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8. Adjournment	

Upcoming Meeting
October 27, 2025



TAPMO Executive Committee Meeting

MINUTES

May 26, 2025
Zoom Meeting

Members Present	Mayor James Seeley, Township of Puslinch (Chair) County Councillor Matthew Bulmer, Wellington County Mayor Jim Hegadorn, Township of Loyalist Deputy Mayor Peter Lavoie, Township of Oro-Medonte Councillor Tony Brunet, Town of Lincoln Mayor Jennifer Coughlin, Township of Springwater (Vice-Chair) Deputy Mayor Katie Grigg, Township of Zorra Mayor Kevin Eccles, Municipality of West Grey
Member Regrets	Mayor Dave Barton, Town of Uxbridge
Staff Present	Don MacLeod, TAPMO Executive Director Ken DeHart, County Treasurer Courtenay Hoytfox, Puslinch Interim CAO Sue Aram, County Deputy Treasurer

1. Call to Order

At 1:30 pm, the Chair called the meeting to order.

2. Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

3. Minutes for Approval

1/05/25

Moved by: Mayor Jennifer Coughlin

Seconded by: Mayor Jim Hegadorn

3.1 January 19, 2025

3.1 February 7, 2025

4. Delegation:

None

5. Briefing Notes

5.1 Briefing Note from Executive Director regarding creation of an award for aggregate site rehabilitation.

2/05/25

Moved by: Mayor Jennifer Coughlin

Seconded by: Mayor Jim Hegadorn

That the Board receive the briefing note and that staff proceed as directed.

Carried

5.2 Briefing Note from Executive Director regarding 2025 Workplan Update

3/05/25

Moved by: Deputy Mayor Katie Grigg

Seconded by: County Councillor Matthew Bulmer

That the Board receive the briefing note and that staff proceed as directed.

Carried

5.3 Briefing Note from Executive Director regarding annual Compliance Assessment Reporting

4/05/25

Moved by: Deputy Mayor Peter Lavoie

Seconded by: Mayor Jennifer Coughlin

That the Board receive the briefing note and that staff proceed as directed.

Carried

5.4 Briefing Note from Executive Director regarding AMO Delegation coordination.

5/05/25

Moved by: Councillor Tony Brunet

Seconded by: Deputy Mayor Katie Grigg

That the Board receive the briefing note and that staff proceed as directed.

Carried

6. Correspondence

6.1 TAPMO financial summary as of March 14, 2025

6/05/25

Moved by: Mayor Jennifer Coughlin

Seconded by: Deputy Mayor Peter Lavoie

That the Board receive the TAPMO financial summary as of March 14, 2025 for information.

Carried

6.2 TAPMO financial summary as of May 22, 2025

7/05/25

Moved by: Mayor Jennifer Coughlin

Seconded by: Deputy Mayor Peter Lavoie

That the Board receive the TAPMO financial summary as of March 14, 2025 for information.

Carried

7. Closed Session – no items.

8. Adjournment

The Chair adjourned the meeting at 3:00 PM.

James Seeley (Chair) TAPMO Executive Committee

sussex

2025 Advocacy Program Check-in

Top Aggregate Producing Municipalities of Ontario – August 2025



DIGITAL ADVOCACY

Results To Date



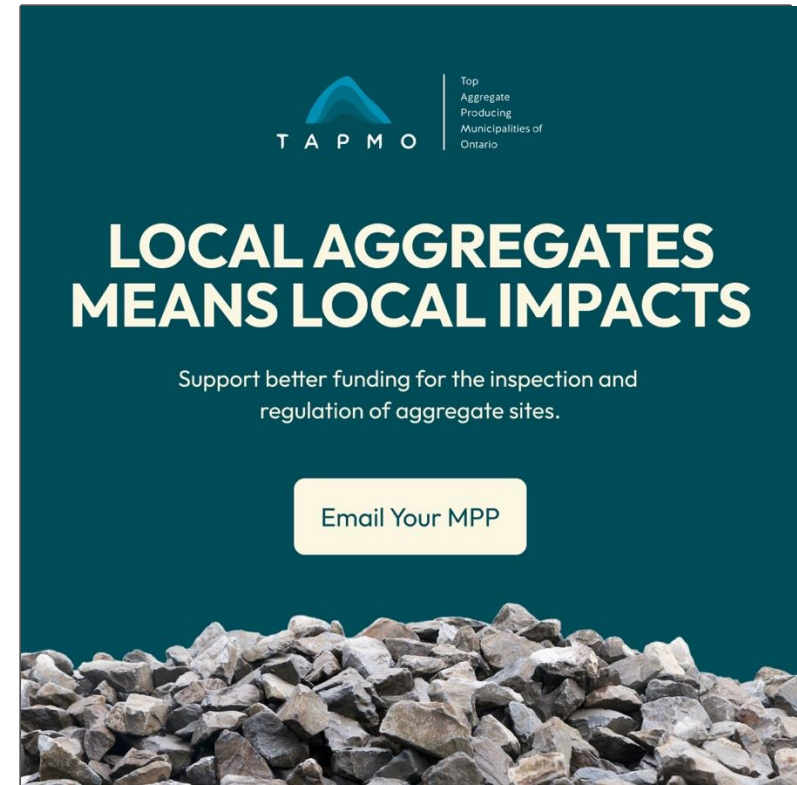
Digital Campaign Metrics	Results To Date
Impressions	132,136
Reach	31,729
Link Clicks	1,122
Click Through Rate (CTR)	3.3%

Advocacy Letter Metrics	Results To Date
Total Senders	245
Letters Sent	735
Overall Cost Per Acquisition	\$18.68
Conversion Rate	22.1%

- The *Local Aggregates, Local Impacts* campaign has served over **132K Impressions** (how many times an ad is seen) and we’ve reached almost 32,000 individual Ontarians (**Reach**) who are residents in aggregate host communities in the province to date. **Overall, 245 senders have sent a collective 735 advocacy letters** to government supporting TAPMO’s position with a **Cost per Sender of \$18.68**.
- Digital targeting is set up to reach audiences in aggregate host communities iinterested in **Community Issues, Local News, and Local Politics**. These audiences have proven to be fruitful in terms of bringing them into the campaign through the ad program and taking action to send a letter to their **local MPP, MNR, and the Ministry of Municipal Affairs & Housing**.
- Additionally, **over 1,100 users** have clicked through to the Local Aggregates landing page, and a strong CTR indicates that our messaging and creative gained good traction in the key audiences we’re targeting.
- This marks a **22% conversion rate**. Marketing case studies often place quality conversion rates in the 2-5% range – the fact that we’re roughly 4x that rate is a good sign that messaging is resonating online, and constituents are willing to take action to support TAPMO’s issues.

PUBLIC MOBILIZATION

Advocacy & Awareness Campaign – Creative



FROM: Don MacLeod, Executive Director
TO: Chair and Executive Committee
MEETING DATE: August 17, 2025
SUBJECT: Aggregate Resources Act Policy Framework Amendments

BACKGROUND

On August 8, 2025, a posting to the Environmental Registry noted that Ministry of Natural Resources (MNR) is proposing updates to three aggregate resources policies and the development of one new policy (under the ARA), to align with previous changes to the ARA, regulation, and the Aggregate Resources of Ontario: Standards.

Since 2009, several changes to the ARA policy framework (including amendments to the act and regulation (Ontario Regulation 244/97), and the standards have rendered aspects of these policies outdated, incorrect, or no longer applicable.

Changes to other provincial statutory frameworks, government practices, processes, and priorities have also impacted the accuracy, currency, and relevance of some aggregate resources policies. MNR is proposing updates to three policies (replacing seven outdated policies), and one new policy, related to new aggregate applications. It is also proposed that 28 outdated or inaccurate policies will also be rescinded.

Policies being proposed for updating or development

Three of the policies proposed provide information, direction, and guidance regarding the preparation of three specific technical reports which are required by the Aggregate Resources of Ontario: Technical Reports and Information Standards (August 2020) for new aggregate licence/permit applications – namely, Maximum Predicted Water Table Report, the Water Report, and the Cultural Heritage Report.

Of these, the proposed Water Report and Cultural Heritage Report policy proposals are updates to existing policies whereas the Maximum Predicted Water Table Report policy proposal is a new policy based on a new (2020) requirement in the Aggregate Resources of Ontario: Technical Reports and Information Standards.

The fourth proposed policy relates to Section 12 of the ARA, which details the specific matters the Minister or the Ontario Land Tribunal must consider when deciding whether to issue or refuse an aggregate licence. This new policy will help applicants understand what the ministry considers when reviewing a licence application and will provide guidance to

staff in their review of applications and when making recommendations to the Minister for licence applications.

If approved, the three updated policies would replace the following aggregate policies:

1. Updated Water Report policy:
 - *A.R. 2.01.06. Licence Applications: Hydrogeological Report Standards*
 - *A.R. 3.01.04. Wayside Permit Applications: Hydrogeological Report Standards*
 - *A.R. 4.01.05. Aggregate Permit Applications: Hydrogeological Report Standards (Categories 10 & 12)*
2. Updated Cultural Heritage report policy:
 - *A.R. 2.01.08. Licence Applications: Cultural Heritage Resource Report Standards*
 - *A.R. 3.01.06. Wayside Permit Applications: Cultural Heritage Report Standards*
 - *A.R. 4.01.07. Aggregate Permit Applications: Cultural Heritage Resource Report Standards (Categories 9-12)*
3. Updated Matters to be Considered in the Issuance of a Licence:
 - *A.R. 2.01.10. Matters to be Considered in Issuing / Refusing a Licence*

Policies being proposed for Rescinding

MNR proposes that 28 policies (including two policy manual appendices), which have become outdated, redundant, or inaccurate, be rescinded.

MNR states that rescinding these policies and removing them from the aggregate resources policies webpage will reduce burden by providing greater certainty and clarity to industry and the public about current program requirements and processes. This, in turn, would contribute to the ongoing modernization and streamlining of aggregate resources policies, thus improving consistency and efficiency in Ontario's aggregates program delivery.

COMMENTS

Given the recent release of the proposed amendments to the ARA policy framework, there has not been sufficient time to carry out a fulsome review. Preliminary comments are noted below. Also please note, the commenting period ends on September 25, 2025.

With respect to comments on the proposed Water Report Maximum Predicted Water Table Report policy it is recommended that TAPMO retain the services of registered hydrogeologist to provide a comprehensive review in order substantive comments the MNR. Further, any findings should be provided to the membership for review and to have an opportunity to comment to MNR.

Similarly, it is also recommended that a cultural heritage consultant be retained to provide comments regarding proposed changes to the requirements for carrying out a cultural heritage report.

The Updated Matters to be Considered in the Issuance of a Licence modernizes language and provides greater detail on many matters. TAPMO will consult with member planning departments and prepare consolidated comments for the Executive Committee's consideration. One positive amendment surround haulage routes and truck traffic. The following is an excerpt from the proposed policy:

MNR will consider comments, including those from municipality and Ministry of Transportation, regarding a variety of considerations including existing traffic patterns, road conditions, additional truck traffic, initial road improvements to support additional traffic from the operation, dust, noise, safety, alternative routes, and other potential traffic implications associated with the proposed operation. Note: Per subsection 12(1.1) of the Aggregate Resources Act, MNR will not consider ongoing maintenance and repairs required to address haulage-related wear and tear on roads, when making a decision.

This now provides an opportunity for the municipality to advise MNR that initial road improvement to support additional truck traffic will be required.

TAPMO staff will consult with MNR staff concerning the repeal of 28 policies listed below.

1. A.R. 1.00.00 – Introduction / Acknowledgements
2. A.R. 1.00.01 – Table of Contents
3. A.R. 1.00.02 – Purpose of the Aggregate Resources Act
4. A.R. 1.00.04 – Delegation of Authority
5. A.R. 1.00.05 – Delegation of Authority: Directors, Lands & Waters Branch
6. A.R. 1.00.06 – DOA: Manager, Aggregate & Petroleum Section
7. A.R. 1.00.07 – Designation of Inspectors
8. A.R. 1.00.08 – Delegation of Authority: MTO (2000)
9. A.R. 1.00.09 – Delegation of Authority: MTO (2002)
10. A.R. 1.00.10 – Designation of Inspectors: MTO
11. A.R. 2.01.03 – Expansion of a Licensed Area
12. A.R. 2.03.02 – Licence Site Plan Amendment to Extract Within Water Table
13. A.R. 2.07.00 – MNR Representation and Conduct at OMB Hearings
14. A.R. 4.00.04 – Category 14 for the Forest Industry
15. A.R. 4.00.07 – First Nations: Permit Issuance and Collection of Delinquent Fees/
Production Reports
16. A.R. 4.04.01 – Aggregate Permit Site Plan Amendment to Extract Within Water Table
17. A.R. 4.08.00 – Procedural Guidelines for Hearings before Mining & Lands
Commissioner
18. A.R. 5.00.18 – The Ontario Aggregate Resources Corporation (TOARC)

19. A.R. 5.00.19 – Management of Abandoned Aggregate Properties (MAAP)
20. A.R. 5.00.20 – Annual Statistical Reporting
21. A.R. 5.00.23 – Records Retention
22. A.R. 7.00.00 – Enforcement: General
23. A.R. 7.00.01 – Provincial Offences Act (POA) Charges
24. A.R. 8.00.02 – Schedule of Fees
25. A.R. 8.00.05 – The Goods and Services Tax (GST)
26. A.R. 8.00.06 – The Retail Sales Tax (RST) on Crown-Owned Aggregate Resources
27. Appendix B – TOARC Memorandum of Understanding
28. Appendix C TOARC Production Reporting Handbook

Many of these policies will have no impact on the membership but there several that potentially could have implications.

RECOMMENDATION

1. That the Executive Director be authorized to retain the services of registered hydrogeologist to provide a comprehensive review of proposed Water Report Maximum Predicted Water Table Report policy in order substantive comments the MNR.
2. That the Executive Director be authorized to retain the services of cultural heritage consultant to provide a review of proposed changes to the requirements for carrying out a cultural heritage report in order substantive comments the MNR.

Respectfully submitted,



Don MacLeod
Executive Director

Attachments

1. Proposed Cultural Heritage Report
2. Proposed Maximum Predicted Water Table Report
3. Proposed Water Report
4. Proposed Matters to be Considered in the Issuance of a New Licence
5. Existing Cultural Heritage Report
6. Existing Water Report
7. Existing Matters to be Considered in the Issuance of a New Licence

Aggregate Resources of Ontario: Policy

Cultural Heritage Report

1.0 Purpose

A Cultural Heritage Report¹ (the Report) must be submitted as part of an application for an aggregate licence, permit, or wayside permit, as well as for an amendment application to expand a licence boundary into an adjacent road allowance (see [Aggregate Resources of Ontario: Technical Reports and Information Standards](#) and [Aggregate Resources of Ontario: Amendment Standards](#); together, the Standards, under the [Aggregate Resources Act](#)). This policy provides information and guidance on [how to prepare a Cultural Heritage Report](#) and must be followed in conjunction with the Standards.

Cultural heritage resources present within or near the proposed aggregate licensed/permitted area must be identified prior to aggregate operations and, if applicable, protected during aggregate operations to prevent or mitigate any potential negative impacts. The purpose of the Report is to document the assessment of the potential impacts of the proposed aggregate operations on cultural heritage resources, and how they will be prevented or mitigated during operations.

The [Provincial Planning Statement](#), under the [Planning Act](#), distinguishes cultural heritage into (i) archaeological resources, (ii) built heritage resources, and (iii) cultural heritage landscapes. The Report must address all three types of cultural heritage.

The Standards require that the Report be consistent with provincial requirements under the [Ontario Heritage Act](#), administered by the Ministry of Citizenship and Multiculturalism (MCM), and the [Provincial Planning Statement](#).

2.0 Key Terms

¹ Cultural Heritage Report, as required under the *Aggregate Resources Act* framework, is not to be confused with the term Cultural Heritage Report under the *Ontario Heritage Act* framework.

See the [Provincial Planning Statement](#) for definitions of (i) archaeological resources, (ii) built heritage resource, and (iii) cultural heritage landscape, (iv) areas of archaeological potential and (v) conserve(d).

See the [Standards and Guidelines for Consultant Archaeologists](#) (2011 or as updated) for definitions of (i) archaeological assessment, (ii) archaeological potential, (iii) archaeological site, (iv) avoidance, (vii) non-specialist, and (ix) protection.

AP means [Avoidance and Protection](#)

Consultant Archaeologist means an archaeologist as defined in [Ontario Regulation 8/06](#) under the [Ontario Heritage Act](#). See [MCM's list of licensed archaeologists](#) (professional class) entitled to work as Consultant Archaeologists in Ontario.

Cultural heritage value or interest means:

(1) for archaeological resources, the cultural heritage value or interest of any archaeological resource as determined in accordance with the *Standards and Guidelines for Consultant Archaeologists* (2011 or as updated), and

(2) for built heritage and cultural heritage landscapes, (i) the cultural heritage value or interest of a property as determined in accordance with [Ontario Regulation 9/06](#) under the *Ontario Heritage Act* or (ii) in respect of properties of provincial significance, as determined in accordance with [Ontario Regulation 10/06](#) under the *Ontario Heritage Act*.

MCM means Ministry of Citizenship and Multiculturalism

MNR means Ministry of Natural Resources

Qualified Person (QP) means an individual having relevant, recent experience in the conservation of cultural heritage resources.

3.0 Archaeological Resources

The presence and nature of archaeological resources in the proposed licensed/permitted area must be evaluated according to requirements and processes established by MCM under the [Ontario Heritage Act](#).

3.1 Evaluating Archaeological Potential

To help determine whether a proposed licensed/permitted area (including all areas that will be disturbed as part of aggregate operations) has the potential for archaeological resources, first, complete the [Criteria for Evaluating Archaeological Potential – a Checklist for the Non-Specialist](#) which should be completed by a non-specialist. For applications to extract from land that is fully or partially submerged, or lies below or partially below the high-water mark of any body of water, the [Criteria for Evaluating Marine Archaeological Potential](#) must be completed by a non-marine archaeologist.

If the results of the checklist indicate no potential for archaeological resources, then no further archaeology-related assessment or reporting is required. The completed checklist, along with any documentation to support the findings of the checklist, must be submitted to MNR as part of the Report.

3.2 Archaeological Assessments

If the results of the checklist indicate archaeological potential within the proposed licensed/permitted area, or there are questions on the checklist that the applicant cannot answer, then the applicant must hire a Consultant Archaeologist to carry out [archaeological assessment\(s\)](#).

The archaeological assessment(s) will:

- identify any archaeological sites present,
- assess their degree of cultural heritage value or interest, and
- recommend measures for protecting them for as long as the sites remain under a licence/permit.

In Ontario, only archaeologists licensed by MCM may conduct archaeological assessments. All archaeological assessments and reports must follow the [Standards and Guidelines for Consultant Archaeologists](#) (2011 or as updated) and the terms and conditions of the archaeological licence, under the *Ontario Heritage Act*.

Archaeological assessment reports must be submitted to MCM, for review and entry into the provincial register, based on MCM's requirements including determination that

the assessment and reporting have met all requirements of the *Standards and Guidelines for Consultant Archaeologists*.

If an archaeological assessment is completed, MCM will issue a letter confirming that:

- the archaeological assessment is consistent with the *Standards and Guidelines for Consultant Archaeologists* (2011, or as updated),
- any recommendations are acceptable, and
- the report of the assessment has been entered into the provincial register.

The letter(s) must be included in the application package, for the application to be considered complete.

3.3 Avoidance and Protection

In some cases, the Consultant Archaeologist may recommend avoidance and protection (AP) for archaeological sites within an aggregate operation, to ensure that these sites are protected until archaeological work can be completed for them, while allowing aggregate operations to proceed elsewhere in the licensed/permitted area.

Where MCM's letter supports the Consultant Archaeologist's AP recommendation, applicants may request approval from MNR to carry out AP within the proposed licensed/permitted area. The letter(s) from MCM confirming the Consultant Archaeologist's AP recommendation must be included with the application, for the application to be deemed complete.

MNR will consider requests to apply AP to their proposed operation if AP area(s):

- are not located in early phases of operations, to avoid impacts to operational phasing and rehabilitation.
- do not occupy a significant proportion of the proposed licensed/permitted area.
- do not require numerous protection conditions and do not add additional complexity to ARA and site plan approvals and implementation.

MNR may determine that AP is not feasible for some of, or all, the archaeological sites identified for AP. For example, where the proposed AP measures are likely to significantly impede operational phasing of excavation and/or progressive or final

rehabilitation. MNR's determination will, in part, be informed by the size, location, and number of proposed AP areas.

Applicants interested in applying AP to their proposal should consider contacting MNR (ARAapprovals@ontario.ca), to discuss their AP request, prior to submitting their application.

3.3.1 Implementing AP on the Aggregate Site Plan

For AP requests, site plans (including operations, rehabilitation plans and notes) must:

- clearly show AP areas (i.e., the protected archaeological sites together with any required buffers) and label them as areas not to be extracted or disturbed in any way, until receiving approval from MNR to [amend the site plan](#), to remove protections from the operations plan and to revise the rehabilitation plan.
- show distances from AP areas to the nearest landmarks, and sizes of the AP areas in hectares.
- include all protections prescribed by MCM, as recommended by the Consultant Archaeologist (including fencing), as clear and unambiguous conditions.
- include a condition that AP area(s) will be physically demarcated on the ground, using fencing, if required by MCM, or posts or other markers.

Because AP areas may be eventually extracted/disturbed, all applicable technical studies and corresponding reports (i.e., Maximum Predicted Water Table, Water, Natural Environment, Blast Design, Noise, Agricultural Impact Assessment) should include AP areas, and address all other potential impacts from possible full extraction of the site. This would scope and simplify a future site plan amendment for removing AP protections because all other potential impacts will have already been considered and addressed at the time of application.

Depending on comments received or interest expressed in response to the application, MNR may require that the operator engage interested/impacted Indigenous communities during archaeological studies undertaken in AP areas.

3.3.2 Removing AP Areas from the Site Plan

Site plans which allow AP will require an amendment to (i) remove protections from, and operate within, AP areas, and (ii) revise rehabilitation plans, accordingly.

The site plan amendment process would consider only any new information generated by archaeological studies within the AP area(s), as all other technical reports will have been submitted at the time of application. Depending on the outcome of the studies, MNR may require additional scoped consultation with relevant agencies, as well as Indigenous communities.

AP areas must not be disturbed in any way until MNR (i) receives the Consultant Archaeologist's report recommending removal of AP measures, (ii) receives MCM's letter declaring the sites free of any further archaeological concern, **and** (iii) approves a site plan amendment to operate within AP areas.

Note: Until MNR approves the lifting of AP measures through a site plan amendment (i) AP areas must remain clearly demarcated on the site, and (ii) both operational and rehabilitation plans must depict the areas as undisturbed.

AP area(s) that do not receive MCM clearance to be disturbed will remain undisturbed along with all required protections, including buffers/fencing, as permanently protected areas.

3.3.3 Ongoing Avoidance and Protection of Archaeological Sites

In AP areas the Consultant Archaeologist may, based on archaeological investigations, recommend ongoing protections for some or all the archaeological sites. If MCM confirms this recommendation, then the site plan must continue to show the archaeological site(s) as being protected from all disturbance, and must continue to be protected onsite, using any measures stipulated by MCM, including fencing.

Further, at the time of application, if there are specific archaeological sites which the applicant does not intend to eventually excavate, then those sites must be (i) shown on the site plan as 'no disturbance areas' outside the extraction area, and (ii) be protected onsite using any protections recommended by the Consultant Archaeologist and prescribed by MCM.

3.4 Other Scenarios related to Archaeological Resources

Despite finding no archaeological resources during early screening and subsequent archaeological assessments, if archaeological resources are discovered during aggregate operations, then the aggregate operator must immediately cease any activities which may alter the resource, or site of the discovery, and engage a licensed Consultant Archaeologist to carry out an [archaeological assessment](#).

If human remains are discovered during aggregate operations, then, per the [Funeral, Burial and Cremation Services Act](#), the person who discovered the remains must immediately cease all activities and notify the police or coroner. If the discovered human remains appear to be associated with archaeological resources, then the aggregate operator must immediately cease any activities which may alter the remains and the site of their discovery and notify MCM.

These two requirements must be included as conditions on all aggregate site plans.

Contact MCM (archaeology@ontario.ca) for additional information and guidance on archaeology-related requirements for an aggregate application.

4.0 Built Heritage Resources & Cultural Heritage Landscapes

4.1 Evaluating Potential for Built Heritage Resources & Cultural Heritage Landscapes

To determine whether the proposed licensed/permitted area (including temporary storage, staging, and work areas) has the potential for built heritage resources and cultural heritage landscapes, complete [Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes – A Checklist for the Non-Specialist](#). This checklist does not have to be completed by an individual with cultural heritage expertise. The completed checklist, along with any documentation to support the findings of the checklist, must be submitted to MNR as part of the Report.

Note: For proposals on Crown land or in an unorganised territory, applicants must submit this checklist to MCM and obtain a letter.

4.2 Cultural Heritage Evaluation Report

If the results of the checklist indicate that there is potential for built heritage resources and/or cultural heritage landscapes, or if there are questions on the checklist that the applicant cannot answer, then the applicant must hire a QP to complete a Cultural Heritage Evaluation Report.

The purpose of a Cultural Heritage Evaluation Report is to determine whether a proposed aggregate site is of cultural heritage value or interest. The Cultural Heritage Evaluation Report must contain sufficient information to understand the proposed licensed/permitted area, provide a record of the evaluation process, and document the results of the evaluation.

If the site is found to be of cultural heritage value or interest, then the Cultural Heritage Evaluation Report must include a draft Statement of Cultural Heritage Value which describes the attributes that need to be conserved/protected, to preserve the significance of the heritage property. The Statement of Cultural Heritage Value will include a brief description of the property and its cultural heritage value, an explanation of the level of significance, and a description of the heritage attributes.

4.3 Heritage Impact Assessment

If the Cultural Heritage Evaluation Report determines the proposed licensed/permitted area to be of cultural heritage value or interest, then the applicant must hire a QP to complete a Heritage Impact Assessment. The purpose of a Heritage Impact Assessment is to identify potential impacts from the proposed operations and to recommend options and mitigation measures to reduce negative impacts and conserve any cultural heritage value or interest present.

Note: For proposals on Crown land or in an unorganised territory, applicants must submit the Cultural Heritage Evaluation Report and, if applicable, the Heritage Impact Assessment to MCM (heritage@ontario.ca), along with the screening checklist, and obtain and submit a response letter from MCM, for the Report to be deemed complete.

Contact MCM (heritage@ontario.ca) for guidance on how to conduct and report assessments of built heritage and cultural heritage landscapes.

5.0 Report Requirements

The Cultural Heritage Report must include the following in order to be considered complete:

5.1 For Archaeological Resources

- Completed [*Criteria for Evaluating Archaeological Potential – a Checklist for the Non-Specialist*](#) or [*Criteria for Evaluating Marine Archaeological Potential*](#), along with supporting documentation.
- If applicable, [archaeological assessment](#) report(s), prepared according to the [*Standards and Guidelines for Consultant Archaeologists*](#) (2011 or as updated).
- If applicable, letter from MCM:
 - confirming that the archaeological assessment reports were submitted satisfactorily, and added to the provincial register, and
 - endorsing the Consultant Archaeologist's recommendations, including for AP.

5.2 For Built Heritage Resources & Cultural Heritage Landscapes

- Completed [*Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes – A Checklist for the Non-Specialist*](#).
- [Cultural Heritage Evaluation Report](#) and, if applicable, [Heritage Impact Assessment](#).
- If the application is on Crown land or in an unorganised territory, letter(s) from MCM in response to the submission of the screening checklist, Cultural Heritage Impact Assessment and, if applicable, Heritage Impact Assessment.

Contact the MNR (ARAapprovals@ontario.ca) for additional information and guidance on how to prepare a Cultural Heritage Report.

Aggregate Resources of Ontario: Policy

Maximum Predicted Water Table Report

1.0 Purpose

The Maximum Predicted Water Table Report (the Report) is a requirement of the [*Aggregate Resources of Ontario: Technical Report and Information Standards*](#) (the Standards), and must be completed as part of an application for an aggregate licence, permit, or wayside permit, regardless of whether extraction is proposed above or below the water table.

Surface water and ground water features and resources must be protected during aggregate excavation, and potential negative impacts must be prevented or mitigated. This requires an understanding of surface water and ground water present at the proposed pit/quarry site, including the elevation of the maximum predicted water table (i.e., the water table at its highest elevation).

The Report must describe how the maximum predicted water table was determined within the proposed licensed/permitted area. This policy defines key hydrogeological terms and lists requirements and best practices for determining and reporting the maximum predicted water table under the [*Aggregate Resources Act \(ARA\)*](#).

2.0 Key Terms

2.1. Aquifer

An aquifer is a water-saturated geologic unit (e.g., formation, stratum) that yields water to wells or springs at a sufficient rate, so that the wells or springs can serve as sources of water supply ([Figure 1](#)). In unconsolidated materials (e. g., sand, gravel), aquifers are considered to be unconfined if the ground water table is open to atmospheric pressure and are considered to be confined if the ground water table is positioned above or within the low-permeability confining unit.

2.2 Ground Water Table

See the [Standards](#) for definition of ground water table, under the ARA framework.

2.3 Ground Water Recharge

Ground water recharge is the movement of water downward, from the ground surface to the ground water table, through an unsaturated zone (Figure 1). Recharge is the primary mechanism by which water enters the ground water table. Recharge rate varies significantly depending on climate, season, and geographic location. As a result, the ground water table also varies seasonally, and from year to year.

2.4 Perched Ground Water

Perched ground water, which usually forms on top of a clay lens or other impermeable material, is unconfined ground water which is separated from the main saturated zone (Figure 1). Potential impacts to perched ground water will be considered, when it may support functions in nearby natural heritage features such as significant wetlands, fish and wildlife habitat, springs, and water sources.

A water table that is associated with perched ground water and is separate from the main ground water table is called a perched water table.

2.5 Qualified Person

Per the Standards, a qualified person (QP) means a registered Professional Geoscientist or exempted Professional Engineer with appropriate training and experience in accordance with the [Professional Geoscientists Act, 2000](#).

3.0 Determining Maximum Predicted Water Table

3.1 Data Collection

Maximum predicted water table elevation must be determined based on water level measurements taken from onsite ground water monitoring wells or test pits, over a period of at least one year, unless [alternative information](#) is available for the site. One-

year measurements account for seasonal variations in elevation, including during seasonal highs (e.g., spring freshet, from late March to May, and fall, from September to November), when ground water recharge is typically greater than at other times of year, leading to higher ground water table elevation(s). In particularly dry or wet years, applicants may be required to consider multi-year data and/or additional monitoring.

To measure ground water level(s) that represent ground water conditions likely to be encountered during aggregate excavation, it is best to construct monitoring well(s) according to the anticipated depth of extraction, and not significantly deeper. The hydrogeological conditions should dictate the necessary information (and target depth) to support the impact assessment. The number of monitoring wells and/or test pits and seasonal monitoring frequency must be determined by the QP, based on the conditions at the site.

It may not be necessary to determine the exact position of the ground water table if it is substantially below the anticipated final depth of the proposed excavation. By drilling a well to a depth of at least 2.5 m below the proposed maximum depth of extraction (typically a site sump or pond), a QP may determine that the proposed excavation will remain above the ground water table. In areas of considerable uncertainty and variability in intersecting fractures, it is advisable to drill the well deeper than 2.5 m below the deepest anticipated excavation point, to account for any additional blast-induced fractures.

Note: (1) All monitoring wells must be constructed in accordance with current [provincial regulations](#) under the [Ontario Water Resources Act](#). (2) On Crown land, a permit under the [Public Lands Act](#) may be required, to construct monitoring wells or create test pits.

For additional information, contact the local MNR office.

3.2 Review of Information

In addition to monitoring wells or test pits in the proposed licensed/permitted area, the following information sources may assist in determining maximum predicted water table:

- existing well data,
- previous hydrogeological studies relevant to the site,

- surface water elevations of nearby water bodies,
- historical precipitation records,
- other relevant site-specific information.

All consulted information sources must pertain to the proposed licensed/permitted area or immediately adjacent lands.

3.3 Maximum Predicted Water Table in Non-Sedimentary Rocks

Non-sedimentary rocks, such as Precambrian rocks (i.e., the Canadian Shield), are typically massive, dense formations with low permeability. Water movement in these rocks occurs mainly along fractures and faults, resulting in depth-related changes in water pressure along fractures and faults. As a result, wells drilled close to each other but to different depths may show different water levels. The number of monitoring wells and seasonal measurement frequency are to be determined by the QP, based on site conditions.

Applicants proposing to determine maximum predicted water table in non-sedimentary rocks using alternative methods to those described above should **contact MNR (ARAapprovals@ontario.ca) in advance**, to discuss the proposed methodology.

4.0 Report Requirements & Best Practices

The Maximum Predicted Water Table Report must clearly state the determined maximum predicted water table elevation(s), along with the anticipated depth of extraction, expressed in metres above sea level (masl). The determined elevation(s) should represent the entire site, including any variation in water table elevation across the site. The elevation(s) must also be illustrated in site plan cross-sections, to satisfy the [Aggregate Resources of Ontario: Site Plan Standards](#).

The Table Report must

- describe the methodology undertaken to determine maximum predicted water table elevation(s), including when measurements were taken, and locations of ground

water monitoring sites (in Universal Transverse Mercator or latitude-longitude coordinates),

- include data, mapping, and other information that support the QP's determination of the maximum predicted water table elevation(s), and
- state the qualifications and experience of the QP(s) who have prepared the Report, along with their signature and stamp.

Unless an applicant plans to submit [alternative information](#), the QP should visit the proposed pit/quarry site, to verify site information provided in the Report.

The QP should follow the [Professional Geoscientists of Ontario \(APGO\) Professional Practices Guidelines for Ground Water Resources Evaluation, Development, Management and Protection Programs in Ontario](#), 2004 or as updated, when determining maximum predicted water table elevation(s).

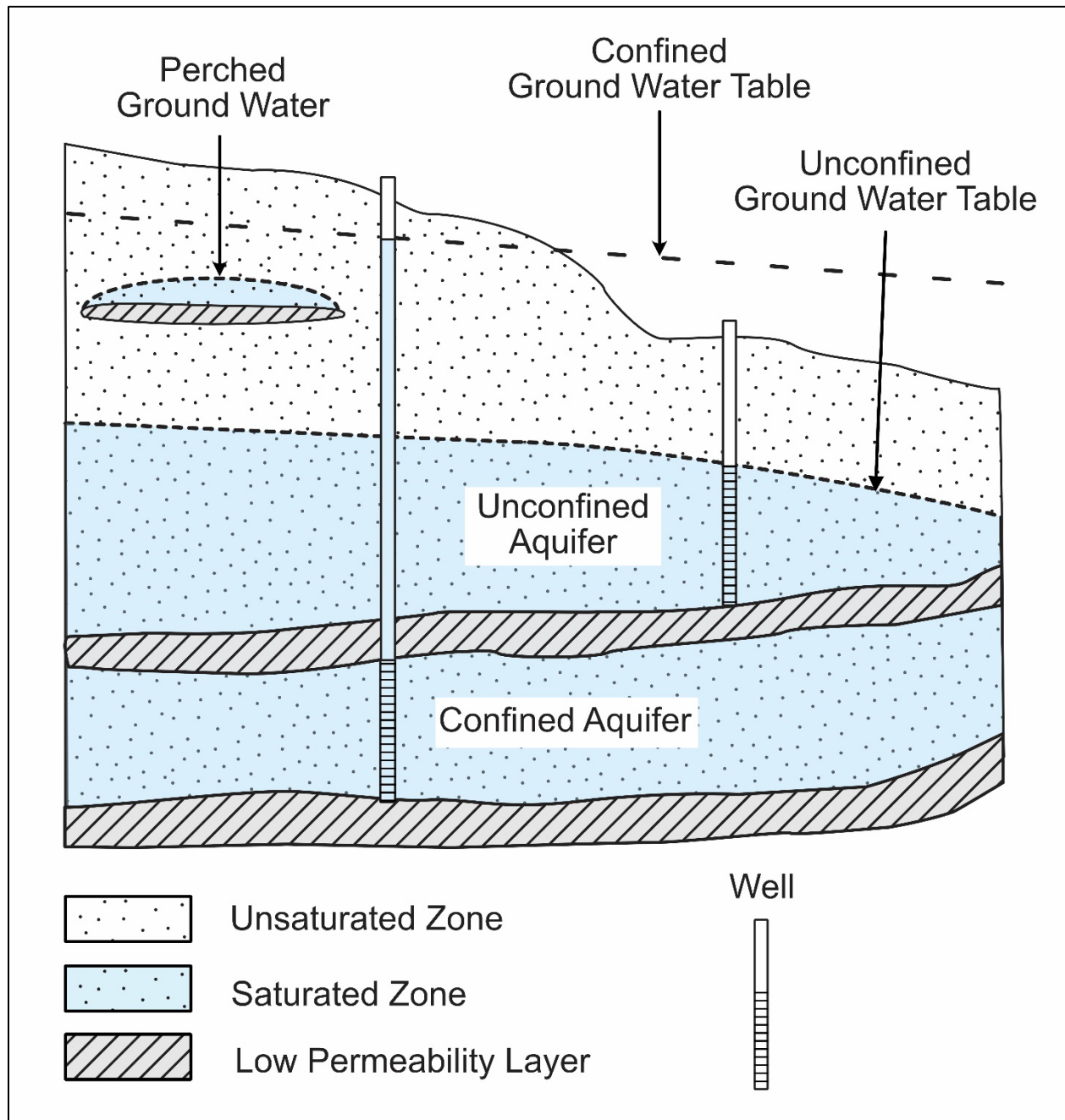
5.0 Alternative Information

Certain information may be sufficient to meet the requirements of a maximum predicted water table report. For example, recent relevant water studies or direct measurements of the ground water table completed at or near the proposed pit/quarry site (e.g., on adjacent lands) may be submitted to MNR for consideration. The age and relevance of the alternative information, and whether it includes a record of ground water table elevation(s) from times of expected water table highs, will be considered by MNR when determining whether the information is acceptable in lieu of a Maximum Predicted Water Table Report.

Applicants who propose to submit alternative information instead of the Maximum Predicted Water Table Report should contact MNR

(ARAapprovals@ontario.ca), in advance. MNR may also request further information and clarification from applicants, as appropriate, as part of any discussions pertaining to the submission of alternative information.

Figure 1. Types of Ground Water and Aquifers



Aggregate Resources of Ontario: Policy

Water Report

1.0 Purpose

The Water Report (the Report) is a requirement of the [Aggregate Resources of Ontario: Technical Reports and Information Standards](#) (the Standards) and must be completed as part of a new application for an aggregate licence, permit, or wayside permit, which proposes to excavate below the water table. The Report is also required under the [Aggregate Resources of Ontario: Amendment Standards](#) for licence and permit amendment applications proposing to extract below the water table. [Ontario Regulation 244/97](#) under the [Aggregate Resources Act](#) defines excavation to be below the water table if it occurs within 1.5 m of the maximum predicted water table, for pits, and within 2.0 m of the maximum predicted water table, for quarries.

The Report must describe the potential impacts of the proposed aggregate operation on ground and surface water resources, and the uses they support (e.g., drinking water supplies and aquatic ecosystem function). Based on hydrological and/or hydrogeological studies undertaken at the proposed pit/quarry site, the Report must also include protection and mitigation measures that will be used to address any identified negative impacts, as well as monitoring plans and contingency plans. This policy provides information and guidance on how to prepare a Water Report.

2.0 Key Terms

2.1 Qualified Person

Per the Standards, a qualified person (QP) means a registered Professional Geoscientist or exempted Professional Engineer with appropriate training and experience in accordance with the [Professional Geoscientists Act, 2000](#).

2.2 Zone of Influence

For the Report, the zone of influence is the area surrounding a ground water dewatering location (e.g., pumping from a well or quarry sump) where drawdowns may occur due to ground water removal. Therefore, wells and surface water bodies (e.g., wetlands, lakes, watercourses) in the area, which may experience decreased water levels as ground water is removed, must be studied for potential impacts. Flow direction, water quality, and temperature can also be influenced by lowered ground water within the zone of influence.

Note: The Maximum Predicted Water Table Report policy discusses additional ground water-related terms — aquifer, ground water table, ground water table in Precambrian rocks, perched ground water, and perched water table.

2.3 Study Area

When preparing a Water Report, the study area considered by the QP should cover the largest possible zone of influence that could result from the proposed excavation and should not be limited to the proposed licence/permit boundary. An iterative approach is often needed to define the study area. Typically, aquifer characterization, which considers local ground water flow conditions that may be relevant to the assessment of impacts, can inform the delineation of the zone of influence or study area.

3.0 Reporting

There are two levels of reporting related to the potential impacts of proposed aggregate operations on water resources.

3.1 Water Report Level 1

A Level 1 Water Report is the first step in determining and addressing potential impacts to ground water and/or surface water resources. This report includes:

- details of the hydrogeologic setting of the proposed excavation, including local geology, hydrogeology, surface water resources, and surrounding land uses.
- a description of the potential for impacts to both ground water and surface water resources and their uses, including discharge areas, from the proposed pit/quarry.

- applicable source water protection policies as well as mitigation measures that will be implemented, if the proposed pit/quarry is within a wellhead protection area for quantity (WHPA-Q), under a [source water protection plan](#) (under the [Clean Water Act](#)). Source water protection areas can be viewed on [Pits and Quarries Online](#) and source water protection policies can be accessed via the [Source Protection Information Policy Atlas](#).

Any restrictions and operational conditions required by the relevant source water protection plan or provincial plan must also be stated on the site plan.

3.2 Water Report Level 2

The Standards require a Level 2 Water Report when a Level 1 Water Report identifies potential for impacts to ground water and/or surface water resources and uses. The Level 2 Water Report includes the following:

- assessing and reporting the significance of any potential impacts to ground water and surface water features located within the zone of influence of the proposed pit/quarry. These features should include but not be limited to water wells (including municipal, private, industrial, commercial, geothermal, and agricultural), springs and seeps, ground water aquifers, water bodies, water courses, and wetlands.
- impact assessment, including a variety of information such as
 - description of the physical setting (i.e., local geology, hydrogeology, and surface water systems, as well as how ground and surface water systems interact at the site),
 - proposed water diversion, discharge, storage, and drainage facilities,
 - water budget, and
 - the possible positive or negative impacts of the proposed aggregate operation on local ground water and surface water resources. **Note:** Potential impacts to flow regime, thermal regime, and water quality may need to be considered when assessing impacts to surface water features and ecosystems.
- description of mitigation measures to address any potential negative impacts.
- ground water and surface water monitoring plan, regardless of whether potential impacts are identified, to

- document any unforeseen impacts, and/or
- track the effectiveness of any implemented mitigation measures.
- contingency and mitigation measures to be implemented in the event of unforeseen, unacceptable impacts, even if no impacts are identified at the time of application.

Note: An impact is generally considered ‘unacceptable’ when it compromises the use of the water source (e.g., well) by another user or hinders the ecological functions of natural features within the zone of influence. Mitigation actions should include relevant measures for protecting water resources, as per the [Provincial Planning Statement](#) and any applicable provincial plans.

- Data (in tables, graphs, and figures) as appendices, to support the Report’s findings.
- Rationale for work conducted by the QP, including methodology used to make the determinations presented in the Report.

The Report must be completed by a QP and must include a statement of qualifications and experience in hydrogeology or hydrology. As a best practice, the QP should visit the study area at least once, to verify data collection, site information, geological mapping, and topography (where available) that are provided in the Report.

Any mitigation measures recommended by the QP in the Report must be included as site plan conditions, to satisfy the [Aggregate Resources of Ontario: Site Plan Standards](#).

Given that analyses and recommendations related to water-dependent natural features (e.g., wetlands, lakes, and watercourses) in the Report informs the Natural Environment Report, the QP should consult with persons having expertise in aquatic ecology, limnology, biology, environmental sciences, physical geography, and water resource management, as appropriate, when characterizing impacts and/or developing mitigation measures for water-dependent natural features.

4.0 Remote Areas on Crown Land

Level 1 and Level 2 Reports are not required if the proposed pit/quarry is in a remote area on Crown land and the proposed excavation limit is not within

- 500 m of a coldwater stream,
- 1000 m of a water well (whether dug or drilled), or
- 5 km of a sensitive receptor, as defined in [Ontario Regulation 244/97](#).

Applicants should contact Ministry of Natural (ARAapprovals@ontario.ca) as early as possible, to determine whether the proposed pit/quarry may be considered remote.

5.0 Other Applicable Approvals

Aggregate operations proposing to take or discharge water may require approvals under the [Ontario Water Resources Act](#) and the [Environmental Protection Act](#), respectively. Applicants should contact the Ministry of the Environment, Conservation and Parks (MECP) early, for guidance on any applicable approvals, including [permits to take water](#) and [environmental compliance approvals](#). Applicants may also contact the [local MECP district office](#) for guidance on which approvals may be needed.

Aggregate Resources of Ontario: Policy

Matters to be Considered in the Issuance of a Licence

1.0 Purpose

Section 12 of the [Aggregate Resources Act](#) (the Act) lists several matters which the Minister of Natural Resources must consider when deciding whether to issue or refuse an aggregate licence. These matters include a range of operational, planning, environmental, economic, and social considerations relative to which the application must be evaluated, and which must be appropriately addressed before issuing a licence. This policy provides direction for how Ministry of Natural Resources (MNR) staff will evaluate licence applications, with respect to these matters, to make a recommendation to the minister on whether to issue or refuse a licence.

Based on application review relative to these matters, MNR may:

- issue the licence,
- issue the licence with such conditions as the Minister considers necessary,
- refuse the licence, or
- refer the application to the Ontario Land Tribunal.

A recommendation to approve or refuse a licence is based on one or more Section 12 considerations and the purposes of the Act.

2.0 Considerations in Issuing a Licence

Each of the matters to be considered, (a) through (k), under subsection 12(1) of the Act, is discussed in detail, below.

2.1 (a) Effects on the Environment

The Act defines "environment" as the air, land, and water, or any combination or part thereof, of the Province of Ontario.

The [*Aggregate Resources of Ontario Technical Reports and Information Standards*](#) (the Technical Standards) require aggregate licence applicants to submit technical reports related to the natural environment in the vicinity of the proposed pit/quarry. The Natural Environment, Maximum Predicted Water Table, and Water Reports, as applicable, are intended to:

- describe environmental features, including water features, associated with the proposed pit/quarry,
- identify potential impacts from the proposed aggregate operations on terrestrial and aquatic environments, and
- list measures that will be taken to avoid or mitigate any negative impacts. Existing conditions of the natural environment, and potential impacts from the proposed operation, both within and outside the proposed licensed area, must be reported.

Any avoidance and mitigation recommendations in these Reports must be included as site plan conditions.

The MNR will review the information and proposed avoidance and/or mitigation actions provided in these Reports to assess the nature and extent of expected environmental impacts from the proposed aggregate operation. The MNR will also consider comments on the Reports, including those received from other provincial and municipal agencies.

Licence applications for sites located within provincial plan areas must also consider the the [*Greenbelt Plan*](#), [*Oak Ridges Moraine Conservation Plan*](#), [*Niagara Escarpment Plan*](#), and [*Lake Simcoe Protection Plan*](#), as they list additional environment-related considerations and policies related to pits and quarries, which must be addressed in the Reports.

2.2 (b) Effects on Nearby Communities

The Technical Standards also require that pit licence applications within 150 m, and quarry licence applications within 500 m, of a sensitive receptor (as defined in [*Ontario Regulation 244/97*](#)) include a Noise Assessment Report, which addresses potential

noise impacts and their mitigation. The Standards also require that applications proposing to extract 20,000 tonnes or more annually, and which are located within 500 m of a sensitive receptor, include a Blast Design Report, which demonstrates that expected sound and vibration from the proposed blasting are within provincial limits.

Impacts related to noise, dust may be mitigated through actions, such as applying water or approved dust suppressants, required by *Ontario Regulation 244/97*. Additionally, avoidance and mitigation recommendations in the Reports must be included as site plan conditions.

The Ministry of the Environment, Conservation and Parks (MECP) administers the [Clean Water Act](#), [Environmental Protection Act](#), and [Ontario Water Resources Act](#), which address off-site effects such as dust, noise, vibration, and impacts to water including discharge and drainage. Applicants may require approvals under these acts (e.g., [Environmental Compliance Approval](#) or ECA), for operating a pit or quarry.

2.3 (c) Comments from Municipality

The [Aggregate Resources of Ontario: Circulation Standards](#) require licence applicants to circulate their applications for comment directly to local and upper tier municipalities where the proposed pit/quarry is located. Municipal comments may address a variety of municipal matters relevant to the aggregate proposal, including land-use compatibility. They may also pertain to official plans and zoning by-laws (see [\(g\) Planning and Land Use](#)) and truck traffic (see [\(h\) Haulage Routes and Truck Traffic](#)) as they relate to a proposed aggregate operation.

Recommendations from the municipality will be carefully considered by MNR and may be included as site plan conditions.

2.4 (d) Rehabilitation Plans

Progressive and final rehabilitation plans are site-specific, varying according to the unique characteristics of the pit/quarry, original and/or surrounding land use, and any municipal land use planning controls. The Technical Standards and regulation identify minimum requirements for rehabilitation and require applicants to include rehabilitation-

related information, particularly within the context of adjacent lands, in the Summary Statement.

Licence applications for sites located within provincial plan areas must also address the additional considerations and policies related to progressive and final pit and quarry rehabilitation in the [Greenbelt Plan](#), [Oak Ridges Moraine Conservation Plan](#), [Niagara Escarpment Plan](#), and [Lake Simcoe Protection Plan](#) – as applicable.

Before issuing a licence, MNR must be satisfied that the pit/quarry site can be:

- restored to its former use,
- changed to another use or condition that is compatible with adjacent land uses, or
- rehabilitated as required by applicable provincial plans.

2.5 (e) Effects on Ground and Surface Water

To assess possible effects from the proposed aggregate operations on ground water sources, all licence applications must include a Maximum Predicted Water Table Report documenting the highest level of the ground water table relative to the lowest anticipated depth of extraction.

A Water Report (previously the Hydrogeological Report) is required if the application proposes to extract below the maximum predicted water table, and must:

- identify any potential impacts to ground and surface water resources, and
- describe how any potential negative impacts on ground water and surface water resources will be avoided or mitigated during operations.

Recommendations from the Water Report (e.g., setbacks from sensitive features/wells, ongoing monitoring, and contingency plans) must be reflected as site plan conditions.

Regardless of whether a Water Report is required, any proposed surface water drainage, drainage facilities, water diversion, and points of discharge to surface water must be included on the site plan, per the [Aggregate Resources of Ontario: Site Plan Standards](#).

If the proposed site is within a source protection area (under the *Clean Water Act*), then the:

- Summary Statement (under the Technical Standards) must identify potential threats from the proposed operations to drinking water, as described in source protection plans, and describe how relevant source water protection policies will be followed, to mitigate any effects on drinking water, and
- site plan must identify whether the proposed pit/quarry is within a source protection area and whether source water protection policies apply to the site, as well as include any applicable source protection policies as conditions.

MNR will issue a licence only if satisfied that the proposed aggregate operation will have no negative effects on ground water and surface water resources.

2.6 (f) Effects on Agriculture

Per the Technical Standards, if the proposed site is located in a ‘prime agricultural area’ (as defined under the [Provincial Planning Statement](#)) and in a provincial plan area, then applicants must provide an Agricultural Impact Assessment (AIA), in accordance with [provincial guidelines](#). The AIA must be included with the licence application.

The AIA is intended to document (i) any potential impacts to agriculture, (ii) steps that may be taken to avoid such impacts, (iii) measures that will be implemented to minimise or mitigate unavoidable impacts, and (iv) how the site will be rehabilitated back to agriculture, where applicable¹.

Note: An applicant who does not propose to restore their pit/quarry back to its original prime agricultural land classification must obtain clearance from the Ministry of Agriculture, Food and Agribusiness to do so.

While the Technical Standards do not state that an AIA must be completed outside a provincial plan area, an AIA completed outside a provincial plan area for a Planning Act approval will be considered by MNR.

To support the issuance of a licence, the AIA must conclude that the proposed operations will have no negative impacts on prime agricultural areas or that any potential negative impacts will be minimised and mitigated. Further, recommendations

¹ [Agricultural impact assessments | ontario.ca](#)

for mitigating and restoring prime agricultural lands should be included as site plan conditions.

2.7 (g) Planning and Land Use

The *Provincial Planning Statement* establishes several provincial interests related to land use planning (e.g., protection of natural and cultural heritage features and resources, water resources, mineral and mineral aggregate resources) which must be considered and addressed during any development application. The [*Planning Act*](#) empowers municipalities to control land use through zoning by-laws. The [*Aggregate Resources Act*](#) does not allow a licence to be issued for a site which zoning by-laws prohibit from being used as a pit or quarry. Therefore, a licence will be issued only if all land use- and zoning-related issues are addressed, and the required zoning is in place.

If MNR is in doubt about any zoning-related prohibition of pits/quarries for the site, especially related to legal non-conforming use/status, it may notify the applicant of the same. The applicant may take the matter to the Superior Court of Justice for a declaratory judgement that there is no zoning prohibition on the development of a pit/quarry at the proposed site. However, it is the applicant's responsibility to obtain the required zoning for the site, and the zoning designation of the site, and of areas within 120 m of the site, must be clearly identified on the site plan.

During their review of the licence application, the municipality (local, county, or regional) or the Ministry of Municipal Affairs and Housing (MMAH), as appropriate, may identify local planning and land use concerns, including zoning-related issues. To evaluate whether the proposed pit/quarry site is compliant with applicable zoning by-laws, MNR must receive comments from the municipality or MMAH regarding whether the site needs to be zoned or be re-zoned to allow aggregate extraction.

Provincial plans (i.e., Greenbelt Plan, Oak Ridges Moraine Conservation Plan, Niagara Escarpment Plan, and Lake Simcoe Protection Plan) include additional land use planning considerations that relate to the establishment, operation, and rehabilitation of pits and quarries, which must be addressed, and be included on the site plan or licence, where appropriate.

2.8 (h) Haulage Routes and Truck Traffic

Haulage routes and truck traffic influence the transportation of aggregates to market and need to be considered when deciding whether to issue a licence. The Technical Standards require that Class A licence applications (i.e., proposing to extract over 20,000 metric tonnes annually) describe the main haulage routes and anticipated truck traffic to and from the proposed site, as well as list applicable entrance permits, as part of the Summary Statement. Entrances to the site must be clearly identified on the site plan.

MNR will consider comments, including those from municipality and Ministry of Transportation, regarding a variety of considerations including existing traffic patterns, road conditions, additional truck traffic, initial road improvements to support additional traffic from the operation, dust, noise, safety, alternative routes, and other potential traffic implications associated with the proposed operation. **Note:** Per subsection 12(1.1) of the Aggregate Resources Act, MNR will not consider ongoing maintenance and repairs required to address haulage-related wear and tear on roads, when making a decision.

If the commenting authority approves a proposed entrance, in principle, but will issue the entrance permit only after the aggregate licence has been issued, then the site plan must specify that no material will leave the pit/quarry without a valid entrance permit.

2.9 (i) Quality and Quantity of Aggregate

The Technical Standards require Class ‘A’ licence applications to include information regarding the quality and quantity of aggregate at the proposed site in the Summary Statement. This information may include site-testing data available to the applicant but must be adequate to determine whether there is sufficient quality and quantity of material to justify licensing the site, with the understanding that demand for aggregate will vary based on site location.

MNR’s review of this information may be supplemented with review of Aggregate Resource Inventory Paper Reports, Geological Reports, field data from other government agencies (e.g., Ministry of Transportation), and other available resources.


2.10 (j) History of Compliance

When reviewing a licence application, MNR will check whether the applicant has a history of repeated violations with respect to other aggregate licences or permits that the applicant holds, and whether the violations were corrected or are still outstanding.

For the purposes of this consideration, MNR will not take into account any contravention disclosed by the applicant in an annual compliance report for an existing aggregate authorization, if the applicant immediately ceased the contravention and remedied it within 90 days of the contravention or within the time agreed to by MNR.

2.11 (k) Other Appropriate Considerations

In addition to the above-described matters (a) through (j), MNR will consider any other matters of relevance to the proposed aggregate operation.

 Ontario Ministry of Natural Resources Ministère des Richesses naturelles	Subject: Licence Applications: Cultural Heritage Resource Report Standards	Policy No.: A.R. 2.01.08	New: Yes
Compiled by – Branch: Lands & Waters	Section: Aggregate & Petroleum Resources	Date Issued: March 15, 2006	

Guiding Principle

Heritage values provide information about the past and reflect the human history of Ontario and require a comprehensive review of the geographic and historical features of a property and its surroundings.

Policy

The purpose of a Cultural Heritage Resource report is to ensure that archaeological resources are identified, assessed for their significance, and protected (i.e. preserved or collected) in order to better understand and appreciate Ontario's culturally diverse Aboriginal and non-Aboriginal communities heritage.

“Archaeological resources include the physical remains and contextual setting of any structure, event, activity, place, feature or object which, because of the passage of time is on or below the surface of the land or water, and is important to understanding the history of a people or race” (MCzCR, 1997).

Applications are initially assessed based on the potential or likelihood that those lands will contain any archaeological resources including potential impacts to built heritage (i.e. individual heritage structures) and cultural heritage landscapes (i.e. significant heritage areas, districts, cemeteries). A wide range of geographical and cultural-historic features, which directly influenced the use and settlement by the past inhabitants of a region, determines the potential.

Various levels of assessment (i.e. stages 1 - 4) may be required depending on the potential for, and significance of the archaeological resources present on site. A Cultural Heritage Resource Stage 1 report determines whether there are any known resources or potential for resources. Generally, the Heritage & Libraries Branch of the Ministry of Culture (MCL) will initially flag the potential for heritage resources at the Stage 1 level for the consultant. The Stage 1 report may consist of a sign-off letter from the MCL, Heritage & Libraries Branch, confirming that there are no known significant archaeological resources on the site or low potential for the site to have heritage resources. A licensed archaeologist may assess the archaeological potential, to supplement or take the place of a determination by the MCL. The consultant assesses potential by reviewing geographic, land use and historic information and by visiting the property and surrounding area to conduct a surface inspection. If there are known archaeological resources or medium-to-high potential for heritage resources, a Stage 2 report is required, which involves a field examination (i.e. surface-survey or test-pitting) of the site. The survey may consist of test pitting unploughable areas (e.g. woodlands) at regular intervals, and screening the samples for artifacts, or in ploughed areas, looking for artifacts on the surface. The Stage 2 report may recommend a detailed site investigation (i.e. Stage 3 report) to delineate and evaluate the significance of the site. The Stage 3 assessment usually involves mapping the surface extent of the site and excavating a number of test sites (i.e. 1 metre squares). A Stage 4 report, if


required, outlines the long-term mitigation strategy, through excavation and documentation, or avoidance. In addition to dealing with impacts to archaeological resources and archaeological potential areas, an assessment of impacts to built heritage and cultural heritage landscapes may be required. These assessments are separate and independent of studies carried out by qualified heritage consultants, who are usually not licensed archaeologists. Consultation with local municipalities and local municipal heritage committees is recommended, to ensure no significant built or landscape resources locally identified are impacted and/or whether additional studies are needed.

If human remains were discovered on site, the *Coroner's Act* and *Cemeteries Act* would also apply.

A qualified licensed archaeological consultant must prepare the Stage 2 – 4 reports and conduct the site investigation. The applicant can obtain a list of individuals or firms holding valid archaeological consulting licences from The Ontario Association of Professional Archaeologists. A copy of the Archaeological Assessment Technical Guidelines is available upon request from the Heritage & Libraries Branch of the MCL, located in Toronto, London or Thunder Bay.

The Aggregate Resources of Ontario Provincial Standards address which government ministries must be consulted and the MCL is not specified. However, the *Ontario Heritage Act* and its regulations require the review and approval of the Cultural Heritage Resource reports (i.e. Stages 2 - 4) by the MCL. In these cases, the consultant is required to provide to MNR, as part of the Notification and Consultation documentation, confirmation that the report has been approved.

In addition, the importance of conserving and evaluating these resources are also recognized within other legislative and planning documents, such as the *Environmental Assessment Act* (EAA), the *Planning Act*, and the Provincial Policy Statement.

 Ontario Ministry of Natural Resources Ministère des Richesses naturelles	Subject: Licence Applications: Hydrogeological Report Standards	Policy No.: A.R. 2.01.06	New: Yes
Compiled by – Branch: Lands & Waters	Section: Aggregate & Petroleum Resources	Date Issued: March 15, 2006	

Guiding Principle

To determine if an aggregate operation will not adversely affect the water table or ground water regime (e.g. wetlands, areas of natural and scientific interest or nearby wells), it is necessary to establish where the water table is, in relation to the depth of extraction. The report must also carefully consider mitigative measures by a qualified individual.

Policy

For licence applications proposing to extract aggregate material from within or near the water table (i.e. pit within 1.5 metres or quarry within 2 metres), a Hydrogeological report must be prepared by a qualified individual.

The "qualified" individual must be a registered "Professional Geoscientist" as defined under the *Professional Geoscientists Act* who is qualified to prepare hydrogeological reports or an individual who is licensed as a "Professional Engineer" under the *Professional Engineers Act* and who is competent by virtue of training and experience, to engage in practices that would also constitute the practice of professional geosciences (i.e. hydrogeology).

A hydrogeological level 1 report is a preliminary evaluation to determine the final extraction depth relative to the established groundwater table(s), and the potential for adverse effects to groundwater and surface water resources and their uses. If the preliminary evaluation identifies a potential adverse effect resulting from the operation, then a more intensive impact assessment (level 2) is required to determine the significance of the effect and the feasibility for mitigation (see the Provincial Standards for information requirements). The hydrogeological report should implicitly state whether it is a Level 1 or Level 2 report and include the supporting rationale.

An "aquifer" or "water-bearing formation" is a water-saturated geologic unit (i.e. formation or strata) that will yield water to wells or springs at a sufficient rate so that the wells or springs can serve as viable sources of water supply. The unit must contain pores or spaces filled with water and these spaces must allow the movement of water at a perceptible rate.


"Water table aquifers" most commonly found in unconsolidated materials (e.g. sand, gravel) are usually referred to as an "unconfined aquifer" or "*unconfined ground water*" and the upper surface of the water is at atmospheric pressure. The terms "*artesian aquifer*", "*confined aquifer*" or "*confined ground water*" refers to an aquifer found below a low permeability layer where the water is not open to atmospheric pressure. Often water within the aquifer is at greater than atmospheric pressure. When a well is drilled or an excavation digs through the upper confining layer into the underlying aquifer, the water in the well/excavation rises to a level above the top of the aquifer (i.e. *water found level*). Most wells drilled into bedrock (i.e. consolidated materials) are of this nature. For the purpose of this report, the static level or surface that the water rises to

is considered the water table elevation within the confined aquifer and not the elevation where the water was found. The elevation that the water rises to within the well is also referred to as the “*potentiometric level*”, and the upper surface as the “*potentiometric surface*”.

The water table is partially controlled by the topography of the land and generally, tends to follow the surface of the land. However, other factors may also influence the behaviour and location of the water table. Precambrian rocks of the Canadian Shield are usually massive, dense formations, which are not conducive to the movement of water (i.e. low porosity and low permeability). Water movement mainly occurs along fractures or faults in the rocks, which are not necessarily interconnected and localized in nature. For this reason, determining the elevation is often very difficult and may be unreliable even when the site is drilled. The overlying, younger Paleozoic rocks of southern Ontario are usually better suited to the movement of water, but vary depending on the rock type (e.g. shale, limestone, sandstone) and extent of rock openings (e.g. bedding and jointing planes, solution channels, porosity and permeability of formation).

A local zone of saturation may exist above the water table where a relatively impervious stratum within the zone of aeration interrupts/intercepts percolation and causes ground water to accumulate in a limited area. The upper surface of the ground water is referred to as a “*perched water table*”. A perched water table is not usually considered the water table for the purpose of establishing the on-site water table, unless it is significant in size and function such as an adjacent wetland.

Information sources to determine the elevation of the water table on the site may include existing well data, surface water elevations of nearby water bodies or features, and testing (e.g. wells/holes) by the applicant. More than one source may be necessary to make this determination. Where there is a lack of available information, it will be necessary for the applicant to establish the water table by digging or drilling test holes. The report must indicate the time of year when the testing was performed and how the elevation was established. A time of seasonal high (e.g. April/May or September/October) is the preferred time for establishing the elevation of the water table. In addition, longer-term seasonal trends (e.g. seasonal rainfall patterns) may also need to be considered by the applicant or their consultant.

 Ontario Ministry of Natural Resources Ministère des Richesses naturelles	Subject: Matters to be Considered in Issuing/ Refusing a Licence	Policy No.: A.R. 2.01.10	New: Yes
Compiled by – Branch: Lands & Waters	Section: Aggregate & Petroleum Resources	Date Issued: March 15, 2006	

Guiding Principle

Prior to the issuance or refusal of a licence, the Ministry of Natural Resources (MNR) or the Ontario Municipal Board (OMB) must take into consideration section 12 of the Aggregate Resources Act (ARA). Section 12 of the Act deals with a range of planning, environmental, economic and social matters. If the OMB directs the Minister to issue or refuse to issue the licence, MNR is not required to consider the implications of section 12.

Policy

The Minister, or the Ontario Municipal Board (OMB), in considering whether to issue or refuse to issue a licence, shall have regard to a number of planning, environmental matters and such other matters as are considered appropriate.

The Minister or the OMB's consideration will result in licence issuance or refusal. A refusal to issue a licence by the Minister or the OMB must be based on one or more of the matters under section 12(a) - (k) of the Act.

Additional conditions can be imposed on the site plan or licence to mitigate concerns raised through the review of section 12(a) – (k) (see A.R. 2.00.03).

If the application is referred to the OMB, the OMB must consider section 12, may hold a hearing and direct the Minister to refuse to issue the licence.

If the OMB directs the Minister to issue the licence, the Minister has no recourse but to issue the licence pursuant to clauses 11(8)(1) and (8)(3) and the Minister does not take into consideration section 12.

The following items need to be reviewed by the Aggregate Inspector prior to making a recommendation whether or not to issue the licence. Where the application is referred to the OMB, the Board must have regard to these matters.

(a) Effect of the operation on the environment

The Act defines "environment" as the air, land and water, or any combination or part thereof of the Province of Ontario. This refers to the on-site and off-site conditions.

Existing and potential impacts must be considered for the extraction operation either on-site or off-site.

Off-site effects must be examined closely. The Ministry of the Environment (MOE) can play a lead role in assessing many potential off-site effects, including dust, noise, vibration, drainage, etc. MOE's provincial legislation, (i.e. *Environmental Protection Act* (EPA) and/or the *Ontario Water Resources Act* (OWRA)) and guidelines may apply.

This information, collected through site plans and reports required by the Aggregate Resources of Ontario Provincial Standards, is submitted in support of the application and circulated to other agencies.

(b) Effect of the operation on nearby communities

Matters which may impact nearby communities can include: noise, dust, vibration, truck traffic, and surface water and groundwater impacts. Many of the impacts associated with an operation (e.g. noise, dust) may be mitigated through the Prescribed Conditions.

(c) Municipal comments in which the site is located

Municipal comments may include matters such as, haul routes, official plan, zoning by-laws, final rehabilitation, etc.

(d) Suitability of progressive and final rehabilitation plans

The suitability of rehabilitation will vary from site-to-site in accordance with the special needs and characteristics of the particular pit or quarry and the surrounding land use, and any municipal land use planning controls. Special care should be taken when reviewing the proposed rehabilitation of a site that is located within special areas (e.g. Oak Ridges Moraine Conservation Plan, Niagara Escarpment Plan, Greenbelt Plan).

The Minister must be satisfied that the site can be restored to its former use or condition, or changed to another use or condition compatible with adjacent land uses.

(e) Possible effects on ground and surface water resources

The hydrogeological report, if required, must indicate that there will be no adverse impacts on the groundwater and surface water resources.

Where a hydrogeological report is not required as a part of the application package, the potential effects on surface water, as well as any proposed mitigative measures to minimize adverse impacts, must be addressed through the summary statement and the operational/rehabilitation notes of the site plan.

MOE may seek further information regarding ground water and well monitoring, potential water contamination, and may require certificates of approval for the taking of and the discharging of water under their appropriate legislation, *The Ontario Water Resources Act* (OWRA).

MNR must be satisfied that there will be no significant adverse effects on groundwater and surface water resources as a result of the excavation.

(f) Possible effects on agricultural resources

If the present land use is agricultural, the applicant must identify within the summary statement the agricultural classification of the proposed site. Consideration must be given to whether the rehabilitation reflects the agricultural classification of land on the licence and on adjacent lands.

The Ministry of Agriculture and Food (OMAF) must be circulated where prime agricultural land is not being restored to the same agricultural classification. Prime agricultural land is defined in the Provincial Policy Statement (PPS).

(g) Planning and land use considerations

The location of land described in the site plan must comply with all relevant zoning by-laws. If doubt exists, especially with legal non-conforming status, the Minister may require the applicant to refer the matter to the Superior Court of Justice for a declaratory judgement.

The local, county or regional municipality or the Ministry of Municipal Affairs and Housing (MMAH) will address any local planning concerns and conformity to the appropriate zoning by-laws.

Municipal comments must indicate the site is zoned or needs to be re-zoned to allow the establishment of a pit or quarry. Legal non-conforming use is considered appropriate zoning.

Consideration must also be given to whether or not the proposed operation and rehabilitation meets the requirements of other planning initiatives and authorities (i.e. Oak Ridges Moraine Conservation Plan, Niagara Escarpment Plan, Greenbelt Plan, Conservation Authorities, sensitive land use areas).

(h) Main haulage routes and proposed truck traffic to and from the site

These items must be addressed within the summary statement (Class 'A' licence applications only), site plan and technical reports. A review of the potential impacts should also include comments from municipalities and the public.

Have regard to any municipal or Ministry of Transportation (MTO) comments respecting existing traffic patterns, additional truck traffic, road conditions, dust/noise, safety, alternate routes, and other potential traffic implications. Ensure that all necessary permits have been issued prior to the licence being issued. If the commenting authority sees no problem with the entrance and they will only issue the permit subject to a licence being issued, then a condition must be placed on the site plan indicating that no material can leave the site until an entrance permit has been secured.

(i) Quality and quantity of aggregates on site

Class 'A' licence applications must include information regarding the quality and quantity of aggregate on site. This information is not required for a Class 'B' licence application.

This information may include site-testing information supplemented with any available district resource information, including Aggregate Resource Inventory Paper (ARIP) reports, geological reports, or field data from other government agencies (e.g. MTO).

The information provided must be adequate to determine whether or not there is sufficient quality and quantity of material on-site to support the licensing of the site, keeping in mind that requirements for aggregate will differ depending on the location of the site.

(j) Applicant's past history of compliance

The Aggregate Inspector should determine whether the applicant has a past history of repeated violations under the Act, the regulations or site plan with respect to other licences or permits he/she holds, and whether these violations have been corrected or are still outstanding.

For the purposes of this section, a contravention disclosed by the applicant in an annual compliance report under sections 15.1 or 40.1 may not be considered if the applicant complied with clause 15.1(5)(a) or clause 40.1(5)(a), namely, remedied the contravention within the approved/prescribed period and immediately ceased the violation.

(k) Other matters considered appropriate

The Minister may have justification to consider other matters for a licence application than those outlined in (a) - (j).

FROM: Don MacLeod, Executive Director
TO: Chair and Executive Committee
MEETING DATE: August 17, 2025
SUBJECT: Frequency of Executive Committee Meetings

BACKGROUND

The Terms of Reference for TAPMO set out procedures and frequency of Executive Committee meetings. At present, it is stipulated the Committee shall meet a minimum of three times per year and will be at the call of the Chair. Two of the meetings are held concurrently with the AMO and ROMA conferences in August and January, respectively.

In 2024, the Executive Committee adopted a meeting schedule for the upcoming year. The schedule for 2025 saw meetings scheduled in January (ROMA), March, May, August (AMO) and October. With the municipal election being held on October 26, 2025, it is suggested the October meeting date be moved ahead so there will not be a too big a gap in meeting dates.

It does leave a two-month gap in June and July, and in November and December. Many Councils adopt a summer meeting schedule, and this is generally a time when government business does slow somewhat. Many Councils hold special meetings in November and December for budget consideration. It is for these two reasons that two, two-month gaps are proposed.

Elections for the Chair, Vice-Chair and Executive Committee shall be held at an advertised meeting of TAPMO as a listed agenda item. It would be suggested this would take place on January 18, 2026.

RECOMMENDATION

Based on the above information, the proposed 2026 meeting schedule would be as follows:

January 18 (ROMA)

March 23

May 25

August (AMO) – Conference location has not been published yet.

October 5

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Don MacLeod", with a stylized flourish at the end.

Don MacLeod
Executive Director

Top Aggregate Producing Municipalities of Ontario (TAPMO)

Statement of Financial Position	2025 YTD	2024 YTD
July 31, 2025		\$
<hr/>		
Assets		
Cash	169,541	104,218
Accounts Receivable	-	1,500
Total Assets	<hr/> 169,541	<hr/> 105,718
Liabilities		
Accounts Payable	-	4,661
Deferred Revenue - 2025 Memberships	-	10,500
Total Liabilities	<hr/> -	<hr/> 15,161
Accumulated Surplus	<hr/> 169,541	<hr/> 90,557
Change in equity	<hr/> 78,984	<hr/> 39,570

Top Aggregate Producing Municipalities of Ontario (TAPMO)

Statement of Operations As at July 31, 2025	Annual Budget 2025 \$	Actuals YTD 2025	Actuals YTD 2024 \$
Revenue			
Membership fees	89,000	91,850	72,200
One Time Executive Director Funding	-	-	90,000
Deposit Interest	3,000	2,366	4,322
Total Revenue	92,000	94,216	166,522
Expenditure			
Advocacy/Public Relations/Website	50,000	4,178	108,447
Executive Director Salary	50,000	10,593	14,026
TAPMO Meetings (AMO/ROMA) and Logistics	5,000	461	4,479
Total Expenditure	105,000	15,232	126,952
Annual Surplus	(13,000)	78,984	39,570
Accumulated Surplus, Beginning of Year	90,557	90,557	50,987
Accumulated Surplus, End of Year	77,557	169,541	90,557