



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, JANUARY 22, 2019 6:30 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

3. In-Camera Session

4. Petitions & Delegations

Presentation of Green Builders Award

5. Adoption of Minutes

[Council Minutes - January 8 2019](#)

[Public Meeting Minutes - January 8 2019](#)

6. Business Arising From the Minutes

[BA - Jan 22 2019](#)

7. Communications Reports

1. [AGCO Additional Information for Municipalities re Cannabis Retail Store Licensing](#)
2. [Thames Centre - trade deal between Canada & Saudi Arabia](#)
3. [Eating Disorder Awareness week](#)
4. Balance of Communications
 - a. [Ontario SPCA and Humane Society - Court Decision](#)
 - b. [Council Resolution - Declaration of Office](#)
 - c. [Hydro One Vegetation Maintenance Program Project](#)
 - d. [ABCA 2019 Budget](#)
 - e. [AMO Watchfile Jan 10.pdf](#) [AMO Watchfile Jan 17](#)

8. Committee Reports

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

9. Staff Reports

- a) CAO/Clerks Office
[Integrity Commissioner Extension Agreement](#)
- b) Building/By-law Enforcement
[Recognition of Green Builder](#)
- c) Finance
- d) Planning
[ZBA-2-2019 - Olde Clover Village Phase 3 - request to remove H symbol](#)
- e) Public Works
[2019 Asset Management Plan Report](#)
[Lucan Biddulph AMP-2018 Update \(Final\) January 2019](#)
- f) Parks & Recreation
[Senior Centre - Flooring Quotes](#)

10. Councillor's Comments

11. Changes to Budget

12. Notice of Motions

13. Motions and Accounts

[Motions Jan 22 2019](#)

14. By-laws

[08-2019 Execution of Renewal Agreement - Integrity Commissioner](#)

[09-2019 Procedure By-law](#)

[10-2019 Confirming](#)

[201-2019 Olde Clover Village Phase 3 - Removal of H Symbol](#)

15. Adjournment

The Corporation of the Township of Lucan Biddulph Council Minutes

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

Also Present: R. Reymer-CAO/Clerk, D. Kester-Public Works Manager, P. Smith-Manager of Parks & Recreation, M. Bancroft-Senior Planner, T. Merner-Deputy Clerk and L. deBoer-Economic Development Officer

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:36 pm.

Declaration of Pecuniary Interest & Nature Thereof

None.

Presentations

Mayor C. Burghardt-Jesson congratulated some local teams on achievements they recently accomplished. She formerly congratulated the U14 girls combined softball team of Lucan and Ilderton for winning the Provincial Championship and then attending the Softball Canada's U14 National Championship in Montreal last summer. While they were unable to attend, she wanted to formerly congratulate and recognize them on their great success last season.

Mayor C. Burghardt-Jesson showed council some recent YouTube videos of our Lucan Minor Hockey Pee wee teams wherein they participated in the Chevrolet Good Deeds Cup challenge by collecting food and clothing for our local food bank and shelters this past holiday season. She stated it is wonderful to see the children of our community giving back.

1/ Minutes

Moved by D. Regan

Seconded by A. Westman

That the regular Council Meeting Minutes of December 17, 2018 be approved as circulated.

CARRIED

Communications Reports

R. Reymer discussed the Ontario Municipal Partnership Fund (OMPF) and possible reductions going forward. He noted that we have received notice that the provincial government is reviewing OMPF therefore allocations will be released later than in past years. He further stated this is the largest unconditional grant that we receive from the government and it is a critical source of funding to municipalities across Ontario. R. Reymer stated Lucan Biddulph is fortunate to have growth in their property assessment base unlike some neighbouring municipalities which as a result depend even more on this funding.

R. Reymer commented on the rebate received from the LAS Natural Gas Program, further stating that electricity makes up the majority of our accounts enrolled in LAS. He further stated that staff checks the list of accounts enrolled regularly to ensure all accounts are included.

R. Reymer mentioned the 2018 Year-End Assessment Report received from MPAC noting in particular the Assessment Base Distribution summary for Lucan Biddulph which shows the majority of our assessment base to be residential and farm. He noted this report is a good example of showing why we need to promote commercial and industrial use in our community to broaden our assessment base.

Staff Reports*CAO/Clerk*

R. Reymer reviewed his report regarding the Indemnification Bylaw. He advised that the purpose of the bylaw is to protect members of council and individuals who work for a municipal corporation against financial loss or damage if they are sued in connection with their work on behalf of the municipality. R. Reymer further advised this is a timely issue and the County as well surrounding municipalities have or are looking in the process of doing the same.

R. Reymer noted that a motion is included for council to opt-in to with regards to allowing retail cannabis outlets in our community. He further advised that the province just announced only 25 initial licenses will be issued across the province and a lottery of the applicants will take place on Friday, January 11th.

T. Merner advised that a few changes have been made to the Agenda format and she will be bringing forth an amendment to the Procedural Bylaw to reflect same. C. Burghardt-Jesson explained the Notice of Motion section and how that would apply during a council meeting.

Planning

M. Bancroft reviewed his report regarding the site plan approval for Prince George Retirement Residence. He noted that there is a 2-step process involved in order to facilitate the expansion of the existing retirement residence, which includes the merging of lots through a deeming bylaw and a site plan agreement. M. Bancroft advised that the applicant proposes to demolish the buildings located at 143 Main Street to facilitate the expansion of the current retirement residence from its current "L" shaped configuration into a "U" shaped building. He further noted that there is currently site plan approval in place for the existing building, however going forward the new site plan agreement will cover all lands and that a security deposit in the amount of \$50,000 will be required.

A few questions were raised by council members including parking and how the Township holds the owner accountable to completing the site plan as presented. M. Bancroft advised that nine additional parking spaces along with additional parking being added to the east of the existing building will be incorporated which more than meets the requirements for parking. He further noted that the Municipality has the right to retain the security deposit until all site work, including landscaping is completed in accordance with the site plan.

Public Works

D. Kester advised that the revised Water Arrears and Collection policy, as per revisions discussed at last council meeting, is included for adoption.

D. Kester further advised that he and R. Reymer met with the MTO in December regarding the proposed traffic light project. Cost sharing between the three parties involved was discussed and the County and Township stated it is their preference to have the MTO undertake to lead the project. R. Reymer stated that it is our hope that with the amount of money being contributed by the County and the Township the MTO will prioritize the project to 2019. He further advised that the meeting ended with the MTO requesting County Engineer, Chris Traini to direct Dillon Consulting to finalize the engineering plans.

Parks & Rec

P. Smith advised that the YMCA officially opened its doors yesterday. A few minor items are left to be completed but will not affect occupancy of the building. He extended appreciation to all those involved that helped meet the occupancy date.

P. Smith made special note and thanks to the Lions Club for covering gate fees at the Lucan Irish Junior C game this past weekend. The game was well attended and P. Smith stated he hopes to see the community continue to support this club.

P. Smith advised that he has received more interest from organizations to rent space at our centre this year than in past. The renovations made to our community centre as a result of the

Kraft Hockeyville win are continuing to bring people and revenue to our community which is great to see.

2/ Prince George Site Plan

Moved by A. Westman

Seconded by D. Regan

RESOLVED That the Council of the Township of Lucan Biddulph, having considered the report submitted by Marc Bancroft, Senior Planner dated January 4, 2019 and having reviewed and considered the Site Plan Agreement dated January 9, 2019, inclusive of its Schedules, together with a verbal update from Staff, does hereby authorize the Mayor and Clerk to execute the Site Plan Agreement between the Township of Lucan Biddulph and 2301402 Ontario Inc. subject to such modifications or amendments deemed appropriate by the Chief Administrative Officer, in his discretion.

CARRIED

3/ Cannabis Opt-In or Out

Moved by D. Regan

Seconded by A. Westman

*RESOLVED That the Council of the Township of Lucan Biddulph instruct Staff to communicate to the Alcohol and Gaming Commission of Ontario that Lucan Biddulph wishes to “opt in” with regards to allowing retail cannabis outlets in our community;
AND FURTHER that Planning Staff be instructed to bring forth a report to address site plan control measures for cannabis cultivation and/or processing in the agricultural and industrial zones.*

CARRIED

4/ Water Arrears Policy

Moved by P. Mastorakos

Seconded by D. Regan

That the Council of the Township of Lucan Biddulph adopt the following policy:

- Policy No. 400-08-2019 (Water Arrears and Collection Policy)*

CARRIED

5/ Ausable Bayfield Conservation Authority Representatives

Moved by D. Manders

Seconded by D. Regan

*RESOLVED That the Council of the Township of Lucan Biddulph appoints Councillor Alex Westman as the Ausable Bayfield Conversation Authority Board representative for the period of January 1, 2019 to October 31, 2022.
AND FURTHER that the Council of the Township of Lucan Biddulph authorizes Wayne Hall to continue to attend the meetings in addition to Councillor Alex Westman until the conclusion of the Shoreline Management Plan project.*

CARRIED

6/ Unit 1 – MAP Program Tina Merner

Moved by P. Mastorakos

Seconded by A. Westman

That the Council of the Township of Lucan Biddulph authorize Tina Merner to enrol in Unit 1 of the Municipal Administration Program offered through AMCTO for the Winter 2019 term at a registration cost of \$406.80 (including HST).

CARRIED

7/ Unit 2 – MAP Program Dave Kester

Moved by P. Mastorakos

Seconded by D. Regan

That the Council of the Township of Lucan Biddulph authorize Dave Kester to enrol in Unit 2 of the Municipal Administration Program offered through AMCTO for the Winter 2019 term at a registration cost of \$446.35 (including HST).

CARRIED

8/ PRO Forum Conference

Moved by D. Regan

Seconded by A. Westman

That the Council of the Township of Lucan Biddulph authorize Paul Smith and Abby Vandermuren to attend the Pro Educational Forum and Trade Show through PRO (Parks and Recreation Ontario) in Blue Mountain, Collingwood from Mar 26-Mar 29, 2019 at a cost of \$729 plus HST per person. One registration fee will be covered by our municipal PRO membership.

CARRIED

9/ By-Laws

Moved by D. Regan

Seconded by P. Mastorakos

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:

- *01-2019 Interim Tax Bylaw*
- *02-2018 Indemnification Bylaw*
- *03-2018 Appointment Bylaw – Committee*
- *04-2018 Deeming Bylaw (Prince George Retirement)*
- *05-2018 Execution of Agreement (Prince George Site Plan Approval)*
- *06-2018 Execution of Agreement (Sire Temporary Use)*
- *07-2018 Confirming*
- *200-2018 Sire Zoning Bylaw Amendment (Temporary Use)*

CARRIED

10/ Adjournment

Moved by D. Manders

Seconded D. Regan

Resolved that the Council meeting be adjourned at 7:53 p.m.

CARRIED

MAYOR

CLERK

The Corporation of the Township of Lucan Biddulph Public Meeting Minutes

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

Also Present: CAO/Clerk-R. Reymers, Public Works Manager, M. Bancroft-Senior Planner,
P. Smith-Parks & Recreation Manager, L. deBoer-Economic Development
Officer, T. Merner-Deputy Clerk,

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:26 p.m. at the Township Office.

Declaration of Pecuniary Interest & Nature Thereof

None.

ZBA-09-2018 – Sire

M. Bancroft reviewed his report. The purpose of the application is to permit the continued occupancy of an existing single unit dwelling for up to three years while a new single unit dwelling is being constructed. The subject lands are a rural residential lot having area of 4.17 acres located on the east side of Saintsbury Line between Breen Drive and Fallon Drive and are zoned Special Agricultural (A2). M. Bancroft advised the owners will also be entering into an Agreement with the Township wherein they will be required to remove the existing dwelling no later than six (6) months after final completion and occupancy of the new dwelling. He further noted a \$5,000 security deposit will be required.

1/ZBA-9-2018 Sire

Moved by A. Westman

Seconded by D. Manders

THAT Application for Temporary Use Bylaw (ZBA-9-2018) filed by Robert Arvid Sire and Harolyn Hilda Sire for a temporary use by-law permit the construction of a second single unit dwelling at 34588 Saintsbury Line being Part of Lot 22, Concession 5 (geographic Township of Biddulph), Township of Lucan Biddulph, be APPROVED provided an agreement is executed incorporating such further restrictions, terms and conditions as may be deemed necessary by the Township.

CARRIED

2/ Adjournment

Moved by D. Regan

Seconded by D. Manders

Resolved that the meeting be adjourned at 6:35 pm

CARRIED

CHAIR

SECRETARY-TREASURER

Business Arising – Minutes of January 8, 2019

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

Previous Meetings

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status
Council Remuneration	1/3 tax free allowance for council remuneration removed as of Jan 1/19	Council to review upon receiving input from a compensation consultant	Spring 2019
New Stop signs	Staff to update Through Highways & Stop Signs Bylaw		January 2019
Legal municipal property matter	In-Camera		2019 Budget Discussion
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
Professional Fundraiser	Options and cost for professional fundraiser for Community Centre Renovation Project	Staff to provide a report for council	ongoing



AGCO

Alcohol and Gaming
Commission of Ontario

INFORMATION FOR ONTARIO MUNICIPALITIES ABOUT CANNABIS RETAIL STORE LICENSING

The maximum 25 Retail Store Authorizations will be allocated in accordance with Ontario Regulation 468/18, which provides for the maximum number of stores in the following Regions:

- a. **East** (Stormont, Dundas and Glengarry, Prescott and Russell, Ottawa, Leeds and Grenville, Lanark, Frontenac, Lennox and Addington, Hastings, Prince Edward, Northumberland, Peterborough, Kawartha Lakes, Simcoe, Muskoka, Haliburton, Renfrew): five (5) stores
- b. **GTA** (Durham, York, Peel and Halton): six (6) stores
- c. **North** (Nipissing, Parry Sound, Sudbury, Greater Sudbury, Timiskaming, Cochrane, Algoma, Thunder Bay, Rainy River, Kenora): two (2) stores
- d. **Toronto**: five (5) stores
- e. **West** (Dufferin-Wellington, Hamilton, Niagara, Haldimand-Norfolk, Brant, Waterloo, Perth, Oxford, Elgin, Chatham-Kent, Essex, Lambton, Middlesex, Huron, Bruce, Grey, Manitoulin): seven (7) stores

The AGCO has defined [42 municipalities](#) within Ontario with a population minimum of 50,000, based on the 2016 census.

In the **East** Region: City of Barrie, City of Belleville, City of Kawartha Lakes, City of Kingston, City of Ottawa, and City of Peterborough

In the **GTA** Region: Town of Ajax, Town of Aurora, City of Brampton, City of Burlington, Town of Caledon, Municipality of Clarington, Town of Halton Hills, City of Markham, Town of Milton, City of Mississauga, Town of Newmarket, Town of Oakville, City of Oshawa, City of Pickering, Town of Richmond Hill, City of Vaughan, and Town of Whitby

In the **North** Region: City of Greater Sudbury, City of North Bay, City of Sault Ste. Marie, and City of Thunder Bay

In the **Toronto** Region: the City of Toronto

In the **West** Region: City of Brantford, City of Cambridge, Municipality of Chatham-Kent, City of Guelph, City of Hamilton, City of Kitchener, City of London, City of Niagara Falls, Norfolk County, City of Sarnia, City of St. Catharines, City of Waterloo, City of Welland, and City of Windsor



AGCO

Alcohol and Gaming
Commission of Ontario

These changes are in effect until December 13, 2019, when Ontario Regulation 468/18 will be amended.

Although the initial phase of 25 stores will only be located in municipalities with a minimum population of 50,000, **the one-time opt-out date for all municipalities remains January 22, 2019.**

HELPFUL RESOURCES

- [AGCO's list of Ontario municipalities prohibiting or allowing cannabis retail stores](#)
- [Ontario Regulation 468/18](#)
- Cannabis Retail Store Licensing [Expression of Interest Lottery Rules](#)
- [Answers to frequently asked questions](#) on the Cannabis Retail Store Licensing Expression of Interest Lottery
- [Timeline for Cannabis Retail Lottery, Licensing and Store Authorization Process](#)
- Information about Ontario's approach to cannabis legalization can be found at ontario.ca/cannabis.
- For more information about the legalization and regulation of cannabis in Canada, please visit canada.ca/cannabis.

From: Sara Henshaw <SHenshaw@thamescentre.on.ca>

Date: January 17, 2019 at 4:06:57 PM EST

To: "amo@amo.on.ca" <amo@amo.on.ca>, "roma@roma.on.ca" <roma@roma.on.ca>, "edco@edco.on.ca" <edco@edco.on.ca>, "info@edac.ca" <info@edac.ca>, "info@fcm.ca" <info@fcm.ca>, "jturk@adelaidemetcalfe.on.ca" <jturk@adelaidemetcalfe.on.ca>, "rreymer@lucanbiddulph.on.ca" <rreymer@lucanbiddulph.on.ca>, "wright@middlesexcentre.on.ca" <wright@middlesexcentre.on.ca>, "jackiet@northmiddlesex.on.ca" <jackiet@northmiddlesex.on.ca>, "cao@southwestmiddlesex.ca" <cao@southwestmiddlesex.ca>, "ftranquilli@strathroy-caradoc.ca" <ftranquilli@strathroy-caradoc.ca>, "office@newbury.ca" <office@newbury.ca>, "csaunder@london.ca" <csaunder@london.ca>, "mkonefal@stthomas.ca" <mkonefal@stthomas.ca>

Subject: Trade Deal between Canada & Saudi Arabia

Good afternoon,

The Council of the Municipality of Thames Centre is extremely concerned with recent media reports that the Federal Government is considering terminating the existing trade deal between Canada and Saudi Arabia for the provision of military vehicles built by General Dynamics in London Ontario. As a major supplier to General Dynamics, Armatec Survivability, one of the largest employers in Thames Centre, would be greatly impacted by such termination of this contract. While Council absolutely supports the protection of human rights, they believe the Federal Government has many more impactful options to deliver a message to Saudi Arabia than by simply cancelling this contract.

The Council of the Municipality of Thames Centre implores the Federal Government NOT to cancel this trade deal, and would ask you to support this position by sending a resolution of support to the Prime Minister's office, and to your local MP and MPP.

Mayor Alison Warwick
Municipality of Thames Centre

Sara Henshaw
Deputy Clerk/Lottery Licensing Officer
Municipality of Thames Centre
4305 Hamilton Rd.
Dorchester, ON N0L 1G3
519-268-7334 x239
shenshaw@thamescentre.on.ca

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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 ~ inquiries@thamescentre.on.ca

Office of the Mayor

January 7, 2019

GENERAL DYNAMICS CANADA SAUDI ARABIAN VEHICLE CONTRACT

The Council of the Municipality of Thames Centre is extremely concerned with the possible termination by the Federal Government of the trade deal between Canada and Saudi Arabia for military vehicles built by General Dynamics in London Ontario. Armatec Survivability, one of the largest employers in Thames Centre, is one of the suppliers to General Dynamics who would be severely impacted by a termination of this contract. At a recent meeting with the company, Mayor Alison Warwick was told that an estimated 80% of those currently enjoying steady employment at Armatec on this contract through 2020 would be laid off. The impact of this on these dedicated workers and our local economy would be horrendous.

While the Council of the Municipality of Thames Centre absolutely supports the protection of human rights, the Council believes the Federal Government has many more impactful options to deliver a message to Saudi Arabia in this regard than by simply cancelling this contract that will result in massive short and long term economic losses, devastating one of our largest industries and driving similar business opportunities offshore.

The Council of the Municipality of Thames Centre implores the Federal Government NOT to terminate this existing trade deal with Saudi Arabia which is critically important to our economy and the economy of all of Southwestern Ontario.

Mayor Alison Warwick
Municipality of Thames Centre



200 Elizabeth St., ES 7-421, Toronto, ON M5G 2C4
ph 416-340-4156 | f 416-340-4736 | t 1-866 NEDIC-20 | nedic@uhn.ca
www.nedic.ca

Township of Lucan Biddulph
270 Main Street, P.O. Box 190
Lucan, ON N0M 2J0

Thursday, January 17, 2019

To whom it may concern:

I am writing to request a proclamation from Lucan Biddulph to recognize the week of February 1st to February 7th 2019 as Eating Disorder Awareness Week (EDAW). EDAW has been commemorated across Canada since 1988 by established eating disorder organizations, education and public health institutions, and concerned members of the public. It draws attention to the causes, prevalence and impact of eating disorders.

Eating disorders are the number one cause of death among all psychiatric illnesses and are the third most common cause of death in teenage girls. In fact, approximately 1,000,000 Canadians – almost the population of Saskatchewan – meet the diagnostic criteria for an eating disorder. Eating disorders can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability. Unfortunately, stigma and secrecy still surround eating disorders, causing many people who are suffering to refrain from seeking help, and to struggle in silence.

We know that through open, supportive dialogue, we can help break the shame and silence that affect Canadians that are living with a diagnosed eating disorder and the millions of others who are struggling with unhealthy food and weight preoccupation. EDAW is a time to increase awareness about eating disorders, their impact and to shed light on the dangerous and pervasive myths that surround them. It is a time of year when Canadians can learn more about eating disorders and about the resources that are available for individuals and family members who are impacted by them.

Municipal recognition of EDAW would help to affirm the experiences of those with a friend, family member, or important person in their life who is dealing with this life-threatening mental illness, and draw attention to the need for eating disorder prevention, research, treatment, and resources. Attached is a document outlining the stated goals of Eating Disorder Awareness Week 2019.

Please proclaim EDAW in Lucan Biddulph and help raise awareness and hope among the many who are impacted by this illness.

For more information about Eating Disorder Awareness Week and this request, please contact me.

Thank You.

Kind Regards,

Alex Krstonosic

Education & Outreach Team Member

Proclamation

Eating Disorder Awareness Week (EDAW) February 1st- 7th 2019

WHEREAS: Eating Disorder Awareness Week will be from February 1 – 7, 2019; and

WHEREAS: Eating disorders have the highest mortality rate among all psychiatric illnesses and can develop in anyone, regardless of age, ethno-racial background, socioeconomic status, gender or ability; and

WHEREAS; Stigma, secrecy and stereotypes still surround eating disorders, causing many people who are suffering to refrain from seeking help; and

WHEREAS; Open supportive dialogue can help break the shame and silence that affect nearly 1 million Canadians living with diagnosable eating disorders and the millions of others who are struggling with food and weight preoccupation; and

WHEREAS; Eating Disorder Awareness Week seeks to raise awareness of eating disorders, shed light on dangerous and pervasive myths, and promote prevention. It is also a time of year for Canadians to learn about available resources and appropriate services for themselves and/or loved ones; and

WHEREAS, Eating Disorder Awareness Week aims to teach Canadians that eating disorders are not a choice, and that eating disorders are a serious and dangerous mental illness.

From: Daryl Vaillancourt - Ontario SPCA [<mailto:dvaillancourt@ospca.on.ca>]

Sent: Friday, January 11, 2019 10:17 AM

To: Ron Reymer <rreymer@lucanbiddulph.on.ca>

Subject: Court decision - Bogaerts v. the Attorney General of Ontario

Thank you for continuing to support animal welfare.



On behalf of the Ontario SPCA and Humane Society, I am writing today to share a letter from our general counsel that provides clarification on misleading media coverage as a result of a court decision released earlier last week regarding Bogaerts v. the Attorney General of Ontario, a suit that was filed in October 2013.

The Court has determined that the OSPCA Act is unconstitutional in so far as it delegates policing powers to a charity. As is customary, the court has suspended its ruling for one year to allow the Ontario Government sufficient time to address the issue.

The Ontario SPCA remains committed to our mission of protecting and preventing cruelty to animals, and as always, we thank you for your continued support.

Sincerely,



Daryl Vaillancourt
Chief, Humane Programs and Community Outreach
Ontario SPCA and Humane Society

To Whom it May Concern:

RE: The Ontario Society for the Prevention of Cruelty to Animals ("Ontario SPCA")
Decision of the Ontario Superior Court of Justice
Bogaerts v. The Attorney General of Ontario
January 2, 2019

I am general counsel to the Ontario SPCA. I want to clear up a number of misstatements that have been made in various media reports concerning the recent decision of the Ontario Superior Court in the case of *Bogaerts v. The Attorney General of Ontario*.

First, there was no allegation that the Ontario SPCA was at fault for anything regarding the subject-matter of the application and the court did not criticize any conduct on the part of the Ontario SPCA in its administration of the Ontario SPCA Act. Rather, the court created a new legal principle and used it to rule that it was unconstitutional for the Province of Ontario to enact legislation that permits a private charity to have policing powers in the absence of government oversight. That legislation was enacted in 1919. The Ontario SPCA took no part in the enactment of the legislation at issue. **The applicant himself acknowledged that the Ontario SPCA was not at fault and he saw it as a victim of the legislation who has done the best it can in the circumstances.** Indeed, for the first 94 years of its existence, the Ontario SPCA has had to rely on the generosity of the public to fund its administration of the legislation. **At present, the government funds only a fraction of the money needed to adequately protect animals in this province.**

The Ontario SPCA has never rejected the idea of provincial oversight and is prepared to consider any reasonable options put to it by the province to continue its animal protection work. **The Ontario SPCA seeks and supports the option that provides the maximum protection of animals.**

Further, the Ontario SPCA was not a party to the court case. The responding party to the application was the Ontario Government through its representative the Attorney General of Ontario. All decisions on how to argue the case were made by the Attorney General although the Ontario SPCA cooperated with the government lawyers and provided any and all information they requested.

The court suspended its ruling for a 12 month period. **During that time, the Ontario SPCA will continue its work to protect animals from abuse, neglect and distress.** Any decision regarding an appeal of the court ruling rests with the Province. The Ontario SPCA will not comment on whether an appeal should be launched.

Finally, the Ontario SPCA is, and has always been committed to working with all stakeholders to ensure that all animals are free from distress, neglect and abuse. It will continue to do so.

Enforcement of the legislation is a small part of the work of the Ontario SPCA. The Ontario SPCA prides itself on delivering quality services and programs to advance animal protection and advocacy and seeks to educate and bring awareness of the needs of all animals and to develop and enforce laws that completely protect animals and respect their rights as sentient beings.

Yours truly,

Brian Shiller
Ruby, Shiller, Enenajor, Diguseppe
Barristers



Ontario SPCA Provincial Office
16586 Woodbine Ave. Stouffville, ON L4A 2W3
1-888-668-7722 info@ospca.on.ca

[Privacy Policy](#) [Email Preferences](#)
© 2018 Ontario SPCA Provincial Office



[nonprofit software](#)

From: Suzanne Fauchon [<mailto:sfauchon@matticevalcote.ca>]

Sent: Monday, January 14, 2019 9:04 AM

To: nicole.cooper@ajax.ca; pinej@hastingscounty.com; ptodd@notl.org; ralph.walton@durham.ca; rauger@essex.ca; RegionClerk@halton.ca; renee.chaperon@springwater.ca; reynaldrivard@nt.net; ghunley@shuniah.org; richard.al@live.ca; Rick.OConnor@ottawa.ca; rmcgee@deepriver.ca; rmordue@blanfordblenheim.ca; rmurphy@townofbwg.com; robert.thessalon@bellnet.ca; Ron Reymmer <rreymmer@lucanbiddulph.on.ca>; rrogers@highlandseast.ca; rtremblay@whitewaterregion.ca; ruth@johnsontownship.ca; rvidm@ahtwp.ca; salmas@collingwood.ca; sbeckel@greaternapanee.com; sbpen@bmts.com; scasey@dubreilville.ca; scooper@penetanguishene.ca; scronin@huroncounty.ca

Subject: Council resolution - Declaration of office

Good morning,

Our Municipal Council recently passed a resolution asking the Minister of Municipal Affairs and Housing to amend paragraph 4 of municipal council members' Declaration of office.

Enclosed herewith you will find a copy of said resolution, and of its accompanying letter, which have been sent to the Minister, to the Premier and to our parliament representatives.

We would appreciate your support in this regard.

Sincerely,



Guyline Coulombe

CAO/Clerk

Township of Mattice – Val Côté

gcoulombe@matticevalcote.ca

Tel: 705-364-6511

Fax: 705-364-6431

www.matticevalcote.ca

Municipalité de
Municipality of

mATTICE~
VAL CÔTÉ

Sac postal / P.O. Bag 129, Mattice, Ont. P0L 1T0
(705) 364-6511 – Fax: (705) 364-6431



December 11th, 2018

Ministry of Municipal Affairs and Housing
Office of the Minister
777 Bay Street, 17th Floor
Toronto, ON
P5G 2E5

Attention: Honourable Steve Clark, Minister

Honourable Minister,

Re: Paragraph 4 of the Declaration of Office

Section 232 of the *Municipal Act, 2001 (Ontario)* provides that a person cannot take a seat on the council of a municipality until he or she takes the declaration of office on the form established by the Minister for that purpose.

In its current version, the declaration of office contains a statement whereby newly elected members of Council promise and declare their faith and allegiance to the Queen. Said statement is considered by many as irrelevant to the current political state of affairs, while many others find it simply offensive.

The Municipality of Mattice – Val Côté recently passed the enclosed resolution requesting that your Ministry amend paragraph 4 of the Declaration of Office in order to address these very legitimate concerns.

Sincerely yours,

Marc Dupuis
Mayor

Encl. Resolution no. 18-190

Municipalité de
Municipality of

**mATTICE~
VAL CÔTÉ**

Sac postal / P.O. Bag 129, Mattice, Ont. P0L 1T0
(705) 364-6511 – Fax: (705) 364-6431



Meeting no. 18-15

Resolution no. 18-190

Date: December 10th, 2018

Moved by: Daniel Grenier

Seconded by: Steve Brousseau

WHEREAS the requirement for members of municipal Council to be faithful and to bear true allegiance to the Queen is considered by many to be outdated and representative of a different era, and;

WHEREAS said requirement can go against or be contrary to an individual's culture, principles and beliefs, and;

WHEREAS said requirement presents an obstacle for some individuals who would have otherwise been willing to run for Council and serve at the municipal level of government;

NOW THEREFORE BE IT RESOLVED THAT the Ministry of Municipal Affairs and Housing and its Minister modify the wording of paragraph four of the Declaration of Office to make it more inclusive and representative of the times, and;

BE IT FURTHER RESOLVED THAT the Ministry consider replacing paragraph four of the Declaration of Office with the following wording: "I will be faithful and bear true allegiance to my country, Canada, and to its three founding nations", and;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Ministry of Municipal Affairs and Housing, to the Premier of Ontario, Doug Ford, to our provincial and federal parliament representatives, Guy Bourgouin and Carol Hughes, and to all Ontario municipalities.

Carried ☒ Defeated ☐ Deferred ☐

Mayor, Marc Dupuis
Presiding Officer

Recorded Vote

(unanimous unless indicated below)

Name	Yeas	Neas	Abstention
Dupuis, Marc			
Brousseau, Steve			
Grenier, Daniel			
Lemay, Richard			
Malenfant, Joyce			

Certified by:

Guyline Coulombe
Guyline Coulombe, CAO/Clerk

From: Jeff.Sadler@HydroOne.com [<mailto:Jeff.Sadler@HydroOne.com>]
Sent: Tuesday, January 08, 2019 8:09 AM
To: Paul Smith; Dave Kester
Subject: Hydro One Vegetation Maintenance Program Project 10060

Hello Dave and Paul.

This letter is to inform you that Hydro One Forestry crews are planning on doing their regular Forestry Maintenance program within the municipality of Lucan-Biddulph

The work is scheduled to be completed in 2019.

The line clearing being completed is for Project 10060, a 115 KV transmission line which is located within the municipality of Lucan-Biddulph.

Please see the attached notification letter and map indicating where the work is to take place. The work area is highlighted in green and the work may be completed anywhere within that identified boundary.

Please respond via email confirming that you have received this notification and with any special concerns regarding the geographical work area.

If you have any questions please feel free to contact me at your convenience.

Thank you

Jeff Sadler
Hydro One Networks
Area Forestry Technician
519-278-5958

This email and any attached files are privileged and may contain confidential information intended only for the person or persons named above. Any other distribution, reproduction, copying, disclosure, or other dissemination is strictly prohibited. If you have received this email in error, please notify the sender immediately by reply email and delete the transmission received by you. This statement applies to the initial email as well as any and all copies (replies and/or forwards) of the initial email

Hydro One Networks Inc.
Forestry Services



www.HydroOne.com

January, 2019.

Dear Resident:

Re: Vegetation Maintenance Program

I am writing to inform you that Hydro One Networks Inc. (Hydro One) is scheduled to complete right-of-way vegetation maintenance along the transmission corridor on or adjacent to your property in 2018.

Hydro One regularly monitors the conditions of its transmission corridors and schedules routine vegetation maintenance to identify incompatible vegetation along our rights-of-way, including tree species or brush that can grow tall enough to compromise the safe operation of power. Keeping vegetation a safe distance from power lines is necessary to ensure minimum clearance requirements established by our regulator, provincial agencies, and our utility partners across North America, to prevent tree related outages and for public safety. Maintaining our assets and infrastructure is vital to providing Ontario with the electricity we all depend on.

Hydro One uses an integrated approach to vegetation management and our forestry technicians assess each right-of-way to determine what work is required in the area. The work in your community will include the removal of non-compatible brush as well as pruning branches away from power lines and removing any dead or hazardous trees that have the potential to interfere with the safe and reliable operation of the power line. In areas where there is a higher density of brush, mechanical equipment may be used.

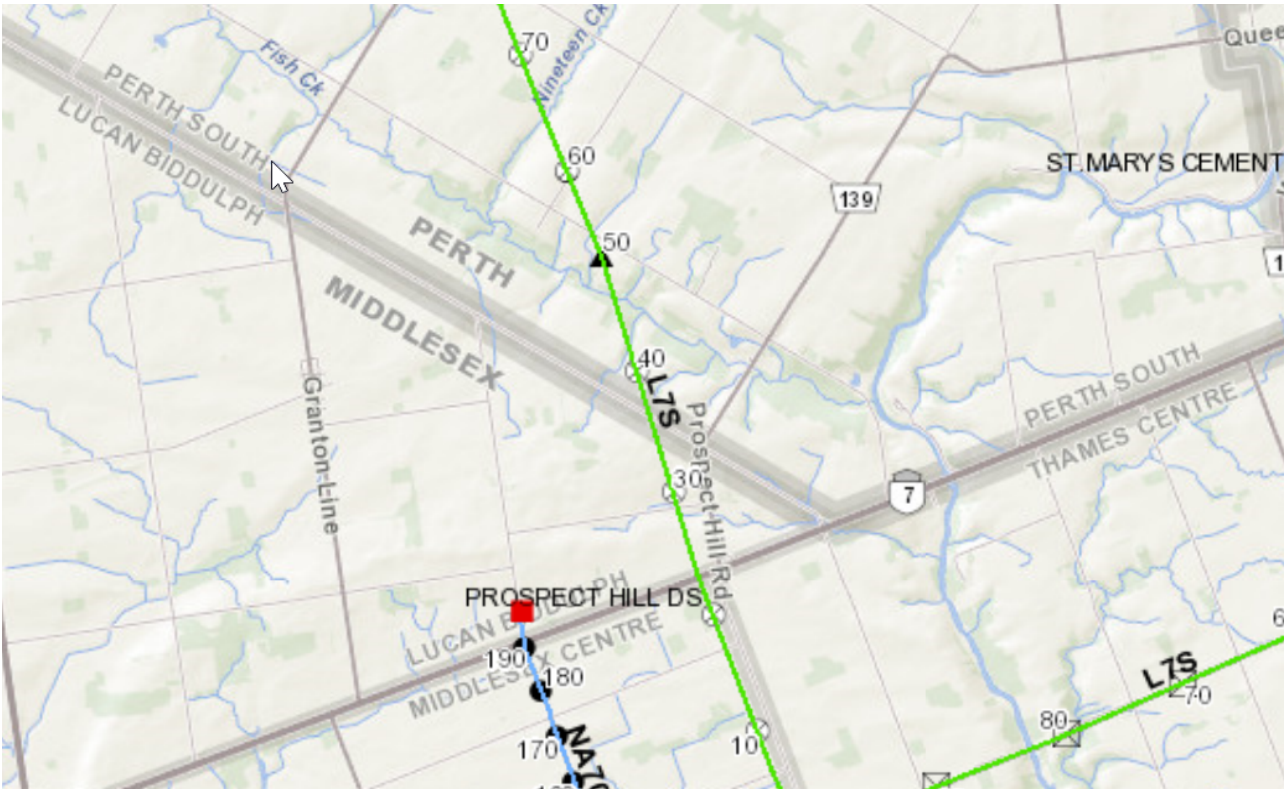
To ensure our required clearance until the next vegetation maintenance cycle, Garlon RTU (Registration #29334) may be selectively applied, where deemed necessary, to control the re-growth of vegetation.

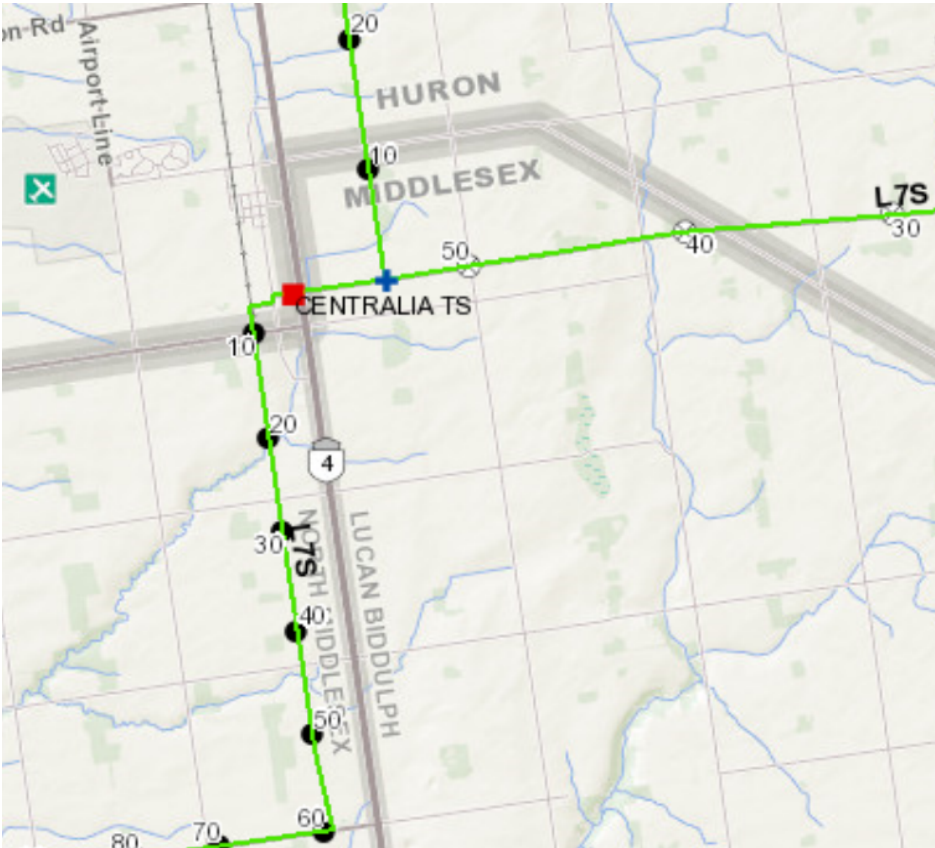
If you have any questions regarding the planned work, please contact Jeff Sadler at 519-278-5958 or by email at Jeff.Sadler@hydroone.com. If you are a tenant, we ask that you forward this letter to the property owner.

Thank you for your co-operation as we complete this important work.

Sincerely,

Jeff Sadler
Area Forestry Technician/Arborist
Forestry Services







January 4, 2019

Ron Reymer, CAO
Municipality of Lucan Biddulph
Box 190
Lucan ON N0M 2J0

Adelaide Metcalfe

The Ausable Bayfield Conservation Authority (ABCA) Board of Directors approved the 2019 Budget at their meeting held December 20, 2018. The budget was comprised of the General Levy, Project Levy, Special Benefitting Levy and other sources of revenue.

*Bluewater**Central Huron*

The apportionment of benefit for the General and Project Levies has been established in accordance with the formula set forth in Ontario Regulation 670/00 which assesses benefit pursuant to the modified current value assessment of each municipality. The Province of Ontario provides this calculation to the ABCA each year.

*Huron East***Summary of 2019 Approved Levy***Lambton Shores*

General Levy	\$55,280
Project Levy	\$18,018
Total	\$73,298

*Lucan Biddulph**Middlesex Centre*

Please note that the general and project levy amounts are paid in two instalments and a separate invoice will be sent in May and November of this year. Should you have any questions regarding the components of the ABCA 2019 levies, please contact the undersigned.

*North Middlesex**Perth South*

The ABCA will be hosting an **Information Session** for new Board members, Councillors and interested Municipal Staff. Join us either **Tuesday afternoon on February 5th (1:30 to 3:30 pm)** OR **Thursday evening on February 7th (6:30 to 8:30 pm)**. The agenda will include a tour of the office and presentation on what a conservation authority is . . . what a conservation authority does . . . and the sources of funding for programs and services that protect, enhance and restore our natural environment. Please contact Judith Parker at jparker@abca.ca by **February 1** to register the interested individuals in one of these informative sessions.

*South Huron**Warwick*

Yours truly,

West Perth

AUSABLE BAYFIELD CONSERVATION

Brian Horner, CPA, CA
General Manager/Secretary Treasurer

File: F.6

Township of
Lucan Biddulph

JAN 10 2019

Received



January 10, 2019

In This Issue

- Main Street Revitalization Initiative insurance certificates.
- Fire safety on farms.
- Social Media Webinars - help make the best and avoid the worst of social media.
- Conversations with ONE Investment - "Meet and Greet."
- AMO-Notarius Digital Signature pilot.
- Ready? Set? Update your Energy Plans!
- Careers with Matachewan, Simcoe County, and Cochrane DSSAB.

AMO Matters

Please ensure that insurance coverage for Main Street Revitalization Initiative projects are up to date for 2019 and send a copy of your Certificate to mainstreets@amo.on.ca.

Provincial Matters

The Ontario Ministry of Agriculture, Food and Rural Affairs released a series of new videos on ways to prevent barn fires. The videos are part of an ongoing effort with farmers and industry to develop different ways to reduce the potential loss of human and animal lives, injury and property damage from barn fires. Visit Ontario.ca/preventfarmfires to learn more about preventing barn fires and to view other resources.

Eye on Events

AMO Webinars provide direct access to real-time learning and information sharing. Running from February to November 2019, AMO is offering six Social Media Webinars to help make the best of (and avoid the worst of) what social media has to offer.

ONE Investment is launching new investment offerings in 2019 under the Prudent Investor regime for municipalities. We would like to meet with a group of finance staff at a location near you to discuss ONE, your needs and answer questions. If your municipality is interested in participating, please contact Janet Wong. Locations will be determined based on responses.

LAS

The AMO-Notarius Digital Signature Pilot project has successfully wrapped up. Check out the LAS Blog for some early feedback from your peers that tested Notarius digital signing solutions.

Did you know? With the repeal of the *Green Energy Act*, the Energy Reporting portion of the regulation was reinstated in the *Electricity Act* as O. Reg 507/18. BPS organizations will need to post their updated 5-year energy plans by July 1, 2019. Use LAS' Energy Planning Tool to make your reporting easy! Contact us to get started.

Careers

Clerk-Treasurer - Township of Matachewan. The Township is a growing rural community located approximately 56 km west of the Town of Kirkland Lake. Please send your resume to Tammy at tammy@e4m.solutions before noon, January 16, 2019.

Planner III - County of Simcoe. Employment Status: Permanent Full-Time. Reference Code: 109.

Location: Midhurst. Closing date: January 23, 2019. To view the job description and submit your application, please see [Simcoe County Jobs](#).

Manager, Economic Development - County of Simcoe. Employment Status: Permanent Full-Time. Reports to: Director of Planning, Development & Transit. Reference Code: 110. Location: Midhurst. Closing date: January 25, 2019. To view the job description and submit your application, please see [Simcoe County Jobs](#).

Finance Manager - Cochrane District Social Service Administration Board. Employment Term: 18 month contract. Location: Timmins. Reports to: Director of Finance. Applications will be received in confidence by Sue Chenier, 500 Algonquin Blvd. E., Timmins, Ontario, P4N 1B7, telephone 705.266.1201, via fax 705.268.8290, or via e-mail cheniers@cdssab.on.ca no later than January 21, 2019.

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](#)

[Media Inquiries](#), Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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January 17, 2019

In This Issue

- AMO's Pre-Budget Submission with key messages.
- AMO Health Webinar on January 24.
- February 13 Municipal Waste Diversion Forum.
- Province proposing changes to the 2017 Growth Plan for the Greater Golden Horseshoe.
- Register today for Communications 101 for elected officials.
- Save the date for OSUM 2019 in Renfrew - May 1-3.
- Conversations with ONE Investment - "Meet and Greet."
- LAS Blog: Top Five Reasons to Attend ROMA 2019.
- Careers with Municipality of Brockton and Loyalist Township.

AMO Matters

AMO's [2019 pre-budget submission now available](#). Members are encouraged to reinforce its key messages in their discussions with their local MPPs and Ministers.

AMO will be hosting a free webinar on health policy and service issues on Thursday, January 24, 10 - 11 am. The webinar will provide an overview of AMO's new health policy paper to be released in January. [Register today](#) to learn about municipal government's evolving role in the healthcare and public health systems. The webinar will include a discussion on key municipal recommendations for the Government of Ontario to improve health services in local communities.

AMO & M3RC are hosting a February 13 Forum on the ever-changing landscape of the *Waste-Free Ontario Act* & other waste diversion topics for Ontario municipal staff and elected officials. Attendance is free. [Register today!](#)

Provincial Matters

The province is [asking for feedback](#) on the 2017 Greater Golden Horseshoe Growth Plan and its transition regulation by February 28, 2019.

Eye on Events

Want to communicate more effectively? Learn how to promote good news, manage issues professionally, and to leverage traditional and social media. January 27, Sheraton Toronto (prior to the ROMA Conference). [Register today!](#)

Pembroke is the location for [OSUM 2019, May 1-3](#). The County of Renfrew is planning another outstanding OSUM conference. Program and registration details will soon be available on the OSUM website.

[ONE Investment](#) is launching new investment offerings in 2019 under the Prudent Investor regime for municipalities. We would like to meet with a group of finance staff at a location near you to discuss ONE, your needs and answer questions. If your municipality is interested in participating, please contact [Janet Wong](#). Locations will be determined based on responses.

LAS

ROMA 2019 is coming soon - check out the [LAS blog](#) for the top five reasons to attend and learn about

the sessions LAS and ONE Investment will be hosting.

Careers

Director of Operations - Municipality of Brockton. If you are interested, please submit your resume and cover letter in confidence by 12:00 pm on January 25, 2019 via email or regular mail to: Ward & Uptigrove Human Resources Solutions, Attention: Tonya Wilson, P.O. Box 127, Listowel, Ontario N4W 3H2. Email: hrresults@w-u.on.ca

Chief Administrative Officer - Loyalist Township. Work Location: Odessa, Ontario. A detailed job description is available on the [municipal website](#). Qualified candidates are invited to submit a cover letter and detailed resume by 4:00 p.m., February 15, 2019, to jobs@loyalist.ca. Please quote competition number LT-03-2019.

About AMO

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Conferences/Events

Policy and Funding Programs

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Media Inquiries, Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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Memo

To: Mayor and Council

From: Tina Merner, Deputy Clerk

Subject: Extension of Agreement to Appoint Integrity Commissioner

Date: January 22, 2019

BACKGROUND:

On August 27, 2016, an agreement was entered into between the Township of Lucan Biddulph and Gregory F. Stewart for a term of 2 ½ years, expiring on December 31, 2018.

Section 223.2 (1) of *the Municipal Act, 2001 as amended*, “authorizes the township to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the Township.

On March 1, 2019, further amendments will come into effect with respect to Section 223 of the *Municipal Act, 2001 as amended*. Please refer to the link below for the entire amendment to the Act.

[Municipal Act](#)

DISCUSSION:

Mr. Stewart has provided an extension agreement for a period of four years to December 31, 2022. The original agreement provides an early termination clause wherein either party may terminate at the end of any calendar year by delivery of a written notice on or before December 1st. The extension agreement along with original agreement are attached hereto as reference.

IMPACT TO BUDGET:

Hourly Rate will remain at \$250.00 per hour plus HST for time devoted to services as an Integrity Commissioner for The Township of Lucan Biddulph.

RECOMENDATION:

That council pass the bylaw authorizing the Mayor and Clerk to execute the Extension Agreement with Gregory Stewart.

Tina Merner

Tina Merner
Deputy Clerk

EXTENSION AGREEMENT FOR MUNICIPAL INTEGRITY COMMISSIONER

THIS AGREEMENT made as of this day of , 2019.

BETWEEN:

TOWNSHIP OF LUCAN BIDDULPH
(hereinafter referred to as the “Township”) OF THE FIRST PART

AND:

GREGORY F. STEWART
(hereinafter referred to as “Gregory F. Stewart”) OF THE SECOND PART

WHEREAS the Township and Gregory F. Stewart entered into an Agreement for Municipal Integrity Commissioner dated August 27, 2016 (the “Agreement”);

AND WHEREAS the term of the Agreement is for the period commencing June 6, 2016 and ending on 31 December 2018;

AND WHEREAS the Township wishes to extend the Agreement for a period of 4 years to 31 December 2022;

NOW THEREFORE, in consideration of the payment of the sum of one dollar (\$1.00) by each party to the other and the covenants and hereinafter set forth, the sufficiency and receipt of which consideration is hereby acknowledged, the parties hereto agree as follows:

- 1. Term – The term of the Agreement is hereby extended to 31 December 2022.
- 2. In all other respects the Agreement dated as of the 27th day of August, 2016 shall remain in full force and effect.

IN WITNESS WHEREOF the parties are to have caused the agreement to be signed and sealed and/or executed by their respective officers which are duly authorized as of the date first written above.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

TOWNSHIP OF LUCAN BIDDULPH

Per: _____
Mayor

Per: _____
Clerk

We have authority to bind the Municipal Corporation.

GREGORY F. STEWART

AGREEMENT FOR MUNICIPAL INTEGRITY COMMISSIONER

THIS AGREEMENT made as of the 27th day of August, 2016.

BETWEEN:

TOWNSHIP OF LUCAN BIDDULPH

(hereinafter referred to as "Lucan Biddulph") OF THE FIRST PART

AND:

GREGORY F. STEWART

(hereinafter referred to as "Gregory F. Stewart") OF THE SECOND PART

WHEREAS:

- (A) Section 223.3 through 223.8 of the Municipal Act, 2011, S.O. 2011, c.25 (the "Act") contemplates and authorizes a municipality to appoint an Integrity Commissioner to, among other things, provide advice and guidance to members of Council and local boards as to the application of any Code of Conduct and municipal procedures, rules, and policies relating to their ethical behavior, and, furthermore, to making inquiry into requests as to alleged contraventions of any such Code of Conduct by a member of Council or board and to report the results of such inquiry to the municipality;
- (B) In appointing an Integrity Commissioner and in assigning powers and duties to him or her, a municipality is to have regard to, among other things:
 - i) the independence and impartiality of the said Commissioner;
 - ii) confidentiality in respect of the activities of the Integrity Commissioner;
 - iii) the credibility required to be attributed to the role of the Integrity Commissioner; and
- (C) Lucan Biddulph is satisfied that Gregory F. Stewart has the skills and ability to meet the foregoing criteria.

NOW THEREFORE, in consideration of the payment of the sum of one dollar (\$1.00) by each party to the other and the covenants and hereinafter set forth, the sufficiency and receipt of which consideration is hereby acknowledged, the parties hereto agree as follows:

1. Term – The term of this agreement is for the period commencing June 6th 2016 (the "commencement date") and ending on December 31st, 2018 unless subject to prior early termination by either of the parties hereto and/or as otherwise renewed or extended by agreement of the parties.
2. Services – Lucan Biddulph hereby retains and appoints Gregory F. Stewart as Integrity Commissioner for the purposes of Sections 223.3 through 223.8 of the Act and Gregory F. Stewart accepts such appointment and agrees to provide such services as are reflected in the Act and as requested by the municipality, at all times in accordance with and to the standards as set forth in the Act.
3. Duties – As Integrity Commissioner, Gregory F. Stewart shall perform the duties and have the powers provided for in the Act, including but not limited to the following:
 - (1) *Advisory:* upon proper request, provide written and/or verbal advice to individual members of Council respecting the application of the Code of Conduct and/or any other procedures, rules, and policies relating to and reflecting upon their ethical behavior, and furthermore and when appropriate, providing the full Council with specific and general opinions and advice respecting compliance by elected officials in respect of the provisions of governing statutes the Code of Conduct and any other applicable procedures, rules, and policies.
 - (2) *Compliance Investigation/Determinations:* upon proper request from a member of Council or local board, municipal administration or one or more members of the public, to conduct an inquiry and make a determination as to any alleged contravention of the Code of Conduct or applicable procedures, rules, and policies by a member of Council or local board and, thereafter, to report the details and results of such inquiry to municipal Council.

(3) *Educational*: provide the Chief Administrative Officer or as directed with an annual report of activities during the previous calendar year as Integrity Commissioner, including but not necessarily limited to advice given to Council or individual members of Council and a summary of inquiry results and determinations; furthermore, provide outreach programs to members of Council and local boards and relevant staff on legislation, protocols, and office procedures emphasizing the importance of compliance with a Code of Conduct for public confidence in Municipal Government; and, furthermore, dissemination of information available to the public on the website operated by Lucan Biddulph.

Notwithstanding that set forth above, the parties acknowledge and agree that the function of the Integrity Commissioner is to provide advice and opinion to Council and members thereof, to provide independent complaint prevention, investigation, adjudication, and resolution to members of Council and the public, and education respecting adherence with the Code of Conduct for members of Council and other procedures, rules, and policies governing ethical behavior.

The parties hereto also acknowledge and agree that Gregory F. Stewart, as Integrity Commissioner, will perform services, and in particular those services relating to advisory and educational duties, in a manner so as to avoid duplicated advice, opinion, and cost in respect of identical requests and inquiries – for example, the Integrity Commissioner shall decline to provide individualized advice and opinion to more than one member of Council or a local board on identical issues but should choose to provide general advice to Council or such local board as a whole to answer all such inquiries.

4. Fees

Hourly Rate – Gregory F. Stewart will be paid a fee of TWO HUNDRED FIFTY DOLLARS PER HOUR (\$250.00/hour), plus applicable taxes, for time devoted to services as Integrity Commissioner for Lucan Biddulph.

- a) Expenses – Upon presentation of receipts, Gregory F. Stewart will be entitled to reimbursement of expenses incurred in relation to performance of duties contemplated by this agreement, including but not limited to food and hotel costs, car rental, railway transportation, and/or fuel charges, all at the respective municipal rates then in affect.
- b) Legal Advice/Fees – The parties agree that, when necessary, Gregory F. Stewart may arrange for and receive legal assistance and advice to properly perform the duties contemplated by this agreement. The parties agree that, as a direct cost and not as a reimbursable expense, Lucan Biddulph shall pay the cost of such legal assistance and advice.

- 5. Independent Contractor – Notwithstanding the appointment as a statutory officer, the parties agree and acknowledge that Gregory F. Stewart is a contractor independent of Lucan Biddulph. Nothing within this agreement shall be interpreted to render or create a relationship of employer/employee, partnership, franchise, agency, joint venture or other like arrangement as between Gregory F. Stewart and Lucan Biddulph.
- 6. Statutory Officer – For purposes of the agreement and solely for the purpose of arranging for errors and omission insurance, the Integrity Commissioner shall be deemed to hold the status of “Statutory Officer” under the Municipal Act.
- 7. Indemnification – Lucan Biddulph agrees to indemnify and save harmless Gregory F. Stewart, his agents and assigns, from and against any and all liabilities, losses, suits, claims, demands, damages, expenses, costs (including all legal costs), fines and actions of any kind or nature whatsoever arising out of or in connection with the provision of services and carrying out of duties as contemplated hereunder, including but not necessary limited to any alleged breach of this agreement, any procedural defect, or any breach of relevant statutory provisions.
- 8. Early Termination – The within agreement may be terminated by either party at the end of any calendar year by delivery of a written notice of such early termination delivered on or before December 1st of any such calendar year during the term of this agreement.
- 9. Notice – Any notice required pursuant to this agreement shall be delivered to the respective parties hereto at the following addresses:

For Lucan Biddulph:
 270 Main Street
 P.O. Box 190
 Lucan, Ontario
 N0M 2J0

For Gregory F. Stewart:
c/o Donnelly Murphy Lawyers PC
18 The Square
Goderich, Ontario
N7A 3Y7

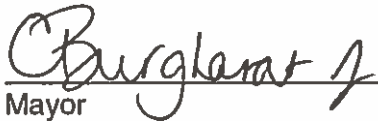
Any written notice between the parties hereto which specifically excludes any invoice rendered herein, shall be delivered or sent by pre-paid registered mail addressed to the parties at the respective addresses listed above. Notice shall be deemed to have been received on the date on which notice was delivered to the addresses designated or, in the case of mailing, on the fifth day after the date of mailing.

- 10. Severability – All paragraphs, terms, and conditions of this agreement are severable and the invalidity, illegality or unenforceability of any such paragraph, term, or condition shall be deemed not to affect the validity, legality, or enforceability of the remaining paragraphs, terms and conditions.
- 11. Complete Agreement – This agreement, including any schedule hereto, constitutes the entire agreement between the parties and supersedes all prior agreements, negotiations and discussions, whether oral or written, with respect to the subject matter of this agreement.
- 12. Enurement – This agreement shall enure to the benefit of and is binding upon the parties hereto and their respective successors and permitted assigns.

IN WITNESS WHEREOF the parties are to have caused the agreement to be signed and sealed and/or executed by their respective officers which are duly authorized as of the date first written above.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

TOWNSHIP OF LUCAN BIDDULPH:

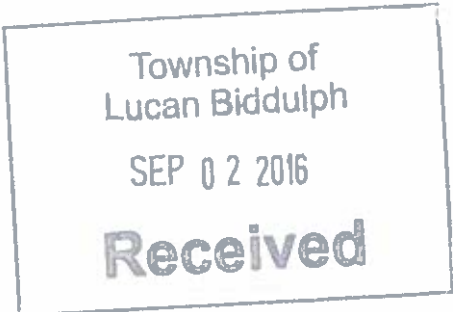
Per: 
Mayor

Per: 
Clerk

We have authority to bind the Municipal Corporation.

GREGORY F. STEWART:


Gregory F. Stewart





TOWNSHIP OF LUCAN BIDDULPH

STAFF REPORT

Submitted by: Arnie Marsman, Chief Building Official
Subject: Recognition of Green Builder
Meeting Date: January 22, 2019
Report Number: PDSD-L1-2019

Recommendation:

THAT the municipality recognizes Riverstone Design & Build, for its participation in the municipality's Green Builder Recognition Program.

Purpose:

To recognize a homebuilder for their participation in the municipality's Green Builder Recognition Program.

Information:

In August 2018, Lucan Biddulph council approved a Green Builder Recognition Program to be initiated immediately. This program is intended to challenge homebuilders to build using sustainable and efficient building practices and materials which exceed the minimums of the Ontario Building Code.

In order to qualify in this program, when constructing a new home, builders must accumulate 40 points from a list of efficient/sustainable options (prepared by staff) not considered as mandatory by the Ontario Building Code. At the end of each year, qualifying builders are recognized at a council meeting and receive a plaque noting their achievement.

In 2018, Riverstone Design & Build was the first homebuilder to qualify to receive this recognition in the municipality. The home, under construction on Observatory Drive, consists of a number of efficient/sustainable features such as insulated concrete forms, metal studs used for non-loadbearing walls, increased window/wall insulation values, additional fasteners on all trusses to protect from wind uplift, window in garage to allow light in, onsite separation of wastes, and more.

STAFF REPORT

This Green Builder Recognition Program is also active in Middlesex Centre. Riverstone Design & Build has qualified to receive this recognition in Middlesex Centre also in two of the past three years.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Arnie Marsman', followed by a period.

Arnie Marsman
Chief Building Official



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

January 17, 2019

REPORT

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

FROM: Marc Bancroft, Senior Planner

RE: Request to Remove a Holding ("H") Symbol
Olde Clover Village Subdivision – Third Phase
2161453 Ontario Inc. (Bob Walters)
ZBA 2/2019

Purpose:

The developer is requesting the removal of the holding (H) symbol from the zoning of the said lands to allow the development of the third phase of the Olde Clover Village Subdivision limited to 27 lots.

Background (refer Key Map):

The subject property is a parcel of land having an area of approximately 6 hectares (15 ac) and located adjacent to Phase 2 of the Olde Clover Village Subdivision. Although these lands are owned by 2161453 Ontario Inc., it is a sister company of Lucan Estates Inc. being the developer of the Olde Clover Subdivision. The subject lands were draft plan approved by Middlesex County on January 14, 2014 to support 46 single detached lots, one block to support townhouse dwellings and one block to support a low-rise apartment building. The lands are currently vacant, designated Residential under the Official Plan and zoned Residential First Density – Holding (R1-8-H), Residential Third Density (R3-5-H) and Residential Third Density – Holding (R3-8-H).

Analysis:

The prerequisite for the removal of the holding (H) symbol has been satisfied recognizing that this development is subject to an executed subdivision agreement between the developer and the Township and registered against the title of the subject lands. As well, municipal services are in place and operational. The removal of holding would be consistent with the Provincial Policy Statement, the County of Middlesex Official Plan and the Township of Lucan Biddulph Official Plan.

The holding (H) symbol would remain on the zoning for the balance of the lands until such time as a subdivision agreement and/or site plan agreement has been executed for any subsequent phase(s) between the Township and the developer. Beyond the 27 lots, the lands are to support two medium density residential blocks to support townhouse dwellings and a low-rise apartment building. The remainder of the property is subject to a draft plan of subdivision (Middlesex County File No. 39T-LB0702) to support an additional 11 single detached lots.

Request for changes to conditions of draft plan approval and removal of the holding ("H") symbol

2

Ridge Crossing

2219260 Ontario Inc. (Agent: Dillon Consulting Ltd.)

Recommendation:

THAT the request to remove the holding (H) symbol by 2161453 Ontario Inc. for the third phase of the Olde Clover Village Crossing Subdivision limited to 27 single detached lots be granted and that the implementing By-law be passed.

Memo

To: Mayor and Council

From: Dave Kester - Public Works Manager

Subject: Lucan Biddulph Asset Management Plan

Date: January 22, 2019

BACKGROUND:

Public infrastructure is central to our prosperity and our quality of life. The majority of public infrastructure in Canada is the responsibility of the municipal government, and most people take for granted the important role of these assets. Adequate municipal infrastructure such as roads, bridges, underground water and sewage pipes, and parks and recreation facilities are essential to economic development, citizen safety, and quality of life. Well maintained infrastructure is critical in sustaining a municipality as an attractive place to live and do business.

Dillon Consulting presented the Draft 2018 update to Lucan Biddulph's Asset Management Plan on December 17, 2018.

DISCUSSION:

Please find attached the Final Asset Management Plan for Council's review and acceptance.

The following are the changes that are reflected in the final version of the Asset Management Plan since presented on December 17, 2018:

- executive summary was added to the report
- the two fire halls were added to the report and are now included in the asset values
- some minor adjustments were made to some of the capital cost estimates.

RECOMMENDATION:

That Council accepts the Lucan Biddulph Final Asset Management Plan prepared by Dillon Consulting January 2019, as presented.

Dave Kester

Public Works Manager



TOWNSHIP OF LUCAN BIDDULPH
Asset Management Plan
2018 Update

Table of Contents

Executive Summary

1.0	Introduction	1
1.1	Purpose of an Asset Management Plan	1
1.1.1	Significance of Municipal Infrastructure	1
1.1.2	Township of Lucan Biddulph and Asset Management	1
1.2	Assets Included in Asset Management Plan	4
1.3	Asset Management Plan Development	4
1.3.1	Limitations of the Asset Management Plan	4
1.3.2	Evaluation and Improvements to the Asset Management Plan.....	5
2.0	Asset Management Plan Methodology	5
2.1	Infrastructure Data Inventory	6
2.1.1	Linear Infrastructure Inventory – Road, Sewer and Water Networks.....	7
2.1.2	Point Asset Inventory – Bridge, Culvert and Facilities Assets.....	7
2.2	Replacement Costs.....	7
2.3	Condition Assessment.....	8
2.3.1	Road Network Condition Assessment Process	9
2.3.2	Water and Sewer Networks Condition Assessment Process.....	9
2.3.3	Point Asset Condition Assessment Process	10
2.4	State of Local Infrastructure Analysis	11
3.0	State of Local Infrastructure	12
3.1	Existing Infrastructure and Condition	12
3.1.1	Road Network.....	12
3.1.2	Water Distribution Network.....	13
3.1.3	Sanitary Sewer Network.....	14
3.1.4	Storm Sewer Network	15
3.1.5	Water/Wastewater Facility Assets	15
3.1.6	Bridge and Culvert Assets.....	16
3.1.7	Parks and Recreation and Municipal Buildings	16
3.2	Estimated Current Asset Value	17

3.3	Asset Management Policies	18
3.3.1	Data Inventory	18
3.3.2	Condition Assessments	18
3.3.3	Maintenance Activities	19
3.3.4	Integrated Rehabilitation	19
4.0	Desired Levels of Service	20
4.1	Mandated Levels of Service	21
4.2	Community Objectives	21
4.3	Determining Appropriate Levels of Service for Lucan Biddulph	22
5.0	Asset Management Strategy	23
5.1	Road Network	23
5.2	Water Network	26
5.3	Sanitary Sewer Network	27
5.4	Storm Sewer Network	31
5.5	Combined Road and Municipal Infrastructure Projects	31
5.6	Bridge, Culvert and Water/Wastewater Facility Assets	32
5.7	Parks/Recreational Facility Assets	33
5.8	Municipal Building Assets	34
5.9	Long Term Maintenance of Level of Service for Linear Networks	34
6.0	Financing Strategy	36
6.1	Sources of Revenue	36
6.2	Historical Expenditures	37
6.3	Lucan Biddulph Financing Strategy	38
6.3.1	General Expenditure on the Road Network	38
6.3.2	Sewer Network	38
6.3.3	Water Network	38
6.3.4	Municipal Buildings	38
6.4	Mitigating Funding Shortfalls	39

Figures

Figure 1: Location Map – Township of Lucan Biddulph	2
Figure 2: Deterioration Model and Threshold of Acceptability for Asphalt Roads.....	9
Figure 3: Determination of Condition Index	10
Figure 4: Dillon Predictive Scenario Software (DPSS)	11
Figure 5: Condition Assessment Tool.....	12
Figure 6: Distribution of Year of Construction and Life Span of the Asphalt Surface Road Network	13
Figure 7: Distribution of Condition Rating of the Asphalt Surface Road Network	13
Figure 8: Distribution of Year of Construction and Pipe Material and Size of Watermain Network	14
Figure 9: Distribution of Year of Construction and Pipe Material and Size of Sanitary Sewer Network	14
Figure 10: Distribution of Condition Rating of the Sanitary Sewer Network.....	15
Figure 11: Distribution of Year of Construction and Pipe Material and Size of Storm Sewer Network	15
Figure 12: Distribution of Year of Construction of Bridges and Culverts.....	16
Figure 13: Distribution of Replacement Cost Estimate of Assets	18
Figure 14: Windows of Opportunity	20
Figure 15: Elements of Levels of Service (<i>InfraGuide</i> 2002)	21
Figure 16: Estimated Road Network Expenditure Reconstruction Needs based on Unlimited Budget	23
Figure 17: Estimated Sanitary Network Expenditure Needs.....	28
Figure 18: Allocation for Maintenance of Current Level of Service over 25 Years – \$2,295,000/year Budget	35
Figure 19: Average Condition Index by Network over 25 Years	35

Tables

Table 1: Units Costs for Linear Infrastructure Assets	8
Table 2: Asset Values	17
Table 3: Road Network Reconstruction Projects Identified through Analysis using Unlimited Budget	23
Table 4: Township-Approved Road Network Projects.....	25
Table 5: Road Network Reconstruction Projects Identified through Analysis using \$150,000/year Budget	25

Table 6: Road Network Overlay Projects Identified through Analysis using \$150,000/year Budget 26

Table 7: Water Network Projects 27

Table 8: Township-Approved Water Network Projects..... 27

Table 9: Sanitary System Projects Identified through Analysis using Unlimited Budget..... 28

Table 10: Sanitary Network Projects Identified through Analysis using \$107,000/year Budget 30

Table 11: Township-Approved Sanitary System Projects 31

Table 12: Combined Road and Sanitary Network Projects Triggered 31

Table 13: Combined Road, Water/Sanitary & Water Network Projects Triggered 32

Table 14: Bridge and Culvert Triggered Replacements 32

Table 15: Township-Approved Parks/Recreational Facility Projects 33

Table 16: Historical Operating and Maintenance Expenditures..... 37

Table 17: Historical Capital Expenditures 38

Appendices

- A 2018 Road Condition Assessment Summary
- B Bridge/Culverts and Water/Wastewater Point Assets



Executive Summary

Public infrastructure is central to prosperity and quality of life. The majority of public infrastructure in Canada is the responsibility of the municipal government, and most people take for granted the important role of these assets. Municipal infrastructure allows for the movement of people and goods, provides safe drinking water, handles waste, creates space for sport and recreation and helps protect homes from flooding and natural disasters. Examples include roads, bridges, and underground water and sewage pipes, all of which are essential to economic development, citizen safety, and quality of life. Well maintained infrastructure is critical in sustaining a municipality as an attractive place to live and do business.

The recent Canadian Infrastructure Report Card (2016), which addresses municipal roads and water systems, stated that approximately one-third of municipal infrastructure is in “fair”, “poor” or “very poor” condition across Canada. This illustrates the importance of municipalities protecting their investment in infrastructure and finding creative financial solutions to keep infrastructure in good operating condition. One of the solutions to Canada’s infrastructure issues is improved asset management practices.

Dillon Consulting Limited (Dillon) was originally retained by the Township of Lucan Biddulph (Township) to develop an Asset Management Plan (AMP) in 2013. Since that time, the AMP has been updated annually by Dillon. The purpose of an AMP is to set out how the Township’s infrastructure will be managed to ensure that it is capable of providing the levels of service needed to support the municipality’s goals. The AMP will be used as a tool to assist in decision making for the Township’s financial and municipal planning, including annual budgeting, updating of the Official Plan, master plans, etc.

Asset Plan Methodology

The general methodology that has been adopted is to follow the best practices from the National Guide to Sustainable Municipal Infrastructure, also known as the *InfraGuide*. The approach is described in five steps and was designed to help asset managers assess the level of service currently provided by their tangible assets. It allows asset managers to make fact-supported infrastructure investment decisions, while maximizing the effectiveness of available funds. Each of the five steps and their key elements, presented below, were addressed in developing the AMP for the Township. The steps are outlined below.

1. Infrastructure Data Inventory – *What infrastructure do you own?*
2. Replacement Costs – *What is it worth?*
3. Condition Assessment – *What is its condition and remaining service life?*
4. State of Local Infrastructure Analysis – *What needs to be done to rehabilitate, replace, operate and maintain these assets?*
5. Asset Management Strategy – *What should be done first and how much will it cost?*

State of Local Infrastructure

Asset management best strategies suggest that 2% to 4% of the value of an asset should be spent annually to ensure sustainability of infrastructure assets. That level of funding relates mostly to capital expenditure and does not include operational costs. Without asset management tools, it is almost impossible to determine the long term effect of inadequate budget allocations. Yet, it is important for a municipality to determine if the current level of funding is appropriate to continue to provide an adequate level of service to its residents. It is also essential to allocate adequate funding to ensure sustainability of the assets in the future. For the Township, the estimated value of the assets included in this project was estimated at approximately \$148.5 million. The following table shows the distribution of that asset value.

Infrastructure Network	Quantity	Replacement Cost
Sanitary Sewer	21 km	\$15,621,480
Storm Sewer	14 km	\$10,968,020
Water	65 km	\$49,340,850
Asphalt Roads	60 km	\$35,198,400
Water/Wastewater Facilities	3 Pump Stations 1 Elevated Tank 1 Booster Station 2 Treatment Plants	\$12,094,190
Bridges and Culverts	19 Structures	\$7,148,574
Parks/Recreation Facilities	Community Centre/Arena Scout Hall Pool 3 Parks Sports Field/Park	\$9,749,043
Municipal Buildings	Administration Building Public Works Building Museum Library 2 Fire Halls	\$8,376,659
Total Asset Value		\$148,497,216

Desired Levels of Service

A 'level of service' is a term that is used to describe the quality, quantity and availability of the service that is being provided. In the context of AMPs, levels of service are established as a way to guide the management of infrastructure in a manner that aims to achieve the level of service goals.

As described in the best practice document, *InfraGuide*, levels of service fall into two broad categories: those that are mandated by regulations (codes, standards, etc.); and those that result from community plans or objectives.

The *InfraGuide* describes the steps required to successfully establish a community's levels of service. The key elements that relate to the development of levels of service as described in the *InfraGuide* best practices are asset understanding, consultation/communication, strategic alignment, risk tolerance, and financial considerations.

A full community consultation process for establishing levels of service was not conducted as part of the AMP project. The process followed was mostly based on the *Asset Understanding* component of the process, which considered the physical and functional characteristics of an asset to define a measurable index that can be monitored over time.

Condition indices were determined for the various assets. The Township's current levels of service, measured in terms of condition index, were determined in consultation with the Township. Once acceptable levels of service were established, the information was used to identify current and future infrastructure investment requirements. The asset management tools described were provided to staff to monitor the levels of service over time, and to assess the effect of different budget scenarios on the current and future levels of service.

Asset Management Strategy

Road, Water, Sanitary and Storm Networks

For linear infrastructure assets, the Dillon Predictive Scenario Software (DPSS) was used in preparing the capital investment analysis of the AMP based on various budget scenarios. In order to understand the extent of reconstruction needs, the DPSS tool was used, assuming an unlimited budget for each of the asset categories. The needs identified in the unlimited budget scenarios for road and linear municipal infrastructure (watermain, sanitary, storm) operate independent of each other. It is reasonable to assume that if the road and infrastructure replacement are triggered within five years of one another for the same street, it would be logical to replace all identified assets at the same time. Within the next ten years based on the unlimited budget scenarios there are several streets that are triggered for road reconstruction and the replacement of sanitary sewer within a maximum of five years of one another. The table below outlines these projects that could potentially be combined into more cost effective, larger projects. The projects are listed in order of priority based on the earliest year a replacement or reconstruction of an asset is triggered.

Street	Year Sanitary Triggered	Year Road Reconstruction Triggered	Combined Expenditure
High Street (Granton Line to Queen Street)	2022	2027	\$78,406
Ann Street (Granton Line to End)	2022	2027	\$95,004
Francis Street (Main Street to Saintsbury Line)	2024	2027	\$465,638
Nicoline Avenue (Elm Street to Saintsbury Line)	2028	2024	\$392,979
Head Street (Granton Line to King Street)	2028	2025	\$77,179
Station Street (Granton Line to End)	2028	2027	\$269,616

Additionally, there are four projects that also trigger watermain replacement within the next 12 to 13 years, just outside the planning window of this AMP, as well as triggering road or sanitary and road reconstruction within the next ten years. These combined projects and the estimated expenditures are outlined in the table below. The projects are listed in order of priority based on the earliest year a replacement or reconstruction is triggered.

Street	Year Water Triggered	Year Sanitary Triggered	Year Road Reconstruction Triggered	Combined Expenditure
Nicoline Avenue (Elm Street to End)	2030	2020	2023	\$1,057,359
Frank Street (Main Street to William Street)	2031	2024	2025	\$492,374
Marlene Street (Kleinfeldt Avenue to Albert Street)	2033	-	2027	\$218,415
Harold Court (Elm Street to End)	2033	-	2027	\$299,592

Bridge, Culvert and Water/Wastewater Facility Assets

No detailed condition assessment survey was carried out on the point assets. To develop a capital program, the PSAB database which contains information on year of construction, service lives and replacement costs, and OSIM condition survey reports were utilized. Based on that information, the timing for rehabilitation and replacement of those point assets and corresponding costs have been approximated. The most significant expenditures within the next ten years are outlined in the table below.

Structure Name	Location	Year	Expenditure
Culvert No. 14	Coursey Drive (100 m north of Fallon Drive)	2025	\$196,691
Culvert No. 15	Coursey Drive (50 m south of Fallon Drive)	2026	\$174,836
Culvert No. 12	Mooreville Drive (440 m west of Roman Line)	2027	\$152,982

The AMP identifies a need incurred in 2023 with the replacement of the Granton Booster/Pump Station, with an anticipated cost of approximately \$547,489, based on a 2015 replacement cost of \$432,193 for the building, pumps, etc. (not including the reservoir) as provided by the Township. The reservoir was inspected in 2016 and is in good condition.

Parks/Recreational Facility Assets

Based on current information provided by the Township, the parks/recreation facility projects identified within a ten year time frame are shown in the table below, excluding equipment assets and expenditures less than \$50,000. The annual capital budget for parks and recreation fluctuates from year to year depending on the current needs. The 2018 capital budget is \$2,500,000.

Year	Project	Expenditure
2018	Phase 1 – Community Centre Licensed Daycare	\$2,235,000
2019	Senior's Centre	\$150,000
2019	Phase 2A – Community Centre Building	\$8,500,000
2019	Phase 2B – Community Centre Pool	\$2,300,000
2020	Community Centre Playground Equipment	\$125,000
2020	Community Centre Skatepark	\$250,000
2020	Granton Playground	\$65,000
2020	Lucan Estates Tennis Court	\$50,000
2021	Lions Field Ball Diamond Lights	\$150,000
2022	Lucan Estates Playground	\$75,000
2022	Community Centre Hardscape Path	\$300,000
2022	Community Centre Outdoor Fitness Equipment	\$100,000
2024	Lucan Estates Pavilion and Washrooms	\$150,000
2025	Lions Scout Hall	\$315,736
2026	Granton Park Pavilion Expansion	\$150,000
2026	Granton Ball Lights	\$125,000
2030	Market Street Park Playground Equipment	\$65,000

Municipal Building Assets

Based on the currently available information provided by the Township, all the municipal building related projects identified within a ten year time frame have expenditures less than \$50,000. These assets and operating expenses have been excluded for the purposes of this AMP.

Financing Strategy

While expenditure requirements will fluctuate year-to-year for all asset categories, it is important for the Township to implement a consistent, yet increasing annual investment in capital so that the excess annual funds can accrue in capital reserve funds. Funds which have accrued in capital reserves can then be drawn when rehabilitation/replacement activity is required.

It is understood that this AMP will be used as a guideline to determine a funding strategy with the objective of generating an investment strategy to meet the anticipated required expenditure needs.

In consultation with Township staff, an asset management strategy has been developed, including funding requirements that would ensure sustainability of the assets to continue to provide an adequate level of service to the residents of Lucan Biddulph. The following approach will be followed by the Township to pay for the current and future needs in the infrastructure networks.

General Expenditure on the Road Network

Until 2013, no funds were specifically allocated to capital projects. Capital projects are being funded using money accumulated in a reserve fund. The money transferred to reserve is increased by any year end operating surpluses. In 2018, \$410,000 was put into the construction reserve and it is proposed that this amount be increased by 2% per year.

Sewer Network

There is currently a \$20.00 per month capital infrastructure levy which results in accumulating approximately \$310,000 per year to fund capital projects on the sewer system, including all facilities that are part of the sewer collection system.

Water Network

There is currently a \$15.00 per month capital infrastructure levy, which results in accumulating approximately \$250,000 per year in reserves to fund capital projects on the water system including all facilities that are part of the water distribution system.

Municipal Buildings

In 2018, \$400,000 was allocated to building reserves. It is proposed that this allocation be increased by 2% per year.

It is anticipated that the revenue sources described above will ensure the sustainability of the infrastructure assets over time.

1.0 Introduction

1.1 Purpose of an Asset Management Plan

1.1.1 Significance of Municipal Infrastructure

Public infrastructure is central to prosperity and quality of life. The majority of public infrastructure in Canada is the responsibility of the municipal government, and most people take for granted the important role of these assets. Municipal infrastructure allows for the movement of people and goods, provides safe drinking water, handles waste, creates space for sport and recreation, and helps protect homes from flooding and natural disasters. Examples include roads, bridges, and underground water and sewage pipes, all of which are essential to economic development, citizen safety, and quality of life. Well maintained infrastructure is critical in sustaining a municipality as an attractive place to live and do business.

The recent Canadian Infrastructure Report Card (2016), which addresses municipal roads and water systems, stated that approximately one-third of municipal infrastructure is in “fair”, “poor” or “very poor” condition across Canada. This illustrates the importance of municipalities protecting their investment in infrastructure and finding creative financial solutions to keep infrastructure in good operating condition. One of the solutions to Canada’s infrastructure issues is improved asset management practices.

1.1.2 Township of Lucan Biddulph and Asset Management

The Township of Lucan Biddulph (Township) is situated in Middlesex County (the County), within the Province of Ontario. The Township was created through the amalgamation of the Village of Lucan and Biddulph Township in 1999, and is approximately 170 square kilometers in size.

The Township is an agricultural based community surrounding the Villages of Lucan and Granton. The current population is approximately 4,700 people, based on the 2016 Census. This is an increase of 8.3% from the 2011 Census. **Figure 1** illustrates the location of the Township.

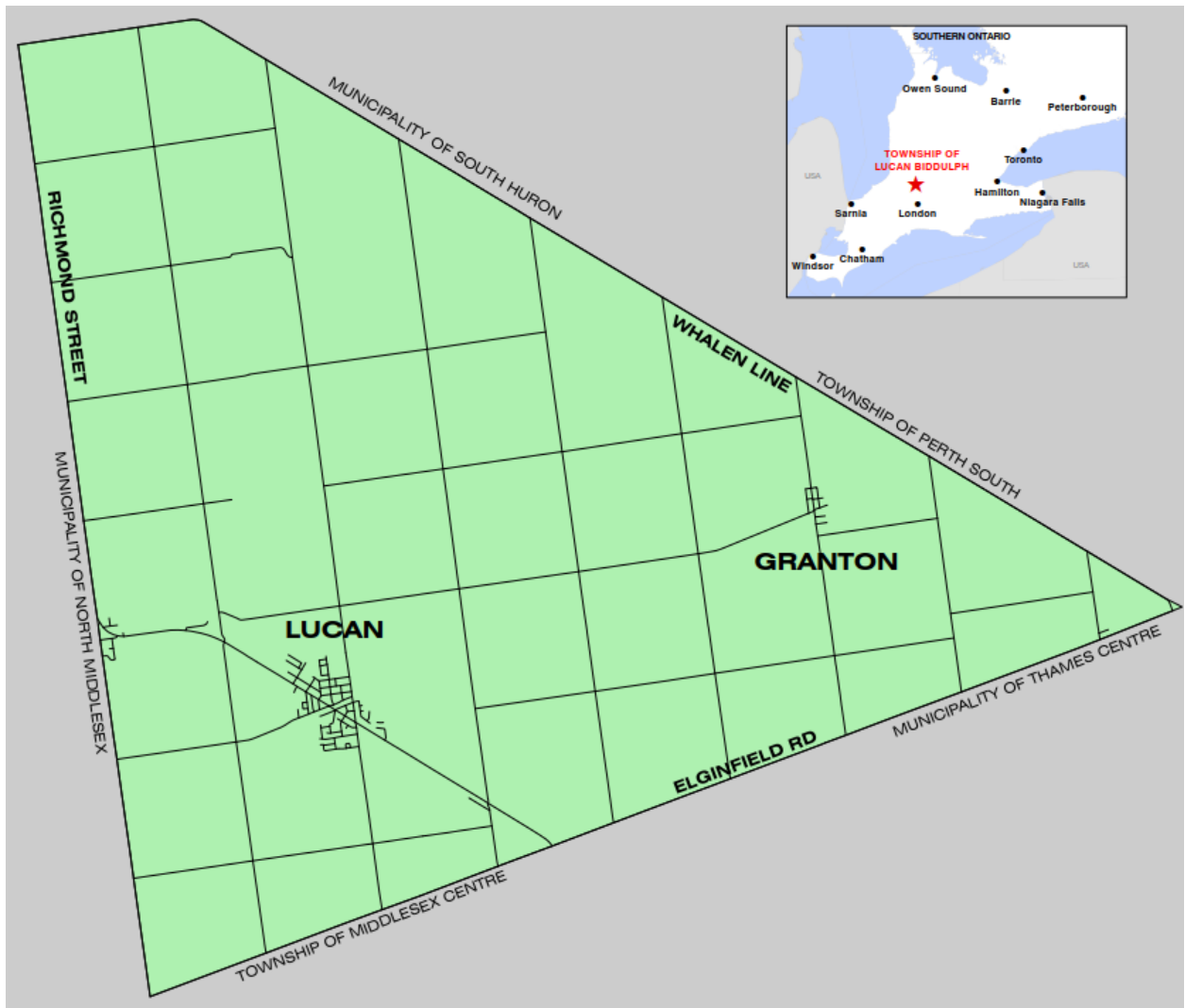


Figure 1: Location Map – Township of Lucan Biddulph

1.1.2.1

Goals of the Township of Lucan Biddulph

The current version of the Township of Lucan Biddulph's Official Plan (June 2015) outlines several goals for the Township, many of which are dependent on how the Township's infrastructure assets support economic activity and improve quality of life. Examples of some of these goals are outlined below:

- To encourage and direct the majority of population growth and residential development in the Township to the Village of Lucan
- To encourage small scale, limited residential development in the Village of Granton in keeping with its established character and role as a small settlement area capable of accommodating modest growth
- To ensure that future growth and development is adequately serviced and is within the Township's ability to provide the necessary infrastructure

- To maintain transportation corridors in order to provide for cross-jurisdictional access of regional amenities, including but not limited to public service facilities and health care facilities
- To undertake community improvements for the purposes of enhancing the quality of life for the residents of the Township.

1.1.2.2**Township of Lucan Biddulph's Asset Management Plan**

Dillon Consulting Limited (Dillon) was originally retained by the Township of Lucan Biddulph (Township) to develop an Asset Management Plan (AMP) in 2013. Since that time, the AMP has been updated annually by Dillon. The purpose of an AMP is to set out how the Township's infrastructure will be managed to ensure that it is capable of providing the levels of service needed to support the municipality's goals. The AMP will be used as a tool to assist in decision making for the Township's financial and municipal planning, including annual budgeting, updating of the Official Plan, master plans, etc.

The Ministry of Infrastructure of Ontario recognizes that public infrastructure is central to prosperity and quality of life, as municipalities deliver many services that are critical to the public. Many of these services rely on well planned and maintained infrastructure. All levels of government understand also that they have an obligation to address the ever increasing infrastructure challenges, to ensure that they can continue providing an adequate level of service to tax payers. In an effort to commence addressing these challenges, the Ministry initiated a program and plan in 2012 called *Building Together: Guide for Municipal Asset Management Plans*. This program is meant to assist municipalities in developing a municipal infrastructure strategy. This strategy provides an opportunity for municipalities to address current and emerging infrastructure challenges. One of the main components of the strategy is to improve the current municipal infrastructure asset management practices through the development of an AMP.

The province has indicated that any municipalities seeking provincial infrastructure funding must demonstrate that they have developed an AMP and how its proposed project funding requests fit within a detailed AMP. The AMP should not only address the current needs in infrastructure, it should also identify future needs and a financing short and long-term strategy to funds those needs.

AMPs assist municipalities in making the best possible decisions regarding the building, operating, maintaining, renewing, replacing, and disposing of infrastructure assets. The intent of the plan is to make the best use of the funds available while managing risk and continuing to provide adequate levels of service to the public.

1.2 Assets Included in Asset Management Plan

It is best practice is to develop an asset management plan that covers all infrastructure assets for which the municipality is responsible. At a minimum, as recommended in the *Building Together – Guide for Municipal Asset Management Plans*, plans should cover roads, bridges, water and wastewater systems, and social housing. The Township has opted to develop a plan that includes all of the primary assets. These infrastructure assets are considered essential to continue to provide an acceptable level of service to the public. The assets included in the AMP are:

- 60 km of asphalt surface roads
- 65 km of watermain network
- 21 km of sanitary sewer network
- 14 km of storm sewer network
- 19 bridge and culvert structures
- Water/wastewater facilities (including wastewater treatment plant, water treatment plant, water tower, pump stations, and booster station)
- Parks/recreational facilities (including community centre/arena, pool, parks, and sports fields)
- Municipal buildings (including administration, public works, fire halls, museum, and library).

Detailed information related to the roads, watermain, and sewer networks is maintained in a digital database (including length, size, material, condition rating, where available, etc.).

Assets including street signs, street lights, gravel surface roads, fleet vehicles and equipment are currently not included in the AMP. The maintenance of these assets is funded primarily through the operating budget on an as-needed basis.

1.3 Asset Management Plan Development

The current version of the Township's AMP covers a timeframe of ten years and is updated on an annual basis. The AMP incorporates the entire lifecycle of the assets that are included (**Section 1.2**).

As previously mentioned, the Township's AMP was originally developed by Dillon in 2013. Dillon worked closely with Township staff, including Public Works and Finance staff, to develop the original AMP and has continued to work with the Township to update the AMP on an annual basis. The information included in the asset database is based on information obtained from various sources including as-built records from the Township and GIS data from the County.

1.3.1 Limitations of the Asset Management Plan

It should be understood that the AMP is a tool and living document which is meant to be used to inform decision making. Political, social, environmental, and operational considerations should also be taken into account in planning capital investments. However, the AMP should provide a foundation on which those decisions are made.

In addition, the usefulness of the AMP is directly related to the quality of data used in its analysis. While both the Township staff and Dillon team involved in the project were committed to data accuracy, some assumptions had to be made in extenuating circumstances. Yet, as a whole, the AMP provides an accurate approximation of the Township's current and future infrastructure needs. In the absence of condition assessment data for some assets, the current and projected needs are based on the year of construction of the assets and their expected service lives.

1.3.2 Evaluation and Improvements to the Asset Management Plan

The original development of the Township's AMP has been improved in 2018 through the incorporation of condition assessments for two major assets for the Township: sanitary sewers and asphalt roads. Prior to these condition assessments, the existing condition of these assets was solely based on age of construction.

It is recommended that the following actions be considered and implemented in order to further improve the Township's AMP:

- Condition assessments of other assets, including storm sewers, water/wastewater facilities (proposed timeline: within three years)
- Incorporation of assets that have previously not been included in the AMP (i.e., sidewalks, regulatory signs, etc.) – (proposed timeline: within three years).

2.0 Asset Management Plan Methodology

The general methodology that has been adopted to follow the best practices from the National Guide to Sustainable Municipal Infrastructure, also known as the *InfraGuide*. The approach is described in five steps and was designed to help asset managers assess the level of service currently provided by their tangible assets. It allows asset managers to make fact-supported infrastructure investment decisions, while maximizing the effectiveness of available funds. Each of the five steps and their key elements, presented below, were addressed in developing the AMP for the Township. Each step is described in detail in the sections below.

1. Infrastructure Data Inventory – *What infrastructure do you own?*

- Analysis of existing data and optimization of data sources
- Transfer of physical characteristic information into databases
- Document inventory of all assets
- Upload of information in graphical interface such as a Geographic Information System (GIS).

2. Replacement Costs – *What is it worth?*

- Define bench-marking unit prices for replacement
- Calculate replacement costs of all assets
- Input information in analytical tools.

3. Condition Assessment – *What is its condition and remaining service life?*

- Review of condition assessment data
- Transfer of condition data to analytical tools
- Computing condition assessment indices where appropriate
- Statistical analysis of defects to assess life expectancy
- Determination of service life of all infrastructure assets
- Comparison with industry standards and definition of acceptable level of service.

4. State of Local Infrastructure Analysis – *What needs to be done to rehabilitate, replace, operate and maintain these assets?*

- Upload condition data in asset management tools and process information
- Review the effect of different repair alternatives
- Consideration of lifecycle costs and extension of service life
- Determine financial requirements to address needs identified.

5. Asset Management Strategy – *What should be done first and how much will it cost?*

- Consideration of selected “what if” expenditure scenarios
- Production of a prioritized short and long term AMP.

The final part of this report, which could be incorporated as an additional question to the list above, is “How will you finance your plan?” To answer that question, we have reviewed a variety of financing strategies which could be implemented to address the needs of all assets while maintaining an acceptable level of service to the residents.

2.1 Infrastructure Data Inventory

The Township possesses a large amount of inventory data in a variety of formats; therefore, no field data collection was required on this project. We worked closely with the Township staff to make best use of the valuable information they had. To facilitate access to the information, we made sure that all asset elements were properly digitized and georeferenced in the database with unique ID numbers. The final datasets were delivered in ArcGIS geodatabase format.

It is recommended in the development of an AMP not to collect and store data just because the data is available. If the data does not add any value to the business processes, it should not be incorporated in the system. Usually, the financial investment and time spent keeping that information current could be better used elsewhere in the development of an AMP.

2.1.1 Linear Infrastructure Inventory – Road, Sewer and Water Networks

The Township staff had existing road, sewer, and water database information available in a variety of formats, including spreadsheets, CADD files and detailed on historical drawings and documentation. The files were digitized in formats compatible with the GIS system. The roads database was created using a combination of the County's GIS information and the road information contained in the Township's PSAB database. The Dillon team reviewed all the linear infrastructure information and identified data gaps that needed to be addressed before processing data for the development of the AMP. Information such as year of construction, pipe diameter, material type, and pavement widths were some of the attribute information that was required in the development of the AMP. The project team worked closely with staff to address missing data or to make educated assumptions where the information was not available.

2.1.2 Point Asset Inventory – Bridge, Culvert and Facilities Assets

Existing information pertaining to the point asset inventory within the Township, including bridge, culvert, and water/wastewater, parks/recreational, and municipal facility assets were obtained for the AMP. The main source of information for the bridges and culverts were survey reports developed to meet the requirements of the Ontario Structure Inspection Manual (OSIM). Municipalities are required to undertake OSIM surveys every two years, which report data on each bridge and culvert structure including type, dimensions, year of construction, anticipated service life, condition and rehabilitation required. The OSIM information was very valuable in the initiation of the development of the asset management system. The information related to parks/recreation and municipal building facilities was provided by the Township.

The Dillon team, in collaboration with Township staff, reviewed all available data and made appropriate adjustments to parameters such as service life and replacement cost of an asset. The goal was to tailor the existing information on current infrastructure conditions to the AMP development process.

2.2 Replacement Costs

Calculating the replacement costs of infrastructure assets provides insight on the existing financial investments on municipal infrastructure networks. To calculate overall replacement costs, each type of linear infrastructure was assigned an average unit cost per metre or square metre of construction. Unit construction costs were developed in collaboration with Township staff based on recent construction activities in the area, including all appurtenances and restoration costs. Restoration was assumed to include replacement of granular and asphalt materials for the trench for linear underground infrastructure. **Table 1** outlines the unit costs that were used. A 10% mark-up was also included in each unit cost to account for miscellaneous construction costs such as bonding, insurance, etc. Additionally, 15% of the total construction costs were added to account for engineering design fees. It should be noted, when these unit prices are used to estimate projected expenditures within the next ten years, inflation has not been included.

Table 1: Units Costs for Linear Infrastructure Assets

Asset	Unit Cost
Watermain (<=250 mm)	\$950/m
Watermain (251-400 mm)	\$1,200/m
Sanitary Sewer (<=250 mm)	\$1,300/m
Sanitary Sewer (251-400 mm)	\$1,400/m
Sanitary Sewer (>400 mm)	\$1,550/m
Storm Sewer (<=250 mm)	\$1,100/m
Storm Sewer (251-400 mm)	\$1,200/m
Storm Sewer (>400 mm)	\$1,850/m
Road Overlay (All Road Classes)	\$50/m ²
Road Reconstruction – Full Urban*	\$110/m ²
Road Reconstruction – Partial Urban*	\$75/m ²
Road Reconstruction – Urban Rural*	\$65/m ²

*Full Urban roads are asphalt roads in an urban area, which include curb and sidewalk.

Partial Urban roads are asphalt roads in an urban area with no curb or sidewalk.

Urban Rural roads are asphalt roads in a rural area.

The main source of information for the replacement values of the water/wastewater facilities was the PSAB database. The values provided in the PSAB database were inflated where required to obtain an approximation of the current replacement cost of the assets.

2.3 Condition Assessment

The generation of condition indices, using consistent and repeatable techniques, is essential in comparing assets and identifying needs in all types of infrastructure. These indices are used to track improvements to the level of service in the condition of the asset network in the form of financial investment. All condition indices for linear assets ranged from 0 to 1, with 1 representing an asset in perfect condition. Once all assets were assigned a condition rating, knowledge of assets and technical expertise were used to determine rating levels which represented the minimal level of service that can be provided to the residents. This was determined in consultation with Township staff. Any components of infrastructure rated below the minimal rating are to be repaired to improve the level of service. The minimum rating, or level of service, is called the “Threshold of Acceptability” of an asset.

The following **Figure 2** illustrates graphically an example of a deterioration model and performance threshold used for a road network.

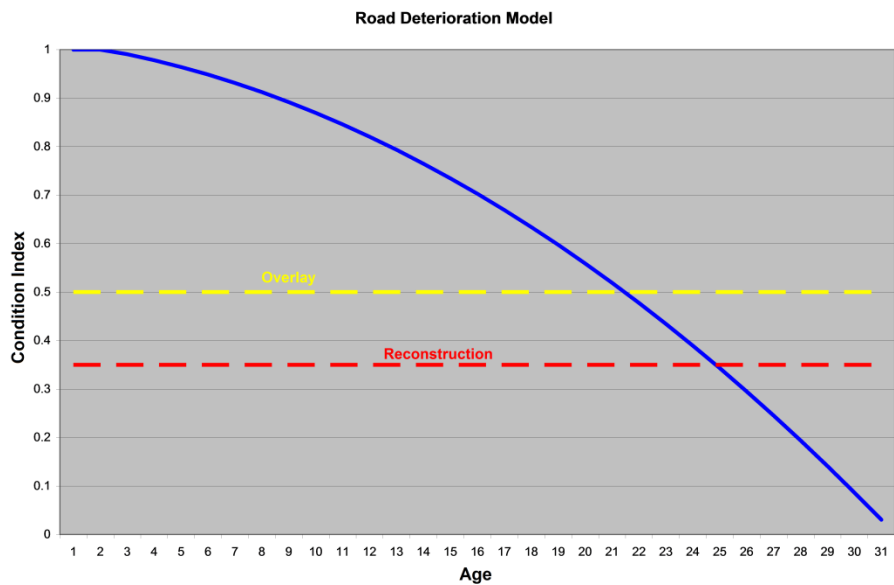


Figure 2: Deterioration Model and Threshold of Acceptability for Asphalt Roads

2.3.1 Road Network Condition Assessment Process

In 2018, the Township conducted a road condition assessment which rated the condition of all roadway sections in the network which are maintained by the Township. County of Middlesex and Ministry of Transportation, Ontario (MTO) maintained roads that are within the Township boundaries were excluded from this assessment. This information, combined with the year of construction or last rehabilitation, was used to analyze the road network over time. It is recommended that the Township conduct these types of road condition surveys on a regular basis (every three to five years) following the Pavement Condition Rating (PCR) method recommended by the MTO. Results of such a survey provide a better indication of the current condition of the road network and provide an improved basis of information to predict the deterioration of road sections over time. A summary of the 2018 road condition assessment is documented in the report, *Township of Lucan Biddulph Road Condition Assessment Report (December 2018)*. A summary of the PCR and Ride Condition Rating (RCR) results are also included in **Appendix A** of this report. The Township also conducts annual traffic counts on various roads throughout the Township which assists in assessing traffic volumes and selecting road surface types.

2.3.2 Water and Sewer Networks Condition Assessment Process

At the onset of the AMP, budgetary constraints prohibited the possibility of conducting a condition assessment survey of the sewer and water networks. To overcome this limitation, statistically developed deterioration trends were used to approximate pipe condition based on the pipe’s age and material type.

The approach used to approximate the condition of these assets is illustrated on **Figure 3**. It involves using deterioration trends to estimate the condition of “families” or “asset classes” of infrastructure components with similar physical and functional characteristics. It is based on age and material type of the assets. Using the age and statistical deterioration trend of a particular material type, it is possible to approximate its current condition and establish a corresponding condition index. For high level financial analyses focused on asset sustainability of an infrastructure network, this approach is quite adequate.

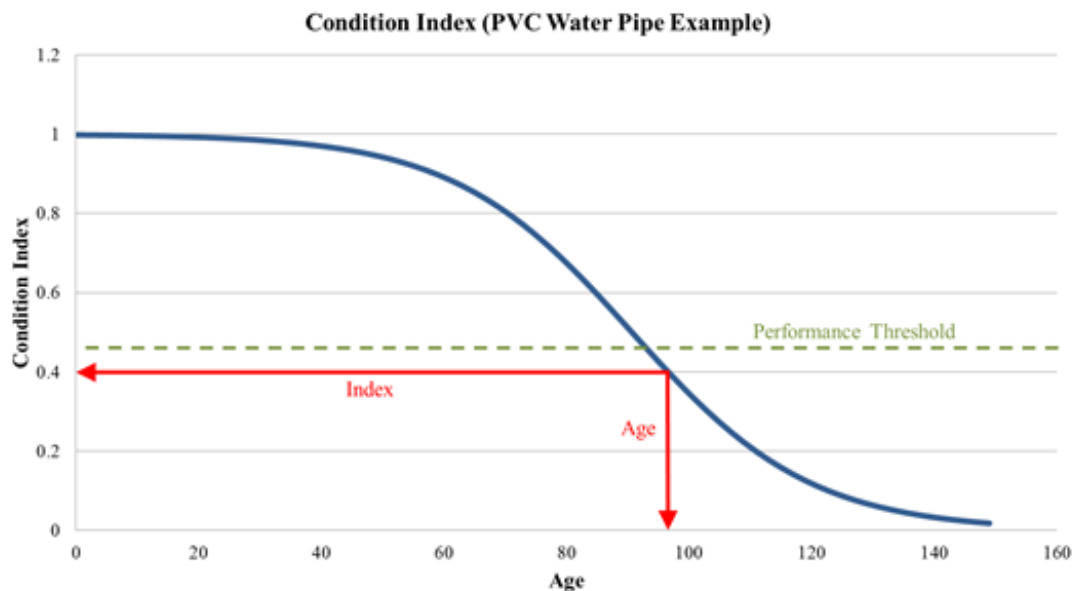


Figure 3: Determination of Condition Index

Where pertinent information relevant to network analysis was unable to be located, assumptions were made based on the age and material of surrounding pipes. All the assumptions made as part of the condition assessment process have been documented in the database.

In 2018, the Township conducted a condition assessment for the sanitary sewers using Closed Circuit Television (CCTV) so condition indices representing the actual condition could be incorporated into the AMP. This additional information aids in adding more value to the condition ratings of these assets so replacement isn’t solely triggered by age of infrastructure. In the absence of a condition assessment, the age of the infrastructure will still be used as the trigger.

2.3.3 Point Asset Condition Assessment Process

No detailed condition assessment survey has been carried out on the building assets; however, OSIM surveys were recently completed for bridge and culvert assets. The OSIM and PSAB databases contained information on year of construction, service lives, and replacement costs, which was used to approximate timing for rehabilitation and replacement of those assets. The approximations were reviewed by staff and adjusted in some cases to better reflect the actual condition of some assets. The final results were reviewed and endorsed by staff.

2.4 State of Local Infrastructure Analysis

For linear assets, the Dillon Predictive Scenario Software (DPSS) was used in preparing the capital investment analysis of the AMP. The tool is a Microsoft Access application that relies on an overall assessment of the infrastructure condition to produce investment scripts based on degradation curves, which are adjusted to the Township's particular operations and thresholds of acceptability.

The DPSS tool assesses the condition, and puts the Asset Manager in control of the life cycle of assets. It also allows for planning as to where, when, how, and how much to invest in the renewal and replacement of infrastructures for the coming year, or for the next five years, ten years, 20 years or 50 years.

We used the DPSS application to develop the Township's short and long term prioritized renewal plans.

Figure 4 provides a view of a screen capture of the DPSS analytical tool.

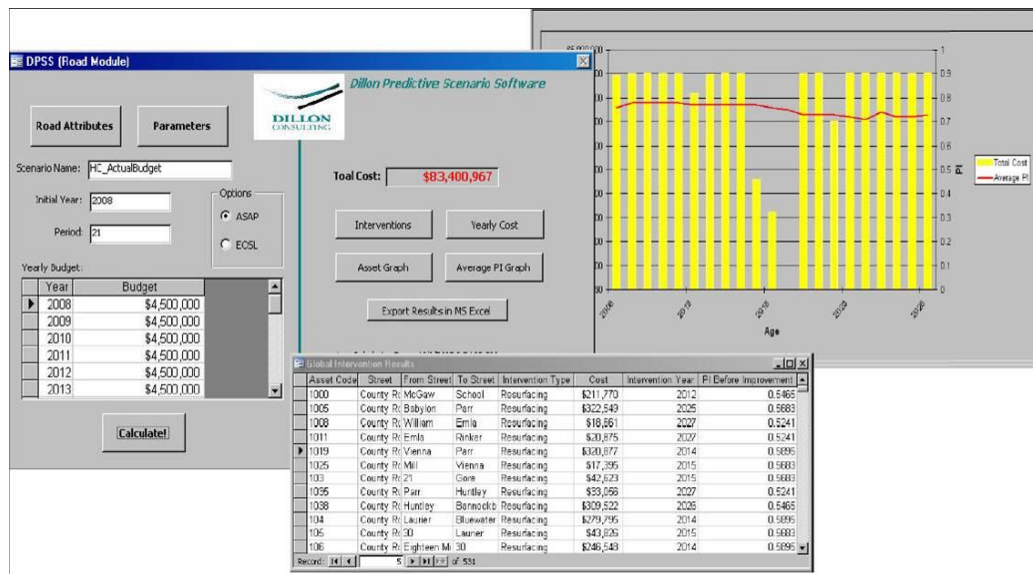


Figure 4: Dillon Predictive Scenario Software (DPSS)

For point assets, Dillon also developed a simple and practical tool to manage these types of assets. Point assets are assets such as bridges and culverts, building facilities, treatment plants, and pump stations. These assets usually behave differently than linear assets because they are composed of many different components that have variable service lives. The service lives of these components can usually be obtained from sources such as:

- The supplier's suggested service life
- The experience of the technical expert performing condition assessment
- Published industry guides on service life and maintenance requirements.

The AMP tool developed by Dillon has been designed to summarize in tabular and chart forms the maintenance and renewal costs of the components of the assets. The tool considers factors such as year of construction, expected service life, infrastructure needs, maintenance and replacement costs, and year of intervention. It has been successfully implemented in a many communities across Canada. **Figure 5** illustrates the AMP tool interface.

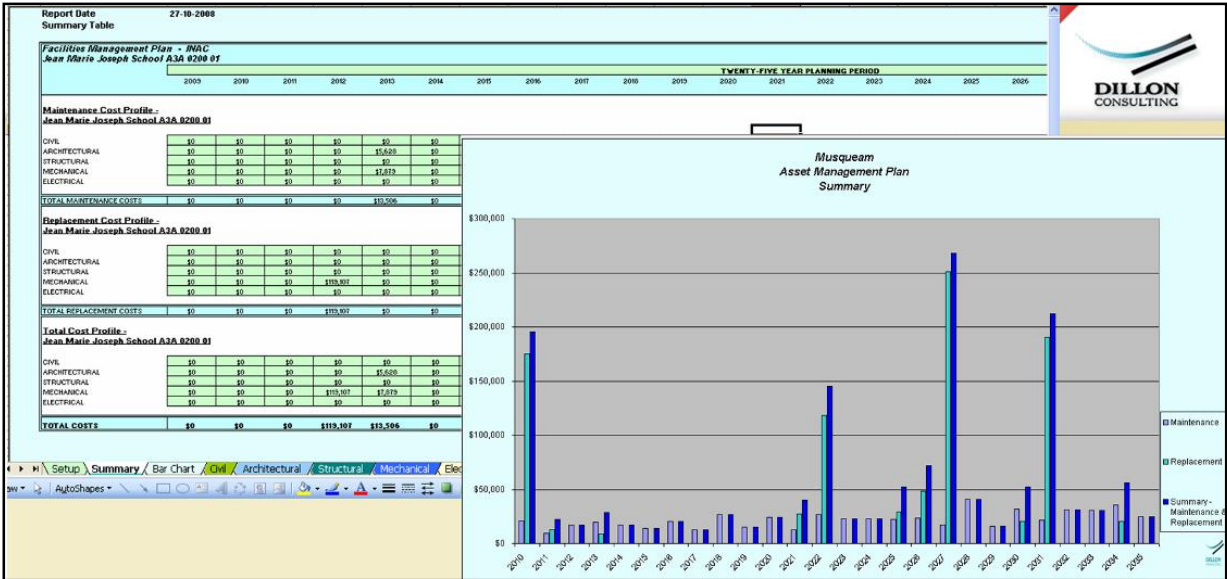


Figure 5: Condition Assessment Tool

This tool was used to develop the multi-year AMP for the point assets included in this project. The results were delivered in digital form in MS Excel format. Township staff will continue to use the applications described above to assist them in managing their infrastructure assets.

3.0 State of Local Infrastructure

3.1 Existing Infrastructure and Condition

3.1.1 Road Network

The asphalt surface road network consists of approximately 60 km of road, divided into 131 road segments. The road network has a total length, including gravel surface roads, of approximately 140 km.

Urban rural roads, full urban roads and partial urban roads are assumed to have a lifespans of 25, 20 and 15 years, respectively. The distribution of year of construction of the segments within the asphalt surface road network is shown in **Figure 6**, along with the distribution of service lives of the asphalt surface roads.

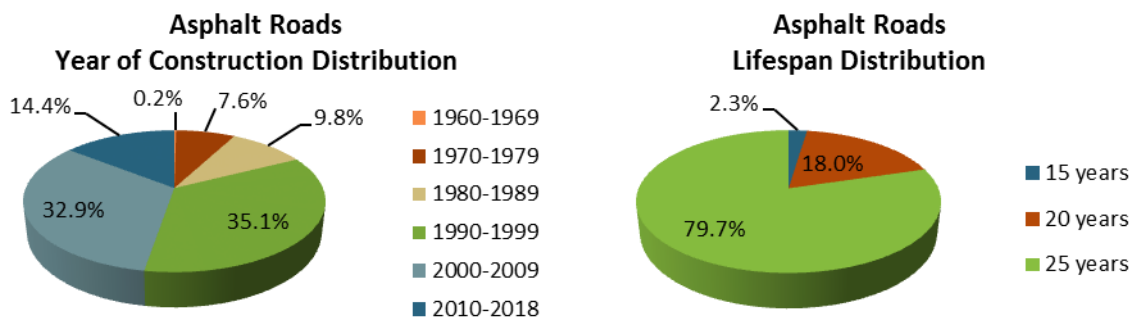


Figure 6: Distribution of Year of Construction and Life Span of the Asphalt Surface Road Network

In 2018, a road condition assessment of the asphalt surface roads was completed in order to assign a condition rating index to each road section. **Figure 7** shows the distribution of the condition ratings for the asphalt surface roads. Condition ratings provide a more comprehensive representation of the existing condition of the roads in place of basing condition on age/year of construction.

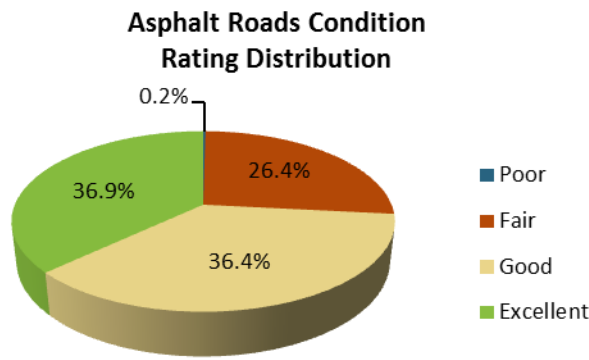


Figure 7: Distribution of Condition Rating of the Asphalt Surface Road Network

3.1.2 Water Distribution Network

The water network is primarily made up of PVC pipe material. The remainder of the pipes within the network are constructed of ductile and cast iron pipe materials. The current network ranges in year of construction from 1948 to the present day. **Figure 8** illustrates the distribution of watermain pipe ages within the network, and the material types and sizes based on a percentage of total length of watermain installed.

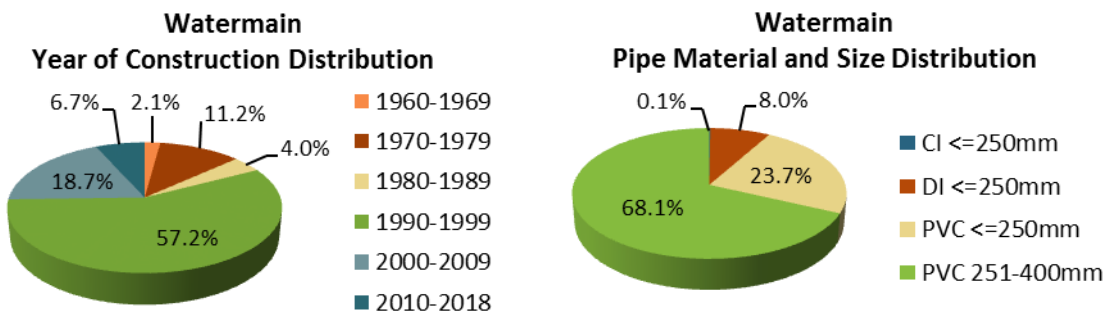


Figure 8: Distribution of Year of Construction and Pipe Material and Size of Watermain Network

The average age of the network is less than 25 years old. The life expectancy values attributed to PVC pipe is 75 years and ductile and cast iron pipes are 60 and 50 years, respectively. Based on these lifespan assumptions, this results in a water network that has generally only reached approximately 1/2 or 1/3 of its expected life, thereby is assumed largely to be in good condition.

3.1.3 Sanitary Sewer Network

The sanitary sewer network is constructed with asbestos concrete and PVC pipe materials, both of which have a high attributed life expectancy value of 60 and 75 years, respectively. Approximately half of the system was constructed between 1963 and 1975, the second half being constructed from 1991 to the present date. **Figure 9** illustrates the distribution of pipe ages within the network, and the pipe material and size distribution.

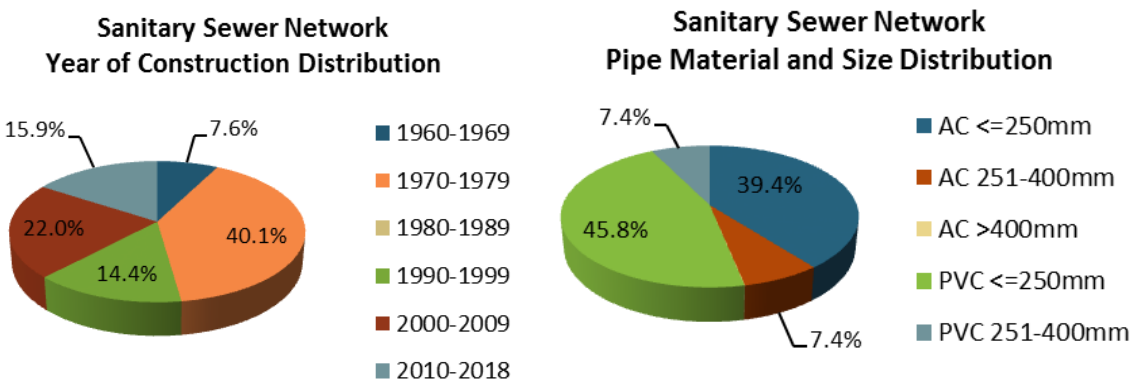


Figure 9: Distribution of Year of Construction and Pipe Material and Size of Sanitary Sewer Network

In 2018, CCTV inspection was completed for the entire sanitary sewer network. As part of this process, a condition rating was assigned to each section of sewer based on National Association of Sewer Service Companies' (NASSCO) Pipeline Assessment Certification Program (PACP). **Figure 10** shows the distribution of the condition ratings for the sanitary sewers. Condition ratings provide a more comprehensive representation of the existing condition of the sewers in place of basing condition on age of construction.

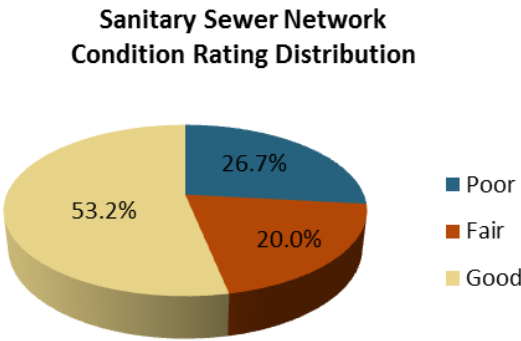


Figure 10: Distribution of Condition Rating of the Sanitary Sewer Network

3.1.4 Storm Sewer Network

The storm sewer system is constructed of concrete, PVC, and CSP materials. The system is of relatively recent construction, the oldest segments dating back to only 1966. **Figure 11** illustrates the distribution of year of construction and material type and size for the storm sewer network.

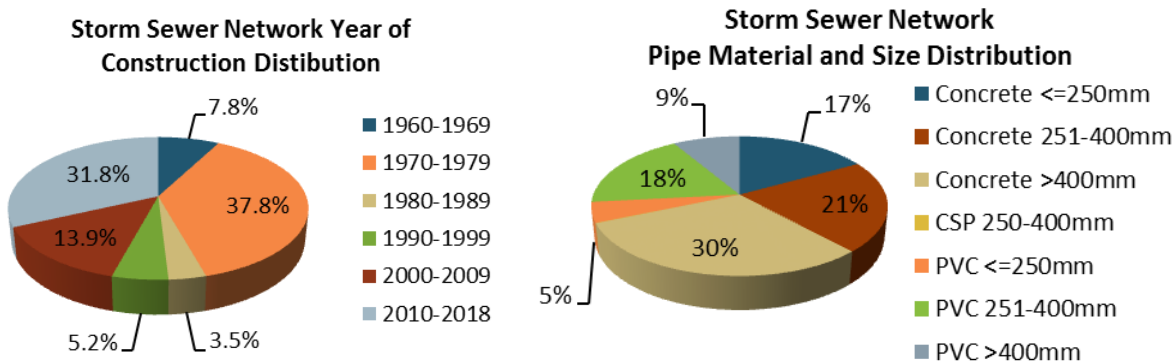


Figure 11: Distribution of Year of Construction and Pipe Material and Size of Storm Sewer Network

A life expectancy of 85 years, 75 years and 25 years is assumed for concrete, PVC and CSP storm sewers, respectively. The majority of the storm sewer network has greater than 50 years of life expectancy remaining and is assumed to be in good condition.

3.1.5 Water/Wastewater Facility Assets

The Granton Booster and Pump Station is the oldest of this type of infrastructure and was constructed in 1973. The remainder of the water and wastewater facilities were constructed within the last two decades. The life expectancy attributed to these assets is 50 years for each.

3.1.6 Bridge and Culvert Assets

There are 18 bridge and culvert structures included in the AMP, three of which are constructed of steel, the remainder of which are constructed of concrete. The life expectancy attributed to the concrete structures is 75 years, and 25 years for the steel structures. The earliest construction of these structures is 1958; the distribution of construction years is shown in **Figure 12**.

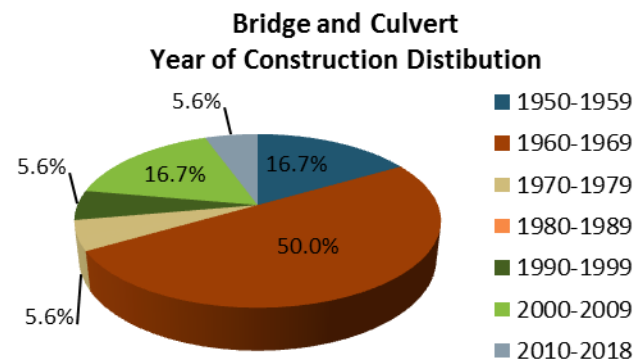


Figure 12: Distribution of Year of Construction of Bridges and Culverts

As per provincial requirements, the bridges and culverts are inspected every two years using the Ontario Structure Inspection Manual (OSIM). The most recent inspection was completed by Spriet Associates in January 2017. Overall, all components of the bridges and culverts that were inspected are in ‘fair’, ‘good’ or ‘excellent’ condition.

3.1.7 Parks and Recreation and Municipal Buildings

The Lucan Community Centre Building is the oldest of this type of asset and was constructed in 1976, with a life expectancy of 40 years. Based on this timeframe, the current facility is due for upgrades and/or replacement. The various components associated with the Lucan Community Centre Building vary in age from 1976 to 2015 and have life expectancies ranging from 10 years to 30 years. The old library building connected to the Community Centre Building was constructed in 1998 and has a life expectancy of 40 years.

The Pool and Pool Building were constructed in 1963 and have a life expectancy of 40 years. The Lucan Biddulph Administration Building and Library Building are the newest of these types of assets and were both constructed in 2015. The Museum and the Public Works Building are also newer vintage, constructed in 2008 and 2013, respectively. All four buildings have a life expectancy of 40 years.

3.2 Estimated Current Asset Value

Asset management best strategies suggest that 2% to 4% of the value of an asset should be spent annually to ensure sustainability of infrastructure assets. That level of funding relates mostly to capital expenditure and does not include operational costs. Without asset management tools, it is almost impossible to determine the long term effect of inadequate budget allocations. Yet, it is important for a municipality to determine if the current level of funding is appropriate to continue to provide an adequate level of service to its residents. It is also essential to allocate adequate funding to ensure sustainability of the assets in the future. For the Township, the estimated value of the assets included in this project was estimated at approximately \$148.5 million. **Table 2** and **Figure 13** show the distribution of that asset value.

Table 2: Asset Values

Infrastructure Network	Quantity	Replacement Cost
Sanitary Sewer	21 km	\$15,621,480
Storm Sewer	14 km	\$10,968,020
Water	65 km	\$49,340,850
Asphalt Roads	60 km	\$35,198,400
Water/Wastewater Facilities	3 Pump Stations 1 Elevated Tank 1 Booster Station 2 Treatment Plants	\$12,094,190
Bridges and Culverts	19 Structures	\$7,148,574
Parks/Recreation Facilities	Community Centre/Arena Scout Hall Pool 3 Parks Sports Field/Park	\$9,749,043
Municipal Buildings	Administration Building Public Works Building Museum Library 2 Fire Halls	\$8,376,659
Total Asset Value		\$148,497,216

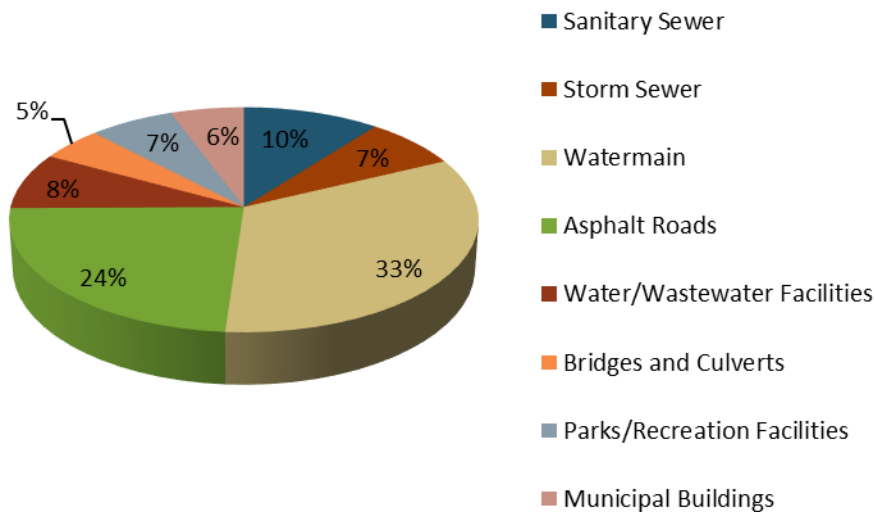


Figure 13: Distribution of Replacement Cost Estimate of Assets

Based on these results and the recommended 2% yearly investment in maintenance, theoretically the Township should allocate around \$3.0 M per year to ensure future sustainability of its assets.

3.3 Asset Management Policies

3.3.1 Data Inventory

All of the infrastructure assets included in the AMP are inventoried in a spreadsheet and GIS based database, including basic asset information, such as asset type/class, physical description, location, expected useful life, etc. and information that requires updating including replacement cost and condition rating (where available).

As improvement or additions are made to the Township’s linear infrastructure networks or point assets, this inventory will be updated on an annual basis to include updated information.

3.3.2 Condition Assessments

In continuing to maintain a detailed AMP over time, it is highly recommended that the municipality acquire detailed condition assessment data on all components of their infrastructure assets. It is critical to ensure the data is current and accurate, in order to maintain a useful AMP.

Roads should undergo a full condition assessment every three to five years. Given the shorter lifespan of road structures, and high variability in road construction and environment, pavement condition indices are more difficult to estimate over time. Therefore, their condition should be evaluated on a more frequent basis.

Underground pipe assets historically undergo far fewer condition assessments. A sampling approach for collecting condition data and extrapolating the results to assets with similar physical and operational characteristics is a viable option when funding is limited. For example, in this approach CCTV inspection survey might be conducted for a sample of pipes, and results can be extrapolated to pipes with similar physical characteristics. This approach is commonly used for long term financial planning. Another approach is to use the results of the DPSS to identify pipes that are or could be in need of rehabilitation now or in the next few years, and generate a CCTV program to only investigate these critical pipes. This approach is commonly used when funding is limited.

The approach for condition assessment of point assets is different except for bridge and culvert structures which are mandated to be inspected every two years. Components of buildings such as roof, HVAC systems, and electrical components usually all have different service lives. It is recommended to have one complete inspection of all facilities and to replace or monitor the components that have been identified as requiring attention now or in the future. This overall detailed inspection could be carried out every seven to ten years noting asset management tools should be used to frequently visit and monitor assets that are approaching the end of their service lives.

3.3.3 Maintenance Activities

It should be understood that most infrastructure assets will usually reach their expected service lives if routine maintenance is carried out on those assets while in service. As specified in the literature, 2% to 4% of the value of an asset should be spent on a yearly basis to ensure it reaches the end of its service life. Most municipalities will spend less than 2% a year of the value of the asset in maintenance. Maintenance activities such as crack sealing or slurry sealing a roadway or flushing and cleaning a sewer pipe should be carried out on a regular basis depending on the condition and age of the assets. There are many very good Computerized Maintenance Management Systems (CMMS) in the market that are very helpful and efficient in ensuring sustainability of infrastructure assets. Some types of CMMS could be very beneficial to the Township.

3.3.4 Integrated Rehabilitation

In order to make cost-effective decisions with regard to rehabilitation of infrastructure assets, it is recommended (as suggested in the Asset Management Best Practice published by the *Infraguide*), that an integrated approach be used to acknowledge the close proximity and high level of interaction between the infrastructure networks. Knowledge of the integrated condition of these networks provides a clear advantage to municipal administrators by giving a global view of the infrastructure networks.

The spatial proximity consideration of that approach allows for a more accurate set of interventions by using the concept of “windows of opportunity”. This enables analysis of assets, not only based on actual condition, but also on a predictive condition in time. This is made possible by defining windows of opportunity along the deterioration curves, as shown on **Figure 14**.

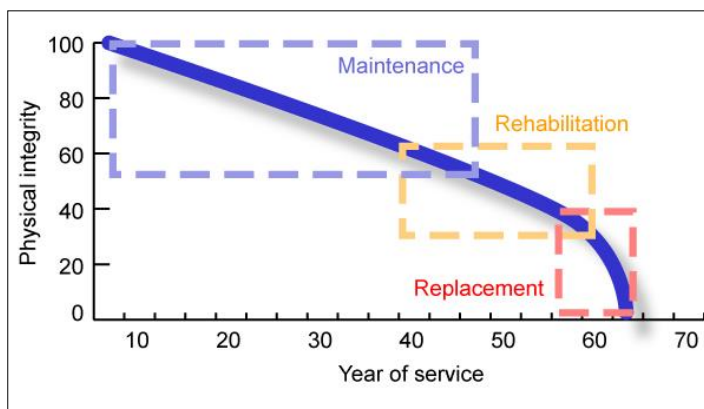


Figure 14: Windows of Opportunity

This approach relates to economics and cost-effectiveness. Priority is assigned by reviewing all locations in the network identified for repair and assigning a higher priority to locations where more than one component of the asset network requires rehabilitation. This approach provides for a reduction in replacement costs per meter of pipe by carrying out the repair of more than one pipe within the same excavation. The “window” concept allows delaying a rehabilitation activity as long as it stays within that window, to combine it with another piece of infrastructure in the vicinity of the pipe.

4.0 Desired Levels of Service

A ‘level of service’ is a term that is used to describe the quality, quantity and availability of the service that is being provided. In the context of AMPs, levels of service are established as a way to guide the management of infrastructure in a manner that aims to achieve the level of service goals.

As described in the best practice document in the National Guide to Sustainable Municipal Infrastructure, also known as *InfraGuide*, levels of service fall into two broad categories: those that are mandated by regulations (codes, standards, etc.); and those that result from community plans or objectives.

In general, mandated levels of service are very specific in their description of the measures to be used. This can take the form of, for example, the number of a type of bacteria per unit volume in drinking water. Community objectives tend to be less defined measurements in terms of schemes. They are future oriented, and focus less on technical measures and more on social, cultural and environmental concerns.

4.1 Mandated Levels of Service

Regulations exist to ensure the health and safety of the users of public facilities or the products delivered by a utility to the public. These regulations are enforced through codes, standards, or guidelines adopted by government authorities.

The most common regulations that apply to infrastructure include:

- Ontario Structure Inspection Manual (OSIM)
- Minimum Maintenance Standards
- Provincial Drinking Water Guidelines
- Ontario Building Code
- Provincial Fire Code.

This list is not comprehensive and the owners and managers of infrastructure need to be fully familiar with the regulations that apply to their facilities.

4.2 Community Objectives

Every community has developed objectives on the expected quality of life in their community and a vision for the future. These are established either through a structured process (such as a comprehensive community plan) or by other means. The objectives and vision usually include elements of health and safety, social wellbeing, economic and cultural development, and other factors. Community objectives rely heavily on the ability of the existing infrastructure to support such plans. In many instances, the objectives call for new infrastructure that the community will have to operate and maintain for generations.

The *InfraGuide* describes the steps required to successfully establish a community's levels of service. The key elements that relate to the development of levels of service as described in the *InfraGuide* best practices are illustrated in **Figure 15**.



Figure 15: Elements of Levels of Service (*InfraGuide* 2002)

Asset understanding refers to the knowledge about the inventory, condition and performance of infrastructure that provide the community its services: potable water, wastewater collection and treatment, solid waste management, roads and bridges, community buildings, etc. This information is provided by the AMP and is used to ensure existing and planned infrastructure can support the levels of service established.

Consultation and communication are important elements of developing community levels of service. Key stakeholders must be involved; including community leaders, operators of the assets, education and health professionals, and other levels of government officials. The consultations should be properly managed to avoid creating a “wish list”, as consultations have a tendency to raise expectations amongst those involved. Instead, the consultation process should provide adequate background material, and the context and constraints (e.g., financial, environmental, material and human resources, etc.), which face the municipality. This will help generate realistic levels of services that the community can achieve and afford.

Levels of service have to be aligned to the *strategic direction* of the community. Appropriate levels of service must consider the community’s ability and willingness to *tolerate risk*. The costs associated with the levels of service need to be established and evaluated in view of the capacity of the community to support them.

Ideally, each community should use this process to define their acceptable level of service. Once determined, all assets would need to be reviewed and compared to the community’s expectations. Action plans on remedial measures would have to be developed to close the gap between expectations and reality, if physically and financially possible.

4.3 Determining Appropriate Levels of Service for Lucan Biddulph

A full community consultation process for establishing levels of service was not conducted as part of the AMP project. The process followed was mostly based on the *Asset Understanding* component of the process, which considered the physical and functional characteristics of an asset to define a measurable index that can be monitored over time.

Condition indices were determined as described in **Section 2.3: Condition Assessment**. The Township’s current levels of service, measured in terms of condition index, were determined in consultation with the Township. Once acceptable levels of service were established, the information was used to identify current and future infrastructure investment requirements. The asset management tools described were provided to staff to monitor the levels of service over time, and to assess the effect of different budget scenarios on the current and future levels of service. The results of our analysis are presented in **Section 5: Asset Management Strategy**.

The asset management tools delivered will enable staff to set short and long term targets with regards to level of service and identify funding requirements and timeframes to meet those targets while considering affordability.

5.0 Asset Management Strategy

5.1 Road Network

In order to understand the extent of the reconstruction needs of the road network over the next ten years, the DPSS tool was used to analyze the road network needs assuming an unlimited budget. The magnitude of the estimated expenditure needs are shown graphically in **Figure 16** and summarized by project in **Table 3**.

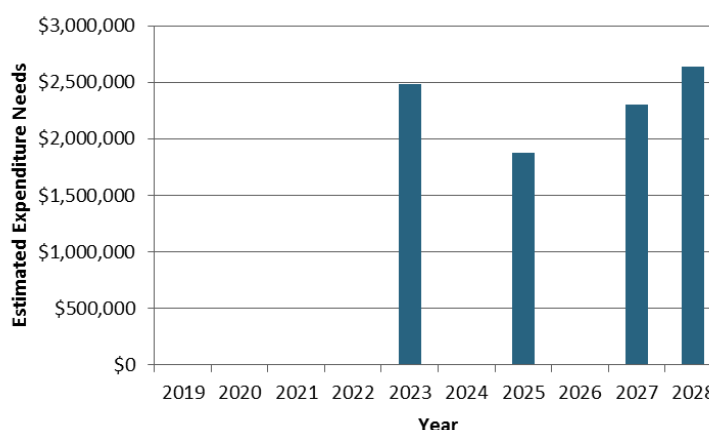


Figure 16: Estimated Road Network Expenditure Reconstruction Needs based on Unlimited Budget

Table 3: Road Network Reconstruction Projects Identified through Analysis using Unlimited Budget

Year	Limits	Expenditure
2023	Coursey Line (Elginfield Road to William Street)	\$1,580,531
2023	Nicoline Avenue (Elm Street to End)	\$322,104
2023	Roman Line (Richmond Street to Pavement End)	\$217,445
2023	Maple Street (Market Street to Duchess Avenue)	\$98,704
2025	Coursey Line (McGillivray Drive to Mooresville Drive)	\$891,328
2025	Kleinfeldt Avenue (Nicoline Avenue to End)	\$194,858
2025	Frank Street (William Street to Main Street)	\$143,665
2025	King Street (Fallon Drive to Ann Street)	\$135,713
2025	Ontario Street (Grant Line to End)	\$105,963
2025	Beech Street (Market Street to Duchess Avenue)	\$104,892
2025	Queen Street (William Street to End)	\$80,075

Year	Limits	Expenditure
2025	Roman Line (Richmond Street to Nagle Drive)	\$51,087
2025	Head Street (King Street to Granton Line)	\$44,889
2027	Francis Street (Main Street to Saintsbury Line)	\$270,671
2027	Water Street (William Street to Main Street)	\$238,984
2027	Butler Street (Chestnut Street to Stanley Street)	\$219,062
2024	Nicoline Avenue (Elm Street to Saintsbury Line)	\$213,637
2027	Wellington Street (Saintsbury Line to Main Street)	\$165,292
2027	Harold Court (Elm Street to End)	\$208,358
2027	Beech Street (Kent Avenue to End)	\$329,705
2027	Kent Avenue (Walnut Street to Beech Street)	\$144,501
2027	Marlene Street (Kleinfeldt Avenue to Albert Street)	\$125,074
2027	Queen Street (High Street to Isabella Street)	\$114,929
2027	Station Street (Granton Line to End)	\$132,171
2027	Ann Street (Granton Line to End)	\$80,931
2027	Isabella Street (Granton Line to End)	\$98,793
2027	High Street (Granton Line to Queen Street)	\$47,453
2027	Whalen Line (Saintsbury Line to Mitchell Line)	\$2,288,277

At the onset of the AMP, the Township identified specific projects over the next seven years and a yearly budget of \$150,000 for the remaining three years of the ten year forecast for road rehabilitation (up to 2023) with the goal of maintaining the level of service currently provided.

The Township-approved road projects that were identified have been maintained and are identified in **Table 4**, along with additional projects identified within the current ten year time frame. Operating expenditures less than \$50,000 have been excluded.

Table 4: Township-Approved Road Network Projects

Year	Project	Expenditure
2019	Highway 4/Saintsbury Traffic Signals	\$250,000
2019	Main Street – Saintsbury Line to Entrance of Lucan Estates	\$175,000
2019	Coursey Line – McGillivray Drive to Mooresville Drive	\$720,000
2019	St. James Drive Paving	\$60,000
2020	Coursey Line – Elginfield Road to William Street	\$1,270,000
2020	Whalen Line – Saintsbury to Mitchell Line (CIP & hot mix overlay)	\$910,000*
2020	Whalen Line – Mitchell Line to Elginfield Road (Second coat of hot mix overlay)	\$2,240,000**

* 50% of estimated total expenditure. Remaining 50% funded by Municipality of South Huron

** 50% of estimated total expenditure. Remaining 50% funded by Township of Perth South.

Beyond the scope of the Township-approved projects, an annual budget of \$150,000 was used to analyze road network capital projects based on network needs within the next ten years using DPSS. Two options were considered, which include reconstruction of the road or rehabilitation with overlay. Each option was analyzed to provide a prioritized list of rehabilitation projects for the Township that fit within the currently allotted road network budget.

The first scenario identified projects to be undertaken with full reconstruction within the specified annual budget. The projects identified are outlined in **Table 5**.

Table 5: Road Network Reconstruction Projects Identified through Analysis using \$150,000/year Budget

Year	Project	Expenditure
2023	Maple Street (Market Street to Duchess Avenue)	\$98,704
2025	Roman Line (Nagle Drive to Richmond Street)	\$51,087
2025	Queen Street (William Street to End)	\$80,075
2026	Frank Street (William Street to Main Street)	\$143,665
2027	Beech Street (Market Street to Duchess Street)	\$104,892

The second scenario identified projects to be undertaken with overlay within the specified annual budget. The projects identified are summarized in **Table 6**.

Table 6: Road Network Overlay Projects Identified through Analysis using \$150,000/year Budget

Year	Project	Expenditure
2020	Nicoline Avenue (Elm Street to End)	\$146,411
2021	Maple Street (Market Street to Duchess Avenue)	\$47,002
2022	Kleinfeldt Avenue (Nicoline to End)	\$88,572
2022	Roman Line (Nagle Drive to Richmond Street)	\$39,298
2023	Frank Street (William Street to Main Street)	\$65,302
2023	Beech Street (Market Street to Duchess Street)	\$47,678
2023	Head Street (King Street to Granton Line)	\$29,926
2024	Francis Street (Main Street to Saintsbury Line)	\$123,032
2024	Harold Court (Elm Street to End)	\$94,708
2025	Water Street (William Street to Main Street)	\$108,629
2025	Beech Street (Kent Avenue to End)	\$84,103
2026	Butler Street (Chestnut Street to Stanley Street)	\$99,574
2027	Nicoline Avenue (Elm Street to Saintsbury Line)	\$97,108
2028	Lewis Avenue (Duchess Avenue to Kent Avenue)	\$47,248
2028	Wellington Street (Main Street to Saintsbury Line)	\$69,706

It is recommended that the Township maintain the approved list of projects to 2021, and in subsequent years, maintain the road network using reconstruction or overlay, at the discretion of the Township and available budget.

5.2 Water Network

Analysis for long-term needs for the water network was conducted using DPSS and resulted in identification and summarization of anticipated projects and associated yearly expenditures. The Township identified an annual water budget of \$250,000.

For the ten year timeframe using a \$250,000 annual budget, there were no projects identified. The timeframe was adjusted to 15 years, and significant investments were identified in the years 2030 to 2033 as outlined in **Table 7**. It is recommended that annual contributions be made to water network reserve funds prior to 2030 in order to assist with funding of future projects.

Table 7: Water Network Projects

Year	Limits	Expenditure
2030	Kleinfeldt Avenue (Marlene Street to Princess Street)	\$171,231
2030	Nicoline Avenue (Kleinfeldt Avenue to West Limit)	\$48,661
2031	Harold Court (Kleinfeldt Avenue to Albert Street)	\$146,061
2031	Kleinfeldt Avenue (Marlene Street to Harold Court)	\$90,820
2032	Nicoline Avenue (Kleinfeldt Avenue to John Street)	\$143,953
2032	Kleinfeldt Avenue (Nicoline Avenue to Harold Court)	\$87,450
2033	Marlene Street (Kleinfeldt Avenue to Albert Street)	\$143,650
2033	Harold Court (Elm Street to Albert Street)	\$84,701

In addition to water network improvements projects identified through this process based on infrastructure condition, some improvements were identified by the Township to be undertaken to meet demand and fire flow requirements. The additional projects are identified in **Table 8**.

Table 8: Township-Approved Water Network Projects

Year	Project	Expenditure
2019	Lucan Booster Pumping Station Maintenance and Upgrades (Pumps)	\$92,000
2019	Nagle Drive Watermain	\$281,000
2019	Marlene Street Watermain Replacement	\$143,650

5.3 Sanitary Sewer Network

The DPSS program was used to analyze the sanitary sewer network for a 10 year timeframe. To understand the extent of the needs on the sanitary sewer network, this analysis included an unlimited budget scenario. The magnitude of the estimated expenditure needs over the next 10 years is shown graphically in **Figure 17**.

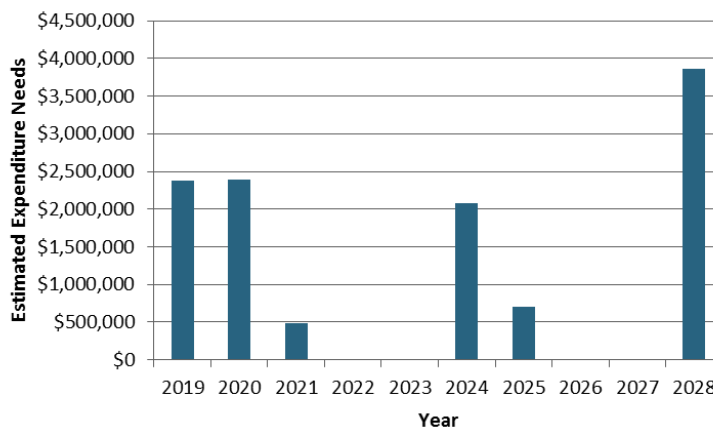


Figure 17: Estimated Sanitary Network Expenditure Needs Within 10 Years Assuming Unlimited Budget

The results of the unlimited budget scenario are also summarized in **Table 9** by individual project. In cases, where multiple sections of sewer on a specific street were triggered in varying years, the sections were accumulated together and are shown as one project triggered at the earliest timeframe for that street.

Table 9: Sanitary System Projects Identified through Analysis using Unlimited Budget

Year	Limits	Expenditure
2019	Albert Street (Main Street to Marlene Street)	\$303,576
2019	Alice Street (Main Street to Saintsbury Line)	\$449,211
2019	Downtown Easement (Market Street to Alice Street)	\$308,849
2019	Easement (End to Water Street)	\$75,400
2019	Elizabeth Street (George Street to Philip Street)	\$130,015
2019	George Street (Main Street to William Street)	\$424,935
2019	Kent Avenue (Saintsbury Line to Lewis Avenue)	\$303,645
2019	Langford Drive (Saintsbury Line to End)	\$357,842
2019	Levitt Street (Granton Line to End)	\$83,816
2019	Margaret Street (Philip Street to George Street)	\$108,452
2019	Market Street (Main Street to Saintsbury Line)	\$817,448
2019	Oak Street (Butler Street to Market Street)	\$78,185
2019	Philip Street (Elizabeth Street to Margaret Street)	\$103,337
2019	Princess Avenue (Main Street to End)	\$337,663
2019	Queen Street (Isabella Street to Station Street)	\$215,020
2019	Main Street (Water Street to Chestnut Street)	\$524,031
2019	Main Street (Saintsbury Line to End)	\$312,847

Year	Limits	Expenditure
2019	Saintsbury Line (Wellington Street to Francis Street)	\$282,648
2019	Water Street (Main Street to William Street)	\$363,819
2019	William Street (Water Street to Frank Street)	\$134,448
2019	Easement (Elm Street to Albert Street)	\$179,858
2019	Easement (Gibson Crescent to Trunk)	\$63,050
2019	Easement (Station Street to Levitt Street)	\$194,706
2019	Easement (Oak Street to Stanley Street)	\$473,642
2020	Beech Street (Kent Avenue to Market Street)	\$258,071
2020	Butler Street (Chestnut Street to Stanley Street)	\$334,510
2020	Clarence Street (Francis Street to Wellington Street)	\$145,609
2020	Duchess Avenue (Beech Street to Saintsbury Line)	\$409,901
2020	Kent Avenue (Lewis Avenue to Oak Street)	\$362,036
2020	Nicoline Avenue (John Street to End)	\$245,709
2020	Main Street (Albert Street to Saintsbury Line)	\$461,806
2020	Stanley Street (Main Street to Butler Street)	\$167,389
2020	Wellington Street (Main Street to Clarence Street)	\$108,824
2020	William Street (Frank Street to Main Street)	\$176,801
2020	Willow Avenue (Beech Street to Gibson Crescent)	\$160,850
2020	Easement (Albert Street to Princess Street)	\$357,243
2020	Easement (Princess Street to William Street)	\$145,083
2022	Ann Street (King Street to End)	\$48,785
2022	Gibson Crescent (Beech Street to Gibson Crescent)	\$517,676
2022	Granton Line (Isabella Street to Station Street)	\$235,881
2022	High Street (Granton Line to Queen Street)	\$54,746
2022	Easement (Fallon Drive to Ann Street)	\$304,980
2022	Easement (Granton Line to Pumping Station)	\$22,795
2024	Butler Street (Chestnut Street to End)	\$303,485
2024	Francis Street (Clarence Street to Saintsbury Line)	\$150,680
2024	Frank Street (Main Street to William Street)	\$227,548
2024	Lewis Avenue (Duchess Avenue to Kent Avenue)	\$110,433
2024	Stanley Street (Butler Street to Walnut Street)	\$222,645
2028	Chestnut Street (Main Street to Walnut Street)	\$200,685
2028	Elm Street (Wellington Street to Langford Drive)	\$147,018
2028	Head Street (Granton Line to King Street)	\$57,111

Year	Limits	Expenditure
2028	Nicoline Avenue (Elm Street to Saintsbury Line)	\$334,378
2028	Station Street (Queen Street to End)	\$128,223
2028	Wellington Street (Clarence Street to Saintsbury Line)	\$135,074
2028	Easement (Head Street to End)	\$191,490
2028	Easement (Walnut Street to Pumping Station)	\$425,348

The average budget allocated to sanitary sewer system capital works projects between 2013 and 2018 was approximately \$107,000. A scenario was run using an annual budget of \$107,000 to better reflect the capital works projects within a scope attainable by the Township. The results of this scenario are outlined in **Table 10**. It should be noted that these projects identified only correspond to the section(s) of sewer within the street limits indicated that are in poorest condition and not necessarily the full length of the street. In many cases, replacing the sanitary sewer within the entire limits of a block indicated would exceed the \$107,000 annual budget.

Table 10: Sanitary Network Projects Identified through Analysis using \$107,000/year Budget

Year	Location	Expenditure
2019	Princess Street (Main Street to End)	\$101,642
2020	Alice Street (Maple Street to Saintsbury Line)	\$96,047
2021	Levitt Street (Granton Line to End)	\$83,816
2021	Elizabeth Street (Philip Street to End)	\$19,408
2022	William Street (Water Street to Frank Street)	\$77,414
2022	George Street (Main Street to Elizabeth Street)	\$14,849
2023	Albert Street (Benn Drain to Main Street)	\$73,840
2023	Easement (Elm Street to Albert Street)	\$25,234
2024	William Street (Water Street to Frank Street)	\$57,035
2024	Oak Street (Butler Street to Market Street)	\$45,700
2025	Easement (Market Street to Alice Street)	\$87,797
2025	Easement (Albert Street to Princess Street)	\$15,363
2026	Queen Street (Isabella Street to Station Street)	\$91,260
2027	Main Street (Wellington Street to Saintsbury Line)	\$53,367
2027	Water Street (Benn Drain to Main Street)	\$32,113
2028	Easement (Market Street to Stanley Street)	\$56,420
2028	Ann Street (King Street to Easement)	\$48,785

In addition to this analysis, the Township has identified rehabilitation work to the network and sanitary-sewer related infrastructure, based on factors additional to those considered within the DPSS. Within the analyzed 10 year timeframe, the pre-approved work for the waste water system includes the following projects, detailed in **Table 11**.

Table 11: Township-Approved Sanitary System Projects

Year	Project	Expenditure
2019	Chestnut Street Pump Station Generator Set and Pump Replacement	\$402,500
2019	Lucan Sanitary Master Plan (Heenan Drain Assessment)	\$28,750

5.4 Storm Sewer Network

The condition of the storm sewer network is such that there are no current needs experienced on the network within a 10 year timeframe. Monitoring and routine maintenance on the storm sewer system will suffice for some time to continue to provide an adequate level of service to the residents of the Township. A condition assessment, similar to what was completed for the sanitary sewer system, should be considered within the next three years.

5.5 Combined Road and Municipal Infrastructure Projects

As presented in the sections above, the needs identified in the unlimited budget scenarios for road and linear municipal infrastructure (watermain, sanitary, storm) operate independent of each other. It is reasonable to assume that if the road and infrastructure replacement are triggered within five years of one another for the same street, it would be logical to replace all identified assets at the same time. Within the next 10 years based on the unlimited budget scenarios there are several streets that are triggered for road reconstruction and the replacement of sanitary sewer within a maximum of five years of one another. **Table 12** outlines these projects that could potentially be combined into more cost effective, larger projects. The projects are listed in order of priority based on the earliest year a replacement or reconstruction of an asset is triggered.

Table 12: Combined Road and Sanitary Network Projects Triggered

Street	Year Sanitary Triggered	Year Road Reconstruction Triggered	Combined Expenditure
High Street (Granton Line to Queen Street)	2022	2027	\$80,000
Ann Street (Granton Line to End)	2022	2027	\$110,000
Francis Street (Main Street to Saintsbury Line)	2024	2027	\$490,000
Nicoline Avenue (Elm Street to Saintsbury Line)	2028	2024	\$415,000
Head Street (Granton Line to King Street)	2028	2025	\$80,000
Station Street (Granton Line to End)	2028	2027	\$275,000

Additionally, there are four projects that also trigger watermain replacement within the next 12 to 13 years, just outside the planning window of this AMP, as well as triggering road or sanitary and road reconstruction within the next 10 years. These combined projects and the estimated expenditures are outlined in **Table 13**. The projects are listed in order of priority based on the earliest year a replacement or reconstruction is triggered.

Table 13: Combined Road, Water/Sanitary & Water Network Projects Triggered

Street	Year Water Triggered	Year Sanitary Triggered	Year Road Reconstruction Triggered	Combined Expenditure
Nicoline Avenue (Elm Street to End)	2030	2020	2023	\$1,101,000
Frank Street (Main Street to William Street)	2031	2024	2025	\$515,000
Marlene Street (Kleinfeldt Avenue to Albert Street)	2033	-	2027	\$235,000
Harold Court (Elm Street to End)	2033	-	2027	\$320,000

5.6 Bridge, Culvert and Water/Wastewater Facility Assets

As indicated previously, no detailed condition assessment survey was carried out on the point assets. To develop a capital program, the PSAB database which contains information on year of construction, service lives and replacement costs, and OSIM condition survey reports were utilized. Based on that information, the timing for rehabilitation and replacement of those point assets and corresponding costs have been approximated.

The replacement and repair profile generated for bridges and culverts can be found attached in **Appendix B**. The most significant expenditures within the next 10 years are outlined in **Table 14**.

Table 14: Bridge and Culvert Triggered Replacements

Structure Name	Location	Year	Expenditure
Culvert No. 14	Coursey Drive (100 m north of Fallon Drive)	2025	\$196,691
Culvert No. 15	Coursey Drive (50 m south of Fallon Drive)	2026	\$174,836
Culvert No. 12	Mooresville Drive (440 m west of Roman Line)	2027	\$152,982

Additionally, the Township identified capital projects to be undertaken at waste water system facilities within a 10 year timeframe, which are presented in conjunction with sanitary sewer network projects in **Section 5.3**.

The AMP identifies a need incurred in 2023 with the replacement of the Granton Booster/Pump Station, with an anticipated cost of approximately \$547,489, based on a 2015 replacement cost of \$432,193 for the building, pumps, etc. (not including the reservoir) as provided by the Township. The reservoir was inspected in 2016 and is in good condition.

No other needs were identified within the 25-year plan. The replacement and repair profile generated for water and wastewater point assets can be found in **Appendix B**.

5.7 Parks/Recreational Facility Assets

Based on current information provided by the Township, the parks/recreation facility projects identified within a 10 year time frame are shown in **Table 15**, excluding equipment assets and expenditures less than \$50,000. The annual capital budget for parks and recreation fluctuates from year to year depending on the current needs. The 2018 capital budget is \$2,500,000.

Table 15: Township-Approved Parks/Recreational Facility Projects

Year	Project	Expenditure
2018	Phase 1 – Community Centre Licensed Daycare	\$2,235,000
2019	Senior's Centre	\$150,000
2019	Phase 2A – Community Centre Building	\$8,500,000
2019	Phase 2B – Community Centre Pool	\$2,300,000
2020	Community Centre Playground Equipment	\$125,000
2020	Community Centre Skatepark	\$250,000
2020	Granton Playground	\$65,000
2020	Lucan Estates Tennis Court	\$50,000
2021	Lions Field Ball Diamond Lights	\$150,000
2022	Lucan Estates Playground	\$75,000
2022	Community Centre Hardscape Path	\$300,000
2022	Community Centre Outdoor Fitness Equipment	\$100,000
2024	Lucan Estates Pavilion and Washrooms	\$150,000
2025	Lions Scout Hall	\$315,736
2026	Granton Park Pavilion Expansion	\$150,000
2026	Granton Ball Lights	\$125,000
2030	Market Street Park Playground Equipment	\$65,000

It is evident that the most significant expenditure within the 10 year timeframe is the Community Centre Building. Not only has this facility reached its life expectancy, but one of the main recommendations from the 2015 Township of Lucan Biddulph Parks and Recreation Master Plan, prepared by Monteith Brown Planning Consultants, was a major renovation of the Lucan Community Centre. It was concluded that due to the age and condition of the current facility, combined with sustained demand into the future, there is a clear need to re-invest in the facility. A complete re-build of the facility is not the most prudent or financially feasible option, so the preferred recommendation is a major renovation, with the intent of extending the facility's lifespan for another 20 years. It was also recommended that the main objectives for this renovation should be to include barrier-free accessibility, lifecycle requirements, improving the user experience and enhancing the multi-use spaces for active recreation, community events and activities with broader social interests.

5.8 Municipal Building Assets

Based on the currently available information provided by the Township, all of the municipal building related projects identified within a 10 year time frame have expenditures less than \$50,000. These assets and operating expenses have been excluded for the purposes of this AMP.

5.9 Long Term Maintenance of Level of Service for Linear Networks

A scenario was run to determine the long-term needs of the linear networks for a duration of 25 years. Although there are no, or minimal, current needs on the water network within a 10 year timeframe, needs will be incurred within the additional fifteen. This scenario is included to bring awareness to the upcoming projects to provide a sufficient basis for long-term budgeting purposes.

The budget allocation that would maintain the current performance level of service of each linear network over the next 25 years was determined. Based on our analysis, a yearly allocation of \$2,295,000 would be required to maintain the level of service currently provided to the residents for linear infrastructure including water, sanitary sewer and road networks.

It is noted that no work was incurred for the storm sewer network within the analyzed 25-year timeline. It is not recommended in this case that a yearly maintenance budget be allocated, but instead a yearly contribution to reserve funds in anticipation of network maintenance beyond the analyzed period.

The approximately \$2,295,000 annual allocation to address future needs is composed of allocations of \$385,000 for water, \$1,200,000 for road work, and \$710,000 for sanitary sewer as shown in **Figure 18**, which is sufficient to maintain the level of service for each type of infrastructure, shown in **Figure 19**. These values are theoretical and are used by the Township for planning purposes.

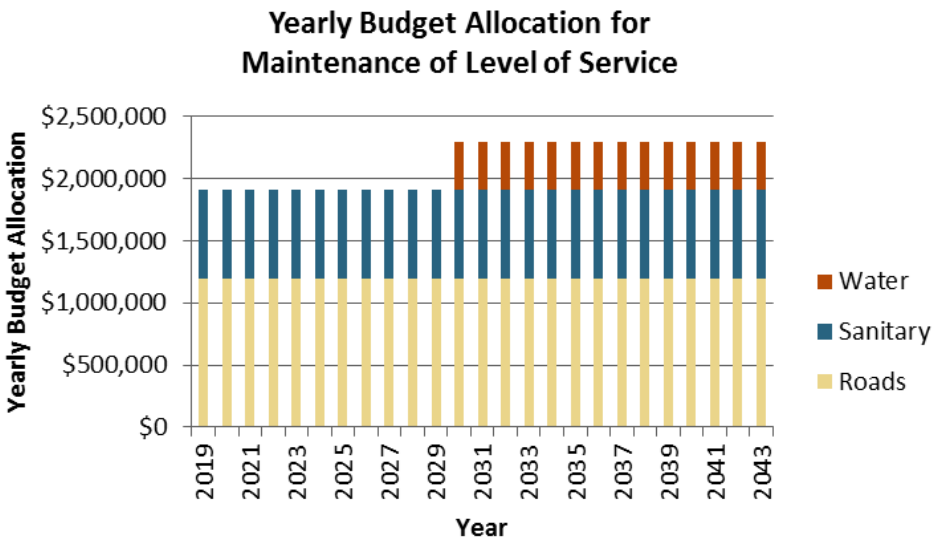


Figure 18: Allocation for Maintenance of Current Level of Service over 25 Years – \$2,295,000/year Budget

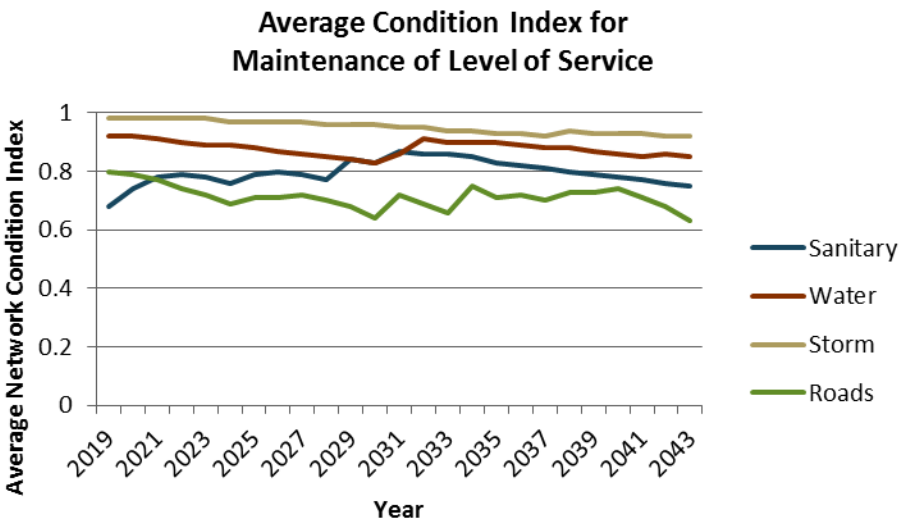


Figure 19: Average Condition Index by Network over 25 Years

As evidenced through the results of the DPSS budget scenarios, the Township may experience a funding shortfall in the road and sanitary networks funding in order to maintain the existing level of service for 25 years.

At the onset of the original AMP, a budget of \$150,000 per year was identified for year 2021 and beyond for roads, but based on the analysis in **Section 5.2**, it was determined that \$1,200,000 per year would be required to maintain the level of service over a 25 year timeframe.

As previously mentioned, a budget of \$107,000 per year was the average capital budget for 2013-2018 for the sanitary sewer network. Based on the analysis in **Section 5.2**, it was determined that \$710,000 per year would be required to maintain the level of service for the sanitary sewer network over a 25 year timeframe.

There are no water network expenditures identified with the next 10 years, but significant expenditures in years 12 and 13. Currently, the annual budget for the water network is \$250,000, but based on the analysis in **Section 5.2**, an annual budget of \$385,000 beginning in 2030 would be required to maintain the level of service for the water network. Annual contributions to water network reserve funds made in years prior to 2030 could assist with funding the projected expenditures.

6.0 Financing Strategy

While expenditure requirements will fluctuate year-to-year for all asset categories, it is important for the Township to implement a consistent, yet increasing annual investment in capital so that the excess annual funds can accrue in capital reserve funds. Funds which have accrued in capital reserves can then be drawn when rehabilitation/replacement activity is required.

It is understood that this AMP will be used as a guideline to determine a funding strategy with the objective of generating an investment strategy to meet the anticipated required expenditure needs.

6.1 Sources of Revenue

There are a variety of revenue sources which can be used to fund expenditure requirements, both internal to the municipality and externally. The following describes a few of those revenue sources currently used by municipalities:

Internal Revenue Sources:

- **General Operating Revenues:** Rural municipalities, towns and smaller cities tend to rely more on local taxes, user fees and grants than on borrowing, partly because borrowers view them as higher risk than larger cities, thus raising their borrowing costs
- **Earmarked User Fees:** An earmarked user fee is dedicated to a specific project; for example, water and sewer charges for water infrastructure, disposal fees for solid waste facilities, and admission charges for recreational complexes
- **Reserves:** Financing capital projects through funds set aside for capital spending is the reverse of financing through borrowing. A “capital levy” — usually a few percentage points of the local property tax — is set aside and accumulates in interest earning accounts segregated from general revenues
- **Special Assessments and Local Improvement Charges:** A special assessment is a specific charge added to the existing property tax to pay for improved capital facilities that border them. The charge is based on a specific capital expenditure in a particular year, but may be spread over a number of years

- **Development Charges:** Most large municipalities and many smaller ones impose a specific dollar value per lot on developers to finance the off-site capital costs of new development. Developers are generally responsible for on-site services, such as local roads, sidewalks, and street lighting. Historically, development charges have financed “hard” services, such as water supply, sewage treatment, trunk mains, and roads.

External Revenue Sources:

- **Grants:** Municipalities sometimes rely on provincial and federal government grants for infrastructure. A program such as the MIII is a good example. In the past, capital assistance has also been made available for water, sewer, and transportation projects with all three levels of government participating
- **Borrowing:** Municipalities engage in both short-term and long-term borrowing. Short-term borrowing may be used to finance capital expenditures or to finance an unexpected deficit in the operating budget. For infrastructure whose benefits accrue to future residents, fairness, efficiency and accountability is enhanced if these projects are financed by borrowing with repayment coming from property tax revenues and user fees paid by future beneficiaries.

There are also a few newer financing instruments that have been made available to municipalities. The federal government’s initiative to provide grants to municipalities from federal gas tax revenue is one example of a new financing instrument. The Public-Private Partnership (P3) is also a newer financing instrument that may be considered by municipalities. It involves the direct participation of the private sector in a venture controlled by the public sector. The public sector’s role is to facilitate, regulate, and guarantee provision of an asset and the private sector’s role is to design, finance, build, and operate the asset in a formalized partnership agreement.

6.2 Historical Expenditures

Table 16 and **Table 17** outline the yearly expenditures for the Township broken down by operating and maintenance expenditures and capital expenditures, which has included renewal and rehabilitation activities, as well as replacement activities for the various asset categories.

Table 16: Historical Operating and Maintenance Expenditures

Asset Category	2016	2017	2018 (Budgeted)
Roads (includes storm network and bridges/culverts)	\$817,000	\$839,000	\$899,000
Water Network	\$372,000	\$492,000	\$484,000
Sanitary Network	\$535,000	\$509,000	\$740,500
Parks and Recreation	\$1,036,000	\$998,000	\$1,118,000

Table 17: Historical Capital Expenditures

Asset Category	2016	2017	2018 (Budgeted)
Roads (includes storm network and bridges/culverts)	\$521,500	\$363,000	\$1,675,000
Water Network	\$455,500	\$7,500	\$722,000
Sanitary Network	\$10,500	\$39,000	\$844,000
Parks and Recreation	\$253,000	\$302,500	\$2,547,000

6.3 Lucan Biddulph Financing Strategy

In **Section 5.0** of this report, we have worked with Township staff to develop an asset management strategy, including funding requirements that would ensure sustainability of the assets to continue to provide an adequate level of service to the residents of Lucan Biddulph. The following approach will be followed by the Township to pay for the current and future needs in the infrastructure networks.

6.3.1 General Expenditure on the Road Network

Until 2013, no funds were specifically allocated to capital projects. Capital projects are being funded using money accumulated in a reserve fund. The money transferred to reserve is increased by any year end operating surpluses. In 2018, \$410,000 was put into the construction reserve and it is proposed that this amount be increased by 2% per year.

6.3.2 Sewer Network

There is currently a \$20.00 per month capital infrastructure levy which results in accumulating approximately \$310,000 per year to fund capital projects on the sewer system, including all facilities that are part of the sewer collection system.

6.3.3 Water Network

There is currently a \$15.00 per month capital infrastructure levy, which results in accumulating approximately \$250,000 per year in reserves to fund capital projects on the water system including all facilities that are part of the water distribution system.

6.3.4 Municipal Buildings

In 2018, \$400,000 was allocated to building reserves. It is proposed that this allocation be increased by 2% per year.

It is anticipated that the revenue sources described above will ensure the sustainability of the infrastructure assets over time.

6.4

Mitigating Funding Shortfalls

While investing annually into capital with excess annual funds being accrued in capital reserve funds may be adequate for most rehabilitation and replacement activities, this funding technique may be inadequate for large capital investments. In events where this method of funding is inadequate, the Township can consider the following options to further mitigate any funding shortfalls that occur:

- Applying rehabilitation techniques to extend the lifespan of assets (i.e., lining or spot repairs of sanitary sewers, overlay of asphalt in place of full reconstruction of roads, etc.)
- Rate, increases where needed (i.e., taxation, user fees)
- Actively seeking out and applying for grants
- Decrease expected levels of service
- Implementing operating efficiencies (i.e., reduce operating costs to allow for more capital investment).

DILLON CONSULTING LIMITED
LONDON, ONTARIO



Jason Johnson, P.Eng.
Partner



Catherine Liscumb, P.Eng.
Municipal Engineer

Appendix A

2018 Road Condition Assessment Summary

ASPHALT SURFACE ROADS RESULTS

Section ID	Road	From	To	RCR	PCR
57	Whalen Line	Coursey Line	Saintsbury Line	4	36
92	Maple Street	Duchess Avenue	Market Street	4	49
44A	Roman Line	Pavement End	Richmond Street	7	51
32	Coursey Line	Airport Drive	Elginfield Road	5	52
31	Coursey Line	William Street	Airport Drive	6	53
118	Nicoline Avenue	John Street	End	6	54
27	Coursey Line	Mooreville Drive	McGillivray Drive	7	55
116	Kleinfeldt Avenue	Nicoline Avenue	End	6	56
56	Whalen Line	Richmond Street	Coursey Line	6	57
119	Nicoline Avenue	John Street	Elm Street	6	57
82	Beech Street	Duchess Avenue	Market Street	6	60
107	Frank Street	Main Street	William Street	6	61
46	Roman Line	Richmond Street	Nagle Drive	6	64
80	Beech Street	End	Kent Avenue	7	66
117	Marlene Street	Kleinfeldt Avenue	Albert Street	6	66
84	Kent Avenue	Oak Street	Beech Street	6	67
106	Water Street	Main Street	William Street	6	67
110	Wellington Street	Main Street	Saintsbury Line	6	68
148	Ontario Street	Granton Line	End	7	69
137	Head Street	Granton Line	King Street	7	70
59	Whalen Line	Roman Line	Mitchell Line	7	71
156	Harold Court	Elm Street	End	7	71
72	Butler Street	Chestnut Street	Stanley Street	7	72
139	King Street	Ann Street	Fallon Drive	7	72
58	Whalen Line	Saintsbury Line	Roman Line	7	74
120	Nicoline Avenue	Elm Street	Saintsbury Line	7	74
28	Coursey Line	McGillivray Drive	Fallon Drive	7	75
79	Willow Avenue	Beech Street	Gibson Crescent	7	76
114	Albert Street	Main Street	Marlene Street	7	77
146	Station Street	Queen Street	End	7	77
36	Saintsbury Line	Mooreville Drive	Breen Drive	8	78
47	Nagle Drive	Roman Line	End	7	78
145	Station Street	Granton Line	Queen Street	7	78
34	Saintsbury Line	Mount Carmel Drive	Adare Drive	8	79
83	Beech Street	Market Street	Alice Street	8	79
144	Isabella Street	Granton Line	End	7	79
86	Kent Avenue	Lewis Avenue	Saintsbury Line	7	79
141	High Street	Granton Line	Queen Street	7	79
140	Ann Street	Granton Line	End	8	80
78	Gibson Crescent	Beech Street	Beech Street	7	80
35	Saintsbury Line	Adare Drive	Mooreville Drive	8	81
33	Saintsbury Line	Whalen Line	Mount Carmel Drive	8	81
87	Lewis Avenue	Kent Avenue	Duchess Avenue	8	82
89	Duchess Avenue	Beech Street	Lewis Avenue	8	82

Section ID	Road	From	To	RCR	PCR
104	Margaret Street	Philip Street	George Street	8	82
96	Oak Street	Butler Street	Market Street	7	83
142	Queen Street	High Street	Isabella Street	7	84
91	Duchess Avenue	Maple Street	Saintsbury Line	8	84
90	Duchess Avenue	Lewis Avenue	Maple Street	8	85
143	Queen Street	Isabella Street	Station Street	7	85
37	Saintsbury Line	Breen Drive	Fallon Drive	8	85
88	Duchess Avenue	Oak Street	Beech Street	8	85
153	Lewis Court	Port Street	End	8	85
81	Beech Street	Kent Avenue	Duchess Avenue	8	86
101	George Street	Main Street	William Street	9	86
102	Elizabeth Street	George Street	Philip Street	9	86
103	Philip Street	Elizabeth Street	Margaret Street	9	86
108	Princess Street	Main Street	End	8	86
126	Radcliffe Crescent	Watson Street	Watson Street	8	87
151	Porte Street	Clandeboy Drive	Chriselle Place	8	87
152	Chriselle Place	Port Street	Denfield Road	8	88
125	Watson Street	John Street	Saintsbury Line	8	88
138	King Street	Head Street	Ann Street	8	88
147	Levitt Street	Granton Line	End	8	88
61	Whalen Line	Stonehouse Line	Granton Line	8	88
150	Clandeboy Drive	Richmond Street	Denfield Road	7	88
73	Butler Street	Stanley Street	Oak Street	8	89
77	Stanley Street	Butler Street	Main Street	8	90
85	Kent Avenue	Beech Street	Lewis Avenue	8	90
95	Oak Street	Duchess Avenue	Butler Street	7	90
109	Francis Street	Main Street	Saintsbury Line	7	74
98	Market Street	Oak Street	Beech Street	9	91
60	Whalen Line	Mitchell Line	Stonehouse Line	8	92
29	Coursey Line	Fallon Drive	Richmond Street	8	92
62	Whalen Line	Granton Line	Clarke Road	8	92
100	Market Street	Maple Street	Saintsbury Line	9	93
115	Albert Street	Marlene Street	Harold Court	9	93
65	Walnut Grove Place	Walnut Street	End	8	94
75	Community Drive	Main Street	End	9	94
97	Market Street	Oak Street	Main Street	8	94
99	Market Street	Beech Street	Maple Street	9	94
123	Joseph Street	John Street	End	9	94
124	Watson Street	Joseph Street	John Street	9	94
68	Walnut Street	Oak Street	End	9	95
69	Chestnut Street	Walnut Street	Butler Street	9	95
74	Campanale Way	End	Walnut Street	9	95
76	Stanley Street	Walnut Street	Butler Street	9	95
64	Whalen Line	Prospect Hill Road	Elginfield Road	9	95
71	Butler Street	Chestnut Street	End	9	95
121	John Street	Nicoline Avenue	Joseph Street	9	95

Section ID	Road	From	To	RCR	PCR
122	John Street	Joseph Street	Watson Street	9	95
70	Chestnut Street	Butler Street	Main Street	9	96
66	Walnut Street	Chestnut Street	End	9	97
63	Whalen Line	Clarke Road	Prospect Hill Road	9	98

GRAVEL SURFACE ROADS RESULTS

Section ID	Road	From	To	RCR	PCR
12	Breen Drive	Roman Line	Mitchell Line	6	58
13	Breen Drive	Mitchell Line	Stonehouse Line	5	58
4	Adare Drive	Coursey Line	Saintsbury Line	6	59
11	Breen Drive	Saintsbury Line	Roman Line	6	62
20	Observatory Drive	Granton Line	Clarke Road	6	62
8	Mooreville Drive	Roman Line	Mitchell Line	5	63
15	Awmik Drive	Granton Line	Clarke Road	6	65
49	Stonehouse Line	Breen Drive	Fallon Drive	6	66
3	Adare Drive	Richmond Street	Coursey Line	7	67
43	Roman Line	Fallon Drive	Observatory Drive	6	67
149	St. James Drive	Richmond Street	End	5	67
105	Queen Street	William Street	End	6	67
23	Airport Drive	Saintsbury Line	Roman Line	6	68
19	Observatory Drive	Stonehouse Line	Granton Line	6	69
42	Roman Line	Breen Drive	Fallon Drive	6	69
25	Coursey Line	Mount Carmel Drive	Adare Drive	6	70
30	Coursey Line	Richmond Street	William Street	7	70
1	Mount Carmel Drive	Richmond Street	Coursey Line	7	71
26	Coursey Line	Adare Drive	Mooreville Drive	6	71
21	Airport Drive	Denfield Road	Coursey Line	6	72
41	Roman Line	Mooreville Drive	Breen Drive	6	73
24	Coursey Line	Whalen Line	Mount Carmel Drive	6	74
7	Mooreville Drive	Saintsbury Line	Roman Line	7	75
9	McGillivray Drive	Richmond Street	Coursey Line	6	75
14	Breen Drive	Stonehouse Line	Granton Line	5	75
17	Observatory Drive	Roman Line	Mitchell Line	6	75
22	Airport Drive	Coursey Line	Saintsbury Line	7	75
52	Clarke Road	Whalen Line	Awmik Drive	6	75
53	Clarke Road	Awmik Drive	Revere Drive	6	75
54	Clarke Road	Revere Drive	Observatory Drive	6	75
55	Clarke Road	Observatory Drive	Elginfield Road	6	75
18	Observatory Drive	Mitchell Line	Stonehouse Line	6	76
40	Roman Line	Whalen Line	Mooreville Drive	6	76
50	Stonehouse Line	Fallon Drive	Observatory Drive	7	76
2	Mount Carmel Drive	Coursey Line	Saintsbury Line	6	77
16	Revere Drive	Clarke Road	Prospect Hill Road	6	77
44	Roman Line	Observatory Drive	Richmond Street	7	77
5	Mooreville Drive	Richmond Street	Coursey Line	7	78
48	Stonehouse Line	Whalen Line	Breen Drive	6	78
155	Bradley Street	James Street	End	6	78
6	Mooreville Drive	Coursey Line	Saintsbury Line	7	79
154	James Street	Richmond Street	Bradley Street	6	79
45	Roman Line	Nagle Drive	Richmond Street	7	80
10	McGillivray Drive	Coursey Line	End	6	81
51	Stonehouse Line	Observatory Drive	Elginfield Road	7	81

Appendix B

Bridge/Culverts and Water/Wastewater Point Assets

Table 1 - Component Inventory and Condition Report - Maintenance and Replacement Data

Last Update to Report 9-Oct-18

Facilities Management Plan - Bridges and Culverts																					
ID	Bridge Name	Road Name	Location	Year of Construction	No. of Spans	Deck Length (m)	Deck Width (m)	2017 Survey	Period for Repairs	Cost of Repairs	2016 Replacement Cost	Type	Normal Life Expectancy (NLE)	2019 Age	Theoretical Remaining Life (TRL)	Next Replacement Year	Adjusted Replacement Year	Calculated Planning Year of Replacement	Remaining Life (RL)	2019 Replacement Allowance	Current Bridge Condition Index
				Year of Inspection										2019 Time Lapsed							
1	Culvert No. 1	Saintsbury Line	0.35 km North of Fallon Drive	1965	1.00	10.00	8.50				\$ 140,000	Concrete Rigid Frame	75	54	21	2040		2040	21	\$152,982	0.28
1	Culvert No. 1	Saintsbury Line	0.35 km North of Fallon Drive	2017				Install end treatments	5	\$ 25,000											
2	Bridge No. 2	Coursey Line	0.30 km North of Fallon Drive	1971	1.00	28.90	9.50				\$ 850,000	Precast I-beams	75	48	27	2046		2046	27	\$928,818	0.36
2	Bridge No. 2	Coursey Line	0.30 km North of Fallon Drive	2017				Install end treatments	5	\$ 30,000											
3	Culvert No. 3	Saintsbury Line	1.5 km North of Breen Line	1964	1.00	18.30	8.50				\$ 240,000	Concrete Simple Span Culvert	75	55	20	2039		2039	20	\$262,254	0.27
4	Bridge No. 4	Mooresville Drive	0.3 km West of saintsbury Drive	1993	1.00	18.92	9.46				\$ 600,000	Rigid Frame - Concrete	75	26	49	2068		2068	49	\$655,636	0.65
4	Bridge No. 4	Mooresville Drive	0.3 km West of saintsbury Drive	2017				Update end treatments	5	\$ 25,000											
5	Bridge No. 5	Saintsbury Line	1.0 km South of Adare Drive	1965	1.00	24.10	9.60				\$ 730,000	Precast I-beams	75	54	21	2040		2040	21	\$797,691	0.28
5	Bridge No. 5	Saintsbury Line	1.0 km South of Adare Drive	2017				Install end treatments	5	\$ 30,000											
5	Bridge No. 5	Saintsbury Line	1.0 km South of Adare Drive	2017				Repair two deck drains	5	\$ 4,000											
6	Bridge No. 6	Saintsbury Line	0.1 km North of Adare Drive	1965	1.00	23.30	9.40				\$ 650,000	Precast I-beams	75	54	21	2040		2040	21	\$710,273	0.28
6	Bridge No. 6	Saintsbury Line	0.1 km North of Adare Drive	2017				Repair two deck drains	5	\$ 4,000											
6	Bridge No. 6	Saintsbury Line	0.1 km North of Adare Drive	2017				Install end treatments	5	\$ 30,000											
8	Bridge No. 8	Saintsbury Line	0.4 km South of Mount Carmel Drive	1964	1.00	33.53	9.50				\$ 880,000	Precast I-beams	75	55	20	2039		2039	20	\$961,600	0.27
8	Bridge No. 8	Saintsbury Line	0.4 km South of Mount Carmel Drive	2017				Concrete repairs on the wingwalls	5	\$ 10,000											
8	Bridge No. 8	Saintsbury Line	0.4 km South of Mount Carmel Drive	2017				Replace deck drain	5	\$ 2,000											
8	Bridge No. 8	Saintsbury Line	0.4 km South of Mount Carmel Drive	2017				Install end treatments	5	\$ 30,000											
9	Bridge No. 9	Saintsbury Line / Laneway Bridge	0.4 km North of Mount Carmel Drive	1963	1.00	17.06	4.80				\$ 550,000	Rigid Frame - Concrete	75	56	19	2038		2038	19	\$601,000	0.25
9	Bridge No. 9	Saintsbury Line / Laneway Bridge	0.4 km North of Mount Carmel Drive	2017				Install end marker signs	5	\$ 1,000											
10	Culvert No. 10	Roman Line	0.6 km South of Whalen Line	1963	1.00	18.20	7.50				\$ 190,000	Concrete Simple Span Culvert	75	56	19	2038		2038	19	\$207,618	0.25
11	Bridge No. 11	Roman Line	0.3 km North of Mooresville Drive	1958	1.00	9.80	7.51				\$ 400,000	Rigid Frame - Concrete	75	61	14	2033		2033	14	\$437,091	0.19
11	Bridge No. 11	Roman Line	0.3 km North of Mooresville Drive	2017				Concrete repairs to barriers, soffit and curbs	5	\$ 36,500											
11	Bridge No. 11	Roman Line	0.3 km North of Mooresville Drive	2017				Install end marker signs	1	\$ 1,000											
11	Bridge No. 11	Roman Line	0.3 km North of Mooresville Drive	2017				Install end treatments	5	\$ 30,000											
11	Bridge No. 11	Roman Line	0.3 km North of Mooresville Drive	2017				Detail deck condition survey	5	\$ 5,500											
12	Culvert No. 12	Mooresville Drive	0.44 km West of Roman Line	2002	1.00	21.00	8.40				\$ 140,000	Corrugated Steel Pipe Arch	25	17	8	2027		2027	8	\$152,982	0.32
13	Culvert No. 13	Saintsbury Line	1.0 km South of Carmel Drive	1957	1.00	11.20	8.00				\$ 227,000	Rigid Frame - Concrete	75	62	13	2032		2032	13	\$248,049	0.17
13	Culvert No. 13	Saintsbury Line	1.0 km South of Carmel Drive	2017				Install end markers	1	\$ 1,000											
14	Culvert No. 14	Coursey Drive	0.1 km North of Fallon Drive	2000	1.00	18.60	7.80				\$ 180,000	Corrugated Steel Rivetted Pipe Arch	25	19	6	2025		2025	6	\$196,691	0.24
14	Culvert No. 14	Coursey Drive	0.1 km North of Fallon Drive	2017				Install rip-rap at outlet corners	5	\$ 5,000											
15	Culvert No. 15	Coursey Drive	0.05 km South of Fallon Drive	2001	1.00	18.50	9.00				\$ 160,000	Corrugated Steel Rivetted Pipe Arch	25	18	7	2026		2026	7	\$174,836	0.28
16	Culvert No. 16	Observatory Drive	1.25 km East of Highway No. 23	1965	1.00	12.10	9.40				\$ 240,000	Rigid Frame - Concrete	75	54	21	2040		2040	21	\$262,254	0.28
17	Culvert No. 17	Stonehouse Line	0.42 km North of Observatory Drive	1960	1.00	8.10	7.00				\$ 160,000	Rigid Frame - Concrete	75	59	16	2035		2035	16	\$174,836	0.21
17	Culvert No. 17	Stonehouse Line	0.42 km North of Observatory Drive	2017				Install guiderails and end treatments	1	\$ 15,000											
17	Culvert No. 17	Stonehouse Line	0.42 km North of Observatory Drive	2017				Install new end treatments	1	\$ 30,000											
18	Culvert No. 18	Stonehouse Line	1.1 km North of Observatory Drive	1964	1.00	7.10	6.90				\$ 160,000	Rigid Frame - Concrete	75	55	20	2039		2039	20	\$174,836	0.27
18	Culvert No. 18	Stonehouse Line	1.1 km North of Observatory Drive	2017				Install guiderails and end treatments	1	\$ 15,000											
18	Culvert No. 18	Stonehouse Line	1.1 km North of Observatory Drive	2017				Install new end treatments	1	\$ 30,000											
19	Culvert No. 19	Campanale Way	0.1 km South of Street D	2014	2.00	22.00	8.66				\$ 450,000	Precast Concrete	75	5	70	2089		2089	70	\$491,727.15	0.93
AVERAGE BCI																				0.35	

Table 2 - Replacement & Repair Profile																																	
Last Update to Report 9-Oct-18																																	
Facilities Management Plan - Bridges and Culverts																																	
REPLACEMENT PROFILE																																	
ID	Bridge Name	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	
1	Culvert No. 1	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$284,591	---	---	---	---	---	---	---	---	
1	Culvert No. 1	---	---	---	\$27,318	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
2	Bridge No. 2	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
2	Bridge No. 2	---	---	---	\$32,782	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$2,063,173	---	---	---
3	Culvert No. 3	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
4	Bridge No. 4	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
4	Bridge No. 4	---	---	---	\$27,318	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
5	Bridge No. 5	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
5	Bridge No. 5	---	---	---	\$32,782	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
5	Bridge No. 5	---	---	---	\$4,371	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
6	Bridge No. 6	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
6	Bridge No. 6	---	---	---	\$4,371	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
6	Bridge No. 6	---	---	---	\$32,782	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
8	Bridge No. 8	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
8	Bridge No. 8	---	---	---	\$10,927	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
8	Bridge No. 8	---	---	---	\$2,185	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
8	Bridge No. 8	---	---	---	\$32,782	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
9	Bridge No. 9	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
9	Bridge No. 9	---	---	---	\$1,093	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
10	Culvert No. 10	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
11	Bridge No. 11	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
11	Bridge No. 11	---	---	---	\$39,885	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
11	Bridge No. 11	\$1,061	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
11	Bridge No. 11	---	---	---	\$32,782	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
11	Bridge No. 11	---	---	---	\$6,010	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
12	Culvert No. 12	---	---	---	---	---	---	---	---	\$193,793	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
13	Culvert No. 13	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
13	Culvert No. 13	\$1,061	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
14	Culvert No. 14	---	---	---	---	---	---	\$234,859	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
14	Culvert No. 14	---	---	---	\$5,464	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
15	Culvert No. 15	---	---	---	---	---	---	---	\$215,027	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
16	Culvert No. 16	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
17	Culvert No. 17	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
17	Culvert No. 17	\$15,914	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
17	Culvert No. 17	\$31,827	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
18	Culvert No. 18	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
18	Culvert No. 18	\$15,914	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
18	Culvert No. 18	\$31,827	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
19	Culvert No. 19	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	
TOTAL REPLACEMENT & REPAIR COSTS		\$97,603	\$0	\$0	\$292,851	\$0	\$0	\$234,859	\$215,027	\$193,793	\$0	\$0	\$0	\$0	\$364,268	\$661,139	\$0	\$280,561	\$0	\$0	\$1,417,917	\$2,526,191	\$3,577,718	\$0	\$0	\$0	\$0	\$0	\$2,063,173	\$0	\$0	\$0	

Table 1 - Component Inventory and Condition Report - Maintenance and Replacement Data

Last Update to Report 9-Oct-18

<i>Facilities Management Plan - Water/Wastewater Point Assets</i>												
ID Number	Asset Name	Location	Year of Construction or Purchase	Normal Life Expectancy (NLE)	2019 Age	Theoretical Remaining Life (TRL)	Next Replacement Year	Adjusted Replacement Year	Calculated Planning Year of Replacement	Remaining Life (RL)	2015 Replacement Cost	Current Building Condition Index
101	Lucan Water Pollution Control Plant	Lucan	1992	50	27	23	2042		2042	23	\$ 6,229,644	0.46
112	Lucan Water Booster Station	Lucan	1993	50	26	24	2043		2043	24	\$ 699,197	0.48
120	Lucan Elevated Water Tank	Lucan- Booster Station	1992	50	27	23	2042		2042	23	\$ 1,151,616	0.46
111	Nicoline Sanitary Pump Station	Lucan- Nicoline St.	2009	50	10	40	2059		2059	40	\$ 169,067	0.80
110	Lucan Sanitary Pump Station	Lucan- Chestnut St.	1992	50	27	23	2042		2042	23	\$ 623,308	0.46
201	Granton Sanitary Water Pollution Control Plant	Granton	2001	50	18	32	2051		2051	32	\$ 1,762,872	0.64
210	Granton Booster/Pump Station	Granton- Levitt St. and Granton Line	1973	50	46	4	2023		2023	4	\$ 432,193	0.08

AVERAGE CI **Table 2 - Replacement & Repair Profile**

Last Update to Report 9-Oct-18

Facilities Management Plan - Water/Wastewater Point Assets																												
REPLACEMENT PROFILE																												
ID Number	Building Name	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	
101	Lucan Water Pollution Control Plant	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$13,837,840	---	---
112	Lucan Water Booster Station	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$1,599,712	---	---
120	Lucan Elevated Water Tank	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$2,558,072	---	---
111	Nicoline Sanitary Pump Station	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
110	Lucan Sanitary Pump Station	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	\$1,384,547	---	---
201	Granton Sanitary Water Pollution Control Plant	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
210	Granton Booster/Pump Station	---	---	---	---	\$547,489	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

TOTAL REPLACEMENT COSTS	\$0	\$0	\$0	\$0	\$547,489	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$17,780,459	\$1,599,712	\$0
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Memo

To: Mayor and Council
From: Paul Smith, Manager of Parks and Recreation
Subject: Seniors Centre Renovations – Flooring Quotes
Date: January 22nd 2019

BACKGROUND:

With Councils Approval the Manager of Parks and Recreation has begun to seek out quotes for minor repairs and renovation to the new Seniors Centre. Three different companies have submitted quotes to replace the existing flooring.

DISCUSSION:

Floor Masters has given us two options of installing a floating SPC luxury vinyl in a floor for \$15,833.81 or a heavier glued down PVC floor with a pad underlay at \$21,026.61.

Deacon Flooring has quoted a heavy duty commercial plank with sound silencer cushioned underlay at \$22,915.04.

World Class Floors quoted a vinyl floor plank at \$18,372.43. Please note this does not include underlay padding.

Each product quoted is similar however, considering the demographic that is intended to utilize this facility, installation of an underlay pad would be beneficial.

IMPACTS TO BUDGET:

\$21,026.61 would come from the \$75,000.00 budget allotted to the Senior Centre in 2018.

RECOMMENDATION:

It is recommended that;

Council of the Township of Lucan Biddulph authorizes staff to accept the quote from Floor Masters for the installation of flooring along with an underlay pad at a cost of \$21,026.61 including HST.

Paul Smith

Paul Smith, Manager of Parks and Recreation

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the regular Council Meeting Minutes and Public Meeting Minutes of January 8, 2018 be approved as circulated/amended.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

WHEREAS the Council of the Township of Lucan Biddulph supports the Municipality of Thames Centre in their request to the Federal Government NOT to terminate the existing trade deal between Canada and Saudi Arabia which is critically important to their economy and the economy of all Southwestern Ontario.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22, 2019

RESOLUTION: _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED that the Council of the Corporation of the Township of Lucan Biddulph accepts the update to the Lucan Biddulph Asset Management Plan prepared by Dillon Consulting dated January 2019, as presented.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council for the Township of Lucan Biddulph authorizes staff to accept the quote from Floor Masters for the installation of flooring along with an underlay pad at a cost of \$21,026.61 including HST.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph authorize Paul Smith and William Campbell to attend the Grounds Operations and Maintenance program through ORFA Professional Development Educational Program from April 29 to May 3, 2019 at the University of Guelph at a cost of \$1,412.50 per person (including HST).

RESOLUTION CARRIED

Mayor

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph authorize
Jesse Manders to attend the Ice Maintenance and Painting Technologies
program through ORFA Professional Development Educational Program from
April 29 to May 2, 2019 at the University of Guelph at a cost of \$1,186.50
(including HST).

RESOLUTION CARRIED

Mayor

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph authorize
Brett Hodgins to attend the Ice Making program through ORFA Professional
Development Educational Program from April 29 to May 2, 2019 at the University
of Guelph at a cost of \$1,186.50 (including HST).

RESOLUTION CARRIED

Mayor

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22, 2019

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:

- 08-2019 Execution of Agreement (Integrity Commissioner Renewal)
- 09-2019 Procedural Bylaw
- 10-2019 Confirming
- 201-2019 Removal of H Symbol (Olde Clover Village Phase 3)

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: January 22, 2019

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. 08-2019

**A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN
GREGORY F. STEWART AND THE TOWNSHIP OF LUCAN BIDDULPH**

WHEREAS the Township wishes to enter into an Extension Agreement with Gregory F. Stewart for the purpose of appointing a Municipal Integrity Commissioner for the term January 1, 2019 – December 31, 2022

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Lucan Biddulph hereby enacts as follows:

1. That the Corporation of the Township of Lucan Biddulph is hereby authorized to enter into and execute an agreement with Gregory F. Stewart.
2. That the Mayor and Clerk are hereby authorized and directed to execute the said agreement, a copy of which is attached hereto as Schedule “A”, and any other documents deemed necessary to carry out the intent of both parties.
3. This by-law shall come into full force and takes effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME THIS 22nd DAY OF JANUARY, 2019.

MAYOR

CLERK

EXTENSION AGREEMENT FOR MUNICIPAL INTEGRITY COMMISSIONER

THIS AGREEMENT made as of this day of , 2019.

BETWEEN:

TOWNSHIP OF LUCAN BIDDULPH
(hereinafter referred to as the “Township”) OF THE FIRST PART

AND:

GREGORY F. STEWART
(hereinafter referred to as “Gregory F. Stewart”) OF THE SECOND PART

WHEREAS the Township and Gregory F. Stewart entered into an Agreement for Municipal Integrity Commissioner dated August 27, 2016 (the “Agreement”);

AND WHEREAS the term of the Agreement is for the period commencing June 6, 2016 and ending on 31 December 2018;

AND WHEREAS the Township wishes to extend the Agreement for a period of 4 years to 31 December 2022;

NOW THEREFORE, in consideration of the payment of the sum of one dollar (\$1.00) by each party to the other and the covenants and hereinafter set forth, the sufficiency and receipt of which consideration is hereby acknowledged, the parties hereto agree as follows:

- 1. Term – The term of the Agreement is hereby extended to 31 December 2022.
- 2. In all other respects the Agreement dated as of the 27th day of August, 2016 shall remain in full force and effect.

IN WITNESS WHEREOF the parties are to have caused the agreement to be signed and sealed and/or executed by their respective officers which are duly authorized as of the date first written above.

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

TOWNSHIP OF LUCAN BIDDULPH

Per: _____
Mayor

Per: _____
Clerk

We have authority to bind the Municipal Corporation.

GREGORY F. STEWART

Township of Lucan Biddulph

BY-LAW NO. 09-2019

Being a By-law to govern the proceedings of the Council, the conduct of its members and the calling of meetings.

By-law Index

- 1.0 Definitions
- 2.0 General
- 3.0 Roles and Duties
- 4.0 Schedule of Meetings
- 5.0 Notice of Meetings
- 6.0 Open Meetings
- 7.0 Agendas/Supporting Materials
- 8.0 Commencement of Meetings
- 9.0 Rules of Debate and Conduct
- 10.0 Questions of Privilege & Points of Order
- 11.0 Motions – Order – Putting Motions
- 12.0 Voting
- 13.0 Reconsideration
- 14.0 Delegations
- 15.0 Communications – Petitions
- 16.0 Enquiries
- 17.0 Emergent Business
- 18.0 Unfinished Business
- 19.0 Enactment of By-laws
- 20.0 Special Committees
- 21.0 Disclosures of Pecuniary Interest
- 22.0 Confirming By-law
- 23.0 Repeal – Enactment – Amendment

Part 1 - Definitions

Chair
“Chair” shall mean the person presiding at a Council or Committee meeting.

Clerk
“Clerk” shall mean the Clerk of the Township of Lucan Biddulph.

Committee
“Committee” shall mean a committee established by Council.

Committee of the Whole
“Committee of the Whole” shall mean a committee composed of all of the members of Council.

Council
“Council” shall mean the Council of the Township of Lucan Biddulph.

In-camera
“In-camera” shall mean a closed session of County, of a committee or the Committee of the Whole, not open to the public.

Meeting
“Meeting” shall mean a meeting of the Council or committee.

Recorded vote

“Recorded vote” shall mean the recording of the name and vote of every member on a motion during a meeting.

Part 2 – General**2.1 Rules – regulations – observed – at all times**

The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council.

2.2. Rules – observed – modifications – permitted

The rules contained in this by-law shall be observed, with the necessary modifications, in every committee.

2.3 Parliamentary procedure – proceedings

Those proceedings of the Council, the committees thereof not specifically governed by the provisions of this by-law shall be regulated in accordance with generally accepted parliamentary procedure.

2.4 Rules – regulations – suspended – majority consent - Council

Any rules or regulations contained in this by-law may be suspended with the consent of a majority of the whole Council.

2.5 Absence – Mayor – Deputy Mayor – authority

In the absence of the Mayor from the Municipality, or if he/she is absent through illness or if he/she refuses to act or if the office is vacant, the Deputy Mayor for the purposes of this by-law shall act in the place and stead of the Mayor and shall have all the rights, powers and authority of the Mayor, while so acting.

2.6 Absence – Deputy Mayor – member – appointed

In the event that the Deputy Mayor is unable, for any reason, to act in place and stead of the Mayor, a member shall be appointed pursuant to subsection 226 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to act from time to time in place and stead of the head of Council, and shall have and may exercise, while do so, all the rights, powers and authority of the head of Council.

2.7 Meeting Locations

All meeting of the Municipal Council, the Committee of Whole and the Standing Committees shall be held at the Township Office, Council Chambers unless there are extraordinary circumstances for which there is a consent by at least two-thirds of the whole Council to hold a meeting at another location within the boundaries of the Township of Lucan Biddulph, subject to the provisions of public notice of the change in venue, in the form, manner and times as determined by the Clerk. Council may by consent of at least two-thirds of the whole Council hold two (2) regularly scheduled Council meetings per year in a location other than at the Township Office, Council Chambers.

Part 3 – Roles and Duties**3.1 Role of the Mayor**

It is the role of the Mayor,

- a) To act as chief executive officer of the municipality;
- b) To preside over council meetings so that its business can be carried out efficiently and effectively;
- c) To provide leadership to the council;
- d) With limited clause c) to provide information and recommendations to the council with respect to the role of council described in 3.2 d) and e);
- e) To represent the municipality at official functions;
- f) To carry out the duties of the head of council under the *Municipal Act* or any other Act; and

- g) As chief executive officer of the municipality, the Mayor shall;
 - i. Uphold and promote the purposes of the municipality;
 - ii. Promote public involvement in the municipality's activities;
 - iii. Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents; and
 - iv. To act as Council's representative when dealing with other levels of government, their agencies and the private sector.
- h) The Mayor is a ex-officio member of each committee, Board or other body established by Council unless prohibited by law. Where a committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, except where prohibited by law, being the mayor, as provided under this section. The Mayor may vote and otherwise participate unless prohibited by law, in the business of the committee on the same basis as any other committee member.

3.2 Role of Council

It is the role of Council,

- a) To represent the public and to consider the well-being and interests of the municipality;
- b) To develop and evaluate the policies and programs of the municipality;
- c) To determine which services the municipality provides;
- d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) To maintain the financial integrity of the municipality; and
- g) To carry out the duties of council under the *Municipal Act* or any other act.

3.3 Duty of Mayor

It is the duty of the Mayor to preside at all meeting of Council, and

- a) To open the meeting of Council by taking the Chair and calling the meeting to order;
- b) To receive and submit, in the proper manner, all motions presented by the members;
- c) To put to a vote all motions and announce the result;
- d) To serve as an ex-officio member of all committee of the Council and entitled to vote at meetings;
- e) Decline to put motions to a vote which infringe upon the rules of procedure;
- f) To inform the members of proper procedure to be followed and to enforce the rules of procedure;
- g) To enforce on all occasions, the observance of order and decorum among the members;
- h) To call by name any member persisting in a breach of the rules of procedure and order the member to vacate the Council Chamber;
- i) To permit questions to be asked through the Mayor of any officer of the municipality for information to assist in any debate when the Mayor deems it proper;
- j) To provide information to members on any matter relating to the business of the municipality;
- k) To authenticate by signature all by-laws and minutes of the Council;
- l) To rule on any points of order raised by members;
- m) To represent and support the Council;
- n) To maintain order. Where it is not possible to maintain order, the Mayor may, without any motion being put, adjourn the meeting to a time to be named by the Mayor;

- o) To adjourn the meeting when the business is concluded;
- p) To carry out the duties of the head of council under the *Municipal Act* or any other Act; and
- q) To act in accordance with his/her Oath of Elected Office.

3.4 Duty of Councillors

It is the duty of the Councillors to attend all meetings of Council, and;

- a) To prepare for meetings, including reviewing the agenda and background information prior to the meeting;
- b) To speak only to the subject under debate;
- c) To vote on all motions before the Council unless prohibited from voting by law;
- d) To observe proper procedure and decorum at all meetings;
- e) To state questions to be asked through the Mayor;
- f) To support the Council;
- g) To attend any committee meeting to which the member has been appointed by Council;
- h) To act in accordance with their Oath of Elected Office.

3.5 Duty of the Clerk

It is the duty of the Clerk to attend all Council meetings, and;

- a) To record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- b) If required by any member present at a vote who requests a recorded vote, to record the name and vote of every member voting on any matter or question;
- c) To keep the originals of copies of all by-laws and of all minutes of the proceedings of the Council;
- d) To make such minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council;
- e) To perform the other duties required under the *Municipal Act* or any other Act;
- f) To advise Council on parliamentary procedure; and
- g) The Clerk may delegate minute-taking for meetings as deemed necessary.

Part 4 – Schedule of Meetings

4.1 Annual Schedule of Meetings – Prepared by Clerk

The Clerk shall, on an annual basis, prepare and submit a schedule of meetings for each Council year by no later than December 1st of each calendar year for consideration and adoption by the Municipal Council.

4.2 Regular meeting – civic or public holiday

If the day fixed for a meeting of Council or a committee falls upon a civic or public holiday, then such meeting shall be held on the next regular business day, unless otherwise provided by resolution.

4.3 Proceedings – adjournment - termination

The proceedings of the regular Council meeting shall be terminated by 11:00 p.m. in the evening, unless such proceedings are continued after such hour with the consent of two-thirds of Council members present. A motion thus passes may not set the time beyond 12:00 a.m. or the conclusion of the topic at hand. Proceeding beyond this point may be continued to a time set out in the motion approved by two-thirds of the members present.

4.4 Annual Schedule of Meetings – Qualifications

When setting the annual schedule of meetings:

- a. Following a regular municipal election, the inaugural meeting shall be held as soon as practicable in December of that year at a time chosen by the Clerk and the Mayor-elect.
- b. The Council shall hold two regular meetings per month on the 1st and 3rd Tuesday of each month in each year (with the exception of one meeting only during the months of July and August).

4.5 Special Meeting – emergency – called by Mayor

The Mayor may, at any time, call a special or emergency meeting.

4.6 Special Meeting – called by Clerk – petition – submitted

Upon receipt of a petition signed by a majority of the members, the Clerk shall call a special meeting for the purposes and at the time mentioned in the petition.

4.7 Special Meetings – emergency – held in Chambers

Special or emergency meetings shall be held in the Council Chambers at the Township Office, unless otherwise decided by a majority of the members.

Part 5 – Notice of Meetings**5.1 Meeting Agenda – deemed notice**

Public notice of meetings shall be given by posting the meeting schedule on the Township's official website at the beginning of each calendar year. The meeting schedule shall include the date, time and location of the Council meeting. The meeting schedule is subject to change as necessary. Prior to the meeting, the agenda shall be posted on the Township's official website, where possible.

5.2 Meeting Agenda – deemed notice – exception

The Meeting Agenda shall be considered as adequate notice of regular meetings, except for meetings held on a day or at a time other than as provided for by this by-law.

5.3 Meeting Agenda – delivered – 48 hours in advance

The Meeting Agenda for regular meetings shall be placed in the Council member's mailbox so as to be received no later than 48 hours before the hour appointed for the meeting.

5.4 Special meetings – notice – delivered – 24 hours prior

Notice of special meetings called in accordance with sections 4.5 and 4.6 of this by-law shall be placed in the Council member's mailbox so as to be received no later than 24 hours before the hour appointed for the special meeting. Notice of the special meeting, shall also be posted no later than 24 hours before the hour appointed for the special meeting on the Township's website.

5.5 Special meetings – business specified – transacted

No business except the business dealing directly with the purpose mentioned in the notice shall be transacted at any special meeting.

5.6 Emergency – notice not required

Notwithstanding any other provision of this by-law, an emergency meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

5.7 Emergency – business specified – transacted

No business except the business dealing directly with the emergency or extraordinary situation shall be transacted at any special meeting.

5.8 Meeting Agenda – notice – not received – validity

Lack of receipt of a notice or of the Meeting Agenda by the members shall not affect the validity of the meeting or any action taken thereat.

5.9 Postponement – meeting – emergency – up to 3 days

The Mayor may, when emergency or extraordinary situations arise, postpone a meeting for not more than 3 days.

5.10 Postponement – notice by Clerk

Upon the postponement of a meeting by the Mayor in accordance with sections 5.8 of this by-law, the Clerk shall attempt to notify the members of the postponement as soon as possible and in the most expedient manner available.

Part 6 - Open Meetings**6.1 Meetings – open to public**

Except as otherwise provided by Section 239 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, all meetings shall be open to the public.

6.2 Meetings – when closed

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) The security of the property of the municipality or local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a meeting under another Act.

Other criteria:

- h) a meeting or part of a meeting shall be closed to the public if the subject matter being considered is:
 - i) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - ii) an ongoing investigation respecting the municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of this Act, or the investigator referred to in subsection 239.2(1).

6.2.1. Meetings – when closed – education or training

A meeting may be closed to the public if the following conditions are both satisfied:

- a) The meeting is held for the purpose of educating or training the members;
- b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or committees.

6.3 Meetings – resolution required

Before holding a meeting or part of a meeting that is to be closed to the public, the Council or committee that is holding the meeting shall state by resolution:

- a) The fact of the holding of a closed meeting;
- b) The general nature of the matter to be considered at the closed meeting; and
- c) In the case of a meeting under section 6.2.1 of this by-law, the fact of the

holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that section of the by-law.

6.4 Meetings – not closed during vote

Subject to section 6.5 of this by-law, a meeting shall not be closed to the public during the taking of a vote.

6.5 Meetings – not closed during vote – exception

A meeting may be closed to the public during a vote if:

- a) Section 6.2 permits or requires the meeting to be closed to the public, and
- b) The vote is for the procedural matter for or giving direction or instruction to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

6.6 Voting Procedure – In Camera – Committee of the Whole

At any meeting of part of a meeting of the Committee of the Whole that is closed to the public, no vote shall be taken on any matter that does not fall within Section 6.5 and the Committee of the Whole shall instead consider whether to forward the matter to the Council for the purposes of deliberation and taking a vote in public session. A motion from the Committee of the Whole forwarding a matter which must be voted on in public session shall indicate on its face that the forwarding of the matter is a procedural step under this by-law made for the purposes of having the Committee of the Whole forward the matter to Council for deliberation and vote in public session.

Part 7 – Meeting Agenda – Meeting Agendas

7.1 Composition – prepared by Clerk

The Clerk shall prepare the Meeting Agenda for all regular meetings consisting of the following:

- 1. Call to Order
- 2. Disclosure of Pecuniary Interest & Nature Thereof
- 3. In-Camera
- 4. Petitions & Delegations
- 5. Adoption of Minutes
- 6. Business Arising From the Minutes
- 7. Communications Report
- 8. Committee Reports
 - a) Economic Development
 - b) Bluewater Recycling
 - c) Lake Huron
 - d) Fire Boards
 - e) ABCA
 - f) UTRCA
 - g) Parks & Recreation
 - h) Canada Day
- 9. Staff Reports
 - a) CAO/Clerks Office
 - b) Building/Bylaw Enforcement
 - c) Finance
 - d) Planning
 - e) Public Works
 - f) Parks & Recreation

10. Councillor's Comments
11. Changes to Budget
12. Notice of Motions
13. Motions and Accounts
14. By-laws
15. Adjournment

7.2 Deadline – material inclusion

The deadline for receipt of material by the Clerk to be included in the Meeting Agenda shall be 11:00 a.m. on the Friday prior to the meeting.

7.3 Order of Business – as specified – exception

The business of each meeting shall be taken up in the order in which it stands in the Meeting Agenda, unless otherwise decided by a two-thirds vote of the members present.

7.4 Motion – to change order – not amendable – debatable

A motion changing the order of business shall not be amendable or debatable.

Part 8 – Commencement of Meetings

8.1 Quorum – majority – required

A quorum shall be a majority of the members constituting the Council.

8.2 Call to Order – quorum present

As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Mayor.

8.3 Quorum – lost – unfinished business

If during the course of a meeting a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next following date or at such other time and place as the Chair will then announce. If, in the Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Chair will announce that the unfinished business of the Council will be taken up at its next regularly scheduled meeting.

8.3 Adjournment – quorum not present – names recorded

If there is no quorum present within one-half hour after the time appointed for the meeting, the Council shall stand adjourned until the date and time of the next regular or special meeting, and the Clerk shall record the names of the members present upon such adjournment.

8.4 Mayor – to preside – all meetings

The Mayor, if present, shall preside at all meetings.

8.5 Mayor – absence – Deputy Mayor – to preside

In the absence of the Mayor, the Deputy Mayor shall preside during the meeting or until the arrival of the Mayor.

8.6 Mayor – Deputy – absence- member appointed

In the absence of the Mayor and the Deputy Mayor, the Clerk shall call the meeting to order 15 minutes after the hour appointed for the meeting and the members shall elect a member to preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

Part 9 – Rules of Debate and Conduct**9.1 Order – decorum – maintained – Mayor**

The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

9.2 Mayor – speaking on motion – to leave Chair

The Mayor may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or to speak on a motion taking a definite position and endeavoring to persuade the Council to support that position, then he/she shall first leave the Chair.

9.3 Mayor - leaving Chair – member designate in place

If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reason, he/she shall designate another member to fill his/her place until he/she resumes the Chair.

9.4 Speaking – recognition by Mayor – required

Before a member may speak to any matter, he/she shall first be recognized by the Mayor.

9.5 Speaking – order – determination

When two or more members indicate simultaneously that they wish to speak, the Mayor shall name the member who is to speak first.

9.6 Speaking – once only – exception – vote – reply

A member shall not speak more than once to any motion, unless otherwise decided by a majority vote of the members present, but the member who has made a motion shall be allowed to reply for a maximum of 5 minutes.

9.7 Speaking – under debate – motion – prohibited

A member who has already spoken to any motion under debate shall not be permitted to move any motion described in section 11.7 of this by-law, except a motion to proceed beyond the hour of 11:00 p.m.

9.8 Motion – under debate – questions – before vote

When a motion is under debate, a member may ask a concisely worded question of another member, or the Clerk or of staff, through the Mayor prior to the motion being put to a vote by the Mayor in accordance with section 12.4 of this by-law.

9.9 Motion – under debate – read at any time

A member may require the motion under debate to be read at any time during the debate, but shall not interrupt a member who is speaking.

9.10 Disruption – Council – by member – prohibited

A member shall not disturb the Council by any disorderly conduct.

9.11 Offensive language – insults – prohibited

A member shall not use profane or offensive words or insulting expressions.

9.12 Disobedience – rules – points of order – prohibited

A member shall not disobey the rules of the Council or decision of the Mayor or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

9.13 Leaving seat – disturbance during vote – prohibited

A member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.

9.14 Speaking – without addressing – prohibited

A member shall not speak until he/she has addressed himself/herself to the Mayor.

9.15 Interruption – speakers – prohibited

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

9.16 Leaving meeting – not to return – Mayor informed

A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Mayor.

9.17 Disorderly conduct – member to be removed – question

In the event that a member persists in a breach of the rules prescribed in sections 9.10 to 9.15 inclusive of this by-law, after having been called to order by the Mayor, the Mayor shall put the question “Shall the member ordered to leave his/her seat for the duration of the meeting?” and such question is not debatable.

9.18 Disorderly conduct – member to leave seat

If the Council decides the question set out in section 9.17 of this by-law in the affirmative by a majority vote of the members present, the Mayor shall order the member to leave his/her seat for the duration of the meeting.

9.19 Apology – member to resume seat – by permission

If the member apologizes, the Mayor, with the approval of the Council, may permit him/her to resume his/her seat.

Part 10 – Questions of Privilege – Points of Order**10.1 Rights – privileges – integrity – of members – affected**

If a member believes that his/her, privileges or integrity or those of the members collectively have been prejudicially affected, he/she shall ask leave of the Mayor to raise a question of privilege which shall take precedence over all other matters, but he/she shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

10.2 Administration – integrity questioned – procedure

When the Mayor considers that the integrity of the Clerk or a member of the administration has been impugned or questioned, the Mayor may permit the Clerk or a department head or his/her designate to make a statement to the Council.

10.3 Rules of procedure – violation – raised by member

When a member desires to call attention to a violation of the rules of procedure, he/she shall state the point of order to the Mayor succinctly and the Mayor shall then decide upon the point of order and advise the members of his/her decision.

10.4 Appeal – Mayor’s decision – immediately – required

Unless a member immediately appeals to the Council, then the question “Shall the ruling of the Chair be sustained?” shall be put immediately without debate and its result shall be final.

10.5 Call to Order – speaking – permission

When the Mayor calls a member to order, that member shall not speak again until the matter under discussion without the permission of the Mayor, unless to appeal the ruling of the Mayor.

Part 11 – Motions – Order – Putting Motions**11.1 Notice of Motions – filed with Clerk**

Notices of motions filed with the Clerk shall be directed by the Clerk to the next regular Council meeting.

11.2 Question – urgent – included in Meeting Agenda

Notwithstanding the provisions of section 11.1 of this by-law, when a member, submitting a notice of motion to the Clerk within the deadline prescribed in section 7.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall include the notice of motion in the Orders of Day (Agenda).

11.3 Notice – Orders of Day – consideration – conditions

Notices of motions included in the Meeting Agenda shall only be considered by the Council when a majority of the members present have given leave for the introduction of such a motion.

11.4 Motions for giving leave – non-amendable – debatable

Motions for giving leave shall not be amended and shall be decided without debate.

11.5 Motion – seconded before debate – exception

Motions shall be seconded before being debated or put to a vote, except motions to adopt a recommendation to adopt a recommendation or report from a committee.

11.6 Withdrawal – before put – requirement

Every motion shall be deemed to be in the possession of the Council for debate after it is accepted by the Mayor, but may, with the permission of the Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.

11.7 Motion under debate – other motions permitted

When a motion is under debate, no other motion shall in order except a motion:

- a) To adjourn;
- b) To proceed beyond the hour of 11:00 pm.;
- c) To table;
- d) To put the question (to close the debate);
- e) To postpone;
- f) To refer; or
- g) To amend.

11.8 Motion to adjourn

A motion to adjourn shall:

- a) Not be amended;
- b) Not be debated;
- c) Not include qualifications or additional statements; and
- d) Always be in order, except when a member is speaking or the members are voting or when made in Committee of the Whole.

11.9 Motion to adjourn – rejected – procedure

When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.

11.10 Adjournment – extension – maximum – permissible

The Council shall always adjourn at 11:00 p.m. if in session at that hour, unless otherwise decided before that hour by a two-thirds vote of the members present at a meeting or at a meeting of the Committee of the Whole.

11.11 Motion to proceed beyond 11:00 p.m – qualifications

A motion to proceed beyond the hour of 11:00 p.m. shall:

- a) Not be amended;
- b) Not be debated; and
- c) Always be in order, except when a member is speaking or the members are voting.

11.12 Motion to table – qualifications

A motion to table shall:

- a) Not be amended;
- b) Not be debated;
- c) Apply to the main motions and any amendments thereto under debate at the time when the motion to table was made; and
- d) Not include qualification or additional statements.

11.13 Motion to table – accepted – procedure

Notwithstanding the provisions of section 11.1 and 11.2 of this by-law, if a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed from the Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk within the deadline prescribed in section 7.2 of this by-law and is included in the Meeting Agenda.

11.14 Motion to put to the question – qualifications

A motion to put the question (to close the debate) shall:

- a) Not be amended;
- b) Not be debated;
- c) Not be introduced by a Council member who has already spoken to the motion or amendment under debate, in accordance with section 9.7 of this by-law;
- d) Apply to the motion or amendment under debate at the time when the motion to put the question is made;
- e) Not be received in any committee; and
- f) Be moved using the words "that the question now be put" and the mover and the seconder shall not be permitted to speak to the motion to put the question.

11.15 Motion to put the question – accepted – procedure

If a motion to put the question is decided in the affirmative by a two-thirds vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.

11.16 Motion to postpone – to certain time – qualifications

A motion to postpone a matter to a certain time shall:

- a) Be open to debate;
- b) Be amendable; and
- c) Preclude amendment and debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

11.17 Motion to refer – qualifications

A motion to refer a matter under consideration to a committee or elsewhere shall:

- a) Be open to debate;
- b) Be amendable; and
- c) Preclude amendment and debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

11.18 Motion to amend – qualifications

A motion to amend shall:

- a) Be open to debate;
- b) Not propose a direct negative to the main motion; and
- c) Be relevant to the main motion.

11.19 Motion to amend – main motion – one at a time

Only one motion to amend the main motion shall be allowed at one time.

11.20 Motion to amend – amendment – one at a time

Only one motion to amend the motion to amend the main motion shall be allowed at one time.

Part 12 – Voting

12.1 Amendment – to amendment – voted on first

A motion to amend an amendment shall be voted on first.

12.2 Voting - order

Voting on the main motion and amending motions shall be conducted in the following order:

- a) A motion to amend a motion to amend the main motion;
- b) A motion (as amended or not) to amend the main motion; and
- c) The main motion (as amended or not).

12.3 Propositions – divided – voted on separately

When the motion under consideration contains distinct propositions, upon the request of any member and provided a recorded vote has not been called for, the vote on each proposition shall be taken separately.

12.4 Motion to vote – immediately – after all have spoken

A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with section 9.6 of this by-law.

12.5 Speaking – after motion – before vote announced

After a motion is put to a vote by the Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Chair.

12.6 Mandatory vote – all members – exception

Every member present, except the Mayor, shall vote on every motion unless the member indicates a conflict of interest.

12.7 No vote – deemed negative – exception

Notwithstanding the provisions of section 12.6 of this by-law, every member except the Mayor, who is not disqualified from voting by reason of a declared conflict of interest, shall be deemed to be voting against the motion if he/she declines or abstains from voting.

12.8 Mayor – voting privilege

Subject to section 12.17 to this by-law, the Mayor may vote with the other members, except when he/she is disqualified from voting by reason of a declared conflict of interest.

12.9 Secret voting – on motion – prohibited

The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.

12.10 Putting the question to vote – qualifications

When putting the question to vote, the Chair shall first ask for those in favour of its adoption to raise their hands, and then ask for those opposed to its adoption to raise their hands.

12.11 Result – announced – by Chair

The Chair shall announce the result of every vote.

12.12 Result – disagreement – objection immediate – retaken

If a member disagrees with the number of votes for and against a motion as announced by the Chair, he/she may object immediately to the Chair's declaration and, with the consent of the Council, the vote shall be retaken.

12.13 Tie vote – deemed negative

Where there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

12.14 Recorded vote – required – when called for – other

A recorded vote shall be taken when called for by any member or when required by law.

12.15 Recorded vote – called for – before – after – vote

A member may call for a recorded vote immediately prior to or immediately after the taking of the vote.

12.16 Recorded vote – names – entered in minutes

When a recorded vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the minutes.

12.17 Recorded vote – all members to vote – exception

Notwithstanding the provisions of section 12.8 of this by-law, the Mayor and all members present shall vote when a recorded vote is called for, except when they have been disqualified from voting by reason of a declared conflict of interest.

12.18 Voting – number of members – calculation

In any vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:

- a) The number of members who are present at the meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50*; and
- b) The number of seats that are vacant on the Council by reason of section 259(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended.

12.19 Voting – Rotation – Recorded Vote

The taking of the first recorded vote at any Council meeting will begin with the Deputy Mayor, except when he/she has been disqualified from voting by reason of a declared conflict of interest or is absent; and thereafter the starting point for the taking of subsequent recorded votes will move from eligible member in a counter-clockwise rotation around the Council board; provided however, that the Mayor will always be the last person voting when a recorded vote is being taken.

Part 13 – Reconsideration**13.1 Introduction – by majority vote – or absentee**

A motion to reconsider a decided matter shall only be introduced by a member who voted with the majority on the original motion or who was absent when the vote was called.

13.2 Urgent question – included in Meeting Agenda

When a member submitting a notice of motion to reconsider a decided matter to the Clerk within the deadline prescribed in section 7.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall include the notice of motion in the Meeting Agenda.

13.3 Administrative action – not delayed – before notice

A notice of motion to reconsider a decided matter filed with the Clerk shall not stop or delay any administrative action on the decided matter at any time before the notice of motion has been dealt with by the Council.

13.4 Reconsideration – majority vote – whole Council – required

A motion to reconsider a decided matter shall require the approval of majority of the whole Council.

13.5 Reconsideration – majority approval – exception

Notwithstanding the provisions of 13.4 of this by-law, a motion to recommend the reconsideration of a decided matter of the Council, made a committee, shall only require the approval of a majority of all the members of the committee.

13.6 Reconsideration – twice only

No motion for the reconsideration of any decided matter shall be permitted more

than twice during any one year nor shall a motion to reconsider be reconsidered.

13.7 Affirmative vote – original matter – next business

If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

13.8 Debate – prohibited – statement of reason – permitted

No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider may provide or may make a brief and concise statement outlining the reasons for proposing such reconsideration.

Part 14 – Delegations

14.1 Written request – to Clerk – for committee

Any person desiring to be heard by Council or a committee shall submit a written request to the Clerk and the Clerk shall then direct the request to the committee.

14.2 Business – stated – matters – related to

Persons appearing before the Council or committee shall confine their remarks to the business stated in their request. Delegations shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.

14.3 Repetition – prevented – hearing declined – exception

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, the Council or committee may decline to hear any person who has an identifiable common interest or concern with any other person who has already appeared and spoken at the meeting of Council or committee.

14.4 Appearance – previous – limitation – new information

Except as required by law, any person appearing before the Council or committee, who has previously appeared before the Council or committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

Part 15 – Communications – Petitions

15.1 Presentation – information – legibly written – signed

Every communication or petition intended for presentation to the Council or a committee shall be legibly written or printed and shall be signed by at least one person given his/her address.

15.2 Listed – In Meeting Agenda – with similar matters

The Clerk shall list in the Meeting Agenda only those communications and petitions which pertain to matters contained in the reports and other communications listed in the Meeting Agenda.

15.3 Matters – not pertinent – directed to appropriate area

Every communication or petition which does not pertain to matters in the Meeting Agenda shall be directed by the Clerk to the appropriate committee.

15.4 Language – obscene – defamatory – prohibited

Notwithstanding the provisions of sections 15.2 and 15.3 of this by-law, communications or petitions containing obscene or defamatory language shall not be listed in the Meeting Agenda or be directed to a committee.

Part 16 – Enquiries

16.1 Corporation – business – procedure

Enquiries relating to any matter connected with the business of the Corporation of the Township of Lucan Biddulph may be made by members to the Mayor or,

through him/her, to another member or to the Clerk or to a department head or his/her designate.

16.2 Argument – opinions – debates – prohibited

When an enquiry is made in accordance with section 16.1 of this by-law, no argument, opinion or facts shall be stated, except so far as may be necessary to explain the enquiry, and no debate shall be permitted with respect to the enquiry.

16.3 Answer – response – debate – prohibited

When a member answers a question in response to an enquiry, he/she shall not debate the matter to which the enquiry refers.

Part 17 – Emergent Business

17.1 Emergency – congratulations – condolatory matters

Business that is not part of the Meeting Agenda shall not be considered by the Council unless it is of an emergency, congratulatory or condolatory nature.

17.2 Introduction – majority – required

Members shall introduce matters described in section 17.1 of this by-law, but in order for such matters to be introduced by the majority of the members present shall give leave for the introduction of such matters.

17.3 Motion to introduce – not amendable – debatable

Motions to give leave for the introduction of such matters shall not be amendable or debatable.

Part 18 – Unfinished Business

18.1 Repeated – until disposed of

Items in the Meeting Agenda which have not disposed of by the Council shall be repeated in each subsequent Meeting Agenda until disposed of by the Council.

Part 19 – Enactment of By-laws

19.1 Printed – distributed – with Meeting Agenda

By-laws shall be printed and distributed with the Meeting Agenda for the meeting at which they are to be read.

19.2 Readings – 3 – required – before enactment

Every by-law shall receive 3 separate readings before being enacted by the Council.

19.3 Readings – 3 – at same meeting – permitted

Unless other provided by law, every by-law may receive all 3 readings at the same meeting.

19.4 First – third readings – motion – no amendment – debate

Motions for the first and third readings of the by-laws shall not be amendable or debatable.

19.5 Second reading – amendable – debatable

Amendments and debate on the content of by-laws shall be in order after a motion for the second reading of the by-laws has been duly made and seconded.

19.6 Signed – seal affixed – dates shown

Every by-law enacted by the Council shall be signed by the Mayor or Presiding Officer and the Clerk or Deputized Clerk, sealed with the seal of the Corporation and shall show the dates of the three readings by the Council.

Part 20 – Special Committees

20.1 Appointment – by Council – consideration – report

A special committee may be appointed by the Council to consider and report on a specific subject, project or undertaking.

20.2 Work – completed – committee – dissolved

When a special committee has completed its work and made its report to the Council, the committee shall be deemed to be dissolved.

Part 21 – Disclosures of Pecuniary Interest

21.1 Pecuniary Interest – disclosure – requirements

If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a meeting at which the said matter is the subject of consideration, then he/she shall disclose his/her interest by verbal means followed by completion of the Statutory Declaration as required under Section 223 of the *Municipal Act, 2001 as amended*, effective March 1, 2019 and he/she shall not take part in the consideration or discussion of the said matter nor shall he/she vote on any motion in regard to the same matter.

21.2 Non-compliance – by member – validity not affected

The failure of one or more members to comply with 21.1 of this by-law shall not affect the validity of the meeting in regard to the said matter.

21.3 Disclosure – by majority – quorum – requirement

Notwithstanding the provisions of section 8.1 of this by-law, when a majority of the members has disclosed an interest in accordance with section 21.1 of this by-law and the *Municipal Conflict of Interest Act*, as may be amended from time to time, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Part 22 – Confirming By-law

22.1 Proceedings – all matters

The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision of the Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

22.2 Non-amendable – non-debatable

Notwithstanding the provisions of section 19.5 of this by-law, confirming by-laws shall not be amendable or debatable.

Part 23 – Repeal – Enactment – Amendment

23.1 By-laws – previous

That By-law No. 74-2018 is hereby rescinded.

23.2 Effective date

This by-law comes into force on January 22, 2019

Read a FIRST, SECOND and THIRD time and FINALLY PASSED this 22nd day of January 22, 2019

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 10-2019

**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 22, 2019 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 22, 2019 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 22, 2019 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 22, 2019.**

MAYOR

CLERK

TOWNSHIP OF LUCAN BIDDULPH

BY-LAW NO. 201-2019

BEING A BY-LAW TO AMEND THE TOWNSHIP OF

LUCAN BIDDULPH COMPREHENSIVE ZONING

BY-LAW NO. 100-2003

2161453 Ontario Inc.

Olde Clover Village – Phase 3

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, in conformity with the County of Middlesex Official Plan and in conformity with the Lucan Biddulph Official Plan;

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

- 1. **THAT** Schedule "B", Map No. 11 to the Township of Lucan Biddulph Comprehensive Zoning By-law No. 100-2003 is hereby amended by changing from the "site-specific" Residential First Density – Holding (R1-8-H) Zone to the "site-specific" Residential First Density (R1-8) Zone those lands outlined in heavy solid lines and described as **R1-8** on Schedule "A" attached hereto and forming part of this By-law, legally described as Part of Lot 7, North of the Proof Line Road (geographic Township of Biddulph) Township of Lucan Biddulph, in the County of Middlesex being Lots 1-27, inclusive, on Registered Plan 33M-759
- 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.

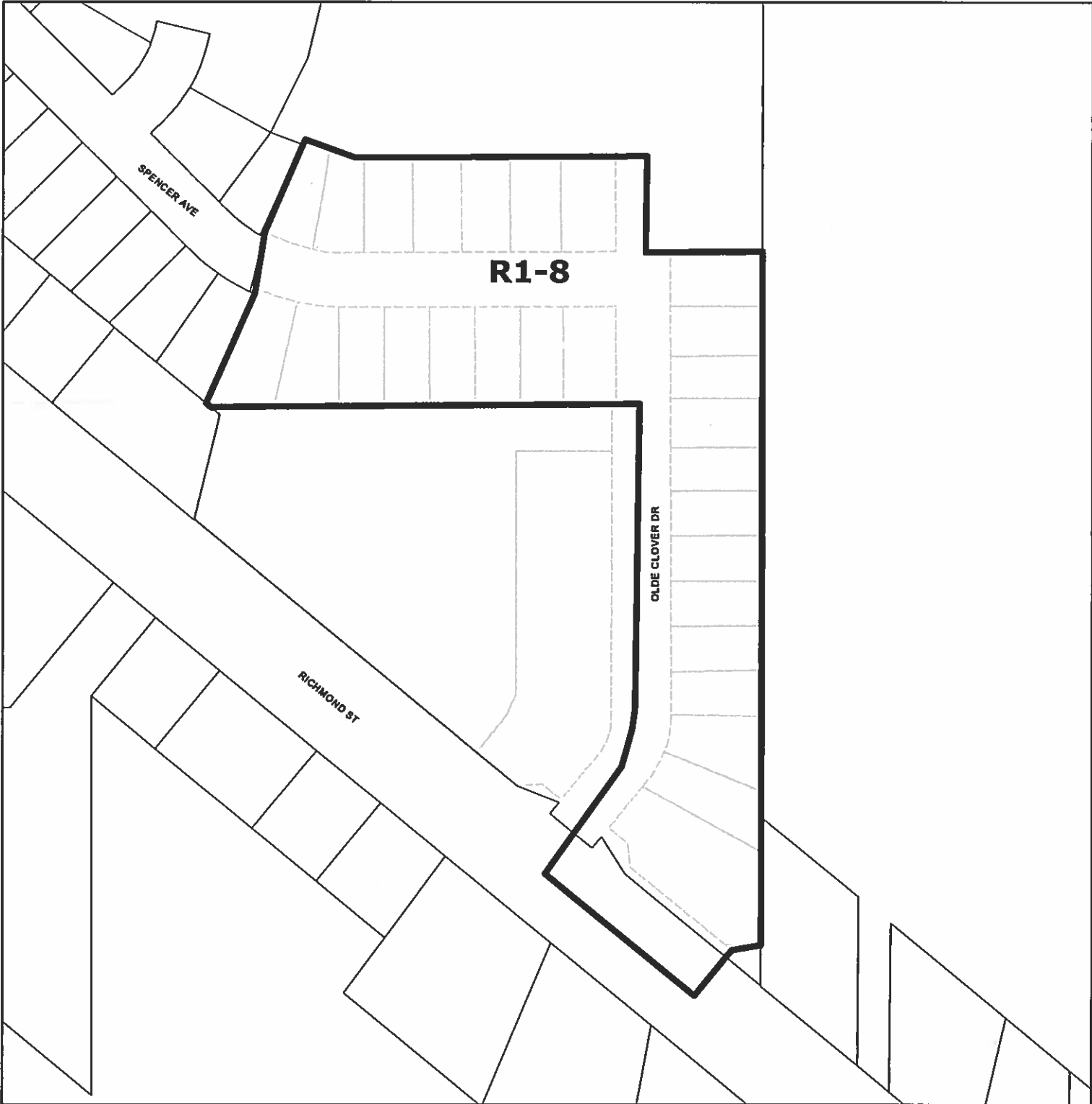
READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED
AND READ A THIRD TIME AND PASSED THIS 22TH DAY OF JANUARY, 2019.

MAYOR

CLERK



Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. 201-2019
PASSED THIS 22nd DAY OF January, 2019.

