



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, FEBRUARY 18, 2020 6:00 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

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. 6:00 pm, 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) Consent Application B-1-2020

Holland Farms Ltd. c/o Ellen Holland, Applicant
35882 Richmond Street

[PL-02-2020 - Planner's Report re Holland Farms Ltd Application for Consent and ZBA](#)

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

b) Zoning Amendment Application ZBA-1-2020

Holland Farms Ltd. c/o Ellen Holland, Applicant
35882 Richmond Street

[see report no. PL-02-2020 listed as 3\(a\)](#)

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

4. Petitions & Delegations

a) **6:15 pm**, Green Builders Award Presentation

Riverstone Design & Build
VanderMolen Homes Inc.

b) **6:30 pm**, Matt Pearson and Lisa Courtney, B.M. Ross and Associates Limited Engineers and Planners

[Development Charges - Public Meeting Presentation Feb 18 2020](#)

5. Adoption of Minutes

[Council Minutes - Feb 4 2020](#)

6. Business Arising From the Minutes

[BA - Feb 18 2020](#)

7. Communications Reports

1. [2020 Request for Letter for Private Applications for Mosquito Larviciding Permits](#)
2. Balance of Communications:
 - a. [Introduction to Community Emergency Management \(ICEM\) Workshops](#)
 - b. [Medway Creek Open House Invitation - Feb 25 2020](#)
 - c. [Middlesex County EC Development Roundtable Minutes & Presentation](#)
 - d. [MLHU - Novel Coronavirus Status Report](#)
 - e. [Resolution - Town of Orangeville - Environmental Awareness and Action](#)
 - f. [Resolution - Village of Merrickville-Wolford - Provincially Significant Wetlands Designation](#)
 - g. [Resolution - Prince Edward County - Review of Regulations on Consumer Packaging on Single Use Wipes](#)
 - h. [Resolution - Mun of Chatham-Kent - Support Bill 156 Security from Trespass & Protecting Food Safety Act](#)
 - i. [Resolution - Twp of South Glengarry - Support of Bill 156](#)
 - j. [Resolution - Southwest Middlesex - Support Bill 156](#)
 - k. [Resolution - Prince Edward County - Support for Quinte Conservation Authority](#)
 - l. [Support Resolution - Township of Madoc - joint and several liability consultation](#)
 - m. [ABCA Agenda, GM's Report, BOD Meeting Minutes](#)
 - n. [UTRCA Annual General Meeting Agenda & Reports](#)
 - o. [AMO Watchfile Feb 6](#) [AMO Watchfile Feb 13](#)

8. Committee Reports

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

9. Staff Reports

a) CAO/Clerks Office

[CL-02-2020 - HR Policies Respect in Workplace and Employee Code of Conduct](#)

b) Building/By-law Enforcement

[BD-01-2020 - Recognition of Green Builder](#)

[BD-02-2020 - 2019 Year End Summary](#)

c) Finance

d) Planning

e) Public Works

[PW-04-2020 - Tender for Roman Line Drain](#)

f) Parks & Recreation

[PR-03-2020 - Municipal Alcohol Policy](#)

g) Economic Development & Communications

[EDC-01-2020 - Industrial Lands Phase 2](#)

10. Councillor's Comments

11. Changes to Budget

12. In-Camera Session

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

Section 239 (2) (d) - employee negotiations

13. Notice of Motions

14. Motions and Accounts

[Accounts paid](#)

[Motions - Feb 18 2020](#)

15. By-laws

[By-law 63-2019 \(Stumpf Drain - Branch E and F 2019 third reading\)](#)

[By-law 64-2019 \(Roman Line Drain third reading\)](#)

[By-law 04-2020 Official Plan Amendment \(Great Escape RV\)](#)

[By-law 05-2020 Confirming](#)

[By-law 201-2020 \(Great Escape RV\)](#)

16. Adjournment



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

February 10, 2020

REPORT

TO: Members
 Committee of Adjustment/Council
 Township of Lucan Biddulph

FROM: Dan FitzGerald, Planner

RE: **Applications for Consent (B-1/2020) and Zoning By-law Amendment (ZBA 01/2020)**
Holland Farms Ltd.
Ellen Holland (Agent)
35882 Richmond Street

Purpose:

The purpose of these applications is to permit the severance (**B-1/2020**) of a residence for the purpose of disposing a surplus farm dwelling and to rezone (**ZBA 01/2020**) 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 frontage deficiency for the lands to be severed.

Background (see Figure 1):

The subject property is a 40 hectare (100 acre) farm parcel located on the east side of Richmond Street and south of Mount Carmel Drive, being Lot 6, Concession 1. The lands are designated Agricultural and Natural Areas (in respect of a woodlot at the southeast corner of the property) according to the Township Official Plan and zoned General Agricultural (A1) according to the Township Zoning By-law.

The applicant is requesting to sever approximately 0.83 ha (2.06 ac) of land occupied by a single detached dwelling, an in-ground pool and a detached accessory building. The balance of the farm would have an area of approximately 39.6 ha (97.9 ac) and seeks to maintain two (2) agricultural buildings, one being 1550.82m² and the other being 761.42m², for the purpose of storage. 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 Agricultural (A3) Zone. The lands to be conveyed are to be rezoned to a Surplus Dwelling (SD#) Zone to reflect its size, use for residential purposes, and to recognize a frontage deficiency.

The proposal is summarized below:

	'Lands to be severed – house'	'Lands to be retained - farm'
Lot Frontage	33.27 m (247.7 ft) Richmond Street	356.7 m (1170.2 ft) Richmond Street
Lot Depth	215.04 m (705.5 ft)	1012.7 m (3322.5 ft)
Lot Area	0.83 ha (2.06 ac)	39.6 ha (97.9 ac)

The lands proposed to be severed contain an existing single detached dwelling, a fenced in in-ground pool area and accessory building. The lands proposed to be severed are serviced by a Municipal water service and a privately owned individual septic system. The lands proposed to be severed include one access to Richmond Street, Provincial Highway (4).

The lands proposed to be retained contain agricultural land in crop production and are currently serviced by Municipal water. The applicant wishes to maintain two agricultural accessory structures on the retained parcels of land for the purposes of storage. A portion of the subject lands contains a drainage ditch and is regulated by the Ausable Bayfield Conservation Authority. Additionally, a portion of land at the rear southeast corner is identified as 'Significant Woodlands' and 'Natural Heritage'.

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 2014 Provincial Policy Statement and within the 'Agricultural' designation of the County and Township Official Plans.

A small portion of the retained lands have been identified as 'Significant Woodlands' on Schedule 'C' of the County Official Plan and 'Natural Areas' on Schedule 'C' of the Township Official Plan.

The subject lands are zoned 'General Agricultural (A1)' 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.
- 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 'Agricultural (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.

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 12 farms totaling approximately 465 hectares (1,150 ac) of workable land. The existing dwelling is a single detached dwelling built in 1985, is structurally sound and currently occupied according to the applicant. The existing residence is on Municipal water service and contains a septic system on the proposed severed lands, which would be addressed in the conditions of consent. 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-1/2020, 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 an Agricultural (A3) Zone. The rezoning application also proposes a Surplus Farm Dwelling (SD) Zone to recognize the residential use and reduced parcel size. A Surplus Farm Dwelling (SD#)

Zone exception is required as a result of severance as the proposed severed lot proposes a minimum lot frontage of 33.27 m, whereas the Surplus Farm Dwelling (SD) Zone requires a minimum lot frontage of 50 m. 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.

The proposal also seeks to maintain two existing agricultural buildings on the retained portions of the land that are approximately 1550.82m² and 761.42m² in size. The applicant has expressed a desire to keep the agricultural buildings for the purpose of storage. The Township Official Plan provides guidance on the process of allowing retained buildings on parcels of agricultural lands in section 3.1.1.10 c), which can permit structures to remain if they are generally sound and have potential alternative and compatible uses. Appropriate conditions of consent have been recommended to ensure the Chief Building Official is satisfied that the structures are no longer able to accommodate livestock or manure storage. As a condition, the applicant would be required to provide an acknowledgement to the Municipality confirming that the barns have been decommissioned of any livestock or manure storage facilities and that any non-conforming rights to use the buildings for livestock purposes have been forfeited. Alternatively, Council can, at their discretion, request as a condition of consent for all agricultural related structures to be removed from the retained lands.

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:

The Ausable Bayfield Conservation Authority concluded they did not have any natural hazard or natural heritage concerns with the requested severance and rezoning.

2. Hydro One:

No comments or concerns at this time.

3. Ministry of Transportation:

The property is located within MTO's Permit Control Area (PCA), and as such, MTO permits are required for any change to the property (inclusive of demolition, grading, new construction and/or change in use, ownership or design of entrances). Highway 4 at this location is classified as a 2B Arterial, designated as a King's Highway at this location. As such, all policies and regulations pertaining to that classification and designation of highway apply.

MTO does not object to this proposal, however, the owner shall complete the following to the satisfaction of the Ministry of Transportation:

- All agricultural access to the lands to be retained shall be via Mount Carmel Drive only. Any existing field/farmstead entrances to Highway 4 serving the lands to be retained must be closed and physically removed in their entirety and the highway property limits restored to the satisfaction of MTO, by the owners and at the owner's expense. MTO Encroachment permits will be required from MTO to complete this work.

- The Consent application identifies that the existing farmstead access onto Highway 4, municipally identified as 35882 Richmond Street and physically located adjacent to the lands to be severed, will be utilized by the residence of the lands to be severed. A new MTO Entrance Permit shall be applied for and obtained, which will specifically state the permitted use of the access connection as a "Residential Access" only, setting out all conditions of its' use. The entrance shall conform to an OPSD standard of 301.010 or 301.020, and shall not exceed 5.0 metres width at the highway property limit.
- To establish that the lands to be retained and the lands to be severed will not be permitted any additional direct highway access now or in the future, MTO requires the owner to convey to MTO by deed, free and clear of all encumbrances, a 0.3m reserve along the entire highway frontage of the retained parcel (north and south of the lands to be severed), as well as along the entire frontage of the lands to be severed, with the exception of the opening for the residential access connection. This reserve must be illustrated as parts on a reference plan. A draft reference plan must be submitted to MTO for review and approval prior to being deposited. As well, a draft of the transfer deed and certification of title conveying the parts to MTO must be submitted for our review and approval prior to being registered.
- The Approval authority shall ensure that the lands to be retained remain in agricultural use and that any additional residential dwellings, or intensified use of the lands to be retained are prohibited.

4. Chief Building Official:

It is assumed that the primary access to the retained farm building complex will be from Mount Carmel Road over the current water crossing. I offer the following.

Should the committee of adjustment approve this application, I recommend the following conditions:

- a) That the applicant confirms to the satisfaction of the municipality, that the septic system will be wholly contained and a 100 % contingency area is available.
- b) That the three grain bins and shop immediately behind the building be removed and cleared of wood and concrete/rubble
- c) That the livestock building behind the house either be removed or altered in such a way, through a building permit, that it would no longer be suitable for housing livestock to the satisfaction of the municipal building department. This is required because currently the buildings would not meet the minimum separation requirements to the dwelling.
- d) That any residue of manure storage kept behind the existing barn be removed to the satisfaction of the municipality
- e) That the water service to the farm buildings be removed to the satisfaction of the municipality
- f) That the hydro service serving the farm buildings be re-routed off the residential parcel.
- g) That the laneway to the farm building complex be disconnected from the laneway from the residential parcel.
- h) That an address be assigned and number erected for the retained agricultural parcel.
- i) That the site of the recently removed barn be confirmed to be clear of all debris and concrete from its recent demolition

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-1/2020** filed by Ellen Holland on behalf of Holland Farms Ltd.; to sever a parcel of land for the purpose of disposing a surplus farm dwelling having a lot frontage of approximately 33.27 metres along Richmond Street, a lot depth of approximately 215 metres and a lot area of approximately 0.83 hectares from a property legally described as Lot 6, Concession 1 (geographic Township of Biddulph) in the Township of Lucan Biddulph and known municipally as 35882 Richmond Street; **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 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 (A3) 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 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-1/2020 of normal farm practices occurring in the area as outlined in the Farming and Food Production Act, 1998, as amended.
10. That the three grain bins and shop immediately behind (east) of the severed lot be removed and cleared of wood and concrete/rubble.
11. That the livestock building located on the retained lands east of the proposed severed lands be removed or altered in such a way, through a building permit, that it would no longer be suitable for housing livestock to the satisfaction of the municipal building department, thereby ensure no compliance issues with MDS.
12. That any residue of manure storage kept behind the existing barn be removed to the satisfaction of the Municipality.
13. That the water service to the farm buildings be removed to the satisfaction of the Municipality.
14. That the hydro service serving the farm buildings be re-routed off the residential parcel.
15. That the laneway to the farm building complex be disconnected from the laneway from the residential parcel.
16. That an address be assigned and number erected for the retained agricultural parcel.

17. That the site of the recently removed barn be confirmed to be clear of all debris and concrete from its recent demolition
18. That all existing entrances to the agricultural lands, other than the formal identified access of Mount Carmel Drive, shall be closed to the satisfaction of MTO.
19. That a new MTO Entrance Permit shall be applied for and obtained, which will specifically state the permitted use of the access connection as a "Residential Access" only, setting out all conditions of its' use to the satisfaction of MTO.
20. That the owner is required to convey to MTO by deed, free and clear of all encumbrances, a 0.3m reserve along the entire highway frontage of the retained parcel (north and south of the lands to be severed), as well as along the entire frontage of the lands to be severed, with the exception of the opening for the residential access connection. This reserve must be illustrated as parts on a reference plan. A draft of the transfer deed and certification of title conveying the parts to MTO must be submitted for our review and approval prior to being registered.
21. That two copies of the reference plan are submitted to the satisfaction of the Township and the Ministry of Transportation.

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:

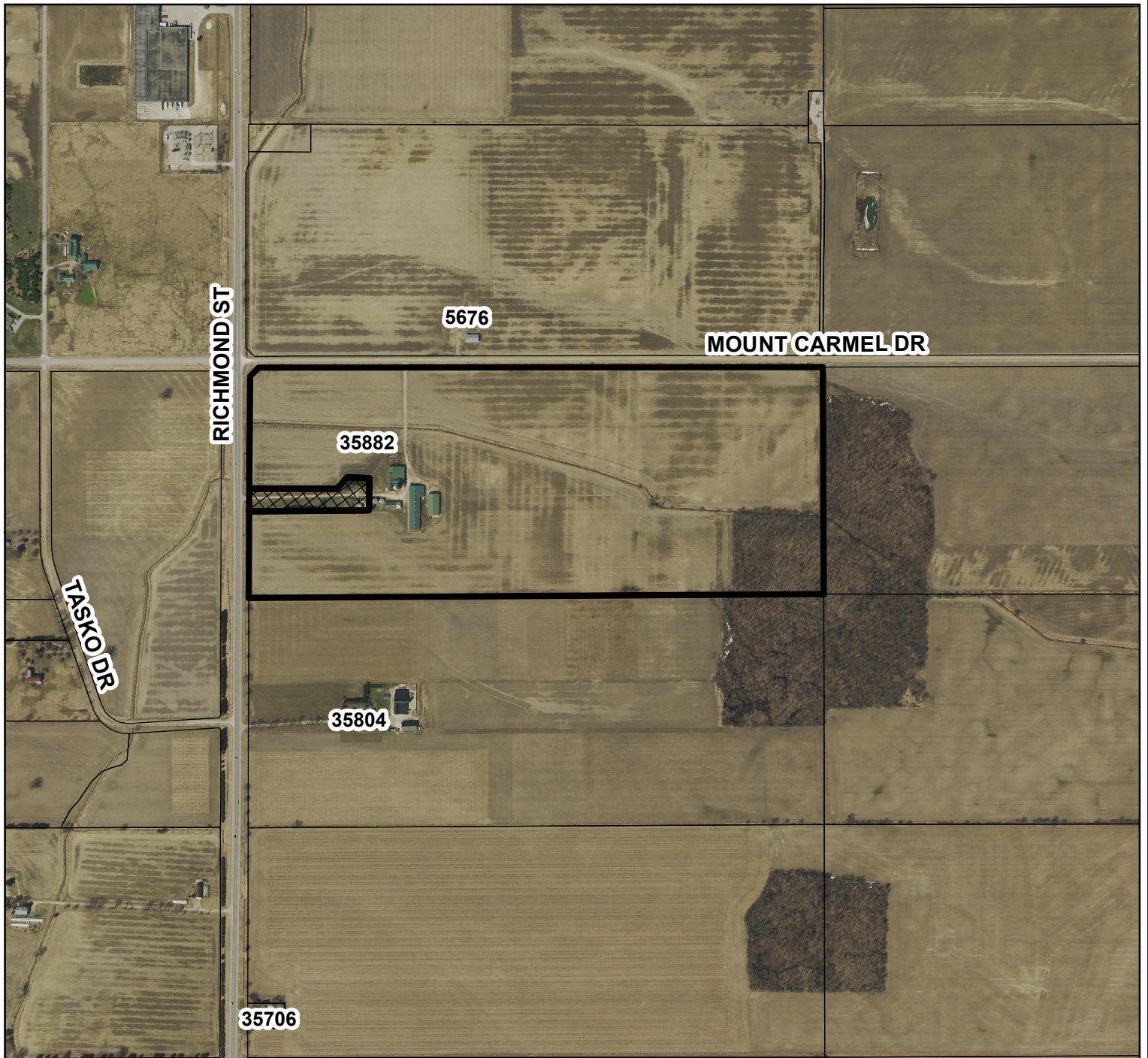
THAT **Application for Zoning By-law Amendment ZBA 01/2020**, for lands owned by Holland Farms Ltd. and legally described as Lot 6, Concession 1 (geographic Township of Biddulph), in the Township of Lucan Biddulph, be approved and that the implementing By-law be forwarded to Township Council for consideration once a deposited reference plan has been provided to the satisfaction of the Township.

APPLICATIONS FOR CONSENT (B-1/2020) & ZONING BY-LAW AMENDMENT: ZBA 1-2020

Holland Farms Ltd. (Owner)
Ellen Holland (Agent)
35882 Richmond Street
Part of Lot 6, Concession 1
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
January 2020



Lands to be Severed and Rezoned from
Agricultural (A1) to site-specific Surplus
Dwelling (SD-#)



Lands to be Retained and Rezoned from
Agricultural (A1) to Site Specific Agricultural (A3)



1:10,000
0 60 120 180 240
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.*



Development Charges – Public Meeting

TOWNSHIP OF LUCAN BIDDULPH

FEBRUARY 18, 2020

Agenda

Overview of Development Charges (DCs)

- What they are
- The rules

The DC Process

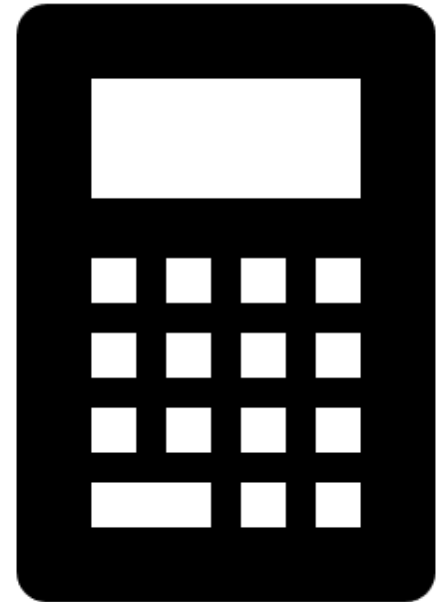
- Calculating DCs
- Implementing DCs

DCs in Lucan Biddulph

- Current DCs
- 2020 DC process
- Calculated 2020 DCs

What are Development Charges (DCs)?

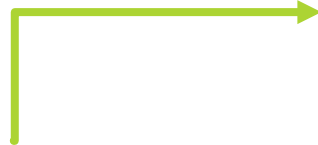
- ▶ A tool available to allow municipalities to recover capital costs associated with infrastructure and services put in place that benefit growth. This includes:
 - ▶ New infrastructure built to support growth; and
 - ▶ Pay down existing debt for past growth works;
- ▶ General idea is that ‘growth pays for its share’ so that the existing tax-payers are not bearing the cost of servicing growth
- ▶ Development charges can not be collected for operating or maintenance costs.



Overview of DCs



DCs are made up of residential and non-residential charges



Residential DCs are typically charged on a per unit basis (e.g. per single detached unit or per apartment unit)



Non-Residential DCs are typically charged per sq. ft. (or sq. m) for new commercial, institutional and industrial growth



Where projects have specific benefiting areas (e.g. a sewage treatment system), the DC should be area-specific.



This is why there is a Lucan Urban Area DC; a Granton Urban Area DC; and a DC for the remainder of the Township.

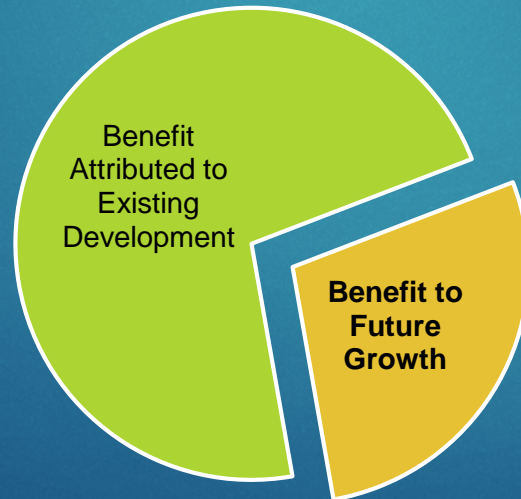
Different categories of development are split so residential development isn't paying for the non-residential share of growth and vice-versa.

Overview of DCs (continued)

- ▶ Overall, DCs are reflective of the projects being undertaken to service growth.
- ▶ Generally more growth projects = higher DCs
- ▶ DCs can only be collected for the portion of the project that benefits future growth



Net Capital Costs



This is what can be collected for through DCs

What types of projects are DC eligible?

- ▶ Water
- ▶ Wastewater
- ▶ Stormwater
- ▶ Services related to a highway (transportation)
- ▶ Transit
- ▶ Fire Protection
- ▶ Policing
- ▶ Ambulance
- ▶ Waste Diversion
- ▶ DC Background Study
- ▶ Soft-Services*



*Soft services include parks, recreation and library projects. Under Bill 108, these types of projects are being phased out of DCs (as of January 1, 2021).



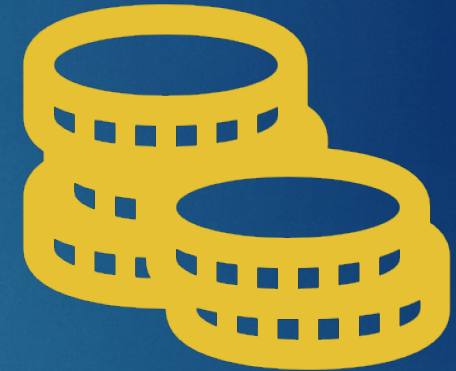
Municipalities will be able to collect for soft services through a Community Benefits Charge By-law (if they chose).

The Rule Book (Development Charges Act)

- ▶ The *Development Charges Act* sets out the rules and requirements for enacting a Development Charge By-law and collecting DCs.
 - ▶ Sets out what types of projects can be collected for
 - ▶ How DCs are calculated
 - ▶ Requirement for a new Background Study and By-law every 5 years
 - ▶ Reporting requirements
- ▶ Originally put into place in 1989, the Act has been amended many times since then. It was most recently amended in 2019 through Bill 108 (*More Homes, More Choice Act*).

DC Reserve Accounts

- ▶ Township is required to establish a separate reserve fund for each DC service
- ▶ Money collected through DCs is then put into the appropriate reserves (i.e. the portion of the DC that is for water projects goes into the water DC reserve)
- ▶ Money in the reserves can only be used for capital costs of DC projects
 - ▶ ‘Piggy-bank’ for DC projects not yet constructed or for projects that have been constructed, collected funds are put towards debt repayment.
 - ▶ Can borrow funds from reserves, but have to replace with interest.



When can DCs be imposed?

- ▶ DCs can be imposed if a development requires:
 - ▶ Passing of a zoning by-law or amendment under section 34 of the Planning Act;
 - ▶ Approval of a minor variance under section 45 of the Planning Act;
 - ▶ Conveyance of land to which a by-law passed under subsection 50(7) of the Planning Act;
 - ▶ Approval of a plan of subdivision under section 51 of the Planning Act;
 - ▶ A consent under section 53 of the Planning Act;
 - ▶ The approval or a description under section 9 of the Condominium Act, 1998; or
 - ▶ **The issuing of a permit under the Building Code Act;**

What are DCs charged against?

New Buildings

Expanded
Buildings

Converted
Buildings
(change of use)

Statutory Exemptions to DCs

Other Exemptions in the By-law

- ▶ DCs cannot be collected for:
 - ▶ Enlargement of an existing dwelling unit;
 - ▶ The creation of additional dwelling units in prescribed classes of existing residential buildings
 - ▶ A second dwelling unit in prescribed classes of proposed new residential buildings
 - ▶ For industrial development where the gross floor area is enlarged by 50% or less

- ▶ In Lucan Biddulph, DCs are not collected for:
 - ▶ Non-residential development

How DCs are Calculated

Forecast future growth and development

Forecast capital needs to service future growth and development

Determine capital costs for projects

- Capital costs include:
 - Costs to acquire land;
 - Costs to improve land;
 - Costs to acquire, lease, construct or improve buildings and structures
 - Costs to acquire, lease, construct or improve facilities including:
 - Rolling stock (with a life of more than 7 years)
 - Furniture and equipment (not computer equipment);
 - Costs to undertake studies;
 - Interest or money borrowed to pay for above costs;
 - Determine benefit to existing development
 - Reduce by any expected grants or subsidies

Calculate charge by type of development and area

Calculating DCs

- ▶ Determine and deduct benefit to existing development
- ▶ Determine benefit to future residential and future non-residential development
- ▶ Determine development charge per capita for residential
- ▶ Determine development charge per sq. ft. for non-residential

Project Description: Lucan constructed new water supply facilities in the early 1990s. This project included a watermain from the Lake Huron supply pipeline, a booster pumping station, and an elevated storage tank. The system has a design capacity of 350 litres per person per day. Based on this standard, the system has an effective capacity of 7,700 person equivalents.

Analysis of Long-Term Capital and Operating Costs: This facility was paid for by the existing property owners through capital rate charges under the Municipal Act. This project was included in previous Development Charge By-laws, as Council intended to recover the cost of surplus capacity from future development. Operating costs of the facilities are paid by the users.

Based on the growth forecast for Lucan and the surplus capacity available in the system, it is unlikely an expansion will be required in the short-term.

Project Benefiting Area(s): Lucan

Costs:

Total Costs	\$ 3,969,250
Deduct any grants or subsidies	\$ 3,160,715
Subtotal	\$ 808,535

Allocation of Costs

This project benefits future development equally on a per capita basis. Based on 7,700 person equivalents of capacity, the cost per person equivalent is \$105.

Benefit to Existing Development (40.4%)	\$ 326,648.14
Benefit to Future Development (59.6%)	\$ 481,886.86
Amount recoverable through Development Charges	\$ 481,886.86

Development Charge Calculations

Residential Allocation (per capita)

\$ 481,886.86 x 94.7% (based on residential assessment)	\$ 456,346.86
Divided by future capacity (4,587 persons)	4,587 persons
Residential development charges (per capita)	\$ 99.49

Non-Residential Allocation (per square foot)

The non-residential allocation is 5.3% (based on non-residential assessment); however, Lucan Biddulph does not collect non-residential development charges.

Process for Implementing a DC Bylaw

- ▶ Undertake a Background Study
 - ▶ Forecast of future growth
 - ▶ Review of projects (take out old projects, add new ones, review costs)
 - ▶ Calculation of DCs for each project
- ▶ Background Study must be available for review 60 days prior to passage of By-law
- ▶ Present calculated DCs to staff and Council. Council sets proposed DC.
- ▶ Prepare draft By-law (available 2 weeks prior to Public Meeting)
- ▶ Host Public Meeting to get feedback on proposed DC
- ▶ Council passes DC By-law
- ▶ Issue Notice of Passage
- ▶ 40-day appeal period starts immediately after by-law passed.



We are here

2020 DC Process



DCs in Lucan Biddulph



Long history of DCs in Lucan Biddulph



Last iteration was 2015



3 service areas

Lucan Urban Area
Granton Urban Area
Remainder of Township



Collect residential development charges only



Current By-law expires April 7, 2020.

DCs in Lucan Biddulph

- Note – a DC By-law for Granton was passed in 2002 once water and wastewater services were in place in the village.

Year	DC for Single Detached Unit – Lucan	DC for Single Detached Unit – Granton	DC for Single Detached Unit – Remainder of Township
2001	\$5,500	\$3,594*	\$906.05
2005	\$5,500	\$4,500	\$1,450
2010	\$6,400	\$4,800	\$1,400
2015	\$6,400	\$5,300	\$2,200

	Lucan	Rural Area	Lucan Biddulph
2016	1,006	831	1,837
2019	1,245	839	2,084
2024	1,605	864	2,469
2029	1,805	889	2,694
2034	2,005	914	2,919
2039	2,205	939	3,144
2044	2,405	964	3,369
5-year change	360	25	385
10-year change	560	50	610
20-year change	960	100	1,060
25-year change	1,160	125	1,285

Forecasted Growth

RESIDENTIAL (HOUSEHOLD)
GROWTH

Projects in 2020 Development Charges

Category	Project	Description	Service Area
Sewage	Sewage Treatment – Lucan	Upgrade to STP – new filter, UV equipment, SCADA.	Lucan
Sewage	Capital Works Studies – Lucan STP	Includes Growth Management Study and Schedule C Class Environmental Assessment to identify options for future expansion of the Lucan STP	Lucan
Sewage	Trunk Sewers and Pumping Stations	Trunk along Saintsbury from north urban limit to Duchess	Lucan
Sewage	Treatment and Collection	Sewage treatment and collection system in Granton	Granton
Sewage	Wastewater Modelling Study	Study to identify and project pumping and collection needs associated with future growth	Lucan
Water	Water Supply	Lucan water supply – watermain, booster pumping station, storage	Lucan
Water	Water Modeling Study	Water Modeling study for Lucan	Lucan
Water	Water Supply	Granton water supply – transmission line from Lucan	Granton

Bold are new projects

Projects in 2020 Development Charges

20

Category	Project	Description	Service Area
Transportation	Roads, Bridges and Sidewalks	Community Drive – William to Southern Limit Butler St. Sidewalk – Saintsbury Line North Sidewalk – Richmond from East of Saintsbury Line	Lucan
Transportation	Public Works Facility	New public works garage and shop	All
Transportation	Salt Storage Facility	New salt storage facility	All
Stormwater	Stormwater Management	Four regional stormwater management facilities	Lucan
Fire	Fire Station Expansion	Expansion to the Lucan Fire Station	All
Parks and Recreation	Parkland Development	Equipping new parkland	Lucan
Parks and Recreation	Parkland Development	Equipping new parkland	Granton and Remainder of Township
Library	Expansion of Library	Expansion of library	All
Administration	Development Charge Background Studies	Cost to complete two development charge background studies over the next 10 years	All

Proposed Development Charges

► Lucan Urban Area

	Single & Semi Detached Unit	Multi-Units & Townhouses	Apartment (2 or more bedrooms)	Apartment (1 bedroom, bachelor)
Sewage	\$2,961.00	\$2,429.00	\$2,082.00	\$1,272.00
Water	\$285.00	\$234.00	\$200.00	\$122.00
Transportation	\$2,182.00	\$1,790.00	\$1,534.00	\$938.00
Stormwater	\$266.00	\$218.00	\$187.00	\$114.00
Administration	\$74.00	\$61.00	\$52.00	\$32.00
Fire*	\$270.00	\$222.00	\$190.00	\$116.00
Library*	\$373.00	\$306.00	\$263.00	\$160.00
Parks and Recreation*	\$576.00	\$473.00	\$405.00	\$248.00
Total (per unit)	\$6,987.00	\$5,733.00	\$4,913.00	\$3,002.00

*These services will be subtracted from the development charge totals on the earlier of: January 1, 2021 or the date of the passage of a Community Benefits Bylaw.

Proposed Development Charges

► Granton Urban Area

	Single & Semi Detached Unit	Multi-Units & Townhouses	Apartment (2 or more bedrooms)	Apartment (1 bedroom, bachelor)
Sewage	\$2,217.00	\$1,818.00	\$1,559.00	\$953.00
Water	\$1,185.00	\$972.00	\$833.00	\$509.00
Transportation	\$755.00	\$619.00	\$531.00	\$324.00
Stormwater	-	-	-	-
Administration	\$74.00	\$61.00	\$52.00	\$32.00
Fire*	\$270.00	\$222.00	\$190.00	\$116.00
Library*	\$373.00	\$306.00	\$263.00	\$160.00
Parks and Recreation*	\$576.00	\$473.00	\$405.00	\$248.00
Total (per unit)	\$5,450.00	\$4,471.00	\$3,833.00	\$2,342.00

*These services will be subtracted from the development charge totals on the earlier of: January 1, 2021 or the date of the passage of a Community Benefits Bylaw.

Proposed Development Charges

► Remainder of Township

	Single & Semi Detached Unit	Multi-Units & Townhouses	Apartment (2 or more bedrooms)	Apartment (1 bedroom, bachelor)
Sewage	-	-	-	-
Water	-	-	-	-
Transportation	\$755.00	\$619.00	\$531.00	\$324.00
Stormwater	-	-	-	-
Administration	\$74.00	\$61.00	\$52.00	\$32.00
Fire*	\$270.00	\$222.00	\$190.00	\$116.00
Library*	\$373.00	\$306.00	\$263.00	\$160.00
Parks and Recreation*	\$576.00	\$473.00	\$405.00	\$248.00
Total (per unit)	\$2,048.00	\$1,681.00	\$1,441.00	\$880.00

*These services will be subtracted from the development charge totals on the earlier of: January 1, 2021 or the date of the passage of a Community Benefits Bylaw.

DC Rate Comparison



	Single and Semi Detached Unit Development Charge
Lucan-Biddulph (Lucan)	\$ 6,987
St. Marys	\$ 8,657
Bluewater (Bayfield)	\$ 9,238
Stratford	\$14,271
Middlesex Centre (urban)	\$21,788
Parkhill	\$5,595
Mt. Brydges	\$13,828
Strathroy	\$19,276
Thames Centre	\$32,815
London (Urban Growth Area)	\$33,944
London (Rural)	\$21,357

Next Steps

Public Meeting

- Council considers input received from public meeting

Pass By-law

- Proposed date is March 17, 2020

Notice of Passage of By-law and Appeal Period

- 40-day appeal period after passage
- Must issue Notice of Passage (not later than 20 days after passage) stating end of appeal period.



Questions

The Corporation of the Township of Lucan Biddulph Council Minutes

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

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

Absent: Councillor D. Regan

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:30 pm.

Declaration of Pecuniary Interest & Nature Thereof

None

Announcements

Mayor C. Burghardt-Jesson congratulated the Lucan Area Heritage & Donnelly Museum on their recent event "Walk the Roman Line" which commemorated the 140th anniversary of the Donnelly Massacre. The event was live streamed on February 3rd and followed the museum interpreter as they walked the path the vigilantes took down Roman Line.

Delegations

Lucas Egli, JACOBS

Lucas Egli from Jacobs attended to present the Lucan Water Distribution Inspection Report regarding the inspection conducted on October 17, 2019. Mr. Egli summarized the report and noted that no non-compliance issues were identified resulting and overall inspection rating of 100% was received. He further presented a Certificate of Accreditation which certifies that the water operating system conforms with the requirements of the Drinking Water Quality Management Standards.

J. Little updated council on a computer failure that took place in January at the Lucan Booster station. He advised the computers monitor activity, log data and initiate a call-out if there is a problem with the system and noted that with the computer failure the back-up system did not initiate a call-out as it should have. Replacements and software upgrades were made as well as some modifications made to previous procedures. J. Little further advised that JACOBS notified the Ministry of the issue and no data was lost during the failure.

Deputy Mayor D. Manders asked if there is technology available to identify small water leaks in our operating system. J. Little advised that meter readings track water usage which allows us to monitor water going out versus what we are bringing in and that is the best way to track water usage. He further advised that sometimes we can see some red flag issues with meter reads and investigate the area further.

Councillor P. Mastorakos raised some questions regarding safe guards in place from cyber-attacks on the computer systems at the water stations. J. Little advised Lucan Biddulph owns all of the computers and that although they are connected to each other they are not connected to the Internet. Mr. Egli further advised that the computers are further protected by VPN security software through Jacobs.

Mayor C. Burghardt-Jesson raised a question regarding lead notifications and if there are areas in our system that still have lead. Mr. Egli advised that some private systems still report lead

and those residences are tested twice annually. Mr. Egli further advised the Township cannot force home owners to update their systems however keeping users informed is the best practice to follow.

Mayor C. Burghardt-Jesson thanked Mr. Egli for presentation and he then exited the meeting at 6:52 pm.

Adoption of Minutes

1/ Minutes

Moved by P. Mastorakos

Seconded by A. Westman

That the regular council meeting minutes of January 21, 2020 be approved as circulated.

CARRIED

Business Arising

Nothing new was added and no discussion took place.

Communications Reports

R. Reymer commented on the good news received from Minister Steve Clark wherein the County of Middlesex and lower-tier municipalities were notified they were approved for funding under the Municipal Modernization Program for a joint Service Delivery Review and joint Digital Transformation Business Process Review. Mayor C. Burghardt-Jesson advised she was able to speak with Minister Steve Clark at the recent ROMA Conference and relayed the positive benefits that challenging municipalities to find efficiencies will do and they should consider extending it beyond Municipal Affairs.

Mayor C. Burghardt-Jesson commented on a few other correspondence items listed including the MPAC Assessment Report, OMAFRA RED Program, ABCA Nominate a Conservationist of the Year invitation and the Community Futures Middlesex outreach for new volunteer board members.

Committee Reports

CEDC

L. deBoer advised that Minutes from the two previous committee meetings are included and there was good conversation at the last meeting regarding green initiatives/projects and how we can start to move this forward. Discussion was had regarding the possibility of a separate committee for green initiatives specifically and reaching out to other municipalities to share on joint initiatives.

ABCA and UTRCA

A Westman advised that ABCA did not meet in January however UTRCA did with a fairly light Agenda. He advised that Conservation Authorities often own property that contains heritage buildings which require upkeep and investment and in the face of budget cuts to Conservation Authorities the UTRCA will be doing a review of property they own and discuss what could possibly be liquidated.

Staff Reports

CAO/Clerk

R. Reymer advised the draft development charges bylaw is now available on our website and at the township office for viewing. He noted some minor changes made to the initial draft by B.M. Ross Engineers.

R. Reymer gave some further updates including the strategic plan, OCIF allocation announcement, modernization delivery review and the new County Planner employee, Dan Fitzgerald, whom will cover Lucan Biddulph and start February 6th. R. Reymer further advised that he and Councillor A. Westman will be attending the MECP (Ministry of Environment, Conservation and Parks) Consultation session in London on February 14th and R. Reymer will attend the Proposed OPP Services Board Consultation meeting on February 19th.

Finance

K. Langendyk advised she and R. Reymer met with Kevin Routley from Selectpath last week to discuss the Township group benefits renewal. She asked if there were any questions regarding her report included and noted there will be no impact on the 2020 budget as there was no increase in premium rates.

K. Langendyk advised interim tax bills are being sent out this week and due dates are February 28th and May 29th. She further advised that two finance committee meetings have taken place to review the draft 2020 budget and the budget process will be moving forward with a presentation to council at the March 3rd meeting.

Councillor P. Mastorakos raised a question regarding a letter sent out the beginning of January regarding property taxes. K. Langendyk advised that any property that carried a balance, either debit or credit, received a statement requesting them to contact the auditor if they were in disagreement with the balance shown and further noted this letter was as per direction of the auditor.

Public Works

J. Little gave a few updates including tenders for gravel and dust control having been sent out, and that public works staff are working together with Spriet Associates to try and clean up all outstanding municipal drain accounts. He further noted the tender for the Nagle Drive water main project has been prepared however Dillon Consulting is waiting on comments from the MTO regarding the road boring required.

Parks & Recreation

P. Smith reviewed his report regarding replacement of the shell and tube chiller at the Lucan Community Memorial Centre and relayed the importance of ensuring tenders get out as soon as possible so replacement can happen prior to the fall 2020 season. He further confirmed this is a capital replacement listed on the 2020 budget. Mayor C. Burghardt-Jesson advised FCM has a green fund grant and staff should look to see if there is opportunity for that grant with this capital replacement.

P. Smith provided an update and outlook for 2020 from the parks & recreation department including new agreement to be completed for lease of soccer field no. 3 for the 2020 season as well as possible short term plan going forward; further program developments for different age groups, upcoming community events, fire system upgrades, drainage improvements, ball diamond upgrades and maintenance, donated bench and entrance walk in memory of Ron Simpson, staff developments, plans for tree planting, structural inspections of pavilions, playground surface top-up and goals for the Parks & Recreation Committee.

Councillor's Comments

Councillor P. Mastorakos commented on the memorial bench being donated from the Gift of Life Association in honour of the late Ron Simpson who was both an organ recipient and donor and noted some useful facts regarding organ donation.

2/ Atkinson Drain

Moved by A. Westman

Seconded by P. Mastorakos

That the Township of Lucan Biddulph 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 Atkinson Drain subject to the required 30 days notice to the applicable Conservation Authority.

CARRIED

3/ Blake Drain

Moved by A. Westman

Seconded by P. Mastorakos

That the Township of Lucan Biddulph 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 Blake Drain subject to the required 30 days notice to the applicable Conservation Authority.

CARRIED

4/ Chiller Replacement - Lucan Community Memorial Centre

Moved by A. Westman

Seconded by D. Manders

That the Council of the Township of Lucan Biddulph authorize staff to request tenders for the replacement of the shell and tube chiller at the Lucan Community Memorial Centre with a new plate frame chiller and surge drum.

CARRIED

5/ PRO Conference

Moved by P. Mastorakos

Seconded by D. Manders

That the Council of the Township of Lucan Biddulph authorize Paul Smith to attend the Pro Educational Forum and Trade Show through PRO (Parks and Recreation Ontario) in Blue Mountain, Collingwood from Mar 24-Mar 27, 2020, the registration fee of which is covered by our municipal PRO membership.

CARRIED

6/ ORFA Professional Development Program

Moved by A. Westman

Seconded by P. Mastorakos

That the Council of the Township of Lucan Biddulph authorize Paul Smith, Brett Hodgins and Jesse Manders to attend the ORFA annual Professional Development Program from April 26 to May 1, 2020 at the University of Guelph at a cost of \$1,452.05 per person (including HST) for two participants and a cost of \$1,491.60 (including HST) for the third participant. Note the difference in registration fees for the third participant is due to different course material.

CARRIED

7/ Confirming

Moved by D. Manders

Seconded by A. Westman

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:

- 03-2020 Confirming By-law

CARRIED

8/ Adjournment

Moved by P. Mastorakos

Seconded A. Westman

Resolved that the Council meeting be adjourned at 8:01 p.m.

CARRIED

MAYOR

CLERK

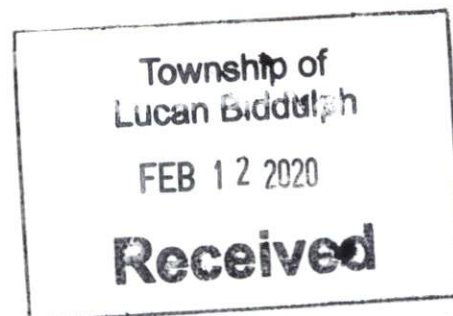
Business Arising – Minutes of February 4, 2020

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
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	Spring 2020
Nagle Drive	Majority of Nagle Drive residents are in favour to proceed with the waterline extension.	Staff were given direction to keep moving forward and develop a report for Council.	Ongoing

February 7, 2020

Lucan Biddulph
Ron Reymmer, CAO
Box 190, 270 Main Street
Lucan, ON
N0M 2J0**Re: 2020 Request for Letter for Private Applications for Mosquito Larviciding Permits**

We are requesting local assistance in coordinating the documentation that is needed to support a larvicide permit application from licensed exterminators on behalf of private property owners for West Nile Virus control in each local municipality within Middlesex County.

The Ministry of the Environment, Conservation and Parks (MOECP) through the regional offices of their Operations Branch, is responsible for issuing permits authorizing the use of larvicides in municipal mosquito control programs. In order to support West Nile Virus control programs, MOECP will review completed permit applications, with the appropriate support documentation, within five business days of their receipt. Applications for permits for nuisance purposes may not receive the same level of priority depending on the demand.

To address these requests, and not create an onerous burden for MOECP regional office permit approvals or Health Units, MOECP has established the following protocol:

- MOECP requests that one blanket letter of support for larviciding within the Medical Officer of Health's Health Unit for the prevention and/or control of West Nile Virus on private property be provided to the appropriate MOECP Regional office. MOECP will retain this letter on file for 2020. *The Medical Officer of Health for Middlesex-London has already provided this letter to the MOECP's Southwestern Region Office for this purpose.*
- MOECP requests that local municipalities draft a "blanket authorization" letter to the MOECP Director under the *Pesticides Act* and the Medical Officer of Health for the larviciding (methoprene) of catch basins on private property in their municipality. Municipalities that wish to have specific notification requirements in the permits or other conditions (see attached template letter) can include them in their letter to the MOECP for 2020.

-2-

- Applicators holding the Mosquito/Biting Flies license that are contracted by a private property owner, will be requested to “bundle” their customers together by Health Unit area and make a single permit application including support documentation as outlined in the *Permit Applicant Guide: Controlling Mosquito Larvae for Prevention and/or Control of West Nile Virus*. (MOECP will contact the licensed pest management industry by direct mail and also provide web site information to encourage a single permit application). Pest management companies contracted by private property owners may wish to submit bundles biweekly if it is warranted.
- MOECP will append the Medical Officer of Health blanket support letter and any lower tier municipal approvals/orders for catch basin treatments to the private property permit application.
- MOECP will attempt to review completed private property West Nile Virus permit applications within five business days but they will be prioritized on the basis of size in the event MOECP staff receive numerous applications. Public notification, monitoring and final report requirements will be identical to municipal larviciding permit approvals.

Please find attached a blanket letter template that you may wish to modify or use as a template for your local municipal support letter. You may wish to specify requirements or procedures to be carried out by the licensed exterminator that MOECP will place as conditions to any approved permit in this letter.

The letter should be directed to the Ministry of the Environment and Climate Change c/o Crystal Lafrance, Supervisor, Air, Pesticides and Environmental Planning or Karl Soetemans, Regional Pesticide Specialist, 733 Exeter Rd., London, Ontario, N6E 1L3.

Please send a copy of the letter of support as requested above to the Middlesex-London Health Unit, c/o Dr. Christopher Mackie, Medical Officer of Health, 50 King Street, London, Ontario, N6A 5L7.

Thank you in advance for your consideration of this request.

Yours truly,



Stephen Turner
Director
Environmental Health and Infectious Diseases Division

pc: Christopher Mackie - Medical Officer of Health

attachment

Suggested Letter Template

Dear Medical Officer of Health and Director under the *Pesticides Act*:
[cc MOE Regional Pesticides Specialist]

The **[Name of municipality]** supports local action by the Middlesex-London Health Unit to reduce the risk of West Nile Virus including, larviciding catch basins and other surface water locations within our jurisdiction. In addition, **[Name of municipality]** supports any permit application for West Nile Virus control submitted to the Ministry of the Environment from an appropriately licensed exterminator contracted by a private property owner, to apply a larvicide into catch basins located on private property within **[name of municipality]**.

[Signed by an official representative of the municipality]

From: Bettina Weber <bweber@middlesex.ca>

Sent: Thursday, February 06, 2020 3:35 PM

To: Ann Wright <wright@middlesexcentre.on.ca>; Arend Noordhof <kerwoodfiredept@bellnet.ca>; Barbara Pinell <BPinnell@southwestmiddlesex.ca>; Bob Hansen <rhansen@southwestmiddlesex.ca>; Cathy Case <treasurer@adelaidemetcalfe.on.ca>; Donna Elliott <info@adelaidemetcalfe.on.ca>; 'firstpiggy@yahoo.ca' <firstpiggy@yahoo.ca>; Greg Vandenheuval <gregv@northmiddlesex.on.ca>; Jackie Tiedeman <jackiet@northmiddlesex.on.ca>; Jennifer Turk <jturk@adelaidemetcalfe.on.ca>; Jill Bellchamber-Glazier <cao@southwestmiddlesex.ca>; John Elston <jelston@middlesex.ca>; Jonathon Graham <JonathonDG@northmiddlesex.on.ca>; Judy Gratton <judyg@northmiddlesex.on.ca>; Michael Di Lullo <dilullo@middlesexcentre.on.ca>; Mike Henry <MHenry@thamescentre.on.ca>; Mike LeBlanc <mleblanc@thamescentre.on.ca>; Ron Reymer <rreymer@lucanbiddulph.on.ca>; Scott Jones NMSx <scottj@northmiddlesex.on.ca>; Shannon Leitch <leitchs@middlesexcentre.on.ca>; Tammy Butt <TButt@thamescentre.on.ca>; Tina Merner <tmerner@lucanbiddulph.on.ca>; Village of Newbury <office@newbury.ca>

Cc: Bettina Weber <bweber@middlesex.ca>; Bill Rayburn <cao@mdlsx.ca>; Brad Thompson (brad@vsmiddlesex.org) <brad@vsmiddlesex.org>; Chris Bailey <cbailey@middlesex.ca>; Chris Traini <ctraini@middlesex.ca>; Cindy Howard <choward@middlesex.ca>; Insp Dean Croker OPP <dean.croker@opp.ca>; John Elston <jelston@middlesex.ca>; Judy Green MLHU <Judy.Green@mlhu.on.ca>; Kathy Bunting <kbunting@middlesex.ca>; Lindsay Brock <lbrock@middlesex.ca>; Liz Adema <eadema@middlesex.ca>; Michael Longeway <mlongeway@mlems.ca>; Morgan Calvert <mcalvert@middlesex.ca>; Neal Roberts <nroberts@mlems.ca>; Pauline Andrew <pandrew@middlesex.ca>; Ryan Hillinger <rhillinger@middlesex.ca>; Steve Haight OPP <steve.haight@opp.ca>; Trevor McLellan SA <Trevor_McLellan@can.salvationarmy.org>; Warden Burghardt-Jesson <cburghardtjesson@middlesex.ca>

Subject: Introduction to Community Emergency Management (ICEM) Workshops

Good afternoon—

I have been asked to offer a series of short workshops, providing an Introduction to Community Emergency Management, for staff and councilors who may not be members of their municipality's Emergency Control Group or Emergency Management Program Committee.

The 3-hour workshops will cover the following topics:

- what annual emergency management requirements must municipalities meet under Ontario legislation?
- what are OFMEM, CEMC, EIO, EOC, EMPC, ECG and what do they do?
- how do municipal staff respond to community emergencies?
- what is a Declared Emergency, and when does this occur?
- how can staff better prepare themselves for emergency situations?

There will be handouts and other printed information, and time for questions from the workshop participants. If you have taken a Basic Emergency Management course in the distant past, you may find this workshop a convenient "refresher"—all are welcome. There is no cost for Middlesex municipal or County staff or elected officials.

I would like to offer a few ICEM Workshops across the County, to provide a choice of dates and locations. I will contact the CEMCs in these municipalities, to schedule the sessions. Once the list is finalized, I will resend to all municipalities.

Proposed ICEM Workshops for 2020:		
Municipality:	Date & Time: (schedule 3 hours + 30 min for breaks)	Workshop Location:
Southwest Middlesex		
Middlesex Centre		
Thames Centre		
Middlesex County		Middlesex County Building
Other?		

Please feel free to contact me, if you have any questions or concerns. Thank you for your ongoing support of Community Emergency Management in Middlesex County.

Bettina Weber

Community Emergency Management Coordinator (CEMC)

Middlesex County

399 Ridout St. N.

London, ON N6A 2P1

Cell: 519-319-4906

Fax: 519-434-0638

bweber@middlesex.ca

www.middlesex.ca





DO YOU LIVE AND WORK IN THE MEDWAY CREEK WATERSHED?

You're invited to the Medway Creek Open House.

Tuesday, February 25, 2020
Medway High School, 14405 Medway Road, Arva



We're bringing the community together to update everyone about the ongoing work to improve the Medway Creek watershed and how you can get involved!

5:30 pm - Doors open to view displays and talk to experts

7:00 - 8:30 pm - Presentations and discussions:

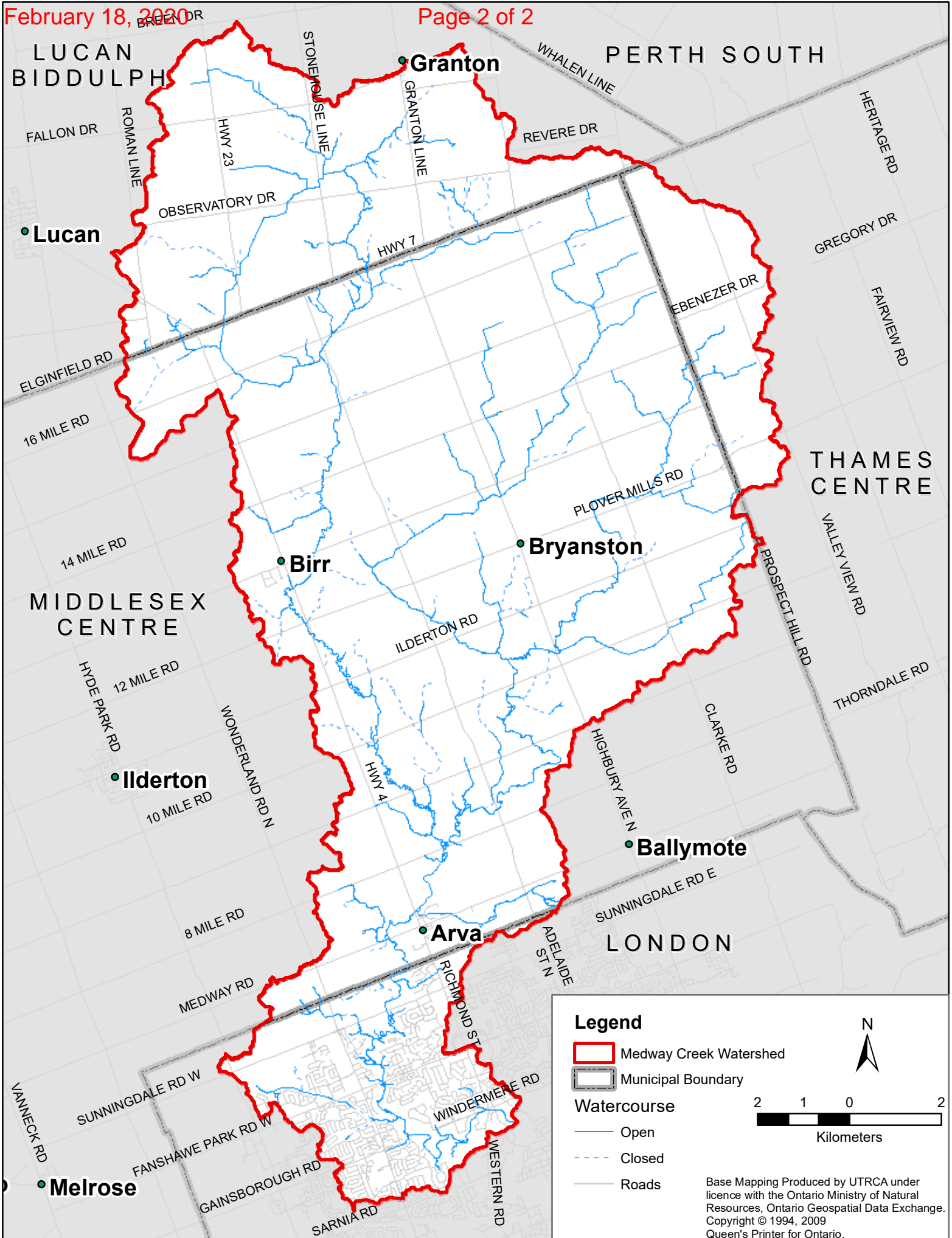
- Beavers & other wildlife in the Medway Creek watershed
- Planting trees for the future
- Projects aimed at reducing phosphorus in the creek
- What the Friends of Medway Creek have been up to
- How you can get involved

*See Medway watershed map on reverse

For more information, contact:
Julie Welker
519-451-2800 ext. 255
welkerj@thamesriver.on.ca

UPPER THAMES RIVER
CONSERVATION AUTHORITY





Legend

- Medway Creek Watershed
- Municipal Boundary


Watercourse

- Open
- - - Closed

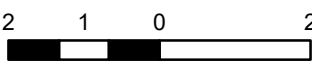
Roads

-

N



2 1 0 2



Kilometers

Base Mapping Produced by UTRCA under licence with the Ontario Ministry of Natural Resources, Ontario Geospatial Data Exchange. Copyright © 1994, 2009 Queen's Printer for Ontario.

From: Taylor Rummell <trummell@middlesex.ca>

Sent: Monday, February 03, 2020 3:46 PM

To: Lisa deBoer <ldeboer@lucanbiddulph.on.ca>; Ron Reymer <rreymer@lucanbiddulph.on.ca>; 'mairs@middlesexcentre.on.ca' <mairs@middlesexcentre.on.ca>; 'dilullo@middlesexcentre.on.ca' <dilullo@middlesexcentre.on.ca>; Demetri Makrakos <dmakrakos@strathroy-caradoc.ca>; franquilli@strathroy-caradoc.ca; 'Mike Barnier' <mikeb@northmiddlesex.on.ca>; 'mhenry@thamescentre.on.ca' <mhenry@thamescentre.on.ca>; Jill Bellchamber-glazier <jbellechamber-glazier@southwestmiddlesex.ca>; 'Cathy Case' <ccase@adelaidemetcalfe.on.ca>; Village of Newbury <office@newbury.ca>

Cc: Cara Finn <cfinn@middlesex.ca>

Subject: Ec Dev Roundtable Minutes & Presentation

Good afternoon,

Thanks to everyone who was able to make it out for the Economic Development Roundtable meeting last Thursday.

I'm attaching an electronic version of the County Economic Development Update for your review. Please feel free to share this presentation with your local Ec. Dev. Committees and/or Councils as you see fit.

The minutes of the meeting are also attached for your review. Our next meeting is TBD.

As always, if you have any questions, or would like to access any of the additional information referenced in the County presentation, just let me know.

Have a great evening,

Taylor Rummell
Economic Development and Communications Assistant



399 Ridout St. North
London, ON N6A 2P1
Tel. 519-434-7321 Ext. 2353
trummell@middlesex.ca
www.investinmiddlesex.ca
www.visitmiddlesex.ca



**Middlesex County Economic Development Round
Table Meeting Minutes
January 30, 2020**

Present: Cara Finn (Middlesex County), Taylor Rummell (Middlesex County), Scott Mairs (Middlesex Centre), Michael Di Lullo (Middlesex Centre), Mike Barnier (North Middlesex), Demetri Makrakos (Strathroy-Caradoc), Jill Bellchamber-Glazier (Southwest Middlesex), Lisa deBoer (Lucan Biddulph), Ron Reymer (Lucan Biddulph), Mike Henry (Thames Centre)

Regrets: Cathy Case (Adelaide Metcalfe), Betty Gordon (Newbury)

I. Welcome

Cara welcomed everyone in attendance, and lunch was served.

II. Roundtable Discussion Local Economic Development Updates

North Middlesex - Mike Barnier

- Municipality is largely focused on residential growth at this time.
- Investment interest is at a high in Downtown Parkhill leaving low vacancy rates.
- Finalization of a 114 lot subdivision agreement in Parkhill.
- Subdivision plans from late 70's brought back to table for severed lots in municipality, though much change is necessary to these to bring up to date.
- Residential development in Ailsa Craig of about 39 lots in one area and a larger subdivision in another area of town to begin in near future.
- Municipality seeing wastewater issue persist due to proposed residential growth. Development of residential lots to be done in smaller phases to accommodate.
- Development of water treatment plant in Parkhill and water tower in Ailsa Craig in planning stages.
- Municipality purchased Hensall Co-op location in for emergency services expansion.
- Recent opening of new subway restaurant and gas station in Parkhill.

Middlesex Centre - Scott Mairs & Michael Di Lullo

- Municipality has seen a high increase in residential growth overall.
- Development is not only being seen in Komoka/Kilworth and Ilderton but in pocket areas such as Denfield and Coldstream.
- Various mid-rise proposals have been received and are being reviewed.
- Economic Development Strategic Plan is being issued with support of consulting firm to help shape vision and goals.
- Municipality is keeping an eye on Strathroy-Caradoc's CIP re-development process in hopes it will assist with the revitalization of theirs.
- Partnership in works with Western University in regards to possible wastewater treatment study. Trojan Technologies to join partnership as well.
- CFDC to move into new unit by dental office in Ilderton.
- Pharmacy to possibly move into units by Tim Hortons. Subway proposal was declined.

- Home Hardware in Kilworth is in the advanced development stages.
- Shoppes of Komoka received new business – Komoka Mortgage Centre and other businesses are showing interest in space there as well.
- Municipality to host Home and Leisure Show at Ilderton arena with around 68 booths.
- Working with Strathroy-Caradoc on Community Transportation Project as Wellness Centre will be featured stop along route.
- Site development behind Komoka Wellness Centre is taking longer than expected but is still ongoing.

Strathroy-Caradoc - Demetri Makrakos

- Community Transportation to launch April 1st. Communications are ongoing for this project.
- Explorer Solutions has been hired to assist with the design and development of industrial park vision and attraction strategy.
- Revamping of Downtown Master Plan and CIP in partnership with County. Public consultation is scheduled for next Wednesday.
- Municipality has applied for the Skills Catalyst Fund through the Provincial Government. This funding would be used to develop a skills trade centre with the support of LDCA following the need for more space than what it currently in use. This will target youth as an education piece and be used for field trips through partnerships with both school boards. The space could be rented by other organizations for event purposes so that the space continues to be utilized in off-hours. With the recent demand for trade workers, this could also introduce a partnership with Fanshawe College for skills training in the local community.

Southwest Middlesex - Jill Bellchamber-Glazier

- Daycare to be built as result of 2.5 million in Childcare funding received through the City/County.
- New Economic Development Strategy received RED Program funding approval. As a result of this, the creation of a new part-time Economic Development position is a possibility.
- Micro cannabis site received approval from Council. With the new business comes 8 new job opportunities in municipality.
- New subdivision plans coming to fruition, this will be the first condo development for the municipality.
- Economic Development Committee to receive presentation from Middlesex County's Director of Economic Development, Cara Finn and Director of Planning, Durk Vanderwerff regarding implementation of a CIP next week.
- Cooper Standard underwent recent layoffs however no plans for plant closure have been announced.

Lucan Biddulph – Lisa deBoer & Ron Reymer

- Used automobile dealership has re-opened – Nevin's Auto Group – under new ownership.
- Reports of limited available commercial space; leaving low vacancy rates in Township.
- Baconfest concert lineup announced. Further planning and promotion of event is underway.
- Lots in Phase 1 of industrial park are sold out. Looking to market Phase 2 as a whole, if no interest, it will be broken up and marketed as smaller pieces of land.

- Residential growth is at an all-time high in municipality with various new subdivisions and mid-rise buildings in planning or development phases. Concern over fire serving for buildings over 3 storeys.
- Township to solve water sanitation issue before moving ahead with some developments.
- Continued demand and interest for car wash development in Township. Site plan has been approved for several years without take-up of owner.
- Sobeys still holding back on their plans to expand Foodland operation in town.

Thames Centre – Mike Henry

- Thorndale and Dorchester are both seeing tremendous residential growth.
- Municipality is also needing to expand water sanitation treatment to accommodate residential growth.
- Economic Development Strategic Plan to conclude within two months.
- RED Program funding was not approved for municipality to improve signage strategy.
- The new Thorndale Community Centre will break ground in 2020 on currently owned 19 acre parcel. There is concern that Thorndale could see need for more recreational space with abundance of residential and commercial development.
- Thorndale is to expect future development of Tim Hortons and two gas stations.
- Fanshawe has expressed interest in developing a truck driving school in industrial park within Thames Centre. Connection has been made to discuss the opportunity with land owner.
- This week, County Council approved Voyago as the transportation provider for the County's Community Transportation project, which will be piloted in Thames Centre this April.

Adelaide Metcalfe (provided by Cathy Case)

- Cara noted the Dashwood is now operational.
- No other updates were provided.

Newbury (provided by Betty Gordon)

- No updates were provided

I. New Businesses

- The group was asked to notify Middlesex County Economic Development of any new businesses in their municipalities so that a formal welcome from the County could be sent out.

II. Middlesex County Economic Development Updates - Cara Finn

- Please see attached presentation for updates

Next Meeting: TBD

MIDDLESEX COUNTY
Economic Development Department
Update
2019 Recap/ 2020 Intentions

Cara A. Finn, BBA, M.Ad.Ed.
Director of Economic Development
519-434-7321 cfinn@Middlesex.ca

ECONOMIC DEVELOPMENT MUNICIPAL ROUNDTABLE MEETINGS



- Quarterly Meetings for Economic Development Best Practice Sharing among local municipal staff
- Can feature a key presentation on a current economic development strategy/practice/issue in Middlesex County
- Q3 2019 meeting featured a presentation from local developers regarding considerations for investment in communities across Middlesex

TEENY TINY SUMMIT

- ▶ Middlesex County's Department of Economic Development teamed up with OMAFRA to host the Teeny Tiny Summit on April 10th at Purple Hill Country Music Hall
- ▶ 120 people attended for a day full of best practice sharing and networking among small municipalities
- ▶ Presentations can be found at:
www.teenytinysummit.com/thorndale



Middlesex County's Department of Economic Development is pleased to host...

BIG IDEAS FOR SMALL PLACES

Ontario
invest in middlesex

TEENY TINY SUMMIT

2019

Wednesday, April 10th, 2019
8:30 a.m. - 3:00 p.m.

Purple Hill Country Music Hall
Thorndale, ON

Engage with community development leaders from across Ontario

Get inspired by real projects happening in small places just like yours

Take away valuable best practices and lessons learned from other teeny tiny communities

Be entertained by exciting speakers from a variety of sectors along with local talent

teenytinysummit.com

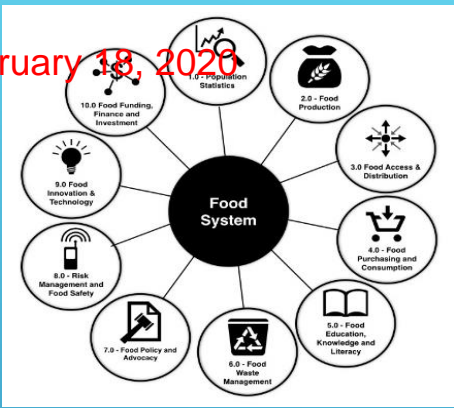
Featuring Andrew Campbell of Fresh Air Media and keynote speaker and world-renowned Community Development Champion Peter Kenyon of Bank of Ideas

Tickets are \$40.00 - Reserved Seating Only
Breakfast & Lunch Included

Registration is now open. Get your ticket no later than March 31st via Eventbrite.ca

Questions? info@investinmiddlesex.ca or call 519-434-7321 Ext. 2251

investinmiddlesex.ca



LOCAL FOOD POLICY COUNCIL

- London-Middlesex partnership including London Food Bank, City of London, Middlesex-London Health Unit, etc.
- Guided the Council through a focused strategic planning process in 2019
- The Council has formed a new partnership with **The Grove** at Western Fair. The group will be meeting there now and working on co-operative projects



SPRING AGRI-BUSINESS TOUR

- The Agri-business tour took place on June 5, 2019 and included stops at:
 - ***Kustermans Berry Farm***
 - ***Weed MD***
 - ***Great Canadian Ginseng***
 - ***BJ's Country Market***
- Numerous funding partners and sponsors involved.
- Attendance and feedback have been overwhelmingly positive.



FALL AGRI-BUSINESS TOUR

- We also aided the London Chamber of Commerce and Fanshawe College in hosting their Agri-business tour in October 2019.
- The focus of this tour was on Fanshawe's Agri-Management and co-operative education programs.
- Stops included:
 - **Weed MD**
 - **Cuddy Gardens**
 - **Fanshawe College – Main Campus**
- Despite the weather, the tour was very well received



AWARDS

- Invest in Middlesex received a Marketing Canada award from the Economic Development Association of Canada for Fields to Forks
- This award was presented by the County to our partners.. Bell Media and agri-business stakeholders represented by the Middlesex and Ontario Federations of Agriculture at the October 8th meeting of County Council



AGRI-NET



- Took place at RBC (London Convention Centre) February 2019
- 60+ exhibitors
- Several hundred attendees
- Focus on agri-food in the region



Showcasing our Agri-Business Connection in YOUR Region
Don't Miss Your Chance to Exhibit at this Premier Event!

The London Chamber of Commerce is pleased to announce the return of Agri-Net, a one of a kind event designed to showcase the agribusiness connection in our region. As a business or organization that is a part of or serves the agribusiness community, we would like to invite you to participate as an exhibitor.

This event will draw representation from a wide array of exhibitors in the Agribusiness sector including but not limited to farm operators, food producers, equipment manufacturers and suppliers, farm insurers, transportation, local restaurants, beer and wine producers and those looking to network with the Agribusiness sector.

This is a mega networking event, complete with opportunities to meet new people and business prospects, along with tasty food samples, cash bar and a few exciting surprises.

Wednesday February 13, 2019
4:30 - 7:00 pm
London Convention Centre

WORKFORCE STRATEGY



- The “Middlesex Matters” Youth Forum took place in February. 120 Grade 10 students from Middlesex County schools participated.
- Two Employer Roundtable sessions were hosted. One in the Spring and one in the Fall. A summary report on each session’s findings is available by contacting Cara.
- Attended both 2019 London and Area Job Fairs and Sewing the Seeds Job Fair to promote www.workinmiddlesex.ca. Please continue to refer job seekers and employers to this valuable resource

MIDDLESEX WORKFORCE DEVELOPMENT PARTNERSHIP

Employer Roundtable Forum

Thursday, October 10th
8 a.m. - 10 a.m.
Community Employment Choices
16B Second Street, Strathroy
BREAKFAST PROVIDED!

LOCAL EMPLOYERS: PLEASE JOIN US IN A FACILITATED DISCUSSION ABOUT ISSUES YOU ARE FACING CONCERNING THE RECRUITMENT AND RETENTION OF TODAY'S WORKFORCE.

To register:
T. 519-245-8500 or 1-800-478-2111
E. reception@communityemploymentchoices.ca

Hosted by middlesex

The flyer features three circular images: a chef in a kitchen, a woman in a green shirt working at a table, and a person in a field. It also includes the logos for Community Employment Choices and Middlesex.



WORKFORCE STRATEGY

- Hosted a reverse job fair for guidance counselors, co-op and tech teachers from both school boards on Oct. 29th
- The Middlesex: The Place We Call Home Resident/Workforce Attraction project launched in Fall 2019. 6 interviews with County “Newcomers” were filmed and a compilation video and online flipbook publication have been produced and are available on the investinmiddlesex.ca and workinmiddlesex.ca websites. All municipalities will be invited to link to the project.



COMMUNITY IMPROVEMENT PLANNING

- Partnered with the Municipality of Strathroy-Caradoc on the review of their CIP and Downtown Master Plan
- Produced a CIP Primer for all local municipalities to use to redevelop existing programs or to use to develop new CIPs in their own areas
- Released to municipalities December 2019



SAMPLE OF 2019 EVENT ATTENDANCE

- EDCO - February 2019
- Queen's Park - February 2019
- SWOTC Conference - March 2019
- International Women's Day - March 2019
- Expo West - March 2019
- Baconfest - July 2019
- EDAC - September 2019
- London and Area Job Works - September 2019
- Newcomer Day - October 2019
- Private Label Manufacturing Show - November 2019
- Economic Outlook - November 2019



COMMUNITY PROFILE AND DEMOGRAPHIC INFORMATION

INCOME

CHARACTERISTIC	MIDDLESEX	MIDDLESEX & LONDON	ONTARIO
Population 15 years and over	61,384	405,848	12,028,035
With income	59,293	389,094	11,502,660
Without income	2,092	16,754	525,374
Average income \$	\$53,893	\$48,668	\$52,511
Median income \$	\$42,029	\$37,617	\$36,975
Total - Composition of total income in 2019			
Employment income %	75%	72%	74%
Government transfer payments %	12%	14%	13%
Average household income \$	\$111,250	\$91,863	\$106,649
Median household income \$	\$92,696	\$70,556	\$81,820
Manifold Data Mining Inc Superdemographics 2019			

- County specific demographic information has been updated on the website as of December 2019
- Printed copies of the newest Community Profile will be made available to all local municipalities by the end of March

TARGETED INVESTMENT ATTRACTION

- Targeted digital FDI strategy has been running since Fall 2019
- Pilot is Central United States
- Cost effective as we are able to capitalize on photo, video and web content assets
- Response rates continue to come in at 4- 10X average



ONTARIO FOOD CLUSTER

- Membership remains strong
- Export Canada funding secured for 2019 and attended:
 - Expo West - Anaheim
 - Summer Fancy Food – New York
 - ANUGA - Cologne
 - PLMA - Chicago

- met with over 100 companies in Germany and the US looking to enter or expand in the Ontario market
- Have secured space for local firms in Ontario Pavillion (i.e. Hollandia)



2019 ADVERTISING

Visit Middlesex was featured in the following:

- ▶ Gemini Sportsplex
- ▶ Komoka Wellness Centre Ice Rink
- ▶ Villager Magazine
- ▶ Daytripping Magazine
- ▶ Ontario Summer Fun Guide
- ▶ Lucan Community Guide
- ▶ Cineplex Theatres
- ▶ Thames Talbot Land Trust Trail Guide
- ▶ Eat Drink Magazine
- ▶ Blogs including Travellinfoodie; TravellingMitch; Small Town Getaways
- ▶ Cruise the Coast
- ▶ Next Stop Taste

Invest in Middlesex was featured in the following:

- ▶ Business London Magazine
- ▶ Perspective
- ▶ Business Facilities Magazine
- ▶ Business View Magazine
- ▶ Expansion Solutions Magazine

visit middlesex county

explore

taste

experience

unwind

DISCOVER OUR GRASSROUTES

www.visitmiddlesex.ca

#visitmiddlesex

Middlesex County is sparking a lot of investment interest these days.

Middlesex is a rich rural-urban landscape in the heart of southern Ontario, and boasts all the real factors for manufacturers looking to expand or upgrade facilities:

- ✓ Prime location
- ✓ Affordable land prices
- ✓ Tailored workforce
- ✓ Multi-level government support
- ✓ Outstanding quality of life

Save corporations are always investing, building and benefiting from the outstanding opportunities in Middlesex.

Ship Anywhere from Here

Trucking - Reliable transportation connections keep products and services rolling down the 401 and 402 highways to destinations across the globe. U.S. deliveries from Middlesex have three border crossing options (Detroit/Windsor, Fort Huron/Sarnia and Buffalo/Fort Erie) all within a two-hour drive.

Traffic - From Canadian National and Canadian Pacific Highway corridors to the county.

Airport - London International Airport is a key gateway for cargo and people.

Freight - Port access to shipping channels in the Great Lakes is only sixty minutes away.

Great companies will be in great company

The county's economic development plan is perfectly suited to manufacturers looking to put down roots in one of its many business parks. Site ownership is a mix of private and municipal and the steady growth of new investment sparks visitors about how firms are responding to what they find.

Manufacturers already on board include Ammetec Servability (Darvel Park), Carleton (Milton Park), Ideal Pipe, Algequin Bridge (Thornhill Park), and Clearwood Industries, has just announced the moving of its window & door showroom and manufacturing operation to Adelaide Meadows. Each company has its own reasons for making Middlesex home but the municipality's business-friendly approach definitely comes into play.

The county's most recent Ontario Investment Ready Certified Industrial Site (GI-0001) follows two other municipally owned sites that have undergone the same rigorous process. Companies permitted to locate here can be confident that the diligent work of gathering property information, mapping, and consulting the environmental, heritage, archaeological and species assessments will reduce risk and advance their construction.

Winning around the city of London (pop. 400,000+), Middlesex County has a growing population of over 75,000 residents. This proximity to Canada's 7th largest market gives manufacturers access to established economic sectors. Also on the doorstep are two large educators: Western University and Fanshawe College. Both institutions care as leaders in research and public/private partnerships, who're graduating more students and skilled people in employees eager to start their careers. In addition, Stats Canada (ranked 10th) identify Middlesex residents as possessing education levels higher than the national average.

It's a Wonderful Life

Short commutes, bright, flat roads, fresh air, safe spaces, many when living options, and access to world-class healthcare are just part of the Middlesex appeal. There's also the county's rich offering of arts, entertainment, and culture and that create an amazing quality of life for families of all types. Now that's an idea!

The highway to investment success leads to Middlesex County

investinmiddlesex.ca

SITE SELECTION AND INVESTMENT CONSULTATIONS

- Site selection services for brokers and investors
- Consultation with developers on existing lands and new project potential
- Consultation with land owners regarding investment attraction
- Meetings with municipal staff, Planning and Engineering to ensure proper “fit”



BUSINESS PROFILE VIDEO SERIES



- Produced 8 business investor profile videos
- One business from each municipality covering all four key sectors:
Small Business Tourism Manufacturing Agriculture
- 50% partnership \$\$ from SWOTC for our Tourism videos
- Produced a new looping videos for Invest in Middlesex homepage
- Produced a new collective video showing snippets from each of the eight videos produced this year as well as a Workforce focused video from the past 5 years of videos
- Being showcased on our Invest in Middlesex County website and on Youtube
- Selecting one video every month to feature on a Facebook ad
- Each municipality and each business has received a copy to cross-promote

WELCOME TO MIDDLESEX AND BUSINESS APPRECIATION PROGRAMS

- Our Welcome to Middlesex Program has been running through 2019 and been met with very positive responses from businesses.
- In December 2019, we also launched a business appreciation program to companies in Middlesex who deserve to be recognized for good work
- Packages include a detailed letter from the County, Invest in Middlesex promotional items, Community Profile booklet and more.
- Please continue to inform the County by way of a quick email to info@investinmiddlesex.ca when a new business moves into your community or one deserves to be recognized so that we can send them a package.



UPDATED SUCCESS STORIES BROCHURE



- County staff has just updated the Success Stories Brochure which features businesses in 7 of the local municipalities
- The booklet will be available to be linked to off of the Invest in Middlesex website by February 15th
- Print copies are now available

INDUSTRIAL PARKS

- Southwest Middlesex met all of the obligations of having their industrial site Certified Investment Ready by the Province in 2019
- The County has been working with the Township of Lucan Biddulph on meeting some of the requirements of making their Lucan based Industrial Park shovel-ready



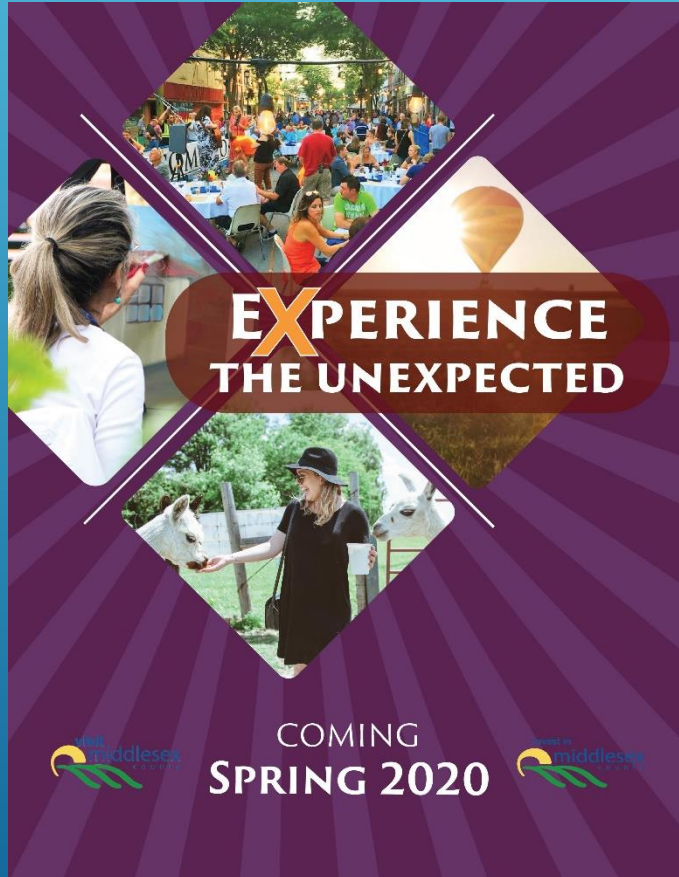
COMMUNITY ENGAGED LEARNING

- A sector analysis was performed by Western University students in early 2019 on all registered businesses in Middlesex County
- A team of graduate students in Project Management is now reviewing the 2019 Youth Forum hosted by the MWDP and making recommendations for a format for 2020





Experiential Tourism Training



- Funding has also been committed to us by FedDev Ontario to organize an experiential learning day for tourism providers in the region
- Featuring best practices for expanding the target markets, product offerings, and seasonality of local tourism operators
- A facilitated full day of hands on learning in the region

NEW MIDDLESEX CULINARY GUIDE



- Funding has been committed to us by FedDev Ontario for the production of a new Middlesex Culinary Guide
- Featuring local fare restaurants, farm gate operations, markets, and agri-food venues across the County
- Invitations to sponsor and be featured have been prepared and the MLHU has already come on board. Any municipality interested in sponsoring can request a sponsorship package from County staff
- Launching Summer 2020

AGRICULTURAL STRATEGY

- Changing Faces of Agriculture - February 27, 2020
- London Chamber of Commerce Ag Business Achievement Awards - March 2020
- Middlesex Agri-Business Tour - June 2020

The poster is for the 'Changing Faces of Agriculture' event, organized by the London Chamber of Commerce of Middlesex. It features two large silhouettes of human heads facing each other, filled with images of agricultural fields and farm equipment. The event is scheduled for February 27, 2020, from 8:00 AM to 10:30 AM at the Western Fair District - Carousel Room. Keynote presenters include Jim Acclerton and Mike Ho. A local panel of innovators includes Jeremy O'Goo, Sue-An Iversen, and Anthony Caswell. The poster also includes a paragraph about the impact of agriculture in Canada and a list of sponsors at the bottom, including Farnshaw, Weesand, Middlesex, OFA, Libro Credit Union, and EY.

London Chamber of Commerce of Middlesex
CHANGING FACES OF AGRICULTURE
FEBRUARY 27, 2020 | 8:00 AM - 10:30 AM
WESTERN FAIR DISTRICT - CAROUSEL ROOM

KEYNOTE PRESENTERS

JIM ACCLERTON **MIKE HO**

JOE DALIS **KENTH HERRICK**

LOCAL PANEL OF INNOVATORS

WESTWEST HUNTINGTON **VERMANN** **WESTERN AIR PARTNER**

JEREMY O'GOO **SUE-AN IVERSEN** **ANTHONY CASWELL**

TICKETS ARE \$80 (includes breakfast)
For tickets please visit londonchamber.com or call 519.432.7061

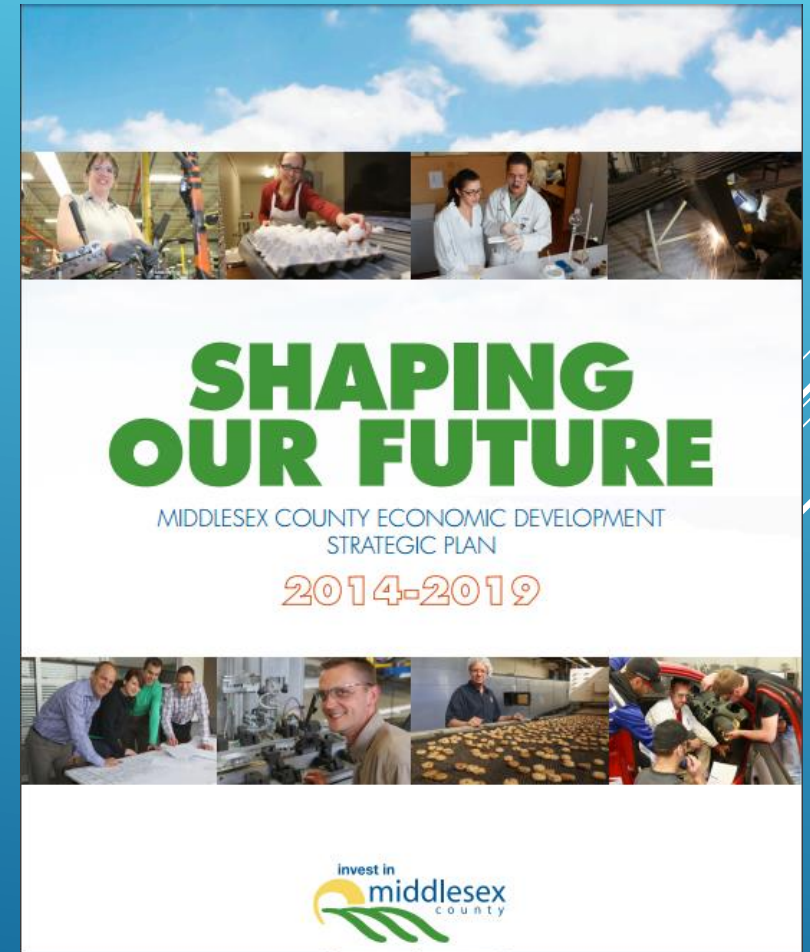
The impact of agriculture reaches far beyond the farm gate. In a dynamic global market, Canada's agri-food sector generates more than \$100 billion per year and employs one in nine Canadians. A recent federal government report highlighted agri-food as the number one sector with high-potential for growth. Here our region, we have a diverse, thriving agri-food industry with some of the best farmland and food processing capabilities in the world.

That's why, whether you work directly with agriculture or not, it's important to have a handle on some of the key factors that are impacting this vital industry. Come hear from our local experts and innovators on how they have continued to adapt as the Changing Faces of Agriculture.

FARNSHAW **Weesand** **Middlesex** **OFA** **Libro CREDIT UNION** **EY**

PROPOSED ECONOMIC DEVELOPMENT STRATEGIC PLAN

- Development of a 2020-2025 Economic Development Strategic Plan.
 - The previous plan included strategies to be implemented to 2019
 - No tourism strategy was included in the previous plan and the Ag Strategy was a separate document
 - A \$12,500 can be realized through CanExport should the plan integrate FDI strategy



LOCAL CIP CONSULTATION

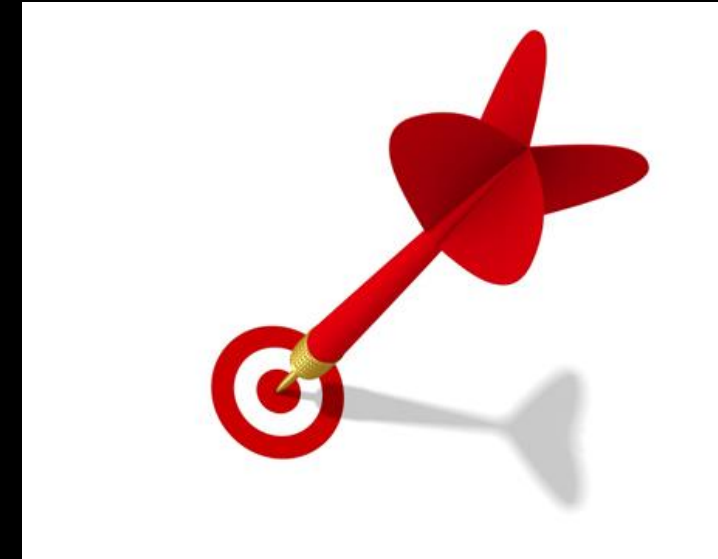
- ▶ Matching funds proposed for those local municipalities wishing to engage in public consultation to develop their own CIP or expand an existing program



**Community Improvement Plan
Review & Update**

TARGETED INDUSTRY SNAPSHOT

- Being finalized now as a next Phase to the Sector Analysis performed in 2019
- Highlighting existing industries worthy of attracting expansion or supporting businesses
- Added on will be “industry battle-cards” with best approaches to tailor sector specific outreach



SOUTHERN ONTARIO MARKETING ALLIANCE

Considering SOMA membership to aid in Foreign Direct Investment attraction

- More power in the regional message when dealing with FDI
- North Middlesex has been an individual member
- More economical at the County level
- Would not replace OFC; simply broaden our scope



Invest in Middlesex & Visit Middlesex Websites

- We continue to receive positive feedback on our sites and are constantly updating content
- As both sites are now five years old, we are have requested budget for a refresh in 2020



BUSINESS PARK PROMOTION

- ▶ Matching funds (25% with an additional 50% available through the province for those municipalities wishing to market their Certified Sites
- ▶ The development of consistent sell sheets and updated 360 videos is being considered for 2020



WORKFORCE STRATEGY

- The Middlesex Workforce Development Partnership has developed a 2020 work plan
- We have received notice of preliminary approval under the Rural Economic Development program for matching funding for the work plan initiatives of the MWDP for 2020 in the amount of \$33,000
- Projects include a Youth Forum, Educator's Tour, International Women's Day Event, Small Business Workshops, Employer Roundtables, Work in Middlesex promotions, and regional workforce development projects
- For more information, contact Cara for a copy of the work plan. The Partnership meets every month at the County building.

Middlesex Workforce Development Partnership 2018 - 2020 Strategic Plan



If you have a local Economic Development project you could use assistance with in 2020, please let us know...



Novel Coronavirus (2019-nCoV) Status Report February 10th, 2020

In late December 2019, the World Health Organization was notified of several cases of pneumonia in Wuhan, China, caused by a virus that had not been previously identified. In January 2020, Chinese officials confirmed that a new, novel coronavirus (2019-nCoV) had been identified. Since that time, cases have continued to be reported within China and in other countries around the world.

A case of novel coronavirus was confirmed in London on January 31st, 2020. However, no additional cases have been identified at this time, and the risk to the Middlesex and London community remains low.

The international, national, and provincial situation is evolving quickly. The Middlesex-London Health Unit is initiating a recurring 2019-nCoV Status Report, to keep stakeholders in our region up-to-date on the latest information about this new virus.

A. Recent Updates

Recommendations for travelers returning from Hubei province and other parts of mainland China

As of February 6th, 2020, the Public Health Agency of Canada has updated its recommendations for travelers returning from Hubei province and other areas of mainland China:

Travelers who have been to Hubei province, China in the past 14 days are to:

1. Contact local public health within 24 hours of return, to arrange for monitoring, and
2. Self-isolate and stay at home for 14 days since they were last in Hubei, and
3. Self-monitor for signs and symptoms, such as fever or respiratory symptoms.

This advice is for **all** travelers returning from Hubei province, regardless of whether, or not they are currently experiencing symptoms. Should these individuals develop symptoms, they are to:

4. Immediately notify local public health, and
5. Notify their healthcare provider prior to visiting any healthcare facility.

Travelers who have been to any other area of mainland China in the past 14 days are to:

1. Self monitor for signs and symptoms, such as fever or respiratory symptoms, for 14 days since they were last in China.

Should any of these individuals develop symptoms within 14 days of their return, they are to:

2. Immediately self-isolate, and
3. Immediately notify local public health for further assessment, and
4. Notify their healthcare provider prior to visiting any healthcare facility.

Provincial case definition

As of February 7th, 2020, the Ontario Ministry of Health has updated the case definitions used to classify those under investigation for 2019-nCoV infection. The eligibility criteria have expanded to include people who have traveled from mainland China. The previous case definition limited the affected area to Hubei province.

Continued on p. 2

Provincial case definition (continued)

The new case definition for a person under investigation (PUI) for 2019-nCoV is as follows:

A person with fever and/or cough AND any of the following:

- Travel to mainland China in the 14 days before onset of illness
- OR
- Close contact with a confirmed or probable case of 2019-nCoV within 14 days before their illness onset
- OR
- Close contact with a person with acute respiratory illness who has been to mainland China within 14 days prior to their illness onset

Any individual who meets this case definition should be tested for 2019-nCoV.

B. Surveillance Summary

A case of novel coronavirus was confirmed in London on January 31st, 2020. However, no additional cases have been identified at this time, and the risk to the Middlesex and London community remains low.

Table 1: Summary of novel coronavirus surveillance, February 10, 2020

Region	Cases	Deaths
International¹		
In mainland China² (total)	40,195	908
<i>Hubei province</i>	29,631 (74%)	871 (96%)
<i>Other provinces</i>	10,564 (26%)	37 (4%)
In other countries (total)	378	2
International total	40,573	910
National³	Confirmed positive - 7	0
Provincial⁴	Confirmed positive - 3	0
Local⁴	Confirmed positive - 1	0

¹ Data source: Johns Hopkins Center for Systems Science and Engineering (CSSE). Accessed [2020 Feb 10 at 0908 EST, data current as of 2020 Feb 08 at 0903 EST]. Available from

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

² Excludes Hong Kong, Macau and Taiwan.

³ Data source: Government of Canada. Accessed [2020 Feb 10 at 0915 EST, data current as of 2020 Feb 09]. Available from

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

⁴ Data source: Ontario Ministry of Health. Accessed [2020 Feb 10 at 0916 EST, data current as of 2020 Feb 07 at 1030 EST]. Available from <http://www.ontario.ca/coronavirus>

From: Tracy MacDonald <tmacdonald@orangeville.ca>
Sent: Monday, January 27, 2020 6:34 PM
Subject: Resolution - Environmental Awareness and Action

Good afternoon,

The Town Orangeville passed the following resolution at its January 13, 2020 Council meeting:

13.1 Councillor Peters – Environmental Awareness and Action

Resolution 2020-14

Moved by Councillor Peters
Seconded by Councillor Post

That the Town of Orangeville supports continuation of the programs and services of the CVC, both mandatory and non-mandatory, and that no programs or services of the CVC or other CAs in Ontario be “wound down” at this time; and

That the Minister of the Environment, Conservation, and Parks give clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and

That the Minister of the Environment, Conservation, and Parks recognizes the strong and positive Provincial role Conservation Authorities (CAs) play in flood risk reduction programs and reinstates funding to the CAs of Ontario; and

That this resolution be forwarded to the Minister of the Environment, Conservation, and Parks, Premier Doug Ford, MPP Sylvia Jones, the Association of Municipalities of Ontario, the Credit Valley Conservation Authority, Conservation Ontario, and all Ontario municipalities.

Carried.

Regards,

Tracy Macdonald | Assistant Clerk | Corporate Services
Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256
tmacdonald@orangeville.ca | www.orangeville.ca

Established 1793
Incorporated
Wolford 1850
Merrickville 1860
Amalgamated 1998

Telephone (613) 269-4791
Facsimile (613) 269-3095



VILLAGE OF MERRICKVILLE-WOLFORD

February 5, 2020

The Honourable Doug Ford, Premier of Ontario

Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON, M7A 1A1

Dear Premier Ford:

Re: Provincially Significant Wetlands Designation

Please find attached the Council of the Corporation of the Village of Merrickville-Wolford's Resolution No. R-029-20, with respect to the Village's concerns surrounding the Ministry of Natural Resources and Forestry's practices and procedures while implementing designations of Provincially Significant Wetlands.

While the attached resolution is tailored to a Village-specific issue, it is Council's position that the concerns expressed therein are being experienced by municipalities Province-wide.

Thank you in advance for the consideration that you give this matter.

Yours truly,

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

Doug Robertson
CAO/Clerk/Director, Economic Development

c. Honourable John Yakabuski, Minister of Natural Resources and Forestry
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Andy Brown, CAO of the United Counties of Leeds and Grenville
Association of Municipalities of Ontario
Rural Ontario Municipal Association
All Ontario municipalities

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VILLAGE OF MERRICKVILLE-WOLFORD

For Clerk's use only, if required:
Recorded Vote Requested By:

Cameron	Y	N
Foster	Y	N
Halpenny	Y	N
Molloy	Y	N
Struthers	Y	N

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

WHEREAS the Village of Merrickville-Wolford is endeavouring to adopt a new Official Plan as required per Section 17 of the *Planning Act* and the Village is required to incorporate the Provincial Policy Statements of the Act;

AND WHEREAS the Provincial Policy Statements require the Village to provide in its Official Plan the updated provisions of new and expanded Provincially Significant Wetlands designations;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that the expansion of these wetlands is detrimentally affecting certain landowners and the Village's assessment base;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that designations of Provincially Significant Wetlands have occurred throughout the Province of Ontario without the provision of supporting evidence;

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VILLAGE OF MERRICKVILLE-WOLFORD

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned about the expansion of the Provincially Significant Wetlands in the Northeast quadrant of the Village;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford is concerned that these wetlands designations have been expanded without the Ministry of Natural Resources and Forestry having provided to the Village supporting evidence to justify said expansion;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Village of Merrickville-Wolford does hereby respectfully request that the Ministry of Natural Resources and Forestry provide the Village with supporting evidence with respect to the expansion of these wetlands designations;

AND THAT the Ministry of Natural Resources and Forestry re-evaluate the subject properties without delay;

AND THAT a copy of this resolution be sent to the Honourable Premier Doug Ford, Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the United Counties of Leeds and Grenville, the Association of Municipalities of Ontario and the Rural Ontario Municipal Association and all Ontario municipalities.

Carried / Defeated


J. Douglas Struthers, Mayor



From the Office of the Clerk
The Corporation of the County of Prince Edward
332 Picton Main Street, Picton, ON K0K 2T0
T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

February 10, 2020

Please be advised that during the regular meeting of Council on February 4, 2020 the following motion was carried;

RESOLUTION NO. 2020-057

DATE: February 4, 2020

MOVED BY: Councillor Nieman

SECONDED BY: Councillor Margetson

Council's support for lobbying the Federal Government to review the regulations related to consumer packaging on single-use wipes

WHEREAS many municipalities in Ontario have endorsed a similar resolution urging the Federal Government to review the regulations related to consumer packaging on single-use wipes to remove the word flushable;

AND WHEREAS single-use wipes are a \$6-billion industry and growing, and are now being advertised as the clean alternative to toilet paper and are safe to flush;

AND WHEREAS there is no one standard for what the word "flushable" means;

AND WHEREAS single-use wipes may in fact not be safe to flush as they are buoyant; are not biodegradable; and, are unable to break down into small pieces quickly;

AND WHEREAS single-use wipes may accumulate in the sewer system and eventually clog the sanitary sewer system costing municipalities hundreds of millions of dollars in additional repairs and maintenance costs each year to municipal sewer systems across the country;


AND WHEREAS there is a lack of public awareness of the impact caused by non-flushable wipes being flushed down toilets and consumer education and outreach could play a large part in reducing the impact;



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THEREFORE BE IT RESOLVED

1. **THAT** the Corporation of the County of Prince Edward requests that the Federal Government to review regulations related to consumer packaging on single-use wipes to remove the word flushable;
2. **AND THAT** this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs and Housing; and the Association of Municipalities of Ontario.



Mayor





Corporate Services

Municipal Governance

315 King Street West, P.O. Box 640

Chatham ON N7M 5K8

Tel: 519.360.1998 Fax: 519.436.3237

Toll Free: 1.800.714.7497

February 11, 2020

The Honourable Ernie Hardeman,
Minister of Agriculture, Food and Rural Affairs
77 Grenville Street, 11th Floor
Toronto ON M5S 1B3

Re: Resolution Regarding Bill 156

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on February 10, 2020 passed the following resolution:

Whereas Bill 156: Security from Trespass and Protecting Food Safety Act is new legislation that is an important way to keep farms and food supply safe for all Ontarians,

And Whereas Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest;

And Whereas Bill 156 will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system;

Therefore be it resolved that the Municipality of Chatham-Kent support the new proposed legislation, Bill 156: Security from Trespass and Protecting Food Safety Act by circulating a letter of support to Ontario municipalities and the Minister of Agriculture, Food & Rural Affairs, the Honourable Ernie Hardeman.

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", is written over a white background.

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C Ontario Municipalities



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Sam McDonell

RESOLUTION NO 29-2020

SECONDED BY Martin Lang

DATE February 3, 2020

WHEREAS the Township of South Glengarry has a strong agricultural tradition and continues to play an important role in Ontario's agri-food sector.

AND WHEREAS the Township of South Glengarry recognizes the importance of the safety of those working in the agri-food sector and the need to protect the safety of our food chain.

AND WHEREAS in December 2019, the Ontario government introduced legislation in Bill 156 – Security from Trespass and Protecting Food Safety Act, 2019 which will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food supply.

AND WHEREAS the Council of the Township of South Glengarry appreciates the effort being made by the Ontario government to protect those working in the agri-food sector.

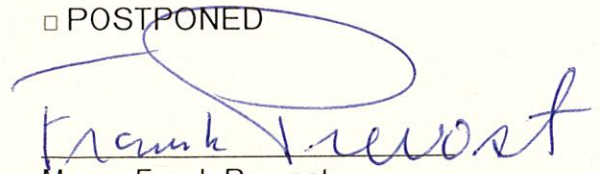
NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry strongly supports Bill 156 and urges all members of the Legislative Assembly of Ontario to pass this legislation to protect all Ontario farm families and food processors.

AND FURTHER that this motion be forwarded to the Honourable Doug Ford, premier of Ontario, the Honourable Ernie Hardman, Minister of Agriculture, Food and Rural Affairs and all Ontario municipalities for their consideration.

CARRIED

DEFEATED

POSTPONED


 Mayor Frank Prevost

Recorded Vote:	Yes	No
Mayor Prevost	___	___
Deputy Mayor Warden	___	___
Councillor Lang	___	___
Councillor Jaworski	___	___
Councillor McDonell	___	___



February 13, 2020

To:

The Honourable Doug Ford, Premier of Ontario,
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs,
The Honourable Steve Clark, Minister of Municipal Affairs and Housing,
Andrea Horwath, Leader of the New Democratic Party of Ontario,
John Fraser, Interim Leader of the Liberal Party of Ontario,
Mike Schreiner, Leader of the Green Party of Ontario,
Monte McNaughton, MPP, Middlesex-Kent;
Association of Municipalities of Ontario; and
Ontario municipalities

RE: Southwest Middlesex Resolution regarding Government Bill 156

Please be advised that at its February 12, 2020 meeting, the Council of the Municipality of Southwest Middlesex passed the following resolution regarding Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*:

Moved by Councillor McGill
Seconded by Councillor Cowell

Whereas the Provincial Government of Ontario is considering Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*; and

Whereas Bill 156 is intended to protect farms, farm operations, and food safety and security by addressing unwanted trespassing; and

Whereas Ontario farmers are increasingly under threat of unwanted trespassers who are illegally entering property, barns and buildings, and safety of drivers of motor vehicles transporting farm animals which threatens the health and safety of the farm, employees, livestock and crops; and

Whereas additional protection for the agri-food industry to protect the security of the food chain, the farm owners, family and employees is the purpose of the *Security from Trespass and Protecting Food Safety Act, 2019*; and

Whereas unwanted trespassing occurs on all types of farm operations, including grain farmers, which has the potential to impact the safety and security of people and the food chain;

Now Therefore Be It Resolved That the Municipality of Southwest Middlesex supports the intent of Bill 156 and requests that the Province of Ontario expanding Bill 156 to identify and include protections against trespass for grain farm operations; and

That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Andrea Horwath, Leader of the New Democratic Party of Ontario, John Fraser, Interim Leader of the Liberal Party of Ontario, Mike Schreiner, Leader of the Green Party of Ontario, and Monte McNaughton, MPP, Middlesex-Kent; and

That a copy of this motion be sent to the Association of Municipalities of Ontario (AMO), and Ontario municipalities.

Carried



From the Office of the Clerk
The Corporation of the County of Prince Edward
332 Picton Main Street, Picton, ON K0K 2T0
T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

February 10, 2020

Please be advised that during the regular meeting of the Committee of the Whole on January 9, 2020 the following motion was carried;

RESOLUTION NO. CW-013 -2020

DATE: January 9, 2020

MOVED BY: Councillor Roberts

SECONDED BY: Councillor St-Jean

Council's support for Quinte Conservation Authority

WHEREAS the Municipality of Prince Edward County is a member of the Quinte Conservation Authority (QCA) and is represented on their Board of Directors; and

WHEREAS the QCA is a community-based environmental protection agency that serves 18 municipalities in the watersheds of the Moira, Napanee and Salmon Rivers and Prince Edward County with programs and services focused on a sustainable ecosystem where people and nature live in harmony, and

WHEREAS the QCA provides the Municipality of Prince Edward County and its residents with valuable contributions to recreation, education, water quality, reduction of vegetation loss and soil erosion, preservation of species at risk, as well as protecting life and property through a variety of measures, and

WHEREAS the QCA has a flood management program employing a watershed-based approach that forecasts flooding, issues flood warnings, monitors stream flow, regulates development activities in flood-plains, educates the public about flooding and protects natural cover that helps reduce the impacts of flooding; and

WHEREAS the Municipality of Prince Edward County has experienced disastrous and unprecedented flooding in both 2017 and 2019, with indications that these inundations may constitute the new normal; and




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WHEREAS the Ontario provincial government has announced a 50% cut to their \$7.4 million Natural Hazards Transfer Payment Grant (Section 39) to Ontario conservation authorities (including QCA) that includes flood and erosion control infrastructure, flood forecasting and warning, watershed planning projects and technical studies, etc., an impact that will be immediately and particularly felt in smaller and more rural areas such as the Municipality of Prince Edward County;

NOW THEREFORE BE IT RESOLVED

1. **THAT** the Municipality of Prince Edward County supports the continuation of the programs and services of the Quinte Conservation Authority; and
2. **THAT** this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, the Association of Municipalities of Ontario (AMO), Todd Smith MPP, the QCA and all Ontario municipalities.



Mayor





The Corporation of the Township of Madoc

15651 Highway 62, P.O. Box 503, Madoc, Ontario K0K 2K0

www.madoc.ca

613-473-2677

Fax: 613-473-5580

January 27, 2020

Re: Joint and Several Liability Consultation – Town of Amherstburg Support

At its meeting of December 4th, 2019, Madoc Township Council passed the following resolution.

Motion # 19-579

Moved by: Deputy Reeve Rollins

Seconded by: Councillor Smith

That Council directs the Clerk/Planning Coordinator to write a letter supporting the Town of Spring Water resolution regarding Joint and Several Liability Consultation

-Carried-

cc:

Doug Ford, Premier of Ontario

Association of Ontario Municipalities (AMO)

Ontario Municipalities



www.springwater.ca
2231 Nursery Road
Minesing, Ontario
L9X 1A8 Canada

September 26, 2019

Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto ON, M7A 2S9

Re: Joint and Several Liability Consultation

Please be advised that in response to your letter dated July 12, 2019, the Township of Springwater provides the following comments in regards to Joint and Several Liability.

1. Please describe the nature of the problem as you see it?

In response to the Province's request for consultation, the Township has a significant issue with Joint and Several Liability (JSL) and the impact it has on the municipality.

a. No Requirement of Proof

JSL is a tool that is used by the legal industry without any discretion to the point that this municipality feels that its use is negligent and in fact unethical. Most law suits that municipalities see are frivolous and vexations as lawyers cast their nets wide and attempt to use shotgun justice for their clients that are more than often the sole cause of a claim. A statement of claim does not require any proof that there is fault. A plaintiff only has to state who they think is involved and a significant amount of court time is spent determining who should be a party to the legal claim.

b. No Consequence for Being Wrongly Identified in a Statement of Claim

To add to this, there is no consequence that lawyers and their clients face for submitting a claim against a municipality when it is clear that a municipality is not involved. Municipalities incur significant administrative costs in managing these claims and the municipalities and their insurers pay significant costs to go through a lengthy process to prove that a claim was made in error (intentionally) only to find that a judge sees no reason to compensate a municipality for cost for incorrectly being named in a lawsuit by a plaintiff. Municipalities are seen as having deep pockets by the legal industry as well as the judicial system that makes decisions on these claims. Proof of innocence is often furnished to the plaintiff and lawyer by a municipality immediately upon notification of a pending legal action of statement of claim. This information is ignored by the plaintiff's lawyer. A plaintiff and their lawyer should have to reimburse a municipality for

all administrative and legal costs when the municipality is cleared of liability. Judges rarely compensate municipalities for being wrongly named in a legal action.

A recent example from 2019 occurred when a statement of claim was made against the Township of Springwater for an accident on a County Road (not the jurisdiction of Springwater). After legal and administrative costs totaling more than \$5,000, Springwater was dismissed from the claim. Unfortunately no costs were assigned to the plaintiff for wrongly naming Springwater in the statement of claim. The current system is broken and Springwater tax payers are left paying the bill.

2. *What are the problems that you need addressed to benefit your community?*

a. *Ethical Standard of Due Diligence Required Before Submitting a Legal Action*

Lawyer's representing plaintiff's should be required to submit documentation that provides significant research into why a claim is being made and a municipality is being named in a law suit. The claim should clearly prove authority and responsibility. The current practice of naming every party under the sun in a legal claim is negligent and unethical.

b. *Frivolous and Vexatious Suits are Costing Taxpayers*

The Township of Springwater is seeing a significant waste of administrative time and cost in managing legal claims against the municipality that are predominantly frivolous and vexatious due to JSL. Over the last seven years, the municipality has had 55 claims made against the municipality. These claims range from trips/falls resulting in broken eyeglasses to cases that unfortunately involve loss of life. The Township has no problem dealing with claims that the municipality is responsible for; however the Township does have a problem dealing with claims it does not have any responsibility for. Of the 55 claims against the municipality, 42 of these claims are frivolous and vexatious. Claims that the municipality has no responsibility for. Over the past 7 years, Springwater has paid more than \$100,000 on these frivolous and vexatious claims as they work themselves through the legal process. Many of these files are still open. This does not include additional costs paid by Springwater's insurance company that are beyond the municipality's deductible.

c. *Negligent Legal Actions (Beyond Frivolous and Vexatious)*

The Township of Springwater is currently named in 4 legal actions and an additional legal action (recently abandoned) for claims that occurred in another municipality (no where near Springwater). The Township is currently named in 3 claims that occurred in the Township of Clearview west of Stayner and one claim in the Township of Brock that have nothing to do with the Township. Springwater was named in a claim that occurred

in Wasaga Beach that was abandoned recently. All of these claims cost the Springwater taxpayer in administrative and legal costs as they work their way through the process.

d. Triage System for Claims

Before a claim makes it to a court date, the file should be triaged. It is at this stage that negligent of frivolous and vexatious claims will be filtered or thrown out. This process will trigger the reimbursement of costs to municipalities by unethical law firms.

e. Law Society of Ontario Charges

Lawyers that use JSL in an unethical way should be charged by the Law Society of Ontario. If a lawyer names a municipality in a legal action that should not be named, these lawyers should be suspended and potentially lose their license to practice law. There is a significant commonality when comparing frivolous and vexatious claims and the law firms/lawyers that submit them. The current code of ethics of the Law Society of Ontario should be updated by the Province to reprimand lawyers and law firms that negligently use JSL. The Province of Ontario should be involved in creating a new Code of Ethics for Ontario's legal industry.

3. Is it increased premiums? Rising deductibles?

A recent survey by CAO's in Simcoe County shows that insurance premiums are going up between 10% at the lowest to 59% being the highest in 2019. The Township of Springwater experienced a 10.8% increase in its 2019 insurance renewal. The area that typically sees an annual increase is related to the Municipal General Liability and Excess Liability lines of the business. The municipality was advised by its insurance broker that "over the past several years, insurance companies' appetite for Municipal Insurance has remained fairly stable. Insurance rates across all lines have seen only modest increases intended to simply keep pace with inflation and the rising cost of claims. Larger rate increases have been reserved for those accounts experiencing adverse claims development; either in frequency or severity (or both). However, starting in June 2018, the insurance market as a whole has shown clear signs of "hardening". Insurance companies for all sectors are putting stricter rules in place regarding the amount and breadth of coverage they will provide, and to which clients. Since the overall insurance supply is being reduced, the demand for insurer capacity is increasing, and as such, prices are elevating."

The table below provides at a high level (includes all lines of coverage) the Township's annual insurance premiums over the past five years.

2015	2016	2017	2018	2019
\$234,942	\$247,262	\$254,388	\$274,936	\$304,688

The Township continues to consult with its insurance broker in an effort to ensure that Springwater's constituents are receiving the best value for their tax dollar; however, the rising costs of insurance are not sustainable over the long run. Staff and its insurance broker have looked at increasing our deductibles in an effort to reduce the overall premium; however this has led to minimal reductions in the overall annual premium to the Township.

4. Being unfairly named in lawsuits?

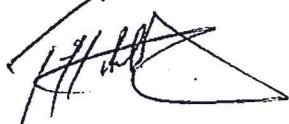
As detailed above, Springwater continues to be unfairly named in legal actions. Issues here range from a complete absence of research by legal firms on causality to the municipality being named in legal action in completely separate jurisdictions (other municipalities).

5. Feeling you cannot offer certain services because of liability risks?

More recently, with the advice of the Township's insurance broker, the Township has changed the way in which it delivers some of its recreational programs/services, especially as it relates to children's programs/activities. For example, the Township in partnership with its Community Recreation Associations will host a number of community based events throughout the year, which includes children's activities. In order to allow inflatable Bouncy castles at community events, the Township now requires the service provider to indemnify the Township and to also provide staff to monitor the safety of participants while in the inflatable Bouncy castle. Some vendors are reluctant to take on this risk.

Thank you for allowing the Township to participate in this consultation. We are open to further dialogue should you feel it necessary.

Yours truly,



Jeff Schmidt, CPA, CGA, B.A.S.
Chief Administrative Officer

Cc: Ontario Municipalities



ANNUAL MEETING

Thursday, February 20, 2020

Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area

10:00 a.m.

AGENDA

1. Chairman's Welcome
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Disclosure of intention to record this meeting by video and/or audio device
5. Adoption of Minutes from December 19, 2019
6. **Business Out of the Minutes**
7. **Elections**
 - (i) Appointment of Chairperson for Election
 - (ii) Appointment of Scrutineers for Election
 - (iii) Positions of Chairman and Vice Chairman declared vacant
 - (iv) Election of Chairman
 - (v) Election of Vice Chairman
 - (vi) Motion to Destroy Ballots (if required)
8. **Appointments**
 - (i) Auditor
 - (ii) Solicitor
 - (iii) Financial Institution

10:20 a.m. DELEGATION: Mr. Ken Coyne - drainage engineering fees

9. **Program Reports - Action Items**
 - Report 1: (a) Development Review (OReg147/06) - Meghan Tydd-Hyrnyk, Daniel King
 - (b) Violation/Appeals Update - Geoff Cade
 - Report 2: Stewardship Program Project Review - Ian Jean
 - Report 3: Conservation Areas Bridge Inspections - Kate Monk
- Program Reports - Information Items**
 - Report 4: Unaudited January to December Financial Statement - Brian Horner
 - Report 5: Watershed Champion Grants Update - Denise Iszczuk
10. **Presentation: Regulations and Responsibilities-** Geoff Cade
11. **General Manager's Report**
12. **Committee Reports**
 - Ausable Bayfield Conservation Foundation - Judith Parker
 - Human Resources Management Committee - George Irvin
 - Striking Committee - George Irvin
 - Appointment to Huron Tract Land Trust Conservancy Board
13. Correspondence
14. Committee of the Whole
15. New Business
16. Adjournment

Source Protection Authority Meeting to follow

UPCOMING MEETINGS AND EVENTS

- | | |
|----------|---|
| March 26 | Board of Directors Meeting at 2:30 p.m |
| March 26 | ABCA Partners Appreciation and Awards Evening |
| April 16 | Conservation Dinner |



General Manager's Report

February 20, 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. Ministry of the Environment, Conservation and Parks (MECP) have announced three Multi-stakeholder Engagement Consultations; Friday January 31st in Barrie, February 7th in the Peterborough area and February 14th in the London area. On January 23rd an invitation from MECP was received inviting representatives from our Conservation Authority to attend one of the regional meetings. Stakeholders like municipalities, development, agricultural, landowner, and environmental and conservation organizations have also been invited to attend.
2. On behalf of Conservation Ontario, Kim Gavine the General Manager, made presentations to the Ontario Economic Outlook and Fiscal Review Committee on January 21 and a presentation was made as part of the 2020 Ontario Budget Consultation to the Minister of Finance on January 23, 2020. The presentation to the Minister of Finance was entitled *"Investing in Conservation Authorities to Address the Impacts of Flooding Makes Good Business Sense and Creates Healthier and Safer Communities."*

Projects, Programs and Studies

1. The education staff have held a number of snowshoe and school programs throughout the watershed over the month of January.
2. Hope Brock has helped to prepare the January issue of the Main Bayfield Watershed Plan newsletter. With the help of farmers and other feedback the newsletter will now be called The View and will provide updates from the Huronview Demonstration Farm.
3. Kari Jean has completed and submitted 2019 fisheries data reporting to provincial and government agencies that provided funding to ABCA to conduct bio-monitoring.
4. Ross Wilson and Abbie Gutteridge organized a cover crop meeting in Clinton on January 24 for farmers. This is the fifth year of hosting these meetings and over 40 farmers were in attendance.

Meetings and Special Events

1. Conservation Dinner tickets are \$85 each. The charitable fundraiser put on by the Ausable Bayfield Conservation Foundation and Exeter Lions Club will take place April 16, 2020 at the South Huron Rec Centre. If unable to attend 50/50 Raffle tickets may also be purchased for \$10 each with a chance to win up to \$5,000. Please contact Sharon Pavkeje at the Administration Centre for tickets.
2. The Partner Appreciation and Awards Evening will take place at Ironwood Golf Club on March 26 following the ABCA Board meeting at 5pm. The keynote speakers will be students of Eco Exeter presenting on their initiative and mission.
3. Summer Nature Day Camps will be held July 6-10 Ages 6-9 (Explorers) and July 20-24 Ages 10-12 (Adventurers). The Explorers camp is sold out and there is a waiting list. For those that are interested please contact Denise Iszczuk or Nina Sampson in our Education Department.
4. The Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC) meets on March 25 at the White Carnation Hall in Holmesville.
5. Spring tree orders are being taken now until the end of February. Contact Ian Jean at the Administration office or go online at abca.ca under forestry and tree orders.
6. Kate Monk and Nathan Schoelier attended the Annual Meeting of the Ontario Phragmites Working Group in January. Nathan also attended the Ontario Invasive Plant Council meeting. The ABCA is a member of both organizations.
7. Davin Heinbuck presented along with MVCA to the Huron County (CEMC) committee. Presentation were on the roles and responsibilities of agencies during flood emergencies, high lake levels, and shoreline erosion hazards.

Training

All staff have completed Accessibility for Ontarians with Disabilities Act (AODA) training. The program covered basic information about AODA, comprehensive details about its standards, and the benefits they offer Ontarians.



MINUTES

BOARD OF DIRECTORS MEETING

Thursday, December 19, 2019

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, George Irvin, Dave Jewitt, Mike Tam, Marissa Vaughan

DIRECTORS ABSENT

Doug Cook, Bob Harvey, Alex Westman

STAFF PRESENT

Geoff Cade, Abbie Gutteridge, Brian Horner, Denise Iszczuk, Ian Jean, Kate Monk, Judith Parker, Nina Sampson, Meghan Tydd-Hrynyk

OTHERS PRESENT

Delegation attendees: Gary Eagleson, Frank Deliala, Bill Watson and Ken Eagleson

CALL TO ORDER

Chair George Irvin called the meeting to order at 2:02 p.m. and welcomed everyone in attendance.

ADOPTION OF AGENDA

MOTION #BD 94/19

**Moved Marissa Vaughan
Seconded by Ray Chartrand**

“RESOLVED, THAT the agenda for the December 19, 2019 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

None

ADOPTION OF MINUTES**MOTION #BD 95/19**

**Moved by Doug Cook
Seconded by Adrian Cornelissen**

“RESOLVED, THAT the minutes of the Board of Directors meeting held on November 14, 2019 and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTESProposed 2019 Project Levy, General Levy and Budget.

General Manager, Brian Horner reviewed the project and general levy totals and advised approval is by weighted vote.

2020 Proposed General Levy Vote**MOTION #BD 96/19**

**Moved by Mike Tam
Seconded by Ray Chartrand**

“RESOLVED, THAT the 2020 General Levy be approved at \$1,068,047.”

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Adelaide Metcalfe			✓
Bluewater	✓		
Central Huron	✓		
Huron East	✓		
Lambton Shores			✓
Lucan Biddulph			✓
Middlesex Centre			✓
North Middlesex	✓		
Perth South	✓		
South Huron	✓		
Warwick			✓
West Perth	✓		

The result was Yea 100% based on the current value assessment apportionment schedule.”

Carried.

2020 Proposed Project Levy Vote**MOTION #BD 97/19****Moved by Dave Frayne
Seconded by Ray Chartrand****“RESOLVED, THAT the 2020 Project Levy be approved at \$275,897.”**

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Adelaide Metcalfe			✓
Bluewater	✓		
Central Huron	✓		
Huron East	✓		
Lambton Shores			✓
Lucan Biddulph			✓
Middlesex Centre			✓
North Middlesex	✓		
Perth South	✓		
South Huron	✓		
Warwick			✓
West Perth	✓		

The result was Yea 100% based on the current value assessment apportionment schedule.”**Carried.**2020 Proposed Budget**MOTION #BD 98/19****Moved by Dave Jewitt
Seconded by Marissa****“RESOLVED, THAT the proposed 2020 overall budget be approved.”****Carried.**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 4 *Applications for Permission* and 8 *Minor Works Application*.

(b) Violations/Appeals Update

Staff advised there were no updates.

MOTION #BD 99/19

Moved by Ray Chartrand

Seconded by Dave Jewitt

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

Carried.

2. Forest Management and Harvest Update

Ian Jean, Forestry and Stewardship Specialist provided an overview of the forest management activities on the 8000 acres owned by ABCA. Each year 100-200 acres are assessed for selective timber management. For the past 10 years, ash trees have been removed while the lumber was still viable, but now conifer thinning will be the focus. The Ausable Bayfield Conservation Foundation has provided funding to plant trees and augment species within the ABCA forests that will create diversity and wildlife habitat.

PRESENTATION

ABCA Conservation Educators, Denise Iszczuk and Nina Sampson reviewed the education programs and special events offered at conservation areas, in watershed schools and libraries over the year. There were 10,634 youth participate in outdoor education programs. Turtle Release Day in August at Morrison Dam CA was another success with 1000 youth and 500 adults attending. Nature Day Camps, Owl Prowl and community action projects like wetland days, tree planting, Envirothon and Yellow Fish Road gave youth an opportunity to investigate, learn and discover nature.

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 100/19

Moved by Ray Chartrand

Seconded by Doug Cook

“RESOLVED, THAT the minutes of the Arkona Lions Museum Management Committee meeting held November 18, 2019; DWSP Joint Management Committee meeting held November 27, 2019; and Source Protection Committee meeting held on November 22, 2019 and the motions therein be approved as circulated.”

Carried.

DELEGATION

Gary Eagleson, P.Ag, of G.R. Eagleson Consulting Inc. and a farm owner, spoke on behalf of the Greenway community in addressing the Board with a number of concerns related to the increased number of large hog barns receiving building permits based on outdated minimum distance separation policies, nutrient management plans and nutrient management strategies. He focused on a 2500 sow barn approved in 2018 in the Municipality of North Middlesex and the owner has now received a permit from Municipality of South Huron to build a 1500 sow barn only 4 farms north of the first barn. Within a 49,000 acre catchment area, there are now 33 large swine barns and another two approved. Mr. Eagleson indicated OMAFRA does not keep a database or map to indicate how many barns are in an area, so the community is questioning when does large scale development lead to nutrient saturation within the watershed.

He undertook a review of the approval processes for livestock farm operations and contacted staff from municipal, county, provincial ministries and MPPs, universities, agriculture organizations, and nutrient management plan consultants. His review pointed out there are flaws in the approval processes and that 50-80% of cash crop farmers only use commercial fertilizer when applying nutrients to their fields and not livestock manure. Therefore, the watershed may be at the maximum for livestock manure production.

The other members of the delegation commented on the degradation they have seen happening to the Ausable River in their community over the past 60+ years and are concerned for the future. In summary, his presentation noted that all levels of government need to act now to address the negative impacts of industrial animal agriculture through forward thinking policy changes.

Chair Irvin thanked Mr. Eagleson for making the Board aware of the information he has compiled and the delegation left at 3:28 p.m.

MOTION #BD 101/19**Moved by Dave Jewitt****Seconded by Ray Chartrand**

“RESOLVED, THAT the Board of Directors move out of regular meeting at 3:32 p.m. and enter into a Hearing pursuant to Ontario Regulation #147/06.”

Carried.

HEARING**Pursuant to Ontario Regulation 147/06****(Development, Interference with Wetlands and Alteration to Shorelines and Watercourses)**DIRECTORS PRESENT

Ray Chartrand, Adrian Cornelissen, George Irvin, Dave Jewitt, Mike Tam, Marissa Vaughan

DIRECTORS ABSENT

Doug Cook, Bob Harvey, Alex Westman

STAFF PRESENT

Geoff Cade, Abbie Gutteridge, Brian Horner, Mary Lynn MacDonald, Kate Monk, Judith Parker, Meghan Tydd-Hrynyk

OTHERS PRESENT

Janice Cox

CALL TO ORDER

Chair George Irvin called the Hearing pursuant to Ontario Regulation 147/06, to order at 3:32 p.m. for consideration of Application for Permission #2019-73. The Chair welcomed applicant Janice Cox.

The procedures for conducting the Hearing were stated and Chair Irvin asked Meghan Tydd-Hrynyk, Planning & Regulations Officer to provide details on the application.

Ms. Tydd-Hrynyk advised that the subject property is located in the Municipality of South Huron at 71030 McTaggart Line. The applicant proposes to reconstruct a garage/shed that measures 50' x 40' and is a 541% increase in size of the existing structure located in a regulated area along the Ausable River floodplain and meanderbelt.

ABCA has a regulatory responsibility under Ontario Regulation 147/06 Section 3.17.1 that replacement/relocation of buildings and structures located within the flood plain will be permitted provided they are the same size and use. According to Section 3.17.3, when within a floodplain and the depth of flooding is greater than one metre and velocities are greater than one meter per second, a minor addition can be considered if it does not exceed 30% of the existing foundation area, is flood proofed and is non-habitable space. In the proposed location the garage/shed is susceptible to a flood depth of 1.0 metre of flooding on the northwest corner of the building. The application does not comply with the ABCA's Policies and Procedures Manual for Administration of O. Reg. 147/06 and therefore staff recommend Application #2019-73 be denied.

The Chair asked Janice Cox to speak to her application. She and her husband Terry propose to rebuild and enlarge the existing shed to meet their storage needs on their property instead of having items stored in multiple locations. They are willing to do whatever flood proofing is required in the permit.

MOTION #BD 102/19**Moved by Dave Jewitt****Seconded by Adrian Cornelissen**

“RESOLVED, THAT the Board of Directors approve *Application for Permission #2019-73* as presented and not support the staff recommendation, and

FURTHER, THAT the proposed structure not exceed 50' x 40' in size for this application or any future additions in regards to this structure, and

FURTHER, THAT all appropriate floodproofing methods, as specified by the ABCA, be incorporated into the design of the proposed structure.”

Carried.

ADJOURNMENT**MOTION #BD 103/19****Moved by Ray Chartrand
Seconded by Dave Jewitt**

“RESOLVED, THAT the Hearing be adjourned and the Board of Directors move into the regular meeting at 4:20 p.m.”

Carried.

The applicant left at 4:20 p.m.

Chair George Irvin directed everyone to the next item on the Board meeting agenda.

CORRESPONDENCE

a) Reference: Bluewater Shoreline Residents Association

File: F.6

Brief: Correspondence from the BRSA President, Robin Glennly requesting that the ABCA continue to include water quality testing in future budgets as a program provided in the Municipality of Bluewater.

b) Reference: Eco Exeter

File: A.6.25

Brief: Correspondence from the Eco Exeter students from South Huron District High School asking that the ABCA join with other businesses and organizations in their initiative.

MOTION #BD 104/19**Moved by Dave Jewitt
Seconded by Ray Chartrand**

“RESOLVED, THAT the Ausable Bayfield Conservation Authority make the pledge requested by Eco Exeter and eliminate single use plastic bottles, styrofoam and plastic straws from meetings and special events.”

Carried.

c) Reference: Municipality of Bluewater

File: F.6

Brief: Resolution from the Bluewater Council asking that the ABCA review the 2020 proposed budget and reduce to a zero percent increase.

d) Reference: Municipality of Central Huron

File: F.6

Brief: Resolution from the Municipality of Huron East Council in support of the 1.5 percent increase for the 2020 proposed budget.

COMMITTEE OF THE WHOLE

MOTION #BD 105/19

**Moved by Dave Jewitt
Seconded by Mike Tam**

**“RESOLVED, THAT the Board of Directors go into Committee of the Whole at 4:21 p.m. to discuss property, personal and legal matters with Geoff Cade, Brian Horner, Daniel King, Kate Monk, Judith Parker and Meghan, Tydd-Hrynyk remaining in attendance.”
Carried.**

MOTION #BD 106/19

**Moved by Ray Chartrand
Seconded by Dave Jewitt**

“RESOLVED, THAT Committee of the Whole rise and report at 4:55 p.m.”

Carried.

MOTION #BD 107/19

**Moved by Dave Jewitt
Seconded by Adrian Cornelissen**

“RESOLVED, THAT staff proceed as directed on the property, legal and personal matters as discussed.”

Carried.

NEW BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 4:57 p.m.

George Irvin
Chair

Judith Parker
Corporate Services Coordinator

*Copies of program reports are available upon request.
Contact Judith Parker, Corporate Services Coordinator*

From: Michelle Viglianti <vigliantim@thamesriver.on.ca>

Sent: Thursday, February 13, 2020 2:36 PM

To: Ann Wright <wright@middlesexcentre.on.ca>; Anna Hopkins <ahopkins@london.ca>; Brent Kittmer <bkittmer@town.stmarys.on.ca>; Carla Preston <Cpreston@westperth.com>; Chole <cseior@oxfordcounty.ca>; David Creery <dcreery@cityofwoodstock.ca>; Eleanor Heagy <HEAGYE@thamesriver.on.ca>; Jenna McCartney <jmccartney@town.stmarys.on.ca>; Joan Thomson <jthomson@stratfordcanada.ca>; Kyle Kruger <kkruger@norwich.ca>; Liridona Rafuna <lrafuna@london.ca>; Lisa VanderWallen <clerk@swox.org>; Lizet Scott <lscott@perthsouth.ca>; London Free Press <lfp.newsdesk@sunmedia.ca>; Michael Graves <mgraves@ingersoll.ca>; Ministry Resources <al.murray@ontario.ca>; Rebecca Clothier <rclothier@perthsouth.ca>; Rebekah Msuya-Collison <clerk@southhuron.ca>; Rodger Mordue <rmordue@blandfordblenheim.ca>; Stuart Findlater <sfindlater@thamescentre.on.ca>; Will Jaques <wjaques@ezt.ca>

Subject: February 20, 2020 UTRCA Annual General Meeting Agenda & Reports

CAUTION: This email originated from outside of the Lucan Biddulph email system. Please use caution when clicking links or opening attachments unless you recognize the sender and know the content is safe.

Good morning,

Please find the draft agenda and reports for the **Thursday February 20, 2020** UTRCA Annual General Meeting on our website: <http://thamesriver.on.ca/board-agendas-minutes/>

If you have any questions regarding the agenda, reports, or have an issue accessing the website, please don't hesitate to contact me.

Thank you,
Michelle Viglianti



Michelle Viglianti

Administrative Assistant

1424 Clarke Road London, Ontario, N5V 5B9

519.451.2800 Ext. 222 | Fax: 519.451.1188

vigliantim@thamesriver.on.ca



February 6, 2020

In This Issue

- Coronavirus update - Keep informed.
- Provincial Government developing new poverty reduction strategy.
- Excess soil and brownfield webinar.
- OSUM's 67th Conference & Trade Show to be held in beautiful Brant County.
- 2020 AMO Conference - Early Bird Registration open until March 2.
- AMO's Social Media webinar series is back by popular demand!
- Free asset management on-demand webinar series for staff and elected officials.
- LTC homes save tens of thousands with LED upgrades.
- Culvert webinar: Municipal Group Buying Program.
- Ground engagement tools webinar: Municipal Group Buying Program.
- Careers.

Provincial Matters

For the most up-to-date and accurate information about coronavirus, this [Government of Ontario site](#) is the place to find it. Although the risk continues to be low in Ontario, municipal officials are advised to: monitor the situation, review their local emergency response plans, refresh their occupational and safety plans, and continue to work with their local public health agencies, local emergency response providers, and any health care facilities in your area to make sure local coordination structures and plans are in place.

The provincial government is developing a new poverty reduction strategy for Ontario and is seeking feedback through an online [survey](#). The deadline to respond is March 30, 2020.

The Ministry of the Environment, Conservation and Parks will run a webinar on "On-Site and Excess Soil Management Regulation and Amendments to Records of Site Condition (Brownfields) Regulation." To register for the webinar - on February 20, 2020, from 1-4 pm - [follow this link](#).

Eye on Events

Scheduled for April 29 through May 1, the 2020 OSUM Conference and Trade Show will be a must attend event. [Registration](#) is now open. With limited space, we are encouraging Exhibitors to [book now](#).

Early Bird registration closes 4 pm on March 2, 2020. The AMO Conference website

includes all the information you need to plan for your attendance. [Click here](#) for the AMO 2020 Conference website.

As elected officials living in the spotlight, effective communication is essential! Designed to help you navigate social media effectively, these 1 hour lunch & learn workshops will provide the tactics to promote good news, manage issues professionally, and leverage traditional and social media. [Register now](#) for 1 or all 3 remaining webinars.

The free asset management webinar series will introduce new tools and templates that AMO piloted with a group of municipalities in partnership with FCM's [Municipal Asset Management Program](#). The third webinar on February 13 is on levels of service defined as the performance of your infrastructure assets and the quality of services municipalities provide to the community. We encourage elected officials to attend this webinar. [Click here to register](#).

LAS

What will your long-term care home save? Haldimand's Grandview Lodge is saving over \$70,000/year, while Lambton's Meadowview Lodge is on track to save \$80,000/year! You can join them - [contact Christian](#) for more information on our popular [Facility Lighting Service!](#)

Webinar February 12 @ 10am. Join us to learn about the NEW [Culvert offering](#), part of the [Municipal Group Buying Program](#). Staff from LAS and Armtec will present their solutions and answer questions from attendees. [Register Here](#).

Webinar February 26 @ 10am. Our NEW [Ground Engagement offering](#) includes grader blades, bucket teeth, and a wide range of other wear items. Staff from LAS and Valley Blades will give an overview of this new [Municipal Group Buying Program](#) offering and answer any questions you have. [Register Here](#).

Careers

[Commissioner of Public Works - Region of Peel](#). Career Level: Executive. Posting End Date: 11:59 p.m., February 13, 2020. To learn more about this position and to apply online, please visit Peel Region [Current Job Listings](#).

[Executive Assistant to the City Clerk \(Temporary\) - City of Sarnia](#). This is a temporary opportunity for a period of up to 12 months. Closing date: February 19, 2020. Candidates are invited to submit a resume in confidence to hr@sarnia.ca indicating "2020-17 – Executive Assistant to the City Clerk".

[Chief Administrative Officer - Municipality of Northern Bruce Peninsula](#). The job description is available on the Municipality's [website](#). Please submit a cover letter and resume, marked "Private and Confidential – CAO", by regular mail, personal delivery or email no later than 12:00 p.m. Noon, Thursday, February 27, 2020 to: Mary Lynn

Standen, Clerk, Municipality of Northern Bruce Peninsula, 56 Lindsay Road 5, Lion's Head, Ontario N0H 1W0. Telephone: 519.793.3522, X229; Email: clerk@northernbruce.ca.

Chief Administrative Officer (CAO) - District of Parry Sound Social Services Administration Board. Location: Town of Parry Sound. Please submit cover letter & resume referencing Job ID #20N-01, by 4:30 pm, February 28, 2020 to: Attn: Lisa Moore, CHRL, Director of Human Resources, 1 Beechwood Drive, 2nd Floor, Parry Sound, ON P2A 1J2. Fax: 705.751.5370; Email: jobs@psdssab.org.

Director, Information Technology Services - Region of Waterloo. If you are interested in exploring this opportunity further, and for a complete Position Profile, please visit Legacy Executive Search Partners. If you would like to submit your application, please forward a cover letter and resume to waterlooit@lesp.ca. The deadline for all applications is March 6, 2020.

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](https://twitter.com/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

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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February 13, 2020

In This Issue

- Register today for the Waste Diversion webinar - February 18.
- A Digital Citizen Relationship Management solution for AMO members.
- Coronavirus update - Keep informed.
- *Spring Time in Paris* - Room booking now open for OSUM 2020 Conference.
- Take advantage of early bird registration for AMO's 2020 Annual Conference.
- 2020 FONOM Conference - May 13-15, City of Timmins.
- AMO's Social Media webinar series is back by popular demand!
- Free asset management on-demand webinars for staff and elected officials.
- NEW Closed Meeting Investigator business partner.
- Treasure hunt uncovers thousands in energy savings.
- The Municipal Group Buying Program is growing!
- Ground engagement tools webinar: Municipal Group Buying Program.
- Tires webinar: Municipal Group Buying Program.
- Building Community Resilience - free Webinar.
- Careers with Deep River Police Service, Orillia and Middlesex Centre.

AMO Matters

To learn about the latest in waste diversion, [register today](#) for our webinar on February 18, from 1-2 pm.

Looking to digitally manage your engagement with the public and interactions across municipal departments efficiently? AMO's partner [Frequency Foundry](#) has the solution and is pleased to offer the [Signal 311](#) CRM and Citizen Engagement solution to AMO members at a preferred price. [Read the brochure](#) for more details.

Provincial Matters

For the most up-to-date and accurate information about coronavirus, this [Government of Ontario site](#) is the place to find it. Although the risk continues to be low in Ontario, municipal officials are advised to: monitor the situation, review their local emergency response plans, refresh their occupational and safety plans, and continue to work with their local public health agencies, local emergency response providers, and any health care facilities in your area to make sure local coordination structures and plans are in place.

Eye on Events

From April 29 through May 1, the 2020 OSUM Conference and Trade Show will take place in beautiful Brant County. [Registration](#) and [room booking](#) are now available.

Join us in Ottawa from August 16 - 19 for the Annual General Meeting and Conference. Visit the [AMO website](#) for details and Early Bird registration. Book now as early bird registration

closes 4 pm on March 2, 2020.

Registration is now open for the [2020 Northeastern Municipal Conference](#) co-hosted by The Federation of Ontario Municipalities and the City of Timmins, May 13-15. This year's conference marks the 60th anniversary of the Federation and the theme is "connecting the north" with speakers and topics designed to appeal to municipal and indigenous councillors on issues important to Northerners.

As elected officials living in the spotlight, effective communication is essential! Designed to help you navigate social media effectively, these 1 hour lunch & learn workshops provide the tactics to promote good news, manage issues professionally, and leverage traditional and social media. [Register now](#) for the 2 remaining webinars.

The asset management webinar series introduces new tools and templates AMO piloted with a group of municipalities in partnership with FCM's [Municipal Asset Management Program](#). The last of the series is on using risk assessments to identify local infrastructure investment priorities to inform Council decision-making. The webinar is on February 20, at noon. [Register or access cloud recording of previous webinars](#).

LAS

The LAS Closed Meeting Investigator Program has a new business partner, Aird & Berlis, LLP. Check out our [website](#) for more information about Aird & Berlis and the program.

Looking for a creative way to uncover energy savings in your facilities? Searching during Dixon's Energy Treasure Hunt uncovered \$48,000 in savings for Milton and \$39,000 for Guelph! Contact [Christian Tham](#) to schedule your custom [Energy Workshops](#) for this spring! Incentives up to 75% of workshop costs are available.

We've added a wide range of new vendors and categories to the [Municipal Group Buying Program](#), making it even easier for municipalities to source products they use every day. [Check out our updated vendor list](#) to see the expanded list of products and services available through our program.

Webinar February 26 @ 10am. Our NEW [Ground Engagement offering](#) includes grader blades, bucket teeth, and a wide range of other wear items. Staff from LAS and Valley Blades will give an overview of this new [Municipal Group Buying Program](#) offering and answer any questions you have. [Register Here](#).

Webinar March 11 @ 10am. Learn how [our Group Buying Program](#) partners Kal Tire, Tirecraft, Goodyear and Michelin can help you [save money on tires](#) to keep your fleet safe and reliable. [Register here](#).

Municipal Wire*

QUEST presents 'Key Lessons from 12 Canadian Communities' and examines how extreme weather events such as floods, snow and hail storms, and rising water levels, put energy infrastructure under pressure to adapt. Recommendations, tips, and resources for municipalities interested in developing effective resilience planning strategies will be shared. [Sign up for the webinar](#) - February 20, 11:30 am.

Careers

Chief of Police - Town of Deep River. The Deep River Police Service provides policing services to the Town of Deep River, a community of 4,200 residents nestled on the shores of the beautiful Ottawa River. To be considered for this position, please send your resume in confidence to Tracy Russell, Chair, Deep River Police Services Board at drpsbsecretary@yahoo.com before 17h00 on February 21, 2020.

Manager of Real Estate - City of Orillia. Reports to: General Manager of Corporate Services/Legal. Applicants are invited to submit a resume in (MS Word or PDF Format) confidence by February 26, 2020 at noon to: Lori Bolton, CHRL, Director of Human Resources, City of Orillia, 50 Andrew Street South, Suite 300, Orillia, ON L3V 7T5. Email: lbolton@orillia.ca; Fax: 705.325.5904.

Transportation Manager - Municipality of Middlesex Centre. Reports to: Director of Public Works & Engineering. For a detailed synopsis for this position, please visit the Municipality of Middlesex Centre. To apply, please submit a resume and cover letter quoting Posting 2020-008, outlining qualifications and experience no later than 4:00 pm on Tuesday, March 10, 2020 to: Ruth Joyce-Maynard, Human Resource and Health & Safety Coordinator, Municipality of Middlesex Centre, 10227 Ilderton Road, RR2, Ilderton, ON N0M 2A0. Email: HR@middlesexcentre.on.ca.

About AMO

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Memo

To: Mayor and Council

From: Tina Merner, Deputy Clerk

Subject: HR Policy revisions/additions:
Respect in the Workplace (Harassment and Violence)
Employee Code of Conduct

Date: February 18, 2020

Background:

Staff have been working on updating the Human Resources section of our policy manual. A couple of policies are being brought forward at this time in order that a training session with Cindy McNair, Human Resources Practice Leader from Selectpath can be scheduled for staff and council on the Respect in Workplace (Harassment and Violence) Policy as well as Employee Code of Conduct for staff.

Analysis:

Our current Workplace Violence & Harassment policy was adopted in August 2010 (Policy No. 100-33-2010). Since that time Bill 132, Sexual Violence and Harassment Action Plan Act (Supporting Survivors and Challenging Sexual Violence and Harassment), 2016 (SVHAP) was passed which amends, among other statutes, the Occupational Health and Safety Act (OHSA). The SVHAP follows recent changes to OHSA brought in by Bill 168, which set out how harassment is to be dealt with as a health and safety issue in the workplace. Bill 132 amendments to the OHSA expand the meaning of workplace harassment to include workplace sexual harassment. In light of these new requirements, changes to our previous policy were necessary. A draft version of the policy was reviewed by our policy committee on January 27, 2020 as well as Cindy McNair.

To ensure consistency and best practice an Employee Code of Conduct has been developed as an addition to our HR Policies. Department Manager's were given the opportunity to review the new policy and provide input and suggestions. A review was also undertaken by our policy committee on January 27, 2020 as well as Cindy McNair. A review and legal opinion/comments were also provided by solicitor, David Woodward.

Impact to Budget:

N/A

Recommendation:

That Council repeal policy no. 100-36-2010, approve and adopt the following proposed policies and further direct staff to arrange training for employees and council, where applicable:

- Policy No. 101-01-2020 Respect in Workplace (Harassment and Violence)
- Policy No. 101-02-2020 Employee Code of Conduct

Tina Merner

Tina Merner
Deputy Clerk



Policy: Respect in the Workplace (Harassment and Violence)
Category: Human Resources
Policy Number: 101-01-2020
Effective Date: February 18, 2020
Revised Date:

Respect in the Workplace (Harassment and Violence)

Purpose:

The Township of Lucan Biddulph is committed to providing and maintaining a working environment that is based on respect for the dignity and the rights of everyone in the organization and the public they serve. It is the Township of Lucan Biddulph's goal to provide a healthy and safe work environment that is free of any form of harassment or violence.

Scope:

The Township of Lucan Biddulph will not tolerate ignore or condone any form of discrimination, harassment or violence. This policy applies to all employees, elected officials, volunteers, students, contractors and consultants. It applies in any location in which they are engaged in work-related activities. This includes but is not limited to:

- the workplace (office, facilities, works yard etc.);
- during work-related travel;
- at restaurants, hotels or meeting facilities that are being used for business purposes
- in municipally-owned or leased facilities;
- during telephone, email or other communications;
- at any work-related social event, whether or not it is municipally sponsored; and
- at any location a municipal employee is engaged in activities on behalf of the municipality.

This policy also applies to situations in which an employee is harassed or subjected to violence in the workplace from individuals who are not employees of the Township of Lucan Biddulph, such as ratepayers and suppliers, although the available remedies may be constrained by the situation. Discrimination, harassment and violence are serious forms of employee misconduct which may result in disciplinary action up to and including discharge.

Definitions:**1. Discrimination**

Workplace discrimination includes any distinction, exclusion or preference based on the protected grounds in the Ontario *Human Rights Code*, which nullifies or impairs equality of opportunity in employment or equality in the terms and conditions of employment.

The protected grounds of discrimination are:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin
- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Receipt of public assistance (in housing only)
- Record of offences (in employment only) for which a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked, or an offence in respect of any provincial enactment;
- Sex (including pregnancy and breastfeeding)
- Sexual orientation

2. Sexual Harassment

Sexual harassment includes conduct or comments of a sexual nature that the recipient does not welcome or that offends him or her. It also includes negative or inappropriate conduct or comments that are not necessarily sexual in nature, but which are directed at an individual because of his or her gender.

Both men and women can be victims of sexual harassment, and someone of the same or opposite sex can harass someone.

Some examples of sexual harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering (persistent sexual staring)
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic web sites or other electronic material
- distributing sexually explicit e-mail messages or attachments such as pictures or video files

- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing; and
- sexual assault

3. Discriminatory Harassment

Discriminatory harassment includes comments or conduct based on the protected grounds in the *Ontario Human Rights Code*, which the recipient does not welcome or that offends him or her.

Some examples of discriminatory harassment include:

- offensive comments, jokes or behaviour that disparage or ridicule a person's membership in one of the protected grounds, such as race, religion or sexual orientation
- imitating a person's accent, speech or mannerisms
- persistent or inappropriate questions about whether a person is pregnant, has children or plans to have children; or
- inappropriate comments or jokes about an individual's age, sexual orientation, personal appearance or weight.

Harassing comments or conduct can poison someone's working environment, making it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This is commonly referred to as a *poisoned working environment* and it is also a form of harassment.

Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers;
- distributing offensive e-mail messages, or attachments such as pictures or video files
- practical jokes that embarrass or insult someone; or
- jokes or insults that are offensive, racist or discriminatory in nature.

4. Workplace Harassment and Bullying

Workplace harassment is a health and safety issue that is covered under the *Occupational Health and Safety Act*.

The *Occupational Health and Safety Act* defines workplace harassment as:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

Workplace harassment may have some or all of the following components

- it is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect
- it is hostile, abusive or inappropriate
- it affects the person's dignity or psychological integrity; and
- it results in a poisoned work environment

In addition, behaviour that intimidates isolates or discriminates against the recipient may also be included.

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend;
- workplace pranks, vandalism, bullying and hazing;
- gossiping or spreading malicious rumors;
- excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings;
- undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job;
- providing only demeaning or trivial tasks in place of normal job duties;
- humiliating someone;
- sabotaging someone else's work;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating phone calls or emails;
- impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- making false allegations about someone in memos or other work related documents.

What isn't harassment

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan;
- imposing discipline for workplace infractions; or
- requesting medical documents in support of an absence from work.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or *should have known* that the comments or conduct were unwelcome to the other person.

For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

Although it is commonly the case, the harasser does not necessarily have to have power or authority over the victim. Harassment can occur from co-worker to co-worker, supervisor to employee and employee to supervisor.

5. Workplace and Domestic Violence

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the *Occupational Health and Safety Act*.

Workplace Violence

Workplace violence is defined under the *Occupational Health and Safety Act* as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

It is defined broadly enough to include acts that may be considered criminal. Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects;
- intimidating behaviour that causes the recipient to have a fear of physical violence;
- obscene or harassing telephone calls;
- verbal or written threats to physically attack a worker;
- leaving threatening notes or sending threatening emails;
- wielding a weapon at work;
- stalking someone;
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault; and
- destruction of workplace or co-worker property.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Domestic Violence

If you are experiencing domestic violence that may likely expose you, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect you and your co-workers in the circumstances. This may include some or all of the following:

- creating a safety plan;
- contacting the police;
- establishing enhanced security measures such as a panic button, code words, and door and access security measures;
- screening calls and blocking certain email addresses;
- setting up priority parking or providing escorts to your vehicle or to public transportation; and
- Facilitating your access to counseling through the Employee Assistance Program or other community support programs.

Preventing Harassment and Violence

It is our mutual responsibility to ensure that we create and maintain a harassment and violence free workplace and address violence and/or the threat of violence from all possible sources (including ratepayers, clients, employers, supervisors, workers, strangers, and domestic/intimate partners).

The Township of Lucan Biddulph will do its part by not tolerating or condoning discrimination, harassment or violence in the workplace. This includes making everyone in its organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints, and imposing suitable corrective measures.

Procedure:

Duties of Supervisors

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the Chief Administrative Officer if they receive a complaint of workplace harassment or violence, or witness, or are aware of harassing or violent behaviour. Supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating a person's history of violent behaviour to determine whether and to whom this employee poses a risk. In making this evaluation Supervisors should consider:

- whether the person's history of violence was associated with the workplace or work;
- whether the history of violence was directed at a particular employee or employees in general; and
- how long ago the incidence of violence occurred.

In certain circumstances, Supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be

expected to encounter that person during the course of his or her work, and the risk of workplace violence is likely to expose them to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect an employee from physical injury.

Duties of All Employees

You must do your part by ensuring that your behaviour does not violate this policy and by fostering a work environment that is based on respect and is free of harassment.

You are also required to report to your Supervisor, the existence of any workplace violence or threat of workplace violence.

Procedure for Resolving and Investigating Harassment Complaints

Informal Procedure

If you believe that you are being harassed, the first thing to do is to tell the person to stop. Do so as soon as you receive any unwelcome comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour.

Some of the things you can say that might stop the behaviour include:

- I don't want you to do that.
- Please stop doing or saying . . .
- It makes me uncomfortable when you . . .
- I don't find it funny when you . . .

If the harassment continues after you have confronted the individual, you may want to provide him or her with a written statement of the situation. Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop e.g. filing a formal complaint. Make sure you keep a copy of this statement for yourself.

It helps to keep a record of any incident(s) that you experience. This includes when the harassment started, what happened, whether there were any witnesses and what was your response.

If you believe that someone who is not a member of our organization e.g. a ratepayer, supplier, etc., has harassed or discriminated against you, please report the harassment to your Supervisor. Although the Township of Lucan Biddulph has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

Formal Procedure

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to the Chief Administrative Officer.

If you bring a formal complaint we will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the incidents and the name of any possible witnesses. A copy of the Workplace Respect Complaint form is available from the Chief Administrative Officer.

It is important that the Township of Lucan Biddulph receive your complaint as soon as possible so that the problem doesn't escalate or happen again. Once your complaint is received, we will initiate a formal investigation, if it is necessary and appropriate to do so.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, the Township of Lucan Biddulph may still need to investigate the matter and take steps to prevent further harassment. For example, the Township of Lucan Biddulph may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Please note that it is the Township of Lucan Biddulph's policy not to investigate anonymous complaints unless there are extenuating circumstances.

Investigation Procedure

The Chief Administrative Officer will commence an investigation as quickly as possible. They may choose to use either an internal or external investigator, depending on the nature of the complaint.

The investigation will include:

- interviewing the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
- interviewing witnesses, if any;
- reviewing any related documentation; and
- making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings to Chief Administrative Officer. A summary of the findings will also be provided to the complainant and respondent.

It is the Township of Lucan Biddulph's goal to complete any investigation and communicate the results to the complainant and the respondent within thirty days after a complaint is received, where possible.

Corrective Action

The Chief Administrative Officer will determine what action should be taken as a result of the investigation.

The Chief Administrative Officer will inform the complainant and respondent of the results of the

investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary.

If a finding of harassment is made, the Township of Lucan Biddulph will take appropriate corrective measures, regardless of the respondent's seniority or position in the Corporation.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning or suspension without pay
- termination with or without cause;
- referral for counseling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect;
- a demotion or denial of a promotion;
- reassignment or transfer;
- financial penalties such as the denial of a bonus or performance related salary increase; and
- any other disciplinary action deemed appropriate under the circumstances.

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

The complaint will be kept confidential to the extent possible. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect workers, to investigate the complaint or incident, or to take corrective action or otherwise as required by law.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Lucan Biddulph will, however, discipline or terminate anyone who brings a false and malicious complaint.

Procedure for Resolving and Investigating Workplace Violence

Workplace Violence

You have the right to refuse work if workplace violence is likely to endanger you. In that instance, please immediately contact your Supervisor at which point appropriate measures will be taken to protect you and investigate the situation. You will be moved to a safe place as near as reasonably possible to your normal work station and will need to be available for the purposes of investigating the incident.

In appropriate circumstances, the Township of Lucan Biddulph may contact the police, or other emergency responders as appropriate, to assist, intervene or investigate workplace violence. Details of measures and procedures for summoning immediate assistance will be provided and may include:

- equipment to summon assistance such as personal alarms, phones, cell phones, etc;

- emergency telephone numbers and/or email addresses;
- emergency procedures.

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

Investigation Procedure

You are required to report the existence of any workplace violence or threat of workplace violence to your Supervisor or the Chief Administrative Officer. The Supervisor and/or Chief Administrative Officer will commence an investigation as quickly as possible. They may choose to use either an internal or external investigator, depending on the nature of the incident.

The investigation will include:

- conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations;
- reviewing any related documentation; and
- making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings. A copy of the report will be provided to the Joint Health and Safety Committee and Chief Administrative Officer.

Corrective Action

The Chief Administrative Officer will determine what action should be taken as a result of the investigation.

If a finding of workplace violence is made, the Township of Lucan Biddulph will take appropriate corrective measures, regardless of the respondent's seniority or position in the Municipality.

Corrective measures may include one or more of the following:

- discipline, such as a verbal warning, written warning of suspension without pay
- termination with or without cause;
- referral for counseling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect;
- a demotion or denial of a promotion;
- reassignment or transfer;
- financial penalties such as the denial of a bonus or performance related salary increase; and
- any other disciplinary action deemed appropriate under the circumstances.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Lucan Biddulph will, however, discipline or terminate anyone who brings a false and malicious complaint.

Procedures for Addressing Domestic Violence

If you are experiencing domestic violence or believe domestic violence may occur that would expose you to physical injury in the workplace, you must advise your Supervisor. Your Supervisor will assist in preventing and responding to the situation, which may include seeking the assistance of the local police.

Confidentiality of Complaints and Investigations

The Township of Lucan Biddulph recognizes the sensitivity of harassment and violence complaints and will keep all complaints confidential, to the extent that we are able to do so. The Township of Lucan Biddulph will only release as much information as is necessary to investigate and respond to the complaint or situation or if required to do so by law.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the formal investigation of a complaint, maintain confidentiality throughout the investigation and afterwards.

Protection from Retaliation

The Township of Lucan Biddulph will not tolerate retaliations, taunts or threats against anyone who complains about harassment or takes part in an investigation. Any person who taunts, retaliates against, or threatens anyone in relation to a harassment or violence complaint may be disciplined or terminated.

Mayor

CAO/Clerk

WORKPLACE RESPECT COMPLAINT FORM

Name: _____

Date: _____

INCIDENT DETAILS:

Name of Employee(s) initiating harassment: _____

Place when Incident Occurred: _____

Date of Incident: _____

Time of Incident: _____

Names of Witnesses: _____

Please give a detailed recount of the incident (attach additional pages if needed):



Policy: Employee Code of Conduct
Category: Human Resources
Policy Number: 101-02-2020
Effective Date: February 18, 2020
Revised Date:

Employee Code of Conduct

Purpose:

Township of Lucan Biddulph employees hold a special position of trust. Ethics and integrity are at the core of public confidence in government.

Employees are expected to conduct themselves with honesty, integrity, diligence and political neutrality. The Township's employees have an obligation to maintain and promote confidence in local government.

- An Employee shall serve and be seen to serve the public in a conscientious and diligent manner.
- An Employee should be committed to performing their functions with integrity, honesty and accountability and to avoid conflicts of interest, both real and apparent.
- An Employee is expected to perform their duties in a manner that promotes public confidence and will bear close public scrutiny.

Scope:

This Code of Conduct applies to all employees.

Procedure:

1. The Township expects employees, as a part of their responsibility as an employee, to become familiar with the provisions of this Code of Conduct.
2. Employees are responsible for complying with this policy during working hours and at work-related functions that take place after hours.
3. An employee's Supervisor will ensure that the employee receives adequate and appropriate information in relation to the provisions of this Code of Conduct and receives a copy.

4. For employees to understand the standards in this Code, it is necessary that they read this document.

Employee Obligations

5. The Township expects employees to:
 - a. Uphold the laws, by-laws and policies of the Township, the province and the Country;
 - b. Ensure that their conduct in the workplace and at work related functions, whether in a personal or official capacity, reflects and supports public confidence in the Township;
 - c. Ensures that the employee's official powers or position are used properly in the public interest, and that personal interest is secondary to public duty;
 - d. Report to the Township any material changes in status to the validity of their required qualification in accordance with their position job description.

Exceptions

In unique circumstances, an employee may feel that the public interest is not best served by complying with a policy because it conflicts with another law or policy, or its impact would be contrary to the public interest.

In such cases, employees are expected to: continue to carry out or support their duty unless doing so would constitute a substantial risk to the Township or its ratepayers; discuss the issue with their supervisor in order to clarify the direction and discuss the issue with the Chief Administrative Officer if the matter is not clarified by their supervisor. Notwithstanding the foregoing, all employees are required to comply at all times with their obligations under the Occupational Health and Safety Act, the Human Rights Code and applicable privacy laws.

Confidentiality

6. No Employee shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their employment, in either oral or written form, except when required by law or authorized by Council to do so.

Confidential Information includes any information that is of a personal nature to Township of Lucan Biddulph employees or clients or information that is not available to the public and that, if disclosed, could result in loss or damage to the Township or could give the person to whom it is disclosed an advantage.

7. No Employee shall disclose the content of a matter that has been discussed at or the substance of deliberations of a closed council session, except for content that has been authorized by Council to be released to the public.
8. Examples of the types of content that an Employee must keep confidential under this section include but are not limited to:

- a. Items under litigation, negotiation, or personnel matters;
 - b. The source of a complaint;
 - c. Price schedules in contract tender or Request for Proposal submissions if so specified;
 - d. Information deemed to be personal information under the *Municipal Freedom of Information and Protection of Privacy Act*;
 - e. Statistical data required by law not to be released (e.g., certain census or assessment data).
9. No Employee shall use confidential information for financial or other gain, or for the financial or other gain of a family member or any person or corporation. For example, no Employee should directly or indirectly benefit, or aid others to benefit, from knowledge respecting bidding on the sale of Township property or assets.
 10. An Employee shall not access or attempt to gain access to confidential information in the possession of the Township unless it is necessary for the performance of their duties and not prohibited by law or Council policy.
 11. The obligation to keep information confidential is a continuing obligation even if the Employee ceases to be an Employee.

Conflicts of Interest

12. Employees fulfill their public duty and earn the trust placed in them by the community when they:
 - a. Base their decisions and conduct on what is good for the community, avoiding self-interest or individual/group interest;
 - b. Ensure that the potential for their being in a position of conflict is minimized; and
 - c. Ensure that the potential for conflict is resolved as quickly as possible, and in favour of the public interest.

Interests take two forms: “pecuniary” which involves financial matters and “non-pecuniary” which includes other forms of advantage that put personal positions in conflict with your professional judgement.

13. If employees have a pecuniary or non-pecuniary interest in a matter under consideration by the Township Council, its committees or another officer or employee of the Township, employees are required to disclose the existence and the nature of the pecuniary interest in writing to the Chief Administrative Officer.
14. The Chief Administrative Officer may disqualify an employee from participating in any deliberations on the matter, and direct the employee not to discuss the matter with another Township employee, interested party or member of the public in order to minimize the potential for a conflict of interest for the employee and the Township.

Improper Use of Influence

15. Employees shall not use their influence as an employee of the Township in order to obtain advantage or to affect an outcome or a decision that will benefit the employee, their family members or another group or person.
16. Employees are also to refuse any attempt by any person to influence the making of a decision, unless their involvement is consistent or required with the provision of the By-Law or policy.

Acceptance of Gifts or Benefits

17. Employees shall not improperly use their influence as an employee of the Township to solicit or accept for personal benefit or for the benefit of a family member, any form of benefit whatsoever (for example: gifts, loans, discounts or other considerations) in connection with the performance of their duties.
18. A benefit for the purpose of this Code of Conduct does not include any gift or benefit that may be provided to an employee as part of their remuneration within the terms and conditions of their employment; or by other employees or members of Council on their resignation, retirement, special recognition or on similar occasions.
19. Employees may accept, in any official capacity any gift, hospitality, entertainment or benefits of nominal value provided that they are satisfied in each instance that:
 - a. The acceptance of the gift or benefit will not bring the employee's integrity into question or place the employee in a position where they are under an obligation to favour an individual or firm;
 - b. The gift or benefit offered is a matter of protocol or social obligation that normally accompany the employee's responsibilities; and
 - c. The gift or benefit could not be reasonably construed as being given in anticipation or recognition of special consideration by the Township.

Use of Municipal Discretion and Authority

20. As a township employee, employees are expected to treat members of the public and other employees honestly and fairly, respecting their rights, duties and obligations, and to act responsibly in the performance of their official duties.
21. When employees exercise a discretionary power in an official capacity, employees:
 - a. Shall only use the power which has been given to them as it was intended;
 - b. Shall be objective and impartial, and consider all relevant facts and matters;
 - c. Shall be fair and equitable to persons under similar circumstances and give adequate consideration where circumstances differ;
 - d. Shall make a decision within a reasonable time frame having regard to the matter under consideration and any relevant policy or law; and

- e. Shall confirm a decision in writing when asked by a party to the decision

Nepotism

22. Employees shall not use their influence in order to obtain any other advantage within the Township on behalf of a family member, or to affect the proper outcome of any procedure established by Township policy.

Political Activity

23. The Township recognizes the right of all its employees to participate in political, party-political and trade union or professional association activity, and acknowledges that such activity can be perceived as a conflict of interest.
24. If an employee wants to seek election to the Ontario Legislature or the Parliament of Canada, they are entitled to a leave of absence without pay from the nomination date until such time as it is clear that they become either a successful or unsuccessful candidate. An employee is governed by provincial legislation should they seek election to a position on the Township of Lucan Biddulph Council.

Concurrent Employment

25. Concurrent employment or self-employment while employed by the Township (full time, part time, casual or on a contract basis) can be seen as a perceived conflict of interest, if the employees specific skills, knowledge or contracts as a Township employee are valued by another person, business or organization.
26. Employees require the approval of the Department Manager and/or Chief Administrative Officer to engage in concurrent employment or self-employment in a profession related to the position they hold with the Township of Lucan Biddulph.
27. Employees will not require the approval for the Township if:
 - a. They are solely a director of a company where the company has no contractual or other business relationship with the Township;
 - b. Their concurrent employment does not involve the specific skills, knowledge or contacts employees possess as a township employee; or
 - c. The work is unpaid voluntary work of a charitable or non-profit nature.
28. To be considered for approval, the Chief Administrative Officer will balance the interests of the Township with employees private interests, and will not approve their concurrent employment if:
 - a. It places the employee in a conflict with their official duties;
 - b. It affects the employee's ability or the ability of other employees of the Township to perform their duties and functions; or
 - c. It occurs during scheduled working hours within the township.

29. To be approved, employees must submit a statement which includes:
 - a. Details of the proposed employment or self-employment and the proposed hours and times of employment;
 - b. A statement whether the proposed employment impacts on an employee's ability to work shifts, overtime, or on-call, including their availability in the case an emergency is declared;
 - c. A statement of the contracts, if any, with other township employees occurring as a result of the concurrent employment; and
 - d. A statement whether any confidential or otherwise protected information, or property of the Township may be impacted by the concurrent employment.

Use of Township Property

30. All township property including equipment, tools, vehicles, monies, computer hardware and program licenses, electronic and paper files, technological innovations, intellectual property or any other item developed by or through the Township or any of its employees is, and shall remain the property of the township.
31. Employees must request in writing and receive written permission of their supervisor or the Chief Administrative Officer to use township property for activities not associated with the performance of their duties as a Township employee.

Fraud, Theft and Breach of Trust

32. An Employee who has care or custody of Township property must ensure that it is properly secured and that controls in place are used and not being circumvented. An Employee is also responsible for safeguarding of their own personal property.
33. An Employee is responsible for immediately reporting suspected fraud, theft or breach of trust to their Supervisor or the Chief Administrative Officer.
34. In addition to contravening Township policy, acts of fraud, theft and breach of trust may constitute a criminal offence.

Some examples of fraud, theft and breach of trust include the following:

- a. Inappropriately obtaining a benefit or avoiding an obligation by actions such as:
 - i) illegally obtaining money, including acceptance of bribes;
 - ii) getting early payments or advances;
 - iii) using equipment for private purposes;
 - iv) avoiding fees or taxes;
 - v) obtaining approvals under false pretenses;
 - vi) avoiding contractual obligations;
 - vii) the use of a public position for private gain, either directly or indirectly;
 - viii) theft from mail.

- b. Using deceit to gain a benefit or advantage by actions such as:
 - i) providing false or incomplete information;
 - ii) falsifying records;
 - iii) avoiding proper procedures;
 - iv) non-compliance with statutory requirements.

Personal Conduct

- 35. Township employees are reminded that they work for a public entity and as such their actions, whether at work or outside of work, can reflect on the municipality.
- 36. Employees are expected to:
 - a. Conduct themselves in a friendly, courteous and professional manner with all co-workers and the public.
 - b. Report to their Supervisor any material changes in status to the validity of their required qualification in accordance with their position job description.
 - c. Maintain the highest ethical standards and refrain from gossip, contribute to the efforts of the team and offer their assistance wherever required, whether or not such assistance falls within the normal duties of their job.
 - d. Co-operate freely.
 - e. Do their part to ensure the smooth operation of the Township.
 - f. Be honest, trustworthy, reliable and dependable in fulfilling all of their duties.
 - g. Take direction from and work co-operatively with their Supervisor and/or Department Manager.
 - h. Support and participate in the creation of a respectful and harmonious working environment. Employees will not participate or condone the use of the inappropriate language or inappropriate behaviour in the work place or at work related functions, including but not limited to swearing, excessive sarcasm, name calling, mocking, or the use of vulgar, obscene, insulting, threatening or abusive language.
- 37. The Township is committed to providing a workplace environment that is free from discrimination, harassment and violence, where all individuals are treated with respect and dignity. All employees are expected to comply with their legislative obligations including, but not limited to, their obligations under the Ontario *Occupational Health and Safety Act* and the *Human Rights Code* as well as the Township's anti-harassment and anti-discrimination policies that may be in place and amended from time to time.

Enforcement

- 38. Complaints regarding contravention of this Employee Code of Conduct must be in writing and may be made by any person, including employees and members of Council. Complaints must be filed with the Chief Administrative Officer.

39. The Chief Administrative Officer shall have responsibility for enforcing this Employee Code of Conduct. The Chief Administrative Officer shall have the power to investigate any complaints and to proceed with any action which is deemed appropriate. The Chief Administrative Officer has the ability to request limited disclosure of financial information.

Penalty

40. If an employee is found to contravene any section of the Employee Code of Conduct, then the Employee Discipline policy will govern the discipline warranted.

Mayor

CAO/Clerk

DRAFT

**TOWNSHIP OF LUCAN BIDDULPH****STAFF REPORT**

Submitted by: Arnie Marsman, Chief Building Official
Subject: Recognition of Green Builder
Meeting Date: February 18, 2020
Report Number: BD-01-2020

Recommendation:

THAT the municipality recognizes Riverstone Design & Build and VanderMolen Homes Inc. for their participation in the municipality's Green Builder Recognition Program.

Purpose:

To recognize two homebuilders for their participation in the municipality's Green Builder Recognition Program.

Information:

In 2018, Lucan Biddulph council approved a Green Builder Recognition Program. This program, originally developed in Middlesex Centre in 2016, is intended to challenge homebuilders to build using sustainable and efficient building practices and materials. In order to qualify in this program, when constructing a new home, builders must accumulate 40 points from a list of efficient/sustainable options (prepared by staff). In 2018 one builder, Riverstone Design & Build, qualified with a project.

In 2019, Riverstone Design & Build and VanderMolen Homes Inc. both have earned this recognition.

Riverstone's house, on Saintsbury Line, included lighting entirely of LEDs, is 'Solar Ready' with conduit from attic to electrical panel, increased efficiency in windows and insulation, energy star appliances, Insulated Concrete Form walls, operable window in garage, water-sense fixture, 75% non-loadbearing studs made of metal, and separating of recyclables from waste.

STAFF REPORT

VanderMolen's house, on Hardy Court, included lighting entirely of LEDs, increased insulation values, rigid insulation installed below the basement slab, two solar tubes for lighting, several water-sense fixtures, operable window in garage, electric vehicle rough in, additional 'clips' at every truss to protect from roof uplift, separating of recyclables from waste and use of reclaimed material (fireplace mantle).

This Green Builder Recognition Program is also active in Middlesex Centre. In 2019, one builder, Sifton Properties, qualified for recognition.

Respectfully Submitted,



Arnie Marsman
Chief Building Official

**TOWNSHIP OF LUCAN BIDDULPH****STAFF REPORT**

Submitted by: Arnie Marsman, Chief Building Official
Subject: Building and By-Law Enforcement– 2019 Year End Summary
Meeting Date: February 18, 2020
Report Number: BD-02-2020

Recommendation:

THAT the report Building and By-Law Enforcement– 2019 Year End Summary, be received.

Purpose:

The purpose of this report is to provide council with a year end summary of events within the Building and By-law Enforcement Department.

Information:**Building Department:**

Since 2002, Middlesex Centre has assisted with building inspections in Lucan Biddulph, and has acted as the primary Building Department and CBO since 2006.

This past year, similar to the past few, we've seen a very strong housing market dominate building activity. 2019 was Lucan Biddulph's busiest year with regard to number of permits, new dwelling units and construction value. This is summarized in Tables 2 and 3 of this report. To summarize these tables, of the 145 building permits issued, 85 new dwelling units were approved across the municipality. This is consistent with the residential dominance of 2018, in which we saw 71 new homes that year's 119 building permits. Also, 2019 included the introduction of E-permitting. This process provided significant savings of time and money to the construction community

Fees paid to Middlesex Centre for building inspection services for 2019 total approximately \$68,000.

STAFF REPORT

By-law Enforcement Department:

2019 was the seventh year in which Middlesex Centre has provided By-law Enforcement Services for Lucan Biddulph. Middlesex Centre has recently hired a full time by-law enforcement officer. It is anticipated that this position will significantly assist in our workload in Lucan Biddulph to ensure an appropriate and timely response is provided to by-law enforcement matters.

In 2019, staff investigated complaints regarding parking, dogs at large/vicious and property standards issues.

Highlights for 2019:

Evolve Program:

- Staff's primary project for 2019 was the introduction of electronic permitting using the Evolve permit tracking system. This system, designed by a Finnish company (Evolta), is attracting attention across Ontario. Lucan Biddulph and Middlesex Centre were among the initial municipalities who've signed on with Evolta. At the end of 2019, the list of municipalities using Evolve has reached 8.
- This E-permitting program allows builders to submit drawings and apply for permits electronically, saving travel time/costs as well as printing costs. It also allows for an advanced communication system for messaging.
- Middlesex Centre's staff have played a key role in implementing and testing Evolve in a 'live' environment, helping the company meet the needs of the Ontario market. In the first quarter of 2020, Evolve has introduced it's 'Inspection Phase' in which building inspections can be requested and documented. Staff has frequent conversations with other building divisions across Ontario looking for references and our experience using the system.

Green Builder Recognition Program:

- In 2018, Township Council approved the Green Builder Recognition Program. Riverstone Design & Build and VanderMolen Homes Inc. are the recipients of this recognition for 2019

This program was designed to challenge homebuilders to build using sustainable and efficient building practices and materials. In order to qualify a home in our program, builders must have accumulated 40 points in a list of efficient/sustainable options, which staff has prepared.

Optimize Partnerships:

Strathroy Caradoc:

- Have worked with Thames Centre and Strathroy Caradoc building divisions in arranging for a meeting with homebuilders in February 2019. This is further discussed in Communications below.

Middlesex County:

- Frequent contact with County Solicitor, Planning and Roads Department.

STAFF REPORT

South West Chapter of the Ontario Building Officials Association:

- Staff have been active members of the chapter which includes building officials representing 30 municipalities in the southwest region of Ontario. Staff currently have the role as Chapter Program Coordinator.

Enhance Customer Communications:

Builder Communications:

- In February 2019, in partnership with Middlesex Centre, Strathroy Caradoc and Thames Centre, staff coordinated a meeting with approximately 40 homebuilders to review a number of items of interest such as TARION home warranty, local inspection policies, and the new Evolve electronic building permitting system.
- Our staff is currently arranging a similar meeting for February 2020 which is intended to include building code changes effective January 1, 2020

Summary Tables

The following table (Table 1) represents a breakdown of types of building permits issued in 2019.

Table 1: Building Permit Type Summary

<u>PERMIT TYPE</u>	<u>NO. OF PERMITS ISSUED</u>
New Single Family Residences	85
Single Family Additions/Renovations	19
Agricultural Buildings	5
Garage/Sheds	8
Swimming Pools	10
Commercial Building/Renovations	4
Demolitions	4
Septic	4
Apartment Building	0
Institutional Buildings	2
Industrial Buildings	0
Signs	0
Tents	4
TOTAL PERMITS ISSUED	145

STAFF REPORT

The following tables (Tables 2 and 3) summarize new home construction totals, fees collected, construction values and new housing locations, all over the past 12 years:

Table 2: Permit Summary and Comparison to Previous Years

Year	# of Permits	New Dwelling Units	Construction Value (\$)	Fees Collected (\$)	Development Charges Collected (\$)
2019	145	85	33,172,924	202,000	500,000
2018	119	71	27,339,304	187,433	424,600
2017	117	70 + 23 unit apartment	25,402,899	153,983	502,000
2016	91	29	10,278,085	77,506	175,000
2015	127	51	20,533,435	132,000	266,600
2014	91	36 + 11 Condo Units	16,773,200	114,119	172,863
2013	95	38	14,025,745	145,548	149,800
2012	91	30	10,992,400	101,836	116,600
2011	100	27	17,535,650	131,027	82,400
2010	92	37	11,080,150	132,477	112,727
2009	72	22 + 4 condo units	9,802,900	88,776	11,450
2008	102	33 + 36 condo units	21,353,720	137,626	25,035

STAFF REPORT

Table 3: New Home Location Summary and Comparison to Previous Years

Year	Lucan	Clandeboye	Granton	Rural Areas
2019	81	0	0	4
2018	67	1	0	3
2017	69 + 23 unit apartment	0	1	0
2016	27	1	0	1
2015	46	2	0	3
2014	31 + 11 condo units (Wolfe Dev.)	1	0	4
2013	31	1	1	5
2012	26	0	0	4
2011	20	2	0	5
2010	32	0	2	3
2009	17 + 4 condo units	0	3	2
2008	28 + 36 condo units	1	1	3

Respectfully submitted,



Arnie Marsman
Chief Building Official

Memo

To: Mayor and Council
From: Jeff Little, Public Works Manager
Subject: Tender Results - Roman Line Drain Construction
Date: February 18, 2020

BACKGROUND:

Four bids were received for the Roman Line Drain tender. Work includes the clean out of existing road ditch as well as existing 375 mm entrance culvert. Removal of existing clay tile and supply and installation of 200 m and 250 m sewer pipe across lawn areas and under laneways. There are hydro poles close to the drain location that may need to be supported during construction so a contingency amount has been provided in each bid to cover potential cost.

Tender results are below for Council's review.

COMPANY NAME	TOTAL PRICE excl HST plus Contingency
MWorx Inc	\$66,000 + \$3,000 contingency
Van Roestel Contracting	\$28,345 + \$2,000 contingency
Vanbussel	\$60,011 + \$3,440 contingency
Jeff Young	\$38,180 + \$9,400 contingency

RECOMMENDATION:

It is recommended that the Township of Lucan Biddulph accept the tender for the Roman Line Drain 2020 from VanRoestel Contracting in the amount of \$ 28,345 excluding HST (\$ 30,345 including HST) plus a \$2,000 contingency.



Jeff Little
Public Works Manager

Memo

To: Mayor and Council
From: Paul Smith, Manager of Parks and Recreation
Subject: Review and Update of the Municipal Alcohol Policy
Date: February 18th, 2020

BACKGROUND:

It is recommended that every few years the Municipal Alcohol Policy is reviewed and assessed to help promote and re-educate positive health and safety and smart alcohol service on and in municipal property and events. This report is coming forward after having consulted with the largest User group for comment and approval whom were in support of the proposed amendments.

DISCUSSION:

On review of the Municipal Alcohol Policy, Staff has made a few recommended changes to the previous policy to assist municipal staff in protecting the interests of the Township. By allowing broader control through less specific terms on the policy, the removal of quantifiable controls set in place for events allows staff more adaptive control based on the risk and scope of events.

The usage of SOP's has also been addressed on the revisited policy. To reduce the Townships, risk the policy was revised to remove the demand for sole alcohol service in municipal facilities by the Township. The usage of an SOP instead of Township licensed service does not give the user a way to negate this policy. On the policy itself it directs that Municipal staff as well as the OPP and AGCO have the authority to terminate alcohol service at any time should the policy and/or the Liquor Licence Act be violated. SOP's would still require review and approval from Municipal staff, OPP, Fire, Health, and AGCO before an event were to be approved.

It is more financially advantageous for the user groups under the new revised policy as opposed to the former policy. Having groups utilize their own SOP's will also assist municipal staff with control as the groups will carry a stronger invested interest to uphold the Municipal Alcohol Policy and the Liquor Licence Act as they would carry a stronger liability and risk.

The proposed amendments have been reviewed by the AGCO inspector who noted that the AGCO cannot approve MAP's, however they see no issues with staffs recommended changes to the existing MAP.

RECOMMENDATION:

Staff recommends Council approve these changes to the Municipal Alcohol Policy

Paul Smith

Paul Smith, Manager of Parks and Recreation



TOWNSHIP OF LUCAN BIDDULPH

Municipal Alcohol Policy

MISSION STATEMENT:

The Township of Lucan Biddulph wants residents and visitors to enjoy the various facilities and parks. In order for the Township to ensure the health and safety of its participants, minimize risk and liability and to protect the municipal facilities, this Policy has been authored to outline the orderly use of alcohol during events and functions, under the townships Permanent Liquor Licence or an SOP on municipal owned grounds. The following document outlines these regulations.

OBJECTIVES:

- 1) To provide appropriate procedures, and education, to individuals or groups wishing to hold events in municipally-owned facilities ensuring that rules pertaining to serving of alcohol are properly understood and strictly complied with as outline by the *Liquor Licence Act*.
- 2) To provide guidelines for proper supervision, and operation, of serving alcohol to assist event sponsors in running safe events. Thus protecting the Township of Lucan Biddulph and its staff from liability.
- 3) To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- 4) To honor the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcohol drinks.
- 5) To provide for a balanced use of alcohol through Special Occasion Permits so the alcohol becomes a responsible part of a social function rather than the reason for it.
- 6) To be proactive in the reduction of incidents including injury and death through the implementation of a municipal alcohol policy.

Responsible Beverage Service

Small Events such as Family gatherings and dinners being deemed Low Risk, have the option to utilize the Lucan Community Memorial Centre permanent liquor licence, where the renter will have access to bartending staff, alcohol stock as well as municipal staff to ensure adequate control and compliance of the liquor licence act and regulations.

Or

The renter may apply to utilize their own SOP (refer to appropriate definitions of Public and Private Events), where they will be required to supply fully smart served trained individuals to run alcohol service. At all times the renter will then be responsible for maintaining full control and compliance with the liquor licence act and regulations. Municipal staff retains the right at any time to halt alcohol service if any violations of the act are committed or poor enforcement of the act and regulations are taking place. Events wishing to apply for a SOP must notify the Municipality of Lucan Biddulph – Parks and Recreation department at the time of booking. The Applicant must provide event details as to their intent and control of alcohol service.

Important Definitions

Private Event: For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

Public Events: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol. Public Event SOPs are only issued to registered charities, non-profit organizations whose object is to promote charitable, educational, religious or community objects, or to events designated as being of municipal, provincial, national or international significance.

Events

Public Events held in Lucan Biddulph facilities can operate their event through the permanent liquor licence or under a SOP. A Public Event SOP may be issued to registered charity organizations, not for profit entity for the advancement of educational, religious or community objectives or for events that are of municipal, provincial, national or international significance.

Private Event No Sale SOP may be acquired for events where only invited guests will attend and deemed low risk by the Municipality. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

For events attracting fewer than 5,000 people, an applicant for a Public Event must provide 30 days' notice to the AGCO, the Municipality of Lucan Biddulph – Parks & Recreation Department, OPP-Lucan Detachment, and the local Fire Department.

For events exceeding 5,000 people, 60 days' notice must be provided to the AGCO, the Municipality of Lucan Biddulph – Parks & Recreation Department, OPP-Lucan Detachment, and the local Fire Department. Notification letters must include event location, date and time of beverage service and a detailed sketch of the area to which the SOP or Caterer's endorsement will apply.

Events wishing to apply for a No Sale SOP must notify the Municipality of Lucan Biddulph – Parks and Recreation department at the time of booking. The Applicant must provide event details as to their intent and control of alcohol service and allow Municipal staff to review if event qualifies as a Low Risk event. At any point the Municipality retains the right to deny the use of an SOP.

Any persons who acquires an SOP without approval of the Township of Lucan Biddulph and is denied use, will not be reimbursed for costs incurred associated with said SOP.

Events– Hosted under the auspices of the Lucan Community Memorial Centre's Permanent Liquor Licence

- Renter is allowed to fully advertise the event
- Event can be open to the public – guests do not have to be invited
- Allowed to profit through beverage sales – donation or share of the proceeds is allowed
- Absolutely **no** 50/50 draws, no raffles and no door prizes using the Townships licence
- Absolutely **no** games of chance, however games of skill are permitted
- A silent auction and/or live auction of items is permitted

Bring Your Own Wine (BYOW) Endorsement

Events wishing to use the Lucan Community Memorial Centre BYOW endorsement must make such requests to the Parks & Recreation department 60 days prior to the event. BYOW applies only to commercially-made wine – not spirits or beer. A \$5 corkage fee will apply per bottle, **ONLY** any unused (sealed) bottles may be removed from the premises. We will not be re-corking opened bottles. All wine bottles and glass must be removed from the tables by 9pm. A BYOW endorsement may only be used under the Lucan Community Memorial Centre permanent liquor licence and not in conjunction with an SOP.

Catering Endorsement

Events wishing to host their special event in an unlicensed part of any Lucan Biddulph facilities may operate through a Catering Endorsement of the Lucan Community Memorial Centre liquor sales licence. Holders of a liquor sales licence, with a catering endorsement, are permitted to sell and serve alcohol beverages at events held in unlicensed areas other than a licensed establishment. Through a catering endorsement, the Lucan Community Memorial Centre licence can be used at other facilities within Lucan Biddulph. A group or individual can request this service for their special event. The licensee (Municipality) must submit a catering notification form to the AGCO at least 10 days in advance of the event. The licensee is also required to notify police, fire, building and health departments of the details of each catered event.

Through a catering endorsement, special events can continue to operate through the Lucan Community Memorial Centre permanent liquor licence, allowing compliance at all facilities in Lucan Biddulph. Municipally catered events will **not** be hosted outside the boundaries of Lucan Biddulph or its properties. Request for service within Lucan Biddulph must be provided to staff at least 60 days prior to event, allowing staff adequate time to prepare document for AGCO approval. Hosting catering endorsements is a service and a privilege and can be denied.

Barriers – Outdoor Events

Outdoor events and/or extension of a facility to include an outdoor area, must be properly fenced, where beverages are being served and consumed. Event fencing is the responsibility of the renter to arrange and setup, as displayed in the sketch provided to the AGCO.

Gambling

Games of chance/luck or mixed chance and skill such as raffles, 50/50 draws, and/or door prizes, are not permitted unless the proper licence has been obtained from the province or municipality. Licences are only issued to eligible organizations with charitable or religious purposes. Visit www.agco.on.ca for info/clarification. A live and/or silent auction and games of skill are acceptable.

Food Service

An adequate access to food is required when alcohol is being served and is the responsibility of the rental party to provide. Chips, peanuts and popcorn do not constitute as appropriate food.

Proof of Liability Insurance

Events operated under the auspices of a SOP must provide proof, that they have purchased a minimum of two million dollars in Liability Insurance with the Township of Lucan Biddulph being named as a co-insured. This must be submitted to the Parks & Recreation Department staff two weeks prior to your event.

Security Controls

For safety and control, the Municipality of Lucan Biddulph reserves the right to require the presence of OPP and/or professional trained security at any event where beverage service is provided. The financial responsibility is that of the rental party and/or event organizer. Their function is to provide security, check ID upon entrance to event, ensure compliance with liquor licence act and its regulations, and MAP policies and to assist staff when/if necessary. It is the responsibility of the renter to ensure proper management, control and safety at their special event.

Limitations to Beverage Service at Events held in Municipal Facilities

- Serving to intoxication is prohibited
- Do not encourage excessive consumption of alcohol
- 4 drink limit per person per visit to the bar, drink limit of 2 per person per visit after 12:00 am
- Maximum 4 tickets at one time. 1 hour prior to stop-service, ticket sales must reduce to 2 per person
- Drinks must not be discounted by quantity
- Guests cannot be required to purchase a minimum number of drinks or drink tickets
- JELLO shooters are not permissible
- All drinks must be served in non-glass containers
- All double shot drinks will be served in a large cup, all doubles count as two drinks
- Non-alcoholic beverages will be available at a reduced rate
- All ages events must use wrist bands to identify legal drinking age
- Entry of an intoxicated person must be denied

Hours of Operation for the sale and service of alcohol

Stop service time will not extend past 1:00 am unless discussed and arranged with Parks & Recreation Department staff prior to the event. No “Last Call” will be announced. Any unused tickets will be refunded at any time during the event, up to and including 15 minutes after the bar has closed. All signs of liquor must be cleared 45 minutes after the bar has closed. This includes clearing of all glasses and bottles off the tables.

The “Big Five” Liquor Licence Infractions

The “Big Five” Liquor Licence Infractions that pose the greatest risk to public safety and are the primary focus for AGCO Inspectors. They are as follows:

1. Serving minors
2. Permitting drunkenness, serving intoxicated patrons
3. Overcrowding
4. Disorderly behavior
5. Serving after hours, and failing to clear

As a result, event can be closed down, OPP involved and charges laid. These offences almost always lead to disciplinary action by the AGCO in the form of a monetary penalty, or suspension and/or revocation of the liquor licence.

Recognizing signs of Intoxication

There are many signs of intoxication. They vary from person to person, and include:

- Inappropriate speech volume
- Increase or decrease in the pace of speech
- Slurred words
- Deterioration of gross motor control; a person may stagger or fall
- Deterioration of fine motor control; causing inability to pick up coin etc.
- Tiredness
- A decrease in alertness
- Red or glossy eyes and/or heavy eyelids
- Excessive sweating
- Noticeably shallow breathing
- Strong smell of alcohol from the person

Age Identification

One of the most serious infractions of Ontario’s liquor laws is the selling and/or serving of alcohol beverages to persons under the age of 19.

Liquor may not be sold or served to anyone under 19 years of age. Only persons 18 years or older may sell, serve or handle liquor in a licenced establishment.

Serving alcohol to minors is against the law and can lead to disciplinary action by the AGCO, charges by police or possible civil liability. The only acceptable forms of age identification are:

- Ontario Driver's licence with photo
- Canadian Passport with a photo
- Canadian Citizenship Card
- Canadian Armed Forces Identification card
- Secured Indian Status card issues by the Government of Canada
- Permanent Resident Card issues by the Government of Canada
- A photo card issued under the Photo Card Act 2008

By law, the Ontario Health Card is not an acceptable form of ID, however if it is offered voluntarily, you may accept it at your discretion. As a reference to the above, it can be used as a secondary form of ID.

Steps to checking ID

1. Ask the guest to remove ID from their wallet (never remove yourself)
2. Examine the ID in a well-lit area and take time to examine it close
3. Hold the ID in your hands to see or feel if ID has been altered

Safe Transportation

The risk of liability is high when a patron under the influence of alcohol leaves an event where alcohol is served. Event organizer must assume responsibility for promoting safe transportation for all patrons consuming alcohol. Examples of safe transportation include designated drivers, taxis or a bus service. Please ensure adequate signage is posted at the entrance/exit of your event, indicating taxi service contact information.

Share of Net Profit

Under a permanent liquor licence, the facility operator is legally allowed to provide a share of the net profit or make a donation to the rental party.

Net Profit sharing of beverage sales

Net profit sharing on beverage sales, on events under the auspices of the Lucan Community Centre Liquor Licence, will be calculated as follows:

- Private Events = Buck & does, weddings, anniversary celebrations, birthday parties, company/organization member functions will receive 65% of the net profit.
- Public Events = registered charity organizations, not for profit entities, or government organizations will receive 85% of the net profit.

Documentation will be provided to the renter, indicating:

1. The gross revenue received through bar sales, and total expenses
2. Net profit share that they will receive

The Township of Lucan Biddulph will NOT incur any deficit to provide liquor service for the renting party. Should the expenses of bar exceed the revenue the renting party will be liable to pay the difference and it will be added to the final invoice. If there is a profit we will enter into the net profit sharing model above, and a cheque will be issue by the Municipal Treasurer and provided to the renter, within two-three weeks directly following the event.

Profit shares will not be provided the day of the event

Lucan Community Memorial Centre Alcohol Service

A request for bar service delivery provided under the auspices of the Lucan Community Memorial Centre licence must be submitted to municipal staff by the rental party at least 60 days prior to the event. Municipal staff are responsible for all aspects of the bar operation, including purchasing of alcohol beverages. Through consultation between municipal staff and the rental party, it will be determined what beverages will be provided for your event – beer, spirits, wine and coolers. Premium beer, spirits and wine are not generally stocked. When requested for an event, an upcharge fee will be charged on your rental invoice, to accommodate the increased cost of purchase.

Municipal bar staff will be hired to provide full beverage service for your event. For events utilising the sale of tickets to ensure transparency, the rental group must provide at least one smart serve trained individual to provide ticket sales, cash handling and counting inventory after the event. Employee compliment and hours of operation will be determined by your event schedule and estimated attendance, in consultation with Parks & Recreation Department staff. All bartenders, ticket sellers and floor/door supervisors must be Smart Serve certified. The Township of Lucan Biddulph will deem appropriate adequate minimal coverage of all staffing dependant risk level of all events.

Rental Fees

Regular facility rental fees apply to all events. If no profit is made from beverage sales the remainder of expenses will be added to the rental of the facility.

Tipping of Beverage Staff

From time to time, tips are provided to staff from patrons happy with the service provided. Tips will be split equally between the beverage serving staff.

Smart Serve Training and Responsible Service

Ticket sellers and beverage servers must have smart serve training. Copies of Smart Serve Training of all ticket sellers and servers must be presented to Municipal staff two weeks prior to event. Training can be acquired on line at www.smartserve.ca. All ticket sellers and beverage servers must abstain from consuming alcoholic beverages, prior to and while performing this service.

Capacity of Lucan Community Memorial Centre:

Main Hall – 576

Lions Active living Centre – 200

Arena Bowl & Floor – 2800

Main Hall Mezzanine – 188

Main Lobby (North) – 127

It is the responsibility of the renter to ensure that the number of persons in the facility do not exceed the lawful capacity.

Monitoring the number of individuals entering your event is important. Exceeding the capacity of facilities is an offense and can put your guests in danger. Arm bands can be used at large events, where it may be difficult to monitor the capacity. It would be necessary to monitor the number of patrons entering and leaving, therefore not exceeding the capacity. The number of people permitted includes the Event organizers, volunteers and guests.

Failure to comply with the Lucan Biddulph Municipal Alcohol Policy and the *Liquor Licence Act*, may result in your event being terminated. The Township of Lucan Biddulph, the AGCO and/or OPP have the authority to cancel, intervene in or terminate an event as a result of violations. Unobstructed access must be allowed, should an AGCO Inspectors and/or OPP visit your event.

It remains the responsibility of the Event Organizer to manage and control the special event, and if necessary; to take appropriate actions, including stop-service of beverage sales, ending the event, vacating Municipal property, and ensuring safe transportation options are provided. Regardless of the reason for termination of the event, the Township of Lucan Biddulph will not be responsible for any compensation to the renter for financial losses. Should you require further clarification of the Municipal Alcohol Policy and/or policies and procedures pertaining to operation of beverage service in Lucan Biddulph facilities, please do not hesitate to contact Parks & Recreation Department staff at (519) 227-4442 or the Township office at (519) 227-4491.

Memo

To: Mayor and Council

From: Lisa deBoer, Economic Development & Communications Officer

Subject: Industrial Lands

Date: February 18th, 2020

Background:

In 2012, the Township began the process of the development and provision of services for the Industrial Park located at Saintsbury Line and Fallon Drive to attract buyers to these lands. A Stormwater Management Plan and service plans along with costs was presented to Council in 2013. Various site plans were developed on how the lots could be divided and a listing agreement was executed with a London realtor. A few opportunities arose during this time but no firm deals. In 2015, Mike Radcliffe was retained as the listing agent and a new site plan for Phase 1 and 2 was developed. Promotions were initiated by staff and Mike Radcliffe which was met with great success. Offers started to be presented to the Township in 2018 and to date Phase 1 is sold out with one parcel yet to close in April

The cost to develop and service Phase 1 was \$1,558,829.90. Proceeds from the sale of the lots in Phase 1 totalled \$406,234.79 (2018/2019) not including one remaining parcel closure. The goal of Council was not to make a profit from the sale of land but rather try to cover the costs of servicing this land with the return on investment coming in the form of increased commercial/industrial taxes as well as creating employment opportunities. The purchasers of the industrial lots have two years to build on their site.

Discussion:

Following the completion of Phase 1, Council must now consider Phase 2 next steps. The remaining parcel size is approximately 21 acres including a Stormwater Management Pond.

Option 1: Market Phase 2 as one parcel to potential buyers for one year until January, 2021. The costs involved would be minimal and involve marketing/promotion in partnership with the County of Middlesex. If, during that one-year period, there is no buyer, Council will have to determine if they would like to continue with the sale of Phase 2 as one parcel or subdivide it similar to Phase 1. If the decision is to subdivide the larger parcel into smaller parcels similar to Phase 1, it will take some engineering and time (possibly 2022 construction)

Option 2: Move forward with the marketing/promotion of Phase 2 with subdivided parcels and have interested buyers on a waiting list until Council is ready to install services.

Impacts to Budget: The cost of Option 1 is minimal for marketing/promotion advertising. The cost of Option 2 depends on how Council wishes to proceed.

Recommendation:

Staff is recommending that Council direct staff to move forward with Option 1 and begin marketing/promoting Phase 2 as one parcel until January 2021. At that point, Council will revisit the options and provide further direction to staff.

Lisa deBoer

Lisa deBoer, AMCT
Economic Development & Communications Officer

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: February 18, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED That the Council of the Township of Lucan Biddulph approve the accounts as paid, as follows:

January 2020

\$625,003.68

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: February 18, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the council meeting minutes of February 4, 2020 be approved as
circulated/amended.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: February 18, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the council of the Township of Lucan Biddulph supports local action by the Middlesex-London Health Unit to reduce the risk of West Nile Virus including, larviciding catch basins and other surface water locations within our jurisdiction and further directs staff to send a letter of support to the Ministry of the Environment and Climate Change indicating same.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: February 18, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED that the Township of Lucan Biddulph authorizes staff to accept the Tender for the Roman Line Drain 2020 from VanRoestel Contracting in the amount of \$28,345.00 excluding HST (\$30,435.00 including HST) plus a \$2,000 contingency.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: February 18, 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:

- 04-2020 Official Plan Amendment (Great Escape RV)
- 05-2020 Confirming By-law
- 201-2020 Zoning By-Law Amendment (Great Escape RV)

And further that if no 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:

- 63-2020 Stumpf Drain Branches 'E' and 'F' 2019
- 64-2020 Roman Line Drain 2019

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: February 18, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council meeting be adjourned at _____ p.m.

RESOLUTION CARRIED

MAYOR

Township of Lucan Biddulph

BY-LAW NO. 63-2019

**Being a by-law to provide for drainage works in the
Township of Lucan Biddulph in the County of Middlesex.
Stumpf Drain – Branch “E” and “F” 2019**

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 38 and 39, Concessions 3 and 4, 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 \$47,800.00;

AND WHEREAS \$47,800.00 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 revised report dated October 8, 2019 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 \$47,800.00 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

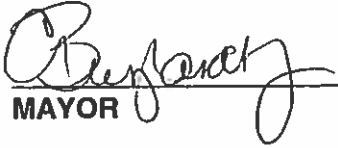
3. (a) That all owners of lots that are assessed be billed for the total cost assessed against their property and/or properties following completion of the works less any appropriate grants and/or damages providing a period of 30 days in which to remit payment.


(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 Stumpf Drain - Branch "E" and "F" 2019 By-law.

Read a First, and Second time and provisionally adopted this 3rd day of December, 2019.


MAYOR


CLERK

Read a Third time and Passed this day of

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 64-2019

**Being a by-law to provide for drainage works in the
Township of Lucan Biddulph in the County of Middlesex.
Roman Line Drain**

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 Lot 11, Concession N.L.R. and Part of Lot 33, Concession 7, 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 \$63,400.00;

AND WHEREAS \$63,400.00 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 Nov 15, 2019 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 \$63,400 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 Roman Line Drain 2019 By-law.

Read a First, and Second time and provisionally adopted this 3rd day of December, 2019.


MAYOR


CLERK

Read a Third time and Passed this day of

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 04-2020

WHEREAS in the Township of Lucan Biddulph an official plan is in effect adopted by Council on 4 June 2002 and approved by the County of Middlesex on 10 June 2003; and

WHEREAS a meeting of Council, open to the public, was held on 21 Jan 2020 for the purposes of considering a proposed amendment which would re-designate the subject lands from Industrial to Industrial – Special Policy Area to permit a “Motor Vehicle Sales and Service Establishment”;

WHEREAS the proposed amendment would be consistent with the Provincial Policy Statement;

WHEREAS the intent of the Official Plan of the County of Middlesex and the Official Plan of the Township of Lucan Biddulph would be maintained;

WHEREAS the Council of the Corporation of the Township of Lucan Biddulph now deems it expedient to adopt the proposed amendment to the Official Plan of the Township of Lucan Biddulph;

THEREFORE the Council of the Corporation of the Township of Lucan Biddulph, in accordance with Section 17 of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:

1. **THAT** Amendment No. 7 to the Official Plan of the Township of Lucan Biddulph, consisting of the attached explanatory text and Schedule ‘A’, is hereby adopted.
2. **THAT** the Clerk is hereby authorized and directed to make application to the County of Middlesex for approval of the aforementioned Amendment No. 7 to the Official Plan of the Township of Lucan Biddulph.
3. **THAT** Amendment No. 7 shall not come into force or take effect unless and until it has been approved in accordance with the Planning Act, R.S.O., 1990, as amended.
4. **THAT** this By-law shall come into force and take effect on the day of final passing thereof.

READ A FIRST, SECOND AND THIRD TIME THIS 18th DAY OF FEBRUARY, 2020.

MAYOR

CLERK

**AMENDMENT NO. 7
TO THE

OFFICIAL PLAN
OF THE
TOWNSHIP OF LUCAN BIDDULPH

SUBJECT: GREAT ESCAPE RV CANADA**

**Part of Lot 25, Concession 4
(geographic Township of Biddulph)
Township of Lucan Biddulph,
County of Middlesex**

THE CONSTITUTIONAL STATEMENT

PART A - THE PREAMBLE does not constitute part of this amendment. The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

PART B - THE AMENDMENT, consisting of the following text and schedule constitutes Amendment No.7 to the Official Plan for the Township of Lucan Biddulph.

PART A - THE PREAMBLE

1. PURPOSE AND EFFECT

The purpose and effect of this application is to amend the Lucan Biddulph Official Plan by re-designating certain lands from the “Industrial” designation to an “Industrial-Special Policy Area” designation to allow a motor vehicle sales and service establishment. This Amendment would re-designate the lands comprised of approximately 4 hectares (9.9 ac.) at 6360 Fallon Drive and 34337 Saintsbury Line.

The subject lands are located on the northwest corner of Fallon Drive and Saintsbury Line in the Lucan Biddulph Industrial Park. These lands are currently owned by the Township of Lucan Biddulph and are vacant at the present time.

Great Escape RV Canada are moving their current operation from Elginfield to this location.

Surrounding land uses are industrial in nature to the north (Lucan Biddulph Roads garage) and west (vacant lands within the Lucan Biddulph Industrial Park), with a mixture of agricultural lands and one non-farm residential lot to the east predominantly agricultural in nature, with a single-detached dwelling located to the east, and agricultural lands and one industrial lot to the south (Pickard Construction).

2. BASIS

The Planning Act requires all decisions made under the Act “be consistent with” the Provincial Policy Statement, 2014 (PPS). This provides direction which encourages development to occur in areas on full municipal services provided the proposal is compatible with surrounding area. The subject proposal satisfies such criteria.

According to the County Official Plan, the subject lands are within the Agricultural Area designation. Permitted uses within this designation include agriculture as well as farm-related commercial and industrial uses. Notwithstanding this, the County Plan is not intended to prevent the continuation, expansion or enlargement of non-farm uses which do not conform to the Agricultural Areas designation. The County Plan goes further to allow local municipalities to rezone to allow the continuation, expansion or enlargement of legally existing uses provided such uses have no adverse effect on surrounding land uses including MDS compliance and subject to any conditions contained in a local official plan. The foregoing matters have been addressed or are capable of being addressed through the site plan approval process.

The Lucan Biddulph Official Plan designates the lands as “Industrial” and provides a broad framework for proposed amendments thereto. The subject proposal complies with the policies of the Lucan Biddulph Official Plan in that it is consistent with the PPS and in conformity with the County Official Plan. In addition, the subject proposal is justifiable in that the re-designation would facilitate the re-location of an existing local business.

According to the Lucan Biddulph Zoning By-law, the lands at 6360 Fallon Drive and 34337 Saintsbury Drive are currently zoned General Industrial (M1). The applicants have applied to re-zone the lands to a General Industrial Site Specific M1-3 in order to permit the operation of a motor vehicle sales and service establishment.

Based on the foregoing, the subject proposal is consistent with the Provincial Policy Statement and conforms to the Middlesex County Official Plan and constitutes sound land use planning.

PART B - THE AMENDMENT

All of this part of the Amendment entitled 'Part B - The Amendment', including the attached Schedule 'A', constitutes Amendment No. 7 to the Official Plan of the Township of Lucan Biddulph.

DETAILS OF THE AMENDMENT

The Official Plan of the Township of Lucan Biddulph is hereby amended in accordance with the following:

1. That Section 3.1.7.1 with the addition of the following policy:

“(1) Industrial Special Policy Area 1

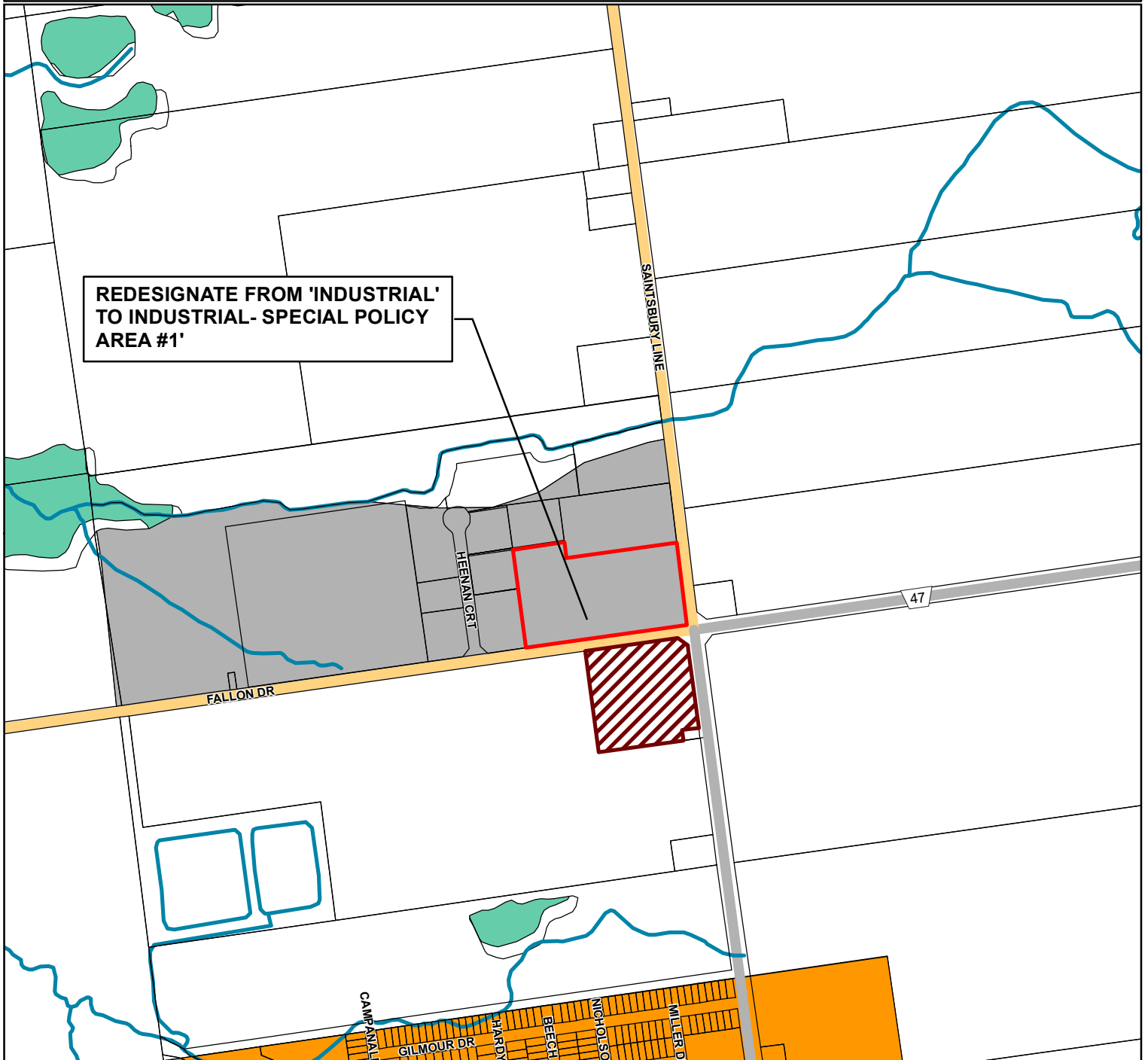
Notwithstanding any other policy of this Plan, a motor vehicle sales and service operation shall be permitted on a property legally described as Part of Lot 25, Concession 4 (geographic Township of Biddulph), Municipality of Lucan Biddulph and known municipally as 6360 Fallon Drive and 34337 Saintsbury Line and shown on Schedule 'A' as Industrial Special Policy Area 1.”

2. That Schedule 'A' – Land Use Plan of the Official Plan is hereby amended by changing the designation of certain lands known municipally as 6360 Fallon Drive and 34337 Saintsbury Line, legally described as Part of Lot 25, Concession 4 (geographic Township of Biddulph), Township of Lucan Biddulph, County of Middlesex, from 'Industrial' to 'Industrial Special Policy Area 1'.







SCHEDULE "A"

AMENDMENT NO.7 OF THE OFFICIAL PLAN OF THE TOWNSHIP OF LUCAN BIDDULPH



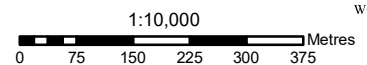
**REDESIGNATE FROM 'INDUSTRIAL'
TO INDUSTRIAL- SPECIAL POLICY
AREA #1'**

LAND USE DESIGNATIONS

-  AGRICULTURAL/SPECIAL POLICY AREA #1
-  INDUSTRIAL
-  SETTLEMENT
-  NATURAL AREAS

ROAD DESIGNATIONS

-  LOCAL ROAD
-  COLLECTOR ROAD



Township of Lucan Biddulph

BY-LAW NO. 05-2020

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 February 18, 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 February 18, 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 February 18, 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
February 18, 2020.

MAYOR

CLERK

TOWNSHIP OF LUCAN BIDDULPH
BY-LAW NO. 201-2020
BEING A BY-LAW TO AMEND THE LUCAN BIDDULPH
COMPREHENSIVE ZONING BY-LAW NO. 100-2003

Township of Lucan Biddulph
6360 Fallon Drive and 34337 Saintsbury Line, Lucan

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 Official Plan;

NOW THEREFORE the Council of the Corporation of the Township of Lucan Biddulph enacts as follows:

1. **THAT** Section 17.3 to By-law No. 100-2003, as amended, being the Exceptions of the General Industrial (M1) Zone, is hereby amended with the addition of the following:

"15.3.3 a) Defined Area (*Lucan Biddulph*)

M1-3 as shown on Schedule "A", Map No. 18 to this By-law.

b) Permitted Uses

motor vehicle sales and service establishment
all other permitted uses under the M1 zone"

2. **THAT** this by-law does not come in force and take effect until after Amendment No. 11 to the Township of Lucan Biddulph Official Plan has been approved by the County of Middlesex in accordance with the provisions of Section 34 of the Planning Act, R.S.O. 1990, c.P.13.

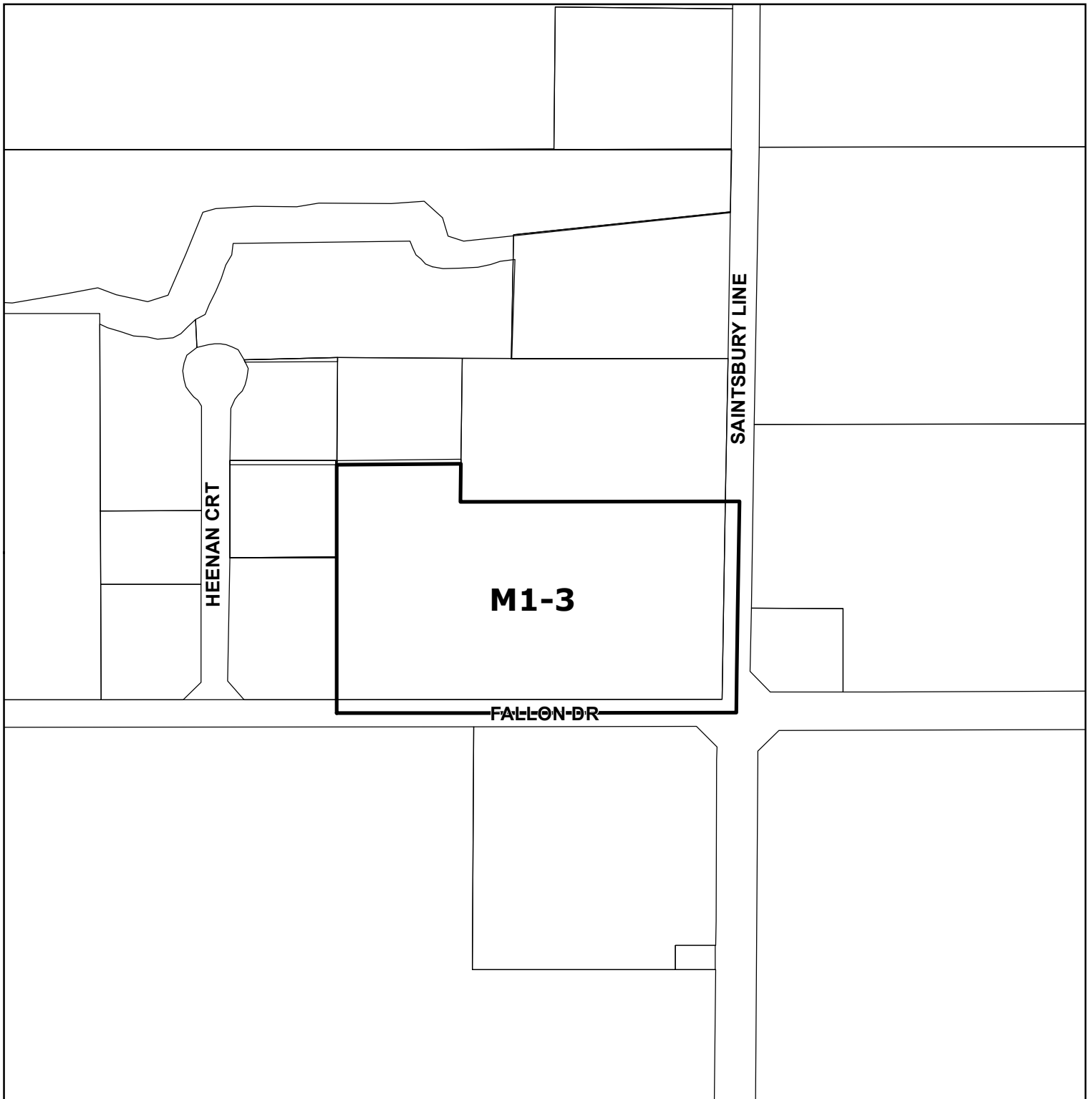
READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED AND READ A THIRD TIME AND PASSED THIS 18th DAY OF FEBRUARY, 2020.

MAYOR

CLERK



Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. 201-2020
PASSED THIS 18th DAY OF February, 2020.

