



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, JULY 14, 2020 5:15 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

MEETING TO BE HELD ELECTRONICALLY. THE MEETING WILL BE AVAILABLE AS FOLLOWS AT 5:15 P.M. ON JULY 14, 2020

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

1. Call to Order

2. Disclosure of Pecuniary Interest & Nature Thereof

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

3. 5:15 p.m. In-Camera Session

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

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

4. Petitions & Delegations

a. 6:00 p.m. Court of Revision

i. Hodgins Drain 2020

[Notice of Court of Revision - Hodgins Drain](#)

[Hodgins Drain 2020 Revised Report including revised schedules](#)

ii. Casey-McCarthy Drain 2020

[Notice of Court of Revision - Casey-McCarthy Drain](#)

[Casey - McCarthy Drain 2020 Report](#)

iii. Riddell-McCarthy Drain 2020

[Notice of Court of Revision - Riddell-McCarthy Drain](#)

[Riddell-McCarthy Drain 2020 Report](#)

b. Francis Veilleux, President - Bluewater Recycling Association - CANCELLED

- c. Christene Scrimgeour
[2019 Township of Lucan Biddulph Draft Consolidated Financial statements](#)

5. Adoption of Minutes

[Council Minutes - June 16 2020](#)

[Special Meeting Minutes - June 25 2020](#)

6. Business Arising From the Minutes

[BA Jul 14 2020](#)

7. Communications Reports

1. Balance of Communications
 - a. [MMAH Minister's Letter - COVID-19 Economic Recovery Act](#)
 - b. [Letter from Minister Steve Clark - June 12- Planning Act amendments during COVID-19](#)
 - c. [Middlesex County Media Release - Play it Forward program](#)
 - d. [AMO - Update on Steward Obligation for Blue Box services](#)
 - e. [AMO - Waste Management Updates](#)
 - f. [Landfill Approval Rights Update - Demand the Right Coalition of Ontario Municipalities](#)
 - g. [BRA - Expanded Polystyrene Recycling Option](#)
 - h. [Resolution - Sarnia - Long Term Care Home Improvements](#)
 - i. [Resolution - Renfrew County - COVID-19 affect on Economic Development](#)
 - j. [Resolution - Puslinch Township - TAPMO Executive Meeting Minutes dated May 28, 2020](#)
 - k. [Resolution - Grey County - Broadband access](#)
 - l. [Support Resolution - Township of Lake of Bays - High Speed Internet Connectivity in Rural Ontario](#)
 - m. [Support Resolution - Mississippi Mills - rural broadband access Ontario](#)
 - n. [UTRCA - May 26 BOD Meeting Minutes & June 23 Board Meeting Video](#)
 - o. [UTRCA - BOD Meeting Agenda & Reports](#)
 - p. [BRA - June 2020 Board Meeting Notes](#)
 - q. [AMO Watchfile June 18](#) [AMO Watchfile June 25](#)
 - r. [AMO Watchfile July 2](#) [AMO Watchfile July 9](#)

8. Committee Reports

- a) CEDC
- b) Bluewater Recycling
- c) Lake Huron
- d) Fire Boards - [FR-01-2020 Fire Services Report re Mid Rise Buildings](#)
- e) ABCA
- f) UTRCA
- g) Parks & Recreation - [PRAC Minutes - June 29 2020](#)

h) Canada Day

9. Staff Reports

a) CAO/Clerks Office

[CL-04-2020 - Procedural Bylaw Amendments](#)

[CL-05-2020 updated Fees By-law](#)

b) Building/By-law Enforcement

c) Finance

[FIN-10-2020 - Efficiency Reserve - 2019 withdrawl](#)

d) Planning

[PL-08-2020 - ZBA-6-2020 - Block 29 Plan 33M759 \(Verhoog\)](#)

[Zoning - Levitt Street, Granton](#)

e) Public Works

[PW-18-2020 - Olde Clover Village Phase 1 Assumption](#)

[PW-19-2020 Casey-McCarthy Drain Tender](#)

[PW-20-2020 Riddell-McCarthy Drain Tender](#)

[PW-21-2020 Hodgins Drain Tender](#)

f) Parks & Recreation

[PR-08-2020 - Soccer Field Project](#)

g) Economic Development

[EDC-04-2020 - Community Improvement Plan Proposal](#)

10. Councillor's Comments

11. Changes to Budget

12. Notice of Motions

13. Motions and Accounts

[Accounts Paid June 2020](#)

[Motions - July 14 2020](#)

14. By-laws

[30-2020 Procedure By-law](#)

[31-2020 Fees By-law](#)

[32-2020 Confirming](#)

15. Adjournment

NOTICE OF SITTING OF COURT OF REVISION

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

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

RE: Hodgins Municipal Drain

Notice is hereby given that a Court of Revision will be held at the Township of Lucan Biddulph offices, 270 Main Street, Lucan, Ontario NOM 2J0 on the 14th day of July, 2020 at 6:00 p.m. to hear any owner of land, or where roads in the local municipality are assessed, any ratepayer, who complains that his/her or any other land or road has been assessed too high or too low or that any land or road that should have been assessed has not been assessed, or that due consideration has not been given or allowance made as to type or use of land, who personally, or by his/her agent, has given notice in writing to the Clerk of the municipality that he/she considers himself aggrieved for any or all such causes and such notice to be given to the Clerk of the initiating municipality not later than 10 days prior to the first sitting of the Court of Revision.

Ron Reymer, Clerk
Township of Lucan Biddulph

Dated this 15th day of June, 2020

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

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

Enclosed herewith, please find a copy of the Township of Lucan Biddulph's Provisional By-law No. 23-2020. A copy of the Engineer's Report together with a schedule of assessments on this drain was previously forwarded to you.

HODGINS DRAIN 2020
Township of Lucan Biddulph



**SPRIET
ASSOCIATES**

ENGINEERS & ARCHITECTS

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London, Ontario
March 27, 2020

HODGINS DRAIN 2020

Township of Lucan Biddulph

To the Mayor and Council of
The Township of Lucan Biddulph

Mayor and Council:

We are pleased to present our report on the reconstruction of the Hodgins Municipal Drain serving parts of Lots 17 to 25, Concessions 9 to 13, and parts of Lots 19 and 20, Concession N.B. in the Township of Lucan Biddulph. The total watershed area contains approximately 524 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by some of the affected landowners.

HISTORY

The Hodgins Drain was originally constructed pursuant to a report submitted by W.G. McGeorge, O.L.S., C.E., dated September 24, 1945. The report provided for the construction of a Main Drain and Branches 'A', 'B', and 'C'. The Main Drain consisted of approximately 4,849 lineal meters of open ditch and 365 lineal meters of 300mm 12" tile in the Township of Lucan Biddulph, and a further 382 lineal meters of open ditch in Lot 10, Concession 12 (geographic Blanshard) in the Municipality of Perth South.

The upper portion, from Stonehouse Line in Lot 20 upstream to the existing tile outlet on the line between Lots 23 and 24, Concession 11, was last reconstructed pursuant to a report submitted by A.J. DeVos, P.Eng., dated February 3, 1976.

The upper portion running along the line between Lots 23 and 24 was later replaced and renamed the Riddell-McCarthy Drain pursuant to a 1986 A.J. DeVos report.

Limited erosion control work was carried out in the lower portion of the ditch in Lot 20, Concession 11 and Lot 20, Concession N.B., pursuant to a 1987 A.J. DeVos report. A new Schedule of Assessment for the entire open portion in Lucan Biddulph was also included in this report.



EXISTING DRAINAGE CONDITIONS

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

- that the existing ditch has silted in at a few locations
- that several tributary municipal tile drains do not have sufficient freeboard to provide a good drainage outlet
- that the upper portion of the drain will need to be deepened to provide a sufficient outlet for the improvement of the Riddell-McCarthy Drain upstream of the Hodgins Drain
- that several of the culverts are not deep enough to allow for any improvement beyond the existing design grade
- that some owners acknowledge the lack of channel depth for tributary municipal tile drains but request that only maintenance be provided to service their properties
- that there are trees and brush impeding the flow of water in the ditch

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

- that portions of the open ditch have silted in and do not provide a proper outlet for tributary sub-surface drainage tiles
- that there is a considerable amount of trees and brush growing on the banks and bottom along portions of the ditch reducing its capacity during times of high flow and facilitating erosion due to the deflection of water into the banks
- that several locations along the drain are experiencing erosion due to surface water entering the drain
- that the farm culvert in Lot 19, Concession N.B. is narrow, in poor condition, shallow, and undersized for today's standards and farming practices
- that most of the channel through cultivated lands has a good grassed buffer, but that some locations have less than the recommended width
- that, in addition to the siltation of the ditch, the tributary Branch 'B' of the Hodgins Drain, the Lyons Drain, the Cook-Heenan Drain, and the Riddell-McCarthy Drain do not have good freeboard above the design grade of the ditch, which is constrained by the elevations of the existing farm culverts and the culvert under Breen Drive

The portion of ditch along Stonehouse Line is being replaced by a closed drain as part of a concurrent Riddell-McCarthy Drain report and this portion is being included as part of that drain. This work will affect the remaining Hodgins Drain as follows:

- that this closed drain is being sized to a drainage coefficient of 50mm per 24 hours which results in larger and slightly deeper tiles compared to the standard 38mm design

EXISTING DRAINAGE CONDITIONS (cont'd)

- that there will be two new outlet pipes discharging into the new upper limit of the Hodgins Drain on the west side of Stonehouse Line
- that this will require that the upper 789 meters of the ditch be deepened 0.27 meters to 0.12 meters below the 1976 design grade. As a result, the upper 339 meters will require reconstruction with resloping of the south ditch bank
- that the existing farm culverts in Lots 22 and 23 are too high to accommodate the deepening. The owners informed us that the culvert in Lot 23 is no longer required due to a former property severance and was requested to be removed

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

The fact that the outlets for the Lyons and Cook-Heenan Drains would have less than 0.3 meters freeboard due to the elevation of the Breen Drive culvert was discussed including that it would be possible to provide the additional depth by flattening the grade downstream to Stonehouse Line. After discussion with affected owners at later dates it was decided not to proceed with the improved design in this area.

DESIGN CRITERIA AND CONSIDERATIONS

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

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

RECOMMENDATIONS

We are therefore recommending the following:

- that the existing ditch bottom be cleaned out where specified to provide a proper sub-surface drainage outlet
- that ditch banks be reconstructed in the upper 339 meters of drain, including seeding of newly exposed ditch slopes
- that due to the depth and slope of the existing drain, little or no material will be excavated from the ditch bottom in specified sections of the ditch
- that excavated material be hauled away and disposed of from specified areas and that the remaining excavated material be levelled adjacent to the drain



RECOMMENDATIONS (cont'd)

- that the ditch bottom and ditch slopes be cleared only (stumps are to be left) of trees, brush and scrub
- that the working space and access route be cleared and grubbed of trees, brush and scrub where required for machines to access and complete the work on the ditch and the areas where excavated material is to be levelled
 - that the stumps, logs and brush be piled beyond this width
 - that new farm culverts consisting of 1500mm diameter and 2400mm diameter pipe culvert be constructed on the properties described by Roll No.'s 30-145 and 40-060, respectively, including the removal and disposal of the existing culverts
 - that the existing farm pipe culvert on the property described by Roll No. 30-144 be removed

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

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

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- timing of construction is to be only at times of low or no flow
- various sediment basins are to be constructed along the course of the drain at the locations specified on the plan and these basins are to be maintained by the Township of Lucan Biddulph
- a temporary flow check of silt fencing is to be installed for the duration of the construction at the bottom end of the ditch cleanout
- a cleanout of the ditch bottom only has been specified so that the existing bank vegetation is not disturbed. However, where the existing banks are unstable, or may become unstable, they are to be resloped and seeded as noted on the plans
- excavated material from the upper 789 meters is to be hauled away and disposed of
- 2.4 meter wide grassed buffer strips between the top of the bank and any adjacent cultivated lands on both sides of the ditch are to be incorporated and/or be constructed in accordance with the attached plans
- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

- all work is to be completed from the north and west sides of the ditch where possible. Any natural vegetation, brush, trees, etc. that exist on the unaffected sides of the ditch, especially the south side, should be retained to provide shade and cover
- all new tile drain outlets are to be installed with quarry stone rip-rap protection

It is to be noted that both the existing and newly vegetated banks as well as the existing natural and newly created buffer strips along each side of the ditch are permanent parts of the Hodgins Municipal Drain and shall not be disturbed or destroyed.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 3,064 lineal meters of open ditch cleanout, spot cleanout, and reconstruction including rock chutes, bank seeding, construction of farm culverts and sediment basins.

SCHEDULES

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

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

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 144,100.00. This estimate includes engineering and administrative costs associated with this project.

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

Drawing No.'s 1 and 2, Job No. 219027 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

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

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$45,000.00/ha. When any buffer strip is incorporated and/or created, the allowance

ALLOWANCES (cont'd)

granted is for any land beyond a 1.8-meter width deemed to have always been part of the drain. For existing open ditches, the right-of-way to provide for the right to enter and restrictions imposed on those lands is deemed to have already been granted.

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain

The amounts granted are based on the following:

- a) for open ditch work with excavated material levelled adjacent to drain - \$4,787.00/ha.
- b) for open ditch work with excavated material hauled away - \$3,730.00/ha.
- c) for open ditch work with minimal cleanout - \$2,000.00/ha.

These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

ASSESSMENT DEFINITIONS

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

SECTION 22

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

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

SECTION 23

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

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



ASSESSMENT

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

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

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

SPECIAL BENEFIT ASSESSMENTS

Special Benefit Assessments have been made against individual properties for their portion of the cost of various special works provided to them. These works typically include farm or access culverts, outlet pipes, rock chutes, and rip-rap protection on banks and around existing outlet pipes and shall be as shown on Schedule 'C' - Assessment for Construction. For open drains the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner prior to commencement of excavation on each property. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations, will be repaired by the Contractor at his cost. All other outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer shall be considered an extra to the contract price. This cost shall be assessed to the property as a non-pro-rateable special benefit. These outlet pipes are not part of the drain for future maintenance purposes.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments. It should be noted that all additional costs to the Hodgins Drain to increase the design standard on the upstream Riddell-McCarthy Drain 2020 above the 38mm per 24 hours is assessed separately and shown not to receive the grant.



MAINTENANCE

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

After completion, the entire Hodgins Drain 2020 shall be maintained by the Township of Lucan Biddulph at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

After completion, the remaining portion of the Hodgins Drain in Lot 20, Concession N.B. shall be maintained by the Township of Lucan Biddulph at the expense of all upstream lands and roads assessed in the Schedule of Assessment for Maintenance in the March 5, 1987 report and in the same relative proportions until such time as the assessment is changed under the Drainage Act. The above existing portions of the drain shall be maintained in accordance with the grades and dimensions set out in the plans and specifications contained in the 1945 report.

Special Benefit Assessments shall only be pro-rated for future maintenance purposes, if the work assessed for special benefit is part of the maintenance.

Repairs or improvements to any road culvert or bridge shall be the responsibility of the applicable Road Authority, entirely at their cost.

Future maintenance costs for the new farm culvert on the property described by Roll No. 40-060 shall be levied 55% to the affected owner and the remainder shall be pro-rated over the upstream outlet assessments. Future maintenance costs for the new farm culvert on the property described by Roll No. 30-145 shall be levied two-thirds to the affected owner and the remainder shall be pro-rated over the upstream outlet assessments.



Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

A handwritten signature in black ink, appearing to read 'M.P. DeVos'.

M.P. DeVos, P. Eng.

MPD:bv



SCHEDULE 'A' - ALLOWANCES

HODGINS DRAIN 2020

Township of Lucan Biddulph

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN - OPEN PORTION					
10	19	30-151 (J. Bryan)	1,000.00	1,330.00	2,330.00
10	N½20	30-150 (F. Hennan & M. Ryan-Heenan)	1,200.00	1,380.00	2,580.00
10	S½20	30-149 (F. Hennan & M. Ryan-Hennan)	1,470.00	1,320.00	2,790.00
10	Pt.S½21	30-145 (Railview Farms Ltd.)	3,580.00	2,650.00	6,230.00
10	Pt.23	30-144 (875096 Ontario Inc.)	2,680.00	1,910.00	4,590.00
10	24	40-061 (Jadaho Farms Ltd.)		250.00	250.00
NB	E½19	40-060 (962805 Ontario Ltd.)	2,510.00	2,550.00	5,060.00
NB	Pt.20	40-059 (962805 Ontario Ltd.)	700.00	450.00	1,150.00
11	Pt.19	40-067 (Luyten Farms Ltd.)	2,090.00	2,760.00	4,850.00
11	Pt.19	40-068-01 (Luyten Farms Ltd.)	1,050.00	1,400.00	2,450.00
Total Allowances			\$ 16,280.00	\$ 16,000.00	\$ 32,280.00

TOTAL ALLOWANCES ON THE HODGINS DRAIN 2020

\$ 32,280.00

SCHEDULE 'B' - COST ESTIMATE

HODGINS DRAIN 2020**Township of Lucan Biddulph**

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

MAIN DRAIN - OPEN PORTION

Mobilization of equipment	\$ 1,200.00
1870 meters of open ditch cleanout including through culverts and construction of sediment basins (Approx. 305m ³)	\$ 10,290.00
855 meters of open ditch spot cleanout (Approx. 75 m ³)	\$ 2,140.00
339 meters of open ditch reconstruction (Approx. 275 m ³)	\$ 3,900.00
Seeding of ditch banks and buffer strips (Approx. 2340 m ²)	\$ 1,400.00
Levelling of excavated material	\$ 5,115.00
Sta. 2+000 to Sta. 2+789 Excavated material to be hauled to property Roll No. 40-071 (Approx. 390m ³)	\$ 5,330.00
Clearing & grubbing	\$ 7,400.00
Construct the following helical corrugated aluminized steel pipe as new farm culvert including removal and disposal of existing structure (where applicable):	
Sta. 2+254± 30-145 (Railview Farms Ltd.)	
Supply & delivery of 13.5 m - 1500mm dia, 2.0mm thick, 125mm x 25mm cor.	\$ 5,350.00
Installation of pipe including supply and installation of bedding and backfill including removal of existing pipe and rip-rap	\$ 4,200.00
Supply & installation of quarry stone rip-rap (7.5m ³) and reinstallation of exist. rip-rap	\$ 1,310.00
Sta. 2+685± 30-144 (875096 Ontario Inc.)	
Remove and dispose of existing 1500mm dia, CSP culvert and excess material	\$ 1,200.00
Haul existing broken concrete rip-rap top Sta. 2+254 (approx. 2.5m ³)	\$ 100.00
Sta. 0+002± 40-060 (962805 Ontario Ltd.)	
Supply & delivery of 13.5 m - 2400mm dia, 2.8mm thick, 125mm x 25mm cor.	\$ 11,970.00
Installation of pipe including supply and installation of bedding and backfill including removal and disposal of existing pipe culvert.	\$ 7,200.00
Supply and installation of quarry stone riprap (12m ³)	\$ 2,100.00
Backfill washouts, supply and place quarry stone rip-rap protection (with filter blanket) on ditch slopes as rock chutes (Approx. 24.0 m ³ quarry stone required)	\$ 4,200.00
Tender Security	\$ 900.00
Contingencies	\$ 3,000.00
Allowances under Sections 29 & 30 of the Drainage Act	\$ 32,280.00

SCHEDULE 'B' - COST ESTIMATE

HODGINS DRAIN 2020
Township of Lucan Biddulph

ADMINISTRATION

Conservation Authority Review Fee	\$	300.00
Interest and Net Harmonized Sales Tax	\$	3,719.00
Survey, Plan and Final Report	\$	23,532.00
Expenses	\$	1,214.00
Supervision and Final Inspection	\$	<u>4,750.00</u>

TOTAL ESTIMATED COST **\$ 144,100.00**

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

HODGINS DRAIN 2020

Township of Lucan Biddulph

Job No. 219027

March 27, 2020

* = Non-agricultural

** = Agricultural Non Grantable

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	SPECIAL BENEFIT	BENEFIT	OUTLET	TOTAL
MAIN DRAIN - OPEN PORTION							
	9	20	2.8	30-107 (Jeramel Farms Ltd.)	\$	\$	\$ 218.00 \$ 218.00
	9	21	3.6	30-108 (Luyten Farms Ltd.)			280.00 280.00
	10	17	1.2	30-154 (C. Hayden)			11.00 11.00
	10	18	10.1	30-153 (2059520 Ontario Ltd.)			140.00 140.00
	10	19	17.0	30-152 (J. & M. Bryan)			832.00 832.00
	10	N½20	17.8	30-151 (J. Bryan)		3,910.00	984.00 4,894.00
	10	S½20	20.2	30-150 (F. Hennan & M. Ryan-Heenan)		4,340.00	1,357.00 5,697.00
	10	N½21	20.2	30-149 (F. Hennan & M. Ryan-Hennan)		4,720.00	2,352.00 7,072.00
*	10	Pt.S½21	1.32	30-148-01 (R. & P. McLeod)			128.00 128.00
	10	S½21&22	39.2	30-145 (Railview Farms Ltd.)		10,510.00	4,010.00 14,520.00
*	10	Pt.S½22	0.47	30-146 (D. Merrifield & L. Ollivier)			98.00 98.00
*	10	Pt.23	2.97	30-144-10(M. McCarthy)		790.00	525.00 1,315.00
	10	23	12.8	30-144 (875096 Ontario Inc.)		6,280.00	2,054.00 8,334.00
	10	24	3.2	30-143 (Luyten Farms Ltd.)			584.00 584.00
NB	Pt.W½19	10.4	40-061 (Jadaho Farms Ltd.)	1,090.00	620.00	120.00	1,830.00
NB	E½19	4.4	40-060 (962805 Ontario Ltd.)	13,190.00	7,550.00	34.00	20,774.00
NB	Pt.20	-	40-059 (962805 Ontario Ltd.)		1,390.00		1,390.00
*	11	Pt.19	1.21	40-067-01 (T. & A. Mclaughlin)			37.00 37.00
	11	Pt.19	19.1	40-067 (Luyten Farms Ltd.)		8,260.00	534.00 8,794.00
	11	W½20	21.4	40-068-01 (Luyten Farms Ltd.)		4,130.00	1,040.00 5,170.00
	11	E½20	8.1	40-068 (H. & E. Vander Hyden)			375.00 375.00
*	11	Pt.21	2.22	40-069 (S. Shearer & R. Shoebottom)			135.00 135.00
	11	Pt.21	38.2	040-069-01 (P. Kelly)			2,066.00 2,066.00
	11	22	40.5	40-070 (H. & K. Dietrich)			2,932.00 2,932.00
	11	23	40.5	40-071 (Luyten Farms Ltd.)	7,240.00		8,226.00 15,466.00
**				40-071 (Luyten Farms Ltd.)	2,770.00		2,770.00
*	11	Pt.24	0.17	40-072 (R. & S. Funston)			49.00 49.00
	11	Pt.24	34.2	40-073 (Hugh Dietrich Farms Ltd.)	7,240.00		6,395.00 13,635.00
**				40-073 (Hugh Dietrich Farms Ltd.)	2,770.00		2,770.00
	12	Pt.N½21	8.1	40-100 (S. Malcolm)			375.00 375.00
	12	S½21	14.2	40-099 (H. & K. Dietrich)			604.00 604.00
	12	22	30.4	40-098 (H. & K. Dietrich)			1,361.00 1,361.00
	12	23	37.5	40-096 (Hugh Dietrich Farms Ltd.)			2,415.00 2,415.00
*	12	Pt.23	0.12	40-095 (C. Barker)			11.00 11.00
*	12	Pt.23	0.19	40-095-01 (T. & L. Foster)			18.00 18.00
*	12	Pt.23	0.22	40-096-02 (S. Maguire & D. Plumb)			20.00 20.00
*	12	Pt.23	0.08	40-094 (Granton Masonic Hall)			7.00 7.00
*	12	Pt.23	0.11	41-022-50 (R. Joyce-Maynard & A. Maynard)			10.00 10.00
*	12	Pt.23	0.11	41-022 (J. Hack)			10.00 10.00
	12	Pt.24&25	39.6	41-083 (Hugh Dietrich Farms Ltd.)			7,124.00 7,124.00
**				41-083 (Hugh Dietrich Farms Ltd.)	2,580.00		2,580.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (Cont'd)

Revised for Court of Revision May 7, 2020

**HODGINS DRAIN 2020
Township of Lucan Biddulph**

* = Non-agricultural

** = Agricultural Non Grantable

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	SPECIAL BENEFIT	BENEFIT	OUTLET	TOTAL
MAIN DRAIN - OPEN PORTION (cont'd)							
*	12	Pt.25	0.003	41-084-10 (Union Gas Ltd.)		3.00	3.00
*	12	Pt.25	0.33	41-084 (W. & S. Fox)		86.00	86.00
*	12	Pt.25	0.52	41-083-95 (D. Roloson)		126.00	126.00
*	12	Pt.24	0.17	41-063-01 (R. Mcleod & H. Smith)		46.00	46.00
*	12	Pt.24	0.09	41-064 (K. Shearme)		8.00	8.00
*	12	Pt.24	0.15	41-065 (K. Marshall)		20.00	20.00
*	12	Pt.24	0.12	41-066 (J. & W. Harding)		36.00	36.00
*	12	Pt.24	0.09	41-067 (B. Mark & N. Plunkett)		27.00	27.00
*	12	Pt.24	0.11	41-068 (H. Peters & T. Loewen)		40.00	40.00
*	12	Pt.24	0.11	41-063 (I. Chisholm)		40.00	40.00
*	12	Pt.24	0.07	41-068-02 (C. Wiebe)		25.00	25.00
*	12	Pt.24	0.07	41-069 (2605591 Ontario Ltd.)		25.00	25.00
*	12	Pt.24	1.42	41-075 (M. & J.Fletcher)		318.00	318.00
*	12	Pt.24	0.14	41-070 (I. & A. Chisholm)		53.00	53.00
*	12	Pt.24	0.06	41-071 (J. Martins & L. Ward)		23.00	23.00
*	12	Pt.24	0.07	41-072 (C. & R. Simons)		25.00	25.00
*	12	Pt.24	0.06	41-073 (H. Foster)		23.00	23.00
*	12	Pt.24	0.06	41-074 (S. Mulholland)		23.00	23.00
*	12	Pt.24	0.07	41-076 (M. Fletcher)		25.00	25.00
*	12	Pt.24	0.05	41-077 (J. Cook & A. Wilson)		19.00	19.00
*	12	Pt.24	0.08	41-062 (J. & K. Armstrong)		7.00	7.00
*	12	Pt.24	0.08	41-061 (J. Garrett)		7.00	7.00
*	12	Pt.24	0.16	41-060 (D. & M. Angus)		15.00	15.00
*	12	Pt.24	0.08	41-059-01 (L. Nagle & C. Jason)		7.00	7.00
*	12	Pt.24	0.08	41-023 (M. Holden)		7.00	7.00
*	12	Pt.24	0.08	41-024 (D. & H. Anderson)		7.00	7.00
*	12	Pt.24	0.08	41-025 (V. & C. Middleton)		7.00	7.00
*	12	Pt.24	0.08	41-026 (M. Harding)		7.00	7.00
*	12	Pt.24	0.08	41-027 (K. & B. Lambourn)		7.00	7.00
*	12	Pt.24	0.06	41-028 (K. Lambourn)		6.00	6.00
*	12	Pt.24	0.08	41-029 (K. Patterson & C. Angus)		7.00	7.00
*	12	Pt.24	0.05	41-031 (P. & C. Marshall)		5.00	5.00
*	12	Pt.24	0.04	41-032 (T. & K. Francis)		4.00	4.00
*	13	Pt.23	0.12	41-020-01 (United Church of Canada)		11.00	11.00
*	13	Pt.23	0.10	41-020 (C. & L. Finkbeiner)		9.00	9.00
*	13	Pt.23	0.11	41-019-90 (B. Brodhagen & C. Van Aert)		10.00	10.00
*	13	Pt.23	0.11	41-019-95 (J. Das Neves)		10.00	10.00
*	13	Pt.23	0.09	41-101 (P. Moore)		8.00	8.00
*	13	Pt.24	0.08	41-019 (P. Guindon)		7.00	7.00
*	13	Pt.24	0.08	41-018 (J. Mckinnon & B. Graham)		7.00	7.00
*	13	Pt.24	0.08	41-017 (A. Freeman & T. Klomp)		7.00	7.00
*	13	Pt.24	0.08	41-016 (T. Spence)		7.00	7.00
*	13	Pt.24	0.12	41-015 (J. Noon)		11.00	11.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (Cont'd)

Revised for Court of Revision May 7, 2020

HODGINS DRAIN 2020
Township of Lucan Biddulph

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CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	SPECIAL BENEFIT	BENEFIT	OUTLET	TOTAL			
MAIN DRAIN - OPEN PORTION (cont'd)										
*	13	Pt.24	0.12	41-014 (A. & A. Wakem)		11.00	11.00			
*	13	Pt.24	0.08	41-013 (K. Packwood & K. Crittenden)		7.00	7.00			
*	13	Pt.24	0.08	41-012 (W. & E. Henning)		7.00	7.00			
*	13	Pt.24	0.08	41-100 (J. & J. St. Pierre)		7.00	7.00			
*	13	Pt.24	0.08	41-099 (T. Blue)		7.00	7.00			
*	13	Pt.24	0.08	41-098 (B. Harrigan)		7.00	7.00			
*	13	Pt.24	0.08	41-096-95 (R. & E. Salter)		7.00	7.00			
*	13	Pt.24	0.08	41-097 (D. & M. Traher)		7.00	7.00			
*	13	Pt.24	0.08	41-096 (R. Vandergast)		7.00	7.00			
*	13	Pt.24	0.08	41-095 (L. & A. VanLeeuwen)		7.00	7.00			
*	13	Pt.24	0.15	41-093 (A. & E. Fluhrer)		14.00	14.00			
*	13	Pt.24	0.02	41-092 (Lucan Biddulph Township)		2.00	2.00			
*	13	Pt.24	0.12	41-102 (Lucan Biddulph Township)		11.00	11.00			
*	13	Pt.23&24	0.12	41-121 (Lucan Biddulph Township)		11.00	11.00			
*	13	Pt.24	0.08	41-105 (B. Bilcke)		7.00	7.00			
*	13	Pt.24	0.08	41-106 (R. McCurdy)		7.00	7.00			
*	13	Pt.24	0.08	41-107 (G. Westman)		7.00	7.00			
*	13	Pt.24	0.08	41-109 (N. Reeb)		7.00	7.00			
*	13	Pt.24	0.18	41-105-01 (A. & H. Ker)		17.00	17.00			
*	13	Pt.24	0.50	41-108 (509459 Ontario Ltd.)		23.00	23.00			
TOTAL ASSESSMENT ON LANDS					\$	52,500.00	\$	48,822.00	\$	138,202.00
Stonehouse Ln		5.80		Township of Lucan-Biddulph	\$	2,010.00	\$	1,845.00	\$	3,855.00
Breen Drive		4.50		Township of Lucan-Biddulph		520.00		876.00		1,396.00
Fallon Drive		0.40		County of Middlesex				279.00		279.00
Ann Street		0.20		Township of Lucan-Biddulph				140.00		140.00
Isabella Street		0.10		Township of Lucan-Biddulph				18.00		18.00
Queen Street		0.20		Township of Lucan-Biddulph				35.00		35.00
High Street		0.10		Township of Lucan-Biddulph				18.00		18.00
Head Street		0.20		Township of Lucan-Biddulph				35.00		35.00
King Street		0.10		Township of Lucan-Biddulph				18.00		18.00
Granton Line		0.60		Township of Lucan-Biddulph				104.00		104.00
TOTAL ASSESSMENT ON ROADS					\$	2,530.00	\$	3,368.00	\$	5,898.00
TOTAL ASSESSMENT ON THE HODGINS DRAIN 2020									\$ 144,100.00	

SCHEDULE OF NET ASSESSMENT

HODGINS DRAIN 2020
Township of Lucan Biddulph

(FOR INFORMATION PURPOSES ONLY)

Job No. 219027

March 27, 2020

Revised for Court of Revision May 7, 2020

* = Non-agricultural

** = Agricultural Non Grantable

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
30-107 (Jeramel Farms Ltd.)	\$ 218.00	\$ 73.00	\$	\$ 145.00
30-108 (Luyten Farms Ltd.)	280.00	93.00		187.00
30-154 (C. Hayden)	11.00	4.00		7.00
30-153 (2059520 Ontario Ltd.)	140.00	47.00		93.00
30-152 (J. & M. Bryan)	832.00	277.00		555.00
30-151 (J. Bryan)	4,894.00	1,631.00	2,330.00	933.00
30-150 (F. Hennan & M. Ryan-Heenan)	5,697.00	1,899.00	2,580.00	1,218.00
30-149 (F. Hennan & M. Ryan-Hennan)	7,072.00	2,357.00	2,790.00	1,925.00
* 30-148-01 (R. & P. McLeod)	128.00			128.00
30-145 (Railview Farms Ltd.)	14,520.00	4,840.00	6,230.00	3,450.00
* 30-146 (D. Merrifield & L. Ollivier)	98.00			98.00
* 30-144-10(M. McCarthy)	1,315.00			1,315.00
30-144 (875096 Ontario Inc.)	8,334.00	2,778.00	4,590.00	966.00
30-143 (Luyten Farms Ltd.)	584.00	195.00		389.00
40-061 (Jadaho Farms Ltd.)	1,830.00	610.00	250.00	970.00
40-060 (962805 Ontario Ltd.)	20,774.00	6,925.00	5,060.00	8,789.00
40-059 (962805 Ontario Ltd.)	1,390.00	463.00	1,150.00	-223.00
* 40-067-01 (T. & A. Mclaughlin)	37.00			37.00
40-067 (Luyten Farms Ltd.)	8,794.00	2,931.00	4,850.00	1,013.00
40-068-01 (Luyten Farms Ltd.)	5,170.00	1,723.00	2,450.00	997.00
40-068 (H. & E. Vander Hyden)	375.00	125.00		250.00
* 40-069 (S. Shearer & R. Shoebottom)	135.00			135.00
040-069-01 (P. Kelly)	2,066.00	689.00		1,377.00
40-070 (H. & K. Dietrich)	2,932.00	977.00		1,955.00
40-071 (Luyten Farms Ltd.)	15,466.00	5,155.00		10,311.00
** 40-071 (Luyten Farms Ltd.)	2,770.00			2,770.00
* 40-072 (R. & S. Funston)	49.00			49.00
40-073 (Hugh Dietrich Farms Ltd.)	13,635.00	4,545.00		9,090.00
** 40-073 (Hugh Dietrich Farms Ltd.)	2,770.00			2,770.00
40-100 (S. Malcolm)	375.00	125.00		250.00
40-099 (H. & K. Dietrich)	604.00	201.00		403.00
40-098 (H. & K. Dietrich)	1,361.00	454.00		907.00
40-096 (Hugh Dietrich Farms Ltd.)	2,415.00	805.00		1,610.00
* 40-095 (C. Barker)	11.00			11.00
* 40-095-01 (T. & L. Foster)	18.00			18.00
* 40-096-02 (S. Maguire & D. Plumb)	20.00			20.00
* 40-094 (Granton Masonic Hall)	7.00			7.00

SCHEDULE OF NET ASSESSMENT

Revised for Court of Revision May 7, 2020

HODGINS DRAIN 2020**Township of Lucan Biddulph**

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	ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
*	41-022-50 (R. Joyce-Maynard & A. Maynard)	10.00			10.00
*	41-022 (J. Hack)	10.00			10.00
	41-083 (Hugh Dietrich Farms Ltd.)	7,124.00	2,375.00		4,749.00
**	41-083 (Hugh Dietrich Farms Ltd.)	2,580.00			2,580.00
*	41-084-10 (Union Gas Ltd.)	3.00			3.00
*	41-084 (W. & S. Fox)	86.00			86.00
*	41-083-95 (D. Roloson)	126.00			126.00
*	41-063-01 (R. Mcleod & H. Smith)	46.00			46.00
*	41-064 (K. Shearme)	8.00			8.00
*	41-065 (K. Marshall)	20.00			20.00
*	41-066 (J. & W. Harding)	36.00			36.00
*	41-067 (B. Mark & N. Plunkett)	27.00			27.00
*	41-068 (H. Peters & T. Loewen)	40.00			40.00
*	41-063 (I. Chisholm)	40.00			40.00
*	41-068-02 (C. Wiebe)	25.00			25.00
*	41-069 (2605591 Ontario Ltd.)	25.00			25.00
*	41-075 (M. & J.Fletcher)	318.00			318.00
*	41-070 (I. & A. Chisholm)	53.00			53.00
*	41-071 (J. Martins & L. Ward)	23.00			23.00
*	41-072 (C. & R. Simons)	25.00			25.00
*	41-073 (H. Foster)	23.00			23.00
*	41-074 (S. Mulholland)	23.00			23.00
*	41-076 (M. Fletcher)	25.00			25.00
*	41-077 (J. Cook & A. Wilson)	19.00			19.00
*	41-062 (J. & K. Armstrong)	7.00			7.00
*	41-061 (J. Garrett)	7.00			7.00
*	41-060 (D. & M. Angus)	15.00			15.00
*	41-059-01 (L. Nagle & C. Jason)	7.00			7.00
*	41-023 (M. Holden)	7.00			7.00
*	41-024 (D. & H. Anderson)	7.00			7.00
*	41-025 (V. & C. Middleton)	7.00			7.00
*	41-026 (M. Harding)	7.00			7.00
*	41-027 (K. & B. Lambourn)	7.00			7.00
*	41-028 (K. Lambourn)	6.00			6.00
*	41-029 (K. Patterson & C. Angus)	7.00			7.00
*	41-031 (P. & C. Marshall)	5.00			5.00
*	41-032 (T. & K. Francis)	4.00			4.00
*	41-020-01 (United Church of Canada)	11.00			11.00
*	41-020 (C. & L. Finkbeiner)	9.00			9.00
*	41-019-90 (B. Brodhagen & C. Van Aert)	10.00			10.00

SCHEDULE OF NET ASSESSMENT

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Township of Lucan Biddulph

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	ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
*	41-019-95 (J. Das Neves)	10.00			10.00
*	41-101 (P. Moore)	8.00			8.00
*	41-019 (P. Guindon)	7.00			7.00
*	41-018 (J. Mckinnon & B. Graham)	7.00			7.00
*	41-017 (A. Freeman &. T. Klomp)	7.00			7.00
*	41-016 (T. Spence)	7.00			7.00
*	41-015 (J. Noon)	11.00			11.00
*	41-014 (A. & A. Wakem)	11.00			11.00
*	41-013 (K. Packwood & K. Crittenden)	7.00			7.00
*	41-012 (W. & E. Henning)	7.00			7.00
*	41-100 (J. & J. St. Pierre)	7.00			7.00
*	41-099 (T. Blue)	7.00			7.00
*	41-098 (B. Harrigan)	7.00			7.00
*	41-096-95 (R. & E. Salter)	7.00			7.00
*	41-097 (D. & M. Traher)	7.00			7.00
*	41-096 (R. Vandergast)	7.00			7.00
*	41-095 (L. & A. VanLeeuwen)	7.00			7.00
*	41-093 (A. & E. Fluhrer)	14.00			14.00
*	41-092 (Lucan Biddulph Township)	2.00			2.00
*	41-102 (Lucan Biddulph Township)	11.00			11.00
*	41-121 (Lucan Biddulph Township)	11.00			11.00
*	41-105 (B. Bilcke)	7.00			7.00
*	41-106 (R. McCurdy)	7.00			7.00
*	41-107 (G. Westman)	7.00			7.00
*	41-109 (N. Reeb)	7.00			7.00
*	41-105-01 (A. & H. Ker)	17.00			17.00
*	41-108 (509459 Ontario Ltd.)	23.00			23.00
*	Stonehouse Ln	\$ 3,855.00	\$	\$	\$ 3,855.00
*	Breen Drive	1,396.00			1,396.00
*	Fallon Drive	279.00			279.00
*	Ann Street	140.00			140.00
*	Isabella Street	18.00			18.00
*	Queen Street	35.00			35.00
*	High Street	18.00			18.00
*	Head Street	35.00			35.00
*	King Street	18.00			18.00
*	Granton Line	104.00			104.00
*					
TOTALS		\$ 144,100.00	\$ 42,297.00	\$ 32,280.00	\$ 69,523.00

**SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS**

G E N E R A L I N D E X

SECTION A	General Work	Pages 1 to 6
SECTION B	Open Drain	Pages 7 to 9
SECTION C	Tile Drain	Pages 10 to 15
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



SECTION A - GENERAL WORK**I N D E X**

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
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A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
A.6 LIVESTOCK.....	4
A.7 STANDING CROPS.....	4
A.8 RAILWAYS, HIGHWAYS, UTILITIES.....	4
A.9 LOCATION OF UTILITIES.....	4
A.10 IRON BARS.....	4
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A.12 RIP-RAP.....	5
A.13 GABION BASKETS.....	5
A.14 RESTORATION OF LAWNS.....	5
A.15 RESTORATION OF ROADS AND LANEWAYS.....	6

SECTION A**GENERAL WORK****A.1 COMMENCEMENT AND COMPLETION OF WORK**

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

As noted on the drawn, the contractor must first arrange for a preconstruction meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling, access and other pertinent details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours' notice prior to returning to the project.

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

A.2 WORKING AREA AND ACCESS

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

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

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

A.3 ROAD CROSSINGS**.1 General**

- .1 **Scope**: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 **Road Occupancy Permit**: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 **Road Closure Request and Construction Notification**: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 **Traffic Control**: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.

A.3 ROAD CROSSINGS (cont'd)

- .5 **Site Meeting/Inspection:** A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 **Weather:** No construction shall take place during inclement weather or periods of poor visibility.
- .7 **Equipment:** No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 Jacking and Boring

- .1 **Material:** The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 **Site Preparation and Excavation:** Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 **Installation:** The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.
- .4 **Unstable Soil or Rock:** The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 **Tile Connections:** Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 **Backfill:** Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 **Restoration:** The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 **Acceptance:** All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

A.3 ROAD CROSSINGS (cont'd)**.3 Open Cut**

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

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

The excavated material from the trench beyond a point 2.5 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL

Excess excavated material from open cut installation through roads, railways, laneways and lawn/grass areas, shall be removed and disposed of off-site by the Contractor as part of their lump sum installation price. If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.5 FENCES

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

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

A.6 LIVESTOCK

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

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

A.7 STANDING CROPS

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

A.8 RAILWAYS, HIGHWAYS, UTILITIES

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

A.9 UTILITIES

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

A.10 IRON BARS

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

A.11 STAKES

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

A.12 RIP-RAP

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

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

A.13 GABION BASKETS

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

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

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

A.14 RESTORATION OF LAWNS

- .1 **General:** Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the Contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil:** Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:
 - Seeding and sodding - minimum depth of 100mm
 - Gardens - minimum depth of 300mmIn all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to Contractor's operations, imported topsoil from acceptable sources shall be imported at the Contractor's expense to provide the specified depths. Topsoil shall be uniformly spread, graded, and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized, and any roots or foreign matter shall be raked up and removed as directed.

.3 Sodding

- .1 **Materials:** Nursery sod to be supplied by the Contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer:** Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod:** Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

On slopes steeper than 3 to 1, and in unstable areas, the Engineer may direct the Contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions. No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the Contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

A.14 RESTORATION OF LAWNS (cont'd)

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

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

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

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

A.15 RESTORATION OF ROADS AND LANEWAYS

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

SECTION B - OPEN DRAIN

I N D E X

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SECTION B
OPEN DRAIN

B.1 PROFILE

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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

B.5 EXCAVATED MATERIAL (cont'd)

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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



B.10 SEDIMENT BASINS AND TRAPS

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

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

B.11 SEEDING

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

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

Seeding shall not be completed after September 30.

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



SECTION C - TILE DRAIN

I N D E X

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

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

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

C.2 TESTING

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

C.3 LINE

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

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

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

C.3 LINE (cont'd)

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

C.4 CLEARING AND GRUBBING

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

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

C.5 PROFILE

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

C.6 GRADE

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

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

C.7 EXCAVATION

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.



C.7 EXCAVATION (cont'd)

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

C.8 INSTALLATION

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

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

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

C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS

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

C.10 BACKFILLING

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

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

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

C.11 UNSTABLE SOIL

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

C.12 ROCKS

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

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

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

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

C.14 TRIBUTARY DRAINS

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

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

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

C.14 TRIBUTARY DRAINS (cont'd)

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

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

C.15 OUTLET PIPES

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

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

C.16 CATCHBASINS AND JUNCTION BOXES

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

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

- .2 **Junction Boxes**: Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.
- .3 **Connections**: Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.

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

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

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

C.17 BLIND INLETS

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

C.18 GRASSED WATERWAY

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

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

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

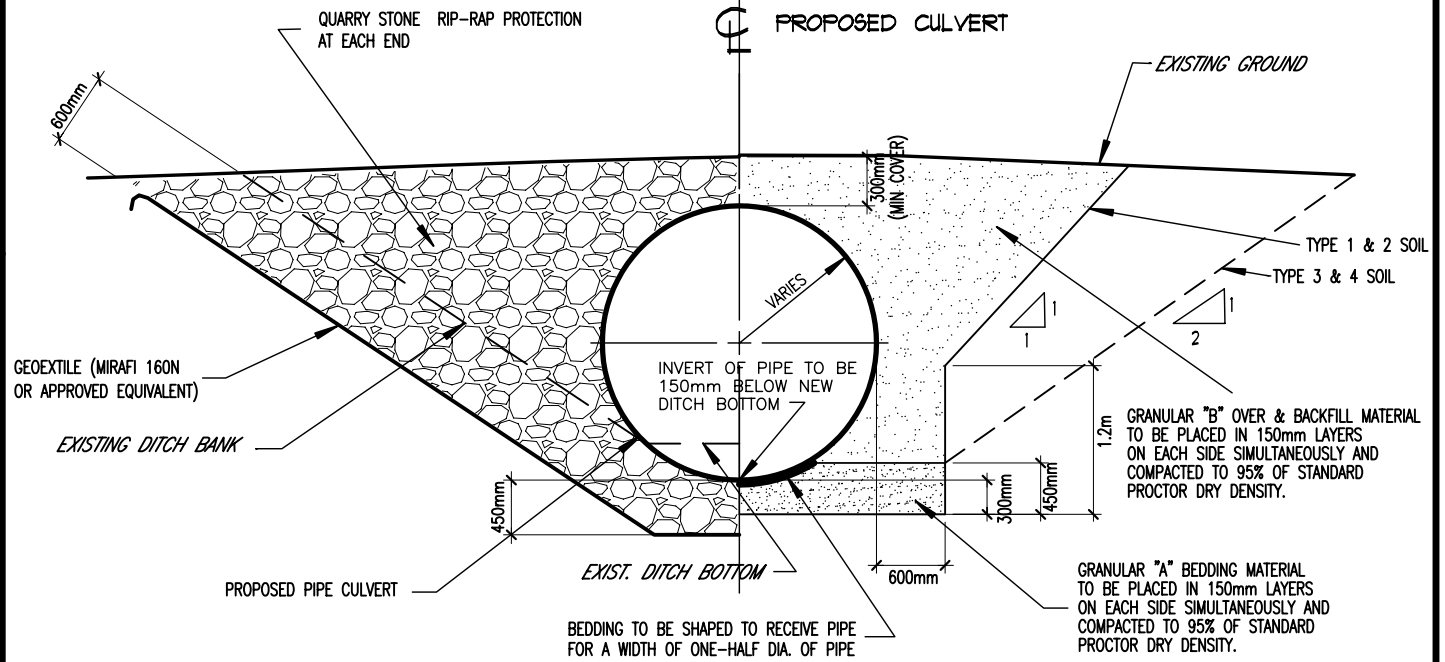
C.19 BACKFILLING EXISTING DITCHES

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

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

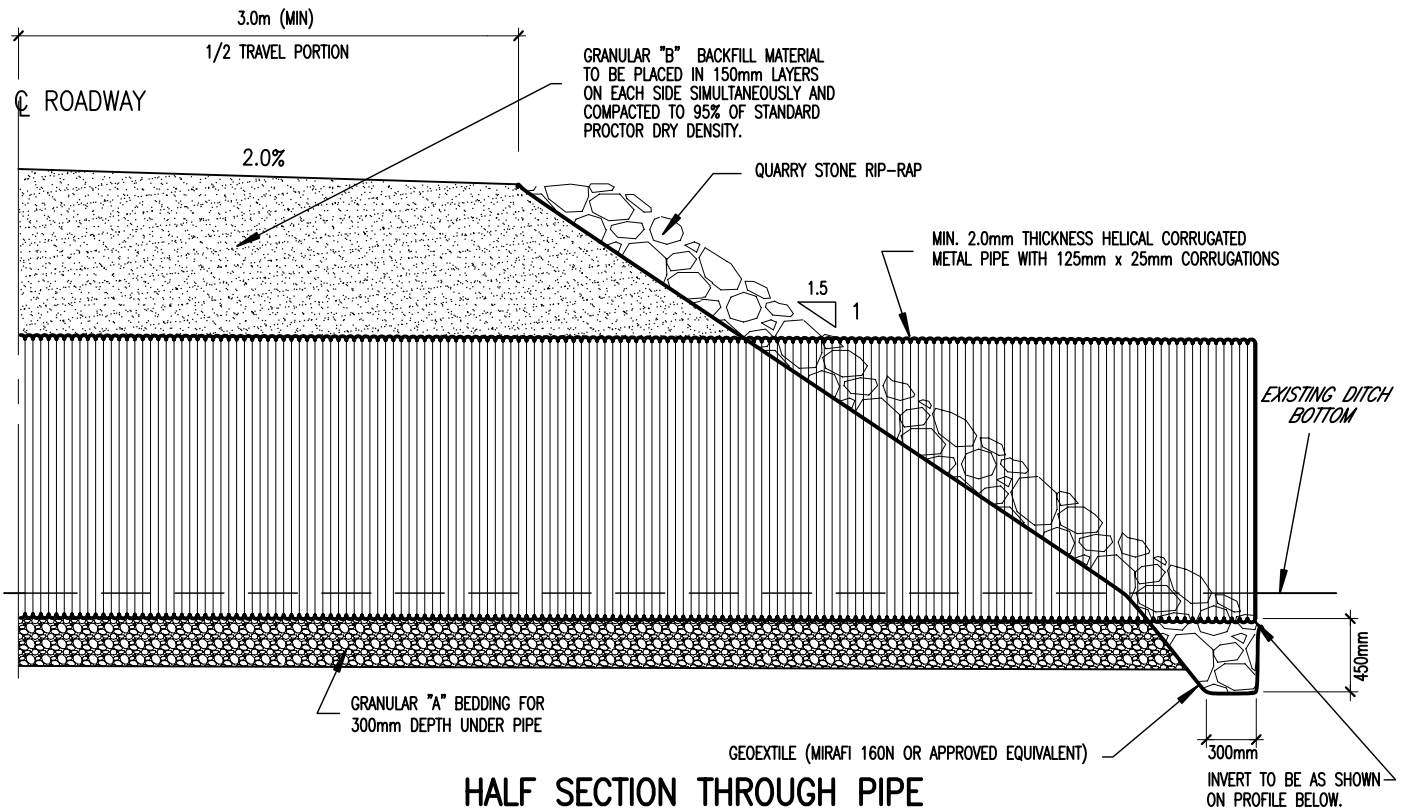
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by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

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



HALF ELEVATION

HALF SECTION



HALF SECTION THROUGH PIPE

NOTES

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

TYPICAL FARM CULVERT INSTALLATION DETAIL

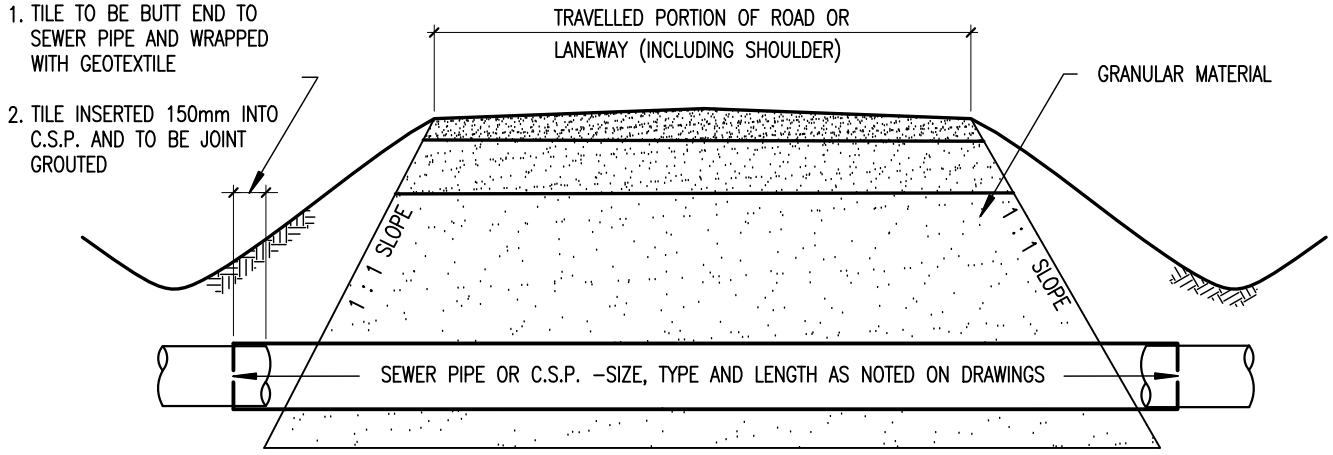
Scale: N.T.S.	Approved by:	Date: January 1983
Drawn by: jk	M.P.D.	Revised: November 2000

ELEVATION & SECTION

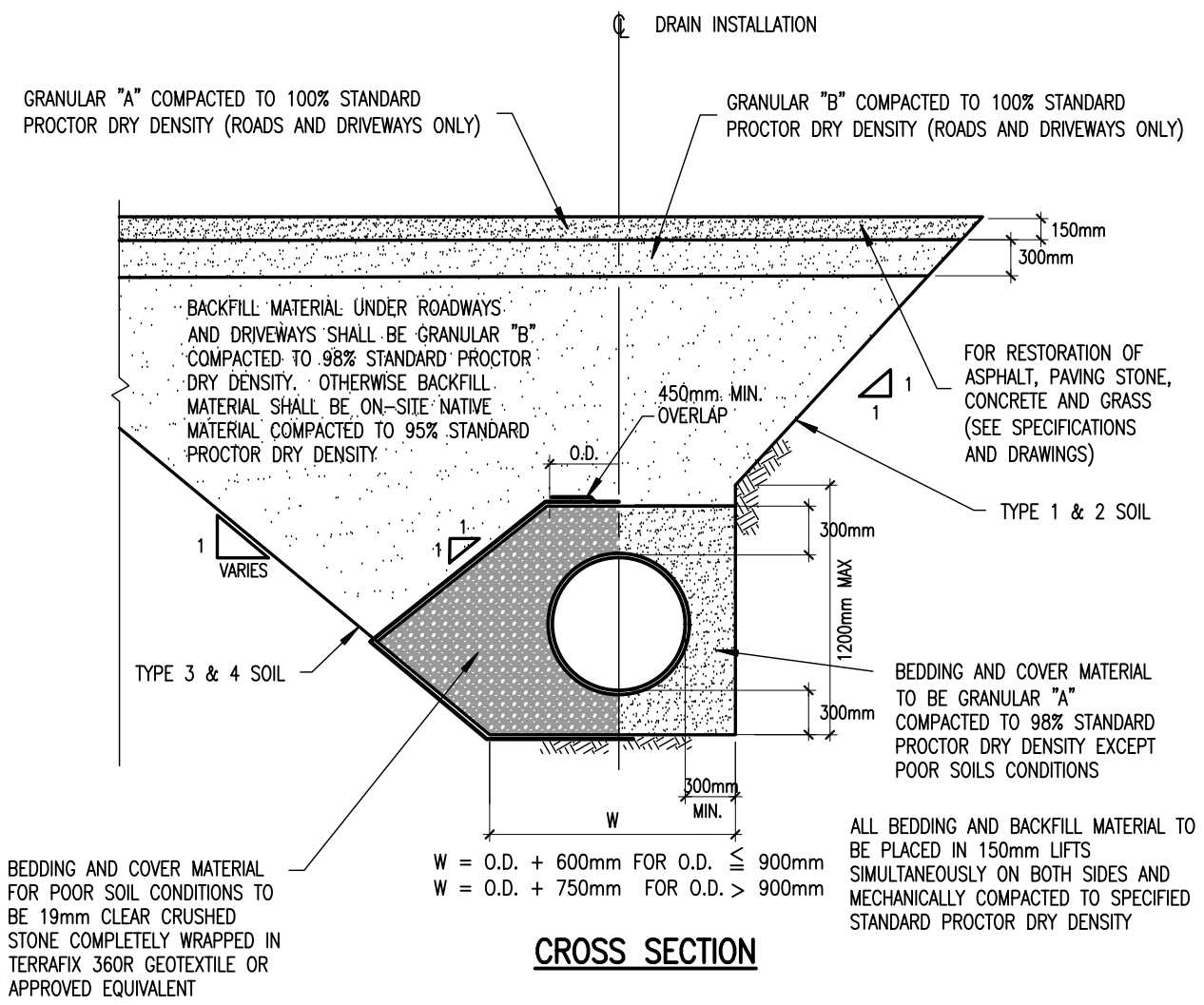


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. 01

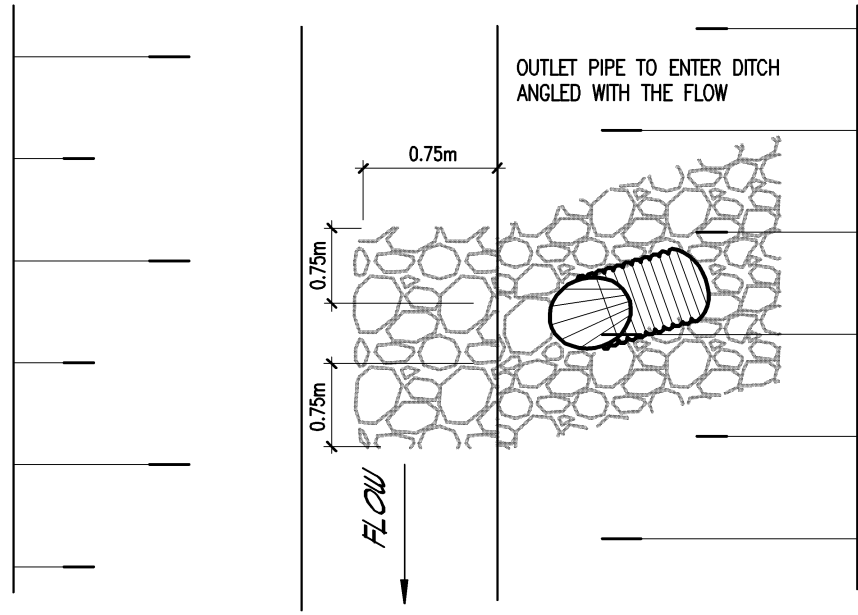


SECTION THROUGH PIPE



CROSS SECTION

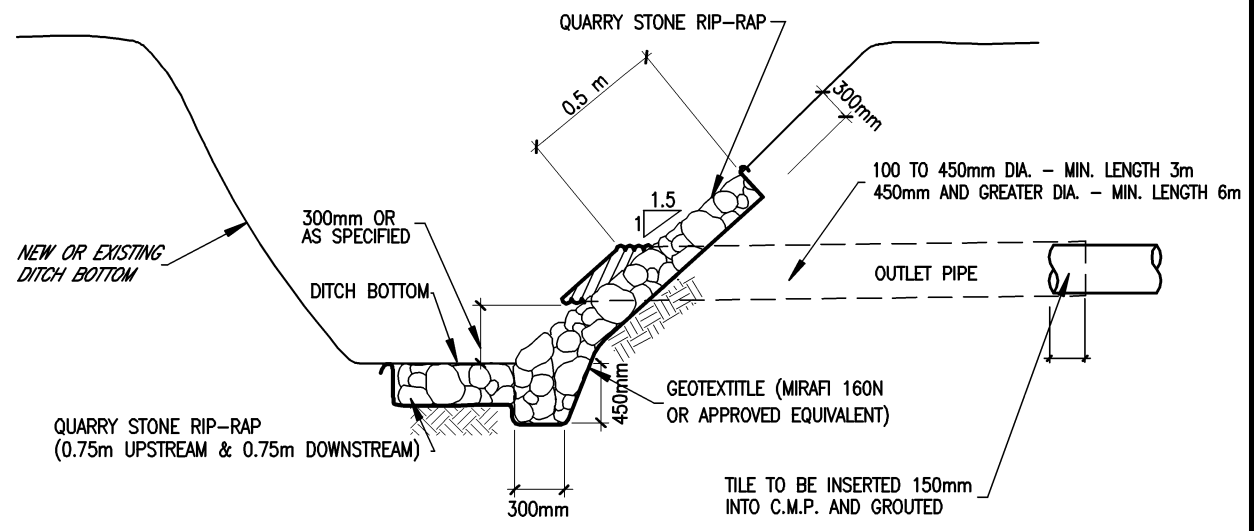
TYPICAL INSTALLATION DETAIL FOR SEWER PIPE UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: JULY 2018
ELEVATION & SECTION		STANDARD DETAILED DRAWING
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 02



PLAN

NOTES

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

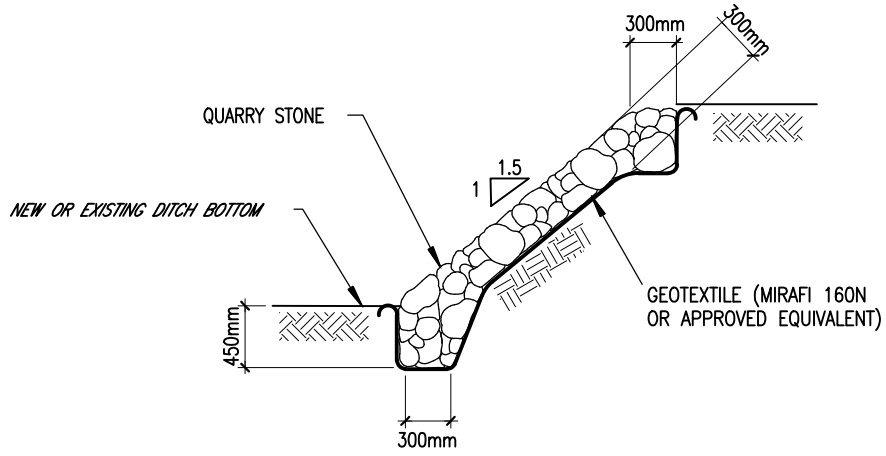


TYPICAL OUTLET RIP-RAP

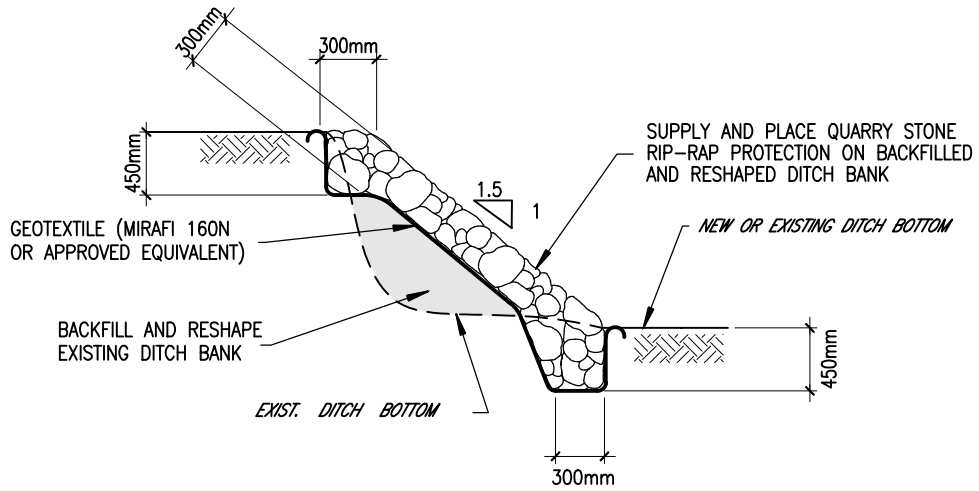
NOTES

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


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

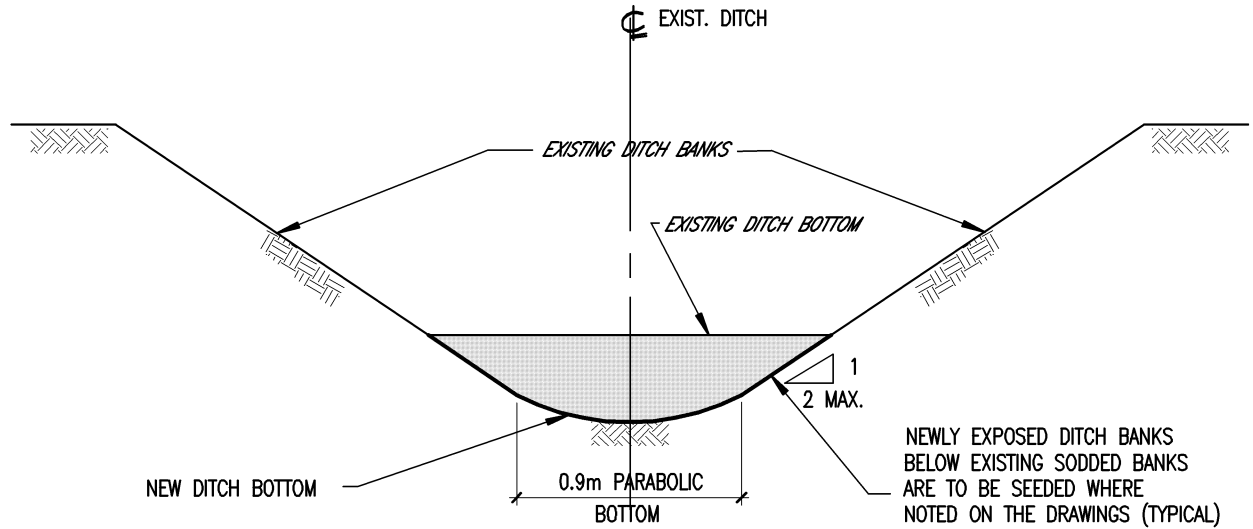


TYPICAL DITCH BANK RIP-RAP

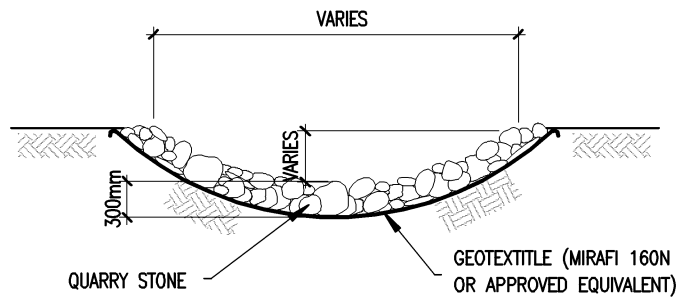
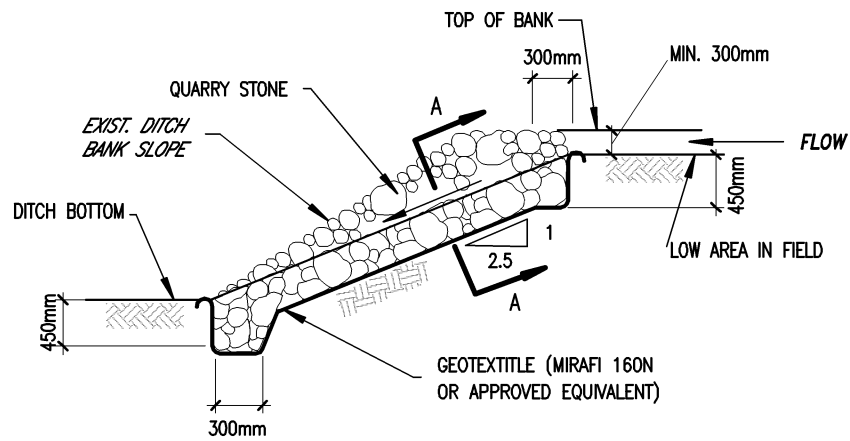


TYPICAL DITCH BANK RIP-RAP WITH BACKFILLING OF WASHOUT

TYPICAL DITCH BANK RIP-RAP DETAILS		
Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000
SECTIONS		STANDARD DETAILED DRAWING No. 04
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

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

NOTICE OF SITTING OF COURT OF REVISION

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

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

RE: Casey-McCarthy Municipal Drain

Notice is hereby given that a Court of Revision will be held at the Township of Lucan Biddulph offices, 270 Main Street, Lucan, Ontario N0M 2J0 on the 14th day of July, 2020 at 6:00 p.m. to hear any owner of land, or where roads in the local municipality are assessed, any ratepayer, who complains that his/her or any other land or road has been assessed too high or too low or that any land or road that should have been assessed has not been assessed, or that due consideration has not been given or allowance made as to type or use of land, who personally, or by his/her agent, has given notice in writing to the Clerk of the municipality that he/she considers himself aggrieved for any or all such causes and such notice to be given to the Clerk of the initiating municipality not later than 10 days prior to the first sitting of the Court of Revision.

Ron Reymer, Clerk
Township of Lucan Biddulph

Dated this 15th day of June, 2020

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

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

Enclosed herewith, please find a copy of the Township of Lucan Biddulph's Provisional By-law No. 24-2020. A copy of the Engineer's Report together with a schedule of assessments on this drain was previously forwarded to you.

CASEY - McCARTHY DRAIN 2020
Township of Lucan Biddulph



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS

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E-mail MAIL@SPRIET.ON.CA

London, Ontario
March 18, 2020

CASEY - McCARTHY DRAIN 2020

Township of Lucan Biddulph

To the Mayor and Council of
The Township of Lucan Biddulph

Mayor and Council:

We are pleased to present our report on the reconstruction of the Casey-McCarthy Municipal Drain serving parts of Lots 23 to 25, Concessions 9 to 11 in the Township of Lucan Biddulph. The total watershed area contains approximately 100 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by some of the affected landowners.

HISTORY

The Casey-McCarthy Drain was originally constructed pursuant to a report submitted by C.P. Corbett, P. Eng. dated June 15, 1960. It was reconstructed on three separate occasions with two reports by C.P. Corbett, dated October 26, 1963 and June 1, 1967, and one by A.J. DeVos, P.Eng., dated January 21, 1976. The latest reconstruction saw to the installation of a new tile parallel and adjacent to the existing Main Drain, including extending the tile further upstream into Concession 11. The work completed most recently consisted of approximately 275 meters of open ditch and 1,000 meters of 350mm to 150mm tile, including a branch drain.

EXISTING DRAINAGE CONDITIONS

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

- that the existing open portion has silted in, needs cleaning, and does not provide enough depth for any improvements
- that surface flows from the east are currently overflowing the existing berm into Concession 9 due to the private backfilling of the uppermost portion of the open ditch and it was requested they be intercepted and directed to the open portion



EXISTING DRAINAGE CONDITIONS (cont'd)

- it was requested that we abandon the older tiles and destroy/replace the south tile run and replace them with a tile designed to a 50mm standard
- it was requested to replace the existing surface pipe across Stonehouse Line
- it was requested that the excavated material from the open ditch be hauled away

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

- that the existing tile system is undersized, shallow, and relatively old
- that there is a large tree which may be causing an issue with the tile at the road crossing
- that the existing open portion is silted in and is too shallow to provide a proper outlet

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

- requested that we abandon the existing Branches 'B' and 'C'

DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 50mm per 24 hrs.

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

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

RECOMMENDATIONS

We are therefore recommending the following:

OPEN PORTION:

- that the existing ditch be deepened and reconstructed to provide a proper sub-surface drainage outlet including seeding of newly exposed banks
- that excavated material be hauled away and disposed of



RECOMMENDATIONS (cont'd)**CLOSED PORTION:**

- that the existing southerly tile be replaced with a new 450mm to 750mm concrete tile, including related appurtenances, and that the existing tile be destroyed where possible
- that the remaining existing portions of the Casey–McCarthy Drain be officially abandoned as municipal drains under Section 19 of the Drainage Act. The owners may maintain the intact portions as private header tiles if they so wish
- that catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion
- that some of the excess excavated material from the new 750mm tile be hauled away and disposed of
- that a contingency allowance be provided for stone pull outs which require an excavator instead of the wheel machine
- that the existing berm and swale along the property line between Concessions 9 and 10 be reconstructed and included as part of this drain for future maintenance purposes
- that the existing surface pipe under Stonehouse Line be replaced with a new 900mm diameter pipe
- that the existing north sub-surface road crossing be disconnected and filled with concrete grout
- that the existing Branch 'A' be included as part of this report for future maintenance purposes

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

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas or endangered species along the route of the drain. The proposed construction of the Casey–McCarthy Drain 2020 includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion.

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fish habitat:



ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

- timing of construction is to be only at times of low or no flow
- a temporary flow check of silt fencing is to be installed for the duration of the construction at the bottom end of the ditch reconstruction
- excavated material is to be hauled away and disposed of
- 2.0 meter wide grassed buffer strips between the top of the bank and any adjacent cultivated lands on both sides of the ditch are to be incorporated and/or be constructed in accordance with the attached plans

It is to be noted that both the existing and newly vegetated banks as well as the existing natural and newly created buffer strips along each side of the ditch are permanent parts of the Casey-McCarthy Drain 2020 and shall not be disturbed or destroyed.

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 214 lineal meters of open ditch reconstruction including bank seeding and approximately 1,172 lineal meters of 450mm to 750mm concrete field tile, HDPE sewer pipe, and CSP including related appurtenances.

SCHEDULES

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

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

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 223,400.00. This estimate includes engineering and administrative costs associated with this project.

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

Drawing No. 1, Job No. 219140 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

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



ALLOWANCES (cont'd)

For open ditches, the allowance provides for the loss of land due to the construction provided for in the report. The amounts granted are based on the value of the land, and the rate used was \$45,000.00/ha. When any buffer strip is incorporated and/or created, the allowance granted is for any land beyond a 1.2-meter width deemed to have always been part of the drain. For existing open ditches the right-of-way to provide for the right to enter and restrictions imposed on those lands is deemed to have already been granted.

DAMAGES: Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$3,510.00/ha for closed drains installed with a wheel machine, and \$3,730.00/ha. for open ditch work with excavated material hauled away. These base rates are multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

ASSESSMENT DEFINITIONS

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

SECTION 22

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

SECTION 23

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

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

ASSESSMENT

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



ASSESSMENT

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

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

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

SPECIAL BENEFIT ASSESSMENTS

Special Benefit Assessments have been made against individual properties for their portion of the cost of various special works provided to them. These works typically include farm or access culverts, outlet pipes, rock chutes, and rip-rap protection on banks and around existing outlet pipes and shall be as shown on Schedule 'C' - Assessment for Construction. For open drains the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner prior to commencement of excavation on each property. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations, will be repaired by the Contractor at his cost. All other outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer shall be considered an extra to the contract price. This cost shall be assessed to the property as a non-pro-rateable special benefit. These outlet pipes are not part of the drain for future maintenance purposes.

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Lucan Biddulph being the increased cost to the drainage work for installing a HDPE sub-surface pipe and CSP surface outlet across their road allowance on the Main Drain due to the construction and operation of Stonehouse Line. This Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Road crossing	\$16,530.00	\$950.00	\$4,900.00	\$720.00	\$21,200.00

SPECIAL ASSESSMENT (cont'd)

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Quadro Communications for the cost of locating and determining the elevation of their telephone cables, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C'. It should be noted that at the time of the submission of the report attempts were unsuccessful and will need to be confirmed/completed prior to construction. Any additional cost to adjust the tile grade/size, if required, should be added to the cost of this Special Assessment, including administration, interest, and net HST.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas/water/oil pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments. It should be noted that all costs to increase the design standard on the Casey-McCarthy Drain 2020 above 38mm per 24 hours is assessed separately and shown not to receive the grant.

MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain. This includes tree roots penetrating tiles from trees planted by owners. For tiles through bush areas we recommend the owner maintain the cleared space by either mowing (hay) or growing a crop over it. If no maintenance is completed over several years, we recommend the Municipality complete the mowing/clearing as part of maintenance at the discretion of the Drainage Superintendent.

After completion, the Casey-McCarthy Drain 2020 shall be maintained by the Township of Lucan Biddulph at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

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

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



M.P. DeVos, P. Eng.



MPD:bv



SPRIET ASSOCIATES
engineers & architects

SCHEDULE 'A' - ALLOWANCES

CASEY - McCARTHY DRAIN

Township of Lucan Biddulph

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
MAIN DRAIN - OPEN PORTION					
9	24	030-112 (806538 Ontario Inc.)	\$ 660.00	\$	660.00
10	24	030-143 (Luyten Farms Ltd)	2,300.00	820.00	3,120.00
10	N½25	030-142 (Luyten Farms Ltd.)	240.00	140.00	380.00
Total Allowances			\$ 3,200.00	\$ 960.00	\$ 4,160.00
TOTAL ALLOWANCES ON THE MAIN DRAIN - OPEN PORTION					\$ 4,160.00
MAIN DRAIN - CLOSED PORTION					
10	24	030-143 (Luyten Farms Ltd)	\$	\$ 8,150.00	\$ 8150.00
11	24&N½25	040-073 (H. Dietrich)		120.00	120.00
Total Allowances			\$	\$ 8,270.00	\$ 8270.00
TOTAL ALLOWANCES ON THE MAIN DRAIN - CLOSED PORTION					\$ 8,270.00
TOTAL ALLOWANCES ON THE CASEY - McCARTHY DRAIN					\$ 12,430.00

SCHEDULE 'B' - COST ESTIMATE

CASEY - McCARTHY DRAIN

Township of Lucan Biddulph

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

MAIN DRAIN - OPEN PORTION

214 meters of open ditch reconstruction (Approx. 800m ³)	\$	3,180.00
Seeding of ditch banks and buffer strips (approx. 1600 m ²)	\$	960.00
Hauling away and disposal of excavated material (Approx. 800m ³)	\$	8,000.00
Clearing & grubbing	\$	200.00
Repair washout (approx. 17m ² NAG C350 req'd)	\$	430.00
Tender security	\$	100.00
Contingencies	\$	500.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	4,160.00

MAIN DRAIN - CLOSED PORTION

6 meters of 750mm dia., H.D.P.E. plastic sewer pipe including rodent gate, quarry stone rip-rap protection around pipe and end of ditch (Approximately 4m ³ quarry stone req'd)		
Supply	\$	820.00
Installation	\$	1,080.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints (approx. 2450m req'd)		
282 meters of 450mm dia. concrete tile	\$	6,250.00
175 meters of 600mm dia. concrete tile	\$	4,490.00
655 meters of 750mm dia. concrete tile	\$	17,680.00
Supply of the above listed tile/pipe	\$	72,030.00
Hauling away and disposing of excess material for 750mm tile (approx. 110 m ³)	\$	1,100.00
Contingency Allowance for stony conditions (25 pull outs)	\$	7,100.00
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards (See General Notes on Drawings) (Approx. 66 meters)	\$	250.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 1136m)	\$	6,820.00

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

CASEY - McCARTHY DRAIN
Township of Lucan Biddulph

18.0 meters of 450mm sewer pipe (subsurface)		
Supply		\$ 990.00
Installation under Stonehouse Line by open cut		\$ 3,150.00
Exist. 450mm± subsurface road crossing to be videoed and fill with cement grout		\$ 1,800.00
Construct the following helical corrugated aluminized steel pipe as new surface culvert, including removal and disposal of exist. Steel pipe:		
Supply & delivery of 17m - 900mm dia, 2.0mm thickness, 68mm x 13mm cor. including removal and disposal of any unacceptable material		\$ 4,290.00
Installation under Stonehouse Line by open cut, including supply & installation of bedding and backfill materials		\$ 6,300.00
Supply and install one 900mm x 1200mm ditch inlet and one 900mm x 1200mm standard catchbasin, including berm with Turfmat overflow chute, grates, leads, removal and disposal of existing catchbasins and junction box		\$ 6,100.00
Clearing and Grubbing		\$ 2,000.00
Exposing and locating existing tile drains	(report)	\$ 900.00
	(construction)	\$ 1,200.00
Exposing and locating utilities	(report)	\$ 490.00
	(construction)	\$ 490.00
Widen existing swale and build up existing berm along property line from Sta. 0+214 to Sta. 0+300 (approx. 120m ³ excavated, including stripping, stockpiling topsoil, releveling and seeding upon completion and 60m ³ hauled material)		\$ 3,150.00
Tile connections as noted on plan		\$ 3,810.00
Tender security		\$ 2,300.00
Tile connections and contingencies		\$ 2,500.00
Allowances under Sections 29 & 30 of the Drainage Act		\$ 8,270.00
ADMINISTRATION		
Conservation Authority Review Fee		\$ 300.00
Interest and Net Harmonized Sales Tax		\$ 7,061.00
Survey, Plan and Final Report		\$ 25,723.00
Expenses		\$ 1,626.00
Supervision and Final Inspection		\$ <u>5,800.00</u>
TOTAL ESTIMATED COST		\$ 223,400.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

CASEY - McCARTHY DRAIN

Township of Lucan Biddulph

Job No. 219140

March 18, 2020

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN - OPEN PORTION						
9	23	1.2	030-111 (V. McIlhargey)	\$	\$ 73.00	\$ 73.00
9	24		030-112 (806538 Ontario Inc.)	1,180.00		1,180.00
10	23	17.4	030-144 (875096 Ontario Inc.)		1,054.00	1,054.00
10	24	34.1	030-143 (Luyten Farms Ltd)	6,690.00	2,065.00	8,755.00
*	10		030-143 (Luyten Farms Ltd)	7,260.00		7,260.00
10	N½25	9.5	030-142 (Luyten Farms Ltd.)	1,380.00	575.00	1,955.00
*	10	S½25	030-141 (C. & M. O'Shea)		109.00	109.00
*	11	Pt.24	040-072 (R. Funston)		29.00	29.00
11	24&N½25	22.8	040-073 (H. Dietrich)		1,381.00	1,381.00
11	Wpt.N½25	1.4	040-074 (T. O'Shea)		87.00	87.00
11	SPt.25	10.3	040-075 (D. Beatson)		624.00	624.00
TOTAL ASSESSMENT ON LANDS				\$ 16,510.00	\$ 5,997.00	\$ 22,507.00
Stonehouse Line				\$	\$ 183.00	\$ 183.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 183.00	\$ 183.00
TOTAL ASSESSMENT ON THE MAIN DRAIN - OPEN PORTION						\$ <u>22,690.00</u>

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (Cont'd)

CASEY - McCARTHY DRAIN

Township of Lucan Biddulph

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN - CLOSED PORTION						
9	23	1.2	030-111 (V. McIlhargey)	\$	\$ 192.00	\$ 192.00
* 9	23		030-111 (V. McIlhargey)		12.00	12.00
9	24		030-112 (806538 Ontario Inc.)			
10	23	17.4	030-144 (875096 Ontario Inc.)		3,634.00	3,634.00
* 10	23		030-144 (875096 Ontario Inc.)		227.00	227.00
10	24	34.1	030-143 (Luyten Farms Ltd)	77,070.00	19,515.00	96,585.00
* 10	24		030-143 (Luyten Farms Ltd)	11,690.00	1,158.00	12,848.00
10	N½25	9.5	030-142 (Luyten Farms Ltd.)		6,170.00	6,170.00
* 10	N½25		030-142 (Luyten Farms Ltd.)		383.00	383.00
10	S½25	1.8	030-141 (C. & M. O'Shea)		1,154.00	1,154.00
* 10	S½25		030-141 (C. & M. O'Shea)		72.00	72.00
* 11	Pt.24	0.4	040-072 (R. Funston)		609.00	609.00
11	24&N½25	22.8	040-073 (H. Dietrich)	1,840.00	27,888.00	29,728.00
* 11	24&N½25		040-073 (H. Dietrich)	600.00	1,419.00	2,019.00
11	Wpt.N½25	1.4	040-074 (T. O'Shea)		1,749.00	1,749.00
11	SPt.25	10.3	040-075 (D. Beatson)		12,598.00	12,598.00
* 11	SPt.25		040-075 (D. Beatson)		641.00	641.00
TOTAL ASSESSMENT ON LANDS				\$	\$ 91,200.00	\$ 168,621.00
Stonehouse Line 1.0 Township of Lucan Biddulph				\$	\$ 4,930.00	\$ 8,789.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 4,930.00	\$ 8,789.00
SPECIAL ASSESSMENT against the Township of Lucan-Biddulph for the increased cost of installing a 450mm subsurface pipe and 900mm surface culvert under Stonehouse Line						\$ 21,200.00
SPECIAL ASSESSMENT against Quadro Communications Inc. for the increased cost of locating and exposing their fibre optic and phone cables on Stonehouse Line						\$ 2,100.00
TOTAL ASSESSMENT ON THE MAIN DRAIN - CLOSED PORTION						\$ 200,710.00
TOTAL ASSESSMENT ON THE CASEY - McCARTHY DRAIN						\$ 223,400.00

SCHEDULE OF NET ASSESSMENT

CASEY - McCARTHY DRAIN

Township of Lucan Biddulph

(FOR INFORMATION PURPOSES ONLY)

Job No. 219140

March 18, 2020

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
030-111 (V. McIlhargey)	\$ 265.00	\$ 88.00	\$	\$ 177.00
* 030-111 (V. McIlhargey)	12.00	\$	\$	\$ 12.00
030-112 (806538 Ontario Inc.)	1,180.00	393.00	660.00	127.00
030-144 (875096 Ontario Inc.)	4,688.00	1,563.00		3,125.00
* 030-144 (875096 Ontario Inc.)	227.00			227.00
030-143 (Luyten Farms Ltd)	105,340.00	35,113.00	11,270.00	58,957.00
* 030-143 (Luyten Farms Ltd)	20,108.00			20,108.00
030-142 (Luyten Farms Ltd.)	8,125.00	2,708.00	380.00	5,037.00
* 030-142 (Luyten Farms Ltd.)	383.00			383.00
030-141 (C. & M. O'Shea)	1,263.00	421.00		842.00
* 030-141 (C. & M. O'Shea)	72.00			72.00
* 040-072 (R. Funston)	638.00			638.00
040-073 (H. Dietrich)	31,109.00	10,370.00	120.00	20,619.00
* 040-073 (H. Dietrich)	2,019.00			2,019.00
* 040-074 (T. O'Shea)	1,836.00			1,836.00
040-075 (D. Beatson)	13,222.00	4,407.00		8,815.00
* 040-075 (D. Beatson)	641.00			641.00
* Stonehouse Line	\$ 8,972.00	\$	\$	\$ 8,972.00
<u>Non Prorated Special Assessments</u>				
Stonehouse Line	21,200.00			21,200.00
Quadro Communications Inc.	2,100.00			2,100.00
TOTALS	\$ 223,400.00	\$ 55,063.00	\$ 12,430.00	\$ 155,907.00

**SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS**

G E N E R A L I N D E X

SECTION A	General Work	Pages 1 to 6
SECTION B	Open Drain	Pages 7 to 9
SECTION C	Tile Drain	Pages 10 to 15
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



SECTION A - GENERAL WORK**I N D E X**

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
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A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
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A.7 STANDING CROPS.....	4
A.8 RAILWAYS, HIGHWAYS, UTILITIES.....	4
A.9 LOCATION OF UTILITIES.....	4
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A.14 RESTORATION OF LAWNS.....	5
A.15 RESTORATION OF ROADS AND LANEWAYS.....	6

SECTION A**GENERAL WORK****A.1 COMMENCEMENT AND COMPLETION OF WORK**

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

As noted on the drawn, the contractor must first arrange for a preconstruction meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling, access and other pertinent details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours' notice prior to returning to the project.

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

A.2 WORKING AREA AND ACCESS

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

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

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

A.3 ROAD CROSSINGS**.1 General**

- .1 **Scope**: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 **Road Occupancy Permit**: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 **Road Closure Request and Construction Notification**: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 **Traffic Control**: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.

A.3 ROAD CROSSINGS (cont'd)

- .5 Site Meeting/Inspection: A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 Weather: No construction shall take place during inclement weather or periods of poor visibility.
- .7 Equipment: No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 Jacking and Boring

- .1 Material: The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 Site Preparation and Excavation: Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 Installation: The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.
- .4 Unstable Soil or Rock: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 Tile Connections: Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 Backfill: Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 Restoration: The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 Acceptance: All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

A.3 ROAD CROSSINGS (cont'd)**.3 Open Cut**

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

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

The excavated material from the trench beyond a point 2.5 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL

Excess excavated material from open cut installation through roads, railways, laneways and lawn/grass areas, shall be removed and disposed of off-site by the Contractor as part of their lump sum installation price. If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.5 FENCES

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

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

A.6 LIVESTOCK

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

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

A.7 STANDING CROPS

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

A.8 RAILWAYS, HIGHWAYS, UTILITIES

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

A.9 UTILITIES

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

A.10 IRON BARS

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

A.11 STAKES

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

A.12 RIP-RAP

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

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

A.13 GABION BASKETS

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

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

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

A.14 RESTORATION OF LAWNS

- .1 **General**: Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the Contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil**: Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:
 - Seeding and sodding - minimum depth of 100mm
 - Gardens - minimum depth of 300mm

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

.3 Sodding

- .1 **Materials**: Nursery sod to be supplied by the Contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer**: Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod**: Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

On slopes steeper than 3 to 1, and in unstable areas, the Engineer may direct the Contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions. No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the Contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

A.14 RESTORATION OF LAWNS (cont'd)

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

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

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

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

A.15 RESTORATION OF ROADS AND LANEWAYS

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



SECTION B - OPEN DRAIN**I N D E X**

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

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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



B.5 EXCAVATED MATERIAL (cont'd)

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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



B.10 SEDIMENT BASINS AND TRAPS

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

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

B.11 SEEDING

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

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

Seeding shall not be completed after September 30.

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



SECTION C - TILE DRAIN

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

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

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

C.2 TESTING

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

C.3 LINE

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

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

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

C.3 LINE (cont'd)

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

C.4 CLEARING AND GRUBBING

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

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

C.5 PROFILE

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

C.6 GRADE

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

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

C.7 EXCAVATION

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.

C.7 EXCAVATION (cont'd)

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

C.8 INSTALLATION

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

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

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

C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS

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

C.10 BACKFILLING

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

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

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

C.11 UNSTABLE SOIL

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

C.12 ROCKS

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

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

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

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

C.14 TRIBUTARY DRAINS

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

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

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



C.14 TRIBUTARY DRAINS (cont'd)

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

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

C.15 OUTLET PIPES

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

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

C.16 CATCHBASINS AND JUNCTION BOXES

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

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

2. **Junction Boxes**: Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.
3. **Connections**: Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.

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

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

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

C.17 BLIND INLETS

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

C.18 GRASSED WATERWAY

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

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

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

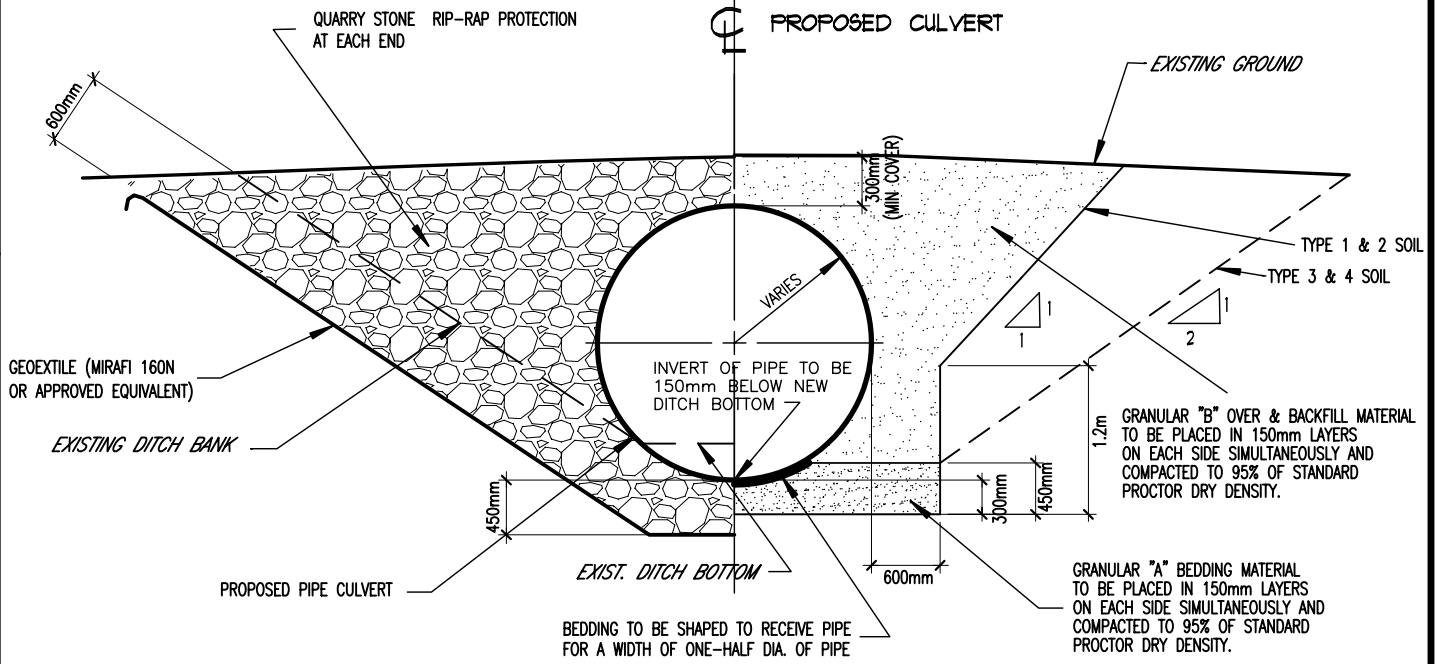
C.19 BACKFILLING EXISTING DITCHES

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

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

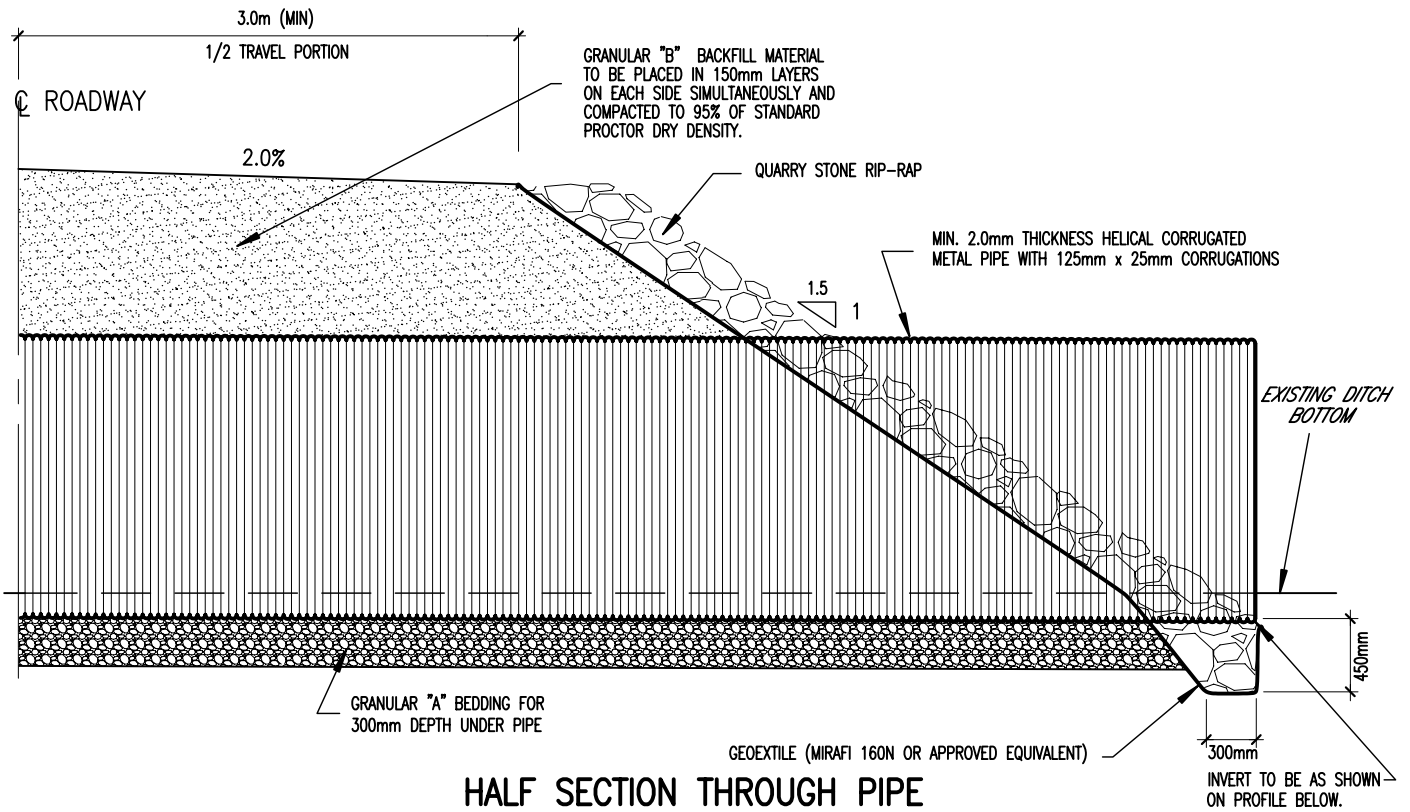
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by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

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



HALF ELEVATION

HALF SECTION



HALF SECTION THROUGH PIPE

NOTES

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

TYPICAL FARM CULVERT INSTALLATION DETAIL

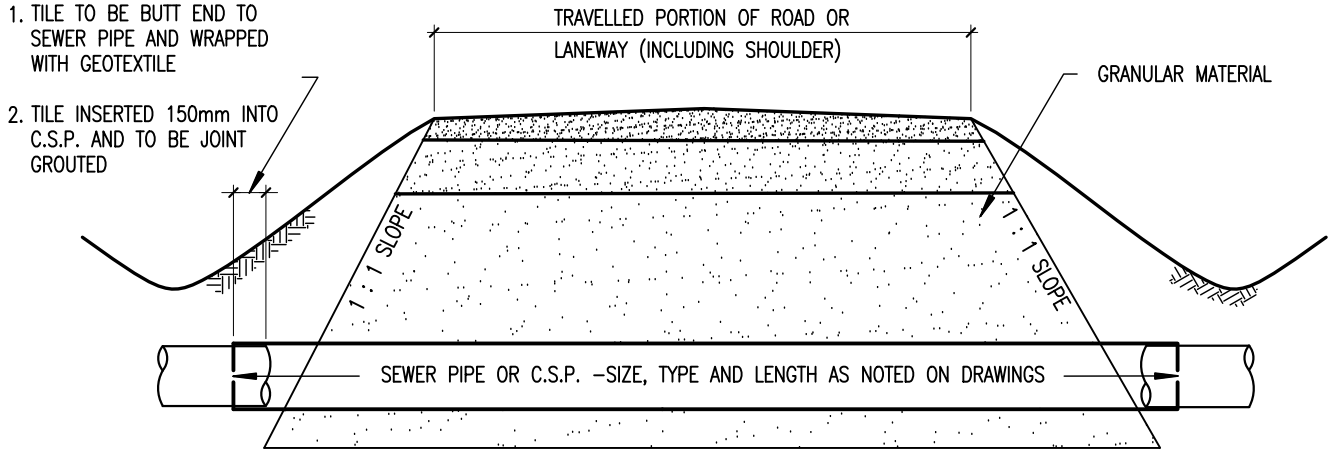
Scale: N.T.S.	Approved by:	Date: January 1983
Drawn by: jk	M.P.D.	Revised: November 2000

ELEVATION & SECTION

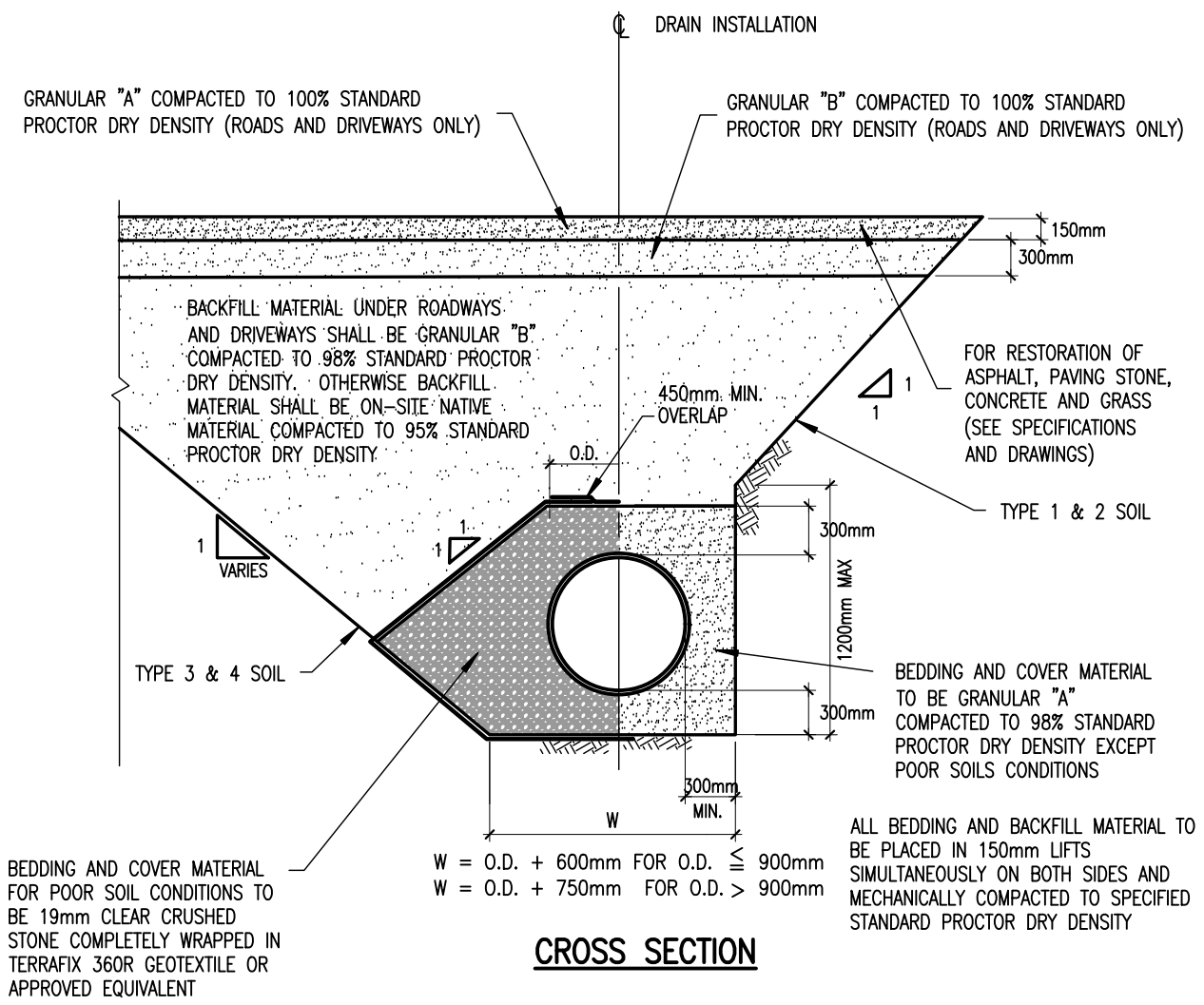


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS


STANDARD
DETAILED
DRAWING
No. 01

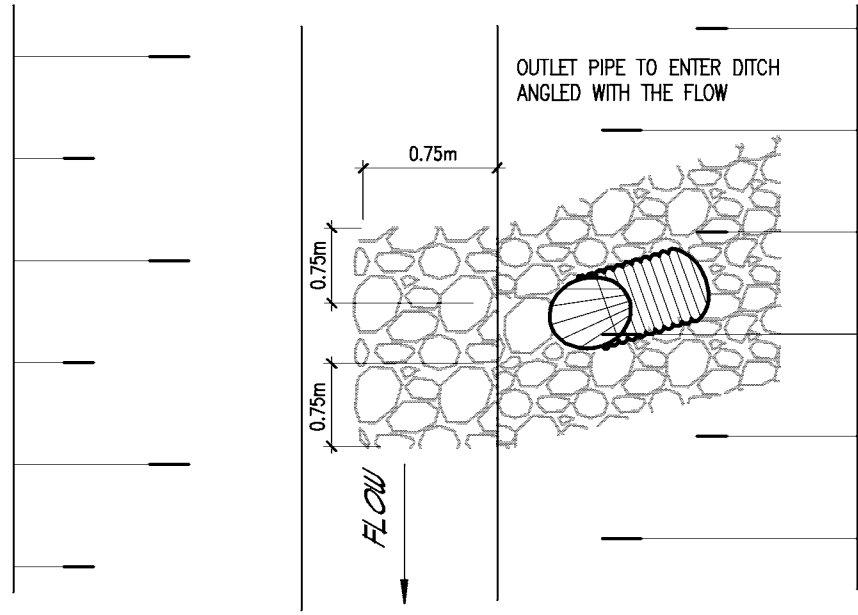


SECTION THROUGH PIPE



CROSS SECTION

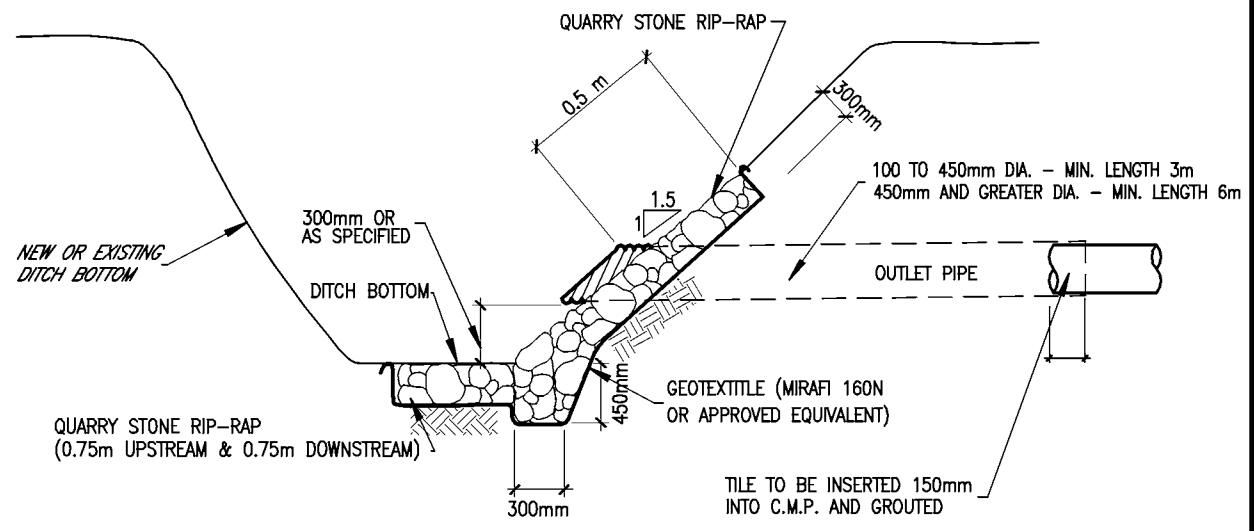
TYPICAL INSTALLATION DETAIL FOR SEWER PIPE UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: JULY 2018
ELEVATION & SECTION		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 02



PLAN

NOTES

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



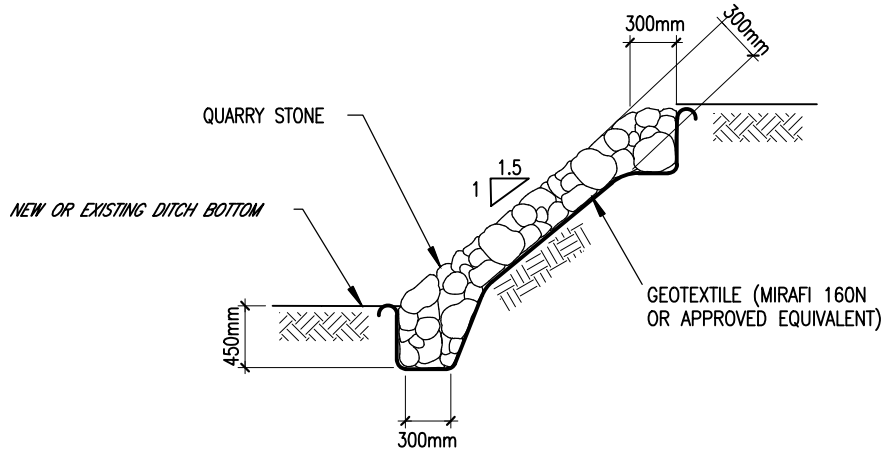
TYPICAL OUTLET RIP-RAP

NOTES

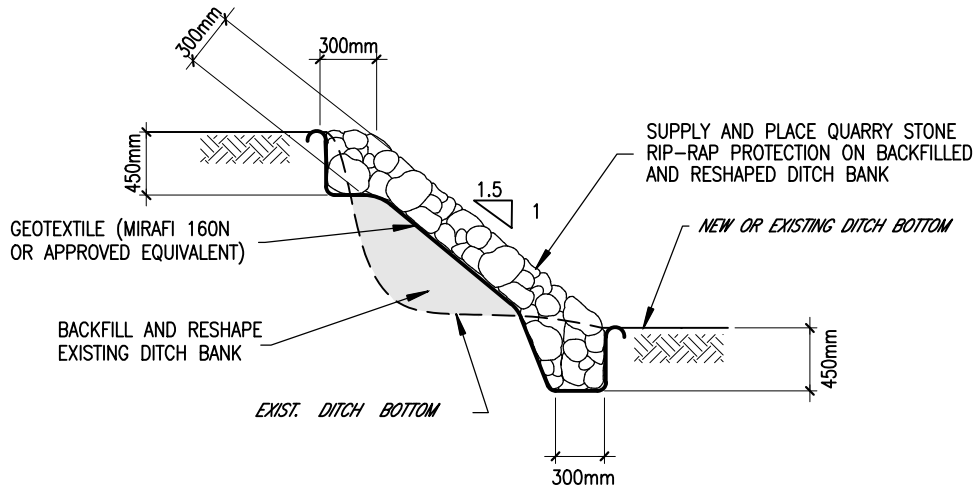
1. RIP-RAP TO EXTEND UP THE SLOPE 0.5 METER ABOVE TOP OF OUTLET
2. WHERE SURFACE RUN ENTERS DITCH AT OUTLET PIPE, A ROCK CHUTE SHALL BE INSTALLED (SEE S.D.D. No. 05) AND PIPE SHALL BE INSTALLED ADJACENT TO ROCK CHUTE.
3. HINGED RODENT GATE TO BE AFFIXED TO END OF OUTLET PIPE.

TYPICAL OUTLET RIP-RAP THROUGH SIDE SLOPE OF DITCH

Scale: N.T.S.	Approved by: M.P.D.	Date: November 2000
Drawn by: jk	M.P.D.	Revised: January 2009
PLAN & SECTION		STANDARD DETAILED DRAWING No. 03
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



TYPICAL DITCH BANK RIP-RAP



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

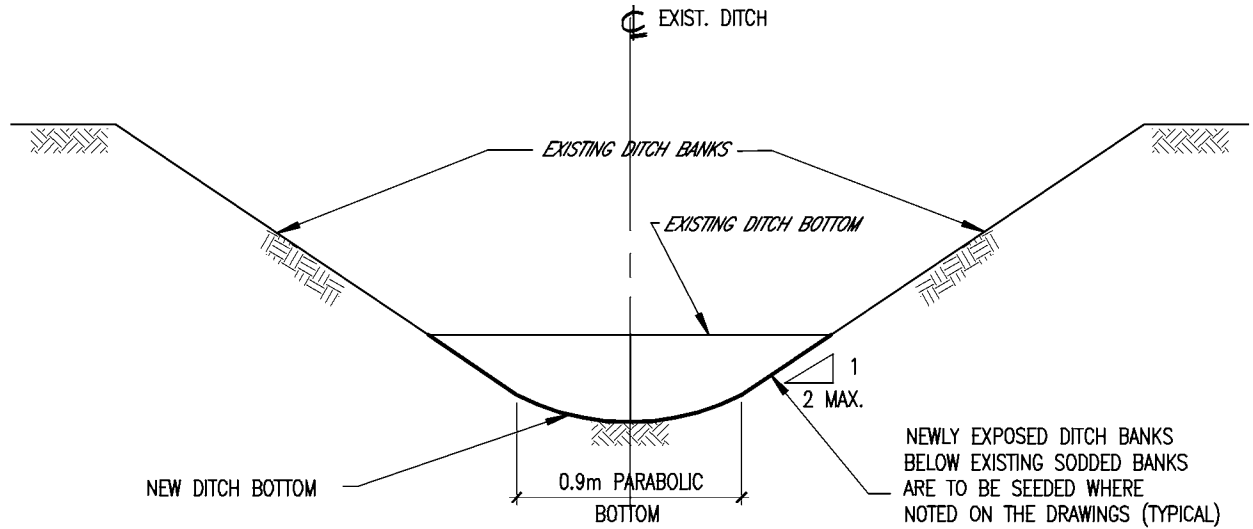
TYPICAL DITCH BANK RIP-RAP DETAILS

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

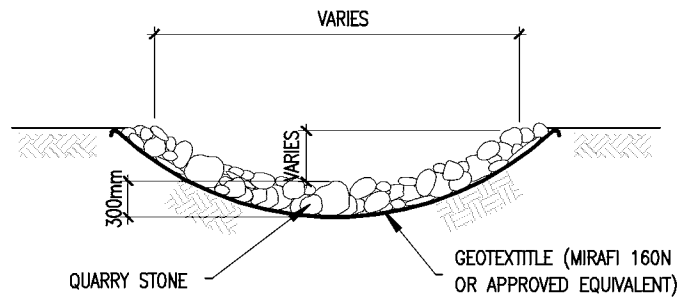
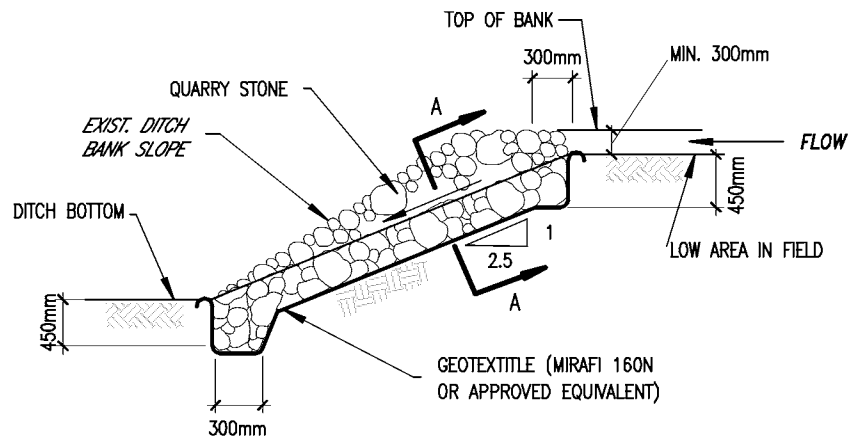
SECTIONS

SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. **04**




TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

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

NOTICE OF SITTING OF COURT OF REVISION

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

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

RE: Riddell-McCarthy Municipal Drain

Notice is hereby given that a Court of Revision will be held at the Township of Lucan Biddulph offices, 270 Main Street, Lucan, Ontario NOM 2J0 on the 14th day of July, 2020 at 6:00 p.m. to hear any owner of land, or where roads in the local municipality are assessed, any ratepayer, who complains that his/her or any other land or road has been assessed too high or too low or that any land or road that should have been assessed has not been assessed, or that due consideration has not been given or allowance made as to type or use of land, who personally, or by his/her agent, has given notice in writing to the Clerk of the municipality that he/she considers himself aggrieved for any or all such causes and such notice to be given to the Clerk of the initiating municipality not later than 10 days prior to the first sitting of the Court of Revision.

Ron Reymer, Clerk
Township of Lucan Biddulph

Dated this 15th day of June, 2020

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

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

Enclosed herewith, please find a copy of the Township of Lucan Biddulph's Provisional By-law No. 25-2020. A copy of the Engineer's Report together with a schedule of assessments on this drain was previously forwarded to you.

RIDDELL – McCARTHY DRAIN 2020

Township of Lucan Biddulph



**SPRIET
ASSOCIATES**

ENGINEERS & ARCHITECTS

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

London, Ontario
March 18, 2020

RIDDELL – McCARTHY DRAIN 2020

Township of Lucan Biddulph

To the Mayor and Council of
The Township of Lucan Biddulph

Mayor and Council:

We are pleased to present our report on the reconstruction and extension of the Riddell–McCarthy Municipal Drain serving parts of Lots 23 to 25, Concessions 11 and 12 in the Township of Lucan Biddulph.

AUTHORIZATION

This report was prepared pursuant to Sections 4 and 78 of the Drainage Act in accordance with instructions received from your Municipality with respect to a motion of Council.

The work on the portion in Concession 11 was completed in accordance with Section 78 of the Drainage Act. The work on the portion in Concession 12 was completed in accordance with Section 4 of the Drainage Act.

DRAINAGE AREA

The total watershed area as described above contains approximately 116 hectares. The area requiring drainage for the drain extension is described as parts of Lots 24 and 25, Concession 12.

HISTORY

The Riddell–McCarthy Drain was originally constructed as part of the Hodgins Drain pursuant to a report submitted by W. G. McGeorge, O.L.S., C.E., dated September 24, 1945. The Riddell–McCarthy portion of the Hodgins Drain was later reconstructed and improved through a report submitted by C.P. Corbett, P.Eng., dated January 31, 1961. This portion of the Hodgins Drain was again reconstructed pursuant to a report by A.J. DeVos, P.Eng., dated February 3, 1976. This portion later became known as the Riddell–McCarthy Drain when the ditch was backfilled and replaced with a 600mm diameter tile pursuant to a report by A.J. DeVos, P.Eng., dated February 4, 1986.



EXISTING DRAINAGE CONDITIONS

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

- that the existing closed drains are undersized by today's standards and farming practices but are in good working condition
- that the Main Drain should be extended to better collect water from its watershed
- that the existing open ditch is too shallow and interferes with the efficient and economic operation of the property

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

OPEN PORTION:

- that the portion of the open ditch has silted in and even if cleaned out does not provide sufficient depth for the requested improvement
- that the ditch remains dry and only runs water after rain events and snow melt and therefore the ditch should be considered a Class "F" under the Class Authorization system set up by the Department of Fisheries and Oceans (DFO)

CLOSED PORTION:

- that the existing Main Drain is undersized by today's standards but in working condition
- that there is frequent ponding of the low-lying areas and the private tiles are not working as well as they could
- that the affected area in the southeast part of Lot 24, Concession 11 does not have a proper or legal drainage outlet
- that the ditch remains dry and only runs water after rain events and snow melt and therefore the ditch should be considered a Class "F" under the Class Authorization system set up by the Department of Fisheries and Oceans (DFO)
- that this watershed area in Concession 11 is very flat which results in larger tile sizes

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

- the owner of parcel identified by Roll No. 041-075 indicated they were considering development of their property in the future and would like an improved outlet capacity to better serve their property in the future
- a WASCoB Berm and catchbasin were designed and included in the preliminary proposal but removed as the landowner indicated they would construct it privately afterwards



DESIGN CRITERIA AND CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 50mm per 24 hrs. The property identified by Roll No. 041-075 has requested an outlet capacity of 40 L/s at their connection to accommodate future development.

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

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

RECOMMENDATIONS

We are therefore recommending the following:

- that a new 675mm diameter tile be constructed adjacent and work in conjunction with the existing Main Drain tile including cross connections and related appurtenances
- that the existing open ditch (parallel to Stonehouse Drive) be replaced with new twin 675mm concrete tile including related appurtenances which will be extended across Stonehouse Line with 750mm diameter sewer pipe to provide sufficient depth for the new tile
- that the existing pre-1986 tile portion in Lot 24, Concession 11 be replaced and extended with a new 750mm to 300mm concrete tile including related appurtenances to provide a proper surface and sub-surface drainage outlet for tributary lands
- that the existing ditch be backfilled and graded to provide an overland waterway to accommodate excess surface water
- that a concrete block and rip-rap rock drop structure be constructed to provide erosion protection against surface water entering the ditch and culvert under Stonehouse Line from the new overflow route
- that a new 400mm diameter stub branch be constructed from the top end of the existing ditch being backfilled (new 675mm tile parallel to road) southerly into Lot 24 to provide a sufficient outlet for the southwest part of the watershed including a catchbasin in the road ditch
- that catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion

Our design includes the wrapping of tile joints with geotextile to prevent the incursion of fine soil particles into the drain. If areas of poor soil are encountered at the time of construction, it may become necessary to install the tile on crushed stone bedding wrapped with geotextile or substitute plastic filter tile through such areas. The additional costs of such work would be an extra to the

RECOMMENDATIONS (cont'd)

project. These areas are typically identified at the time of construction but may only become apparent after construction is completed. In this case, the extra costs for removal and reinstallation on stone bedding would be an extra to the project and if already billed become a supplementary billing.

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

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

Based on the information available, there are no significant wetlands, sensitive areas or endangered species within the affected watershed area or along the route of the drains. The proposed construction of the Riddell-McCarthy Drain 2020 includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

We have reviewed the proposed work with the Department of Fisheries and Oceans (DFO). They are of the opinion that, by performing the proposed work, no Harmful Alteration, Disruption or Destruction (HADD) of fish habitat will occur, and that compensation measures are not necessary. They did indicate, through a letter of advice, the following:

- conduct work outside of the spring timing window
- conduct work in low or no flow
- implement a sediment and erosion control plan

Therefore, the Municipality will be submitting an application for authorization under Section 35 of the Federal Fisheries Act for approval of the proposed work. Mitigation measures have been included to reduce the impact of the proposed construction, including:

- surface inlets will reduce overland surface flows reducing siltation in the downstream ditch while increasing the amount of water flowing through the tile. This will allow the water flowing through the new tile drain and ditch downstream to remain cooler
- timing of construction is to be at times of low or no flow
- a lock-block and quarry stone drop structure are to be constructed at the surface inlet point to reduce erosion from direct surface water entering the culvert



SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 2,412 lineal meters of 750mm to 300mm concrete field tile including related appurtenances and the backfilling of approximately 150 lineal meters of open ditch.

SCHEDULES

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

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

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 395,200.00. This estimate includes engineering and administrative costs associated with this project.

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

Drawing No.'s 1 and 2, Job No. 219156 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ALLOWANCES

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

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

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



ASSESSMENT DEFINITIONS

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

SECTION 22

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

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

SECTION 23

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

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

ASSESSMENT

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

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

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



ASSESSMENT (cont'd)

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

SPECIAL BENEFIT ASSESSMENTS

Special Benefit Assessments have been made against individual properties for their portion of the cost of various special works provided to them. These works typically include farm or access culverts, outlet pipes, rock chutes, and rip-rap protection on banks and around existing outlet pipes and shall be as shown on Schedule 'C' - Assessment for Construction. For open drains the Contractor shall contact the owner and request that all known outlet pipes be marked by the owner prior to commencement of excavation on each property. All outlets so marked or visible or as noted on the profile, and subsequently damaged by the Contractor's operations, will be repaired by the Contractor at his cost. All other outlet pipes repaired by the Contractor under direction of the Drainage Superintendent or Engineer shall be considered an extra to the contract price. This cost shall be assessed to the property as a non-pro-rateable special benefit. These outlet pipes are not part of the drain for future maintenance purposes.

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Lucan Biddulph being the increased cost to the drainage work for installing twin 750mm diameter sewer pipe across their road allowance on the Main Drain due to the construction and operation of Stonehouse Line. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Crossing	Cost of Work	Plus increased Allowances	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Stonehouse Line	\$38,220.00	\$200.00	\$340.00	\$5,790.00	\$1,530.00	\$45,400.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Quadro Communications for the cost of locating and determining the elevation of their fibre optic cable on the Main Drain, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C'.

If any additional work is required to the drainage works due to the existence of buried utilities such as gas/water/oil pipe lines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments. It should be noted that all costs to increase the design standard on the Main Drain above the 38mm per 24 hours is assessed separately and shown not to receive the grant.

MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain. This includes tree roots penetrating tiles from trees planted by owners or naturally occurring.

After completion, the entire Riddell-McCarthy Drain 2020, with the exception of the stub branch but including the existing 600mm concrete tile, shall be maintained by the Township of Lucan Biddulph at the expense of all upstream lands and roads assessed in Schedule 'C' - Assessment for Construction and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Future maintenance costs of the stub branch shall be assessed 95% to property Roll No. 040-073 and 5% to Stonehouse Line.

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

Repairs or improvements to any road culvert or sub-surface road crossing shall be the responsibility of the applicable Road Authority, entirely at their cost.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

M.P.DeVos, P. Eng.



MPD:bv



SCHEDULE 'A' - ALLOWANCES

RIDDELL - McCARTHY DRAIN 2020

Township of Lucan Biddulph

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
10	23	030-144(87096 Ontario Ltd.)	\$	\$ 100.00	\$ 100.00
11	23	040-071(Luyten Farms Ltd.)	5,590.00	6,960.00	12,550.00
11	24	040-073(Hugh Dietrich Farms Ltd.)	660.00	2,930.00	3,590.00
12	Pt.24& 25	041-083(Hugh Dietrich Farms Ltd.)	5,710.00	5,940.00	11,650.00
12	Pt. 24	041-075(M. & J. Fletcher)	40.00	100.00	140.00
Total Allowances			\$ 12,000.00	\$ 16,030.00	\$ 28,030.00

TOTAL ALLOWANCES ON THE RIDDELL - McCARTHY DRAIN 2020 \$ 28,030.00

SCHEDULE 'B' - COST ESTIMATE

RIDDELL - McCARTHY DRAIN 2020

Township of Lucan Biddulph

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

CONSTRUCTION

Erect and maintain silt fence	\$	300.00
Mobilization	\$	1,200.00
Clearing and grubbing	\$	300.00
Sta. -0+015± (Stonehouse Line)		
34.0 meters of 750mm sewer pipe		
Supply	\$	5,780.00
Installation under Stonehouse Line by open cut	\$	19,000.00
4.0 meters of 1500mm dia, 2.8mm thick, 125mm x 25mm cor. Aluminized C.S.P.		
Supply & delivery including coupler	\$	4,000.00
Installation of pipe including supply and installation of bedding and backfill and disposal of any unacceptable material	\$	4,000.00
Widen existing roadway including supply, installation and compaction of granular material and topsoil with seed	\$	3,000.00
Supply and installation of quarry stone riprap around end of new culvert extension and new outlet pipes(14m ³)	\$	2,450.00
Sta. 0+000 to Sta. 0+143 South Main Drain		
Supply and delivery of imported clay fill (approx. 290 m ³)	\$	2,900.00
Strip & stockpile topsoil, backfill existing ditch by blading in material from each side and relevel topsoil	\$	4,700.00
Construct drop chute using 9 concrete Lock Blocks and quarry stone rip-rap protection (approx. 10m ³ Q.S. req'd)	\$	6,600.00
6 meters of 750mm dia., H.D.P.E. plastic sewer pipe including rodent gate (North)		
Supply	\$	1,270.00
Installation	\$	360.00
9 meters of 750mm dia., H.D.P.E. plastic sewer pipe including rodent gate, (South)		
Supply	\$	1,610.00
Installation	\$	540.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 2230m)	\$	12,820.00

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

RIDDELL - McCARTHY DRAIN 2020
Township of Lucan Biddulph**MAIN DRAIN (cont'd)**

Installation of the following concrete field tile and sewer pipe(with rubber gaskets) including supply & installation of geotextile around tile joints (approx. 5300m req'd), supply, installation and compaction of bedding for sewer pipe		\$	
27 meters of 300mm dia. 2000-D concrete tile		\$	690.00
21 meters of 300mm dia. sewer pipe		\$	1,260.00
100 meters of 350mm dia. concrete tile		\$	2,260.00
240 meters of 400mm dia. concrete tile		\$	5,670.00
190 meters of 450mm dia. concrete tile		\$	4,720.00
260 meters of 525mm dia. concrete tile		\$	6,700.00
439 meters of 600mm dia. concrete tile		\$	12,050.00
864 meters of 675mm dia. concrete tile		\$	24,290.00
119 meters of 750mm dia. concrete tile		\$	3,370.00
Supply of the above listed tile/pipe		\$	115,310.00
 Sta. 0+133 to 0+148 (South)			
Increased to install tile on crushed stone bedding with excavator (15 meters)		\$	600.00
Supply & delivery of 19mm crushed (Approx. 7 tonnes req'd)		\$	210.00
 Sta. 0+753 to Sta. 0+800 (North)			
Haul excess trench material material to berm location (Approx. 25 m ³)		\$	500.00
 Sta. 1+044 to Sta. 1+874 (North)			
Contingency Allowance to install the new tile immediately adjacent to the existing tile and destroying the existing tile with a rubber tired backhoe afterwards		\$	2,490.00
Contingency Allowance for stony conditions (40 pull outs)		\$	12,000.00
Supply and install one 1200mm x 1800mm standard catchbasin, one 600mm x 600mm standard catchbasin and one 600mm x 600mm ditch inlet catchbasin, including grading or lead, N.A.G. C-350 Turf Mat overflow and grates and construction of 76m berm (Sta. 0+675 to 0+751) using clay hauled from trench excavation (Approx. 25m ³) and stockpile at Stonehouse Road (Approx. 5m ³)		\$	12,800.00
Exposing and locating existing tile drains	(report)	\$	1,050.00
	(construction)	\$	1,200.00
Exposing and locating fibre optic cable	(report)	\$	870.00
	(construction)	\$	900.00
Tile connections as noted on plan		\$	5,000.00
Tender Security		\$	2,200.00
Tile connections and contingencies		\$	9,500.00
Allowances under Sections 29 & 30 of the Drainage Act		\$	28,030.00

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

**RIDDELL - McCARTHY DRAIN 2020
Township of Lucan Biddulph**

ADMINISTRATION

Conservation Authority Review Fee	\$	300.00
Interest and Net Harmonized Sales Tax	\$	12,392.00
Survey, Plan and Final Report	\$	43,532.00
Expenses	\$	1,476.00
Supervision and Final Inspection	\$	<u>13,000.00</u>
TOTAL ESTIMATED COST	\$	<u><u>395,200.00</u></u>

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

RIDDELL - McCARTHY DRAIN 2020

Township of Lucan Biddulph

Job No. 219156

March 18, 2020

* = Non-agricultural

** = Non-Grantable

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
10	23		030-144(87096 Ontario Ltd.)	\$	\$	\$
11	23	34.8	040-071(Luyten Farms Ltd.)	47,730.00	12,397.00	60,127.00
** 11	23		040-071(Luyten Farms Ltd.)	46,380.00		46,380.00
11	24	34.2	040-073(Hugh Dietrich Farms Ltd.)	42,000.00	10,888.00	52,888.00
** 11	24		040-073(Hugh Dietrich Farms Ltd.)	10,580.00		10,580.00
* 11	Pt. 24	0.17	040-072(R. & S. Funston)		151.00	151.00
12	Pt. 23	5.0	040-096(Hugh Dietrich Farms Ltd.)		6,020.00	6,020.00
12	Pt.24& 25	37.7	041-083(Hugh Dietrich Farms Ltd.)	60,600.00	69,080.00	129,680.00
** 12	Pt.24& 25		041-083(Hugh Dietrich Farms Ltd.)	4,150.00		4,150.00
* 12	Pt. 24	0.52	041-083-95(D. Roloson)		1,089.00	1,089.00
* 12	Pt. 24	0.33	041-084(W. & S. Fox)		741.00	741.00
* 12	Pt. 24	0.01	041-084-10(Union Gas)		50.00	50.00
* 12	Pt. 24	1.42	041-075(M. & J. Fletcher)	3,200.00	18,952.00	22,152.00
* 12	Pt. 24	0.05	041-077(J. Cook & A. Wilson)		179.00	179.00
* 12	Pt. 24	0.07	041-076(M. Fletcher)		245.00	245.00
* 12	Pt. 24	0.06	041-074(S. Mulholland)		200.00	200.00
* 12	Pt. 24	0.06	041-073(H. Foster)		200.00	200.00
* 12	Pt. 24	0.07	041-072(C. & R. Simons)		245.00	245.00
* 12	Pt. 24	0.06	041-071(J. Martins & L. Ward)		200.00	200.00
* 12	Pt. 24	0.14	041-070(I. & A. Chisholm)		467.00	467.00
* 12	Pt. 24	0.11	041-063(I. Chisolm)		378.00	378.00
* 12	Pt. 24	0.07	041-069(2605591 Ontario Ltd.)		245.00	245.00
* 12	Pt. 24	0.07	041-068-02(C. Wiebe)		245.00	245.00
* 12	Pt. 24	0.11	041-068(H. Peters & T. Loewen)		378.00	378.00
* 12	Pt. 24	0.07	041-067(B. Mark & N. Plunkett)		245.00	245.00
* 12	Pt. 24	0.09	041-066(J. Lee & W. Harding)		312.00	312.00
* 12	Pt. 24	0.02	041-065(K. Marshall)		66.00	66.00
* 12	Pt. 24	0.11	041-063-01(R. McLeod & H. Smith)		378.00	378.00
TOTAL ASSESSMENT ON LANDS				\$ 214,640.00	\$ 123,351.00	\$ 337,991.00

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (Cont'd)

RIDDELL - McCARTHY DRAIN 2020
Township of Lucan Biddulph

* = Non-agricultural

** = Non-Grantable

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
* Stonehouse Line		0.50	Township of Lucan-Biddulph	\$ 5,610.00	\$ 73.00	\$ 5,683.00
* Fallon Drive		0.40	County of Middlesex		2,579.00	2,579.00
* Ann Street		0.06	Township of Lucan-Biddulph		467.00	467.00
TOTAL ASSESSMENT ON ROADS				\$ 5,610.00	\$ 3,119.00	\$ 8,729.00

SPECIAL ASSESSMENT against the Township of Lucan-Biddulph for the increased cost of a new 1500mm dia. pipe culvert extension and twin 750mm dia. sewer pipe under Stonehouse Line and road widening \$ 45,410.00

SPECIAL ASSESSMENT against Quadro Communications for the increased of locating and exposing their fibre optic cable along Stonehouse Line \$ 3,070.00

TOTAL ASSESSMENT ON THE RIDDELL - McCARTHY DRAIN 2020 \$ 395,200.00

SCHEDULE OF NET ASSESSMENT

RIDDELL - McCARTHY DRAIN 2020

Township of Lucan Biddulph

(FOR INFORMATION PURPOSES ONLY)

Job No. 219156

March 18, 2020

* = Non-agricultural

** = Non-Grantable

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
030-144(87096 Ontario Ltd.)	\$	\$	\$ 100.00	\$ -100.00
040-071(Luyten Farms Ltd.)	60,127.00	20,042.00	12,550.00	27,535.00
** 040-071(Luyten Farms Ltd.)	46,380.00			46,380.00
040-073(Hugh Dietrich Farms Ltd.)	52,888.00	17,629.00	3,590.00	31,669.00
** 040-073(Hugh Dietrich Farms Ltd.)	10,580.00			10,580.00
* 040-072(R. & S. Funston)	151.00			151.00
040-096(Hugh Dietrich Farms Ltd.)	6,020.00	2,007.00		4,013.00
041-083(Hugh Dietrich Farms Ltd.)	129,680.00	43,227.00	11,650.00	74,803.00
** 041-083(Hugh Dietrich Farms Ltd.)	4,150.00			4,150.00
* 041-083-95(D. Roloson)	1,089.00			1,089.00
* 041-084(W. & S. Fox)	741.00			741.00
* 041-084-10(Union Gas)	50.00			50.00
* 041-075(M. & J. Fletcher)	22,152.00		140.00	22,012.00
* 041-077(J. Cook & A. Wilson)	179.00			179.00
* 041-076(M. Fletcher)	245.00			245.00
* 041-074(S. Mulholland)	200.00			200.00
* 041-073(H. Foster)	200.00			200.00
* 041-072(C. & R. Simons)	245.00			245.00
* 041-071(J. Martins & L. Ward)	200.00			200.00
* 041-070(I. & A. Chisholm)	467.00			467.00
* 041-063(I. Chisolm)	378.00			378.00
* 041-069(2605591 Ontario Ltd.)	245.00			245.00
* 041-068-02(C. Wiebe)	245.00			245.00
* 041-068(H. Peters & T. Loewen)	378.00			378.00
* 041-067(B. Mark & N. Plunkett)	245.00			245.00
* 041-066(J. Lee & W. Harding)	312.00			312.00
* 041-065(K. Marshall)	66.00			66.00
* 041-063-01(R. McLeod & H. Smith)	378.00			378.00
Quadro Communications				
* Special Assessment	\$ 3,070.00	\$	\$	\$ 3,070.00
* Stonehouse Line	5,683.00			5,683.00
* Special Assessment	45,410.00			45,410.00
* Fallon Drive	2,579.00			2,579.00
* Ann Street	467.00			467.00
TOTALS	\$ 395,200.00	\$ 82,905.00	\$ 28,030.00	\$ 284,265.00

**SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS**

G E N E R A L I N D E X

SECTION A	General Work	Pages 1 to 6
SECTION B	Open Drain	Pages 7 to 9
SECTION C	Tile Drain	Pages 10 to 15
STANDARD DETAILED DRAWINGS		SDD-01 to SDD-05



SECTION A - GENERAL WORK**I N D E X**

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
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A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
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A.11 STAKES.....	4
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A.14 RESTORATION OF LAWNS.....	5
A.15 RESTORATION OF ROADS AND LANEWAYS.....	6

SECTION A**GENERAL WORK****A.1 COMMENCEMENT AND COMPLETION OF WORK**

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

As noted on the drawn, the contractor must first arrange for a preconstruction meeting to be held on the site with the Contractor and affected owners attending to review in detail the construction scheduling, access and other pertinent details. The Contractor's costs for attending this meeting shall be included in his lump sum tender price. If the Contractor leaves the job site for a period of time after initiation of work, he shall give the Engineer and the Superintendent a minimum of twenty-four (24) hours' notice prior to returning to the project.

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

A.2 WORKING AREA AND ACCESS

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

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

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

A.3 ROAD CROSSINGS**.1 General**

- .1 **Scope**: These specifications apply to all road crossings - Municipal, County, Regional, or Highway Roads. Where the word "Authority" is used, it shall be deemed to apply to the appropriate owning authority. These specifications in no way limit the Authority's Specifications and Regulations governing the construction of drains on their Road Allowance. The Authority will supply no labour, equipment or materials for the construction of the road crossing unless otherwise noted on the drawings.
- .2 **Road Occupancy Permit**: Where applicable the Contractor must submit an Application for a Road Occupancy Permit to the Authority and allow a minimum of 5 working days (exclusive of holidays) for its review and issuance.
- .3 **Road Closure Request and Construction Notification**: The Contractor shall submit written notification of construction and request for road closure (if applicable) to the Road Authority/Public Works Manager and the Drainage Engineer or Superintendent for review and approval a minimum of five (5) working days (exclusive of holidays) prior to proceeding with any work on road allowance. It shall be the Road Authority's responsibility to notify all the applicable emergency services, schools, etc. of the road closure or construction taking place.
- .4 **Traffic Control**: Where the Contractor is permitted to close the road to through traffic, the Contractor shall provide for and adequately sign the detour route to the satisfaction of the Road Authority. Otherwise, the Contractor shall keep the road open to traffic at all times. The Contractor shall provide, for the supply, erection and maintenance, suitable warning signs and/or flagmen in accordance with the Manual of Uniform Traffic Control Devices and to the satisfaction of the Road Authority to notify the motorists of work on the road ahead.

A.3 ROAD CROSSINGS (cont'd)

- .5 Site Meeting/Inspection: A site meeting shall be held with the affected parties to review in detail the crossing and/or its related works. The Authority's Inspector and/or the Drainage Engineer will inspect the work while in progress to ensure that the work is done in strict accordance with the specifications.
- .6 Weather: No construction shall take place during inclement weather or periods of poor visibility.
- .7 Equipment: No construction material and/or equipment is to be left within 3 meters of the edge of pavement overnight or during periods of inclement weather.

.2 Jacking and Boring

- .1 Material: The bore pipe shall consist of new, smooth wall steel pipe, meeting the requirements of H20 loading for road crossings and E80 loading for railway crossings. The minimum size, wall thickness and length shall be as shown on the drawings. Where welding is required, the entire circumference of any joint shall be welded using currently accepted welding practices.
- .2 Site Preparation and Excavation: Where necessary, fences shall be carefully taken down as specified in the General Conditions. Prior to any excavation taking place, all areas which will be disturbed shall be stripped of topsoil. The topsoil is to be stockpiled in locations away from the bore operation, off the line of future tile placement and out of existing water runs or ditches. The bore pit shall be located at the upstream end of the bore unless otherwise specified or approved. Bore pits shall be kept back at least 1 meter from the edge of pavement and where bore pits are made in any portion of the shoulder, the excavated material shall be disposed of off the road allowance and the pit backfilled with thoroughly compacted Granular "A" for its entire depth.
- .3 Installation: The pipe shall be installed in specified line and grade by a combination of jacking and boring. Upon completion of the operations, both ends of the bore pipe shall be left uncovered until the elevation has been confirmed by the Engineer or Superintendent. The ends of the bore pipe shall be securely blocked off and the location marked by means of a stake extending from the pipe invert to 300mm above the surrounding ground surface.
- .4 Unstable Soil or Rock: The Contractor shall contact the Engineer immediately should unstable soil be encountered or if boulders of sufficient size and number to warrant concern are encountered. Any bore pipe partially installed shall be left in place until alternative methods or techniques are determined by the Engineer after consultation with the Contractor, the Superintendent and the owning authority.
- .5 Tile Connections: Prior to commencement of backfilling, all tile encountered in excavations shall be reconnected using material of a size comparable to the existing material. Where the excavation is below the tile grade, a compacted granular base is to be placed prior to laying the tile. Payment for each connection will be made at the rate outlined in the Form of Tender and Agreement.
- .6 Backfill: Unless otherwise specified, the area below the proposed grade shall be backfilled with a crushed stone bedding. Bore pits and excavations outside of the shoulder area may be backfilled with native material compacted to a density of 95% Standard Proctor. All disturbed areas shall be neatly shaped, have the topsoil replaced and hand seeded. Surplus material from the boring operation shall be removed from the site at the Contractor's expense.
- .7 Restoration: The entire affected area shall be shaped and graded to original lines and grades, the topsoil replaced, and the area seeded down at the rate of 85 kg/per ha. unless otherwise specified or in accordance with the M.T.O. Encroachment Permit. Fences shall be restored to their original condition in accordance with the General Conditions.
- .8 Acceptance: All work undertaken by the Contractor shall be to the satisfaction of the Engineer.

A.3 ROAD CROSSINGS (cont'd)**.3 Open Cut**

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

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

The excavated material from the trench beyond a point 2.5 meters from the travelled portion or beyond the outside edge of the gravel shoulder, may be used as backfill in the trench in the case of covered drains. This material should be compacted in layers not exceeding 600mm.

A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL

Excess excavated material from open cut installation through roads, railways, laneways and lawn/grass areas, shall be removed and disposed of off-site by the Contractor as part of their lump sum installation price. If as a result of any work, gravel or crushed stone is required and not all the gravel or crushed stone is used in the construction of the works, the Contractor shall haul away such surplus gravel or stone unless otherwise approved.

A.5 FENCES

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

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

A.6 LIVESTOCK

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

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

A.7 STANDING CROPS

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

A.8 RAILWAYS, HIGHWAYS, UTILITIES

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

A.9 UTILITIES

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

A.10 IRON BARS

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

A.11 STAKES

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

A.12 RIP-RAP

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

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

A.13 GABION BASKETS

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

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

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

A.14 RESTORATION OF LAWNS

- .1 **General**: Areas noted on the drawings to be restored with seeding or sodding shall conform to this specification, and the Contractor shall allow for all costs in his lump sum bid for the following works.
- .2 **Topsoil**: Prior to excavation, the working area shall be stripped of existing topsoil. The topsoil stockpile shall be located so as to prevent contamination with material excavated from the trench. Upon completion of backfilling operations, topsoil shall be spread over the working area to a depth equal to that which previously existed but not less than the following:
 - Seeding and sodding - minimum depth of 100mm
 - Gardens - minimum depth of 300mmIn all cases where a shortfall of topsoil occurs, whether due to lack of sufficient original depth or rejection of stockpiled material due to Contractor's operations, imported topsoil from acceptable sources shall be imported at the Contractor's expense to provide the specified depths. Topsoil shall be uniformly spread, graded, and cultivated prior to seeding or sodding. All clods or lumps shall be pulverized, and any roots or foreign matter shall be raked up and removed as directed.

.3 Sodding

- .1 **Materials**: Nursery sod to be supplied by the Contractor shall meet the current requirements of the Ontario Sod Growers Association for No. 1 Bluegrass Fescue Sod.
- .2 **Fertilizer**: Prior to sod placement, approved fertilizer shall be spread at the rate of 5kg/100m² of surface area and shall be incorporated into such surfaces by raking, discing or harrowing. All surfaces on which sod is to be placed shall be loose at the time of placing sod to a depth of 25mm.
- .3 **Placing Sod**: Sod shall be laid lengthwise across the face of slopes with ends close together. Sod shall be counter sunk along the joints between the existing grade and the new sodding to allow for the free flow of water across the joint. Joints in adjacent rows shall be staggered and all joints shall be pounded and rolled to a uniform surface.

On slopes steeper than 3 to 1, and in unstable areas, the Engineer may direct the Contractor to stake sod and/or provide an approved mesh to prevent slippages. In all cases where such additional work is required, it will be deemed an extra to the contract and shall be paid for in accordance with the General Conditions. No sod shall be laid when frozen nor upon frozen ground nor under any other condition not favourable to the growth of the sod. Upon completion of sod laying the Contractor shall thoroughly soak the area with water to a depth of 50mm. Thereafter it will be the responsibility of the property owner to maintain the area in a manner so as to promote growth.

A.14 RESTORATION OF LAWNS (cont'd)

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

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

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

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

A.15 RESTORATION OF ROADS AND LANEWAYS

.1 **Gravel:** Restoration shall be in accordance with the applicable standard detailed drawing or as shown on the drawings.

.2 **Asphalt and Tar and Chip:** Prior to restoration all joints shall be neatly sawcut. Restoration shall be as a in gravel above with the addition of the following:

- .1 Roads shall have the finished grade of Granular 'A', allow two courses of hot-mix asphalt (M.T.O. 310), 80mm HL6 and 40mm HL3 or to such greater thickness as may be required to match the existing.
- .2 Laneways shall have the finished grade of Granular 'A' allow one 50mm minimum course of hot-mix asphalt (HL3) or greater as may be required to match existing.

SECTION B - OPEN DRAIN**I N D E X**

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

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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



B.5 EXCAVATED MATERIAL (cont'd)

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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



B.10 SEDIMENT BASINS AND TRAPS

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

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

B.11 SEEDING

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

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

Seeding shall not be completed after September 30.

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



SECTION C - TILE DRAIN

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

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

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

C.2 TESTING

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

C.3 LINE

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

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

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

C.3 LINE (cont'd)

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

C.4 CLEARING AND GRUBBING

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

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

C.5 PROFILE

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

C.6 GRADE

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

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

C.7 EXCAVATION

- .1 **Trench:** Unless otherwise specified, all trenching shall be done with a recognized farm tiling machine approved by the Engineer or Superintendent. The machine shall shape the bottom of the trench to conform to the outside diameter of the pipe for a minimum width of one-half of the outside diameter. The minimum trench width shall be equal to the outside diameter of the tile to be installed plus 100mm (4") on each side unless otherwise approved. The maximum trench width shall be equal to the outside diameter of the tile to be installed plus 250mm (10") on each side unless otherwise approved.



C.7 EXCAVATION (cont'd)

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

C.8 INSTALLATION

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

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

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

C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS

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

C.10 BACKFILLING

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

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

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

C.11 UNSTABLE SOIL

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

C.12 ROCKS

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

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

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

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

C.14 TRIBUTARY DRAINS

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

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

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

C.14 TRIBUTARY DRAINS (cont'd)

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

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

C.15 OUTLET PIPES

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

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

C.16 CATCHBASINS AND JUNCTION BOXES

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

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

- .2 **Junction Boxes**: Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.
- .3 **Connections**: Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.

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

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

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

C.17 BLIND INLETS

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

C.18 GRASSED WATERWAY

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

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

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

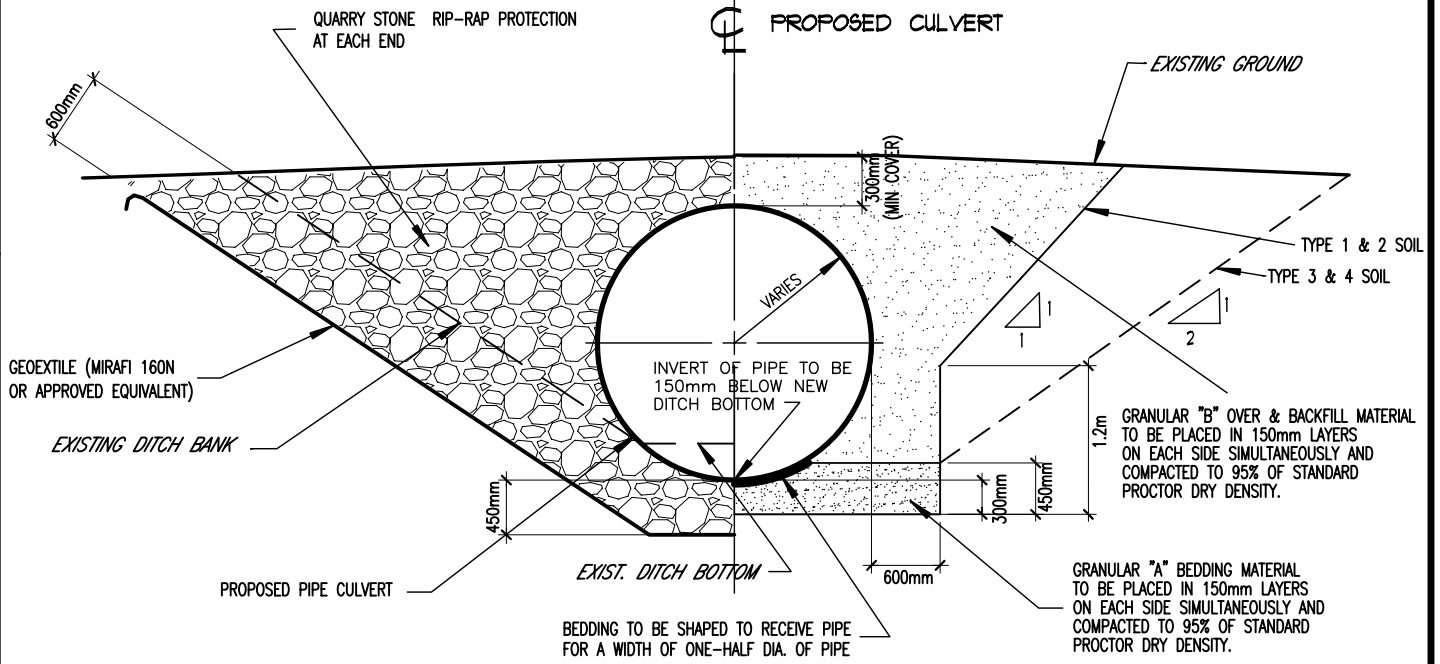
C.19 BACKFILLING EXISTING DITCHES

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

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

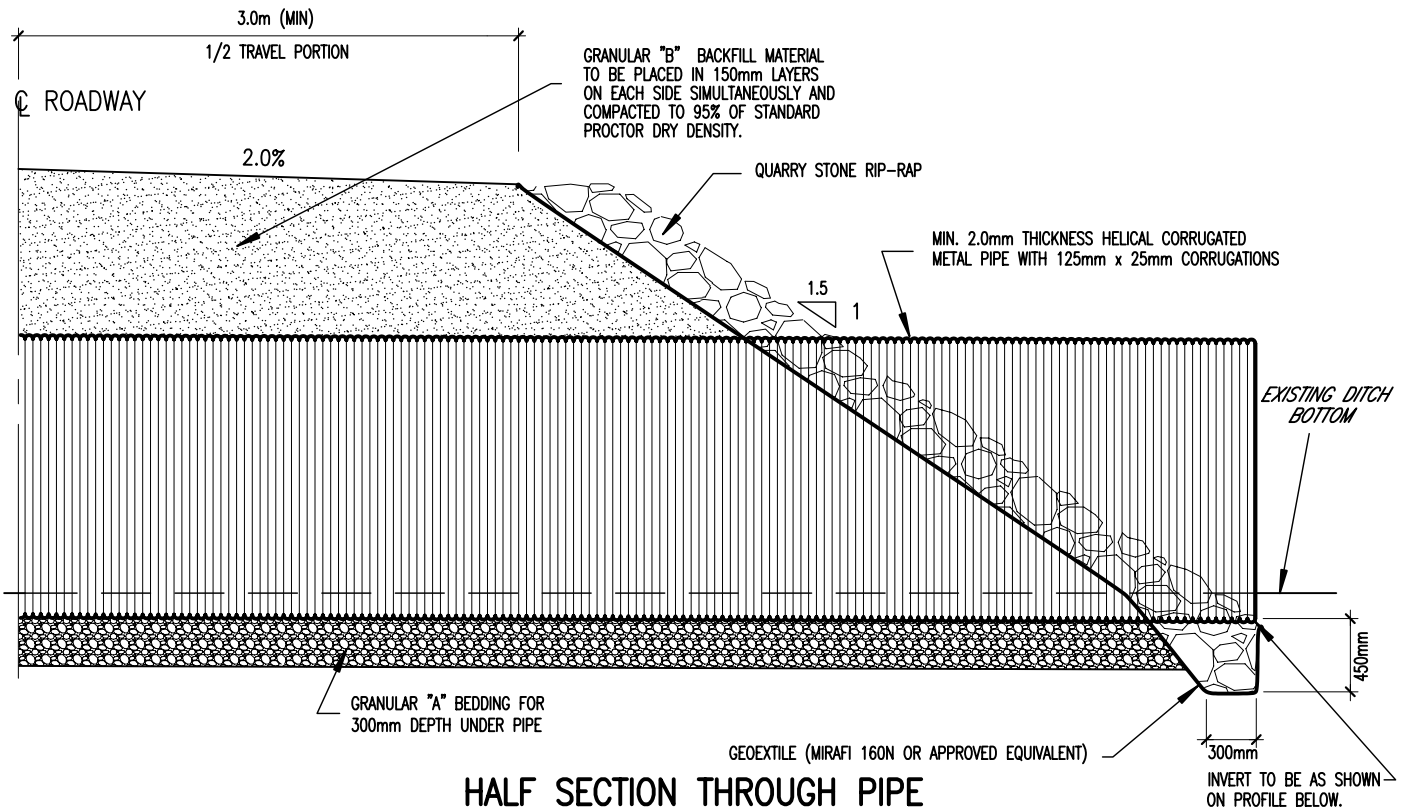
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by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

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



HALF ELEVATION

HALF SECTION



HALF SECTION THROUGH PIPE

NOTES

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

TYPICAL FARM CULVERT INSTALLATION DETAIL

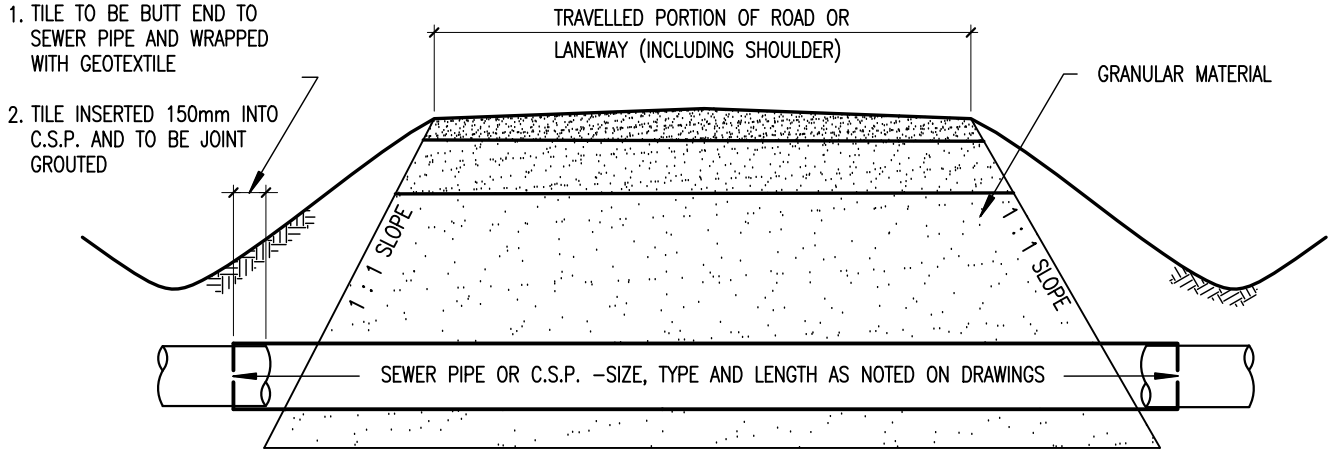
Scale: N.T.S.	Approved by:	Date: January 1983
Drawn by: jk	M.P.D.	Revised: November 2000

ELEVATION & SECTION

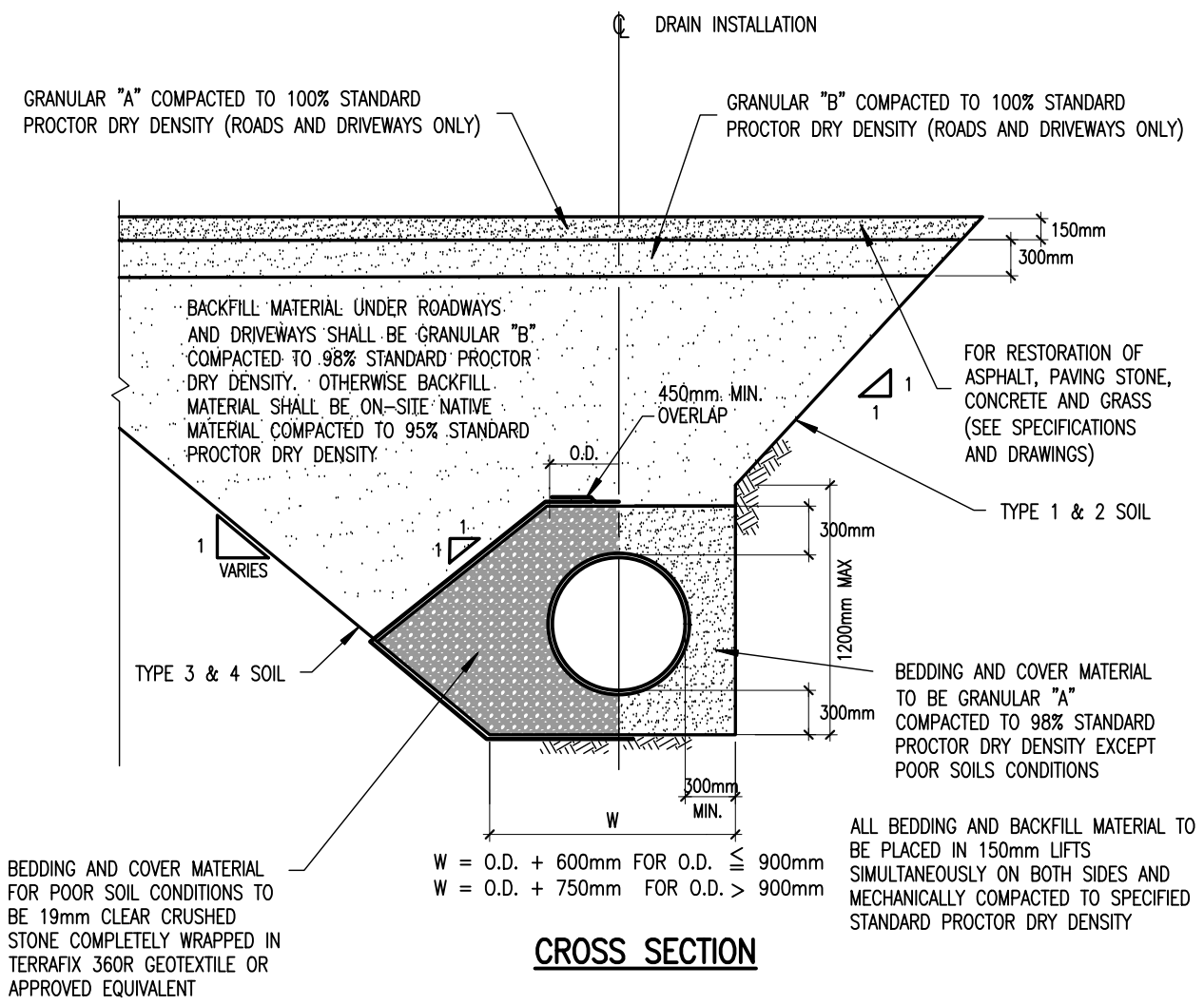


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS


STANDARD
DETAILED
DRAWING
No. 01

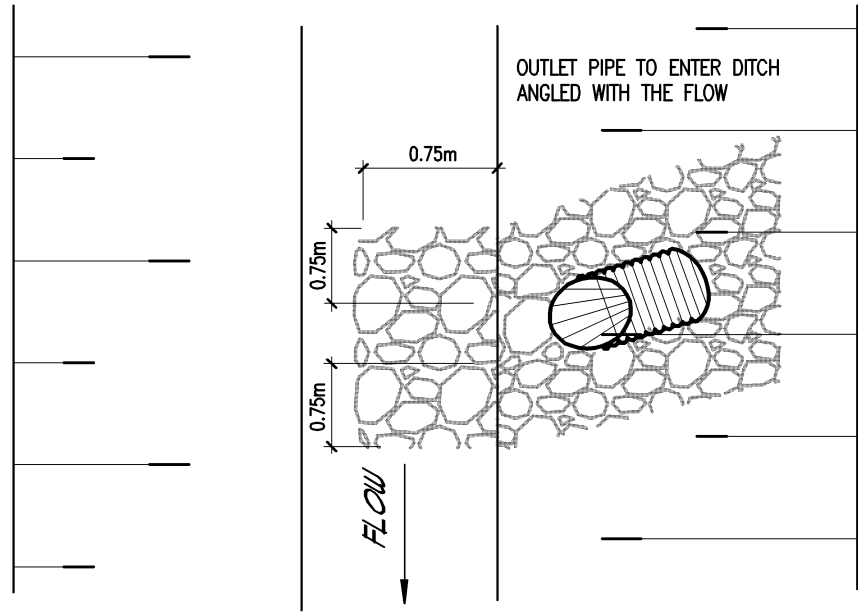


SECTION THROUGH PIPE



CROSS SECTION

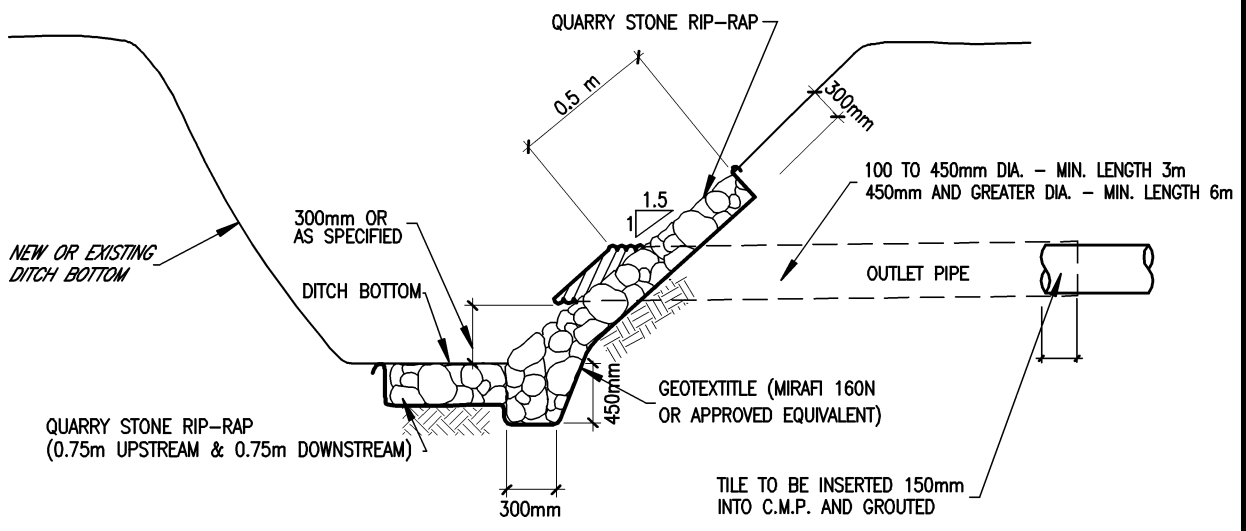
TYPICAL INSTALLATION DETAIL FOR SEWER PIPE UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: JULY 2018
ELEVATION & SECTION		STANDARD DETAILED DRAWING
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 02



PLAN

NOTES


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

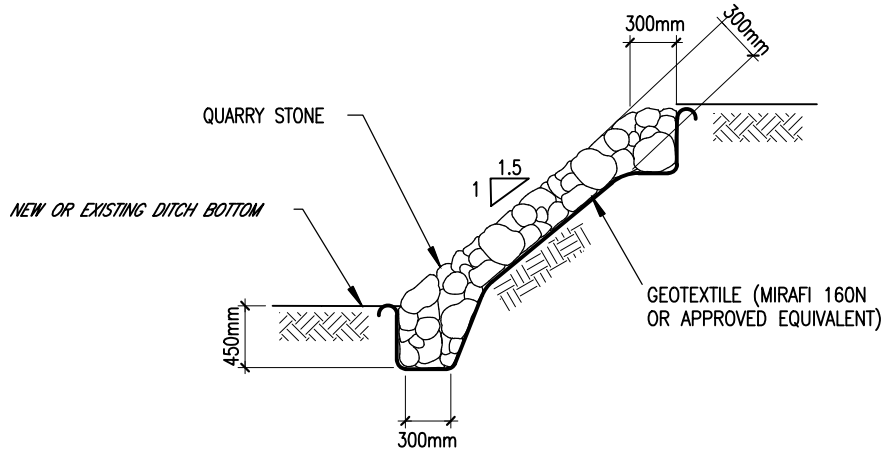


TYPICAL OUTLET RIP-RAP

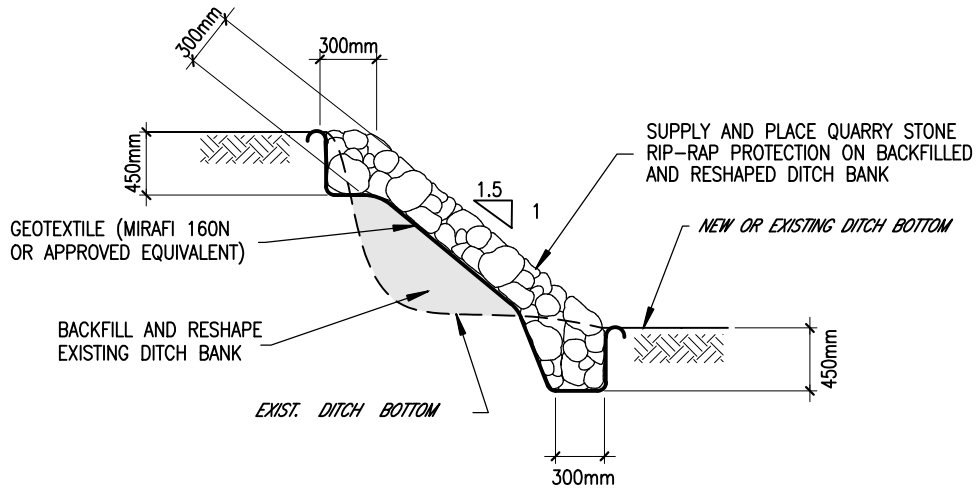
NOTES

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


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

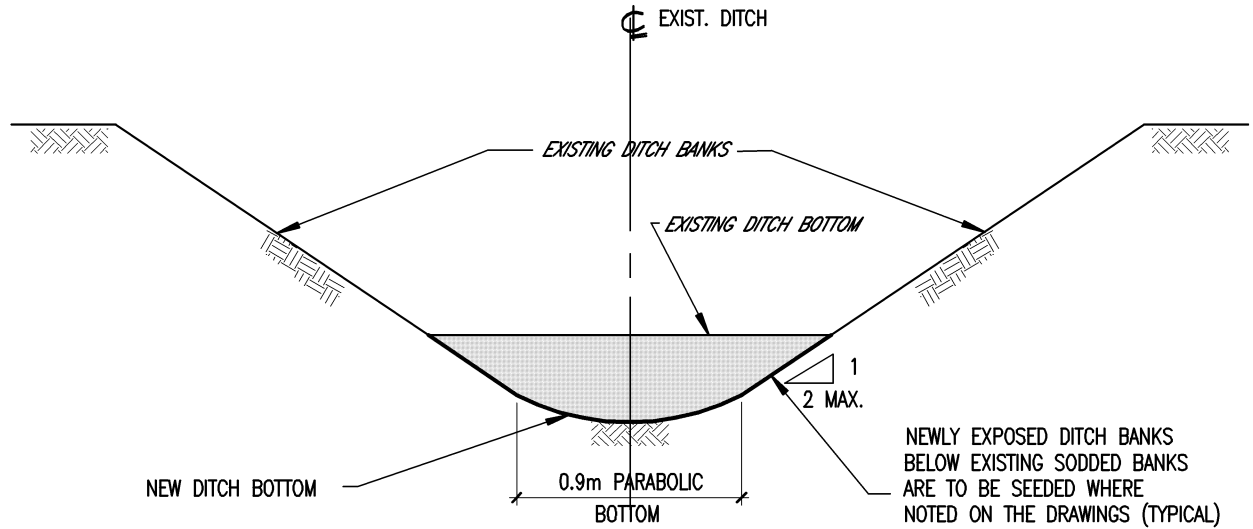


TYPICAL DITCH BANK RIP-RAP

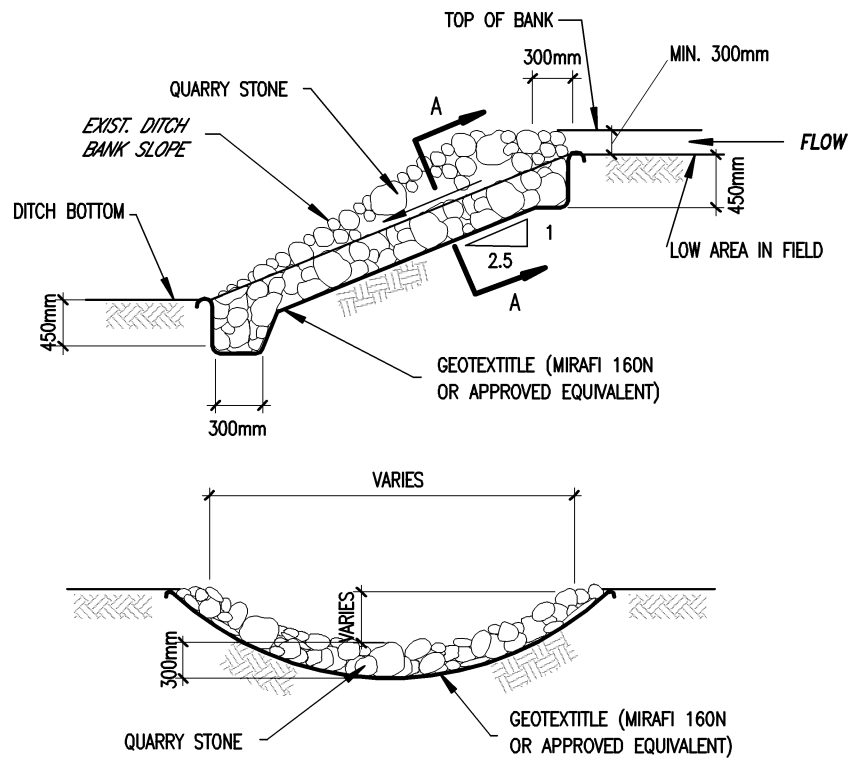


TYPICAL DITCH BANK RIP-RAP WITH BACKFILLING OF WASHOUT

TYPICAL DITCH BANK RIP-RAP DETAILS		
Scale: N.T.S.	Approved by:	Date: July 2000
Drawn by: jk	M.P.D.	Revised: November 2000
SECTIONS		STANDARD DETAILED DRAWING No. 04
 SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		



TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

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

**TOWNSHIP OF LUCAN BIDDULPH
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

DRAFT

**TOWNSHIP OF LUCAN BIDDULPH
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

-1-	Independent Auditor's Report
-3-	Consolidated Statement of Financial Position
-4-	Consolidated Statement of Operations and Accumulated Surplus
-5-	Consolidated Statement of Cash Flows
-6-	Consolidated Statement of Change in Net Financial Assets
-7- to -14-	Notes to the Consolidated Financial Statements
-15-	Schedule 1 - Consolidated Schedule of Tangible Capital Assets
-16-	Schedule 2 - Consolidated Schedule of Segmented Information

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Township of Lucan Biddulph

Opinion

We have audited the accompanying consolidated financial statements of Township of Lucan Biddulph (the "Township"), which comprise the Consolidated Statement of Financial Position as at December 31, 2019, and Consolidated Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Township of Lucan Biddulph as at December 31, 2019 and its financial performance and its cash flows and change in net assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

July 14, 2020
London, Canada

LICENSED PUBLIC ACCOUNTANT

**TOWNSHIP OF LUCAN BIDDULPH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019**

	2019	2018
FINANCIAL ASSETS		
Cash	\$ 6,977,505	\$ 4,720,626
Taxes receivable	592,272	542,429
Land held for resale	504,263	1,328,461
Accounts receivable	1,210,496	1,830,505
	9,284,536	8,422,021
LIABILITIES		
Bank loan (note 7.e)	-	910,000
Accounts payable and accrued liabilities	974,241	1,512,098
Other current liabilities	7,315	6,749
Deferred revenue - obligatory reserve funds (note 6)	1,702,127	1,299,441
Net long-term liabilities (note 7.a)	3,769,977	3,413,855
	6,453,660	7,142,143
NET FINANCIAL ASSETS	2,830,876	1,279,878
NON-FINANCIAL ASSETS		
Tangible capital assets - Schedule 1	40,314,155	38,050,670
Capital work in progress	262,005	2,655,636
Inventory	23,414	34,540
Prepaid supplies	99,692	92,794
	40,699,266	40,833,640
ACCUMULATED SURPLUS (note 8)	\$ 43,530,142	\$ 42,113,518

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF LUCAN BIDDULPH
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Budget 2019	Actual 2019	Actual 2018
REVENUE			
Property taxation	\$ 4,232,731	\$ 4,232,626	\$ 3,905,102
User charges	3,010,565	3,180,278	3,329,825
Government grants	1,076,631	1,076,945	702,822
Investment income	77,300	158,731	66,682
Penalty and interest on taxes	70,000	86,397	74,277
Other revenue	15,100	390,831	151,582
	8,482,327	9,125,808	8,230,290
EXPENDITURES			
General government	986,394	1,131,660	1,145,316
Protection to persons and property	1,085,587	1,089,490	1,023,728
Transportation services	2,194,790	2,087,236	1,900,372
Environmental services	2,266,985	1,911,074	1,833,945
Recreation and cultural development	1,436,601	1,521,808	1,607,660
Planning and development	111,000	568,148	95,998
	8,081,357	8,309,416	7,607,019
EXCESS OF REVENUE OVER EXPENDITURES BEFORE OTHER			
	400,970	816,392	623,271
OTHER			
Government transfers related to capital	221,893	223,472	1,916,584
Gain (loss) on disposal of capital assets	-	(55,957)	(17,227)
Developer and other contributions related to capital	378,075	432,717	444,064
	599,968	600,232	2,343,421
EXCESS OF REVENUE OVER EXPENDITURES			
	1,000,938	1,416,624	2,966,692
ACCUMULATED SURPLUS, BEGINNING OF YEAR			
	42,113,518	42,113,518	39,146,826
ACCUMULATED SURPLUS, END OF YEAR			
	\$ 43,114,456	\$ 43,530,142	\$ 42,113,518

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF LUCAN BIDDULPH
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019	2018
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess of revenue over expenditures (page 4)	\$ 1,416,624	\$ 2,966,692
Non-cash charges to operations		
Amortization	1,870,633	1,772,569
Net disposal of tangible capital assets	55,957	24,966
Net change in working capital other than cash (A)	1,259,759	(2,574,538)
	4,602,973	2,189,689
INVESTING		
Acquisition of tangible capital assets	(4,190,075)	(2,107,666)
Decrease (increase) in capital work in progress	2,393,631	(2,266,948)
Decrease (increase) in inventory	11,126	(10,199)
Decrease (increase) in prepaid supplies	(6,898)	8,603
	(1,792,216)	(4,376,210)
FINANCING		
Net proceeds (repayments) in long-term debt and bank loan	(553,878)	590,762
Net change in cash and cash equivalents during the year	2,256,879	(1,595,759)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	4,720,626	6,316,385
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 6,977,505	\$ 4,720,626

(A) Net change in working capital other than cash includes the net change in taxes receivable, accounts receivable, land held for resale, accounts payable and accrued liabilities, other current liabilities and deferred revenue.

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF LUCAN BIDDULPH
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019	2018
Excess revenue over expenditures (page 4)	\$ 1,416,624	\$ 2,966,692
Amortization of tangible capital assets	1,870,633	1,772,569
Investment in capital works in progress	2,393,631	(2,266,948)
Change in inventory	11,126	(10,199)
Change in prepaid supplies	(6,898)	8,603
Net disposal of tangible capital assets	55,957	24,966
Acquisition of tangible capital assets	(4,190,075)	(2,107,666)
Increase in net financial assets	1,550,998	388,017
NET FINANCIAL ASSETS, BEGINNING OF YEAR	1,279,878	891,861
NET FINANCIAL ASSETS, END OF YEAR	\$ 2,830,876	\$ 1,279,878

The accompanying notes are an integral part of these financial statements.

**TOWNSHIP OF LUCAN BIDDULPH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

The Township of Lucan Biddulph (the Township) is a Township in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant accounting policies

The consolidated financial statements of the Township of Lucan Biddulph are prepared by management in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Township are as follows:

a. i. Basis of consolidation

These consolidated financial statements reflect the assets, liabilities, operating revenue and expenditures and accumulated surpluses and changes in investment in tangible capital assets of the Township.

The Township contributes 51% towards the funding of the Biddulph-Blanchard Fire Area and these financial statements includes 51% of the Area's assets, liabilities, operating revenue and expenditures and accumulated surplus and changes in investment in the Area's tangible capital assets.

These financial statements include the activities of all other committees of Council.

ii. Non-consolidated entities

There are no local boards, joint local boards, municipal enterprises and utilities which are not consolidated.

b. Accrual accounting

The accrual basis of accounting recognizes revenue as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

c. Accounting for County and School Board transactions

The Township is required to bill, collect and remit provincial education and upper tier taxation in respect of residential and other properties on behalf of the School Boards and upper tier. The Township has no jurisdiction or control over the School Board or upper tier's operations or their tax rate. The taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the School Boards, and the County of Middlesex are not reflected in these consolidated financial statements.

**TOWNSHIP OF LUCAN BIDDULPH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

1. Significant accounting policies continued

d. Trust funds

Trust funds and their related operations administered by the Township are not consolidated, but are reported separately on the Trust Fund Statements of Operations and Financial Position.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the Consolidated Change in Financial Assets for the year.

The Township's non-financial assets consist of tangible capital assets. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land improvements	10 to 40 years
Buildings	20 to 50 years
Vehicles and machinery	3 to 30 years
Equipment and furniture	3 to 10 years
Infrastructure	50 to 100 years
Roads and bridges	15 to 100 years

Tangible capital assets received as contributions are recorded at their fair value at the date of the receipt. The fair value is also recorded as contributed revenue.

f. Revenue recognition

Government grants and transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

g. Deferred revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed or the tangible capital assets are acquired.

**TOWNSHIP OF LUCAN BIDDULPH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

1. Significant accounting policies continued

h. Use of estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

i. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

j. Financial instruments

Financial instruments of the Township consist mainly of cash, short-term investments, accounts receivable and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

2. Tax revenue

Property tax billings are prepared by the Township based on an assessment roll prepared by the Ontario Property Assessment Corporation. All assessed property values in the Township were reviewed and new values established based on a common valuation date which was used by the Township in computing the 2019 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the County of Middlesex and the appropriate school boards.

3. Trust funds

Trust funds administered by the Township amounting to \$1,292 (2018 - \$1,282) have not been included in these consolidated financial statements.

**TOWNSHIP OF LUCAN BIDDULPH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

4. Operations of School Boards and the County of Middlesex

Further to note 1.c, the taxation revenue of the School Boards and County of Middlesex are comprised of the following:

	School Boards	County
Taxation and user charges	\$ 1,380,314	\$ 2,586,860
Requisitions	\$ 1,380,314	\$ 2,586,860

5. Pension agreements

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay.

The amount contributed to OMERS for 2019 was \$89,466 (2018 - \$78,815) for current service and is included as an expenditure on the Consolidated Statement of Operations and Accumulated Surplus. The Township has no obligation, as of December 31, 2019, under the past service provisions. The OMERS funding ratio for 2019 is 97.0% (2018 - 96.0%), with the goal of being fully funded by 2025.

6. Deferred revenue - obligatory reserve funds

A requirement of the public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Township are summarized as follows:

	2019	2018
Development charges	\$ 1,562,815	\$ 1,189,219
Deferred revenue	139,312	110,222
	\$ 1,702,127	\$ 1,299,441

**TOWNSHIP OF LUCAN BIDDULPH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

7. Long-term liabilities

	2019	2018
a. The balance of long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:		
Total long-term liabilities incurred by the Township including those incurred on behalf of school boards, other municipalities and municipal enterprises and outstanding at the end the year amount to	\$ 3,815,706	\$ 3,469,929
Of the long-term liabilities shown above, irresponsibility for payment of principal and interest charges for tile drain loans has been assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(45,729)	(56,074)
Net long-term liabilities at the end of the year	\$ 3,769,977	\$ 3,413,855
b. Debt to be retired over the next five years		
	Recovered from Ratepayers	Recovered from Taxation
2020	\$ 52,958	\$ 247,280
2021	\$ 54,695	\$ 251,569
2022	\$ 32,780	\$ 168,474
2023	\$ -	\$ 172,999
2024	\$ -	\$ 177,648

- c.** Approval of the Ontario Municipal Board has been obtained for those pending issues of long term liabilities and commitments to be financed by revenue beyond the term of Council and approved on or before December 31, 1992. Those approved after January 1, 1993 have been approved by by-law. The principal and interest payments required to service these pending issues and commitments are within the debt repayment limit prescribed by the Ministry of Municipal Affairs.
- d.** The Township is contingently liable for long term liabilities with respect to tile drainage loans, and for those for which the principal and interest had been assumed by other municipalities, school board and unconsolidated local boards, municipal enterprises, and utilities. The total amount outstanding as at December 31, 2019 is \$45,729 (2018 - \$56,074) is not recorded on the Consolidated Statement of Financial Position.

**TOWNSHIP OF LUCAN BIDDULPH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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7. Long-term liabilities continued

- e. The Township has a borrowing agreement to provide temporary funding for construction of municipal drains and capital projects. At December 31, 2019, there is \$NIL (2018 - \$910,000) outstanding on this bank loan. The bank has authorized credit up to \$1,000,000 and the loan is repayable at interest of prime less 0.6%.

8. Accumulated surplus

The accumulated surplus on the Consolidated Statement of Financial Position at the end of the year is comprised of the following:

	2019	2018
Investment in tangible capital assets	\$ 36,806,188	\$ 36,582,955
Reserves set aside for specific purpose:		
- for working capital	300,100	300,100
- for water operations and capital	593,414	511,110
- for sewer operations and capital	1,699,344	1,239,703
- for parks needs	169,118	49,118
- for arena needs	229,074	217,853
- for public works needs	904,885	1,132,063
- for tax rate stabilization	310,612	310,612
- for building	1,725,403	1,383,423
- for administration	457,490	87,706
Total reserves	6,389,440	5,231,688
Reserve funds set aside for specific purpose:		
- for fire capital needs	334,514	298,875
Total reserve funds	334,514	298,875
ACCUMULATED SURPLUS	\$ 43,530,142	\$ 42,113,518

**TOWNSHIP OF LUCAN BIDDULPH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

9. Charges for net long-term liabilities

Interest for the year for net long-term liabilities are as follows:

	2019	2018
Interest (included in operating expenditures)	89,309	97,857
	\$ 89,309	\$ 97,857

10. Budget figures

The Township's Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2019 is reflected on the Consolidated Statement of Operations and Accumulated Surplus.

11. Commitments

- a. On July 13, 1998, The Corporation of the City of London received a Notice of Transfer for the Lake Huron Primary Water System. The transfer order was finalized in 1999. Under the transfer order, the works, properties and all assets, liabilities, rights and obligations of the system are conveyed, assigned and transferred to the City of London. The Township of Lucan Biddulph is a member of the Lake Huron Water Supply System and represents approximately 0.74% of the total System. This percentage is based on the annual flows during 2019. The Township's share of the System's accumulated surplus and tangible capital assets is \$1,322,225. These balances are based on the System's financial statements and have not been reflected in these financial statements.
- b. The Township contracts with the Ontario Provincial Police to provide policing services under Section 10 of the Police Services Act. The cost of this contract for 2019 was \$616,722 (2018 - \$580,140).

12. Public sector salary disclosure

There is one employee paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more.

**TOWNSHIP OF LUCAN BIDDULPH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

13. Segmented information

Segmented information is presented on Schedule 2. The Township of Lucan Biddulph is a diversified municipality and provides a wide range of services to its citizens including police through contracted services, fire, protective services, transportation, environmental, including water, wastewater, waste disposal and storm management, and community services, including recreation, library and museum and planning, including development and municipal drains. The general government segment includes such functions as finance and information services, council and administrative offices.

14. Liability for contaminated sites

PSAB 3260 requires a municipality to accrue the present value of the expected remediation costs for known contaminated sites the municipality owns. This requirement is effective for years ending December 31, 2015. The Township has evaluated the properties and has determined that no accrual is required for future remediation costs.

15. Comparative balances

Certain comparative balances have been reclassified to confirm with the current year's financial statement presentation.

16. Subsequent event

In March 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Township has followed the Provincial orders regarding essential services and as a result, has closed some of its services. It is unclear the total financial impact the COVID-19 virus will have on the Township. Council and staff continue to monitor the situation.

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Schedule 1

**TOWNSHIP OF LUCAN BIDDULPH
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Land	Land Improvements	Buildings and Fixtures	Machinery and Equipment	Automotive	Infrastructure	2019 Total	2018 Total
COST								
Balance, beginning of year	\$ 753,190	\$ 1,801,851	\$ 17,428,449	\$ 3,223,660	\$ 2,185,146	\$ 38,824,583	\$ 64,216,879	\$ 62,472,886
Add:								
Additions during the year	526,972	30,977	2,227,570	398,513	-	1,006,043	4,190,075	2,107,666
Less:								
Disposals during the year	-	-	(102,634)	-	-	(85,269)	(187,903)	(363,673)
Balance, end of year	1,280,162	1,832,828	19,553,385	3,622,173	2,185,146	39,745,357	68,219,051	64,216,879
ACCUMULATED AMORTIZATION								
Balance, beginning of year	-	604,596	6,766,141	1,227,248	842,462	16,725,762	26,166,209	24,732,347
Add:								
Amortization during the year	-	85,028	420,268	220,271	142,538	1,002,528	1,870,633	1,772,569
Less:								
Disposals during the year	-	-	(49,187)	-	-	(82,759)	(131,946)	(338,707)
Balance, end of year	-	689,624	7,137,222	1,447,519	985,000	17,645,531	27,904,896	26,166,209
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 1,280,162	\$ 1,143,204	\$ 12,416,163	\$ 2,174,654	\$ 1,200,146	\$ 22,099,826	\$ 40,314,155	\$ 38,050,670

This schedule is provided for information purposes only.

**TOWNSHIP OF LUCAN BIDDULPH
CONSOLIDATED SCHEDULE OF SEGMENTED INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2019**

	General Government	Protective Services	Transportation	Environmental	Recreation and Culture	Planning and Agriculture	Total
REVENUE							
Taxation	\$ 4,232,626	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,232,626
User fees	169,627	249,629	13,278	2,163,144	556,612	27,988	3,180,278
Government grants-operating	941,367	23,825	8,156	25,425	78,172	-	1,076,945
Investment income	158,731	-	-	-	-	-	158,731
Penalty and interest on taxes	86,397	-	-	-	-	-	86,397
Other	371,731	-	-	-	19,100	-	390,831
	5,960,479	273,454	21,434	2,188,569	653,884	27,988	9,125,808
EXPENDITURES							
Salaries and benefits	603,142	144,851	337,517	134,834	589,659	16,432	1,826,435
Materials, goods and services	475,557	853,124	734,730	1,362,439	641,074	545,424	4,612,348
Amortization	52,961	91,515	1,014,989	413,801	291,075	6,292	1,870,633
	1,131,660	1,089,490	2,087,236	1,911,074	1,521,808	568,148	8,309,416
EXCESS REVENUE OVER EXPENDITURES (EXPENDITURE OVER REVENUE) BEFORE OTHER	4,828,819	(816,036)	(2,065,802)	277,495	(867,924)	(540,160)	816,392
OTHER							
Government transfers related to capital	-	-	218,044	-	5,428	-	223,472
Gain (loss) on disposal	-	-	(55,957)	-	-	-	(55,957)
Developer contributions related to capital	20,197	29,772	325,423	57,325	-	-	432,717
	20,197	29,772	487,510	57,325	5,428	-	600,232
EXCESS REVENUE OVER EXPENDITURES	\$ 4,849,016	\$ (786,264)	\$ (1,578,292)	\$ 334,820	\$ (862,496)	\$ (540,160)	\$ 1,416,624

This schedule is provided for information purposes only.

The Corporation of the Township of Lucan Biddulph Council Minutes

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

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

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:00 pm. The meeting took place electronically with the Mayor and CAO/Clerk in attendance at the Township office and all other attendees via electronic participation.

Announcements

Mayor C. Burghardt-Jesson opened the meeting by commenting on the Premiers announcement regarding the Phase 2 opening stage for communities. She added that with the Phase 2 announcement Lucan Biddulph recently opened the Splash Pad and cautioned residents that guidelines and restrictions are still in place which often pose challenges for businesses and municipalities, therefore please be patient as businesses try to re-open. The Mayor also noted that the municipality is still working on plans to open safely for our residents and employees and until we receive direction from the province and public health we cannot be 100% sure how to move forward.

Mayor C. Burghardt-Jesson commented on some good deeds that have come about in our Township recently and acknowledged Dr. Chris Cameron for his keen interest in the small businesses of our community and for encouraging residents to support local. She further recognized and thanked local residents Jana Bayer-Smith and Melissa Rinn for creating the Lucan Assassins of Kindness group which honoured and celebrated all the 2020 graduates of Lucan Biddulph. She ended by stating there are many good news stories out there and thanked all who make Lucan Biddulph a better place each and every day.

Declaration of Pecuniary Interest & Nature Thereof

<u>a. Member</u>	<u>Item #</u>
Councillor P. Mastorakos	4 (a) and (b)

Nature of Conflict

Owner of personal property within 50 metres and previous owner of subject property.

Public Meeting Under Planning Act, R.S.O. 1990, c.P.13

1/ Committee of Adjustment

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph adjourn its regular meeting at 6:05 pm in order sit as a Committee of Adjustment under Section 45 of the Planning Act, R.S.O. 1990, as amended.

CARRIED

a) B-6-7-8-9-2020 - 318 Beech Street, Lucan - (Finch)

D. Fitzgerald, County Planner gave a review of Planning Report PL-05-2020 and advised the purpose and effect of the application is as follows:

- to convey four (4) parcels of land to support the development of three unit townhouse dwelling on separate freehold lots while establishing an access easement for a centre unit, as well as consolidating a parcel of land that backs onto an existing residential lot 322 Beech St.

T. Merner advised that additional comments were received from Ian Bell and Tim & Ashley Hagan, which were distributed to council in advance of the meeting.

Applicant, Adam Finch was available for participation. No comments were received from the applicant at this time.

Questions from Committee Members were received regarding cash-in-lieu of parkland dedication fees, rear yard fencing, interest in neighbours to purchase rear portion of lands and the provision of exclusion of accessory buildings/structures in the rear yard.

Mr. Finch advised each neighbour was approached regarding purchase of the rear portion of the property adjacent to their parcel and provisions for fencing would have to be approved by the ABCA.

D. Fitzgerald advised ABCA has stated the rear of the property is considered in the flood way therefore no accessory buildings or structures would be permitted.

Mayor C. Burghardt-Jesson asked if any person in attendance wished to make comments and the following were received:

Tim Hagan, 189 Gibson Crescent

- Mr. Hagan commented on the impact of a high density development to the neighbourhood.

No further questions or requests to participate were received from the public.

2/ B-6-7-8-9-2020 (Finch)

Moved by A. Westman

Seconded by D. Manders

*THAT Applications for Consent B-6/2020, B-7/2020, B-8/2020, B-9/2020 filed by Adam Finch on behalf of Adam Finch and Jason Simpson to sever four lots, of which one would have a frontage of approximately 8.55 metres (28.0 ft.) along Beech Street and an area of approximately 932.1 square metres (0.23 ac), the second a frontage of approximately 6.7 metres (21.9 ft.) along Beech Street and an area of approximately 512.6 square metres (0.12 ac) the third a frontage of approximately 8.54 metres (28.0 ft.) along Beech Street and an area of approximately 807.5 square metres (0.19 ac), and the fourth to be consolidated with the abutting property at Lot 4 ,Part 1 of Registered Plan 33R14060, municipally known as 322 Beech Street, with a width to match the existing frontage of approximate 10.0 m (32.8 ft.) and an area of approximately 278.8 square metres (0.06 ac), and establish a 1.5 metre access easement along the south boundary of the property into the middle severed property from a property legally described as Park Lot 4, Plan 220, being Part 3, Plan 33R-14060 in the Township of Lucan Biddulph, in the County of Middlesex; **BE GRANTED** subject to the following conditions:*

- 1. That the Certificate of Consent under Section 53(42) of the Planning Act be issued within one year of the date of the notice of decision.*
- 2. That the applicant enter into a development agreement with the Township, and that the agreement be registered against the title of the subject lands, which addresses amongst other matters, building envelope locations, lot grading and drainage that ensures conformity with the adjacent subdivision, entrance locations, all to the satisfaction of the Township.*
- 3. That the lands to be conveyed for the purposes of establishing town house units be rezoned to a 'site specific' Residential Third Density Exception (R3-10) Zone to recognize a reduction to the minimum lot area, frontage, setbacks, and interior side yard setbacks provisions; to limit the number of residential dwellings to three (3) across the entirety of the property to be rezoned; and to prohibit the establishment of accessory buildings or structures in the rear yard due to the existence of a flood plain.*
- 4. That the lands to be conveyed and consolidated with Lot 4, Part 1 of Registered Plan 33R14060, municipally known as 322 Beech Street, be rezoned to a Residential Second Density (R2) Zone.*
- 5. That the applicant pay any outstanding property taxes for the subject lands.*
- 6. All lots are required to be serviced with all necessary permits obtained to achieve servicing.*
- 7. That the applicant pay \$3,000 cash-in-lieu of parkland dedication to the Township, being \$1,000 per lot to be severed.*
- 8. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of revised assessment schedule(s) for any municipal drain having jurisdiction in accordance with the Drainage Act, as amended, such costs to be paid in full to the appropriate engineering firm prior to submitting a registered*

copy of the transfer.

9. *That the applicant's solicitor submits an Acknowledgment and Direction duly signed by the applicant.*
10. *That the applicant's solicitor submits an undertaking, in a form satisfactory to the Secretary-Treasurer, to register an electronic transfer of title consistent with the Acknowledgment and Direction and the decision of the Committee of Adjustment.*
11. *That the applicant be required to obtain a permit from the Ausable Bayfield Conservation Authority for the proposed development.*

CARRIED

3/ Public Meeting

Moved by D. Regan

Seconded by A. Westman

Resolved that the Committee does now rise out and move into a Public Meeting at 6:23 pm under Section 34 of the Planning Act, R.S.O. 1990, as amended, to consider the following Zoning By-law Application.

CARRIED

b) ZBA-5-2020 - 318 Beech Street, Lucan - (Finch)

D. Fitzgerald reviewed the specifics of the recommendation with regards to the zoning of this application and noted the zoning is an integral part of Consent Application B-6-7-8-9-2020 to ensure any development within the area is outside of the flood plain.

No further comments were received.

4/ ZBA-5-2020 (Finch)

Moved by D. Manders

Seconded by D. Regan

THAT Application for Zoning By-law Amendment ZBA 05/2020, filed by Adam Finch on behalf of Adam Finch and Jason Simpson for a property known legally described as Park Lot 4, Plan 220, being Part 3, Plan 33R-14060 in the Township of Lucan Biddulph, in the County of Middlesex, to rezone a portion of the subject lands from a site specific Residential Third Density Exception (R3-1) Zone to a site specific Residential Third Density Exception (R3-10) Zone for those lands identified on Schedule "A" as (R3-10) and rezone a portion of the subject lands from a site specific Residential Third Density Exception (R3-1) Zone to a Residential Second Density (R2) Zone for those lands identified on Schedule "A" as (R2) to By-law No. 203-2020, BE APPROVED, as the application satisfies the requirements of the Planning Act; is consistent with the Provincial Policy Statement; conforms to the Official Plans of both the Township of Lucan Biddulph and the County of Middlesex; satisfies the requirements of the Township of Lucan Biddulph Zoning By-law; and presents sound land use planning.

CARRIED

c) ZBA-6-2020 - Block 29, Plan 33M759 - (Brock Development Group Inc. and Verhoog)

D. Fitzgerald provided a review of planning report no. PL-06-2020. He noted the applicant's intent if zoning is approved is to build a 5-storey luxury apartment building comprising of 51 units. He further noted the current zoning provision has a maximum height limit of 12 metres and the applicant is requesting an increase in the maximum height to 17.5 metres.

D. Fitzgerald noted that there were no concerns or objections received from the circulated agencies.

T. Merner advised that additional comments were received from the following and distributed to council in advance of the meeting:

- Jillian Bourne
- Don Oudekerk
- George Bowa
- Kelsey Bates-Hudson
- Brian Kelley
- Phylis U'Ren
- Marcus Johnston
- Bobbie Elliott-Johnston
- Chelsea & Steven Connor
- Tarin Pestowka
- Steve & Carolyn Truswell
- Walter Parkinson
- Michael Jacques

The applicant's agent, Michelle Doornbosch of Brock Development Group Inc. provided additional comments following the planner's presentation as follows:

- a concept plan was presented with outlines accommodating two 4-storey apartment buildings on the site which Ms. Doornbosch advised would meet current zoning and setback requirements
- a concept plan showing the proposed 5-storey, 51-unit building was presented noting this proposal makes better use of the space and has a 38 metre setback as opposed to a 10 metre setback which would result in two 4-storey buildings
- M. Doornbosch noted the appropriateness of use for this site was already assessed previously through the draft plan of subdivision approval process and there are very few properties that could accommodate the scale of this building and the green space and amenities that it would offer.

Mayor C. Burghardt-Jesson inquired if any Council Members have any questions regarding the application and discussion took place regarding how to prohibit the possibility of another building being constructed on the site; the term affordability and how this proposal is more likely an optional way of living rather than affordable living; the long term goals of the Township in regards to intensification; concerns of permitting this height and how this could essentially re-shape the vision for our community; how to lock the developer into to the proposed design and footprint; comparison to surrounding urban centres in our area for a building of this height; the need for rentals units in our community and how defensible the Township would be in the future should another application come forth to build an additional building on the site.

Middlesex County Director of Planning, Durk Vanderwerff gave a review of the process and timeline involved in updating the Official Plan, which is currently in the beginning stage. He further added updates to the Official Plan are required by municipalities every 5 years. Mr. Vanderwerff noted the next couple of months will involve background analysis and a public consultation and engagement which will aim to take place in the Fall of 2020. A draft document will then be provided with a goal of bringing forward a recommendation to council by the end of 2020. Mr. Vanderwerff advised the Official Plan will look at boundaries in Lucan Biddulph settlement areas and designations for future growth, including a balance of low, medium and high density development.

M. Doornbosch provided additional comments and advised her clients do not have any intentions to build any future buildings on this site and they are open to a site-specific zoning that would limit the possibility of future buildings.

Mayor C. Burghardt-Jesson asked if any person in attendance wished to make comments and the following were received:

Public Comments

Amir Shenouda

- Mr. Shenouda, developer of the Lucan Woods Condominium building on Butler Street noted it is important to respect the wishes of those in this community and take into consideration the character of the town and why people choose Lucan to live and raise a family in. Mr. Shenouda further commented that a 17.5 metre height building, being the first thing you see as you drive into town, will really set the tone of the community.

Richard Hudson

- Mr. Hudson asked if a 5-storey building is permitted, can the developer build two 5-storey buildings?

Zoey Ellis

- Ms. Ellis asked if the 17.5 metre height is not approved will the developer be proceeding with two 4-storey units?

Tessa Cherry

- Ms. Cherry asked council how they plan to restrict or limit the developer from turning the units into geared to income or subsidized units?

Richard Hudson

- Mr. Hudson asked if the applicant would need to withdraw its application and submit a new one to meet the site-specific provisions that council had discussed earlier in the meeting?

George Bowa

- Mr. Bowa noted he previously submitted a letter with his concerns and noted the following further comments:
- the Lucan Biddulph Official Plan provides a clear view of density, form and height limits for development within our community and this proposal does not take these points into consideration
- approval of this application would see a 75% increase in height for the original R3 zone and this building is not a small-scale apartment building as the official plan currently encourages.
- there was much confusion between a site plan the owners were showing residents when going door to door versus the site plan showed this evening with two buildings on the site.
- a petition to council was submitted and he urged council not to approve this proposal.

Zoey Ellis

- Ms. Ellis asked the developer what the applicant's plan is if this application is not approved.

Marcus Johnston

- Mr. Johnston advised he received in-correct information when asked to sign a petition and after speaking with the developers he would support the 5-storey building.

Brian Kelley

- Mr. Kelley advised he lives directly across from the subject property and supports the application

Mayor C. Burghardt-Jesson closed the public comments portion of the meeting at 8:10 p.m. and permitted further comments from council.

Deputy Mayor D. Manders raised concerns of the impact this approval would have on our whole community and noted that the planning and vision for our community should be addressed first. He further re-iterated his concerns with future development of this site.

Councillor P. Mastorakos noted the Official Plan document is a statement and advertisement for our community and currently we have advertised to buyers that 10 metre high buildings are the maximum you will see here. He further noted council has turned down previous requests to go higher, and cautioned council to consider what has changed with our vision.

M. Doornbosch added there are two things to consider when developing a site of this nature, planning being one and marketing the other and further noted that in order to market this building effectively, two parking spots per unit are necessary which can be satisfied accordingly with this site.

Mayor C. Burghardt-Jesson reviewed the next steps involved for this application and noted a recommendation from the planner will be brought forward at the July 14th council meeting. D. Fitzgerald advised that any further public comments will be received up until Friday, June 26th and can be forwarded to planning@lucanbiddulph.on.ca

5/ ZBA-6-2020 (Brock Developments)

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph receives the planner's report no. PL-06-2020 as information.

CARRIED

6/ Adjourn Public Meeting

Moved by D. Manders

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph adjourn the public meeting at 8:26 p.m. and reconvene its regular meeting to continue with its deliberations.

CARRIED

Delegations

None

Adoption of Minutes**7/Minutes**

Moved by A. Westman

Seconded by D. Regan

That the regular council minutes of June 2, 2020 and special meeting minutes of June 9, 2020 be approved as circulated.

CARRIED

Business Arising

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

Communications Reports

RR Reymer advised the AMO annual conference delegation meeting request is open. Discussion took place regarding potential ministry delegation requests with the Ministry of Transportation and Ministry of Municipal Affairs and Housing.

Mayor C. Burghardt-Jesson mentioned the Middlesex Young Entrepreneurs Business contest and encouraged council to share.

8/ Receive Communication Reports

Moved by D. Regan

Seconded by A. Westman

That Items 8 a) through 8 b) xii. (Communications) be received for information.

CARRIED

Committee Reports**CEDC**

L. deBoer gave an update regarding the Community Economic Development Committee and reviewed report EDC-03-2020. L. deBoer noted we received a full refund of our deposit from the Reklaws band scheduled for Baconfest 2020. Discussion took place regarding booking future bands and possible protection placed in the contract regarding deposits in future should circumstances change and we are restricted on large gatherings.

BRA

Deputy Mayors D. Manders advised there is an upcoming meeting this Thursday. Discussion took place regarding a request from Francis at Bluewater Recycling Association for support in the form a motion to be forwarded onto AMO and OMECP.

9/ BRA AMO resolution

Moved by D. Manders

Seconded by D. Regan

WHEREAS the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

WHEREAS reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly;

WHEREAS the transition to full producer responsibility for packaging, paper and paper products is critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

WHEREAS the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

WHEREAS the municipality is a member of the Bluewater Recycling Association which has been providing the Blue Box program for the last 30 years to its member municipalities;

WHEREAS the Blue Box program is one of many resource management services that is part of an integrated system that the Association provides the municipality;

WHEREAS the Township of Lucan Biddulph is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

AND WHEREAS the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

THEREFORE BE IT RESOLVED THAT the Township of Lucan Biddulph would like to transition their Blue Box program to full producer responsibility April 1, 2024, preferably at the same time as all the other Bluewater Recycling Association.

AND THAT this decision is based on the following rationale:

1. 2023 is too close to the Provincial and Municipal election to plan a seamless transition.

2. *January of any year is our busiest time of the year in terms of volume and the weather is not always cooperative making it the worst time of the year to transition.*
3. *April 1, 2024 date is more suitable if a new service provider is taking over as it removes the uncertainties associated with weather events and our busiest holiday season (January) and our seasonal residents are captive.*
4. *The recycling service is integrated (co-collection) with the waste collection service in most areas serviced with the same truck at the same time which may be substantially impacted by the transition.*
5. *The Municipality is part of a cooperative which has invested substantial capital resources that need to be optimized and considered as part of any new system.*

AND THAT the Township of Lucan Biddulph through the Bluewater Recycling Association would be interested in providing collection, processing, marketing, and other services to Producers should we be able to arrive at mutually agreeable commercial terms.

AND FURTHER THAT any questions regarding this resolution can be directed to Ron Reymer, CAO at 519-227-4491 or reymer@lucanbiddulph.on.ca and Francis Veilleux, President of the Bluewater Recycling Association at 519-228- 6678 or francis@bra.org

AND FURTHER THAT the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

CARRIED

Lake Huron

Mayor C. Burghardt-Jesson gave an update on the meeting attended last week including discussion regarding their master water plan.

ABCA and UTRCA

Councillor A. Westman advised of upcoming meetings and gave an update on the gradual opening of service amenities with the Conservation Parks. He noted details of what is currently open is available on the conservation authority websites.

Canada Day

L. deBoer gave an update on a few things taking place in the community regarding Canada Day, including the Mayor's decoration challenge and virtual celebrations.

Staff Reports

CAO/Clerk

R. Reymer gave an update on operations of the municipal office and noted the front door remains closed to the public, however appointments are available for residents requiring assistance.

T. Merner reviewed report no. CL-03-2020. She noted revisions that were made to the Respect in Workplace policy within the reporting procedure. Discussion took place regarding the complaint form attached, the employee code of conduct and a possible whistle blower clause, as well as complaints in relation to the code of conduct. C. Burghardt-Jesson advised the policy working group could discuss a possible whistle blower policy upon its next meeting.

Finance

K. Langendyk reviewed report no. FIN-09-2020 and noted upon her review she does not recommend extending financial relief measures past June 30th.

10/ Accept K report as presented

Moved by P. Mastorakos

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph accepts report no. FIN-09-2020.

CARRIED

K. Langendyk noted the Tax Rate Bylaw is included to set the 2020 final taxes as discussed during budget deliberations.

K. Langendyk gave a department update noting they are currently working on finishing the 2020 audit and a formal report will be coming forward at the next meeting regarding recommended projects to fund using the efficiency money received last year.

Public Works

J. Little reviewed report PW-17-2020. Discussion took place regarding the difference between the quotes submitted and the reasons for recommending the tender be awarded to Finch Chevrolet.

J. Little gave some department updates regarding paving project start date for Coursey Line, traffic light project, Nagle Drive watermain progression, and investigation regarding a water leak in Granton.

Deputy Mayors D. Manders inquired about the deal that has been in place with the MTO regarding use of the salt shed on Roman Line and discussion took place regarding the end date of our arrangement. J. Little noted MTO has advised they would prefer we find alternative arrangements prior to the 2024 end date.

Parks & Recreation

P. Smith gave an update from his department and noted he will be attending a return to hockey framework session and he and Abby continue to work with the health unit to develop possible programming that can be offered in our outdoor spaces. P. Smith further noted the Splash Pad is now open and thanked residents for their patience with the opening.

Councillor's Comments

Comments from council were received regarding the recent roundtable discussion hosted by Warden C. Burghardt-Jesson with Minister Steven Clark in attendance; zoom technology and the benefits that have resulted with use of this program and congratulations to all involved in the recent successful food drive.

Motions

11/ Adopt Policies

Moved by D. Regan

Seconded by A. Westman

RESOLVED that the Council of the Township of Lucan Biddulph adopt the following HR policies:

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

And further that Council repeals the following policy:

- Policy No 100-36-2010 (Respect in the Workplace)

CARRIED

12/ Accounts Paid

Moved by A. Westman

Seconded by D. Manders

RESOLVED that the Council of the Township of Lucan Biddulph receive the attached accounts as paid for information, as follows:

May 2020	\$346,537.60
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CARRIED

13/ RED Grant Application

Moved by P. Mastorakos

Seconded by D. Regan

RESOLVED that Council direct staff to formalize the RED grant application and allocate \$8,584.50 from CEDC reserves.

CARRIED

14/ Truck Tender – Public Works Department

Moved by A. Westman

Seconded by P. Mastorakos

RESOLVED that Council direct staff to proceed with the purchase of a 2021 Chevrolet Silverado from Finch Chevrolet in the amount of \$36,478.00 plus HST.

CARRIED

15/ Confirming

Moved by D. Regan

Seconded by A. Westman

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:

- 27-2020 Tax Rate By-law
- 203-2020 Zoning Bylaw Amendment (Finch)
- 28-2020 Confirming By-law

CARRIED

16/ Adjournment

Moved by D. Manders

Seconded A. Westman

Resolved that the Council meeting be adjourned at 9:51 p.m.

CARRIED

MAYOR

CLERK

DRAFT

The Corporation of the Township of Lucan Biddulph Council Minutes

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

Also Present: R. Reymer-CAO/Clerk, T. Merner-Deputy Clerk, L. deBoer-Economic Development Coordinator, J. Little-Public Works Manager, D. Fitzgerald-Planner

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:00 pm. The meeting took place electronically with the Mayor and CAO/Clerk in attendance at the Township office and all other attendees via electronic participation.

Announcements

None

Declaration of Pecuniary Interest & Nature Thereof

None

Public Meeting Under Planning Act, R.S.O. 1990, c.P.13

1/ Public Meeting

Moved by A. Westman

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph adjourn its regular meeting at 6:00 p.m. in order to convene a Public Meeting under Section 34 and 17 of the Planning Act, R.S.O. 1990, as amended.

CARRIED

a) OPA-1-2020 and ZBA-2-2020 – 280 Main Street, Lucan - (Lock and Zelinka Priamo Ltd.)

D. Fitzgerald reviewed Planning Report No. PL-07-2020 which provided information regarding the proposed Official Plan and Zoning Bylaw amendments for the subject parcel. He advised the application seeks to obtain a site specific zoning bylaw amendment as well as a site specific Official Plan amendment for the purpose of constructing a mixed used residential apartment building, which ranges between four to six storeys and contains ground floor commercial uses facing Main Street. D. Fitzgerald further noted the building would contain a total of 114 residential dwelling units and 2 commercial units.

T. Merner advised that additional comments were received from the following and distributed to council in advance of the meeting:

- Abby Baron
- Alyssa Monsigneur
- Tara Klisht
- Nic Baron
- Andy Matt

The applicant's agent, Harry Froussios of Zelinka Priamo Ltd. advised he represents the owner of the property, Walter Lock and the potential developer of the property, Copia Developments and provided additional comments following the planner's presentation as follows:

- front yard setback request to 22 metres ensures the intent of highway commercial designation is maintained with commercial use directly facing main street.
- Increase in height is more than what currently exists however can be appropriate where impact on surrounding area is mitigated
- shadowing study reflects no impact of shadows during summer months
- proposal respects and goes beyond side yard requirements
- provincial policy statement requires that settlement areas grow and intensify within existing boundaries and provide a wide range of housing
- parking will be addressed through unit assigned parking spaces with a minimum of 8 visitor spaces retained
- commercial space is intended to be occupied by existing tenants

- proposed development is close to existing green space areas to add amenity services

Agent, John Knifton advised he represents Copia Developments and provided the following further comments:

- the developer recognizes Lucan does not have an abundance of new rentals on the market and believes there is a void in the market
- recognizes the small town feel of Lucan and their goal is to offer existing and future residents of Lucan this small town living charm
- see Lucan as a market for smart growth
- this proposal would appeal to new young professionals, existing residents and retiree's
- proposal is a small to mid-rise building
- believes project will create a positive economic benefit to Lucan
- in the process of creating a re-location plan for Dr. Viguera's practice to be relocated in the new commercial space of the project
- project will generate up to \$275,000.00 in development charges and significant property taxes
- similar project being undertaken in Exeter
- wish to develop a mixed used rental project that will work well with the community

Mayor C. Burghardt-Jesson inquired if any Council Members have any questions regarding the application and discussion took place regarding demographic studies, lack of parking space and potential overflow to neighbouring properties, intent of developer to construct what is being proposed, traffic impact study and costs of turning lane off main street if required, height concerns and possibility that 25 metres would permit 8 storeys, consequences of this height throughout our community, additional studies/analysis to address residents concerns regarding impact on infrastructure, fire services, soft services and sewage treatment plant capacity, and explanation for change in proposal from original 4-storey concept to 6-storey concept.

Mayor C. Burghardt-Jesson asked if any person in attendance wished to make comments and the following were received:

Public Comments

Paul Wilson

- next door neighbour to the property
- agrees with council concerns regarding fire department services and impact on community with lack of parking spaces available on subject parcel

Ricki Starzycka

- provided comments regarding maintaining the small town character feel Lucan currently enjoys
- concerns regarding permitting higher density buildings and the impact that will have on services and infrastructure

Tom Tapai

- concerns regarding privacy, height of building, impact of a potential 10% increase in population to our community, tax implications that will follow as a need for services grows and the overall fit of this proposal within Lucan

Gordon Morsink

- amended written comments submitted previously
- concerns with increased traffic, noise, light pollution and shadowing effects on neighbouring properties
- concerns with height and parking and none of the variances requested being minor in nature
- proposed building detracts from goals and objectives listed in the Official Plan
- concerns of other developers requesting increases in height if this gets approved
- requesting council to maintain the small town character of Lucan and appropriate intensification as guided by the Official Plan

Tara Klisht

- echoed previous comments received from public
- concerns regarding parking overflow, impact to infrastructure with increased traffic
- proposed changes far exceed current Zoning Bylaws

Leon Cormier

- echoed previous comments received from public
- concerns with height of the building and loss of privacy to neighbouring properties, largest trees don't block the current 3-storey condo building
- massive overwhelming structure that would not blend in well within the community
- proud to call Lucan home and would not want to see it lose it's small town charm

Charles & Lisa Ansems

- echoed previous comments received from public
- questioned the need for 114 units and if they would address affordable living options
- concerns regarding access to sewer line off of Butler Street and how it connects

Ann Marie-Parkin

- apartment buildings should be added at a healthy growth rate so that services have a chance to adapt to the increase
- proposal is not a small or medium rise building in perspective to Lucan
- concerns regarding effect on EMS services in our community and whether they can handle the increased growth rate
- concerns with volunteer firefighters being properly trained and equipped to handle emergencies in higher density buildings
- are we reassessing the number of emergency services available to Lucan as it continues to grow and thrive?

Mayor C. Burghardt-Jesson permitted council to address any further concerns:

- Deputy Mayor D. Manders advised he has no objection to the Official Plan Amendment request however parking and height is of concern. He further noted that if the developer is able to address some of the concerns this would be a great location and project for our community
- Councillor P. Mastorakos thanked the public for their comments and advised the developer the overall look of the building is exceptional but we need to use the Official Plan as guidance and the overall vision for our community
- Councillor D. Regan echoed the Deputy Mayor's concerns and noted it is great to see residents becoming involved in this process
- Mayor C. Burghardt-Jesson asked if the developer is open to site specific provisions to ensure the proposal is built as shown and discussion took place regarding a public site plan process and holding provisions
- Mayor C. Burghardt-Jesson noted comments received regarding traffic and asked if a traffic impact study would be required

H. Froussious advised he has been in communication back and forth with his client and in light of concerns from both council and the public they are willing to look into revisions to the proposal to address concerns regarding parking and height of the building.

Mayor C. Burghardt-Jesson reviewed the next steps involved for this application and advised that any further public comments will be received up until Friday, July 3rd and can be forwarded to planning@lucanbiddulph.on.ca. D. Fitzgerald noted that based on comments received from the applicant a recommendation will not be made until the applicant has submitted a revised proposal.

2/ Adjourn Public Meeting

Moved by A. Westman

Seconded by D. Manders

Resolved that the Council of the Township of Lucan Biddulph adjourn the public meeting at 7:56 p.m. and reconvene its regular meeting to continue with its deliberations.

CARRIED

Motions**3/ OPA-1-2020 and ZBA-2-2020 (Lock and Zelinka Priamo Ltd.)**

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph receives the planner's report no. PL-07-2020 as information.

CARRIED

4/ Confirming

Moved by D. Manders

Seconded by D. Regan

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

- 29-2020 Confirming By-law

CARRIED

5/ Adjournment

Moved by A. Westman

Seconded D. Manders

Resolved that the Council meeting be adjourned at 7:59 p.m.

CARRIED

MAYOR

CLERK

DRAFT

Business Arising – Minutes of June 16, 2020

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

Previous Meetings

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

**Ministry of Municipal Affairs
and Housing**

Office of the Minister

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

Bureau du ministre

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

234-2020-2680

July 8, 2020

Dear Head of Council:

The COVID-19 outbreak has touched everyone in the province, creating personal and financial hardship, and resulting in losses far greater than anyone could have imagined. We are making steady progress in the safe reopening of the province, and we acknowledge and celebrate those who went above and beyond through this crisis.

I am writing to inform you that on July 8, 2020, our government introduced the COVID-19 Economic Recovery Act, 2020, to help get Ontario back on track. Our proposed bill will address three critical needs Ontario faces: restarting jobs and development; strengthening communities; and creating opportunity for people.

Our government recognizes the key role that municipalities play in restarting the economy, and that their efficient functioning and economic sustainability is critical to Ontario's future success. We are also continuing to negotiate with our federal partners to ensure communities across Ontario receive the urgent financial support they need. We know that municipalities require fair and flexible investment to protect front line services and help restart the economy.

This bill includes proposals that will enable municipal councils and local boards to meet electronically on a permanent basis and allow municipal councils to decide if they wish to have proxy voting for their members. Our government also proposes to finalize the community benefits charges framework; enhance the Minister of Municipal Affairs and Housing's existing zoning order authority to provide more certainty when fast tracking the development of transit oriented communities; make it faster to update and harmonize the Building Code so that we can break down interprovincial trade barriers, and permanently establish the office of the Provincial Land and Development Facilitator to help solve complex land use issues. We are also working on optimizing provincial lands and other key provincial strategic development projects that will help facilitate economic recovery efforts.

My ministry will be hosting a technical information briefing on the proposed community benefits charges framework, including proposed changes to development charges and parkland dedication, so that municipal staff can gain a better understanding of the proposal. The technical briefing will take place in the near future and invitations from the Assistant Deputy Minister of Local Government and Planning Policy Division to municipal Chief Administrative Officers, Treasurers and Chief Planners will be forthcoming.

.../2

Head of Council
Page 2

In addition to initiatives that I have outlined above from my ministry, there are several other proposals included in our proposed legislation that will support your communities. Changes proposed will modernize our outdated environmental assessment framework, provide more local say on future landfill sites, and ensure strong environmental oversight, while supporting faster build-out of vital transport and transit infrastructure projects to support our economy. Municipally-run courts will be able to use technology to deliver services remotely and we are also moving to fill justice of the peace vacancies faster and more transparently.

We will be extending the validity period of unused marriage licences and protecting the province's most vulnerable consumers who rely on payday loans, by proposing limits on related interest rates and fees.

Also proposed is the reduction of regulatory burdens on farming while preserving the environmental rules that will support this vital part of our economy. Businesses will be able to count on clear, focused and effective rules that do not compromise people's health, safety or the environment through our changes that continue to focus on cutting red tape. At the same time, our changes will allow health and safety standards to be updated more quickly to ensure worker safety in a changing economy.

As the province continues to reopen and the economy recovers, it's more critical than ever to position Ontario as a top-tier destination for investment, domestic growth, and job creation. A key measure to support this objective is the creation of a new investment attraction agency, Invest Ontario, that will promote the province as a key investment destination and work closely with regional partners to coordinate business development activities.

Our proposed changes will also help our communities respond in part to the challenges that this outbreak has brought to our education system. Changes proposed would allow school boards to select the best candidates for director of education for their respective communities. We will also reduce red tape that is preventing access to school for some First Nation students and by limiting unproductive suspensions for our very youngest students. Students with severe learning disabilities will have an opportunity to complete their studies in the upcoming school year and by broadening the mandates of TVO and TFO, our broadcasters will be able to support students' learning needs better during these challenging times.

Through this proposed legislation, we will take the first step towards a strong restart and recovery. More information on our proposals can be found on the Legislative Assembly of Ontario's [website](#).

Our greatest challenges lie ahead of us, and we know we cannot overcome them alone. It's time for everyone to play a role in rebuilding Ontario together. We will ensure no community or region is left behind. Every community must recover if all of Ontario is to grow and prosper again.

Head of Council
Page 3

Municipalities are encouraged to continue to review our Government's Emergency Information webpage at: [Ontario.ca/alert](https://ontario.ca/alert). I thank you for your continued support and collaboration in these challenging times.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers
Municipal Clerks
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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Ontario

234-2020-2382

June 12, 2020

Dear Heads of Council / Clerks and CAOs:

Nothing is more important than protecting the health and well-being of Ontarians. Since first learning of COVID-19, Ontario has taken decisive action to stop the spread of this deadly virus, and we thank you for your support in our efforts.

We appreciate that the current situation for municipalities is not “business as usual”, and that all municipalities have had to make adjustments to adapt to new priorities and shifting ways of doing business.

When municipalities requested our help, we listened and acted quickly to legislate [changes to the Planning Act and make the necessary regulation to suspend decision-making timelines](#). These changes balanced the need to suspend the timelines that would allow a municipality to refocus time and resources on the COVID-19 outbreak, while allowing councils to continue to make decisions on planning matters as municipal capacity evolved.

As we move forward with our gradual approach that will allow Ontario to emerge from the COVID-19 outbreak, we know that getting shovels in the ground is key to moving forward on the path to economic recovery together. Many municipalities may be well on their way to a more normalized planning review process, and we want to ensure that the land use planning system is in step with a municipality’s expanding capacity during this time. As a result, we intend to end the temporary suspension of the Planning Act timelines as of June 22nd, 2020.

We understand that the safety of your constituents must remain a priority, and that there are certain provincial restrictions in place regarding public gatherings. Therefore, we encourage you to continue to use electronic and virtual channels, as appropriate, to engage and provide the public with an opportunity to make representations on planning matters, while following the advice of Ontario’s Chief Medical Officer of Health.

-2-

It is vital for our economic recovery from this outbreak that we work together to help move the planning approvals process forward. We need to continue the important job of creating housing and keeping infrastructure projects moving while also ensuring we maintain public health. Development has always played a key role in supporting growth in our communities, and it will play an especially important role on our road to economic recovery from COVID-19.

Let me assure you that our government is working to support you, our municipal partners, and will continue to work collaboratively to keep all Ontarians safe.

Sincerely,



Steve Clark
Minister

c. Association of Municipalities of Ontario



Media Release

FOR IMMEDIATE RELEASE

Contacts: Nadine Devin, Early Years Project Manager

Email: ndevin@middlesex.ca

Date: June 22, 2020

Free Sporting Equipment During COVID-19 Pandemic

The County of Middlesex and local Municipalities, in partnership with Middlesex Dairy Producers, have found a way to support local children in being active during the COVID-19 pandemic.

Through the Play it Forward program, eligible Middlesex County families with children between the ages of 3 to 17 years of age can receive a free soccer ball, basketball or hockey stick and ball.

“Play it Forward is a fee subsidy program intended to assist families whose financial situation limits their child’s ability to participate in soccer, basketball and hockey” explains Nadine Devin, Project Manager with the County of Middlesex. “But with COVID-19, many sporting associations have unfortunately had to cancel their seasons”.

Recreation leaders from the local municipalities and County Administration agreed to utilize funding remaining in the 2019-2020 budget to acquire sporting equipment for distribution to families in need. Cathy Burghardt-Jesson, County of Middlesex Warden comments that “We are limited in subsidizing recreation fees at this time, but our hope is we can support children to continue to play their sport of hockey, soccer or basketball at home over the summer months”.

Eligible families will be directed to complete an online form where they can select their sporting equipment of choice. Equipment will then be disseminated through a distribution plan, specific to their municipality, that considers COVID-19 safety guidelines.

In 2019, Middlesex Dairy Producers donated \$15,000 to the County of Middlesex. The intention of the funds is to assist families who are facing financial hardship and whose financial situation limits their child’s ability to participate in community recreation programs. Under the direction of Middlesex Dairy Producers, local municipalities were able to subsidize registration costs for hockey, soccer and basketball.

County Council at the May 26, 2020 meeting, agreed to provide \$5,000 from the Middlesex Supports Program budget to support the Play it Forward initiative.

The following Municipalities have partnered with the County of Middlesex to offer this program:

- Township of Adelaide Metcalfe
- Township of Lucan Biddulph
- Municipality of North Middlesex
- Municipality of Middlesex Centre
- Municipality of Strathroy-Caradoc
- Municipality of Southwest Middlesex
- Municipality of Thames Centre
- Village of Newbury

Families interested in inquiring about sporting equipment for a child or children in their household can visit www.middlesex.ca/departments/social-services/play-it-forward.

- END -

From: Amber Crawford <ACrawford@amo.on.ca>
Sent: Monday, June 22, 2020 10:59 AM
Subject: Update on Steward Obligation for Blue Box services

To: Waste Management Staff

Good Morning,

As reported previously, the dispute over the Steward Obligation for Blue Box has been occurring in two different venues:

- An arbitration under the Program Agreement between Stewardship Ontario and RPRA. Stewardship Ontario is relying on the Program Agreement to challenge the following three elements of the decision on the Obligation they do not like that have been made by RPRA:
 - (1) in-kind advertising;
 - (2) Steward Cost Containment; and,
 - (3) the non-obligated issue.
- The Program Agreement excludes municipal governments and our respective issues relating to the calculation of the Obligation. Stewardship Ontario has at all times refused to include municipal governments in the arbitration process. A motion was brought to the courts by AMO and Toronto in an attempt to stop the arbitration without our involvement was unsuccessful.
- A Judicial Review application was filed in the Divisional Court challenging RPRA's decision has been filed and served on RPRA and Stewardship Ontario by AMO and Toronto on behalf of Ontario municipal governments with blue box programs.

The arbitration between SO and RPRA has been decided. The results are posted on both [Resource Productivity and Recovery Authority](#) and [Stewardship Ontario](#) websites. The arbitrator ruled that:

- RPRA was within their authority to assess costs for steward cost containment (i.e. steward packaging/material choices impact the cost of the recycling system). In 2019 this represented an increase of \$7.1M to the payment to municipalities. The Arbitrator confirmed that Stewards had a responsibility to act to contain and reduce municipal costs and confirmed that RPRA has the authority to levy a Steward Cost Containment fee. The Arbitrator confirmed that Steward Cost Containment is supported by the legislation and evidence put forward by RPRA in the arbitration and that the RPRA methodology for steward cost containment was reasonable albeit a simple methodology and suggested that a more robust approach would likely result in a higher steward cost containment number.
- RPRA's process to have the cost to manage the majority of non-obligated materials such as contamination in the system, paper products and other materials not defined in the Blue Box Program Plan shared between stewards and municipal governments. In 2019 there was a net deduction of \$111,000 for solicited non-obligated materials, however Stewardship Ontario was arguing that non obligated materials represented approximately \$26M of the 2019 payment to municipalities and should be deducted from payments to municipalities.

- The Arbitrator concluded that RPRA was correct to account for materials beyond those defined in sections 2.1.1 and 2.1.2 of the Blue Box Program Plan in the annual Steward Obligation and that the funding obligation is in respect of 50% of the Net Cost of municipal recycling programs defined in section 2.1 of the Blue Box Program Plan. The Arbitrator confirmed that the Steward funding obligation includes funding non-PPP materials that commonly would be found in the blue box but which are not those produced or manufactured by Stewards, including contamination. The Arbitrator concluded that RPRA's management of the non-obligated issue over time was reasonable.
- RPRA did not have the authority to include 50% of the value of in-kind contributions by the newspaper industry in the net cost to be paid to municipalities by other Stewards. In 2019 this represented a net increase of \$1.1M to the payment to municipalities. However it should be noted that the arbitration overall was for 2019 and beyond. The Arbitrator found that the cash value of the in-kind newspaper contribution was not a "cost incurred" by municipalities within the meaning of section 11(1) of the WDTA.

Next Steps:

- RPRA has notified AMO and Toronto that they will be presenting a new municipal cost containment model that their consultant team has developed later this month.
- The municipal cost containment model has long been protested by municipalities for making arbitrary deductions to actual costs incurred by municipalities to provide blue box services based on a misguided assumption of inefficiency.
- We will be reviewing next steps in light of these arbitration results and the model update that RPRA provides and will seek input from AMO's Board on next steps.

If you have any questions, please let us know.

Sincerely,

Dave Gordon, Senior Advisor, AMO
416-389-4160
dgordon@amo.on.ca

Amber Crawford, Policy Advisor, AMO
289-983-9232
acrawford@amo.on.ca



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From: Amber Crawford [<mailto:ACrawford@amo.on.ca>]
Sent: June 26, 2020 3:59 PM
Subject: Waste Management Updates from AMO

To: Waste Management/Municipal Staff

Hello all,

Ahead of the weekend, we wanted to touch base with you on a few items:

1. **Batteries** – as of **July 1, 2020** your existing agreement for battery recycling with Stewardship Ontario will cease. The program will be governed under a [new Regulation](#) under the *Resource Recovery and Circular Economy Act* and **if you want to continue to be compensated for collecting batteries you will need to have a new agreement in place with a battery producer or a registered producer responsibility organization (PRO)**. The Resource Productivity and Recovery Authority (RPRA) has posted [a list of PROs](#) you can contact if you are interested in establishing a contract to continue to collect batteries.
2. **Electronics** – the [waste electronic and electrical equipment program](#) is still operating under the Ontario Electronic Stewardship ([OES](#)) program as part of the *Waste Diversion Transition Act* framework and will continue until the end of the year. **A new regulation for electronics is expected to be released shortly. At this point, no PROs have been established for electronics.** We have heard some reports of municipalities being approached by potential PROs to negotiate terms for collection contracts. At this point, without a Regulation to define how the new electronics program will work, **it seems premature to enter into commercial agreements.**
3. **Blue Box** – thanks to all of you and your Councils who have submitted resolutions requesting your preferred transition date of your Blue Box program. **We have received 135 resolutions covering over 90% of Ontario's Blue Box programs.** We know this has been a considerable challenge given the COVID-19 emergency. **Thanks for all your work and sorry for all the pestering!**
4. **Organics** – Note that the **Organics Policy Statement is live, and municipal governments should be preparing to abide by the guidelines** laid out in the [statement](#). The Ministry remains committed to the file. AMO will continue to keep members apprised of updates in this regard.

If you have any questions or require further details, please contact us.

Thanks, and have a great weekend.

Sincerely,

Dave Gordon, Senior Advisor, AMO
416-389-4160
dgordon@amo.on.ca

Amber Crawford, Policy Advisor, AMO
289-983-9232
acrawford@amo.on.ca



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**UPDATE**

JUNE 24, 2020

Municipal Landfill Approval Rights Remain on Government's Agenda

Progress is being made, despite focus on Pandemic

We know that everyone has been focused on meeting the challenges of managing the COVID-19 pandemic in our communities. There has never been a time when the skills and resources of local governments have been more needed, or more tested. Yet through all this, each of us has had to manage not only the pandemic, but also the day-to-day needs of our municipal governments.

In this light, we want to share this important update on the progress of our work with the Government of Ontario to provide municipalities with the right to approve private sector landfill proposals that impact our communities. Since our last update in November, the **Coalition has grown to over 148 Ontario municipalities representing well over six million Ontario residents**. These municipalities include upper, lower, and single tier municipalities from every corner of our province. Thank you for your continued support and advocacy on this important issue.

In recent weeks, the Demand the Right Coalition of Municipalities has had ongoing discussions with Provincial officials and Ministers' Offices. We continue to press the issue, and we are getting closer to achieving our objectives. But we need your help to get us over the finish line.

To ensure that communities impacted by a landfill project have approval authority our specific request of government is that:

The Province create legislative changes that formally recognize and entrench the right of impacted municipalities (specifically, any municipality within a 5 km radius of a proposed project) to have the "final say" on whether a private sector landfill project can proceed (this would not affect municipally-owned projects). This may be part of an evolved and reformed Environmental Assessment process.

To keep our momentum going, we ask that you contact your local MPP in the days ahead to raise the above points below with them:

1. Ontario municipalities do not have a real say in making decisions when it comes to private sector landfill projects.
2. Private waste companies are pressing back. They are telling the government that there is only 10 years of landfill capacity left in the Province, and they are looking to shorten the time it takes for approval.
3. The private waste industry also claims there is also a need for up to 10 "mega dumps" approved quickly to meet the province's needs.
4. The Premier of Ontario, both as a candidate and elected leader of our provincial government, has stated several times that municipalities should be given the right to approve (or say no) to these projects.

**Demand the Right Coalition of Ontario Municipalities
Update, June 24, 2020**

5. Granting municipal approval rights *has precedent*. In Ontario, municipalities already have *exclusive* authority (the “final say”) for approving sensitive forms of development such as casino gaming, cannabis retail, and nuclear waste storage.
6. Granting municipal governments approval rights works. In all the areas where Ontario municipalities have “exclusive authority”, there are many impacted communities that have said “yes” to hosting a variety of sensitive developments, including nuclear waste storage.

We are making progress, thanks to your continued support and advocacy. Please stay tuned for developments and announcements soon.

If you have any questions, please do not hesitate to contact our campaign team:

Ted Comiskey, Chair	mayor@ingersoll.ca
Ted Griffith, Campaign Manager	tedg@campbellstrategies.com 416.518.8308
Chris Holz, Campaign Manager	chrish@campbellstrategies.com 416.459.8439
Twitter:	@ApprovalRights
Website:	www.demandtheright.ca

From: Francis Veilleux <Francis@bra.org>
Sent: Thursday, June 18, 2020 2:02 PM
To: Bluebox <bluebox@bra.org>
Subject: Looking for an Expanded Polystyrene Recycling Option?

Hello:

This is an opportunity to offer your residents access to an Expanded Polystyrene (“styrofoam”) recycling program. It will not be offered as a curbside service option but if you have a depot location (landfill, transfer station) it may be an addition for you to consider.

Second Wind Recycling, launched last year out of St. Thomas, seeks to serve sustainability minded Municipalities in South-Western Ontario with affordable recycling of scrap EPS packaging (Styrofoam).

Partnered with the Continuous Improvement Fund in modelling an innovative mobile-densification approach, Second Wind Recycling is offering a preferred rate of service to Municipalities within the service territory, which the Bluewater Recycling Association falls within.

Below is a link to an article done with the CIF that illustrates the service in action:

<https://thecif.ca/cifs-mobile-eps-densification-collection-pilot-has-officially-launched/>

The program is currently operating in five local municipalities with public drop offs at depots and landfills. Participation and diversion have both been strong from the onset. Municipalities interested in greatly improving their sustainability for a small investment can contact Second Wind Recycling for a free assessment and quote while route capacity remains available.

www.secondwindrecycling.com info@secondwindrecycling.com Dane Rice, 519-494-4984

Francis Veilleux | President

Bluewater Recycling Association

P.O. Box 547
415 Canada Avenue
Huron Park, ON N0M 1Y0
p. 519.228.6678
f. 519.228.6656
e. francis@bra.org

www.bra.org

Service Proposal:
South-Western Ontario Municipalities
Expanded Polystyrene Recycling Service

Delivered by:



June, 2020

Background

Expanded Polystyrene (EPS), commonly referred to as Styrofoam, is abundantly used in packaging and food service products. The petroleum based material is composed of 95% air and is not biodegradable. Due to its fragility and low weight, it is a common pollutant in the natural environment. The material has become even more prevalent with the advent of e-commerce and bulk shipping.

Though both high in the public conscience of environmentally damaging waste, and industrial demand for recycled product, EPS still has a very low recycling rate in Canada, especially from post-consumer generation. Landfill avoidance is a goal of many municipalities, but the common tonnage metric used for diversion efforts fails to recognize the nature of light weight, high volume EPS packaging. Additionally, most recycling companies are focussed on more lucrative and less problematic recycling materials. To be received by recyclers, EPS must be densified and meet minimum quantities and tight composition specifications. As a result, a large contributor to landfill volumes is left unaddressed by most regions.

Second Wind Recycling Vision

Second Wind Recycling is founded on the road to a circular economy and a zero-waste society. Recent legislation proposes to inspire less and more eco-friendly packaging materials by shifting end-life responsibility entirely to the producer association of Stewardship Ontario. This will be a long road to meaningful reductions in packaging waste, as materials, particularly EPS, remain inexpensive to produce. Recovery will therefore continue to be the major avenue of diversion efforts for a long foreseeable future, regardless of who the responsibility falls to. With a lean and targeted business model, Second Wind Recycling strives to recover and commoditize challenging materials that are commonly treated as waste, with a primary target being EPS.

Throughout most of Ontario, EPS recycling has been a low municipal priority compared to other recyclables that have less barriers to effective recovery. Second Wind Recycling's specialization and mobile densification process allows it to serve multiple municipalities and private generators, achieving the volumes required for feasibility and offering a price point that makes recycling both environmentally and economically attractive. Partnering with the Continuous Improvement Fund (CIF), Second Wind is currently servicing four South-Western Ontario municipalities in one year pilot projects to model the viability of this approach to post-consumer, depot-drop, EPS retrieval.

Barriers to recycling post-consumer EPS & Second Wind Recycling Solutions:

Barrier:

It is not cost effective to transport loose scrap EPS, and most recycling plants will not receive it in this form.

Solution:

Utilizing the mobile densification unit, a truckload of loose EPS can be compressed to one pallet-sized load. Second Wind Recycling's service is both material removal and the pre-processing required to access the recycling market.

Barrier:

A large volume of EPS collection is required to justify investments in densification equipment. Most municipalities and private companies won't reach this volume of EPS in isolation.

Solution:

Second Wind Recycling will service multiple Municipalities and Industrial, Commercial & Institutional clients, collecting the critical volume required for feasibility, and minimizing downtime of the required equipment.

Barrier:

Recycling markets for collected EPS have traditionally been unreliable. Compared to other recyclables, the return for collected material is low. Traditional receivers China and India, have banned imports of post-consumer plastics. Several Ontario municipalities who once collected EPS have ceased to do so.

Solution:

Second Wind Recycling has connected with multiple receivers and brokers, both domestic and international, who are paying a modest return for product meeting specification. Risk for a reliable outlet is transferred out of the municipality.

Barrier:

Due to its fragility, EPS is prone to breaking up and contaminating other recyclables when included in blue box programs. Sorting from other materials is also labour and capital intensive.

Solution:

Drop-off collection boxes will receive EPS at the environmental depot. Capitalizing on the public awareness of the problematic material, collection will only be done separate from other recyclables.

Barrier:

The voluminous, lightweight material, consumes a large storage footprint. EPS needs to be kept clean and dry to maintain a marketable recycling value.

Solution:

A shipping container (at least 20 feet long), located at the municipal drop off depot will house the EPS collection boxes. Second Wind Recycling will empty the boxes as required.

Barrier:

Failure to meet recyclers specifications can result in entire truck loads of densified EPS being rejected by recyclers. Food or moisture, coloured foam, or other materials like tape and stickers can spoil entire loads and force it to be land filled.

Solution:

White packaging foam makes up the large majority of EPS by volume and meets receivers specifications. The dedicated drop-off bin, city website and other marketing material will stress the required specifications of what is acceptable for drop-off. The covered drop bin will prevent exposure of the material to moisture and sunlight. Second Wind Recycling will sort out any material not meeting specifications at the time of collection.

Barrier:

Proposed Extended Producer Responsibility (EPR) legislation will shift recycling responsibilities entirely to Stewardship Ontario. Uncertainty about how and when this transition will occur can make municipalities reluctant to adopt new practices or make new investments.

Solution:

By contracting the service to Second Wind Recycling, the municipality does not incur any capital costs up front or ongoing operational costs. A large volume of EPS can be diverted from landfill on a yearly basis, and there is no certainty of when and how responsibility will be shifted (particularly for EPS). Second Wind Recycling's densification equipment will have roll-over potential for serving EPS scrap sources, how and when the new responsibility model is transitioned.

Barrier:

Due to its low weight, EPS diversion will not have a noticeable impact in terms of tonnage.

Solution:

Volume fills landfills, not tonnage. When recycling costs are examined with volume as the metric, this approach to EPS recovery is economical when compared to the average cost of collecting and processing other recyclables. When the value of landfill capacity is factored in, recovering EPS is even more practical.

Pilot Project Proposal

Process Overview

Second Wind Recycling provides the municipality with a densifying and removal service of all post-consumer packaging EPS delivered to the recycling depot, and ensures it is recycled by a registered recycler. A one year pilot project will allow both parties to assess the cost-benefit balance and identify best practices, with a goal of long-term implementation.

The pilot is part of a Continuous Improvement Fund (CIF) project in which the multi-municipality, mobile densification, approach to EPS reclamation is being modelled.

Municipal Responsibilities

- Provide space in a covered structure at a depot or waste transfer station for collection boxes to be placed and accessed by the public.
 - Space does not need to be heated, but dry and unexposed to direct sunlight.
 - The space will have a footprint of at least 300 square feet, to hold at least 16 (48"x40" footprint) collection boxes.
 - A 40' C-Can shipping container is ideal and is available for \$2,700 plus delivery.
- Purchase 16 - 2 yard capacity collection boxes per site at \$25 each.
- Purchase one exterior promotional sign and one interior specification sign per site at \$100 each.
- Promote public awareness of the project.
- Retain any materials found in collections boxes that do not meet the defined specifications (see appendix A)
- Sign off on documentation of volumes of EPS removed from each site.
- Pay Second Wind Recycling the agreed price per yard for all material placed in the collection boxes.

Second Wind Recycling Responsibilities

- Empty full collection boxes on a schedule to be determined based on volume.
- Densify EPS at the depot, within a self-powered trailer unit.
- Deliver collection boxes.
- Deliver and install promotional and specification signage.
- Be responsible for all collected EPS meeting specifications regardless of available recyclers and market price.
- Provide quarterly diversion volume reports.

Diversion Potential and Cost Estimate Example

	Households	Estimated EPS kgs produced annually(2kg/household) ⁽²⁾	Collected EPS kgs annually	Collected EPS cubic yards annually ⁽³⁾	Collected 53' ft trailers annually ⁽⁴⁾	Collected cubic yards/week	EPS Diversion rate	Price per yard	Annual Cost
Second Wind Serviced Example Municipality POP. 25,000	10,000	20,000	2,000	440	3.1	8	10%	\$7.00	\$3,080

1. City of London Roadmap 2.0, The Road to Increased Resource Recovery and Zero Waste, 2013
 2. HGC, CPlA, ClF, 2013, (1 Cubic Yard EPS= 10lbs, 1 kg = 0.22 cubic yards).
 3. 53' trailer capacity of 140 cubic yards

Other Factors to Consider

- Half of operational costs can be funded by Blue Box Ontario.
- If a transfer station is part of the residential waste process, diverting EPS has the potential to reduce the hauling costs to landfill by reducing the number of truckloads required.
- “Not only does diversion extend landfill life, there is considerable financial incentive for a landfill operator because the required space for EPS can be used for 3 times the amount of garbage and associated tip fees”. (ClF Project #130)
- Recycling 1 tonne of EPS a year represents an energy savings equivalent to that used by 1.25 homes.

Pricing

Municipal partners within Second Wind Recycling’s service territory are offered this preferred rate (with annual CPI inflation adjustment) until December 2022:

- **\$7 per cubic yard**

(For municipalities further than 120km from St. Thomas ON., the same price per yard rate is offered, but a mileage surcharge will be applied).

Pricing Rational

IC&I Equivalent: \$7 per cubic yard

Post-consumer sources produce 20% of EPS scrap, with IC&I producing 80%. To reach the critical mass of material required for operational feasibility, the IC&I market must be served along with municipalities. To encourage IC&I clients to recycle EPS, the price must be comparable to regular waste disposal. The cost of IC&I waste tip services is \$7 per yard for high volume producers, higher for smaller producers, and much higher for commercial recycling services. The lowest IC&I rate is therefore the best market price that can be offered to post-consumer municipal clients.

Other Recyclable Materials Comparison: \$8.99 per cubic yard

Commingled recyclables, without paper (Plastic bottles, Aluminum cans, Steel cans, Glass bottles) have an approximate weight of 67 lbs per cubic yard or 0.0304 tonnes per cubic yard⁽¹⁾. The Ontario average for the cost of recycling per tonne is \$295.62⁽²⁾. Therefore based on that average, the approximate cost of recycling commingled recyclables without paper, is \$8.99 per yard.

1. U.S. Environmental Protection Agency Office of Resource Conservation and Recovery, April 2016).
 2. RPRA Data Call, 2017

Appendix A: EPS Depot Specifications

Accepted

Expanded Polystyrene Packaging commonly from:

- Computers
- Electronics (*cameras, TVs, DVD players, etc.*)
- Appliances (*toasters, blenders, coffee makers, etc.*)

Not Accepted

- Take-out containers
- Meat trays
- Coffee cups
- Disposable dishware
- Packing peanuts / popcorn
- Construction insulation, blue and pink
- Polyethylene and Polypropylene packaging
- Foam bags & wrapping
- Hot tub cover inserts
- Pool noodles

Requirements

- Remove all tape, plastic, stickers, cardboard and other contaminants attached to foam.
- Ensure material is clean and dry.



Owner: Dane Rice

St. Thomas ON.

519-494-4984

info@secondwindrecycling.com

www.secondwindrecycling.com



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Office**

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519 332-0330 519 332-3995 (fax)
519 332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

June 24, 2020

To: All Ontario Municipalities

Re: Long Term Care Home Improvements

At its meeting held on June 22, 2020, Sarnia City Council adopted the following resolution submitted by Councillor Margaret Bird with respect to the conditions in Long Term Care homes exposed by the pandemic:

That due to the deplorable conditions exposed by the pandemic in LTC homes in the province, and because this is a time for action, not just continuous streams of investigations, commissions and committees, and because the problems have been clearly identified, that Sarnia City Council direct staff to send this motion to the 444 Ontario Municipalities, asking them to urge Premier Ford to start implementing the required resolutions immediately, as follows:

- 1. increasing hours for all part-time and casual labour***
- 2. since the government provides funding for privately-operated homes, they have an obligation to inspect these homes and see that they are being properly run, and that funds are being used for the benefit of the residents and not the huge profitability of the operators, and***
- 3. to end the neglect and unacceptable conditions being experienced, each day, by our vulnerable seniors.***

Sarnia City Council respectfully seeks your endorsement of this resolution. If your municipal council endorses this resolution, we would request that a copy of the resolution be forwarded to the following:

Doug Ford, Premier of Ontario; and

City of Sarnia, City Clerk's Office
clerks@sarnia.ca

Sincerely,



Dianne Gould-Brown
City Clerk

cc: AMO



CORPORATION OF THE TOWN OF RENFREW

RESOLUTION NO. 2020 - 06 - 44

Moved By: Reeve Emon
Seconded By: Councillor Jamieson

WHEREAS the COVID-19 pandemic crisis has had a catastrophic affect on employment and small business survival rates, with over 11.3% jobless rate in Ontario in April 2020 alone with only a few signs of a change over the next several fiscal periods;

AND WHEREAS the Renfrew County region is already at a distinct economic disadvantage due to a shorter infrastructure construction season and the lack of essential services, like effective and available broadband across its vast and rural area that would allow for greater flexibility to work from home, or telecommute;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves within the geographical borders have an incredible influence on the economy through investments in infrastructure spending, with over \$70million being invested in 2020 in municipal projects, but will now have to evaluate and adjust the way they safely operate and offer community services and modes of transportation;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted over \$73.5 million worth of applications to the *Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream*, with all considered shovel ready and shovel worthy;

AND WHEREAS the County of Renfrew and the other 19 municipalities and first nations reserves have submitted previously over \$25million in *the Investing in Canada Infrastructure Program: Green Stream* and *Investing in Canada Infrastructure Program: Rural & Northern Stream*;

AND WHEREAS both large and small infrastructure projects have the immediate effect on local small and medium businesses in our region with consideration of the multiplier ratio on every \$1million invested having the ability to create 7.6 jobs in the local marketplace, meaning that approval of these projects would create over 1,200 jobs across Renfrew County;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Renfrew calls upon the Governments of Ontario and Canada to fast track the review of current and previous *Investing in Canada Infrastructure Program* grant applications in order to provide much needed employment and investment into rural Ontario to provide sustainable infrastructure that will be safe and suitable in a post-pandemic setting;

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Cheryl Gallant, Renfrew-Nipissing-Pembroke; the Honourable John Yakabuski, MPP Renfrew-Nipissing-Pembroke; the Minister of Infrastructure; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario.

- CARRIED -

I, Jennifer Charkavi, Deputy Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2020 - 06 - 44, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 23rd day of June 2020.

DATED at Renfrew, Ontario
this 24th day of June 2020.

Jennifer Charkavi

Jennifer Charkavi



July 7, 2020

RE: TAPMO Executive Meeting Minutes dated May 28, 2020.

Please be advised that Township of Puslinch Council, at its meeting held on June 17, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-166: Moved by Councillor Bulmer and
Seconded by Councillor Sepulis

That the Intergovernmental Affairs correspondence item 4 listed for JUNE 17, 2020 Council meeting be received; and

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands;

WHEREAS the Council of Puslinch supports a fair and equitable assessment system for all aggregate resource properties;

WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Sand, Stone and Gravel Association, revised criteria for assessing aggregate resource properties;

AND WHEREAS the Council of Puslinch has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;

NOW THEREFORE BE IT RESOLVED:

(a) That the Council of Puslinch does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and

(b) The Council of Puslinch believes there is a need to review the current



assessment scheme for aggregate resource properties to address the inequity of property values;

(c) The Council of Puslinch hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and

(d) The Council of Puslinch directs the Clerk to provide a copy of this motion to the Minister of Finance, Minister of Municipal Affairs and Housing, Minister of Natural Resources and Forestry, AMO, ROMA, and all Ontario municipalities and {the local MPP(s)}

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,
Courtenay Hoytfox
Deputy Clerk



Clerk's Department

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-372-0219 / 1-800-567-GREY / Fax: 519-376-8998

June 16, 2020

Hon. Doug Ford
Premier
Premier's Office
Room 281
Legislative Building, Queen's Park

Dear the Honourable Doug Ford:

Please be advised that at its June 11th, 2020 meeting, Grey County Council endorsed the following resolution for your consideration:

CW93-20 Moved by: Councillor Robinson Seconded by: Councillor Keaveney

Whereas now more than ever in our increasingly electronic world, Grey County families and business owners have a need for reliable and affordable broadband to conduct business and stay connected both locally and beyond; and

Whereas broadband is a contributing social and economic driver in supporting the vitality and growth of our communities; and

Whereas families require internet to enable their children to complete school assignments, take online courses, maintain a human connection, or just stream movies at home; and

Whereas Grey County agriculture production, medical, health care, manufacturing, retail and the service industry depend on reliable high-speed connections to support and ensure business continuity and success; and

Whereas connectivity has been a lifeline for those businesses and sectors with access to reliable broadband during this global pandemic; and

Whereas reliable broadband will continue playing an essential role in the economic and social recovery of communities across Grey

County post-pandemic; and

Whereas not all areas of Grey County are within a connectivity coverage area which continues to be increasingly challenging, and amplified by the COVID-19 pandemic; and

Whereas Grey County has unserved areas as well as under-served areas that receive inadequate or disproportionately low levels of service; and

Whereas while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, as well, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area; and

Whereas the need for broadband infrastructure improvement is now;

Now Therefore Be It Resolved that Grey County representing our Grey County residents and business owners alike, call to action Premier Ford; Minister of Infrastructure, Minister Scott; Ministry of Agriculture, Food and Rural Affairs, Minister Ernie Hardeman and Associate Minister of Energy & MPP Walker to champion the implementation of broadband in the unserved and under-served areas of Grey County; and

That this resolution be forwarded to all Ontario municipalities for their endorsement.

If you require anything further, please do not hesitate to contact me.

Yours truly,

Tara Warder
Deputy Clerk/Legislative Coordinator
(519) 372-0219 x 1294
tara.warder@grey.ca
www.grey.ca

cc Hon. Laurie Scott, Minister of Infrastructure
Hon. Bill Walker, Associate Minister of Energy & Bruce – Grey - Owen Sound MPP
Hon. Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs
All Ontario Municipalities



T 705-635-2272
TF 1-877-566-0005
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS
1012 Dwight Beach Rd
Dwight, ON P0A 1H0

June 17, 2020

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

RE: Letter of Support for High Speed Internet Connectivity in Rural Ontario

On behalf of the Council of the Corporation of the Township of Lake of Bays, this is to advise you that the following resolution was adopted by Council at its meeting held on June 16, 2020.

"Resolution #6(b)/06/16/20

BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays supports the attached resolution from the Township of Armour requesting support for High Speed Internet Connectivity in Rural Ontario; and

FURTHER that this resolution be circulated to Scott Aitchison, MP for Parry Sound-Muskoka and Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.

Carried."

For your reference, enclosed is a copy of the correspondence that was sent from the Township of Armour dated April 29, 2020.

Should you have any questions, please do not hesitate to contact our Municipal Office at 705-635-2272.

Sincerely,

Carrie Sykes, *Dipl. M.A., CMO, AOMC,*
Director of Corporate Services/Clerk.

Encl.
CS/cw

cc. Scott Aitchison, M.P for Parry Sound-Muskoka
Norm Miller, M.P.P for Parry Sound-Muskoka
Ontario Municipalities



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: info@armourtownship.ca

Website: www.armourtownship.ca

April 29, 2020

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Re: Support Resolution - High Speed Internet Connectivity in Rural Ontario

At its meeting held on April 28, 2020, the Council of the Township of Armour passed Resolution #6 supporting our Councillor Rod Ward's letter regarding the need to make substantial investments in high-speed internet connectivity in the rural areas of Ontario.

A copy of Council's Resolution #6 dated April 28, 2020 and Councillor Ward's letter is attached for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Charlene Watt". The signature is written in a cursive, flowing style.

Charlene Watt
Deputy Clerk

Cc: MPP Norm Miller, MP Scott Aitchison and Ontario Municipalities

Enclosures



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: April 28, 2020

Motion # 6.

That the Council of the Township of Armour supports the letter, dated April 15, 2020 from Councillor Rod Ward, on the need to make substantial investments in high-speed internet connectivity in rural areas. Furthermore, that this resolution and the letter be circulated to Scott Aitchison, MP for Parry Sound-Muskoka, Norm Miller, MPP for Parry Sound-Muskoka and all Ontario municipalities requesting their support.

Moved by:

Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input checked="" type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

[Handwritten Signature]

Declaration of Pecuniary Interest by:

Recorded vote requested by:

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
MacPhail, Bob	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>

April 15, 2020

To whom it may concern,

The COVID-19 pandemic in Ontario has highlighted both our positive responses to a crisis, and some definite shortcomings in infrastructure, systems and services which need to be addressed on a long-term basis. Setting priority on solving these issues will be a challenge, given the differing agendas and the strained budgets. Solving fundamental issues should focus on the most basic needs as a starting point. One of the clear needs in a rural community such as the Almaguin Highlands, highlighted further by recent events, is the need for proper high-speed internet connectivity. Healthcare and education are both going down a path where appropriate connectivity is assumed. Like many models that move outward from metropolitan areas, this assumption is lost on rural areas. For the vast majority of households in our community, true high-speed connectivity simply does not exist. For the vast majority of future strategies in healthcare and education, there is an assumption that it does exist.

Even in areas in the Almaguin Highlands which have 'high-speed' internet, the overall infrastructure is still limited. It is certainly not designed to deal with a sudden huge peak in demand. Whereas the capacity in large urban centres is built to handle the added throughput, there are clear limitations here. The best way to explain it is a comparison to hydro. Imagine if everyone went home at the same time and turned their lights on, but because there wasn't enough hydro capacity overall, all lights were 50% dimmer than normal and some appliances simply didn't work. We no longer have to imagine what happens with internet speed during peak usage. Suddenly during the COVID pandemic, people are working from home who have never worked from home. Kids are trying to do courses on-line. People who are not working are turning on-line to stay connected. Video-conferencing, which was a totally foreign concept to many, is now part of daily routine. Any idea how much internet bandwidth video uses? It's no wonder we hit a wall.

The future of healthcare sees patients being monitored and cared for in their own homes, through the use of technology. The future of education sees students doing much of their learning on-line. The future of business and commerce sees the ability to function outside the 'bricks and mortar' of an office location. Malls disappear and on-line shopping is the norm. For some, that future has already arrived. Our area has already been drastically affected by cutbacks in the area of healthcare and education through gradual decreases in budgets and services. Technology offers us the ability to level the playing field to a great extent. High-speed connectivity cannot be seen as a luxury or a nice-to-have, any more than hydro should be seen that way. In order to solve some other problems (i.e. skyrocketing budgets in healthcare and education) the wise investment is in providing connectivity for every resident in the province.



Rod Ward
Councillor
Armour Township



CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

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VIA E-MAIL

June 19, 2020

Hon. Doug Ford
Premier of Ontario
doug.fordco@pc.ola.org

Hon. Steve Clark
Minister of Municipal Affairs and Housing
minister.mah@ontario.ca

Hon. Vic Fedeli
Minister of Economic Development, Job Creation and Trade
MEDJCT.Minister@ontario.ca

Hon. Lisa MacLeod
Minister of Heritage, Sport, Tourism and Culture Industries
Minister.MacLeod@ontario.ca

Hon. Stephen Lecce
Minister of Education
minister.edu@ontario.ca

Hon. Laurie Scott
Minister of Infrastructure
laurie.scottco@pc.ola.org

Dear Premier and Ministers,

RE: Support for Rural Broadband

On behalf of the Council of the Corporation of the Municipality of Mississippi Mills, this is to advise you that the following resolution was adopted by Council at its meeting held on June 16, 2020.

Resolution No. 246-20
Moved by Councillor Maydan
Seconded by Councillor Dalgity

WHEREAS in December 2016 the Canadian Radio-television and Telecommunications Commission declared broadband internet an essential service for Canadians;

AND WHEREAS access to internet in many rural communities in Ontario is limited or non-existent;

AND WHEREAS current broadband investment projects across Ontario will still leave many residents unserved;

AND WHEREAS the COVID-19 pandemic has underscored the digital divide leaving many rural residents unable to participate in e-commerce, online schooling, are unable to move businesses online or access healthcare and other services online;

AND WHEREAS communities and municipalities are developing economic recovery plans;

AND WHEREAS there may be potential federal and provincial funding for shovel-ready infrastructure programs to kick-start the economy;


THEREFORE BE IT RESOLVED THAT the Municipality of Mississippi Mills calls on the provincial and federal governments to include rural broadband investment as part of the economic recovery shovel-ready projects for municipalities;

AND THAT Council direct staff to circulate this resolution to the Prime Minister of Canada; the Federal Minister of Rural Economic Development; the Federal Minister of Innovation, Science and Industry; the Federal Minister of Economic Development; the Minister of Infrastructure and Communities; the Federal Minister of Health; the Premier of Ontario; the Minister of Municipal Affairs; the Minister of Economic Development, Job Creation and Trade; the Minister of Heritage, Sport, Tourism and Culture Industries; the Minister of Education; the Minister of Infrastructure; and all Ontario Municipalities; the Association of Rural Municipalities of Ontario; the Association of Municipalities of Ontario and The Federation of Canadian Municipalities.

CARRIED

Should you have any questions please feel free to follow up with our office directly at 613-256-2064 or jharfield@mississippimills.ca

Kind Regards,


Jeanne Harfield
Clerk

From: Michelle Viglianti <VigliantiM@thamesriver.on.ca>
Sent: Thursday, June 25, 2020 9:12 AM
To: Ron Reymer
Subject: May 26, 2020 UTRCA Board of Directors Meeting Minutes & June 23, 2020 Board Meeting Video

Good morning,

for your information, please find the Minutes of the May 26, 2020 UTRCA Board of Directors Meeting at the following website: <http://thamesriver.on.ca/board-agendas-minutes/>

The video of the June 23, 2020 UTRCA Board Meeting can be found on the UTRCA YouTube Channel: <https://youtu.be/3aURLCYGB0c>

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

Thank you,
Michelle Viglianti



Michelle Viglianti
Administrative Assistant
1424 Clarke Road London, Ontario, N5V 5B9
519.451.2800 Ext. 222 | Fax: 519.451.1188
vigliantim@thamesriver.on.ca

From: Michelle Viglianti [<mailto:vigliantim@thamesriver.on.ca>]
Sent: June 17, 2020 11:07 AM
To: Ron Reymer <rreymer@lucanbiddulph.on.ca>
Subject: June 23, 2020 UTRCA Board of Directors Meeting Agenda & Reports

Good morning,

Please find the draft agenda and reports for the June 23, 2020 UTRCA Board of Directors Meeting on our website: <http://thamesriver.on.ca/board-agendas-minutes/>

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

Thank you,
Michelle Viglianti

**Board of Directors Meeting Highlights
Held on June 18, 2020 at 8:30 AM
as a Virtual Meeting**



Serviced Municipalities with less than 5,000 Population, Public Spaces, and Schools at Risk

We heard a lot of concern around the current Ministry proposal: that after transition producers are not required to service municipalities with less than 5,000 population, public spaces, and schools.

For members that have not yet passed a Council resolution, we have updated the resolution. It now references one additional “whereas” clause:

WHEREAS the Municipality of X is concerned about a recent proposal by the Ministry of Environment, Conservation and Parks that could jeopardize over 135 small rural, remote, and Northern community Blue Box programs across the Province as well as servicing to schools and public spaces;

And one additional “therefore be it resolved” clause:

THAT the Municipality of X strongly advocates for language to be included in the regulation that ensures municipalities under 5,000 continue to receive Blue Box servicing as was agreed as part of the Provincial government’s Blue Box mediation as well as schools and public spaces.

For those who have already passed a resolution, thank you! For those who are looking to pass a separation resolution to flag concerns to the Province about this latest proposal, feel free to use/amend the above language as you see fit.

Looking for an Expanded Polystyrene Recycling Option?

Second Wind Recycling, launched last year out of St. Thomas, seeks to serve sustainability minded Municipalities in South-Western Ontario with affordable recycling of scrap EPS packaging (Styrofoam).

Partnered with the Continuous Improvement Fund in modelling an innovative mobile-densification approach, Second Wind Recycling is offering a preferred rate of service to Municipalities within the service territory, which the Bluewater Recycling Association falls within.

Below is a link to an article done with the CIF that illustrates the service in action:

<https://thecif.ca/cifs-mobile-eps-densification-collection-pilot-has-officially-launched/>

The program is currently operating in five local municipalities with public drop offs at depots and landfills. Participation and diversion have both been strong from the onset. Municipalities interested in greatly improving their sustainability for a small investment can contact Second Wind Recycling for a free assessment and quote while route capacity remains available.

www.secondwindrecycling.com info@secondwindrecycling.com Dane Rice, 519-494-4984

Recycling Operations During COVID-19

The arrival of the novel coronavirus, COVID-19, caused many business sectors to act quickly—implementing new safety measures, making changes to operations and securing access to personal protective equipment (PPE). For the waste and recycling industry, which has been dubbed an essential service by the government, the pandemic brought a vast variety of new challenges, especially as waste industry employees continued to work on the frontlines to protect human health and the environment.

The Association has undergone a number of changes over the past few months, some of which will be temporary, and some of which will be permanent. From implementing more work from home options, to following social distancing measures, to ramping up cleaning efforts and access to PPE, to investing in advanced technologies and physical barriers, the Association continues to put into place best practices to keep both its employees and customers safe.

The shutdown took place across the Province—essentially occurring within a two-week period. This naturally resulted in significant confusion about numerous things including whether recycling was even considered essential. There was a lot of conflicting guidance early on relative to gloves, masks, how long the virus can last on surfaces, how the virus actually spreads, what was essential and what wasn't, what was being enforced ... and when you consider what our industry had to do in a very short period of time, we're proud of what we were able to accomplish.

We decided early on that we needed to manage risk, and we started with our people. We employed measures inside our physical assets to provide services within our communities, all while making sure we got materials picked up in a manner that wouldn't cause additional problems.

One of the biggest challenges of working during the pandemic is that the industry is very labour intensive, with employees often working in close proximity to each other. In an effort to maintain social distancing, the Association, staggered start times and breaks for workers, provided employees with additional PPE and more.

As the Province starts to reopen, The Association continues to follow these best practices in an effort to maintain safe working environments.

For the past few months, non-essential businesses have remained temporarily shuttered, and many shelter-in-place orders have been extended. These factors, along with others, have led to an uptick in residential waste and recycling volume, and a decrease in most commercial volume, in particular hospitality and office buildings. However, some commercial facilities experienced increased volumes including grocery stores and, as can be expected, multifamily homes.

Of this volume, the majority of materials are small cardboard from online purchases as well as aluminum, glass and polyethylene terephthalate due to some deposit systems being temporarily paused.

This increase in volume, however, has not been the easiest to manage, as 146 recycling programs were suspended due to COVID-19 concerns, worker safety, workforce limitations, hauler and facility decisions and prioritization of services. These suspensions impacted 3 million households, and approximately 6 percent of recycling tonnes.

As COVID-19 spread quickly during the start of 2020, consumers raced to stock up on disposable paper items like toilet paper, tissues, paper towels and wipes, even though the coronavirus isn't known to cause digestive issues. This "paper panic" has since slowed, as the number of confirmed COVID-19 cases continues to decrease in many areas.

Other commodities the industry has kept its eye on are aluminum, plastics, old corrugated cardboard, residential papers and news and mixed paper, all of which have experienced changes due to the impact of COVID-19.

While all commodities fluctuate with the economy, single stream is one of the most volatile, previously registering at a 50 percent annual volatility. In comparison, other commodities such as gold registered at only 14 percent volatility, increasing with coking coal, platinum, aluminum, thermal coal, copper and iron ore until reaching the second highest volatile commodity, oil, at 43 percent. This is not new with the pandemic; however, COVID-19 drove volatility further.

Working Through An Unexpected Surge

The pulp-and-paper industry has experienced an unforeseen surge in demand this spring. In late April, the American Forest & Paper Association (AF&PA), Washington, reported that U.S. tissue mills set record-high levels of tissue production this spring. U.S. tissue mills manufactured about 700,000 tons of tissue in March alone. In February and March, AF&PA reports that its member companies delivered more than 22,000 tons of parent roll tissue per day. These increases were likely spurred by the COVID-19 pandemic.



Outbreak at recycling facility impacts Calgary's blue bin service

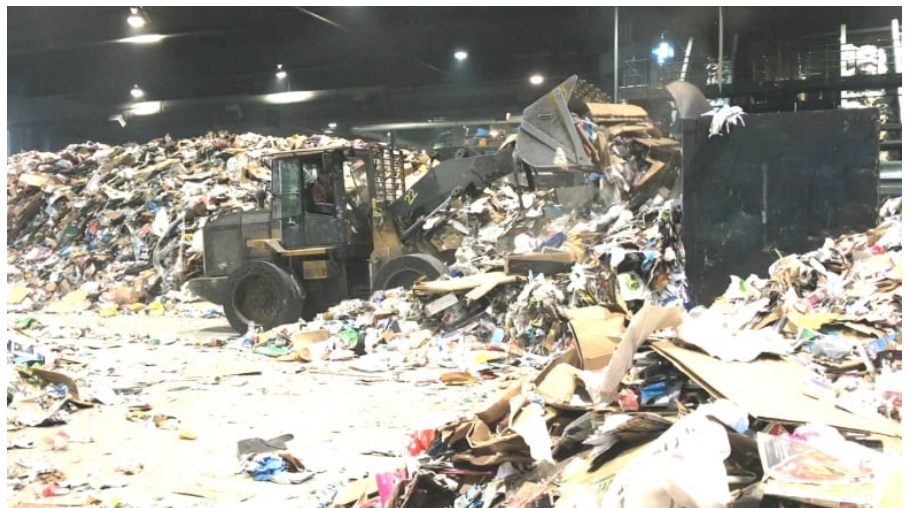
Recyclables in bins left for pickup will be taken to landfill until facility is sterilized

The Cascades Recovery+ recycling plant in southeast Calgary is about 100,000 square-foot in size, manages between 100 and 200 tonnes of recycling every two to three days, and runs continuously six days a week.

An outbreak at a facility that handles Calgary recycling means the contents of blue bins left out by residents will be taken to the landfill until the issue is resolved.

Calgary Emergency Management Agency chief Tom Sampson says the facility has had about 19 people test positive for COVID-19 and has had to shut down to sterilize.

Both he and Calgary Mayor Naheed Nenshi are asking Calgarians to store recyclables at home rather than putting out their bins.



Blue Box Program Transition Plan Consultations

Stewardship Ontario hosted three webinar consultations focused primarily on matters affecting specific stakeholder groups during the blue box transition:

The consultation webinars were an opportunity to review and comment on how Stewardship Ontario intends to implement the Minister's direction outlined in his August 15, 2019 letter, including:

- Demonstrating transparency and meaningful consultation;
- Supporting competition and preventing conflict of interest;
- Demonstrating fairness to stewards and protecting consumers; and
- Maintaining program performance.

Other matters of interest presented included:

- The proposed process and timelines for transition and related costs;
- The proposed approach to ensure continuity of funding for municipalities;
- Anticipated changes to the method Stewardship Ontario is proposing to determine steward fees during transition; and
- How reserve funds will be applied to offset transition costs and steward fees.

Coca-Cola and Carlsberg Will Switch to Plant-Based Bottles That Break Down Within a Year

According to the National Oceanic and Atmospheric Administration, scientists estimate that eight million metric tons of plastic—approximately the weight of 90 aircraft carriers—finds its way into the oceans every year. The Paper Bottle Company (Paboco) wants to help manufacturers and distributors reduce their single-use plastic waste by creating bottles made from degradable plant sugars rather than fossil fuels. BillerudKorsnäs, a paper packaging developer, first started this initiative in 2013, and has been joined by research companies and industry leaders like Avantium and ALPLA. The project proudly announced in October 2019 that Coca-Cola, L’Oreal, and Absolut had joined their efforts.

The historic brewery, Carlsberg, has been a long-time partner of the Paper Bottle Project and explained in a press release, “We are working on developing the world’s first ‘paper’ beer bottle made from sustainably-sourced wood fibers that is both 100% bio-based and fully recyclable.” Shortly after, the brewing company unveiled its first paper bottle for their Pilsner beer as proof of concept on their social media sites. These paper bottles, made out of a plant-based polymer called “PEF,” are



expected to be fully recyclable and to naturally degrade within a year, unlike their plastic counterparts. The sustainability company which creates these bottles hopes to have them ready for consumer use by 2023. These paper bottles could help mitigate the severe plastic pollution problem being faced by oceanic habitats, and mark a shift towards global industrial sustainability.

ISRI to develop product recyclability protocol

The Institute of Scrap Recycling Industry (ISRI), Washington, says it is developing a recyclability protocol and certification system for paper-based packaging products entering into the recycling stream. Once developed, the protocol will be expanded to other products made from recyclables.

The protocol and certification will be phased in over the next year, ISRI says. Working with Moore & Associates, Atlanta, as a third-party consultant, ISRI is undergoing a thorough review of existing certifications and standards to aid in the integration of the protocol with applicable programs. This will be followed by a survey of material recovery facilities (MRFs) nationwide to gain an inventory of packaging that is recycled from the standpoint of materials and shape and size as well as regional variances in technology and capacity. With the data, the certification protocol, including testing methodologies and procedures, and the application process for obtaining certification will be developed, ISRI says. The process for obtaining certification by brands will be fully documented and transparent, the association adds.

“Under the current system, there is no standard to determine a product’s recyclability from beginning to end, which is an obstacle for increasing packaging recycling rates,” says ISRI President Robin Wiener. “Products are labeled recyclable that are not, consumers are confused and the residential recycling stream is weakened by excessive amounts of products and materials that do not belong. Having one, universal determination for recyclability created by the recyclers that collect and process the material, in coordination with the mills that consume it, will be an enormous step forward in the evolution of recycling.”

She adds, “Once in place, the recyclability protocol will assist packaging manufacturers in understanding what is and what is not recyclable, especially in the design stage. This will lead to a revolution in design innovation as more brands seek ways to not only use recyclable content in production but meet consumer demands for easy-to-recycle goods. As more products are developed with recycling in mind, consumers will rediscover recycling and the vast benefits it provides.”

Among the many things that will be taken into consideration are industry expertise on material supply, processing and demand challenges and needs; ISRI’s Design for Recycling initiative, which encourages manufactures to factor in a product’s recyclability in the design stage; and the role of the ISRI specifications, which are used globally to buy and sell recyclables.

ISRI says it will consult with the American Forest & Paper Association (AF&PA), the Foodservice Packaging Institute, The Recycling Partnership and other stakeholders during the development of the protocol and certification.

“This protocol is just the start of an effort that has the potential to really change the world,” Wiener says. “Additional customizable protocols can be developed for packaging made from other materials, including aluminum and other metals. When put together, we can expand the benefits of recycling and see further reduction in greenhouse gases, improved environmental conservation and an economic boost. We encourage all paper and packaging brands to join in these efforts to make it easier for all to recycle.”

Tough recycling decision for RDCK coming up

For the past few years the Regional District of Central Kootenay (RDCK) has been attempting to turn its rural residential recycling over to Recycle BC, the agency that runs and pays for rural recycling programs in most of the province including the City of Nelson.

This would theoretically mean a big cost saving for residents of the RDCK because under the current system they are taxed about \$1 million per year for recycling collection.

Under an agreement with Recycle BC, the manufacturers of the recycled material, not RDCK residents, would pay for Recycle BC's collection and transport of rural recycled materials, as is the case now in the City of Nelson.

But how much this would reduce the RDCK's costs is an open question, according to the RDCK's Uli Wolf, because Recycle BC is unwilling to cover the entire cost of providing a full service, and the regional government would have to take up the slack.

Over the past year, the RDCK and Recycle BC have negotiated a plan, not signed yet, that would see 12 fenced and staffed depots — fencing and staffing are requirements of Recycle BC — throughout the regional district, funded by Recycle BC, with an as-yet-undetermined number of satellite depots funded and run by the RDCK, which would deliver collected material from its satellites to the 12 main depots.

Recycle BC recently announced that it will not accept any material in its new depots if it comes from industrial, commercial or institutional (ICI) sources.

This has been their rule all along: the agency is not mandated to take waste from big waste-emitters like Walmart or Celgar, who hire private contractors to take away their recycling.

The RDCK has always allowed small businesses to deposit their paper and packaging in its bins. Most notably, businesses in Nelson often deposit their recycling at the Lakeside depot and at the Grohman depot. But because Recycle BC is going to crack down on ICI, any material in the recycling that appears to be from a commercial source could be rejected and the RDCK penalized with a fine.

So the RDCK would have to set up and pay for a separate recycling stream for ICI materials, cutting further into any tax saving for residents. Considering all this, would it be financially worthwhile to sign a contract with Recycle BC at all?

Meanwhile the RDCK has voted to take a two-part resolution to the annual conference of the Union of BC Municipalities in September.

The first part asks the provincial government to include ICI materials in the Recycle BC mandate across the province. In other words, users of paper and packaging in industry, commerce, and institutions would pay Recycle BC to pick up and process their material rather than hiring their own contractors.

In the second part of the resolution, the RDCK board will ask the provincial government to require that certain products such as writing paper, toilet paper, facial tissue, paper towels, and packaging be made of recycled material. This is needed, the RDCK resolution says, because markets for recycled materials are drying up worldwide and this would create a new market for recycled packaging. The resolution goes further to ask that the province eliminate “subsidies on virgin materials such as oil to create a more level playing field, reduce the carbon footprint and revitalize the already consumed cardboard and packaging waste.”

Regulations may boost less sustainable plastic alternatives

Plastics have become the public face of the waste pollution crisis, prompting an unprecedented consumer and regulatory backlash. Industry is responding by switching to other materials without considering their environmental impact.



Over the past couple of years plastics have become the public face of the waste pollution crisis, prompting an unprecedented consumer and regulatory backlash that shows no sign of stopping.

Industry is responding by switching to other materials without considering their environmental impact relative to plastics, or whether sufficient local waste collection systems are in place. This is the finding of a recent report, *Plastic Promises*, by independent UK-based think tank the Green Alliance.

Although its findings will come as little surprise to those involved in recycled plastics markets, and are mirrored across Europe, it once again highlights the gap in consumer understanding of the relative environmental impact of non-plastic alternatives and the unintended consequences this is having across the recycling industries.

For example, non-plastic food-packaging alternatives, on average, increase energy use by 2.2 times, carbon dioxide (CO₂) emissions by 2.7 percent, and weight by 3.6 times, according to a UK parliamentary select committee report released late in 2019.

Indeed, the shift in packaging for products like bottled drinks from glass to materials such as polyethylene terephthalate (PET) that took place across recent decades was in part driven by its lower carbon usage and weight.

Coupled with this, food-contact paper and cardboard packaging typically needs to be treated with a plastic barrier, making it more difficult to recycle thus doing little to counterbalance the problem of micro-plastic ocean leakage.

For consumers, plastic is a homogenized entity rather than a series of different materials with different degrees of sustainability, recyclability or local collection rates.

PET, for example, has post-consumer collection rates of plastic bottles across Europe at 63 percent according to the ICIS 2018 study – the latest year for which data is available – but country by country collection varies from as low as 21 percent in Bulgaria, to as high as 96.2 percent in Germany.

These facts have done little to stem the tide of announcements of switches to non-plastic packaging from retailers and consumer brands, because public perception is these alternative materials are always more sustainable, leading to rising pressure to abandon single-use plastics. The same consumer pressure is not being felt to the same extent on other packaging types, despite plastics accounting for less than a quarter of packaging waste generated in Europe.

Plastics account for 19 percent of packaging waste generated in Europe, compared with cardboard and paper at 41 percent and glass at 19 percent, according to Eurostat figures collected in 2016 – the latest year for which data is available.

Because of the public focus on single-use plastics, regulatory efforts are being disproportionately focused there. This has led to a raft of upcoming regulation specifically targeted at the plastics industry, the latest of which is a plastic tax due to be introduced in Italy on July 1, 2020. This will tax plastic at €0.45/kg with the exemption of recycled plastic and bio-based plastic.

The law is clearly targeted at encouraging recycling. In recent years, a two-tier market has opened up across European recycling markets between companies that are driven by sustainability targets – typically from the packaging sector and bowing to public pressure – willing to pay above virgin values to secure material, and those purchasing for cost-saving reasons. Southern Europe has typically seen a higher percentage of cost-based packaging purchasing of recycling than other regions.

This is on top of EU legislation mandating minimum average recycled content of 25 percent in PET bottles by 2025 – on a country-by-country basis – and 30 percent across all beverage bottles by 2030.

Effectively allowing prices of recycled material to trade significantly above virgin values before cost-saving kicks in through taxation will no doubt increase buying interest in recycling from companies that had previously shown little interest, as will minimum average recycled content mandates.

Nevertheless, while these measures are targeted specifically at the plastics industry and not across environmentally harmful packaging as a whole, the regulatory framework runs the risk of giving other packaging materials an unfair competitive advantage.

Rather than helping solve the problem of packaging waste and encouraging recycling, this could drive firms to move to alternative materials that are equally, or even more, damaging to the environment – shifting the problem rather than tackling it.

The risk is doubled by ongoing consumer pressure and lack of detailed knowledge on the impact of different materials. It's further compounded by the inability of waste collection rates to meet sustainability targets.

Waste collection in Europe is predominantly controlled by municipalities. Under-funding in the wake of the global recession of 2008 has meant that collection systems have not kept pace with packaging growth or complexity.

Shortages of material for in-demand grades of recycled material – typically transparent material most attractive to the packaging industry – led natural recycled polyethylene (R-PE) pellet and natural recycled polypropylene (R-PP) pellets to trade above virgin grades for the first time in 2019, while the spread between virgin PET and recycled R-PET food-grade pellets reached a record high.

Faced with shortages of suitable recycled material, a growing consumer backlash and a hostile regulatory environment that is not mirrored in non-plastic packaging, it is no wonder that some companies are deciding to shift away from plastics.

Further encouraging this shift towards material choices that do little to improve end-of-life environmental impact would be the worst possible outcome for the planet. Regulation that encourages recycling or responsible waste disposal can only be a good thing, but narrowly focused laws that shift the problem to other sectors could intensify the damage, or at a minimum leave it unchecked.

All the while, the major challenge of increasing collection rates and infrastructure remains unsolved. If lawmakers were determined to help the recycling industry, this is where their efforts would be concentrated.

Carton manufacturers invested big in attaining 'recyclable' status, but can they sustain it?

By funding education, technology and end markets, the Carton Council earned highly-sought federal recyclability status. Yet some MRFs and governments question if this packaging is worth the effort.

From dishing out lunchroom milks to stocking shelves with snacks and alternative dairy products, cartons have come a long way as part of daily life. In recent years, the product barely edged its way into a new category of maturity: Recyclability.



The achievement can be attributed in large part to the Carton Council, a nonprofit industry group founded in 2009 to fund and help organize higher carton recycling rates. At the time, only one mill accepted polycoated cartons. By 2012, eight more locations around the world did. Household access to carton recycling soared from 6% in 2009 to 61% as of 2019, 1% above the domestic accessibility levels required to legally call a product "recyclable" under federal guidelines.

But as new international trade policies shook recycling programs in the United States in recent years, some states and municipalities started dropping cartons from recycling lists.

This holds true for these aseptic containers, which make up a small percentage of the waste stream and can often accumulate in MRFs for months before facilities have enough for a shipment. While all recycling procedures are now further disrupted by the coronavirus, and the paper portions of cartons could help resolve changing supply chain needs, it might be too soon to tell how the pandemic will affect what does or doesn't get recycled.

Despite these changes, the council continues to fund new collection efforts, MRF processing abilities and domestic markets for cartons. The group's interventions resemble what some in the packaging sector might consider a voluntary and more appealing version of extended producer responsibility (EPR). But for carton recycling to continue growing, some solutions — like widespread adoption of an alternative roofing material or a viable use for the plastic and aluminum carton components — will have to kick in before more municipalities potentially abandon the material as a whole.

Some of the reasons why the material is no longer considered widely recyclable. If a MRF collects cartons, it has to find the space to set them aside until a large enough quantity accumulates for resale. Cartons make up 0.2% of what comes in. Part of the council's technique to ramp up national carton collection and processing is to help MRFs mitigate any obstacles that stand in the way of collecting and selling cartons. So far, the council has given millions of dollars in grants to MRFs to make this happen.

After MRF sorting comes purchasing and reuse — a final step the Carton Council bolsters as well. Right now, five paper mills in North America accept cartons for processing. One, the Quebec location of Sustana Fiber, announced the facility would be accepting cartons earlier this month. All facilities extract the fiber and turn them into paper products, but throw away the plastic or aluminum components. The Carton Council funds research into solutions for the byproduct in the U.S..

If recycled cartons don't go to these mills, then they go to a Continuous Materials location in Des Moines, Iowa. The startup turns post-consumer paper and plastic into low-slope roof coverboard for commercial buildings. Called Everboard, the sustainable replacement for traditional building supplies sits atop a Pennsylvania theater, an Atlanta office building and even a Taco Bell in Texas. Continuous produces the material in part because the company acquired ReWall, the Iowa-based start-up that pioneered an early version of this coverboard and was long supported by the Carton Council.



Whether or not the material is pervasive (or valuable) enough for all MRFs to justify accepting the carton, it's considered likely that more of this packaging will appear in coming years. Cartons hold serious appeal for manufacturers. Their linear dimensions allow for space-efficient shipping, and some versions make perishable items surprisingly shelf-stable.

As that growth happens, the suite of Carton Council actions — like funding robotic sorting and future uses of their product — could be viewed as useful steps toward complying with future EPR or product stewardship policies. This concept, which has cropped up more often in discussions about recycling, puts manufacturers physically or financially in control of how their products are handled after consumer use.

At the same time, a voluntary program also means municipalities are free to drop carton collection if they want to. New Orleans, Greensboro, North Carolina and parts of Washington state dropped the material from recycling services within the past year.

It's possible that new mills tapping into this paper source could help cartons keep their hard-won designation that only came after nearly a decade of work. Keeping that status might take even more voluntary investment from the Carton Council than the organization has already spent in the past decade.

Michigan Moves to Overhaul its Waste Industry to Favor Recycling Over Landfills

Sending waste to landfills is more expensive than it seems, a recycling advocate told Michigan lawmakers Tuesday. It costs money to store and manage trash. It also takes valuable material like plastic and aluminum out of the supply chain and away from manufacturers who could reuse it, Michigan Recycling Coalition Executive Director Kerrin O'Brien said. "Currently, Michiganders spend over \$1 billion to landfill nearly \$600 million worth of materials every year," she said, figures shown in a 2017 state recycling council report. "That's a lot of money."

A package of bills recently introduced in the state House aims to flip that equation by rewriting Michigan's solid waste law to emphasize recycling and composting material over sending it to landfills. O'Brien, lawmakers and waste industry representatives testified Monday in front of the House Natural Resources Committee about those bills, which aim to increase the state's recycling rate, provide curbside or drop-off recycling for almost every Michigander and strengthen oversight of landfill and composting facilities.

The proposed overhaul has been years in the making, starting in 2012 as an initiative to improve Michigan's recycling rate — which hovers around 15% — under former Republican Gov. Rick Snyder. Specifically, the five-bill waste overhaul package aims to:

- Increase the recycling rate to 30% by 2025 and ultimately to 45%.
- Expand residential recycling services.
- Increase state oversight of landfills, recycling and composting facilities.
- Use some of the money in the Solid Waste Management Fund, supported by fees levied on landfills, composting and waste processing facilities, to develop the Michigan recycling market.
- Require counties to rewrite their waste management plans, with state funding help, to increase recycling and composting in their communities. Those plans would have to be approved by the state.

World's Biggest Jewelry Firm Moves to Recycled Gold, Silver

Pandora A/S, which makes more pieces of jewelry than any other company in the world, will stop relying on newly mined gold and silver and instead use only recycled precious metals. The new policy, which takes effect in 2025, will help the Copenhagen-based company beef up its climate credentials and make it a more appealing target for investors eager to fill their portfolios with assets that meet environmental, social and governance goals.

Pandora says its shift to recycled precious metals will cut carbon emissions by two thirds for silver and more than 99% for gold. One of the key benefits to the environment is the considerable reduction in water use as a result of less mining, it said.

Annual emissions from the global gold market are equivalent to around 126 million tons of CO₂, with more than a third of that coming directly from mining and smelting, according to the World Gold Council.

One of the industry's most significant emissions is cyanide, which can lead to groundwater contamination, among other threats to the environment. Concerns over the risks associated with managing mines and their waste have also mounted following a fatal disaster at a Vale SA iron ore operation in Brazil, in which a dam collapsed.

Pandora says it currently uses 71% recycled gold and silver in its production, with roughly 15% of the world's silver coming from recycled sources.

Petroleum commentary: Irving just may have woken us all up

It's been said by people much smarter than me that "for every action there is an equal and opposite reaction".

I bubble-thought that for a moment or two, and I suggest we switch that around a bit to say that, "for every inaction there is a reaction". Inaction is a result of not reacting to something that is wrong. I call that dormancy.

Sort of like ignoring a sleeping giant.

Sleeping is the apt description for the energy sector today, which is under assault from both the demand and supply sides of the teeter totter. With less than two weeks until the start of the driving season, gasoline demand is down 39% while jet fuel is at negative 67%. This, while on the supply side combined petroleum product inventories including crude are up 10%.

These numbers are astonishing and unheard of for this time of year.

But this has been a wake-up call for one of our own sleeping giants, Irving Oil, the owner and operator of the 320,000-bpd refinery in Saint John. N.B., and the largest in the country.

In what appears to be, at first squint, an offering of an altruistic lifeline to oilsands producers in the west, Irving has requested permission from our Ottawan leadership to use foreign flagged tankers to ship western crude from B.C. to Saint John via the Panama Canal, a distance of a staggering 11,770 km away.

This is an example of action or the awakening of one giant in reaction to the inaction of another — the Canadian government and its collection of provincial siblings.

Irving has made its decision, I believe, based on the observation that through their economic crystal ball the price of Western Canadian Select (WCS) will remain well below the costs of both West Texas Intermediate (WTI) and Brent. This is especially attractive since their refinery uses the higher priced and globally benchmarked Brent as their feedstock not WTI. On the totem pole of crude oil pricing WCS sits at ground level.

Continuing with the same metaphor, it seems that Irving has decided that the pipeline game is not being played on level ground and the rules of the game are constantly changing.

Shipping by actual ship through the wide-open Panama Canal avoids the environmental confines and hazards prevalent in the political ponds in this country.

When the tankers begin to unload low-ball priced WCS in Saint John, this will not be lost on Suncor and Valero that will be observing all of this with a combined capacity in Quebec of 420,000 bpd. But to bring in WCS by tanker would mean shipping through the Gulf of St. Lawrence.

But hold on! Quebec won't allow that Western Canadian crude that originates from the oilsands to cross the Quebec border despite the fact that Saudi crude merrily unloads in Montreal without any hassles.

If Quebec won't allow WCS to unload in Quebec City or Montreal, then the financial futures of refineries in that province will be in serious doubt.

This is not the time to press the political alarm to snooze because Irving just may have woken us all up.

Good morning Ottawa!

Daimler, Volvo venture a breakthrough for hydrogen trucks

A significant corner has been turned in the quest to bring hydrogen to the highway in heavy trucks. The deep pockets and vast engineering capabilities of Daimler Trucks AG and the Volvo Group have indeed come together, however unlikely that may seem. The two companies announced in late April a 50/50 joint venture to develop, produce, and commercialize fuel cell systems for heavy-duty vehicle applications and other uses like stationary power. Daimler will consolidate all its current fuel cell activities in the joint venture, while the Volvo Group will acquire 50% of it for about US\$650 million.



The deal is subject to regulatory approval, though that would seem to be a foregone conclusion given Europe's intense effort to create a sustainable and carbon-neutral transport system by 2050. The two companies intend to meet their Paris Agreement obligations, which include the end of internal combustion engine production by that year.

And that in itself is big news. There have been other collaborations between OEMs in the recent past as car and truck makers struggle to meet the challenge of new technologies and environmental demands on their own, then realizing that there's strength in numbers. But I can't think of a coming together on the same scale as this one between two such fierce competitors. Once again, pragmatism wins.

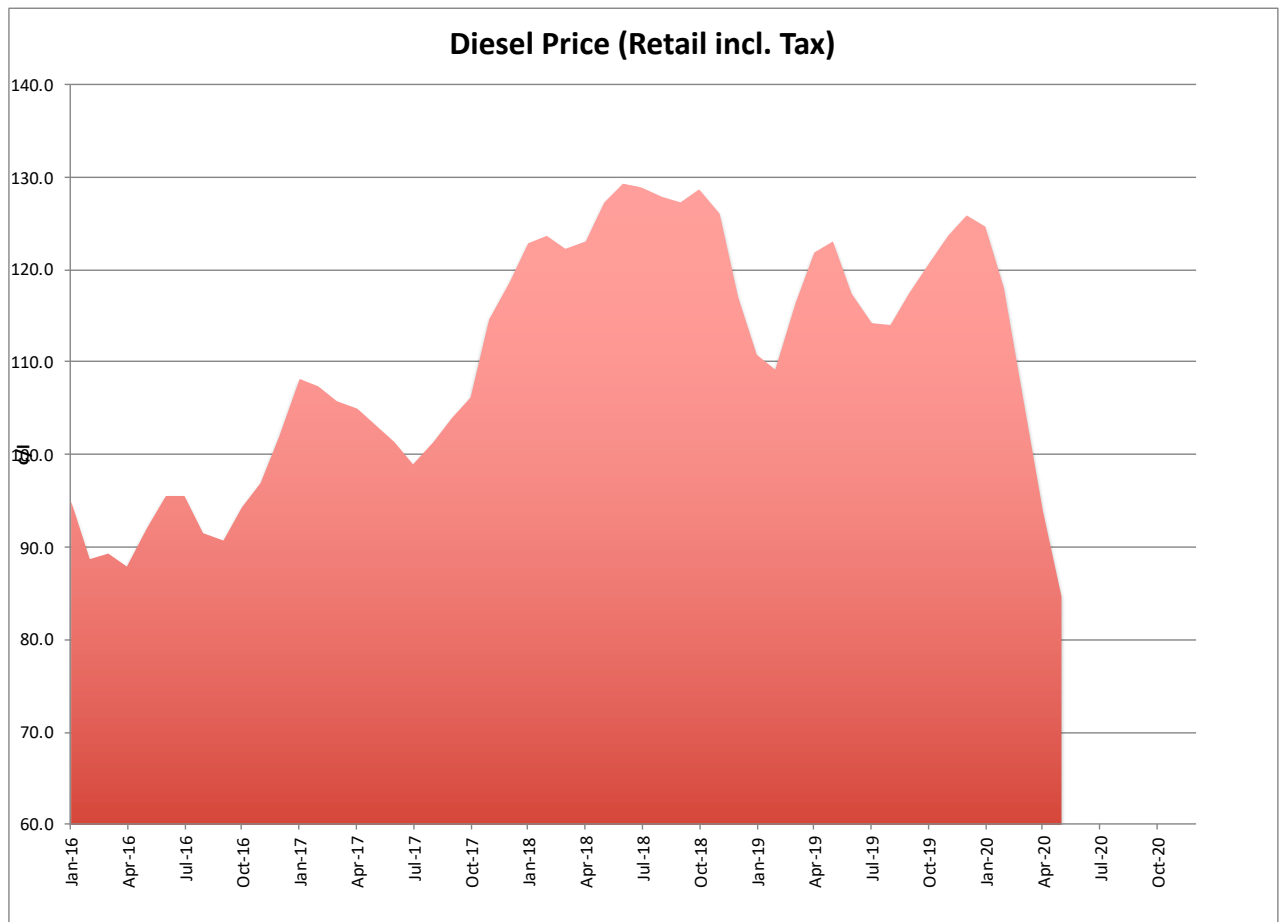
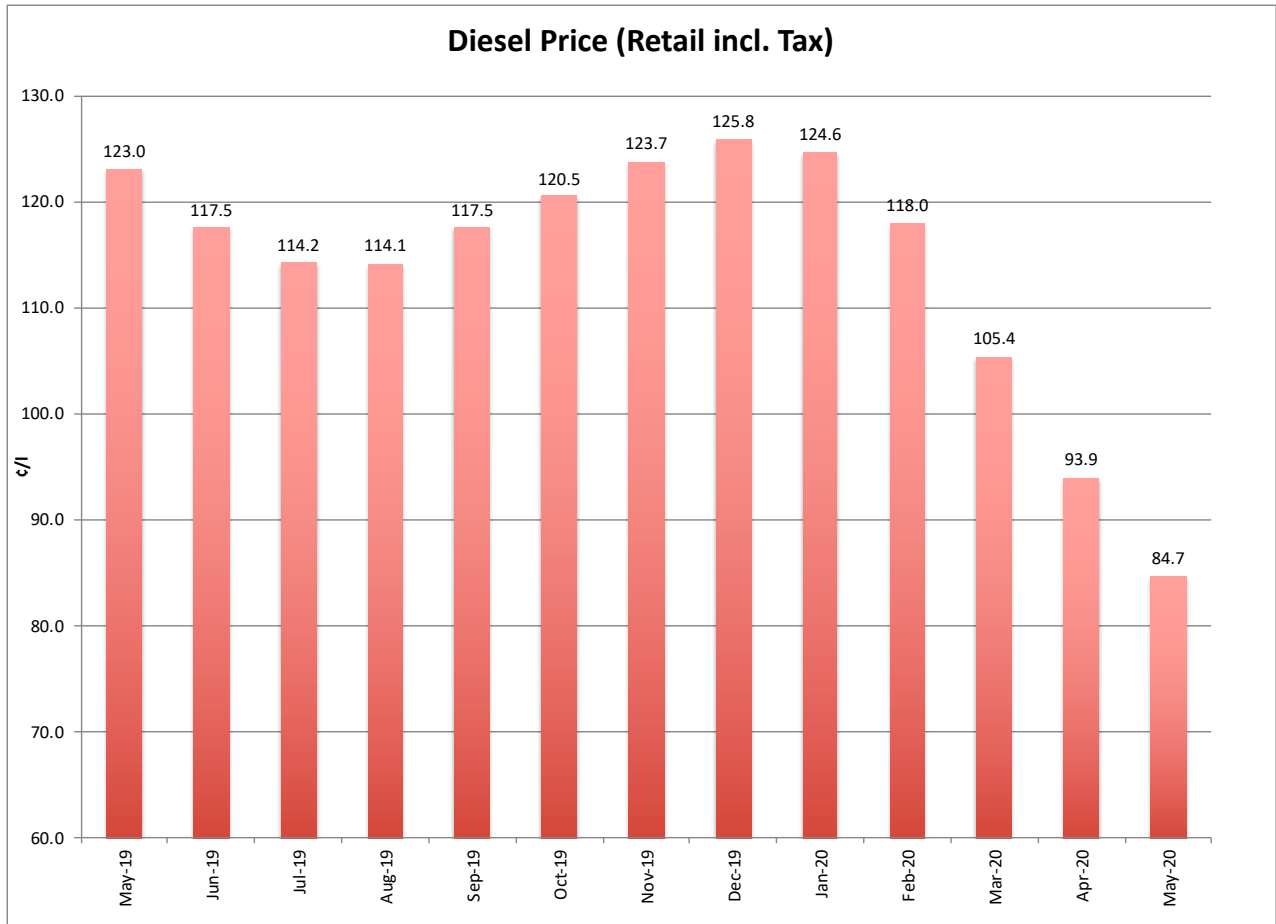
The German outfit has built up significant expertise through its Mercedes-Benz fuel cell unit over the last two decades and is now consolidating all those group-wide activities in a new Daimler Truck fuel cell enterprise – with Canadian content. It will be based in Nabern, Germany, with production facilities elsewhere in that country and in Vancouver. The JV will operate as an independent and autonomous entity, the companies said, the goal being to move fuel cell production to high volumes by the mid-2020s, and full-scale production about 10 years later.

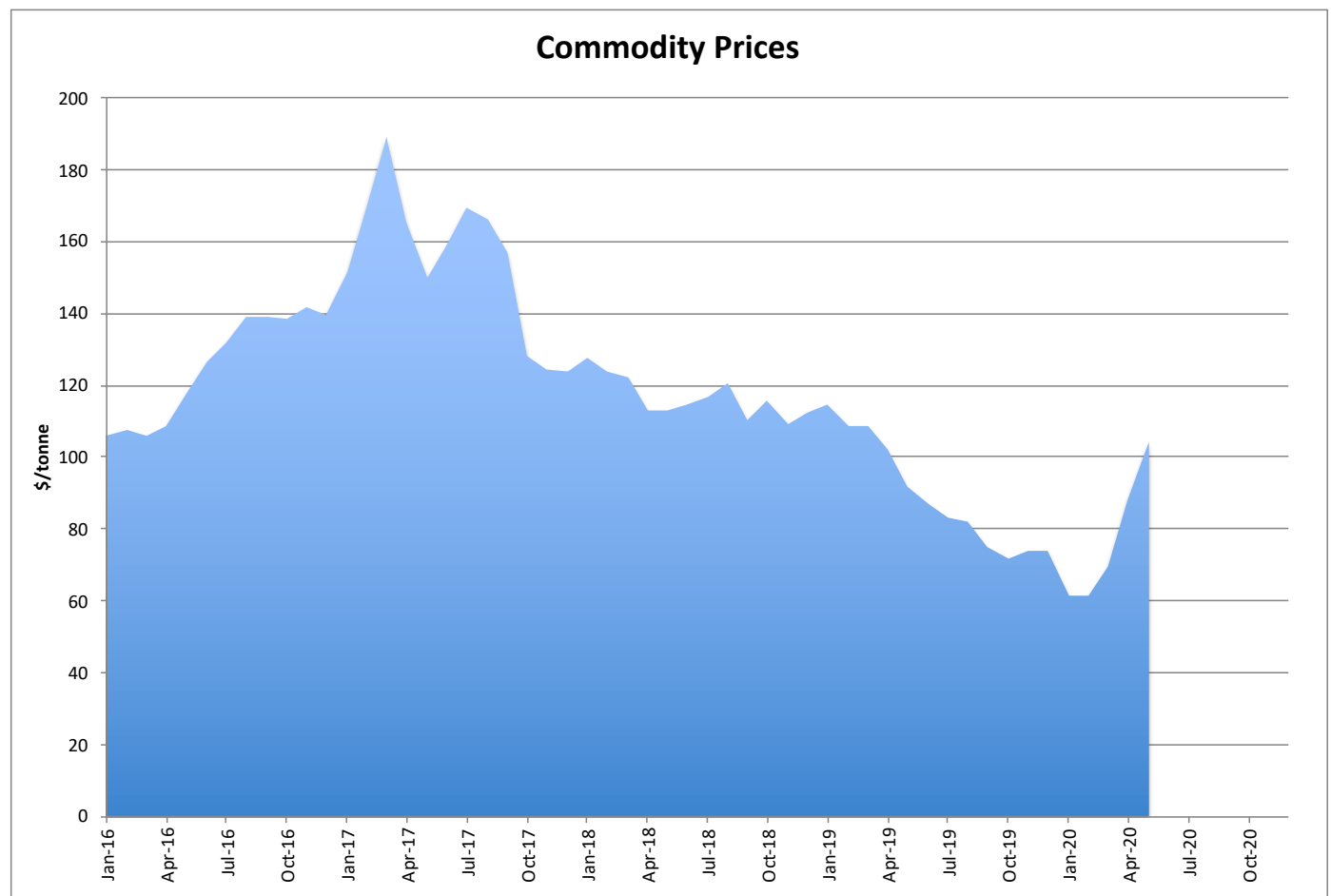
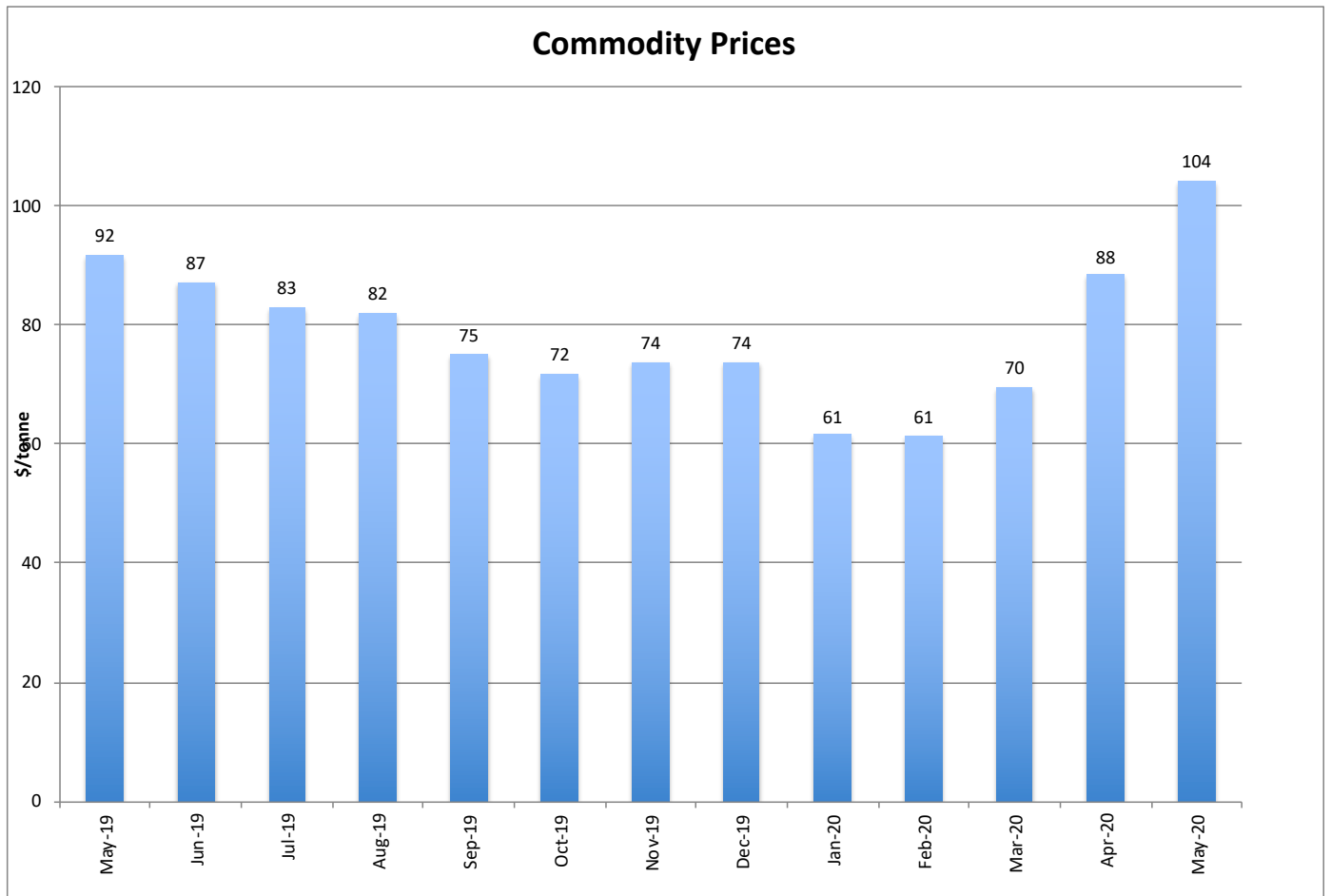
Nikola, on the other hand, says it will produce its fuel cell trucks starting in 2022, with some 14,000 orders already in the can. It plans to develop fuelling stations – essentially truckstops with stores and restaurants – along the routes served by its early-adopter customers. It's aiming to begin in the western U.S. before migrating eastward with the market, saying its Norwegian partner NEL will build about 700 stations starting in 2022.

Daimler and Volvo acknowledge that such infrastructure is obviously essential and that it will need other companies to join the effort. A comprehensive fueling network doesn't yet exist in Europe, so I'll bet that NEL plays a role there, too. Its leadership in that realm is clear.

What remains to be seen is whether Nikola's infrastructure, which should be firmly in place long before Daimler/Volvo fuel cell trucks start plying North American highways, facilitates quick adoption of its new competitors' machines. Will we see another partnership? This is going to get interesting.

By the way, in case you're thinking hydrogen isn't up to the truck task, consider that it has nearly three times the energy content of gasoline – 120 megajoules per kilogram for hydrogen versus 44 MJ/kg for gasoline." Diesel fuel has 45 MJ/kg, while natural gas compressed to 3000 psi has 55 MJ/kg.







June 18, 2020

In This Issue

- COVID-19 resources.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Resolutions on Blue Box Transition due by June 30.
- Temporary delay to Phase 1 - Excess Soil Regulation.
- New implementation date for Phase 2 of *Rowan's Law*.
- Funding available to improve accessibility.
- New interim Codes of Practice under *Fisheries Act*.
- Deadline to book delegations at AMO Conference is June 30, 2020.
- AMO's first ever Women's Leadership Forum at AMO 2020 Conference.
- AMO launches Virtual 2020 Exhibit Hall!
- Energy reporting deadline extended due to COVID-19.
- FCM funding available for LAS Road & Sidewalk Assessment.
- Webinar library for Municipal Group Buying Program.
- Webinar: Cramahe Township on achieving efficiencies using eSCRIBE Lite.
- City of Peterborough resolution concerning Conservation Authorities.
- Career with York Region.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

AMO Matters

Please be advised that in accordance with AMO's governing by-law, the Secretary-Treasurer is requesting nominations to the 2020 - 2022 AMO Board of Directors. A completed nomination form and supporting material must be received no later than 12:00 noon, Monday, June 22, 2020.

Municipal Councils that operate Blue Box programs have until June 30, 2020 to pass a resolution on transition. For more information contact [Dave Gordon](#), or check [our website](#).

Provincial Matters

MECP is temporarily delaying the implementation of the 1st phase of requirements under the new Excess Soil Regulation by six months, from July 1, 2020 to January 1, 2021 in recognition of municipal focus on COVID-19 response. O. Reg. 153/04 is

amended to exempt temporary health or residential facilities, from needing a Record of Site Condition before being established in response to an emergency.

Phase 2 of Rowan's Law will now take effect January 1, 2021. The requirements related to the protocols in legislation/regulation remain the same. We understand that the Province will engage further with stakeholders in the near future.

Federal Matters

Projects that improve the accessibility of persons with disabilities in facilities where they work are a priority for the Enabling Accessibility Fund - with a grant of up to \$100,000. To receive funding, your organization must be a: not-for-profit organization; business; small municipality; Indigenous organization (including band councils, tribal councils and self-government entities); territorial government. Applications accepted until July 13, 2020.

DFO released two interim Codes of Practice – end-of-pipe fish screens and routine maintenance dredging. Three more codes will be released by mid-July. Municipalities with questions navigating the Act should contact DFO.

Eye on Events

Delegation meetings remain a key feature of the AMO conference. The deadline to request delegation meetings at the AMO AGM and Annual Conference is June 30. Submit your requests using the online form in English or French.

AMO is headlining a Women's Leadership Panel. Featuring notable public policy and political leadership and hosted by CBC's Nora Young, this is an opportunity not to miss. New program and conference information is now available. Register here.

AMO's 2020 Conference virtual exhibit hall offers an unparalleled opportunity for you to showcase your products and connect with municipal leaders and decision makers. Providing greater flexibility, extended trade show hours and multiple points of interaction and ways to highlight your products, AMO's conference is the place to network and connect. Space is still available. Book now!

LAS

The Ministry of Energy has extended the 507/18 energy reporting deadline to October 1, 2020 due to COVID. They will run webinars on the reporting on June 30; July 14, 28; September 8 or 22. Check out the Ministry's reporting portal for more information. Email BPSsupport@ontario.ca if you have questions.

The LAS Road & Sidewalk Assessment gives you the tools to save money while improving your surface assets, with FCM MAMP funding now available to cover 80-90% of project cost up to \$50,000. Contact us to learn more.

LAS recently hosted a series of eleven in-depth webinars on our new Municipal Group

Buying Program. Recordings of these webinars are available on our website for viewing at your convenience.

Municipal Wire*

Since modernizing its meeting management process, Cramahe Township has unlocked cost savings using eSCRIBE Lite. Join Joanne Hyde, Township Clerk, and eSCRIBE, AMO's digital meeting management partner, as they discuss how smaller municipalities can achieve efficiencies even during a pandemic. Sign up for the June 24 webinar.

Whereas the Province of Ontario is currently reviewing the mandate and operations of conservation authorities, the City of Peterborough resolution recognizes the need for stable funding for all conservation authorities to continue to provide critical services during these times of financial uncertainty.

Careers

Program Manager, Social Policy #25257 - York Region. Department: Community and Health Services, Strategies and Partnerships Branch. Location: Newmarket. Status: Temporary Full-Time, Approximately 12 months. Reports to: Manager, Social Policy and Accessibility. Please apply online at York Region Job Opportunities by June 24, 2020 at 4:30 p.m.

About AMO

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Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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June 25, 2020

In This Issue

- COVID-19 resources.
- Resolutions on Blue Box Transition due by June 30.
- Coyote and wildlife information.
- New interim Codes of Practice under *Fisheries Act*.
- Deadline to book delegations at AMO Conference is June 30, 2020.
- Ministers' Forum at the AMO 2020 Conference.
- AMO leads the way: Virtual 2020 Exhibit Hall!
- Anytime is a good time to review your Employee Group Benefits Plan.
- LAS Blog: How to stay connected to LAS.
- Energy reporting deadline extended due to COVID-19.
- Resolution concerning missing & murdered Indigenous women.
- Careers with Cochrane DSSAB and Town of Tillsonburg.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

AMO Matters

Municipal Councils that operate Blue Box programs have until June 30, 2020 to pass a resolution on transition. For more information contact [Dave Gordon](#), or check [our website](#).

Provincial Matters

The Ministry of Natural Resources and Forestry (MNR) has released a series of [information sheets](#) on managing coyotes, wolves and wildlife. Of particular interest is the sheet for municipal governments.

Federal Matters

DFO released two new interim [Codes of Practice](#) - culvert maintenance and temporary stream crossings. The Fish Habitat Protection Program will begin public engagement activities in the fall of 2020. Municipalities with questions navigating the Act should [contact DFO](#).

Eye on Events

Delegation meetings remain a key feature of the AMO conference. The deadline to

request delegation meetings at the AMO AGM and Annual Conference is June 30. Submit your requests using the online form in [English](#) or [French](#).

The Ministers' Forum is a highlight for many delegates at the AMO Conference. This year, there will be three smaller Ministers' Forums presented live, one on each of the three days of the Conference. The smaller format will allow more time with Ministers and more questions from you. New program and conference [information](#) is now available. [Register here](#).

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LAS

When is the best time to review your employee group benefits? [Our April blog](#) will explain that group benefits can be reviewed at anytime of the year.

LAS is online! Check out the [LAS blog](#) to find out how to connect with us on LinkedIn, YouTube, and Twitter.

The Ministry of Energy has extended the 507/18 energy reporting deadline to October 1, 2020 due to COVID. They will run [webinars](#) on the reporting on June 30; July 14, 28; September 8 or 22. Check out the Ministry's [reporting portal](#) for more information. Email BPSsupport@ontario.ca if you have questions.

Municipal Wire*

The Town of Kirkland Lake [resolution](#) resolves to send a request to Crown-Indigenous Relations Minister, Carolyn Bennett, to release the steps her office is taking to ensure the National Action Plan on Missing & Murdered Indigenous Women will be completed in a timely fashion.

Careers

[Director of Finance, Timmins - Cochrane District Social Services Administration Board](#). Reports to the Chief Administrative Officer. 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 July 10, 2020.

[Director of Operations - Town of Tillsonburg](#). Reports to: Chief Administrative Officer. The Operations Services department is comprised of Engineering, Public Works, and Water/Wastewater. Interested candidates are invited to submit their application in

confidence online by visiting [Tillsonburg Job Opportunities](#). Application deadline is July 14, 2020.

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July 2, 2020

In This Issue

- COVID-19 resources.
- AMO Nominations Report (Correction).
- Submission on *Bill 184, Protecting Tenants & Strengthening Community Housing*.
- Revised deadlines for Next Gen 9-1-1 due to COVID-19.
- Ministers' Forum at the AMO 2020 Conference.
- AMO leads the way: Virtual 2020 Exhibit Hall!
- Careers with Scugog and YMCA of Simcoe/Muskoka.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

AMO Matters

Nominations for the election of the AMO Board of Directors for the term 2020-2022 closed June 22. The [Nominations Report](#) is now posted with a correction to information about the election in the Northern Caucus.

AMO made [a submission](#) on [Bill 184](#) to the Standing Committee on Social Policy and MMAH, which recently passed Second Reading. Areas of municipal interest include community housing, an administrative authority, and residential landlord and tenants relations, among others.

Federal Matters

The CRTC issued Telecom Regulatory Policy 2017-182 directing telecommunications service providers to make the necessary changes to support a transition to the new NG 9-1-1 system. The [deadlines have been revised](#) due to COVID-19.

Eye on Events

The Ministers' Forum is a highlight for many delegates at the AMO Conference. This year, there will be three smaller Ministers' Forums presented live, one on each of the three days of the Conference. The smaller format will allow more time with Ministers and more questions from you. New program and conference [information](#) is now available. [Register here](#).

AMO's 2020 Conference [virtual exhibit hall](#) offers an unparalleled opportunity for you

to showcase your products and connect with municipal leaders and decision makers. Providing greater flexibility, extended trade show hours, multiple points of interaction, and ways to highlight your products, AMO's conference is the place to network and connect. Space is still available. [Book now!](#)

Careers

Chief Administrative Officer - Township of Scugog. Located within the Regional Municipality of Durham, just an hour northeast from Toronto, you will find the enchanting Township of Scugog. To explore this opportunity further, please submit your resume and related information online to Kartik Kumar, Legacy Executive Search Partners at scugogcao@lesp.ca by Friday, July 31st, 2020.

Chief Executive Officer - YMCA of Simcoe/Muskoka. The closing date for receipt of applications is July 31, 2020. To obtain more information or to express your interest in this leadership opportunity please call Tony Woolgar at 416.902.2974 or forward your resume, in complete confidence to tony.woolgar@lesp.ca. To learn more about YMCA of Simcoe/Muskoka please visit their [web site](#).

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July 9, 2020

In This Issue

- COVID-19 resources.
- Consultation open on elevator safety and availability initiatives.
- AMO's Virtual Conference: a Canadian first!
- AMO leads the way: Virtual 2020 Exhibit Hall!
- Save the date for Land Use Planning: Beyond the Basics Training.
- LAS Blog: You are invited to AMO's Virtual 2020 Conference.
- Visit the LAS Booth at the AMO Virtual Conference.
- ONE Investment - Municipalities go global with Investments.
- Careers with Kingsville and Seguin.

COVID-19 Resources

AMO's [COVID-19 Resources page](#) is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

Provincial Matters

The Ministry of Government and Consumer Services is [consulting on proposed changes](#) to enhance elevator safety and availability in Ontario under the *Technical Standards and Safety Act*. The deadline for comments is August 4, 2020.

Eye on Events

AMO 2020 is Canada's first virtual municipal conference. As always, AMO's annual conference provides [up-to-date information](#), insights from government leaders, lessons learned and the way ahead from COVID-19 and much, much more. [Register today!](#)

AMO's [virtual exhibit hall](#) provides you the opportunity you have been looking for to connect with municipal leaders and showcase your products. This year's virtual event is providing greater flexibility, extended trade show hours and multiple points of interaction with delegates and ways to highlight your products. [Book now!](#)

Back by popular demand, Land Use Planning: Beyond the Basics is coming to you virtually. This training will provide you with insight and tools to your central role in implementing and managing the land use policy framework. [Registration details](#) to follow shortly.

LAS

The AMO Conference is only a few short weeks away! Check out the [LAS Blog](#) to see what AMO's policy team has planned for our first ever virtual conference.

Are you interested in learning about LAS programs and services? Visit our booth at the AMO Virtual Conference and speak with a representative. For more information on conference exhibit hall hours, please visit the [exhibitor information page](#).

ONE Investment

[BNN Bloomberg speaks to Geri James](#), vice chair of the ONE Joint Investment Board, on how municipalities need to be innovative with long term financial planning in delivering the most value to their taxpayers.

Careers

[Chief Administrative Officer - Town of Kingsville](#). Kingsville is the most southern town in Canada and enjoys the warmest climate of any city in Ontario. To explore this opportunity please apply via email by July 24, 2020 to careers@waterhousesearch.ca quoting project KV-CAO. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416.214.9299 x1, jon@waterhousesearch.com or Amy Oliveira at 416.214.9299 x4, amyoliveira@waterhousesearch.com.

[Chief Administrative Officer - Township of Seguin](#). Seguin is a vibrant and growing community located in the picturesque District of Parry Sound. To explore this opportunity please apply via email by July 31, 2020 or sooner to careers@waterhousesearch.ca quoting project ST-CAO. Should you wish to speak to our Executive Recruiter or to receive a detailed position description please contact Jon Stungevicius at 416.214.9299 x1, jon@waterhousesearch.com or Amy Oliveira at 416.214.9299 x4, amyoliveira@waterhousesearch.com.

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Fire Protection – Mid-rise residential building 280 Main St

At the recent special meeting re the above there were questions regarding the Lucan Biddulph volunteer fire department's response capability to emergencies in mid-rise apartment complexes.

The Lucan station has a contingent of 24 volunteers who hail from a wide variety of professional backgrounds including a fire alarm technician, elevator technician, two professional fire fighters and those with a host of other skills.

The fire department currently services an inventory of five three-story low-rise residential building units; and two three-story commercial buildings with apartments above on Main Street that are all of different vintages (plus two more low-rise units on Butler Street approved for construction and two more units pending approval).

Four-story mid-rise buildings exist in various other area communities that are served by volunteer fire departments such as Lucan's, however there is even a seven story condo complex on the beach at Grand Bend serviced by a volunteer fire department similar to Lucan's.

In a major emergency the fire department through Middlesex County Mutual Aid and by agreement with others can quickly assemble sufficient resources to manage any situation. It is common in our area to see three to six volunteer fire departments respond together to a large scale emergency. In the event there is another emergency within our fire area, fire dispatch will send the next nearest available station to the emergency.

The Ontario Fire and Building codes make provision for life safety in mid-rise buildings through fire spread resistant construction, early detection fire/smoke alarms and in-building firefighting water supply systems (similar to the Prince George retirement home system configuration). In general with the exception of the lower floors, low/mid-rise firefighting is performed using the in-building water supply system which is augmented by the fire engine through dedicated connections on the building's exterior. Access to individual units from the exterior is dependent on their height (i.e. ground ladder reach) and emergency vehicle access (i.e. ladder truck access to every side of the building) therefore early detection and evacuation are first and foremost in a fire emergency.

As has been the case with development in Lucan Biddulph to-date, the Lucan Fire Department will continue to provide emergency fire services commensurate with the needs of these or any future developments.

Fire Chief
Ron DeBrouwer

Fire Board Chair
Dave Goddard



LUCAN BIDDULPH
Parks & Recreation Advisory Committee
Meeting Minutes
Wednesday June 29, 2020 – ZOOM meeting
270 Main St., Lucan

Call to Order: Councilor Daniel Regan called the meeting to order at 6:01pm

- Present: Councilor Daniel Regan, Councilor Peter Mastorakos, Ron Reymer, Todd Bailey, Keith Salter, Colin Haskett, Linda Barr, Wayne Hall, Jenny Marrinan, Paul Smith, Abby Vandermuren
- Absent: Mayor Cathy Burghardt-Jesson, Mark Nixon

Disclosure of Pecuniary Interest & Nature Thereof

Adoption of Minutes:

The Adoption of Minutes was overlooked during the meeting on June 29th, 2020. Meeting minutes from January 15th, 2020 and June 29th, 2020 will be adopted during the next PRAC meeting.

Business arising From the Minutes: None

Delegations & Communications: None

Reports: None

New Business

7.1 COVID-19 Update

P. Smith began the meeting with reciting the rules and regulations advised by the Government of Ontario in regards to gathering size, what is open and closed, and what you can and cannot do on recreational grounds during this time. P. Smith advised that the Ontario Hockey Federation has been working with the Ontario Recreational Facilities Association to develop guidelines for a return to hockey. P. Smith stated that a lot of the applicable factors will be left up to each Municipality to dictate based upon best practices provided by the Public Health Association of Canada. C. Haskett requested the opportunity for a live stream of the Lucan Minor Hockey games and practices for the families and friends that wouldn't be allowed in the building to watch, due to restrictions of large crowd viewings.

7.2 Community Feedback

P. Smith advised the committee that the Parks and Recreation staff published a survey for residents to reflect their comfort level and expectations for this summer. Great feedback was collected from the 248 completed surveys and results assisted in decisions made for this season. P. Smith also mentioned the possibility of updating the Parks and Recreation Master Plan.

7.3 Social Distance Programming

P. Smith stated that the Parks and Recreation staff are working towards offering recreational programs safely during COVID-19. Programs would now include an assessment before participation, a new refund policy outlining encouragement to stay home if you are unwell, and an updated cancellation policy. Child programming would need to involve guardians as children may not be able to follow all social distancing instructions. A. Vandermuren stated that senior exercise classes will begin and various other programs have been brainstormed and noted the factor of presenting each one safely is the biggest concern. T. Bailey suggested a socially distanced scavenger hunt that involves education and walking from station to station.

7.4 Phase Two Update

P. Smith stated that the Ministry of Infrastructure contacted the Township of Lucan Biddulph to confirm if our municipality is still able to commit to our portion of the project due to restraints of COVID-19. P. Smith is hopeful that this is a sign that they will be able to finalize the Provincial round of decision making soon. P. Smith also noted that the funding has already been committed to this project and most likely wouldn't be affected.

7.5 Soccer Fields

P. Smith provided background in regards to the soccer field conversation stating that Lucan Minor Soccer has run out of room for field use and is working with staff to find an effective field plan. The Township capital budget is \$120,000 (\$20,000 represented by the Lucan Minor Soccer Association). An estimate that was provided for a renovation and reconstruction plan located at the Lucan Community Centre was \$150,000. A confirmed estimated project cost from Dillon Consulting came in at \$519,000+ HST, including grading constraints in the proposed area and upsizing of drainage. P. Smith presented a full breakdown of this cost and outlined the grading map. This plan does include shortening the track but will remain a circuit. P. Smith stated that there are other locations to be looked at. PRAC has stated that they are in favor of solving a long term need but not with a short term fix. PRAC also acknowledged that this is a high number but understands that recreation can be expensive. It was expressed that this project should be on hold until the completion of the arena project, others expressed that this is a pressing issue and needs to be addressed as the LMSA grows with Lucan Biddulph.

Round Table Discussion

K. Salter questioned if the baseball diamonds were still being maintained even if the season is cancelled? P. Smith advised maintenance is taking place and has been increased this season. K. Salter requested the Granton picnic tables be looked over by staff.

Councilor Peter Mastorakos asked if PRAC should make a recommendation for or against the proposal from LMSA. Councilor Daniel Regan stated that P. Smith would create a report to Council. L. Barr questioned if the consulting fee with Dillon was already spent and P. Smith advised that part of the cost has been paid.

C. Haskett thanked P. Smith for being responsive with COVID-19 and extended community thanks for the thoughts of Norm and the gesture of bringing the Zamboni to the service.

Next Meeting: To be determined

1/ Adjournment

Motioned by Colin Haskett

Seconded by Todd Bailey

That the meeting be adjourned at 8:11pm

CARRIED



Memo

To: Mayor and Council
From: Tina Merner, Deputy Clerk
Subject: Procedural Bylaw Amendment
Report No.: CL-04-2020
Date: July 14, 2020

Background:

Recently, incorporation of public meetings under the Planning Act have been added to our agenda format. Separate agendas and minutes were previously maintained with regards to planning matters. After a comparison of surrounding municipalities and conversations with some Clerks regarding their agenda format, staff felt it was appropriate to combine planning act matters into regular council agendas and maintain one set of council minutes. This prompted a review of the procedural bylaw and a few changes have been discussed.

Analysis:

Amendments are being suggested to streamline the agenda and maintain consistency with the format and procedures of Middlesex County and lower-tier municipalities within.

Additions/amendments to the agenda are highlighted in yellow in the attached procedural bylaw and include the following:

- addition of Announcements
- change from In-Camera to Closed Session
- addition of Public Meetings under the Planning Act
- addition of Presentations to Delegation & Petitions
- change from Communications Reports to Correspondence
- removal of Canada Day under Committee Reports
- addition of items for discussion considered as closed session matters in accordance with the Municipal Act, 2001, S.O. 2001, c. 25

Impact to Budget:

N/A

Strategic Plan:

This report does not align with any specific action item in the strategic plan.

Recommendation:

That Council adopt the procedural bylaw as presented to accommodate revisions made to the agenda format.

Tina Merner

Tina Merner
Deputy Clerk

Township of Lucan Biddulph

BY-LAW NO. 30-2020

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
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- 17.0 Emergent Business
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- 19.0 Enactment of By-laws
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- 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.

Electronic Participation

“Electronic Participation” means that a member of Council, of a Local Board or of a Committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in this by-law provided

that any such member shall not be counted in determining whether or not a quorum of members is present, at any point in time [2017, c.10, Sched.1, s.25(2)] with the only exception for emergency situations as set out in Section 6.7 of this by-law.

Closed Session

“Closed session” 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 an 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.
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the

municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria:

- l) 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 – Closed Session – 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.

6.7 Electronic Participation at Meetings

- a. A member may participate in a meeting via teleconferencing or other electronic means that has been tested for reliability and can be muted to block background noise, subject to:
 - i. the member is unable to travel to the meeting; or

- ii. the member's health.
- b. The chair may direct that the connection be terminated if the councillor cannot be clearly understood, or if a poor connection or background noise is deemed to be disruptive to the meeting.
- c. Notwithstanding Section 6.7.a., if a technical problem prevents or interrupts a member's electronic participation in a meeting, the minutes shall reflect the time at which the member ceased to participate in the meeting by reason of the technical problem. If such technical problem is later resolved and the member rejoins the meeting by electronic means without a vote on a motion having taken place during the interruption in the member's participation, the minutes shall reflect the time at which the member rejoined the meeting.
- d. If electronic communication is interrupted during a meeting and remains interrupted while a vote on a motion is taken, the member affected is deemed to have left the meeting prior to the vote and shall not be permitted to rejoin the meeting, either electronically or in person.
- e. Invited delegates may participate in meetings electronically.

6.8 Emergency Council Meetings

- a. Where an emergency has been declared in all or part of the Township of Lucan Biddulph under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:
 - i. any member of council may participate in any open or closed council meeting electronically and be counted for the purpose of establishing quorum;
 - ii. all votes shall be recorded votes; and
- b. That the regular order of the Agenda be suspended to allow Emergency Council Meetings to proceed without delegations.

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. **Announcements**
4. **Closed Session**
5. **Public Meetings**
6. Delegations, **Presentations** & Petitions
7. Adoption of Minutes
8. Business Arising From the Minutes
9. Correspondence
10. Committee Reports
 - a) CEDC (Community Economic Development Committee)
 - b) Bluewater Recycling

- c) Lake Huron
 - d) Fire Boards
 - e) ABCA (Ausable Bayfield Conservation Authority)
 - f) UTRCA (Upper Thames River Conservation Authority)
 - g) Parks & Recreation
9. Staff Reports
 - a) CAO/Clerks Office
 - b) Building/Bylaw Enforcement
 - c) Finance
 - d) Planning
 - e) Public Works
 - f) Parks & Recreation
 - g) Economic Development
 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 be 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 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 included 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. 11-2020 is hereby rescinded.

23.2 Effective date

This by-law comes into force on July 14, 2020

Read a FIRST, SECOND and THIRD time and FINALLY PASSED this 14th Day of July, 2020

MAYOR

CLERK



Memo

To: Mayor and Council

From: Tina Merner, Deputy Clerk

Subject: Updated Fees By-law to reflect Water/Sewer Rate Increase and Addition of Site Plan Amendment Fee

Report No.: CL-05-2020

Date: July 14, 2020

Background & Analysis

On March 3, 2020, Council approved a 4% increase to water and sewer usage rates and the capital levy charge for each; effective January 1, 2020. The Fees By-law was amended accordingly and passed at the March 17th, 2020 council meeting.

At the March 31, 2020 special Council meeting, Council discussed and approved to defer the scheduled increase until at least June 30th, 2020. The Fees By-law was amended to reverse the water and sewer usage rate increases and passed at the April 7, 2020 council meeting. The deferral date has passed and therefore the new water and sewer usage rates will be effective beginning July 1, 2020.

A site plan amendment was recently requested in regards to a site plan control agreement previously in place. Lucan Biddulph has had minimal requests of this nature in the past but with increased development and growth this may occur more frequently. Planning staff suggested that a site plan amendment fee would be recommended for future requests. A comparison of fees with surrounding municipalities was done and fees ranged from \$500 - \$1,000.00. Staff feels \$500 would be appropriate for our Township.

Impact to Budget:

Lost revenue impact as result of the deferral to increase in water and sewer usage rates was presented in report FIN-06-2020 at April 7th, 2020 council meeting.

Strategic Plan:

This report does not align with any specific action item in the strategic plan.

Recommendation:

That council adopt the amended Fees By-law as presented.

Tina Merner

Tina Merner
Deputy Clerk

Township of Lucan Biddulph

BY-LAW NO. 31-2020

Being a by-law to establish Tariff Rates and Fees for the Township of Lucan Biddulph

WHEREAS pursuant to Part XII of the Municipal Act, 2001 a municipality may pass by-laws imposing fees and charges;

AND WHEREAS pursuant to the Planning Act, R.S.O. 1990, c. P.13 a municipality may establish fees for the processing of applications;

AND WHEREAS the Council of the Township of Lucan Biddulph deems it expedient and desirable to set user fees and charges for services as provided by the Township;

AND WHEREAS the Township has given notice of its intent to establish user fees and charges as required by Regulation.

NOW THEREFORE BE IT ENACTED THAT the Council of the Township of Lucan Biddulph establishes the fees and charges as set out in the attached as follows:

1. Schedule 'A' shall be the fees and charges imposed pursuant to Section 391 and 392 of the Municipal Act, S.O. 2001, c.25 and Section 7 of the Building Code Act, S.O. 1992, c. 23. Schedule 'A' shall be the fees and charges imposed pursuant to Sections 42(6), 53(13) and 69(1) of the Planning Act, R.S.O. 1990, c. P.13.
2. The fees and charges established by this by-law shall be due and payable in full without discount by cheque or cash at the time of submitting an application or prior to the request for service.
3. Fees or charges imposed by this by-law that are unpaid as required by this by-law are subject to an additional penalty charge calculated at 1-1/4% per month or any part thereof.

That By-law No. 14-2020 and any other by-law and resolution that are inconsistent with the provisions of this by-law are hereby repealed.

This by-law shall come in force and take effect on July 14, 2020.

Read a FIRST, SECOND and THIRD TIME and FINALLY PASSED on this 14th day of July, 2020.

MAYOR

CLERK

Schedule "A" to By-law No. 31-2020

Item	Description	Fee/Charge
Administration		
	Penalty on outstanding taxes	1.25%/month
	Interest on special charges	1.25%/month
	Interest on accounts receivable	1.25%/month
	Interest on Arena receivables	1.25%/month
	Tax/Water Certificate	\$50.00
	Zoning/Work Orders Certificate	\$75.00
	Photocopying	\$0.25
	NSF cheque return	\$30.00
	Commissioner of Oath	\$10.00
	Marriage Licence	\$125.00
	Burial Permit Issuance	\$13.00
	Tax Registration	All Direct Costs + 10%
	New Tax Account/Name Change	\$25.00
	Late Tax Statement	\$5.00
	New Water Account/Name Change	\$25.00
	Late Water Statement	\$5.00
	Lottery Licence	\$30.00
	Township Pin	\$3.00
	County map	\$3.00
	Biddulph history book	\$25.00
	Municipal flag	\$90.00
Animal Control		
Dog Tags	First dog	\$20.00
	Second dog	\$30.00
	\$40.00 for the third dog and each dog thereafter, where applicable;	\$40.00
	Kennel Licence	\$100
	Replacement of lost tag	\$5
	Penalties – see Animal Control By-law	
By-law Enforcement		
	Appeal to Property Standards Committee	\$200.00
	Municipal Concurrence Report – Telecommunications Towers	\$300.00
	Follow up By-law Enforcement Inspections Finding Continued Non-compliance	\$100.00
	Request for Council Resolution to Support Applications to the Ontario Power Authority	\$150.00
	Non-Compliance Fee visit	\$100.00

Building	Occupancies as per OBC Group C – Residential Group A – Assembly Occupancy (churches, arenas, theatres etc.) Group B – Care & Detention Occupancy (jails, hospitals) Group D – Business & Personal Occupancy (banks etc.) Group E – Mercantile Occupancy Group F – Industrial Occupancy Farm Building	
Group C	Low Density Residential (sfd)	\$1,125/dwelling unit up to 1500ft ² \$0.66 for buildings with a floor area over 1500ft ² Minimum fee: \$1125
	Multiple Residential (apt, condo, semi)	\$1,125/dwelling unit up to 1500ft ² \$0.66 for buildings with a floor area over 1500ft ² Minimum fee: \$1125
	Residential – Major alterations, additions of > 50 percent increase	\$1,125/dwelling unit up to 1500ft ² \$0.66 for buildings with a floor area over 1500ft ² Minimum fee: \$1125
	Group ‘C’ – Basement Finishes	\$200.00 up to 600 ft ² , 0.33/ ft ² for application with a floor area over 600 ft ² . Minimum fee: \$200.00
	Garage, carport, accessory building, deck, porch, minor alterations, additions, retrofits, wood stoves, temporary buildings, standalone plumbing and other permits ie. change of use, conditional, pool	\$200 up to 300 ft ² or \$200/permit flat fee for other types of permits. \$0.66/ft ² for buildings or structures with a floor area over 300ft ² . Minimum fee \$200
	Group ‘C’ - Inflatable Pools which require Permits as per Building By-law	Flat fee of \$100.00
Group A, B, D, E & F	New Construction	\$1,700 up to 2500 ft ² . \$0.70/ft ² for buildings with a floor area over 2500ft ² . Minimum fee \$1700
Group A, B, D, E, & F	Major Alterations and additions (> \$10,000.00 construction value)	\$1,700 up to 2500 ft ² . \$0.70/ft ² for buildings with a floor area over 2500ft ² . Minimum fee \$1700
Farm Buildings	New Construction, major alterations and additions >600 m ² (ex. intensive livestock, engineered buildings)	\$1,400.00 up to 10,000 ft ² , \$0.14/ ft ² for buildings with a floor area over 10,000 ft ² . Minimum Fee \$1,400.00
	Minor additions (<600 m ²), alterations accessory buildings, hobby farms (ex. pole frame/stud wall drive sheds/coveralls)	\$300.00 up to 2,500 ft ² , \$0.12/ ft ² for buildings with a floor area over 2,500ft ² . Minimum Fee \$300.00
Group A, B, D, E & F	Minor additions (<600 m ²), alterations, retrofit, interior finishes, mechanical stand alone	\$700 up to 2500 ft ² . \$0.28/ft ² for buildings with a floor area over 2500ft ² . Minimum fee \$700
	Septic Systems	\$200 flat fee – minor repair \$600 flat fee – small system \$1000 flat fee – large system
	Communication tower/facility, silo, solar panels	\$500
	Non-residential-demolition permits	\$400
	Wind Turbines (per turbine)	1-10 \$15,000

		11-20 \$10,000 21-30 \$7,500 Greater than 31 \$5,000
	Residential demolition permits	\$200
	Security deposit in residential "R" zones (assumed subdivisions)	\$2,000
	Moving buildings in Township	\$75 plus direct cost (\$5,000 deposit)
	Roadside sign permit	\$100
	Municipal address sign with post	\$50 (sign \$30, post \$20)
	Conditional building permit (administration charge only residential)	\$300
	Building re-inspections	\$70 per inspection (after two original inspections)
Plumbing		
Permit & Inspection	Water connection	\$50.00
	Sanitary building sewer connection	\$50.00
	Storm building sewer connection	\$50.00
Meters & Valves	Standard Meter	\$500
	Non-standard Meter	At cost
	Pressure reducing valve	\$85.00
	Backflow preventor	\$70.00
	Water meter repair/installation charge	\$75.00
	Plumbing re-inspections	\$70.00 per inspection (after two original inspections)
Private Sewage Disposal Systems		
	Change of use	\$75.00
	Demolition	\$75.00
	Transfer of permit (prior to expiry – 6 months from issuance)	\$75.00
	Renewal of permit (prior to expiry – 6 months from issuance)	\$75.00
	Report for subdivision application	\$100.00
	Report for consent applications	\$100.00
	Report for minor variance application	\$100.00
	Report for zoning by-law amendment application	\$100.00
	Report for site plan applications	\$100.00
	File search, performance review report	\$75.00

Public Works		
	Entrance culvert	Charged out at actual cost to Township
	New Water Service Fee	\$100.00
	New Water Service Deposit	\$1,000.00
	New Sanitary Service Fee	\$50.00
	New Sanitary Service Deposit	\$1,000.00
	New Storm Service Fee	\$50.00
	New Storm Service Deposit	\$1,000.00
	New Services Road Restoration Deposit	\$2,000.00
	Encroachment/Entrance Permit	\$75.00
Tile Drain Loan	Administration & Inspection	\$100.00
Noxious Weeds	Municipal authorized weeds cutting	\$10.00 plus cutting cost
Water & Sewer Rates		
	Bulk Water	\$2.08 per cubic meter
Residential, Rural and Commercial Water Rates and Charges		
	Lucan/Granton Water Flat Charge	\$15.32/month
	Lucan/Granton Water Usage Charge	\$0.66842880/cubic meter
Residential, Rural and Commercial Sewer Rates and Charges		
	Lucan/Granton Sewer Flat Charge	\$26.82/month
	Lucan/Granton Sewer Usage Charge	\$0.713856/cubic meter
Residential, Rural and Commercial Miscellaneous Water Rates		
	Lucan/Granton 2 Unit Flat Charge	\$16.27/month
	Lucan/Granton 3 Unit Flat Charge	\$17.25/month
	Lucan/Granton 4 Unit Flat Charge	\$22.98/month
	Lucan/Granton 5 Unit Flat Charge	\$28.73/month
	Lucan/Granton 8 Unit Flat Charge	\$45.97/month
	Lucan/Granton 12 Unit Flat Charge	\$68.96/month
	Lucan/Granton 28 Unit Flat Charge	\$160.89/month
	Lucan/Granton 32 Unit Flat Charge	\$183.88/month
Residential, Rural and Commercial Miscellaneous Sewer Rates		
	Lucan/Granton 2 Unit Flat Charge	\$28.27/Month
	Lucan/Granton 3 Unit Flat Charge	\$29.70/Month
	Lucan/Granton 4 Unit Flat Charge	\$39.62/Month
	Lucan/Granton 5 Unit Flat Charge	\$49.53/Month
	Lucan/Granton 8 Unit Flat Charge	\$79.22/Month
	Lucan/.Granton 12 Unit Flat Charge	\$118.85/Month
	Lucan/Granton 28 Unit Flat Charge	\$277.33/Month
	Lucan/Granton 32 Unit Flat Charge	\$316.94/Month
Residential, Rural and Commercial Water Capital Levy		
	Lucan/Granton 2 Unit Flat Charge	\$15.60/month
	Lucan/Granton 3 Unit Flat Charge	\$15.60/month
	Lucan/Granton 4 Unit Flat Charge	\$15.60/month
	Lucan/Granton 5 Unit Flat Charge	\$15.60/month
	Lucan/Granton 8 Unit Flat Charge	\$15.60/month
	Lucan/Granton 12 Unit Flat Charge	\$15.60/month
	Lucan/Granton 28 Unit Flat Charge	\$15.60/month
	Lucan/Granton 32 Unit Flat Charge	\$15.60/month
	Lucan/Granton Residential	\$15.60/month
Residential, Rural and Commercial Wastewater Capital Levy		
	Lucan/Granton 2 Unit Flat Charge	\$20.80/month
	Lucan/Granton 3 Unit Flat Charge	\$20.80/month
	Lucan/Granton 4 Unit Flat Charge	\$20.80/month
	Lucan/Granton 5 Unit Flat Charge	\$20.80/month
	Lucan/Granton 8 Unit Flat Charge	\$20.80/month
	Lucan/Granton 12 Unit Flat Charge	\$20.80/month
	Lucan/Granton 28 Unit Flat Charge	\$20.80/month
	Lucan/Granton 32 Unit Flat Charge	\$20.80/month
	Lucan/Granton Residential	\$20.80/month

Planning & Development		
	Official Plan Amendment	\$2,000.00
	Zoning By-law Amendment	\$1,500.00
	Consent Application • Each additional consent application on the same lot	\$1,500.00 \$500.00
	Cash-in-lieu of parkland dedication per new residential lot created by consent	\$1,500.00
	Cash-in-lieu of parkland dedication per new non-residential lot created by consent	\$1,000.00
	Cash-in-lieu of parkland dedication for residential draft plan of subdivision	5% of the appraised value of the land the day before draft plan approval is granted
	Cash-in-lieu of parkland dedication for non-residential draft plan of subdivision	2% of the appraised value of the land the day before draft plan approval is granted
	Minor Variance Application	\$1,000.00
	Removal of Holding Symbol	\$200.00
	Site Plan Control Application	\$1,000.00
	Site Plan Control Amendment	\$500.00
	Part Lot Control Exemption	\$1,000.00
	Draft Plan of Subdivision and Draft Plan of Condominium review	\$2,500.00
	Deeming Bylaw	\$500.00
	Zoning/Work Orders Certificate	\$75.00
Development Charges		
Lucan	Single, semi detached & duplexes (per unit)	\$6,987.00
	Apartments – 2 bedrooms +	\$4,913.00
	Apartments – bachelor & 1 bedroom	\$3,002.00
	Other multiples	\$5,733.00
	Non-residential (per sqft of gross flr area)	\$0
Granton	Single, semi detached & duplexes (per unit)	\$5,450.00
	Apartments – 2 bedrooms +	\$3,833.00
	Apartments – bachelor & 1 bedroom	\$2,342.00
	Other multiples	\$4,471.00
	Non-residential (per sqft of gross flr area)	\$0
Rural Area	Single, semi detached & duplexes (per unit)	\$2,048.00
	Apartments – 2 bedrooms +	\$1,441.00
	Apartments – bachelor & 1 bedroom	\$880.00
	Other multiples	\$1,681.00
	Non-residential (per sqft of gross flr area)	\$0

Fire & Emergency Services	
For attending the scene of a MVC; a) Involving dangerous goods (as defined under the Dangerous Goods Act) and/or vehicle with a gross weight over 11,000kg. or b) Where the fire department provided extrication, fire suppression, stand-by/fire prevention, assisted OPP with traffic control, spill mitigation or site clean-up services.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call. Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For response to incidents involving the release, or potential release, of dangerous goods (not covered under above)	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For fire department response fees/indemnification Technology.	Refer to Bylaw 68-2019
For responding to false alarms from an automatic alarm system; a) First false alarm in any 12 month period b) Second false alarm in any 12 month period c) Third and subsequent false alarms in any 12 month period	a) Nil b) Warning letter c) Current MTO rate per occurrence
For responding to an open air burn by-law violation as outlined in the Township by-law	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For attending an incident at a property where no locate was obtained or where requirements of the locate had not been followed.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For providing a Fire Watch on a premises as required under the Ontario Fire Code.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For repair or replacement of any fire department or municipal items consumed, dispensed, damaged or destroyed during the course of incidents in the above noted.	Cost plus \$25 for repair or replacement of items valued at under \$500 each. Cost plus 15% for all items valued at over \$500 each.
For recovery of costs invoiced to the fire department or municipality for any goods or services provided during the course of incidents noted above.	Cost plus \$25 for repair or replacement of items valued at under \$500 each. Cost plus 15% for all items valued at over \$500 each.
SCBA Cylinder Refills	\$10 per cylinder
Request for fire incident report from a non-government agency.	\$101 per report
Non-Emergency Services	
Inspection – Residential and Ontario Building Code Group C Occupancies a) Residential single unit dwelling b) Residential multi-unit dwelling c) Follow up meetings or inspections	a) \$101.00 b) \$126 plus \$25 per unit c) \$25 per half hour or part thereof
Inspection – Ontario Building Code Group B, D, E, and F Occupancies a) Up to 10,000 square feet b) Every additional 2,500 c) Follow up meetings or inspections	a) \$125 b) \$25 c) \$25 per half hour or part thereof
Inspection – Tent or Marque Where Fire Code Inspection is required or requested.	\$126

Plans Review Review of Construction Plans	\$25 per half hour or part thereof
Fire Safety Plan a) Request to review a fire safety plan b) Request to review a fire safety plan and provide response	a) Nil b) \$101
Propane Risk & Safety Management Plan (RSMP) Review	\$25 per half hour or part thereof
Fire Drill Attendance a) Attend b) Attend and provide written response	a) Nil b) \$51
Other services required For recovery of costs invoiced to the fire department or municipality for any goods or services provided for fire inspection or prevention services.	Costs plus \$25 for invoices under \$500 and cost plus %15 for invoices over \$500
Request for fire inspection report(s) from a non-governmental agency	\$126

DRAFT

Parks & Recreation		
Ice Rates	Prime/Summer	\$171.68 + HST
	Daytime	\$99.12 + HST
	Ticket Ice (1-4 ppl)	\$54.87 + HST
	Floor	\$61.95 + HST
Main Hall	Fri-Sat (Up to 450 ppl)	\$504.42 + HST
	Fri-Sat (Over 450 ppl & festival)	\$637.17 + HST
	Sun-Thurs	\$340.71 + HST
	Hourly Rate (min. 3hrs)	\$70.80 + HST
	Funeral Lunch	\$137.17 + HST
	Gym Only – Adults per hour	\$53.10 + HST
	Gym Only – Youth (under 18) per hour	\$38.93 + HST
	Kitchen – hourly rate	\$26.55 + HST
	Kitchen – full day	\$106.19 + HST
	Hall Hold (maximum one day)	\$137.17 + HST
Active Living Centre	Full Day Rate	\$243.36 + HST
	Hourly Rate	\$54.87 + HST
Pool	Public Swim – Adult	\$5.00
	Public Swim – Youth/Senior	\$4.00
	Pool Rental per hour	\$74.34 + HST
	Swim Membership – Individual	\$66.37 + HST
	Family Membership (2 Adults, 3 Youth)	\$145.13 + HST
	Swim Lessons	\$65.49 + HST
	JR. Swim Team	\$76.11 + HST
	SR. Swim Team	97.35 + HST
	Bronze Cross/Medallion	\$169.91 + HST
	Work Book	\$28.32 + HST
Parks	Minor Ball/Season	\$3,008.85 + HST
	Soccer	\$3,539.82 + HST
	Adult/Season	\$477.88 + HST
	Per Game Rate	\$48.67 + HST
	Tournament – 3 Day	\$433.63 + HST
	Tournament – 2 Day	\$309.73 + HST
	Granton Pavilion (kitchen)	\$79.65 + HST
	Pavilions (Market/Elm)	\$53.10 + HST
Advertising	Rink Board 4x8	\$380.53 + HST
	Zamboni (Contracted)	\$2,200.59 + HST
	Ice Logo	\$530.97 + HST
	Baseball Diamond 4x8	\$176.99 + HST
	Snap Frame	\$46.18 + HST



Memo

To: Mayor and Council

From: Kathryn Langendyk, Treasurer

Report #: FIN-10-2020

Subject: Efficiency Reserve – 2019 Withdrawal

Date: July 14, 2020

BACKGROUND:

In March of 2019, the Province of Ontario established a one-time investment for Ontario's small and rural municipalities. This funding is to help improve how municipalities deliver services and reduce the ongoing costs of providing those services. No formal reporting is required with these funds.

There have been various discussions on the definition of efficiency and what projects this funding should be used for.

The Township of Lucan Biddulph received a grant of \$453,994 and is being held in reserves.

ANALYSIS:

The following expenses were made in 2019 in response to this funding.

Evolta Project (online building permits)	\$6,614.40
Laserfiche Project (digital document management)	\$1,473.00
Viking attachment for public works truck	\$8,649.60
Biddulph Blanshard Fire hall furnace	\$2,122.09
Biddulph Blanshard Fire hall water heater	\$1,388.78

Total \$20,247.87

IMPACT TO BUDGET:

The Viking equipment was included in the 2019 capital budget and was to be funded by this reserve. The other projects were not included in the 2019 budget.

STRATEGIC PLAN:

Strategic Direction 1 – Service Enhancement

RECOMMENDATION:

That council approve to withdraw \$20,247.87 from the efficiency fund reserves in 2019 for the 2019 projects stated in this report.

Respectfully submitted by:

Kathryn Langendyk

Kathryn Langendyk
Treasurer



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

July 10, 2020

RECOMMENDATION REPORT

TO: Chair and Members of Council
Township of Lucan Biddulph

FROM: Dan FitzGerald MPI, Planner

**RE: Applications for Zoning Bylaw Amendment (ZBA 06/2020)
Adam Verhoog and Michelle Doornbosch (Owner / Applicant)
Block 29, Plan 33M759 in the Township of Lucan Biddulph**

Purpose:

The purpose of this report is to provide Council with a recommendation report regarding a proposed Zoning By-law amendment for a property located along Richmond Street and legally described at Block 29, Plan 33m759.

Background:

Location:

The subject property is a 2.66 ac (1.08 ha) parcel situated in the Lucan Estate subdivision, north of Richmond Street with frontage off of Olde Clover Drive. Existing land uses surrounding the property include single detached dwellings to the north, south and west, and vacant land to the east. As such, existing land uses are predominately residential. See attachment 1.

The property is currently a vacant parcel of land. The entirety of the property is within the Urban Settlement Area of Lucan and is designated 'Residential' in the Township Official Plan. The property is zoned a 'site specific' Residential Third Density Exception - Holding (R3-8-H) Zone, are serviced, and access is provided from Olde Clover Drive.

History of the Lands:

The subject lands are part of the larger Lucan Estates subdivision. The lands were originally rezoned on January 5th, 2009 from a Future Residential (FR) Zone to a Residential Third Density – Holding (R3-H) Zone. See attachment 2. Following the initial rezoning, the lands were identified and included in Phase 3 of the Lucan Estates subdivision plan. Another zoning by-law amendment application was requested and brought forward for Council consideration on March 18th, 2013. However based on planning recommendation, the application was deferred in order for the County to work through the larger subdivision draft plan approval.

Following draft plan approval of Phase 3 in the Lucan Estates subdivision on January 24, 2014 (see attachment 3), and in line with the original planning recommendation, the owner brought back an application to rezone the subject property and surrounding lands to reflect the draft approved plan. The effect of the request for the subject lands was for a 'site specific' Residential Third Density

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Exception – Holding (R3-8-H) zone, which was approved on June 5th, 2017 (see attachment 4). This exception zone permitted an increase in height from 10 metres to 12 metres, while also establishing a frontage requirement of 16 meters from Olde Clover Drive. Phase 3 of the subdivision received final approval on January 9th, 2019 (see attachment 5).

It is important to note that the township has not received, evaluated or approved a site plan application for development of these lands. As such any proposal that has been shown is considered to be conceptual and may or may not align with existing zoning provisions.

Application Proposed Changes

The purpose and effect of the proposed rezoning application is to amend the existing 'site specific' Residential Third Density Exception - Holding (R3-8-H) Zone on the subject lands to recognize a requested increase in the maximum height from 12.0 metres to 17.5 metres. The effect of the increase would permit the developer, as noted in their application, to increase internal ceiling heights to 9 feet and increase a building height from four (4) storeys to five (5) storeys. A concept plan of the proposed development is included as attachment 6.

Policy and Regulation:

Provincial Policy Statement (PPS)

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

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

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

- a) Densities and a mix of land uses which:
 1. Efficiently use land and resources;
 2. Are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion

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

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

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Section 1.6 of the PPS speaks to servicing. The PPS has a hierarchy for services, where municipal services are the preferred form of servicing.

Section 1.6.6.1a) states 'Planning for sewage and water services shall direct and accommodate expected growth or development in a manner that promotes the efficient use and optimization of existing municipal sewage services and municipal water services'.

County of Middlesex Official Plan

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

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

Section 2.3.7 of the County of Middlesex Official Plan speaks to housing policies, and states that, 'it is the Policy of the County to encourage a wide variety of housing by type, size and tenure to meet projected demographic and market requirements of current and future residents of the County.' Further, subsection (a) promotes intensification and redevelopment, primarily within Settlement Areas, and in other areas where an appropriate level of physical services is or will be available in the immediately foreseeable future and subject to the policies of Section 2.3.6. In this regard, the County will require that 15 percent of all development occur by way of intensification and redevelopment'.

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

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

Township of Lucan Biddulph Official Plan

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

The subject property is designated 'Residential' in the Township Official Plan. Section 2.1.1 of the township Official Plan provides the following related goals and objectives for development in the Village of Lucan:

- a) 'To encourage and direct the majority of population growth and residential development in the Municipality to the Village of Lucan'

- b) ‘To ensure development and redevelopment in the Village is adequately serviced and that the necessary infrastructure is in place to accommodate such activity.’

Section 2.1.5 of the Township Official Plan provides guidance for areas to accommodate future residential development. It states undeveloped lands designated for residential purposes within existing developed areas shall be the focus of growth where opportunities exist for redevelopment and infilling.

Section 2.1.5.1 of the Township Official Plan notes areas designated ‘Residential’ shall primarily be singled unit detached dwellings. However other forms of development are also permitted including, but not limited to, low-rise and small-scale apartment buildings.

Section 2.1.5.2 of the Township Official Plan states that the ‘scale, density and form of new residential development shall respect and be sensitive to the ‘small town’ character of the Village. At the same time, it is recognized that multiple forms of residential development will provide the potential for more affordable housing as well as housing more able to meet the increasingly diverse needs and preferences of the community. To ensure compatibility with existing development, the density and height of new residential development will be limited.’

Section 2.1.5.5 of the Township Official Plan notes that medium density residential development in the form of apartments will be encouraged to locate where direct or proximate access to arterial or collector roads is available; where they are close to commercial areas, schools, and parks; and where municipal services are available or capable of being made available. The policy further clarifies that intrusions into existing residential areas of predominantly single unit dwellings shall be discouraged and compatibility with the character and design of neighbourhood is expected. Appropriate buffering and setbacks shall be provided and standards for density, height, parking and landscaped open space shall be addressed in the Zoning By-law. The policy also notes that site plan control shall apply.

Section 2.1.5.7 of the Township Official Plan encourages housing forms and densities designed to be affordable to moderate and lower income households. It is the intent to meet a 20 percent target annually for housing affordability for new and infill development.

Section 8.10 of the Township Official Plan provides guidance and clarify around the site plan control process. Site plan shall address such requirements as the proposed use, the location of the buildings and structures, proposed ingress and egress, parking area, landscaping, grading and drainage, external lighting, buffering and other measures to protect adjoin lands.

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

The subject lands are currently zoned a ‘site specific’ Residential Third Density Exception – Holding (R3-8-H) Zone. The applicant has provided the Township with a conceptual site plan included as attachment 7, which shows their interpretation of current development permissions based on the existing zone. The current zone permits the following:

Permitted Uses	<ul style="list-style-type: none"> • apartment dwelling • multiple-unit dwelling • senior citizen home • townhouse dwelling
Minimum Lot Area	1,500 m ²

Minimum Lot Frontage		16 m (by-law 209-2017)
Maximum Lot Coverage		40%
Front Yard Depth		8 m
Side Yard Width	Interior Lot	3 m
	Corner Lot	8 m on the side abutting the street and 3 m on the other side
Rear Yard Depth		10 m
Maximum Height		12 m (by-law 209-2017)
Minimum Number of Parking Spaces		1.5 per dwelling unit
Minimum Outdoor Amenity Area		35% of the area of the lot
Municipal Services		No dwelling shall be erected, used, or altered unless such dwelling is connected to a public water supply system and a public sanitary sewage system

The applicants proposed zoning seeks to amend the maximum permitted height from 12 metres to 17.5 metres.

Analysis:

Planning staff have reviewed the application and the analysis provided in this section weighs the existing guiding policy documents of the Provincial Policy Statement (PPS), County of Middlesex Official Plan and Township of Lucan Biddulph Official Plan. Additionally, staff have reviewed guiding policy and its interpretation by way of existing permissions implemented in the Township of Lucan Biddulph's Comprehensive Zoning By-law No. 100-2003.

As directed in all three guiding policy documents, planning staff recognize the need to accommodate multiple forms of development within existing settlement boundaries, which promote intensification of the existing housing stock. The PPS, County Official Plan and Township Official Plan all direct growth and intensification to existing settlement areas where efficiencies are achieved through existing servicing capacities. Further, the policies direct that intensification and redevelopment shall be encouraged within Settlement Areas where the appropriate level of physical services exist or are capable of being available. Additionally, all documents discuss the need to provide for a range of housing options, beyond low density, to provide for an appropriate range and mix of housing types and densities. Therefore generally the proposed use of an apartment building, as permitted in the existing zoning, is deemed appropriate and supported by existing policy.

Based on the above, the question is not whether the use of apartment building is appropriate, but whether the proposed height and scale of development fits within the existing local context. While the PPS and County Official Plan provide overarching guidance for policy, the appropriateness of scale

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and height contemplated by this application is addressed in the Township Official Plan, which formulates the basis for the analysis.

In review of the Township Official Plan, policy sections '2.1.5.1 Land Use', '2.1.5.2 Scale, Density and Form' as well as section '2.1.5.5 Medium Density Housing' provide the most direct and applicable policy regarding the apartment building proposed by the applicant for development located in the Settlement Area of Lucan.

Policy 2.1.5.1 provides direction regarding the predominant forms of residential development considered appropriate for the Township. The policy speaks to single unit dwellings being the primary use of land. However it provides additional allowances for more intense forms of residential development such as duplex dwellings, converted dwellings, and townhouses. Further, and most applicable to this application, is a reference to permissions for residential development in the format of low-rise and small-scale apartment buildings. The policy does not define what height and scale of development is considered appropriate for a low-rise and small scale form.

Policy 2.1.5.2 states that the 'scale, density and form of new residential development shall respect and be sensitive to the 'small town' character of the Village.' Additionally, the policy further notes that '[t]o ensure compatibility with existing development, the density and height of new residential development will be limited.' Based on planning staff's review of this policy, the use of the word shall in the Official Plan requires new development proposals to adhere to the existing established character of the Village. Therefore, staff reviewed previous decisions and existing development as well as zoning provisions to determine an interpretation of small town character within for context of Lucan.

The predominant form of residential development in the Settlement Area of Lucan consist of single detached dwellings with a mix of higher residential densities. With respect to apartment buildings, the pre-existing and zoned permissions limit the height to 10 metres in the Residential Third Density (R3) Zone, with the exception of two site specific zones (R3-9 and R3-8-H) that increase the maximum height to 12.0 metres. The property zoned Residential Third Density Exception (R3-9) Zone was originally approved by the Township with a 12.0 metres height limit, among other exceptions. The decision was challenged at the Ontario Municipal Board in case number PL140422. In the decision, the board member stated that the proposal conforms to the Townships Official Plan as the Planner and developer's intention was to limit construction to a 3 storey building. The increased height to 12.0 metres was to accommodate additional ceiling heights to create more desirable units. The Board Member further ordered that the By-law (179-2014) be amended to include a provision which limits any building on the site to no more than 3-storeys in height.

The second zone with height permissions in excess of 10 metres is the subject properties Residential Third Density Exception Holding (R3-8-H) Zone. The zone specific to this property, as previously noted, permits a maximum height of 12.0 metres as approved in By-law No. 209-2017. Planning staff have reviewed the rationale to the change in height and found a similar justification provided to Council for the increase in height. Included in the Planners Report (attachments 8), the proposed increase in height was presented to Council as a 3 storey – approximately 48 unit apartment building. This intention is further cemented in the agents request at time of rezoning in 2013 to permit a 12.0 metre maximum height, to permit the establishment of a 3 storey – 48 unit apartment building with 9 or 10 foot ceiling height as it was deemed more desirable (attachment 9).

While it is clear the intention of the applicant, as presented by the Planner, was to limit development to 3 storeys, it should also be understood that additional language was not included in the By-law to limit development potential on the site to 3 storeys. Rather the limit established is strictly based on a

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Adam Verhoog and Michelle Doornbosch (Owner / Applicant)

12.0 metre height limit. As such it could be possible under the existing zoning to establish a four (4) storey apartment building under the 12.0 metre height limit.

In both of the exceptions discussed, the intention on both properties as presented is to limit height to 3 storeys with a 12.0 metre cap. This is further reflected in the provisions found in the Zoning By-law. Therefore, Planning Staff consider the existing and established character in the Settlement Area of Lucan as discussed in section 2.1.5.2 for apartment buildings to be limited to 3 storeys, reflected as a maximum height of 12.0 metres.

Policy 2.1.5.5, as discussed in the policy section of this report, notes that medium density housing shall be located so that they are appropriately built where direct or proximate access to arterial roads is available, access to commercial areas, schools and parks is available, and where municipal services exist or are capable of existing. It also seeks to limit the impact to predominantly single unit dwellings by providing appropriate buffering and setback standards to ensure compatibility with the existing character and design of the neighbourhood, which is implemented through the Zoning By-law.

The applicant's proposal seeks to amend the existing height permissions from 12.0 metres to 17.5 metres. Reviewing the existing provisions contained in the Zoning By-law, the Township has established appropriate standards for buffering and setbacks with existing forms of predominately single unit dwellings. As previously discussed, the established character interpreted in the Zoning By-law limits height to provide appropriate transitions to low density forms of development, while also respecting the established character. A lack of additional buffering and setback standards in this case as presented in the application could lead to an undesirable transition between the subject lands and the adjacent low density single unit dwellings; as the current setback standards along these edges are 3.0 metres. Planning Staff also find that the proposed increase in height is not compatible with the existing provisions interpreted in the Zoning By-law, which regulate the character of medium density housing proposal discussed in policy 2.1.5.5.

Based on a review of the PPS, County Official Plan and Township Official Plan, Planning staff recognize the importance of creating a more diverse housing stock beyond the predominant single unit dwellings. The sites proximity to a higher order road and the existence of appropriate services lends it to being a good candidate for appropriate intensified residential development. The current zoning provisions have been deemed to be compliant with the Township Official Plan and the provisions included in the Zoning By-law to control development in a manner that is compatible with the character and design of the neighbouring development. Planning Staff find that the Township Official Plan requires development in the form of apartments to be low rise and small scale, respecting the established 'small town' character of Lucan interpreted as a maximum of 12.0 metres or 3 storeys.

Consultation:

Notice of the application has been circulated to agencies, as well as property owners in accordance to the requirements to the Planning Act for the public meeting held June 16, 2020. Staff have continued to receive comments until the drafting of this report and have been included as attachments for reference.

Public Comments:

The public has submitted comments regarding the proposed bylaw and are included in this information report as attachment 10. Comments submitted include both positive responses to the

Applications for Zoning Bylaw Amendment (ZBA 06/2020)

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Adam Verhoog and Michelle Doornbosch (Owner / Applicant)

plan provided to the public by the developer, as well as opposition based on the following generalized categories:

- Tenants occupying units as opposed to owners
- Impacts of vehicular traffic and noise
- Loss of privacy
- Negative impacts to property value
- Impact of shadows in the neighbourhood
- Impact to the existing character of Lucan – small town versus London
- Potential impacts to emergency services, schools and soft services

Agency Comments

- a) Chief Building Official – No objections to the application. Note: building division's 'no objection' to the application in no way should be construed as supporting the building layout or images provided as examples of development on this site. Submission of a site plan, prepared by an architect, will be required prior to building division commenting further.
- b) Manager of Public Operations - I would like to see green space and landscaping tied to this approval. Is fire rescue able to support a building of this size with the existing trucks and training?
- c) Bell – no Concerns.
- d) Hydro One – no comment or concerns at this time.
- e) Ministry of Transportation – development on this site in the format of apartment buildings requires a minimum setback of 14.0 metres from Provincial Highway 4. This includes the building and any parking associated with the requirements of the development.

Recommendation:

THAT **Application for Zoning By-law Amendment ZBA 06/2020**, filed by Michelle Doornbosch on behalf of Adam Verhoog, for a property known legally described as Block 29, Plan 33M759 in the Township of Lucan Biddulph, in the County of Middlesex, to amend the 'site specific' Residential Third Density Exception Holding (R3-8-H) Zone to permit a maximum height of 17.5 metres, whereas 12.0 metres is currently permitted, **BE DENIED**, as the application does not conform to the Township of Lucan Biddulph's Official Plan.

Attachments:

Attachment 1: Location Map

Attachment 2: By-law No. 138-2009

Attachment 3: Phase 3 Subdivision Draft Plan Approval

Attachment 4: By-Law No. 209-2017

Attachment 5: Approved Subdivision Plan

Attachment 6: Applicant's Concept Site Plan

Attachment 7: Applicant's Concept Site Plan – Current Permissions

Attachment 8: Planners Report – 2013

Attachment 9: Applicant's Rezoning Submission Letter – 2013

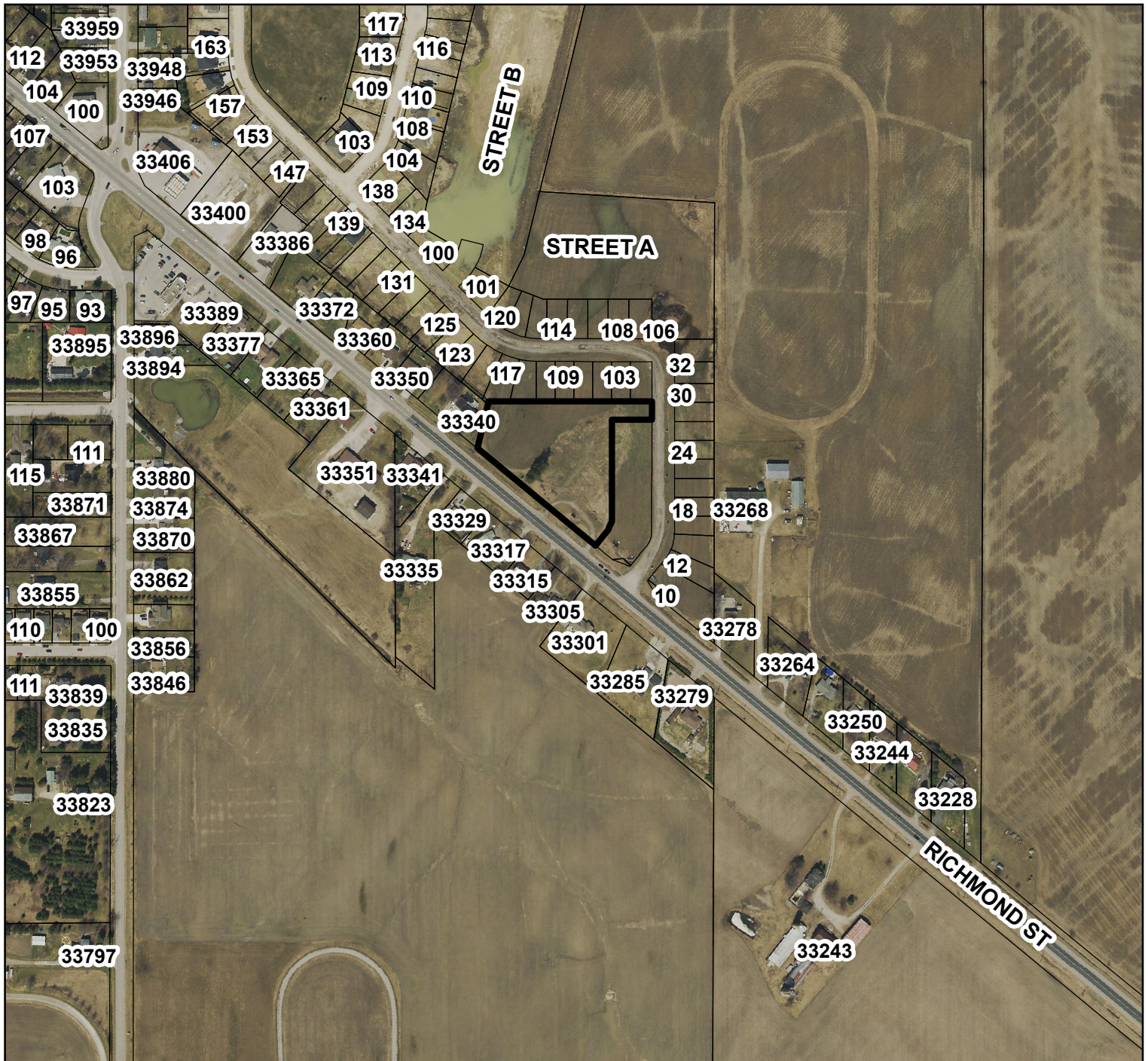
Attachment 10: Public Letters

APPLICATION FOR ZONING BY-LAW AMENDMENT: ZBA 6-2020

2161453 Ontario Inc. (Owner)
Brock Development Group Inc. (Agent)
33318 Richmond St
Part Lot 7 NPR, Plan 33M759 Block 29
Township of Lucan Biddulph



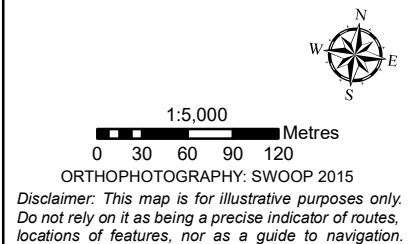
Township of LUCAN BIDDULPH
KEY MAP



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

 Subject Lands

1:5,000 Metres
0 30 60 90 120
ORTHOPHOTOGRAPHY: SWOOP 2015
Disclaimer: This map is for illustrative purposes only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.



TOWNSHIP OF LUCAN BIDDULPH

BY-LAW NO. 138-2009
BEING A BY-LAW TO AMEND BY-LAW NO. 100-2003

Lucan Estates Subdivision (39T-LB0701)
Lucan MacNeil Subdivision (39T-LB0702)
Village of Lucan

WHEREAS the Council of the Corporation of the Township of Lucan Biddulph deems it advisable to amend By-law No. 100-2003;

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

1. **THAT** Section 9.3 to By-law No. 100-2003, as amended, being the Exceptions of the **Residential Third Density (R3) Zone**, is hereby amended by the addition of the following:

"9.3.5 a) Defined Area (Lucan MacNeil Subdivision)

R3-5-H as shown on Schedule "B", Map No. 11 to this By-law.

b) Permitted Uses

townhouse dwelling
single unit dwelling

c) Single Unit Dwellings

The erection or alteration of single unit dwellings or the erection or alteration of buildings accessory thereto shall be permitted in accordance with the regulations of the Residential First Density (R1) Zone."

2. **THAT** Schedule "B", Map No. 11 to By-law No. 100-2003, as amended, is hereby further amended by changing from the **Future Residential (FR) Zone** and the 'site-specific **Future Residential (FR-1) Zone** to the **Residential First Density – Holding (R1-H) Zone** those lands outlined in heavy solid lines and described as **R1-H** on Schedule "A" attached hereto and forming part of this By-law, more particularly described as Lot 1 through Lot 24 inclusive, Lot 71 through Lot 148 inclusive, Lot 152 through Lot 154 inclusive, and Lot 162 through Lot 176 inclusive as shown on the draft plan of subdivision prepared by G. Douglas Vallee Ltd. Consulting Engineers and Architect dated August 26, 2008, being part of Lot 7, North Proof Line in the former Township of Biddulph, now in the Township of Lucan Biddulph, in the County of Middlesex.
3. **THAT** Schedule "B", Map No. 11 to By-law No. 100-2003, as amended, is hereby further amended by changing from the **Future Residential (FR) Zone** and the 'site-specific **Future Residential (FR-1) Zone** to the **Residential Third Density – Holding (R3-H) Zone** those lands outlined in heavy solid lines and described as **R3-H** on Schedule "A" attached hereto and forming part of this By-law, more particularly described as Block 2 and Block 3 as shown on the draft plan of subdivision prepared by G. Douglas Vallee Ltd. Consulting Engineers and Architect dated August 26, 2008, being part of Lot 7, North Proof Line in the former Township of Biddulph, now in the Township of Lucan Biddulph, in the County of Middlesex.
4. **THAT** Schedule "B", Map No. 11 to By-law No. 100-2003, as amended, is hereby further amended by changing from the 'site-specific **Future Residential (FR-1)** to the 'site-specific' **Residential Third Density – Holding (R3-5-H) Zone** those lands outlined in heavy solid lines and described as **R3-5-H** on Schedule "A" attached hereto and forming part of this By-law, more particularly described as Block 1 as shown on the draft plan of subdivision prepared by G.

Douglas Vallee Ltd. Consulting Engineers and Architect dated August 26, 2008, being part of Lot 7, North Proof Line in the former Township of Biddulph, now in the Township of Lucan Biddulph, in the County of Middlesex.

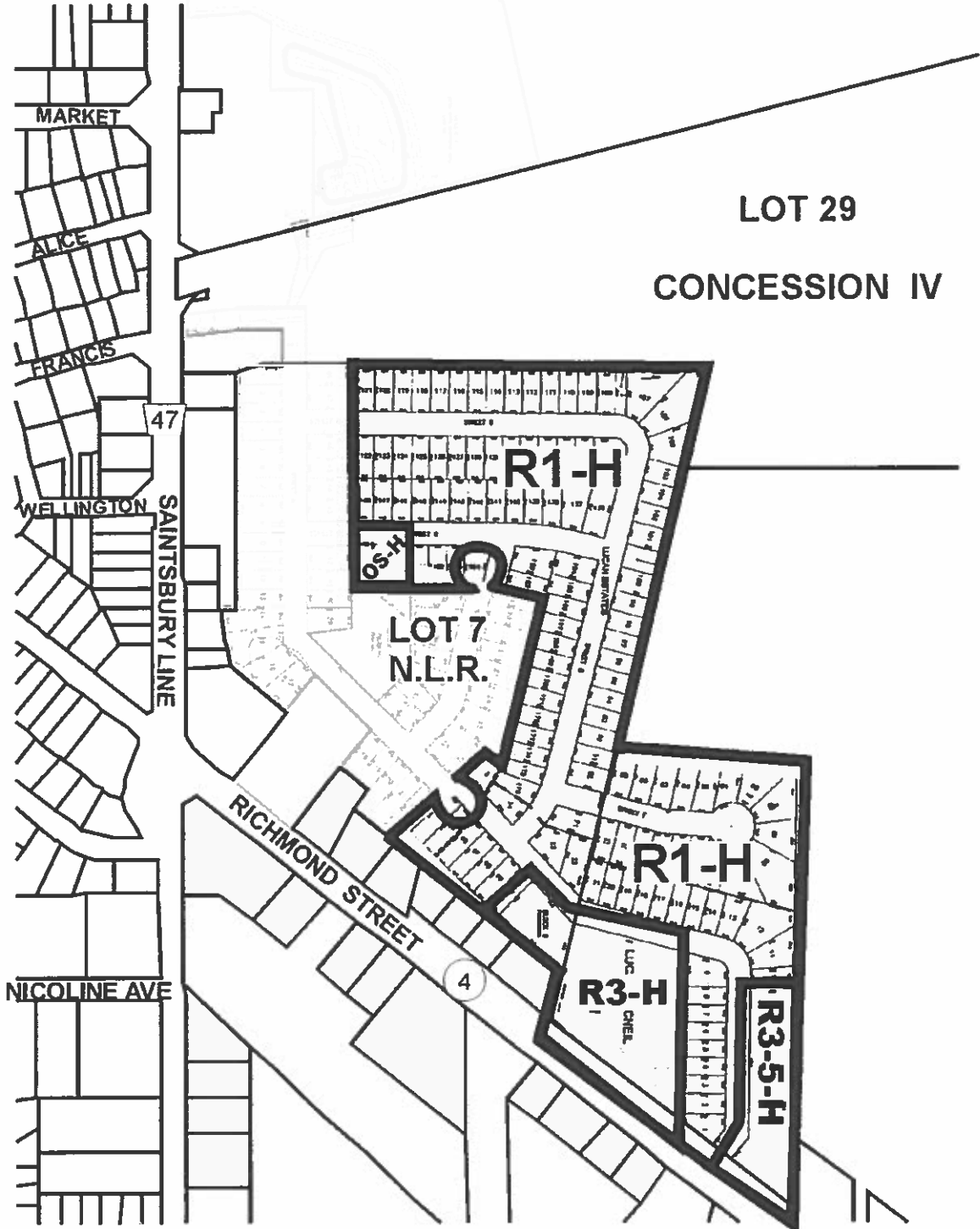
5. **THAT** Schedule "B", Map No. 11 to By-law No. 100-2003, as amended, is hereby further amended by changing from the **Future Residential (FR) Zone** to the **Open Space - Holding (OS-H) Zone** those lands outlined in heavy solid lines and described as **OS-H** on Schedule "A" attached hereto and forming part of this By-law, more particularly described as Lot 149, Lot 150 and Lot 151 as shown on the draft plan of subdivision prepared by G. Douglas Vallee Ltd. Consulting Engineers and Architect dated August 26, 2008, being part of Lot 7, North Proof Line in the former Township of Biddulph, now in the Township of Lucan Biddulph, in the County of Middlesex.

6. **THIS** By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, the By-law shall be deemed not to have come into force until all of such appeals have been finally disposed of, whereupon the By-law (except for such parts as are repealed or amended as so directed by the Ontario Municipal Board) shall be deemed to have come into force on the day it was passed.

READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED AND READ A THIRD TIME AND PASSED THIS 5th DAY OF JANUARY 2009.


DEPUTY MAYOR


CLERK



This is SCHEDULE "A" to By-Law No. 138-2009
 Passed this 5 day of JANUARY, 2009

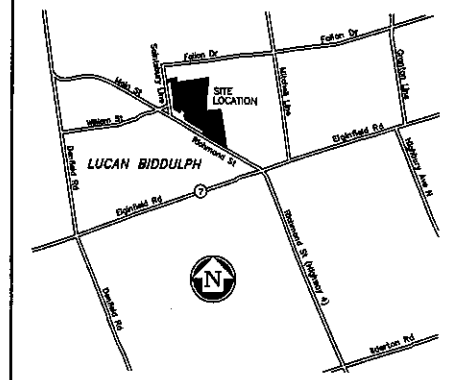
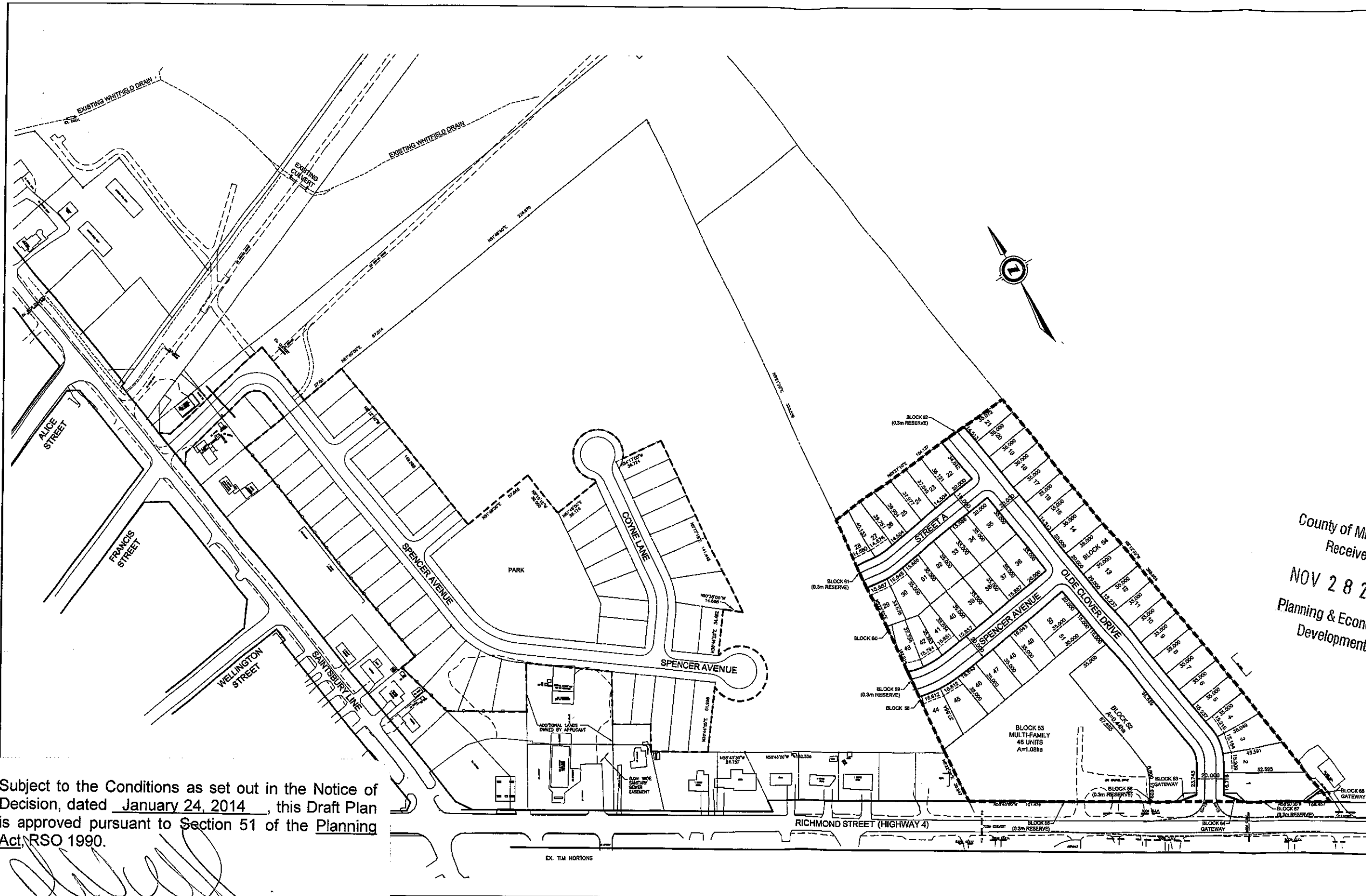
[Signature]
 Clerk

[Signature]
 Mayor



SCHEDULE "A"

Village of Lucan
 Township of LUCAN BIDDULPH



key plan nts

DRAFT PLAN OF SUBDIVISION
39T-LB0702
PART OF LOT 7
CONCESSION 5-N-1-C
TOWNSHIP OF LUCAN BIDDULPH
COUNTY OF MIDDLESEX

OWNER'S CERTIFICATE
We hereby submit this draft plan of subdivision and have authority to bind the corporation.
OWNER: *[Signature]* DATE: NOV. 13/2013

SURVEYOR'S CERTIFICATE
We hereby certify that the boundaries of the land to be subdivided as shown on this plan, and their relationship to adjacent lands are accurately and correctly shown.
[Signature] DATE: NOV. 13/2013
TREVOR D.A. MICHEL, ONTARIO LAND SURVEYOR
MIE OLS LIM.

REQUIREMENTS UNDER SECTION 51(17) OF THE PLANNING ACT

a) AS SHOWN ON PLAN	o) AS SHOWN ON PLAN
b) AS SHOWN ON PLAN	p) PIPED WATER
c) AS SHOWN ON KEY PLAN	q) CLAY LOAM AND SAND
d) SINGLE FAMILY RESIDENTIAL SHOWN ON PLAN	r) AS SHOWN ON PLAN
e) AS SHOWN ON PLAN	s) FULL SERVICES
	t) AS SHOWN ON PLAN

ID	DATE	NO.	TO	DATE

County of Middlesex
Received
NOV 28 2013
Planning & Economic
Development

LAND USE SCHEDULE

LAND USE	AREA IN HECTARES	%
LOW DENSITY RESIDENTIAL (LOTS 1-51)	3.059 ha	52.7%
APARTMENT BLOCK (BLOCK 53) (45 UPH)	1.080 ha	18.6%
TOWNHOUSE BLOCK (BLOCK 52) (35 UPH)	0.448 ha	7.7%
GATEWAY (BLOCKS 63-65)	0.011 ha	0.2%
BLOCKS 54 - 62 BASEMENTS, WOODINGS, RESERVES	0.085 ha	1.5%
PROPOSED ROADS	1.115 ha	19.3%
TOTAL AREA	5.798 ha	100%

NO.	DESCRIPTION	DATE
1	PRE-SUBMISSION	JUNE 07/13
2	APPROVED BIDS/ALOS OUT	APR 12/13
3	PROV. OUT	JUNE 26/13
4	VALUATION IN	JUNE 26/13
5	AS SUBMITTED TO CLIENT	NOV 13/13
6	RE-SUBMISSION	NOV 13/13

LUCAN
2161453 ONTARIO INC.

development engineering
1 : 1250
SCALE
12.5 0 25m

PROJECT NO. **D7101E**
SHEET NO. **DP**

Consulting Civil Engineers
41 Adelaide Street East, 10th Fl.
London, Ontario N6A 3P4
(519) 321-0310

Subject to the Conditions as set out in the Notice of Decision, dated January 24, 2014, this Draft Plan is approved pursuant to Section 51 of the Planning Act, RSO 1990.

[Signature]
Durk Vanderwerff
Manager of Planning

TOWNSHIP OF LUCAN BIDDULPH
BY-LAW NO. 209 - 2017
BEING A BY-LAW TO AMEND BY-LAW NO. 100-2003

216143 Ontario Inc. (39T-LB0702)

WHEREAS the Council of the Corporation of the Township of Lucan Biddulph deems it advisable to amend By-law No. 100-2003;

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

1. **THAT** Section 7.3 to By-law No. 100-2003, as amended, being the Exceptions of the Residential First Density (R1) Zone, is hereby amended by the addition of the following:

- "7.3.8 a) Defined Area
R1-8 as shown on Schedule "B", Map No. 11 to this By-law.
- b) Minimum Lot Frontage 14.5 m"

2. **THAT** Section 9.3 to By-law No. 100-2003, as amended, being the Exceptions of the Residential Third Density (R3) Zone, is hereby amended by the addition of the following:

- "9.3.8 a) Defined Area
R3-8 as shown on Schedule "B", Map No. 11 to this By-law.
- b) Minimum Lot Frontage 16 m
- c) Maximum Height 12 m"

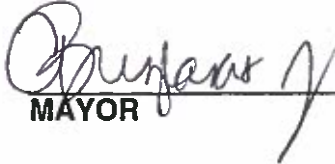
3. **THAT** Schedule "B", Map No. 11 to By-law No. 100-2003, as amended is hereby amended by changing from the Residential First Density – Holding (R1-H) Zone, the Residential Third Density – Holding (R3-H) Zone and the "site-specific" Residential Third Density – Holding (R3-5-H) to a "site-specific" Residential First Density – Holding (R1-8-H) Zone those lands outlined in heavy solid lines and described as "R1-8-H" on Schedule "A" attached hereto and forming part of this By-law, more particularly described as Lots 1 through 46 inclusive as shown on the draft plan of subdivision prepared by Development Engineering and signed by Trevor D.A. McNeil, OLS dated May 11, 2016, being part of Lot 7, Concession NLR (geographic Township of Biddulph) in the Township of Lucan Biddulph, in the County of Middlesex.

4. **THAT** Schedule "B", Map No. 11 to By-law No. 100-2003, as amended is hereby amended by changing from the Residential First Density – Holding (R1-H) Zone to a "site-specific" Residential Third Density – Holding (R3-5-H) Zone those lands outlined in heavy solid lines and described as "R3-5-H" on Schedule "A" attached hereto and forming part of this By-law, more particularly described as Block 48 as shown on the draft plan of subdivision prepared by Development Engineering and signed by Trevor D.A. McNeil, OLS dated May 11, 2016, being part of Lot 7, Concession NLR (geographic Township of Biddulph) in the Township of Lucan Biddulph, in the County of Middlesex.

- 5. **THAT** Schedule "B", Map No. 11 to By-law No. 100-2003, as amended is hereby further amended by changing from the Residential First Density – Holding (R1-H) Zone and the Residential Third Density – Holding (R3-H) to a "site-specific" Residential Third Density – Holding (R3-8-H) Zone those lands outlined in heavy solid lines and described as "R3-8-H" on Schedule "A" attached hereto and forming part of this By-law, more particularly described as Block 47 as shown on the draft plan of subdivision prepared by Development Engineering and signed by Trevor D.A. McNeil, OLS dated May 11, 2016, being part of Lot 7, Concession NLR (geographic Township of Biddulph) in the Township of Lucan Biddulph, in the County of Middlesex.

- 6. **THIS** By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, the By-law shall be deemed not to have come into force until all of such appeals have been finally disposed of, whereupon the By-law (except for such parts as are repealed or amended as so directed by the Ontario Municipal Board) shall be deemed to have come into force on the day it was passed.

**READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED
AND READ A THIRD TIME AND PASSED THIS 5TH DAY OF JUNE, 2017.**

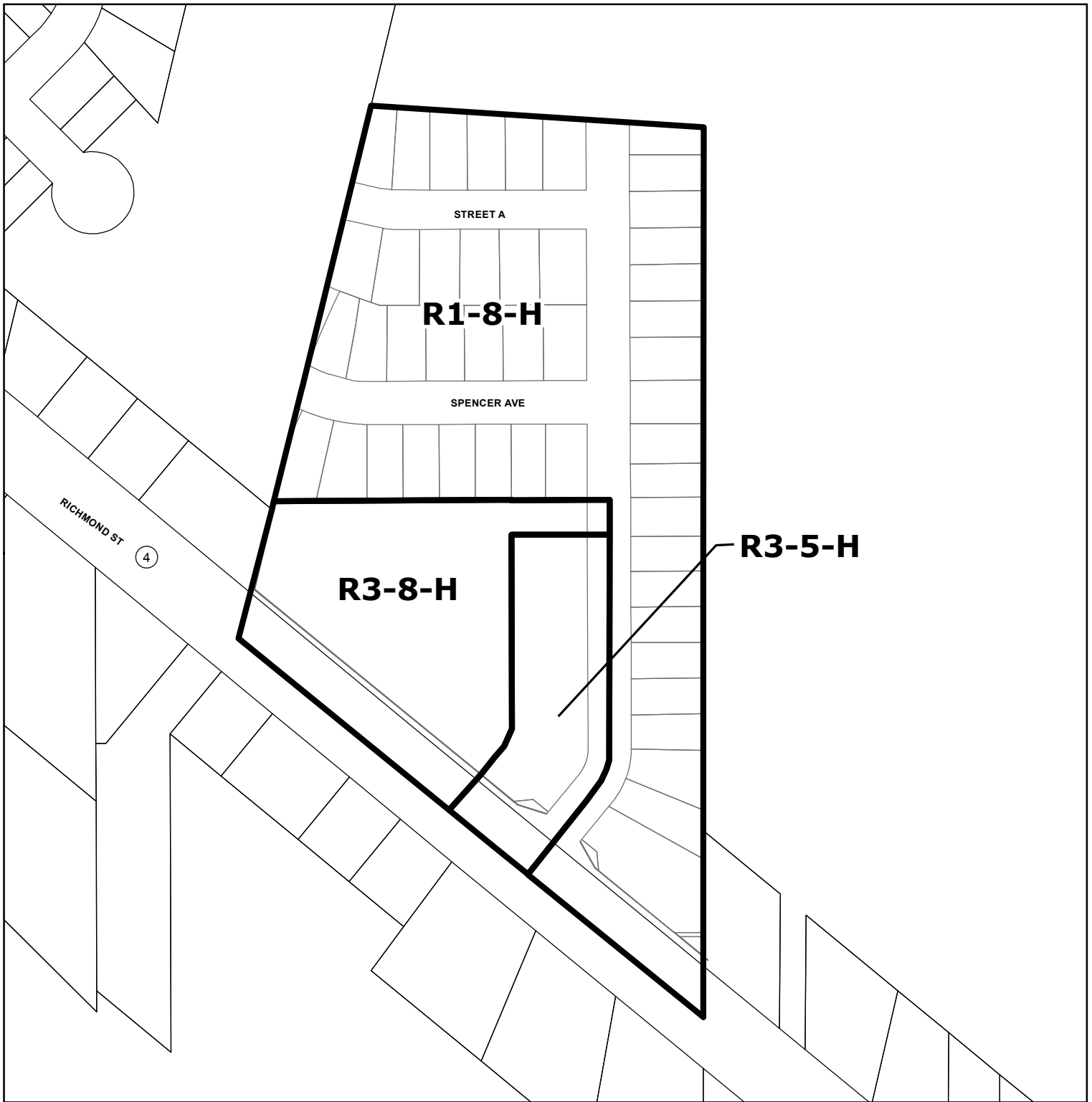

MAYOR


CLERK

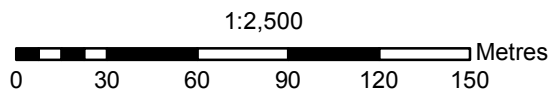
SCHEDULE "A"



Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. 209-2017
 PASSED THIS 5th DAY OF June, 2017.



APPROVED UNDER SECTION 51 OF THE PLANNING ACT,
R.S.O. 1990, c.P. 13 AS AMENDED, BY THE COUNCIL
OF THE CORPORATION OF THE COUNTY OF MIDDLESEX,
THIS 9TH DAY OF January, 2018

[Signature]
DURK VANDERWERFF
MANAGER OF PLANNING-
COUNTY OF MIDDLESEX

PLAN 33M-759

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND
REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF
MIDDLESEX (No. 33) AT 11:11 O'CLOCK ON THE
10TH DAY OF January, 2018 AND
ENTERED IN THE PARCEL REGISTER FOR PARCEL IDENTIFIER
09703-0378 (LT) AND THE REQUIRED CONSENTS ARE
REGISTERED AS PLAN DOCUMENT No. ER1215007

L. VAN BOMMEL
REPRESENTATIVE FOR LAND REGISTRAR FOR THE
LAND TITLES DIVISION OF MIDDLESEX (No. 33)

THIS PLAN COMPRISES PART OF THE LAND SHOWN AS P.L.N. 09703-0378 (LT).

ALL OF SPENCER AVENUE AND PART OF OLDE CLOVER DRIVE, LOT 1, LOT 2, LOT
13, BLOCK 29 AND BLOCK 30 ARE SUBJECT TO AN EASEMENT AS IN
INST. No. E8854373.

PLAN OF SUBDIVISION
OF PART OF
LOT 7
NORTH OF THE PROOF LINE ROAD
(GEOGRAPHIC TOWNSHIP OF BIDDULPH)
NOW IN THE
TOWNSHIP OF LUCAN BIDDULPH
COUNTY OF MIDDLESEX

SCALE 1:750
0 12 24 36 48 METRES

MTE OLS LTD.
ONTARIO LAND SURVEYORS

METRIC:
DISTANCES AND CO-ORDINATES SHOWN ON THIS PLAN ARE IN
METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES:
1) CO-ORDINATES SHOWN HEREON ARE UTM GRID ZONE 17 NAD83 (ORIGINAL)
DERIVED FROM SPECIFIC CONTROL POINT 00819740401 AND 00819740406.
2) DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING
BY THE COMBINED SCALE FACTOR OF 0.99956723.

POINT ID	NORTHING	EASTING
SCP 00819740401	4780174.435	468856.419
SCP 00819740406	4778832.652	468584.789
ORP A	4781278.998	468053.259
ORP B	4781510.355	468076.109

COORDINATES CANNOT, IN THEMSELVES, BE USED TO
RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

LEGEND:

- DENOTES PLANTED MONUMENT
- DENOTES FOUND MONUMENT
- SSIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- IBP DENOTES ROUND IRON BAR
- CC DENOTES CUT CROSS
- CM DENOTES CONCRETE MONUMENT
- OU DENOTES ORIGIN UNKNOWN
- WIT DENOTES WITNESS
- MEAS DENOTES MEASURED
- CALC DENOTES CALCULATED
- MTE DENOTES MTE OLS LTD.
- AGM DENOTES ARCHIBALD, GRAY & MCKAY, O.L.S.'s
- MTO DENOTES MINISTRY OF TRANSPORTATION, ONTARIO
- RP DENOTES REGISTERED PLAN
- NLPR DENOTES NORTH OF THE PROOF LINE ROAD
- NTS DENOTES NOT TO SCALE
- P1 DENOTES PLAN 33M-653
- P2 DENOTES PLAN 33R-18139
- P3 DENOTES PLAN 33R-18857
- P4 DENOTES PLAN 33R-19013
- P5 DENOTES PLAN 33R-18818
- P6 DENOTES PLAN 33R-18501
- P7 DENOTES PLAN 33R-18500
- P8 DENOTES PLAN 33R-18487
- P9 DENOTES PLAN 33R-18438
- P10 DENOTES PLAN 33R-18432
- P11 DENOTES PLAN 33R-18431
- P12 DENOTES PLAN 33R-12155
- P13 DENOTES PLAN 33R-12036
- P14 DENOTES PLAN 33R-295
- P15 DENOTES PLAN MRD-117
- P16 DENOTES PLAN 33R-20004
- P17 DENOTES PLAN 33R-20015
- P18 DENOTES PLAN 33R-19856
- P19 DENOTES PLAN 33M-748
- P20 DENOTES PLAN 33R-20187
- P21 DENOTES PLAN 33R-20213

MONUMENTATION NOTE:
ALL PLANTED BARS ARE IRON BARS UNLESS OTHERWISE NOTED.

OWNER'S CERTIFICATE:
THIS IS TO CERTIFY THAT:
1. LOTS 1 TO 27, BOTH INCLUSIVE, BLOCKS 28, 29, 30, 31, 33 & 34,
THE RESERVES, NAMELY BLOCK 32, AND THE STREETS, NAMELY
SPENCER AVENUE AND OLDE CLOVER DRIVE, HAVE BEEN LAID OUT IN
ACCORDANCE WITH MY INSTRUCTIONS.
2. THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE
TOWNSHIP OF LUCAN BIDDULPH AS PUBLIC HIGHWAY.

DATED THE 9TH DAY OF NOVEMBER, 2018.

2161453 ONTARIO INC.

I HAVE THE AUTHORITY TO
BIND THE CORPORATION

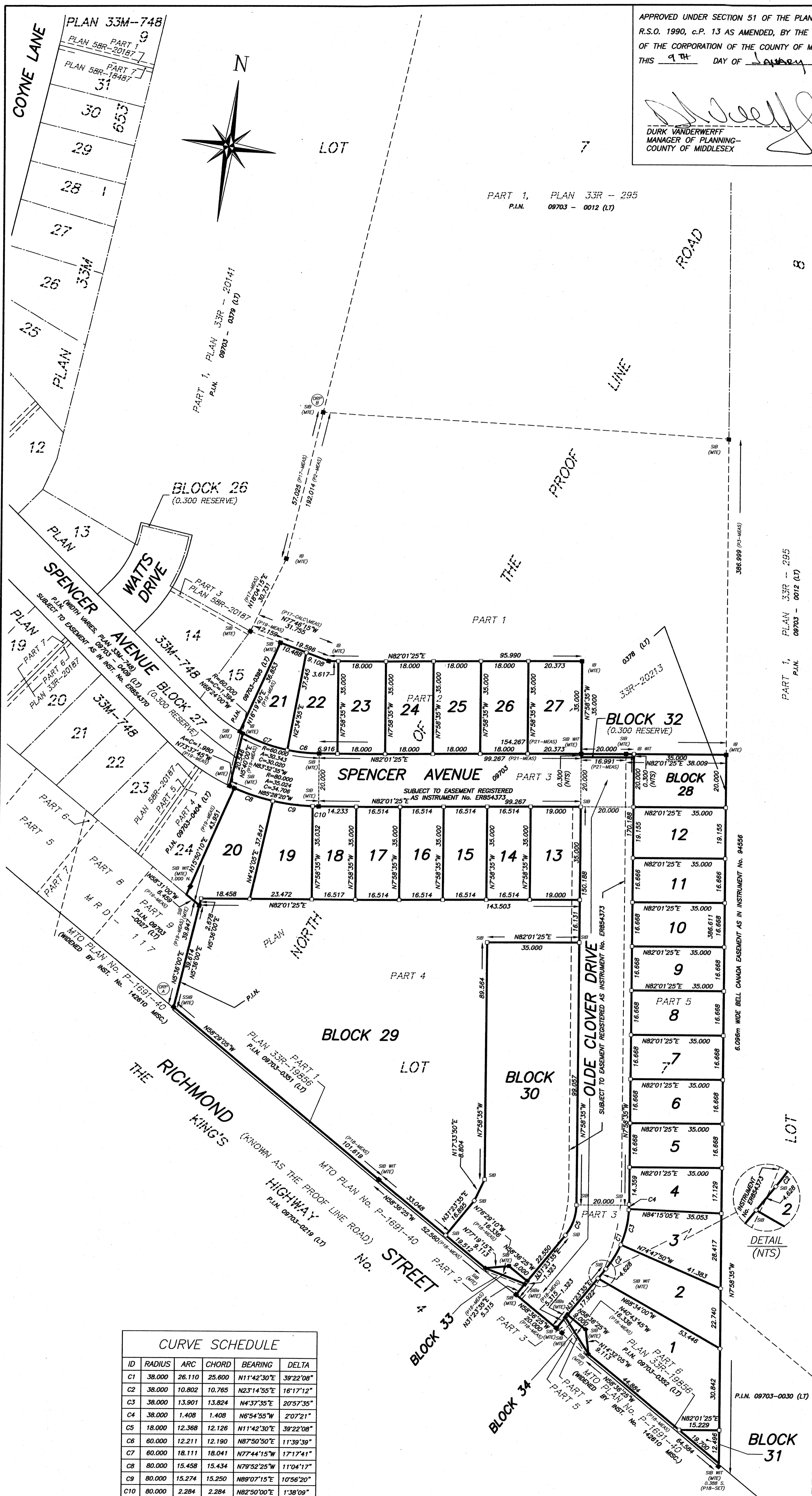
SURVEYOR'S CERTIFICATE:
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE
SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE
REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 30TH DAY OF AUGUST, 2018.

November 1, 2018
DATE *[Signature]* O.L.S.
GAVIN P. T. SEMAN
ONTARIO LAND SURVEYOR

MTE OLS Ltd.

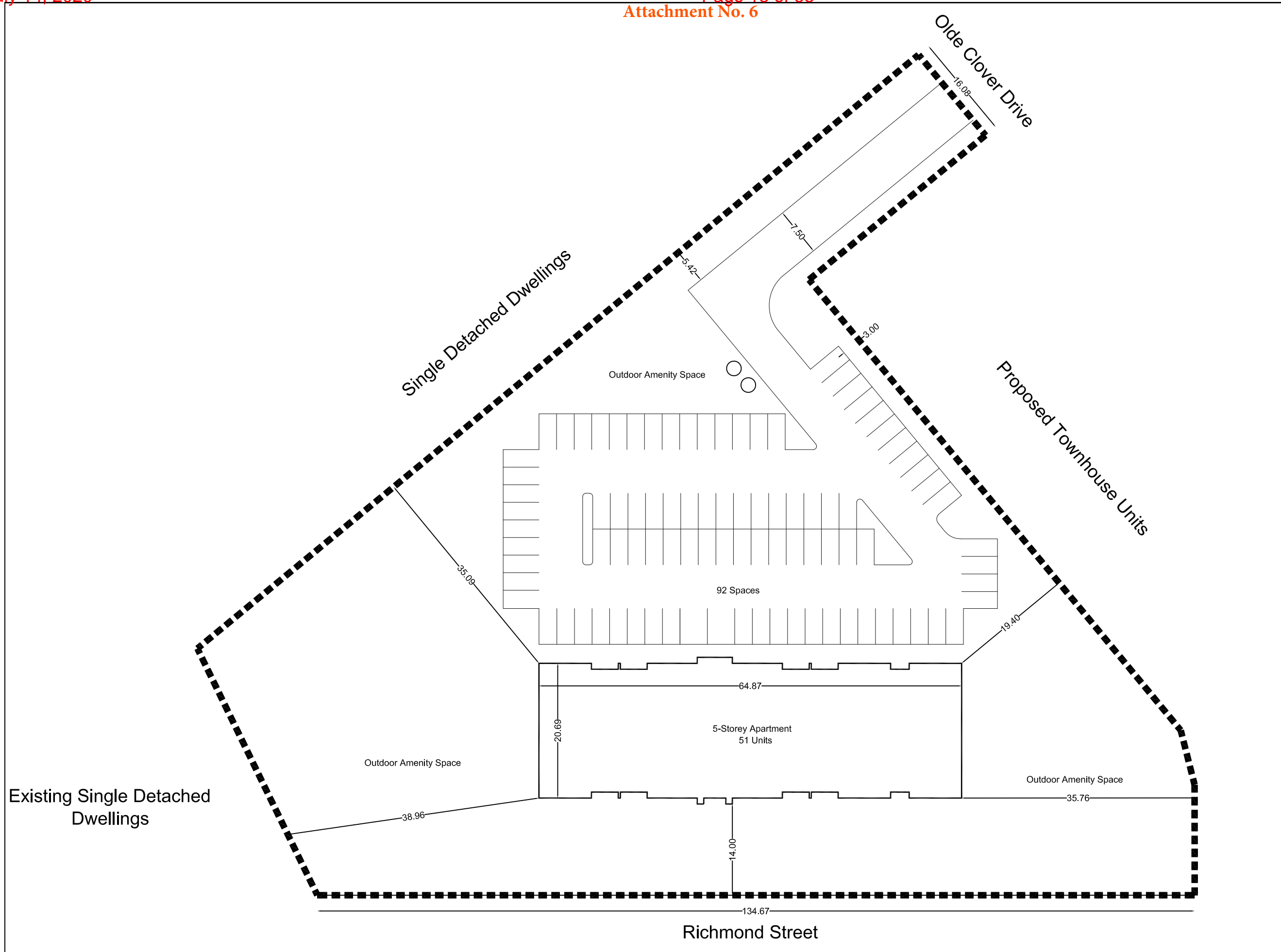
ONTARIO LAND SURVEYORS
385 HOME STREET
STRAITFORD, ONTARIO, N5A 2A5
TEL: (519) 271-7952 FAX: (519) 271-3545

Code File: P:\P\35465\102\35465-102-SBB.DWG C000 - 35465-102-UNGROUND.ASC
Drawn By: B. SHRUSALL Checked By: G. SEMAN, O.L.S. File No: 35465-102-SBB (L)



CURVE SCHEDULE

ID	RADIUS	ARC	CHORD	BEARING	DELTA
C1	38.000	26.110	25.600	N11°42'30"E	39°22'08"
C2	38.000	10.802	10.765	N23°14'55"E	16°17'12"
C3	38.000	13.901	13.824	N4°37'35"E	20°57'35"
C4	38.000	1.408	1.408	N6°54'55"W	2°07'21"
C5	18.000	12.368	12.126	N11°42'30"E	39°22'08"
C6	60.000	12.211	12.190	N87°50'50"E	11°39'39"
C7	60.000	18.111	18.041	N77°44'15"W	17°17'41"
C8	60.000	15.458	15.434	N79°52'25"W	11°04'17"
C9	60.000	15.274	15.250	N89°07'15"E	10°56'20"
C10	60.000	2.284	2.284	N82°50'00"E	1°38'09"



KEY PLAN

**CONCEPTUAL
SITE PLAN**


BLOCK 29
REGISTERED PLAN No. 33m-759
(GEOGRAPHIC TOWNSHIP OF BIDDULPH)
TOWNSHIP OF LUCAN BIDDULPH
COUNTY OF MIDDLESEX

SITE STATISTICS
PROPOSED ZONE R3-8(*)

	REQUIRED	PROPOSED
SITE AREA (min)	1,500 sq.m	10,754 sq.m
LOT FRONTAGE (min)	16 m	16.13 m
LOT COVERAGE (min)	40 %	12.2 %
FRONT YARD DEPTH (min)	8.0 m	n/a
EXT SIDE YARD DEPTH (min)	8.0 m	14.0 m
SIDE YARD WIDTH (min)	3.0 m	19.4 m
REAR YARD DEPTH (min)	10 m	39.0 m
BUILDING HEIGHT (min)	12 m	17.5 m
PARKING SPACES (min)	77 spaces	92 spaces
LANDSCAPE OPEN SPACE	35 %	57 %
DENSITY (max)	n/a	47 UPH

NO.	REVISION	DATE	INITIAL

NO. REVISION DATE INITIAL



Clover Place
Apartments
33318 RICHMOND ST
LUCAN

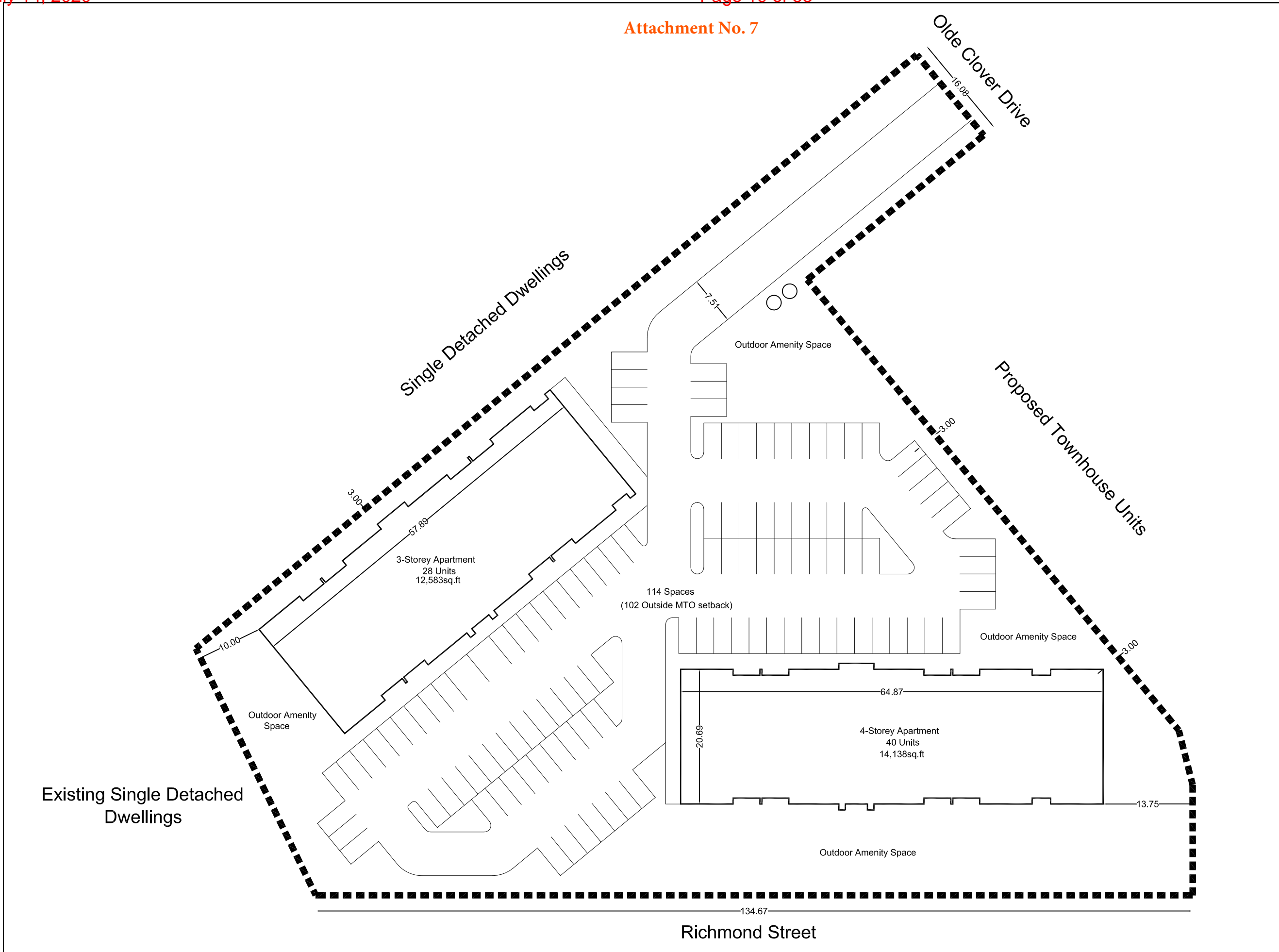
VERHOOG PROPERTIES



356 OXFORD STREET EAST, LONDON, ON, N6A 1V7

DATE: MARCH 2020 SCALE: 1:500

Attachment No. 7



KEY PLAN

CONCEPTUAL SITE PLAN

BLOCK 29
 REGISTERED PLAN No. 33m-759
 (GEOGRAPHIC TOWNSHIP OF BIDDULPH)
 TOWNSHIP OF LUCAN BIDDULPH
 COUNTY OF MIDDLESEX

SITE STATISTICS
 PROPOSED ZONE R3-8(*)

	REQUIRED	PROPOSED
SITE AREA (min)	1,500 sq.m	10,754 sq.m
LOT FRONTAGE (min)	16 m	16.13 m
LOT COVERAGE (min)	40 %	20 %
FRONT YARD DEPTH (min)	8.0 m	n/a
EXT SIDE YARD DEPTH (min)	8.0 m	14.0 m
SIDE YARD WIDTH (min)	3.0 m	3.0 m
REAR YARD DEPTH (min)	10.0 m	10.0 m
BUILDING HEIGHT (min)	12.0 m	12.0 m
PARKING SPACES (min)	102 spaces	114 spaces
PARKING COVERAGE (max)	50 %	44 %
LANDSCAPED OPEN SPACE	35 %	36 %
DENSITY (max)	n/a	63 UPH

** Site layout that complies with all current R3-8 zoning regulations

NO.	REVISION	DATE	INITIAL



Clover Place Apartments
 33318 RICHMOND ST
 LUCAN

VERHOOG PROPERTIES



356 OXFORD STREET EAST, LONDON, ON, N6A 1V7

DATE	SCALE
MARCH 2020	1: 500



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

March 13, 2013

MEMORANDUM

TO: Members of Council
Township of Lucan Biddulph

FROM: Marc Bancroft, Senior Planner

SUBJ: Applications for Draft Plan of Subdivision and Zoning By-law Amendment
2161453 Ontario Inc. (Agent: Kirkness Consulting Inc.)
SUB File No. 39T-LB0702
ZBA File No. 08/2012

Purpose:

The purpose of this report is to consider an application received by the County of Middlesex for a plan of subdivision and an application received by the Township for rezoning to facilitate the proposed plan of subdivision for lands situated in Lucan.

Background (refer Key Map):

The subject lands are located on the north side of Richmond Street (Highway 4) east of Saintsbury Line (County Road 47). Having a total lot area of approximately 5.8 hectares (14.33 ac), the lands are currently vacant, designated Residential and zoned Residential First Density – Holding (R1-H), Residential Third Density – Holding (R3-H) and 'site-specific' Residential Third Density – Holding (R3-5-H). The current zoning is generally based on the initial subdivision application submitted in 2007 under the previous owner.

This revised plan of subdivision (attached) would include 57 lots for single unit dwellings with frontages generally ranging between 15 metres (49 ft) and 17.5 metres (57 ft) for interior lots. The revised plan would also include one (1) multi-unit residential block (for the development of a 3-storey apartment building containing approximately 48 units) and a gateway feature. This subdivision would be accessible by a new street extending north of Richmond Street (Highway 4). The adjacent lands to the west are also subject to an application for draft plan of subdivision (File No. 39T-LB1301) and related rezoning (File No. ZBA 09/2012). The road networks for the subject lands and the adjacent lands would tie into the first phase of the Olde Clover Village subdivision. The subject lands are proposed to be rezoned Residential First Density – Holding (R1-H), 'site-specific' Residential Third Density – Holding (R3-#-H) and Open Space (OS). The R3-#-H zoning is being requested to allow for reduced frontage (30 metres required – 16 metres proposed) and increased height (10 metres maximum – 12 metres proposed) to support the construction of the apartment building. The development would be serviced by the Municipality's water supply system and sanitary sewage system.

Analysis:

The Provincial Policy Statement (PPS), the County Official Plan and the Township Official Plan all require significant development, including plans of subdivision, to occur within fully serviced settlement areas, to demonstrate efficient use of land and infrastructure subject to appropriate forms of density. The aforementioned also encourage a mix of housing types to accommodate a broader demographic. The proposed development generally satisfies the foregoing policy documents.

However, the adequacy of the proposed road network, including connectivity with adjacent lands, is an important land use planning principle that needs to be addressed. A future road allowance block is warranted at the end of Spencer Avenue east of Street B resulting in the elimination of Lot 14 and refinements to adjacent lots to ensure a 20 metre (66 ft) road allowance. The aforementioned future road allowance block should be terminated with a 0.3 metre (1 ft) reserve. As such, it is recommended that the draft plan of subdivision be revised accordingly to the satisfaction of the Township.

No parkland dedication is proposed as the neighbourhood park of approximately 0.94 ha (2.3 ac) dedicated as part of Lucan Estates Phase 1 is intended to satisfy the parkland dedication requirement for subsequent phases, including this subdivision.

As noted in the Agent's Planning Report in support of this proposal, the draft plan includes Block 1 to be developed as a gateway feature to serve three (3) important functions: to create an attractive public realm, especially once the associated trees that are to be planted have matured; to provide a welcoming gateway into the subdivision for both residents and visitors travelling along Richmond Street; and, to contribute to establishing a "sense of place" for residents of the community. Although not specified in the Agent's Report, it is assumed that this block would be dedicated to the Township with future maintenance responsibilities inherited. Provided the Ministry of Transportation is satisfied, the Township Public Works Manager has indicated that this property could facilitate the installation of a Lucan village gateway feature, subject to Township Council approval.

To ensure this development occurs in an efficient manner, the subdivision is proposed to be developed in two (2) phases. The first phase would apply to all of the 57 single detached lots. The second phase is to encompass the development of Block 2 to support the construction of an apartment building. Depending on tenure, a subsequent planning approval (in the form of site plan approval or draft plan of condominium) will be required to allow construction of the apartment building. Phasing matters are best addressed as draft plan conditions.

Agency circulation comments received to date have been addressed or can be appropriately addressed as conditions of draft plan approval. To date, no comments have been received by the public. Subsequent to the agency and public consultation process, staff will advance draft plan conditions for Township Council's consideration.

Process:

Subsequent to the public meeting of Township Council scheduled for March 18, 2013 the following steps shall generally apply in the processing of this proposal:

- **Township Council** – upon a revised draft plan being received, a planning report including conditions of draft plan approval would be presented at a future Township Council Meeting with a recommendation to Middlesex County to grant draft plan approval as the County is the approval authority for draft plans of subdivision;
- **County Council** – the County would render a decision on the draft plan of subdivision subject to draft plan approval conditions;
- **Zoning By-law Amendment** – upon draft plan approval being granted, the Zoning By-law Amendment would be forwarded to Township Council for consideration;
- **Final Approval of Subdivision** – once draft plan approval has been granted, conditions related thereto must be satisfied within 3 years of the approval; once satisfied, final approval can be granted by the County of Middlesex to facilitate plan registration and the sale of lots.

Recommendation:

Although staff is supportive of this proposal in principle, it is respectfully recommended that consideration of the Application for Draft Plan of Subdivision (File No. 39T-LB0702) be deferred pending:

- That the draft plan be revised to accommodate a future road allowance block to support the future extension of Spencer Avenue east of Street "B" to the satisfaction of the Township;
- That subsequently, staff be directed to prepare conditions of draft plan approval for Township Council's consideration having regard for agency and public comments;
- And, furthermore, that consideration of Application for Zoning By-law Amendment (File No. ZBA 08/2012) be deferred pending draft plan approval being issued by the County of Middlesex.

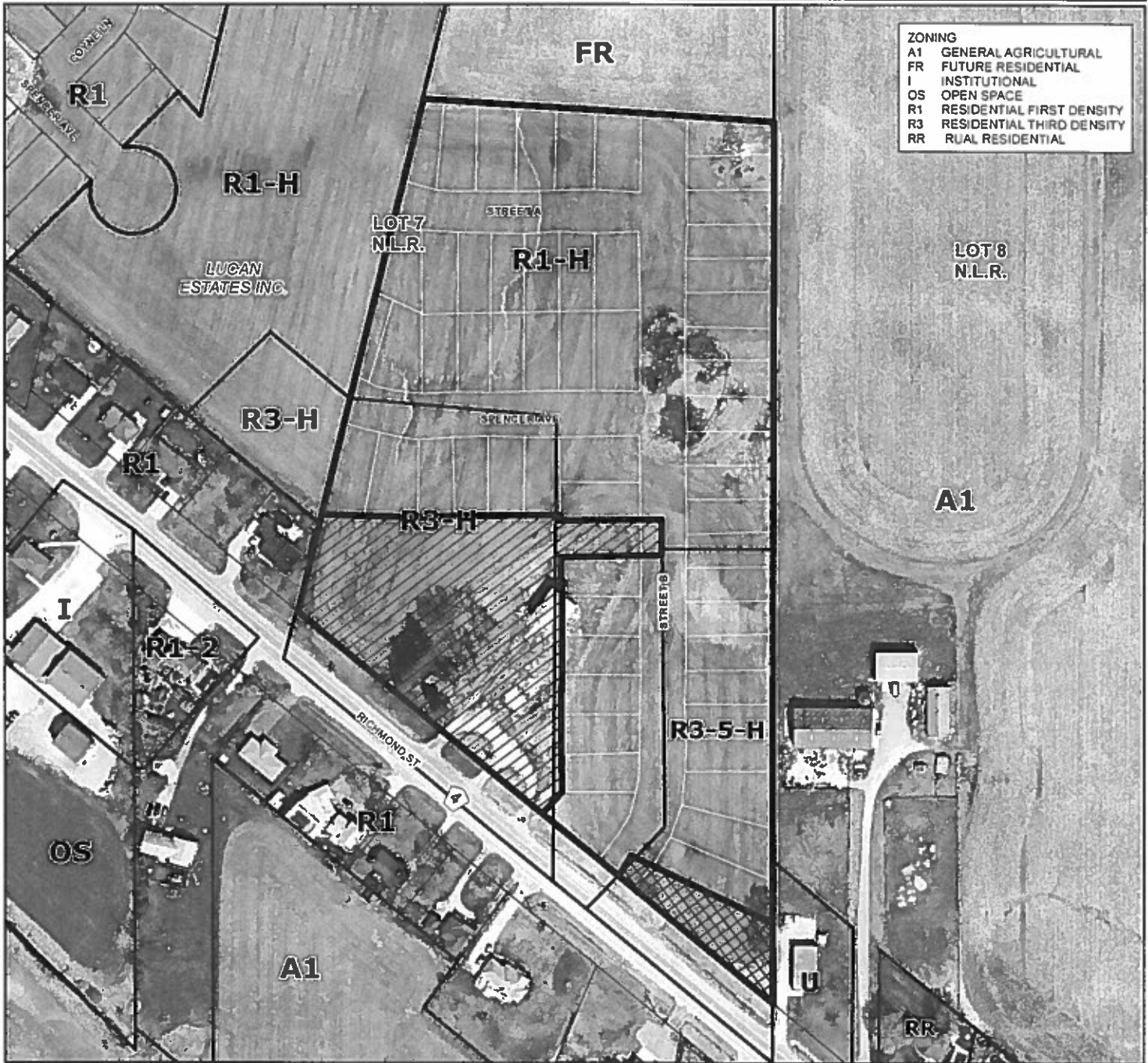
**APPLICATION FOR REVISED PLAN OF SUBDIVISION: 39T-LB0702 &
APPLICATION FOR ZONING BY-LAW AMENDMENT: ZBA 08/2012**

216143 Ontario Inc. (Agent: Kirkness Consulting Inc.)
north side of Richmond Street, east of Saintsbury Line
Part of Lot 7, N.L.R.
Township of Lucan Biddulph



Township of LUCAN BIDDULPH

FIGURE 1



ZONING	
A1	GENERAL AGRICULTURAL
FR	FUTURE RESIDENTIAL
I	INSTITUTIONAL
OS	OPEN SPACE
R1	RESIDENTIAL FIRST DENSITY
R3	RESIDENTIAL THIRD DENSITY
RR	RURAL RESIDENTIAL


Published by the County of Middlesex
Planning and Economic Development Department
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
March 2013

	LANDS PROPOSED TO BE REZONED RESIDENTIAL FIRST DENSITY - HOLDING (R1-H)
	LANDS PROPOSED TO BE REZONED 'SITE-SPECIFIC' RESIDENTIAL THIRD DENSITY - HOLDING (R3-#-H)
	LANDS PROPOSED TO BE REZONED OPEN SPACE (OS)
	Zone Boundary (Township of Lucan Biddulph Comprehensive Zoning By-law)
	County Road

1:2,500
0 20 40 60 80 Metres
ORTHOPHOTOGRAPHY: SWOOP 2010
Disclaimer: This map is for illustrative purposes only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.

ntis

key plan



DRAFT PLAN OF SUBDIVISION

(TOWNSHIP OF LUCAN BOROUPH) COUNTY OF MIDDLESEX

OWNER'S CERTIFICATE

SURVEYOR'S CERTIFICATE

REQUIREMENTS UNDER SECTION 51(17) OF THE PLANNING ACT

LAND USE SCHEDULE

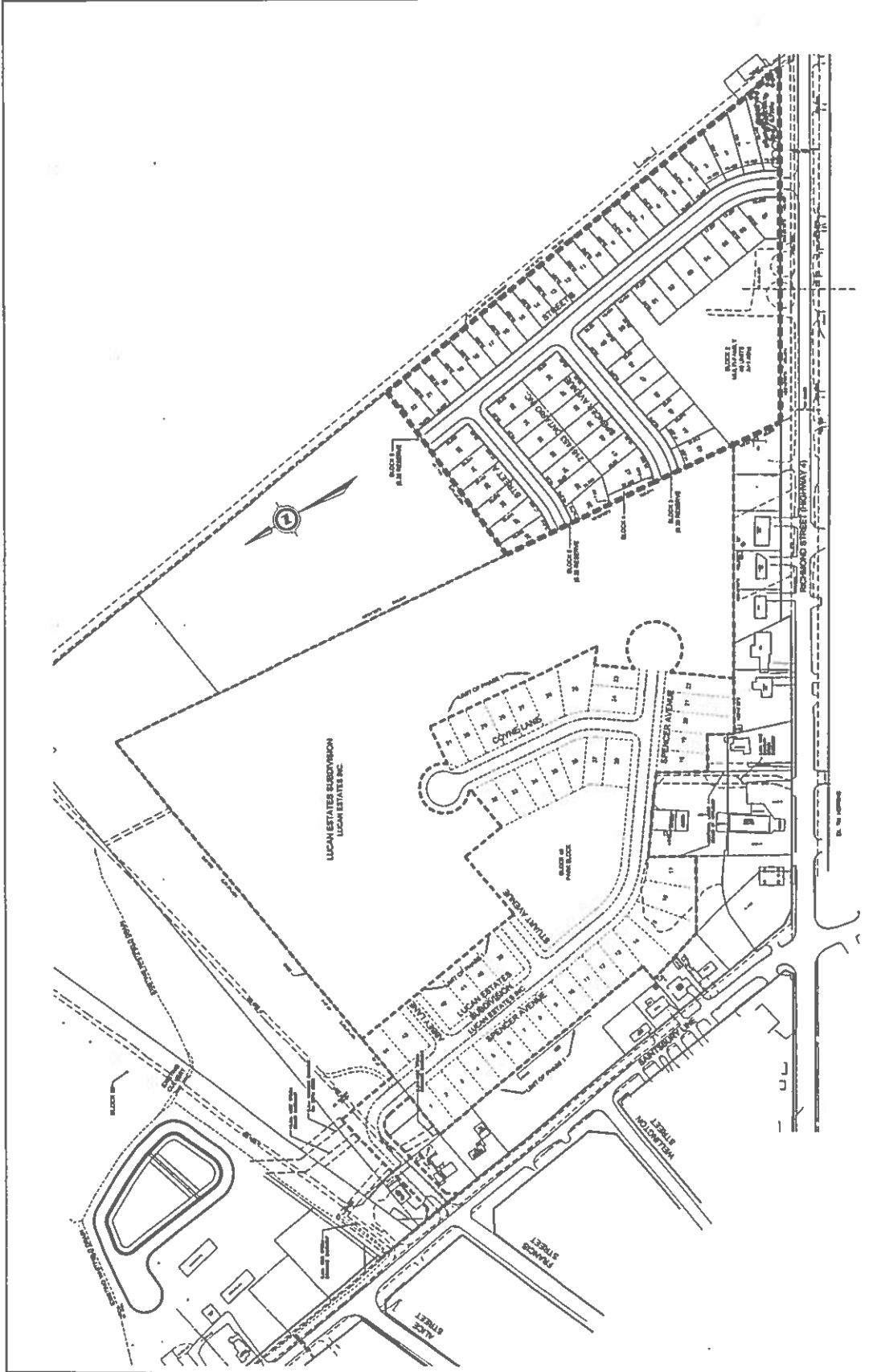
LUCAN 2181453 ONTARIO INC.

Development Engineering

1:1250

D7101E

DP





1647 Cedar Creek Crescent, London, Ontario N5X 0C8
 TEL: 519-672-6550 FAX: 519-672-4290
 Laverne@kirknessconsultinginc.ca
 www.kirknessconsultinginc.ca

Marc Bancroft, MPL, MCIP, RPP
 Senior Planner
 County of Middlesex
 399 Ridout Street North
 London, ON N6A 2P1

*County of Middlesex
 Received
 JAN 25 2013
 Planning & Economic
 Development*

January 25, 2013

Subject: 2161453 Ontario Inc. Subdivision - Proposed Multi-Unit Residential Block, Ode Clover Estates, Lucan Ontario.

Dear Mark:

As per your request, please find attached a conceptual site plan for a proposed multi-unit residential block within the planned 2161453 Ontario Inc. subdivision along Richmond Street (Kings Hwy. 4) in the Village of Lucan. The proposed multi-unit residential block will compromise a 3 storey apartment building with 48 units. 72 parking spaces are provided on site.

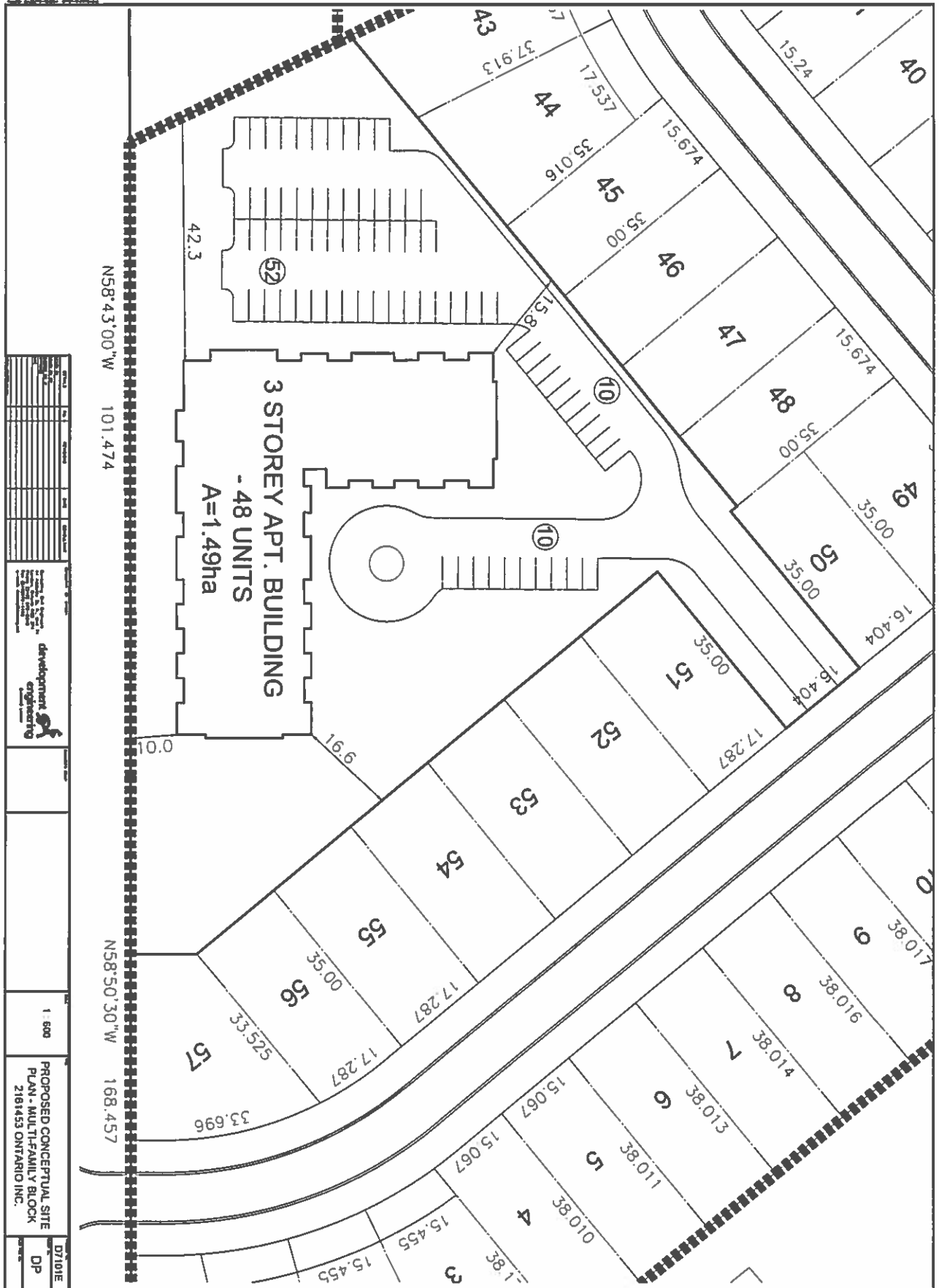
The apartment building, as currently proposed, is able to meet the all but two of the Residential Third Density (R3) Zone regulations, however two zoning provisions are not met. These are as follows:

1. Minimum Lot Frontage: 30m required, 16m proposed;
2. Maximum Height: 10m maximum, 12m proposed, as it is likely 9 and 10 foot ceilings would be constructed within the units as today's market desires;

Please consider this letter as an update and change to the application for rezoning - submitted in December 2013. Should you have any questions, or require additional information, do not hesitate to contact me.

Sincerely,
 Kirkness Consulting Inc. Urban and Rural Planning

 Per Laverne Kirkness, BES.RPP.MCIP.
 Encl:



From: [Tina Merner](#)
To: [Dan FitzGerald](#); [Cathy Burghardt-Jesson](#); [Dave Manders](#); [Councillor Daniel Regan](#); [Councillor Peter Mastorakos](#); [Alex Westman](#)
Cc: [Ron Reymer](#)
Subject: FW: File No. ZBA 6-2020 Application for Zoning By-Law Amendment
Date: Thursday, June 11, 2020 1:03:53 PM

Please see the attached correspondence received from a resident regarding ZBA-6-2020

Tina Merner, Deputy Clerk

Township of Lucan Biddulph, 270 Main St., Box 190, Lucan, ON N0M 2J0
519-227-4491 ext. 23
www.lucanbiddulph.on.ca

From: Charles Taggart [mailto:cncctaggart@gmail.com]
Sent: Thursday, June 11, 2020 12:59 PM
To: Tina Merner <tmerner@lucanbiddulph.on.ca>
Cc: Cathy Burghardt-Jesson <cbjesson@lucanbiddulph.on.ca>
Subject: File No. ZBA 6-2020 Application for Zoning By-Law Amendment

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

Good Afternoon Mayor Burghardt-Jesson and Lucan town Council,

Please forward to Lucan City Council & Planning Staff.

In regards to the application for zoning by-law amendment (file no. ZBA 6-2020) we would like to have our following concerns considered in the public meeting regarding the same scheduled for Tuesday, June 16th, 2020 @ 6:00pm.

- When deciding to relocate to Lucan from St.Thomas in March 2019 it was our intention to settle in a small rural community with a family setting and distance ourselves from the uncertainty and unsettledness you get from the larger cities. We don't feel that placing a 5 storey apartment building where tenants have nothing invested will continue to uphold the family setting Lucan and its longtime residents are accustomed to. Had we have known this was the intention for this particular piece of property we would have opted to not build our home here. In our site map as well as direction from our realtor, this parcel of land was scheduled for a "small strip like one level commercial building".
- If the proposed 5 storeys are allowed, the number of vehicle traffic, noise, and emissions will have a negative affect on our health and lives.
- With an apartment building of any level there will be a need to house multiple garbage dumpsters outside that could hold rotten and decaying garbage for up to 7 days at a time, which will most definitely have a negative impact on our quality of life and the air we breathe.
- It is also our concern that a building with 5 storeys will make a huge negative impact on any privacy we have in our yard, as well as a security concern, when that many temporary residents are able to have a birds eye view of anything and everything in our backyards.
- We feel that the current value of our home will depreciate immensely with a "big town" high rise sitting right in our backyards.

It is our sincere hope that the Lucan town Council and Planning Staff will reconsider such a decision that will change the small town peaceful longtime reputation of Lucan, as well as the streetscape upon entering it. An apartment building with temporary residents in time will be nothing more than an eye sore upon entering the town.

Sincerely,
Charlie and Cindy Taggart



Dan FitzGerald

To: Planning
Subject: RE: Zoning Amendment ZBA-6-2020 June 16,2020 Meeting follow up

From: Charles Taggart
Sent: Tuesday, June 23, 2020 9:19 AM
To: Planning <planning@lucanbiddulph.on.ca>
Cc: Cathy Burghardt-Jesson <cbjesson@lucanbiddulph.on.ca>; Ron Reymer <rreymer@lucanbiddulph.on.ca>
Subject: Zoning Amendment ZBA-6-2020 June 16,2020 Meeting follow up

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Good Morning,

In regards to the June 16th, 2020 meeting, specifically "Zoning Amendment Application ZBA-6-2020, PL-06-2020 Zoning Bylaw Application - Richmond St, Block 29 Plan 33M759", I would like to make the following comments.

- Firstly, we are completely offended by the (11th hour) sketch provided by the developer showing 2 apartment buildings, one being backed directly onto the property lines of our properties. We feel that this is nothing more than a threat and bullying tactic that if we don't agree to the proposed 5 storey building, this was the alternative. Which explains why the developers were back in our neighbourhood on the evening of Monday, June 22nd apologizing for "lying" to us, but really didn't mean to lie?
- Secondly, I find it very poor planning that if council allowed the rezoning of this parcel of land back in 2017 they didn't first allow the said "17.5 metre" building to be built, before allowing the construction and sale of the adjoining subdivision. This gives the buyers of the single family homes in the subdivision the right to decide themselves if they so choose to live where a 5 (equal to 6 storey) building resides in their backyards. This is exactly the situation on the outskirts of London (Hyde Park Rd & Fanshawe) where the apartment buildings were constructed and then began the development of adjoining properties as single family homes. It is completely unfair to the existing home OWNERS to have such a building built in such close proximity to their home, that they understood would be surrounded by the single family detached homes. Where does "The policy (Section 2.1.5.5) further clarifies that intrusion into existing residential areas of predominantly single unit dwellings be discouraged and compatibility with the character and design of the neighbourhood is expected" come into effect?
- Thirdly, since the plan is to meet a 20 percent target of affordable housing (even though the developer lied and told us there would be zero, it was intended for all "high end") this location is not within proximate access close to commercial areas, schools, parks and municipal services without walking down the side of the extremely busy Richmond Street, should any of the tenants requiring affordable housing, not be able to afford to own a vehicle.
- And lastly, I think it is very important for council to strongly consider, if they do allow this urban style building to be built at the entrance into the "small town" village of Lucan, you have forever changed the look, character, and history of Lucan. There is no going back! Are you as a council confident that this is what the residents of Lucan want, or have you even asked. From what we've learned from the signatories of the recent petition, the majority do not want this.

Thank you for your time,
Sincerely,

Charlie and Cindy Taggart
119 Spencer Ave,
Lucan, ON

From: Kelsey Bates-Hudson [mailto:k.bates15@hotmail.com]
Sent: Friday, June 12, 2020 7:38 PM
To: dfitzgerald@middlesex.ca
Cc: Tina Merner <tmerner@lucanbiddulph.on.ca>
Subject: File No. ZBA 6-2020

To the Township of Lucan Biddulph,

I am writing in reference to the Application for a Zoning By-Law Amendment (File NO. ZBA 6-2020) for block 29 on Plan 33M759. As a resident of Olde Clover Village, at 117 Spencer Ave, I am strongly opposed to increasing the maximum number of floors to a five (5) storey apartment building for various reasons.

My family and I recently moved to Lucan at the end of January thrilled about moving away from the city life in London to establish our young growing family in a safer and quieter town. To our disappointment, we were just notified about the plans to build a towering apartment just on the other side of our backyard. We moved to Lucan to get away from the sights and sounds of the big city only to come to terms with the fact that we may end up looking out our back window at a high-rise apartment. The following are the reasons I feel that a 5 storey apartment would not be appropriate for the residential lot next to our backyard:

1. **Traffic:** Prior to the completion of phase 2 in Olde Clover Village, a right turning lane had to be added on Richmond due to the increased traffic coming into this neighbourhood. With the entrance to the apartment parking lot off of Olde Clover, there is going to again be a significant increase in traffic flow coming in and out of the neighbourhood causing ongoing congestion. We already find that people are driving too fast through the neighbourhood with many young kids out playing and now we are looking at this happening more frequently with a potential of an extra 92 vehicles travelling through the neighbourhood.
2. **Noise:** The more traffic in the neighbourhood is bound to generate more noise. The large parking lot of 92 spaces will certainly infringe on the quiet we were seeking out when moving to Lucan as we will be forced to listen to the continuous noise of car doors slamming, tires screeching, car alarms beeping etc. Beyond car traffic, will be simply the noise created by the volume of people residing in a 51 unit apartment building going about their daily activities.
3. **Garbage:** We know that there will be large garbage bins in the parking lot that will be very stinky. The large amount of waste generated by the residents in a 5 storey apartment will certainly leave us dealing with terrible odours and regular visits from rodents.
4. **Safety:** We have concerns about what clientele will be residing in these apartments. There is already an issue with car break ins throughout the neighbourhood and now we are looking at potentially increasing the likelihood of crime. A huge draw of moving to Lucan was how safe we were told it would be for our young children. A 5 storey rental apartment building may bring in a certain clientele that will tarnish the reputation Lucan has of being a safe town with a strong

sense of community. These are residents who are renting and not establishing their roots in Lucan or feeling as invested in the community as us homeowners do.

5. Eye sore: At this point in time, Lucan does not have any buildings higher than 3 stories and we would be very disappointed to see that change. A high-rise apartment building situated right at the entrance of town is going to be a terrible eye sore to visitors and to those coming home. Most of us commute for work and find the country drive to be a very calming and relaxing way to come home. A large apartment building at the end of a peaceful drive is certainly undesirable. Even more undesirable is the idea of looking out our patio door or bedroom windows at a high-rise apartment. If that was what we wanted to look at, we would have stayed in London.

5: Value of home: The over half a million-dollar home we just bought will not increase in value the way we anticipated with an apartment building in our backyard. Not only will it affect the value of the homes near to the apartment but will have a spiral effect on all of the homes within Olde Clover Village. If our home sells for less money now, it only drives down the prices of the other homes in the neighbourhood.

6. Sunlight: A 5 storey apartment building is going to block out a significant amount of sunlight which in turn effects the cost of heating our homes, growing our gardens etc.

7. Privacy: Coming to a small town you expect to have more space and more privacy on your lot with houses not crammed beside each other and high-rise apartments nowhere in sight. We definitely have the lot size but will now be losing the privacy with an apartment building towering over our backyards. This leaves me feeling uneasy about the safety of my children, my dog and our personal property knowing how many people will be able to see into our yard and the windows of our home.

8. Conflict of interest: We are aware that the mayor's husband owns his own kitchen cabinet business and wonder if the expansion of this building is having financial benefits for the mayor and her husband's business who may be contracted to do the work for the building.

We were initially told that we would have 1 floor condos going up behind us so the notice of this apartment building comes as a shock. I feel strongly that a 5 storey apartment building is not appropriate for the lot at Spencer Ave and Old Clover. I hope you take into serious consideration how this high-rise apartment building will look to all those travelling through Lucan, residing in Lucan or future potential buyers looking to move to Lucan. This is my home now and I am passionate about looking out for what is best for my family and my community, now and in the future.

Thank you for your attention to this matter,
Kelsey
519-868-1589

From: Phylis U'Ren <phylis.uren@gmail.com>
Sent: Tuesday, June 16, 2020 2:46 PM
To: Joanne Latta <jlatta@lucanbiddulph.on.ca>
Subject: Verhoog & North End DevelopmentallyProposals.

Dear Joanne,

Please forward this to whom it may concern for the Council meeting tonight & the 25th. Thank you.

I have read the proposed amendments and viewed the site plans and concepts. I recognize that concepts are conceptual.

1. Height is definitely a dimension that will be noticed in a town that has had a 3-story limit forever. In larger urban centres the height increases as you get to the centre, and as long as we don't allow height amendments to affect the town centre and adjacent neighbourhoods, I believe the height issue will have little affect on our small town character.

2. Density and the Percentage of Landscaped Open Space are the 'dimensions' that will have the greater affect on Lucan's small town feel.

I note that the Verhoog proposal (17 m building) and the proposal for the North end are very different in their site plan concepts and in their numbers (ie: lot coverage, density, % of landscaped open space, parking). The number of needed amendments for the North end are of concern to me. I am not concerned with the impact of the Verhoog proposal as it appears in the Concept plan.

3. I attended a meeting last year with regard to increasing the Settlement Area for the Town, and also our need to increase our Sewage capacity. Studies were to be done and Provincial approvals needed for expansion... I'd like to know what the status of these two are and what if any affect they'd have on these proposals or their approval.

4. Lucan is a lovely town and many folk are interested in being here with us. Most of our growth has been in the form of single family dwellings. I think we could benefit from a greater choice of housing and we also need affordable housing. When allowing apartment buildings on the edges of our town (especially if we have to 'amend' to allow for what's offered) I would hope that we ease into it ... by-law standards are there for a reason.

Please keep me informed by email about these issues.

Thank you for your time.

And take care of yourselves in these crazy times!

Phylis U'Ren
1-178 Main Street
226 236 1662

--

Phylis

From: jbourne [<mailto:jbourne@sutton.com>]
Sent: June 15, 2020 11:49 AM
To: Ron Reymer <rreymer@lucanbiddulph.on.ca>
Subject: New 5 story apartment in Lucan, Olde Clover Village

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

Good afternoon,

As a resident of Olde Clover Village, I've been asked to share my perspective. I do not have an issue with the 5 story apartment. I think affordable housing is needed in Lucan and I appreciate that this design is tastefully done. My husband is English and we have family and friends planning to move to Canada bringing great skills in the trades. We are excited at the possibility of having somewhere in town they can live to be close to us.

I do believe that a petition was likely not representative of the neighbourhoods perspective because the man conducting it was very difficult to get rid of and persistent despite me sharing my perspective multiple times. I explained to him that I have worked in real estate for 12 years and have substantial experience in home evaluation and even after that he continued to teach me about how this apartment will effect my home value on Coyne Lane.

I understand that some residents may not have been aware of an apartment when they built and so they are resisting this extra floor as a result. From what I can see this design is the most tasteful option with the smallest footprint, allowing for more greenspace.

Jillian Bourne
115 Coyne Lane, Lucan
226-237-4413

Dan FitzGerald

To: Ron Reymer
Subject: RE: Zoning by-law. Letter

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Lucan Council and Planning Staff. In regards to the application for zoning by-law amendment (file no. ZBA 6-202) I would like to have my thoughts considered in the public meeting for Tuesday, June 16th, 2020 at 6:00pm.

I do not live near, or around this building, but would like to state that any private sector investment into the community should be considered a very good opportunity for the town to grow. Private sector investment will keep on giving to the community participating in community fundraising.

The town is in need of new units that are cost effective for young family's starting out, and older retired farming residents. The current buildings of this nature have waiting lists in the town. Cost effective residence of this nature fits the provincial plan.

As a business owner that works on these types of buildings on a regular bases the building codes have changed drastically and do protect the residence of the building as well as the homes near by. The amendment to the 17.5 meter height will however, allow for 6 stories to be built. My only concern would be that the after the 17.5 meter amendment the plan will be changed to accommodate 6 stories.

I am in favor of all investment into reasonable cost residences in all small towns where there is a high demand.

Thanks for your time.

--

Don Oudekerk

Dan FitzGerald

To: Ron Reymmer
Subject: RE: Planning Public Meeting & Council Meeting Confirmation

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Ron,

Thank you for getting back to me and I will try to be in on the meeting. Upon talking to Adam and Sarah Verhoog in regards to the proposal as a resident that will be looking out my front window at this building I decided that the proposal is much better suited for the location and will look much better than the original. Also, it will service our community better as being esthetically better to the eye, the greenspace, allotment for parking and snow removal was my main concerns. These were all meet after talking to the Verhoogs. The footprint of the proposed building makes way more sense than the original with only a marginal difference in height. I would also like to say that the petition going around must be looked into for verification. People have signed it just to get away from the pressure of the person doing the petition along with under age signatures. If this could be forwarded to the Council in regards to passing this application it would be appreciated. I think the town needs this along with something the neighborhood is happy with looking at. The Verhoogs are also a local family that would not want to disrespect the town or put them in any position to further their business ventures.

Brian Kelley/ Heather Nunns

Dan FitzGerald

To: Ron Reymer; Tina Merner
Subject: RE: Letter of support for the Verhoog Apartment project

From: Mike Fletcher
Sent: Tuesday, June 16, 2020 2:17 PM
To: Ron Reymer <rreymer@lucanbiddulph.on.ca>
Subject: Letter of support for the Verhoog Apartment project

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Mayor Burghardt-Jesson and Lucan town Council,

I am writing this in regards to the zoning amendment application for file no. ZBA 6-2020

The proposed amendment is for the Olde Clover subdivision. This is an upscale subdivision. The proposed amendment is well suited to the current development. The units proposed are larger luxury units. The five story amendment allows for larger units while keeping a smaller footprint. This in turn allows for great outdoor amenity space and parking which fits with the Lucan community. This will also keep the building away from the current single dwelling lots, allowing residents more privacy.

Adam and Sarah Verhoog are already property owners in Lucan Biddulph that have shown their commitment to fixing up the properties that they have purchased inside and out to allow for their tenants to have great places to live. In my opinion this development is a positive for our community by supplying much needed rental units for our citizens. With the track record these two folks have shown and proven over the years I cant understand why anyone would be against a project that has so much benefit for our community.

Thanks

Mike Fletcher

Dan FitzGerald

To: Arnie Marsman
Subject: RE: Clover Place Apartments

From: Mary Chapman
Sent: Wednesday, June 24, 2020 10:36 AM
To: Arnie Marsman <marsmana@middlesexcentre.on.ca>
Subject: Clover Place Apartments

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

Hello Mr Marsman,

My name is Mary Chapman. We recently took possession of 107 Spencer Ave. We live immediately in front of the proposed Clover Place Apartments. As our backyard backs the apartments, I wanted to voice my thoughts.

If you are not the correct person to receive these comments, please forward to the correct person.

Ideally, we would prefer greenspace or a pond in that parcel of land. However, as it stands we prefer the 5-story apartment instead of 2 buildings.

For one thing, the 5 story building gives us a large distance between our yard and the apartment balconies. We would much rather have a parking lot and trees immediately on the other side of our back fence.

The original plan puts a building mere feet from our yard. It would be so uncomfortable having tenants looking into our yard from their apartments.

Also, with a bigger parking lot, there will likely be less street parking for visitors.

I sincerely hope you will see that the new 5-story plan is better for everyone.

Please feel free to reach out to me with any questions.

Sincerely,
Mary Chapman

Dan FitzGerald

To: ANDY MATT
Cc: Tina Merner
Subject: RE: Purposed apartment

From: ANDY MATT
Sent: Thursday, June 25, 2020 9:36 AM
To: Dan FitzGerald <dfitzgerald@middlesex.ca>
Subject: Purposed apartment

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I would like to have my voice heard about why we should not have the building go up.

One of the joys about Lucan is that when you first entire from London is a relaxing feeling that you live in a small town away from the city. The town is beautiful as it is and the township has done a great job of keeping it looking well. Any time I am asked about the town of Lucan I always say how quite and wonderful the town is. It would be a shame if this build was allowed to proceed and in my eyes ruin the reputation and look that makes Lucan the town I call home.

[Sent from Rogers Yahoo Mail for iPhone](#)

Dan FitzGerald

To: David Burt
Subject: RE: Proposed Apartment Development at 33318 Richmond Street, Lucan

From: David Burt
Sent: Thursday, June 25, 2020 12:02 PM
To: Dan FitzGerald <dfitzgerald@middlesex.ca>
Cc: cbjesson@lucanbiddulph.on.ca; awestman@lucanbiddulph.on.ca
Subject: Proposed Apartment Development at 33318 Richmond Street, Lucan

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

Good Day,
We are writing in regards to the proposed apartment development at **33318 Richmond Street, Lucan.**

As nearby residents that would be directly affected by this proposed development, we would like to bring to your attention several key issues and concerns that we have; some of which will likely already have been brought up by other residents.

Specifically, our concerns with this proposed development are primarily centered on issues of parking, increased density issues, and preserving the history and aesthetic of the small town of Lucan.

It is our understanding that apartment buildings in Lucan are currently permitted to a maximum height of 10 meters (3 storeys). The proposed development seeks to build either one 5 storey building (approx. 17 meters) or two 4-storey buildings, both of which would exceed the current zoning heights. In the case of the latter, these issues would be further exacerbated by the increased density of 78 units instead of 51 units, 118 parking spaces instead of 92, and the larger footprint of having 2 buildings on the property instead of 1. We have already been approached by 2 representatives of this project, who both intimated that we must opt for the taller 5 storey building if we don't wish to have two 4 storey buildings, one of which would be erected 3 meters off our back property line. This is hardly much of a choice.

Simply put, the size of the proposed development is inconsistent with the neighborhood and the existing community around the proposed site is worried about the amount of traffic and noise the project could bring, not to mention the dangerous precedent that will be set for future development if current height restrictions are reconsidered. Our houses and the neighborhood will be less desirable with big high-rises behind us, which includes a proposal of rental units which will devalue our property values.

What has the township put in place to allow for this development and the resulting increased density? Are there storm-water impacts that would be realized? What about impacts on local school enrollment? Can our fire and police departments provide adequate protection for the proposed development? Is there adequate water and sewer infrastructure available to meet the new demand?

At this time, we are asking for a pause on development approval until a neighborhood plan is completed. We know that something will ultimately be built on this site, and we understand that. We just think that any

approved development should be more thoughtful and more in tune with our community. This proposed development doesn't fit the character of Lucan; it's not aesthetically pleasing and we are afraid it will cast shadows on nearby properties. **Townhouses would be a good option.**

We are not NIMBY, anti-development, or anti-market; we want gentle densification. It's about stewardship of this piece of land, prominently located as you first enter Lucan, which will set a precedent for further development.

A copy of the proposed development, as we have received it, has been attached for your reference.

We thank you in advance for your time and careful consideration.

Sincerely
David & Patricia Burt
115 Spencer Avenue
Lucan, ON N0M 2J0

Dan FitzGerald

To: Planning
Subject: RE: Amendment for 5 Story apartment building

-----Original Message-----

From: Miller Roofing
Sent: Thursday, June 25, 2020 8:44 PM
To: Planning <planning@lucanbiddulph.on.ca>
Subject: Amendment for 5 Story apartment building

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

My name is Kyle Miller of 101 Watts Drive Lucan. I am opposed to the proposal of changing the height to 17.5 meters. My wife Jenn and I built our home here in Lucan knowing there would be a 4 story building around the corner. We would not have built here if there was going to be a "5 story" building around the corner.

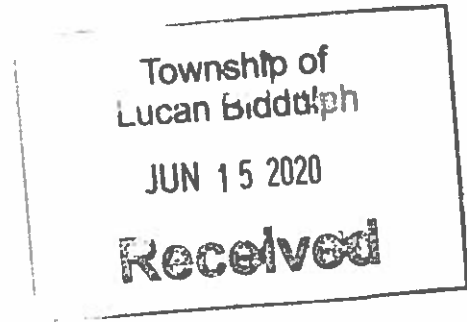
Adam Verhoog, the developer with the 17.5 meter proposal has already proven himself dishonest. Pedalling different plans of what had been shown in the town hall meeting around neighbourhood. I would like to also remind council that 17.5 meters is the height of a 6 story building.

Most of the residents of Lucan are opposed to this "5 story" building. Town council represents the interests of the community and I trust that council will make the correct decision.

Thank you for receiving my comments,
Sincerely, Kyle Miller of 101 Watts Drive

June 12, 2020

Township of Lucan Biddulph
270 Main Street
Luca, Ontario
N0M 2J0



Dear Mayor and Council,

RE: Proposed Zoning By-law Amendment Application

In reference to the Application for a Zoning By-Law Amendment (File No. ZBA 6-2020) for Block 29 on Plan 33M759, I am opposed to increasing the maximum number of floors to allow for a five (5) storey apartment building. I have the following comments:

1. The applicant's letter dated May 5, 2020 from Michelle Doornbosch states that "As per Section 2.1.5.2 of the Official Plan, the proposed building is at a scale that is compatible with the existing and proposed surrounding land uses." I disagree with the applicant's statement and believe it is not compatible with the Official Plan. Section 2.1.5.2 of the Official Plan is as follows:

"Section 2.1.5.2 Scale, Density and Form

The scale, density and form of new residential development shall respect and be sensitive to the 'small town' character of the Village. At the same time, it is recognized that multiple forms of residential development will provide the potential for more affordable housing as well as housing more able to meet the increasingly diverse needs and preferences of the community. To ensure compatibility with existing development, the density and height of new residential development will be limited."

This application is proposing to increase the building height maximum from 12.0 m to 17.5 m. This would be a 45% increase over the current maximum height. This is a substantial increase request, an increase that would set a baseline reference for future height increase requests elsewhere. I am not aware of any current apartment buildings in Lucan that are more than three stories, but perhaps there are some. I view five stories at a height of 17.5 m being compatible relative to current building heights in Lucan. This application for a proposed high rise building does not follow the Official Plan direction to "be sensitive to the small town character of the Village". Limiting the height of the building would be sensitive to Lucan's "small town" character. Increasing it to 17.5 m would not.

2. The applicant's letter references Section 2.1.5. 2 of the Official Plan:

"Section 2.1.5.5 Medium Density Housing

Medium density residential development in the form of townhouses, apartments and other forms of multiple unit housing shall be encouraged to locate where direct or proximate access to arterial or collector roads is available; where proximity exists to commercial areas, schools,

and/or parks and open space; and where municipal services are available or capable of being made available. Intrusions into existing residential areas of predominantly single unit dwellings shall be discouraged and compatibility with the character and design of neighbouring development expected. Appropriate buffering and setbacks shall be provided where necessary to ensure compatibility. Standards regarding housing types, density, height, parking and landscaped open space shall be addressed in the Zoning By-law. Site plan control shall apply.”

I do not disagree that an apartment building is not appropriate for this site, given that the location is along an arterial road. However, so are other forms, namely townhomes or a multi-residential low rise apartment. Building no higher than three stories would be much more in keeping with the Official Plan’s statement of “small town” character. This is what exists elsewhere, and has blended in appropriately. The majority of building types in the immediate surroundings of Block 29 are single unit dwellings. The addition of a five storey apartment building in this neighbourhood does not respect, nor is sensitive to the surrounding single unit dwellings.

3. I refer to Section 2.1.5.1 of the Official Plan:

“Section 2.1.5.1 Land Use

Within areas designated ‘Residential’ on Schedule “A”, the primary use of land shall be for single unit detached dwellings. Other dwelling types are also permitted including semidetached dwellings, duplex dwellings, converted dwellings, accessory apartments, townhouses and low-rise and small-scale apartment buildings. Secondary uses may also be permitted provided they complement and are compatible with these areas and do not detract from their predominantly residential character. These uses may include churches, schools, neighbourhood parks, nursing and rest homes, and home occupations. The actual uses permitted shall be specified in, and regulated by the Zoning By-law.”

As can be seen by the above, this section states that for lands on Schedule A, dwelling types should be “low rise and small scale apartment buildings”. The Applicant’s land is part of Schedule A, but the high rise apartment proposal to a maximum height 17.5 m is contrary to the intent of Official Plan Section 2.1.5.1. for “low-rise and small scale apartment buildings”. Approval of this would be contrary to the intent of this section of the Official Plan.

4. The applicant’s letter references Section 2.1.5. 2 of the Official Plan:

“Section 2.1.5.5 Medium Density Housing

Medium density residential development in the form of townhouses, apartments and other forms of multiple unit housing shall be encouraged to locate where direct or proximate access to arterial or collector roads is available; where proximity exists to commercial areas, schools, and/or parks and open space; and where municipal services are available or capable of being made available. Intrusions into existing residential areas of predominantly single unit dwellings

shall be discouraged and compatibility with the character and design of neighbouring development expected. Appropriate buffering and setbacks shall be provided where necessary to ensure compatibility. Standards regarding housing types, density, height, parking and landscaped open space shall be addressed in the Zoning By-law. Site plan control shall apply.”

I do not disagree that an apartment building is not appropriate for this site, given that the location is along an arterial road. However, so are other forms, namely townhomes. Multi-residential low rise apartments no higher than three stories would be much more in keeping with the Official Plan’s statement of “small town” character. This is what currently exists elsewhere, and has blended in appropriately. The majority of building types in the immediate surroundings of Block 29 are single unit dwellings. The addition of a five storey apartment building in this neighbourhood does not respect, nor is sensitive to the surrounding single unit homes.

5. The original Proposed Plan of Subdivision 39T-LB0702 submitted in 2013 by 2161453 Ontario Inc. identified Block 53 for 48 Multi-Residential Units. The Block was intended to be a Residential Third Density (R3) Zone, which allows for a Maximum Height allowance of 10 m.

On June 5, 2017 the Township of Lucan Biddulph did not maintain the R-3 Maximum Height of 10m and passed By-law No. 209-2017 to amend By-law No. 100-2003. This changed the block’s zoning from Residential Third Density Holding (R3-H) to a “site specific” Residential Third Density – Holding (R3-8-H) Zone. By-law No. 209-2017 increased the Maximum Height allowance from 10m to 12m., a height that the applicant has referred to as “the currently permitted four-stories” height.

The multi-residential block maximum height went from 10 m to 12 m in 2017. The current application seeks to further increase the maximum height to 17 m. This would be a 70% height increase from the original, and an excessive increase from the original plan of subdivision.

6. Section 2 Settlement Areas, of the Official Plan, specifically references Lucan in Section 2.1 .1.

Section 2.1.1. Goals and Objectives, under statement f) states: “To maintain the essential qualities of privacy, quiet enjoyment, public health and safety, and land use compatibility in residential areas.”

Increasing the Maximum Height to 17.5 m would allow for a building that could cast longer shadows and reduce sunlight hours for surrounding areas, not only for immediate neighbouring residential properties but quite likely some neighbouring agricultural land as well.

With additional windows and balconies at a greater height, privacy for a greater number of neighbouring residents would be reduced, residents that would not have been located away from the building. This is contrary to the Official Plan’s goal and objective of maintaining the

essential quality of privacy and quiet enjoyment, not only for existing single family buildings, but single family buildings still to be constructed within this new subdivision

Council has previously approved a height increase for this R3 zoned property in 2017. For this second request for a further height increase, I urge Council to follow the goals of the Official Plan. The Official Plan provides clear direction to maintain the "small town" character of the Village of Lucan. I urge Council to take into consideration the views of residents, not only in the immediate surrounding neighbourhood, but views expressed by residents substantially distanced from this site. These residents who, while not themselves experiencing a direct detrimental impact on the enjoyment of their properties, still have sent a message that they are not in favour of the height increase.

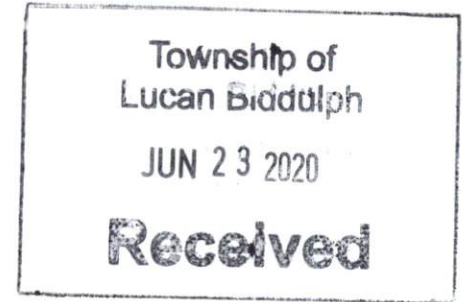
Sincerely,



George Bowa, P.Eng.

June 22, 2020

Township of Lucan Biddulph
270 Main Street
Lucan, Ontario
NOM 2J0



Dear Mayor and Council,

RE: Proposed Zoning By-law Amendment Application (File No. ZBA 6-2020)

The Ontario Government website (Ontario.ca) provides a section with information on Official Plans. The first heading is "Why you need an official plan". One of these reasons states that an Official Plan

- provides a framework for establishing municipal zoning bylaws to set local regulations and standards, like the size of lots and height of buildings

The Official Plan of Lucan Biddulph provides this framework. It also specifically addresses Lucan and Granton providing direction on the issue of massing and height to be achieved. For Lucan, this direction is quite specific in the plan's Section 2 statement that refers to Scale, Density and Form. It states "The scale, density and form of new residential development shall respect and be sensitive to the "small town" character of the Village."

The proposed maximum height of 17.5 m is not in line with respecting or being sensitive to the "small town" character of the Village. Currently, I not aware of any current apartment building being higher than 12 m, a height that was approved by By-law on June 5, 2017 from it's previous R3-H zoning maximum height of 10 m. Most certainly a further increase in maximum height to 17.5 m is an excessive 75% increase from the original maximum height designation of 10 m. for R3 zoning.

This proposed increase potentially enables a 6 storey building to be built, not just a 5 storey building that the developer has shown as an example. If this zone change is approved, two buildings, either 5 storey or 6 storeys could be proposed and meet setback and height requirements. Neither a 5 storey nor a 6 storey building is supported by the Official Plan's a Section 2 statement under Land Use, that specifically lists permitted dwelling types as "townhouses and low-rise and small-scale apartment buidings." Approval of a 17.5 m maximum height would be contrary to this aspect of the Official Plan. A 17.5 m height apartment building is not a low rise or small-scale apartment building, nor does it maintain "small town" character.

The developer has positioned his increase request on the basis that if this zone change is not approved he will be constructing either one 4 storey building or two 4 storey buildings that would house more units and possibly occupy the full 40% allowable footprint. Having already achieved a height increase in 2017 that has not been followed up with a site plan submission, but instead, a request for a further height increase. Further alterations and amendments to the proposed plans shown at the June 18, 2020 Council meeting are also possible. I mention this because when the developer visited neighbouring homes prior to the meeting, a very different one 4 storey building option was presented than the two building proposal shown at the June 18 meeting. A sketch of that proposal was left with several residents.

Residents have also signed a petition opposing a possible 5 storey building.

As per the Official Plan, and the Plan's direction "To ensure compatibility with existing development, the density and height of new residential development be limited." The Official Plan provides guidelines that do not support this zone change for an increased maximum height. It should not be approved.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Bowa".

George Bowa, P.Eng.

Address: 127 Spencer Avenue
Lucan, Ontario
N0M 2J0

Submitted: Mon., June 15 10:12 pm

Good evening,

I am writing in regards to a petition that I had signed against the variance to allow the builder to increase the size of the apartment to a 5 story from a 4.

I would like to start off by stating that I am very disappointed in the information that the person provided us when asking to sign his petition. We were told that the builders wanted to increase the number of story and the number of units from 51 to 84 and also we were told that our property value would go down and that these were going to be inexpensive rentals and would increase the number of cars in our subdivision.

After discussing what the builder would like to do and clarifying what actually would happen by building a 5 story luxury building with less units and a smaller foot print with more dedicated green space, I would like to support this variance to allow them to build a 5 story and would also like my name removed from the petition.

Thank you

Marcus Johnston

Submitted: Mon., June 15 10:02 pm

Good Day,

I'm writing you in regards to a petition that I signed after being told the wrong information. I have since learned the truth of the options in buildings. I am hoping it's not too late to submit my thoughts. Upon my initial investment when purchasing our home in Old Clover Village, we were told that the area zoned for multi-unit purpose was going to be condos. I'm not excited about the apartments that are going to be for rent but having the option of a luxury five story 50+ unit building, is definitely more appealing than 80+ smaller, cheaper units. We paid extra money to build in Old Clover Village, It would be nice to see the luxury building consistent with the homes in the area. My vote is the 5 story. And I would like to take my name off the petition.

Thank you,

Bobbie Elliott-Johnston
107 Coyne Lane

Submitted: Mon., June 15 10:22 pm

Hi Ron,

My husband and I signed a petition the other week in regards to the apartment building floor increase in Olde Clover. We were provided misinformation and would like our address and signature removed from the petition. It was signed under Chelsea Connor (118 Coyne Lane).

Please let me know if you require anything further.

Thank you!
Chelsea and Steven Connor
118 Coyne Lane
519-495-6860

Sent from my iPhone

From: Rich Pestowka [<mailto:tpestowka@icloud.com>]
Sent: June 15, 2020 7:55 PM
To: Ron Reymer <rreymer@lucanbiddulph.on.ca>
Subject: Petition

Hi there,

My husband and I (Tarin Pestowka and Rich Pestowka) at 108 Stuart Ave signed a petition going around in our neighbourhood last week.
We would like to “unsign” this petition, or have our vote not count.
We feel that we were guided in the wrong direction.

Thank you,
Tarin Pestowka

Sent from my iPhone

From: Stephen Truswell <stephen.truswell@gmail.com>
Sent: Monday, June 15, 2020 7:12 PM
To: Dan FitzGerald <dfitzgerald@middlesex.ca>
Subject: Proposed Apartment Building Richmond and Old Cloverfield Drive

Good evening Mr Fitzgerald,

I was approached last week about signing a petition to deny the request to have this apartment building go from the planned 4 stories to 5 stories. I have to admit it was a convincing discussion. However tonite the developer came by and showed me the difference between the 4 story and 5 story plans. The 5 story actually results in a single building as opposed to two, with a total of 51 options as opposed to 70 plus

units. It also results in a much smaller foot print of the actual building and parking. Had I known this, and knowing the apartment(s) are going ahead, I would certainly prefer the 5 story option.

I write to advise that my wife and I no longer support blocking the 5 story change.

Steve Truswell
Carolyn Truswell

153 Spencer Avenue
Lucan, Ontario

Submitted: Tues, June 16 10:36 am

Hi Ron and Tina,

I just wanted to touch base quick as I signed the petition that was being circulated in opposition of increasing the proposed apartment building in Olde Clover Village from a four storey building to a five storey building. After having spoken with the builders and having now seen the proposed plan for the 5 storey building that would have a smaller footprint, more parking, increased landscaping and green space, and greater set backs from the existing homes, I would like to withdraw my name from the petition in opposition of it.

Best Regards,

Walter Parkinson

Sent from my iPhone

From: Michael Jacques <michael.j.jacques@gmail.com>

Date: June 16, 2020 at 10:46:09 AM EDT

To: rreymer@biddulph.on.ca

Subject: Olde Clover Apartment Complex

Good Morning Ron,

My name is Mike Jacques and I live at 30 Olde Clover Drive in Lucan. I'm emailing today in regards to the Clover Place Apartments, as I know there is a meeting this afternoon.

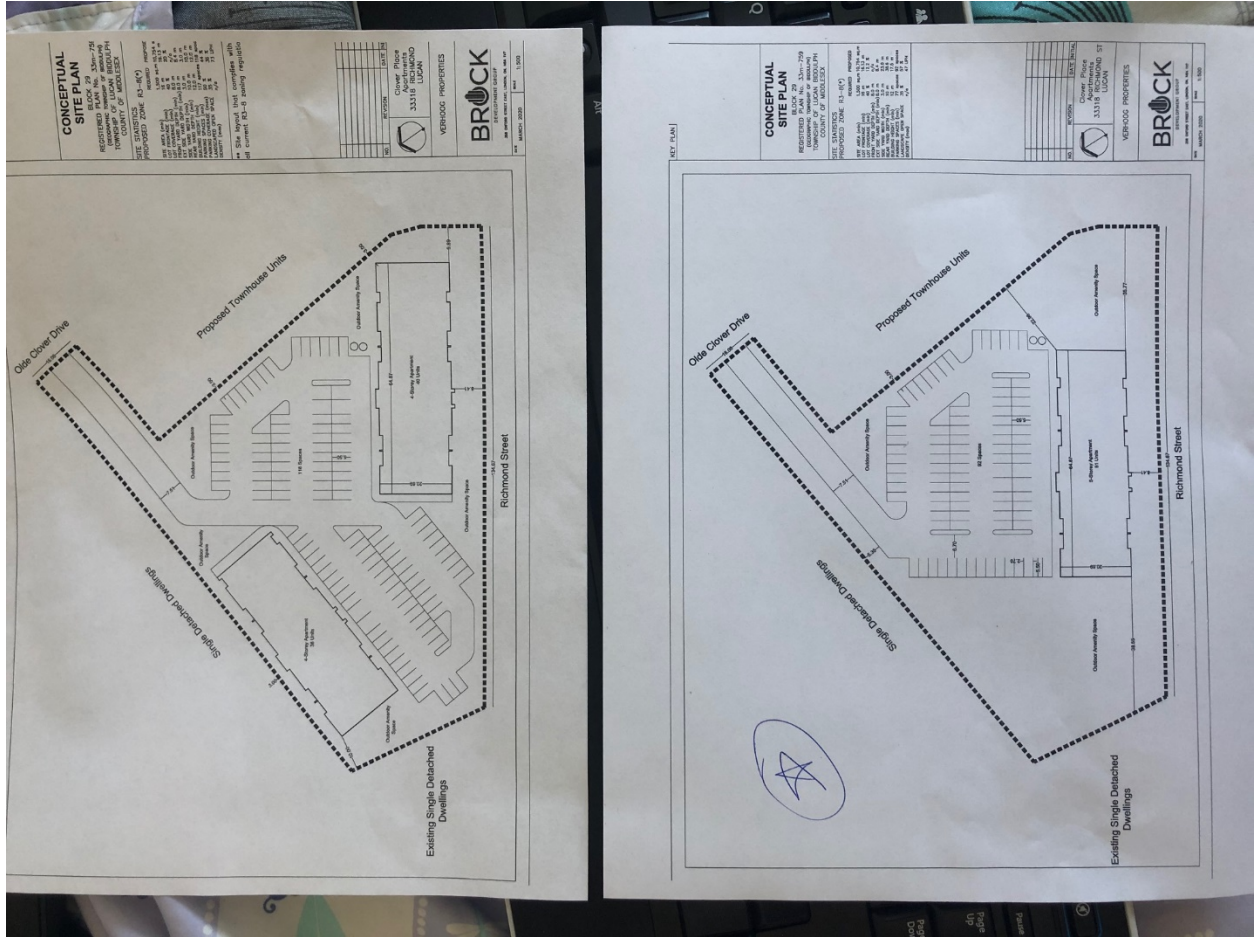
I previously signed a petition against the 5 story apartment building in town. I would like to revoke that signature. I am indifferent to the apartment complex going up. I knew about them when we were building our home and was aware they were going in. I signed the petition in support of our neighbours who were opposed to the apartment complex.

The builders came by my home and explained to me their idea and showed me the concept site plans. I have attached them for your reference. After reviewing both and getting all the facts about the building, I am in favour of the 5 story apartment building. It has more parking spaces and 1 apartment building rather than the two apartment buildings which will be 4 stories each.

I realize that an apartment complex will be going in either way and I would like to weigh-in with my opinion prior to the meeting today.

Thank you and have a great day,

Mike



Submitted: Tues., June 16 10:09 p.m.

Good Evening,

I signed a petition against the addition of another story on the apartment building that is planned to be built in my subdivision under false information. The gentleman going around implied that the additional story was to add more affordable housing, thus decreasing rent potential and potentially increasing vandalism and break ins and decreasing our property values. As we have just moved to Lucan, this concerned my wife and I.

The building owners then came around and gave some additional information as the extra story they are requesting to add is to reduce the number of units from 84 to 51, make them bigger and more luxurious. They indicated that the additional story would reduce the physical footprint and increase green space.

If this is the true intent, then I would please ask that you take my name and my wife's off the petition.

Dan & Melissa Smith
133 Spencer Ave

Feel free to call me or my wife if you have any issues.

Thank you.

July 1, 2020

To Lucan Biddulph Council Members,

Re: Nixon Property – Roll #39-58-000-041-13900-0000

My name is Paul Nixon and I am the owner of a vacant property on Levitt Street in Granton. The property was originally zoned as residential, but was changed to commercial without my consent or knowledge in 2012. I spoke with Alex Westman and the ex-mayor Paul Hodgins and they both verified that there was no discussion whatsoever regarding my property or the zoning change in any past council meeting.

When I questioned the zoning change back in 2012 I was told by Ron Reymer that it had always been zoned commercial. I have documentation in the attached package that proves otherwise. I chose to withhold my property tax payments until this was resolved (which it never was) and you will see the tax arrears in the package as well. I called Jennifer Reed at the tax office in London in August 2012 and she verified that it had always been zoned residential but that the Township of Lucan Biddulph had made the change. At no time was I ever contacted to approve or discuss this change.

There are existing residential properties within the area that are as close, if not closer then the lots that the Township sold off on the existing railroad bed in Granton. I feel this is a massive contradiction and I can't understand why I am being discriminated against.

I have a potential buyer for the property, which is conditional on the zoning being changed back to residential.

In my opinion, I don't believe I should have to waste my time and my money to correct an error on the Municipality's part.

I don't feel what has been done to me is fair or legal. As a taxpayer in the community I should be treated with some type of respect. My Father bought the property when I was 6 weeks old. He was a volunteer Firefighter for 20 years and I was a volunteer Firefighter for 28 years. I'm also a volunteer on the Cemetery Committee. The Nixon Family has been part of this community for many years and I would ask for your help in rectifying this matter swiftly. I request that this be put on the official agenda for the July 14th council meeting. Let's use common sense and clear this up.

Sincerely,

A handwritten signature in black ink that reads "Paul Nixon". The signature is written in a cursive, flowing style.

Paul Nixon

PROPERTY ASSESSMENT HISTORY

PROPERTY OWNER

NIXON PAUL
703 LEVITT STREET

GRANTON ON
NOM 1V0

PROPERTY DESCRIPTION

39-58-000-041-13900-0000
FRONTAGE: 107.58 DEPTH: 0.00
ACREAGE: 0.50
LEVITT, N/S
PLAN 256 LOT 1 TO 3

Assessment Year: 2002

R T English Public

20,500

Total Assessment: 20,500

Assessment Year: 2003

R T English Public

21,500

Total Assessment: 21,500

Assessment Year: 2004

R T English Public

23,000

Total Assessment: 23,000

Assessment Year: 2005

R T English Public

23,000

Total Assessment: 23,000

Assessment Year: 2006

R T English Public

24,000

Total Assessment: 24,000

Assessment Year: 2007

R T English Public

24,000

Total Assessment: 24,000

Assessment Year: 2008

R T English Public

24,000

Total Assessment: 24,000

Assessment Year: 2009

R T English Public

12,600

Total Assessment: 12,600

Assessment Year: 2010

R T English Public

12,600

Total Assessment: 12,600

Assessment Year: 2011

R T English Public

12,600

Total Assessment: 12,600

PROPERTY ASSESSMENT HISTORY

PROPERTY OWNER

NIXON PAUL
703 LEVITT STREET

GRANTON ON
NOM 1V0

PROPERTY DESCRIPTION

39-58-000-041-13900-0000
FRONTAGE: 107.58 DEPTH: 0.00
ACREAGE: 0.50
LEVITT, N/S
PLAN 256 LOT 1 TO 3

Assessment Year: 2012

C X English No Support

17,700

Total Assessment:

17,700

Assessment Year: 2013

C X English No Support

25,025

Total Assessment:

25,025

Waghorn, Stephens, de Young & Grose

Barristers & Solicitors

D. H. WAGHORN, LL.B., (1938-1988)
R. G. STEPHENS, B.Sc., LL.B.
HENRY de YOUNG, B.A., LL.B.
E. J. GROSE, B.A.Sc., LL.B., P.Eng.
B. D. WAGHORN, B.Sc., LL.B.
FAX: (519) 284-1631

21 WELLINGTON ST. NORTH
ST.MARYS, ONTARIO
MAILING ADDRESS:
BOX 810
ST.MARYS, ONTARIO
N4X 1B4
(519) 284-3640

BRANCH OFFICE:
188 MAIN ST.
LUCAN, ONTARIO
(519) 227-4021
ADDRESS MAIL TO:
BOX 810
ST.MARYS, ONTARIO
N4X 1B4

April 5, 2000

Mr. Garfield Nixon
General Delivery
Granton, ON
N0M 1V0

Dear Mr. Nixon:

RE: Granton Sewer Project

This is short letter confirming the result of our attendance at the Council Meeting last evening. You will have three stubs into your property off of Levitt Street, one into Lot A to service the garage, and one into each of Lots 3 and 4. The two stubs off of Dominion Street will not be installed. This results in your assessment dropping from the current estimated \$30,000 to approximately \$21,400, subject to any future increases due to project changes, etc..

In my opinion, this approach was the most reasonable for you for a number of reasons. First, it was a very reasonable request of council. To ask them to reduce the number of stubs from five to one, while wholly within your legal right to do so, may have been a difficult concept to sell at the meeting yesterday. Therefore, you presented a very reasonable approach and maintained the support of council. Second, should you ever wish to sell lots off of your property, it will be difficult to deny a severance application when you have been supplied sewer stubs to three locations on your property by the current Council. Finally, there will never be a less expensive time to have stubs installed than when they already have the road opened and are laying the pipe.

In preparing for the meeting, I discovered that Council had passed a Resolution requiring every buildable lot in the Village of Granton to have a sewer stub. Therefore, I spent most of my time researching exactly why your Dominion Street lots are not buildable. We had a very strong economic argument to demonstrate that the lots are not buildable lots, i.e. cost of installing water and gas and building the road would far outweigh any selling price for the lots. We also had a very strong argument regarding whether a building permit would be issued to build on either of the lots. Because there is no public access, a building permit would not be issued and therefore the lots should not be considered buildable. Finally, because of the enactment of By-law No. 9,

1973, the Plan upon which your lots are located was deemed not to be a plan of subdivision. The result is that you cannot sell any portion of the property attached to the garage without a severance. This also demonstrated that the lots on Dominion are not buildable lots currently.

All of these elements contributed to the success with Council. It also seems clear that Council holds high regard for you and I'm sure that your reasonable approach to resolving this situation, i.e. three stubs instead of one, will only serve to improve your relationship with Council.

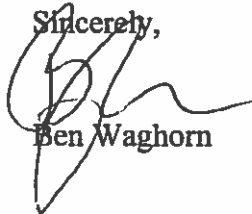
I have not yet received a copy of the formal resolution from Ron Reymers, but will forward a copy to you as soon as I have received it.

I trust that this ends our involvement in this matter and I have included our account with this letter. I trust that you will find that all is in order.

I have also included the original documents that you provided to me when we began working on this matter.

Thank for allowing us to be of service to you. Should you have any further questions, please advise.

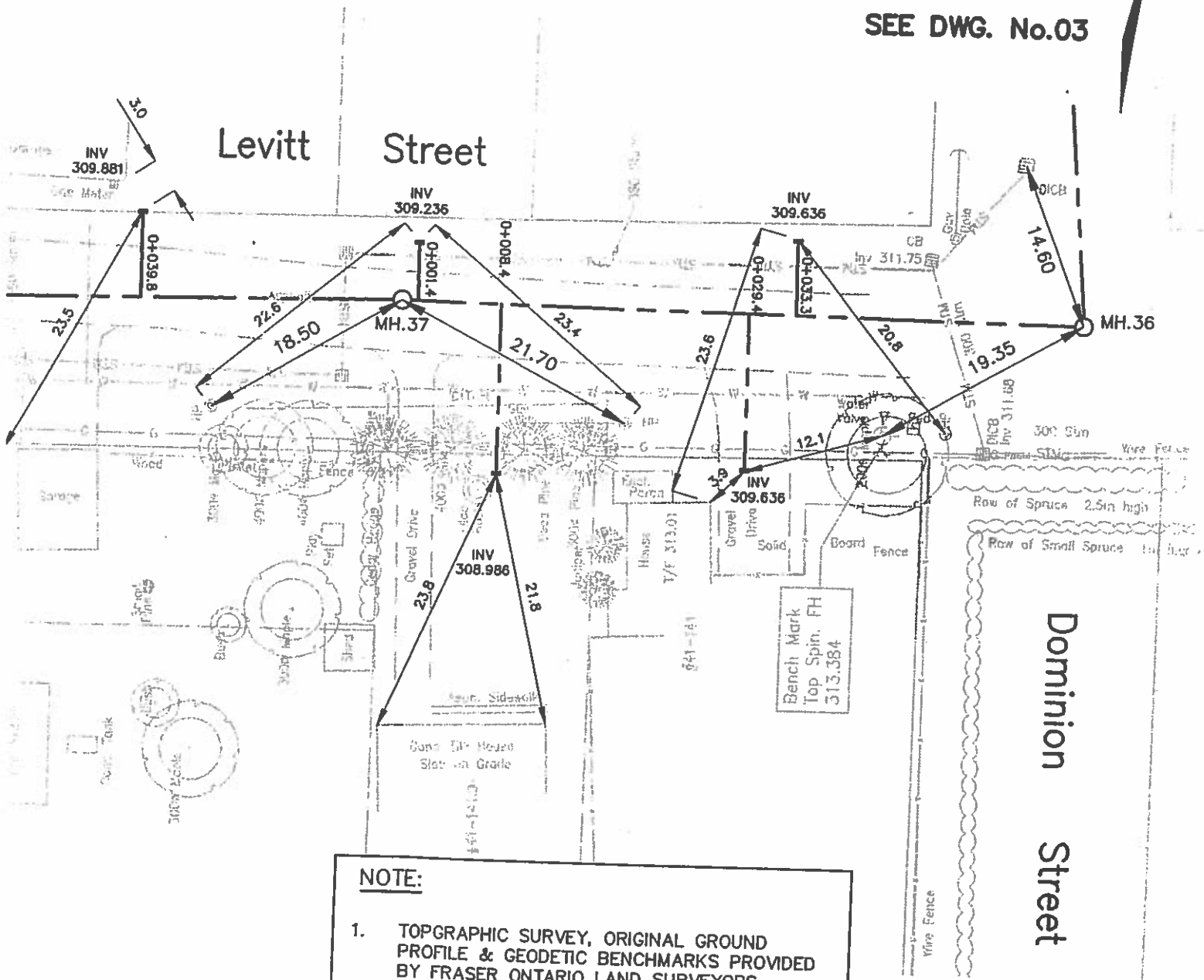
Sincerely,

A handwritten signature in black ink, appearing to read 'Ben Waghorn', written over the printed name.

Ben Waghorn



SEE DWG. No.03



- NOTE:**
1. TOPGRAPHIC SURVEY, ORIGINAL GROUND PROFILE & GEODETIC BENCHMARKS PROVIDED BY FRASER ONTARIO LAND SURVEYORS.
 2. SANITARY SEWER ALIGNMENT AND SERVICE CONNECTION DETAILS PROVIDED BY FRANK VAN BUSSEL & SONS LIMITED. SANITARY SEWER CONNECTION DETAILS TAKEN FROM PRIVATE SANITARY SEWER CONNECTION SHEETS COMPLETED BY FRANK VAN BUSSEL & SONS LIMITED.
 3. RESTORATION AND GEOTECHNICAL DETAILS PROVIDED BY REPORT FROM LAW ENGINEERING (LONDON) INC., DATED JAN. 28,/00, PROJECT L00005

Waghorn, Stephens, de Young & Grose

Barristers & Solicitors.

D. H. WAGHORN, LL.B. (1939-1999)
 R. G. STEPHENS, B.Sc., LL.B.
 HENRY de YOUNG, B.A., LL.B.
 E. J. GROSE, B.A.Sc., LL.B., P.Eng.
 S. D. WAGHORN, B.Sc., LL.B.
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 186 MAIN ST.
 LUCAN, ONTARIO
 (519) 227-4021
 ADDRESS MAIL TO:
 BOX 810
 ST. MARYS, ONTARIO
 N4X 1B4

COPY

March 21, 2000

Council of The Township of Lucan Biddulph
 P.O. Box 190
 33351 Richmond St.
 Lucan, ON N0M 2J0

Attention: Mr. Earl French - Reeve

Dear Sir:

RE: Granton Sewer Project and Garfield Nixon

We represent Mr. Nixon, who has approached us regarding the stubs to be installed on the lots that he owns on Levitt and Dominion Streets. These lots are known municipally as roll numbers 139 and 140. Dominion Street is an unopened street, which leads to the request that we are making today. We understand from Mr. Stevenson that the current plan is to have stubs installed servicing three lots off of Levitt Street, shown on the attached sketch as Lots A, 4 and 3, which is satisfactory to Mr. Nixon. However, the current plan calls for the two lots, marked Lots 1 and 2 on the attached sketch, to also have stubs installed.

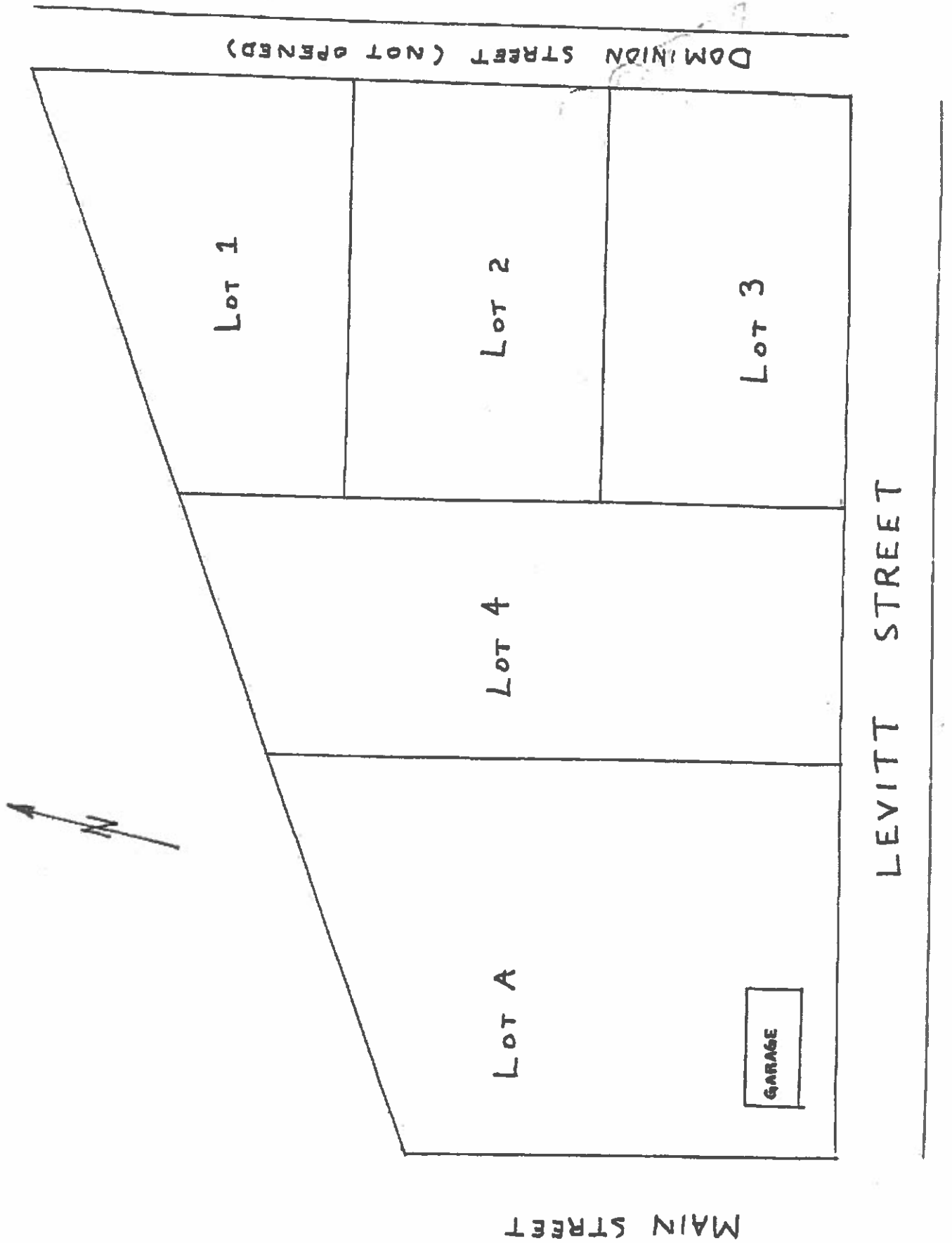
Upon careful consideration, Mr. Nixon has decided that the cost of opening Dominion Street and installing water and gas service to those lots would be cost prohibitive. Furthermore, should a neighbouring owner decide to pay to open the street, the value of the lots is questionable, at best, due to dust and noise from the neighbouring business carried on by W.G. Thompson. This is merely a statement of fact and not meant to be a complaint against W.G. Thompson.

Therefore, Mr. Nixon is requesting that Council grant his request to remove the two stubs, shown servicing Lots 1 and 2 on the attached sketch, from the Granton Sewer Project and to adjust his assessment accordingly.

Should you have any further questions, please advise

Sincerely,

Ben Waghorn



Original Survey



TOWNSHIP OF LUCAN BIDDULPH

33351 Richmond Street
P.O. Box 190, Lucan, Ontario N0M 2J0
Ph.(519)227-4491; Fax (519)227-4998; E-mail (lucanbiddulph@odynesy.on.ca)

April 6, 2000

Mr. Ben Waghorn
Waghorn, Stephens, deYoung & Grose
P.O. Box 610
21 Wellington Street North
St. Marys, ON N4X 1B4

Re: Granton Sewer Project- Mr. Garfield Nixon

Dear Mr. Waghorn:

Please be advised that the Council of the Township of Lucan Biddulph ratified the following motion at their meeting held April 4th, 2000:

Moved by G. Silver

Seconded by L. Maguire

resolved that the Council of the Township of Lucan Biddulph grant the request of Mr. Garfield Nixon that property roll number 3958 000 041 139 be allocated one (1) sanitary sewer stub not the three (3) that were originally proposed; and further that the single stub be located off of Levitt Street.

I trust this meets with your approval.

Yours Truly

Ronald J. Reymmer AMCT
Administrator-Clerk

cc. Bob Stevenson, Stevenson Engineering
Bill Dickey, Stevenson Engineering

2000/04/06: 10:00 AM: Lucan Biddulph: 33351 Richmond Street: St. Marys: Ontario: Canada

Administrator-Clerk
Ronald J. Reymmer AMCT

Treasurer
Ruth Frost AMCT

Deputy Clerk/Treasurer-Tax Collector
Joan Goddard

July 14, 2020

Page 10 of 10

To: Ben Waghorn
FROM: Ron REYMER
1 page

Lucan Biddulph Public Works Sub-Committee
March 9, 1999

10

Mr. Wraith feels that a sanitary sewer service should be installed to the property line of owners that do not wish the service even if the township has to pay at the present time.

Mr. Maguire asked if a policy should be put in place. Mr. Reymer and Mr. Stevenson were instructed to draft up a policy regarding the connections.

Moved by H. Wraith
Seconded by P. Wallis
resolved that the Committee recommend to Council that every build able lot be serviced with a sanitary sewer stub.

CARRIED

Mr. Anderson asked if the township considered putting water meters in Granton? Mr. Wallis stated that this would be costly, however this is something Council should consider. Mr. Stevenson advised that history has proven that when there are water meters water consumption is usually down.

With respect to the bonding issue Mr. Stevenson suggested that the Township should consider a reduced percentage for materials and labour.

Moved by P. Wallis
Seconded by E. French
resolved that the Committee recommend to Council that the contractor for the Granton Sewer Project be required to provide a 100% performance bond and a 50% labour and material bond.

CARRIED

The Committee discussed the request from Frank Van Bussel & Sons Limited to place their construction trailer at the Granton Water Station and hook up to the hydro there and also to make use of the Township's four lots beside the fire hall for storage of materials during construction.

Moved by P. Wallis
Seconded by H. Wraith
resolved that the Committee recommend to Council that Frank Van Bussel and Sons Limited be authorized to place a construction trailer in front of the Granton Water Station during the construction of the Granton Sewage Project on the condition that the property be restored to its original condition within one year of the start of construction.

Memo

To: Mayor and Council
From: Public Works Manager, Jeff Little
Subject: Olde Clover Village - Phase 1 Assumption
Report No.: PW-18-2020
Date: July 10, 2020

BACKGROUND:

Olde Clover Village, phase 1 has been built out. Inspection and warranty items on infrastructure started in 2018. A final inspection has taken place.

Phase 1 also includes the park on Spencer Ave. Paul Smith and myself did an inspection in the late spring. The developer did address the issues that were presented from this inspection. The park has no specifications or criteria in determining assumption.

DISCUSSION:

At this point the one outstanding issue is weeds and bare spots in the park. The developer did reseed all bare spots in the park. There are still spots that have weeds and lack thick growth. It should be noted that Stuart Ave and the boulevard section that runs along the park is in phase 2. The weeds and lack of grass in this area will be addressed at assumption of phase 2 if needed. To move forward on assumption of phase 1 the developer will have to agree to replant/reseed grass areas and trees that have died or that are not growing to the satisfaction of the municipality.

FINANCIAL IMPACT:

The assumption of phase 1 of Olde Clover Village has been planned for and the road department already looks after some of the activities such as winter maintenance. There will be an increase in work and cost associated with assumption of the park. The Township is already collecting revenue on this phase.

STRATEGIC PLAN:

This matter aligns with the following strategic priorities:

Growth Management, Goal # 2: Improve the attractiveness of the community for new residents
This is a step in urban residential growth.

RECOMMENDATION:

It is recommended that Council authorizes staff to complete final assumption of Phase 1 of Olde Clover Village with the developer agreeing to warrant growth of vegetation in the park.



Jeff Little, Manager of Public Works

Memo

To: Mayor and Council
From: Jeff Little, Public Works Manager
Subject: Casey-McCarthy Drain Tender
Report No.: PW-19-2020
Date: July 14, 2020

BACKGROUND:

This drain was tendered and two sealed bids were received on July 9, 2020 for the Casey-McCarthy Drain tender. Work includes the reconstruction of the open portion of the drain and for the closed portion, replacement of tile, addition of catch basins as well as reconstruction of the existing berm and swale along the property line between Concession 9 and 10.

Bid results are below for Council's review.

COMPANY NAME	TOTAL PRICE with HST
Van Bree Enterprises	\$ 168,498.82
A.G. Hayter Contracting Ltd.	\$165,274.93

DISCUSSION:

Both bids are within the cost estimate of \$223,400.00 provided by Spriet Associates in the Casey-McCarthy Drain Report dated March 18, 2020. Both bids are considered complete and have been reviewed by Spriet Associates.

IMPACTS TO BUDGET:

The 2020 budget includes the Township's assessment for this drain.

STRATEGIC PLAN:

This matter aligns with the following strategic priorities:

Strategic Direction Two – Goal #1: Promote the rural and Urban economy.

The installation of the drain creates improved infrastructure that promotes a possible increase in the surrounding economy.

RECOMMENDATION:

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

Jeff Little

Jeff Little
Public Works Manager

Memo

To: Mayor and Council
From: Jeff Little, Public Works Manager
Subject: Riddell-McCarthy Drain Tender
Report No.: PW-20-2020
Date: July 14, 2020

BACKGROUND:

This drain was tendered and 2 sealed bids were received on July 9, 2020 for the Riddell-McCarthy Drain tender. Work includes approximately 2,412 lineal metres of 750 mm to 300 mm concrete field tile including related appurtenances and the backfilling of approximately 150 lineal metres of open ditch.

Bid results are below for Council's review.

COMPANY NAME	TOTAL PRICE with HST
Van Bree Enterprises	\$ 256,843.35
A.G. Hayter Contracting	\$264,800.81

DISCUSSION:

Both bids are within the cost estimate of \$395,200.00 provided by Spriet Associates in the Riddell-McCarthy Drain Report dated March 18, 2020. Both bids are considered complete and have been reviewed by Spriet Associates.

The following was pointed out by Spriet Associates. The start date for Van Bree could be as late as March 2021. The start date for A.G Hayter Contracting is August 2020.

In consultation with Spriet Associates it was determined that the additional 3% to have this project completed sooner was acceptable.

IMPACTS TO BUDGET:

The 2020 budget includes the Township's assessment for this drain.

STRATEGIC PLAN:

This matter aligns with the following strategic priorities:

Strategic Direction Two – Goal #1: Promote the rural and Urban economy.

The installation of the drain creates improved infrastructure that promotes a possible increase in the surrounding economy.

RECOMMENDATION:

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

Jeff Little

Jeff Little
Public Works Manager

Memo

To: Mayor and Council
From: Jeff Little, Public Works Manager
Subject: Hodgins Drain Tender
Report No. PW-21-2020
Date: July 10, 2020

BACKGROUND:

This drain was tendered and 4 sealed bids were received on July 9, 2020. Work includes approximately 3,064 lineal metres of open ditch clean out, spot clean out and reconstruction including rock chutes, bank seeding, construction of farm culverts and sediment basins.

Bid results are below for Council's review.

COMPANY NAME	TOTAL PRICE with HST
R & S Graham Contracting Ltd.	\$ 78,267.19
J & L Henderson Ltd.	\$86,987.12
Van Bree Enterprises	\$79,043.50
A.G. Hayter Contracting Ltd.	\$87,843.94

DISCUSSION:

All four bids are within the cost estimate of \$144,100.00 provided by Spriet Associates in the Hodgins Drain Report dated March 27, 2020. All bids are considered complete and have been review by Spriet Associates

IMPACTS TO BUDGET:

The 2020 budget includes the Township's assessment for this drain.

STRATEGIC PLAN:

This matter aligns with the following strategic priorities:

Strategic Direction Two – Goal #1: Promote the rural and Urban economy.

The installation of the drain creates improved infrastructure that promotes a possible increase in the surrounding economy.

RECOMMENDATION:

That Council authorizes staff to accept the tender for the Hodgins Drain from R & S Graham Contracting Ltd. in the amount of \$78,267.19 including HST and award same upon final reading of the by-law.

Jeff Little

Jeff Little
Public Works Manager

Memo

To: Mayor and Council
From: Paul Smith, Manager of Parks and Recreation
Subject: Soccer field Project
Report No.: PR-08-2020
Date: July 14th, 2020

Background: There was much discussion in regards to soccer fields between staff, PRAC and the soccer association.

Staff had several meetings with the Soccer association regarding other field use and discussion of a reconfiguration of the fields behind the arena.

It was identified that the nearby fields would not be sufficient enough to accommodate soccer's needs and that reconfiguring the field area behind the arena may be the only solution to the short term concerns.

Initial estimate scope and price of project - The Soccer association and staff met with experienced contractors to determine what the scope and price of this project could be.

Estimate \$150,000 - An estimate of \$150,000 was ball parked for this project, but several times the contractors emphasized we would need to get topographic maps and engineering completed to determine a more accurate estimate.

Township capital budget \$120,000 - \$120,000 capital budget has been earmarked to soccer field improvements (\$20,000 represents the Soccer Associations contribution to the project)

2020 Reserve fund \$100,000 - Council committed to putting another \$100,000 in reserves in the 2020 budget. This project estimate number would be within the Municipalities capabilities.

Dillons Consulting contracted - To determine the actual scope and cost of the project Staff recommended Dillons Consulting conduct topographic surveys to determine the scope of the project and a cost estimate.

Scope - The scope of work was determined based on soccer's needs for field size, and drainage of the fields. The fields were constructed using municipal level quality of fields to keep costs at a minimum, as well as leaving portions of the track untouched that are not required to be removed to accommodate fields. This is also to reduce costs.

Dillon estimated project cost**Option A – Reconstruction of existing fields to full size and addition of one new full sized field**

Total tender price	\$273,900.00
Contingency Allowance	\$40,000.00
Sub-total contract price	\$313,900.00

Option B – Construction of one new full sized field only

Total tender price	\$123,490.00
Contingency Allowance	\$20,000.00
Sub-total contract price	\$143,490.00

Additionally - Staff went back to the original professionals who were contacted for the first estimate who commented that based upon the engineering and topo heat map and drainage provided that \$250,000.00 would be a reasonable expectation of Option A project plan.

Discussion:

The Soccer association has emphasized throughout this process that their growth is their largest concern and being able to support that is their most important goal. They would like to make sure whatever is decided that increased enrolment numbers are not lost sight of.

The majority of the PRAC committee is not in favor of a “knee jerk” solution to an immediate problem regarding the loss of field 3. PRAC would be more in support of a long term solution for the betterment of the growing community over the next 20-30 years. Soccer is an important affordable sport for young families and should be supported. Placing everything crammed behind the Community Centre stifles growth for baseball and parking will be a serious issue. Concerns were also raised about spending such large sums of money on a new project while there is still a major project in the works.

Discussions had with PRAC committee and the soccer association concluded that if there is a season with reduced fields staff will work with the association to assist them by providing access to the ice surface or main hall, as well as utilization of parks for practices to eliminate field usage to games. Staff also recommends dialogue between the adult leagues to locate elsewhere for a season if necessary, emphasizing the importance for youth to have access to programs like minor sports.

COVID 19 project delays - It is also important to note that COVID 19, has significantly slowed down many projects throughout the province, and staff would like to set up a

meeting with the developers of the top soccer field to see if there is potential for usage in the spring should their project not be ready. This could buy the Township more time to facilitate work or approach a new plan for soccer field development.

Alignment to Strategic Plan:

This matter aligns with the following strategic priority:

Strategic Direction 3: Healthy Community

Action No. 19: Undertake program planning in coordination with community partners and in response to local needs, with an emphasis on low cost services that promote physical activity and social inclusion for children/youth and older adults/seniors.

Action No. 20: Provide opportunities to facilitate dialogue between groups and/or residents through an annual forum in order to bolster communication. Additional engagement opportunities should also be provided prior to undertaking large community projects to solicit input from the public.

Recommendation:

In consideration of future growth and expansion to Lucan Minor Soccer Association enrolment and use all reserve funds for field development for a short term solution at this time, given the options presented above, staff recommends that Council utilize reserve funds allocated for soccer towards a long term solution goal.

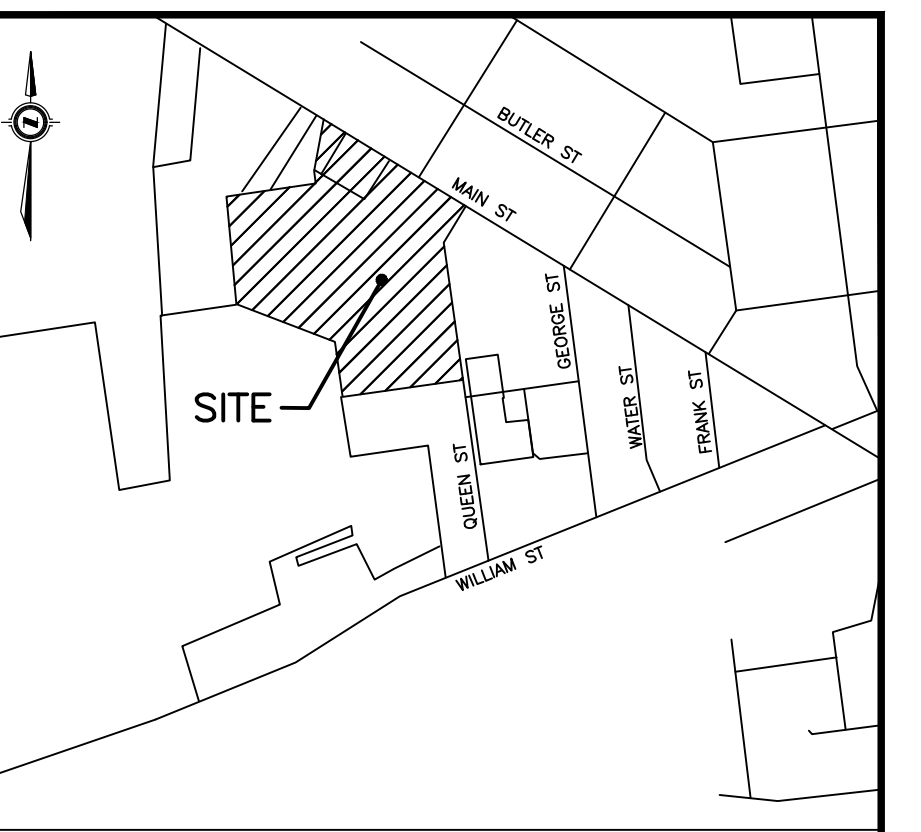
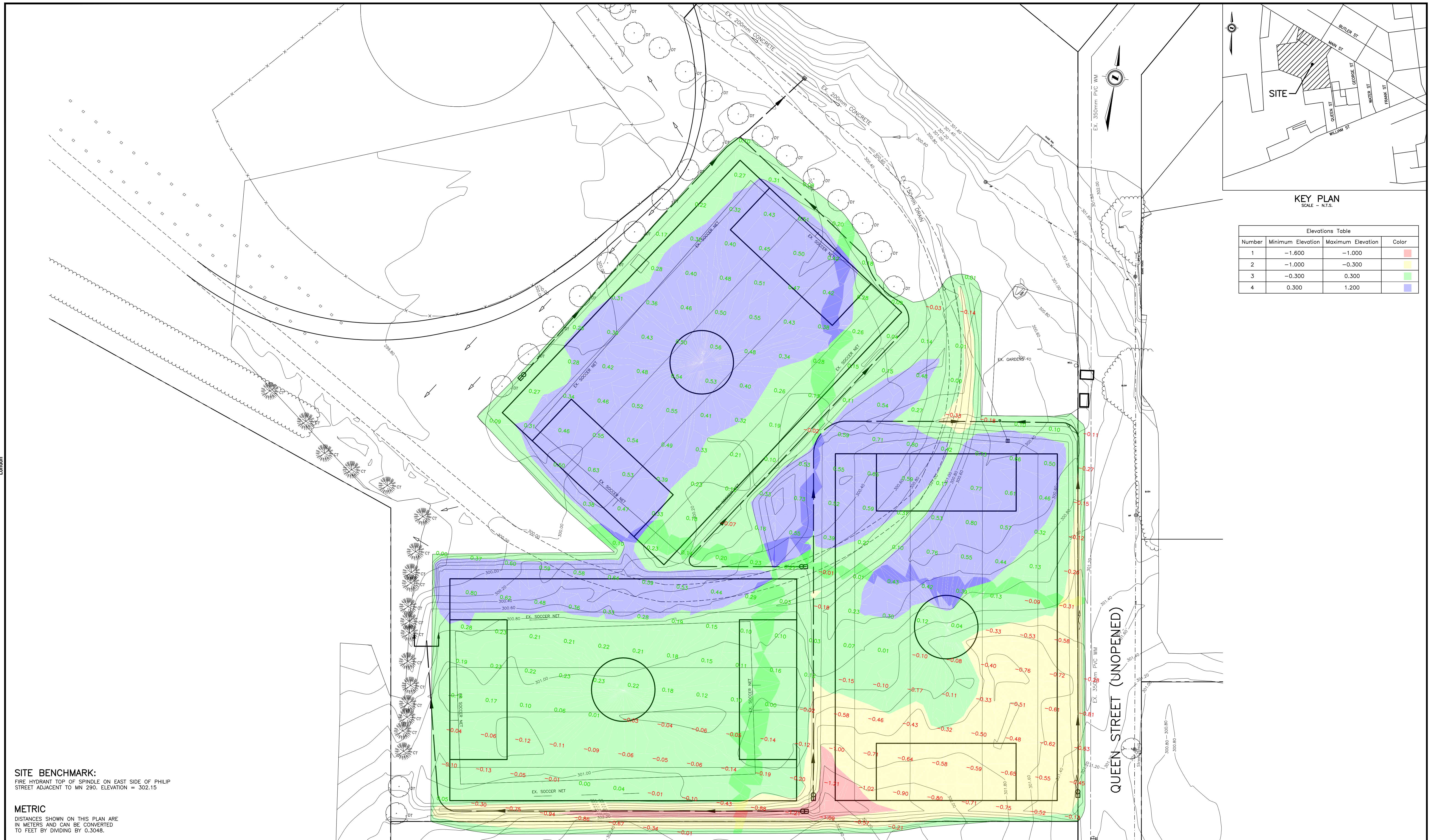
Paul Smith

Paul Smith, Manager of Parks and Recreation

CONTRACT DOCUMENTS FOR
MUNICIPAL CONSTRUCTION
PROJECTS

FORM OF TENDER
LUCAN CC SOCCER FIELDS
COUNTY OF MIDDLESEX
TOWNSHIP OF LUCAN BIDDULPH

FORM OF TENDER (2020) SCHEDULE OF ITEMS AND PRICES						
Item No.	Spec No.	Description	Unit	Estimated Quantity	Unit Price	Total Price
A1	180 206 SP	Earth Excavation, Grading	L.S.	100%	\$91,500.00	\$91,500.00
A2	510 SS	Remove and dispose of existing catchbasin	each	1	\$1,500.00	\$1,500.00
A3	510 SS SP	Construct New Track Connection using Reclaimed Track Material (chips and dust). Min. depth 300mm. Includes Topsoil Stripping	L.S.	100%	\$15,000.00	\$15,000.00
A4	180 206 SP	Fine Grade Soccer Fields and swales	L.S.	100%	\$15,000.00	\$15,000.00
A5	802 SS	Soccer Field restoration				
		a) Supply and place hydroseed mix	m ²	28000	\$3.50	\$98,000.00
		b) Supply and place sod	m ²	28000	\$7.00	
A6	401 410 SS	Supply & Install 150mm Subdrain Including excavation, fittings, backfill, compaction and connections, as per detail, clear stone and sand backfill	m	765	\$40.00	\$30,600.00
A7	405 407 SS	Supply and Install 600 mm x 600 mm Precast Catch Basin (including, frame and grate)	each	1	\$2,300.00	\$2,300.00
A8	410	Break into existing catchbasin and connect 150mm subdrain, including parging, complete	L.S.	100%	\$1,000.00	\$1,000.00
A9	SP	Install Soak-Away Pit per details on sheet 02 of design drawings incl. excavation, clear stone, geotextile complete.	L.S.	100%	\$5,000.00	\$5,000.00
A10	GC	Bonding and Insurance	L.S.	100%	\$8,000.00	\$8,000.00
A11	GC	Mobilization and demobilization	L.S.	100%	\$4,000.00	\$4,000.00
A12	805 SGC SP	Sediment and erosion control	L.S.	100%	\$2,000.00	\$2,000.00
TOTAL				(Carry Forward to Page FT-4)		\$273,900.00
Numeric Specification Reference - OPSS SGC - Supplementary General Condition SS - Standard Specification SP - Special Provision						



KEY PLAN
SCALE - N.T.S.

Elevations Table			
Number	Minimum Elevation	Maximum Elevation	Color
1	-1.600	-1.000	Red
2	-1.000	-0.300	Yellow
3	-0.300	0.300	Green
4	0.300	1.200	Blue

SITE BENCHMARK:
 FIRE HYDRANT TOP OF SPINDLE ON EAST SIDE OF PHILIP STREET ADJACENT TO MN 290. ELEVATION = 302.15

METRIC
 DISTANCES SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

Conditions of Use
 Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.
 Do not scale dimensions from drawing.
 Do not modify drawing, re-use it, or use it for purposes other than those intended at the time of its preparation without prior written permission from Dillon Consulting Limited.



DESIGN	DWH	REVIEWED BY	JDJ
DRAWN	CD	CHECKED BY	DWH
DATE	MAY 2020		
SCALE	1:500		
1	ISSUED FOR CLIENT REVIEW	2020.06.17	DWH
No.	ISSUED FOR	DATE	BY

COMMUNITY CENTRE SOCCER FIELD IMPROVEMENTS		PROJECT NO.	20-2858
TOWNSHIP OF LUCAN-BIDDULPH		SHEET NO.	01
EARTHWORKS CUT/FILL			

Memo

To: Mayor and Council

From: Lisa deBoer, Economic Development & Communications Officer

Subject: Committee Survey Results & Community Improvement Plan Proposal

Report No.: EDC-04-2020

Date: July 14th, 2020

BACKGROUND:

The Economic Development & Communications Officer was instructed recently to complete a survey of Committee members as well as obtain a quotation for the development of Community Improvement Plan for Lucan Biddulph.

DISCUSSION:

1. Information Item: A summary of the responses from the online survey of the Committee members is attached for Council's information and discussion.
2. Action Item: Further to the CEDC's last meeting regarding the development of a Community Improvement Plan, L. deBoer was directed to obtain a quotation to move forward on this Plan. A proposal was submitted from Re: public Urbanism, which is attached for review. This firm developed the recent CIP outline requested by the County and is currently working with Strathroy-Caradoc and has been in discussions with other lower tier municipalities in the County. Staff are recommending the approval of this proposal as the firm has already begun the process and have a great understanding of the County as well as Lucan Biddulph. The County of Middlesex has also committed to funding 50% of the cost of the consultant.

IMPACTS TO BUDGET:

The cost for the completion of the plan would be \$17,469.80 (including HST) with the Township's portion being \$8,734.90. The 2020 Budget allocated \$10,000 towards the Community Improvement Plan.

STRATEGIC PLAN:

This matter aligns with the following strategic priorities:

- Community Pride and Action Items #30 & #31 regarding Downtown Beautification. Items included in the grant application promotes tourism, downtown beautification as well as promotes a sense of community engagement, pride and belonging.

RECOMMENDATION:

Staff are recommending that Council approve the proposal from Re: public Urbanism for the development of a Lucan Biddulph Community Improvement Plan.

ATTACHMENTS:

1. Summary of Committee Feedback Survey
2. Proposal for the development of a CIP from Re: public Urbanism

Lisa deBoer

Lisa deBoer, AMCT
Economic Development & Communications Officer

Original View (No rules applied) ...

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→ COLLECT RESPONSES → **ANALYZE RESULTS** → PRESENT RESULTS

RESPONDENTS: 14 of 14

QUESTION SUMMARIES INSIGHTS AND DATA TRENDS INDIVIDUAL RESPONSES

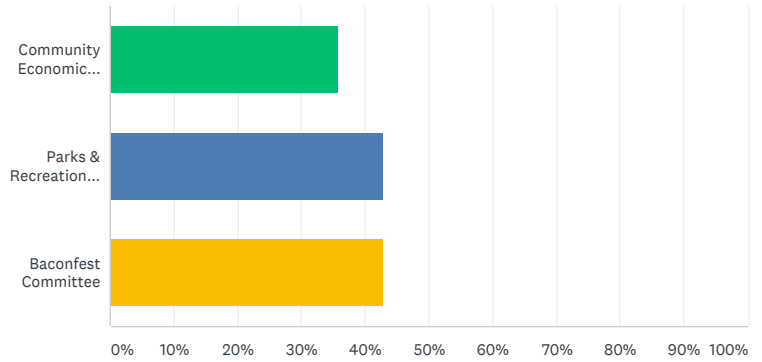
Page 1

Q1

Customiz

Which Committee are you a member of?

Answered: 14 Skipped: 0



ANSWER CHOICES

RESPONSES

Community Economic Development Committee	35.71%
Parks & Recreation Committee	42.86%
Baconfest Committee	42.86%

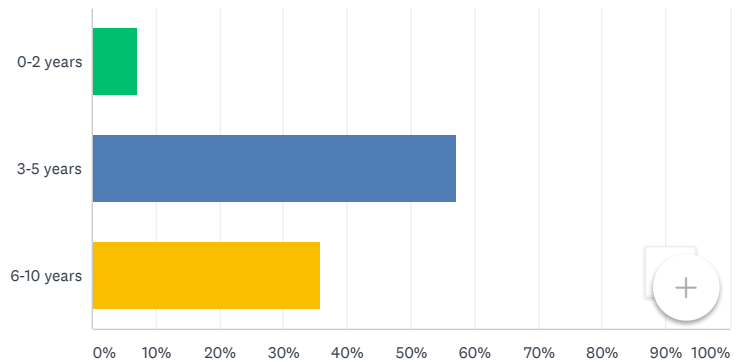
Total Respondents: 14

Q2

Customiz

How long have you been a member?

Answered: 14 Skipped: 0



SAVED VIEWS ?

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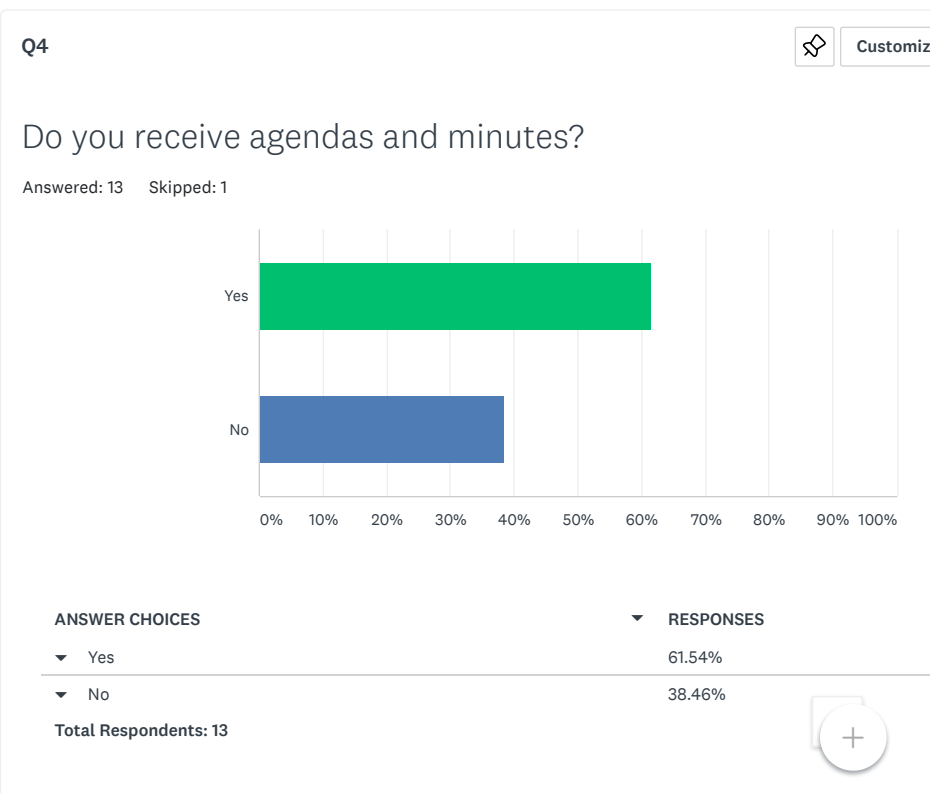
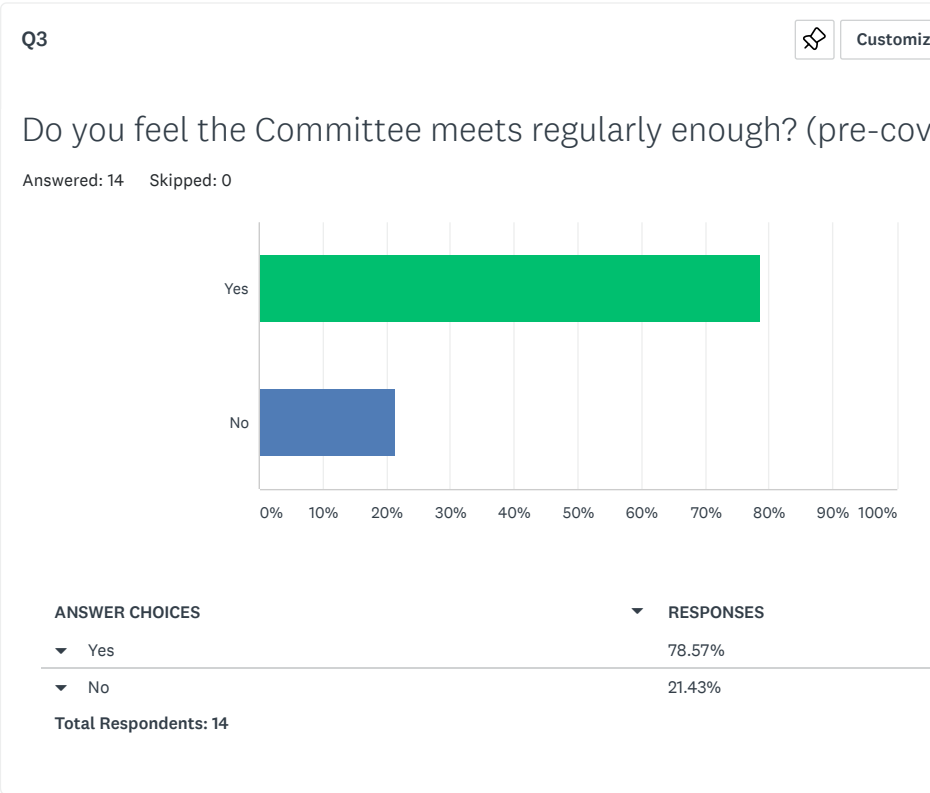
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ANSWER CHOICES	RESPONSES
0-2 years	7.14%
3-5 years	57.14%
6-10 years	35.71%

Total Respondents: 14



SAVED VIEWS ?

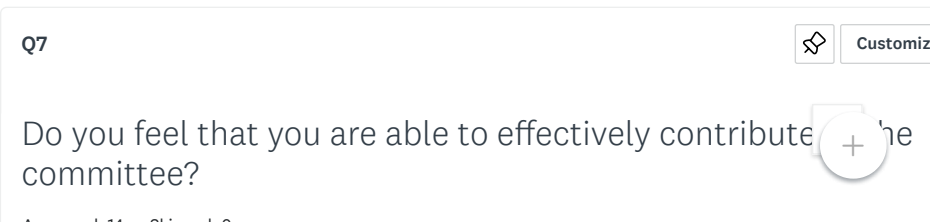
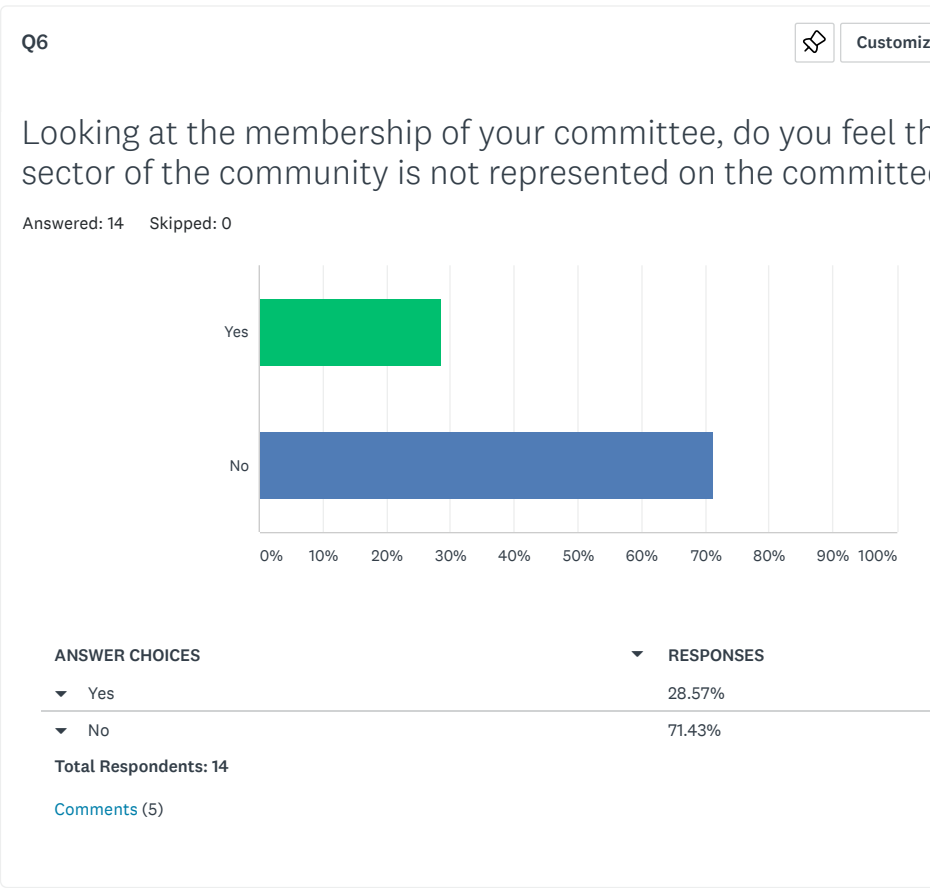
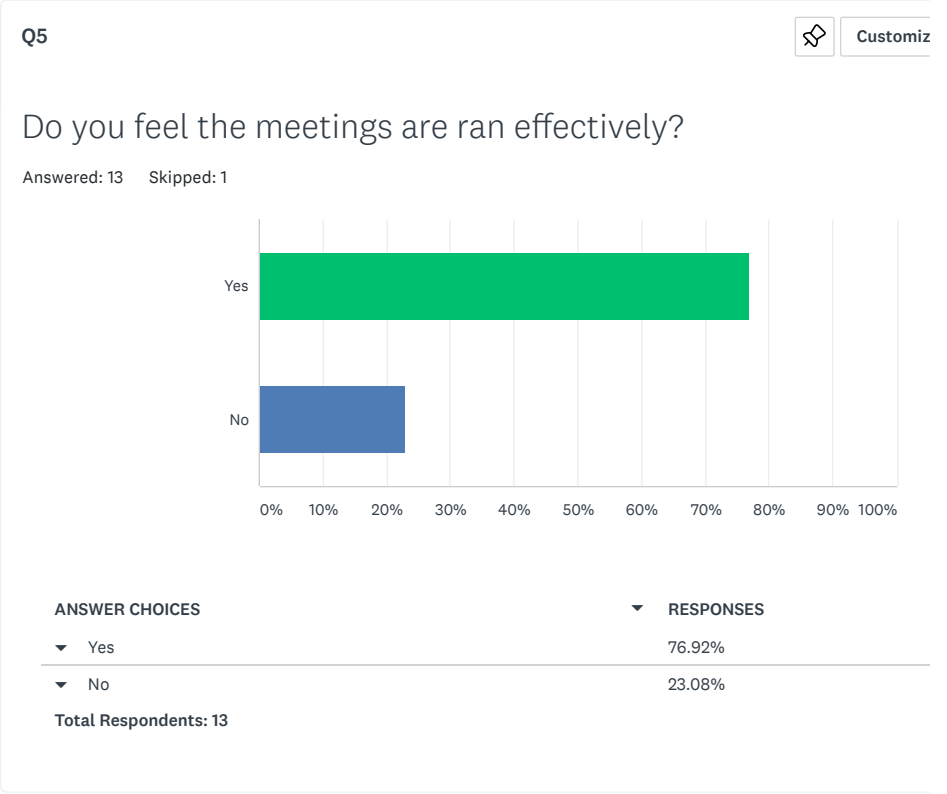
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Answered: 14 Skipped: 0

SAVED VIEWS ?

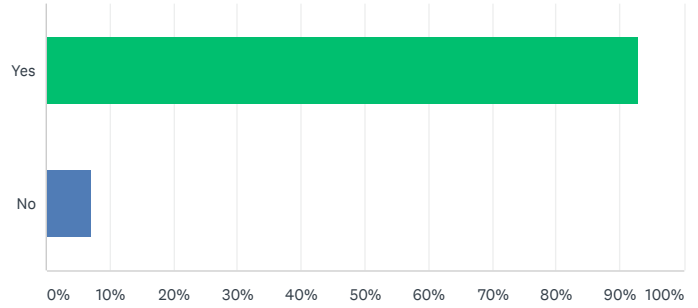
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ANSWER CHOICES

- Yes
- No

RESPONSES

92.86%

7.14%

TOTAL

[Comments \(1\)](#)

Q8

What do you feel works well with your committee?

Answered: 14 Skipped: 0

RESPONSES (14)

WORD CLOUD TAGS (0)

Sentiment

Apply to selected ▼ Filter by tag ▼

Showing 14 responses

Very nice group of people
6/23/2020 7:05 PM

[View respondent's answers](#)

Collaboration and effectively addressing what is required to be done by all members.
6/14/2020 11:23 AM

[View respondent's answers](#)

Transparency Open Discussion
6/11/2020 3:41 PM

[View respondent's answers](#)

Nice people, not effective committee
6/11/2020 2:56 PM

[View respondent's answers](#)

Q9

What do you feel could be improved?

Answered: 14 Skipped: 0



SAVED VIEWS ?

Original View (No rules applied) ...

RESPONSES (14) WORD CLOUD TAGS (0) 🔒 Sentiment

Apply to selected Filter by tag

Showing 14 responses

- I feel the group would benefit from a mission statement. We need a collective vision of what we are working toward. Focus is main street, what are the concerns and needs of the main street businesses. How can we help support
6/23/2020 7:05 PM [View respondent's answers](#)
- More consistent meetings or flow of information through email or a group page etc while planning.
6/14/2020 11:23 AM [View respondent's answers](#)
- Recruiting Local Business members - CEDC Baconfest possibly recruiting new members
6/11/2020 3:41 PM [View respondent's answers](#)
- Organizing better, more brainstorming, actually moving ahead on projects
6/11/2020 2:56 PM [View respondent's answers](#)

Q10 5

Do you have any suggested projects/new directions that you committee should explore?

Answered: 12 Skipped: 2

RESPONSES (12) WORD CLOUD TAGS (0) 🔒 Sentiment

Apply to selected Filter by tag

Showing 12 responses

- Would be great for the committee to form a set of questions and have someone go out and talk to each business we can see if there are similar issues and form a project around that. Example would be if hiring is an issue; we can work shop on interviewing techniques and have a community job fair. If it is sales then we can focus ideas to drive. Could be events or help with social media coverage. Leveraging business referrals between the different local businesses.
6/23/2020 7:05 PM [View respondent's answers](#)
- Baconfest - No CEDC - Bring in guest speakers Brainstorm new family activities and/or networking For new People in community
6/11/2020 3:41 PM [View respondent's answers](#)
- Seniors activities, improving what we have, following master plan, trails/running paths,
6/11/2020 2:56 PM [View respondent's answers](#)

Q11 5

Any other comments?

SAVED VIEWS

Original View (No rules applied)

Answered: 8 Skipped: 6

RESPONSES (8) WORD CLOUD TAGS (0) Sentiment

Apply to selected Filter by tag

Showing 8 responses

<input type="checkbox"/>	I like how the meeting dates were set a head of time and sent out so that we knew when the meetings were, if w miss a meeting.	6/23/2020 7:05 PM	View respondent's answers
<input type="checkbox"/>	Nope	6/11/2020 3:41 PM	View respondent's answers
<input type="checkbox"/>	Keep up the good work	6/11/2020 9:42 AM	View respondent's answers
<input type="checkbox"/>	:)	6/10/2020 10:09 PM	View respondent's answers



PROPOSAL OF SERVICES TO THE TOWNSHIP OF LUCAN BIDDULPH

COMMUNITY IMPROVEMENT PLAN

Submitted to:

Lisa deBoer
Economic Development & Communications Officer
Township of Lucan Biddulph
270 Main Street
Lucan, ON N0M 2J0
T: 519.227.4491
E: ldeboer@lucanbiddulph.on.ca
W: lucanbiddulph.on.ca

Submitted by:

Paul Hicks, MCIP, RPP
Re: public Urbanism
405-1830 rue Panet
Montreal, QC H2L 0G1
T: 514.503.2614
E: hicks@republicurbanism.com
W: republicurbanism.com

Re: PUBLIC urbanism

July 7, 2020

Lisa deBoer
Economic Development & Communications Officer
Township of Lucan Biddulph
270 Main Street
Lucan, ON N0M 2J0

Dear Ms deBoer

Re: Lucan Biddulph Community Improvement Plan

On behalf of our team, we would thank you for the opportunity to submit a proposal to the Township of Lucan Biddulph for the development of a community improvement plan. We have prepared a very strong and competitive proposal that showcases our ability to meet and exceed the needs of your project objectives. We view this project as an important opportunity to create an innovative economic development and planning tool to encourage investment and development in the Township.

The following proposal outlines our proposed team, experience, project understanding, work plan, schedule, and budget. We have a team with extensive experience working on a wide range of planning and policy projects associated with affordable housing. Our team proposes a 4-Phase Work Plan, concluding at the end of January 2021.

We look forward to the opportunity to work with the Township of Lucan Biddulph and we hope that the following meets and exceeds your expectations. We're happy to discuss and / or clarify any part of the proposal. Please don't hesitate to contact me at 514.503.2614 or hicks@republicurbanism.com should you need additional information or have any questions.

Sincerely,



Paul Hicks, MCIP, RPP
Principal | Urban Planner

Profile – Re: public Urbanism



Re: public Urbanism is an urban planning consultancy specialising in community planning, engagement and design. We believe strongly in the power of the community planning process to strengthen communities through creative, dynamic and viable approaches to planning and development.

We are dedicated to helping our clients conceive, design and plan the next generation of communities and our primary interest is in engaging in forward-looking projects intended to foster good quality urban spaces, community and economic vitality, and a healthy natural environment for everyone to enjoy.

With projects ranging from site-specific developments to municipal-wide plans and strategies, Re: public brings creativity and collaboration to each project we undertake. Our approach is context-based, working with communities to help identify assets and opportunities and establish the vision necessary for carrying out a plan. A truly community-based approach means engaging with communities in meaningful and creative ways to ensure voices are heard and needs are addressed, and we make that a core part of our work.

Your Team

We have assembled a two-person team to lead the development of your CIP headed by Paul Hicks, MCIP, RPP, urban planner and principal of Re: public Urbanism. He will be supported by Jesse McPhail, urban planner. A brief profile of Paul and Jesse is found below, please see Appendix A for their full CV.

Paul Hicks, Project Manager



Qualifications: Paul Hicks is a registered professional planner and founding partner of Re: public Urbanism with over 17-years' experience in urban planning, public consultation, and project management. Paul has led the preparation of a number of official plans and zoning by-laws, master plans, strategic plans, and special studies for many public bodies and governments including a variety of municipalities across Ontario and Canada, the private sector, and provincial and federal ministries. He has significant experience in multi-jurisdictional environments, dealing with all levels of government and has successfully developed and implemented many consultation programmes, including with Indigenous Peoples.

Role: Paul will act as overall project manager for this assignment and will be the primary point of contact for the Township. He will be responsible for ensuring delivery of the project on-time and on-budget and on-time and ensuring overall quality control.

Jesse McPhail, Urban Planner



Qualifications: Jesse is an urban planner with professional experience split between the public sectors in Alberta and Ontario with a background in policy development, development approvals, and geographic information systems. He has assisted in the development and implementation of municipal/intermunicipal plans, zoning by-laws, community improvement initiatives, and public engagement strategies. He has specific experience working with various municipal and provincial agencies, private sector constituents, and the general public to coordinate planning approvals for official plan/zoning amendments, consents/plans of subdivision, and site plan control, as well as facilitating public engagement sessions. He has also developed urban design and land use concepts for sites.

Role: Jesse will act in the role of project planner. He will assist in the development of all project deliverables and will undertake all background research and writing under Paul's direction.

Reference Projects



Project	Township of North Stormont Community Improvement Plan	Project Description: Seeking to take advantage of a Regional CIP offered by the United Counties of Stormont, Dundas and Glengarry, and to be able to offer local incentives to businesses within the municipality, the Township of North Stormont engaged Re: public Urbanism to prepare a municipal-wide CIP. Developed under the authority of the County Official Plan and the direction of the North Stormont Economic Development Strategic Plan, the CIP offers a range of five incentive programmes assisting property owners and businesses with the: planning and design of projects; façade improvement; signage and awnings; universal accessibility; and upgrading buildings to meet the Building Code. Key component of this project included ensuring that the CIP and its associated programming would be easy to administer by township staff members and ensuring the application process was accessible and not burdensome on potential applicants. The CIP was also designed to dovetail with grants offered through the County's Regional CIP. Re: public was further engaged by the Township to assist in the administration of the grant programs.
Location	North Stormont, Ontario	
Client	Township of North Stormont	
Date	2018-2019	
Size	Municipal-wide	
Collaborators	None	
Team Members Involved	Paul Hicks, Project Lead	
Contact	Craig Calder, CAO / Clerk Township of North Stormont T: 613.984.2821 E: ccaalder@northstormont.ca	

Reference Projects



Project	Municipality of Strathroy-Caradoc CIP	Project Description: Looking to renew their commitment to community improvement and build on the groundwork laid by their 2006 CIP, the Municipality of Strathroy-Caradoc engaged Re: public Urbanism to undertake the development of a new CIP in 2020. The foundation of the plan was largely established on the feedback received at the Downtown Summit – the main consultation event where various workshops were held with the business community, municipal staff, Council, and general public to determine the goals and priorities for the CIP. By combining the feedback received and the direction provided by the Official Plan, Strategic Plan, and Economic Development Strategy, 10 different incentive programs were developed, each designed to tackle the community’s priorities ranging from housing affordability, to reinvigorating core areas, to fostering a balanced and resilient urban/rural economy, to strengthening tourism opportunities. The CIP also outlined a progressive municipal leadership strategy for the Municipality to undertake during the lifecycle of the plan, involving recommendations for improving streetscapes, public parking facilities, wayfinding and signage, and the development of general design guidelines.
Location	Strathroy-Caradoc, Ontario	
Client	Municipality of Strathroy-Caradoc	
Date	2019 to present	
Size	Municipal-wide	
Collaborators	None	
Team Members Involved	Paul Hicks, Project Lead Jesse McPhail, Project Planner	
Contact	Jennifer Huff, Manager of Planning Municipality of Strathroy-Caradoc T: 519.245.1070 E: jhuff@strathroy-caradoc.ca	

Reference Projects



Project	Middlesex County Community Improvement Plan Primer
Location	Middlesex County, Ontario
Client	Middlesex County
Date	2019
Size	n/a
Collaborators	None
Team Members Involved	Paul Hicks, Project Lead Jesse McPhail, Urban Planner
Contact	Cara Finn, Director of Economic Development County of Middlesex T: 519.434.7321 E: cfinn@middlsex.ca

Project Description:

To date, two of Middlesex County's eight local municipalities have adopted a CIP. In an effort to support the other six local municipalities in determining whether a CIP is right for them, Middlesex County engaged Re: public Urbanism to prepare a CIP Primer. The Primer provides an overview of what a CIP is, the policy and legislative framework involved, plan components and administration, as well as a brief step-by-step guide on how the local municipalities can approach the creation of their own. A series of incentive program info sheets or "fiches" were also prepared outlining the different types of CIP incentives employed in Ontario, including common uses, budget considerations, and example projects. The ultimate goal of the Primer is to provide a user-friendly introduction to CIPs and brief exploration into their possibilities.

Our Approach



Our Approach

Our Project Team will work with you to complement the skills, knowledge and resources that already exist in the Township and add value through our expert technical knowledge. Our approach is rooted in basic principles that we apply to all our planning projects:

- Seeking to understand a community's vision, values, interests and concerns;
- Clearly understanding and carefully articulating the scope of issues that need to be addressed;
- Understanding how to get people involved and making the process inviting and accessible;
- Bringing local culture into the planning process;
- Ensuring a solid technical process supported by defensible data collection and analysis;
- Building relationships and capacity in communities;
- Incorporating best practices and innovative approaches; and
- Creating accessible planning policy and regulation for communities.

Project Management & Communication

Project management is a key component to any project's success. We seek to establish clear lines of communication with our clients to ensure that projects are managed effectively and completed on schedule and budget. For this contract Paul Hicks, MCIP, RPP, has been identified as Project Manager to lead this project, act as the primary client contact, and ensure quality control and client satisfaction. We will work with you to develop tracking tools to ensure that you are kept well-informed of project / assignment status. This is accomplished through a combination of online project management software, project update meetings and project management reports. We will produce meeting agendas in advance of all meetings and actionable minutes to ensure that participants leave meetings with identified and itemized assignments.

We have extensive experience carrying out work programs remotely with our clients. To facilitate this, we use a combination of strategically-planned site visits and telephone / video conferencing for

meetings. We also use file-sharing services and Cloud technology to efficiently and securely share documents and files.

Consultation & Engagement

No one understands your community needs better than the people who reside and do business there. We strongly believe that planning is best executed through a conscientious effort to understand the needs of all members of the community, and that in order to achieve this, a dynamic and accessible engagement program must be developed. In addition to the statutory public consultation requirements, we recommend a 3-point program of consultation and engagement to form the basis of the project's Consultation Strategy (to be further refined with Municipal Staff at the start of the project).

Project Branding: Branding and marketing will play an important role in communicating details about the project and shaping messaging. The project's Consultation Strategy will identify an overall joint branding for the project and all associated communications and presentations. The branding will be consistent with the Township's branding and marketing materials and will be designed to inspire and bring awareness to the project.

Township Workshops: A cornerstone of the work programme, township workshops will involve township staff, council, and other stakeholders as

appropriate and will serve to introduce the project, engage with staff and council, and shape the direction of the CIP.

Online Engagement: The workshops will be supported by an online presence using a combination of the Township's website and social media accounts where information on project progress will be made available. This will be coupled with the use of online resources and links on planning, design, and the official plan process to assist in educating the public about planning issues and process.

The Covid Factor

The Covid-19 pandemic continues challenge municipalities' abilities to hold in-person public meetings, workshops, and other forms of engagement. Since the outbreak of the pandemic Re: public and our project partners have been required to revise and redevelop a number of our consultation programs and other work programs to accommodate this new, albeit temporary, reality. We maintain subscriptions to all major online video-conferencing / webinar platforms to be used in conducting workshops and other public engagement activities, and we will use the development of the consultation strategy at the outset of the project to identify the Township's preferred platforms and design a detailed consultation program around them.

The Game Plan

Phase & Work Task		2020					2021	
		Aug	Sept	Oct	Nov	Dec	Jan	
Phase 0: Project Start up								
0.1	Project Kick-off & Consultation Strategy	■						
Phase 1: Background Analysis								
1.1	Policy review and audit of existing initiatives		■					
1.2	Township workshop		■					
1.3	CIP Background report and incentive catalogue		■					
Phase 2: CIP Development								
2.1	Draft CIP			■				
2.2	Township workshop			■				
Phase 3: Statutory Approvals Process & Project Wrap-up								
2.1	Circulation and comment period					■		
2.2	Statutory approvals process						■	

Work Plan & Schedule

The following work plan has been developed to address the requirements of the proposed project in 3 phases, excluding project start-up. The proposed schedule (assuming an Aug 1 start date) outlining the Work Plan is found above.

Phase 0: Project Start up

- Host a project kick-off meeting to review and confirm the work plan and deliverables
- Develop a consultation strategy for the CIP to identify key stakeholders, preferred consultation methods, consultation schedule, and project branding
- Develop a coordinated social media presence with both the Municipality for the project including online submissions / commenting, and online questionnaire / survey

Phase 1: Background Analysis

- Review official plan policies and economic development strategies / plans for relevant policies and direction
- Conduct a diagnostic and audit of any existing community improvement initiatives undertaken to-date
- Host a virtual workshop involving the Township staff, council, and selected stakeholders to identify the overall direction of the CIP, community needs and gaps in programming
- Develop a comprehensive catalogue of possible incentive programming, implementation processes, and budgetary requirements
- Consolidate the review and analysis into a CIP background report

Phase 2: CIP Development

- Develop a draft CIP with a 'short-list' of incentive programming and policies, eligibility criteria, evaluation matrix, and implementation plan based background review and consultations
- Host a virtual workshop involving the Township staff, council, and selected stakeholders to review the draft CIP and proposed incentive programming to ensure it reflects Township needs

Phase 3: Statutory Approvals Process & Project Wrap-up

- Undertake both a public review (including the statutory public open house) and statutory circulation of the CIP and revise the CIP based on comments received and prepare the finalized CIP in a colour / graphic and plain language publication accompanied by marketing materials (i.e. pamphlets, posters, etc.)
- Undertake the statutory approvals process and develop any associated amendment to the Official Plan to facilitate the CIP's implementation; prepare adoption materials; and subsequently consolidate any changes after approval

Dollars & Cents

Phase & Work Task		Individual, Hourly Rate, Time Allocation		Totals
		Paul Hicks	Jesse McPhail	
		\$165	\$110	
Phase 0: Project Start up				
0.1	Project kick off & Consultation Strategy	4	6	10
Phase 1: Background Analysis				
1.1	Policy review and audit of existing initiatives	2	4	6
1.2	Township workshop	4	8	12
1.3	CIP Background report and incentive catalogue	4	24	28
Phase 2: CIP Development				
2.1	Draft CIP	4	16	20
2.2	Township workshop	4	8	12
Phase 3: Statutory Approvals Process & Project Wrap-up				
3.1	Circulation and comment period	4	8	12
3.3	Statutory approvals process	4	8	12
Project Management				
Bi-weekly Progress Meetings		6	0	6
SubTotal Hours		36	82	118
SubTotal Fees		\$5,940.00	\$9,020.00	\$14,960.00

Disbursements	\$500.00
Sub-total	\$15,460.00
Taxes	\$2,009.80
Grand Total	\$17,469.80

Total Cost & Disbursements

The total cost for this project is an upset limit of \$15,460 (excluding tax). Disbursements include travel and printing costs incurred during the project. The budget does not include costs for room rentals, the rental of AV equipment or any hospitality that the Township wishes to provide at meetings.

Appendix A – Curriculum Vitae

Re: PUBLIC

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Paul Hicks

BES, MPA, MUP, MCIP, RPP



Contact

T: 514.503.2614

E: hicks@republicurbanism.com

W: www.republicurbanism.com

Education

Master of Urban Planning, McGill University, 2019

Master of Public Administration, University of Western Ontario, 2009

Bachelor of Environmental Studies, University of Waterloo, 2003

Affiliations

Member, Canadian Institute of Planners

Registered Professional Planner, Ontario Professional Planners Institute

Profile

Paul Hicks is an urban planner with 17 years of professional experience in planning and economic development having worked with all levels of government, and private sector clients across Canada, on a diverse range of projects including development approvals, municipal planning services, public consultation, and strategic planning. He has developed municipal plans, zoning by-laws, and community improvement plans, undertaken all manner of development approvals, and has provided expert testimony on land use planning. He has specific experience in coordinating and incorporating planning approvals within multi-jurisdictional approvals processes, having worked on environmental assessments, mine remediation, and waste disposal site approvals.

Selected Experience

Kemptville Campus Master Plan, 2019 to present

Leading the development of a campus master plan for the former Kemptville College in North Grenville, Ontario. This project includes the development of a land use master plan for the 250 ha (600 acre) site; the development and execution of a public consultation programme; and the development of concept plans for the future development of the site.

City of Cornwall Housing Revitalization Plan, 2019 to present

Providing expert planning services to the creation of a social housing revitalization master plan for the City of Cornwall and the United Counties of Stormont, Dundas, and Glengarry. This work includes leading the public engagement programme; the analysis of the land use planning framework, policies, and regulations; and the prioritizing of the City's social housing stoke for revitalization and redevelopment.

Strathroy Downtown Master Plan & Community Improvement Plan, 2019 to present

Leading the creation of a new master plan for the central core of the Town of Strathroy including partnering of business and resident stakeholders in the development of a master plan, including an implementation and phasing strategy as well as the development of a new community improvement plan for the entire municipality to offer incentives for local businesses.

National Capital Business Park Master Plan, 2019 to present

Planning lead on the development of a master planned business park in Eastern Ottawa on lands owned by the National Capital Commission. Aside from providing new business opportunities, the master plan seeks to incorporate best practices in urban design.

Capital Region Housing, Community Housing Strategic Master Plan, 2019

Provide expert planning services in the development of the CRH in Edmonton, AB. This work includes the review and analysis of the impact of planning and housing policy and legislation on the renewal and

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Professional Experience

Re: public Urbanism, Principal,
2016-present

Fotenn Consultants, Mgr. of Policy
Planning, 2015-2016

Fotenn Consultants, Sr. Planner,
2013-2015

Municipality of Strathroy-Caradoc,
Mgr. of Planning, 2005-2013

Ontario Ministry of Municipal
Affairs & Housing, Municipal
Planning Advisor, 2003-2005

Publications, Presentations & Awards

“Resilient, Flexible (and Intelligent) Cities” Intelligent Transportation Systems Canada Conference, Montreal, QC, 2018

“Design Strategies for Post-Growth Cities”, World Design Summit, Montreal, QC, 2017

“New Approaches to Community Planning and Engagement with Aboriginal Communities” Real Property Institute of Canada National Workshop, Ottawa, ON, 2016

“BIA 2.0 Shifting the Bottom Line”, Ontario Business Improvement Area Association Conference, London, ON, 2016

“DIY Rural Renaissance”, Ontario East Municipal Conference, Kingston, ON, and Ontario West Municipal Conference, London, ON, 2015

Excellence in Planning Award, Planning Studies and Reports, “Re-establishing Value: A Plan for the Old East Village”, 2005

redevelopment of the CRH’s real estate portfolio. Additionally, conducted best practices review of social housing revitalisation practices across Canada and internationally.

Avenue31 Capital Inc., Development Feasibility and Analysis, Various Sites in Ottawa, 2019 to present

Provide urban planning, design, and project management services for a number of development and redevelopment sites across the City of Ottawa. This work includes both highest and best use analyses, concept planning, and development / redevelopment feasibility, and planning approvals.

Nunavut General Monitoring Plan Secretariat, Strategic Plan Update, 2019

Developed and facilitated a strategic planning session for the NGMP Secretariat. This involved developing a workshop program for participants, the development of consensus positions on recommended actions and initiatives, and the development of an implementation plan and schedule.

Ville de Chelsea Community Trail Public Consultations, 2018

Developed and facilitated a public consultation programme for the development of a new multi-use recreational trail along a former railway line in the Chelsea, Quebec.

Town of Wolfville, Planning Services, 2018 to present

Provide planning and urban design-related projects on an as-needed basis or project-to-project basis for the Town of Wolfville, Nova Scotia including the development of the Commercial Core Community Design Guidelines and the Municipal Planning Strategy.

Public Services and Procurement Canada, Parliamentary Precinct Long Term Vision and Plan, 2017 to 2019

Provide urban planning and project management expertise in support of the development of the new master plan for the Parliamentary and Judicial Precincts in Ottawa, as well as individual rehabilitation projects. Specifically project managing the development of sustainability and accessibility policies and initiatives for the precinct.

United Counties of Stormont, Dundas, and Glengarry, Planning Services, 2018 to present

Provides municipal planning services as Acting Manager of Planning for the United Counties, including the review of development applications and policy development. Provides ongoing planning expertise on the appeal of the Official Plan.

City of Iqaluit Development Review Services, 2013 to present

As part of a project team provides as-needed development review and municipal planning services to the City of Iqaluit Planning Department including development inquiries, issuing of development permits, review and updates to the General Plan and Zoning By-law, and special projects as requested.

Downtown Strathroy Urban Design Guidelines, 2017 to 2018

Leading the development of urban design guidelines for the downtown area of Strathroy, Ontario including a public consultation program, conditional analysis, the development of guidelines and associated an implementation guide for staff.

City of Sudbury Site Plan Business Model Improvements, 2017 to 2018

In association with a larger project team, leading the review of planning implications related to the development of a revised and improved site plan approvals process including ensuring compliance with legislated and policy requirements, and impacts on internal review processes for the City.

Metrolinx, Analysis of Community Uses at GO Transit Stations, 2017

Led the development of analysis on how to incorporate commercial, recreational, and community uses at low-traffic transit stations on the GO Network, including best practices review, the development of concept plans and a demonstration plan select stationed.

Canadian Centre for Architecture, Square Mile Heritage Analysis, Montréal, 2017

Led a heritage analysis of the public realm of the Square Mile Area of Montréal, identifying and analysing heritage character elements and developing of a series of design and heritage recommendations for the preservation and enhancement of the area's public realm.

Ontario Business Improvement Area Association (OBIAA), Strategic Plan Update, 2017

Co-led the update to OBIAAs 5-year strategic plan, including the development of the work plan, facilitation of the workshop sessions, identification and evaluation of strategic priorities, and reporting to incorporate new priorities into a revised strategic plan.

Municipal Planning Services, 2005 to present

Since 2005, has provided as-needed municipal planning services to a wide range of municipalities in Ontario, Quebec, Newfoundland and Labrador, Nova Scotia, and Nunavut.

Northern Village of Kuujjuarapik, Village Demonstration Plan, 2016 to 2017

Member of a collaborative team of planners and architects engaged by the municipality of Kuujjuarapik, Québec to develop a demonstration plan incorporating urban design and architectural interventions into the landscape and built form.

Canadian Forces Base (CFB) Montréal, Housing Improvement Plan & Design Guidelines, 2016

Led the preparation of a General Improvement Plan for the Residential Housing Site at CFB Montreal that provided a series of recommended public realm improvements and redevelopment opportunities, along with design guidelines and an associated implementation strategy.

Infrastructure Ontario, OPP Modernization, 2015-2016

Led the preparation of development feasibility assessments and concept planning for candidate Ontario Provincial Police detachment sites across Northern and Eastern Ontario.

Government of Manitoba, Zoning By-Law Implementation Guide, 2015

Provided peer review services for the Manitoba Zoning By-law Implementation Guide and advice on zoning best practices including bonusing, cash in-lieu provisions, overlays, and form-based code.

Inuit Community of Hopedale Municipal Plan & Zoning By-law, Nunatsiavut Government (Labrador), 2015-2016

Led the provincial approval of the Municipal Plan and Zoning By-law Reviews for the Inuit Community of Hopedale, Labrador.

Government of Nunavut Planning Act Review, 2013-2015

Led the development of the Draft White Paper and associated consultation strategy to undertake a legislative review of the Nunavut Planning Act.

Development Approvals & Mer Bleue Community Design Plan, Ottawa, Mattamy Homes, 2013-2015

Led development approvals for Mattamy Homes, including processing of official plan and zoning by-law amendment, and subdivision draft plan approval. Provided land owner input into the development of the area master plan.

Government of Nunavut Community Plan & Zoning By-Law Reviews, 2013-2016

Led the development of new community plans and zoning by-laws for the communities of Nauyasat, Clyde River, Qikiqtarjuaq, Pangnirtung, Grise Fiord, and Taloyoak.

Planning Services, Giant Mine Remediation, Gov't of Canada 2013-2015

Led the municipal planning approvals for the remediation program for Giant Mine, Yellowknife, NWT including the providing planning advisory services to Aboriginal Affairs & Northern Development Canada.

Red Lake Official Plan & Zoning By-Law Review, 2013-2014

Led the statutory Official Plan and Zoning By-law Reviews for the Municipality of Red Lake, Ontario including undertaking a Municipal Comprehensive Review.

Re-establishing Value: A Plan for the Old East Village, 2001-2005

Team member in the development of an award-winning revitalization master plan for a central community in London, Ontario.

Re: PUBLIC

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Jesse McPhail

Urban Planner



Contact

T: 613.362.6553

E: mcphail@republicurbanism.com

W: www.republicurbanism.com

Education

BA, Specialization Urban Planning
Concordia University
2015

Affiliations

Pre-Candidate Member,
Canadian Institute of Planners

Professional Experience

Re: public Urbanism
Urban Planner
Oct. 2019 - present

Township of South Stormont,
Community Planner
Apr. 2018 - Oct. 2019

Lacombe County,
Planner / Development Officer
Apr. 2017 - Apr. 2018

Lacombe County, Planner /
Development Officer Intern
Apr. 2015 - Apr. 2017

City of Cornwall,
Planning Intern
May 2014 - Sept. 2014

Profile

Jesse McPhail is an Urban Planner with 5 years of professional experience split between the public sectors of Alberta and Ontario; to this end, he has a firm understanding of each province's respective planning system and associated legislation. He has assisted in the development and implementation of municipal/intermunicipal plans, zoning by-laws, community improvement initiatives, and public participation strategies. He has specific experience working with various municipal and provincial agencies, private sector constituents and the general public to coordinate planning approvals for official plan/zoning amendments, consents/plans of subdivision, and site plan control, as well as facilitating public engagement sessions. He has also developed urban design and land use concepts for sites.

Selected Experience

City of Cornwall Housing Revitalization Plan, 2019 to present

Providing planning services to support the creation of a social housing revitalization master plan for the City of Cornwall and the United Counties of Stormont, Dundas, and Glengarry. This work includes facilitating the public engagement programme; the analysis of the land use planning framework, policies, and regulations; and the prioritizing of the City's social housing stake for revitalization and redevelopment.

Strathroy Downtown Master Plan & Community Improvement Plan, 2019 to present

Assisting in the creation of a new master plan for the central core of the Town of Strathroy including partnering of business and resident stakeholders in the development of a master plan, including an implementation and phasing strategy as well as the development of a new community improvement plan for the entire municipality to offer incentives for local businesses.

Township of South Stormont, Main Street Revitalization Designs, Long Sault and Ingleside Commercial Plazas, 2019

Member of a team responsible for developing a "Main Street Revitalization" project proposal for the two commercial plazas in the Township. Distributed surveys and conducted interviews with business owners to inform project scope. Coordinated with Public Works to create preliminary design proposals informed by site analysis and usership observation, through the use of SketchUp.

Township of South Stormont, Preparation of Supporting Materials for OPA, Long Sault Urban Boundary Adjustment, 2019

Project lead assisting Township consultant in developing approach and background materials for proposal to adjust the urban boundary of the Village of Long Sault. Assisted with identification and analysis of parcels to be added, re-designated or removed from the urban boundary and assisted with the coordination and facilitation of open house.

Township of South Stormont, Housekeeping By-law Update IV, 2018, Housekeeping By-law Update V, 2019

Identified technical errors, issues and gaps in zoning by-law throughout the year in preparation for annual housekeeping update. Also identified and authored revised/new provisions to align with changing legislation (Planning Act, PPS). Conducted policy research, created background reports/mapping materials and presented proposed updates to Council and the general community at public meetings.

Lacombe County, Alix/Lacombe County Intermunicipal Development Plan Update, 2017-2018

Project lead for the comprehensive review of the IDP. Coordinated steering committee schedule and workplan, conducted comprehensive review and update of IDP policies for consistency with Municipal Government Act and Municipal Development Plan, and undertook a full redesign of the document.

Lacombe County, Development Incentive Grant (DIG) Program for Hamlets, 2017

Authored an incentive program to promote economic development in the County's hamlets. The program was largely informed through research of best practices and other incentive programs used in various Canadian municipalities.

Lacombe County, Municipal Development Plan & Land Use By-law Comprehensive Reviews, 2016-2017

Conducted research of best practices to inform the update and/or creation of policies to guide development and created a policy monitoring matrix which allows for an annual review and evaluation of policy implementation. Assisted in the development and implementation of an award-winning public participation strategy (*APPI Award of Merit - Education, 2018*), which included designing creative outreach strategies, authoring informational materials/media and facilitating open houses.

Lacombe County, Planning Education Program for Schools within Lacombe County, 2016

Project lead on the creation of a planning education initiative for elementary schools around Lacombe County. Goal of the program was introducing planning and municipal government to students ranging from grades 5-8 as part of the communication campaign for the County's Municipal Development Plan & Land Use By-law reviews.

City of Cornwall, Review and Update of City Data Book, 2014

Undertook review and update of the City of Cornwall Data Book, used as a reference document by City Departments, developers and the public.

Concordia University, Urban Laboratory - Revitalisation Plan for Select Areas in Saint-Laurent, Montreal, 2013-2014

Member of four-person student team tasked with developing a hypothetical revitalization plan for an area characterised by commercial "super-blocks" in east Saint-Laurent, Montreal. Findings and

recommendations were presented to local stakeholders at Saint-Laurent municipal offices.

Concordia University, Urban Laboratory – Investigation of Housing & Tenant-Landlord Relations in St. Michel, Montreal, 2013

Member of four-person student team tasked with investigating housing conditions and tenant-landlord relationships in select areas of St. Michel, Montreal. Project goal was to assist local community group with preparation of funding proposal to improve social/housing assistance services in St. Michel.

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED That the Council of the Township of Lucan Biddulph receive the attached accounts as paid for information, as follows:

May 2020	\$1,559,408.63
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RESOLUTION CARRIED

MAYOR

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
024909	06/08/2020	001000	A & B RENTAL	
	Invoice 31226		05/25/2020 PARKS MAINTENANCE	1,105.59
024910	06/08/2020	002689	AIR DESIGN SERVICES INC.	633.30
	Invoice 10059-129399		05/12/2020 FILTERS/GATES	633.30
024911	06/08/2020	002719	ALBECK CONSTRUCTION	11,129.74
	Invoice 0036		05/14/2020 SIDEWALK REPAIR	11,129.74
024912	06/08/2020	003384	ALEXANDER OSBORNE	627.00
	Invoice June 2020		06/08/2020 CAMP REFUND - COVID CANCEL	627.00
024913	06/08/2020	003381	ALLIED MEDICAL	110.50
	Invoice 505318		05/06/2020 FILTER FOR BVM	110.50
024914	06/08/2020	003208	ASTLEY GILBERT LIMITED	107.92
	Invoice 2105471		05/07/2020 GARDEN SIGNS	107.92
024915	06/08/2020	003382	BYRON & MARIE HAND	265.29
	Invoice June 2020		06/08/2020 REFUND DOUBLE PAYMENT	265.29
024916	06/08/2020	001199	CLARENCE CARTER & SONS	542.40
	Invoice 58385		05/06/2020 TOPSOIL	542.40
024917	06/08/2020	001754	DEN-MAR BRINES LIMITED	9,885.56
	Invoice D0271697		05/14/2020 DUST CONTROL	4,944.96
	Invoice D0271705		05/15/2020 DUST CONTROL	4,940.60
024918	06/08/2020	002287	DENNIS MAGUIRE SLINGERS LTD	700.74
	Invoice 11516		05/22/2020 PARKS MAINTENANCE	345.35
	Invoice 11531		05/26/2020 CRUSHED STONE	355.39
024919	06/08/2020	001263	DILLON CONSULTING LIMITED	3,870.25
	Invoice 218432		05/15/2020 FRANK STREET	3,870.25
024920	06/08/2020	003322	EVOLTA SOFTWARE INC.	7,345.00
	Invoice 201900037		05/22/2020 SOFTWARE	7,345.00
024921	06/08/2020	003316	FISHER HYDE PARK	3,267.96
	Invoice 99310635-001		05/06/2020 FLOWERS/TREES	678.00
	Invoice 98736474-001		04/20/2020 BUILDING R&M	311.88
	Invoice 98746077-001		04/20/2020 BUILDING R&M	325.44
	Invoice 99531259-001		05/13/2020 MULCH	637.32
	Invoice 99352890-001		05/07/2020 MULCH	678.00
	Invoice 99267940-001		05/05/2020 MULCH	637.32
024922	06/08/2020	001443	FRANK COWAN COMPANY LTD	1,506.53
	Invoice IN000012477		05/31/2020 ADMIN - LEGAL - JODI VAN K.	1,506.53
024923	06/08/2020	001100	Huron Tractor	334.78
	Invoice H92201		05/15/2020 TOOLS & SHOP SUPPLIES	8.48
	Invoice A61278		05/07/2020 PARKS MAINTENANCE SUPPLIES	126.92
	Invoice A61516		05/11/2020 HINGE	199.38
024924	06/08/2020	001105	IDEAL PIPE	994.91
	Invoice 384250		05/26/2020 PARKS MAINTENANCE	994.91
024925	06/08/2020	001110	J & T MURPHY LTD	387.60

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	Invoice May 2020		05/20/2020 SOCCER FIELDS	387.60
024926	06/08/2020	001299	JPW SYSTEMS INC.	197.75
	Invoice 24205		05/29/2020 DOOR KEYPAD INSTALLATION	197.75
024927	06/08/2020	001119	K.L. ELECTRIC	178.54
	Invoice 13026		04/30/2020 MATERIALS	178.54
024928	06/08/2020	001129	LANGFORD LUMBER	1,187.17
	Invoice 0470970		04/22/2020 FLOWER WAGON	22.49
	Invoice 1035053		05/01/2020 DRESSING ROOMS	67.73
	Invoice 1036494		05/19/2020 SUPPLIES	44.04
	Invoice 1037129		05/22/2020 PAINT SUPPLIES	160.36
	Invoice 1037630		05/25/2020 PAINT BRUSHES	5.62
	Invoice 2147799		05/12/2020 GRASS SEED	17.77
	Invoice 1035462		05/11/2020 PAINT SUPPLIES	49.66
	Invoice 2147402		06/08/2020 PAINT SUPPLIES	136.02
	Invoice 1037897		05/26/2020 TRAILER SUPPLIES	48.58
	Invoice 1037919		05/26/2020 GAS CAN	45.18
	Invoice 1034747		04/17/2020 MAINTENANCE	4.63
	Invoice 1035015		04/29/2020 SWITCH	50.84
	Invoice 0471321		04/29/2020 ARENA SUPPLIES	190.25
	Invoice 0470653		04/15/2020 BUILDING SUPPLIES	169.48
	Invoice 1034546		04/08/2020 PAINT SUPPLIES	73.82
	Invoice 2145191		04/03/2020 SAW BLADE	30.48
	Invoice LUM1035079		05/31/2020 PAINT	44.28
	Invoice 1035992		05/15/2020 COVID 19	7.33
	Invoice 1037983		05/26/2020 COVID 19	10.15
	Invoice 1036645		05/19/2020 GREEN BOWS - SUPPLIES	8.46
024929	06/08/2020	003047	LIBRO CREDIT UNION	649.16
	Invoice May 29, 2020		05/29/2020 JOE DEWAN - RRSP	649.16
024930	06/08/2020	002621	MAGUIRE, KELLY	621.50
	Invoice May 2020		05/31/2020 Property Maintenance	621.50
024931	06/08/2020	002965	MORNEAU SHEPELL LTD.	2,239.43
	Invoice 1187918		06/02/2020 EAP PROGRAM	2,239.43
024932	06/08/2020	003120	MRC SYSTEMS	1,506.86
	Invoice 013801		05/29/2020 PAGERS	1,506.86
024933	06/08/2020	003386	NELLY VERWAAYEN	84.75
	Invoice June 2020		06/08/2020 REFUND - COVID 19	84.75
024934	06/08/2020	003022	ORKIN CANADA CORPORATION	91.53
	Invoice C-1371472		05/12/2020 PEST CONTROL	91.53
024936	06/08/2020	001195	PROMECHANICAL TRUCK REPAIRS	100.08
	Invoice 74476		05/22/2020 BACKHOE	100.08
024937	06/08/2020	003385	REBECCA PENNY	560.00
	Invoice june 2020		06/08/2020 REFUND - COVID CANCELLATION	560.00
024938	06/08/2020	003383	SHERRI PATKUS	84.75
	Invoice june 2020		06/08/2020 REFUND - COVID CANCELLATION	84.75
024939	06/08/2020	001372	SPRIET ASSOCIATES	367.25

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	Invoice 20-0197		05/14/2020 SEVERANCE APPLICATION	367.25
024940	06/08/2020	003387	STARFIELD LION COMPANY	90.53
	Invoice 1015205		05/29/2020 BUNKER GEAR - BRAD HOLDEN	90.53
024941	06/08/2020	002723	TOROMONT CAT	627.15
	Invoice WO070823055		05/14/2020 Arena Maintenance	627.15
024942	06/08/2020	001626	TRACK 21 GRAPHIX INC.	403.41
	Invoice 52479		05/27/2020 SHAMROCK SHAPED SIGNS	403.41
024943	06/08/2020	001270	TREASURER, COUNTY OF MIDDLESEX	796,175.50
	Invoice IVC-2020-01110		04/27/2020 SIGNS	127.50
	Invoice Q2 2020 LEVY		06/08/2020 Q2 - 2020 LEVY	796,048.00
024944	06/08/2020	001691	TRY RECYCLING INC.	649.61
	Invoice 0000184228		05/16/2020 SPECIAL PICKUP	649.61
024945	06/08/2020	001713	WFS LTD.	3,050.67
	Invoice 5250199		05/20/2020 COVID EXPENSES - GLOVES	446.58
	Invoice 5248162		05/14/2020 COVID EXPENSES - MASK	2,604.09
024946	06/24/2020	001359	AGO INDUSTRIES	2,257.39
	Invoice 902457		06/12/2020 COVERALLS - MEDICAL CALLS	2,257.39
024947	06/24/2020	001622	B M ROSS & ASSOCIATES	12,010.93
	Invoice 18147		02/25/2020 LUCAN SANITARY MASTER PLAN	6,973.60
	Invoice 18679		06/05/2020 R&M EQUIPMENT	3,512.27
	Invoice 18662		06/04/2020 SANITARY MASTER PLAN	1,525.06
024948	06/24/2020	002823	BLUEWATER PIPE	938.47
	Invoice 20-9448		06/02/2020 ROAD MAINTENANCE	526.58
	Invoice 20-9438		06/01/2020 ROAD MAINTENANCE	411.89
024949	06/24/2020	002483	CITY OF LONDON	15,463.22
	Invoice 189241		05/07/2020 WATER	15,463.22
024950	06/24/2020	001277	CLARKE'S FOOD MART	653.77
	Invoice 26935		04/03/2020 FUEL	130.00
	Invoice 26955		04/09/2020 FUEL	64.44
	Invoice 26993		04/22/2020 FUEL	89.68
	Invoice 26998		04/22/2020 FUEL	84.28
	Invoice 27003		04/24/2020 FUEL	126.00
	Invoice 26968		04/14/2020 FUEL	69.72
	Invoice 27016		04/28/2020 FUEL	14.28
	Invoice 27020		04/30/2020 FUEL	75.37
024951	06/24/2020	002637	COMPUGEN INC.	235.33
	Invoice 9252155		05/27/2020 PHOTOCOPIER CHARGES	235.33
024952	06/24/2020	002660	DAMAR SECURITY SYSTEMS	1,660.02
	Invoice 380881		06/15/2020 MONITORING SERVICES	525.45
	Invoice 376604		05/15/2020 MONITORING	1,134.57
024953	06/24/2020	001684	DAVIES SIGNS	45.20
	Invoice 129902		06/17/2020 R&M BUILDING	45.20
024954	06/24/2020	001754	DEN-MAR BRINES LIMITED	31,818.11

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	Invoice D0271706		05/19/2020 DUST CONTROL	4,936.97
	Invoice D0273933		06/10/2020 DUST CONTROL	4,939.89
	Invoice D0274106		06/12/2020 DUST CONTROL	4,650.92
	Invoice D0272111		06/05/2020 DUST CONTROL	4,940.61
	Invoice D0273889		06/09/2020 DUST CONTROL	4,939.89
	Invoice D0272112		06/08/2020 DUST CONTROL	4,939.89
	Invoice D0272113		06/06/2020 DUST CONTROL	2,469.94
024955	06/24/2020	002287	DENNIS MAGUIRE SLINGERS LTD	125.43
	Invoice 11451		05/01/2020 FLOWERS	125.43
024956	06/24/2020	001263	DILLON CONSULTING LIMITED	20,246.89
	Invoice 219737		06/12/2020 NAGLE DRIVE	15,832.66
	Invoice 219852		06/15/2020 FRANK STREET RECONSTRUCTION	2,486.00
	Invoice 219739		06/12/2020 PHASE 4 LUCAN ESTATES	1,928.23
024957	06/24/2020	002796	DOWLER KARN	261.90
	Invoice 5665		05/12/2020 FUEL	124.29
	Invoice 7951		05/26/2020 FUEL	137.61
024958	06/24/2020	001914	EARTHEN ELEGANCE FLORAL ARTISTRY	169.16
	Invoice 100030628		05/15/2020 COVID BOWS	169.16
024959	06/24/2020	003316	FISHER HYDE PARK	474.60
	Invoice 99924849-001		05/25/2020 MULCH	474.60
024960	06/24/2020	002855	GOLLAN HOLDINGS INC.	1,271.25
	Invoice 1450		06/08/2020 CARPET CLEANING	1,271.25
024961	06/24/2020	003261	GW-EX INC.	241,724.53
	Invoice 3447		05/28/2020 PROGRESS INVOICE - NAGLE DRIVE	241,724.53
024962	06/24/2020	003084	HM PIPE PRODUCTS INC.	2,363.68
	Invoice 46390		06/09/2020 DRAINAGE	429.40
	Invoice 46150		06/05/2020 WATER METERS	821.23
	Invoice 46151		06/01/2020 WATER METERS	1,113.05
024963	06/24/2020	003391	JOHNSTON, ROD	168.00
	Invoice Refund 2020		06/18/2020 COVID-19 CANCELLATION	168.00
024964	06/24/2020	002998	KTI LIMITED	11,610.89
	Invoice INV125580		05/22/2020 Meters	203.40
	Invoice INV125909		06/08/2020 Meters	11,407.49
024965	06/24/2020	001129	LANGFORD LUMBER	7,574.35
	Invoice 0471657		05/05/2020 SHOP SUPPLIES	5.11
	Invoice 1035602		05/12/2020 SHOP SUPPLIES	58.74
	Invoice 1038184		05/27/2020 R&M BUILDING	17.50
	Invoice 2148035		05/28/2020 SHOP SUPPLIES	13.09
	Invoice 1038577		05/29/2020 SHOP SUPPLIES	14.22
	Invoice 0472843		05/27/2020 PARKS MAINTENANCE	25.97
	Invoice 1035186		05/07/2020 MAINTENANCE & SUPPLIES	42.87
	Invoice 0471658		05/05/2020 MAINTENANCE & SUPPLIES	36.09
	Invoice Interest		05/31/2020 INTEREST CLEAN-UP	879.24
	Invoice 2125318		06/22/2020 OFFICE SUPPLIES	9.02
	Invoice 2125614		06/22/2020 BACONFEST	23.37
	Invoice 2125632		06/22/2020 BACONFEST	135.97
	Invoice 2125770		06/22/2020 BACONFEST	189.76

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Invoice 2125772			06/22/2020 BACONFEST	-33.99
Invoice 2125942			06/22/2020 BACONFEST	28.75
Invoice 2126148			06/22/2020 BACONFEST	56.44
Invoice 2126178			06/22/2020 BACONFEST	8.75
Invoice 0458991			06/22/2020 BACONFEST	48.66
Invoice 0456282			06/22/2020 MAIN ST MURAL	129.84
Invoice 2122949			06/22/2020 SHOP SUPPLIES	14.68
Invoice 0456429			06/22/2020 FLOWERS	2.66
Invoice 0456433			06/22/2020 ONE-TONNE	432.47
Invoice 0456523			06/22/2020 SHOP SUPPLIES	10.16
Invoice 0457226			06/22/2020 SHOP SUPPLIES	15.75
Invoice 2124487			06/22/2020 SHOP SUPPLIES	31.85
Invoice 2124595			06/22/2020 R&M WATERMAINS	13.09
Invoice 2125143			06/22/2020 R&M WATERMAINS	11.29
Invoice 2125220			06/22/2020 DRAINAGE	7.11
Invoice 2125221			06/22/2020 DRAINAGE	47.45
Invoice 2125307			06/22/2020 SHOP SUPPLIES	11.59
Invoice 0458045			06/22/2020 SHOP SUPPLIES	24.39
Invoice 2125948			06/22/2020 R&M EQUIPMENT	10.72
Invoice 0458887			06/22/2020 SHOP SUPPLIES	8.55
Invoice 2126212			06/22/2020 METERS	15.23
Invoice 2127051			06/22/2020 MAINTENANCE	19.63
Invoice 0459246			06/22/2020 MAINTENANCE	26.17
Invoice 0459426			06/22/2020 ROADS- GREASE/OIL	56.14
Invoice 2127942			06/22/2020 R&M BUILDING	21.01
Invoice 1030877			06/22/2020 R&M BUILDING	-2.37
Invoice 2128186			06/22/2020 CULVERT REPLACEMENT	31.49
Invoice 2128662			06/22/2020 SHOP SUPPLIES	8.46
Invoice 2129231			06/22/2020 SHOP SUPPLIES	28.68
Invoice 0460643			06/22/2020 FLOWERS	4.70
Invoice 2129447			06/22/2020 FLOWERS	11.67
Invoice 0472981			05/29/2020 SHOP SUPPLIES	21.03
Invoice 0471980			05/11/2020 SIGNS	119.76
Invoice 1035841			05/14/2020 DRAINAGE	25.98
Invoice 2147944			05/20/2020 DRAINAGE	14.67
Invoice 0472871			05/28/2020 SHOP SUPPLIES	36.04
Invoice 0457789			06/23/2020 MAINTENANCE & SUPPLIES	47.22
Invoice 0458479			06/23/2020 MAINTENANCE SUPPLIES	45.19
Invoice 0458522			06/23/2020 MAINTENANCE SUPPLIES	7.19
Invoice 0458996			06/23/2020 PARKS MAINTENANCE	53.10
Invoice 0459043			06/23/2020 MAINTENANCE SUPPLIES	50.80
Invoice 2127439			06/23/2020 PARKS MAINTENANCE SUPPLIES	137.40
Invoice 2130053			06/23/2020 MAINTENANCE	23.11
Invoice 0458192			06/23/2020 PARKS MAINTENANCE	10.50
Invoice 0458191			06/23/2020 MAINTENANCE	5.05
Invoice 2125796			06/23/2020 MAINTENANCE - ARENA	6.20
Invoice 0458265			06/23/2020 PARK SUPPLIES	10.50
Invoice 2125903			06/23/2020 COMMUNITY GROUNDS	2.81
Invoice 0458992			06/23/2020 MAINTENANCE SUPPLIES	111.80
Invoice 2127045			06/23/2020 MAINTENANCE SUPPLIES	33.89
Invoice 2127204			06/23/2020 ARENA SUPPLIES	10.50
Invoice 0459375			06/23/2020 MAINTENANCE SUPPLIES	355.42
Invoice 0459634			06/23/2020 MAINTENANCE SUPPLIES	7.90
Invoice 1030878			06/23/2020 MARKET ST PARK	7.44
Invoice 2129360			06/23/2020 MAINTENANCE SUPPLIES	23.71
Invoice 0461041			06/23/2020 MAINTENANCE SUPPLIES	444.41
Invoice 0459005			06/23/2020 SHOP SUPPLIES	169.49
Invoice 0457890			06/23/2020 SHOP SUPPLIES	133.92

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Invoice 0455404			06/23/2020 MAINTENANCE SUPPLIES	2.02
Invoice 0455430			06/23/2020 BUILDING MAINTENANCE	35.36
Invoice 0455465			06/23/2020 BUILDING SUPPLIES	58.20
Invoice 0455515			06/23/2020 MAINTENANCE SUPPLIES	42.88
Invoice 0455716			06/23/2020 MAINTENANCE SUPPLIES	3.14
Invoice 0455734			06/23/2020 MAINTENANCE SUPPLIES	8.10
Invoice 0455751			06/23/2020 MAINTENANCE SUPPLIES	13.53
Invoice 0455803			06/23/2020 ARENA SUPPLIES	4.68
Invoice 0455843			06/23/2020 BUILDING & FACILITY	13.51
Invoice 0455850			06/23/2020 BUILDING & FACILITY	20.27
Invoice 0455967			06/23/2020 PROGRAM EXPENSES - CRAFTS	32.39
Invoice 0455968			06/23/2020 MAINTENANCE SUPPLIES	24.84
Invoice 0456000			06/23/2020 MAINTENANCE SUPPLIES	48.00
Invoice 0456002			06/23/2020 MAINTENANCE SUPPLIES	14.85
Invoice 0456034			06/23/2020 MAINTENANCE SUPPLIES	12.41
Invoice 0456042			06/23/2020 MAINTENANCE SUPPLIES	1.68
Invoice 0456055			06/23/2020 MAINTENANCE SUPPLIES	7.56
Invoice 0456057			06/23/2020 MAINTENANCE SUPPLIES	39.20
Invoice 0456222			06/23/2020 ARENA TRUCK	7.63
Invoice 0456296			06/23/2020 SCOUT HALL FLOOD	20.33
Invoice 0456342			06/23/2020 PARK SUPPLIES	132.23
Invoice 0456371			06/23/2020 GRANTON PARK	152.48
Invoice 0456760			06/23/2020 GRANTON PARK	3.86
Invoice 0456771			06/23/2020 MAINTENANCE SUPPLIES	38.84
Invoice 0456784			06/23/2020 MAINTENANCE SUPPLIES	7.06
Invoice 0456803			06/23/2020 PARK SUPPLIES	56.49
Invoice 0456807			06/23/2020 PARK SUPPLIES	-56.49
Invoice 456838			06/23/2020 BUILDING MAINTENANCE SUPPLIES	6.01
Invoice 0456897			06/23/2020 ARENA MAINTENANCE	8.75
Invoice 0457009			06/23/2020 MAINTENANCE SUPPLIES	86.31
Invoice 0457023			06/23/2020 POOL MAINTENANCE	1,660.86
Invoice 0457172			06/23/2020 MAINTENANCE SUPPLIES	88.71
Invoice 0457234			06/23/2020 MAINTENANCE SUPPLIES	41.29
Invoice 0457264			06/23/2020 MAINTENANCE SUPPLIES	7.75
Invoice 0457267			06/23/2020 MAINTENANCE SUPPLIES	2.02
Invoice 0457335			06/23/2020 PARK SUPPLIES	24.84
Invoice 0457369			06/23/2020 PARK SUPPLIES	10.44
Invoice 0457424			06/23/2020 MAINTENANCE SUPPLIES	35.66
Invoice 0457518			06/23/2020 MAINTENANCE SUPPLIES	65.90
Invoice 0457531			06/23/2020 MAINTENANCE SUPPLIES	51.91
Invoice 0457591			06/23/2020 ARENA MAINTENANCE	25.74
Invoice 0457887			06/23/2020 MAINTENANCE SUPPLIES	25.94
Invoice 0457991			06/23/2020 MAINTENANCE SUPPLIES	33.31
Invoice 1029810			06/23/2020 MARKET ST. PARK	7.89
Invoice 2122000			06/23/2020 PARK SUPPLIES	28.66
Invoice 2122015			06/23/2020 MARKET ST. PARK	9.90
Invoice 2122800			06/23/2020 GRANTON PARK	27.47
Invoice 2124549			06/23/2020 MAINTENANCE SUPPLIES	11.29
Invoice 2126104			06/23/2020 PLYWOOD FOR BACONFEST	101.65
024966	06/24/2020	001913	LERNERS LLP	8,033.13
Invoice 40019760			05/27/2020 OLDE CLOVER	5,278.70
Invoice 40019850			05/28/2020 GREAT ESCAPE RV	678.00
Invoice 40019743			05/27/2020 GLAVIN COATING & REFINISHING	2,076.43
024967	06/24/2020	003047	LIBRO CREDIT UNION	649.16
Invoice June 2020			06/19/2020 RRSP FOR JOE DEWAN	649.16

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024968	06/24/2020	001998	LOCAL AUTHORITY SERVICES LTD.		2,308.62
	Invoice PF-1181-03479		05/29/2020 FUEL	1,683.18	
	Invoice PF-1186-03490		06/05/2020 DIESEL-COLOURED	625.44	
024969	06/24/2020	002404	LOYENS, TRAVIS		675.90
	Invoice 3234		06/01/2020 BEAVER TRAPPING	675.90	
024970	06/24/2020	003390	LUCAN OPTIMIST CLUB		110.02
	Invoice 2020 Refund		06/18/2020 COVID-19 REFUND	110.02	
024971	06/24/2020	003250	MINISTRY OF FINANCE		156,828.71
	Invoice 101603201103011		03/16/2020 OPP CREDIT	-6,881.29	
	Invoice 100806201243010		06/17/2020 FEBRUARY OPP	54,570.00	
	Invoice 101006200907010		06/10/2020 MARCH OPP	54,570.00	
	Invoice 101006201228010		06/10/2020 APRIL OPP	54,570.00	
024972	06/24/2020	001412	MOBIL SERVICES INC.		1,186.50
	Invoice 64463		05/20/2020 STREET SWEEPING	1,186.50	
024973	06/24/2020	003120	MRC SYSTEMS		117.64
	Invoice 013323		03/18/2020 PAGER BATTERY	117.64	
024974	06/24/2020	003254	MY HEATING & COOLING GUY		3,232.93
	Invoice 2607		06/11/2020 R&M BUILDING	3,232.93	
024975	06/24/2020	002929	OMI CANADA INC.		12,863.64
	Invoice 691130-04-04		06/17/2020 CONTRACTED SERVICES	12,863.64	
024976	06/24/2020	001843	ONTARIO CLEAN WATER AGENCY		50,437.65
	Invoice INV00000001751		05/06/2020 R&M OCWA SERVICES	9,169.42	
	Invoice INV00000002287		06/04/2020 APRIL CAPITAL BILLINGS	28,216.69	
	Invoice INV00000002181		06/01/2020 CONTRACTED SERVICES	13,051.54	
024977	06/24/2020	002626	ONTARIO ONE CALL		222.16
	Invoice 202011941		05/31/2020 ONE CALL LOCATES	222.16	
024978	06/24/2020	003022	ORKIN CANADA CORPORATION		91.53
	Invoice C-1474623		06/09/2020 MAINTENANCE & SUPPLIES	91.53	
024979	06/24/2020	003392	PAQUIN ENTERTAINMENT		11,000.00
	Invoice 5984		06/23/2020 TEBEY - BACONFEST 2021	11,000.00	
024980	06/24/2020	003213	PICKARD CONSTRUCTION		1,434.07
	Invoice 86552		05/31/2020 SIGNS	1,434.07	
024981	06/24/2020	003161	PPG ARCHITECTURAL COATINGS CANADA		1,366.31
	Invoice 849203074356		05/11/2020 MAINTENANCE SUPPLIES	621.05	
	Invoice 849203074112		05/04/2020 MAINTENANCE SUPPLIES	745.26	
024982	06/24/2020	001735	QUADIENT LEASING CANADA LTD.		129.94
	Invoice 6230919		06/01/2020 POSTAGE MACHINE RENTAL	129.94	
024983	06/24/2020	001371	REYMER, RON		270.00
	Invoice Refund 2020		06/18/2020 COVID-19 CANCELLATION	270.00	
024984	06/24/2020	001992	RUSHTON CUSTOM SERVICES		1,186.50
	Invoice 490550		05/15/2020 ROADSIDE - TREE	1,186.50	

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
024985	06/24/2020 Invoice June 2020	001880	SMITH, BRYAN 06/18/2020 HOSE REEL	101.69
024986	06/24/2020 Invoice 065201	001628	SOUTHWOLD DIVERSIFIED LTD. 05/27/2020 REPAIRS & MAINTENANCE	1,705.70
024987	06/24/2020 Invoice 19-0492	001372	SPRIET ASSOCIATES 06/22/2020 STUMPF DRAIN - BRANCH E&F	4,135.80
024988	06/24/2020 Invoice 427314584	002214	STUBBS COMMUNICATIONS 01/07/2020 SECURITY MONITORING	433.78
024989	06/24/2020 Invoice 784 Invoice 788	002728	SUPERB CONTRACTING INC. 05/25/2020 R&M MAIN 06/01/2020 COVID	519.85 423.75 96.10
024990	06/24/2020 Invoice GD 10758 Invoice GD16071	003389	SYLVITE AGRI-SERVICES LTD. 04/30/2020 TOOLS & SHOP SUPPLIES 05/22/2020 TOOLS & SHOP SUPPLIES	612.24 306.12 306.12
024991	06/24/2020 Invoice 52569	001626	TRACK 21 GRAPHIX INC. 06/15/2020 LABELS	117.18 117.18
024992	06/24/2020 Invoice 0000184537 Invoice 0000184363 Invoice 0000184740 Invoice 0000184909	001691	TRY RECYCLING INC. 05/31/2020 SPECIAL PICK-UP 05/23/2020 SPECIAL PICK UP 06/06/2020 SPECIAL PICK-UP 06/13/2020 SPECIAL PICK-UP	4,743.72 908.28 2,349.84 789.11 696.49
024993	06/24/2020 Invoice Y-849192	003388	UNISYNC 05/22/2020 JOHN - CLOTHING	350.58 350.58
024994	06/24/2020 Invoice Holdback 2	003352	VAN ROESTEL CONTRACTING LTD. 06/20/2020 ROMAN LINE DRAIN	4,515.50 4,515.50
024995	06/24/2020 Invoice 5262074 Invoice 5263052	001713	WFS LTD. 06/10/2020 COVID-19 EXPENSES 06/11/2020 R&M EQUIPMENT	335.73 22.71 313.02
Cheque Register Total -				1,472,470.01

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
001596	06/08/2020 Invoice May 2020	002986	MASTERCARD - BB FIRE 05/31/2020 MASTERCARD PURCHASES	2,364.41
001597	06/08/2020 Invoice Mar 2020 Invoice Transfer Invoice April 2020 Invoice Transfer Apr Invoice May 2020	002987	MASTERCARD - PARKS & REC. 03/31/2020 MASTERCARD PURCHASES 03/31/2020 TRANSFER TO OFFICE 04/30/2020 MASTERCARD PURCHASES 04/30/2020 TRANSFER TO OFFICE 05/31/2020 MASTERCARD PURCHASES	45.00 -2,222.98 2,222.98 -513.39 513.39 45.00
001598	06/26/2020 Invoice 0620-3690	002574	BELL MOBILITY 06/08/2020 Cell Phones	237.95
001599	06/26/2020 Invoice 0620-1224	002474	BELL PWB 227-1224 06/01/2020 P.W. Building Phone	176.76
001600	06/26/2020 Invoice 0620-0565	003331	BELL, ARENA 227-0565 06/01/2020 FIRE LINE	49.87
001601	06/26/2020 Invoice 24979 Invoice 24974 Invoice 24968 Invoice 96192 Invoice 96193	001028	BLUEWATER RECYCLING ASSOC 05/21/2020 FEE-BIN SIZE CHANGE 05/31/2020 MAY DISPOSAL 06/05/2020 JUNE AUTOMATED 05/31/2020 YD WASTE LIFT 05/31/2020 YD WASTE LIFT	20,107.53 50.00 9,220.76 10,500.00 62.37 274.40
001602	06/26/2020 Invoice 0520-5250	002453	HYDRO, CROSSING LT. 315250 05/26/2020 Hydro One, Crossing Lights	100.33
001603	06/26/2020 Invoice 0520-7124 Invoice 0620-7124	002439	HYDRO, MUSEUM 927124 05/11/2020 Hydro One, Museum 06/01/2020 Hydro One, Museum	496.55 264.29 232.26
001604	06/26/2020 Invoice 0520-2711	002731	HYDRO, OFFICE/LIBRARY 2711 05/26/2020 Municipal Office/Library	1,155.00
001605	06/26/2020 Invoice 0520-0821 Invoice 0620-0821	002566	HYDRO, PWB 210821 05/11/2020 Hydro One, Public Works Bldg. 06/08/2020 Hydro One, Public Works Bldg.	1,246.82 670.90 575.92
001606	06/26/2020 Invoice 0520-7254 Invoice 0620-7254	002436	HYDRO, SCOUT HALL 407254 05/11/2020 Hydro One, Scout Hall 06/25/2020 Hydro One, Scout Hall	187.81 91.56 96.25
001607	06/26/2020 Invoice 0520-6868-2 Invoice 0620-6868-1	002570	HYDRO, ST. LIGHTS 116868 05/22/2020 Hydro One, Street Lights 06/03/2020 Hydro One, Street Lights	1,592.07 1,572.51 19.56
001608	06/26/2020 Invoice 0520-8601	002569	HYDRO, ST. LIGHTS 538601 05/21/2020 Hydro One, 0 Watson St.	470.50
001609	06/26/2020 Invoice 0620-3502	003289	HYDRO, ST. LIGHTS 693502 06/03/2020 Hydro, St. Lights Ind Park	33.22
001610	06/26/2020 Invoice 0520-7958	002451	HYDRO, ST. LIGHTS 807958 05/22/2020 Hydro One, 1 Conc. Lot 25	136.90
001611	06/26/2020	002441	HYDRO, WATER TOWER 493632	802.50

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 0520-3632		05/11/2020 Hydro One, Water Tower	398.43
	Invoice 0620-3632		06/05/2020 Hydro One, Water Tower	404.07
001612	06/26/2020	001103	Hydro One Networks Inc.	39.20
	Invoice 0520-9401		05/26/2020 RIDGE CROSSING	39.20
001613	06/26/2020	001168	MINISTER OF FINANCE	2,230.43
	Invoice May 2020		05/31/2020 MAY 2020 EHT REMITTANCE	2,230.43
001614	06/26/2020	002616	OMERS	17,882.92
	Invoice May 2020		05/31/2020 OMERS	17,882.92
001615	06/26/2020	002702	QUADRO - MUN. OFFICE/PARKS&REC.	1,095.85
	Invoice 0620-10324606		06/06/2020 Mun. Office/Parks&Rec.	1,095.85
001616	06/26/2020	001983	RWAM INSURANCE ADMINISTRATORS	3,874.71
	Invoice Jun 2020 - HSA		06/03/2020 HSA - R.DUKESHIRE	340.95
	Invoice June 2020 Group		06/01/2020 GROUP PREMIUM	2,588.37
	Invoice May 2020 A		05/31/2020 COST PLUS	945.39
001617	06/26/2020	002585	STAPLES - OFFICE	296.37
	Invoice 0520-5002		05/29/2020 Office Supplies	296.37
001618	06/26/2020	002691	U. GAS - OFFICE/LIBRARY 2145	325.73
	Invoice 0520-2145		05/29/2020 OFFICE/LIBRARY HEAT	325.73
001619	06/26/2020	002469	U. GAS PW BLDG. 1545	256.26
	Invoice 0620-1545		06/08/2020 Public Works Heat	256.26
001620	06/26/2020	001231	WSIB	849.55
	Invoice May 2020		05/31/2020 WSIB	849.55
Cheque Register Total -				56,054.24

Accounts Payable

Invoices Paid Online - Water Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000280	06/26/2020 Invoice 0620-1017	002476	BELL, LW BOOSTER STN 227-1017 06/01/2020 Water Booster Station Telephon	222.43
000281	06/26/2020 Invoice 0520-6133	002618	HYDRO, 34395 GRANTON LINE, LW 05/14/2020 Granton Water Supply	1,109.86
000282	06/26/2020 Invoice 0520-7813	002455	HYDRO, L.WATER 027813 05/28/2020 Hydro One, Water Booster Stn.	4,189.58
000283	06/26/2020 Invoice 0620-9957	002461	HYDRO, L.WATER 049957 06/01/2020 Hydro One, 4 Conc. Lot 30	33.72
Cheque Register Total -				5,555.59

Accounts Payable

Invoices Paid Online - Sewer Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000541	06/26/2020	002477	BELL L. SEWER 227-1409	315.19
	Invoice 0620-1409		06/01/2020 Lucan Sewer Telephone	315.19
000542	06/26/2020	002473	BELL L.SEWER 227-1393	68.79
	Invoice 0620-1393		06/01/2020 Nicoline Dev. Telephone	68.79
000543	06/26/2020	003001	HAY COMMUNICATIONS	79.10
	Invoice 0620-10226077		06/01/2020 Alarm System	79.10
000544	06/26/2020	002440	HYDRO, L. SEWER 232687	728.20
	Invoice 0520-2687		05/28/2020 Hydro One, Chestnut St. Pmp. S	728.20
000545	06/26/2020	002444	HYDRO, L. SEWER 416752	13,506.39
	Invoice 0520-6752		05/28/2020 Hydro One, 6242 Fallon Dr.	13,506.39
000546	06/26/2020	002567	HYDRO, L.S. 577325	1,190.23
	Invoice 0520-7325		05/22/2020 Hydro One 34195 Granton Line	1,190.23
000547	06/26/2020	002568	HYDRO, L.S. PUMP 780419	87.32
	Invoice 0520-0419		05/11/2020 Hydro One, Joseph St. Pump	43.14
	Invoice 0620-0419		06/05/2020 Hydro One, Joseph St. Pump	44.18
000548	06/26/2020	002564	QUADRO, L. SEWER 555	386.30
	Invoice 0620-10304555		06/06/2020 Lucan Sewer Telephone	386.30
000549	06/26/2020	002467	U. GAS L.SEWER 1292	97.93
	Invoice 0620-1292		06/08/2020 Heat - Lucan Sewer	97.93
000550	06/26/2020	003044	U. GAS SEWER 6155	198.14
	Invoice 0620-6155		06/08/2020 34195 Granton Line Gas	198.14
Cheque Register Total -				16,657.59

Accounts Payable

ARENA BANK Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000662	06/26/2020	002443	HYDRO, ARENA 425990	4,752.51
	Invoice 0520-5990		05/28/2020 Hydro One 263 Main Arena	4,752.51
000663	06/26/2020	002456	HYDRO, ARENA 889687	133.46
	Invoice 0520-9687		05/11/2020 Hydro One, 263 Main St. BLDG.	65.13
	Invoice 0620-9687		06/05/2020 Hydro One, 263 Main St. BLDG.	68.33
000664	06/26/2020	002449	HYDRO, ARENA LIGHT 857734	77.95
	Invoice 0520-7734		05/11/2020 Hydro One, 263 Main St. Light	77.95
000665	06/26/2020	002457	HYDRO, GRANTON PK 512579	63.32
	Invoice 0520-2579		05/11/2020 Hydro One, High St. Light 2	31.98
	Invoice 0620-2579		06/08/2020 Hydro One, High St. Light 2	31.34
000666	06/26/2020	002458	HYDRO, GRANTON PK. 201433	530.06
	Invoice 0520-1433		05/11/2020 Hydro One, High St. Light 1	418.97
	Invoice 0620-1433		06/08/2020 Hydro One, High St. Light 1	111.09
000667	06/26/2020	002435	HYDRO, MARKET PARK 117345	122.12
	Invoice 0520-7345		05/11/2020 Hydro One, Market St. Park	60.72
	Invoice 0620-7345		06/05/2020 Hydro One, Market St. Park	61.40
000668	06/26/2020	002442	HYDRO, SPLASH PAD 018334	71.49
	Invoice 0520-8334		05/11/2020 Hydro One, Splash Pad	35.08
	Invoice 0620-8334		06/05/2020 Hydro One, Splash Pad	36.41
000669	06/26/2020	002767	STAPLES - ARENA	226.19
	Invoice 0520-9008		05/20/2020 ARENA - SUPPLIES	226.19
000670	06/26/2020	002463	U. GAS ARENA 2022	888.80
	Invoice 0520-2022		05/29/2020 Heat-Pool,Arena,LionsShed	888.80
000671	06/26/2020	002563	U. GAS ARENA 2061	446.72
	Invoice 0520-2061		05/29/2020 Heat-MainHall&Daycare	446.72
000672	06/26/2020	002464	U. GAS SENIOR CTR 2137	91.04
	Invoice 0520-2137		05/29/2020 HEAT - SENIOR CENTRE	91.04
000673	06/30/2020	002449	HYDRO, ARENA LIGHT 857734	71.54
	Invoice 0620-7734		06/05/2020 Hydro One, 263 Main St. Light	71.54
Cheque Register Total -				7,475.20

Accounts Payable

Invoices Paid Online - B.B. Fire Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000269	06/26/2020	002448	HYDRO, B.B. FIRE 173473	436.06
	Invoice 0520-3473		05/11/2020 Hydro One, B.B. Fire	238.99
	Invoice 0620-3473		06/08/2020 Hydro One, B.B. Fire	197.07
000270	06/26/2020	002429	QUADRO, BB FIRE 444	46.27
	Invoice 0620-10300444		06/06/2020 B.B. Fire Telephone	46.27
000271	06/26/2020	002468	U. GAS B.B.FIRE 1102	87.27
	Invoice 0620-1102		06/08/2020 Heat - B. B. Fire	87.27
Cheque Register Total -				569.60

Accounts Payable

Invoices Paid Online - L.B. Fire Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000237	06/26/2020	002475	BELL L.B. FIRE 227-4913	100.47
	Invoice 0620-4913		06/01/2020 L.B. Fire Telephone	100.47
000238	06/26/2020	002437	HYDRO, L.B. FIRE 326629	399.23
	Invoice 0520-6629		05/11/2020 Hydro One, L.B. Fire	193.56
	Invoice 0620-6629		06/05/2020 Hydro One, L.B. Fire	205.67
000239	06/26/2020	002465	U. GAS L.B. FIRE 1985	126.70
	Invoice 0520-1985		05/29/2020 Heat - L.B. Fire	126.70
Cheque Register Total -				626.40

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

Resolved that the Council of the Township of Lucan Biddulph accepts the Draft Consolidated Financial Statements as presented on July 14, 2020.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

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

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph authorize Peter Mastorakos to attend the AMO virtual Conference on August 17–19, 2020 at a registration cost of \$600.00 (plus HST).

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph authorize Tina Merner to enrol in Unit 3 of the Municipal Administration Program offered through AMCTO for the Fall 2020 term at a registration cost of \$446.35 (including HST).

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

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

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

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

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED that the Township of Lucan Biddulph authorizes staff to accept the Tender for the Riddell-McCarthy Drain from R & S Graham Contracting Ltd. in the amount of \$78,267.19 including HST and award same upon final reading of the bylaw.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

That the Council of the Township of Lucan Biddulph approve the proposal from
Re: public Urbanism for the development of a Lucan Biddulph Community
Improvement Plan.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: July 14, 2020

RESOLUTION NO. _____

MOVED BY:

SECONDED BY:

RESOLVED:

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

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

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: July 14, 2020

RESOLUTION NO.

MOVED BY:

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR

Township of Lucan Biddulph

BY-LAW NO. 30-2020

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.

Electronic Participation

“Electronic Participation” means that a member of Council, of a Local Board or of a Committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in this by-law provided

that any such member shall not be counted in determining whether or not a quorum of members is present, at any point in time [2017, c.10, Sched.1, s.25(2)] with the only exception for emergency situations as set out in Section 6.7 of this by-law.

Closed Session

“Closed session” 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 an 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.
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the

municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria:

- l) 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 – Closed Session – 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.

6.7 Electronic Participation at Meetings

- a. A member may participate in a meeting via teleconferencing or other electronic means that has been tested for reliability and can be muted to block background noise, subject to:
 - i. the member is unable to travel to the meeting; or

- ii. the member's health.
- b. The chair may direct that the connection be terminated if the councillor cannot be clearly understood, or if a poor connection or background noise is deemed to be disruptive to the meeting.
- c. Notwithstanding Section 6.7.a., if a technical problem prevents or interrupts a member's electronic participation in a meeting, the minutes shall reflect the time at which the member ceased to participate in the meeting by reason of the technical problem. If such technical problem is later resolved and the member rejoins the meeting by electronic means without a vote on a motion having taken place during the interruption in the member's participation, the minutes shall reflect the time at which the member rejoined the meeting.
- d. If electronic communication is interrupted during a meeting and remains interrupted while a vote on a motion is taken, the member affected is deemed to have left the meeting prior to the vote and shall not be permitted to rejoin the meeting, either electronically or in person.
- e. Invited delegates may participate in meetings electronically.

6.8 Emergency Council Meetings

- a. Where an emergency has been declared in all or part of the Township of Lucan Biddulph under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:
 - i. any member of council may participate in any open or closed council meeting electronically and be counted for the purpose of establishing quorum;
 - ii. all votes shall be recorded votes; and
- b. That the regular order of the Agenda be suspended to allow Emergency Council Meetings to proceed without delegations.

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. Announcements
4. Closed Session
5. Public Meetings
6. Delegations, Presentations & Petitions
7. Adoption of Minutes
8. Business Arising From the Minutes
9. Correspondence
10. Committee Reports
 - a) CEDC (Community Economic Development Committee)
 - b) Bluewater Recycling

- c) Lake Huron
 - d) Fire Boards
 - e) ABCA (Ausable Bayfield Conservation Authority)
 - f) UTRCA (Upper Thames River Conservation Authority)
 - g) Parks & Recreation
9. Staff Reports
- a) CAO/Clerks Office
 - b) Building/Bylaw Enforcement
 - c) Finance
 - d) Planning
 - e) Public Works
 - f) Parks & Recreation
 - g) Economic Development
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 be 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 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 included 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. 11-2020 is hereby rescinded.

23.2 Effective date

This by-law comes into force on July 14, 2020

Read a FIRST, SECOND and THIRD time and FINALLY PASSED this 14th Day of July, 2020

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 31-2020

Being a by-law to establish Tariff Rates and Fees for the Township of Lucan Biddulph

WHEREAS pursuant to Part XII of the Municipal Act, 2001 a municipality may pass by-laws imposing fees and charges;

AND WHEREAS pursuant to the Planning Act, R.S.O. 1990, c. P.13 a municipality may establish fees for the processing of applications;

AND WHEREAS the Council of the Township of Lucan Biddulph deems it expedient and desirable to set user fees and charges for services as provided by the Township;

AND WHEREAS the Township has given notice of its intent to establish user fees and charges as required by Regulation.

NOW THEREFORE BE IT ENACTED THAT the Council of the Township of Lucan Biddulph establishes the fees and charges as set out in the attached as follows:

1. Schedule 'A' shall be the fees and charges imposed pursuant to Section 391 and 392 of the Municipal Act, S.O. 2001, c.25 and Section 7 of the Building Code Act, S.O. 1992, c. 23. Schedule 'A' shall be the fees and charges imposed pursuant to Sections 42(6), 53(13) and 69(1) of the Planning Act, R.S.O. 1990, c. P.13.
2. The fees and charges established by this by-law shall be due and payable in full without discount by cheque or cash at the time of submitting an application or prior to the request for service.
3. Fees or charges imposed by this by-law that are unpaid as required by this by-law are subject to an additional penalty charge calculated at 1-1/4% per month or any part thereof.

That By-law No. 14-2020 and any other by-law and resolution that are inconsistent with the provisions of this by-law are hereby repealed.

This by-law shall come in force and take effect on July 14, 2020.

Read a FIRST, SECOND and THIRD TIME and FINALLY PASSED on this 14th day of July, 2020.

MAYOR

CLERK

Schedule "A" to By-law No. 31-2020

Item	Description	Fee/Charge
Administration		
	Penalty on outstanding taxes	1.25%/month
	Interest on special charges	1.25%/month
	Interest on accounts receivable	1.25%/month
	Interest on Arena receivables	1.25%/month
	Tax/Water Certificate	\$50.00
	Zoning/Work Orders Certificate	\$75.00
	Photocopying	\$0.25
	NSF cheque return	\$30.00
	Commissioner of Oath	\$10.00
	Marriage Licence	\$125.00
	Burial Permit Issuance	\$13.00
	Tax Registration	All Direct Costs + 10%
	New Tax Account/Name Change	\$25.00
	Late Tax Statement	\$5.00
	New Water Account/Name Change	\$25.00
	Late Water Statement	\$5.00
	Lottery Licence	\$30.00
	Township Pin	\$3.00
	County map	\$3.00
	Biddulph history book	\$25.00
	Municipal flag	\$90.00
Animal Control		
Dog Tags	First dog	\$20.00
	Second dog	\$30.00
	\$40.00 for the third dog and each dog thereafter, where applicable;	\$40.00
	Kennel Licence	\$100
	Replacement of lost tag	\$5
	Penalties – see Animal Control By-law	
By-law Enforcement		
	Appeal to Property Standards Committee	\$200.00
	Municipal Concurrence Report – Telecommunications Towers	\$300.00
	Follow up By-law Enforcement Inspections Finding Continued Non-compliance	\$100.00
	Request for Council Resolution to Support Applications to the Ontario Power Authority	\$150.00
	Non-Compliance Fee visit	\$100.00

Building	Occupancies as per OBC Group C – Residential Group A – Assembly Occupancy (churches, arenas, theatres etc.) Group B – Care & Detention Occupancy (jails, hospitals) Group D – Business & Personal Occupancy (banks etc.) Group E – Mercantile Occupancy Group F – Industrial Occupancy Farm Building	
Group C	Low Density Residential (sfd)	\$1,125/dwelling unit up to 1500ft ² \$0.66 for buildings with a floor area over 1500ft ² Minimum fee: \$1125
	Multiple Residential (apt, condo, semi)	\$1,125/dwelling unit up to 1500ft ² \$0.66 for buildings with a floor area over 1500ft ² Minimum fee: \$1125
	Residential – Major alterations, additions of > 50 percent increase	\$1,125/dwelling unit up to 1500ft ² \$0.66 for buildings with a floor area over 1500ft ² Minimum fee: \$1125
	Group ‘C’ – Basement Finishes	\$200.00 up to 600 ft ² , 0.33/ ft ² for application with a floor area over 600 ft ² . Minimum fee: \$200.00
	Garage, carport, accessory building, deck, porch, minor alterations, additions, retrofits, wood stoves, temporary buildings, standalone plumbing and other permits ie. change of use, conditional, pool	\$200 up to 300 ft ² or \$200/permit flat fee for other types of permits. \$0.66/ft ² for buildings or structures with a floor area over 300ft ² . Minimum fee \$200
	Group ‘C’ - Inflatable Pools which require Permits as per Building By-law	Flat fee of \$100.00
Group A, B, D, E & F	New Construction	\$1,700 up to 2500 ft ² . \$0.70/ft ² for buildings with a floor area over 2500ft ² . Minimum fee \$1700
Group A, B, D, E, & F	Major Alterations and additions (> \$10,000.00 construction value)	\$1,700 up to 2500 ft ² . \$0.70/ft ² for buildings with a floor area over 2500ft ² . Minimum fee \$1700
Farm Buildings	New Construction, major alterations and additions >600 m ² (ex. intensive livestock, engineered buildings)	\$1,400.00 up to 10,000 ft ² , \$0.14/ ft ² for buildings with a floor area over 10,000 ft ² . Minimum Fee \$1,400.00
	Minor additions (<600 m ²), alterations accessory buildings, hobby farms (ex. pole frame/stud wall drive sheds/coveralls)	\$300.00 up to 2,500 ft ² , \$0.12/ ft ² for buildings with a floor area over 2,500ft ² . Minimum Fee \$300.00
Group A, B, D, E & F	Minor additions (<600 m ²), alterations, retrofit, interior finishes, mechanical stand alone	\$700 up to 2500 ft ² . \$0.28/ft ² for buildings with a floor area over 2500ft ² . Minimum fee \$700
	Septic Systems	\$200 flat fee – minor repair \$600 flat fee – small system \$1000 flat fee – large system
	Communication tower/facility, silo, solar panels	\$500
	Non-residential-demolition permits	\$400
	Wind Turbines (per turbine)	1-10 \$15,000

		11-20 \$10,000 21-30 \$7,500 Greater than 31 \$5,000
	Residential demolition permits	\$200
	Security deposit in residential "R" zones (assumed subdivisions)	\$2,000
	Moving buildings in Township	\$75 plus direct cost (\$5,000 deposit)
	Roadside sign permit	\$100
	Municipal address sign with post	\$50 (sign \$30, post \$20)
	Conditional building permit (administration charge only residential)	\$300
	Building re-inspections	\$70 per inspection (after two original inspections)
Plumbing		
Permit & Inspection	Water connection	\$50.00
	Sanitary building sewer connection	\$50.00
	Storm building sewer connection	\$50.00
Meters & Valves	Standard Meter	\$500
	Non-standard Meter	At cost
	Pressure reducing valve	\$85.00
	Backflow preventor	\$70.00
	Water meter repair/installation charge	\$75.00
	Plumbing re-inspections	\$70.00 per inspection (after two original inspections)
Private Sewage Disposal Systems		
	Change of use	\$75.00
	Demolition	\$75.00
	Transfer of permit (prior to expiry – 6 months from issuance)	\$75.00
	Renewal of permit (prior to expiry – 6 months from issuance)	\$75.00
	Report for subdivision application	\$100.00
	Report for consent applications	\$100.00
	Report for minor variance application	\$100.00
	Report for zoning by-law amendment application	\$100.00
	Report for site plan applications	\$100.00
	File search, performance review report	\$75.00

Public Works		
	Entrance culvert	Charged out at actual cost to Township
	New Water Service Fee	\$100.00
	New Water Service Deposit	\$1,000.00
	New Sanitary Service Fee	\$50.00
	New Sanitary Service Deposit	\$1,000.00
	New Storm Service Fee	\$50.00
	New Storm Service Deposit	\$1,000.00
	New Services Road Restoration Deposit	\$2,000.00
	Encroachment/Entrance Permit	\$75.00
Tile Drain Loan	Administration & Inspection	\$100.00
Noxious Weeds	Municipal authorized weeds cutting	\$10.00 plus cutting cost
Water & Sewer Rates		
	Bulk Water	\$2.08 per cubic meter
Residential, Rural and Commercial Water Rates and Charges		
	Lucan/Granton Water Flat Charge	\$15.32/month
	Lucan/Granton Water Usage Charge	\$0.66842880/cubic meter
Residential, Rural and Commercial Sewer Rates and Charges		
	Lucan/Granton Sewer Flat Charge	\$26.82/month
	Lucan/Granton Sewer Usage Charge	\$0.713856/cubic meter
Residential, Rural and Commercial Miscellaneous Water Rates		
	Lucan/Granton 2 Unit Flat Charge	\$16.27/month
	Lucan/Granton 3 Unit Flat Charge	\$17.25/month
	Lucan/Granton 4 Unit Flat Charge	\$22.98/month
	Lucan/Granton 5 Unit Flat Charge	\$28.73/month
	Lucan/Granton 8 Unit Flat Charge	\$45.97/month
	Lucan/Granton 12 Unit Flat Charge	\$68.96/month
	Lucan/Granton 28 Unit Flat Charge	\$160.89/month
	Lucan/Granton 32 Unit Flat Charge	\$183.88/month
Residential, Rural and Commercial Miscellaneous Sewer Rates		
	Lucan/Granton 2 Unit Flat Charge	\$28.27/Month
	Lucan/Granton 3 Unit Flat Charge	\$29.70/Month
	Lucan/Granton 4 Unit Flat Charge	\$39.62/Month
	Lucan/Granton 5 Unit Flat Charge	\$49.53/Month
	Lucan/Granton 8 Unit Flat Charge	\$79.22/Month
	Lucan/.Granton 12 Unit Flat Charge	\$118.85/Month
	Lucan/Granton 28 Unit Flat Charge	\$277.33/Month
	Lucan/Granton 32 Unit Flat Charge	\$316.94/Month
Residential, Rural and Commercial Water Capital Levy		
	Lucan/Granton 2 Unit Flat Charge	\$15.60/month
	Lucan/Granton 3 Unit Flat Charge	\$15.60/month
	Lucan/Granton 4 Unit Flat Charge	\$15.60/month
	Lucan/Granton 5 Unit Flat Charge	\$15.60/month
	Lucan/Granton 8 Unit Flat Charge	\$15.60/month
	Lucan/Granton 12 Unit Flat Charge	\$15.60/month
	Lucan/Granton 28 Unit Flat Charge	\$15.60/month
	Lucan/Granton 32 Unit Flat Charge	\$15.60/month
	Lucan/Granton Residential	\$15.60/month
Residential, Rural and Commercial Wastewater Capital Levy		
	Lucan/Granton 2 Unit Flat Charge	\$20.80/month
	Lucan/Granton 3 Unit Flat Charge	\$20.80/month
	Lucan/Granton 4 Unit Flat Charge	\$20.80/month
	Lucan/Granton 5 Unit Flat Charge	\$20.80/month
	Lucan/Granton 8 Unit Flat Charge	\$20.80/month
	Lucan/Granton 12 Unit Flat Charge	\$20.80/month
	Lucan/Granton 28 Unit Flat Charge	\$20.80/month
	Lucan/Granton 32 Unit Flat Charge	\$20.80/month
	Lucan/Granton Residential	\$20.80/month

Planning & Development		
	Official Plan Amendment	\$2,000.00
	Zoning By-law Amendment	\$1,500.00
	Consent Application • Each additional consent application on the same lot	\$1,500.00 \$500.00
	Cash-in-lieu of parkland dedication per new residential lot created by consent	\$1,500.00
	Cash-in-lieu of parkland dedication per new non-residential lot created by consent	\$1,000.00
	Cash-in-lieu of parkland dedication for residential draft plan of subdivision	5% of the appraised value of the land the day before draft plan approval is granted
	Cash-in-lieu of parkland dedication for non-residential draft plan of subdivision	2% of the appraised value of the land the day before draft plan approval is granted
	Minor Variance Application	\$1,000.00
	Removal of Holding Symbol	\$200.00
	Site Plan Control Application	\$1,000.00
	Site Plan Control Amendment	\$500.00
	Part Lot Control Exemption	\$1,000.00
	Draft Plan of Subdivision and Draft Plan of Condominium review	\$2,500.00
	Deeming Bylaw	\$500.00
	Zoning/Work Orders Certificate	\$75.00
Development Charges		
Lucan	Single, semi detached & duplexes (per unit)	\$6,987.00
	Apartments – 2 bedrooms +	\$4,913.00
	Apartments – bachelor & 1 bedroom	\$3,002.00
	Other multiples	\$5,733.00
	Non-residential (per sqft of gross flr area)	\$0
Granton	Single, semi detached & duplexes (per unit)	\$5,450.00
	Apartments – 2 bedrooms +	\$3,833.00
	Apartments – bachelor & 1 bedroom	\$2,342.00
	Other multiples	\$4,471.00
	Non-residential (per sqft of gross flr area)	\$0
Rural Area	Single, semi detached & duplexes (per unit)	\$2,048.00
	Apartments – 2 bedrooms +	\$1,441.00
	Apartments – bachelor & 1 bedroom	\$880.00
	Other multiples	\$1,681.00
	Non-residential (per sqft of gross flr area)	\$0

Fire & Emergency Services	
For attending the scene of a MVC; a) Involving dangerous goods (as defined under the Dangerous Goods Act) and/or vehicle with a gross weight over 11,000kg. or b) Where the fire department provided extrication, fire suppression, stand-by/fire prevention, assisted OPP with traffic control, spill mitigation or site clean-up services.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call. Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For response to incidents involving the release, or potential release, of dangerous goods (not covered under above)	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For fire department response fees/indemnification Technology.	Refer to Bylaw 68-2019
For responding to false alarms from an automatic alarm system; a) First false alarm in any 12 month period b) Second false alarm in any 12 month period c) Third and subsequent false alarms in any 12 month period	a) Nil b) Warning letter c) Current MTO rate per occurrence
For responding to an open air burn by-law violation as outlined in the Township by-law	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For attending an incident at a property where no locate was obtained or where requirements of the locate had not been followed.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For providing a Fire Watch on a premises as required under the Ontario Fire Code.	Current MTO rate per hour per vehicle plus personnel costs plus any additional costs for each and every call.
For repair or replacement of any fire department or municipal items consumed, dispensed, damaged or destroyed during the course of incidents in the above noted.	Cost plus \$25 for repair or replacement of items valued at under \$500 each. Cost plus 15% for all items valued at over \$500 each.
For recovery of costs invoiced to the fire department or municipality for any goods or services provided during the course of incidents noted above.	Cost plus \$25 for repair or replacement of items valued at under \$500 each. Cost plus 15% for all items valued at over \$500 each.
SCBA Cylinder Refills	\$10 per cylinder
Request for fire incident report from a non-government agency.	\$101 per report
Non-Emergency Services	
Inspection – Residential and Ontario Building Code Group C Occupancies a) Residential single unit dwelling b) Residential multi-unit dwelling c) Follow up meetings or inspections	a) \$101.00 b) \$126 plus \$25 per unit c) \$25 per half hour or part thereof
Inspection – Ontario Building Code Group B, D, E, and F Occupancies a) Up to 10,000 square feet b) Every additional 2,500 c) Follow up meetings or inspections	a) \$125 b) \$25 c) \$25 per half hour or part thereof
Inspection – Tent or Marque Where Fire Code Inspection is required or requested.	\$126

Plans Review Review of Construction Plans	\$25 per half hour or part thereof
Fire Safety Plan a) Request to review a fire safety plan b) Request to review a fire safety plan and provide response	a) Nil b) \$101
Propane Risk & Safety Management Plan (RSMP) Review	\$25 per half hour or part thereof
Fire Drill Attendance a) Attend b) Attend and provide written response	a) Nil b) \$51
Other services required For recovery of costs invoiced to the fire department or municipality for any goods or services provided for fire inspection or prevention services.	Costs plus \$25 for invoices under \$500 and cost plus %15 for invoices over \$500
Request for fire inspection report(s) from a non-governmental agency	\$126

Parks & Recreation		
Ice Rates	Prime/Summer	\$171.68 + HST
	Daytime	\$99.12 + HST
	Ticket Ice (1-4 ppl)	\$54.87 + HST
	Floor	\$61.95 + HST
Main Hall	Fri-Sat (Up to 450 ppl)	\$504.42 + HST
	Fri-Sat (Over 450 ppl & festival)	\$637.17 + HST
	Sun-Thurs	\$340.71 + HST
	Hourly Rate (min. 3hrs)	\$70.80 + HST
	Funeral Lunch	\$137.17 + HST
	Gym Only – Adults per hour	\$53.10 + HST
	Gym Only – Youth (under 18) per hour	\$38.93 + HST
	Kitchen – hourly rate	\$26.55 + HST
	Kitchen – full day	\$106.19 + HST
	Hall Hold (maximum one day)	\$137.17 + HST
Active Living Centre	Full Day Rate	\$243.36 + HST
	Hourly Rate	\$54.87 + HST
Pool	Public Swim – Adult	\$5.00
	Public Swim – Youth/Senior	\$4.00
	Pool Rental per hour	\$74.34 + HST
	Swim Membership – Individual	\$66.37 + HST
	Family Membership (2 Adults, 3 Youth)	\$145.13 + HST
	Swim Lessons	\$65.49 + HST
	JR. Swim Team	\$76.11 + HST
	SR. Swim Team	97.35 + HST
	Bronze Cross/Medallion	\$169.91 + HST
	Work Book	\$28.32 + HST
Parks	Minor Ball/Season	\$3,008.85 + HST
	Soccer	\$3,539.82 + HST
	Adult/Season	\$477.88 + HST
	Per Game Rate	\$48.67 + HST
	Tournament – 3 Day	\$433.63 + HST
	Tournament – 2 Day	\$309.73 + HST
	Granton Pavilion (kitchen)	\$79.65 + HST
	Pavilions (Market/Elm)	\$53.10 + HST
Advertising	Rink Board 4x8	\$380.53 + HST
	Zamboni (Contracted)	\$2,200.59 + HST
	Ice Logo	\$530.97 + HST
	Baseball Diamond 4x8	\$176.99 + HST
	Snap Frame	\$46.18 + HST

Township of Lucan Biddulph

BY-LAW NO. 32-2020

Being a by-law to confirm proceedings of the Council of The Corporation of the Township of Lucan Biddulph

WHEREAS under Section 5(1) of the *Municipal Act, 2001*, S.O. 2001 c. 25, the powers of a municipality shall be exercised by its council.

AND WHEREAS under Sub-Section 3 of Section 5 of the *Municipal Act, 2001*, S.O. 2001 c. 25, the powers of every Council of a municipality shall be exercised by by-law.

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Corporation of the Township of Lucan Biddulph at the July 14, 2020 meeting be confirmed and adopted by By-law.

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

1. That the action of the Council of the Corporation of the Township of Lucan Biddulph in respect of all motions and resolutions and all other action passed and taken by the Council of the Corporation of the Township of Lucan Biddulph, documents and transactions entered into during the July 14, 2020 meeting of Council, are hereby adopted and confirmed, as if the same were expressly included in this By-law.
2. That the Mayor and proper officials of The Corporation of the Township of Lucan Biddulph are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Lucan Biddulph during the said July 14, 2020 meeting referred to in Section 1 of this By-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Township of Lucan Biddulph to all documents referred to in said Section 1.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED
July 14, 2020.

MAYOR

CLERK