



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, MARCH 19, 2019 6:30 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

1. Call to Order

2. Disclosure of Pecuniary Interest & Nature Thereof

3. In-Camera Session

4. Petitions & Delegations

Presentation –

Welcome Dr. Janina Mailloux, Dr. Laura Caria and Dr. Tarun Nanda to Lucan Medical Centre

5. Adoption of Minutes

[Council Minutes - Mar 5 2019](#)

6. Business Arising From the Minutes

[Mar 19 2019 BA](#)

7. Communications Reports

1. [2019 OMPF Allocations 1](#)
2. [Lucan Soccer Association](#)
3. [Baconfest 2019 - Noise and Dog Park Waiver](#)
4. [MMAH Ltr re 2019 Annual Repayment Limit](#)
5. [Notice of Collaboration - SHHA and AMGH](#)
6. [Saugeen Shores Request for Support - open bi-lateral appl process for Investing in Canada Infrastructure Program](#)
7. [Message from Minister of Infrastructure](#)
8. Balance of Communications:
 - a. [Ministry of Infrastructure - Ltr re ROMA Conference meeting](#)
 - b. [Municipal Infrastructure Funding Programs OCIF - ICIP](#)
 - c. [Community Economic Development \(CED\) 101 Workshops](#)

- d. [2021 AORS Municipal Works Trade Show](#)
- e. [MPAC - Small-scale on-farm business subclasses Notice](#)
- f. [Responsible Foundation for Emergency Medicines](#)
- g. [Resolution - Bottled Water](#)
- h. [Thames Centre - Notice of Public Meeting Zoning Bylaw Amendments](#)
- i. [UTRCA-approved budget 2019](#)
- j. [AMO Watchfile Mar 7](#) [AMO Watchfile Mar 14](#)

8. Committee Reports

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

9. Staff Reports

- a) CAO/Clerks Office
 - [Section 270 Policies](#)
 - [Policy No. 100-51-2019 Pregnancy and Parental Leave for Members of Council](#)
 - [Policy No. 100-52-2019 Council and Staff Relationship Policy](#)
 - [Policy No. 300-26-2019 Tree Canopy and Natural Vegetation Policy](#)
- b) Building/By-law Enforcement
- c) Finance
- d) Planning
 - [B-4-2018 Cieslak Wojnas Consent - Development Agreement](#)
 - [B-4-2018 Development Agreement](#)
- e) Public Works
 - [Annual and Summary Water Reports 2018](#)
 - [Lucan Biddulph Water Distribution System - 2018 Summary and Annual Report](#)
 - [2019 Contracted Water Service Update](#)
 - [2019 North Middlesex Water - Denfield Road](#)
 - [2019 Tree Removal and Trimming Tender](#)
- f) Parks & Recreation
 - [Fundraising for Phase 2 Community Centre Project](#)

10. Councillor's Comments

11. Changes to Budget

12. Notice of Motions

13. Motions and Accounts

[Motions - March 19 2019](#)

14. By-laws

[18-2019 Execution of Development Agreement \(Cieslak\)](#)

[19-2019 Temporary Road Closure By-law \(Granton Fun Day Parade\)](#)

[20-2019 Confirming](#)

15. Adjournment

The Corporation of the Township of Lucan Biddulph Council Minutes

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

Also Present: R. Reymer-CAO/Clerk, D. Kester-Manager of Public Works, T. Merner-Deputy Clerk, K. Langendyk-Treasurer, T. Loyens-Deputy Treasurer

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:15 pm.

Declaration of Pecuniary Interest & Nature Thereof

None.

1/ In-Camera Session

Moved by D. Regan

Seconded by D. Manders

Resolved that Council adjourn to Committee of the Whole in camera at 6:15 pm in regards to a potential sale of a lot at the Township Industrial Park Subdivision with R. Reymer and T. Merner remaining.

CARRIED

2/ Rise from In-Camera Session

Moved by D. Regan

Seconded by A. Westman

Resolved that the Committee of the Whole in camera does now rise and Council reconvene at 6:26 p.m.

CARRIED

3/ Direction from In-Camera Session

Moved by A. Westman

Seconded by D. Regan

That the Council of The Township of Lucan Biddulph accepts the Offer to Purchase as presented with regards to 1005 Heenan Court (Part 8 on 33R-20206) of the Industrial Park and that the Mayor and Clerk be authorized to execute same subject to such modifications or amendments deemed appropriate by the Chief Administrative Officer, in his discretion.

CARRIED

Delegations

Craig Merkley, Conservation Services Specialist from the UTRCA attended and made a presentation regarding the Clean Water Program. Topics covered included the function of the program, how it is funded and managed and examples of projects the program has undertaken. Mr. Merkley noted that they have approached the County of Middlesex for funding this year as they have unfortunately not contributed to the program in past. Mr. Merkley ended his presentation by stating this is a local program to serve local interests, working to improve water quality. Mayor C. Burghardt-Jesson thanked Mr. Merkley for his presentation at which time he exited the meeting.

Chief Building Official, Arnie Marsman attended to introduce Middlesex Centre's recently hired full time bylaw enforcement officer, Mark Russell. A. Marsman stated that it is his intention to have M. Russell assist with bylaw enforcement issues in Lucan Biddulph to ensure an appropriate and timely response is provided.

Staff Reports

Mayor C. Burghardt-Jesson permitted the building departments report presentation at this time.

Building/By-law Enforcement

A Marsman presented the year end building report for 2018. He advised that 71 new home permits were issued in 2018 which was similar to the previous year’s record of 70. He noted there is no shortage of people wanting to move to Lucan and that doesn’t appear to be changing going forward at this time. A. Marsman advised that Middlesex Centre is working on implementing a new electronic building report process and they may be the first municipality in Canada to try this software which was developed in Finland. The program will allow for a more streamlined process of building permit applications and inspections with the added benefit of saving paper and driving time which should result in quicker turnaround times for builders. He further noted that he foresees more builders participating in the Green Builder Recognition program which was introduced in Lucan Biddulph in 2018.

Presentation

Mayor C. Burghardt-Jesson introduced and welcomed our new Treasurer, Katherine Langendyk who started with the Township of March 1st.

4/ Minutes

Moved by A. Westman

Seconded by D. Manders

That the Committee Meeting Minutes of February 5, 2019 and February 19, 2019 and In-Camera Minutes of February 5, 2019 be approved as circulated/amended.

CARRIED

Business Arising

D. Kester advised that he spoke with OMAFRA regarding the status of our OCIF application. We are still actively pursuing the application which OMAFRA advised is still in the holding pattern as this time. Further information on the Nagle Drive waterline extension project is pending regarding the OCIF application.

Communications Reports

R. Reymer commented on the letter we received from the Ministry of Community Safety and Correspondence Services regarding Community Safety and Well-Being Planning. R. Reymer advised that this is not a small project although we have been given a 2-year timeframe to implement. He further suggested that he will discuss this at the upcoming Clerks meeting to get everyone’s thoughts and opinion as to whether this should be dealt with at the County level.

Councillor D. Regan noted the Letter regarding the future of Ontario’s Automotive Sector and whether this would something Lucan Biddulph could support or act upon. R. Reymer advised that smaller municipalities do not tend to have large amounts of industrial land designated and the site size this type of industry would require would be substantial. He further advised that likely this would be something the County Economic Development department would act upon and relay to the lower tiers.

Mayor C. Burghardt-Jesson noted communications 3 g) and that it is important that lobbying continues in order to correct issues with the voters list before the next municipal election. She further asked R. Reymer to discuss this at the County Clerks meeting and try to have one joint motion completed on behalf of the lower-tier municipalities in Middlesex County.

Committee Reports

BRA

Deputy Mayor D. Manders attended his first meeting last week. He advised that many changes are ahead regarding what items can be dropped in a blue box. He noted that purity in recycling

is extremely important as contamination is costly. He further noted that the rule of thumb to follow by is if the item is less than 3" x 3" in size it is likely not recyclable. Staff was asked to reach out to BRA to invite them to a council meeting to raise more awareness of acceptable materials for our recycling program.

Staff Reports

CAO/Clerk

T. Merner reviewed the updated Council Remuneration policy as presented and the Council Conference, Seminar, Workshop and Training Policy. R. Reymer noted that both policies are being presented together to bring clarity to what the council salary covers and when meeting pay rate and per diem pay is applicable. R. Reymer further stated that the policy is a guideline and council can always discuss issues that may arise outside of the policy. Deputy Mayor D. Manders suggested that the Council Remuneration policy specify that sub committee's attended receive meeting pay from that particular association, however the Township pays the difference should the meeting pay not meet the standard rate offered by the Township. The remuneration policy was deferred for amendment and until the 2019 remuneration rates are finalized.

T. Merner reviewed her report regarding updates made to the Planning Section of the Fees Bylaw. At the suggestion of Senior Planner, Marc Bancroft some fees were added and the cash-in-lieu of parkland dedication fee was increased. T. Merner noted that these fees are permitted under the Planning Act and are consistent with surrounding municipalities.

R. Reymer advised that we should have a report from our compensation consultant in the next few weeks, hopefully being available for the first meeting in April.

Public Works

D. Kester presented the updated Asset Management Plan. He noted the changes that were made since it was last presented on January 22, 2019. Councillor P. Mastorakos asked if we should include a cost benefit analysis of gravel vs asphalt into the Asset Management Plan. D. Kester advised yes we can look into that however cautioned that the problem becomes applying that to the specific roads in the Township, as each road has different parameters, i.e. existing base, drainage, conditions of shoulders, traffic count etc. Therefore, applying a general cost benefit analysis to any specific area, is not necessarily an accurate estimate.

D. Kester discussed the large item clean-up day and whether council would like to continue with the partnership program offered at Tri-Recycling or re-visit hosting at the Public Works facility again. He cautioned that there is an environmental compliance component of offering this service at the Public Works site as we are not a transfer station nor within our ability to operate same. Deputy Mayor D. Manders noted residents still have to bring their items to a site, so travelling a little further to have it handled properly and save the costs that the township would endure to collect and dispose of the garbage makes sense from a liability and financial stand point.

D. Kester advised that he will be moving forward with tenders for Coursey Line and St. James paving projects.

D. Kester advised he has received a request for a road closure of Queen Street from Station to High Street in Granton for the Granton fun day parade. He will be bringing a bylaw forward at the next council meeting grant this request.

D. Kester noted some exciting upcoming news being that Middlesex County has been named the host for the AORS (Association of Ontario Road Supervisors) Trade show in 2021 which will be held at the Strathroy Gemini Complex.

Councillor's Comments

Councillor A. Westman advised that he along with P. Mastorakos and D. Kester attended the Ontario Good Roads Conference and the location, sessions and information was well presented. He further mentioned a lot of focus was given on liability.

Mayor C. Burghardt-Jesson advised that County Council discussed the idea of centralizing building official services, however council voted against the recommendation. She noted that in order to make that service viable the larger municipalities would need to be on board. She further noted we will have to continue to have the discussion of hiring our own CBO as our municipality continues to grow.

5/ OSUM Conference

Moved by A. Westman

Seconded by P. Mastorakos

That the Council of the Township of Lucan Biddulph authorize the following person(s) to attend the OSUM Conference in Pembroke, ON from May 1 -3, 2019 at a registration cost of \$499.00 (plus HST).

- Mayor C. Burghardt-Jesson

CARRIED

6/ Council Conference, Seminar, Workshops and Training Policy

Moved by D. Regan

Seconded by A. Westman

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

- Policy No. 100-05-2019 (Council Conference, Seminar, Workshops and Training policy)

CARRIED

7/ Asset Management Plan

Moved by D. Manders

Seconded by D. Regan

That the Council of the Township of Lucan Biddulph accepts the update to the Lucan Biddulph Asset Management Plan prepared by Dillon Consulting dated February 2019, as presented.

CARRIED

8/ By-Laws

Moved by D. Manders

Seconded by A. Westman

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

- 14-2019 Appointment of Weed Inspector
- 15-2019 Appointment of Staff Bylaw
- 16-2019 Fees Bylaw
- 17-2019 Confirming Bylaw

CARRIED

9/ Adjournment

Moved by D. Regan

Seconded D. Manders

Resolved that the Council meeting be adjourned at 8:12 p.m.

CARRIED

MAYOR

CLERK

Business Arising – Minutes of March 5, 2019

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

Previous Meetings

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status
JACOBS	Comparison of actual costs vs. historical costs as quoted by tender	Staff to provide report with comparison of costs	March 2019
Council Remuneration	1/3 tax free allowance for council remuneration removed as of Jan 1/19	Council to review upon receiving input from a compensation consultant	Spring 2019
Legal municipal property matter	In-Camera		2019 Budget Discussion
Nagle Drive	Majority of Nagle Drive residents are in favour to proceed with the waterline extension.	Staff were given direction to keep moving forward and develop a report for Council.	Ongoing
Professional Fundraiser	Options and cost for professional fundraiser for Community Centre Renovation Project	Staff to provide a report for council	ongoing

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POLICY UPDATE

March 14, 2019

2019 Ontario Municipal Partnership Fund Allocations Announced

Today, the Ministry of Finance issued 2019 allocation notices from the Ontario Municipal Partnership Fund (OMPF). The total funding envelope to municipalities will decrease by \$5 million to \$505 million. These dollars are distributed to 389 municipalities across the province and provide unconditional operating support for local frontline services.

Letters to Heads of Council and Treasurers are being sent at this time. Allocation notices may also be viewed on the [Ministry's website](#).

For the past several years, the Ministry has hosted an annual meeting of almost 30 municipal treasurers to discuss the future of the Fund, its design, and ongoing evolution. These discussions have helped to inform some of the Province's funding decisions. AMO understands the OMPF will be reviewed for 2020. Municipal treasurers will be convened again in 2019 to provide input to this review. The OMPF is a critical component of the provincial-municipal fiscal relationship.

The Ministry's changes for 2019 demonstrate a continued effort to distribute OMPF allocations based on need and the specific fiscal challenges of different types of municipalities. The remaining transitional and stabilization grants are an integral part of the overall envelope in future years. There remains an enduring need for a strong equalization program across the province.

Historical OMPF Allocations by Grant (in millions of \$)Component

Component	2012	2013	2014	2015	2016	2017	2018
Social Services Grant	25	0	0	0	0	0	0
Policing Grant	94	0	0	0	0	0	0
Farmland and Managed Forests Grant	46	0	0	0	0	0	0
Assessment Equalization Grant	147	0	149	149	149	149	149
Northern Communities Grant	86	0	79	79	84	84	89
Rural Communities Grant	162	0	138	138	143	148	150
Northern and Rural Fiscal Circumstances Grant	0	0	50	55	67	82	89
Transitional and Stabilization Grants (incl. Northern & Rural Social Program)	38	0	134	94	61	41	33
TOTAL OMPF	598	575	550	515	505	505	510

AMO Contact: Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 ext. 323.

*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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Ontario Municipal Partnership Fund (OMPF)
2019 Allocation Notice



Township of Lucan Biddulph
County of Middlesex

3958

In 2019, the Province is providing the Township of Lucan Biddulph with \$449,900 in funding through the OMPF, which is the equivalent of \$231 per household.

A	Total 2019 OMPF	\$449,900
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1. Assessment Equalization Grant	-
2. Northern Communities Grant	-
3. Rural Communities Grant	\$432,300
4. Northern and Rural Fiscal Circumstances Grant	\$17,600
5. Transitional Assistance	-

B Key OMPF Data Inputs

1. Households	1,947
2. Total Weighted Assessment per Household	\$330,144
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	90.0%
5. Northern and Rural Municipal Fiscal Circumstances Index	0.9
6. 2019 Guaranteed Level of Support	85.0%
7. 2018 OMPF (Line A from 2018 Allocation Notice)	\$435,200

Note: See line item descriptions on the following page.

Ontario Municipal Partnership Fund (OMPF) 2019 Allocation Notice



Township of Adelaide Metcalfe
County of Middlesex

3946

In 2019, the Province is providing the Township of Adelaide Metcalfe with \$602,800 in funding through the OMPF, which is the equivalent of \$557 per household.

A	Total 2019 OMPF	\$602,800
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1. Assessment Equalization Grant	-
2. Northern Communities Grant	-
3. Rural Communities Grant	\$240,500
4. Northern and Rural Fiscal Circumstances Grant	\$9,800
5. Transitional Assistance	\$352,500

B Key OMPF Data Inputs

1. Households	1,083
2. Total Weighted Assessment per Household	\$520,139
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	92.5%
5. Northern and Rural Municipal Fiscal Circumstances Index	0.9
6. 2019 Guaranteed Level of Support	85.0%
7. 2018 OMPF (Line A from 2018 Allocation Notice)	\$709,100

Note: See line item descriptions on the following page.



lucansoccerassociation@gmail.com

February 26, 2019

Dear Mayor and Council:

Over the past 5 years the Lucan Soccer Association has witnessed a steady increase of registrants. With many new families moving into the Lucan area, we expect our numbers to continue to thrive. This a great sign for soccer in our area, which we are extremely thrilled about.

With the rise in numbers, we have been fielding more teams and the limited field space provided at the Lucan arena has proven to be a challenge. Last year specifically we fielded the most teams Lucan soccer has ever had and due to this we had many scheduling conflicts with trying to fit all these teams on the fields provided.

We have looked at other options specifically the park in Granton and a field at Wilberforce Public School. Unfortunately, Granton does not have the space for a full-sized soccer field, which is needed. The field at Wilberforce is poorly maintained and could be a risk for injuries and there are no bathroom facilities which are a league requirement. There would also be the risk of our nets being an issue with recess play and with our season running from May to the beginning of August there would be two months of cross-over between our season and school being in session.

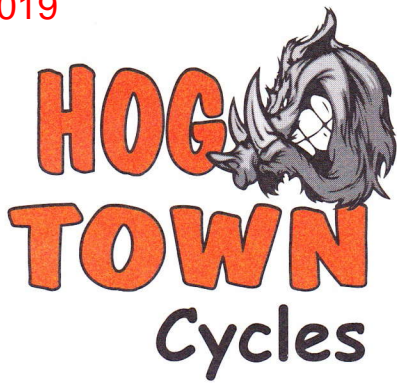
The Lucan Soccer Association is requesting that Council look into more field space for our growing sport. Aside from the fitness and social benefits of soccer, the sport is affordable. The cost factor is something that is worth taking into account given the varying income levels and family sizes within our community.

Thank you for your consideration, we look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink that reads 'Yvonne Hundey'. The signature is fluid and cursive, with the first name 'Yvonne' being more prominent.

Yvonne Hundey
President



519-227-1331 • Fax: 519-227-1581
164 Main Street, Lucan ON N0M 2J0

hogtowncycles.ca

March 13, 2019

Twsp. Of Lucan-Biddulph
Main Street
Lucan, Ontario
N0M 2J0

Re: Dog Park Closure & Waive Noise Bylaw
Baconfest Weekend -July 12-14th, 2019

Dear Council:

This letter is a request from Hogtown Cycles for permission to waive the noise bylaw and for closing the community dog park during the event of Baconfest weekend from Friday July 12th to Sunday July 14, 2019.

Baconfest had a direct economic impact to the town of Lucan and was successful in drawing thousands of motorcycle enthusiasts and families to our town.

Baconfest hours are from 10am-7pm downtown core and the addition of an Industry Vendor Village, Beer Patio in Hall, Harley Pulls and Camping. Hogtown has rented the Lucan Community Centre space (main hall, parking lots, track and surrounding area up to the dog park fencing).

The approximate times of the Harley Pulls are to begin at 6pm. Camping will be strictly enforced with controlled entry, camping rules and noise restrictions in effect. Appropriate liability insurances and permits will be obtained.

Please consider the requests as stated above for approval.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Mike Koricina' or 'Teresa Burns'. The signature is fluid and cursive, with a large initial 'M' or 'T'.

Mike Koricina/Teresa Burns

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



March 4, 2019

Dear Municipal Treasurer,

I am pleased to enclose a report showing your municipality's 2019 Annual Repayment Limit (ARL) respecting long-term debt and financial obligations. Your 2019 ARL was calculated based on 25 percent of your net own source revenues as reported in your 2017 Financial Information Return (FIR).

Municipalities in Ontario are responsible for ensuring that they do not exceed their ARL. When a municipality proposes long-term borrowing (or other long-term financial obligation), the municipal treasurer is responsible for updating the limit provided by the Ministry. The treasurer must determine if there is capacity within the municipality's ARL to undertake the planned borrowing. Schedule 81 of the FIR may be among the schedules of interest to the treasurer when updating the municipality's ARL.

If you require any further information, please contact the appropriate Municipal Service Office of the Ministry of Municipal Affairs (list enclosed).

Yours truly,

A handwritten signature in cursive script that reads "Brenda Vloet".

Brenda Vloet
Director

Enclosures



Ministry of Municipal Affairs and Housing
777 Bay Street,
Toronto, Ontario M5G 2E5

Ministère des affaires municipales et du logement
777 rue Bay,
Toronto (Ontario) M5G 2E5

2019 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE: 59617
MUNID: 39057
MUNICIPALITY: Lucan Biddulph Tp
UPPER TIER: Middlesex Co
REPAYMENT LIMIT: \$ 1,276,997

The repayment limit has been calculated based on data contained in the 2017 Financial Information Return, as submitted to the Ministry. This limit represents the maximum amount which the municipality had available as of December 31, 2017 to commit to payments relating to debt and financial obligation. Prior to the authorization by Council of a long term debt or financial obligation, this limit must be adjusted by the Treasurer in the prescribed manner. The limit is effective January 01, 2019

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	15,914,199
(a)	15 years @ 5% p.a.	\$	13,254,787
(a)	10 years @ 5% p.a.	\$	9,860,628
(a)	5 years @ 5% p.a.	\$	5,528,727
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	13,528,519
(a)	15 years @ 7% p.a.	\$	11,630,774
(a)	10 years @ 7% p.a.	\$	8,969,089
(a)	5 years @ 7% p.a.	\$	5,235,938

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Lucan Biddulph Tp

MMAH CODE:

59617

Debt Charges for the Current Year

		1 \$
0210	Principal (SLC 74 3099 01)	275,712
0220	Interest (SLC 74 3099 02)	102,869
0299	Subtotal	378,581
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	378,581

Amounts Recovered from Unconsolidated Entities

		1 \$
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	15,542
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	15,542
9920	Net Debt Charges	363,039

		1 \$
1610	Total Revenues (Sale of Hydro Utilities Removed) (SLC 10 9910 01)	7,534,854
Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	4,704
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01)	485,274
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	4,921
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	142,871
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	103,503
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	10,186
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	221,398
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	0
2253	Other Deferred revenue earned (SLC 10 1814 01)	1,855
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2299	Subtotal	970,008
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	Net Revenues	6,560,142
2620	25% of Net Revenues	1,640,036
9930	ESTIMATED ANNUAL REPAYMENT LIMIT (25% of Net Revenues less Net Debt Charges)	1,276,997

* SLC denotes Schedule, Line Column.

From: Katie Willert <katie.willert@shha.on.ca>
Date: March 6, 2019 at 4:11:22 PM EST
To: "cbjesson@lucanbiddulph.on.ca" <cbjesson@lucanbiddulph.on.ca>
Cc: Alana Ross <alana.ross@amgh.ca>
Subject: Notice of Collaboration

Good afternoon,

We are pleased to advise you that the Board of Directors of the South Huron Hospital Association (SHHA) and Alexandra Marine and General Hospital (AMGH) have begun the process of exploring additional collaboration opportunities between our organizations. We have engaged the services of Optimus|SBR, supported through the Small & Rural Hospital Transformation funding we received from the LHIN. As you are aware, we currently have an agreement for shared CEO services and have participated in a number of collaborative relationships with our peer health service provider organizations in the past.

We are in the process of notifying local political offices. We believe it important that your office be made aware of the project just prior to notification of the staff and other key partners and stakeholders in order that we may collaborate on public messaging should you receive any inquiries by constituents or media.

Our key messages include:

1. Together, we are initiating work to identify and evaluate further collaboration opportunities, with the aim of creating efficiencies to maximize resources for patient care.
2. The work is consistent with the spirit of the proposed legislation towards creating more coordination between hospitals and healthcare providers.
3. Both hospitals have a history of collaboration and sharing resources.
4. SHHA & AMGH are committed to maintaining a hospital in each respective community.
5. We are just starting the process and will have a plan for each Board to consider in the coming months.

Should you have any questions or wish to discuss further, I am available to speak with you by phone. I can be reached through Executive Assistants Katie Willert (SHHA) at 519-235-5151 or Alana Ross (AMGH) at 519-524-8689 x 5712.

Please be advised we are treating this information as confidential until communicated to staff and physicians, which we are planning for tomorrow, Thursday, March 7th.

Regards,

Aileen Knip
Board Chair
South Huron Hospital Association

Mike Niglas
Board Chair
Alexandra Marine & General Hospital



THE CORPORATION OF THE TOWN OF
SAUGEEN SHORES

COUNCIL REPORT

Meeting Date: Mike Myatt, Vice Deputy Mayor

Subject: Request to Governments of Canada and Province of Ontario to open the application process for the Bi-lateral "Investing in Canada Infrastructure Program" that was signed on March 14th, 2017

Background

The Town of Saugeen Shores, a community population of approximately 14,000 and growing, is faced with a problem that many Ontario Municipalities are experiencing. Many of our recreation and cultural facilities were built in the 1970's and 1980's and now require modern upgrades or replacement. Our pool is over 40 years old and needs to be replaced; our 100 year old Town Hall is in need of repairs; our ball diamonds are aging and our Southampton Ice Facility requires significant repairs. For a community our size, these facilities represent community hubs; they represent gathering places and facilities where members of our community can exercise their mind and bodies on route to living healthier lives. Our residents want to be active, some are active now, but our aging facilities are becoming a deterrent for those who wish to live active lifestyles. In most cases, the Town of Saugeen Shores is able to fundraise and borrow for 1/3 of the cost to make these facility replacements become a reality, but we need bi-lateral funding between the Federal Government and Provincial Government to allow for capital funding allocations to support these facility upgrades or in some cases to support total replacement.

Like other essential municipal infrastructure, Recreation and Cultural Infrastructure is in need of investment. A 2007 study by Parks and Recreation Ontario revealed that over \$5 billion in deferred capital investment is required to repair or replace existing recreation facilities in Ontario – that number is now \$6 billion. The same study showed that 50% of municipally-owned Recreation Infrastructure is at or near the end of its expected lifespan. Additionally, all community recreation facilities that are in mid-life cycle require renovation or upgrades, consistent with their age. Many community facilities built before 1990 require retrofit investments to protect customer safety, improve energy efficiency or enhance services particularly from an accessibility standpoint.

Nationally, the Canadian Recreation and Parks Association (CPRA), an alliance of all 13 provincial and territorial recreation and park associations, has continued to research this issue. CPRA participated on the Advisory Board for the 2016 Canadian Infrastructure Report Card 5. This Report Card includes data on municipal recreation facilities and the results show that almost 1 in 2 recreation facilities are in 'very poor', 'poor' or 'fair' condition and need repair or replacement. In comparison to other municipal infrastructure assessed in the Report Card, recreation facilities were in the worst state and require immediate attention. Furthermore, new facilities are required to meet future needs linked to rapid population growth being experienced by the Town of Saugeen Shores.

Through budget 2016, the Federal Government allocated \$14.4 billion in new funding for the repair and modernization of key Infrastructure. This funding via the Investing in Canada Plan has gone towards vital public transit systems, clean water and wastewater systems, and Social Infrastructure such as affordable housing. These are all very important needs for many communities in Ontario, but the Town of Saugeen Shores would like to suggest that replacement of aging recreation facilities is also a high priority for Municipalities.

Building on the first phase of the Investing in Canada Plan, \$81.2 billion in additional funding was made available in the Federal 2017 budget to support five priority areas over the next decade: Public Transit, Green, Social, Trade and Transportation, and Rural and Northern Communities' Infrastructure and provides predictable funding and focusses on large-scale transformational projects.

The Governments of Canada and Province of Ontario have an infrastructure agreement that was signed March 14th, 2017, and this bi-lateral agreement now includes a new stream named "Community, Culture, and Recreation". The Town of Saugeen Shores needs to request this program be opened in the short term to allow our community and other communities around the Province to submit applications. It is this next phase that Saugeen Shores Council needs to start lobbying our MP and MPP for Provincial and Federal support to help make this happen.

The attached Motion is being proposed for Council consideration and pending approval, it is being recommended that the Town of Saugeen Shores encourages all Municipalities in the Province of Ontario to pass a similar motion and forward to the Governments of Canada and Province of Ontario to stress the importance of opening the application process for Recreation and Culture Infrastructure funding under the "Investing in Canada Infrastructure Program".

Respectfully Submitted
Mike Myatt, Vice Deputy Mayor

**THE CORPORATION OF THE
TOWN OF SAUGEEN SHORES**

MOVED BY:  RESOLUTION NO: 17-2019
SECONDED BY:  DATE: February 11, 2019

Whereas The Town of Saugeen Shores believes that building modern infrastructure is important, and that good quality infrastructure supports job creation and helps attract businesses and residents to our community and communities across the Province of Ontario; and

Whereas Recreation Infrastructure is one of the most important core investments that can be made into the prosperity, health, and security of urban and rural communities; and

Whereas the need for infrastructure renewal projects far exceeds the capital available in municipalities for investment in Recreation Infrastructure; and

Whereas Recreation Infrastructure is often put to the bottom of the list, as other infrastructure takes priority; in fact, there has not been a meaningful Recreation Infrastructure program since 2008; and

Whereas the Province of Ontario places long term borrowing restrictions on Municipalities; and

Whereas Saugeen Shores does not have the borrowing capacity to fund these large scale projects; and

Whereas some Municipalities do have the capacity to fundraise and borrow to 1/3 of project costs but rely on other levels of Government for remaining partnership funding; and

Whereas, while the Town of Saugeen Shores welcomes the inclusion of Recreation Infrastructure funds through the Gas Tax Fund, it is apparent that Gas Tax Funds alone are not sufficient to support large scale Recreation Infrastructure projects; and

Whereas the Town of Saugeen Shores agrees with both Parks and Recreation Ontario and with the Association of Municipalities of Ontario that the infrastructure gap will continue to grow, especially once all of the municipal asset plans are completed; and

Whereas both the Federal and Provincial Government could leave a positive and lasting impact on rural communities by helping municipalities to renovate or build new Recreation Facilities, and in the process create cost savings to our health system. After all, health is a Provincial expense, and as citizens live healthier lifestyles and maintain healthy bodies, this leads to less frequent visits to doctors' offices, hospital emergency departments and rehabilitation centres, and consequently less costs towards medical costs; and

Whereas in 2016 the Federation of Canadian Municipalities study found that nearly half of all types of sport and recreation facilities in Canada are in fair or poor condition, with a replacement value of \$23 billion across Canada; and

Whereas in Ontario, the replacement value for aging pools, arenas and community centres in fair or poor condition in Ontario is estimated to be \$6 billion (Parks and Recreation Ontario); and

Whereas the Province of Ontario has endorsed the Framework for Recreation in Canada 2015: Pathways to Wellbeing; and that the vision for the Framework is "a Canada where everyone is engaged in meaningful, accessible recreation experiences..." and that the first goal of the Framework is that governments should enable participation in physically active recreation; and

Whereas the Framework for Recreation in Canada has as priority 4.3 as follows: "Enable communities to renew Recreational Infrastructure as required and to meet the need for green spaces by securing dedicated government funding at all levels.... for the necessary development, renewal and rehabilitation of facilities and outdoor spaces"; and

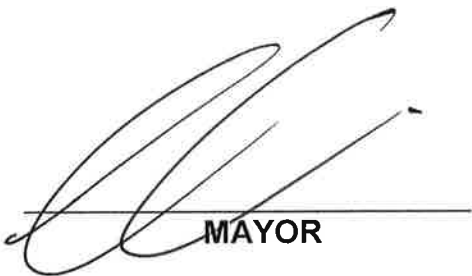
Whereas through the Investing in Canada Plan, the Government of Canada is investing over \$180 billion over 12 years in Infrastructure projects across Canada with these investments being made by 14 Federal Departments and Agencies; and

Whereas the Governments of Canada and Ontario signed a bi-lateral agreement on March 14th, 2017 and created the “Investing in Canada Infrastructure Plan”; and be it

Resolved that the Council of the Town of Saugeen Shores requests that the Government of Canada and the Province of Ontario move forward with accepting applications for funding agreed to by the Governments of Canada and Province of Ontario under the “Investing in Canada Infrastructure Program” to help address the Recreation and Culture Capital Infrastructure deficit that currently exists across Canada; and

Further, that this resolution and background Council Report be forwarded to all Ontario Municipalities, Provincial and Federal Government’s, local MP’s and MPP’s, Parks and Recreation Ontario, and the Association of Municipalities of Ontario, requesting their support.

- Carried ☒
- Defeated ☐
- Deferred ☐
- Referred ☐
- Tabled ☐
- Withdrawn ☐


MAYOR

DIVISION OF RECORDED
VOTE

	YES	NO	ABSENT	PEC INT
CHARBONNEAU				
CARR				
GRACE				
MATHESON				
MYATT				
MYETTE				
RICH				
SHRIDER				
SMITH				

From: "**Minister of Infrastructure**" <Minister.MOI@ontario.ca>

Date: Thu, Mar 14, 2019 at 11:03 AM -0400

Subject: Message from the Minister of Infrastructure / Un message du Ministre de l'Infrastructure

To: "Minister of Infrastructure" <Minister.MOI@ontario.ca>

Dear Mayor/Chief:

As the Minister of Infrastructure, I would like to provide an update about some important actions our government is taking to ensure we provide predictable, secure infrastructure funding to address community needs, while reducing the administrative burden on local governments.

As part of this plan, I am pleased to announce the launch of the first stage of the Investing in Canada Infrastructure Program (ICIP) in Ontario. The ICIP is a 10-year federal-provincial infrastructure program that will invest up to \$30 billion in combined federal, provincial and other partner funding to critical local and regional infrastructure needs. The program will support public transit, green, community, culture and recreation, and rural and northern infrastructure investments. It will bring major infrastructure investments to communities across Ontario. It will grow our economy, ensuring Ontario is open for business and open for jobs. By leveraging funding from the federal government, the ICIP will help us deliver on our commitment to a balanced, fiscally-responsible plan that includes smart infrastructure investments and meets the needs of the people.

I am pleased to announce that the first intake for the ICIP, the Rural and Northern stream, will launch in days. An intake for the remaining Public Transit stream will open in the coming weeks, while intakes for the Community, Culture and Recreation stream and Green stream will launch later this year.

In cooperation with my colleague the Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs, the initial intake of the Rural and Northern stream will open on March 18, 2019. Communities will have up to eight weeks to submit applications for provincial review and nomination to the federal government.

This intake will prioritize projects that improve transportation infrastructure through investments in road, bridge, air and/or marine infrastructure. Municipalities and First Nations with populations of 100,000 or less will be eligible to apply. Projects that will be considered must have a total cost of less than \$5 million, though municipalities and First Nations could submit joint applications for larger projects, such as shared county roads. Future intakes may prioritize other specific asset types eligible under ICIP, like broadband.

More information about the Rural and Northern stream can be found at: www.grants.gov.on.ca/GrantsPortal/en, by clicking on Grant Opportunities.

I would also like to provide an update on the Ontario Community Infrastructure Fund. As you may be aware, the government committed, through a recent line-by-line review, to make all government spending more effective. As a first step, we will be confirming the 2019 OCIF formula allocations with eligible communities, with formula funding confirmed at \$200 million for 2019. Moving forward, the province will be undertaking a re-design of the Ontario Community Infrastructure Fund (OCIF) to ensure funding is targeted to where it is needed most. Our

government will work with the Association of Municipalities of Ontario and municipalities to develop this re-focused OCIF.

Projects that were submitted to the 2018 top-up application intake were reviewed and evaluated based on the criteria outlined in the program guidelines. While no funding will be provided through the 2018 OCIF application intake, it is our intent to nominate a number of road and bridge projects – that would have been successful under the program – for federal funding under the Rural and Northern stream on an accelerated basis. Nomination is subject to municipal agreement and the submission of further information to ensure compliance with federal eligibility criteria. Ministry officials will be in contact shortly to provide a more detailed update on the OCIF and to outline next steps for those municipalities whose ICIP applications will be fast-tracked.

Thank you for your support as we continue to fund better infrastructure for the people, making smarter infrastructure investments throughout all municipalities and Indigenous communities across Ontario. I look forward to working with you to invest in and address the infrastructure needs of your community.

Sincerely,

[original signed by]

Monte McNaughton
Minister of Infrastructure

c: The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
The Honourable Steve Clark, Minister of Municipal Affairs and Housing

Confidentiality Warning: This e-mail contains information intended only for the use of the individual names above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Minister's website at www.ontario.ca/page/ministry-infrastructure and destroy all copies of this message. Thank you.

Ministry of Infrastructure

Office of the Minister

5th Floor, 777 Bay Street
Toronto, Ontario M7A 2E1
Telephone: 416-314-0998

Ministère de l'Infrastructure

Bureau du ministre

777, rue Bay, 5^e étage
Toronto (Ontario) M7A 2E1
Téléphone: 416 314-0998



MAR 04 2019

Mr. Ron Reymer
CAO/Clerk
Township of Lucan Biddulph
P.O. Box 190
Lucan, Ontario
N0M 2J0

Dear Mr. Reymer:

On behalf of the Ministry of Infrastructure, I would like to thank you for attending the 2019 Rural Ontario Municipal Association (ROMA) Annual Conference in Toronto. It was a pleasure to meet with you and your delegation.

I appreciated our discussion about the Lucan Community Memorial Centre. As mentioned, Ontario and the federal government have signed an Integrated Bilateral Agreement for \$11.8 billion in federal infrastructure funding through the Investing in Canada Infrastructure Plan. The Community, Culture and Recreation stream may be an opportunity for your municipality to apply for funding and accelerate the infrastructure initiatives in your community. The province is committed to working with municipalities and the federal government to streamline bilateral funding agreements that support the best interests of the people of Ontario. I look forward to continuing the conversation and working to support your municipality as these opportunities become available.

I also want to make sure you are aware that the Ministry of Infrastructure is offering asset management planning tools and supports to help communities make the right infrastructure choices, at the right time, in the right places. This includes an online toolkit to help your community develop a strategic asset management policy, a self-assessment tool, and expanded communities of practice offering workshops and online seminars. For more details, I would encourage you to visit www.Ontario.ca/assetmanagement.

Thank you again for meeting with me. I look forward to continuing to work with you in the future.

Sincerely,


Monte McNaughton
Minister of Infrastructure

Township of
Lucan Biddulph

MAR 06 2019

Received

Ministry of Infrastructure

Infrastructure Policy Division
777 Bay Street, 4th Floor, Suite 425
Toronto, Ontario M5G 2E5

Ministry of Agriculture, Food and Rural Affairs

Rural Programs Branch
1 Stone Road West, 4th Floor NW
Guelph, Ontario N1G 4Y2



March 14, 2019

Dear CAO/Clerk/Treasurer:

We are writing to provide you with an update on the Ontario Community Infrastructure Fund (OCIF) and new opportunities to access federal and provincial infrastructure funding under the Investing in Canada Infrastructure Program.

Firstly, we are pleased to confirm your municipality's eligibility for the OCIF 2019 Formula-Based Component and provide you with the enclosed Revised Allocation Notice. The notice confirms the previously-proposed 2019 allocation for your community.

We would also like to take this opportunity to remind you of the steps required to close-out your 2018 Formula Funding. A 2018 Annual Financial Overview will be provided to you shortly, along with an Annual Financial Report (AFR) template for you to complete. In the AFR you will be required to confirm details of projects in progress or recently completed, report on any transfers (in or out) for joint projects with other eligible OCIF recipients, indicate the amount of interest earned on formula funds, and confirm any amounts that will be carried forward to 2019. Detailed instructions will be provided when the forms are sent to you.

As your Revised Allocation Notice is being sent out later than normal, the timing of reports as noted in the Contribution Agreement (CA) under Section I2.1 will be revised for this year. The 2018 AFR should be provided by May 31, 2019 and the Project Information Reports required to substantiate the 2019 allocation should be provided by June 30, 2019. Any questions regarding this timing should be sent to OCIF@ontario.ca.

Failure to complete these reporting requirements and any other requirements included in your CA by the noted deadlines could impact your ability to receive formula payments in 2019 and beyond.

As you know, the government is making every effort to restore fiscal balance to the Province. We are using the Province's recent line-by-line review to make all government spending more effective and reduce Ontario's fiscal burden.

Based on this review, the province will be updating the design of OCIF, including the formula and application streams, to make sure funding is targeted to where it is needed most.

In the meantime, proposed formula-based allocations for 2020 and 2021 cannot be confirmed. This means that the previously-proposed allocations for 2020 are subject to change pending the outcome of

the program update. In addition, we are cancelling the top-up application intake that closed in August of 2018 as well as the 2019 top-up application intake.

We thank you for submitting your application to the 2018 OCIF Top-Up intake, and look forward to working with you, and other municipal partners to ensure that the refined OCIF program supports efficiency and value-for-money while helping to address municipal critical infrastructure needs.

As you may know, the Province is launching the Investing in Canada Infrastructure Program (ICIP) in Ontario. ICIP is a ten-year program, which will commit up to \$30 billion in combined federal and provincial funding to support public transit, green infrastructure, community, culture and recreation, and rural and northern infrastructure investments. You can learn more about these opportunities at <http://www.grants.gov.on.ca/GrantsPortal/en>, by clicking on Grant Opportunities. Details on ICIP will be available starting on March 18, 2019 including details on the launch of the first intake of ICIP, the Rural and Northern stream.

Should you have any additional questions, please do not hesitate to contact your OCIF Project Analyst at OCIF@ontario.ca or by calling 1-877-424-1300.

We would like to thank you for submitting your application to the 2018 OCIF Top-Up Component, and look forward to getting in touch with additional information about ICIP.

Sincerely,



Julia Danos
Director, Intergovernmental Policy Branch
Infrastructure Policy Division
Ministry of Infrastructure
416-212-8757
julia.danos@ontario.ca



Carolyn Hamilton
Director, Rural Programs Branch
Economic Development Division
Ministry of Agriculture, Food and Rural Affairs
519-826-3419
carolyn.hamilton@ontario.ca



**Ontario Community Infrastructure Fund (OCIF)
Formula-Based Component**

Revised Allocation Notice

Ministry of Infrastructure
Ministry of Agriculture, Food and Rural Affairs

Township of Lucan Biddulph

March 2019

Disponible en français

Ontario Community Infrastructure Fund (OCIF)
Formula-Based Component- Revised Allocation Notice

Township of Lucan Biddulph

This revised allocation notice is to inform you of your 2019 Ontario Community Infrastructure Fund formula allocation.

Formula-Based Funding Allocation

Your community’s formula-based allocation of funding under the Ontario Community Infrastructure Fund for 2019 is as follows:

2019 formula allocation	\$201,262
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Terms and Conditions

Receipt of formula allocations are conditional upon compliance with all of the terms and conditions of your existing OCIF formula-based funding agreement.

The Province reserves the right to adjust or terminate any allocations contained in this notice, without consent or notice, to account for changes in a municipality’s situation, the OCIF program guidelines, or other parameters or administrative procedures.

Payment Schedule

The Province proposes to make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment*
- Allocations greater than \$150,000 but less than \$1 million will be provided through up to 6 payments; and*
- Allocations greater than \$1 million will be provided through up to 12 payments.*

As 2019 allocations were confirmed in March, payments which would have normally been made in January through to April will be made in May and then will return to the regular payment schedule.

From: "**Kinsella, Jeff (OMAFRA)**" <Jeff.Kinsella@ontario.ca>
Date: Wed, Mar 13, 2019 at 3:48 PM -0400
Subject: Community Economic Development (CED) 101 workshops
To: "Kinsella, Jeff (OMAFRA)" <Jeff.Kinsella@ontario.ca>

The Ontario Ministry of Agriculture, Food and Rural Affairs is pleased to announce that they will once again be offering free Community Economic Development (CED) 101 workshops in your area.

CED 101 workshops are focused on deepening council members' and volunteers' understanding of Community Economic Development (CED).

The workshop examines and explores:

- Economic Wealth Generators in your community and how to attract more
- Economic loss and how to stop it
- CED support activities and associations in your community and how to connect with them

In the workshop we will discuss:

- The definition of CED
- Infrastructure
- Workforce Development
- Research and Marketing
- Policy and Legislation
- Community Revitalization
- Business Development
- Entrepreneurship and Small business and;
- Investment Attraction

The benefits of planning will be discussed and include:

- The efficient use of resources
- Follow through on stated priorities
- Community engagement
- Data sources to support your planning activities

Finally, we look at your CED team. Your CED team is more than economic development staff. Explore who else is on your team. What is your role as a community leader in CED and building a strong team?

Why should you attend?

1. This fast paced, interactive, half-day workshop will help to directly inform a number of your work priorities as an elected official or community volunteer.
2. You will have the opportunity to network with other council members and community volunteers involved in CED, and build your networks.
3. You will learn about tools and resources to help you champion CED in your community to foster an environment that results in the creation of wealth and well-being for the benefit of your community.

Attached is a flyer noting dates and places of CED 101 sessions. Please pass this information along to any councillors staff members or volunteers that you feel may benefit. These workshops are being offered at no charge, but seating at some locations is quite limited so sign up today to avoid disappointment.

Jeff Kinsella

Agriculture and Rural Economic Development Advisor
Ontario Ministry of Agriculture, Food and Rural Affairs
P.O. Box 400, 120 Main St. E.
Ridgetown, ON N0P 2C0
Phone: 519-674-1335
Cell: 519-358-3985

Community Economic Development 101

Workshop for Municipal Councillors & Volunteers

Join us for a **Free** Interactive Workshop

Learn the basics of community economic development (CED) and take away practical tools to help your municipality develop & implement a strategy. CED is the process of fostering an environment that results in the creation of wealth and well-being for the benefit of the entire community.

During the workshop we will cover:

- What CED is and why it is important to your community
- The value of planning in your community
- Collaborative roles of individuals and organizations
- Tools and resources that are available and how they assist you

Choose a session that works for you:

to register click [HERE](#)

For further details call

1-877-424-1300 or email ag.info.omafra@ontario.ca



**Get practical tools
you can use to help
with making
economic
development**

Dates and Details for CED101

Region	Date	Time	Location
March			
Perth/ Waterloo	19-Mar-19	2:00PM — 4:00PM or 7:00PM — 9:00PM	Milverton Community Centre
Norfolk	20-Mar-19	1:30PM — 4:00PM	Simcoe OMAFRA Resource Centre Auditorium
Oxford	21-Mar-19	1:30PM — 4:00PM	Woodstock OMAFRA Resource Centre
Perth	27-Mar-19	2:00PM— 4:00PM or 7:00PM — 9:30PM	West Perth Community Center, 185 Wellington St, Mitchell
April			
Halton	3-Apr-19	1:00PM — 4:30 PM	Country Heritage Park, Milton
Wellington	17-Apr-19	9:00AM — 12:00PM	Wellington County Museum and Archives, Aboyne Hall, 536 Wellington County Rd. 18, Fergus
Chatham	17-Apr-19	9:00AM — 12:00PM	Retro Suites Hotel -The Derby Room 2 King Street, Chatham
Dorchester	23-Apr-19	9:00AM — 12:00PM	Dorchester Library 2123 Dorchester Road, Dorchester, Ontario
Essex	30-Apr-19	1:00PM — 4:00PM	Essex Centre Sports, Shaheen Room, 60 Fairview Aveue West, Essex
May			
Bruce	1-May-19	9:30AM — 12:30PM	Southampton Town Hall, 201 High Street, Southampton
Lambton	2-May-19	9:00AM — 12:00PM	Sarnia Lambton Business Development Centre, 109 Durand Street, Sarnia
North Middlesex	7-May-19	9:00AM — 12:00PM	Shared Services Centre 229 Parkhill Main St. Parkhill
Grey	8-May-19	9:30AM — 12:30PM	'The Plex', 16 Albert St., Flesherton
Niagara	22-May-19	1:00PM — 4:00PM	Rittenhouse Hall, Ministry of Agriculture Food and Rural Affairs, 4890 Victoria Avenue North, Vineland Station

From: Brad Dausett <bdausett@strathroy-caradoc.ca>
Date: February 27, 2019 at 2:20:30 PM EST
To: "John Maheu (AORS)" <johnmaheu@aors.on.ca>, Dave Kester <Davekester@lucanbiddulph.on.ca>, Ryan Hillinger <rhillinger@middlesex.ca>
Cc: Jarett Hoglund <jhoglund@middlesex.ca>, Mauro Castrilli <MCastrilli@thamescentre.on.ca>, Art Perrier <artlou@rogers.com>, Cheryl <admin@aors.on.ca>, Dennis O'Neil <dennisonel@aors.on.ca>
Subject: RE: 2021 AORS Municipal Public Works Trade Show

Great news John , The Gemini has been booked for that week .

From: John Maheu (AORS) [<mailto:johnmaheu@aors.on.ca>]
Sent: Wednesday, February 27, 2019 10:54 AM
To: Dave Kester <Davekester@lucanbiddulph.on.ca>; Ryan Hillinger <rhillinger@middlesex.ca>; Brad Dausett <bdausett@strathroy-caradoc.ca>
Cc: Jarett Hoglund <jhoglund@middlesex.ca>; Mauro Castrilli <MCastrilli@thamescentre.on.ca>; Art Perrier <artlou@rogers.com>; Cheryl <admin@aors.on.ca>; Dennis O'Neil <dennisonel@aors.on.ca>
Subject: 2021 AORS Municipal Public Works Trade Show

Hi gents. You may have already heard the good news through Dave: the AORS Board has approved Middlesex as the host association for the 2021 Trade Show. Congratulations. I've attached the official award letter. Please share it with your members and municipalities. I did bump into Joanne Vanderheyden at Good Roads and told her. She's naturally excited and agreed to work with her counterparts throughout the County to secure the support we need.

I'm also attaching the Trade Show Regulations to refresh your memories, as well as guidelines for the committees and their responsibilities. These are guidelines; some host associations structure their committees differently, depending on how many volunteers they have to man them.

We should plan to have a trade show meeting following the lunch at your next Local Association meeting on April 12. Hopefully you'll get a good turnout at that meeting and we can recruit as many committee members as possible.

thx

John Maheu, [M.A.Sc.](mailto:johnmaheu@aors.on.ca) P.Eng. | Executive Director
Association of Ontario Road Supervisors (AORS)
160 King Street, PO Box 129, Thorndale, ON N0M 2P0
Phone: 905-220-1146 | Fax: 519-461-1343
johnmaheu@aors.on.ca | www.aors.on.ca

Check out our new workshops on
[Asset Management for Small to Medium Sized](#)
[Municipalities: The Role of Public Works](#)

From: Ellis, Julie [<mailto:Julie.Ellis@mpac.ca>] **On Behalf Of** Macdougall, Amanda
Sent: Thursday, March 07, 2019 2:26 PM
To: Ron Reymer <rreymer@lucanbiddulph.on.ca>; Tracy Loyens <tloyens@lucanbiddulph.on.ca>
Cc: cao@middlesex.ca; choward@middlesex.ca; Slater, Brenda <Brenda.Slater@mpac.ca>
Subject: MEMO: Small-scale On-farm Business Subclass Notice Mailing

Good Afternoon,

Please find attached an update regarding MPAC's review for the Small Scale On-Farm Business Regulation. The memo includes details on the regulation, where to locate a copy of the Special Amended Notices (SANS) for your municipality and a copy of the letter that qualifying property owners will receive.

For your information and at the time of writing this email, there were no properties that qualified within the Township of Lucan Biddulph.. However, I encourage you to check Municipal Connect as MPAC will continue to update our records as information changes.

If you have any further questions, please contact your Account Manager.

Thank you,

Amanda Macdougall MBA

Regional Manager – Zone 1
Municipal and Stakeholder Relations
Municipal Property Assessment Corporation (MPAC)
Tel: 226-317-0272
Cell: 519-497-4808
Website: www.mpac.ca

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MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Date March 7, 2019

To: Chief Financial Officers and Treasurers

From: Carmelo Lipsi, Vice President and Chief Operating Officer

Subject: Review Complete: Small-scale on-farm business subclasses

On May 3, 2018, the Government of Ontario established two new optional subclasses for small-scale on-farm businesses to promote and support local farms across Ontario. The commercial and industrial subclasses were created to provide a tax rate that is 75% lower than the commercial and industrial tax rates that would otherwise apply ([see MPAC's memo from June 11, 2018](#)).

In response to the announcement, we conducted a province-wide review of all farms to determine which properties are eligible for the small-scale on-farm business subclasses. We recently completed our review and would like to provide you with an update.

Results:

- Approximately 250 properties are eligible for the new optional subclasses which impact the 2018 and 2019 tax years.
- The new subclasses will have a Realty Tax Qualifier of 7.

Next Steps:

- On March 15, 2019 we will mail approximately 500 Special Amended Notices to property owners for the 2018 and 2019 tax years which will also include a letter explaining the recent changes to their assessment (sample letter attached for your reference).
- On March 8, 2019 you will be able to download Special Amended Notices from Sightline via Municipal Connect.

Small-scale on-farm business subclasses

March 5, 2019

Page 2 of 3

Key Highlights of the Regulation ([O. Reg 361/18](#))

Tax Rates

- The commercial and industrial subclasses were created to provide a tax rate that is 75% lower than the commercial and industrial tax rates that would otherwise apply.
- The subclasses are in effect for 2018 taxation and subsequent taxation years.
- Education tax rates for the commercial/industrial operation will be the lesser of the existing tax rate or 0.00272500, irrespective of municipalities opting into the small-scale on-farm business subclasses ([O.Reg.362/18](#)).

By-laws

- A council of a single or upper-tier municipality may pass a by-law opting to have both subclasses or they may pass a by-law for the industrial subclass

Assessment Criteria

- To qualify, 51% of the commercial and/or industrial facility must be used to sell, process or manufacture something from a product produced on the farmland.
- The first \$50,000 of assessed value attributed to the commercial or industrial operation will qualify for the reduced commercial or industrial tax rate.
- If the commercial or industrial operation has an assessed value equal to or greater than \$1 million, it will not qualify.

If you have any concerns, please contact your local Municipal and Stakeholder Relations Regional Manager who is available to answer your questions.

Thank you,

Carmelo Lipsi,
Vice President and Chief Operating Officer

Copy:

Kathy Blake, Director, Municipal and Stakeholder Relations
Amanda Macdougall, Regional Manager, Zone 1

Attached: Enclosed sample letter to property owner

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

March 15, 2019

Hello,

You are receiving this letter and the enclosed Special Amended Notice regarding recent changes to your property assessment.

On May 3, 2018, the Government of Ontario established two new optional subclasses for small-scale on-farm businesses to promote and support local farms across Ontario. The commercial and industrial subclasses were created to provide a tax rate that is 75% lower than the existing commercial and industrial tax rates. The reduced tax rate will apply to the first \$50,000 of eligible assessment.

In response, we conducted a province-wide review of all farm properties and determined the commercial and/or industrial portion of your farm operation qualifies for a small-scale on-farm business subclass.

To qualify, the commercial and/or industrial facility must be an extension of your farming operation. In addition, 51% of the facility must be used to sell, process or manufacture something from a product produced on your farmland. If the commercial and/or industrial operation has an assessed value equal to or greater than \$1 million, it is not eligible for the small-scale on-farm business subclasses.

It is important to note the lower tax rates for the new commercial and industrial subclasses only apply to qualifying properties in municipalities that adopt the optional subclasses and have passed the corresponding bylaw.

Qualifying properties may also receive a lower commercial or industrial education tax rate regardless of whether your municipality chooses to adopt the optional subclasses for the municipal portion of the property tax.

If you have questions about your property taxes, please contact your municipality or local taxing authority for more information.

If you have questions about your property assessment, you may contact our Customer Contact Centre, Toll Free at 1 866 296-6722 or TTY 1 877 889-6722. (Hours of operation: Monday to Friday – 8 a.m. to 5 p.m. EST) or visit aboutmyproperty.ca.

Thank you,

Karen Russell, M.I.M.A.
Director, Valuation & Customer Relations

From: Martin Krayzel [<mailto:martin.krayzel@gmail.com>]
Sent: Tuesday, March 05, 2019 12:51 PM
To: Ron Reymer <rreymer@lucanbiddulph.on.ca>
Cc: shagerman@rogers.com
Subject: Fwd: Foundation for the Responsible Administration of Emergency Medicines

To whom it may concern,

We would like to introduce you to the most progressive outreach program for the opioid crisis in the province.

The Foundation for the Responsible Administration of Emergency Medicines is a non-profit organization dedicated to awareness and education of issues surrounding opioid overdoses and the emergency administration of Naloxone.


Part of the organization's role is also in the development standard setting for Naloxone administration by bystanders. So far, we have provided training and education to over 14 000 people across the province, and can offer the experiences we have had over the course of the past 18 months. Your event fits perfectly into our schedule. The Opioid crisis is number one health issue in Canada. Reducing death from opioid overdose can be something that every municipality stands for this year.

This Humanitarian program covers every little detail on this timely issue.

We set up free workshop, which just requires a table and a couple of chairs. The free harm reduction training lasts seven to ten minutes per individual or group of individuals. Or we can accommodate several hundreds people with our extended presentation. We are extremely professional and you will be very satisfied with what we will achieve for you.

We educate people about the signs and symptoms of an opioid overdose, issue a certification card, and supply the participants with up to two free Naloxone kits. Both nasal and intramuscular kits are available free of charge for the participants. This is a program that will enable your participants to take actionable steps in the event of an opioid overdose emergency.

We would like to follow up with phone call shortly if possible, or feel free to reach program director Jason Newman at 519.639.9453

Thank you, 
Martin Krayzel
Community Service Coordinator
226.926.9393



CITY OF QUINTE WEST

*Office of the Mayor
Jim Harrison*



**P.O. Box 490
Trenton, Ontario, K8V 5R6**

**TEL: (613) 392-2841
FAX: (613) 392-5608**

March 8, 2019

Via Email

RE: Resolution – Bottled Water

Dear: Government Organizations,

Please be advised that the Council for the Corporation of the City of Quinte West passed the following resolution at its meeting held on March 4, 2019:

Motion No. 19-058 – Notice of Motion – Councillor Cassidy

Moved by Cassidy

Seconded by Kuntze

Whereas water is essential for human life to exist on earth, and access to clean drinkable water should be a basic human right, and water has been commodified by the sale of bottled water;

And Whereas Canada is a participant to the Paris Agreement on Climate Change;

And Whereas the United Nations has called on all countries to reduce green house gas emissions;

And Whereas single use plastics are significant items of unnecessary waste that damage our environment;

And Whereas Canada as a country and all of the provinces and territories are not likely to reach our targets to reduce green house gas emissions by 2030;

And Whereas many scientists and environmental advocates are asking us to end the fossil fuel based economy as soon as possible;

And Whereas the City of Quinte West has undertaken initiatives to limit the use of bottled water and promote the use of municipal drinking water in recent years;

Be it resolved that the City of Quinte West will undertake a review/audit in 2019 of the City facilities to identify areas where the use of municipal water can be further optimized and the use of bottled water can be reduced or eliminated wherever possible;

2

And further that a policy be developed to promote the use of municipal drinking water in the City;

And further be it resolved that the City of Quinte West will encourage our immediate neighbours to do the same;

And further be it resolved that the City of Quinte West will forward this motion as an aspirational objective to the following partners: All municipalities in Ontario, AMO, all other similar provincial and territorial organizations in Canada, all Premiers and the Prime Minister and the leaders of all Provincial and Federal Parties in Canada with the request that they enact legislation to do the same.

Carried

We hope that you will take such actions into consideration within your own organization in an effort to reduce bottled water usage and promote the use of municipal water.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in black ink, appearing to read "Jim Harrison", with a large, sweeping flourish at the end.

Jim Harrison,
Mayor



NOTICE OF PUBLIC MEETING
Pursuant to Sections 17 and 34 of
the Planning Act

MUNICIPALLY-INITIATED
APPLICATIONS FOR OFFICIAL PLAN AND
ZONING BY-LAW AMENDMENTS (OPA1-2019 & Z8-2019)

Purpose and Effect:

The purpose of this Amendment is to bring the Thames Centre Official Plan into conformity with the relevant policies and map schedules of the Thames, Sydenham and Region, Kettle Creek, and Ausable-Bayfield Source Protection Plans as they apply to the Municipality of Thames Centre, in accordance with Section 40 of Clean Water Act, 2006. The effect of the amendment is to update applicable significant threats and land use policies to ensure the protection, restoration and maintenance of water resources.

The purpose and effect of this Zoning By-law Amendment to the Thames Centre Comprehensive Zoning By-law is to provide a regulatory framework and mapping which will implement the proposed Official Plan Amendment.

Sections 40 and 42 of the Clean Water Act, 2006 require that the Council of a municipality amend its Official Plan and Zoning By-law to conform with any Source Protection Plan having jurisdiction.

Description and Location of Subject Lands:

The policies of this Official Plan Amendment and the regulations of this Zoning By-law Amendment would apply to the entire Municipality of Thames Centre, unless specified to the contrary. As such, no Key Map is required.

Public Meeting

The Municipality will hold a public meeting to consider the subject applications:

Date: Monday, March 25, 2019

Time: 6:15 p.m.

Place: Thames Centre Municipal Office Council Chambers - 4305 Hamilton Rd., Dorchester

You are invited to attend the public meeting and present oral and written comments.

Other Planning Act Applications:

None

Other Information:

If you wish to be notified of the decision of the County of Middlesex with respect to the proposed Official Plan Amendment, you MUST make a written request to the County of Middlesex, Planning Department, 399 Ridout Street North, London, Ontario N6A 2P1.

If you wish to be notified of the decision of the Municipality of Thames Centre with respect to the proposed Zoning By-law Amendment, you MUST make a written request to the Municipality of Thames Centre, 4305 Hamilton Road, Dorchester, Ontario, N0L 1G3.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Thames Centre before the proposed Official Plan Amendment is adopted, the person or public body is not entitled to appeal the decision of the County of Middlesex to the Local Planning Appeal Tribunal. If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Thames Centre before the proposed Official Plan Amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Thames Centre before the Official Plan Amendment is adopted or the Zoning By-law Amendment is passed, the person or public body is not entitled to appeal the decisions of the Municipality of Thames Centre to the Local Planning Appeal Tribunal. If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Thames Centre before the Official Plan Amendment is adopted or the Zoning By-law Amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Additional information regarding these applications is available for public for inspection from 8:30 a.m. to 4:30 p.m., Monday to Friday, at the Thames Centre Municipal Office. If you have any questions regarding the applications please contact Marc Bancroft, Municipal Planner, at 519.268.7334 x 223.

2019

APPROVED BUDGET

February 21, 2019

Upper Thames River Conservation Authority



2019 UTRCA Approved Budget

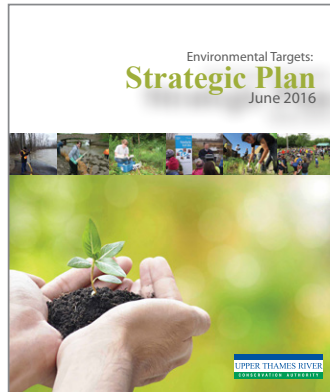
February 21, 2019

The Upper Thames River Conservation Authority (UTRCA) 2019 Approved Budget (expenditures) is forecast at \$20,940,779. This total is split between operating expenses (\$15,744,571) and capital (\$5,196,208).

Key influences on the 2019 Budget include:

1. Continued Implementation of the UTRCA's Environmental Targets Strategic Plan

The Board of Directors approved a new Environmental Targets Strategic Plan in June 2016. The Plan represents the most significant programming change in the UTRCA's nearly 70 year history and is designed to ensure measurable improvements in watershed health by setting Watershed Targets.



These Targets are designed to advance achievement of the UTRCA's Ends:

1. Protecting people and their property from flooding and erosion,
2. Protecting and improving water quality,
3. Managing and expanding natural areas, and
4. Providing outdoor recreation/education opportunities.

Monitoring data has clearly shown that progress in achieving these Ends has plateaued during the past 20 years. That is not to suggest current conservation efforts have been ineffective. In fact, maintaining these measures as status quo is a form of success, in a landscape facing increasing stressors such as development, population growth, climate change and invasive species. However, the UTRCA has a responsibility to do more



than simply "maintain." The Environmental Targets represent an organizational commitment to achieve measurable improvements in our watershed's health. This in turn supports economic development, human health, and makes the watershed more attractive and resilient. The Environmental Targets are aggressive but realistic. The UTRCA has the tools, experience, expertise and relationships to achieve these Targets. Funding needed to support this work is also significant; however, given partner support and a phased approach to implementation, the plan is practical and achievable.

For 2019, a total of \$288,130 in new levy funding has been included for this, the third year of the proposed four year funding phase-in. This new revenue is needed to support water quality improvements and the expansion of natural cover in the watershed. Note that new funding from senior levels of government as well as user fees are also being requested to help support the plan's implementation.



2. Inflation

An inflationary increase of 2.1% (April 2017- April 2018 Consumer Price Index for Ontario) has been applied to the 2019 budget.

3. Finance System Modernization

The UTRCA continues to revise its internal systems to improve budgeting accuracy. More comprehensive planning on the part of management, a clear separation of operating and capital expenditures, and realistic projections of capital costs have led to much more realistic budgeting. Comparisons of the 2019 Approved Budget with past years suggests rapid organizational growth and, while there has certainly been an element of growth, better and more accurate budgeting accounts for a significant portion of what appears to be an increased total budget. As the new system becomes normalized, more accurate comparisons, projections and reporting will result.

2019 Approved Budget



- 1 -

Flood & Erosion Hazard Protection

Program Examples

- Operation and maintenance of dams and dykes
- Floodplain and hazard regulations
- Flood forecasting and warning
- Plan review
- River Safety education program
- Fanshawe Dam education program

- 1 - Flood & Erosion Hazard Protection

Flood / Water & Erosion Control

(Water & Information Management Unit budget)



What we do:

- Reduce the risk of property damage and loss of lives due to flooding by providing flood forecasting and warning programs
- Operate and maintain water control structures to control flood flows and augment stream flow during dry periods
- Operate and maintain recreational water control structures on behalf of municipalities

Examples:

- Providing and maintaining flood situation emergency plans and a flood warning system
- Continually monitoring stream flow, reservoirs and watershed conditions, and forecasting floods
- Collecting and maintaining flood damage information and historical flooding data
- Maintaining and expanding stream gauge network in order to improve stream flow, climatic and water quality monitoring
- Improving and calibrating flood forecasting models
- Coordinating, maintaining, and improving stream flow through flow augmentation reservoirs
- Coordinating the upper Thames River watershed's Low Water Response Team, which is planning for drought response to meet the needs of watershed residents and business, while protecting natural systems and human health
- Operating, inspecting, and maintaining flood control dams, dyke systems, channels, and erosion control structures, constructed in partnership with municipalities
- Operating, inspecting, and maintaining medium sized municipal recreation dams and Conservation Area dams
- Undertaking major maintenance projects on water and erosion control structures, and assessing municipal erosion control works
- Undertaking dam safety studies, and improving public safety around dams
- Updating operation and maintenance manuals
- Securing capital maintenance funding for water and erosion control infrastructure
- Providing technical expertise to identify natural hazards (such as floodplains and steep slopes) with the goal of protecting people and property from these natural hazards
- Providing, interpreting and maintaining floodplain mapping
- Updating hazard modelling and mapping in support of Environmental Planning & Regulations unit
- Securing senior government funding support for flood hazard mitigation

Why:

- Reduce property damage, injury and loss of life
- Comply with legislative requirements and guidelines at the local level
- Maintain public investment in infrastructure to prevent catastrophic loss
- Improve water quality and stream flow
- Key component of a comprehensive floodplain management program
- Provide park land and recreational opportunities

Who benefits/ participates:

- Municipalities
- Watershed residents and businesses potentially affected by flooding or drought
- Conservation area users
- Province (through reduced flood damages)

- 1 - Flood & Erosion Hazard Protection

Environmental Planning & Regulations

(Environmental Planning & Regulations Unit budget)



What we do:

- Administer the Conservation Authorities Act related to the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulations
- Assist municipalities with fulfilling their Planning Act responsibilities by identifying natural hazard areas and natural heritage features, and providing policy support
- Respond to Planning Act and Conservation Authorities Act inquiries
- Provide municipalities with access to policy and technical experts in various disciplines including hydrology, hydrogeology, ecology, fisheries, bioengineering, engineering, stream morphology and land use planning
- Perform a planning advisory role to municipalities which may include, but is not limited to, matters related to the assessment or analysis of environmental impacts associated with activities near or in the vicinity of sensitive natural features such as wetlands, river and stream valleys, fish habitat and significant woodlands; hydrogeology; and stormwater management studies

Examples:

- Providing comments to assist municipalities with processing Official Plan and zoning by-law amendments, severances, variances and plans of subdivision
- Answering questions from the public on the environmental aspects of land use planning
- Responding to property inquiries (legal, real estate, and general information)
- Providing resource mapping as well as technical reviews and clearances
- Administering approvals and investigating violations related to regulations made pursuant to the Conservation Authorities Act
- Screening and commenting on mitigation related to projects requiring federal Fisheries Act review or approval
- Liaising between municipalities and other government agencies

Why:

- Reduce the risk to life and property from natural hazards such as flooding and unstable slopes
- Conservation Authorities have delegated responsibilities to represent provincial interests regarding natural hazards encompassed by Section 3.1 of the Provincial Policy Statement, 2014 (MMAH, 2014). These delegated responsibilities require CAs to review and provide comments on policy documents (Official Plans and comprehensive zoning by-laws) and applications submitted pursuant to the Planning Act as part of the Provincial One-Window Plan Review Service.
- Promote the maintenance and enhancement of natural heritage features and areas such as woodlands, wetlands and threatened species
- Protect and promote the wise use of groundwater resources
- Complement other UTRCA mission centres such as Water & Information Management, Watershed Planning, Research & Monitoring, and Conservation Services
- Comply with legislative requirements

Who benefits/ participates:

- Municipal decision makers (planning committee, committee of adjustment, and council)
- General public
- Ratepayers associations and other special interest groups
- Landowners, developers, private planning and engineering consultants, lawyers, real estate agents
- Municipal planners, building officials, parks and recreation services staff
- Provincial ministries, Local Planning Appeal Tribunal, and Mining and Lands Tribunal
- Academic community



- 2 -

Water Quality Protection & Improvement

Program Examples

- Clean Water Program
- Drinking Water Source Protection Planning
- Provincial Water Quality Monitoring Network
- Provincial Groundwater Monitoring Network
- Benthic monitoring program
- Thames River Clear Water Revival
- Watershed Report Cards
- Watershed Report Card education program
- Developing and implementing community-based watershed strategies
- Environmental education programs for 20,000 students annually at Fanshawe and Wildwood Conservation Areas
- Children's Water Festival

- 2 - Water Quality Protection & Improvement

Environmental Monitoring

(Watershed Planning, Research & Monitoring Unit budget)

What we do:

- Provide watershed scale environmental monitoring, summarized every 5 years in a comprehensive Watershed Report Card document, to understand current health and emerging trends as a basis for setting environmental management priorities and tracking progress on Environmental Targets



Examples:

- Working in partnership with the Ontario Ministry of the Environment, Conservation & Parks (MECP) and municipal Health Units to collect and analyze surface water samples at 24 sites as part of the Provincial Water Quality Monitoring Network (PWQMN)
- Working in partnership with the MECP to collect and analyze groundwater samples at 24 sites as part of the Provincial Groundwater Monitoring Information System
- Undertaking expanded water quality and stream health monitoring, in support of efforts identified in the Environmental Targets Strategic Plan, at 13 additional sites to fill gaps in data collection
- Working in partnership with member municipalities to undertake detailed local water quality studies to better understand local water quality issues identified in Watershed Report Cards
- Compiling water quality and aquatic community health data in a comprehensive and standardized time series database that is integrated with water quantity and available to watershed partners
- Monitoring aquatic community health including benthic invertebrates at approximately 100 sites annually and fisheries as an indicator of environmental health
- Monitoring aquatic species at risk, including fish, reptiles and freshwater mussels, to identify priority areas for implementation of best management practices and stewardship aimed at improving habitat
- Continuing a monitoring program in Wildwood, Pittock and Fanshawe Reservoirs for parameters such as dissolved oxygen, to ensure operations of the structures do not negatively impact water quality
- Developing interactive GIS tools for use by UTRCA staff to track project work and progress towards achieving Environmental Targets
- Developing UTRCA Watershed Report Cards to summarize and report all monitoring data and trends

Why:

- To gather long term data and create information to measure outcomes related to the UTRCA Environmental Targets Strategic Plan
- Changes in environmental health must be monitored and understood to help guide the conservation authority, municipalities, government agencies and community groups in implementing restoration and rededication programs
- Monitoring can detect problems before serious damage occurs and result in considerable cost saving and improved environmental health in the watershed

Who benefits/ participates:

- Watershed residents
- Municipalities
- Agencies
- Schools, universities, colleges

- 2 - Water Quality Protection & Improvement

Watershed Planning

(Watershed Planning, Research & Monitoring Unit budget)

What we do:

- Develop and maintain watershed, subwatershed and property specific management plans in cooperation with government agencies, municipalities and community groups

Examples:

- Supporting the development of natural heritage targets for the watershed and participating in property assessment and acquisition projects in partnership with other UTRCA units in order to characterize, protect and rehabilitate natural features and systems
- Participating in the ongoing implementation of recovery strategies for aquatic and terrestrial species at risk
- Developing and maintaining Geographic Information System (GIS) databases, performing spatial analysis and producing mapping and GIS tools to support watershed planning initiatives, assist in property management and support regulatory activities
- Developing and maintaining Internet-based GIS mapping tools to support UTRCA staff
- Developing land management plans for UTRCA properties, such as the Lowthian Flats and Fullaratton area lands, in partnership with the Conservation Areas and Lands & Facilities units
- Presenting findings on environmental conditions in the watershed's 28 subwatersheds through watershed report cards
- Providing technical support and review for applications related to planning advisory services for the Environmental Planning & Regulations unit
- Facilitating the development of an updated Water Management Plan for the Thames River watershed that serves to refine water management objectives, in collaboration with a broad group of stakeholders
- Participate in senior government working groups related to development of a Domestic Action Plan to reduce phosphorus loads to Lake Erie

Why:

- Solving environmental problems and implementing plans to improve watershed health requires a broad geographic perspective and knowledge of current resources, research and implementation practices
- Private landowners ultimately manage the majority of lands and, therefore, need to help determine the future of these properties; we provide the forum for the community to work collectively toward a common vision for the watershed

Who benefits/ participates:

- Watershed residents
- Community groups
- Municipalities
- Agencies



- 2 - Water Quality Protection & Improvement

Research

(Watershed Planning, Research & Monitoring Unit budget)

What we do:

- Implement research studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources

Examples:

- Developing an assessment of water quality in the Thames River watershed based on analysis of existing data, modeling and long term trends
- Studying threatened and endangered wildlife species and their habitat requirements (such as the spiny softshell turtle, queen snake, black redhorse fish and freshwater mussels) that are indicators of watershed health
- Participating in multi-agency research projects, such as Conservation Ontario's Provincial Information Technology Forum, Conservation Authorities Aquatics Group, Lake St. Clair Management Plan, and Lake Erie Lakewide Action & Management Plan
- Providing technical lead in the development of natural heritage system studies and models for determining natural heritage system significance (such as the Perth and Elgin County Natural Heritage System Studies)
- Spatially quantifying natural heritage feature gains and losses to identify areas of concern and guide our advocacy for protection/restoration

Why:

- New information and solutions are required for existing environmental problems to ensure we can live in healthy communities
- To advocate for natural heritage feature protection and restoration in the watershed as identified in UTRCA Environmental Targets
- Provide clean water for community use and for the enjoyment of future generations
- Decrease the health risk to humans and animals
- Improve habitat for fish and wildlife

Who benefits/ participates:

- Private landowners, the local community and municipal partners
- Industry gains new technology and products
- Individuals and agencies share new ideas and expertise
- Landowners, community groups and municipalities benefit from funding that they could not access on their own



- 2 - Water Quality Protection & Improvement

Soil Conservation

(Conservation Services budget)



What we do:

- Provide comprehensive in-field and in-stream conservation planning services to address soil and water quality concerns

Examples:

- Working under the auspices of Environment & Climate Change Canada (ECCC) to deliver the Medway Creek Watershed Phosphorus Reduction Initiative
- Working under auspices of the Agricultural Adaptation Council to deliver the Medway Creek Watershed Demonstration Project for Phosphorus Reduction
- Working under the auspices of ECCC to gather background water quality data from agriculture-based selected Thames River subwatersheds
- Managing demonstration and research efforts, including: controlled drainage, engineered vegetated filter strips, saturated buffers, constructed wetlands, and surface inlet effectiveness, with the Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA)
- Managing biofilter demonstration and research efforts with the Universities of Waterloo and Guelph
- Partnering with Agriculture & Agri-Food Canada on edge-of-field research efforts to monitor phosphorus movement on agricultural cropland
- Continuing with monitoring of several demonstration projects implemented through the Ministry of the Environment, Conservation & Parks's Showcasing Water Innovation program, including on-farm stormwater management, the use of slag filters for phosphorus removal in barnyard and silage leachate runoff, wetland restoration, and sub-irrigation/drainage projects
- Working with local communities and agency funders to improve the overall watershed health of the Avon River, as well as Cedar, Halls and Stoney Creeks
- Focusing efforts to restore natural stream flow and structure in Medway Creek in order to improve the stream's aquatic health
- Working with the community to implement a low impact development program across the watershed
- Working with OMAFRA on the Soil Health Project to determine the state of agricultural soils in Ontario and demonstrate methods for improvement
- Implementing practical, cost-effective alternatives for landowners and other agency staff with water quality concerns, such as bioengineering to control streambank erosion and slope instability, natural channel design in disturbed watercourses and drainage systems, and constructed wetlands to treat industrial, septic and agricultural wastewater
- Working with the Great Lakes and St. Lawrence Cities Initiative on the Thames River Phosphorus Reduction Collaborative to reduce phosphorus input to the Thames River

Why:

- Reduce watercourse pollution and maintenance costs by keeping soil on the land
- Stabilize streams experiencing pressure from surrounding land uses
- Improve water quality and habitat for fish and wildlife
- Reestablish natural aquatic linkages
- Protect topsoil for agriculture

Who benefits/ participates:

- Groups and individuals in the participating communities
- Private landowners and the local community can sustain crop yields, avoid costly drain maintenance and keep local water resources clean
- Local contractors carry out much of the work
- Industry gains new technology and products
- Agencies and individuals share new ideas and expertise

- 2 - Water Quality Protection & Improvement

Clean Water Program (Conservation Services budget)

What we do:

- Provide technical assistance and financial incentives to rural landowners for implementing measures that improve surface water and groundwater quality and contribute to sustainable agriculture operations. CWP is funded by the Counties of Oxford, Middlesex and Perth, the Town of St. Marys and the Cities of Stratford and London. Additional funding is provided by Environment & Climate Change Canada's Habitat Stewardship Program. The program is delivered by the Ausable Bayfield, Catfish Creek, Grand River, Kettle Creek, Long Point Region, Maitland Valley, St. Clair Region, and Upper Thames River Conservation Authorities.
- Provide technical delivery of Agriculture & Agri-Food Canada's Greencover Program
- Deliver the Ontario Drinking Water Stewardship Program to eligible landowners throughout the Thames-Sydenham and Region Source Protection Region



Examples:

- Eligible projects include the following:
 - milkhouse washwater disposal
 - clean water diversion
 - livestock access restriction to watercourses
 - nutrient management plans
 - wellhead protection
 - decommissioning unused wells
 - fertilizer, chemical and fuel storage or handling
 - septic systems
 - erosion control structures
 - fragile land retirement
 - woodlot and wetland enhancement

Why:

- To address locally identified priority water quality impairment issues
- To maintain working relationships between various municipalities, local farm groups, government agencies and interested groups or associations that have a direct stake in the issue of agriculture, water quality and future health of our watersheds
- To protect municipal drinking water sources

Who benefits/ participates:

- Landowners within the Counties of Oxford, Perth and Middlesex, the Cities of Stratford and London and the Town of St. Marys
- Municipalities, by joining together, enjoy environmental programs and services that would otherwise be too costly for individual municipalities
- Everyone benefits from improved environmental health

- 2 - Water Quality Protection & Improvement

Source Water Protection

(Environmental Planning & Regulations Unit budget)

What we do:

- Work with our partners to develop and implement a Source Protection Plan that will:
 - protect human health, and
 - protect present and future municipal drinking water sources (quality and quantity)
- The Upper Thames River, Lower Thames Valley, and St. Clair Region Conservation Authorities are working together in a partnership with the Province and our member municipalities
- The UTRCA, as the lead CA, is responsible for the overall project administration

Examples:

- Provide risk management services to regulate identified risks to drinking water sources
- Support municipalities in the implementation of the Source Protection Plan
- Provide education and outreach related to the Source Protection Plan
- Monitor and report on implementation progress
- Support the Source Protection Committee
- Ensure transparent, multi-stakeholder involvement
- Provide technical information and resources
- Integrate drinking water source protection into other program areas
- Update technical information in Assessment Reports
- Develop a water budget
- Manage and maintain data

Why:

- The Walkerton Inquiry recommended a multi-barrier approach to protecting drinking water, with drinking water source protection as the first barrier
- Protecting our surface water and groundwater from becoming contaminated or overused will ensure that we have a sufficient supply of clean, safe drinking water now and for the future
- Clean and sustainable drinking water sources are critical to healthy and economically sustainable communities
- Protecting drinking water sources is more cost-effective than remediating water quantity and/or quality, if remediation is even possible
- Required by the Clean Water Act

Who benefits/ participates:

- Province
- Conservation authorities
- Municipalities
- Stakeholders
- Water users





- 3 -

Natural Areas Protection & Expansion

Program Examples

- Private land tree planting
- Communities for Nature program
- Tree Power program
- Various management plans (e.g., Ellice Swamp, Sifton Bog Environmentally Significant Area)
- Watershed Report Cards
- Property management
- Wetlands education program
- Developing and implementing community-based watershed strategies
- Creating value for the UTRCA and the environment by linking the Authority and its information with the watershed residents and their ability to take action

- 3 - Natural Areas Protection & Expansion

Forestry

(Conservation Services budget)

What we do:

- Offer a range of tree planting and woodlot management services to improve the health of the local environment and provide a learning experience



Examples:

- Providing a wide range of forestry services including tree planting plans (including technical assistance, planting or supplying appropriate stock, and maintenance assistance), woodlot management, non-native vegetation control (with the EZject system and other herbicide and manual methods), and planning and auditing for the Managed Forest Tax Incentive Program
- Initiating inventories and management plans for UTRCA-owned plantations and other wooded areas
- Carrying out controlled burns to sustain Communities for Nature native grass and wildflower plantings, with the UTRCA's Environmentally Significant Areas team
- Planning and implementing naturalization projects through the Communities for Nature program, which gives 4,000 people each year a hands-on educational experience enhancing their local environment, through community forestry, wildflower and aquatic planting, and provides local businesses with an opportunity to provide lands and/or financial support
- Coordinating the George Furtney, Woodstock, Zorra, Thames Centre, and St. Marys Area Memorial Forests, to improve the local environment while commemorating people or events
- Partnering with the Canadian Forestry Service on Emerald Ash Borer (EAB) parasitoid research for control of EAB
- Partnering with the Forest Gene Conservation Association to establish a Southwest Ontario Butternut Tree Archive site at Pittock Conservation Area, to help preserve the genetics of this endangered species
- Providing tree marking and woodlot management advice for private landowners
- Providing technical assistance to the London airport tree trimming project

Why:

- Improve crop yields and water quality by reducing soil erosion
- Provide habitat for wildlife
- Improve air quality
- Shade and protect buildings, reducing heating and cooling costs
- Reduce snow drifting and snow removal costs
- Provide timber products
- Provide recreational opportunities and aesthetics

Who participates/ benefits:

- Farmers and rural landowners
- Students, non-profit groups, service clubs and community associations
- General public
- Municipalities
- Private tree nurseries
- Funeral homes
- Corporations/ businesses

- 3 - Natural Areas Protection & Expansion

Lands & Facilities (Lands & Facilities Unit budget)

What we do:

- Work in partnership with the community to ensure the long-term protection of natural areas, such as woodlands and wetlands, and provide a variety of recreational opportunities on UTRCA-owned/ managed lands
- Lease structures and properties to clubs and community groups, individuals and municipalities for activities that complement the UTRCA's programs and services



Examples:

- Providing passive day-use recreational opportunities on 1900 hectares of rural properties, including woodlands, wetlands, agreement forests and 7 rural conservation areas
- Initiating asset management plan as per the UTRCA Strategic Plan
- Initiating or assisting with capital development projects
- Managing UTRCA fleet vehicles and equipment system
- Working with the local community to implement the Ellice and Gads Hill Swamps Management Strategy
- Performing comprehensive risk management and safety inspections on UTRCA-owned properties
- Assessing hunting opportunities on UTRCA-owned properties and, where appropriate, implementing a controlled hunting program
- Responding to infringement and encroachment related issues on UTRCA-owned properties
- Leasing 24 UTRCA-owned agricultural properties totalling approximately 475 hectares
- Leasing 5 residential homes and managing/maintaining 7 storage buildings located throughout the watershed
- Maintaining lease agreements with 7 community-based groups for the management and maintenance of our rural conservation areas
- Maintaining lease agreements with more than 20 clubs for recreational opportunities within Fanshawe, Wildwood and Pittock Conservation Areas
- Maintaining lease agreements for 80 cottages at two locations
- Maintaining leases with groups and individuals for a variety of activities at properties throughout the watershed

Why:

- Natural areas are highly valued by the community
- Wetlands provide storage for flood waters, help reduce the impacts of drought, and improve water quality by trapping sediments and storing nutrients
- Natural areas provide habitat to a variety of plants and animals
- Provide safe access to UTRCA owned/managed lands for permitted activities
- When acquiring lands for the development of the reservoirs, the UTRCA was obliged to purchase entire holdings (farms); some of these lands are not needed to support the flood management and recreational programs of the UTRCA and have been made available to the community

Who benefits/ participates:

- Local communities enjoy access to day-use opportunities in nearby parks and natural areas
- Local economies benefit from tourism
- Tenants, club members, cottagers, outdoor enthusiasts

- 3 - Natural Areas Protection & Expansion

Environmentally Significant Areas (Lands & Facilities Unit budget)

What we do:

- As of January 2019, the UTRCA is in an agreement with the City of London to manage 11 Environmentally Significant Areas (ESAs) covering 735.6 hectares: the Coves, Kains Woods, Kelly Stanton, Kilally Meadows, Lower Dingman, Meadowlily Woods, Medway Valley, Pottersburg Valley, Sifton Bog, Warbler Woods, and Westminster Ponds/Pond Mills Conservation Area
- Our management goals are to protect the ESAs, encourage partnership and education, ensure public safety, and promote and enforce proper use

Examples:

- Working with the local community to implement ESA Conservation Master Plans, in partnership with the City of London
- Implementing site planning and trail design, and installing signs and trail markers
- Maintaining and constructing bridges, boardwalks, staircases, railings, barricades and other trail structures
- Working with the City of London to develop and implement an encroachment management strategy
- Implementing management strategies for wildlife (e.g. coyote, beaver, Species at Risk) in partnership with agencies, the City of London and stakeholders
- Undertaking tree risk assessment and hazard tree mitigation on ESA trails and boundaries
- Restricting unofficial access points by installing barricades to protect sensitive vegetation
- Enforcing rules to protect vegetation, wildlife and people under the Provincial Offences Act and the City of London's Parks & Recreation By-law
- Working with local interest groups and schools to build valuable partnerships and provide education
- Implementing invasive species management programs, including inventory, removal and monitoring, using the most current Best Management Practices
- Developing and implementing restoration projects including tree, shrub and wildflower planting, bioengineering and erosion control
- Providing co-op students, volunteers and summer students with placement opportunities where they enhance their skills and knowledge and make career decisions to work in the environmental/ conservation field

Why:

- ESAs provide excellent examples of a variety of natural habitats, including upland forests, wetlands, meadows, ponds and river corridors
- ESAs are highly valued by the community, enhance quality of life and provide educational opportunities for students and the public

Who benefits/ participates:

- All City of London and area residents and visitors





- 4 -

Provide Outdoor Recreation & Education Opportunities

Program Examples

- Camping
- Day use, hiking, biking
- Boating, fishing, hunting
- Pavilion rentals, special events
- Cottages
- Environmental education programs for 20,000 students annually at Fanshawe & Wildwood Conservation Areas

- 4 - Provide Outdoor Recreation & Education Opportunities

Conservation Areas (Conservation Areas Unit budget)



What we do:

- Provide a variety of recreational and educational opportunities and facilities on 3200 hectares of conservation lands at Fanshawe, Wildwood and Pittock Conservation Areas. Our target is to reach 1M annual visitors to our conservation areas by 2037 and ensure their experience includes a conservation message to take with them.

Examples:

- Over 1300 seasonal and nightly camping sites, including new back country camp sites
- Over 50 km of trail systems for biking, hiking and nature watching
- Water-based recreational opportunities including rental equipment
- Variety of special events and programs in partnership with local organizations for all ages to enjoy, including:
 - bike workshops and races
 - dragon boat festivals
 - cross country run events
 - reptile shows
 - campfire programs
 - trail days
- Day use opportunities including picnic areas, pavilion rentals, disc golf, geocaching, sand volleyball, yoga classes
- Cottage program
- Hunting program
- Assisting other UTRCA units with a range of activities and programs, including:
 - flood control operations and snow course readings
 - risk management for community education program areas
 - grounds maintenance of the Watershed Conservation Centre
 - tree storage and pick up locations for tree planting programs
 - Memorial Forests and dedication services
- Land Management Agreement with the City of Woodstock for portions of the north shore and the entire south shore of Pittock Reservoir
- Using our conservation areas as demonstration sites for environmental projects completed by other Units (e.g., rain garden, fish habitat creation, shoreline erosion solutions)
- Ensuring conservation area lands comply with applicable legislation and associations including but not limited to the Conservation Authorities Act, Safe Drinking Water Act, Electrical Safety Authority, Swimming Pool Safety Act, and Occupational Health and Safety Act
- Setting annual goals and implementing strategies to continue to improve the current services and investigate opportunities for new ones

Why:

- Lands that were acquired for the development of flood control reservoirs also serve as multi-purpose recreational facilities
- Create value for the environment by providing outdoor recreational opportunities
- Provide safe access to UTRCA-owned lands and permitted activities

Who benefits/ participates:

- 500,000 people visit Fanshawe, Pittock and Wildwood CAs annually, mostly from local communities
- 22 non-profit organizations are based on UTRCA properties
- Local economies benefit from tourism
- Local communities enjoy access to day use opportunities in nearby parks
- Visitors can step into nature without traveling far
- Opportunity to work in partnership with local businesses and agencies to promote an outdoor experience

- 4 - Provide Outdoor Recreation & Education Opportunities

Community Partnerships (Community Partnerships Unit budget)

What we do:

- Motivate watershed residents to adopt stewardship (behaviours that protect and restore the environment) by facilitating access to environmental and conservation information, and involvement in stewardship activities



Examples:

- Coordinating community involvement in planning and implementing environmental restoration, information sharing and education projects in the Trout, Medway, South Thames, Cedar Creek, Stoney and Forks watersheds and the Dorchester Mill Pond
- Providing environmental education programs and hands-on resource management opportunities in local natural areas and in class, to students and community groups (e.g., stream health monitoring, stream rehabilitation, Watershed Report Card and Wetlands Education programs)
- Building partnerships with First Nation communities
- Delivering a "Focus on Flooding" awareness and education program to help communities recognize flood prone areas and minimize their risk
- Continuing to assist communities in learning about and implementing Low Impact Development (LID) for stormwater projects, including hosting professional development and training sessions and the Stream of Dreams (Fish on Fences) community art program
- Continuing GREEN education program partnership with GM Canada to foster environmental youth leadership
- Working with corporate partners to naturalize industrial properties (GM Canada - Ingersoll, Toyota - Woodstock)
- Partnering with the City of Woodstock to re-naturalize Burgess Park and restore the Brick Ponds Wetland Complex
- Facilitating involvement of the community, industry and corporations in environmental clean up and community events
- Assisting, as a member of the Oxford County Trails Council, with development and promotion of trails throughout Oxford County, and protection and enhancement of natural heritage within trail corridors
- Creating opportunities for Specialist High Skills Major students to obtain environmental and leadership accreditations
- Partnering with Cargill Cares and Ontario Power Generation to deliver the Watershed Report Card education program and the Sifton Bog Wetland education program
- Introducing student use of and accreditation for new environmental technologies (GPS)
- Coordinating the 2019 London Middlesex Children's Water Festival and planning for a Perth County Children's Water Festival in 2020

Why:

- Create value for a healthy environment by providing opportunities to experience and learn about conservation
- Accrue future benefits for the environment from citizens with an environmental stewardship ethic
- Provide hands-on learning opportunities to help the environment
- Empower people to take action in their local community
- Help people make informed environmental decisions

Who benefits/ participates:

- 20,000 students from regional boards of education visit our two outdoor education centres each year
- Landowners, community groups and municipalities benefit from funding that they could not otherwise access
- Watershed residents participate in restoration projects in their local communities
- Municipalities benefit by having an involved and informed constituency

Corporate & Support Services

Corporate & Support Services (Service Cost Centres budget)

What we do:

- Support the Conservation Authority's staff, members of the Board of Directors, and programs

Examples:

- Corporate and strategic planning, governance policy development, and implementation
- Financial control support including development of procedures, systems integration and efficiency projects
- Continue efforts to develop the General Ledger for management reporting purposes
- Adopting new accountings standards
- Developing the treasury function including investment programs
- Implementing an acquisition policy and automated system
- Human resources administration, benefits administration
- Payroll and health and safety initiatives
- Engaging communities of interest through interactive social media channels
- Assessing community needs and opportunities through communications and marketing
- Administrative, clerical, systems, communications and graphic design support
- Providing information products including printed materials, GIS mapping and Geoportal, and websites to watershed residents, the Board of Directors and staff
- Professional development opportunities
- Coordinating community volunteers

Why:

- Ensure programs are consistent with watershed resources, management needs, community values, and political and financial realities
- Ensure accountability to the community, partners, and municipal and senior government
- Inform staff, members, stakeholders and the public of the UTRCA's programs and policies
- Provide programs that are cost-effective
- Maintain competent, highly trained, safe and motivated staff to implement the UTRCA's programs
- Maintain efficient systems and equipment to support the organization

Who benefits/ participates:

- Municipalities benefit from targeted programs tailored to their specific environmental needs and economic realities
- Taxpayers receive the most value for their dollars
- UTRCA suppliers and customers
- UTRCA staff and members
- Community volunteers such as students

Who pays:

- All Corporate & Support Services costs are allocated among the programs of the UTRCA



2019 Approved Budget: Summary

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Operating Budget 2019

	2018 Budget	2019 Budget	% Incr (decr)	Notes
REVENUES:				
Levy Funding				
Municipal General Levy	3,605,251	3,963,386	9.9%	Includes Targets Year 3 funding
Deferred Municipal Levy	-	66,359		
Dam and Flood Control Levy	1,351,126	1,286,282	-4.8%	
Deferred Dam and Flood Control Levy	-	59,755		
Operating Reserve Levy	32,400	33,048	2.0%	
	4,988,777	5,408,830		
MNRF Transfer Payment	351,020	351,016	-0.0%	
Contracts and Grants				
Municipal within UTR Watershed	812,337	864,151	6.4%	
Municipal outside of UTR Watershed	75,840	107,340	41.5%	
Provincial	930,411	742,759	-20.2%	Anticipated provincial funding reductions NDMP funding continues through 2019
Federal	993,815	1,326,772	33.5%	
All Other	1,636,069	1,603,495	-2.0%	
	4,448,472	4,644,517	4.4%	
User Fees and Other Revenues				
Conservation Areas	3,559,859	3,646,079	2.4%	
Planning and Permit Fees	195,000	220,140	12.9%	Increased levels of activity
Education Fees	129,700	145,000	11.8%	
	3,884,559	4,011,219	3.3%	
Other Revenues	2,132,186	1,275,227	-40.2%	Lower investment revenue and donations
Funding from Reserves	1,491,366	65,304	-95.6%	
TOTAL REVENUES	17,296,380	15,756,112	-8.9%	
EXPENDITURES:				
Mission Cost Centres				
Community Partnerships	1,448,396	1,580,567	9.1%	Significant Targets effort
Water & Information Management	2,686,574	2,732,311	1.7%	
Environmental Planning & Regulations	1,858,588	1,902,382	2.4%	
Conservation Services	1,689,792	2,182,862	29.2%	Expenses related to new grants
Watershed Planning, Research & Monitoring	1,036,483	1,057,218	2.0%	
Conservation Areas	4,544,804	4,445,099	-2.2%	
Lands & Facilities	3,641,273	1,562,177	-57.1%	Skewed from 2018 due to land transaction
Service Cost Centres	104,368	96,071	-7.9%	
Program Operating Expenditures	17,010,278	15,558,687	-8.5%	
Desired Transfer to Reserves	165,407	185,884	12.4%	
TOTAL EXPENDITURES	17,175,685	15,744,571	-8.3%	
NET SURPLUS (DEFICIT)	120,695	11,541		
Depreciation Expense	828,446	1,033,045	24.7%	
CASH SURPLUS (DEFICIT)	949,141	1,044,586		

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Capital Budget 2019

	2018 Budget	2019 Budget	% Incr (decr)	Notes
Capital Funding for Flood Control				
Flood Control Capital Levy	2,189,754	1,749,604		
Federal - National Disaster Mitigation Program (NDMP)	1,874,231	1,576,227		
Provincial - Water & Erosion Control Infrastructure (WECI)	1,401,535	827,104		
Funding from reserves	217,255	308,288		
Total funding for Flood Control Capital	5,682,775	4,461,223	-21.5%	
Capital Projects				
Fanshawe Dam	1,139,866	20,006		
Wildwood Dam	220,685	175,022		
Pittock Dam	41,339	65,021		
London Dykes	3,195,600	3,394,754		
St Marys Flood Wall	738,513	444,560		
RT Orr Dam	14,284	100,021		
Mitchell Dam	30,000	30,005		
Small dams	6,127	109,561		
Transfer to structure reserves	225,000	125,000		
Total Flood Control Capital Spending	5,611,414	4,463,950	-20.4%	
Net Flood Control Capital Budget	71,360	(2,727)		
Capital Funding for Other Capital needs				
Capital Maintenance Reserve Levy	168,324	171,690	2.0%	
From other reserves	-	330,259		\$226K parks, \$104K property reserve
	168,324	501,949	198.2%	
Land	-	104,258		Hydro property, approved Sept 2018
Land Improvements	176,000	86,000	-51.1%	
Buildings and Building Systems	50,000	60,000	20.0%	
Infrastructure	70,000	50,000	-28.6%	
Furniture and Fixtures	50,000	67,000	34.0%	
Vehicles and Equipment	104,500	255,000	144.0%	2 tractors plus 1 new vehicle
Technology Equipment	110,000	110,000	0.0%	
	560,500	732,258	30.6%	
Net Other Capital Budget	(392,176)	(230,309)		
Surplus (Deficit) in Capital Spending Activities	(320,816)	(233,036)		

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Water & Information Management - All Activities Except Capital

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	1,624,822	1,637,206	0.8%	
Government Transfer Payments	322,068	322,064	-0.0%	Assumes no reduction; unchanged since 1995
Contracts	565,700	884,800	56.4%	Includes multi-year federal funding
User Fees	-	60,000		New services contract obtained
All Others incl deferred amounts	180,400	65,304	-63.8%	
Total Revenues	2,692,990	2,969,374	10.3%	
Operating Expenditures				
Wages, Benefits, Per Diems	1,393,766	1,265,516	-9.2%	Considers reallocation of personnel to other projects/units
Training	26,350	4,900	-81.4%	Error found late - should be \$15,000 budget
Legal, Audit, Insurance	32,366	23,000	-28.9%	
Services	55,000	57,000	3.6%	
Computers, Property and Utilities	210,607	214,725	2.0%	
Supplies	140,350	87,550	-37.6%	
Depreciation Expenses	248,009	457,461	84.5%	Includes best estimate from 2018 depreciation costs
Allocated Costs	580,126	622,159	7.2%	
Total Operating Expenditures	2,686,574	2,732,311	1.7%	
Desired Transfers to Reserves	113,007	32,836	-70.9%	
Total Unit Budget	(106,591)	204,227	-291.6%	

Water & Information Management - Capital Activities Only

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	2,189,754	1,749,604	-25.2%	
Contracts	3,275,766	2,538,331	-22.5%	
All Others incl deferred amounts	217,255	308,288	41.9%	
Total Revenues	5,682,775	4,596,223	-19.1%	Capital projects vary year to year
Capital Expenditures				
Wages, Benefits, Per Diems	188,921	257,525	36.3%	Staff needs for capital works now more accurately projected
Services	4,327,219	3,575,275	-17.4%	
Computers, Property and Utilities	824,014	473,964	-42.5%	
Supplies	46,260	167,186	261.4%	
Total Capital Expenditures	5,386,414	4,473,950	-16.9%	
Desired Transfers to Reserves	225,000	125,000	-44.4%	
Total Unit Budget	71,360	(2,727)	-103.8%	

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Lands & Facilities

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	591,579	553,155	-6.9%	Reductions due to redistribution to other units
Contracts	913,243	806,045	-11.7%	Golf course revenues expected to continue decreasing
User Fees	2,100	2,000	-4.8%	
All Others incl deferred amounts	1,982,000	25,000	-98.7%	Little requirement for use of reserves in 2019
Total Revenues	3,488,922	1,386,200	-60.3%	
Operating Expenditures				
Wages, Benefits, Per Diems	942,748	866,448	-8.1%	
Training	8,850	10,100	14.1%	
Legal, Audit, Insurance	32,575	20,900	-35.8%	
Services	1,969,200	85,000	-95.7%	See use of reserves above
Computers, Property and Utilities	124,986	124,400	-0.5%	
Supplies	98,400	45,100	-54.2%	2019 Budget reflects actual more closely
Flow Through Expenses	9,000	8,000	-11.1%	
Depreciation Expenses	17,572	17,572	0.0%	
Allocated Costs	437,942	384,657	-12.2%	
Total Operating Expenditures	3,641,273	1,562,177	-57.1%	
Total Unit Budget	(152,351)	(175,977)	15.5%	

Conservation Areas

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	109,830	1,455	-7446.6%	2019 levy is deferred from earlier years
Contracts	703,287	838,075	19.2%	Increase reflects new land management agreement with City of Woodstock
User Fees	3,557,759	3,644,079	2.4%	
All Others incl deferred amounts	88,000	226,000	156.8%	Deferred projects from 2018
Total Revenues	4,458,876	4,709,609	5.6%	
Operating Expenditures				
Wages, Benefits, Per Diems	1,986,878	2,019,592	1.6%	
Training	17,250	22,990	33.3%	Implementation of new seasonal staff training program
Legal, Audit, Insurance	107,250	82,000	-23.5%	Did not overestimate insurance as in the past
Services	308,111	157,100	-49.0%	Includes airport runway project hazard tree management
Computers, Property and Utilities	886,200	1,003,924	13.3%	Improved communication devices (2-way radios) and
Supplies	376,907	309,800	-17.8%	property tax increases
Depreciation Expenses	76,301	76,373	0.1%	
Allocated Costs	785,907	773,320	-1.6%	
Total Operating Expenditures	4,544,804	4,445,099	-2.2%	
Capital Expenditures	296,000	226,000	-23.6%	
Total Unit Budget	(381,928)	38,510	-110.1%	

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Environmental Planning & Regulations

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	710,000	893,309	20.5%	Includes Targets water quality efforts
Government Transfer Payments	28,952	28,952	0.0%	
Contracts	717,497	815,877	13.7%	
User Fees	195,000	220,140	12.9%	Increasing activity level for inquiries, permits and regulations management
All Others incl deferred amounts	303,278	85,381	-71.8%	Deferred RMO services as per service agreement
Total Revenues	1,954,727	2,043,659	4.5%	
Operating Expenditures				
Wages, Benefits, Per Diems	1,198,710	1,211,106	1.0%	
Training	10,600	13,500	27.4%	Anticipated 2019 staff changes; may require add'l training
Legal, Audit, Insurance	22,000	27,000	22.7%	Increase planned primarily for legal expenses
Services	185,975	171,500	-7.8%	
Computers, Property and Utilities	25,400	27,750	9.3%	
Supplies	7,750	8,400	8.4%	
Allocated Costs	408,153	443,126	8.6%	
Total Operating Expenditures	1,858,588	1,902,382	2.4%	
Total Unit Budget	96,139	141,277	47.0%	

Watershed Planning, Research & Monitoring

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	695,408	698,962	0.5%	Added Targets funding but decreasing general levy allocation
Contracts	174,875	173,200	-1.0%	
User Fees	-	-		
All Others incl deferred amounts	10,941	10,000	-8.6%	
Total Revenues	881,224	882,162	0.1%	
Operating Expenditures				
Wages, Benefits, Per Diems	715,363	708,323	-1.0%	
Training	5,250	5,250	0.0%	
Services	23,000	23,000	0.0%	
Computers, Property and Utilities	10,500	8,500	-19.0%	
Supplies	15,001	16,000	6.7%	
Depreciation Expenses	2,176	2,176	0.0%	
Allocated Costs	265,193	293,969	10.9%	
Total Operating Expenditures	1,036,483	1,057,218	2.0%	
Total Unit Budget	(155,259)	(175,056)	12.8%	Reflects continuing Targets efforts

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Conservation Services

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	614,538	763,077	19.5%	Natural heritage and water quality Targets workplan year 3
Contracts	774,040	819,750	5.9%	New ECCC and Agricultural Adaptation Council contracts
User Fees	130,000	151,500	16.5%	Increased tree costs passed on to landowners
All Others incl deferred amounts	794,698	514,746	-35.2%	Ongoing multi-year contracts
Total Revenues	2,313,276	2,249,073	-2.8%	
Operating Expenditures				
Wages, Benefits, Per Diems	750,378	797,456	6.3%	Specific to Targets efforts
Training	1,000	9,000	800.0%	More concentrated training related to specific contracts
Services	62,800	40,700	-35.2%	
Computers, Property and Utilities	50,675	187,603	270.2%	All expenses related to contract obligations
Supplies	291,130	423,133	45.3%	
Flow Through Expenses	73,500	243,361	231.1%	Cost sharing opportunities to landowners as part of contracts
Depreciation Expenses	2,403	2,403	0.0%	
Allocated Costs	457,906	479,206	4.7%	
Total Operating Expenditures	1,689,792	2,182,862	29.2%	
Total Unit Budget	623,484	66,211	-89.4%	

Community Partnerships

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	610,200	764,448	20.2%	Includes Year 3 Targets-directed efforts
Contracts	599,830	305,270	-49.1%	Provincial and federal contract ending
User Fees	129,700	145,000	11.8%	
All Others incl deferred amounts	8,935	278,200	3013.6%	Deferred revenues from ongoing programs
Total Revenues	1,348,665	1,492,918	10.7%	
Operating Expenditures				
Wages, Benefits, Per Diems	815,513	714,028	-12.4%	
Training	4,200	4,100	-2.4%	
Services	28,250	228,736	709.7%	
Computers, Property and Utilities	71,520	47,220	-34.0%	
Supplies	111,430	167,827	50.6%	
Flow Through Expenses	9,350	31,700	239.0%	Budgeting closer to 2018 actuals
Depreciation Expenses	1,442	1,442	0.0%	
Allocated Costs	406,691	385,514	-5.2%	
Total Operating Expenditures	1,448,396	1,580,567	9.1%	
Total Unit Budget	(99,731)	(87,649)	-12.1%	

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Service Cost Centres

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	32,400	97,217	66.7%	Includes operating reserve levy and deferred levies
Contracts	-	1,500		
User Fees	3,300	3,300	0.0%	
All Others	122,000	147,100	20.6%	
Total Revenues	157,700	249,117	58.0%	
Operating Expenditures				
Wages, Benefits, Per Diems	2,066,300	2,046,954	-0.9%	
Training	40,900	37,000	-9.5%	
Legal, Audit, Insurance	205,851	204,394	-0.7%	
Services	32,250	48,000	48.8%	Includes new investment management fees
Computers, Property and Utilities	444,975	476,200	7.0%	Increases are primarily utility costs
Supplies	188,500	189,100	0.3%	
Depreciation Expenses	480,543	475,618	-1.0%	
Allocated Costs	(3,354,951)	(3,381,195)	0.8%	
Total Operating Expenditures	104,368	96,071	-7.9%	
Desired Transfers to Reserves	52,400	153,048	192.1%	Operating reserve, WCC building reserve, sick leave reserve
Total Unit Budget	932	(2)	-100.2%	

All Units, All Activities

	2018 Budget	2019 Budget	Change from last year	Notes
Revenues				
Municipal Levies	7,346,855	7,330,124	-0.2%	Dam & Flood Control Levy portion reduced for 2019
Government Transfer Payments	351,020	351,016	-0.0%	
Contracts	7,724,238	7,182,848	-7.0%	Provincial contracts expected to fall
User Fees	4,017,859	4,226,019	5.2%	
All Others incl deferred amounts	3,707,507	1,764,278	-52.4%	Investment returns are volatile, deferreds lower in 2019
Total Revenues	23,147,479	20,854,284	-9.9%	than 2018, use of reserve funding reduced for 2019
Operating Expenditures				
Wages, Benefits, Per Diems	10,058,577	9,886,948	-1.7%	Some reductions in staff hours planned
Training	114,400	106,840	-6.6%	
Legal, Audit, Insurance	400,042	357,294	-10.7%	Estimates reflect actual experience more closely
Services	6,991,805	4,386,311	-37.3%	Reductions related to changes in provincial grants
Computers, Property and Utilities	2,648,877	2,564,286	-3.2%	
Supplies	1,275,728	1,414,096	10.8%	
Flow Through Expenses	91,850	283,061	208.2%	Incentive programs well funded for 2019
Depreciation Expenses	828,446	1,033,045	24.7%	
Allocated Costs	(13,033)	756	-105.8%	
Total Operating Expenditures	22,396,692	20,032,637	-10.6%	
Capital Expenditures	560,500	732,258	30.6%	
Desired Transfers to Reserves	390,407	310,884	-20.4%	
Total Budget All Units	(200,121)	(221,495)	10.7%	

2019 Approved Flood Control Capital Levy

February 21, 2019



The UTRCA operates and manages a number of water and erosion control structures on behalf of its member municipalities. The operation and maintenance costs for these structures are apportioned to municipalities on a beneficiary pays basis. The UTRCA also maintains and operates a number of recreation dams on behalf of member municipalities. The benefiting municipality for these recreational structures is the municipality within which they are located. Capital maintenance of all of these structures is funded in the same proportions as operating, as shown in the table below.

The UTRCA Board of Directors has approved a 20 Year Capital Maintenance Plan for Water and Erosion Control Structures. This long term plan has been developed to coordinate the timing and financing of major capital repairs to the water and erosion control structures. The plan is reviewed and updated annually, to maintain a rolling 20 year estimate for planning and financing purposes.

With the plan in place, the UTRCA is able to leverage the municipal contributions to pursue senior government funding support for specific projects. The long term cost projections are also used to lobby senior levels of government to continue providing major capital repair grant programs, such as Ontario's Water and Erosion Control Infrastructure program. In 2019, the UTRCA has again obtained funding from the National Disaster Mitigation Program for Major Capital Maintenance Projects.

The amounts for the annual fixed contributions from the affected municipalities have been calculated based on long term flood control capital repair estimates. The 20 Year Capital Maintenance Plan includes provisions for reviews and for the adjustment of the municipal contributions, depending on updated studies and cost estimates. The 2019 Approved Flood Control Capital Levy is described in the following table.

Flood Control Capital Levy Summary

Municipality	Structure	Apportionment	2019 FC Capital Levy Total
Oxford County	Wildwood Dam	0.97%	\$125,000
	Pittock Dam	62.07%	
	Ingersoll Channel	100.00%	
City of London	Fanshawe Dam	100.00%	\$1,486,104
	Wildwood Dam	83.96%	
	Pittock Dam	36.86%	
	London Dykes & Erosion Control Structures	100.00%	
	Springbank Dam	100.00%	
Town of St. Marys	St. Marys Floodwall	100.00%	\$102,000
	Wildwood Dam	14.10%	
City of Stratford	RT Orr Dam & Channel	100.00%	\$25,000
Municipality of West Perth	Fullarton Dam	100.00%	\$5,000
Township of Zorra	Embro Dam	100.00%	\$1,500
	Harrington Dam	100.00%	\$5,000
Total Flood Control Capital Levy			\$1,749,604

2019 Approved Flood Control Capital Levy

2019 UTRCA Approved Budget: Municipal Levy February 21, 2019

			Current Year Operations												
			General Levy		Operating Reserve Levy		Dam and Flood Control Levy (see table below for details)		Specific Project Funding		Env Targets Year 3 of 4	Total Municipal Operational Funding		Year over Year Increase	
Municipality	2018 CVA	2019 CVA	2018	2019	2018	2019	2018	2019	2018	2019	2019	2018	2019	\$	%
Oxford County	16.373	16.551	573,096	590,927	5,305	5,470	194,300	185,042			47,690	772,701	829,129	56,428	7.3%
London	65.045	64.698	2,276,729	2,309,891	21,075	21,382	854,866	857,719	105,000	105,000	186,415	3,257,670	3,480,407	222,737	6.8%
Lucan/Biddulph	0.309	0.318	10,827	11,350	100	105	2,176	2,018			916	13,103	14,388	1,285	9.8%
Thames Centre	3.157	3.217	110,499	114,848	1,023	1,063	27,272	25,585			9,269	138,794	150,764	11,970	8.6%
Middlesex Centre	2.287	2.287	80,051	81,637	741	756	16,068	14,501			6,588	96,860	103,483	6,623	6.8%
Stratford	7.322	7.285	256,292	260,097	2,372	2,408	125,219	96,533			20,991	383,883	380,028	(3,856)	-1.0%
Perth East	1.326	1.373	46,402	49,012	430	454	11,861	11,298			3,955	58,693	64,720	6,027	10.3%
West Perth	1.365	1.419	47,769	50,651	442	469	47,956	43,583			4,088	96,167	98,791	2,624	2.7%
St. Marys	1.532	1.509	53,632	53,882	496	499	41,792	27,396			4,348	95,920	86,125	(9,795)	-10.2%
Perth South	1.087	1.143	38,037	40,812	352	378	7,622	7,229			3,294	46,011	51,712	5,701	12.4%
S Huron/Usborne	0.198	0.200	6,917	7,148	64	66	1,384	1,265			577	8,365	9,056	691	8.3%
Zorra		0		-	-	-	15,000	8,500			-	15,000	8,500	(6,500)	-43.3%
SW Oxford				-	-	-	5,610	5,610			-	5,610	5,610	-	0.0%
Total	100	100	3,500,251	3,570,256	32,400	33,048	1,351,126	1,286,279	105,000	105,000	288,130	4,988,777	5,282,713	293,936	5.9%

Capital Investments									2019 Totals			
Capital Maintenance		Flood Control Capital Levy			Total Municipal Capital Funding		Year over Year Increase		Total Municipal Funding for Operations and Capital		Year over Year Increase	
2018	2019	Structure	2018	2019	2018	2019	\$	%	2018	2019	\$	%
27,560	28,111	WWD & PTTK Dams	124,407	125,000	151,967	153,111	1,144	0.8%	924,668	982,240	57,572	6.2%
109,485	111,675	Total Structures ¹	1,906,526	1,486,104	2,016,011	1,597,779	(418,232)	-20.7%	5,273,681	5,078,186	(195,495)	-3.7%
521	531				521	531	10	2.0%	13,624	14,920	1,296	9.5%
5,314	5,420				5,314	5,420	106	2.0%	144,108	156,185	12,077	8.4%
3,850	3,927				3,850	3,927	77	2.0%	100,710	107,410	6,700	6.7%
12,325	12,572	RT Orr Dam		25,000	12,325	37,572	25,247	204.8%	396,208	417,599	21,391	5.4%
2,231	2,276				2,231	2,276	45	2.0%	60,924	66,996	6,072	10.0%
2,297	2,343	Fullarton Dam		5,000	2,297	7,343	5,046	219.7%	98,464	106,134	7,670	7.8%
2,579	2,631	St. Marys Floodwall	100,000	102,000	102,579	104,631	2,052	2.0%	198,499	190,756	(7,744)	-3.9%
1,829	1,866				1,829	1,866	37	2.0%	47,840	53,577	5,737	12.0%
333	340				333	340	7	2.0%	8,698	9,396	698	8.0%
	-	Harrington \$5,000 Embro \$1,500		6,500	-	6,500	6,500		15,000	15,000	-	0.0%
	-				-	-	-		5,610	5,610	-	0.0%
168,324	171,690		2,130,933	1,749,604	2,299,257	1,921,294	(377,963)	-16.4%	7,288,034	7,204,008	(84,026)	-1.2%

¹Total City of London Structures (Flood Control Capital Levy)

Fanshawe Dam	10,000
Wildwood & Pittock Dams	120,000
London Dykes	1,356,104
Total London Structures	1,486,104

2019 UTRCA Draft Budget: Dam & Flood Control Levy - Details

Municipality	2018 CVA	2019 CVA	Flood Forecasting	Plan & Tech Studies	Small Holdings	Wildwood Dam		Pittock Dam		100% Structures		2018	2019
			\$	\$	\$	%	\$	%	\$	Structure	\$		
Oxford County	16.373	16.551	94,896	6,835	1,134	0.97	1,095	62.07	58,582	Ingersoll Channel	22,500	194,300	185,042
London	65.045	64.698	370,940	26,718	4,432	83.91	94,757	36.81	34,741	Total Structures ²	326,131	854,866	857,719
Lucan/Biddulph	0.309	0.318	1,823	131	22	0.02	23	0.02	19			2,176	2,018
Thames Centre	3.157	3.217	18,443	1,328	220	0.19	215	0.19	179	Dorchester Mill Pond Dam & Dorchester CA Dam (\$2,600 ea)	5,200	27,272	25,585
Middlesex Centre	2.287	2.287	13,110	944	157	0.14	158	0.14	132			16,068	14,501
Stratford	7.322	7.285	41,768	3,009	499	0.44	497	0.44	415	RT Orr Dam & Channel	50,345	125,219	96,533
Perth East	1.326	1.373	7,871	567	94	0.08	90	0.08	76	Shakespeare Dam	2,600	11,861	11,298
West Perth	1.365	1.419	8,134	586	97	0.08	90	0.08	76	Mitchell Dam (\$32,000) & Fullarton Dam (\$2,600)	34,600	47,956	43,583
St. Marys	1.532	1.509	8,653	623	103	14.10	15,923	0.10	94	St. Marys Floodwall	2,000	41,792	27,396
Perth South	1.087	1.143	6,554	472	78	0.06	68	0.06	57			7,622	7,229
South Huron/Usborne	0.198	0.200	1,148	83	14	0.01	11	0.01	9			1,384	1,265
Zorra							-			Harrington Dam & Embro Dam	8,500	15,000	8,500
South West Oxford							-			Centreville Dam	5,610	5,610	5,610
Total Member Municipalities	100.00	100.00	573,340	41,296	6,850	100.00	112,927	100.00	94,380		457,486	1,351,126	1,286,279

²Total City of London Structures (Dam & Flood Control Levy)

Fanshawe Dam	300,825
Springbank Dam	14,616
London Dykes/Erosion Control	10,690
Total London Structures	326,131

2019
Approved Budget
February 21, 2019



March 7, 2019

In This Issue

- In memoriam: Wharton Duncan 'Rusty' Russell.
- A digital meeting management and livestreaming solution.
- Waste & Litter Discussion Paper out for comment.
- Apply for Immigration Settlement and Resettlement Assistance Funding.
- Wellness & Mental Health in the Municipal Workplace.
- AMO's 2019 Social Media Webinar series.
- Register now for OSUM 2019 in Pembroke.
- New council training opportunities.
- Only 2 RETScreen Workshops to go!
- Cut energy in your W/WW Treatment plants!
- Summer is road and sidewalk season!
- ONE Investment welcomes Portfolio Manager.
- Careers with London and Brampton.

AMO Matters

It is with great sadness that we mourn the passing of 'Rusty' Russell, a veteran lawyer and expert in municipal government. Known for his legal manual "Russell on Roads", he was also a lecturer on municipal law across the province. Rusty was an honorary life member of the Rural Ontario Municipal Association (ROMA). He will be missed. AMO extends its condolences to his family.

On January 30, AMO announced a partnership with eSCRIBE, our preferred provider of digital meeting management and livestreaming solutions. Learn more about eSCRIBE on our [Partners page](#).

Provincial Matters

The Ministry of Environment, Conservation and Parks released their [Waste & Litter Discussion Paper](#) for comment on March 6th. The paper includes a plan to transition the Blue Box. Please contact [Dave Gordon](#) for more information.

Federal Matters

The Government of Canada is accepting [funding proposals](#) under its Immigration Settlement and Resettlement Assistance Programs. Successful applicants can receive funding for up to 5 years. Deadline: April 12, 2019.

Eye on Events

AMO will host a 1-day session on mental health in the municipal workplace at the Holiday Inn Airport on May 29. Stay tuned for details on registration and the program.

Register now for AMO's 2019 Social Media Webinar Series. [Register for one or more](#) webinar sessions designed to help you navigate social media more effectively and safely.

[Registration](#) is now open for the [2019 OSUM Conference](#) May 1-3, hosted by the County of Renfrew and the City of Pembroke. This year's theme is Changing Landscapes - Don't miss it!

Check out these programs offered in March 2019: [As a member of Council What You Need to Know](#)

and [Land Use Planning: Beyond the Basics](#). Locations: Thunder Bay, North Bay, Kingston, Peterborough, Orillia, Owen Sound and London.

[RETScreen Performance workshops](#) help you with your 5-year Energy Plan. [Register now](#) for workshops in Richmond Hill (March 19) and Kingston (March 20). Want one closer to you? Let us know. Gather 10-15 people and we will make it happen.

LAS

Water and wastewater treatment plants are the largest energy user for many municipal governments. Read the [IESO's latest report](#) for practical ways to reduce consumption and include these in your [5-year Energy Plan](#). Don't forget to include [energy training for your staff](#) while you're at it!

There's still space available for road/sidewalk surveys this summer (yes, summer IS coming - we promise!). Click [here](#) or contact [Tanner](#) to learn more. Thanks to all those who stopped by the StreetScan booth at OGRA!

ONE Investment

ONE Investment is pleased to introduce Keith Taylor as our Portfolio Manager. This role is part of the expanded investment services that ONE can now provide to municipalities, helping them with the fundamentals needed to invest better for the future. Read more [here](#).

Careers

[Court Reporter/Clerk \(POA - Bilingual\) - City of London](#). File # B-29-19E. Posting Closing Date: March 13, 2019. Position Type: Permanent, Full Time. Reports to the Manager III, Provincial Offences Court Administration. Click on [Apply Now](#) to be taken through the application process steps.

[Director, Human Resources - City of Brampton](#). If you are interested in this opportunity, please contact WMC directly. Any communication and information received will be treated confidentially. Please call or email your resume to Lenka Los at lenka@wmc.on.ca.

About AMO

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[LAS Local Authority Services](#)

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[Media Inquiries](#), Tel: 416.729.5425

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

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March 14, 2019

In This Issue

- AMO's submission on Bill 68, *Comprehensive Ontario Police Services Act, 2019*.
- The top questions about digital signatures.
- Consultation on regional government review.
- OSUM Conference program features Minister Clark and André Picard.
- Showcase at the AMO Conference - August 2019.
- As a Member of Council What You Need to Know!
- Land Use Planning: Beyond the Basics.
- Last call for RETScreen workshops.
- Wellness & Mental Health in the Municipal Workplace.
- LAS Blog: The Sun is Setting on the LED Streetlight Program.
- BPS Reporting Portal now open!
- Durham Region resolution concerning Single-Use Items Reduction Strategy.
- Careers with Lennox & Addington, Lakeshore and Hornepayne.

AMO Matters

Read [AMO's submission on the new policing bill](#), the *Comprehensive Ontario Police Services Act, 2019*.

Our new weekly series answers the most common questions on digital signatures. Q1: why does a professional association choose to issue digital signatures to their members? [Click here](#) for the answer.

Provincial Matters

Ontario is launching an [online consultation](#) for the regional government review of eight regional municipalities and Simcoe County, and their lower-tiers. In total, [82 municipalities](#) are included in the review. The deadline for providing comments is April 23, 2019.

Eye on Events

We are pleased to announce that Municipal Affairs and Housing Minister, Steve Clark, and Globe and Mail health columnist André Picard will address delegates at the OSUM Conference. [Register today!](#)

Showcase your product or service at the 2019 AMO Conference in August. Are you a municipal supplier or vendor? Do you have a product or service that would benefit the municipal sector? Then register today for the AMO Annual Conference Exhibit Hall. Exhibit spaces are still available - [download the exhibitor application today](#).

As a member of Council what do you need to know? The ABC's of municipal government; limiting your risk; budgeting; planning; impacts of new legislation and so much more. Learn what it takes to be an effective team member and a municipal leader. Space is limited, [register today](#) and receive access to the So You Want to Run for Council online course for free.

The Land Use Planning: Beyond the Basics workshop will reinforce the central role municipalities play in implementing and managing the land use policy framework. It will include a review of the relevant elements of the *Ontario Planning Act* as well as a run-down of the key planning tools and how they are

applied in the municipal context. [Register today](#) and receive access to the Land Use Planning: The Basics online course for free.

This is your final chance to register for Richmond Hill and Kingston [RETScreen Performance workshops](#). Registration closes today. [Submit your form](#) or [register online](#) now.

AMO will host a 1-day session on mental health in the municipal workplace at the Holiday Inn Airport on May 29. Save the date and stay tuned for details on registration and the program.

LAS

All good things must come to an end, and our LED Streetlight Program is sadly no exception. Check out the [LAS Blog](#) for an update on one of our most successful programs to date.

Public Sector organizations can now submit their annual energy reports for O.Reg. 507/18 on the [BPS Reporting portal](#). The portal also contains a toolkit with guides, checklists and energy benchmarks to help with your 5-year plan. Log-ins were sent out last week - scratch one more to-do item off your list now.

Municipal Wire*

Durham Region [adopted recommendations](#) of the Works Committee as amended...Whereas plastic waste is an urgent environmental issue creating waste disposal concerns and threatening the health of waterways and oceans...that the federal and provincial governments undertake a full review of single use plastics and duly ban those deemed most dangerous to our environment.

Careers

[Director, Financial Services - County of Lennox & Addington](#). Reports to the Chief Administrative Officer. Performs all statutory, operational and advisory duties of Treasurer as defined by the *Municipal Act*. For more information and to apply by April 1 2019, please visit our [website](#).

[Chief Administrative Officer - Town of Lakeshore](#). A detailed job description including necessary qualifications and experience is available on our [website](#). Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to jobs@lakeshore.ca no later than noon on April 6, 2019 clearly indicating Chief Administrative Officer in the subject line.

[Economic Development Officer - Township of Hornepayne](#). Starting date: May 13, 2019. Reports to CAO/Clerk/Director of Economic Development. Application forms and Job Description available at the Municipal Office and on the Township's [website](#), under "Employment Opportunities". Applications will be received at the Municipal Office by Gail Jaremy, CAO/Clerk, Township of Hornepayne, until 4:00 p.m., Friday, April 12, 2019 or by email: jaremy.hpayne@bellnet.ca or fax: 807.868.2787.

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Memo

To: Mayor and Council

From: Ron Reymer

Subject: Section 270 Policies

Date: March 19, 2019

BACKGROUND:

The Municipal Act, 2001 has been amended to include new requirements, including additional policies. The Act already required that every municipality adopt policies with respect to the following:

- public notice, sale and disposition of land,
- procurement,
- hiring,
- delegation, and
- accountability and transparency

By March 2019, every municipality is now required to have three new council approved policies in place, they relate to the following areas:

- the relationship between members of council and the officers and employees of the municipality,
- the manner in which the municipality will protect and enhance the tree canopy and natural vegetation of the municipality; and
- pregnancy leaves and parental leaves of members of council.

Staff have worked with local municipal and Middlesex County staff in the development of these draft policies.

ANALYSIS:

Changes to the Municipal Act, 2001 in 2016 focused on the themes of:

- accountability and transparency;
- municipal financial sustainability; and
- responsive and flexible municipal government

Amendments to the legislation received Royal Assent in 2017, with some changes coming into effect March 1, 2019.

The changes were intended to:

- increase fairness and reduce barriers for women and parents elected to municipal government by allowing time off for pregnancy or paternal leave;
- enhance local accountability and integrity by requiring municipalities to have a Code of Conduct for members of municipal councils and local boards and provide access to an Integrity Commissioner; and
- provide members of council with access to an Integrity Commissioner with a broadened role related to conflicts of interest.

The Municipal Act, 2001 provides member's that a seat becomes vacant if the member is absent from council meetings for three successive months without authorization for the absence from council through resolution. The changes to the Act provide a new exemption to the requirement for a member's absence related to pregnancy or parental leave for twenty (20) consecutive weeks

or less. Council could extend absences from meetings, including pregnancy or parental leave, beyond twenty (20) weeks.

Unlike municipal employees who are entitled to pregnancy and/or paternal leaves under the Employment Standards Act, members of council are not employees and are not eligible for employment insurance.

A policy which outlines the ways the municipality protects and enhances the tree canopy and natural vegetation can be used as guidance for municipal lands and other development.

A policy spelling out the relationship between members of council and the officers and employees of the municipality vegetation can be used as guidance for municipal lands and other development.

A policy spelling out the relationship between members of council and the officers and employees of the municipality is in keeping with the emphasis on promoting ethical behavior in local government.

The draft policies, if adopted, meet the requirements of the Municipal Act, 2001.

LEGAL IMPLICATIONS:

By March 1, 2019, Council is required to adopt policies on:

- The relationship between members of council and officers and employees of the municipality;
- The manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality; and
- Pregnancy leaves and parental leaves of members of council.

IMPACTS TO BUDGET:

None

RECOMMENDATION:

That council approve the following policies required under section 270 of the municipal act, 2001:

- Council and Staff Relationship Policy;
- Protection and Enhancement of Tree Canopy and Natural Vegetation Policy
- Pregnancy and parental leave for members

Ron Reymer

Ron Reymer
CAO/Clerk



Policy:	Pregnancy and Parental Leave for Members of Council
Policy Number:	100-51-2019
Effective Date:	March 19, 2019
Revised Date:	N/A

Pregnancy and Parental Leave for Members of Council

Policy Statement

Lucan Biddulph recognizes a Member of Council's right to take leave for the Member's pregnancy, the birth of the Member's child or the adoption of a child.

Definitions

"Act" means the *Municipal Act, 2001*, as amended;

"Council" means the Council of the Township of Lucan Biddulph;

"Pregnancy" and "Parental Leave" means the absence of twenty consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child, or the adoption of a child in accordance with Section 259 (1.1) of the Act.

Purpose

This policy provides guidance with respect to how the Township of Lucan Biddulph addresses a Member's pregnancy and/or parental leave in a manner that respects a Member's statutory role as an elected representative.

Application

This policy is required by section 270 of the *Municipal Act, 2001*, and applies to all Members of Council for the Township of Lucan Biddulph.

Policy Requirements

The Municipal Council supports a Member of Council's right to pregnancy and/or parental leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of his or her constituents.

2. A Member's pregnancy and/or parental leave does not require Council approval and his or her office cannot be declared vacant as a result of the leave.
3. Legislative and administrative matters requiring action during a Member's pregnancy and/or parental leave should be addressed in a manner that is consistent with the Member's wishes.
4. A Member of Council on pregnancy and/or parental leave shall reserve the right to exercise his or her delegated authority at any time during their leave.

Process

1. Where a Member of Council will be absent as a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member, the Member of Council shall provide the CAO/Clerk with written notice of being absent twenty (20) consecutive weeks or less. Once the notice has been provided, the following process shall be followed and the resulting information brought forward for Council consideration at the Council meeting immediately following the CAO/Clerk's receipt of the written notice:
 - a. In the written notice, the Member of Council, shall indicate which Member of Council whom he/she wishes to delegate temporary authority on matters within the Councillor's Ward during the Councillor's absence; and
 - b. In the written notice, the Member of Council shall indicate the Member(s) of Council whom he/she recommends to be appointed as a representative on the Board and/or Committee that the Councillor represents for the duration of the Councillor's leave.
2. After receiving the Member's written notice, Council shall enact a resolution as follows:
 - a. to appoint a Member of Council to provide temporary coverage for matters within the Councillor's Ward;
 - b. to appoint a Council Representative to act in place of the Member on a Board and/or Committee on an interim basis;
 - c. to authorize the continuance of remuneration of the Member of Council while absent as a result of the Member's pregnancy, the birth of the Member's child or the adoption of a child by the Member; and
 - d. to authorize the CAO/Clerk the interim authority to approve payment of costs for the Member of Council(s) acting on behalf of the Member of Council on a pregnancy and/or parental leave for items only arising from routine invoices/expense submissions.

Notwithstanding the above, at any point in time during a Member's pregnancy and/or parental leave, the Member reserves the right to exercise his/her delegated

authority on matters within the Ward. The Member shall provide written notice to the CAO/Clerk of their intent to lift any of the Council-approved, temporary delegations and exercise their statutory role or delegated authority.

Responsibilities

Members of Council and staff of the Township of Lucan Biddulph are responsible for adhering to the parameters of this policy.

Monitoring

The CAO-Clerk for the Municipality shall be responsible for monitoring the application of this policy and for receiving complaints and/or concerns related to this policy. Upon receipt of such complaint and/or concern the CAO-Clerk shall notify Council.

Legislative and Administrative Authorities

Section 270 of the *Municipal Act, 2001* requires that the Municipality adopt and maintain a policy with respect to the pregnancy and/or parental leaves of Members of Council.

Municipal Act, 2001

Procedure By-law

Mayor

CAO/Clerk



Policy: Council and Staff Relationship Policy

Policy Number: 100-52-2019

Effective Date: March 19, 2019

Revised Date: N/A

Relationship Between Members of Council and the Officers and Employees of the Municipality

Policy Statement

The Township of Lucan Biddulph supports effective relationships between council members and the officers and employees of the municipality in an effort to provide excellent services to its citizens.

Council, officers and employees conduct business with integrity, honesty and fairness and comply with all relevant policies, codes, statutes, regulation and orders.

In order to promote the public good and support the system of good local government, council members, municipal officers, and municipal employees, will be guided by the following principles:

Integrity and impartiality

Respect

Honesty and Trust

Openness, Accountability, and Transparency

Definitions

“CAO-Clerk” means the Chief Administrative Officer-Clerk of the Municipality;

“Council” means the Council of the Corporation of the Township of Lucan Biddulph

“Mayor” means the Head of Council;

“Member” means a Member of Council;

“Municipality” means the Corporation of the Township of Lucan Biddulph;

“Policy” means this Council and Staff Relationship Policy; and

“Staff” means the CAO-Clerk and all other officers, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Municipality’s business and interests.

Purpose

The purpose of this Policy is to set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.

The purpose of this Policy is to establish a policy to govern the relationship between Members of Council and Staff of the Municipality in accordance with paragraph 2.1 of subsection 270(1) of the Municipal Act, 2001.

Application

This Council and Staff Relationship Policy applies to all Members of the Council of the Township of Lucan Biddulph, including the Mayor, Deputy Mayor, and all members of Staff of the Township of Lucan Biddulph, including the CAO-Clerk.

General Obligations

In all respects, Members and Staff shall:

- a) relate to one another in a courteous, respectful and professional manner;
- b) maintain formal working relationships in order to promote equality and discourage favouritism, which includes but is not limited to using proper titles and avoiding first names during public meetings or formal business dealings;
- c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- d) work together to produce the best results and outcomes for the Municipality and always for the collective public interest of the Municipality; and
- e) act in a manner that enhances public confidence in local government.

Roles and Responsibilities of Members

Members acknowledge and agree that:

- a) Council as a whole is the governing body of the Municipality and that it comprises a collective decision-making body;
- b) they are representatives of the entire Municipality;
- c) Staff serve the whole of Council rather than any individual Member;
- d) they govern, provide political direction and make decisions as Municipality;
- e) they will respect the administrative and managerial chain of command by:
- f) they shall direct any questions or concerns in relation to the administration or management of the Municipality to the Mayor or the CAO-Clerk for their consideration;
- g) giving direction to Staff only as Council and through the CAO-Clerk; and
- h) refraining from becoming involved in the management of Staff.

- i) they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;
- j) they ensure any requests for information to Staff that were not received at a meeting of Council are made in writing and circulated in writing to all Members;
- k) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the CAO-Clerk;
- l) whenever possible, they shall notify CAO/Clerk if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;
- m) they shall request advice from the CAO-Clerk and/or Deputy Clerk about the appropriate wording of motions, amendments, and formal directions of Staff;
- n) they shall request information regarding meeting agendas or minutes from the CAO-Clerk;
- o) as individual Members, they have no greater access to records or information held by the Municipality than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute;
- p) they shall recognize Staff are not expected to provide information or take action outside of regular administrative business hours, except in extenuating circumstances;
- q) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;
- r) they shall at all times comply with the Municipality's Code of Conduct for Members of Council; and
- s) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

Roles and Responsibilities of Staff

Staff acknowledge and agree that:

- a) Council is the collective decision-making and governing body of the Municipality and is ultimately responsible to the electorate for the good governance of the Municipality;
- b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- c) they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- d) they shall serve the whole of Council rather than any individual Member;
- e) that all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- f) they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;

- g) they shall ensure any responses to requests for information by a Member that were not received at a meeting of Council are circulated to all Members;
- h) they shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- i) they shall diligently and impartially implement Council's decisions;
- j) they shall notify management or the CAO-Clerk, as appropriate, of any issues that may impact the Municipality and of ongoing activities in each department;
- k) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- l) they shall refrain from publicly criticizing decisions of Council or Members in relation to their intelligence, integrity, competence or otherwise; and
- m) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.

Legislative and Administrative Authorities

Section 270 of the *Municipal Act, 2001*, requires that the municipality adopt and maintain a policy with respect to the relationship between council members and officers and employees of the municipality.

Mayor

CAO/Clerk



Policy:	Protection and Enhancement of Tree Canopy and Natural Vegetation Policy
Policy Number:	300-26-2019
Effective Date:	March 19, 2019
Revised Date:	N/A

Protection and Enhancement of Tree Canopy and Natural Vegetation Policy

Policy Statement

The Township of Lucan Biddulph promotes the protection and enhancement of tree canopy and natural vegetation throughout the municipality.

Lucan Biddulph Council understands that trees reduce CO₂, ozone levels, erosion, and can reduce heating and air conditioning costs. Trees and vegetation can trap dust and debris, providing for cleaner air for people and animals to breath, which contributes to quality of life in both urban and agricultural areas. Trees and natural vegetation also provide an ecosystem for animals, insects, and other life.

Purpose

This policy provides the framework for the Township of Lucan Biddulph to protect and enhance the tree canopy and natural vegetation within the municipality.

Definitions

“Municipality” means the Corporation of the Township of Lucan Biddulph.

Application

Section 270 of the *Municipal Act, 2001* requires that the municipality adopt and maintain policies with respect to the “manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality”.

Policy Procedure

The Municipality has undertaken a number of initiatives that, cumulatively, protect and enhance the tree canopy and natural vegetation with the Municipality.

[Lucan Biddulph Official Plan](#)

The Lucan Biddulph Official Plan guides the Municipality in land use policy and physical planning for decisions within the Municipality. The Lucan Biddulph Official Plan reinforces the value of integrating

land use issues and enabling development on an environmentally sustainable basis so that the needs of today do not compromise the ability of future generations to meet their own needs.

Responsibilities

The Council of the Township of Lucan Biddulph is responsible for supporting the policy and providing the necessary financial and human resources to carry out the intent of the policy.

The CAO-Clerk and Senior Management Team for the Municipality are responsible for supporting the policy and recommending adequate budgetary resources to meet the obligations under this policy. Council and the Senior Management Team are both responsible for considering this policy when considering various applications, projects, and initiatives.

Monitoring

The CAO-Clerk for the Township of Lucan Biddulph shall be responsible for receiving complaints and/or concerns related to this policy. Upon receipt of such complaints and/or concern, the Chief Administrative Officer-Clerk shall notify Council.

Legislative and Administrative Authorities

Section 270 of the *Municipal Act, 2001*, requires that the municipality adopt and maintain a policy with respect to protecting and enhancing the tree canopy and natural vegetation within the municipality. Other references which impact tree canopy and natural vegetation within Lucan Biddulph include:

Lucan Biddulph Official Plan

Middlesex County Official Plan

Middlesex Natural Heritage Systems Study

Decisions under the *Planning Act*, such as development agreements

Decisions under the *Drainage Act*, such as new drains and improvements and maintenance to existing drains

Middlesex County Woodlands Conservation By-law

County Forest Management

Mayor

CAO/Clerk



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

March 14, 2019

REPORT

TO: Members of Council
Township of Lucan Biddulph

FROM: Marc Bancroft, Senior Planner

RE: **Development Agreement**
Paul Cieslak, Patrick Wojnas and David Wojnas
34449 Granton Line, Granton

Purpose:

The purpose of this report is to provide a development agreement for Council's consideration to assist in satisfying a condition of consent to facilitate the residential development of the lands.

Background:

The subject property is a vacant parcel of land located on the west side of Granton Line (County Road 59) and on the south side of Ann Street. Having an area of approximately 1,084 square metres (0.27 ac), the lands were historically used for commercial purposes with the building demolished in 2012. The property is affected by an existing sanitary sewer easement in favour of the Township located in the rear yard which runs parallel with Granton Line. The lands are designated Commercial under the Township Official Plan which permits residential uses as secondary uses and zoned Central Commercial (C1) which does not however permit new stand-alone residential uses. The area is serviced by municipal water and sanitary sewers.

The lands are subject to Application for Consent B-4/2018 which conditionally permits the creation of two lots. The first lot would be a corner lot having a frontage of approximately 14.5 metres (47.6 ft) along Granton Line (County Road 59), a depth of approximately 36.8 metres (120.7 ft) along Ann Street and an area of approximately 565 square metres (0.14 ac). The proposed driveway access would be off Ann Street. The second lot would be an interior lot having a frontage of approximately 13 metres (42.7 ft) along Granton Line (County Road 59), the same depth and an area of approximately 519 square metres (0.13 ac). For this lot, the proposed driveway access would off Granton Line. Each lot would be affected by the existing easement located in the rear yard. The proposed dwellings are to be developed on full municipal services.

The lands are designated 'Residential' under the Township of Lucan Biddulph Official Plan which permits residential uses including single unit dwellings. The lands are zoned Residential Second Density (R2) which allows single unit dwellings. As a condition of consent, the lots are required to be individually serviced.

At the Township's Committee of Adjustment Hearing on October 1, 2018, the consent application was conditionally granted subject to a number of conditions including:

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, entrance locations, all to the satisfaction of the Township.

Analysis:

The development agreement has been prepared to facilitate the development of the proposed lots which includes a number of requirements including but not limited to: grading, drainage and access. A servicing and grading plan has been prepared by AGM which forms a schedule to the agreement. At building permit stage, a \$5,000 security deposit shall also be required for each permit to ensure grading, drainage and driveway installations are in full compliance with the terms of the agreement. In all, building, public works and planning staff have no concerns with the agreement.

Recommendation:

THAT the development agreement be executed by Township Council so that it can be registered against the title of the subject lands by the applicant's solicitor to facilitate the finalization of provisional consent B-4/2018 requested by Paul Cieslak, Patrick Wojnas and David Wojnas.

APPLICATIONS FOR CONSENT AND ZONING BY-LAW AMENDMENT:

B-4/2018 & ZBA 07/2018

Owner: Paul Cieslak, Patrick Wojnas and David Wojnas

Agent: Luis Claro

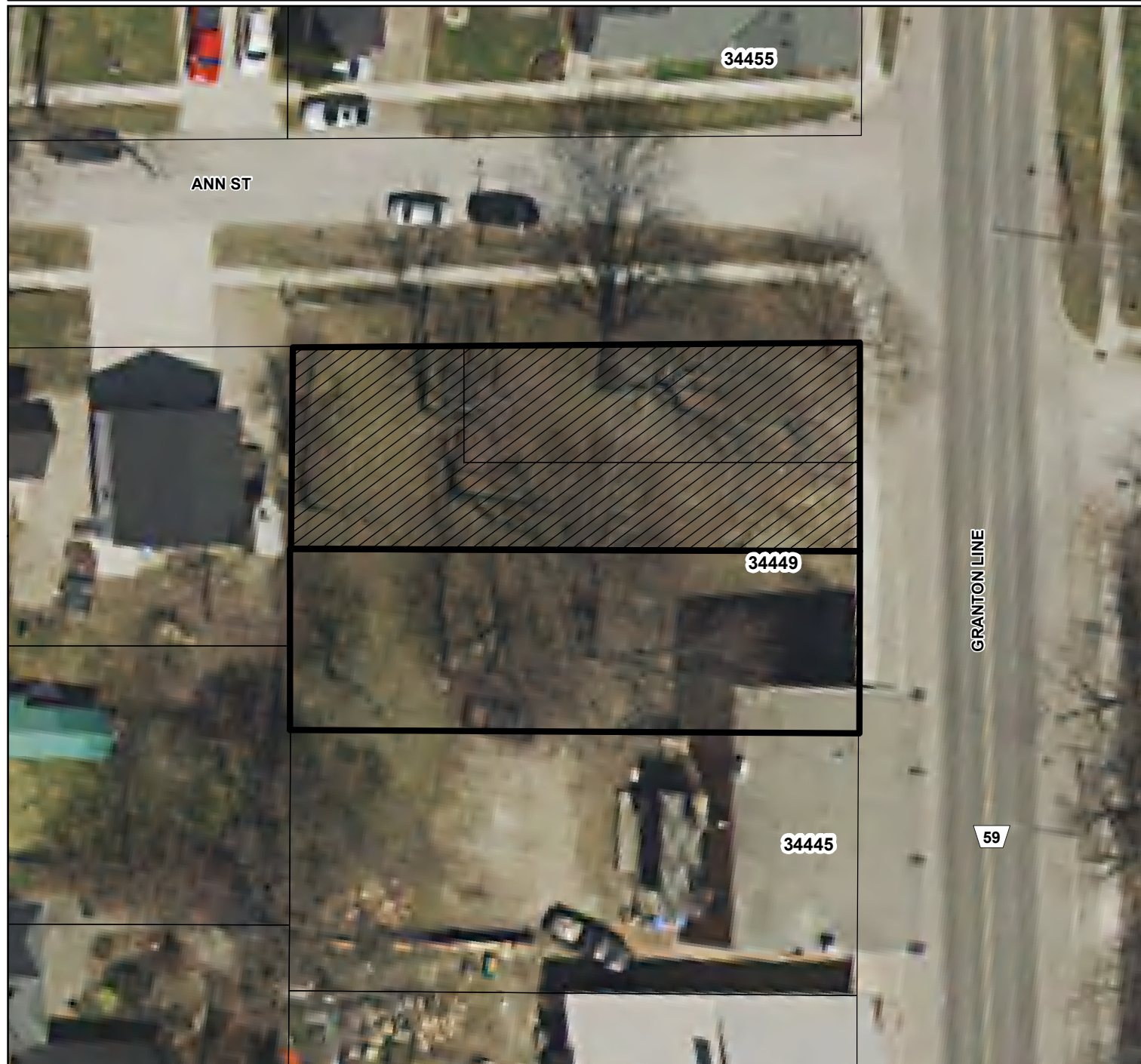
34449 Granton Line

Lots 10 & 11, Registered Plan 221

Township of Lucan Biddulph



Township of LUCAN BIDDULPH FIGURE 1



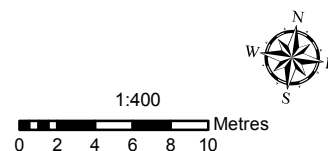
Published by the County of Middlesex
Planning Department,
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
September 2018



LANDS PROPOSED TO BE CONVEYED AND REZONED



LANDS TO BE RETAINED AND REZONED



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.*

THIS DEVELOPMENT AGREEMENT made this 19th day of March, 2019

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH

being a Municipal Corporation
(hereinafter referred to as the “Municipality”)

OF THE FIRST PART

- and -

PAUL CIESLAK, DAVID WOJNAS AND PATRICK WOJNAS

of the City of London
in the County of Middlesex
(hereinafter collectively referred to as the “Owner”)

OF THE SECOND PART

WHEREAS:

- (a) The Owner is the owner of the land described in Schedule A (hereinafter referred to as the "Land");
- (b) The Owner wishes to develop the Land and has submitted an application for *Planning Act* consents resulting in two (2) lots (herein referred to as the “Residential Lots”) to support the construction of single unit dwellings which the application has been assigned file no. B-4/2018 by the Municipality’s Committee of Adjustment;
- (c) The Municipality’s Committee of Adjustment on October 1, 2018 granted Application for Consent B-4/2018 subject to a number of conditions, one of which was generally as follows:

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, entrance locations, all to the satisfaction of the Township.
- (d) The Municipality is prepared to approve the Lot Plans (herein referred to collectively as the “Plan”) in the form attached to this Agreement as Schedule B upon the condition that the Owner enters into this Agreement;
- (e) When the Owner and the Municipality have entered into this Agreement, the Municipality may at that time issue a building permit subject to approval of building plans.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants herein contained and in consideration of the approval by the Municipality of the Plan in accordance with the provisions of the *Planning Act*, the parties agree as follows:

DEVELOPMENT

1. The Owner shall undertake and complete the development of the Land in accordance with the Plan; and the Land shall be used by the Owner and by any and all subsequent owners and occupiers of the Land in accordance with and in conformity with the Plan.

DEVELOPMENT CONTROL

2. The Owner agrees that the provision, maintenance and use of the following facilities and matters are required and regulated as follows:

Building Location

- 2.1 The Owner agrees and acknowledges that the location of the proposed single unit dwellings shall be generally located within the building envelopes as shown on the Plan to the satisfaction of the Township. The Owner also acknowledges and agrees that development of the proposed single unit dwellings will comply with the regulations of the Zoning By-law.

At the time of application for building permit for each lot, the Owner agrees to prepare and submit to the Municipality for approval, a detailed site plan prepared by an Ontario Land Surveyor, showing the location and dimensions of all buildings and structures to be erected upon the lot for review and approval of the Municipality. The Owner shall also provide a lot grading plan reviewed by a professional engineer, certifying that the proposed grading and appurtenant drainage works comply with sound engineering design and that the proposed grading is in general conformity with the Plan.

Municipal Services

- 2.2 The Owner agrees to connect the proposed single unit dwellings to the Municipality’s water supply system and sanitary sewage system. This installation work shall be subject to a one (1) year warranty period commencing from the date of the installation in that the Owner shall be responsible for any necessary restoration work within the road allowance to the satisfaction of the Township within that timeframe. A work permit shall be required from the road authority having jurisdiction for any work conducted in the road allowance.

Grading and Drainage

- 2.3 The Owner agrees to grade the Land as shown on the Plan prior to the occupancy of the dwelling constructed on the Land to the satisfaction of the Municipality. The Owner agrees that adequate drainage shall be provided on the Land so as to ensure there will be no adverse impact from storm water run-off on to neighbouring properties. The Owner shall ensure that there is no interruption to any subsurface drainage flow because of construction on the site, which would have an adverse effect on neighbouring properties. Should there be said adverse impact, the Owner shall carry out any necessary remedial work to correct the problem as recommended by its consulting engineer and to the satisfaction of the Municipality and the Conservation Authority, and at no cost to the Municipality or any neighbouring property owner.

The Owner agrees to provide to the Municipality a Certificate from a professional engineer confirming that the elevations of the Land are in general conformity with the Plan and that the Land has been graded so the slope is uniform between adjacent elevations.

Installation of Utilities

- 2.4 If such utilities are not already available at the streetline, the Owner shall arrange to have Hydro One, Bell Canada, Union Gas, the locally authorized TV cable operator and such other persons as the Municipality may designate, design and install, at no cost to the Municipality, all necessary electrical, telephone, fuel, communication and other utilities or service distribution systems, which systems are to be installed underground where possible and in such locations as the Municipality shall designate in accordance with standard servicing procedure. The Owner acknowledges and agrees to the responsibility of all costs associated therewith including the installation of the services within the Municipality’s applicable road allowance and the restoration of the road allowance to the satisfaction of the Municipality.

Utilities Easements

- 2.5 The Owner shall provide and grant by Deed or Transfer, for nominal consideration, to Hydro One, Bell Canada, Union Gas, the locally authorized TV cable operator and to such other persons mentioned above, such easements as may be reasonably necessary for such utilities or distribution systems or as may be required by the Municipality for such purposes. The conveyance of easements shall be made, free and clear of all liens and encumbrances.

Access

- 2.6 The Owner agrees that the driveway for each lot shall be generally located as shown on the Plan, and to the satisfaction of the Municipality. The Owner agrees that the driveway is to be treated with asphalt or some other satisfactory hard surface to the satisfaction of the Municipality. The Owner acknowledges that an entrance permit shall be required from the Municipality prior to any work within the Municipality’s road allowance being Ann Street and from the County of Middlesex prior to any work being conducted within the County’s road allowance being Granton Line.

Trees, Vegetation and Landscaping

- 2.7 The Owner agrees to provide and maintain grass cover and existing vegetation on the Land not to be covered by buildings or driveways.

Maintenance

- 2.8 The Owner shall at all times maintain or cause to be maintained the Land in as neat and tidy a condition as is reasonably consistent with the development of the Land pursuant to the Building Permit, and as otherwise required by this Agreement and the Plan, including weed removal and grass cutting prior to and during the development, and after completion of the development. The Owner agrees to maintain, including cutting, the grass located within the boulevard adjacent to the front lot line.

Security Deposit

- 2.9 The Owner agrees to submit prior to the issuance of a building permit for the construction of a single unit dwelling as shown on the Plan, a security deposit in the amount of \$5,000 for each permit in a form satisfactory to the Municipality to ensure servicing, grading, drainage, and driveway installations are in full compliance with the terms of this Agreement. This shall also include the provision of the Certificate contemplated by Section 2.3 of this Agreement. The security shall only be reimbursed after one year from the date of this agreement and upon all

requirements under this Agreement being met to the satisfaction of the Municipality.

Timing for Completion of Site Development

- 2.10 The Owner agrees to comply with all requirements of the Plan and this Agreement, within one year of the date of commencement of construction as determined by the Municipality’s Chief Building Official.

Building Permit Prerequisites

- 2.11 Prior to the issuance of a building permit, the Owner shall ensure that each lot as shown on the Plan is fully serviced including all utilities installed, that the site plan and lot grading plan have been submitted to the satisfaction of the Municipality as contemplated by Section 2.1 of this Agreement.

Additional Approvals

- 2.12 The Owner shall obtain additional approvals from other government agencies or ministries as may be required prior to obtaining a Building Permit.

BUILDING PERMIT REMEDY

3. In addition to any other remedy which the Municipality may have against the Owner for breach of this Agreement, in the event of a default by the Owner under this Agreement, the Municipality may withdraw or revoke any other building permit granted to any other person in respect of the Land and may refuse to issue further building permits in respect of the Land until the default has been rectified.

REGISTRATION OF AGREEMENT

4. The Owner consents to the registration of this Agreement against the title to the Land in the appropriate Land Titles or Registry Office to the intent and purposes that this Agreement and all of the Owners covenants herein shall run with the Land.

OWNER’S TITLE

5. The Owner represents and warrants to the Municipality that, at the time of the registration of this Agreement upon the title to the Land, the Owner is the absolute owner of the Land free and clear of all encumbrances such that this Agreement has first priority over the Land as against any owner, mortgagee, tenant, easement holder or other encumbrancer thereof; and the Owner shall cause to be delivered to the Municipality a Solicitor's opinion to this effect after and as of the registration of this Agreement upon the title to the Land. The said opinion shall be addressed to the Municipality by a Solicitor authorized to practise in Ontario and shall be in consideration of a fee of \$1.00 payable to the Solicitor rendering the same.

REIMBURSE MUNICIPAL FOR COSTS

6. The Owner of the Land agrees to deposit with the Municipality at the time of the execution of this Agreement the sum of \$500.00 to reimburse the Municipality for its actual costs incurred for legal fees and disbursements and for the cost of administration, supervision and all other work required by the Municipality in connection with this Agreement, including the negotiations leading to and the preparation of this Agreement and costs arising out of the realization upon any security given hereunder. If this sum is insufficient, the Owner shall reimburse the Municipality for such actual costs from time to time as and when requested by the Municipality.

RIGHT TO CONTEST MUNICIPAL COSTS

7. The Owner shall have the right to contest that reasonableness of the amount of any of the Municipality’s expenses in respect of which the Owner is required to reimburse the Municipality pursuant to this Agreement, provided that such right must be exercised by written notice to the Municipality within 30 days after the Owners have been advised of the amount of such expenses. Such notice to the Municipality shall be accompanied by sufficient funds to pay the amount being contested or security therefore. The amount of such expenses shall be determined by a Court of competent jurisdiction and the Owner shall indemnify the Municipality, on a Solicitor and Client basis, for all costs or expenses incurred by the Municipality in connection with such determination.

MUNICIPALITY’S DISCRETION

8. Where in this Agreement the Municipality is given a discretion, or the right to make a decision, in matters relating to the administration of this Agreement the Municipality shall act by its Clerk or such other officer as the Clerk or Council of the Municipality may designate for such purpose. Before exercising its discretion or making its decision, the Municipality may seek the advice of a Solicitor, and Engineer or a planning or other consultant as may be relevant to the matter in respect of which the discretion is to be exercised or the decision to be made.

EXPENSE OF OWNERS

9. Every provision of this Agreement by which the Owner is obliged in any way shall be deemed to include the words, “at the expense of the Owner” unless the context specifically otherwise requires.

INTEREST AND LIEN

10. In the event that there are monies due from the Owner to the Municipality which have not been paid within 15 days after demand thereof by the Municipality, interest shall be payable on the amount due at the rate of 16.08% per annum calculated from the date of demand; and the amount due together with interest thereon shall constitute a lien upon the Land.

ESTOPPEL

11. The Owner shall not call into question, directly or indirectly, in any proceedings whatsoever, in law or in equity, or before any administration tribunal, the right of the Municipality to enter into this Agreement or to enforce each and every term, covenant and condition herein contained and this Agreement shall be pleaded as an estoppel against the Owner in such proceedings.

TIME

12. Time shall be of the essence hereof in all respects; and the right of the Municipality to require strict performance by the Owner of any and all obligations imposed upon it hereunder shall not be affected in any way by any previous waiver, forbearance or course of dealing.

NOTICE

13. Any notice, request, order, demand, certificate or any other communication required or permitted to be given under this Agreement shall be in writing and, unless some other method of giving the same is accepted by the person to whom it is given, shall be given by registered mail or by being delivered to the person to whom it is to be given at the appropriate address set out below, or such other address as may be furnished by such person, and shall be effective at the time of delivery thereof or, if mailed shall be deemed effective four (4) days after the date of mailing thereof unless at any time during such four days there is a strike or other labour disruption of the postal service at either the point of mailing or the place of delivery, in which event, delivery by mail shall be deemed effective when actually received by the addressee.

SEVERABILITY

14. If any provision of this Agreement shall be found or declared by a Court of competent jurisdiction to be invalid, unenforceable or *ultra vires* the Municipality, then such provision shall conclusively be deemed to be severable and the remainder of this Agreement, *mutatis mutandis*, shall be and remain in full force and effect.

NUMBER AND GENDER

15. In this Agreement, unless the contrary intention appears, words importing only singular number or masculine gender shall include persons, parties or things of the same kind than one and the feminine and neuter gender; and if there be more than one Owner, including any subsequent owners of the Land, the covenants of such Owners shall be joint and several.

TITLES

16. It is understood and agreed by the parties hereto that the titles inserted at the head of paragraphs and clauses in this Agreement are intended for ease of reference and do not alter or have any bearing upon the interpretation of the paragraph or clause which they entitle.

BINDING

17. The covenants, agreements, conditions and undertakings herein contained on the part of the Owner shall run with the Land and shall be binding upon the Owner and upon the Owner's, heirs, executors, administrators, successors and assigns, as Owner and occupier of the Land from time to time and shall be appurtenant to the adjoining highways in the ownership of the appropriate authority; and this Agreement shall endure to the benefit of and be binding upon the appropriate authority and its successors and assigns.

18. In the case of notice to the Owner under Section 13 the service shall be as follows:

Paul Cieslak, David Wojnas and Patrick Wojnas
2722 Bateman Trail
London, Ontario
N6L 0A8

and in the case of the Municipality shall be as follows:

Township of Lucan Biddulph
270 Main Street
Lucan, Ontario
N0M 2J0

Attention: Clerk

IN WITNESS WHEREOF the parties have hereto affixed their respective corporate seals attested by the hands of their respective proper officers duly authorized in that behalf and the individual parties have hereunto set their hands with witness present.

SIGNED, SEALED AND DELIVERED

TOWNSHIP OF LUCAN BIDDULPH

Authorized by By-law 18-2019
passed by Council on
the 19th day of March, 2019

Cathy Burghardt-Jesson
Mayor

Ron Reymer
Clerk

OWNER

Paul Cieslak

David Wojnas

Patrick Wojnas

TO

BETWEEN:

OF THE FIRST PART

- and -

OF THE SECOND PART

ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying in the Township of Lucan Biddulph, in the County of Middlesex and being composed of:

Lot 11 and Part of Lot 10, West of Main Street, Plan 221, as in 420455 & 522117
(geographic Township of Biddulph)
Township of Lucan Biddulph
PIN 09707-0084

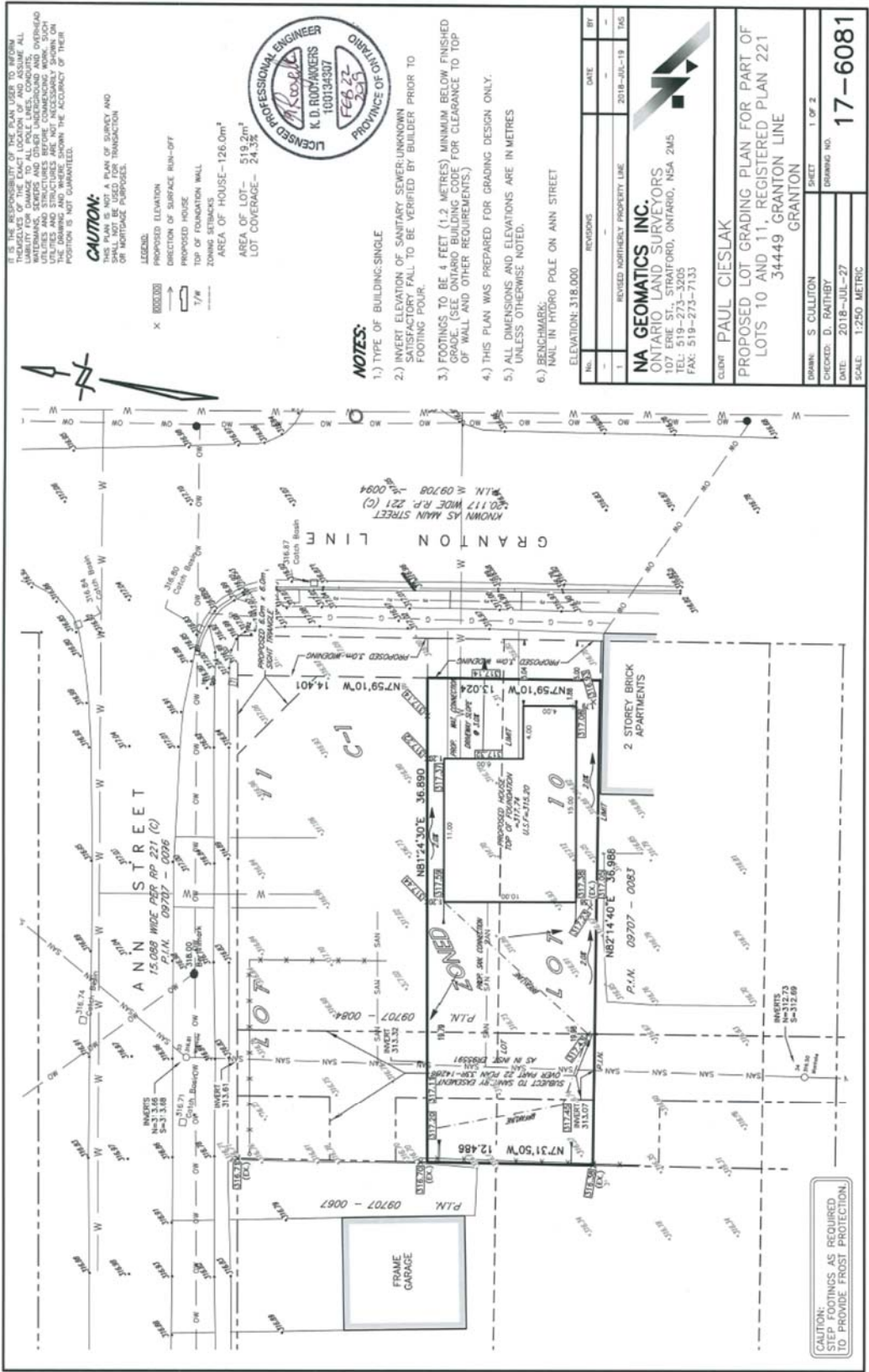
Subject to an easement over Part 22 on Reference Plan 33R-14286 and registered as Instrument ER95591

SCHEDULE B

TO

DEVELOPMENT AGREEMENT

Proposed Lot Grading Plans (Drawing No. 17-6081) prepared by
NA Geomatics Inc. Ontario Land Surveyors
and endorsed by K. D. Rooyakkers, P.Eng. on February 22, 2019
Sheet 1 of 2



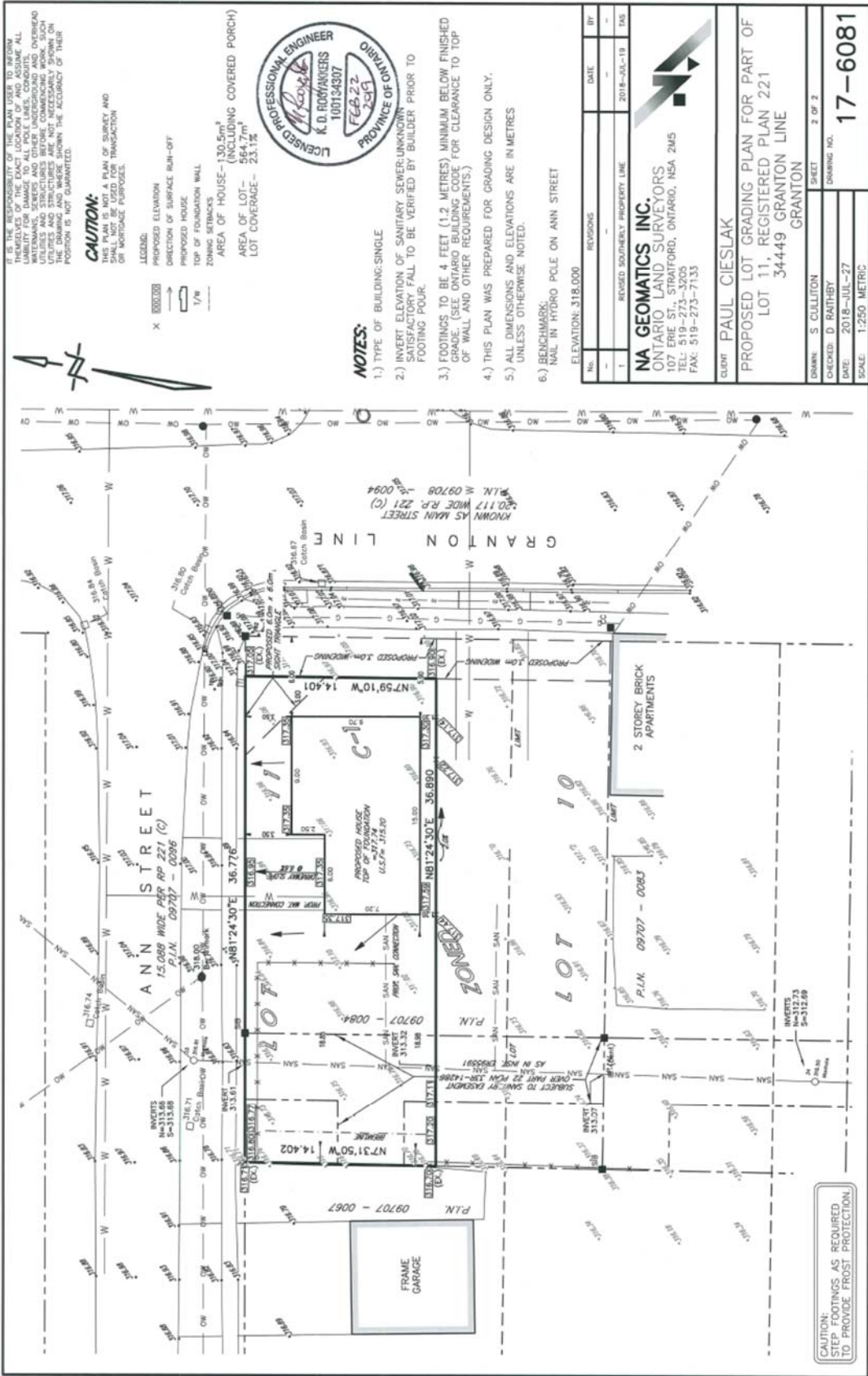
SCHEDULE B

TO

DEVELOPMENT AGREEMENT

Proposed Lot Grading Plans (Drawing No. 17-6081) prepared by
NA Geomatics Inc. Ontario Land Surveyors
and endorsed by K. D. Rooyakkers, P.Eng. on February 22, 2019

Sheet 2 of 2



Memo

To: Mayor and Council

From: Dave Kester - Public Works Manager

Subject: Lucan Biddulph Water System Annual and Summary Report - 2018

Date: March 19, 2019

BACKGROUND:

As a requirement of Ontario Regulation (O.Reg.) 170/03, a regulation made under the Safe Water Drinking Act, every owner of a drinking water system must prepare annual and summary reports for every water system operated by the owner. Where a water system is owned by a municipality the summary report must be presented to the Municipal Council.

DISCUSSION:

Both the annual and summary reports have been attached for Council's review and acceptance.

RECOMMENDATION:

It is recommended that;

Council accepts the Lucan Biddulph Water Distribution System Annual and Summary Reports for 2018 as presented.

Dave Kester



LUCAN BIDDULPH WATER DISTRIBUTION SYSTEM

2018 SUMMARY REPORT

Drinking-Water System Number:
Drinking-Water System Name:
Drinking-Water System Owner:
Drinking-Water System Category:
Period being reported:
Classification of System

260003071
Lucan Biddulph Water Distribution
The Corporation of the Township of Lucan Biddulph
Large Municipal Residential
1 January 2018 to 31 December 2018
Class 2 Water Distribution and Supply Subsystem

Preamble

As a requirement of Ontario Regulation (O.Reg.) 170/03, a regulation made under the Safe Water Drinking Act, every owner of a drinking water system must prepare a summary report for every water system operated by the owner. Where a water system is owned by a municipality the report must be presented to the Municipal Council. All summary reports must be prepared by March 31 in the year following the year which the report covers.

In addition to the above report, an Annual report must be prepared and be available for viewing by February 28 of the year following the year which the report covers. A copy of this report is presented at the end of this Summary Report for Council's review.

System Description

Water to the Lucan booster station is supplied by the Lake Huron Water Supply System (LHWSS). The Lucan booster station transmits the water to a 2270 m³ (500,000 gal) elevated storage tank where it provides water to approximately 1195 *homes* @ approximately 68psi. The distribution system extends 8km to the Granton re-chlorination Facility in the Village of Granton, where it is re-chlorinated and stored in a 415 m³ (110,000 gal) reservoir for distribution to approximately 117 *homes*.

The Lucan Booster station includes three (3) booster pumps, chlorine analysis equipment, emergency stand-by power (generator) and a full computer controlled supervisory control and data acquisition system (SCADA).

The system operation is such that the pipeline water delivered from the LHWSS is pumped via the booster pumps to the elevated water tower where gravity returns it to the distribution system. The water from the LHWSS is continually monitored for chlorine levels and should the levels drop below a preset low level, an alarm is sounded and an operator is alerted.

The Granton re-chlorination facility receives water from Lucan. The water is re-chlorinated and pumped from the reservoir to the distribution system in Granton. To ensure proper chlorine levels, the facility includes chlorine analyzing equipment and chlorine injection pumps. The chlorine injection system utilizes a Sodium Hypochlorite (NaOCl) at a 12% concentration level.

Modification\Maintenance to the Water System

During the 2018 year, the Township of Lucan Biddulph did not undertake any modifications to its system.

In 2018, the Township of Lucan Biddulph experienced only one water main break. The breakage occurred in March of that year which was on a 6 inch ductile iron water main located on Richmond Street at Spence Avenue. The repairs were done ensuring positive pressure remained on the pipes to minimize the potential risk of contamination, and stainless steel clamps were installed to return normal function to the water main.

Installation of New Watermain

During the 2018 year, the Township of Lucan Biddulph assumed the first phase of the Bridge Crossing to its watermain distribution system.

Results of Mandatory Testing

In 2018, of the 23 lead samples taken from the plumbing of private dwellings, no (Zero) lead samples from any sample location failed to meet the requirements of the Safe Water Drinking Act. All other mandatory tests carried out meet the requirements of the Safe Water Drinking Act.

All lead samples from the distribution system were below the regulatory limit. The MOE and the Medical Officer of Health for Middlesex County (MOH) were informed of the test results as required.

All other mandatory tests were found to be within the regulated limits.

Compliance

During this period, the facility was operated in full compliance with the Act, the Regulations and the facility's approval except for the following instances:

Requirement	Duration of Failure	Measures to Correct the Failure
1: Not all required information was documented during watermain break repairs.	Inspection period.	All operators were made aware of the non-compliance and proper actions were noted that were needed going forward.
2: Not all required information was correctly noted in plant logbooks (hydro outage).	Throughout the inspection period.	All operators were made aware of the non-compliance and proper actions were noted that were needed going forward.
3: Some information on the Drinking Water System Profile (DWIS) was not up to date.	Inspection period.	"Waterforms Ontario" was immediately notified and correct and up to date emails, telephone numbers were added.

Flows

The existing pumps at the Lucan Booster Station have a capacity of 3600m³/day each. The system is currently operating well within its limits and no capacity expansion should be required for the foreseeable future.

The average monthly flow per day for 2018 was 836 m³ while the total combined annual flow was 284 658 m³

The following is a summary of the monthly flows recorded for the Lucan Biddulph Water Distribution System in m³ for 2018.

Two (2) charts are presented below showing monthly accumulated flows and average daily flows by month.

	2018	
Month	Daily Avg. (m ³)	Total (m ³)
Jan	691	21 414
Feb	679	19 021
Mar	655	20 305
April	701	21 030
May	975	30 231
June	1065	31 964
July	1218	37 764
Aug	867	26 882
Sept	780	23 397
Oct	697	21 619
Nov	700	21 001
Dec	1002	31 060
Average	836 m³	
Total Flow		284 658 m³

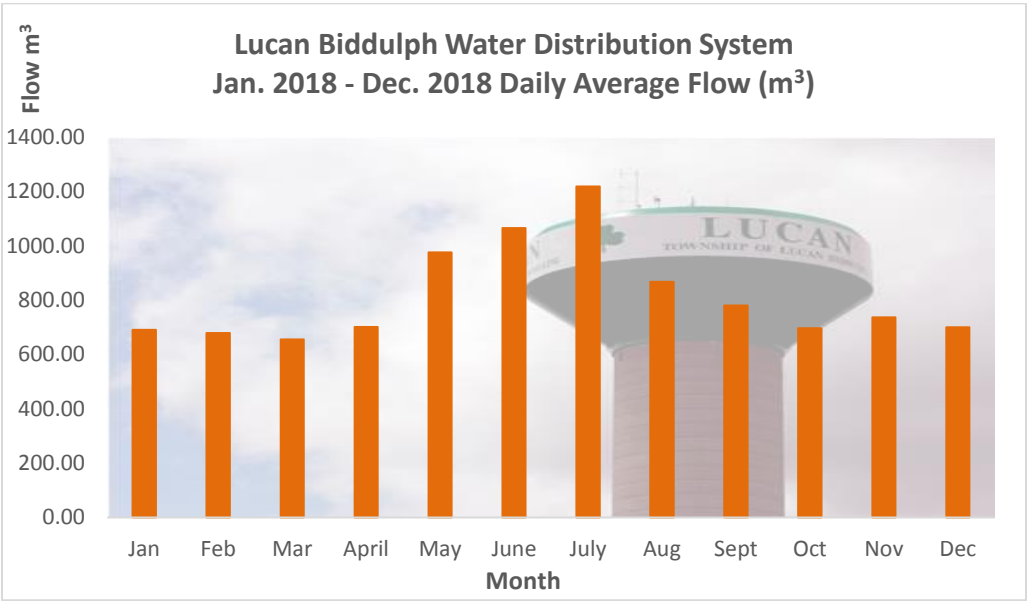


Table 1: Daily Average Flow in Cubic Meters (m³)

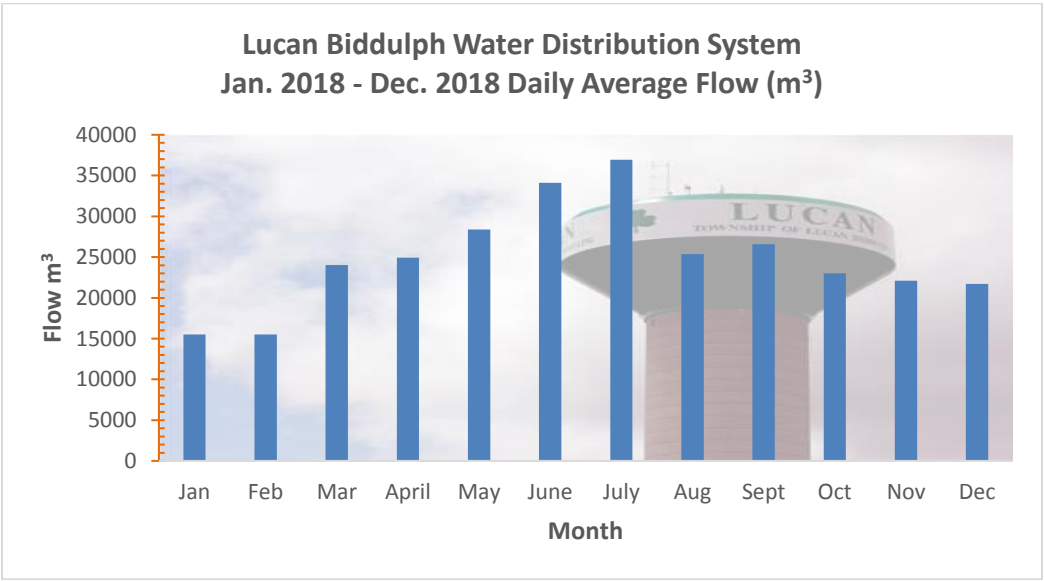


Table 2: Total Monthly Flow in Cubic Meters (m³)

Recommendation

That the Township of Lucan Biddulph accepts the Lucan Biddulph Distribution System Summary and Annual Reports 2018 and that the report will be made available on the Township website.

All of which is respectfully submitted by:



Lucas Egli

Jacobs (OMI Canada Inc.)

Project Manager
Township of Lucan-Biddulph
519 955 2746


2018 ANNUAL REPORT: Township of Lucan Biddulph

Drinking-Water System Number:	260003071
Drinking-Water System Name:	Lucan Biddulph Water Distribution
Drinking-Water System Owner:	The Corporation of the Township of Lucan Biddulph
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	1 January 2018 to 31 December 2018

Complete if your Category is Large Municipal Residential or Small Municipal Residential

Does your Drinking-Water System serve more than 10,000 people? Yes [] No [x]

Is your annual report available to the public at no charge on a web site on the Internet? Yes [x] No []

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.

www.lucanbiddulph.on.ca and

Lucan Biddulph Township Office
270 Main Street
Lucan, ON

Complete for all other Categories.

Number of Designated Facilities served:

3

Did you provide a copy of your annual report to all Designated Facilities you serve?

Yes [x] No []

Number of Interested Authorities you report to:

1

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility?

Yes [x] No []

Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Lucan Biddulph Water Distribution	260003071

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [x] No []



Indicate how you notified system users that your annual report is available, and is free of charge.

☒ Public access/notice via the web

☒ Public access/notice via Government Office

☐ Public access/notice via a newspaper

☐ Public access/notice via Public Request

☐ Public access/notice via a Public Library

☐ Public access/notice via other method _____

Describe your Drinking-Water System

The Water System is supplied by the Lake Huron Regional Water Supply System, boosted via water booster station to a 500,000 gallon elevated tank where it is distributed to approximately 1195 customers at 68 psi. The system also supplies the Village of Granton via 8 km of transmission main, reservoir and pumping station (Currently 1312 metered connections within entire distribution system).

List all water treatment chemicals used over this reporting period

12% Sodium hypochlorite (NaOCl)

Were any significant expenses incurred to?

☐ Install required equipment

☒ Repair required equipment

☒ Replace required equipment

Please provide a brief description and a breakdown of monetary expenses incurred

The following projects were undertaken this year:

During the 2018 year, the Township of Lucan Biddulph did not undertake any modifications to its system.



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
N/A					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw					
Treated					
Distribution	312	0-0,	0-0,	148	<10 to >1120

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity		
Chlorine	730	0.32-1.22
Fluoride (If the DWS provides fluoridation)		

NOTE: For continuous monitors use 8760 as the number of samples.

NOTE: Record the unit of measure if it is **not** milligrams per litre.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure

Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony		N/A		
Arsenic		N/A		
Barium		N/A		
Boron		N/A		



Cadmium		N/A		
Chromium		N/A		
*Lead		N/A		
Mercury		N/A		
Selenium		N/A		
Sodium		N/A		
Uranium		N/A		
Fluoride		N/A		
Nitrite		N/A		
Nitrate		N/A		

*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Plumbing (Residential)	19	0.05 – 24.4	4
Distribution (Non-Residential)	4	0.12 – 0.84	0

*a total of 5 households + 2 non-residential were tested with 2 tests at each

Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor		N/A		
Aldicarb		N/A		
Aldrin + Dieldrin		N/A		
Atrazine + N-dealkylated metabolites		N/A		
Azinphos-methyl		N/A		
Bendiocarb		N/A		
Benzene		N/A		
Benzo(a)pyrene		N/A		
Bromoxynil		N/A		
Carbaryl		N/A		
Carbofuran		N/A		
Carbon Tetrachloride		N/A		
Chlordane (Total)		N/A		
Chlorpyrifos		N/A		
Cyanazine		N/A		
Diazinon		N/A		



Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Dicamba		N/A		
1,2-Dichlorobenzene		N/A		
1,4-Dichlorobenzene		N/A		
Dichlorodiphenyltrichloroethane (DDT) + metabolites		N/A		
1,2-Dichloroethane		N/A		
1,1-Dichloroethylene (vinylidene chloride)		N/A		
Dichloromethane		N/A		
2,4 Dichlorophenol		N/A		
2,4-Dichlorophenoxy acetic acid (2,4-D)		N/A		
Diclofop-methyl		N/A		
Dimethoate		N/A		
Dinoseb		N/A		
Diquat		N/A		
Diuron		N/A		
Glyphosate		N/A		
Heptachlor + Heptachlor Epoxide		N/A		
Lindane (Total)		N/A		
Malathion		N/A		
Methoxychlor		N/A		
Metolachlor		N/A		
Metribuzin		N/A		
Monochlorobenzene		N/A		
Paraquat		N/A		
Parathion		N/A		
Pentachlorophenol		N/A		
Phorate		N/A		
Picloram		N/A		
Polychlorinated Biphenyls(PCB)		N/A		
Prometryne		N/A		
Simazine		N/A		
THM (NOTE: show latest annual average)	Quarterly	33.8	ug/l	No
Temephos		N/A		
Terbufos		N/A		
Tetrachloroethylene		N/A		
2,3,4,6-Tetrachlorophenol		N/A		
Triallate		N/A		
Trichloroethylene		N/A		
2,4,6-Trichlorophenol		N/A		
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)		N/A		
Trifluralin		N/A		
Vinyl Chloride		N/A		



List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			

Memo

To: Mayor and Council
From: Public Works Manager, Dave Kester
Subject: Contracted Service for Water – Update
Date: March 19, 2019

BACKGROUND:

In February of 2017 Council of the Township of Lucan Biddulph entered into a 5-year agreement with CH2M, now Jacobs Engineering, to provide water operations service in accordance with the *Safe Drinking Water Act 2002*. Included within the agreement is the requirement for Jacobs to perform the daily operations of the Township water system including the William Street booster station, the Lucan water tower, the Granton reservoir and approximately 70km of water main throughout the Township. Also included in the agreement is the requirement for Jacobs to perform operational maintenance of 25 km of sanitary sewer collection main within Lucan and Granton.

DISCUSSION:

Through direction of Council, staff is providing a financial review of the first two years of Jacobs Contract. As stated in Appendix C of the agreement, the base fee for the contract would amount to \$131,300.00 + HST for the first 12 months. The agreement also identifies an annual increase to the base fee using the Consumer Price Index as published by Statistics Canada, to a maximum of 2% per year. As such, this resulted in an increase to \$133,926.00 + HST for 2018. The total amount of expenses incurred by the Township from Jacobs in the months 1 to 12 was \$131,300.00 +HST and in months 13 to 24 was \$133,926.00 + HST which is in line with the agreement.

There are provisions in the agreement which allow for billing of additional expenses incurred by Jacobs. To date, Jacobs has not exercised their ability to bill for extras outside of the scope of work identified within the agreement.

The current arrangement with Jacobs has been a positive change for township staff and allows for a great ability for succession planning within the Township. The financial and operational components of the Jacobs – Township arrangement will continue to be monitored by staff for the remainder of the 5-year agreement to ensure expected outcomes are met.

RECOMMENDATION:

It is recommended that:

Council received this report for information

Dave Kester

Dave Kester, Manager of Public Works

Memo

To: Mayor and Council
From: Public Works Manager, Dave Kester
Subject: North Middlesex Water – Denfield Road
Date: March 19, 2019

BACKGROUND:

A section along Denfield Road from Maple Lodge Road to Elginfield Road which is currently receiving water service by North Middlesex, has been identified by North Middlesex as having difficulty complying with the *Safe Drinking Water Act 2002*. As identified in the attached report, North Middlesex has been exploring options to rectify this issue.

DISCUSSION:

There are currently 8 residences along this section of road which are receiving water service from North Middlesex. Of those 8 connections, 2 properties are in Lucan Biddulph. Through discussion with North Middlesex staff, it is believed that the most cost effective way to guarantee their municipality is compliant with the *Safe Drinking Water Act 2002* is to run a water main from the William street booster station south to Elginfield Road. This proposal would make use of the Lucan Biddulph infrastructure similar to how Clandeboye is being serviced with water. As mentioned above, attached are two reports which have been brought to North Middlesex Council and well as a high level plan view of the running line of the proposed new water main for reference purposes.

This report is being brought to Lucan Biddulph Council for information and discuss.

FINANCIAL IMPACT:

At this time there is no direct financial impact to the Township of Lucan Biddulph. There will be an increase in water consumption which will be billed back to North Middlesex similar to the arrangement to service Clandeboye with water.

RECOMMENDATION:

It is recommended that:

Council receives this report for information

Dave Kester

Dave Kester, Manager of Public Works

ATTACHMENTS:

- Denfield Road Pressure Management Report by North Middlesex Dated December 19, 2018
- Water Report (Denfield Rd) by North Middlesex Dated November 21, 2018
- Plan view of proposed water main installation running line



Our Vision: Ground in Agriculture, Growing in Innovation

REPORT TO: Mayor and Members of Council

PREPARED BY: Jonathan Lampman, Infrastructure Supervisor

DEPARTMENT: Infrastructure & Operations

DIVISION: Water

MEETING DATE: Wednesday, December-19-18

SUBJECT: Denfield Road Pressure Management

RECOMMENDATION

That Council directs staff to undertake the watermain interconnection to the Lucan Biddulph distribution system at an estimated cost of **\$313,750.00 x 10% Contingency = \$345,125.00** (hence forth **Option 1**);

Or that Council direct staff to isolation and decommission water supply to the area by the construction of 3rd party private, potable, drinking wells at an cumulative cost of **\$136,000.00 x 15% Contingency = \$156,400.00** (hence forth **Option 2**);

Or that Council direct staff to do nothing and re-evaluate the problem in 2019 (hence forth **Option 3**).

EXECUTIVE SUMMARY

North Middlesex staff has weighted and forecasted the engineering and construction cost to correct this problem. As you can see below either **Option 1** or **Option 2** would put the 2019 Water Budget into deficit for the year. **Option 3** or the do nothing option does have the 2019 Water Budget coming in under budget but would leave the municipality vulnerable in terms of the *Safe Drinking Water Act*.

As per the below discussion, three (3) Options have been suggested and are based on the following rational:

- The Home/Land owners health and safety

- The fact that we cannot have areas of our distribution system regularly dropping below 20psi.
- Limitations in the system and fiscal impacts to the health of our distribution system
- There are a number of land/home owners in the Denfield area of question that are currently fed by wells.
- Preliminary conversations have been had with Lucan Biddulph management in regards to the issue. Lucan Biddulph seems to be receptive to the interconnection.

LINK TO STRATEGIC PRIORITIES

Leadership: To Create a Positive, Open Organizational Culture With Open, Respectful and Responsible Leadership

Sustains: To Cultivate An Active, Healthy And Livable Community By Promoting A Sustainable Way Of Living

DISCUSSION - ASSETS MANAGEMENT

The watermain(s) in question are “relatively” new installations and would not require replacement in short order. However, the lack of overall pressure in the area for roughly 20 years has brought this issue to the forefront requiring action to be taken to ensure safe potable water.

Option 1:

Connecting to the Lucan Biddulph distribution system would loop/pressurize the area and the estimated cost as been calculated at **\$345,125.00**. In context to fiscal responsibility, it would take 160 years for the current users to generate enough capital to cover the costs of this proposed watermain extension. Furthermore, North Middlesex would have to enter into an agreement with Lucan Biddulph to undertake this recommendation.

Option 2:

Provided that wells are acceptable to the Owners, the current watermain would be decommissioned and thereafter would become a redundancy and would be removed from our asset inventory. Therefore, no future monies will have to be allocated year over year to replace the system in the future. The cost to implement wells would be **\$156,400.00**. Fiscally, this investment would take 78 years for the current users to generate enough capital to cover the costs of the replacement. Furthermore, North Middlesex would have to enter into an arrangement/agreement with each effected Owner to undertake this recommendation.

Option 3:

Doing nothing will leave this asset as high priority and the area will have to be addressed going forward which in the short term would leave the municipality vulnerable in terms of the *Safe Drinking Water Act*.

Generally as in any infrastructure problem there are engineering solutions, standard protocol and due diligence suggest that when possible practitioners use the “**Rule of Three**” to yield the best results. **Option 1** and **Option 2** are intended to correct the issue; **Option 3** is only been introduced to illustrate pre to post conditions.

FINANCIAL

As illustrated below, municipal staff have forecasted and priced the **Option(s)** and have prorated the impact to the 2019 Water Budget.

Below is the estimated budget provided by our retained engineer (Dillon Consulting) for **Option 1**:

Denfield Road Watermain Extension - Preliminary Cost Estimates


Engineering Design				
Task				Fees
Survey				\$ 6,000.00
Detailed Design & Contract Drawings				\$ 14,000.00
Tender Document Preparation				\$ 5,000.00
Engineering Design Sub-total				\$ 25,000.00
Construction				
Item	Quantity	Unit	Unit Price	Total Price
Bonding and Insurance	1	L.S.	\$ 10,000.00	\$ 10,000.00
Mobilization and Demobilization	1	L.S.	\$ 3,000.00	\$ 3,000.00
150 mm PVC watermain (open cut)	1725	m	\$ 110.00	\$ 189,750.00
25 mm PEX Water service connections (Lucan Booster Station to Maple Lodge Dr.)	8	ea	\$ 1,500.00	\$ 12,000.00
Testing, swabbing, chlorinate & disinfect	1	L.S.	\$ 5,000.00	\$ 5,000.00
Connect to existing watermain	2	ea	\$ 1,500.00	\$ 3,000.00
Disconnect and cap existing watermain	1	ea.	\$ 2,000.00	\$ 2,000.00
25 mm PEX Water service to 12575 Elginfield Rd	1	L.S.	\$ 15,000.00	\$ 15,000.00
Water valves	2	ea	\$ 2,000.00	\$ 4,000.00
Restoration (driveways, topsoil, sod)	1	L.S.	\$ 15,000.00	\$ 15,000.00
Traffic Control	1	L.S.	\$ 5,000.00	\$ 5,000.00
Construction Sub-total				\$ 263,750.00
Construction Admin/Observation				
Task				Fees
Construction Administration				\$ 5,000.00
Construction Observation				\$ 20,000.00
Construction Admin/Observation Sub-total				\$ 25,000.00
GRAND TOTAL				\$ 313,750.00

Excludes contingency & taxes

Our Values: Community Integrity Innovation Collaboration Stewardship

Below is the estimated budget provided by Hayden Water Wells to install 1 well. The price below would be multiplied by the number of wells required (8) and reflects **Option 2**:

HAYDEN WATER WELLS
c/o Jay & Christine Hayden
35339 Saintsbury Line
Lucan, ON N0M 2J0



Tel & Fax (519) 227-0057
Toll Free 1-888-535-4455
info@haydenwaterwells.com
www.haydenwaterwells.com

Drilled Well Agreement

This agreement made on 4th day of DECEMBER 2018 between Hayden Water Wells Co., Inc. (Contractor), per Jay Hayden and NORTH MIDDLESEX c/o John Lampman hereinafter know as the well owner/purchaser. The well owner/purchaser acknowledges that he/she is the legal owner and or having legal control of this property being: 911# & Street See email for 911 numbers in the town/city of Lucan ON Lot _____ Concession _____ Township of BIDD/McGILL County of MIDDLESEX

Work Description

Drilling a 6 5/8" inch cased well to necessary depth with wall thickness of .219 ☒ Heavy wall ☐ Light wall

☒ Target Flow 7 to 10 G.P.M.

☒ Target Depth 150 Feet (as per neighbouring wells)

☒ Cash/Cheque (upon completion of well) per foot (Using North American Made Pipe) \$ 48 /foot

☐ 12" Borehole (sand packed) \$ _____ /foot

☒ Johnson Well Screen (including air development) ☒ Heavy wall ☐ Light wall \$ 1500 /4 ft section

FULL 6" DIAMETER for HI FLOW - Estimated (2) X 4 ft sections of stainless screen \$ 950

☒ Well Grouting, Vermin proof cap, Chlorination to M.O.E. Reg.# 903 \$ INCLUDED

☒ Pump Testing, Mobilization & Premium Drive Shoe if required \$ 4990

☒ Complete Pump Estimate with **5 YEAR WARRANTY** - Oversized for durability (Including stainless pump, pressure tank and brass fitting package, drop pipe, wire, labour) \$ 800

☒ Backhoe Trenching of Waterline/Electrical Wiring to panel (K.L. ELECTRIC) \$ _____

☐ Decommissioning of Existing Well NOT REQ'D \$ _____

☐ Test Hole NO \$ _____

☒ References FRED LEWIS, NEW LIFE FEEDS, GLEN PHILLIPS ETC.

☒ Other BASED ON 150 FT, USING (2) SECTIONS OF WELL SCREEN

TOTAL ESTIMATE INCLUDING WIRING & EXCAVATING \$ 16940 + H.S.T PLUS TAXES

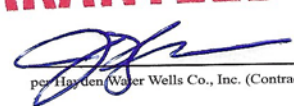
I the well owner/purchaser have read, understand & agree to the *Terms & Conditions on both pages of this agreement & wish to proceed. Prices in effect until December 1, 2019

"Signed _____ Phone 294-6244 520-3515
(well owner/purchaser) x223 (home/work) (cell)

Print Name John Lampman Email jonathan.lampman@northmiddlesex.on.ca
(well owner/purchaser)

Invoicing Address _____ ON _____
911 # _____ Street Name _____ Town/City _____ postal code _____

---Please SIGN above then Email, Fax or Mail back to be put on our **LIST TO PROCEED**
*Terms & Conditions - Cash or Cheque received upon completion of well - 2% compounded interest/monthly hereafter

WATER GUARANTEED

per Hayden Water Wells Co., Inc. (Contractor)

The forecasted 2019 budget effect may be considered the following:

2019 Water Budget			
Revenue			
	2018 Budget	% of 2018 Budget	2019 Budget
OCIF	\$ (95,838.00)	139%	\$ (133,214.82)
User fees	\$ (1,312,914.00)	104%	\$ (1,365,430.56)
Other Revenue	\$ (100,196.74)	103%	\$ (103,202.64)
Infrastructure fee	\$ (399,741.84)	117%	\$ (467,697.95)
Lambton Waterline Recovery	\$ (24,000.00)	100%	\$ (24,000.00)
		Total:	\$ (2,093,545.98)
Expenditures (Do Nothing)			
	2018 Budget	% of 2018 Budget	2019 Budget
Salaries & Benefits	\$ 114,900.00	103%	\$ 118,347.00
Water Purchased	\$ 580,000.00	103%	\$ 597,400.00
OCWA	\$ 498,204.00	102%	\$ 508,168.08
Reserve Transfer	\$ 391,911.81	100%	\$ 391,911.81
Repairs & Maintenance (Less Water Loss)	\$ 66,923.73	100%	\$ 66,923.73
Capital	\$ 11,000.00	100%	\$ 11,000.00
Hydro	\$ 50,000.00	105%	\$ 52,500.00
Professional Engineering (Water Tower)	\$ 125,000.00	100%	\$ 125,000.00
Other Expenses	\$ 104,799.68	100%	\$ 104,799.68
Water Loss Program	\$ 60,000.00	100%	\$ 60,000.00
		Total:	\$ 2,036,050.30
		Balance	\$ 57,495.68
Option 3 – 2019			
Expenditures (Denfield Rd Waterline)			
	2018 Budget	% of 2018 Budget	2019 Budget
Salaries & Benefits	\$ 114,900.00	103%	\$ 118,347.00
Water Purchased	\$ 580,000.00	103%	\$ 597,400.00
OCWA	\$ 498,204.00	102%	\$ 508,168.08
Reserve Transfer	\$ 391,911.81	100%	\$ 391,911.81
Repairs & Maintenance (Less Water Loss)	\$ 66,923.73	100%	\$ 66,923.73
Capital	\$ 11,000.00	100%	\$ 11,000.00
Hydro	\$ 50,000.00	105%	\$ 52,500.00
Professional Engineering (Water Tower)	\$ 125,000.00	100%	\$ 125,000.00
Other Expenses	\$ 104,799.68	100%	\$ 104,799.68
Denfield Repairs (Waterline from Lucan)	\$ -	0%	\$ 345,125.00
Water Loss Program	\$ 60,000.00	100%	\$ 60,000.00
		Total:	\$ 2,381,175.30
		Balance	\$ (287,629.32)
Option 1 – 2019 Deficit			
Expenditures (Denfield Road Wells)			
	2018 Budget	% of 2018 Budget	2019 Budget
Salaries & Benefits	\$ 114,900.00	103%	\$ 118,347.00
Water Purchased	\$ 580,000.00	103%	\$ 597,400.00
OCWA	\$ 498,204.00	102%	\$ 508,168.08
Reserve Transfer	\$ 391,911.81	100%	\$ 391,911.81
Repairs & Maintenance (less Water Loss)	\$ 66,923.73	100%	\$ 66,923.73
Capital	\$ 11,000.00	100%	\$ 11,000.00
Denfield Repairs (8 wells)	\$ -	0%	\$ 156,400.00
Professional Engineering (Water Tower)	\$ 125,000.00	100%	\$ 125,000.00
Other Expenses	\$ 104,799.68	100%	\$ 104,799.68
Water Loss Program	\$ 60,000.00	100%	\$ 60,000.00
Hydro	\$ 50,000.00	105%	\$ 52,500.00
		Total:	\$ 2,192,450.30
Option 2 – 2019 Deficit			

ATTACHMENT

N/A

Prepared By: Jonathan Lampman, Infrastructure Supervisor

Reviewed By: Jonathon Graham, Deputy CAO/Director of Operations

Approved By: Nandini Syed, CAO/Director of Finance (Treasurer)



Our Vision: Ground in Agriculture, Growing in Innovation

REPORT TO: Mayor and Members of Council

PREPARED BY: Glen Bullock, Water & Drainage Manager

DEPARTMENT: Infrastructure & Operations

DIVISION: Water, Wastewater, Drainage & Roads

MEETING DATE: Wednesday, November-21-18

SUBJECT: Water Report (Denfield Rd.)

RECOMMENDATION

That Council receives this report to realize that staff and municipality have not been keeping up to regulations and standards for the Safe Drinking Water Act.

EXECUTIVE SUMMARY

To inform the Council of the historical background of the Denfield Rd. water line and to create a solution for the lack of pressure to the residents on this road.

LINK TO STRATEGIC PRIORITIES

Leadership: To Create a Positive, Open Organizational Culture By Providing High Quality Public Services

Plans: To Support Robust Industrial, Commercial and Residential Growth By Developing A Safe And Secure Municipality

BACKGROUND

Municipal staff along with OCWA under Section 19, subsection 14(3) of the SDWA have not been maintaining the standards of the Act, which states:

Section 19 Subsection 14(3) of the SDWA specifically notes that the owner (staff and council) is not relieved of their duty to comply with Section 19 even if there is an agreement to delegate the operations of the drinking water system to someone else.

The owner is still obligated to ensure the operation authority is carrying out its responsibilities according to the Act. In cases where it is not, the owner takes reasonable steps to ensure they do.

The Denfield Rd. area is the smallest and highest area in the municipality of North Middlesex, which comes with a price and cost to give and provide safe and clean drinking water.

The Denfield water line was installed in 1998 or 1999 when the township of East Williams wanted to give their residents water in the village of Carlisle.

When East Williams was talking of a main line take-off on Elginfield Rd., the 6-7 households on the Denfield Rd approached McGillivray Township council to build a line and service Denfield Rd. This is how the Denfield line became reality. So the municipality went about getting a connection on the 4 foot line going to London. At this time, line pressure was running anywhere between 45psi-55psi. This pressure gave the Denfield line 35psi-40psi daily. When the Strathroy line hooked to the Lake Huron line, the pressure had troubles getting to 45 psi. This made Denfield still workable but a little on the weaker side(2007). In the years between 2007-2014, the Lake Huron Transmission was likely down for repairs 3-4 times per year. When these repairs or updates were being done, Lake Huron would notify the municipality and we would give the 6-7 households a heads up that they would see low pressure and possibly a shortage of water for possibly 4-6 hours.

This has changed over time and we don't seem to have the same communication bond with regional water as we had in the past. Regional water seems to be doing more and more maintenance and for longer periods of time. When regional does repairs and the pressure drops in the Lake Huron transmission line, this puts the 6-7 households on Denfield Rd. in a low pressure or no water situation.

In the Response to Adverse Drinking Water Quality Incidents Guidance Document, section 9

Regulation and Compliance	
9. Indication of failure of protective disinfecting or mechanical containment (e.g., pressure gauges show a drop to below 20 psi) Water main breaks or power failure resulting in loss of system pressure or similar incidents	<i>Health Protection and Promotion Act, Ontario Public Health Standards</i> <i>O. Reg. 318/08 (Transitional – Small Drinking Water Systems)</i>

<p>may lead to direct contamination or contamination through back siphonage or pressurized backflow.</p> <p>Review situation with the operator of the system and determine if intervention is necessary.</p> <p>Examples for consideration:</p> <ul style="list-style-type: none"> o Systems that operate under high pressure may not become contaminated since water pressure would produce a flow away from the system. o Systems designed with backflow protection or plumbing use that would not lead to back siphonage may prevent contamination and therefore not present a risk to the users. <p>If contamination is suspected provide directions to the users or give directions to discontinue the provision of drinking water from the system.</p>	<p><i>O.Reg.319/08(SmallDrinkingWater Systems)</i></p> <p><i>SafeDrinkingWaterAct,2002</i></p> <p><i>OntarioDrinkingWaterQuality Standards O. Reg. 169/03 (ODWQS)</i></p> <p><i>O.Reg.170/03(Drinking-Water Systems)</i></p> <p><i>ProcedureForDisinfectionofDrinking Water in Ontario</i></p> <p><i>Ontario's Drinking Water Quality Management Standard</i></p>
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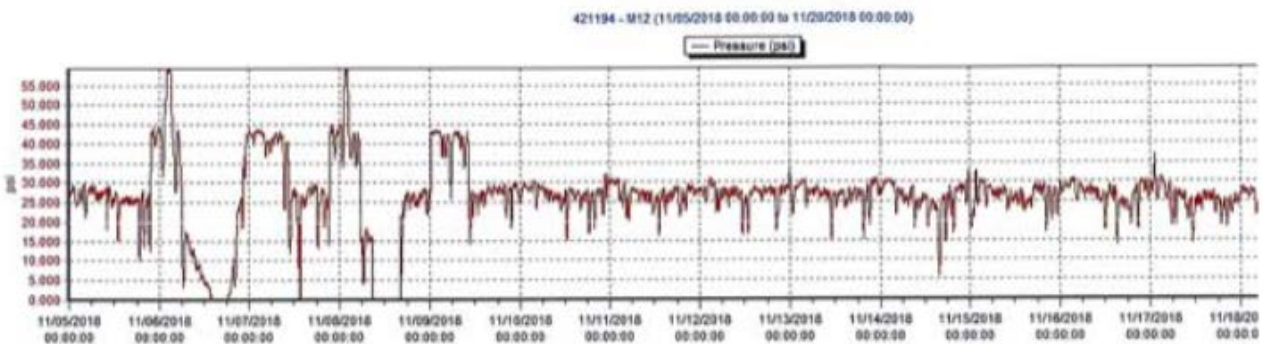
The Safe Drinking Water Act states in section 318/08, that the water lines are to be sustained at no less than 20psi.

DISCUSSION

One way to over come this situation would be to talk to the Township of Lucan Biddulph to see if they would let us hook on to our line that heads north to Clandeboye, and to build a line that would go south down Denfield Rd. to Maple Lodge. The line on Denfield runs from Hwy 7 to Maple Lodge. We would hook these lines together and get Lucan's pump to pressurize the system instead of sitting on transmission line pressure to London.

To do this hook-up would consist of approxiamately 2km of 6" water line plus a chamber with a meter and PRV in it. This would possibly cost \$200,000-\$300,000.

During the week of November 1-10, Flow Metrix installed pressure sensors on the two hydrants on Denfield Rd.



As you can see by this graph, we are having continuous daily issues that need to be addressed in accordance with the Ontario Safe Drinking Act.

FINANCIAL

As discussed above financial considerations could range from \$200,000 to \$300,000.

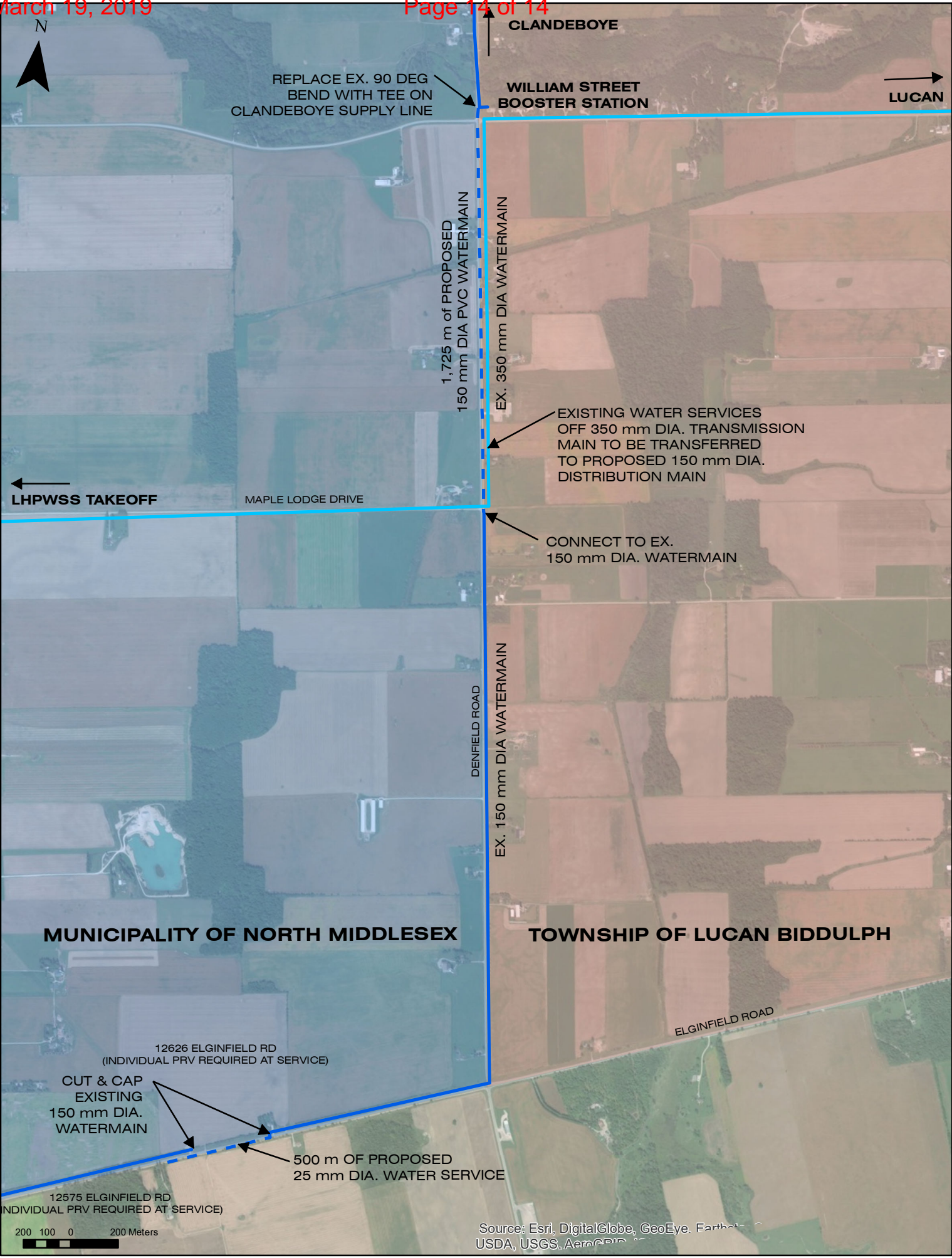
Prepared By: Glen Bullock, Water & Drainage Manager

Reviewed By: Jonathon Graham, Deputy CAO/Director of Operations

Approved By: Nandini Syed, CAO/Director of Finance (Treasurer)



Our Vision: Ground in Agriculture, Growing in Innovation



Memo

To: Mayor and Council

From: Dave Kester, Public Works Manager

Subject: Tree trimming and Removal Tender Results

Date: March 19, 2019

BACKGROUND:
A total of two quotations were received for trimming of 9 trees and removal of 22 trees currently identified for attention within Township road allowances. The Township typically does tree trimming and removal in the late winter and in the fall.

Results of the Tenders submitted are below for Council’s review.

Tree Trimming and Removal Quotation Results:

COMPANY NAME	TOTAL PRICE excluding HST
Beaver Brook Tree Service	\$ 13,900.00
Davey Tree Expert Co	\$ 17,985.00

DISCUSSION:
After reviewing the specifics of each submission, all were found to meet the requirements of the quotation details. The quote received by Beaver Brook Tree Service proved to be the lowest at \$15,707.00 (HST included).

IMPACT TO BUDGET:
The current proposed budget for 2019 tree trimming is \$28,000.00. This work would fit within the proposed budget.

RECOMMENDATION:

It is recommended that:

That Council authorizes staff to accept the tender from Beaver Brook Tree Service in the amount of \$15,707.00 including HST for the contracting of removal of trees from Township road allowances.

Dave Kester
Dave Kester, Manager of Public Works

Memo

To: Mayor and Council
From: Paul Smith, Manager of Parks and Recreation
Subject: Fundraising Campaign and Consultation
Date: March 19th, 2019

BACKGROUND:

At the March 6th Parks and Recreation Advisory Committee meeting, we had the pleasure of having Mr. Darryl Swain of Excel Fundraising Inc. join us. The Manager of Parks and Recreation had invited Mr. Swain to come speak with us because the Committee was unsure as to the next steps to take to begin our fundraising campaign for a scope as large as Phase II. Mr. Swain came with a very informative view on the fundraising industry as well as multiple options for the Township to consider. There are many different avenues to approach depending on our end goal for a capital campaign.

DISCUSSION:

The Parks and Recreation Advisory Committee made a formal motion to recommend to council that we proceed with a volunteer committee for fundraising, but would also recommend the use of a consultant to get us started on the right path and to check in with the committee periodically as we progress with the campaign.

As for the fundraising goal amount, the committee did not deem it appropriate to make that recommendation as it should be determined by Council. The discussion on this item is there is a different strategy for \$0-2million then \$2-5million. The goal can be surpassed, but the committee felt it was important to focus on the realistic expectation of the Township based on fundraising events of the past.

Mr. Darryl Swain showed good knowledge of the industry with a good strategic planning capability as well as a general comfort level felt by the group. Staff feels he would be a wise choice for a consultant of this nature. His passion for our project and willingness to assist has already given us an edge on information and put us on a path in the right direction to seeing our fundraising goal met.

Excel Fundraising Inc. website: <http://excelfundraising.consulting/>

RECOMMENDATION:

That the Council give staff direction with regards to the appropriate fundraising goal for Phase II of the Lucan Community Memorial Centre Renovation/Expansion Project.

And Further that Council authorize staff to contact Mr. Darryl Swain of Excel Fundraising Inc. to discuss consultation options for our volunteer committee and the shape of our fundraising campaign moving forward.

Paul Smith

Paul Smith, Manager of Parks and Recreation

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: March 19, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the regular Council Minutes of March 5, 2019 and In-Camera Minutes of March 5, 2019 be approved as circulated/amended.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: March 19th, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

WHEREAS the Lucan Lions, Hogtown Cycles and CEDC will be hosting a Bike Pull & Concert event on Saturday, July 13th, 2019 at the Lucan Community Memorial Centre.

AND WHEREAS exemption from the Township of Lucan Biddulph's Noise By-law is required to allow for noise which may surpass the allowed levels during the hours of 4:00 p.m. to 1:00 a.m.

AND WHEREAS the Lucan Dog Park will be closed on Saturday July 13th, 2019.

THEREFORE BE IT RESOLVED that the provisions of the Noise By-law shall not apply during the Bike Pull & Concert event.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: March 19, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

- Policy No. 100-51-2019 (Pregnancy and Parental Leave for members of council)
- Policy No. 100-52-2019 (Council and Staff Relationship policy)
- Policy No. 300-26-2019 (Tree Canopy and Natural Vegetation Policy)

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: March 19, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED That the Council of the Township of Lucan Biddulph authorizes staff to accept the tender from Beaver Brook Tree Service in the amount of \$15,707.00 including HST for the contracting of removal of trees from Township road allowances.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: March 19, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED That the Council of the Township of Lucan Biddulph give staff direction with regards to the appropriate fundraising goal for Phase II of the Lucan Community Memorial Centre Renovation/Expansion Project.

And Further that Council authorize staff to contact Mr. Darryl Swain of Excel Fundraising Inc. to discuss consultation options for our volunteer committee and the shape of our fundraising campaign moving forward.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: March 19, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph authorize Tina Merner to attend the AMCTO Conference in Huntsville on June 9-12, 2019 at a registration cost of \$965.00 (plus HST).

RESOLUTION CARRIED.

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: March 19, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

- 18-2019 Execution of Development Agreement (Cieslak)
- 19-2019 Temporary Road Closure Bylaw (Grantton fun day parade)
- 20-2019 Confirming Bylaw

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: March 19, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR

Township of Lucan Biddulph

BY-LAW NO. 18-2019

**A by-law authorizing the execution of a Development Agreement between
Paul Cieslak, David Wojnas and Patrick Wojnas
(hereinafter referred to as the “Owner”)
and the
Corporation of the Township of Lucan Biddulph
(hereinafter referred to as the “Township”)**

WHEREAS the Owner of the lands legally described Lot 11 and Part Lot 10, West of Main Street, Plan 221, as in 420455 & 522117 (geographic Township of Biddulph), Township of Lucan Biddulph; Subject to an easement over Part 22 on Reference Plan 33R-14286 and registered as Instrument ER95591;

AND WHEREAS the Owner wishes to develop the Land and has submitted an application for *Planning Act* consent resulting in two (2) lots to support the construction of single unit dwellings which the application has been assigned file B-4/2018 by the Township’s Committee of Adjustment;

AND WHEREAS the Committee of Adjustment on October 1, 2018 granted Application for Consent B-4/2018 subject to a number of conditions, one of which was to enter into a Development Agreement with the Township.

AND WHEREAS the Township is prepared to approve the Lot Plan in the attached Agreement upon the condition that the Owner enters into the Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH hereby enacts as follows:

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

READ A FIRST, SECOND AND THIRD TIME THIS 19th DAY OF MARCH, 2019.

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 19-2019

Being a by-law for the Temporary Closing of Queen Street in Granton

WHEREAS the Granton Fun Day parade is scheduled for Saturday June 8, 2019;

AND WHEREAS the Council of the Township of Lucan Biddulph is agreeable to and deems it advisable to temporarily stop traffic up Queen Street in Granton for the purposes of the Granton Fun Day parade;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH hereby enacts as follows:

1. That Queen Street of Granton, from Station Street to Head Street, be temporarily closed to allow for a parade. Such street shall be temporarily closed from 11:45 a.m. to 12:30 p.m.
2. Public Works personnel are hereby authorized to erect such barricades as are necessary to indicate detour routing.

READ A FIRST, SECOND AND THIRD TIME this 19th day of March, 2019.

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 20-2019

**Being a by-law to confirm proceedings of the Council
of The Corporation of the Township of Lucan Biddulph**

WHEREAS under Section 5(1) of the *Municipal Act, 2001*, S.O. 2001 c. 25, the powers of a municipality shall be exercised by its council.

AND WHEREAS under Sub-Section 3 of Section 5 of the *Municipal Act, 2001*, S.O. 2001 c. 25, the powers of every Council of a municipality shall be exercised by by-law.

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Corporation of the Township of Lucan Biddulph at the March 19, 2019 meeting be confirmed and adopted by By-law.

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

1. That the action of the Council of the Corporation of the Township of Lucan Biddulph in respect of all motions and resolutions and all other action passed and taken by the Council of the Corporation of the Township of Lucan Biddulph, documents and transactions entered into during the March 19, 2019 meeting of Council, are hereby adopted and confirmed, as if the same were expressly included in this By-law.
2. That the Mayor and proper officials of The Corporation of the Township of Lucan Biddulph are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Lucan Biddulph during the said March 19, 2019 meeting referred to in Section 1 of this By-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Township of Lucan Biddulph to all documents referred to in said Section 1.

**Read a FIRST, SECOND and THIRD time and FINALLY PASSED
March 19, 2019.**

MAYOR

CLERK