

December 18th, 2024

Norfolk County Planning Department Robinson Administration Building 185 Robinson Street, Suite 200 Simcoe, ON N3Y 5L6

**Attention:** Planning Division

Reference: Site Plan Application

567 Charlotteville Rd 1 St Williams ON N0E1P0 Horseshoe Ranch Overnight Accommodations

Our File 24-031

Please accept this package as our application for site plan approval, which is required for the following purposes:

a. To fulfil conditions outlined during a pre-consultation meeting held on March 13, 2024, attended by Scott Puillandre, in response to a proposed OnFarm Diversified Use (OFDU) application for the above noted property

In accordance with Norfolk County's Pre-consultation meeting recommendations made on March 13, 2024 we have included the following documents as part of our complete application package:

- 1. A Cover letter explaining the nature of the submission
- 2. Updated Site Plan
- 3. Nutrient management confirmation letter
- 4. Archaeological assessment
- 5. LPRCA updated mapping
- 6. Meeting notes for the previous pre-consultation meeting, dated March 13, 2024

Please confirm the required application fees. We understand that an agreement is not required for OFDU's.

#### **Proposed Site Plan**

Recommended amendments to improve the site plan were made by the county during the above noted preconsultation meeting. The recommendations were as follows:

- 1. Dimensions (in metres) of campsite, parking, width of vehicular and horse trail, RV office, toilet area. See plan.
- 2. Location, width and surface material of road to facilitate vehicle access to all campsites. See plan.
- 3. Location of parking recognizing an anticipated need for passenger vehicles, horse trailers and(potentially) trailers for people to sleep in. See plan.
- 4. Location of manure storage. None. Removed from property regularly.
- 5. Delineation of on-farm diversified use area (campsites), separate from primary agricultural use. 588 sqm total. See plan.
- 6. Include any agricultural structures (i.e. barns, hay lofts) used for on-farm diversified use. See plan.
- 7. Zoning table which addresses Sections 12.3, 4.9, 4.3, 4.1.3, of the Zoning By-Law. See Plan

A number of items in the pre-consultation form were listed, requesting answers. It should be noted that manure management is not required on the property and therefore is not included in the site drawing. The horses kept on site are temporary for boarding / training purposes. The use is intended to be seasonal. The number of people per site will be limited to those people staying in their trailer (likely two people). The camping spaces are accessed by the existing sand vehicle access and trails as shown on the site plan. Vehicles will be parked in the existing parking spaces near the existing corals.

These recommendations have been made in response to a proposed OFDU application by G. Douglas Vallee Limited on behalf of Ron Pearson, owner of Horseshoe Ranch. The OFDU application seeks to expand the business's current equestrian farm operation, which includes boarding and training horses, to also allow the owners of the horses to camp overnight on the property for their convenience.

Should you have any questions or comments, please contact me directly. Thank you in advance for your efforts on this project.

Yours Truly,

James Canzano, BA Spec Hons

Planning Technician

G. DOUGLAS VALLEE LIMITED

Consulting Engineers, Architects & Planners

G. DOUGLAS VALLEE LIMITED Consulting Engineers, Architects & Planners







## **Planning Department Development Application Form**

#### **Complete Application**

A complete development application consists of the following:

- 1. A completed, signed, and notarized application form
- 2. Supporting information adequate to illustrate your proposal as indicated in **Section**H of this application form
- 3. Written authorization from the registered owner of the subject lands where the applicant is not the owner as per Section N
- 4. Cash, debit, credit or cheque payable to Norfolk County in the amount set out in the user fees By-Law that will be accepted and deposited once the application has been deemed complete.

#### **Pre-Submission Consultation:**

Norfolk County requires a Pre-Consultation Meeting for all applications; however, minor applications may be exempted depending on the nature of the proposal. The purpose of a Pre-Consultation Meeting is to provide the applicant with an opportunity to present the proposed application, discuss potential issues, and for the Norfolk County and Agency staff to identify the application requirements. Application requirements, as detailed in the Pre-Consultation Meeting Comments, are valid for one year after the meeting date.

#### **Development Application Process**

Once an application has been deemed complete by a Planner, Norfolk County staff will circulate the application to adjacent landowners, public agencies, and internal departments for comment. The time involved in application processing varies depending on its complexity, acceptability to the other agencies, and statutory Planning Act decision time-frames.

Payment is required once your application is deemed complete. Pre-payments will not be accepted.



Norfolk County collects personal information submitted through this form under the Municipal Freedom of Information and Protection Act's authority. Norfolk County will use this information for the purposes indicated or implied by this form. You can direct questions about collecting personal information to Norfolk GIS Services at NorfolkGIS@norfolkcounty.ca.

Additional studies required for the complete application shall be at the applicant's sole expense. Sometimes, peer reviews may be necessary to review particular studies at the applicant's expense. In these caseds, Norfolk County staff will select the company to complete the peer review.

Norfolk County will refund the original fee if applicants withdraw their applications before circulation. If Norfolk County must recirculate your drawings, there will be an additional fee. If Norfolk County must do more than three reviews of engineering drawings due to revisions by the owner or failure to revise engineering drawings as requested, Norfolk County will charge an additional fee. Full refunds are only available before Norfolk County has circulated the application.

#### **Notification Sign Requirements**

For public notification, Norfolk County will provide you with a sign to indicate the intent and purpose of your development application. It is your responsibility to:

- 1. Post one sign per frontage in a conspicuous location on the subject lands.
- 2. Ensure one sign is posted at the front of the subject lands at least three feet above ground level and not on a tree.
- 3. Notify the Planner when the sign is in place.
- 4. Maintain the sign until the development application is finalized and, after that, remove it.

#### **Contact Us**

For additional information or assistance completing this application, please contact a Planner at 519-426-5870 or 519-875-4485 extension 1842 or planning@norfolkcounty.ca. Please submit the completed application and fees to the attention of the Planning Department at 185 Robinson Street, Suite 200, Simcoe, ON N3Y 5L6.



File No Relate Pre-co Applic	Public Notice Since Use Only:  Number	uthority Fee
Chec	eck the type of planning application(s) you are sub	mitting.
	Official Plan Amendment	
	Zoning By-Law Amendment	
	Temporary Use By-law	
	Draft Plan of Subdivision/Vacant Land Condominiu	m
	Condominium Exemption	
X	Site Plan Application (OFDU)	
	Extension of a Temporary Use By-law	
	Part Lot Control	
	Cash-in-Lieu of Parking	
	Renewable Energy Project or Radio Communicatio Tower	n
provi	ease summarize the desired result of this application (for ovision on the subject lands to include additional use(s), an designation of the subject lands, creating a certain number 1	changing the zone or official
_		
_		
_		
_		
_		
Prop	operty Assessment Roll Number:	



A. Applicant Information  Name of Owner			
Name of Owner			
Address			
Town and Postal Code			
Phone Number			
Cell Number			
Email			
Name of Applicant			
Address			
Town and Postal Code			
Phone Number			
Cell Number			
Email			
Name of Agent			
Address			
Town and Postal Code			
Phone Number			
Cell Number			
Email			
Unless otherwise directed regarding this application	•	ll forward all correspondence ar agent noted above.	nd notices
□ Owner	☐ Agent	☐ Applicant	
Names and addresses of encumbrances on the sub		nortgagees, charges or other	



## B. Location, Legal Description and Property Information

1.	Legal Description (include Geographic Township, Concession Number, Lot Number, Block Number and Urban Area or Hamlet):		
	Municipal Civic Address:		
	Present Official Plan Designation(s):		
	Present Zoning:		
2.	Is there a special provision or site specific zone on the subject lands?		
	$\square$ Yes $\square$ No If yes, please specify corresponding number:		
3.	Present use of the subject lands:		
4.	Please describe <b>all existing</b> buildings or structures on the subject lands and whether they will be retained, demolished or removed. If retaining the buildings or structures, please describe the type of buildings or structures, and illustrate the setback, in metric units, from the front, rear and side lot lines, ground floor area, gross floor area, lot coverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:		
5.	If an addition to an existing building is being proposed, please explain what it will be used for (for example: bedroom, kitchen, or bathroom). If new fixtures are proposed please describe.		
6.	Please describe <b>all proposed</b> buildings or structures/additions on the subject lands Describe the type of buildings or structures/additions, and illustrate the setback, in metric units, from front, rear and side lot lines, ground floor area, gross floor area, locoverage, number of storeys, width, length, and height on your attached sketch which must be included with your application:		



7.	Are any existing buildings on the subject lands designated under the <i>Ontario</i> Heritage Act as being architecturally and/or historically significant? Yes $\Box$ No $\Box$
	If yes, identify and provide details of the building:
8.	If known, the length of time the existing uses have continued on the subject lands:
9.	Existing use of abutting properties:
10	Are there any easements or restrictive covenants affecting the subject lands?
	☐ Yes ☐ No If yes, describe the easement or restrictive covenant and its effect:
C.	Purpose of Development Application
No	te: Please complete all that apply.
1.	Please explain what you propose to do on the subject lands/premises which makes this development application necessary:
2.	Please explain why it is not possible to comply with the provision(s) of the Zoning By-law/and or Official Plan:
2	Does the requested amendment alter all or any part of the boundary of an area of
J.	settlement in the municipality or implement a new area of settlement in the municipality?   Yes   No If yes, describe its effect:
4.	Does the requested amendment remove the subject land from an area of employment? ☐ Yes ☐ No If yes, describe its effect:



	•	d amendment alter, replace, or delete a policy of the Official Plan? s, identify the policy, and also include a proposed text of the
p	olicy amendment	(if additional space is required, please attach a separate sheet):
-		
D	Description of land	intended to be severed in metric units:
F	rontage:	
D	epth:	
٧	Vidth:	
L	ot Area:	
Р	resent Use:	
Ρ	roposed Use:	
Ρ	roposed final lot	size (if boundary adjustment):
lf	a boundary adjus	stment, identify the assessment roll number and property owner o
		the parcel will be added:
		•
D	escription of land	intended to be retained in metric units:
F	rontage:	
D	epth:	
V	Vidth:	
L	ot Area:	
Р	resent Use:	
Р	roposed Use:	
В	Buildings on retain	ed land:
	escription of proprontage:	osed right-of-way/easement:
D	epth:	
V	Vidth:	
Α	irea:	
Р	roposed use:	
Ν	·	, if known, to whom lands or interest in lands to be transferred, (if known):



9.	Site Information	Zoning	Proposed
PΙθ	ease indicate unit of measurem	ent, for example: m, m <sup>2</sup> or %	
Lo	t frontage		
Lo	t depth		
Lo	t width		
Lo	t area		
Lo	t coverage		
Fro	ont yard		
Re	ear yard		
Le	ft Interior side yard		
Ri	ght Interior side yard		
Ex	terior side yard (corner lot)		
La	ndscaped open space		
En	trance access width		
Ex	it access width		
Siz	ze of fencing or screening		
Ту	pe of fencing		
10	.Building Size		
Νu	ımber of storeys		
Bu	ilding height		
То	tal ground floor area		
То	tal gross floor area		
То	tal useable floor area		
11	.Off Street Parking and Loading	g Facilities	
Nu	ımber of off street parking spac	es	
Νu	ımber of visitor parking spaces		
Νu	ımber of accessible parking spa	aces	
Nι	ımber of off street loading facilit	ies	



12. Residential (if applicable)		
Number of buildings existing:	· .	
Number of buildings propose	d:	
Is this a conversion or addition	on to an existing building	? □ Yes □ No
If yes, describe:		
Туре	Number of Units	Floor Area per Unit in m2
Single Detached _		
Semi-Detached _		
Duplex _		
Triplex _		
Four-plex _		
Street Townhouse _		
Stacked Townhouse _		
Apartment - Bachelor		
Apartment - One bedroom		
Apartment - Two bedroom		
Apartment - Three bedroom		
Other facilities provided (for e or swimming pool):	example: play facilities, ι	underground parking, games room,
13. Commercial/Industrial Use	es (if applicable)	
Number of buildings existing:		
Number of buildings propose	d:	
Is this a conversion or addition	on to an existing building	? □ Yes □ No
If yes, describe:		
Indicate the gross floor area	by the type of use (for ex	xample: office, retail, or storage):



Seating Capacity (for assembly halls or similar):
Total number of fixed seats:
Describe the type of business(es) proposed:
Total number of staff proposed initially:
Total number of staff proposed in five years:
Maximum number of staff on the largest shift:
Is open storage required: ☐ Yes ☐ No
Is a residential use proposed as part of, or accessory to commercial/industrial use?
☐ Yes ☐ No If yes please describe:
14. Institutional (if applicable)
Describe the type of use proposed:
Seating capacity (if applicable):
Number of beds (if applicable):
Total number of staff proposed initially:
Total number of staff proposed in five years:
Maximum number of staff on the largest shift:
Indicate the gross floor area by the type of use (for example: office, retail, or storage):
15. Describe Recreational or Other Use(s) (if applicable)



D.	Previous Use of the Property
1.	Has there been an industrial or commercial use on the subject lands or adjacent lands? $\Box$ Yes $\Box$ No $\Box$ Unknown
	If yes, specify the uses (for example: gas station or petroleum storage):
^	
2.	Is there reason to believe the subject lands may have been contaminated by former uses on the site or adjacent sites? $\square$ Yes $\square$ No $\square$ Unknown
3.	Provide the information you used to determine the answers to the above questions:
4.	If you answered yes to any of the above questions in Section D, a previous use inventory showing all known former uses of the subject lands, or if appropriate, the adjacent lands, is needed. Is the previous use inventory attached? $\square$ Yes $\square$ No
E.	Provincial Policy
1.	Is the requested amendment consistent with the provincial policy statements issued under subsection 3(1) of the <i>Planning Act, R.S.O. 1990, c. P. 13</i> ? $\square$ Yes $\square$ No
	If no, please explain:
2.	It is owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws or other agency approvals, including the Endangered Species Act, 2007. Have the subject lands been screened to ensure that development or site alteration will not have any impact on the habitat for endangered or threatened species further to the provincial policy statement subsection 2.1.7? $\square$ Yes $\square$ No
	If no, please explain:



3.	Have the subject lands been screened to ensure that development or site alteration will not have any impact on source water protection? $\square$ Yes $\square$ No
	If no, please explain:
	Note: If in an area of source water Wellhead Protection Area (WHPA) A, B or C please attach relevant information and approved mitigation measures from the Risk Manager Official.
4.	Are any of the following uses or features on the subject lands or within 500 metres of the subject lands, unless otherwise specified? Please check boxes, if applicable.
	Livestock facility or stockyard (submit MDS Calculation with application)
	□ On the subject lands or □ within 500 meters – distance  Wooded area □ On the subject lands or □ within 500 meters – distance  Municipal Landfill □ On the subject lands or □ within 500 meters – distance  Sewage treatment plant or waste stabilization plant □ On the subject lands or □ within 500 meters – distance  Provincially significant wetland (class 1, 2 or 3) or other environmental feature □ On the subject lands or □ within 500 meters – distance  Floodplain □ On the subject lands or □ within 500 meters – distance  Rehabilitated mine site □ On the subject lands or □ within 500 meters – distance  Non-operating mine site within one kilometre
	□ On the subject lands or □ within 500 meters – distance  Active mine site within one kilometre □ On the subject lands or □ within 500 meters – distance  Industrial or commercial use (specify the use(s)) □ On the subject lands or □ within 500 meters – distance  Active railway line □ On the subject lands or □ within 500 meters – distance
	Seasonal wetness of lands  ☐ On the subject lands or ☐ within 500 meters – distance  Erosion ☐ On the subject lands or ☐ within 500 meters – distance  Abandoned gas wells ☐ On the subject lands or ☐ within 500 meters – distance



# F. Servicing and Access 1. Indicate what services are available or proposed: Water Supply ☐ Municipal piped water □ Communal wells ☐ Individual wells ☐ Other (describe below) Sewage Treatment ☐ Municipal sewers ☐ Communal system ☐ Septic tank and tile bed in good working order ☐ Other (describe below) Storm Drainage ☐ Storm sewers □ Open ditches ☐ Other (describe below) 2. Existing or proposed access to subject lands: ☐ Municipal road ☐ Provincial highway ☐ Unopened road ☐ Other (describe below) Name of road/street: G. Other Information 1. Does the application involve a local business? $\square$ Yes $\square$ No If yes, how many people are employed on the subject lands? 2. Is there any other information that you think may be useful in the review of this

application? If so, explain below or attach on a separate page.



#### H. Supporting Material to be submitted by Applicant

In order for your application to be considered complete, **folded** hard copies (number of paper copies as directed by the planner) and an **electronic version (PDF) of the properly named site plan drawings, additional plans, studies and reports** will be required, including but not limited to the following details:

- 1. Concept/Layout Plan
- 2. All measurements in metric
- 3. Key map
- 4. Scale, legend and north arrow
- 5. Legal description and municipal address
- 6. Development name
- 7. Drawing title, number, original date and revision dates
- 8. Owner's name, address and telephone number
- 9. Engineer's name, address and telephone number
- 10. Professional engineer's stamp
- 11. Existing and proposed easements and right of ways
- 12. Zoning compliance table required versus proposed
- 13. Parking space totals required and proposed
- 14. All entrances to parking areas marked with directional arrows
- 15. Loading spaces, facilities and routes (for commercial developments)
- 16. All dimensions of the subject lands
- 17. Dimensions and setbacks of all buildings and structures
- 18. Location and setbacks of septic system and well from all existing and proposed lot lines, and all existing and proposed structures
- 19. Gross, ground and useable floor area
- 20. Lot coverage
- 21. Floor area ratio
- 22. Building entrances, building type, height, grades and extent of overhangs
- 23. Names, dimensions and location of adjacent streets including daylighting triangles
- 24. Driveways, curbs, drop curbs, pavement markings, widths, radii and traffic directional signs
- 25. All exterior stairways and ramps with dimensions and setbacks
- 26. Retaining walls including materials proposed
- 27. Fire access and routes
- 28. Location, dimensions and number of parking spaces (including visitor and accessible) and drive aisles
- 29. Location of mechanical room, and other building services (e.g. A/C, HRV)
- 30. Refuse disposal and storage areas including any related screening (if indoors, need notation on site plan)
- 31. Winter snow storage location



- 32. Landscape areas with dimensions
- 33. Natural features, watercourses and trees
- 34. Fire hydrants and utilities location
- 35. Fencing, screening and buffering size, type and location
- 36. All hard surface materials
- 37. Light standards and wall mounted lights (plus a note on the site plan that all outdoor lighting is to be dark sky compliant)
- 38. Business signs (make sure they are not in sight lines)
- 39. Sidewalks and walkways with dimensions
- 40. Pedestrian access routes into site and around site
- 41. Bicycle parking
- 42. Architectural elevations of all building sides
- 43. All other requirements as per the pre-consultation meeting

may also be required as part of the complete application submission:
Zoning Deficiency Form
On-Site Sewage Disposal System Evaluation Form (to verify location and condition)
Architectural Plan
Buildings Elevation Plan
Cut and Fill Plan
Erosion and Sediment Control Plan
Grading and Drainage Control Plan (around perimeter and within site) (existing and proposed)
Landscape Plan
Photometric (Lighting) Plan
Plan and Profile Drawings
Site Servicing Plan
Storm water Management Plan
Street Sign and Traffic Plan
Street Tree Planting Plan
Tree Preservation Plan
Archaeological Assessment
Environmental Impact Study



	Functional Servicing Report		
	Geotechnical Study / Hydrogeological Review		
	Minimum Distance Separation Schedule		
	Noise or Vibration Study		
	Record of Site Condition		
	Storm water Management Report		
	Traffic Impact Study – please contact the Planner to verify the scope required		
Sit	e Plan applications will require the following supporting materials:		
	1. Two (2) complete sets of the site plan drawings folded to 8½ x 11 and an electronic version in PDF format		
	2. Letter requesting that the Holding be removed (if applicable)		
	3. A cost estimate prepared by the applicant's engineer		
	<ol> <li>An estimate for Parkland dedication by a certified land appraiser</li> <li>Property Identification Number (PIN) printout</li> </ol>		
Sta	andard condominium exemptions will require the following supporting materials:		
	Plan of standard condominium (2 paper copies and 1 electronic copy)		
	Draft condominium declaration		
	Property Identification Number (PIN) printout		

Your development approval might also be dependent on other relevant federal or provincial legislation, municipal by-laws or other agency approvals.

All final plans must include the owner's signature as well as the engineer's signature and seal.

#### I. Development Agreements

A development agreement may be required prior to site plan approval, subdivision and condominium applications. Should this be necessary for your development, you will be contacted by the agreement administrator with further details of the requirements including but not limited to insurance coverage, professional liability for your engineer, additional fees and securities.



#### J. Transfers, Easements and Postponement of Interest

The owner acknowledges and agrees that if required, it is their solicitor's responsibility on behalf of the owner, to disclose the registration of all transfer(s) of land and/or easement in favour of the County and/or utilities. Also, the owner further acknowledges and agrees that it is their solicitor's responsibility on behalf of the owner for the registration of postponements of any charges in favour of the County.

#### K. Permission to Enter Subject Lands

Permission is hereby granted to Norfolk County officers, employees or agents, to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

#### L. Freedom of Information

For the purposes of the Municipal Freedom of Info	ormation and Protection of Privacy	
Act, I authorize and consent to the use by or the o	lisclosure to any person or public	
body any information that is collected under the authority of the Planning Act, R.S.O.		
1990, c.P. 13 for the purposes of processing this	application. $3 - \mathcal{H} - 2025$	
Owner/Applicant Signature	Date	
M. Owner's Authorization		
If the applicant/agent is not the registered owner of application, the owner(s) must complete the authorized application.		
I/We Ron Pearson am	n/are the registered owner(s) of the	
lands that is the subject of this application.		
I/We authorize G. Douglas Vallee Limited c/o - Eldon I	<sup>Darbyson</sup> to make this application on	
my/our behalf and to provide any of my/our perso		
processing of this application. Moreover, this sha	ll be your good and sufficient	
authorization for so doing.		
Ron Vearson	3- 4-2025	
Owner	Date	
Owner	 Date	



## N. Declaration L Ron Pearson

## of Norfolk County

solemnly declare that:

all of the above statements and the statements contained in all of the exhibits transmitted herewith are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Canada Evidence Act*.

Declared before me at:

NORFOLK COUNTY

In l'earson

Owner/Applicant Signature

JEAN OUR

This 4 YH day of MAREH

A.D., 20\_25

A Commissioner, etc.

#### **ELDON FRASER DARBYSON,**

a Commissioner, etc., Province of Ontario, for G. Douglas Vallee Limited. Expires August 21, 2027.





## **Pre-Consultation Meeting Notes**

Date: March 13, 2024

**Description of Proposal:** On-Farm Diversified Use – Horse Boarding and Camping

**Property Location:** 567 Charlotteville Road 1, Norfolk County

Roll Number: 3310493070093600000

Please read all the information in this document on the requirements for future development planning applications. As a result of the information shared at the preconsultation meeting dated March 13, 2024, the following applications and qualified professional documents/reports are required as part of a complete application. Please include all listed items with the application to ensure a complete application. The County reserves the right to change, reduce or add requirements for a complete application, particularly if the submission does not match the proposal as reviewed during the presubmission consultation meeting.

Please note that various fees are associated with each application, and there are also costs for qualified professionals retained to complete various documents/reports. All requirements identified are minimum and determined as of the date of the preconsultation meeting, with the information available at that time. As the proposal proceeds, more information is made public, additional applications, studies, reports, etc., may be required. The information in this document is applicable for a maximum of one (1) year from the meeting date.

Before you submit your application, please contact the assigned Planner to confirm submission requirements and the applicable fee. Fees will not be accepted until the submission has been reviewed and confirmed by the Planning Department.

As part of a complete application, a signed version of these meeting notes is required.

Proponent / Agent Name	Signature	Date
Eldon Darbyson, Agent		
Scott Puillandre, Agent		
Ron Pearson, Applicant		
Connie Pearson, Applicant		

## **Attendance List**

Proponent	Eldon Darbyson, Agent Scott Puillandre, Agent Ron Pearson, Applicant Connie Pearson, Applicant
Community Development – Planning and Agreement	Mohammad Alam, Supervisor, Development Planning (Chair) Hannelore Yager, Planner Olivia Davies, Planning Coordinator
Building and Zoning	Jonathan Weir, Building Inspector Roxanne Lambrecht, Zoning Administrator Tegan Meulemeester, Building Inspector
Environment & Infrastructure Services – Development Engineering	Brett Hamm, Junior Development Technologist
Long Point Regional Conservation Authority	Meagan Doan, Resource Planner

#### **Table of Contents**

Pre-Submission Consultation Meeting Notes	1
Attendance List	1
Table of Contents	3
Proposal Summary	3
List of Application Requirements* and General Comments	3
Planning Department	3
Planning Comments	5
Development Engineering	6
Agreements	6
Conservation Authority	7
Long Point Regional Conservation Authority	7
Building	7
Corporate Support Services – Realty Services	9
Corporate Support Services - Accessibility for Ontarians with Disabilities Act	9
Forestry	10
Appendix A: Planning Reference Materials	11
Provincial Policy Statement, 2020	11
Norfolk County Official Plan	11
Norfolk County Zoning By-Law 1-Z-2014	11

## **Proposal Summary:**

The applicant proposes an On-Farm Diversified Use to allow for temporary accommodations for horse boarding and training.

## **List of Application Requirements\* and General Comments**

## **Planning Department**

Planning application(s) required to proceed	Required
Official Plan Amendment Application	
Zoning By-law Amendment Application	
Site Plan Application - On Farm Diversified Use	X
Draft Plan of Subdivision Application	

Privileged Information and W	ithout Prejudice	1
Draft Plan of Condominium Application		
Part Lot Control Application		
Consent / Severance Application		
Minor Variance Application		
Removal of Holding Application		
Temporary Use By-Law Application		
Other -		
Planning requirements for a complete application The items below are to be submitted as part of	Required at OPA/ Zoning Stage	Required at Site Plan Stage
the identified Planning Application(s).  ** electronic/PDF copies of all plans, studies and reports are required**	Otage	
Agricultural Impact Assessment		
Air Treatment Control Study		
Archeological Assessment (Phase One)		X**
Contaminated Site Study		
Dust, Noise and Vibration Study		
Elevation Plan		
Environmental Impact Study - Scoped		X****
Geotechnical Study		
Heritage Impact Assessment		
Hydrogeological Study		
Landscaping Plan		
Market Impact Analysis		
Minimum Distance Separation Schedule		X***
MOE D-Series Guidelines Analysis		
Neighbourhood Plan		
Odour Mitigation Plan		
Parking Assessment		
Planning Justification Report/Impact Analysis		
Photometrics (Lighting) Plan		
Record of Site Condition		
Restricted Land Use Screening Form		
Site Plan/Drawing		X
Topographical Study		
Other – Archaeological Screening Form		X
Additional Planning Requiremen	ts	Required
Development Agreement		
Parkland Dedication/Cash-in-lieu of Parkland		

- \* Any changes to a proposal may necessitate changes to Planning Department submission requirements. Reports and studies are subject to peer review.
- \*\* Screening Question 9. from the Criteria for Evaluating Archaeological Potential (Ministry of Tourism, Culture and Sport) identifies that an archaeological assessment is triggered when a present or past water sources within 300 metres of the property (or project area). GIS mapping shows the subject lands are near the Forestville Creek – however it is unclear whether the campgrounds are ≤ 300 m. of the Forestville Creek. As part of a complete application, please submit this form.
- \*\*\* May be required to accommodate manure storage. Staff recommend reviewing the Nutrient Management Act to determine if any new, or amendment to, an existing Nutrient Management Plan/Strategy is required.

Staff recommend the distance to the creek be identified on the site plan. If demonstrated the proposed greater than 300 m an Archaeological Assessment will not be required.

\*\*\*\* If trails are existing may remove; but if vehicular roads need to be established to access sites then this is required

Summary of Fees, Forms, and other information pertaining to the Planning process can found by visiting https://www.norfolkcounty.ca/government/planning/

See Appendix A for additional information

#### **Planning Comments**

The property at 567 Charlotteville Road 1 is zoned Agricultural and designated Hazard Lands. The portion designated Hazard Land has an overlay of significant woodlands. The northwestern corner is adjacent (within 120 m.) of a Provincially Significant Wetland. To the north is the Forestville Creek. The lands are primarily Class 3 soils and can be understood as being prime agricultural lands.

Some key items that should be addressed in a future application:

How many horses are there permanently through the current agricultural use? Is the use proposed to be seasonal or year round? What is the anticipated increase in horses?

How are people accessing rear spots

- are vehicles and horse being parked at a communal parking area and both people/horses being walked?
- or are they driving to the spot?

Requirements of a complete site plan application include:

Site plan drawing

- Archaeological preliminary screening form
  - o Potential: Archaeological Phase One
- MDS Calculations
- Potentially required: Environmental Impact Study
- Site Plan Drawing provided in pre-consultation submission package can be amended to show:
- Dimensions (in metres) of campsite, parking, width of vehicular and horse trail, RV office, toilet area.
- Location, width and surface material of road to facilitate vehicle access to all campsites.
- Location of parking recognizing an anticipated need for passenger vehicles, horse trailers and (potentially) trailers for people to sleep in.
- Location of manure storage.
- Delineation of on-farm diversified use area, separate from primary agricultural. use.
   Please include any agricultural structures (i.e. barns, hay lofts) used for on-farm diversified use.
- Zoning table which addresses section 12.3., 4.9, 4.3., 4.1.3., of the By-Law.

Endangered and threatened species and their habitat are protected under the provinces Endangered Species Act, 2007 (ESA), O. Reg. 242/08 & O. Reg. 830/21. The Act prohibits development or site alteration within areas of significant habitat for endangered or threatened species without demonstrating that no negative impacts will occur. The Ministry of Environment, Conservation and Parks provides the service of responding to species at risk information requests and project screenings. The proponent is responsible for discussing the proposed activity and having their project screened with MECP (Ministry of Environment, Conservation and Parks).

Please be advised that it is the owner's responsibility to be aware of and comply with all relevant federal or provincial legislation, municipal by-laws, or other agency approvals.

#### **Assigned Planner:**

Hanne Yager, Planner

<u>Hannelore.yager@norfolkcounty.ca</u>

Ext. 8095

#### **Development Engineering**

Comments Pending – at such time as they are completed, the Pre-Consultation meeting notes will be updated and circulated immediately

Brett Hamm Junior Development Technologist

Brett.Hamm@norfolkcounty.ca

Stephen Gradish
Development Technologist
Stephen.Gradish@norfolkcounty.ca

#### **Development Agreement**

If performance securities are required by the County to secure any internal and external development works, a recommended condition for your planning application approval will be to enter into a development agreement with the County. The agreement will be registered on title to the subject lands, at the owner's expense. The additional requirements for an agreement could include, but are not limited to the following:

- Engineering drawing review
- Engineer's schedule of costs for the works
- Clearance letter and supporting documentation to support condition clearance
- User fees and performance securities
- Current property identification number (PIN printout)
- Owner's commercial general liability insurance certificate
- Professional liability insurance certificate
- Postponement of interest
- Transfers and / or transfer easements along with registered reference plan

All the best with your development.

Annette Helmig
Agreement and Development Coordinator
Annette.Helmig@norfolkcounty.ca

#### **Conservation Authority**

**Long Point Regional Conservation Authority** 

Comments Pending – at such time as they are completed, the Pre-Consultation meeting notes will be updated and circulated immediately

Meagan Doan, Resource Planner mdoan@lprca.on.ca

**Building** 

**Zoning Administrator:** 

567 Char Road 1

proposing training and boarding facilities with residential accommodation only seasonal Apr-October near back of property for tents and trailers. (no camping pods or buildings proposed)

- -Proposing OFDU for the accommodation portion as lands used for public to stay in recreational trailers not a permitted use of the zone.
- "ON-FARM DIVERSIFIED USE" shall mean use(s) that are secondary to the principal agricultural use of the property and are limited in area. [34-Z-2019]
- The principal AGR use is a "horse farm"
- permit issued for a horse barn with riding arena and residential area in 2013 for approval for 5 horses (5 stalls)
- -property meets definition of a "farm" by raising and boarding of horses.
- -How many horses can you accommodate at max for training? Nutrient management and MDS may be required, check with consultant.

#### On-Farm Diversified Use 12.3.1

Any on-farm diversified use shall be subject to the following provisions:

- a) an on-farm diversified use shall only be permitted on an existing farm operation.
- b) no on-farm diversified use shall exceed a combined total of one (1) hectare; therefore; the accommodation area cannot exceed 1 hectare (2.47acres) as per OFDU

Please indicate this see below my calculation below, I am getting over 1 hectare



Roxanne Lambrecht
Zoning Administrator
Extension 1839
Roxanne.Lambrecht@norfolkcounty.ca

### **Building Inspector:**

The Ontario Building Code Act defines a building as:

"building" means,

- (a) a structure occupying an area greater than 15 square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
- (b) a structure occupying an area of 15 square metres or less that contains plumbing, including the plumbing appurtenant thereto,
- (c) plumbing not located in a structure,
- (c.1) a sewage system, or
- (d) structures designated in the building code; ("bâtiment")

The clearing of sites for the parking of plated wheeled trailers and for tents not more than 60sqm in ground area do not require a building permit.

No changes are proposed to the existing buildings, no bleachers or indoor seating are proposed for the existing structures.

Use of the cleared sites is for seasonal use only, no permanent year round accommodations.

RV Office building: A trailer that is <u>not</u> on wheels would meet the requirements of a building and a building permit would be required. The applicant has confirmed that the Office trailer is a plated, mobile trailer that can be moved at any time.

If you have any questions on the building permit process or plans required, please contact jonathan.weir@norfolkcounty.ca or 519-426-5870 ext.1832

Jonathan Weir Building Inspector

Extension 1832 jonathan.weir@norfolkcounty.ca

#### **Corporate Support Services – Realty Services**

Realty Services has no comments at this time.

Specialist, Realty Services realty.services@norfolkcounty.ca

#### Corporate Support Services - Accessibility for Ontarians with Disabilities Act

No comments from Accessibility at this stage of the development

Sam McFarlane Manager, Accessibility and Special Projects

Corporate Support Services 519-426-5870 x. 8099 Sam.McFarlane@norfolkcounty.ca

#### **Forestry**

Forestry staff attended this property in September 2020, responding to a complaint about clearing of woodland without a permit.

Through the investigation, the Officer was notified that the owners were intending to use a portion of the woodlot for equestrian trails/camping, as the current proposal outlines. The Officer informed the landowner that there may be approvals required at the County level for such a change in-use, and was satisfied that if the owners were to continue to pursue this change in use that they would investigate the proper process to do so.

As far as disturbance to the woodland, the investigation revealed that the woodland had undergone a significant disturbance, involving the removal of most understory trees and shrubs and all ground layer vegetation. A portion of a sandy hill had been excavated. The disturbances were limited to the southern most portion of the woodland. Most large trees were left intact. The work was halted, and the investigation did not lead to any charges.

The concept plan involves developing trails and camping sites throughout the woodland, including the area previously disturbed in 2020 and areas that were unaffected by the 2020 understory clearing.

Although the concept plan proposes using existing logging trails, there will inevitably be disturbances to surrounding vegetation along the trail, and in areas where campsites will be installed. There should be some consideration for the Significant Woodland feature in this regard, to avoid potentially impacting Species at Risk plants, wildlife, and migratory birds.

Forestry staff are supportive of a Scoped EIS to address these concerns and to propose mitigation options to reduce or offset these impacts. Any area of woodland clearing needs to be identified and any loss of forest cover shall be mitigated by contributing to Norfolk County's Reforestation Reserve Fund in the amount of \$2,000.00 for any acre of woodland that is cleared.

Adam Biddle
Supervisor, Forestry
Adam.biddle@norfolkcounty.ca

# Privileged Information and Without Prejudice Appendix A: Planning Reference Materials

Following is a summary of some land use planning reference materials. It is the requirement of the applicant to ensure compliance with applicable legislation, policies and regulations.

#### **Provincial Policy Statement, 2020**

https://www.ontario.ca/page/provincial-policy-statement-2020

#### **Norfolk County Official Plan**

https://www.norfolkcounty.ca/government/planning/official-plan/

Section 9.6.1 outlines requirements in relation to requests to amend the Official Plan.

Section 9.6.2 outlines requirements in relation to requests to amend the Zoning By-law.

It is the responsibility of the proponent to review and ensure relevant Official Plan policies are addressed in any future development application.

#### Norfolk County Zoning By-Law 1-Z-2014

https://www.norfolkcounty.ca/government/planning/new-zoning-by-law/

The provisions of the Norfolk County Zoning By-Law shall apply to all lands within the boundaries of Norfolk County. No land, building or structure shall be used, erected, or altered in whole or in part except in conformity with the provisions of this By-Law. No land, building or structure shall be used or occupied except for uses that are specifically identified in the By-Law as permitted uses by the relevant zoning category.

It is the responsibility of the proponent to review and ensure relevant Zoning Bylaw provisions are addressed in any future development application



#### Jane Zilke

## Certified Nutrient Management Consultant

616378-13<sup>th</sup> Line, RR 6 Woodstock, Ontario N4S 7W1 (519) 533-8761

May 21, 2024

Horseshoe Ranch 567 Charlotteville Rd. One St. Williams, Ontario NOE 1PO

Dear Mr. Pearson & Ms. Kinnear,

Thank you for contacting me with regards to Nutrient Management on your property at 567 Charlotteville Rd. One in St. Williams.

It is my understanding that you are proposing a campground along with horse corrals at this location. After some consideration, I have determined that a Nutrient Management Strategy is <u>NOT</u> required on your property presently, for the following reasons:

- The Nutrient Management Regulation does not apply to a farm unit if the number of farm animals on the farm unit is not sufficient to generate more than five nutrient units of manure annually. O. Reg. 338/09, s. 6 (1).
- No building permit is required.

However, if you wish to construct new livestock housing or manure storage in the future, you will then require a Nutrient Management Strategy on your property.

If you require any additional information or have any questions, please feel free to contact me.

Sincerely,

Jane Zilke

Jane Zilke

**Certified Nutrient Management Consultant** 



# Stage 1 & 2 Archaeological Assessment

**Proposed Development** 

567 Charlotteville Road 1, Part of Lot 7 & 8, Concession 1, Town of St. Williams, Township of Charlotteville, County of Norfolk, Ontario.

PIF#: P066-0353-2024

Project No. 165-12-24

22 August 2024

Original Report

Prepared for:

Ontario Ministry of Citizenship and Multiculturalism

Prepared by:

Archaeological Licensee: Kristy O'Neal, M.A. P066. **Archaeological Consultants Canada** PO Box 81045 Ancaster, RPO Fiddlers Green Hamilton, ON L9G 4X1

#### **EXECUTIVE SUMMARY**

Archaeological Consultants Canada ("ACC") was contracted by the Proponent to conduct a Stage 1 & 2 archaeological resource assessment as part of a proposed development. The assessment was conducted in the pre-construction phase and was required under the *Planning Act, R.S.O. 1990*. The area of assessment, or the "subject property", is located at municipal addresses 567 Charlotteville Road 1 (Figure 1). Legally the property is described as 567 Charlotteville Road 1, Part of Lot 7 & 8, Concession 1, Town of St. Williams, Township of Charlotteville, County of Norfolk, Ontario. The subject property measures 6.75 hectares ("ha") in size. The Proponent verified the limits of the subject property as defined in this report and provided a draft plan of the subject property (Figure 2).

The Stage 1 & 2 assessment was conducted under Professional Archaeological License P066, held by Kristy O'Neal. Michelle Volpe (R1241) directed and conducted the fieldwork. The Ontario Ministry of Citizenship and Multiculturalism ("MCM") assigned Project Information Form ("PIF") number P066-0353-2024 (Stage 1 & 2) to this project. The licensee of ACC received permission from the Proponent to access the property and conduct all required archaeological fieldwork activities.

Stage 1 background research indicated that the subject property has general archaeological potential due to the following factors:

- The subject property is depicted having a homestead located in the subject property (H.R. Page & Co., 1877).
- The subject property is adjacent to Charlotteville Road 1, an early historical transportation route (Tremaine 1856; H. R. Page & Co., 1877).
- Forestville Creek is located 120 m west of the subject property.
- The subject property is within 550 m from historic Forestville.

ACC conducted a Stage 1 visual property inspection and determined that 0.27 ha, 4% of the subject property has been previously disturbed. The remaining 6.48 ha, 96% of the subject property was determined to retain archaeological potential and require Stage 2 assessment. As these lands consisted of woodlot and in use pastures, the Stage 2 assessment was conducted by test pit survey at 5 m intervals.

The following recommendation is provided for consideration by the Proponent and by the MCM:

1. No artifacts or other archaeological resources were identified during the Stage 2 archaeological assessment. The subject property has now been fully assessed according to the Ontario Ministry of Citizenship and Multiculturalism's 2011 *Standards and Guidelines for Consultant Archaeologists*. No further archaeological assessment of the property is required.

## TABLE OF CONTENTS

EXECUTIVE SUMMARY	2
PROJECT PERSONNEL	5
1.0 PROJECT CONTEXT	6
1.1 Development Context	6
1.2 Historical Context	7
1.2.1 Background Research	7
1.2.2 A Cultural Chronology for Southern Ontario	7
1.3 Archaeological Context	10
1.3.1 Natural Environment	10
1.3.2 Current Land Use	11
1.3.3 Previous Archaeological Investigations	11
1.3.5 Potential for Archaeological Resources	12
2.0 FIELD METHODS	15
3.0 RECORD OF FINDS	16
3.1 Soils	16
3.2 Archaeological Resources	16
3.3 Documentary Record	16
4.0 ANALYSIS AND CONCLUSIONS	17
5.0 RECOMMENDATIONS	18
6.0 ADVICE ON COMPLIANCE WITH LEGISLATION	19
7.0 BIBLIOGRAPHY AND SOURCES	20
8.0 IMAGES	23
0 0 EICLIDES	25

## **LIST OF TABLES**

- 1. General Cultural Chronology for Southern Ontario 7
- 2. Inventory of Documentary and Material Records 16

### LIST OF FIGURES\_

- 1. Location of the Subject Property on a 1:50,000 Scale Topographic Map
- 2. Plan Drawing of the Subject Property
- 3. Location of the Subject Property on Tremaine's 1856 historical Map of Norfolk County
- 4. Location of the Subject Property on H.R. Page & Co.'s 1877 Illustrated historical Atlas Map of Norfolk County
- 5. Location of the Subject Property on a Map of the Soils of Norfolk County
- 6. Current Land Use of the Subject Property and Previous Reports Within 50 m
- 7. Aerial Photograph Showing the Results of the Stage 1 & 2 Archaeological Assessment of the Subject Property with Image Locations

## PROJECT PERSONNEL

Project Manager: Matthew Muttart, M.A., P1208

Professional License: Kristy O'Neal, M.A., P066

Field Director: Michelle Volpe. M.A., R1241

Field Technician: Matthew Muttart

Leah Peacock

Donny Vongphakdy

Report Preparation: Zack Cousineau, B.A., A1335

Graphics: Zack Cousineau, B.A., A1335

# Stage 1 & 2 Archaeological Assessment

567 Charlotteville Road 1, Part of Lot 7 & 8, Concession 1, Town of St. Williams, Township of Charlotteville, County of Norfolk, Ontario.

## 1.0 PROJECT CONTEXT

## 1.1 Development Context

Archaeological Consultants Canada ("ACC") was contracted by the Proponent to conduct a Stage 1 & 2 archaeological resource assessment as part of a proposed development. The assessment was conducted in the pre-construction phase and was required under the *Planning Act, R.S.O. 1990*. The area of assessment, or the "subject property", is located at municipal addresses 567 Charlotteville Road 1 (Figure 1). Legally the property is described as 567 Charlotteville Road 1, Part of Lot 7 & 8, Concession 1, Town of St. Williams, Township of Charlotteville, County of Norfolk, Ontario. The subject property measures 6.75 hectares ("ha") in size. The Proponent verified the limits of the subject property as defined in this report and provided a draft plan of the subject property (Figure 2).

The objective of a Stage 1 background study is to provide information about the subject property's geography, history, previous archaeological fieldwork, and current land conditions. A Stage 1 study evaluates the subject property's archaeological potential in order to recommend appropriate strategies for the Stage 2 survey.

The objective of a Stage 2 property assessment is to document all archaeological resources present on the property and to make a determination about whether these resources, if present, have Cultural Heritage Value or Interest. Archaeological resources consist of artifacts (Indigenous stone tools, pottery and subsistence remains as well as Euro-Canadian objects), subsurface settlement patterns and cultural features (post moulds, trash pits, privies, and wells), and sites (temporary camps and special purpose activity areas, plus more permanent settlements such as villages, homesteads, grist mills and industrial structures). If any archaeological resources are present that exhibit Cultural Heritage Value or Interest, a Stage 2 survey will determine whether these resources require further assessment and, if necessary, recommend appropriate Stage 3 strategies for identified archaeological sites.

The Stage 1 & 2 assessment was conducted under Professional Archaeological License P066, held by Kristy O'Neal. Michelle Volpe (R1241) directed and conducted the fieldwork. The Ontario Ministry of Citizenship and Multiculturalism ("MCM") assigned Project Information Form ("PIF") number P066-0353-2024 (Stage 1 & 2) to this project. The licensee of ACC received permission from the Proponent to access the property and conduct all required archaeological fieldwork activities.

All fieldwork and reporting were completed using MCM's 2011 Standards and Guidelines for Consultant Archaeologists. This report documents the research, the field methods and results, and the conclusions and recommendations based on the Stage 1 archaeological assessment. All

documents and records related to this project will be curated at the offices of ACC, in accordance with subsection 66(1) of the *Ontario Heritage Act*.

#### 1.2 Historical Context

#### 1.2.1 Background Research

Stage 1 background research was conducted to determine the potential for finding and identifying archaeological resources including sites within the current subject property and to determine the necessity of conducting a Stage 2 survey. This is done by reviewing geographic, archaeological, and historical data for the property and the surrounding area. The background research was conducted to:

- amass all the readily available information on any previous archaeological surveys in the area.
- determine the locations of any registered and unregistered sites within and around the subject property.
- develop an historical framework for assigning levels of potential significance to any new sites discovered during fieldwork.

#### 1.2.2 A Cultural Chronology for Southern Ontario

Over their thousands of years of occupation in the general region, Indigenous peoples have left behind, to a greater or lesser degree, physical evidence of their lifeway activities and settlements at many locations. Based upon a published synthesis of Indigenous cultural occupations (Wright, 1968). Table 1 is a general outline of the cultural history of southern Ontario that is applicable to the subject property. Ellis and Ferris (1990) provide greater detail of the distinctive characteristics of each time period and cultural group.

It is likely that Ontario was occupied soon after the retreat of the Ice Age glaciers. The earliest known human occupation in the area was during the Paleoindian period (between 12,000 and 9,500 years ago) wherein small groups of nomadic peoples hunted big game such as caribou in a cool sub-arctic climate. Sites are typically found near glacial features such as the shorelines of glacial lakes or kettle ponds which would have allowed access to the low-lying environments that were favoured by the caribou and other wildlife. These people were few and their small, temporary campsites are relatively rare. Paleoindian sites are recognized by the presence of distinctive artifacts such as fluted projectile points, beaked scrapers, and gravers and by the preference for light colored cherts, such as Collingwood chert. The Paleoindian Period is divided into two sub-periods, Early Paleoindian, and Late Paleoindian.

Table 1: General Cultural Chronology for Southern Ontario

Two is a contract con							
PERIOD	SUBDIVISION I	SUBDIVISION II	YEARS BEFORE PRESENT	COMMENTS			
PALEOINDIAN	Early Paleoindian	Fluted Point Horizon	12,000-10,500	big game hunters			
	Late Paleoindian	Holcombe & Hi-Lo Horizons	10,500-9,500	small nomadic groups			

PERIOD	SUBDIVISION I	SUBDIVISION II	YEARS BEFORE PRESENT	COMMENTS	
ARCHAIC	Early Archaic	Side Notched Horizon 10,000-9,700		nomadic hunters and gatherers	
		Corner-Notched Horizon	9,700-8,900		
		Bifurcate Horizon	8,900-8,000		
	Middle Archaic	Middle Archaic I/Stemmed 8,000-5,500 Horizon		territorial settlements	
		Middle Archaic II	5,500-4,500	polished ground stone tools	
	Late Archaic	Narrow Point Horizon	4,500-3,500		
		Broad Point Horizon	4,000-3,500		
		Small Point Horizon (including Haldimand and Glacial Kame Complexes)	3,500-2,800	burial ceremonialism	
WOODLAND	Early Woodland	Meadowood Complex	2,900-2,400	introduction of pottery	
		Middlesex Complex	2,500-2,000		
	Middle Woodland	SW Ontario: Saugeen	2,300-1,500	long distance trade networks	
		Western Basin: Couture	2,300-1,500		
	Transitional Woodland	SW Ontario:			
		Princess Point	1,500/1,400-1,200	incipient agriculture	
		Western Basin:			
		Riviere au Vase	1500/1400-1200/1100		
	Late Woodland: Ontario Iroquois Tradition	Early: Glen Meyer 1200/100-750/700 tran		transition to village life	
		Middle I: Uren	720/700-710/670	large villages with palisades	
		Middle II: Middleport	710/670-670/600	wide distribution of ceramic styles	
		Late: Neutral	600-450		
	Late Woodland: Western Basin Tradition	Younge Phase	1200/1100-800		
		Springwells Phase	800-600		
		Wolf Phase	600-450		
HISTORIC	SW Ontario Iroquois	Historic Neutral	450-350	tribal warfare	
	European Contact	Initial Contact	380-300	380-300 tribal displacement	
		European Settlement	200 >	European settlement	
		First Nations Resettlement	200 >		

(Compiled from Adams, 1994, Ellis et al., 1990, Wright, 1968)

People during the Archaic period (*circa* 10,00 to 500 years ago) were still primarily nomadic hunters, but they adapted to a more temperate climate. Groups were dispersed during winter months and converged around watercourses from the spring to fall in large fishing campsites. The Archaic period is characterized by the appearance of ground stone tools, notched, or stemmed projectile points. The Archaic Period is divided into three sub-periods, Early, Middle, and Late Archaic. During the Archaic Period, groups began to establish territorial settlements and introduce burial ceremonialism. There is a marked increase in the number and size of sites, especially during the Late Archaic period.

The Woodland period is distinguished by the introduction of pottery vessels for storage and cooking. Sites of the Woodland period (*circa* 3000 to 400 years ago) are usually the most



numerous because the population levels in southern Ontario had significantly increased, especially along the shores of Lakes Erie and Ontario. The Woodland Period is also marked by the establishment of complex long distance trading networks. The Woodland Period is divided into three sub-periods, Early, Middle and Late Woodland. During the Late Woodland Period, there is increasing sedentarism and the establishment of horticulture, a reliance on tribal warfare, and the introduction of semi-permanent villages with large protective palisades. The Late Woodland period also envelops the emergence of Iroquoian tribes and confederacies.

The historic period (from A.D. 1650 to 1900) begins with the arrival of Euro-Canadian groups. While North America had been visited by Europeans on an increasing scale since the end of the fifteenth century, it was not until the voyages of Jacques Cartier in the 1530s that Europeans visited Ontario Iroquoians in their home territories. Sites of this period document European exploration, trade, and the displacement and devastation of native groups caused by warfare and infectious disease. The most common sites of this period include Euro-Canadian homesteads, industries, churches, schools, and cemeteries.

During pre-contact and early contact times, the vicinity of the subject property would have contained a mixture of deciduous trees, coniferous trees, and open areas. In the early nineteenth century, Euro-Canadian settlers arrived via easily accessible colonization routes from York and began to clear the forests for agricultural purposes. In the nineteenth and early twentieth centuries, the subject property and surrounding land were primarily used for agricultural purposes, Mixed farming was common, with wheat crops and beef cattle dominating the landscape (Chapman and Putnam, 1984:177).

The first European to venture into what would become southern Ontario was Étienne Brûlé who was sent by Samuel de Champlain in the summer of 1610 to consolidate an emerging friendship between the French and the First Nations, and to learn their languages and customs. Other Europeans would subsequently be sent by the French to train as interpreters. These men played an essential role in communications with the First Nations (Gervais, 2004:182).

The late 17<sup>th</sup> and early 18<sup>th</sup> centuries saw the growth and spread of the fur trade, with the establishment and maintenance of trading posts along the Great Lakes. In 1754, hostilities over trade and the territorial ambitions of the French and the British led to the Seven Years' War, which ended when the French surrendered in 1760 (Smith, 1987:22). In addition to cementing British control over the Province of Quebec, the British victory over the French also proved pivotal in catalyzing the Euro-Canadian settlement process.

In 1791, the provinces of Lower Canada and Upper Canada were created from the former province of Quebec by a British parliamentary act. Colonel John Graves Simcoe was appointed as the Lieutenant Governor of Upper Canada and was tasked with governing and directing its settlement, as well as establishing a constitutional government based on Britain's model (Coyne et al, 1895:33).

The subject property was historically located within Part of Lot 7 and 8, Concession 1 in the Geographic Township of Charlotteville, Norfolk County. Norfolk County was first settled in 1789 by United Empire Loyalists emigrating from the United States after the American

Revolutionary War (Carter, 1984). The county itself was created in 1792 by Lieutenant-Governor John Graves Simcoe, who named it after Norfolk County, England (Mika & Mika, 1984). The population of Norfolk County was 9,626 in 1841. Early settlers in the county were primarily of Dutch, British and German descent, who settled in the county to take advantage of the rich soils (Mutrie, 2004). By 1844, a total of 56,899 acres were being cultivated, and there were 50 sawmills and 10 grist mills in operation (Smith 1846:186).

Charlotteville Township was surveyed in 1796 by Thomas Walsh (Mika & Mika, 1977). Like elsewhere in Norfolk County, the earliest settlers were United Empire Loyalists. Charlotteville Township, named in honour of Queen Charlotte, has excellent sandy loam soil, excellent for growing fruit and produce (Mika & Mika, 1977). The township, located on the north shore of Lake Erie, also had an excellent tourist industry. Charlotteville Township had a population of 2780 in 1852 (Carter, 1984).

Historical records and mapping were examined for evidence of early Euro-Canadian occupation within and near the subject property. Figures 3 and 4 represent the Euro-Canadian settlement in and around the current subject property in the late 19<sup>th</sup> century. Tremaine's 1856 *Historical Atlas of Norfolk County* indicates that J. F. was the owner of the subject property on both Lot 7 and 8, Concession 1. No buildings are portrayed on the property; however, it does border Charlotteville Road, a historic transport route (Figure 3).

In H.R. Page & Co.'s 1877 *Illustrated historical Atlas of the County of Norfolk*, does not cite an owner of the subject property, however there is now a structure and orchard depicted within the subject property. The subject property appears to additionally be located in portions of both William Baldwin's and Levi Kerns' property. The Hamlet of Forestville is now located 550 m west of the subject property. Charlotteville Road is still abutting the south of the subject property (Figure 4).

While there are no structures illustrated within the subject property on Tremaine's 1856 historical atlas mapping, this does not necessarily mean that one or more additional structures were not present at that time, earlier or later. Not all features of interest were mapped systematically on the Ontario series of historical maps and atlases, given that they were financed by subscription, and subscribers were given preference regarding the level of detail provided on the maps (Caston, 1977:100). Given that the subject property fronts a historic road there is the potential for 19<sup>th</sup> century buildings to be present, depending on the level of disturbance.

## 1.3 Archaeological Context

#### 1.3.1 Natural Environment

The study area is located within the Norfolk Sand Plain physiographic region (Chapman and Putnam 1984). This wedge-shaped area has a curved base along the coast of Lake Erie and tapers to a point at Brantford. The region is made up of sand deposited from meltwater of the Grand River that formed a delta of glacial Lakes Whittlesey and Warren. It is made up of light textured soils left behind by retreating glaciers that is best used for tobacco crops.



The *Soils of the Regional Municipality of Haldimand-Norfolk* (Hoffman and Richards, 1984) indicates that there are three soil types within the subject property (Figure 5). The majority of the subject property consists of Plainfield, a mainly sandy loam with imperfect to rapid drainage and is located in the north of the subject property. The second soil type is Gobles, a mainly silty clay loam till, with imperfect drainage located in the west of the subject property. The third soil type is Muriel silty clay loam located in the central south of the subject property, this soil has moderately well drainage.

Water has been identified as the major determinant of site selection and the presence of potable water is the single most important resource necessary for any extended human occupation or settlement. Primary water sources include, among others, lakes, rivers, creeks, and streams. Secondary water sources include intermittent streams, creeks, springs, marshes, and swamps. Past water sources, such as raised beach ridges, relic water channels, and glacial shorelines are also considered to have archaeological potential. Swamps and marshes are also important as resource extraction areas, and any resource areas are considered to have archaeological potential. The nearest water source is Forestville Creek, located approximately 120 m west of the subject property.

### 1.3.2 Current Land Use

Figure 6 shows the current land use of the subject property. It is comprised mostly of horse paddock located in the south of the property; the north of the property is comprised of woodlot. A barn is located on the south edge of the subject property. The surrounding properties are comprised of agricultural land and woodlots. Charlotteville Road 1 is located directly south of the subject property.

Fieldwork for the project was completed on August 22, 2024.

#### 1.3.3 Previous Archaeological Investigations

#### 1.3.3.1 Registered Archaeological Sites

Previously registered archaeological sites can be used to indicate archaeological potential. To determine if any previous assessments have yielded archaeological sites, either within or surrounding the current subject property, two main sources were consulted. These include the *Ontario Archaeological Sites Database* ("OASD") and the *Public Register of Archaeological Reports*, both of which are maintained by MCM.

The OASD contains archaeological sites registered within the Borden system (Borden, 1952). The Borden system divides Canada into 13 km by 18.5 km blocks based on longitude and latitude. Each Borden block is designated with a four-letter label and sites identified within the block are numbered sequentially as they are registered. The subject property is located within the *AeHc* Borden block.

According to the OASD, no archaeological sites have been registered within the subject property, additionally, no sites has been registered within 1 km of the subject property (MCM,

2023a). The absence of registered sites may reflect a lack of systematic survey in the area rather than an indication of cultural occupation.

Information concerning specific site locations is protected by provincial policy and is not fully subject to the *Freedom of Information Act*. The release of such information in the past has led to looting or various forms of illegally conducted site destruction. Confidentiality extends to all media capable of conveying location, including maps, drawings, or textual descriptions of a site location. MCM will provide information concerning site location to the party or an agent of the party holding title to a property, or to a licensed archaeologist with relevant cultural resource management interests.

## 1.3.3.2 Previous Archaeological Reports

A review of archaeological reports within the *Public Register of Archaeological Reports* indicated that there are no archaeological reports detailing previous archaeological fieldwork within the subject property. There is one report detailing fieldwork within 50 m of the subject property filed with the MCM at the time this report was written. Reports were searched based on registered site information, historic lots and concessions, and nearby streets.

Stage 1 Archaeological Assessment, Union Gas Limited, Turkey Point Natural Gas Pipeline, Part of Lots 9 to 14, March in Front, Part of Lots 1 to 13, Concession A, Part of Lots 1 to 13, Concession 1, and Part of Lots 1 to 7, Concession 2, Geographic Township of Charlotteville, Part of Lot 24, Concession 2, 3, and 4, Geographic Township of Walsingham, Norfolk County, Ontario.

In 2018 Timmins Martelle Heritage Consultants Inc. (TMHC) conducted a Stage 1 Archaeological Assessment of property within 50 m of the subject property. The assessment included land underneath Charlotteville Road. The Assessment recommended Stage 2 Assessment for parts of their study area (TMHC, 2018).

## 1.3.5 Potential for Archaeological Resources

Archaeological potential is defined as the likelihood of finding archaeological sites within a subject area. For planning purposes, determining archaeological potential provides a preliminary indication that significant sites might be found within the subject area, and consequently, that it may be necessary to allocate time and resources for archaeological survey and mitigation.

The framework for assigning levels of potential archaeological significance is drawn from provincial guidelines found in the *Standards and Guidelines for Consultant Archaeologists* (MCM, 2011: Sections 1.3.1 and 1.3.2). The following are features or characteristics that can indicate archaeological potential:

- previously identified archaeological sites
- water sources (It is important to distinguish types of water and shoreline, and to distinguish natural from artificial water sources, as these features affect site locations and types to varying degrees.).



- o primary water sources (e.g., lakes, rivers, streams, creeks)
- secondary water sources (e.g., intermittent streams and creeks, springs, marshes, swamps)
- features indicating past water sources (e.g., glacial lake shorelines indicated by the presence of raised sand or gravel beach ridges, relic river or stream channels indicated by clear dip or swale in the topography, shorelines of drained lakes or marshes, cobble beaches)
- o accessible or inaccessible shoreline (e.g., high bluffs, swamp or marsh fields by the edge of a lake, sandbars stretching into marsh)
- elevated topography (e.g., eskers, drumlins, large knolls, plateaus)
- pockets of well-drained sandy soil, especially near areas of heavy soil or rocky ground
- distinctive land formation that might have been special or spiritual places, such as waterfalls, rock outcrops, caverns, mounds, and promontories and their bases. There may be physical indicators of their use, such as burials, structures, offerings, rock paintings or carvings.
- resource areas, including:
  - o food or medicinal plants (e.g., migratory routes, spawning areas, prairie)
  - o scarce raw materials (e.g., quartz, copper, ochre or outcrops of chert)
  - o early Euro-Canadian industry (e.g., fur trade, logging, prospecting, mining)
- areas of early Euro-Canadian settlement. These include places of early military or pioneer settlement (e.g., pioneer homesteads, isolated cabins, farmstead complexes), early wharf or dock complexes, pioneer churches and cemeteries. There may be commemorative markers of their history, such as local provincial, or federal monuments or heritage parks
- early historical transportation routes (e.g., trails, passes, roads, railways, portages)
- property listed on a municipal register or designated under the *Ontario Heritage Act* or that is in a federal, provincial, or municipal historic landmark site
- property that local histories or informants have identified with possible archaeological sites, historical events, activities, or occupations

Archaeological potential can be determined not to be present for either the entire property or parts of it when the area under consideration has been subject to extensive and deep land alterations that have severely damaged the integrity of any archaeological resources. This is commonly referred to as "disturbed" or "disturbance" and may include:

quarrying



- major landscaping involving grading below topsoil
- building footprints
- sewage and infrastructure development
- activities such as agricultural cultivation, gardening, minor grading, and landscaping do not necessarily affect archaeological potential.

Several factors can be used to assess the potential for recovery of Euro-Canadian archaeological resources on a property. The subject property is comprised of land that is suitable for human habitation and agriculture. According to 1856 historical maps the subject property abuts Charlotteville Road 1, an early historical transportation route. H.R. Page & Co.'s 1877 map indicates that a homestead is located within the subject property.

Several factors can be used to assess the potential for recovery of Indigenous archaeological resources on a property. The subject property is comprised of land that is suitable for human habitation. Forestville Creek is located 120 m west of the subject property.

Given the above, background archival research indicates that the subject property exhibits general archaeological potential for the discovery of Euro-Canadian and Indigenous archaeological resources and, therefore, Stage 2 archaeological assessment is recommended for the subject property.

## 2.0 FIELD METHODS

The subject property measures 6.75 ha. A Stage 1 visual inspection and Stage 2 property assessment were conducted concurrently on August 22, 2024, with advance permission to enter the subject property obtained from the Proponent. Weather conditions during the assessment consisted of clear skies with a maximum daily temperature of 23 degrees Celsius.

The entirety of the subject property was accessible and was inspected. Appropriate photographic documentation was taken during the visual inspection. Coverage of the property was sufficient to identify the presence or absence of features of archaeological potential, meeting the requirements of Section 1.2 Standard 1 of the *Standards and Guidelines for Consultant Archaeologists*.

Areas of low to no archaeological potential include lands that have been previously disturbed, lands that have steeply sloping topography, and lands that are low-lying and permanently wet. No areas of low-lying and permanently wet or steeply sloping topography were observed. 0.27 ha, 4% of the subject property is previously disturbed by the existing barn in the south of the subject property.

The remaining 6.48 ha, 96% of the subject property retained archaeological potential. The subject property consisted of horse paddock, pasture, and woodlot that retained archaeological potential and was recommended for Stage 2 archaeological assessment. The pasture lands have not been recently cultivated and could not be subject to moldboard ploughing as that would cause damage to the landowner's ability to operate their business on these lands (horse boarding & training). Therefore, Stage 2 archaeological assessment in the project areas were conducted by test pit survey at 5 m intervals. Each test pit was dug by hand and was 30 centimetres in diameter and was dug to at least five centimetres into the subsoil. Test pits were examined for stratigraphy, cultural features, or evidence of fill. All soil was screened through 6-millimetre mesh to maximize the potential for artifact recovery. Appropriate photographic documentation was taken, and all test pits were backfilled upon completion.

There were no weather, ground, or lighting conditions detrimental to the recovery of artifacts. As such, it is confirmed that the assessment met Section 1.2 Standard 2 and Section 2.1 Standard 3 of the *Standards and Guidelines for Consultant Archaeologists* regarding weather and lighting. The entirety of the subject property was assessed. The results of Stage 1 & 2 assessment are shown in Figure 7. Images of the assessment are shown in Section 8.0.

## 3.0 RECORD OF FINDS

#### 3.1 Soils

Test pits contained approximately 35 to 50 centimetres of medium brown sandy loam topsoil above red to light orange brown sand loam subsoil. No soil disturbance was noted in the test pits.

## 3.2 Archaeological Resources

No artifacts or other archaeological resources were observed during the Stage 1 & 2 assessment of the subject property.

## 3.3 Documentary Record

All fieldwork-related activities were documented and kept, including field notes and observations and detailed maps. Appropriate photographic records were kept of the assessment and all image descriptions were recorded in a photo log.

A detailed list of field records is presented in Table 3. All digital items have been duplicated and all paper items have been scanned and stored as digital documents. All items are housed in the corporate offices of ACC.

Under Section 6 of Regulation 881 of the *Ontario Heritage Act*, ACC will keep in safekeeping all objects of archaeological significance that are found under the authority of the license and all field records that are made in the course of the work authorized by the license, except where the objects and records are donated to His Majesty the King in right of Ontario or are directed to be deposited in a public institution under subsection 66 (1) of the Act.

Table 2: Inventory of Documentary and Material Records

Tuble 2. Inventory of Boedmentary and Material Records						
PROJECT INFORMATION						
ACC project number	165-12-24					
Licensee	Kristy O'Neal					
MCM PIF number	P066-0353-2	-2024				
DOCUMENT/MATERIAL	NUMBER	DESCRIPTION				
field notes & photo logs	1	pages (paper, with digital copies)				
maps	1	sketch map of the subject property				
	1	aerial imagery of the subject property				
photos	8	digital format				

## 4.0 ANALYSIS AND CONCLUSIONS

Stage 1 background research indicated that the subject property has general archaeological potential due to the following factors:

- The subject property is depicted having a homestead located in the subject property (H.R. Page & Co., 1877).
- The subject property is adjacent to Charlotteville Road 1, an early historical transportation route (Tremaine 1856; H. R. Page & Co., 1877).
- Forestville Creek is located 120 m west of the subject property.
- The subject property is within 550 m from historic Forestville.

ACC conducted a Stage 1 visual property inspection and determined that 0.27 ha, 4% of the subject property has been previously disturbed. The remaining 6.48 ha, 96% of the subject property was determined to retain archaeological potential and require Stage 2 assessment. As these lands consisted of woodlot and in use pastures, the Stage 2 assessment was conducted by test pit survey at 5 m intervals.

No artifacts or other archaeological resources were identified during the Stage 2 property assessment. According to the *Standards and Guidelines for Consultant Archaeologists* (MCM, 2011), the subject property has now been completely assessed and does not require any additional fieldwork.

## 5.0 RECOMMENDATIONS

Subject to acceptance of the results and approval of the recommendations, MCM is requested to deem this report compliant with ministry requirements for archaeological fieldwork and reporting and to issue a letter accepting this report into the *Ontario Public Register of Archaeological Reports*.

The following recommendation is provided for consideration by the Proponent and by the MCM:

1. No artifacts or other archaeological resources were identified during the Stage 2 archaeological assessment. The subject property has now been fully assessed according to the Ontario Ministry of Citizenship and Multiculturalism's 2011 *Standards and Guidelines for Consultant Archaeologists*. No further archaeological assessment of the property is required.

## 6.0 ADVICE ON COMPLIANCE WITH LEGISLATION

The following advice on compliance with current legislation is provided for consideration:

- a. This report is submitted to the Minister of Citizenship and Multiculturalism as a condition of licensing in accordance with Part IV of the *Ontario Heritage Act*, R.S.O. 2005, c O.18. The report is reviewed to ensure that it complies with the standards and guidelines that are issued by the Minister, and that the archaeological fieldwork and report recommendations ensure the conservation, protection, and preservation of the cultural heritage of Ontario. When all matters relating to archaeological sites within the project area of a development proposal have been addressed to the satisfaction of the Ministry of Citizenship and Multiculturalism, a letter will be issued by the ministry stating that there are no further concerns with regard to alterations to archaeological sites by the proposed development.
- b. It is an offence under Sections 48 and 69 of the *Ontario Heritage Act* for any party other than a licensed archaeologist to make any alteration to a known archaeological site or to remove any artifact or other physical evidence of past human use or activity from the site, until such a time as a licensed archaeologist has completed archaeological fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and the report has been filed in the Ontario Public Register of Archaeological Reports referred to in Section 65.1 of the *Ontario Heritage Act*.
- c. Should previously undocumented archaeological resources be discovered, they may be a new archaeological site and therefore subject to Section 48 (1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out archaeological fieldwork, in compliance with Section 48 (1) of the *Ontario Heritage Act*.
- d. The *Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c.33 requires that any person discovering human remains must notify the local police or coroner and the Registrar, Burials Unit, at the Ministry of Public and Business Service Delivery.
- e. It is an offence to destroy or alter an archaeological site without approval from the Ministry of Citizenship and Multiculturalism. Archaeological sites recommended for further archaeological fieldwork or protection remain subject to Section 48(1) of the *Ontario Heritage Act* and may not be altered, or have artifacts removed from them, except by a person holding an archaeological license.

## 7.0 BIBLIOGRAPHY AND SOURCES

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2023a Sites within a one km radius of the subject property. Provided from the *Ontario Archaeological Sites Database*.



Project No. 165-12-24 20 of 32 2023b Archaeological assessments completed within the subject property or within 50 m of the subject property. Provided from the Ontario *Public Register of Archaeological Reports*.

## Ministry of Natural Resources and Forestry

2024 Topographic Map, Land Information Ontario

 $\frac{https://www.lioapplications.lrc.gov.on.ca/MakeATopographicMap/index.html?viewer=Make\_A\_Topographic\_Map.MATM\&locale=en-CA$ 

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## Timmins Martelle Heritage Consultants Inc

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2022 Equestrian Camping 567 Charlotteville Road 1, St Williams, Ontario. Project # 24-031

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## 8.0 IMAGES



Image 1: Subject Property facing northwest, from southeast corner.



Image 2: Subject Property facing south, from east edge.



Image 3: Subject Property facing east, from southern corner.



Image 4: Subject Property facing west, from north area.



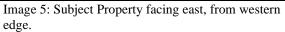




Image 6: Subject Property facing north, from centre.



Image 7: Typical test pit throughout the subject property.



Image 8: Typical test pit throughout the subject property.

# 9.0 FIGURES

Subject Property 218m 19m Forestville Scale: Legend: subject property 0 kilometre Reference: Natural Resources Canada, 1999

Figure 1: Location of the Subject Property on a 1:50,000 Scale Topographic Map



APPROXIMATE LIMIT OF WOODED AREA HORSE TRAL (5m) CAMPSITE (3.5mX14m) PARKING (3.5mX14m) TOILET HENTALS ELECTRIC AND WATER Scale: Legend: subject property 100 metres Reference: Vallee Consulting, 2022

Figure 2: Plan Drawing of Subject Property



Figure 3: Location of the Subject Property on Tremaine's 1856 Historical Map of Norfolk County

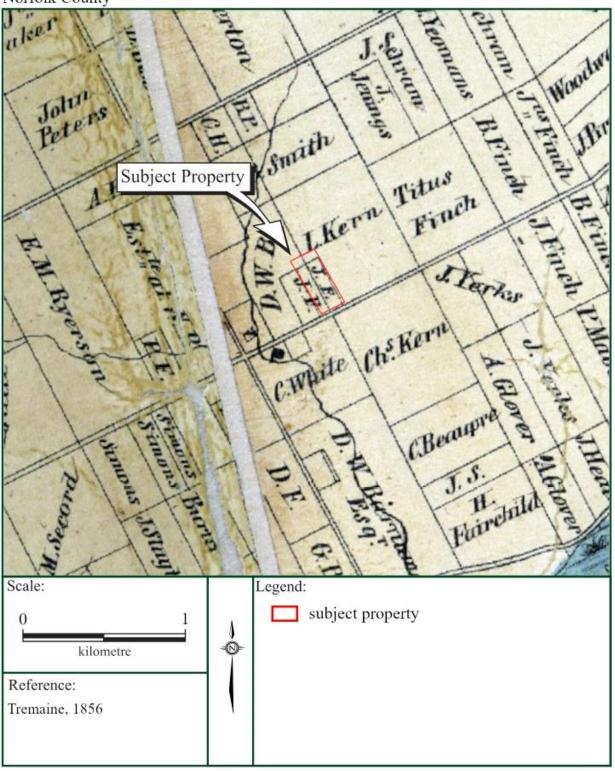
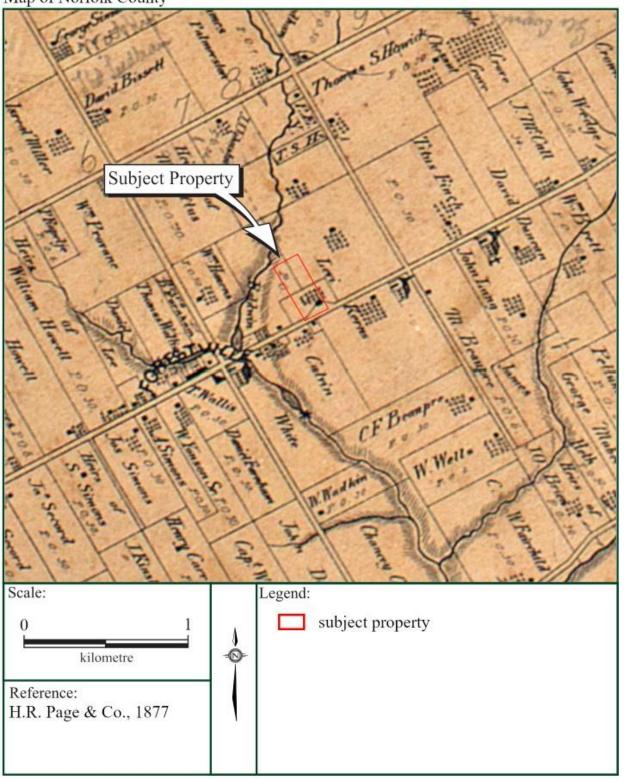


Figure 4: Location of the Subject Property on H.R. Page & Co.'s 1877 Historical Atlas Map of Norfolk County



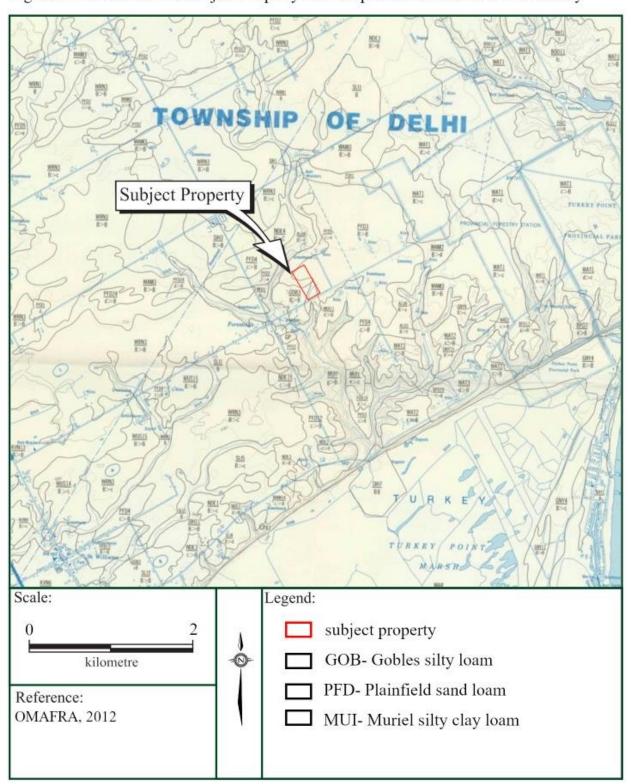


Figure 5: Location of the Subject Property on a Map of the Soils of Norfolk County

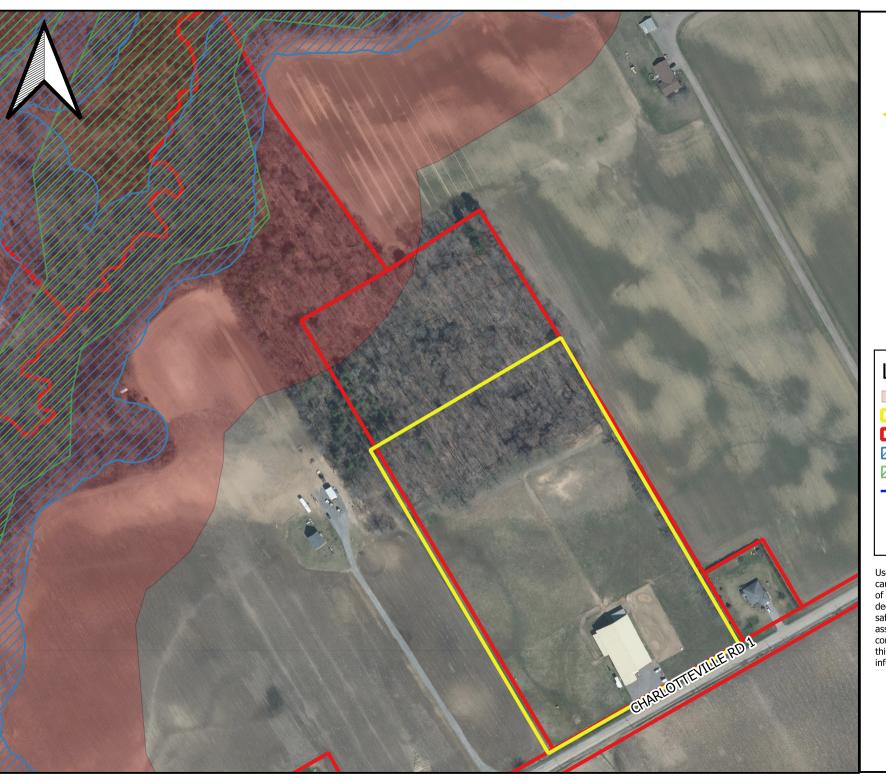




Figure 6: Current Use of the Subject Property and Previous Reports Within 50 m

Figure 7: Aerial Photograph Showing the Results of the Stage 1 & 2 Archaeological Assessment of the Subject Property with Image Locations







Long Point Region Conservation Authoritiy

567 Charlotteville Road 1 Norfolk County

# Legend

LPRCA regulation limit

Old parcel layer

Old parcel layer

2023 Parcel Layer

LPRCA hazard limit

Z PSW

Watercourse

Users of the LPRCA's maps and data are cautioned to consider the provisional nature of the information before using it for decisions that concern personal or public safety or the conduct of business. LPRCA assumes no responsibility for the correctness of the information contained in this map nor liability to any user of such information, regardless of the purpose.

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## **Scott Puillandre**

From:

planning <planning@lprca.on.ca>

Sent:

Monday, September 19, 2022 4:31 PM

To:

Scott Puillandre

Subject:

567 Charlotteville road #1 St Williams

Good afternoon,

I can advise you that the HL has been reviewed and amended by LPRCA staff. I can confirm that we sent Norfolk County our GIS layers in regards to this amendment.

Thank you,

Isabel Johnson, Resource Planner
Long Point Region Conservation Authority
4 Elm Street, Tillsonburg, ON. N4G 0C4

Office:519-842-4242 ext. 229. Email: <a href="mailto:ijohnson@lprca.on.ca">ijohnson@lprca.on.ca</a>

From: Scott Puillandre < Scottpuillandre@gdvallee.ca > Sent: Thursday, September 15, 2022 1:06:22 PM
To: Leigh-Anne Mauthe < Imauthe@Iprca.on.ca >

Subject: RE: Request to redefine subject lands at 567 Charlotteville road #1 St Williams

Hi Leigh-Anne,

This is an older file. However, it is my understanding the owner of this property has approached LPRCA regarding the extent of the Hazard Lands. I have been further informed that LPRCA has agreed to move the HL line, however, this is not reflected on the County GIS.

Are you able to provide any insight? Any information would be appreciated.

Regards,

Scott Puillandre, CD, MSc., Planner G. DOUGLAS VALLEE LIMITED Consulting Engineers, Architects and Planners 2 Talbot Street North Simcoe Ontario N3Y 3W4 Phone: 519.426.6270 Fax: 519.426.6277

www.gdvallee.ca

----Original Message-----

From: Leigh-Anne Mauthe < lmauthe@lprca.on.ca >

Sent: Wednesday, July 21, 2021 9:07 AM

To: amanda gregoroff < amandagregoroff@yahoo.ca >; Nicole.Goodbrand@norfolkcounty.ca; Eldon Darbyson

<<u>eldondarbyson@gdvallee.ca</u>>; <u>zoeplay@gmail.com</u>

Subject: RE: Request to redefine subject lands at 567 Charlotteville road #1 St Williams

Hi Amanda,

I apologize for the late reply, I have been on vacation for the majority of July.

I have our technical staff reviewing the hazard land line for this property and we will be in touch with Nicole Goodbrand once complete.

Thank you, Leigh-Anne

Leigh-Anne Mauthe, BES Interim Manager of Watershed Services

Long Point Region Conservation Authority 4 Elm Street, Tillsonburg, ON N4G 0C4