

DATE: March 8, 2021

REPORT NO: PD-25-2021

SUBJECT: **Recommendation Report**
Melissa Hill Inc. (STANPAC) Amending
Site Plan Agreement Authorizing By-law – Thompson Road
File No. 2100-0

CONTACT: Meghan Birbeck, Planner I
Brian Treble, Director of Planning & Building

OVERVIEW:

- Melissa Hill Inc. (STANPAC) is adding an expansion onto the lunchroom of their main plant to accommodate COVID-19 best practices.
- In addition, Melissa Hill Inc. (STANPAC) previously installed a cyclone sorting unit and building generator(s), which will also be recognized by an updated Site Plan.
- The site plan amendment application has been received and is currently being reviewed by Township Departments and the Ministry of the Environment, Conservation and Parks.
- Township Planning Staff recommend that the Mayor and Clerk be authorized through a By-law to sign the amending Site Plan Agreement once all site plan details are substantially completed.

RECOMMENDATION:

1. That, report PD-25-2021, regarding “Melissa Hill Inc. (STANPAC) Amending Site Plan Agreement”, dated March 8th, 2021 BE RECEIVED; and,
2. That, a By-law be passed to authorize the Mayor and Clerk to sign an amending Site Plan Agreement with Melissa Hill Inc. (STANPAC) once all site plan details are substantially completed.

ALIGNMENT TO STRATEGIC PLAN:

Theme #3

- Strategic, Responsible Growth

BACKGROUND:

Melissa Hill Inc. (STANPAC), owner of the lands located at 2790 Thompson Road has submitted a complete amending Site Plan application (see attachment 1). This amending Site Plan application is required as Melissa Hill Inc. (STANPAC), has already commenced constructing an expansion onto the lunchroom area of their main plant to accommodate COVID-19 best practices. In addition, the amending Site Plan application has been submitted to authorize a previously built cyclone sorting unit and to authorize the previously built generator(s). The site plan is still under review.

CURRENT SITUATION:

A complete submission for a Site Plan amendment approval was received February 23rd, 2021. The application is currently being reviewed by the Township's Departments such as Fire, Building, Public Works along with the Ministry of the Environment, Conservation and Parks.

As of the writing of this report, the initial comments are being collected for the subject amending Site Plan application to be compiled and submitted to the applicant. The amending Site Plan process should be a relatively straight forward and simple process for this application. Planning Staff recommend that authorization be granted for the Mayor and Clerk to sign an amending Site Plan Agreement once all the site plan details have been completed. Granting this authority now allows for a streamlined approval process.

FINANCIAL IMPLICATIONS:

There are no costs to the Township associated with this application.

INTER-DEPARTMENTAL COMMENTS:

Township Staff have not received written comments from the Township Building, Public Works and Fire Departments as of the time of writing this report. The Building Department is currently reviewing an applicant to obtain a conditional building permit to allow building construction to proceed. However, the conditional building permit cannot be issued until the Site Plan amendment is approved.

The Ministry of the Environment and Climate Change has stated that the site is within the 500 metre area of influence of the Ministry's Smithville PCB site (groundwater remediation activities) located at 2789 Thompson Road, Smithville. As such, Ministry has the following comments:

1. **Land Use Provisions (water taking & subgrade work restrictions):**
 - a. The subject lands is located within the 500 metre radius of the intersection of Spring Creek Road and Thompson Road (location of the Smithville PCB remediation site). In 1997, the 500 metre groundwater extraction exclusion zone was implemented around the Smithville PCB site through an amendment to the Official Plan. Therefore, Section 6.10.4 Employment Area Policies, subsection (g) of the Official Plan of the Township of West Lincoln applies, and is as follows:
 - i. "All designated employment lands within 500 metres of the

intersection of Spring Creek Road and Thompson Road, as shown on the land use plan shall be subject to the following provision: drilling, vibration, blasting, bedrock excavation and taking of groundwater shall be restricted and may only be undertaken subject to a professional assessment of such activities and the approval of the Ministry of Environment.”

2. Subsurface Work Restrictions, Reporting & Notifications:

- a. Excavation or subsurface development shall not be undertaken below five (5) metres from the surface of the lands or to within one (1) metre of the upper surface of the bedrock under the lands, whichever is the lesser depth, without first obtaining a report, prepared by a qualified professional engineer, certifying that the excavation and/or the development will not alter the stresses in the bedrock or affect the aquifer under the lands. Such report shall be provided to the Township and ministry no later than 60 days before commencement of the excavation and subsurface development work.

3. Groundwater Monitoring Wells:

- a. The ministry has a series of groundwater monitoring wells located on the subject lands associated with the on-going groundwater monitoring program for the Smithville PCB Site.
 - i. Depth to Bedrock:
 1. Based on the borehole/well stratigraphy logs for the ministry’s 7-series wells located on the subject lands, the upper surface of bedrock at these well locations was identified at 6.69 and 6.93 metres below ground surface (bgs). A copy of the 7-series stratigraphy logs are attached for your reference. Although this provides some subsurface information as it relates to the presence of bedrock on the subject lands, the owner of the subject lands is responsible for ensuring that subsurface work meets the restrictions, as described above.
 - ii. Construction Tendering:
 1. The ministry recommends that the location of the ministry’s groundwater monitoring wells on the subject lands be identified on site plan construction drawing(s) to ensure that the contractor(s): (i) is aware of the monitoring well locations on the subject lands; and, (ii) construction activities cannot prevent access to the monitoring wells during construction. It is advisable to install temporary construction fencing around the groundwater monitoring wells while construction activities are on-going.
 - iii. Alterations to Groundwater Monitoring Wells:
 1. If the location of the groundwater monitoring wells impacts construction of the storage building in the location as planned for the subject lands, this should be discussed with the ministry as soon as possible to avoid any construction

delays. The ministry has made accommodations in the past with land owners (e.g., modifying existing wells to be flush with the new surface grade elevations); however, arranging for this work to be completed by the ministry requires a minimum of 3 months' notice.

iv. Monitoring Well Damage Repairs:

1. The owner of the subject lands is responsible for retaining a licensed well technician under Ontario Regulation 903 to repair monitoring wells (where possible) that become damaged as a result of construction activities. Where well repair is not possible, the damaged well is to be decommissioned as per Ontario Regulation 903 and a licensed well technician be retained by the owner of the subject lands to install a new groundwater monitoring well. This work would need to be reviewed by the ministry prior to subsurface work being performed.

CONCLUSION:

It is Staff's opinion that it is appropriate at this time to authorize, by by-law, the Mayor and Clerk to sign an amending Site Plan Agreement with the owner of the subject lands, Melissa Hill Inc. (STANPAC), to ensure that the process continues to move forward in a timely manner.

ATTACHMENTS:

1. Draft Site Plan
2. Draft By-law

Prepared & Submitted by:



Meghan Birbeck
Planner I



Brian Treble
Director of Planning & Building

Approved by:



Bev Hendry
CAO