

## OFFICE CONSOLIDATION

*This is a consolidation of the Town's by-law to prohibit or regulate the placing or dumping of fill, the storage and removal of topsoil and the alteration of the grade of the land being By-law 2007-59 as amended by By-law 2007-81, 2007-92, 2007-98 and 2015-089. This is prepared for reference and information purposes only. The following consolidation is an electronic reproduction made available for information only. It is not an official version of the by-law. Official versions of all by-laws can be obtained from the Legislative Services section by calling (905) 584-2272. If there are any discrepancies between this consolidation and By-laws 2007-59, 2007-81, 2007-92, 2007-98 and 2015-089 the By-laws shall prevail.*

## THE CORPORATION OF THE TOWN OF CALEDON

### BY-LAW NUMBER 2007-59

Being a by-law to prohibit or regulate the placing or dumping of fill, the storage and removal of topsoil and the alteration of the grade of the land

**WHEREAS** Council deems it in the public interest to regulate or prohibit the placing or dumping of fill, the storage and removal of topsoil, and alterations to the grade of land to ensure that existing drainage patterns are maintained and that any changes to them are appropriate to protect environmental features, and to not adversely affect adjacent properties and to ensure that the importation of hazardous materials is prevented.

**NOW THEREFORE** the Council of the Town of Caledon ENACTS as follows:

### DEFINITIONS

1. In this by-law,

“agricultural operation” means lands used for the commercial production of crops or raising of livestock and includes cultivation, seeding and harvesting

“applicant” means the owner of the land which is the subject of an application for a permit, or any individual authorized in writing by the owner to apply for a permit on the owner's behalf

“body of water” includes any brook, creek, stream, river, lake, pond, waterway, water course, wetland or other flowing or standing water

“Chief Building Official” means the Chief Building Official appointed by Town Council

“Director” means the Director of Building & By-law Enforcement appointed by Town Council, and shall include any person authorized by the Director to carry out any of the powers or duties of the Director pursuant to this by-law

“dump” means to deposit or to place fill in land or in water other than where the fill was obtained and includes the movement and depositing of fill from one location on the land owned under one ownership to another location on same land in the same ownership

“fill” means any type of material placed or dumped on land or in water and includes organic soils, peat, soil, stone, concrete, asphalt, sod, turf, dirt, earth, aggregate, binder, either singly or in combination, but does not include fertilizer

“grade” means the elevation of the ground surface of the land, either existing or proposed

“to grade” or “to alter the grade” includes the alteration of the grade of any land by any means including the disturbance or movement of fill, the extraction of fill, the placing or dumping of fill and the dredging of ponds, lakes, rivers, streams, marshes and wetlands

“highway” means a Town common and public highway and includes any bridge, trestle, viaduct or other structure forming part of the highway and, except as otherwise provided, includes a portion of a highway

“officer” means a person appointed as a By-law Enforcement Officer by the Town Council and includes the Director of the Building & By-law Enforcement Department

“owner” means any person, firm or corporation controlling, maintaining or occupying the land upon which fill is, or is to be, placed or dumped or land where the grade is, or is to be, altered or land where topsoil is stored or is to be stored or land from where topsoil is removed or is to be removed

“person” includes a corporation

“ponding” means the accumulation of surface water in an area from which there is no drainage

“site” means the lands

- (i) from which it is proposed that fill or topsoil be removed,
- (ii) on which it is proposed that fill be placed or dumped or topsoil be temporarily stored, or
- (iii) on which fill has been placed or dumped, or topsoil temporarily stored

“soil” means material commonly described as earth, topsoil, loam, subsoil, clay, sand, and any combination thereof

“topsoil” means those horizons in a soil profile, commonly known as the “O” and the “A” horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat

“Town” means the Town of Caledon

## **ADMINISTRATION**

2. The Building & By-law Enforcement Department shall be responsible for the administration and enforcement of this by-law.

## **APPLICATION OF BY-LAW**

3. This by-law shall not apply to any land that is
  - (1) within the Niagara Escarpment Development Control Area as defined, from time to time, by regulation or regulations made under the *Niagara Escarpment Planning and Development Act*, or
  - (2) within a regulated area as defined, from time to time, by regulations made under the *Conservation Authorities Act*.

## **PROHIBITIONS**

4. Unless a permit has been issued under the provisions of this by-law or unless it is otherwise permitted by the provisions of this by-law, no person shall
  - (1) remove, place or dump fill, or cause or permit fill to be removed, placed or dumped on any land,
  - (2) alter, or cause or permit to be altered, the grade of any land,
  - (3) store topsoil temporarily, or cause or permit the temporary storage of topsoil, or
  - (4) remove, or cause or permit topsoil to be removed.
5. Notwithstanding any other provision of this by-law, and in addition thereto, no person shall
  - (1) do any thing, or permit or cause the doing of anything, which results in the alteration, modification, fouling, or blockage of any swale, ditch, drainage course, or part thereof, on any land, and
  - (2) deposit or track on a highway, or cause or permit to be deposited or tracked on a highway any fill, including mud, associated with fill activity.
6. Where a permit has been issued pursuant to this by-law, no person shall alter the grade of the land, or cause or permit the grade to be altered, or place or dump fill, or cause or permit fill to be placed or dumped, or store topsoil, or permit or cause the topsoil to be stored except in accordance with the permit as issued and the plans, documents and any other information on the basis of which the permit was issued.

## **PERMITS**

### **Application for permit**

7. An applicant for a permit to place, dump or remove fill, to alter the grade or to store topsoil temporarily or to remove topsoil shall submit the following information and fee to the Director:
  - (1) a completed application in writing in the form set out in Schedule A to this by-law;
  - (2) the payment in full of the applicable fee in accordance with the Municipal Act Fees By-law;
  - (3) a fully dimensioned scaled site plan which shall refer to a current survey, certified by an Ontario Land Surveyor, a copy of which shall also be provided to the Director;
  - (4) The site plan shall include any or all of the following information as specified by the Director:
    - (a) the location of any brook, creek, stream, river, lake, pond, waterway, water course, wetland or other flowing or standing water on the property and within thirty (30) metres beyond each lot boundary,

- (b) the location of the proposed placing, dumping or removal of fill,
  - (c) the centre line and elevations of the surrounding roads, streets or highways,
  - (d) the existing elevations up to and including thirty (30) metres beyond each lot boundary at sufficient intervals to show clearly the existing drainage patterns of the land on which the work is to be performed and of the abutting lands,
  - (e) the location of any existing building, structure or utility on and within the land on which the work is to be performed,
  - (f) all storm sewers, maintenance hole covers and catch basins on the land on which the work is to be performed,
  - (g) all woodlots on the land on which the work is to be performed including the measures to protect trees within the woodlots from damage,
  - (h) the location and dimensions of any existing and proposed storm water drainage systems on and within a minimum thirty (30) metres beyond each lot boundary,
  - (i) the location of all easements and rights-of-way over, under, across or through the land,
  - (j) the proposed final elevations up to and including thirty (30) metres beyond each lot boundary at sufficient intervals to clearly show the new proposed drainage patterns of the land on which the work is to be performed and of the abutting lands,
  - (k) the location of any proposed access roads,
  - (l) the location and dimensions of any temporary soil or dirt stockpile, and
  - (m) the protection of the final grade by sod, turf, seeding for grass, greenery, asphalt, concrete, or by other similar means, or combination thereof;
- (5) the location, dimensions and design details of all site control measures, including but not limited to, the site erosion control measures, sediment control measures, and dust and mud control measures, including the proposed maintenance plan for such measures;
- (6) until final approval of Town of Caledon By-laws 2003-183 and 2007-42, a letter from the Town Planning and Development Department confirming that fill activities will not take place, the grade will not be altered and fill will not be stored on lands designated Environmental Policy Area or Environmental Zones 1 or 2 in the Town of Caledon Official Plan;
- (7) a letter from the Town Public Works & Engineering Department indicating that any required securities in respect of damage to Town roads has been posted;

[By-law 2015-089  
effective Nov 10/15]

- (8) Region of Peel Excess Load permit, if applicable;
- (9) where fill is being imported from a source not located within the Town, a certification from a qualified person that the fill being imported does not exceed the maximum contaminant levels as set out in the *Environmental Protection Act*; and
- (10) any other necessary information to enable the Director to determine whether a permit may be issued in accordance with the provisions of this by-law.
- (11) a letter of credit is provided in the amount of \$2.00 per cubic metre to secure any costs incurred by the Town of Caledon in regard to obtaining compliance with any conditions outlined in a Fill Permit issued on a subject property.

8. All plans shall be prepared in accordance with standard engineering, architectural and surveying practice.

#### **Permit Issuance**

9. The Director may issue a permit where
  - (1) the owner and/or applicant has fulfilled the requirements contained in this by-law, and
  - (2) the Director is satisfied that
    - (a) the proposed final elevations and resulting drainage pattern, the type of fill to be used and the method of placing or dumping of fill are in accordance with the provisions of this by-law and the applicable law,
    - (b) the final grade will be protected by sod, turf, seeding for grass, greenery, asphalt, concrete or by other similar means, or combination thereof, and
    - (c) fill that will be placed or dumped does not exceed the maximum contaminant levels as set out in the *Environmental Protection Act*.

#### **Conditions**

10. The Director may impose all or any of the following conditions upon the issuance of a permit:
  - (1) restrictions concerning the hours and days of work on the site,
  - (2) restrictions concerning the number of daily deliveries of fill to the site,
  - (3) requirements for the securing of the land on which the work is to be performed for the protection of the public in a manner and at a time and day to his satisfaction,
  - (4) requirements for the notification to the Director of the commencement and completion of the work authorized under the permit,
  - (5) requirements to prevent soil erosion, blockage, siltation, pollution of a watercourse or of a body of water, or to prevent a detrimental effect on any abutting properties,

[By-law 2007-98  
effective Sep 11/07]

(6) requirements to clean and scrape the Town highway or highways in order to keep the Town highways clear of fill or mud associated with fill activity,

(7) *deleted by By-law 2015-089 effective November 10, 2015.*

[By-law 2007-98  
effective Sep 11/07]

(8) restrictions setting out the exact route on the highways that must be used to deliver the fill,

[By-law 2007-98  
effective Sep 11/07]

(9) requiring that the owner ensure that a true copy of the fill permit is provided to every vehicle delivering fill, and

[By-law 2007-98  
effective Sep 11/07]

(10) requiring that a true copy of the fill permit be kept in every vehicle delivering fill and that the copy of the fill permit must be surrendered for inspection upon demand by an officer or a police officer.

[By-law 2007-98  
effective Sep 11/07]

10A. Every owner shall comply with the conditions imposed in the permit issued to that owner.

[By-law 2015-089  
effective Nov 10/15]

11. The Director shall not issue a permit

(1) for the removal, placing or dumping of fill, for the removal of topsoil, or for the alteration of the grade of land unless

(a) The land is zoned A-1, A-2 or A-3, and

i. There is an active agricultural operation on the land, and

ii. It can be demonstrated that the placement of fill or alteration of the grade is for the purpose of improving the agricultural viability and productivity of the agricultural operation and,

iii. The amount of fill to be imported onto the property does not exceed 10,000 cubic metres or

(b) a building permit has been issued for the construction of a building on the land by the Chief Building Official, or

(2) for the temporary storage of topsoil on any land unless the proposed development in regard to the topsoil has received conditional site plan approval from the Town.

11A. *Deleted as per By-law 2007-92 effective August 7, 2008.*

#### **Posting of permit**

12. A person to whom a permit is issued shall ensure that the 'Fill Permit Notification' card is prominently displayed on the land at the entrance to the land and that the card is clearly legible from any adjacent road for the duration of the filling activity.

#### **Permit expiry, renewal & transfer**

13. (1) A fill permit shall expire at the time indicated on the permit, or at the end of one (1) year from the date of issuance, whichever is shorter.

(2) The Director shall not renew a permit upon its expiry.

(3) A person to whom a permit is issued shall not transfer the permit.

#### **Permit Revocation**

14. The Director may revoke a permit at any time

- (1) when the alteration of grade of the land, the placing or dumping of fill, the temporary storage of topsoil or the removal of topsoil is contrary to
  - (a) the provisions of this by-law, or
  - (b) the conditions upon which the permit was issued, or
  - (c) any other applicable law, or
- (2) when the permit was issued in error, or on mistaken, false, incomplete and/or incorrect information.

### **Monitoring of Vehicles**

15. A person to whom a permit is issued authorizing the placement of fill in excess of 100 loads shall
  - (1) constantly monitor the fill site,
  - (2) complete the Vehicle Tracking form attached to this by-law as Schedule B, and
  - (3) make the completed Vehicle Tracking form available to the Director upon his request.

### **Public Meeting**

16. Where an applicant applies to place greater than 1000 loads (10,000) cubic metres) of fill on the land, the applicant, at his sole expense,
  - (1) shall notify the public of the application by posting a sign on the land in accordance with the requirements of the Director, and
  - (2) may, where required by the Director, hold a public information meeting.

### **PERMIT EXEMPTIONS**

17. Notwithstanding the provisions of this by-law, a permit is not required where
  - (1) the fill is being placed or the grade is being altered for the purpose of lawn dressing, landscaping, adding to flower beds or vegetable gardens, provided that
    - (a) the depth of soil being placed is not greater than 150 mm,
    - (b) the elevation of the land within 600 mm of any property line is not changed, and
    - (c) there is no change in the location, direction or elevation of any natural or artificial watercourse, open channel, swale or ditch used to drain the land;
  - (2) the fill is being placed or dumped in an excavation to the elevation of existing grade following the demolition or removal of a building or structure;
  - (3) the placing, dumping or removal of the fill or the alteration of the grade is an incidental part of the construction of any form of underground service; or

[By-law 2007-81  
effective Jul 3/07]

[By-law 2007-81  
effective Jul 3/07]

- (4) the placing, dumping or removal of the fill or the alteration of the grade on land subject to a development application is done pursuant to an executed development site grading agreement.

#### **FILL STANDARDS**

18. No person shall place or dump fill, alter the grade of the land, or cause fill to be placed or dumped, or cause the grade of the land to be altered,
  - (1) with fill which is not clean and not free of rubbish, rubber, plastics, metals, glass, garbage, termites, organic material, liquid or solid toxic chemicals, and other contaminants or related waste, or which exceeds the maximum contaminant levels as set out in the *Environmental Protection Act*,
  - (2) so that any finished grade has a slope of greater than 3:1, or
  - (3) so that the finished grade of the land at the property line is higher than that of the existing grade of the abutting land.

#### **EROSION AND SEDIMENT CONTROL STANDARDS**

19. No person shall place or dump fill, alter the grade of the land with fill, temporarily store topsoil, or cause fill to be placed or dumped, cause the grade of the land to be altered with fill or cause the temporary storage of topsoil unless
  - (1) run-off from adjacent areas passing through the site is diverted around any disturbed areas on the land,
  - (2) any soil or dirt storage piles containing more than one hundred cubic metres of material are located a minimum of 10 metres away from a roadway or drainage channel,
  - (3) soil or dirt storage piles remaining for more than thirty (30) days are stabilized by mulching, vegetative cover, tarps or other means,
  - (4) soil or dirt storage piles remaining for less than thirty (30) days have sediment control fences placed around the pile(s),
  - (5) run-off from the entire disturbed area on the land is controlled by sediment control fences placed along all downslope sides of the site or as otherwise determined by the Director,
  - (6) the maximum gradient of any site receiving fill, having topsoil removed or temporarily storing soil or dirt does not exceed twelve (12) per cent,
  - (7) a minimum three (3) metre wide buffer strip is provided along the perimeter of all downslope sides of the site or as otherwise determined by the Director.

#### **RIGHT OF ENTRY FOR INSPECTION**

20. (1) An officer may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with



- (a) the provisions of this by-law,
  - (b) a direction or order made under this by-law,
  - (c) a condition of a permit issued under this by-law,
  - (d) an order issued by an officer to cease and discontinue the contravening activity,
  - (e) an order issued by an officer to perform work to rectify the contravention,
  - (f) an order issued by the court prohibiting the continuation or repetition of an offence under the by-law by the person convicted, or
  - (g) an order issued by the court requiring the person convicted to correct the contravention.
- (2) For the purpose of the inspection, an officer may
- (a) require the production for inspection of documents or things relevant to the inspection,
  - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts,
  - (c) require information from any person concerning a matter related to the inspection, and
  - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

## **ORDER**

21. If an officer who finds that a contravention of the by-law has occurred, the officer may issue
- (1) an order in the form attached to this by-law as Schedule C requiring the owner of the land, the occupier of the land, the contravenor or to any person who permitted or caused the contravention to cease and discontinue the activity within the time specified in the order, or
  - (2) an order in the form attached to this by-law as Schedule D requiring the owner of the land, the occupier of the land, the contravenor or any person who permitted or caused the contravention to do work to rectify the contravention within the time specified in the order, or
  - (3) both an order to discontinue the activity and an order to rectify the contravention to the owner of the land, the occupier of the land, the contravenor or to the person who permitted or caused the contravention.
22. Every person to whom an order is issued under this by-law shall comply with the order.

## **SERVICE OF ORDERS**

23. (1) An order under this by-law shall be served on the owner of

the land, the occupier of the land, the contravenor, or upon the person who caused or permitted the contravention, as applicable.

- (2) An order required to be served under this by-law may be served personally or by registered mail sent to the last known address of the person upon whom the order is to be served or to that person's agent for service.
- (3) If the order is to be served by registered mail, the service shall be deemed to have been made on the fifth day after the day of mailing unless the person to whom the order is given or that person's agent for service establishes that, acting in good faith, through absence, accident, illness or other unintentional cause the order was not received until a later date.
- (4)
  - (a) If the order cannot be served personally, by registered mail or by service on the person's agent for service, an officer may post a copy of the order in a conspicuous place on the land and may enter on the land for this purpose.
  - (b) The posting of the order shall be deemed to be sufficient service of the order under this by-law.

#### **WORK DONE BY TOWN**

24. Where the person to whom an order requiring the performance of work to rectify the contravention has failed to perform the work within the time specified in the order, the Town, in addition to all other remedies it may have, may do the work at the expense of that person, including at the expense of the owner or occupier of the land, and may enter upon the land, at any reasonable time, for this purpose.

#### **OFFENCE**

25.
  - (1) Every person who contravenes any provision of this by-law is guilty of an offence.
  - (2) Every director or officer of a corporation who knowingly concurs in the contravention of any provision of this by-law by the corporation is guilty of an offence.
26. A person who is convicted of an offence is liable:
  - (1) on a first offence, to a fine of not less than \$250.00 and to a fine of not more than \$50,000, and
  - (2) on a second and each subsequent offence, to a fine of not less than \$500.00 and a fine of not more than \$100,000.00.
27. Every person who fails to comply with an order made by an officer or who permits or causes a contravention of any provision of this by-law is guilty of an offence and, on conviction, is liable to a fine of not less than \$500.00 and to a fine of not more than \$10,000.00 per day for each day or part of a day that the offence continues after the time given for complying with the order has expired or that the offence is permitted or caused to be continued.
28. A person who is convicted of multiple offences is liable for each offence included in the multiple offence, to a fine of not less than \$500.00 and to a fine of not more than \$10,000.00.

29. If a person convicted of an offence for contravening a provision of this by-law or an order made under this by-law, the court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may order the person, to correct the contravention in such manner and within such period as the court considers appropriate, including but not limited to,
- (1) by rehabilitating the land,
  - (2) by removing the fill dumped or placed contrary to the by-law or the permit, or
  - (3) by restoring the grade of the land to its original condition, or
  - (4) by removing the topsoil stored on the land, or
  - (5) by prohibiting the continuation or repetition of the contravention.

#### **REPEAL**

30. By-laws Nos. 96-3, 97-48, 97-128 and 2002-42 are repealed.

#### **SHORT TITLE**

31. This by-law may be cited as the "Fill By-law".

#### **SCHEDULES**

32. (1) The following schedules are attached and form part of this by-law
- Schedule "A" – Application
  - Schedule "B" – Vehicle Tracking Form
  - Schedule "C" – Work Order
  - Schedule "D" – Order to Discontinue
- (2) Where the director is of the opinion that the forms set out in the schedules to this by-law should be amended for administrative accuracy or efficiency, he may so amend the forms, provided that the intent of this by-law and the substances of the forms are maintained.

By-law read three times and finally  
Passed in Open Council  
This 15<sup>th</sup> day of May 2007

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Marolyn Morrison, Mayor

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Cheri Cowan, Clerk





Schedule A

FILL PERMIT APPLICATION

Application No.

<b>Property Details</b>	Municipal Street Address (if applicable):	
	Legal Description:	
	Tax Roll Number:	
	Vacant Land? Yes _____ No _____	Current Land Use:

<b>Property Owner's Information</b>	Owner's Name(s):	
	Mailing Address:	
	Postal Code:	Mobile Telephone:
	Business Telephone:	Home Telephone:
	Facsimile:	Email:

<b>Applicant's Information</b>	Applicant's Name(s):	
	Mailing Address:	
	Postal Code:	Mobile Telephone:
	Business Telephone:	Home Telephone:
	Facsimile:	Email:

<b>Purpose of Application</b>	PROPOSED WORK - (i.e., filling, grade alteration, topsoil removal, fill removal, temporary topsoil storage)	
	SECTION 2 - SOURCE OF FILL (all imported fill must be tested and certified as required in Fill By-Law)	
	PROPOSED DATES OF FILL OPERATION (start and end dates must be provided)	
	START DATE:	END DATE:

<b>Hauler/Contractor</b>	Hauler/Contractor Name:	
	Mailing Address:	
	Postal Code:	Mobile Telephone:
	Business Telephone:	Home Telephone:
	Facsimile:	Email:
	PLEASE OUTLINE PROPOSED HAUL ROUTE - Attach a separate sheet if more space is required	

<b>Fill Quantity</b>	<b>NUMBER OF CUBIC METRES OF FILL REQUIRED TO COMPLETE WORK</b> <i>One tandem truck load = approx. 10 cubic metres - Please check one below</i>	
	20 - 100 cubic metres in volume (2 - 10 loads)	
	100 - 1000 cubic metres in volume (10 - 100 loads)	
	More than 1000 cubic metres in volume (greater than 100 loads)	
If greater than 100 loads, please state number of loads required _____		

**PLANS AND/OR REPORTS**

The following plans have been submitted with this application (please check all that apply):

- Legal survey of the property
- Location map of property in relation to major intersections
- Site plan showing proposed alteration of the grade of the land
- Site plan showing proposed placing or dumping of fill on the land
- Cross-section plan of the proposed work showing existing and final grade
- Soil test results
- Other \_\_\_\_\_

Schedule A

**NOTICE TO APPLICANT, PLEASE READ**

1. The contents of this application are subject to the provisions of The Fill By-law.
2. Applications for lot grading and filling must be made by the property owner. The application may be signed by a representative for the property owner **providing** an authorization letter is provided at time of application.
3. Fee is set out in the Municipal Act Fees By-law. All fees are non-refundable.
4. Fill permits are valid for the time period indicated up to a maximum of one year from date of issue. After a fill permit has expired, a new application must be submitted.
5. Fill permits are non transferable. If the property ownership changes then any issued Fill Permits will be rendered null and void.
6. Any false or misleading statement made on this application will render null and void any permission granted.
7. Approval of this application does not exempt the permit holder from other approvals required by other agencies (i.e. Region of Peel).
8. A security in the form of a certified cheque or letter of credit for an amount to be determined by the Director **may** be required.
9. The applicant agrees the Town staff or their agents may enter upon the lands to inspect the authorized work and to complete certain works at the applicant's expense, if necessary.

**FREEDOM OF INFORMATION**

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*, and will be used for the purpose of reviewing this fill permit application. Information on this form may be disclosed to other government agencies for review and comment. Questions about this collection should be directed to the Freedom of Information Co-ordinator, The Corporation of the Town of Caledon, 6311 Old Church Road, Caledon, Ontario L7C 1J6.

**DECLARATION**

I \_\_\_\_\_ do solemnly declare that the information provided herein is true and accurate.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_ Received By \_\_\_\_\_

Method of Payment \_\_\_\_\_ Total \_\_\_\_\_ Receipt # \_\_\_\_\_

Date Issued \_\_\_\_\_ Expiry \_\_\_\_\_ Issued By \_\_\_\_\_

Security Required? \_\_\_\_\_ Total \_\_\_\_\_

Date Security Collected \_\_\_\_\_ Security Released \_\_\_\_\_

Comments:

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Schedule B

**VEHICLE TRACKING FORM**

This form must be kept on site at all times during the filling operation and made available to the officer at any given time.

Fill Permit Number:	
Municipal Address of Fill Site:	
Legal Description of Site:	
Property Owners Name:	
Hauler/Contractors Name:	

VEHICLE NUMBER	LICENSE PLATE NUMBER	DATE OF FILLING (yyyy,mm,dd)	ARRIVAL TIME

Schedule C



**WORK ORDER**

Issued pursuant to the Fill By-law and the Municipal Act, 2001

Municipal address of Fill activity \_\_\_\_\_

Application/Permit No. \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Order issued to:**

(include name and address)

1. \_\_\_\_\_

3. \_\_\_\_\_

Owner

Contractor

2. \_\_\_\_\_

4

Owner

Occupier

**Work Order**

The inspection on or about \_\_\_\_\_ at the above referenced address revealed the following contravention(s) with  
(mm,dd/yyyy)

the Fill By-Law. You are hereby ordered to correct the contravention(s) itemized by the dates listed below:

Item No.	Reference (Fill By-Law)	Description and Location of Contravention

**Required Action**

Item No.	Required Action	Compliance Date (mm,dd,yyyy)

**Order issued by**

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Order issued: \_\_\_\_\_

(mm,dd,yyyy)

**Further Action**

• Failure to comply with this Work Order may result in the Town of Caledon, in addition to all other remedies, carrying out the work specified in the Work Order and the Town may enter upon land at any reasonable time for this purpose. Any costs incurred by the Town of Caledon in carrying out any remedial work may be recovered in the same manner as property taxes including interest.

• Failure to comply with a Work Order is an offence which could result in a fine. Maximum payable for a first offence is \$50,000.00. For subsequent offences, the maximum fine is \$100,000.00.

TOWN HALL  
6311 Old Church Road, Caledon, ON L7C 1J6  
905.864.2202 | 1.888.242.7200 | 905.864.0357 | www.caledon.ca



## Schedule D



# ORDER TO DISCONTINUE

Issued pursuant to the Fill By-law and Municipal Act, 2001

Municipal address of Fill activity \_\_\_\_\_

Application/Permit No. \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Order issued to:**

(include name and address)

1. \_\_\_\_\_

3. \_\_\_\_\_

Owner

Contractor

2. \_\_\_\_\_

4

Owner

Occupier

**Work Order**

The inspection on or about \_\_\_\_\_ at the above referenced address revealed the following contravention(s) with the Fill By-Law.  
(mm,dd,yyyy)

Item No.	Reference (Fill By-Law)	Description and Location of Contravention

**Required Action:** You are hereby ordered to immediately discontinue the following activities:

Item No.	Activity	Compliance Date (mm,dd,yyyy)

**Order issued by**

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date Order issued:** \_\_\_\_\_

(mm,dd,yyyy)

**Further Action**

- Failure to comply with this Order to Discontinue may result in the Town of Caledon, in addition to all other remedies, issuing a Work Order pursuant to the Fill By-law.
- Failure to comply with this Work Order may result in the Town of Caledon, in addition to all other remedies, carrying out the work specified in the Work Order and the Town may enter upon land at any reasonable time for this purpose. Any costs incurred by the Town of Caledon in carrying out any remedial work may be recovered in the same manner as property taxes including interest.
- Failure to comply with an Order is an offence which may result in a fine. Maximum payable for a first offence is \$50,000. For subsequent offences, the maximum fine is \$100,000.00.

TOWN HALL  
 6311 Old Church Road, Caledon, ON L7C 1A6  
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