



**Township of East Garafraxa**  
**Regular Council Meeting Minutes**

**April 8, 2025, 2:30 p.m.**  
**In-Person and Virtual (Hybrid)**  
**065371 Dufferin County Road 3, Unit 2, East Garafraxa ON L9W 7J8**

Council Members      Mayor Guy Gardhouse

Present:

Deputy Mayor John Stirk  
Councillor Lenora Banfield  
Councillor Dave Halls  
Councillor Jeremy Zukowski

Staff/Consultants      Peter Avgoustis, CAO

Present:

Dave Knight, Director of Public Works  
Jessica Kennedy, Clerk  
Jennifer Maestre, Township Planning Consultant, Fotenn  
Consultants Inc.  
Matthew Wick, Manager, Capital Delivery and Environmental  
Services

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**1. Meeting Notice**

Meeting was held as a hybrid meeting, with in-person and remote participation. Mayor Gardhouse, Deputy Mayor Stirk and Councillors Banfield, and Zukowski were in attendance in-person. Councillor Halls was in attendance virtually/remotely.

**2. Opening of Meeting**

Mayor Gardhouse called the meeting to order.

**3. Approval of Agenda**

**Moved by:** Councillor Zukowski

**Seconded by:** Deputy Mayor Stirk

BE IT RESOLVED THAT: The agenda be approved as amended pursuant to the addendum.

**CARRIED**

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

Nothing at this time.

**5. Approval of Minutes**

**5.1 Council Meeting Minutes**

**Moved by:** Councillor Halls

**Seconded by:** Councillor Banfield

BE IT RESOLVED THAT: Council do hereby adopt the minutes of the Regular Council Meeting held on March 25, 2025, as circulated.

**CARRIED**

**5.2 Business arising from Minutes**

Nothing at this time.

**6. Public Question Period**

Nothing at this time.

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

Nothing at this time.

**8. Closed Meeting**

Closed Meeting was held from 2:32 p.m. to 3:11 p.m.

**Moved by:** Councillor Zukowski

**Seconded by:** Deputy Mayor Stirk

BE IT RESOLVED THAT: a Closed Meeting of Council be held pursuant to Section 239 of the Municipal Act, 2001, as amended, for the following reason(s):

**8.1 Grand Valley and District Fire Board**

Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**8.2 Human Resource Matters**

Personal matters about an identifiable individual, including municipal or local board employees; and labour relations or employee negotiations.

**CARRIED**

**9. Rise and Report from Closed Meeting**

**Moved by:** Deputy Mayor Stirk  
**Seconded by:** Councillor Zukowski

BE IT RESOLVED THAT: Council do hereby resume regular business in open session. Staff instructed in accordance with Closed Meeting discussions;

AND THAT Council receives the confidential report from the CAO/Clerk for the Town of Grand Valley regarding the Claim for Losses, Grand Valley and District Fire Department;

AND THAT Council approves the settlement recommended in the memo;

AND THAT Council agrees to the terms proposed for the division of funds received through the settlement;

AND THAT Council directs staff to notify the other municipality of this resolution and asks that the CAO/Clerk for Grand Valley advise Council of next steps once they are received from legal.

**CARRIED**

**10. Statutory Public Meeting(s) 4:00 p.m. (Marsville North and Marsville South)**

A recess was held from 3:34 p.m. to 4:00 p.m., prior to the Public Meeting.

Mayor Gardhouse provided remarks on how to provide oral comments at the Public Meeting and/or written comments to the Township Planning Consultant.

**Moved by:** Deputy Mayor Stirk  
**Seconded by:** Councillor Banfield

BE IT RESOLVED THAT: Council do now hold a Statutory Public Meeting pursuant to the Planning Act, R.S.O. 1990, c. P.13, to consider the following application(s):

Draft Plan of Subdivision Application S1-14 and Zoning By-Law Amendment Application Z5-14, known as Marsville North, and Draft Plan of Subdivision Application S2-22 and Zoning By-Law Amendment Application Z7-22, known as Marsville South, by applicant GSP Group, owner Thomasfield Homes Ltd.

**CARRIED**

**10.1 Fotenn Consulting, Township Planning Consultant Presentation**

Jennifer Maestre, Fotenn Consultants, Township Planning Consultant, and Carley Dixon, R.J. Burnside and Associates Limited, Township Consulting Engineer were in attendance in-person. Ms. Maestre went through a brief presentation on the applications and provided details on the Official Plan designations, Zoning, Community Boundary of Marsville, proposed draft plan of subdivision context, submission circulation and next steps.

It is expected that the applicant will provide a resubmission to address comments received to date and any feedback received at the Public Meeting.

A recommendation report to Council will be provided at a later date, once technical comments have been addressed.

## **10.2 Thomasfield Homes Ltd. and GSP Group Presentation**

The following were those in attendance on behalf of the developer:

- Hugh Handy, GSP Group (Planner)
- Charlotte Lewington, GSP Group (Planner)
- Julia Salvini, Salvini Consulting (Traffic Engineering)
- Steve Conway, GEI Consultants (Civil Engineering)
- Matthew Long, GEI Consultants (Civil Engineering – attended remotely)
- Pat Deacon, NRSI (Natural Heritage Consultant)
- Katherine McLaughlin, Thomasfield Homes
- Tom Krizsan, Thomasfield Homes

Mr. Handy introduced the representatives attending on behalf of the developer and property owner, Thomasfield Homes. He then delivered a presentation that covered:

- Project history
- Planning context (including Provincial Policy Direction, Dufferin County Official Plan, and East Garafraxa Official Plan)
- Application details and site-specific proposals
- Supporting studies
- Additional considerations, including:
  - The Thunderbird Drainage works petition and notice under the *Drainage Act*
  - Proposed expansion of the existing municipal water system
  - Completed Environmental Assessment

It was noted that the construction timeline will be dependent on the design and approvals related to the water system infrastructure facility.

### **Public Comments:**

1. **Mel Brouwer, 191401 13th Line (Marsville North):** Requested a buffer (trees and fencing) between agricultural lands and the proposed subdivision. Expressed concerns regarding the existing culvert on the 13th Line and drainage issues.
2. **Steven Repchk, 191214 13th Line (Marsville South):** Requested a buffer between agricultural lands and the proposed subdivision; raised concerns about subdivision elevation, grading, and swale design. Also commented on stormwater management, wastewater contamination risks, snow storage, fire protection, and school capacity impacts.
3. **Carol Fletcher, 191280 13th Line:** Raised concerns about potential effects on her private well from the water system expansion. Requested to be included in well monitoring.
4. **Kevin Fletcher, 062395 County Road 3:** Raised concerns about water supply, surface water, and streetlighting. Requested inclusion in well monitoring.
5. **Lynn Ward, 15 Victoria Blvd.:** Concerned about traffic, construction duration, rural character impacts, water system expansion costs, and drainage.
6. **Barb McColl & Robert Kenkel, 22 Victoria Blvd.:** Raised concerns about subdivision elevation relative to the Thunderbird subdivision and drainage issues. Reported issues with the existing water piping and valve on their property, and questioned water pressure.
7. **Dwayne & Rosemary Archbold, 13 Victoria Blvd.:** Inquired about water system expansion and infrastructure; asked if water meters would be installed. Expressed concern about the costs, referencing prior capital charges.
8. **T.J. Frankland, 4 Maple Street:** Asked whether curbs and catch basins from Marsville North could extend to existing streets. Inquired about operations, capital reserve, and surplus distribution.
9. **Anne & Ron Starret, 191470 13th Line:** Concerned that the Brouwer Municipal Drain, intended for agricultural use, would receive subdivision runoff.
10. **Ricardo Valezi, 12 Victoria Blvd. (in attendance remotely):** Raised issues with existing water pressure and asked about planned improvements.

#### **Responses and Discussions:**

1. **Buffering:** No buffer currently proposed between agricultural lands and subdivisions; developer to review.

2. **Drainage:** Water drainage concerns, including the Thunderbird Drainage project, are under review by Headway Engineering (appointed by the Township).
3. **Stormwater Management:** Design of facilities and water flow is under review. Maintenance will be the Township's responsibility.
4. **Water System Expansion:**
  - Details (new wells, storage facility, etc.) are outlined in the Environmental Assessment, available on the Township website.
  - Residents may request private well monitoring through R.J. Burnside & Associates.
  - Current system does not provide fire protection; the proposed expansion will.
  - Current billing includes operations and capital reserve. Existing capital reserve used only for the current system; developers will fund the expansion.
  - Properties currently on the system must connect to the new system.
  - Policy decisions pending regarding water meters, rate structure, and mandatory connection for adjacent properties.
  - Short-term pump tests have been completed for water yield. Long-term monitoring will occur post-expansion.
  - Detailed design to be completed prior to the development of subdivisions. Proposed that a meeting with existing property owners be held with Engineer, once obtained, to obtain feedback from current water system user.
  - System will be required to meet ministry water pressure guideline requirements.
5. **Dwelling Sizes:** Functional Servicing Report complete with respect to dwelling size and lot coverage. Dwellings expected to range from 1,600 to 3,500 sq. ft.
6. **Wastewater:** No wastewater facility is proposed; properties will be serviced by private septic systems.
7. **Elevation:** Elevation of Marsville North varies. Marsville South is lower than adjacent agricultural land.
8. **Fire Protection:** Erin Fire Department is the current service provider and has been included in circulation.

9. **School Boards:** Notified and included in circulation on the applications.
10. **Curbing Extensions:** Proposal to extend curbing and catch basins from Marsville North into the existing connecting roads in Thunderbird subdivision to be reviewed.
11. **Development:** Marsville South is expected to proceed prior to Marsville North.
12. **Additional Dwelling Units (ADUs):** Developer to consider relevant regulations.
13. **Streetlighting:** Streetlighting and light pollution considerations to be reviewed.

**10.3 Notice of Public Meeting dated March 18, 2025 (Marsville North)**

**10.4 Notice of Public Meeting dated March 18, 2025 (Marsville South)**

**10.5 Public Meeting Adjournment**

A recess was held from 5:47 p.m. to 6:03 p.m. following the Public Meeting adjournment.

**Moved by:** Councillor Zukowski

**Seconded by:** Councillor Banfield

BE IT RESOLVED THAT: Council do hereby adjourn the Public Meeting and resume regular business.

**CARRIED**

**11. Unfinished Business**

**11.1 Planning Act Decision; Consent Application B6-24 (Morris)**

Discussion ensued regarding the proposed conditions. Addendum to the Council agenda included information regarding the Minimum Distance Separation (MDS) calculations that have previously been submitted. Council permitted owner Robert Morris to address Council regarding the matter. Mr. Morris expressed that the MDS has been calculated and indicated that there is a building envelope for the proposed severed parcel and requested that the condition be removed.

MDS to remain as a condition. Township Planning Consultant to further review information submitted.

**Moved by:** Councillor Banfield

**Seconded by:** Deputy Mayor Stirk

BE IT RESOLVED THAT:

Whereas Council has received Consent Application B6-24 on behalf of the owners Robert Morris and Janice Davenport to sever approximately 1 hectare from their lot fronting 351335 17th Line, Concession 18, West Part Lot 6;

Whereas Council has received the Consultant Planning Report, dated March 6, 2025, regarding Consent Application B6-24 and has also received a planning report from ACCIO, Land Use Planning Solutions Inc, on behalf of the Owner/ Applicant;

And Whereas Council has also received oral submissions from the Owner/ Applicant and the Township Consultant Planner;

And Whereas Council has considered the existing lot fabric and residential development on 17th Line, in the vicinity of the proposal;

And Whereas Council is satisfied that Consent Application B6-24 conforms with the Township Official Plan, having taken into account the number of existing lots within the residential cluster on 17th Line, and having determined that in this circumstance, the minimum lot size to create the proposed new severance is sufficient, subject to the conditions to be imposed.

Now therefore: Council approve Consent Application B6-24 for property location 351335 17th Line, Concession 18, West Part Lot 6, subject to the fulfillment of the following conditions:

1. Park Dedication in the amount of \$1,500.00.
2. Payment of any property taxes, as of the date of the issuance of the Certificate of Official, with respect to the property that is subject to the application.
3. Entrance Approval/Opinion for the proposed entrance on the severed parcel.
4. Minimum Distance Separation (MDS) assessment will be required to confirm compliance with MDS 1, and to demonstrate a suitable building envelope, to the satisfaction of the Township.
5. Conservation Authority Approval for the severed and retained parcels.
6. County of Dufferin Building Department Septic Approval/Lot Suitability required for the severed parcel.
7. Reference Plan; Digital and Paper formats required for the severed and retained parcels. A copy of the draft plan shall be circulated to the Township for review prior to registration.



8. Consent Agreement to be registered on title on the severed and retained parcels.
9. Consent Agreement to include requirement for fencing around boundaries of the severed parcel, with exception of road frontage, when required by adjacent landowner.
10. Road widening required on the severed and retained parcels. Road widening(s) shall be conveyed to the appropriate road authority, in accordance with applicable road authority policies. If road widening has been obtained at an earlier date, condition(s) would not apply. Any unregistered road widenings to be deeded to the Township or appropriate road authority.
11. Certificate of Title to be supplied, showing no encumbrances on the land for road widening purposes.
12. That all conditions be fulfilled, and Certificate of Official be issued within two years of the date of Notice of Decision was given, failing to do so will cause the application to be null and void.
13. Any road widenings, easements, survey costs, legal costs and any other transactions pertaining to this application shall be borne by the applicant.

**CARRIED**

11.1.1 Larkin Plan Land Use and Development Consultants Letter dated April 7, 2025 - Regarding Proposed MDS Condition (Number 4)

**11.2 2024 Tax Rebate Request; Community Living Dufferin and Theatre Orangeville**

**Moved by:** Councillor Halls

**Seconded by:** Councillor Banfield

BE IT RESOLVED THAT: Council do hereby grant a tax rebate to Community Living Dufferin, for property location 065371 Dufferin County Road 3, Concession B, East Part Lot 6, in the amount \$10,120.87, which represents 100% of the Township residential portion of taxes levied for 2024;

And further that Council grant a tax rebate to Community Living Dufferin, for the subject property, with respect to commercial taxes levied regarding Theatre Orangeville (tenant) in the amount of \$15,789.71 which represents 100% of the commercial taxes, being the Township, County of Dufferin, and Education, portion of taxes levied for 2024, pursuant to County of Dufferin By-Law 2024-10 being a By-Law to provide Property Tax Rebates to Eligible Charities.

**12. Notice of Motion(s)**

Nothing at this time.

**13. Staff / Consultant Report(s)**

Nothing at this time.

**14. County of Dufferin Business**

**14.1 County Council Meeting - April 10, 2025**

**14.2 Development Summitt - Joint Council Meeting - June 12, 2025**

Mayor Gardhouse, Deputy Mayor John Stirk and Councillors Banfield and Zukowski to attend.

**14.3 County Council Resolutions**

14.3.1 Canada-Wide Early Learning and Child Care System Formula

14.3.2 Request for Advance Left Turn Intersection of Highway 10 and Dufferin County Road 7 (Hockley Road)/Dufferin County Road 16

**15. Local Boards and Committees**

**15.1 Grand Valley Conservation Authority Board**

15.1.1 Summary of General Membership Meeting - March 28, 2025

**16. General Business and Correspondence**

**16.1 Item(s) Extracted from the Information Items Package (if any)**

Nothing at this time.

**16.2 Township of Melancthon**

Council directed staff to invite MPP Sylvia Jones to attend a Council Meeting.

16.2.1 Request for MPP Sylvia Jones to Attend a Council Meeting

**16.3 Town of Grand Valley**

16.3.1 Resolution of Support Regarding County of Dufferin Planning Authority

**16.4 Township of Amaranth**

16.4.1 Building Permit Record Searches

16.4.2 Ontario Salt Pollution Coalition (OSPC) Campaign for Provincial Action on Salt Pollution

**16.5 Town of Mono**

16.5.1 Funding for Crime Stoppers Program

**16.6 Orangeville Food Bank and Dufferin Food Share Grand Valley**

16.6.1 Monthly Update for February 2025

**17. New Business**

Nothing at this time.

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

Nothing at this time.

**19. Confirming By-Law**

**Moved by:** Councillor Halls

**Seconded by:** Councillor Zukowski

BE IT RESOLVED THAT: Leave be given to introduce a by-law, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of East Garafraxa at its meeting held on April 8, 2025, and that it be given the necessary readings and be passed and numbered 19-2025.

**CARRIED**

**20. Adjournment**

Meeting adjourned at 6:06 p.m.

**Moved by:** Councillor Banfield

**Seconded by:** Councillor Halls

BE IT RESOLVED THAT: Council do now adjourn to meet again for the Regular Council Meeting on May 13, 2025, at 2:00 p.m., or at the call of the Chair.

**CARRIED**

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Mayor

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Clerk