



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, AUGUST 11, 2020 5:30 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

MEETING TO BE HELD ELECTRONICALLY. THE MEETING WILL BE AVAILABLE AS FOLLOWS AT 5:30 P.M. ON AUGUST 11, 2020

https://www.youtube.com/channel/UCeA4Y0M03UFY2O_nbymnWHg

1. Call to Order

2. Disclosure of Pecuniary Interest & Nature Thereof

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.

3. Announcements

4. 5:30 p.m. Closed Session

(Note: Resolution required for the Council to adjourn its regular meeting in order to conduct a closed session Pursuant to Section 239 (2)(c) of the Municipal Act)

Section 239 (2) (c) - a proposed or pending acquisition or disposition of land by the municipality or local board;

5. 6:00 p.m., Public Meeting Under Planning Act, R.S.O. 1999, c. P.13

(Note: Resolution required for the Council to adjourn its regular meeting in order to sit as a Committee of Adjustment under the Planning Act.).

- a) Minor Variance Application A-1-2020
2219260 Ontario Inc. (Vito Campanale), Applicant
Dillon Consulting Ltd., Applicant's Agent
East side of Miller Drive, Lucan, ON
[PL-10-2020 - Ridge Crossing Townhomes - Minor Variance Application \(East side of Miller Drive\)](#)
- b) Consent Application B-10-2020
Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll, Applicant
Devereaux Murray Professional Corporation, Applicant's Agent

6441 Whalen Line, Lucan, ON

[PL-09-2020 Carroll Consent and Zoning Bylaw Application \(6441 Whalen Line\)](#)

- c) Consent Application B-11-2020
Scott Dart, Applicant
Mike Radcliffe, Applicant's Agent
142 Main St., Lucan, ON

[PL-11-2020 - Radcliffe Consent Application \(142 Main St\)](#)

(Note: Resolution required for the Council to adjourn Committee of Adjustment to convene a Public meeting under the Planning Act.)

- d) Zoning Amendment Application ZBA-7-2020
Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll, Applicant
Devereaux Murray Professional Corporation, Applicant's Agent
6441 Whalen Line, Lucan, ON
[see report no. PL-05-2020 listed as 5\(b\)](#)

- e) Zoning Amendment Application ZBA-9-2020
Jacob Radcliffe, Applicant
Mike Radcliffe, Applicant's Agent
131 Francis Street

[PL-12 2020 - Zoning Bylaw Application \(Radcliffe\) 131 Francis Street](#)

(Note: Resolution required for the Council to reconvene its regular meeting.)

6. Delegations, Presentations & Petitions

- a) Jennifer Kirkham, Community Safety Well-Being Plan Presentation
[CSWB Presentation for Municipal Councils July 2020](#)
- b) Sheila Hodgins, Lucan Area Heritage Society
[Lucan Area Heritage Presentation](#)

7. Adoption of Minutes

[Council Minutes - July 14, 2020](#)

[Special Meeting Minutes - July 24 2020](#)

8. Business Arising From the Minutes

[BA - Aug 11 2020](#)

9. Correspondence

- a) [Bill 197 Governance Guidance - July 2020 English](#)
- b) Balance of Communications:
 1. [AMO - preferred timing for transition of your Blue Box program](#)
 2. [AMO - Ltr re Municipal Comments on SO Blue Box Wind-Up Plan](#)
 3. [Highway Traffic Amendments related to Off Road Vehicles](#)

4. [MMAH - Letter to Heads of Council - Bill 184](#)
5. [Ministry of Attorney General - Royal Assent of Bill 197](#)
6. [Enbridge Gas - 2021 Rates - Notice of Application](#)
7. [CPSO Council Award - Do you know an outstanding physician in your community](#)
8. [Municipality of South Huron - Notice of Plan of Subdivision](#)
9. [BRA July 2020 Board Meeting Notes](#)
10. [ABCA - July 16 Agenda and GM's Report, Jun 18 BOD Meeting Notes](#)
11. [Resolution - City of Oshawa - COVID-19 Funding](#)
12. [Resolution - Chatham-Kent - Emancipation Day](#)
13. [Support Resolution - The Municipality of McDougall - FONOM](#)
14. [Support Resolution - Town of Amherstburg - Investing in Canada Infrastructure Program Grant](#)
15. [Support Resolution - Town of Amherstburg - Long Term Care Home Improvements](#)
16. [Support Resolution - Town of Gore Bay - Universal Basic Income](#)
17. [Support Resolution - Town of Orangeville - OPP Diversity Training](#)
18. [AMO Watchfile Jul 16](#) [AMO Watchfile Jul 23](#) [AMO Watchfile Jul 30](#) [AMO Watchfile Aug 6](#)

10. Committee Reports

- a) CEDC
- b) Bluewater Recycling
- c) Lake Huron
- d) Fire Boards
- e) ABCA
- f) UTRCA
- g) Parks & Recreation

11. Staff Reports

- a) CAO/Clerks Office
 - [CL-06-2020 Human Resources Policies](#)
 - [Human Resources Policies 101-03-2020 through 101-18-2020](#)
- b) Building/By-law Enforcement
- c) Finance
- d) Planning
- e) Public Works
 - [PW-22-2020 Master Study Report](#)
 - [BMROSS Proposal - 2020 Lucan Urban Municipal Servicing Master Plan](#)
- f) Parks & Recreation
 - [PR-09-2020 - Agreement with Van Geels re Soccer Field](#)
 - [Soccer Field 3 - Lease \(Van Geel\) FINAL](#)
 - [PR-10-2020 Ice plant and return to play 2020 - COVID 19](#)
 - [Return to Play Plan Template Lucan Biddulph](#)

g) Economic Development

12. Councillor's Comments

13. Changes to Budget

14. Notice of Motions

15. Motions and Accounts

[Accounts Paid July 2020](#)

[Motions - Aug 11 2020](#)

16. By-laws

[Bylaw 23-2020 \(Hodgins Drain\)](#)

[Bylaw 24-2020 \(Casey-McCarthy Drain\)](#)

[Bylaw 25-2020 \(Riddell-McCarthy Drain\)](#)

[35-2020 Execution of Development Agreement \(Finch\)](#)

[36-2020 Execution of Soccer Field Lease Agr \(VanGeel\)](#)

[205-2020 ZBA \(Radcliffe\)](#)

[206-2020 ZBA \(Verhoog\)](#)

[37-2020 Confirming](#)

17. Adjournment



Planning Department
 County of Middlesex
 399 Ridout Street North
 London, ON N6A 2P1
 (519) 434-7321 (fax) 434-0638
 www.middlesex.ca

MEETING DATE: August 11, 2020

REPORT

TO: Members of the Committee of Adjustment
 Township of Lucan Biddulph

FROM: Dan FitzGerald, Planner

SUBJ: **Application for Minor Variance A-1/2020**
2219260 Ontario Inc. c/o Vito Campanale (Owner)
Dillon Consulting Ltd. (Agent)
East side of Miller Drive, Lucan

Purpose:

The purpose of this minor variance application is for relief from comprehensive Zoning By-Law No. 100-2003 of the Corporation of the Township of Lucan Biddulph’s zoning standards, to permit a reduced rear yard setback and a reduction to 0 m for a shared interior side yard setback for a deck. The effect would be to accommodate the residential development of the lands in the form of townhouse dwellings.

Background (see Figure 1):

The subject property is a 1.2 hectare (2.8 ac) parcel of land located on the east side of Miller Drive and backing onto Saintsbury Line (County Road 47) in the village of Lucan. The lands are one of two vacant development blocks remaining in the Ridge Crossing subdivision. The lands are designated Residential under the Official Plan and zoned site-specific Residential Third Density – Holding (R3-6) which permits townhouse dwellings.

The property was subject to site plan approval through a site plan agreement executed on August 13, 2019 and subsequently registered on title to facilitate the development of the lands. The owner has also sought approval from Middlesex County to develop the townhouses as a vacant land plan of condominium (File No. 39T-CDM1901). Considering the lands are currently subject to site plan approval, the owner requested that the County exempt this development from the full condominium approval process, which was approved on January 28, 2020. Through a vacant land condominium, the individual condominium units would not be the dwelling units (as per a traditional condominium) but rather the individual lots.

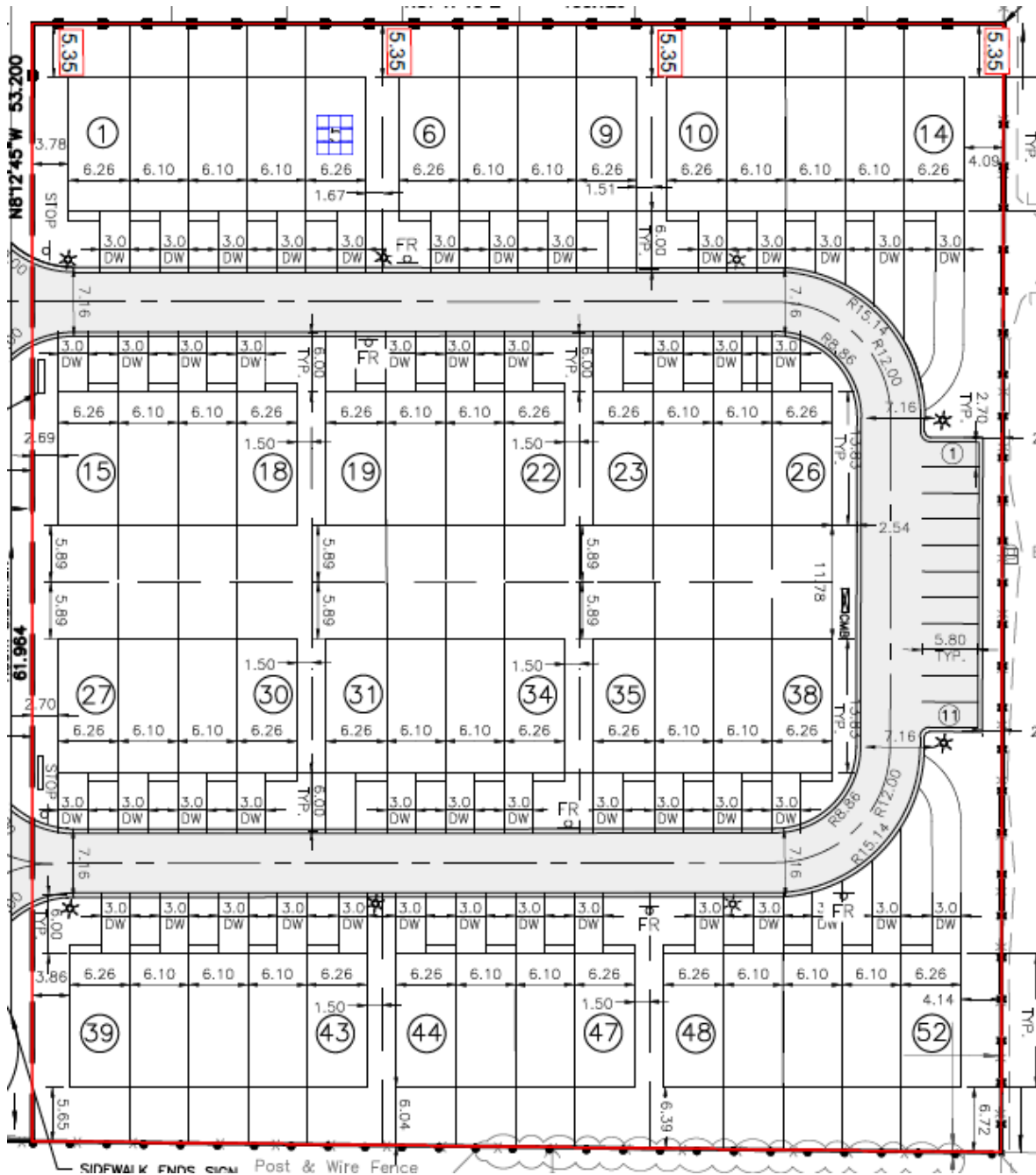
This requested variance would allow relief from the following requirements:

Requirements	Relief Requested
Rear yard depth of at least 5.63 metres (18.5 ft) (MV A-2/2019)	Rear yard depth of at least 5.35 metres (17.5 ft)
Rear decks permitted to encroach 3.05 metres (10ft) yielding a setback of at least 2.58 metres (8.5 ft) from the rear lot line.	Rear decks are proposed to encroach by 3.05 metres (10 ft) yielding a setback of at least 2.3 metres (7.5 ft) from the rear lot line
Decks require a minimum 1.0 metre interior side yard setback	A minimum require side yard for decks to 0 metres measured from the common vertical wall dividing one unit from the adjoining dwelling unit

Report

Application for Minor Variance A-2/2019
Dillon Consulting for 2219260 Ontario Inc.

The layout of the townhouse development is shown below, comprised of twelve (12) building blocks containing a total of 52 dwelling units. Because the width and depth of the subject lands are not perfectly square, there are variations relative as to how the individual units are affected from the requested relief. The requested rear yards vary from 5.35 metres (17.5 ft) along the northerly portion of the site (Units 1 to 14), 5.89 metres (19.3 ft) in the central portion of the site (Units 15 to 38), and an average setback at least 6 metres (19.8 ft) along the southerly portion of the site (Units 39 to 52). The requested minor variance to the rear yards would only affect units 1 to 14 as shown on the plan below, whereas the rear decks encroachments would affect all units. Additionally, the requested 0 metres between decks with a common vertical wall of a townhouse dwelling would also affect all units on the property.



Analysis:

Section 45(1) of the Planning Act authorizes the Committee of Adjustment to grant relief from the Comprehensive Zoning By-law requirements if a request is deemed to be desirable for the appropriate development or use of the land, building, or structure; the requested relief is minor; and the general intent and purpose of both the Official Plan and Comprehensive Zoning By-law are maintained.

With respect to the Planning Act tests, the development generally is considered to be in keeping with the character of the area being a residential neighbourhood. The proposed variance permits the ability for the Owners to provide meaningful outdoor amenity spaces, while also achieving a higher order residential development desired within the Provincial Policy Statement, County Official Plan and Township Official Plan. As such, the proposed form of development is considered an appropriate use of land.

The interpretation of what is minor is not necessarily based on the extent to which the zoning by-law is varied. Rather it is based on whether the impact of the variance can be considered minor. Unacceptable adverse impacts on neighbouring residential uses are not anticipated given the nature of this proposal.

As a larger standard condominium, the subject area for the request to reduce would be considered an interior side yard and would permit a side yard setback of 1.5 metres. However given the request for vacant land condominium units, each unit is considered a lot, switching the applicable setback to a rear yard setback. The minimum rear yard setback for the lands is 7.0 metres in the zone, but received approval to reduce to 5.63 metres and a permitted rear yard deck encroachment of 3.05 metres through the previously approved Minor Variance A-2/2019, leaving 2.58 metres space to the fence line at the rear of the neighbouring properties. The current proposal seeks to reduce the current setbacks by another foot, to 5.35 metres with a permitted deck encroachment of not more than 3.05 metres, leaving 2.3 metres of undeveloped space at the rear yard. Considering the provisions of the lands permit an interior side yard setback of 1.5 metres, and the proposal is only subject to interpretation for a larger setback given the vacant land condominium interpretation, Planning Staff find the request is minor in nature.

Similarly, the intent of the rear yard requirement is to ensure compatibility with adjacent uses and to allow sufficient amenity areas. Compatibility with adjacent uses would not be compromised considering the adjacent uses are residential. Also, there is a requirement for privacy fencing to be provided along the rear of townhouse units along the perimeter of this development. Adequate amenity spaces would be provided through decks or patios. Reduced rear yard depths for townhouse developments in this order are quite typical and not unusual. Respecting the requested reduction to the required interior side yard setback for a deck along a common property line of a townhouse unit, staff feel that this format of development is typical of a townhouse style development. A reduction to the interior side yard requirement for a deck would have no impact to adjacent residential developments.

Planning Staff also reviewed the proposal against the Official Plan. The intent of the Residential designation is for the lands to be developed for residential purposes and to ensure compatibility with neighbouring uses. The intent is therefore being maintained as the subject lands are to be developed for residential purposes in the form of townhouse dwellings and adjacent to existing residential development.

Given the above, planning staff is satisfied that the requested interior side yard reductions satisfies the aforementioned Planning Act tests and recommends that the subject application be approved.

Report
Application for Minor Variance A-2/2019
Dillon Consulting for 2219260 Ontario Inc.

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This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this proposal prior to or at the public meeting, the committee is advised to take such information into account when considering the application

Comments:

Notice of the applications have been circulated to agencies, as well as property owners in accordance to the requirements of the Planning Act.

Public Comments:

At the time of writing the subject report, one comments was received from the public regarding this proposal. The comment is summarized below:

1. These proposed townhouse units are too close as it is and a further reduction should not be permitted.

In the circulation of the notice to prescribed agencies and the public, the following comments were received:

Ausable-Bayfield Conservation Authority: No comment.

Public Works Manager: No comment.

Chief Building Official: No comment.

Recommendation:

THAT Application for Minor Variance A-1/2020; filed by Dillon Consulting Ltd. on behalf of 2219260 Ontario Inc. for a property located on the east side of Miller Drive and backing onto Saintsbury Line (County Road 47) and legally described as Block 4 on Registered Plan 739 in the Township of Lucan Biddulph; **be GRANTED**, subject to the following condition:

THAT the minimum rear yard setback reduction shall only apply to units 1 to 14 as shown on the attached site plan.

AND THAT a 1.8 metre board on board fence matching the fencing constructed along the northern property line be constructed the full length of the southern property line, adjacent to the existing single detached dwelling at 34153 Saintsbury Line.

AND FURTHER THAT the reasons for granting Minor Variance Application A-06/2020 include:

- The request complies with the general intent and purpose of the Middlesex Centre Official Plan;
- The request complies with the general intent and purpose of the Middlesex Centre Comprehensive Zoning By-law;
- The request is minor in nature; and
- The request represents appropriate development on the subject property.

ATTACHMENTS:

1. Location Map.

2. Site Plan.

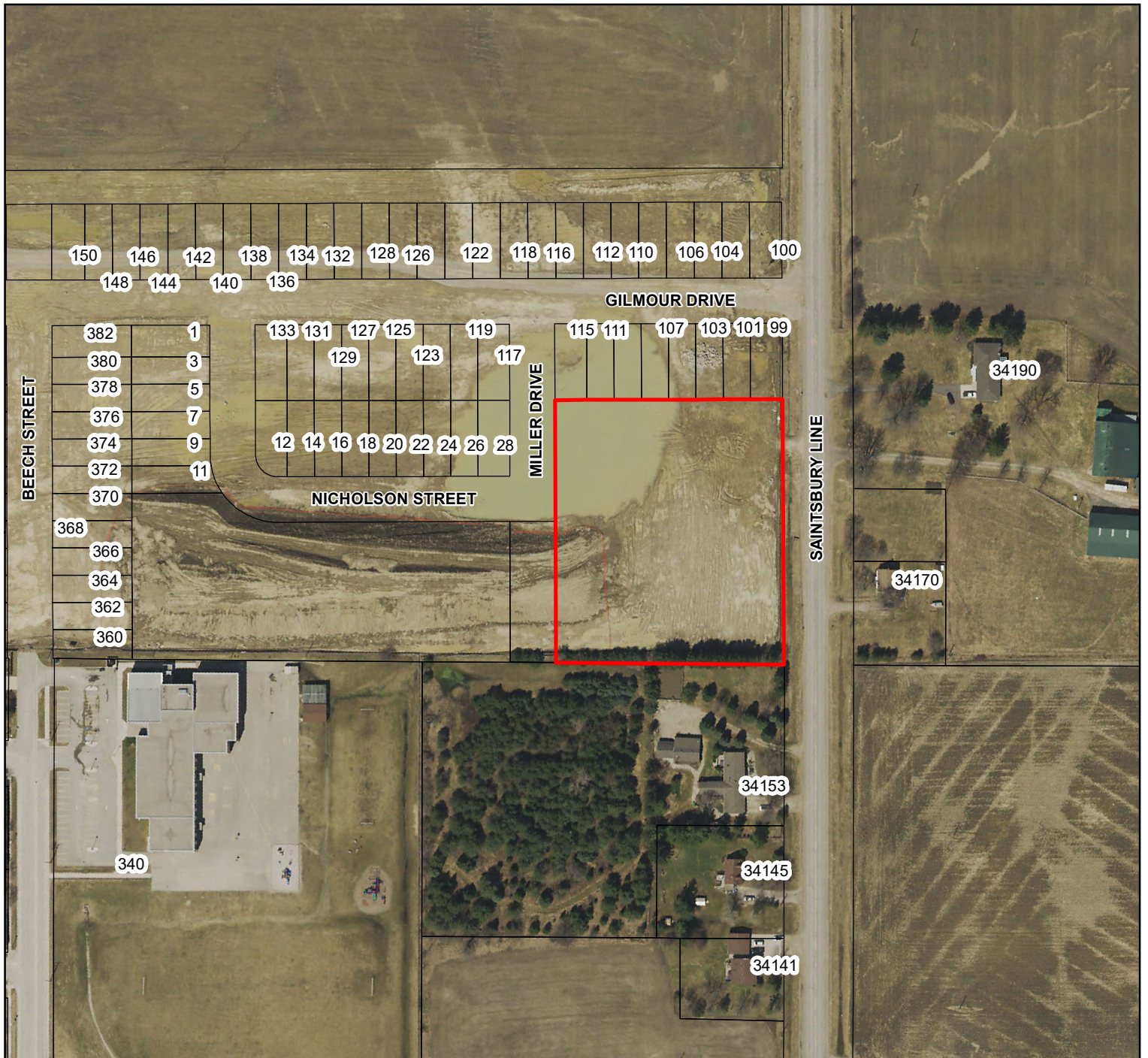
APPLICATION FOR MINOR VARIANCE: A1/2020

Owner: 2219260 Ontario Inc. (Vito Campanale)
Agent: Dillon Consulting Ltd. (Eric Vanderleeuw)

East side of Miller Drive, Lucan

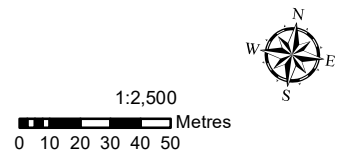


Township of LUCAN BIDDULPH

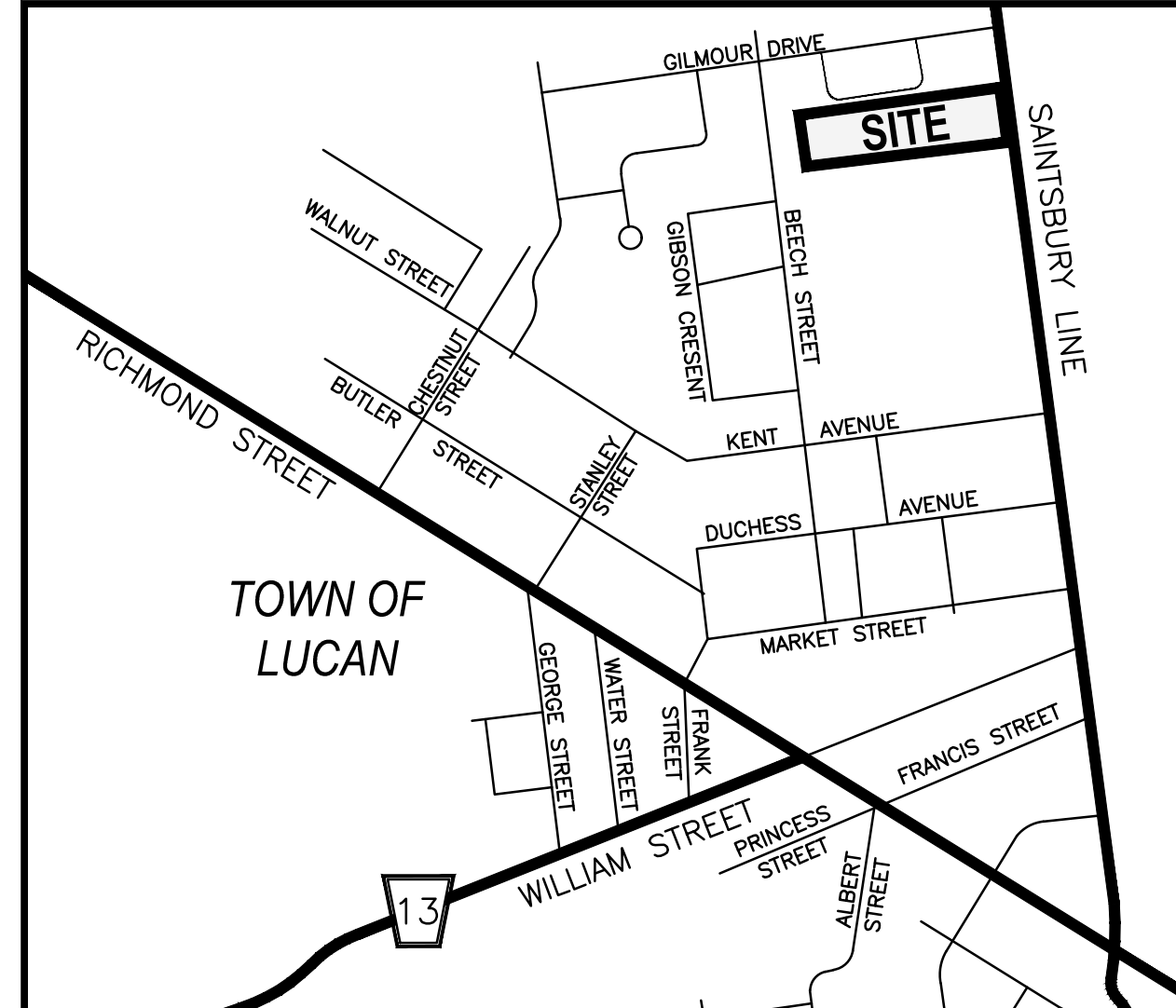


Published by the County of Middlesex
Planning Department,
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
July 2020

 SUBJECT LANDS



ORTHOPHOTOGRAPHY: SWOOP 2015
Disclaimer: This map is for illustrative purposes only.
Do not rely on it as being a precise indicator of routes,
locations of features, nor as a guide to navigation.



VICINITY PLAN
NTS

NOTE:
1. ALL RADII PRESENTED ARE TO EDGE OF PAVEMENT
2. ROAD DIMENSIONS ARE TO BACK OF CURB.
3. GARBAGE AND RECYCLING TO BE STORED WITHIN BUILDING UNTIL COLLECTION DAY. GARBAGE COLLECTION WILL BE AT CURB SIDE OF EACH UNIT FOR MUNICIPAL PICK UP.
4. OUTDOOR LIGHTS TO BE DIRECTED AWAY FROM ADJACENT RESIDENCES AND MOUNTED ON TOWNHOUSE.

SITE DATA TABLE R3-6 ZONE

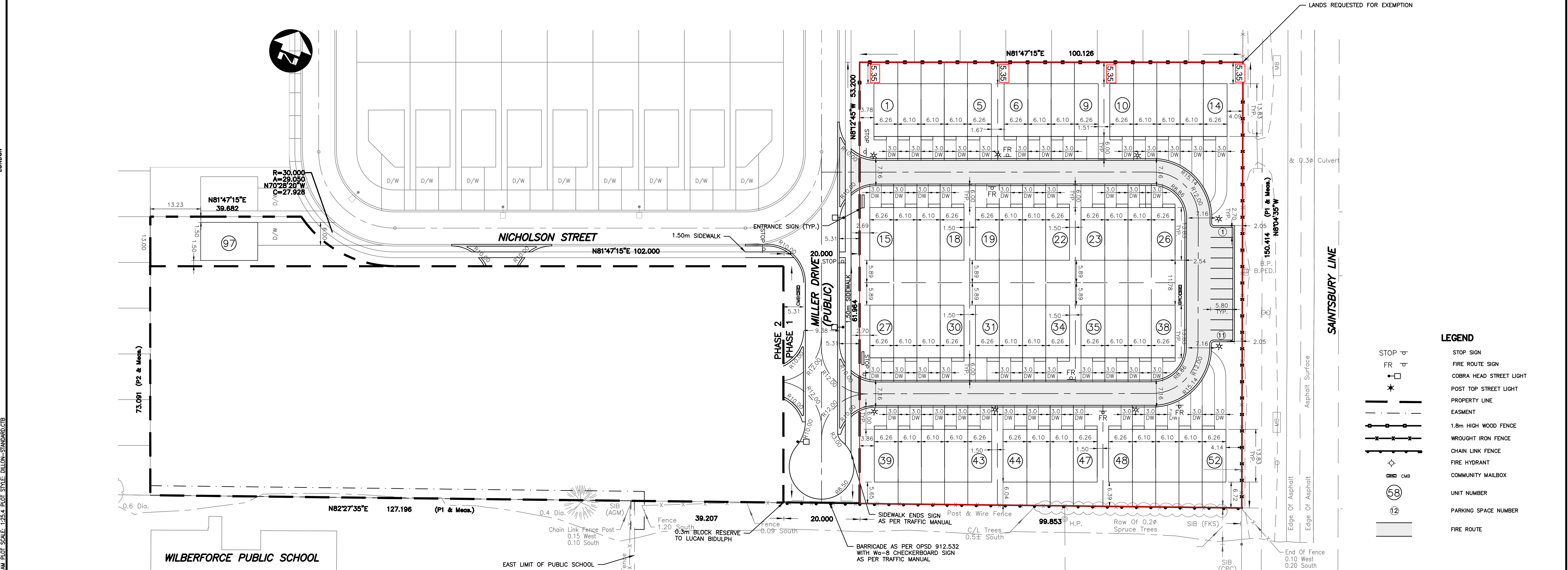
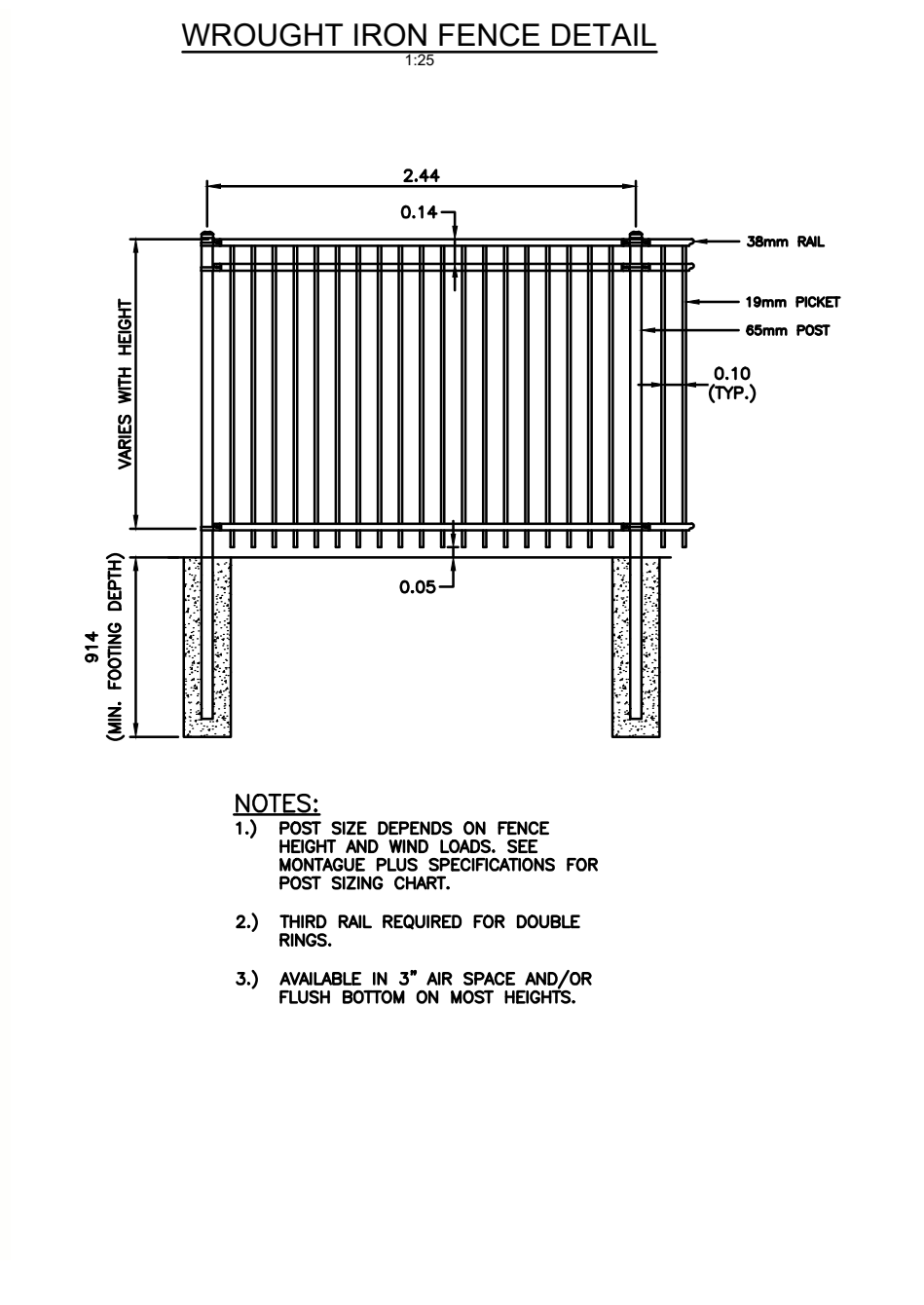
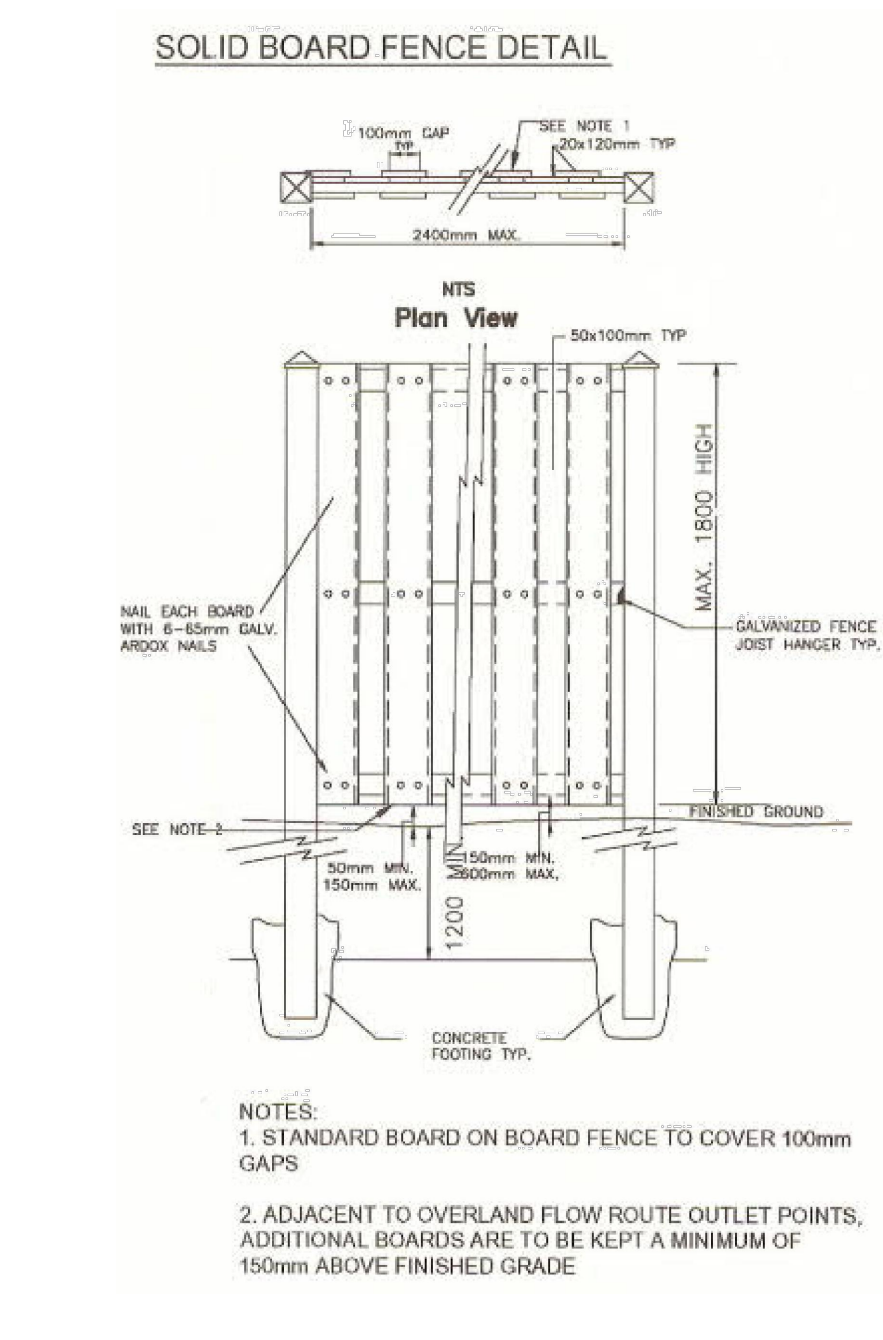
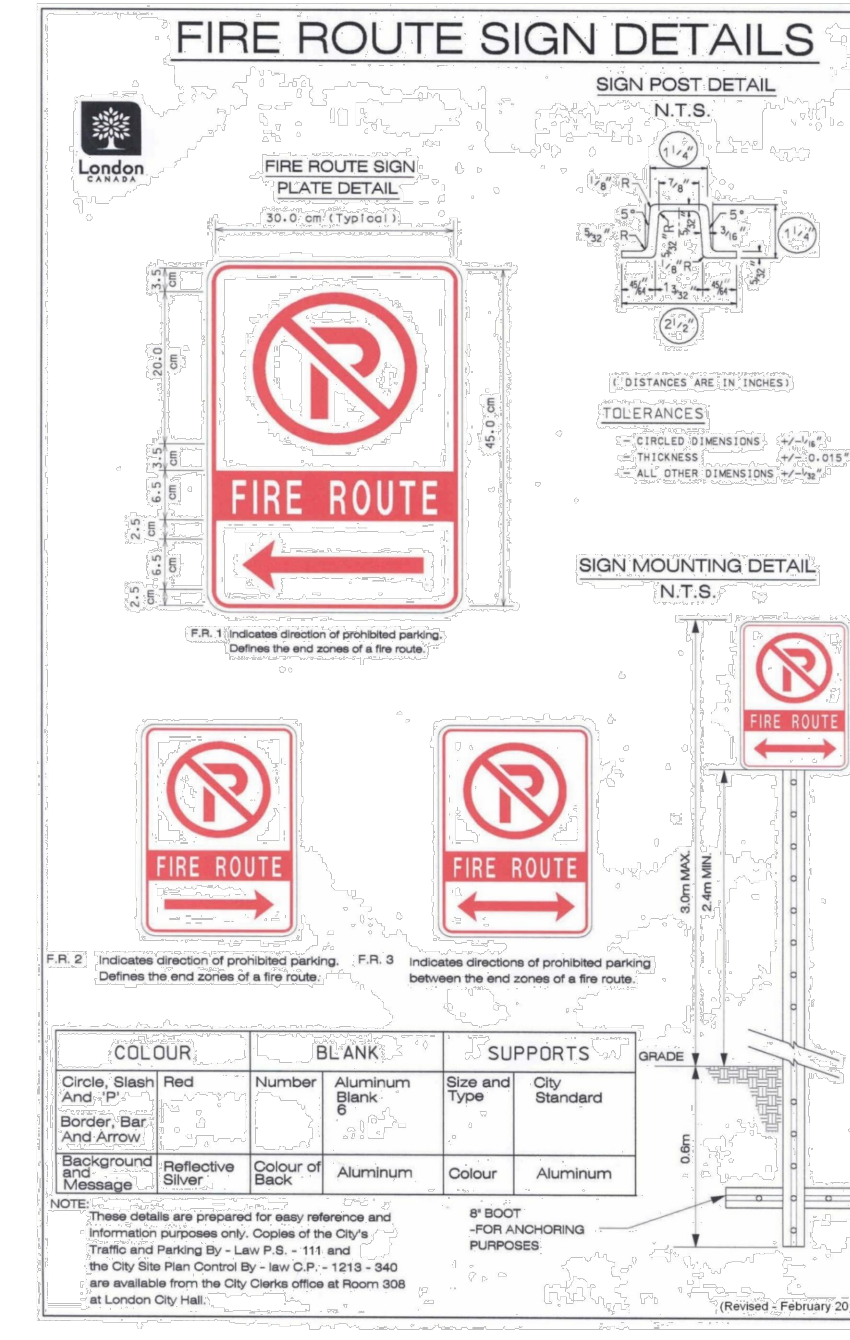
ZONING PROVISIONS	REQUIRED	AS SHOWN ON PLAN
(a) PERMITTED USES	TOWNHOMES	TOWNHOMES
(b) LOT AREA (m ²) (min)	1500	1.17ha
(c) LOT FRONTAGE (m) (min)	30.0	>30.0
(d) EXTERIOR SIDE YARD(m)	3.5	2.54*
(e) INTERIOR & SIDE YARD (m) (min)	1.5	>=1.5
(f) OUTDOOR AMENITY AREA MINIMUM	35%	0.76ha = 60%
(g) LOT COVERAGE % (max)	40%	0.4ha = 35%
(h) HEIGHT (m) (max)	10.0	<=10.0
(i) FRONT YARD (m)	6.0	6.0
(j) REAR YARD (m)	7.0	5.35*
(k) DENSITY		39 U/Ha
(l) NUMBER OF UNITS		52
(m) PARKING		104
(n) VISITOR PARKING		11

* SITE SPECIFIC R3-6 ZONE REQUIRED TO ADDRESS PROVISION
* EXTERIOR SIDE YARD AND FRONT YARD SET BACKS WITH ENCROACHMENT AS PER MINOR VARIANCE APPLICATION (JUNE 2019)

NOTE:
1. PARKING - 2 SPACES PER UNIT (GARAGE & DRIVEWAY)

SITE DATA TABLE R2-1 ZONE

ZONING PROVISIONS	REQUIRED	AS SHOWN ON PLAN
(a) PERMITTED USES	SINGLE DETACHED	SINGLE DETACHED
(b) LOT AREA (m ²) (min)	400	610
(c) LOT FRONTAGE (m) (min)	12.0	>12.0
(d) EXTERIOR SIDE YARD(m)	3.5	-
(e) INTERIOR & SIDE YARD (m) (min)	1.2	>1.2
(f) LOT COVERAGE % (max)	40%	24.5%
(g) HEIGHT (m) (max)	10.0	<=10.0
(h) FRONT YARD (m)	6.0	>6.0
(i) REAR YARD (m)	7.0	13.26



LEGEND

- STOP SIGN
- FIRE ROUTE SIGN
- COBRA HEAD STREET LIGHT
- POST TOP STREET LIGHT
- PROPERTY LINE
- EASMENT
- 1.8m HIGH WOOD FENCE
- WROUGHT IRON FENCE
- CHAIN LINK FENCE
- FIRE HYDRANT
- COMMUNITY MAILBOX
- UNIT NUMBER
- PARKING SPACE NUMBER
- FIRE ROUTE

Conditions of Use

Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

Do not scale dimensions from drawing.

Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.



No.	ISSUED FOR	DATE	BY
06	ISSUED FOR VARIANCE APPLICATION	OCT 2019	JDJ
05	ISSUED FOR CONSTRUCTION	SEPT 2019	JDJ
04	ISSUED FOR TENDER	JULY 2019	JDJ
03	ISSUED FOR REVIEW (3RD)	JULY 2019	JDJ
02	ISSUED FOR REVIEW (2ND)	MAY 2019	JDJ
01	ISSUED FOR REVIEW	FEB 2019	RDA

2219260 ONTARIO INC.
RIDGE CROSSING TOWNHOUSE DEVELOPMENT COMPLEXES

DESIGN: BJP, REVIEWED: JDJ
DRAWN: BJP, CHECKED BY: JDJ
DATE: OCTOBER 2019
SCALE: 1:500

SITE PLAN

PROJECT NO. 115033
SHEET NO. 01

LONDON
BRENDAN
PETERSEN
PLOTTER: PLOTTED BY: PETERSEN, BRENDAN
FILENAME: C:\CADD\15033\115033 - 9914 - CONDOMINIUM BLOCK\CONTRACT\15033-SITE-DES - R3-6-H - REVISED BUILDING.DWG
PLOT DATE: 2019-10-31 @ 11:21:14 AM
PLOT SCALE: 1:25.4
PLOT STYLE: DILLON-STANDARD.CTB

From: Nick Bell [mailto:nbell8512@gmail.com]
Sent: Wednesday, August 05, 2020 11:11 AM
To: Tina Merner <tmerner@lucanbiddulph.on.ca>
Cc: dfitzgerald@middlesex.ca; rreymer@lucanbiddulph.on.ca
Subject: Re: Application for minor variance A-1/2020 and public meeting on August 11th @6pm

Dear Council members and members of the Committee of Adjustment,

We are writing with reference to the minor variance application A-1/2020 (Roll number 3958-000-0105) which has been submitted by 2219260 Ontario (Vito Campanale) and Dillon Consulting Ltd.

The relief requested is the second variance that has been asked for for this development. The requirements noted in the current notice are what was requested as a variance in the public notice that we received in December 2019. (See *****)

It would seem that the current application requests a variance on a variance. How many variances are allowed per development? Why was this variance not requested in December? What has occurred between then and now that necessitates another application? Our house on Gilmour Drive backs on to the new development and we are concerned that the houses being built will get closer and closer to our lot if these variances are allowed to continue. We feel that these houses will be too close as it is and another variance should not be permitted.

Sincerely
 Nick and Elizabeth Bell

**** December 2019

Requirements	Relief Requested
Rear yard depth of 7 metres (23 ft)	Rear yard depth of at least 5.63 metres (18.5 ft)
Exterior side yard width of 3.5 metres (11.5 ft)	Exterior side yard width of at least 2.54 metres (8.8 ft)
Decks are permitted to encroach no more than 2.5 metres (8.2 ft) into a required rear yard	Rear decks are proposed to encroach by 3.05 metres (10 ft) yielding a setback of at least 2.58 metres (8.5 ft) from the rear lot



Planning Department
 County of Middlesex
 399 Ridout Street North
 London, ON N6A 2P1
 (519) 434-7321 (fax) 434-0638
 www.middlesex.ca

MEETING DATE: August 11, 2020

REPORT

TO: Committee of Adjustment and Council
 Township of Lucan Biddulph

FROM: Dan FitzGerald, Planner

RE: Applications for Consent (B-10/2020) and Zoning By-law Amendment (ZBA 07/2020) filed by Devereaux Murray Professional Corporation on behalf of Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll, 6441 Whalen Line

Purpose:

The purpose of these applications is to permit the severance (B-10/2020) of a residence for the purpose of disposing a surplus farm dwelling and to rezone (ZBA-7/2020) the subject lands to recognize the residential use associated with the lands to be conveyed, while prohibiting the construction of a new dwelling on the lands to be retained consistent with the Provincial Policy Statement (PPS). The rezoning application also seeks to address a lot area deficiency for the lands to be retained.

Background (see Figure 1):

The subject property is a 19.55 hectare (48.33 acre) farm parcel located on the south side of Whalen Line, on the south east corner of the intersection of Whalen Line and Saintsbury Line, and are legally described as Part of Lot 7, Concession North Boundary, in the Township of Lucan Biddulph, County of Middlesex. The lands are designated Agricultural according to the Township Official Plan and zoned General Agricultural (A1) according to the Township Zoning By-law. See attachment 1.

The applicant is requesting to sever approximately 0.82 ha (2.02 ac) of land occupied by a single detached dwelling and a detached accessory building. The balance of the farm would have an area of approximately 18.74 ha (46.31 ac) for the purposes of agricultural crop production. To prohibit any new residential use on the remnant farm parcel, consistent with the Provincial Policy Statement (PPS), the balance of the farm is to be rezoned to a site specific Agricultural Exception (A3-#) Zone. An exception zone would be required to address the undersized nature of the proposed remnant land. The lands proposed to be conveyed would be rezoned to a Surplus Dwelling (SD) Zone to reflect its size and use for residential purposes.

The proposal is summarized below:

	'Lands to be severed – house	'Lands to be retained - farm'
Lot Frontage	59.08 metres (193.8 ft) Whalen Line	587.89 metres (1928.7 ft) off Saintsbury Line
Lot Area	0.82 ha (2.02 ac)	18.74 ha (46.31 ac)

Committee of Adjustment Report

Applications for Consent (B-10/2020) and Zoning By-law Amendment (ZBA 07/2020)

2

Devereaux Murray Professional Corporation on behalf of Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll

The lands proposed to be severed contain an existing single detached dwelling and a detached accessory building (14.02 m x 21.34 m). Additionally, they contain a privately owned individual well and septic system, as well as one separate driveway access to Whalen Line.

The lands proposed to be retained contain agricultural land in crop production, are not serviced, and maintain their own access off Saintsbury Line and Whalen Line. They also contain a portion of land that is forested and an area surrounding a drainage ditch that is regulated by the Ausable Bayfield Conservation Authority.

Surrounding land uses are predominantly agricultural in nature.

Policy and Regulation Background

The subject lands are located within a 'Prime Agricultural Area' as defined by the 2020 Provincial Policy Statement and within the 'Agricultural' designation of the County and Township Official Plans.

The subject lands are zoned General Agricultural (A1) Zone according to the Township Zoning By-law.

Provincial Policy Statement (PPS)

Section 2.3.4.1(c) of the PPS directs that lot creation may be permitted for a residence surplus to a farming operation as a result of farm consolidation, provided the new lot is limited to a minimum size needed to accommodate the use and appropriate sewage and water services, and new residential dwellings are prohibited on the remnant parcel of farmland.

County of Middlesex Official Plan

Section 4.5.3.4(a) of the Plan indicates that consents to sever a residence surplus to a farming operation as a result of farm consolidation may be permitted, provided the residence was built prior to January 1, 1999 and that new residential dwellings are prohibited on any vacant remnant parcel of farmland created by the severance.

Township of Lucan Biddulph Official Plan

Section 3.1.1.10 of the Township of Lucan Biddulph Official Plan states that dwellings considered surplus to a farming operation as a result of farm consolidation, meaning the acquisition of farm parcels to be operated as one farm operation, may be severed from the balance of the farm subject to the following criteria:

- a) The surplus dwelling shall have been in existence as of January 1st, 1999 and in a sound and reasonable state of condition to permit human habitation.
- b) The remaining farmland shall be zoned agricultural and new dwelling shall be prohibited.
- c) Farm buildings and structures deemed surplus to the needs of the farm, which may be incompatible with the disposal of a surplus dwelling, may be required to be demolished or removed as a condition of consent, or retained and decommissioned of any livestock barn or the facilitation of manure storage for livestock purposes.
- d) The dwelling shall not be severed from the farm where it may have a detrimental impact on the operation, expansion or flexibility of any nearby livestock operation.
- e) An agreement shall be entered into and registered on title advising future owners of the potential for odours and similar adverse impacts arising from neighbouring farm operations despite the fact that such operations may be operating in accordance with normal farm practices.
- f) An adequate water supply be available to service the dwelling to the satisfaction of the Township.

Committee of Adjustment Report

Applications for Consent (B-10/2020) and Zoning By-law Amendment (ZBA 07/2020)

3

Devereaux Murray Professional Corporation on behalf of Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll

- g) Sanitary waste disposal systems must be available to service the dwelling an upgraded to current standards, and wholly contained on the proposed lot in accordance with the required setbacks to the satisfaction of the Township.
- h) Vehicular access shall be available or made available from a public highway or public road of reasonable construction and maintenance.
- i) The frontage and size of the proposed lot shall be suitable for the purpose intended and shall generally only be a large as necessary to accommodate an on-site water and sanitary waste disposal system. The lot shall be a regular shape and the loss of productive farm land shall be minimized, while ensuring the requirements of the Zoning By-law are met. An amendment to the By-law shall be required.

Township of Lucan Biddulph Zoning By-law No. 100-2003

Current Zoning: The existing 'General Agricultural (A1) Zone' permits generally agricultural and requires a minimum lot area of 40 ha and a minimum lot frontage of 150 m.

Proposed Severed Parcel Zoning: The proposed severed parcel zoning is 'Surplus Dwelling (SD) Zone' and generally permits residential uses, including a single unit dwelling. It requires a minimum lot area of 4,000 m², a maximum lot area of 1 ha, and a minimum lot frontage of 50 m.

Proposed Retained Parcel Zoning: The proposed retained parcel zoning is a 'site specific' 'Agricultural Exception (A3-#) Zone' and generally only permits agricultural uses. The establishment of a single until dwelling is not permitted in the 'Agricultural (A3) Zone'. It requires a minimum lot area of 39 ha and a minimum lot frontage of 150 m. The proposed exception zone is requested as the retained parcel would require relief from the minimum lot are requirements of the A3 zone.

Analysis:

The Provincial Policy Statement (PPS), County Official Plan and Township Official Plan generally permit lot creation in agricultural areas for a dwelling surplus to a farming operation as a result of farm consolidation. This is subject to evaluation criteria, including but not limited to, the dwelling being habitable and in existence as of January 1, 1999.

Consolidation means the acquisition of additional farm parcels to be operated as one farming operation. The applicant owns and operates four (4) additional farms, totaling approximately 76.89 hectares (190 ac) of workable land. The existing dwelling is a single detached dwelling built in 1994, is structurally sound and currently occupied according to the applicant. The existing residence is on a private well and septic system, which are proposed to be contained within the severed lands. Staff is satisfied that the foregoing tests contained in the Provincial Policy Statement, County Official Plan and Township Official Plan have been satisfied and that farm consolidation is achieved, rendering the dwelling surplus to the farming operation.

In order to facilitate the proposed severance and to fulfill a recommended condition of Application for Consent B-10/2020, a concurrent Zoning By-law amendment was submitted. To prohibit a new residential use on the balance of the farm consistent with the PPS, the County Official Plan and Township Official Plan, the applicant has requested a 'site specific' Agricultural Exception (A3-#) Zone. An exception zone is required to permit a proposed reduced minimum lot area of 18.74 hectares, whereas the Agricultural (A3) Zone requires a minimum lot area of 39 hectares. The rezoning application also proposes a Surplus Farm Dwelling (SD) Zone to recognize the residential use and reduced parcel size. This rezoning is appropriate in that the lots resulting from the consent are capable of conforming to all other zoning requirements. A deposited reference plan will be required to accurately describe the limits of the lands being rezoned.

Committee of Adjustment Report

Applications for Consent (B-10/2020) and Zoning By-law Amendment (ZBA 07/2020)

4

Devereaux Murray Professional Corporation on behalf of Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll

Planning staff are satisfied that the criteria for the proposed severance of a surplus farm residence on the lands have been met or can be appropriately addressed via conditions of consent.

Consultation:

Notice of the application has been circulated to agencies, as well as property owners in accordance to the requirements of the Planning Act. The following comments were received:

Agency Comments

1. Ausable Bayfield Conservation Authority:
No comments.
2. Hydro One:
No comments or concerns at this time.
3. Chief Building Official:
No Comment.
4. County Engineer: The owner will be required to dedicate lands up to 18 m from the centerline of construction of Whalen Line to the County of Middlesex for the purposes of road widening across the severed and retained parcels if the right of way is not already to that width.

Public Comments

At the time of writing the report, no comments or concerns have been received from the public regarding the proposal.

Consent Recommendation:

THAT **Application for Consent B-10/2020** filed by Devereaux Murray Professional Corporation on behalf of Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll, to sever a parcel of land for the purpose of disposing a surplus farm dwelling having a lot frontage of approximately 59.08 metres along Whalen Line and an area of approximately 0.82 hectares from a property legally described as Part of Lot 7, Concession North Boundary, in the Township of Lucan Biddulph, County of Middlesex and known municipally as 6441 Whalen Line; **BE GRANTED** subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act be issued within one year of the date of the notice of decision. The request for the Certificate of Consent shall be accompanied by a written submission that details how each of the conditions of consent has been fulfilled.
2. That the lands being conveyed be rezoned to a Surplus Dwelling (SD) Zone to permit their size and use for residential purposes.
3. That the lands being retained be rezoned to Agricultural Exception (A3-#) Zone to prohibit any new residential use.
4. That the applicant confirm, to the satisfaction of the Township, that the septic system will be wholly contained on the lands being conveyed in accordance with Ontario Building Code requirements and that a 100 percent contingency area be shown to exist on same.
5. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of revised assessment schedule(s) for any municipal drain having jurisdiction in accordance with the

Committee of Adjustment Report

Applications for Consent (B-10/2020) and Zoning By-law Amendment (ZBA 07/2020)

5

Devereaux Murray Professional Corporation on behalf of Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll

Drainage Act, as amended, such costs to be paid in full to the appropriate engineering firm prior to submitting a registered copy of the transfer.

6. That the taxes on the subject lands are paid in full.
7. That the applicant's solicitor submits an Acknowledgment and Direction duly signed by the applicant.
8. That the applicant's solicitor submits an undertaking, in a form satisfactory to the Secretary-Treasurer, to register an electronic transfer of title consistent with the Acknowledgment and Direction and the decision of the Committee of Adjustment.
9. That the Owner enter into a severance agreement with the Municipality in order to advise future Owner(s) of the severed lot of Consent B-10/2020 of normal farm practices occurring in the area as outlined in the Farming and Food Production Act, 1998, as amended.
10. That an address be assigned and number erected for the retained agricultural parcel.
11. That the retained accessory building must be confirmed by a professional engineer, or to the satisfaction of the Chief Building Official, to be suitable to support a residential accessory use. A building permit is required if any improvements are to be made.
12. That the Owner be required to dedicate lands up to 18 m from the centerline of construction of Whalen Line to the County of Middlesex for the purposes of road widening across the severed and retained parcels if the right of way is not already to that width.
13. That two copies of the reference plan are submitted to the satisfaction of the Township.

Reasons:

- Consistency with the Provincial Policy Statement would be maintained;
- Conformity with the County of Middlesex Official Plan and the Township of Lucan Biddulph Official Plan would be maintained;
- The requirements of the Township of Lucan Biddulph Zoning By-law are capable of being satisfied through an amendment thereto.

Rezoning Recommendation:

THAT **Application for Zoning By-law Amendment ZBA 7/2020**, for lands owned by Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll and legally described as Part of Lot 7, Concession North Boundary, in the Township of Lucan Biddulph, County of Middlesex being located on the south side of Whalen Line and municipally known as 6441 Whalen Line, be approved and that the implementing By-law be forwarded to Township Council for consideration once a deposited reference plan has been provided to the satisfaction of the Township.

This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this proposal prior to or at the public meeting, the Council is advised to take such information into account when considering the application.

Attachments:

1. Subject Location Map
2. Proposed Conveyed Land Plan.
3. Proposed Retained and Conveyed Land Plan.

Committee of Adjustment Report

Applications for Consent (B-10/2020) and Zoning By-law Amendment (ZBA 07/2020)

Devereaux Murray Professional Corporation on behalf of Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll

6

4. Distance of Existing Buildings to Lot Lines.
5. Owned and Abutting Land
6. Owned Farm Land

**APPLICATIONS FOR CONSENT: B10-2020
AND ZONING BY-LAW AMENDMENT: ZBA-7-2020**

Ryan Wayne Carroll and Lynn Marie Cowdrey-Carroll (Owners)
Devereaux Murray Professional Corporation (Applicant)



North Boundary, Part Lot 7
Township of Lucan Biddulph




**Township of LUCAN BIDDULPH
KEY MAP**



Published by the County of Middlesex
Planning Department
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
June 2020

-  Lands to be retained and rezoned from General Agricultural (A1) Zone to Agricultural (A3) Zone
-  Lands to be severed and rezoned from General Agricultural (A1) Zone to Surplus Dwelling (SD) Zone



1:8,000
0 50 100 150 200 Metres

ORTHOPHOTOGRAPHY: SWOOP 2015

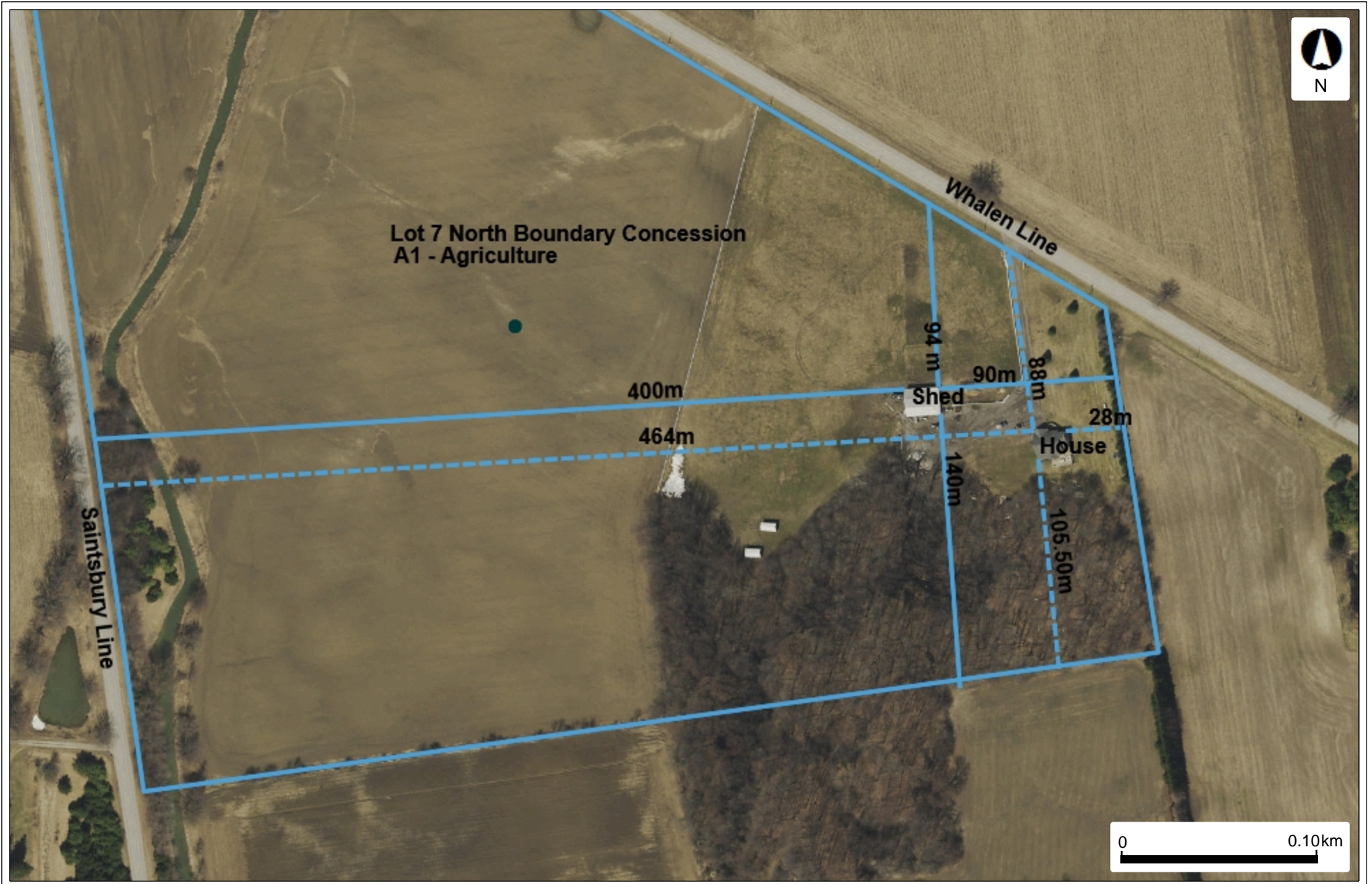
Disclaimer: This map is for illustrative purposes only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.



This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) shall not be liable in any way for the use or any information on this map. of, or reliance upon, this map.



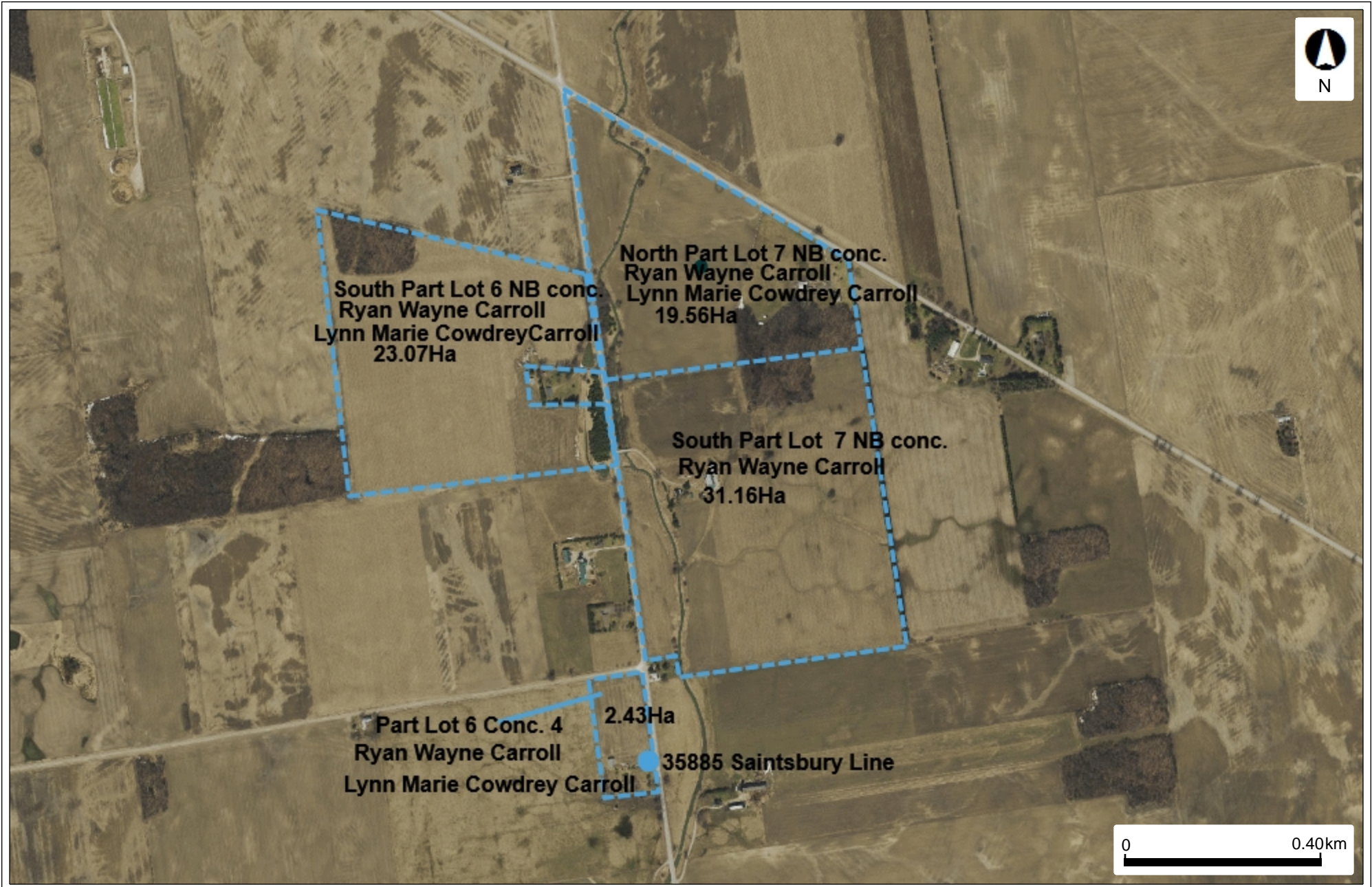
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Planning Department
County of Middlesex
399 Ridout Street North
London, ON N6A 2P1
(519) 434-7321 (fax) 434-0638
www.middlesex.ca

MEETING DATE August 11, 2020

REPORT

TO: Committee of Adjustment
Township of Lucan Biddulph

FROM: Dan FitzGerald, Planner

RE: Applications for Consent (B-11/2020)
Owners: Scott Dart
Applicant: Mike Radcliffe
142 Main Street, Lucan

Purpose and Effect:

The purpose of the consent application is to convey a parcel of land to enlarge the abutting residential lands to the east, municipally known as 131 Francis Street. The effect would provide the adjacent lands with an additional driveway area to accommodate access and parking on the land.

Background (see Figure 1):

The subject lands are a 1,673.61 m² (0.41 ac) parcel of land situated on the north side of Main Street in Lucan. More specifically, the lands are located at the southeast corner of Main Street and Francis Street, contain a former institutional use, and currently is being used as a residential dwelling unit, with associated parking area. The subject land is used as a second driveway access to the rear parking area.

The consent application proposes to convey a rectangular parcel of land from 142 Main Street, which would be added to 131 Francis Street. It is proposed to be 3.0 metres (9.8 ft) wide by 30 metres (98.4 ft) in depth, at an area of approximately 90 m² (968.7 ft²), and would be consolidated with 131 Francis Street. The retained lands would have an area of approximately 1,583.6 m² and would maintain an existing access off Main Street. Known municipally as 131 Francis Street, the lands proposed to be enlarged are used for residential purposes in the form of a single detached dwelling. The applicant is further proposing to rezone the lands from the Residential First Density (R1) Zone to a Mixed Use Residential (MUR) Zone under a separate application, to permit the establishment of an additional separate dwelling unit on the land. If approved, the additional land would represent a marginal increase in area from approximately 655.97 m² (0.16 ac) to approximately 745.9 m² (0.18 ac).

Surrounding land uses include a mix of commercial and residential zoned lands to the north and south, and residential lands to the east and west.

Policy and Regulation:

The subject land is designated 'Settlement Area' according to the County of Middlesex Official Plan and 'Mixed Use Residential' by the Township of Lucan Biddulph's Official Plan. The parcel proposed to be severed and

conveyed is zoned 'Mixed Use Residential (MUR) Zone' by the Township of Lucan Biddulph's Comprehensive Zoning By-law.

County of Middlesex Official Plan

Section 4.5.3.2 of the County Official Plan speaks to general policies applicable to consent applications and states that; the severed and retained lots, when proposed to be used for residential, commercial or industrial uses, shall front on an existing road allowance which is opened and maintained on a year round basis and is constructed to a standard of construction adequate to provide for the additional traffic generated by the proposed use.

Township of Lucan Biddulph Official Plan

Section 8.4.2 'Adjusting and Correcting Lot Boundaries' provides the policy guidance and considerations when it comes to granting severances for the purpose of adjusting or correcting lot boundaries, or to convey a relatively modest amount of land to an abutting lot. The policy states the following:

- a) The conveyance does not lead to the creation of an undersized, irregularly shaped lot(s) unsuited to the purpose for which it is being used or proposed to be used, or contrary to the provisions of the Zoning By-law unless the By-law is otherwise amended or a variance is granted;
- b) The lands being conveyed are registered in the same name and title as the lands to which they are being added; and,
- c) It is stipulated in the granting of the severance that any subsequent conveyance or transaction will require a future severance.

Township of Lucan Biddulph Zoning By-Law No. 100-2003

The subject land is zone Mixed Use Residential (MUR) Zone in the Township Zoning By-law, which requires a minimum frontage of 15 m and a minimum lot area of 460 m².

Analysis:

The Provincial Policy Statement, County Official Plan and Municipal Official Plan all generally permit consents for lot addition purposes. As previously noted in the background section, the purpose of the subject application is to convey a 90 m² (968.7 ft²) parcel of land from 142 Main Street to add to 131 Francis Street as a lot addition. The purpose of the addition is to provide for a larger driveway to accommodate more onsite parking for 131 Francis Street. The property is within a settlement area where severances and lot additions are permitted. Additionally, the Township Official Plan specifically requires that the lands being conveyed be merged in the same name and title as the lands to which they are being added. The foregoing is capable of being addressed as a condition of consent. Therefore planning staff find that the subject application conforms with the Local Official Plan.

With the conveyance of the severed parcel, the retained parcel complies with the minimum lot frontage and area provisions in the Municipality's Comprehensive Zoning By-law. The parcel to receive the addition will also comply with Middlesex Centre's Comprehensive Zoning By-law.

The proposed severance is for a lot addition, therefore, planning staff do not anticipate any negative impacts on surrounding land uses, given that the property will continue to be used for residential purposes.

Given the above, planning staff are recommending that the subject application be approved.

This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this proposal prior to or at the public meeting, Council is advised to take such information into account when considering the application

Comments:

Notice of the application has been circulated to agencies, as well as property owners in accordance to the requirements of the Planning Act.

Public Comments:

At the time of writing the subject report, no comments or concerns had been received from the public regarding this proposal.

Ausable-Bayfield Conservation Authority: no concern.

Bell Canada: no concerns.

Chief Building Official: no comment.

Manager of Public Works: no comment.

Recommendations:

THAT Application for Consent **B-11/2020** filed by Mike Radcliffe on behalf of Scott Dart, to sever a parcel of land for lot addition purposes having an area of approximately 90 m² (968.7 ft²) and legally described as Part Lot 206, Plan 188, in the Township of Lucan Biddulph, County of Middlesex; **BE GRANTED** subject to the following conditions:

1. That the Certificate of Consent under Section 53(42) of the Planning Act be issued within one year of the date of the notice of decision.
2. That the lands to be conveyed be merged in the same name and title as the adjacent lands to the east known municipally as 131 Francis Street to the satisfaction of the Township; and that subsection 50(3) or (5) of the Planning Act apply to any subsequent conveyances involving the enlarged parcel, and that any mortgages that may be required take into the account the parcel as enlarged.
3. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of revised assessment schedule(s) for any municipal drain having jurisdiction in accordance with the Drainage Act, as amended, such costs to be paid in full to the appropriate engineering firm prior to submitting a registered copy of the transfer.
4. That the taxes on the subject lands are paid in full.

-
5. That a deposited reference plan be provided to the satisfaction of the Township which provides a valid legal description for the lands to be conveyed.
 6. That the applicant's solicitor submits an Acknowledgment and Direction duly signed by the applicant.
 7. That the applicant's solicitor submits an undertaking, in a form satisfactory to the Secretary-Treasurer, to register an electronic transfer of title consistent with the Acknowledgment and Direction and the decision of the Committee of Adjustment.

AND FURTHER THAT the reasons for granting Application for Consent **B-11/2020** include:

- Consistency with the Provincial Policy Statement would be maintained;
- Conformity with the County of Middlesex Official Plan and the Township of Lucan Biddulph Official Plan would be maintained;
- The applicant conforms to the Township of Lucan Biddulph Zoning By-law

Attachments:

1. Location Map.
2. Proposed Severance Plan

APPLICATION FOR CONSENT: B11-2020

Scott Dart (Owner)
Mike Radcliffe (Applicant)



North Boundary, Part Lot 206
Township of Lucan Biddulph



Township of LUCAN BIDDULPH
KEY MAP



Published by the County of Middlesex
Planning Department
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
July 2020

-  Lands to be retained
-  Lands to be severed

N
W E
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1:800 Metres

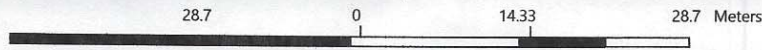
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ORTHOPHOTOGRAPHY: SWOOP 2015

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Location Map



Description:
File Number:
Created By:
Date: 7/10/2020
Scale: 1:564

Legend

- Lucan Biddulph Zoning
- Assessment Parcels



Planning Department
County of Middlesex
399 Ridout Street North
London, ON N6A 2P1
519.434.7321
www.middlesex.ca

MEETING DATE August 11, 2020

REPORT

TO: Chair and Members of Council
Township of Lucan Biddulph

FROM: Dan FitzGerald MPI, Planner

**RE: Applications for Zoning Bylaw Amendment (ZBA 09/2020)
Mike Radcliffe on behalf of Jacob Radcliffe
Part Lot 207, Part 2 of Reference Plan 33R13399, Plan 188 in the Township of Lucan
Biddulph, County of Middlesex**

Purpose:

The purpose of this report is to provide Council with a recommendation report regarding a proposed Zoning By-law amendment for a property located on the south side of Francis Street and legally described as Part Lot 207, Part 2 of Reference Plan 33R13399, Plan 188 in the Township of Lucan Biddulph, County of Middlesex.

Background:

The subject property is approximately a 647.5 m² (0.16 ac) parcel situated near the intersection of Main Street and Francis Street, with a frontage on the south side of Francis Street. Existing land uses surrounding the property include single detached dwellings to the north, east, and south, with mixed use commercial and residential uses to the west. As such, existing land uses are both a mix of residential and commercial. See attachment 1.

The property contains an existing single detached dwelling. The entirety of the property is within the Urban Settlement Area of Lucan, is designated 'Settlement Area' in the County of Middlesex Official Plan and 'Mixed Use Residential' in the Township of Lucan Biddulph's Official Plan. The property is currently zoned Residential First Density (R1) Zone in the Township of Lucan Biddulph's Comprehensive Zoning By-law, is serviced with access provided from Francis Street.

The Owners of the lands is proposing to amend the zoning of the land from the Residential First Density (R1) Zone to the Mixed Use Residential (MUR) Zone to accommodate the addition of another residential dwelling unit within the existing structure. The MUR zone permits the use 'converted dwelling', whereas the existing R1 zone does not permit the construction of an additional residential dwelling unit. A separate consent application is also being heard with respect to the neighbouring lands, which seeks to add a portion of land to the subject land through a minor boundary adjustment, for the purposes of adding additional parking areas.

Policy and Regulation:

Provincial Policy Statement (PPS)

According to Section 3 of the Planning Act, as amended, decisions made by planning authorities “shall be consistent with” the PPS. The principal policies of the PPS that are applicable to the proposed development include:

Section 1.1.3.1 speaks to Settlement Areas being the focus of growth and development, and their vitality and regeneration shall be promoted.

Section 1.1.3.2 discusses land use patterns within settlement areas shall be based on:

a) Densities and a mix of land uses which:

1. Efficiently use land and resources;
2. Are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion

Section 1.1.3.3 of the PPS states, Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs

Section 1.3.1 of the PPS directs municipalities to promote economic development and competitiveness by providing for an appropriate mix and range of employment uses to meet long-term needs and providing opportunities for a diversified economic base that includes maintaining a range and choice of suitable sites for a variety of employment uses that support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses. Section 1.3.1 also provides policy direction that encourages compact, mixed-use development that incorporates compatible employment uses.

Section 1.4 of the PPS speaks to ‘Housing’ and the requirement ‘to provide for an appropriate range and mix of housing types and densities required to meet projected requirements of current and future residents’.

County of Middlesex Official Plan

The principal policies of the County of Middlesex’s Official Plan that are applicable to the proposed development include the following:

The subject property is designated Settlement Area by the County of Middlesex Official Plan. Section 3.2 of the Plan directs growth to settlement areas, and promotes a variety of housing types within Settlement Areas.

Section 2.3.7 of the County of Middlesex Official Plan speaks to housing policies, and states that, ‘it is the Policy of the County to encourage a wide variety of housing by type, size and tenure to meet projected demographic and market requirements of current and future residents of the County.’

Section 2.3.8 of the County Official plan notes that urban areas shall be the focus for future residential growth on full services where warranted. Policies under this section further clarify that urban areas are the focus of growth and are expected to accommodate a significant portion of the projected growth. Also they state that new development shall be fully serviced by municipal or communal water and sewage disposal systems.

The County of Middlesex's Official Plan in section 2.4.5 discusses the servicing hierarchy similar to those discussed in the PPS. Specifically, the County encourages new development to proceed on the basis of full municipal services.

Township of Lucan Biddulph Official Plan

The principal policies contained in the Township of Lucan Biddulph's Official Plan that are applicable to the proposed development include:

The subject property is designated 'Mixed Use Residential' in the Township Official Plan. Section 2.1.6 states that the area is primarily residential where a limited number of commercial development had occurred through the conversion of single unit dwellings.

Section 2.1.6.1 of the Township Official Plan states that the conversion of single unit detached dwellings to commercial uses will be permitted provided the residential character of the dwelling and the streetscape is maintained and compatibility with neighbouring residential uses is maintained. Typical uses include apartments, bed and breakfast establishments, business and professional offices, studios, funeral homes, day care centres, group homes and institutional uses. The actual uses permitted shall be specified in, and regulated by the Zoning By-law.

Section 2.1.6.2 of the Township Official Plan states that the residential character of the area and the streetscape shall be retained. On-site parking shall be restricted and landscaped open space shall be significant. Signage will be subdued. Demolition of existing dwellings and replacement with commercially designed buildings and insensitive additions to existing dwellings will be discouraged.

Township of Lucan Biddulph Zoning By-law No. 100-2003

Current Zoning:

The lands are currently zoned a Residential First Density (R1) Zone, which requires a minimum frontage of 15.0 metres and a minimum lot area of 460 m². Permitted uses included in the zoning include home occupation and single unit dwelling.

Proposed Zoning:

The proposed Zoning By-law amendment is to rezone the lands to the Mixed Use Residential (MUR) Zone. This zone requires a minimum frontage of 15.0 metres and a minimum lot area of 460 m². Permitted uses in the zone include the following: bed and breakfast establishment, converted dwelling, correctional home, crisis care home, day nursery, dwelling unit, funeral home, general

office, group home, home occupation, institutional use, nursing home or rest home, personal care establishment, personal service establishment, professional office, and single unit dwelling.

Consultation:

Notice of the application has been circulated to agencies, as well as property owners of adjacent properties in accordance to the requirements to the Planning Act in advance of the public meeting.

Public Comments:

As of the time of writing this report, Planning Staff received no comments with respect to the proposal from the public.

Agency Comments

- a) Chief Building Official – No objections to the application. Any improvements to the property will require a building permit.
- b) Manager of Public Works – No Comments.
- c) Bell – no concerns.
- d) Hydro One – no comment or concerns at this time.

Analysis:

The Provincial Policy Statement (PPS), the County of Middlesex Official Plan and the Township Official Plan provide policy direction encouraging development and redevelopment opportunities on full municipal services, provided the proposal is compatible with the surrounding area. The PPS also encourages the redevelopment and reuse of existing buildings. The subject proposal would be consistent with the foregoing policy direction.

Under the Township's Official Plan, the Mixed Use Residential designation provides the opportunity for a range of residentially compatible commercial uses to be implemented through zoning. The plan encourages these types of uses to integrate into the existing residential areas by encourage the adaptive reuse of existing residential buildings, while also respecting the residential character and aesthetics of the neighbourhood. The applicant is proposing to add an additional dwelling unit in the existing residential building, necessitating the rezoning of the lands. Based on the existing policies and designation of the property, Planning Staff find that the proposed Zoning By-law amendment conforms to the policies of the Township Official Plan.

Respecting the proposed Mixed Use Residential (MUR) Zone for the lands, staff find that the uses contained within the zone are respectful and compatible to be located within the perimeter of a predominately single dwelling unit subdivision. Additionally, Planning Staff find that the existing lot fabric meets the minimum by-law provisions for the MUR zone. As such, Planning Staff are satisfied that the proposed Zoning By-law amendment would conform to the provisions contained in the Township Comprehensive Zoning By-law.

Given the above, planning staff are recommending that the subject application be approved.

This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this

proposal prior to or at the public meeting, Council is advised to take such information into account when considering the application.

Recommendation:

THAT Application for Zoning By-law Amendment ZBA 09/2020, filed by Mike Radcliffe on behalf of Jacob Radcliffe to rezone the lands from a Residential First Density (R1) Zone to a Mixed Use Residential (MUR) Zone for a property known municipally as 131 Francis Street, Lucan and legally described as Part Lot 207, Part 2 of Reference Plan 33R13399, Plan 188 in the Township of Lucan Biddulph, County of Middlesex, **BE APPROVED** and that the implementing By-law be passed forthwith.

Attachments:

1. Location Map.

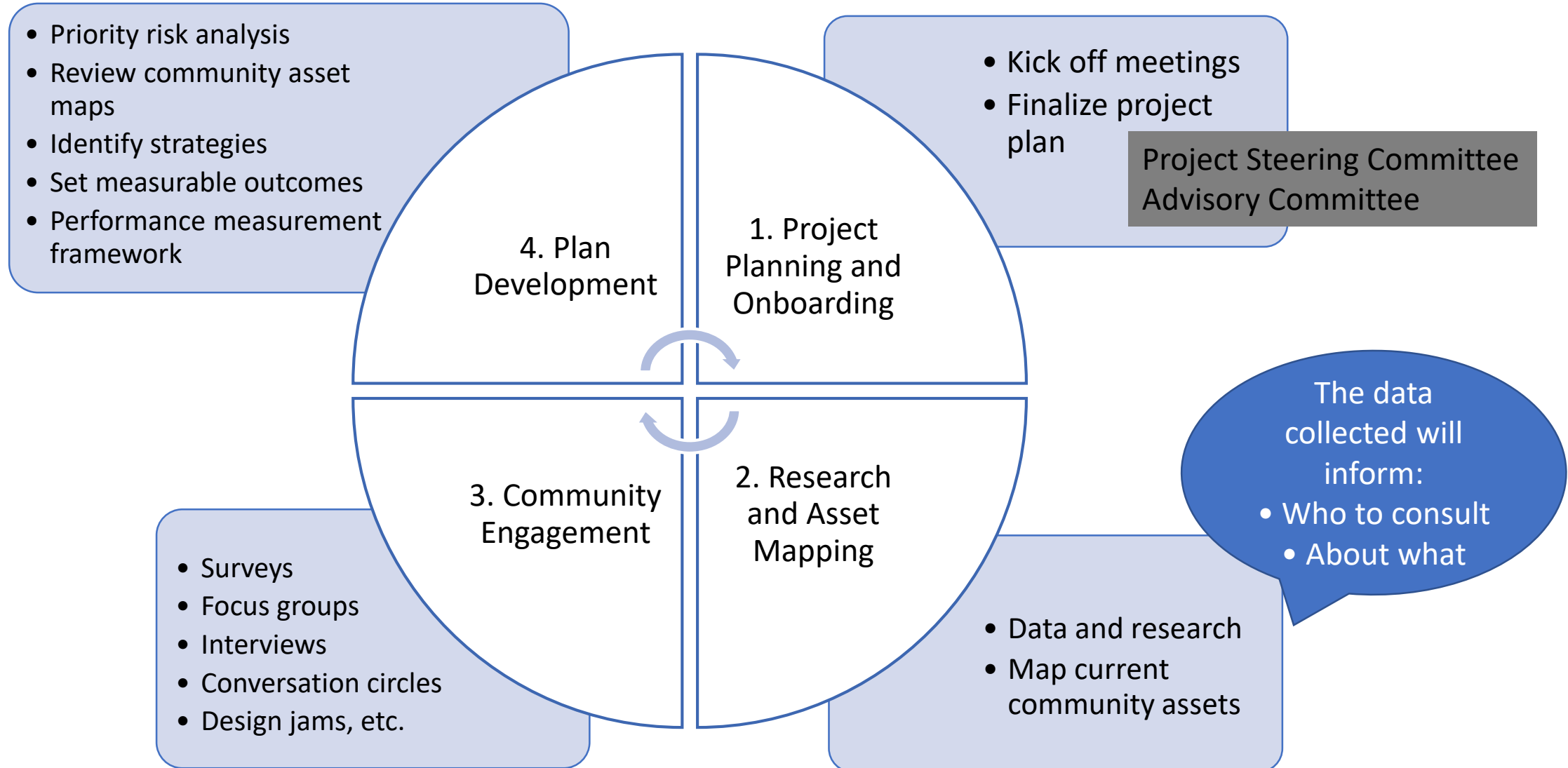
Middlesex Community Safety and Well-Being Plan



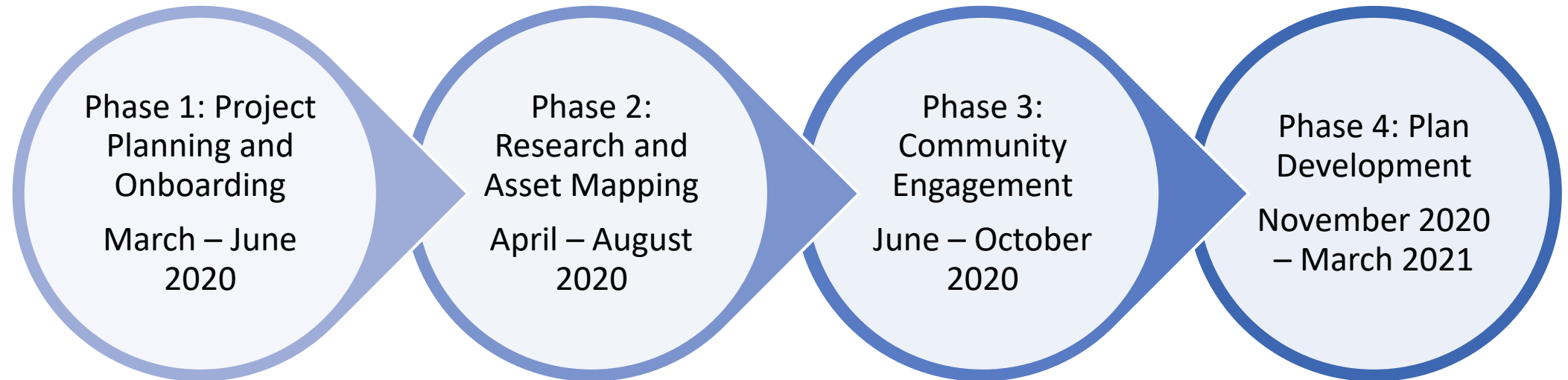
Community Safety and Well-Being Plan

- Required under the Province's Safer Ontario Act, 2018
- Identify priority risk factors as well as threats to safety and well-being, and outline strategies and actions to improve safety and well-being for our community
- Broader than the traditional definition of safety (i.e. crime) and moves the focus to also include social determinants of health
- Prepare and adopt a plan by January 1, 2021 (deadline has been extended)
- Establish a multi-sectoral advisory committee
- Conduct consultations with the advisory committee, members of the public, as well as community organizations
- Joint initiative by municipalities in Middlesex County

The Middlesex Approach



Project Timelines



Phase 1 Activities: Project Planning and Onboarding

1. Project Steering Committee Kick Off Meeting (March 2020)

- Municipal CAOs
- Middlesex County Warden and Councillor

2. Advisory Committee Orientation (June 2020)

- 19 members confirmed
- Sectors represented: health, protective services, mental health, housing, food security, substance use and addictions, funder, government, persons with disabilities, seniors, child protection, violence against women, economic development, employment, education, children and families

Phase 2 Activities: Research and Asset Mapping

Data collection and analysis of key findings

- Deliverable: Data Package (in progress)
- Data collected in 14 different areas
- Multiple indicators in each area
- Key highlights/findings identified in each area

- Population
- Crime
- Mental Health and Well-Being
- Education
- Early Learning and Development
- Child Protection
- Poverty
- Housing and Homelessness

- Employment
- Physical Health
- Violence against Women and Human Trafficking
- Addictions and Substance Use
- Anti-Social/Problem Behaviour
- Risk-driven Tracking Database Stats

Phase 3 Activities: Community Engagement

1. Community partners initial online survey (July 2020)
2. General public online survey and share a story feature (July – September 2020) (<https://www.middlesex.ca/cswb/cswbinvolve>)
3. Community conversation circles in each municipality (fall 2020)
4. Further focus groups, interviews, and surveys (as indicated by the data review and responses to initial surveys)

Phase 4: Plan Development

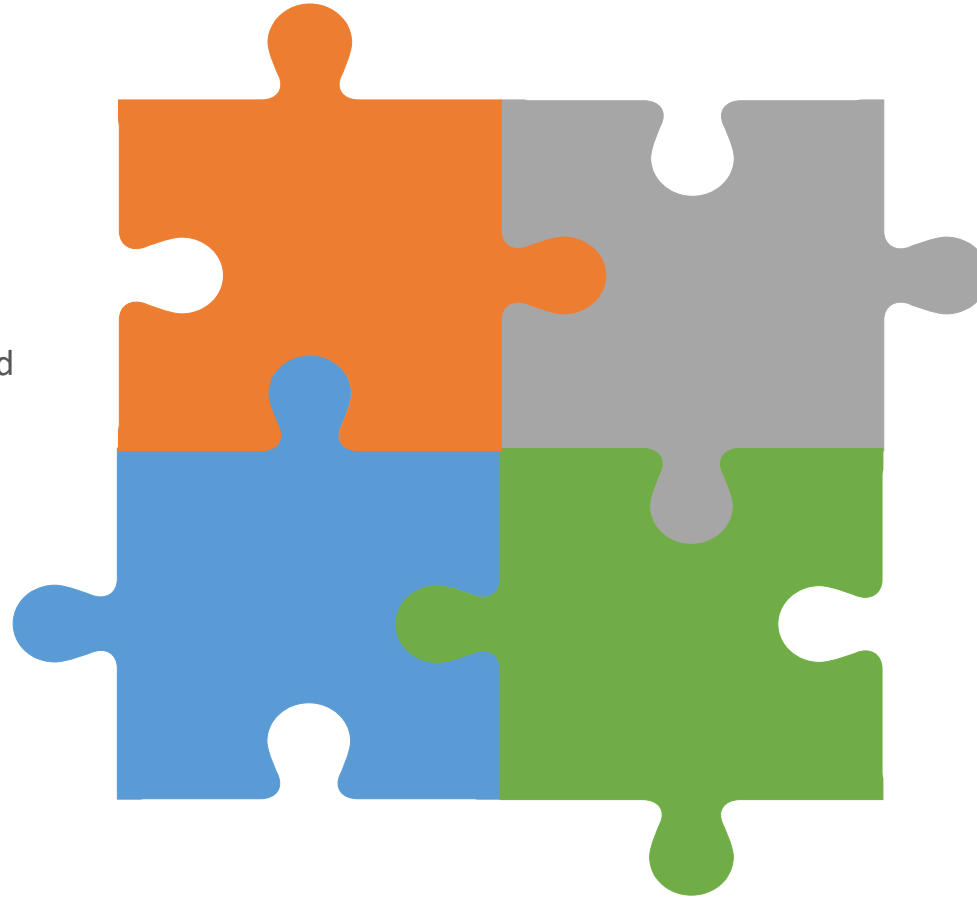
Data and Local Research

What does the data and local research tell us about our communities and our risk and protective factors?

What priorities have been identified and what strategies/initiatives are currently underway?

Local Asset Mapping

What priorities have been identified and what strategies/initiatives are currently underway?



Community Partners and Advisory Committee

What are the top issues/challenges and/or risks in our communities?

What strategies/initiatives are currently underway?

What else should we be doing?

General Public

What are the public's perceptions of community safety and well-being?

What are their top priorities?

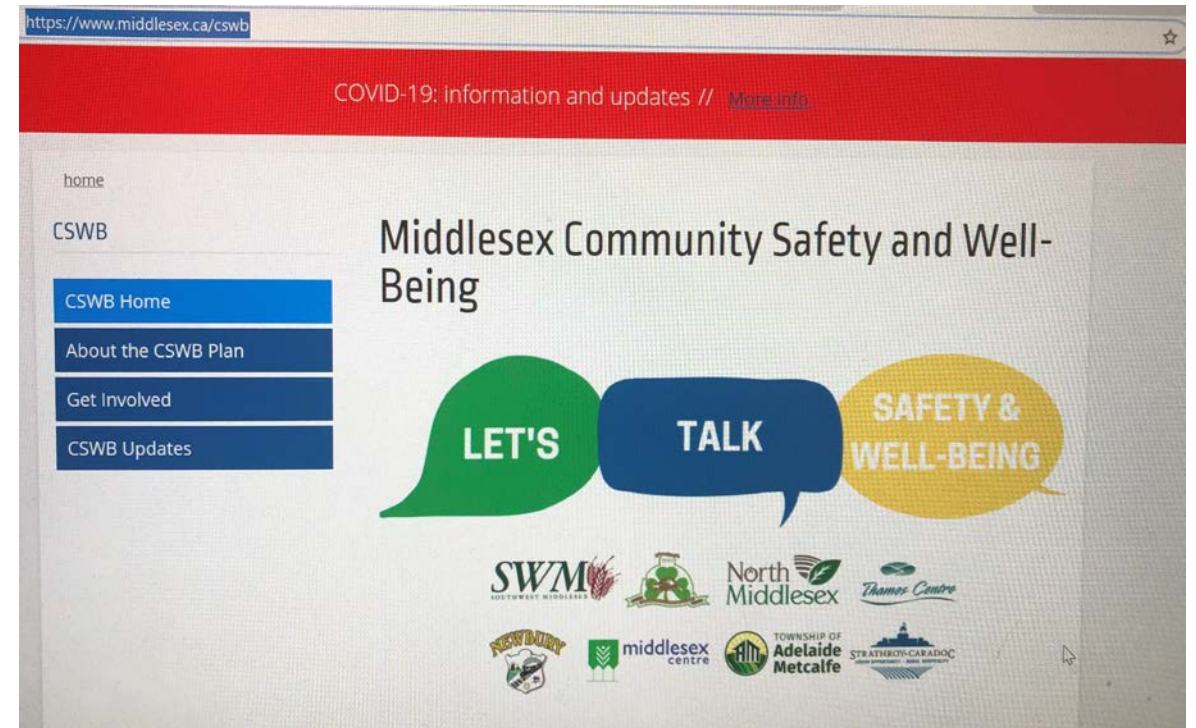
Staying Informed and Connected

Website:

<https://www.middlesex.ca/cswb>

Email Address:

middlesex@elgin.ca



We understand the 2020 Budget for Lucan Biddulph Township has been approved and an increase of \$5,000 has been included for the Donnelly Museum bringing this to \$15,000 for 2020. We sincerely thank you for this increase...this will help us considerably especially during the Museum closure in 2020 due to Covid.

As some of you know the Heritage Society opened the original Lucan Museum in 1995. In 2009 the Heritage Society partnered with the Township Lucan Biddulph and the Lucan Lions Club and opened the current Lucan Area Heritage and Donnelly Museum. This year is our Museum's 25th anniversary and we did have plans put in place to celebrate this amazing achievement in conjunction with the community. However, we will put our plans on hold and celebrate this milestone in 2021. We also had to cancel our 50's Rock & Roll Extravaganza and an even tougher decision to close our Museum and Escape Room for this year.

Over the last few years, our Museum, like many museums, is experiencing an increase in operating expenses. Over a 6 year period the Museum's expenses have significantly increased from \$52,400 in 2014 to \$87,900 in 2019. This increase is caused by a number of drivers but history indicates that Occupancy and Wages tend to be our largest increases.

While our yearly membership volunteer contribution exceeds 3,000+ hours, the hours needed to operate the museum continues to increase. This is not sustainable for our members over the long term and is adding stress to our membership.

We therefore made a decision in 2019 to keep our Supervisor on for the full year. This decision significantly helped to alleviate the stress on our membership but it also became clear that this extension would allow our Supervisor to take on many additional and essential administrative type duties.

We are therefore extending our temporary part-time Supervisor's work term to 8 months beginning April 1 through to end of November, 2021.

	<u>2014</u>	<u>2019</u>	<u>2021</u>
Museum Wages	\$13,666	\$28,400	\$22,200
	5 months	12 months	8 months

However, as you can appreciate, we cannot sustain paying these increased expenses including wages year over year on a continuous basis without the support and financial assistance of the Township.

We therefore respectfully submit a request to Township of Lucan Biddulph to include in their 2021 Operating Budget an increase of an additional \$5,000 bringing their donation to the Donnelly Museum in 2021 and each year thereafter to \$20,000. This should carry us into the foreseeable future.

We look forward to continuing our partnership with the Township in preserving Lucan Biddulph's rich history. Any questions, contact Sheila at cshodgins@sympatico.ca and questions can be discussed at the meeting.

LUCAN AREA HERITGE SOCIETY

REVENUE	2014	2019	YTD Jul 2020	Covid 2020 Budget
Donations	3,509	8,835	1,670	1,670
Township Lucan Biddulph Donation		10,000		
Grants:				
Ministry of Culture (HODG Grant)	1,545	1,545		1,545
TD Bank Grant (T.McLaughlin)	500	500		500
Student Reimbursements *	13,558	26,712		
JCP Equipment Budget Reimbursement		7,760		
Membership Fees	805			
Fund Raising Receipts **	15,596	13,250	4,400	4,400
Gift Shop Sales	5,497	8,529	1,049	1,049
Miscellaneous	204	359		
Museum Admissions	11,537	12,795	40	40
HST Rebate	1,270	1,382	544	968
Total Revenue:	54,021	91,667	7,703	10,172
EXPENSES				
Advertising/Promotions	1,449	0	13	513
Interest & Bank Charges	888	575	40	100
Office Supplies/Photocopying	338	1,558	162	600
Repairs & Maintenance	2,147	1,299		1,500
Occupancy Expenses:				
Middlesex Insurance /Township Insurance	1,689	2,061	520	2,100
Property Taxes - Heritage Lot	1,151	1,365	682	1,370
Telephone Phone/Internet	916	1,187	525	1,187
Union Gas	1,617	1,744	1,207	1,800
Hydro	2,837	3,806	1,294	3,800
Water/Sewage	569	1,364	471	1,400
Assococations/Memberships	876	429	400	400
Wages *	27,224	50,009	5,993	10,000
JCP Equipment Expense		7,898		
Gift Shop Books/Souvenirs	2,648	5,200	1,238	1,238
Fund Raising Expenses **	6,395	7,225	2,837	2,837
Technology	1,555	1,307	367	600
Miscellaneous	121	890	586	688
Total Expenses:	52,420	87,917	16,333	30,133
Net Profit(-Loss)	1,601	3,750	-\$8,630	-\$19,961

The Corporation of the Township of Lucan Biddulph Council Minutes

Present: Mayor C. Burghardt-Jesson, Deputy Mayor D. Manders, Councillor D. Regan, Councillor P. Mastorakos and A. Westman

Also Present: R. Reymer-CAO/Clerk, T. Merner-Deputy Clerk, L. deBoer-Economic Development Coordinator, J. Little-Public Works Manager, K. Langendyk-Treasurer, P. Smith-Parks & Recreation Manager, D. Fitzgerald-Planner

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 5:15 pm. The meeting took place electronically with the Mayor and CAO/Clerk in attendance at the Township office and all other attendees via electronic participation.

Declaration of Pecuniary Interest & Nature Thereof

None

Announcements

None

1/ In-Camera Session

Moved by P. Mastorakos

Seconded by D. Regan

Resolved that Council adjourn its regular council meeting in order to conduct a closed session pursuant to Section 239 (2)(c) of the Municipal Act in regards to a proposed disposition of land, with R. Reymer, T. Merner and L. deBoer remaining.

CARRIED

2/ Rise from In-Camera Session

Moved by D. Manders

Seconded by A. Westman

Resolved that the Council does now rise out of closed session and Council reconvene its regular meeting at 5:55 p.m.

CARRIED

3/ Direction from In-Camera Session

Moved by D. Regan

Seconded by A. Westman

Resolved that Council does not accept the Offer to Purchase as presented with regards to a parcel of land owned by the Township and legally described as Part of Lot 25, Concession 4, in the Township of Lucan Biddulph.

CARRIED

4/ Direction from In-Camera Session

Moved by D. Manders

Seconded by D. Regan

Resolved that Council grants a six-month extension to a land owner in the Industrial Park, due to COVID-19 extenuating circumstances and based on the provisions discussed during In-Camera Session.

CARRIED

Delegations

Mayor C. Burghardt-Jesson welcomed Mike DeVos from Spriet & Associates to the meeting.

a. **Court of Revision**

5/ Appointment of Members for Court of Revision

Moved by A. Westman

Seconded by D. Regan

Resolved that the Council of the Corporation of the Township of Lucan Biddulph be appointed to

the Court of Revision for the Hodgins Drain 2020, Casey-McCarthy Drain 2020 and Riddell-McCarthy Drain 2020 and that Mayor Cathy Burghardt-Jesson be appointed as chair for the Hodgins Drain 2020, Casey-McCarthy Drain 2020 and Riddell-McCarthy Drain 2020 Court of Revision.

CARRIED

6/ Hodgins Drain 2020

Moved by D. Regan

Seconded by P. Mastorakos

Resolved that the Court of Revision for the Hodgins Drain 2020 be opened.

CARRIED

M. DeVos advised that the Court of Revision gives the assessed property owners a chance to appeal the assigned assessment. M. Devos and J. Little confirmed that that no appeals have been submitted.

7/ Hodgins Drain 2020

Moved by P. Mastorakos

Seconded by D. Manders

Resolved that the assessments for the Hodgins Drain 2020 be confirmed as presented in the Engineer's report dated March 27, 2020 and that the Court of Revision for the Hodgins Drain 2020 be closed.

CARRIED

8/ Casey-McCarthy Drain 2020

Moved by D. Regan

Seconded by P. Mastorakos

Resolved that the Court of Revision for the Casey-McCarthy Drain 2020 be opened.

CARRIED

M. DeVos advised he has not received any questions or appeals to date and J. Little confirmed same.

9/ Casey-McCarthy Drain 2020

Moved by A. Westman

Seconded by D. Manders

Resolved that the assessments for the Casey-McCarthy Drain 2020 be confirmed as presented in the Engineer's report dated March 18, 2020 and that the Court of Revision for the Casey-McCarthy Drain 2020 be closed.

CARRIED

10/ Riddell-McCarthy Drain 2020

Moved by A. Westman

Seconded by D. Regan

Resolved that the Court of Revision for the Riddell-McCarthy Drain 2020 be opened.

CARRIED

M. DeVos advised he has not received any questions or appeals to date and J. Little confirmed same.

11/ Riddell-McCarthy Drain 2020

Moved by A. Westman

Seconded by D. Regan

Resolved that the assessments for the Riddell-McCarthy Drain 2020 be confirmed as presented in the Engineer's report dated March 18, 2020 and that the Court of Revision be closed.

CARRIED

M. DeVos exited the meeting at 6:06 pm

b. Francis Veilleux, President – Bluewater Recycling Association

Mayor C. Burghardt-Jesson advised that Francis Veilleux has been rescheduled to a later date.

c. Christene Scrimgeour, Scrimgeour & Company

Christene Scrimgeour attended and presented the Draft Consolidated Financial Statements for the year ended Dec 31/2019. The 2019 statements were compared, along with the statement of financial position (balance sheet) and accounts receivable. C. Scrimgeour stated that the financial statements show that Lucan Biddulph continues to see growth and financial stability, is well managed and the statements presented are positive. C. Scrimgeour further noted that the independent auditors statement is now included directly in the financial statements as presented.

12/ Draft Consolidated Financial Statements

Moved by D. Regan

Seconded by P. Mastorakos

Resolved that Council accepts the draft financial statements as presented on July 14, 2020.

CARRIED

Mayor C. Burghardt-Jesson thanked C. Scrimgeour for her presentation and C. Scrimgeour exited the meeting at 6:27 pm

Adoption of Minutes13/ Minutes

Moved by A. Westman

Seconded by D. Regan

Resolved that the regular council minutes of June 16, 2020 and special council meeting minutes of June 25, 2020 be approved as circulated.

CARRIED

Business Arising

Mayor C. Burghardt-Jesson announced all items are ongoing at this time.

Communications Reports

Mayor C. Burghardt-Jesson commented on item number 1 a) and noted this letter dated July 8th from Minister Clark outlines a bill the province is introducing which touches on a number of items including continuance of virtual council meetings outside of a declared emergency. She noted an amendment to the procedural bylaw will be required should council wish to continue to meet virtually.

Committee ReportsFireboards

Mayor C. Burghardt-Jesson welcomed Chief, Ron deBrouwer and Chair, Dave Goddard from the Lucan Biddulph fire department to the meeting. A report regarding fire protection services and capability with regards to mid-rise apartment buildings was presented. D. Goddard advised that the fire department has always kept in line with development and requirements of the community and they do not have any concerns with providing services for mid-rise apartment buildings. Discussion took place regarding potential expenses incurred to the budget, minimum number of firefighters required on scene, fire and evacuation plans required for apartment buildings and shelter in place procedures.

Mayor C. Burghardt-Jesson thanked Mr. deBrouwer and Mr. Goddard for their report. Both then exited the meeting at 6:42 p.m.

Staff ReportsDeputy Clerk

T. Merner presented report no. CL-04-2020 regarding amendments made to the procedural by-law. Discussion took place regarding format of minutes taken for meetings and the possibility of moving towards without note or comment format for minutes. T. Merner mentioned that the County of Middlesex is currently looking into a new agenda program and once a switch is made minutes would likely move to towards more of a note and motion format.

T. Merner presented report no. CL-05-2020 regarding the updated fees by-law and noted that increase to water and sewer rates have been included in the update as well as a site-plan amendment fee for planning applications. Discussion took place regarding the amount arrived at for the site plan amendment fee and T. Merner advised that majority of fees across our County ranged from \$500 - \$1,000.00.

Finance

K. Langendyk presented report no. FIN-10-2020 regarding projects slated for withdrawal from

the 2019 Efficiency Funds reserve account. No questions or comments were received.

Planning

D. Fitzgerald presented planning report no. PL-08-2020 and gave a review of the purpose of the ZBA-6-2020 application. Additional comments received from the MTO with regards to setback requirements were also reviewed. D. Fitzgerald advised that an apartment is considered an appropriate use for the property although height and scale of such a building was the focus of the planning analysis. D. Fitzgerald advised that after analyzing provincial policy statement, County of Middlesex Official Plan and the Township of Lucan Biddulph Official Plan, provisions of said policies and historical nature of the Town of Lucan his analysis concludes that small scale development is considered a maximum of 12 metres in height therefore planning staff recommends that the application be denied due to non-conformity with the Township Official Plan.

Discussion from council took place regarding the MTO setback requirements and effect it will have on the proposed location of the building; future review of the Township Official Plan; the need for rental units in our community; concerns regarding what the barometer for height is in our community; concern of setting a precedent for future apartment buildings; adapting to growth changes of our community; strategy for obtaining community input regarding future development; site specific provisions; current setback requirements and other possible options for the property should this application not be approved.

R. Reymer advised the applicant has gone above and beyond the requirements for parking and green space. He further noted this application may be ahead of the game as far as the Official Plan update goes, however this proposal presents a great opportunity for our community.

The Applicants agent, Michelle Doornbosch provided further comments and advised Council that the applicant is in full support of site-specific restrictions. She further noted the building has been constructed previously in London and they don't anticipate any changes outside of what has been presented.

14/ ZBA-6-2020 Block 29, Plan 33M759 (Verhoeg)

Moved by D. Manders

Seconded by P. Mastorakos

Resolved that Council accepts that planner's recommendation as presented in report no. PL-08-2020 dated July 10, 2020.

DEFEATED

15/ ZBA-6-2020 Block 29, Plan 33M759 - Site-Specific Zoning Bylaw Amendment

Moved by A. Westman

Seconded by D. Regan

*Resolved that the Council of the Township of Lucan Biddulph directs staff to prepare and bring forward a zoning bylaw amendment that includes site specific zoning restrictions to limit development to the elevation and **general** placement of the building as shown in the proposal to council and the conceptual site plan presented by the Applicant's agent at the June 16, 2020 public meeting*

CARRIED

Public Works

J. Little advised that report no. PW-18-2020 has been retracted and will be re-visited at a later date.

J. Little reviewed report no.'s PW-19-2020, PW-20-2020 and PW-21-2020 with regards to tenders for each municipal drain projects as discussed earlier in the Court of Revision portion of the meeting. He noted that while he is recommending that the tenders be approved, each will not be awarded until 3rd reading of the by-law has taken place at the next regular scheduled council meeting.

J. Little gave an update on the traffic light signal project and noted the MTO has finalized things on their end however the Township will be meeting with a property owner in the interim to sign off on the proposal.

Parks & Recreation

P. Smith reviewed report no. PR-08-2020 regarding the proposed soccer field project. Estimates were provided by Dillon Consulting with options for reconstruction of existing fields and the addition of one new full sized soccer on the current community centre grounds. P. Smith also presented comments received from the Lucan Soccer Association as well as the Parks & Recreation Committee. Discussion took place regarding use of surrounding fields for

the 2021 season, future residential growth expectations and location, official plan progress, planning for recreation land where residential growth is expected to continue, registration expectations and providing equal recreation services for all sports in our community, and commitment to providing a plan that is appropriate for growth of our community.

16/ Soccer Field Project

Moved by D. Manders

Seconded by D. Regan

Resolved that Council accept the recommendation of the Parks & Recreation Manager as presented in report no. PR-08-2020 dated July 10, 2010 and that Council further directs staff to make the soccer field project a priority and work with the public and Lucan Minor Soccer Association to move this project forward.

CARRIED

P. Smith gave an update regarding Phase 3 of the re-opening plan of the province including re-opening of the parks and playgrounds, return to play discussions with sports leagues, craft show discussion and potential for cancelling the 2020 event due to COVID-19 restrictions and progress of the dog park project with potential opening date for next week.

Economic Development

L. deBoer reviewed report no. EDC-04-2020 and the survey results provided. No questions or comments were received. L. deBoer further reviewed the proposal of services to Lucan Biddulph for a Community Improvement Plan (CIP). She noted that the County of Middlesex is has agreed to cost share 50% of the CIP to support all lower-tier municipalities. L. deBoer further advised of the importance of this document when it comes to grant funding applications.

Councillor's Comments

Mayor C. Burghardt-Jesson provided a video from UTRCA regarding a project they are undergoing in Granton in regards to erosion control and cover crop protection.

Deputy Mayor D. Manders noted the importance of following-up with property owners of vacant lots to ensure maintenance and cleanliness of these parcels is maintained.

Motions

17/ MFOA Virtual Conference

Moved by P. Mastorakos

Seconded by A. Westman

Resolved that Council authorize Kathryn Langendyk to attend the MFOA virtual Conference on September 22 -25, 2020 at a registration cost of \$400.00 (plus HST).

CARRIED

18/ AMCTO Virtual Conference

Moved by D. Regan

Seconded by D. Manders

Resolved that Council authorize Peter Mastorakos to attend the AMO virtual Conference on August 17-19, 2020 at a registration cost of \$600.00 (plus HST).

CARRIED

19/ Accounts Paid

Moved by D. Regan

Seconded by A. Westman

Resolved that Council receive the attached accounts as paid for information, as follows:

June 2020

\$1,559,408.63

CARRIED

20/ MAFP Unit 2

Moved by P. Mastorakos

Seconded by D. Regan

Resolved that Council authorize Kathryn Langendyk and Rhonda Freiter to enrol in Unit 2 of the Municipal Accounting and Finance Program offered through AMCTO for the Fall 2020 term at a registration cost of \$446.35 (including HST) per person.

CARRIED

21/ MPA Unit 3

Moved by A. Westman

Seconded by D. Manders

Resolved that the Council authorize Tina Merner to enrol in Unit 3 of the Municipal

Administration Program offered through AMCTO for the Fall 2020 term at a registration cost of \$446.35 (including HST).

CARRIED

22/ Efficiency Funds

Moved by D. Regan

Seconded by P. Mastorakos

Resolved that Council approve to withdraw \$20,247.87 from the efficiency fund reserves in 2019 for the 2019 projects as presented in report no. FIN-10-2020.

CARRIED

23/ Casey-McCarthy Drain Tender

Moved by P. Mastorakos

Seconded by A. Westman

Resolved that Council authorizes staff to accept the Tender for the Casey-McCarthy Drain from A.G. Hayter Contracting Ltd. in the amount of \$165,274.93 including HST and award same upon final reading of the bylaw.

CARRIED

24/ Riddell-McCarthy Drain Tender

Moved by D. Regan

Seconded by A. Westman

Resolved that Council authorizes staff to accept the Tender for the Riddell-McCarthy Drain from A.G. Hayter Contracting Ltd. in the amount of \$264,800.81 including HST and award same upon final reading of the bylaw.

CARRIED

25/ Hodgins Drain Tender

Moved by D. Regan

Seconded by D. Manders

Resolved that Council authorizes staff to accept the Tender for the Hodgins Drain from R & S Graham Contracting Ltd. in the amount of \$78,267.19 including HST and award same upon final reading of the bylaw.

CARRIED

26/ Community Improvement Plan

Moved by P. Mastorakos

Seconded by D. Manders

Resolved that Council approves the proposal from Re: public Urbanism for the development of a Lucan Biddulph Community Improvement Plan.

CARRIED

27/ Confirming

Moved by A. Westman

Seconded by D. Regan

RESOLVED:

That if no one cares to speak to these By-laws on their First, Second and Third Reading, that they be considered to have been read a First time and Passed, read a Second time and Passed, read a Third time and Passed, that they be numbered:

- *30-2020 Procedure By-law*
- *31-2020 Fees Bylaw*
- *32-2020 Confirming By-law*

CARRIED

28/ Adjourn

Moved by D. Regan

Seconded by A. Westman

That the Council meeting be adjourned at 9:16 p.m.

CARRIED

MAYOR

CLERK

The Corporation of the Township of Lucan Biddulph Council Minutes

Present: Mayor C. Burghardt-Jesson, Deputy Mayor D. Manders, Councillor D. Regan, P. Mastorakos and A. Westman

Also Present: R. Reymer-CAO/Clerk, T. Merner-Deputy Clerk, K. Langendyk-Treasurer, P. Smith-Parks & Recreation Manager

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 10:00 am

Declaration of Pecuniary Interest & Nature Thereof

None.

Mayor C. Burghardt-Jesson advised that Dr. Chris Mackie, Medical Officer of Health issued an instruction on Friday, July 17th, under the *Emergency Management and Civil Protection Act* (EMCPA) that mandates the requirement of face masks in all indoor spaces that are publicly accessible. She further noted that along with Dr. Mackie's instructions he also suggested that municipalities within the Middlesex London Health Unit district pass a by-law that would mirror his orders or a resolution of support of his instruction. Discussion took place regarding the draft by-law included, enforcement, education and awareness for our local businesses, the readiness and availability of masks for businesses and citizens and the possibility of the province lifting the Declaration of Emergency next week. R. Reymer noted that the By-Law will become effective after passing and expires on December 31, 2020.

1/ Confirming

Moved by A. Westman

Seconded by D. Regan

That if no one cares to speak to these By-laws on their First and Second Reading, that they be considered to have been read a First time and Passed, read a Second time and Passed, and that they be numbered:

- *33-2020 Face Mask By-law*
- *34-2020 Confirming By-law*

CARRIED

2/ Adjournment

Moved by D. Regan

Seconded D. Manders

Resolved that the Council meeting be adjourned at 10:23 a.m.

CARRIED

MAYOR

CLERK

Business Arising – Minutes of July 14, 2020

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status

Previous Meetings

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status
Industrial Park Phase 2 lands	Ensure enough land retained surrounding Sewage Treatment Plant for future expansions and setback requirements	Staff to develop a plan moving forward	ongoing
Feasibility Report – Phase 2 Community Centre Project	Campaign Coaches provided report regarding feasibility study conducted	Staff to provide report with recommendation	ongoing
Feral Cats	Consider options for regulating cats	Staff to consult with surrounding municipalities and provide report to council with options for consideration	ongoing
Future Development Lands	Proceed with comprehensive review	Staff to provide updates	ongoing
Roads Analysis	Cost benefit analysis	Staff complete a cost benefit analysis report for council	ongoing

**Ministry of
Municipal Affairs
and Housing**

Municipal Services Office
Western Ontario
659 Exeter Road, 2nd Floor
London ON N6E 1L3
Tel: 519 873-4020
Toll Free: 1 800-265-4736
Fax: 519 873-4018

**Ministère des
Affaires municipales
et du Logement**

Bureau des services aux municipalités
de l'Ouest de l'Ontario
659 Exeter Road, 2^e étage
London ON N6E 1L3
Tél: 519 873-4020
Sans frais: 1 800-265-4736
Télééc: 519 873-4018



July 22, 2020

Dear Municipal CAO / Clerk:

I am writing to inform you of recent changes to the *Municipal Act, 2001* to provide municipalities with new permissive authority.

The Government has made changes to expand the authority for municipalities to amend their procedure by-law to provide that electronic participation in open and closed municipal meetings may count towards quorum beyond times when an emergency declaration is in place. Extending the ability for municipalities to hold electronic meetings responds to feedback we have heard from municipalities that the ability to participate electronically in municipal meetings during the past months has been beneficial to continue the important work that municipalities do and has led to increased engagement with members of the public.

In addition, the Government has also passed changes to the legislation to give municipalities the authority to amend their procedure by-law to allow members of council who are unable to attend a meeting to appoint a proxyholder to act on their behalf, subject to certain limitations.

For more information on these amendments, please see the attached information sheets.

Both of these initiatives are optional, and it is up to your municipality to decide whether to provide for electronic participation in meetings and/or proxy appointments and what arrangements are suitable for your municipality.

If you have questions regarding these new provisions, please let me know.

Kind Regards

A handwritten signature in black ink, appearing to read "Ian Kerr", written over a light blue horizontal line.

Ian Kerr
Regional Director
Municipal Services Office – Western Region

Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public ([subject to certain exceptions](#))

The *Municipal Act* [specifies requirements for open meetings](#) to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

Contact

If you have questions regarding how these new provisions might impact your municipality, contact your [local Municipal Services Office](#).

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
 - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the [Municipal Councillor's Guide](#).

Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**
Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- The Ontario Municipal Councillor's Guide: <https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

From: AMO President <amopresident@amo.on.ca>

Sent: Friday, July 17, 2020 4:01 PM

Subject: Thank you for your resolutions with preferred timing for transition of your Blue Box program

Dear Mayor/Head of Council:

RE: Thank you for your resolutions with preferred timing for transition of your Blue Box program

In December 2019 I wrote to you requesting that your Council pass a resolution outlining the preferred date to transition your municipal Blue Box program to full producer responsibility if provided the opportunity to self-determine (between January 1, 2023 and December 31, 2025). I asked that resolutions be provided by June 30, 2020. Despite the challenges all of our communities have faced with the COVID-19 emergency, we have received over 160 resolutions which represents over 95% of the Province's Blue Box program.

I want to thank each of you for providing this information to the Minister of the Environment, Conservation and Parks and AMO.

We have attached a summary of the information we have received from each of you and I would ask that you review it and let us know by August 15, 2020 if there are any revisions or corrections required.

Please note: the attachment lists municipal programs as they report into the datacall. For some programs, this is completed as a group of municipalities under an Association (i.e. Bluewater Recycling, Essex-Windsor Solid Waste Authority etc.) or as an upper tier municipality where services are provided by both levels of government (i.e. Oxford County, York Region etc.). We have presented the date based on what the majority of members selected. However, in some cases there are discrepancies in the dates chosen by members within these groups. If your municipality finds itself in this situation, please take a look and discuss this with your peers in the Association or in your Region or County. Also note that all resolutions have been provided to Ministry as they were received.

The Ministry of the Environment Conservation and Parks has already received this information and will be using it to inform their recommendations on the transition schedule in their draft Regulation which is expected by the end of the summer.

As you know, the transitions of the Blue Box programs to full producer responsibility are expected to occur with approximately one third of the program transitioning in each of 2023, 2024 and 2025. Based on the responses received, we have used the transition date you have proposed and allocated your program's transition over a 12 month period. For example, a municipality that indicated a transition date of July 1, 2023 would have half of the program allocated to 2023 and the other half allocated to 2024. Based on this, the preferred timing indicated through Council resolutions provides for a measured transition over the three years, as shown in the Table below using a number of different criteria:

	Households	Population	Collected	Marketed	Gross Cost	Net Cost	Waste Generated
2023 *Represents 96 programs	39.98%	37.62%	37.82%	37.32%	38.68%	37.56%	38.91%
2024 *Represents 20 programs	28.56%	29.02%	28.36%	27.61%	27.56%	27.17%	28.66%
2025 * Represents 15 programs	24.24%	27.57%	28.82%	28.39%	25.48%	26.01%	28.85%

PLEASE NOTE that the Ministry of the Environment, Conservation and Parks will be making the final determination on the transition schedule.

Thank you again for your hard work to submit your resolutions by June 30th despite all of the challenges we have faced over the last several months.

If you have any questions or require further information, please contact Dave Gordon, Senior Advisor, at 416 389 4160 or dgordon@amo.on.ca or Amber Crawford, Policy Advisor, at 416 971 9856 extension 353 or acrawford@amo.on.ca.

Sincerely,

Jamie McGarvey
AMO President
Mayor of Parry Sound

Attachment: Municipal Resolutions Summary

**APPENDIX A – MUNICIPAL RESOLUTIONS & INTENTIONS
(complete to July 16, 2020)**

The call for resolutions made it clear that the transition date preferred by Councils are not binding, and there was no guarantee that the process would be accepted by the Province.

Note that most resolutions were passed at Council, with two exceptions where staff had delegated authority to make that decision (City of Toronto and City of Ottawa). Most resolutions include provisions that indicate a desire to be transitioned earlier if possible.

Municipalities Seeking to Transition 2023

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
1. Town of Aylmer (5)	2023 (no date specified)
2. City of Kawartha Lakes (4)	2023 (no date specified)
3. City of Sarnia (3)	2023 (no date specified)
4. City of Toronto (1)	2023 (no date specified)
5. Town of Greater Napanee (7)	January 2023 (no date specified)
6. Township of Addington Highlands (9)	January 1, 2023
7. Township of Algonquin Highlands (6)	January 1, 2023
8. Township of Armour (8)	January 1, 2023
9. Municipality of Bayham (7)	January 1, 2023
10. Township of Beckwith (7)	January 1, 2023
11. Township of Billings (8)	January 1, 2023
12. Township of Bonnechere Valley (9)	January 1, 2023
13. City of Brockville (5)	January 1, 2023
14. Municipality of Callander (6)	January 1, 2023
15. Town of Carleton Place (5)	January 1, 2023
16. Township of Carlow Mayo (9)	January 1, 2023
17. Township of Central Frontenac (9)	January 1, 2023
18. Municipality of Central Elgin	January 1, 2023
19. Municipality of Chatham-Kent (4)	January 1, 2023
20. Town of Cochrane (6)	January 1, 2023
21. Town of Deseronto (5)	January 1, 2023
22. Township of Drummond North Elmsley (7)	January 1, 2023
23. City of Dryden (6)	January 1, 2023
24. Municipality of Dutton Dunwich (7)	January 1, 2023
25. Municipality of Dysart et al (9)	January 1, 2023
26. Township of Edwardsburgh Cardinal (7)	January 1, 2023
27. Township of Front of Yonge (9)	January 1, 2023

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
28. Town of Gananoque (5)	January 1, 2023
29. City of Guelph (3)	January 1, 2023
30. Municipality of Hastings Highlands (7)	January 1, 2023
31. Hawkesbury Joint Recycling (7)	January 1, 2023
32. Townships of Head, Clara & Maria (6)	January 1, 2023
33. Municipality of Highlands East (8)	January 1, 2023
34. Town of Hearst (8)	January 1, 2023
35. Township of Horton (7)	January 1, 2023
36. Municipality of Huron Shores (8)	January 1, 2023
37. City of Kenora (6)	January 1, 2023
38. City of London (1)	January 1, 2023
39. Township of Malahide (7)	January 1, 2023
40. Municipality of Mattice-Val Côté (8)	January 1, 2023
41. Township of Montague (7)	January 1, 2023
42. District of Muskoka (4)	January 1, 2023
43. Municipality of Neebing (7)	January 1, 2023
44. Township of Nairn and Hyman (6)	January 1, 2023
45. Region of Niagara (2)	January 1, 2023
46. City of North Bay (4)	January 1, 2023
47. County of Northumberland (4)	January 1, 2023
48. Township of O'Connor (8)	January 1, 2023
49. Town of Parry Sound (5)	January 1, 2023
50. Town of Prescott (5)	January 1, 2023
51. Township of Prince (6)	January 1, 2023
52. Township of Russell (7)	January 1, 2023
53. Municipality of Red Lake (8)	January 1, 2023
54. County of Simcoe (2)	January 1, 2023
55. Township of Sioux Narrows-Nestor Falls (8)	January 1, 2023
56. Town of Smiths Falls (5)	January 1, 2023
57. Township of Southwold (7)	January 1, 2023
58. Town of Spanish (6)	January 1, 2023
59. Village of Sundridge (5)	January 1, 2023
60. City of Timmins (6)	January 1, 2023
61. Municipality of West Elgin (7)	January 1, 2023
62. Municipal of West Grey (7)	January 1, 2023
63. Township of Southgate (7)	Between January 1, 2023 and June 30, 2023
64. City of St. Thomas (5)	March 1, 2023

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
65. Township of Perry (7)	March 2, 2023
66. City of Clarence-Rockland (7)	March 13, 2023
67. City of Hamilton (1)	April 1, 2023
68. Municipality of the Nation (7)	April 1, 2023
69. City of Stratford (5)	May 2023 (no date specified)
70. City of Owen Sound (5)	May 31, 2023
71. Dufferin County (4)	June 1, 2023
72. City of Ottawa (2)	June 1, 2023
73. Township of Sables-Spanish (6)	June 1, 2023
74. Township of Tarbutt (8)	June 1, 2023
75. Township of Howick (7)	June 30, 2023
76. Town of Plympton-Wyoming (7)	June 30, 2023
77. Regional Municipality of Durham (2)	July 1, 2023
78. Loyalist Township (7)	July 1, 2023
79. St. Clair Township (7)	July 1, 2023
80. City of Thunder Bay (3)	July 1, 2023
81. County of Wellington (4)	July 1, 2023
82. Town of Arnprior (5)	July 29, 2023
83. Township of McNab/Braeside (7)	July 29, 2023
84. Town of Renfrew (5)	July 29, 2023
85. Township of Enniskillen (9)	September 1, 2023
86. Town of Kirkland Lake (6)	September 30, 2023
87. Municipality of Meaford (7)	September 30, 2023
88. City of Sault Ste. Marie (3)	September 30, 2023
89. Town of Deep River (7)	October 1, 2023
90. County of Haldimand (7)	October 16, 2023
91. City of Peterborough (3) *passed General Committee but waiting for Council approval*	November 1, 2023
92. County of Peterborough (4)	November 1, 2023
93. Township of Carling (8)	(by) December 31, 2023
94. Village of Burk's Falls (9)	December 31, 2023
95. Municipality of Casselman (5)	December 31, 2023
96. Municipality of Magnetawan (8)	December 31, 2023

Municipalities Seeking to Transition in 2024

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
1. Municipality of South Dundas (7)	2024 (no date specified)
2. Township of South Stormont (7)	2024 (no date specified)
3. Township of Faraday (9)	January 1, 2024
4. Town of Hanover (5)	January 1, 2024
5. Township of North Dundas (7)	January 1, 2024
6. City of Orillia (5)	January 1, 2024
7. Tay Valley Township (9)	January 1, 2024
8. Township of Tudor and Cashel (9)	January 1, 2024
9. Region of Waterloo (2)	March 2, 2024
10. Bluewater Recycling Association (4)	April 1, 2024
11. City of Barrie (3)	May 1, 2024
12. Township of Augusta (9)	June 1, 2024
13. Essex-Windsor Solid Waste Authority (2)	August 28, 2024
14. Municipality of Powassan (6)	September 16, 2024
15. County of Norfolk (4)	September 28, 2024
16. Region of Peel (1)	October 1, 2024
17. Town of Fort Frances (6)	October 31, 2024
18. County of Brant (7)	November 1, 2024
19. Town of Blind River (6)	November 20, 2024
20. Township of Ewanturel (6)	December 31, 2024

Municipalities Seeking to Transition in 2025

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
1. County of Oxford (4)	2025 (no date specified)
2. Town of Central Manitoulin (6)	January 1, 2025
3. City of Temiskaming Shores (6)	January 1, 2025
4. Ottawa Valley Waste Recovery Centre (6)	March 28, 2025
5. Region of Halton (1)	April 1, 2025
6. Town of Perth (5)	June 1, 2025
7. Quinte Waste Solutions (4)	August 1, 2025
8. Municipality of Killarney (8)	(by) October 31, 2025
9. Bruce Area Solid Waste Recycling (4)	December 31, 2025
10. Township of Brudenell, Lyndoch & Raglan (9)	December 31, 2025

Municipality who Passed A Complete Resolution at Council or Staff Have Delegated Authority (Datacall Group)	Reported Transition Date
11. Township of Hilliard (8)	December 31, 2025
12. Municipality of North Stormont (7)	December 31, 2025
13. Municipality of Northern Bruce Peninsula (9)	December 31, 2025
14. Tri-Neighbours Board of Management (6)	December 31, 2025
15. Region of York (1)	December 31, 2025
16. Township of Johnson	December 31, 2025

FOR CONSULTATION



Via email: lclarke@stewardshipontario.ca

July 15, 2020

Mr. Lyle Clarke
 Program Operations Officer
 Stewardship Ontario
 1 St. Clair Ave. West, 7th Floor
 Toronto, ON M4V 1K6

Dear Lyle:

Municipal governments appreciate the opportunity to provide comments regarding Stewardship Ontario's proposed transition plan for the Blue Box program. These comments are submitted on behalf of the Association of Municipalities of Ontario, City of Toronto, Regional Public Works Commissioners of Ontario and the Municipal Waste Association.

Avoiding Conflict of Interest

Municipal governments support the emphasis being placed on ensuring the avoidance of a real or perceived conflict of interest. However, we are concerned about the proposed fee setting methodology for two reasons:

- it appears to illustrate a real, perceived or potential conflict of interest for CSSA's proposed fee setting methodology to be a part of Stewardship Ontario's wind-up process. There are a number of slides that discuss CSSA's work on how materials impact recycling costs in SO's presentation.
- it adds a level of complexity to the process that is not necessary.

Supporting Competition

Information/intellectual property/knowledge collected by CSSA in the operation and /or support of Stewardship Ontario should also be shared publicly.

Maintaining Program Performance

The elimination of any market development funds is counterproductive given the need to improve current conditions in the recycling industry, assist with rebuilding Ontario's economy and ensure a strong foundation is established for the transition period.

A growing concern for municipal governments is that the complexity of steward packaging and products is increasing rapidly with many items entering the market that cannot be recycled, have the appearance of being recyclable materials and/or do not

Association of Municipalities of Ontario
 200 University Ave., Suite 801
 Toronto ON M5H 3C6 Canada
 Tel: (416) 971-9856
 Fax: (416) 971-6191
 Toll-free in Ontario: 1-877-426-6527

RPWCO
 c/o 1266 McDougall Street
 Windsor ON N8X 3N7
 Tel: (519) 255-6247 x 6356
 Fax: (519) 973-5476

Municipal Waste Association
 PO Box 1894
 Guelph ON N1H 7A1
 Tel: (519) 823-1990
 Fax: (519) 823-0084

City of Toronto
 100 Queen St. W.
 25th Floor, East Tower
 Toronto, ON, M5H 2N2
 Tel: (416) 392-9095
 Fax: (416) 392-4754

have viable end markets. This has been exacerbated by loss of markets in Asia and other jurisdictions.. We have seen that many stewards are voluntarily making commitments to address these issues and incorporate more recycled content in their packaging and products and these efforts are applauded.

Given that Stewardship Ontario represents the collective interests of stewards in the Ontario market and assumedly all of who will be assuming full responsibility to finance and operate the end-of-life management system for their designated packaging and products we have difficulty with the idea that investment in market development would stop during the 5 year time of transition instead of looking to improve the system they will be taking over.

As outlined above, the recycling industry finds itself in some tumultuous times with a rapidly evolving and more complex packaging/product stream and market instability for recycled commodities. The very nature of the transition from a system designed and operated by municipal governments and First Nation communities to a system fully managed and financed by producers also brings a level of uncertainty and instability to the market.

As such, a flexible, reasonable approach to any program changes through the transition period must be ensured; programs may have to change in order to continue to operate (e.g. some programs having to move to automated collection given driver shortages, accommodate new developments, or a need to make collection changes that assist with reduction of contamination levels, etc.). We understand the need to ensure programs are not substantively increasing or decreasing service levels on a discretionary basis, however some changes will be dictated by market conditions and availability/interest of service providers.

CIF Wind-Up Plan

Municipal governments find the proposed approach by the CIF Committee to complete the wind-up of this fund is reasonable.

Proposed Transition Process, Timelines and Payment Process

The example included in the slide deck demonstrating how payments are calculated for a Municipality/First Nations Community indicate that the Steward Obligation is calculated using Datacall costs from two years prior, however, the payment is for the actual year it is issued versus a defrayed payment for work completed two years prior. The proposed method does little to protect municipal taxpayers should there be a continued increase in recycling program costs later in the transition period. Can you please provide a proper rationale to understand why this approach is being taken?

It would also be beneficial to understand how individual municipal funding will be calculated using more examples and showing how their datacall inputs corresponds to the funding.

There also needs to be consideration for any manipulations to municipal costs as programs transition and groupings become smaller. This will likely limit the validity of comparisons between programs.

Financial Estimates and Forecasting

The Plan highlights numerous potential risks that could impact the financing of the program (i.e. new Ministerial direction letters, delay of Regulation etc.). Given Stewardship Ontario has experienced some of these impacts directly with the wind-up of the MHSW program, it is prudent to ensure sufficient contingency funds to manage any potential issues.

Fee Setting Methodology

Municipal governments strongly oppose Stewardship Ontario's proposal to implement a new fee setting methodology during the wind-up of the Blue Box program.

Stewardship Ontario has indicated that this change to the fee setting methodology will double the amount of in-kind payments municipal governments would receive as part of the Steward Obligation instead of cash. Stewardship Ontario has indicated that this is due to the cost of managing newspapers being under-allocated in previous years. However, no rationale or data to support why this change has occurred from the previous model to this model could be provided when requested.

We believe the idea that newspaper management costs would double when all data points to rapidly decreasing amounts of newspaper in the system seems incredibly counter-intuitive.

While we understand the interest in updating an older model, the implications of this change, the lack of a rationale to explain the significant change in results and the added complexity this change would bring to this wind-up process cannot be supported. This change in methodology will directly impact municipal budgets and costs of the program to residents. Furthermore, the timing is unfortunate where Stewardship Ontario is proposing to introduce this new formula in a transitory period with little consultation and insufficient rationale to validate the reasonableness of the conclusions they are putting forward.

Thanks again for the opportunity to provide comments on this plan. We would be happy to answer any questions you may have on the submission.

Sincerely,



Dave Gordon
Senior Advisor, Waste Diversion
Association of Municipalities of Ontario



Mark Winterton
Chair, Regional Public Works
Commissioners of Ontario



Annette Synowiec
Director, Policy, Planning & Outreach
Solid Waste Management Services
City of Toronto



Melissa Kovacs-Reid
Chair, Municipal Waste Association

cc: Geoff Rathbone, Director of Transition, Resource Productivity and Recovery Authority
Charles O'Hara, Director, Resource Recovery Policy Branch, Ministry of the Environment, Conservation and Parks

Ministry of Transportation
Safety Program Development Branch
87 Sir William Hearst Avenue, Room 212
Toronto, Ontario M3M 0B4

Ministère des Transports
Direction de l'élaboration des
programmes de sécurité
87, avenue Sir William Hearst, bureau 212
Toronto, Ontario M3M 0B4



July 10, 2020

Dear Municipal Stakeholder,

I am pleased to announce that as of **July 1, 2020** the province expanded the types of off-road vehicles permitted on-road to two new additional types: off-road motorcycles commonly known as dirt bikes; and, extreme terrain vehicles, which are semi-amphibious vehicles with six or more wheels. This updated regulation can be found at <https://www.ontario.ca/laws/regulation/030316>.

It is important to note that the same on-road access rules for existing off-road vehicles continue to apply for these new vehicles on provincial roadways (Please see Schedule B of *Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways*). Similarly to the previously permitted vehicle types, municipalities may permit the use of off-road motorcycles and extreme terrain vehicles in their local jurisdiction through by-law. However, municipalities with existing by-laws permitting off-road vehicles will need to amend their by-law after July 1, 2020 if they want to allow these the new types of vehicles on their local roads. By-laws created before July 1, 2020 apply only to those classes of off-road vehicle which were permitted to operate on-road at the time: all-terrain vehicles, two-up all-terrain vehicles, and side by sides (utility terrain-vehicles, recreational off highway vehicles).

To support municipalities with these changes, the ministry has developed guidance documents to help municipalities decide whether to permit these new vehicles on their local roadways. These documents also provide guidance for proposed, yet to be proclaimed, changes for municipalities listed in Ontario Regulation 8/03 which will amend the way off-road vehicles are permitted on-road access to municipal roads. In municipalities listed in Ontario Regulation 8/03, off-road vehicles will automatically be allowed on municipal roads unless the municipality creates a by-law to prohibit or restrict their use. These new provisions have a target implementation date of January 1, 2021 and will replace the current requirement that those municipalities listed in Ontario Regulation 8/03 must enact a by-law to permit off-road vehicles to operate on identified municipal roads. If you have any questions regarding these future changes, please contact the general inquiry line for the Safety and Information Management office of the Operations Division at 905-704-2960.

For reference, the guidance documents are attached.

I would ask that you please forward this notice and enclosed guidance material to the attention of municipal staff in charge of traffic safety and those responsible for enforcing off-road vehicle laws in your area. If there are any questions regarding these amendments, please do not hesitate to contact the Acting Manager at the Safety Program Development Office Erik Thomsen at (647)-638-5210 or erik.thomsen@ontario.ca.

-2-

Thank you for your assistance in communicating this change.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela Litrenta". The signature is written in a cursive, flowing style.

Angela Litrenta
A/Director
Safety Program Development Branch
Ministry of Transportation

Attachment – Municipal Guidance Materials

Additional Off-road Vehicles Allowed On-road

Effective July 1, 2020, the Ministry of Transportation (MTO) is making changes to add off-road motorcycles (ORM) and extreme terrain vehicles (XTV) to the existing list of off-road vehicles (ORV) permitted on-road. These two new ORV types will be in addition to the currently permitted 4 wheeled ORV types.

Provincial Requirements

Municipal Considerations	<p>Municipalities will continue to have the authority and make decisions about ORVs by way of by-law to:</p> <ul style="list-style-type: none"> ▶ Permit ORVs ▶ Only allow specific ORVs on road ▶ Only allow ORVs at specific hours of the day ▶ Impose additional speed limits <p>ORV is a general term used to capture several different vehicles designed for off-road, however, only certain off-road vehicles that meet the requirements in Ontario Regulation 316/03 are permitted on-road:</p>
All-Terrain Vehicles	<p>“A “single-rider” all-terrain vehicle (ATV) is designed to travel on four low-pressure tires, having a seat designed to be straddled by the operator, handlebars for steering control and it must be designed by the manufacturer to carry a driver only and no passengers.</p> <p>A two-up ATV is designed and intended for use by an operator or an operator and a passenger. It is equipped with straddle-style seating and designed to carry only one passenger.</p>
Side-by-Sides	<p>A recreational off-highway vehicle (ROV) has two abreast seats, typically built with a hood, and uses a steering wheel instead of a motorcycle steering handlebar.</p> <p>A utility terrain vehicle (UTV) has similar characteristics to an ROV but typically also features a box bed. UTVs are generally designed for utility rather than for recreational purposes.</p>
New Off-Road Vehicle Types	<p>Extreme Terrain Vehicles (XTVs), commonly referred to as Argos are 6+ wheeled off-road vehicles capable of riding in multiple terrains, including through water. These vehicles sometimes come with tracks, however, tracked versions are not being permitted on road and are restricted to off-road use only.</p> <p>Off-Road Motorcycles (ORMs) are 2 wheeled off-road vehicles that come in varying configurations such as, but not limited to: Recreational ORM, Trail ORM, Competition ORM, Dual sport ORM.</p>
July 1, 2020	<p>Vehicles permitted on any municipal road where a by-law is created to enable their use will continue to be permitted.</p> <p>MUNICIPAL BY-LAWS: Effective July 1, 2020, additional types of ORVs can be permitted on municipal roads and provincial roadways where local municipalities create new by-laws to enable their use (existing ORV by-laws granting access will not automatically permit new types; a new by-law will need to be passed after July 1, 2020).</p> <p>LICENCE REQUIREMENT: These new vehicle types will require at least a G2 or M2 licence, the same as other off-road vehicles. These vehicles do not come with lights so they are restricted from operating at night or when the weather is poor unless equipped with proper aftermarket lighting. Also, no passengers are allowed on ORMs.</p>
Proposed for January 1, 2021	<p>Proposed for January 1, 2021, in municipalities listed in Regulation 8/03, all ORV vehicle types, including new vehicle types, will be permitted on municipal roads. Municipalities must create a by-law to restrict or prohibit their use.</p>
More Information	<p>With respect to the enforcement of these laws, the police act independently when carrying out their duties. Any issues with the day-to-day operations of police services and the actions of its officers should be raised with the local chief of police or his/her representative. All set fines can be found on the Ontario Court of Justice website.</p> <p>This document is a guide only. For official purposes, please refer to the <i>Highway Traffic Act</i> and regulations. For more information, please visit Ontario.ca/ATV.</p>



Additional Off-road Vehicles Allowed On-road (continued)



Existing Types permitted:
ATVs, Two-Up ATVs,
ROVs, UTVs



New Types:
ORMs and XTVs

Provincial Requirements

Operator Requirements

- Existing rider safety requirements:
- ▶ Must be at least 16 years old
 - ▶ Must hold at least a valid G2 or M2 licence
 - ▶ Wear an approved motorcycle helmet
 - ▶ Wear a seat belt, where provided
 - ▶ Travel at speeds less than the posted speed limit
 - ▶ Travel only on shoulder, and where unavailable, right most portion of the roadway
 - ▶ Be driven in the same direction as traffic
 - ▶ Carry the ATV/ORV's registration permit

Rider safety requirements:

- ▶ Must hold at least a valid G2 or M2 licence (same as existing ORV types)
- ▶ Must be at least 16 years old
- ▶ Wear an approved motorcycle helmet
- ▶ Wear a seat belt, where provided
- ▶ Travel at speeds less than the posted speed limit
- ▶ Travel only on shoulder, and where unavailable, right most portion of the
- ▶ Be driven in the same direction as traffic
- ▶ Carry the ATV/ORV's registration permit

Passenger Safety Requirements

- Existing passenger safety requirements:
- ▶ If the vehicle was manufactured with seat belts, everyone must buckle up
 - ▶ If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests
 - ▶ The number of occupants is limited to the number of available seating positions
 - ▶ No passengers under the age of 8 are allowed and additional passenger restrictions apply if the driver is a young and novice driver with a minimum G2 or M2 licence
 - ▶ All riders – drivers and passengers – must wear an approved motorcycle helmet

Passenger safety requirements

- ▶ **NEW** No passengers are permitted on ORMs while operating on-road
- ▶ If the vehicle was manufactured with seat belts, everyone must buckle up
- ▶ If the vehicle has passenger foot rests, the passenger must be able to reach these foot rests
- ▶ The number of occupants is limited to the number of available seating positions
- ▶ No passengers under the age of 8 are allowed and additional passenger restrictions apply if the driver is a young and novice driver with a minimum G2 or M2 licence
- ▶ All riders – drivers and passengers – must wear an approved motorcycle helmet



Vehicle Requirements

- ▶ Be registered and plated
- ▶ Be insured
- ▶ Must have wheels in contact with the ground
- ▶ Be compliant with one of the ANSI/COHV standards listed in s.10 of Ontario Regulation 316/03 (certification label commonly found near footrest)
- ▶ Have headlights and taillights on at all times

- ▶ **NEW** Exempted from the standards listed in s.10
- ▶ **NEW** As an alternative to the standards listed in s.10 of Ontario Regulation 316/03 XTVs must comply with sections 7.2, 7.3, 7.4, 7.5 (other than section 7.5.1), 7.6, 7.7, 7.8 and 7.9 of the Society of Automotive Engineers Standard J2258, entitled "Light Utility Vehicles" (braking ability, lighting, rollover protection)
- ▶ **NEW** XTVs that are tracked are not permitted on-road
- ▶ **NEW** Have headlights and taillights on between sunset and sunrise (nighttime riding) or when the weather is unfavourable
- ▶ **NEW** ORMs must have a minimum wheel rim diameter of 250 mm, and has a minimum wheelbase of 1 016 mm (to prevent pocket bikes)
- ▶ **NEW** ORMs may meet federal definition for Restricted Use Motorcycles, and would need to meet federal standards, or may be Competition Vehicles, for which no federal standards apply
- ▶ Be registered and plated
- ▶ Be insured
- ▶ Must have wheels in contact with the ground


Off-Road Vehicles

During 2019, the Ministry of Transportation made two legislative amendments to the *Highway Traffic Act* to improve the experience of off-road vehicle (ORV) riding in the province. These changes, outlined within this infographic, have two effective dates: One set of changes became effective as of July 1, 2020 and the second set of changes are proposed to take effect January 1, 2021.

Common ORV Types	All Terrain Vehicles (ATVs)		Side-by-Sides		New ORV Types	
						
	"single-rider" all-terrain vehicle (ATV)	two-up all-terrain vehicle (two-up ATV)	recreational off-highway vehicle (ROV)	utility terrain vehicle (UTV)	off-road motorcycle (ORM)	extreme terrain vehicle (XTV)


Municipality A
Default speed limit less than 80km/h

Current vehicles permitted on road




Permitted on ANY municipal road where a by-law is created to enable their use

Not permitted on road
Restricted to off road use




Municipality B
Municipalities listed in Regulation 8/03

Current vehicles permitted on road



Permitted on ANY municipal road where a by-law is created to enable their use

Not permitted on road
Restricted to off road use



Effective July 1, 2020



Where a by-law is/was created to enable their use, these vehicles types or vehicles will continue to be permitted on any municipal road

Additional by-law/amended existing by-law is required to permit new vehicle types




By-laws made before July 1, 2020 will not automatically permit these vehicles

Getting Ontario Moving Act

Better for People, Smarter for Business Act


Proposed for January 1, 2021



No changes

Where a by-law is/was created to enable their use, these vehicles types or vehicles will continue to be permitted on any municipal road

Additional by-law/amended existing by-law is required to permit new vehicle types





No changes

By-laws made before July 1, 2020 will not automatically permit these vehicles

In municipalities listed in Regulation 8/03, all ORV vehicle types, including new vehicle types, will be permitted on municipal roads.

Municipalities must create a by-law to restrict or prohibit their use

OPT - IN   **OPT - OUT**

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél.: 416 585-7000

234-2020-2496

July 22, 2020

Dear Heads of Council and Chairs of District Social Services Administration Boards:

In March, our government introduced the *Protecting Tenants and Strengthening Community Housing Act, 2020* (Bill 184), which supports the government's plan to make life more affordable for Ontarians. Since that time, our government has been focussed on the health and well-being of Ontarians as we navigate through the COVID-19 outbreak.

It is with great pride that I am able to share with you the progress we have made on Bill 184. On July 22, 2020, the *Protecting Tenants and Strengthening Community Housing Act, 2020* received Royal Assent.

The Act contains amendments to the *Residential Tenancies Act, 2006*, *Housing Services Act, 2011*, *Building Code Act, 1992* and includes the *Ontario Mortgage and Housing Corporation Repeal Act, 2020*.

As I highlighted in my March 12, 2020 letter these amendments support the following priorities:

- [More Homes, More Choice: Ontario's Housing Supply Action Plan](#) to make it faster and easier to build housing, including rental housing, and to build the right types of homes in the right places;
- Part II of the [Community Housing Renewal Strategy](#) – a multi-year strategy to stabilize and grow Ontario's community housing sector; and
- **Transforming the Delivery of Building Code Services** by enabling the future creation of an administrative authority that would help deliver faster and better services to promote the safe construction of buildings in Ontario.

More details on the *Protecting Tenants and Strengthening Community Housing Act, 2020* can be found in the [official news release](#). A copy of the Act will be available on the Ontario e-Laws website shortly (www.ontario.ca/laws).

On behalf of our government, I would like to extend our thanks for your work with the ministry leading up to the passage of this Act. We look forward to continuing to work with all of our municipal partners and are committed to continuing discussions with you in the coming months.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

Ministry of the Attorney General

Court Services Division
Program Management Branch

McMurtry-Scott Building
720 Bay Street, 2nd Floor
Toronto ON M7A 2S9

Telephone: 416 327-1348
Fax: 416 326-3070

Ministère du Procureur général

Division des services aux tribunaux
Direction de la gestion des programmes

Édifice McMurtry-Scott
720, rue Bay, 2^e étage
Toronto ON M7A 2S9

Téléphone : 416 327-1348
Télécopieur : 416 326-3070

Our Reference #: A-2020-180

July 23, 2020

Municipal Chief Administrative Officers:

The Ministry of the Attorney General is pleased to advise that on July 21, 2020, Bill 197, the *COVID-19 Economic Recovery Act, 2020*, received Royal Assent. As a result, the amendments to the *Provincial Offences Act (POA)* that come into force on Royal Assent are now in effect. These include:

- Allowing defendants to request a trial, in early resolution courts and in first attendance municipalities that administer parking, by mail or other electronic method permitted by the court house;
- Allowing defendants and prosecutors to conduct early resolution discussions remotely in all cases;
- Allowing any participant, including a clerk of the court, witness, judge, or justice of the peace, to attend any proceeding remotely by audio or video, unless the presiding judicial official orders otherwise;
- Allowing the judiciary to order in-person attendance where the interests of justice or a fair trial require it;
- Permitting provincial offences officers to seek search warrants remotely in all cases; and
- Allowing defendants to provide credible and trustworthy information upon applying for a re-opening without the need to attend court to have an affidavit commissioned.

Further technical consequential, complementary and housekeeping amendments will come into force on July 21, 2021.

These amendments will enable municipalities, in consultation with the judiciary, to make greater use of technology to deliver justice services remotely.

Thank you, again, for your invaluable support in helping the Ministry modernize the justice sector. The amendments to the POA enable transformational benefits for all Ontarians in every region of our province, making it easier, faster and more affordable to access justice no matter where people live.

Should you have any questions, please contact Wendy Chen, Acting Manager of the Ministry's POA Unit, by email at JUS.G.MAG.POASupport@ontario.ca.

Thank you,

A handwritten signature in black ink, appearing to read "Jlee".

Jaimie Lee
A/Director, Program Management Branch
Court Services Division

Subject: EB-2020-0095 - Enbridge Gas Inc. - 2021 Rate Application - Notice of Application

To: The clerks of all municipalities in which Enbridge Gas supplies gas

On June 30, 2020, Enbridge Gas filed an application with the Board for an order or orders approving or fixing just and reasonable rates and other charges for the sale, distribution, transmission and storage of gas as of January 1, 2021.

On July 15, 2020, the Board issued the Notice of Application and the Letter of Direction for the proceeding. The Board has directed Enbridge Gas to serve a copy of the Notice of Application along with Enbridge Gas' Application and evidence to the clerks of all municipalities in which Enbridge Gas supplies gas.

Attached please find a copy of the Board's Notice of Application along with Enbridge Gas' Application as filed with the Board for the 2021 Rate Application. A paper copy of the Evidence filed in this proceeding is available upon request or can be viewed by accessing the link below:

<https://www.enbridgegas.com/2021 Rates Notice EN>

<https://www.enbridgegas.com/2021 Rates Notice FR>

The deadline to become a registered intervenor is **August 5, 2020**.

Thank you,

Stephanie Allman

Regulatory Coordinator – Regulatory Affairs

ENBRIDGE GAS INC.

TEL: 416 753-7805 | FAX: 416 495-6072

500 Consumers Road North York, Ontario M2J 1P8

enbridgegas.com

Integrity. Safety. Respect.

Enbridge Gas Inc. has applied to raise its natural gas rates effective January 1, 2021

Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board for approval to raise its natural gas rates effective January 1, 2021, based on a rate-setting framework and other adjustments previously approved by the Ontario Energy Board for the period 2019-2023. The rates are set using a formula that is tied to inflation and other factors intended to promote efficiency. If the request is approved, a typical residential customer in the EGD Rate Zone and in the Union Rate Zones (former customers of Enbridge Gas Distribution Inc. and Union Gas Limited, respectively) would see the following increases:

Rate Zones	Residential Annual Bill Increase
EGD	\$ 1.99
Union South	\$ 8.91
Union North East	\$ 10.72
Union North West	\$ 10.40

Other customers may be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas Inc. We will question Enbridge Gas Inc. on the case. We will also hear questions and arguments from individual customers and from groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide whether the rate increase requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas Inc. on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **August 5, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2020-0095**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2020-0095** on the OEB website: www.oeb.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **August 5, 2020**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).



Ontario

Ontario Energy Board Commission de l'énergie de l'Ontario



Do you know an outstanding physician in your community?

The College of Physicians and Surgeons (CPSO) is now accepting nominations for the [2021 Council Award](#). The Council Award honours outstanding Ontario physicians who have demonstrated excellence and embody society's vision of an "ideal physician".

The criteria for selecting a physician for the Council Award are based on the Royal College's CanMEDS Framework's seven physician roles, which are identified as the essential qualities needed to practice modern medicine. Details about the selection criteria are [outlined on our website](#).

Through this award, CPSO honours outstanding Ontario physicians who demonstrated excellence and come closest to meeting society's vision of an "ideal physician." Four award recipients are selected each year who reflect the diversity of Ontario physicians, considering aspects such as specialty, practice setting, populations served, and career stage.

If you know a physician who meets the selection criteria, please nominate them by completing the [online nomination form](#). The deadline for receipt of nominations is September 28, 2020.

For further information, please contact cpsoaward@cpso.on.ca.

The College of Physicians and Surgeons of Ontario is the licensing and regulatory body governing the practice of medicine in Ontario. The College is responsible for setting and maintaining standards, licensing physicians, investigating complaints about physicians on behalf of the public, and disciplining doctors found to have committed act(s) of professional misconduct.

For more information please visit the [CPSO website](#).



[Unsubscribe from this list](#)

College of Physicians and Surgeons of Ontario
80 College Street, Toronto, Ontario M5G 2E2

From: Lisa Finch <lfinch@huroncounty.ca>
Sent: Wednesday, August 05, 2020 1:05 PM
To: Ruth Victor <ruth@rvassociates.ca>; Len Radomski <len@rvassociates.ca>; pcolvin@linwood.ca;
lorne.shapiro@devrylaw.ca; South Huron CAO <cao@southhuron.ca>; Rebekah Msuya-Collison
<clerk@southhuron.ca>; Don Giberson <dgiberson@southhuron.ca>; Dwayne McNab
<dmcnab@southhuron.ca>
Cc: Susan Cronin <scronin@huroncounty.ca>; Denise Van Amersfoort
<dvanamersfoort@huroncounty.ca>
Subject: 40T20001 Huron Green Inc. Plan of Subdivision Application and Zoning By-Law Amendment
(Z11-2019 South Huron)

Good [afternoon](#) everyone, I hope this email finds you well.

Please find attached hereto the Notice of Complete Application and the Notice of Public Access and Particulars for the Huron Green Inc. Plan of Subdivision and Zoning By-Law Amendment, for your review and comment. Also attached is the Subdivision Application and the Application for a Zoning By-Law Amendment. Additional materials and studies are available upon request.

Please be advised the Notice of Public Meeting will be circulated at a later date.

Please submit your comments on or before September 4, 2020 to Lisa Finch at the email address below, to Denise Van Amersfoort, Senior Planner at dvanamersfoort@huroncounty.ca and to Rebekah Msuya-Collison, Clerk at the Municipality of South Huron at clerk@southhuron.ca.

Should you have any questions or require further information, please do not hesitate to contact our office.

Kindest regards, Lisa

Lisa Finch, Land Division Administrator
Planning & Development Department
County of Huron
57 Napier Street, 2nd Floor
Goderich, Ontario
N7A 1W2
519-524-8394 Ext 3237
519-524-5677
lfinch@huroncounty.ca

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SCANNED

SUBDIVISION APPLICATION



INSTRUCTIONS FOR SUBDIVISION APPLICATIONS

57 Napier St., Goderich ON N7A 1W2
 Telephone: (519) 524-8394 ext. 3
 Fax: (519) 524-5677
 email: planning@huroncounty.ca

Detach and retain this page for future reference

1. This process pertains to the draft plan of subdivision applications:
 - i) "Plan of Subdivision";
 - ii) "Major Redline Amendments to Draft Approved Plan of Subdivision".

2.

Plan of Subdivision / Condominium	2018 Fees effective Jan 1/18	2019 Fees effective Jan 1/19	2020 Fees effective Jan 1/20	2021 Fees effective Jan 1/21
-1 to 10 lots/blocks/units	\$6,242	\$6,366	\$6,493	\$6,623
- 11 or more lots/blocks/units	\$6,242	\$6,366	\$6,493	\$6,623
	+\$156 per lot, unit or block over 10 to a max. of \$15,300	+\$159 per lot, unit or block over 10 to a max. of \$15,606	+\$162 per lot, unit or block over 10 to a max. of \$15,918	+\$165 per lot, unit or block over 10 to a max. of \$16,236

3. Other related applications can be processed concurrently and within the process for plans of subdivision. See other types of application forms and process if related application forms are not filed concurrently.

STEPS IN THE PROCESS

- Step 1 Applicants who are not familiar with the County process or who require assistance or information to complete the application are encouraged to meet with County planning staff prior to submitting an application.
- Step 2 If necessary, obtain a Restricted Land Use Permit from the Risk Management Official to submit with Application Form
- Step 3 Application Form is submitted to the above address with a cheque for the required fees and an authorization letter if applicable. Application forms containing insufficient or inaccurate information may be returned along with the application fee to the applicant.
- Step 4 Formal Pre-Consultation meeting with assigned Planner and Municipal Staff. The purpose of the meeting is to:
 - i) Review application and information submitted;
 - ii) Identify key issues in processing;
 - iii) Identify any concurrent applications required;
 - iv) Identify any studies that have to be completed prior to acceptance of an application; and any studies that may be required prior to the approval of development; and,
 - v) Identify staff contacts.
- Step 5 Application Reviewed & Accepted (applicant notified of complete application)
 - i) Timelines for processing are established
- Step 6 Application circulated to Local Municipalities, Departments, Agencies and the Public (as necessary)
- Step 7 Public Meeting held at Local Municipality
- Step 8 Resolution from Local Council supporting application and proposed draft conditions
- Step 9 Committee of the Whole Meeting and Recommendation to Huron County Council
- Step 10 Approval Authority (Huron County Council) draft approval or refusal of application
- Step 11 Notice of Approval Authority Decision circulated
- Step 12 Appeal period
- Step 13 Begin fulfilling conditions
- Step 14 Final Approval

NOTE TO APPLICANTS

A complete submission including all applicable requested information and fees will be required prior to an application being accepted for processing. Information provided by the applicant in support of an application will be available for public review upon acceptance of the application. Copies of correspondence from the Planning and Development Department will be mailed to the applicant and agent. Application fees will not be refunded once substantial work has been undertaken.

Note:

Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary, which may require another application(s) and fee(s), are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.

SUBDIVISION APPLICATION



FOR APPLYING FOR APPROVAL UNDER SECTION 51 OF THE PLANNING ACT

OFFICE USE ONLY	
File Number: <u>40T20001</u>	Related File Number(s): <u>Z11-2019 (SHU)</u>
Date Received: <u>APRIL 20, 2020</u>	Amount Paid: \$ <u>21,972.00</u>
Date Application considered complete <u>JULY 29, 2020</u>	
<input type="checkbox"/> Concurrent Applications Filed <input type="checkbox"/> Official Plan Amendment (Attach appropriate form) <input type="checkbox"/> Zoning By-law Amendment (Attach appropriate form) <input type="checkbox"/> Other (Specify) _____ (Attach appropriate form and fees)	

<p>A COMPLETE APPLICATION includes the information listed below.</p> <p>If this information which is needed to review the application is not submitted with the application form, <i>it will delay the acceptance of the application. The application will be returned to the applicant for completion of the required information.</i> Please provide:</p> <p>Attached</p> <ul style="list-style-type: none"> ___ 10 copies of the completed application form and declarations; ___ 10 rolled copies of the draft plan completed as required under Section 51(17) of the <u>Planning Act</u>; ___ 1 original and electronic copy of the draft plan on an 8-1/2" by 14" or 11" by 17" reduction; ___ 1 original and electronic copy of the draft plan on an 8-1/2" by 14" reduction with the requested zoning plotted on the face of the draft plan; ___ Application Fee(s) made payable to the Treasurer, County of Huron; ___ A CD or an electronic file containing the plan of subdivision in AutoCAD native format (.dwg.) stored as a single file, with all of the classes of features (eg. Lot lines, Lot numbers, curve schedule(s), Street names, etc.) separated into different layers or GIS format shape file. <i>The file must be tied to the County's geographic NAD83 UTM (zone 17N)</i> ___ Electronic copy of studies on a CD (i.e. traffic impact study) ___ Letter of Authorization if the owner is not the applicant and/or the owner has not signed the face of the draft plan; ___ Required studies identified at Pre-consultation. ___ Restricted Land Use Permit if necessary. <p>Please list the reports or studies that accompany this application (and supply 3 copies of each):</p> <p>Planning Justification Report, Functional Servicing Report (which includes TIS & SWM), Landscape Concept Plan</p> <p><u>Archaeological Report - Stage 1</u></p>
<p><u>THIS APPLICATION PACKAGE MUST BE SUBMITTED TO:</u></p> <p>Huron County Planning Department 57 Napier St, 2nd Floor Goderich On N7A 1W2</p>

SUBDIVISION APPLICATION

1. Applicant Information

a) Complete the information below and indicate one contact as the Prime Contact.
All communications will be directed to the Prime Contact with a copy to the owner.

Registered Owner(s)	Name	Address	Phone/Fax/E-mail
	<u>Huron Green Inc.</u>	<u>:25 Lesmill Road, Unit 5,</u>	<u>416 481 5100</u>
		<u>Toronto, Ontario, M3B 2T3</u>	<u>pcolvin@linwood.ca</u>
	<u>401004003728700, 401004003700100, 401004003705000, 401004003727500, 401004003702425, 401004003725000, 401004003707500, 401004003710000, 401004003720000, 401004003715000, 401004003717500,</u>		
		Roll # (if available)	
Applicant(s)	<u>Ruth Victor & Associates</u>	<u>191 Main Street South</u>	<u>905 330 6949</u>
		<u>Waterdown ON, L0R 1R0</u>	<u>len@rvassociates.ca</u>
Agent	<u>Ruth Victor & Associates</u>		<u>len@rvassociates.ca</u>
	<u>Len Radomski</u>		
Ont. Land Surveyor	<u>D. Culbert Ltd.</u>	<u>49 North Street</u>	<u>dculb@cabletv.on.ca</u>
		<u>Goderich, ON N7A 2Y5 Text</u>	Phone
		Address	Fax/Email
Solicitor (if known)	<u>DeVry Smith Frank LLP</u>	<u>#100, 95 Barber Greene Road</u>	<u>416 446 5813</u>
		<u>Toronto, ON M3C 3E9</u>	Phone <u>lorne.shapiro@devrylaw.ca</u>
		Address	Fax/Email

b) Which of the above is the Prime Contact? Len Radomski

2. Description of Land

a) Geographic Township South Huron

b) Lot(s) Part Lot 6, 7 Concession(s) 1, 2 Registered Plan No. 22R4415, Parts 1 thru 10

c) Street Address / 911# (if appropriate) 434 Access Rd, 102, 185, 229, 274 Algonquin Dr, Algonquin Drive, Empress Drive, Algonquin Drive S/S, 102 Kensington Crescent, 103 Wellington Crescent. See Attached Map Prepared By Sarah Smith, Planner, Huron County

d) Location and area of land adjoining or adjacent to lands to be subdivided in which the owner has an interest
N/A

e) Is any of the land in Wellhead Protection Area C? Yes No Unknown
 If Yes, please obtain a Restricted Land Use Permit from the Risk Management Official. If Unknown, please consult your Municipal Planner and obtain a Restricted Land Use Permit if necessary.

3. Easements

a) Are there any easements or restrictive Covenants affecting the subject lands? YES X NO

If YES, describe the easement or Covenant and its effect. South Huron
There is a debenture in favour of Huron County, there are no easements on title.

SUBDIVISION APPLICATION

4. Previous Applications

a) Has the subject land ever been the subject of a previous application for approval of a plan of subdivision?
 YES NO

b) If YES, please indicate the file number and decision made on the application.
 40T - 18001
 Decision: Application Not Circulated and returned to Applicant by county

c) Has the subject site ever been the subject of a previous application for approval of a consent to sever?
 YES NO

d) If YES, please indicate the file number and decision made on the application.
 File Number: _____
 Decision: _____

Proposed Land Use Please fill out the table below:

5. Proposed Uses

	No. of Residential Units	No. of Lots/Blocks (as labelled on plan)		Net Area in Hectares	Density Proposed (Specify Units Per Hectare)
		Lots	Blocks		
RESIDENTIAL					
Detached Dwellings	206	206		50.37	7.42 UPSH
Semi-detached Dwellings	168	168			
Row, Townhouse (Multiple Attached) Dwellings					
Apartments Residential					
- less than 2 bedrooms					
- 2 bedrooms or more					
* Other (Residential)					
NON-RESIDENTIAL					
Neighbourhood Commercial	Nil				Nil
Other Commercial	Nil				Nil
Industrial	Nil				Nil
Local and Community Park	Nil				Nil
Open Space and Hazard Lands	Nil		4		Nil
Institutional (Specify)	Nil				Nil
Road Allowances	Nil		7		Nil
* Other (Specify)	Nil				Nil
TOTAL					

6. Proposed Other Use Descriptions

Provide a description of use Not Applicable

Other Residential Not Applicable

Institutional Not Applicable

Other Uses Not Applicable

SUBDIVISION APPLICATION

7. Provincial Policy Information Requirements	
<u>Current and Previous Use of the Subject Land and Surrounding Area</u>	
a.)	What is the current and previous use of the subject land? Current Use(s) <u>Residential & Open Space</u>
	All previous known uses: <u>Residential, Open Space & Institutional (School)</u>
b.)	Has there been an industrial, commercial use or a gas station on the subject land or adjacent land, any grading change of the property by adding fill or other material, any petroleum or other fuel stored on the subject land or land adjacent to the subject land or Is there reason to believe the subject land may have been contaminated by former uses on the site or adjacent sites? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If YES, please be specific: <u>Former railway right-of-way along southerly property boundary, decommissioned in 1990's</u>
c.)	If YES to 2, a soils investigation study including previous use inventory is required, showing all former uses of the subject land, or if appropriate, the adjacent land. This study must be prepared by a qualified consultant. Report attached? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
d.)	Subsurface Rights Are the subsurface rights and the surface rights to the property held by the same owner? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If the answer is NO, who owns the subsurface rights? <u>Municipality of South Huron</u> Please have the owner complete the following declaration.
AUTHORIZATION FROM THE OWNER OF THE SUBSURFACE RIGHTS (if different from the Owner of the lands)	
I, _____, owner of the subsurface rights for the subject property, am aware of this application and consent to it.	
_____	_____
(signature)	(date)

(address)	
_____	_____
Telephone Number	Facsimile Number

8. Affordable Housing Information	
For applications that include permanent housing (i.e. not seasonal) fill in the following information: For example: Semi detached 10 units; 93 sq. m; \$95,000 - \$105,000; ownership; 100%	
a.)	Housing Type (i.e. detached dwelling, semi detached, multiple attached, apartment) <u>Single Detached, Semi Detached</u>
b.)	Number of Units: <u>374</u>
c.)	Unit Size (sq.m) <u>Varies</u>
d.)	Estimated Price/Rent per Month <u>Rentals \$550/Mo to \$1250/Mo, Sale - Approx \$200,000.00</u>
e.)	Tenure: <u>Ownership/Rental</u>
f.)	% of Affordable Units: <u>30% - Minimum County Target</u>

SUBDIVISION APPLICATION

9. Significant Features Checklist					
Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.					
FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Non-farm development near designated urban areas or rural settlement areas		X			Demonstrate sufficient need within 20 year projections and that proposed development will not hinder efficient expansion of urban areas or rural settlement areas.
Class 1 Industry ⁴		X		___ metres	Assess development for residential and other sensitive uses within 70 metres.
Class 2 Industry	X			100 metres	Assess development for residential and other sensitive uses within 300 metres.
Class 3 Industry within 1000 metres		X		___ metres	Assess development for residential and other sensitive uses within 1000 metres.
Land Fill Site		X		___ metres	Address possible leachate, odour, vermin and other impacts.
Sewage Treatment Plant		X		___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Waste Stabilization Pond		X		___ metres	Assess the need for a feasibility study for residential and other sensitive land uses.
Active railway line	X			430 metres	Evaluate impacts within 100 metres. Consult with railway company.
Controlled access highways or freeways, including designated future ones		X		___ metres	Evaluate impacts within 100 metres.
Airports where noise exposure forecast (NEF) or noise exposure projection (NEP) is 28 or greater		X			Demonstrate feasibility of development above 28 NEF for sensitive land uses. Above the 35 NEF/NEP contour, development of sensitive land uses is not permitted.
Electric transformer station		X		___ metres	Determine possible impacts within 200 metres.
High voltage electric transmission line		X		___ metres	Consult the appropriate electric power service.
Transportation and infrastructure corridors		X		___ metres	Will the corridor be protected? Noise Study prepared? Traffic study prepared?
Mineral aggregate resource areas		X		___ metres	Will development hinder access to the resource or the establishment of new resource operations?
Mineral aggregate operations		X		___ metres	Will development hinder continuation of extraction? Noise and Dust Study completed?
Mineral and petroleum resource areas		X		___ metres	Will development hinder access to the resource or the establishment of new resource operations?
Existing pits and quarries		X		___ metres	Will development hinder continued operation or expansion? Noise and Dust Study completed?
Significant wetlands or potentially significant wetlands		X		___ metres	Provide Environmental Impact Study.
Significant ravine, valley, river and stream corridors and significant portions of habitat of endangered and threatened species	X			___ metres	Provide Environmental Impact Study.
Significant fish habitat, wildlife habitat, woodlands, valley lands, areas of natural and scientific interest.		X		___ metres	Provide Environmental Impact Study.
Sensitive groundwater recharges areas, headwaters and aquifers.		X			Demonstrate that groundwater recharge areas, headwaters and aquifers will be protected.
Significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.		X			Development should conserve significant landscapes, vistas and ridge-lines, significant built heritage resources and cultural heritage landscapes.
Significant archaeological resources	X				Assess development proposed in areas of medium and high potential for significant archaeological resources. These sources are to be studied and preserved, or where appropriate, removed. Catalogued and analyzed prior to development.
					Determine feasibility within the 1:100 year erosion limits of ravines, river valleys and streams.
Floodplains	X				Determine limit of Development or where a Special Policy Area (SPA) is in effect, development must meet the Official Plan policies and Conservation Authority policies and permits.
Hazardous sites		X		___ metres	Slope Study, Flood line Study
Contaminated sites		X			Assess an inventory of previous uses in areas of possible soil contamination.
Prime agricultural land	X				Demonstrate need for use other than agricultural and indicate how impacts are to be mitigated.

SUBDIVISION APPLICATION

9. Significant Features Checklist					
Check through the following list. Indicate under YES, NO, or UNKNOWN if a listed feature is on-site or within 500 metres. Indicate under YES, NO, or UNKNOWN if a listed development circumstance applies. Be advised of the potential information requirements in noted sections.					
FEATURES OR DEVELOPMENT CIRCUMSTANCES	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	IF FEATURE; SPECIFY DISTANCE IN METRES	POTENTIAL INFORMATION NEEDS
Agricultural operations	X			300 metres	Development to comply with the Minimum Distance Separation Formulae and Official Plan policies.

1. Class 1 Industry - small scale, self-contained plant, no outside storage, low probability of fugitive emissions and daytime operations only.
2. Class 2 Industry - medium scale processing and manufacturing with outdoor storage, periodic output of emissions, shift operations and daytime truck traffic.
3. Class 3 Industry - indicate if within 1000 metres - processing and manufacturing with frequent and intense off-site impacts and a high probability of fugitive emissions.
4. Hazardous sites - property or lands that could be unsafe for development or alteration due to naturally occurring hazards. These hazards may include unstable soils (sensitive marine clays, organic soils) or unstable bedrock (Karst topography).

10. Provincial Policy

Is the plan consistent with provincial policy statement issued under Section 3 (1) of the Planning Act?
 YES NO UNKNOWN

11. Official Plan

a) What is the land use designation of the site in the approved Official Plan? Residential

b) Does the proposal conform? YES NO

c) If NO has a separate application for an Official Plan Amendment been made? YES FILE #

12. Zoning Applications Under Planning Act

a) Is the land covered by a Minister's zoning order? YES NO

b) What is the current zoning of the subject lands? R1, OS, OS-2, CF

c) Does the proposed plan conform to the existing zoning? YES NO

d) If NO, have you made a concurrent application for rezoning? YES File # Pending - Concurrent with Subdivision Application

13. Other Applications Under Planning Act

Have you made any other application for the subject lands? YES NO

If YES, please indicate

<input type="checkbox"/> Part Lot Control	File # _____	Status _____
<input type="checkbox"/> Minor Variance	File # _____	Status _____
<input type="checkbox"/> Site Plan	File # _____	Status _____
<input type="checkbox"/> Draft Plan of Condominium	File # _____	Status _____
<input checked="" type="checkbox"/> Other (Specify)	File # <u>Zoning By-Law Amendment</u>	Status <u>Concurrent</u>

14. Access

Access to the subject lands will be by:

<input type="checkbox"/> Provincial Highway	<input checked="" type="checkbox"/> County Highway	<input checked="" type="checkbox"/> Assumed Municipal Street
<input type="checkbox"/> Private Street (not usually permitted)	<input type="checkbox"/> Right of Way (not permitted)	
<input type="checkbox"/> Other (Specify) _____		

SUBDIVISION APPLICATION

15. Water Access

If access is by water, closest parking or docking facilities to be used and distance of facilities from subject land.

Not Applicable

16. Water

a) Water supply will be provided to the subject lands by:

- Municipal piped water YES x NO _____
- Private communal well YES _____ NO _____
- Individual wells for each lot Other (Specify) _____

b) If the plan proposes more than five lots or units on privately owned & operated individual or communal wells, the applicant must submit:

- servicing options report; and
- hydrogeological report

c) If the plan would permit development of more than five lots or units on privately owned and operated individual or communal wells, the applicant must submit:

- servicing options report; and
- hydrogeological report

17. Sewage Disposal

a) Sanitary/Sewage disposal will be provided to the:

- Municipal sanitary sewers YES x NO _____
- Private communal collection and YES _____ NO _____
- Individual septic system for each lot YES _____ NO _____

Other (Specify) _____

b) If the plan would permit development of five or more lots or units on privately owned and operated individual or communal wells or septic systems, the applicant must submit:

- servicing options report; and
- hydrogeological report

c) If the plan would permit development of fewer than five lots or units on privately owned and operated individual or communal wells or septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant must submit:

- servicing options report; and
- hydrogeological report

18. Storm Drainage

a) Storm Drainage will be provided by: YES x NO _____

Connection to Municipal Storm Sewer YES x NO _____

Connection to Municipal Drain

Name of Municipal Drain Wilson Drain, There are no drainage easements on title

Swales, ditches

Other (Specify) YES _____ NO _____

b) The subject lands are within the _____ (sub) watershed.

SUBDIVISION APPLICATION

c) A conceptual stormwater management plan has been completed for the subject lands YES NO

If yes;

Name of Study Huron Park Phase I - Functional Servicing Report

Completed by Tatham Engineering Limited

Date of Study Updated December 19, 2019

19. Archaeological Assessment

Does the subject land contain any area of archaeological potential? Yes - Please see Amick Study

If the plan would permit development on land that contains known archaeological resources or areas of archaeological potential, the applicant must submit:

- an archaeological assessment prepared by a person who holds a licence that is effective with respect to the subject land, issued under Part VI (Conservation of Resources of Archaeological Value) of the *Ontario Heritage Act*; and
- a conservation plan for any archaeological resources identified in the assessment.

20. Pre-Submission Consultation

Applicants are strongly encouraged to contact the County and speak/meet with the Planner to the Municipality before submitting an application for information.

Date of Applicant's consultation meeting with County Planner: February 2017, November 19, 2019

Has the Planner advised the Applicant that this application needs to be reviewed by the Huron County Stewardship Coordinator for comments on Natural Heritage matters.

Yes (submit a fee of \$208.00 made payable to the County of Huron) No

DECLARATIONS

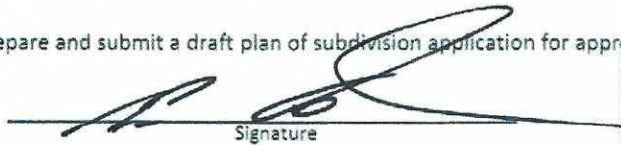
21.a) OWNER'S AUTHORIZATION (If the Owner is NOT FILING THE APPLICATION)
(If Multiple Owners, an Authorization Letter From Each Owner Is Required)

If the PERSON filing the application as the Applicant is not the owner, the registered owner(s) must complete the following and the Applicant must provide authorization on the face of the draft plan if the plan is NOT signed by the owner:

I, (we) Paul Colvin, President of Huron Green Inc., being the
Print (name(s) of owner, individuals or company)

registered owner(s) of the subject lands, hereby authorize D. Culbert OLS Ltd.
Print (name of agent and/or company (if applicable))

To prepare and submit a draft plan of subdivision application for approval.


Signature

20TH MARCH 2020
Day Month Year

NOTE: If the Owner is an incorporated company, the company seal shall be applied (if there is one).

SUBDIVISION APPLICATION

21.b) APPLICANT'S DECLARATION

This must be completed by the Person filing the Application for the proposed development site.

I, Len Radomski of the City of Burlington
(name of applicant) (Name of Town, Township, etc.)

in the Region/County/District of Halton solemnly declare that all of the statements

contained in this application of draft plan of subdivision Huron Park/Huron Green Inc.
(description)

and all supporting documents and plans are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act."

NOTE:

Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fee(s)) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.


Declared before me at:

Region/County/District of Halton

in the ^{Town} Municipality of Darville

this 31 day of March, 2020
(Day) (Month) (Year)


Commissioner of Oaths


Signature

Please Print name of Applicant

LEN RADOMSKI

SUBDIVISION APPLICATION

OWNER/APPLICANT'S CONSENT

DECLARATION

In accordance with the provisions of the Planning Act, it is the policy of the County Planning Department to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I Len Radomski.

The owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize The County of Huron to post a Notice of Application sign and County staff to access to the subject site for purposes of evaluation of the subject application.

Signature

Day

Month

Year

OWNER/APPLICANT'S INFORMATION (Mandatory)

Print Name: Len Radomski, Ruth Victor & Associates

Mailing Address: 191 Main Street South, PO Box 575

Waterdown, ON L0R 2H0

E-mail Address: len@rvassociates.ca

Telephone No. 905 330 6949 Fax No. _____

SUBDIVISION APPLICATION

SCHEDULE 1

Mapping Information Requirements See Section 51(17) of Planning Act
Attach 2 full sized copies and 1 - 8 1/2" x 14" copy of a draft plan of subdivision showing:
(all measurements, scales, etc. must be metric)

- the boundaries of the proposed subdivision certified by an Ontario Land Surveyor
Ontario land surveyor's name, signature and date of signature
map scale
legend
north marker
name of person or firm who prepared the plan
date plan prepared and dates of any revisions
dimensions and layout of the proposed roads, lots and blocks, including walkways, school sites and park blocks, if any
on a key map on the draft plan of subdivision
- all adjacent land owned by the applicant or in which applicant has an interest
- all subdivisions adjacent to the proposed subdivision
- boundaries of the proposed subdivision and boundaries of the township lots or original grants that include any part of the proposal
proposed use, including maximum number of units by type, for each lot and block
existing land use on the site and on adjacent lands
natural and artificial features within or adjacent to the property
- existing buildings and structures to be retained or demolished
- active or inactive railways, rail rights-of-way
- highways and other roads - existing, public/private, open/closed location, width, and proposed generic street labels (i.e. Street A, Street B) with a separate list of proposed street names
- watercourses (lakes, streams, ponds, wetlands, etc.)
- flood plains/flood elevations, flood lines, fill lines, top of slope lines
- woodland
- significant plant and wildlife habitat (including ESA's & ANSI's)
- drainage courses, retention ponds (natural or man-made)
- archaeological or historic features
existing services (where information is readily available from the municipality or service agency)
- waterlines and sewer
- main hydro lines
soil type (including porosity)
contours and elevations
domestic water supply (if not municipal water)
restrictive covenants and easements affecting the site
lot and concession/registered plan number/street address
also attach one copy of the plan reduced to (8 1/2 X 14")
owner's name(s), signature and date of signature OR Authorized Individual - (See below for acceptable wording)
A CD or an electronic file containing the plan of subdivision in AutoCAD native format (.dwg) stored as a single file, with all of the classes of features (e.g. Lot lines, Lot numbers, curve schedule(s), Street names, etc.) separated into different layers or GIS format shape file.

The file must be tied to the County's geographic projection NAD83 UTM (Zone 17N)

If the Owner does not sign the face of the draft plan, the following statement should be included within the title block of the plan

I, (we) _____, am authorized to submit this draft plan of subdivision on behalf of
(Name or Company Name)
the owner, _____
(Name or Company Name)
(Name of Authorized Agent - Printed) (Signature Line)

1 All registered owners must sign. If there is more than one owner, a letter of authorization is necessary allowing one person to act on behalf of the others if all owners do not sign the plan. If any registered owner fails to sign or provide authorization, the application will be considered incomplete and will be returned.

SUBDIVISION APPLICATION

**COMPLETE THIS FORM TO BE DETERMINED IF
HEALTH UNIT COMMENTS ARE REQUIRED
ON YOU PLANNING APPLICATION**

For certain planning applications, comments are required from the Huron County Health Unit to assist the municipality in its decision on your application. This sheet will determine if comments are required from the Health Unit, and if so, the appropriate fee* must be submitted with your application and paid to the Treasurer, County of Huron (*based on the Health Unit's User Fee Schedule).

Name of Applicant: _____

Name of Owner (if different from the applicant): _____

Location of Property (Lot, Concession or Registered Plan, and Municipality):

- Type of Planning Application(s) submitted with this form:
- | | |
|--|---|
| <input type="checkbox"/> Consent (severance) | <input type="checkbox"/> Minor Variance |
| <input type="checkbox"/> Zoning By-Law Amendment | <input checked="" type="checkbox"/> Plan of Subdivision/Condominium |
| <input type="checkbox"/> Official Plan Amendment | |

Please answer Section A OR Section B, depending on the type of servicing available. In the following question, "property" means the subject property or, in the case of a severance, each of the resulting lots.

Section A - Where SANITARY SEWERS are available.

Is the property within 183 metres (600 feet) of an abattoir (slaughter house)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--	------------------------------	--

Section B - Where SEPTIC SYSTEMS are required.

The application is for the creation of a new lot for which the primary use will be a new dwelling (other than a new dwelling on a farm).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property less than .4 hectares (1 acre) in area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the property have less than .2 (1/2 acre) of "useable land" for a septic tank and tile bed? See definition of "useable land" below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am uncertain of the location of the existing septic tank and tile bed on the property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
There will be more than one dwelling unit on each lot.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An industrial or commercial use is proposed which will require a septic system.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property with 183 metres (600 feet) of an abattoir (slaughter house)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The application is for a new Plan of Subdivision/Condominium	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Proceed to **Section C**.

"Useable Land" means an area of land with suitable original soil for the installation of a Class 4 subsurface sewage disposal system, free of any buildings, structures swimming pools, etc. and such land is or will be used solely for a septic tank and tie bed and any future replacement of the tile bed, and which area is at least 3 metres (10 feet) from any property line, at least 15 metres (15 feet) from a top-of-bank of a watercourse or lake, not located in a flood plain, not located in an environmentally sensitive area, and does not contain field tile or other artificial drainage. (other restrictions may apply according to legislation.)

Section C - HEALTH UNIT FEES

If the answer to any question in Section A or B is "Yes", then Health Unit comments will be required and the appropriate fee must be submitted with your application, as follows:

Type of Application	Health Unit Fee (To be added to the application fee)	Any required Health Unit fee should be submitted as a separate cheque with this application. Where two applications are being processed together (such as a severance and a rezoning) only one fee will apply, being the higher of the two fees.
Official Plan Amendment	\$181.00	
Zoning Bylaw Amendment	\$127.00	
Minor Variance	\$127.00	
Severance resulting in 2 lots or fewer	\$268.00	
Severance resulting in 3 lots or more	\$509.00	
Plan of Subdivision/Condominium	\$1,058.00	

Note: Regardless of the results from Section A or B, some applications may require comments from the Health Unit as identified through the planning process. In these cases, the relevant fee shall apply.

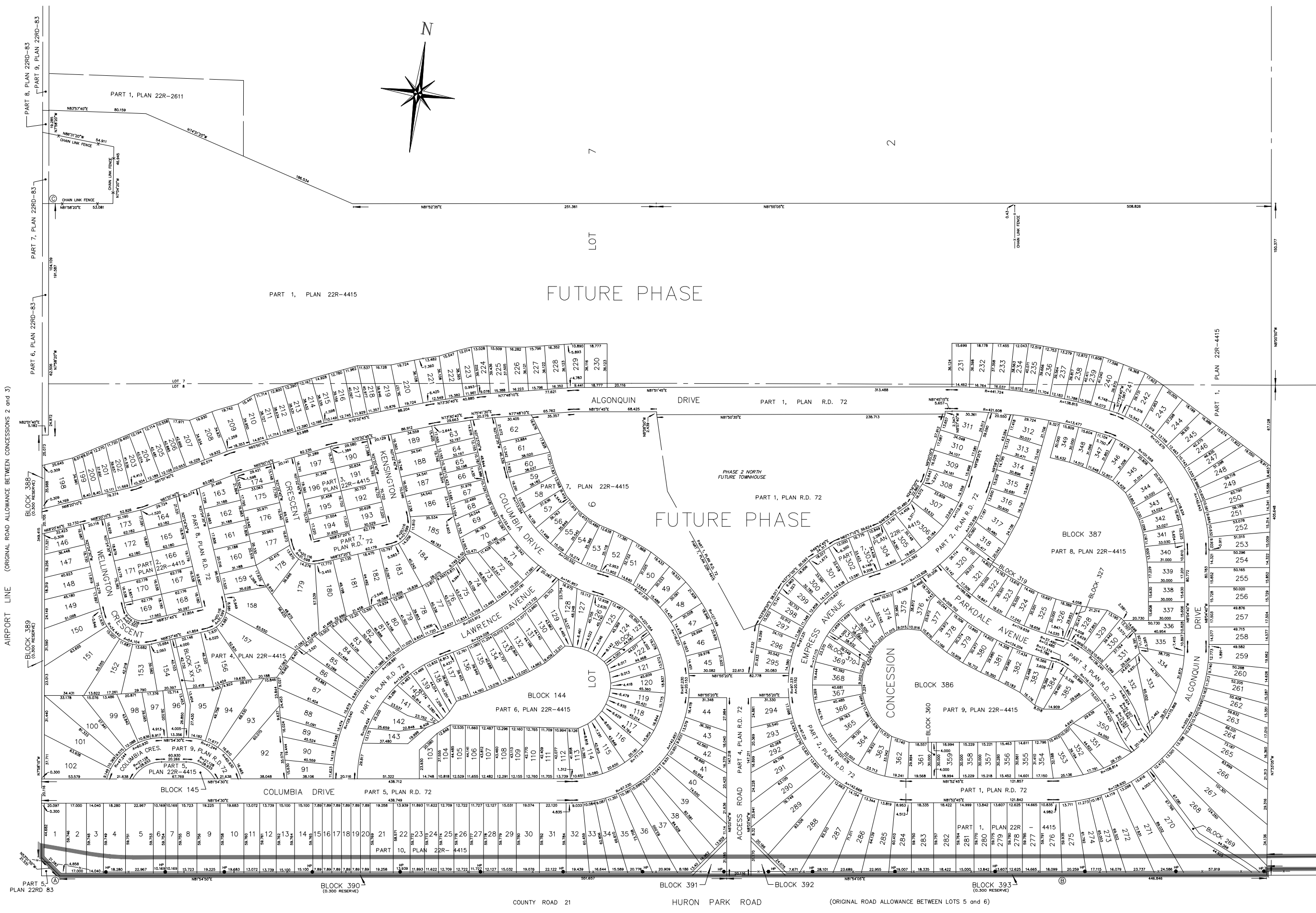
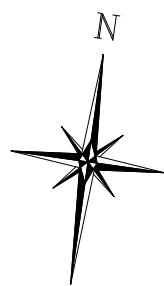
Len Radomski, Ruth Victor & Associates

Name of Owner or Designated Agent _____ Signature and Date _____

To be completed by Municipal Clerk: Has the Health Unit Fee, made payable to the Treasurer, County of Huron, been collected from the applicant? * Please note type of application and file # on the cheque.

Yes No Amount: _____

Name of Clerk-Treasurer _____ Signature and Date _____



FUTURE PHASE

FUTURE PHASE

COUNTY ROAD 21 HURON PARK ROAD (ORIGINAL ROAD ALLOWANCE BETWEEN LOTS 5 and 6)



**NOTICE OF COMPLETE APPLICATION
NOTICE OF PUBLIC ACCESS AND
PARTICULARS**



**FOR APPLICATIONS FOR DRAFT PLAN OF SUBDIVISION AND ZONING
BY-LAW AMENDMENT AFFECTING THE MUNICIPALITY OF SOUTH
HURON**

The County of Huron has received an application to subdivide a parcel of land in the Municipality of South Huron. In accordance with the requirements of Section 51 of the Planning Act, you are being advised of this application as you are either an agency requiring circulation, a tenant, or a landowner within 120 metres of the subject property. A corresponding application for Zoning By-law Amendment has also been received by the Municipality of South Huron.

The County of Huron and the Municipality of South Huron considered these applications to be complete on July 29, 2020.

APPLICANT: Ruth Victor & Associates for Huron Green Inc.

FILE NUMBER: Plan of Subdivision 40T20001 & Zoning By-law Amendment Z11/2019

LOCATION: Lot 6, Concession 2, Stephen Ward, Municipality of South Huron, known municipally as Huron Park. See attached maps for location and details.

PURPOSE & EFFECT:

The purpose of the application is to subdivide the residential lands in Huron Park into 374 Lots in addition to 11 Blocks. The lots will contain the 202 existing single detached dwellings, 158 existing semi-detached units (such that each unit will be on a separate lot), and create 4 vacant single detached lots, and 10 vacant semi-detached units.

The Blocks will contain public parkland, accesses to the parkland, and trails. The former rail bed which is located along the southern boundary of the subject lands is proposed to be transferred to the Municipality of South Huron for the purpose of a future trail. The developer also owns the section of the former spur which runs between the subject property and the active rail line to the east; these lands are also proposed to be transferred to the Municipality.

This Plan of Subdivision also creates a new road in the location of the access which is currently referred to as 'Access Road' but is not a municipal road.

The corresponding Zoning By-law amendment introduces a zoning framework to recognize the new lot pattern and proposes rezone the former school block from Community Facility (CF) to Future Development (FD).

PLANNING POLICIES: The subject property is designated Residential in the South Huron Official Plan. The property is zoned Low Density Residential (R1), Community Facility (CF), Open Space (OS) in the South Huron Comprehensive Zoning By-law.

ADDITIONAL INFORMATION:

Due to Covid-19, the offices of the Huron County Planning & Development Department and the Municipality of South Huron are closed. As a result, in-person services are not available at this time. Staff would be pleased to connect with you via email or phone.

For more information **please contact Denise Van Amersfoort, Senior Planner** with the Huron County Planning & Development Department, at dvanamersfoort@huroncounty.ca or by phone at 1-888-524-8394 ext. 3.

Copies of the application and supporting studies are available for viewing at:

- Linwood Management Office located at 110 Algonquin Drive, Huron Park;
- Municipality of South Huron website (www.southhuron.ca); or
- by emailing planning@huroncounty.ca

HOW TO COMMENT:

Please forward your comments to the Huron County Planning & Development Department or the Municipality of South Huron by September 4, 2020; comments received by either will be taken into consideration.

Comments can be sent in writing by mail, fax or email to the contact information below:

Huron County Planning & Development 57 Napier Street, 2 nd Floor Goderich, ON, N7A 1W2	Phone: 519-524-8394 ext.3 Toll Free: 1-888-524-8394 ext.3 Fax: 519-524-5677 Email: planning@huroncounty.ca
Municipality of South Huron 322 Main Street South PO Box 759 Exeter, ON, N0M 1S6	Phone: 519-235-0310 ext.227 Toll Free: 1-877-204-0747 Fax: 519-235-3304 Email: clerk@southhuron.ca

Please refer to the file number and applicant in all correspondence. Comments will be reviewed by Huron County Planning & Development Department and South Huron Municipal staff. Please be aware that your comments will become part of the public record on this file.

PUBLIC MEETING: A public meeting for the proposed plan of subdivision and zoning by-law amendment will be held following the conclusion of the agency and public comment

period. **You will receive another notice inviting you to attend this meeting.** Any person may attend the public meeting and/or make written or verbal representation either in support or in opposition to the proposed applications.

TO BE NOTIFIED: At a future date, but not before a public meeting, decisions will be made regarding the draft plan of subdivision and the zoning amendment.

If you wish to be notified of the decision of Huron County on the Plan of Subdivision you must make a written request to: Susan Cronin, Clerk, Huron County Administration Dept., 1 Court House Square, Goderich, ON, N7A 1M2.

If you wish to be notified of the decision of the Municipality of South Huron on the proposed Zoning By-law Amendment, you must make a written request to: Rebekah Msuya-Collison, Clerk, Municipality of South Huron, 322 Main Street South, Exeter, ON N0M 1S6.

BE ADVISED: Following a decision and notice thereof, there will be a period of 20 days within which appeals may be filed.

If a person or public body would otherwise have an ability to appeal the decision of the Approval Authority to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Huron and/or the Municipality of South Huron before a decision to approve or refuse, the person or public body is not entitled to appeal the decision.

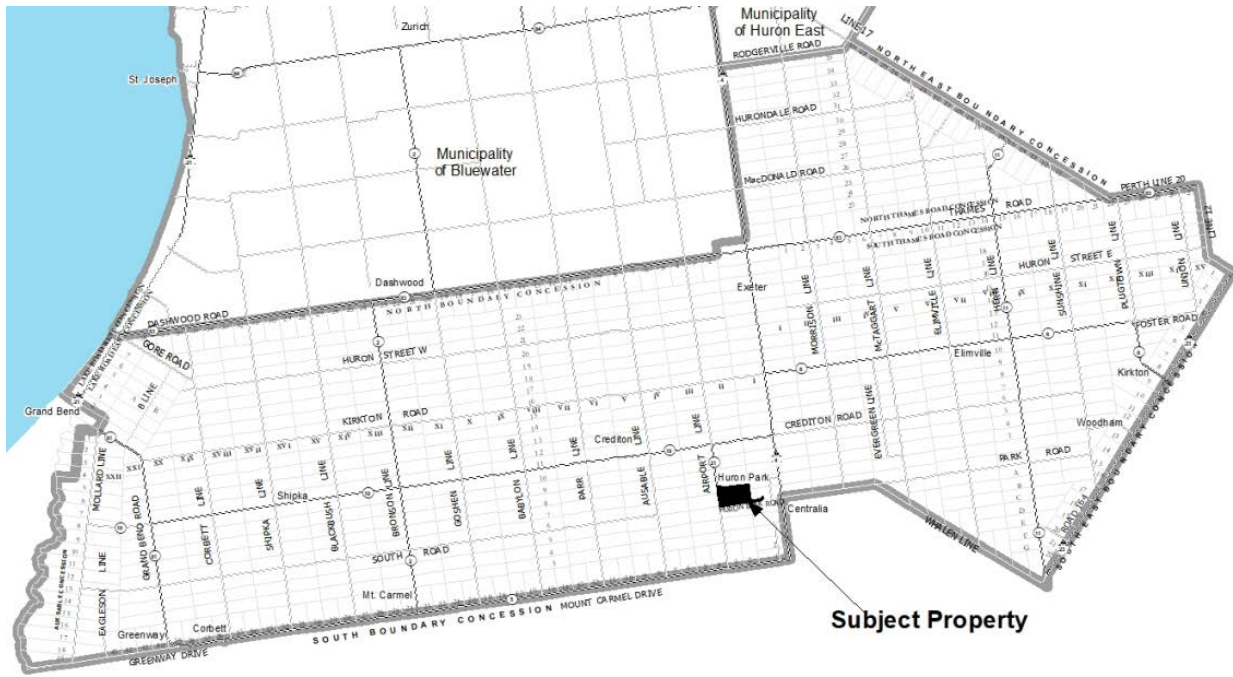
If a person or public body does not make oral submissions at a public meeting or make written submissions to the County of Huron and/or the Municipality of South Huron before a decision to approve or refuse, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

DATED AT THE COUNTY OF HURON AND THE MUNICIPALITY OF SOUTH HURON
THIS 5th DAY OF AUGUST, 2020.

Susan Cronin, County Clerk
County of Huron
1 Court House Square
Goderich, ON N7A 1M2
(519) 524-8394 ext. 3

Rebekah Msuya-Collison, Clerk
Municipality of South Huron
322 Main St., P.O. Box 759,
Exeter, Ontario, NOM 1S6
(519) 235-0310 ext. 227

Location Map



Subject Property Map



Application for Official Plan &/or Zoning By-law Amendment

For office use only	File # <u>Z11-2019</u>
Received	<u>APRIL 20</u> , 20 <u>20</u>
Considered Complete	<u>JULY 29</u> , 20 <u>20</u>

MUNICIPALITY OF South Huron

Application for Official Plan and/or Zoning By-law Amendment

A. THE AMENDMENT

1. TYPE OF AMENDMENT?

_____ Official Plan [] Zoning By-law No. 69-2018 [X] Both []

- a) Name of Official Plan to be amended: _____
- b) Name of Zoning By-law to be amended: South Huron By-Law

2. WHAT IS THE PURPOSE OF AND REASONS FOR THE PROPOSED AMENDMENT(S)?

The proposed Zoning By-Law Amendment is to rezone the lands to permit the lot layout and subsequent zoning provisions as per the Draft Plan of Subdivision (see Figure 2). The creation of the lots within the existing community is based on the existing dwelling pattern and maintains the vast majority of the open space amenity areas in order to provide recreational space that can be used by the residents and tenants of the community and minor infill lot creation within the existing development fabric.

B. GENERAL INFORMATION

3. APPLICANT INFORMATION

- a) Registered Owner's Name(s): Huron Green Inc.
 Address: #200, 143 Willowdale Avenue, Toronto, ON, M2N 4Y5
 Phone: Home () _____ Work (416) 481 5100 _____ Fax (416) 481 5161 _____
 Email: pcolvin@linwood.ca Cell () _____
- b) Applicant (Agent) Name(s): Ruth Victor & Associates, Len Radomski
 Address: 191 Main Street South, Waterdown, ON L0R 1R0
 Phone: Home () _____ Work (905) 257 3590 _____ Fax () _____
 Email: len@rvassociates.ca Cell (905) 330 6949 _____
- c) Name, Address, Phone of all persons having any mortgage, charge or encumbrance on the property:

Alterna Saving and Credit Union Limited, Commercial Services, 319 McCrae Avenue, Ottawa, ON K1Z 0B9, 1-877-560-0100

Please see attached Cohen-Highley letter regarding the Debenture on the property.

- d) Send Correspondence To? Owner [] Agent [X] Other [] _____

Application for Official Plan &/or Zoning By-law Amendment

4. WHAT AREA DOES THE AMENDMENT COVER?

- a) the "entire" property or
 b) just a "portion" of the property

5. PROVIDE A DESCRIPTION OF THE ENTIRE PROPERTY:

Ward: South Huron Please see mapping prepared by Sarah Martin, Planner, Huron County.

911 Address and Road Name: Huron Park, Ontario NOM 1Y0

401004003728700, 401004003700100, 401004003705000, 401004003727500, 401004003702425, 401004003725000
 Roll Number (if available): 401004003707500, 401004003710000, 401004003720000, 401004003715000, 401004003717500,
22R4415,

Concession: 1, 2 Lot: Part Lot 6, 7 Registered Plan No.: Parts 1 through 10

Area: 50.37 hectares Depth: 606(max) metres Frontage (Width): 1,000 metres

6. IS ANY OF THE LAND IN WELLHEAD PROTECTION AREA C? Yes No Unknown

If Yes,

please obtain a Restricted Land Use Permit from the Risk Management Official.

If **Unknown**, please consult with your Municipal Planner and obtain a Restricted Land Use Permit if necessary.

7. PROVIDE A DESCRIPTION OF THE AREA TO BE AMENDED IF ONLY A 'PORTION' OF THE PROPERTY:

Area: N/A hectares Depth: N/A metres Frontage (Width): N/A metres

8. WHAT IS THE CURRENT PLANNING STATUS?

Official Plan Designation: South Huron: Primary II Settlement Area (Full Services)

Zoning: Municipality of South Huron Zoning By-Law - Amended by By-law 11-2019

9. LIST LAND USES THAT ARE PERMITTED BY CURRENT OFFICIAL PLAN DESIGNATION:

Low, Medium & High-density residential / 2nd residential units/bed & breakfast/group homes/
 neighbourhood commercial/mobile home parks/home occupations/residential conversions/senior
 citizen's housing

C. EXISTING AND PROPOSED LAND USES AND BUILDINGS**10. WHAT IS THE "EXISTING" USE OF THE LAND?**

Residential / Open Space

How long have the existing uses continued on the subject land: Approximately 1950

11. WHAT IS THE "PROPOSED" USE OF THE LAND?

Residential / Open Space

Application for Official Plan &/or Zoning By-law Amendment

PROVIDE THE FOLLOWING DETAILS FOR ALL BUILDINGS: (Use a separate page if necessary)

Are any buildings proposed to be built on the subject land: Yes [] No []

	<u>Existing</u>	<u>Proposed</u>
a) Type of Building(s)	<u>Semi-detached & detached dwellings</u>	<u>Semi-detached & detached dwellings</u>
b) Main Building Height	_____ (m)	_____ (m)
c) % Lot Coverage	_____	_____
d) # of Parking Spaces	Building statistics vary by unit. Please refer to attached documents.	
e) # of Loading Spaces	_____	_____
f) Number of Floors	_____	_____
g) Total Floor Area	_____ (sq. m)	_____ sq. m)
h) Ground Floor Area (exclude basement)	_____	_____
i) Building Dimensions	_____	_____
j) Date of Construction	<u>Approximately 1950</u>	<u>Approximately 1950</u>
k) Setback from Buildings to:	Front of Lot Line _____	
	Rear of Lot Line _____	
	Side of Lot Line _____	

D. EXISTING AND PROPOSED SERVICES

12. INDICATE THE APPLICABLE WATER SUPPLY AND SEWAGE DISPOSAL:

	<u>Municipal Water</u>	<u>Communal Water</u>	<u>Private Well</u>	<u>Municipal Sewers</u>	<u>Communal Sewers</u>	<u>Private Septic</u>
a) Existing	[X]	[]	[]	[X]	[]	[]
b) Proposed	[X]	[]	[]	[X]	[]	[]
c)	If the requested amendment would permit development on a privately owned and operated individual or communal septic system and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the applicant must submit:					
	[]	a servicing options report; and				
	[]	a hydrogeological report.				

13. Will storm drainage be provided by:

Sewers	[X]
Ditches	[X]
Swales	[]
Other	[] Specify _____

Application for Official Plan &/or Zoning By-law Amendment

Is storm drainage present or will it be constructed The existing storm sewer will be used/upgraded as required

14. TYPE OF ACCESS (CHECK APPROPRIATE SPACE)

- provincial highway, county roads, municipal roads, maintained all year, municipal road, seasonally maintained, right of way, water access

E. OFFICIAL PLAN AMENDMENT

(Proceed to Section F) if an Official Plan Amendment is not proposed).

15. DOES THE PROPOSED OFFICIAL PLAN AMENDMENT DO THE FOLLOWING?

- Add a Land Use designation in the Official Plan Yes [] No [] Unknown []
Change a Land Use designation in the Official Plan Yes [] No [] Unknown []
Change a policy in the Official Plan Yes [] No [] Unknown []
Replace a policy in the Official Plan NOT APPLICABLE Yes [] No [] Unknown []
Delete a policy in the Official Plan Yes [] No [] Unknown []
Add a policy in the Official Plan Yes [] No [] Unknown []

16. IF APPLICABLE AND KNOWN AT TIME OF APPLICATION, PROVIDE THE FOLLOWING:

- a) Section Number(s) of Policy to be Changed NOT APPLICABLE
b) Text of the proposed new policy attached on a separate page? Yes [] No []
c) New designation name:
d) Map of proposed new Schedule attached on a separate page? Yes [] No []

17. LIST PURPOSE OF AMENDMENT AND LAND USES THAT WOULD BE PERMITTED BY THE PROPOSED AMENDMENT:

NOT APPLICABLE

18. Does the requested amendment alter all or any part of the boundary of an area of settlement in a municipality or establish a new area of settlement in a municipality?

Yes [] No []
NOT APPLICABLE If yes: Attach the current official plan policies, if any, dealing with the alteration or establishment of an area of settlement.

19. Does the requested amendment remove the subject land from any area of employment?

Yes [] No []
NOT APPLICABLE If yes: Attach the current official plan policies, if any, dealing with the removal of land from an area of employment.

20. Is the requested amendment consistent with the Provincial Policy Statement issued under Section 3 (1) of the Planning Act.

NOT APPLICABLE Yes [] No [] Unknown []

F. ZONING BY-LAW AMENDMENT

(Proceed to Question 29 (Drawing) if a Zoning By-law Amendment is not proposed).

21. DOES THE PROPOSED ZONING BY-LAW AMENDMENT DO THE FOLLOWING?

- | | | | |
|---|-----------|----------|-------------|
| Add or change zoning designation in the Zoning By-law | Yes [X] | No [] | Unknown [] |
| Change a zoning provision in the Zoning By-law | Yes [X] | No [] | Unknown [] |
| Replace a zoning provision in the Zoning By-law | Yes [X] | No [] | Unknown [] |
| Delete a zoning provision in the Zoning By-law | Yes [] | No [X] | Unknown [] |
| Add a zoning provision in the Zoning By-law | Yes [X] | No [] | Unknown [] |

22. IF APPLICABLE AND KNOWN AT TIME OF ZONING APPLICATION, PROVIDE THE FOLLOWING:

- a) Section Number(s) of provisions to be changed
- b) Text of the proposed new provision attached on a separate page? Yes [X] No []
- c) New zone name: R1-***
- d) Map of proposed new Key Map attached on a separate page? Yes [X] No []

23. LIST LAND USES PROPOSED BY ZONING AMENDMENT.

Residential & Open Space

- date the current owner acquired the subject land February 2017

24. HAS THERE BEEN A PREVIOUS APPLICATION FOR REZONING UNDER SECTION 34 OF THE PLANNING ACT AFFECTING THE SUBJECT PROPERTY:

Yes [] No [X]

25. Is the intent of this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

Yes [] No [X]

If yes: Attach details of the official plan or official plan amendment that deals with the matter.

26. Is the intent of this application to remove land from an area of employment?

Yes [] No [X]

If yes: Attach details of the official plan or official plan amendment that deals with the matter.

27. Is the application for an amendment to the zoning by-law consistent with provincial policy statement issued under Section 3 (1) of the Planning Act.

Yes [X] No [] Unknown []

G. SKETCH CHECKLIST

28. ACCURATE, TO SCALE, DRAWING OR PROPOSAL: (In the space below or on a separate page(s), please provide drawing of the proposal, preferably prepared by a qualified professional. In some cases, it may be more appropriate to prepare additional drawings at varying scales to better illustrate the proposal).

The application shall be accompanied by a clean, legible sketch sharing the following information. Failure to supply this information will result in a delay in processing the application.

A sketch showing in metric units:

- a) the boundaries and dimensions of the subject land;
- b) the location, size and type of all existing and proposed buildings and structures on the subject land, indicating their distance from the front lot line, rear lot line and side lot lines;
- c) the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that,
 - i) are located on the subject land and on land that is adjacent to it, and
 - ii) in the applicant’s opinion may affect the application;
- d) the current uses of land that is adjacent to the subject land;
- e) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way;
- f) if access to the subject land will be by water only, the location of the parking and docking facilities to be used;
- g) the location and nature of any easement affecting the subject land

The drawing(s) should show (please use a survey if available):

- Property boundaries and dimensions
- Dimensions of area of amendment
- Distance from structures to lot lines
- Easements or restrictive covenants
- Building dimensions & location
- Neighbouring adjacent land uses
- Parking and loading areas
- Use of Neighbouring properties
- Public roads, allowances, rights of way
- Municipal Drains/Award Drains
- Wetlands, floodplain, wet areas
- Woodlots, forested areas, ANSI's, ESA's
- Driveways and lanes
- Other features (bridges, wells, railways, septic systems, springs, slopes, gravel pits)
- Natural watercourses
- North arrow

H. OTHER RELATED PLANNING APPLICATIONS

29. HAS THE APPLICANT OR OWNER MADE APPLICATION FOR ANY OF THE FOLLOWING, EITHER ON OR WITHIN 120 METRES OF THE SUBJECT LAND?

Official Plan Amendment	Yes []	No [x]
Zoning By-law Amendment	Yes []	No [x]
Minor Variance	Yes []	No [x]
Plan of Subdivision	Yes [x]	No []
Consent (Severance)	Yes []	No [x]

Application for Official Plan &/or Zoning By-law Amendment

Site Plan Control Yes [] No [x]

30. IF THE ANSWER TO QUESTION 29 (above) IS YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

File No. of Application: Not Assigned
Approval Authority: Huron County
Lands Subject to Application: Same as lands in this application
Purpose of Application: To create individual lots
Status of Application: Concurrent with Zoning
Effect on the Current Application for Amendment: None

I. OTHER SUPPORTING INFORMATION

31. PLEASE LIST THE TITLES OF ANY SUPPORTING OR ATTACHED DOCUMENTS:

(e.g. Environmental Impacts Study, Hydrogeological Report, Traffic Study, Market Area Study, Aggregate License Report, Stormwater Management Report etc. It is recognized that the applicant meet with planning staff to attempt to determine the supporting documents that will be required).

Planning Justification Report
Stage 1 Archaeological Assessment
Functional Servicing Report - (Traffic, Storm Water, Servicing)
Landscape Entry Concept
Draft Plan of Subdivision & Site Statistics
Supporting Emails re existing leases

J. PRE-SUBMISSION CONSULTATION

32. Applicants are strongly encouraged to contact the County and speak/meet with the Planner to the Municipality before submitting an application for information.

Date of Applicant's consultation meeting with County Planner: December 20, 2017 & November 19, 2019.

Has the Planner advised the Applicant that this application needs to be reviewed by the Huron County Stewardship Coordinator for comments on Natural Heritage matters.

Yes [x] (submit a fee of \$208.00 made payable to the Treasurer, County of Huron) No []

K. PUBLIC CONSULTATION STRATEGY

33. PLEASE OUTLINE YOUR PROPOSED STRATEGY FOR CONSULTING WITH THE PUBLIC WITH RESPECT TO THIS AMENDMENT REQUEST:

(e.g. individual contact, hold a neighbourhood meeting, telephone conversation, letter explaining proposal & inviting questions/comments, website/internet, etc.).

A public consultation meeting was held on November 26th, 2018 to discuss the Subdivision and Zoning Applications.

Application for Official Plan &/or Zoning By-law Amendment

L. AUTHORIZATION FOR AGENT/SOLICITOR TO ACT FOR OWNER;

(If affidavit (K) is signed by an Agent/Solicitor on Owner's behalf, the Owner's written authorization below must be completed).

I (we) Paul Colvin of the Huron Green of City County/Region Inc. of Toronto do hereby authorize Ruth Victor & Associates to act as my agent in the application.

Signature of Owner(s) [Handwritten Signature]

Date MARCH 20, 2020

M. APPLICANT'S DECLARATION

(This must be completed by the Person Filing the Application for the proposed development site.)

I, LEO RIDOMSKI of the CITY OF BURLINGTON

In the Region/County/District solemnly declare that all of the statements contained in this application and supporting documentation are true and complete, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act."

Please be advised the responsibility for filing a complete application rests solely with the owner/applicant. Anything not requested or applied for in this application and subsequently found to be necessary (which may require another application(s) and fee(s)) are the sole responsibility of the owner/applicant. The County/Municipality will address only the application as applied for, and any items that are not included in the application are not the responsibility of the County/Municipality.

All studies required to support this application shall be at the expense of the applicant and included at the time of submission as a complete application. Where the County/Municipality incurs costs for the peer review of any consultants' reports or fees for legal opinions, the County/Municipality will be reimbursed such costs by the applicant.

In the event of third-party appeals to applications approved by the County/Municipality, the applicant may be responsible for some or all of the legal and other costs incurred by the County/Municipality, at the discretion of the County/Municipality.

DECLARED before me at: Region/County/District Halton

In the Municipality of Town Oakville

This 31 day of March 2020

Signature [Handwritten Signature]

Please Print name of Applicant LEO RIDOMSKI

Commissioner of Oaths [Handwritten Signature]

N. OWNER/APPLICANT'S CONSENT DECLARATION

In accordance with the provisions of the Planning Act, it is the policy of the County Planning Department to provide the public access to all development applications and supporting documentation.

In submitting this development application and supporting documentation, I _____ the owner/the authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the County of Huron staff, Municipal staff and council members of the decision making authority to access to the subject site for purposes of evaluation of the subject application.

Signature

Date

APPLICATION AND FEE OF \$ _____ RECEIVED BY THE MUNICIPALITY

If comment fees are required for the Huron Stewardship Coordinator to review this application, (see Section J:Pre-Submission Consultation). please collect a fee of \$208.00 made payable to the Treasurer, County of Huron.

Signature of Commissioner

Date

Application for Official Plan &/or Zoning By-law Amendment

COMPLETE THIS FORM TO DETERMINE IF HEALTH UNIT COMMENTS ARE REQUIRED ON YOUR PLANNING APPLICATION

For certain planning applications, comments are required from the Huron County Health Unit to assist the municipality in its decision on your application. This sheet will determine if comments are required from the Health Unit, and if so, the appropriate fee* must be submitted with your application and paid to the Treasurer, County of Huron (*based on the Health Unit's User Fee Schedule).

Name of Applicant: Huron Green Inc. c/o Ruth Victor & Associates

Name of Owner (if different from the applicant): Huron Green Inc.

Location of Property (Lot, Concession or Registered Plan, and Municipality):
Part of Lot 6 & 7, Concession 1 & 2 - Plan 9GL-0097

Type of Planning Application(s) submitted with this form:

- Consent (severance)
- Zoning By-Law Amendment
- Official Plan Amendment
- Minor Variance
- Plan of Subdivision/Condominium

Please answer **Section A** OR **Section B**, depending on the type of servicing available. In the following question, "property" means the subject property or, in the case of a severance, each of the resulting lots.

Section A - Where **SANITARY SEWERS** are available.

Is the property within 183 metres (600 feet) of an abattoir (slaughter house)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--	------------------------------	--

Section B - Where **SEPTIC SYSTEMS** are required.

The application is for the creation of a new lot for which the primary use will be a new dwelling (other than a new dwelling on a farm).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property less than .4 hectares (1 acre) in area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the property have less than .2 hectares (1/2 acre) of "useable land" for a septic tank and tile bed? See definition of "useable land" below.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am uncertain of the location of the existing septic tank and tile bed on the property.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
There will be more than one dwelling unit on each lot.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
An industrial or commercial use is proposed which will require a septic system.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property with 183 metres (600 feet) of an abattoir (slaughter house)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The application is for a new Plan of Subdivision/Condominium	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Proceed to Section C .		

"Useable Land" means an area of land with suitable original soil for the installation of a Class 4 subsurface sewage disposal system, free of any buildings, structures swimming pools, etc. and such land is or will be used solely for a septic tank and tie bed and any future replacement of the tile bed, and which area is at least 3 metres (10 feet from any property line, at least 15 metres (15 feet) from a top-of-bank of a watercourse or lake, not located in a flood plain, not located in an environmentally sensitive area, and does not contain field tile or other artificial drainage. (other restrictions may apply according to legislation.)

Application for Official Plan &/or Zoning By-law Amendment

Section C - HEALTH UNIT FEES

If the answer to any question in Section A or B is "Yes", then Health Unit comments will be required and the appropriate fee must be submitted with your application, as follows:

Type of Application	Health Unit Fee (To be added to the application fee)	Any required Health Unit fee should be submitted as a separate cheque with this application.
Official Plan Amendment	\$181.00	
Zoning Bylaw Amendment	\$127.00	Where two applications are being processed together (such as a severance and a rezoning) only one fee will apply, being the higher of the two fees.
Minor Variance	\$127.00	
Severance resulting in 2 lots or fewer	\$268.00	
Severance resulting in 3 lots or more	\$509.00	
Plan of Subdivision/Condominium	\$1,058.00	

Note: Regardless of the results from Section A or B, some applications may require comments from the Health Unit as identified through the planning process. In these cases, the relevant fee shall apply.

Name of Owner or Designated Agent

Signature and Date

To be completed by Municipal Clerk: Has the Health Unit Fee, made payable to the Treasurer, County of Huron, been collected from the applicant? *Please note type of application and file # on the cheque.

Yes

No

Amount: _____

Name of Clerk-Treasurer

**Board of Directors Meeting Highlights
Held on July 16, 2020 at 8:30 AM
as a Virtual Meeting**



Ontario Government Proposes Major Changes to Environmental Assessment Act

The Minister of Municipal Affairs and Housing announced new legislation to amend the Environmental Assessment Act in a new Bill, titled the COVID-19 Economic Recovery Act. The proposed changes include:

- **Landfill Approvals:** A requirement for new, large landfill applicants to ensure there is local support from host municipalities, and certain neighbouring adjacent municipalities within 3.5km that meet certain criteria as part of the approvals process. The government, in its announcement, describes this as “a balanced approach that puts communities at the center of decision-making and provides more certainty for landfill applicants, while ensuring enough landfill capacity in the province.”
- **Reducing Delays for Environmental Infrastructure Projects,** including changes to the Environmental Compliance Approval process.
- **Environmental Assessment Timelines:** Reduced timelines for Terms-of-Reference, assessment reviews, and Minister’s decisions, and the creation of Project Lists, which the government believes will reduce timelines from 6 to 3 years for large projects, and match the level of assessment requirements with the level of environmental impact so critical infrastructure projects can get off the ground without undue delay.

This legislation was introduced and must undergo public consultations and committee review before it is brought back to the Legislature for final approval. We will be analyzing these new proposals in detail in the coming days, will be delivering policy recommendations to address key provisions in the Bill, and will be meeting with senior government officials to amend certain provisions that create barriers to expanding waste disposal capacity in Ontario.

Ontario Government delays commencement of O.Reg. 406/19 (New Excess Soil Regulation)

On June 12, 2020, the Ministry of Environment, Conservation, and Parks (MECP) notified members of the Excess Soil Engagement Group (ESEG) that because of the impact that the COVID-19 outbreak has had on the regulated community, it will delay the implementation of the first phase of requirements under the new Excess Soil Regulation by six months, from July 1, 2020 to January 1, 2021. MECP also amended O. Reg. 153/04 to exempt temporary health or residential facilities, such as temporary hospitals or shelters, from needing a Record of Site Condition (RSC) before being established in response to an emergency. This amendment will remain in place and apply to any future emergencies.

Arbitrator Clarifies Annual Blue Box Funding Obligation

A recent arbitrator's decision has resolved a dispute between Stewardship Ontario and the Resource Productivity and Recovery Authority (RPRRA) about costs included in the Blue Box steward funding obligation.

The annual steward funding obligation is the total amount that Ontario stewards must pay to municipalities for operating the Blue Box program and is the most significant driver of steward fees.

Stewardship Ontario initiated arbitration in October 2018 after being unable to resolve its concerns about three costs included in the obligation and detailed below. The net result of the arbitration is the elimination of one of the cost items.

In-kind: In addition to the value of in-kind advertising provided by newspaper publishers, a cash contribution by stewards was first included in the 2015 steward obligation, resulting in approximately \$1.1 million annually in fees payable by all stewards. The arbitrator accepted Stewardship Ontario's position that RPRRA did not have the legal authority to include this charge in setting the steward obligation and directed RPRRA to remove this cost from the 2019 and subsequent obligations.

Material Management: Stewardship Ontario raised a concern that the annual obligation incorrectly included municipal costs for materials that did not fit the definition of Packaging and Printed Paper (PPP). The arbitrator determined that RPRRA is entitled to continue including this cost in the obligation and recommended collaboration on a better methodology to identify material in the municipal blue box that can properly be removed from the steward funding obligation.

Cost Containment: Steward cost containment was introduced in the 2016 obligation in response to growing net municipal costs from a changing Blue Box material mix and to incentivize stewards to develop PPP that is easier and less costly to recycle. Stewardship Ontario questioned the legitimacy of a steward cost containment fee at the outset and again when the annual amount increased from \$2.1 million in 2016 to \$7.1 million in the 2019 obligation. The arbitrator's interpretation of the Blue Box Program Plan is that RPRRA is entitled to include cost containment in the steward obligation. Further, RPRRA's formula for calculating steward cost containment was not unreasonable because, among other things, RPRRA is now in the course of reconsidering the methodology in setting the 2020 steward obligation and a forward-looking solution is more reasonable than going over old ground.



MHSW Transitioning to Full Producer Responsibility

The Ministry of the Environment, Conservation and Parks has announced it is moving forward with transitioning the waste diversion program for Municipal Hazardous or Special Waste (MHSW) to full producer responsibility. The MHSW program, and the Industry Funding Organization that operates these programs under the Waste Diversion Transition Act, are to wind up by June 30, 2021, when they will be transitioned to producer responsibility. The next stage in this transition process is the development of a new regulation under the Resource Recovery and Circular Economy Act. A proposed MHSW regulation will be released in fall 2020 for public consultation on the Environmental Registry, with the goal of finalizing the regulation early in 2021. The Ministry will be hosting webinars throughout July 2020.

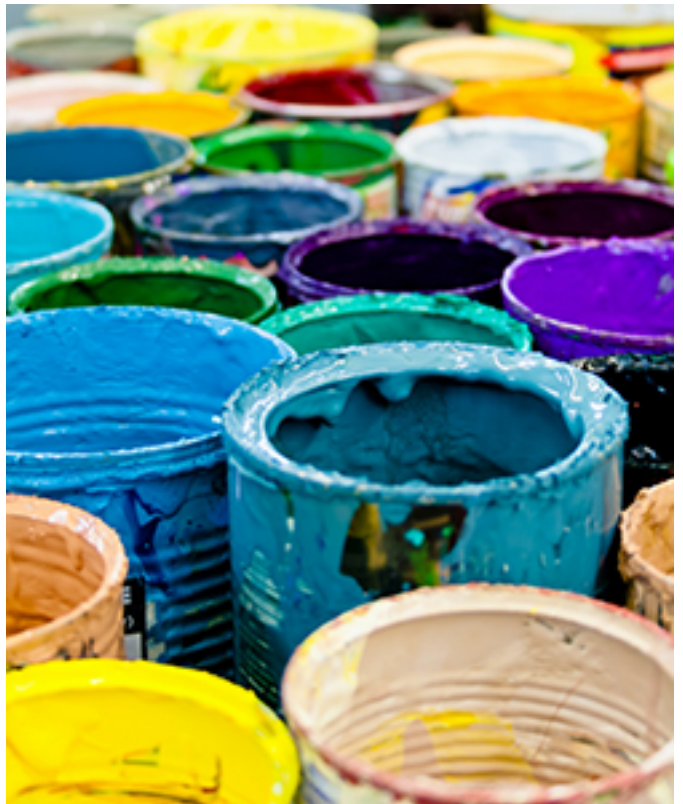
Provide feedback on Stewardship Ontario's Blue Box Program Wind-up Plan

Stewardship Ontario (SO) is seeking feedback as it develops its proposed wind-up plan for the Blue Box Program. You can submit feedback until Wednesday, July 15, 2020. All comments will be summarized in a consultation report that SO will submit to the Authority, along with the proposed wind-up plan, by August 31, 2020. The Authority expects to approve the proposed wind-up plan by December 31, 2020.

SO held webinar consultations on the development of its plan on June 16 and 17, 2020. Review the consultation materials.

Authority approves Surplus Fund Addendum to MHSW Program Wind-up Plan

The Authority has approved Stewardship Ontario's (SO) surplus fund transfer addendum to the MHSW Wind-up Plan with conditions. The addendum details how much of the surplus funds will be transferred to the Industry Stewardship Organizations (ISOs) as a lump sum, as well as how SO can recover unexpected expenses related to the materials managed by ISOs if there is a delay in the wind up.



HWIN Modernization

The Ministry of the Environment, Conservation and Parks is seeking feedback on the proposed changes to modernize and transition Hazardous Waste digital reporting services to the Resource Productivity & Recovery Authority (the Authority). These proposed changes will make reporting simpler, faster and more cost-effective for the regulated community, while creating better oversight of hazardous waste management in the province by providing more timely, accurate information to the ministry.

The feedback they receive will be used to inform regulatory and program changes that support the modernization and transition of digital reporting services to the Authority.

The discussion paper includes a number of questions for your consideration. For example, they are considering changes to registration and reporting that would remove some duplicative reporting and unnecessary data entry. We are looking for your advice on how we can best implement the proposed changes.

They would also like to better understand the impacts of modernizing hazardous waste digital reporting services on businesses, so that they can help make reporting as easy as possible. For example, they want to know how much making the change to digital reporting would cost your business and the types of supports you need to ensure a seamless transition to the new digital reporting service.

This discussion paper has been posted to the Environmental Registry (<https://ero.ontario.ca/notice/019-1760>) for a 60-day comment period, from June 19, 2020 until August 18, 2020.

We encourage you to read the discussion paper and submit your comments by the close date. If you have any questions regarding this proposal, please reply to this email or email HWINmodernization@ontario.ca.

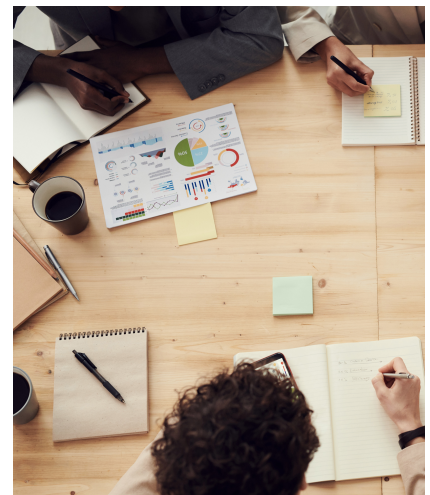
Batteries Now Managed Under Individual Producer Responsibility Framework

On June 30, 2020, the waste recovery program for single-use batteries operated by Stewardship Ontario ended. As of July 1, 2020, both single-use and rechargeable batteries became the second material, after tires, to be managed under Ontario's individual producer responsibility regulatory framework. RPRA is the regulator mandated by the Ontario government to oversee the new framework.

Participate in RPRA's Proposed 2020 Registry Fees Consultation

The Authority is consulting on its proposed 2020 Registry fees for tires, batteries and electronics. These are fees that registrants pay to the Authority to cover the Authority's costs related to building and operating the Registry, and compliance and enforcement activities.

They are hosting two webinars to describe the methodology used to calculate the proposed fees and gain feedback from registrants and other interested stakeholders. Learn more and sign up for a webinar.



Resource Productivity and Recovery Authority Annual Report

The Authority's released its 2019 Annual Report and it discusses the Authority's work in 2019, including its financial performance, as well as the role it plays in supporting Ontario's transition to a circular economy.

Some highlights from the report include:

- Tires, the first material designated to transition to individual producer responsibility (IPR), was regulated under the Resource Recovery and Circular Economy Act, 2016 (RRCEA).
- Winding up the remaining three waste diversion programs; WEEE, MHSW, and Blue Box Programs continued under the Waste Diversion Transition Act, 2016 (WDTA) and transitioning them to the IPR framework under the RRCEA.
- The Authority's consultation with stakeholders on Stewardship Ontario's proposed wind-up plan for the Municipal Hazardous or Special Waste (MHSW) Program.



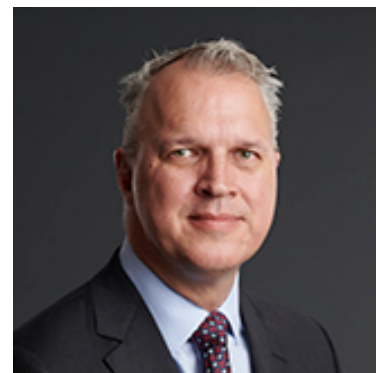
The Authority published the 2018 Datacall Report, which presents the outcomes of residential waste diversion programs operated by municipalities, recycling associations, and First Nation communities. Information from the report is used to determine net Blue Box system operating costs and set the steward obligation.

RPRa employs a communications' strategy that strives to provide stakeholders with clear, relevant, and timely information to help them understand the Authority's mandate and regulatory requirements to support industry compliance.

Robert Poirier Elected Chair of the Authority's Board of Directors

The Authority is pleased to announce the election of Robert Poirier as Chair of the Authority's Board of Directors effective June 24, 2020. Mr. Poirier was first elected director to the Authority's Board on November 1, 2017. He is also Chair of the Toronto Port Authority, and a director of Metrolinx, where he also serves on two industry committees.

Mr. Poirier's election as Chair comes after Glenda Gies resigned as Chair of the Authority's Board. Ms. Gies also resigned from the Board effective July 1. [Learn more.](#)



Lion Electric Delivers Waste Truck To Waste Connections

The Lion Electric Co. and Boivin Evolution (BEV) have sold their first Lion8 chassis with fully automated side load bodies to Waste Connections, a provider of non-hazardous solid waste collection, transfer, recycling and disposal services in the U.S. and Canada



The introduction of these electric vehicles into markets in Washington and Florida will represent the first applications of zero-emission trucks with fully electric waste collection bodies and automated arms in North America, says Lion.

The trucks will be delivered and put into service before the end of 2020. Waste Connections will maintain them, supported by local Lion teams. “We currently have an Experience Center in Seattle, and we are about to open another one in Florida,” said Gervais. These centers are notably designed to inform fleets about electrification, the capabilities of electric vehicles and vehicle charging.

Waste Connections says this investment furthers its sustainability efforts and is consistent with its commitment to growing and expanding its environmental initiatives through technology and innovation. “Developed for the electric market, the combination of the Lion8 chassis and the BEV all-electric automated side-loading body offers a cost-effective waste management solution, which reduces greenhouse gas emissions”, says the company.

With its 252-kilowatt batteries, the Lion-BEV waste collection truck offers a range of 130 miles on a single charge, providing a full day of operation (1,200 households). It does not require hydraulic pumps, valves, hoses or fluid. All arm and body movements are powered by the battery that drives electric motors for each function.

Lion says overnight recharging when the truck is not in operation and when the demand for electricity is lower reduces energy costs.

Savings on total energy costs could reach 80%, adds Lion, and maintenance costs can be reduced by 60% thanks to the simple electric powertrain that requires little maintenance and has few components.

In addition, Lion will deliver two roll-off trucks by the end of the year to Ecomaine, a non-profit waste management company located in Portland, Maine.

86 Percent Of Canadians Support Ban On Single-Use Plastics

An Oceana Canada-commissioned Abacus Data study conducted shows that the vast majority - 86 percent - of Canadians want the government to fulfill its commitment to ban harmful single-use plastics by 2021.

This compares to a similar survey conducted in 2019 that found 81 per cent of Canadians supported such a ban.

On World Oceans Day, Oceana Canada launched a petition calling on the Prime Minister and the Minister of the Environment to fulfil their mandate commitment to ban unnecessary single-use plastics - such as straws, bottles, cups and other food packaging - by 2021.

Twenty-two million kilograms of plastic leaks into the ocean every day, equivalent to one garbage truck per minute, threatening marine life and ecosystems. Over time, plastic breaks down into tiny pieces, which we all eat and breathe in. It is in Arctic ice, every fish tested in the Great Lakes, beluga whales, seabirds and more than half of all sea turtles. Plastics are on the seafloor in the deepest parts of the ocean, in the ocean breeze and have even now been found in rain. To make matters worse, plastic production is expected to increase fourfold by 2050.

In Canada alone:

- Less than 10 percent of the plastic discarded is recycled.
- 47 per cent of the plastic waste generated comes from plastic packaging and single-use plastics.
- Canada creates 3.3 million tonnes of plastic waste every year.
- 29,000 tonnes of plastic leaks into Canada's environment every year due to poorly managed plastic waste.

Wellington County Adds The Colour Green To Its Collection Program

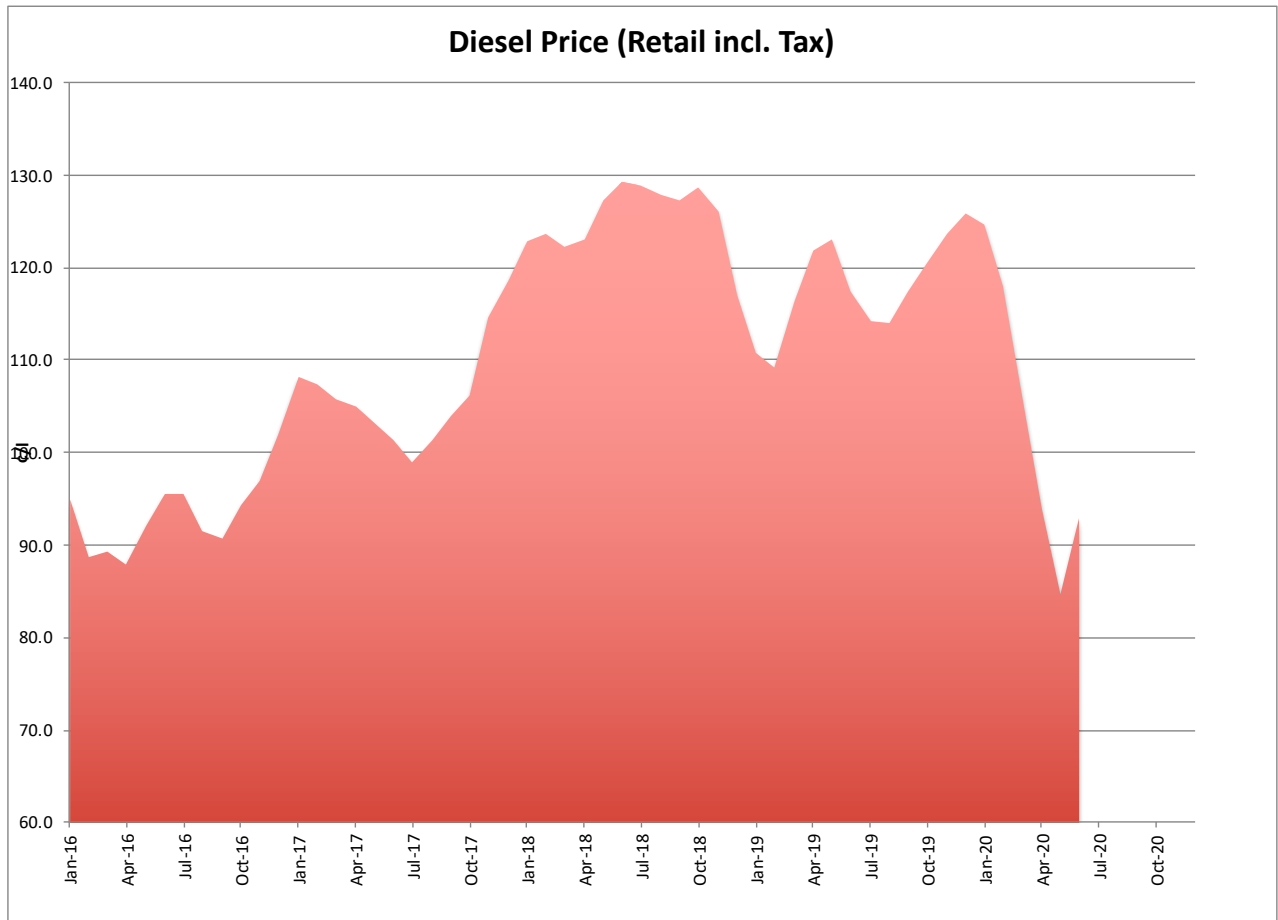
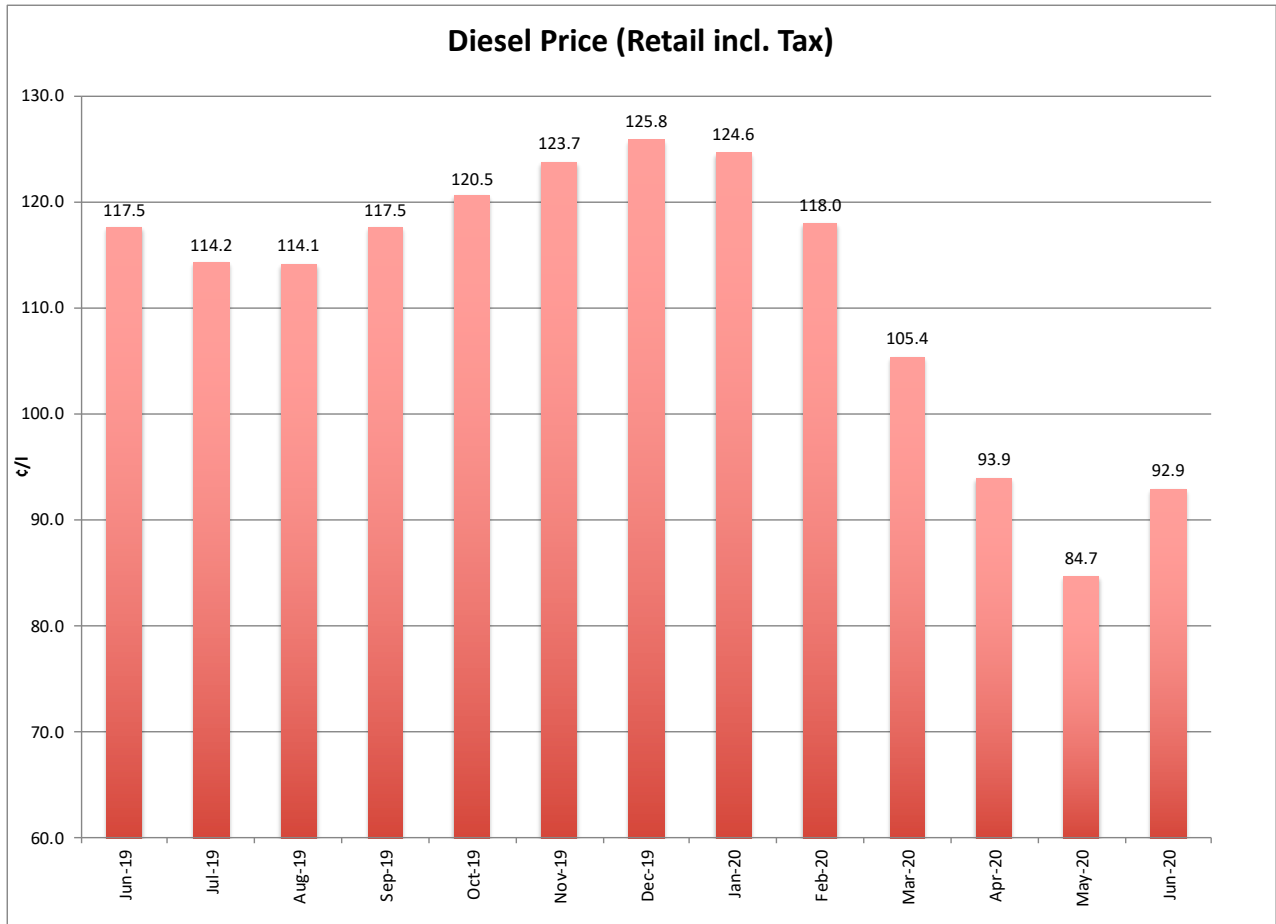
Green bins and a new curbside collection program begin across Wellington County next week.

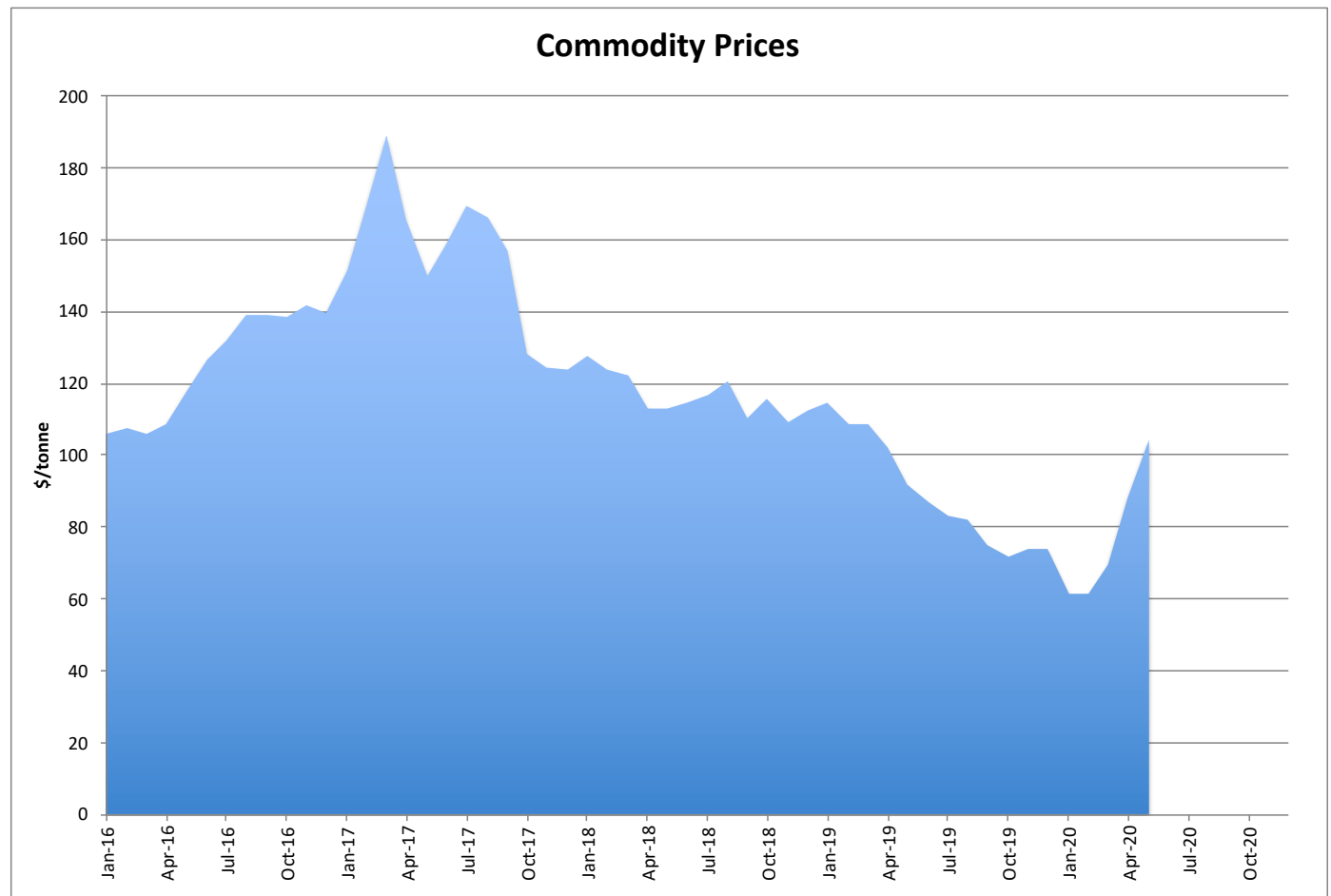
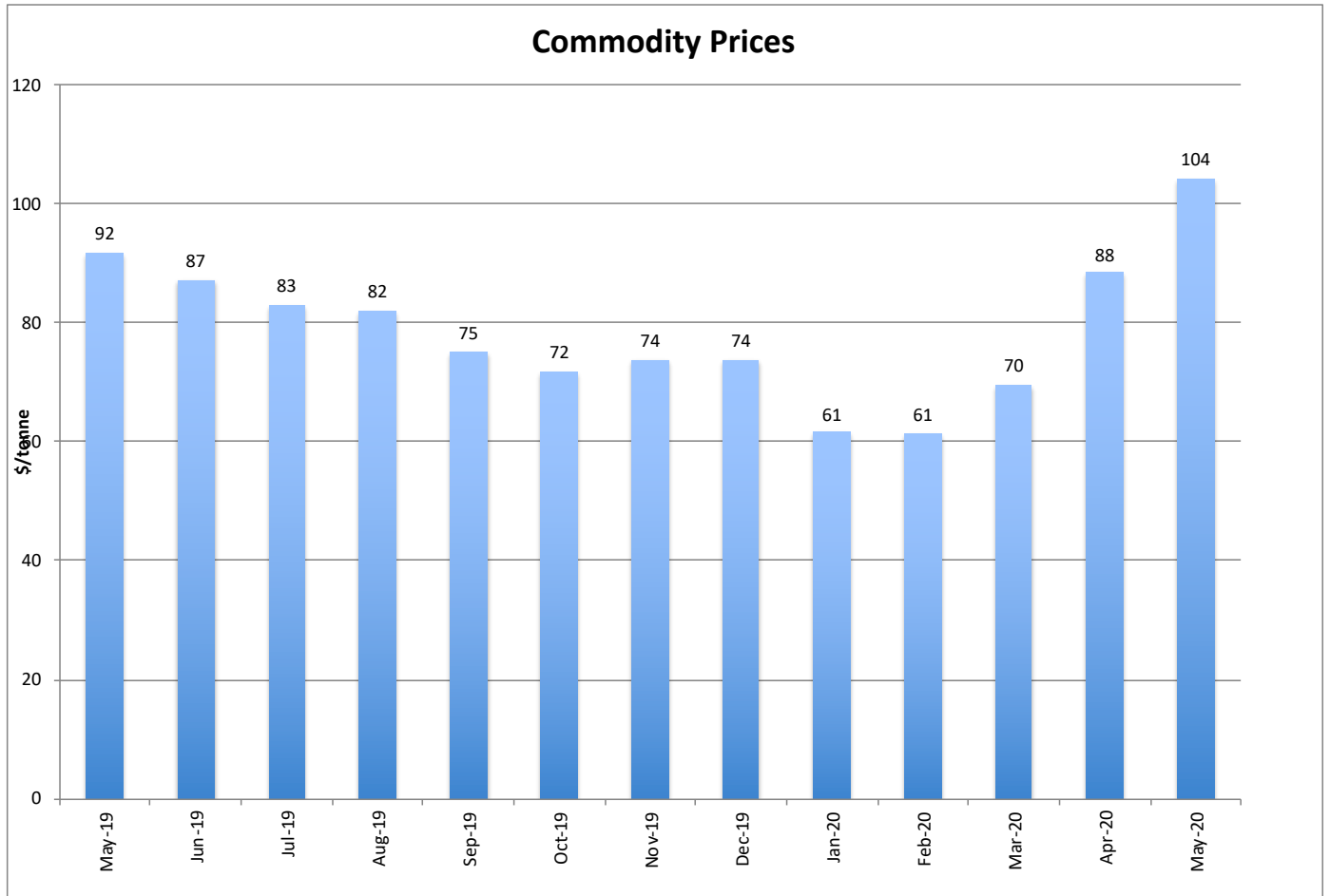
The program started July 7th and includes standardized collection frequency for both urban and rural households.

Materials is collected on both sides of the road. Recycling and organics is collected weekly but garbage is every other week. Garbage bags need user pay tags in order to be picked up.

In a release the county says the green bin program is expected to divert 2,000 tonnes of food and organic waste from its landfill site each year. It says the province as a whole only has 14 years of landfill capacity left.









BOARD OF DIRECTORS

Thursday, July 16, 2020

Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area

VIA VIDEO CONFERENCE

10:00 a.m.

AGENDA

1. Chair's Welcome and Call to Order
 2. Adoption of Agenda
 3. Discloser of Pecuniary Interest
 4. Disclosure of intention to record this meeting by video and/or audio device
 5. Adoption of Minutes from June 18, 2020
 6. Business Out of the Minutes
 - Armstrong West Erosion Control Project – Geoff Cade/Ross Wilson
 7. **Program Reports**
 - Report 1: (a) Development Review (O Reg147/06) - Meghan Tydd-Hrynyk/Daniel King
(b) Violations/Appeals Update – Geoff Cade
 - Report 2: Conducting Section 28 Hearings during COVID-19 – Geoff Cade
 - Report 3: Stewardship Funding Project Review – Nathan Schoelier
 - Report 4: Draft ABCA Five-Year Forecast – Brian Horner
 - Report 5: Profit & Loss Statement to June 30, 2020 – Brian Horner
 - Report 6: Low Water Response Program – Davin Heinbuck
- Presentation:** *Monitoring for a Healthy Watershed* – Mari Veliz/Kari Jean

8. **General Manager's Report**
9. **Committee Reports**
10. Correspondence
11. New Business
12. Committee of the Whole
13. Adjournment

Upcoming Meetings

September 17	Board of Directors Meeting
October 8	Budget Committee Meeting
October 15	Board of Directors Meeting



General Manager's Report

July 16, 2020

Prepared for the Board of Directors
by Brian Horner

Introduction

I am pleased to provide the Board of Directors with a brief update on ABCA projects, programs, new partnerships, funding opportunities and activities over the past couple of months. This report also includes information about Conservation Ontario and some of its activities on behalf of Ontario's 36 conservation authorities. If you have any questions please call me. *Note:* This is not an inclusive list – only some highlights.

Conservation Ontario

Conservation Ontario is the network of 36 Conservation Authorities, local watershed management agencies that deliver services and programs that protect and manage water and other natural resources in partnership with the government, landowners and other organizations. Conservation Authorities promote an integrated watershed approach balancing human, environmental and economic need. Conservation Authorities are organized on a watershed basis.

1. In early June 2020, Conservation Ontario surveyed the 36 conservation authorities (CAs) to identify how the COVID-19 pandemic has impacted their ability to deliver programs and services, generate revenue and employ people. Over 140 individually-offered programs or services across ten different business areas were identified. As a result, the loss of revenue is estimated to be \$36.4M, staff layoffs of around 375 and over 1,000 seasonal staff were not hired. The three business areas impacted by most CAs were Land and Conservation Areas, Education Programs and Watershed and Stewardship Restoration. These three areas alone accounted for loss of revenue \$28.3M, staff layoffs 276 and seasonal staff not hired of 931.

Projects, Programs and Studies

1. The Administration Centre continues to be closed to the public due to COVID-19. As of May 22 all ABCA properties were opened to the public with facilities to remain closed. For this and other Notices of Disruptions visit the ABCA website (abca.ca) at this web page: www.abca.ca/news/disruptions
2. ABCA continues to ensure the delivery of essential services and programs during this time. These services and programs include flood forecasting and warning; operation and maintenance of water control structures; communications; municipal support and property support. Staff continue to review development applications and issue permits as efficiently as possible.
3. Staff have been working with the Old Ausable Channel community on education stewardship resources as well as low impact canoe launch, viewing platform, and planting plans for the different neighbourhoods.
4. Mari Veliz is working with eight groups around Lake Huron to complete community outreach, monitoring and habitat restoration as well as the related reporting and virtual summit.
5. Ian Jean and Nathan Schoelier have been meeting with landowners who have contacted ABCA as a result of the stewardship grants postcard mailing. Several good projects are in the works, including five erosion control projects, three tree planting projects and two cover crop projects.

Training

1. Rosalind Chang participated in a webinar hosted by Nature Conservancy of Canada through the Invasive Species Centre on *Collaborating to Restore Coastal Wetlands and Watershed Through Invasive Phragmites Control*.

Meetings and Special Events

- 1 The Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC) met on May 27 via Zoom and along with other agenda items approved the 3rd Annual Progress Report and draft policies for Education & Outreach and agriculture activities.
- 2 While the education department is not currently delivering programs, our website has links to fun, educational activities free of charge at www.abca.ca/education/lessonplans The website includes curriculum-related activities for Grades 1-12 to help parents teaching their children at home.
- 3 The Canadian Ecological Gifts Program (CEGP) has officially welcomed the Ausable Bayfield Conservation Foundation (ABCF) as an environmental charity to receive ecological gifts. People can donate ecologically-sensitive land through CEGP. To learn more about CEGP , including a list of eligible gift recipients, visit www.canada.ca/ecological-gifts
- 4 ABCF has been approved as a qualified donee by the American Friends of Canadian Conservation. This new partnership will create an opportunity for U.S taxpayers, who are interested in protecting property in our area, to support Canadian conservation here. For more information go to www.abca.ca/foundation/american-friends
- 5 Hope Brock and Kari Jean hosted a zoom meeting on June 9 for a group of Port Franks residents interested in protecting L Lake.
- 6 Ian Jean participated in a meeting via Zoom with Lambton County, Lambton Shores and Plympton Wyoming to discuss coordinating messaging and response to the Gypsy Moth Caterpillar outbreak in areas of Lambton County.



MINUTES

BOARD OF DIRECTORS MEETING

Thursday, June 18, 2020

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

VIA VIDEO CONFERENCE

DIRECTORS PRESENT

Ray Chartrand, Doug Cook, Adrian Cornelissen (by phone), Bob Harvey, George Irvin, Dave Jewitt, Mike Tam, Marissa Vaughan, Alex Westman

STAFF PRESENT

Bev Brown, Geoff Cade, Tim Cumming, Abbie Gutteridge, Brian Horner, Ian Jean, Daniel King, Tracey McPherson, Kate Monk, Judith Parker, Meghan Tydd-Hrynyk, Mari Veliz, Angela Van Niekerk

CALL TO ORDER

Chair Doug Cook called the virtual meeting to order at 10:03 a.m. and welcomed everyone in attendance. He thanked staff for organizing the meeting and stated the procedures for voting and asking questions would be by show of hand.

ADOPTION OF AGENDA

MOTION #BD 41/20

**Moved Alex Westman
Seconded by Ray Chartrand**

“RESOLVED, THAT the agenda for the June 18, 2020 Board of Directors Meeting be approved,”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest at this meeting or from the previous meeting.

DISCLOSURE OF INTENTION TO RECORD

Chair Cook stated that the meeting was being recorded for the public to view, and a link would be posted on the ABCA website.

ADOPTION OF MINUTES**MOTION #BD 42/20****Moved by Marissa Vaughan
Seconded by George Irvin**

“RESOLVED, THAT the minutes of the Board of Directors virtual meeting held on May 21, 2020 and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTES

None

PROGRAM REPORTS1. (a) Development Review

Meghan Tydd-Hrynyk, Planning & Regulations Officer, presented the Development Review report pursuant to Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. Through the application process, proposed developments within regulated areas are protected from flooding and erosion hazards. Staff granted permission for 5 *Applications for Permission* and 8 *Minor Works Applications*.

(b) Violations/Appeals Update

Staff advised there has been an increase in the number of violations. In the Municipality of Bluewater there are 5 properties under review for undertaking construction projects such as decks, additions and dumping large amounts of fill over the lakebank. At Beach o’ Pines in Lambton Shores, there has been reports of ongoing work taking place where five landowners were charged for constructing a seawall without a permit. Other conservation authorities are experiencing a similar increase in violations during the current pandemic lockdown.

MOTION #BD 43/20**Moved by Alex Westman
Seconded by Bob Harvey**

“RESOLVED, THAT the Board of Directors affirm the approval of applications as presented in Program Report # 1 – Development Review.”

Carried.

2. Stewardship Program Project Review

Angela Van Niekerk, Wetlands Specialist presented 2 project applications eligible for funding assistance through the Canada Nature Fund for wetland restoration to improve aquatic habitat in the Ausable River for freshwater mussels and fish that are species at risk. Also one project was funded through Eco Action Program for wetland restoration by creating and enhancing water storage and water filtration on the landscape.

MOTION #BD 44/20

**Moved by Dave Jewitt
Seconded by Marissa Vaughan**

“RESOLVED, THAT the Board of Directors approve the projects eligible for stewardship program funding as presented.”

Carried.

3. COVID-19 Operations Update

General Manager, Brian Horner provided an update on the ABCA operations in response to the COVID-19 pandemic. On May 22, 2020 all ABCA properties were re-opened to the public with washrooms, privies, playgrounds and buildings to remain closed. A financial summary estimating impacts to the education department was provided. It is anticipated that education programs will be implemented again this fall.

Visitor use has increased substantially since the reopening of Rock Glen Conservation Area. Two assistants will be hired for July and August to allow someone to staff the gatehouse while the second person cleans the washrooms, collects garbage, cuts grass and can monitor visitors. The hours of operation will be expanded to 8 p.m. In the interim, Corporate Services Assistant, Sharon Pavkeje has been working at Rock Glen, 2-3 days a week, to assist Superintendent Dale Cable.

MOTION #BD 45/20

**Moved by Alex Westman
Seconded by George Irvin**

“RESOLVED, THAT the Board of Directors receive the report as presented.”

Carried.

4. Covid-19 Procedures for Healthy Watersheds Monitoring

Mari Veliz, Healthy Watersheds Manager provided a summary of the protocols developed specific to water and biomonitoring during the current pandemic. To protect staff and community volunteers, these standard operating procedures will be utilized when gathering samples in the streams, at the beach, wetlands and the edge of fields, working in the lab to prepare sample bottles, and shipping water samples for analysis.

5. Healthy Watersheds Reports and Communications

Mari Veliz reported that the healthy watersheds staff have been working on a number of reports and deliverables during the office closure, to meet the commitments of various projects and funders. A list of the reports and various communications was provided. A summary with highlights will be presented at the July Board meeting. The reports will be available to the directors prior to the next meeting upon request. Staff are writing funding applications for future projects and continue to focus on community engagement, which is important to funders.

6. Spring 2020 Tree Planting Program

Ian Jean, Forestry & Stewardship Specialist gave a summary of the spring tree planting program. There were 37,390 trees planted and distributed this spring as compared to 45,015 last year. Due to the COVID-19 pandemic, customers were informed of procedures staff would be using for public health and safety. Only two customers chose to cancel their projects as they were US residents and

couldn't cross the border. The Arkona Improvement Association, Bayfield River Flats project and municipalities of Bluewater, Lambton Shores, Lucan Biddulph and South Huron used the ABCA for special tree planting projects in their communities.

PRESENTATION

Ian Jean and Kate Monk, Lands, Stewardship & Education Manager, made a presentation on delivering land stewardship services during Covid-19. When non-essential workplaces were closed, as part of the provincial emergency declaration in March, staff began working from home and decision making went from long term to day to day. The ABCA spring tree program was in final stages of preparation and needed a plan as trees were ordered. The province did designate tree planting as an essential service and staff were committed to moving forward using Covid-19 health and safety protocols. Nursery suppliers were able to lift their tree stock for shipment and tree planters were hired. Landowners were contacted and were willing to proceed with picking up or planting the trees they had ordered using safety protocols.

Wetland creation and restoration projects also continued during the pandemic lockdown. While working from home, staff were able to set up site visits and supervise contractors effectively from a distance. A successful postcard campaign on stewardship grants was sent to watershed residents and received good feedback as people were spending more time at home. The keys to success during these unprecedented times, was the dedication of staff and willingness of landowners, time and patience, risk management, support and capacity of IT, and having funding available through grants for projects such as tree planting, buffer strips, cover crops and wetland creation.

GENERAL MANAGER'S REPORT

Brian Horner provided a written report with a brief update on the progress of various projects, staff training and development, upcoming meetings or events and general activities over the previous month.

COMMITTEE REPORTS

MOTION #BD 46/20

**Moved by Bob Harvey
Seconded by Marissa Vaughan**

“RESOLVED, THAT the minutes of the Ausable Bayfield Conservation Foundation meeting held on May 26, 2020 and the motions therein be approved as circulated.”

Carried.

MOTION #BD 47/20

**Moved by Mike Tam
Seconded by Ray Chartrand**

“RESOLVED, THAT the minutes of the Source Protection Committee meeting held on May 27, 2020 and the motions therein be approved as circulated.”

Carried.

CORRESPONDENCE

a) Reference: Investing in Sustainable Green Economy

File: A.7.1

Brief: Copy of a letter from Wayne Emmerson, Chair of Conservation Ontario to the federal Ministers of Finance; Infrastructure & Communities; and Environment & Climate Change, expressing interest in working with the federal government in program considerations for a resilient, sustainable green economy as Canadians rebound from Covid-19 realizing how important the population relies on visiting greenspaces and nature for health and wellbeing.

b) Reference: Conservation Authorities Next Steps

File: A.7.1

Brief: Copy of correspondence from Chair Wayne Emmerson to Minister Jeff Yurek in support of AMOs concerns for municipal and conservation authority workloads in implementing any amendments under the *Conservation Authorities Act* while dealing with impacts from COVID-19.

NEW BUSINESSEnforcement Services

Kate Monk reported that she and Brian Horner met with Bill Menzies of Municipal Enforcement Unit (MEU), regarding utilizing their enforcement services on ABCA conservation lands and properties for Section 29 of the *Conservation Authorities Act*. Staff are looking for a presence on our properties for the purpose of ticketing trespassers and educating visitors on permitted uses. MEU is contracted by other local municipalities and conservation authorities.

MOTION #BD 48/20**Moved by Ray Chartrand****Seconded by Bob Harvey**

“RESOLVED, THAT Municipal Enforcement Unit (MEU) be designated for regulatory enforcement duties associated with Section 29 of the *Conservation Authorities Act* and the *Trespass to Property Act* with respect to properties owned by Ausable Bayfield Conservation Authority and Huron Tract Land Trust Conservancy, and

FURTHER, THAT the parties enter into a fee for service contract agreement for a one year period.”

Carried.ADJOURNMENT

The meeting was adjourned at 11:20 a.m.

Doug Cook
Chair

Judith Parker
Corporate Services Coordinator

*Copies of program reports are available upon request.
Contact Judith Parker, Corporate Services Coordinator*



Corporate Services Department
City Clerk Services

File: A-2100

June 26, 2020

DELIVERED BY EMAIL

The Right Honourable Justin Trudeau,
Prime Minister of Canada
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford,
Premier of Ontario
Email: premier@ontario.ca

Re: COVID-19 Funding

Oshawa City Council considered the above matter at its meeting of June 22, 2020 and adopted the following recommendation:

“Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,

Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,

Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

Whereas at present, the Canada Council's for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflected on them by the affects of COVID-19; and,
2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities."

Oshawa City Council respectfully requests your consideration of the above noted matters.

If you need further assistance concerning this matter, please contact Ron Diskey, Commissioner, Community Services Department at the address listed on Page 1 or by telephone at 905-436-3311.



Mary Medeiros
City Clerk

/fb

- c. Association of Municipalities of Ontario
Federation of Canadian Municipalities
Members of Parliament and Members of Provincial Parliament
Ontario Municipalities



July 21, 2020

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Re: Emancipation Day Resolution

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on July 20, 2020 passed the following resolution:

That Chatham-Kent Council acknowledges and supports the following Private Members Bill put forward by Majid Jowhari; M-36, *Emancipation Day*, 43rd Parliament, 1st Session that reads as follows:

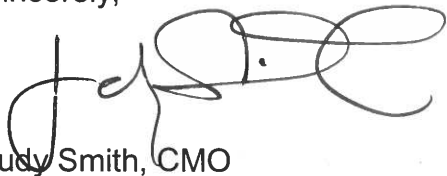
That the House recognizes that:

- a) The British Parliament abolished slavery in the British Empire as of August 1, 1834
- b) Slavery existed in the British North America prior to its abolition in 1834
- c) Abolitionists and others who struggled against slavery, including those who arrived in Upper and Lower Canada by the Underground Railroad, have historically celebrated August 1, as Emancipation Day
- d) The Government of Canada announced on January 30, 2018 that it would officially recognize the United Nations International Decade for People of African Descent to highlight the important contributions that people of African Descent have made to Canadian society, and to provide a platform for confronting anti-black racism; and
- e) The heritage of Canada's people of African descent and the contributions they have made and continue to make to Canada; and that in the opinion of the House, the government should designate August 1 of every year as "Emancipation Day" in Canada

That support for this motion is sent to our Member of Parliament and all House of Commons representatives. And that support for this motion be sent to all Municipalities.”

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,

A handwritten signature in black ink, appearing to read 'Judy Smith', with a large, stylized flourish extending to the right.

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

All House of Commons Representatives
Ottawa, ON K1A 0A6

Majid Jowhari, MP

Hon Wanda Thomas Bernard
Senator- Nova Scotia (East Preston)

Lianne Rood, MP, Lambton-Kent-Middlesex

Dave Epp MP Chatham-Kent –Leamington

C Ontario Municipalities

August 11, 2020

Page 1 of 2

Municipal Office
15 Water Street
Telephone (705) 282-2420
Fax (705) 282-3076

Postal Box 590
Gore Bay, Ontario
POB 1A0



Incorporated 1890

Office of the
Clerk

July 21, 2020

Mayor Dale Robinson
The Municipality of McDougall
5 Barager Boulevard
McDougall, ON P2A 2W9

Dear Dale;

Re: Support of The Federation of Northern Ontario Municipalities (FONOM)

Please be advised that at a recent Council meeting held on July 13, 2020 Council reviewed your resolution in response to a discussion paper published by Association of Municipalities Ontario regarding replacing current OPP Detachment Boards.

The Town of Gore Bay is in agreement with FONOM in that the current DSSAB's would not be the best solution for overseeing Northern Ontario OPP Detachments. Please find attached a certified true copy of Resolution No. 14850 indicating the Town of Gore Bay's support.

Yours truly,

Stasia Carr
Clerk
Encl.
SC/cp

cc: The Federation of Northern Ontario Municipalities,
Association of Municipalities Ontario
The Honourable Sylvia Jones, *Solicitor General*
Michael Mantha, *MPP for Algoma Manitoulin*

THE CORPORATION OF THE TOWN OF GORE BAY

RESOLUTION NUMBER 14850

14850

Moved by Kevin Woestenenk

***Seconded by Paulie
Nodecker***

***WHEREAS the Municipality of McDougall passed a resolution in response to a discussion paper published by Association of Municipalities Ontario;
AND WHEREAS AMO proposes that Northern Ontario District Social Services Boards (DSSAB) replace current OPP Detachment Boards;
AND WHEREAS the Federation of Northern Ontario Municipalities (FONOM) have identified several issues with DSSAB Boards replacing the current OPP Detachment Boards;
THEREFORE BE IS RESOLVED THAT The Council of Gore Bay is in agreement with FONOM in that the current DDSAB's would not be the best solution for overseeing Northern Ontario OPP Detachments and they be so advised;
FURTHER a copy of the resolutions be sent to FONOM and its member municipalities, AMO, the Honourable Sylvia Jones, Solicitor General, and MPP Mike Mantha for Algoma Manitoulin.***

Carried

THIS IS A CERTIFIED TRUE COPY
OF RESOLUTION NUMBER 14850
ADOPTED BY COUNCIL ON
July 13, 2020


.....
Stasia Carr
Clerk



The Corporation of The Town of Amherstburg

July 28, 2020

VIA EMAIL

To: All Ontario Municipalities

RE: Investing in Canada Infrastructure Program Grant

At its meeting of July 13th, 2020, Council passed the following resolution for your consideration:

That Administration BE DIRECTED to send correspondence in support of the Town of Renfrew's resolution regarding their request to fast track investing in Canada Infrastructure Program (ICIP) Grant Applications.

Enclosed is a copy of the Town of Renfrew's resolution for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

The Right Honourable Justin Trudeau, Prime Minister of Canada
Email: justin.trudeau@parl.gc.ca

Honourable Doug Ford, Premier of Ontario
Email: premier@ontario.ca

Taras Natyshak, MPP
Email: tnayshak-qp@ndp.on.ca

Chris Lewis, MP
Email: chris.lewis@parl.gc.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

Association of Municipalities of Ontario (AMO)
Email: amo@amo.on.ca

Federation of Canadian Municipalities (FCM)
Email: info@fcm.ca

Rural Ontario Municipalities Association
Email: roma@roma.on.ca



CORPORATION OF THE TOWN OF RENFREW

RESOLUTION NO. 2020 - 06 - 44

Moved By: Reeve Emon
Seconded By: Councillor Jamieson

WHEREAS the COVID-19 pandemic crisis has had a catastrophic affect on employment and small business survival rates, with over 11.3% jobless rate in Ontario in April 2020 alone with only a few signs of a change over the next several fiscal periods;

AND WHEREAS the Renfrew County region is already at a distinct economic disadvantage due to a shorter infrastructure construction season and the lack of essential services, like effective and available broadband across its vast and rural area that would allow for greater flexibility to work from home, or telecommute;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves within the geographical borders have an incredible influence on the economy through investments in infrastructure spending, with over \$70million being invested in 2020 in municipal projects, but will now have to evaluate and adjust the way they safely operate and offer community services and modes of transportation;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted over \$73.5 million worth of applications to the *Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream*, with all considered shovel ready and shovel worthy;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted previously over \$25million in *the Investing in Canada Infrastructure Program: Green Stream* and *Investing in Canada Infrastructure Program: Rural & Northern Stream*;

AND WHEREAS both large and small infrastructure projects have the immediate effect on local small and medium businesses in our region with consideration of the multiplier ratio on every \$1million invested having the ability to create 7.6 jobs in the local marketplace, meaning that approval of these projects would create over 1,200 jobs across Renfrew County;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Renfrew calls upon the Governments of Ontario and Canada to fast track the review of current and previous *Investing in Canada Infrastructure Program* grant applications in order to provide much needed employment and investment into rural Ontario to provide sustainable infrastructure that will be safe and suitable in a post-pandemic setting;

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Cheryl Gallant, Renfrew-Nipissing-Pembroke; the Honourable John Yakabuski, MPP Renfrew-Nipissing-Pembroke; the Minister of Infrastructure; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario.

- CARRIED -

I, Jennifer Charkavi, Deputy Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2020 - 06 - 44, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 23rd day of June 2020.

DATED at Renfrew, Ontario
this 24th day of June 2020.

Jennifer Charkavi

Jennifer Charkavi



The Corporation of The Town of Amherstburg

VIA EMAIL

To: All Ontario Municipalities

RE: Long Term Care Home Improvements

At its meeting of July 13th, 2020, Council passed the following resolution for your consideration:

That Administration BE DIRECTED to send correspondence in support of the City of Sarnia's resolution regarding their request for long term care home improvements.

Enclosed is a copy of the City of Sarnia's resolution for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

cc:

Doug Ford, Premier of Ontario
Email: premier@ontario.ca

Taras Natyshak, MPP
Email: tnayshak-qp@ndp.on.ca

Chris Lewis, MP
Email: chris.lewis@parl.gc.ca

Dianne Gould-Brown
City Clerk, City of Sarnia
Email: clerks@sarnia.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

Association of Municipalities of Ontario (AMO)
Email: amo@amo.on.ca



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Office**

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519 332-0330 519 332-3995 (fax)
519 332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

June 24, 2020

To: All Ontario Municipalities

Re: Long Term Care Home Improvements

At its meeting held on June 22, 2020, Sarnia City Council adopted the following resolution submitted by Councillor Margaret Bird with respect to the conditions in Long Term Care homes exposed by the pandemic:

That due to the deplorable conditions exposed by the pandemic in LTC homes in the province, and because this is a time for action, not just continuous streams of investigations, commissions and committees, and because the problems have been clearly identified, that Sarnia City Council direct staff to send this motion to the 444 Ontario Municipalities, asking them to urge Premier Ford to start implementing the required resolutions immediately, as follows:

- 1. increasing hours for all part-time and casual labour***
- 2. since the government provides funding for privately-operated homes, they have an obligation to inspect these homes and see that they are being properly run, and that funds are being used for the benefit of the residents and not the huge profitability of the operators, and***
- 3. to end the neglect and unacceptable conditions being experienced, each day, by our vulnerable seniors.***

Sarnia City Council respectfully seeks your endorsement of this resolution. If your municipal council endorses this resolution, we would request that a copy of the resolution be forwarded to the following:

Doug Ford, Premier of Ontario; and

City of Sarnia, City Clerk's Office
clerks@sarnia.ca

Sincerely,



Dianne Gould-Brown
City Clerk

cc: AMO

August 11, 2020

Page 1 of 2

Municipal Office
15 Water Street
Telephone (705) 282-2420
Fax (705) 282-3076

Postal Box 590
Gore Bay, Ontario
POB 1H0



Incorporated 1890

Office of the

Clerk

July 21, 2020

Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands
206 Toronto Street South, Unit One
P.O. Box 409
Markdale, ON N0C 1H0

Dear Jerri-Lynn;

Re: Support of Universal Basic Income Resolution

Please be advised that at a recent Council meeting held on July 13, 2020 Council reviewed your correspondence regarding the Universal Basic Income Resolution.

The Town of Gore Bay is in support of the Municipality of Grey Highlands urging the provincial and federal government to investigate the feasibility of implementing a universal basic income program. Please find attached a certified true copy of Resolution No. 14853 indicating the Town of Gore Bay's support.

Yours truly,

A handwritten signature in cursive script, appearing to read 'Stasia Carr'.

Stasia Carr
Clerk
Encl.
SC/cp

cc: Mr. Justin Trudeau, *The Right Honourable Prime Minister of Canada*
Mr. Douglas Ford, *The Honourable Premier of Ontario*
All other Municipalities with the Province of Ontario

THE CORPORATION OF THE TOWN OF GORE BAY

RESOLUTION NUMBER 14853

14853

Moved by Kevin Woestenenk

***Seconded by Leeanne
Woestenenk***

WHEREAS the Municipality of Grey Highlands is urging the Provincial and Federal Government to consider a universal basic income as presented in the 2018 Parliamentary Budget Office Report;


AND WHEREAS a basic income has the potential to improve individual physical and mental health, labour market participation, food security, housing stability, and raise the standard of living for vulnerable members of society;

THEREFORE, BE IT RESOLVED THAT Gore Bay Council supports the Municipality of Grey Highlands urging the provincial and federal government to investigate the feasibility of implementing a universal basic income program and they be so advised;

FURTHER this resolution be forwarded to the Right Honourable Prime Minister of Canada, the Premier of Ontario, and all municipalities within the Province of Ontario.

Carried

THIS IS A CERTIFIED TRUE COPY
OF RESOLUTION NUMBER 14853
ADOPTED BY COUNCIL ON
July 13, 2020


.....
Stasia Carr
Clerk

August 11, 2020

Page 1 of 2

Municipal Office
15 Water Street
Telephone (705) 282-2420
Fax (705) 282-3076

Postal Box 590
Gore Bay, Ontario
POB 1240



Incorporated 1890

Office of the
Clerk

July 21, 2020

Tracy Macdonald
Assistant Clerk
Town of Orangeville
87 Broadway
Orangeville, ON L9W 1K1

Dear Tracy;

Re: Support of OPP Diversity Training

Please be advised that at a recent Council meeting held on July 13, 2020 Council reviewed your correspondence regarding common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force.

The Town of Gore Bay supports the town of Orangeville in their efforts to encourage common training requirements to all members of the Ontario Provincial Police Force. Please find attached a certified true copy of Resolution No. 14851 indicating the Town of Gore Bay's support.

Yours truly,

A handwritten signature in black ink, appearing to read 'Stasia Carr'.

Stasia Carr
Clerk
Encl.
SC/cp

cc: The Honourable Sylvia Jones, *Solicitor General*
AMCTO

THE CORPORATION OF THE TOWN OF GORE BAY

RESOLUTION NUMBER 14851

14851

Moved by Paulie Nodecker

Seconded by Aaron Wright

WHEREAS the Town of Orangeville is requesting support of their motion regarding OPP Diversity Training;

AND WHEREAS they are concerned that although the OPP have indicated they have a comprehensive diversity training program, there may not be the same resources available throughout the province detachments;


AND WHEREAS there is public concern regarding the use of force, such as neck restraints, and oversight;

THEREFORE BE IT RESOLVED THAT Gore Bay Council supports the Town of Orangeville in their efforts to encourage common training requirements to all members of the Ontario Provincial Police Force and they be so advised;

FURTHER this motion be sent to the Solicitor General's Office and be circulated to all Ontario Municipalities.

Carried

THIS IS A CERTIFIED TRUE COPY
OF RESOLUTION NUMBER 14851
ADOPTED BY COUNCIL ON
July 13, 2020



Stasia Carr
.....
Stasia Carr
Clerk



July 16, 2020

In This Issue

- COVID-19 resources.
- Supporting Ontario's Safe Employers Program now open.
- AMO's Virtual Conference: a Canadian first!
- AMO leads the way: Virtual 2020 Exhibit Hall!
- Save the date for Land Use Planning: Beyond the Basics Training.
- Virtual Energy Training - Make social distancing work for you!
- Improved lighting cuts costs and saves energy.
- Municipalities head to Bay Street with new powers.
- ONE's Main Street to Bay Street podcast.
- Career with Norfolk County.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

Provincial Matters

The Ministry of Labour, Training and Skills Development has opened applications for the [Supporting Ontario's Safe Employers \(SOSE\)](#) program. For questions about the program, contact the Prevention Office at SOSE@Ontario.ca.

Eye on Events

AMO 2020 is Canada's first virtual municipal conference. As always, AMO's annual conference provides [up-to-date information](#), insights from government leaders, lessons learned and the way ahead from COVID-19 and much, much more. [Register today!](#)

AMO's [virtual exhibit hall](#) provides you the opportunity you have been looking for to connect with municipal leaders and showcase your products. This year's virtual event is providing greater flexibility, extended trade show hours and multiple points of interaction with delegates and ways to highlight your products. [Book now!](#)

Back by popular demand, Land Use Planning: Beyond the Basics is coming to you virtually. This training will provide you with insight and tools to your central role in implementing and managing the land use policy framework. [Registration details](#) can be found here.

LAS

LAS and Stephen Dixon (TdS Dixon) are now offering virtual Energy Training sessions including virtual energy hunts. It sounds complicated but it works great! Login from anywhere (including from home) and attend an exciting and informative energy workshop! Incentives are also available from IESO. Contact Christian Tham for details.

Looking for ways to reduce costs while at the same time improving the ambiance in your municipal facilities? LAS and Conrad Lighting Solutions can assist with lighting design when you participate in the turn-key LAS Facility Lighting Service. Contact Christian Tham for a free, no-obligation quote.

ONE Investment

Six Ontario municipalities have come together to invest jointly under the Prudent Investor Standard with ONE Investment. By-laws approving the new standard are in effect, helping municipalities improve investment returns.

ONE Investment's Main Street to Bay Street podcast profiles Bracebridge's journey to investing more broadly to create more revenue that will better fund asset management plans.

Careers

Director, Strategic Innovation and Economic Development - Norfolk County. Job Posting # NU 12.20. Status: Permanent Full Time. Reports To: General Manager, Planning and Development. Location: Simcoe, ON. Posting Period: July 13, 2020 – August 4, 2020. To apply for this position, please click here.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow @AMOPolicy on Twitter!

AMO Contacts

AMO Watch File Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions



July 23, 2020

In This Issue

- COVID-19 resources.
- Contact tracing to safely resume municipal operations.
- The Enabling Accessibility Fund - Youth Innovation Component.
- 10 Good Reasons to Attend the 2020 AMO Conference!
- AMO's 2020 Exhibit Hall.
- Save the date for Land Use Planning: Beyond the Basics Training.
- Simplify appointment scheduling for in-person services.
- Career with Simcoe County.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. It now has a section on mandatory face masks bylaws/directives for information to municipal governments considering similar bylaws. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

Keep staff, visitors and facilities safe as you reopen with [SimpleTrack](#); a secure contact tracing platform from [eSolutionsGroup](#) to screen, track and report COVID-19 in the workplace.

Federal Matters

The [Enabling Accessibility Fund Youth Innovation Component](#) provides an opportunity for youth to have a direct impact in the lives of persons with disabilities. They do this by addressing accessibility barriers in public spaces or workplaces within their community. Organizations eligible for the funding include: Not-for-profit organizations; businesses; Indigenous organizations; municipal and territorial governments. Deadline to apply: October 30, 2020. Email [EAF](#) for more information

Eye on Events

Why should you attend the AMO 2020 Conference? [Here](#) are only 10 of the reasons. [Register today!](#)

This year, AMO's exhibit hall has gone virtual. Enjoy important networking opportunities, greater flexibility, extended trade show hours and multiple points of interaction. It makes sense to take advantage of this important opportunity and book your spot now. Just a few spaces left. [Book now!](#)

Back by popular demand, Land Use Planning: Beyond the Basics is coming to you virtually. This training provides insight and tools to support your central role in implementing and managing the land use policy framework. [Registration details](#) can be found here.

Municipal Wire*

[Appointmentio](#) is an easy-to-setup online booking platform from [eSolutionsGroup](#) that lets the public book appointments for in-person services to help you manage physical distancing and return to work restrictions.

Careers

[Manager, Scheduling Services - County of Simcoe](#). Employment Status: Permanent Full-Time. Reference Code: 841. Closing Date: July 31, 2020. Location: Midhurst, Ontario. Reports to the Director, Performance Quality & Development. To view the job description and submit your application online, please see County of Simcoe [Career Opportunities](#).

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[ONE Investment](#)

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[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
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July 30, 2020

In This Issue

- COVID-19 resources.
- Changes to federal wastewater regulations.
- *Marine Liability Act* review.
- Four new interim Codes of Practice under *Fisheries Act*.
- Just a few weeks until 2020 AMO Conference!
- AMO's 2020 Exhibit Hall.
- Everything you need to know about Land Use Planning.
- LAS Blog: LAS Goes Virtual at the AMO Conference 2020!
- LAS Group Buying: Easy on your budget.
- Investments 101 Training - Available this fall.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. It now has a section on mandatory face masks bylaws/directives for municipal governments considering similar bylaws. Send any of your municipally related pandemic questions to covid19@amo.on.ca.

Federal Matters

Environment and Climate Change Canada (ECCC) is [proposing changes to the Wastewater Systems Effluent Regulations \(WSER\)](#) to extend the period for compliance in some cases and to expand the rules surrounding bypasses. Municipal governments are encouraged to review the proposals and provide comments to ECCC.

Transport Canada is [consulting on changes to the *Marine Liability Act*](#) and is looking for feedback on how ship source oil spills affect communities. The Act helps to clean up ship source oil spills and sets compensation rules. The comment period is open until **September 30, 2020**. Members are encouraged to provide comments.

Fisheries and Oceans Canada (DFO) has released four new interim [Codes of Practice](#) - beaver dam removal, Culvert maintenance, temporary cofferdams and diversion channels, and Temporary stream crossings. DFO plans to engage stakeholders on these Codes in the Fall and Winter. Municipalities with questions navigating the Act should [contact DFO](#).

Eye on Events

The 2020 AMO Conference will be Canada's most comprehensive gathering of government leaders since the global pandemic began. [Mc'd by TVO](#), the conference program features more than 40 speakers, sessions and workshops. [Register today!](#)

There is still time to book a spot in the AMO Exhibit Hall. 2020, like all conferences before, offers important networking opportunities, greater flexibility, extended trade show hours and multiple points of interaction. Take advantage of this important opportunity and book your spot now. [Book now!](#)

Back by popular demand, *Land Use Planning: Beyond the Basics* is coming to you virtually. This training provides insight and tools to support your central role in implementing and managing the land use policy framework. [Registration details.](#)

LAS

The AMO Conference is coming soon! Check out the [LAS Blog](#) to learn how you can stay connected with us at the virtual trade show.

Looking to save money on common items now that restrictions are lifted? LAS is here to help. Check out the [Municipal Group Buying Program](#) where you can easily buy everything from paper to building supplies to front-end loaders. You'll be glad you did.

ONE Investment

Mark your calendars! ONE Investment will be offering online training this fall. ONE's Investment- 101 virtual course is module based and allows you to learn at your own pace. [Registration information](#) to come in the following weeks.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

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[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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August 6, 2020

In This Issue

- COVID-19 resources.
- AMO 2019 Annual Report available online.
- You can still register for the 2020 AMO Conference.
- Delegate AMO 2020 Conference orientation.
- Everything you need to know about Land Use Planning.
- New features in our Road & Sidewalk Assessment Service.
- Complimentary webinar on nutrition and health.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. It now has a section on mandatory face masks bylaws/directives for municipal governments considering similar bylaws. Send any of your municipally related pandemic questions to covid19@amo.on.ca.

AMO Matters

AMO's [2019 Annual Report](#) contains organizational information and financial statements for 2019. It will form part of Secretary Treasurer's report at the [AMO AGM](#) on Monday, August 17, 2020.

Eye on Events

AMO's 2020 Conference will be Canada's most comprehensive gathering of government leaders since the global pandemic began. [Mc'd by TVO](#), don't miss one of this year's feature events: 3 Minister's Forums. Send your [questions](#) by noon August 5th and [register today!](#)

Registered delegates will be provided an orientation to the virtual meeting. Delegates will have the opportunity to go through the virtual experience and learn how to navigate all aspects of the conference. Stay tuned for the date and time of the orientation.

Back by popular demand, *Land Use Planning: Beyond the Basics* is coming to you virtually. This training provides insight and tools to support your central role in implementing and managing the land use policy framework. [Registration details.](#)

LAS

The [Road & Sidewalk Assessment Service](#) keeps improving. Find out about the new

online work order functionality at the upcoming AMO Conference. Visit StreetScan's virtual booth to explore this exciting new feature - sure to make your road maintenance easier.

Did you miss out on the Mosey & Mosey's Nutrition and Health Webinar earlier this year? Back by popular demand, LAS' Group Benefits partner is offering the free webinar on August 18, 2020. Don't miss out! [Sign up now](#).

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
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Memo

To: Mayor and Council

From: Tina Merner, Deputy Clerk

Subject: Updated Policy Manual - Human Resources Section

Report No.: CL-06-2020

Date: August 11, 2020

Background:

The Township of Lucan Biddulph is committed to ensuring a respectful, safe and secure municipal environment. To that end, Lucan Biddulph staff have been developing a Human Resources section to our Policy and Procedures Manual that fosters both professional and personal development.

Discussion:

Staff have been working on developing the Human Resources section of the Policy and Procedures Manual for the last year. A policy working group consisting of the Mayor, Deputy Mayor and all staff Manager's was created to discuss and review policies being brought forward. The policy working group met on January 24, 2020 and July 20, 2020 to review and discuss each policy being proposed. Staff also consulted with Cindy McNair, Human Resources Practice Leader from Selectpath on several occasions to discuss policies. Consultation also took place with the County of Middlesex Human Resources department. Policies were developed using a variety of precedents from the County of Middlesex and lower-tier municipalities within.

As it is necessary to make amendments to these policies from time to time to reflect changes in the workforce, employment trends, economic conditions and legislation, staff is recommending an annual review timeline of the Human Resources section of the Policy and Procedures Manual.

Staff has organized the Policy and Procedure Manual into the following categories going forward:

Category	Policy No
Administration	100's
Human Resources	101's
Corporate	102's
Finance	200's
Health and Safety	300's
Public Works	400's

The proposed Human Resources section of the Policy and Procedure Manual will consist of the following policies at this time. A copy of each is attached for reference.

Policy No.	Policy Name	Previous Policy (if any)
101-03-2020	Bereavement	100-24-2004
101-04-2020	Jury Duty and Witness Leave	100-12-2004
101-05-2020	Court Appearance for Council	100-12-2004
101-06-2020	Pregnancy and Parental Leave	100-20-2004
101-07-2020	Vacation	100-33-2004
101-08-2020	Statutory Holidays	100-31-2004
101-09-2020	Sick Leave	100-26-2007
101-10-2020	Short Term Disability	100-27-2009
101-11-2020	Long Term Disability	no current policy
101-12-2020	Hiring Policy	By-law #63-2004
101-13-2020	Hours of Work Procedure	no current policy
101-14-2020	Banking Overtime Policy	no current policy
101-15-2020	Problem and Conflict Resolution	no current policy
101-16-2020	Employee Discipline	100-34-2004
101-17-2020	Workplace Alcohol & Drug	no current policy
101-18-2020	Work from Home	no current policy

Please note policy No. 101-01-202 Respect in Workplace and policy No. 101-02-2020 Employee Code of Conduct which was approved on June 16, 2020, forms part of the Human Resources section as well.

Impact to Budget:

No financial implication associated with this report.

Strategic Plan:

This matter aligns with the following strategic priority:

Strategic Direction One – Goal #3, Action #4: Actively instill a positive workplace environment and culture at the Township and pride in the community

Recommendation:

1. That Council approves the proposed Human Resources Policies as listed above;
2. That Council repeals policy no. 100-24-2004, 100-12-2004, 100-20-2004, 100-33-2004, 100-31-2004, 100-26-2007, 100-27-2009, 100-34-2004;
3. And that Council direct staff to review these policies and procedures on an annual basis based on changes in employment trends, economic conditions and legislation.

Tina Merner

Tina Merner
Deputy Clerk



Policy: Bereavement
Category: Human Resources
Policy Number: 101-03-2020
Effective Date: August 11, 2020
Revised Date:

Bereavement Policy

Purpose:

The Township of Lucan Biddulph will provide paid bereavement leave following the death of an immediate member of the family for the purposes of attending to duties and responsibilities surrounding the death. Upon request, additional days may be granted at the discretion of the supervisor as vacation, sick time, lieu time, paid or unpaid time.

Scope:

All full-time Employees who have completed three (3) months of continuous service.

Procedure:

1. In the event of the death of an Employee's spouse/partner, child, parent or sibling, the Township shall grant up to five (5) working days compassionate leave with pay.
2. In the event of the death of an Employee's grandparents, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, niece or nephew, or a child's spouse, the Township shall grant up to three (3) working days compassionate leave with pay.
3. In the event of the death of an Employee's other relatives, beyond what is listed above, or for being a pallbearer, up to one (1) day may be granted with pay, upon request and approval from the Employee's supervisor.
4. In the event of a common-law relationship, which has existed for a period of at least one year, the previously noted relatives would be permitted for bereavement leave.
5. In the event of a step relationship, the previously noted step relatives shall be permitted for bereavement leave.

6. The Employee is responsible to contact their supervisor to inform them of their need for Bereavement Leave, in advance of the leave period.
7. The Employee and supervisor should make every effort to ensure that operations of the department are not adversely affected during the Employee's absence.
8. Employees shall not be paid pursuant to the above for Saturdays, Sundays, paid holiday, or leave of absence for any other period during which they would not have worked other than paid vacation.
9. Policy No. 100-24 is hereby repealed.

Mayor

CAO/Clerk



Policy: Jury Duty & Witness Duty Leave
Category: Human Resources
Policy Number: 101-04-2020
Effective Date: August 11, 2020
Revised Date:

Jury Duty & Witness Duty Leave

Purpose:

The Township of Lucan Biddulph recognizes that from time to time, Employees may require time away from the workplace to attend to duties and responsibilities of being called as a juror or as a witness to a criminal, civil court proceeding or quasi-judicial tribunal where a subpoena has been issued. The Township will grant paid leave in accordance with the *Juries Act, R.S.O., 1990*.

Scope:

All full-time and permanent part-time Employees who have completed three (3) months of continuous service.

Procedure:

1. Upon being called to serve as a juror or being served with a witness subpoena from a criminal or civil court or quasi-judicial tribunal, the Employee will notify their supervisor.
2. The Employee's responsibility during an absence from work include:
 - a. Providing the supervisor with expected length of absence and telephone contact.
 - b. Informing the supervisor of issues requiring immediate attention, particularly those affecting client servicing.
 - c. Ensuring that reception and their designated back-up are notified of their absence.
 - d. Change personal greetings on their voicemail and email system to both inform staff and the public of their absence and provide them with the details of their alternate contact.
 - e. Reporting to work for the day or days that they are excused from the court.
 - f. At the conclusion of their duty, the Employee shall obtain a certificate from the Court, confirming the period of their duty and provide the certificate to their supervisor.
 - g. Employees will receive one-day's paid leave for the loss of each day of service provided that they report for work when not required for duty. Upon returning, the Employee shall

turn over to the Employer any and all compensation received from the court excluding traveling, meals, and other expenses.

3. Any Employee that is subpoenaed for witness as it relates to the business of the Township of Lucan Biddulph shall be entitled to full pay for the full or part days involved, transportation costs and any other reasonable costs with the submission of receipts.
4. The Township will grant every Employee who is summoned for jury service a leave of absence. Upon return from leave, the Employee shall be reinstated into their previous position should it exist of a comparable position commensurate with the Employee's qualifications, experience and ability.
5. Periods of authorized jury duty and witness leave will be counted as continuous service for the purposes of calculating vacation, sick leave and service based salary adjustments or any other benefits tied to continuous length of service.

Mayor

CAO/Clerk



Policy: Court Appearance for Council Members
Category: Human Resources
Policy Number: 101-05-2020
Effective Date: August 11, 2020
Revised Date:

Court Appearance for Council Members

Purpose:

The Council of the Township of Lucan Biddulph hereby sets out a policy that outlines the procedure when a Councillor is subpoenaed for witness as it relates to the business of the Township of Lucan Biddulph.

Scope:

All council members shall be entitled to compensation should they be called as a witness in a Court proceeding as it relates to the business of the Township of Lucan Biddulph.

Procedure:

1. That any elected Official of the Corporation of the Township of Lucan Biddulph that is called, as a witness in his/her official capacity shall, upon reporting to the Council, be entitled to:
 - \$150.00 per day, if the session is less than 4 hours long (travel time included) for each councilor who attended at court.
 - \$300.00 per day or portion thereof, if the session exceeds 4 hours, for each councilor who attended at court.
 - Transportation costs
 - Any other reasonable costs with the submission of receipts
 - Any fees received from the court shall be deducted
2. That policy no. 100-12 is hereby repealed.

Mayor

CAO/Clerk



Policy:	Pregnancy, Parental and Adoption Leave
Category:	Human Resources
Policy Number:	101-06-2020
Effective Date:	August 11, 2020
Revised Date:	

Pregnancy, Parental and Adoption Leave

Purpose:

The Employer will grant a leave of absence (LOA) without pay to eligible Employees for both pregnancy and parental leaves in accordance with the *Employment Standards Act, 2000*.

Scope:

All full-time and permanent part-time Employees who have been hired by the Township thirteen (13) weeks prior to their expected due date.

Procedure:

1. Entitlement

- a. The natural mother is entitled to:
 - i. Seventeen (17) weeks of unpaid leave of absence for pregnancy.
 - ii. Thirty-five (35) weeks of unpaid leave of absence for parental.
- b. The father and adoptive parent is entitled to:
 - i. Thirty-five (35) weeks of unpaid leave of absence for parental.
- c. Miscarriage and Stillbirth
 - i. For miscarriages and stillbirths occurring more than seventeen (17) weeks before the due date, pregnancy and parental leave does not apply.
 - ii. For miscarriage and stillbirths occurring within seventeen (17) weeks of the expected due date, the natural mother will be entitled to pregnancy leave only. Pregnancy leave will terminate on the later date of either, seventeen (17) weeks after the leave begins or 6 weeks after the miscarriage or stillbirth.

2. Commencement of the Leave

- a. For the natural mother:
 - i. Pregnancy leave may commence no earlier than the day that is seventeen (17) weeks before the expected due date and the day the child is born.
 - ii. Parental leave commences when pregnancy leave ends.
 - iii. An Employee may begin her pregnancy leave no later than the earlier of her due date and the day the child is born.
- b. For the father and adoptive parent:
 - i. Parental leave must commence within fifty-two (52) weeks after the birth or after the child first comes into the custody and control of a parent.

3. Service Accrual

- a. Pregnancy and parental (LOA) shall be unpaid. Statutory holidays that occur during the leave will not be paid.
- b. Periods of authorized pregnancy and parental leave will be counted as continuous service for purposes of calculating vacation, sick leave and service based salary adjustments or any other benefits tied to continuous length of service.

4. Benefits

- a. Benefit premiums paid by the Employer on behalf of the Employee prior to the LOA shall continue during the LOA period.
- b. Coverage for benefits normally paid by the Employee may be continued by the Employee during LOA. The Employee shall make arrangements with Accounts Receivable and Payroll to set up payment arrangements for benefit premiums at least two (2) weeks prior to commencement of their LOA.
- c. Arrangements to purchase any part of the period of broken service for the OMERS pension plan are the responsibility of the Employee, and shall be made upon the Employee's return to work. The procedure for the purchase shall be in accordance with pension regulations.

5. Notice of Leave

- a. Employees are required to give their supervisor a minimum of two (2) weeks' notice in writing of the date the pregnancy and parental leave is to begin.
- b. A signed Doctor's certificate indicating the estimated due date of delivery must accompany the status change notice form in the case of a pregnancy leave. For a parental leave, medical documentation of the birth or a verification of child custody must be provided.

- c. In the case where an Employee must commence their LOA earlier than the date originally indicated, or without warning, the Employee has two (2) weeks from the date they stopped working to provide notice of leave.

6. Termination of the Leave

- a. Employees on a LOA intending to revise the date of their return from the LOA must notify their supervisor in writing a minimum of four (4) weeks before the date the leave was to end.
- b. Employees must confirm their return to work date with their supervisor two (2) weeks prior to the return.
- c. Upon return from leave, the Employee shall be reinstated into their previous position should it exist or a comparable position commensurate with the Employee's qualifications, experience and ability.
- d. Employees who choose not to return to work after the leave must provide four (4) weeks written notice of their resignation.

7. Job Postings

Employees on approved pregnancy or parental LOA are eligible to apply for job postings.

- 8. That policy no. 100-20 is hereby repealed.

Mayor

CAO/Clerk



Policy: Vacation
Category: Human Resources
Policy Number: 101-07-2020
Effective Date: January 1, 2021
Revised Date:

Vacation Policy

Purpose:

The Township of Lucan Biddulph recognizes the need for rest and recreation as an integral element in balancing work and lifestyle and as such shall provide annual paid vacation to eligible Employees in accordance with the *Employment Standards Act, 2000* and the following procedure.

Scope:

All Employees in the Township of Lucan Biddulph.

Procedure:

Permanent Full-Time Employees

1. Vacation periods, calculation of pay, continuous service and pay distributions will be based on a vacation fiscal year which is set as January 1st to December 31st. Vacation with pay will be granted in accordance with the following:
 - a. Vacation earned the first year shall be taken prior to December 31st of that year. Thereafter, entitlement shall be taken between January 1st and December 31st, based on computed entitlement. If their entitlement is not taken within this period, the Employee shall not be entitled to further compensation for lost vacation time. Notwithstanding the above an Employee can carry-over 5 days with the approval of the Chief Administrative Officer, however, upon approval by the Council of the Township of Lucan Biddulph an Employee may carry-over more than 5 days if applied for prior to December 1st in any given year.
 - b. The employer reserves the right to allow vacation or part thereof to be taken in advance or before fully earned under the Employment Standards Act. If such advance vacation is

approved and taken, should termination or resignation occur, the Employee shall reimburse the Township for the unearned portion of such vacation.

- c. If an Employee is on short or long term disability and returns to work through participation of a modified work program but is unable to return to full hours, his/her vacation entitlement is pro-rated based on their percentage of hours worked to full-time status.
- d. If an Employee is a regular full-time Employee with less than one year of service, vacation will be prorated on the basis of one (1) day per month, unless otherwise stipulated in the employment contract.
- e. Vacation entitlement will increase based on years of service in accordance with the following, unless otherwise stipulated in the employment contract:

Years of Service	Vacation Entitlement per Year
One (1) year or more	2 weeks (10 days)
In the beginning of the calendar year of the 4th anniversary and each year thereafter	3 weeks (15 days)
In the beginning of the calendar year of the 10th anniversary and each year thereafter	4 weeks (20 days)
In the beginning of the calendar year of the 15th anniversary and each year thereafter	5 weeks (25 days)
In the beginning of the calendar year of the 25th anniversary and each year thereafter	6 weeks (30 days)

- 2. All normal deductions made from an Employee’s pay will be made from the vacation pay.
- 3. All vacation requests must be submitted by Employees to the Department Manager for approval.
- 4. Employees are required to submit in writing, notification of their intent to take vacation time at least 2 weeks in advance. Time off requests during peak seasons (e.g., summer, spring break, Christmas) must be submitted at least 4 weeks in advance. Notification must include departure date, return to work date and number of vacation days or weeks required.
- 5. While the Township will make every effort to accommodate an Employee’s vacation request, the timing of his or her vacation is always subject to the Department Manager’s approval.
- 6. The Township expects Employees to resolve conflicts between themselves and co-workers with respect to a proposed vacation date. If the Employees are unable to resolve a vacation conflict, the Department Manager and/or Chief Administrative Officer will determine the

vacation schedule.

7. When a statutory holiday or a holiday recognized in the Township “Statutory Holiday” policy falls within an Employee’s vacation period, the Employee will be entitled to one extra day in lieu thereof.
8. An Employee who becomes hospitalized or bereaved during a vacation may be granted alternative vacation days equivalent to the number of vacation days (excluding days not scheduled to work) providing:
 - a. The Employee was hospitalized or bereaved, and verification of this is received by, and satisfactory to, the Department Manager and Chief Administrative Officer.
 - b. The alternative days are taken at a time mutually convenient to the Employee and the Department Manager.
9. An Employee who is on pregnancy or parental leave shall continue to accumulate vacation entitlement.
10. The Chief Administrative Officer is authorized to review and approve any deviation or exception to the Vacation Pay and Entitlement policy

Part-Time, Contract & Seasonal Employees

1. Part-time, contract, and seasonal Employees shall receive vacation pay in accordance with the *Employment Standards Act, 2000* unless otherwise negotiated within the Employee’s contract of employment.

Policy No. 100-33 is hereby repealed.

Mayor

CAO/Clerk



Policy: Statutory Holidays
Category: Human Resources
Policy Number: 101-08-2020
Effective Date: August 11, 2020
Revised Date:

Statutory & Designated Holidays

Purpose:

The Township of Lucan Biddulph will provide paid holidays in accordance with statutory requirements.

Scope:

All full time, permanent part time Employees.

Procedure:

1. Employees are entitled to the following paid statutory and designated holidays:

- New Year's Day
- Family Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Civic Holiday
- Labour Day
- Thanksgiving Day
- Last half day before Christmas Day
- Christmas Day
- Boxing Day
- Last half day before New Year's Day

2. If any of the above holidays falls on a weekend, the preceding Friday or following Monday will be deemed to be the holiday as chosen by the Municipality if the Employees normal work week is Monday to Friday.

3. If an Employee is asked to work on a statutory holiday, statutory pay will be paid at 1.5 times the regular rate.
4. For Employees working part-time, holiday pay will be as per the *Employment Standards Act, 2000*.
5. Policy No. 100-31 is hereby repealed.

Mayor

CAO/Clerk



Policy: Sick Leave
Category: Human Resources
Policy Number: 101-09-2020
Effective Date: August 11, 2020
Revised Date:

Sick Leave Policy

Purpose:

The Township of Lucan Biddulph is committed to providing short-term income benefits for circumstances that may arise requiring an Employee to be absent from work due to non-occupational injury/illness or an emergency.

Scope:

All full-time Employees of the Township of Lucan Biddulph.

Procedure:

The Township recognizes that, from time to time, Employees may require a leave of absence to deal with illness, injury and other medical emergencies relating to themselves and an emergency leave to deal with urgent matters relating to certain family members, defined as:

- Spouse, common-law or same-sex partner
- Parent, step-parent, foster parent and in-law relations
- Child, step-child or foster child and in-law relations
- Grandparent, step-grandparent, grandchild or step-grandchild and in-law relations
- Siblings and in-law relations
- A dependent relative of an Employee

An 'urgent matter' is defined as an unplanned event that is out of the Employee's control, and raises the possibility of serious negative consequences including emotional harm if not responded to. Sick leave/Emergency leave can also be used for pre-planned (elective) surgery not including cosmetic surgery.

1. Accrual of Sick Leave/Emergency Leave Days

- a. Sick leave/emergency leave shall consist of twelve (12) paid working days per calendar year not to accumulate, to be used for incidental sickness or as a bridge to STD benefits or for emergency leave. In the year of hire or termination, paid sick leave will be prorated based on the percentage of the year employed with the Township. These days are used concurrently with “12 personal emergency leave days”.
- b. A request for an emergency leave shall not be unreasonably withheld; however, the Supervisor may request that the Employee provide reason for the leave.
- c. Duration of emergency leave may be less than one day and shall not exceed twelve (12) days, in total, in any one calendar year.
- d. An Employee requiring an emergency leave must make every reasonable effort to inform their supervisor of their need to take such a leave.
- e. Unused sick leave/emergency leave days cannot be carried over and are not paid out.
- f. Employees have an obligation to minimize the impact of the absence to the employer. Each Employee is therefore personally responsible for advising his/her Supervisor or designate, prior to each occasion necessitating an absence from work.
- g. Absence of three (3) days or more without notification may result in forfeiture of pay, suspension or discharge from employment.
- h. After three (3) consecutive days of being off work sick, the Employee shall be required to obtain a doctor’s certificate and supply a copy to their Supervisor. The cost of obtaining medical documentation will be borne by the Employee. An Employee may be required to obtain a doctor’s certificate for any absence less than three (3) consecutive days at the discretion of their Supervisor.
- i. Abuse of sick days will not be tolerated; and sick leave patterns will be monitored by Supervisors and Managers.

2. Confidentiality

The Township may, at any time, request medical evidence of the Employee’s disability from a qualified medical practitioner. Medical information provided to the Township as required under the policy is received on the understanding of the Employee and the practitioner that the medical aspects of the information will remain confidential and shall be used solely to determine the Employee’s eligibility to continued sick benefits and to aid in the rehabilitation of the Employee. All documentation will be kept in an Employee medical file of reference.

3. Limitations

Paid sick leave does not apply to the following:

- a. Any absence where the Employee fails to provide medical evidence satisfactory to the Township.
- b. Any compensable absence resulting from an occupational injury/illness.

4. Vacation

- a. Employees, who are on sick leave during the vacation year and are unable to take their allotted vacation during the year, will be paid vacation pay as outlined in the *Employment Standards Act, 2000* and the Vacation Policy.
- b. Employees who become ill or injured while on vacation and who are hospitalized will have their vacation suspended at the time of illness or injury, with proof of hospitalization. The Employee's remaining vacation will be rescheduled at a mutually acceptable time.

5. Length of Service

Periods of authorized sick leave will be counted as continuous service for purposes of calculating vacation entitlement, future sick pay entitlement and, where applicable, any other benefits or pre-requisites tied to continuous length of service.

6. Policy 100-26-2007 is hereby repealed.

Mayor

CAO/Clerk



Policy: Short Term Disability (STD)
Category: Human Resources
Policy Number: 101-10-2020
Effective Date: August 11, 2020
Revised Date:

Short Term Disability (STD)

Purpose:

The Township of Lucan Biddulph recognizes that circumstances may arise that require an Employee to be absent from work due to a non-occupational injury/illness. The Township of Lucan Biddulph will provide short term income benefits up to seventeen (17) weeks, as per this policy.

Scope:

All regular full-time Employees who have completed three (3) months of continuous service.

Procedure:

1. Application for Short Term Disability (STD) Benefits

- a. If an Employee becomes totally disabled as a result of illness, accident, or is hospitalized, short term disability benefits at 75% of weekly earnings will commence on the first day of hospitalization or accident and on the eighth day of illness for a maximum of seventeen (17) weeks. Payment for the 1st seven days for illness will be covered under the sick leave policy. Short Term Disability claims may be adjudicated by a third party provider. In order to qualify for Short Term Disability benefits, the Employee must be receiving regular and ongoing care from a qualified medical practitioner and provide a medical certificate stating the following:
 - The likely date of return to work; and
 - Whether the Employee will return to work with restrictions that will require accommodation.
- b. It is the Employee's responsibility to fully complete their portion of the application and ensure that required medical documentation is secured. Supporting medical documentation may be required, as determined by the Township and/or adjudicator, to determine ongoing entitlement to benefits. The cost of obtaining medical documentation will be borne by the Employee.

Exclusions and Limitations

Short-Term Disability benefits are not payable for any of the following:

- i. Any period during which the Employee is not under the continuous active care and treatment of a physician.
- ii. Any period during which Employee is imprisoned.
- iii. Any absence where the Employee fails to provide satisfactory medical evidence satisfactory to the CAO and/or Township's Adjudicator.
- iv. Any disability due to or resulting from self-inflicted bodily injury or sickness.
- v. Any disability which results from alcohol, drug or other substance abuse, unless the Employee is undergoing an active treatment program which is supervised by a physician or a rehabilitation centre or an institution provincially recognized for that treatment.
- vi. Any disability occurring while working for another employer.
- vii. When on a leave of absence, strike or lay-off. However, if the Employee becomes totally disabled before a notice of separation is given, payments continue while the Employee is totally disabled, but not beyond the end of the maximum benefit period.
- viii. Any disability due to or resulting from insurrection, war (declared or not) or the hostile actions of the armed forces of any country, service in the armed forces or participation in any riot, civil commotion or any other act of aggression.
- ix. Any disability due to or resulting directly or indirectly from committing or attempting to commit a criminal act under legislation in the jurisdiction where the act was attempted or committed.
- x. Any disability due to or resulting from any cause for which indemnity or compensation is provided under any workers' compensation act or similar legislation.
- xi. Any disability during the period of formal maternity or parental leave of absence taken in accordance with provincial law, or mutual agreement between you and your employer, other than the health-related portion of maternity leave.

2. Length of Service

Periods of authorized STD will be counted as continuous service for purposes of calculating vacation entitlement, future STD entitlement and, where applicable, any other benefits or perquisites tied to continuous length of service.

3. Recurrent Disability

Successive absences from work due to the same or related causes will be considered to be the same period of disability, provided that the successive absences are separated by a period of twenty (20) consecutive working days or less during which the Employee has returned to active employment.

4. Medical Eligibility Requirement

Failure to produce the required medical certificates(s) within seven (7) working days from the first date of disability, unless hospitalized, to their supervisor may result in the uncertified days of absence being charged as leave without pay. If hospitalized, required notification must be provided to their supervisor within five (5) days of admittance, at the discretion of the CAO and/or adjudicator.

A certificate from a duly recognized medical practitioner stating that the Employee is fit to return to full duties, will be required when an Employee has previously submitted a doctor's certificate with the return to work date being undetermined, or if the Employee is returning earlier than the original doctor's certificate stated.

An Employee returning to work on modified duties must submit a doctor's certificate stating the limitations of the individual, the hours per day to work, and an anticipated date for returning to full-duties.

In any case of prolonged illness, the Employee shall submit periodic reports on his/her condition as the Township may require.

The Township may request a doctor's certificate on the first day of absence, and may request an Employee be examined by a physician arranged by the Township.

Work related injuries that result in absences from work are covered by the Workplace Safety & Insurance Board.

Mayor

CAO/Clerk



Policy: Leave of Absence – Long Term Disability (LTD)
Category: Human Resources
Policy Number: 101-11-2020
Effective Date:
Revised Date:

Leaves of Absence – Long Term Disability (LTD)

Purpose:

The Township of Lucan Biddulph recognizes that circumstances may arise that require an employee to be absent from work due to a non-occupational injury/illness for a period longer than established under the short-term disability plan.

Scope:

All full-time employees who have completed their probationary period and are absent from work due to a non-occupational injury/illness shall be eligible for long-term disability (LTD) benefits following the expiration of the short-term disability benefit period.

Procedure:

1. The Employer shall pay 100% of the premium costs.
2. The Township's insurance carrier determines the application procedure and approval of LTD benefits, in accordance with the current LTD carrier's coverage.
3. The coverage provides monthly income up to a maximum of 75% of the employee's pre-disability monthly income up to a maximum as set out in the current carrier's benefit booklet.
4. The Treasury Department, in cooperation with the employee, will initiate the application for LTD benefits. This activity will commence six (6) weeks prior to the expiry date of STD benefits.
5. Should LTD benefits be approved, credit for service for the purpose of salary, incentive programs, vacation, STD or any other benefits will be suspended and unused vacation will be paid out at the end of the year.

6. Upon return from leave, the employee shall be reinstated into their previous position should it exist or a comparable position commensurate with the employee's qualifications, experience and ability.
7. Whenever possible, the employee is responsible to minimize the impact of the absence to the Township, colleagues and residents.
8. Employees are obliged to cooperate with the Township and the Insurer and provide the required documentation and expected date of return to work.

Mayor

CAO/Clerk



Policy: Hiring Policy
Category: Human Resources
Policy Number: 101-12-2020
Effective Date: August 11, 2020
Revised Date:

Hiring Policy

Purpose:

The Township of Lucan Biddulph shall establish a fair, effective and transparent process to attract, retain and develop the best qualified Employees to meet the staffing requirements of the Township. Candidates will be selected on the basis of the requirements of the job according to the job description with attention to the applicant's educational, technical qualifications, experience and aptitude for the position.

Scope:

All Employees in the Township of Lucan Biddulph.

Policy, Procedure and Implementation:

1. Employment Criteria

All Employees must be over the age of 16 at the start of their employment, with the exception of Facility Attendant and Concessionaire, which must be over the age of 14. All Employees must file proof of age and their social insurance number when they have been accepted for employment.

2. General Hiring Process

- a) Part-time, contract and seasonal positions: The Department Head and/or designate are authorized to interview and hire the employee. Applicants are required to sign a contract outlining the conditions of their employment with the Township.
- b) Full-time Positions (other than management): The Department Head shall short-list the applications to between three and five at his/her own discretion. Those applicants on the short-list shall be interviewed by the Department Head and the CAO or designate. The Department Head shall check the references prior to an offer of employment being extended. The Department Head shall notify the CAO to share with Council once the hiring is completed.

- c) Department Head positions: Council shall appoint a hiring committee consisting of the CAO, the Mayor or designate and another department head who shall review and short-list the applications, interview the suitable candidates, check references and select a preferred candidate. The CAO will recommend the preferred candidate to Council for approval.
- d) CAO position: A hiring committee consisting of the Mayor, Deputy Mayor and one council member shall be appointed. The Committee shall review the applications and choose no less than two (2) and no more than (5) candidates for Council to interview for selection and approval.
- e) Council may determine if an outside consultant is required to facilitate or participate in the interview process for the CAO or department head position.

3. Probationary Period

Newly hired and appointed Employees are subject to a probationary or evaluation period of 90 days from their start date.

4. Advertising Process

All positions will be posted internally for a minimum of seven (7) calendar days concurrent with any external advertising deemed appropriate by the Department Head and/or CAO.

5. Hiring Relatives

- a) A Related Person, for the purpose of this policy, is defined as a person's spouse through marriage or common law, parent, child or sibling and includes the corresponding step or in-law relationships.
- b) A Related Person cannot work in a position in which an Employee directly supervises and/or is able to influence the working relationship of the Related Person or would otherwise create a perceived conflict of interest. Examples of influence include, but are not limited to the following:
 - a. Participating in a panel interview
 - b. Participating in the areas of:
 - Compensation and benefits
 - Designation of duties
 - Hiring or Promotions
 - Handling complaint processes
 - Discipline and terminations
 - Approving expenses or overtime
 - Having access to confidential information pertaining to the Related Person
- c) Potential conflicts of interest are to be reported to the CAO for determination, prior to a hiring decision being made, whose decision will be final and binding.
- d) Conformity with this policy requires that relationships be disclosed prior to acceptance of employment with the Township and subsequent relationships are to be reported to the CAO. No employee will suffer termination through the terms of this article if a familial relation develops during the tenure of employment. Should any violation of this policy occur, the Department Head

and CAO, in consultation with the Employees directly affected will review the circumstances of the reporting relationship and attempt to rectify the situation. Any resultant action will not violate either effected employee's rights as established in applicable Ontario law.

6. Background Record Checks

The provision of a criminal record check, or vulnerable sector check or a police record check is required on the first day of employment for all Employees. Job postings will clearly list where a police record check, vulnerable sector check or criminal record check is required; and in all cases the Township will obtain the individual's consent to conduct the check. Vulnerable Sector checks must be provided within 60 days of receiving a written offer of employment and cannot be requested for Employees under 18 years of age. All other record checks must be provided five (5) days prior to the commencement of employment. The candidate will pay any associated costs for the criminal record check.

7. Drivers Abstract

Candidates using a Township vehicle as part of their specified duties are to provide a clean Driver's Abstract (5) days prior to the commencement of employment. Employees requiring a specific level of driver's licence to perform their duties will be required to maintain that level as a requirement of employment. Employees are to report any changes to their Driver's Abstract immediately to their supervisor. After hire, the Township may obtain a Driver's Abstract at any time on a yearly basis and/or ask Employees to complete an Annual Disclosure of offences. The loss of a driver's license, failure to disclose changes or provide an abstract may result in disciplinary action or termination.

8. References

The Township will obtain a minimum of two references prior to offering employment unless there are extenuating circumstances (i.e. rehire a previous employee, a student that has not held previous employment). These circumstances should be discussed with Human Resources and the applicable Director. Ideally the reference should be from a current/former supervisor or manager that has direct knowledge of the candidate's performance.

9. Offer of Employment

Following the interview process, offers of employment will first be made verbally and followed up in writing and provided to the candidate immediately after the verbal acceptance.

This offer of employment is conditional upon the results of any background checks conducted by the Township (including reference checks, verification of credentials, driver's abstract, CVOR and a criminal background check), which must be satisfactory to the Township in its sole discretion and provided (5) days prior to commencement of employment. The Township may have an employee begin working before this/these condition(s) is/are satisfied, but this will not constitute a waiver of the condition. Should the Township subsequently receive unsatisfactory results with respect to any outstanding check, employment will be deemed to be immediately terminated for cause.

New Employees are required to sign back an offer of employment when accepting a position with the Township prior to starting in their role.

10. Records Retention

The Employer will maintain accurate and comprehensive Employee files. A separate employee file is maintained for every employee and is referred to as the 'Employee File of Reference'. The Employee file of reference and the information contained therein is strictly confidential and shall be treated as such. Access to an Employee's file of reference is limited to the Employee (under supervision), the CAO or designate and others as may be required by law.

Files of reference will contain all matters pertaining to the Employee's employment including but not limited to:

- Position and Title
- Date of Hire
- Salary Grade
- Offers of Employment
- Demographic and Benefit Information
- Resumes
- Transfer and/Promotional Notices
- Applicable Licenses and Educational Certificates
- Performance and Probationary Evaluations
- Complimentary or Disciplinary Notations and Correspondence
- Training and Development Records
- Driver's Abstracts
- Criminal Record Checks
- Vulnerable Sector Checks

Employees are responsible to ensure that any change to their personal information is forwarded to the Treasurer or designate for reference. Changes of this nature may include but are not limited to:

- a. Name
- b. Emergency Contact
- c. Benefits – Employees must contact RWAM directly
- d. Pregnancy and Parental Leaves
- e. Marital Status - notify RWAM and the Township
- f. Banking and Tax Information
- g. Address, Telephone Number, etc.
- h. Training and Education
- i. Leaves of Absence
- j. Background Checks

11. Skill Testing

Skill testing may be carried out on candidates for employment to determine if they have the required skills for the position.

Mayor

Clerk



Policy: Hours of Work Procedure
Category: Human Resources
Policy Number: 101-13-2020
Effective Date: August 11, 2020
Revised Date:

Hours of Work Procedure

Purpose:

The work at the Township of Lucan Biddulph is varied with numerous services being provided on an extended basis and, as such, requires flexibility in the work week to meet deadlines and public expectations. The following is the procedure related to hours of work, lunch periods and breaks.

Scope:

All regular full-time and permanent part-time Employees in the Township of Lucan Biddulph.

Procedure:

Administration

1. Managers and/or Department Heads will normally be required to work 40 hours per week, five days per week between 8:00 a.m. and 4:30 p.m. Monday to Friday, with an unpaid half hour eating period.
2. All other administration Employees will normally be required to work 37.5 hours per week, five days per week between 8:30 a.m. and 4:30 p.m. Monday to Friday, with an unpaid half hour eating period.
3. It is mandatory practice that lunch periods are to be coordinated by support staff to ensure front counter and telephone coverage. The Supervisor will assist where required.
4. The above work hours are enforced unless otherwise stipulated by the Employment Contract.

Public Works, Engineering, Transportation and Community Services Operations

1. Full-time Employees will normally be required to work 40 hours per week to be scheduled for seasonal operational shifts, with two paid 15-minute rest periods and an unpaid half-hour eating

period. Full-time Employees can from time to time, be asked by a supervisor to work outside scheduled operational shifts. This time will be in addition to his/her scheduled shift.

2. Fifteen minute breaks in the morning and the afternoon are based on shift schedule and allowable time frames. An unpaid eating period will be arranged for every five hours of consecutive time worked. If the break occurs away from the Works Yard, one Employee is to travel to the nearest location for refreshments and take the order back to the job site.

All Employees

1. All Employees are expected to report to work in advance of start time in order be ready to work at the scheduled time.
2. Scheduled hours of work may include evening and weekend work, at the discretion of the Employee's Supervisor and/or CAO. Employees may be required to attend evening meetings of Council, Council Committees or public meetings.
3. Full-time Employee's actual schedules shall be approved on an individual basis by the Employee's Supervisor and are subject to change. The schedule of hours worked will coincide with the Employee's pay period. Schedules for part-time, seasonal, casual and temporary Employees shall be determined by the Employee's immediate Supervisor and will remain flexible to meet the needs of the department.
4. Lunch periods are not to be forfeited to shorten the work day or to accumulate overtime or lieu time. Time made up either before or after regular hours for time taken for personal reasons is permitted with prior notification and approval of the Supervisor.

Mayor

Clerk



Policy: Banking Overtime Policy
Category: Human Resources
Policy Number: 101-14-2020
Effective Date: August 11, 2020
Revised Date:

Purpose:

The Township of Lucan Biddulph recognizes that, from time to time, it is necessary for employees to work additional hours. This policy is written to define overtime compensation for all permanent employees.

For the purpose of this policy, overtime shall not include:

- a) travel time to or from including attendance at a training seminar or conference outside of regular business hours, or
- b) working break-periods or lunch hours.

Policy:

1. Overtime is considered as any work completed outside of normal working hours. Employees that work more than their regular work week hours shall be paid overtime at 1.5 times the regular rate after those regular hours. Overtime worked on a Township approved statutory holiday shall be paid at 2 times the regular rate provided such overtime is approved by his/her immediate supervisor.

However, the following positions do not receive overtime pay. These positions will bank hours at straight time for any hours worked after the regular work week hours. CAO, Clerk, Treasurer, Manager of Public Works, Manager of Parks & Recreation, Deputy Treasurer, Deputy Clerk.

2. An employee may elect to have overtime hours at the applicable overtime rate entered into his/her Banked Time Register. Employees must advise their immediate supervisor of the intention to bank overtime on the employee's timesheet by writing the number of hours to be banked on his/her timesheet prior to submitting.

3. The maximum number of hours of overtime any employee may bank is to be equivalent to 2 weeks of regular time.
4. Overtime hours will be entered into the Banked Time Register each regular pay cycle and will be converted to regular hours.
5. Voluntary extra time, both before and after the day's regular hours to complete an urgent task is not considered overtime.
6. Excessive overtime shall not form a regular part of the work schedule, however, where an employee is required to work overtime, all hours or part of hours must be approved by their immediate supervisor in advance of being worked and recorded.
7. Employees and supervisors are encouraged to accommodate use of overtime hours during the current pay period which the time has been worked.
8. Employees are encouraged to use accumulated overtime by December 31st in each year. Unused overtime will be paid out by December 31st in each year or may be carried over with approval of the CAO. However, the following positions will only be able to carry over the bank time (i.e. no payout). CAO, Clerk, Treasurer, Manager of Public Works, Manager of Parks & Recreation, Deputy Treasurer, Deputy Clerk.
9. Requests for use of overtime during peak times of the year must be carefully considered prior to approval.
10. If more than one employee is requesting the same time period for banked overtime, the supervisor shall consider the following in granting the request:
 - a. seniority,
 - b. previously scheduled vacation,
 - c. history of requesting the same time period each year.
11. Bank time as approved is accumulated in not less than thirty minute intervals and shall be used to supplement hours, half or one day absences from work. In other words, bank time is not intended to supplement a vacation week.
12. Terminated or retired employees will receive a payout of all overtime if the time has not been used.
13. The Banked Time Register maintained by the payroll administrator shall be deemed to be the record of overtime accumulated and taken for each employee.

Mayor

Clerk



Policy: Problem and Conflict Resolution
Category: Human Resources
Policy Number: 101-15-2020
Effective Date: August 11, 2020
Revised Date:

Problem and Conflict Resolution

Purpose:

Informal discussion and resolution of workplace issues is encouraged through open dialogue with employees and supervisors. It is also the policy of the Township to provide its employees with a formal, impartial process to resolve work-related issues.

All parties involved in the process shall make a concerted effort to address and resolve any issue to the mutual satisfaction of those involved.

Scope:

All employees of the Township of Lucan Biddulph.

Procedure:

1. An employee shall initially discuss the issue of concern, in detail, with their Supervisor. The Supervisor and employee will make every attempt to resolve the situation.
2. If the issue is not resolved, the employee may seek re-dress up the line in accordance with the following: a) to the second removed Supervisor, b) to the Manager, c) to the Department Head.
3. If still dissatisfied, the employee may request through the Department Head to make a submission to the CAO. The CAO, or designate, will provide a response to the employee.
4. The CAO may engage a third party advisor to assist in the mediation or resolution of the complaint.
5. All requests for resolution and responses shall be handled in a timely manner.
6. The Issue Resolution Process respects the individuals involved and will be handled in a confidential manner to the extent possible.
7. Reports and documentation produced throughout the Issue Resolution Process will be maintained but will not form a part of the employee file of reference.

Mayor

CAO/Clerk



Policy: Employee Discipline
Category: Human Resources
Policy Number: 101-16-2020
Effective Date: August 11, 2020
Revised Date:

Employee Discipline

Purpose:

The Township of Lucan Biddulph commits to providing appropriate direction, focus and resources to employees, monitoring and recognizing good performance and addressing situations where Employees performance or behaviour is unacceptable. Where it is determined discipline is required, it will be imposed in a fair and progressive manner subject to the severity of the infraction or misconduct.

The procedure sets out standards to support a consistent approach to:

- Identify underlying causes contributing to the inappropriate behaviour or performance and to counsel employees to meet the acceptable standards;
- Investigate and/or verify the accuracy of alleged problems of performance or behaviour; and
- Assist Managers in decision making and the appropriate actions necessary in the consistent application of Progressive Discipline across the organization

Scope:

All Employees of the Township of Lucan Biddulph.

Definitions:

Progressive Discipline – is defined as an instructive process structured to reinforce the expected standards with respect to workplace behaviour and to deter inappropriate conduct. It requires the application of sanctions that are increasingly more severe for persistent, unacceptable behaviour.

Progressive Discipline usually progresses as follows:

- Verbal warning(s);
- Written warning(s);
- Period(s) of suspension
- Termination

The progression of discipline may alter depending on the nature and circumstances of the problem. Steps may be repeated or skipped depending on the circumstances. Progressive Discipline may include Performance Counselling.

Performance Counselling is a session or a meeting between the Employee and the Manager to communicate standards and expectations in the workplace. Performance Counselling is not discipline but a process to ensure that the Employee realizes what the expected standards are, the need to improve, the steps that must be taken and the time frame for improvement. Sometimes, performance counselling may be all that is needed to correct inappropriate behaviour/performance. Performance Counselling would not be appropriate for serious infractions (assault, theft, etc.) or repeat offences where performance counselling has already occurred.

Culminating Incident – an incident that, in itself, would not normally result in a dismissal, but in combination with other problems with the Employee justifies such action.

Procedure:

1. Counselling and Coaching:

Frank and timely dialogue shall take place between supervisors and employees with regard to job-related problems. Dialogue is aimed at ensuring that all parties involved understand the problem and that any ambiguity is eliminated.

- a) Upon reaching and understanding of the existing problem, the Supervisor and the Employee agree to a plan of remedial action to correct the problem. Further, this plan shall include performance expectations and a specified deadline for improvement. A follow-up meeting to review progress shall be scheduled at the end of the agreed to deadline.
- b) The Supervisor is responsible for fully documenting this meeting and the plan of remedial action. Documentation shall be provided to the Employee and a copy is placed in the Employee's file of reference.
- c) The follow-up meeting shall be conducted to review progress and ensure improvement has taken place. This meeting shall take place with the agreed upon timeframe. Details of this meeting are, again, fully documented and provided to the Employee and a copy is placed in the Employee's file of reference.

In the event that culpable behaviour has not improved, further discussion and planning may be required and the process above is repeated. Written documentation shall be provided to the Employee outlining the problem, the solution, and/or course of action and specific dates for resolution. A copy of this documentation shall be placed in the Employee's file of reference. This memo, unless otherwise stated, is not a written warning for disciplinary purposes.

Alternatively, managerial intervention in the form of training, job reassignment, discipline, etc. may be initiated.

2. Discipline:

A process for discipline may be introduced to further reinforce the need for improvement or to deal with an immediate infraction of a more serious nature. Timeliness of disciplinary action is of critical importance in order to correct/improve Employee performance.

- a) The Supervisor shall consult with the Manager prior to taking written disciplinary action or suspension.
 - b) The supervisor shall document all warnings, both verbal and written, and related incidents with respect to Employee discipline/job related problems. Documentation is placed in the employee's file of reference and a copy is provided to the employee.
 - c) In the event that an Employee's actions warrant discipline, the supervisor shall closely consider the circumstances and the gravity of the offence, in consultation with the Manager. Disciplinary action, dependent on circumstance and gravity, may commence with: i) verbal warning (must be confirmed in writing, ii) written warning, iii) suspension, or iv) discharge.
 - d) The Supervisor will notify the Employee being disciplined, in writing that repeated occurrences may lead to further action (up to and including dismissal) for continued abuse or disregard of the expected standards/behaviour.
 - e) Documentation is retained in the Employee's file of reference for five (5) years. If performance has improved and there have been no subsequent warnings and/or discipline from the date of the last occurrence, the documentation shall be removed from the Employee's file of reference and destroyed.
 - f) In the event that a discipline issue arises with the CAO, the issue shall be reported to the Head of Council. In the event an Employee does not feel comfortable reporting the issue to the Head of Council, the Employee may bring the issue forward to the current Municipal Solicitor appointed for the Township.
3. Termination:
- a) The Manager shall advise and consult with the CAO when a termination is being considered.
 - b) A thorough investigation will be conducted by the CAO and Manager to determine that a termination is the best course of action and that the interests of both the Employee and the Corporation have been safeguarded.
 - c) Termination of all regular full time and part time Employees must be approved beforehand by the CAO; and in the case of Managers and the CAO, Council shall approve the termination.

Appeals:

In the event the Employee feels that they have been wrongfully accused, or disciplined, they may submit a written letter of appeal to Human Resources and/or the Chief Administrative Officer. In the event of the CAO position the written letter of appeal shall be submitted to the Head of Council. The written appeal should include detailed information outlining the request and rationale for the appeal. The appeal shall be reviewed, investigated as necessary and a response provided to the employee verbally and in writing.

Accountability:

Employees are responsible to:

- Be aware of standards including but not limited to federal, provincial and local legislation, Municipal policies and procedures, departmental policies and procedures and expectations of immediate supervisors;

- Advise their Manager if they are having difficulty in carrying out the duties of the job or if they do not have the proper resources;
- Maintain required licences and/or professional designations that are deemed essential for their job;
- Be aware of the consequences of persistent unacceptable behaviour/performance as outlined in this procedure;
- Participate in interviews/investigations, and
- Provide written documentation as requested.

Managers and/or Supervisors are responsible to:

- Provide appropriate direction, focus and resources to employees;
- Monitor and recognize good performance;
- Ensure that Employees supervised are provided with clear expectations and standards including but not limited to federal, provincial and local legislation, municipal policies and procedures, departmental policies and procedures;
- Complete performance reviews that document performance and conduct;
- Consult with the CAO prior to initiating Progressive Discipline;
- Address in a timely manner, situations where behaviour/performance is not acceptable;
- Ensure payroll is advised of Progressive Discipline that impacts an Employee's pay; and
- Refer to Human Resources Policies and Procedures with respect to Employee termination.

Chief Administrative Officer is responsible to:

- Provide appropriate direction, focus and resources for Employees;
- Monitor and recognize good performance; complete performance reviews that document performance conduct;
- Ensure that Employees supervised are provided with clear expectations and standards including but not limited to federal, provincial and local legislation, municipal policies and procedures, departmental policies and procedures;
- Address in a timely manner, situations where behaviour/performance is not acceptable;
- Authorize Progressive Discipline, inclusive of termination;
- Engage appropriate Human Resource and Legal advice, as required.

Mayor

Clerk



Policy: Workplace Alcohol & Drug Policy
Category: Human Resources
Policy Number: 101-17-2020
Effective Date: August 11, 2020
Revised Date:

Workplace Alcohol & Drug Policy

Purpose:

The Township of Lucan Biddulph is committed to providing a wide range of services requiring attention, concentration, care and diligence by Employees working in an office environment and in the operation and maintenance of vehicles. Employees who are under the influence of alcohol or other drugs while at work are not able to meet this commitment, and may threaten the safety of residents, the public fellow Employees and others.

Scope:

All Employees in the Township of Lucan Biddulph.

Definitions:

Alcohol: Any beverage which contains ethyl alcohol, including beer, wine, liqueurs, and spirits. Very low alcohol products (e.g. beer with 0.5% alcohol by volume) are included in this definition.

Illicit Drugs: Drugs which cannot be legally possessed under the Canadian law, including a wide range of 'street' drugs (e.g. cocaine, heroin) and prescription drugs obtained without a physician's prescription.

Impairment: A functional limitation resulting from the use of alcohol, prescribed or non-prescribed drugs which negatively affect the Employee's ability to carry out the requirements of the job in a safe and productive manner.

Medication: A substance used for medicinal purposes and obtained legally whether with a personal prescription or by purchasing a non-prescribed product over-the-counter. See definitions for prescription drugs and non-prescription drugs.

Prescribed Drug: Drugs which have been legally obtained with a physician's prescription from a qualified medical practitioner. Examples of legal, prescribed drugs which may cause impairment are medicinal marijuana, opiates and some allergy medications.

Non-Prescribed Drugs: A medication not prescribed to the Employee by a qualified medical practitioner and includes both legal and illegal drugs. Examples of non-prescribed drugs are drugs which are illegal (opiates, methamphetamines) or drugs which are legal (cannabis) but obtained without a qualified medical practitioner's prescription.

Under the Influence: Once consumed, alcohol and drugs ultimately enters the body system where they impair normal brain function. In this context, the term "under the influence" refers to the presence of any alcohol or drugs in the body system. It suggests that Employees will allow adequate time for the body to remove all alcohol and other drugs from their system before coming to work or otherwise assuming job responsibilities.

Procedure:

Expectations Regarding the use of Alcohol and Other Drugs:

As a condition of employment, Employees of the Township of Lucan Biddulph, students, volunteers and others working on the Township's property or in municipal vehicles, are expected to comply with the following:

1. Not to be in possession of, use or be under the influence of illicit drugs while at work on Municipal property or in Municipal vehicles, or otherwise carrying out duties and performing job responsibilities as assigned.
2. Not to be at work on Municipal property or in Municipal vehicles, or otherwise performing job responsibilities, while under the influence of alcohol.
3. Not to be at work on Municipal property or in Municipal vehicles, or otherwise performing job responsibilities, while impaired by prescribed drugs and/or non-prescribed legal drugs and medications.

Employees are expected to exercise reasonable judgment regarding the amount of alcohol consumed at social functions sponsored by the Township. Employees who are unable to drive home safely from such events are expected to make alternate arrangements.

Violations of Expectations

1. It is the responsibility of management, staff and all other Employees to identify Employees for whom they have reasonable grounds to suspect a violation of this policy. Where the violation involves impairment, management will ensure that the Employee in question engages in no safety sensitive activities.
2. Upon confirmation that the Employee in question is likely to be under the influence of alcohol or other drugs as specified in this policy, or otherwise in violation of the policy, the management representative will excuse the Employee for the remainder of the shift.

3. If the Employee is too impaired to drive home safely, management will arrange transportation by taxi or some other safe option.
4. Violation of this policy will result in a meeting with the appropriate Manager or Supervisor or Head of Council in the case of the CAO position. The offending Employee will be informed of the violation in writing and the appropriate penalty, and penalties for a second violation will be clearly presented. The offending Employee will be reminded that various forms of assistance can be accessed, including provisions for short-term disability, flexible scheduling and the Employee Assistance Program (EAP).
5. Should a second violation occur, the CAO and Manager, or Head of Council in the instance of the CAO position, will meet with the Employee and will determine the appropriate penalty which may include termination of employment. The Employee will be encouraged to seek assistance.
6. Encouragement to seek assistance is intended to offer a resource that can be used to help manage alcohol or other drug consumption. No Employee will be compelled to make use of assistance, nor will Employee efforts to resolve problems be monitored. All efforts undertaken to resolve problems are voluntary and strictly confidential.
7. It is the responsibility of management representatives to document clearly all steps taken in the application of the policy.

Employee Assistance

Short term disability benefits may be used during the treatment of addiction while under the care of a physician. The Employee Assistance Plan (EAP) is also available.

Mayor

Clerk



Policy: Work From Home/Telecommuting Policy
Category: Human Resources
Policy Number: 101-18-2020
Effective Date: August 11, 2020
Revised Date:

Work From Home/Telecommuting Policy

Purpose:

The Township of Lucan Biddulph supports and encourages flexibility in Employee work arrangements when it is possible and practical to do so without compromising the efficiency and effectiveness of the Township. This policy outlines how the Township will administer telecommuting, for Employees approved to telecommute on an infrequent basis or an emergency basis.

Policy:

Telecommuting is an Employee privilege and not a guarantee or an entitlement. All telecommuting arrangements require the approval of an Employee's Manager. Due to service delivery needs and the nature of work, work from home arrangements cannot be implemented for all positions. Some municipal departments may have greater flexibility in facilitating telecommuting which may result in variations across the Township in the ability to adopt this policy.

In General

Performance: Performance must remain satisfactory during a work from home arrangement. Formal performance reviews will include a discussion about working from home, and if that option is to remain or be cancelled.

Policies: All Lucan Biddulph policies remain in effect while working from home, and Employees are required to comply with all policies and the code of conduct.

Work Hours: Unless otherwise agreed to with the respective Manager, hours worked inside a pay period do not change as a result of working from home. Participating Employees will continue to work their required hours on a schedule agreed upon with their Manager.

Response Time: Although the Employee is working from home, the Employee is expected to

respond in a timely manner to all forms of communication as if they were in the office, such as: emails, phone calls and meeting requests.

Appropriateness: New technologies offer more opportunities for flexibility however not all jobs are appropriate for flexible work arrangements. There are several instances that may restrict flexibility such as operating hours, peak or critical periods when staff are required, jobs that require face-to-face interactions or jobs that require access to equipment only available on site. These instances may not be suitable for flexible work arrangements.

Feasibility: The Employee's work must be operationally feasible to perform from home and they must have the appropriate tools to work from home in a secured manner (i.e., laptop with VPN access, secure Wi-Fi connection). The approval of each work from home situation will be made on a case-by-case basis at the discretion of the appropriate Manager. Staff must obtain the required approval prior to any work from home being undertaken during their normally scheduled working hours. While working at home under such an arrangement, Employees are expected to be available to the work place (via telephone, email, etc.).

Working from Home Guiding Principles

- It is a privilege based on an underlying philosophy of trust and mutual benefit.
- It is at the discretion of the appropriate management staff following consultation and discussion with the Employee.
- It does not change the terms and conditions of employment.
- It does not make the Employee eligible for any form of subsidy since the benefits are seen as being mutual.
- It does not mean that all equipment will be provided by the Township.
- If equipment is provided by the Township, the Employee will ensure all equipment that is the property of the Township remains in good working condition at all time and is returned to the Township in the same condition as when it left.
- Working conditions at home must be conducive to the work being performed.
- Misuse of a working from home arrangement may result in immediate termination of the privilege, and may result in appropriate disciplinary measures, up to and including dismissal from employment.

Types of Work from Home Arrangements

A. Infrequent

Infrequent work from home arrangements can be approved by the department Manager on a case-

by-case basis. This type of work at home arrangement is mutually beneficial for the Employee and the Township to have work completed in a timely manner. It may also be appropriate where work needs to be completed with minimum distraction or interruption in order to meet reporting deadlines.

B. Project Work

Project-based work from home may require an Employee to devote all his/her resources over a short period of time to a project/assignment. Working at home may provide an ideal work environment to meet such a requirement. The scope for work at home will be limited due to resource and regulatory constraints. As such, proposals to work at home for projects must include some time in each week where the employee works in the office. All proposals must include specific strategies for maintaining two-way communication with the workplace. Arrangements may need to be revoked based on changing needs or circumstances.

C. Emergency

Emergency work from home arrangements arise when crisis/emergency situations limit the ability for Employees to work from their normal office/work location. This type of work at home would generally involve Employees who cannot come into the office because of an emergency impacting the entire population, such as a pandemic where Employees are practicing social distancing, or a localized emergency impacting their work location, such as a tornado destroying their work location. This would only occur on an as-needed basis when the Township issues a “State of Emergency” and/or as the CAO determines necessary. In the circumstances of a declared emergency, advance completion of the Work from Home (Telecommuting) Agreement is not required.

D. Modified Duties and the Workplace Safety & Insurance Board

Employees may also be recommended by human resources, in consultation with their Manager, to participate in a work at home arrangement, by virtue of a “return to work” modified duty assignment in conjunction with the Workplace Safety & Insurance Board (WSIB). These arrangements would be considered temporary in nature.

Characteristics of Successful Work from Home Arrangements

A. Job Characteristics

Characteristics of jobs that can be performed successfully from home include:

- work that can be performed from a remote location, such as report writing;
- research and project-based work;
- work can be taken to and from the Employee’s home with ease;

- the need for face-to-face contact with Managers, clients, members of the public, other Employees, etc. can be scheduled as necessary at the workplace;
- the need to access equipment, materials, files, etc. that are situated only at the workplace can be scheduled as necessary; and
- confidentiality requirements of the job can be met from a home location.

B. Employee Characteristics

Characteristics of employees who work successfully from home:

- They are independent.
- They do not require constant supervision or feedback.
- They are proven job performers.
- They are self-motivated, well-organized, and disciplined in their approach to work.
- They share mutual trust with Managers and Supervisors.
- They don't mix work-from-home with child care or elder care needs.
- They are able to mentally separate their office from the rest of their home, and the demands of work from the demands of family.
- They have a solid understanding of their own job requirements.
- They have a suitable and safe home work space that is well-equipped and ergonomically sound.

C. Operational Considerations

A work from home arrangement will be successful if:

- performance of the work from home is both operationally feasible and services provided will never be compromised;
- the department will be able to retain the right mix of people working from home and people working in the office to meet all operational requirements;
- the Employee will be able to attend last-minute meetings, if required by the particular job
- the department is able to accept and absorb change;
- confidentiality and records management requirements can be maintained;

- working from home will not negatively impact client/customer service and will not impact the ability of co-workers to perform their responsibilities;
- any approved work from home arrangement may be cancelled without notice; however, the Township will endeavor to provide reasonable notice where possible.

Corporate Requirements for Work from Home Arrangements

In order to work from home, Employees must meet the following corporate requirements:

- Consultation with the Employee's Manager and Information Technology Services (ITS) is required to ensure that a work from home arrangement technology requirements can be met, or can be met within a reasonable cost.
- The Employee must have knowledge of proper office ergonomics.
- The Employee is responsible for establishing a safe and suitable, home work space. Please refer to the Remote Work Health and Safety Considerations checklist at the end of this policy.
- The Employee must check in daily with their Manager during their working from home arrangement.
- Transporting of files and documents is expected to be done in compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
- In order to maintain the tracking of records of files that are taken offsite, the employee must complete the Log of Documents Leaving Administration Building and provide this to their Manager and the municipal clerk.
- Face-to-face meetings may not be conducted at an employee's home office.
- The employee must have a Lucan Biddulph-issued laptop or be able to provide his or her own computer and internet connection.
- The employee is responsible for all costs associated with the home work space, such as furniture, utilities, insurance, etc.
- Work being completed in home offices is the property of Lucan Biddulph.
- At the end of a work from home agreement, employees must promptly return all company property used for working at home.
- Should an employee wish to take a vacation day or require a sick day during a working from home arrangement, normal in-office protocols apply for approvals, etc.

Workplace Health and Safety

Workplace health and safety is just as important for Employees working at home as it is for those working in a traditional worksite. Regardless of the work location of their Employees, the responsibilities of Supervisors and Managers regarding health and safety remain. It is crucial that both Employees and their immediate Supervisor consider any health and safety implications of the work from home arrangement.

Acknowledgement of Policy

I have reviewed this policy and have had an opportunity to ask any questions regarding the requirements. If I have further questions I will bring them to the attention of my Manager/Supervisor.

The Township of Lucan Biddulph takes the above-mentioned policies, the Municipal Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) requirements with utmost seriousness, and may discipline any employee that does not comply strictly with them, up to and including employment termination.

Employee Name (print): _____

Employee Position: _____

Employee Department: _____

Employee Signature: _____

Date: _____

Remote Work Health and Safety Considerations

Everyone at Lucan Biddulph shares the responsibility to promptly report and act on health and safety, security, and violence and harassment prevention issues regardless of work location. This responsibility extends to home offices. The Employee shall report any work-related incident or injury to their Manager immediately (or as soon as circumstances permit) and complete the necessary Incident/Injury Investigation Report Forms.

Employees are responsible for ensuring that their remote work location workspace is kept clear and free from obstacles and tripping hazards. Please review the tips below that contribute to proper workspace set up.

Working Conditions	<ul style="list-style-type: none"> <input type="checkbox"/> Floor free of trip, slip and fall hazards <input type="checkbox"/> Floor free of protrusions, loose tiles, torn/ripped carpets <input type="checkbox"/> Stairs are clear and unobstructed with handrail installed in good condition <input type="checkbox"/> Exits are clear and unobstructed, outside landing and walkways are clear <input type="checkbox"/> Adequate lighting in walking/work area <input type="checkbox"/> Chair is properly designed, with optimal ergonomics and in good repair <input type="checkbox"/> Keyboard, mouse, and monitor are placed for optimal use <input type="checkbox"/> Furnishings in safe operating condition
Electrical	<ul style="list-style-type: none"> <input type="checkbox"/> Extension cords in good condition and positioned properly <input type="checkbox"/> Cords and cables do not create a tripping hazard <input type="checkbox"/> Outlets grounded and not overloaded <input type="checkbox"/> Suitable power circuitry and surge protection to guard electronic equipment from power surges and blackouts
Lighting	<p>Ensure you have a good visual environment with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The right type of light <input type="checkbox"/> Enough light, from the right direction and not cause obscuring shadows <input type="checkbox"/> Good (but not excessive) contrast between the task and the background <input type="checkbox"/> Limited glare
Ventilation	<ul style="list-style-type: none"> <input type="checkbox"/> Choose a well-ventilated room that can be maintained at a comfortable temperature year-round
Secure Storage	<ul style="list-style-type: none"> <input type="checkbox"/> Set up secure storage to protect this material and reduce the risk of loss <input type="checkbox"/> Ensure that confidential information is used and stored in secure locations

Lucan Biddulph is not responsible for operating costs, including but not limited to: home insurance, office equipment, home maintenance or any incidental costs (e.g. utilities) associated with the use of the employee's home under the Work Remotely Program Guidelines. Employees are accountable for equipping their home office at their own expense.

Note: Any municipal information transported to your home work location must follow MFIPPA guidelines and be registered through the Log of Documents Leaving Administration Building form and provide this to their Manager and the Municipal Clerk.

Memo

To: Mayor and Council
From: Jeff Little, Manager of Public Works
Subject: Master Services Report
Report No.: PW-22-2020
Date: August 6, 2020

BACKGROUND: Council directed staff to issue a RFP for the creation of a Master Servicing Plan for the Village of Lucan. The plan will start with existing infrastructure, recognize the requirements of future development and identify new or upgraded infrastructure for the water, sanitary and storm water systems. Dillon Consulting assisted in the issuing of the RFP. GM Blueplan, DevEng and BM Ross received an invite and were sent documents on the requirements of the RFP. The RFP was posted on the Township's web site to allow the proposal to be open to all interested parties. The Township did have J.L Richards & Associates request information for the purpose of providing a proposal.

DISCUSSION: The Township received one bid package back. The one bid came from BM Ross. The RFP proposal was reviewed by staff and Dillon Consulting and the proposal does meet all the requirements the Township requested. The fee in the bid to complete this study is \$93,000.

IMPACTS TO BUDGET: The Township has been collecting and will continue to collect funds for a Master Servicing Plan through development charges. 100% of the cost will come through development charges.

STRATEGIC PLAN: This matter aligns with the following strategic priorities:

- Growth Management. Goal #4: Substantive focus of planning on growth management issues. Action #14: Develop long range strategies for managing growth.
- Growth Management – Goal #4, Substantive focus of planning on growth management issues. Action #15: Identify new infrastructure priorities and prepare strategies to secure funding. This includes consideration for how higher densities may change service requirements.

RECOMMENDATION: It is recommended that council authorize staff to accept the BM Ross proposal for a Lucan Master Servicing Plan.

Jeff Little

Jeff Little, CRI
Public Works Manager



B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
62 North Street, Goderich, ON N7A 2T4
p. (519) 524-2641 www.bmross.net

File No. 20158

July 16, 2020

Jeff Little, Public Works Manager
Township of Lucan Biddulph
270 Main Street, P. O Box 190
Lucan, ON N0M 2J0

Attention : Jeff Little
Public Works Manager

Re: Provision of Consulting Services for the Development 2020 Lucan Urban Municipal Servicing Master Plan

Please find enclosed our Proposal to undertake study work to develop the Lucan Area Municipal Servicing Master Plan as set out in your Request for Proposal. At BMROSS we take great satisfaction in our long-standing relationships with our municipal clients. We have a long history of working with Lucan Biddulph on various projects and look forward to continuing this relationship.


BMROSS has a multi-disciplined staff complement that gives us a variety of insights into completing this assignment. We have found that our engineering and planning experience in infrastructure development provides us great benefit in undertaking Master Plan Studies. We understand infrastructure – we know how the systems work, how they evolve and age, and how they get upgraded and expanded to support growing communities.

We have almost 70 years of working with the municipalities of southwestern Ontario. We understand their needs, their values and their limitations. We work closely with staff and Council so that everyone has a good understanding of the work being done and what the results mean to the community.

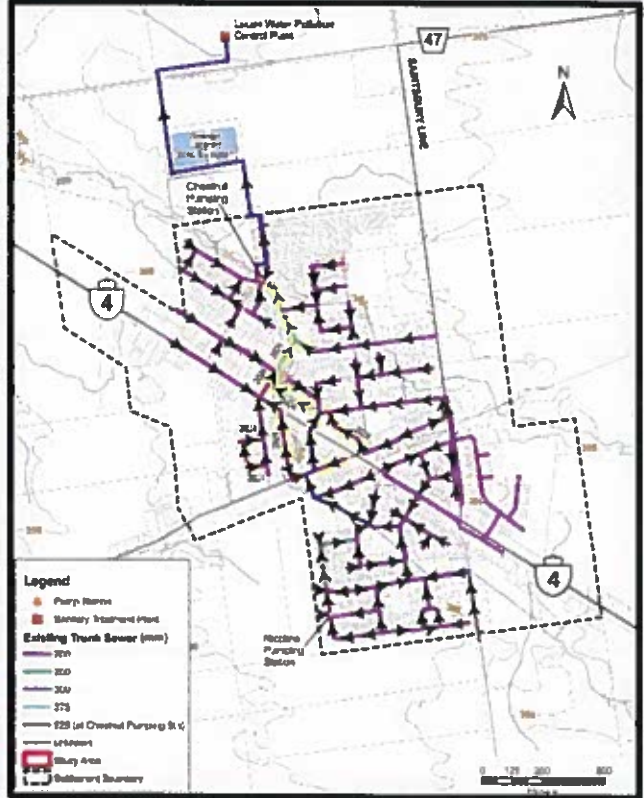
We are available to discuss this proposal with you in more detail. Thank you for your consideration.

Yours very truly,

B. M. ROSS AND ASSOCIATES LIMITED

Per 
Matthew Pearson, RPP, MCIP
Principal and Senior Planner

MJP:hv



2020 LUCAN URBAN MUNICIPAL SERVICING MASTER PLAN

JULY 16, 2020



BMROSS File No. 20158

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1.0 INTRODUCTION

1.0 Introduction

The Township of Lucan Biddulph is seeking a consultant to complete a Master Plan for water, wastewater and stormwater servicing strategies to address needs within the urban area of Lucan. The intent is to follow the Municipal Class Environmental Assessment (EA) Master Plan process to identify and evaluate servicing requirements for existing and new infrastructure to support short and long-term needs of the community.

B. M. Ross and Associates (BMROSS) is pleased to have the opportunity to submit a proposal to assist the Township in this endeavor. BMROSS is a well-established, experienced and progressive consulting firm dedicated to providing the services needed by our municipal clients. This proposal outlines our abilities and extensive experience related to servicing Master Plans, our approach to this particular assignment, and a proposed cost estimate to complete the work.

Questions regarding our proposal may be directed to:

- Matt Pearson, RPP, MCIP, mpearson@bmross.net, 519-524-2641

2.0 Our Credentials

2.1 Corporate Profile

BMROSS provides consulting engineering and support services throughout southwestern Ontario from our offices in Goderich, Mount Forest and Sarnia. Established in 1951, our firm specializes in municipal consulting and infrastructure and has long-standing working relationships with municipal and agency staff throughout Middlesex County, as well as the Counties of Huron, Bruce, Grey, Perth, Lambton and Oxford. For over 68 years, our focus has been on assisting communities to prosper and grow.

Comprised of a staff of over 70, including 20 professional engineers and planners, our multi-disciplinary team provides expertise on a wide range of services. In addition to our professionals, our staff includes engineering technologists, Geographic Information System (GIS) and AutoCAD specialists, project managers, survey specialists, and support staff. BMROSS and its dedicated staff complement provide municipal engineering and planning services with respect to:

2.0 OUR CREDENTIALS

- EAs, Master Plans, and other studies;
- Municipal studies, including development charges, water and sewer rate studies, and financial planning;
- Sewage collection and treatment systems;
- Infrastructure planning;
- Municipal development review;
- Construction, project and contract management;
- Developing and reviewing municipal engineering design standards;
- Water supply, treatment, storage and distribution systems;
- Roads (urban and rural), and related infrastructure;
- Structural engineering, including bridges, culverts and buildings;
- Stormwater management infrastructure and water resource engineering;
- Asset management, asset inventories and plans;
- Surveys; and
- GIS and data management.

A major strength of BMROSS is our understanding of the needs and values of the communities we work in. We have worked on thousands of projects over the years and have been successful in our application of a 'client-based' philosophy rather than a 'project-based' approach. We have established long-term relationships with clients based on the principles of openness, fairness, honesty and collaboration. At BMROSS, by taking a personal consultative approach, combined with experience and common-sense, we help provide the foundation that communities are built on – BMROSS is engineering better communities, and has for over 68 years.

Effective in 2019, BMROSS has been certified at the *Champion* level as a Living Wage Employer. B.M. Ross recognizes that paying a Living Wage constitutes a critical investment in the long-term prosperity of the economy by fostering a dedicated, skilled and healthy workforce in our communities.



2.2 Skills and Experience Required

The particular experience and skills required to complete this assignment include familiarity with:

- The Municipal Class EA Master Plan process,
- Municipal infrastructure requirements for sanitary sewage, water and stormwater services, and
- The local community and the drivers for growth.

2.0 OUR CREDENTIALS

2.2.1 Master Plans

BMROSS has recently completed several municipal infrastructure Master Plans following the MEA Class EA process, including several for water and wastewater systems. Our firm has completed Water and Sewage Master Plans or updates for the Town of Saugeen Shores in 1999, 2002, 2014 and is currently undertaking the 5-year update.

In 2018, we completed extensive Water and Wastewater Servicing Master Plans for the Municipality of Kincardine and the Township of Perth East and we are currently completing a Servicing Master Plan for the Township of North Huron. These projects will be described in more detail in a further section of this Proposal.

Our engineering and planning staff are completely familiar with the requirements of the MEA Class EA Master Plan process. Based on the Terms of Reference in the RFP document, our Proposal is based on following "Approach 1" of the MEA process.

In addition to the Master Plan work, BMROSS has extensive experience with preparation of water and wastewater Financial Plans, development of asset management strategies related to all municipal assets and development charge background studies. This experience is an aid to understanding the important integration of infrastructure planning and financing. Linking capital projects required for growth with those required for replacement or rehabilitation while simultaneously considering municipal financial constraints, results in financially implementable servicing strategies and a more useful Master Plan.

2.2.2 Municipal Infrastructure

Our firm has extensive municipal infrastructure experience. A major part of our activities involve the planning, design and construction administration of projects in smaller communities. In 2019 our firm tendered 58 projects with a combined value of over \$52.7M.

The above experience directly supports our Master Plan assignments by providing critical knowledge regarding the integration of services and what infrastructure construction and re-construction costs in today's environment.

In recent years, we have been assisting the Township of Lucan Biddulph specifically with monitoring and evaluations of the Lucan Wastewater Treatment Plant (WWTP) capacity, including annual reserve capacity calculations and concept designs for a new headworks facility. More recently, we undertook preliminary examinations of the existing water,

2.0 OUR CREDENTIALS

wastewater and stormwater infrastructure in Lucan in conjunction with the work we completed for the Assessment of Potential Future Settlement Lands for the Village of Lucan. We are aware the Township would like to examine the possibility of decommissioning the Granton WWTP and pump wastewater to Lucan. We can assist with a review of the feasibility as part of this Master Plan.

2.2.3 Local Community Knowledge

BMROSS is well positioned to complete this assignment based on our working knowledge of the community of Lucan. We have worked within the community since 1989, following the introduction of development charges and since that time, have completed subsequent development charge studies every 5 years. Our work on development charges in Lucan Biddulph has given us an understanding of growth in the area, and infrastructure plans and needs. In addition to the completion of development charge studies, we have also recently completed a Financial Plan for the Township's water system. From these studies, we have a working knowledge of proposed capital works for these infrastructure systems. Our work on the financial plan also lends itself to the evaluation of financially feasible solutions through the Master Plan process.

Within the last year, staff at BMROSS have been involved in investigations of the Lucan WWTP. We have provided staff and Council updates on the operation of the WWTP in relation to increased growth, flow equalization and the condition of the headworks. We have worked closely with staff in recent years to monitor the reserve capacity of the plant and provide guidance on the appropriate steps and timing of an expansion to ensure growth can continue.

In 2019, we assisted the Township by completing a preliminary assessment of potential areas for a settlement boundary expansion for the community of Lucan. This study examined local growth patterns, existing infrastructure and future growth areas through planning, environmental, technical and social lenses. Through this study, BMROSS was able to identify the most feasible future growth areas for a future settlement boundary expansion. This study provided the necessary background and direction to enable the County of Middlesex to begin work with the Township to initiate a comprehensive review to expand the settlement area. From this recent work, we are uniquely positioned to undertake a Servicing Master Plan, as we already have a strong understanding of existing growth, infrastructure, and future growth needs and direction.

2.0 OUR CREDENTIALS

2.3 Reference Projects

Client:	Municipality of Kincardine
Project:	Water and Wastewater Master Plan
Description:	Detailed evaluation of existing water and wastewater infrastructure. Forecasted requirements to accommodate multiple growth scenarios for up to a 50 year planning horizon. The Master Plan addressed requirements for multiple water and wastewater systems. WaterCAD® and SewerCAD® models were developed and used.
Status:	Final Report dated April 3, 2018
Project Team Members:	Project Manager – Andrew Garland, P. Eng. Environmental Planner – Lisa Courtney, M.Sc., MCIP, RPP
Original Budget:	\$126,400 – Revised to \$144,700
Final Cost:	\$144,601
Duration:	The project started in September 2016. The EA Notice of Completion was February 2018 – Total was 17 months
Reference Contact Info:	Adam Weishar, Director of Public Works Municipality of Kincardine 1475 Concession 5, R. R. 5 Kincardine, ON N2Z 2X6 Phone: (519) 396-3468 ext. 7119 Email: aweishar@kincardine.net

Client:	Township of Perth East
Project:	Water and Wastewater Master Plan
Description:	This was the first Water and Wastewater Master Plan completed in the Township. It evaluated systems in 2 separate communities. There was significant growth in both in areas and aging infrastructure in Milverton. There was significant public interest in the Plan. Sections of the Plan included discussions related to source water protection, as well as climate change. WaterCAD® and SewerCAD® models were developed.
Status:	Final Report dated August 2018
Project Team Members:	Project Manager: Stephen Burns, P. Eng. Environmental Planner: Kelly Vader, MCIP, RPP
Original Budget:	\$60,000
Final Cost:	\$60,000
Duration:	Notice of Commencement October 2017 - Draft Report March 2018 - 6 months
Reference Contact Info:	Bill Wilson, Operations Coordinator Township of Perth East 25 Mill Street E., Box 455 Milverton, ON N0K 1M0 Phone: (519) 595-2800 ext. 249 Email: bwilson@pertheast.ca

2.0 OUR CREDENTIALS

Client:	Town of Saugeen Shores
Project:	Water and Sanitary Sewer Master Plan – 2014 Report (currently undertaking the 5-year update)
Description:	This was an update and expansion of a Master Plan completed in 2009. There was an extensive review of major facility capacities and the need for expansion was linked to growth forecasts from development charge work.
Status:	Final Report dated April 1, 2015
Project Team Members:	Project Manager – Steve Burns, P. Eng. Environmental Planner – Lisa Courtney, M.Sc., MCIP, RPP Water System Analysis – Andrew Garland, P. Eng.
Original Budget:	\$45,000
Final Cost:	\$44,966
Duration:	The assignment was awarded in March 2014. The Notice of Completion for the EA was in January 2015. Total was 9 months.
Reference Contact Info:	The original contact was Dave Burnside, Engineering Services.

Client:	Township of North Huron
Project:	Water and Wastewater Master Plan
Description:	Assignment involves evaluation and capital planning for water and wastewater systems in 2 communities. Preparation of Water and Wastewater Financial Plans were part of the assignment as well as development of a CCTV Inspection Program for the sanitary sewer and review and priority ranking by condition.
Status:	In Progress (Draft Report has been provided to the Township for review)
Project Team Members:	Project Manager – Andrew Garland, P. Eng. Environmental Planner – Lisa Courtney, M.Sc., MCIP, RPP QA/QC – Steve Burns, P. Eng.
Original Budget:	\$173,935 – revised to \$199,935
Final Cost:	TBD. Costs to Date: \$198,970
Duration:	Approximately 36 months. There were several scope increases and significant physical infrastructure inspections works carried out as part of the project.
Reference Contact Info:	Sean McGhee, Director of Public Works Township of North Huron 274 Josephine St., Box 90 Wingham, ON N0G 2W0 Phone: (519) 357-3550 Email: SMcGhee@northhuron.ca

3.0 PROJECT TEAM

3.0 Project Team

Matt Pearson, RPP, MCIP is a Principal and Senior Planner at BMROSS. Matt will be the Project Manager for this assignment. For 32 years, Matt has been involved in the planning of infrastructure projects and municipal studies across southwestern Ontario. Matt leads the BMROSS Planning Group, which uses the concepts of sustainability and effective consultation to develop comprehensively planned and thought-out municipal infrastructure projects. He has considerable experience in multi-disciplined projects, including hundreds of EAs for municipal infrastructure. Recently, Matt led the assessment of adjacent lands for future development for Lucan, which used an innovative GIS based study approach to define constraints to development including a review of servicing infrastructure. This study work has now progressed to a review of the Official Plan to add more land to the community. Further work will involve an EA to add sanitary sewage capacity to support the envisioned growth and development. In addition to guiding municipalities through Master Plan and Class EA processes, Matt also provides assistance to municipalities with respect to financing and funding infrastructure projects through development charges, grants, local area charges or charge rates for services.

Andrew Garland, P. Eng. is a Principal at BMROSS and the Group Leader for the Water, Wastewater and Solid Waste Group. He has extensive experience with municipal infrastructure projects, including Water and Wastewater Master Plans and both water distribution and sewer collection system modelling.

Andrew utilized his skills and knowledge regarding wastewater treatment and collection systems to lead the completion of Water and Wastewater Servicing Master Plans in Kincardine, North Huron and Saugeen Shores. These Master Plans were all completed following the Class EA process.

In addition to Master Plans, his design experience includes treatment facility expansions, upgrades, new sewage pumping stations, and forcemains. Andrew is a credentialed ENVISION Sustainability Professional by the Institute of Sustainable Infrastructure.

Bryanne Verhoeven, P. Eng. is a Project Engineer with BMROSS's Water, Wastewater and Solid Waste group. Bryanne brings experience in water and wastewater system modeling, stormwater management design and evaluations, as well as capacity and performance reviews for water and wastewater systems and facilities. She is also experienced with a wide variety of modeling platforms. She has assisted with EAs, including a Water Supply EA for Bruce Power, and the design of sewage treatment upgrades, forcemain

4.0 PROJECT UNDERSTANDING AND APPROACH

replacements and pumping stations. Prior to working at BMROSS, Bryanne conducted a number of stormwater master plans and EAs for the City of London, Central Elgin, and St. Thomas. She has also designed numerous stormwater facilities within the City of London.

Lisa Courtney, RPP, MCIP is a Senior Planner and Principal at BMROSS and will coordinate the Class EA process and communications component of the project. Lisa has completed a number of Class EAs for a wide variety of municipal infrastructure projects. Her experience includes facilitating agency and public input, First Nations consultation, and forecasting growth, development and long-term servicing requirements.

She recently co-authored the 2018 Kincardine Water and Wastewater Master Plan and has fulfilled the same role for the North Huron Servicing Master Plan and Saugeen Shores Master Plan. Outside of the Class EA process, she also assisted with the completion of the growth opportunity and constraint analysis study for Lucan. Lisa recently undertook a servicing policy review for West Bosanquet and Forest in Lambton Shores. Additionally, Lisa completed the most recent Development Charges Background Study for Lucan Biddulph.

QA/QC for the project will be provided by **Steve Burns, P. Eng.** Steve has 50 years of experience with planning and design of water and wastewater systems, including many of the wastewater treatment plants throughout Huron, Bruce and Perth Counties. Steve will also provide technical expertise as needed. Steve has provided reserve capacity updates for the Lucan WWTP as well as performance evaluations. He is also leading a project to rehabilitate the headworks at the WWTP and preliminary investigations related to the future Lucan WWTP expansion, including coordinating preliminary assimilative capacity investigations of the Heenan Drain.

CVs for the project team members are included in Appendix A.

4.0 Project Understanding and Approach

4.1 Goals and Objectives

Lucan is a growing community. In recent years, the community has expanded towards the boundary of the settlement area. Having a servicing plan in place for water, wastewater and stormwater infrastructure is key to allowing growth to continue with the provision of key services in an efficient and cost-effective manner.

4.0 PROJECT UNDERSTANDING AND APPROACH

The Master Plan update is to be completed such that it fulfills the requirements of Phases 1 and 2 of the MEA Class EA process thus reducing future efforts related to project implementation. The EA process allows for coordinated stakeholder input and detailed review of alternatives.

A goal of the Master Plan update process is to leverage work currently being or recently completed simultaneously for related projects and municipal planning studies (e.g. Official Plan Review, development charges, Comprehensive Study for a settlement area expansion). The integration of these efforts will result in a Master Plan that meshes with other Township initiatives and growth plans.

Our approach to achieving the goals includes ensuring there is a detailed Request for Information (RFI) as early as possible in the assignment, a thorough review of all background materials and a comprehensive Communications Plan with both internal objectives (i.e. input from Township staff, OCWA, etc.) and external objectives (i.e. input from the Community, First Nations, Government Agencies, etc.). Information will be developed and recorded in a series of technical memos and circulated for review and comment as the Study proceeds. This approach ensures issues are identified and addressed in an on-going fashion with less risk of impact to the Notice of Completion.

4.2 Project Tasks and Approach

For a Water, Sanitary Sewage, and Stormwater Servicing Master Plan, there are a number of actions related to the Municipal Class EA process that must be completed. Appendix B includes the detailed work plan for this assignment. The steps and associated actions are as follows:

4.2.1 Develop and Implement a Consultation Plan

The first step in the Master Plan Class EA process is to establish a Consultation Plan. The Plan will document the methodologies and approaches to public consultation, as well as identify stakeholders, agencies, First Nation and Métis communities to be included in outreach efforts. The plan will incorporate the required methods of consultation (notices and public information centres) in accordance with the latest COVID-19 guidelines. It is anticipated at this time that most meetings will be held via electronic means, rather than in person; however, our workplan has allowed for an in person Public Information Centre and Council presentation.

4.0 PROJECT UNDERSTANDING AND APPROACH

The Plan will identify the timing of consultation activities and how feedback will be documented and integrated into the Master Plan. The Consultation Plan will also document our commitment to providing consultation materials in an accessible format. A draft Plan will be presented to staff for comment, with revisions made prior to implementation.

4.2.2 Background Review

The intent of the background review phase is to establish the purpose, framework and context for the Master Plan. It is important that the objectives of the Master Plan reviewed through the lens of the Township's strategic goals to ensure they align with the established long-term strategies and direction.

To determine how the Master Plan can be integrated with other long-term planning documents and studies, the study team will review the goals and strategies of these reports and plans. In consultation with staff, the review will identify elements and themes to set the framework for a Master Plan that will link cohesively with existing plans and those currently underway. It is anticipated this review will include examinations of the Township's Official Plan Review and Development Charges Background Study.

Reviewing the existing water, wastewater and stormwater systems is another major action of the background review phase. The capacities of major infrastructure, including water treatment and storage, wastewater pumping and treatment, trunk water and sanitary sewer mains, and stormwater drainage areas and conveyance systems will be identified. In conjunction with the infrastructure review, an environmental inventory will be undertaken. This inventory will broadly describe the natural, social, technical, cultural and economic environments of the study area. We have already completed much of this work through our assessment of future growth lands around Lucan.

It is anticipated that following completion of these activities and work will be reviewed to confirm its suitability and to identify the steps and milestones as the study proceeds.

4.2.3 Identifying the Problem and/or Opportunities

The work completed during the background review will provide the context and framework for identifying the problem and/or opportunity statement. Defining the problem/opportunity statement is an important step, as it is used to guide the identification of practical and feasible alternatives to be evaluated. The problem/opportunity statement will be designed to serve as the framework for the evaluation of alternatives as well as concisely convey the intent of the Master Plan.

4.0 PROJECT UNDERSTANDING AND APPROACH

An important step in this part of the study will be coordinating with the County and Township staff to define the size and density of the potential future service area. From our previous work with the Township, we understand where the settlement area expansion is likely to occur; however, for the purposes of planning sanitary, water and stormwater infrastructure, we will need to consult with County planning staff to better define the overall size and scale of the expanded settlement area.

4.2.4 Technical Evaluations

To determine existing and future water, wastewater and stormwater needs, an analysis of the existing infrastructure will be undertaken to establish the baseline conditions. The baseline conditions established under the previous step will be compared to the projected needs. The overall goal is to identify foreseeable servicing shortfalls and constraints, in order to establish alternative solutions to address those needs. This task will include updating the existing WaterCAD model, and summarizing trunk sanitary and storm sewer capacities. This will include examinations of water treatment and storage reserve capacities, sewage pumping and treatment reserve capacities, and defining stormwater drainage areas.

The RFP did not identify wastewater system modelling within the scope of work for this assignment, therefore a desktop analysis of trunk pipe capacities only is included. A wastewater model could be developed in conjunction with the Master Plan, if desired by the Township. For the purposes of this proposal, we have not included the cost of a SewerCAD model. The cost to do so is extremely sensitive to the nature of the existing Township asset database inventories, specifically whether or not information is available in three dimensions. Assuming a “start from scratch” approach is required, we suggest budgeting \$75,000.

The initial analysis of the water, sanitary, and stormwater infrastructure and requirements for existing and future growth areas will be defined. From the initial analysis, a preliminary list of alternatives will be determined, as well as criteria for evaluation. The servicing strategies will be evaluated and this work will all be summarized in a Technical Memo. The Technical Memo will be provided to staff for review and comment. Following the evaluation of alternatives, projects will be identified, including potential costs and timing.

4.0 PROJECT UNDERSTANDING AND APPROACH

4.2.5 Defining and Evaluating Alternatives Solutions

A methodology for identifying practical and feasible alternatives will be established during this step. Once the methodology is established, the criteria and process for evaluating the alternatives in terms of their potential impacts and benefits will be defined. The evaluation will incorporate criteria including natural environment, technical, social, cultural and economic factors. We would obtain input from Township staff on relevant criteria and weighting during the evaluation process.

4.2.6 Identifying Preferred Solutions

From the evaluation of alternatives, preferred servicing solutions will be identified. The review of the preferred solutions will include Town staff. The review of the alternatives and preferred solutions will be presented to Council, with the intent of keeping them updated of the process and to obtain support for moving forward.

4.2.7 Identifying Mitigation Measures, Phasing and Monitoring

Once the preferred solution has been identified, the next step in the Master Plan EA process is reviewing the impacts of implementation and identifying mitigation measures. Mitigation measures may include phasing and monitoring activities. At this stage, the capital costs associated with the preferred solution will be refined as needed. The requirements, need, timing and potential costs of mitigation measures will be identified.

4.2.8 Identifying Future Studies

The Master Plan will outline the requirements for any additional studies associated with implementation of the preferred solution. This will include identifying Schedule B or C projects that may need site-specific investigations to meet the requirements of the Class EA process before they can be implemented.

During this step, the opportunities to integrate future updates and reviews of the Master Plan with other documents will be examined. The goal will be to identify any efficiencies that could be established in timing future Master Plan updates with the timing of other planning document reviews.

4.2.9 Documentation

The aforementioned steps will be documented in a Master Plan Report. The report will define the purpose, context of the study and Master Plan approach; summarize the background information gathered and reviewed; provide an explanation of the relationship of the Master Plan to other long-term planning studies; outline the methodologies employed for defining the problem/opportunity and alternatives

4.0 PROJECT UNDERSTANDING AND APPROACH

solutions; document the evaluation methodology, outcome, and associated mitigation, phasing and monitoring efforts required; and summarize the consultation undertaken as part of the study. The Master Plan Report will also identify future projects, projected capital costs, the requirements for additional studies, and how updates can be incorporated with or linked to other long-term planning efforts.

A draft of the Master Plan will be provided to staff and interested agencies for review. Following any required revisions, the Master Plan Update will be presented to Council for their approval. The document will be made available for 30-day public review, in accordance with the notice requirements of the Municipal Class EA process.

4.3 Deliverables

Our proposal envisions the following deliverables:

- Agendas and Meeting Notes for all Township/BMROSS project meetings. Four teleconference/electronic meetings are anticipated.
- Initial and Completion Notices for the Master Plan.
- Technical Memo No. 1 (Draft & Final)
- Materials (display and presentation) for a Public Information Centre.
- Master Plan Report complete with technical appendices and exhibits (Draft and Final).
- Final Report presentation to Council.
- Materials for a Web Presence (see Consultation Plan).
- All correspondence as required for a comprehensive stakeholder review.

4.4 Schedule

The RFP specifies that a draft Master Plan be submitted by November 2020, with the overall project completed by the end of December 2020. **We believe this is achievable** with the following assumptions:

- The Township supplies GIS mapping of the sanitary collection system, water distribution system and the storm water collection system including pipe sizing and invert elevations for the collection systems within two weeks of awarding the assignment.
- The Township provides background documents respecting the existing facilities including reports, drawing, and mapping so that Task 1 can be completed in a timely manner and form the base of the study work going forward. We would ask this information is provided within two weeks of awarding the assignment.

5.0 FINANCIAL PROPOSAL

- We understand that the proposed new development area is being examined by the County Planning Department with respect to expanding the Lucan urban boundary in the future. It will be important that the boundaries of the expanded area are defined early and expected population densities are established. This is necessary to predict future flows and define what present infrastructure needs to be upgraded or expanded.
- Quick turnaround of information requests and review of memos by Township staff is critical to meet the timeline for completion.
- The Master Plan process is subject to public and agency consultation as per the Municipal Class EA. We cannot control the turn around of comments from these entities, but we will make best efforts to keep the consultation process productive.

5.0 Financial Proposal


For this assignment, our fees are \$93,300. A detailed work plan is included in Appendix B. Given the technical nature and proposed schedule for this assignment, our project team is comprised of senior, well-experienced staff with knowledge of Lucan.

6.0 Conclusion

This document details BMROSS's approach to complete a Master Plan for water, wastewater and stormwater infrastructure for the community of Lucan. This proposal includes details of our project team, all of whom have direct experience in Master Plans, a summary of our local knowledge related to infrastructure and growth in Lucan, a summary of recent, similar Master Plan projects completed by BMROSS, our approach to this assignment, and a list of deliverables.

Should you have any questions regarding this proposal, please do not hesitate to contact us. We look forward to opportunity to continue to work with the Township.

B. M. ROSS AND ASSOCIATES LIMITED

Per 
Matt Pearson, RPP, MCIP

APPENDIX A - CVs



MATTHEW J. PEARSON, MCIP, RPP
Principal – Senior Planner

Education

Honours B.Sc., Trent University, 1980
Masters Program – Environment and
Management, Royal Roads University,
2004-2007

Employment History

BMROSS: 30 years

Affiliations

Ontario Professional Planners Institute,
(OPPI) Member

Canadian Institute of Planners, Member

OPPI – Southwest District
Representative on Council, 2004-2007,
recipient of Members Service Award,
2008; Discipline Committee 2013-
present.

Profile

Matt's work focuses on integrating environmental planning principles into the engineering project work undertaken by the firm. He leads our expanding Planning Group, which uses the concepts of sustainability, effective consultation and geographic information systems to develop comprehensive projects in the areas of infrastructure planning, information management, and environmental protection.

Matt has extensive experience working with municipalities to get their message out in an open and consultative manner. Matt employs a variety of public engagement and facilitative techniques to help build consensus through effective collaboration. He has considerable experience in managing multi-disciplined project teams with representation from specialized sub-consultants, municipal Councils and staff. These include County level ground water studies and Master Plans for municipal infrastructure and community development.

Matt is the Principal Planner at BMROSS. For 30 years, Matt has been involved in the environmental planning of infrastructure projects across southwestern Ontario. He has worked on hundreds of environmental assessments and has an in-depth understanding of the intent of the EA process. He has developed an environmental planning practice at BMROSS that involves staff members with backgrounds in municipal planning, natural heritage, GIS and water quality monitoring. Matt encourages municipalities to use the Master Planning process to be proactive towards infrastructure needs.

Additionally Matt provides consulting assistance to municipalities regarding charge rates for municipal services, infrastructure financing and grant programs, By-Law development and Development Charges justification studies. Matt has written over twenty Development Charges Background Studies and developed many municipal financing strategies for project development.

Matt actively pursues opportunities to help client municipalities handle the increasing requirements for oversight and new municipal responsibilities. Recent innovations have included an award winning Septic Reinspection program for a lakeshore municipality and the development of FIND IT! – a GIS based data management system for municipal infrastructure.

Professional Duties

- Mr. Pearson leads the BMROSS Planning Group and provides planning input to all projects undertaken by the firm.
- He is responsible for coordinating Class Environmental Assessments for municipal infrastructure projects including project management, consultant coordination, client liaison, staff supervision, and preparation of project documents.
- Managing Partner Samia office

Environmental

- Co-ordination of environmental assessment studies to ensure compliance with the Environmental Assessment Act and the Environmental Protection Act
- Impact assessments for subdivision development
- Design and implement municipal septic re-inspection programs
- Needs studies for water and sewer systems

Municipal

- Provides advice and technical support to municipalities regarding:
 - Land-use planning
 - Official Plan and Zoning Bylaw amendments
 - Development Charge Bylaw and justification studies
 - Senior government legislation
 - Government grant programs such as Municipal Assistance Program, Canada-Ontario Infrastructure
 - Project budgeting and financing
 - Bylaw development
 - Charge rates for municipal services

PROFESSIONAL EXPERIENCE**Environmental Planning and Public Consultation**

Mr. Pearson is involved with all projects undertaken by our firm that have environmental considerations. He co-ordinates and conducts environmental assessment studies necessary to ensure compliance with the Environmental Assessment Act and the Environmental Protection Act.

He has conducted major Class Environmental Assessment Studies for the following projects and municipalities:

New Sanitary Sewage Collection and Treatment Works

- | | | |
|----------------------------|-----------------------------|---------------------------------|
| - Village of Lucknow, 1988 | - Village of Tiverton, 1990 | -Hamlet of Egmondville, ongoing |
| - Village of Ripley, 1988 | - Village of Bayfield, 1998 | -Creditor/Centralia, 2002 |

Upgrading Sewage Treatment Works

- | | | |
|--------------------------|-------------------------|-------------------------|
| - Town of Wingham, 1991 | - County of Huron, 1993 | - Town of Hensall, 1995 |
| - Town of Seaforth, 1989 | - Town of Clinton, 1992 | - Town of Exeter, 1995 |

Waterworks

- | | |
|-----------------------|--|
| - Township of Stanley | - Lakeshore water system (800 properties) |
| - Strathroy P.U.C. | - new reservoir, 1989; new wellfield, 1998 |
| - Township of Huron | - Lakeshore area water system (2000 properties), 1995 |
| - Lambton Shores | - 130 km of new rural water system, 2007 |
| - Bluewater . | - new municipal communal water system (Bayfield-1000 properties), 2009-2015 |

Bridge Replacements

- | | |
|---------------------------------------|----------------------------|
| - Region of Waterloo | → Nith River Bridge, 1989 |
| - Township of Ashfield | → Port Albert Bridge, 1990 |
| - County of Bruce/Township of Saugeen | → Turner Bridge, 1994 |

Road Works

- | | | |
|----------------------------|------------------------------------|-------------------------|
| - Township of Huron, 1989 | - Town of Mount Forest, 1996 | - Town of Clinton, 1996 |
| - Town of Kincardine, 1999 | - Ministry of Transportation, 1999 | - Huron-Kinloss, 2004 |

Servicing Studies

- Township of Huron, Lakeshore Area Waterworks Master Plan, 1991
- Township of Hay, Review of Lakeshore Septic Systems, 1994
- Township of Huron, Risk Assessment Study for Continued Development on Septic Systems in the Lakeshore Area, 1997
- Town of Bosanquet, Rural Water Strategy, 1999

- Town of Saugeen Shores, Master Plans for Sewage/Water Servicing, 1999
- Municipality of Bluewater, Master Plan for Bayfield Communal Water, 2003
- Township of Huron-Kinloss, Municipal Wide Septic Inspection Program, ongoing
- Town of Erin, Settlement and Servicing Master Plan, 2014
- Municipality of Lambton Shores, Update Forest and West Bosanquet Sanitary Sewage Master Plan, ongoing 2018
- Town of Petrolia, North-east Sector Stormwater Master Plan, ongoing 2018

Development Charge Background Studies

- Township of Huron-Kinloss, 1999, 2004, 2009, 2014, Village of Ripley 1992, Huron Twp. 1992
- Township of West Perth, 1999, 2004, 2009, 2014, Town of Mitchell 1991
- Township of Lucan-Biddulph, 1999, 2004, 2010, 2015, Hamlet of Granton, 2002
- Township of Stanley, 1998, 1993
- Township of North Huron, 2011, 2016
- Town of Goderich, 2016
- Municipality of Lambton Shores, 2017

Groundwater Studies

- County of Huron, Groundwater Quality Assessment, 2001 (with Golder Associates Ltd.)
- County of Huron, Groundwater Assessment and Municipal Wellhead Source Protection Study, 2003 (with International Water Consultants Ltd.)
- Ausable Bayfield/Maitland Valley Wellhead Protection Study 2006 – 2009 (with Waterloo Numerical Modeling Ltd.)

Water Quality Studies

- Pike Lake Golf Course Limited, Groundwater and Pike Lake Water Quality Assessment,
- Township of Huron-Kinloss, Point Clark Surface Water Quality Monitoring, 1995-ongoing
- Township of Huron-Kinloss, Pine River Watershed Water Quality Monitoring, 2000-ongoing
- Municipality of Kincardine, Surface Water Quality Monitoring Program, 2003-2009
- Municipality of Lambton Shores, Baseline Surface Water Quality Monitoring Program
- Municipality of Lambton Shores, Thedford/Arkona Surface water Quality Monitoring



BMROSS
engineering better communities



**ANDREW J. GARLAND., P. ENG.,
ENV SP**
Project Engineer, Principal

Education

*B.A. Sc., University of Waterloo, 2008
Water Resources Option (with distinction)*

Employment History

BMROSS: 11+ years

Professional Associations

*Professional Engineers of Ontario,
licensed since 2011*

*Ontario Society of Professional
Engineers*

American Water Works Association

Water Environment Federation

*Institute for Sustainable Infrastructure,
Envision Sustainability Professional*

Profile

Andrew is a Principal in BMROSS and is the Water, Wastewater and Solid Waste Group Leader. His responsibilities include coordination of completion of engineering studies including Class Environmental Assessments and Master Plans, review of detailed treatment process and facility design, and assisting with equipment specification & selection, and contract document preparation for water, wastewater, and solid waste projects.

Andrew has been involved in completing capacity and performance reviews and reports for water treatment, storage, and pumping facilities, as well as wastewater treatment and pumping facilities. He has completed WaterCAD® modelling and hydrant flow testing programs, as well as SewerCAD® modelling, in a number of communities as part of pipe network design and Master Planning activity.

Project Experience

Wastewater Infrastructure

As Project Manager, Andrew has been responsible for preliminary and final design, approvals, tendering, and contract administration for projects including:

- Municipality of Bluewater - expansion and upgrading of the sewage lagoon systems in the communities of Zurich and Hensall. The upgrades consisted of the addition of continuous chemical addition facilities, intermittent sand filtration, and in the case of Zurich, aeration equipment. Provision for future UV disinfection was included at Hensall.
- Municipality of Central Huron - replacement of existing effluent filters at the Clinton WWTP including review of technology alternatives. Cloth media filters were ultimately selected.
- Municipalities of Strathroy-Caradoc, South Huron, and Central Huron - blower upgrades and replacements at the Strathroy, Exeter, and Clinton WWTP including assisting with obtaining OPA energy conservation funding.
- Municipality of Kincardine - Connaught Park SPS, trunk sewer, and forcemain replacement, including capacity analysis, preliminary design, probable cost development, and downstream hydraulic impact analysis for the Class Environmental Assessment.
- Town of Goderich - Essex Street Sanitary Sewage Improvements. The project included new sanitary sewer and an SPS to service a developed area of Town adjacent to Lake Huron.
- Township of Wellington North - Cork Street SPS in the community of Mount Forest. The project included the replacement of an existing submersible station with a new station of increased capacity, with the addition of a control and generator building. The site had contaminated soils which needed to be addressed.

- Township of North Huron - aeration system upgrades at the Blyth Sewage Treatment Plant. The existing coarse bubble diffuser system in the plant's aeration tanks was replaced with fine bubble diffusers, to improve system efficiency.
- Municipality of South Huron – Exeter WWTP aeration system replacement. The project included an assessment of various aeration equipment alternatives for a lagoon system.
- Replacement subsurface disposal beds for mobile home parks of Turnberry Estates and Hillside Lake Park, and for the seasonal Huron Church Camp.
- Township of Huron-Kinloss - annual monitoring (2008-2013) of the Lucknow Sewage Treatment Plant. The monitoring includes impact evaluations and a performance assessment report for this Rapid Infiltration (zero discharge) facility.

Water Infrastructure

As Project Manager, Andrew has been responsible for preliminary and final design, approvals, tendering, and contract administration for projects including:

- Township of Huron Kinloss - new well supply and 1,400 m³ elevated storage tank for the community of Ripley. The project includes two new wells, treatment equipment within the tank pedestal, and elevated storage.
- County of Huron - fire protection reservoir and pumphouse at the Huronview site in Clinton. The project consisted of the construction of a new 180 m³ reservoir, fire pump, control building, and fire main to provide fire protection to three County buildings at the site.
- Township of Ashfield-Colborne-Wawanosh – replacement of pressure reducing valve chamber and watermain in the community of Salford.
- Town of Minto - new well supply at the Palmerston Well 3/4 site. The project included equipping a new well and connecting to an existing pumphouse, with modifications to the existing treatment and controls.
- Municipality of Bluewater - Pavillion Road watermain, to service lakeshore areas within the Municipality. The initial stages of the project including modelling of the distribution system and evaluating alternative routes to improve redundancy in the supply to the lakeshore areas.

Water and Wastewater Studies and Modelling

Andrew has completed engineering review and study work related to assessment of existing water distribution system, storage, and pumping facilities for various Class Environmental Assessments, Master Plans, and miscellaneous municipal initiatives. These have included evaluations of alternatives to replace existing infrastructure, and expand systems. He has also completed wastewater treatment and pumping facility capacity analysis. Projects have included:

- Town of Saugeen Shores: Water and Sanitary Sewer Servicing Master Plan – 2014
- Town of Saugeen Shores: Water and Sanitary Sewer Servicing Master Plan Update (in progress)
- Township of Wellington North: Servicing Master Plan Update – 2011
- Municipality of Bluewater: Hensall Water Storage Class EA (in progress)
- Township of Huron Kinloss: Class EA for Well and Water Storage Facility in Ripley – 2014
- Township of Huron Kinloss: Class EA for Water Storage Facility in Lucknow – 2012
- Municipality of Kincardine: Water and Wastewater Master Plan – 2018
- Municipality of North Huron: Water and Wastewater Master Plan (in progress)
- Township of Perth East: Water and Wastewater Master Plan – 2018
- Town of St. Marys: Class EA for Water System Upgrades – 2014
- Municipality of Strathroy-Caradoc: Mount Brydges Water Distribution Model – 2014
- Municipality of West Perth: Class EA for Water System Upgrades in Mitchell – 2014
- Municipality of South Bruce: Teeswater Water Supply and Storage Assessment – 2019

Andrew has completed hydraulic modelling (i.e. WaterCAD®, SewerCAD®) to support the study work. The water modelling has been useful for comparing potential storage sites, identifying watermain capacity constraints and recommending new watermain sizing. The sewer modelling has been useful for identifying existing system constraints and evaluation potential solutions to address current and future growth needs.

Solid Waste

- Municipality of South Huron - waste transfer station site and residential user recycling centre for the Exeter Landfill. The recycling centre is to provide improved waste diversion and recycling opportunities.

The project included coordination of background studies (e.g. environmental, geotechnical, hydrogeological), liaison with approving agencies, and preparing design documents for submission of an MOECC ECA application.

- Municipality of Bluewater - closure of the Hay Landfill Site. The project included producing a Closure Plan for submission for MOECC approval, preparation of tender documents to detail the requirements of site removals and grading and mound cover, and contract administration during the closure work.
- Conceptual design, costing, and public consultation related to a Recycling and Residual Waste Centre for the Landfill Three (Town of Goderich, Municipality of Central Huron, and the Municipality of Huron East). The project involved review of waste transfer and drop-off alternatives for member municipalities following the pending closure of the Mid-Huron Landfill which has historically serviced the Landfill Three.
- Municipalities of Bluewater and Morris-Turnberry - annual completion of landfill monitoring and status reporting for the Hay, Hensall, Stanley, and Turnberry Landfill Sites. The work includes collection of groundwater and surface water data, and completion of impact assessments, as well as a review of general landfill operations.
- Municipality of Bluewater - assistance with the Stanley Landfill Stage 2 (i.e. above grade landfill expansion) design, approvals, and Plan of Operation and Development. The project involved construction of a bentonite cut-off wall to reduce groundwater flow to existing waste trenches, SWM ditch and pond, and miscellaneous site works.
- Municipality of Bluewater - assistance for design, approvals, and construction related to the Hensall Landfill Remedial Action Plan. The project involved review of causes of impact to a local surface water body and identifying and evaluating potential remedial opportunities for improving groundwater quality. Ultimately a groundwater dilution infiltration trench was designed and installed on the site.

TRAINING

- Institute for Sustainable Infrastructure, Envision Sustainability Professional, credentialed May 2017
- Global Innovative Campus, Wastewater Treatment Process Auditing: Master Planning for Assets, June 2013.
- Bentley Institute, WaterCAD/GEMS V8i (SELECTseries 2) - Water Distribution Design & Modelling, February 2012.
- Ontario Water Works Association, Hydraulic Transients: Understanding, Managing, and Mitigating Risks, June 2011.
- Ontario Good Roads Association, Storm Sewer Design Course, March 2011.
- Ontario Water Works Association, Distribution System Water Quality Management and Applied Maintenance, May 2009.
- Ministry of the Environment, Waste Comprehensive Certificate of Approval Orientation Session, March 2009.
- Ontario Good Roads Association, Sewer and Watermain Construction Inspection, February 2009.



BRYANNE VERHOEVEN, P. ENG.
Project Engineer

Education

*B.A. Sc., University of Waterloo, 2014
Environmental Engineering with
Water Resources Option*

Employment History

*BMROSS: joined 2018
AECOM: 5 years
City of Samia: 8 month (co-op)
Municipality of Lambton Shores: 12 month
(co-op)*

Professional Associations

*Professional Engineers of Ontario,
licensed since 2018*

*Ontario Society of Professional
Engineers*

Ontario Water Works Association

American Water Works Association

Water Environment Federation

Profile

Bryanne is a project engineer providing support to both the Water and Wastewater Group and Horizontal Infrastructure Group at BMROSS. She has over five years' experience with private and public sector projects. Bryanne has been involved in capacity and performance reviews for water/wastewater systems and facilities, pumping station design, stormwater management design, asset management, planning, and floodplain modeling. She is proficient in a wide range of computer software and modeling platforms. Her project experience includes environmental assessment planning, function design, agency approval, detailed design, contract document preparation, construction implementation, and maintenance and monitoring activities.

Project Experience

Water and Wastewater

- **Municipality of Kincardine, Bruce Power Water Supply EA**
Performed detailed assessment on alternatives for the site, source, and water demands for a new Water Treatment plant to provide municipal water supply to Bruce Power and surrounding areas.
- **Municipality of Kincardine, Huron Terrace, Park Street and Durham Street SPS Upgrades, and Forcemain Replacement.**
Conducted capacity analysis, preliminary design, and hydraulic impact analysis for three sewage pump stations servicing Kincardine.
- **Municipality of West Perth, Mitchell Southeast Industrial Park.**
Designed a new submersible pump station and forcemain to service a new industrial park in Mitchell. Assessed downstream impacts and required future forcemain upgrades.
- **Municipality of Kincardine, Kincardine WTP UV Upgrades.**
Performed assessment for the provision and location of UV disinfection within the existing treatment facility.
- **Municipality of Brockton, Walkerton South Standpipe Rehabilitation.**
Prepared contract documents relating to safety and recoating upgrades to the Walkerton South Standpipe.
- **Municipality of Kincardine, BEC Elevated Tank Rehabilitation.**
Assisted in the preparation of relating to safety and recoating upgrades to the BEC Elevated water tank.

Hydrology/Hydraulics and Stormwater Management

Master Plans & Environmental Assessments

- **City of London, Hyde Park Stormwater Municipal Class EA Addendum.**
Conducted an update to a stormwater master plan for a community planning area in London, approximately 800 ha in size. Recommended optimization of 4 existing stormwater facilities, conveyance works, implementation of low impact development

measures, and updated land use planning. The updated strategy will provide water quality control, water quantity control and erosion control to support existing and future development.

- **City of St. Thomas, Axford Farm Scoped Subwatershed Study, St. Thomas, Ontario.** Performed hydrologic modeling (SWMHYMO, QUALHYMO) to aid in the identification of a framework and strategy for integrating future development and to address local water quality, quantity and erosion threshold concerns. Compiled and prepared multidisciplinary subwatershed report [06/22/2015].
- **Municipality of Central Elgin, Old Lynhurst Stormwater Servicing Class EA, Central Elgin, Ontario.** Performed hydrologic modeling (SWMHYHMO) of the storm conveyance system, assessed stormwater management requirements, assessed alternatives, and developed conceptual plans for preferred alternatives. [07/15/15-07/01/2016]
- **City of London, Pottersburg Creek Subwatershed Study – Hydrology and Hydraulic Model Update, London, Ontario.** Updated hydrologic modeling (SWMHYMO, QUALHYMO) to aid in the identification of a framework and strategy for integrating future development and address local slope and erosion threshold concerns. The study will ensure future development will address the long-term health of the Creek system and consider potential climate change impacts [06/17/2014-01/15/2015].
- **Town of Halton Hills, Southwest Georgetown Subwatershed Study, Georgetown, Ontario.** Conducted infield water quality, water quantity, and fluvial geomorphology investigations. Conducted hydrologic/hydraulic assessment of existing conditions and proposed conditions. Completed floodplain mapping. Set SWM targets for erosion control and water quantity control. [08/26/2013-08/08/2016]
- **City of London, Western Road Widening and Reconstruction from Oxford Street West to Platt's Lane Class Environmental Assessment, London, Ontario.** Conducted hydrologic modeling and storm sewer system assessment to determine the cause of flooding and potential solutions in an area of London. [09/12/2014-02/25/2015]
- **City of London, Western Road and Sarnia Road/Philip Aziz Avenue Improvements Class Environmental, London, Ontario.** Conducted hydrologic modeling and storm sewer system assessment to determine the cause of flooding and potential solutions in an area of London. [03/18/2015-Present]

Stormwater Management Design

- **City of London, Waterloo Street LID Infiltration Trench.** Lead technical designer for design of an infiltration trench system solution for an urban road reconstruction. [11/30/2017].
- **City of London, Sarnia Road Bioretention LID.** Lead technical designer for design of a bioretention system to provide peak flow mitigation, water quality and water balance for Sarnia Road widening. [06/30/2016].
- **City of London, Old Victoria SWMF No. 1 Function Design, London Ontario.** Lead technical designer for the functional design of a stormwater management pond to provide water quality, quantity and erosion control. Performed hydrologic and hydraulic modeling to establish facility requirements and function. [09/12/2014-10/30/2017]
- **City of London, Western Road Widening and Reconstruction from Oxford Street West to Platt's Lane Detailed Design, London, Ontario.** Conducted detailed design of dry basin and oil grit separated for water quantity and water quality control for the Western Road widening project [02/17/2016]
- **City of London, Wickerson S-B SWMF, London Ontario.** Designer for the functional design of a stormwater management pond to provide water quality, quantity and erosion control. Performed hydrologic and hydraulic modeling to establish facility requirements and function. [06/12/2014]
- **City of London, Fanshawe Road Widening SWM.** Proposed SWM controls for proposed road widening works including OGS unit and scour bowl protection. [05/01/2016]
- **City of London, Airport Road Stormwater Management Facility #7 Evaluation and Assessment, London, Ontario.** Conducted an evaluation and comparison of the current performance of a SWMF against the intended design function and noted impacts to the downstream watercourse to provide recommendations to address erosion and flooding in downstream watercourse.

Infrastructure/Asset Management

- **City of Sarnia, Historical Flooding and Combined Sewer Overflow Investigation, Sarnia, Ontario.** Modeled an existing storm sewer system, using XPSWMM software. Identified and mapped (ArcGIS) locations of historical flooding from insurance claims and public surveys. Provided recommendations for future modeling works. [03/01/2012]
- **City of London, 2015 Stormwater Management Facility Rehabilitation, London, Ontario.** Conduct a pre-rehabilitation assessment for five stormwater management ponds including sediment quantity and quality estimates, sediment disposal options, timing, access, dewatering and restoration considerations. Prepared contract documents and specifications and assisted in contract administration site inspection services. [03.04.2015-09.10.2016]
- **City of London, 2014 Stormwater Management Facility Rehabilitation, London, Ontario.** Assisted in contract administration and conducted site inspection services. [07.10.2014-09.12.2014]
- **Municipality of Middlesex Centre, 2014 Stormwater Management Facilities Monitoring and Maintenance.** Completed inspections and wet weather quality grab samples for three stormwater management facilities. Compiled monitoring data and provided reporting for forecasted maintenance requirements and associated costs. [02/09/2015]
- **City of Guelph, Hanlon Business Park Monitoring, Guelph, Ontario.** Responsible for the collection of event based and continuous water quality and quantity data. Completed technical analysis and reporting of temperature exceedances from stormwater facility outlets to coldwater receiving streams. [08/20/2013]
- **City of Kitchener, Doon Mills and Topper Woods Subdivisions, Kitchener, Ontario** Completed inspections and wet weather quality grab samples for four stormwater management facilities. Assisted in design and implementation of a continuous monitoring network. Compiled monitoring data and provided reporting of monitoring results. [06/03/2013-07/16/2013]
- **Township of Woolwich, Thomasfield Homes (Seagram Lands), Woolwich, Ontario** Responsible for the collection of event based and continuous water quality and quantity data. Provided analysis and reporting of monitoring results. [05/29/2013-8/15/2013]
- **City of Sarnia, Sewage Treatment and Pump Stations 10 year Capital Improvement Plans, Sarnia, Ontario**
- **Co-prepared a 10 year capital plan for the City's sewage treatment plant and pump stations. Created a presentation for City Council.** [12/16/2012]
- **City of Sarnia, Linear Asset Management Plan, Sarnia, Ontario** Designed and implemented a spreadsheet-based asset management program for roads, watermains, sanitary and storm sewers. Prepared a final report, including recommendations for infrastructure replacement and rehabilitation. [12/20/2012]

Hydraulic and Floodplain Assessments

- **City of London, Kiwanis Park Pedestrian Bridge Detailed Design.** Assessed bridge hydraulics, potential scour, and flood impacts associated with a new bridge and fill within the floodplain. [04/10/2017]
- **City of London, Victoria Bridge (Ridout Street South) Municipal Class EA.** Conducted a hydraulic assessment of existing and proposed bridge structures. Recommended measures for scour and erosion protection at piers and banks. [01/12/2018]
- **Western University, Flood Impact Assessment.** Performed combined one-dimensional and two dimensional (1D/2D) modeling of the University lands along the North Branch of the Thames River. Identified hazards within the floodplain and provided hydraulic analysis to support future floodplain works [07/01/2017-Present].
- **Upper Thames River Conservation Authority, Feasibility Study of Management Alternatives for the London Earth Dykes, London, Ontario.** Performed combined one-dimensional and two dimensional (1D/2D) modeling of the Broughdale Dyke (North Branch of the Thames River) with HEC-RAS Version 5.0.0 Beta. Compared results to TELEMAC-2D and HEC-RAS 1-D results [07/07/2015-05/02/2016].
- **Toronto and Region Conservation Authority, Spring Creek Zone 7 Flood Mitigation Study.** Conducted combined one-dimensional and two dimensional (1D/2D) modeling using DHI's MIKE Flood software (MIKE 21/MIKE 11) to characterize flood mechanisms, flood hazard and risk, and developed and analyzed potential

flood mitigation options and alternatives for Queen Street E and Centre Park Drive area in the City of Brampton. [06/17/2016]

- **City of Mississauga, Dundas Street Corridor Master Plan.** Conducted combined one-dimensional and two dimensional (1D/2D) modeling using DHI's MIKE Flood software (MIKE 21/MIKE 11) for flood-risk mitigation and updates for the Dundas, Applewood and Etobicoke Creek Special Policy Areas. Performed 2D floodplain hazard mapping to be integrate into land-use and transportation planning [11/30/2015].
- **Metrolinx, CN Milton Logistics Hub – Indian Creek Realignment Flood Impact Assessment, Milton, Ontario.** Developed HEC-RAS modeling for the realignment of Indian Creek and a major tributary for a 100 ha proposed railway yard facility. Produced floodplain mapping using HEC-GeoRAS [06/26/2015-11/14/2015].
- **Metrolinx, Don River Flood Mitigation Study, Toronto, Ontario.** Conducted hydraulic modeling for flood mitigation options for the Go-Transit rail line along the Lower Don River Corridor. Assessed mitigation options and flood impacts of floodwalls and elevated track structures. [08/07/2015]
- **City of Mississauga, Class Environmental Assessment Culvert and Creek Improvements on Lakeshore Road East over Applewood and Serson Creeks, Mississauga, Ontario.** Assisted in the hydrologic/hydraulic assessment for the rehabilitation of the Applewood and Serson Creeks culverts to establish existing and proposed flood conditions. Involved with field surveys and inspections. Prepared figures for the design report. [08/23/2013]
- **Halifax Regional Municipality, Hydraulic Modeling and Flood Plain Mapping of Lake Micmac, Lake Banook, Red Bridge Pond and Sullivan's Pond**
Assisted in the hydrologic/hydraulic assessment of existing, proposed, and climate change conditions. Developed floodlines using ArcGIS based on modeling results. Prepared figures for final design report. [7/22/2013-08/18/2013]

PRESENTATIONS AND AWARDS

- Guest Lecturer, Western University Faculty of Engineering (April 2017 & March 2018) - Presented lecture to 3rd and 4th year students (CEE 3355b) on the design and approval process of a low impact development stormwater project in the City of London
- Dinner Speaker, Canadian Society for Civil Engineering – London Chapter (March 2017) - Presented seminar on the Sarnia Road Bio-retention design for the City of London
- Conference Speaker, Canadian Society for Civil Engineering Conference, London Ontario (June 2016) - Presented seminar on advances of HEC-RAS 2D hydraulic floodplain modeling
- Robert Crawford Award, Centre for Advancement of Trenchless Technologies (CATT), 2013. Recognized for an outstanding co-op work report on Asset Management



LISA J. COURTNEY., M.Sc.
RPP, MCIP
Principal - Senior Planner

Education
M.Sc., University of Guelph, 2009

B.Sc., Carleton University, 2007
Concentration in Physical Geography
(Highest Honours)

Employment History
BMROSS: 11 years

Professional Associations

Ontario Professional Planners Institute,
Member

Canadian Institute of Planners,
Member

Profile

Lisa is a Principal, Senior Planner and member of the Planning Group at BMROSS. In her role as Senior Planner, Lisa is responsible for the completion of Class Environmental Assessments and Master Plans for infrastructure projects subject to the EA Act. Lisa coordinates all aspects of the Class Environmental Assessment and Master Plan processes, including facilitation of public input and review, First Nations consultation, forecasting population growth and long-term servicing requirements, integration with engineering disciplines and documenting study investigations and findings.

In addition to coordinating and conducting Environmental Assessment studies, Lisa has contributed to a number of other planning studies and activities including development charge background studies, an ongoing septic re-inspection program, coordinating site plan proposals and drafting site plan agreements.

Project Experience

Master Plans

- Planner for the Municipality of Kincardine Water and Wastewater Servicing Master Plan. Coordinated Phases 1 and 2 of the Class Environmental Assessment process, including consultation requirements. Developed 50-year population and housing forecasts for identifying future infrastructure needs.
- Planner for the Municipality of Brockton East Ridge Business Park Servicing Master Plan. This project identified servicing strategies for Phase 2 of the East Ridge Business Park. It included extensive consultation and work with respect to Species at Risk (SAR).
- Planner for a water, wastewater and stormwater servicing Master Plan for the Town of Kincardine Business Park. Coordinated Phases 1 and 2 of the Class Environmental Assessment process, including consultation with agencies, the public, First Nations; and overseeing an archaeological study.
- Planner for a servicing and settlement Master Plan in the Town of Erin. The Master Plan addresses community planning and municipal servicing strategies in the Villages of Erin and Hillsburgh
- Planner for a water and wastewater servicing Master Plan for the Town of Saugeen Shores. Coordinated Phases 1 and 2 of the Class Environmental Assessment process, including a consultation program involving agencies, the public, First Nations and the media.

Environmental Assessments

- Planner for a Class Environmental Assessment for the extension of water, wastewater, stormwater and road infrastructure in the Ripley Industrial Park. This project included an evaluation of alternative road configurations.
- Planner for a Class Environmental Assessment for Finlay Street in Ripley.
- Planner for a Class Environmental Assessment for stormwater management upgrades in the community of Lucknow. This project involved two proponents (the County of Bruce and Township of Huron-Kinloss) and integration of stormwater works with proposed road improvements
- Planner for a Class Environmental Assessment for a ground level reservoir and booster pumping station in St. Marys. This project included extensive efforts for forecasting growth and development.
- Planner for a Class Environmental Assessment for a new well and water storage facility for the Village of Ripley. Included in this project was an evaluation of potential Source Water Protection impacts associated with a new well and consultation with local stakeholders
- Planner for a Class Environmental Assessment for an additional water storage facility for the community of Mitchell. This project included an evaluation of potential sites, facility types and consultation with relevant agencies and the public.
- Planner for a Class Environmental Assessment for a new sewage pumping station in the town of Kincardine. This project involved identification of a potential site, archaeological investigations, First Nation and Métis community consultation, consultation with adjacent property owners and evaluation of impacts.
- Planner for an Individual Environmental Assessment for the expansion of wharf facilities in the Goderich Harbour. The project involved extensive public, First Nations and agency consultation; numerous technical studies to evaluate impacts associated with the establishment of additional wharf space in the harbour
- Planner for a Class Environmental Assessment for the extension of a watermain in St. Clair Township. The project included consultation with First Nations and numerous stakeholders related to petrochemical utilities.
- Planner for a Class Environmental Assessment for replacement of the Lucknow standpipe. This project involved the evaluation of alternative water storage types and four alternatives locations, in addition to First Nation consultation.

TRAINING

- PSMJ, Project Management Bootcamp, 2018
- Ontario Professional Planners Institute, Project Management for Planners, April 2017
- Upper Thames Conservation Authority, Low Impact Development: Opportunities for Municipalities, April 2016
- Ministry of Municipal Affairs and Housing, Provincial Policy Statement 2014, April 2014
- Ontario Rural Wastewater Centre, 2012 Part 8 Ontario Building Code Changes, April 2014
- Credit Valley Conservation, Surviving the Perfect Storm: Low Impact Development, November 2013
- Ontario Professional Planners Institute, Understanding Legislation for Planners, June 2012
- McKenzie-Mohr and Associates, Advanced Community Based Social Marketing Workshop, September 2011
- Municipal Engineers Association, Municipal Class Environmental Assessment Process, April 2010
- McKenzie-Mohr and Associates, Community Based Social Marketing Introductory Workshop, September 2009



STEPHEN D. BURNS., P. ENG.
Senior Engineer

Education

M.A. Sc., University of Waterloo, 1989
 B.A. Sc., University of Waterloo, 1973

Employment History

BMROSS: 48 years

Professional Affiliations

Professional Engineers of Ontario,
 licensed since 1975

Designated Consulting Engineer since
 1982

American Water Works Association

Ontario Water Works Association

Awards

American Water Works Association
 (AWWA) – George Warren Fuller Award
 – presented at American Water Works
 Annual Conference, June 2008

American Water Works Association
 Honorary Member Award – presented at
 2014 Annual Conference and Exhibition –
 June 2014

University of Waterloo – Alumni
 Achievement Medal – presented by
 University of Waterloo Faculty of
 Engineering, September 2006

Ontario Water Works Association
 (OWWA) – Certificates of Appreciation –
 presented at OWWA Conferences,
 May 1998 and May 2007

American Water Works Association –
 Certificate of Appreciation – presented at
 Annual Conference, June 2006

Profile

Steve is a former President of the firm and former Water and Wastewater Group Leader. Having worked on water supply, wastewater and solid waste projects for over 45 years he brings significant experience and leadership to environmental issues.

In addition to reviewing detailed designs and assisting in the preparation of reports Steve undertakes environmental impact assessments, particularly for groundwater and surface water, financial and operational planning, water and wastewater policy and bylaw development, forensic investigation and expert testimony. In addition to having been Chair of the Ontario Water Works Association and Vice-President of the 60,000 member American Water Works Association he has extensive volunteer involvement in leading community boards and committees.

Steve has acted as a Peer Reviewer for MOE design guidelines and currently serves on the Management Committee for the Oversight of the Accreditation Program for Operating Authorities and he has also served on the Walkerton Clean Water Centre Research Advisory Committee.

Project Experience

Wastewater Collection and Treatment

In his role as Project Manager, Steve has been involved in many wastewater collection and treatment projects including both municipal sewage and industrial waste. He has led Class EAs, completed conceptual and detailed design, and assisted clients with funding applications and development of procedures and bylaws to fairly allocate costs. Projects include the following:

- Complete sewage systems, including collection systems with pumping stations and treatment facilities for the villages of Brussels, Blyth, Bayfield, Zurich, Hensall, Ripley, and Lucknow.
- Wastewater Treatment including Sutton systems (Extended Aeration and Lagoons) at Wingham and Seaforth, and New Hamburg (Sand Filters and Lagoons) at Bayfield, Exeter, Aylmer, Hensall and Zurich. The Exeter facility is perhaps the largest in the province.
- Extended aeration mechanical plants at Brussels, Blyth, Seaforth, Clinton, and Wingham, ON. The latter two are for >3000 m³/d average flows.
- Conventional Activated Sludge with CSO facilities and biosolids dewatering at Goderich, Ontario. The plant was expanded from 4500 to 9000 m³/d.
- Aerated Lagoons at Kincardine, Ripley, Lucknow, Exeter, Harriston, and Zurich, Ontario.
- The development of stream flow proportional discharge systems at Exeter, Harriston, and Ripley.
- A rapid infiltration system (i.e. no surface discharge) for a 1000 m³/d facility at Lucknow, Ontario. This project was followed by 10+ years of intensive performance modelling and evaluation.
- Effluent irrigation systems for Paul Bunyan and Maple Leaf Acres trailer parks, and Hillside Nursing Home.
- Assimilative capacity studies for many of the above wastewater treatment projects including re-rating projects for the Strathroy WWTP and the Ripley Lagoon.
- Reserve capacity assessments for many municipal WWTPs including individual unit process evaluations.
- Biosolids treatment and storage facilities for Walkerton, Goderich, Clinton in addition to lagoon de-sludging projects at seven locations.

Master Plans and Environmental Assessments

- Town of Saugeen Shores - Water and Sewage Servicing Master Plan (1999 and 2014)
- Town of Bosanquet - Rural Watermain Strategy (120 km of water distribution system)
- County of Huron - Study of County Wide Septage Treatment and Disposal
- Class Environmental Assessments for long-term water supplies to the communities of Exeter and Strathroy
- Water Supply Master Plan for Township of Strathroy-Caradoc
- Township of Huron Lake Huron Shoreline Water Supply Master Plans
- Environmental impact assessments of operating and/or failed septic systems in the Villages of Ripley, Tiverton and Bayfield and for the Pike Lake Campground
- Water and Wastewater Master Plan for the Township of Perth East

Groundwater Investigations

Project Manager for a variety of projects involving hydrogeologic investigations for both infrastructure design and environment impact assessment. Projects have included the following:

- County of Dufferin-Joint Municipal Water Management Model—worked with four municipalities plus the County to develop a mechanism to manage risks related to aquifer depletion caused by development.
- Peer reviews on behalf of the Ministry of the Environment of the initial GUDI studies for drinking water wells at nine locations throughout Ontario.
- Siting of municipal well supplies in several communities including coordinating hydrogeologic investigations, consultant and contractor selections and integration of reporting into environmental assessments and other projects
- Groundwater Management Plans for the municipalities of South Huron and Strathroy including development of RFP's, consultant selection and report review.
- Groundwater impact assessments for municipal landfills at Exeter, Seaforth, for the Townships of Hay, Stephen and Stanley, and for the Village of Hensall. Similar work for an industrial solid waste disposal site for the Wingham Royal Homes Plant.

Site Evaluation and Impact Assessments

- Has conducted Phase 1 and 2 Environmental Site Assessments for property transfers and financing
- Has investigated and reported on spills
- Conducted investigation into the cause of the Walkerton Water Supply contamination on behalf of the Municipality of Brockton - May to October 2000. Author of "Report on Cause".
- Impact analysis for chloride discharge at Sifto Mine - Goderich

Water and Wastewater Operations and Planning

- Steve has been Project Manager for several projects involving the selection of contract operators for water and wastewater systems. This work typically involves RFP preparation, proposal review and services agreement negotiation. In some cases, he has participated in interviews as part of the selection process. Projects have included:
 - Town of Goderich - assistance with Contractor selection for wastewater services, including review of the Services Agreement
 - Township of Huron-Kinloss - assistance regarding sewage operations
 - Township of North Huron - assistance with selection of sewage operator
 - Municipality of Lambton Shores – sewage operations RFP and bid evaluation
 - Town of Goderich - 5 year review of operations agreement and contractor performance
 - Crest Centre - RFP preparation and proposal evaluation for STP operations
 - Inter-County Wastewater Operations Committee - assistance with development of RFP and proposal evaluation for multiple wastewater systems in seven (7) municipalities
 - Municipality of Bluewater - development of RFP and review of proposals for wastewater operations
 - Municipality of West Perth - sewage operations RFP and bid evaluation
- Assisting several municipalities to select contract operators for water and sewage services including developing RFPs and Services Agreements
- Ontario Water Works Association representative on Stakeholder Review Group for MOE Drinking Water Design Guidelines
- Ontario Water Works Association representative on MOE Accreditation Management Committee

Wastewater By-laws and Surcharge Agreements

Steve has been Project Manager for several projects involving the development or updating of municipal sewer use by-laws and related documents. He also provides assistance regarding implementation including industrial waste surcharge issues.

- St. Marys wanted to update their Industrial Wastewater Surcharge Agreement and retained BMROSS to revise the charging formula including a review of best practices and actual charges from other communities. Work was completed in 2017-2018.

- Goderich's sewer-use and connection by-law had not been updated since 1977. In 2012-2013 our firm worked with Goderich to update the existing by-law using a format developed and promoted by the Canadian Council of Ministers of the Environment (CCME). The CCME Model By-law, developed in 2009 has a modern list of contaminants and established best practices for sewer control. The work included integrating Goderich's practices regarding sewer connection responsibility and liability into the by-law. Key changes were made to the limits of what was deemed municipal responsibility for maintenance and repair.
- As a consequence of municipal amalgamation Kincardine had four different sewer-use by-laws. All had unique provisions dating from their original adoption. BMROSS went through a careful analysis of the four by-laws and prepared an integrated new by-law. The first draft highlighted additions, deletions and modifications. It also highlighted sections for detailed discussion and decision. As part of the by-law update the provisions of the Saugeen Valley Source Protection Plan were integrated into the new by-law.
- Surcharge Agreements

Most sewer-use by-laws contain provisions for accepting non-compliant wastes and charging a fee greater than the normal usage fees. In his role as Water and Wastewater Group Leader, Steve regularly gets asked to comment on and provide interpretation of by-law requirements for out-of-spec discharges. Since 2013 Steve has provided assistance regarding sewage surcharge agreements and related matters for projects in:

- Kincardine
- Goderich
- North Huron
- St. Marys
- South Huron

Each situation is unique and requires an understanding of the waste and the requirements for treatment and disposal.

Water Supply, Storage and Distribution

In his role as a Project Manager, Steve has been involved in many water supply, treatment and storage projects including initial evaluations, concept development, detailed design, approvals and contract administration. Many of the projects have required Class EAs.

- Conceptual and detailed design and approvals for complete water systems for the communities of Tiverton, Crediton, Centralia, Dashwood, and Brucefield.
- Class EA and conceptual design for the Township of Huron Lakeshore Water Works including 12 km of distribution system, four wells and two water storage facilities.
- Master Planning, Class EA and conceptual design for the 140 km Lambton Shores Rural Water System including Booster Pumping Systems. The system serves three urban communities and several hundred rural customers. The total project cost was over \$20M.
- Conceptual and detailed design and approvals for multiple treated water storage projects including ground level storage and booster pumping facilities, standpipes and elevated tanks.
- Class EAs for water storage facilities for seven communities including elevated and ground level storage and pumping systems ranging in size from 1500 to 7500 m³.
- Preparation of Engineering Evaluation Reports for water supplies to schools, group homes, trailer parks and campgrounds.

Water and Wastewater - Financial

Steve has been Project Manager and the author of several studies of water and wastewater service rates including O.Reg. 453/07 Financial Plans. He has also completed Development Charge Background Studies and assisted in the preparation of bylaws for rates, capital cost recovery and development charges, and has calculated landfill tipping fees. Projects include the following:

- Exeter PUC – 1998 Evaluation of Water Rates
- Township of Huron-Kinloss – 2001 Assistance with Water Use Policies and Rate Charges
- Township of Perth East – 2009 Asset Management and Financial Plan
- Town of Goderich – 2002 Water and Sewage Rate Study
- Municipality of Bluewater – 2008 Assistance with Water Rate Bylaw Update
- Ontario Regulation 453/07 Financial Plans for:
 - Town of Goderich (2010 and 2014)
 - Township of Lucan-Biddulph (2014)
 - Township of Perth East (2010)
 - Town of St. Marys (2014)
 - Municipality of Bluewater (2011)
 - Township of Ashfield-Colborne-Wawanosh (2010 and 2014)
 - Township of Huron-Kinloss (2011 and 2015)
 - Town of Saugeen Shores (2015)
 - Municipality of Brockton (2016)

- Town of Goderich (2010 and 2015)
- Town of Plympton-Wyoming (2018)
- Municipality of Lambton Shores water and wastewater (2017-2018)
- Development Charges Background Studies for:
 - Township of Huron-Kinloss
 - Town of Goderich
 - Township of Lucan-Biddulph
- Landfill Tipping Fee Analysis for Municipality of South Huron

Forensic Analysis and Reporting

- Root Cause analysis for City of Ottawa Regional Road 174 Pipe Collapse-2012
- Investigation for litigation purposes of City of Samia Sewage Pumping Station alarm failure-2014
- Expert testimony regarding sewage pumping stations
- Analysis and reporting on several shallow well contamination incidents

Publications and Papers

Well over 50 papers, publications and public appearances, the following represents a sampling of some of the latest:

- "Drinking Water In Ontario – A Consulting Engineer's Perspective", a presentation to the Advanced Water Treatment Class at the University of Waterloo, July 2008.
- "Overview of Walkerton, Ontario Water Supply Contamination – Root Causes to Repercussions", a presentation to Missouri Water Environment Association and Missouri American Water Works Association, Joint Annual Meeting, March 2006.
- "Groundwater Contamination and the Consequences of Walkerton", Ontario Water Works Association Spring Specialty Seminar, March 2005.
- "Walkerton Water Supply Contamination", presentation to North Dakota Water and Pollution Control Conference, October 2005.
- "Ontario's Drinking Water Regulation", Ontario Water Works Association Spring Treatment Seminar, March 2004.
- "Ontario's Drinking Water Regulation – Content and Implementation", Salon des technologies environnementales du Quebec, March 2004.
- "The Challenges for Small Municipalities", Drinking Water Safety and Sustainability, March 2004.
- "Ontario's Drinking Water Regulations", Huron County Water Protection Steering Committee, April 2004.
- "Use of Chlorine Dioxide to Overcome Chlorine Residual Problems Related to Groundwaters", Strathroy Water Works, OWWA/OMWA Annual Conference, Niagara Falls, May 2004, presented with Peter Harrison, B. M. Ross and Associates Limited.
- "Ontario's Drinking Water Regulation Content and Implementation", a presentation to AWWA ACE 2004 Canadian Affairs Committee Section, June 2004.
- "Wastewater Treatment Plant Design – A Consulting Engineer's Perspective", a presentation to the fourth year Environmental Engineering Class at the University of Waterloo, July 2004.
- "Ontario's Drinking Water Laws and Due Diligence", Town of Goderich, August 2004.
- "Accountability in Water", a presentation to Georgian Bay Waterworks Conference, April 2003.
- "How Do We Know Our Water is Safe?", Bluewater Association for Lifelong Learning, October 2003.
- "Water Supply to Small Communities – A Time of Transition", Pragma Council 2003 Fall Conference, November 2003.
- "AWWA Tools for Source Water Protection", OWWA/WEAO Watershed Management Seminar, December 2003.
- "Walkerton Water Supply Contamination", presentation to Minnesota Department of Health, March 2002.
- "Walkerton Water Supply Contamination", a presentation to OPPI Conference, September 2002.
- "GUDI – How It's Impacting Water Systems", presentation to WOWW Conference, London, ON, October 2002

Papers – (all as part of M.A.Sc. Program)

- "Siting Considerations for Small Municipal Sanitary Landfill Sites in Ontario" - July 26, 1984
- "The Chemistry of Iron Control in Water Supplies Using Sodium Silicate" - December 19, 1984
- "Evaluation of Sewage Treatment Alternatives Using Cost-Effective Analysis" - September 13, 1985
- "Application of Dynamic Programming to a Water Supply Problem" - April 27, 1986

Courses and Seminars

- AWWA Cost of Service Rate Making Course (based on Manual M1) - 2000
- Business Policy/Strategy-University of Western Ontario – 1999
- How to Present Environmental Evidence – Banff Centre School of Management, 1986
- Post-graduate course in Physical-Chemical processes in Sanitary Engineering, Free Surface Hydraulics, Additional Topics in Landfill Gas and Leachate Management, Aquatic Chemistry, Public Enterprise Economics and Financing, Water Quality Management – 1984-1987

APPENDIX B - Workplan

Memo

To: Mayor and Council
From: Paul Smith, Manager of Parks and Recreation
Subject: Soccer field Project
Report No.: PR-09-2020
Date: August 7th, 2020

Background:

The #3 soccer field located near the water tower is now owned by 1525020 Ontario Inc. (fronted by Josh, Matt & Ron Van Geel). The soccer field is part of a larger holding and is slated for residential development. The land upon which the field is located was previously owned by Mike and Paul Murphy. The Murphy's generously allowed Lucan Biddulph to use a portion their land for the purposes of a soccer field in exchange for the Township paying the property taxes for that portion and naming them as a co-insured on the municipal insurance policy with Frank Cowan Co.

Township staff had prepared a similar agreement whereby the Township would be able to use the soccer field in 2020 under the new ownership with similar terms. With the onset of the pandemic and the cancellation of all organized soccer, the draft agreement was put on hold. It appears that there is hope that the soccer association may be able to use the field next year as the developer may not be developing the section of land containing the field until Phase II of their development. Recreation staff have also reported that people continue to use that field for recreation purposes and we continue to cut the grass on it to maintain the condition of fields should we be able to use it in 2021.

Discussion:

We are hopeful that we will be able to use the #3-soccer field next year but regardless, people are using it this year for recreation purposes and therefore there is a need to continue with the agreement.

A copy of the agreement is attached for Council's consideration.

Impacts to Budget:

This will not impact the budget as the Township has, for the past 20+yrs, had the same arrangement with the previous owners i.e. the Township covers the property taxes for a portion of the lands and names the property owner as a co-insured.

Alignment to Strategic Plan:

This matter aligns with the following strategic priorities:

Strategic Direction 3: Healthy Community

Action No. 19: Undertake program planning in coordination with community partners and in response to local needs, with an emphasis on low cost services that promote physical activity and social inclusion for children/youth and older adults/seniors.

Action No. 21: Actively seek community and corporate sponsorships to enhance the delivery of recreation programs and services.

Recommendation:

It is my recommendation that Council approve the execution of the attached lease.

Paul Smith

Paul Smith, Manager of Parks and Recreation

LEASE

This Indenture made in duplicate this 11th day of August, 2020.

In Pursuance of the *Short Forms of Leases Act*.

BETWEEN:

“1525020 Ontario Inc.“

hereinafter called the Landlord
OF THE FIRST PART

-and-

The Corporation of the Township of Lucan Biddulph
hereinafter called the Tenant
OF THE SECOND PART

1. Land Description

WITNESSETH that in consideration of the rents, covenants and agreements, hereinafter reserved and contained on the part of the Tenant, the Landlord doth demise and lease unto the Tenant, his executors, administrators, successors and assigns, all that certain parcel of land situate, lying and being composed of Part of Lots 14 & 16, Plan 350, all of Lot 15, Plan 350 and Part of Lot 4, South of the Proof Line Road, designated as Part 2 on Plan 33R-20612, Township of Lucan Biddulph (Geographic Township of Biddulph), County of Middlesex, being the whole of P.I.N. 09698-0712(LT) and further shown in blue and identified as Parcel A on Schedule “A” to this Agreement.

The parcel described above and identified as “Parcel A” contains approximately 4.86 acres.

2. Term

TO HAVE AND TO HOLD the said Parcel A for the purposes of recreational use by the Lucan Community Memorial Centre as a third soccer field for a period of one (1) Soccer season commencing March 1, 2020 and ending September 1st, 2020.

3. Rent

YIELDING AND PAYING therefore unto the said Landlord the sum of One (1.00) dollar. The Tenant agrees to pay the property taxes on the lands shown in blue and identified as Parcel A on Schedule “A” to this Agreement in lieu of a rental fee.

4. Tenant Covenants

The Tenant covenants with the Landlord:

- a) That the said Landlord may enter and view the state of repair;
- b) That the Tenant will leave the premises in good repair (reasonable wear and tear and damage by fire, lightning and tempest only excepted); and
- c) That the Tenant shall during the entire Term hereof, take out and keep in full force and effect inventory and leasehold improvement damage insurance and public liability insurance with respect to the business conducted by the Tenant on the premises in which limits of public liability shall not be less than \$5,000,000.00 per occurrence, such insurance to be placed with a company or companies approved by the Landlord, such approval not to be unreasonably withheld and such other insurance as the Landlord may reasonably request. Premiums for such insurance shall be paid by the Tenant and the policies or certificates of insurance shall be deposited with the Landlord and shall be in form satisfactory to the Landlord. The policies written pursuant to this paragraph shall name the Landlord as an additional named insured.

5. Indemnity:

To indemnify the Landlord from any and all liabilities, damages, costs, claims, suits or actions growing out of:

- a) any breach, violation, or non-performance of any covenant or provision hereof on the part of the Tenant or those for whom the Tenant is in law responsible;
- b) any damage to property occasioned by the use and occupation of the premises by the Tenant or those for whom the Tenant is in law responsible;
- c) any injury to person or persons, including death resulting at any time therefrom, occurring in, on or about the premises and on the roads or side-walks adjacent thereto, provided those injuries arise solely from the Tenant's use of the premises; and

The Tenant's indemnity shall be limited to the lands noted as Parcel A in Schedule A and the Township's use of Parcel A as contemplated in this Agreement.

Such indemnification in respect of any such breach, violation or non-performance, damage to property, injury or death occurring during the Term of this lease shall survive any termination of this lease, anything in this lease to the contrary notwithstanding; provided, however, that such indemnification shall in no event extend to the direct results of the negligent, reckless or wilful conduct of the Landlord, its agents, employees or representatives, or to any matters which are solely related to the Landlord's use and occupation of the premises. Should there be a change of ownership in the lands (or parts thereof) described as Parcel A above, any indemnifications described in this lease shall transfer to the new owners of said lands.

6. Termination

In the event that the Landlord requires possession of the demised premises, or part thereof for any other reason deemed necessary by the Landlord in its sole and unfettered discretion, the Landlord shall have the right to terminate this Lease on 30 days' notice given to the Tenant. The same notice shall apply should the Tenant need to terminate the Lease.

PROVIDED THAT the Tenant will not do or permit anything to be done on the said premises or permit or keep anything therein which may be annoying to the Landlord or other occupants of the subject lands or which the said Landlord may deem to be a nuisance. The said Tenant covenants not to obstruct or interfere with the rights of the Landlord or other occupants of the subject land or in any way injure or annoy them or conflict with any of the rules and regulations of the Board of Health or with any Statute or municipal by-law. The Tenant agrees that during the lease the Landlord will retain full use of the demised premises, for any reason deemed necessary by the Landlord, in its sole and unfettered discretion. The Tenant acknowledges that this use extends to manipulation of the demised premises for the purposes of testing, studying and assessing the demised premises for development.

IN WITNESS WHEREOF the parties hereto have executed theses presents.

1525020 Ontario Inc.

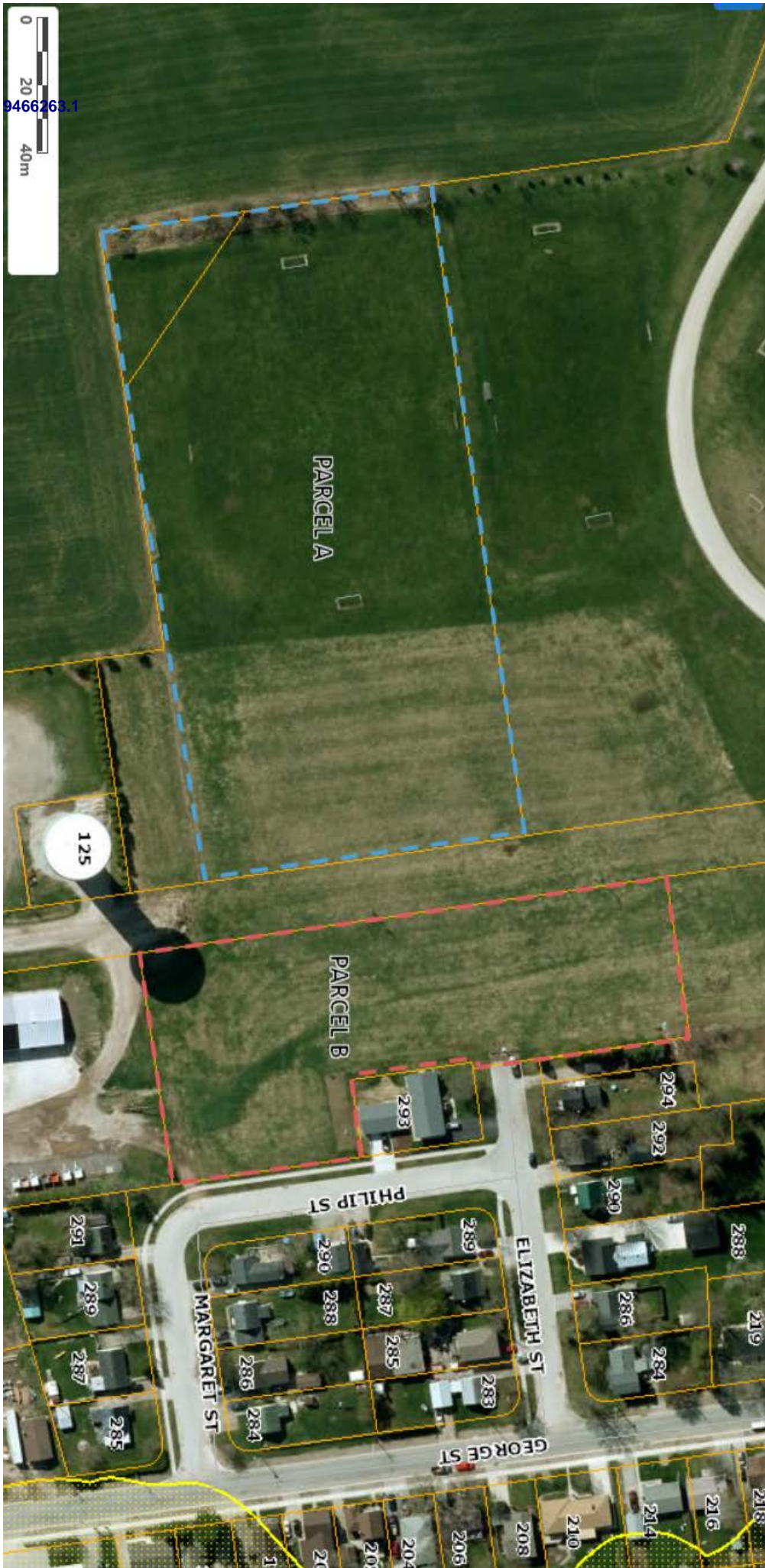
Ronald Van Geel – President
I have authority to bind the Corporation.

THE CORPORATION OF THE
TOWNSHIP OF LUCAN BIDDULPH

Cathy Burghardt-Jesson - Mayor

Ron Reymer - Clerk

SCHEDULE A



Memo

To: Mayor and Council
From: Paul Smith, Manager of Parks and Recreation
Subject: Plant start-up and ice season/return to play
Report No.: PR-10-2020
Date: August 11th, 2020

Background: COVID 19 has set a new tone in our society for sport and recreation. The municipality needs to conform to provincial restrictions and deal with the potential extra expenses and reduced revenues while coordinating with user groups to be able to safely offer recreation in our community.

Discussion: Although the province has allowed for a return to sports in phase III of reopening, the regulations and guidance for return to play from the governing bodies of our user groups have taken quite some time to be developed and shared. As with any of the guidelines for reopening it will take some time for our user groups to create a plan and establish a schedule for their seasons, and should not resume until they have a strong safety plan for returning.

A regular ice season requires 50-60 hours of ice (non-discounted) per week to cover the costs of operation. Due to new pandemic restrictions and potential reduction in ice usage, there is the possibility that this threshold of 50-60hrs/week would not be met this ice season.

Although our current numbers of active Covid-19 cases are low in Middlesex-London, it is important to note this worldwide pandemic is still very active and case numbers could rise and restrictions can return at any point until the pandemic is over. Township staff continue to work with user groups to mitigate expenses to offset this potential loss of revenue while safely offering recreation during this low period of infection. In a normal year, staff would begin installing the ice to be ready for rentals starting at the beginning of August. The months of August and September are expensive months to maintain an ice surface due to the warm weather and high hydro usage. During August and September there are, typically, a lot of open ice times but we put the ice in to accommodate our user groups so they can run tryouts. We also have recurring skating and summer ice camps during these months.

It has been suggested/recommended to our user groups that staff would begin to install the ice in mid to late September with an October start. As many of their seasons may not begin until October, the delay in installing ice would somewhat mitigate the cost of operating during the hot summer months. Most regular seasons for ice user groups begin in the month of October or late September in a normal year, not considering try outs and exhibitions. Community Centre Staff wishes to align with our user groups for a startup date, so as not to create unrealistic expectations before our users are able to offer a safe season.

It is important to note that there have been other municipalities who have already installed their ice and are offering ice development through private business coaches. These municipalities have multiple pads and cover a larger area to draw users from. By only installing a single pad in a multiple pad municipality they can sustain the single pad by drawing from all the groups at reduced times that would utilize the multiple rinks in their municipality.

Until we can confirm a dedicated user group schedule and commitment to ice time, we should not commit to a firm ice start date. We will work with user groups to adjust this date dependent on their requirements from their governing bodies.

In coordination with other municipalities in the County, Township staff have developed a template for user groups to utilize and submit a return to play plan. This template emphasizes the guidelines put in place by the province and health unit as well as requests and guidance from prospective governing bodies. Staff have connected with the health unit to review plans of operation. While user groups will be responsible to create and submit their plans, staff will input certain controls for our operations. These controls are as follows.

The Lucan Community Memorial Centre will be divided into three sections:

1. The Arena
2. The Main Hall
3. The Lions Active Living Centre

All of these facilities will have controlled access based upon rental time.

Washrooms and access will be available separately per each facility.

Alternating dressing rooms will be provided to allow for better cleaning and disinfecting between groups without creating large gaps between rentals.

Please see the attached facility map for reference as well as the template for return to play.

This report is for information and discussion purposes only, no recommendation at this time.

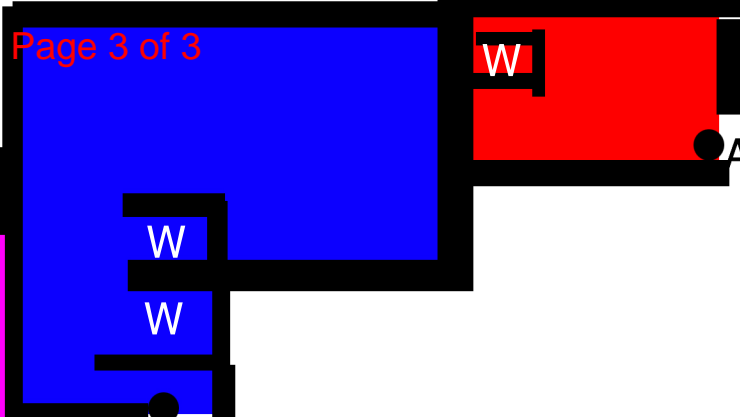
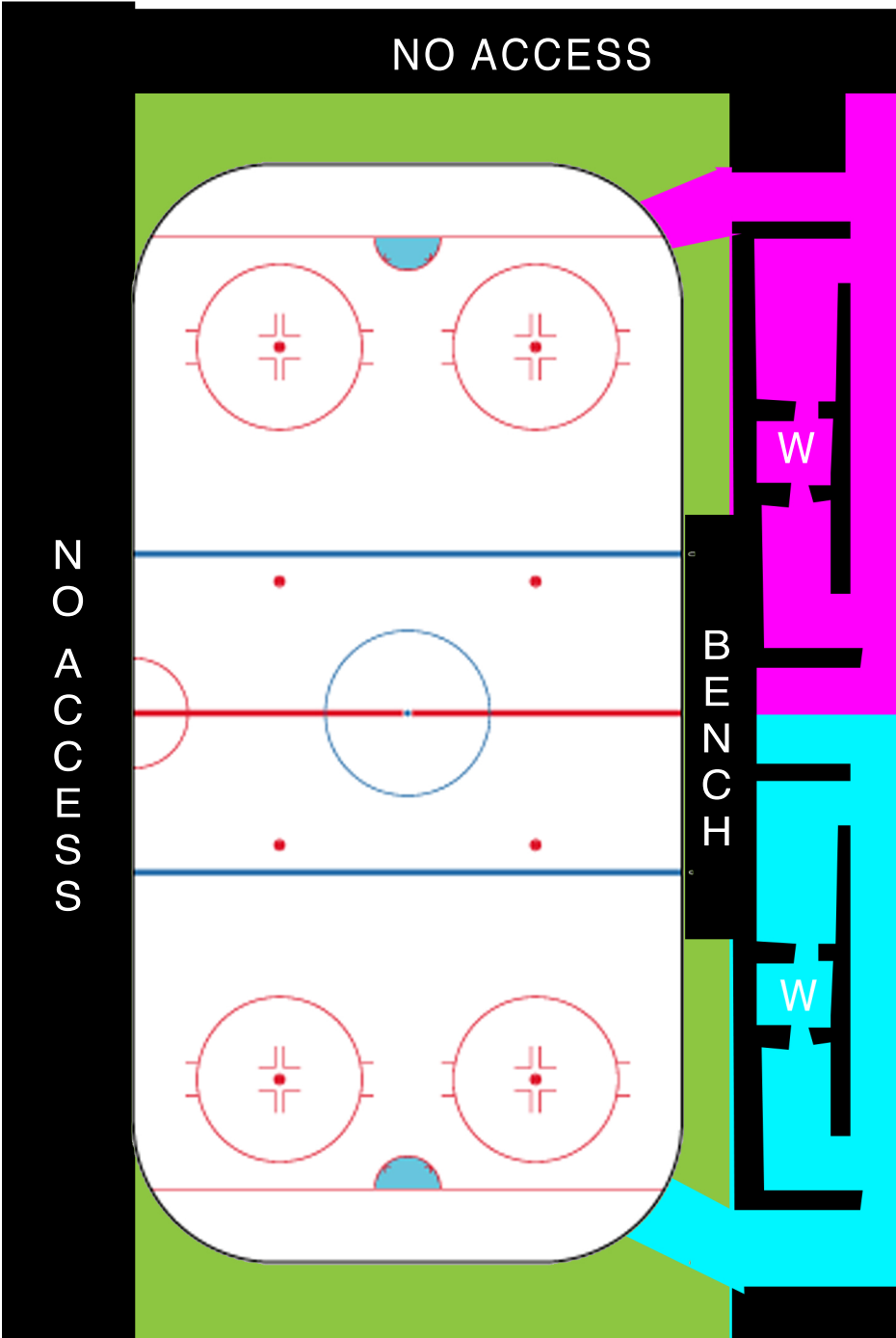
Alignment with Strategic plan:

Goal 1. Access to high-quality leisure programs

Action 17: Actively support and promote physical activity and healthy communities through participation in local and regional programs and initiatives.

Paul Smith

Paul Smith, Manager of Parks and Recreation



Access point for Gymnasium

Access point
Active Living Centre

Access point for Rink

- W** = Washroom
- █** = Path for hour 1
- █** = Path for hour 2



TEAM SPORTS AND LIVE SPORTING EVENTS

- Prolonged or deliberate contact while playing sports is not permitted.
- Team sports in which body contact between players is either an integral component of the sport or commonly occurs while engaged in the sport (e.g., wrestling, judo) are not yet permitted, unless the approach can be modified to prevent prolonged or deliberate physical contact.
- Amateur and recreational sports leagues may resume so long as they do not allow prolonged or deliberate physical contact between players or if they have modifications to avoid physical contact between players.
- Leagues must contain no more than 50 participants total. If participants in a league exceed 50, the league may divide into smaller groups of no more than 50. Players are not yet permitted to play against players outside of their league or group.
- Spectators at all sporting events, including professional sports, will be subject to gathering limits and physical distancing measures, with assigned seating where possible.

Return to Play Planning Template

Purpose

To provide user groups, organizations, businesses and service clubs who use Township of Lucan Biddulph facilities or fields as their home base with a template and instructions to prepare and submit their respective “Return to Play” Plan. Municipal approval may be required prior to commencing operation in any municipal facility or field based upon the event and the associated risk factor.

Background

The Township of Lucan Biddulph is using the Skate Canada, Hockey Canada, Ontario Soccer, Slo-Pitch National, Baseball Ontario Return to Play documents as a basis for preparing a Return to Play Plan that is guiding our decisions on safe re-opening of sport facilities located within the Township of Lucan Biddulph.

The Township of Lucan Biddulph is fortunate to benefit from many volunteer driven community organizations, sport organizations and service clubs who provide social and recreational options for our residents.

As part of the Township of Lucan Biddulph Return to Play Plan, any associations, organizations, or private skills development businesses who use Lucan Biddulph facilities for their rentals may be required to provide for the municipality's review and approval a 'Return to Play' Plan. This will be reviewed and approved by Manager of Parks and Recreation and CAO.

This template has been developed as a resource and guide for the details you should include in your respective plan. Municipal staff are available as a resource to assist your organization as you develop your plan. Your respective provincial and/or national organizations may have provided you with guideline documents that should be used as a resource when developing your plan.

Other resources that may be helpful to your organization include but are not limited to:

- **Middlesex London Health Unit** | <https://www.middlesexcentre.on.ca/covid-19>
- **Ontario Ministry of Health** | <https://covid-19.ontario.ca/>
- **Provincial Health Services Authority (PHSA)** | <http://www.phsa.ca/>
- **Ontario Recreation Facilities Association** | <https://www.orfa.com/>
- **Parks and Recreation Ontario** | <https://www.prontario.org/>

What is Required

The following is to be provided to the Township of Lucan Biddulph for approval prior to your organization commencing operation in any Municipal facility or field.

- 1) **Return to Play (Return to Operation) Plan** (using this template)
 - a. Complete the applicable sections below respective to your operation. It would be helpful if you provide a page reference if using information from your respective provincial or national organization documents.
- 2) **Resources or documents** provided by your provincial or national organization that you are using or adopting as guidelines.

Return to Play | Return to Operation Plan

Organization Name	
Contact Name	
Email	
Phone	
Date Submitted	
Date Approved (internal / staff use)	
Approved by (internal / staff use)	

1. Physical Distancing

Outline or detail the directives your organization is going to implement to ensure physical distancing during your facility rental.

Examples

- No spectators may be permitted.
- Skill development sessions for players 10 years and younger will be allowed to have only 1 spectator per player if needed.
- Skill development sessions for players 11 years and older will be encouraged to not have any spectators.
- Not using locker rooms, change rooms, showers, etc. A public washroom facility will be made available to the organization renting the facility.
- Players will be expected to arrive at the facility with equipment already on. Chairs will be placed in lobby (common area for participants to put on their skates).
- Prescreening form to be completed by each participant prior to entry into facility thus saving any congregating once inside facility.

- Instructor prepares skill development plan in an effort to minimize gathering and lessen gathering instances.
- Schedule ice accordingly to allow for facility to clean between each training group.
- Warm up and cool down will not be allowed inside the facility.

Our organization's plan is as follows (bullet points are fine)

2. Cleaning & Sanitization

Outline or detail the directives your organization is going to implement to ensure cleaning & sanitization during your program.

Examples

- There will be no shared equipment amongst or teams. (Pucks and pylons being the exception for hockey skill development.)
- Every participant will provide and use their own water bottle and place at players bench in designated spacing along top of the boards,
- Team personnel will sanitize equipment after each practice.
- Team specific equipment (e.g., jersey) will be carried by team personnel, washed in between each use.

Our organization's plan is as follows (bullet points are fine)

3. Public Health Directives

Outline or detail the directives your organization is going to implement to ensure Public Health directives during your program.

Examples

- Participants will be directed to sanitize their hands upon arrival.
- Participants to provide own hand sanitizer & wipes to wipe down their own equipment following their on-ice session.
- Hand sanitizer will be provided by our facility at the entrances.
- All participants and instructors must complete a self-screen for symptoms in accordance with current public health guidelines before each session.

Our organization's plan is as follows (bullet points are fine)

4.PPE

Describe what Personal Protective Equipment (PPE) is going to be used by your organization for their operation and when will it be utilized.

Examples

- Masks may be required for use by our coaches or players when physical distancing can't be maintained.

Our organization's plan for PPE is as follows (bullet points are fine)

5. Resources Included

Please provide a copy of any guideline documents provided by your respective provincial or national organizations. Highlight the guidelines our organization is implementing and / or include in the respective sections on this template.

Examples (note most are sport documents that our staff are aware of at this time)

- Hockey Canada Return to Play
- CARHA Return to Adult Recreation Hockey Play
- Skate Ontario Return to Play Protocols
- SPN Return to Play
- Ontario Soccer Return to Play

The following document(s) are attached (bullet points are fine)

6. Other

Provide any other directives or notes your organization will implement to mitigate COVID-19 transmission that don't fit in the categories above.

7. Leagues members

All league play is restricted to 50 participants. Leagues must submit a list to the municipality of participants to assist the municipality with contact tracing and to ensure compliance to the provincial restriction

Submit this form to:

Township of Lucan Biddulph
263 Main St. Lucan, ON N0M 2J0
T: (519) 227-4442 • F: (519) 227- 4998 • E: psmith@lucanbiddulph.on.ca

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: August 11, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED That the Council of the Township of Lucan Biddulph receive the attached accounts as paid for information, as follows:

July 2020	\$ 941,047.82
-----------	---------------

RESOLUTION CARRIED

MAYOR

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
024996	2020-07-10	002578	A.J. STONE	37,817.54
	Invoice 0000153514		2020-06-05 AIR PACKS SCBA	37,296.78
	Invoice 0000153911		2020-06-26 TIP FOR DECON	205.66
	Invoice 0000153910		2020-06-26 R&M EQUIPMENT	315.10
024997	2020-07-10	003319	ANDREW CHRISTIE	123.06
	Invoice unisync - 2020		2020-06-19 WORK CLOTHES	123.06
024998	2020-07-10	003208	ASTLEY GILBERT LIMITED	627.15
	Invoice 2114651		2020-06-11 COVID-19	350.30
	Invoice 2115495		2020-06-12 COVID-19	276.85
024999	2020-07-10	001016	AUSABLE BAYFIELD CONSERVATION	474.43
	Invoice 6673		2020-06-24 PARKS MAINTENANCE	474.43
025000	2020-07-10	001666	B. EDWARDS TRANSFER	5,666.95
	Invoice 641536		2020-06-05 ROADSIDE DRAINAGE	5,666.95
025001	2020-07-10	002785	BEAVER BROOK TREE SERVICE	12,543.00
	Invoice 3000		2020-06-30 STUMP/WOOD REMOVAL	6,215.00
	Invoice 2999		2020-06-30 STUMP/WOOD REMOVAL	5,424.00
	Invoice 3001		2020-06-30 STUMP REMOVAL	904.00
025002	2020-07-10	002823	BLUEWATER PIPE	1,378.60
	Invoice 20-9651		2020-06-29 ROAD SIDE DRAINAGE	375.16
	Invoice 20-9580		2020-06-19 ROADSIDE DRAINAGE	1,003.44
025003	2020-07-10	001546	CEDAR SIGNS	330.41
	Invoice inv/2020/1117		2020-06-24 SIGNS	330.41
025004	2020-07-10	002483	CITY OF LONDON	18,155.90
	Invoice 189583		2020-06-08 WATER	18,155.90
025005	2020-07-10	001199	CLARENCE CARTER & SONS	417.85
	Invoice 58655		2020-06-26 COURSEY/CAPITAL	417.85
025006	2020-07-10	002637	COMPUGEN INC.	319.12
	Invoice 9253128		2020-06-29 PHOTOCOPIER CHARGES	319.12
025007	2020-07-10	001754	DEN-MAR BRINES LIMITED	9,881.94
	Invoice D0274202		2020-06-22 DUST CONTROL	4,939.89
	Invoice D0274074		2020-06-11 DUST CONTROL	4,942.05
025008	2020-07-10	001263	DILLON CONSULTING LIMITED	3,644.25
	Invoice 219858		2020-06-15 SOCCER FIELD	3,644.25
025009	2020-07-10	001303	E & W BLANE TRUCKING	6,650.73
	Invoice 5167		2020-06-30 COURSEY/WATERMAIN	6,650.73
025010	2020-07-10	003300	FLUENT IMS	1,243.00
	Invoice INV-5043		2020-07-01 CELL PHONE PAGING	1,243.00
025011	2020-07-10	003081	GILLET ANDREW	2,400.00
	Invoice July 2020		2020-07-08 WILBERFORCE MURAL	2,400.00
025012	2020-07-10	003325	GUAY, STEVE	102.51
	Invoice June 2020		2020-06-26 MILEAGE	45.90
	Invoice June 19, 2020		2020-06-19 MILEAGE	56.61

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
025013	2020-07-10	001283	HAMISCO INDUSTRIAL SALES INC.	75.23
	Invoice IN359752		2020-06-30 TOOLS/SUPPLIES	35.53
	Invoice IN359580		2020-06-23 TOOLS/SHOP SUPPLIES	39.70
025014	2020-07-10	001481	HETEK SOLUTIONS INC	237.30
	Invoice INV0036190		2020-06-25 R&M EQUIPMENT	237.30
025015	2020-07-10	002261	HJV EQUIPMENT	49.83
	Invoice H22970		2020-06-11 TOOLS/SHOP SUPPLIES	49.83
025016	2020-07-10	003084	HM PIPE PRODUCTS INC.	1,102.88
	Invoice 46568		2020-06-18 TOOLS/SHOP SUPPLIES	1,102.88
025017	2020-07-10	001100	Huron Tractor	72.46
	Invoice H88364		2020-04-24 BACKHOE	-225.29
	Invoice H88057		2020-04-23 BACKHOE	225.29
	Invoice H94853		2020-06-02 JOE - PLOW	-148.54
	Invoice H94819		2020-06-02 JOE'S PLOW	148.54
	Invoice A63867		2020-06-17 EQUIPMENT MAINTENANCE	72.46
025018	2020-07-10	002998	KTI LIMITED	122.04
	Invoice INV126255		2020-06-22 Meters	122.04
025019	2020-07-10	001129	LANGFORD LUMBER	1,588.92
	Invoice 0473596		2020-06-09 RESURFACER	158.14
	Invoice 0473636		2020-06-10 RESURFACER	22.59
	Invoice 1043487		2020-06-30 COMMUNITY CENTRE GROUNDS	17.38
	Invoice 1042920		2020-06-25 PARK SUPPLIES	46.30
	Invoice 1042839		2020-06-25 PARK SUPPLIES	49.90
	Invoice 1042598		2020-06-23 PARK SUPPLIES	112.47
	Invoice 1042592		2020-06-23 PARK SUPPLIES	80.26
	Invoice 1041945		2020-06-18 COMMUNITY CENTRE GROUNDS	6.75
	Invoice 1041805		2020-06-17 COMMUNITY CENTRE GROUNDS	196.96
	Invoice 1041704		2020-06-16 COMMUNITY CENTRE GROUNDS	26.48
	Invoice 0473906		2020-06-16 PARK SUPPLIES	56.93
	Invoice 1041478		2020-06-15 SPLASH PAD/ELM ST PARK	11.50
	Invoice 1041465		2020-06-15 SPLASH PAD/ELM ST PARK	18.06
	Invoice 1040862		2020-06-11 PARK SUPPLIES	23.72
	Invoice 1040828		2020-06-11 SPLASH PAD/ELM ST PARK	15.53
	Invoice 1040345		2020-06-08 COMMUNITY CENTRE GROUNDS	84.69
	Invoice 1040280		2020-06-08 PARK SUPPLIES	22.65
	Invoice 1039409		2020-06-03 BALL DIAMOND BENCHES	67.78
	Invoice 1039267		2020-06-02 BALL DIAMOND BENCHES	137.95
	Invoice 1039508		2020-06-03 COVID-19	19.20
	Invoice 0473431		2020-06-06 BALL DIAMOND BENCHES	33.83
	Invoice 1041079		2020-06-12 MAINTNENACE SUPPLIES	2.59
	Invoice 1041642		2020-06-16 PARK SUPPLIES	88.58
	Invoice 1043518		2020-06-30 PARK SUPPLIES	10.68
	Invoice 1043579		2020-06-30 R&M WATERMAIN	11.59
	Invoice 1043098		2020-06-26 SHOP SUPPLIES	13.55
	Invoice 0474381		2020-06-23 SHOP SUPPLIES	8.44
	Invoice 1042150		2020-06-19 WATERMAIN	8.24
	Invoice 0474092		2020-06-18 SHOP SUPPLIES	15.26
	Invoice 1041823		2020-06-17 FLOWERS	2.59
	Invoice 1040994		2020-06-12 OFFICE SUPPLIES	30.50
	Invoice 1039539		2020-06-03 METERS	66.88
	Invoice 1043544		2020-06-30 SHOP SUPPLIES	25.97

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 0474340		2020-06-23 SHOP SUPPLIES	1.57
	Invoice 0473309		2020-06-04 SHOP SUPPLIES	12.98
	Invoice 0473719		2020-06-11 SHOP SUPPLIES	4.73
	Invoice 0473779		2020-06-12 STREET/ROAD/911 SIGNS	75.70
025020	2020-07-10	001913	LERNERS LLP	3,346.11
	Invoice 40021509		2020-06-26 LEGAL/CONSULTANTS	1,024.97
	Invoice 40021508		2020-06-26 FRANK ST WATERMAIN	2,321.14
025021	2020-07-10	002621	MAGUIRE, KELLY	593.25
	Invoice 91		2020-06-30 Property Maintenance	593.25
025022	2020-07-10	003393	MCKENZIE & HENDERSON LTD.	185,594.44
	Invoice 0000034611		2020-06-11 GRAVEL	14,817.94
	Invoice 0000034610		2020-06-10 GRAVEL	34,668.13
	Invoice 0000034609		2020-06-09 GRAVEL	37,484.38
	Invoice 0000034608		2020-06-08 GRAVEL	31,624.91
	Invoice 0000034607		2020-06-05 GRAVEL	37,845.81
	Invoice 0000034606		2020-06-04 GRAVEL	29,153.27
025023	2020-07-10	003250	MINISTRY OF FINANCE	54,570.00
	Invoice 102406201053015		2020-06-30 MAY OPP	54,570.00
025024	2020-07-10	001945	MUNICIPALITY OF MIDDLESEX CENTRE	38.10
	Invoice 600575		2020-06-23 MCILHARGEY DRAIN	27.21
	Invoice 600576		2020-06-23 MCILHARGEY DRAIN	10.89
025025	2020-07-10	002929	OMI CANADA INC.	12,863.64
	Invoice 691130-04-05		2020-07-10 WATER	12,863.64
025026	2020-07-10	001843	ONTARIO CLEAN WATER AGENCY	13,491.54
	Invoice INV00000003146		2020-06-07 R&M WATERMAINS	440.00
	Invoice INV00000002955		2020-07-01 CONTRACTED SERVICES	13,051.54
025027	2020-07-10	002626	ONTARIO ONE CALL	219.05
	Invoice 202012883		2020-06-30 LOCATES	219.05
025028	2020-07-10	002894	POSTMEDIA	39.55
	Invoice 371098		2020-06-30 CANADA DAY	39.55
025029	2020-07-10	003175	SEMCO	333.29
	Invoice 0000305676		2020-04-03 COVID-19	141.19
	Invoice 0000305941		2020-04-20 CLEANING/PAPER SUPPLIES	192.10
025030	2020-07-10	001372	SPRIET ASSOCIATES	35,967.62
	Invoice 20-0273		2020-05-31 DRAINAGE SUPERINTENDENT	8,004.64
	Invoice 20-0054		2020-03-18 HODGINS DRAIN	27,962.98
025031	2020-07-10	001691	TRY RECYCLING INC.	1,670.39
	Invoice 0000185075		2020-06-20 SPECIAL PICK UP	1,670.39
025032	2020-07-10	001713	WFS LTD.	1,683.50
	Invoice 5268882		2020-06-22 COVID-19	1,421.34
	Invoice 5270857		2020-06-24 N95 MASKS	262.16
025033	2020-07-28	003400	A PLUS EXCAVATING	30,993.14
	Invoice progress payment		2020-07-10 STUMPF DRAIN	30,993.14

Accounts Payable

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2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee		Cheque Amount
025034	2020-07-28	002578	A.J. STONE		
	Invoice 0000154360		2020-07-27	RESCUE GLOVES	103.24
					103.24
025035	2020-07-28	001002	ABOVE AND BEYOND PROMOTIONS INC.		
	Invoice 61359		2020-06-22	SANITIZER	197.75
					197.75
025036	2020-07-28	002949	AON REED STENHOUSE INC		
	Invoice 3640000033583		2020-06-27	INSURANCE	2,489.40
					2,489.40
025037	2020-07-28	003395	ARC-1 WELDING SUPPLIES		
	Invoice 632721		2020-06-26	HOSES - TOOLS/SHOP SUPPLIES	42.94
	Invoice 633271		2020-07-07	TOOLS/SHOP SUPPLIES	73.73
					116.67
025038	2020-07-28	003208	ASTLEY GILBERT LIMITED		
	Invoice 2119195		2020-06-22	COVID EXPENSES	61.02
					61.02
025039	2020-07-28	002790	CARRIER CENTRES		
	Invoice 05S504140		2020-07-20	R&M PUMPER	658.90
					658.90
025040	2020-07-28	002867	██████████		
	Invoice July 2020		2020-07-28	CIRCUIT BREAKER	84.74
					84.74
025041	2020-07-28	002483	CITY OF LONDON		
	Invoice 190837		2020-07-08	WATER	22,849.88
					22,849.88
025042	2020-07-28	001199	CLARENCE CARTER & SONS		
	Invoice 58403		2020-05-08	MISCELLANEOUS	650.88
					650.88
025043	2020-07-28	001277	CLARKE'S FOOD MART		
	Invoice 27034		2020-05-03	FUEL	31.88
	Invoice 27192		2020-06-02	FUEL	29.62
	Invoice 27193		2020-06-02	FUEL	61.00
	Invoice 27384		2020-06-30	FUEL	58.06
					180.56
025044	2020-07-28	001046	COUNTRY CORNERS RENT-ALL		
	Invoice 66189		2020-06-26	PARKS MAINTENANCE	96.05
					96.05
025045	2020-07-28	002821	DASHWOOD LOCK & KEY		
	Invoice 00200286		2020-07-20	BUILDING R&M	1,040.50
					1,040.50
025046	2020-07-28	001263	DILLON CONSULTING LIMITED		
	Invoice 221132		2020-07-13	ENGINEERING SERVICES	3,125.75
	Invoice 221069		2020-07-10	SOCCER FIELD IMPROVEMENTS	6,073.75
	Invoice 221133		2020-07-13	PHASE 4 - FOREVER HOMES	3,708.49
	Invoice 221114		2020-07-10	NAGLE DRIVE	20,903.53
					33,811.52
025047	2020-07-28	002796	DOWLER KARN		
	Invoice 4272		2020-06-30	FUEL	122.77
					122.77
025048	2020-07-28	001280	EVANS UTILITY		
	Invoice 0000160617		2020-07-07	METERS	602.45
	Invoice 0000160604		2020-07-06	METERS	547.71
	Invoice 0000160707		2020-07-21	METERS	270.18
					1,420.34
025049	2020-07-28	001310	GENCARE SERVICES		
	Invoice 49874		2020-06-30	R&M BUILDING EQUIPMENT	1,649.80
	Invoice 49883		2020-06-30	R&M PW BUILDING	711.90
	Invoice 49878		2020-06-30	R&M PW BUILDING	717.55
					7,102.05

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 49875		2020-06-30 R&M EQUIPMENT	875.75
	Invoice 49879		2020-06-30 R&M EQUIPMENT	745.80
	Invoice 49877		2020-06-30 R&M EQUIPMENT	853.15
	Invoice 49876		2020-06-30 R&M EQUIPMENT	841.85
	Invoice 49880		2020-06-30 R&M EQUIPMENT	706.25
025050	2020-07-28	003261	GW-EX INC.	
	Invoice 3459		2020-06-30 PROGRESS PAYMENT - JUNE 30	156,932.12
025051	2020-07-28	002261	HJV EQUIPMENT	
	Invoice H23636		2020-07-08 FLOWERS	114.74
025052	2020-07-28	003084	HM PIPE PRODUCTS INC.	
	Invoice 47383		2020-07-15 EQUIPMETN	2,018.46
025053	2020-07-28	003397	HUTTER, CHERYL	
	Invoice REFUND		2020-07-24 2020 CRAFT SHOW REFUND	192.00
025054	2020-07-28	001408	HYDE PARK EQUIPMENT LTD	
	Invoice IM86509		2020-07-14 TOOLS/SHOP SUPPLIES	68.43
025055	2020-07-28	001100	Huron Tractor	
	Invoice A65190		2020-07-13 MOWER MAINTENANCE	168.80
	Invoice A65460		2020-07-20 MOWER MAINTENANCE	31.86
	Invoice A65646		2020-07-23 TOOLS/SHOP SUPPLIES	49.38
	Invoice A65644		2020-07-23 TOOLS/SHOP SUPPLIES	226.60
	Invoice R17616		2020-07-23 REPAIRS TO RESCUE SAW	174.41
025056	2020-07-28	003402	J.T.L REPAIRS INC.	
	Invoice 644		2020-07-01 PUMPER R&M	2,044.67
025057	2020-07-28	003394	KING MATERIALS HANDLING LONDON LTD.	
	Invoice I20904.00		2020-07-02 WAREHOUSE RACKING	3,435.20
	Invoice I20903.00		2020-07-06 WAREHOUSE RACKING	6,751.75
025058	2020-07-28	001129	LANGFORD LUMBER	
	Invoice 1045267		2020-07-15 MAINTENANCE SUPPLIES	7.19
	Invoice 0474638		2020-06-29 TOILET REPAIR	6.20
	Invoice 2149833		2020-07-22 SHOP SUPPLIES	31.48
	Invoice 1044991		2020-07-13 SHOP SUPPLIES	44.04
025059	2020-07-28	003047	[REDACTED]	
	Invoice July 2020		2020-07-27 [REDACTED]	973.74
025060	2020-07-28	001998	LOCAL AUTHORITY SERVICES LTD.	
	Invoice PF-1211-03541		2020-07-17 DIESEL-COLOURED	380.35
	Invoice PF-1207-03534		2020-07-10 DIESEL	2,305.13
025061	2020-07-28	003099	LUCAN COUNTRY GARDENS	
	Invoice 945		2020-06-23 FLOWERS	7,348.55
025062	2020-07-28	001795	LUCAN FOODLAND	
	Invoice July 4, 2020		2020-07-04 WATER	24.90
025063	2020-07-28	003398	LUNAH LIFE CELESTIAL APOTHECARY	
	Invoice REFUND		2020-07-24 2020 CRAFT SHOW REFUND	192.00
025064	2020-07-28	003201	MANDERS JESSE	
				56.10

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice July 2020		2020-07-24 MILEAGE - COVID RESTRICTIONS	56.10
025065	2020-07-28	002709	MERNER, CHRISTINA	110.73
	Invoice Chair		2020-07-18 OFFICE CHAIR	110.73
025066	2020-07-28	002730	MIKE FLETCHER	103.85
	Invoice July 2020		2020-07-18 PIZZA FOR OVERNIGHT FIRE	103.85
025067	2020-07-28	001412	MOBIL SERVICES INC.	593.25
	Invoice 65309		2020-07-08 SWEEPING	593.25
025068	2020-07-28	001945	MUNICIPALITY OF MIDDLESEX CENTRE	24,683.77
	Invoice 606757		2020-07-24 SECOND QUARTER - BY LAW	19,009.59
	Invoice 606424		2020-07-06 STANLEY DRAIN	5,674.18
025069	2020-07-28	001843	ONTARIO CLEAN WATER AGENCY	14,688.43
	Invoice INV00000002765		2020-07-02 MAY CAPITAL BILLING	14,688.43
025070	2020-07-28	003022	ORKIN CANADA CORPORATION	91.53
	Invoice C-1871731		2020-07-14 MAINTENANCE SUPPLIES	91.53
025071	2020-07-28	003213	PICKARD CONSTRUCTION	884.60
	Invoice 87480		2020-07-24 SIGNS	884.60
025072	2020-07-28	002894	POSTMEDIA	39.55
	Invoice 380261		2020-07-11 SUMMER FUN ADVERTISING	39.55
025073	2020-07-28	001195	PROMECHANICAL TRUCK REPAIRS	849.22
	Invoice 74940		2020-07-16 SERVICE	328.27
	Invoice 74973		2020-07-17 RESCUE REPAIRS	520.95
025074	2020-07-28	003399	PULLOVERS JEWELRY	192.00
	Invoice REFUND		2020-07-24 2020 CRAFT SHOW REFUND	192.00
025075	2020-07-28	001735	QUADIENT LEASING CANADA LTD.	129.94
	Invoice 6232114		2020-07-01 POSTAGE MACHINE RENTAL	129.94
025076	2020-07-28	003396	RE: PUBLIC URBANISM	17,469.80
	Invoice 1008		2020-07-21 CIP	17,469.80
025077	2020-07-28	001484	RIDDELL, JOHN	350.58
	Invoice May 22, 2020		2020-05-22 WORK CLOTHES	350.58
025078	2020-07-28	001040	SCRIMGEOUR & COMPANY	10,735.00
	Invoice 2019 Audit		2020-07-14 2019 AUDIT	10,735.00
025079	2020-07-28	002347	SELECTRA CONTRACTING	5,028.50
	Invoice 3020571001		2020-07-28 Radio Work Granton WWTP	5,028.50
025080	2020-07-28	003175	SEMCO	299.45
	Invoice 0000308035		2020-07-27 COVID-19	299.45
025081	2020-07-28	002024	SHRED-IT INTERNATIONAL ULC	183.38
	Invoice 8101055602		2020-07-07 PAPER SHREDDING	183.38
025082	2020-07-28	002950	SITEONE LANDSCAPE SUPPLY, LTD.	16.68
	Invoice 101183804-001		2020-06-30 PARKS MAINTENANCE SUPPLIES	16.68

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
025083	2020-07-28	003108	SOMMERS GENERATOR SYSTEMS	295.61
	Invoice 55728-00		2020-07-23 EQUIPMENT R&M	295.61
025084	2020-07-28	001372	SPRIET ASSOCIATES	30,505.48
	Invoice 20-0321		2020-07-09 HODGINS DRAIN - BRANCH B	30,505.48
025085	2020-07-28	003389	SYLVITE AGRI-SERVICES LTD.	612.23
	Invoice GD22152		2020-06-06 PARKS MAINTENANCE	612.23
025086	2020-07-28	001261	TECHNICAL STANDARDS & SAFETY	230.00
	Invoice 3427695		2020-01-09 LICENSES/REGISTRATION	115.00
	Invoice 3427748		2020-01-09 LICENSES/REGISTRATION	115.00
025087	2020-07-28	001206	VAN BREE DRAINAGE & BULLDOZING LTD.	4,493.45
	Invoice Holdback		2020-01-18 GREENLEE DRAIN HOLDBACK	4,493.45
025088	2020-07-28	001713	WFS LTD.	787.95
	Invoice 5280470		2020-07-11 TOOLS/SHOP SUPPLIES	390.81
	Invoice 5285784		2020-07-21 TOOLS/SHOP SUPPLIES	180.74
	Invoice 5280630		2020-07-13 TOOLS/SHOP SUPPLIES	216.40
025089	2020-07-28	003401	[REDACTED]	232.08
	Invoice July 2020 - Refund		2020-07-27 WATER ACCT OVERPAYMENT	232.08
Cheque Register Total -				814,600.15

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee		Cheque Amount
001621	2020-07-06 Invoice June 2020	002986	MASTERCARD - BB FIRE 2020-06-30	MASTERCARD PURCHASES	789.05
					789.05
001622	2020-07-06 Invoice May 2020 Invoice June 2020	002985	MASTERCARD - MUN. OFFICE 2020-05-31	MASTERCARD PURCHASES	-319.74
			2020-06-30	MASTERCARD PURCHASES	560.36
					240.62
001623	2020-07-06 Invoice June 2020	002987	MASTERCARD - PARKS & REC. 2020-06-30	MASTERCARD PURCHASES	288.54
					288.54
001624	2020-07-30 Invoice 0720-3690	002574	BELL MOBILITY 2020-07-08	Cell Phones	240.97
					240.97
001625	2020-07-30 Invoice 0720-1224	002474	BELL PWB 227-1224 2020-07-01	P.W. Building Phone	176.85
					176.85
001626	2020-07-30 Invoice 0720-0565	003331	BELL, ARENA 227-0565 2020-07-01	FIRE LINE	49.87
					49.87
001627	2020-07-30 Invoice 96961 Invoice 96960 Invoice 25024 Invoice 25018 Invoice 25053	001028	BLUEWATER RECYCLING ASSOC 2020-06-30 2020-06-30 2020-06-30 2020-07-03 2020-07-03	YD WASTE LIFT YD WASTE LIFT JUNE DISPOSAL JULY AUTOMATED Q3 RECYCLING	94.02 274.40 7,285.69 10,500.00 39,403.04
					57,557.15
001628	2020-07-30 Invoice 0620-5250	002453	HYDRO, CROSSING LT. 315250 2020-06-22	Hydro One, Crossing Lights	84.78
					84.78
001629	2020-07-30 Invoice 0720-7124	002439	HYDRO, MUSEUM 927124 2020-07-07	Hydro One, Museum	174.22
					174.22
001630	2020-07-30 Invoice 0620-2711	002731	HYDRO, OFFICE/LIBRARY 2711 2020-06-22	Municipal Office/Library	838.31
					838.31
001631	2020-07-30 Invoice 0720-0821	002566	HYDRO, PWB 210821 2020-07-09	Hydro One, Public Works Bldg.	478.37
					478.37
001632	2020-07-30 Invoice 0720-7254	002436	HYDRO, SCOUT HALL 407254 2020-07-07	Hydro One, Scout Hall	71.94
					71.94
001633	2020-07-30 Invoice 0620-6868-2 Invoice 0720-6868-1	002570	HYDRO, ST. LIGHTS 116868 2020-06-22 2020-07-03	Hydro One, Street Lights Hydro One, Street Lights	1,355.91 19.56
					1,375.47
001634	2020-07-30 Invoice 0720-4780	003403	HYDRO, ST. LIGHTS 494780 2020-07-03	Hydro One, Ridge Crossing 1	39.18
					39.18
001635	2020-07-30 Invoice 0620-8601	002569	HYDRO, ST. LIGHTS 538601 2020-06-22	Hydro One, 0 Watson St.	401.49
					401.49
001636	2020-07-30 Invoice 0720-3502	003289	HYDRO, ST. LIGHTS 693502 2020-07-03	Hydro, St. Lights Ind Park	33.23
					33.23
001637	2020-07-30 Invoice 0620-7958	002451	HYDRO, ST. LIGHTS 807958 2020-06-22	Hydro One, 1 Conc. Lot 25	117.61
					117.61
001638	2020-07-30	002441	HYDRO, WATER TOWER 493632		287.80

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee I		Cheque Amount
	Invoice 0720-3632		2020-07-07	Hydro One, Water Tower	287.80
001639	2020-07-30	002683	LUCAN WATER - MUNICIPAL OFFICE		245.94
	Invoice 184302		2020-06-30	Water/Sewer	245.94
001640	2020-07-30	002600	LUCAN WATER - P.W.B.		288.36
	Invoice 184079		2020-06-30	Water/Sewer	288.36
001641	2020-07-30	001168	MINISTER OF FINANCE		2,183.28
	Invoice June 2020		2020-06-30	JUNE 2020 EHT REMITTANCE	2,183.28
001642	2020-07-30	002616	OMERS		18,132.28
	Invoice June 2020		2020-06-30	OMERS	18,132.28
001643	2020-07-30	001735	QUADIENT LEASING CANADA LTD.		5,000.00
	Invoice July 2020		2020-07-02	POSTAGE REFILL	5,000.00
001644	2020-07-30	002702	QUADRO - MUN. OFFICE/PARKS&REC.		1,098.02
	Invoice 0720-10324606		2020-07-06	Mun. Office/Parks&Rec.	1,098.02
001645	2020-07-30	001983	RWAM INSURANCE ADMINISTRATORS		5,111.08
	Invoice July 2020 Group		2020-07-01	GROUP PREMIUM	2,588.37
	Invoice June 2020		2020-06-30	COST PLUS	2,522.71
001646	2020-07-30	002585	STAPLES - OFFICE		351.25
	Invoice 0620-5002		2020-06-30	Office Supplies	351.25
001647	2020-07-30	002691	U. GAS - OFFICE/LIBRARY 2145		41.35
	Invoice 0620-2145		2020-06-26	OFFICE/LIBRARY HEAT	41.35
001648	2020-07-30	002469	U. GAS PW BLDG. 1545		73.64
	Invoice 0720-1545		2020-07-09	Public Works Heat	73.64
001649	2020-07-30	001231	WSIB		3,011.66
	Invoice June 2020		2020-06-30	WSIB	3,011.66
Cheque Register Total -					98,782.31

Accounts Payable

ARENA BANK Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000674	2020-07-30	002443	HYDRO, ARENA 425990	3,000.48
	Invoice 0620-5990		2020-06-26 Hydro One 263 Main Arena	3,000.48
000675	2020-07-30	002456	HYDRO, ARENA 889687	63.83
	Invoice 0720-9687		2020-07-07 Hydro One, 263 Main St. BLDG.	63.83
000676	2020-07-30	002449	HYDRO, ARENA LIGHT 857734	36.50
	Invoice 0720-7734		2020-07-07 Hydro One, 263 Main St. Light	36.50
000677	2020-07-30	002457	HYDRO, GRANTON PK 512579	31.32
	Invoice 0720-2579		2020-07-09 Hydro One, High St. Light 2	31.32
000678	2020-07-30	002458	HYDRO, GRANTON PK. 201433	49.86
	Invoice 0720-1433		2020-07-09 Hydro One, High St. Light 1	49.86
000679	2020-07-30	002435	HYDRO, MARKET PARK 117345	53.91
	Invoice 0720-7345		2020-07-07 Hydro One, Market St. Park	53.91
000680	2020-07-30	002442	HYDRO, SPLASH PAD 018334	43.89
	Invoice 0720-8334		2020-07-07 Hydro One, Splash Pad	43.89
000681	2020-07-30	002607	LUCAN WATER - ARENA	344.45
	Invoice 184621		2020-06-30 Water/Sewer	344.45
000682	2020-07-30	002606	LUCAN WATER - SPLASH PAD	2,395.23
	Invoice 183272		2020-06-30 WATER - SPLASH PAD	2,395.23
000683	2020-07-30	002767	STAPLES - ARENA	113.00
	Invoice 0620-9008		2020-06-17 ARENA - SUPPLIES	113.00
000684	2020-07-30	002463	U. GAS ARENA 2022	447.51
	Invoice 0620-2022		2020-06-26 Heat-Pool,Arena,LionsShed	447.51
000685	2020-07-30	002563	U. GAS ARENA 2061	66.75
	Invoice 0620-2061		2020-06-26 Heat-MainHall&Daycare	66.75
000686	2020-07-30	002464	U. GAS SENIOR CTR 2137	30.11
	Invoice 0620-2137		2020-06-26 HEAT - SENIOR CENTRE	30.11
Cheque Register Total -				6,676.84

Accounts Payable

Invoices Paid Online - Sewer Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee I	Cheque Amount
000551	2020-07-30	002477	BELL L. SEWER 227-1409	314.83
	Invoice 0720-1409		2020-07-01 Lucan Sewer Telephone	314.83
000552	2020-07-30	002473	BELL L. SEWER 227-1393	68.79
	Invoice 0720-1393		2020-07-01 Nicoline Dev. Telephone	68.79
000553	2020-07-30	003001	HAY COMMUNICATIONS	79.10
	Invoice 0720-10226077		2020-07-01 Alarm System	79.10
000554	2020-07-30	002440	HYDRO, L. SEWER 232687	515.44
	Invoice 0620-2687		2020-06-26 Hydro One, Chestnut St. Pmp. S	515.44
000555	2020-07-30	002444	HYDRO, L. SEWER 416752	9,267.36
	Invoice 0620-6752		2020-06-26 Hydro One, 6242 Fallon Dr.	9,267.36
000556	2020-07-30	002567	HYDRO, L.S. 577325	806.08
	Invoice 0620-7325		2020-06-22 Hydro One 34195 Granton Line	806.08
000557	2020-07-30	002568	HYDRO, L.S. PUMP 780419	42.26
	Invoice 0720-0419		2020-07-07 Hydro One, Joseph St. Pump	42.26
000558	2020-07-30	002601	LUCAN WATER - L.S.	473.06
	Invoice 184078		2020-06-30 Water/Sewer	473.06
000559	2020-07-30	002564	QUADRO, L. SEWER 555	386.30
	Invoice 0720-10304555		2020-07-06 Lucan Sewer Telephone	386.30
000560	2020-07-30	002467	U. GAS L. SEWER 1292	25.43
	Invoice 0720-1292		2020-07-09 Heat - Lucan Sewer	25.43
000561	2020-07-30	003044	U. GAS SEWER 6155	125.14
	Invoice 0720-6155		2020-07-09 34195 Granton Line Gas	125.14
Cheque Register Total -				12,103.79

Accounts Payable

Invoices Paid Online - Water Cheque Register By Date

2020-07-01 thru 2020-07-31

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000284	2020-07-30	002476	BELL, LW BOOSTER STN 227-1017	222.43
	Invoice 0720-1017		2020-07-01 Water Booster Station Telephon	222.43
000285	2020-07-30	002618	HYDRO, 34395 GRANTON LINE, LW	841.89
	Invoice 0620-6133		2020-06-15 Granton Water Supply	841.89
000286	2020-07-30	002455	HYDRO, L.WATER 027813	3,568.78
	Invoice 0620-7813		2020-06-26 Hydro One, Water Booster Stn.	3,568.78
000287	2020-07-30	002461	HYDRO, L.WATER 049957	33.40
	Invoice 0720-9957		2020-07-02 Hydro One, 4 Conc. Lot 30	33.40
Cheque Register Total -				4,666.50

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: August 11, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the regular council meeting minutes of July 14, 2020 and Special Meeting Minutes of July 24, 2020 be approved as circulated/amended.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: August 11, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED That the Council of the Township of Lucan Biddulph receive the attached accounts as paid for information, as follows:

July 2020

\$ 941,047.82

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: August 11, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph authorize Abby Vandermuren to enroll in Unit 2 of the Municipal Administration Program offered through AMCTO for the Fall 2020 term at a registration cost of \$446.35 (including HST).

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: August 11, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That Council approves the proposed Human Resources Policies as listed in Report No. CL-06-2020 presented August 11, 2020;

AND THAT Council repeals policy no. 100-24-2004, 100-12-2004, 100-20-2004, 100-33-2004, 100-31-2004, 100-26-2007, 100-27-2009, 100-34-2004;

AND FURTHER THAT Council direct staff to review these policies and procedures on an annual basis based on changes in employment trends, economic conditions and legislation.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: August 11 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That Council appoint Spriet Associates London Ltd. under Section 4 (or 78) of the Drainage Act to prepare a drainage report for the requested work to the Elginfield Drain subject to the required 30 days notice to the applicable Conservation Authority.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: August 11, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED that Council authorize staff to accept the BM Ross proposal for a Lucan Master Servicing Plan as presented in report No. PW-22-2020 on August 11, 2020.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: August 11, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That if no one cares to speak to these By-laws on their Third reading, that they be considered to have been read a Third time and Passed and that they be numbered:

- 23-2020 Hodgins Drain By-law
- 24-2020 Casey-McCarthy Drain By-law
- 25-2020 Riddell-McCarthy Drain By-law

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: August 11, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That if no one cares to speak to these By-laws on their First, Second and Third Reading, that they be considered to have been read a First time and Passed, read a Second time and Passed, read a Third time and Passed, that they be numbered:

- 35-2020 Execution of Development Agreement (Finch and Simpson)
- 36-2020 Execution of Agreement (Soccer Field Lease – VanGeel)
- 37-2020 Confirming By-law
- 205-2020 ZBA (Finch and Simpson)
- 206-2020 ZBA (Verhoeg)

RESOLUTION CARRIED

MAYOR

Township of Lucan Biddulph

BY-LAW NO. 23-2020

**Being a by-law to provide for drainage works in the
Township of Lucan Biddulph in the County of Middlesex.
Hodgins Drain 2020**

WHEREAS the requisite number of owners have petitioned the Council of the Township of Lucan Biddulph in the County of Middlesex in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works serving the following lots and concessions:

Part of Lots 17 to 25, Concessions 9 to 13 and Part of Lots 19 and 20, Concession N.B., in the Township of Lucan Biddulph, County of Middlesex

AND WHEREAS the Council of the Township of Lucan Biddulph in the County of Middlesex has procured a report made by Spriet Associates and the report is attached hereto and forms part of this By-law;

AND WHEREAS the estimated total cost of constructing the drainage works is \$144,100.00;

AND WHEREAS \$144,100.00 is being assessed in the Township of Lucan Biddulph, in the County of Middlesex;

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

THEREFORE the Council of the Township of Lucan Biddulph pursuant to the Drainage Act, 1990 enacts as follows:

1. The report dated March 27, 2020 and attached hereto as Schedule "A" is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.

2. The Corporation of the Township of Lucan Biddulph may borrow on the credit of the Corporation the amount of \$144,100.00 being the amount necessary for construction of the drainage works less the amount of:

- a. grants received under Section 85 of the Act;
- b. commuted payments made in respect of lands and roads assessed within the municipality;
- c. monies paid under subsection 61(3) of the Act; and


3. a. That all owners of lots that are assessed be billed for the total cost assessed against their property and/or properties following completion of the works less any appropriate grants and/or damages providing a period of 30 days in which to remit payment.

b. Any owner of a lot assessed not paying the amount billed on or before the due date shall have a special rate including interest, calculated at a rate of 1.25% per month on the 1st day of default and the 1st of each month thereafter until paid, levied upon the lands as set forth in the Schedule to be collected in a like manner as other taxes.

4. This By-law comes into force on the passing thereof and may be cited as the Hodgins Drain 2020 By-law.

Read a First, and Second time and provisionally adopted this 9th day of June, 2020.


MAYOR


CLERK

Read a Third time and Passed this day of

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 24-2020

**Being a by-law to provide for drainage works in the
Township of Lucan Biddulph in the County of Middlesex.
Casey-McCarthy Drain 2020**

WHEREAS the requisite number of owners have petitioned the Council of the Township of Lucan Biddulph in the County of Middlesex in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works serving the following lots and concessions:

Part of Lots 23 to 25, Concessions 9 to 11, in the Township of Lucan Biddulph, County of Middlesex

AND WHEREAS the Council of the Township of Lucan Biddulph in the County of Middlesex has procured a report made by Spriet Associates and the report is attached hereto and forms part of this By-law;

AND WHEREAS the estimated total cost of constructing the drainage works is \$223,400.00;

AND WHEREAS \$223,400.00 is being assessed in the Township of Lucan Biddulph, in the County of Middlesex;

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

THEREFORE the Council of the Township of Lucan Biddulph pursuant to the Drainage Act, 1990 enacts as follows:

1. The report dated March 18, 2020 and attached hereto as Schedule "A" is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of Lucan Biddulph may borrow on the credit of the Corporation the amount of \$223,400.00 being the amount necessary for construction of the drainage works less the amount of:
 - a. grants received under Section 85 of the Act;
 - b. commuted payments made in respect of lands and roads assessed within the municipality;
 - c. monies paid under subsection 61(3) of the Act; and
3.
 - a. That all owners of lots that are assessed be billed for the total cost assessed against their property and/or properties following completion of the works less any appropriate grants and/or damages providing a period of 30 days in which to remit payment.
 - b. Any owner of a lot assessed not paying the amount billed on or before the due date shall have a special rate including interest, calculated at a rate of 1.25% per month on the 1st day of default and the 1st of each month thereafter until paid, levied upon the lands as set forth in the Schedule to be collected in a like manner as other taxes.

4. This By-law comes into force on the passing thereof and may be cited as the Casey-McCarthy Drain 2020 By-law.

Read a First, and Second time and provisionally adopted this 9th day of June, 2020.


MAYOR


CLERK

Read a Third time and Passed this day of

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 25-2020

**Being a by-law to provide for drainage works in the
Township of Lucan Biddulph in the County of Middlesex.
Riddell-McCarthy Drain 2020**

WHEREAS the requisite number of owners have petitioned the Council of the Township of Lucan Biddulph in the County of Middlesex in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works serving the following lots and concessions:

Part of Lots 23 to 25, Concessions 11 and 12, in the Township of Lucan Biddulph, County of Middlesex

AND WHEREAS the Council of the Township of Lucan Biddulph in the County of Middlesex has procured a report made by Spriet Associates and the report is attached hereto and forms part of this By-law;

AND WHEREAS the estimated total cost of constructing the drainage works is \$395,200.00;

AND WHEREAS \$395,200.00 is being assessed in the Township of Lucan Biddulph, in the County of Middlesex;

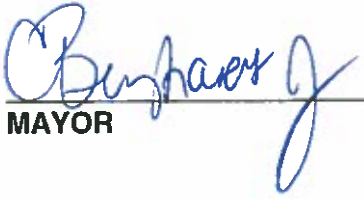
AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

THEREFORE the Council of the Township of Lucan Biddulph pursuant to the Drainage Act, 1990 enacts as follows:

1. The report dated March 18, 2020 and attached hereto as Schedule "A" is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of Lucan Biddulph may borrow on the credit of the Corporation the amount of \$395,200.00 being the amount necessary for construction of the drainage works less the amount of:
 - a. grants received under Section 85 of the Act;
 - b. commuted payments made in respect of lands and roads assessed within the municipality;
 - c. monies paid under subsection 61(3) of the Act; and
3.
 - a. That all owners of lots that are assessed be billed for the total cost assessed against their property and/or properties following completion of the works less any appropriate grants and/or damages providing a period of 30 days in which to remit payment.
 - b. Any owner of a lot assessed not paying the amount billed on or before the due date shall have a special rate including interest, calculated at a rate of 1.25% per month on the 1st day of default and the 1st of each month thereafter until paid, levied upon the lands as set forth in the Schedule to be collected in a like manner as other taxes.

4. This By-law comes into force on the passing thereof and may be cited as the Riddell-McCarthy Drain 2020 By-law.

Read a First, and Second time and provisionally adopted this 9th day of June, 2020.


MAYOR


CLERK

Read a Third time and Passed this _____ day of _____

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 35-2020

**A by-law authorizing the execution of a Development Agreement between
Adam Finch and Jason Simpson
(hereinafter referred to as the "Owner")
and
The Corporation of the Township of Lucan Biddulph
(hereinafter referred to as the "Township")**

WHEREAS Adam Finch and Jason Simpson are the owners of the lands legally described as Part Park Lot 4, Plan 220, designated as Part 3 on Plan 33R-14060, Township of Lucan Biddulph

AND WHEREAS the Owner wishes to develop the Land and has submitted an application for *Planning Act* consent to create three (3) residential lots to support the construction of three (3) unit townhouse dwellings which the application has been assigned file no. B-6/2020, B-7/2020, B-8/2020 and B-9/2020 by the Township's Committee of Adjustment;

AND WHEREAS the Committee of Adjustment on June 16, 2020 granted Application for Consent B-6/2020, B-7/2020, B-8/2020 and B-9/2020 subject to a number of conditions, one of which was to enter into a Development Agreement with the Township.

AND WHEREAS the Township is prepared to approve the Lot Plan in the attached Agreement upon the condition that the Owner enters into the Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH hereby enacts as follows:

1. That the Corporation of the Township of Lucan Biddulph is hereby authorized to enter into and execute a Development Agreement with Adam Finch and Jason Simpson.
2. That the Mayor and Clerk are hereby authorized and directed to execute the said agreement, a copy of which is attached hereto as Schedule "A", and any other documents deemed necessary to carry out the intent of both parties.
3. This by-law shall come into full force and takes effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME THIS 11th DAY OF AUGUST, 2020.

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 36-2020

Being a by-law authorizing the execution of an Agreement with 1525020 Ontario Inc.

WHEREAS it is considered necessary and desirable to enter into an agreement with 1525020 Ontario Inc. for the Lease of the Lands described as Part Lot 14 & 16 and all of Lot 15, Plan 350 and Part Lot 4, SLR, designated as Part 2 on Plan 33R-20612 in the Township of Lucan Biddulph.

AND WHEREAS the agreement shall be for a term of one (1) soccer season commencing on the 1st day of March, 2020 and terminating on the 1st day of September, 2020.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH hereby enacts as follows:

1. That the Corporation of the Township of Lucan Biddulph is hereby authorized to enter into and execute an agreement with 1525020 Ontario Inc.
2. That the Mayor and Clerk are hereby authorized and directed to execute the said agreement, a copy of which is attached hereto as Schedule "A", and any other documents deemed necessary to carry out the intent of both parties.
3. This by-law shall come into full force and takes effect on the day of the final passing thereof.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED THIS 11th day of August 11, 2020.

MAYOR

CLERK

LEASE

This Indenture made in duplicate this 11th day of August, 2020.

In Pursuance of the *Short Forms of Leases Act*.

BETWEEN:

“1525020 Ontario Inc.“

hereinafter called the Landlord
OF THE FIRST PART

-and-

The Corporation of the Township of Lucan Biddulph
hereinafter called the Tenant
OF THE SECOND PART

1. Land Description

WITNESSETH that in consideration of the rents, covenants and agreements, hereinafter reserved and contained on the part of the Tenant, the Landlord doth demise and lease unto the Tenant, his executors, administrators, successors and assigns, all that certain parcel of land situate, lying and being composed of Part of Lots 14 & 16, Plan 350, all of Lot 15, Plan 350 and Part of Lot 4, South of the Proof Line Road, designated as Part 2 on Plan 33R-20612, Township of Lucan Biddulph (Geographic Township of Biddulph), County of Middlesex, being the whole of P.I.N. 09698-0712(LT) and further shown in blue and identified as Parcel A on Schedule “A” to this Agreement.

The parcel described above and identified as “Parcel A” contains approximately 4.86 acres.

2. Term

TO HAVE AND TO HOLD the said Parcel A for the purposes of recreational use by the Lucan Community Memorial Centre as a third soccer field for a period of one (1) Soccer season commencing March 1, 2020 and ending September 1st, 2020.

3. Rent

YIELDING AND PAYING therefore unto the said Landlord the sum of One (1.00) dollar. The Tenant agrees to pay the property taxes on the lands shown in blue and identified as Parcel A on Schedule “A” to this Agreement in lieu of a rental fee.

4. Tenant Covenants

The Tenant covenants with the Landlord:

- a) That the said Landlord may enter and view the state of repair;
- b) That the Tenant will leave the premises in good repair (reasonable wear and tear and damage by fire, lightning and tempest only excepted); and
- c) That the Tenant shall during the entire Term hereof, take out and keep in full force and effect inventory and leasehold improvement damage insurance and public liability insurance with respect to the business conducted by the Tenant on the premises in which limits of public liability shall not be less than \$5,000,000.00 per occurrence, such insurance to be placed with a company or companies approved by the Landlord, such approval not to be unreasonably withheld and such other insurance as the Landlord may reasonably request. Premiums for such insurance shall be paid by the Tenant and the policies or certificates of insurance shall be deposited with the Landlord and shall be in form satisfactory to the Landlord. The policies written pursuant to this paragraph shall name the Landlord as an additional named insured.

5. Indemnity:

To indemnify the Landlord from any and all liabilities, damages, costs, claims, suits or actions growing out of:

- a) any breach, violation, or non-performance of any covenant or provision hereof on the part of the Tenant or those for whom the Tenant is in law responsible;
- b) any damage to property occasioned by the use and occupation of the premises by the Tenant or those for whom the Tenant is in law responsible;
- c) any injury to person or persons, including death resulting at any time therefrom, occurring in, on or about the premises and on the roads or side-walks adjacent thereto, provided those injuries arise solely from the Tenant's use of the premises; and

The Tenant's indemnity shall be limited to the lands noted as Parcel A in Schedule A and the Township's use of Parcel A as contemplated in this Agreement.

Such indemnification in respect of any such breach, violation or non-performance, damage to property, injury or death occurring during the Term of this lease shall survive any termination of this lease, anything in this lease to the contrary notwithstanding; provided, however, that such indemnification shall in no event extend to the direct results of the negligent, reckless or wilful conduct of the Landlord, its agents, employees or representatives, or to any matters which are solely related to the Landlord's use and occupation of the premises. Should there be a change of ownership in the lands (or parts thereof) described as Parcel A above, any indemnifications described in this lease shall transfer to the new owners of said lands.

6. Termination

In the event that the Landlord requires possession of the demised premises, or part thereof for any other reason deemed necessary by the Landlord in its sole and unfettered discretion, the Landlord shall have the right to terminate this Lease on 30 days' notice given to the Tenant. The same notice shall apply should the Tenant need to terminate the Lease.

PROVIDED THAT the Tenant will not do or permit anything to be done on the said premises or permit or keep anything therein which may be annoying to the Landlord or other occupants of the subject lands or which the said Landlord may deem to be a nuisance. The said Tenant covenants not to obstruct or interfere with the rights of the Landlord or other occupants of the subject land or in any way injure or annoy them or conflict with any of the rules and regulations of the Board of Health or with any Statute or municipal by-law. The Tenant agrees that during the lease the Landlord will retain full use of the demised premises, for any reason deemed necessary by the Landlord, in its sole and unfettered discretion. The Tenant acknowledges that this use extends to manipulation of the demised premises for the purposes of testing, studying and assessing the demised premises for development.

IN WITNESS WHEREOF the parties hereto have executed theses presents.

1525020 Ontario Inc.

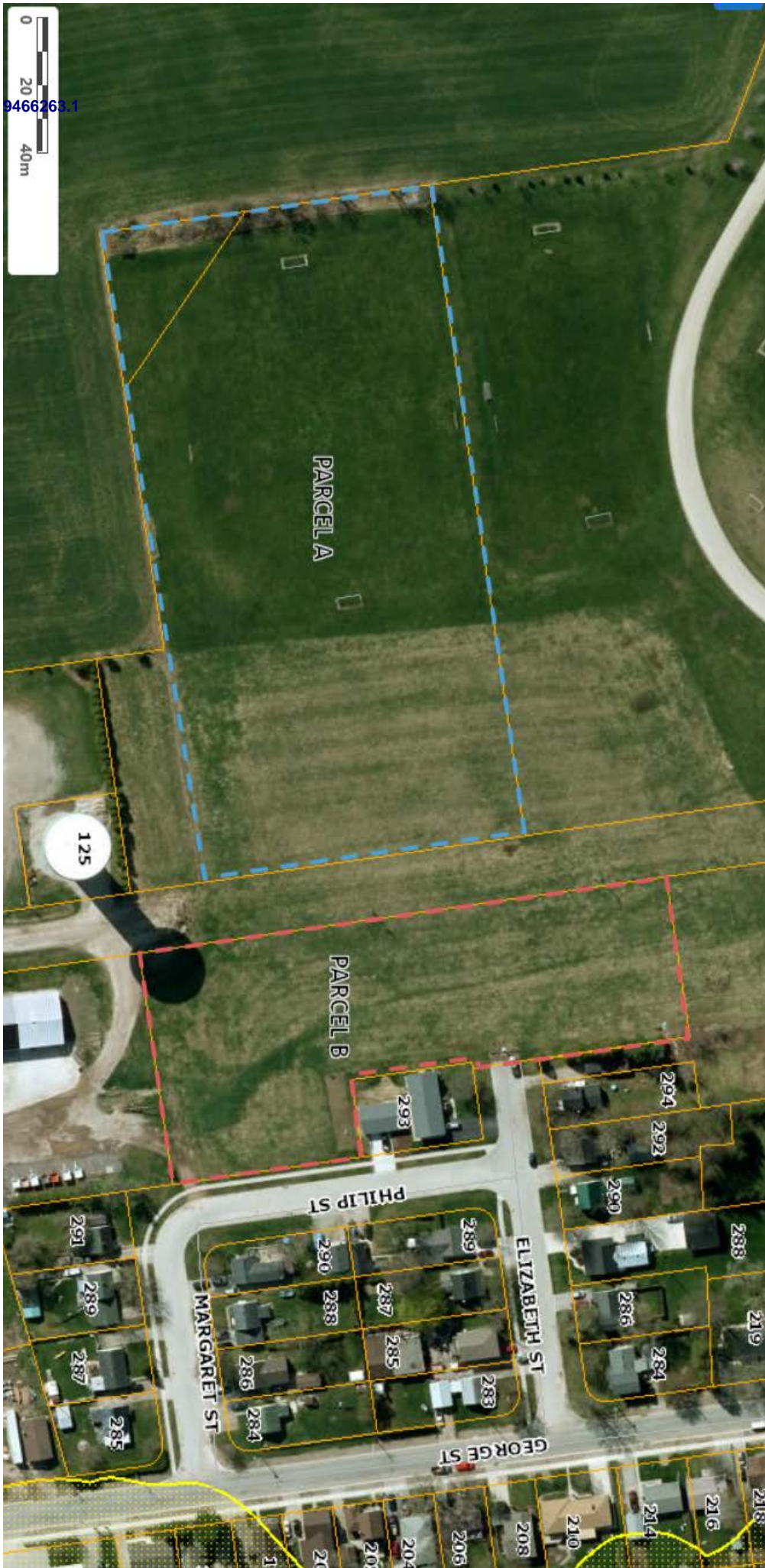
Ronald Van Geel – President
I have authority to bind the Corporation.

THE CORPORATION OF THE
TOWNSHIP OF LUCAN BIDDULPH

Cathy Burghardt-Jesson - Mayor

Ron Reymer - Clerk

SCHEDULE A



TOWNSHIP OF LUCAN BIDDULPH
BY-LAW NO. 205-2020
BEING A BY-LAW TO AMEND THE LUCAN BIDDULPH
COMPREHENSIVE ZONING BY-LAW NO. 100-2003

Jacob Radcliffe
Park Lot 4, Plan 220, being Part 3, Plan 33R-14060

WHEREAS the Council of the Corporation of the Township of Lucan Biddulph deems it advisable to amend Comprehensive Zoning By-law No. 100-2003;

AND WHEREAS this By-law is consistent with the Provincial Policy Statement and in conformity with the County of Middlesex Official Plan and the Township of Lucan Biddulph Official Plan;

NOW THEREFORE the Council of the Corporation of the Township of Lucan Biddulph enacts as follows:

1. THAT Schedule "B", Map No. 14 to the Comprehensive Zoning By-law No. 100-2003 is hereby amended by deleting the Residential First Density (R1) Zone and replacing it with a Mixed Use Residential (MUR) Zone for those lands outlined in heavy solid lines and described as MUR on Schedule "A" attached hereto and forming part of this By-law, legally described as Part Lot 207, Part 2 of Reference Plan 33R13399, Plan 188 in the Township of Lucan Biddulph, County of Middlesex.

2. THIS By-law comes into force and takes effect upon the day of passing in accordance with the provisions of Section 34 of the Planning Act, R.S.O 1990, c. P.13.

READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED AND READ A THIRD TIME AND PASSED THIS 11TH DAY OF AUGUST, 2020.

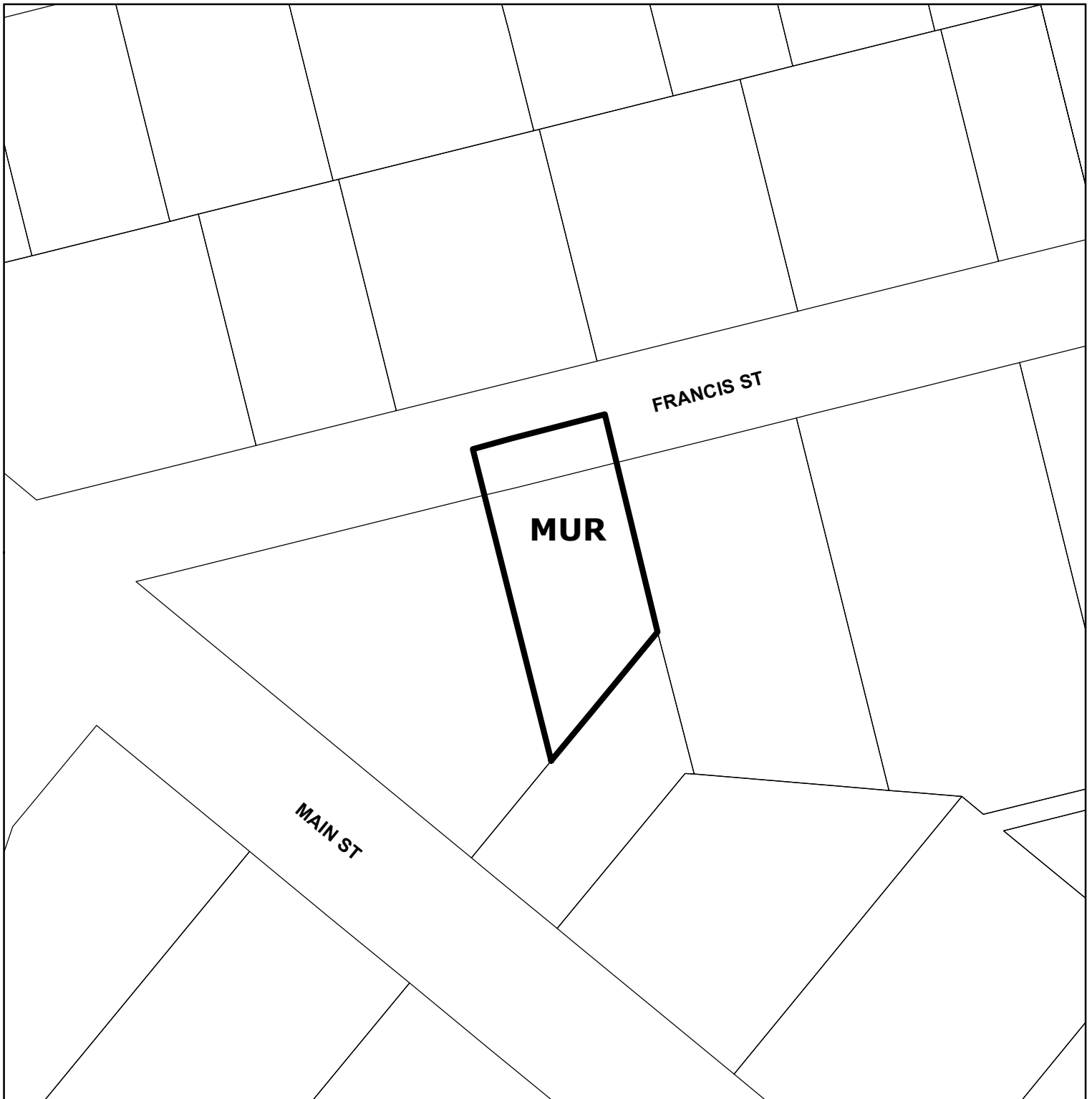
MAYOR

CLERK

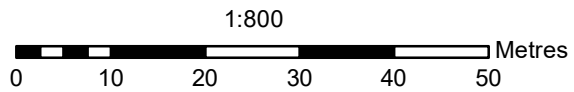
SCHEDULE "A"



Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. 205-2020
 PASSED THIS 7th DAY OF August, 2020.



TOWNSHIP OF LUCAN BIDDULPH

BY-LAW NO. 206-2020
BEING A BY-LAW TO AMEND THE LUCAN BIDDULPH
COMPREHENSIVE ZONING BY-LAW NO. 100-2003

Adam Verhoog
Block 29, Plan 33M759

WHEREAS the Council of the Corporation of the Township of Lucan Biddulph deems it advisable to amend Comprehensive Zoning By-law No. 100-2003;

AND WHEREAS this By-law is consistent with the Provincial Policy Statement and in conformity with the County of Middlesex Official Plan and the Township of Lucan Biddulph Official Plan;

NOW THEREFORE the Council of the Corporation of the Township of Lucan Biddulph enacts as follows:

1. THAT Section 9.3 to By-law No. 100-2003, as amended, being the Exceptions of the Residential Third Density (R3) Zone is hereby amended by deleting Subsection 9.3.8 c) "Maximum Height 12 m" and replacing it with the following:

9.3.8	c) <u>Maximum Height:</u>	17.5 m to a maximum of 5-stores
-------	---------------------------	---------------------------------

2. That Section 9.3 to By-law No. 100-2003, as amended, being the Exceptions of the Residential Third Density (R3) Zone is hereby amended by the addition of the following provisions to Subsection 9.3.8:

9.3.8	d) <u>Minimum Exterior Side Yard Setback:</u>	8.5 m
	e) <u>Minimum North Interior Side Yard Setback:</u>	39 m
	f) <u>Minimum East Interior Side Yard Setback:</u>	22 m
	g) <u>Minimum Rear Yard Setback:</u>	38 m
	h) <u>Maximum Density (uph):</u>	48 uph
	i) <u>Additional Provisions:</u>	

- i. Development shall be implemented through a site plan agreement to facilitate the development of a 5 storey – 51 unit apartment building, which substantively implements the Site Plan, Elevations, and Rendering attached as Schedule "B" to the amending By-law;
- ii. Notwithstanding section 4.17 subsection h), a minimum 3.0 metre enhanced landscaping buffer shall be provided along the interior and rear yard where the lands abut residential development.

READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED AND READ A THIRD TIME AND PASSED THIS 11TH DAY OF AUGUST, 2020.

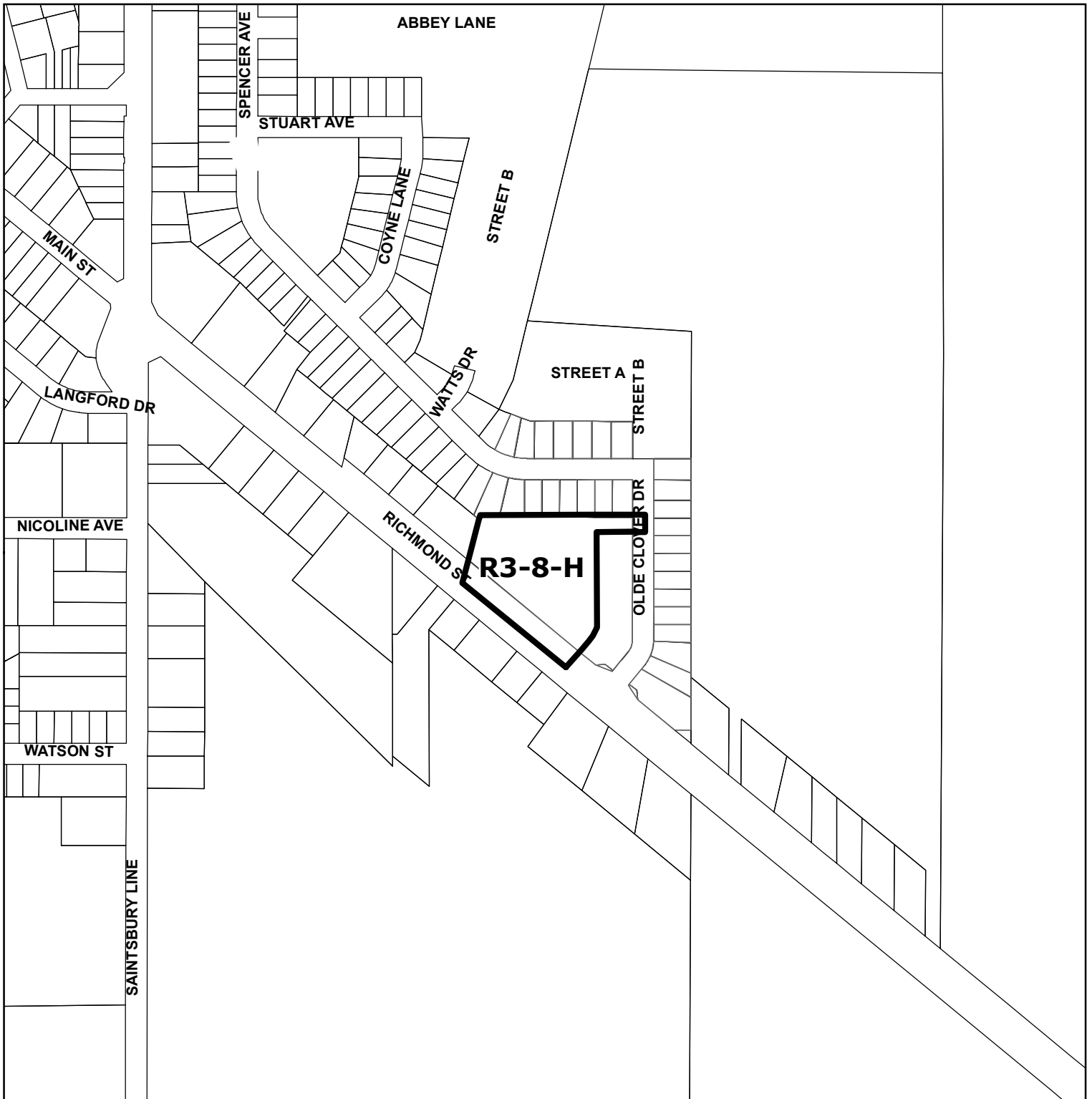
MAYOR

CLERK

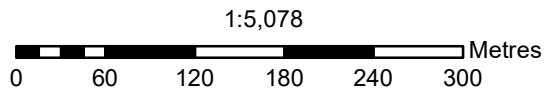
SCHEDULE "A"



Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. 206-2020
 PASSED THIS 11 DAY OF August, 2020.



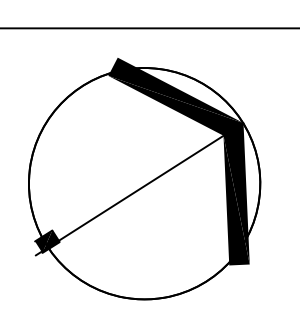
CONCEPTUAL SITE PLAN

BLOCK 29
 REGISTERED PLAN No. 33m-759
 (GEOGRAPHIC TOWNSHIP OF BIDDULPH)
 TOWNSHIP OF LUCAN BIDDULPH
 COUNTY OF MIDDLESEX

SITE STATISTICS PROPOSED ZONE R3-8(*)

	REQUIRED	PROPOSED
SITE AREA (min)	1,500 sq.m	10,754 sq.m
LOT FRONTAGE (min)	16 m	16.13 m
LOT COVERAGE (min)	40 %	12.2 %
FRONT YARD DEPTH (min)	8.0 m	n/a
EXT SIDE YARD DEPTH (min)	3.0 m	8.5 m
REAR YARD DEPTH (min)	12 m	23.0 m
BUILDING HEIGHT (min)	17.5 m	38.6 m
PARKING SPACES (min)	77 spaces	92 spaces
LANDSCAPE OPEN SPACE	35 %	57 %
DENSITY (max)	n/a	47 UPH

NO.	REVISION	DATE	INITIAL

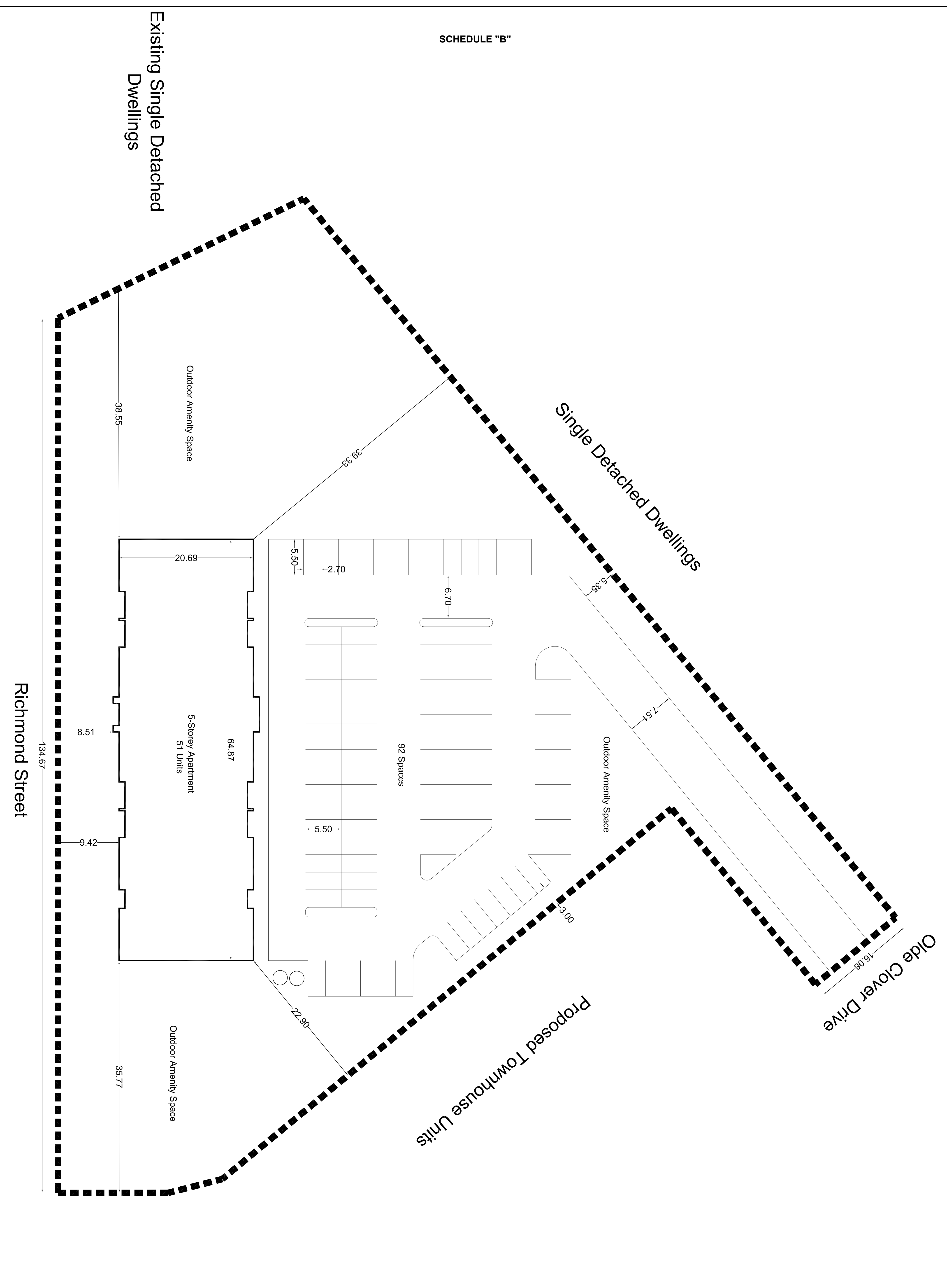


Clover Place
 Apartments
 33318 RICHMOND ST
 LUCAN

VERHOOG PROPERTIES

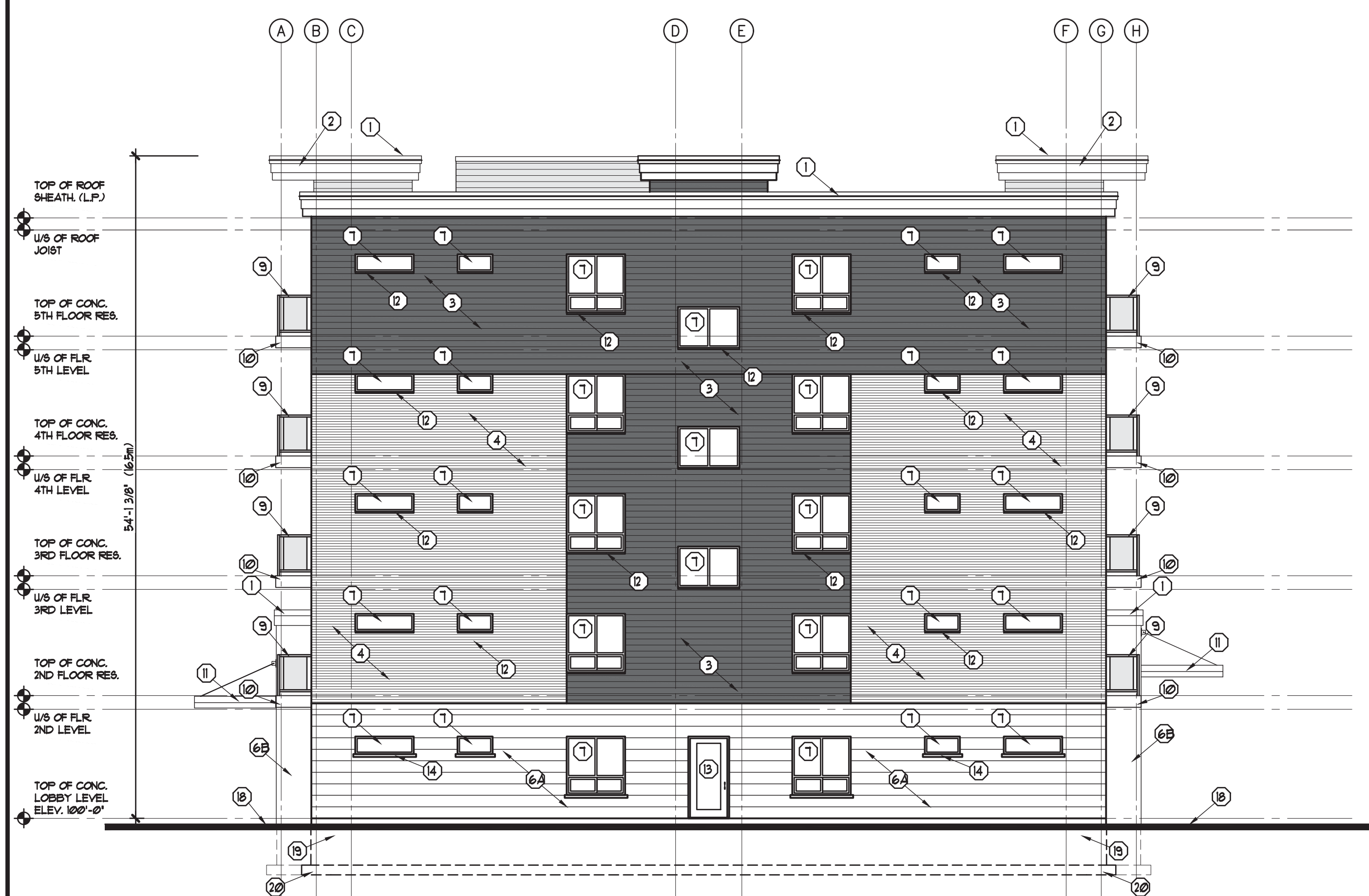


356 OXFORD STREET EAST, LONDON, ON, N6A 1V7
 DATE: MARCH 2020
 SCALE: 1:500





1 SOUTH ELEVATION
A4.1 N.T.S.



2 WEST ELEVATION
A4.1 N.T.S.

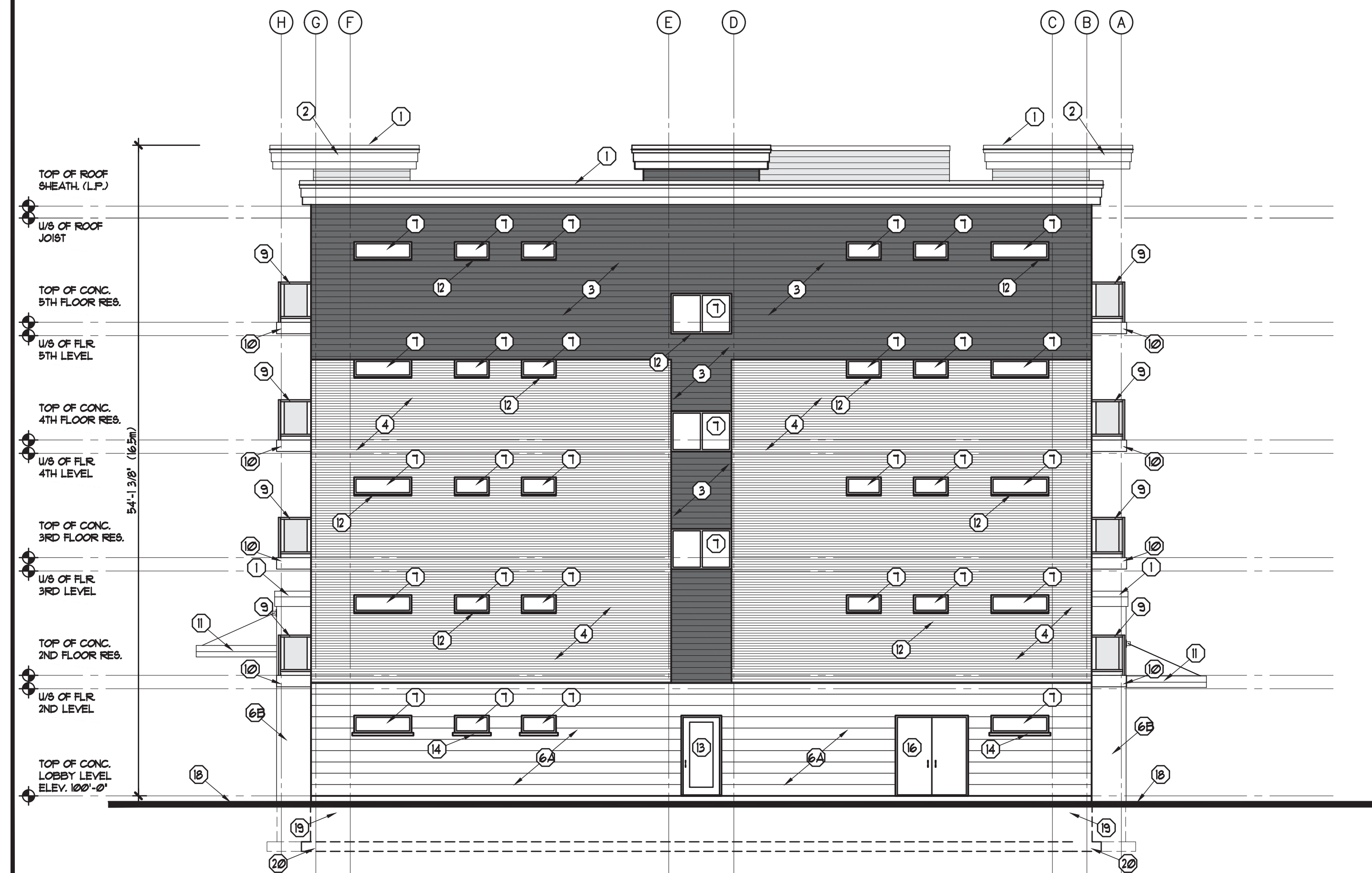
MATERIALS LEGEND:

- ① PREFINISHED METAL CAP FLASHING
COLOUR: BLACK
- ② PREFINISHED METAL CLAD BALCONY CANOPY
COLOUR: BLACK
- ③ PREFINISHED VINYL HORIZONTAL SIDING
COLOUR: WOOD MATTE FINISH
- ④ BRICK VENEER
COLOUR: BLACK DIAMOND BY BELDEN
- ⑤ PRECAST CONCRETE MASONRY BAND
COLOUR: LIGHT GREY TO MATCH STONE VENEER
- ⑥ STONE VENEER BY SHOULDICE
COLOUR: 6A - (LIGHT GREY) FEWETER AND EXECUTIVE GREY WITH TAPESTRY FINISH
6B - (DARK GREY) COLBY COLOUR, TAPESTRY FINISH WITH A 3/8" BEVEL
- ⑦ SEALED DOUBLE GLAZING SET IN PREFINISHED VINYL WINDOW FRAMES
COLOUR: BLACK
- ⑧ SEALED DOUBLE GLAZING SET IN PREFINISHED VINYL PATIO DOOR SLIDER
COLOUR: BLACK
- ⑨ PREFINISHED TOP MOUNTED BALCONY GUARD c/w CLEAR LAMINATED SAFETY GLASS.
COLOUR: BLACK
- ⑩ PREFINISHED METAL CLAD BALCONY c/w WATERPROOFING MEMBRANE
COLOUR: LIGHT GREY
- ⑪ PREFINISHED METAL CLAD ENTRANCE CANOPY/TRELLIS
COLOUR: BLACK
- ⑫ PREFINISHED ALUMINUM CLAD WINDOW SILL
COLOUR: BLACK TO MATCH WINDOW
- ⑬ SEALED DOUBLE GLAZING SET IN PREFINISHED VINYL PATIO FRENCH DOOR
COLOUR: BLACK
- ⑭ PRECAST CONCRETE SILL
COLOUR: LIGHT GREY TO MATCH STONE VENEER
- ⑮ SEALED DOUBLE GLAZING SET IN THERMALLY BROKEN PREFINISHED EXTRUDED ALUMINUM ENTRANCE FRAMING c/w SEALED DOUBLE GLAZED TRANSOM
COLOUR: CLEAR ANODIZED ALUMINUM
- ⑯ PAINTED INSULATED HOLLOW METAL DOOR AND FRAME
COLOUR:
- ⑰ FIRE DEPARTMENT CONNECTION
- ⑱ APPROXIMATE FINISHED GRADE
- ⑲ CONCRETE FOUNDATION - SANDBLASTED EXPOSED SURFACES
- ⑳ CONCRETE FOOTING

CJ - DENOTES MASONRY CONTROL JOINT



1 NORTH ELEVATION
A4.2 N.T.S.



2 EAST ELEVATION
A4.2 N.T.S.

MATERIALS LEGEND:

- | | |
|--|--|
| ① PREFINISHED METAL CAP FLASHING
COLOUR: BLACK | ⑪ PREFINISHED METAL CLAD ENTRANCE CANOPY/TRELLIS
COLOUR: BLACK |
| ② PREFINISHED METAL CLAD BALCONY CANOPY
COLOUR: BLACK | ⑫ PREFINISHED ALUMINUM CLAD WINDOW SILL
COLOUR: BLACK TO MATCH WINDOW |
| ③ PREFINISHED VINYL HORIZONTAL SIDING
COLOUR: WOOD MATTE FINISH | ⑬ SEALED DOUBLE GLAZING SET IN PREFINISHED VINYL PATIO FRENCH DOOR
COLOUR: BLACK |
| ④ BRICK VENEER
COLOUR: BLACK DIAMOND BY BELDEN | ⑭ PRECAST CONCRETE SILL
COLOUR: LIGHT GREY TO MATCH STONE VENEER |
| ⑤ PRECAST CONCRETE MASONRY BAND
COLOUR: LIGHT GREY TO MATCH STONE VENEER | ⑮ SEALED DOUBLE GLAZING SET IN THERMALLY BROKEN PREFINISHED EXTRUDED ALUMINUM ENTRANCE FRAMING c/w SEALED DOUBLE GLAZED TRANSOM
COLOUR: CLEAR ANODIZED ALUMINUM |
| ⑥ STONE VENEER BY SHOULDICE
COLOUR: 6A - (LIGHT GREY) FEWETER AND EXECUTIVE GREY WITH TAPESTRY FINISH
6B - (DARK GREY) COLEBY COLOUR TAPESTRY FINISH WITH A 3/8" BEVEL | ⑯ PAINTED INSULATED HOLLOW METAL DOOR AND FRAME
COLOUR: |
| ⑦ SEALED DOUBLE GLAZING SET IN PREFINISHED VINYL WINDOW FRAMES
COLOUR: BLACK | ⑰ FIRE DEPARTMENT CONNECTION |
| ⑧ SEALED DOUBLE GLAZING SET IN PREFINISHED VINYL PATIO DOOR SLIDER
COLOUR: BLACK | ⑱ APPROXIMATE FINISHED GRADE |
| ⑨ PREFINISHED TOP MOUNTED BALCONY GUARD c/w CLEAR LAMINATED SAFETY GLASS.
COLOUR: BLACK | ⑳ CONCRETE FOUNDATION - SANDBLASTED EXPOSED SURFACES |
| ⑩ PREFINISHED METAL CLAD BALCONY c/w WATERPROOFING MEMBRANE
COLOUR: LIGHT GREY | ㉑ CONCRETE FOOTING |
- CJ - DENOTES MASONRY CONTROL JOINT



Township of Lucan Biddulph

BY-LAW NO. 37-2020

Being a by-law to confirm proceedings of the Council of The Corporation of the Township of Lucan Biddulph

WHEREAS under Section 5(1) of the *Municipal Act, 2001, S.O. 2001 c. 25*, the powers of a municipality shall be exercised by its council.

AND WHEREAS under Sub-Section 3 of Section 5 of the *Municipal Act, 2001, S.O. 2001 c. 25*, the powers of every Council of a municipality shall be exercised by by-law.

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Corporation of the Township of Lucan Biddulph at the August 11, 2020 meeting be confirmed and adopted by By-law.

THEREFORE the Council of the Corporation of the Township of Lucan Biddulph enacts as follows:

1. That the action of the Council of the Corporation of the Township of Lucan Biddulph in respect of all motions and resolutions and all other action passed and taken by the Council of the Corporation of the Township of Lucan Biddulph, documents and transactions entered into during the August 11, 2020 meeting of Council, are hereby adopted and confirmed, as if the same were expressly included in this By-law.
2. That the Mayor and proper officials of The Corporation of the Township of Lucan Biddulph are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Lucan Biddulph during the said August 11, 2020 meeting referred to in Section 1 of this By-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Township of Lucan Biddulph to all documents referred to in said Section 1.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED
August 11, 2020.

MAYOR

CLERK