2.45, 2.47, 2.48, 2.58, 2.104 and 2.130.

3. That Section 2.0 to By-law Number 25-98, as amended, is hereby further amended by deleting all section numbers for definitions.

4. That Section 2.0 to By-Law Number 25-98, as amended, is hereby further amended by adding the following definitions in alphabetical order:

"ADDITIONAL RESIDENTIAL UNIT", means a *dwelling unit* located within the *principal dwelling* on the *lot* or in a permanent detached *accessory building* on the *lot*, and which is secondary and subordinate to the *principal dwelling* on the *lot*. *Additional residential unit(s)* shall not include a *trailer*, a *mobile home*, a *motor home* or *recreational vehicle* as defined herein.

"DWELLING", means a *building* occupied or capable of being occupied as the home or residence of one or more *persons*, but shall not include a *trailer*, a *mobile home*, a *motor home* or *recreational vehicle* as defined herein. A *dwelling* may include a *mobile home* for the purposes of an *accessory dwelling* to a *farm* in the A1 or A2 Zones.

"APARTMENT DWELLING", means a *dwelling* of two or more *storeys* containing three or more *dwelling units* sharing a common hall or halls and a common entrance at street level or above the first floor.

"BOARDING OR LODGING HOUSE", means a *dwelling*, containing not more than four *guest rooms* used or maintained for accommodation of the public, in which the owner or head lessee supplies, for hire or gain, lodgings with or without meals for three or more *persons* but does not include any other establishment otherwise defined or classified herein.

"CONVERTED DWELLING", means a *single detached dwelling* which has been altered or converted to contain no more than four *dwelling units,* unless otherwise specified in this By-law.

"DUPLEX DWELLING", means the whole of a *dwelling* that is divided horizontally into two separate *dwelling units* each of which has an independent entrance either directly from the outside or through a common vestibule.

"MULTIPLE UNIT DWELLING", means a *dwelling* consisting of three or more *dwelling units*, which are horizontally and/or vertically attached, which may be entered from an independent entrance directly from the outside or from an internal common space or an access balcony and in which 50% or more of *dwelling units* have direct access to grade or a roof terrace. A *multiple unit dwelling* includes a triplex, a fourplex, a sixplex and a townhouse, but shall not include an *additional residential unit*, a *converted dwelling*, a *street fronting townhouse* or an *apartment dwelling*.

"PRINCIPAL DWELLING", means the *single detached dwelling*, *semi-detached dwelling*, or *street fronting townhouse dwelling* that has been *altered* to contain *additional residential unit*(s) and/or is located on the same *lot* as an *additional residential unit* in an *accessory building.*

"SEMI-DETACHED DWELLING", means one of a pair of two attached *dwelling units*, divided in whole or in part by a common interior vertical wall with a minimum area above grade of 10 m^2 (107.6 ft^2), each of which has an independent entrance either directly from the outside or through a common vestibule.

"SINGLE DETACHED DWELLING", means a *building* that was designed and built to contain only one *dwelling unit*, but shall not include a mobile home.

"STREET FRONTING TOWNHOUSE DWELLING", means a *dwelling* consisting of three or more *dwelling units* that are aligned horizontally and divided vertically in whole or in part by common walls, with a minimum area above grade of 10 m^2 (107.6 ft^2), and each of which has an independent entrance directly from the outside and fronts onto a public *street*.

"DWELLING UNIT", means a suite of two or more rooms, designed or intended to be used for human habitation and to accommodate a single household, in which sanitary conveniences and cooking facilities are provided and which has a private entrance either from the outside of the *building* or through a common hallway or vestibule.

"INDIVIDUAL ON-SITE SEWAGE SYSTEM", means sewage systems, as defined in O. Reg. 332/12 under the Building Code Act, 1992, that are owned, operated and managed by the owner of the *lot* upon which the system is located.

"INDIVIDUAL ON-SITE WATER SYSTEM", means individual water supply systems that are owned, operated and managed by the owner of the *lot* upon which the system is located.

"MUNICIPAL SEWAGE SYSTEM", means a sewage works with the meaning of Section 1 the Ontario Water Resources Act that is owned or operated by the *County*, including centralized and decentralized systems.

"MUNICIPAL WATER SYSTEM", means a drinking-water system within the meaning of Section 2 of the Safe Drinking Water Act, 2002, that is owned or operated by the *County*, including centralized and decentralized systems.

"NATURAL HAZARDS", means property or lands that could be unsafe for development due to naturally occurring processes and includes riverine flooding hazards, riverine erosion hazards, and wetlands regulated under the Conservation Authorities Act and associated regulations.

"PARKING AREA", means an area provided for the parking of *motor vehicles* and may include *parking aisles*, *parking spaces* and ingress and egress lanes, but shall not include any part of a public *street*. *Parking area* may include a *private garage,* unless otherwise specified in this Zoning By-law.

"PARKING SPACE, TANDEM", means two *parking spaces*, one behind the other, which are accessed by the same *parking aisle*.

"PRIVATE COMMUNAL SEWAGE SYSTEM", means a sewage works within the meaning of section 1 of the Ontario Water Resources Act that serves six or more *lots* or private residences and is not owned by a municipality.

"PRIVATE COMMUNAL WATER SYSTEM", means a non-municipal drinking-water system within the meaning of section 2 of the Safe Drinking Water Act, 2002 that serves six or more *lots* or private residences.

5. That Section 4.0 to By-law Number 25-98, as amended, is hereby further amended by inserting the word "Serviced" in front of the word "Village" in the phrase "Key Map 46-47: Mount Elgin (Village)" in subsection 4.7.2.1.

6. That Section 6.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Subsection 6.4 and replacing it with the following new subsection 6.4 and amending the Table of Contents for Section 6.0 accordingly:

6.4 CONVERTED DWELLINGS AND ADDITIONAL RESIDENTIAL UNITS

6.4.1 CONVERTED DWELLINGS

6.4.1.1 WHERE PERMITTED

Where listed as a permitted use in the Zone, a *converted dwelling* containing up to four *dwelling units* is permitted subject to compliance with the provisions of this Section and all other provisions of the Zone in which the *lot* is located.

6.4.1.2 WHERE NOT PERMITTED

Converted dwellings shall not be permitted:

i) on any *lot* containing an *additional residential unit* or a *garden suite*;

ii) on any *lot* located in within a settlement defined in Section 4.7.2.1, unless adequate *municipal water system* and/or *municipal sewage system* capacity to service the *converted dwelling* has been determined and/or confirmed by the *County*; or,

iii) on any *lot* containing *natural hazards*, unless clearance or approval from the Conservation Authority having jurisdiction has been obtained, or on any *lot* that does not meet Provincial access standards during a regulatory flood event.

6.4.1.3 ALTERATIONS TO DWELLING

Alterations to an *existing single detached dwelling* shall meet the following requirements:

i) entrances on the front of the building shall be limited to one, which may be shared by *dwelling units* via an internal vestibule or corridor;

ii) additional exterior entrance(s) shall only be located in the *rear yard* or *interior side yard*;

iii) there shall be no exterior stairways or balconies except one open fire escape which shall be located only in the *rear yard* or *interior side yard*; and,

iv) the lot has a minimum of **100 m²** (1076 ft²) of *landscaped open space* located in the *rear yard* that is accessible to all *dwelling units* and/or exclusive access is apportioned to each *dwelling unit*.

6.4.2 ADDITIONAL RESIDENTIAL UNITS

6.4.2.1 WHERE PERMITTED

Where listed as a permitted use in the Zone, *additional residential units* are permitted subject to the provisions of this Section and compliance with all other provisions of the Zone in which the *lot* is located.

Additional residential units located outside of a settlement defined in Section 4.7.2.1 shall be required to satisfy the minimum distance separation requirements, as determined through the application of the *Minimum Distance Separation Formula I* (MDS I) or not further reduce an existing insufficient MDS I setback.

6.4.2.2 WHERE NOT PERMITTED

Additional residential units shall not be permitted:

i) on any *lot* within the following settlements as defined in Section 4.7.2.1:

a) Dereham Centre (Rural Cluster); and,
b) the portion of Beachville (Village) that is served by a *municipal water system*.

ii) on any *lot* containing a *boarding or lodging house*, a *group home*, a *garden suite*, a *converted dwelling*, a *duplex dwelling*, a *mobile home*, or a *bed and breakfast establishment*;

iii) on any *lot* located in within a settlement defined in Section 4.7.2.1, unless adequate *municipal water system* and/or *municipal sewage system* capacity to service the *additional residential unit(s)* has been confirmed by the *County*;

iv) on any *lot* containing *natural hazards*, unless clearance or approval from the Conservation Authority having jurisdiction has been obtained, or on any *lot* that does not meet Provincial access standards during a regulatory flood event;

v) on any *lot* serviced by a *private communal water system* and/or *private communal sewage system*; and,

vi) notwithstanding the provisions of Section 6.7 and 6.17, on any *lot* in a residential, mixed use or commercial zone, as defined in Section 3.1.1, serviced by an *individual on-site sewage system* where the *lot area* doesn't meet the minimum *lot area* provisions of this Section or the Zone in which the *lot* is located whichever is the greater.

6.4.2.3 PROVISIONS FOR ALL ADDITIONAL RESIDENTIAL UNITS

All *additional residential units* shall comply with the provisions of Table 6.4.2.3.

TABLE 6.4.2.3 – PROVISIONS FOR ALL ADDITIONAL RESIDENTIAL UNITS

Provision	R1, R2, R3 and V Zones, where served by both a *municipal water system* and *municipal sewage system*	R1, R2 and V Zones, where not served by a *municipal sewage system*	RE and RR Zones in a settlement area (as defined in Section 4.7.2.1)	A1, A2, RR, and RE Zones outside of a settlement area (as defined in Section 4.7.2.1)
Number of *Additional Residential Units* per *lot*, Maximum	**1,** in the Village of Mount Elgin	**1,** except in settlements listed in 6.4.2.2 i)	**1**	**2**
***Cumulative Gross Floor Area* for all *Additional Residential Units*,** Maximum	50% of the *gross floor area* of the *principal dwelling*, or **100 m²** (1076 ft²) of *gross floor area*, whichever is the lesser			50% of the *gross floor area* of the *principal dwelling*, or **140 m²** (1507 ft²) of *gross floor area*, whichever is the lesser
***Gross Floor Area* for an *Additional Residential Unit* in a Basement or Cellar**	Notwithstanding the maximum gross floor area provision, the entire *basement* or *cellar* of the *principal dwelling* may be used for the purposes of an *additional residential unit*, provided there are no other *additional residential units* or *garden suites* on the *lot*			
Location of Entrances	All *dwelling units* shall be accessed through a common entrance from an internal corridor or vestibule, except that separate entrance(s) may be located in the *rear yard* or *interior side yard.*			
Location of Exterior Stairways	There shall be no exterior stairways except a required emergency exit which shall be located only in the *rear yard* or *interior side yard.*			
Unobstructed Pathway to Entrance of Unit(s), Minimum	**1.2 m** (3.9 ft) wide unobstructed pathway from the *front lot line* to the entrance. Unobstructed means no obstruction or encroachments to a height of up to **2.3 m** (7.5 ft).			
Parking Spaces, Minimum	1 space per *additional residential unit* is required. Such spaces may be *tandem parking spaces,* provided no tandem parking space for an *additional residential unit* is located within a *private garage.*			
***Landscaped Open Space* in Rear Yard**, Minimum	**75 m²** (807 ft²) per *lot* for 1 *additional residential unit* or **100 m²** (1076 ft²) per *lot* for 2 *additional residential units* and such *landscaped open space* shall be accessible to all *dwelling units* or exclusive access is apportioned to each *dwelling unit*. Swimming pools may be included within the required *landscaped open space*.			

6.4.2.4 PROVISIONS FOR DETACHED ADDITIONAL RESIDENTIAL UNITS

An *additional residential unit* in a detached *accessory building* shall comply with the provisions of Table 6.4.2.3 and Table 6.4.2.4, where a conflict exists, the provisions of Table 6.4.2.4 will prevail.

TABLE 6.4.2.4 – PROVISIONS FOR DETACHED ADDITIONAL RESIDENTIAL UNITS

Provision	**R1, R2, R3 and V Zones,** where served by both a *municipal water system* and *municipal sewage system*	**R1, R2 and V Zones,** where not served by a *municipal sewage system*	**RE and RR Zones, in a settlement area** (as defined in Section 4.7.2.1)	**RR and RE Zones, outside of a settlement area** (as defined in Section 4.7.2.1)	**A1 and A2 Zones**
***Lot Area*, Minimum**	**600 m²** (6,458.5 ft²)	**0.6 ha** (1.48 ac)	**0.6 ha** (1.48 ac)	**0.6 ha** (1.48 ac)	**0.6 ha** (1.48 ac)
Permitted Location	*Rear yard* or *interior side yard* of *principal dwelling*				Any *yard*, other than a *required yard*
Required Yards* and Setbacks** and ***Lot Coverage	In accordance with Table 6.1.1.3 Regulations for Accessory Uses and Table 6.4.2.3 Provisions for All Additional Residential Units – Maximum Gross Floor Area for all *Additional Residential Units,* whichever is the lesser				
Building *Height*, Maximum	In accordance with Table 6.1.1.3 Regulations for Accessory Uses and shall not exceed the *height* of the *principal dwelling*			In accordance with Table 6.1.1.3 Regulations for Accessory Uses	
Distance from the *Principal Dwelling*, Minimum	In accordance with Table 6.1.1.3 Regulations for Accessory Uses				**1.0 m** (3.3 ft)
Distance from the *Principal Dwelling*, Maximum	No provision	No provision	No provision	No provision	**30 m** (98.4 ft)
Distance from Public *Street*, Maximum	**40 m** (147.6 ft)	**40 m** (147.6 ft)	**40 m** (147.6 ft)	No provision	No provision
Privacy Fence, Minimum	A solid privacy fence with a minimum height of **1.8 m** around the perimeter of the *rear yard*	A solid privacy fence with a minimum height of **1.8 m** along a *lot line* where the detached dwelling unit is located within **7.5 m** (24.6 ft) of that *lot line*		No provision	No provision
Window Openings above Ground Floor	Not permitted in a wall facing an *interior side yard* or *rear yard*			No provision	No Provision
***Decks*, Balconies and Rooftop Patios**	Not permitted			No provision	No Provision

7. That Section 6.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Subsection 6.5 and replacing it with the following new subsection 6.5:

6.5 **DWELLING UNITS BELOW GRADE**

No *dwelling unit* shall be created in a *cellar* or *basement*, where the *building or structure* is located within a *natural hazard* or the *lot* does not meet Provincial access standards during a regulatory flood event.

8. That Section 6.0 to By-Law Number 25.98, as amended, is hereby further amended by deleting subsections 6.9.1 and 6.9.2 and replacing it with the following new subsections 6.9.1 and 6.9.2:

6.9.1 ZONING AMENDMENT REQUIRED

Prior to placing a *garden suite* on a *lot*, an amendment to this Zoning By-Law under Section 39 of the Planning Act, as amended, will be required. The by-law will prescribe the period of time, up to twenty (20) years, authorizing the temporary *use* of the *garden suite*.

6.9.2 GARDEN SUITE OCCUPANCY

The *garden suite* shall be occupied by:

- the retired parents or grandparents of a *lot* owner or the *lot* owner's spouse, or
- the retiring *lot* owner provided that the main *dwelling* is occupied by the child or grandchild of the retiring *lot* owner.

9. That Section 6.0 to By-Law Number 25-98, as amended, is hereby further amended by deleting the words “where the *lot* is served by *sanitary sewers* and public water supply” in subsection 6.12.1 b) and replacing them with “where the *lot* is served by both a *municipal water system* and *municipal sewage system*”.

10. That Section 6.0 to By-Law Number 25-98, as amended, is hereby further amended by deleting subsection 6.14.1 and replacing it with the following new subsection 6.14.1:

6.14.1 WHERE PERMITTED

A *home occupation* is permitted within a residential *dwelling unit* and/or an *accessory building* on the same *lot*, subject to compliance with the provisions of this Section and all other provisions of the Zone in which the *lot* is located. A *home occupation* is not permitted within an *additional residential unit*, *converted dwelling*, or *garden suite*.

11. That Section 6.0 to By-Law Number 25-98, as amended, is hereby further amended by deleting subsections 6.14.7 and 6.14.8 and replacing them with the following new subsections 6.14.7 and 6.14.8:

6.14.7 BED AND BREAKFAST ESTABLISHMENT

A *bed* and *breakfast establishment* shall be considered a *home occupation* located in a *single detached dwelling*. Notwithstanding the *gross floor area* limit for a *home occupation* in subsection 6.14.2, a *bed* and *breakfast establishment* shall be limited to three guest rooms. In a settlement defined in Section 4.7.2.1, a *bed and breakfast establishment* is not permitted on a *lot* containing *additional residential unit*(s), a *converted dwelling*, or a *garden suite*.

6.14.8 HOME DAYCARE

A home daycare, located in a *single-detached*, a *semi-detached dwelling*, or a *duplex dwelling* with accommodation for up to and including 6 children, shall be considered a *home occupation*. The *gross floor area* limit for a *home occupation* in subsection 6.14.2, shall not apply to a *home daycare*. In a settlement defined in Section 4.7.2.1, a home daycare is not permitted on a *lot* containing *additional residential unit*(s), a *converted dwelling*, or a *garden suite*.

12. That Section 6.0 to By-Law Number 25-98, as amended, is hereby further amended by deleting the existing Section 6.16 and replacing it with a new subsection 6.16 as follows:

6.16 **MUNICIPAL SERVICES AND MUNICIPAL DRAINS**

6.16.1 MUNICIPAL SERVICES

No land shall be used or built upon and no *building or structure* shall be *altered*, *erected*, *used* or expanded for any purpose unless the land is serviced by municipal services, including, as applicable, *municipal water system*, *municipal sewage system,* drainage systems and *improved streets*, which meet all applicable *County* and/or Township standards. Adequacy of *municipal water system* and *municipal sewage system* capacity shall be confirmed by the *County* prior to issuance of a Building Permit.

6.16.2 MUNICIPAL DRAINS

No *person* shall *erect*, *alter* or *use* any *building or structures* within:

i) **30 m** (98.4 ft) from the top-of-bank of any open *municipal drain*; or
ii) **5 m** (16.4 ft) of an enclosed *municipal drain* within a designated settlement area; or
iii) **15 m** (49.2 ft) of an enclosed *municipal drain* outside of a designated settlement area.

13. That Section 6.0 to By-Law Number 25-98, as amended, is hereby further amended by deleting the provisions in Table 6.19.2.1 for “Residential Uses” and replacing them with the following new provisions for “Residential Uses” as follows:

TABLE 6.19.2.1 - PARKING STANDARDS		
LAND USE CATEGORY	**USE**	**NUMBER OF VEHICLE PARKING SPACES REQUIRED**
Residential Uses	- *single detached dwelling* - *duplex dwelling* - *semi-detached dwelling* - *mobile dwelling* - *street fronting townhouse dwelling*	- 2 per *dwelling unit*
	- *bed and breakfast* - *boarding or lodging house*	- 1 per *guest room*
	- *garden suite*	- 1 per *garden suite*
	- *home occupation*	- 1 space
	- *additional residential unit*	- 1 per *additional residential unit*
	- residential units in a portion of a non-residential *building* - *multiple unit dwelling* - *apartment dwelling* - *converted dwelling*	- 1.5 per *dwelling unit*
	- *long term care facility*	- 1 per 3 beds or fraction thereof

14. That Section 6.0 to By-Law Number 25-98, as amended, is hereby further amended by adding a new subsection 6.19.2.4 after subsection 6.19.2.3:

6.19.2.4 PARKING SPACES WITHIN A PRIVATE GARAGE

Where parking is provided at the *dwelling unit* in an individual *driveway*, *parking spaces* may be within a *private garage,* with the exception that *parking spaces* within a *private garage* shall not be used to satisfy parking requirements for *additional residential units*, *converted dwellings* and *garden suites*.

15. That Section 7.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 7.1: Uses Permitted and replacing it with the following:

7.1 **USES PERMITTED**

No *person* shall within any A1 Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the A1 *uses* in Table 7.1:

TABLE 7.1: USES PERMITTED
• *an additional residential unit* within the *principal dwelling,* in accordance with the provisions of Section 6.4;
• a *communications structure;*

TABLE 7.1: USES PERMITTED
• a *conservation project*;
• an *existing converted dwelling*, containing up to two *dwelling units*;
• a *farm*, but does not include a *regulated farm* as defined in this Zoning By-Law;
• a *garden suite*, in accordance with the provisions of Section 6.9;
• a *group home*, in accordance with the provisions of Section 6.12;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• an oil or gas well;
• an *on-farm composting facility*;
• an *on-farm diversified use*, in accordance with the provisions of Section 6.18;
• a *public use*, in accordance with the provisions of Section 6.22;
• a seasonal fruit, vegetable, flower or farm produce sales outlet, provided the produce is the product of the *farm* on which the outlet is located;
• a *single detached dwelling* if *accessory* to a *farm*;
• a topsoil or peat extraction operation in accordance with the provisions of Section 6.31;
• a *wayside sand or gravel pit* or *stone quarry*, in accordance with the provisions of Section 6.33.

16. That Section 7.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 7.2.3.

17. That Section 7.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 7.2.4 and replacing it with the following new subsection 7.2.4:

7.2.4 LOCATION OF NEW ACCESSORY DWELLINGS, ADDITIONAL RESIDENTIAL UNITS AND GARDEN SUITES

New accessory *dwellings*, *additional residential units*, *garden suites*, and temporary *dwellings*, shall be required to satisfy the minimum distance separation requirements as determined through the application of the *Minimum Distance Separation Formula I (MDS I)*, or not further reduce an *existing* insufficient *MDS I setback*.

18. That Section 7.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 7.3 and replacing it with the following new subsection 7.3:

7.3 **SPECIAL PROVISIONS FOR A CONVERTED DWELLING (A1-C)**

An *existing converted dwelling* containing up to two *dwelling units* is permitted within a *single detached dwelling* on A1-C zoned *lots*.

7.3.1 **LOCATION: PART LOT 15, CONCESSION 10 (DEREHAM), A1-C-1**

7.3.1.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any A1-C-1 Zone use any *lot*, or *erect, alter* or use any *building* or *structure* for any purpose except the following:

all *uses* permitted in Section 7.1 to this Zoning By-Law.

7.3.1.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any A1-C-1 Zone use any *lot*, or *erect, alter* or use any *building* or *structure* except in accordance with the following provisions:

7.3.1.2.1 CONVERTED DWELLING – MAXIMUM DWELLING SIZE

The second *dwelling* unit shall have a maximum gross floor area of **150 m²** (1614.6 ft²).

7.3.1.2.2 That all the provisions of the A1 Zone in Section 7.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply mutatis mutandis.

19. That Section 8.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 8.1: Uses Permitted and replacing it with the following:

8.1 USES PERMITTED

No *person* shall within any A2 Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the A2 *uses* in Table 8.1:

TABLE 8.1: USES PERMITTED
• *an additional residential unit* within the *principal dwelling,* in accordance with the provisions of Section 6.4;
• an *animal kennel*;
• a *communications structure*;
• a *conservation project*;
• an *existing converted dwelling*, containing up to two *dwelling units*;
• a *regulated farm*;
• a *garden suite*, in accordance with the provisions of Section 6.9;
• a *group home*, in accordance with the provisions of Section 6.12;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a *farm*;
• an oil or gas well;
• an *on-farm composting facility*;

TABLE 8.1: USES PERMITTED
• an *on-farm diversified use*, in accordance with the provisions of Section 6.18;
• a *private airstrip*;
• a public *use*, in accordance with the provisions of Section 6.22;
• a seasonal fruit, vegetable, flower or farm produce sales outlet, provided the produce is the product of the *farm* on which the outlet is located;
• a *single detached dwelling* if *accessory* to a *farm* or a *regulated farm*;
• a topsoil or peat extraction operation, in accordance with the provisions of Section 6.31;
• a *wayside sand* and *gravel pit* or *stone quarry*, in accordance with the provisions of Section 6.33.

20. That Section 8.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 8.2.4.

21. That Section 8.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 8.2.5 and replacing it with the following new subsection 8.2.5:

8.2.5 LOCATION OF NEW ACCESSORY DWELLINGS, ADDITIONAL RESIDENTIAL UNITS AND GARDEN SUITES

New accessory *dwellings*, *additional residential units*, *garden suites*, and temporary *dwellings*, shall be required to satisfy the minimum distance separation requirements as determined through the application of the *Minimum Distance Separation Formula I (MDS I)*, or not further reduce an *existing* insufficient *MDS I setback*.

22. That Section 8.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 8.3.

23. That Section 9.0 to By-law Number 25-98, as amended, is hereby further amended by deleting “a converted dwelling in accordance with the provisions of Section 6.4 of this Zoning By-law” from Table 9.1.

24. That Section 9.0 to By-law Number 25-98, as amended, is hereby further amended by deleting the words “Where sanitary sewers and public water supply not available” in Table 9.2, under “Lot Area, Minimum” and replacing them with “Where a *municipal sewage system* is not available”.

25. That Section 9.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 9.3.

26. That Section 10.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 10.1: Uses Permitted and replacing it with the following:

10.1 **USES PERMITTED**

No *person* shall within any RR Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the RR *uses* in Table 10.1:

TABLE 10.1: USES PERMITTED
• *an additional residential unit,* in accordance with the provisions of Section 6.4;
• an *existing converted dwelling*, containing up to two *dwelling units*;
• a *garden suite*, in accordance with the provisions of Section 6.9;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a public use, in accordance with the provisions of Section 6.22;
• a *single detached dwelling*;
• a *wayside sand or gravel pit* or *stone quarry* in accordance with the provisions of Section 6.33.

27. That Section 10.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 10.3.

28. That Section 11.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 11.1: Uses Permitted and replacing it with the following:

11.1 **USES PERMITTED**

No *person* shall within any RE Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the RE *uses* in Table 11.1:

TABLE 11.1: USES PERMITTED
• *an additional residential unit,* in accordance with the provisions of Section 6.4;
• an *existing converted dwelling*, containing up to two *dwelling units*;
• a *garden suite*, in accordance with the provisions of Section 6.9;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a public use, in accordance with the provisions of Section 6.22;
• a *single detached dwelling*;
• a *wayside sand or gravel pit* or *stone quarry*, in accordance with the provisions of Section 6.33.

29. That Section 11.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsections 11.3 and 11.4.

30. That Section 12.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 12.1: Uses Permitted and replacing it with the following:

12.1 **USES PERMITTED**

No *person* shall within any R1 Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the R1 *uses* in Table 12.1:

TABLE 12.1: USES PERMITTED
• *an additional residential unit*, in accordance with the provisions of Section 6.4;
• an *existing converted dwelling*, containing up to two *dwelling units*;
• a *garden suite*, in accordance with the provisions of Section 6.9;
• a *group home*, in accordance with the provisions of Section 6.13;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a public use, in accordance with the provisions of Section 6.22;
• a *single detached dwelling*.

31. That Section 12.0 to By-law Number 25-98, as amended, is hereby further amended by deleting all instances of the words “where sanitary sewers are not available” in Table 12.2 and replacing them with “where a *municipal sewage system* is not available” and deleting all instances of the words “where served by both sanitary sewers and public water supply” in Table 12.2 and replacing them with “where served by both a *municipal sewage system* and *municipal water system*”.

32. That Section 12.0 to By-law Number 25-98, as amended, is hereby further amended by deleting the preamble to subsection 12.3 Special Provisions for a Converted Dwelling (R1-C) and replacing it with the following:

12.3 **SPECIAL PROVISIONS FOR A CONVERTED DWELLING (R1-C)**

An *existing converted dwelling* containing up to two *dwelling units* is permitted within a *single detached dwelling* on R1-C zoned *lots*.

33. That Section 13.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 13.1: Uses Permitted and replacing it with the following:

13.1 **USES PERMITTED**

No *person* shall within any R2 Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the R2 *uses* in Table 13.1:

TABLE 13.1: USES PERMITTED
• *an additional residential unit* in accordance with the provisions of Section 6.4;
• an *existing converted dwelling*, containing up to two *dwelling units*;

TABLE 13.1: USES PERMITTED
• a *duplex dwelling*;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a public use, in accordance with the provisions of Section 6.22;
• a *semi detached dwelling*.

34. That Section 13.0 to By-law Number 25-98, as amended, is hereby further amended by deleting the preamble to Section 13.2 and replacing it with the following:

13.2 **ZONE PROVISIONS**

No *person* shall within any R2 Zone use any *lot* or *erect, alter* or use any *building* or *structure* unless the *lot* is served by both a *municipal sewage system* and *municipal water system* and is in accordance with the provisions in Table 13.2:

35. That Section 13.0 to By-law Number 25-98, as amended, is hereby further amended by deleting the term “converted dwelling” from the heading of the 3rd column of Table 13.2.

36. That Section 14.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 14.1: Uses Permitted and replacing it with the following:

14.1 **USES PERMITTED**

No *person* shall within any R3 Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the R3 *uses* in Table 14.1:

TABLE 14.1: USES PERMITTED
• *an additional residential unit*, in accordance with the provisions of Section 6.4;
• an *apartment dwelling*;
• a *boarding or lodging house*;
• a *converted dwelling*, containing up to four *dwelling units*, in accordance with the provisions of Section 6.4;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a *multiple unit dwelling*;
• a public use, in accordance with the provisions of Section 6.22;
• a *street fronting townhouse*.

37. That Section 14.0 to By-law Number 25-98, as amended, is hereby further amended by deleting the preamble to Section 14.2 and replacing it with the following:

14.2 **ZONE PROVISIONS**

No *person* shall within any R3 Zone use any *lot* or *erect, alter* or use any *building* or *structure* unless the *lot* is served by both a *municipal sewage system* and *municipal water system* and is in accordance with the provisions in Table 14.2:

38. That Section 14.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 14.2.2.

39. That Section 15.0 to By-law Number 25-98, as amended, is hereby further amended by deleting all instances of the words “where communal water system and communal sewage facilities are provided” in Table 15.2 and replacing them with “where a *private communal sewage system* and *private communal water system* are provided”.

40. That Section 16.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 16.1: Uses Permitted and replacing it with the following:

16.1 **USES PERMITTED**

No *person* shall within any V Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the V *uses* in Table 16.1:

TABLE 16.1: USES PERMITTED
• an *additional residential unit*, in accordance with the provisions of Section 6.4;
• an *automobile service station*;
• a bakeshop;
• a *business* or *professional office*;
• a *commercial school*;
• an *existing converted dwelling*, containing up to two *dwelling units*;
• a *dwelling unit* in a portion of a non-residential *building* except that in the case of an *automobile service station* such *dwelling* shall not be permitted;
• an *eating establishment*;
• a financial institution;
• a funeral home;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a laundromat;
• a *medical centre*;
• a *parking lot*;
• a *personal service establishment*;
• a *place of entertainment*;
• a public *use*, in accordance with the provisions of Section 6.22;

TABLE 16.1: USES PERMITTED
• a *retail store*;
• a retail outlet, a wholesale outlet or a *business office accessory* to a permitted *use*;
• a *service shop*;
• a *single detached dwelling*;
• a *studio*;
• a *veterinary clinic*, with no outside runs or kennels.

41. That Section 16.0 to By-law Number 25-98, as amended, is hereby further amended by deleting the preamble to Section 16.2 and replacing it with the following:

16.2 **ZONE PROVISIONS**

No *person* shall within any V Zone use any *lot* or *erect, alter* or use any *building* or *structure* except in accordance with the provisions in Table 16.2:

The *lot area* provision for residential *uses* are cumulative with the *lot area* provision for non-residential *uses* when such residential *use* is located on the same *lot* with a permitted non-residential *use*. No *person* shall use any *lot* or *erect, alter* or use any *building* or *structure* for the any of the *uses* in Table 16.1 unless the *lot* is served by partial services (a *municipal sewage system* or a *municipal water system*) or by private services (*individual on-site sewage system* and *individual on-site water system*).

42. That Section 16.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 16.3.

43. That Section 17.0 to By-law Number 25-98, as amended, is hereby further amended by deleting all instances of the words “where sanitary sewers are not available” and replacing them with “where a *municipal sewage system* is not available” and deleting all instances of the words “where served by both sanitary sewers and public water supply” and replacing them with “where served by both a *municipal sewage system* and *municipal water system*” throughout Table 17.2.

44. That Section 18.0 to By-law Number 25-98, as amended, is hereby further amended by deleting the words “where sanitary sewers are not available” and replacing them with “where a *municipal sewage system* is not available” and deleting all instances of the words “where served by sanitary sewers” and replacing them with “where served by a *municipal sewage system*” in Table 18.2.

45. That Section 19.0 to By-law Number 25-98, as amended, is hereby further amended by deleting the words “where sanitary sewers are not available” and replacing them with “where a *municipal sewage system* is not available” and deleting the words “where served by sanitary sewers” and replacing them with “where served by a *municipal sewage system*” in Table 19.2.

46. That Section 24.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 24.1: Uses Permitted and replacing it with the following:

24.1 **USES PERMITTED**

No *person* shall within any I Zone use any *lot* or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the I *uses* in Table 24.1:

TABLE 24.1: USES PERMITTED
• an administrative office of the *Corporation*, the *County*, the Government of Ontario or the Government of Canada;
• a cemetery;
• a community centre;
• a *daycare centre*;
• a *dwelling unit* in a portion of a non-residential *building*, if *accessory* to a permitted *use* on the *lot*, and if occupied by the owner or an employee of the institutional *use* on the *lot*;
• a *fraternal lodge or institutional hall*;
• a funeral home;
• a *group home*, in accordance with the provisions of Section 6.12;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a *long term care facility*;
• a *medical centre*;
• a *municipal yard*;
• a museum;
• a *place of worship*;
• a *public* or *private school*;
• a public *use*, in accordance with the provisions of Section 6.22;
• a *public* or *private hospital*;
• a *public library*;
• a *single detached dwelling* if occupied by the owner or an employee of the institutional *use* on the *lot*.

45. That Section 24.0 to By-law Number 25-98, as amended, is hereby further amended by deleting all instances of the words “where sanitary sewers are not available” and replacing them with “where a *municipal sewage system* is not available” and deleting all instances of the words “where served by both sanitary sewers and public water supply” and replacing them with “where served by both a *municipal sewage system* and *municipal water system*” throughout Table 24.2.

46. That Section 24.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 24.3.

47. That Section 25.0 to By-law Number 25-98, as amended, is hereby further amended by deleting Section 25.1: Uses Permitted and replacing it with the following:

25.1 **USES PERMITTED**

No *person* shall within any REC Zone use any lot or *erect, alter* or use any *building* or *structure* for any purpose except one or more of the REC *uses* in Table 25.1:

TABLE 25.1: USES PERMITTED
• an arena;
• a community centre;
• a *conservation project*;
• a curling facility;
• a flood control structure;
• a golf course;
• a *home occupation*, in accordance with the provisions of Section 6.14;
• a museum;
• an oil or gas well, outside of a designated settlement;
• an *outdoor commercial recreation facility*;
• a *park*;
• a picnic area;
• a playground;
• a public *use*, in accordance with the provisions of Section 6.22;
• a *recreation or athletic facility or club*;
• a *seasonal trailer park* or *campground*, *existing* on the date of passing of this Zoning By-law;
• a *single detached dwelling* if occupied by the owner or an employee of the recreational *use* on the lot;
• a sportsfield;
• a *wayside sand or gravel pit* or *stone quarry*, outside of a designated settlement, in accordance with the provisions of Section 6.33.

48. That Section 25.0 to By-law Number 25-98, as amended, is hereby further amended by deleting all instances of the words "where sanitary sewers are not available" and replacing them with "where a *municipal sewage system* is not available" and deleting all instances of the words "where sanitary sewers and public water supply" and replacing them with "where served by both a *municipal sewage system* and *municipal water system*" throughout Table 25.2.

49. That Section 25.0 to By-law Number 25-98, as amended, is hereby further amended by deleting subsection 25.3.

50. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 11th day of July, 2023.

READ a third time and finally passed this 11th day of July, 2023.

Mayor: David Mayberry

CAO/Deputy Clerk: Mary Ellen Greb

ADDITIONAL RESIDENTIAL UNITS
IN AGRICULTURAL AREAS



BLANDFORD-BLENHEIM | EAST ZORRA-TAVISTOCK | NORWICH | SOUTH-WEST OXFORD | ZORRA

Oxford County and local area municipalities are making it easier for property owners to add additional residential units to lots in agricultural areas. This is intended to help provide additional housing options and increase the overall housing supply.

WHAT ARE ARUs?

Additional Residential Units (ARUs) are smaller, self-contained residential units (i.e., with their own kitchen, bathroom and sleeping areas) that are inside, attached to, or in a detached accessory building on the same property as a single-detached house, semi-detached house or street fronting townhouse.

ARUs can take many forms, such as basement apartments, attached suites, tiny homes or coach houses, but they must be smaller than the primary residential unit and located within a permanent building (i.e., not in a mobile home or recreational vehicle).

Please note: a building permit is required to add a residential unit and proposals must meet the requirements of the Township's zoning by-law. The requirements of each Township's zoning by-law vary. Before you begin the process of planning for an additional residential unit, check your township's website for information about their zoning by-law and reach out to your local building department to confirm requirements (contacts provided on reverse).

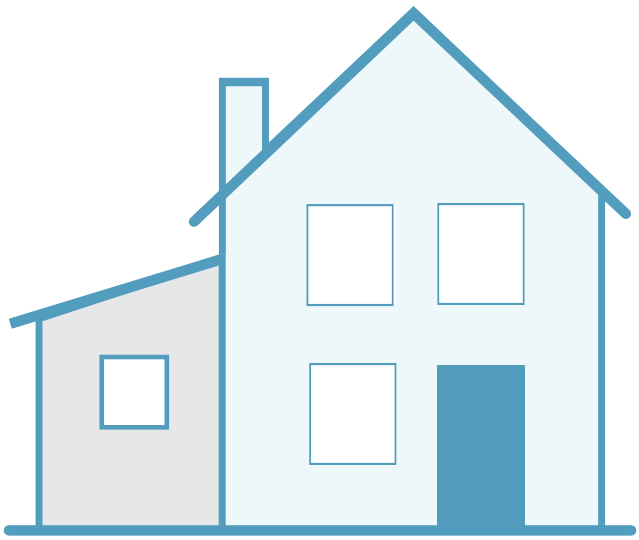
ARUS IN AGRICULTURAL AREAS

Agricultural areas encompass all lands outside of urban centres and rural settlements, including residential uses on rural residential lots and agricultural lots (farms). Up to two ARUs per lot may be permitted in agricultural areas.

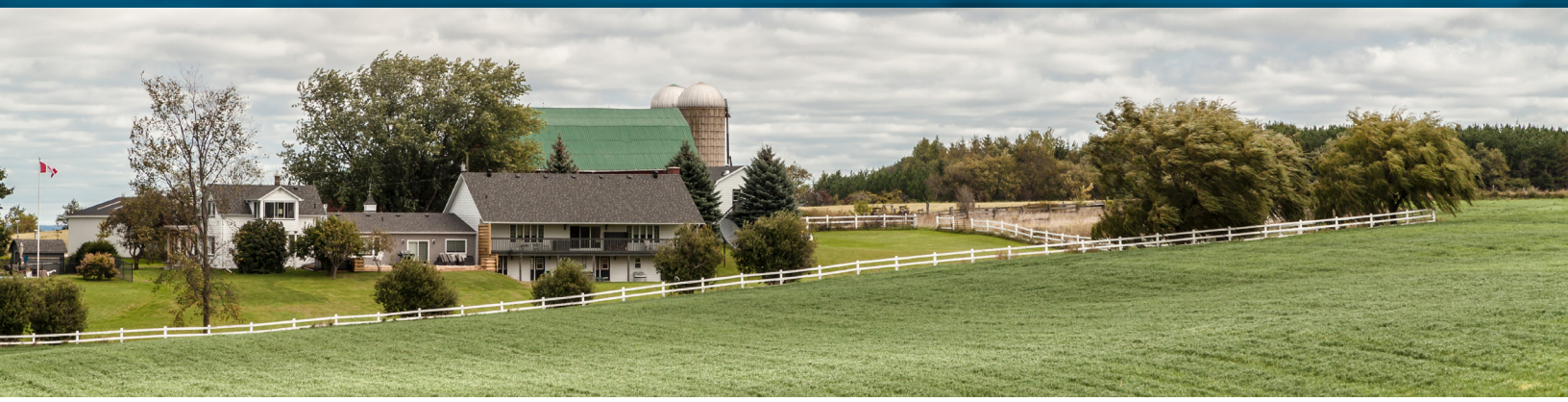
Requirements for all ARUs in agricultural areas:

- The total gross floor area of all ARUs on the lot cannot exceed 50% of the gross floor area of the primary residential unit, to a maximum of 140 m^2 (1506 ft^2). This floor area may be further limited by Township zoning provisions.
- ARUs are not permitted on a lot that contains a boarding/lodging house, group home, garden suite, converted dwelling, duplex, or a mobile home, as defined in the applicable zoning by-law.
- ARUs may not be permitted, or are subject to approval by the applicable conservation authority, on a lot that contains natural hazards (e.g., floodplain, wetland, unstable slopes) or that does not have adequate access during a flood event.
- The house and lot must be large enough to accommodate the ARU and provide adequate parking, landscaping, and separation (setbacks) from other buildings and property lines.
- All ARUs must use the same driveway and parking area as the primary residential unit.
- There must be adequate access to each ARU for both occupant use and emergency response.

Continued on the next page.



ADDITIONAL RESIDENTIAL UNITS
IN AGRICULTURAL AREAS



In addition to the requirements on page one, an ARU in a detached building must meet the following requirements:

- A minimum lot area of 0.6 ha (1.48 ac) is required.
- The detached building must be located in the rear or interior side yard, except on a farm.
- The location must satisfy Minimum Distance Separation Formulae (MDS I).
- On a farm, the ARU must be within 30 m (98 ft) of the primary house.
- An ARU cannot be severed from the lot containing the primary house.

ARUs in a detached building on an agricultural lot (farm) must also obtain approval of a minor variance, granted by the Township Committee of Adjustment, to confirm that the location of the ARU building and associated private services and parking will not impact agricultural operations either on the lot or on surrounding properties, or remove agricultural lands from production.

MORE INFORMATION

Early consultation with Township building services and/or the Community Planning Office is recommended.

A building permit is required to add a residential unit; see the **Citizen's Guide to Land Use Planning - Building Permits**.

ARUs may change the assessed value of a property; see **Municipal Property Assessment Corporation (MPAC).**

Funding for your project may be available through Oxford County's Human Services department; see **Housing Funding Programs.**

AREA MUNICIPAL CONTACTS

Township of Blandford-Blenheim
Building Services
Zoning By-law No. 1360-2002

Township of East Zorra-Tavistock
Building Department
Zoning By-law No. 2003-18

Township of Norwich
Building Services
Zoning By-law No. 07-2003-Z

Township of South-West Oxford
Building Department
Zoning By-law No. 25-98

Township of Zorra
Building and Drainage
Zoning By-law No. 35-99

OXFORD COUNTY CONTACTS

Community Planning
519-539-9800 ext. 3912
planning@oxfordcounty.ca

Public Works
Development Review
519-539-9800 ext. 3900
publicworksdevelopment@oxfordcounty.ca

Human Services
Housing Programs Coordinator
519-539-9800 ext. 3390
humanservices@oxfordcounty.ca

Tab 10

1985 2006 2009 2013 2015 2016 2018 2020 2021 2023 2025

Measure

Click points on the map to measure distances and area

Length
273.99 m

Heading
79.03°

Advanced measurements

Elevation estimate
Min: 265.28 m | Median: 266.42 m | Max: 267.53 m

Slope estimate
Min: 0° | Median: 0.2° | Max: 5.7°

Save to project

home

3D

Lawson Nature Reserve

Crampton

home

Avon

3D

Measure

Click points on the map to measure distances and area

Length
158.2 m

Heading
349.84°

Advanced measurements

Elevation estimate
Min: 264.13 m | Median: 265.81 m | Max: 267.02 m

Slope estimate
Min: 0° | Median: 0.3° | Max: 7.2°

Save to project

Tab 11

UPPER THAMES RIVER
CONSERVATION AUTHORITY

The Thames
A Canadian
Heritage River

"Inspiring a Healthy Environment"

December 16, 2025

Adam Prouse
Works Superintendent
Township of South-West Oxford
312915 Dereham Line
Mount Elgin, Ontario, N0J 1N0
aprouse@swox.org

Re: Pigram Line – Safe Access Standards

Dear Adam Prouse,

Further to our meeting of November 26, 2025, it is the understanding of the Upper Thames River Conservation Authority (UTRCA), that the Township of South-West Oxford (SWOX) is inquiring about the requirements of UTRCA if road works were considered to Pigram Line to establish safe access standards during regulatory flood events. We further understand that the road work being considered by the Township is to support an Additional Residential Unit (ARU) proposed by the landowner of 5626 Pigram Line.

Provincial natural hazard policies in which all planning and development applications must be consistent with prohibits development within areas that would be rendered inaccessible to people and vehicles during times of flooding, unless it has been demonstrated that the site has safe access appropriate for the nature of the development. (PPS, 5.2.3(c)).

This provincial policy which aligns with both UTRCA and SWOX flood hazard policies has been identified to the landowner of 5626 Pigram Line and their agent as the primary barrier to the proposed ARU regardless of the ability to floodproof the proposed building or mitigate any impact upon natural hazards caused by development.

Based on provincial technical guidance, safe access standards are based on maximum flood depths of 0.3 metres at which the average vehicle could not pass-through during times of flooding. In addition to flood depths, velocity of flood flows is another factor in determining safe access.

The regulatory flood elevation for this area along Pigram Line is 267.2m (vertical datum: CGVD 1928). Therefore, any access routes with elevations of less than 266.9m would be deemed 'unsafe' based on provincial standards.

In consideration of topographic information currently available, there are stretches of Pigram Line both north and south of the Reynolds Creek Drain, and portions of the existing driveway located upon 5626 Pigram Line that appear to be below 266.9m. Thereby demonstrating that the current access routes to the proposed ARU are susceptible to flooding depths greater than 0.3m and would be rendered inaccessible during a regulatory flood event.

It should be noted that it is not uncommon for several areas within a municipality to be rendered inaccessible during a regulatory flood event as historical development has been established in areas that may be susceptible to

flooding prior to preparation of current floodplain mapping and/or natural hazard prohibitive policies. These existing developments may be at risk of flooding hazards but are permitted to maintain existing buildings and existing uses with restrictions.

However, in accordance with provincial planning policy and Conservation Authority regulations these properties where safe access does not exist would be prohibited from intensifying the existing use or increasing the number of dwelling units because it is likely to increase the risk to health and safety of persons or result in increased damage or destruction of property.

Any works proposed to Pigram Line to achieve safe access standards within the regulatory flood hazard and/or UTRCA regulated area requires a permit from UTRCA in accordance with section 28 of the Conservation Authorities Act and its enacted regulation (O.Reg.41/24: Prohibited Activities, Exemptions and Permits).

A full topographic survey should be completed for the stretch of road and surrounding area to confirm existing conditions, including existing grade elevations to assist in determining the scope of required works to achieve safe access standards.

Proposed road works must be prepared to engineered standards, designed and stamped by a qualified professional engineer considering the potential impacts that may be caused by associated flooding hazards. Recognizing that Pigram Line is a rural gravel road, additional consideration must be provided and included within the design to ensure that the final grade elevations will be maintained over time and not impacted by regular vehicular traffic and associated surface degradation that could lower road elevations below the required elevation.

In addition, based on the scale and scope of works proposed to achieve safe access standards, post-development flood modeling by a qualified water resources engineer (or equivalent) may be required to assess the potential impacts caused by raising the road to a higher elevation which will change when and how flood waters will eventually overtop the road and/or pass through the system. Such impacts could increase the risks of flooding and erosion in the area, including the abutting property of 5626 Pigram Line. Any potential impacts identified through post-development modelling will be required to be mitigated prior to consideration of granting a permit for any proposed road works.

The UTRCA recommends that if the Township decides to proceed with an application for proposed road works, that a pre-submission consultation meeting between the UTRCA, Township staff and their retained engineer(s) occur to provide an opportunity to advise of complete application requirements in consideration of the works being proposed.

If you have any questions or would like to schedule a meeting to discuss the application requirements further, please contact the undersigned by email or at extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY

Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,SS]
c.c. Copied via email:
Julie Middleton (Acting CAO – SWOX)

Tab 12

January 14, 2026

SPRIET
ASSOCIATES
ENGINEERS & ARCHITECTS
155 York Street
London, Ontario N6A 1A8
Tel. (519) 672-4100
Fax (519) 433-9351
Email: mail@spriet.on.ca
www.spriet.on.ca

Mr. Kevin Paton
[redacted]

Re: 5626 Pigram Line
Our Job No. 225012

Dear Sir,

Further to your request, we have reviewed the drawings for the proposed Barndominium at the above address. We note that the proposed foundation is composed of concrete walls and slab on grade with no basement. The footings and wall are backfilled with granular on both sides.

Based on this design, there is no possibility of the structure floating during high water events. For uplift to occur, the design would require a basement or crawl space which would then cause the foundation to float, very similar to a boat. This is not the case here as there is no enclosed space to be displaced by water. Further, the specific weight of concrete is significantly heavier than water.

I trust the above us sufficient for your needs.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

J.M. Spriet, P. Eng.

JMS:kj

Associates: A.M. SPRIET • M.P. DEVOS • J.M. SPRIET • C.S. LIERMAN • A.T. ALTENLIU • S. McILMURRAY
B. WIDNER • G.A. VEREYKEN • K.L. DAGENAIS

Tab 13

Paula Lombardi

From: Paula Lombardi
Sent: February 17, 2026 10:01 AM
To: Joe Gordon
Cc: Andrea Edward
Subject: Paton Submission
Attachments: Putnam road.JPG; Gladstone road.JPG; DLX25-785 Kevin Paton Bardominium_For Construction_Janaury 15, 2026.pdf; DLX25-785 Kevin Paton Barndominium_Schedule 1 _January 5, 2025.pdf; DLX25-785 Kevin Paton Barndominium_EEDS Form_January 5, 2025.pdf; IMG_7004.JPG; IMG_7005.JPG; ARU Main floor plan.jpg; 225012-SP1 (2).pdf; 225012-SP1 (3).pdf

Categories: Saved in DM, #6725377 : 884665

Good morning,

Please find attached two road elevations from paved roads situated within 1 – 2 km of the Subject Land (Paton Land). The pictures identify the Paton Land with a blue pin. The road elevation as at the top right showing with the two yellow markers measuring that section of the road.

You will note that both Putnam and Gladstone Roads are paved and have had work completed on them within the last ten years. The elevations of both roads are lower than the 266.9 m and the 267.2 m being imposed on our Client.

We have also attached the pollution plant which was subject to improvements in 2018 and 2024 and abuts the river at an elevation of 266.3 metres.

We have also attached the main floor plan for the ARU.

Also attached are the elevations completed by Spriet which we believe have already been provided to you.

Please do not hesitate to give us a call if you have any questions or wish to discuss.

We are also confirming that you received the fee payment for the appeal which was sent last week.

Thank you,
Paula



ROAD CENTERLINE
SCALE: 1 : 1000

GENERAL NOTES

- DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
- CONTRACTOR TO VERIFY EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONNECTIONS. ALL CONNECTIONS TO BE IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITIES.

PLAN LEGEND

- 268.49 TS — EXISTING ELEVATION
- 178.61 — PROPOSED ELEVATION
- EXISTING BUSH

revisions	date	no.
REVISED AS PER COMMENTS	JUL. 02/25	2
ISSUED FOR SITE PLAN APPROVAL	FEB. 28/25	1

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCY TO THIS FIRM BEFORE PROCEEDING WITH THE WORK

A - detail no.
B - location sheet
C - detail sheet

SPRIET ASSOCIATES
LONDON architects LIMITED engineers
155 york street – london – N6A
e-mail : mail@spriet.on.ca
phone : (519) 672-4100
fax : (519) 433-9351

5626 PIGRAM LINE
Mt. ELGIN
KEVIN PATON

ROAD CENTERLINE

date : OCT. 14, 2025
scale : 1 : 100
drawn by : MM
project no. : 225012
drawing no. : SP2



GENERAL NOTES

- DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
- CONTRACTOR TO VERIFY EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONNECTIONS. ALL CONNECTIONS TO BE IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITIES.

PLAN LEGEND

- 268.49 TS — EXISTING ELEVATION
- 178.61 — PROPOSED ELEVATION
- — EXISTING BUSH

LOT GRADING PLAN

SCALE: 1 : 500

REVISED AS PER COMMENTS	JUL. 02/25	2
ISSUED FOR SITE PLAN APPROVAL	FEB. 28/25	1
revisions	date	no.

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCY TO THIS FIRM BEFORE PROCEEDING WITH THE WORK

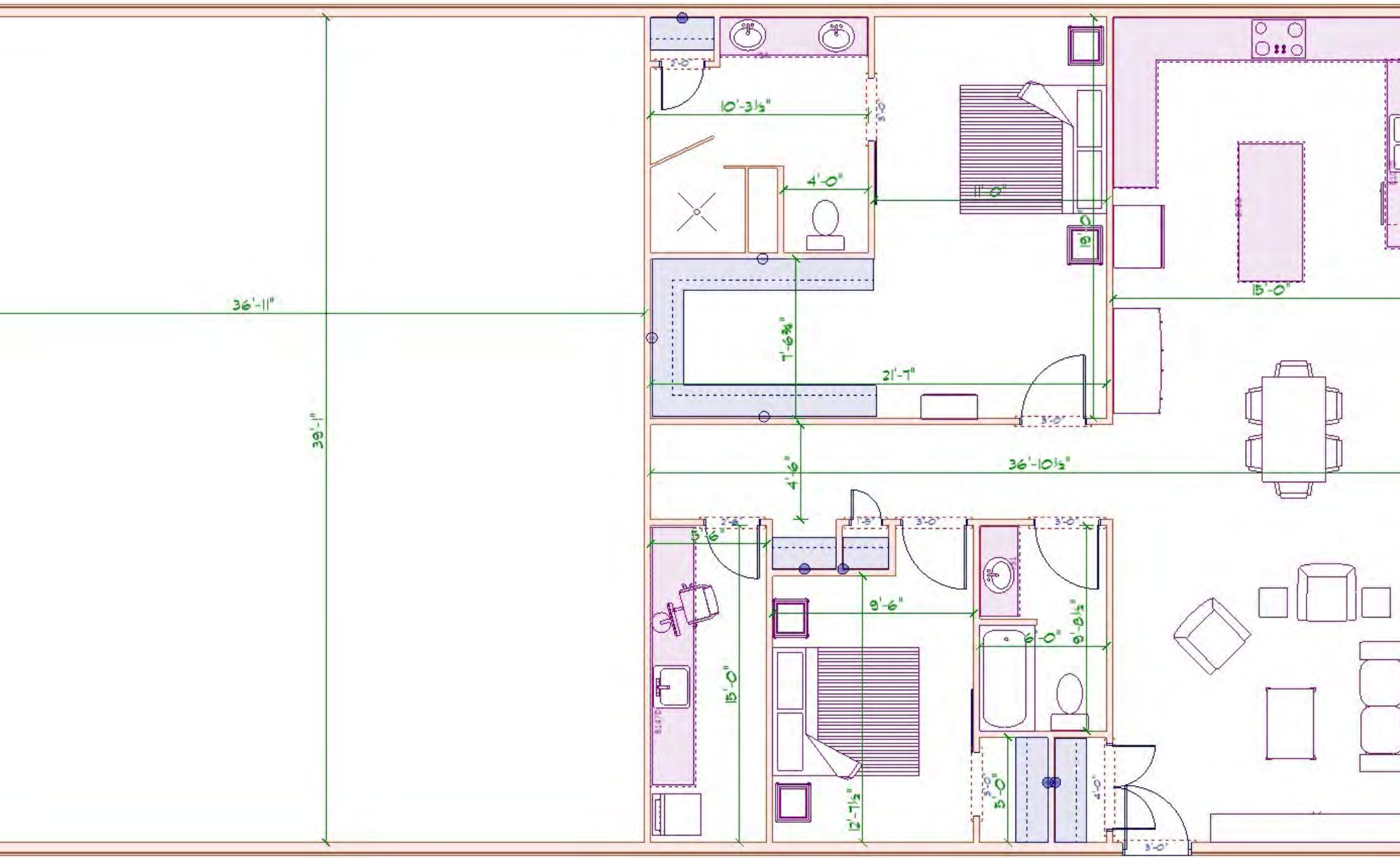
A – detail no.
B – location sheet
C – detail sheet

SPRIET ASSOCIATES
LONDON architects LIMITED engineers
155 york street – london – N6A
e-mail : mail@spriet.on.ca
phone : (519) 672-4100
fax : (519) 433-9351

5626 PIGRAM LINE
Mt. ELGIN
KEVIN PATON

GRADING PLAN

date : OCT. 14, 2025
scale : 1 : 100
drawn by : MM
project no. : 225012
drawing no. : SP1


75'-0"
36'-11"
39'-1"
10'-3½"
4'-0"
11'-0"
15'-0"
7'-6¾"
21'-7"
36'-10½"
4'-6"
9'-6"
15'-0"
12'-7½"
9'-8½"
6'-0"
5'-0"
5'-0"
4'-0"

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name	Unit number	Lot/Con
5626 Pigram Line		

Municipality	Postal code	Reg. Plan number / other description
Mount Elgin	N0J 1N0	

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: A4 Table: 3.1.1.2.A.

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
▣ Zone 1 (< 5000 degree days)	▣ ≥ 92% AFUE	▣ Gas □ Propane □ Solid Fuel
□ Zone 2 (≥ 5000 degree days)	□ ≥ 84% < 92% AFUE	□ Oil □ Electric □ Earth Energy

Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = 275.5 m^2 **or** 2966 ft^2	W, S & G % = 12	□ Log/Post&Beam □ ICF Above Grade □ ICF Basement □ Slab-on-ground □ Walkout Basement □ Air Conditioning □ Combo Unit □ Air Sourced Heat Pump (ASHP) □ Ground Sourced Heat Pump (GSHP)
Area of W, S & G = 33.17 m^2 **or** 357 ft^2	Utilize window averaging: □Yes □No	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions

□ ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))

□ Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))

□ Airtightness substitution(s)		
Airtightness test required (Refer to Design Guide Attached)	□ Table 3.1.1.4.B Required:	Permitted Substitution:
	□ Table 3.1.1.4.C Required:	Permitted Substitution:
	Required:	Permitted Substitution:

Building Component	Minimum RSI / R values or Maximum U-Value(1)		Building Component	Efficiency Ratings	
Thermal Insulation	Nominal	Effective	**Windows & Doors** Provide U-Value(1) or ER rating		
Ceiling with Attic Space	60	59.22	Windows/Sliding Glass Doors	0.28 U-Value	
Ceiling without Attic Space	31	27.65	Skylights/Glazed Roofs	0.49 U-Value	
Exposed Floor	31	27.65	**Mechanicals**		
Walls Above Grade	22+5ci	17.03	Heating Equip.(AFUE)	96%	
Basement Walls	20ci	21.12	HRV Efficiency (SRE% at 0° C)	75%	
Slab (all >600mm below grade)			DHW Heater (EF)	0.67	
Slab (edge only ≤600mm below grade)	10ci		DWHR (CSA B55.1 (min. 42% efficiency))	42%	# Showers 2
Slab (all ≤600mm below grade, or heated)	10ci		Combined Heating System		

(1) U value to be provided in either W/(m^2•K) or Btu/(h•ft^2•F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.

Name	BCIN	Signature
Nicholas Hiemstra	P.Eng	Nicholas Hiemstra

Form authorized by OBBA, OBOA, LMCBO. Revised December 1, 2016.

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the *SB-12 Prescriptive* design tables (this form is for this option (Option 1)),
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star, or*
4. Design to *R2000* standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1
Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.
Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.
Other Building Conditions: These construction conditions affect *SB-12 Prescriptive* compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used.
OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm^2/m^2	1.81 $in^2/100ft^2$	0.93 $L/s/m^2$	0.18 $cfm50/ft^2$
Attached dwelling	3.0	2.12 cm^2/m^2	3.06 $in^2/100ft^2$	1.32 $L/s/m^2$	0.26 $cfm50/ft^2$

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the *SB-12 Prescriptive* option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

Form authorized by OHBA, OBOA, LMCBO. Revised November 30, 2016.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information

Building number, street name			Unit no.	Lot/con.
5626 Pigram Line				
Municipality Mount Elgin	Postal code N0J 1N0	Plan number/ other description		

B. Individual who reviews and takes responsibility for design activities

Name		Firm		
Nicholas Hiemstra		DesignLogix Engineering		
Street address 473 Sixth Concession			Unit no.	Lot/con.
Municipality Brant	Postal code N0E 1A0	Province Ontario	E-mail office@dlxengineering.com	
Telephone number (905-)512-2377	Fax number ( )		Cell number ( )	

C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]

☐ House	☐ HVAC – House	☐ Building Structural
☑ Small Buildings	☐ Building Services	☐ Plumbing – House
☐ Large Buildings	☐ Detection, Lighting and Power	☐ Plumbing – All Buildings
☐ Complex Buildings	☐ Fire Protection	☐ On-site Sewage Systems

Description of designer's work

Residential Shed

D. Declaration of Designer

I Nicholas Hiemstra, P. Eng declare that (choose one as appropriate):

(print name)

☐ I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4.of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.

Individual BCIN: _____

Firm BCIN: _____

☐ I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5.of Division C, of the Building Code.

Individual BCIN: _____

Basis for exemption from registration: _____

☑ The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification: Professional Engineer, PEO

I certify that:

1. The information contained in this schedule is true to the best of my knowledge.
2. I have submitted this application with the knowledge and consent of the firm.

January 5, 2025 _____

Date Signature of Designer

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d).of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the OntarioAssociation of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

DRAWINGS PROVIDED FOR

KEVIN PATON BARDOMINIUM

5626 PIGRAM LINE, MOUNT ELGIN, ONTARIO



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ALL DIMENSIONS AND ELEVATIONS TO BE VERIFIED BY THE CONTRACTOR AND ANY DISCREPENCIES REPORTED TO THE ENGINEER

LICENCED PROFESSIONAL ENGINEER
N.P.HIEMSTRA
100224382
Jan15/26
PROVINCE OF ONTARIO

PROJECT STATUS:

NO:	DATE:	STATUS:
1	DEC. 22, 2025	FOR APPROVAL
2	DEC. 30, 2025	FOR APPROVAL
3	JAN. 5, 2026	FOR CONSTRUCTION
4	JAN. 8, 2026	FOR CONSTRUCTION

CONTRACTOR NAME & ADDRESS:
KLYNBRO CUSTOM HOMES
323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

PROJECT NAME & ADDRESS:
KEVIN PATON BARNDOMINIUM
5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

Date: JAN. 8, 2026
Scale:

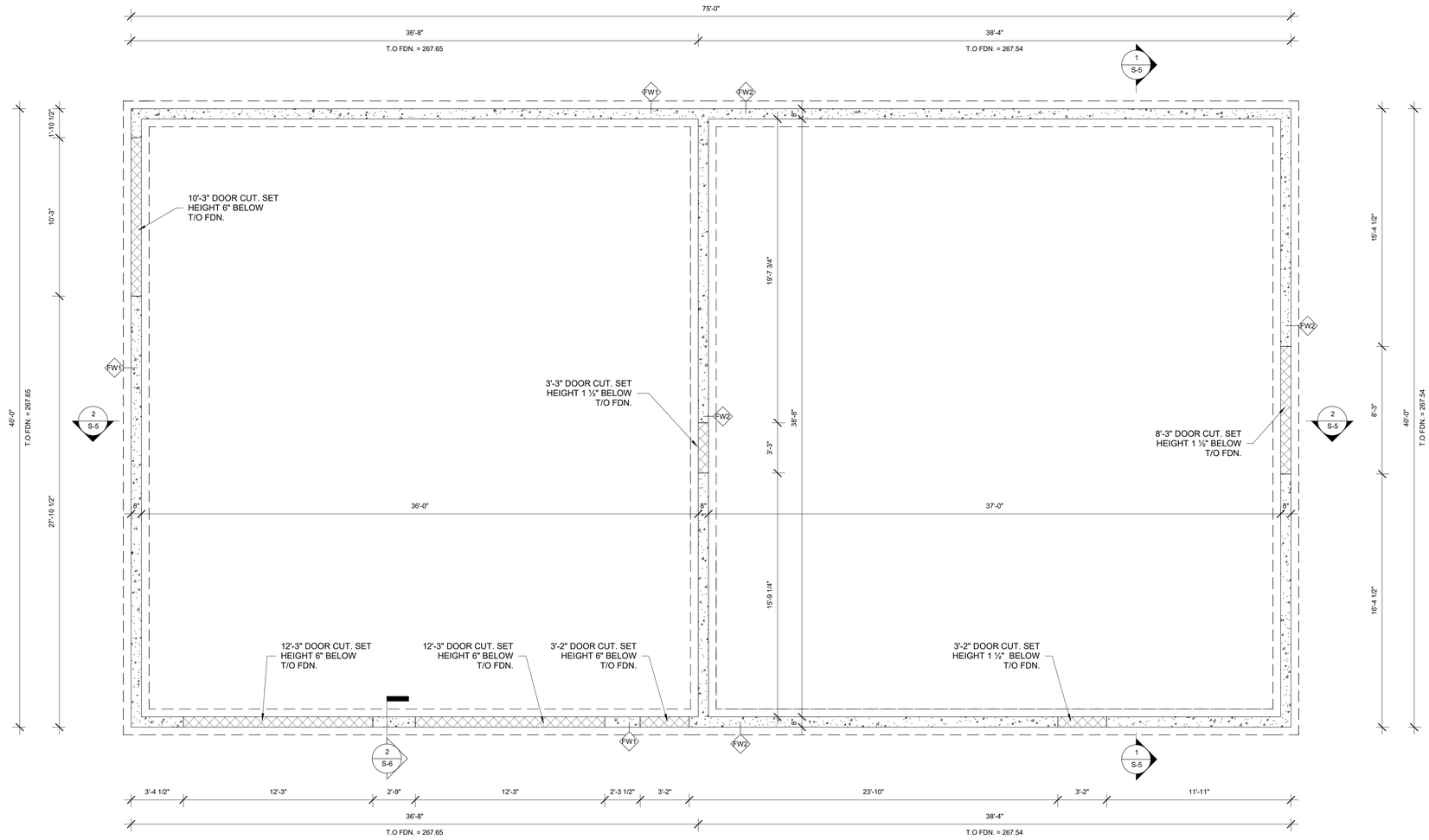
PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE:
COVER SHEET

Sheet No.
S-0

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1 S-1 FOUNDATION PLAN

1/4" = 1'-0"

FOUNDATION SCHEDULE

NO.	WALL CONSTRUCT.	REINFORCEMENT SPECS
FW1	8"x 5'-4" 25MPa WALL ON 6"x20" 20MPa STRIP FOOTING	FDN. WALL: 1-15M BAR CONT. @ T/O WALL FOOTING: 2-15M BARS CONTINUOUS
FW2	8"x 4'-11.5" 25MPa WALL ON 6"x20" 20MPa STRIP FOOTING	FDN. WALL: 1-15M BAR CONT. @ T/O WALL FOOTING: 2-15M BARS CONTINUOUS

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100224382
Jan15/26
PROVINCE OF ONTARIO

ABBREVIATIONS

@	AT	O.H.	OVERHEAD
c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
E.W.	EACH WAY	T&G	TONGUE & GROOVE
EX.	EXISTING	T/O	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

LEGEND

W	WALL TAG
WN	WINDOW TAG
D	DOOR TAG
0.0"	ELEVATION MARKER - PLAN
200"	ELEVATION MARKER - SECTION
	TRAVEL DISTANCE

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PROJECT NAME & ADDRESS:
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5626 PIGRAM LINE,
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Date: JAN. 8, 2026
Scale: 1/4" = 1'-0"

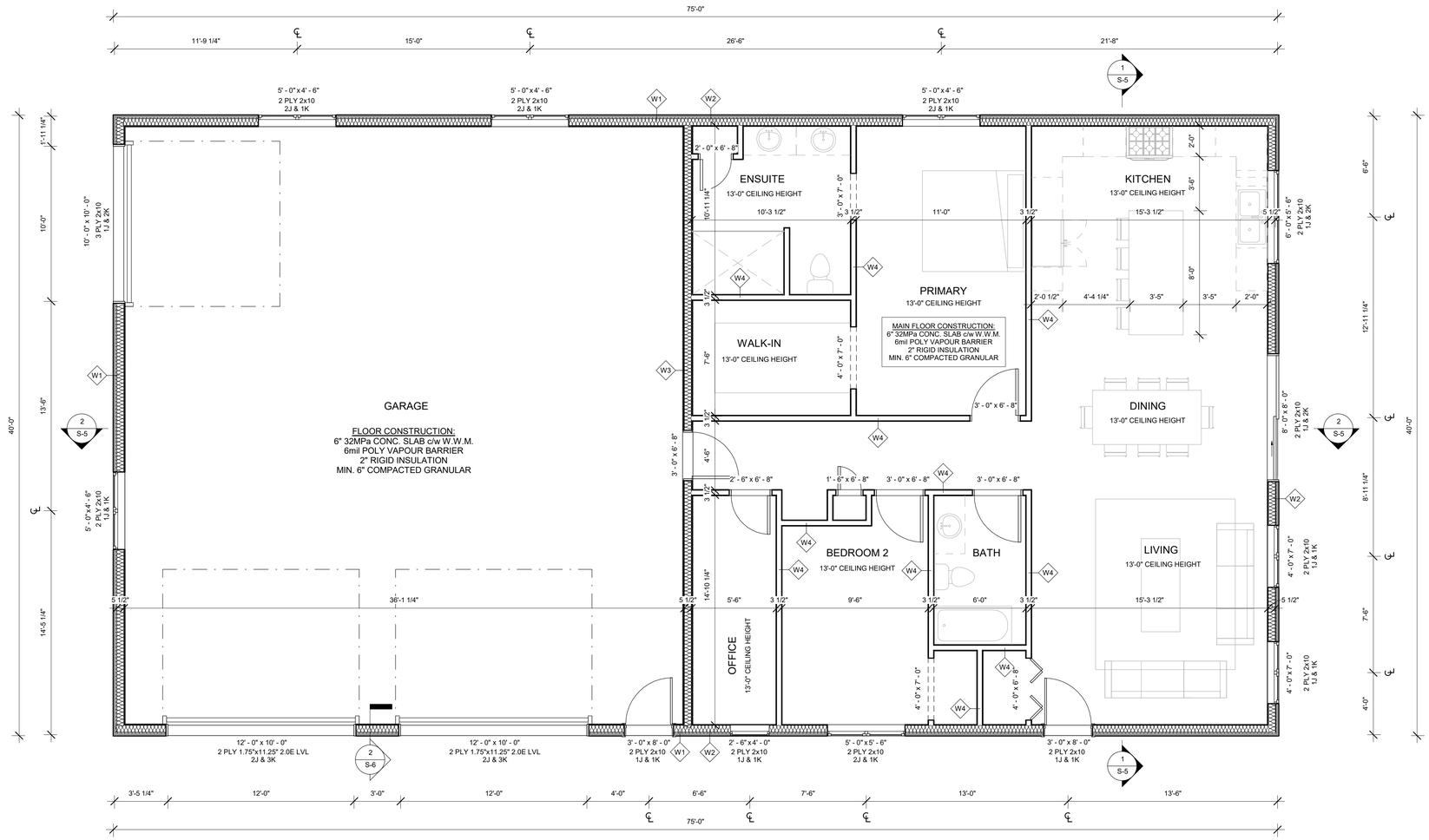
PROJECT NORTH: TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE:
FOUNDATION PLAN

Sheet No.
S-1

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1 S-3 GROUND FLOOR PLAN

1/4" = 1'-0"

AREA CHART

MAIN LIVING SQUARE FOOTAGE: 1505.0 SQ. FT
GARAGE AREA: 1465.7 SQ. FT
FOOTPRINT OF HOUSE: 3019 SQ. FT

WALL SCHEDULE

EXTERIOR WALLS:

W1

STEEL SIDING ON 2x6 w/ RELINE:
29ga. COLOURED STEEL CLADDING
1x4 STRAPPING @ 24" c/c
1" R5ci ISO/XPS INSULATION
TYVEK AIR BARRIER
2x6 S-P-F NO. 1/2 STUDS @ 16" c/c
BLOCKED @ 48" c/c
c/w R22 BATT INSULATION
6mil. POLY VAPOUR BARRIER
7/16" OSB SHEATHING
TRUSSCORE (BY OTHERS)

W2

STEEL SIDING ON 2x6 w/ GYPSUM:
29ga. COLOURED STEEL CLADDING
1x4 STRAPPING @ 24" c/c
1" R5ci ISO/XPS INSULATION
TYVEK AIR BARRIER
2x6 S-P-F NO. 1/2 STUDS @ 16" c/c
BLOCKED @ 48" c/c
c/w R22 BATT INSULATION
6mil. POLY VAPOUR BARRIER
½" GYPSUM WALL BOARD

W3

INSULATED GYPSUM ON 2x6:
½" GYPSUM WALL BOARD
2x6 S-P-F NO.1/2 STUDS @ 24" c/c
BLOCKED @ MIDHEIGHT
2" SPRAY FOAM INSULATION
R24 BATT INSULATION
7/16" OSB SHEATHING
TRUSSCORE (BY OTHERS)

INTERIOR WALLS:

W4

GYPSUM ON 2x4:
½" GYPSUM WALL BOARD
2x4 S-P-F NO.1/2 STUDS @ 24" c/c
BLOCKED @ MIDHEIGHT
½" GYPSUM WALL BOARD

W5

CONTINUOUS INSULATION BOARD:
2" R12ci ISO/XPS INSULATION BOARD
2x4 S-P-F NO.1/2 STUDS @ 16" c/c
c/w R15 BATT INSULATION
½" GYPSUM WALL BOARD

TYPICAL NOTES FOR INTERIOR PARTITIONS:

STANDARD APPLICATION:

- WASHROOM WALL TO HAVE WATER RESISTANCE GYPSUM BOARD AND PAINT
- PROVIDE BLOCKING IN STUD WALL TO PERMIT FOR FUTURE INSTALLATION OF GRAB BARS AS PER LATEST OBC REFERENCES 9.5.
- PROVIDE SOUND ABSORPTIVE INSULATION IN PARTITIONS AROUND WASHROOMS, ENSUITES, POWDER ROOMS, AND LAUNDRY ROOMS.
- PROVIDE MIN. 6" CLEARANCE AROUND INTERIOR DOOR TO INTERIOR WALLS TO ALLOCATE ROOM FOR TRIM.

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LICENSED PROFESSIONAL ENGINEER
N.P.HIEMSTRA
100224382
Jan15/26
PROVINCE OF ONTARIO

ABBREVIATIONS

@	AT	O.H.	OVERHEAD
c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
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EX.	EXISTING	T/O	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

LEGEND

- W — WALL TAG
- WN — WINDOW TAG
- D — DOOR TAG
- 0.0" — ELEVATION MARKER - PLAN
- 200" — ELEVATION MARKER - SECTION
- TRAVEL DISTANCE

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PROJECT NAME & ADDRESS:
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5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

Date: JAN. 8, 2026
Scale: As indicated

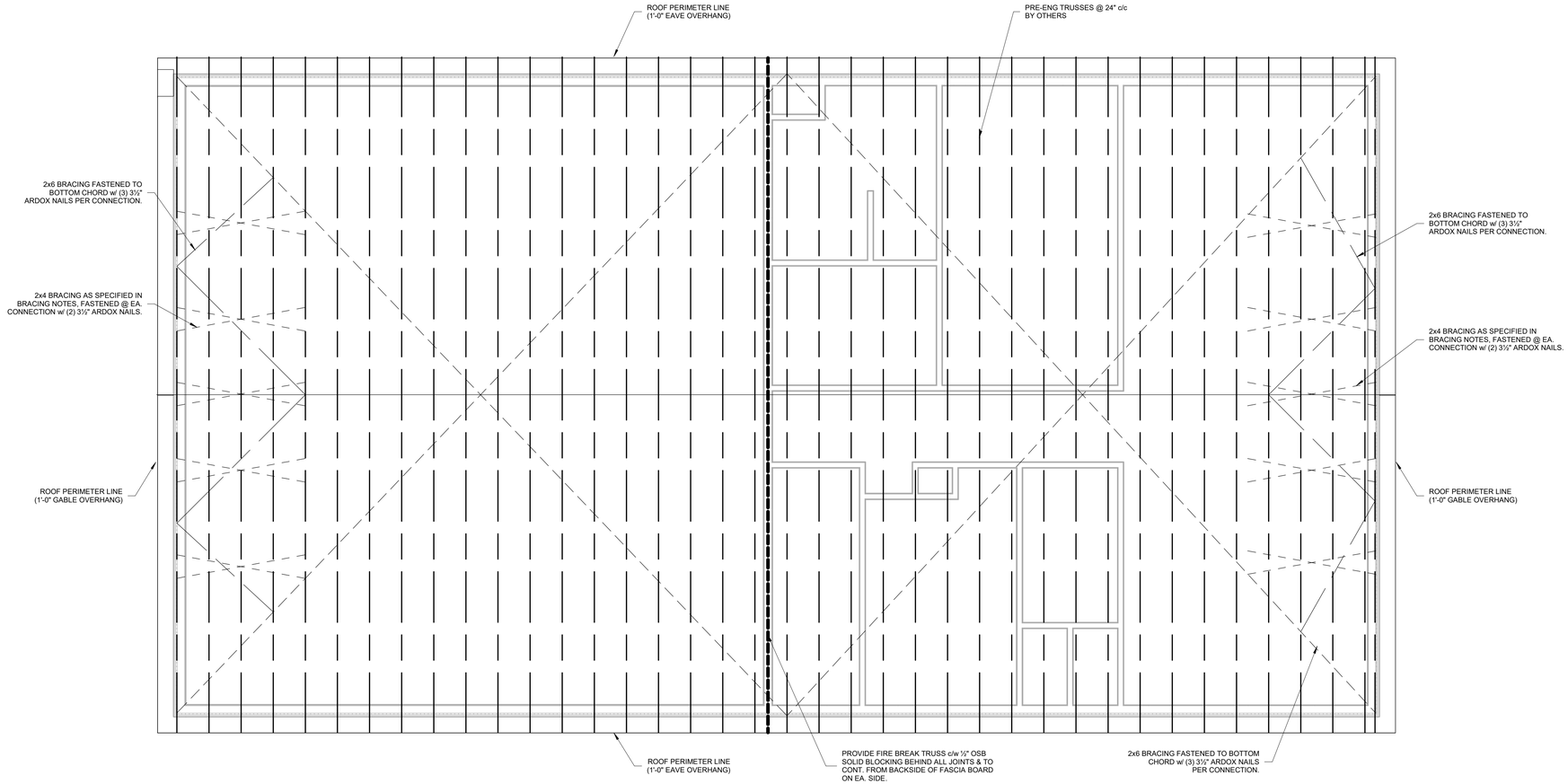
PROJECT NORTH: / TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE:
GROUND FLOOR PLAN

Sheet No.
S-3

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1 / S-4 ROOF FRAMING PLAN

1/4" = 1'-0"

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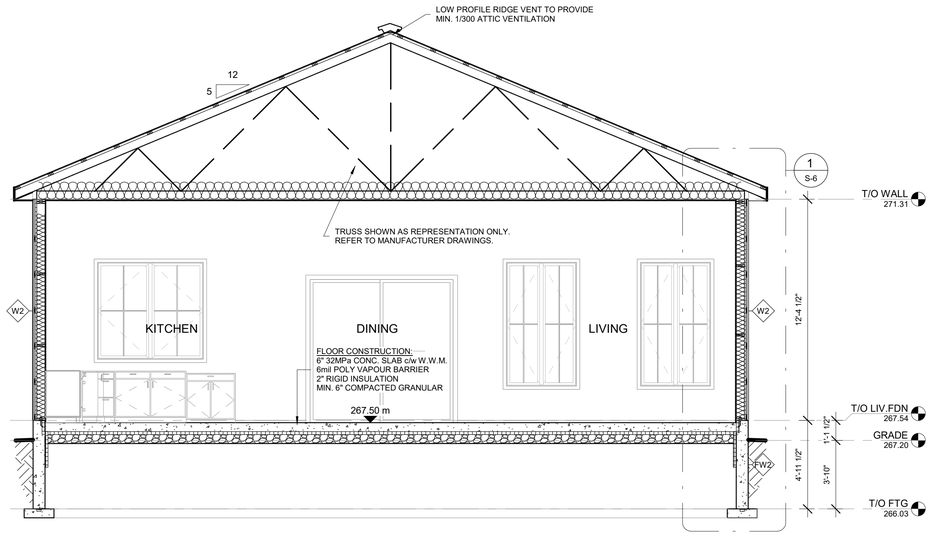
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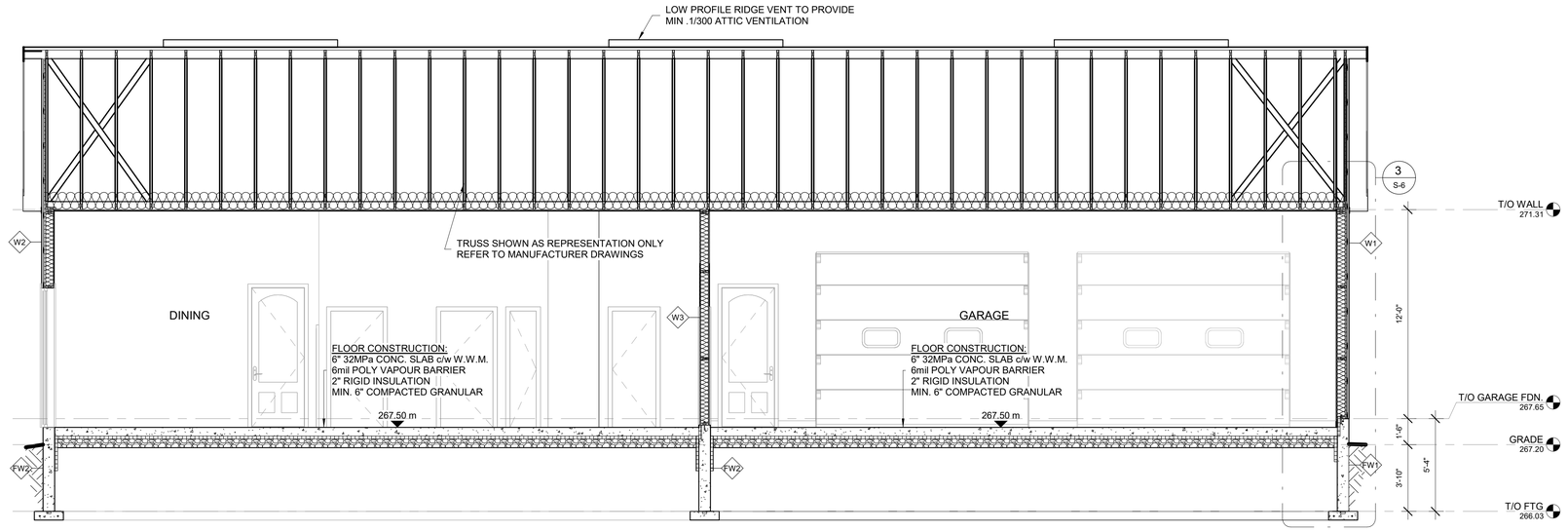
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Date: JAN. 8, 2026
Scale: 1/4" = 1'-0"
Sheet No. S-4

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1 S-5 LIVING BUILDING SECTION
1/4" = 1'-0"



2 S-5 LIVING/GARAGE BUILDING SECTION
1/4" = 1'-0"

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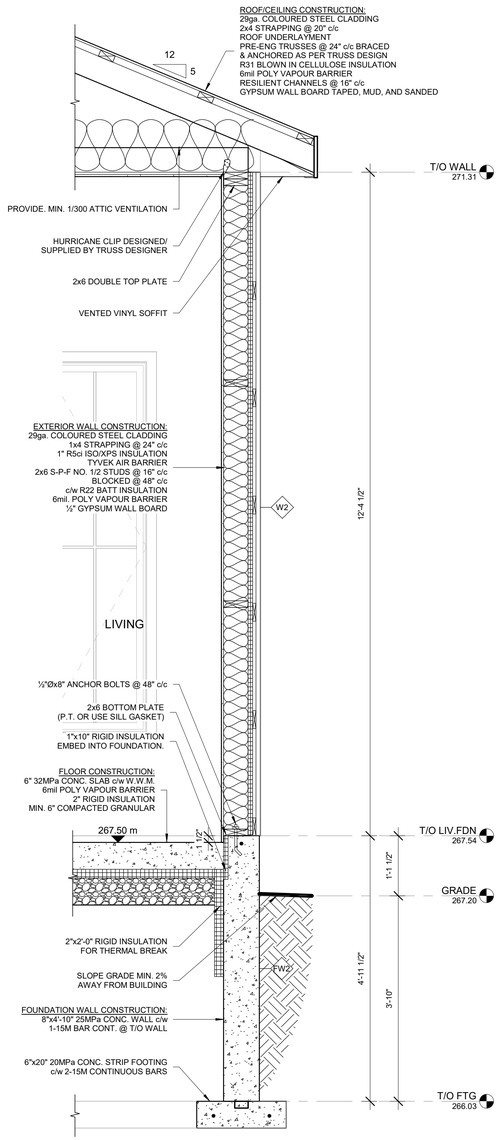
PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: Checker

DRAWING TITLE:
BUILDING SECTIONS

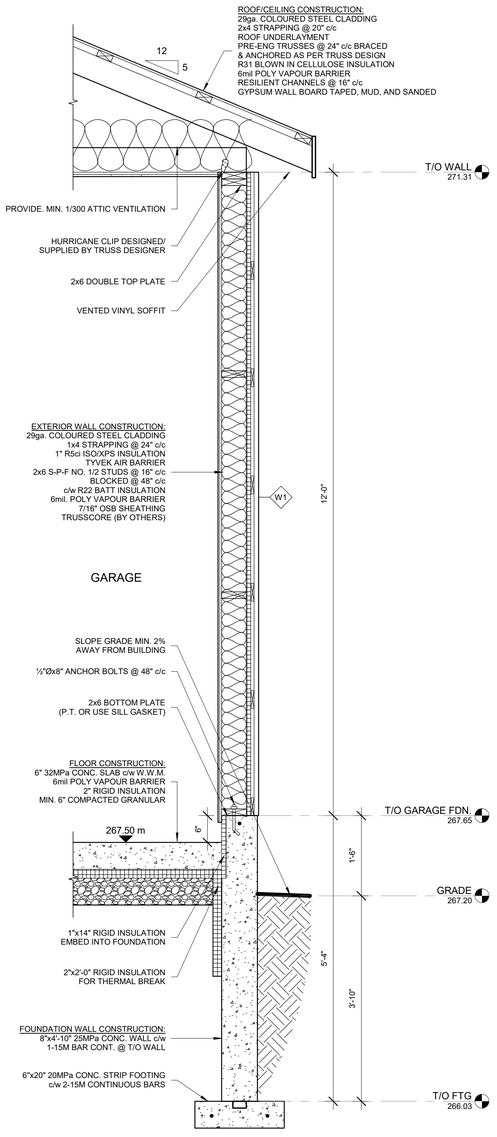
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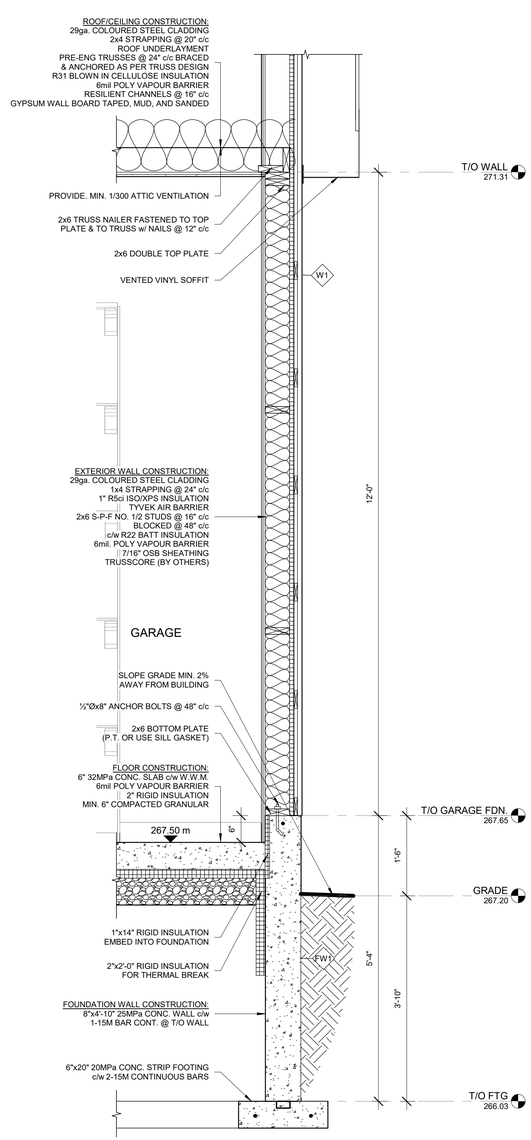
1 S-6 LIVING BEARING WALL SECTION

3/4" = 1'-0"



2 S-6 GARAGE BEARING WALL SECTION

3/4" = 1'-0"



3 S-6 GABLE END WALL SECTION

3/4" = 1'-0"

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AGRICULTURE - COMMERCIAL - CIVIL
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E: office@dlxengineering.com

DO NOT SCALE DRAWINGS

ALL DIMENSIONS AND ELEVATIONS TO BE VERIFIED BY THE CONTRACTOR AND ANY DISCREPENCIES REPORTED TO THE ENGINEER

LICENSED PROFESSIONAL ENGINEER
N.P.HIEMSTRA
100224382
Jan15/26
PROVINCE OF ONTARIO

ABBREVIATIONS

@	AT	O.H.	OVERHEAD
c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
E.W.	EACH WAY	T&G	TONGUE & GROOVE
EX.	EXISTING	T/O	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

LEGEND

- W — WALL TAG
- WN — WINDOW TAG
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- TRAVEL DISTANCE

PROJECT STATUS:

NO:	DATE:	STATUS:
1	APRIL 4, 2025	FOR APPROVAL
2	DEC. 30, 2025	FOR APPROVAL
3	JAN. 5, 2026	FOR CONSTRUCTION
4	JAN. 8, 2026	FOR CONSTRUCTION

CONTRACTOR NAME & ADDRESS:
KLYNBRO CUSTOM HOMES
323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

PROJECT NAME & ADDRESS:
KEVIN PATON BARNDOMINIUM
5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

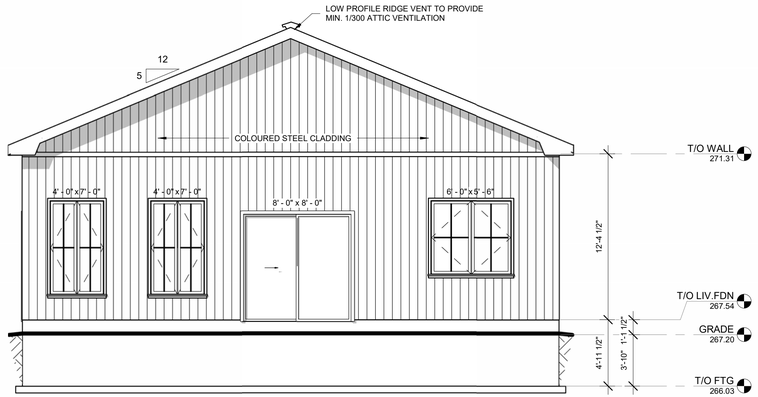
PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: Checker

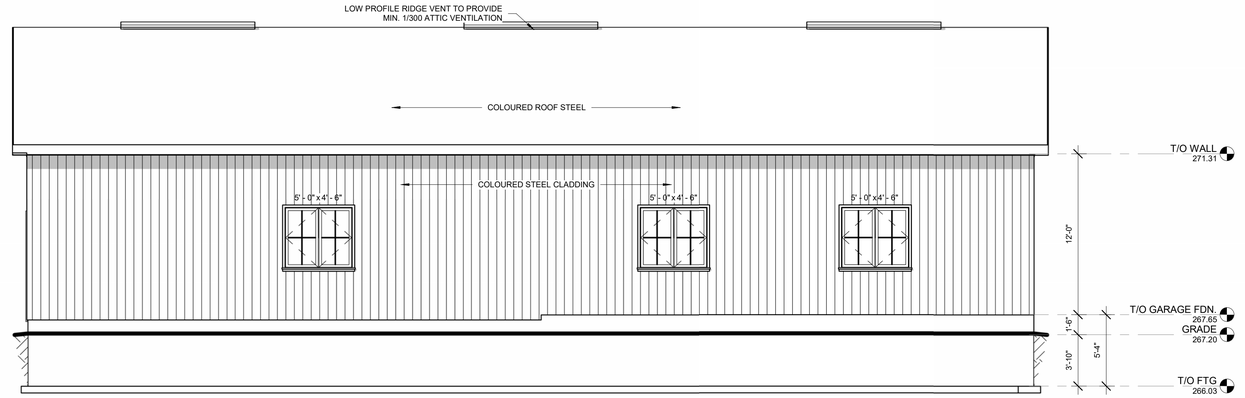
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WALL SECTIONS

Date: JAN. 8, 2026
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Sheet No.: S-6

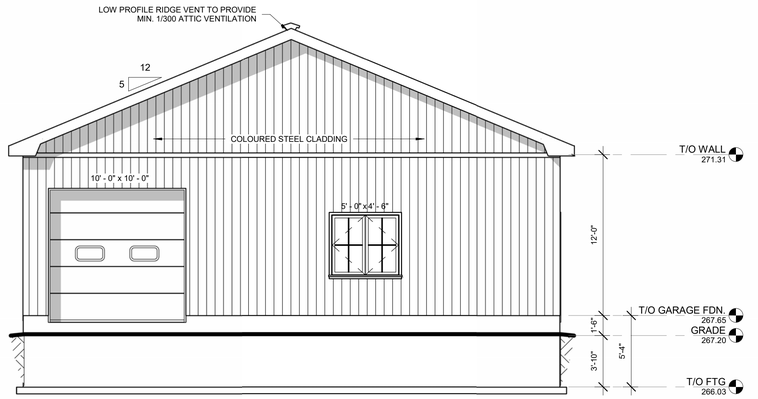
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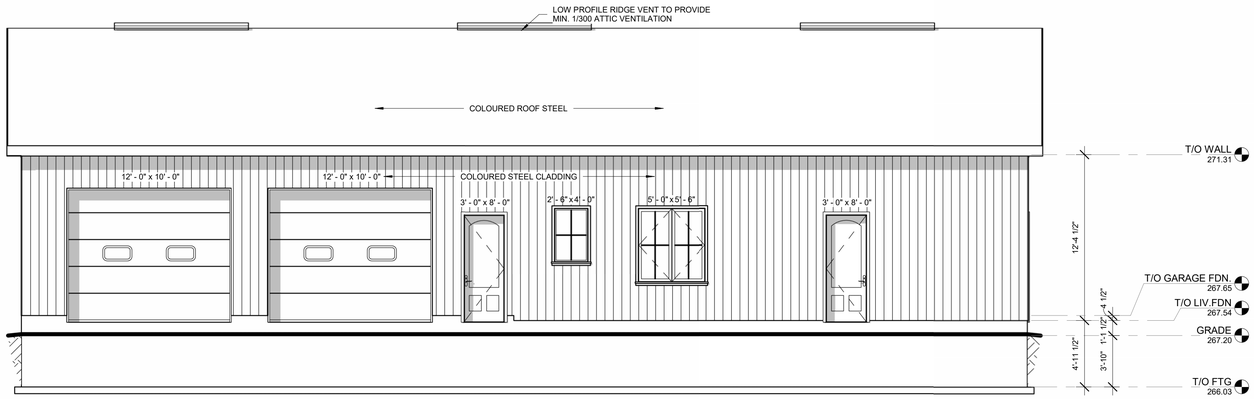
1 S-7 PROJECT EAST ELEVATION
3/16" = 1'-0"



2 S-7 PROJECT NORTH ELEVATION
3/16" = 1'-0"



3 S-7 PROJECT WEST ELEVATION
3/16" = 1'-0"



4 S-7 PROJECT SOUTH ELEVATION
3/16" = 1'-0"

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323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

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5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

Date: JAN. 8, 2026
Scale: 3/16" = 1'-0"

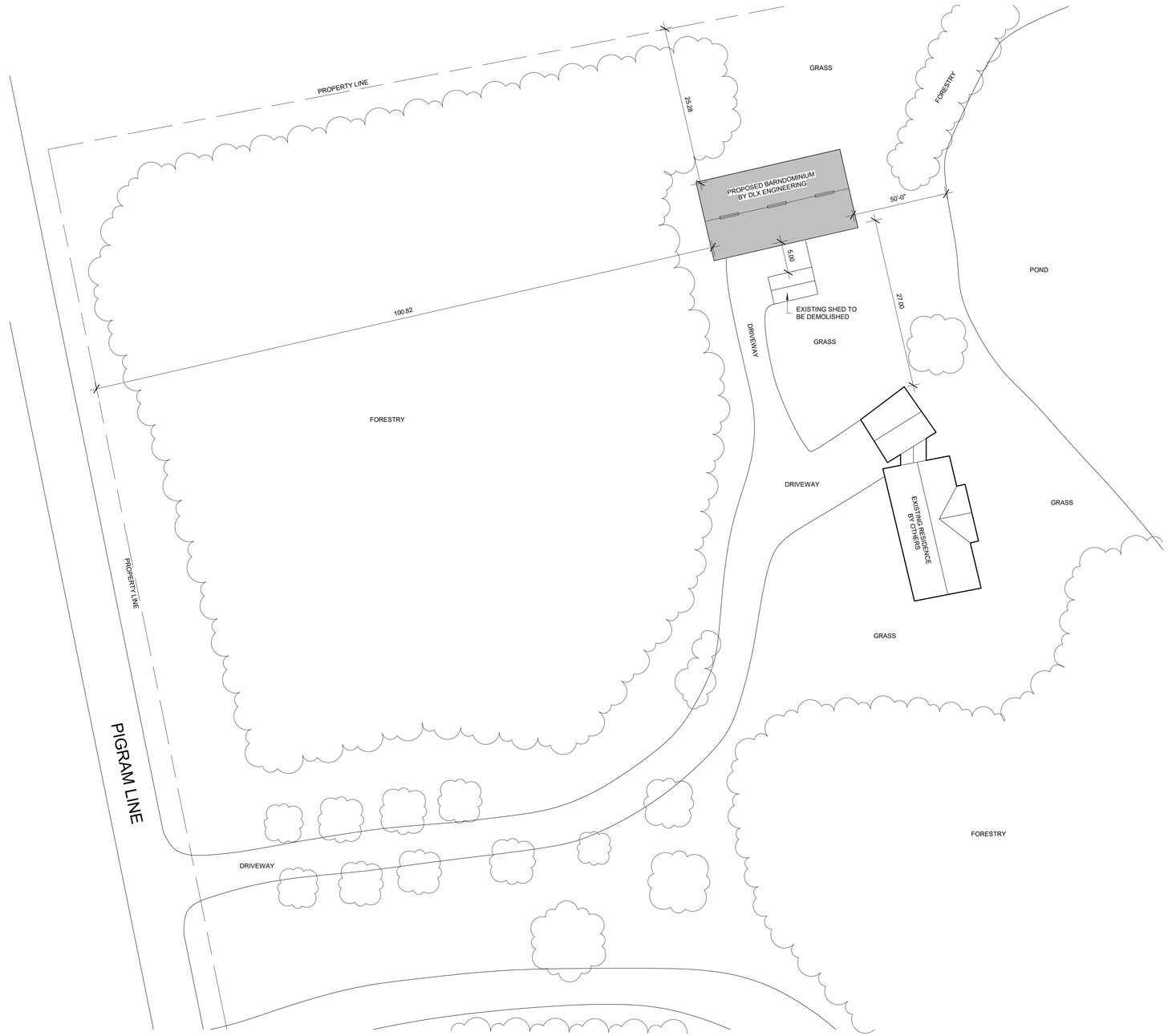
PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE: ELEVATIONS

Sheet No. S-7

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SITE LAYOUT

N.T.S.

NOTE: SITE LAYOUT IS NOT TO SCALE.
DIMENSIONS AND PROPERTY LINES ARE APPROXIMATE.
REFER TO LOT GRADING PLAN BY OTHERS

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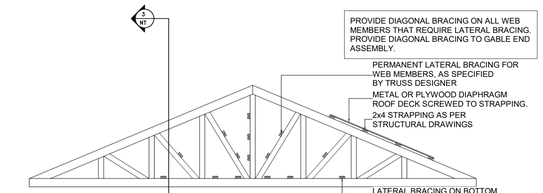
PROJECT NORTH: | TRUE NORTH:

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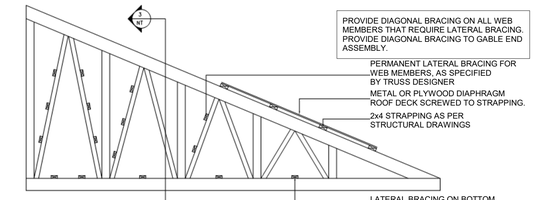
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Date: JAN. 8, 2026
Scale: 1" = 30'-0"
Sheet No. S-8

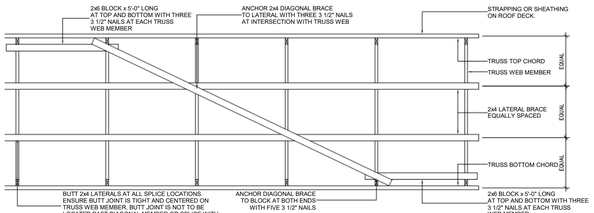
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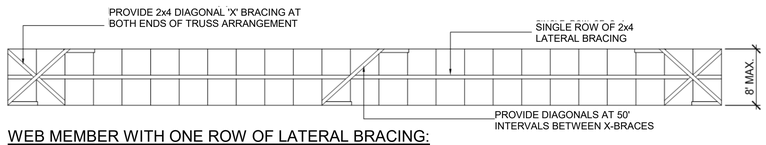
1 NT TYPICAL TRUSS
N.T.S.



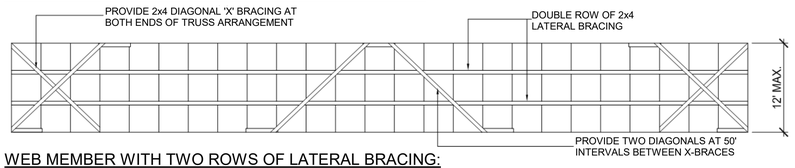
2 NT TYPICAL TRUSS
N.T.S.



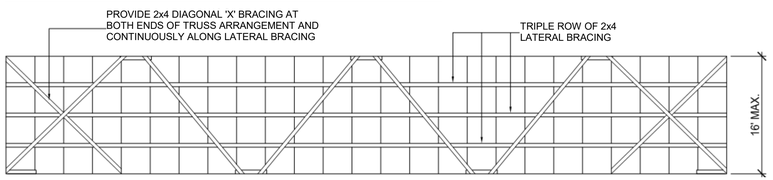
3 NT TYPICAL TRUSS
N.T.S.



WEB MEMBER WITH ONE ROW OF LATERAL BRACING:



WEB MEMBER WITH TWO ROWS OF LATERAL BRACING:



WEB MEMBER WITH THREE ROWS OF LATERAL BRACING:

CODES AND STANDARDS

1. STAIR DIMENSIONS
INTERIOR STAIRS

MAX RISE: 7 7/8"
MIN. RUN: 10 1/25"
MIN. TREAD: 11"
NOSING: 1"
MIN. HEADROOM: 6'-5"
UNIFORM RISE AND RUN IN ANY ONE FLIGHT OF STAIRS

GUARD HEIGHT:
AT ALL LANDINGS: 36"
AT STAIRS: 36"
AT HANDRAILS: 36"
GUARDS TO BE NON-CLIMBABLE WITH MAX. SPACING OF 4"

EXTERIOR STAIRS (INCLUDING THE GARAGE):

MAX RISE: 7 7/8"
MIN. RUN: 8 1/4"
MIN. TREAD: 9 1/4"
NOSING: 1"

GUARD HEIGHT:
GREATER THAN 2'-0" ABOVE GRADE: 36"
GREATER THAN 5'-11" ABOVE GRADE: 42"

A LANDING IS REQUIRED @ THE MAIN ENTRANCE. A LANDING & 36" GUARD IS REQUIRED @ ANY SECONDARY ENTRANCE WHEN MORE THAN 3 RISERS.

2. ALL FLOORS WITH CERAMIC TILE TO BE REINFORCED AS PER O.B.C. 9.30.6

3. ALL LIGHTING AND ELECTRICAL TO COMPLY WITH O.B.C. 9.34.

4. SMOKE DETECTORS ARE REQUIRED ON EACH FLOOR LEVEL, IN EACH BEDROOM, AND IN A HALLWAY CONNECTING BEDROOMS. ALL DETECTORS ARE REQUIRED TO BE HARDWIRED.

5. RANGE HOODS TO BE VENTED TO THE EXTERIOR c/w NON-COMBUSTIBLE PIPING

6. ATTIC VENTILATION TO COMPLY WITH O.B.C. 9.32 - (1/300)

7. PROVIDE AN AIR BARRIER IN ACCORDANCE WITH O.B.C. 9.25.5

8. HEADROOM UNDER DUCTWORK AND BEAMS TO BE MIN. 6'-5"

9. INSULATE & WEATHER STRIP ATTIC ACCESS HATCHES (MIN 20"x28")

10. ALL DOORS AND WINDOWS TO COMPLY WITH RESISTANCE TO FORCED ENTRY IN ACCORDANCE WITH O.B.C. 9.6.6

11. DOOR FROM GARAGE TO HOUSE TO BE EXTERIOR TYPE c/w WEATHER STRIPPING AND CLOSER

12. PROVIDE MINIMUM R-24 INSULATION ON INTERIOR GARAGE WALLS

13. PROVIDE MINIMUM R-31 INSULATION IN FLOOR SPACE OVER GARAGE, AND ENSURE WALLS AND CEILING OF GARAGE SIDE ADJACENT TO LIVING SPACE ARE TO BE DRYWALLED AND SEALED (GAS PROOFED)

14. EVERY FLOOR CONTAINING BEDROOMS MUST HAVE AT LEAST (1) WINDOW WITH AN UNOBSTRUCTED OPENING NOT LESS THAN 3.8 SQ.FT., WITH NO DIMENSION LESS THAN 15". AND A SILL HEIGHT NO MORE THAN 3'-3" ABOVE FIN. FLOOR

15. FOR MASONRY VENEER INSTALLATION, PROVIDE CONTINUOUS FLASHING AND WEEPHOLES EVERY 31" o.c. MAX.

16. PRIOR TO PROCEEDING WITH CONSTRUCTION, THE BUILDER MUST VERIFY ALL INFORMATION, DIMENSIONS AND SPECIFICATIONS OF THIS PLAN.

17. IF THERE ARE ANY CHANGES FROM THE DESIGN TO THE CONSTRUCTION,
THE DESIGNER MUST BE NOTIFIED PRIOR TO BUILDING.

FOUNDATION & EXCAVATION:

MAXIMUM FOUNDATION BACKFILL HEIGHTS:
CONCRETE FOUNDATION WALLS WHICH DO NOT EXTEND TO THE UNDERSIDE OF THE MAIN FLOOR JOISTS MAY BE BACK FILLED UP TO THE FOLLOWING HEIGHTS ABOVE THE BASEMENT FLOOR BASED ON THE O.B.C. 2012 DIV. B 9.15.4.2.A.:

8" (20 MPa) CONCRETE FOUNDATION = 3'-11"
10" (20 MPa) CONCRETE FOUNDATION = 4'-7"

FOUNDATION OPENINGS GREATER THAN 3'-11" WIDE
REINFORCE FOUNDATION WALL AROUND OPENING WITH 2-15M FULL HEIGHT VERTICALS @ 3" O.C. EACH SIDE OF OPENING & 2-15M HORIZONTALS ABOVE (IF APPLICABLE) & BELOW OPENING @ 3" O.C. EXTEND HORIZONTAL REBAR 24" PAST OPENING. TYP. FOR WINDOWS 48" TO 72" WIDE.

1. CONTRACTOR SHALL CHECK ALL DIMENSIONS ON WORKING DRAWINGS AND REPORT ANY DISCREPANCIES OR CHANGES TO THE DESIGNER BEFORE PROCEEDING WITH THE WORK.

2. ALL WORK IS TO BE PERFORMED IN ACCORDANCE WITH THE CONSTRUCTION SAFETY ACT 1980 AND ANY SUBSEQUENT AMENDMENTS

3. REMOVE ALL TOPSOIL, ORGANIC AND LOOSE FILL MATERIAL FROM BUILDING AREA BEFORE STARTING CONSTRUCTION.

4. PROOF ROLL EXISTING FILL MATERIAL. REMOVE ANY LOOSE OR SOFTENED AREAS BENEATH SLAB ON GRADE BEFORE PLACING GRANULAR FILL.

5. ALL FOOTINGS SHALL BEAR ON UNDISTURBED SOIL OR COMPACTED FILL WITH A MINIMUM SOIL BEARING CAPACITY OF 1500 P.S.F.

6. APPROVED GRANULAR FILL UNDER FOOTINGS AND FLOOR SLABS SHALL BE COMPACTED IN 8" LAYERS TO 98% STANDARD PROCTOR MAX. DRY DENSITY.

7. U/S OF EXTERIOR FOOTINGS SHALL BE A MINIMUM 4'-0" BELOW FINISHED EXTERIOR GRADE TO PROTECT THE FOOTINGS FROM FROST ACTION.

8. CUT & CAP OR REROUTE ALL FIELD TILE EXPOSED DURING EXCAVATION

9. ALL CONCRETE WORK TO CONFORM TO CSA STANDARD A23.

10. REINFORCING STEEL SHALL BE DEFORMED HI-BOND HARD GRADE WITH A MINIMUM YIELD STRENGTH OF 58,000 P.S.I.

11. ALL STUD WALLS SHALL BE ANCHORED TO THE FOUNDATION OR FLOOR SLAB WITH 1/2" DIAMETER ANCHOR BOLTS AT 4'-0" O.C. MAX.

12. CONCRETE FOR SLABS ON GRADE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 4,000 P.S.I. ALL OTHER CONCRETE SHALL HAVE A 28 DAY COMPRESSIVE STRENGTH OF 3,000 P.S.I. U.N.O.

13. ALL CONCRETE FORMS TO BE WET THOROUGHLY BEFORE POURING CONCRETE.

14. DO NOT ADD WATER TO CONCRETE. IF HIGHER SLUMP CONCRETE IS DESIRED, CONCRETE SUPPLIER SHALL DESIGN AND SUPPLY ACCORDINGLY.

15. WATER CURING OF CONCRETE IS RECOMMENDED

16. USE A MIN. OF 6" COMPACTED 3/4" CLEAR STONE UNDER ALL GROUND SLABS.

17. ALL NECESSARY PRECAUTIONS SHALL BE TAKEN TO ENSURE THAT EXISTING FOOTINGS ARE NOT DISTURBED OR UNDERMINED IN ANY WAY DURING EXCAVATION.

18. THE FOLLOWING MINIMUM CONCRETE COVERS FOR REINFORCING STEEL SHALL BE PROVIDED: FOOTINGS: 3", PIERS AND WALLS: 11/2", U.N.O.

WOOD FRAMING w/ STEEL SUPPORTS:

1. STRUCTURAL STEEL SHALL CONFORM TO CSA G40.21-44W AND G40.21-50W CLASS H FOR H.S.S.

2. STEEL BEAMS AND LINTELS SHALL HAVE 31/2" MINIMUM END BEARING ON MASONRY AND 21/2" MINIMUM END BEARING ON STEEL U.N.O.

3. J.R. COLUMNS OR S.T.S. SUPER POSTS SHALL BE USED FOR ALL INDICATED STEEL TELEPOSTS

4. ALL STEEL POSTS SHALL HAVE AN ALLOWABLE CAPACITY EQUAL TO OR GREATER THAN THE RATING INDICATED ON THE PLAN

5. ALL BEAMS CANTILEVERED OVER A COLUMN OR OTHER SUPPORT SHALL HAVE A MINIMUM OF 23/8" THICK STIFFENER PLATE WELDED TO EACH SIDE OF THE WEB U.N.O.

6. COLUMN BASE PLATES AND BEAM BEARING PLATES SHALL BE GROUTED WITH 11/2" NON-SHRINK GROUT.

7. SHOP DRAWINGS OF STRUCTURAL STEEL SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW BEFORE FABRICATION.

8. WELDING OF STRUCTURAL STEEL SHALL CONFORM TO THE REQUIREMENTS OF CSA STANDARD W59 AND SHALL BE UNDERTAKEN BY A FABRICATOR FULLY APPROVED BY THE CANADIAN WELDING BUREAU TO THE REQUIREMENTS OF CSA STANDARD W47

9. BOLTED CONNECTIONS SHALL USE A325 BOLTS, USING BEARING TYPE CONNECTIONS.

10. PREFABRICATED WOOD TRUSSES SHALL BE DESIGNED IN ACCORDANCE WITH THE DETAILS AND DESIGN LOADS ON THE ARCHITECTURAL DRAWINGS. SHOP DRAWINGS OF THE ROOF TRUSSES INCLUDING LAYOUT OF THE TRUSSES, BRIDGING, BRACING AND BEARING DETAILS (INCLUDING HOLD-DOWN CLIPS) SHALL BEAR THE STAMP OF A REGISTERED PROFESSIONAL ENGINEER OF THE PROVINCE OF ONTARIO AND SHALL BE SUBMITTED TO BUILDER FOR REVIEW BEFORE FABRICATION.

11. ALL TIMBER FOR WOOD TRUSSES SHALL BE KILN DRIED AND WELL SEASONED IN ORDER TO PREVENT POSSIBLE DISTORTION OR DEFORMATION OF THE TRUSSES

12. NAILING REQUIREMENTS (AS PER O.B.C.) SHALL BE AS FOLLOWS:
A: VERTICAL STUDS TO BOTTOM PLATES: (4) 3" ARDOX NAILS
B: VERTICAL STUDS TO TOP PLATES: (4) 31/2" ARDOX NAILS
C: ROOF TRUSSES TO PLATES: DESIGNED BY TRUSS ENGINEER
D: WIND BRACING (PER TRUSS): DESIGNED BY TRUSS ENGINEER
E: BRIDGING (PER TRUSS): DESIGNED BY TRUSS ENGINEER
F: LINTELS: 31/2" ARDOX @ 12" O.C. HOR. & 4" O.C. VERT, STAGGERED
G: WALL SHEATHING: 11/2" ARDOX NAILS @ 8" O.C. AROUND EXTERIOR & 12" O.C. THROUGHOUT, U.N.O.

11. ALL STUD WALLS SHALL BE ANCHORED TO THE FOUNDATION OR FLOOR SLAB WITH 1/2" DIAMETER ANCHOR BOLTS AT 4'-0" O.C. MAXIMUM

12. THE GENERAL CONTRACTOR SHALL TAKE PRECAUTIONS TO NOT OVERLOAD THE STRUCTURE DURING CONSTRUCTION.

FRAMING NOTES:
1. ALL FLOOR JOISTS c/w CROSS-BRIDGING AND STRAPPING @ 7'-8" O.C. U.N.O.
2. PROVIDE DOUBLE JOIST FRAMING UNDER PARALLEL WALLS ABOVE AND AROUND STAIRS
3. PROVIDE BUILT-UP WOOD STUD POSTS EQUAL TO STUD DEPTH X WIDTH OF BEAM AT EACH END OF BEAM OR GIRDER TRUSS, U.N.O.
4. ALL ENGINEERED LUMBER SHALL BE LVL BEAM OR EQUIVALENT TO 2.0E-2950 Fb, MIN. 3" END BEARING
5. LOAD BEARING WALLS SHALL BE FRAMED WITH 2x6 STUDS @ 16" O.C (U.N.O.)
6. KEEP DRYWALL TIGHT TO DUCT WORK
7. ALL WASHROOMS TO INCL. BLOCKING FOR FUTURE GRAB BARS. REFER TO DETAILS @ BOTTOM OF PAGE.
8. ALL LUMBER TO BE S-P-F No. 2 OR BETTER
9. ALL POSTS EXTEND DOWN TO FOUNDATION OR BEAM BELOW

PLUMBING NOTES:
1. EVERY WATER DISTRIBUTION SYSTEM MUST BE SIZED TO PROVIDE PEAK DEMAND FLOW AS PER 7.6.3., DIV. B, 2012 O.B.C.
2. LAUNDRY TRAPS ARE REQUIRED TO HAVE A 2" TRAP NOT 1-1/2" AS PER TABLE 7.4.9.3., DIV. B, 2012 O.B.C.
3. WATER CLOSETS MUST HAVE MAXIMUM WATER CONSUMPTION PER FLUSH OF 4.8 LPF AS PER TABLE - 7.6.4.2 B, DIV. B, 2012 O.B.C.

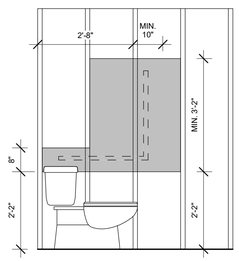
ITEM	DESCRIPTION	
1.	**BUILDING AREA & GROSS AREA** LIVING AREA	
	MAIN FLOOR LIVING AREA	= 1505.0 sq.ft.
	ATTACHED GARAGE, COVERED PORCHES, BALCONIES	
	GARAGE	= 1465.7 sq.ft.
2.	**STOREYS**	= 1 STOREY
3.	**SPECIFIED SNOW LOAD**	= 1.7kPa (MOUNT ELGIN)
4.	**CLIMATIC ZONE**	= ZONE 1 (3920 DEGREE DAYS)
5.	**COMPLIANCE PACKAGE**	= SB-12 PRESCRIPTIVE COMPLIANCE PACKAGE A4

TRUSS NOTES:

1. TRUSSES SHALL BE DESIGNED IN ACCORDANCE WITH THE O.B.C AND CERTIFIED BY A PROFESSIONAL ENGINEER
2. UNBALANCED LOAD CONDITIONS SHALL BE ACCOUNTED FOR
3. TRUSS DESIGNER TO ACCOUNT FOR INCREASED SNOW LOADS DUE TO ROOF VALLEYS AND SNOW SHADOWS
4. TRUSS SHOP DRAWINGS SHALL BE PROVIDED TO ENGINEER FOR REVIEW PRIOR TO FABRICATION
5. REFER TO DESIGN LOAD TABLE FOR DESIGN LOADS FOR THIS PROJECT
6. DIAGONAL BRACING MUST BE PROVIDED ON ALL WEB MEMBERS THAT REQUIRE LATERAL BRACING. DIAGONAL BRACING SHALL BE LOCATED AT EACH END OF THE TRUSS ASSEMBLY AND SPACED AS NOTED ON STRUCTURAL DRAWINGS. X-BRACING SHALL BE PROVIDED AT 50'-0" INTERVALS UNLESS NOTED OTHERWISE. (SEE DIAGRAMS BELOW)

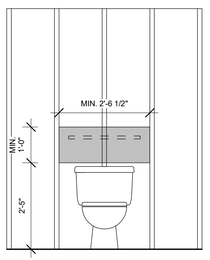
STUD WALL REINFORCEMENT

O.B.C. 2012, DIV.B, 9.5.2.3.



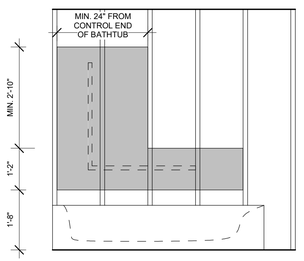
FUTURE GRAB BAR SHALL BE:
L-SHAPED, AND SHALL BE
(a) VERTICAL COMPONENT
- 30" IN LENGTH, AND
- MOUNTED 6" FROM THE END OF THE TOILET BOWL
(b) HORIZONTAL COMPONENT
- 30" IN LENGTH, AND
- MOUNTED APPROXIMATELY 30" ABOVE THE FLOOR

NOTE: GRAB BAR REINFORCING ONLY REQUIRED BESIDE WATER CLOSET IF WATER CLOSET IS LOCATED WITHIN 18" OF THE ADJACENT WALL



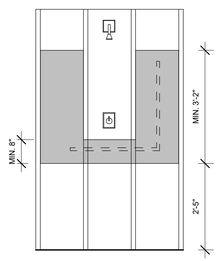
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DESIGNLOGIX ENGINEERING INC.
AGRICULTURE - COMMERCIAL - CIVIL
P: 905-512-2377
E: office@dlxengineering.com

DO NOT SCALE DRAWINGS

ALL DIMENSIONS AND ELEVATIONS TO BE VERIFIED BY THE CONTRACTOR AND ANY DISCREPENCIES REPORTED TO THE ENGINEER

LICENSED PROFESSIONAL ENGINEER
N.P.HIEMSTRA
100224382
Jan15/26
PROVINCE OF ONTARIO

ABBREVIATIONS

@	AT	O.H.	OVERHEAD
c/w	COMPLETE WITH	PF	PAD FOOTING
Ø	DIAMETER	P.T.	PRESSURE TREATED
FDN	FOUNDATION	T.D.	TRAVEL DISTANCE
E.W.	EACH WAY	T&G	TONGUE & GROOVE
EX.	EXISTING	T/O	TOP OF
HORIZ.	HORIZONTAL	TYP.	TYPICAL
LVL	LAMINATED VENEER LUMBER	U/S	UNDERSIDE
MAX.	MAXIMUM	VERT.	VERTICAL
MIN.	MINIMUM	w/	WITH
OBC	ONTARIO BUILDING CODE	WWM	WELDED WIRE MESH
c/c	CENTRE TO CENTRE		

LEGEND

W	WALL TAG
WN	WINDOW TAG
D	DOOR TAG
0.0"	ELEVATION MARKER - PLAN
200"	ELEVATION MARKER - SECTION
	TRAVEL DISTANCE

PROJECT STATUS:

NO:	DATE:	STATUS:
1	APRIL 4, 2025	FOR APPROVAL
2	DEC. 30, 2025	FOR APPROVAL
3	JAN. 5, 2026	FOR CONSTRUCTION
4	JAN. 8, 2026	FOR CONSTRUCTION

CONTRACTOR NAME & ADDRESS:
KLYNBRO CUSTOM HOMES
323451 MOUNT ELGIN ROAD,
MOUNT ELGIN, ONTARIO

PROJECT NAME & ADDRESS:
KEVIN PATON BARNDOMINIUM
5626 PIGRAM LINE,
MOUNT ELGIN, ONATRIO

Date: JAN. 8, 2026
Scale: As indicated

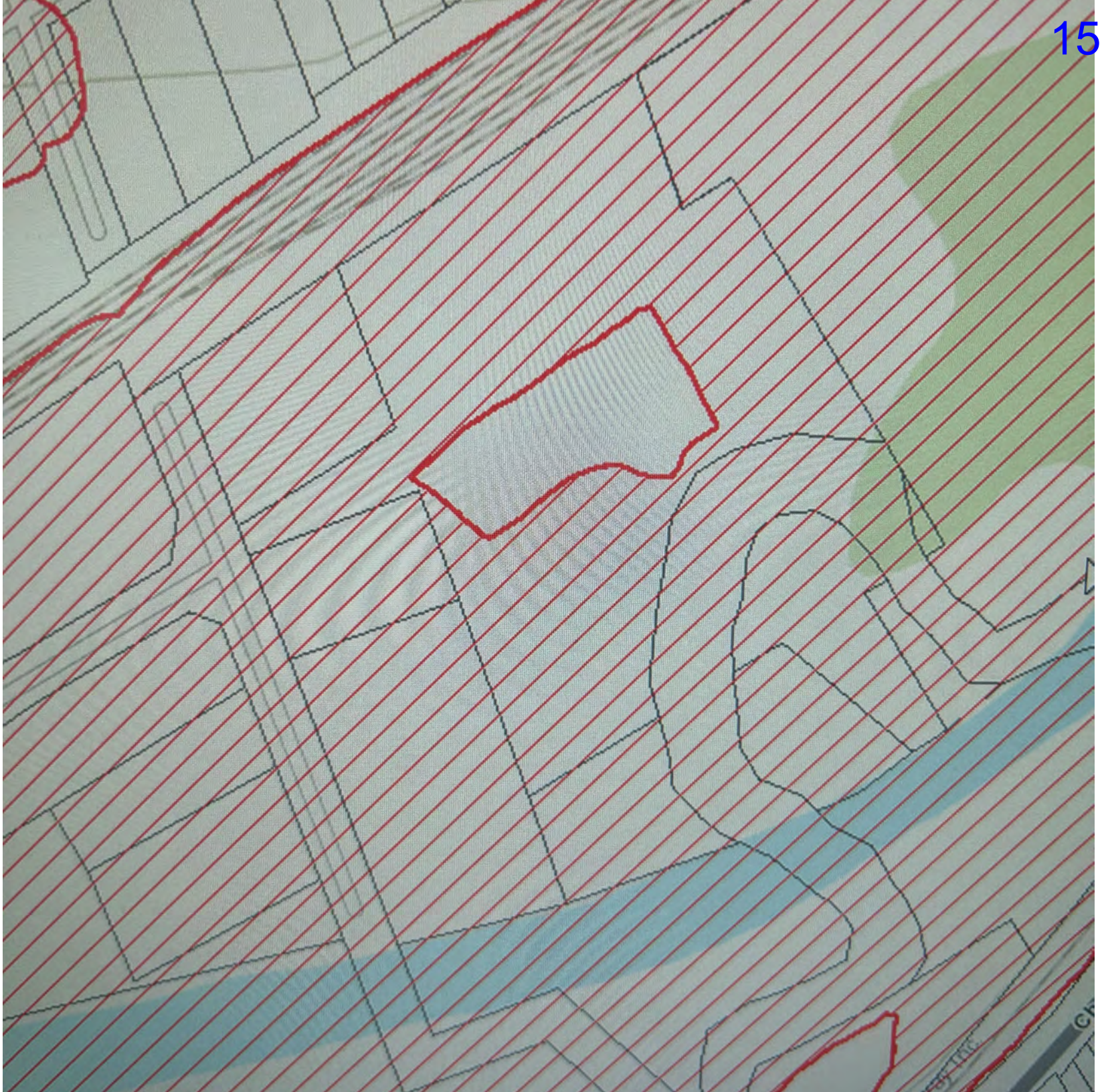
PROJECT NORTH: | TRUE NORTH:

Project #: DLX25-785
Drawn by: E.S.
Checked by: N.H.

DRAWING TITLE:
DESIGN NOTES

Sheet No.
NT

2026-01-15 9:13:19 AM



Tab 14



ROAD CENTERLINE
SCALE: 1 : 1000

GENERAL NOTES

- DISTANCES AND ELEVATIONS SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
- CONTRACTOR TO VERIFY EXACT LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO ANY CONNECTIONS. ALL CONNECTIONS TO BE IN ACCORDANCE WITH THE APPROPRIATE GOVERNING AUTHORITIES.

PLAN LEGEND

- 266.459 TS — EXISTING ELEVATION
- 178.61 — PROPOSED ELEVATION
- EXISTING BUSH

revisions	date	no.
REVISED AS PER COMMENTS	JUL. 02/25	2
ISSUED FOR SITE PLAN APPROVAL	FEB. 28/25	1

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCY TO THIS FIRM BEFORE PROCEEDING WITH THE WORK

A – detail no.
B – location sheet
C – detail sheet

SPRIET ASSOCIATES
LONDON architects LIMITED engineers
155 york street – london – N6A
e–mail : mail@spriet.on.ca
phone : (519) 672–4100
fax : (519) 433–9351

5626 PIGRAM LINE
Mt. ELGIN
KEVIN PATON

ROAD CENTERLINE

date : OCT. 14, 2025
scale : 1 : 100
drawn by : MM
project no. : 225012
drawing no. : SP2

Tab 15

UPPER THAMES RIVER
CONSERVATION AUTHORITY

The Thames
A Canadian
Heritage River

"Inspiring a Healthy Environment"

February 25, 2026

Paula Lombardi
Siskinds Law Firm
275 Dundas Street, Unit 1
London, Ontario, N6B 3L1
Paula.lombardi@siskinds.com

Re: Section 28 Application for Development Activity
5626 Pigram Line, Mt. Elgin, Township of South-West Oxford
UTRCA File No.: #195-24 – Additional Information (02-17-2026)

Dear Paula Lombardi,

The Upper Thames River Conservation Authority (UTRCA) acknowledges receipt of the additional information for 5626 Pigram Line, Mt. Elgin, provided by email on February 17, 2026. It is our understanding that the following additional information is in response to UTRCA's letter of October 5, 2025, regarding required information for a complete application on the subject matter:

1. Siskinds email of February 17, 2026
2. Revised Grading Plan (Spriet Associates, Revision February 28, 2026)
3. Road Centreline survey (Spriet Associates, Revision February 28, 2026)
4. Construction drawings and details for the proposed Barndominium (DesignLogix Engineering, Revision January 8, 2026)
5. Aerial photograph Images of Gladstone Road, Putnam Road and a pollution plant. (source not identified).

Please be advised that with the submission of the above noted additional information, UTRCA is satisfied that all the complete application requirements outlined within UTRCA's original letter of November 29, 2024, has now been submitted.

Based on our review of all the attachments progressively submitted in support of application #195-24, the proposed development activity would result in an additional residential dwelling unit located upon hazardous lands in an area that would be rendered inaccessible to people and vehicles during times of flooding hazards which is contrary to natural hazard policies of the Provincial Planning Statement (PPS 2024) and UTRCA's Environmental Planning Policy Manual.

Prior UTRCA communications regarding the subject application has described the provincial standards for flooding hazards and safe access considerations in detail. The Spriet Associates Grading Plan and Road Centreline surveys confirm that the area of the proposed additional residential dwelling is located within the floodplain and in an area below the regulatory flood elevation of 267.2m. In addition, portions of both the existing driveway located upon the subject property and the Pigram Line access road to the property are located below elevation 266.9m resulting in flood depths over the access routes during regulatory flooding hazards which exceed the provincial standards for safe access.

As a result, UTRCA staff cannot support the subject application as it would create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons.

A hearing for the subject application to be heard by the UTRCA Hearings Committee has already been established and scheduled for April 20, 2026. Further details regarding the hearing, including a copy of the staff report with reasons for its decision will be provided to you prior to March 6, 2026. At which time you will be provided an opportunity to submit any additional information to be considered by the Hearings Committee in advance of the scheduled meeting.

If you have any questions or would like to schedule a meeting to discuss the above comments, please contact the undersigned by email or at extension 334.

Yours truly,
UPPER THAMES RIVER CONSERVATION AUTHORITY



Joseph (Joe) Gordon
Regulations Coordinator

[UTRCA staff: JA,DG,EG]

Enclosures:

c.c. Copied via email:

- *Andrea Edward (Siskinds Law Firm)*
- *Grant Inglis (UTRCA Solicitor)*

Tab 16



Screenshot

Thursday • Mar 12, 2026 • 10:11 AM

Adjust

View recent photos

Screenshot PNG

No lens information

3 MP · 1206 × 2622 · 2.5 MB

- | - | - | - | -

229



Add a Caption

Thursday • Mar 12, 2026 • 10:02 AM

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IMG_8703

Apple iPhone 17 HEIF

Main Camera — 26 mm ƒ1.6

24 MP · 5712 × 4284 · 4.7 MB

GOLD

ISO64 | 30mm | 0ev | ƒ1.6 | 1/5814s

Add a location...



Screenshot

Thursday • Mar 12, 2026 • 10:10 AM

Adjust

View recent photos

Screenshot PNG

No lens information

3 MP · 1206 × 2622 · 2.5 MB

- | - | - | - | -

231



Screenshot

Thursday • Mar 12, 2026 • 10:10 AM

Adjust

View recent photos

Screenshot PNG

No lens information

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- | - | - | - | -

232



Add a Caption

Look Up **Plant** >

Thursday • Mar 12, 2026 • 10:01 AM

Adjust

IMG_8701

Apple iPhone 17 HEIF

Main Camera — 26 mm ƒ1.6

12 MP · 4032 × 3024 · 681 KB

ISO32 | 195mm | 0ev | ƒ1.6 | 1/1957s

Tab 17



ontarioprovincialpolice Follow ...

ontarioprovincialpolice 3w
⚠️ Weather Advisory
🗓️ March 10-12, 2026

Several regions across Ontario may experience periods of snow and freezing rain over the next several days. Depending on your location, ice buildup and rapid snowfall may lead to reduced visibility and hazardous driving conditions.

Please allow extra time for travel and plan your route in advance. Check conditions before you go:
🌩️ Weather conditions: weather.gc.ca
🚧 Road conditions: 511on.ca

90 2

March 11

More posts from **ontarioprovincialpolice**








344 LIVES WERE
LOST ON OPP-PATROLLED
ROADS IN 2025
OPP


OPP
happy
PASSOVER


OPP
WANTED
CANADA-WIDE WARRANT
WAHEED BARAKZIYE
AGE: 48 | HEIGHT: 5'10" (178 cm) | WEIGHT: 196 lbs (89 kg)
ONTARIO PROVINCIAL POLICE

Thunderstorms, heavy rain in southern Ontario increase flood threat

Forecast Centre
The Weather Network

Published on Mar. 10, 2026, 9:50 AM
Updated on Mar. 10, 2026, 8:28 PM

Flood warnings and watershed statements issued for southern Ontario as unseasonal warmth, rapid snowmelt, frozen ground, and heavy rainfall with thunderstorms increase flood risks



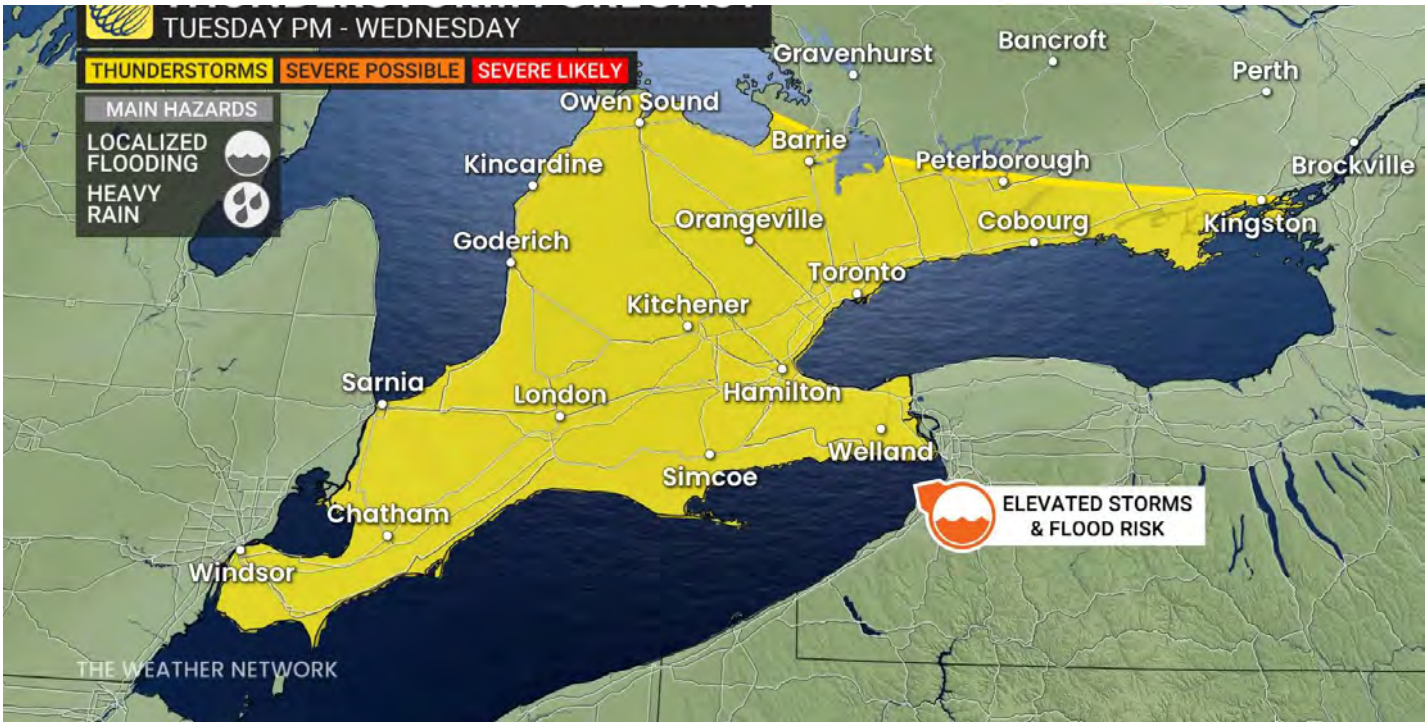
A complex storm will bring freezing rain and ice pellets to central and eastern Ontario, while southern Ontario faces heavy rain, and a localized flood threat.

SEE ALSO: Ice storm threat: Where in Ontario has the greatest risk?

Rain and thunderstorms move in into Wednesday, bringing heavy downpours and a risk of localized flooding. Temperatures will vary as a warm front moves across the region.

Thunderstorms threaten torrential downpours into Wednesday

A strong storm system began impacting southern Ontario on Tuesday evening. Mild temperatures for a couple more days across the south will mean precipitation will fall as



Warm, frontal showers intensified into heavy rain and thunderstorms into early Wednesday morning.

Showers will intensify overnight Wednesday as a warm front moves north into southern Ontario. Embedded thunderstorms within the rain could bring periods of torrential downpours, thunder, lightning, and localized strong wind gusts.

The risk of flooding is elevated from the U.S. border through southwestern Ontario and the Niagara Peninsula, where heavier and more persistent rainfall, accompanied by scattered thunderstorms, is expected.

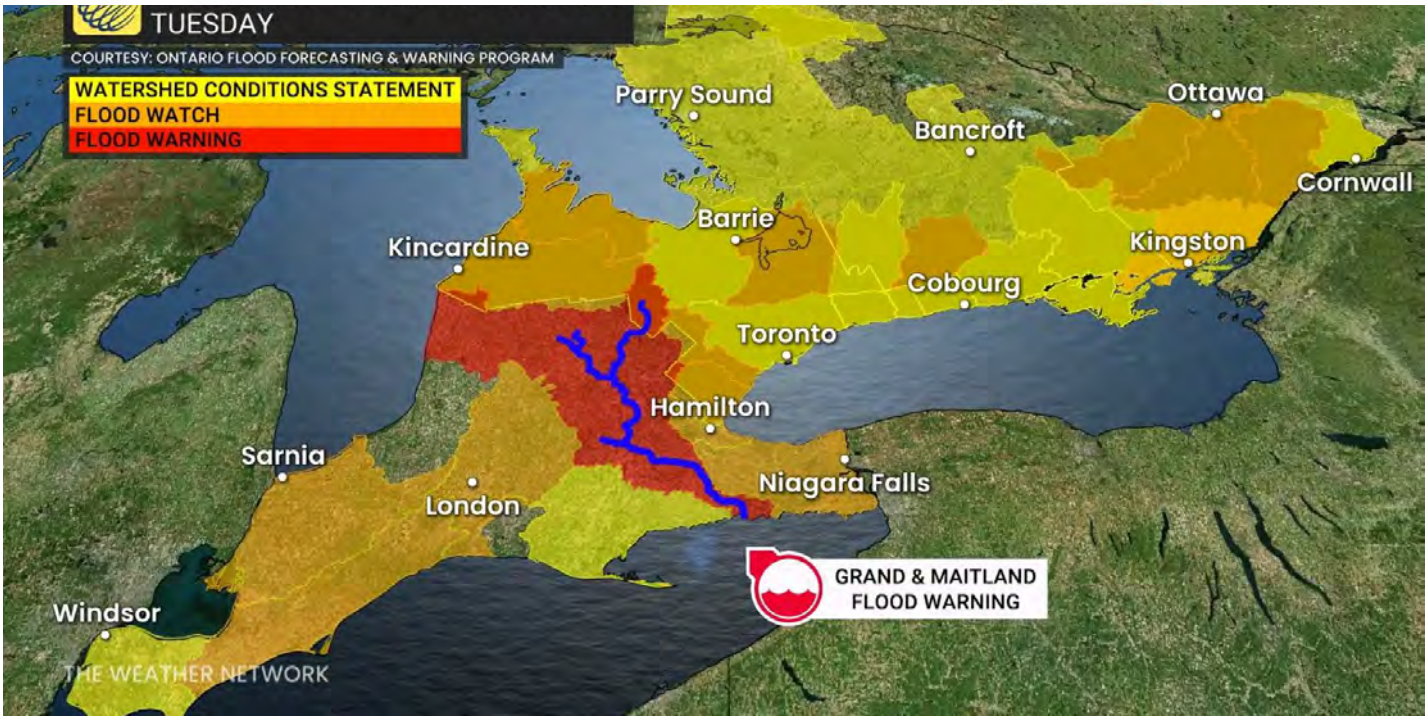


The risk of flooding will be elevated in these areas due to saturated, frozen ground and recent snowmelt, which have left waterways already near capacity.

Drivers should prepare for a slower Wednesday morning commute due to water pooling on roads.

SEE ALSO: Another Canadian March ice storm looms. Will it also be historic?

Rainfall amounts are forecast to range between 20–40 mm, with locally higher totals possible near Lake Erie.



Stay alert for potential weather advisories, and consider avoiding low-lying areas prone to flooding.

Stay with The Weather Network for more information and updates on your weather across Ontario.

WATCH: Grand River spills onto trails as big thaw continues in southern Ontario

Related



Another Canadian March ice storm looms. Will it also be historic?





Freezing rain is the 'worst' type of precipitation. Here's why



Grand River at risk: Spring thaw raises flood and ice jam concerns



How to pick the perfect ski day (meteorologist-approved tips)

More News from The Weather Network





0:55

Great pyramids hidden by massive dust storm hitting Mediterranean



It's not just 7 C: The real rules for switching your tires



1:43

Hazards dog owners should be aware of this spring





2:00

Stop! These 3 common mistakes will ruin your lawn this spring

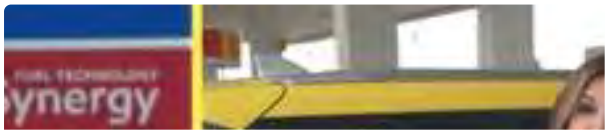


1:00

Baby giraffe born this winter is making her debut at the Toronto Zoo



Cyclone Maila is a very unusual storm set to rapidly intensify





1:42

How to save money at the pumps in every season



A tornado outbreak caused Georgia's deadliest plane crash



0:55

Avalanche buries highway in Alberta with 12 metres of snow





NASA releases stunning photo of Earth from Artemis on its way to the Moon

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Tab 18



ROAD CENTERLINE PIGRAM
SCALE: 1 : 1000



ROAD CENTERLINE PUTNAM
SCALE: 1 : 1000



ROAD CENTERLINE GLADSTONE
SCALE: 1 : 1000

revisions	date	no.
REVISED AS PER COMMENTS	JUL. 02/25	1
ISSUED FOR SITE PLAN APPROVAL	FEB. 28/25	1

CONTRACTORS MUST CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY DISCREPANCY TO THIS FIRM BEFORE PROCEEDING WITH THE WORK

A - detail no.
B - location sheet
C - detail sheet

SPRIET ASSOCIATES
LONDON architects LIMITED engineers
155 york street – london – N6A
e-mail : mail@spriet.on.ca
phone :(519) 672-4100
fax : (519) 433-9351

5626 PIGRAM LINE
Mt. ELGIN
KEVIN PATON

ROAD CENTERLINE

date : OCT. 14, 2025
scale : 1 : 100
drawn by : MM
project no. : 225012
drawing no. : SP2

Tab 19

Docusign Envelope ID: C559814A-BD32-4B80-9700-29D3AEB7CC0E

HEARING COMMITTEE OF THE UPPER THAMES RIVER CONSERVATION AUTHORITY

PROCEEDING COMMENCED UNDER the *Conservation Authorities Act,* R.S.O. 1990, C. 27 as amended.

Applicant / Appellant:	Kevin Conner Paton
Subject:	Proposed Official Plan Amendment
Description	Update the Middlesex Centre Official Plan
Application #:	195-24
Property Address:	5626 Pigram Line
Municipality/UT:	Mount Elgin, Township of South-West Oxford, Oxford County

AFFIDAVIT OF DAVID MAYBERRY

I, David Mayberry, of the Township of South-West Oxford, Oxford County, in the Province of Ontario, MAKE OATH AND SAY AS FOLLOWS:

1. I am the Mayor of the Township of South-West Oxford located in Oxford County (the "**Township**"). I have been in the Mayor of the Township for the last sixteen (16) years since I was first elected to the position of Mayor in 2010. Prior to becoming Mayor I was an elected member of Township Council and was a Township Councillor for three (3) years between 1994 to 1997 and again for ten (10) years from 2000 to 2010. I have been an elected representative of the Township for approximately twenty-nine (29) years. I have also acted as Warden of Council for Oxford County.

2. I have been a resident of the Township for my entire life.

3. I am familiar with the property owned by Kevin Paton located at 5626 Pigram Road (the "**Subject Property**").

4. I understand that the application submitted by Kevin Paton to the Upper Thames River Conservation Authority (the "**UTRCA**") seeks a permit under section 28 of the *Conservation Authorities Act* to allow for the construction of an accessory residential unit on the Subject Property.

5. The Subject Property is currently used for agricultural purposes and is surrounded by agricultural uses. There are buildings situated on the Subject Property that have existed in that location for a significant number of decades – including the barn and residential dwelling.

6. I have no knowledge or recollection of the Township ever closing or limiting access to Pigram Road, during the period that I have resided in the Township and specifically during the approximately twenty-nine (29) years that I have been an elected member of Township Council either as the Mayor or a Councillor, due to flooding concerns or flooding issues.

7. I also have no knowledge or recollection of Kevin Paton ever coming before Township Council or making a complaint to the Township about not being able to utilize Pigram Road to access the Subject Property due to flooding concerns or flooding issues.

8. To the best of my understanding and knowledge Pigram Road has never flooded or washed to the point that it could not be used for access and egress to those properties situated along Pigram Road.

9. To the best of my knowledge there has never been an application made, or concerns brought before Township Council, by the Upper Thames Region Conservation Authority or any individual or other governmental body seeking Township Council to close Pigram road due to flooding or any other hazardous conditions.

10. I make this Affidavit for no other or any improper purpose.

SWORN (or AFFIRMED) BEFORE ME: [ ] in person [x] by video conference

By David Mayberry at the Township of South-West Oxford, Oxford County, Province of Ontario, before me at the Township of Middlesex Centre in Kilworth in the County of Middlesex, Province of Ontario, on April 6, 2026 in accordance with O. Reg. 431/20, Administering Oath or Declaration Remotely.

Commissioner for Taking Affidavits *(or as may be)*

DocuSigned by:
Andrea Edward April 6, 2026
8DB8FAC60E23440...
Signature of Commissioner *(or as may be)*

Andrea Ann Edward, a Commissioner, etc.,
Province of Ontario, for Siskinds LLP
Barristers and Solicitors. Expires October 21, 2028

DocuSigned by:
David Mayberry April 6, 2026
C0EB995A44A248A...
Signature of Deponent

David Mayberry

Tab 20

ENVIRONMENTAL PLANNING POLICY MANUAL

FOR THE

UPPER THAMES RIVER CONSERVATION AUTHORITY

APPROVED BY BOARD OF DIRECTORS

JUNE 28, 2006

REVISED October 24, 2017

REVISIONS

Revision #	Date	Comments
0.0	June 28, 2006	Approved by Board of Directors
1.0	October 24, 2017	Approved by Board of Directors

TABLE OF CONTENTS

HEADING PAGE

1 INTRODUCTION 1-1
1.1 PURPOSE OF MANUAL 1-1
1.2 LAYOUT OF MANUAL 1-2
1.3 THE UPPER THAMES RIVER CONSERVATION AUTHORITY 1-3
1.3.1 Environmental Commitment & the Watershed Approach 1-3
1.3.2 Our Watershed 1-3
1.3.3 Our Planning Approach – The Watershed Model 1-5
1.4 REGULATORY ACTIVITIES 1-7
1.4.1 The Planning Act 1-7
1.4.2 The Conservation Authorities Act 1-10
1.4.3 Other Legislation 1-10
1.4.4 Inquiry Services 1-11
1.4.5 Integration & Cumulative Effects 1-11
1.4.6 Fees 1-12

2 ENVIRONMENTAL PLANNING AREAS OF INTEREST 2-1
2.1 OVERVIEW 2-1
2.2 NATURAL HAZARDS 2-1
2.2.1 Natural Hazards Planning 2-1
2.2.2 Goals & Objectives for Natural Hazards 2-2
2.2.3 Guiding Principles for Natural Hazards 2-2
2.2.4 Natural Hazard Features - Overview 2-3
2.2.5 Environmental Impact Study (EIS) for Natural Hazard Lands 2-4
2.2.6 Pre-consultation 2-4
2.2.7 Specific Natural Hazard Areas 2-5
2.3 NATURAL HERITAGE 2-13
2.3.1 Natural Heritage Planning 2-13
2.3.2 Goals & Objectives 2-13
2.3.3 Guiding Principles 2-14
2.3.4 Natural Heritage Features Overview 2-14
2.3.5 Environmental Impact Study (EIS) for Natural Heritage 2-14
2.3.6 Pre-consultation 2-15
2.3.7 Natural Heritage Features 2-15
2.4 NATURAL RESOURCES 2-21
2.4.1 Natural Resource Planning 2-21
2.4.2 Goals & Objectives 2-21
2.4.3 Guiding Principles 2-22
2.4.4 Natural Resources in the Watershed 2-22
2.5 SERVICING & MITIGATION 2-23
2.5.1 Planning for Services 2-23
2.5.2 Goals & Objectives 2-23
2.5.3 Guiding Principles 2-23
2.6 INTEGRATED RESOURCES & SYSTEMS PLANNING 2-24
2.6.1 Goals & Objectives 2-24
2.6.2 Guiding Principles 2-24

3 MUNICIPAL PLAN REVIEW 3-1
3.1 OVERVIEW 3-1
3.2 NATURAL HAZARDS 3-1
3.2.1 Overview 3-1
3.2.2 General Natural Hazard Policies 3-1
3.2.3 Riverine Flooding Hazard Policies 3-2
3.2.4 Riverine Erosion Hazard Policies 3-5
3.2.5 Watercourse Policies 3-5
3.2.6 Wetland Policies 3-6
3.3 NATURAL HERITAGE FEATURES & AREAS 3-6
3.3.1 Overview 3-6
3.3.2 Wetland Policies 3-6
3.3.3 Woodland Policies 3-7
3.3.4 Valleyland Policies 3-7
3.3.5 Policies for Wildlife Habitat 3-8
3.3.6 Policies for the Habitat of Endangered Species, Threatened Species, Species of Special Concern & Locally Rare Species. 3-8
3.3.7 Policies for Aquatic Ecosystems & Fish Habitat 3-8
3.3.8 Policies for Areas of Natural & Scientific Interest (Life Science) 3-9
3.4 NATURAL RESOURCES 3-9
3.4.1 Overview 3-9
3.4.2 Groundwater Policies 3-9
3.4.3 Aggregate Resources Policies 3-10
3.4.4 Agricultural Lands Policies 3-10
3.5 SERVICING & MITIGATION 3-10
3.5.1 Overview 3-10
3.5.2 Policies for Stormwater Management and Erosion & Sediment Control Measures 3-10
3.5.3 Policies for Servicing 3-12
3.6 INTEGRATED RESOURCES & SYSTEMS PLANNING 3-12
3.6.1 Policies for Integrated Resources & Systems Planning 3-12

4 SECTION 28 REVIEW & APPROVAL PROCESS 4-1
4.1 OVERVIEW 4-1
4.2 REGULATION LIMIT 4-1
4.2.1 General Policies for Hazard Limit 4-2
4.2.2 Riverine Flooding Hazard Policies 4-3
4.2.3 Riverine Erosion Hazard Policies 4-7
4.2.4 Wetland Policies 4-8
4.2.5 Watercourse & Flood Plain Alteration Policies 4-11

5 INQUIRY SERVICES 5-1
5.1 PROPERTY CLEARANCE LETTERS 5-1
5.2 DATA REQUESTS 5-2

6 IMPLEMENTATION & INTERPRETATION 6-1
6.1 GENERAL 6-1
6.2 PROCESSING PLANNING ACT APPLICATIONS 6-2
6.2.1 Notification 6-2

6.2.2 Review *6-3*
6.2.3 Appeals *6-3*
6.2.4 Approval *6-4*
6.2.5 Technical Studies *6-4*
6.2.6 Peer Review *6-5*
6.2.7 Fees *6-5*
6.3 PROCESSING SECTION 28 PERMIT APPLICATIONS 6-6
6.3.1 The Process *6-6*
6.3.2 Building Code *6-6*
6.3.3 Hearing *6-6*
6.3.4 Approval Period *6-7*
6.3.5 Enforcement *6-7*
6.3.6 Technical Studies and Peer Review *6-7*
6.3.7 Fees *6-7*
6.4 OTHER TECHNICAL REVIEW PROCESSES 6-7
6.4.1 Environmental Assessment Act *6-7*
6.4.2 Drainage Act *6-8*
6.4.3 Aggregate Resources Act *6-8*

7 GLOSSARY & COMMON ABBREVIATIONS 7-1
7.1 GLOSSARY 7-1
7.2 COMMON ABBREVIATIONS 7-12

8 REFERENCES 8-1

9 APPENDICES
9.1 APPENDICES ATTACHED
9.2 LIST OF KEY REFERENCE DOCUMENTS/LINKS

FIGURES

Figure 1-1 1-4
Figure 1-2 1-5
Figure 2-1 2-6
Figure 2-2 2-7
Figure 2-3 2-10
Figure 2-4 2-11

1 INTRODUCTION

1.1 PURPOSE OF MANUAL

The need to prepare a comprehensive Environmental Planning Policy Manual for the Upper Thames River Conservation Authority (UTRCA) was driven by a number of factors including:

- The need to update the UTRCA'S outdated Municipal Plan Review Guidelines dated April 1993;
- In response to the implementation of a new Generic Regulation 157/06, there was a need to update the UTRCA's Policy and Procedural Manual dated March 1993; and
- The need to develop a Comprehensive Policy Manual that would facilitate the implementation of the Authority's integrated systems approach for *watershed* planning and which is consistent with the 2005 Provincial Policy Statement.

"Inspiring a Healthy Environment" is the vision which guides the programs of the UTRCA and the preparation of this policy manual. In keeping with this vision, the Authority has formulated a Mission Statement which is designed to achieve a healthy environment on behalf of its watershed municipalities and incorporates the following themes;

- To protect life and property from *flood* and *erosion*
- To ensure a sustainable water supply
- To protect and enhance water quality
- To preserve and manage natural areas
- To provide outdoor recreation opportunities.

The purpose of the Policy Manual, taking guidance from Provincial Policy, is to provide local Upper Thames *watershed* policies which will guide *development* and *site alteration* while protecting, preserving and enhancing the natural environment. The policies are based on the interrelationship between environmental, physical and social factors that impact land use planning and *development* in the *watershed*.

This manual will be implemented by UTRCA Staff through its Environmental Planning Services program and it is envisioned that this Policy Manual will be a valuable tool for the UTRCA Board of Directors and Staff as well as for our *watershed* municipalities, the land *development* industry and the public.

1.2 LAYOUT OF MANUAL

This policy manual is a living document which will continue to evolve. The policies and implementation requirements contained herein have been formulated using a variety of sources. These include:

- the UTRCA's Municipal Plan Review Guidelines (1993)
- the UTRCA's Policy and Procedure Manual for the Administration of the *Fill*, Construction and Alteration to Waterways Regulation
- the new Conservation Authorities Act, the enacting Regulation (the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*) and supporting documents
- *Watershed*-based Fact Sheets
- UTRCA files from past *development* and case law
- The Provincial Policy Statement (PPS, 2005) and relevant provincial technical manuals and guidelines.

The layout of the document is structured to be very general at the beginning and then becomes more detailed. Section 1 Introduction provides the reader with a general overview of the Authority and its programs. It establishes the purpose of the manual and provides an overview of the watershed and the UTRCA's regulatory activities. Section 2 – Environmental Planning – Areas of Interest describes the principles, goals and objectives which guide the planning of *natural hazards*, natural heritage, natural resources and servicing and mitigation. It is anticipated that Sections 1 and 2 will be used by a broad audience including the general public, community organizations and professional staff.

The detailed, technical policies contained in Sections 3, 4 and 5 which pertain to the UTRCA's Municipal Plan Review Process, our Permit Process and our Inquiry Services, as well as the implementation thereof as set out in Section 6, are more complex in nature. It is anticipated that these latter sections will be used primarily by professional staff including land use planners, lawyers and engineers. For all users, the italicized terms in the manual are defined in the glossary. Further more detailed information is included in the Appendices to assist development professionals. It is anticipated that additional accepted methodologies, general terms of reference documents and other technical support information will be added to continue to update and improve the Manual. Users should periodically refer to the UTRCA website to check on the availability of updates and revisions.

The policies in this manual are intricately interwoven and inter-connected. They should always be read in their entirety. When Authority Staff review a *development* proposal or application and the potential impacts thereof on the watershed's *natural hazards*, natural heritage and natural resources, all of the policies will be reviewed and the appropriate ones will be applied The Authority anticipates that the manual will be updated annually to incorporate changes in legislation and government policy as well as when the Authority's understanding of the Thames River *watershed* is expanded through the implementation of other UTRCA programs and services.

1.3 THE UPPER THAMES RIVER CONSERVATION AUTHORITY

1.3.1 Environmental Commitment & the Watershed Approach

The Upper Thames River Conservation Authority (UTRCA) was formed in 1947. Since then, the Authority's original water resources mandate and programs have evolved to respond to the issues of our *watershed* municipalities, science findings as well as Provincial Policy and Legislation. This includes developing a broad range of *watershed* management programs and services that engage the community in responding to *watershed* issues.

The Authority continues to strive towards implementing a *watershed* or *ecosystem approach* to planning. This approach is consistent with Section 2.2.1a) of the PPS, which encourages the use of the *watershed* "as the ecologically meaningful scale for planning" because it is considered to be the most effective and comprehensive systems-based approach for *ecosystem* planning. While this concept has only recently been incorporated into the PPS, the Authority has a long legacy of planning, implementing and monitoring using *watershed* and *subwatershed* management units. Through the application of this approach, the implications of local management actions and municipal decisions can be evaluated in a *watershed* context. The *watershed* approach addresses the fact that water does not respect political boundaries and the *riparian rights* of the downstream community are considered.

1.3.2 Our Watershed

The UTRCA has developed a program for the upper *watershed* of the Thames River. The Upper Thames *watershed* has an area of 3,482 square kilometers, a population of more than 470,000 residents and drains land in the Counties of Perth, Huron, Oxford and Middlesex, the City of London, the City of Stratford and the Separated Town of St. Marys. The predominant land use in the *watershed* is agriculture, covering approximately 73% of the land area. Urban land use covers approximately 15% of the *watershed* and *woodlands* and *wetlands* make up the remaining 12% of land area. The *watershed* is divided into 28 *subwatersheds* which are either major tributaries or sections of the main branches of the Thames. Each area is of a sufficient size for evaluating environmental information, monitoring environmental change and targeting rehabilitation work.

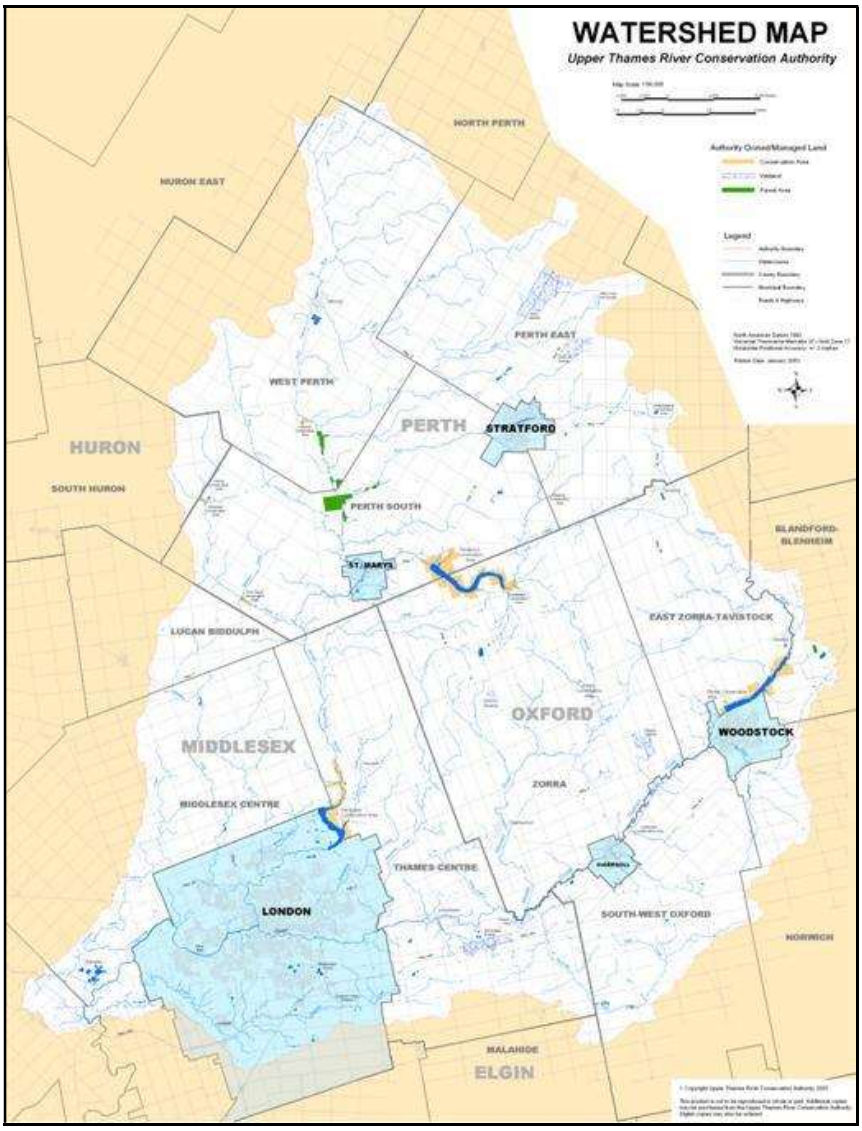


Figure 1-1

Because of its location in a highly developed part of southern Ontario, the *watershed* experiences pressures from both urban and rural land uses. The water quality and quantity in the Thames River and its tributaries is influenced by the relatively intense land uses and land management in the *watershed*. The Thames remains one of the most biologically diverse rivers in Canada. The river and its tributaries provide a *habitat* for more than 90 species of fish and many species-at-risk including the Spiny Softshell Turtle and the Queen Snake. The Thames River system has been designated a Canadian Heritage River based on its rich cultural heritage and diverse recreation opportunities.

1.3.3 Our Planning Approach – The Watershed Model

The broad plan for the Upper Thames *watershed* follows the watershed planning model approach. As illustrated in Figure 1, *watershed* planning is a continuous cycle of plan development, plan implementation, monitoring and research and reporting and evaluating. It is critical that the various components of the cycle are undertaken collaboratively with the community which includes municipalities, landowners, professionals, other government agencies and advocacy groups.

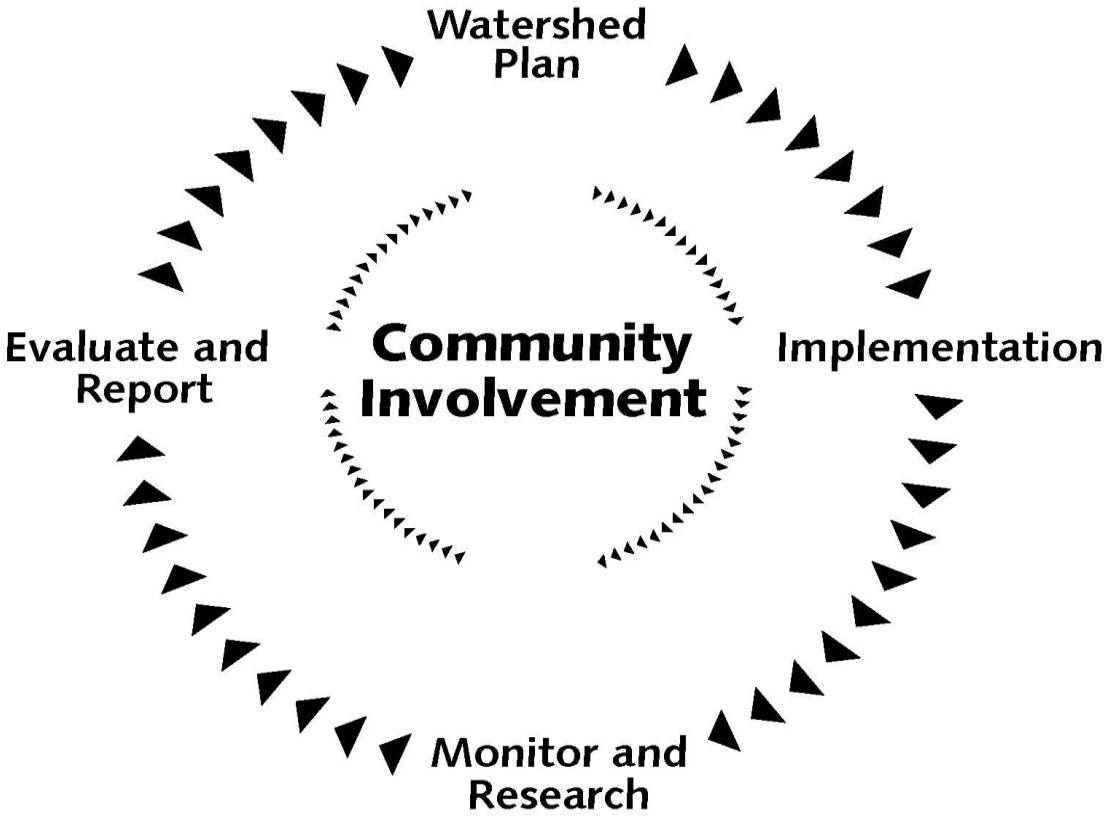


Figure 1-2

The continuous process involves the following components:

- ***Plan Development***: a *watershed* plan is developed based on the information that is available about the *watershed* at the time. The plan is developed collaboratively with the community and includes the identification of implementation activities. It is recognized that the plan is based on available information and projections for implementation and the need for future adjustments or revisions depending on results is acknowledged.

- ***Implementation***: a number of strategies are identified to implement the plan. These may include activities such as education, regulation of land acquisition.

- ***Monitoring***: as the plan is implemented, monitoring needs to be undertaken to collect information to assist with assessing plan effectiveness and to expand the understanding of the management activities and *watershed* processes.

- ***Evaluation & Reporting***: the continually evolving understanding of the *watershed* through monitoring and research is evaluated and reported. This information is used to make modifications to the plan and the cycle continues.

The five main implementation strategies include:

1. Acquisition - The purchase of land or easements as a means of obtaining management control. The Authority owns approximately 6500 ha. of land which is managed for various purposes including recreation, protection of *wetlands*, and protection of the public from *flooding* processes.

2. *Stewardship* - Providing the tools to landowners and the community to undertake measures which sustain and improve resources. *Stewardship* is often combined with incentive measures that reward good management practices. The incentive can be financial or simply recognition.

3. Education – Creating a broad awareness of the importance of *watershed* resources and actions that can be taken to maintain and restore these resources. Education and *stewardship* are closely linked.

4. Water Management – Conservation Authorities are uniquely positioned to develop and implement water management programs that include strategies such as *flood* control and low flow management using dams.

5. Regulatory Measures – Measures that control an individual's freedom to act for the benefit of the individual, the community or the broader public interest. The Authority may be involved as the direct implementer of legislation or as an advisor to other organizations that implement legislation.

This Environmental Planning Policy Manual focuses on the UTRCA's regulatory implementation activities.

1.4 REGULATORY ACTIVITIES

The UTRCA is involved with the implementation of several laws and regulations. This Policy Manual focuses on the following two main tools:

- The Planning Act – Largely through an advisory role, the Authority provides planning and technical advice to municipalities to assist them with fulfilling their responsibilities under the Planning Act.

- The Conservation Authorities Act – Under Section 28, the Authority regulates *development* and *site alteration* within the Regulation Limit.

The guidance provided in this manual for the implementation of the Planning Act and the Conservation Authorities Act is applicable to all other Acts and Regulations that the UTRCA may be asked to comment on.

1.4.1 The Planning Act

The Planning Act provides municipal governments, Conservation Authorities and other agencies with a broad, province-wide framework to promote the orderly *development* of land. It guides land use planning decisions in Ontario as well as local policy formulation that is consistent with provincial requirements. Section 3 of the Planning Act enables the Province to develop and implement detailed policies for those matters considered to be of provincial interest.

1.4.1.1 The UTRCA's Role in Planning

Municipalities circulate Planning Act applications to the Upper Thames River Conservation Authority for review in accordance with circulation procedures established under the Planning Act. UTRCA comments consider the following factors:

1. **Delegated Responsibility** - The Minister of Natural Resources has delegated responsibility for reviewing and commenting on hazard planning issues to the Conservation Authorities in those areas where Conservation Authorities have been established. This delegation includes interpretation of hazard policies contained in the Provincial Policy Statement. The Minister's delegation letter to the UTRCA is dated April 19, 1995 (See Appendix 9.1.4).

2. **Watershed Agency** - The UTRCA provides comments to municipalities on the implications of *development* proposals from a *watershed* perspective. These comments pertain to natural hazard planning, natural heritage planning or *groundwater* and surface water management. In addition to reflecting the requirements of Provincial Policy, the Authority's comments reflect the Authority's goals and objectives for the management of the Upper Thames *watershed.* This manual consolidates the Authority's policies for commenting as a *watershed* based agency.

3. **Municipal Planning Advisory Service** - The UTRCA has an arrangement with its *watershed* municipalities to provide access to planning and technical expertise on a fee for service basis. The UTRCA provides expertise in the following areas:

   - advisory services related to all natural hazard matters;
   - advisory services related to the all natural heritage matters; and
   - advisory services related to *groundwater* and surface water quantity and quality.

It is noted that while the UTRCA provides advice to municipalities on natural heritage, this advice is not provided on behalf of the Province and does not necessarily reflect the position of the Ministry of Natural Resources or the Ministry of Municipal Affairs and Housing.

4. **Regulatory Agency -** UTRCA comments identify the Authority's regulatory role and the potential need for permits.

5. **Landowner –** The Authority is occasionally involved in the review of a Planning Act application as a proponent or an adjacent landowner. In these rare cases, the Authority must ensure that the comments provided as a landowner are clearly identified and treated separately from our comments as a regulatory and technical agency provided under our other roles.

1.4.1.2 Municipal Plan Review Process

With the exception of participation as a landowner, the various roles of the UTRCA with respect to the implementation of the Planning Act are undertaken through the Municipal Plan Review Process. The areas of interest for the Municipal Plan Review Process are presented in Section 2 of this Manual and the specific policies to guide the review of Planning Act applications are provided in Section 3.

Municipalities are empowered to make most decisions under the Planning Act. They need to satisfy themselves that the decisions that they are making are consistent with Provincial Policy (as outlined in the PPS). The main function of the UTRCA Plan Review Service is to provide planning advice and technical review services to assist municipalities with fulfilling their responsibilities under the Act when they are reviewing and commenting on *development* and *site alteration* proposals. In providing its comments on Planning Act applications, the Authority considers the requirements of the Planning Act, the PPS, the requirements of other legislation and the Upper Thames *watershed* specific policies.

The objectives of the UTRCA's municipal plan review process include:

1. To minimize the potential for loss of life, property damage and social disruption and to create a safer and healthier environment for everyone who lives in the Upper Thames River *Watershed*;
2. To reduce the need for public and private expenditures for emergency operations, evacuation, and restoration of properties which may be impacted by *flooding* and erosion;

3. To increase public awareness about the potential risks to *development* as a result of the physical conditions associated with hazardous areas;
4. To use an *ecosystem* planning approach for identifying the environmental implications of *development* applications in order to maintain, protect, preserve and enhance natural heritage resources and natural resources;
5. To screen *development* applications and proposals to identify where a Provincial or *watershed* interest may be impacted;
6. To specify conditions of approval which satisfy the afore noted objectives;
7. To serve as an information centre for inquiries from landowners, potential landowners, lawyers, municipalities, and community groups interested in environmental legislation, approvals and *stewardship*;
8. To advise and inform potential applicants (and/or their consultants) to consult with UTRCA Staff prior to submitting their *development* proposals in order to identify potential concerns that could result in delays to the planning process, as well as for the need to prepare and submit technical reports and supporting information required to undertake the review and approval of applications;
9. To provide responses to site specific inquiries in a timely manner through the continued expansion of data bases (e.g. natural heritage data bases and inventories) and other information management systems; and
10. To continue to liaise with other agencies, county and municipal governments and departments, consultants, developers and *watershed* residents to ensure continued co-operation in achieving effective management of our natural resources.

The Authority's Municipal Plan Review Process provides decision-makers, applicants and the public with important information regarding the potential impacts and opportunities for mitigation related to *development* and *site alteration.*

Through its Municipal Plan Review Process, the Authority provides comments on Planning Act Applications which address provincial interests as well as those of the Authority on natural hazard, natural heritage, natural resource and servicing related matters. The UTRCA's *Watershed* municipalities recognize the Authority's expertise in assisting them with fulfilling this role. Planning Act Applications include:

- Official Plans & Official Plan Amendments
- Zoning By-Laws & Zoning By-Law Amendments
- Minor Variances
- Consents (severances)
- Plans of Subdivision
- Plans of Condominium
- Site Plans

The specific policies which guide the Municipal Plan Review Process are provided in Section 3.

1.4.2 The Conservation Authorities Act

Section 28 of the Conservation Authorities Act empowers the UTRCA to prepare regulations and require permits within its area of jurisdiction regarding the following:

a) restricting and regulating the use of water in or from rivers, streams inland lakes, ponds, *wetlands* and natural or artificially constructed depressions in rivers or streams;
b) prohibiting, regulating or requiring the permission of the Authority for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a *wetland*;
c) prohibiting, regulating, or requiring the permission of the authority for *development*, if, in the opinion of the Authority, the control of *flooding*, *erosion,* dynamic beaches or *pollution* or the *conservation of land* may be affected by the *development*.

The following objectives provide the basis for the decision making process for implementing the Authority's regulation and permit process:

- prevent loss of life;
- minimize property damage and social disruption;
- reduce public and private expenditure for emergency operation, evacuation and restoration;
- minimize the hazards and unnecessary *development* of riverine *flood plains* and *flood* and *erosion* susceptible shoreline areas which in future years may require expensive protection measures;
- regulate works and *development* which, singularly or collectively, may reduce riverine channel capacities to pass *flood* flows resulting in increased *flood* levels, and creating potential danger to upstream and downstream landowners;
- control *filling* and/or draining of natural storage areas such as wetlands;
- encourage the *conservation of land* through the control of construction and placement of *fill* on existing or potentially unstable valley slopes or shoreline bluffs,
- reduce soil erosion and sedimentation from *development* activity;
- control *pollution* or other degradation of existing and potential *groundwater* aquifer(s) and aquifer recharge areas, created by *fill* activities; and
- control water *pollution*, sedimentation, and potential nuisances due to floating objects and debris.

1.4.3 Other Legislation

The Appendicies of the Manual presents other federal and provincial legislation that Authority Staff consider as part of its Permit, Municipal Plan Review and Other Technical Advisory processes. Authority Staff will endeavour to assist applicants in identifying the relevant policies that pertain to their submissions.

The federal legislation can be accessed at laws.justice.gc.ca while the provincial legislation can be accessed at www.e-laws.gov.on.ca.

1.4.4 Inquiry Services

The UTRCA is routinely called upon to provide property information to landowners and other stakeholders. These range from informal telephone inquiries seeking general information about an individual's property to specific requests for information as part of the purchase or sale of property. This information sharing process contributes to the Authority's proactive approach to land use planning and resource management for the watershed. The UTRCA considers its inquiry service as an opportunity to provide valuable information and to educate stakeholders about the Natural Hazard and *Natural Heritage Features* on the subject property. It also provides an indication of the potential limitations on *development* to a landowner or prospective home-buyer.

1.4.5 Integration & Cumulative Effects

The Authority fully supports and advocates an integrated *ecosystem or as defined in the PPS, a natural heritage system approach* to planning for the Upper Thames River *watershed*. This system includes *natural heritage features and areas* that are linked by natural corridors which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species and *ecosystems*s. These systems can include lands that have been restored and areas with the potential to be restored to a natural state.

As previously noted, the PPS recognizes the meaningfulness of planning on a *watershed* scale with respect to protecting long-term ecological functions, *bio-diversity* and the linkages between and among features, systems and areas. The *watershed* is an integrated system of human and natural resources that needs to be managed in a holistic and balanced way to achieve a healthy and sustainable environment.

The UTRCA encourages municipalities to take a lead role in preparing comprehensive studies on natural hazard, natural heritage and natural resource features and processes on appropriate management scales. While it is preferred that all land use planning decisions be guided by the findings of comprehensive studies, it is recognized that this is not economically feasible or even practical in many cases. The Authority recommends that comprehensive studies be required to support site specific decision making in those cases where *development* pressure can be anticipated for an area or in those cases where the resource is particularly significant or stressed.

The UTRCA's approach to long range planning gives careful consideration to the *cumulative effects* of human activities on the watershed's resources in order to ensure that they are used wisely and effectively, and are preserved for future generations. This approach balances a wide range of public and private interests that may extend beyond a single *development* site. A precautionary approach is taken in making decisions on *development* which may have a minimal impact on a case by case basis yet cumulatively and incrementally may have an adverse impact on the resources of the watershed.

1.4.6 Fees

The UTRCA charges fees for its Environmental Planning Services. The fees are established on a cost recovery basis, and the benefit received by the applicant from specific types of services. The ability to charge fees is set out in Section 21 (m.1) of the Conservation Authorities Act and the fees are administered in accordance with the MNR Policies and Procedures for the Charging of Conservation Authority Fees (MNR, June 1997).

Within the Environmental Planning Service Unit, the UTRCA charges fees for the following three areas of service:

1. Municipal Plan Review
2. Section 28 Review and Approval
3. Inquiries

1.4.6.1 Municipal Plan Review Fees

The Planning Act empowers local municipal governments to regulate *development*. As part of this regulatory process, municipalities often call on the technical expertise of conservation authorities. As previously noted, through its Municipal Plan Review Process, Authority Staff provide advice on natural hazard, natural heritage and water quality and quantity matters when commenting on Planning Act applications.

Municipal Plan Review Fees are charged to the *development* proponent. The Municipal Plan Review Fee Schedule is included in Appendix 9.1.1 of this manual. This fee schedule is reviewed on a regular basis to ensure that the revenue generated is comparable to the operating costs to provide the service.

The UTRCA will work with municipalities to:

- develop screening protocols to target applications that need to be forwarded to the Authority for review; and
- to coordinate the collection of fees.

1.4.6.1.1 Application Review Fee Component

The Application Review Fee component covers the following activities:

- Screening of Planning Act applications to determine if natural hazard, natural heritage, natural resources or servicing mitigation interests may be affected in accordance with the Provincial Policy Statement and the specific Municipal Plan Review policies of the UTRCA;
- Identifying the need for technical reports;
- Recommending conditions of approval and clearing or revising of those conditions; and
- Maintaining a record of the transaction.

1.4.6.1.2 Technical Review Fee Component (Peer Review)

The Technical Review Fee covers the Authority's cost to undertake peer reviews of technical reports submitted by the proponent. Peer review is a process used for evaluating the work performed by other professionals in order to ensure that it meets established criteria. This review is an important aspect of Ontario's land use planning system wherein municipalities are empowered to make decisions on Planning Act applications.

Technical reports are prepared by qualified professionals and characterize existing conditions and/or predict the impacts of land use change. Peer review brings integrity to the planning process by allowing the work submitted by a *development* proponent to be reviewed by another qualified professional. Through this process:

- the applied methodologies and assumptions can be confirmed; and
- the peer reviewer may suggest options or modifications to the technical report. Any suggestion or modification must be considered as a viable option. If the option is to be incorporated into the report or *development*, it must be with the approval of the "design" consultant.

The UTRCA provides peer review services to its watershed municipalities to assist them with fulfilling their responsibilities under the Planning Act. With the broad range of technical expertise on staff, the UTRCA is able to provide peer review services for a number of types of technical reports. In addition to possessing the technical expertise, the UTRCA also has long term monitoring data which is a valuable resource for the peer review process.

When reviewing technical reports in support of land use planning and *development*, the UTRCA will assess the technical report for the following:

- Confirm that it has been prepared by a qualified professional;
- Ensure that accepted technical guidelines, standards, methodologies or procedures have been followed;
- Check that appropriate data was utilized or if other data could have been used and if the information was properly analyzed;
- Check that relevant existing comprehensive studies for the area have been utilized or cross referenced; and
- Determine if the technical conclusions are reasonable and if recommendations for future monitoring are included or are necessary.

1.4.6.1.3 Levy Services to Municipalities

The UTRCA provides the following services to municipalities as a levy service (no application fee required):

1. Input on and review of comprehensive Official Plans and Zoning By-Laws;
2. Maintenance of mapping and data resources;
3. Expert witness support to municipalities for OMB Hearings or other proceedings;
4. Review of municipally sponsored applications such as policy and technical amendments;
5. General inquiries and technical support to municipalities;
6. Development and maintenance of services and technology;
7. Policy *development*;
8. Identify a need for;
    - Storm Water Management Facilities and Studies;
    - Subwatershed Studies;
    - Comprehensive Environmental Impact Studies related to natural heritage features;
    - Studies to assess mitigation measures for applications that may be impacted by flooding or erosion hazards: and
    - Assist in the preparation of the terms of reference for any studies identified above.

Participate in pre-consultation meetings for potential planning applications upon the request of the Municipality.

1.4.6.2 Section 28 Review & Approval Fees

In accordance with the Conservation Authorities Act, the UTRCA regulates *development* within its Regulation Limit as defined in its *Development*, *Interference with Wetlands and Alteration to Shoreline Regulation.* In reviewing applications and issuing permits within the Regulation Limit, the Authority considers natural hazard, natural heritage and water quantity and quality concerns. The Section 28 Review and Approval Fee Schedule is provided in Appendix 9.1.1 of the manual. It is reviewed on a regular basis to ensure that the revenue generated is comparable to the operating costs to provide the service.

1.4.6.3 Inquiry Fees

The UTRCA is routinely asked to provide property information to landowners and other stakeholders. Telephone requests for information are answered in a professional manner at no cost. Requests for written information require more effort, are more valuable to the recipient and therefore, require additional responsibility and care in preparation. As a result, fees are charged for written inquiries and data requests. The Inquiries Fee Schedule is included in Appendix 9.1.1 of this manual. The fee schedule is reviewed on a regular basis to ensure that the revenue generated is comparable to the operating costs to provide the service.

2 ENVIRONMENTAL PLANNING AREAS OF INTEREST

2.1 OVERVIEW

This section outlines the goals and objectives as well as the guiding principles for the UTRCA's area of planning interest which include:

- *Natural Hazards*
- Natural Heritage
- Natural Resources
- Servicing & Mitigation
- Integrated Resources & Systems Planning

This framework provides the context for the environmental planning policies which guide the UTRCA's Municipal Plan Review and Permit Processes that are presented in Sections 3 and 4 respectively.

2.2 NATURAL HAZARDS

2.2.1 Natural Hazards Planning

Natural hazard planning involves planning for risks associated with naturally occurring processes. These risks include the potential for loss of life, property damage, social disruption as well as environmental impacts.

Flood plains, unstable slopes and *erosion* are examples of naturally occurring hazardous processes. Since it is not possible to completely eliminate the threat of *natural hazards*, natural hazard planning is based on a risk management approach. This approach recognizes that there is always a risk associated with natural hazard processes and establishes an appropriate level of risk for society to be exposed too. The minimum standards for acceptable levels of risk to the general public are set by the Province.

The Authority implements natural hazard planning through its Municipal Plan Review and Section 28 Permit processes. Both of these processes consider the following factors:

- The provision of safe or dry *access* for *development*;
- Appropriate *floodproofing* measures;
- The maintenance of channel capacity and channel conveyance functions;
- Changes in *flood* storage characteristics; and
- The potential impacts from *development* or *site alteration* in the immediate area and *cumulative effects* on the system.

Because *natural hazards* extend across wide geographic areas, they should not be addressed on a piecemeal basis. Rather, they need to be considered as contiguous units using a systems management approach.

2.2.2 Goals & Objectives for Natural Hazards

The following goals and objectives guide the Authority's decision making for *natural hazards*:

1. To protect life and property from the risks associated with natural hazard processes;

2. To ensure that no new hazards are created by *development* and *site alteration*; and

3. To ensure that no adverse environmental impacts will result from *development* or *site alteration* in natural hazard areas.

2.2.3 Guiding Principles for Natural Hazards

In making decisions regarding *natural hazards*, the Authority considers the following guiding principles:

- New *development* will locate and avoid *natural hazards*;
- Existing *development*, limited *infill development* and re-*development* will locate and characterize the *natural hazard*(s) and address it;
- *Development* and *site alteration* for passive public uses will be provided more flexibility because of the public good that may be achieved;
- Recognition that some types of *development* must locate in the *flood plain* (e.g. storm outlets, and bridges);
- *Fragmentation* of *hazard lands* will be avoided;
- In considering the *natural hazards* implications of *development* and *site alteration*, natural heritage and other natural resources implications will also be considered; and
- The potential for *cumulative effects* from individual *development* and *site alteration* projects must be anticipated and in this regard, a precautionary approach will be taken when reviewing proposals.

2.2.4 Natural Hazard Features - Overview

As indicated, *natural hazards* are caused by naturally occurring physical and ecological processes which continuously shape and reshape the landscape. These processes pose risks and problems to society when they are not fully understood or effectively dealt with as part of *development* activities. *Hazard lands* in the Upper Thames River *Watershed* include the following main components:

1. Riverine Flood Hazards - *flood plain*
2. Riverine Erosion Hazards – slopes and *meander belt*
3. Watercourses – streams, rivers, creeks, ditches and municipal drains
4. *Wetlands* – includes swamps, marshes, bogs, fens and may contain organic soils

The UTRCA has completed comprehensive mapping of natural *hazard lands* for the *watershed*. The Riverine Flood Hazards, Riverine Erosion Hazards and *Watercourses* make up the *Riverine Hazard Limit*. *Wetlands* are also included as *natural hazards* in recognition of the influence that they have on watershed hydrology and also because they may contain organic soils. The maximum extent of the Riverine Hazards plus the *Wetlands* is considered to be the *hazard lands*.

An allowance of 15 metres has been added to the *Riverine Hazard Limit* for the purpose of maintaining sufficient *access* for emergencies, maintenance, and construction activities. This allowance provides an extra factor of safety, providing protection against unforeseen conditions that may adversely affect the land located adjacent to a natural hazard area. An *Area of Interference* is added to W*etlands* to recognize that *development* outside of the *wetland* boundary could have an impact on the *wetland* function.

The *Area of Interference* is 120 metres for all *Provincially Significant Wetlands* and *other wetlands* greater than 2 ha. The *Area of Interference* for *wetlands* that are less than 2 ha in size and not Provincially Significant is 30 metres.

The *Regulation Limit* is the maximum extent of the following areas:

- *Riverine Hazard Limit*, and
- The 15 metre Allowance, and
- The Wetland Boundary, and
- The *Area of Interference* (30 or 120 metres) adjacent to all *wetlands*.

It is recognized that due to the application of standard Allowances and *Areas of Interference*, the *Regulation Limit* includes lands that may not be natural hazards. It must also be recognized that due to the unpredictability of hazard processes and the variable scale of the information used to identify *hazard lands*, that it is possible that the hazard features extend beyond the Allowances and Areas of Interference mapped. Through the submission of more detailed information about the specific hazard feature and about the *development* proposal, it is anticipated that a more precise extent of the hazard limit will be determined. More detailed information on the hazard limits is found in Appendix 9.1.7, the UTRCA's Reference Manual – Determination of Regulation Limits, March 2006.

2.2.5 Environmental Impact Study (EIS) for Natural Hazard Lands

Development or *site alteration* proposed within a natural hazard feature or within the Allowance or *Area of Interference* may be required to be supported by an *Environmental Impact Study* (EIS). The *EIS* will need to:

- Confirm the extent of the natural hazard feature:
- Identify any potential impact of the *development* or *site alteration* on the hazard feature or hazard processes;
- Identify hazard avoidance or hazard mitigation strategies; and
- Integrate natural heritage, natural resource and/or servicing considerations.

The detailed requirements of an *EIS* will depend on the nature of the proposed *development* or *site alteration* or the specific characteristics of the natural hazard feature and the extent of encroachment on the hazard feature. Minor projects may only require a scoped *EIS*. The factors to be considered for a scoped *EIS* include the extent of the encroachment, the potential impact of the use and the sensitivity of the feature. Major projects involving more complex issues, will likely require a comprehensive *EIS*. The Authority strongly encourages pre-consultation on the requirements of the *EIS.*

2.2.6 Pre-consultation

Prior to submitting their *development* applications and proposals, applicants should meet with Authority Staff so that any issues and concerns can be identified early on in the planning process. At such time, Staff can advise applicants whether the Authority can support the proposed *development*. There may be site conditions and factors that simply will not allow any *development* to occur.

Through the pre-consultation process staff can also advise on:

- the need for technical studies and supporting information that may be required for the review process; and
- the requirement to obtain a permit under the UTRCA's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*...

Development proponents are also encouraged to pre-consult with municipalities and other approval agencies and where applicable, the pre-consultation should occur as a joint meeting.

2.2.7 Specific Natural Hazard Areas

2.2.7.1 Riverine Flood Hazards

2.2.7.1.1 Description of Riverine Flood Hazards

In the case of riverine flood hazards, the Province has established the minimum *Regulatory Flood* Standard to be the *1:100 Year Flood*. Although the 100 Year (1 % risk of occurrence in any given year) is established as the minimum, Conservation Authorities are encouraged to adopt a *Regulatory Flood* Standard for their area of jurisdiction which is in the 1:250 range (0.4 % risk of occurrence in any given year).

The *Regulatory Flood* Standard for the UTRCA is the 1937 *Observed Flood.* The UTRCA received approval from the Minister of Natural Resources to use this standard in an agreement dated 1989 (See Appendix 9.1.3). As previously indicated, the probability of occurrence of the *Regulatory Flood* is calculated to be approximately 1:250. The flood levels for the *Regulatory Flood* are calculated using mathematical models which consider historical stream flow, precipitation, climate, watershed conditions, *watercourse* and *flood plain* characteristics, and flood control systems across the watershed. These mathematical models include HEC II or HEC RAS Flood Plain Modeling.

The UTRCA considers the threshold for Provincial Interest *flooding* to be a 125 hectare drainage *area*. In this regard, the policies for Riverine Flood Hazards that are discussed in this manual are generally only applied to those cases where the *drainage area* of the *watershed* exceeds 125 hectares. *Flooding* from smaller *drainage areas* is generally considered to be local interest *flooding* and the management of these areas is left to the local municipalities. It should be noted that no minimum *drainage area* is applied to erosion hazards, watercourse hazards or *wetlands*.

The UTRCA provides technical assistance to municipalities in dealing with the management of local *flooding* issues. In those cases where the flood flows from a *drainage area* of less than 125 hectares are significant and affect multiple properties, the Authority, in cooperation with the municipality, may apply *flood plain* hazard approaches to those specific *drainage areas.*

2.2.7.1.2 Flood Hazard Management Approaches

The Authority implements various approaches for managing flood risk as follows:

1. **One Zone Policy Approach** whereby the Regulatory *Flood Plain* is considered to be one management unit - the *Floodway*. This approach is typically applied in rural areas and unserviced settlement areas. *Development* and *site alteration* in the *Floodway* is generally prohibited or restricted.

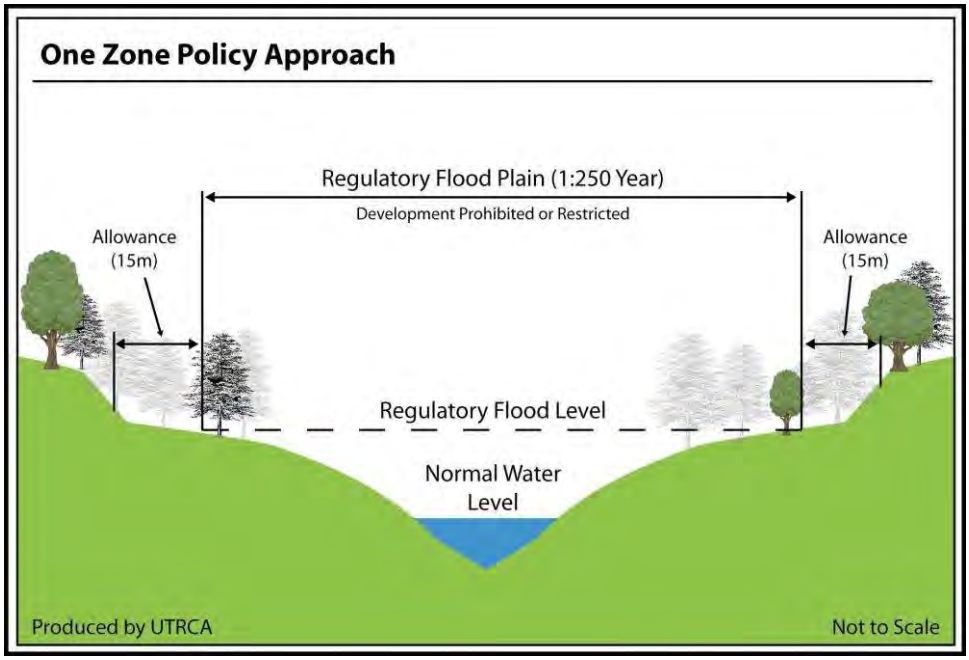


Figure 2-1

2. **Two Zone Policy Approach** is typically applied in serviced urban areas. It separates the *flood plain* into two main components:

   a) The *Floodway*: The portion of the *flood plain* that is characterized by deeper, faster moving water in a flood event. The *floodway* is the more hazardous part of the *flood plain* and *development* and *site alteration* is generally not permitted.

   b) The *Flood Fringe*: The portion of the *flood plain* that is characterized by shallower, slower moving water in a flood event. The *flood fringe* is a less hazardous part of the *flood plain* and *development* and *site alteration* may be permitted in this area subject to satisfying specific conditions.

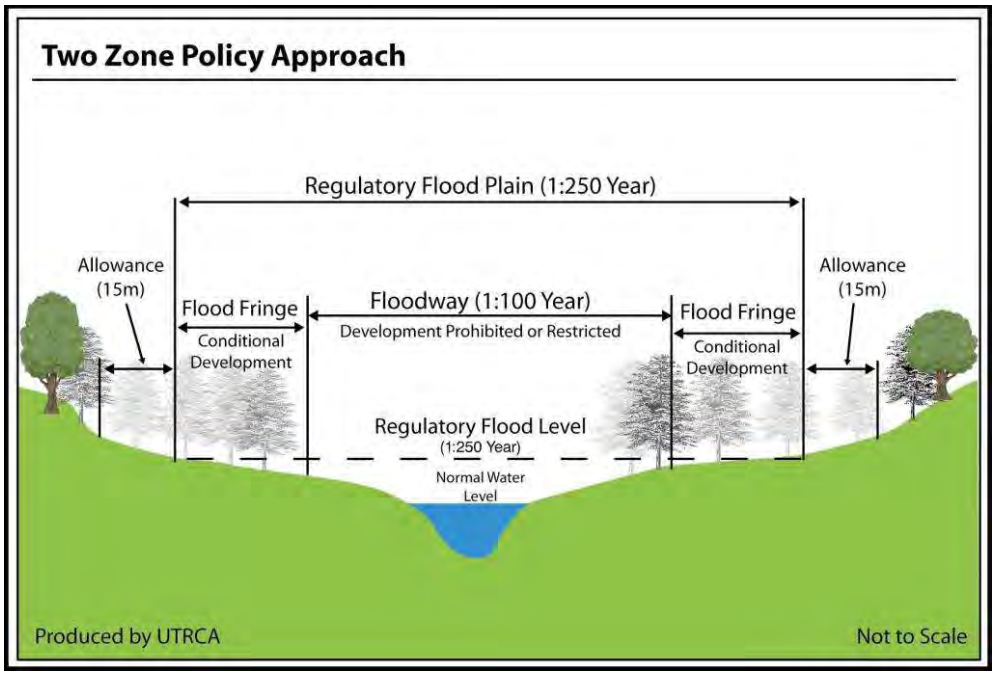


Figure 2-2

3. ***Special Policy Areas*** are specifically identified areas that are not protected to the minimum provincial standard. The area must be a viable community that feasibly cannot be protected from the risk of *flooding*. Through the implementation of a *Special Policy Area,* the Provincial government may permit certain activities that do not meet the minimum Provincial standards. Special Policy Areas must be supported by the Municipality and the Conservation Authority and must be approved by the Ministers of Natural Resources and Municipal Affairs and Housing. Specific policies and considerations that may be established for a *Special Policy Area* include:

   - no basements, *floodproofing* to the maximum
   - no new severances - no new lots
   - no intensification of use
   - preference for residential conversion to commercial type uses
   - no day cares, hospitals, nursing homes etc.

2.2.7.1.3 Riverine Flood Hazards – Determination of Limits

The following requirements are used to identify the limits of riverine flood hazard areas:

1. *Regulatory Flood Plain* – its limit must be delineated to the satisfaction of the UTRCA. The preferred method of delineation is based on detailed *flood plain* mapping calculations which incorporates site specific elevation data and catchment specific flow data and variables. In cases where detailed *flood plain* mapping is not available, the UTRCA reserves the right to require a proponent to determine the *flood plain* limits using a method that is acceptable to the UTRCA.

   Detailed *flood plain* mapping has been completed for many areas of the Upper Thames River *watershed*. The mapping is generally available for urban areas, main branches of the watercourses and local areas where specific studies have been provided. For the remainder of the *watershed*, the UTRCA has prepared estimated flood lines in accordance with the methodologies documented in the Determination of *Regulation Limits*, UTRCA, March 2006 (Appendix 9.1.7). The estimated flood lines are to be used at a broad planning level and depending on the type of *development* or *site alteration* proposed, the Authority may require a detailed *flood plain* calculation to be undertaken.

2. The *Floodway* – In those limited cases where a *Two Zone Policy Approach* is applied, the extent of the *floodway* may be determined using one of the following methods:

   a) The land below the 1:100 Year *Flood Plain* elevation
   b) A detailed hydraulic *floodway* analysis for a logical reach of the subject watercourse

3. *Special Policy Areas* – In those limited cases where a *Special Policy Area* is applicable, the limits of the *Special Policy Area* and policies must be supported by the UTRCA and must be approved by the Municipality, the Ministry of Natural Resources and the Ministry of Municipal Affairs and Housing. In cooperation with the municipality, the UTRCA may identify potential *Special Policy Areas* and implement interim policy requirements for these areas while the formal *Special Policy Area* review and approval process is underway.

2.2.7.1.4 Riverine Flood Hazards – Allowance

A 15 metre Allowance is applied to Riverine Flood Hazards.

2.2.7.2 Riverine Erosion Hazards

2.2.7.2.1 Riverine Erosion Hazards - Description

Erosion is a natural process which can pose a risk to life and property and cause social disruption. The natural movement of *watercourses* and valley slopes due to *erosion* can be aggravated by human activities and the impact of the activity can be transferred some distance from the impact site. The risk of *erosion* is managed by planning for the 100 *year erosion rate* (the average annual rate of recession extended over a one hundred year time span). The extent of the riverine erosion hazard limit depends on whether the *erosion* is occurring in an *Apparent System* (e.g. well defined valley system) or whether it is a *not apparent system* (e.g. relatively flat landscape that is not confined or bound by valley walls). In keeping with the hazard avoidance approach of the UTRCA, *development* and *site alteration* is generally not permitted in riverine erosion hazard areas.

2.2.7.2.2 Riverine Erosion Hazards – Determination of Limits

The UTRCA has prepared mapping which establishes the location of riverine erosion hazards at a planning area level of detail. The UTRCA mapping incorporates detailed *erosion* information for those areas where it is available along with general methodologies that are consistent with Provincial Technical guidelines. More specific information on the mapping of slopes is available in the Determination of *Regulation Limit*s, UTRCA, March 2006 (Appendix 9.1.7). The UTRCA reserves the right to require a detailed assessment of riverine erosion hazards as a prerequisite for reviewing any *development* or *site alteration* proposal and any such assessment must be undertaken with regard for Provincial Technical guidelines and follow accepted engineering practices to the satisfaction of the UTRCA.

1. The Riverine Erosion Hazard Limit for *Apparent Systems* is comprised of the combined effect of the following:

    a) *Valley Top of Slope* – In cases where valley slopes are found to be at a stable angle, and not subject to the potential influence of toe erosion, the *Valley Top of Slope* is the riverine erosion hazard limit. The *Valley Top of Slope* is located at the break in slope point between the valley side slope and the tableland.

    b) *Toe Erosion Allowance* – In cases where there is a potential for erosion at the toe of the slope from natural processes, the riverine erosion hazard limit needs to be shifted to account for the influence of toe erosion.

    c) *Stable Slope Allowance* – In cases where a slope is steeper than its determined stable angle of repose, the riverine erosion hazard limit needs to be shifted to account for slope movement over time. In the absence of detailed geotechnical information about the slope, the *stable slope* allowance is based on an assumed *stable slope* gradient of 3 horizontal units to 1 vertical unit (3:1). For slopes having a steeper gradient, the allowance is equal to the distance between the

actual *valley top of slope* and the point at which a slope at a 3:1 gradient, rising from the same toe position, would intersect the ground surface.

d) *Erosion Access Allowance – a six metre allowance added to the Valley Top of Slope or the combined Toe Erosion and Stable Slope Allowances.* The *erosion access allowance is required f*or the purpose of maintaining sufficient *access* for emergencies, maintenance, and construction activities.

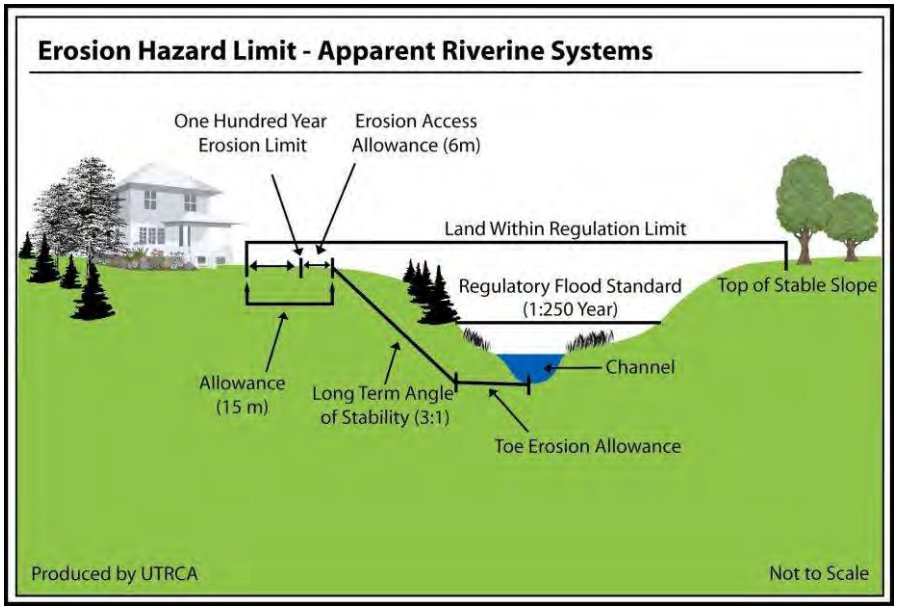


Figure 2-3

2. The Riverine Erosion Hazard Limit for *Not Apparent Systems* is the combined limit of:
   a) The *Meander Belt Allowance* which provides a limit to *development* within those areas where the river system is likely to shift. It is based on twenty (20) times the bankfull channel width.

   b) *The Erosion Access Allowance – a six metre allowance added to the Valley Top of Slope or the combined Toe Erosion and Stable Slope Allowances. The erosion access allowance is required f*or the purpose of maintaining sufficient *access* for emergencies, maintenance, and construction activities.

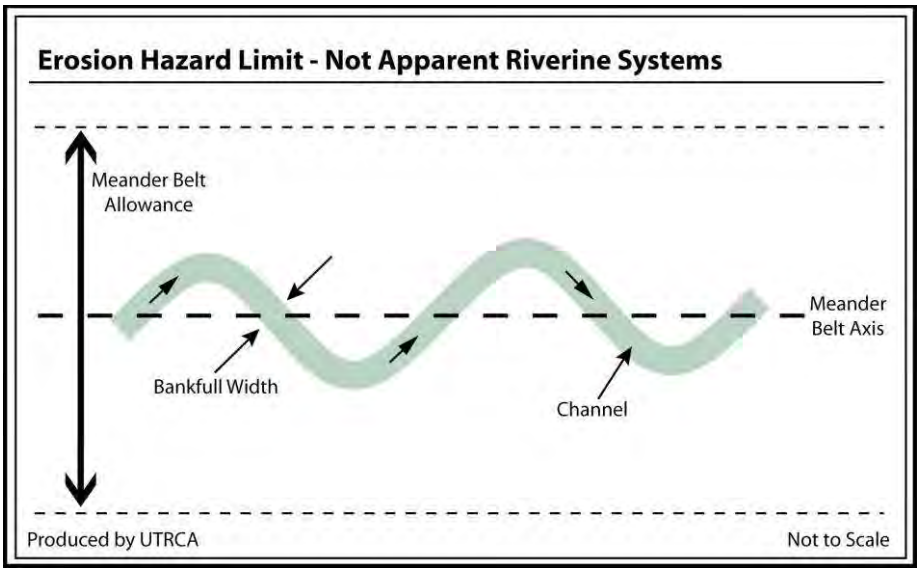


Figure 2-4

2.2.7.2.3 Riverine Erosion Hazard Allowance

A 15 metre Allowance is applied to Riverine Erosion Hazards.

2.2.7.3 Watercourses

2.2.7.3.1 Watercourses - Description

In accordance with Section 28(25) of the Conservation Authorities Act, a "watercourse" means an identifiable depression in the ground in which a flow of water regularly or continuously occurs. This may include rivers, stream creeks, ditches and municipal drains. Watercourses may be natural or they may be man made as is the case with open municipal drains. Watercourses play a critical role in the drainage of the landscape and any interference with a watercourse could have significant implications for *flooding* and *erosion* at the site of interference and for some distance upstream and downstream.

2.2.7.3.2 Watercourses – Determination of Limits

The UTRCA mapping of the *Regulation Limit* shows the location of watercourses at a planning area level of detail. Site specific information on the exact location and characteristics of a watercourse may be required as a prerequisite in reviewing any proposed *development* or *site alteration* in close proximity to a *watercourse*. The UTRCA considers open man-made channels and municipal or private drains to be watercourses.

2.2.7.3.3 Watercourses – Allowance

A 15 metre Allowance is applied on both sides of all watercourses.

2.2.7.4 Wetlands

2.2.7.4.1 Wetlands - Description

Wetlands are addressed in the *natural hazards* and natural heritage sections of this manual. The specific definition for *Wetlands* is provided in the glossary. From a *natural hazard* perspective, the following functions and characteristics of *wetlands* are considered:

- flood storage, flood level and flow augmentation
- source area
- recharge area
- potential standing water or for the presence of organic soils (peat and muck)

Filling or draining can have an impact on the hydrologic functions of a *wetland* which in turn, may influence the *flooding* and *erosion* processes in the area. While it may be argued that the impact of *wetland* draining or filling in local areas is difficult to quantify, it is certain that the incremental impact of widespread *wetland* interference can have a significant impact on downstream hydrology.

2.2.7.4.2 Wetlands – Determination of Limits

The UTRCA has identified *wetland* areas in the *Regulation Limit* mapping. Identified *wetland* areas include those areas which were evaluated using the Ontario Wetland Evaluation System, 3RD Edition (MNR, 1994) and unevaluated *wetlands* derived from a combination of information sources. Specifics about the mapping methodologies can be found in the Authority's Determination of Regulation Limits, UTRCA, March, 2006 (Appendix 9.1.7).

The UTRCA reserves the right to require the proponent to submit a detailed *wetland* boundary determination consistent with the Ontario Wetland Evaluation System, 3RD Edition (MNR, 1994) or other methodology acceptable to the UTRCA. It is noted that the revision of a *wetland* boundary may require the approval of the MNR.

2.2.7.4.3 Wetlands – Area of Interference

Wetlands can be impacted by *development* and *site alteration* that is located outside of the wetland boundary. To address this concern, an *Area of Interference* is established around all *wetland*s in order to identify those lands which if developed could potentially have a negative impact on the *wetland*. The width of the actual *Area of Interference* will differ for each situation because it is based on a site by site assessment having regard for both the characteristics of the *wetland* and for the specifics of the proposed *development* or *site alteration*.

Consistent with the Provincial standards, and to ensure *wetland* protection, a standard *Area of Interference* has been applied to mapping of *wetlands* at a planning level. The *Area of Interference* for all *Provincially Significant Wetlands* and all *other wetlands* greater than 2 hectares is 120 metres. An *Area of Interference* of 30 metres is applied to all mapped *wetlands* that are less than 2 hectares in size and not Provincially *Significant*.

The term *Area of Interference* of a *wetland* is a term that applies to planning for *wetlands* as natural hazards. *Adjacent Lands* are identified around *wetlands* for natural heritage purposes. It should be noted that the extent of *adjacent lands* is not always consistent with the extent of *Area of Interference*.

2.3 NATURAL HERITAGE

2.3.1 Natural Heritage Planning

Planning for natural heritage resources involves making decisions for the plant and animal communities that are found on the landscape. All natural heritage planning is based on the underlying principle that *biodiversity* which includes both the number of species and the generic diversity within species is the key indicator of *ecosystem* health. In terms of land use management for natural heritage, decisions are often based on maintaining and enhancing the *biodiversity* of vegetative *habitat* so that it can support a diversity of animal populations. Natural heritage resources include *wetlands*, *woodlands*, threatened and *endangered species* (and their *habitat*), Wildlife (and their habitat) and fish (and their *habitat*).

2.3.2 Goals & Objectives

1. To protect *natural heritage features* and systems from the potentially negative impacts of *development* and *site alteration*.

2. To maintain, restore and enhance the bio-diversity, ecological function and connectivity of *natural heritage features* and systems in the *watershed*.

2.3.3 Guiding Principles

- Decisions for natural heritage will be guided by an integrated systems approach;
- *Development* and *site alteration* will maintain or enhance natural heritage resources;
- The potential for *cumulative effects* from individual *development* and *site alteration* must be anticipated and in this regard, a precautionary approach is taken when reviewing proposals.

2.3.4 Natural Heritage Features Overview

Wetlands, woodlands, prairies, shrub lands, thicket, *valleylands, oil fields* and *watercourses* are *natural heritage features* which provide *habitat* for wildlife and contribute to our well being by providing opportunities for recreation, leisure and nature appreciation. These features are interrelated within the *ecosystem* and as a result, alterations to one feature likely will impact another.

The preferred approach for defining the limits or boundaries of *natural heritage features* is through local science based studies such as The Middlesex Natural Heritage Study. However, in the absence of a local comprehensive assessment and locally determined criteria, the Authority shall rely on the most current provincial Natural Heritage Training Manual and any updates thereto as well as information that is available from the Natural Heritage Information Centre or NHIC.

2.3.5 Environmental Impact Study (EIS) for Natural Heritage

Development or *site alteration* proposed within a natural heritage feature or within the *adjacent lands* needs to be supported by an *Environmental Impact Study* (*EIS*). The *EIS* must:

- Confirm the extent of the natural heritage feature and the relationship of the specific feature to other features in the area;
- Confirm the significance of the feature;
- Identify any potential impact of the *development* or *site alteration* on the natural heritage feature or natural heritage functions;
- Identify avoidance and mitigation strategies; and
- Integrate natural hazard, natural resource and/or servicing considerations

The detailed requirements of an *EIS* will depend on the proposed *development* or *site alteration* or the specific characteristics of the natural heritage feature and the extent of encroachment on the feature. Minor projects may only require a scoped *EIS*. The factors to be considered for a scoped *EIS* include the extent of the encroachment, the potential impact of the use and the sensitivity of the feature. Major projects involving

more complex issues, will likely require a comprehensive *EIS*. Pre-consultation on the requirements of the *EIS* is strongly encouraged.

A description of the *watershed*'s *natural heritage features*, including how their boundaries or limits are defined is provided. It is noted that it is difficult to draw boundaries around natural features because they are dynamic and always in a state of transition.

2.3.6 Pre-consultation

Applicants are should meet with Authority Staff prior to submitting their *development* applications and proposals so that any issues and concerns can be identified early on. At such time, Staff can advise applicants whether the Authority can even support the proposed *development*. There may be site conditions and factors that simply will not allow any *development* to occur.

Through the pre-consultation process staff can also advise on:

- The need for technical studies and supporting information that may be required for the review process; and
- the requirement to obtain a permit under the UTRCA's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation*.

2.3.7 Natural Heritage Features

2.3.7.1 Wetlands

2.3.7.1.1 Wetlands - Description

*Wetland*s are addressed in both the *natural hazards* and natural heritage sections of this manual. *Wetland*s are areas that are seasonally or permanently *flooded* by shallow water, as well as areas where the water table is close to the surface. They are found in both terrestrial and aquatic *ecosystems* and include swamps, marshes, bogs and fens. A definition for *wetland*s is included in the glossary. From a natural heritage perspective, *wetland*s directly provide *habitat* for various species and many species indirectly benefit from the hydrologic functions that *wetland*s provide such as flow augmentation, recharge and discharge.

2.3.7.1.2 Wetlands – Determination of Limits

The UTRCA has identified *wetland* areas in the *Regulation Limit* mapping. The areas identified as *wetland* include areas that have been evaluated using the Ontario Wetland Evaluation System, 3RD Edition (MNR, 1994) and unevaluated *wetland*s derived from a combination of information sources. Specifics about the mapping methodologies can be found in the Determination of Regulation Limits, UTRCA, March 2006 (Appendix 9.1.7).

The Ontario Wetland Evaluation System allows for the identification of some *wetlands* as being Provincially *Significant*. All *other wetlands*, whether they have been assessed under the Evaluation System or not, are considered to be of local significance. The UTRCA reserves the right to require the proponent to submit a detailed wetland evaluation consistent with the Ontario Wetland Evaluation System or other methodology acceptable to the UTRCA. It is noted that the revision of any wetland boundary or *wetland* classification may require the approval of the MNR.

2.3.7.1.3 Wetlands – Adjacent Lands

The *adjacent lands* for *Provincially Significant Wetlands* is 120 metres. For all *other wetlands*, the *adjacent lands* is 50 metres.

It is noted that *adjacent lands* is the term applied to the planning for *wetlands* as *natural heritage features whereas a*n *Area of Interference* is applied around *wetlands* for Natural Hazard purposes. The extent of *adjacent lands* is not always consistent with the extent of *Area of Interference*.

2.3.7.2 Woodlands

2.3.7.2.1 Woodlands - Description

Woodlands, some of which are also *wetlands*, fulfill many functions, including:

- protecting and building the soil (humus layer);
- producing oxygen and taking up pollutants;
- moderating the climate;
- protecting *groundwater*;
- providing *habitat* for game and other wildlife:
- providing products such as fuel wood, timber and maple syrup;
- providing areas for recreation and education;
- contributing to the function and integrity of the ecosystem;
- water absorption during storms; and
- contributing to our natural heritage.

Woodlands are treed areas that provide environmental and economic benefits such as *erosion* prevention, water retention, provision of habitat, recreation and the sustainable harvest of woodland products. The *watershed's Woodlands* can range from natural,

native mixed forests to monoculture plantations to canopy trees with manicured lawns below. While natural mixed *woodlands* with fully functional canopy, mid-storey and ground cover vegetation are preferred from an ecological point of view, other types of *woodlands* and individual trees can provide important linkages or complementary *habitat* functions.

2.3.7.2.2 Woodlands – Determination of Limits

The Authority prefers that woodland significance be determined as part of a comprehensive study of the natural heritage system for the planning area. In the absence of such a study, the following factors from the MNR Natural Heritage Technical Manual are considered:

- Size;
- Shape;
- Proximity to other *woodlands* or *natural heritage features*;
- Linkage functions;
- Uncommon characteristics; and
- Diversity and management value.

The specific requirement for each of the factors will depend on the general characteristics of the natural heritage found in the planning area. *Woodlands* that meet one or more factors are considered to be significant in the planning area.

2.3.7.2.3 Woodlands – Adjacent Lands

The *adjacent lands* for *woodlands* is 50 metres.

2.3.7.3 Valleylands

2.3.7.3.1 Valleylands - Description

Valleylands are linear systems that provide important linkages between different *habitat* features. *Valleylands* are often associated with riverine flood or erosion hazard areas. All *valleylands* are considered to be *significant*.

2.3.7.3.2 Valleylands – Determination of Limits

The minimum limit of the *valleyland* is determined by the methodology used to map the Riverine Erosion Hazard Limit for *Apparent Systems* as described in Section 2.2.7.2.2 of this manual. The *valleyland* limit may be expanded to include connecting areas such as *not apparent systems* to make the *valleyland* continuous. Contiguous natural heritage areas which extend out of the valley may also be considered for addition to the *valleyland system*.

2.3.7.3.3 Valleylands – Adjacent Lands

The *adjacent lands* for all *valleylands* is 50 metres.

2.3.7.4 Wildlife Habitat

2.3.7.4.1 Wildlife Habitat - Description

A considerable amount of *wildlife habitat* has been degraded or lost in the Upper Thames *watershed*. Much of this loss is attributed to the *fragmentation* of wooded areas due to urban *development* and the clearing of land for agricultural production. *Wetland*, prairie, savannah and mature hedge rows have also been lost. The provision of *habitat* is a primary ecological function of *natural heritage features and areas*. Ultimately, the loss of habit will lead to the loss of the species that rely on these features.

2.3.7.4.2 Wildlife Habitat – Determination of Limits

The Authority prefers that *wildlife habitat* significance be determined as part of a comprehensive study of the natural heritage system for the planning area. In the absence of such of a comprehensive study, the following factors are considered when evaluating *wildlife habitat*:

- Seasonal concentrations of animals;
- Rare vegetation communities and/or specialized *habitats* for wildlife; and
- Wildlife movement corridors.

Authority staff will rely on the *Significant* Wildlife Habitat Technical Guide (MNR, 2000) to determine the limits of *wildlife habitat*.

2.3.7.4.3 Wildlife Habitat – Adjacent Lands

The *adjacent lands* for *wildlife habitat* is 50 metres.

2.3.7.5 Habitat of Endangered, Threatened, Species of Special Concern & Locally Rare Species

2.3.7.5.1 Habitat of Endangered, Threatened, Species of Special Concern & Locally Rare Species - Description

Any plant or animal which is threatened by, or vulnerable to, extinction is considered to be a species at risk. In the absence of Authority listings for *endangered and threatened species*, Authority Staff shall consult with the Ontario Ministry of Natural resources list of Species at Risk in the province www.ontarioparks.com/english/sar.html and the Federal list of Species at Risk in Ontario.

The natural areas in the *watershed* play an important role in preserving the province's and the country's *endangered species, threatened species*, species of *special concern* as well as locally rare species. The loss of habitat is a major factor that influences the survival of species. Increased pressures from urban and rural land uses and human activities are impacting the habitat of flora and fauna in the Upper Thames River *watershed*. An Ecosystem Recovery Plan has been initiated for the Thames River and pertinent findings of the Ecosystem Recovery Plan will be incorporated into this policy manual as they become available.

2.3.7.5.2 Habitat of Endangered, Threatened, Species of Special Concern & Locally Rare Species – Determination of Limits

The extent and location of the habitat of species at risk may be identified through local comprehensive natural heritage studies, site specific inventories and/ or an EIS. These habitat evaluations are then reviewed and approved by the Ministry of Natural Resources. General information on the location of Species at Risk may also be available from the MNR Natural Heritage Resource Information Centre.

2.3.7.5.3 Habitat of Endangered, Threatened, Species of Special Concern & Locally Rare Species – Adjacent Lands

The *adjacent lands* for the habitat of endangered, threatened, species of *special concern* and locally rare species is 50 metres. It is possible that the size of the *adjacent lands* may be increased based on the significance and/or necessity of the species on a case by case basis.

2.3.7.6 Aquatic Ecosystem Habitat & Fish Habitat

2.3.7.6.1 Aquatic Ecosystem Habitat & Fish Habitat - Description

The aquatic ecosystem of the Thames River and its tributaries refers to connected *watercourses* (streams, rivers, creeks, ditches, swales and municipal drains), waterbodies (lakes and ponds), and *wetlands*. These features provide habitat for all life stages for aquatic species, and specific life stages for semi-aquatic species. Included are corridors for movement, food for sustenance, cover for protection, and habitat for reproduction and the raising of young. Fish Habitat includes the spawning grounds and nursery, food supply and migration areas which fish rely on to live.

Over the last century, human activities in the *watershed* have impacted the surface water quality of the Thames River. Some of the *pollution* sources that are impacting the water quality in the *watershed* include improper sewage treatment plant discharges, industrial discharges as well as urban and agricultural runoff. Land use and the application of *best management practices* largely influence water quality parameters such as temperatures, chemical composition and pollutants, and nutrient and sediment loads. While great strides have been made to improve the surface water quality in the *watershed*, much work is still needed.

There is a variety of federal and provincial legislation that addresses the components of the aquatic *ecosystems* that Authority Staff have regard for when evaluating *development* applications. Through its Watershed Report Cards which are updated every 5 years, Authority Staff continue to study and monitor water quality and make recommendations regarding the protection of surface water. The Authority is also involved with a province-wide initiative for *Source Water Protection* planning which will include an evaluation of surface water sources.

2.3.7.6.2 Aquatic Ecosystem Habitat & Fish Habitat - Determination of Limits

The criteria to identify aquatic ecosystem habitat and their locations is determined by local comprehensive studies.

2.3.7.6.3 Aquatic Ecosystem Habitat & Fish Habitat – Adjacent Lands

The *adjacent lands* for *fish habitat* is located within 30 metres of the habitat. It is possible that the size of the *adjacent lands* may be increased based on the significance and/or necessity of the species on a case by case basis.

2.3.7.7 Areas of Natural & Scientific Interest (Life Science)

2.3.7.7.1 Areas of Natural & Scientific Interest (Life Science) - Description

Areas of Natural and Scientific Interest (*ANSI*s) include lands and water that have natural features or landscapes containing life or earth science values that should be protected for science and education purposes. *ANSIs* have an important role in the protection of natural heritage because they represent the full range of biological communities, environments and natural landforms in the province. In terms of natural heritage planning, the UTRCA focuses on Life Science *ANSIs*.

Life science *ANSIs* may include forests, valleys, prairies and *wetlands* including their native plants, animals and supporting environments. They tend to correspond with other *significant* features like *wetlands, woodlands* and *valleylands*. The MNR is responsible for determining if a life science *ANSI* is considered to be *significant*.

2.3.7.7.2 Areas of Natural & Scientific Interest (Life Science) – Determination of Limits

The limits of Life Science *ANSI*'s are determined by the MNR.

2.3.7.7.3 Areas of Natural & Scientific Interest (Life Science) – Adjacent Lands

The *adjacent lands* for Life Science *ANSIs* is 50 metres.

2.4 NATURAL RESOURCES

2.4.1 Natural Resource Planning

An integrated approach is needed when evaluating the *watershed's* natural resources which include *groundwater*, aggregates and agricultural lands. These resources are all connected to the hydrologic cycle and therefore have an impact on the water quality and quantity in the *watershed* as well as the entire *ecosystems*.

2.4.2 Goals & Objectives

1. To ensure that the natural resources of the *watershed* are protected over the long term.

2.4.3 Guiding Principles

- The Authority encourages and promotes the conservation and wise management of natural resources in its efforts to protect the environmental quality of the *watershed* over the long term.

2.4.4 Natural Resources in the Watershed

2.4.4.1 Groundwater

Across Ontario, increasing demands for safe dinking water and requirements to maintain healthy *ecosystems* are leading to renewed interest in water management. The UTRCA requires scientific assessments of the potential for *groundwater* resources to become contaminated from anthropogenic, as well as natural sources of contamination. Trade offs must be carefully considered among the competing influences of study cost, scientific defensibility and the amount of acceptable uncertainty.

Within the *watershed*, *groundwater* is the sole source of drinking water for many urban communities and virtually all rural residents. It is also an essential part of the *ecosystem* because of its strong linkages with streams, rivers and lakes. *Groundwater* comprises the major portion of stream/river flow during summer low flow conditions. There are several factors that can impact *groundwater* quality including nutrient contamination from livestock, industrial impacts and private septic systems to name a few.

A more thorough understanding of groundwater recharge areas, the susceptibility of *groundwater* to contamination and a strategy to ensure a safe and secure water resource for the future is needed. These issues and concerns will be addressed through *Source Water Protection* Planning which as previously noted, is a province-wide initiative that the Upper Thames River Conservation Authority is participating in. It is anticipated that the process will lead to the preparation of strategies to protect drinking water from the source to the tap. Protecting water at the source is the first barrier in a multi-barrier approach in protecting surface and groundwater resources.

2.4.4.2 Aggregate Resources

Aggregate is a non-renewable resource that must be managed effectively. It includes any material prescribed under the Aggregate Resources Act such as sand, gravel, clay and bedrock as well as stone used in cement, lime or clay bricks or tiles. There are a number of areas within the Upper Thames River *watershed* that are endowed with substantial aggregate resources. These resources play an important part of aggregate production in Southwestern Ontario as well as in local economies.

Aggregates deposits are a key element of the *watershed*'s hydrologic cycle as they provide *groundwater* recharge and discharge zones.

2.4.4.3 Agricultural Lands

As previously noted, agriculture is the predominant land use in the Upper Thames *watershed*. Surface water and *groundwater* quality may be impacted by farm practices and agricultural run off which may contain livestock manure, pesticides, fertilizers and milkhouse wastewater. Municipal drains are a common feature across the agricultural landscape and also can have an impact on the hydrologic cycle.

2.5 SERVICING & MITIGATION

2.5.1 Planning for Services

Land *development* typically involves a change in land use which requires the implementation of municipal services such as stormwater management facilities, road construction, and sanitary sewers. The installation of these services can considerably alter the natural drainage patterns of the landscape and can have serious negative impacts on the hydrologic cycle and the *ecosystem*.

The Authority's review of *development* proposals and proposed servicing strategies prior to construction ensures that the natural hazard, natural heritage, and natural resource components are not negatively impacted. This review includes any permanent alteration to local drainage patterns and considers the capacity of the *watercourse* and its physical and natural characteristics. It also includes any temporary or permanent facilities which are to be constructed and maintained to reduce sediment loss by *erosion*.

2.5.2 Goals & Objectives

1. To effectively mitigate the impacts of land *development* and servicing.

2. To protect the *watershed* from potentially harmful impacts associated with land *development* and the installation of services including roads, sewers and stormwater management facilities.

2.5.3 Guiding Principles

- The Authority supports the preparation of Watershed and Subwatershed Management Plans which provide a comprehensive systems approach for assessing and addressing the impacts of services within a defined planning area or community on *natural hazards*, *natural heritage features* and natural resources. These Plans should logically be undertaken at a catchment or collection of catchments level.

- Some adjustment may be required in the preparation of watershed and subwatershed management plans to recognize those areas where urban expansions or community planning areas may not logically follow catchments.

- Natural designs for stormwater management are supported.

2.6 INTEGRATED RESOURCES & SYSTEMS PLANNING

The *watershed* is an integrated system of human and natural resources and processes that need to be managed in a holistic and balanced way in order to achieve a healthy sustainable *ecosystem*. The policies contained in this Manual support the UTRCA's integrated, comprehensive and long-term approach to planning and recognize and respect the linkages among the *watershed*'s resources and systems. The policies also have regard for the potential for *cumulative effects* of the decisions that are made through the Authority's planning advisory and regulatory services.

The Authority's approach to integrated resources planning is consistent with the direction provided by the PPS which recognizes the linkages between the policies for natural hazard, natural heritage and natural resource features and advocates the *watershed* as the "ecologically meaningful scale" for planning. Keeping this in mind, all of the policies in the manual should be considered when reviewing *development* proposals.

2.6.1 Goals & Objectives

1. To protect and enhance the resources and processes and their linkages which are needed to achieve a healthy *ecosystem*.

2. To consider the potential impact of decisions on all of the components and features that together form the integrated *watershed* system including *natural hazards*, natural heritage, natural resources and servicing.

2.6.2 Guiding Principles

- The Authority advocates an integrated approach to planning and managing the *natural hazards*, *natural heritage features* and systems, natural resources and servicing within the *watershed*.

- The Authority supports that decisions be guided by comprehensive studies of natural hazard, natural heritage and natural resource features and processes on appropriate management scales.

- The potential for cumulative impacts must always be considered and even in cases where the impact is considered to be minor, a precautionary approach needs to be taken.

3 MUNICIPAL PLAN REVIEW

3.1 OVERVIEW

The following policies are designed to assist UTRCA staff with providing their input on comprehensive planning documents such as Official Plans and Area Studies as well as with their review of Planning Act applications. These policies must be read in conjunction with the information provided in Section 2. Consistent with the format established in Section 2, the policies are presented in the following order:

1. Natural Hazards
2. Natural Heritage
3. Natural Resources
4. Servicing & Mitigation
5. Integrated Systems Planning

3.2 NATURAL HAZARDS

3.2.1 Overview

The Authority's Municipal Plan Review policies for *natural hazards* have been organized under the following main headings:

1. General Policies for *Natural Hazards* – applies to all hazard types and *allowances.*

2. Riverine Flooding Hazards – applies to the *flood plain* and its components including the *floodway*, the *flood fringe* and *special policy areas* and *allowances.*

3. Riverine Erosion Hazards – applies to steep slopes, *valleylands*, ravines, the *meander belt* and *allowances.*

4. *Wetlands* – applies to all wetlands (including ponds and organic soils such as peat or muck) and the areas of interference surrounding *wetlands*.

3.2.2 General Natural Hazard Policies

1. New *development* and *site alteration* generally will be directed away from *hazard lands.*

2. Any *development* and *site alteration* which is permitted in *hazard lands* must meet the following conditions to the satisfaction of the UTRCA:

   a) Appropriate *floodproofing* measures, *protection works* and safe or dry *access* during times of *flooding*, *erosion* and other emergencies are provided;

   b) No new hazards will be created and existing hazards will not be aggravated;

c) No adverse environmental impact will result.

3. *Development* will not be permitted to locate in *hazard lands* where the use is:

   a) an institutional use associated with hospitals, nursing homes, pre-school, school nurseries, day care and schools, where there is a threat to the safe evacuation of the sick, the elderly, persons with disabilities or the young during emergency as a result of *flooding*, failure of *floodproofing* measures or *protection works*;
   b) an essential emergency service such as that provided by fire, police and ambulance stations and electrical substations, which would be impaired during an emergency as a result of *flooding*, the failure of *floodproofing* measures and or *protection works*; and
   c) uses associated with the disposal, manufacture, treatment or storage of *hazardous substances*

4. The Authority may require the submission of an Environmental Impact Study (EIS) to assist with the characterization of a natural hazard feature. An EIS prepared for this purpose must integrate any relevant natural heritage or natural resource features or processes.

5. The Authority does not support the *fragmentation* of *hazard lands* through lot creation. It is recognized that it is not practical to avoid *fragmentation* in all cases. Exceptions to this policy may include, but are not limited to the following:

   a) Large agricultural parcels of sufficient size to accommodate a farming operation;
   b) The remaining *hazard lands* would be inaccessible for practical management due to division by a watercourse or slope;
   c) The *hazard lands* are *flood fringe* and are being planned for incorporation into the development.

3.2.3 Riverine Flooding Hazard Policies

1. In cases where detailed *flood plain* mapping is not available, the Authority may require that the *Regulatory Flood* Plain be mapped as part of an *EIS*, prepared by a qualified professional, to the satisfaction of the UTRCA.

2. Uses which may be established in the *flood plain*, subject to satisfying UTRCA Permit requirements, include:

   a) open space/recreation uses, including golf courses and playing fields, which do not require permanent structures or any major alteration of the landscape;
   b) uses which by their nature must locate within the *floodway,* such as flood and erosion control works, outlets, fish habitat improvements. See *restricted uses* in the Glossary.
   c) *accessory* buildings;
   d) non-structural uses such as forestry, wildlife management, gardens, nurseries and arboretums; and
   e) *replacement structures* or *minor works*.

3. The Authority, in cooperation with watershed municipalities, implements a *One Zone Policy Approach* for rural areas and un-serviced settlement areas. Where this approach is applied, the entire flood plain is considered to be *floodway*.

4. The Authority, in cooperation with watershed municipalities, may apply a *Two Zone Policy Approach* in serviced settlement areas. In areas where the Two Zone Policy Approach is applied, the *flood plain* consists of a *Floodway* area and a *Flood Fringe* area. Any extension of the Two Zone Policy Approach beyond serviced settlement areas must be approved by the Authority and must be supported by the municipality.

5. In very unique situations, the Province may identify specific areas as *Special Policy Areas.*

3.2.3.1 *Floodway* Policies

1. *Floodway* policies apply to all land within the *Regulatory Flood Plain* except for specifically identified *flood fringe* areas and specifically identified *Special Policy Areas.*

2. *Development* and *site alteration* is generally prohibited within the *floodway* of any *watercourse* regardless of whether the area of inundation contains high points of land not subject to *flooding*.

3. Parking is considered to be a component of *development*. The expansion of parking in a *floodway* to service new *development* that is not located in the *floodway* is not permitted. Parking must be located in the same zone as the use (e.g. parking for a residential use must be zoned residential).

4. For new *development,* vehicular and pedestrian *access* must be dry (at or above the Regulatory Flood Elevation).

5. For existing legal non-conforming uses, the Authority will encourage improvements to parking, *access* and *floodproofing*.

6. Where a *development* proposal which contains *flood plain* lands is submitted in a municipality that has a *flood plain* assembly scheme, the Authority shall recommend that those lands be dedicated to the Authority and/or the municipality.

3.2.3.2 *Flood Fringe* Policies

1. *Flood fringe* policies are applied in those specific cases where a Two Zone Policy Approach is implemented.

2. *Development* and *site alteration* is permitted in *flood fringe* areas subject to satisfying the Authority's *floodproofing* requirements. These requirements are implemented through the Section 28 Permit process.

3. Parking for existing, *infill* and re-development as a minimum must be provided at the 1:100 Year Flood elevation and this elevation must be within 0.3 metres of the *Regulatory Flood* Elevation.

4. Parking for new *development* must be at the *Regulatory Flood* Elevation.

5. For new *development,* vehicular and pedestrian *access* must be dry (at or above the Regulatory Flood Elevation).

6. For *infill development* and re-development, vehicular and pedestrian *access* must be safe, within 0.3 metres of the Regulatory Flood Elevation or determined using the *Technical Guide - River & Stream Systems: Flooding Hazard Limit* (OMNR and Watershed Science Centre, 2002).

3.2.3.3 Special Policy Areas

1. The following *Special Policy Areas* have been approved by the Province:

   - St. Marys SPA, Town of St. Marys
   - Coves SPA, City of London

   Development in these areas will be consistent with the specifically approved SPA policies.

2. Potential *Special Policy Areas* which are currently under consideration for the City of London include;
   - West London
   - Ada Street.

3. The following interim policies are applied in the potential Special Policy Areas:

   a) Intensification of use, either through the creation of lots or through zoning, is not permitted;
   b) New basements are not permitted;
   c) The conversion of non-residential use to residential is not permitted. Conversion of residential uses to commercial uses is encouraged;
   d) Specific construction requirements, including maximizing flood proofing, are implemented through the Section 28 Permit process.

3.2.4 Riverine Erosion Hazard Policies

1. Where *development* or *site alteration* is proposed within the limit of the riverine erosion hazard or an *allowance* from the riverine erosion hazard, the Authority may require that the erosion hazard be mapped as part of an *EIS*, prepared by a qualified professional.

2. *Development* and *site alteration* is generally not permitted in *meander belt* areas or on the face of steep slopes, ravines and distinct valley walls.

3. The establishment of the limit of the *hazard land* and safe setbacks must be based on the natural state of the slope, and not through re-grading or the use of structures or devices to stabilize the slope.

4. For new development adjacent to riverine erosion hazards, the development limit will be:

   a) For the meander belt: the meander belt limit plus an *erosion access allowance* of 6 metres;
   b) For *stable slopes* with no toe erosion: the top of slope plus an *erosion access allowance* of 6 metres
   c) For *stable slopes* with toe erosion: the top of slope plus an allowance for toe erosion plus an *erosion access allowance* of 6 metres
   d) For unstable slopes with no toe erosion: the point where the calculated stable angle of repose intersects the table land plus an *erosion access allowance of 6 metres*;
   e) For unstable slopes with toe erosion: the point where the calculated stable angle of repose intersects the table land plus a *Toe Erosion Allowance* plus an *erosion access allowance of 6 metres.*

5. Subject to Section 28 Permit requirements, erosion and sediment control structures and other associated structures may be permitted within the riverine erosion hazard limit.

3.2.5 Watercourse Policies

1. The conversion of open surface *watercourses* and open drains to closed surface drains is generally discouraged.

2. Subject to satisfying UTRCA and other agency requirements, alterations to watercourses may be permitted provided:

   a) Stream flow is not impeded;
   b) Flood conveyance and flood control are not compromised;
   c) Erosion processes are not aggravated and transferred to other areas; and
   d) The alteration addresses other natural hazard, natural heritage and natural resource policies of this manual.

3.2.6 Wetland Policies

The following policies relate to the natural hazard characteristics and functions of *wetlands* (whereas Section 3.3.2 sets out the policies applied to *wetlands* as *natural heritage features)*.

1. Where *development* or *site alteration* is proposed within the limit or the area of interference of a wetland, the Authority may require that the wetland boundary be mapped as part of an *EIS*, prepared by a qualified professional. The wetland boundary may need to be approved by the Ministry of Natural Resources.

2. *New development* and site alteration is not permitted in *wetlands*. Some *restricted uses* may be permitted provided that they are supported by an EIS or an Environmental Assessment.

3. Development and site alteration may be permitted within the *area of interference* of a *wetland* provided that there is no impact on the hydrological function of the *wetland* and no potential hazard impact on the development. The potential for *development* and *site alteration* within the *area of interference* of a *wetland* shall be determined through the completion of an *EIS*, prepared by a qualified professional, to the satisfaction of the UTRCA.

3.3 NATURAL HERITAGE FEATURES & AREAS

3.3.1 Overview

Natural heritage features and *adjacent lands* are described in Section 2.3 of the manual. The policies for *natural heritage features and areas* are organized under the same headings.

3.3.2 Wetland Policies

The following policies pertain to *wetland*s as *natural heritage features* (whereas the policies in Section 3.2.5 pertain to *wetlands* as natural hazard features).

1. New *development* and *site alteration* is not permitted in Provincially *Significant* or *other wetlands*. Some *restricted uses* may be permitted provided that they are supported by an EIS or an Environmental Assessment.

2. New *development* and *site alteration* is not permitted in *adjacent lands* associated with *wetlands* unless an *EIS* has been completed, to the satisfaction of the UTRCA, with no negative impact on the feature or its ecological function

3.3.3 Woodland Policies

3.3.3.1 Significant Woodlands

1. New *development* and site *alteration* is not permitted in *Woodlands* considered to be *significant*.

2. New *development* and *site alteration* is not permitted on *adjacent lands* to *Significant Woodlands* (within 50 metres) unless an *EIS* has been completed, to the satisfaction of the UTRCA, with no negative impact on the feature and its ecological function.

3.3.3.2 Other Woodlands

1. *Development* and *site alteration* is not permitted in other W*oodlands,* or the 50 metre *adjacent lands,* unless an *EIS* has been completed, to the satisfaction of the UTRCA, which demonstrates that there will be no negative impact on the feature and its ecological function. The creation of strategically placed new habitat, linkages or restoration of other *ecosystem* functions may be considered as mitigation measures.

2. Municipalities will be encouraged to include *woodlands* in parkland and other open space dedications and to use other measures to secure the long term protection of other *woodlands*.

3.3.4 Valleyland Policies

1. The Authority will strive to maintain all existing *valleylands* in their natural state by prohibiting and/or minimizing *development* and *site alteration* within these areas.

2. New *development* and *site alteration* is not permitted in natural *Valleylands*.

3. New *development* and *site alteration* is not permitted on *adjacent lands* to *Valleylands* (within 50 metres) unless an *EIS* has been completed, to the satisfaction of the UTRCA, which demonstrates that there will be no negative impact on the feature and its ecological function.

4. For complex slopes, where benches of developable land are located mid-slope, development may be permitted only when a detailed *EIS* demonstrates that there will be no negative impact on the feature or the ecological function of the overall *valleyland* system.

5. Increased *fragmentation* of ownership, through lot creation, within natural *valleylands is* discouraged.

3.3.5 Policies for Wildlife Habitat

1. *Development* and *site alteration* is not permitted in *Wildlife Habitat* unless an *EIS* has been completed which demonstrates that there will be no negative impact on the feature and its ecological function.

2. *Development* and *site alteration* is not permitted on *adjacent lands* to *Wildlife Habitats* (within 50 metres) unless an *EIS* demonstrates that there will be no negative impact on the feature and its ecological function.

3. The Authority encourages the maintenance and enhancement of wildlife movement corridors.

3.3.6 Policies for the Habitat of Endangered Species, Threatened Species, Species of Special Concern & Locally Rare Species.

1. *Development* and *site alteration* is not permitted in the *habitat* of *endangered species* and *threatened species*.

2. *Development* and *site alteration* may only be permitted in *habitats* where the presence of species of *Special Concern* or locally rare species is known when an *EIS*, completed by a qualified professional and approved by the UTRCA, demonstrates that the habitat can be avoided or the impacts of the *development* on the habitat can be mitigated.

3. *Development* is not permitted on lands adjacent to (within 50 metres) the habitat of *endangered species, threatened species*, species of *special concern* or locally rare species unless an *EIS* has been completed which demonstrates that there will be no negative impact on the feature and its ecological function. The size of the *adjacent lands* may be increased based on the significance and/or needs of the species.

3.3.7 Policies for Aquatic Ecosystems & Fish Habitat

1. *Development* and *site alteration* is not permitted in *fish habitat* except in accordance with provincial and federal requirements and where the habitat to provide for the life requirements of aquatic systems will not be reduced.

2. *Development* and *site alteration* is not permitted on *adjacent lands* (30 metres) unless an *EIS*, completed by a qualified professional to the satisfaction of the UTRCA, demonstrates that there will be no negative impacts on the feature or on its ecological functions. The size of the *adjacent lands* may be increased based on the significance and/or necessity of the species.

3. When reviewing *development* applications which are likely to result in a harmful alteration, destruction or disruption to *fish habitat*, the proposal will be referred to the

Federal Department of Fisheries and Oceans (DFO) as specified in the Authority's Level II agreement with DFO.

4. The rehabilitation or restoration of aquatic *ecosystems* including habitat, rehabilitation and fish recruitment is encouraged.

5. The conversion of open surface *watercourses* and open drains to closed sub-surface drains is discouraged.

3.3.8 Policies for Areas of Natural & Scientific Interest (Life Science)

1. *Areas of Natural & Scientific Interest* (Life Science) will be protected over the long-term.

2. *Development* and *site alteration* is not permitted in *Areas of Natural & Scientific Interest (*Life Science*)* unless an *EIS*, completed by a qualified professional to the satisfaction of the UTRCA, demonstrates that there will be no negative impact on the natural feature and its ecological functions.

3. *Development* and *site alteration* is not permitted on *adjacent lands* to *Areas of Natural & Scientific Interest* (within 50 metres) unless an *EIS*, completed by a qualified professional to the satisfaction of the UTRCA, demonstrates that there will be no negative impact on the feature and its ecological function.

3.4 NATURAL RESOURCES

3.4.1 Overview

The Authority promotes the conservation and wise use of natural resources over the long term.

3.4.2 Groundwater Policies

The following policies on groundwater are general in nature and are intended to be used in the interim until a *Source Water Protection* Plan is developed. It is anticipated that the Source Water Protection Plan will provide will provide updated information on groundwater processes, threats and strategies for protection. The following policies will be reviewed and updated once the source water protection planning process is completed.

1. Where comprehensive *groundwater* studies have been undertaken, protection of identified *groundwater* wellhead protection areas, areas that contribute to recharge (recharge zones), areas of *groundwater* susceptibility and discharge areas will be encouraged.

2. *Development* and *site alteration* will be limited in or near sensitive *groundwater* features in order to protect, improve and restore these features and their related hydrologic functions.

3. The decommissioning of abandoned wells to protect *groundwater* sources and to ensure public safety in accordance with Ministry of the Environment standards is encouraged.

3.4.3 Aggregate Resources Policies

1. The Authority will provide watershed municipalities and MNR with natural heritage, natural hazard and natural resource information related to aggregate proposals. The Authority will also provide technical review assistance to watershed municipalities to assist with their decision making responsibilities.

3.4.4 Agricultural Lands Policies

1. The Authority will provide natural heritage, natural hazard and natural resource information and technical review assistance to municipalities to assist with their decision making responsibilities.

3.5 SERVICING & MITIGATION

3.5.1 Overview

Changes in land use associated with urban development may temporarily or permanently alter the quality and quantity of water transferred between the various components of the hydrologic cycle. Unmitigated alterations to the hydrologic cycle could potentially have a negative impact on the *watershed ecosystem*. The Authority advocates for the protection and enhancement of natural hazard, natural heritage and other natural resources from the indirect impacts of development.

3.5.2 Policies for Stormwater Management and Erosion & Sediment Control Measures

The Authority provides stormwater management (SWM) and sediment and erosion control commenting and technical review services to all municipalities in the watershed. In those cases where the municipality has the required expert staff available to undertake detailed reviews, the Authority may limit its review to catchment level plan preparation and defer the review of detailed projects to the municipality. Where the review is deferred to the municipality, the Authority may still comment on natural heritage and natural resource matters.

1. The Authority advocates for the planning and implementation of SWM facilities on a catchment area basis through the completion of Subwatershed Plans, Master Drainage Plans or Catchment Strategies. Catchment planning is required for proposals where there is development potential for properties located beyond the subject property. Exceptions to this policy are limited to minor *infill* developments or cases where the coordination of stormwater management for the catchment cannot be practically achieved.

2. The Authority generally does not support:

   a) on-line SWM ponds designed to enhance water quality;
   b) the use of natural *wetlands* for SWM;
   c) SWM facilities within *natural hazards*; and
   d) SWM facilities within *significant* natural heritage features.

3. Consistent with Section 3.5.2.3, SWM facilities, with the exception of outlets, will be directed to areas located outside of the defined limits of the *natural hazard*. SWM facilities and associated measures may only be permitted in the *flood plain* if it can be demonstrated that there is a net public benefit in selecting the *flood plain* location and if all other potentially viable locations have been dismissed. Encroachment of SWM facilities into the *flood plain* must be justified with a catchment scale assessment as part of a Catchment Strategy, Area Plan, Subwatershed Plan, Master Drainage Plan or *Environmental Assessment Act* process. This type of assessment provides the opportunity to evaluate the location and function of SWM facilities based on technical, environmental, economic, and social factors. The following principles will be considered when assessing proposals to locate SWM facilities in the flood plain:

   a) The impact of the SWM facility on *flood plain* function (conveyance, flood storage etc) and implications for other *natural hazards;*
   b) The *net ecological benefit* of locating the SWM facility in the *flood plain;* and
   c) Cultural benefits of locating the SWM facility in the *flood plain.* While cultural benefits are considered, the natural hazard and natural heritage implications are paramount.

4. A SWM report for a site must address the following:

   a) The characteristics of the catchment area including physical characteristics, existing or approved development and the opportunities or constraints for stormwater management at the specific property within the context of the catchment;
   b) Identify and integrate the findings of any previous reports for the site or the catchment;
   c) Water balance must be addressed. Requirements are based on maintaining the existing hydrologic cycle in and surrounding a development area to the extent technically, physically and economically practicable:

      (i) Water quality requirements are to be established based on characteristics of the receiving waterbody and/or natural heritage feature, including but not

limited to aquatic habitat, local and/or regional significance, human and wildlife water use.

(ii) Water quantity control requirements will be based on both flooding and downstream erosion considerations. Quantity control typically ensures that post-development flow rates approximate pre-development rates for all return period increments from the 2 year to the 250 year. Any modifications to pre-development hydrology must be justified on the basis that they enhance the pre-development condition and must consider factors such as flood severity, flood timing and in-stream erosion potential of the receiving *watercourse*.

(iii) Monitoring and maintenance plans are required.

d) The Authority requires that a conceptual SWM report be submitted for review and approval prior to supporting development proposals to create multiple lots (multi lot severances, draft plans of subdivision or condominium). The report must be prepared by a qualified professional and must address the areas of concern previously outlined. The report must be completed at a sufficient level of detail to establish the type, size and location of stormwater facilities.

e) The Authority requires that *erosion* control at the source be implemented along with supplementary treatment between the source and receiving watercourse..

f) Sediment and *erosion* control measures are to be used on all construction sites to limit the effects of the proposed development on the surrounding natural environment and receiving drainage network.

3.5.3 Policies for Servicing

1. Private services are considered to be part of *development* and are subject to the policy requirements of this manual.

2. New servicing corridors or extensions to existing corridors will be reviewed by the Authority with regard for the policies in this manual. Authority comments will be provided through the appropriate mechanism, typically, through the Class Environmental Assessment Act process.

3.6 INTEGRATED RESOURCES & SYSTEMS PLANNING

The Authority advocates an integrated approach for planning and managing the watershed ecosystem. The following policies are intended to support this approach.

3.6.1 Policies for Integrated Resources & Systems Planning

1. All *development* and *site alteration* will be assessed with regard for the potential impacts on natural hazard, natural heritage and natural resource systems. The assessment of the resource, the identification of the development limit and mitigation measures must be undertaken through the completion of a comprehensive EIS.

2. The Authority recommends that studies to support development consider the implications for the affected planning area and should be based on logical natural boundaries or planning area boundaries. Studies completed at this scale are capable of characterizing the cumulative effects of development.

3. Notwithstanding Section 3.6.1.2, an EIS for a specific property or group of properties may be acceptable due to the scale of the development or the limited development area available. Although the EIS has a narrower scope, it must address the broader natural hazard, natural heritage or natural resource systems of the area. It should be noted that due to its narrower scope, the site a specific EIS is less capable of assessing cumulative impacts on the system and as a result, the Authority will take a more precautionary approach when assessing the acceptability of impacts.

4. The Authority will work with watershed municipalities to identify the need for comprehensive studies on priority issues. Comprehensive studies based on logical management boundaries are required to support large scale urban expansions.

4 SECTION 28 REVIEW & APPROVAL PROCESS

4.1 OVERVIEW

Section 28 of the Conservation Authorities Act provides the UTRCA with the legislative responsibility to regulate activities such as the placing or dumping of fill, the construction of buildings or structures in or on *flood plains*, wetlands, or ponds through a permit process within the Authority's areas of jurisdiction. Through its Permit Process, the Authority regulates development in order to prevent the creation of new hazards or aggravating existing ones. Staff responsible for the review of Section 28 applications must note that the principle of development will be established through prior approval of related planning applications, where necessary, in advance of Section 28 approval from the UTRCA.

4.2 REGULATION LIMIT

Regulation Limits are the result of several components, each of which addresses a specific hazard. These include:

- Riverine Flooding Hazard and Allowance
- Riverine *Erosion* Hazard and Allowance
- *Wetlands* and *Area of Interference*
- *Watercourses*

The final *Regulation Limit* for each system is taken as the greater of the applicable hazard limits. *Regulation Limit* mapping prepared by the Upper Thames River Conservation Authority has been completed in full accordance with guidelines from the Ministry of Natural Resources and Conservation Ontario. The Authority's policies for the *Regulation Limit* have been organized under the following main headings:

1. General Policies for the *Regulation Limit* – applies to all hazard types

2. Riverine Flooding Hazards – the Authority's area of interest is the *flood plain* and its main components including the *floodway*, the *flood fringe* and *special policy areas*

3. Riverine *Erosion* Hazards - the Authority's area of interest includes steep slopes, valley lands, ravines, and the *meander belt*.

4. *Wetlands* - the Authority's area of interest includes swamps, marshes, bogs, fens and ponds as well as organic soils (e.g. peat) and the areas of interference surrounding *wetlands*.

4.2.1 General Policies for Hazard Limit

1. *Development* and *site alteration* shall be directed away from *hazard lands* where there is an unacceptable risk to public health or safety or property damage and shall be directed to areas located outside of the defined limits of the hazard.

2. *Development* and *site alteration* may only be permitted in *hazard lands* provided that all of the following conditions can be implemented to the satisfaction of the Authority:

   a) Appropriate *floodproofing* measures, *protection works* and safe and dry *access* during times of *flooding*, *erosion* and other emergencies are provided.

   b) No new hazards will be created and existing hazards will not be aggravated.

   c) No adverse environmental impacts will result.

   d) The *development* does not include institutional uses or essential emergency services or the disposal, manufacture, treatment or storage of *hazardous substances.*

3. All *development* and *site alteration* proposed within the *Regulation Limit* shall require prior written approval from the Authority in accordance with Section 28 of the Conservation Authorities Act and be consistent with policies contained herein.

4. Any *development* or *site alteration*, permitted in accordance with policies 4.2.1 (1., 2. and 3.), with the exception of watercourse alterations, will maintain a minimum setback of 30 metres from the bank of any coldwater/coolwater *watercourse* and warmwater sportfish *watercourse* and 15 metres from the bank of any warmwater baitfish *watercourse*. Exceptions may be considered on a site-specific basis in areas of existing development, where the works will not encroach into the setback any further than the existing building/structure and where no other alternative exists. Additional setbacks may be required as per other agency guidelines.

5. Fencing – Fencing is normally considered exempt from permission required under the Section 28 regulation. However, the UTRCA generally discourages fencing in natural hazard areas. Where necessary, fencing should be constructed in such a manner that it does not impede conveyance of flow of the *watercourse* and does not require the use of *fill* within flooding hazard limits and *wetlands*.

6. Integration – While this section of the manual is devoted to policies associated with the review and approval of applications made to the UTRCA pursuant to Section 28 of the Conservation Authorities Act, it is imperative that staff integrate natural heritage policies, goals and objectives into the decision-making process. Similarly, staff must be familiar with and have full regard for other environmental legislation which may have a direct bearing on whether development, interference with *wetlands* and alterations to shorelines and *watercourses* may proceed.

7. Passive Low Intensity Recreational Uses – Flooding Hazards

Passive low intensity recreational uses, associated with public parks, outdoor recreation and education, *pathway and trail systems*, water access points or conservation activities may be permitted within a *flooding hazard* provided it can be demonstrated that:

- there is no feasible alternative site outside of the flooding hazard;
- where unavoidable, intrusions on hydrologic functions are minimized;
- best management practices including site, facility, and/or landscape design and appropriate remedial measures will mitigate disturbance to hydrologic functions; and,
- the risk of property damage is minimized through site, facility, and/or landscape design and flood emergency plans.

8. Passive Low Intensity Recreational Uses – Erosion Hazards

Passive low intensity recreational uses associated with public parks, outdoor recreation and education, *pathway and trail systems*, watercourse access points or conservation activities may be permitted within *erosion hazards* provided that it can be demonstrated that:

- there is no feasible alternative to locate the *development* outside of the erosion hazard and that the *development* will be located in an area of least (and acceptable) risk as determined through appropriate technical reports (e.g., topographic survey, geotechnical study);
- there is no negative impact on existing and future slope stability;
- the potential for erosion has been addressed through the submission of proper drainage, erosion and sediment control and site stabilization/restoration plans; and
- the use will not prevent access into and through the valley in order to undertake preventative actions or maintenance or during an emergency.

4.2.2 Riverine Flooding Hazard Policies

1. *Floodway* – New *development* is generally not permitted within the *floodway* of any *watercourse*.
2. *Flood Fringe* – *Development* and *site alteration* is permitted in identified *flood fringe* areas, subject to satisfying *floodproofing* requirements through the UTRCA's Section 28 Permit Process. Specific policies are provided below.
   a) Residential – For new development, no building openings are permitted below the *Regulatory Flood* Elevation. Construction drawings with *floodproofing* considerations must be prepared by a qualified professional. If a basement is proposed, *dry, passive floodproofing* measures must be presented on detailed drawings prepared by a qualified professional. Sufficient surveys and inspections will be required to allow for provision of as-built drawings upon completion of the project. Additions will be permitted (including bedrooms and associated increases in density) if access is safe or dry and *floodproofing* is achieved to the level of the *Regulatory Flood* Elevation. If *floodproofing* to the Regulatory Flood Elevation is not feasible, additions must be less than 25 per cent of the existing ground floor area and must not include bedrooms or require zoning by-law amendments to increase population density.

b) Industrial/Commercial – Access must be at a minimum of the *floodway* elevation and within 0.3 metres of *the Regulatory Flood* Elevation. *Dry, passive floodproofing* is preferred, with no building openings below the Regulatory Flood Elevation. If a basement or lower level is proposed, there must be engineering certification that the building is *floodproofed* with design components (i.e. backflow valves, foundation reinforcement) shown on construction drawings. Sufficient surveys and inspections must be undertaken to allow for the provision of as-built drawings following project completion. *Wet floodproofing*, with the same requirements as above will only be deemed acceptable if *dry floodproofing* is not feasible. For additions greater than 50 per cent of the existing floor area, requirements are the same as for new construction.

c) Institutional – "Lower risk" uses such as arenas and libraries must satisfy the same requirements as listed for Industrial/Commercial.

3. Special Policy Areas – Development within approved Special Policy Areas shall be consistent with the approved policies. For potential Special Policy Areas such as West London and Ada Street in the City of London, the following interim policies apply:
   a) Intensification of use, either through the creation of lots or through zoning is not permitted. Conversion of residential uses to commercial uses is encouraged.
   b) New basements are not permitted
   c) Permitted activities will include additions less than 100 per cent increase in size, *accessory* buildings to existing uses and other minor works
   d) *Floodproofing* measures to the *Regulatory Flood* Elevation will be required if feasible or at a minimum to the height of the main floor (first floor) of the higher of adjacent structures
   e) For new structures, detailed *floodproofing* measures must be submitted on drawings prepared by a qualified professional, with sufficient surveys and inspections to allow for provision of as-built drawings upon completion of the project

4. Additions to existing buildings and *replacement structures* may be permitted in the *flood plain* subject to satisfying the Authority's requirements.

5. *Accessory* buildings may be permitted in the *flood plain* subject to satisfying the Authority's requirements.

6. *Replacement Structures* in the *Floodway* – *Replacement structures* are structures that replace existing building or structures, including buildings and structures designated as architecturally or historically important and that have (recently) been demolished or destroyed but does not include reconstruction on remnant foundations. *Replacement structures* may be permitted by the UTRCA provided that the *replacement* structure, its construction and any new servicing requirements comply with the following:

   a) The structure can be *floodproofed* to the level of the *Regulatory Flood.* If *Regulatory Flood* protection is not technically feasible, a lower level of flood risk protection may be permitted and must be provided to the maximum elevation possible as determined on the basis of site-specific evaluation.

b) The proposed structure must not exceed the total "footprint" area of the original structure as it existed on (April 25, 2000).

c) The flood risk must not exceed the risk associated with the previous/existing structure or development such that:

   i. The location of the *replacement* structure and services are not susceptible to higher depths and/or velocities of *flooding*;
   ii. The use associated with the *replacement* structure and development does not increase risk to property damage or public safety (e.g. converting from habitable to non-habitable); and
   iii. The use within the *replacement* structure and/or the property as a whole is not intensified.

d) The proponent agrees to carry out site-specific flood damage reduction measures such that, in order of priority:

   i. *Dry, passive floodproofing* measures shall be implemented to the extent technically possible to achieve the required level of flood protection: and/or
   ii. *Wet floodproofing* measures are incorporated as required to achieve and maximize the required level of flood protection.

e) Ingress and egress should be "safe" or "dry" pursuant to contemporary *floodproofing* guidelines in addition to Provincial Policy and/or achieve the maximum level of flood protection determined to be feasible and practical based on existing infrastructure.

f) The proposed *flood* damage reduction measures do not increase flood risk on adjacent, upstream and/or downstream properties.

g) All applications for *development* approval must be accompanied by engineering studies, prepared by qualified professionals, detailing such matters as *flood* frequency, depth and velocity of flow, soil conditions, proposed *flood* damage reduction measures including structural design details, stormwater management and other information and studies as may be required by the UTRCA and the local municipality.

h) Approval of an application under this policy will be subject to the consent of the UTRCA's Hearings and Personnel Committee.

7. The construction of above-ground and in-ground swimming pools shall not be permitted in the *floodway* of any *watercourse*. Swimming pools will only be considered within the flooding hazard where an alternative outside the *flood plain* does not exist. There must be no loss of flood storage or flood conveyance due to the pool's construction, fencing or associated grading. Electrical servicing must be *floodproofed*. An assessment of potential hydrostatic pressures under both normal and flood conditions may be required for below-ground pools.

8. Golf Courses - Golf course construction shall not be permitted in areas which are affected by *flood* events which occur more frequently than a 1:10 year storm. Associated structures including clubhouse and maintenance buildings must be located above the *Regulatory Flood* Elevation and outside of any erosion hazard. *Watercourse* crossings associated with golf course *development* shall be minimized and be designed by a qualified professional. Designs must take into consideration flood susceptibility, structural integrity in times of flooding, hydraulic capacity, fluvial geomorphic processes, approach ramp fill requirements and the potential for seasonal removal. Golf course will only be approved by the UTRCA upon completion of an *Environmental Impact Study* by qualified professionals which considers, in addition to those items noted above, vegetation communities, buffer requirements, stormwater management opportunities, erosion and sediment control requirements, site drainage and grading, integrated pest management opportunities, water taking requirements and other areas of concern identified through a scoping exercise.

9. Stormwater Management Facilities - Consistent with Policy 4.2.1, stormwater management facilities shall be directed to areas located outside of the defined limits of the natural hazard. Additionally, SWM facilities and associated measures may only be permitted in the *flood plain* if it can be demonstrated that there is a net public benefit in selecting the *flood plain* location and if all other potentially viable locations have been dismissed (on technical/environmental basis). The following principles will be considered when assessing such proposals:

   a) The location of the SWM facilities in the *flood plain* will have no impact on natural hazard management or fluvial processes;
   b) The location of SWM facilities in the *flood plain* will result in a *net ecological benefit* for the planning and catchment area;
   c) Cultural benefits from the location of SWM facilities in the *flood plain* are accrued but encroachment in the *flood plain* cannot be justified solely on the merit of cultural benefits;
   d) The SWM facilities must meet design and maintenance performance requirements for the receiving *watercourse*;
   e) SWM facilities must satisfy the approval requirements of the local municipality, Ministry of the Environment and other affected environmental approval agencies; and
   f) On-line SWM facilities will only be considered in the context of a current subwatershed plan and where the facility is within a not-apparent valley, where no *fish habitat* exists and no adverse environmental impacts will result from the works.

10. Cut and *fill* activities generally shall not be permitted in the *floodplain* of any *watercourse*.

11. Where the *flood plain* of a *watercourse* has not been calculated, the Authority shall require the applicant to prepare the calculations and mapping in accordance with *flood plain* mapping criteria established by the Ministry of Natural Resources.

12. Parking Lots – Parking lots will only be considered within the flooding hazard limit in cases where the flooding hazard limit is within a not-apparent valley or in areas of

existing development within the valley with acceptable *access* to the site. Parking lots associated with residential development must be located above the *1:100-year flood* elevation, within 0.3 metres of the Regulatory Flood Elevation, be designed to account for *access* and egress under *Regulatory Flood* conditions and must maintain the stage-storage-discharge relationship for a range of rainfall events.

13. *Access* – For new *development*, vehicular and pedestrian *access* must be dry, to an elevation matching or exceeding the Regulatory Flood Elevation. For existing *development* and *infill* proposals, vehicular and pedestrian *access* must be "safe", within 0.3 metres of the Regulatory Flood Elevation or as determined through use of the following documents: a) Technical Guide – River and Stream Systems: Erosion Hazard Limit and b) Technical Guide – River and Stream Systems: Flooding Hazard Limit (Ministry of Natural Resources & Watershed Science Centre, 2002)

14. *Minor Works* - will be permitted within the *flood plain* subject to satisfying the Authority's requirements.

15. Agriculture – The use of the flood hazard limits for ongoing cropland, livestock feeding and grazing, orchards, and nurseries and associated activities such as plowing, and fencing are not considered *site alterations.* The construction of farm buildings (excluding residences, commercial greenhouses and large-scale enclosed livestock facilities) may be considered within the flooding hazard limit, where no site can be reasonably utilized for the proposed works outside of the flooding hazard limit and where the structures will be floodproofed.

4.2.3 Riverine Erosion Hazard Policies

1. *Fill* and grading and related *site alteration* activities shall not be permitted in erosion *hazard lands*, unless associated with measures prescribed and/or approved by a municipality or environmental agency specifically intended to remediate *erosion* concerns.

2. The Authority shall encourage the *conservation of land* through the control of construction and placement of *fill* on existing or potentially unstable slopes.

3. Any *development* or *site alteration* proposal which is in close proximity to an erosion hazard and located within the *Regulation Limit*, must be supported by a favourable geotechnical report and an *Environmental Impact Study* (*EIS*) prepared by a qualified professional, to the satisfaction of the UTRCA.

4. Any *development* or *site alteration* proposal which is in close proximity to a *meander belt* and that is located within the *Regulation Limit*, must be supported by a favourable geomorphological study and an *EIS*, prepared by a qualified professional, to the satisfaction of the UTRCA.

5. In specific cases where buildings, structures or private *access* roads already exist on a valley wall, reconstruction or alteration may be permitted subject to the following:

a) Best efforts must be undertaken to relocate the existing structure outside of the valley and associated tableland *Regulation Limit*.

b) A qualified professional must complete a geotechnical study to determine the risk of the proposed work. The study will include an assessment of the stability of the valley wall, rate of *erosion* or recession of the valley wall, *access* issues and an assessment of the construction technique on the valley wall. The design of any works must ensure that the long-term stability of the valley wall is maintained and that no risk to life or property damage is anticipated.

c) No adverse environmental impacts to existing natural features and functions.

4.2.4 Wetland Policies

1. New *development* and *site alteration* is not permitted in wetlands. Some *restricted uses* may be permitted provided that they are supported by an EIS or an Environmental Assessment.

2. *Development* and *site alteration* within the *area of interference* of a *wetland* shall only be permitted by the Authority if the applicant can demonstrate that such activity will have no impact on the control of *flooding, erosion*, *pollution* or the *conservation of land.* This will involve a scoping process where the UTRCA and the proponent (with the help of a qualified professional as required) will assess a proposed undertaking, having regard for the sensitivity of the *wetland* features and functions, the extent of encroachment and impact of use. This initial assessment will assist with the formulation of the terms of reference for a *scoped EIS* or a *comprehensive EIS*.

3. The following policies shall apply to regulating *development* and *site alteration* on lands located within 120 metres of *Provincially Significant Wetlands* and *wetlands* greater than or equal to 2 hectares in size:

4.

A. WITHIN 30 METRES

a) Where buildings and structures already exist within 30 metres of a Provincially *Significant* Wetland and *wetlands* greater than or equal to 2 hectares in size, any reconstruction, alteration or additions may be permitted subject to the following:

i) No new septic systems permitted

ii) Existing septic systems may be replaced provided there are no feasible locations available outside of the 30 metre *area of interference* and it does not encroach any closer to the wetland than the existing system

iii) Reconstruction, alteration or addition does not encroach any closer to the wetland than the existing development at its closest point

iv) Even if the existing development is closer than 15 metres to the wetland, no new development is permitted within 15 metres of the wetland

v) A hydrologic study may be required to determine whether there would be a negative impact on the hydrologic functions of the wetland as a result of the proposed development

b) Where there is an existing lot of record and residential dwelling, in existence prior to the adoption of these policies and where no land exists outside of the 30 metre *area of interference*, pools, decks and non-habitable accessory structures may be permitted subject to:

i) No *development* or *site alteration*s permitted within 15 metres of the wetland

ii) A hydrologic study may be required to determine whether there would be a negative impact on the hydrological functions of the wetland as a result of the proposed *development* or *site alteration*.

c) Except as provided for in policies 4.2.4 (3.) A(a) and 4.2.4 (3.) A(b.), no new development or site alteration is permitted within 30 metres of a Provincially Significant Wetland or a wetland greater than or equal to 2 hectares in size.

B. BETWEEN 30 & 120 METRES – LETTER OF CLEARANCE

The following uses may be permitted and will only require a letter of clearance, if proposed within 30 to 120 metres from the limit of a Provincially *Significant* Wetland or a wetland greater than or equal to 2 hectares in size:

i) Single family residential dwelling
ii) Swimming pools, decks, non-habitable *accessory* structures
iii) Minor additions to existing residential and agricultural buildings/structures
iv) Residential septic systems

C. BETWEEN 30 & 120 METRES – PERMIT

Any uses, other than those outlined in Policy 4.2.4 B., proposed within 30 to 120 metres of a wetland will require a permit pursuant to Ontario Regulation 157/06 and will need to be supported by a hydrological assessment, prepared by a qualified professional, that identifies whether the proposed development or site alteration would cause a negative hydrologic impact on the wetland features/functions

4. The following policies apply to regulating *development* and *site alteration* on lands located within 30 metres of *Other Wetlands* less than 2 hectares in size:

A. WITHIN 15 METRES

a) Where buildings and structures already exist within 15 metres of *Other Wetlands* less than 2 hectares in size, any reconstruction, alteration or additions may be permitted, subject to the following:

i) No new septic systems permitted;
ii) Existing septic systems may be replaced provided there are no feasible locations available outside of the 15 metre limit and it does not encroach any closer to the wetland than the existing system;
iii) The reconstruction, alteration or addition does not encroach any closer to the wetland than the existing development at its closest point;
iv) Even if the existing development is closer than 7.5 metres to the wetland, no new development is permitted within 7.5 metres of the wetland; and
v) A hydrologic study may be required to determine whether there would be a negative impact on the hydrologic functions of the wetland as a result of the proposed development.

b) Where there is an existing lot of record and residential dwelling in existence prior to the adoption of these policies, and where no land exists outside of the 15 metres adjacent to a wetland, pools, decks and non-habitable accessory structures may be permitted subject to:

i) No development or site alteration permitted within 7.5 metres of the wetland; and

ii) A hydrologic study may be required to determine whether there will be a negative impact on the hydrologic functions of the wetland.

c) Except as provided for in Policies 4.2.4 (5.) A. (a) and 4.2.4 (5.) A. (b), no new *development* or *site alteration* is permitted within 15 metres of *Other Wetlands* less than 2 hectares in size.

B. BETWEEN 15 & 30 METRES – LETTER OF CLEARANCE

The following uses may be permitted, and will only require a letter of clearance, if proposed within 15 to 30 metres from the limit of a *Other Wetlands* less than 2 hectares in size:

i) Single-family residential dwelling;
ii) Swimming pools, decks, non-habitable accessory structures;
Iii) Minor additions to existing residential and agricultural buildings/structures;
iv) Residential septic systems; and
v) Landscaping and minor grading associated with the above.

C. BETWEEN 15 & 30 METRES – PERMIT

Any uses, other than those outlined in Policy 4.2.4 (4.) B. above, proposed within 15 to 30 metres of a wetland will require a permit pursuant to the Authority's Ontario Regulation 157/06 and will need to be supported by a hydrological assessment, prepared by a qualified professional, that identifies whether the proposed development or site alteration would cause a negative hydrologic impact on the wetland feature and its function.

4.2.5 Watercourse & Flood Plain Alteration Policies

1. Major *flood plain* alterations (including placement of *fill* to create a building lot) and major *watercourse* alterations (including enclosures) are generally not permitted. Such alterations may be considered where justification is provided through a subwatershed study, an *Environmental Assessment* or similar comprehensive study and are subject to conformity with municipal planning documents.

2. Minor *flood plain* and *watercourse* alterations will be evaluated on an individual basis, having consideration for the following:

   a) No negative impacts on the natural features or on the ecological functions, including fish and wildlife requirements as set out by other federal, provincial or municipal legislation/plans/technical guidelines and a *net environmental benefit* is achieved;
   b) Maintenance of the natural topography of the *watercourse* system, flood conveyance and flood storage;
   c) No adverse impacts on fluvial processes (*meander belt*);
   d) No adverse impacts on *groundwater* recharge/discharge;
   e) Geotechnical issues are addressed; and
   f) Implementation of recommendations within UTRCA-endorsed watershed or subwatershed studies or *Environmental Assessment*.

3. The straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or *watercourse* will only be permitted with prior written approval of the UTRCA. An exception is made for activities conducted pursuant to the Drainage Act, where the Conservation Authority has an opportunity to work in cooperation with member municipalities and other approval agencies (including Fisheries and Oceans Canada – DFO) to consider and mitigate the environmental impacts of drain maintenance and new drainage proposals.

4. Notwithstanding policy 4.2.5.3, bridges and other major structures proposed on municipal drains will require prior written approval from the Conservation Authority.

5. The Authority encourages the retention of all *watercourses* and adjacent resource areas in their natural state.

6. Watercourses will be protected, improved or restored by minimizing potential negative impacts, having full regard for riparian rights and conditions.

7. Development and site alteration will be restricted in or near *watercourses* so that those features and their related hydrologic functions are protected, improved or restored.

8. Pit Licence Applications – Proposals for aggregate extraction will sometimes involve lands regulated by the Conservation Authority. Class A licence applications will require the preparation of plans showing existing features, operational plans, progressive rehabilitation, final rehabilitation and cross-sections. Accompanying documents will include hydrogeological reports, noise and dust studies, archaeological investigations and natural heritage assessments. The UTRCA will undertake a peer review of pertinent reports, often on behalf of member municipalities but also to ensure that requirements for Section 28 approval are satisfactorily addressed. Conservation Authority considerations will include: stockpiling and berming of soil relative to flood conveyance, site drainage, slope stability, proximity to wetlands, impacts on neighbouring lands (including UTRCA lands), rehabilitation options and extraction relative to the groundwater table. A scoping exercise with the applicant and/or the consultants will help to clarify *Environmental Impact Study* and reporting requirements where Section 28 approval is required by the UTRCA. This will help to ensure that there will no redundancy with report/plan submissions required in support of an application made pursuant to the Aggregate Resources Act.

9. Golf Courses – *Channelization* and/or watercourse realignments will not be permitted to facilitate new golf course proposals or for the purpose of protecting future golf course infrastructure. Where site-specific *erosion* control measures are proposed, bioengineering is the preferred method of remediation and must be based on accepted fluvial geomorphic principles. *Fish habitat* and associated riparian areas shall be maintained and enhanced where possible.

10. The Authority does not support the construction of in-stream, by-pass and connected ponds which link directly into a watercourse.

11. A minimum setback of 15 m from all *watercourses* is required for all ponds.

12. Ponds will not be permitted within *wetlands*.

13. Dugout ponds and off-line by-pass ponds may be permitted within the *flooding* hazard limit if it can be shown that the following general and specific requirements can be satisfied:

    a) No negative impact on natural features and ecological functions;
    b) No negative impacts on water quality, including thermal *pollution*;
    c) All *fill*, including dredged material is removed from the flooding hazard limit;
    d) No net loss of *wildlife habitat*;
    e) No impacts on *flood plain* fluvial processes; and

5 INQUIRY SERVICES

5.1 PROPERTY CLEARANCE LETTERS

Inquires are received on a daily basis from solicitors, real estate agents, and the general public interested in determining whether regulations made pursuant to Section 28 of the Conservation Authorities Act affects a given property. This information sharing process is important in developing a pro-active approach to land use planning and resource management for the Authority. The UTRCA views its inquiry service as an opportunity to educate landowners about the Natural Hazard and *Natural Heritage Features* on the subject property. It also provides an indication of the potential limitations for *development* to a landowner or prospective home-buyer.

1. A fee consistent with those identified in the Authority's Fee Schedule, a copy of which is provided in Appendix 9.1.1 of the Manual applies to all Property Clearance Letters prepared by the Authority.

2. A fee will be applied to each roll number for which a response has been requested.

3. The UTRCA will provide a letter to advise when the subject property is affected by the *Regulation Limit*.

4. The UTRCA will provide a letter to advise when the subject property is affected by a Natural Heritage Feature, utilizing the most recent information available at the time of the inquiry.

5. If the subject property is affected by the *Regulation Limit* and/or a Natural Heritage Feature, mapping will be provided to indicate its extent.

6. For inquiries not affected by the *Regulation Limit* and/or a Natural Heritage Feature, a letter or a stamped version of the inquiry indicated the concerns will be provided

7. If an inquiry for a property outside the UTRCA jurisdiction is received, the inquiry will be directed to the appropriate Conservation Authority by providing a letter copying the letter to the Conservation Authority which has jurisdiction in a timely manner.

8. The UTRCA will endeavour to respond within two weeks of receiving the request.

9. The UTRCA may require that inquiries be accompanied by a survey or a roll number of Property Identification Number (PIN).

5.2 DATA REQUESTS

The UTRCA maintains a variety of data in electronic tabular and geospatial (GIS) databases. This includes primary UTRCA data such as: flood line elevations, flooding hazard limits, erosion hazard limits, digital ortho-photography and *natural heritage features*. The UTRCA also provides data from our monitoring programs which includes: stream flows, rain fall, snow course sampling data, ambient water quality information (as part of the Provincial Water Quality Monitoring Network) and aquatic community health data (benthic, fish, *fish habitat* and Species at Risk). In addition, secondary data[1] which is available through the UTRCA's partnership in the Ontario Geospatial Data Exchange (OGDE) may be provided with extended data sharing agreements (such as Ontario Base Mapping). Providing data allows consultants direct access to relevant information through common formats that are supported by industry standard software.

The sharing of digital data is subject to the following conditions:

1. Data sharing agreement(s) must be entered into between the Consultant, the UTRCA and where required, the Ontario Ministry of Natural Resources.

2. A fee consistent with those identified in the Authority's Fee Schedule, a copy of which is provided in Appendix 9.1.1 of this Manual shall apply to all Data requests filled by the Authority.

3. Geospatial data will be provided in tiles based on a standard index grid covering the Upper Thames *watershed*.

4. The UTRCA will endeavour to respond within two weeks of receiving the request for information.

[1] Data created and maintained by other agencies (Ontario Ministry of Natural Resources) that does not belong to the Upper Thames River Conservation Authority.

6 IMPLEMENTATION & INTERPRETATION

This section is intended to assist with the implementation and interpretation of the goals and objectives, the guiding principles and the policies contained in this manual.

6.1 GENERAL

1. This Environmental Planning Policy Manual applies to all applications, matters or proceedings commenced after June 27, 2006. Transition policies will be developed to address those situations where the Authority has imposed or signed off on conditions which have effectively established the principle of *development* (e.g. phased plan of subdivision, Area Plan). In general, applications received on or prior to June 27, 2006 will be processed using previous guidelines and all applications received after June 27, 2006 will be processed using the new policies.

2. This manual will be posted on the Authority's web-site to allow ready access to this information by landowners, municipalities, development professionals and other stakeholders.

3. The Environmental Planning Policy Manual is to be read in its entirety and all relevant policies are to be applied to each situation.

4. Italicized terms in this Policy Manual are defined in the glossary. The defined terms are intended to capture both the singular and plural forms of these terms in the manual.

5. Authority Staff will undertake an annual review of the Environmental Planning Policy Manual to evaluate the effectiveness of the policies and to incorporate new policies which reflect the findings of up to date research and studies. Any recommended changes will require the approval of the UTRCA Board of Directors.

6. The policies in this manual will guide the UTRCA's decision making. It is the responsibility of the proponent to research and address the requirements of other legislation, policies and standards that are administered by other agencies or municipalities.

7. The UTRCA relies on Technical Manuals and Implementation Guidelines that are prepared and updated by other agencies such as the Ministry of Natural Resources or the Ministry of Environment. It is the responsibility of the proponent to ensure that the most up to date information is being used.

8. In cases where both a Planning Act approval and a Section 28 (Conservation Authorities Act) approval are required, the UTRCA will rely on the broader Planning Act approval process to establish the land use and the Section 28 process will then be utilized to implement specific requirements. The same policy applies to other legislation such as the Environmental Assessment Act. UTRCA permit requirements

will be identified through these other processes. UTRCA participation in these processes does not release the proponent from the requirement to obtain specific UTRCA approval in Regulated areas.

9. Applicants are encouraged to meet with Authority Staff prior to submitting their *development* applications and proposals so that any issues and concerns can be identified. This pre-consultation should also include municipalities and other agencies where appropriate. Through pre-consultation, Staff can advise applicants of technical studies and supporting information that may be required for the review process. This process allows for the early identification of potential constraints and opportunities which will assist with the scoping of information and study needs, the identification of realistic time lines and the assessment of project viability by the proponent.

10. Proponents are encouraged to work through the approval process in steps in order to manage expenditures of time and resources. For example, it is recommended that the principle of development be established with the appropriate approval bodies before proceeding to detailed design. The identification of appropriate milestones can be included in the pre-consultation process.

11. The UTRCA needs to establish and maintain a cooperative relationship while continuing to educate *watershed* municipal building officials to ensure that Conservation Authority policies and permit responsibilities are understood, thereby encouraging them to advocate for UTRCA policies.

6.2 PROCESSING PLANNING ACT APPLICATIONS

6.2.1 Notification

In accordance with Planning Act, the Authority shall be notified and circulated with all applications that relate to lands that are located within the jurisdiction of the UTRCA. Furthermore, the Authority shall be notified of the resulting Staff, Committee of Adjustment and/or Council decisions (e.g. adopted, refused, and appealed). The Authority may, in cooperation with interested municipalities, implement a pre-screening protocol to limit applications sent for Authority comment to only those that are necessary. A draft standard pre-screening protocol is included in Appendix 9.1.2 of the Manual.

6.2.2 Review

The main objectives of the Authority's review process are to:

1. screen *development* applications to determine if and where a Provincial or Authority interest may be impacted;
2. identify the need for technical reports; and
3. specify conditions for approval or alternatively, provide rationale why the *development* cannot be supported.

In reviewing all *development* applications, Authority Staff will consider applicable policies and provisions contained in this manual. Authority Staff will prepare and provide mapping to locate the regulated areas, *natural heritage features* and relevant natural resource features and advise applicants of any issues or requirements. While conditions for each application are determined on a site-by-site basis, they are prepared with regard for the potential cumulative effect on the *watershed*.

As required, the Authority's Planning Staff, review applications with the UTRCA's expert staff in ecology, hydrology, forestry, fisheries, biology and engineering to ensure that all matters of interest at the provincial and *watershed* level have been addressed. In its advisory capacity, any concerns or issues that are identified by the Authority will be directed to the appropriate decision making authority, within the timeframe specified by the circulating agency, provided that all of the necessary supporting information is available.

Authority Staff shall also determine whether an application should be referred to the Department of Fisheries and Oceans (DFO) under the federal Fisheries Act as part of the UTRCA's Level 2 agreement with DFO. Under this agreement, the Authority has the responsibility to recommend mitigation measures to alleviate potential harmful alterations, destruction, or disruptions (*HADD*) to *fish habitat*.

6.2.3 Appeals

Upon receipt of a Notice of Decision, Staff will review it to ensure that all of the Authority's concerns have been adequately addressed. In cases where the Authority's concerns have not been properly addressed, Staff shall determine if an appeal should be filed with the Ontario Municipal Board. The Authority may decide to appeal a decision that has been made by a Municipal Council or a Committee of Adjustment on the basis that the decision is not consistent with the requirements of the PPS or the policies contained in this policy manual. UTRCA Staff will prepare and submit a formal appeal within the established timeframe, indicating that the decision to appeal needs to be confirmed by the Board of Directors. Subsequently, a report is filed with the Board of Directors for consideration and based on their decision, staff will either confirm or withdraw the administrative appeal.

6.2.4 Approval

In order to ensure that the Authority's areas of interest are addressed, through the approval process specific conditions can be requested to be included in the subdivision agreement and site plan control agreement.

6.2.5 Technical Studies

When reviewing Planning Act applications , Authority Staff frequently require additional information in the form of technical supporting studies in order to undertake their analysis. The following list represents the supporting documentation which is most commonly requested by the UTRCA to assist in the review of *development* proposals:

- Cut and *Fill* Plan
- *Environmental Impact Study (EIS)* – Comprehensive or Scoped
- *Stormwater Management Plan*
- Erosion and Sediment Control Plans
- Aquatic Habitat & Fisheries Habitat Assessment
- Geotechnical Study
- River Morphology Study
- Grading and Leveling Plan
- Hydraulic Analysis
- Hydrogeological Study
- Landscape Plan
- Monitoring and Maintenance Plan
- Natural Habitat Retention Plan
- Site Restoration Plan
- Subwatershed Study or Plan
- Watercourse and/or Valley Wall Stabilization Plan
- Wildlife Management Plan

Consultants may be required to prepare a Terms of Reference for any technical study that is requested by the UTRCA in accordance with Authority approved submission requirements. Consultants are strongly encouraged to meet with Authority Staff before undertaking the technical study to ensure that the prepared terms of reference address all of the UTRCA's requirements. This step is recommended because in many case, there is no obvious industry protocol or accepted methodology for undertaking certain types of technical studies or for preparing inventories.

The technical study will be reviewed and Staff will advise whether the submission:

1. addresses the Authority's area of interest and *development* can be supported; or
2. is incomplete and more information is required and therefore the *development* application cannot proceed; or
3. does not address the Authority's area of interest and the *development* cannot be supported.

All technical submissions will identify all available information that provides a historical context for the related application, *development* or subject lands. This may include previous approvals, agreements, and area/community plans. A copy of this information must be appended to the technical study for the Authority's review process.

6.2.6 Peer Review

Technical reports are peer reviewed by Authority staff. Peer review is a process used to evaluate the work performed by one's peers to ensure that it meets specific criteria. The process of peer review subjects an author's work to the scrutiny of other experts in the general field. The UTRCA's expert Staff which includes planners, biologists, engineers, ecologists and water quality and GIS specialists are frequently called upon to undertake peer reviews.

Through the peer review process, the UTRCA will assess the technical report for the following:

- Confirm that it has been prepared by a qualified professional;
- Ensure that accepted technical guidelines, standards, methodologies or procedures have been followed;
- Check that appropriate data was utilized or if other data could have been used and if the information was properly analyzed;
- Check that relevant existing comprehensive studies for the area have been utilized or cross referenced; and
- Determine if the technical conclusions are reasonable and if recommendations for future monitoring are included or are necessary.

The peer review process can involve review of the entire report or be limited to specific sections of a report. The Authority reserves the right to choose the extent to which a report is scrutinized based on the experience of the peer reviewers with the report authors and the specific resource issue. Peer review is not intended to be a substitute for professional design services.

6.2.7 Fees

The Authority's fee schedule for Planning Act review is provided in the Appendix of the Manual.

6.3 PROCESSING SECTION 28 PERMIT APPLICATIONS

6.3.1 The Process

The Authority's approval is required for the issuance of permits under the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation,* in accordance with Section 28 of the Conservation Authorities Act. The UTRCA administers this regulation from the perspective of water quantity management and related hazards, *pollution* and the conservation of land.

As previously noted, it is the Authority's policy to resolve land use planning issues first before considering any *development* proposal on lands which are affected by the UTRCA's Regulation. The Authority will not endorse *development* proposals which require zoning changes, severances, minor variances or Official Plan Amendments within its *Regulation Limit*.

The intent of the Authority's application review process is to minimize the creation of new problems or the aggravation of existing ones, both on the site where *development* is proposed as well as on the neighbouring lands. Applications which conform to the requirements of the Regulation may be recommended for approval by Authority Staff who have been granted responsibility to process such proposals.

All of the conditions of an approved application must be completed to the satisfaction of the Authority, within one year of the decision. If the conditions are not satisfied within this time frame, the approval shall become null and void. If the intended scope of work remains unchanged, an applicant may request a one-year extension. This request must be made in writing within one year of the original permit issuance date.

6.3.2 Building Code

Chapter 51, Section 6 (1) of the Building Code Act stipulates that a chief building official may only issue a building permit where a proposed building does not contravene any other applicable law. It is essential for all building officials to ensure that all applicable laws have been adhered to including weather an Authority permit has been secured for a *development* in the regulated area prior to issuing a building permit. Copies of all permits issued by the Authority shall be forwarded to the building officials of local *watershed* municipalities as soon as possible thereby advising that the Authority's concerns and requirements have been addressed.

6.3.3 Hearing

Without the benefit of a hearing, the Authority cannot refuse an application made pursuant to Ontario Regulation 157/06. If an application is contrary to UTRCA policies, staff will offer the applicant an opportunity for a hearing. Only the UTRCA Board can refuse the application.

6.3.4 Approval Period

The Authority's permission shall be valid for a period of one year form the date of permit issuance. Requests for an extension of one year, provided that the scope of work remains unchanged from the original application, must be made in writing prior to the one-year expiration date of the original permit. An extension beyond that timeframe may be requested but may be subject to a full re-circulation and review of the *development* proposal to the satisfaction of the Authority.

6.3.5 Enforcement

The objective of enforcement is to ensure compliance with the policies, requirements and regulations that have been adopted by the Authority. Every reasonable attempt will be made to work cooperatively with a "violator" to resolve matters without pursuing legal recourse.

6.3.6 Technical Studies and Peer Review

The requirements of Section 6.2.5 and 6.2.6 shall apply.

6.3.7 Fees

The Authority's fee schedule for Section 28 reviews is provided in the Appendix of the Manual.

6.4 OTHER TECHNICAL REVIEW PROCESSES

6.4.1 Environmental Assessment Act

The Municipal Class *Environmental Assessment (EA*) is the class that is most frequently directed to the Authority for consideration and comment. This process applies to municipal infrastructure projects such as roads, water and wastewater undertakings.

UTRCA Staff review and provide comments on all Class and Individual Environmental Assessments that are proposed within the *watershed*. Staff ensure that environmental and resource concerns pertaining to air, land and water as well as plant, animal and human life are identified through this process. UTRCA input is guided by the policies in this manual. In addition to ensuring that the resource implications are properly considered, Staff need to work with the Environmental Assessment proponent to ensure that there is an appropriate balance between the level of detail needed to support a decision while allowing specific detailed design to be deferred to a later point in the process.

6.4.2 Drainage Act

The Drainage Act provides a procedure whereby municipalities may, with a valid petition of landowners in the "area requiring drainage" for agricultural practices, provide a legal outlet for surface and subsurface waters not attainable under common law. In return, the landowners within the defined drainage *watershed* pay for the privilege of the drainage outlet. Provisions for the distribution of future maintenance and repair costs are included as part of the drainage report.

The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) is responsible for the Drainage Act with implementation activities occurring at the municipal level. The UTRCA is provided the opportunity to comment in accordance with notification requirements outlined in the Drainage Act for certain types of activities. UTRCA input is guided by the policies in this manual. The Authority's comments must also incorporate requirements related to the Level 2 agreement between DFO and the UTRCA on Fish Habitat.

The Conservation Authority provides comments on both new drainage proposals and drain maintenance (in accordance with approved policies and procedures). The UTRCA can issue "Class Authorizations" for drain maintenance on Class A, B and C Drains.

6.4.3 Aggregate Resources Act

While Conservation Authorities do not regulate aggregate extraction activities, they actively participate in the review of applications made pursuant to the Aggregate Resources Act. Section 28 (11) of the Conservation Authorities Act is intended to minimize the duplication of review and approval processes for aggregate applications and to integrate the Ministry of Natural Resources' resource management approach. Pre-consultation with the UTRCA will help to ensure that proposals are consistent with environmental policies and the Generic Regulation and will avoid natural hazards and significant natural heritage features.

7 GLOSSARY & COMMON ABBREVIATIONS

7.1 GLOSSARY

The definitions in this manual and in the glossary are consistent with those provided in the Authority's Generic Regulation as well as in the Provincial Policy Statement.

Accepted Engineering Principles: means those current coastal and hydraulic engineering principles, methods and procedures that would be judged by a peer group of qualified engineers (by virtue of their training and experience), as being reasonable for the scale and type of project being considered, the sensitivity of the location, and the potential threats to life and property.

Accepted Geotechnical Principles: means those current geotechnical engineering principles, methods and procedures that would be judged by a peer group of qualified engineers (by virtue of their training and experience), as being reasonable for the scale and type of project being considered, the sensitivity of the location, and the potential threats to life and property.

Accepted Scientific Principles: means those current principles, methods and procedures, which are used and applied in disciplines such as geology, geomorphology, hydrology, botany and zoology, and would be judged by a peer group of qualified specialists and practitioners (by virtue of their training and experience), as being reasonable for the scale and type of project being considered, the sensitivity of the location, and the potential threats to life and property.

Access (ingress/egress): means the standards and procedures currently applied in engineering practice associated with providing safe passage for vehicles and people to and from a shoreline or river-side property during an emergency situation as a result of flooding, other water related hazards, the failure of floodproofing and/or protection works, and/or erosion that have been reviewed and approved by the Conservation Authority and/or the Ministry of Natural Resources.

Accessory: when describing a use, building or structure means a use, a building or structure that is subordinate and exclusively devoted to a main use, building or stricture and located on the same lot.

Active Floodproofing: means floodproofing techniques which require some action prior to an impending flood in order to make the flood protection operational (e.g. closing water tight doors).

Adjacent Lands: means those lands which are contiguous to a natural heritage feature or area where there is a potential that development or site alteration will have a negative impact on the feature or area. The adjacent lands provide a trigger for the need of an EIS.

Apparent System: means a riverine system where the physical presence of a valley corridor containing the system is visibly discernible. Also “well-defined system”.

Area of Interference: means the area located outside of the wetland that could impact the wetlands if development were to be permitted.

Areas of Natural and Scientific Interest (ANSIs): means areas having life science and earth science values designated by the MNR for protection, scientific study or education, chosen as representative of certain biological regions.

Bankfull Discharge: means the formative flow of water that characterizes the morphology of a fluvial channel. In a single channel stream, “bankfull” is the discharge, which just fills the channel without flowing onto the flood plain.

Bankfull Width: means the width of a bankfull channel measured at the widest Riffle section of the channel.

Baseflow: means the stream flow derived from groundwater.

Best Management Practices (BMPs): means methods, facilities and structures which are designed to protect or improve the environment and natural heritage features from the effects of land development activities. BMPs can include land use restrictions, source control of pollutants, stormwater management ponds, grassed swales, underground storage facilities, woodlot management, soil erosion control, crop rotation, tree windbreaks and natural fencerows.

Bioata: means all plant and animal life.

Biodiversity (Biological Diversity): means the variability among living organisms from all sources including terrestrial, marine and other aquatic ecosystems and the ecological complexes of which they are part; this includes diversity within species, between species and of ecosystems.

Buffers: means planned and managed strips of land and vegetation located between natural heritage features/areas and development sites which are intended to protect the natural heritage feature.

Channelization: means the straightening, widening and/or deepening of a watercourse channel.

Conservation of Land: means the protection, preservation, management, or restoration of lands within the watershed that include natural heritage features such as wetlands, woodlands and wildlife habitat as well as natural resources including surface and ground water.

Cumulative Effects: means the combined effects of all activities in an area over time and the incremental effects associated with individual projects in an area over time.

Development: in the PPS means the creation of a new lot, a change in land use or the construction of buildings and structures which require approval under the Planning Act but does not include:

1. activities that create or maintain infrastructure authorized under an environmental assessment process;
2. works subject to the Drainage Act; or
3. for the purposes of policy 2.1.3 (b), underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in EcoRegion 5E, where advanced exploration has the same meaning as under the Mining Act. Instead those matters shall be subject to policy 2.1.4(a)

Development: under the Conservation Authorities Act means:

- the construction, reconstruction, erection or placing of a building or structure of any kind; or
- any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure, or increasing the number of dwelling units in the building or structure; or
- site grading; or
- the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.

Development, Interference with Wetlands and Alterations to Shoreline Regulation: means the regulation under the Conservation Authorities Act that allows the UTRCA (and all Conservations Authorities across the province) to:

- Prohibit, regulate or provide permission for straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream, watercourse or changing, or interfering with a wetland.
- Prohibit, regulate or provide permission for development if the control of flooding erosion, dynamic beaches, pollution or the conservation of land may be affected by the development.

Drainage Area: means, for a point, the area that contributes runoff to that point.

Dry Floodproofing: means protecting a building or structure by sealing its exterior walls to prevent the entry of flood waters.

Ecosystem: means systems of plants, animals and micro-organisms together with non-living components of their environment, related ecological processes and humans.

Ecosystem Approach: means the linkages and relationships involving air, land, water and living organisms. The approach is adaptive and recognizes the dynamic nature of watersheds and watercourses and their respective landforms. It is intended to restore and maintain the integrity, quality, productivity and well being of the watershed and subwatersheds.

Endangered Species: means any indigenous species of fauna or flora which on the basis of the available scientific evidence is facing imminent extinction or extirpation.

Environmental Assessment Process: means a process that is used to predict the environmental effects of proposed initiatives before they are carried out. It is used to identify measures to mitigate adverse effects on the environment and can predict whether there will be significant adverse environmental effects, even after the mitigation is implemented.

Environmental Impact Study (EIS): means a report prepared by qualified professionals (engineers, biologists) to address the potential impacts of development on natural heritage features and areas. The types of Environmental Impact Studies include

Comprehensive EIS – is a landscape scale study which identifies natural heritage features for protection, potential development areas and development setbacks that are ecologically sustainable.

Scoped EIS – is an area specific study that addresses issues of particular concern not previously addressed in sufficient detail in a comprehensive study. The factors which may be considered for a scoped EIS include:

- The extent of the encroachment;
- The potential impact of the use; and
- The sensitivity of the feature.

Environmentally Significant Areas (ESAs): means natural areas including wetlands or ANSIs which have been, designated for protection by a regional or local municipality.

Erosion: means the process of gradual washing away of soil by water movement or seepage which may occur in one of the following ways:

- Rainfall or snowmelt and surface runoff (sheet, rill or gully erosion);
- Internal seepage and piping;
- Water flow (banks or base of river, creek channel); and
- Wave Action (shorelines of ponds, lakes bays)

Erosion impacts soil at the particle level by dislodging and removing the particles from the parent mass (with water being the transporting agent). Wind and frost may also weather and transport soil particles.

Erosion Access Allowance: means the allowance of 6 metres that is needed for the purpose of maintaining sufficient access for emergencies, maintenance, and construction activities within Apparent and Not Apparent Valley Systems.

Fill: means any material used or capable of being used to raise, lower or in any way affect the contours of the ground, whether on a permanent or temporary basis, and whether it originated on the site or elsewhere.

Fish Habitat: means the spawning grounds and nursery, food supply and migration areas which fish rely on to live.

Flood/Flooding: means a temporary rise in the water level which results in an influx of water in areas located adjacent to a watercourse that are usually not covered by water.

Flood Fringe: means the outer portion of the flood plain between the floodway and the limit of the regulatory flood. Flood depths and velocities have a tendency to be less severe in the flood fringe as compared to those in the floodway.

Flood Plain: means the area, usually low lands, adjoining a watercourse which has been, or may be covered by flood water.

Floodproofing: means a combination of structural changes and/or adjustments incorporated into the basic design and/or construction or alteration of individual buildings, structures or properties subject to flooding so as to reduce or eliminate flood damages.

Floodway: means the channel of a watercourse and the inner portion of the flood plain where flood depths and velocities are generally greater than those experienced in the flood fringe. The floodway represents that area required for the safe passage of flood flow and/or that area where flood depths and/or velocities are considered to pose a potential threat to life and/or property damage.

Fragmentation: means the breaking up of a once large system into smaller parts. The interruption of continuous forest cover has resulted in isolated forest fragments and limited forest ecosystem function.

Groundwater: means (1) Water occurring below the soil surface that is held in the soil itself. (2) Subsurface water or water stored in the pores, cracks and crevices in the ground below the water table. (3) Water occurring in the zone of saturation below the earth's surface.

Habitat: means the particular type of local environment occupied by an individual or a population.

HADD - means a harmful alteration, disruption or destruction of fish habitat.

Hazard Land Allowance: means the allowance of 15 metres that is added to the Riverine Hazard Limit giving an extra factor of safety, providing protection against unforeseen conditions that may adversely affect the land located adjacent to a natural hazard area.

Hazard Lands: means land that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches, or unstable soil or bedrock.

Hazardous Substance: means substances which individually, or in combination with other substances are considered to pose a danger to public health and safety and the environment. These substances include a wide range of materials that are toxic, ignitable, reactive, corrosive, radioactive or pathological.

Headwater: means the source and extreme upper reaches of a stream, drain or river.

Hyporheic Zone: means the biologically active saturated zone in the bed of a watercourse which sometimes extends metres beneath the stream and laterally beneath the flood plain.

Infill: means the development of previously undeveloped lots or the creation of a residential lot between two existing developed lots of a similar size and which are located on the same side of the road and are not more than 100 metres apart.

Meander Belt: means the area of land in which a watercourse channel moves or is likely to move over a period of time.

Meander Belt Allowance - means a limit for development within the areas where the river system is likely to shift. It is based on twenty (20) times the bankfull channel width, where the bankfull channel width is measured at the widest riffle section of the reach. A riffle is a section of shallow rapids where the water surface is broken by small waves. The meander belt is centred over a meander belt axis that connects the riffle sections of the stream.

Meander Belt Axis: means the line or "axis" that the meander belt is centred over which connects all of the riffle sections of a stream.

Mineral Aggregate: means a non-renewable resource that has no substitute available either in the required quantities or at the same reasonable cost. They consist primarily of sand, gravel, clay and bedrock (including stone used in cement, lime or clay bricks or tile).

Minor Works: means a category of development within the flood plain which has relatively small economic value and will not lead to significant economic hardship if lost in times of severe flooding. The construction of minor works does not require detailed floodproofing measures and therefore there is an assumption of risk associated with the development.

Natural Hazards: means physical environmental processes operating near or at the surface of the earth and sites of unstable soils that limit potential uses of some lands. They may include floods, ice jams, soil erosion, and slope failures that have resulted in damage to property, injury to humans and loss of life. Marine clay, organic soils and karst topography are also considered to be natural hazards because they are unstable and sensitive.

Natural Heritage Features and Areas: means features and areas including significant wetlands, woodlands, valleylands, wildlife habitat, fish habitat, and significant portions of the habitat of endangered and threatened species which are important for their environmental and cultural values.

Natural Heritage System: means a system made up of natural heritage features and areas, linked by natural corridors which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species and ecosystems. These systems can include lands that have been restored and areas with the potential to be restored to a natural state.

Net Ecological Benefit: see Net Environmental Benefit

Net Environmental Benefit: (interchangeable with net ecological benefit) means striving to achieve a relative increase in environmental features and functions as a result of new development or land uses and/or from a rehabilitation plan associated with an aggregate extraction operation. Net environmental gain is measured by considering a variety of factors such as biological diversity. It is determined by comparing the state of the environment prior to development or rehabilitation occurring with the projected long-term results of measures that are intended to protect and enhance the environment. Net environmental gain does not mean that the state of the environment will stay the same. There may be some unavoidable losses on a project by project basis that will need to be reinstated and enhanced.

Not Apparent System: means a river or stream system where there is no discernible valley slope or bank that can be detected from the surrounding landscape. Also "Ill-defined system".

Observed Flood Event: means a flood actually experienced in a particular watershed or portion thereof.

One Hundred Year Erosion Limit: means the total combined distance of the Toe Erosion Allowance, the Long Term Angle of Stability and the Erosion Access Allowance.

One Hundred Year Erosion Rate: The predicted lateral movement of a watercourse over a period of one hundred years.

One Hundred Year Flood: means that flood which is based on an analysis of precipitation, snow melt, or a combination thereof, having an average return period of 100 years or having a 1% chance of occurring or being exceeded in any given year. It is the minimum acceptable regulatory flood standard.

One Zone Approach: means the approach where the entire flood plain as defined by the regulatory flood is treated as one unit and all development is prohibited or restricted.

Other Wetlands: means any wetland that meets the definition of a wetland that is not Provincially Significant.

Passive Floodproofing: means floodproofing techniques which are permanently in place and do not require advance warning and action in order to make the floodproofing and/or flood protection measure effective.

Passive Low Intensity Recreational Uses: such as passive parks, trails and *river access* points and other uses deemed appropriate by the UTRCA, but not including new campgrounds, new golf courses or expansions to existing golf courses, or permanent docks.

Pathways and Trails: 'pathways' refers to paved surface, multi-use routes. 'Trails' refers to natural dirt, limestone screening, or woodchip surfaces.

Pollution: means any deleterious physical substance or other contaminant which has the potential to be generated by development in an area where the Authority's regulation applies.

Protection Works: means structural or non-structural works which are intended to appropriately address damages caused by flooding, erosion and/or other water related hazards.

Provincially Significant Wetlands – means protected under Provincial planning policy.

Regulation Limit: means the outside limit of all hazards and wetlands.

Regulatory Flood Plain: means the approved standard(s) which is used in a particular watershed to define the limits of the flood plain for regulatory purposes. In the case of the Upper Thames River watershed, the 1937 observed flood event serves as the Regulatory Flood level.

Replacement: means the removal of an existing structure and the construction of a new residential or habitable structure of the same or smaller size.

Replacement Structure: means structures that replace existing building or structures, including buildings and structures designated as architecturally or historically important and that have (recently) been demolished or destroyed but does not include reconstruction on remnant foundations.

Restricted Uses: means

- Conservation uses or activities such as wildlife or fisheries management, forestry or passive recreation;
- flood and/or erosion control structures;
- facilities which by their nature must locate near water or traverse water;
- ancillary facilities of an adjacent land use which are of a passive, non-structural nature and do not adversely affect the natural hazard or natural heritage feature or function; and
- municipal infrastructure including roads and utilities/servicing (i.e. sewer lines, gas pipelines, hydro facilities.

The establishment of restricted uses must be supported by an EIS or an Environmental Assessment.

Riffle: means is a section of shallow rapids where the water surface is broken by small waves.

Riparian Rights: means the common law rights of owners of property along a river or shoreline or other bodies of water. The rights include making reasonable use of the water flowing past their land.

Riverine Hazard Limit: means the limit which encompasses the Flood Hazards, the Erosion Hazards and the Watercourses.

Significant: as defined in the PPS -

a) In the case of wetlands means an areas identified as provincially significant by the MNR using evaluation procedures established by the Province as amended from time to time.
b) In the case of endangered species and threatened species, means the habitat as approved by the MNR that is necessary for the maintenance, survival, and/or recovery of naturally occurring or reintroduced populations of endangered species or threatened species, and where those areas of occurrence are occupied or habitually occupied by the species during all or any part(s) of its life cycle.
c) In the case of woodlands, means an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history.
d) In the case of other features and areas including valleylands and wildlife habitat, it means ecologically important in terms of features and linkages, function representations or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system.

Site Alteration: in the PPS means activities such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

For the purposes of policy 2.1.3(b), site alteration does not include underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mining potential in Ecoregion 5E, where advanced exploration has the same meaning as the Mining Act. Instead, those matter shall be subject to policy 2.1.4(a).

Source Water Protection: means the action taken to prevent the pollution of drinking water sources, including groundwater, lakes, rivers, and streams. Source water protection includes developing and implementing a plan which may include the management of land uses and potential contaminants. The Province has initiated a strategy to protect Ontario's drinking water from source to tap and has released draft Source Water Protection legislation which if approved, will guide the development and approval of watershed-based source protection plans.

Special Concern (formerly "vulnerable"): means those species which have characteristics that make them particularly sensitive to human activities or natural events.

Special Policy Area (SPA): means an area in a community that has historically existed in the flood plain and where strict adherence to certain Province-wide policies pertaining to new development would result in social and economic hardship for the community. As a result, site specific policies are formulated and applied within the defined limits of the Special Policy Area.

Stable Slope: means a slope that shows no sign of stress such as tension cracks, localized sloughing, seepage and or creep, or erosion. A stable slope tends to be well vegetated and the ratio of the forces resisting movement over the active forces such as gravity and seepage exceeds 1.5.

Stable Slope Allowance: means the angle implemented to buffer development from the hazards of slope instability and to prevent the influence of development on the rate of slope movement. In the absence of detailed geotechnical information, this angle is based on an assumed stable slope gradient of 3 horizontal units to 1 vertical unit (3:1) measured landward from the toe of slope. The term Stable Slope Allowance can be interchanged with the terms "Long Term Angle of Stability" and "Stable Angle of Repose."

Stewardship: means the responsible care of natural resources and wildlife on a watershed basis so that it is preserved for future generations.

Subwatershed: means a small watershed or subsection of a watershed, usually a tributary.

Threatened Species: means species which are likely to become endangered in Canada if limiting factors are not reversed.

Toe Erosion Allowance: means the allowance implemented to buffer development from the hazardous effects of erosion at the base of a slope. The allowance also buffers the natural river processes from the influences of development. This allowance is determined based on the natural river processes.

Two Zone Approach: means the approach where certain areas of the flood plain are considered to be less hazardous than others and where development could safely occur. The flood fringe defines the area where development may be permitted subject to appropriate floodproofing. The floodway defines that portion of the flood plain wherein development is prohibited or restricted.

Valleylands: means a significant natural area that occurs in a valley or other landform depression that has water flowing through or standing for some period of the year. Natural valleylands refers to valleylands that are generally undisturbed and have natural vegetation cover.

Valley Top of Slope: means the break in slope point between the valley side slope and the tableland.

Watercourse: means an identifiable depression in the ground in which a flow of water regularly or continuously occurs. A watercourse includes rivers, streams, creeks, swales, ditches and municipal drains

Watershed: means all the lands drained by a river or stream and its tributaries.

Wetland: means land that
a) Is seasonally or permanently covered by shallow water, or has a water table close to or at its surface;
b) Directly contributes to the hydrological function of a watershed through connection with a surface watercourse;
c) Has hydric soil, the formation of which has been caused by the presence of abundant water; and
d) Has vegetation dominated by hydrophytic plants or water tolerant plants, the dominance of which has been favoured by the presence of abundant water.

But does not include periodically soaked or wet land that is used for agricultural purposes and no longer exhibits a wetland characteristic referred to in clause c) or d).

Wet Floodproofing: means those measures taken to reduce or eliminate the potential for flood hazards to damage a building or structure by allowing water to enter a building with mechanisms to prevent structural damage.

Wildlife Habitat: means areas in the natural environment which wildlife depend upon for their survival as self-sustaining populations including land, and water needed for shelter, protection and food supply. Wildlife includes all wild mammals, birds, reptiles, amphibians, fishes and invertebrates. Areas may include deer yards, nesting areas, aquatic habitat, waterfowl staging areas and habitat of endangered, threatened and vulnerable species.

Woodlands: means treed areas that provide environmental and economic benefits such as erosion prevention, water retention, provision of habitat, recreation and the sustainable harvest of woodland products.

7.2 COMMON ABBREVIATIONS

BMPs – *Best Management Practices*
CA – Conservation Authority
DFO – Fisheries and Oceans Canada
EA – Environmental Assessment
EIS – *Environmental Impact Study*
HADD – Harmful Alteration, Disruption, or Destruction
MMAH – Ministry of Municipal Affairs and Housing
MNR – Ministry of Natural Resources
MOE – Ministry of the Environment
OMAFRA – Ontario Ministry of Agriculture and Rural Affairs
PPS – Provincial Policy Statement
SWM – Stormwater Management
UTRCA – Upper Thames River Conservation Authority

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9 APPENDICES

9.1 APPENDICES ATTACHED

1. UTRCA Fee Schedule
2. Draft Pre-screening Protocol for Planning Act Applications
3. UTRCA Regulatory Flood Standard Approval Letter
4. Delegation Letter for Natural Hazards from MNR
5. Memorandum of Understanding on Delegated Authority (MNR and MMAH)
6. UTRCA Fragmentation of Hazard Lands
7. Determination of Regulation Limits, UTRCA, March 2006

9.2 LIST OF KEY REFERENCE DOCUMENTS/LINKS

1. Provincial Legislation and Regulations – www.e-laws.gov.on.ca
2. Federal Legislation and Regulations - www.laws.justice.gc.ca
3. Conservation Authorities Act – http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/90c27_e.htm
4. Conservation Authorities Generic Regulation – http://www.e-laws.gov.on.ca/DBLaws/Source/Regs/English/2004/R04097_e.htm
5. Provincial Policy Statement - http://www.mah.gov.on.ca/userfiles/HTML/nts_1_8198_1.html
6. MMAH Land Use Planning Tools – http://www.mah.gov.on.ca/userfiles/HTML/nts_1_3077_1.html
7. Ontario Wetland Evaluation System, 3RD Edition (MNR, 1994)
8. Natural Heritage Reference Manual (MNR, 1999)
9. Natural Hazards Technical Manual (MNR, 1997)
10. Significant Wildlife Habitat Technical Guide (MNR, 2000)

Appendix 9.1.1 - UTRCA'S FEE SCHEDULES

The most recent Fee Schedules are posted on the UTRCA's website at:

Section 28 Permit Fees:
http://thamesriver.on.ca/wp-content/uploads//PlanningRegulations/UTRCA2020-Section28PermitFees.pdf

Plan Review Fees:
http://thamesriver.on.ca/wp-content/uploads//PlanningRegulations/UTRCA2020-PlanReviewFees.pdf

Technical Review Fees:
http://thamesriver.on.ca/wp-content/uploads//PlanningRegulations/UTRCA2020-TechnicalReviewFees.pdf

Other Service Fees:
http://thamesriver.on.ca/wp-content/uploads//PlanningRegulations/UTRCA2020-OtherFees.pdf

Appendix 9.1.2 – Draft Pre-Screening Protocol for Planning Act Applications

Planning Act Application Screening Protocol

This screening protocol is intended to be used by municipalities to assist with determining which Planning Act applications need to be circulated to the UTRCA for comments. The use of the pre-screening protocol by municipalities can streamline the review process and eliminate the need for applicants to pay the UTRCA Planning Act review fee for those applications that do not need to be reviewed by the UTRCA.

Subdivisions, Condominiums and Official Plan Amendments

Because of the potential for large scale impacts on the natural environment, all plans of subdivision within the UTRCA watershed are to be circulated for review and comment. Sediment and erosion control and stormwater management quality control will be required for most plans of subdivision. Stormwater quantity control needs will be determined based on the availability of a master drainage plan or the physical characteristics of the receiving watercourse.

All official plan amendment applications need to be forwarded for UTRCA review.

Other Planning Act Applications

For other site specific development proposals, a screening process has been developed with the objective of minimizing the number of applications that need to be forwarded to the UTRCA for review. Application review fees are required only for those applications that are identified for circulation to the UTRCA.

The pre-screening protocol is map based. The maps will reflect the most current location information available for natural hazard, natural heritage and natural resource areas. Adjacent lands, allowances and areas of interference are included on the maps to ensure that the area of potential interest is reflected. Copies of the maps and training will be provided to municipal staff.

It is recommended that all applications where the subject property is within the feature or area or within the identified adjacent land, allowance or area of interference, be circulated for UTRCA review and comment. The decision to circulate an application for Conservation Authority review is to be made by the municipality that receives the application. The municipality may consult the Conservation Authority on this issue. The UTRCA, in cooperation with the municipality, may develop procedures for streamlining the collection of fees.

Appendix 9.1.3 – UTRCA Regulatory Standard Approval Letter

Ontario

Ministry of Natural Resources — Minister

Ministère des Richesses naturelles — Ministre

Queen's Park
Toronto, Ontario
M7A 1W3
416 / 965-1301

FEB. 21 1989

Mr. H. Munro, Chairman
Upper Thames River Conservation Authority
Box 6278, Stn. D
London, Ontario
N5W 5S1

Dear Mr. Munro:

Subject: **Request to Change the Regulatory Flood Standard for Watersheds within the Jurisdiction of the Upper Thames River Conservation Authority**

In accordance with established procedures, I approve the request to change the regulatory flood standard for all watersheds within the jurisdiction of the Upper Thames River Conservation Authority, effective this date. For this area, the standard will be changed from the Hurricane Hazel Storm to an observed flood event based on the 1937 flood.

I have requested the City of London to prepare a local communication plan in consultation with your Conservation Authority.

If any further clarification is required concerning this matter, please contact the Conservation Authorities and Water Management Branch. When the communication plan is finalized, I would appreciate a copy being forwarded to the above mentioned Branch.

Yours sincerely,

Vincent G. Kerrio
Minister

Received by UTRCA
Exec, Waterbl.
FEB 27 1989

Appendix 9.1.4 – Delegation Letter for Natural Hazards

Ontario

Ministry of Natural Resources — Minister

Ministere des Richesses naturelles — Ministre

Queen's Park
Toronto, Ontario
M7A 1W3
416 / 314-2301

APR 1 9 1995

95-01252-MIN

Mr. Donald Hocking
Chair
Upper Thames River Conservation Authority
R.R. #6
London, Ontario
N6A 4C1

Dear Mr. Hocking:

This letter is with regard to the responsibilities of Conservation Authorities in commenting on development proposals.

The Government of Ontario is continuing to move forward on reforms promoting greater local involvement in decision-making, streamlining of municipal planning and other approval processes, and improved environmental protection. Ontario's Conservation Authorities continue to be important partners in this process.

In 1983, Conservation Authorities were delegated commenting responsibility on flood plain management matters. This was followed in 1988 by a similar delegation of commenting responsibility for matters related to flooding, erosion, and dynamic beaches along the shorelines of the Great Lakes-St. Lawrence River system.

At present, the Ministry and Conservation Authorities continue to independently review and provide input to municipalities and the Ministry of Municipal Affairs on development matters related to riverine erosion, slope, and soil instability. Although Authorities and the Ministry share similar objectives, this overlap and duplication of efforts have occasionally led to differences in comments which, in turn, have sometimes resulted in confusion, delays and expense for development proponents. As part of the current Planning Reform initiative, there is an opportunity to clarify the roles and responsibilities related to these important hazard management issues.

... 2

Through their flood plain, watershed and Great Lakes-St. Lawrence River shoreline management planning initiatives, Conservation Authorities have made good progress in streamlining approval processes and strengthening provincial-municipal partnerships. By extension, I believe that it would be appropriate to recognize the well-developed expertise and capabilities of Conservation Authorities in the evaluation of riverine erosion, slope and soil instability matters and to formally confirm Conservation Authorities as the lead commenting agency. This would result in further streamlining of approval processes, the promotion of environmentally sound development, and the provision of an economic stimulus for the province.

As of March 29, 1995, Conservation Authorities, where they exist, will have sole commenting responsibilities on development proposed in areas subject to riverine erosion, slope instability and soil instability, such as in areas of high water tables, organic or peat soils, and leda, or sensitive marine clay, soils. Implementation of this policy by authorities would continue to be eligible for provincial grant. Where Conservation Authorities exist, I have asked Ministry staff to focus their comments on all other matters of direct interest and concern to the Ministry. Where Conservation Authorities do not exist, the Ministry will continue its commenting role on these matters.

The Ministry of Natural Resources will continue as lead administrative Ministry having overall Government responsibility for hazard management policies and programs. In this regard, the Ministry will continue to provide leadership, policy direction and advisory assistance to the Conservation Authorities.

Your continued participation in the delivery of this important component of the overall provincial hazard management program will serve to strengthen the partnership between the Ministry and the Conservation Authorities.

Yours sincerely,

Howard Hampton
Minister

Appendix 9.1.5 – MOU on Delegated Authority (MNR, MMAH)

CONSERVATION ONTARIO, MINISTRY OF NATURAL RESOURCES & MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

MEMORANDUM OF UNDERSTANDING ON PROCEDURES TO ADDRESS CONSERVATION AUTHORITY DELEGATED RESPONSIBILITY

PURPOSE OF THE MOU

The MOU defines the roles and relationships between Conservation Authorities (CAs), the Ministry of Natural Resources (MNR), and the Ministry of Municipal Affairs and Housing (MMAH) in planning for implementation of CA delegated responsibilities under the Provincial One Window Planning System.

BENEFITS TO SIGNATORY PARTIES

It is beneficial for all parties to enter into this agreement because it clarifies the roles of CAs and the unique status of CAs in relationship to the Provincial One Window Planning System.

DELEGATED RESPONSIBILITY FOR NATURAL HAZARDS

CAs were delegated natural hazard responsibilities by the Minister of Natural Resources. A copy of the delegation letter is attached. This letter (dated April 1995) went to all CAs and summarizes delegations from the MNR including flood plain management, hazardous slopes, Great Lakes shorelines, unstable soils and erosion which are now encompassed by Section 3.1 "Natural Hazards" of the Provincial Policy Statement (1997). In this delegated role, the CA is responsible for representing the "Provincial Interest" on these matters in planning exercises where the Province is not involved.

This role does not extend to other portions of the PPS unless specifically delegated or assigned in writing by the Province.

1

ROLES AND RESPONSIBILITIES

Ministry of Natural Resources

a) MNR retains the provincial responsibility for the development of flood, erosion and hazard land management policies, programs and standards on behalf of the province pursuant to the *Ministry of Natural Resources Act.*

b) Where no conservation authorities exist, MNR provides technical support to the Ministry of Municipal Affairs and Housing on matters related to Section 3.1 of the Provincial Policy Statement in accordance with the "Protocol Framework – One Window Plan Input, Review and Appeals".

c) MNR, in conjunction with MMAH, co-ordinates the provincial review of applications for Special Policy Area approval under Section 3.1 of the PPS.

Ministry of Municipal Affairs and Housing

a) MMAH coordinates provincial input, review and approval of policy documents, and development proposals and appeals to the Ontario Municipal Board in accordance with the "Protocol Framework One Window Plan Input Review and Appeals".

b) Where appropriate, MMAH will consult conservation authorities as part of its review of policy documents and development proposals to seek input on whether there was "regard to" Section 3.1 of the PPS.

c) Where there may be a potential conflict regarding a Conservation Authority's comments on a planning application with respect to Section 3.1 of the PPS and comments from provincial ministries regarding other Sections of the PPS, the Ministry of Municipal Affairs and Housing will facilitate discussions amongst the affected ministries and the Conservation Authority so that a single integrated position can be reached.

d) Where appropriate, MMAH will initiate or support appeals to the OMB on planning matters where there is an issue as to whether there was "regard to" Section 3.1 of the PPS.

e) MMAH, in conjunction with MNR, coordinates the provincial review of application for Special Policy Area approval under Section 3.1 of the PPS.

Conservation Authorities (CAs)

a) The CAs will review policy documents and development proposals processed under the *Planning Act* to ensure that the application has appropriate regard to Section 3.1 of the PPS.

b) Upon request from MMAH, CAs will provide comments directly to MMAH on planning matters related to Section 3.1 of the PPS as part of the provincial one window review process.

c) Where there may be a potential conflict regarding a Conservation Authority's comments on a planning application with respect to Section 3.1 of the PPS and comments from provincial ministries regarding other Sections of the PPS, the Ministry of Municipal Affairs and Housing will facilitate discussions amongst the affected ministries and the Conservation Authority so that a single integrated position can be reached.

d) CAs will apprise MMAH of planning matters where there is an issue as to whether there has been "regard to" Section 3.1 of the PPS to determine whether or not direct involvement by the province is required.

e) Where appropriate, CAs will initiate an appeal to the OMB to address planning matters where there is an issue as to whether there has been "regard to" Section 3.1 of the PPS is at issue. CAs may request MMAH to support the appeal.

f) CAs will participate in provincial review of applications for Special Policy Area approval.

g) CAs will work with MMAH, to develop screening and streamlining procedures that eliminate unnecessary delays and duplication of effort.

FURTHER CA ROLES IN PLAN INPUT, PLAN REVIEW AND APPEALS

CAs also undertake further roles in planning under which they may provide plan input or plan review comments or make appeals.

1. Watershed Based Resource Management Agency

CAs are corporate bodies created by the province at the request of two or more municipalities in accordance with the requirements of the *Conservation Authorities Act (CA Act)*. Section 20 of the *CA Act* provides the mandate for an Authority to offer a broad resources management program. Section 21 of the *CA Act* provides the mandate to have watershed-based resource management programs and/or policies that are approved by the Board of Directors.

CAs operating under the authority of the *CA Act*, and in conjunction with municipalities, develop business plans, watershed plans and natural resource management plans within their jurisdictions (watersheds). These plans may recommend specific approaches to land use and resource planning and management that should be incorporated into municipal planning documents and related development applications in order to be implemented. CAs may become involved in the review of municipal planning documents (e.g., Official Plans (OPs), zoning by-laws) and development applications under the *Planning Act* to ensure that program interests developed and defined under Section 20 and 21 of the *CA Act* are addressed in land use decisions made by municipal planning authorities. In this role, the CA is responsible to represent its program and policy interests as a watershed-based resource management agency.

2. Planning Advisory Service to Municipalities

The provision of planning advisory services to municipalities is implemented through a service agreement with participating municipalities or as part of a CAs approved program activity (i.e., service provided through existing levy). Under a service agreement, a Board-approved fee schedule is used and these fee schedules are coordinated between CAs that "share" a participating municipality. The "Policies and Procedures for the Charging of CA Fees" (MNR, June 13, 1997) identifies "plan review" activities as being eligible for charging CA administrative fees.

The CA is essentially set up as a technical advisor to municipalities. The agreements cover the Authority's areas of technical expertise, e.g., natural hazards and other resource management programs. The provision of planning advisory services for the review of *Planning Act* applications is a means of implementing a comprehensive resource management program on a watershed basis.

In this role, the CA is responsible to provide advice on the interpretation of the Provincial Policy Statement (PPS) under the terms of its planning advisory service agreement with the municipality. Beyond those for Section 3.1 "Natural Hazards" where CAs have

delegated responsibility, these comments should not be construed by any party as representing the provincial position.

3. CAs as Landowner

CAs are landowners and as such, may become involved in the planning process as a proponent or adjacent landowner. Planning Service Agreements with municipalities have anticipated that this may lead to a conflict with our advisory role and this is addressed by establishing a mechanism for either party to identify a conflict and implement an alternative review mechanism.

4. Regulatory Responsibilities

a) *CA Act* Regulations

In participating in the review of development applications under the *Planning Act*, CAs will (i) ensure that the applicant and municipal planning authority are aware of the Section 28 regulations and requirements under the *CA Act*, and, (ii) assist in the coordination of applications under the *Planning Act* and the *CA Act* to eliminate unnecessary delay or duplication in the process.

b) Other Delegated or Assigned Regulatory/Approval Responsibility

Federal and provincial ministries and municipalities often enter agreements to transfer regulatory/approval responsibilities to individual CAs (e.g., Section 35 Fisheries Act/DFO; Ontario Building Code/septic tank approvals). In carrying out these responsibilities and in participating in the review of development applications under the *Planning Act*, CAs will (i) ensure that the applicant and municipality are aware of the requirements under these other pieces of legislation and how they may affect the application; and, (ii) assist in the coordination of applications under the *Planning Act* and those other Acts to eliminate unnecessary delays or duplication in the process.

CANCELLATION OR REVIEW OF THE MOU

The terms and conditions of this MOU can be cancelled within 90 days upon written notice from any of the signing parties. In any event, this document should be reviewed at least once every two years to assess its effectiveness, its relevance and its appropriateness in the context the needs of the affected parties. "Ed. Note: 90 days is to provide time for the parties to reach a resolution other than cancellation".

MEMORANDUM OF UNDERSTANDING ON PROCEDURES TO ADDRESS CONSERVATION AUTHORITY DELEGATED RESPONSIBILITY

I hereby agree to support the provisions contained in this Memorandum of Understanding as an appropriate statement of the roles and responsibilities of relevant Ministries and Conservation Authorities in the implementation of the Provincial Policy Statement.

Jan 19, 2001: Original signed by

David de Launay
Director
Lands and Waters Branch
Ministry of Natural Resources

Date

Feb 12, 2001: Original signed by

Audrey Bennett
A/Director
Provincial Planning and Environmental Services Branch
Ministry of Municipal Affairs and Housing

Date

Jan 01, 2001: Original signed by

R.D. Hunter
General Manager
Conservation Ontario

Date

6

Appendix 9.1.6 – Fragmentation of Hazard Lands

FRAGMENTATION OF HAZARDOUS LANDS *(Information Brief: June 1998)*

Many Conservation Authorities have adopted municipal plan review policies which discourage the fragmentation of flood plains and hazardous slope areas. The basis for this policy approach at the UTRCA office has been:

1) our interpretation of previous and existing Provincial Planning Policy
2) minimizes the number of owners of land that is subject to Fill, Construction and Alteration to Waterways Regulations
3) for new development, hazard avoidance is the preferred method of management

Provincial Policy Statement (1997)
The Provincial Policy Statement provides the following direction (words that are in *italics* are defined in the definition section of the PPS):

3.1.1 Development will be generally directed to areas outside of:
b) *hazardous lands* adjacent to *river and stream systems* which are impacted by *flooding* and/or *erosion hazards;*

3.1.2 *Development and site alterations* will not be permitted within:
c) *a floodway*

PPS Definitions:

development — means the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the Planning Act;...

hazardous lands — means property or lands that could be unsafe for development due to naturally occurring processes....Along *river and stream systems,* this means the land, including that covered by water, to the furthest landward limit of the *flooding* or *erosion hazard* limits.

site alteration — means activities, such as fill, grading and excavation, that would change the landform and natural vegetative characteristics of a site.

The PPS provides a policy basis for discouraging, if not prohibiting, fragmentation of flood plain lands. The PPS also provides a general policy direction that development, which can be interpreted to include lot creation, should avoid slope hazards.

Implementation

The Conservation Authority=s concern with allowing the severance or fragmentation of hazard lands relates to our responsibilities for regulating these areas. Section 28 of the Conservation Authorities Act deals with Fill, Construction and Alteration to Waterways. Under this legislation, and its enacting Regulations, a Conservation Authority may regulate any watercourse alteration. The Authority may also regulate construction within the flood plain area of a watercourse. The Conservation Authority may also identify broader hazard areas for fill regulation. Under the existing legislation these fill regulation areas must be mapped and properly registered in order for the Authority to implement the Fill Regulation provisions of Section 28 of the Conservation Authorities Act. Most Conservation Authorities have included hazardous areas beyond the flood plain in the fill regulated area in order to enact a comprehensive hazard management program.

It is certainly recognized that all lot creation involving hazardous lands can not, and should not, be prohibited. In practice there are cases where the inclusion of some flood plain/hazard land with each parcel is the best solution. However, it must be recognized that each time that a new parcel is created that includes an area of land regulated by the Conservation Authority, the Authority has an additional landowner to keep advised of the regulated areas and to potentially deal with through the permitting or violation process. In the case of large rural parcels, the number of additional lots created is probably manageable, however, in areas where multiple lot creation is occurring for residential purposes, the potential exists for an extreme increase in the number of additional owners of regulated land.

In the case of residential lot creation, the ultimate owners of the lot often have an expectation that they will be able to develop/use their entire lot. In cases where flood plain or hazardous lands have been included with the lot, the following type of conflicts can arise:

> Utility sheds and other types of secondary structures (i.e. pools, pool sheds, play houses, elaborate fencing/landscaping etc.) can end up being located in the flood plain or slope hazard area of the parcel. These types of structures are often established without a building permit and as a result the municipality and the Conservation Authority may not be made aware of the encroachment until well after the fact. When a flood or slope failure occurs, there can be significant property damage and the area of flooding or slope failure can actually be significantly expanded due to the illegal structures/uses aggravating the hazard process. The landowners at the time of the occurrence will demand that the flooding/slope failure be arrested or that they be compensated for loss.

Summary

To address the potential for hazard land fragmentation, many of the Conservation Authorities encourage the inclusion of policies in planning documents that discourage fragmentation of hazard lands. It is our opinion that there is a basis in Provincial Policy for this type of approach. By having this type of policy in municipal planning documents, the potential conflicts that may arise are dealt with proactively, the potential for damage is reduced and the long term cost of implementing a hazard regulation program is minimized.

Tab 21

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Conservation authority issues warning over streams, rivers after rain

Water levels are running high after the region was pounded by rain over the weekend and more is forecast in the days ahead.

By **Free Press staff**
Published Apr 06, 2026Last updated 16 hours ago1 minute read Join the conversation



Floodwaters in London's Harris Park have receded from high-water marks . Photograph taken Monday, April 6, 2026. (Mike Hensen/The London Free Press)

One London and area conservation authority is warning residents that water levels are running high after the region was pounded by rain over the weekend and more is forecast in the days ahead.

The Upper Thames River Conservation Authority, one of three watershed management agencies within London's borders, issued a news release on Monday reminding residents that local streams and rivers are "still hazardous" and to exercise caution near all waterways and flooded areas.

Officials with the authority said that the Upper Thames River watershed had received anywhere from 20 to 50 millimetres of rain since Thursday, and the run-off from those storms continues to move through the region's watercourses as more is expected.

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"Streams and rivers peaked (Sunday) and are

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forecast for Wednesday and Thursday, which will keep streams and rivers elevated."

Upper Thames is operating its flood control reservoirs at the Fanshawe, Wildwood, and Pittock conservation areas to reduce downstream flooding, the agency said.

Residents are urged to stay out of flooded areas and to not drive through flooded roads, and caregivers are urged to keep children and pets away from waterways, Upper Thames officials say. Stream banks may be slippery and unstable, and it's unsafe to take shelter along stream banks or in low-lying areas, they warned.

In addition to the rainy weather, cold has also returned to the London area. Environment Canada was calling for overnight lows as chilly as -5 C on both Monday and Tuesday.



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372