



## LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, JUNE 16, 2020 6:00 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 6:00 P.M. ON JUNE 16, 2020**

[https://www.youtube.com/channel/UCeA4Y0M03UFY2O\\_nbymnWHg](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. In-Camera Session

#### 4. 6:00 pm, Public Meeting Under Planning Act, R.S.O. 1999, c. P.13

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

##### a) Consent Application B-6-7-8-9-2020

Adam Finch and Jason Simpson, Applicant  
318 Beech Street, Lucan, ON

[PL-05-2020 Consent & Zoning Bylaw Application - 318 Beech St \(B-6-7-8-9-2020 & ZBA-5-2020\)](#)

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

##### b) Zoning Amendment Application ZBA-5-2020

Adam Finch and Jason Simpson, Applicant  
318 Beech Street, Lucan, ON

[see report no. PL-05-2020 listed as 3\(a\)](#)

##### c) Zoning Amendment Application ZBA-6-2020

Brock Development Group Inc., Applicant  
Richmond Street, Lucan, ON (Block 29, Plan 33M759)

[PL-06-2020 Zoning Bylaw Application - Richmond St, Block 29 Plan 33M759 \(ZBA-6-2020\)](#)

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

## 5. Petitions & Delegations

## 6. Adoption of Minutes

[Council Minutes - June 2 2020](#)

[Special Meeting Minutes - June 9 2020](#)

## 7. Business Arising From the Minutes

[BA June 16 2020](#)

## 8. Communications Reports

- a. [AMO Conference - Delegation Requests open](#)
- b. Balance of Communications:
  - i. [Middlesex Young Entrepreneurs Contest](#)
  - ii. [Letter to the Attorney General - re AGCO and patio expansions for restaurants](#)
  - iii. [Potential Amendments to the Provincial Offences Act](#)
  - iv. [Resolution - Town of Orangeville - Diversity Training Program](#)
  - v. [Support Resolution - Northumberland County - Provincially Significant Wetlands Designation](#)
  - vi. [Support Resolution - Brantford - Essential Workers Day](#)
  - vii. [Support Resolution - Township of Puslinch - Support for Conservation Authorities](#)
  - viii. [Support Resolution - Town of Bracebridge - Support for FCM Recommendations - Municipal Financial Assistance Program](#)
  - ix. [Support - Chatham Kent - LTC Letter of support for funding and commission](#)
  - x. [Support - Chatham Kent - Long Term Care Challenges](#)
  - xi. [ABCA - GM's Report, Agenda and BOD Meeting Minutes](#)
  - xii. [AMO Watchfile - June 4](#)      [AMO Watchfile - June 11](#)

## 9. Committee Reports

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

## 10. Staff Reports

- a) CAO/Clerks Office
  - [CL-03-2020 - Update to HR Policies](#)
- b) Building/By-law Enforcement
- c) Finance
  - [FIN-09-2020 - COVID-19 Financial Relief](#)
- d) Planning
- e) Public Works
  - [PW-17-2020 - Truck Tender](#)
- f) Parks & Recreation
- g) Economic Development
  - [EDC-03-2020 - CEDC Update June 2020](#)

## 11. Councillor's Comments

## 12. Changes to Budget

## 13. Notice of Motions

## 14. Motions and Accounts

[Accounts Paid May 2020](#)

[Motions June 16 2020](#)

## 15. By-laws

[27-2020 Tax Rate Bylaw](#)

[203-2020 Zoning Bylaw Amendment \(Finch\)](#)

[28-2020 Confirming Bylaw](#)

## 16. Adjournment



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

June 11, 2020

## REPORT

**TO:** Chair and Members of the Committee of Adjustment and Council  
Township of Lucan Biddulph

**FROM:** Dan FitzGerald MPI, Planner

**RE: Applications for Consent (B-6/2020, B-7/2020, B-8/2020, & B-9/2020) and Zoning By-law Amendment (ZBA 05/2020)  
Adam Finch and Jason Simpson (Owner / Applicant)  
Park Lot 4, Plan 220, being Part 3, Plan 33R-14060 in the Township of Lucan Biddulph.**

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### **Purpose:**

The purpose and effect of the consent application is to convey four (4) parcels of land to support the development of a three unit townhouse dwelling on separate freehold lots while establishing an access easement for a centre unit; as well as consolidating a portion of land that backs onto an existing residential lot.

The purpose and effect of the rezoning application is to change the zoning of the lands to be conveyed, depicted as parcel 1, parcel 2 and parcel 3 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 setback provisions; to limit the number of residential dwellings to three (3) across the entirety of the property; and to prohibit the establishment of accessory buildings or structures in the rear yard due to the existence of a flood plain. This application also seeks to rezone the proposed parcel 4 from a site specific Residential Third Density Exception (R3-1) Zone to a Residential Second Density (R2) Zone, to recognize the pre-existing zoning of 322 Beech Street for lot consolidation resulting from the consent applications.

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

The subject property is a 2,532.8 m<sup>2</sup> (0.63 ac) parcel situated north of Kent Avenue and south of Wilberforce Elementary School, on the east side of Beech Street in Lucan. The surrounding area is predominately residential development in the forms of duplex, apartment buildings and single detached dwellings. The property is currently a vacant parcel of land and formerly contained a fourplex. The entirety of the property is within the Urban Settlement Area of Lucan, is designated 'Residential' and is within the hazard lands area according to the Township Official Plan. The property is zoned a 'site specific' Residential Third Density Exception (R3-1) Zone. Municipal services exist on Beech Street where access to the property is also maintained.

The applicant has applied to convey four (4) lots, three (3) of which would accommodate one residential unit each in the format of a townhouse and one (1) to be consolidated with an abutting residential property, on the east side of Beech Street adjacent to an existing single detached dwelling to the south and a duplex to the north.

As depicted in the table below and shown on Attachment 2, the proposed severances would create four parcels of land, of which Parcel 1 would have a frontage of approximately 8.5 metres (28.0 ft) along Beech Street and an area of approximately 936.8 square metres (0.23 ac), Parcel 2 would have a frontage of approximately 6.6 metres (21.6 ft) along Beech Street and an area of approximately 506.0 square metres (0.12 ac), Parcel 3 would have a frontage of approximately 8.5 metres (28.0 ft) along Beech Street and an area of approximately 811.1 square metres (0.19 ac), and Parcel 4 would be added to the rear of 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 278.9 square metres (0.06 ac).

The proposal is summarized below:

|              | Parcel 1 (retained)            | Parcel 2 (severed)             | Parcel 3 (severed)             | Parcel 4 (severed)             |
|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Lot Frontage | 8.5 metres (28.0 ft)           | 6.6 metres (21.6 ft)           | 8.5 metres (28.0 ft)           | 10.0 m (32.8 ft)               |
| Lot Depth    | 76.45 m                        | 76.45 m                        | 76.45 m                        | 27.71 m                        |
| Lot Area     | 936.8 m <sup>2</sup> (0.23 ac) | 506.0 m <sup>2</sup> (0.12 ac) | 811.1 m <sup>2</sup> (0.19 ac) | 278.9 m <sup>2</sup> (0.06 ac) |

The applicant is also proposing a 1.5 m (4.9 ft) access easement along the south boundary of the property for the purpose of providing access to the rear of the middle townhouse unto to accommodate maintenance.

Additionally, the applicant is proposing to rezone the lots to be severed from a 'site specific' Residential Third Density Exception (R3-1) Zone to a 'site specific' Residential Third Density Exception (R3-10) Zone for the portion of lands proposed to contain residential dwelling units to recognize a reduction to the minimum lot area, frontage, setbacks, and interior side yard setbacks provisions; to limit the number of residential dwellings per lot to one (1); and to prohibit the establishment of accessory buildings or structures in the rear yard due to the existence of a flood plain. The applicant has also proposed to rezone the lands to be consolidated in to the existing residential lot at 322 Beech Street from a 'site specific' Residential Third Density (R3-1) Zone to a Residential Second Density (R2) Zone to recognize the existing zoning of the adjacent lands.

### **Policy and Regulation:**

#### Provincial Policy Statement (PPS)

Section 1.1.3 of the PPS speaks to Settlement Areas, which identifies settlement areas as the focus of growth and development. Section 1.1.3.3 of the PPS states, 'Planning authorities shall identify appropriate locations and promote opportunities for 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 1.6 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'.

Section 3.1.6 and 3.1.7 of the PPS speaks to development in close proximity to natural hazards. Generally the PPS discourages development within lands identified as hazard lands. The PPS states where the two zone concept for flood plains is applied development and site alteration may be permitted in the flood fringe, subject to appropriate floodproofing to the flooding hazard elevation. Further, the PPS states that development and site alteration may occur in situations where the risk to public safety are minor, could be mitigated in accordance with provincial standards, and where all of the following are demonstrated and achieved:

- a) development and site alteration is carried out in accordance with floodproofing standards, protection works standards, and access standards;
- b) vehicles and people have a way of safely entering and exiting the area during times of flooding, erosion and other emergencies;
- c) new hazards are not created and existing hazards are not aggravated; and
- d) no adverse environmental impacts will result.

#### County of Middlesex Official Plan

The County of Middlesex Official Plan speaks to settlement areas in section 2.3.8. This section states 'urban areas and community areas shall be the focus for future growth including residential, commercial and industrial development'. The County Official Plan also has a similar servicing hierarchy as the PPS, and prefers full municipal services within settlement areas.

Section 4.5.3.3 of the County Official Plan speaks to Settlement Areas and promotes infilling development in built-up areas, where the proposed lots are compatible with the lot area, frontage and density patterns of the surrounding area and the application represents orderly and efficient use of land, and its approval would not hinder future development of the retained lands. Generally consents are limited to 3 lots prior to the requirement of a plan of subdivision. Section 4.5.3.1 provides the local municipality the authority to permit the creation of additional lots through consent solely for the purpose of infilling of up to four (4) lots having existing frontage on a public road, in areas serviced municipally by water and sanitary sewer systems.

Section 2.3.7 states that the County 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.

#### Township of Lucan Biddulph Official Plan

Section 2.1.5 Residential 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. Further, policy 2.1.5.11 discusses the Township's support and direction for intensification and redevelopment within the Settlement Area by way of forms such as street infilling as long as lots created meet the minimum standards of the Zoning By-law.

Section 5.1.1 of the Township Official Plan discusses the general principles associated with development in lands identified as being a potential hazard by the Ausable Bayfield Conservation Authority. The policy states that development within these areas shall be permitted only where it can be demonstrated that any natural hazard will not be aggravated to the satisfaction of the conservation authority.

Section 8.4 of the Township Official Plan provides further direction regarding new lot creation through consent. As identified, lot creation by land severance or consent shall be evaluated in accordance with the following:

- a) Whether a plan of subdivision is considered necessary to ensure the proper and orderly development of the Township. Generally, a plan of subdivision shall not be considered necessary where the proposal represents a limited number of lots, the proposed lots front on an open public road and there is no other land under the same ownership adjacent to the lots proposed to be created and designated for the same type of development;
- b) Whether the proposed use and severance is in conformity with the policies and land use designations of this Plan and the Official Plan of the County of Middlesex;
- c) Whether the requirements of the Planning Act with respect to a plan of subdivision are satisfied;
- d) The effect of any relevant provincial policy statements issued pursuant to the Planning Act;
- e) The input received from public agencies.

Further, the policy states that issues arising out of the above evaluation may be addressed through conditions imposed to the granting of the severance, including entering into an agreement between the Municipality and the applicant pursuant to the Planning Act.

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

The current zoning, a 'site specific' Residential Third Density (R3-1) Zone requires a minimum lot area of 1500 m<sup>2</sup>, a minimum lot frontage of 30 m, a maximum lot coverage of 40%, a front yard depth of 8 m, side yard width of 3 m on one side and 1.5 m on the other, rear yard depths of 10 m, a maximum height of 10 m, a minimum of 1.5 parking stalls per unit, and a minimum outdoor amenity area of 35% of the lot area and a maximum of 4 dwelling units.

The applicants proposed zoning would permit the establishment of a three unit townhouse development on three separate freehold lots. As such they are proposing a 'site-specific' Residential Third Density (R3-10) Zone that would permit, if approved, the following:

- b) Minimum Lot Area 506 m<sup>2</sup>
- c) Minimum Lot Frontage Per Unit 6.5 m
- d) Front Yard Depth 7 m
- f) Minimum Interior Side Yard
  - i) On an interior lot, 1.5m shall be required. Notwithstanding the foregoing, no side yard width shall be required between the common wall dividing individual dwelling units of a townhouse dwelling.

- g) Minimum Rear Yard Depth 54 m
- i) Notwithstanding section 2.159, the rear yard setback shall be measured from the furthest horizontal dimension between the rear lot line of the lot and the nearest main wall of any main building or structure on the lot.
- g) Maximum Number of Dwelling Units 3
- i) Despite any existing or future severance, partition, or division of the lot, the maximum number of dwelling units shall apply to the whole of the site specific Residential Third Density (R3-10) zone as if no severance, partition or division has occurred.
- h) Accessory Buildings and Structures
- i) Notwithstanding section 4.1 and section 9.2.1, accessory buildings or structures shall not be permitted

**Analysis:**

The Provincial Policy Statement, the County of Middlesex Official Plan, and the Township Official Plan all encourage intensification in settlement areas on full municipal services provided the development is compatible with the surrounding area and represents an orderly and efficient use of land and infrastructure. The proposed lots are narrower than the existing character of the previously approved lots within the Beech Street neighbourhood. However the overall character achieved with a three unit townhouse dwelling is considered to be a desirable use for the neighbourhood. Municipal services are available to connect and can accommodate three separate service connections. The proposed lots also front onto an existing street for separate access.

The existing zoning on the lands currently permits a maximum of 4 dwelling units in the format of a townhouse, multi-unit dwelling, or apartment building. As such, the proposed zoning by-law amendment represents a decrease in residential intensity of the lands. Further, the effect of a severance does not increase the potential of the lands. Rather it simply permits the future ability of the owners to sell dwelling units as freehold street facing townhouse units as opposed to renter occupied.

The proposal is considered to meet the intent of the Township Official Plan as the development will increase the variety of more affordable housing options within the Settlement Area of Lucan. Additionally, it will intensify and grow the population of Lucan, which is intended to be an area of growth, on lands designated Residential. The proposed development is also desirable for the neighbourhood by providing an attractive development on a current vacant lot.

A major consideration for the appropriateness of the severance relates to the hazard lands designation in the Township Official Plan and existing mapping from the Ausable Bayfield Conservation Authority. The lands are identified as being regulated by the conservation authority due to flood hazard concerns. As is stated in the PPS and reflected in the local Official Plan, development generally should be located outside of areas identified as containing a flood potential. However provisions in the PPS and Township by-law provide opportunities for development as long as said development is located in a flood fringe. Planning staff in consultation with the conservation authority



Applications for Consent (B-6/2020, B-7/2020, B-8/2020, and B-9/2020) and Zoning By-law Amendment (ZBA 05/2020)

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Adam Finch and Jason Simpson (Owner / Applicant)

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have confirmed that the proposed area of development is fully contained within the flood fringe on the subject lands. Further, the zoning by-law amendment proposed removes any future or current owners ability to construct any form of development within the flood way. Additionally, the proposed structure will be required to be design and flood proofed by a qualified engineer. Therefore staff are satisfied that the consent poses no additional risk to development on the lands.

The requested rezoning is appropriate and represents good planning to ensure that the lands being conveyed are rezoned to a category consistent with the Residential designation to allow the construction of a three unit townhouse dwelling. The requested zoning conforms better to the existing character of the residential neighbourhood.

In conclusion, staff are of the opinion that the proposed lot creation through consent as well as the requested Zoning By-law amendment are appropriate for the subject lands. The proposal is consistent with the Provincial Policy Statement and is in conformity with the County and Township Official Plans.

#### **Consultation:**

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

#### Public Comments:

At the time of the writing of this report, staff did not receive any comments from the public.

#### Agency Comments

- a) County Engineer – no comment.
- b) Ausable Bayfield Conservation Authority – Existing mapping available to the ABCA indicates that a portion of the property is regulated due to the presence of the Whitefield Drain. The entire property is regulated by the Conservation Authority. In this rea a zone policy is implemented to address flooding concerns. The policies of the Ausable Bayfield Conservation Authority regulate development, including construction, grading or filling, or the alteration of any watercourse on lands located within the regulated area. Please refer to Ontario regulation 147/06 for a full description of the Regulation Limit.

The authority has been in pre-consultation with the property owner as well as the Municipality. It is understood that the development is reducing the number of dwelling units from four units to three. The ABCA does not support the severance of properties in regulated areas. However, it has been concluded that through careful consultation and permitting requirements of this Authority, any concerns will be addressed at that time.

- c) Public Work - The proposed development will need a sanitary outlet per unit (proposed property). Only one 4" line currently exists. The sanitary main is in the middle of the road and the water line is across the street. Servicing will require a full section of road to be removed and replaced.
- d) Bell – no Concerns.

- e) Enbridge - Thank you for your correspondence with regard to the proposed Severance. Enbridge Gas Inc. may have service lines running within the area which may or may not be affected by the proposed severance.

Should the proposed severance impact these services, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any Service relocation required due to a severance would be at the cost of the property owner. Also, should future gas service be required to either the severed or retained parcel, please ensure that an application for gas service is submitted through the on line application tool 'Get Connected'. A link is attached for your reference.

- f) Hydro One – no comment or concerns at this time.

### Recommendations:

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.*

Applications for Consent (B-6/2020, B-7/2020, B-8/2020, and B-9/2020) and Zoning By-law Amendment (ZBA 05/2020)

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Adam Finch and Jason Simpson (Owner / Applicant)

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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.

Reasons:

- Consistency with the Provincial Policy Statement would be maintained;
  - Conformity with the County of Middlesex Official Plan would be maintained;
  - Conformity with the Township of Lucan Biddulph Official Plan would be maintained;
  - The requirements of the Township of Lucan Biddulph Zoning By-law would be satisfied through the rezoning of the lands to be conveyed.
- 

**Rezoning Recommendation:**

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.

**Attachments:**

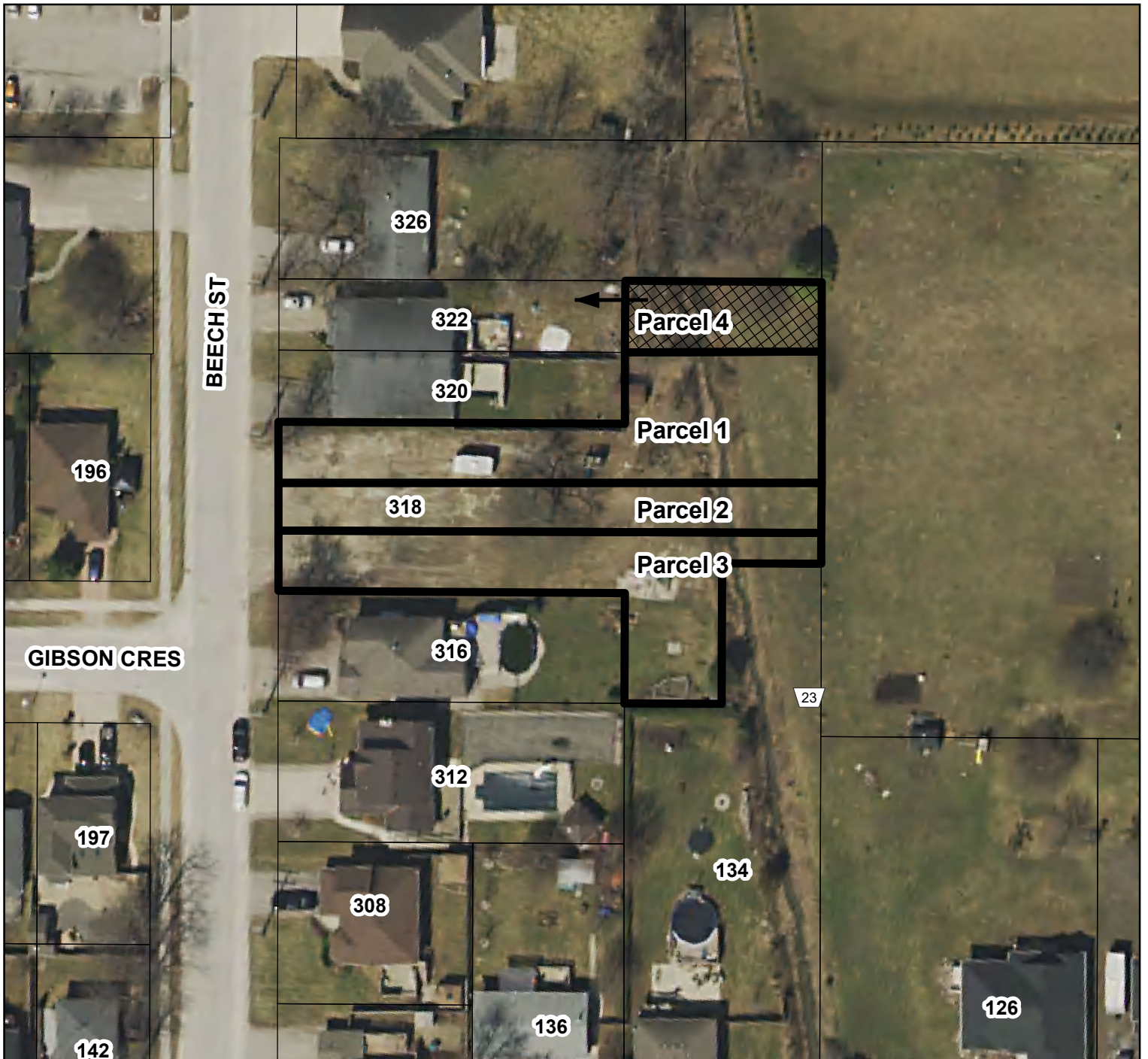
1. Location Map
2. Proposed Severance Plan

# APPLICATIONS FOR CONSENT: B6, B7, B8 & B9-2020 AND ZONING BY-LAW AMENDMENT: ZBA-5-2020



Adam Finch and Jason Simpson (Owners)  
Adam Finch (Applicant)  
Lot: 27, 28, 29, 30,  
Registered Plan: RL 350 (Philip Street)  
Township of Lucan Biddulph




## Township of LUCAN BIDDULPH KEY MAP

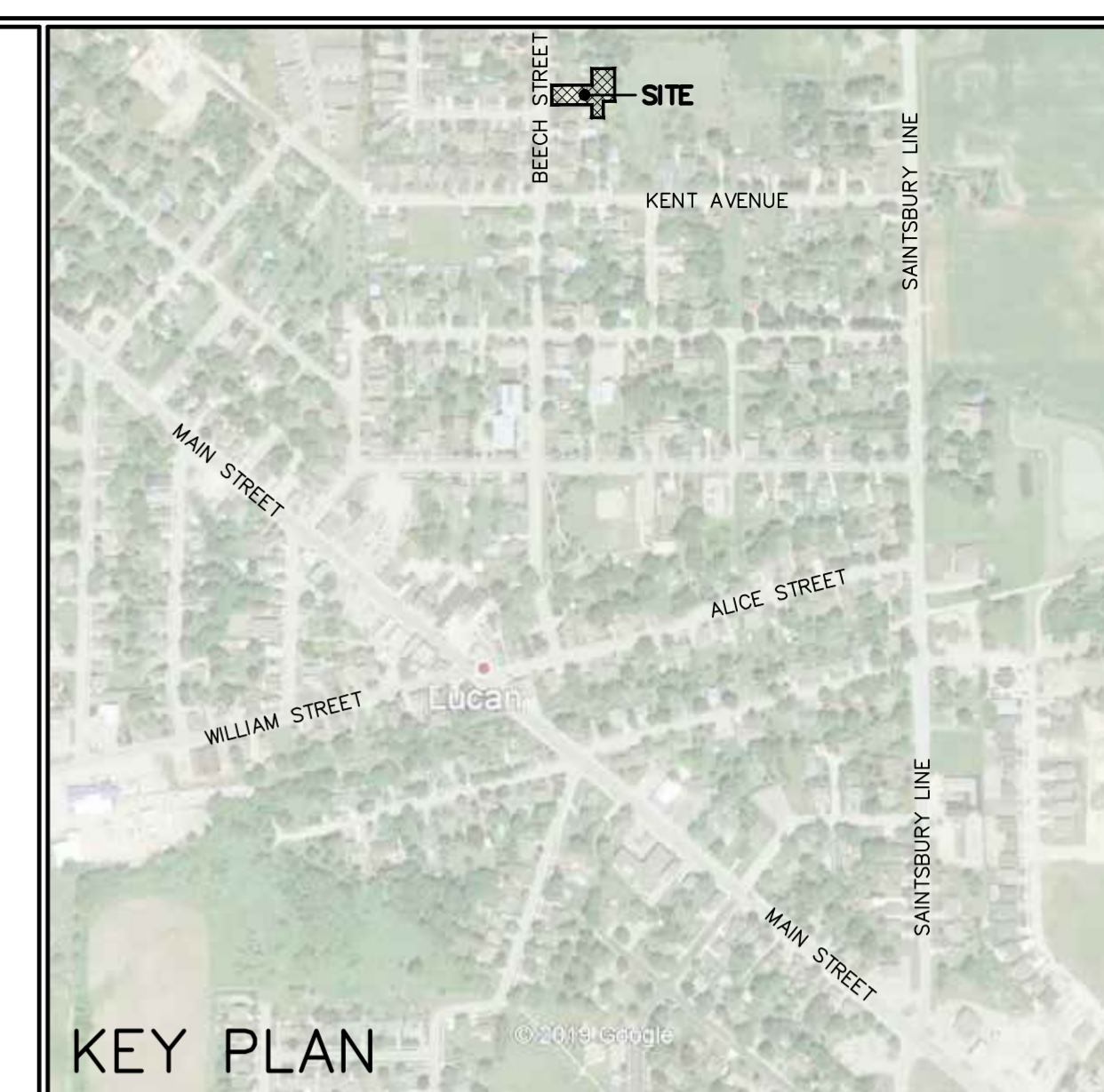


Published by the County of Middlesex  
Planning Department  
399 Ridout Street North, London, ON N6A 2P1  
(519) 434-7321  
April 2020

-  Lands to be conveyed and rezoned from a site specific Residential Third Density Exception (R3-1) Zone to a site specific Residential Third Density Exception (R3-#) Zone
-  Lands to be severed, consolidated and rezoned from a site specific Residential Third Density Exception (R3-1) Zone to a Residential Second Density (R2) Zone

1:800  
0 5 10 15 20 Metres  
ORTHOPHOTOGRAPHY: SWOOP 2015  
*Disclaimer: This map is for illustrative purposes only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.*





**SEVERANCE SKETCH**  
 OF PART OF  
**PARK LOT 4**  
**REGISTERED PLAN No. 220**  
 (FORMERLY THE VILLAGE OF LUCAN)  
 (BEING PART 3, PLAN 33R-14060)  
 IN THE  
**TOWNSHIP OF LUCAN BIDDULPH**  
**COUNTY OF MIDDLESEX**  
 SCALE 1:300  
 5 4 3 2 1 0 5 10 15 20 25  
 SCALE IN METRES  
 2020  
**ARCHIBALD, GRAY & MCKAY LTD.**  
**ONTARIO LAND SURVEYORS**

**UTM GRID NOTES**  
 BEARINGS ARE U.T.M. GRID IN NAD83 (C.S.R.S.) (2010.0)

**NOTES AND LEGEND**

- DENOTES SURVEY MONUMENT FOUND
- ⊕ DENOTES SURVEY MONUMENT SET
- SIB DENOTES STANDARD IRON BAR
- IB DENOTES IRON BAR
- IB⊕ DENOTES ROUND IRON BAR
- WT DENOTES WITNESS
- AGM DENOTES ARCHIBALD, GRAY & MCKAY, O.L.S.'S
- CD DENOTES CALLON, DIETZ, O.L.S.'S
- P1 DENOTES PLAN 33R-14060
- P2 DENOTES PLAN 33R-18537
- A/C DENOTES AIR CONDITIONER
- A.W. DENOTES AERIAL WIRES
- B.T.U.C. DENOTES BELL TELEPHONE UNDERGROUND CABLES
- C.B. DENOTES CATCH BASIN
- C.S. DENOTES CURB STOP (Water Service)
- G.M. DENOTES GAS MAIN
- H.P. DENOTES HYDRO POLE
- M.H. DENOTES MAN HOLE
- W.M. DENOTES WATER MAIN
- W.V. DENOTES WATER VALVE
- ⊙ DENOTES DECIDUOUS TREE (Diameter in mm)
- ⊕ DENOTES HYDRO METER
- ⊕ DENOTES GAS METER

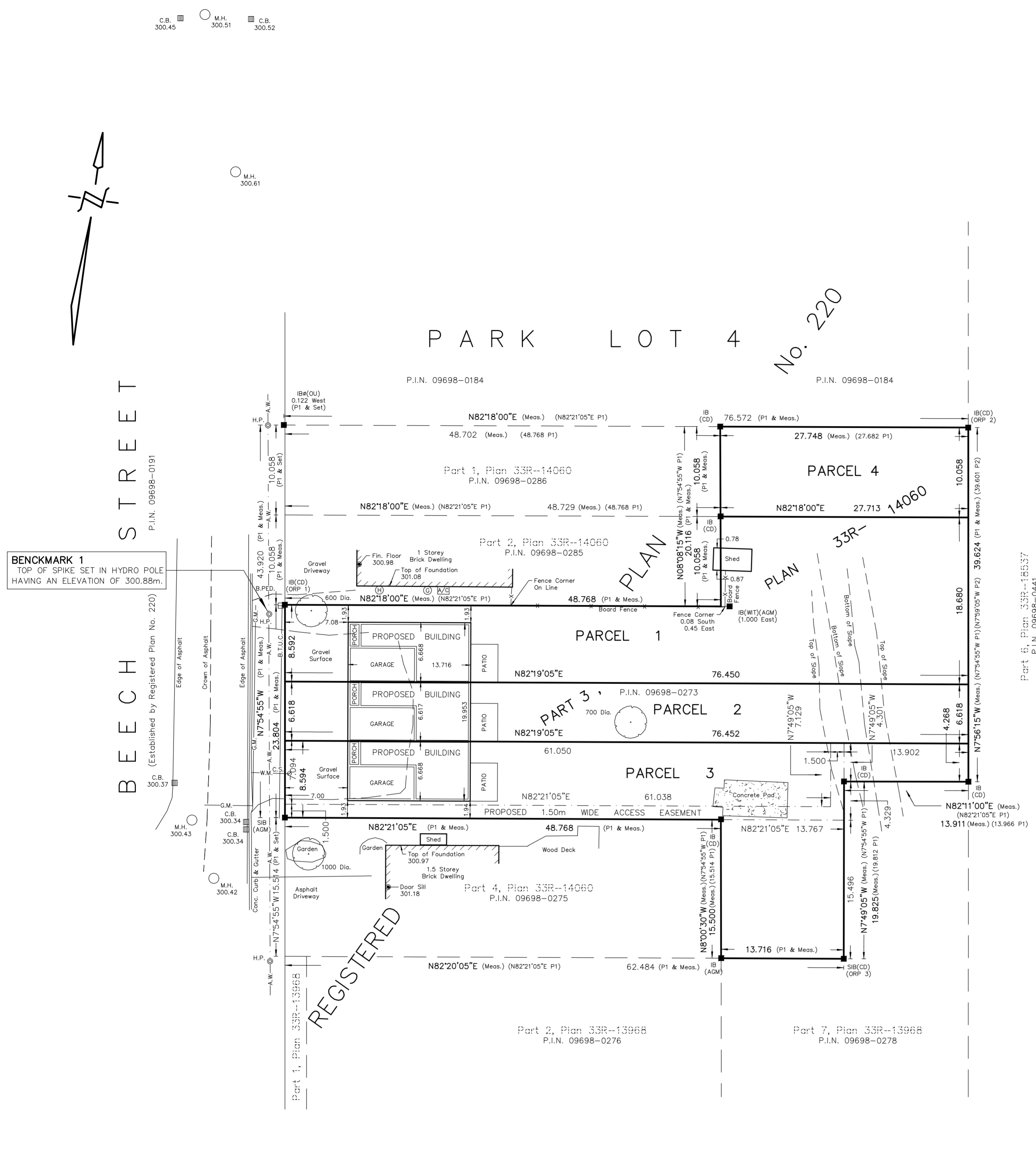
**ROTATION NOTE**  
 FOR BEARING COMPARISONS A ROTATION OF 0°17'05" (CLOCKWISE) WAS APPLIED TO PLAN 33R-14060 TO CONVERT TO GRID BEARINGS.

**ELEVATION NOTE:**  
 ELEVATIONS ARE GEODETIC CGVD 28 (HTV2.0), DERIVED FROM G.P.S. OBSERVATIONS AND THE CAN-NET BASE STATION NETWORK

**SITE BENCHMARK:**  
 SEE FACE OF PLAN

**CAUTION:**  
 SURFACE FEATURES WERE LOCATED BY VISUAL INSPECTION, FEATURES UNDER VEHICLES, CONSTRUCTION DEBRIS, DIRT, SNOW ETC. MAY NOT BE SHOWN HEREON.

**AREAS:**  
 PARCEL 1 : 936.8 Sq. m.  
 PARCEL 2 : 506.0 Sq. m.  
 PARCEL 3 : 811.1 Sq. m.  
 PARCEL 4 : 278.9 Sq. m.



TOWNSHIP OF LUCAN BIDDULPH

**UTM GRID NOTES**  
 BEARINGS ARE U.T.M. GRID IN NAD83 (C.S.R.S.) (2010.0) DERIVED FROM G.P.S. OBSERVATIONS AND THE CAN-NET BASE STATION NETWORK AND ARE REFERRED TO THE CENTRAL MERIDIAN 81°00' WEST LONGITUDE, ZONE 17.  
 LINEAR VALUES SHOWN ON THIS PLAN ARE ADJUSTED GROUND LEVEL DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.9995716725.

| POINT ID | NORTHING    | EASTING    |
|----------|-------------|------------|
| ORP 1    | 4782310.085 | 467252.605 |
| ORP 2    | 4782340.224 | 467325.555 |
| ORP 3    | 4782279.492 | 467319.941 |

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES ON THIS PLAN.

BEECH STREET  
 (Established by Registered Plan No. 220)  
 P.I.N. 09698-0191

**BENCHMARK 1**  
 TOP OF SPIKE SET IN HYDRO POLE  
 HAVING AN ELEVATION OF 300.88m.

**BENCHMARK 2**  
 TOP SPINDLE OF FIRE HYDRANT  
 HAVING AN ELEVATION OF 301.56m.

**AGM** ARCHIBALD, GRAY & MCKAY LTD.  
 3514 WHITE OAK ROAD, LONDON, ON, N6E 2Z9  
 PHONE 519-685-5300 FAX 519-685-5303  
 EMAIL info@agm.on.ca WEB www.agm.on.ca  
 PLAN • SURVEY • ENGINEER

**METRIC:** DISTANCES, ELEVATIONS AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

|                        |                                 |            |
|------------------------|---------------------------------|------------|
| DRAWN BY: NORTON       | DIGITAL FILE: LU2002 SK2 EC.dwg | PLAN No:   |
| CHECKED BY: R.T.W.     | COGO FILE: LU2002 SK2 EC.dwg    | 4-A-4995-3 |
| PLOT DATE: JUNE 1 2020 | FILE No: LU-14-4                |            |



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

June 12, 2020

## 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**

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### **Purpose:**

The purpose of this report is to provide Council with an information 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 5<sup>th</sup>, 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 18<sup>th</sup>, 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

Exception – Holding (R3-8-H) zone, which was approved on June 5<sup>th</sup>, 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 9<sup>th</sup>, 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.

#### **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'.

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 current zone permits the following:

|                  |   |
|------------------|---|
| Permitted Uses   | <ul style="list-style-type: none"> <li>• apartment dwelling</li> <li>• multiple-unit dwelling</li> <li>• senior citizen home</li> <li>• townhouse dwelling</li> </ul> |
| Minimum Lot Area | 1,500 m <sup>2</sup>  |

Applications for Consent (B-6/2020, B-7/2020, B-8/2020, and B-9/2020) and Zoning By-law Amendment (ZBA 05/2020)

5

Adam Finch and Jason Simpson (Owner / Applicant)

|                                  |              |  |
|----------------------------------|--------------|--|
| 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.

#### **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 being held June 16, 2020.

#### Public Comments:

The public has submitted comments regarding the proposed bylaw and are included in this information report as attachment 6. Most responses received were to register to attend the public meeting. However the comments received (included as attachment 6) are generally summarized in the following 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

#### 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?

Why is 5.5 m needed for another store, I would have thought 3m increase?

- c) Bell – no Concerns.
- d) Hydro One – no comment or concerns at this time.

**Attachments:**

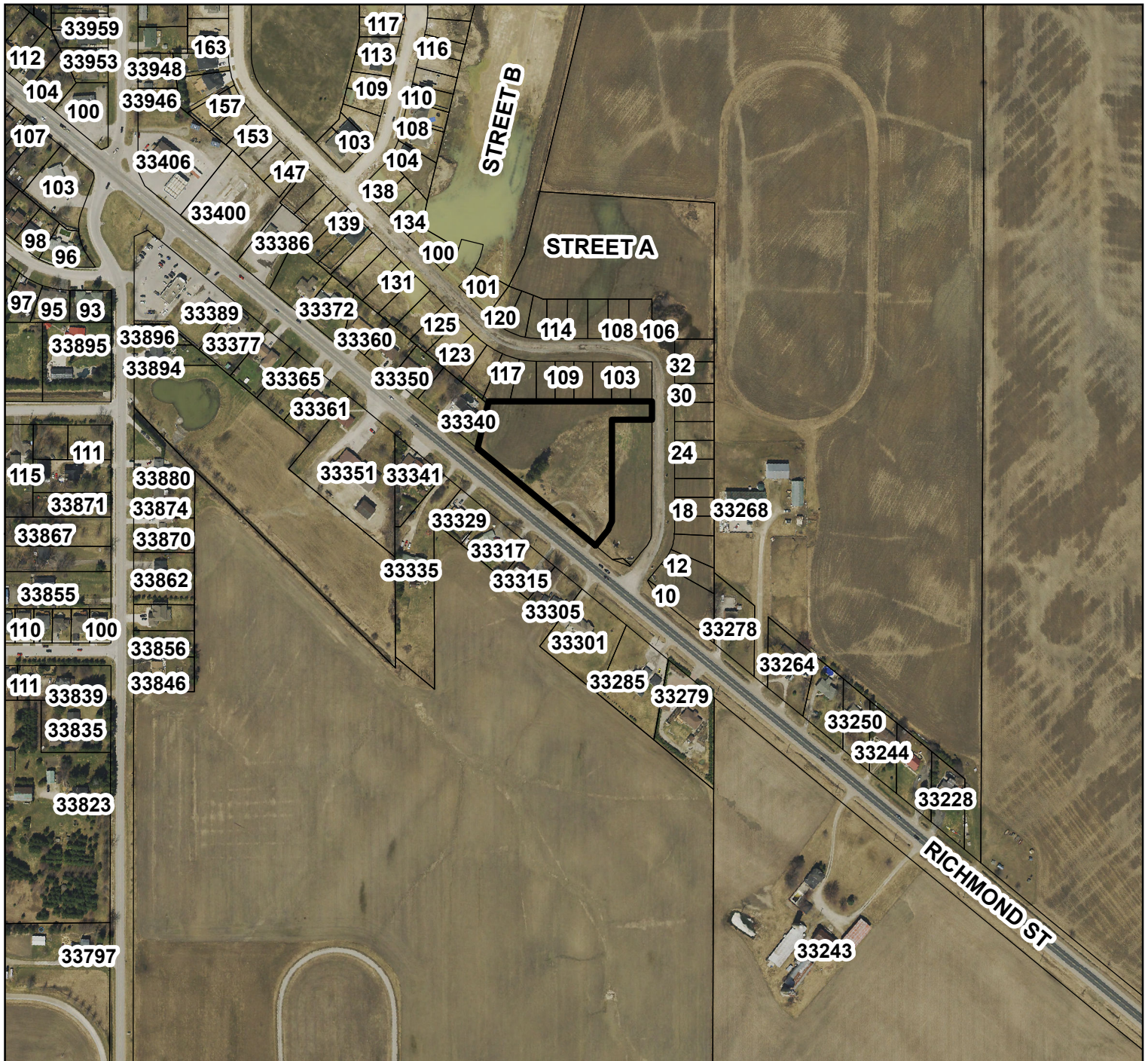
- Attachment 1: Location Map
- Attachment 2: By-law No. 138-2009
- Attachment 3: Phase 3 Subdivision Draft Plan Approval
- Attachment 4: By-Law No. 209-2017
- Attachment 5: Approved Subdivision Plan
- Attachment 6: Public Letters

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.

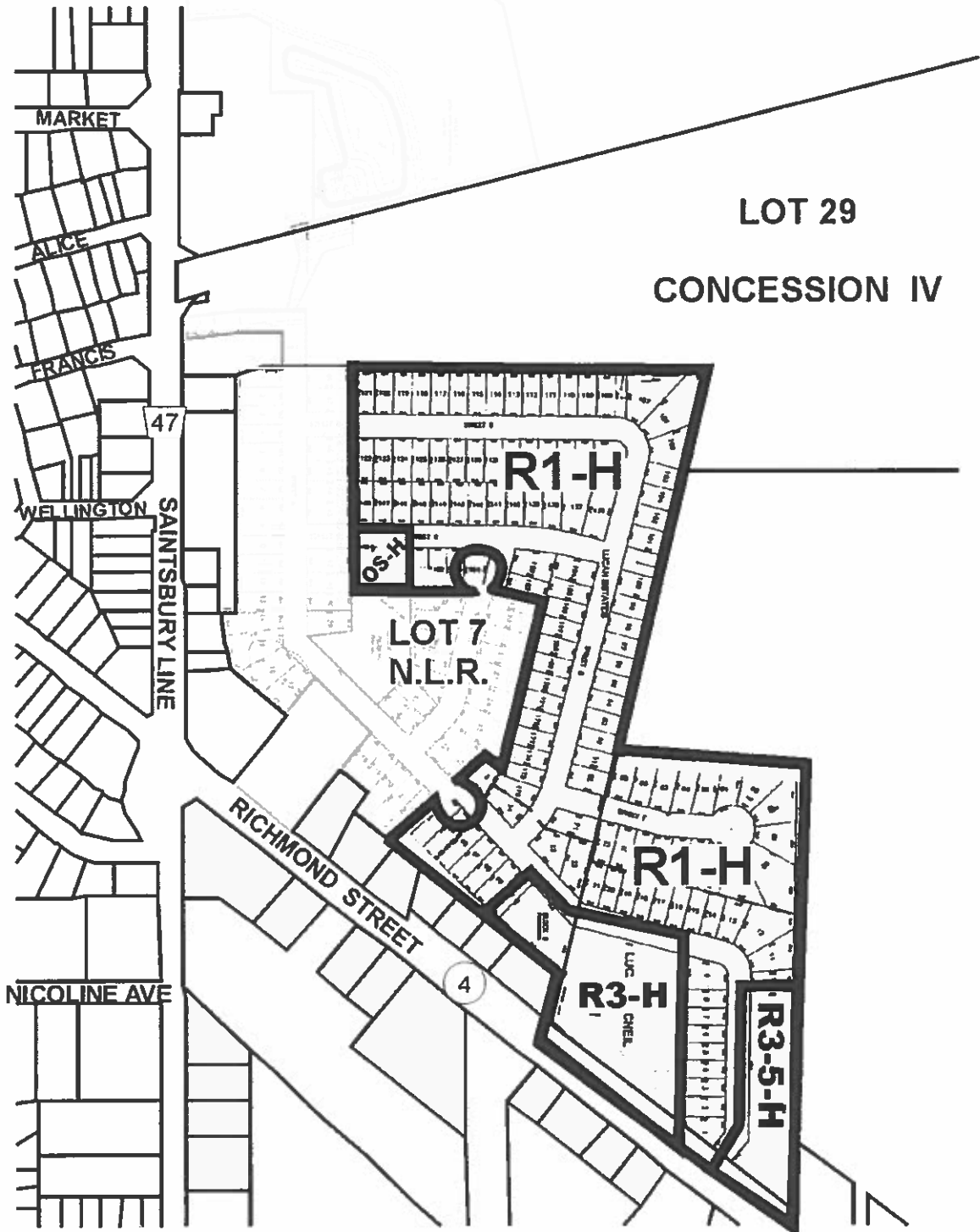
5. **THAT** Schedule "B", Map No. 11 to By-law No. 100-2003, as amended, is hereby further amended by changing from the **Future Residential (FR) Zone** to the **Open Space - Holding (OS-H) Zone** those lands outlined in heavy solid lines and described as **OS-H** on Schedule "A" attached hereto and 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 5<sup>th</sup> DAY OF JANUARY 2009.**

  
DEPUTY MAYOR

  
CLERK



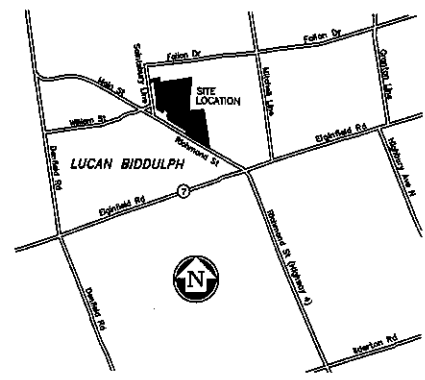
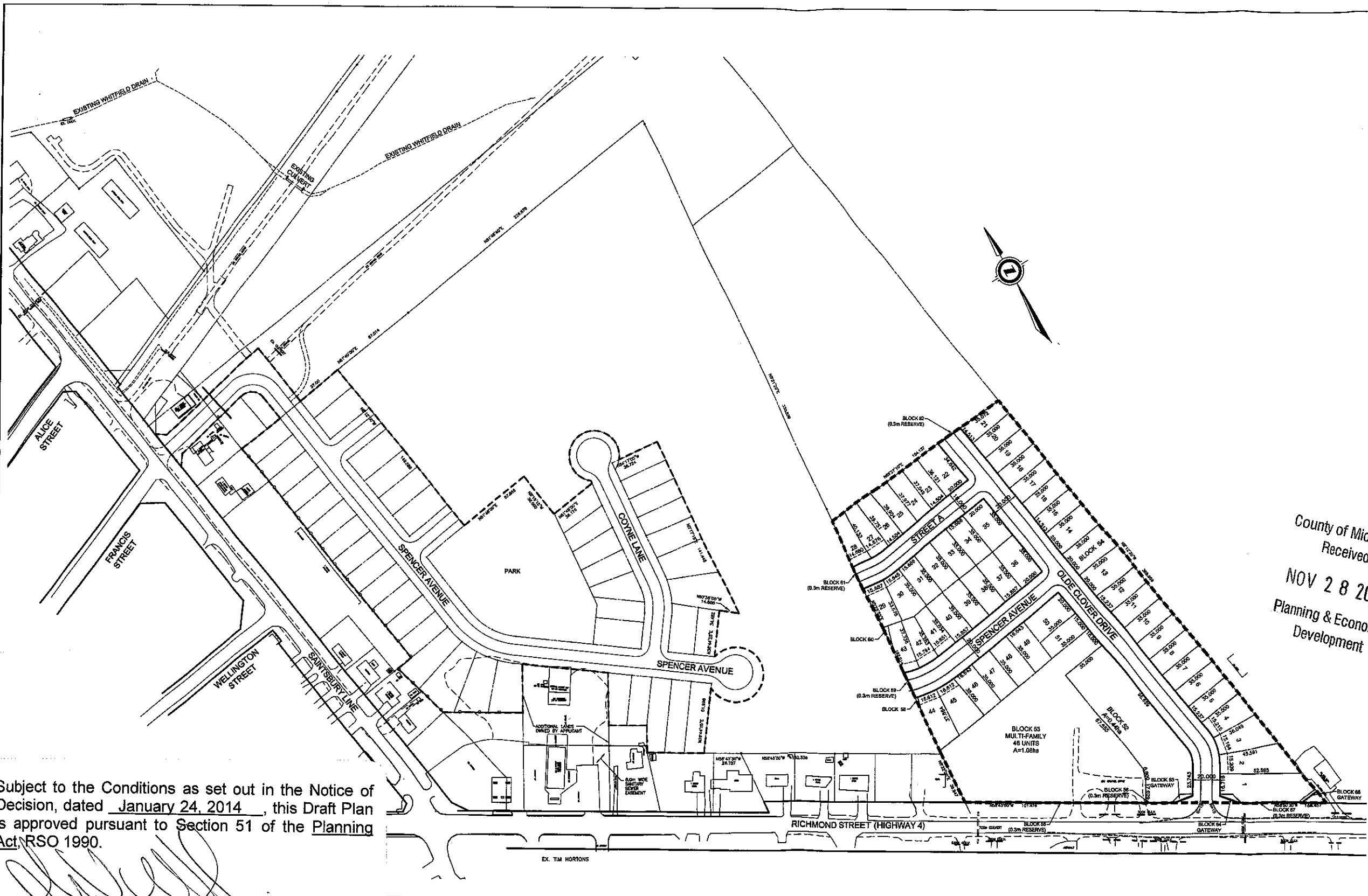
This is SCHEDULE "A" to By-Law No. 138-2009  
 Passed this 5 day of JANUARY, 2009

*[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                        | g) AS SHOWN ON PLAN   |
| b) AS SHOWN ON PLAN                        | h) PIPED WATER        |
| c) AS SHOWN ON KEY PLAN                    | i) CLAY LOAM AND SAND |
| d) SINGLE FAMILY RESIDENTIAL SHOWN ON PLAN | j) AS SHOWN ON PLAN   |
| e) AS SHOWN ON PLAN                        | k) FULL SERVICES      |
|  | l) AS SHOWN ON PLAN   |

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 S3) (45 UPH)          | 1.080 ha         | 18.6%       |
| TOWNHOUSE BLOCK (BLOCK S2) (35 UPH)          | 0.448 ha         | 7.7%        |
| GATEWAY (BLOCKS 63-65)                       | 0.011 ha         | 0.2%        |
| BLOCKS S4 - S2 BASEMENTS, WOODINGS, RESERVES | 0.085 ha         | 1.5%        |
| PROPOSED ROADS                               | 1.115 ha         | 19.3%       |
| <b>TOTAL AREA</b>                            | <b>5.798 ha</b>  | <b>100%</b> |

| NO. | DATE | NO. | DATE |
|-----|------|-----|------|
|     |      |     |      |
|     |      |     |      |
|     |      |     |      |

**LUCAN**  
 2161453 ONTARIO INC.

development engineering  
 41 Adelaide Street East, 10th Fl.  
 London, Ontario N6A 3P4  
 (519) 322-6316

SCALE: **1 : 1250**

PROJECT NO. **D7101E**  
 SHEET NO. **DP**

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)**

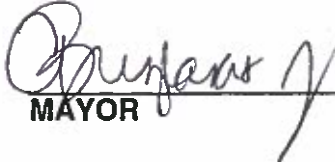
**WHEREAS** the Council of the Corporation of the Township of Lucan Biddulph deems it advisable to amend By-law No. 100-2003;

**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.**

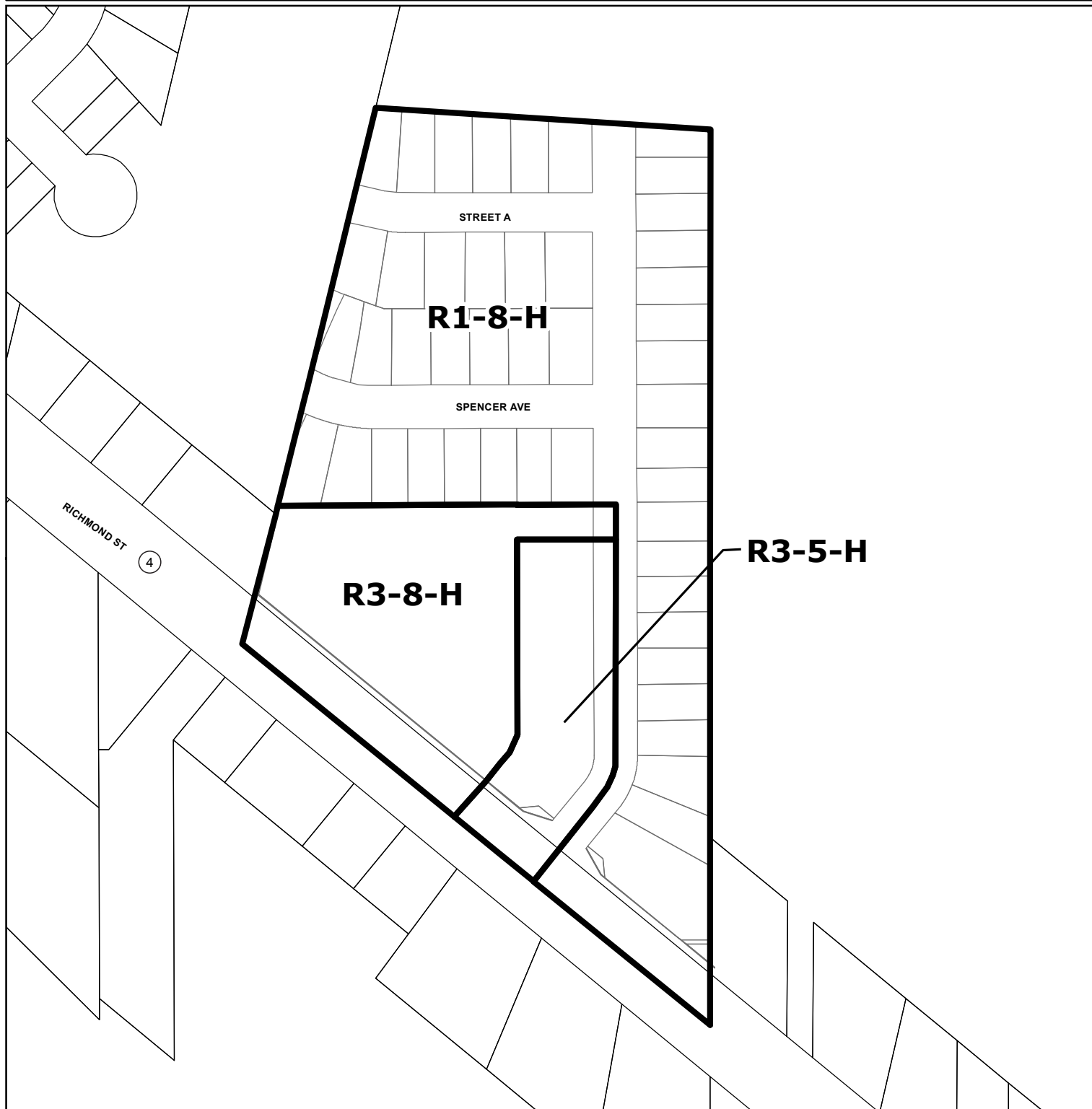
  
MAYOR

  
CLERK

# SCHEDULE "A"



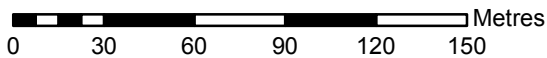
**Township of LUCAN BIDDULPH**



THIS IS SCHEDULE "A" TO BY-LAW No. 209-2017

PASSED THIS 5th DAY OF June, 2017.

1:2,500



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 9<sup>TH</sup> DAY OF JANUARY, 2018

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 10<sup>TH</sup> 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  
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.

Table with 3 columns: POINT ID, NORTHING, EASTING. Rows include SCP 00819740401, SCP 00819740406, ORP A, and ORP B.

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

- LEGEND: DENOTES PLANTED MONUMENT, DENOTES FOUND MONUMENT, DENOTES STANDARD IRON BAR, DENOTES SHORT STANDARD IRON BAR, DENOTES IRON BAR, DENOTES ROUND IRON BAR, DENOTES CUT CROSS, DENOTES CONCRETE MONUMENT, DENOTES ORIGIN UNKNOWN, DENOTES WITNESS, DENOTES MEASURED, DENOTES CALCULATED, DENOTES MTE OLS LTD., DENOTES ARCHIBALD, GRAY & MCKAY, O.L.S.'s, DENOTES MINISTRY OF TRANSPORTATION, ONTARIO, DENOTES REGISTERED PLAN, DENOTES NORTH OF THE PROOF LINE ROAD, DENOTES NOT TO SCALE, DENOTES PLAN 33M-653, DENOTES PLAN 33R-18139, DENOTES PLAN 33R-18857, DENOTES PLAN 33R-19013, DENOTES PLAN 33R-18818, DENOTES PLAN 33R-18501, DENOTES PLAN 33R-18500, DENOTES PLAN 33R-18487, DENOTES PLAN 33R-18438, DENOTES PLAN 33R-18432, DENOTES PLAN 33R-18431, DENOTES PLAN 33R-12155, DENOTES PLAN 33R-12036, DENOTES PLAN 33R-205, DENOTES PLAN MRD-117, DENOTES PLAN 33R-20004, DENOTES PLAN 33R-20015, DENOTES PLAN 33R-19856, DENOTES PLAN 33M-748, DENOTES PLAN 33R-20187, DENOTES PLAN 33R-20213

MONUMENTATION NOTE:  
ALL PLANTED BARS ARE IRON BARS UNLESS OTHERWISE NOTED.

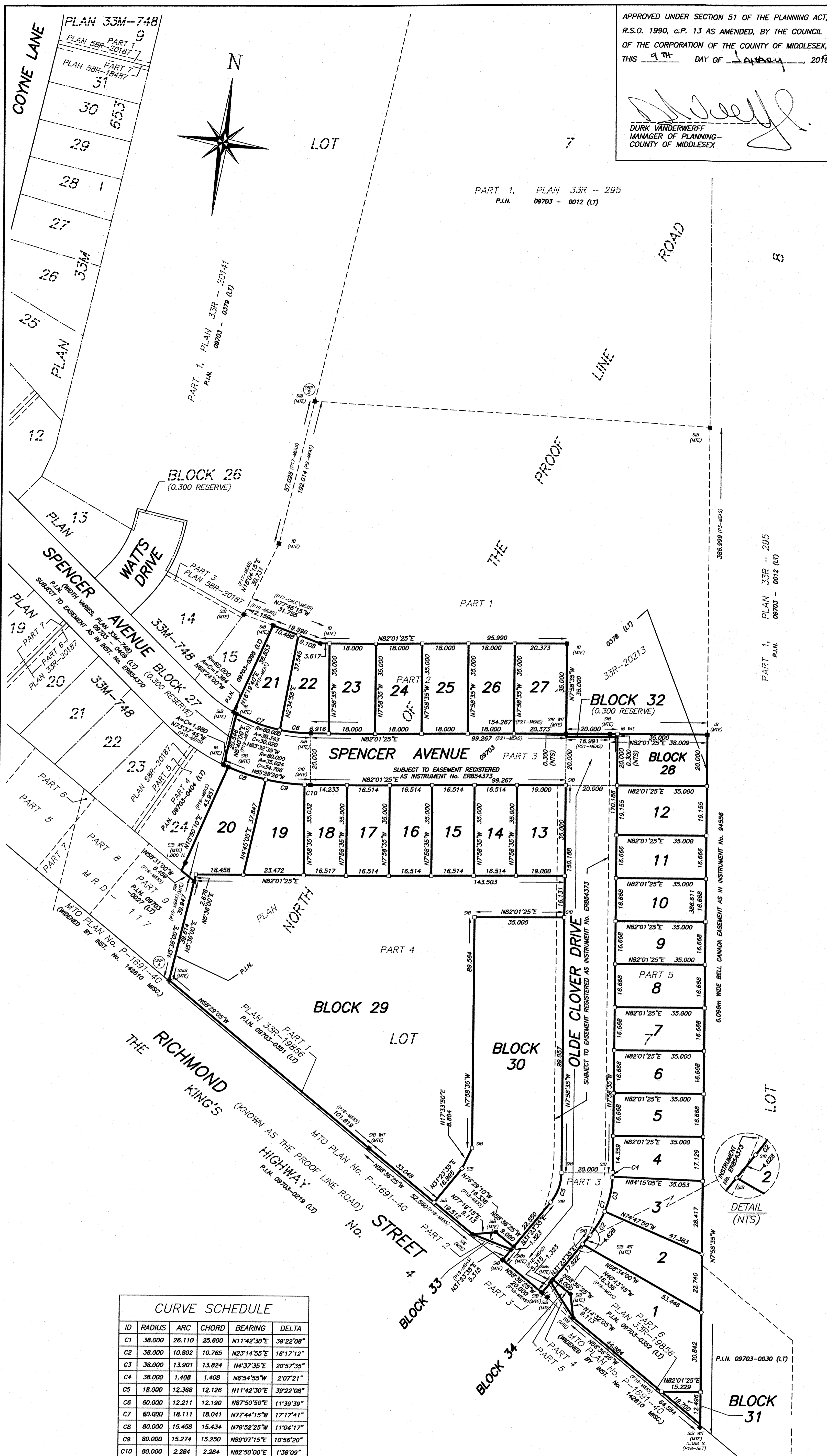
OWNER'S CERTIFICATE:  
THIS IS TO CERTIFY THAT:  
1. LOTS 1 TO 27, BOTH INCLUSIVE, BLOCKS 28, 29, 30, 31, 33 & 34, THE RESERVES, NAMELY BLOCK 32, AND THE STREETS, NAMELY SPENCER AVENUE AND OLDE CLOVER DRIVE, HAVE BEEN LAID OUT IN ACCORDANCE WITH MY INSTRUCTIONS.  
2. THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH AS PUBLIC HIGHWAY.  
DATED THE 9<sup>TH</sup> 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 30<sup>TH</sup> DAY OF AUGUST, 2018.

DATE: November 1, 2018  
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  
Cud 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 table with columns: ID, RADIUS, ARC, CHORD, BEARING, DELTA. Rows C1 through C10.

**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

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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](http://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.

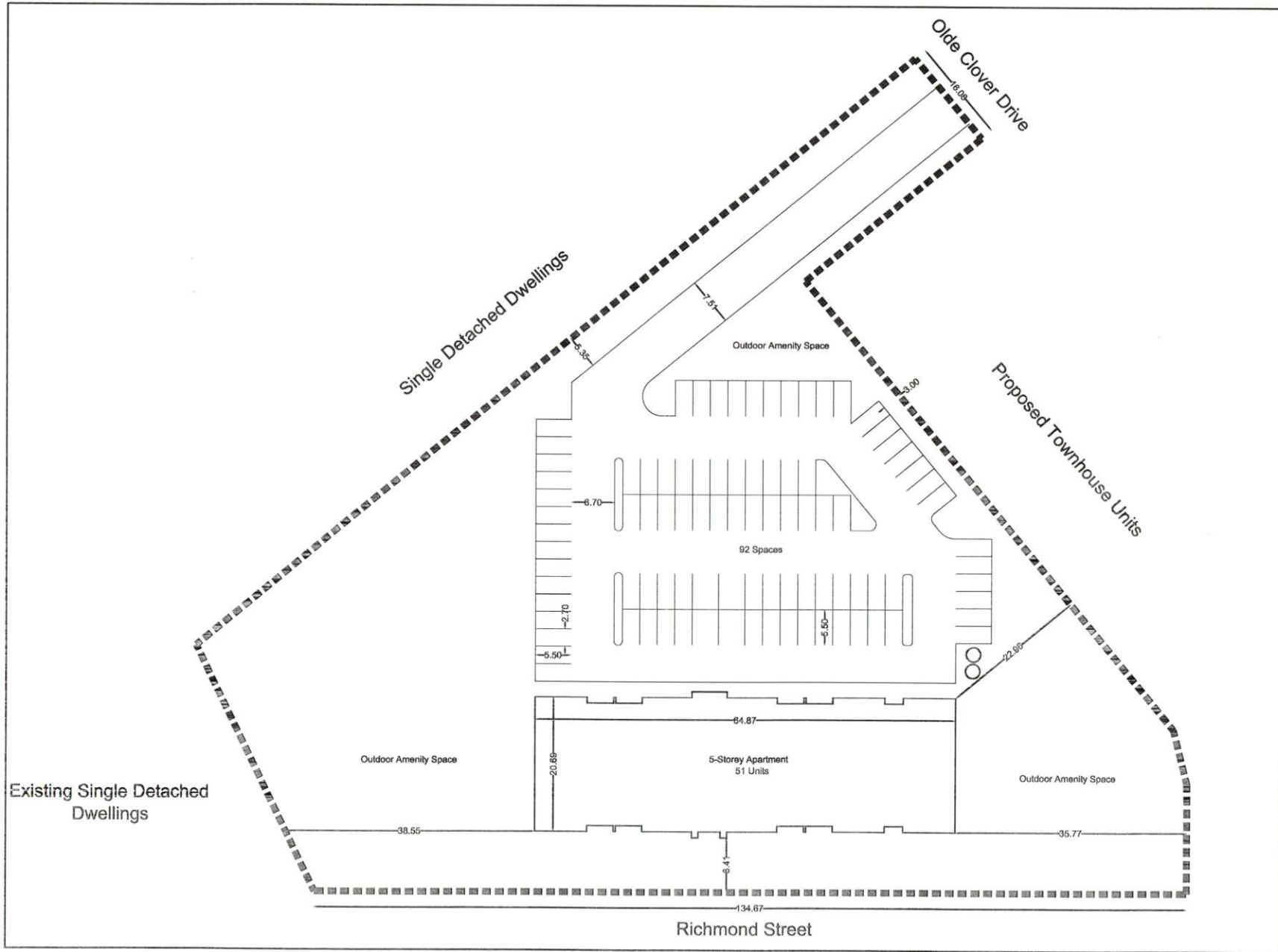
In regards to the application for zoning by-law amendment (file no. ZBA 6-2020) we would like to have our following concerns considered in the public meeting regarding the same scheduled for Tuesday, June 16th, 2020 @ 6:00pm.

- 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





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 (mh)           | 1,500 sq.m | 10,754 sq.m |
| LOT FRONTAGE (mh)        | 18 m       | 16.13 m     |
| LOT COVERAGE (mh)        | 40 %       | 12.2 %      |
| FRONT YARD DEPTH (mh)    | 8.0 m      | n/a         |
| EXT SIDE YARD DEPTH (mh) | 8.0 m      | 8.4 m       |
| SIDE YARD WIDTH (mh)     | 3.0 m      | 23.0 m      |
| REAR YARD DEPTH (mh)     | 10 m       | 38.0 m      |
| BUILDING HEIGHT (mh)     | 12 m       | 17.5 m      |
| PARKING SPACES (mh)      | 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



300 GUYTON STREET EAST, LONDON, ON, N6A 1Y7

| DATE       | SCALE |
|------------|-------|
| MARCH 2020 | 1:500 |

# 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.

## Declaration of Pecuniary Interest & Nature Thereof

None

## Announcements

Mayor C. Burghardt-Jesson opened the meeting with the following reflection:

I cannot help but start tonight's meeting with some reflections on the events we are witnessing south of the border. I was horrified to watch the brutal attack on George Floyd. I understand the passion behind the peaceful protests and meaningful dialogues taking places across the United States. What I don't understand is the violence, rage and attacks happening in cities across the country. I don't understand for a number of reasons. Firstly, I don't understand because the suppression and bigotry that many of these protestors are fighting is not my truth or my experience. Secondly, many of these attacks seem to go beyond the protest of the death of George Floyd. While we have not seen the demonstration in Lucan Biddulph or the County of Middlesex (although I understand there are number of peaceful protests being organized in our area for Saturday), we cannot be so naïve as to believe these concerns are not in our community. One could argue we are one improperly handled incident away from these experiences that as of now, we are only watching from afar. I do not understand the response of leadership in the United States. History has shown us, that the answer to violence is not more violence. When someone believes they do not have a voice, stifling and not listening to that voice only provokes them to find other means to be heard. Watching this unfold, my hope is that with the misuse and abuse of power, those oppressed by that power will find the strength to continue to push for change with honest and meaningful dialogue. Without respectful conversation we cannot learn, we cannot change.

So, as a municipal leader of a small rural Ontario municipality—what is my role?

I see it as sharing with you my truth and humbly hoping it resonates with you as you grapple with what our neighbours are dealing with.

Every day when I wake up, I have a choice. I choose how I'm going to take on whatever the day is going to present me—some days it is easier than others—but every day I wake up and choose the way of love.

The parable of the Good Samaritan is a Christian lesson—it is a lesson that goes across and beyond faiths. The story of the Good Samaritan challenges us to treat our neighbour as ourselves. It challenges us to ask ourselves—who is our neighbour? Racial prejudices or a prejudice of others, different in any way from us has always been a divider. We tend to distrust those that don't look or sound like us. Yet, the Samaritan didn't care about that. He showed us that racism/prejudice has no place when it comes to common decency—that at the end of the day we all belong to the same race—the human race.

And so I challenge you—to remind you—that every day is a choice; we must live and work together as equals, as brothers and sisters. If we don't, then we choose chaos over community. In my office, I have this sign that says "DO BETTER." As Maya Angelou said—"Do the best you can until you know better. Then when you know better, do better."

So while in Lucan Biddulph, community is the choice, we can always do better. I know I can. We must always work together for the good.

It all starts with a choice...



**Public Meeting Under Planning Act, R.S.O. 1990, c.P.13****1/ Committee of Adjustment***Moved by D. Regan**Seconded by D. Manders**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***Mayor C. Burghardt-Jesson reviewed the process that will be followed for council and the public in consideration of the new electronic format.***a) B-5-2020 (Malbrecht)***D. Fitzgerald, County Planner gave a review of Planning Report PL-04-2020 and advised the purpose and effect of the application is as follows:*

- *to permit a severance of an existing farm from a residence for the purpose of farm consolidation*
- *The application is considered to be a “reverse” surplus farm dwelling severance which will be surplus to a farmer’s operation who is purchasing the lands and consolidating the lands into their business*
- *The applicants dwelling is considered surplus to the lands and proposed to be retained*

*T. Merner advised that no additional comments were received from circulated agencies and the public that are not already included in the planner’s report.**Councillor D. Regan questioned the need to apply for a new entrance with the MTO and D. Fitzgerald advised that it is the MTO’s general practice to formalize access points on provincial highways and in this case they are wanting to limit any additional access that is not permitted on the subject lands.**Applicant, Tina Malbrecht provided comments at this time and advised that she submitted a question to D. Fitzgerald regarding the revised drainage assessment condition and he has provided a response to which she is satisfied. Mrs. Malbrecht did not have any further questions or concerns.**No further questions or comments were received.***2/ B-5-2020 (Malbrecht)***Moved by A. Westman**Seconded by D. Regan****THAT Application for Consent B-5/2020** filed by Catharina Malbrecht to sever a parcel of land for the purpose of farm consolidation and to retain the disposed surplus farm dwelling, having a lot frontage of approximately 73.75 metres along Mitchell Line, a lot depth of approximately 103.53 metres and a lot area of approximately 0.83 hectares from a property legally described as Part of Lots 27 and 28, Concession 8, Parts 2 and 3 of Registered Plan 33R12037, in the Township of Lucan Biddulph, being located on the west side of Mitchell Line (Provincial Highway 23) and known municipally as 34237 Mitchell Line; **BE GRANTED** subject to the following conditions:*

1. *That the Certificate of Consent under Section 53(42) of the Planning Act be issued within one year of the date of the notice of decision. The request for the Certificate of Consent shall be accompanied by a written submission that details how each of the conditions of consent has been fulfilled.*
2. *That the lands being conveyed be rezoned to a ‘site specific’ Agricultural (A3-#) Exception Zone to permit their frontage and size for agricultural purposes as well as prohibit any new residential use.*
3. *That the lands being retained be rezoned to Surplus Dwelling (SD) Zone to recognize the residential use.*
4. *That the applicant confirm, to the satisfaction of the Township, that the septic system will be wholly contained on the lands being retained in accordance with Ontario Building Code requirements and that a 100 percent contingency area be shown to exist on same.*
5. *That the lands to be conveyed be transferred to 806538 Ontario Ltd to ensure the consolidation occurs with their existing farming operation.*

6. 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.
7. That the taxes on the subject lands are paid in full.
8. That the applicant's solicitor submits an Acknowledgment and Direction duly signed by the applicant.
9. 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.
10. That an address be assigned and number erected for the severed agricultural parcel.
11. That any laneway or access from the residential lands to the farm lands be removed and replaced with a minimum 1.0 metre wide planting strip.
12. That all retained buildings must be confirmed by a professional engineer, to be suitable to support a residential accessory use. A building permit is required if any improvements are to be made.
13. That the property be cleaned up and all debris, including cut vegetation, waste, abandoned vehicles and the like shall be removed. Any wood remaining for 'wood heat' must be stored and stacked neatly.
14. That the applicant confirm that the wood furnace heat pipe running between the shop and house does not encroach onto the severed lands.
15. That the owner(s) be required to convey to Ministry of Transportation by deed, free and clear of all mortgages, liens and encumbrances, a 3.048 metre (10-foot) property widening along the former rail corridor fronting the highway. This widening must be illustrated as a part(s) on a reference plan. A draft reference plan must be submitted to the ministry for review and approval prior to being deposited. As well, a draft of the transfer deed and certification of title conveying the part(s) to MTO must be submitted for our review and approval prior to being registered.
16. That a new MTO Entrance Permit shall be applied for and obtained for both parcels defining the site specific use for each property.
17. That the owner confirm to the MTO that the access to the retained farm land via the old rail corridor shall only be used for the farm parcel and not any other adjoining lands.
18. That two copies of the reference plan are submitted to the satisfaction of the Township.

CARRIED

**3/ Public Meeting**

Moved by D. Regan

Seconded by D. Manders

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-3-2020 (Malbrecht)**

D. Fitzgerald advised the subject lands are proposed to be rezoned to recognize the residential use associated with the lands to be retained, while prohibiting the construction of a new dwelling on the lands to be conveyed consistent with the Provincial Policy Statement (PPS). He also advised the rezoning application further seeks to address a lot frontage deficiency for the lands to be severed.

No further comments were received.

**4/ ZBA-3-2020 (Malbrecht)**

Moved by D. Regan

Seconded by D. Manders

THAT Application for Zoning By-law Amendment ZBA 03/2020, for lands owned by Catharina Agatha Alida Malbrecht and legally described as Part of Lots 27 and 28, Concession 8, Parts 2 and 3 of Registered Plan 33R12037, in the Township of Lucan Biddulph, being located on the west side of Mitchell Line (Provincial Highway 23) and known municipally as 34237 Mitchell Line, be approved and that the implementing By-law be forwarded to Township Council for

*consideration once a deposited reference plan has been provided to the satisfaction of the Township.*

**CARRIED**

**5/ Adjourn Public Meeting**

*Moved by A. Westman*

*Seconded by P. Mastorakos*

*Resolved that the Council of the Township of Lucan Biddulph adjourn the public meeting at 6:29 p.m. and reconvene its regular meeting to continue with its deliberations.*

**CARRIED**

Mayor C. Burghardt-Jesson mentioned there is a 20-day appeal period that will follow the Notice of Decision.

**Delegations**

Rod Dupuis of OCWA presented the 2019 Annual reports for the Lucan and Granton Waste Water Treatment facilities as well as the 1st quarter 2020 report on the operation of each facility. Discussion took place regarding PH levels at the Lucan facility and the fats, oil and grease build-up that continues to cause concern at the Granton facility.

After presentation of the quarterly reports it was noted that there was a failure with the UV system at the Lucan facility on May 22<sup>nd</sup> and the system was closely monitored until the parts were available to repair the system. J. Little noted that MECP was notified and does not believe there was any non-compliance issues.

R. Dupuis advised he has accepted another position within OCWA and will no longer be managing Lucan Biddulph's facilities and introduced his replacement, Senior Operations Manager, Renee Hornick. Mayor C. Burghardt-Jesson thanked R. Dupuis for his service and commitment for the work in Lucan Biddulph including our community events and welcomed R. Hornick.

**6/ WWTP Compliance reports for 2019**

*Moved by A. Westman*

*Seconded by D. Regan*

*Resolved that the Township of Lucan Biddulph accepts the Lucan Biddulph and Granton Wastewater Treatment Plant Compliance reports for 2019 as presented.*

**CARRIED**

**Adoption of Minutes**

**7/Minutes**

*Moved by A. Westman*

*Seconded by D. Regan*

*That the regular council minutes of May 19, 2020 be approved as circulated.*

**CARRIED**

**Business Arising**

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

**Communications Reports**

No items were listed for discussion.

**8/ Receive Communication Reports**

*Moved by D. Manders*

*Seconded by D. Regan*

*That Items 8 a) i. through 8 a) v. (Communications) be received for information.*

**CARRIED**

**Committee Reports**

**CEDC**

L. deBoer advised that Shamrocks have been displayed around town advertising "Stronger together, support local." She provided further updates including a survey that will be going out to the CEDC committee in the coming weeks to gain input from the members; new town entrance signs will be displayed this coming Thursday and the County IT department will be doing an RFP for new websites which includes Lucan Biddulph.

### *Canada Day*

L. deBoer advised we did receive the \$3,200.00 grant for Canada Day celebrations and we have until March 31<sup>st</sup>, 2021 to use those funds. She advised a social media post has been released asking residents to submit a video saluting Canada Day and all submissions will be compiled to create a video to be released and displayed on July 1st.

### *Bluewater Recycling Association (BRA)*

D. Manders advised there was a recent meeting however not a lot to report and asked R. Reymer to comment on the AMO resolution and proposed recycling program transition to producer responsibility. R. Reymer advised he discussed with Francis Veilleux, Executive Director at BRA and noted municipalities are being asked to decide by January 1, 2023 whether they want to continue to provide their own recycling program or have recycler's provide that service in our municipality. R. Reymer suggested input from residents may need to be obtained as there will be varying factors to this discussion and decision.

### *ABCA and UTRCA*

A Westman advised Conservation Authorities are working towards a gradual re-opening. He noted seasonal camping is open now with restrictions in place, Rock Glen conservation authority is open for day use and Fanshawe and Wildwood boat launches will open soon, subject to COVID-19 protocols.

### Staff Reports

#### *CAO/Clerk*

R. Reymer reviewed report no. HS-01-2020 regarding the WSIB Health and Safety Excellence program. He noted mandatory workshops will be attended which by staff and for each topic taken during the workshop the Township will receive \$1,000.00 towards payment of the consultant who will provide assistance in the review and update of Health and Safety policies. R. Reymer noted the total cost of the consultant will depend on what is identified through a risk assessment and that a budget was identified in the 2020 budget to implement health and safety programs. Discussion took place regarding costs, current health and safety measures in place and Ministry of Labour's involvement for the assessment.

Councillor P. Mastorakos asked the status of the updates to our HR policies and T. Merner advised a consultation took place with Cindy McNair in April regarding the reporting procedure of the Harassment and Violence policy and changes have been made and will be brought forward at the following council meeting for approval.

R. Reymer reviewed report no. CAO-09-2020 regarding the Lucan Master Servicing Plan. He noted we continue to receive inquiries from developers with lands that are unable to be serviced by tapping into the current sanitary sewer collection system. He noted the cost of this plan can be funded through development charges. J. Little added it is important to identify where to invest money in the system so that we are not restricted with planning and development in the future.

R. Reymer advised the County has hired a consultant to work on the Community Safety and Well Being Plan and invitations will be coming forward for individuals invited to sit on the advisory committee. He further noted the deadline for this plan has been extended beyond the original date of January 1, 2021. Mayor C. Burghardt-Jesson advised that in the end this will be a County document/plan however an appendix will be included for each Municipality identifying what affects their community.

R. Reymer advised he and J. Little will be attending the rescheduled Lake Huron Water Supply Board Supply meeting on Thursday, June 18<sup>th</sup>. He noted they are looking at setting up a separate Municipal Services Corporation or Board to provide its services. He further noted we will be obtaining legal input as to which service will best serve our community. Mayor C. Burghardt-Jesson noted that there are currently some grey areas as to where the supply system falls within governing rules and the municipal act and they are essentially trying to find that place.

#### *Finance*

K. Langendyk gave an update from her department and advised interim tax instalments were due last week and an early calculation shows that majority of rate payers submitted instalments by the May 29<sup>th</sup> due date.

K. Langendyk further advised that our on-site audit was postponed and has been rescheduled for June 15<sup>th</sup>.

***Public Works***

J. Little reviewed report no. PW-16-2020 regarding a grant opportunity through the Federation of Canadian Municipalities (FCM) that will assist in updating the Municipal Asset Management Plan (MAMP). J. Little noted this is a County wide initiative wherein all lower-tier municipalities will work together to participate. J. Little further identified areas he would recommend be updated in our MAMP such as inspection and rating of all paved roads, 360 degree pictures of all paved roads and inspection and rating of all sidewalks. Discussion took place regarding anything further that could be identified at this time and J. Little advised there are other items available however presently our MAMP is not ready for further additions.

***Parks & Recreation***

P. Smith reviewed report no. PR-07-2020 regarding the status of the day camp programs and the Lucan Community pool for the summer 2020 season. He noted that in light of the restrictions and guidelines imposed as result of the COVID-19 pandemic most municipalities in our area have decided to close community pools for the upcoming season. P. Smith reviewed some of the restrictions the province has imposed and discussion took place regarding best practices, safety concerns and increased costs.

P. Smith advised discussion is still taking place between parks & recreation managers with regards to re-opening of splash pads.

***9/ Pool Season and Summer Day Camp Programs 2020***

*Moved by P. Mastorakos*

*Seconded by D. Manders*

*RESOLVED That Council authorize staff to cancel the pool season and summer day camp programs for the summer of 2020.*

**CARRIED**

**Councillor's Comments**

Deputy Mayor D. Manders noted some technical issues he has noticed recently with the zoom platform. R. Reymer advised internet connection could be contributing but will discuss with County IT staff.

Deputy Mayor D. Manders asked of the status of a new construction build on Main Street that has been stretched out over the last couple of years and if there are any repercussions to the owner for incompleteness. R. Reymer advised he would confer with the Chief Building Inspector.

Mayor C. Burghardt-Jesson reminded staff and council of a couple upcoming items including extension of the County Strategic Plan survey and the upcoming food drive hosted by the Lions club on June 10<sup>th</sup>.

Mayor C. Burghardt-Jesson announced an initiative that the Thames Valley Home School Association is doing in honour of all 2020 graduates. Signs to recognize your graduate can be purchased and they are further asking that municipalities light up their municipal buildings in gold the week of June 22<sup>nd</sup> to honour the graduating students. She further noted the Thames Valley District School Board is asking businesses to do the same.

**Motions*****10/ WSIB Health and Safety Excellence Program***

*Moved by P. Mastorakos*

*Seconded by A. Westman*

*RESOLVED That Council direct staff to participate in the WSIB Health and Safety Excellence program and workshop.*

**CARRIED**

***11/ RFP for Servicing Masterplan***

*Moved by D. Regan*

*Seconded by P. Mastorakos*

*RESOLVED That Council direct staff to issue an RFP (Request for Proposal) for a servicing masterplan for the Lucan urban area.*

**CARRIED**

12/ FCM Grant Opportunity

Moved by D. Regan

Seconded by A. Westman

RESOLVED That Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program through:

- Vehicle based automated data collection for roads (and cart based collection for sidewalks)
- Road and sidewalk assessment data processing
- Pavement Management Software utilizing a GIS based software analytics platform;

CARRIED

13/ Confirming

Moved by D. Regan

Seconded by D. Manders

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:

- 22-2020 Confirming By-law

CARRIED

14/ Adjournment

Moved by A. Westman

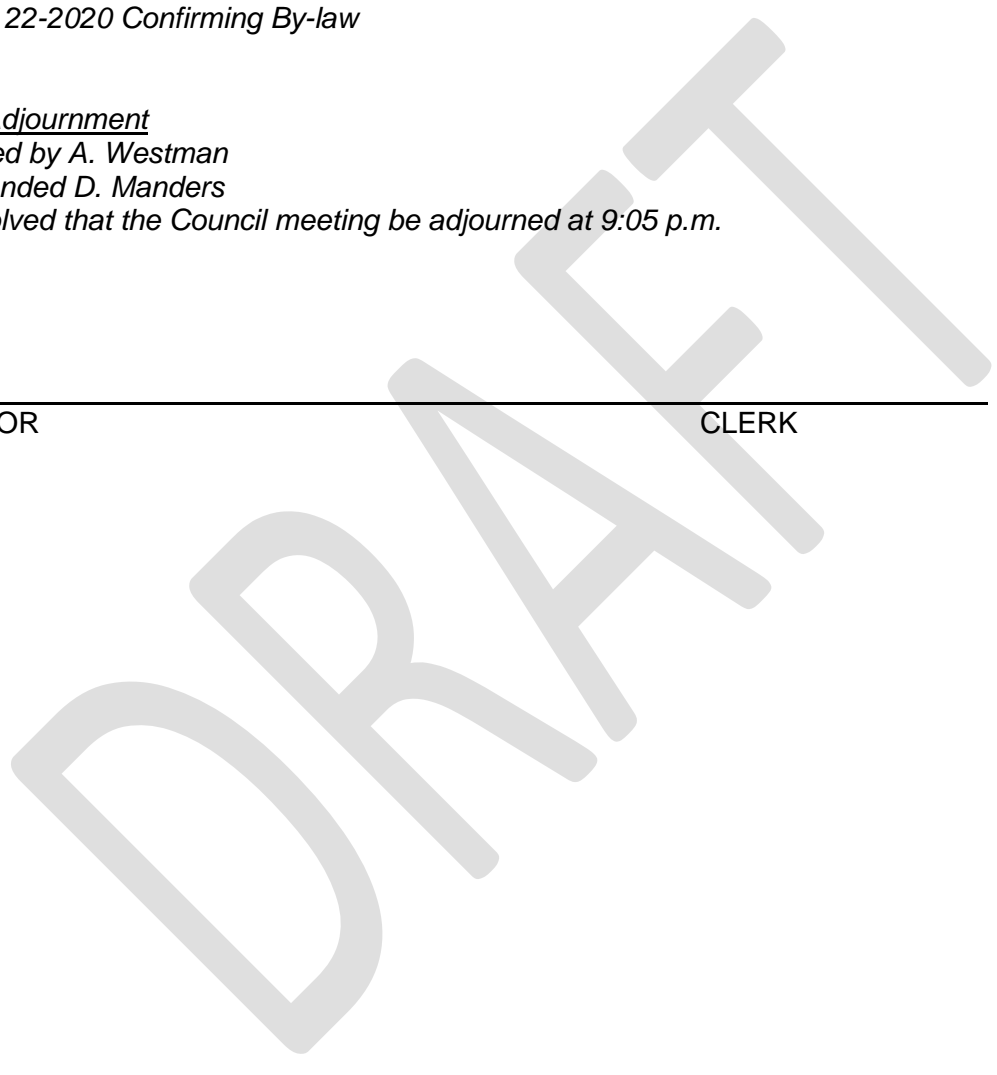
Seconded D. Manders

Resolved that the Council meeting be adjourned at 9:05 p.m.

CARRIED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK



# The Corporation of the Township of Lucan Biddulph Council Minutes

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

**Also Present:** R. Reymer-CAO/Clerk, T. Merner-Deputy Clerk, J. Little-Public Works Manager, J. Overholt-Public Works Assistant, P. Smith-Parks & Recreation Manager, L. deBoer-Economic Development Officer

**Call To Order**

Mayor C. Burghardt-Jesson called the meeting to order at 6:02 pm.

**Announcements**

Mayor C. Burghardt-Jesson reflected on the recent passing of Norm Goldie, a former Lucan Biddulph employee of the Parks & Recreation department. She advised Mr. Goldie was a long serving employee of 29 years and was very well known and respected in our community. Mayor C. Burghardt-Jesson advised the funeral will take place virtually tomorrow at 11:00 a.m. and offered her condolences to Bonnie and her family on behalf of the Township staff and council members.

P. Smith and R. Reymer also reflected on memories of Mr. Goldie and added he will certainly be missed by our community.

**Declaration of Pecuniary Interest & Nature Thereof**

None.

R. Reymer explained the process that will be followed for attendees that wish to speak during tonight’s electronic meeting including how to use the Q&A section of the Zoom webinar format.

**Notice of Consideration**

Mike DeVos from Spriet & Associates attended to present three municipal drain Notice of Consideration reports.

a. Hodgins Drain 2020

M. Devos reviewed the report regarding reconstruction of the Hodgins Municipal Drain. He noted this is an open channel drain and that a request for maintenance and improvements was received due to issues of sedimentation and erosion. M. Devos further noted the upper end of the drain will receive improvement and the lower end will receive maintenance.

Questions from council:

None

Questions from attendees:

None

Mayor C. Burghardt-Jesson closed the Notice of Consideration for the Hodgins Drain 2020 at 6:12 p.m.

b. Casey-McCarthy Drain 2020

M. Devos reviewed the report for the Casey-McCarthy Drain. He noted the existing drain is mostly a tile drain with a small amount of open channel at the bottom end and

outlets to the Elginfield Drain. Due to the age and capacity and depth of the current system it was requested that it be replaced in its entirety. M. Devos noted the improvements will only take place from the Stonehouse Line location and down. He further noted that there is a ditch reconstruction component included in the improvement.

Questions from council:

Councillor D. Regan asked for clarification of the sections within the report that refers to grants. M. Devos advised the Township looks after the process of accumulating the costs of issuing any allowances or compensation that is required as well as applying for grants through OMAFRA. He further noted OMAFRA will calculate and verify if the properties are eligible and then send the grant back to the Township, if applicable.

Mayor C. Burghardt-Jesson requested confirmation in regards to the special assessment portion to the Township and M. Devos advised this assessment is due to ditch and culvert work required within the road allowance.

Questions from attendees:

None

Mayor C. Burghardt-Jesson closed the Notice of Consideration for the Casey-McCarthy Drain 2020 at 6:19 pm.

c. Riddell-McCarthy Drain

M. Devos reviewed the report for the Riddell-McCarthy Drain and advised Section 78 and 4 of Drainage Action applies for improvement and extension of this drain. He noted a request was received for some additional capacity and depth to the existing drain. He further noted that included in the improvements is a new tile that will be installed beside the ditch along the east side of Stonehouse Line in order that the ditch can be backfilled and graded as an overflow waterway.

Questions from Council:

Mayor C. Burghardt-Jesson asked for confirmation that the special assessment assigned to the Township is for work requested by our public works department. M. Devos advised the cost is associated with the extension to the surface culvert and for the increased costs from a tile to a sewer pipe that will cross the road.

Questions from Attendees:

Mike Fletcher asked when would the project would start? M. Devos advised that once Court of Revision has taken place and passing of the third reading of the bylaw, likely in the next 1-2 months, we would then be in a position to tender the project. He further noted that there is a fairly limited number of contractors that have the specific equipment required to complete this type of work and it will depend on the schedule of the contractor as to when they can complete. M. Devos added the hope is to have it built by the end of this year however cannot guarantee.

Mayor C. Burghardt-Jesson closed the Notice of Consideration for the Riddell-McCarthy Drain at 6:27 p.m.

**1/ Confirming**

*Moved by A. Westman*

*Seconded by D. Regan*

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

- 23-2019 Hodgins Drain 2020
- 24-2019 Casey-McCarthy Drain 2020
- 25-2019 Riddell-McCarthy Drain 2020
- 26-2019 Confirming By-law

**CARRIED**



**2/ Adjournment**

*Moved by P. Mastorakos*

*Seconded D. Manders*

*Resolved that the Council meeting be adjourned at 6:30 p.m.*

**CARRIED**

---

MAYOR

CLERK

DRAFT

**Business Arising – Minutes of June 2, 2020**

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

**Previous Meetings**

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

# AMO Annual Conference Updates

June 5, 2020

## Request for AMO Conference Delegation Meetings Now Open!

Delegation meetings are a key feature of the AMO conference. That's not changing, it's just going virtual. The AMO conference provides an opportunity for members of your Council to meet with government ministers and officials. It also provides an opportunity for delegations with other parties.

"The AMO conference is an important opportunity for the Government of Ontario to connect directly with municipal councils from every part of Ontario. This year, we look forward to making that same connection through AMO's virtual 2020 Conference." Hon. Steve Clark, Minister of Municipal Affairs and Housing

For information on requesting delegation meetings as part of your AMO 2020 Conference experience, check out the 2020 Conference [website](#).

## Thank You!

Thank you for your continued interest in the 2020 AMO Conference. Responding to COVID-19 and supporting our members through challenging times has been AMO's number one priority. A virtual conference in 2020 is an important part of AMO's commitment to serve our members. The AMO 2020 virtual conference will ensure AMO members have access to up-to-date information, lessons learned from COVID-19, and critically important networking opportunities that bring Ontario municipalities together in the service of our communities. [Register today](#).

## Questions

If you have questions about the Virtual AMO 2020 Conference, you may find the answers at our [Frequently Asked Questions \(FAQ\)](#) section on the AMO conference webpage. If you have questions that are not answered there, please send them to [events@amo.on.ca](mailto:events@amo.on.ca).

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



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Association of Municipalities of Ontario  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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# Middlesex Young Entrepreneurs Business Plan Contest

Submit your business  
plan for a chance to  
win a new

LENOVO  
CHROMEBOOK!



There will be one Lenovo Chromebook to be awarded for the top submission in each of the two categories:

- Youth ages 8-12
- Youth ages 13-18

To qualify, you need to:

- Be a resident of Middlesex County (not the City of London)
- Have a great business idea for a business you will start in 2020
- Entrepreneurial spirit
- Submit proof of residency and age
- Together with your completed entry form, submit your business plan via email with your fillable form [QR](#) via WeTransfer with your video (no longer than 2 minutes in length) using [info@investinmiddlesex.ca](mailto:info@investinmiddlesex.ca). **Submissions accepted no later than 12:00pm on Friday, June 30th, 2020.**

# MIDDLESEX COUNTY YOUNG ENTREPRENEURS

## Business Plan Outline for Youth Ages 9-18

To be used as a guide for the 2020 business plan contest for Middlesex County (outside the City of London) residents ages 9-18 interested in starting their own business.

**All applicants must submit the entry form that accompanies this plan no later than 12:00 p.m. on June 30, 2020.**

**Applicants must additionally submit one of the following two options:**

- 1. a completed business plan using the enclosed outline (fillable form) to be emailed to [info@investinmiddlesex.ca](mailto:info@investinmiddlesex.ca) no later than 12:00 p.m. on June 30, 2020**
- 2. a video of no longer than 2 minutes in length that outlines your business plan using this guide. Videos are to be submitted via [WeTransfer](#) no later than 12:00 p.m. on June 30, 2020.**

# Table of Contents

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| 4  | Business Language            |
| 5  | My Business Ideas            |
| 6  | Cost of Starting My Business |
| 7  | My Employees                 |
| 8  | My Customers & Competition   |
| 9  | Location & Marketing Plan    |
| 10 | My Pitch                     |
| 11 | Entry Form                   |

# What is A Business Plan?

- If you want to start your own business you need to write a business plan.
- A business plan is a document that details the important things about your business.
- A business plan helps you to:
  - 1) Get your important ideas written down
  - 2) Figure out what you need to do to have a business and make money
  - 3) Communicate why you want to start your own business and what help you may need from others to make it happen
- A business plan has a number of parts including:
  - A description of your business.
  - A list of the products or services you will sell.
  - Details about the people or groups who will buy your products or services.
  - The location of your business.
  - What other businesses will compete with your company.
  - How you will run your business and if you need to hire other people to help you.
  - How you will pay for the things your business needs.
  - How you will make money

# Business Language:

Before you start your business plan, you need to know what the following words mean. Look them up if you need to and write down the definitions.

Product: \_\_\_\_\_  
\_\_\_\_\_

Service: \_\_\_\_\_  
\_\_\_\_\_

Loan: \_\_\_\_\_  
\_\_\_\_\_

Investor: \_\_\_\_\_  
\_\_\_\_\_

Target Market: \_\_\_\_\_  
\_\_\_\_\_

Competitor: \_\_\_\_\_  
\_\_\_\_\_

Marketing: \_\_\_\_\_  
\_\_\_\_\_



# My Business Idea

Answer these questions about your business idea.

What will be the name of my business?

---

Are you going to be selling a product or a service?

---

Make a list of all of the products/services you want to sell:

---

---

---

---

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---

What will make your business unique?

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---

## Making Money

Use this section to identify how you plan to make money.

How much will you sell each of your products of services for? (Be sure to list all of the them).

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---

How many of these products or services will you sell in a given day or week?

---

---

# The Cost of Starting My Business

Answer these questions about how much your business will cost.

How much will it cost to start your business? \_\_\_\_\_

What is the money for? Make a list of all of the things you will need to start your business and how much each one of them costs.

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How will you get the money to start your business?  
Do you already have it? Will you take out a loan?  
Will you have a business partner? If so, who?  
Will you have investors? Explain.

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# Employees

Answer these questions about who will work for your business.

Will you need to hire other people to help you with your business or will you be the only one working at it? Why?

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What kinds of skills will you need, or other people need to work in your business?

---

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If you will have employees:

How much will you pay your employees? \_\_\_\_\_

How many hours will they work? \_\_\_\_\_

# Customers

Who will buy your products or services?

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---

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---

---

# Competition

Are there already businesses in your area offering the same sort of products or services?

---

Who would be your biggest competitors?  
List at least two or three.

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Why would someone buy from you and not your competitors?

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---

# Location

Where will your business be located?

---

---

Why is this a good location for your business?

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---

How big of an area will your business sell to? (Number of people or businesses that would buy your product or service)

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---

# Marketing Plan

How will people find out about your business? (How will you market it to your customers?) Will you use signs, flyers, email, websites, social media, etc.?

---

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# Contest Entry Form

This entry form must be emailed to info@investinmiddlesex.ca no later than 12:00 p.m. on June 30, 2020 in order to qualify for the contest. Please see business plan outline for further qualifications.

Service Provider

Product Provider

Name of person entering contest: \_\_\_\_\_

Birth date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date I plan to start my business: \_\_\_\_\_

How much money do you think your business will make this year?

\_\_\_\_\_

What will you use this Chromebook for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why should you win?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant and Date

\_\_\_\_\_

Signature of Guardian and Date

(if Applicant is under the age of 18)

**From:** Mayor Rob Burton <[Mayor@oakville.ca](mailto:Mayor@oakville.ca)>  
**Sent:** Tuesday, June 02, 2020 9:32 AM  
**To:** Mayor Rob Burton <[Mayor@oakville.ca](mailto:Mayor@oakville.ca)>  
**Subject:** Letter to the Attorney General - Regarding the AGCO and patio expansion for restaurants

Good morning,

I have written to the Attorney General Doug Downey to request urgent action to ensure the safe and speedy re-introduction of patio service for restaurants in Ontario. I am concerned, that as a result of the Alcohol and Gaming Commission (AGCO) not reviewing patio applications during this time period, there will be a significant bottleneck in the application process for our restaurants when the Province lifts its provincial restrictions.

I believe that with your Councils' support and letters from your office, the Province and AGCO will take action. And as a result, they will be better prepared for the anticipated demand for patio applications from our local restaurants.

Attached is the motion that Oakville Town Council passed to enable the provision of temporary commercial services outdoors and patios associated with existing restaurants and a news article from our local paper on this initiative. Town staff have proactively begun to accept and review patio applications: <https://www.oakville.ca/business/patio-application.html>.

Thank you for your support and please let me know if you have any questions or suggestions.

Sincerely,

Mayor Rob Burton  
Town of Oakville

**Mayor Rob Burton, BA, MS**  
**Head of Council & CEO**

**Town of Oakville**  
o: 905-842-4111  
m: 905-483-3292  
[www.oakville.ca](http://www.oakville.ca)

**Vision: To be the most livable town in Canada**

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Office of the Mayor

Town of Oakville

1225 Trafalgar Road  
Oakville, Ontario L6H 0H3  
Tel: 905-338-4173  
Fax: 905-815-2001  
mayor@oakville.ca

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

May 29, 2020

Minister Downey,

I am writing to you on behalf of Oakville's Economic Task Force and the foodservice industry in Oakville to request urgent action to ensure the safe re-introduction of patio service for restaurants in Ontario. The Alcohol and Gaming Commission (AGCO) is currently not reviewing patio applications and this may result in catastrophic delays and bottlenecks that may end in restaurants missing the entire patio season when the Province lifts its provincial restrictions.

I agree that public health should be at the forefront of any reopening decision, however the Province and the AGCO should prepare now for the anticipated demand for patio applications by updating its policies and processes.

The Provincial government and the AGCO can help the foodservice industry by:

- Immediately commence its review of patio applications from restaurants in anticipation of the provincial order being lifted to ensure restaurants can safely maximize their patio season
- Waive the provincial fee of \$815 associated with the application for *Changes and/or Additions to Existing Licensed Areas*
- Streamline the application system to expedite notifications, reviews and approvals to minimize the weeks or month-long processing period for restaurant owners

In order to be in a ready stance for when Provincial restrictions on restaurants are lifted, Oakville Town Council passed a motion that will enable the provision of temporary commercial services outdoors, including patios or pop-up facilities associated with existing restaurants. The motion also waived the municipal portion of patio and bistro application fees for 2020. In addition, Town staff is streamlining our internal approval processes.

Time is one resource that restaurant owners, who have been hard-hit financially, do not have. I am available to further discuss this matter at your earliest convenience.

Sincerely,

Mayor Rob Burton

**Commercial Recovery Initiative**

Moved by Councillor Haslett-Theall

Seconded by Councillor Chisholm

Whereas the economy of Oakville has been drastically impacted by the COVID-19 pandemic with provincially mandated business restrictions and closures, resulting in limited operations, employee lay offs, and financial hardships.

And whereas commercial areas in Oakville form a key component necessary to ensure that Oakville is a complete, livable community.

And whereas in response to the COVID-19 pandemic, the Mayor formed an Economic Task Force, comprising representatives from the Oakville Chamber of Commerce, BIAs, Visit Oakville, and Economic Development, to provide immediate short-term relief measures to the business community, as well as explore options to support Oakville's long-term economic recovery.

And whereas the Province has entered into Phase One of reopening under the COVID-19 state of emergency and communities are preparing for the restoration of services.

And whereas public health officials advise that two metre distancing is a critical tool to slow the spread of COVID-19.

And whereas the reopening of commercial businesses will require interim adjustments to methods of service delivery to maintain physical distancing requirements related to COVID-19 and meet the needs of the community.

And whereas the Economic Task Force has collaborated to develop the *Commercial Recovery Initiative* to support the town-wide reopening of commercial businesses in a practical manner that supports the safety of the community, employees and members of the public.

**NOW THEREFORE BE IT RESOLVED**

1. That staff, in cooperation with members of the Economic Task Force, be authorized to implement the *Commercial Recovery Initiative*, designed to reinvigorate economic activity within the Town while simultaneously protecting public health and safety, which includes the following:
  - Making town lands in and adjacent to commercial areas available at nominal cost to enable the provision of temporary commercial services outdoors, including patios or pop-up facilities associated with existing restaurants and retail businesses, or outdoor sale or display of merchandise meeting the objectives of the program, subject to permitting requirements;

- Incorporating physical distancing measures in commercial areas to address safety such as dedicated queueing or pedestrian areas;
  - Providing assistance through the Economic Task force to the BIA's, Chamber of Commerce and Visit Oakville with the development and implementation of a coordinated marketing campaign that encourages residents and visitors to support local businesses;
  - Expedited processing of permits which assist existing businesses in adjusting to the delivery of their services through alternate means;
  - Temporary exemptions from providing required parking under section 40 of the *Planning Act* granted at nominal value to accommodate outdoor patios, or outdoor display areas on private property;
  - Any use of town land or other permits being subject to compliance with physical distancing or other requirements applicable as a result of the COVID-19 emergency, insurance and indemnities, and any other restrictions necessary to protect public safety, meet accessibility requirements and avoid undue interference with the use of public lands by the general public or impacts on adjacent residents.
2. That the application fees for requisite approvals associated with the Commercial Recovery Initiative, be waived for 2020.
  3. That authority to implement the *Commercial Recovery Initiative* is delegated jointly to the Commissioner of Community Development and the Director of Economic Development.

CARRIED UNANIMOUSLY  
on a recorded vote,  
Council voting as follows:

**Recorded Vote**

**Yeas**

Councillor Sandhu  
Councillor Parmar  
Councillor Lishchyna  
Councillor Adams  
Councillor Grant  
Councillor Knoll  
Mayor Burton

**Nays**

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## 'Many are already facing closure': Oakville restaurants and small businesses can use town lands as outdoor space

Initiative would not take effect until province lifts restrictions

NEWS 12:00 PM by [David Lea](#) ✓ Oakville Beaver



*A busy downtown Oakville in 2016. - Graham Paine/Torstar*

When provincial restrictions lift, many restaurants in Oakville will have an opportunity to open more patio space to accommodate customers while still respecting social distancing rules.

Oakville council voted unanimously on Monday, May 25 to pass a Commercial Recovery Initiative that will allow businesses, like restaurants, to temporarily use town lands in and adjacent to commercial areas at normal cost.

Existing restaurants and retail businesses can use this town land to offer outdoor commercial services, including expanded patio service or pop-up facilities.

According to the motion, the space can also be used for an outdoor sale or to display merchandise.

The initiative is subject to permit requirements and will come into effect once the relevant provincial orders prohibiting in-restaurant dining and other outdoor activities are lifted.

Ward 1 Coun. Sean O'Meara spoke about the importance of giving restaurants, in particular, this extra space.

"From what we hear in some of the jurisdictions that are opening up is that restaurants are only going to be allowed about a 25 per cent occupancy rate. When you speak with restaurateurs, those numbers don't add up to a successful business. Many are already facing closure," he said.

"They need these types of resources, they need to be able to expand their footprint in order to protect the health and safety of the patrons, of people walking by, and to ensure they can still run a successful business model."

The initiative will incorporate physical distancing measures in these areas to address safety.

"Town council and Oakville's Economic Task Force want to be proactive and identify opportunities to support small businesses and restaurants. Converting available outdoor space to allow customers to shop or dine, while following proper physical distancing, will restore confidence in in-person shopping and dining when the provincial order allows restaurants to restore their full services," said Oakville Mayor Rob Burton.

"In line with recommendations from our local BIAs, the town will also be waiving the municipal portion of patio and bistro application fees. We know restaurants have been among the hardest hit as a result of the emergency order relating to the COVID-19 pandemic and we will continue to do everything we can to support our local restaurants who are an essential part of our community and local economy."

The mayor said he would also be writing the province to request that the Alcohol and Gaming Commission start processing these applications in anticipation of provincial restrictions being lifted.

He said he would also request that they streamline this application process and waive any provincial fees for restaurants and small businesses.

**Attorney General**  
McMurtry-Scott Building  
720 Bay Street  
11th Floor  
Toronto ON M7A 2S9  
Tel: 416-326-4000  
Fax: 416-326-4007

**Procureur général**  
Édifice McMurtry-Scott  
720, rue Bay  
11<sup>e</sup> étage  
Toronto ON M7A 2S9  
Tél.: 416-326-4000  
Télec.: 416-326-4007



Our Reference #: M-2020-6196

June 4, 2020

Municipal Chief Administrative Officers

**Re: Potential Amendments to the *Provincial Offences Act* to Expand the Availability of Remote Proceedings in Provincial Offences Courts**

**Please Distribute to POA By-law Enforcement and Parking Administration**

In a collective effort to keep Ontarians safe and maintain the administration of justice during the COVID-19 outbreak, the Ministry of the Attorney General has worked closely with justice partners to establish new and innovative ways of delivering justice remotely and online.

As you are aware, at the direction of the Chief Justice of the Ontario Court of Justice (OCJ), *Provincial Offences Act* (POA) matters scheduled from March 16, 2020 to July 3, 2020 have been rescheduled to a later date.

As the Ministry of the Attorney General works with the OCJ to plan for resumption of municipal court operations, I am reaching out to you and other key stakeholders to ask for your feedback and comment on potential amendments to the *Provincial Offences Act* to enable the enhanced use of remote appearances in POA proceedings. The objective of these potential amendments would be to broaden the options available to the court and to municipal partners as they plan for the resumption of POA court operations and to increase efficiencies in POA proceedings in the longer-term.

The needs of the justice sector have changed during this outbreak, and the demands on the system will continue to evolve as we begin to see the province reopening in stages. To address these changes, we will continue to act on the guidance of public health experts, and we will continue to work together to develop new ways of conducting matters.

In addition to helping the justice system resume operations at greater capacity, your valued input will help us continue to work with partners to build a justice system for the 21st century that is more accessible, responsive and resilient for Ontarians.

Further details about the changes under consideration are available in the attached.

We are requesting that you send your written comments to [JUS.G.MAG.POASupport@ontario.ca](mailto:JUS.G.MAG.POASupport@ontario.ca) by June 10, 2020.

If you have any questions or if you would like further information on this initiative, please contact Wendy Chen, A/Manager, POA Unit, at the email address above or at (437) 244-8733.

Thank you in advance for your support of this important initiative and your continued collaboration during this unprecedented challenge.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is written in a cursive style with a long horizontal flourish at the end of the name.

Doug Downey  
Attorney General

- c: Sheila Bristo, Assistant Deputy Attorney General, Court Services Division
- Jaimie Lee, A/Director, Program Management Branch
- Jane Marshall, A/Deputy Director, Operational Support Branch
- Wendy Chen, A/Manager, POA Unit

## MINISTRY OF THE ATTORNEY GENERAL

### CONSULTATION DOCUMENT Enabling Remote Proceedings in Provincial Offences Courts

#### BACKGROUND:

On March 13, the government announced a series of measures to restrict the progress and spread of the COVID-19 virus across the province. This included the closure of publicly funded schools and calls to practice social distancing.

On March 15, the Chief Justice of the Ontario Court of Justice (OCJ) advised that provincial offences matters scheduled between March 16, 2020 and April 3, 2020 will be adjourned and rescheduled to a later date.

On March 17, Ontario declared a province-wide emergency to continue to protect the health and safety of all individuals and families. An order was subsequently made under the *Emergency Management and Civil Protection Act* (O. Reg. 73/20) suspending all limitation periods and timelines for taking steps in a proceeding under statutes and regulations, including those under the *Provincial Offences Act* (POA).

The Chief Justice's direction has since been extended and POA proceedings have been suspended until July 6, 2020 at the earliest.

The Ministry wishes to consult with key stakeholders on potential amendments to the POA that would expand the availability of remote proceedings. It is intended that the amendments would:

- Promote access to justice by removing current statutory barriers to remote proceedings, providing flexibility and enabling remote services;
- Broaden the options available to the OCJ and municipal partners when they resume normal POA court operations and increasing efficiencies in POA courts in the longer-term;
- Foster public health and safety by limiting the need to attend at a courthouse in person during the COVID-19 pandemic and thereafter; and
- Preserve judicial oversight to ensure in-person appearances could continue where defendants or other participants have difficulty participating remotely or the interests of justice or a fair trial require.

Members of the media would have an interest in ensuring that electronic proceedings are in line with the constitutional principle of open courts. As part of implementation, the Ministry would work with the court and municipal partners on how best to facilitate access to electronic proceedings for media and members of the public.



**MINISTRY OF THE ATTORNEY GENERAL**

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Enabling Remote Proceedings in Provincial Offences Courts**

Below is a brief summary of the amendments under consideration:

- Allow any participant, including a justice and witness, to attend electronically at any proceeding or step in a proceeding, unless a justice orders otherwise where it would be in the interests of justice to do so, or to ensure a fair trial;
- Suspend geographical limitations so that defendants and prosecutors may conduct early resolution hearings electronically in all cases;
- Remove restrictions for audio appearances so that any proceeding or step in a proceeding can be conducted by audio; and
- Allow the LGIC to specify proceedings (or steps in proceedings) that are restricted to in-person or to a specified electronic method (e.g., video only) through regulation.

Consequential regulatory amendments may be made to support these amendments, as appropriate.

| Current Provision   | Summary of Proposal   | Comments  |
|---|---|---|
| <p>Notice of intention to appear to be filed in person</p> <p>5(3) If the offence notice requires the notice of intention to appear to be filed in person, the defendant must give the notice of intention to appear by,</p> <p>(a) attending in person or by representative at the court office specified in the offence notice at the time or times specified in the offence notice; and</p> <p>(b) filing a notice of intention to appear in the form prescribed under section 13 with the clerk of the court.</p> | <p>Introduce authority for defendants in early resolution (ER) locations to file notices of intention to appear by mail or other methods established by the Municipal Partner.</p> <p>The Ministry is considering whether this would be a temporary (during COVID only) or permanent measure.</p> | <p>If permanent, the ticket book and other forms will need to be amended. However, this process can take several months.</p> <p>To permit immediate implementation, enforcement officers would be temporarily asked to include an insert (e.g., a flyer) with the offence notice served on a defendant to set out:</p> <ul style="list-style-type: none"> <li>a. In ER locations, how to file notice of intention to appear without attending in person</li> <li>b. In all locations, that a defendant may participate in a proceeding by remote method.</li> </ul> |

**MINISTRY OF THE ATTORNEY GENERAL**

**CONSULTATION DOCUMENT  
Enabling Remote Proceedings in Provincial Offences Courts**

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|   |   | <p>For Red Light Camera offences (or other mailed offences), the Joint Processing Centre would include this information as part of the mail out.</p> |
| <p>Availability of meeting procedure</p> <p>5.1 (1) This section applies where the offence notice requires the notice of intention to appear to be filed in person in the form prescribed under section 13.</p> <p>...</p> <p>Meeting by electronic method</p> <p>(6) The defendant and the prosecutor may, if unable to attend in person because of remoteness, attend their meeting by electronic method in accordance with section 83.1.</p> | <p>Allow remote ER (by audio or video), regardless of remoteness.</p> <p>Walk-in guilty pleas under s. 7 would also be permitted to occur remotely (see comments below for further information).</p> <p>The Ministry is considering whether this would be a temporary (during COVID only) or permanent measure.</p> | <p>N/A</p>   |
| <p>Reopening</p> <p>Application to strike out conviction</p>  | <p>Allow alternatives to affidavit evidence (e.g., signed statement).</p>   | <p>This would make s. 11 consistent with re-opening applications for parking under s. 19(2)</p>  |

**MINISTRY OF THE ATTORNEY GENERAL**

**CONSULTATION DOCUMENT  
Enabling Remote Proceedings in Provincial Offences Courts**

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| <p>11 (1) A defendant who was convicted without a hearing may, within 15 days of becoming aware of the conviction, apply to a justice to strike out the conviction.<br/>Striking out the conviction</p> <p>(2) Upon application under subsection (1), a justice shall strike out a conviction if satisfied by affidavit of the defendant that, through no fault of the defendant, the defendant was unable to appear for a hearing or for a meeting under section 5.1 or the defendant did not receive delivery of a notice or document relating to the offence.</p>  |  |            |
| <p>Application</p> <p>17.1 (1) This section applies where the parking infraction notice requires the notice of intention to appear to be filed in person at a place specified in the parking infraction notice.</p> <p>Filing</p> <p>(3) A defendant who is served with a parking infraction notice may give notice of intention to appear in court for the purpose of entering a plea and having a trial of the matter by attending in person or by representative at the place specified in the parking infraction notice at the time or times specified in the parking infraction notice and filing a notice of intention to appear with a person designated by the regulations.</p> | <p>Introduce authority for defendants to file notices of intention to appear in parking matters by mail or other methods established by the municipality instead of in-person.</p> <p>The Ministry is considering whether this would be a temporary or permanent measure. If permanent, this would involve repeal of provisions permitting First Attendance.</p> | <p>N/A</p> |

MINISTRY OF THE ATTORNEY GENERAL

CONSULTATION DOCUMENT
Enabling Remote Proceedings in Provincial Offences Courts

Table with 3 columns and 2 rows. Row 1: Application (18.1.1 (1) This section applies where the notice of impending conviction requires the notice of intention to appear to be filed in person at a place specified in the notice of impending conviction. ... Filing notice of intention to appear (3) A defendant who receives a notice of impending conviction may give notice of intention to appear in court for the purpose of entering a plea and having a trial of the matter by attending in person or by representative at the place specified in the notice of impending conviction at the time or times specified in the notice of impending conviction and filing a notice of intention to appear with a person designated by the regulations.) Row 2: Territorial jurisdiction (29 (1) Subject to subsection (2), a proceeding in respect of an offence shall be heard and determined by the Ontario Court of Justice sitting in the county or district in which the offence occurred or in the area specified in the transfer agreement made under Part X.)

**MINISTRY OF THE ATTORNEY GENERAL**

**CONSULTATION DOCUMENT  
Enabling Remote Proceedings in Provincial Offences Courts**

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| <p>Idem<br/>(2) A proceeding in respect of an offence may be heard and determined in a county or district that adjoins that in which the offence occurred if,<br/>                 (a) the court holds sittings in a place reasonably proximate to the place where the offence occurred; and<br/>                 (b) the place of sitting referred to in clause (a) is named in the summons or offence notice.</p>   |  |  |
| <p>Appearance by electronic method<br/><br/>                 83.1(2) Subject to this section, in any proceeding under this Act or any step in a proceeding under this Act, if the appropriate equipment is available at the courthouse where the proceeding occurs,<br/>                 (a) a witness may give evidence by electronic method;<br/>                 (b) a defendant may appear by electronic method;<br/>                 (c) a prosecutor may appear and prosecute by electronic method; and<br/>                 (d) an interpreter may interpret by electronic method.</p> | <p>Allow remote participation by any person in any proceeding or step in a proceeding. In particular, authorize judicial officials to also preside by remote method.</p> <p>Ability to attend and participate remotely would remain subject to</p> <ul style="list-style-type: none"> <li>• the court location making electronic methods of appearance available (i.e., where video and audio technology is available in that location) and</li> <li>• judicial scheduling and direction.</li> </ul> <p>Defendant would retain ability to attend court in person if they cannot attend by the electronic method. This is permissive and would only increase options for the defendant, where other appearance methods available.</p> | <p>If the defendant is not able to participate by remote attendance, they would be asked to say so on the notice of intention to appear (Part I and II tickets).</p> <p>Section 7 walk-in guilty pleas and speak to sentence proceedings could be held via teleconference during scheduled time slots.</p> <p>In Part I or III proceedings commenced by information, the process would be developed locally.</p> |
| <p>Consent required</p>   | <p>Allow remote proceedings (including where witnesses are providing evidence in Part III matters) to move forward without</p>   | <p>A process would be established to notify the court where a defendant or prosecutor wishes for a witness or other</p>  |

**MINISTRY OF THE ATTORNEY GENERAL**

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| <p>83.1(3) A witness may appear by electronic method to give evidence in a proceeding commenced by information under Part III only with the consent of both the prosecutor and the defendant.</p>  | <p>requiring the consent of any participants (including defendant and prosecutor).</p> <p>Remote attendance and participation would also be subject to a justice ordering otherwise where it would be in the interests of justice to do so, or to ensure a fair trial, and after considering any criteria set out in statute or regulation. Such criteria could include:</p> <ul style="list-style-type: none"> <li>○ whether the prosecutor and the defendant consent to the method of participation by a person, for example, a witness;</li> <li>○ availability of the appropriate equipment;</li> <li>○ location and personal circumstances of the participants;</li> <li>○ nature and seriousness of the offence;</li> <li>○ suitability of the location from where the participants will participate</li> <li>○ accused’s right to a fair and public hearing;</li> <li>○ prejudice of holding the hearing remotely, including the accused not seeing the witnesses directly;</li> <li>○ nature of the anticipated evidence; and</li> <li>○ costs that would be incurred if the participant were to participate personally.</li> </ul> | <p>participant to attend in person, or where a witness is unable to participate in a proceeding by remote method. A judicial order for in-person participation would be required.</p> <p>Process for requesting a judicial order to compel in-person attendance could vary locally and depend on circumstances (e.g., if opposed, by motion or pre-trial conference; if all parties consent, email to court office).</p> |
| <p>Attendance by justice</p> <p>83.1(3.1) A justice may attend and conduct a sentencing hearing under sections 5.1 and 7 and any other proceeding or any step in a proceeding determined by the regulations, by means of electronic method, if the appropriate</p> | <p>Justice would presumptively be able to attend remotely.</p>  | <p>N/A</p>   |

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| <p>equipment is available at the courthouse where the proceeding occurs, and the justice may,</p> <p>(a) adjourn the sentencing hearing to have the defendant appear in person before the justice for the purpose of ensuring that the defendant understands the plea; and</p> <p>(b) adjourn any other proceeding or step in a proceeding determined by the regulations if he or she is satisfied that the interests of justice require it or it is necessary for a fair trial.</p> |   |            |
| <p>Limited use of certain electronic methods</p> <p>83.1(4) Attendance by audio conference or telephone conference may only be used for the purpose of,</p> <p>(a) attending a pre-trial conference;</p> <p>(b) attending a meeting between the defendant and the prosecutor under section 5.1; or</p> <p>(c) attending or appearing at any other proceeding or step in a proceeding determined by the regulations.</p>  | <p>Enable the use of audio conference or telephone conference, where locally available, for any proceeding or step in a proceeding.</p> <p>This would also be subject to any proceedings listed by regulation that may specify type of electronic method (i.e., audio or visual) in a proceeding or step in proceeding <u>(see below for discussion of potential regulation-making powers)</u>.</p> | <p>N/A</p> |
| <p>Appearance in person</p> <p>83.1(5) The court may order any person described in subsection (2) to appear in person</p>  | <p>Authority for justice to order any participant to attend in person to ensure a fair trial would be retained.</p>   | <p>N/A</p> |

**MINISTRY OF THE ATTORNEY GENERAL**

**CONSULTATION DOCUMENT  
Enabling Remote Proceedings in Provincial Offences Courts**

|  |   |   |
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| <p>if it is satisfied that the interests of justice require it or it is necessary for a fair trial.</p>  | <p>Add ability for justice to specify type of electronic hearing that would be required (e.g., video only) where the interests of justice require.</p>  |   |
| <p>Regulations</p> <p>83.1(7) The Lieutenant Governor in Council may make regulations,</p> <p>(a) respecting the conditions for using any electronic method, including the degree of any remoteness required;</p> <p>(b) determining proceedings where attendance or appearance may be made by electronic method;</p> <p>(c) requiring the payment of fees for using electronic methods, fixing the amounts of the fees, and prescribing the circumstances in which and the conditions under which a justice or another person designated in the regulations may waive the payment of a fee.</p> | <p>Establish new regulation-making authority to:</p> <ul style="list-style-type: none"> <li>• Determine proceedings where appearance may <u>not</u> be made by electronic method.</li> <li>• Specify type of electronic method for specific proceedings (or steps in proceedings)</li> <li>• Establish a list of factors that a justice must consider before ordering that a step in a proceeding or proceeding occur at the courthouse or by specified electronic method.</li> </ul> | <p>The Ministry would consult with affected stakeholders on any proposed regulatory criteria.</p> |
| <p>Certiorari</p> <p><b>141</b> (1) A notice under section 140 in respect of an application for relief in the nature of certiorari shall be given at least seven days and not more than ten days before the date fixed for the hearing of the application and the notice shall be served within thirty days after the occurrence of the act sought to be quashed.</p>  | <p>Expressly provide that judicial officials (i.e., the persons making the decision), as respondents, are not required to personally file materials in response to judicial review applications.</p>  | <p>Housekeeping</p>   |



MINISTRY OF THE ATTORNEY GENERAL

CONSULTATION DOCUMENT
Enabling Remote Proceedings in Provincial Offences Courts

Table with 3 columns and 2 rows. Row 1: Filing material, (2) Where a notice referred to in subsection (1) is served on the person making the decision, order or warrant or holding the proceeding giving rise to the application, such person shall forthwith file with the Superior Court of Justice for use on the application, all material concerning the subject-matter of the application. Row 2: Telewarrants, Submission of information, 158.1 (1) Where a provincial offences officer believes that an offence has been committed and that it would be impracticable to appear personally before a justice to make application for a warrant in accordance with section 158, the provincial offences officer may submit an information on oath, by a means of telecommunication that produces a writing, to a justice designated for the purpose by the Chief Justice of the Ontario Court of Justice. Determine whether to remove the need for personal appearance to be "impracticable" so that telewarrants are available in all instances. N/A

**From:** Tracy MacDonald [<mailto:tmacdonald@orangeville.ca>]

**Sent:** June 10, 2020 3:18 PM

**Subject:** Orangeville Council Resolution - Diversity Training Program

Good afternoon,

Orangeville Council at its June 8, 2020 meeting passed the following resolution:

“WHEREAS The Town of Orangeville recognizes there have been questions in the public related to both diversity training and use of force training and protocols for Police Services, including in Ontario;

WHEREAS the Town recognizes that police officers join this profession out of a desire to do good, to serve and to protect the communities they serve;

AND WHEREAS an understanding of community diversity can foster authentic inclusion;

AND WHEREAS empathy training, and de-escalation training, can support understanding other people’s perspectives;

AND WHEREAS the Town recognizes that policing can be a dangerous profession, and officer as well as community safety are critical considerations in law enforcement;

AND WHEREAS the Ontario Provincial Police have indicated they have a comprehensive diversity training program, however there may not be the same resources available across the entire province for smaller Police Services;

AND WHEREAS there is concern in the public about the boundaries of use of force, such as neck restraints, and oversight;

AND WHEREAS there isn’t clarity on a common bar on diversity and empathy training or on use of force and oversight;

THEREFORE BE IT RESOLVED that the Mayor write to the Solicitor General to encourage common training requirements for all members of Police Services in Ontario as it relates to diversity, empathy and use of force;

AND THAT the Solicitor General provide clarity on police oversight going forward given the anticipated changes to legislation to ensure effective accountability continues;

AND THAT annual updates or refresher courses be mandatory to ensure our Police Services have the best and current information available to them;

AND THAT THE TOWN request that the use of force protocols be reviewed to ensure they are safe and would meet current standards, and then shared across the province;

AND THAT THE TOWN circulate this resolution to all Ontario municipalities seeking their support.”

Regards,

**Tracy Macdonald | Assistant Clerk | Corporate Services**  
**Town of Orangeville | 87 Broadway | Orangeville ON L9W 1K1**  
519-941-0440 Ext. 2256 | Toll Free 1-866-941-0440 Ext. 2256  
[tmacdonald@orangeville.ca](mailto:tmacdonald@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)



Northumberland  
County

# Resolution

Moved By \_\_\_\_\_

Agenda  
Item 8i

Resolution No.  
2020-05-20-143

Last Name Printed Martin

Seconded By \_\_\_\_\_

Council Date: May 20, 2020

Last Name Printed Cane

**"Now Therefore Be It Resolved That** Northumberland County Council supports the resolutions adopted by the Township of Perth South, the Village of Merrickville-Wolford, the Municipality of West Nipissing; and

**Further Be It Resolved That** Northumberland County requests the Ministry of Natural Resources and Forestry to review its practices and procedures to include a requirement to provide supporting evidence to impacted municipalities when designating Provincially Significant Wetlands within their boundaries; and

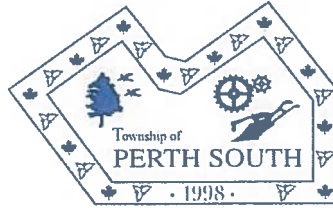
**Further Be It Resolved That** Council directs staff to send a copy of this resolution to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, MPP David Piccini (Northumberland Peterborough-South), the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, and all Ontario municipalities."

Recorded Vote  
Requested by \_\_\_\_\_  
Councillor's Name

Carried   
Warden's Signature

Deferred \_\_\_\_\_  
Warden's Signature

Defeated \_\_\_\_\_  
Warden's Signature



**Corporation of the Township of Perth South**

3191 Road 122  
St. Pauls, ON N0K 1V0  
Telephone 519-271-0619  
Fax 519-271-0647  
[lscott@perthsouth.ca](mailto:lscott@perthsouth.ca)

April 16, 2020

*Sent by Email*

Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7Z 1A1

Honourable Premier Ford;

**Re: Provincially Significant Wetlands Designation**

At the regular meeting of Perth South Council held on March 17, 2020 correspondence was received from the Municipality of West Nipissing, the Village of Merrickville-Wolford and Norfolk County (attached hereto) regarding the above noted issue. As a rural municipality, we share the same concerns raised and thoroughly support the resolutions passed and information provided by these municipalities.

Thank you for your consideration of this matter and please contact our office if you require any further information.

Regards,

A handwritten signature in blue ink, appearing to read "Lizet Scott", is written over a horizontal line.

Lizet Scott  
Clerk

Attachments



West Nipissing Ovest

Joie de vivre

The Corporation of the Municipality of West Nipissing  
La Corporation de la Municipalité de Nipissing Ovest  
101-225, rue Holditch Street, Sturgeon Falls, ON P2B 1T1

P/T (705) 753-2250 (1-800-263-5359)  
F/TC (705) 753-3950

March 3, 2020

SENT VIA E-MAIL

Honourable Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Honourable Premier Ford:

**SUBJECT: PROVINCIALY SIGNIFICANT WETLANDS DESIGNATION**

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At its regular meeting held on February 25, 2020, Council for the Municipality of West Nipissing passed resolution **2020/080**, attached hereto. The resolution supports a request circulated by the Village of Merrickville-Wolford, asking the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries.

We trust the enclosed is self-explanatory.

Respectfully,

Deputy Clerk / Assistant to the  
Chief Administrative Officer

\Encl.

cc: Minister of Natural Resources and Forestry  
Minister of Municipal Affairs and Housing  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
Ontario Municipalities



The Corporation of the Municipality of West Nipissing / La Corporation de la Municipalité de Nipissing Ouest

Resolution No.

2020 / 0 8 0

FEBRUARY 25, 2020

Moved by / Proposé par : [Signature]

Seconded by / Appuyé par : [Signature]

WHEREAS the Municipality of West Nipissing received resolution no. R-029-20 from the Village of Merrickville-Wolford, attached hereto; pertaining to the Ministry of Natural Resources and Forestry's practices and procedures when designating of Provincially Significant Wetlands;

BE IT RESOLVED THAT Council for the Municipality of West Nipissing supports the Village of Merrickville-Wolford requesting that the Ministry of Natural Resources and Forestry to respectfully provide supporting evidence with respect to the expansion of wetlands designations within their boundaries;

BE IT FURTHER RESOLVED THAT Council for the Municipality of West Nipissing calls upon the Ministry of Natural Resources and Forestry to respectfully review its practices and procedures to include a requirement to provide supporting evidence, to impacted municipalities, when designating Provincially Significant Wetlands within their boundaries;

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Natural Resources and Forestry, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA) and all Ontario municipalities.

|                        | YEAS | NAYS |
|------------------------|------|------|
| DUHAIME, Yvon          |      |      |
| FISHER, Christopher    |      |      |
| LARABIE, Roland        |      |      |
| MALETTE, Léo           |      |      |
| ROVEDA, Dan            |      |      |
| SÉGUIN, Jeremy         |      |      |
| SÉNÉCAL, Denis         |      |      |
| SÉNÉCAL, Lise          |      |      |
| SAVAGE, Joanne (MAYOR) |      |      |

CARRIED: [Signature]
DEFEATED:
DEFERRED OR TABLED:

Established 1793  
Incorporated  
Wolford 1850  
Merrickville 1860  
Amalgamated 1998



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

**VILLAGE OF MERRICKVILLE-WOLFORD**

February 5, 2020

**The Honourable Doug Ford, Premier of Ontario**  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON, M7A 1A1

Dear Premier Ford:

**Re: Provincially Significant Wetlands Designation**

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

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

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

Yours truly,

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

Doug Robertson  
CAO/Clerk/Director, Economic Development

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

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Facsimile (813) 269-3095



**VILLAGE OF MERRICKVILLE-WOLFORD**

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

|           |   |   |
|-----------|---|---|
| Cameron   | Y | N |
| Foster    | Y | N |
| Halpenny  | Y | N |
| Molloy    | Y | N |
| Struthers | Y | N |

Resolution Number: R - 029 - 20

Date: January 27, 2020

Moved by: Cameron Foster Halpenny Molloy

Seconded by: Cameron Foster Halpenny Molloy

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

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

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

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



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Facsimile (613) 269-3095



## VILLAGE OF MERRICKVILLE-WOLFORD

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

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

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

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

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

Carried / Defeated

  
J. Douglas Struthers, Mayor



## Norfolk County Office of the Mayor

March 1, 2020

Ontario Municipalities

Dear Heads of Council and Councillors:

**Re: Issues regarding the mapping of Provincially Significant Wetlands (PSWs)**

Norfolk County Council is working to address significant issues that have come to our attention regarding the mapping of Provincially Significant Wetlands (PSWs).

Following the Ministry's updated mapping related to PSWs, the County updated its Official Plan to bring its policies in line with the new mapping. Following that, the County planning staff introduced a Zoning By-Law amendment to update the zoning to reflect the new mapping and to provide consistency between the Zoning By-Law and the Official Plan. Though the mapping is wholly outside the County's process and control, the zoning by-law amendment was not approved by Council, flowing from significant public concern about the updated mapping affecting people's properties. In some cases, some of these changes were very significant.

The County submitted comments to the province as part of the review of the Provincial Policy statement requesting that the process for PSW mapping be significantly improved to allow for transparency and better land owner engagement, including, for example, a right of appeal or formal dispute resolution process. This will allow for land owners to be properly informed and engaged where land use designations that affect their property may result. The current process appears to be severely underfunded and without any meaningful way for affected residents to engage.

The County is seeking support from other rural municipalities who may be affected by this to address this issue with the province.

Thank you for your consideration of this matter.

Yours Truly,

A handwritten signature in cursive script that reads "Kristal Chopp".

Mayor Kristal Chopp  
Norfolk County

cc. The Honourable Steve Clark,  
Minister of Municipal Affairs and Housing



## Community Services

### Legislative Services

June 9, 2020

File #120203

Sent via email: [Tdaniels@brantford.ca](mailto:Tdaniels@brantford.ca)

Tanya Daniels, City Clerk  
City of Brantford  
100 Wellington Square,  
P.O. Box 818  
Brantford, Ontario  
N3T 2M2

Dear Ms. Daniels:

**Re: Request Proclamation of March 17 as Essential Workers Day**

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of June 8, 2020 received your correspondence dated May 28, 2020 and supported the resolution passed by the Council of the City of Brantford to respectfully request that the Government of Ontario and the Government of Canada formally declare March 17 to be Essential Workers Day to honour all of the essential workers who sacrificed so much during the COVID-19 pandemic and all municipalities across Ontario and Canada be invited to proclaim March 17 to be Essential Workers Day in their respective municipalities.

On behalf of Council, thank you for your correspondence.

Yours very truly,

Carol Schofield, Dipl.M.A.  
Manager, Legislative Services/Clerk  
[cschofield@forterie.ca](mailto:cschofield@forterie.ca)

c.c.

Sent via email

Wayne Gates, MPP-Niagara Falls, Legislative Assembly of Ontario [wgates-co@ndp.on.ca](mailto:wgates-co@ndp.on.ca)

Tony Baldinelli, MP- Niagara Falls [Tony.Baldinelli@parl.gc.ca](mailto:Tony.Baldinelli@parl.gc.ca)

Will Bouma, MPP, Brantford-Brant [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)

Phil McColeman, MP, Brantford-Brant [phil.mccoleman@parl.gc.ca](mailto:phil.mccoleman@parl.gc.ca)

Association of Municipalities of Ontario [amo@amo.on.ca](mailto:amo@amo.on.ca);

Rural Ontario Municipal Association [roma@roma.on.ca](mailto:roma@roma.on.ca);

Mayor Cam Guthrie, Chair of LUMCO [mayor@quelph.ca](mailto:mayor@quelph.ca)

Brock Carlton, CEO, Federation of Canadian Municipalities [ceo@fcm.ca](mailto:ceo@fcm.ca)

Ontario Municipalities

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Mailing Address:

The Corporation of the Town of Fort Erie



June 3, 2020

RE:

B1. Centre Hastings motion for support for the role of Conservation Authorities (resolution attached)

B2. City of Sault Ste. Marie motion for Support for Conservation Authorities (resolution attached)

B3. Town of Ajax motion for supporting Conservation Authorities (resolution attached)

Please be advised that Township of Puslinch Council, at its meeting held on April 22, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2020-104:** Moved by Councillor Sepulis and  
Seconded by Councillor Bulmer

**That the Intergovernmental Affairs correspondence Motions for Support items B1, B2, and B3 be received; and**

**WHEREAS, the Township of Puslinch is committed to planning for a sustainable future for its resources and environment;**

**AND WHEREAS Township of Puslinch is a member of the Grand River Conservation Authority (GRCA) , Conservation Halton (CH), and the Hamilton Conservation Authority (HCA)and has representatives on each Board of Directors;**

**AND WHEREAS the GRCA, CH, and HCA provide the Township of Puslinch with expert advice on the environmental impact of land use planning proposals and that the Township of Puslinch does not have staff with comparable expertise or experience;**

**AND WHEREAS the GRCA, CH, and HCA**

**(a) provide programs to the residents of Township of Puslinch that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk,**



**(b) complete restoration projections as well as protect life and property through a variety of measures, all of which the Township of Puslinch does not have staff with comparable expertise or experience;**

**THEREFORE IT BE RESOLVED that the Township of Puslinch supports continuation of the programs of the GRCA, CH, and HCA both mandatory and non-mandatory;**

**AND THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ted Arnott, the Association of Municipalities of Ontario, GRCA, CH, HCA, Conservation Ontario and all Ontario municipalities.**

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,  
Courtenay Hoytfox  
Deputy Clerk

June 16, 2020

THE CORPORATION OF THE  
MUNICIPALITY OF  
CENTRE HASTINGS



PHONE: 613-473-4030  
FAX: 613-473-5444

7 FURNACE ST., BOX 900  
MADOC, ON K0K 2K0  
[www.centrehastings.com](http://www.centrehastings.com)

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March 18<sup>th</sup>, 2020

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

Re: Resolution to Support the Role of Conservation Authorities

Please be advised the Council of the Municipality of Centre Hastings at its regular meeting held on March 18th, 2020 passed the following resolution:

**WHEREAS** the Lower Trent Conservation Authority and the Quinte Conservation Authority along with other Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 50 years, and

**WHEREAS** municipalities must work together to ensure resilient and healthy watersheds for residents, and

**WHEREAS** Conservation Authorities will be important partners in concrete and cost-effective initiatives to address the climate change,

**NOW THEREFORE BE IT RESOLVED**

**THAT** the Municipality of Centre Hastings supports the important role Conservation Authorities provide to local communities in delivering watershed management programs.

**AND THAT** the Municipality of Centre Hastings circulate that support to municipalities, conservation authorities and the Minister of Environment, Conservation and Parks in Ontario.

Jennifer Nielsen  
Deputy Clerk

OFFICE OF THE MAYOR



CORPORATION OF THE  
CITY OF SAULT STE. MARIE

March 13, 2020

The Honourable Doug Ford, Premier of Ontario  
The Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks  
The Honourable John Yakabuski, Minister of Natural Resources and Forestry

Dear Premier Ford, Minister Yurek and Minister Yakabuski:

**RE: Support for Conservation Authorities**

You will find attached hereto a resolution passed by the Corporation of the City of Sault Ste. Marie City Council on March 9, 2020 regarding support for conservation authorities in Ontario.

We trust that this matter will receive the appropriate time and attention from your respective offices.

Yours truly,

A handwritten signature in black ink, appearing to read 'Christian C. Provenzano'. The signature is fluid and cursive, with a large initial 'C'.

Christian C. Provenzano, B.A., LL.B., LL.M

CC City Council  
Association of Municipalities of Ontario  
Conservation Ontario



**CITY COUNCIL RESOLUTION**

**Agenda Number:** 8.1  
**Title:** Conservation Authorities  
**Date:** Monday, March 9, 2020

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**Moved by:** Councillor M. Bruni  
**Seconded by:** Councillor R. Niro

Whereas the City of Sault Ste. Marie has been well served by the Sault Ste. Marie Region Conservation Authority; and

Whereas Sault Ste. Marie values the efforts of the Conservation Authority to monitor floods, to manage source water protection and to ensure the integrity of the watersheds within our municipality and conserve our natural environment; and

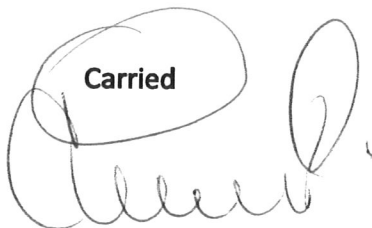
Whereas the Province of Ontario is currently reviewing the mandate and operations of Conservation Authorities; and

Whereas Conservation Authorities provide essential services to municipalities in their watersheds;

Now Therefore Be It Resolved that the Council of the City of Sault Ste. Marie encourages the Province to continue to support the principle of planning on a watershed basis in the ongoing review and prioritize the allocation of adequate funding to support the core mandate of conservation authorities while preventing any downloading of costs to municipalities;

Further that the Province of Ontario be requested to maintain and not diminish the core mandate of Conservation Authorities; and

That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, Conservation Ontario, the Association of Municipalities of Ontario and all Ontario municipalities.

**Carried**  


**Tied, Defeated**

**Defeated**

**Officially Read and Not Dealt With / Postponed**

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**TOWN OF AJAX**  
65 Harwood Avenue South  
Ajax ON L1S 3S9  
[www.ajax.ca](http://www.ajax.ca)

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Honourable Doug Ford  
Premier of Ontario  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

March 5, 2020

Re: **Supporting Conservation Authorities**

Please be advised that the following resolution was endorsed by Ajax Town Council at its Meeting held February 24, 2020:

WHEREAS, the Town of Ajax is committed to planning for a sustainable future, protecting human life and property from natural hazards, and promoting environmental education and stewardship;

AND WHEREAS the Town of Ajax is located within the Toronto and Region Conservation Authority (TRCA) and the Central Lake Ontario Conservation Authority (CLOCA) jurisdiction and has representatives on both Board of Directors;

AND WHEREAS each respective Board of Directors determine the policies, priorities and budget of the TRCA and CLOCA;

AND WHEREAS the TRCA and CLOCA provide valuable non-mandatory programs and services including expert advice on the environmental impacts associated with land use planning and source water protection, environmental restoration services, educational and recreational opportunities, and community engagement programs, in an efficient manner delivered at a watershed scale;

THEREFORE BE IT RESOLVED that the Town of Ajax supports the continuation of both mandatory and non-mandatory programs and services provided by the TRCA and CLOCA, and that no programs or services of the TRCA or CLOCA, or the other Conservation Authorities in Ontario be "wound down" at this time;

AND THAT the Province engage in early consultations with the TRCA, CLOCA, and other Conservation Authorities, and member municipalities including the Region of Durham, to fully understand the funding structure and local benefits of programs delivered by the Conservation Authorities;

AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; Jeff Yurek, Minister of Environment, Conservation and Parks; Rod Philips, MPP Ajax; the Association of Municipalities of Ontario; the Toronto and Region Conservation Authority; Central Lake Ontario Conservation Authority; Conservation Ontario; and all Ontario Municipalities.

If you require any additional information please do not hesitate to contact Sean McCullough, Senior Planner, at 905-619-2529 ext. 3234 or [sean.mccullough@ajax.ca](mailto:sean.mccullough@ajax.ca)

Sincerely

A handwritten signature in cursive script that reads "S. Moore". The signature is written in black ink on a white background.

Sarah Moore  
Acting Manager of Legislative Services/Deputy Clerk

Copy: Jeff Yurek, Minister of Environment, Conservation and Parks  
Rod Philips, MPP Ajax  
Association of Municipalities of Ontario  
Toronto and Region Conservation Authority  
Central Lake Ontario Conservation Authority  
Conservation Ontario; and  
S. McCullough, Senior Planner,  
all Ontario Municipalities



June 12, 2020

The Honourable Steve Clark,  
Minister of Municipal Affairs and Housing  
17th Floor, 777 Bay St.  
Toronto, ON  
M5G 2E5

Dear Minister Clark,

**RE: Town of Bracebridge Resolution regarding the establishment of a Municipal Financial Assistance Program to offset the financial impact of the COVID-19 pandemic**

At its meeting of June 4, 2020, the Council of the Corporation of the Town of Bracebridge ratified motion 20-TC-089, regarding the Town of Bracebridge support for the Federation of Canadian Municipalities (FCM) recommendations contained in their report titled "Protecting Vital Municipal Services", as follows:

"WHEREAS the Federation of Canadian Municipalities (FCM) issued a report titled "[Protecting Vital Municipal Services](#)" on April 23, 2020 which included recommendations to the federal government to provide financial assistance for municipalities across the country;

AND WHEREAS the Association of Municipalities of Ontario (AMO) recognizes that a collaborative federal-provincial effort is required to provide much needed financial assistance to municipalities and their May 14, 2020 letter (attached) to the Prime Minister and the Premier urges Canada and Ontario to extend their successful collaboration through financial support for municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Town of Bracebridge supports the FCM recommendation and requests that both the Federal and Provincial Governments establish a municipal financial assistance program to offset the financial impact of the COVID-19 pandemic;

AND FURTHER THAT the Town of Bracebridge supports the Association of Municipalities of Ontario (AMO) in lobbying the Provincial Government for financial assistance to support Municipalities in offsetting the financial impact of the COVID-19 pandemic;

AND FURTHER THAT this resolution be forwarded to the Honorable Steve Clark, Minister, Municipal Affairs and Housing, local Member of Parliament (MP) and local Member of the Ontario Legislature (MPP), FCM, AMO and its member municipalities, and the Muskoka municipalities."

In accordance with Council's direction I am forwarding you a copy of the associated memorandum for your reference.

1000 Taylor Court  
Bracebridge, ON  
P1L 1R6 Canada

telephone: (705) 645-5264  
corporate services and finance fax: (705) 645-1262  
public works fax: (705) 645-7525  
planning & development fax: (705) 645-4209

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read "L. McDonald". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Lori McDonald  
Director of Corporate Services/Clerk

Copy: Scott Aitchison, MP, Parry Sound-Muskoka  
The Honourable Norm Miller, MPP, Parry Sound-Muskoka  
The Federation of Canadian Municipalities  
Association of Municipalities Ontario and member municipalities  
Muskoka Municipalities



**Municipality of Chatham-Kent**  
**Darrin Canniff, Mayor/CEO**  
315 King Street West, P.O. Box 640  
Chatham ON N7M 5K8  
Phone: 519.436.3219

June 11, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Honourable Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M7A 2J3

Honourable Merrilee Fullerton  
Minister of Long-Term Care  
6<sup>th</sup> Floor, 400 University Avenue  
Toronto ON M5G 1S5

Dear Premier Ford, Minister Elliott, and Minister Fullerton:

At its meeting of June 1, 2020, Chatham-Kent Municipal Council unanimously supported a request from Councillor Clare Latimer to submit a letter to the Premier, Minister of Health, and Minister of Long-Term Care (LTC) regarding current and long-standing issues being faced by the LTC sector and to support the government's Commission on Long-Term Care.

The COVID-19 pandemic has exacerbated the human resources crisis that LTC has faced for a number of years. It has also brought homes and the residents who place trust in the system they will be well cared for into the limelight, when all along the number one priority of all levels of government and oversight should be the health, safety, and well-being of some of our most vulnerable citizens.

The LTC and Retirement Home (RH) sectors are chronically understaffed; losing the extra hands of visitors and volunteers during the pandemic, while necessary, has created an additional burden. Homes in Ontario are experiencing increasing difficulty recruiting and retaining Personal Support Workers (PSW), Registered Practical Nurses (RPN) and Registered Nurses (RN), creating long delays in the ability to fill vacant positions. Before the pandemic, many homes were indicating they no longer have a 'pool' of PSWs ready and available to fill vacant shifts. Homes are seeing more PSWs experiencing stress-related illnesses, mental and physical exhaustion, and an increase in work-related injuries. In addition to an already limited available workforce, hospitals are now hiring PSWs to fill support roles, and many RNs or RPNs accept positions in LTC only to resign when an acute care or community health position becomes available. Additional stressors directly related to the pandemic have certainly added to the staffing crisis. The provision of pandemic pay to front-line staff has helped, and while it would be a welcomed addition to the funding envelope moving forward, wage increases alone will not solve the chronic lack of people choosing long-term care as a career.

Cont'd...

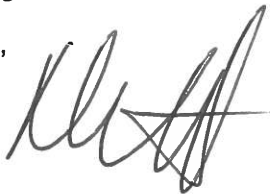
Page 2  
June 11, 2020

Staffing ratios have been discussed for several years and there has been lobbying from many avenues to increase the number of direct nursing care hours for residents up to four hours of care per day in order to safely meet the complex needs of the current long-term care population. Without an influx of provincial dollars, coupled with a provincial LTC human resources strategy, homes will not be able to increase direct patient care hours; there simply are not enough human resources to go around. This is difficult for staff in long-term care and retirement homes. They are a determined, passionate bunch who want nothing more than to provide quality care to their residents who call their facilities home.

As a Municipal Council, we have watched the impact the COVID-19 pandemic has had on LTC and RHs across our province. Our municipality has not had any COVID-19 outbreaks in homes in Chatham-Kent; however, we are certainly aware of the ongoing risk and continue to do everything we can to ensure our residents and staff are safe and they have the tools and resources to manage during such a difficult time. As a Council, we support the government's LTC Commission and ask that it remain non-partisan, and be independent of owners and operators including ourselves as the owner and operator of Chatham-Kent's largest LTC home. While we are supportive of the Commission, we are asking for an impartial review of current best practices in both private and publicly operated homes. We are also requesting that the Commission be tasked with recommending best practice standards of care, and accountability protocols regarding documentation, peer reviews, and resident/family reviews.

We appreciate the work involved in any type of large-scale review with the hope the Commission is able to review the current impact of the pandemic and merge these findings with what the sector has known and has been advocating for over the last several years including staffing, governance models, physical structures of homes, and LTC regulations. A comprehensive look at past, current, and future insights will move the sector towards action and real change.

Sincerely,



Darrin Canniff, Mayor/CEO  
Municipality of Chatham-Kent

- C Rick Nicholls, MPP Chatham-Kent-Leamington
- Monte McNaughton, MPP Lambton-Kent-Middlesex
- All municipalities in Ontario



**Municipality of Chatham-Kent**  
**Darrin Canniff, Mayor/CEO**  
315 King Street West, P.O. Box 640  
Chatham ON N7M 5K8  
Phone: 519.436.3219

June 11, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Honourable Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M7A 2J3

Honourable Merrilee Fullerton  
Minister of Long-Term Care  
6<sup>th</sup> Floor, 400 University Avenue  
Toronto ON M5G 1S5

Dear Premier Ford, Minister Elliott, and Minister Fullerton:

At its meeting of June 1, 2020, Chatham-Kent Municipal Council received a letter from eleven organizations serving Long-Term Care and Retirement Homes in Ontario. The letter spoke to the importance of psychosocial and emotional well-being of all Long-Term Care (LTC) and Retirement Home (RH) residents. Council agreed there was significant evidence presented within the letter to warrant supporting the call to action and to encourage the government to review and act on the recommendations provided.

The COVID-19 pandemic has presented a variety of challenges to the LTC and RH sectors, as well as the congregate care sector. Many of these challenges involve protecting the physical health of this extremely vulnerable population. Increased infection control requirements, eliminating non-essential visitors, active screening protocols, and restrictions on the movement of LTC and RH staff working between different homes, are a few examples of the measures taken and backed financially by the provincial government. In Chatham-Kent, early and rigorous adoption of these measures has kept COVID-19 out of our LTC and RH facilities. While this is a commendable achievement, it is important to examine the social costs to residents of such an undertaking.

People living in LTC and RHs depend completely on interactions with staff, visitors, volunteers, and other residents to fulfill their social and emotional needs. Losing any one of these groups impacts residents in ways that are difficult to measure quantitatively but qualitatively we see it in our residents' eyes each day as we strive to provide the best care possible for them. The exclusion of non-essential visitors has left a tangible hole in the lives of residents. In Chatham-Kent's municipally-run LTC home, Riverview Gardens (RVG), this order saw the exclusion of 500-600 additional visitors, volunteers, and contract support staff per week. They were cherished, familiar faces; their visits much-anticipated by residents and appreciated by staff.

Cont'd...

Page 2  
June 11, 2020

Visitors and volunteers provide more than just visiting, they help in the daily care of our residents. Conversations with other LTC and RHs throughout Chatham-Kent show the same losses and the same impacts on residents and staff. Additional stressors directly related to the pandemic have added to the staffing crisis in LTC and RHs. Supporting a strategy for homes to hire additional staff specifically trained to support the psychosocial and emotional needs of residents would alleviate some of the stress on nursing staff and may lead to better outcomes for residents.

Chatham-Kent has always been a community that comes together and rises to the challenges before us. COVID-19 and the impact this has had on our local LTC and RH sectors is no exception. Through our local United Way, volunteers are finalizing an Adopt a Grandparent program similar to pen pals of years past. This program will link teenagers and young adults with one of our LTC and/or RH residents. Young and old, both with different needs, sharing thoughts and ideas and supporting one another through the pandemic. At Riverview Gardens we have created a Resident Support Worker (RSW) position that provides emotional and social support to our residents. RSWs work on the same floor with the same residents each day where they assist residents with feeding, games, crafts, companionship, and outdoor time when the weather cooperates. RSWs also help provide such services as assisting with laundry, as well as sorting, folding, and organizing a resident's personal items. Currently, redeployed municipal staff are fulfilling these roles at RVG but as Ontario moves further with reopening, these staff will be needed back at their home base location and residents in our home will once again be faced with spending much of their day alone. The homes in Chatham-Kent are providing great care to our residents but they can only do so much. This is why the recommendations from the Long-Term Care and Retirement Home sectors are so important.

Chatham-Kent Municipal Council believes people need human interaction. It is what makes the difference between simply being alive, and living. It is time to act, and protect the psychosocial and emotional health of our LTC and RH residents. We support whole-heartedly, the recommendations presented to you from our LTC and RH partners (attached).

Sincerely,



Darrin Canniff, Mayor/CEO  
Municipality of Chatham-Kent

Attachment: Letter from Alzheimer Society et al RE: Psychosocial and Emotional Well-being of LTC Residents

- C Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions
- Hon Raymond Cho, Minister of Seniors and Accessibility
- Helen Angus, Deputy Minister, Ministry of Health
- Richard Steele, Deputy Minister, Ministry of Long-Term Care
- Rick Nicholls, MPP Chatham-Kent-Leamington
- Monte McNaughton, MPP Lambton-Kent-Middlesex
- Matthew Anderson, President and CEO, Ontario Health
- All municipalities in Ontario





May 8, 2020

Hon. Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Hon. Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5th Floor, 777 Bay St.  
Toronto, ON M7A 2J3

Hon. Merrilee Fullerton  
Minister of Long-Term Care  
6th Floor, 400 University Ave  
Toronto, ON M5G 1S5

Dear Premier Ford, Minister Elliott and Minister Fullerton,

On behalf of almost 80,000 residents, their families and staff in Ontario's long-term care (LTC) homes, we are writing this letter to urgently request that the provincial government take immediate action to support the psychosocial and emotional wellbeing of residents. COVID-19 has changed every aspect of the lived experience in LTC. Despite fervent efforts and commitment from LTC team members to protect residents from the negative physical outcomes of COVID-19, the psychosocial and emotional impacts remain ignored and under-resourced.

According to a recently released study by Mental Health Research Canada, the number of Canadians expressing high-to-extreme levels of anxiety has quadrupled since the start of the COVID-19 crisis. "Mental Health in Crisis: How COVID-19 is Impacting Canadians." *Mental Health Research Canada*, [www.mhrc.ca/our-research/](http://www.mhrc.ca/our-research/). If that is the reality of people living in the general population, what is happening to the mental health of LTC residents, many of whom are already living with compromised cognitive ability and living in isolation? 'There is no health without mental health' - Minister Elliott.

Thousands of residents are living cohorted and/or isolated lives away from their personal belongings and away from the important people in their lives. Many residents are eating alone, experiencing virtually no human connection aside from 2-3 brief encounters with LTC team members for personal care/meal delivery each day and 1-2 virtual visits with a family member each week, if such a program exists in their home. Team member shortages further exacerbate the sense of isolation, we have heard from residents that there is little to no program or activity to nurture social engagement opportunities during these times.

Pre-COVID-19, the realities of pervasive isolation, depression and loneliness are coined as the 'three plagues' of life in LTC (Dr. Bill Thomas, founder of The Eden Alternative). While person-centered practices combat these plagues, the current reality of LTC living will lead to residents left with broken spirits and the corresponding negative outcomes associated with their psychosocial, emotional health.

People need people. We are writing this letter now to ask that immediate attention and allocated resources be applied to LTC homes to support the psychosocial and emotional wellbeing of residents. The government of Alberta, in recognizing the importance of 'quality of life' for residents, has released substantive directives that clearly define essential visitors as those who contribute to the quality of life of residents in addition to provision of needed physical care. I urge you to follow suit, so that residents can experience the psychosocial and emotional support that has been missing for 7 weeks thus far.

Imagine the new reality when a group of team members (comprised of 'essential visitors' and/or dedicated staff) is incorporated into **every LTC home** to exclusively provide avenues/programs/opportunities for psychosocial and emotional support. Residents will experience **multiple** weekly virtual visits using iPads, tablets or cell phones with friends and family members, and even amongst themselves, providing peer to peer support. Residents will enjoy safe outdoor visits during the warm weather now upon us. Imagine residents being supported in a virtual resident activity, meal or conversation between other residents. Residents will feel engaged and connected to each other once again, to their families, to their environment and to their community. They will be well protected from the negative outcome of prolonged isolation.

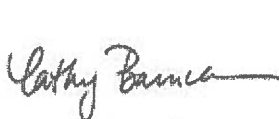
#### This is what is needed:

- Declare psychosocial and emotional wellbeing of residents as essential to their quality of life
- Expand the definition of 'essential visitors' to include people who contribute to the quality of life including psychosocial and emotional health
- Resources for homes to hire and train additional team members/staff whose primary role is to support psychosocial and emotional health via facilitating virtual and safe physical visiting
- Resources for homes to purchase technology and infrastructure required to support virtual visits amongst residents and families
- Creation of a safe plan for residents to enjoy social engagement outdoors in the coming weeks (physical distancing, wearing of masks, etc.), complete with human resources and supplies to make this a reality

We must act now. COVID-19 requires physical distancing, but in order to uphold resident's quality of life and wellbeing we must enable and support social connection.

We look forward to hearing from you soon, as we work together to provide the best care for LTC residents who are the most vulnerable group of Ontarians during this COVID-19 crisis.

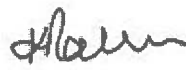
Sincerely,



Cathy Barrick  
Chief Executive Officer  
Alzheimer Society of  
Ontario



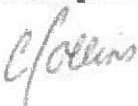
Lisa Levin  
Chief Executive Officer  
AdvantAge Ontario



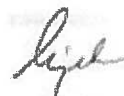
Kiran Rabheru MD, CCFP, FRCP  
Co-Chair  
Canadian Coalition for Seniors' Mental Health



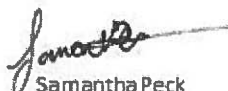
Laura Tamblyn Watts  
Chief Executive Officer  
CanAge



Carota Collins  
MD CCFP  
Medical Director



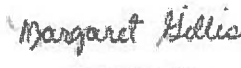
Marta Hajek  
Executive Director  
Elder Abuse Prevention Ontario



Samantha Peck  
Executive Director  
Family Councils Ontario



George Heckman, MD, FRCP(C)



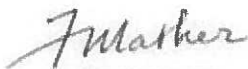
Margaret Gillis  
President  
International Longevity Centre Canada



Raza M. Mirza, PhD  
Network Manager  
National Initiative for the Care of the Elderly (NICE)



Dee Lender  
Executive Director  
Ontario Association of Residents' Councils



Fred Mather, MD  
President,  
Ontario Long Term Care Clinicians



Donna Duncan  
Chief Executive Officer  
Ontario Long Term Care Association

- cc: Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions  
Hon Raymond Cho, Minister of Seniors and Accessibility  
Helen Angus, Deputy Minister, Ministry of Health  
Richard Steele, Deputy Minister, Ministry of Long-Term Care  
Matthew Anderson, President and CEO, Ontario Health





# General Manager's Report

June 18, 2020

Prepared for the Board of Directors  
by Brian Horner

## Introduction

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

## Conservation Ontario

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

1. Current pandemic conditions temporarily prevent Conservation Ontario's Council from their regular scheduled meetings, (April and June meetings were cancelled) therefore CO's Board of Director's met on April 23, 2020 to review current staff reports. In accordance to CO's By-laws, the Board of Directors is able to make decisions on items that would normally be done through Council.
2. Conservation Ontario General Manager's Report (Kim Gavine) – Over the course of the first quarter for 2020, Conservation Ontario's efforts were largely focused on key initiatives, including the Ministry of Environment, Conservation and Parks (MECP) conservation authority consultations led by the MECP, as well as the advocacy efforts with the Ministry of Natural Resources and Forestry with respect to the release of Ontario's Flooding Strategy. With the mid-March provincial emergency declaration as a result of COVID-19, CO turned its attention to working with the Province to ensure CA's had the tools they needed to function efficiently. This has included ongoing preparation of government direction, standard operating procedures, and guidelines to support the collective.

## Projects, Programs and Studies

1. The Administration Centre continues to be closed to the public due to COVID-19. As of May 22, 2020 all the ABCA conservation areas, management areas, conservation lands and trails were opened to the public with facilities to remain closed. For this and other Notices of Disruptions visit the ABCA website ([abca.ca](http://abca.ca)) at this web page: [www.abca.ca/news/disruptions](http://www.abca.ca/news/disruptions)
2. ABCA continues to ensure the delivery of essential services and programs during this time. These services and programs include flood forecasting and warning; operation and maintenance of water control structures; communications; municipal support and property support. Staff continue to review development applications and issue permits as efficiently as possible.

3. Stewardship staff have been marking trees in preparation for the Conifer Plantation Thinning scheduled for this summer /fall at the Stephen Township Tracts along Corbett Line.
4. Healthy Watersheds staff have been working with the University of Waterloo, Ontario Ministry of Agriculture, Food and Rural Affairs to summarize water quality findings. Also with consultants and the Ontario and Huron County Soil and Crop Improvement Association on soil and other agronomic indicators at the Huronview Demo Farm project.
5. With COVID-19 protocols being followed, a wetland project was completed in May. Three or four other projects are moving forward with tender requests out for the work.

### **Training**

1. Tommy Kokas participated in a 2 day on-line training course in the use of a hydrologic program for the design of Storm Water Management ponds and Limited Impact Development.

### **Meetings and Special Events**

1. Ausable Bayfield Conservation Foundation held a meeting via Zoom on May 26, 2020 with an update on status of projects due to COVID-19 and the approval of the 2020 Financial Statements.
2. The Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC) held a meeting on May 27, 2020 via Zoom.
3. While the conservation education department is not currently delivering programs, our website has links to fun, educational activities at [www.abca.ca/education/lessonplans](http://www.abca.ca/education/lessonplans) The website includes curriculum-related activities for Grades 1-12 to help parents teaching their children at home.
4. The Friends of the South Huron Trail and Arkona Lions Museum and Information Management Committee held their semi-annual meetings via video conference.
5. Kate Monk will be representing conservation authorities across the province on the planning committee for the 2020 Ontario Land Trust Gathering scheduled for October of this year.



## BOARD OF DIRECTORS

Thursday, June 18, 2020

Ausable Bayfield Conservation Authority Administration Centre  
Morrison Dam Conservation Area

### VIA VIDEO CONFERENCE

10:00 a.m.

#### AGENDA

1. Chair's Welcome and Call to Order
2. Adoption of Agenda
3. Discloser of Pecuniary Interest
4. Disclosure of intention to record this meeting by video and/or audio device
5. Adoption of Minutes from May 21, 2020
6. Business Out of the Minutes
7. **Program Reports**
  - Report 1: (a) Development Review (O Reg147/06)- Meghan Tydd-Hrynyk/Daniel King  
(b) Violations/Appeals Update – Geoff Cade
  - Report 2: Stewardship Projects Review – Angela Van Niekerk
  - Report 3: COVID-19 Operations Update – Brian Horner
  - Report 4: COVID-19 Standards for Healthy Watersheds Monitoring – Mari Veliz
  - Report 5: Healthy Watersheds Reports and Communications – Mari Veliz
  - Report 6: Spring Tree Program Update – Ian Jean
  - Presentation:** *Delivering Land Stewardship Services during Covid19* – Kate Monk/Ian Jean
8. **General Manager's Report**
9. **Committee Reports**
  - Ausable Bayfield Conservation Foundation – Judith Parker
  - Source Protection Committee – Donna Clarkson
10. Correspondence
11. New Business
12. Committee of the Whole
13. Adjournment

*Source Protection Authority Meeting to follow*



# MINUTES

## BOARD OF DIRECTORS MEETING

Thursday, May 21, 2020

Ausable Bayfield Conservation Authority Boardroom  
Morrison Dam Conservation Area

VIA VIDEO CONFERENCE

### DIRECTORS PRESENT

Ray Chartrand, Doug Cook, Adrian Cornelissen, Bob Harvey, George Irvin, Dave Jewitt, Marissa Vaughan, Alex Westman

### DIRECTORS ABSENT

Mike Tam

### STAFF PRESENT

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

### CALL TO ORDER

Chair Doug Cook called the virtual meeting to order at 10:00 a.m. and welcomed everyone in attendance. He thanked staff for organizing the Zoom video conference and stated the procedures for voting and asking questions would be by show of hand.

### ADOPTION OF AGENDA

**MOTION #BD 34/20**

**Moved George Irvin  
Seconded by Dave Jewitt**

**“RESOLVED, THAT the agenda for the May 21, 2020 Board of Directors Meeting be approved,”**

**Carried.**

### DISCLOSURE OF PECUNIARY INTEREST

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

### DISCLOSURE OF INTENTION TO RECORD

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



ADOPTION OF MINUTES**MOTION #BD 35/20**

**Moved by Ray Chartrand  
Seconded by Alex Westman**

**“RESOLVED, THAT the minutes of the Board of Directors virtual meeting held on April 23, 2020 and the motions therein be approved as circulated.”**

**Carried.**

BUSINESS OUT OF THE MINUTES

None

PROGRAM REPORTS1. (a) Development Review

Meghan Tydd-Hrynyk, Planning & Regulations Officer, presented the Development Review report pursuant to Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. Through the application process, proposed developments within regulated areas are protected from flooding and erosion hazards. Staff granted permission for 15 *Applications for Permission* and 8 *Minor Works Applications*.

(b) Violations/Appeals Update

Staff advised there were no updates.

**MOTION #BD 36/20**

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

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

**Carried.**

2. COVID-19 Operations Update

General Manager, Brian Horner provided an update on the ABCA operations in response to the COVID-19 pandemic. Management has developed a strategy for staff returning to work at the Administration Centre in a phased approach, as well as the re-opening of conservation lands. Staff returning to the office for Phase 1 will not attend on the same day if sharing an office. The office will remain closed to the public. Additional cleaning protocols will be put in place for cleaning workstation equipment and common touch surfaces in the Admin Centre, Annex and Workshop.

Kate Monk, Stewardship, Lands & Education Manager, reported on the strategy for re-opening ABCA conservation lands. The conservation forests were re-opened on May 19, 2020. Use is limited and there are no marked trails or parking lots at these tracts of land. This will accommodate the remaining two weeks of turkey hunting for those who have purchased a conservation pass. Since the strategy was developed, there have been updates to using a phased approach and it is now

recommended to re-open all conservation areas, management areas and trails on May 22, 2020 with some limitations. Washrooms, privies, buildings and playgrounds will remain closed to the public. This schedule will be in concert with municipalities reopening of their outdoor areas, as now permitted by the province. All federal and provincial directives for public health and safety must be followed including physical distancing and the size of gatherings limited to 5 currently. Risk management assessments will be completed at all conservation areas before re-opening.

Adrian Cornelissen inquired on the status of the Great Canadian Hideaway campground that leases a portion of the Parkhill Conservation Area. Brian Horner responded, that the campground is considered private, and that staff have been communicating with the owners, Eric and Tania Vieira during this time.

Ray Chartrand inquired whether staff are tracking the loss in revenue while closed. Brian Horner responded that the only conservation area that collects gate fees is Rock Glen CA and the operating season is May to October.

Bob Harvey asked about the liability of opening the trails. Kate Monk responded that there are limited touch surfaces and visitors will be encouraged to walk in one direction and keep their visit short as the facilities and washrooms remain closed. Visitor use will be monitored to the best of staff's ability.

**MOTION #BD 37/20**

**Moved by Dave Jewitt**

**Seconded by Ray Chartrand**

**“RESOLVED, THAT the Board of Directors approve reopening all Ausable Bayfield Conservation Authority owned conservation areas, management areas and trails, and**

**FURTHER, THAT there be no public access to washrooms, privies, playgrounds and buildings as per federal and provincial emergency measures at this time, for public health and safety.”**

**Carried.**

### 3. Armstrong West Erosion Control Structure

Ross Wilson, Water & Resource Coordinator, provided background to the Armstrong West Erosion Control Structure project located on the shoreline of the Ausable River near its outlet into Lake Huron at Port Franks. In 1949 the ‘Cut’ was made to make a straighter outlet of the river into the lake. However, the river changed its path shifting sands filled in the ‘Cut’ over the 60-70 years. In 2006 a series of bendway weirs were installed to address the significant erosion of the dune. This was a partnership between the Chicken Island landowners, Province of Ontario, Municipality of Lambton Shores and the ABCA. Rock was loaded on a barge and unloaded to create a shelf of rock that jutted out along the river. The seven weirs have successfully stabilized the river bank and protected properties on the island. Annual inspections are carried out and maintenance was done in 2015 with funding through the provincial WECEI program to restore some scours. With high lake levels in 2020, the structure is below its design and constructed height and is being overtopped by water. A section of the riprap is subject to erosion with the wave action. There is sufficient funds in the Armstrong West Erosion Control Structure reserve to cover the anticipated estimate of \$15,000 for repairs.

**MOTION #BD 38/20**

**Moved by Marissa Vaughan  
Seconded by Alex Westman**

**“RESOLVED, THAT staff be directed to seek quotes for the repair of the Armstrong West Erosion Control structure, and**

**FURTHER, THAT if the quote is as estimated with an upset limit of \$20,000, the staff can proceed with the project.”**

**Carried.**

GENERAL MANAGER’S REPORT

Brian Horner provided a written report with a brief update on the progress of various projects, staff training and development, upcoming meetings or events and general activities over the previous month.

COMMITTEE REPORTS**MOTION #BD 39/20**

**Moved by Ray Chartrand  
Seconded by Bob Harvey**

**“RESOLVED, THAT the minutes of the Arkona Lions Museum Management Committee meeting held on May 11, 2020 and the motions therein be approved as circulated.”**

**Carried.**

**MOTION #BD 40/20**

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

**“RESOLVED, THAT the minutes of the Friends of South Huron Trail committee meeting held on May 4, 2020 and the motions therein be approved as circulated.”**

**Carried.**

CORRESPONDENCE

## a) Reference: Support for Conservation Authorities

File: A.7.1

Brief: A letter of support signed by 112 organizations was prepared by Conservation Ontario and sent to Premier Doug Ford, requesting the province to continue support of programs and services delivered by conservation authorities for watershed management.

b) Reference: *Conservation Authorities Act*

File: A.8.3

Brief: Correspondence from Kim Gavine, General Manager of Conservation Ontario that she met with AMO staff regarding the provincial review of the *Conservation Authorities Act*. The policy review is almost done and it is uncertain when the next steps for public review will be carried out due to the challenges and provincial involvement with Covid-19 at this time.

NEW BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 11:10 a.m.

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Doug Cook  
Chair

---

Judith Parker  
Corporate Services Coordinator

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



June 4, 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.
- Register for Blue Box webinar on June 9.
- Celebrate Accessibility Week.
- Apply for an AMO Federal Gas Tax Award!
- Deliver municipal services efficiently with digital solutions.
- Ontario government launches broadband fund
- On-site and excess soil management webinar.
- Update on AMO's groundbreaking Virtual Conference.
- AMO launches Virtual 2020 Exhibit Hall!
- Communications through COVID-19.
- Energy reporting deadline extended due to COVID-19.
- LAS is on YouTube.
- Group buying COVID-19 updates, PPE, and custom offerings.
- Road & Sidewalk Assessment - 80-90% funding available.
- Municipal participation is KEY to #ProjectMapleLeaf - eradicate human trafficking!
- Careers with TRCA, Peel Region and Niagara-on-the-Lake.

### **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](mailto: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](#).

On June 9 from 10-12 noon, join Dave Gordon & Amber Crawford for a webinar on the Blue Box transition to full producer responsibility. Please [register here](#) or contact

Amber for more information.

Municipal governments are at the forefront of creating accessible communities. Join AMO in celebrating National AccessAbility Week.

Has your community financed an innovative, exciting, or impactful infrastructure project with the federal Gas Tax Fund? Apply for an AMO Federal Gas Tax Award by end of day Wednesday, June 10 to celebrate your municipality's efforts!

AMO and eSolutionsGroup, our building barrier-free websites partner, hosted a webinar to discuss digital tools that help municipalities maintain business operations and provide efficient services during the current crisis, the recovery, and beyond. These include digital forms, e-payments, and e-procurement.

### **Provincial Matters**

On June 3, the Province announced the launch of the Improving Connectivity in Ontario (ICON) Program. This program was initially announced in July 2019, and AMO is pleased to see the Province moving forward. For more information on the program click here, or contact Amber Crawford, Policy Advisor.

On July 1, a regulatory framework under the *Environmental Protection Act*, O.Reg. 406/19, will come into effect to address the management of excess soils associated with the construction and redevelopment of brownfields. Register for a free webinar on June 4, where an expert panel will discuss the changes from a legal and municipal perspective.

### **Eye on Events**

AMO is leading the way with its 2020 virtual conference providing the opportunity for you to participate from your desktop or mobile, living room or dock. New information on the program and Exhibit Hall are available now. Check back often as we update our website and you can register here.

AMO's 2020 Conference virtual exhibit hall offers an unparalleled opportunity for you to showcase your products and connect with delegates. Providing greater flexibility, extended trade show hours and multiple points of interaction and ways to highlight your products, this year's exhibit hall is a must attend event.

The need to pivot and respond quickly is a part of our new reality. To help you communicate the right message during COVID-19, we are offering AMO's Social Media webinar series for a nominal fee through AMO's Municipal Education Portal. Register 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 16, 30; July

14, 28; September 8 or 22. Check out the Ministry's [reporting portal](#) for more information. Email [BPSsupport@ontario.ca](mailto:BPSsupport@ontario.ca) if you have questions.

Did you know LAS has a YouTube Channel? [Subscribe here](#) for webinars, program updates, and more!

Our [Group Buying Covid-19 update page](#) is being updated regularly. Offerings include PPE through Grainger, custom supplies from ATS Traffic and Staples Business Advantage to help you safely manage the pandemic in your facilities and communities.

A [Road and Sidewalk Assessment](#) with LAS provides the information needed to optimize every dollar spent on your surface assets. [FCM funding](#) is now available to cover up to 90% of the project cost. [Contact us](#) to get started.

### **Municipal Wire\***

Human trafficking and sexual exploitation of children happens in municipalities across Canada at alarming rates. [Sign up to eradicate this issue](#) and link your community to the national challenge. On July 30 use your media to add the #eradicate filter, record your video stating "I joined the #ProjectMapleLeaf movement to #eradicate the buying and selling of girls (and boys) in Canada." Invite 7 others to do the same. September 1 share #ProjectMapleLeaf messages playing in 4600 Tim Hortons coast to coast. October 1 join participants at your local Tim Hortons to watch the final message. Municipal participation is key.

### **Careers**

[Enforcement Officer, Enforcement and Compliance - Toronto and Region Conservation Authority](#). Position status: Full Time (TRCA-127-20). Reports to: Manager of Enforcement and Compliance. To apply to this posting, please visit Toronto and Region Conservation Authority [Careers](#). Please submit your resume and cover letter quoting job posting #TRCA-127-20 prior to midnight on June 14, 2020.

[Chief Administration Officer \(CAO\) - Region of Peel](#). Position Type and Status: Regular Full-time. System ID: 2020-10088. Post End Date: 11:59 P.M., June 19, 2020. To apply for this position, please [click here](#).

[Chief Administrative Officer \(CAO\) - Town of Niagara-on-the-Lake](#). To explore this opportunity further, please submit your resume and related information online to Kartik Kumar, Legacy Executive Search Partners at [notlcao@lesp.ca](mailto:notlcao@lesp.ca) by Friday, July 31st, 2020. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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### **About AMO**

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**AMO Contacts**

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[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

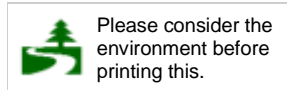
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June 11, 2020

### **In This Issue**

- COVID-19 resources.
- 2020-2022 AMO Board of Directors - Call for Nominations.
- Resolutions on Blue Box Transition due by June 30.
- Submit request to meet with ministers and parliamentary assistants at AMO 2020.
- Update on AMO's groundbreaking Virtual Conference.
- AMO launches Virtual 2020 Exhibit Hall!
- Communications through COVID-19.
- Energy reporting deadline extended due to COVID-19.
- Improve productivity through better lighting!
- Energy Training during social distancing.
- Short Term Rental Toolkit survey.
- Webinar: Cramahe Township on achieving efficiencies for smaller organizations.
- Careers with MTO, Goderich, Ottawa, Simcoe, Wellington, and Cobourg.

### **COVID-19 Resources**

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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](#).

### **Eye on Events**

Delegation meetings remain a key feature of the AMO conference. That's not changing, it's just going virtual. 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 leading the way for municipal virtual conferences, providing you the

opportunity to participate from almost anywhere. 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 delegates. 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.

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Improve productivity and enhance customer experience in your municipal buildings by converting your old lights to LED. Participate in the [LAS Facility Lighting Service](#). IESO incentives are available for a limited time. Contact [Christian Tham](#) to get started!

Want to keep your mind sharp in an era of social distancing? LAS and Stephen Dixon (TdS Dixon) offer [online customized Energy Training workshops](#) including a virtual energy hunt! IESO incentives up to 75% are available. Book your workshop by contacting [Christian Tham](#).

### **Municipal Wire\***

Generation Squeeze and FCM are working together to understand municipal government needs when considering short term rentals and are conducting a survey of local governments. Municipal governments interested in taking part in the survey can [access it here](#).

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 18 or 24 webinar](#).

### **Careers**

[Directors in Operations \(5\) - Ministry of Transportation \(MTO\)](#). Director of Operations: 4 Permanent (Locations: London, North Bay, Thunder Bay, Toronto). Director, Transportation User Services Branch: 1 Permanent (Location: This position currently resides in St. Catherines; however, the location is flexible.) Please apply online, only,

by Wednesday, June 17, 2020, by visiting [Ontario Public Service Careers](#). Please follow the instructions to submit your application.

Tourism & Community Development Officer - Town of Goderich. Application Deadline: Thursday, June 18, 2020. Reports to: Chief Administrative Officer. Please mail or drop off a cover letter and resume in confidence to the following address or email one PDF document to [goderichinfo@goderich.ca](mailto:goderichinfo@goderich.ca): Town of Goderich – Human Resources, 57 West Street, GODERICH, Ontario N7A 2K5. Phone: 519.524.8344. For more information please visit Career Opportunities on the Town of Goderich's [website](#).

Manager, Financial Service / Gestionnaire, Services financiers - City of Ottawa / Ville d'Ottawa. Department: Finance Services, Corporate Finance Service, Financial Services Branch. Position Status: 1 Full Time Continuous. Competition #: 2020-EX-EN-52924093-01. Deadline: June 19, 2020. For more information and to apply, visit the career site at the [City of Ottawa](#).

Sustainable Operations Program Supervisor - County of Simcoe. Employment Status: Permanent Full-Time. Location: Midhurst, Ontario. Reference Code: 812. Closing Date: June 23, 2020. View the job description and submit your application online at [County of Simcoe Jobs](#).

Emergency Manager/Community Emergency Management Coordinator (CEMC) - County of Wellington. Applicants are invited to submit a cover letter and resume, clearly marked Posting #057-20 by Friday, June 26 at 4:00 pm. ATTENTION: HR DEPARTMENT, County of Wellington Administration Centre, 74 Woolwich Street, Guelph ON N1H 3T9. E: [careers@wellington.ca](mailto:careers@wellington.ca) or F: 519.837.8882. Please respond by one method of application only. No phone calls please.

Chief Administrative Officer - Town of Cobourg. A growing and thriving community, Cobourg is known as the “gem of Lake Ontario” for its prime location on the lakeshore between Toronto and Kingston. To explore this opportunity further, please submit your cover letter, resume and related information online to Kartik Kumar, Legacy Executive Search Partners [cobourgcao@lesp.ca](mailto:cobourgcao@lesp.ca) by July 9th, 2020.

---

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Municipal Wire, Career/Employment and Council Resolution Distributions

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# Memo

**To:** Mayor and Council

**From:** Tina Merner, Deputy Clerk

**Subject:** Update to HR Policies - Respect in the Workplace (Harassment and Violence)

**Report No.:** CL-03-2020

**Date:** June 16, 2020

## **Background:**

On February 18, 2020 staff brought forward to council, through report no. CL-02-2020, two policies for review and adoption. The Employee Code of Conduct policy was acceptable in nature to council at that time, however clarification and revisions were requested to the Respect in the Workplace policy with regards to the reporting procedure within the policy.

## **Analysis:**

A further consultation was arranged with Cindy McNair, Human Resources Practice Leader from Selectpath in April 2020 and suggestions were made to clarify and simplify the reporting procedure within the policy. Staff made the edits to the policy and then forwarded the revised policy to the members of the policy working group for review and approval.

While staff continues to work on updating the HR section of the Township policy manual it was suggested that these two particular policies, Respect in the Workplace and Employee Code of Conduct be brought forward in order that a training session with Cindy McNair can be scheduled for staff and council to attend. In light of the current pandemic situation, the training session will most likely be scheduled through a virtual platform.

## **Impact to Budget:**

N/A

## **Strategic Plan:**

This matter aligns with the following strategic priority:  
Strategic Direction One – Goal #3, Action #4: Actively instill a positive workplace environment and culture at the Township and pride in the community

**Recommendation:**

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

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

*Tina Merner*

Tina Merner  
Deputy Clerk



|                        |  |
|------------------------|--|
| <b>Policy:</b>         | Respect in the Workplace (Harassment and Violence) |
| <b>Category:</b>       | Human Resources                                    |
| <b>Policy Number:</b>  | 101-01-2020  |
| <b>Effective Date:</b> | June 16, 2020                                      |
| <b>Revised Date:</b>   |  |

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## Respect in the Workplace (Harassment and Violence)

### Purpose:

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

### Scope:

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

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

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

**Definitions:****1. Discrimination**

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

The protected grounds of discrimination are:

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

**2. Sexual Harassment**

The Occupational Health and Safety Act defines sexual harassment as:

- engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome

Workplace sexual harassment can involve unwelcome words or actions associated with sex, sexual orientation or gender that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers, in a workplace. It can also include behaviour that intimidates or isolates individual(s).

The comments or conduct typically happen more than once, although a single unwelcome solicitation or advance from a manager, supervisor, or another person who has the power to reward



or punish the worker may constitute workplace sexual harassment. Multiple events can occur over a relatively short period of time or over a longer period.

Workplace sexual harassment may include:

- asking questions, talking, or writing about sexual activities;
- rough or vulgar humour or language related to sexuality, sexual orientation or gender;
- displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form including on social media;
- leering or inappropriate staring;
- invading personal space;
- unnecessary physical contact, including inappropriate touching;
- demanding hugs, dates, or sexual favours;
- making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes;
- verbally abusing, threatening or taunting someone based on gender or sexual orientation; or,
- threatening to penalize or otherwise punish a worker if they refuse a sexual advance.

Where the conduct or behaviour includes inappropriate sexual touching, this may also constitute a criminal offence such as sexual assault. In such cases, the police should be notified.

What are gender identity and gender expression?

- Gender identity is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation.
- Gender expression is how a person publicly presents their gender. This can include behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender

### **3. Discriminatory Harassment**

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

Some examples of discriminatory harassment include:

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

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

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

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

#### **4. Workplace Harassment and Bullying**

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

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

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

Workplace harassment may have some or all of the following components

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

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

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate or offend;
- workplace pranks, vandalism, bullying and hazing;
- gossiping or spreading malicious rumors;
- excluding or ignoring someone, including persistent exclusion of a particular person from workplace-related social gatherings;
- undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job;

- providing only demeaning or trivial tasks in place of normal job duties;
- humiliating someone;
- sabotaging someone else's work;
- displaying or circulating offensive pictures or materials;
- offensive or intimidating phone calls or emails;
- impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and
- making false allegations about someone in memos or other work related documents.

#### *What isn't harassment*

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

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

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

#### *The Test of Harassment*

It does not matter whether you intended to offend someone. The test of harassment is whether you knew or *should have known* that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case you must immediately stop that behaviour.

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

## **5. Workplace and Domestic Violence**

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

#### *Workplace Violence*

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

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause

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

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

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

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

### *Domestic Violence*

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

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

### **Preventing Harassment and Violence**

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

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

## **Procedure:**

### **1. Reporting Workplace Harassment or Violence**

Employees may refuse to work if he or she has reason to believe that he or she may be endangered by workplace violence under the Occupational Health & Safety Act under s.42(3)(b.1). Employees must report their refusal to work immediately to their supervisor. The supervisor will investigate the situations with the Safety Representative, if available, following the established procedure.

Employees can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please use workplace respect complaint form (see attached). When reporting verbally, the reporting contact, along with the worker complaining of harassment, will fill out the complaint form.

The report of the incident should include the following information:

- a. Name(s) of the employee who has allegedly experienced workplace harassment and contact information
- b. Name of the alleged harasser(s), position and contact information (if known)
- c. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- d. Details of what happened including date(s) frequency and location(s) of the alleged incident(s):
  - i. Any supporting documents the worker who complains of harassment may have in his/her possession that are relevant to the complaint.
  - ii. List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

### **2. Who to Report Workplace Harassment To**

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Employee's shall report a workplace harassment incident or complaint to their immediate supervisor. If the employee's supervisor or reporting contact is the person engaging in the workplace harassment, the employee shall contact the Chief Administrative Officer (CAO). If the complaint is regarding the CAO it should be submitted to the Mayor or designate.

The CAO shall be notified of the workplace harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. If the incident or complaint involves the CAO or a Department Manager, an external person qualified to conduct a workplace harassment investigation who has knowledge of the relevant workplace harassment laws will be retained to conduct the investigation.

### 3. Investigation

#### a. Commitment to Investigate

The Township will ensure an investigation appropriate in the circumstances is conducted when the CAO, Department Manager or Supervisor becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

#### b. Who will Investigate

The CAO will determine who will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involves department managers or CAO, the Township will refer the investigation to an external investigator to conduct an impartial investigation.

#### c. Timing of the Investigation

The investigation must be completed in a timely manner and generally within 90 days or less unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

#### d. Investigation Process

The person conducting the investigation whether internal or external to the workplace will, at minimum, complete the following:

- i. The Investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- ii. The investigator must thoroughly interview the employee who allegedly experienced the workplace harassment and the alleged harasser(s).
- iii. The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the employee. In some circumstances, the employee who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
- iv. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the employee who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary

to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the Township if there are any identified.

- v. The investigator must collect and review any relevant documents.
- vi. The investigator must take appropriate notes and statements during interviews with the employee who allegedly experienced workplace harassment, the alleged harasser and any witnesses.
- vii. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the employee who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

#### **4. Results of the Investigation**

Within five (5) days of the investigation being completed, the employee who allegedly experienced the workplace harassment and the alleged harasser, if he or she is an employee of the Township, will be informed of the results of the investigation and in writing within a reasonable time, and any corrective action taken or that will be taken by the Township to address workplace harassment.

#### **Corrective Action**

The Chief Administrative Officer in consultation with Council will determine what action should be taken as a result of the investigation, with the exception of complaints that involve the Chief Administrative Officer as a respondent. In this case Council as a whole will determine the sanctions.

The Chief Administrative Officer will inform the complainant and respondent of the results of the investigation in writing and whether (but not necessarily what) corrective measures were taken, if any were necessary.

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

Corrective measures may include one or more of the following:

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

and

- any other disciplinary action deemed appropriate under the circumstances.

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

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

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

### **Procedures for Addressing Domestic Violence**

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

### **Confidentiality of Complaints and Investigations**

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

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

### **Protection from Retaliation**

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

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Mayor

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CAO/Clerk



### WORKPLACE RESPECT COMPLAINT FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**INCIDENT DETAILS:**

Name of Employee(s) initiating harassment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Place when Incident Occurred: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Names of Witnesses: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Policy:** Employee Code of Conduct  
**Category:** Human Resources  
**Policy Number:** 101-02-2020  
**Effective Date:** June 16, 2020  
**Revised Date:**

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## Employee Code of Conduct

### Purpose:

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

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

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

### Scope:

This Code of Conduct applies to all employees.

### Procedure:

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

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

#### Employee Obligations

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

#### Exceptions

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

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

#### Confidentiality

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

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

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

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

#### Conflicts of Interest

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

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

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

Improper Use of Influence

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

Acceptance of Gifts or Benefits

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

Use of Municipal Discretion and Authority

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

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

#### Nepotism

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

#### Political Activity

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

#### Concurrent Employment

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

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

#### Use of Township Property

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

#### Fraud, Theft and Breach of Trust

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

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

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

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

### Personal Conduct

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

### Enforcement

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



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

Penalty

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

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Mayor

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CAO/Clerk

DRAFT



# Memo

**To:** Mayor and Council  
**From:** Kathryn Langendyk, Treasurer  
**Report #:** FIN-09-2020  
**Subject:** COVID-19 Financial Relief  
**Date:** June 16, 2020

## **BACKGROUND:**

On March 17, 2020 the Province of Ontario, the County of Middlesex and the Township of Lucan Biddulph declared a state of emergency due to the COVID-19 pandemic. As a result, many businesses were closed and both residents and businesses were financially impacted.

On March 31, 2020, Council approved some financial relief measures in regards to the March water/wastewater billing as well as NSF fees. These expire on June 30, 2020. These were put in place to assist residents and businesses while they waited for the Federal & Provincial Governments' financial relief measures to roll out.

On April 21, 2020, Council approved a donation to the COVID-19 Community Social Assistance Fund that is managed by the Lucan & District Lions Club.

On May 19, 2020, Council approved further financial relief in regards to property taxes. This expires on June 30, 2020

In May and June, the Province of Ontario started to lift some of the emergency measures allowing certain businesses and amenities to re-open.

## **ANALYSIS:**

A review of the payments received for the March 31<sup>st</sup> water/wastewater bill and the May 29<sup>th</sup> property tax installment revealed that we are at the same receipt rate as the past few years.

There were zero cheques returned NSF.

There was one pre-authorized payment (PAP) returned for the water/wastewater billing.

There was one request to be removed from PAP for water.

There were no requests to be removed from the PAP for property tax.

There were no PAP returned for property taxes.

To date there have been very few communications from residents requesting financial relief.

There has been little uptake of the COVID-19 Community Social Assistance Fund.

**IMPACT TO BUDGET:**

The property tax penalty & interest waived in June was approximately \$9,000. No further impacts if financial relief is not extended.

**STRATEGIC PLAN:**

This report does not align with any specific action item in the strategic plan.

**RECOMMENDATION:**

At this time, staff recommends not to extend financial relief measures past June 30<sup>th</sup>, 2020.

Residents who are financially impacted because of COVID-19 should contact the Township's finance department to discuss short term payment arrangements.

Respectfully submitted by:

*Kathryn Langendyk*

Kathryn Langendyk  
Treasurer

# Memo

**To:** Mayor and Council  
**From:** Public Works Manager, Jeff Little  
**Subject:** Public Works Truck Tender  
**Date:** June 16, 2020

## BACKGROUND:

A request for tender was posted to our website and was submitted to 8 local dealerships for one new 4x4 Half Ton Pick Up Truck with a regular cab. The Tender submission deadline was 12:15 pm, local time June 10, 2020.

## DISCUSSION:

### Unofficial Tender Results:

| Company                    | Details                   | Exclusions   | Price Quoted                                   |
|----------------------------|---------------------------|--|--|
| Huron Motor Products (HMP) | 2020 Chevy Silverado W/T  | All Weather Floor Mats, Remote Start, Electronic 4x4 control, Fog lights | \$34,653.00 plus HST (est delivery 2-5 months) |
| Finch Chevrolet            | 2021 Chevy Silverado 1500 | None   | \$36,478.00 plus HST (est delivery 5 months)   |
| McDonnell Motors           | 2020 Ford F-150 XLT       | 110 Volt A/C Power Inverter  | \$32,868.00 plus HST (est delivery 8 weeks)    |

The Road Supervisor reviewed the tender requirements and the Finch quotation is the only one that meets all requirements that was requested.

The Finch quote purposes a 2021 model compared to 2020 on the other two quotes.

With all the requirements met and the 2021 model year it is recommended to accept the Finch quote.

## IMPACTS TO BUDGET:

\$32,500.00 was budgeted for the capital purchase. Purchase price will be over budget \$3,978.00.

## STRATEGIC PLAN:

This report does not align with any specific action item in the strategic plan.

## RECOMMENDATION:

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.

*Jeff Little*

Jeff Little  
Public Works Manager

# Memo

**To:** Mayor and Council

**From:** Lisa deBoer, Economic Development & Communications Officer

**Subject:** CEDC Update

**Report No.:** EDC-03-2020

**Date:** June 16<sup>th</sup>, 2020

## **BACKGROUND:**

The Economic Development & Communications Officer will be presenting an update to Council regarding the recent grant application under the RED program through OMAFRA, an update on the 2020 Baconfest budget as well as general updates from the CEDC.

## **DISCUSSION:**

1. Action Item: On behalf of the Community Economic Development Committee (CEDC), L. deBoer recently submitted a grant application under the RED Program through OMAFRA. The application included projects such as a new mural, directional signage and the creation of a destination artwork piece for tourism and interest. This grant would require a 50% commitment from Council in the amount of \$8,584.50 to finalize the grant approval. Following discussions with K. Langendyk, it was determined that these funds could be allocated from the CEDC reserve budget and would not affect the CEDC 2020 Budget.
2. Information Update: With the recent COVID-19 restrictions the 2020 Baconfest event was cancelled and the refunding of tickets and vendor fees have begun and the 2020 budget is being finalized with minor costs incurred. At this time, a refund for the headliner Reklaws has been returned (\$12,485) and the 2021 headliner is being booked. This deposit refund will be used to cover the new booking deposit as well as expenses that will be incurred later in the year to promote the 2021 event. A copy of the Year to Date expenses is attached to this report.
3. Information Update: The next meeting of the CEDC will be on June 22<sup>nd</sup> at 6:30pm via zoom with a presentation from the County of Middlesex on the development of the Community Improvement Plan. Council is encouraged to attend the meeting to learn more about the CIP and process.
4. Information Update: A survey of the Committees of Council has been circulated and L. deBoer will report on the results at the July Council meeting.
5. Information Update: Main Street Grant Program – The CEDC has dedicated \$2,000 towards the grant program for 2020 and to date has had two applications with one being for signage and the other for marketing.

**IMPACTS TO BUDGET:**

Item #1: Staff are recommending that Council approve the use of the CEDC reserves for the RED grant program for the 50% share of the grant funding being \$8,584.50. Currently, the CEDC is carrying approximately \$12,000 in reserves from previous budgets.

Items #2-5: No impacts to current budget.

**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:**

That staff formalize the RED grant application and allocate \$8,584.50 from the CEDC Reserves.

**ATTACHMENTS:**

Baconfest Expense Detail

*Lisa deBoer*

Lisa deBoer, AMCT  
Economic Development & Communications Officer

General Ledger

Ledger Detail for Fiscal Year Ending DEC 31,2020 - Posting Date: 01/01/2020 To 06/30/2020

| Pd.                          | Date       | Trace # | Source Description                          | Ref   | Debits            | Credits | Balance   |
|------------------------------|------------|---------|---|---|-------------------|---------|-----------|
| <b>Account: 00-1020-5046</b> |            |         | <b>BACONFEST EXPENSES</b>                   |   |                   |         |           |
|                              |            |         |   |   | Beginning Balance | 0.00    |           |
| 01                           | 01/13/2020 | 081908  | PURCH DAVE ZWIEP, Jan 9/2020                | BACONFEST                                     | 100.00            | 0.00    | 100.00    |
|                              |            |         |   | Pd. By Chq:<br>024484                         |                   |         |           |
| 01                           | 01/27/2020 | 082297  | PURCH POSTCARD PORTABLES - LONDON,<br>6418  |   | 62.58             | 0.00    | 162.58    |
|                              |            |         |   | Pd. By Chq:<br>024556                         |                   |         |           |
| 01                           | 01/31/2020 | 082574  | GLJL Vistaprint                             |   | 189.87            | 0.00    | 352.45    |
| 01                           | 01/31/2020 | 082684  | PURCH MASTERCARD - MUN. OFFICE, Jan<br>2020 | LX<br>INDUSTRIAL                              | 90.06             | 0.00    | 442.51    |
|                              |            |         |   | Pd. By Chq:<br>001495                         |                   |         |           |
| 01                           | 01/31/2020 | 082684  | PURCH MASTERCARD - MUN. OFFICE, Jan<br>2020 | DIGITAL<br>STORES                             | 76.76             | 0.00    | 519.27    |
|                              |            |         |   | Pd. By Chq:<br>001495                         |                   |         |           |
|                              |            |         |   | Period 01 Total                               | 519.27            | 0.00    |           |
|                              |            |         |   | Period Net                                    |                   |         | 519.27    |
| 02                           | 02/14/2020 | 082689  | PURCH duplicate                             | Void Inv:<br>BACON 2019<br>JASON<br>HENDERSON | 0.00              | -960.50 | -441.23   |
| 02                           | 02/18/2020 | 082727  | PURCH CORUS SALES INC (CKDK), 664985        | RADIO<br>ADVERTISING                          | 1,526.40          | 0.00    | 1,085.17  |
|                              |            |         |   | Pd. By Chq:<br>024589                         |                   |         |           |
| 02                           | 02/28/2020 | 083463  | PURCH MASTERCARD - MUN. OFFICE, Feb<br>2020 | 4IMPRINT                                      | 423.47            | 0.00    | 1,508.64  |
|                              |            |         |   | Pd. By Chq:<br>001546                         |                   |         |           |
|                              |            |         |   | Period 02 Total                               | 1,949.87          | -960.50 |           |
|                              |            |         |   | Period Net                                    |                   |         | 989.37    |
| 05                           | 05/17/2020 | 083931  | PURCH TICKETWINDOW INC., 2113               | BACONFEST<br>CANCELLATI                       | 1,897.76          | 0.00    | 3,406.40  |
|                              |            |         |   | Pd. By Chq:<br>024905                         |                   |         |           |
|                              |            |         |   | Period 05 Total                               | 1,897.76          | 0.00    |           |
|                              |            |         |   | Period Net                                    |                   |         | 1,897.76  |
|                              |            |         |   | YTD Account Total                             |                   |         | 3,406.40  |
|                              |            |         |   | Annual Budget                                 |                   |         | 75,000.00 |
| Report Summary               |            |         |   |   |                   |         |           |
|                              |            |         |   | Balance Forward:                              |                   |         | 0.00      |
|                              |            |         |   | Total Debits/Credits:                         | 4,366.90          | -960.50 |           |
|                              |            |         |   | Report Net:                                   |                   |         | 3,406.40  |

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: June 16, 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 | \$346,537.60 |
|----------|--------------|

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR



## Accounts Payable

Bank Of Montreal - General Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number | Cheque Date         | Vendor Nbr | Payee                                  | Cheque Amount |
|---------------|---------------------|------------|--|---------------|
| 024846        | 05/11/2020          | 003354     | 2301402 ONTARIO LTD                    | 5,000.00      |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 5,000.00      |
| 024847        | 05/11/2020          | 003370     | ADMINSTRATION OF EMERGENCY             | 50.00         |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 50.00         |
| 024848        | 05/11/2020          | 003357     | BIG DADDY BACON                        | 300.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 300.00        |
| 024849        | 05/11/2020          | 003365     | BONNIE BASTIEN                         | 150.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024850        | 05/11/2020          | 003360     | COSTCO WHOLESALE CANADA LTD            | 150.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024851        | 05/11/2020          | 003361     | DREAMWEAVER FACE PAINTINGS             | 150.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024852        | 05/11/2020          | 003355     | ELIZABETH & STRAVOS DIMOS              | 300.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 300.00        |
| 024853        | 05/11/2020          | 001443     | FRANK COWAN COMPANY LTD                | 1,500.00      |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 1,500.00      |
| 024854        | 05/11/2020          | 003364     | HANS CHOUHAN                           | 225.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 225.00        |
| 024855        | 05/11/2020          | 003371     | HARLING CHARLES                        | 175.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 175.00        |
| 024856        | 05/11/2020          | 003362     | KERKHOF HEALTHY EATING                 | 150.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024857        | 05/11/2020          | 003366     | KNOTS ABOUT PRETZELS                   | 250.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 250.00        |
| 024858        | 05/11/2020          | 003376     | KOONER MOHINDER                        | 175.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 175.00        |
| 024859        | 05/11/2020          | 003358     | MAWYIN CARLA                           | 150.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024860        | 05/11/2020          | 003356     | MELLOWS SANDRA                         | 300.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 300.00        |
| 024861        | 05/11/2020          | 003142     | MORGAN, ANGELA                         | 250.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 250.00        |
| 024862        | 05/11/2020          | 003373     | MS KRYSTAL SACHELL                     | 150.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024863        | 05/11/2020          | 003368     | NORTH PRO PRODUCTS                     | 175.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 175.00        |
| 024864        | 05/11/2020          | 003367     | OPTIMIST CLUB OF NEW HAMBURG           | 175.00        |
|               | Invoice REFUND 2020 |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 175.00        |
| 024865        | 05/11/2020          | 003374     | PALMER BARBIE                          | 150.00        |

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number | Cheque Date              | Vendor Nbr | Payee                                  | Cheque Amount |
|---------------|--------------------------|------------|--|---------------|
|               | Invoice REFUND 2020      |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024866        | 05/11/2020               | 001188     | PETTY CASH                             | 3,000.00      |
|               | Invoice REFUND 2020      |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 3,000.00      |
| 024867        | 05/11/2020               | 003375     | SARAH WHITSON                          | 150.00        |
|               | Invoice REFUND 2020      |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024868        | 05/11/2020               | 003369     | SCENTS Y                               | 150.00        |
|               | Invoice REFUND 2020      |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024869        | 05/11/2020               | 003372     | SUNSHINE CAKE STUDIO                   | 150.00        |
|               | Invoice REFUND 2020      |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 150.00        |
| 024870        | 05/11/2020               | 003363     | TRILLIUM CHAPTER                       | 175.00        |
|               | Invoice REFUND 2020      |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 175.00        |
| 024871        | 05/11/2020               | 003359     | TWAROWSKI MARC JOHN                    | 200.00        |
|               | Invoice REFUND 2020      |            | 05/11/2020 BACONFEST CANCELLATION 2020 | 200.00        |
| 024872        | 05/18/2020               | 003380     | 930297 ONTARIO LIMITED                 | 412.00        |
|               | Invoice Feb/Mar 2020     |            | 05/18/2020 FUEL                        | 412.00        |
| 024873        | 05/18/2020               | 001000     | A & B RENTAL                           | 714.61        |
|               | Invoice 30738            |            | 04/25/2020 MAINTENANCE/SUPPLIES        | 714.61        |
| 024874        | 05/18/2020               | 002578     | A.J. STONE                             | 4,931.32      |
|               | Invoice 10039666-0       |            | 01/01/2020 CAPITAL PURCHASE            | 4,931.32      |
| 024875        | 05/18/2020               | 001611     | AMCTO - THE MUNICIPAL EXPERTS          | 457.65        |
|               | Invoice Lisa deBoer 2020 |            | 01/31/2020 LISA - MEMBERSHIP DUES      | 457.65        |
| 024876        | 05/18/2020               | 001016     | AUSABLE BAYFIELD CONSERVATION          | 37,941.00     |
|               | Invoice 6609             |            | 05/07/2020 LEVY PAYMENT                | 37,941.00     |
| 024877        | 05/18/2020               | 001622     | B M ROSS & ASSOCIATES                  | 1,781.11      |
|               | Invoice 18499            |            | 05/05/2020 CHEMICALS                   | 1,781.11      |
| 024878        | 05/18/2020               | 002517     | CANADA'S FINEST COFFEE                 | 72.00         |
|               | Invoice IN342993         |            | 05/06/2020 COFFEE                      | 72.00         |
| 024879        | 05/18/2020               | 001546     | CEDAR SIGNS                            | 324.87        |
|               | Invoice 2020-0354        |            | 05/06/2020 SIGNS                       | 324.87        |
| 024880        | 05/18/2020               | 001754     | DEN-MAR BRINES LIMITED                 | 14,818.18     |
|               | Invoice D0271400         |            | 05/12/2020 DUST CONTROL                | 4,936.97      |
|               | Invoice D0271399         |            | 05/04/2020 DUST CONTROL                | 4,936.97      |
|               | Invoice D0271401         |            | 05/04/2020 DUST CONTROL                | 4,944.24      |
| 024881        | 05/18/2020               | 002287     | DENNIS MAGUIRE SLINGERS LTD            | 125.43        |
|               | Invoice 11451            |            | 05/01/2020 FLOWERS                     | 125.43        |
| 024882        | 05/18/2020               | 002796     | DOWLER KARN                            | 123.80        |
|               | Invoice 391              |            | 04/02/2020 FUEL                        | 123.80        |
| 024883        | 05/18/2020               | 001280     | EVANS UTILITY                          | 22,004.49     |
|               | Invoice 0000160220       |            | 04/28/2020 EQUIPMENT UPGRADES          | 22,004.49     |

## Accounts Payable

Bank Of Montreal - General Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number | Cheque Date            | Vendor Nbr | Payee                                   | Cheque Amount |
|---------------|------------------------|------------|---|---------------|
| 024884        | 05/18/2020             | 001818     | EXETER CHRYSLER LTD.                    |               |
|               | Invoice 395            |            | 05/04/2020 JOHN'S TRUCK                 | 1,169.45      |
| 024885        | 05/18/2020             | 001283     | HAMISCO INDUSTRIAL SALES INC.           |               |
|               | Invoice IN358516       |            | 05/01/2020 WORK CLOTHES                 | 252.49        |
| 024886        | 05/18/2020             | 001408     | HYDE PARK EQUIPMENT LTD                 |               |
|               | Invoice EM17953        |            | 04/17/2020 RIDING MOWER/EQUIPMENT       | 15,361.10     |
| 024887        | 05/18/2020             | 003377     | KROWN (LONDON HYDE PARK)                |               |
|               | Invoice 466-9421       |            | 05/08/2020 SHOP SUPPLIES                | 345.78        |
| 024888        | 05/18/2020             | 001129     | LANGFORD LUMBER                         |               |
|               | Invoice 0471123        |            | 04/24/2020 SHOP SUPPLIES                | 11.29         |
|               | Invoice 1035009        |            | 04/29/2020 SHOP SUPPLIES                | 30.49         |
|               | Invoice 0470965        |            | 04/22/2020 SHOP SUPPLIES                | 67.74         |
|               | Invoice 1034671        |            | 04/15/2020 SHOP SUPPLIES                | 6.77          |
|               | Invoice 0470630        |            | 04/15/2020 SHOP SUPPLIES                | 14.89         |
|               | Invoice 2145797        |            | 04/14/2020 SHOP SUPPLIES                | 14.68         |
|               | Invoice 1034646        |            | 04/14/2020 SHOP SUPPLIES                | 59.88         |
|               | Invoice 1034550        |            | 04/08/2020 SHOP SUPPLIES                | 35.08         |
|               | Invoice 2145190        |            | 04/03/2020 SHOP SUPPLIES                | 67.71         |
|               | Invoice 1034415        |            | 04/01/2020 SHOP SUPPLIES                | 38.61         |
|               | Invoice 0470037        |            | 04/01/2020 SHOP SUPPLIES                | 54.15         |
|               | Invoice 1034879        |            | 04/23/2020 MAINTENANCE/SUPPLIES         | 661.14        |
|               | Invoice 1034744        |            | 04/17/2020 MAINTENANCE SUPPLIES         | 2.93          |
|               | Invoice 1034453        |            | 04/03/2020 COVID 19 - PARK RESTRICTIONS | 25.88         |
|               | Invoice 1034452        |            | 04/03/2020 MAINTENANCE & SUPPLIES       | 213.51        |
|               | Invoice 2145110        |            | 04/02/2020 MAINTENANCE & SUPPLIES       | 187.42        |
|               | Invoice 1034672        |            | 04/15/2020 SHOP SUPPLIES                | 22.02         |
|               | Invoice 1034673        |            | 04/15/2020 SHOP SUPPLIES                | -18.53        |
| 024889        | 05/18/2020             | 001913     | LERNERS LLP                             |               |
|               | Invoice 40017805       |            | 04/28/2020 LEGAL SERVICES               | 960.50        |
| 024890        | 05/18/2020             | 002621     | MAGUIRE, KELLY                          |               |
|               | Invoice 90             |            | 04/30/2020 Property Maintenance         | 536.75        |
| 024891        | 05/18/2020             | 002929     | OMI CANADA INC.                         |               |
|               | Invoice 691130-04-03   |            | 05/05/2020 CONTRACTED SERVICES          | 12,863.64     |
| 024892        | 05/18/2020             | 002856     | ONTARIO ASSOCIATION OF FIRE CHIEFS      |               |
|               | Invoice 59192          |            | 04/30/2020 2020 OAFM MEMBERSHIP         | 288.15        |
| 024893        | 05/18/2020             | 001843     | ONTARIO CLEAN WATER AGENCY              |               |
|               | Invoice INV00000001607 |            | 05/01/2020 CONTRACTED SERVICES          | 13,051.54     |
| 024894        | 05/18/2020             | 002626     | ONTARIO ONE CALL                        |               |
|               | Invoice 202010999      |            | 04/30/2020 LOCATES                      | 225.27        |
| 024895        | 05/18/2020             | 002309     | PIERCE SERVICES & SOLUTIONS INC.        |               |
|               | Invoice 954            |            | 04/24/2020 R&M EQUIPMENT                | 577.32        |
| 024896        | 05/18/2020             | 003329     | POSTCARD PORTABLES - LONDON             |               |
|               | Invoice 6675           |            | 05/15/2020 SIGN RENTAL                  | 452.00        |
| 024897        | 05/18/2020             | 002894     | POSTMEDIA                               |               |
|               | Invoice 353399         |            | 05/09/2020 Advertising                  | 39.55         |

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number           | Cheque Date               | Vendor Nbr | Payee                                       | Cheque Amount |
|-------------------------|---------------------------|------------|---|---------------|
| 024898                  | 05/18/2020                | 002758     | PPE SOLUTIONS                               | 976.40        |
|                         | Invoice 8050              |            | 05/05/2020 BUNKER GEAR - BRAD HOLDEN        | 922.43        |
|                         | Invoice 8055              |            | 05/08/2020 BUNKER GEAR - BRAD HOLDEN        | 53.97         |
| 024899                  | 05/18/2020                | 002981     | PUBLIC SERVICES HEALTH & SAFETY ASSOCIATION | 226.00        |
|                         | Invoice INV0000032731     |            | 01/01/2020 TRAINING                         | 226.00        |
| 024900                  | 05/18/2020                | 001735     | QUADIENT LEASING CANADA LTD.                | 129.94        |
|                         | Invoice 6229322           |            | 05/01/2020 POSTAGE MACHINE RENTAL           | 129.94        |
| 024901                  | 05/18/2020                | 003345     | REBECCA MCNAUGHTON                          | 165.00        |
|                         | Invoice March 2020        |            | 03/16/2020 REFUND COVID-19                  | 165.00        |
| 024902                  | 05/18/2020                | 003378     | SARAH HODGSON                               | 30.00         |
|                         | Invoice May 2020          |            | 05/04/2020 PARKING TICKET REIMBURSEMENT     | 30.00         |
| 024903                  | 05/18/2020                | 003293     | SELECTPATH BENEFITS                         | 282.50        |
|                         | Invoice 1466              |            | 04/30/2020 VIOLENCE & HARASSMENT POLICY     | 282.50        |
| 024904                  | 05/18/2020                | 002024     | SHRED-IT INTERNATIONAL ULC                  | 357.58        |
|                         | Invoice 8101023941        |            | 05/07/2020 PAPER SHREDDING                  | 357.58        |
| 024905                  | 05/18/2020                | 003379     | TICKETWINDOW INC.                           | 2,082.10      |
|                         | Invoice 2113              |            | 05/01/2020 BACONFEST CANCELLATION           | 2,082.10      |
| 024906                  | 05/18/2020                | 001270     | TREASURER, COUNTY OF MIDDLESEX              | 95,787.96     |
|                         | Invoice 2020 Loan Payment |            | 05/08/2020 PW BUILDING LOAN PAYMENT         | 87,500.00     |
|                         | Invoice IVC-2020-01113    |            | 03/31/2020 IT 1ST QUARTER                   | 8,287.96      |
| 024907                  | 05/18/2020                | 001691     | TRY RECYCLING INC.                          | 4,860.83      |
|                         | Invoice 0000183725        |            | 04/25/2020 SPECIAL PICK-UP                  | 601.05        |
|                         | Invoice 996545            |            | 05/05/2020 FLOWERS                          | 127.31        |
|                         | Invoice 0000183867        |            | 04/30/2020 SPECIAL PICK-UP                  | 1,247.28      |
|                         | Invoice 0000183964        |            | 05/09/2020 SPECIAL PICK-UP                  | 1,878.48      |
|                         | Invoice 0000183965        |            | 05/11/2020 SPECIAL PICK-UP                  | 1,006.71      |
| 024908                  | 05/18/2020                | 001713     | WFS LTD.                                    | 13,175.80     |
|                         | Invoice 5245774           |            | 05/11/2020 GERM SHIELDS                     | 13,175.80     |
| Cheque Register Total - |                           |            |   | 263,149.77    |

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number | Cheque Date   | Vendor Nbr | Payee  | Cheque Amount  |
|---------------|---|------------|--|--|
| 001575        | 05/21/2020<br>Invoice April 2020  | 002986     | MASTERCARD - BB FIRE<br>04/30/2020 MASTERCARD PURCHASES  | 28.72  |
| 001576        | 05/21/2020<br>Invoice April 2020<br>Invoice Transfer Apr  | 002985     | MASTERCARD - MUN. OFFICE<br>04/30/2020 MASTERCARD PURCHASES<br>04/30/2020 TRANSFER FROM P&R  | 1,171.80<br>1,685.19<br>-513.39                                |
| 001577        | 05/25/2020<br>Invoice 0520-1393   | 002473     | BELL L.SEWER 227-1393<br>05/01/2020 Nicoline Dev. Telephone  | 68.79  |
| 001578        | 05/25/2020<br>Invoice 0520-3690   | 002574     | BELL MOBILITY<br>05/08/2020 Cell Phones  | 239.33   |
| 001579        | 05/25/2020<br>Invoice 0520-1224   | 002474     | BELL PWB 227-1224<br>05/01/2020 P.W. Building Phone  | 176.76   |
| 001580        | 05/25/2020<br>Invoice 0520-0565   | 003331     | BELL, ARENA 227-0565<br>05/01/2020 FIRE LINE   | 51.08  |
| 001581        | 05/25/2020<br>Invoice 24922<br>Invoice 24917<br>Invoice 95468<br>Invoice 95470<br>Invoice 95469 | 001028     | BLUEWATER RECYCLING ASSOC<br>04/30/2020 APR DISPOSAL<br>05/04/2020 MAY AUTOMATED<br>04/30/2020 YD WASTE LIFT<br>04/30/2020 YD WASTE LIFT<br>04/30/2020 YD WASTE LIFT | 17,252.22<br>6,252.83<br>10,500.00<br>62.37<br>94.02<br>343.00 |
| 001582        | 05/25/2020<br>Invoice 0420-5250   | 002453     | HYDRO, CROSSING LT. 315250<br>04/23/2020 Hydro One, Crossing Lights  | 92.12  |
| 001583        | 05/25/2020<br>Invoice 0420-2711   | 002731     | HYDRO, OFFICE/LIBRARY 2711<br>04/23/2020 Municipal Office/Library  | 1,098.18   |
| 001584        | 05/25/2020<br>Invoice 0420-6868-2<br>Invoice 0520-6868-1  | 002570     | HYDRO, ST. LIGHTS 116868<br>04/23/2020 Hydro One, Street Lights<br>05/04/2020 Hydro One, Street Lights   | 1,475.64<br>1,456.08<br>19.56                                  |
| 001585        | 05/25/2020<br>Invoice 0420-8601   | 002569     | HYDRO, ST. LIGHTS 538601<br>04/21/2020 Hydro One, 0 Watson St.   | 434.80   |
| 001586        | 05/25/2020<br>Invoice 0520-3502   | 003289     | HYDRO, ST. LIGHTS 693502<br>05/04/2020 Hydro, St. Lights Ind Park  | 33.23  |
| 001587        | 05/25/2020<br>Invoice 0420-7958   | 002451     | HYDRO, ST. LIGHTS 807958<br>04/23/2020 Hydro One, 1 Conc. Lot 25   | 126.81   |
| 001588        | 05/25/2020<br>Invoice Apr 2020  | 001168     | MINISTER OF FINANCE<br>04/30/2020 APR 2020 EHT REMITTANCE  | 2,126.61   |
| 001589        | 05/25/2020<br>Invoice Apr 2020  | 002616     | OMERS<br>04/30/2020 OMERS  | 17,609.36  |
| 001590        | 05/25/2020<br>Invoice 0520-10324606   | 002702     | QUADRO - MUN. OFFICE/PARKS&REC.<br>05/06/2020 Mun. Office/Parks&Rec.   | 1,098.06   |
| 001591        | 05/25/2020<br>Invoice May 2020<br>Invoice May 2020 Group  | 001983     | RWAM INSURANCE ADMINISTRATORS<br>05/01/2020 COST PLUS<br>05/01/2020 GROUP PREMIUM  | 3,241.22<br>652.85<br>2,588.37                                 |

**Accounts Payable**

Invoices Paid Online Municipal Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number           | Cheque Date                     | Vendor Nbr | Payee  | Cheque Amount |
|-------------------------|---------------------------------|------------|--|---------------|
| 001592                  | 05/25/2020<br>Invoice 0420-5002 | 002585     | STAPLES - OFFICE<br>04/30/2020 Office Supplies                 | 519.06        |
| 001593                  | 05/25/2020<br>Invoice 0420-2145 | 002691     | U. GAS - OFFICE/LIBRARY 2145<br>04/29/2020 OFFICE/LIBRARY HEAT | 546.89        |
| 001594                  | 05/25/2020<br>Invoice 0520-1545 | 002469     | U. GAS PW BLDG. 1545<br>05/08/2020 Public Works Heat           | 572.58        |
| 001595                  | 05/25/2020<br>Invoice Apr 2020  | 001231     | WSIB<br>04/30/2020 WSIB  | 2,936.20      |
| Cheque Register Total - |                                 |            |  | 50,899.46     |

**Accounts Payable**

Invoices Paid Online - Water Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number           | Cheque Date                     | Vendor Nbr | Payee  | Cheque Amount |
|-------------------------|---------------------------------|------------|--|---------------|
| 000276                  | 05/22/2020<br>Invoice 0520-1017 | 002476     | BELL, LW BOOSTER STN 227-1017<br>05/01/2020 Water Booster Station Telephon | 222.43        |
| 000277                  | 05/22/2020<br>Invoice 0420-6133 | 002618     | HYDRO, 34395 GRANTON LINE, LW<br>04/15/2020 Granton Water Supply           | 1,062.94      |
| 000278                  | 05/22/2020<br>Invoice 0420-7813 | 002455     | HYDRO, L.WATER 027813<br>04/28/2020 Hydro One, Water Booster Stn.          | 3,770.74      |
| 000279                  | 05/22/2020<br>Invoice 0520-9957 | 002461     | HYDRO, L.WATER 049957<br>05/01/2020 Hydro One, 4 Conc. Lot 30              | 33.62         |
| Cheque Register Total - |                                 |            |  | 5,089.73      |

**Accounts Payable**

Invoices Paid Online - Sewer Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number           | Cheque Date                         | Vendor Nbr | Payee   | Cheque Amount |
|-------------------------|-------------------------------------|------------|---|---------------|
| 000533                  | 05/22/2020<br>Invoice 0520-1409     | 002477     | BELL L. SEWER 227-1409<br>05/01/2020 Lucan Sewer Telephone          | 314.92        |
| 000534                  | 05/22/2020<br>Invoice 0520-10226077 | 003001     | HAY COMMUNICATIONS<br>05/01/2020 Alarm System                       | 79.10         |
| 000535                  | 05/22/2020<br>Invoice 0420-2687     | 002440     | HYDRO, L. SEWER 232687<br>04/29/2020 Hydro One, Chestnut St. Pmp. S | 872.85        |
| 000536                  | 05/22/2020<br>Invoice 0420-6752     | 002444     | HYDRO, L. SEWER 416752<br>04/28/2020 Hydro One, 6242 Fallon Dr.     | 10,032.37     |
| 000537                  | 05/22/2020<br>Invoice 0420-7325     | 002567     | HYDRO, L.S. 577325<br>04/23/2020 Hydro One 34195 Granton Line       | 1,068.00      |
| 000538                  | 05/22/2020<br>Invoice 0520-10304555 | 002564     | QUADRO, L. SEWER 555<br>05/06/2020 Lucan Sewer Telephone            | 386.30        |
| 000539                  | 05/22/2020<br>Invoice 0520-1292     | 002467     | U. GAS L.SEWER 1292<br>05/08/2020 Heat - Lucan Sewer                | 250.38        |
| 000540                  | 05/22/2020<br>Invoice 0520-6155     | 003044     | U. GAS SEWER 6155<br>05/08/2020 34195 Granton Line Gas              | 363.12        |
| Cheque Register Total - |                                     |            |   | 13,367.04     |



**Accounts Payable**

ARENA BANK Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number           | Cheque Date                     | Vendor Nbr | Payee  | Cheque Amount |
|-------------------------|---------------------------------|------------|--|---------------|
| 000658                  | 05/22/2020<br>Invoice 0420-5990 | 002443     | HYDRO, ARENA 425990<br>04/28/2020 Hydro One 263 Main Arena | 11,231.72     |
| 000659                  | 05/22/2020<br>Invoice 0420-2022 | 002463     | U. GAS ARENA 2022<br>04/29/2020 Heat-Pool,Arena,LionsShed  | 1,250.21      |
| 000660                  | 05/22/2020<br>Invoice 0420-2061 | 002563     | U. GAS ARENA 2061<br>04/29/2020 Heat-MainHall&Daycare      | 900.16        |
| 000661                  | 05/22/2020<br>Invoice 0420-2137 | 002464     | U. GAS SENIOR CTR 2137<br>04/29/2020 HEAT - SENIOR CENTRE  | 96.92         |
| Cheque Register Total - |                                 |            |  | 13,479.01     |

### Accounts Payable

Invoices Paid Online - B.B. Fire Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number           | Cheque Date           | Vendor Nbr | Payee                          | Cheque Amount |
|-------------------------|-----------------------|------------|--------------------------------|---------------|
| 000267                  | 05/22/2020            | 002429     | QUADRO, BB FIRE 444            | 46.27         |
|                         | Invoice 0520-10300444 |            | 05/06/2020 B.B. Fire Telephone | 46.27         |
| 000268                  | 05/22/2020            | 002468     | U. GAS B.B.FIRE 1102           | 220.08        |
|                         | Invoice 0520-1102     |            | 05/08/2020 Heat - B. B. Fire   | 220.08        |
| Cheque Register Total - |                       |            |                                | 266.35        |

### Accounts Payable

Invoices Paid Online - L.B. Fire Cheque Register By Date

05/01/2020 thru 05/31/2020

| Cheque Number           | Cheque Date       | Vendor Nbr | Payee                          | Cheque Amount |
|-------------------------|-------------------|------------|--------------------------------|---------------|
| 000235                  | 05/22/2020        | 002475     | BELL L.B. FIRE 227-4913        | 103.17        |
|                         | Invoice 0520-4913 |            | 05/01/2020 L.B. Fire Telephone | 103.17        |
| 000236                  | 05/22/2020        | 002465     | U. GAS L.B. FIRE 1985          | 183.07        |
|                         | Invoice 0420-1985 |            | 04/29/2020 Heat - L.B. Fire    | 183.07        |
| Cheque Register Total - |                   |            |                                | 286.24        |

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: June 16, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESOLVED:

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

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: June 16, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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 the Council of the Township of Lucan Biddulph repeals the following policy:

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

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: June 16, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

RESOLVED That Council direct staff formalize the RED grant application and allocate \$8,584.50 from the CEDC Reserves.

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: June 16, 2020

RESOLUTION NO. \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

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.

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR

# TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: June 16, 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:

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

RESOLUTION CARRIED

\_\_\_\_\_  
MAYOR



**TOWNSHIP OF LUCAN BIDDULPH  
RESOLUTION**

DATE: June 16, 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. 27-2020

**Being a by-law to provide for the adoption of estimates and setting the Tax Rates and to further provide for penalty and interest in default thereof for 2020**

**WHEREAS** Section 312 of The Municipal Act, 2001 provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class;

**AND WHEREAS** Sections 307 and 308 of the said Act require tax rates to be established in the same proportion to tax ratios;

**AND WHEREAS** the County of Middlesex has by by-law set the Tax Ratios for the year 2020;

**AND WHEREAS** the County of Middlesex has by by-law set the Tax Rates for County General and Library purposes;

**AND WHEREAS** the Province of Ontario has enacted Ontario Regulation 400/98, as amended by O. Reg 6/20, being a regulation establishing tax rates for education purposes for the year 2020;

**AND WHEREAS** certain regulations require reductions in certain tax rates for certain classes or subclasses of property.

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

- THAT** the 2020 Revenue and Expenditure estimates for the Township of Lucan Biddulph be adopted as follows:

|              |                |
|--------------|----------------|
| Expenditures | \$6,173,152.33 |
| Revenues     | \$1,605,571.33 |

Amount to be raised upon rateable assessment for municipal purposes  
\$4,567,581.

- THAT** levy for all purposes be as set out in Schedule "A" hereto attached.
- THAT** the 2020 tax rates including the County and Education rates hereby be adopted and applied against the whole of the assessment for real property in the following classes:

| Property Class                | 2020 Municipal Rate | Total 2020 Tax Rate |
|-------------------------------|---------------------|---------------------|
| Residential                   | .00619038           | .01163180           |
| Farmland                      | .00154760           | .00290795           |
| Managed Forest                | .00154760           | .00290795           |
| Commercial PIL Full           | .00708737           | .02377275           |
| Commercial PIL Gen            | .00708737           | .01156555           |
| Commercial Tax Full           | .00708737           | .02377275           |
| Commercial Tax Exc. Land      | .00496116           | .02377275           |
| Commercial PIL Gen Vac.       | .00496116           | .02377275           |
| Commercial Tax Vac Land       | .00496116           | .02377275           |
| New Construction Comm. Full   | .00708737           | .02136555           |
| New Construction Ofc. Bldg.   | .00708737           | .02136555           |
| Commercial (New Construction) | .00496116           | .02136555           |
| Industrial PIL Full/Shared    | .01080283           | .03012865           |
| Industrial Tax Full           | .01080283           | .03012865           |
| New Construction Ind. Full    | .01080283           | .02742865           |

|                          |           |           |
|--------------------------|-----------|-----------|
| Industrial Tax Vac. Land | .00702184 | .03012865 |
| Multi-Res. Tax Full      | .01095512 | .01940716 |
| Pipeline Full            | .00653395 | .02210951 |
| Residential PIL Full     | .00619038 | .01163180 |
| Residential Full         | .00619038 | .01163180 |

4. **THAT** the following special rates “per unit per 2020 assessment roll for 2020 taxation” shall be levied and collected upon respective properties:
  - a) Recycling: \$73.00 per unit
  - b) Garbage: Small container - \$92.00 per unit  
 Medium Container - \$139.00 per unit  
 Large Container - \$210.00 per unit
  
5. **THAT** the reduction in the tax rate for commercial vacant units and excess land is established at 30%.
  
6. **THAT** the reduction in the tax rate for commercial vacant land is established at 30%.
  
7. **THAT** the reduction in the tax rate for industrial vacant units and excess land is established at 35%.
  
8. **THAT** the reduction in the tax rate for industrial vacant land is established at 35%.
  
9. **THAT** every owner of property shall be taxed according to the tax rates in this by-law and such tax shall become due and payable in two installments as follows:
  - 50% thereof on the 31<sup>st</sup> day of August 2020
  - 50% thereof on the 30<sup>th</sup> day of November 2020

And non-payment of the amount, as noted, on the dates stated in accordance with this section shall constitute default.
  
10. On all taxes of the levy, which are in default on the first day of the calendar month following the due dates, a penalty of 1 ¼ % shall be added and thereafter a penalty of 1 1/4 % per month will be added every month the default continues until December 31<sup>st</sup>, 2020.
  
11. On all taxes in default on January 1<sup>st</sup>, 2021, interest shall be added at the rate of 1 ¼ % per month for each month in which the default continues.
  
12. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
  
13. The collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
  
12. **THAT** By-law No. 35-2019 be hereby repealed.

**Read a FIRST, SECOND and THIRD time and FINALLY PASSED THIS 16th DAY OF June, 2020.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

SCHEDULE "A"

2020

TOWNSHIP OF LUCAN BIDDULPH

April 15-2020

| CODE | ASSESSMENT                     | SUPPORT        | VALUE         | TRANS TAX RATIOS | TAX REDUCTIONS | TRANS TAX RATIOS | CVA WEIGHTED BY TRANS TAX RATIOS | TOWNSHIP    | AMOUNT      | COUNTY    | AMOUNT      | SCHOOL BD | AMOUNT      | Total Tax Rate                       |          |
|------|--------------------------------|----------------|---------------|------------------|----------------|------------------|----------------------------------|-------------|-------------|-----------|-------------|-----------|-------------|--------------------------------------|----------|
|      |                                |                |               |                  |                |                  |                                  | TAX RATE    | RAISED      | TAX RATE  | RAISED      | TAX RATE  | RAISED      |                                      |          |
| CF   | Comm PIL Full                  | No Support     | 1,480,500     | 1.1449           |                | 1.1449           | 1.695,024                        | 0.708737%   | \$10,493    | 0.447818% | \$6,630     | 1.220720% | \$18,073    | 2.377275%                            |          |
| CG   | Comm PIL Gen                   | No Support     | 588,000       | 1.1449           |                | 1.1449           | 673,201                          | 0.708737%   | \$4,167     | 0.447818% | \$2,633     | n/a       | \$0         | 1.156555%                            |          |
| CT   | Comm Tax Full                  | No Support     | 18,532,600    | 1.1449           |                | 1.1449           | 21,217,974                       | 0.708737%   | \$131,347   | 0.447818% | \$82,992    | 1.220720% | \$226,231   | 2.377275%                            |          |
| CU   | Comm Tax Exc.Land              | No Support     | 158,100       | 1.1449           | 30%            | 0.80143          | 126,706                          | 0.496116%   | \$784       | 0.313473% | \$496       | 0.854504% | \$1,351     | 1.664093%                            |          |
| CZ   | Comm PIL Gen Vac               | No Support     | 0             | 1.1449           | 30%            | 0.80143          | 0                                | 0.496116%   | \$0         | 0.313473% | \$0         | n/a       | \$0         | 0.809589%                            |          |
| CX   | Comm Tax Vac Land              | No Support     | 1,041,100     | 1.1449           | 30%            | 0.80143          | 834,369                          | 0.496116%   | \$5,165     | 0.313473% | \$3,264     | 0.854504% | \$8,896     | 1.664093%                            |          |
| XT   | New Const. Comm. Full          | No Support     | 3,864,000     | 1.1449           |                | 1.1449           | 4,423,894                        | 0.708737%   | \$27,386    | 0.447818% | \$17,304    | 0.980000% | \$37,867    | 2.136555%                            |          |
| YT   | New Const. Ofc Bldg            | No Support     | 375,000       | 1.1449           |                | 1.1449           | 429,338                          | 0.708737%   | \$2,658     | 0.447818% | \$1,679     | 0.980000% | \$3,675     | 2.136555%                            |          |
| XU   | Comm. (New Construction)       | No Support     | 175,100       | 1.1449           | 30%            | 0.80143          | 140,330                          | 0.496116%   | \$869       | 0.313473% | \$549       | 0.854504% | \$1,496     | 1.664093%                            |          |
|      | Comm PIL Vac Land              | No Support     |               | 1.1449           | 30%            | 0.80143          | 0                                | 0.496116%   | \$0         | 0.313473% | \$0         | 0.854504% | \$0         | 1.664093%                            |          |
|      | Exempt                         | Eng Public     |               |                  |                | 0                | 0                                | 0.000000%   | \$0         | 0.000000% | \$0         | 0.000000% | \$0         | 0.000000%                            |          |
|      | Exempt                         | Eng Separate   |               |                  |                | 0                | 0                                | 0.000000%   | \$0         | 0.000000% | \$0         | 0.000000% | \$0         | 0.000000%                            |          |
| E    | Exempt                         | No Support     | 26,230,300    |                  |                | 0                | 0                                | 0.000000%   | \$0         | 0.000000% | \$0         | 0.000000% | \$0         | 0.000000%                            |          |
| TT   | Managed Forest                 | Public         | 651,700       | 0.25             |                | 0.25             | 162,925                          | 0.154760%   | \$1,009     | 0.097786% | \$637       | 0.038250% | \$249       | 0.290795%                            |          |
| TT   | Managed Forest                 | English Sep    | 192,300       | 0.25             |                | 0.25             | 48,075                           | 0.154760%   | \$298       | 0.097786% | \$188       | 0.038250% | \$74        | 0.290795%                            |          |
| FF   | Farm PIL Full                  | English Public | 0             | 0.25             |                | 0.25             | 0                                | 0.154760%   | \$0         | 0.097786% | \$0         | 0.038250% | \$0         | 0.290795%                            |          |
| FT   | Farmlands Tax Full             | Eng Public     | 406,026,700   | 0.25             |                | 0.25             | 101,506,675                      | 0.154760%   | \$628,365   | 0.097786% | \$397,035   | 0.038250% | \$155,305   | 0.290795%                            |          |
| FT   | Farmlands Tax Full             | Eng Separate   | 129,874,100   | 0.25             |                | 0.25             | 32,468,525                       | 0.154760%   | \$200,993   | 0.097786% | \$126,998   | 0.038250% | \$49,677    | 0.290795%                            |          |
|      | Farmlands Tax Full             | Fr Public      |               | 0.25             |                | 0.25             | 0                                | 0.154760%   | \$0         | 0.097786% | \$0         | 0.038250% | \$0         | 0.290795%                            |          |
|      | Farmlands Tax Full             | Fr Separate    |               | 0.25             |                | 0.25             | 0                                | 0.154760%   | \$0         | 0.097786% | \$0         | 0.038250% | \$0         | 0.290795%                            |          |
|      | Farmlands Tax Full             | No Support     |               | 0.25             |                | 0.25             | 0                                | 0.154760%   | \$0         | 0.097786% | \$0         | 0.038250% | \$0         | 0.290795%                            |          |
| IH   | Indust PIL Full/Shared         | No Support     | 72,100        | 1.7451           |                | 1.7451           | 125,822                          | 1.080283%   | \$779       | 0.682582% | \$492       | 1.250000% | \$901       | 3.012865%                            |          |
| IT   | Indust Tax Full                | No Support     | 166,300       | 1.7451           |                | 1.7451           | 290,210                          | 1.080283%   | \$1,797     | 0.682582% | \$1,135     | 1.250000% | \$2,079     | 3.012865%                            |          |
|      | Indust Tax Vac Unit/Excess Lar | No Support     |               | 1.7451           | 35.00%         | 1.134315         | 0                                | 0.702184%   | \$0         | 0.443678% | \$0         | 0.812500% | \$0         | 1.958362%                            |          |
| JT   | New Const. Ind. Full           | No Support     | 2,033,000     | 1.7451           |                | 1.7451           | 3,547,788                        | 1.080283%   | \$21,962    | 0.682582% | \$13,877    | 0.980000% | \$19,923    | 2.742865%                            |          |
| IX   | Indust Tax Vac Land            | No Support     | 182,100       | 1.7451           | 35.00%         | 1.134315         | 206,559                          | 0.702184%   | \$1,279     | 0.443678% | \$808       | 0.812500% | \$1,480     | 1.958362%                            |          |
| LT   | Large Ind - Full               | No Support     |               | 1.7451           |                | 1.7451           | 0                                | 1.080283%   | \$0         | 0.682582% | \$0         | 1.250000% | \$0         | 3.012865%                            |          |
|      | Multi-res Tax PIL Full         | Eng Public     |               | 1.7697           |                | 1.7697           | 0                                | 1.095512%   | \$0         | 0.692204% | \$0         | 0.153000% | \$0         | 1.940716%                            |          |
|      | Multi-res Tax PIL Full         | Eng Separate   |               | 1.7697           |                | 1.7697           | 0                                | 1.095512%   | \$0         | 0.692204% | \$0         | 0.153000% | \$0         | 1.940716%                            |          |
|      | Multi-res Tax PIL Full         | Fr Public      |               | 1.7697           |                | 1.7697           | 0                                | 1.095512%   | \$0         | 0.692204% | \$0         | 0.153000% | \$0         | 1.940716%                            |          |
|      | Multi-res Tax PIL Full         | Fr Separate    |               | 1.7697           |                | 1.7697           | 0                                | 1.095512%   | \$0         | 0.692204% | \$0         | 0.153000% | \$0         | 1.940716%                            |          |
| MT   | Multi-res Tax Full             | Eng Public     | 7,682,046     | 1.7697           |                | 1.7697           | 13,594,917                       | 1.095512%   | \$84,158    | 0.692204% | \$53,175    | 0.153000% | \$11,754    | 1.940716%                            |          |
| MT   | Multi-res Tax Full             | Eng Separate   | 134,454       | 1.7697           |                | 1.7697           | 237,943                          | 1.095512%   | \$1,473     | 0.692204% | \$931       | 0.153000% | \$206       | 1.940716%                            |          |
|      | Multi-res Tax Full             | Fr Public      |               | 1.7697           |                | 1.7697           | 0                                | 1.095512%   | \$0         | 0.692204% | \$0         | 0.153000% | \$0         | 1.940716%                            |          |
|      | Multi-res Tax Full             | Fr Separate    |               | 1.7697           |                | 1.7697           | 0                                | 1.095512%   | \$0         | 0.692204% | \$0         | 0.153000% | \$0         | 1.940716%                            |          |
| PT   | Pipeline Full                  | No Support     | 6,005,000     | 1.0555           |                | 1.0555           | 6,338,278                        | 0.653395%   | \$39,236    | 0.412850% | \$24,792    | 1.144706% | \$68,740    | 2.210951%                            |          |
| RF   | Residential PIL - Full         | Eng. Public    |               | 1                |                | 1                | 0                                | 0.619038%   | \$0         | 0.391142% | \$0         | 0.153000% | \$0         | 1.163180%                            |          |
| RF   | Residential PIL - Full         | Eng. Separate  |               | 1                |                | 1                | 0                                | 0.619038%   | \$0         | 0.391142% | \$0         | 0.153000% | \$0         | 1.163180%                            |          |
| RF   | Residential PIL - Full         | French Public  |               | 1                |                | 1                | 0                                | 0.619038%   | \$0         | 0.391142% | \$0         | 0.153000% | \$0         | 1.163180%                            |          |
| RF   | Residential PIL - Full         | French Sep.    |               | 1                |                | 1                | 0                                | 0.619038%   | \$0         | 0.391142% | \$0         | 0.153000% | \$0         | 1.163180%                            |          |
| RG   | Residential PIL - GEN          | No Support     |               | 1                |                | 1                | 0                                | 0.619038%   | \$0         | 0.391142% | \$0         | n/a       | \$0         | 1.010180%                            |          |
| RT   | Res/farm Tax Full              | Eng Public     | 476,030,723   | 1                |                | 1                | 476,030,723                      | 0.619038%   | \$2,946,811 | 0.391142% | \$1,861,956 | 0.153000% | \$728,327   | 1.163180%                            |          |
| RT   | Res/farm Tax Full              | Eng Separate   | 72,435,125    | 1                |                | 1                | 72,435,125                       | 0.619038%   | \$448,401   | 0.391142% | \$283,324   | 0.153000% | \$110,826   | 1.163180%                            |          |
| RT   | Res/farm Tax Full              | No Support     |               | 1                |                | 1                | 0                                | 0.619038%   | \$0         | 0.391142% | \$0         | 0.153000% | \$0         | 1.163180%                            |          |
| RT   | Res/farm Tax Full              | Fr Public      | 546,053       | 1                |                | 1                | 546,053                          | 0.619038%   | \$3,380     | 0.391142% | \$2,136     | 0.153000% | \$835       | 1.163180%                            |          |
| RT   | Res/farm Tax Full              | Fr Separate    | 771,099       | 1                |                | 1                | 771,099                          | 0.619038%   | \$4,773     | 0.391142% | \$3,016     | 0.153000% | \$1,180     | 1.163180%                            |          |
|      |                                |                | 1,155,247,500 |                  |                |                  | 737,851,552                      |             | \$4,567,581 |           | \$2,886,047 |           | \$1,449,144 |                                      |          |
|      | Total                          |                |               |                  |                |                  | \$ Increase as %                 | 10.41%      |             | 11.52%    |             | 3.42%     |             |                                      |          |
|      | 2019 Assessment                |                | 1,045,879,499 |                  |                |                  | Tax Rate Inc/Dec                 | 0.00%       |             | 1.01%     |             | -4.97%    |             |                                      |          |
|      | Difference                     |                | 109,368,001   |                  | 10.46%         |                  |                                  |             |             |           |             |           |             |                                      |          |
|      |                                |                |               |                  |                |                  |                                  |             |             |           |             |           |             | Overall Tax Rate Increase - Res/Farm | -0.3519% |
|      |                                |                |               |                  |                |                  |                                  | 2019 Totals | \$4,136,887 |           | \$2,587,902 |           | \$1,401,276 |                                      |          |
|      |                                |                |               |                  |                |                  |                                  | Difference  | \$430,694   |           | \$298,145   |           | \$47,868    |                                      |          |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account | Description | Previous Year Total | Current Year To Date Budget |
|---------|-------------|---------------------|-----------------------------|
|---------|-------------|---------------------|-----------------------------|

**Fund: 00 GENERAL - OPERATING**

**Category: 0???**

**0005 TAXATION**

**Revenue**

|              |                            |  |              |
|--------------|----------------------------|--|--------------|
| 00-0005-4000 | TAXATION CLEARING ACCOUNT  |  | 75,000.00    |
| 00-0005-4001 | GENERAL-TWP                |  | 4,567,581.00 |
| 00-0005-4002 | NOSUPPORT                  |  | 0.00         |
| 00-0005-4003 | COUNTY                     |  | 0.00         |
| 00-0005-4004 | ENGLISHPUBLIC              |  | 0.00         |
| 00-0005-4005 | ENGLISHSEPARATE            |  | 0.00         |
| 00-0005-4006 | FRENCHPUBLIC               |  | 0.00         |
| 00-0005-4007 | FRENCHSEPARATE             |  | 0.00         |
| 00-0005-4008 | SEWAGEANDWATER-10YEAR      |  | 0.00         |
| 00-0005-4009 | CF PROPERTY TAX RECOVERIES |  | 18,718.00    |

**Total Revenue** 4,661,299.00

**Dept Excess Revenue Over (Under) Expenditures** 4,661,299.00

**0010 GRANT-IN-LIEU**

**Revenue**

|              |              |  |      |
|--------------|--------------|--|------|
| 00-0010-4053 | ONTARIOHYDRO |  | 0.00 |
|--------------|--------------|--|------|

**Total Revenue** 0.00

**Dept Excess Revenue Over (Under) Expenditures** 0.00

**0015 PROVINCIAL GRANTS**

**Revenue**

|              |                             |  |            |
|--------------|-----------------------------|--|------------|
| 00-0015-4100 | ONTARIO MUNICIPAL PARTNERSH |  | 455,500.00 |
| 00-0015-4105 | SITE CERTIFICATION GRANT    |  | 0.00       |
| 00-0015-4110 | MMAH EFFICIENCY GRANT       |  | 0.00       |
| 00-0015-4115 | CANNABIS IMPLEMENTATION FU  |  | 0.00       |

**Total Revenue** 455,500.00

**Dept Excess Revenue Over (Under) Expenditures** 455,500.00

**0020 DRAIN GRANTS**

**Revenue**

|              |                      |  |          |
|--------------|----------------------|--|----------|
| 00-0020-4104 | MUNICIPALDRAINGRANTS |  | 4,000.00 |
|--------------|----------------------|--|----------|

**Total Revenue** 4,000.00

**Dept Excess Revenue Over (Under) Expenditures** 4,000.00

**0025 OTHER GRANTS**

**Revenue**

|              |                                  |  |          |
|--------------|----------------------------------|--|----------|
| 00-0025-4151 | OPP CSPT GRANT                   |  | 0.00     |
| 00-0025-4153 | FCM AMP GRANT                    |  | 0.00     |
| 00-0025-4166 | COUNTY CONNECTINGLINK            |  | 8,000.00 |
| 00-0025-4171 | CANADA DAY GRANT                 |  | 5,000.00 |
| 00-0025-4180 | FEDERAL GAS TAX                  |  | 0.00     |
| 00-0025-4196 | Main Street Crosswalk Conversion |  | 0.00     |
| 00-0025-4197 | MAIN ST REVITALIZATION           |  | 0.00     |

**Total Revenue** 13,000.00

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                | Previous Year Total | Current Year To Date Budget |
|--|----------------------------|---------------------|-----------------------------|
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                            |                     | 13,000.00                   |
| <b>0030 OTHER MUNICIPAL RECEIPTS</b>                 |                            |                     |                             |
| <b>Revenue</b>                                       |                            |                     |                             |
| 00-0030-4203   | SWEEPINGCOUNTYROADS        |                     | 0.00                        |
| <b>Total Revenue</b>                                 |                            |                     | 0.00                        |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                            |                     | 0.00                        |
| <b>0035 PLANNING &amp; ZONING FEES</b>               |                            |                     |                             |
| <b>Revenue</b>                                       |                            |                     |                             |
| 00-0035-4351   | ZONING&PLANNINGAMENDMENT:  |                     | 10,000.00                   |
| 00-0035-4352   | MINORVARIANCES             |                     | 3,000.00                    |
| 00-0035-4354   | SEVERANCES                 |                     | 5,000.00                    |
| 00-0035-4360   | SITEPLANAGREEMENT          |                     | 7,500.00                    |
| 00-0035-4361   | DEVELOPMENT AGREEMENT      |                     | 0.00                        |
| 00-0035-4565   | TAXCERTIFICATES&ZONING     |                     | 12,000.00                   |
| <b>Total Revenue</b>                                 |                            |                     | 37,500.00                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                            |                     | 37,500.00                   |
| <b>0040 LICENCES &amp; PERMITS</b>                   |                            |                     |                             |
| <b>Revenue</b>                                       |                            |                     |                             |
| 00-0040-4401   | LOTTERY LICENCES           |                     | 200.00                      |
| 00-0040-4403   | DOG LICENCES               |                     | 18,000.00                   |
| 00-0040-4405   | BUILDINGPERMITS&FEES       |                     | 150,000.00                  |
| 00-0040-4415   | BURIAL&MARRIAGE LICENCES   |                     | 5,000.00                    |
| <b>Total Revenue</b>                                 |                            |                     | 173,200.00                  |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                            |                     | 173,200.00                  |
| <b>0045 USERFEES &amp; RENTAL FEES</b>               |                            |                     |                             |
| <b>Revenue</b>                                       |                            |                     |                             |
| 00-0045-4009   | GARBAGE LEVY               |                     | 217,500.00                  |
| 00-0045-4010   | RECYCLINGLEVY              |                     | 157,700.00                  |
| 00-0045-4011   | SPRING CLEAN-UP RECOVERIES |                     | 0.00                        |
| 00-0045-4501   | MUNICIPALDRAINS            |                     | 0.00                        |
| 00-0045-4505   | SALEOFEQUIPMENT            |                     | 0.00                        |
| 00-0045-4518   | RENTAL PROPERTY - EMS      |                     | 24,306.52                   |
| 00-0045-4519   | LIBRARY RENT-FROM COUNTY   |                     | 31,885.73                   |
| 00-0045-4523   | QPA SOLAR REVENUE          |                     | 3,750.00                    |
| 00-0045-4655   | ADMINISTRATIVE FEES        |                     | 12,000.00                   |
| 00-0045-4656   | PUBLIC WORKS REVENUES      |                     | 300.00                      |
| <b>Total Revenue</b>                                 |                            |                     | 447,442.25                  |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                            |                     | 447,442.25                  |
| <b>0050 TILE DRAIN LOANS</b>                         |                            |                     |                             |
| <b>Revenue</b>                                       |                            |                     |                             |
| 00-0050-4700   | TILELOAN-PAYMENTSRECEIVED  |                     | 13,709.08                   |
| <b>Total Revenue</b>                                 |                            |                     | 13,709.08                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                            |                     | 13,709.08                   |
| <b>0060 FINES/PENALTIES</b>                          |                            |                     |                             |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                | Previous Year Total | Current Year To Date Budget |
|--|----------------------------|---------------------|-----------------------------|
| <b>Revenue</b>   |                            |                     |                             |
| 00-0060-4525   | PENALTY&INTERESTONTAXES    |                     | 80,000.00                   |
| 00-0060-4526   | INTEREST ON OVERDUE A/R    |                     | 250.00                      |
| 00-0060-4575   | PARKINGFINES               |                     | 2,000.00                    |
| 00-0060-4660   | P.O.A.                     |                     | 20,000.00                   |
| <b>Total Revenue</b>                                     |                            |                     | <b>102,250.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | <b>102,250.00</b>           |
| <b>0080 OTHERREVENUE</b>                                 |                            |                     |                             |
| <b>Revenue</b>   |                            |                     |                             |
| 00-0080-4271   | COMMISSIONER FEES          |                     | 1,500.00                    |
| 00-0080-4272   | EDC PROCEEDS               |                     | 2,500.00                    |
| 00-0080-4273   | BACONFEST REVENUE          |                     | 90,000.00                   |
| 00-0080-4274   | Industrial Park Sales      |                     | 0.00                        |
| 00-0080-4275   | CANADA DAY                 |                     | 2,000.00                    |
| 00-0080-4355   | L.S. LOAN INTEREST         |                     | 0.00                        |
| 00-0080-4356   | DEVELOPER CONTRIBUTIONS    |                     | 0.00                        |
| 00-0080-4531   | BANKINTEREST               |                     | 85,000.00                   |
| 00-0080-4532   | BANK INTEREST- DEV CHARGES |                     | 0.00                        |
| 00-0080-4535   | MISCELLANEOUSREVENUE       |                     | 10,000.00                   |
| 00-0080-4537   | CASH IN LIEU OF PARKLAND   |                     | 5,000.00                    |
| 00-0080-4539   | TRANSFER ADM. RESERVE      |                     | 0.00                        |
| 00-0080-4550   | DONATIONS                  |                     | 0.00                        |
| 00-0080-4555   | WINTER MAINTENANCE/OTHER R |                     | 10,000.00                   |
| 00-0080-4558   | TRANSFER FROM DEV CHARGES  |                     | 40,000.00                   |
| 00-0080-4560   | COMMUNICATIONTOWER-M.O.H.  |                     | 1,000.00                    |
| 00-0080-4563   | TRANSFER FROM EFF RESERVE  |                     | 3,332.00                    |
| 00-0080-4648   | L.B. FIRE - ADMIN. SUPPORT |                     | 1,060.00                    |
| 00-0080-4649   | B.B. FIRE - ADMIN. SUPPORT |                     | 1,060.00                    |
| 00-0080-4650   | LUCANWATER-RECOVERIES      |                     | 6,400.00                    |
| 00-0080-4655   | LUCANSEWER-RECOVERIES      |                     | 6,400.00                    |
| 00-0080-4750   | HST REBATE                 |                     | 0.00                        |
| <b>Total Revenue</b>                                     |                            |                     | <b>265,252.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | <b>265,252.00</b>           |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                            |                     | <b>6,173,152.33</b>         |
| <b>Category: 1???</b>                                    |                            |                     |                             |
| <b>1010 COUNCIL</b>                                      |                            |                     |                             |
| <b>Expense</b>   |                            |                     |                             |
| 00-1010-4910   | COUNCILSALARIES/MEETINGS   |                     | 90,286.00                   |
| 00-1010-4930   | COUNCILEXPENSES            |                     | 15,000.00                   |
| 00-1010-5030   | CPP                        |                     | 4,750.00                    |
| 00-1010-5034   | EMPLOYERHEALTHTAX          |                     | 1,800.00                    |
| <b>Total Expense</b>                                     |                            |                     | <b>111,836.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | <b>(111,836.00)</b>         |
| <b>1020 ADMINISTRATION</b>                               |                            |                     |                             |
| <b>Expense</b>   |                            |                     |                             |
| 00-1020-5010   | SALARIES                   |                     | 473,000.00                  |
| 00-1020-5030   | CPP&EI                     |                     | 24,000.00                   |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description               | Previous Year Total | Current Year To Date Budget |
|--|---------------------------|---------------------|-----------------------------|
| 00-1020-5031   | GROUPINSURANCE            |                     | 25,000.00                   |
| 00-1020-5033   | WSIB                      |                     | 13,500.00                   |
| 00-1020-5034   | EMPLOYERHEALTHTAX         |                     | 9,224.00                    |
| 00-1020-5035   | OMERS                     |                     | 49,000.00                   |
| 00-1020-5040   | ADVERTISING&PROMOTION     |                     | 15,000.00                   |
| 00-1020-5041   | CANADA DAY EXPENSE        |                     | 13,000.00                   |
| 00-1020-5045   | ECONOMIC DEVELOPMENT      |                     | 64,000.00                   |
| 00-1020-5046   | BACONFEST EXPENSES        |                     | 75,000.00                   |
| 00-1020-5047   | MAIN ST REVITALIZATION    |                     | 0.00                        |
| 00-1020-5050   | HEAT                      |                     | 2,000.00                    |
| 00-1020-5055   | HYDRO                     |                     | 6,750.00                    |
| 00-1020-5060   | TELEPHONE/INTERNET        |                     | 12,000.00                   |
| 00-1020-5070   | AUDIT                     |                     | 12,000.00                   |
| 00-1020-5080   | BANK/PAYROLLCHARGES       |                     | 6,300.00                    |
| 00-1020-5081   | PENNY ROUNDING ACCOUNT    |                     | 0.00                        |
| 00-1020-5085   | MILEAGE EXPENSE           |                     | 3,000.00                    |
| 00-1020-5090   | INSURANCE                 |                     | 31,000.00                   |
| 00-1020-5100   | OFFICESUPPLIES            |                     | 14,000.00                   |
| 00-1020-5105   | POSTAGE                   |                     | 21,000.00                   |
| 00-1020-5115   | COMPUTER - KEYSTONE       |                     | 14,000.00                   |
| 00-1020-5150   | CARETAKER                 |                     | 6,500.00                    |
| 00-1020-5160   | REPAIR&MTC(BLDG.&EQUIP)   |                     | 7,500.00                    |
| 00-1020-5180   | PIL TAXES                 |                     | 0.00                        |
| 00-1020-5190   | MEMBERSHIPS&SUBSCRIPTIONS |                     | 6,000.00                    |
| 00-1020-5192   | ASSET MANAGEMENT EXPENSE  |                     | 3,000.00                    |
| 00-1020-5200   | RENTALS-PostageMachine    |                     | 1,600.00                    |
| 00-1020-5215   | TRAINING&CONFERENCES      |                     | 11,000.00                   |
| 00-1020-5235   | LEGAL&CONSULTANTS         |                     | 50,000.00                   |
| 00-1020-5240   | DONATIONS                 |                     | 2,500.00                    |
| 00-1020-5260   | ELECTION                  |                     | 1,250.00                    |
| 00-1020-5300   | EFFICIENCY FUND PROJECTS  |                     | 3,332.00                    |
| 00-1020-5400   | MISCELLANEOUS             |                     | 1,500.00                    |
| 00-1020-9125   | COMPUTER UPGRADES/MAINTEN |                     | 29,156.00                   |
| <b>Total Expense</b>                                     |                           |                     | <b>1,006,112.00</b>         |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                           |                     | <b>(1,006,112.00)</b>       |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                           |                     | <b>(1,117,948.00)</b>       |
| <b>Category: 2???</b>                                    |                           |                     |                             |
| <b>2010 FIRE</b>   |                           |                     |                             |
| <b>Expense</b>   |                           |                     |                             |
| 00-2010-5640   | FIRE-LUCANBIDDULPH        |                     | 163,194.00                  |
| 00-2010-5641   | FIRE-BIDDULPHBLANCHARD    |                     | 95,094.00                   |
| <b>Total Expense</b>                                     |                           |                     | <b>258,288.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                           |                     | <b>(258,288.00)</b>         |
| <b>2020 POLICING</b>                                     |                           |                     |                             |
| <b>Expense</b>   |                           |                     |                             |
| 00-2020-5650   | POLICING                  |                     | 654,838.00                  |
| <b>Total Expense</b>                                     |                           |                     | <b>654,838.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                           |                     | <b>(654,838.00)</b>         |



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| <b>2030 PROTECTIVE/INSPECTION CONTROL</b>                |                            |                     |                             |
| <b>Expense</b>   |                            |                     |                             |
| 00-2030-5667   | LIVESTOCKEVALUATORS-SALARI |                     | 764.00                      |
| 00-2030-5669   | LIVESTOCKEVALUATORS-CLAIMS |                     | 0.00                        |
| 00-2030-5705   | BUILDINGINSPECTOR          |                     | 72,000.00                   |
| 00-2030-5730   | BUILDINGINSP-EXPENSES      |                     | 7,500.00                    |
| 00-2030-5735   | HEALTH&SAFETY              |                     | 20,000.00                   |
| 00-2030-5740   | CYBER SECURITY             |                     | 2,000.00                    |
| 00-2030-5745   | COVID-19                   |                     | 0.00                        |
| 00-2030-5810   | BY-LAWOFFICER-SALARIES     |                     | 9,133.00                    |
| 00-2030-5830   | BY-LAWOFFICER-EXPENSES     |                     | 2,000.00                    |
| 00-2030-5930   | ANIMALCONTROL-EXPENSES     |                     | 10,000.00                   |
| 00-2030-5940   | CROSSINGGUARD              |                     | 11,000.00                   |
| 00-2030-5960   | CRESTS,AWARDS&DINNERS      |                     | 4,000.00                    |
| <b>Total Expense</b>                                     |                            |                     | <b>138,397.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | <b>(138,397.00)</b>         |
| <b>2040 CONSERVATION AUTHORITY</b>                       |                            |                     |                             |
| <b>Expense</b>   |                            |                     |                             |
| 00-2040-5950   | ABCA                       |                     | 75,882.00                   |
| 00-2040-5951   | UTRCA                      |                     | 15,647.00                   |
| <b>Total Expense</b>                                     |                            |                     | <b>91,529.00</b>            |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | <b>(91,529.00)</b>          |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                            |                     | <b>(1,143,052.00)</b>       |

Category: 3???

|                      |                               |  |            |
|----------------------|-------------------------------|--|------------|
| <b>3010 ROADWAYS</b> |                               |  |            |
| <b>Expense</b>       |                               |  |            |
| 00-3010-5010         | SALARIES                      |  | 268,000.00 |
| 00-3010-5030         | CPP&EI                        |  | 12,000.00  |
| 00-3010-5031         | GROUPINSURANCE                |  | 21,750.00  |
| 00-3010-5032         | SAVINGSPLAN(RSP)              |  | 4,219.50   |
| 00-3010-5033         | WSIB                          |  | 8,500.00   |
| 00-3010-5034         | EMPLOYERHEALTHTAX             |  | 5,226.00   |
| 00-3010-5035         | OMERS                         |  | 19,300.00  |
| 00-3010-5050         | HEAT                          |  | 5,000.00   |
| 00-3010-5055         | HYDRO                         |  | 7,500.00   |
| 00-3010-5060         | TELEPHONE                     |  | 4,500.00   |
| 00-3010-5090         | INSURANCE                     |  | 20,200.00  |
| 00-3010-6040         | WORKCLOTHES                   |  | 2,750.00   |
| 00-3010-6080         | R&M-COMMUNICATIONSSYSTEM      |  | 0.00       |
| 00-3010-6090         | RADIOLICENCES                 |  | 1,000.00   |
| 00-3010-6091         | ONE-CALL LOCATES              |  | 2,000.00   |
| 00-3010-6135         | R&M-PUBLICWORKSBUILDINGS      |  | 8,000.00   |
| 00-3010-6138         | 2015 FREIGHTLINER             |  | 10,000.00  |
| 00-3010-6139         | R&M - UTILITY 1 TON 2014 J.R. |  | 2,000.00   |
| 00-3010-6143         | R&M-CHIPPER                   |  | 500.00     |
| 00-3010-6146         | R&M-MTTRACKLESS08-SIDEWALF    |  | 2,000.00   |
| 00-3010-6149         | 2013 WESTERN STAR PLOW        |  | 7,500.00   |
| 00-3010-6150         | 2011 GMC - FLOWER TRUCK       |  | 750.00     |
| 00-3010-6152         | 2013 GMC J.D.                 |  | 1,200.00   |

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| 00-3010-6156   | R&M-2008GRADER              |                     | 10,000.00                   |
| 00-3010-6157   | R&M-2012 BACKHOE            |                     | 3,000.00                    |
| 00-3010-6160   | VEHICLEPERMITS              |                     | 7,000.00                    |
| 00-3010-6161   | 2017 RAM - PW Manager       |                     | 750.00                      |
| 00-3010-6162   | 2017 FREIGHTLINER           |                     | 1,500.00                    |
| 00-3010-6180   | EQUIPMENT RENTAL            |                     | 2,000.00                    |
| 00-3010-6190   | GASOLINE                    |                     | 16,000.00                   |
| 00-3010-6195   | DIESEL-CLEAR                |                     | 27,000.00                   |
| 00-3010-6196   | DIESEL-COLOURED             |                     | 23,000.00                   |
| 00-3010-6197   | GREASE/OIL                  |                     | 1,500.00                    |
| 00-3010-6200   | TOOLS&SHOPSUPPLIES          |                     | 12,000.00                   |
| 00-3010-6215   | SIDEWALKS&CURBCUTS          |                     | 30,000.00                   |
| 00-3010-6225   | STREET,ROAD&911SIGNS        |                     | 12,500.00                   |
| 00-3010-6260   | MEMBERSHIPS/TRAINING        |                     | 6,000.00                    |
| 00-3010-6300   | MISC.EXPENSE                |                     | 500.00                      |
| 00-3010-6326   | BRIDGE MAINTENANCE          |                     | 14,000.00                   |
| 00-3010-6330   | ROADSIDE DRAINAGE           |                     | 20,000.00                   |
| 00-3010-6335   | CULVERT REPLACEMENT         |                     | 20,000.00                   |
| 00-3010-6515   | MAINTENANCE                 |                     | 0.00                        |
| 00-3010-6516   | TREE PLANTING/TRIMMING      |                     | 30,000.00                   |
| 00-3010-6517   | STUMP REMOVAL               |                     | 2,500.00                    |
| 00-3010-6518   | MAIN ST CROSSWALK CONVERSI  |                     | 0.00                        |
| <b>Total Expense</b>                                 |                             |                     | <b>653,145.50</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                             |                     | <b>(653,145.50)</b>         |
| <b>3020 WINTER CONTROL</b>                           |                             |                     |                             |
| <b>Expense</b>                                       |                             |                     |                             |
| 00-3020-5010   | SALARIES                    |                     | 84,000.00                   |
| 00-3020-5030   | CPP&EI                      |                     | 2,500.00                    |
| 00-3020-5031   | GROUPINSURANCE              |                     | 4,200.00                    |
| 00-3020-5033   | WSIB                        |                     | 2,700.00                    |
| 00-3020-5034   | EMPLOYERHEALTHTAX           |                     | 1,638.00                    |
| 00-3020-5035   | OMERS                       |                     | 3,900.00                    |
| 00-3020-6300   | MISC EQUIP EXPENSE          |                     | 2,000.00                    |
| 00-3020-6500   | CONTRACTED SERVICES         |                     | 27,500.00                   |
| 00-3020-6520   | SAND/SALT                   |                     | 55,000.00                   |
| <b>Total Expense</b>                                 |                             |                     | <b>183,438.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                             |                     | <b>(183,438.00)</b>         |
| <b>3030 HARDTOP</b>                                  |                             |                     |                             |
| <b>Expense</b>                                       |                             |                     |                             |
| 00-3030-5010   | SALARIES                    |                     | 3,000.00                    |
| 00-3030-5030   | CPP&EI                      |                     | 100.00                      |
| 00-3030-5031   | GROUPINSURANCE              |                     | 250.00                      |
| 00-3030-5033   | WSIB                        |                     | 100.00                      |
| 00-3030-5034   | EMPLOYERHEALTHTAX           |                     | 59.00                       |
| 00-3030-5035   | OMERS                       |                     | 150.00                      |
| 00-3030-6500   | CONTRACTSERVICES-LINE PAINT |                     | 10,000.00                   |
| 00-3030-6551   | ROAD MAINTENANCE            |                     | 12,000.00                   |
| 00-3030-6552   | STREET SWEEPING             |                     | 15,000.00                   |
| <b>Total Expense</b>                                 |                             |                     | <b>40,659.00</b>            |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                             |                     | <b>(40,659.00)</b>          |

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| <b>3040</b>           | <b>LOOSETOP</b>  |                     |                             |
|                       | <b>Expense</b>   |                     |                             |
| 00-3040-5010          | SALARIES   |                     | 25,000.00                   |
| 00-3040-5030          | CPP&EI   |                     | 700.00                      |
| 00-3040-5031          | GROUPINSURANCE   |                     | 1,500.00                    |
| 00-3040-5033          | WSIB   |                     | 800.00                      |
| 00-3040-5034          | EMPLOYERHEALTHTAX  |                     | 488.00                      |
| 00-3040-5035          | OMERS  |                     | 1,150.00                    |
| 00-3040-6510          | GRAVEL   |                     | 155,000.00                  |
| 00-3040-6511          | DUST CONTROL   |                     | 55,000.00                   |
| 00-3040-6551          | ROAD MAINTENANCE   |                     | 10,000.00                   |
|                       | <b>Total Expense</b>                                     |                     | <b>249,638.00</b>           |
|                       | <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                     | <b>(249,638.00)</b>         |
| <b>3050</b>           | <b>CAPITAL</b>   |                     |                             |
|                       | <b>Expense</b>   |                     |                             |
| 00-3050-9000          | DRA UFCO ROADS   |                     | 0.00                        |
|                       | <b>Total Expense</b>                                     |                     | <b>0.00</b>                 |
|                       | <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                     | <b>0.00</b>                 |
| <b>3060</b>           | <b>STREET LIGHTING</b>                                   |                     |                             |
|                       | <b>Expense</b>   |                     |                             |
| 00-3060-7140          | STREETLIGHTENERGY  |                     | 30,000.00                   |
| 00-3060-7150          | REPAIRS&MAINTENANCE                                      |                     | 2,500.00                    |
|                       | <b>Total Expense</b>                                     |                     | <b>32,500.00</b>            |
|                       | <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                     | <b>(32,500.00)</b>          |
|                       | <b>Category Excess Revenue Over (Under) Expenditures</b> |                     | <b>(1,159,380.50)</b>       |
| <b>Category: 4???</b> |  |                     |                             |
| <b>4030</b>           | <b>WASTE COLLECTION</b>                                  |                     |                             |
|                       | <b>Expense</b>   |                     |                             |
| 00-4030-5010          | SALARIES   |                     | 6,000.00                    |
| 00-4030-5030          | CPP&EI EXPENSE   |                     | 175.00                      |
| 00-4030-5031          | GROUP INSURANCE  |                     | 450.00                      |
| 00-4030-5033          | WSIB   |                     | 200.00                      |
| 00-4030-5034          | EMPLOYERHEALTHTAX  |                     | 117.00                      |
| 00-4030-5035          | OMERS  |                     | 275.00                      |
| 00-4030-7340          | GARBAGEPICKUP  |                     | 126,000.00                  |
| 00-4030-7360          | SPECIALPICKUP  |                     | 18,000.00                   |
|                       | <b>Total Expense</b>                                     |                     | <b>151,217.00</b>           |
|                       | <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                     | <b>(151,217.00)</b>         |
| <b>4040</b>           | <b>WASTE DISPOSAL</b>                                    |                     |                             |
|                       | <b>Expense</b>   |                     |                             |
| 00-4040-7345          | TIPPINGFEES  |                     | 84,500.00                   |
|                       | <b>Total Expense</b>                                     |                     | <b>84,500.00</b>            |
|                       | <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                     | <b>(84,500.00)</b>          |

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| <b>4050</b>  | <b>RECYCLING</b>   |                     |                             |
|              | <b>Expense</b>   |                     |                             |
| 00-4050-7350 | RECYCLING  |                     | 157,612.00                  |
|              | <b>Total Expense</b>                                     |                     | 157,612.00                  |
|              | <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                     | (157,612.00)                |
|              | <b>Category Excess Revenue Over (Under) Expenditures</b> |                     | (393,329.00)                |

Category: 7???

|              |  |  |             |
|--------------|--|--|-------------|
| <b>7010</b>  | <b>FLOWERS/LIGHTS</b>                                |  |             |
|              | <b>Expense</b>                                       |  |             |
| 00-7010-8170 | FLOWERS/TREES/LIGHTS                                 |  | 29,000.00   |
| 00-7010-8175 | CHRISTMAS LIGHTS                                     |  | 10,000.00   |
| 00-7010-8180 | LUCAN&AREAHERITAGESOCIETY                            |  | 15,000.00   |
|              | <b>Total Expense</b>                                 |  | 54,000.00   |
|              | <b>Dept Excess Revenue Over (Under) Expenditures</b> |  | (54,000.00) |

|              |  |  |              |
|--------------|--|--|--------------|
| <b>7020</b>  | <b>PARKS &amp; RECREATION</b>                        |  |              |
|              | <b>Expense</b>                                       |  |              |
| 00-7020-8300 | PARKS & REC - LEVY                                   |  | 563,278.83   |
| 00-7020-8304 | PARKS & REC - LEVY - CAPITAL                         |  | 310,000.00   |
|              | <b>Total Expense</b>                                 |  | 873,278.83   |
|              | <b>Dept Excess Revenue Over (Under) Expenditures</b> |  | (873,278.83) |

|              |  |  |              |
|--------------|--|--|--------------|
| <b>7030</b>  | <b>LIBRARY EXPENSE</b>                                   |  |              |
|              | <b>Expense</b>   |  |              |
| 00-7030-8200 | LIBRARY EXPENSE  |  | 27,000.00    |
|              | <b>Total Expense</b>                                     |  | 27,000.00    |
|              | <b>Dept Excess Revenue Over (Under) Expenditures</b>     |  | (27,000.00)  |
|              | <b>Category Excess Revenue Over (Under) Expenditures</b> |  | (954,278.83) |

Category: 8???

|              |  |  |             |
|--------------|--|--|-------------|
| <b>8010</b>  | <b>PLANNING &amp; ZONING</b>                         |  |             |
|              | <b>Expense</b>                                       |  |             |
| 00-8010-5011 | PLANNING EXPENSES                                    |  | 0.00        |
| 00-8010-5012 | STRATEGIC PLAN                                       |  | 3,000.00    |
| 00-8010-8550 | CONSULTING&ENGINEERINGFEE                            |  | 40,000.00   |
| 00-8010-8560 | LEGALFEES  |  | 5,000.00    |
| 00-8010-8575 | SITE CERTIFICATION                                   |  | 10,000.00   |
| 00-8010-8585 | STORM POND MONITORING                                |  | 3,500.00    |
| 00-8010-8595 | INDUSTRIAL LAND COSTS                                |  | 0.00        |
|              | <b>Total Expense</b>                                 |  | 61,500.00   |
|              | <b>Dept Excess Revenue Over (Under) Expenditures</b> |  | (61,500.00) |

**8020 AGRICULTURE & REFORESTATION**

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| <b>Expense</b>   |                            |                     |                             |
| 00-8020-7410   | DRAINAGEINSPECTOR-SALARY   |                     | 10,000.00                   |
| 00-8020-7413   | HAGGAR-GROSE DRAIN         |                     | 0.00                        |
| 00-8020-7415   | DRAINAGEINSPECTOR-EXPENSE: |                     | 10,000.00                   |
| 00-8020-7418   | FEVERY DRAIN               |                     | 0.00                        |
| 00-8020-7420   | HARDY - ENGEL DRAIN        |                     | 0.00                        |
| 00-8020-7427   | WHITE FITZGERALD           |                     | 0.00                        |
| 00-8020-7428   | EDGEWOOD DRAIN             |                     | 0.00                        |
| 00-8020-7429   | CLANDEBOYE DRAIN           |                     | 0.00                        |
| 00-8020-7431   | HARRIGAN HARDY             |                     | 0.00                        |
| 00-8020-7432   | MCCARTHY DRAIN             |                     | 0.00                        |
| 00-8020-7434   | HEENAN DRAIN               |                     | 0.00                        |
| 00-8020-7437   | GREENLY DRAIN              |                     | 0.00                        |
| 00-8020-7438   | HARRIGAN DRAIN             |                     | 0.00                        |
| 00-8020-7442   | COOK DRAIN                 |                     | 0.00                        |
| 00-8020-7457   | WALLIS DRAIN               |                     | 0.00                        |
| 00-8020-7500   | MUNICIPALDRAINASSESSMENT   |                     | 156,000.00                  |
| 00-8020-7502   | RATHBURN DRAIN             |                     | 0.00                        |
| 00-8020-7505   | ELGINFIELD DRAIN           |                     | 0.00                        |
| 00-8020-7513   | VANGEEL DRAIN              |                     | 0.00                        |
| 00-8020-7516   | BARKER-MAGUIRE DRAIN       |                     | 0.00                        |
| 00-8020-7517   | LEWIS DRAIN                |                     | 0.00                        |
| 00-8020-7518   | WATSON HODGINS DRAIN       |                     | 0.00                        |
| 00-8020-7519   | VAN GEEL - DEITRICH DRAIN  |                     | 0.00                        |
| 00-8020-7520   | COOK-BURNETT DRAIN         |                     | 0.00                        |
| 00-8020-7521   | WHELIHAN DRAIN             |                     | 0.00                        |
| 00-8020-7522   | BARBER-BRYAN DRAIN         |                     | 0.00                        |
| 00-8020-7523   | DAMEN DRAIN                |                     | 0.00                        |
| 00-8020-7524   | AIRPORT DRAIN              |                     | 0.00                        |
| 00-8020-7525   | HODGINS DRAIN OPEN PORTION |                     | 0.00                        |
| 00-8020-7526   | DEGROOT-DIETRICH DRAIN     |                     | 0.00                        |
| 00-8020-7527   | STANLEY DRAIN              |                     | 0.00                        |
| 00-8020-7528   | DIETRICH DRAIN - 2019      |                     | 0.00                        |
| 00-8020-7529   | STUMPF DRAIN               |                     | 0.00                        |
| 00-8020-7530   | Spier Drain                |                     | 0.00                        |
| 00-8020-7531   | ATKINSON DRAIN             |                     | 0.00                        |
| 00-8020-7532   | ROMAN LINE DRAIN           |                     | 0.00                        |
| 00-8020-7533   | CASEY-MCCARTHY DRAIN       |                     | 0.00                        |
| 00-8020-7534   | RIDDELL-MCCARTHY DRAIN     |                     | 0.00                        |
| 00-8020-7535   | HODGINS DRAIN BRANCH B     |                     | 0.00                        |
| 00-8020-7600   | TILE DRAIN DEBENTURE       |                     | 13,709.08                   |
| <b>Total Expense</b>                                     |                            |                     | <b>189,709.08</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | <b>(189,709.08)</b>         |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                            |                     | <b>(251,209.08)</b>         |

**Category: 9???**

**9000 RESERVES**

**Expense**

|              |                           |            |
|--------------|---------------------------|------------|
| 00-9000-6325 | RESERVE-VEHICLE&EQUIPMENT | 180,289.00 |
| 00-9000-6330 | RESERVE-CONSTRUCTION      | 400,000.00 |
| 00-9000-6335 | RESERVE - INDUSTRIAL PARK | 0.00       |
| 00-9000-7170 | RESERVE - BUILDING        | 400,000.00 |

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| 00-9000-7455   | TRANSFER TO ARENA RESERVE            |                     | 0.00                        |
| 00-9000-8150   | RESERVE-PARKS                        |                     | 120,000.00                  |
| 00-9000-8500   | RESERVES - TAX STABILIZATION         |                     | 53,665.92                   |
| 00-9000-8510   | RESERVE-FED GAS TAX                  |                     | 0.00                        |
| 00-9000-8520   | RESERVE-EFFICIENCY GRANT             |                     | 0.00                        |
| 00-9000-8900   | DEV. CHARGES-INTEREST                |                     | 0.00                        |
| 00-9000-8905   | DEV. CHARGES-FEES                    |                     | 0.00                        |
| 00-9000-8990   | DEV. CHARGES- NET INCOME             |                     | 0.00                        |
| 00-9000-9500   | TRANSFER TO CAPITAL ASSET SI         |                     | 0.00                        |
| <b>Total Expense</b>                                     |                                      |                     | 1,153,954.92                |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                                      |                     | (1,153,954.92)              |
| <b>9050 COUNTY &amp; SCHOOLBOARDS</b>                    |                                      |                     |                             |
| <b>Expense</b>   |                                      |                     |                             |
| 00-9050-8050   | COUNTYLEVY                           |                     | 0.00                        |
| 00-9050-8151   | ENGLISHPUBLIC                        |                     | 0.00                        |
| 00-9050-8152   | ENGLISHSEPARATE                      |                     | 0.00                        |
| 00-9050-8153   | FRENCHPUBLIC                         |                     | 0.00                        |
| 00-9050-8154   | FRENCHSEPARATE                       |                     | 0.00                        |
| <b>Total Expense</b>                                     |                                      |                     | 0.00                        |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                                      |                     | 0.00                        |
| <b>9070 DEPRECIATION EXPENSE</b>                         |                                      |                     |                             |
| <b>Expense</b>   |                                      |                     |                             |
| 00-9070-9000   | DEPRECIATION EXPENSE                 |                     | 0.00                        |
| 00-9070-9001   | AMORTIZATION - ROADS                 |                     | 0.00                        |
| 00-9070-9002   | AMORTIZATION - WINTER CONTR          |                     | 0.00                        |
| 00-9070-9003   | AMORTIZATION - PARKS                 |                     | 0.00                        |
| 00-9070-9004   | AMORTIZATION - BRIDGES               |                     | 0.00                        |
| 00-9070-9005   | MUSEUM AMORTIZATION                  |                     | 0.00                        |
| 00-9070-9007   | AMORTIZATION - DRAINS                |                     | 0.00                        |
| 00-9070-9008   | AMORTIZATION - STORM SEWER!          |                     | 0.00                        |
| 00-9070-9009   | Accumulative Amortization- Street Li |                     | 0.00                        |
| 00-9070-9010   | AMORTIZATION - LIBRARY               |                     | 0.00                        |
| <b>Total Expense</b>                                     |                                      |                     | 0.00                        |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                                      |                     | 0.00                        |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                                      |                     | (1,153,954.92)              |

## General Ledger

Annual Department Budget vs. Actual Comparison Report  
Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account                   | Description                   | Previous Year Total | Current Year To Date Budget |
|---------------------------|-------------------------------|---------------------|-----------------------------|
| REPORT SUMMARY            |                               |                     |                             |
| 00-0005                   | TAXATION                      |                     | 4,661,299.00                |
| 00-0010                   | GRANT-IN-LIEU                 |                     | 0.00                        |
| 00-0015                   | PROVINCIAL GRANTS             |                     | 455,500.00                  |
| 00-0020                   | DRAIN GRANTS                  |                     | 4,000.00                    |
| 00-0025                   | OTHER GRANTS                  |                     | 13,000.00                   |
| 00-0030                   | OTHER MUNICIPAL RECEIPTS      |                     | 0.00                        |
| 00-0035                   | PLANNING & ZONING FEES        |                     | 37,500.00                   |
| 00-0040                   | LICENCES & PERMITS            |                     | 173,200.00                  |
| 00-0045                   | USERFEES & RENTAL FEES        |                     | 447,442.25                  |
| 00-0050                   | TILE DRAIN LOANS              |                     | 13,709.08                   |
| 00-0060                   | FINES/PENALTIES               |                     | 102,250.00                  |
| 00-0080                   | OTHERREVENUE                  |                     | 265,252.00                  |
| Fund 00 Total Revenue     |                               |                     | 6,173,152.33                |
| 00-1010                   | COUNCIL                       |                     | 111,836.00                  |
| 00-1020                   | ADMINISTRATION                |                     | 1,006,112.00                |
| 00-2010                   | FIRE                          |                     | 258,288.00                  |
| 00-2020                   | POLICING                      |                     | 654,838.00                  |
| 00-2030                   | PROTECTIVE/INSPECTION CONTROL |                     | 138,397.00                  |
| 00-2040                   | CONSERVATION AUTHORITY        |                     | 91,529.00                   |
| 00-3010                   | ROADWAYS                      |                     | 653,145.50                  |
| 00-3020                   | WINTER CONTROL                |                     | 183,438.00                  |
| 00-3030                   | HARDTOP                       |                     | 40,659.00                   |
| 00-3040                   | LOOSETOP                      |                     | 249,638.00                  |
| 00-3050                   | CAPITAL                       |                     | 0.00                        |
| 00-3060                   | STREET LIGHTING               |                     | 32,500.00                   |
| 00-4030                   | WASTE COLLECTION              |                     | 151,217.00                  |
| 00-4040                   | WASTE DISPOSAL                |                     | 84,500.00                   |
| 00-4050                   | RECYCLING                     |                     | 157,612.00                  |
| 00-7010                   | FLOWERS/LIGHTS                |                     | 54,000.00                   |
| 00-7020                   | PARKS & RECREATION            |                     | 873,278.83                  |
| 00-7030                   | LIBRARY EXPENSE               |                     | 27,000.00                   |
| 00-8010                   | PLANNING & ZONING             |                     | 61,500.00                   |
| 00-8020                   | AGRICULTURE & REFORESTATION   |                     | 189,709.08                  |
| 00-9000                   | RESERVES                      |                     | 1,153,954.92                |
| 00-9050                   | COUNTY & SCHOOLBOARDS         |                     | 0.00                        |
| 00-9070                   | DEPRECIATION EXPENSE          |                     | 0.00                        |
| Fund 00 Total Expenditure |                               |                     | 6,173,152.33                |

### General Ledger

#### Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account | Description                                     | Previous Year Total | Current Year To Date Budget |
|---------|---|---------------------|-----------------------------|
| Fund 00 | Excess Revenue Over (Under) Expenditures        |                     | 0.00                        |
|         | Report Total Revenue                            |                     | 6,173,152.33                |
|         | Report Total Expenditure                        |                     | 6,173,152.33                |
|         | Report Excess Revenue Over (Under) Expenditures |                     | 0.00                        |



**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account | Description | Previous Year Total | Current Year To Date Budget |
|---------|-------------|---------------------|-----------------------------|
|---------|-------------|---------------------|-----------------------------|

**Fund: 01 WATER SYSTEM**

**Category: 0???**

**0045 USERFEES**

**Revenue**

|              |                            |  |            |
|--------------|----------------------------|--|------------|
| 01-0045-4000 | RESIDENTIAL                |  | 387,500.00 |
| 01-0045-4005 | COMMERCIAL                 |  | 64,000.00  |
| 01-0045-4050 | COINMETER                  |  | 30,000.00  |
| 01-0045-4518 | DEBENTURE ON TAX ROLE      |  | 0.00       |
| 01-0045-4559 | NAGLE DRIVE DEBENTURE      |  | 236,000.00 |
| 01-0045-4560 | DEBENTURE-GWE              |  | 0.00       |
| 01-0045-4561 | LUCAN WATER - CAPITAL LEVY |  | 262,000.00 |
| 01-0045-4650 | FRONTAGE AND CONNECTION    |  | 12,000.00  |
| 01-0045-4655 | ADMINISTRATIVE FEES        |  | 12,000.00  |

|                      |  |  |              |
|----------------------|--|--|--------------|
| <b>Total Revenue</b> |  |  | 1,003,500.00 |
|----------------------|--|--|--------------|

|  |  |  |              |
|--|--|--|--------------|
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |  |  | 1,003,500.00 |
|--|--|--|--------------|

**0080 OTHERREVENUE**

**Revenue**

|              |                              |  |            |
|--------------|------------------------------|--|------------|
| 01-0080-4025 | PENALTIES                    |  | 5,000.00   |
| 01-0080-4508 | TRANSFER FROM RESERVES       |  | 254,000.00 |
| 01-0080-4520 | TRANSFER FROM DEV CHGS       |  | 31,175.00  |
| 01-0080-4531 | BANKINTEREST                 |  | 5,500.00   |
| 01-0080-4532 | WATER TOWER RENT - QUADRO    |  | 2,700.00   |
| 01-0080-4535 | MISCELLANEOUS                |  | 250.00     |
| 01-0080-4605 | WATER METERS                 |  | 50,000.00  |
| 01-0080-4606 | WATER METER INSPECTION       |  | 5,000.00   |
| 01-0080-4700 | NET GAIN/LOSS ON ASSET DISPC |  | 0.00       |

|                      |  |  |            |
|----------------------|--|--|------------|
| <b>Total Revenue</b> |  |  | 353,625.00 |
|----------------------|--|--|------------|

|  |  |  |            |
|--|--|--|------------|
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |  |  | 353,625.00 |
|--|--|--|------------|

|  |  |  |              |
|--|--|--|--------------|
| <b>Category Excess Revenue Over (Under) Expenditures</b> |  |  | 1,357,125.00 |
|--|--|--|--------------|

**Category: 4???**

**4020 WATERWORKS**

**Expense**

|              |                      |  |           |
|--------------|----------------------|--|-----------|
| 01-4020-5020 | SALARY-PUBLICWORKS   |  | 62,000.00 |
| 01-4020-5030 | CPP&EI               |  | 1,800.00  |
| 01-4020-5031 | GROUPINSURANCE       |  | 3,400.00  |
| 01-4020-5033 | WSIB                 |  | 1,800.00  |
| 01-4020-5034 | EMPLOYERHEALTHTAX    |  | 1,209.00  |
| 01-4020-5035 | OMERS                |  | 4,950.00  |
| 01-4020-5055 | HYDRO                |  | 60,000.00 |
| 01-4020-5060 | TELEPHONE            |  | 4,700.00  |
| 01-4020-5070 | AUDIT                |  | 1,600.00  |
| 01-4020-5080 | BANK SERVICE CHARGES |  | 250.00    |
| 01-4020-5090 | INSURANCE            |  | 7,500.00  |
| 01-4020-5100 | OFFICESUPPLIES       |  | 0.00      |
| 01-4020-5160 | R&M-EQUIPMENT        |  | 12,000.00 |
| 01-4020-5161 | R&M- BUILDING        |  | 3,500.00  |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                 | Previous Year Total | Current Year To Date Budget |
|--|-----------------------------|---------------------|-----------------------------|
| 01-4020-5162   | R&M Water Mains             |                     | 5,000.00                    |
| 01-4020-5170   | SOFTWARE UPGRADES           |                     | 10,000.00                   |
| 01-4020-5190   | MEMBERSHIPS&SUBSCRIPTIONS   |                     | 1,000.00                    |
| 01-4020-5192   | ASSET MANAGEMENT EXPENSE    |                     | 2,500.00                    |
| 01-4020-5215   | MEETINGS/CONFERENCE/TRAINII |                     | 2,000.00                    |
| 01-4020-5255   | WATER                       |                     | 171,700.00                  |
| 01-4020-5303   | CHEMICALS                   |                     | 0.00                        |
| 01-4020-5325   | ENGINEERING/LEGAL/AUDIT     |                     | 6,000.00                    |
| 01-4020-5340   | LABSERVICES                 |                     | 1,000.00                    |
| 01-4020-5400   | MISCELLANEOUSEXPENSE        |                     | 500.00                      |
| 01-4020-6000   | ADM. EXPENSE ALLOCATION     |                     | 6,400.00                    |
| 01-4020-6100   | PROPERTY TAXES              |                     | 5,800.00                    |
| 01-4020-6340   | METERS                      |                     | 40,000.00                   |
| 01-4020-6500   | CONTRACTED SERVICES         |                     | 141,780.00                  |
| 01-4020-7270   | DEBENTURE GWE-PRINCIPAL     |                     | 0.00                        |
| 01-4020-7275   | DEBENTURE GWE-INTEREST      |                     | 0.00                        |
| 01-4020-9000   | LW UFCO DRA                 |                     | 0.00                        |
| 01-4020-9401   | REAR YARD WATERMAIN         |                     | 0.00                        |
| 01-4020-9402   | WATERTOWER/RESERVOIR, Both  |                     | 0.00                        |
| 01-4020-9403   | LUCAN BOOSTER PS            |                     | 0.00                        |
| 01-4020-9404   | MARLENE ST. WATERMAIN       |                     | 0.00                        |
| 01-4020-9405   | ALBERT STREET - WATERMAIN   |                     | 0.00                        |
| 01-4020-9407   | SCADA UPGRADE               |                     | 0.00                        |
| 01-4020-9412   | LEAD SERVICE REPLACEMENT    |                     | 0.00                        |
| 01-4020-9420   | LANGFORD/ELM WATERMAIN      |                     | 0.00                        |
| 01-4020-9421   | FALLON DRIVE WATERMAIN      |                     | 0.00                        |
| 01-4020-9422   | FRANK ST/MUSEUM WATERMAIN   |                     | 170,000.00                  |
| 01-4020-9521   | GRANTON COIN OP.            |                     | 0.00                        |
| 01-4020-9524   | NAGLE DRIVE - WATER         |                     | 320,000.00                  |
| <b>Total Expense</b>                                     |                             |                     | <b>1,048,389.00</b>         |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                             |                     | <b>(1,048,389.00)</b>       |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                             |                     | <b>(1,048,389.00)</b>       |
| <b>Category: 9???</b>                                    |                             |                     |                             |
| <b>9000 RESERVES</b>                                     |                             |                     |                             |
| <b>Expense</b>   |                             |                     |                             |
| 01-9000-6550   | SURPLUS TRANSFER TO RESERV  |                     | 15,561.00                   |
| 01-9000-6552   | TRANSFER CAPITAL LEVY TO RE |                     | 293,175.00                  |
| 01-9000-9500   | TRANSFER TO CAPITAL RESERVE |                     | 0.00                        |
| <b>Total Expense</b>                                     |                             |                     | <b>308,736.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                             |                     | <b>(308,736.00)</b>         |
| <b>9070 DEPRECIATION EXPENSE</b>                         |                             |                     |                             |
| <b>Expense</b>   |                             |                     |                             |
| 01-9070-9000   | DEPRECIATION EXPENSE        |                     | 0.00                        |
| <b>Total Expense</b>                                     |                             |                     | <b>0.00</b>                 |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                             |                     | <b>0.00</b>                 |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                             |                     | <b>(308,736.00)</b>         |

General Ledger

Annual Department Budget vs. Actual Comparison Report  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description          | Previous Year Total | Current Year To Date Budget |
|--|----------------------|---------------------|-----------------------------|
| <b>REPORT SUMMARY</b>                            |                      |                     |                             |
| 01-0045  | USERFEES             |                     | 1,003,500.00                |
| 01-0080  | OTHERREVENUE         |                     | 353,625.00                  |
| Fund 01 Total Revenue                            |                      |                     | 1,357,125.00                |
| 01-4020  | WATERWORKS           |                     | 1,048,389.00                |
| 01-9000  | RESERVES             |                     | 308,736.00                  |
| 01-9070  | DEPRECIATION EXPENSE |                     | 0.00                        |
| Fund 01 Total Expenditure                        |                      |                     | 1,357,125.00                |
| Fund 01 Excess Revenue Over (Under) Expenditures |                      |                     | 0.00                        |
| Report Total Revenue                             |                      |                     | 1,357,125.00                |
| Report Total Expenditure                         |                      |                     | 1,357,125.00                |
| Report Excess Revenue Over (Under) Expenditures  |                      |                     | 0.00                        |

**General Ledger**  
 Annual Department Budget vs. Actual Comparison Report  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account | Description | Previous Year Total | Current Year To Date Budget |
|---------|-------------|---------------------|-----------------------------|
|---------|-------------|---------------------|-----------------------------|

**Fund: 02 SEWER SYSTEM**

**Category: 0???**

**0040 LICENCES/PERMITS/RENTS**

**Revenue**

|                      |                  |  |                  |
|----------------------|------------------|--|------------------|
| 02-0040-4200         | FARMPROPERTYRENT |  | 10,000.00        |
| <b>Total Revenue</b> |                  |  | <b>10,000.00</b> |

|  |  |  |                  |
|--|--|--|------------------|
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |  |  | <b>10,000.00</b> |
|--|--|--|------------------|

**0045 USERFEES**

**Revenue**

|                      |                            |  |                     |
|----------------------|----------------------------|--|---------------------|
| 02-0045-4000         | RESIDENTIAL                |  | 542,000.00          |
| 02-0045-4005         | COMMERCIAL                 |  | 62,000.00           |
| 02-0045-4020         | DEBENTURE ON TAX ROLL      |  | 60,173.90           |
| 02-0045-4561         | LUCAN SEWER - CAPITAL LEVY |  | 350,000.00          |
| 02-0045-4650         | SEWER F&C                  |  | 1,000.00            |
| 02-0045-4655         | ADMINISTRATIVE FEES        |  | 12,000.00           |
| <b>Total Revenue</b> |                            |  | <b>1,027,173.90</b> |

|  |  |  |                     |
|--|--|--|---------------------|
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |  |  | <b>1,027,173.90</b> |
|--|--|--|---------------------|

**0080 OTHERREVENUE**

**Revenue**

|                      |                         |  |                   |
|----------------------|-------------------------|--|-------------------|
| 02-0080-4025         | PENALTIES               |  | 5,000.00          |
| 02-0080-4508         | TRANSFER FROM RESERVES  |  | 693,000.00        |
| 02-0080-4520         | TRANSFER FROM DEV CHGS  |  | 26,150.00         |
| 02-0080-4531         | BANKINTEREST            |  | 6,000.00          |
| 02-0080-4534         | Sale of Land            |  | 0.00              |
| 02-0080-4535         | MISCELLANEOUS           |  | 100.00            |
| 02-0080-4538         | QPA SOLAR REVENUE       |  | 20,400.00         |
| 02-0080-4674         | OPA FUNDING             |  | 0.00              |
| 02-0080-4675         | GENERAL LOAN REVENUE    |  | 0.00              |
| 02-0080-4676         | CWWF GRANT - FEDERAL    |  | 0.00              |
| 02-0080-4677         | CWWF GRANT - PROVINCIAL |  | 0.00              |
| 02-0080-4678         | FCM AMP GRANT           |  | 0.00              |
| 02-0080-4679         | REBATES                 |  | 0.00              |
| <b>Total Revenue</b> |                         |  | <b>750,650.00</b> |

|  |  |  |                   |
|--|--|--|-------------------|
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |  |  | <b>750,650.00</b> |
|--|--|--|-------------------|

|  |  |  |                     |
|--|--|--|---------------------|
| <b>Category Excess Revenue Over (Under) Expenditures</b> |  |  | <b>1,787,823.90</b> |
|--|--|--|---------------------|

**Category: 4???**

**4010 SANITARYSEWERSYSTEM**

**Expense**

|              |                    |  |           |
|--------------|--------------------|--|-----------|
| 02-4010-5020 | SALARY-PUBLICWORKS |  | 38,000.00 |
| 02-4010-5030 | CPP&EI             |  | 1,100.00  |
| 02-4010-5031 | GROUPINSURANCE     |  | 2,150.00  |
| 02-4010-5033 | WSIB               |  | 1,000.00  |
| 02-4010-5034 | EMPLOYERHEALTHTAX  |  | 741.00    |
| 02-4010-5035 | OMERS              |  | 3,800.00  |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                 | Previous Year Total | Current Year To Date Budget |
|--|-----------------------------|---------------------|-----------------------------|
| 02-4010-5050   | HEAT                        |                     | 3,800.00                    |
| 02-4010-5055   | HYDRO                       |                     | 120,000.00                  |
| 02-4010-5060   | TELEPHONE                   |                     | 10,500.00                   |
| 02-4010-5070   | AUDIT FEES                  |                     | 500.00                      |
| 02-4010-5090   | INSURANCE                   |                     | 10,000.00                   |
| 02-4010-5100   | OFFICESUPPLIES              |                     | 0.00                        |
| 02-4010-5159   | R&M - OCWA                  |                     | 40,000.00                   |
| 02-4010-5160   | R&M- EQUIPMENT              |                     | 37,500.00                   |
| 02-4010-5161   | R&M - BUILDING              |                     | 17,000.00                   |
| 02-4010-5170   | SOFTWARE UPGRADES           |                     | 0.00                        |
| 02-4010-5192   | ASSET MANAGEMENT EXPENSE    |                     | 10,000.00                   |
| 02-4010-5215   | MEETINGS/CONFERENCE/TRAINI  |                     | 1,000.00                    |
| 02-4010-5303   | CHEMICALS                   |                     | 23,200.00                   |
| 02-4010-5320   | SLUDGEDISPOSAL              |                     | 36,500.00                   |
| 02-4010-5340   | LABSERVICES                 |                     | 500.00                      |
| 02-4010-5400   | MISCELLANEOUSEXPENSE        |                     | 500.00                      |
| 02-4010-6010   | ADM. EXPENSE ALLOCATION     |                     | 6,400.00                    |
| 02-4010-6100   | PROPERTY TAXES              |                     | 32,000.00                   |
| 02-4010-6140   | SEWERMAINTENANCE/REPAIRS    |                     | 15,000.00                   |
| 02-4010-6145   | COUNTY LOAN PRINCIPAL       |                     | 0.00                        |
| 02-4010-6500   | CONTRACTED SERVICES         |                     | 160,000.00                  |
| 02-4010-7270   | GS DEBENTURE INTEREST       |                     | 3,743.94                    |
| 02-4010-7275   | GS DEBENTURE PRINCIPAL      |                     | 52,958.22                   |
| 02-4010-7280   | GENERAL LOAN PRINCIPAL      |                     | 0.00                        |
| 02-4010-7285   | GENERAL LOAN INTEREST       |                     | 0.00                        |
| 02-4010-9000   | LUCA SEWER DRA RE CAPITAL   |                     | 0.00                        |
| 02-4010-9407   | INFILTRATION REDUCTION      |                     | 0.00                        |
| 02-4010-9410   | CHESTNUT ST PS UPGRADE      |                     | 0.00                        |
| 02-4010-9411   | SEWER EXPANSION PLAN        |                     | 0.00                        |
| 02-4010-9412   | EQUIPMENT UPGRADES          |                     | 35,000.00                   |
| 02-4010-9414   | OPA ENERGY PLAN             |                     | 0.00                        |
| 02-4010-9415   | STAIRS                      |                     | 0.00                        |
| 02-4010-9416   | ANNUAL FLUSHING/CCTV PROGR  |                     | 0.00                        |
| 02-4010-9417   | LUCAN SANITARY MASTER PLAN  |                     | 18,000.00                   |
| 02-4010-9420   | GRANTON WWTP HEATING & VEN  |                     | 0.00                        |
| 02-4010-9421   | GRANTON FILTER OR RBC REPR/ |                     | 0.00                        |
| 02-4010-9422   | FRANK ST SEWER REPLACEMEN   |                     | 240,000.00                  |
| 02-4010-9423   | LUCAN WWTP UPGRADES/REPLA   |                     | 400,000.00                  |
| <b>Total Expense</b>                                     |                             |                     | <b>1,320,893.16</b>         |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                             |                     | <b>(1,320,893.16)</b>       |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                             |                     | <b>(1,320,893.16)</b>       |
| <b>Category: 9???</b>                                    |                             |                     |                             |
| <b>9000 RESERVES</b>                                     |                             |                     |                             |
| <b>Expense</b>   |                             |                     |                             |
| 02-9000-6640   | SURPLUS TRANSFER TO RESERV  |                     | 70,380.74                   |
| 02-9000-9500   | TRANSFER TO CAPITAL RESERVE |                     | 396,550.00                  |
| <b>Total Expense</b>                                     |                             |                     | <b>466,930.74</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                             |                     | <b>(466,930.74)</b>         |
| <b>9070 DEPRECIATION EXPENSE</b>                         |                             |                     |                             |

### General Ledger

#### Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description          | Previous Year Total | Current Year To Date Budget |
|--|----------------------|---------------------|-----------------------------|
| <b>Expense</b>   |                      |                     |                             |
| 02-9070-9000   | DEPRECIATION EXPENSE |                     | 0.00                        |
| <b>Total Expense</b>                                     |                      |                     | 0.00                        |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                      |                     | 0.00                        |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                      |                     | (466,930.74)                |

General Ledger

Annual Department Budget vs. Actual Comparison Report  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account | Description | Previous Year Total | Current Year To Date Budget |
|---------|-------------|---------------------|-----------------------------|
|---------|-------------|---------------------|-----------------------------|

REPORT SUMMARY

|  |                        |  |              |
|--|------------------------|--|--------------|
| 02-0040  | LICENCES/PERMITS/RENTS |  | 10,000.00    |
| 02-0045  | USERFEES               |  | 1,027,173.90 |
| 02-0080  | OTHERREVENUE           |  | 750,650.00   |
| Fund 02 Total Revenue                            |                        |  | 1,787,823.90 |
| 02-4010  | SANITARYSEWERSYSTEM    |  | 1,320,893.16 |
| 02-9000  | RESERVES               |  | 466,930.74   |
| 02-9070  | DEPRECIATION EXPENSE   |  | 0.00         |
| Fund 02 Total Expenditure                        |                        |  | 1,787,823.90 |
| Fund 02 Excess Revenue Over (Under) Expenditures |                        |  | 0.00         |
| Report Total Revenue                             |                        |  | 1,787,823.90 |
| Report Total Expenditure                         |                        |  | 1,787,823.90 |
| Report Excess Revenue Over (Under) Expenditures  |                        |  | 0.00         |

**General Ledger**  
 Annual Department Budget vs. Actual Comparison Report  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account | Description | Previous Year Total | Current Year To Date Budget |
|---------|-------------|---------------------|-----------------------------|
|---------|-------------|---------------------|-----------------------------|

**Fund: 09 PARKS & RECREATION**

**Category: 0???**

**0100 ICERENTALS**

**Revenue**

|              |            |  |            |
|--------------|------------|--|------------|
| 09-0100-4005 | ICERENTALS |  | 285,000.00 |
| 09-0100-4015 | TICKET ICE |  | 3,000.00   |
| 09-0100-4050 | FLOOR      |  | 5,000.00   |

**Total Revenue** 293,000.00

**Dept Excess Revenue Over (Under) Expenditures** 293,000.00

**0105 CONCESSION**

**Revenue**

|              |         |  |          |
|--------------|---------|--|----------|
| 09-0105-4210 | CANTEEN |  | 9,000.00 |
| 09-0105-4220 | VENDING |  | 5,000.00 |

**Total Revenue** 14,000.00

**Dept Excess Revenue Over (Under) Expenditures** 14,000.00

**0110 LEVIES**

**Revenue**

|              |                                |  |            |
|--------------|--------------------------------|--|------------|
| 09-0110-4310 | LEVY-TOWNSHIPOFLUCANBIDDU      |  | 563,278.83 |
| 09-0110-4311 | LEVY - TOWNSHIP OF LB - CAPIT/ |  | 0.00       |

**Total Revenue** 563,278.83

**Dept Excess Revenue Over (Under) Expenditures** 563,278.83

**0115 POOL RENT**

**Revenue**

|              |                      |  |           |
|--------------|----------------------|--|-----------|
| 09-0115-4410 | SWIMMINGPOOL         |  | 16,000.00 |
| 09-0115-4415 | POOL PRIVATE RENTALS |  | 1,000.00  |

**Total Revenue** 17,000.00

**Dept Excess Revenue Over (Under) Expenditures** 17,000.00

**0120 HALL RENTALS**

**Revenue**

|              |                     |  |           |
|--------------|---------------------|--|-----------|
| 09-0120-4510 | HALLRENTALS-REGULAR |  | 24,000.00 |
| 09-0120-4520 | HALLRENTALS-SPORTS  |  | 10,000.00 |

**Total Revenue** 34,000.00

**Dept Excess Revenue Over (Under) Expenditures** 34,000.00

**0121 PROGRAMMING REVENUE**

**Revenue**

|              |                           |  |           |
|--------------|---------------------------|--|-----------|
| 09-0121-4701 | SENIOR PROGRAMMING        |  | 12,000.00 |
| 09-0121-4702 | SUMMER CAMPS              |  | 35,000.00 |
| 09-0121-4707 | YOUTH PROGRAMMING         |  | 2,000.00  |
| 09-0121-4708 | ADULT PROGRAMMING         |  | 3,000.00  |
| 09-0121-4710 | IN-HOUSE COURSES          |  | 4,000.00  |
| 09-0121-4711 | ROLL INTO SUMMMER REVENUE |  | 1,300.00  |



**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                  | Previous Year Total | Current Year To Date Budget |
|--|------------------------------|---------------------|-----------------------------|
| <b>Total Revenue</b>                                     |                              |                     | 57,300.00                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                              |                     | 57,300.00                   |
| <b>0125 GROUNDSRENTALS</b>                               |                              |                     |                             |
| <b>Revenue</b>   |                              |                     |                             |
| 09-0125-4610   | BALLDIAMONDS                 |                     | 6,500.00                    |
| 09-0125-4620   | SOCCERFIELDS                 |                     | 5,000.00                    |
| 09-0125-4621   | BELL MOBILITY - TOWER RENT   |                     | 14,375.00                   |
| 09-0125-4628   | GRANTON PARK                 |                     | 1,000.00                    |
| 09-0125-4629   | PAVILLIONS                   |                     | 850.00                      |
| 09-0125-4630   | SOLAR REVENUE                |                     | 11,000.00                   |
| <b>Total Revenue</b>                                     |                              |                     | 38,725.00                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                              |                     | 38,725.00                   |
| <b>0126 LIQUOR REVENUE</b>                               |                              |                     |                             |
| <b>Revenue</b>   |                              |                     |                             |
| 09-0126-4805   | LIQUOR SALES                 |                     | 50,000.00                   |
| <b>Total Revenue</b>                                     |                              |                     | 50,000.00                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                              |                     | 50,000.00                   |
| <b>0130 MISCELLANEOUS</b>                                |                              |                     |                             |
| <b>Revenue</b>   |                              |                     |                             |
| 09-0130-4805   | ADVERTISING                  |                     | 12,000.00                   |
| 09-0130-4810   | CRAFT SHOW                   |                     | 20,000.00                   |
| 09-0130-4820   | INTEREST&PENALTIES           |                     | 500.00                      |
| 09-0130-4826   | HOCKEYVILLE REVENUES         |                     | 0.00                        |
| 09-0130-4827   | YMCA - DAYCARE RENT          |                     | 10,776.84                   |
| 09-0130-4830   | DONATIONS                    |                     | 3,100.00                    |
| 09-0130-4840   | GRANTS                       |                     | 0.00                        |
| 09-0130-4841   | ENERGY GRANTS                |                     | 0.00                        |
| 09-0130-4842   | SENIOR CENTRE PROGRAMMING    |                     | 0.00                        |
| 09-0130-4850   | OTHERREVENUE                 |                     | 5,000.00                    |
| 09-0130-4855   | TRANSFER FROM ARENA RESER'   |                     | 0.00                        |
| 09-0130-4856   | NET GAIN/LOSS ON ASSET DISPC |                     | 0.00                        |
| 09-0130-4860   | OVERAGES&SHORTAGES           |                     | 0.00                        |
| 09-0130-4864   | TRANSFER FROM EQUIPMENT RE   |                     | 0.00                        |
| 09-0130-4867   | FED. DEV. ON GRANTS          |                     | 0.00                        |
| 09-0130-4888   | OSCRF Grant                  |                     | 475.00                      |
| <b>Total Revenue</b>                                     |                              |                     | 51,851.84                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                              |                     | 51,851.84                   |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                              |                     | 1,119,155.67                |

Category: 7???

**7100 MAINTENANCE & SUPPLIES**

**Expense**

|              |                          |          |
|--------------|--------------------------|----------|
| 09-7100-5500 | CANTEEN/VENDING SUPPLIES | 8,000.00 |
| 09-7100-5515 | MAINTENANCESUPPLIES      | 4,000.00 |
| 09-7100-5520 | CLEANING/PAPER SUPPLIES  | 7,000.00 |
| 09-7100-5530 | POOL SUPPLIES            | 3,500.00 |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                    | Previous Year Total | Current Year To Date Budget |
|--|--------------------------------|---------------------|-----------------------------|
| 09-7100-5535   | MAINTENANCE CONTRACTS          |                     | 10,000.00                   |
| 09-7100-5540   | BUILDINGMAINT-ARENA            |                     | 15,000.00                   |
| 09-7100-5545   | BUILDINGMAINT-FACILITY         |                     | 15,000.00                   |
| 09-7100-5550   | BUILDINGMAINT-POOL             |                     | 2,000.00                    |
| 09-7100-5560   | BUILDINGMAINT- ACTIVE LIVING C |                     | 2,000.00                    |
| 09-7100-5575   | EQUIPMENTMAINTENANCE           |                     | 2,000.00                    |
| 09-7100-5580   | SNOWREMOVAL                    |                     | 8,000.00                    |
| 09-7100-5585   | WASTECOLLECTION/RECYCLING      |                     | 4,000.00                    |
| 09-7100-5590   | RESURFACEREXPENSE              |                     | 1,500.00                    |
| 09-7100-5595   | REFRIGERATIONEXPENSE           |                     | 12,000.00                   |
| 09-7100-5596   | FUEL - TRUCK                   |                     | 2,500.00                    |
| 09-7100-5597   | ARENA TRUCK - MAINTENANCE      |                     | 1,000.00                    |
| <b>Total Expense</b>                                 |                                |                     | <b>97,500.00</b>            |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                                |                     | <b>(97,500.00)</b>          |
| <b>7105 ADMINISTRATION</b>                           |                                |                     |                             |
| <b>Expense</b>                                       |                                |                     |                             |
| 09-7105-5010   | WAGES-MANAGEMENT/ADMIN         |                     | 161,000.00                  |
| 09-7105-5011   | WAGES-ASSISTANTS               |                     | 286,000.00                  |
| 09-7105-5012   | WAGES-CANTEEN                  |                     | 4,000.00                    |
| 09-7105-5013   | WAGES-POOL                     |                     | 30,000.00                   |
| 09-7105-5014   | WAGES - BARTENDERS             |                     | 5,000.00                    |
| 09-7105-5015   | WAGES - PROGRAMS               |                     | 30,000.00                   |
| 09-7105-5016   | WAGES - SUMMER STUDENTS        |                     | 10,000.00                   |
| 09-7105-5017   | WAGES - PART-TIME CLEANERS     |                     | 0.00                        |
| 09-7105-5018   | WAGES - HOCKEYVILLE            |                     | 0.00                        |
| 09-7105-5030   | CPP&EI                         |                     | 33,000.00                   |
| 09-7105-5031   | GROUPINSURANCE                 |                     | 24,000.00                   |
| 09-7105-5032   | SAVINGSPLAN-RRSP               |                     | 3,480.67                    |
| 09-7105-5033   | WSIB                           |                     | 15,000.00                   |
| 09-7105-5034   | EHTEXPENSE                     |                     | 10,300.00                   |
| 09-7105-5035   | OMERS                          |                     | 30,500.00                   |
| 09-7105-5215   | TRAINING&CONFERENCES           |                     | 10,000.00                   |
| <b>Total Expense</b>                                 |                                |                     | <b>652,280.67</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                                |                     | <b>(652,280.67)</b>         |
| <b>7106 PROGRAM EXPENSES</b>                         |                                |                     |                             |
| <b>Expense</b>                                       |                                |                     |                             |
| 09-7106-5019   | SENIOR CENTRE PROGRAMMING      |                     | 8,000.00                    |
| 09-7106-5020   | EQUIPMENT & CRAFTS             |                     | 2,500.00                    |
| 09-7106-5021   | HOCKEYVILLE EXPENSES           |                     | 0.00                        |
| 09-7106-5022   | ROLL INTO SUMMER EVENT         |                     | 1,500.00                    |
| 09-7106-5025   | PROGRAM MARKETING              |                     | 0.00                        |
| 09-7106-5026   | IN HOUSE COURSES               |                     | 3,000.00                    |
| 09-7106-5027   | OSRC Program Expenses          |                     | 475.00                      |
| <b>Total Expense</b>                                 |                                |                     | <b>15,475.00</b>            |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                                |                     | <b>(15,475.00)</b>          |
| <b>7107 LIQUOR EXPENSE</b>                           |                                |                     |                             |
| <b>Expense</b>                                       |                                |                     |                             |
| 09-7107-5100   | BAR SUPPLIES                   |                     | 2,000.00                    |
| 09-7107-5440   | BAR - LIQUOR EXPENSE           |                     | 20,000.00                   |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                  | Previous Year Total | Current Year To Date Budget |
|--|------------------------------|---------------------|-----------------------------|
| <b>Total Expense</b>                                 |                              |                     | 22,000.00                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                              |                     | (22,000.00)                 |
| <b>7110 UTILITIES</b>                                |                              |                     |                             |
| <b>Expense</b>                                       |                              |                     |                             |
| 09-7110-5050   | HYDRO-ARENA                  |                     | 170,000.00                  |
| 09-7110-5053   | HYDRO-GROUNDS                |                     | 1,800.00                    |
| 09-7110-5054   | HYDRO-LIONS'SHED             |                     | 0.00                        |
| 09-7110-5055   | WATER&SEWAGE                 |                     | 9,500.00                    |
| 09-7110-5056   | NATURALGAS-MAIN HALL & DAYC  |                     | 7,500.00                    |
| 09-7110-5057   | NATURALGAS-POOL, ARENA, LIOI |                     | 9,000.00                    |
| 09-7110-5058   | PROPANE                      |                     | 3,600.00                    |
| 09-7110-5060   | TELEPHONE/CELL PHONES        |                     | 4,000.00                    |
| <b>Total Expense</b>                                 |                              |                     | 205,400.00                  |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                              |                     | (205,400.00)                |
| <b>7111 PARKS MAINTENANCE</b>                        |                              |                     |                             |
| <b>Expense</b>                                       |                              |                     |                             |
| 09-7111-5000   | COMMUNITY CENTRE GROUNDS     |                     | 8,000.00                    |
| 09-7111-5005   | MARKET ST. PARK              |                     | 5,000.00                    |
| 09-7111-5011   | LUCAN ESTATES PARK           |                     | 0.00                        |
| 09-7111-5012   | RIDGE CROSSING/OLD CLOVER    |                     | 1,000.00                    |
| 09-7111-5015   | ELM ST. PARK/SPLASHPAD       |                     | 21,000.00                   |
| 09-7111-5020   | GRANTON PARK                 |                     | 6,000.00                    |
| 09-7111-5021   | TREES                        |                     | 2,500.00                    |
| 09-7111-5022   | TRAILS                       |                     | 0.00                        |
| 09-7111-5023   | PARK SUPPLIES                |                     | 2,000.00                    |
| 09-7111-5035   | MOWER - MAINTENANCE          |                     | 2,000.00                    |
| 09-7111-5330   | DIESEL FUEL                  |                     | 2,000.00                    |
| <b>Total Expense</b>                                 |                              |                     | 49,500.00                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                              |                     | (49,500.00)                 |
| <b>7115 MISCELLANEOUS</b>                            |                              |                     |                             |
| <b>Expense</b>                                       |                              |                     |                             |
| 09-7115-5040   | ADVERTISING                  |                     | 1,000.00                    |
| 09-7115-5041   | CRAFT SHOW EXPENSE           |                     | 1,500.00                    |
| 09-7115-5045   | LICENCES&REGISTRATIONS       |                     | 3,000.00                    |
| 09-7115-5070   | AUDITFEES                    |                     | 2,000.00                    |
| 09-7115-5090   | INSURANCE                    |                     | 38,000.00                   |
| 09-7115-5100   | OFFICESUPPLIES               |                     | 2,000.00                    |
| 09-7115-5220   | MILEAGE                      |                     | 1,000.00                    |
| 09-7115-5300   | CLOTHING/SAFETY WEAR         |                     | 2,500.00                    |
| 09-7115-5335   | ICE RENTAL DONATIONS         |                     | 23,000.00                   |
| 09-7115-5400   | MISCELLANEOUSEXPENSE         |                     | 2,000.00                    |
| 09-7115-5720   | BANK/PAYROLL/COLLECTIONCHA   |                     | 1,000.00                    |
| 09-7115-9999   | DRA ARENA-UFCO               |                     | 0.00                        |
| <b>Total Expense</b>                                 |                              |                     | 77,000.00                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                              |                     | (77,000.00)                 |
| <b>7200 CAPITAL</b>                                  |                              |                     |                             |
| <b>Expense</b>                                       |                              |                     |                             |
| 09-7200-9225   | GRANTON PARK PROJECT         |                     | 0.00                        |

# General Ledger

## Annual Department Budget vs. Actual Comparison Report Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                | Previous Year Total | Current Year To Date Budget |
|--|----------------------------|---------------------|-----------------------------|
| 09-7200-9226   | COMMUNITY CENTRE PARK REVI |                     | 0.00                        |
| 09-7200-9227   | TRAILER                    |                     | 0.00                        |
| 09-7200-9232   | FURNACE/AC - WHF           |                     | 0.00                        |
| 09-7200-9233   | ENGINEERING-BLDG.REHAB.    |                     | 0.00                        |
| 09-7200-9234   | MARKET ST. PARK CONCRETE   |                     | 0.00                        |
| <b>Total Expense</b>                                     |                            |                     | 0.00                        |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | 0.00                        |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                            |                     | (1,119,155.67)              |
| <b>Category: 9???</b>                                    |                            |                     |                             |
| <b>9000 RESERVES</b>                                     |                            |                     |                             |
| <b>Expense</b>   |                            |                     |                             |
| 09-9000-6000   | TRANSFER TO RESERVES       |                     | 0.00                        |
| <b>Total Expense</b>                                     |                            |                     | 0.00                        |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | 0.00                        |
| <b>9070 DEPRECIATION EXPENSE</b>                         |                            |                     |                             |
| <b>Expense</b>   |                            |                     |                             |
| 09-9070-9000   | DEPRECIATION EXPENSE       |                     | 0.00                        |
| <b>Total Expense</b>                                     |                            |                     | 0.00                        |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                            |                     | 0.00                        |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                            |                     | 0.00                        |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account | Description | Previous Year Total | Current Year To Date Budget |
|---------|-------------|---------------------|-----------------------------|
|---------|-------------|---------------------|-----------------------------|

REPORT SUMMARY

|  |                        |  |              |
|--|------------------------|--|--------------|
| 09-0100  | ICERENTALS             |  | 293,000.00   |
| 09-0105  | CONCESSION             |  | 14,000.00    |
| 09-0110  | LEVIES                 |  | 563,278.83   |
| 09-0115  | POOL RENT              |  | 17,000.00    |
| 09-0120  | HALL RENTALS           |  | 34,000.00    |
| 09-0121  | PROGRAMMING REVENUE    |  | 57,300.00    |
| 09-0125  | GROUNDSRENTALS         |  | 38,725.00    |
| 09-0126  | LIQUOR REVENUE         |  | 50,000.00    |
| 09-0130  | MISCELLANEOUS          |  | 51,851.84    |
| Fund 09 Total Revenue                            |                        |  | 1,119,155.67 |
| 09-7100  | MAINTENANCE & SUPPLIES |  | 97,500.00    |
| 09-7105  | ADMINISTRATION         |  | 652,280.67   |
| 09-7106  | PROGRAM EXPENSES       |  | 15,475.00    |
| 09-7107  | LIQUOR EXPENSE         |  | 22,000.00    |
| 09-7110  | UTILITIES              |  | 205,400.00   |
| 09-7111  | PARKS MAINTENANCE      |  | 49,500.00    |
| 09-7115  | MISCELLANEOUS          |  | 77,000.00    |
| 09-7200  | CAPITAL                |  | 0.00         |
| 09-9000  | RESERVES               |  | 0.00         |
| 09-9070  | DEPRECIATION EXPENSE   |  | 0.00         |
| Fund 09 Total Expenditure                        |                        |  | 1,119,155.67 |
| Fund 09 Excess Revenue Over (Under) Expenditures |                        |  | 0.00         |
| Report Total Revenue                             |                        |  | 1,119,155.67 |
| Report Total Expenditure                         |                        |  | 1,119,155.67 |
| Report Excess Revenue Over (Under) Expenditures  |                        |  | 0.00         |

**General Ledger**  
 Annual Department Budget vs. Actual Comparison Report  
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| Account  | Description                 | Previous Year Total | Current Year To Date Budget |
|--|-----------------------------|---------------------|-----------------------------|
| <b>Fund: 10 GENERAL - CAPITAL</b>                    |                             |                     |                             |
| <b>Category: 0???</b>                                |                             |                     |                             |
| <b>0015 PROVINCIAL GRANTS</b>                        |                             |                     |                             |
| <b>Revenue</b>                                       |                             |                     |                             |
| 10-0015-4104   | OCIF - FORMULA COMPONENT    |                     | 201,301.00                  |
| <b>Total Revenue</b>                                 |                             |                     | 201,301.00                  |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                             |                     | 201,301.00                  |
| <b>0020 FEDERAL GRANTS</b>                           |                             |                     |                             |
| <b>Revenue</b>                                       |                             |                     |                             |
| 10-0020-4180   | FEDERAL GAS TAX             |                     | 142,580.30                  |
| 10-0020-4190   | FED. DEV. ON GRANT          |                     | 0.00                        |
| <b>Total Revenue</b>                                 |                             |                     | 142,580.30                  |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                             |                     | 142,580.30                  |
| <b>0025 OTHER GRANTS</b>                             |                             |                     |                             |
| <b>Revenue</b>                                       |                             |                     |                             |
| 10-0025-4190   | COUNTY INTEREST PYMT.       |                     | 24,528.97                   |
| 10-0025-4195   | STREET LIGHTING GRANT       |                     | 0.00                        |
| 10-0025-4196   | ENERGY GRANT (LIGHTING)     |                     | 0.00                        |
| 10-0025-4197   | SKATE PARK DONATIONS        |                     | 0.00                        |
| 10-0025-4198   | ELM ST. PARK DONATION       |                     | 0.00                        |
| 10-0025-4199   | CITY OF LONDON              |                     | 0.00                        |
| 10-0025-4200   | SENIOR CENTRE GRANT         |                     | 0.00                        |
| 10-0025-4201   | GRANTON PARK TRAIL DONATIO  |                     | 0.00                        |
| 10-0025-4202   | MAIN ST. REVITALIZATION     |                     | 0.00                        |
| 10-0025-4300   | CC PHASE 2 DONATIONS        |                     | 0.00                        |
| <b>Total Revenue</b>                                 |                             |                     | 24,528.97                   |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                             |                     | 24,528.97                   |
| <b>0060 DONATIONS/OTHER REVENUE</b>                  |                             |                     |                             |
| <b>Revenue</b>                                       |                             |                     |                             |
| 10-0060-4354   | SOCCER FIELD 2 DONATIONS    |                     | 20,000.00                   |
| 10-0060-4355   | COUNTY LIBRARY RENT         |                     | 47,841.31                   |
| 10-0060-4357   | SALE OF EQUIPMENT           |                     | 0.00                        |
| 10-0060-4360   | OTHER MUNICIPAL CONTRIBUTIC |                     | 0.00                        |
| 10-0060-4361   | SENIOR CENTRE DONATIONS     |                     | 0.00                        |
| 10-0060-4362   | YMCA DAYCARE RENT           |                     | 68,077.56                   |
| 10-0060-4560   | COUNTY LIBRARY BOARD        |                     | 0.00                        |
| 10-0060-4561   | I.O. LOAN - DAYCARE         |                     | 0.00                        |
| <b>Total Revenue</b>                                 |                             |                     | 135,918.87                  |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                             |                     | 135,918.87                  |
| <b>0070</b>  |                             |                     |                             |
| <b>Revenue</b>                                       |                             |                     |                             |
| 10-0070-4311   | TOWNSHIP OF LB CAPITAL LEVY |                     | 310,000.00                  |
| <b>Total Revenue</b>                                 |                             |                     | 310,000.00                  |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                   | Previous Year Total | Current Year To Date Budget |
|--|-------------------------------|---------------------|-----------------------------|
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                               |                     | 310,000.00                  |
| <b>0080 TRANSFERS FROM RESERVES</b>                      |                               |                     |                             |
| <b>Revenue</b>   |                               |                     |                             |
| 10-0080-4356   | DEVELOPER CONTRIBUTIONS       |                     | 100,000.00                  |
| 10-0080-4540   | FROM CONSTRUCTION RESERVE     |                     | 236,118.70                  |
| 10-0080-4542   | FROM EQUIPMENT RESERVE        |                     | 115,500.00                  |
| 10-0080-4543   | FROM TAX STABILIZATION RESEF  |                     | 40,000.00                   |
| 10-0080-4544   | TRANSFER FROM PARKS RESER'    |                     | 100,000.00                  |
| 10-0080-4545   | FROM EDC RESERVE              |                     | 0.00                        |
| 10-0080-4548   | FROM BUILDING RESERVE         |                     | 200,455.08                  |
| 10-0080-4554   | FROM HYDRO RESERVE            |                     | 0.00                        |
| 10-0080-4557   | FROM GAS TAX RESERVE          |                     | 0.00                        |
| 10-0080-4558   | FROM DEV. CHARGES             |                     | 0.00                        |
| 10-0080-4559   | TRANSFER FROM ARENA RESER'    |                     | 0.00                        |
| 10-0080-4561   | TRANS. FROM DEFERRED REV.     |                     | 0.00                        |
| 10-0080-4562   | FROM EFFICIENCY RESERVE       |                     | 5,000.00                    |
| <b>Total Revenue</b>                                     |                               |                     | 797,073.78                  |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                               |                     | 797,073.78                  |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                               |                     | 1,611,402.92                |
| <b>Category: 3???</b>                                    |                               |                     |                             |
| <b>3020 BUILDING CAPITAL</b>                             |                               |                     |                             |
| <b>Expense</b>   |                               |                     |                             |
| 10-3020-6200   | DIGITAL SIGN                  |                     | 0.00                        |
| 10-3020-6201   | P.R. - LIGHTING UPGRADES      |                     | 0.00                        |
| 10-3020-6202   | P.R. - CONDENSOR              |                     | 0.00                        |
| 10-3020-6203   | P.R. - ENGINEERING/ARCHITECTL |                     | 0.00                        |
| 10-3020-6204   | DAYCARE                       |                     | 0.00                        |
| 10-3020-6205   | SENIORS CENTRE                |                     | 0.00                        |
| 10-3020-6206   | CC PHASE 2                    |                     | 0.00                        |
| 10-3020-6207   | PW BUILDING - FIBRE OPTIC     |                     | 0.00                        |
| 10-3020-6208   | SCOUT HALL FURNACE            |                     | 5,000.00                    |
| 10-3020-6209   | P.R. - CHILLER                |                     | 110,000.00                  |
| 10-3020-6210   | WEBSITE                       |                     | 40,000.00                   |
| <b>Total Expense</b>                                     |                               |                     | 155,000.00                  |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                               |                     | (155,000.00)                |
| <b>3025 GROUNDS/TRAILS CAPITAL</b>                       |                               |                     |                             |
| <b>Expense</b>   |                               |                     |                             |
| 10-3025-6350   | ARENA PARKING LOT PAVING      |                     | 0.00                        |
| 10-3025-6351   | GRANTON TRAIL                 |                     | 0.00                        |
| <b>Total Expense</b>                                     |                               |                     | 0.00                        |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                               |                     | 0.00                        |
| <b>3027 PARKS/POOL CAPITAL</b>                           |                               |                     |                             |
| <b>Expense</b>   |                               |                     |                             |
| 10-3027-6600   | PLAYGROUND EQUIP. ELM ST.     |                     | 0.00                        |
| 10-3027-6602   | GRANTON SKATE BOARD PARK      |                     | 0.00                        |
| 10-3027-6603   | POOL REPAIRS                  |                     | 0.00                        |

**General Ledger**  
**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                  | Previous Year Total | Current Year To Date Budget |
|--|------------------------------|---------------------|-----------------------------|
| 10-3027-6604   | SPLASH PAD PHASE 2           |                     | 0.00                        |
| 10-3027-6605   | BALL D. ELECTRICAL UPGRADES  |                     | 0.00                        |
| 10-3027-6606   | BALL DIAMOND BENCHES         |                     | 10,000.00                   |
| 10-3027-6607   | SOCCER FIELD 2               |                     | 120,000.00                  |
| 10-3027-6608   | TENNIS COURT RELOCATION      |                     | 0.00                        |
| 10-3027-6609   | PLAYGROUND EQUIP COM.CENTI   |                     | 125,000.00                  |
| 10-3027-6610   | PLAYGROUND EQUIP. GRANTON    |                     | 65,000.00                   |
| 10-3027-6611   | CC SKATEPARK RELOCATION      |                     | 0.00                        |
| <b>Total Expense</b>                                 |                              |                     | <b>320,000.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                              |                     | <b>(320,000.00)</b>         |
| <b>3030 EQUIPMENT CAPITAL</b>                        |                              |                     |                             |
| <b>Expense</b>                                       |                              |                     |                             |
| 10-3030-6300   | P.W. PICK-UP TRUCK           |                     | 32,500.00                   |
| 10-3030-6301   | TANDEM SNOW PLOW             |                     | 0.00                        |
| 10-3030-6303   | P.R. - RIDING MOWER          |                     | 28,000.00                   |
| 10-3030-6304   | P.R. - AERATOR               |                     | 0.00                        |
| 10-3030-6305   | P.R. - EDGER                 |                     | 0.00                        |
| 10-3030-6306   | P.R. - COMPUTER              |                     | 0.00                        |
| 10-3030-6307   | TRACKLESS - PW               |                     | 0.00                        |
| 10-3030-6308   | AMI PAVEMENT EDGER           |                     | 0.00                        |
| 10-3030-6309   | FLOOR SCRUBBER               |                     | 0.00                        |
| 10-3030-6310   | HOT WATER TANK               |                     | 0.00                        |
| 10-3030-6311   | VIKING ATTACHMENT            |                     | 0.00                        |
| 10-3030-6312   | P.R. PICK-UP TRUCK           |                     | 55,000.00                   |
| <b>Total Expense</b>                                 |                              |                     | <b>115,500.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                              |                     | <b>(115,500.00)</b>         |
| <b>3040 CONSTRUCTION CAPITAL</b>                     |                              |                     |                             |
| <b>Expense</b>                                       |                              |                     |                             |
| 10-3040-6352   | Walnut Street Sidewalk       |                     | 0.00                        |
| 10-3040-6400   | WHALEN LINE                  |                     | 0.00                        |
| 10-3040-6401   | SAINTSBURY BRIDGE CULVERT    |                     | 0.00                        |
| 10-3040-6402   | CHESTNUT/STANLEY TOPCOAT     |                     | 0.00                        |
| 10-3040-6404   | SAINTSBURY CULVERT #1        |                     | 0.00                        |
| 10-3040-6405   | WHALEN BOUNDARY BRIDGE       |                     | 0.00                        |
| 10-3040-6406   | TRAFFIC LIGHTS, SAINTSBURY   |                     | 100,000.00                  |
| 10-3040-6407   | LED STREET LIGHTING          |                     | 0.00                        |
| 10-3040-6408   | SAINTSBURY RD. ASSUMPTION    |                     | 0.00                        |
| 10-3040-6411   | FALLON DRIVE                 |                     | 0.00                        |
| 10-3040-6412   | MAIN - SAINTSBURY TO ENTRANC |                     | 0.00                        |
| 10-3040-6515   | WALNUT ST. EXTENSION         |                     | 0.00                        |
| 10-3040-6516   | CLANDEBOYE SIDEWALKS         |                     | 0.00                        |
| 10-3040-6517   | FRONT ENTRANCE SIGNS         |                     | 0.00                        |
| 10-3040-6518   | LANGFORD/ELM ROADWORK        |                     | 0.00                        |
| 10-3040-6519   | COURSEY LINE PAVING          |                     | 380,000.00                  |
| 10-3040-6520   | ST JAMES DRIVE PAVING        |                     | 0.00                        |
| 10-3040-6521   | BEECH ST PAVING              |                     | 0.00                        |
| 10-3040-6522   | MARLENE/KLEINFELDT ROADWOI   |                     | 0.00                        |
| 10-3040-6523   | FRANK ST ROADWORK            |                     | 130,000.00                  |
| 10-3040-6524   | SIDEWALK REPLACEMENT         |                     | 70,000.00                   |
| <b>Total Expense</b>                                 |                              |                     | <b>680,000.00</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b> |                              |                     | <b>(680,000.00)</b>         |



**General Ledger**

**Annual Department Budget vs. Actual Comparison Report**  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account  | Description                   | Previous Year Total | Current Year To Date Budget |
|--|-------------------------------|---------------------|-----------------------------|
| <b>3050 CAPITAL LOAN PAYMENTS</b>                        |                               |                     |                             |
| <b>Expense</b>   |                               |                     |                             |
| 10-3050-6555   | COUNTY LOAN PYMT.PW BLDG      |                     | 87,500.00                   |
| 10-3050-6556   | I.O. LOAN OFF/LIB-PRINCIPAL   |                     | 104,379.74                  |
| 10-3050-6557   | I.O. LOAN LIBRARY-INTEREST    |                     | 48,567.37                   |
| 10-3050-6558   | I.O. LOAN OFFICE-INTEREST     |                     | 32,378.25                   |
| 10-3050-6559   | I.O. LOAN - DAYCARE PRINCIPAL |                     | 55,400.22                   |
| 10-3050-6560   | I.O. LOAN - DAYCARE INTEREST  |                     | 12,677.34                   |
| <b>Total Expense</b>                                     |                               |                     | <b>340,902.92</b>           |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                               |                     | <b>(340,902.92)</b>         |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                               |                     | <b>(1,611,402.92)</b>       |
| <br><b>Category: 9???</b>                                |                               |                     |                             |
| <b>9000</b>  |                               |                     |                             |
| <b>Expense</b>   |                               |                     |                             |
| 10-9000-9999   | DRA CAPITAL                   |                     | 0.00                        |
| <b>Total Expense</b>                                     |                               |                     | <b>0.00</b>                 |
| <b>Dept Excess Revenue Over (Under) Expenditures</b>     |                               |                     | <b>0.00</b>                 |
| <b>Category Excess Revenue Over (Under) Expenditures</b> |                               |                     | <b>0.00</b>                 |

General Ledger

Annual Department Budget vs. Actual Comparison Report  
 Fiscal Year Ending: DEC 31,2020 - From Period 1 To Period 12 Ending DEC 31,2020

| Account | Description | Previous Year Total | Current Year To Date Budget |
|---------|-------------|---------------------|-----------------------------|
|---------|-------------|---------------------|-----------------------------|

REPORT SUMMARY

|  |                         |  |              |
|--|-------------------------|--|--------------|
| 10-0015  | PROVINCIAL GRANTS       |  | 201,301.00   |
| 10-0020  | FEDERAL GRANTS          |  | 142,580.30   |
| 10-0025  | OTHER GRANTS            |  | 24,528.97    |
| 10-0060  | DONATIONS/OTHER REVENUE |  | 135,918.87   |
| 10-0070  |                         |  | 310,000.00   |
| 10-0080  | TRANSFERS FROM RESERVES |  | 797,073.78   |
| Fund 10 Total Revenue                            |                         |  | 1,611,402.92 |
| 10-3020  | BUILDING CAPITAL        |  | 155,000.00   |
| 10-3025  | GROUNDS/TRAILS CAPITAL  |  | 0.00         |
| 10-3027  | PARKS/POOL CAPITAL      |  | 320,000.00   |
| 10-3030  | EQUIPMENT CAPITAL       |  | 115,500.00   |
| 10-3040  | CONSTRUCTION CAPITAL    |  | 680,000.00   |
| 10-3050  | CAPITAL LOAN PAYMENTS   |  | 340,902.92   |
| 10-9000  |                         |  | 0.00         |
| Fund 10 Total Expenditure                        |                         |  | 1,611,402.92 |
| Fund 10 Excess Revenue Over (Under) Expenditures |                         |  | 0.00         |
| Report Total Revenue                             |                         |  | 1,611,402.92 |
| Report Total Expenditure                         |                         |  | 1,611,402.92 |
| Report Excess Revenue Over (Under) Expenditures  |                         |  | 0.00         |

**TOWNSHIP OF LUCAN BIDDULPH**

**BY-LAW NO. 203-2020**  
**BEING A BY-LAW TO AMEND THE LUCAN BIDDULPH**  
**COMPREHENSIVE ZONING BY-LAW NO. 100-2003**

**Adam Finch and Jason Simpson.**

**Park Lot 4, Plan 220, being Part 3, Plan 33R-14060**

WHEREAS the Council of the Corporation of the Township of Lucan Biddulph deems it advisable to amend Comprehensive Zoning By-law No. 100-2003;

AND WHEREAS this By-law is consistent with the Provincial Policy Statement and in conformity with the County of Middlesex Official Plan and the Township of Lucan Biddulph Official Plan;

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

1. THAT Schedule "B", Map No. 8 to the Comprehensive Zoning By-law No. 100-2003 is hereby amended by deleting the 'site specific' Residential Third Density Exception (R3-1) Zone and adding a 'site specific' Residential Third Density Exception (R3-10) Zone for those lands outlined in heavy solid lines and described as R3-10 on Schedule "A" attached hereto and forming part of this By-law, 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.
  
2. THAT Schedule "B", Map No. 8 to the Comprehensive Zoning By-law No. 100-2003, is hereby amended by changing from the 'site specific' Residential Third Density Exception (R3-1) Zone to the Residential Second Density (R-2) Zone for those lands outlined in heavy solid lines and described as R-2 on Schedule "A" attached hereto and forming part of this By-law, legally described as part of Park Lot 4, Plan 220, being Part 3, Plan 33R-14060, in the Township of Lucan Biddulph, in the County of Middlesex.
  
3. THAT Section 9.3 being the Exceptions of the Residential Third Density (R3) Zone is amended with the addition of the following:
  - "9.3.10 a) Defined Area (*Finch*)  
 R3-10 as shown on Schedule "B", Map 8 to this By-law.
  
  - b) Minimum Lot Area 506 m<sup>2</sup>
  
  - c) Minimum Lot Frontage Per Unit 6.5 m
  
  - d) Front Yard Depth 7 m
  
  - e) Minimum Interior Side Yard
    - i) On an interior lot, 1.5m shall be required. Notwithstanding the foregoing, no side yard width shall be required between the common wall dividing individual dwelling units of a townhouse dwelling.
  
  - f) Minimum Rear Yard Depth
    - i) 54 m
  
    - ii) Notwithstanding section 2.159, the rear yard setback shall be measured from the furthest horizontal dimension between the rear lot line of the lot and the nearest main wall of any main building or structure on the lot.

- g) Maximum Number of Dwelling Units 3
  - i) Despite any existing or future severance, partition, or division of the lot, the maximum number of dwelling units shall apply to the whole of the site specific Residential Third Density (R3-10) zone as if no severance, partition or division has occurred.
- h) Accessory Buildings and Structures
  - i) Notwithstanding section 4.1 and section 9.2.1, accessory buildings or structures shall not be permitted.

4. THIS By-law comes into force and takes effect upon the day of passing in accordance with the provisions of Section 34 of the Planning Act, R.S.O 1990, c. P.13.

**READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED AND READ A THIRD TIME AND PASSED THIS 16<sup>TH</sup> DAY OF JUNE, 2020.**

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MAYOR

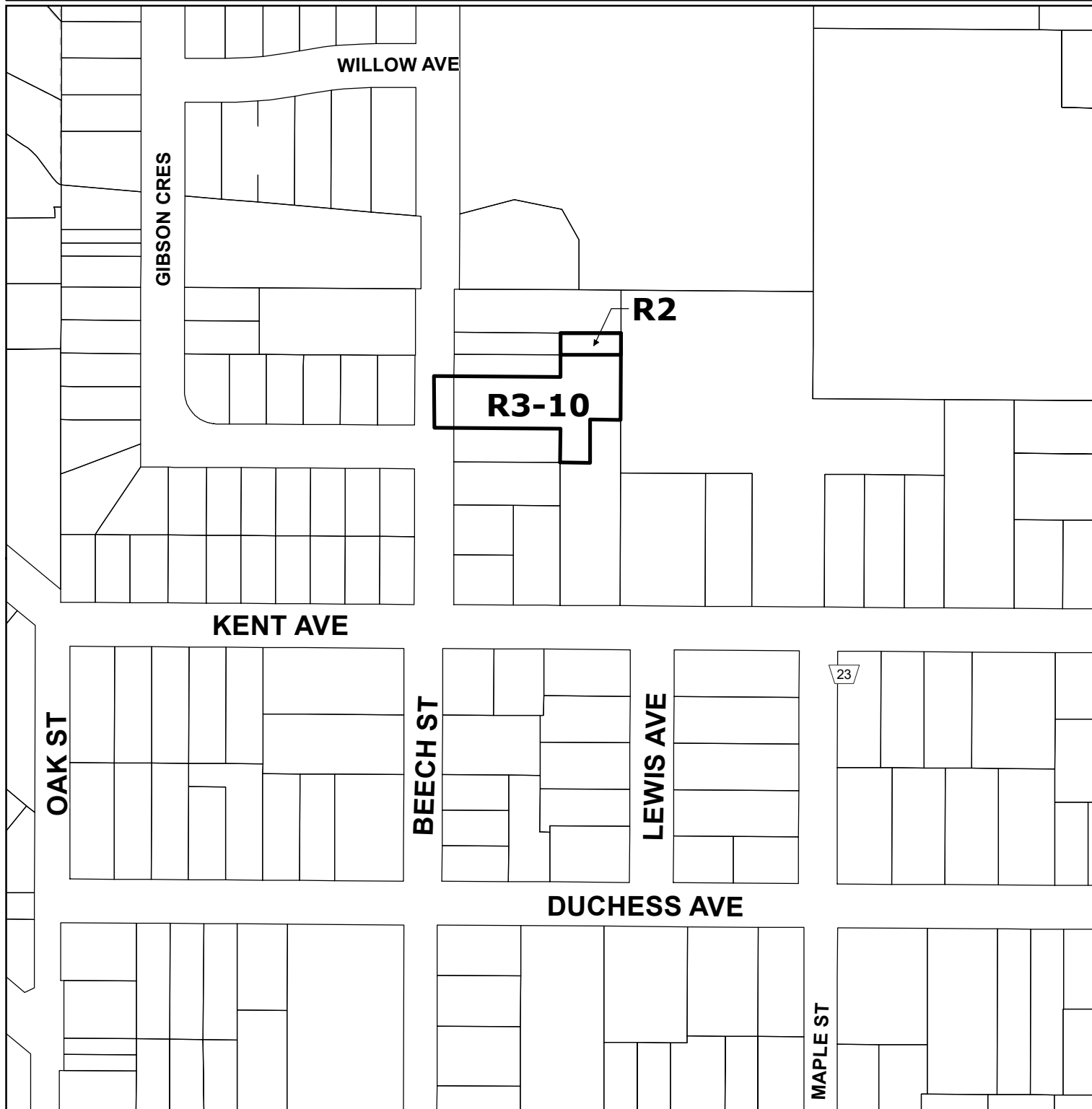
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CLERK

# SCHEDULE "A"

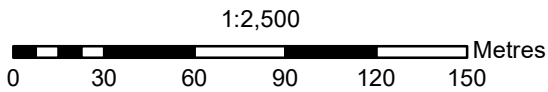


## Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. 203-2020

PASSED THIS 16 DAY OF June, 2020.



# Township of Lucan Biddulph

## BY-LAW NO. 28-2020

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### Being a by-law to confirm proceedings of the Council of The Corporation of the Township of Lucan Biddulph

WHEREAS under Section 5(1) of the *Municipal Act, 2001*, S.O. 2001 c. 25, the powers of a municipality shall be exercised by its council.

AND WHEREAS under Sub-Section 3 of Section 5 of the *Municipal Act, 2001*, S.O. 2001 c. 25, the powers of every Council of a municipality shall be exercised by by-law.

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Corporation of the Township of Lucan Biddulph at the June 16, 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 June 16, 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 June 16, 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  
June 16, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK