



Alton Millpond Rehabilitation

The Historic Alton Mill

Statement of Intent



March, 2010

1. Background and Purpose of this document

At the invitation of The Alton Development Inc., owner of the Alton Mill property, a stakeholder meeting was held on June 22, 2009 with a number of local and regional non-governmental organizations and individuals as well as local, regional and provincial government representatives, to discuss the rehabilitation of the Alton Mill millpond.

The primary action-oriented outcome of the meeting was that:

A statement of objectives will be drafted, which would be a broad statement of intent. All parties would provide input into the document, including stating their mandate/purpose and how they see this project complementing/fulfilling their particular mandate. All participants would sign the document to confirm their support for and interest in being involved.

It was concluded that Jeremy Grant will coordinate the preparation of this document, with the assistance of Sharon Bailey. Once this is completed, the group will reconvene with a view towards developing a formal Terms of Reference.

Accordingly, this Statement of Intent document provides a general overview of the project, including:

- a) project goal
- b) general project description and summary of objectives
- c) scope of work for the committee
- d) roles and responsibilities of the committee members
- e) a suggested decision making format
- f) key deliverables, potential timelines and accountabilities
- g) confirmation of support from the identified stakeholders

2. Project Goal

The Alton Mill Millpond Rehabilitation committee has been established to develop and ultimately implement a plan to restore the Alton Mill millpond in a manner that results in a net improvement to the ecological health of Shaw's Creek.

3. General Description and Objectives of Project

The Alton Mill Millpond is an important feature of the village from a cultural and environmental perspective. A rehabilitated millpond is critical to the health of Shaw's Creek.

The millpond is in need of rehabilitation in order to improve water quality, enhance the cold water fish habitat of Shaw's Creek, and provide recreational opportunities for residents and visitors.

The Millpond also provides an opportunity for locally generated green electricity to power the Alton Mill.

A rehabilitated millpond and hydro-electric generating system could provide opportunities for local students to learn about ecology and renewable energy.

The principal objectives with respect to the Alton Mill Millpond Rehabilitation, in no particular order of priority, are:

- a) remove/reduce contaminants and their sources (e.g. stormwater discharge to the pond);
- b) stabilize, alter and/or modify the decaying structures (ie. dam, walls, embankments) to alleviate ongoing safety concerns, reduce groundwater seepage into the mill building, and address environmental issues;
- c) improve overall water quality, ecosystem health and fish habitat of Shaw's Creek;
- d) retain if possible the ability to generate hydro-electric power, for consumption and demonstration purposes;
- e) create an outdoor amenity area containing both active and passive recreational uses for visitors to the mill complex and for the community as a whole; and
- f) develop an ongoing pond ownership and maintenance regime which will best serve the interests of the Alton Mill and the community at large.

4. Scope of Work for Committee

The Committee agrees to meet on an ongoing basis, with the frequency and duration to be determined, to undertake the following activities:

- a) coordinate the Class EA process for Resource Stewardship and Development Projects including preparation of an Environmental Study Report (ESR)
- b) identify funding government and non-government sources to fund the project from the planning stage to full implementation;
- c) assist in the preparation of funding applications and related activities necessary to carry out the project;
- d) seek necessary approvals (e.g. CA permits, LRIA approvals);
- e) identify and pursue opportunities for community based fundraising to support the committee at all stages of the project; and
- f) work to gain community support for the project.

It is expected that at the outset, the committee will meet on a bi-monthly basis (6 times per year) with the scheduling to be coordinated amongst the committee members.

5. Roles and Responsibilities

The following section summarizes the roles and responsibilities of the participants that will be involved in the project.

The Alton Development Inc. (ADI) is the owner of the Alton Mill and the approximate 3.5 acre millpond and proponent for the renewable energy aspects of the project. As owner, ADI is interested in seeing the millpond restored in a manner that achieves several different objectives including ecological improvements, renewable energy and other commercial opportunities, and the development of publicly accessible recreational amenities. It is anticipated that ADI will be the official proponent for the Environmental Assessment element of the project. Additional or co-proponent(s) may be identified as the project unfolds.

ADI will provide the services of its Vice President, Planning and Development, Jeremy Grant, to chair or co-chair the committee and to offer his professional planning expertise to the project team.

The **Ontario Ministry of Natural Resources (OMNR)** is the lead provincial agency responsible for natural resource management in the Province. This includes the management of rivers, streams and lakes, fish and wildlife, wetlands and forests. The Ministry is responsible for the administration of over 20 pieces of legislation, including the Public Lands Act, Lands and Rivers Improvement Act and Endangered Species Act. Dams are regulated by OMNR in Ontario. The Credit River Fisheries Management Plan assists the Ministry in setting management objectives and guidance for the protection and rehabilitation of the river. Where possible, dam mitigation projects are supported where fisheries and water quality interests are being restored. The Ministry supports such projects through our local Stewardship Councils and the Community Fisheries and Wildlife Involvement Program.

OMNR staff will be involved with facilitating the Class EA process and ensuring provincial policies are addressed. Technical advice will be provided through the process. Project funding may be provided in the future.

The **Credit Valley Conservation (CVC)** - Credit Valley Conservation (CVC) is dedicated to the conservation, restoration, development and management of the natural resources in the Credit River Watershed. Under the Conservation Authorities Act, CVC regulates a broad scope of natural features and activities within the watershed including development within regulated areas and interference or alteration to watercourses, wetlands and shorelines. CVC implements policies to ensure that the environmental integrity in the Credit River watershed is maintained and is the lead implementing agency for flood plain policies. On behalf of the Department of Fisheries and Oceans, CVC also provides review services to assess whether a proposed undertaking will result in a harmful alternation, disruption or destruction of fish habitat.

As a community-based conservation organization, CVC works on-the-ground monitoring, protecting and restoring the health of the watershed. Collaboration with stewardship partners to rehabilitate degraded ecosystems is one of CVC's fundamental responsibilities. Shaw's Creek Subwatershed Study and CVC's other integrated science and planning initiatives identify stream restoration and barrier mitigation as a priority and support the objectives of the *Alton Mill Millpond Rehabilitation Project*.

Desired outcomes of the project are improved water quality, enhanced silt transportation and restored aquatic habitat and fish passage. There is also potential for the Alton Mill millpond rehabilitation to be a Community Demonstration Project watershed wide.

CVC will contribute to the project in several ways including leadership and facilitation support; providing professional advice on planning, regulation, natural heritage and fisheries issues; helping to source funds and partnerships. CVC will bring an integrated approach to the project that combines science, planning and knowledge at the local and watershed levels.

The **Town of Caledon (TofC)** - is the closest level of government and has responsibilities in numerous areas, including community planning (eg. the Alton Village study), public works, parks and recreation and economic development. The Town is interested in ensuring that the Alton Mill Millpond rehabilitation project is undertaken in a manner consistent with the overall objectives of the Village study and other Town plans, policies and programs.

At the outset of this project, the Regional and local Council representatives will be involved as they have some knowledge and sensitivity to the needs, desires, and inclinations of the local population. The ultimate role of the Town in terms of staff and other resources will be determined as the project unfolds.

The **Region of Peel (RofP)** - is responsible for regional servicing (including water and wastewater). The Region is involved in an Environmental Assessment process dealing with sanitary servicing for Alton and while that process is not directly related to the millpond project, there is potential for an interrelationship between the two processes. The Region will act as a resource to the committee on an as-need basis, and won't be involved in a lead role.

The **Alton Village Association (AVA)** - as the official voice of the community supports rejuvenation of the millpond in conjunction with the findings of the Alton Village Study which identifies the creek and pond as key elements along with cultural and heritage aspects of the village. The AVA wishes to ensure the rehabilitation is undertaken with all issues and concerns presented and addressed. Any outcome must strive to protect the pond for the betterment of the town as well as the rights guaranteed the mill owners, and the environmental conditions which favour healthy creek/pond ecology. It is also in AVA's interest, on behalf of the residents, to ensure the incorporation of the millpond into the existing recreational space consisting of trails and open spaces which will enhance the community through economic and social benefits.

The **Alton Grange Association (AGA)** - is a local group that focuses on protecting the Alton Grange natural area downstream of the millpond. As managers of the Alton Grange Property in partnership with the Ontario Ministry of Natural Resources, part of the group's mandate is *"To promote public responsibility, understanding, and stewardship through the wise management of the natural resources of the Grange Property."*

Given the connectedness of the Mill pond and related waterways to Shaw's Creek, one of the tributaries running through the Grange Property, the Alton Mill Millpond Rehabilitation project has potential implications for the stewardship of the Grange property.

The Alton Grange Association's membership is comprised of local residents who are interested in being good stewards of the Grange property and in the future of the Credit River watershed, including Shaw's Creek. We operate with very limited financial resources. In future, we could offer our endorsement if the membership is satisfied that the proposed project is consistent with the goals of the organization and presents no adverse impacts on the Grange property and the Credit River. We could then poll the membership with respect to their interest in volunteering.

The **Millcroft Inn & Spa (MI)** - is located adjacent to the Alton Mill sharing a common property line along the west and north sides of the millpond and along the north east corner of the Alton Mill property. Trails connect the two properties together. The Millcroft is committed to the preservation of the waterway through the Village of Alton and has demonstrated its commitment to this waterway through the rehabilitation of its dam in 1999. The "upper" pond of Shaw's Creek is enjoyed by many of guests as they make use of the paddle boats and canoes. Additionally many of the guests enjoy feeding the fish in the pond. Guests also enjoy the scenic views that the waterway provides and its connectivity to the rest of the village. This is a unique feature in Ontario and with its proximity to the GTA, a great tourism offering. Every effort must be made to ensure that the balance of tourism and the protection of the natural environment is maintained.

To that end the Millcroft Inn will continue to be committed to providing resources towards this undertaking. This commitment may take a human resource form or possibly a financial component.

Power Up Renewable Energy (PURE) - is a non-profit, member-owned and currently entirely volunteer co-operative organization with a mission to develop and promote community-based sustainable energy strategies for Dufferin County and the Headwaters Region. PURE is managed by a 7-member volunteer board of directors, as well as input from various other members and associates. Funding is primarily from private donations of personal time, labour and equipment, project-specific government sources such as EcoAction and the Ontario government, and a Trillium Foundation grant for capacity building which expired in 2006.

Several years ago, PURE was invited by the property owners to design, implement and manage a former micro-hydro electrical generation facility, located at the historic Alton Mill. PURE has conducted preliminary studies to determine the feasibility and parameters of the project. The next step, once certain criteria are met, is to then assemble a team of financial, engineering, and managerial expertise to finance, construct and manage this small-scale electrical generation facility. PURE's proposal includes rehabilitation work on the dam itself to improve flow control and power-production characteristics, and installation of new, state-of-the-art micro-hydro

generation equipment adjacent to the dam. Current very preliminary studies suggest that some 30KW of power could potentially be generated at the site.

The Millpond Rehabilitation project, fits **PUREs** mandate in the following ways:

- a. **Revenue** - create electricity and feed to the grid under FIT (Feed-In Tariff rules), creating revenue for the Mill itself and perhaps other shareholders in the project, a ROI for investors.
- b. **Spin-offs** - the spin-off benefits of this unique project will include the prestige of "going green", giving the Mill and the project participants, including PURE, some "green cred" which can be used to advantage in terms of marketing and public outreach, fundraising, etc. in future endeavours.
- c. **Community Involvement** - PURE hopes the Alton Mill project will be a showcase for Mill visitors and the community at large - demonstrating affordable, reliable, small-scale renewable energy at the local level - similarly to the historical power equipment now on display at the Mill, the project could include public access and displays about the modern generating equipment for comparison. PURE's overall objectives include education and awareness-raising within our communities about renewable energy, energy conservation, and sustainable alternatives in many disciplines. The Alton Mill project will provide a tangible, working and visual model for these ideas that PURE members and supporters can participate in, invest in, and learn from for years to come. This project could be enhanced to enable us to engage the community in a number of different ways, and attract them to learn more about renewable energy and sustainability in other areas.
- d. **Next projects** - the Alton Mill is one of several such potential waterpower rehabilitation projects in Ontario, hence the potential to clone the experience gained at this site and apply to other future projects exists.

Trout Unlimited (TU) – is a supporting stakeholder that implements fisheries related projects in the upper Credit Valley watershed and also acts as an advocacy group for the watershed. TU's mission is to conserve, protect and restore Canada's freshwater ecosystems and their coldwater resources for current and future generations.

The Greg Clark Chapter has been working on the upper Credit River for thirty years doing riparian plantings, in stream and stream bank restoration and enhancement. In recent years TU has taken a broader approach and now focusses on water quality and quantity while still conducting the hands on restoration and enhancement work.

Taking the Alton Mill pond off line will result in significantly more cold water from Shaw's Creek reaching the lower part of the Creek below the dam and ultimately the Credit River. This will benefit the native brook trout in the area and other species dependent on cold water habitat for their survival.

TU anticipates being able to contribute financially to the project as well as providing volunteer contributions towards the design of and in stream, stream bank and riparian plantings upon completion of the major works on site.

Ontario Streams (OS) – Ontario Streams is a not for profit environmental group that works with landowners, agencies and community members to help restore streams, wetlands and riparian areas. Barrier mitigation projects have become a vital part of the organizations strategy for restoring natural flow conditions to local streams. OS's experiences have included small scale projects such as retrofitting perched culverts and small dams, to larger projects including online pond removal, rocky ramps, weir notching and complete bypass channels around ponds and barriers.

Ontario Streams supports the mitigation of the Alton Mill Pond Dam to allow for the passage of fish upstream of the barrier. As an organization, OS will be involved in the project in partnership with the Ontario Ministry of Natural Resources. OS anticipates that it will become actively involved in the project in a supporting role once work begins on the ground. OS's support may include; fund raising, monitoring and /or stream and riparian improvements after the project is completed. OS's activity during the planning stage of the project will be limited to reviewing the plans and providing comments through the Ontario Ministry of Natural Resources.

Credit River Anglers (CRA) – is a group of volunteers dedicated to the protection and re-habilitation of cold water fisheries within the Credit River and several neighbouring watersheds. It has a particular focus on enhancing habitat for migratory fish species and are keen participants in the Atlantic salmon rehabilitation project. The organization is always looking for opportunities to enhance cold water protection and rehabilitation and to assist in the removal of migratory fish barriers. The organization can assist with volunteer labour on any workdays and the donation of trees for the project.

Halton-Peel Woodlands & Wildlife Stewardship (HPWWS) - is the local Ministry of Natural Resource Stewardship Council for the Regional Municipalities of Halton and Peel. Its mandate is to promote good stewardship practices on public and private land. The mitigation of the effects of the Alton Dam to restore fish passage and improve stream water temperatures would be examples of good stewardship practices. It seeks to build partnerships with other public agencies and NGO's. It would be able to contribute a very small monetary amount to this project and investigate other funding options. It can also supply volunteers for future work days.

Kevin Trimble – a local resident and environmental consultant with an interest in ensuring the past heritage and cultural value of the millpond can be maintained and that rehabilitation is done in a way that integrates the river/pond with the community (ie. physical and visual access).

Sharon Bailey – a local resident and environmental planner with interest in ensuring the environmental and recreational values of the millpond are enhanced and the development of local renewable energy is undertaken in an environmentally responsible manner. Sharon intends to focus on fundraising and promoting community awareness of the project.

Tom Self – an immediate neighbour overlooking the millpond who supports the rehabilitation of the mill pond as it will be a benefit to the village of Alton and the development of tourism in general. Tom has an interest in ensuring any recreational activities planned for the pond do not infringe on neighbours property, and should respect the lifestyle and privacy of the property owners sharing the pond with the Alton Mill

Each organization has one designated representative on the committee. In addition to the roles and responsibilities of the organizations represented, each member of the working group has the additional responsibility of ensuring their respective Board of Directors, members, managers or colleagues are kept informed of the issues and directions associated with the project. When issues are raised by their respective Board of Directors, members, managers or colleagues, these should be brought to the attention of the Chair of the Committee, tabled at the next meeting and resolved by the committee in an open forum. Sufficient time should be provided to inform interested parties (eg. six weeks).

New groups, organizations and qualified individuals are welcome to join the committee, with the support (as defined below) of the existing committee members. Each new arrival will be required, in advance of joining, to confirm their interests in the rehabilitation project and support for the Purpose, Description, Scope of Work and Roles and Responsibilities outlined herein.

6. Decision Making Process

The Committee seek to achieve consensus in decision making. It is recognized that some decisions may conflict with the mandates of the individual organizations. Irreconcilable dissenting opinions will be noted in the minutes. Committee members are expected to declare a conflict of interest where necessary.

Decisions of the Committee are recorded in meeting minutes.

7. Key Deliverables, Timelines and Accountabilities

This project will take a number of years to plan and implement. It is important to have a general understanding of the process to be undertaken from the outset, so as to provide guidance to the committee so as to prioritize tasks and identify how the resources available from within the committee is best utilized.

The following outlines an anticipated set of deliverables, timelines and leadership roles. It is expected that as the project unfolds, these items will be refined and additional tasks will be identified.

Key Deliverable	Timeline	Lead Accountability
Project Development		
Identify additional members for the committee to fill gaps (e.g.	September 2009	All

Key Deliverable	Timeline	Lead Accountability
Department of Fisheries and Oceans)		
Committee meeting to brainstorm and develop preliminary information together to further scope the project proposal and Statement of Intent	November 2009	All
Collect and review existing environmental data relevant to project	Sept – Dec 2009	CVC, OMNR, TofC, RofP TU, OS, CRA, HPWWS, AGA
MNR review to determine classification of project under Class EA	Dec 2009 – Jan 2010	OMNR
Seek input on scope, scale of the project – workshop, interviews	Jan – Feb 2010	ADI, AVA
Identify all required approvals (e.g. Lakes and Rivers improvement Act, green energy approval, Fisheries Act,)	Winter 2009	OMNR, CVC, TofC
Undertake review of possible pond ownership and maintenance approaches	Winter 2009	ADI, TofC, CVC
Hire green energy consultant to review options for micro-hydro	Winter 2009	ADI, PURE
Draft detailed project description -purpose and rationale -details of project -alternatives considered -preliminary evaluation (cost, feasibility, effectiveness, potential environmental effects)	March 2010	Consultant, Review by Committee
Hire consultant to examine alternatives	Winter 2010	ADI, CVC, OMNR, Kevin Trimble
Develop environmental study report (as necessary)	Summer 2010	Consultant Review by Committee
Undertake public consultation, as required	Fall 2010	Consultant, ADI, AVA and/or AGA
Fundraising & Project Administration		
Establish accounting/banking procedures	Oct 2009	all
Prepare project information kit	Dec 2009/Jan 2010	Small team
Develop logo design	Dec 2009/Jan 2010	
Develop website – link to Tourism and Alton Mill sites - use site to identify volunteers - post minutes	Winter 2009	Small team

Key Deliverable	Timeline	Lead Accountability
- provide ongoing information		
Identify potential funding needs in order to scope funding proposals	Nov-Dec 2009	Small team
Identify potential funding sources and develop a fund raising strategy	Winter 2010	All
Seek charitable status	Winter 2010	Small team
Develop funding proposals	Winter 2010	Small team
Submit funding applications and follow up -funding for planning -funding for implementation	Winter 2010 December 2010	Small team
Project Implementation		
Identify on site volunteer opportunities to be undertaken by committee participants	Spring-Summer 2011	AGA, AVA, TU, OS, CRA, HPWWS
Hire contractors to complete detailed design and undertake work	Spring-Summer 2011	ADI, OMNR, CVC
Oversee implementation	2011-2012	ADI, OMNR, CVC
Ensure ongoing monitoring in place	2012	ADI, OMNR, CVC
Community Engagement		
Involve community groups (e.g. Scouts, Alton Grange Association) in collecting environmental information	Ongoing	
Encourage involvement of local schools (e.g. Stream of Dreams program, Yellowfish, recording frog call)	Ongoing	
Involve library in community outreach	Ongoing	

Confirmation of Stakeholders Support

The following list of stakeholders have been involved in the development of this document and agree with the Project Goal, General Description and Objectives, Scope of work, and Roles and Responsibilities outlined herein, and commits to undertaking their best efforts to contribute to the overall project goal.

It is recognized that not all participants will be actively involved at all stages of the project and that the various roles and responsibilities as well as resources to be contributed will evolve and vary as the project unfolds.

THE ALTON MILL MILLPOND REHABILITATION COMMITTEE:

NAME OF ORGANIZATION/INDIVIDUAL	NAME(S) OF REPRESENTATIVE(S)
The Alton Development Inc.	<ul style="list-style-type: none">• Jordan Grant , President• Jeremy Grant, Vice-President
Town of Caledon	<ul style="list-style-type: none">• Regional Councillor Richard Paterak• Area Councillor - Ward 1 - Doug Beffort• Ben Roberts, Economic Development Officer
Ontario Ministry of Natural Resources	Mark Heaton, Fish and Wildlife Biologist
Credit Valley Conservation Authority	<ul style="list-style-type: none">• Lisa Brusse, Program Coordinator, Headwaters Stewardship• Jon Clayton, Aquatic Biologist• Bob Morris, Fisheries Biologist
Region of Peel	Simon Hopton, Manager, Capital Works, Wastewater Collection & Communal Treatment Environment, Transportation and Planning Services
Trout Unlimited – Greg Clark Chapter	Michael Warrian
Ontario Streams	Doug Forder
Credit River Anglers	Derek Konieczny
The Millcroft Inn	Jill Sproule, Innkeeper
Power Up Renewable Energy (PURE)	<ul style="list-style-type: none">• Richard Proctor• Terry Williams
The Alton Grange Association	<ul style="list-style-type: none">• Paul Newall• Tony Williams
The Alton Village Association	Raymond Wand
Kevin Trimble - local resident	
Sharon Bailey - local resident	
Tom Self - local resident	