



## **LUCAN BIDDULPH COUNCIL AGENDA**

TUESDAY, JANUARY 21, 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. In-Camera Session**

#### **4. 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 conduct a Public Meeting under the Planning Act.)

- a. Application for Official Plan Amendment (OPA-1-2019) and Zoning By-law Amendment (ZBA-10-2019)  
Great Escape RV Canada c/o Justin Boyd, Applicant  
Northwest Corner of Fallon Drive and Saintsbury Line  
[ZBA-10-2019 and OPA-1-2019 Planning Report](#)

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

#### **5. Petitions & Delegations**

##### **a. 6:15 pm Court of Revision**

- i) Roman Line Drain 2019  
[Notice of Court of Revision - Roman Line Drain 2019](#)  
[Roman Line Drain 2019 report](#)
- ii) Stumpf Drain – Branches 'E' and 'F' 2019  
[Notice of Court of Revision - Stumpf Drain Branches 'E' and 'F' 2019](#)  
[Stumpf Drain - Br 'E' and 'F' 2019 report](#)

- b. **6:30 pm** Honour Roll Recipient Presentation
  - Gail Lewis, Lucan Legion
  - Rick Freeman, Freeman Family
  - Avery Greaves
  - Jo Anne and Martin Clarke
  - Absent: Tom McLaughlin
  
- c. Matt Pearson and Lisa Courtney, B.M. Ross and Associates Limited Engineers and Planners  
[Development Charges Background Study presentation](#)

## 6. Adoption of Minutes

[Council Minutes Dec 17 2019](#)

[Public Meeting Minutes - Dec 17 2019](#)

## 7. Business Arising From the Minutes

[BA Jan 21 2020](#)

## 8. Communications Reports

1. [County of Middlesex Media Release-Sale of 399 Ridout St N and 50 King Street](#)
2. Balance of Communications:
  - a. [MMAH Minister Steve Clark - More Homes More Choice Act - Changes to Development Act](#)
  - b. [MMAH Minister's Response - Building Code Service Transformation](#)
  - c. [Message from Todd Smith Minister of Community and Social Services](#)
  - d. [Message from Greg Rickford Minister of Energy Northern Development and Mines](#)
  - e. [MLHU - Board of Health Update December 2019](#)
  - f. [Municipal Policing Bureau News Bulletin - Jan 2020](#)
  - g. [Winter Walk Day 2020](#)
  - h. [Resolution and Report - Tecumseh - 911 Misdials](#)
  - i. [Resolution - Thames Centre - Support for Continuation of Mandatory and Non-Mandatory Programs of UTRCA and KCCA](#)
  - j. [Resolution - City of Woodstock - Ban of Single Use Plastic Handled Shopping Bags](#)
  - k. [Resolution - Twp of Perry - Ban of Single-Use Disposable Wipes](#)
  - l. [Support Resolution - County of Simcoe - Nottawasaga Valley Conservation Authority Levy](#)
  - m. [Support Resolution - County of Simcoe - Conservation Authority Exit Clause](#)
  - n. [Support Resolution - Huron Kinloss - Conservation Authority Exit Clause](#)
  - o. [AMO Watchfile Dec 19 2019](#)    [AMO Watchfile Jan 9 2020](#)

## 9. Committee Reports

- a) CEDC

- b) Bluewater Recycling
- c) Lake Huron
- d) Fire Boards - [Biddulph Blanshard Minutes - Nov 27 2019](#)
- e) ABCA
- f) UTRCA
- g) Parks & Recreation
- h) Canada Day

## 10. Staff Reports

- a) CAO/Clerks Office
  - [Flag Policy](#)
- b) Building/By-law Enforcement
- c) Finance
  - [2020 Budget Process](#)
- d) Planning
- e) Public Works
  - [2019 Green Waste and Large item Pickup Summary](#)
  - [Water and Waste Water Rates](#)
  - [Public Works Department update and outlook for 2020](#)
- f) Parks & Recreation

## 11. Councillor's Comments

## 12. Changes to Budget

## 13. Notice of Motions

## 14. Motions and Accounts

[Motions - January 21 2020](#)

## 15. By-laws

[01-2020 Interim Tax Levy Bylaw](#)

[02-2020 Confirming Bylaw](#)

[200-2020 - Murphy Zoning Bylaw Amendment](#)

## 16. Adjournment



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

January 21, 2020

## REPORT

**TO:** Mayor Burghardt-Jesson and Members of Council  
Township of Lucan Biddulph

**FROM:** Stewart Findlater, Senior Planner

**RE: Application for Official Plan Amendment (OPA-1-2019) and Zoning By-law Amendment (Z10/2019)  
Township of Lucan Biddulph (Owner)  
Justin Boyd – Great Escape RV Canada (Agent)  
6360 Fallon Drive and 34337 Saintsbury Line (Lucan Biddulph Industrial Park)**

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### **Purpose:**

The purpose and effect of the Official Plan Amendment is to re-designate the subject lands from Industrial to Industrial – Special Policy Area to permit a “Motor Vehicle Sales and Service Establishment”. The purpose and effect of the Rezoning Application is to rezone the subject lands from the General Industrial (M1) Zone to a site-specific General Industrial (M1-#) Zone to permit a “Motor Vehicle Sales and Service Establishment” as an additional permitted use.

### **Background (see Figure 1):**

The subject property is a parcel of land located at the northwest corner of Saintsbury Line (County Road 47) and Fallon Drive in the Lucan Biddulph Industrial Park on lands designated for non-agricultural development adjacent to the Village of Lucan. Having an area of approximately 4 hectares (9.9 ac.), the property is currently vacant. The applicant is proposing to relocate the Great Escape RV Canada business from its current location in Elginfield to this location. The property will be fully serviced by the Township’s water supply system and sanitary sewage system.

The lands are designated Industrial under the Township’s Official Plan and zoned General Industrial (M1) in the Township’s Zoning By-law. While both the current Official Plan designation and Zoning on the property allow a wide range of industrial uses, neither permits the operation of a “Motor Vehicle Sales and Service Establishment”. As such, both an Official Plan and Zoning By-Law Amendment are required to allow the such a use on the subject lands.

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

### **Analysis:**

The Provincial Policy Statement (PPS), the County of Middlesex Official Plan and the Township Official Plan provide policy direction in encouraging a mix of land uses on lands designated for non-agricultural development and development and redevelopment opportunities on full municipal services provided the



Application for Official Plan Amendment (OPA-1-2019) and Zoning By-law Amendment (ZBA-10-2019)  
Justin Boyd (Great Escape RV Canada) for Township of Lucan Biddulph

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proposal is compatible with the surrounding area. The subject proposal would be consistent with the foregoing policy direction.

Under the Township's Official Plan, the Industrial designation provides opportunity for a range of industrial uses to be implemented through zoning. The designation does not however, permit the type of use being proposed by the applicant. As such the Official Plan Amendment and Zoning By-law Amendment are required. The Plan states industrial uses shall be permitted provided such uses do not generate unacceptable levels of noise, vibration, odours and/or particulates which would adversely affect adjacent residential areas. Uses accessory to and specifically related to a primary use such as retail outlets, outside storage and office uses shall also be permitted. Staff is satisfied that the foregoing criteria is capable of being met considering the location of the lands and the proposed use of the lands as a "Motor Vehicle Sales and Service Establishment".

In all, the subject applications are consistent with the Provincial Policy Statement and in conformity with the County and Township Official Plans.

**Agency Comments:**

In the circulation of the application to prescribed agencies, the following comments were received:

Ausable-Bayfield Conservation Authority: No concern.

Public Works Manager: No comments.

Chief Building Official: No objection.

**Public Comments:**

In the circulation of the application to surrounding property owners, no concerns have been received from the public as of the date of this report.

**Recommendation:**

THAT **Applications for Official Plan Amendment (OPA1 – 2019) and Zoning By-law Amendment (ZBA-10-2019)** , filed by Justin Boyd (Great Escape RV Canada) on behalf of the Township of Lucan Biddulph for a property known municipally as 34337 Saintsbury Line and 6360 Fallon Drive, Lucan and legally described as Part 2 of Reference Plan 20206, **BE APPROVED** in principle, and that the implementing By-laws be brought to the next meeting of Council for consideration.

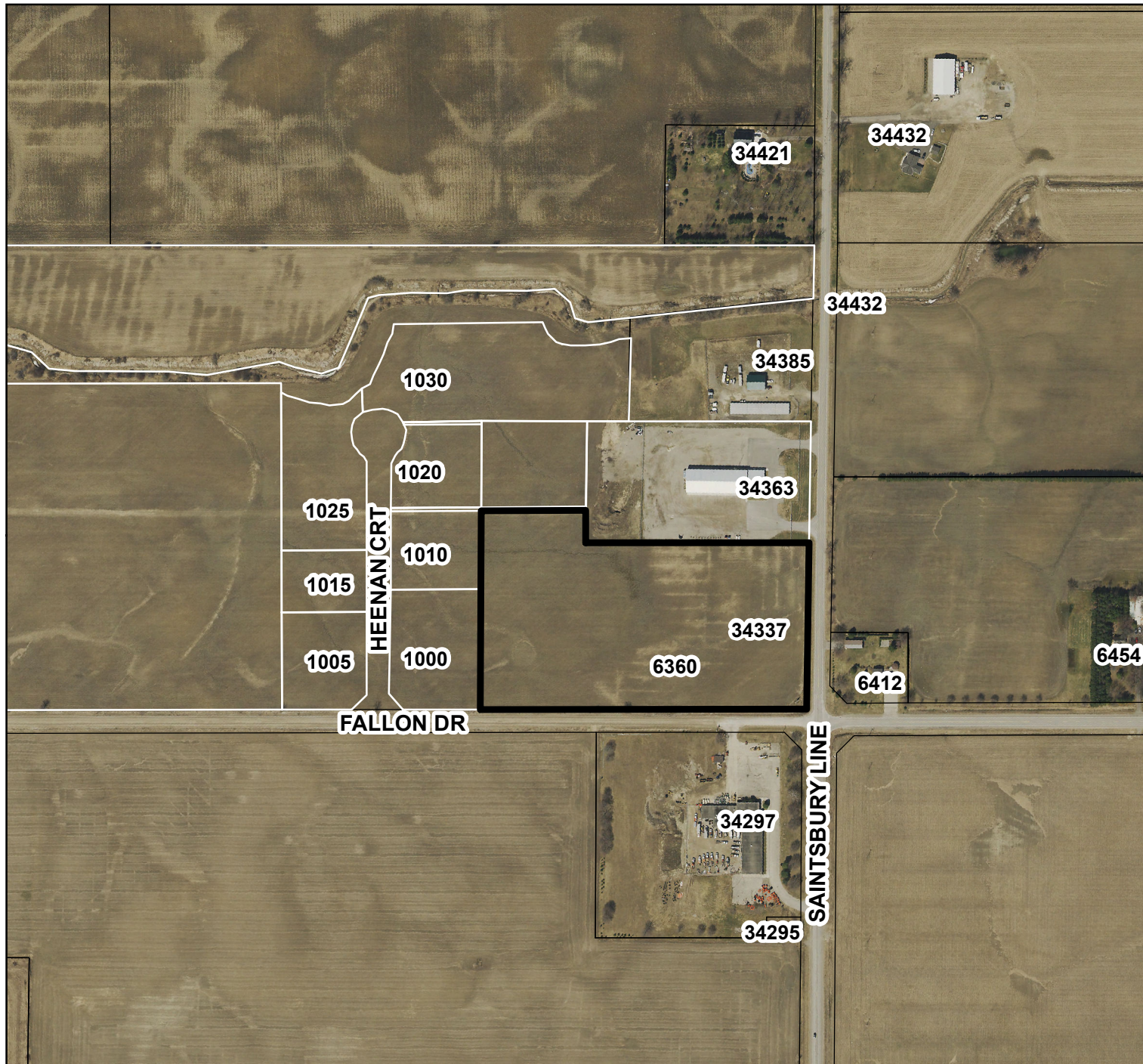
# APPLICATIONS FOR OFFICIAL PLAN AMENDMENT (OP1-2019) AND ZONING BY-LAW AMENDMENT (Z10-2019)

Great Escape RV Canada c/o Justin Boyd



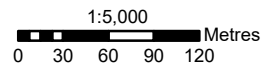
Northwest corner of Fallon Drive and Saintsbury Line

## 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  
December 2019

 SUBJECT LANDS



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



**NOTICE OF SITTING OF COURT OF REVISION**

The Drainage Act, R.S.O. 1990, chapter D17, section 46(1) (2).

**CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH  
BOX 190, LUCAN, ON NOM 2J0**

**RE: Roman Line Drain 2019**

Notice is hereby given that a Court of Revision will be held at the Township of Lucan Biddulph offices, 270 Main Street, Lucan, Ontario NOM 2J0 on the 21st day of January, 2020 at 6:15 p.m. to hear any owner of land, or where roads in the local municipality are assessed, any ratepayer, who complains that his/her or any other land or road has been assessed too high or too low or that any land or road that should have been assessed has not been assessed, or that due consideration has not been given or allowance made as to type or use of land, who personally, or by his/her agent, has given notice in writing to the Clerk of the municipality that he/she considers himself aggrieved for any or all such causes and such notice to be given to the Clerk of the initiating municipality not later than 10 days prior to the first sitting of the Court of Revision.

Ron Reymer, Clerk  
Township of Lucan Biddulph

Dated this 27 day of December, 2019

If no notice of intention to make application to quash a By-law is served upon the Clerk of the municipality within 10 days after the passing of the By-law or, where a notice of intention has been given, if an application to quash is not made to the referee within three months after the passing of the By-law, the By-law, or so much thereof as is not the subject of or is not quashed upon any such application, is valid and binding according to its terms, so far as it prescribes or directs anything within the proper competence of the Council:

The Drainage Act, R.S.O. 1990, chapter D17, section 58 (2).

Enclosed herewith, please find a copy of the Township of Lucan Biddulph's Provisional By-law No. 64-2018. A copy of the Engineer's Report together with a schedule of assessments on this drain was previously forwarded to you.

**ROMAN LINE DRAIN 2019**  
**Township of Lucan Biddulph**



**SPRIET  
ASSOCIATES**

**ENGINEERS & ARCHITECTS**

155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
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E-mail MAIL@SPRIET.ON.CA

London, Ontario  
November 15, 2019

## **ROMAN LINE DRAIN 2019**

### **Township of Lucan Biddulph**

To the Mayor and Council of  
The Township of Lucan Biddulph

Mayor and Council:

We are pleased to present our report on the construction of the Roman Line Municipal Drain serving parts of Lot 11, Concession N.L.R., and parts of Lot 33, Concession 7, in the Township of Lucan Biddulph.

#### **AUTHORIZATION**

This report was prepared pursuant to Section 4 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a petition signed by the owners whose lands contain over 60 percent of the area requiring drainage.

#### **DRAINAGE AREA**

The total watershed area as described above contains approximately 0.6 hectares. The area requiring drainage is described as the west part of Lot 11, Concession N.L.R. in the Township of Lucan Biddulph.

#### **EXISTING DRAINAGE CONDITIONS**

At a site meeting held with respect to the project and through later discussions, the owners reported the following:

- that there is an existing 150mm diameter tile serving the boulevard area in front of approximately 9 residential lots along the east side of Roman Line, north of Highway 4
- that this tile was installed quite a while ago (40+ years) so that there would no longer be a road ditch in front of these houses
- that this tile is in poor condition, plugged by roots, and no longer functioning



## EXISTING DRAINAGE CONDITIONS (cont'd)

- that the owners request the tile be replaced with a new pipe of similar size and that we keep the cost as minimal as possible
- that there is a separate tile drain along the east edge of the road to drain the road base

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the existing tile outlets into the east road ditch a short distance north of the last house
- that there is some sedimentation in the road ditch between the outlet and the Blake Drain (approximately 238 meters)
- that there will be several driveways to cross, including 3 which are asphalt
- that there are hydro poles fairly close to the drain location that may need to be supported during construction

Preliminary design, cost estimates and assessments were prepared, and an informal public meeting was held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. These included:

- using small 200mm plastic inlet grates on a standpipe instead of full catchbasins in each boulevard
- not replacing those mailboxes required to be removed to complete the construction but leaving them for the owners to reinstall

## DESIGN CRITERIA AND CONSIDERATIONS

We would like to point out that there have been unstable soil conditions. It should be noted that no formal soil investigation has been made, with this information being provided by soils mapping and the owners.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

At the request of the owners the capacity of the system has been designed in accordance with the rational method to a design frequency of approximately two-thirds of a 1 in 2-year storm. Design frequency is the frequency with which a given storm event is equalled on the average, once in a period of years. Thus a 2-year frequency event would be expected to be equalled or exceeded 50 times in 100 years.

## RECOMMENDATIONS

We are therefore recommending the following:

- that the existing bottom of the road ditch be cleaned out to provide a proper capacity for the upstream water
- that the existing surface entrance outlet be cleaned out
- that the existing 150mm clay tile be replaced with new 200mm and 250mm sewer pipe and that the existing tile be destroyed
- that the new sewer pipe be extended downstream a further 4 meters to avoid conflict with the existing gasmain
- that surface inlets consisting of 200mm plastic grates and 150mm standpipes be installed at various locations on the proposed drains to allow direct surface water entry into the drain
- that a concrete catchbasin surface inlet be installed at the upstream end of the drain to allow surface water inflow and provide maintenance access

It is recommended that basement, cellar, or crawlspace drains be directed to a sump and then discharged onto the ground surface well away from foundations and septic systems or should owners desire to connect these drains to the new outlet drain, then it is suggested that they not be directly connected to the drains. Rather it is suggested that such a connection be made by an indirect method such as by sump pump with an open air connection such as a mini-catchbasin, crushed stone filled excavation connected to a storm P.D.C. and should include a check valve and be piped above foundation level. It is noted that there is still a risk of flooding even with indirect methods of connection and any/all responsibility shall be borne by the owner. Downspouts from eavestroughs should be directed onto the ground surface well away from foundations and septic systems and are **not** permitted to be connected to the Municipal Drain.

## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant sensitive areas or endangered species along the route of the drain. A temporary flow check of silt fencing is to be installed at the downstream end ditch work for the duration of the construction.

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 238 lineal meters of road ditch cleanout and approximately 200 lineal meters of 200mm and 250mm sewer pipe, including related appurtenances.

## SCHEDULES

Two schedules are attached hereto and form part of this report, being Schedule 'A' - Cost Estimate and Schedule 'B' - Assessment for Construction.

Schedule 'A' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 63,400.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'B' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Drawing No. 1, Job No. 219094 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

## ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These assessments are known as benefit, outlet liability and special benefit as set out under Sections 22 and 23 of the Act.

### SECTION 22

**Benefit** as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

**Special Benefit** is assessed to lands for which some additional work or feature has been included in the construction repair or improvement of a drainage works. The costs of such work are separated and assessed independently from the regular work.

### SECTION 23

**Outlet** liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.





**ASSESSMENT**

A modified "Todgham Method" is typically used to calculate the assessments shown on Schedule 'B'- Assessment for Construction. Special Assessments and Special Benefit Assessments were extracted first. Then the remainder is then separated into Benefit and Outlet Assessments. The Benefit is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet is distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands are assessed for outlet at lower rates than cleared lands. Also, roads and residential properties are assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet as shown in detail on Schedule 'B' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

The cost to restore water supply for any well determined to be impacted by any construction covered under this report shall become part of this report and be pro-rated with the costs provided for in this report.

**SPECIAL ASSESSMENT**

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Ontario Hydro being the increased cost to the drainage work for installing a drain past their hydro poles. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
\$4,000.00	N/A	\$525.00	\$160.00	\$4,685.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Bell Canada for the cost of locating and determining the elevation of their telephone cables, being the increased cost to the drainage works due to the construction and operation of their utility. The Special Assessment shall be as shown on Schedule 'B'.

A Special Assessment has been made against Enbridge Gas Inc. for the cost of locating and determining the elevation of their gasmain and the increased cost of flattening the grade for a portion of the drain, resulting in a larger pipe, and extending the drain 4 meters downstream to avoid conflict with the gasmain, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'B'.

## MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion, the Roman Line Drain 2019 shall be maintained by the Township of Lucan Biddulph at the expense of all upstream lands and roads assessed in Schedule 'B' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Special Assessments shall **not** be pro-rated for future maintenance purposes but shall be applied as an actual cost special if part of the maintenance.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



M.P.DeVos, P. Eng.



MPD:bv



## SCHEDULE 'A' - COST ESTIMATE

**ROMAN LINE DRAIN 2019****Township of Lucan Biddulph**

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

Supply and install quarry stone rip-rap around 250mm outlet pipe including rodent gate (approx. 2m <sup>3</sup> req'd) and backfilling of 4 meters of ditch including topsoil and seed	\$ 460.00
Clean out existing road ditch including disposal of excavated material	\$ 1,900.00
Clean through existing 375mm entrance culvert	\$ 400.00
Supply & Installation of the following sewer pipe (with rubber gaskets) across lawn areas past trees including supply & installation bedding and backfill materials, restoration of lawn areas and hauling away & disposal of excavated materials	
113 meters of 200mm dia. sewer pipe	\$ 12,470.00
22 meters of 250mm dia. sewer pipe	\$ 2,520.00
Supply of the above listed sewer pipe	\$ 2,040.00
65.0 meters of 200mm sewer pipe	
Supply	\$ 1,200.00
Installation under laneways by open cut including hauling and disposal of excavated material	\$ 11,700.00
restore asphalt driveways (3)	\$ 7,500.00
Supply and install one 600mm x 600mm standard catchbasins and eight 150mm dia. plastic HDPE pipe catchbasins including grates and fittings	\$ 3,400.00
Contingency amount to support hydro poles if necessary (4)	\$ 4,000.00
Exposing and locating existing tile drains and utilities	\$ 480.00
Tile connections and contingencies	\$ 1,350.00
<b>ADMINISTRATION</b>	
Conservation Authority Review Fee	\$ 300.00
Interest and Net Harmonized Sales Tax	\$ 1,802.00
Survey, Plan and Final Report	\$ 7,486.00
Expenses	\$ 892.00
Supervision and Final Inspection	\$ 3,500.00
<b>TOTAL ESTIMATED COST</b>	<b>\$ <u>63,400.00</u></b>

SCHEDULE ' B ' - ASSESSMENT FOR CONSTRUCTION

**ROMAN LINE DRAIN 2019**

**Township of Lucan Biddulph**

Job No. 219094

November 15, 2019

\* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>MAIN DRAIN</b>						
	7	Pt.33	-	010-126 (Seelster Farms Inc.)	\$ 410.00	\$ 410.00
*	7	Pt.33	0.03	010-128 (T. Davidson & J. Shaw)	1,220.00	873.00
*	7	Pt.33	0.08	010-129 (G. Anderson)	3,410.00	1,747.00
*	NLR	Pt.11	0.05	010-174 (P. & W. Timmermans)	3,040.00	873.00
*	NLR	Pt.11	0.05	010-175-02 P. Timmermans)	3,040.00	873.00
*	NLR	Pt.11	0.03	010-175-01 (R. Bannister)	2,430.00	873.00
*	NLR	Pt.11	0.04	010-177 (M. & N. Francis)	2,430.00	873.00
*	NLR	Pt.11	0.06	010-173 (K. Elliott & C. Finlayson)	3,410.00	1,747.00
*	NLR	Pt.11	0.02	010-172 (C. Luyten)	1,820.00	873.00
TOTAL ASSESSMENT ON LANDS				\$ 21,210.00	\$ 8,732.00	\$ 29,942.00
Roman Line		0.21	Township of Lucan Biddulph	\$ 15,060.00	\$ 11,358.00	\$ 26,418.00
TOTAL ASSESSMENT ON ROADS				\$ 15,060.00	\$ 11,358.00	\$ 26,418.00
<b>SPECIAL ASSESSMENT</b> against Bell for the increased cost of locating and exposing their telephone cables						\$ 505.00
<b>SPECIAL ASSESSMENT</b> against Enbridge Gas Inc. for the increased cost of locating, exposing their gas main & services and extending& enlarging the outlet portion of the new drain due to the close proximity of the gas main						\$ 1,850.00
<b>SPECIAL ASSESSMENT</b> against Hydro One for the increased cost of supporting their utility poles during construction of the drain if necessary						\$ 4,685.00
<b>TOTAL ASSESSMENT ON THE ROMAN LINE DRAIN 2019</b>						<b>\$ 63,400.00</b>

## ASSESSMENT SUMMARY

## ROMAN LINE DRAIN 2019

## Township of Lucan Biddulph

(FOR INFORMATION PURPOSES ONLY)

Job No. 219094

November 15, 2019

\* = *Non-agricultural*

	ROLL NUMBER (OWNER)	TOTAL ASSESSMENT
.	010-126 (Seelster Farms Inc.)	\$ 410.00
*	010-128 (T. Davidson & J. Shaw)	2,093.00
*	010-129 (G. Anderson)	5,157.00
*	010-174 (P. & W. Timmermans)	3,913.00
*	010-175-02 P. Timmermans)	3,913.00
*	010-175-01 (R. Bannister)	3,303.00
*	010-177 (M. & N. Francis)	3,303.00
*	010-173 (K. Elliott & C. Finlayson)	5,157.00
*	010-172 (C. Luyten)	2,693.00
*	Roman Line	\$ 26,418.00
	<u>Non-prorated Special Assessments</u>	
	Bell	505.00
	Enbridge Gas Inc.	1,850.00
	Hydro-One	4,685.00
<b>TOTALS</b>		<b>\$ 63,400.00</b>

**SPECIFICATIONS FOR CONSTRUCTION  
OF  
MUNICIPAL DRAINAGE WORKS**

**GENERAL INDEX**

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## SECTION A - GENERAL CONDITIONS

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**SECTION A****GENERAL CONDITIONS****A.1 SCOPE**

The work to be done under this specification consists of supplying all labour, materials and equipment to construct the work as outlined on the drawing(s). In some Municipalities, the Contractor shall supply all materials while in other Municipalities, he shall supply only certain materials. The form of Tender and Agreement lists which materials are to be supplied by the Contractor.

**A.2 TENDERS**

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as set out in the Form of Tender and Agreement.

**A.3 DRAWINGS AND SPECIFICATIONS**

The tenderer must satisfy himself that he understands the meaning and intent of the drawings and specifications before submission of his tender. The standard specifications have been separated into sections for reference purpose only. They shall be considered complementary and, where a project is controlled under one of the sections, the remaining sections will still apply for miscellaneous works. In case of any inconsistency or conflict in the Tender Documents, the following order of precedence shall apply:

- Contract Drawings
- Form of Tender and Agreement
- General Conditions
- Standard Specifications (Open Drain, Tile Drain, Specifications for Municipal Drain Crossing County Roads)
- Standard Drawings

**A.4 PAYMENT**

Progress payments equal to 87±% of the value of the work done and materials incorporated in the work will be made to the Contractor on the written request of the Contractor to the Engineer. An additional 10±% will be paid 45 days after the final acceptance by the Engineer. Before this payment is released, the Contractor shall provide the Municipality with a Statutory Declaration that all material and/or labour incorporated in the work has been fully paid for, along with a Certificate of Clearance from the Workplace Safety and Insurance Board stating that all compensation has been paid. The Municipality will reserve 3%± of the Contract Price for one year as warranty. After the completion of the work, any part of this reserve may be used to correct defects which may develop within that time from faulty workmanship or material or loose backfill, provided that notice shall first be given to the Contractor and that he may promptly make good such defects, if he desires.

**A.5 SUPERINTENDENT**

The word "Superintendent", as used hereinafter in these specifications, shall refer to a Drainage Superintendent, appointed by the Municipality. The Superintendent will act as the Engineer's representative. The Superintendent shall have the power to direct the execution of the work and to make any necessary minor adjustments. Adjustments in tile sizes or gradients shall not be made without the approval of the Engineer. Any instructions given by the Superintendent, which changes considerably the proposed work or with which the Contractor does not agree, shall be referred to the Engineer for his decision.

**A.6 COMMENCEMENT AND COMPLETION OF WORK**

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions, the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

The Contractor shall give the Engineer and Superintendent a minimum of forty-eight (48) hours notice before commencement of work on any municipal drain. As noted on the plan, he can then arrange for a meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling and other details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

**A.7 WORKING AREA AND ACCESS**

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

**A.8 SUPERVISION**

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

**A.9 INSPECTION**

Final inspection by the Engineer will be made within twenty days after he has received notice in writing from the Contractor that the work is complete.

Periodic inspections by the Engineer or Superintendent will be made during the performance of the work. These interim inspections are required to check such items as location of drainage course and structures, tile grades prior to backfilling, backfilling and miscellaneous work items.

**A.10 ALTERATIONS AND ADDITIONS**

The Engineer shall have the power to make alterations in the work shown or described in the drawings or specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the contract shall be increased or decreased as the case may require according to a fair and reasonable valuation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Superintendent, the Contractor, and the Engineer, but in all cases, the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render void the contract. No claim for variations or alterations in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and/or Superintendent and notice of such claims made in writing before commencement of such work. In no case shall the Contractor commence work which he considers to be extra work before receiving the Engineer's and/or Superintendent's approval in writing.

**A.11 MAINTENANCE**

The Contractor shall repair and make good any damages or faults in the drain that may appear within one year after its completion (as dated on the final completion certificate) as the result of imperfect or defective work done or materials furnished by the Contractor. Nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done.

**A.12 INSURANCE**

- 1) Bodily Injury Liability: The Contractor shall effect and maintain, a Comprehensive General Liability Policy or its equivalent, covering claims for bodily injury, including death arising from and during operations under his Contract whether performed by himself, by a sub-contractor or by anyone directly or indirectly employed by either of them in the sum of \$ 2,000,000.00.
- 2) Property Damage: The Contractor shall effect and maintain Property Damage Liability Insurance to cover his and the sub-contractor's operations in the sum of \$ 1,000,000.00.
- 3) Fire Insurance: The Contractor shall procure fire and extended coverage insurance on the work to 100% of the Contract Amount.
- 4) The following are to be named as co-insured:
  - Successful Contractor
  - Sub-Contractor
  - Municipality
  - Spriet Associates London Limited
- 5) Within 7 days of award of Contract and prior to commencing work, the successful Contractor shall file with the Municipality, a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the work including the making good of faulty work or materials; except that coverage of completed operations liability shall in any event be maintained for twelve (12) months from the date of final completion as certified by the Engineer.

**A.13 LIMITATIONS OF OPERATIONS**

Except for such work as may be required by the Engineer to maintain the works in a safe and satisfactory condition, the Contractor shall not carry on his operations under the contract on Sundays without permission in writing of the Municipality.

**A.14 LOSSES**

The Contractor shall take all risks from floods or casualties of any kind.

**A.15 SUB-CONTRACTORS**

The Contractor shall not sublet the whole or any part of the contract without the approval of the Engineer or Superintendent:

**A.16 PERMITS, NOTICES, LAWS AND RULES**

The Contractor shall ensure that all necessary permits or licences required for the execution of the work have been obtained (but this shall not include M.T.O. encroachment permits, County Road Permit, permanent easements or rights of servitude). The Contractor shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, rules and regulations (including the Occupational Health and Safety Act) relating to the work and to the preservation of the public's health and safety and if the specifications and drawings are at variance therewith, any resulting additional expenses incurred by the Contractor shall constitute an addition to the contract price.

**A.17 ROAD CROSSINGS****.1 General**

- .1 **Scope**: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 **Road Occupancy Permit**: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 **Road Closure Request and Construction Notification**: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 **Traffic Control**: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.
- .5 **Site Meeting/Inspection**: A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 **Weather**: No construction shall take place during inclement weather or periods of poor visibility.
- .7 **Equipment**: No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

**.2 Jacking and Boring**

- .1 **Material**: The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 **Site Preparation and Excavation**: Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 **Installation**: The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.

**.2 Jacking and Boring (cont'd)**

- .4 **Unstable Soil or Rock:** The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 **Tile Connections:** Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 **Backfill:** Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 **Restoration:** The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 **Acceptance:** All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

**.3 Open Cut**

- .1 **Material:** The culvert or sub-drain crossing pipe material shall be specified on the drawings.
- .2 **Site Preparation and Excavation:** Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.
- .3 **Installation:** The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.
- .4 **Unstable Soil or Rock:** The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.
- .5 **Tile Connections:** Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.
- .6 **Backfill:** Backfill from the top of the cover material up to the under side of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.



**.3 Open Cut** (cont'd)

The excavated material from the trench beyond a point 1.25 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

**A.18 FENCES**

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor's negligence shall be replaced with new materials, similar to those existing, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

**A.19 LIVESTOCK**

The Contractor shall provide each property owner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

**A.20 STANDING CROPS**

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

**A.21 SURPLUS GRAVEL**

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

**A.22 RAILWAYS, HIGHWAYS, UTILITIES**

A minimum of forty-eight (48) hours notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours notice is required.

**A.23 UTILITIES**

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

**A.24 TERMINATION OF CONTRACT BY THE MUNICIPALITY**

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials, or if he should fail to make prompt payment to sub-contractors or for material or labour or persistently disregarding laws, ordinances, or the instruction of the Engineer, or otherwise being guilty of a substantial violation of the provisions of the contract, then the Municipality, upon the certification of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the contractor written notice, terminate the employment of the contractor and take possession of the premises and of all materials, tools and appliances, thereon, and complete the work by whatever method the Engineer may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is completed. If the unpaid balance of the contract price exceeds the expense of completing the work, including compensation to the Engineer for his additional services, such excess shall be paid to the Contractor. If such expense does not exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer. Where a Contractor fails to commence work within seven (7) days of his commencement date as indicated by him on his Tender Form, and such extension of time as allowed due to poor weather or ground conditions, then the Municipality shall have the option, after providing the Contractor with seven (7) days notice of their intention to terminate the contract, award the contract to another Contractor at their discretion by retendering the project, inviting bids or by appointment. The additional costs of the above or retendering, and all other administration costs shall be deducted from the Contractor's bid deposit and the balance, if any, returned to him.

**A.25 ERRORS AND UNUSUAL CONDITIONS**

The Contractor shall notify the Engineer immediately of any error or unusual condition which may be found. Any attempt by the Contractor to make changes because of the error or unusual condition on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy a wrong decision on his part shall be borne by the Contractor.

The Engineer shall make the alteration necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project. The contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

**A.26 IRON BARS**

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

**A.27 STAKES**

At the time of the survey, stakes are set along the course of the drain at intervals of 50 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.



**A.28 RIP-RAP**

Rip-rap shall be specified on the drawings and shall conform to the following:

- .1 **Quarry Stone:** shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5 : 1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.
- .2 **Broken Concrete:** may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.
- .3 **Shot Rock:** shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

**A.29 GABION BASKETS**

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer's recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4" to 8") and shall be free of undersized fragments and unsuitable material.

**A.30 RESTORATION OF LAWNS**

- .1 **General:** Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil:** Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:

Seeding and sodding	-	minimum depth of 100mm
Gardens	-	minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to contractors operations, imported topsoil from acceptable sources shall be imported at the contractors expense to provide the specified depths. Topsoil shall be uniformly spread, graded and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized and any roots or foreign matter shall be raked up and removed as directed.

**.3 Sodding**

- .1 **Materials:** Nursery sod to be supplied by the contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer:** Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m<sup>2</sup> of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod:** Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

**A.30 RESTORATION OF LAWNS** (cont'd)

On slopes steeper than 3:1, and in unstable areas, the engineer may direct the contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions.

No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

- .4 **Seeding:** Seed to be supplied by the contractor shall be "high quality grass seed" harvested during the previous year, and shall be supplied to the project in the suppliers original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the suppliers recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

- .5 **Settlement:** The contractor shall be responsible during the one year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

**A.31 RESTORATION OF ROADS AND LANEWAYS**

- .1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.
- .2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:
- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
  - .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.



**SECTION B - OPEN DRAIN****INDEX**

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**SECTION B****OPEN DRAIN****B.1 PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

**B.2 ALIGNMENT**

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

**B.3 CLEARING AND GRUBBING**

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the sideslope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

**B.4 EXCAVATION**

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

**B.5 EXCAVATED MATERIAL**

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoilbank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50:1 unless instructed otherwise. The edge of the spoilbank away from the ditch shall be feathered down to the existing ground; the edge of the spoilbank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

**B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS**

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

**B.7 PIPE CULVERTS**

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

**B.8 MOVING DRAINS OFF ROADS**

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

**B.9 TRIBUTARY OUTLETS**

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.

**B.10 SEDIMENT BASINS AND TRAPS**

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

**B.11 SEEDING**

- .1 **Delivery**: The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.
- .2 **Hydro Seeding**: Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

Primary Seed (85 kg/ha.):	50% Creeping Red Fescue 40% Perennial Ryegrass 5% White Clover
Nurse Crop	Italian (Annual) Ryegrass at 25% of Total Weight
Fertilizer (300 kg/ha.)	8-32-16
Hydraulic Mulch (2000 kg/ha.)	Type "B"
Water (52,700 litres/ha.)	

Seeding shall not be completed after September 30.

- .3 **Hand Seeding**: Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.





## SECTION C - TILE DRAIN

## INDEX

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**SECTION C****TILE DRAIN****C.1 PIPE MATERIALS**

- .1 **Concrete Tile:** All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".
- .2 **Corrugated Steel Pipe:** Unless otherwise specified all metal pipe shall be corrugated, rivetted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.
- .3 **Plastic Tubing:** The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
  - i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
  - ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal
- .4 **Concrete Sewer Pipe:** The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.

Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No. 1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets but which are not so severe that the joint could not be mortared conventionally.
- .5 **Plastic Sewer Pipe:** The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection..
- .6 **Plastic Fittings:** All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

**C.2 TESTING**

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tile tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

**C.3 LINE**

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.

**C.3 LINE (cont'd)**

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed and all broken tile shall be disposed of off site.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15 meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

**C.4 CLEARING AND GRUBBING**

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

**C.5 PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

**C.6 GRADE**

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.

**C.7 EXCAVATION**

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.
- .2 **Scalping:** Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tiling machine, he shall lower the surface grade in order that the tiling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.
- .3 **Excavator:** Where the Contractor's tiling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation. Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
  - a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
  - b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
  - c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.
- .4 **Backfilling Ditch:** Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

**C.8 INSTALLATION**

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Miraf 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.

**C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS**

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or superintendent.

**C.10 BACKFILLING**

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

**C.11 UNSTABLE SOIL**

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

**C.12 ROCKS**

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fenceline, or such other convenient location as approved by the Landowners(s).

**C.13 BROKEN, DAMAGED TILE OR EXCESS TILE**

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

**C.14 TRIBUTARY DRAINS**

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.



**C.14 TRIBUTARY DRAINS** (cont'd)

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a pre-fabricated adaptor. All other connections shall be made with pre-fabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

**C.15 OUTLET PIPES**

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

**C.16 CATCHBASINS AND JUNCTION BOXES**

.1 **Catchbasins:** Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 600mm of cover. The leads shall be securely grouted at the structures and the drain.

.2 **Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.

.3 **Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.

.4 **Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.

**C.16 CATCHBASINS AND JUNCTION BOXES (cont'd)**

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.

**C.17 BLIND INLETS**

Where specified, blind inlets shall be installed along the course of the drain. In accordance with details on the drawings.

**C.18 GRASSED WATERWAY**

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rate to be 85 Kg/Ha with the following mixture:

- 30% Canon Canada Bluegrass
- 25% Koket Chewings Fescue
- 30% Rebel Tall Fescue
- 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

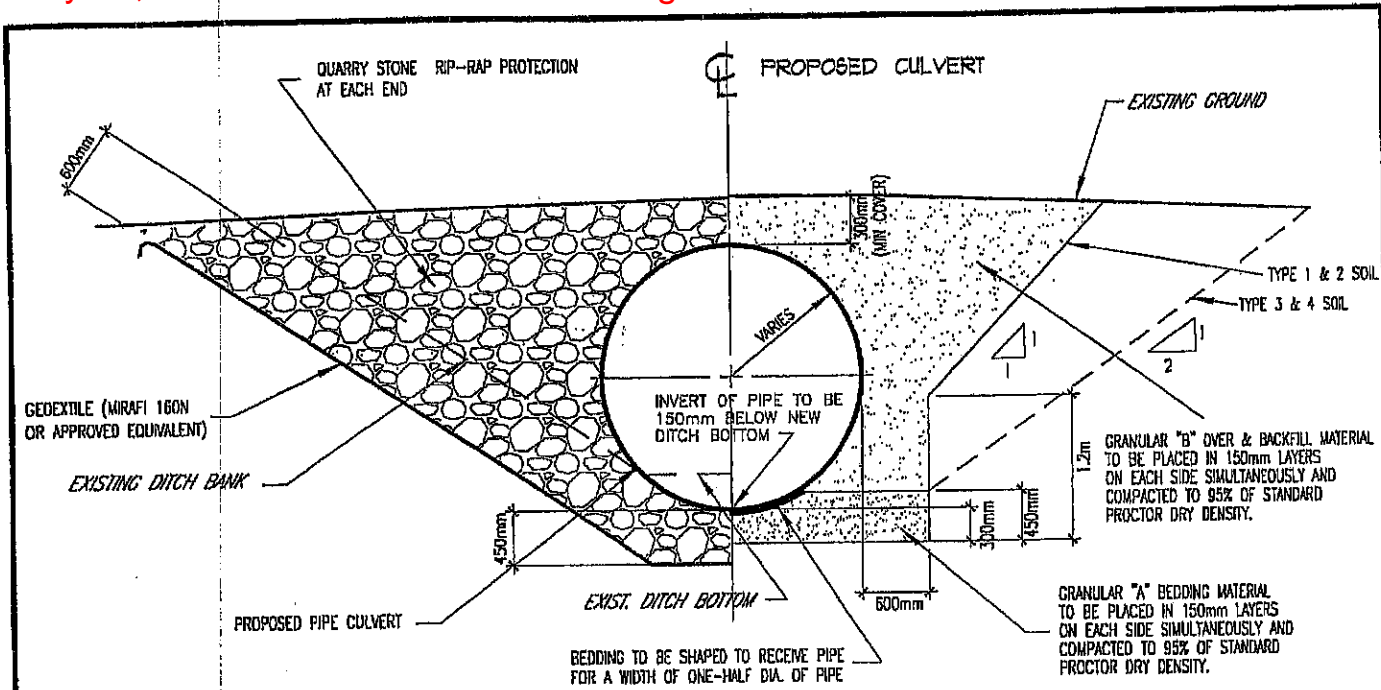
**C.19 BACKFILLING EXISTING DITCHES**

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

**C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM**

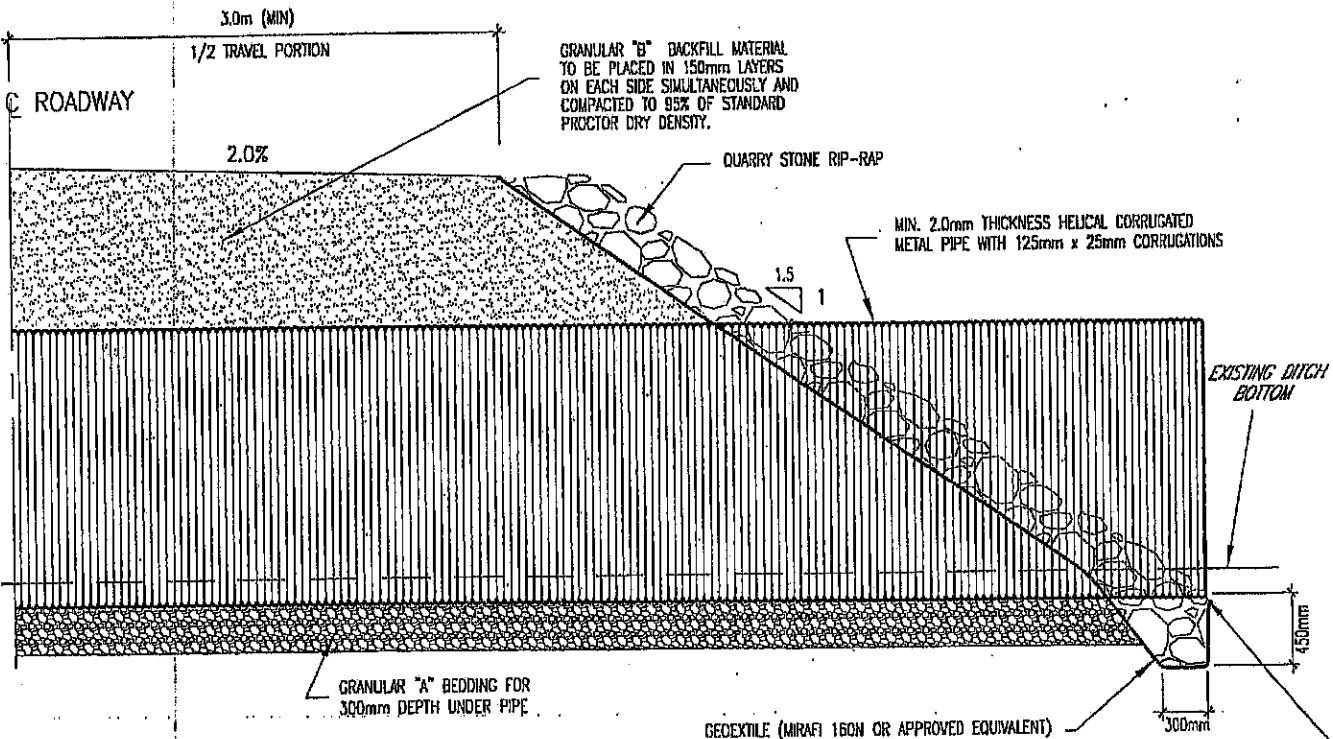
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.



**HALF ELEVATION**


**HALF SECTION**

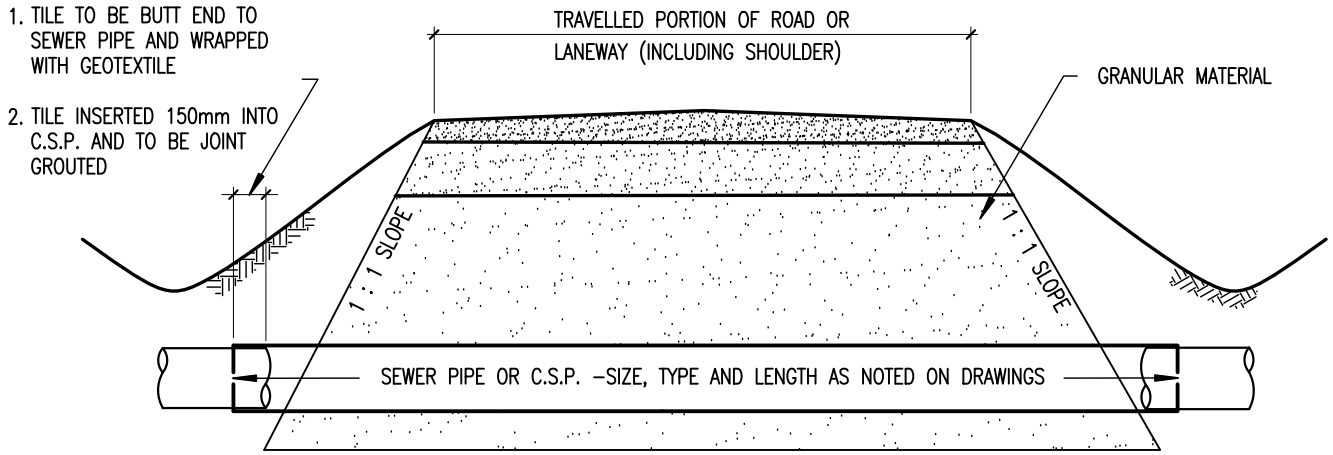


**HALF SECTION THROUGH PIPE**

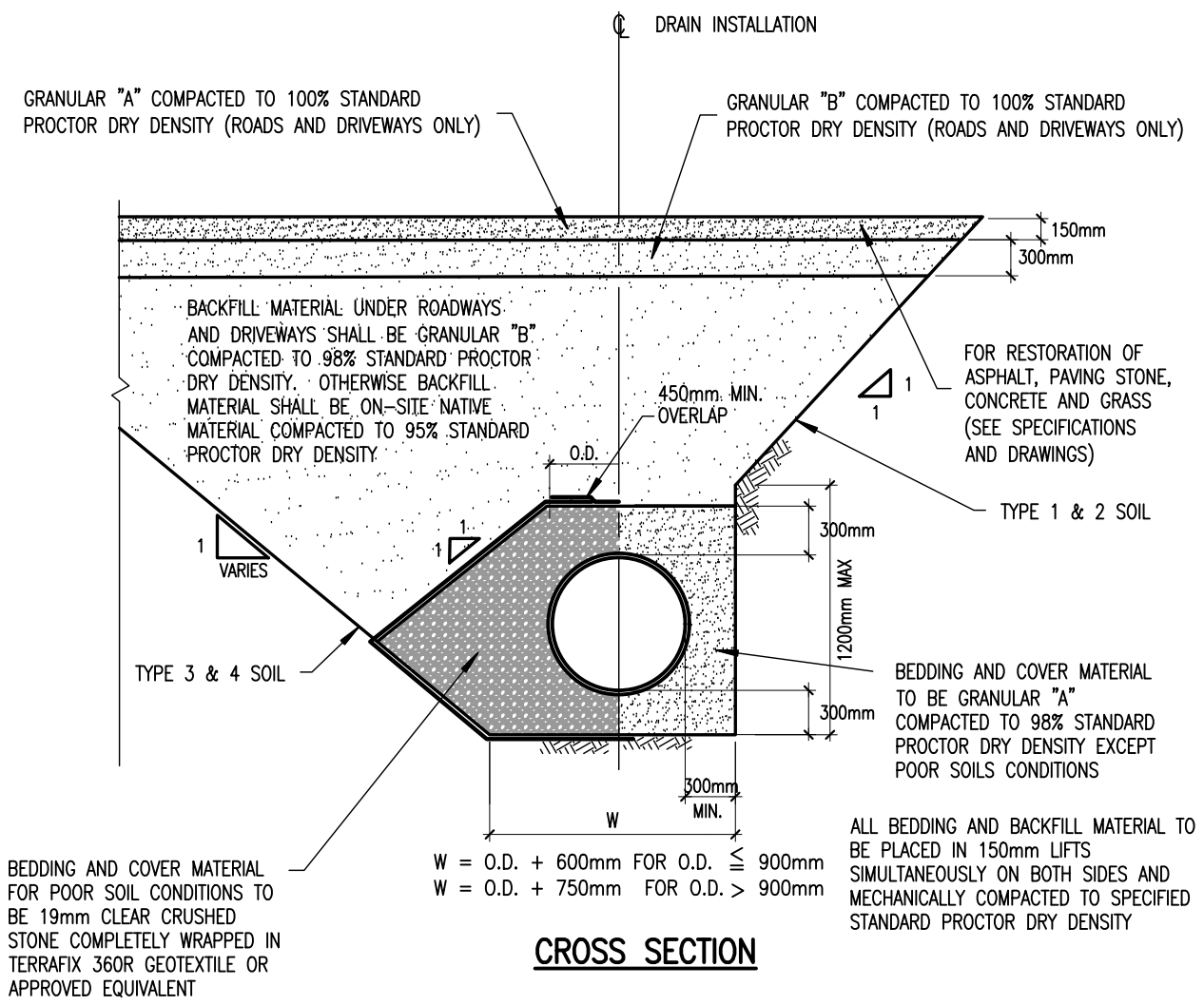
**NOTES**

- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.


TYPICAL FARM CULVERT INSTALLATION DETAIL		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 01
 <b>SPRIET ASSOCIATES LONDON LIMITED</b> CONSULTING ENGINEERS ARCHITECTS		



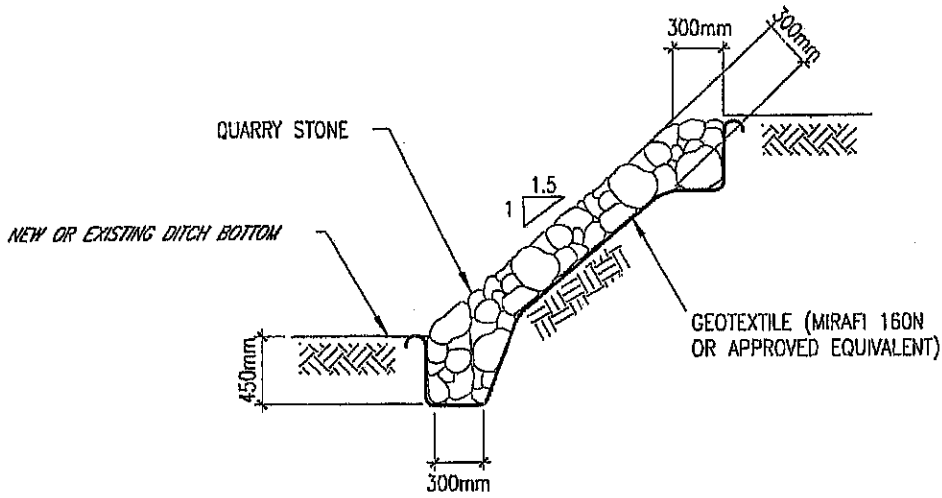
**SECTION THROUGH PIPE**



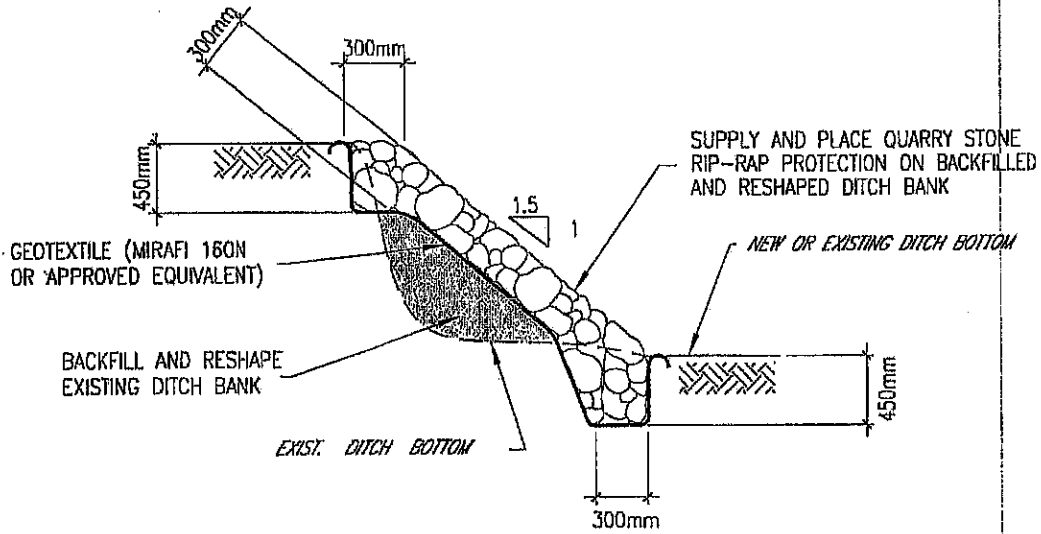
**CROSS SECTION**

TYPICAL INSTALLATION DETAIL FOR SEWER PIPE UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: JULY 2018
ELEVATION & SECTION		STANDARD DETAILED DRAWING
 <b>SPRIET ASSOCIATES LONDON LIMITED</b> CONSULTING ENGINEERS ARCHITECTS		No. 02





**TYPICAL DITCH BANK RIP-RAP**



**TYPICAL DITCH BANK RIP-RAP WITH BACKFILLING OF WASHOUT**

**TYPICAL DITCH BANK RIP-RAP DETAILS**

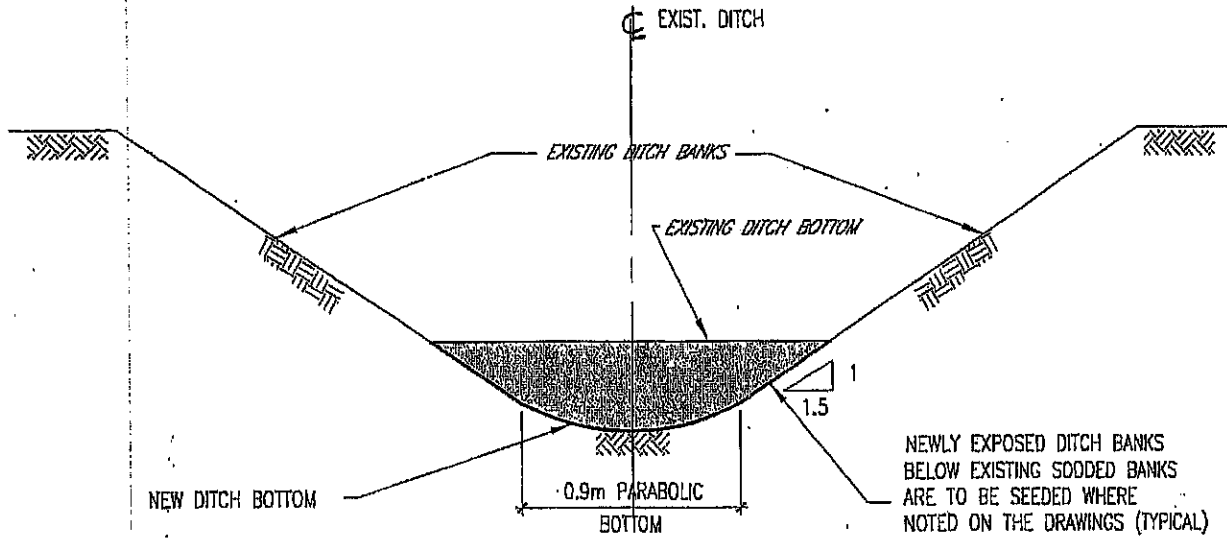
Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000

**SECTIONS**

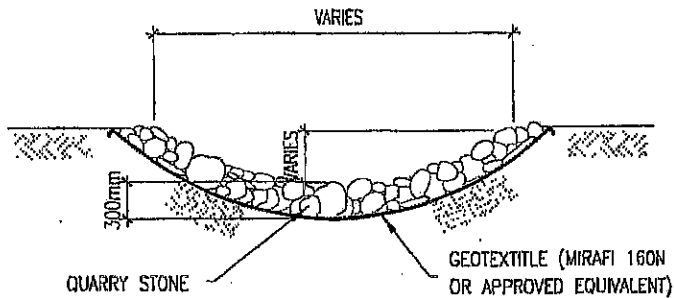
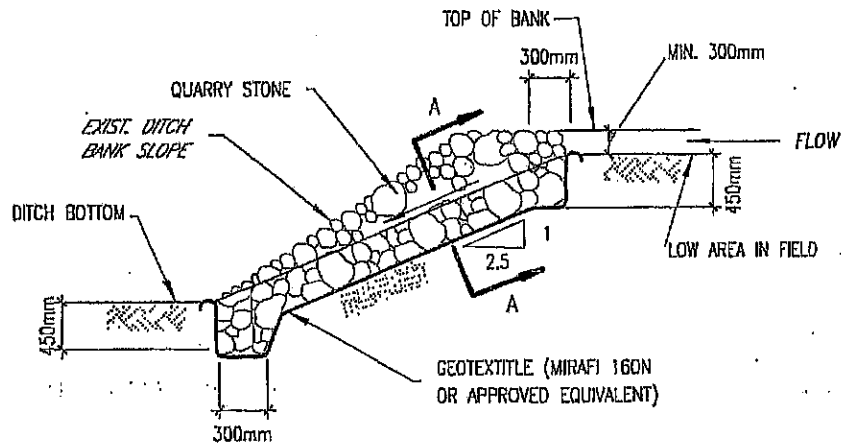
**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

STANDARD  
DETAILED  
DRAWING  
No. 04





**TYPICAL DITCH BOTTOM CLEANOUT**



**SECTION A-A**

**TYPICAL ROCK CHUTE**

<b>TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION</b>		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
<b>SECTIONS</b>		STANDARD DETAILED DRAWING No. 05
<b>SPRIET ASSOCIATES LONDON LIMITED</b> CONSULTING ENGINEERS ARCHITECTS		

**NOTICE OF SITTING OF COURT OF REVISION**

The Drainage Act, R.S.O. 1990, chapter D17, section 46(1) (2).

**CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH  
BOX 190, LUCAN, ON NOM 2J0**

**RE: Stumpf Drain – Branches ‘E’ and ‘F’ 2019**

Notice is hereby given that a Court of Revision will be held at the Township of Lucan Biddulph offices, 270 Main Street, Lucan, Ontario NOM 2J0 on the 21st day of January, 2020 at 6:15 p.m. to hear any owner of land, or where roads in the local municipality are assessed, any ratepayer, who complains that his/her or any other land or road has been assessed too high or too low or that any land or road that should have been assessed has not been assessed, or that due consideration has not been given or allowance made as to type or use of land, who personally, or by his/her agent, has given notice in writing to the Clerk of the municipality that he/she considers himself aggrieved for any or all such causes and such notice to be given to the Clerk of the initiating municipality not later than 10 days prior to the first sitting of the Court of Revision.

Ron Reymer, Clerk  
Township of Lucan Biddulph

Dated this 27th day of December, 2019

If no notice of intention to make application to quash a By-law is served upon the Clerk of the municipality within 10 days after the passing of the By-law or, where a notice of intention has been given, if an application to quash is not made to the referee within three months after the passing of the By-law, the By-law, or so much thereof as is not the subject of or is not quashed upon any such application, is valid and binding according to its terms, so far as it prescribes or directs anything within the proper competence of the Council:

The Drainage Act, R.S.O. 1990, chapter D17, section 58 (2).

Enclosed herewith, please find a copy of the Township of Lucan Biddulph's Provisional By-law No. 63-2018. A copy of the Engineer's Report together with a schedule of assessments on this drain was previously forwarded to you.



**STUMPF DRAIN – BRANCHES ‘E’ AND ‘F’ 2019**

**Township of Lucan Biddulph**



**SPRIET  
ASSOCIATES**

**ENGINEERS & ARCHITECTS**

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Our Job No. 218048

Originally submitted: April 12, 2019  
Resubmitted: October 8, 2019

London, Ontario  
Originally submitted: April 12, 2019  
Resubmitted: October 8, 2019

## **STUMPF DRAIN – BRANCHES ‘E’ AND ‘F’ 2019**

### **Township of Lucan Biddulph**

To the Mayor and Council of  
The Township of Lucan Biddulph

Mayor and Council:

We are pleased to present our revised report on the construction of Branches ‘E’ and ‘F’ of the Stumpf Municipal Drain serving parts of Lots 38 and 39, Concessions 3 and 4 in the Township of Lucan Biddulph.

### **AUTHORIZATION**

This report was prepared pursuant to Section 4 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a petition signed by the owners whose lands contain over 60 percent of the area requiring drainage.

### **DRAINAGE AREA**

The total watershed area as described above contains approximately 15.1 hectares. The area requiring drainage is described as the south part of Lot 38, Concession 4.

### **HISTORY**

The watershed area of the proposed drain is tributary to the Stumpf Drainage Works which was originally constructed under a May 31, 1967 report by C.P. Corbett, P.Eng. The drain was further improved pursuant to a report submitted by A.J. DeVos, P. Eng. dated June 12, 1978. It consists of approximately 2,918 meters of tile and 508 meters of open ditch running through Lots 21 to 25, Concession 16 (geographic London) in the Municipality of Middlesex Centre.

The outlet for the proposed drain is the Highway Branch of the Stumpf Drain which was constructed pursuant to a report by A.J. DeVos, P.Eng., dated March 15, 1974 which extends from a large catchbasin junction box on the Main Drain at the 23-24 Lot Line, Concession 16, Middlesex Centre, northerly across Elginfield Road then westerly on the north side of the right-of-way across the front of several residential lots. The drain consists of 250mm tile from its outlet to the north side of Elginfield Road and 200mm tile along the road allowance. The road crossing is a 324mm steel pipe.



## HISTORY (cont'd)

Branch 'D' was constructed under a report by P.T. Mitches, P.Eng., dated February 1980 and extends from the Main Drain in the west part of Lot 22, Middlesex Centre, north-westerly across Elginfield Road, through the northwest corner of Van Arenthals property (Roll No. 010-087) and westerly into the Crest Support Services property (Roll No. 010-087-01) for a distance of 99 meters. The portion of the drain in Middlesex Centre consists of parallel 250mm and 200mm tiles and the portion on the north side of the road consists of 200mm tile on the Van Arenthals property and 150mm tile on the Crest property. The road crossing is a 324mm steel pipe.

## EXISTING DRAINAGE CONDITIONS

At a site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the two front (south-west) ponds on the Crest Support Services property (Roll No. 010-087-01) are interconnected and connected into the downstream owners (Rushton Roll No. 080-086) private tiling system at times overloading it and overflowing into the field
- that the private 150mm plastic main tile serving the south part of the Rushton property runs through the Beatson (Roll No. 010-086-01) and Van Boxmeer (Roll No. 010-085-01) properties onto Elginfield Road, then west along the right-of-way into the Highway Branch of the Stumpf Drain
- it was requested that a new drain be constructed from the south pond, southwest to Elginfield Road, and then west along the right-of-way into the Highway Branch
- that, following the site meeting, we contacted the County of Middlesex with regard to locating the proposed drain on their Elginfield Road (County Road No. 7) right-of-way. Their response was positive, subject to incorporating the private tile from the Beatson and Rushton properties to the proposed tile and destroying the remaining existing private drain on the right-of-way

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the Highway Branch and Stumpf Main Drain are in good working condition but undersized by today's standards
- that the southeast portion of the Crest property is shown to be served by the 1980 Branch 'D' as a 150mm tile with a catchbasin at the top end
- that the catchbasin is no longer working and a building has been constructed in the area where the tile is supposed to be
- that the tile near the Crest Centre/Van Arenthals property line was unable to be found and is also supposed to go through a deep crown east of the Crest/Van Arenthals property line. Both owners indicated they did not require or wish to continue investigating this drain and would consider abandoning it in the future



## EXISTING DRAINAGE CONDITIONS (cont`d)

- that the portion of Branch 'D' from the road downstream is in working condition but undersized by today's standards

Preliminary design, cost estimates and assessments were prepared, and an informal public meeting was held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. At the Meeting of Consideration the report was referred back to Spriet Associates to address the following further requests:

- that the Rushton's private 150mm plastic tile across the Beatson and Van Boxmeer properties be incorporated as a branch to the proposed drain
- that Branch 'E' be extended north along to the Rushton-Crest Support Services property line to intercept the tiles and flow from both ponds on the Crest Property

The portion of the private 150mm tile across the Beatson and Van Boxmeer properties was exposed in three locations, videoed, and found to be working satisfactorily. An older, non-functioning tile was also found adjacent to this tile.

## DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38mm per 24 hrs.

We would like to point out that there have been no indications of any adverse soil conditions, but this region is known to have stones present. It should be noted that no formal soil investigation has been made, with this information being provided by the owners.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

## RECOMMENDATIONS

We are therefore recommending the following:

- that a new closed drain, to be known as Branch 'E', consisting of 200mm to 250mm tile and plastic sewer pipe, including related appurtenances, be constructed on the Elginfield Road right-of-way and adjacent to the Rushton-Crest property line to cut off the tiles and surface flow from the Crest ponds and to provide a proper surface and sub-surface drainage outlet for the affected watershed area
- that restrictors be installed in the new drain to reduce outflow to match the existing downstream tile capacities until such time that improvements to the Main Drain capacity are constructed





## RECOMMENDATIONS (cont'd)

- that a catchbasin be installed at the upper end of the proposed drain to allow direct surface water entry into the tile, and that the existing catchbasin in the south pond be connected and incorporated
- that the existing "hickenbottom" catchbasin and private 150mm plastic main tile from the catchbasin through the Beatson and Van Boxmeer properties to the Rushton property be incorporated as Branch 'F' for future maintenance purposes and that it be connected to Branch 'E' with 8 meters of 200mm tile
- that the remaining existing private main tile on the Elginfield Road right-of-way be destroyed
- that the portion of the Branch 'D' watershed on the Van Arentnals property that flows into the Crest property be assessed into this drain for surface drainage only
- that the non-sealed portions Branch 'E' consist of smooth wall flexible agricultural solid plastic tile installed with a drainage plough or concrete field tile installed with a trenching machine

Our design includes the wrapping of tile joints with geotextile to prevent the incursion of fine soil particles into the drain if concrete tile is used. If areas of poor soil are encountered at the time of construction, it may become necessary to install concrete tile on crushed stone bedding wrapped with geotextile or substitute solid plastic tile through such areas. The additional costs of such work would be an extra to the project. These areas are typically identified at the time of construction but may only become apparent after construction is completed. In this case, the extra costs for removal and reinstallation on stone bedding would be an extra to the project and if already billed become a supplementary billing.

## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas or endangered species within the affected watershed area or along the route of the drains.

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 538 lineal meters of 200mm and 250mm tile and HDPE sewer pipe, including related appurtenances, and the incorporation of 130 lineal meters of 150mm plastic tile including related appurtenances.

## SCHEDULES AND DRAWINGS

Three schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, and Schedule 'C' - Assessment for Construction.



## SCHEDULES AND DRAWINGS (cont'd)

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 47,800.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Drawing No. 1, Job No. 218048 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

## ALLOWANCES

**RIGHT-OF-WAY:** Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amount granted is based on \$6,750.00/ha. through cropped lands. This value is multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths.

**DAMAGES:** Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$3,510.00/ha for closed drains installed with a wheel machine. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

## ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These assessments are known as benefit, outlet liability and special benefit as set out under Sections 22 and 23 of the Act.





## ASSESSMENT DEFINITIONS (cont'd)

### SECTION 22

**Benefit** as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

**Special Benefit** is assessed to lands for which some additional work or feature has been included in the construction repair or improvement of a drainage works. The costs of such work are separated and assessed independently from the regular work.

### SECTION 23

**Outlet** liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

## ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments and Special Benefit Assessments were then extracted from each section.

The remainder is then separated into Benefit and Outlet Assessments. The Benefit is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet is distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet as shown in detail on Schedule 'C' - Assessment for Construction.

The cost to restore water supply for any well determined to be impacted by any construction covered under this report shall become part of this report and be pro-rated with the costs provided for in this report.





## GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.

## MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion, the Branches 'E' and 'F' shall be maintained by the Township of Lucan Biddulph at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

M.P.DeVos, P. Eng.



MPD:bv



SCHEDULE 'A' - ALLOWANCES

STUMPF DRAIN - BRANCHES "E" & "F" 2019

Township of Lucan Biddulph

In accordance with Sections 29 and 31 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CON.	LOT	ROLL NUMBER (Owner)	Section 31 Exist. Drain	Section 29 Right-of-Way	Section 30 Damages	TOTALS
<b>BRANCH "E"</b>						
4	WPt.38	010-086 (N. & R. Rushton)		\$ 390.00	\$ 670.00	\$ 1,060.00
4	SWPt.38	010-087-01 (Crest Support Services)		20.00	40.00	60.00
Total Allowances			\$ 410.00	\$ 710.00	\$	1,120.00
<b>TOTAL ALLOWANCES ON BRANCH "E"</b>						<b>\$ 1,120.00</b>
<b>BRANCH "F"</b>						
3	SEPt.39	010-085-01 (C. & T. Van Boxmeer)	\$	\$ 120.00	\$ 25.00	\$ 145.00
4	Pt.38	010-086-01 (J. & J. Beatson)		370.00	100.00	470.00
4	Pt.38	010-086 (N. & R. Rushton)	2,070.00			2,070.00
Total Allowances			\$ 2,070.00	\$ 490.00	\$ 125.00	\$ 2,685.00
<b>TOTAL ALLOWANCES ON BRANCH "F"</b>						<b>\$ 2,685.00</b>
<b>TOTAL ALLOWANCES ON THE STUMPF DRAIN - BRANCHES "E" &amp; "F" 2019</b>						<b>\$ 3,805.00</b>

## SCHEDULE 'B' - COST ESTIMATE

## STUMPF DRAIN-BRANCHES "E" &amp; "F" 2019

## Township of Lucan Biddulph

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

**BRANCH "E"**

Installation of the following tile :		
372 meters of 200mm dia. tile	\$	7,070.00
118 meters of 250mm dia. tile	\$	2,480.00
Supply of the above listed tile	\$	8,260.00
Installation of the following H.D.P.E sewer pipe on coarse sand bedding with excavator past utilities		
18 meters of 200mm dia. sewer pipe	\$	810.00
Supply of the above listed tile	\$	330.00
Destroying the exist. tile with a rubber tire backhoe (Approx. 118m)	\$	470.00
Supply & install new 600mm x 600mm ditch inlet catchbasin including grate and removal of existing catchbasin	\$	1,900.00
22 meters of 200mm sewer pipe		
Supply	\$	410.00
Installation under laneways by open cut at Sta. 0+187 & 0+337	\$	2,200.00
Exposing and locating existing utilities	construction	\$ 250.00
Clearing and Grubbing	\$	400.00
Tile connections as noted on plan	\$	400.00
Tile connections and contingencies	\$	700.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	1,120.00

**BRANCH "F"**

Supply & install 8m-200mm dia. tile lead and connect exist. "Hickenbottom" catchbasin to Sta. 0+118 with 200mm x 200mm 45° wye	\$	450.00
Exposing and locating and videoing existing tile drain (Approx. 118m)	\$	1,300.00
Exposing and locating existing utilities (Approx. 118m)	report	\$ 700.00
Allowances under Sections 29, 30 and 31 of the Drainage Act	\$	2,685.00

SCHEDULE 'B' - COST ESTIMATE (cont'd)

**STUMPF DRAIN-BRANCHES "E" & "F" 2019  
Township of Lucan Biddulph**

**ADMINISTRATION**

Conservation Authority Review Fee	\$	300.00
Interest and Net Harmonized Sales Tax	\$	1,373.00
Survey, Plan and Final Report	\$	10,578.00
Expenses	\$	964.00
Supervision and Final Inspection	\$	<u>2,650.00</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$</b>	<b><u><u>47,800.00</u></u></b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

## STUMPF DRAIN-BRANCHES "E" &amp; "F" 2019

## Township of Lucan Biddulph

Job No. 218048

October 8, 2019

\* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>BRANCH "E"</b>						
*	3	SEPt.39	0.2 010-085-01 (C. & T. Van Boxmeer)	\$	\$ 59.00	\$ 59.00
	4	WPt.38	6.1 010-086 (N. & R. Rushton)	11,310.00	6,234.00	17,544.00
*	4	Pt.38	1.0 010-086-01 (J. & J. Beatson)	2,010.00	431.00	2,441.00
*	4	WPt.38	6.2 010-087-01 (Crest Support Services)	2,950.00	10,677.00	13,627.00
	4	EPt.38	1.6 010-087 (Van Arents Farms Ltd.)		1,499.00	1,499.00
TOTAL ASSESSMENT ON LANDS				\$ 16,270.00	\$ 18,900.00	\$ 35,170.00
Elginfield Rd.( Cty. 7) - County of Middlesex				\$ 4,430.00	\$	\$ 4,430.00
TOTAL ASSESSMENT ON ROADS				\$ 4,430.00	\$	\$ 4,430.00
SPECIAL ASSESSMENT against Union Gas to locate, expose and determine the elevation of their gas main						\$ 880.00
<b>TOTAL ASSESSMENT ON BRANCH "E"</b>						<b>\$ 40,480.00</b>
<b>BRANCH "F"</b>						
*	3	SEPt.39	0.2 010-085-01 (C. & T. Van Boxmeer)	\$ 480.00	\$ 28.00	\$ 508.00
	4	WPt.38	6.1 010-086 (N. & R. Rushton)	530.00	2,815.00	3,345.00
*	4	Pt.38	1.0 010-086-01 (J. & J. Beatson)	1,370.00	307.00	1,677.00
TOTAL ASSESSMENT ON LANDS				\$ 2,380.00	\$ 3,150.00	\$ 5,530.00
Elginfield Rd.( Cty. 7) - County of Middlesex				\$ 650.00	\$	\$ 650.00
TOTAL ASSESSMENT ON ROADS				\$ 650.00	\$	\$ 650.00
SPECIAL ASSESSMENT against Union Gas to locate, expose and determine the elevation of their gas main						\$ 1,140.00
<b>TOTAL ASSESSMENT ON THE BRANCH "F"</b>						<b>\$ 7,320.00</b>
<b>TOTAL ASSESSMENT ON THE STUMPF DRAIN-BRANCHES "E" &amp; "F" 2019</b>						<b>\$ 47,800.00</b>

SCHEDULE OF NET ASSESSMENT  
**STUMPF DRAIN-BRANCHES "E" & "F" 2019**  
**Township of Lucan Biddulph**  
 (FOR INFORMATION PURPOSES ONLY)

Job No. 218048

October 8, 2019

\* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
* 010-085-01 (C. & T. Van Boxmeer)	\$ 567.00	\$	\$ 145.00	\$ 422.00
010-086 (N. & R. Rushton)	20,889.00	6,963.00	3,130.00	10,796.00
* 010-086-01 (J. & J. Beatson)	4,118.00		470.00	3,648.00
* 010-087-01 (Crest Support Services)	13,627.00		60.00	13,567.00
010-087 (Van Arenthals Farms Ltd.)	1,499.00	500.00		999.00
* Elginfield Rd.( Cty. 7)	\$ 5,080.00	\$	\$	\$ 5,080.00
Enbridge	2,020.00			2,020.00
<b>TOTALS</b>	<b>\$ 47,800.00</b>	<b>\$ 7,463.00</b>	<b>\$ 3,805.00</b>	<b>\$ 36,532.00</b>

**SPECIFICATIONS FOR CONSTRUCTION  
OF  
MUNICIPAL DRAINAGE WORKS**

**GENERAL INDEX**

SECTION A	General Conditions	Pages 1 to 9
SECTION B	Open Drain	Pages 10 to 12
SECTION C	Tile Drain	Pages 13 to 18
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05







## SECTION A - GENERAL CONDITIONS

## INDEX

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**SECTION A****GENERAL CONDITIONS****A.1 SCOPE**

The work to be done under this specification consists of supplying all labour, materials and equipment to construct the work as outlined on the drawing(s). In some Municipalities, the Contractor shall supply all materials while in other Municipalities, he shall supply only certain materials. The form of Tender and Agreement lists which materials are to be supplied by the Contractor.

**A.2 TENDERS**

Tenders are to be submitted on a lump sum basis for the complete works or a portion thereof, as set out in the Form of Tender and Agreement.

**A.3 DRAWINGS AND SPECIFICATIONS**

The tenderer must satisfy himself that he understands the meaning and intent of the drawings and specifications before submission of his tender. The standard specifications have been separated into sections for reference purpose only. They shall be considered complementary and, where a project is controlled under one of the sections, the remaining sections will still apply for miscellaneous works. In case of any inconsistency or conflict in the Tender Documents, the following order of precedence shall apply:

- Contract Drawings
- Form of Tender and Agreement
- General Conditions
- Standard Specifications (Open Drain, Tile Drain, Specifications for Municipal Drain Crossing County Roads)
- Standard Drawings

**A.4 PAYMENT**

Progress payments equal to 87±% of the value of the work done and materials incorporated in the work will be made to the Contractor on the written request of the Contractor to the Engineer. An additional 10±% will be paid 45 days after the final acceptance by the Engineer. Before this payment is released, the Contractor shall provide the Municipality with a Statutory Declaration that all material and/or labour incorporated in the work has been fully paid for, along with a Certificate of Clearance from the Workplace Safety and Insurance Board stating that all compensation has been paid. The Municipality will reserve 3%± of the Contract Price for one year as warranty. After the completion of the work, any part of this reserve may be used to correct defects which may develop within that time from faulty workmanship or material or loose backfill, provided that notice shall first be given to the Contractor and that he may promptly make good such defects, if he desires.

**A.5 SUPERINTENDENT**

The word "Superintendent", as used hereinafter in these specifications, shall refer to a Drainage Superintendent, appointed by the Municipality. The Superintendent will act as the Engineer's representative. The Superintendent shall have the power to direct the execution of the work and to make any necessary minor adjustments. Adjustments in tile sizes or gradients shall not be made without the approval of the Engineer. Any instructions given by the Superintendent, which changes considerably the proposed work or with which the Contractor does not agree, shall be referred to the Engineer for his decision.

**A.6 COMMENCEMENT AND COMPLETION OF WORK**

The work must commence immediately after the Contractor is notified of the acceptance of his tender or at a later date, if set out as a condition of the tender. If weather creates poor ground or working conditions, the Contractor may be required, at the discretion of the Engineer, to postpone or halt work until conditions become acceptable.

The Contractor shall give the Engineer and Superintendent a minimum of forty-eight (48) hours notice before commencement of work on any municipal drain. As noted on the plan, he can then arrange for a meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling and other details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours notice prior to returning to the project.

The work must be proceeded with in such a manner as to ensure its completion at the earliest possible date and within the time limit set out in the tender or in the contract documents.

**A.7 WORKING AREA AND ACCESS**

The working area available to the Contractor to construct the drain and related works including an access route to the drain shall be as specified on the drawings.

Should the specified widths become inadequate due to unusual conditions, the Contractor shall notify the Engineer immediately in order that negotiations with the affected owners can take place.

Where a Contractor exceeds the specified widths due to the nature of his operations and without authorization he shall be held responsible for the costs of all additional damages and the amount shall be deducted from his contract price and paid to the affected owners by the Municipality.

**A.8 SUPERVISION**

The Contractor shall give the work his constant supervision and shall keep a competent foreman in charge at the site.

**A.9 INSPECTION**

Final inspection by the Engineer will be made within twenty days after he has received notice in writing from the Contractor that the work is complete.

Periodic inspections by the Engineer or Superintendent will be made during the performance of the work. These interim inspections are required to check such items as location of drainage course and structures, tile grades prior to backfilling, backfilling and miscellaneous work items.

**A.10 ALTERATIONS AND ADDITIONS**

The Engineer shall have the power to make alterations in the work shown or described in the drawings or specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the contract shall be increased or decreased as the case may require according to a fair and reasonable valuation of the work added or deleted. The valuation shall be determined as a result of negotiations between the Superintendent, the Contractor, and the Engineer, but in all cases, the Engineer shall maintain the final responsibility for the decision. Such alterations and variations shall in no way render void the contract. No claim for variations or alterations in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and/or Superintendent and notice of such claims made in writing before commencement of such work. In no case shall the Contractor commence work which he considers to be extra work before receiving the Engineer's and/or Superintendent's approval in writing.

**A.11 MAINTENANCE**

The Contractor shall repair and make good any damages or faults in the drain that may appear within one year after its completion (as dated on the final completion certificate) as the result of imperfect or defective work done or materials furnished by the Contractor. Nothing herein contained shall be construed as in any way restricting or limiting the liability of the Contractor under the laws of the Country, Province or Locality in which the work is being done.

**A.12 INSURANCE**

- 1) Bodily Injury Liability: The Contractor shall effect and maintain, a Comprehensive General Liability Policy or its equivalent, covering claims for bodily injury, including death arising from and during operations under his Contract whether performed by himself, by a sub-contractor or by anyone directly or indirectly employed by either of them in the sum of \$ 2,000,000.00.
- 2) Property Damage: The Contractor shall effect and maintain Property Damage Liability Insurance to cover his and the sub-contractor's operations in the sum of \$ 1,000,000.00.
- 3) Fire Insurance: The Contractor shall procure fire and extended coverage insurance on the work to 100% of the Contract Amount.
- 4) The following are to be named as co-insured:
  - Successful Contractor
  - Sub-Contractor
  - Municipality
  - Spriet Associates London Limited
- 5) Within 7 days of award of Contract and prior to commencing work, the successful Contractor shall file with the Municipality, a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the work including the making good of faulty work or materials; except that coverage of completed operations liability shall in any event be maintained for twelve (12) months from the date of final completion as certified by the Engineer.

**A.13 LIMITATIONS OF OPERATIONS**

Except for such work as may be required by the Engineer to maintain the works in a safe and satisfactory condition, the Contractor shall not carry on his operations under the contract on Sundays without permission in writing of the Municipality.

**A.14 LOSSES**

The Contractor shall take all risks from floods or casualties of any kind.

**A.15 SUB-CONTRACTORS**

The Contractor shall not sublet the whole or any part of the contract without the approval of the Engineer or Superintendent:

**A.16 PERMITS, NOTICES, LAWS AND RULES**

The Contractor shall ensure that all necessary permits or licences required for the execution of the work have been obtained (but this shall not include M.T.O. encroachment permits, County Road Permit, permanent easements or rights of servitude). The Contractor shall give all necessary notices and pay all fees required by law and comply with all laws, ordinances, rules and regulations (including the Occupational Health and Safety Act) relating to the work and to the preservation of the public's health and safety and if the specifications and drawings are at variance therewith, any resulting additional expenses incurred by the Contractor shall constitute an addition to the contract price.

**A.17 ROAD CROSSINGS****.1 General**

- .1 **Scope:** These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 **Road Occupancy Permit:** Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 **Road Closure Request and Construction Notification:** The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 **Traffic Control:** Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.
- .5 **Site Meeting/Inspection:** A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 **Weather:** No construction shall take place during inclement weather or periods of poor visibility.
- .7 **Equipment:** No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

**.2 Jacking and Boring**

- .1 **Material:** The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 **Site Preparation and Excavation:** Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 **Installation:** The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.



**.2 Jacking and Boring (cont'd)**

- .4 **Unstable Soil or Rock:** The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 **Tile Connections:** Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 **Backfill:** Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 **Restoration:** The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 **Acceptance:** All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

**.3 Open Cut**

- .1 **Material:** The culvert or sub-drain crossing pipe material shall be specified on the drawings.
- .2 **Site Preparation and Excavation:** Where necessary, fences shall be carefully taken down as specified in the general conditions. Prior to any excavation taking place, the areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the construction area.
- .3 **Installation:** The pipe shall be installed using bedding and cover material in accordance with Standard Detailed Drawing No. 2 or detail provided on drawings.
- .4 **Unstable Soil or Rock:** The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered.
- .5 **Tile Connections:** Prior to commencement of backfilling, all tiles encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for connections not shown on the drawings shall be an extra to the contract.
- .6 **Backfill:** Backfill from the top of the cover material up to the under side of road base shall meet the requirements for M.T.O. Granular "B". The backfill shall be placed in lifts not exceeding 300mm in thickness and each lift shall be thoroughly compacted to produce a density of 98% Standard Proctor. Granular "B" road base for County Roads and Highways shall be placed to a 450mm thickness and Granular "A" shall be placed to a thickness of 200mm, both meeting M.T.O. requirements. Granular road base materials shall be thoroughly compacted to produce a density of 100% Standard Proctor.

Where the road surface is paved, the Contractor shall be responsible for placing an HL-4 Hot Mix Asphalt patch of the same thickness as the existing pavement. The asphalt patch shall be flush with the existing roadway on each side and not overlap. If specified, the asphalt patch shall not be placed immediately over the road base and the Granular "A" shall be brought up flush with the existing asphalt and a liberal amount of calcium chloride shall be spread on the gravel surface. The asphalt patch must be completed within the time period set out on the drawing.

**.3 Open Cut** (cont'd)

The excavated material from the trench beyond a point 1.25 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

**A.18 FENCES**

No earth shall be placed against fences and all fences removed by the Contractor are to be replaced by him in as good condition as found. In general, the Contractor will not be allowed to cut existing fences but shall disconnect existing fences at the nearest anchor post or other such fixed joint and shall carefully roll it back out of the way. Where the distance to the closest anchor post or fixed joint exceeds 50 meters, the Contractor will be allowed to cut and splice in accordance with accepted methods and to the satisfaction of the owner and the Engineer or Superintendent. Where existing fences are deteriorated to the extent that existing materials are not salvageable for replacement, the Contractor shall notify the Engineer or the Superintendent prior to dismantling. Fences damaged beyond salvaging by the Contractor's negligence shall be replaced with new materials, similar to those existing, at the Contractor's expense. The replacement of the fences shall be done to the satisfaction of the owner and the Engineer or Superintendent. The site examination should indicate to the Contractor such work, if any, and an allowance should be made in the tendered price.

The Contractor shall not leave any fence open when he is not at work in the immediate vicinity.

**A.19 LIVESTOCK**

The Contractor shall provide each property owner with 48 hours notice prior to removing any fences along fields which could possibly contain livestock. Thereafter, the property owner shall be responsible to keep all livestock clear of the construction areas until further notified. Where necessary, the Contractor will be directed to erect temporary fences. The Contractor shall be held responsible for loss or injury to livestock or damage caused by livestock, where the injury or damage is caused by his failure to notify the property owner or through negligence or carelessness on the part of the Contractor.

The Contractor constructing a tile drain shall not be held responsible for damages or injury to livestock occasioned by leaving trenches open for inspection by the Engineer if he notifies the owner at least 48 hours prior to commencement of the work on that portion. The Contractor will be held liable for such damages or injury if the backfilling of such trenches is delayed more than 1 day after acceptance by the Engineer.

**A.20 STANDING CROPS**

The Contractor shall not be held responsible for damages to standing crops within the working area available and the access route provided if he notifies the owner thereof at least 48 hours prior to commencement of the work on that portion.

**A.21 SURPLUS GRAVEL**

If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

**A.22 RAILWAYS, HIGHWAYS, UTILITIES**

A minimum of forty-eight (48) hours notice to Railways, Highways and Utilities, exclusive of Saturdays, Sundays and Holidays, shall be required by the Contractor prior to any work being performed and in the case of a pipe being installed by open cutting or boring under a Highway or Railway, a minimum of 72 hours notice is required.

**A.23 UTILITIES**

The attention of the Contractor is drawn to the presence of utilities along the course of the drain. The contractor will be responsible for determining the location of all utilities and will be held liable for any damage to all utilities caused by his operations. The Contractor shall co-operate with all authorities to ensure that all utilities are protected from damage during the performance of the work. The cost of any necessary relocation work shall be borne by the utility. No allowance or claims of any nature will be allowed on account for delays or inconveniences due to utilities relocation, or for inconveniences and delays caused by working around or with existing utilities not relocated.

**A.24 TERMINATION OF CONTRACT BY THE MUNICIPALITY**

If the Contractor should be adjudged bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should refuse or fail to supply enough properly skilled workmen or proper materials after having received seven (7) days notice in writing from the Engineer to supply additional workmen or materials, or if he should fail to make prompt payment to sub-contractors or for material or labour or persistently disregarding laws, ordinances, or the instruction of the Engineer, or otherwise being guilty of a substantial violation of the provisions of the contract, then the Municipality, upon the certification of the Engineer that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, by giving the contractor written notice, terminate the employment of the contractor and take possession of the premises and of all materials, tools and appliances, thereon, and complete the work by whatever method the Engineer may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is completed. If the unpaid balance of the contract price exceeds the expense of completing the work, including compensation to the Engineer for his additional services, such excess shall be paid to the Contractor. If such expense does not exceed such unpaid balance, the Contractor shall pay the difference to the Municipality. The expense incurred by the Municipality, as herein provided, shall be certified by the Engineer. Where a Contractor fails to commence work within seven (7) days of his commencement date as indicated by him on his Tender Form, and such extension of time as allowed due to poor weather or ground conditions, then the Municipality shall have the option, after providing the Contractor with seven (7) days notice of their intention to terminate the contract, award the contract to another Contractor at their discretion by retendering the project, inviting bids or by appointment. The additional costs of the above or retendering, and all other administration costs shall be deducted from the Contractor's bid deposit and the balance, if any, returned to him.

**A.25 ERRORS AND UNUSUAL CONDITIONS**

The Contractor shall notify the Engineer immediately of any error or unusual condition which may be found. Any attempt by the Contractor to make changes because of the error or unusual condition on his own shall be done at his own risk. Any additional cost incurred by the Contractor to remedy a wrong decision on his part shall be borne by the Contractor.

The Engineer shall make the alteration necessary to correct errors or to adjust for unusual conditions during which time it will be the Contractor's responsibility to keep his men and equipment gainfully employed elsewhere on the project. The contract amount shall be adjusted in accordance with a fair evaluation of the work added or deleted.

**A.26 IRON BARS**

The Contractor shall be held liable for the cost of an Ontario Land Surveyor to replace any iron bars destroyed during the course of construction.

**A.27 STAKES**

At the time of the survey, stakes are set along the course of the drain at intervals of 50 meters. The Contractor shall ensure that the stakes are not disturbed unless approval is obtained from the Engineer. Any stakes removed by the Contractor without the authority of the Engineer, shall be replaced at the expense of the Contractor. At the request of the Contractor, any stakes which are removed or disturbed by others or by livestock, shall be replaced at the expense of the drain.

**A.28 RIP-RAP**

Rip-rap shall be specified on the drawings and shall conform to the following:

- .1 **Quarry Stone:** shall range in size from 150mm to 300mm evenly distributed and shall be placed to a 300mm thickness on a filter blanket at a 1.5 : 1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.
- .2 **Broken Concrete:** may be used in areas outside of regular flows if first broken in maximum 450mm sized pieces and mixed to blend with quarry stone as above. No exposed reinforcing steel shall be permitted.
- .3 **Shot Rock:** shall range in size from 150mm to 600mm placed to a depth of 450mm thickness on a filter blanket at a 1.5:1 slope unless otherwise noted. Filter blanket to be Mirafi 160N or approved equal.

**A.29 GABION BASKETS**

Supply and install gabion basket rip-rap protection as shown on the drawings.

Gabion baskets shall be as manufactured by Maccaferri Gabions of Canada Ltd. or approved equal and shall be assembled and installed in strict accordance with the manufacturer's recommendations.

The gabion fill material shall consist solely of fractured field stone or gabion stone graded in size from 100mm to 200mm (4" to 8") and shall be free of undersized fragments and unsuitable material.

**A.30 RESTORATION OF LAWNS**

- .1 **General:** Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil:** Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:

Seeding and sodding	-	minimum depth of 100mm
Gardens	-	minimum depth of 300mm

In all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to contractors operations, imported topsoil from acceptable sources shall be imported at the contractors expense to provide the specified depths. Topsoil shall be uniformly spread, graded and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized and any roots or foreign matter shall be raked up and removed as directed.

**.3 Sodding**

- .1 **Materials:** Nursery sod to be supplied by the contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer:** Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m<sup>2</sup> of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod:** Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

**A.30 RESTORATION OF LAWNS** (cont'd)

On slopes steeper than 3:1, and in unstable areas, the engineer may direct the contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions.

No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

- .4 **Seeding:** Seed to be supplied by the contractor shall be "high quality grass seed" harvested during the previous year, and shall be supplied to the project in the suppliers original bags on which a tag setting out the following information is affixed:

- Year or Harvest - recommended rate of application
- Type of Mixture - fertilizer requirements

Placement of seed shall be by means of an approved mechanical spreader. All areas on which seed is to be placed shall be loose at the time of placing seed, to a depth of 25mm. Seed and fertilizer shall be spread in accordance with the suppliers recommendations unless otherwise directed by the Engineer. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

- .5 **Settlement:** The contractor shall be responsible during the one year guarantee period for the necessary repair of restored areas due to trench settlement. Areas where settlement does not exceed 50mm may be repaired by top dressing with fine topsoil. In areas where settlement exceeds 50mm, the contractor will be required to backfill the area with topsoil and restore with seeding and/or sodding as originally specified.

**A.31 RESTORATION OF ROADS AND LANEWAYS**

- .1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.
- .2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:
- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
  - .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.





**SECTION B - OPEN DRAIN****INDEX**

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**SECTION B****OPEN DRAIN****B.1 PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the ditch in meters and decimals of a meter and also the approximate depth of cuts from the existing bottom of the ditch to the elevation of the ditch bottom. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing. A uniform grade shall be maintained between stakes in accordance with the profile drawing.

**B.2 ALIGNMENT**

The drain shall be constructed in a straight line and shall follow the course of the present drain or water run unless otherwise noted on the drawings. Where it is necessary to straighten any bends or irregularities in alignment not noted on the drawings, the Contractor shall contact the Engineer or Superintendent before commencing the work.

**B.3 CLEARING AND GRUBBING**

Prior to commencement of work, all trees, scrub, fallen timber and debris shall be removed from the side slopes of the ditch and for such a distance on the working side so as to eliminate any interference with the construction of the drain or the spreading of the spoil. The side slopes shall be neatly cut and cleared flush with slope whether or not they are affected directly by the excavation. With the exception of large stumps causing damage to the drain, the sideslope shall not be grubbed. All other cleared areas shall be grubbed and the stumps put into piles for disposal by the owner.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

**B.4 EXCAVATION**

The bottom width and the side slopes of the ditch shall be those shown on the profile drawing.

Unless otherwise specified on the drawings, only the existing ditch bottom is to be cleaned out and the side slopes are not to be disturbed. Where existing side slopes become unstable because of construction, the Contractor shall immediately contact the Engineer or Superintendent. Alternative methods of construction and/or methods of protection will then be determined, prior to continuing the work.

Where an existing drain is being relocated or where a new drain is being constructed, the Contractor shall, unless otherwise specified, strip the topsoil for the full width of the drain, including the location of the spoil pile. Upon completion of levelling, the topsoil shall be spread to an even depth across the full width of the spoil.

**B.5 EXCAVATED MATERIAL**

Excavated material shall be deposited on either or both sides of the drain as indicated on the drawings or as directed by the Engineer or Superintendent. A buffer strip of not less than 3 meters in width through farmed lands and 2 meters in width through bush areas shall be left along the top edges of the drain. The buffer strip shall be seeded and/or incorporated as specified on the drawings. The material shall be deposited beyond the specified buffer strip.

No excavated material shall be placed in tributary drains, depressions, or low areas which direct water into the ditch so that water will be trapped behind the spoilbank. The excavated material shall be placed and levelled to a minimum width to depth ratio of 50:1 unless instructed otherwise. The edge of the spoilbank away from the ditch shall be feathered down to the existing ground; the edge of the spoilbank nearest the ditch shall have a maximum slope of 2 to 1. The material shall be levelled such that it may be cultivated with ordinary farm equipment without causing undue hardship on machinery and personnel. No excavated material shall cover any logs, scrub, debris, etc. of any kind.

Where it is necessary to straighten any unnecessary bends or irregularities in the alignment of the ditch, the excavated material from the new cut shall be used for backfilling the original ditch. Regardless of the distance between the new ditch and the old ditch no extra compensation will be allowed for this work and must be included in the Contractor's lump sum price for the open work.

Any stones 150mm or larger left exposed on top of the levelled excavated material shall be removed and disposed of as an extra to the contract unless otherwise noted on plans.

**B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS**

The Contractor shall excavate the drain to the full specified depth and width under all bridges. Where the bridge or culvert pipe is located within a road allowance, the excavated material shall be levelled within the road allowance. Care shall be taken not to adversely affect existing drainage patterns. Temporary bridges may be carefully removed and left on the bank of the drain but shall be replaced by the Contractor when the excavation is completed unless otherwise specified. Permanent bridges must be left intact. All necessary care and precautions shall be taken to protect the structure. The Contractor shall notify the Engineer or Superintendent if excavation may cause the structure to undermine or collapse.

**B.7 PIPE CULVERTS**

Where specified on the drawings, the existing culvert shall be carefully removed, salvaged and either left at the site for the owner or reinstalled at a new grade or location. The value of any damage caused to the culvert due to the Contractor's negligence in salvage operation will be determined and deducted from the contract price.

All pipe culverts shall be installed in accordance with the standard detail drawings as noted on the drawings. If couplers are required, 5 corrugation couplers shall be used for up to and including 1200mm dia. pipe and 10 corrugation couplers for greater than 1200mm dia.

**B.8 MOVING DRAINS OFF ROADS**

Where an open drain is being removed from a road allowance, it must be reconstructed wholly on the adjacent lands with a minimum distance of 2.0 meters between the property line and the top of the bank, unless otherwise noted on the drawings. The excavated material shall be used to fill the existing open ditch and any excess excavated material shall be placed and levelled on the adjacent lands beyond the buffer strip, unless otherwise noted. Any work done on the road allowance, with respect to excavation, disposal of materials, installation of culverts, cleaning under bridges, etc., shall be to the satisfaction of the Road Authority and the Engineer.

**B.9 TRIBUTARY OUTLETS**

The Contractor shall guard against damaging the outlets of tributary drains. Prior to commencement of excavation on each property the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations will be repaired by the Contractor at his cost. All outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer which were not part of the Contract shall be considered an extra to the contract price.

**B.10 SEDIMENT BASINS AND TRAPS**

The Contractor shall excavate sediment basins prior to commencement of upstream work as shown on the plan and profile. The dimension of the basin will be in a parabolic shape with a depth of 450mm below the proposed ditch bottom and the basin will extend along the drain for a minimum length of 15 meters.

A sediment trap 300mm deep and 5 meters long with silt fence placed across ditch bottom on the downstream end of the trap shall be constructed prior to and maintained during construction, to prevent silt from flushing downstream. The silt fence shall be removed and disposed of after construction.

**B.11 SEEDING**

- .1 **Delivery**: The materials shall be delivered to the site in the original unopened containers which shall bear the vendor's guarantee of analysis and seed will have a tag showing the year of harvest.
- .2 **Hydro Seeding**: Areas specified on drawings shall be hydro seeded and mulched upon completion of construction in accordance with O.P.S.S. 572 and with the following application rates:

Primary Seed (85 kg/ha.):	50% Creeping Red Fescue 40% Perennial Ryegrass 5% White Clover
Nurse Crop	Italian (Annual) Ryegrass at 25% of Total Weight
Fertilizer (300 kg/ha.)	8-32-16
Hydraulic Mulch (2000 kg/ha.)	Type "B"
Water (52,700 litres/ha.)	

Seeding shall not be completed after September 30.

- .3 **Hand Seeding**: Hand seeding shall be completed daily with the seed mixture and fertilizer and application rate shown under "Hydro Seeding" above. Placement of the seed shall be by means of an approved mechanical spreader. Seeding shall not be completed after September 30.



## SECTION C - TILE DRAIN

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**SECTION C****TILE DRAIN****C.1 PIPE MATERIALS**

- .1 **Concrete Tile:** All tile installed under these specifications shall be sound and of first quality and shall meet all A.S.T.M. Specifications current at the time of tendering. Concrete tile shall conform to Designation C412 "Extra Quality" except that the minimum compression strengths shall be increased by 25%. Heavy Duty tile shall conform to Designation C412 "Heavy Duty Extra Quality".
- .2 **Corrugated Steel Pipe:** Unless otherwise specified all metal pipe shall be corrugated, rivetted steel pipe or helical corrugated steel pipe with a minimum wall thickness of 1.6mm (16 gauge) and shall be fully galvanized.
- .3 **Plastic Tubing:** The plans will specify the type of tubing or pipe, such as non-perforated or perforated (with or without filter material).
  - i) Corrugated Plastic Drainage Tubing shall conform to the current O.F.D.A. Standards
  - ii) Heavy Duty Corrugated Plastic Pipe shall be "Boss 1000" manufactured by the Big 'O' Drain Tile Co. Ltd. or approved equal
- .4 **Concrete Sewer Pipe:** The Designations for concrete sewer pipe shall be C14 for concrete sewer pipe 450mm (18") diameter or less; and C76 for concrete sewer pipe greater than 450mm (18") diameter. Where closed joints are specified, joints shall conform to the A.S.T.M. Specification C443.

Where concrete sewer pipe "seconds" are permitted the pipe should exhibit no damages or cracks on the barrel section and shall be capable of satisfying the crushing strength requirements for No. 1, Pipe Specifications (C14 or C76). The pipe may contain cracks or chips in the bell or spigot which could be serious enough to prevent the use of rubber gaskets but which are not so severe that the joint could not be mortared conventionally.
- .5 **Plastic Sewer Pipe:** The plans will specify the type of sewer pipe, such as non-perforated or perforated (with or without filter material). All plastic sewer pipe and fittings shall be "Boss Poly-Tite", ULTRA-RIB", "Challenger 3000" or approved equal with a minimum stiffness of 320 kpa at 5% deflection..
- .6 **Plastic Fittings:** All plastic fittings shall be "Boss 2000" or "Challenger 2000" with split coupler joints or approved equal.

**C.2 TESTING**

The manufacturer shall provide specimens for testing if required. The random selection and testing procedures would follow the appropriate A.S.T.M. requirements for the material being supplied. The only variation is the number of tile tested: 200mm to 525mm dia. - 5 tile tested, 600mm to 900mm dia. - 3 tile tested. The drain will be responsible for all testing costs for successful test results. Where specimens fail to meet the minimum test requirements, the manufacturer will be responsible for the costs of the unsuccessful tests. Alternately, the Engineer may accept materials on the basis of visual inspections and the receipt in writing from the Manufacturer of the results of daily production testing carried out by the Manufacturer for the types and sizes of the material being supplied.

**C.3 LINE**

Prior to stringing the tile, the Contractor shall contact the Superintendent or the Engineer in order to establish the course of the drain.

Where an existing drain is to be removed and replaced in the same trench by the new drain or where the new drain is to be installed parallel to an existing drain, the Contractor shall excavate test holes to locate the existing drain (including repairing drainage tile) at intervals along the course of the drain as directed by the Engineer and/or the Superintendent. The costs for this work shall be included in the tender price.

**C.3 LINE (cont'd)**

Where an existing drain is to be removed and replaced in the same trench by the new drain, all existing tiles shall be destroyed and all broken tile shall be disposed of off site.

The drain shall run in as straight a line as possible throughout its length, except that at intersections of other water courses or at sharp corners, it shall run on a curve of at least a 15 meter radius. The new tile drain shall be constructed at an offset from and generally parallel with any ditch or defined watercourse in order that fresh backfill in the trench will not be eroded by the flow of surface water. The Contractor shall exercise care not to disturb any existing tile drain or drains which parallel the course of the new drain, particularly where the new and the existing tile act together to provide the necessary capacity.

**C.4 CLEARING AND GRUBBING**

Prior to commencement of drain construction, all trees, scrub, fallen timber and debris shall be cleared and grubbed from the working area. Unless otherwise specified, the minimum width to be cleared and grubbed shall be 20 meters in all hardwood areas and 30 meters in all softwood areas (willow, poplar, etc.), the width being centred on the line of the drain.

All trees or limbs 150mm (6") or larger, that it is necessary to remove, shall be considered as logs and shall be cut and trimmed, and left in the working width separate from the brush, for use or disposal by the owner. Trees or limbs less than 150mm in diameter shall be cut in lengths not greater than 5 meters and placed in separate piles with stumps spaced not less than 75 meters apart in the working width, for the use or disposal of the owner. In all cases, these piles shall be placed clear of excavated materials, and not be piled against standing trees. No windrowing will be permitted. The clearing and grubbing and construction of the drain are to be carried out in two separate operations and not simultaneously at the same location.

**C.5 PROFILE**

The profile drawing shows the depth of cuts from the ground beside the stake to the final invert of the drain in meters and decimals of a meter. These cuts are established for the convenience of the Contractor; however, bench marks will govern the final elevation of the drain. Bench marks have been established along the course of the drain and their locations and elevations are noted on the profile drawing.

**C.6 GRADE**

The Contractor shall provide and maintain in good working condition, an approved system of establishing a grade sight line to ensure the completed works conform to the profile drawing. In order to confirm the condition of his system and to eliminate the possibility of minor errors on the drawings, he shall ensure his grade sight line has been confirmed to be correct between a minimum of two control points (bench marks) and shall spot check the actual cuts and compare with the plan cuts prior to commencement of tile installation. He shall continue this procedure from control point to control point as construction of the drain progresses. When installing a drain towards a fixed point such as a bore pipe, the Contractor shall uncover the pipe and confirm the elevation, using the sight line, a sufficient distance away from the pipe in order to allow for any necessary minor grade adjustments to be made in order to conform to the as built elevation of the bore pipe. All tile improperly installed due to the Contractor not following these procedures shall be removed and replaced entirely at the Contractor's cost.

When following the procedures and a significant variation is found, the Contractor shall immediately cease operations and advise the Engineer.

**C.7 EXCAVATION**

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.
- .2 **Scalping:** Where the depths of cuts in isolated areas along the course of the drain as shown on the profile exceed the capacity of the Contractor's tiling machine, he shall lower the surface grade in order that the tiling machine may trench to the correct depth. Topsoil is to be stripped over a sufficient width that no subsoil will be deposited on top of topsoil. Subsoil will then be removed to the required depth and piled separately. Upon completion of backfilling, the topsoil will then be replaced to an even depth over the disturbed area. The cost for this work shall be included in his tender price.
- .3 **Excavator:** Where the Contractor's tiling machine consistently does not have the capacity to dig to the depths required or to excavate the minimum trench width required, he shall indicate in the appropriate place provided on the tender form his proposed methods of excavation. Where the use of an excavator is either specified on the drawings or approved as evidenced by the acceptance of his tender on which he has indicated the proposed use of a backhoe he shall conform to the following requirements:
  - a) the topsoil shall be stripped and replaced in accordance with Section .2 "Scalping".
  - b) all tile shall be installed on a bed of 19mm crushed stone with a minimum depth of 150mm which has been shaped to conform to the lower segment of the tile.
  - c) the Contractor shall allow for the cost of the preceding requirements (including the supply of the crushed stone) in his lump sum tender price unless it is otherwise provided for in the contract documents.
- .4 **Backfilling Ditch:** Where the contract includes for a closed drain to replace an open drain and the ditch is to be backfilled, the Contractor shall install the tile and backfill the trench prior to backfilling the ditch unless otherwise noted. The distance the trench shall be located away from the ditch shall be as noted on the drawings, (beyond area required for stockpiling topsoil and backfilling). After tile installation is complete topsoil (if present) shall be stripped and stockpiled within the above limits prior to backfilling of ditch. Only tracked equipment shall be permitted to cross backfilled tile trench and must be at 90 degrees to line of tile.

**C.8 INSTALLATION**

The tile is to be laid with close fitting joints and in regular grade and alignment in accordance with the plan and profile drawings. The tiles are to be bevelled, if necessary, to ensure close joints (in particular around curves). Where, in heavy clay soils, the width of a joint exceeds 10mm the joint shall be wrapped with filter cloth as below. Where the width of a joint exceeds 12mm the tile shall first be removed and the joint bevelled to reduce the gap. The maximum deflection of one tile joint shall be 15 degrees. Where a drain connects to standard or ditch inlet catchbasins or junction box structures, the Contractor shall include in his tender price for the supply and installation of compacted Granular 'A' bedding under areas backfilled from the underside of the pipe to undisturbed soil. The connections will then be grouted.

Where a tile drain passes through a bore pit, the Tile Contractor shall include in his tender price for the supply and placement of compacted Granular "A" bedding from the underside of the pipe down to undisturbed soil within the limits of the bore pit.

As above and where soil conditions warrant, the Engineer may require (or as specified on the drawings) that each tile joint be wrapped with synthetic filter cloth. The width of the filter cloth shall be 300mm wide for tile sizes of 150mm to 300mm and 400mm wide for sizes of 350mm to 750mm. The filter cloth shall cover the full perimeter of the tile and overlap a minimum of 100mm or as specified on the drawings. The type of cloth shall be Miraf 140NL for loam soils and 150N for sandy soil. Any such work not shown on the drawings shall be considered as an addition to the contract price unless specified on the drawings.

**C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS**

All road and laneway crossings may be made with an open cut in accordance with standard detailed drawings in the specifications or on the drawings. The exact location of the crossing shall be verified and approved by the Road Authority and the Engineer and/or superintendent.

**C.10 BACKFILLING**

As the laying of the tile progresses, blinding up to the springline including compaction by tamping (by hand) is to be made on both sides of the tile. No tile shall be backfilled until inspected by the Engineer or Drainage Superintendent unless otherwise approved by the Engineer.

The remainder of the trench shall be backfilled with special care being taken in backfilling up to a height approximately 150mm above the top of the tile to ensure that no tile breakage occurs. During the backfilling operation no equipment shall be operated in a way that would transfer loads onto the tile trench. Surplus material is to be mounded over the tile trench so that when settlement takes place the natural surface of the ground will be restored. Upon completion, a minimum cover of 600mm is required over all tile. Where stones larger than 150mm are present in the backfill material, they shall be separated from the material and disposed of by the Contractor.

Where a drain crosses a lawn area, the backfilling shall be carried out as above except that, unless otherwise specified, the backfill material shall be mechanically compacted to eliminate settlement.

**C.11 UNSTABLE SOIL**

The Contractor shall immediately contact the Engineer or Superintendent if quicksand is encountered, such that installation with a tiling machine is not possible. The Engineer shall, after consultation with the Superintendent and Contractor, determine the action necessary and a price for additions or deletions shall be agreed upon prior to further drain installation. Where directed by the Engineer, test holes are to be dug to determine the extent of the affected area. Cost of test holes shall be considered an addition to the contract price.

**C.12 ROCKS**

The Contractor shall immediately contact the Engineer or Superintendent if boulders of sufficient size and number are encountered such that the Contractor cannot continue trenching with a tiling machine. The Engineer or Superintendent may direct the Contractor to use some other method of excavating to install the drain. The basis of payment for this work shall be determined by the Engineer and Drainage Superintendent.

If only scattered large stones or boulders are removed on any project, the Contractor shall haul same to a nearby bush or fenceline, or such other convenient location as approved by the Landowners(s).

**C.13 BROKEN, DAMAGED TILE OR EXCESS TILE**

The Contractor shall remove and dispose of off-site all broken (existing or new), damaged or excess tile or tiles. If the tile is supplied by the Municipality, the Contractor shall stockpile all excess tile in readily accessible locations for pickup by the Municipality upon the completion of the job.

**C.14 TRIBUTARY DRAINS**

Any tributary tile encountered in the course of the drain shall be carefully taken up by the Contractor and placed clear of the excavated earth. If the tributary tile drains encountered are clean or reasonably clean, they shall be connected into the new drain. Where existing drains are full of sediment, or contain pollutants, the decision to connect those drains to the new drain shall be left to the Engineer or Superintendent. Each tributary tile connection made by the Contractor shall be located and marked with a stake and no backfilling shall take place until the connection has been approved by the Engineer or Superintendent.



**C.14 TRIBUTARY DRAINS** (cont'd)

For tributary drains 150mm dia. or smaller connected to new tiles 250mm dia. or larger, and for 200mm dia. connected to 350mm dia. or larger, the Contractor shall neatly cut a hole in the middle of a tile length. The connections shall be made using a pre-fabricated adaptor. All other connections shall be made with pre-fabricated wyes or tees conforming to Boss 2000 split coupler or approved equal.

Where an open drain is being replaced by a new tile drain, existing tile outlets entering the ditch from the side opposite the new drain shall be extended to the new drain. All existing metal outlet pipes shall be carefully removed, salvaged, and left for the owner. Where the grade of the connection passes through the newly placed backfill in the ditch, the backfill material below the connection shall be thoroughly compacted and metal pipe of a size compatible with the tile outlet shall be installed so that a minimum length of 2 meters at each end is extending into undisturbed soil.

Where locations of tiles are shown on the drawings the Contractor shall include in his tender price, all costs for connecting those tiles to the new drain regardless of length.

Where tiles not shown on the drawings are encountered in the course of the drain, and are to be connected to the new drain, the Contractor shall be paid for each connection at the rate outlined in the Form of Tender and Agreement.

**C.15 OUTLET PIPES**

Corrugated steel pipe shall be used to protect the tile at its outlet. It shall have a hinged metal grate with a maximum spacing between bars of 40mm. The corrugated steel pipe shall be bevelled at the end to generally conform to the slope of the ditch bank and shall be of sufficient size that the tile can be inserted into it to provide a solid connection. The connection will then be grouted immediately.

The installation of the outlet pipe and the required rip-rap protection shall conform to the standard detailed drawing as noted on the drawing.

**C.16 CATCHBASINS AND JUNCTION BOXES**

.1 **Catchbasins:** Unless otherwise noted or approved, catchbasins shall be in accordance with O.P.S.D. 705.010, 705.030. All catchbasins shall include two - 150mm riser sections for future adjustments. All ditch inlet catchbasins shall include one 150mm riser section for future adjustments. The catchbasin top shall be a "Bird Cage" type substantial steel grate, removable for cleaning and shall be inset into a recess provided around the top of the structure. The grate shall be fastened to the catchbasin with bolts into the concrete. Spacing of bars on grates for use on 600mmx600mm structures shall be 65mm centre to centre. Spacing of bars on grates for use on structures larger than 600mmx600mm shall be 90mm with a steel angle frame.

The exact location and elevation of catchbasins shall be approved by the Road Authority or the Engineer/Superintendent. Catchbasins offset from the drain shall have "Boss 2000" 200mm diameter leads or approved equal unless otherwise noted and the leads shall have a minimum of 600mm of cover. The leads shall be securely grouted at the structures and the drain.

.2 **Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.

.3 **Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.

.4 **Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.



**C.16 CATCHBASINS AND JUNCTION BOXES (cont'd)**

Where the Contractor has over excavated or where ground conditions warrant, the structure shall be installed on a compacted granular base.

The Contractor shall include in his tender price for the construction of a berm behind all ditch inlet structures. The berm shall be constructed of compacted clay keyed 300mm into undisturbed soil. Topsoil shall be distributed to a 65mm thickness and seeded unless otherwise specified. The Contractor shall also include for regrading, shaping and seeding of road ditches for a maximum of 15 meters each way from all catchbasins.

**C.17 BLIND INLETS**

Where specified, blind inlets shall be installed along the course of the drain. In accordance with details on the drawings.

**C.18 GRASSED WATERWAY**

Topsoil to be stripped from construction area and stockpiled prior to construction of waterway. Waterway to be graded into a parabolic shape to the width shown on the drawings. Topsoil to be relevelled over the waterway and other areas disturbed by construction.

Waterway to be prepared for seeding by harrowing and then seeded by drilling followed by rolling. Seeding rate to be 85 Kg/Ha with the following mixture:

- 30% Canon Canada Bluegrass
  - 25% Koket Chewings Fescue
  - 30% Rebel Tall Fescue
  - 15% Diplomat Perennial Rye
- Plus #125 Birdsfoot Trefoil (25% of Total Weight)

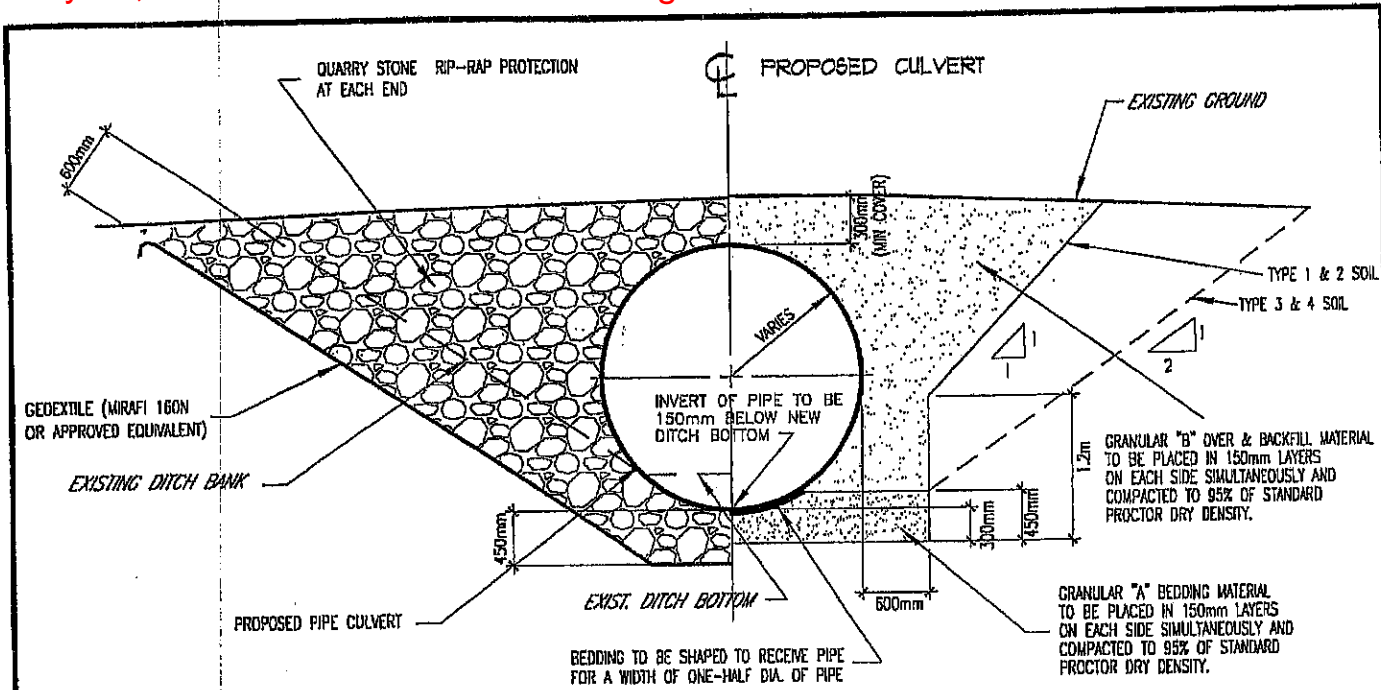
**C.19 BACKFILLING EXISTING DITCHES**

The Contractor shall backfill the ditch sufficiently for traversing by farm machinery. If sufficient material is not available from the old spoil banks to fill in the existing ditch, the topsoil shall be stripped and the subsoil shall be bulldozed into the ditch and the topsoil shall then be spread over the backfilled ditch unless otherwise specified on the contract drawings. The Contractor shall ensure sufficient compaction of the backfill and if required, repair excess settlement up to the end of the warranty period. The final grade of the backfilled ditch shall provide an outlet for surface water.

**C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM**

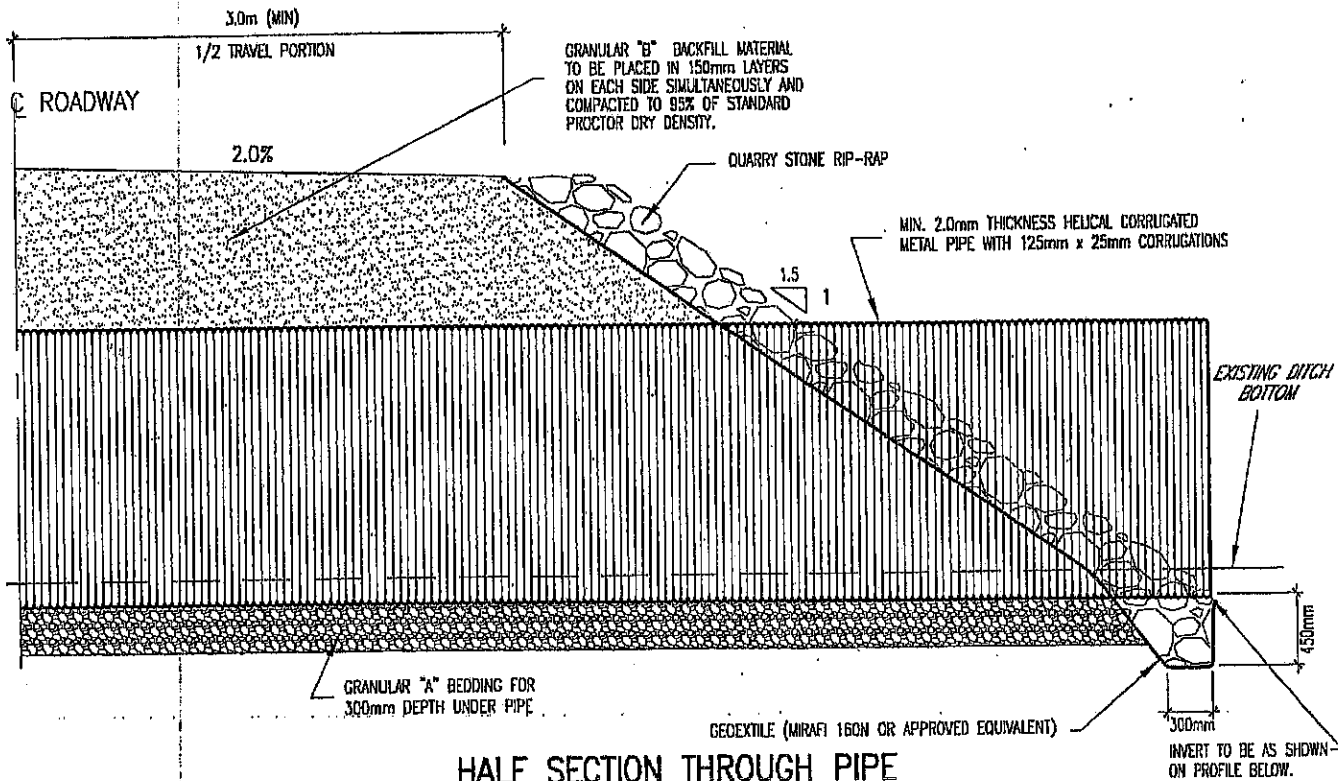
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by other specifications of this contract.

The requirements of licensing of operators, etc. which apply to the installation of closed drains under the Tile Drainage Act shall also be applicable to this contract in full unless approval otherwise is given in advance by the Engineer.



**HALF ELEVATION**

**HALF SECTION**




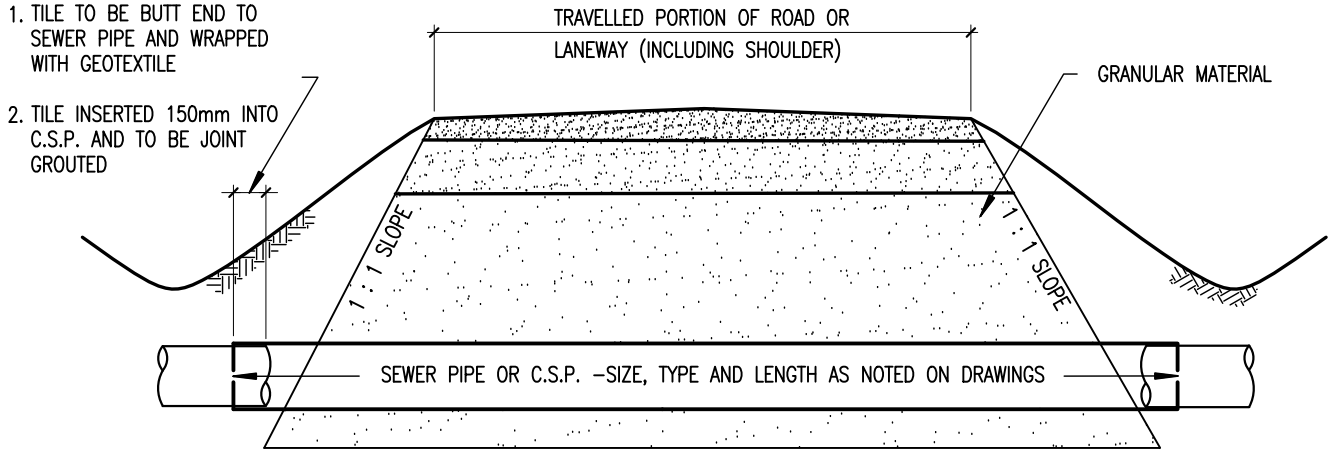
**HALF SECTION THROUGH PIPE**

**NOTES**

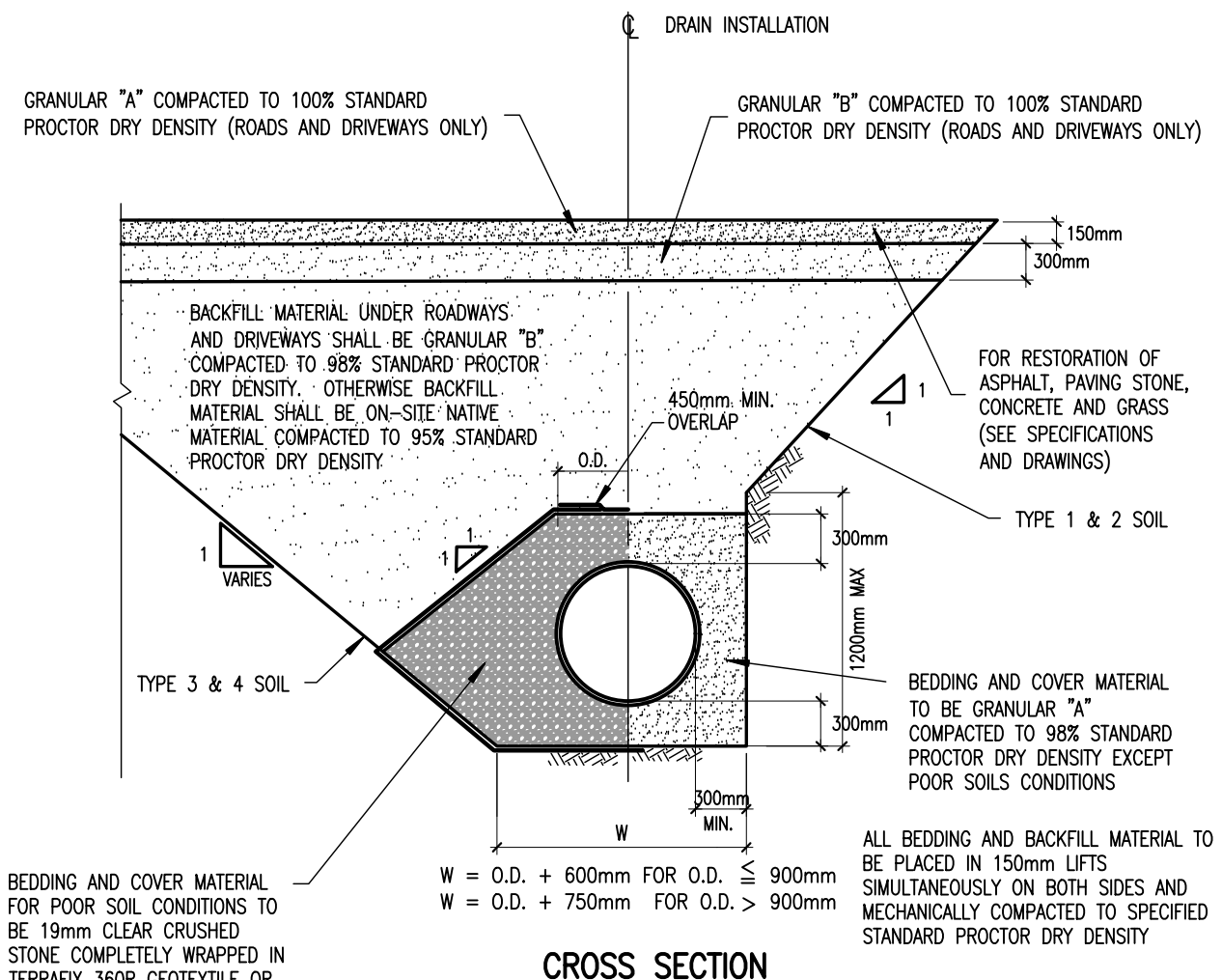
- 1) WHERE THE CULVERT IS TO BE INSTALLED IN POOR SOIL CONDITIONS, THE BEDDING MATERIAL SHALL BE 19mm CRUSHED STONE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS MIRAFI 160N OR APPROVED EQUIVALENT.

**TYPICAL FARM CULVERT INSTALLATION DETAIL**

Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: November 2000
ELEVATION & SECTION		STANDARD DETAILED DRAWING No. 01
 <b>SPRIET ASSOCIATES LONDON LIMITED</b> CONSULTING ENGINEERS ARCHITECTS		

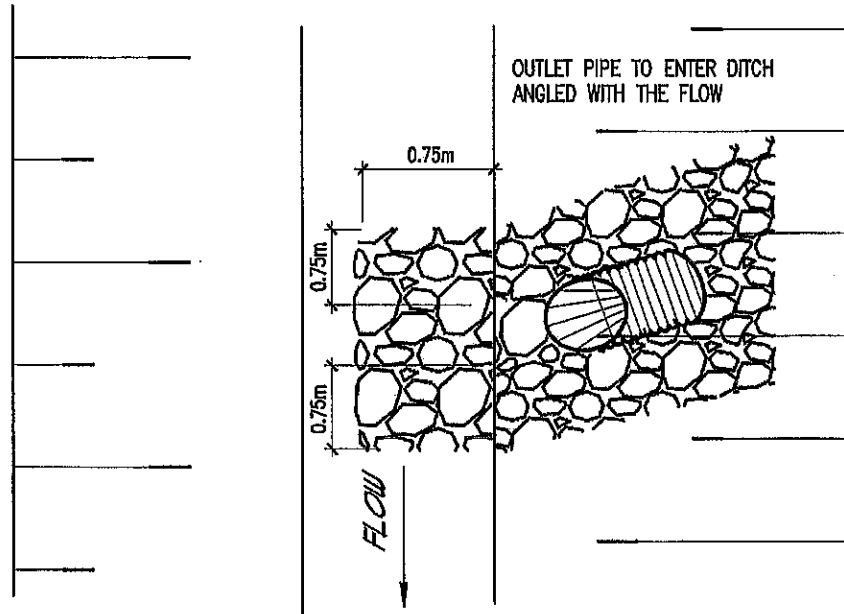


**SECTION THROUGH PIPE**



**CROSS SECTION**

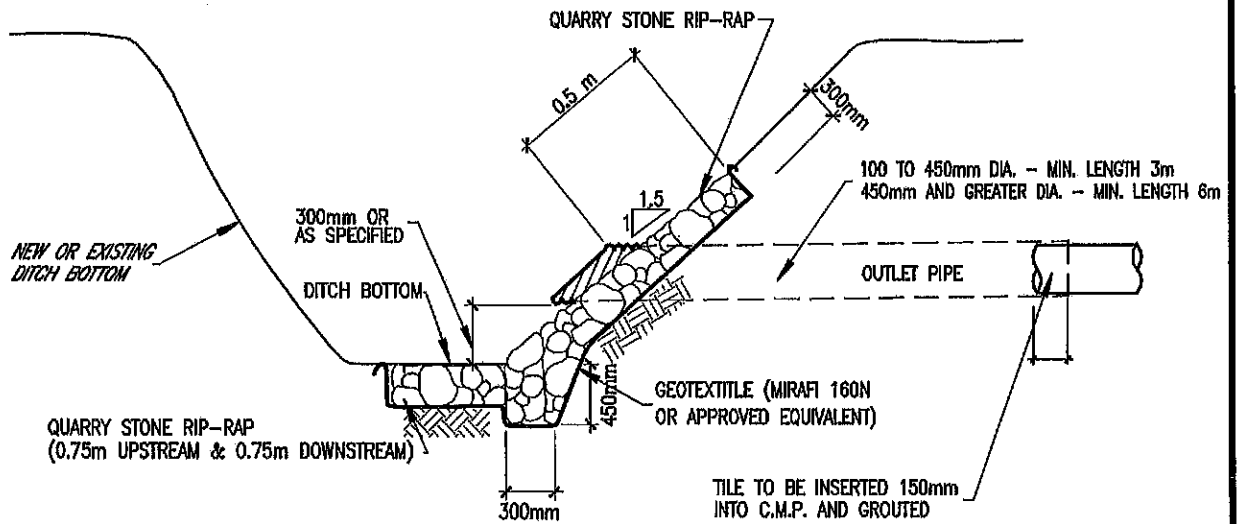
TYPICAL INSTALLATION DETAIL FOR SEWER PIPE UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: JULY 2018
ELEVATION & SECTION		STANDARD DETAILED DRAWING
<b>SPRIET ASSOCIATES LONDON LIMITED</b> CONSULTING ENGINEERS ARCHITECTS		No. 02



**PLAN**

**NOTES**


1. WHERE THE DISTURBED AREA EXCEEDS THE MIN. WIDTHS, RIP-RAP TO EXTEND TO A MIN. OF 600mm BEYOND THE DISTURBED AREA

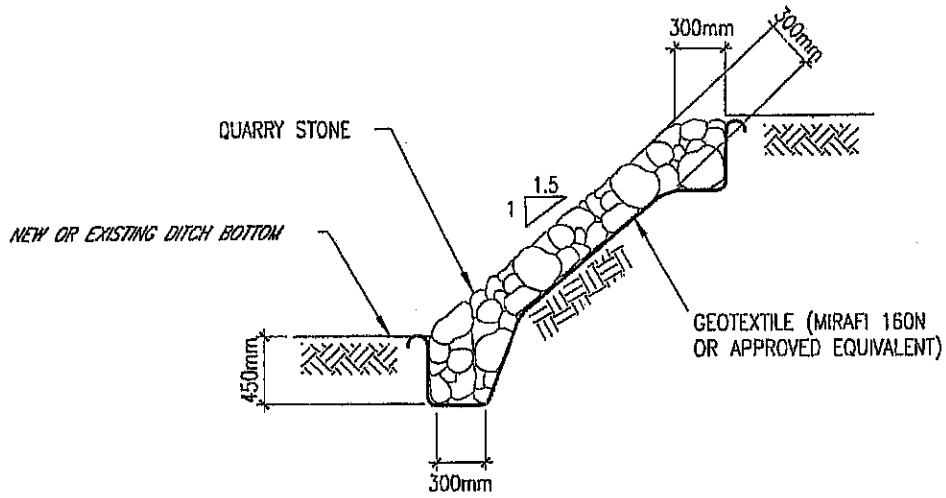


**TYPICAL OUTLET RIP-RAP**

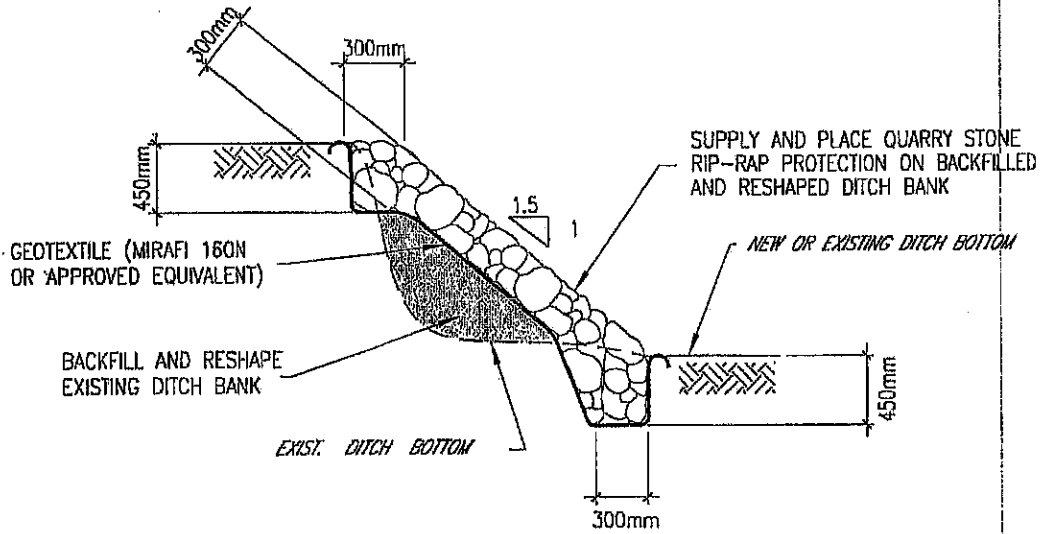
**NOTES**

1. RIP-RAP TO EXTEND UP THE SLOPE 0.5 METER ABOVE TOP OF OUTLET
2. WHERE SURFACE RUN ENTERS DITCH AT OUTLET PIPE, A ROCK CHUTE SHALL BE INSTALLED (SEE S.D.D. No. 05) AND PIPE SHALL BE INSTALLED ADJACENT TO ROCK CHUTE.
3. HINGED RODENT GATE TO BE AFFIXED TO END OF OUTLET PIPE.

TYPICAL OUTLET RIP-RAP THROUGH SIDE SLOPE OF DITCH		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised: January 2009
<b>PLAN &amp; SECTION</b>		STANDARD DETAILED DRAWING No. 03
 <b>SPRIET ASSOCIATES LONDON LIMITED</b> CONSULTING ENGINEERS ARCHITECTS		



**TYPICAL DITCH BANK RIP-RAP**



**TYPICAL DITCH BANK RIP-RAP  
WITH BACKFILLING OF WASHOUT**

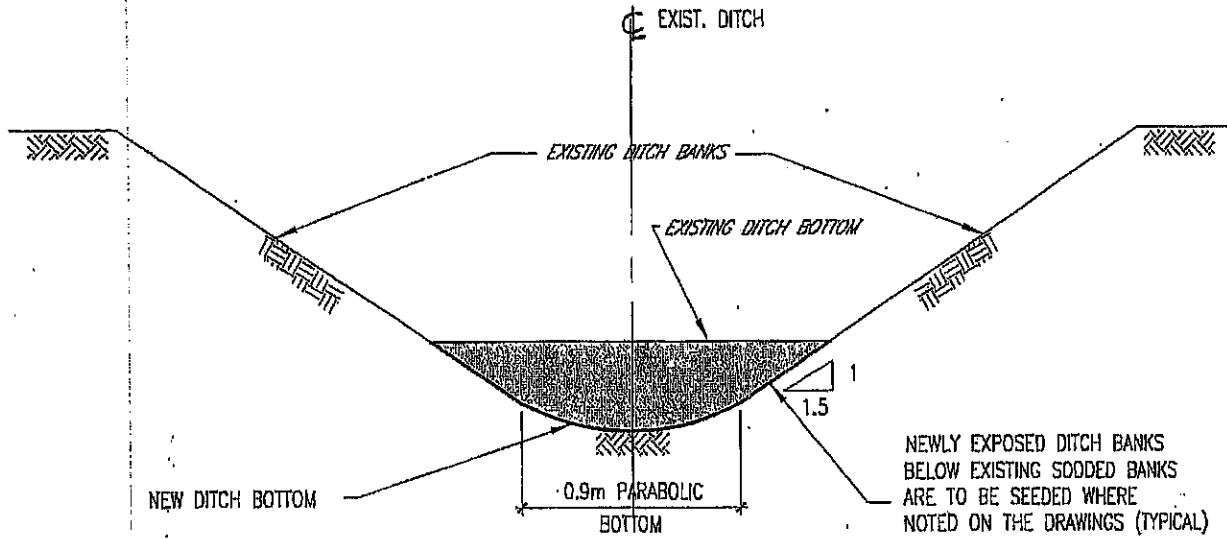
**TYPICAL DITCH BANK RIP-RAP DETAILS**

Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000

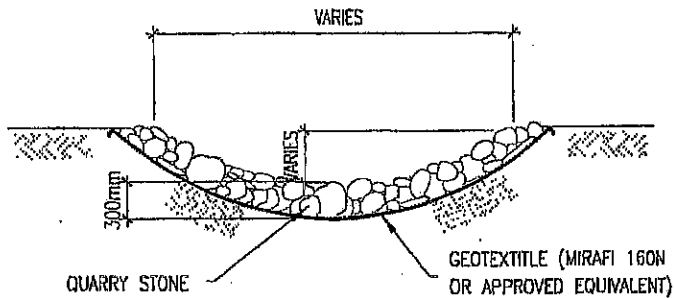
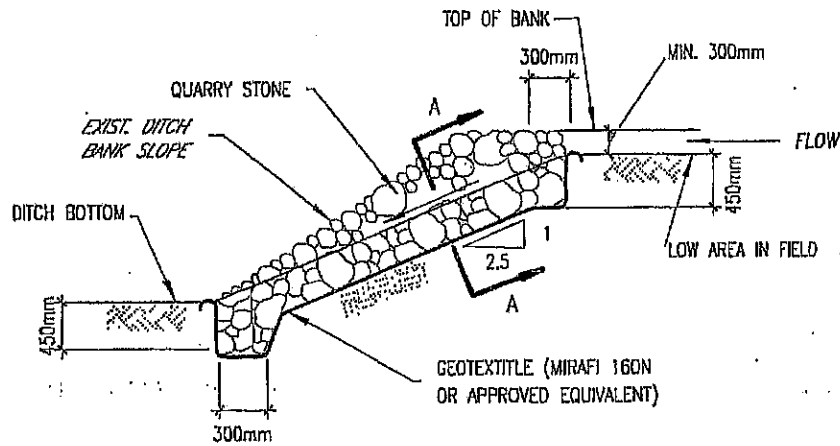
**SECTIONS**

**SPRIET ASSOCIATES LONDON LIMITED**  
CONSULTING ENGINEERS ARCHITECTS

STANDARD  
DETAILED  
DRAWING  
No. 04



**TYPICAL DITCH BOTTOM CLEANOUT**



**SECTION A-A**

**TYPICAL ROCK CHUTE**

<b>TYPICAL DITCH BOTTOM CLEANOUT TYPICAL ROCK CHUTE CONSTRUCTION</b>		
Scale: N.T.S.	Approved by:	Date: November 2000
Drawn by: jk	M.P.D.	Revised:
<b>SECTIONS</b>		STANDARD DETAILED DRAWING No. 05
<b>SPRIET ASSOCIATES LONDON LIMITED</b> CONSULTING ENGINEERS ARCHITECTS		





# Development Charges – Background Study

TOWNSHIP OF LUCAN BIDDULPH

JANUARY 21, 2020

# Agenda

## Overview of Development Charges (DCs)

- What they are
- The rules

## The DC Process

- Calculating DCs
- Implementing DCs

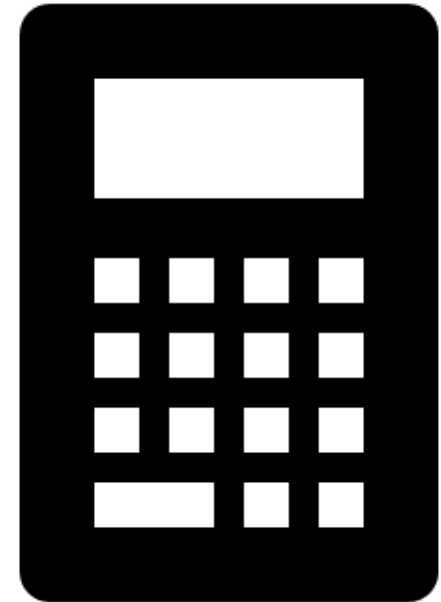
## DCs in Lucan Biddulph

- Current DCs
- 2020 DC process
- Calculated 2020 DCs



# What are Development Charges (DCs)?

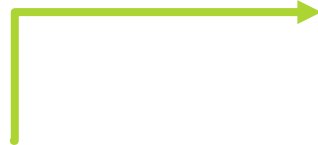
- ▶ A tool available to allow municipalities to recover capital costs associated with infrastructure and services put in place that benefit growth. This includes:
  - ▶ New infrastructure built to support growth; and
  - ▶ Pay down existing debt for past growth works;
- ▶ General idea is that ‘growth 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.

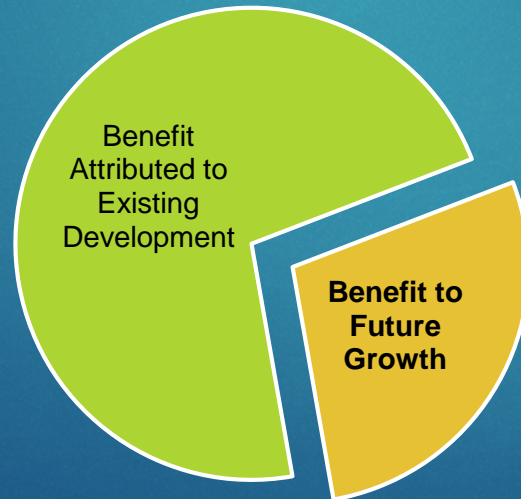


# Overview of DCs (continued)

- ▶ 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

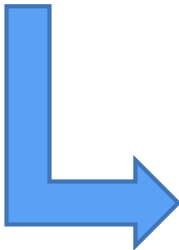


This is what can be collected for through DCs

# 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



# What are DCs charged against?

New Buildings

Expanded  
Buildings

Converted  
Buildings  
(change of use)



# 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;

# 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*).



# DCA Amendments

## 2015

- Can collect for transit services, waste collection and treatment (but not for landfills or incinerators).
- Background Report must include an asset management plan, consideration of area/service specific bylaws.
- Background Report must be made available 60 days prior to passing of by-law.

## Bill 108

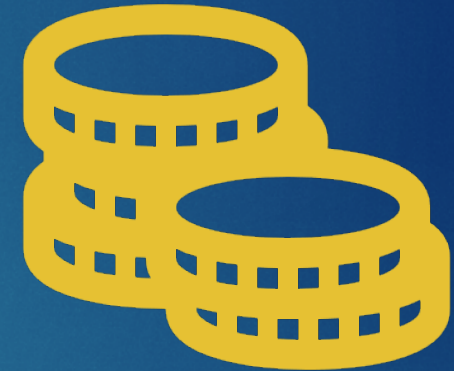
- No longer can collect for 'soft services'
- For rental, institutional, industrial, commercial and non-profit housing payment of DCs can be deferred and paid in installments
- DC amounts can be 'frozen' based on when certain applications are made (site plan approval, zoning by-law)
- Exemption for additional dwellings units (e.g. one second dwelling in a new residence)

## 2019



# 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.





# Statutory Exemptions to DCs

- ▶ 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

# 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: Lucknow Water Storage**

**Project Description:** The existing water storage facility in Lucknow has reached the end of its useful life. The Township completed a Class Environmental Assessment to define the type, size and location for a new facility. It is expected that a new facility will be designed to meet the needs of the existing population and at least 50 years growth (1,854 persons).

**Analysis of Long-Term Capital and Operating Costs:** The capital costs of the new facility will be paid for by the existing users and through development charges on new development. Existing users will pay through reserve amounts and possibly through an increase in rate charges. The Township will also pursue grant opportunities, but at this time the availability of grants cannot be incorporated into the development charge calculations. If a grant is secured, subsequent development charge by-laws will be adjusted. The cost of operating the facility are paid by the users through service rate charges.

**Project Benefitting Area(s):** Lucknow

**Costs:**

Total Costs	\$ 3,100,000.00
Deduct any grants or subsidies	- \$ 0
<b>Subtotal</b>	<b>\$ 3,100,000.00</b>

**Allocation of Costs**

This project benefits existing and future development equally on a per capita basis.

Benefit to Existing Development (61% based on current population of 1,122)	\$ 1,891,000.00
Benefit to Future Development (39%)	\$ 1,209,000.00
<b>Amount recoverable through Development Charges</b>	<b>\$ 1,209,000.00</b>

**Development Charge Calculations**

Residential Allocation (per capita)

\$ 1,209,000.00 x 87.4% (based on residential assessment)	\$ 1,056,666.00
Divided by future capacity (1,854 – 1,122 persons)	732 persons
<b>Residential development charge (per person)</b>	<b>\$ 1,461.38</b>

Non-Residential Allocation (per square foot)

1 square foot of non-residential development = 0.0038 persons (based on 445,755 sqft. of non-residential development and a population increase of 1,705 persons)

\$ 1,209,000.00 x 12.6 % (based on non-residential assessment)	\$ 152,334.00
Divided by 732 persons x 0.0038 persons/sqft.	\$ 0.79 / sqft.



# 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.

# 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.



# 2015 Development Charges

Sewage

Water

Transportation

Stormwater

Fire Protection

Library

Parks and  
Recreation

Administration

# 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



# 2020 DC Process



	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
<b>5-year change</b>	<b>360</b>	<b>25</b>	<b>385</b>
<b>10-year change</b>	<b>560</b>	<b>50</b>	<b>610</b>
<b>20-year change</b>	<b>960</b>	<b>100</b>	<b>1,060</b>
<b>25-year change</b>	<b>1,160</b>	<b>125</b>	<b>1,285</b>

# 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
<b>Sewage</b>	<b>Capital Works Studies – Lucan STP</b>	<b>Includes Growth Management Study and Schedule C Class Environmental Assessment to identify options for future expansion of the Lucan STP</b>	<b>Lucan</b>
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
<b>Sewage</b>	<b>Wastewater Modelling Study</b>	<b>Study to identify and project pumping and collection needs associated with future growth</b>	<b>Lucan</b>
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

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
<b>Transportation</b>	<b>Salt Storage Facility</b>	<b>New salt storage facility</b>	<b>All</b>
Stormwater	Stormwater Management	Four regional stormwater management facilities	Lucan
Fire	Firefighter Outfitting	Gear for firefighters	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

# Calculated Development Charges

## ► Lucan Urban Area

	<b>Single &amp; Semi Detached Unit</b>	<b>Multi-Units &amp; Townhouses</b>	<b>Apartment (2 or more bedrooms)</b>	<b>Apartment (1 bedroom, bachelor)</b>
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
<b>Total (per unit)</b>	<b>\$6,987.00</b>	<b>\$5,733.00</b>	<b>\$4,913.00</b>	<b>\$3,002.00</b>



# Calculated 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
<b>Total (per unit)</b>	<b>\$5,450.00</b>	<b>\$4,471.00</b>	<b>\$3,833.00</b>	<b>\$2,342.00</b>

# Calculated 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
<b>Total (per unit)</b>	<b>\$2,048.00</b>	<b>\$1,681.00</b>	<b>\$1,441.00</b>	<b>\$880.00</b>

# 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



# Things to Consider for the By-law



Phasing and indexing



Exemption for non-residential development or any other specific types of development



Discounts for certain types of development

# Legislative Requirements

## Public Meeting

- Must be advertised at least 20 days prior in local newspaper.

## Background Report

- Must be available 60 days prior to passage of the by-law.
- Draft By-law must be available 2 weeks before Public Meeting.

## 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.



# DCs for Draft By-law

- ▶ Council to provide direction on what the DCs will be set at for the draft By-law
  - ▶ Give the public and development industry an indication of what to expect in terms of what the DCs will be.
- ▶ Any exemptions or discounts?



# Questions

# The Corporation of the Township of Lucan Biddulph Council Minutes

**Present:** Deputy Mayor D. Manders, Councillor D. Regan, Councillor P. Mastorakos and A. Westman

**Also Present:** R. Reymer-CAO/Clerk, T. Merner-Deputy Clerk, J. Little-Public Works Manager, P. Smith-Parks & Recreation Manager

**Absent:** Mayor C. Burghardt-Jesson (entered the meeting at 8:08 pm)

**Call To Order**

Deputy Mayor D. Manders called the meeting to order at 6:36 pm.

**Declaration of Pecuniary Interest & Nature Thereof**

- |                         |               |
|-------------------------|---------------|
| a. <u>Member</u>        | <u>Item #</u> |
| Deputy Mayor D. Manders | 8 (c) and 11  |

Nature of Conflict

Family member is an employee and position is on the salary grid

Deputy Mayor D. Manders advised that Mayor C. Burghardt-Jesson may be entering the meeting later on but has provided a Declaration of Pecuniary Interest ahead of time.

- |                           |               |
|---------------------------|---------------|
| a. <u>Member</u>          | <u>Item #</u> |
| Mayor C. Burghardt-Jesson | 8 (c) and 11  |

Nature of Conflict

Family member is an employee and position is on the salary grid

**Delegation**

Brian Horner, General Manager and Secretary Treasurer along with Geoff Cade, Water and Planning Manager from Ausable Bayfield Conservation Authority (ABCA) attended to present the proposed 2020 Budget and Municipal Levies. Mr. Horner advised the overall increase to the general levy and project levy is 1.5%. He further advised that Lucan Biddulph is growing at a greater rate than all other member municipalities combined. Discussion took place regarding the provincial funding cuts to conservation authorities and the effect that has had on budgets as well as questions from council regarding efficiencies, education and recreational programs and resources and time spent on the shoreline management project.

**Minutes**

T. Merner advised of a correction to be made to the regular Council meeting minutes of December 3, 2019, specifically Motion No. 6, Confirming Resolution. She noted the correction being that bylaw no. 64-2019 and 65-2019 received first and second reading only.

**1/ Minutes**

*Moved by D. Regan*

*Seconded by A. Westman*

*That the regular Council Meeting Minutes of December 3, 2019 be approved as amended.*

**CARRIED**



**Business Arising**

Deputy Mayor D. Manders noted that all items listed on the business arising are ongoing at this time.

**Communications Reports**

No discussion took place regarding any communication items included.

**Committee Reports***CEDC*

Councillor P. Mastorakos advised bi-monthly meetings will be set up in the New Year and they will be focusing on strategies for economic development and being in-line with the Lucan Biddulph Strategic Plan.

*PRAC*

P. Smith advised that PRAC met on December 11<sup>th</sup> and Glen Boy was in attendance to give a presentation on the feasibility study. P. Smith further advised that the committee has decided to postpone any recommendations for moving forward until we have been notified of the grant application funding.

**Staff Reports***CAO/Clerk*

R. Reymer advised that a bylaw is included to authorize cost recovery fees with respect to fire department specific response incidents. He further noted the Fire Marque looks after the billing of all our claims and they recommended municipalities adopt this bylaw to further protect municipalities in light of a previous incident where an insurance claim was paid to the client instead of the municipality. R. Reymer further advised our fees bylaw has been amended to specify reference to this bylaw.

R. Reymer noted that the strategic planning exercise held on December 4<sup>th</sup> was very well received and we look forward to moving forward with the Strategic Plan in the New Year.

R. Reymer gave a few further updates including the recently announced new CAO at Municipality of Thames Centre, Mike Henry and further progress from the County of Middlesex IT department as they continue to work on switching our server to the County Server as host over the next few weeks.

T. Merner advised that since council passed Bylaw 54-2011 on December 19, 2011 which adopted our Emergency Management Plan, the province has since modified the requirements of the Emergency Management and Civil Protection Act and regulation specifying additional requirements which require Municipality's to pass a further bylaw. She further noted that this bylaw included assists with meeting OFMEM annual compliance.

*Planning*

M. Bancroft reviewed his report regarding the site plan approval for a property located at the Industrial Park subdivision and owned by 2525186 Ontario Inc. M. Bancroft advised a site plan agreement has been prepared and standard requirements for parking, grading, access and security deposit are included. He further noted that the applicant is satisfied with the agreement.

**2/ SPA-3-2019 (2525186 Ontario Inc.) Site Plan Approval**

*Moved by D. Regan*

*Seconded by A. Westman*

*That the Council of the Township of Lucan Biddulph accepts the planner's report for Site Plan Approval dated December 17, 2019 for the lands municipally described as 1015 Heenan Court, Lucan, ON.*

**CARRIED**

*Public Works*

J. Little advised that MTO has extended the deadline for use of the sand/salt storage facility on Roman Line until 2024. He noted that we are still going ahead with our delegation meeting request with MTO at the OGRA 2020 Conference in February. Councillor P. Mastorakos asked if there has been any explanation given for discontinuing our arrangement and J. Little advised not specifically however we are using three times the volume that we did when we first started 12-15 years ago. Deputy Mayor D. Manders expressed that he would like staff to continue to try and keep our current arrangement, especially since the Province is asking municipalities to work together to try and find efficiencies.

J. Little advised that he has had communication with County Engineer, Chris Traini and they are planning to address the speed limit issue on Saintsbury Line.

J. Little advised that all lower-tier public work departments are planning to meet regularly to look at policies, procedures and design standards to try and do things consistent across the County.

*Parks & Recreation*

P. Smith advised that similar to the Public Works Department all lower-tier Facilities Manager's are planning to meet regularly to share policies and procedures.

P. Smith advised that LED lights have been installed at the Granton Park to try and deter vandalism incidents that have been taking place later at night in the park.

P. Smith advised that the Michael Landsberg event was very well attended with approximately 500 guests and added that it is great to see what the Lucan Peewee Rep boy's hockey team has been doing to promote Mental Health awareness in the community.

P. Smith advised that the War Memorial Grant application deadline is March 1, 2020 and he is actively looking for community groups to participate.

**Councillor's Comments**

Councillor P. Mastorakos noted the flag lowering that took place recently in recognition of a volunteer fire fighter from another Municipality that recently passed. He further asked if there is a policy in place to ensure that the lowering of municipal flags is done in a fair and equitable manner.

**3/ Flag lowering policy**

*Moved by P. Mastorakos*

*Seconded by D. Regan*

*That the Council of the Township of Lucan Biddulph directs staff to establish a policy to set guidelines with respect to flying flags at half-mast at municipally owned facilities to ensure fairness and consistency.*

**CARRIED**

Deputy Mayor D. Manders advised he attended the open house that Copia Developments hosted regarding their development plans for the property located at 280 Main Street in Lucan. R. Reymer further added that the developer plans to build a 4-storey apartment building and will have to apply for a minor variance to obtain relief from the zoning bylaw which currently specifies a maximum height allowance of 10 metres. Deputy Mayor D. Manders asked if emergency services for increased building height would be an issue and M. Bancroft advised that if the Municipality does not have an emergency services ladder truck available other requirements such as sprinklers can be stipulated through the site plan approval agreement.

Deputy Mayor D. Manders vacated the chair and exited the meeting at 7:42 pm. Councillor A. Westman assumed the chair at this time.



**Staff Reports**

*Finance*

In absence of the Treasurer, R. Reymer reviewed the reports submitted. He advised there are 2 policies presented to be passed, the overall salary grid for 2020 and the confidential salary grid for 2020. He further noted staff has added the inflationary adjustment to the salary grid based on the statistics Canada inflationary rate as of October 2019. R. Reymer advised this is the first year we have not followed the County of Middlesex adjustment due to the fact that it takes place later in the first quarter of the year. Implementing the Inflationary Rate at the beginning of the year will save staff time and avoid retroactive pay.

Deputy Mayor D. Manders returned and resumed as chair of the meeting at 7:50 pm.

**4/ In-Camera Session**

*Moved by D. Regan*

*Seconded by A. Westman*

*Resolved that Council adjourn to Committee of the Whole in camera at 7:50 pm in regards to a personnel matter regarding identifiable individuals with R. Reymer and T. Merner remaining.*

CARRIED

**5/ Rise from In-Camera Session**

*Moved by D. Regan*

*Seconded by P. Mastorakos*

*Resolved that the Committee of the Whole in camera does now rise and Council reconvene at 8:06 p.m.*

CARRIED

**6/ Adopt Policies**

*Moved by D. Regan*

*Seconded by P. Mastorakos*

*That the Council of the Township of Lucan Biddulph adopts the following policies:*

- *Policy No. 100-21-2020 (Salary Grid Policy)*
- *Policy No. 100-22-2020 (Confidential Pay Rates)*

CARRIED

Councillor A. Westman vacated the chair at this time. Deputy Mayor D. Manders returned to the meeting and Mayor C. Burghardt-Jesson joined the meeting at 8:08 pm and assumed the chair.

**7/ Confidential Report from In-Camera Session**

*Moved by A. Westman*

*Seconded by D. Manders*

*Resolved that the Council of the Township of Lucan Biddulph accepts option no. 2 of the Confidential Report from the Treasurer, K. Langendyk, dated December 17, 2019.*

CARRIED

**8/ Accounts Paid**

*Moved by D. Regan*

*Seconded by D. Manders*

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

<i>November 2019</i>	<i>\$2,431,254.36</i>
----------------------	-----------------------

CARRIED

**9/ Confirming**

*Moved by A. Westman*

*Seconded by D. Manders*

*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:*

- *67-2019 Appointment Bylaw (Committee)*
- *68-2019 Fire Department Specific Response Bylaw*
- *69-2019 Fees Bylaw*
- *70-2019 Execution of Site Plan Agreement (2525186 Ontario Inc.)*
- *71-2019 Emergency Management and Civil Protection Act requirements*
- *207-2019 (Lee) Zoning Bylaw Amendment*
- *208-2019 (Ridge Crossing) Removal of H Symbol*
- *209-2019 (Ridge Crossing) Zoning Bylaw Amendment*
- *72-2019 Confirming By-law*

CARRIED

**10/ Adjournment**

*Moved by D. Manders*

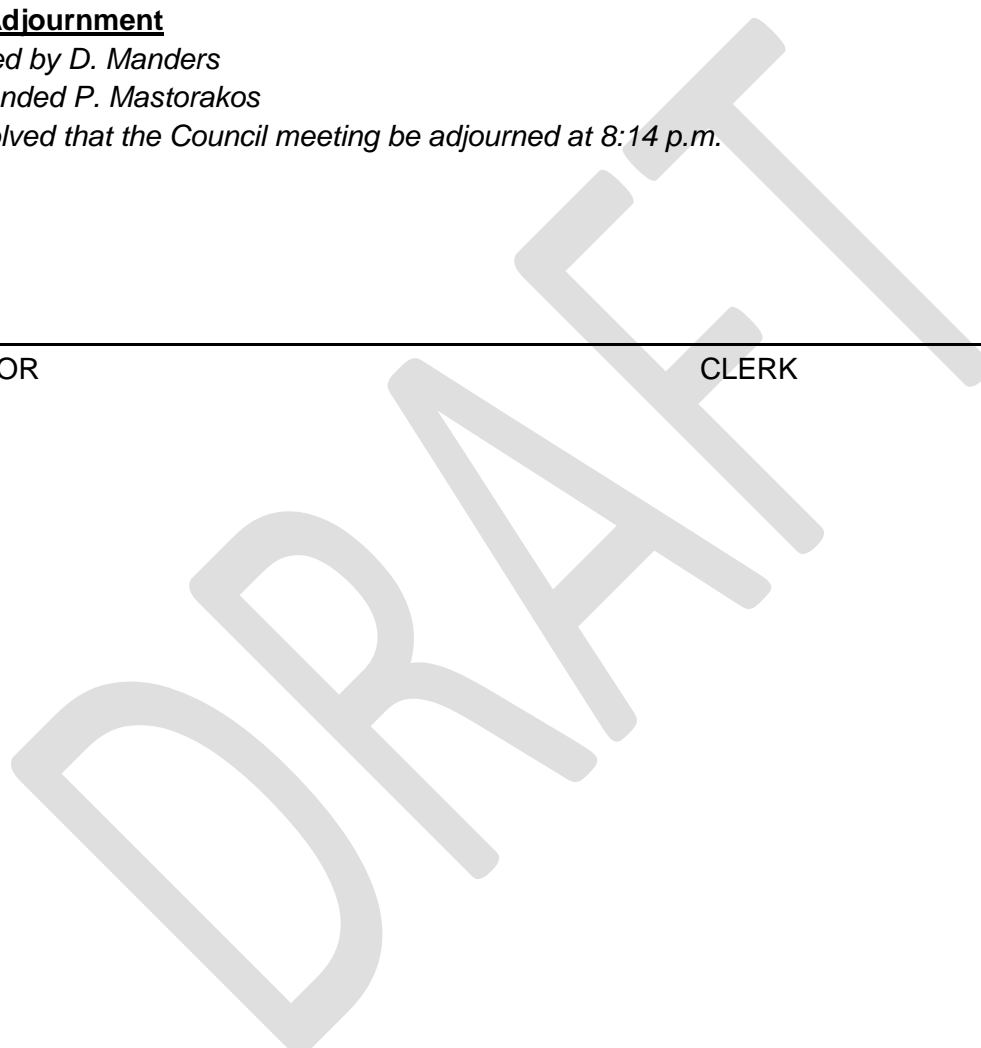
*Seconded P. Mastorakos*

*Resolved that the Council meeting be adjourned at 8:14 p.m.*

CARRIED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



# The Corporation of the Township of Lucan Biddulph Public Meeting Minutes

**Present:** Deputy Mayor D. Manders, Councillor D. Regan, P. Mastorakos and A. Westman

**Also Present:** CAO/Clerk-R. Reymer, M. Bancroft-Senior Planner, T. Merner-Deputy Clerk, P. Smith-Parks & Recreation Manager

**Absent:** Mayor C. Burghardt-Jesson

## **Call To Order**

Deputy Mayor D. Manders called the meeting to order at 6:00 p.m. at the Township Office. Deputy Mayor D. Manders then opened the meeting by thanking Senior Planner, Marc Bancroft for his years of service with Lucan Biddulph since 2012 and wished him well in his future role as Director of Planning and Development Services with the Municipality of Thames Centre which begins on January 6, 2020.

## **Declaration of Pecuniary Interest & Nature Thereof**

None.

## **ZBA-9-2019 – (Lee)**

M. Bancroft reviewed his report. The rezoning application proposes to rezone the lands located at 100 Main Street from the Highway Commercial (C2) Zone to a site-specific Highway Commercial (C2-#) Zone to permit a clinic as an additional permitted use. The subject property is located at the northwest corner of Main Street and Saintsbury Line and contains a building that previously accommodated two units in the form of a convenience store and video rental establishment. M. Bancroft noted the current C2 zone permits a wide range of commercial uses however it does not allow a dental clinic. M. Bancroft advised that comments were received from the MTO today which stated they have no objection to the zone change, however as part of the improvements planned for the intersection of Highway 4 and Saintsbury Line, both entrances to the subject property will be required to be relocated and resized to acceptable standards and further from the intersection. MTO further noted that a building and land use permit is required for any development within the MTO permit control area. M. Bancroft further noted that MTO permitting system is applicable law under the Building Code Act therefore a building permit for interior renovations will not be allowed until this permit is issued by the MTO.

Questions were raised by council members including timelines for the permit required by the MTO, possible re-location of the existing entrances to the property and the definition of a clinic as a permitted use under the zoning bylaw.

Ken Fear-Firman advised he is the owner of the property located at 115 Main Street and asked if there would be any changes to the size of the building and if parking may be an issue. M. Bancroft advised the application speaks to internal renovations only and he is not aware of any additions being sought. M. Bancroft further noted that there is no shortage of parking for the proposal, however he has advised the applicant that parking lines will be required to ensure efficient use of the parking lot.

Tony Goertz asked if there is a requirement for site plan approval for this site and M. Bancroft advised that under the planning act site plan approval is required when the intensity of the proposed use is changing and in this particular case he conferred with the Ministry whom confirmed that previous use of the property would maintain the same use of parking as the proposed clinic.

Jim Mairs addressed council and advised he is attending as a representative of Largo Facility Management, the agent listed for the subject application. He advised he will be discussing the MTO permit requirement with the applicant. Mr. Mairs asked if any relocation of the entrances as required by the MTO will trigger any site plan approval and M. Bancroft advised the only change that will take place with respect to the entrances, is wholly contained within the road allowance, therefore no site plan approval will be required.

**1/ ZBA-9-2019 - Lee**

*Moved by D. Regan*

*Seconded by P. Mastorakos*

*That application for Zoning by- amendment (ZBA-9-2019), filed by Largo Facility Management on behalf of Yong-Sik Lee and Il Hwan Lee for a property known municipally as 100 Main Street, Lucan and legally described as Lot 251 and part of Lots 231 and 252 on Plan 188 (geographic Village of Lucan) in the Township of Biddulph, **BE APPROVED** and that the implementing By-law be passed forthwith.*

CARRIED

**2/ Adjournment**

*Moved by D. Regan*

*Seconded by A. Westman*

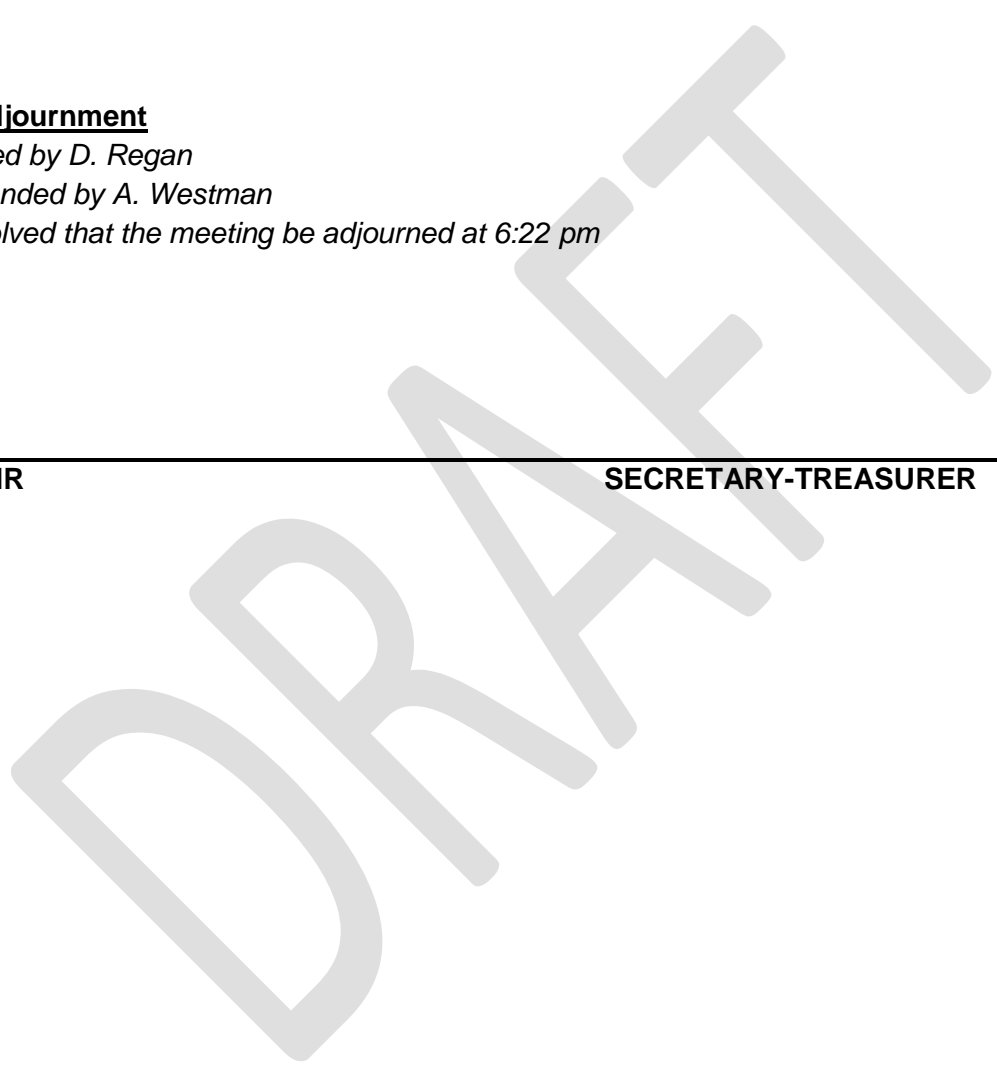
*Resolved that the meeting be adjourned at 6:22 pm*

CARRIED

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CHAIR

SECRETARY-TREASURER



**Business Arising – Minutes of December 17, 2019**

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

**Previous Meetings**

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





**middlesex**  
c o u n t y

399 Ridout Street North  
London, Ontario N6A 2P1  
519-434-7321

# Media Release

FOR IMMEDIATE RELEASE

Contacts: Bill Rayburn, CAO  
Email: cao@mdlsx.ca  
Date: Monday, December 16, 2019

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On November 26th, Middlesex County Council authorized the Warden to enter into a conditional agreement for the sale of the Middlesex County properties (50 King Street and 399 Ridout Street North) to York Developments.

Today, Middlesex County Warden Cathy Burghardt-Jesson announced that both parties have waived their conditions to finalize the agreement of purchase and sale.

During the November 26th, County Council meeting, County Council stated that additional details related to the agreement of purchase and sale would be released at the end of the conditional period. With the agreement of purchase and sale now final, the Council of the County of Middlesex is pleased to provide the following additional details:

- The purchase price for the Middlesex properties is \$30 million
- The County of Middlesex has a lease agreement option to continue the use of the 399 Ridout Street property at no cost until December of 2024 with an option to extend past this date
- Redevelopment of the former home of the Middlesex London Health Unit at 50 King Street can now proceed as approved by the City of London as prescribed in the rezoning application completed by the County of Middlesex in 2016
- Heritage aspects of the whole property are protected through by-law, heritage act and easement protections that carry forward with the new property owners

Warden Burghardt-Jesson, commented that “the sale of the Middlesex properties is an outstanding result for the residents of Middlesex County. Not only did we find a visionary and respected local purchaser and construction partner that placed a high value on the properties, we were also able to ensure that the maximum protections are in place for these historic properties prior to the sale. With the sale now complete, we can advance our service model to provide increased proximity for our residents, while at the same time continuing our investment in important Middlesex County infrastructure.”

- END -

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2019-68

December 19, 2019

Dear Head of Council,

As you know, I released our government's action plan to tackle Ontario's housing crisis earlier this year. This plan, which is supported by the *More Homes, More Choice Act, 2019*, is intended to put affordable home ownership in reach of more Ontario families and to provide more people with the opportunity to live closer to where they work.

Since its release, our government has been consulting with municipalities and the public on several aspects of the legislation, including a regulatory approach for changes to the *Development Charges Act*. I value the input of our municipal partners.

I am writing today to inform you of changes to the *Development Charges Act*, made by the *More Homes, More Choice Act*, and relevant amendments to Ontario Regulation 82/98 (General) under the *Development Charges Act*, which come into effect on January 1, 2020.

As of January 1, 2020, builders of rental housing, non-profit housing, and institutional developments will be able to defer paying development charges until occupancy. Furthermore, payments will be made in annual installments in accordance with the *Development Charges Act*.

Development charge rates, as of January 1, 2020, will be set for a development when a site plan or zoning amendment application is submitted to a municipality. Changes to Ontario Regulation 82/98 mean that the rate would continue to be frozen for two years after planning approvals have been received. This will encourage more homes to be built.

We recognize that municipalities may incur some additional costs as a result of these requirements, and for that reason, the legislation provides authority for municipalities to charge interest to cover costs associated with the deferral and the freeze. In addition, a maximum interest rate will not be prescribed.

Finally, our government has also made a housekeeping amendment that revises the index to which development charges may be linked in development charge by-laws.

- 2 -

If you have technical questions, please feel free to contact Caspar Hall, Director, Municipal Finance Policy Branch at [Caspar.Hall2@ontario.ca](mailto:Caspar.Hall2@ontario.ca).

Our government is committed to ensuring families across Ontario can access housing that meet their needs and their budget. I appreciate your input and participation in our consultations.

Sincerely,



Steve Clark  
Minister

C: Chief Administrative Officer

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
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Toronto ON M7A 2J3  
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234-2019-63

Dear Head of Council,

As you know, on September 24, 2019, my ministry launched a public consultation on potential changes to the delivery of building code services and released a discussion paper: *Transforming and Modernizing the Delivery of Ontario's Building Code Services*.

The building sector is a \$38 billion industry and key driver of Ontario's economy. It is essential that the people working in this sector have the support they need to keep Ontario's economy growing. Historically, the ministry has delivered a suite of building code services, however, over time the delivery of these services has not kept pace with the needs of the sector, making this model unsustainable. For years, building sector stakeholders have been asking for better, more modern and timely services and resources to support their ability to enforce the technical and complex building code requirements. We need to make sure that building sector and municipalities have the support they need to ensure Ontario's economy continues to grow, while protecting public health and safety.

To support this key sector, the ministry is consulting on the creation of a proposed new administrative authority to deliver a suite of enhanced and new user-driven services. The proposed administrative authority would support a more modern and responsive service delivery by having the ability to quickly scale and deliver services more nimbly, provide resources to enable a more consistent approach to building code interpretation and application, and deliver streamlined services across Ontario.

Details on how the proposed administrative authority would be funded will be guided by further consultation with municipalities and other building stakeholders. Our objective is to have the enhanced and new services provided by the administrative authority be paid for through a combination of user fees and regulatory charges associated with service delivery in the new model. No new tax is proposed.

.../2

-2-

Transforming and modernizing the delivery of Ontario's building code services will take time and we are just beginning the conversation. I look forward to your continued engagement in this important transformation initiative.

Sincerely,



Steve Clark  
Minister



**Ministry of Children,  
Community and Social  
Services****Ministère des Services à  
l'enfance et des Services  
sociaux et communautaires**

Minister's Office

Bureau du Ministre

438 University Avenue  
7<sup>th</sup> Floor  
Toronto, Ontario  
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7<sup>e</sup> étage  
Toronto, Ontario  
M7A 1N3Tel.: (416) 325-5225  
Fax: (416) 325-5240Tél. : (416) 325-5225  
Télééc. : (416) 325-5240

127-2019-9359

December 16, 2019

Dear Municipal Partner:

I am writing to let you know that the Ministry of Children, Community and Social Services, in collaboration with other ministries across government, is currently assessing Ontario's Poverty Reduction Strategy and is launching consultations to inform the development of a new five-year strategy, in accordance with the Poverty Reduction Act, 2009.

Our government believes that the people of Ontario are the province's greatest asset, and when they succeed, our economy and province succeed. However, we know that one in seven Ontario residents live in poverty.

Empowering people and supporting them during challenging times is a priority for our government. We also know that we cannot do this work alone. We are committed to listening and working with individuals, communities, organizations, businesses, Indigenous partners and all levels of government. It is our shared responsibility to create the conditions for success. To do so, we need organizations across the province to share their ideas and feedback about how we can work together to tackle poverty.

Our goal is to drive progress and identify solutions to reduce poverty. To inform our new Poverty Reduction Strategy, we will be asking Ontario residents how we can encourage job creation and connect people to employment opportunities; provide people with the right supports and services; and lower the cost of living and make life more affordable.

An online survey will be posted in January 2020 for a period of approximately 60 days. I hope that you will respond to the survey and encourage members of your community, including those who have experience living in poverty, to participate. We will share more information about the survey in the new year.

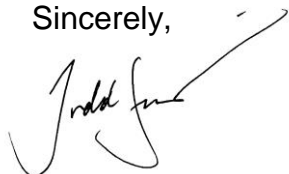
.../cont'd

-2-

We are also accepting written submissions and any recommendations for the next strategy as well as feedback on the previous 2014–19 Poverty Reduction Strategy, by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by mail at Poverty Reduction Strategy, 3rd Floor, 315 Front Street West, Toronto ON, M7A 0B8. If there are any questions on how identifying information included with a submission will be used, please contact: Manager, Strategic Policy Unit, MCCSS by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by telephone at (647) 308-9963.

I look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping horizontal stroke extending to the right.

Todd Smith  
Minister

**Ministry of Children,  
Community and Social  
Services**

Minister's Office

438 University Avenue  
7<sup>th</sup> Floor  
Toronto (Ontario)  
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M7A 1N3Tél. : 416 325-5225  
Télééc. : 416 325-5240

127-2019-9359

Le 16 décembre 2019

Madame, Monsieur,

Je vous écris pour vous informer que le ministère des Services à l'enfance et des Services sociaux et communautaires s'emploie actuellement, en collaboration avec d'autres ministères du gouvernement, à évaluer la Stratégie ontarienne de réduction de la pauvreté et entame des consultations en vue de l'élaboration d'une nouvelle stratégie quinquennale, conformément à la *Loi de 2009 sur la réduction de la pauvreté*.

Le gouvernement estime que les Ontariennes et les Ontariens sont les principaux atouts de la province et que c'est leur réussite qui garantit le dynamisme de l'économie et l'essor de l'Ontario. Cependant, nous savons que, dans la province, une personne sur sept vit dans la pauvreté.

Le gouvernement s'est fixé comme priorité d'aider les gens à prendre leur avenir en main et à traverser les périodes difficiles. Or, nous ne pouvons pas accomplir ce travail seuls. Nous avons à cœur d'écouter les particuliers, les communautés, les organismes, les entreprises, les partenaires autochtones et tous les ordres de gouvernement, et de travailler à leurs côtés. Il est de notre responsabilité commune de créer les conditions propices à la réussite. À cette fin, nous avons besoin que les organisations de toute la province nous transmettent leurs idées et leurs commentaires sur les moyens d'œuvrer ensemble à la lutte contre la pauvreté.

Notre objectif est d'accélérer les progrès et de trouver des solutions destinées à réduire la pauvreté. En vue de la nouvelle Stratégie de réduction de la pauvreté, nous solliciterons l'avis de la population ontarienne sur les façons d'encourager la création d'emplois, de permettre aux gens de trouver un emploi, de fournir des soutiens et des services appropriés, d'abaisser le coût de la vie et de rendre le quotidien plus abordable.

.../suite

-2-

Nous publierons un sondage en ligne en janvier 2020 pendant environ 60 jours. J'espère que vous répondrez à ce sondage et que vous encouragerez les membres de votre communauté, y compris les personnes en situation de pauvreté, à y participer. Nous vous communiquerons de plus amples renseignements sur le sondage en début d'année prochaine.

Nous invitons également les intervenants à nous adresser des observations écrites, à nous faire part de leurs recommandations sur la prochaine stratégie et à nous transmettre leurs commentaires au sujet de la précédente Stratégie de réduction de la pauvreté (2014-2019), soit en nous envoyant un courriel à l'adresse [prso@ontario.ca](mailto:prso@ontario.ca), soit en nous écrivant par courrier postal à l'adresse suivante : Stratégie de réduction de la pauvreté, 315, rue Front Ouest, 3<sup>e</sup> étage, Toronto (Ontario) M7A 0B8. Si vous avez des questions relatives à l'utilisation des renseignements identificatoires figurant dans les observations qui nous sont transmises, veuillez communiquer avec la chef, Unité des politiques stratégiques, MSESC, par courriel à l'adresse [prso@ontario.ca](mailto:prso@ontario.ca) ou par téléphone au 647 308-9963.

Je me réjouis à l'idée d'échanger avec vous plus en détail.

Je vous prie d'agréer, Madame, Monsieur, mes salutations les plus cordiales.

Le ministre,



Todd Smith

**Ministry of Energy,  
Northern Development  
and Mines****Ministère de l'Énergie,  
du Développement du Nord  
et des Mines**

Office of the Minister

Bureau du ministre

Office of the Associate  
Minister of EnergyBureau du ministre associé de  
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Toronto ON M7A 2C1  
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10e étage  
Toronto ON M7A 2C1  
Tél. : 416 327-6758

December 17, 2019

Her Worship Cathy Burghardt-Jesson  
Mayor  
Township of Lucan-Biddulph  
[cbjesson@lucanbiddulph.on.ca](mailto:cbjesson@lucanbiddulph.on.ca)

Dear Mayor Burghardt-Jesson:

Our government made a commitment to Ontarians to reduce energy costs and expand access to natural gas to underserved parts of the province. We are writing to inform you about the proposed launch of the second phase in our government's plan to meet this commitment.

The first phase of the Natural Gas Expansion Support Program is currently being rolled out, bringing natural gas to unserved areas of the province through nine expansion projects. To commence the second phase, I have written to the Ontario Energy Board (OEB), requiring them to collect information about potential new natural gas expansion opportunities. You can view our letter to the OEB at [www.oeb.ca/sites/default/files/Letter-to-OEB-natural-gas-expansion-20191212.pdf](http://www.oeb.ca/sites/default/files/Letter-to-OEB-natural-gas-expansion-20191212.pdf). It is expected that project proponents could be able to access up to \$130 million over a three-year period to ensure a reasonably quick start to construction.

It is anticipated that the OEB will begin a process for collecting information on potential new natural gas projects in early 2020, which is expected to run for 90 days. Following this, the OEB will deliver its report on eligible projects to the Government on or before August 31, 2020. Once we receive the OEB's report, the Government will make the decision on eligible projects to receive support, which should be completed in late 2020. Financial support for selected natural gas projects would ultimately be contingent on the selected project proponents receiving all necessary OEB approvals.

For further information, we encourage municipal officials to work with their local natural gas service provider if they are interested in participating in the OEB's process. We expect the OEB will make additional details available in early 2020.



Natural gas is the most common heating fuel in Ontario and is more affordable than other fuels such as electricity, oil or propane. Expanding natural gas helps makes Ontario communities more attractive for job creation and new businesses. Natural gas expansion can also lower greenhouse gas emissions by replacing higher emissions fuel sources. Natural gas expansion is part of our government's plan to bring quality jobs back to the province and send the clear message that Ontario is "Open for Business."

Thank you for your support as our government works to deliver on its commitment to bring natural gas to more rural and northern communities across Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Rickford". The signature is fluid and cursive, with a large initial "G" and "R".

The Honourable Greg Rickford  
Minister of Energy, Northern  
Development and Mines

A handwritten signature in black ink, appearing to read "Bill Walker". The signature is fluid and cursive, with a large initial "B" and "W", and a long horizontal flourish at the end.

The Honourable Bill Walker  
Associate Minister of Energy

December 13, 2019

Ms. Cathy Burghardt-Jesson  
Warden, County of Middlesex  
399 Ridout Street North  
London, ON N6A 2P1

Dear Warden Burghardt-Jesson,

Re: Monthly Board of Health Update – December 2019

Please find the minutes of the November 21, 2019 Board of Health meeting and the draft motions from the December 12, 2019 meeting attached to this memo.

Further details about December's meeting can be accessed by downloading the [complete December 12, 2019 Agenda Package](#).

Please distribute this correspondence to all Middlesex County Municipalities.

Sincerely,



Trish Fulton  
Chair, Middlesex-London Board of Health

cc:  
Kurtis Smith, Past Warden, Middlesex County  
Bill Rayburn, CAO, Middlesex County  
Kathy Bunting, Clerk, Middlesex County  
Middlesex County Municipalities c/o Kathy Bunting



**PUBLIC SESSION – MINUTES**  
**MIDDLESEX-LONDON BOARD OF HEALTH**

Thursday, November 21, 2019, 7:00 p.m.  
399 Ridout Street North, London, Ontario  
Side Entrance (recessed door)  
MLHU Boardroom

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**MEMBERS PRESENT:**

Ms. Trish Fulton (Chair)  
Ms. Maureen Cassidy (Vice-Chair)  
Ms. Aina DeViet  
Mr. Ian Peer  
Mr. Matt Reid  
Mr. John Brennan  
Ms. Tino Kasi  
Mr. Michael Clarke

**REGRETS:**

Ms. Kelly Elliott

**MEDIA:**

Mr. Robert Lothian, 106.9 The X, Fanshawe  
Mr. Marek Sutherland, CTV News London

**OTHERS PRESENT:**

Dr. Christopher Mackie, Secretary-Treasurer  
Ms. Elizabeth Milne, Executive Assistant to the Board of Health and Communications Coordinator (Recorder)  
Ms. Menna Abdou, Dietetic Practicum Student  
Mr. Joe Antone, Manager, Health Equity and Indigenous Reconciliation  
Mr. Joe Belancic, Manager, Procurement and Operations  
Ms. Cynthia Bos, Manager, Human Resources  
Ms. Emma Belanger, Nutritious Food Basket Volunteer  
Ms. Laura Di Cesare, Director, Healthy Organization  
Ms. Melanie Elms, Public Health Nurse  
Ms. Nicole Gauthier, Manager, Privacy, Risk and Governance  
Mr. Brian Glasspoole, Manager, Finance  
Ms. Donna Kosmack, Manager, South West Tobacco Control Area Network  
Ms. Heather Lokko, Director, Healthy Start  
Ms. Kim Loupos, Registered Dietitian  
Ms. Mai Pham, Epidemiologist  
Ms. Kendra Ramer, Manager, Strategic Projects  
Ms. Maureen Rowlands, Director, Healthy Living  
Dr. Alex Summers, Associate Medical Officer of Health  
Ms. Linda Stobo, Manager, Chronic Disease Prevention and Tobacco Control  
Mr. Stephen Turner, Director, Environment Health & Infectious Diseases  
Mr. Alex Tysl, Online Communications Coordinator  
Sister Kathleen Lichti, Sisters of St. Joseph  
Ms. Tracey Whiteye

At the request of Chair Fulton, Vice-Chair Cassidy agreed to chair the meeting.

Vice-Chair Cassidy called the meeting to order at 7:01 p.m.

Vice-Chair Cassidy noted two additions to the agenda for the evening: walk-on item 1a) a delegation from Sister Kathleen Lichti and Tracey Whiteye on Indigenous reconciliation; and walk-on correspondence item y) an update on the Ministry's consultation process on public health modernization.

### **WALK-ON ITEM 1a)**

#### **Delegation from Sister Kathleen Lichti and Tracey Whiteye on Indigenous Reconciliation**

Dr. Mackie introduced Sister Kathleen, Ms. Whiteye, and Mr. Joe Antone, Manager, Health Equity and Indigenous Reconciliation, and provided background, including a summary of the Health Unit's work toward reconciliation and the blanket exercise that staff recently participated in.

Sister Kathleen and Ms. Whiteye described their work toward truth and reconciliation, and [the Kairos blanket exercise](#) that Sister Kathleen leads through the Sisters of St. Joseph.

Mr. Antone provided context for the presentation, summarizing the Health Unit's role and work toward reconciliation, including how MLHU has begun to formulate the recommendations in its Reconciliation Plan through activities such as community engagement and consensus building.

Dr. Mackie added that one of the Health Unit's underlying principles in its work toward reconciliation is, whenever possible, to devolve decision making to Indigenous community leaders and partners. The Board acknowledged the value of MLHU staff carrying out this kind of dialogue with Indigenous leaders in order to support reconciliation in the broader community.

It was moved by Mr. Reid, seconded by Ms. Fulton, *that the Board of Health:*

- 1) *Receive the delegation from Sister Kathleen Lichti and Ms. Tracey Whiteye on Indigenous Reconciliation; and*
- 2) *Continue to work with community partners on reconciliation.*

Carried

### **DISCLOSURE OF CONFLICT OF INTEREST**

Vice-Chair Cassidy inquired if there were any disclosures of conflicts of interest. None were declared.

### **APPROVAL OF AGENDA**

It was moved by Mr. Peer, seconded by Ms. DeViet, *that the **AGENDA** for the November 21, 2019 Board of Health meeting be approved as amended.*

Carried

### **MINUTES**

It was moved by Mr. Brennan, seconded by Mr. Clarke, *that the **MINUTES** of the October 17, 2019 Board of Health meeting be approved.*

Carried

It was moved by Mr. Brennan, seconded by Mr. Peer, *that the Board of Health receive the October 17, 2019 Relocation Advisory Committee meeting minutes.*

Carried

It was moved by Mr. Reid, seconded by Ms. DeViet, *that the Board of Health receive the October 31, 2019 Finance & Facilities Committee meeting minutes.*

Carried

### **DELEGATIONS AND REPORTS**

#### **October 31, 2019 Finance & Facilities Committee Meeting (Report No. 068-19)**

#### **Q3 Financial Update and Factual Certificate (Report No. 032-19FFC)**

It was moved by Mr. Reid, seconded by Ms. Fulton, *that the Board of Health receive Report No. 032-19FFC re: "Q3 Financial Update and Factual Certificate" for information.*

Carried

#### **2020 Budget – Program Budgeting and Marginal Analysis (PBMA) Disinvestment Proposals (Report No. 033-19FFC)**

Mr. Reid summarized the report and noted that the Finance & Facilities Committee received this report for information.

#### **Proposal to Draw Down Reserve Funds (Report No. 034-19FFC)**

It was moved by Mr. Reid, seconded by Ms. Fulton, *that the Board of Health approve:*

- 1) *Using up to \$818,258 from the Funding Stabilization Reserve to fund, in part, the cost of leasehold improvements in connection with the Health Unit's relocation of premises to Citi Plaza;*
- 2) *Using up to \$123,771 from the Dental Treatment Reserve to fund, in part, the cost of leasehold improvements related to dental treatment facilities in the new location;*
- 3) *Using up to \$29,462 from the Accumulated Sick Leave Reserve to defray OMERS costs for 2019;*
- 4) *Returning \$6,044 from the Environmental – Septic Tank Reserve to the Ministry of the Environment if that Ministry accepts the funds, and, if not accepted, then applying these funds to leasehold improvements related to Environmental Health in the new location; and*
- 5) *Closing the Dental Treatment Reserve, the Accumulated Sick Leave Reserve, and the Environmental – Septic Tank Reserve.*

Carried

#### **Policy Review (Report No. 035-19FFC and Walk-On Report No. 036-19FFC)**

Mr. Reid noted that the policies outlined in this report were reviewed by the Finance & Facilities Committee and referred to the Governance Committee for final approval.

#### **Procurement Guideline Policy Update (Report No. 036-19FFC)**

It was moved by Mr. Reid, seconded by Mr. Peer, *that the Board of Health:*

- 1) *Receive Report No. 036-19FFC for information;*
- 2) *Approve the updated Appendix outlined within this report, which relates to the financial operations of the Middlesex-London Health Unit, to go to Governance Committee for final review; and*
- 3) *Approve staff to immediately begin using the reduced bid period if issuing bids electronically.*

Carried

#### **November 21, 2019 Governance Committee Meeting (Verbal Update)**



Ms. DeViet provided an update on the November 21, 2019 Governance Committee meeting and reviewed the following reports for the Board's consideration:

**Q3 2019 Activity Report (Report No. 015-19GC)**

Ms. DeViet noted that the Governance Committee received this report for information.

**Governance Policy Review and Development (Report No. 016-19GC)**

Ms. DeViet reviewed the policies considered at the Governance Committee meeting.

It was moved by Ms. DeViet, seconded by Mr. Reid, *that the Board of Health:*

- 1) *Receive Report No. 016-19GC re: "Governance Policy Review and Development" for information;*  
*and*
- 2) *Approve the governance policies as appended to this report.*

Carried

Ms. DeViet noted that the next Governance Committee meeting will be held in February 2020.

**Launch of the Updated Community Health Status Resource (Report No. 069-19)**

Dr. Summers introduced the report and advised that today, November 21, 2019, marks the official launch the [Community Health Status Resource](#). Epidemiologist Ms. Mai Pham described how to access the tool online and reviewed the kinds of data that are available on the resource website.

Discussion ensued on the following items:

- Health outcomes for minorities and vulnerable groups.
- Next steps, including examining more robust means of generating data.
- That such evidence is extremely helpful for informing policy.
- Data automation and sharing of data between systems.
- The challenges of securing reliable data and information on vulnerable communities and minorities: what these challenges are and how such disparities are being addressed within our jurisdiction and at the Health Unit as part of this project.

It was moved by Mr. Clarke, seconded by Ms. Kasi, *that the Board of Health receive Report No. 069-19 re: "Launch of Updated Community Health Status Resource" for information.*

Carried

**Monitoring Food Affordability and Implications for Government Public Policy Action (Report No. 070-19)**

Dr. Mackie introduced the report and provided context. He then introduced Ms. Linda Stobo, Manager, Chronic Disease Prevention and Tobacco Control, and Ms. Kim Loupos, Registered Dietitian, who answered questions.

Discussion ensued on the following items:

- Whether the calculation for food costing is a standard formula used across Ontario.
- Affordability of the recommendations contained in the new *Canada's Food Guide*.
- The definition of "disability" under the Ontario Disability Support Program.
- How this model might look if a basic income guarantee were built into it.

It was moved by Ms. Fulton, seconded by Ms. DeViet, *that the Board of Health:*

- 1) *Request that the Minister of Children, Community and Social Services continue to include episodic and short-term disabilities within the definition of disability for the Ontario Disability Support Program.*
- 2) *Request that Bill 60, An Act to amend the Ministry of Community and Social Services Act to establish the Social Assistance Research Commission, proceed to the Standing Committee on the Legislative Assembly to set evidence-based social assistance rates premised on local living costs.*
- 3) *Request that Health Canada update the food list in the National Nutritious Food Basket to reflect the recommendations in the 2019 Canada's Food Guide, and develop a national food-costing protocol to facilitate consistent and effective monitoring of food affordability.*
- 4) *Forward Report No. 070-19 re: "Monitoring Food Affordability and Implications for Government Public Policy and Action" to Ontario boards of health, the City of London, Middlesex County, and appropriate community agencies.*

Carried

### **Summary Information Report for November (Report No. 071-19)**

Dr. Mackie provided context for the report. Discussion ensued on the collective kitchen program and the need for a rating system that addresses depictions of smoking and vaping use in movies.

Ms. Stobo described the collective kitchen program in detail. Ms. Donna Kosmack, Manager, South West Tobacco Control Area Network, answered questions about the ratings system for depictions of smoking in movies. She also compared the current ratings systems for movies depicting smoking and vaping in Canada and the United States.

Ms. Lokko arrived at 8:21 p.m.

It was moved by Ms. Kasi, seconded by Mr. Clarke, *that the Board of Health receive Report No. 071-19 re: "Summary Information Report for November 2019" for information.*

Carried

### **Medical Officer of Health/CEO Activity Report for November (Report No. 072-19)**

Dr. Mackie provided context for the report and updated the Board on developments since the report was issued, specifically those related to the recent *Canadian Medical Association Journal (CMAJ)* report on a case study of a youth who suffered from lung illness related to vaping. The CMAJ report had prompted the Chief Medical Officer of Health to issue a statement earlier today validating the vaping-related lung illness case in the Health Unit's report from September 2019.

Discussion ensued on the following items:

- The case study in the CMAJ article.
- The availability of e-juices and vape products for purchase online, with little regulation.
- Marketing of vape products and flavoured e-juice liquids to youth.
- The lack of rated and regulated substances for vaping.
- The need for education for adults who are considering vaping as a smoking cessation aid.

It was moved by Mr. Brennan, seconded by Ms. Kasi, *that the Board of Health receive Report No. 072-19 re: "Medical Officer of Health/CEO Activity Report for November" for information.*

Carried

## **CORRESPONDENCE**

Ms. DeViet provided an update, from the County perspective, on correspondence item w), highlighting some of the County's concerns over the proposed amalgamations and how the Health Unit might maintain access to services for County residents should a larger regional entity be formed.

Ms. Fulton noted that a report will be coming forward to the Board next month on the status of action items resulting from the review of MLHU services in the County.

It was moved by Mr. Brennan, seconded by Ms. Fulton, *that the Board of Health receive correspondence items a) through v) and x), and refer item w) to staff.*

Carried

Dr. Mackie introduced item y) and provided context.

It was moved by Mr. Peer, seconded by Ms. DeViet, *that the Board of Health refer item y) to staff for a report at the December Board of Health meeting.*

Carried

### **OTHER BUSINESS**

- Next Finance & Facilities Committee meeting: December 5, 2019 @ 9:00 a.m.
- Next Governance Committee meeting: February 2020 (exact date TBA).
- Next Board of Health meeting: Thursday, December 12, 2019 @ 5:30 p.m.

### **CONFIDENTIAL**

At 8:42 p.m., it was moved by Mr. Reid, seconded by Mr. Clarke, *that the Board of Health move in-camera to consider matters regarding identifiable individuals, the security of the property of the Board of Health, financial information that belongs to the local board and has monetary or potential monetary value, and to approve confidential minutes from its October 17, 2019 Relocation Advisory Committee and Board of Health meetings.*

Carried

At 9:45 p.m., it was moved by Mr. Reid, seconded by Ms. DeViet, *that the Board of Health rise and return to public session.*

Carried

At 9:46 p.m., the Board of Health returned to public session.

### **ADJOURNMENT**

At 9:46 p.m., it was moved by Mr. Clarke, seconded by Ms. DeViet, *that the meeting be adjourned.*

Carried

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**MAUREEN CASSIDY**  
Vice-Chair

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**CHRISTOPHER MACKIE**  
Secretary-Treasurer



## MIDDLESEX-LONDON BOARD OF HEALTH

### MEETING MOTIONS

Thursday, December 12, 2019, 5:30 p.m.

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*Please Note: This document contains draft versions of motions only from this meeting. Significant discussion on many items is not captured here, and will be available in the approved minutes that will be published after the meeting of the following month.*

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#### APPROVAL OF AGENDA

It was moved by Ms. DeViet, seconded by Ms. Elliott, *that the **AGENDA** for the December 12, 2019 Board of Health meeting be approved, as amended.*

Carried

#### MINUTES

It was moved by Mr. Peer, seconded by Mr. Reid, *that the **MINUTES** of the November 21, 2019 Board of Health meeting be approved.*

Carried

It was moved by Ms. Kayabaga, seconded by Mr. Clarke, *that the **MINUTES** of the December 5, 2019 Special Meeting of the Board of Health be approved.*

Carried

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the Board of Health receive the December 5, 2019 Relocation Advisory Committee **meeting minutes**.*

Carried

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the Board of Health receive the December 5, 2019 Finance & Facilities Committee **meeting minutes**.*

Carried

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the **MINUTES** of the November 21, 2019 Governance Committee meeting be received.*

Carried

#### DELEGATIONS AND REPORTS

**December 5, 2019 – Finance & Facilities Committee Meeting Update (Report No. 074-19)**

**Update – Transfer of Services to Thames Valley Children’s Centre (Report No. 036-19FFC)**

It was moved by Mr. Reid, seconded by Ms. DeViet, *that the Board of Health receive Report No. 036-19FFC re: “Update – Transfer of Services to Thames Valley Children’s Centre” for information.*

Carried

**Update – Great-West Life Benefits Renewal (Report No. 037-19FFC)**

It was moved by Mr. Reid, seconded by Ms. Cassidy, *that the Board of Health approve the extension of the current renewal period of the group insurance rates administered by Great-West Life as described in Report No. 037-18FFC re: "Great-West Life Benefits – Renewal Update."*

Carried

### **2020–23 Board of Health Budget Submission (Report No. 038-19FFC)**

It was moved by Mr. Reid, seconded by Ms. Cassidy, *that the Board of Health:*

- 1) *Receive Report No. 038-19FFC re: "2020–23 Board of Health Budget Submission" for information; and*
- 2) *Direct Health Unit staff to work with the City of London to determine appropriateness of applying for Assessment Growth Funding in future years.*

Carried

### **December 5, 2019 – Relocation Advisory Committee Meeting Update (Verbal)**

#### **Public Health Services in Middlesex County – Update (Report No. 075-19)**

It was moved by Ms. Elliott, seconded by Mr. Clarke, *that the Board of Health:*

- 1) *Receive Report No. 075-19 re: "Public Health Services in Middlesex County – Update" for information; and*
- 2) *Direct staff to forward the update to Middlesex County Council.*

Carried

#### **Public Health Modernization Update – Consultation and Response (Report No. 076-19)**

It was moved by Mr. Peer, seconded by Mr. Clarke, *that the Board of Health:*

- 1) *Receive Report No. 076-19 re: "Public Health Modernization Update – Consultation and Response" for information;*
- 2) *Direct staff to conduct consultations with internal and external stakeholders to develop a comprehensive and unified Middlesex-London Health Unit response;*
- 3) *Direct staff to arrange for a focused off-site retreat in January 2020 for Board of Health consultation; and*
- 4) *Direct staff to arrange for a special board meeting in early February 2020 for approval of the MLHU response in anticipation of the submission deadline on February 10, 2020.*

Carried

#### **Summary Information Report for December 2019 (Report No. 077-19)**

It was moved by Ms. Kayabaga, seconded by Ms. DeViet, *that the Board of Health receive Report No. 077-19 re: "Summary Information Report for December 2019" for information.*

Carried

#### **Medical Officer of Health/CEO Activity Report for December (Report No. 078-19)**

It was moved by Ms. Elliott, seconded by Ms. Cassidy, *that the Board of Health receive Report No. 077-19 re: "Medical Officer of Health/CEO Activity Report for December" for information.*

Carried

### **CORRESPONDENCE**

It was moved by Ms. Kayabaga, seconded by Ms. Elliott, *that the Board of Health receive correspondence items a) through l).*

Carried

### **OTHER BUSINESS**



It was moved by Ms. DeViet, seconded by Mr. Reid, *that the Board of Health approve the revised 2020 Board of Health and standing committee meeting dates.*

Carried

- Next Finance & Facilities Committee meeting: February 6, 2020 @ 9:00 a.m.
- Next Governance Committee meeting: February 27, 2020 @ 6:00 p.m.
- Next Board of Health meeting: January 23, 2020 @ 7:00 p.m.

### **CONFIDENTIAL**

At 6:20 p.m., it was moved by Ms. Elliott, seconded by Mr. Peer, that the Board of Health *move in-camera to consider matters regarding a trade secret or scientific, technical, commercial, financial, or labour-relations information, supplied in confidence to the local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization; a trade secret or scientific, technical, commercial, or financial information that belongs to the local board and has monetary value or potential monetary value.*

Carried

At 6:43 p.m., it was moved by Ms. Elliott, seconded by Mr. Clarke, *that the Board of Health rise and return to public session.*

Carried

### **ADJOURNMENT**

At 6:44 p.m., it was moved by Ms. Cassidy, seconded by Ms. DeViet, *that the meeting be adjourned.*

Carried



Ontario Provincial Police Municipal Policing Bureau

# News Bulletin

January 2020

## New Year — New OPP Efficiency

Greetings from OPP Municipal Policing Bureau! May 2020 bring us more opportunities to strengthen the relationship with your municipality and make our communities safer!



We all know, in an emergency every second counts! Accidental and non-urgent calls to 9-1-1 like pocket dials tie up emergency lines, communicators and officers and can result in the slower response to a real emergency, risking the safety of people

who may need urgent help.

The OPP recently updated its 9-1-1 call handling work flow and policies to allow its emergency communicators more discretion to divert certain 9-1-1 calls and ensure more frontline OPP members are available for actual emergencies.

OPP communicators are well trained to recognize indicators of an emergency that warrant officers being dispatched.

Changing our 9-1-1 response process aligns with those of other major and medium police services while exceeding North America industry standards. The changes further help optimize our resources and support the pending implementation of 'next generation' 9-1-1 infrastructure, including the future handling of calls for service via social media.

There may be some reduction in the billable calls for service costs in the Annual Billing Statements for OPP-policed municipalities as frontline officers are dispatched to fewer calls. Any reduction to the overall billing is expected to be negligible as officers are still on duty working in communities and available 24/7 to respond to calls for service

If municipal leaders require further information, please contact your local Detachment Commander or visit the OPP booth (#414) at the annual Rural Ontario Municipalities Association (ROMA) Conference.

### NEED MORE INFO / HAVE QUESTIONS?

Visit [www.opp.ca/municipalpolicing](http://www.opp.ca/municipalpolicing) / [www.opp.ca/billingmodel](http://www.opp.ca/billingmodel)

Contact us [OPP.MunicipalPolicing@opp.ca](mailto:OPP.MunicipalPolicing@opp.ca) or (705) 329 6200

A program of Green Communities Canada

7 January 2020

*La version française de ce message suit l'anglais.*

## Winter Walk Day 2020

**Get active this winter and encourage walking to school!**

**Winter Walk Day is Wednesday 5 February 2020.** Students across the province will celebrate on this day and throughout the entire month of February by going outside on their journey to and from school.

Join the crowd by planning a Winter Walk Day celebration in your school community. We have the resources to help. [Get ideas for activities and announcements, and download posters on our website.](#)

We want you to celebrate! Register your school's Winter Walk Day activities and you could be the winner of a \$200 Scholar's Choice gift card.

**REGISTER NOW**



Share your Winter Walk Day  
2020 photos and stories with us.  
Tag [@OntarioAST](#) #WinterWalkDay  
#WWD2020 #Walk2School  
#ActiveSchoolTravel  
#JourneyOutside

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Transport scolaire  
actif Ontario 

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## The Corporation of the Town of Tecumseh

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December 20, 2019

Hon. Sylvia Jones  
Solicitor General  
George Drew Bldg, 18<sup>th</sup> Flr  
25 Grosvenor Street  
Toronto, Ontario  
M7A 1Y6

**Re: Town of Tecumseh Resolution on 911 Misdials**

On behalf of Mayor Gary McNamara and Town Council, I am writing to advise that at its meeting on November 12, 2019, Tecumseh Town Council passed the following resolution:

**Whereas** the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

**Whereas** 911 Misdials must be responded to as if they were legitimate emergency calls; and

**Whereas** each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

**Whereas** each 911 call is a billable call to the municipality; and

**Whereas** in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

**Whereas** 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

**Now Therefore Be It Resolved That** the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

A copy of the report to Town Council (CAO-2019-09) on 911 Misdials is attached for your information. Should you require anything further, please contact the undersigned at [lmoy@tecumseh.ca](mailto:lmoy@tecumseh.ca) or extension 116.



Yours very truly,



Laura Moy, Dipl.M.M., CMMIII HR Professional  
Director Corporate Services & Clerk

LM/ep

Attachments

1. Report CAO-2019-09 911 Misdials

cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness  
Irek Kusmierczyk, MP  
Percy Hatfield, MPP  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
Ontario Association of Police Services Boards  
Ontario Association of Chiefs of Police  
Ontario Municipalities  
Telus  
Bell  
Rogers



**The Corporation of the  
Town of Tecumseh**

Chief Administrative Officer

**To:** Mayor and Members of Council  
**From:** Margaret Misek-Evans, Chief Administrative Officer  
**Date to Council:** November 12, 2019  
**Report Number:** CAO-2019-09  
**Subject:** 911 Misdials

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**Recommendations**

It is recommended:

**Whereas** the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

**Whereas** 911 Misdials must be responded to as if they were legitimate emergency calls; and

**Whereas** each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

**Whereas** each 911 call is a billable call to the municipality; and

**Whereas** in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

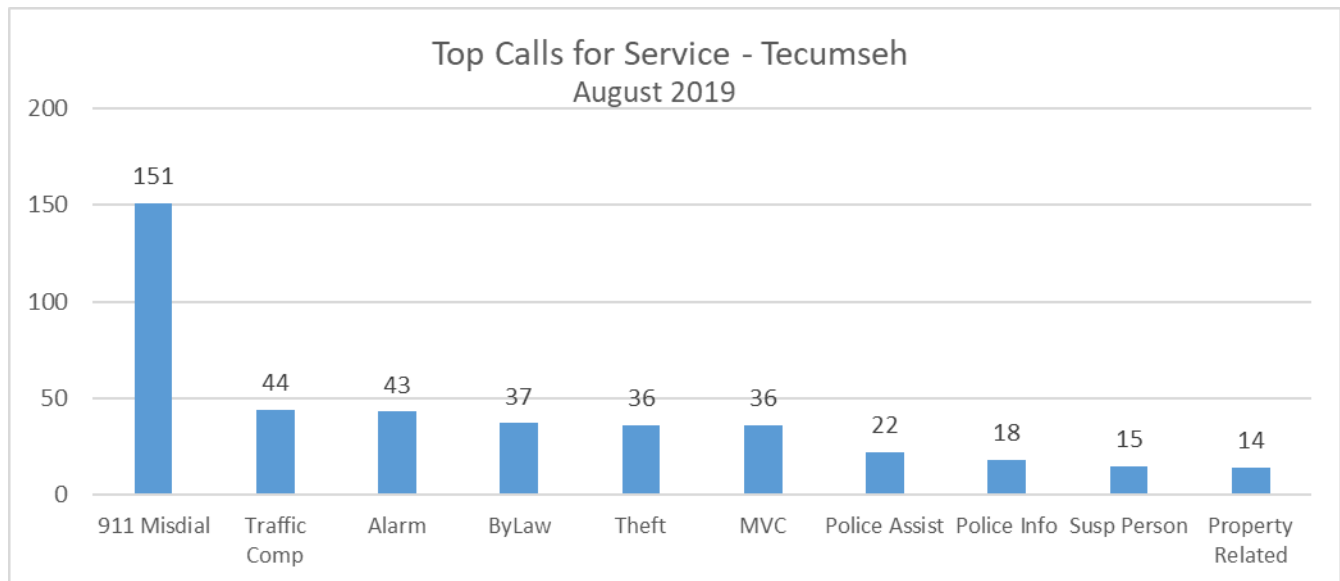
**Whereas** 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

**Now Therefore Be It Resolved That** the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

## Background

The Tecumseh Police Services Board (Board) receives regular reports from the Essex County OPP (OPP) on statistics related to calls for service. Over the past months, the Board has expressed concern on a number of occasions regarding the trend of increasing calls for service related to 911 Misdials, and the high proportion of total calls these represent.

At their October 10, 2019 meeting, the Board reviewed data contained in the 'Police Services Board Monthly Overview August 2019' produced by the OPP. The chart below shows the OPP's top calls for service in Tecumseh for the month of August 2019:



The report includes comparative information with other Essex County OPP Detachment municipalities and notes the following trends in the detachment area:

- A 65.7% increase in 911 Misdials in August 2019 (898 calls) compared to August 2018 (542 calls)
- An average of 29.9 Misdial calls per day
- 911 Misdials are trending 63.2% higher YTD 2019 (5,867 calls) compared to YTD 2018 (3,596)

Concern about escalating 911 Misdials and the effect of this trend on policing and police budgets was also raised at the recent Joint Essex County Police Services Board meeting held in Leamington on August 29, 2019. This meeting was attended by the boards from all Essex County OPP-policed municipalities, namely the Towns of Essex, Kingsville, Lakeshore, Tecumseh and Municipality of Leamington.

Following discussion of this data, and as a result of concerns expressed by members of the Board on multiple occasions, the Board passed Motion PSB 43/19 at the October 10, 2019 PSB meeting:

**Whereas** the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

**Whereas** 911 Misdials must be responded to as if they were legitimate emergency calls; and

**Whereas** each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

**Whereas** each 911 call is a billable call to the municipality; and

**Whereas** in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

**Whereas** 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

**Now Therefore Be It Resolved That** the Tecumseh Police Services Board request Town Council to approach the Federal and Provincial governments and associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), to lobby the telecommunications industry to develop a solution to 911 Misdials.

## Comments

Administration obtained the most recent data available for 911 Misdials from the OPP. As of October 12, 2019, the OPP have responded to 1,082 911-related billable calls in Tecumseh, broken down as follows. This represents 28.8% of all calls for service in 2019 YTD. (Note: the categories correspond to those used in the OPP billing statement.)

<b>Billable Category</b>	<b>Description</b>	<b>Number</b>
911 Call / 911 Hang Up	General 911 misdial / hang up	482
911 Hang Up – Pocket Dial	(subcategory) Accidental 911 call using a cell phone	183
911 Call – Dropped Cell	(subcategory) 911 call using a cell phone, then signal was lost. Contact may have been made, then deemed non-emergency or accidental	417
<b>Total</b>	<b>All Categories</b>	<b>1,082</b>

The table below compares the 2019 statistics to previous years. While some 'zero data' is included, the total figures are most relevant. The OPP notes that the Pocket Dial category was introduced in 2013 and the Dropped Cell category was introduced in 2014. As the years went on, officers have become more diligent in classifying 911 misdials into these subcategories as opposed to the more general 911 Hang Up category.

Category	2013	2014	2015	2016	2017	2018	2019 YTD	2019 Est. *
911 Call / 911 Hang Up	640	698	479	449	411	530	482	578
911 Hang Up – Pocket Dial	1	6	21	20	69	70	183	219
911 Call – Dropped Cell	0	1	12	15	70	87	417	500
<b>Total</b>	<b>641</b>	<b>705</b>	<b>512</b>	<b>484</b>	<b>550</b>	<b>687</b>	<b>1,082</b>	<b>1,297</b>

\* This is an estimated year-end total based on the YTD amount.

While some fluctuations are apparent, the estimated total number of misdials for 2019 is more than double the total recorded in 2013 and represents an 89% increase over 2018.

As noted earlier, the Board has expressed concerns about this trend both in relation to policing and the police budget. Each 911 call is handled the same way, with at least two officers dispatched to locate the source and respond. It can reasonably be concluded that time and resources spent responding to 911 Misdials divert resources from other community policing activities and initiatives. Efforts have been made by the Town and the OPP to educate the public on 911 misdials to curb frequency of such calls.

The Board's resolution recognizes that Tecumseh is not alone in dealing with this widespread issue. It also suggests that the solution does not necessarily lie in increased public education and awareness, but rather in the redesign of cell phone technology and the way it interfaces with the 911 system. New, easier-to-use features on smart phone releases are something the public takes comfort in, knowing that in an emergency they can reach 911 dispatch easily and send their coordinates to the dispatcher. However, the issue of 911 Misdials should also be raised with smart phone manufacturers to resolve inadvertent 911 calls, which appear to be on the rise.

## Consultations

Information and Communications Services  
Police Services Board  
Ontario Provincial Police

## Financial Implications

With respect to the police budget, the impact of one year's increase in call volume is not proportionately reflected in the billing statement, as the municipality's "Calls for Service" costs (a weighted portion of the provincial total) are calculated based on a four-year average. The escalating volume of calls will, however, contribute to a higher four-year average over time.



## Link to Strategic Priorities

Applicable	2019-22 Strategic Priorities
------------	------------------------------

- |                                     |                                                                                                                                                                                                           |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>            | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.                                                                          |
| <input checked="" type="checkbox"/> | Ensure that Tecumseh’s current and future growth is built upon the principles of sustainability and strategic decision-making.                                                                            |
| <input type="checkbox"/>            | Integrate the principles of health and wellness into all of Tecumseh’s plans and priorities.                                                                                                              |
| <input checked="" type="checkbox"/> | Steward the Town’s “continuous improvement” approach to municipal service delivery to residents and businesses.                                                                                           |
| <input checked="" type="checkbox"/> | Demonstrate the Town’s leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Ellen Preuschat  
Executive Assistant to CAO

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None



Corporation of the Municipality of Thames Centre

4305 Hamilton Road, Dorchester, Ontario N0L 1G3 – Phone 519-268-7334 – Fax 519-268-3928 – [www.thamescentre.on.ca](http://www.thamescentre.on.ca) – [inquiries@thamescentre.on.ca](mailto:inquiries@thamescentre.on.ca)

December 18, 2019

Hon. Jeff Yurek  
Ministry of the Environment, Conservation and Parks  
5th Floor – 777 Bay St.  
Toronto, ON M7A 2J3

By email: [jeff.yurek@pc.ola.org](mailto:jeff.yurek@pc.ola.org)

**RE: Support for Continuation of Mandatory and Non-Mandatory Programs of the Upper Thames River Conservation Authority (UTRCA) and Kettle Creek Conservation Authority (KCCA)**

Dear Hon. Yurek,

Please be advised that the Council of the Municipality of Thames Centre, at the last regular meeting held on Monday, December 16, 2019, passed the following resolution:

WHEREAS, the Municipality of Thames Centre is committed to planning for a sustainable future for its resources and environment;  
AND WHEREAS the Municipality of Thames Centre is a member of both the Upper Thames River Conservation Authority (UTRCA) and Kettle Creek Conservation Authority (KCCA) and has representatives on both Board of Directors;  
AND WHEREAS the Board of Directors determines the policies, priorities and budget of the UTRCA and KCCA;  
AND WHEREAS the UTRCA and KCCA provide the Municipality of Thames Centre with expert advice on the environmental impact of land use planning proposals and that the Municipality of Thames Centre does not have staff with comparable expertise or experience;  
AND WHEREAS the UTRCA and KCCA provide programs to the residents of Thames Centre and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk, completing restoration projections on the Thames River as well as protecting life and property through a variety of measures, all of which the Municipality of Thames Centre does not have staff with comparable expertise or experience;  
THEREFORE IT BE RESOLVED that the Municipality of Thames Centre supports continuation of the programs of the UTRCA and KCCA, both mandatory and non-mandatory, and that no programs of the UTRCA or KCCA

or of the other Conservation Authorities in Ontario be “wound down” at this time.

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

AND THAT both UTRCA and KCCA be invited to provide a delegation at a future Municipality of Thames Centre meeting to inform Council of the impacts of these programs to our communities;

AND THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Kettle Creek Conservation Authority, Conservation Ontario and all Ontario municipalities.

Carried.

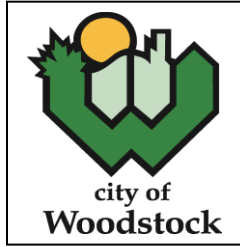
Should you have any questions, please advise.

Regards,



Tena Michiels  
Clerk

Distribution: Premier Doug Ford  
Association of Municipalities of Ontario  
Upper Thames River Conservation Authority  
Kettle Creek Conservation Authority  
Conservation Ontario  
All Ontario Municipalities



Office of the City Clerk  
Woodstock City Hall  
P.O. Box 1539  
500 Dundas Street  
Woodstock, ON N4S 0A7  
Telephone (519) 539-1291

December 18, 2019

The Honourable Jeff Yurek,  
Minister of Environment, Conservation and Parks  
College Park 5th Flr, 777 Bay St,  
Toronto, ON M7A 2J3

**Re: Ban of Single-Use Plastic Handled Shopping Bags**

Please be advised that the Council of the Corporation of the City of Woodstock passed the following resolution at its regular Council meeting held on December 12, 2019:

“That Woodstock City Council continue to support the single-use plastic handled shopping bag ban in principle but defer a decision regarding implementation until the Provincial and/or Federal governments have announced their decision and plans for a ban;

And further that Woodstock City Council supports a harmonized ban of single-use plastic shopping bags across the Province of Ontario;

And further that staff be directed to participate in the consultations with the Minister of Environment, Conservation and Parks with respect to the new producer responsibility model for the Blue Box Program, including discussing solutions with respect to single-use plastic shopping bags;

And further that Council pre-approve \$5,000 in the 2020 revenue fund budget in order for the Woodstock Environment Advisory Committee to undertake a public education campaign to educate and encourage Woodstock residents to reduce the use and consumption of single-use plastic shopping bags;

And further that this resolution be circulated to the Minister of Environment, Conservation and Parks and all Ontario municipalities.”

Yours Truly,



Amelia Humphries, B. Math, M.P.A.  
City Clerk

c: All Ontario municipalities





# Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON P0A 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

[www.townshipofperry.ca](http://www.townshipofperry.ca)

December 19, 2019

Via Email: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

Right Honourable  
Prime Minister of Canada Justin Trudeau  
House of Commons  
Ottawa, ON K1A 0A6

## **RE: Ban of Single-Use Disposable Wipes**

Please be advised that the Council of the Corporation of the Township of Perry passed the following resolution at its last regularly scheduled meeting on December 18, 2019:

### **Resolution No. 2019-520**

**Moved: Joe Lumley**

**Seconded: Paul Sowrey**

**"WHEREAS** *Single-use wipes are a \$6 billion industry and growing, and are now being advertised as a clean alternative to toilet paper that is safe to flush; and*

**WHEREAS** *Single-use wipes accumulate in the sewer system and eventually clog the sanitary sewer system, requiring significant additional repair and maintenance; and*

**WHEREAS** *the Municipal Enforcement Sewer Group estimates non-flushable materials cause \$259 million in annual repairs across Canada; and*

**WHEREAS** *a 2019 study released by Ryerson University tested 101 types of single-use disposable wipes and found that all of the wipes failed basic requirements of flushable products; and*

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

**WHEREAS** *Single-use wipes, even when properly disposed of as waste, are an inefficient and unsustainable use of resources that contribute significantly to environmental degradation.*

**NOW THEREFORE BE IT RESOLVED THAT** *the Township of Perry lobby the Provincial and Federal Governments to ban single-use disposable wipes; and*

**THAT** *this resolution be forward 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, the Association of Municipalities of Ontario, the Local Members of Provincial Parliament, York Region and all Municipalities within the Province of Ontario.*

**Carried"**

Your attention to this matter is appreciated.

Sincerely,



Beth Morton  
Clerk-Administrator

BM/ec

c.c. Honourable Premier of Ontario  
Minister of Environment, Conservation and Parks  
Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario  
Local Members of Provincial Parliament  
York Region  
All Municipalities within the Province of Ontario



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December 11, 2019

Nottawasaga Valley Conservation Authority  
8195 8<sup>th</sup> Line  
Utopia, ON L0M 1T0

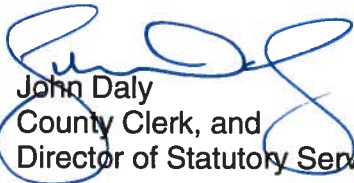
**Re: Nottawasaga Valley Conservation Authority Levy (NVCA)**

On behalf of Warden Cornell and County Council, I'm writing to advise that at its meeting on December 4, 2019, Simcoe County Council approved the following recommendation:

"That the resolution from the Township of Springwater regarding NVCA Levy be supported."

A copy of the related correspondence from the Township of Springwater is enclosed for your information. Should you require anything further, please contact the undersigned at extension 1623.

Regards,



John Daly  
County Clerk, and  
Director of Statutory Services

Enclosure/

c.c. Doug Ford, Premier of Ontario  
Jeff Yurek, Minister of Environment, Conservation and Parks  
Jill Dunlop, MPP  
Doug Downey, MPP  
Andrea Khanjin, MPP  
Caroline Mulroney, MPP  
Jim Wilson, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities



[www.springwater.ca](http://www.springwater.ca)  
2231 Nursery Road  
Minesing, Ontario  
L9X 1A8 Canada

October 21, 2019

Nottawasaga Valley Conservation Authority  
8195 8<sup>th</sup> Line  
Utopia ON, L0M 1T0

**RE: Nottawasaga Valley Conservation Authority Levy**

---

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

**C457-2019**

Moved by: Coughlin  
Seconded by: Moore

Whereas the Township of Springwater, like all municipalities in Ontario must confront fiscal limitations and re-evaluate programs, services, and the financial sustainability of each;

And Whereas the Township of Springwater is a constituent municipality in portions of the watershed under the jurisdiction of the Nottawasaga Valley Conservation Authority and is compelled to remit non-negotiable levy funding to the Authority on an annual basis;

And Whereas the Township of Springwater cannot exercise line-item scrutiny of Nottawasaga Valley Conservation Authority's budget and operations nor does the Authority itself provide detailed substantiation of the same to its member municipalities like the Township of Springwater;

And Whereas the Township of Springwater must account for all taxpayer funds it expends within its operations and that it forwards to local agencies and boards;

Therefore Be It Resolved That the Township of Springwater requests that the Nottawasaga Valley Conservation Authority provide prior to passage of its 2020 budget the following:

- (1) Its interpretation and understanding of its mandated operations as found in the current Conservation Authorities Act, 1990, R.S.O. 1990, c.C.27 and its prescribed regulations;
- (2) The costs of each as determined under (1);
- (3) Detailed definitions and determinations of what can be characterized as non-mandatory programming and service(s);

(4) The costs of each as determined under (3);

(5) Detailed definitions and determinations of fee-for-service activities of the Nottawasaga Valley Conservation Authority, the revenues they generate as the activities take place within and/or requests originate from geographic area of the Township of Springwater; and

(6) The costs that arise from programs and services enabled through the Memorandum of Understanding with the Severn Sound Environmental Association.

And That this resolution be circulated to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario.

**Carried**

Sincerely,



Renée Chaperon  
Clerk  
/cp

cc. Doug Ford, Premier of Ontario  
Jeff Yurek, Minister of Environment, Conservation and Parks  
The County of Simcoe  
Conservation Ontario  
Ontario municipalities  
Ontario Conservation Authorities





---

December 11, 2019

The Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5<sup>th</sup> Floor  
777 Bay St  
Toronto, ON M7A 2J3

**Re: Conservation Authority Exit Clause**

On behalf of Warden Cornell and County Council, I'm writing to advise that at its meeting on December 4, 2019, Simcoe County Council approved the following recommendation:

"That the resolution from the Township of Ramara regarding conservation authority exit clause, be supported."

A copy of the related correspondence from the Township of Ramara is enclosed for your information. Should you require anything further, please contact the undersigned at extension 1623.

Regards,

A handwritten signature in blue ink, appearing to read "John Daly".

John Daly  
County Clerk, and  
Director of Statutory Services

Enclosure/

c.c. Jill Dunlop, MPP  
Doug Downey, MPP  
Andrea Khanjin, MPP  
Caroline Mulrone, MPP  
Jim Wilson, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities



2297 Highway 12,  
PO Box 130  
Brechtin, Ontario L0K 1B0  
p.705-484-5374  
f. 705-484-0441

November 7, 2019

Honourable Jeff Yurek  
Minister of Environment, Conservation and Parks  
College Park 5th Floor  
777 Bay St  
Toronto, ON M7A 2J3

**Re: Conservation Authority Exit Clause**

The Council of the Corporation of the Township of Ramara passed the following motion at their regular meeting held October 28, 2019, unanimously by a recorded vote:

WHEREAS the TOWNSHIP OF RAMARA has consistently expressed its view that its watershed conservation authorities are duplicative, financially unaccountable, in conflict with citizens and private property rights;

AND WHEREAS the TOWNSHIP OF RAMARA has encountered the regulatory obstacles to challenge the arbitrary, inefficient, non-transparent, and unsustainable municipal levy forced upon it annually by its watershed conservation authorities;

AND WHEREAS the TOWNSHIP OF RAMARA questions the efficacy and relevance of its watershed conservation authorities' programs and services and their performance in achieving the goals of conservation and environmental stewardship;

AND WHEREAS the TOWNSHIP OF RAMARA finds the current Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations inconsistent and obsolete;

AND WHEREAS the Minister of Environment, Conservation, and Parks the Honourable Jeff Yurek signaled the province's intent to reconsider and update the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations;

THEREFORE BE IT RESOLVED THAT: the TOWNSHIP OF RAMARA support the province's determination that the existing Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its proscribed regulations require review;

[www.ramara.ca](http://www.ramara.ca)


AND THAT the TOWNSHIP OF RAMARA signal to the Ministry of the Environment, Conservation, and Parks of its willingness to participate in all consultations and submissions to the same;

AND THAT further the TOWNSHIP OF RAMARA signal its express desire that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to exist costly and unwarranted conservation authority(ies) jurisdiction(s);

AND THAT this resolution be forwarded the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

I trust the above is self-explanatory however if you require further information or clarification, please contact me.

Yours truly,



Jennifer Connor, CMO  
Legislative Services Manager/Clerk

JC/cw

c.c. Jill Dunlop, MPP  
Conservation Ontario  
Ontario Conservation Authorities  
Ontario Municipalities



The Corporation of the Township of Huron-Kinloss

P.O. Box 130  
21 Queen St.  
Ripley, Ontario  
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: [info@huronkinloss.com](mailto:info@huronkinloss.com)

Website: <http://www.huronkinloss.com>

The Honourable Jeff Yurek  
Minister of the Environment, Conservation, and Parks  
Conservation Ontario,  
College Park 5th Flr, 777 Bay St,  
Toronto, ON M7A 2J3

December 17, 2019

Dear Minister;

Re: Copy of Resolution #645

Please find below a copy of the resolution adopted by the Township of Huron-Kinloss Council at its December 16, 2019 session supporting the resolution brought forth by the Township of Ramara.

Motion No: 915

Moved by: Ed McGugan

Seconded by: Lillian Abbott

That the Township of Huron-Kinloss support the the Township of Ramara's request for the province to review the existing Conservation Authorities Act, 1990, R.SO.1990, c. C.27 and request that an exit clause be provided in any new Conservation Authorities Act to permit municipalities that determine the objects of conservation and environmental stewardship can be provided by alternative governance, programs, and/or services to costly and FURTHER directs staff to forward a copy of this resolution to the Honourable Jeff Yurek, the Minister of the Environment, Conservation, and Parks Conservation Ontario, Ontario's thirty-six conservation authorities, and all upper and lower-tier Ontario municipalities.

Carried.

Sincerely,

Emily Dance  
Clerk

c.c Conservation Ontario, Ontario Conservation Authorities, Ontario Municipalities



December 19, 2019

*Everyone at AMO wishes you, your friends and family, and your community a happy and safe holiday season!*

### **In This Issue**

- AMO office closure during the holidays.
- Main Streets Project completion date approaching.
- AMO-eSolutionsGroup Partnership - webinar recording.
- OSUM 2020 - Location and dates confirmed!
- Exhibit Hall registration is open for AMO's 2020 Conference.
- Almost time to book your accommodation for AMO's 2020 Conference!
- LAS Blog: A Year in Review at LAS.
- AMO's Social Media webinar series is back by popular demand!
- Fuel Management System Webinar: Municipal Group Buying Program.
- ONE Investment - Holiday transaction schedule.
- Municipal health and safety compliance.
- Save 15% off Deluxe Canada products.
- Careers with Amherstburg and AMO.

### **AMO Matters**

The AMO Office will be closed from December 25, 2019 to January 1, 2020 and will re-open on January 2, 2020. The next issue of the WatchFile will be on January 9, 2020.

Main Street Revitalization Initiative projects must be completed by March 31, 2020. When projects are completed, please submit your Annual Report, no later than May 15, 2020. Contact Adam Garcia for questions.

On December 12, AMO and eSolutionsGroup introduced the partnership and services offered to update or build barrier-free websites at preferred member pricing. Members will benefit from i:Create, a content management system that allows you to add and edit accessible content directly from your web browser. Visit our webpage for more information.

### **Eye on Events**

The County of Brant is pleased to confirm it will be hosting the Ontario Small Urban Municipalities (OSUM) 67th Conference and Trade Show. Scheduled for April 29th



through to May 1st, the 2020 OSUM Conference will be another must attend event. Program and registration details will be available soon on the [OSUM website](#).

Early Bird registration for the exhibit hall is now open and available until January 31. Are you a municipal supplier or vendor? Do you have a product or service that would benefit the municipal sector? For AMO and municipal industry partners, this Conference is an unparalleled opportunity to make and solidify relationships with the municipal sector. Showcase your products or services at the AMO Conference in Ottawa, from August 16-19, 2020. [Reserve your booth today!](#)

The 2020 AMO Conference will be held in Ottawa from August 16-19, 2020. AMO has arranged hotel accommodation for delegates at various hotels in downtown Ottawa. Guest rooms can only be booked as of January 7, 2020 at 10:00 a.m. Hotels have been instructed to decline reservations for AMO delegates until that time. Please [click here](#) to book your rooms and for all information on accommodation.

AMO's Social Media webinar series is back by popular demand! Elected officials live in the spotlight making effective communication essential. With the rise of social media and decline of local news, the communications landscape has changed. These 1 hour lunch & learn workshops will help promote good news, manage issues professionally, and leverage traditional and social media. [Register now](#) for 1 or all 4 webinars, designed to help you navigate social media more effectively and safely.

## **LAS**

2019 was an exciting year for LAS, and we're eager to continue that momentum into the new year. [Check out the LAS Blog](#) for our year-end message from Judy Dezell, Director AMO Enterprise Centre, Business Partnerships, LAS & ONE.

LAS' [Municipal Group Buying Program](#) has a wide variety of products and services available. [Register for our webinar](#) on January 15 @ 10am to learn more about the Gasboy Fuel Management System. This technology is designed to eliminate fuelling waste with integrated controls, monitoring and security.

The LAS [Road and Sidewalk Assessment Service](#) has seen many enhancements since its launch in 2017. Join us on January 16 @ 10am to learn about our new assessment vehicles and to see a demonstration of the StreetLogix 2.0 software. [Register here](#).

## **ONE Investment**

Holiday Schedule Update: Please note, AMO Offices and Toronto Stock Exchange will have special hours during holidays. [Click here](#) to find detailed schedule for processing of ONE HISA Transactions and ONE (Portfolio) Transactions.

## **Municipal Wire\***

4S offers training, support, and a digital management platform to ensure municipal

governments comply with occupational health and safety requirements. Reach out to 4S, AMO's partner for health and safety management, for [more information](#) on how they can support your health and safety program for 2020 and beyond.

Enter promotion code 63647 when ordering and save 15% on [Deluxe Canada products](#) including customizable forms, cheques, print marketing, promo & apparel, and more. This continues AMO's member discount with the company formerly known as NEBS.

### Careers

[Planner \(Full Time\) - Town of Amherstburg](#). Reports to: Manager of Planning Services. Please visit the Town's [website](#) for a detailed job description. Applicants are invited to submit a resume no later than Monday, January 6, 2020 at 4:30 p.m. to: Town of Amherstburg, Human Resources Department, 271 Sandwich St. S., Amherstburg, ON N9V 2A5. Email: [resumes@amherstburg.ca](mailto:resumes@amherstburg.ca).

[Policy Intern - AMO](#). Assisting senior advisors and the Director of Policy, the successful candidate will support AMO's policy development process. The Internship is a temporary position of up to 17 weeks. Please apply in confidence to: [careers@amo.on.ca](mailto:careers@amo.on.ca) by Friday, January 3, 2020 at 12 noon.

### About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

### AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6  
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January 9, 2020

%%SAF\_MESSAGE%%

### **In This Issue**

- Excess soils regulation finalized.
- OSUM 67th Conference & Trade Show to be hosted by the County of Brant.
- AMO Conference 2020 Exhibit Hall Early Bird registration available until January 31.
- Book your accommodation for the 2020 AMO Conference in Ottawa, August 16-19.
- AMO's social media webinar series is back by popular demand!
- Fuel Management System webinar: Municipal Group Buying Program.
- Traffic Control Systems webinar: Municipal Group Buying Program.
- LAS webinar - Road and Sidewalk Assessment Service.
- Careers.

### **Provincial Matters**

Ontario has finalized regulations to make it safer and easier to reuse excess soils. For more information please visit [Handling of Excess Soils](#).

### **Eye on Events**

Scheduled for April 29 through May 1, the 2020 OSUM Conference and Trade Show will be another must attend event. Delegate [registration](#) and [exhibit hall registration](#) is now open.

Are you a municipal supplier or vendor? Do you have a product or service that would benefit the municipal sector? For AMO and municipal industry partners, this Conference is an unparalleled opportunity to make and solidify relationships with the municipal sector. Showcase your products or services at the AMO Conference in Ottawa, from August 16-19, 2020. [Reserve your booth today!](#)

2020 AMO Conference guest room booking opened on January 7 at 10:00 a.m. AMO has arranged hotel accommodations for delegates at eight hotels in downtown Ottawa. Although The Westin Ottawa and Fairmont Chateau Laurier are sold out, hotel rooms are still available at the remaining hotels. Please [click here](#) to book your rooms and for all information on accommodation.

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 4

webinars.

### **LAS**

Webinar January 15 at 10 am - Our Municipal Group Buying Program has many offerings including the Gasboy Fuel Management System. Register for this webinar to learn how you can eliminate fuel waste with integrated fuel tracking, control, and security systems.

Webinar January 29 at 10 am - Did you know our Municipal Group Buying Program offers traffic control systems? Register for the webinar to learn what this involves and how ATS Traffic can help you keep your communities safe.

Webinar January 16 at 10 am - Join us for an overview of the LAS Road and Sidewalk Assessment Service, including a demonstration of the Streetlogix software. Register here.

### **Careers**

Director of Transit Expansion Capital Implementation - City of Toronto. Reports to: Executive Director, Transit Expansion Office (TEO). For more information on this and other opportunities with the City of Toronto, visit us online. To apply online, submit your resume, quoting Job ID 2291, by January 17, 2020.

Assistant Deputy Minister, Policy & Planning - Ministry of Transportation. Job Term: 1 Permanent. Location: Toronto. Job ID 143916. Please apply only online by Monday, January 20, 2020 by visiting Ontario Public Service Careers. Please follow the instructions to submit your application.

Director of Planning, Building & By-Law - Town of Grimsby. Please submit your application, in confidence, by January 21, 2020 by 4:30 p.m. to the attention of Harry Schlange, Chief Administrative Officer, at hr@grimsby.ca. Please quote the position title in the subject line. For a full position description, please visit Grimsby Careers.

Economic Development & Special Projects Coordinator (24 Month Contract) - Town of Halton Hills. Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., January 22, 2020. Please quote Posting No. 201958 on your cover letter. Please apply using only one method of application: Email: humanresources@haltonhills.ca (preferred) Mail: Attn. Human Resources or Town of Halton Hills, 1 Halton Hills Drive, Halton Hills, ON L7G 5G2, Posting No. 201958.

Public Works Superintendent - Front of Yonge Township. A complete job description is available on the Township's website. Preferred start date is March 2020 (negotiable). Please submit a resume clearly marked "Public Works Superintendent Position" prior to 4:00 pm on Friday, January 24, 2020 to: Township of Front of Yonge, 1514 County Road 2, PO Box 130, Mallorytown, ON K0E 1R0. ATTN: Jennifer Ault,

Clerk. Email: [admin@frontofyonge.com](mailto:admin@frontofyonge.com).

Chief Administrative Officer - Township of Leeds and the Thousand Islands. Please submit your covering letter and detailed resume in confidence to [hr@townshipleeds.on.ca](mailto:hr@townshipleeds.on.ca) by 4:00 p.m., Friday, January 24, 2020. Please quote "Competition No. 01-20" in the subject line of your email.

Zoning and Compliance Report Examiner - City of Richmond Hill. Posting ID: 401. Department: Planning & Regulatory Services. Reports to: Manager, Plans Review & Compliance. Application Deadline: January 31, 2020. To apply for this position, please see Richmond Hill [Job Opportunities](#).

### **About AMO**

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[Media Inquiries](#) Tel: 416.729.5425

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**The Biddulph Blanshard Fire Board**

**Regular Meeting Minutes**

**November 27<sup>th</sup>, 2019**

A meeting of the Biddulph Blanshard Fire Board was held on this date in the Board Room of the Biddulph Blanshard Fire Hall, 511 Station Street, Granton, Ontario at 7:00 p.m.

Present: Fire Chief Steve Toews, Deputy Fire Chief Mike Fletcher, Robert C. Wilhelm, Sam Corriveau, Cathy Burghardt-Jesson, Alex Westman and Norm Bilyea.

Also Present: Ron Reymer, Secretary-Treasurer.

**Call to Order**

Chair C. Burghardt-Jesson called the meeting to order at 7:00 p.m.

**Disclosure of Pecuniary Interest & Nature Thereof**

None

**1/ Minutes**

*Moved by A. Westman*

*Seconded by S. Corriveau*

*RESOLVED: That the minutes of the meetings held on June 19<sup>th</sup> and September 4<sup>th</sup>, 2019 be adopted as circulated.*

*CARRIED*

Point of clarification on the minutes, the Chief and Deputy Chief will still be bringing forward pricing on a new truck for the purposes of evaluating the financial costs of purchasing a new truck versus keeping the existing truck for a few more years (annual certification costs).

**Treasurer's Report**

Mr. Reymer and the Chief reviewed the list of accounts as paid as well as the year to date financial statement.

**2/ Accounts as Paid**

*Moved by R. Wilhelm*

*Seconded by N. Bilyea*

*RESOLVED: That the Biddulph Blanshard Fire Board approve the attached on-line accounts (\$2,042.30) and cheques (\$43,402.26) as paid in the total amount of \$45,444.56*

*CARRIED*

Mr. Reymer was asked to check into the R&M Building account detail as it seems higher than it should be. The insurance line seems like it is too high as well (it may contain the VFIS group insurance premium).

Mr. Corriveau asked if the Board shouldn't send a letter to the Province of Ontario asking that Volunteer Fire Services be allowed to extend the 10yr max lifespan of expensive bunker gear?

Chief Toews noted that there is a Provincial Volunteer Fire Fighter's Association and maybe it would be better to lobby the Province through that group.

**3/ Letter to Province of Ontario Re: Mandatory Bunker Gear Replacement**

*Moved by S. Corriveau*

*Seconded by A. Westman*

*RESOLVED that a letter be sent to the Province of Ontario and the lobby group (Volunteer Fire Fighter's Association of Ontario) to try and extend the mandatory 10yr life of bunker gear.*

*CARRIED*

**Chief's Report**

Deputy Chief Fletcher reviewed the callouts since the last meeting.

Chief Toews reported that there have been a couple of incidents of dispatch errors when calling out departments. This has mostly to do with dispatch calling out the wrong responding department. To date, this has not caused any injuries or fatalities but something needs to be done to correct this situation. It should be noted that these cases pertain to areas within the Perth County coverage area.

Mr. Reymer was instructed to contact the CAO in Perth South and ask that they contact Fire Dispatch to arrange a meeting to discuss this issue with a view to preventing future incidents.

There have been three (3) structure fires within the last two months and our fire fighters have performed well.

The Fire Department continues to work on mental health awareness issues and the Deputy Chief commented that he was very happy with the Township of Lucan Biddulph's Employee Assistance Program (EAP).

**Other Business**

It was noted that the County of Middlesex no longer provides fire inspection services and that Lucan Biddulph has contracted Mr. Steve Guay as its inspector (Mr. Guay was previously employed by the County of Middlesex as the inspector).

It was noted that Perth South may want to look at retaining Mr. Guay to undertake inspections within the Biddulph-Blanshard Fire area of Perth South or alternatively ensure that someone from Perth County is authorized to do so.

It was also discussed about possibly contacting South Huron to see if Mr. Mike Herbert could act as back up in the case of Mr. Guay's absence.

At this time a discussion was had about using some of each municipality's efficiency money to fund the replacement of the old furnace with a more energy efficient one as well as the replacement of the old water heater with an "on-demand" model. It was agreed to move forward and that each of the two municipalities would be sent the invoice. Each municipality could then decide on their own if they wished to fund it out of their efficiency money or out of general funds.

Chief Toews has in-house people that can train staff for "swift" water rescue training and would like the boards permission to proceed. At the present time, the department is considered a shore based water rescue group. The Chief is presently looking into prices for equipment (estimated to be approximately \$1,000). It was noted that there will need to be some formal training as well as an amendment to the service by-law but that this could be done in time for the spring 2020 board meeting. The Board agreed to authorize the Chief to proceed with these investigations and getting more details on what this means to our insurance coverage as well as a copy of Middlesex Centre's by-law.

It was reported that now that the parking lot is freshly paved, there are kids using it for their bikes, scooters, etc. It was agreed to have the Chief and Mr. Westman speak to the parents of the children and inform them that they should not be using the parking lot to ride their bikes, scooters, etc.

#### **4/ In-Camera**

*Moved by R. Wilhelm*

*Seconded by S. Corriveau*

*RESOLVED: That the Board does now adjourn to an in-camera session at 8:51 p.m. to discuss a personnel matter about an identifiable individual with Mr. Reymer remaining.*

*CARRIED*

#### **5/ Out of In-Camera**

*Moved by N. Bilyea*

*Seconded by R. Wilhelm*

*RESOLVED: That the in-camera session rise at 9:00 p.m. and the Biddulph Blanshard Fire Board reconvene with no report.*

*CARRIED*

**6/ Adjournment**

*Moved by S. Corriveau*

*Seconded by R. Wilhelm*

*RESOLVED: That the Board meeting be adjourned at 9:01pm.*

**CARRIED**

---

Chair

Secretary-Treasurer



# Memo

**To:** Mayor and Council  
**From:** Tina Merner, Deputy Clerk  
**Subject:** Flag Lowering Policy  
**Date:** January 21, 2020

## **Background:**

Recently there have been a couple of requests made to lower flags to half-mast at municipally owned facilities within the Township. At the December 17, 2019 council meeting discussion took place regarding procedures and guidelines with respect to flying flags at half-mast to ensure fairness and equity and staff was requested to draft a flag policy.

## **Analysis:**

A flag policy will provide a guideline to council, management and staff for the half-masting of flags. The policy is aligned with the Canadian National Flag Policy and provides the criteria and process for half-masting of flags at the Lucan Biddulph township office and all of its municipal sites.

## **Impact to Budget:**

N/A

## **Recommendation:**

That Council approve and adopt the proposed draft flag policy 100-56-2020 as presented.

*Tina Merner*

Tina Merner  
Deputy Clerk





**Policy:** Flag Policy  
**Policy Number:** 100-56-2020  
**Effective Date:** January 21, 2020  
**Revised Date:**

---

## Flag Policy

### Purpose:

The purpose of this policy is to set guidelines with respect to flying flags at half-mast at municipally owned facilities to ensure fairness and consistency.

### Scope:

To define the criteria and process for half-masting of flags at the Township of Lucan Biddulph municipal office and all of its municipal sites.

### Procedure:

#### Half-masting of flags:

- 1) The flying of flags at half-mast denotes a period of official mourning or to commemorate significant dates.
- 2) To honour the deceased, flags will be flown at half-mast from the time of death notification until sunset on the day of the memorial service.
- 3) Flags flown at municipally owned and operated buildings and facilities shall be lowered to a half-mast position, where it is feasible to do so, as a sign of mourning upon the death of the following person:
  - a) Her Majesty the Queen and member of the Royal Family;
  - b) A past or present Canadian Prime Minister;
  - c) A past or present day elected area representative of the Federal, Provincial and Municipal Governments;
  - d) Past or present Mayor and Members of Council of the Township of Lucan Biddulph;

- e) Present day employees of the Corporation of the Township of Lucan Biddulph;
  - f) As directed by Proclamation from the Governor General of Canada or Lieutenant Governor on Ontario;
  - g) As directed by the Mayor or Chief Administrative Officer.
- 4) If, in the event that a flagpole does not have an accessible rope or mechanism to lower the flag without having to use a bucket truck, the flag will not be lowered to half-mast.

Process for Half-masting

- 5) The Clerk's Department shall be responsible for notifying the appropriate staff person in the event of half-masting of flags, with respect to the location, the reason, and the duration that the flag will be flown at half-mast.
- 6) When a flag is flown half-mast, all other flags must also be flown at half-mast and at no time should the Canadian Flag be flown lower than any other flag.
- 7) The Clerk's Department will maintain an inventory of all flags flown at the various Municipal locations.

Link: Rules for Half-masting the National Flag of Canada:

<https://www.canada.ca/en/canadian-heritage/services/flag-canada-etiquette/flying-rules.html>

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Mayor

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CAO/Clerk



# Memo

**To:** Mayor and Council  
**From:** Kathryn Langendyk, Treasurer  
**Subject:** Budget Process  
**Date:** January 21, 2020

This memo is to outline the budget process for 2020.

Fall:

- Staff meet to start the process.
- Capital budget meeting with all of council

January/February:

Finance Committee

- Includes two members of council
- Review draft budget line by line

February/March

- Budget meeting with all of council
- Pass 2020 Tax Rate By-Law

*Kathryn Langendyk*

Kathryn Langendyk  
Treasurer

# Memo

**To:** Mayor and Council

**From:** Public Works Manager, Jeff Little

**Subject:** Large Item Cleanup Day and Green Waste Summary – Spring and Fall 2019

**Date:** January 21, 2020

## BACKGROUND:

As part of the 2019 budget, Lucan Biddulph facilitated the annual Spring and Fall Green Waste drop off point at the Saintsbury Line Public Works Shop and at Queen St in Granton. There was also a Large Item Cleanup Day May 11<sup>th</sup> and 12<sup>th</sup> hosted at the Try Recycling's location on Clarke Rd, north of London.

## DISCUSSION:

The Spring and Fall Green Waste drop off site operated similar to years past. Similar usage was seen as compared to previous years for total volume received. The below table illustrates the yearly differences.

Year	Spring and Fall Green Waste				Fuel Surcharge	Spring Clean Up	Total
	Tonnage	Tonnage Charge	Sub Total	Bin Charge			
2019	198.15	\$47.60	\$9,431.94	\$8,870.00	\$124.80	\$1,462.11	\$19,987.44
	4.19	\$23.53	\$98.59	0.00	0.00	0.00	0.00
2018	144.11	\$47.60	\$6,859.64	\$5,747.55	\$0.00	\$1,310.52	\$12,607.19
2017	161.58	\$47.60	\$7,691.21	\$8,467.97	\$0.00	\$1,379.91	\$17,539.09
2016	149.42	\$47.60	\$7,112.39	\$8,046.80	\$0.00	\$14,583.99	\$29,743.18

The cost for this year's Large Item Cleanup Day was \$1,462.11.

Attached is a breakdown of the costs for the Spring and Fall Green Waste drop off as well as Large Item Cleanup day at Try Recycling.

**RECOMMENDATION:**

This report is for information purposes.

*Jeff Little*

Jeff Little, Manager of Public Works



**Township of Lucan Biddulph  
2019 Summary of Clean-up**

Spring Clean-up	
Large Item Clean-up Day (May 11 - 12, 2019)	
<b>TOTAL COST (incl HST)</b>	<b>\$ 1,462.11</b>

2019 Spring			
Yard Waste			
Tonnage	Tonnage Charge	Bin Charge	HST
8.18	\$389.37	\$ 215.00	\$ 78.57
2.93	\$139.47	\$ 215.00	\$ 46.08
4.19	\$98.59	-	\$ 12.82
4.54	\$216.10	\$ 215.00	\$ 56.04
2.07	\$98.53	\$ 215.00	\$ 40.76
5.94	\$282.74	\$ 215.00	\$ 64.71
1.61	\$76.64	\$ 215.00	\$ 37.91
4.08	\$194.21	\$ 215.00	\$ 53.20
7.68	\$365.57	\$ 215.00	\$ 75.47
5.26	\$250.38	\$ 215.00	\$ 60.50
3.36	\$159.94	\$ 215.00	\$ 48.74
6.76	\$321.78	\$ 215.00	\$ 69.78
4.07	\$193.73	\$ 215.00	\$ 53.14
6.80	\$323.68	\$ 215.00	\$ 70.03
3.34	\$158.98	\$ 210.00	\$ 47.97
6.28	\$298.93	\$ 215.00	\$ 66.81
3.35	\$159.46	\$ 210.00	\$ 48.03
5.51	\$262.28	\$ 215.00	\$ 62.05
3.93	\$187.07	\$ 210.00	\$ 51.62
5.05	\$240.38	\$ 215.00	\$ 59.20
7.73	\$367.95	\$ 215.00	\$ 75.78
1.15	\$54.74	\$ 210.00	\$ 34.42
103.81	\$4,840.50	\$4,495.00	\$1,213.62

2019 Fall			
Yard Waste			
Tonnage	Tonnage Charge	Bin Charge	HST
6.78	\$322.73	\$ 260.00	75.75
6.00	\$285.60	\$ 215.00	65.08
6.50	\$309.40	\$ 260.00	74.02
5.80	\$276.08	\$ 260.00	69.69
6.74	\$320.82	\$ 260.00	75.51
6.67	\$317.49	\$ 260.00	75.07
4.65	\$221.34	\$ 260.00	62.57
5.96	\$283.70	\$ 260.00	70.68
6.11	\$290.84	\$ 260.00	71.61
	\$0.00	\$ 260.00	33.80
4.73	\$225.15	\$ 260.00	63.07
7.93	\$377.47	\$ 260.00	82.87
11.61	\$552.64	\$ 260.00	105.64
9.84	\$468.38	\$ 260.00	94.69
4.48	\$213.25	\$ 260.00	61.52
4.73	\$225.15	\$ 260.00	63.07
	\$0.00	\$ 260.00	33.80
98.53	\$4,690.03	\$4,375.00	1178.45

Fuel Surcharges \$124.80 \$16.22

**Total Leaf & Yard Costs** \$9,335.50 \$1,213.62

**Total Leaf & Yard Costs** \$9,189.83 1194.68

2019 Yard Waste							
	Tonnage	Tonnage Charge	Sub Total	Bin Charge	Fuel Surcharge	Spring Clean Up	Total
Spring	99.62	\$47.60	\$4,741.91	\$4,495.00	\$0.00	\$1,462.11	\$10,797.61
Spring	4.19	\$23.53	\$98.59	\$0.00	\$0.00	\$0.00	see above
Fall	98.53	\$47.60	\$4,690.03	\$4,375.00	\$124.80	n/a	\$9,189.83
2018 Yard Waste							
	Tonnage	Tonnage Charge	Sub Total	Bin Charge	Fuel Surcharge	Spring Clean Up	Total
	144.11	\$47.60	\$6,859.64	\$ 5,747.55	\$0.00	\$ 1,310.52	\$12,607.19
	4.77	\$23.53	\$112.24	\$0.00	\$0.00	\$0.00	\$135.77
2017 Yard Waste							
	Tonnage	Tonnage Charge	Sub Total	Bin Charge	Fuel Surcharge	Spring Clean Up	Total
	161.58	\$47.60	\$7,691.21	\$ 8,467.97	\$0.00	\$ 1,379.91	\$17,539.09
2016 Yard Waste							
	Tonnage	Tonnage Charge	Sub Total	Bin Charge	Fuel Surcharge	Spring Clean Up	Total
	149.42	\$47.60	\$7,112.39	\$ 8,046.80	\$0.00	\$ 14,583.99	\$29,743.18

# Memo

**To:** Mayor and Council  
**From:** Public Works Manager, Jeff Little  
**Subject:** Water and Waste Water Rates  
**Date:** January 21, 2020

**BACKGROUND:**

The Township of Lucan Biddulph strives to maintain cost effective and efficient municipal water and wastewater systems. These systems are funded on a user-pay basis as per current legislation.

Water and waste water rates are each divided into three categories, usage charges, flat fee charges and capital levy charges. A general rule is the user charge reflects costs associated with volumes used or processed, flat fees are associated with fixed costs associated with running the systems, independent of volumes and capital levies are for upgrades or replacement needs of the systems.

In 2016 the current structure was established and rates set to meet the needs. Adjustments to the rates may be required from time to time to reflect inflation and changing procedures required in maintaining the systems under ever increasingly stringent Provincial regulations.

Rate increases require council to give public notice that the municipality intends to raise rates via the passing of an upcoming bylaw.

**DISCUSSION:**

The Public Works Manager is proposing for discussion a 4% increase in both water and waste water usage charges and capital levy charges. It is proposed that the flat fee charges remain the same. The increase represents inflation costs of 2019 and estimated inflation costs of 2020. The inflation associated with the flat fee has been offset by the increase in users of the systems. Please note that the same costs associated with the increases in water usage rates has a direct tie over with the bulk water rates and the 4% increase would also apply.

**FINANCIAL IMPACT:**

The average household uses approximately 15 cubic meters per month. The average 3-month water bill will increase \$2.97 and the average 3-month waste water bill will increase \$3.62. The current bulk water rate is \$2.00 per 1000 litres. The increased amount would be \$2.08 for 1000 litres.

**RECOMMENDATION:**

Resolve that council proceed with a public notice for discussion of a possible water and waste water rate increase at the public council meeting scheduled for March 3<sup>rd</sup>.



Jeff Little, Manager of Public Works

# Memo

**To:** Mayor and Council  
**From:** Public Works Manager, Jeff Little  
**Subject:** 2020 Update and Outlook  
**Date:** January 14, 2020

**BACKGROUND:**

To provide council with information on projects and activities of the Public works department.

**DISCUSSION:**

Verbal update on the following:

1. The Nagle Drive Watermain Extension
2. The Traffic Signals
3. The Replacement of the Headworks of the Waste Water Treatment Plant
4. County of Middlesex Road Assumption Study
5. Lucan Estates/ Old Clover Development
6. Ridge Crossing Development
7. Frank Street Reconstruction
8. Staff Development
9. Drain/ Drainage
10. Public Inquiries

**FINANCIAL IMPACT:**

No financial impact needs to be updated at this time. Activities will be part of the capital or operational budgets that will be approved by council.

**RECOMMENDATION:**

This is an informational memo. No recommendations included.



Jeff Little, Manager of Public Works

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**RESOLVED:**

That the Council of the Corporation of the Township of Lucan Biddulph be appointed to the Court of Revision for the Roman Line Drain 2019 and Stumpf Drain - Branches 'E' and 'F' 2019 and that Mayor Cathy Burghardt-Jesson be appointed as chair for the Roman Line Drain 2019 and Stumpf Drain - Branches 'E' and 'F' 2019 Court of Revision.

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR



# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESOLVED:

That the Court of Revision for the Roman Line Drain 2019 be opened.

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**RESOLVED:**

Resolved that the assessments for the Roman Line Drain 2019 be confirmed as presented in the Engineer's report dated November 15, 2019 and that the Court of Revision for the Roman Line Drain 2019 be closed.

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESOLVED:

That the Court of Revision for the Stumpf Drain – Branches 'E' and 'F' 2019 be opened.

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**RESOLVED:**

Resolved that the assessments for the Stumpf Drain – Branches ‘E’ and ‘F’ 2019 be confirmed as presented in the Engineer’s report dated April 12, 2019 and the revised October 8, 2019 and that the Court of Revision be closed.

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESOLVED:

That the in-camera minutes, regular council meeting minutes and public meeting minutes of December 17, 2019 be approved as circulated/amended.

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR



# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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

December 2019

\$476,837.24

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESOLVED:

That council directs staff to proceed with a public notice for discussion of a possible water and waste water rate increase at the public council meeting scheduled for March 3rd, 2020

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESOLVED:

That the Council of the Township of Lucan Biddulph adopt the following corporate policies:

- Policy No. 100-56-2020 (Flag Policy)

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: January 21, 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:

- 01-2020 Interim Tax Levy Bylaw
- 200-2020 Murphy Zoning Bylaw Amendment
- 02-2020 Confirming By-aw

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

**TOWNSHIP OF LUCAN BIDDULPH  
RESOLUTION**

DATE: January 21, 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. 01-2020

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### BEING A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR THE YEAR 2020 FOR THE TOWNSHIP OF LUCAN BIDDULPH

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WHEREAS Section 317 of the *Municipal Act*, 2001, provides that the council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS the Council of the Township of Lucan Biddulph deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

AND THAT in accordance with the *Municipal Act* 2001 and the *Assessment Act*, the Treasurer may strike from the roll taxes that by reason of a decision under Section 357, 358 or 359, or of a decision of a judge of any court are uncollectible and/or refund any overpayment received.

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

In this by-law the following words shall be defined as:

“Collector” shall mean Treasurer or Dep. Treasurer of the Township of Lucan Biddulph;  
“Minister” shall mean the Minister of Finance;

1. The amounts levied shall be as follows:
  - 1.1 For the Residential, Pipeline, Farmland and Managed Forest property classes, there shall be imposed and collected an interim levy of:
    - (a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*, 2001; or,
    - (b) 50%, if no percentage is prescribed,of the total taxes for municipal and school purposes levied in the year 2019.
  - 1.2 For the Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:
    - (a) the percentage prescribed by the Minister under Section 317(10) of the *Municipal Act*, 2001; or,
    - (b) 50%, if no percentage is prescribed,of the total taxes for municipal and school purposes levied in the year 2019.
  - 1.3 For all property classes, 50% of any other charge added to the roll, greater than one year in length.
2. For the purposes of calculating the total amount of taxes for the year 2019 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2019 because assessment was added to the collector’s roll during 2019, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The provisions of this by-law apply in the event that assessment is added for the year 2019 to the collector’s roll after the date this by-law is passed and an interim levy shall be imposed and collected.
4. All taxes levied under this by-law shall be payable into the hands of the Collector in accordance with the provision of this by-law.



5. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the instalment dates set out below. The penalty shall be one and one-quarter percent (1¼%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues, but not after the end of 2020.
6. The interim tax levy imposed by this by-law shall be paid in two instalments due on the 28<sup>th</sup> day of February of 2020 and the 29<sup>th</sup> day of May of 2020.
7. The Collector may mail or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law, a notice specifying the amount of taxes payable.
8. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Collector's roll under Section 340 of the *Municipal Act, 2001*.
9. The subsequent levy for the year 2020 to be made under the *Municipal Act, 2001* shall be reduced by the amount to be raised by the levy imposed by this by-law.
10. The provisions of Section 317 of the *Municipal Act, 2001*, apply to this by-law with necessary modifications.
11. The Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 5 of this by-law in respect of non-payment or late payment of any taxes or any instalment of taxes.
12. Nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
13. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
14. This by-law shall come into force and take effect on the day of the final passing thereof.

READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED on this 21st day of January, 2020.

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MAYOR

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CLERK

# Township of Lucan Biddulph

## BY-LAW NO. 02-2020

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### **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 January 21, 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 January 21, 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 January 21, 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  
January 21, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**TOWNSHIP OF LUCAN BIDDULPH**  
**BY-LAW NO. 200- 2020**  
**BEING A BY-LAW TO AMEND THE LUCAN BIDDULPH**  
**COMPREHENSIVE ZONING BY-LAW NO. 100-2003**  
  
**Township of Lucan Biddulph**  
**6214 William Street, 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** Schedule "B", Map 6 to By-law No. 100-2003, as amended, be amended by changing the zoning on the lands as outlined on Schedule "A" attached hereto and forming a part of this By-Law from Future Residential (FR) Zone to the General Industrial (M1) Zone.
  
2. **THAT** this By-law comes into force and takes effect upon the day of passing in accordance with the provisions of Section 34 of the Planning Act, R.S.O 1990, c. P.13.

**READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED AND  
READ A THIRD TIME AND PASSED THIS 21st DAY OF JANUARY, 2020.**

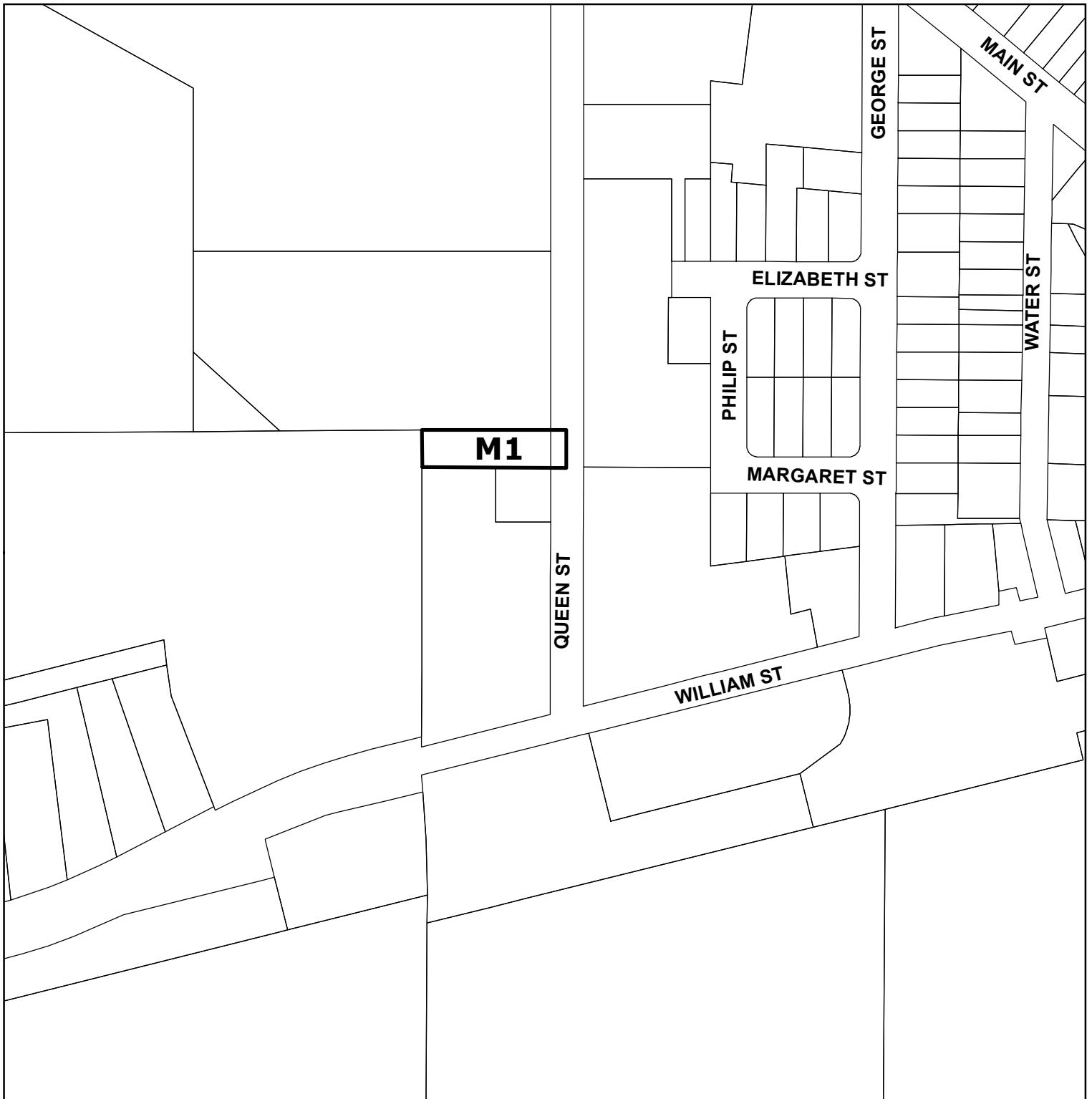
\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**

# SCHEDULE "A"



## Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. 200-2020  
 PASSED THIS 21st DAY OF January, 2020.

