



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, NOVEMBER 17, 2020 6:00 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

MEETING TO BE HELD ELECTRONICALLY. THE MEETING WILL BE AVAILABLE AS FOLLOWS AT 6:00 P.M. ON NOVEMBER 17, 2020

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

1. **Call to Order**
2. **Disclosure of Pecuniary Interest & Nature Thereof**

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.
3. **Announcements**
4. **Closed Session**
5. **6:00 p.m. Public Meetings**

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

 - a) Minor Variance Application A-4-2020
Len Troiano, Owner/Applicant
5690 William Street, Lucan, ON
[PL-20-2020 Minor Variance Application A-4-2020 - 5690 William St \(Troiano\)](#)

(Note: Resolution required for the Council to reconvene its regular meeting.)
6. **Delegations, Presentations & Petitions**
7. **Adoption of Minutes**

[Council Meeting Minutes - Nov 3 2020](#)
8. **Business Arising From the Minutes**

[BA Nov 17 2020](#)

9. Correspondence

- a) [COVID-19 Resilience Infrastructure Stream - Local Government Intake Notification](#)
- b) [Inclusive Community Grant Program](#)
- c) [ROMA Delegation request 2021](#)

Balance of Communications:

- d) [Media Release - Women Leaders in Middlesex Supporting and Advancing Middlesex Women](#)
- e) [Enbridge Gas Inc. - 2021 Rates - Application for Incremental Capital Module Funding - Notice of Application](#)
- f) [North Middlesex Notice of Public Meeting - Lucan Country Gardens 34603 Richmond St](#)
- g) [Please Participate in the Federal Online Cannabis Petition](#)
- h) [Resolution - Township of Amaranth - Bill 218](#)
- i) [Resolution - Municipality of Meaford - re Bill 218](#)
- j) [Resolution - City of Brantford - Bill 218](#)
- k) [Resolution - Prince Edward County - Bill 128, Supporting Ontario's Recovery and Municipal Elections Act, 2020](#)
- l) [Resolution - City of Belleville - Accessibility for Ontarians with Disabilities Act - AODA Web-Site Support](#)
- m) [Resolution - Town of Grimsby - Proposed Regulation under the Ontario Heritage Act \(Bill 108\)](#)
- n) [Support Resolution - Grey County - Reliable Affordable Broadband](#)
- o) [Support Resolution - Loyalist Township - Funding for Community Groups affected by pandemic](#)
- p) [Support Resolution - Twn of East Garafraxa - Aggregate Resource Assessment](#)
- q) [ABCA Board Meeting Notes, Agenda and GM's Report](#)
- r) [AMO Watchfile Nov 5](#) [AMO Watchfile Nov 12](#)

10. Committee Reports

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

11. Staff Reports

- a) CAO/Clerks Office
 - [CL-10-2020 - 2021 Council Meeting Schedule](#)
- b) Building/By-law Enforcement
- c) Finance
 - [FIN-14-2020 - Water and Sewer Billing Collection Policy](#)
 - [200-01-2020 DRAFT Water and Sewer Billing & Collection Policy](#)
- d) Planning

[PL-21-2020 Request to submit application for minor variance - Ridge Crossing Townhomes Phase 2](#)

e) Public Works

[PW-35-2020 Water Financial Plan](#)

[BM Ross - Water Works Financial Plan 2021 to 2026](#)

f) Parks & Recreation

g) Economic Development

12. Councillor's Comments

13. Changes to Budget

14. Notice of Motions

15. Motions and Accounts

[Accounts paid](#)

[Motions - Nov 17 2020](#)

16. By-laws

[51-2020 Municipal Right of Way By-law](#)

[52-2020 Assumption of Olde Clover Village Phase 1](#)

[53-2020 Noise \(Class 4 designation\) By-law](#)

[54-2020 Confirming](#)

17. Adjournment



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

MEETING DATE: November 17, 2020

REPORT

TO: Members of the Committee of Adjustment
 Township of Lucan Biddulph

FROM: Dan FitzGerald, Planner

SUBJ: Application for Minor Variance A-4/2020
Len Troiano (Owner)
5690 William Street

Purpose:

The purpose of this minor variance application is for relief from comprehensive Zoning By-Law No. 100-2003 of the Corporation of the Township of Lucan Biddulph's zoning standards, to permit an accessory building to be located in the front yard. The effect would be to accommodate the residential development of the lands in the form of an accessory use (shed) to a single detached residence.

Background (see attachment 1):

The subject property is a 0.8 ha (1.99 ac) parcel of land located on the north side of William Street, west of the settlement area boundary of Lucan. The lands are legally described as Part of Lot 30, Biddulph Concession 1 W, and Part 1 on Reference Plan 33R18538, Township of Lucan Biddulph, and municipally known as 5690 William Street. They are designated Agricultural Area in the County of Middlesex Official Plan and Country Residential in the Township's Official Plan. Additionally, the lands are zoned Rural Residential (RR) Zone in the Township Comprehensive Zoning By-law, which permits the use single detached dwelling and associated accessory uses.

This requested variance would allow relief from the following requirements:

Requirements	Relief Requested
As per 12.2.1 b) accessory buildings shall not be constructed in the front yard	Permission to construct a accessory building in the front yard.

As shown on the plan, the owner is requesting to construct a 74.3 m² (800 ft²) accessory building in front of the forward most portion of the single detached dwelling.

Policy and Regulation:

The subject lands are designated 'Agricultural Area' in the Middlesex County Official Plan, 'Country Residential' in the Township Official Plan, and zoned Rural Residential (RR) Zone in the Township Zoning By-law.

As per section 8.8 of the Township Official Plan, applications for minor variances to the Zoning By-law are required to be evaluated by the Committee of Adjustment according to the following criteria:

- a) whether the variance is "minor";
- b) whether the general intent and purpose of this Plan and the Official Plan of the County of Middlesex are maintained;
- c) whether with the general intent and purpose of the Zoning By-law are maintained;
- d) whether the variance is desirable for the appropriate use and development of the lands and neighbouring lands;
- e) whether compliance with the Zoning By-law would be unreasonable, undesirable or would impose undue hardship;
- f) whether the variance would result in a substantial detriment, hazard or nuisance that would detract from enjoyment, character or use of neighbouring lands.

As per Section 12.2.1 b) of the Township Zoning By-law, accessory buildings are not permitted to be constructed in the front yard.

Analysis:

Section 45(1) of the Planning Act authorizes the Committee of Adjustment to grant relief from the Comprehensive Zoning By-law requirements if a request is deemed to be desirable for the appropriate development or use of the land, building, or structure; the requested relief is minor; and the general intent and purpose of both the Official Plan and Comprehensive Zoning By-law are maintained.

With respect to the Planning Act tests, the development generally is considered to be in keeping with the character of the area being a large lot country residential neighbourhood. The proposed variance permits the ability for the Owners to construct an accessory building on the lands, which is a permitted use in the zone. While the proposed accessory building would be located in the front yard, it is sufficiently buffered from the street by way of an established forested area. As such, the proposed form of development is considered an appropriate use of land.

The interpretation of what is minor is not necessarily based on the extent to which the zoning by-law is varied. Rather it is based on whether the impact of the variance can be considered minor. Planning staff consider the proposed variance minor as the home will remain the dominant use of the property and would be sufficiently screened from the road by an existing well established forested area. Unacceptable adverse impacts on neighbouring residential uses are not anticipated given the nature of this proposal.

The intent of limiting the establishment of accessory buildings behind the front wall of a house in residential areas in the Township Zoning By-law, is to ensure compatibility with adjacent

uses and to maintain the single detached dwelling as the main use of the property. Compatibility with adjacent uses would not be compromised considering the adjacent uses are residential and screening is in place. It is the opinion of planning staff that the proposed location of the accessory building in the front yard maintains the intent of the Zoning By-law as it is not anticipated to detract from the intent of the Zoning By-law, nor cause adverse impacts to neighbouring properties.

Planning Staff also reviewed the proposal against the Official Plan. The intent of the 'Residential' designation is for the lands to be developed for residential purposes, and to ensure compatibility with neighbouring uses. The intent is therefore being maintained as the subject lands are to be developed for residential purposes in the form of an accessory use (shed) for the existing residential development.

Given the above, planning staff is satisfied that the requested interior side yard reductions satisfies the aforementioned Planning Act tests and recommends that the subject application be approved.

This opinion is provided prior to the public meeting and without the benefit of potentially receiving all comments from agencies or members of the public. Should new information arise regarding this proposal prior to or at the public meeting, the committee is advised to take such information into account when considering the application.

Comments:

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

Public Comments:

At the time of writing the subject report, no comments were received from the public regarding this proposal.

In the circulation of the notice to prescribed agencies and the public, the following comments were received:

Ausable-Bayfield Conservation Authority: No comment.

Public Works Manager: No comment.

Chief Building Official: No comment.

Recommendation:

THAT Application for Minor Variance A-4/2020; filed by Len Troiano for a property located on the north wide of William Street and legally described as Part of Lot 30, Biddulph Concession 1 W, and Part 1 on Reference Plan 33R18538, Township of Lucan Biddulph, and municipally known as 5690 William Street, to permit the construction of an accessory building in the front yard; **be GRANTED**, subject to the following condition:

THAT the permission to construct an accessory building in the front yard be limited to the area as shown on the attached site plan.

AND FURTHER THAT the reasons for granting Minor Variance Application A-04/2020 include:

- The request complies with the general intent and purpose of the Lucan Biddulph Official Plan;
- The request complies with the general intent and purpose of the Lucan Biddulph Comprehensive Zoning By-law;
- The request is minor in nature; and
- The request represents appropriate development on the subject property.

ATTACHMENTS:

1. Location Map.
2. Site Plan.

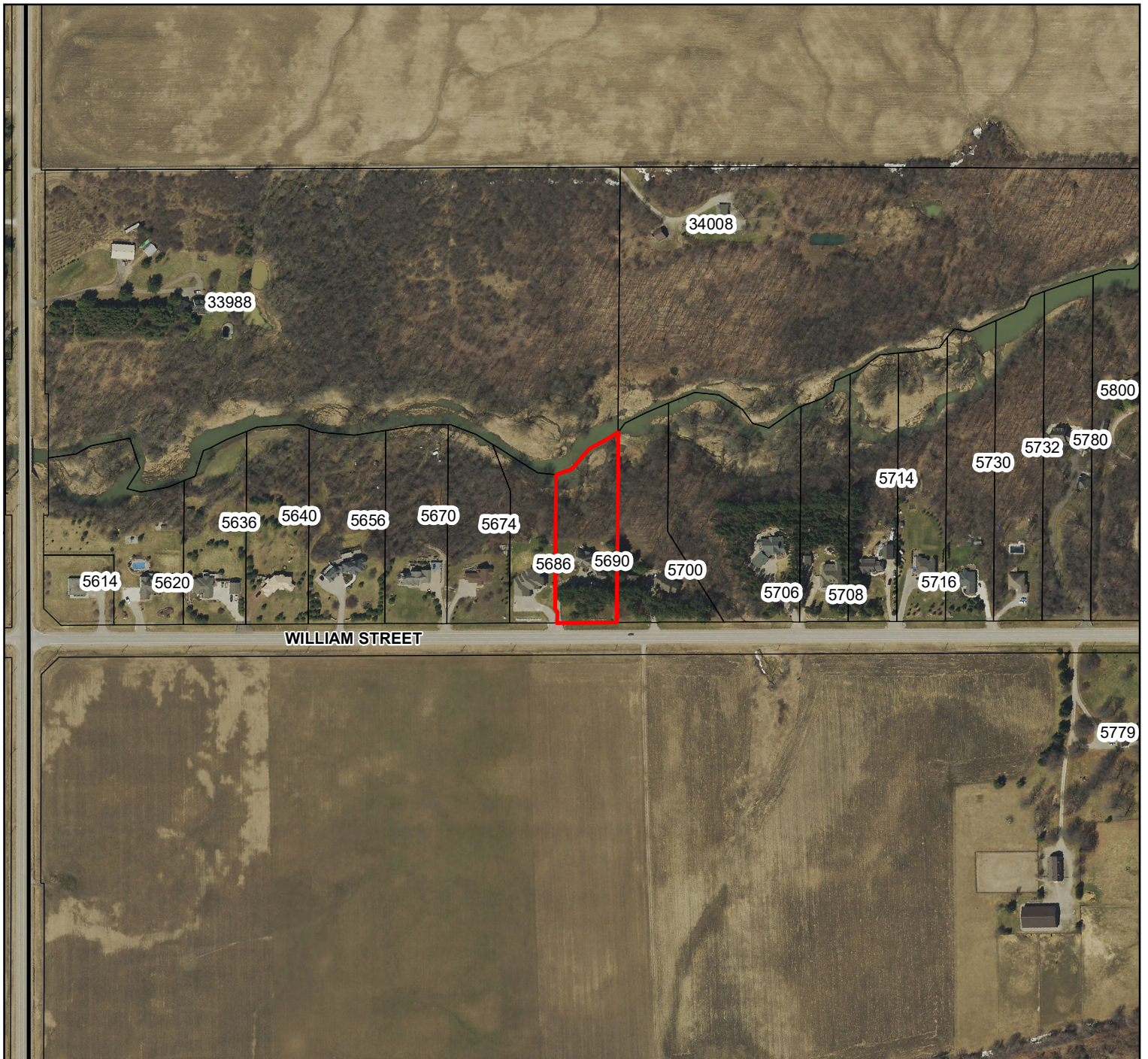
APPLICATION FOR MINOR VARIANCE: A4/2020

Owner: Len Troiano



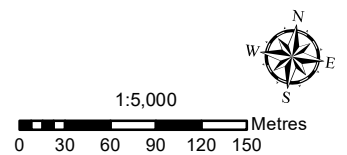
5690 William Street, Lucan

Township of LUCAN BIDDULPH

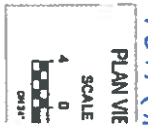
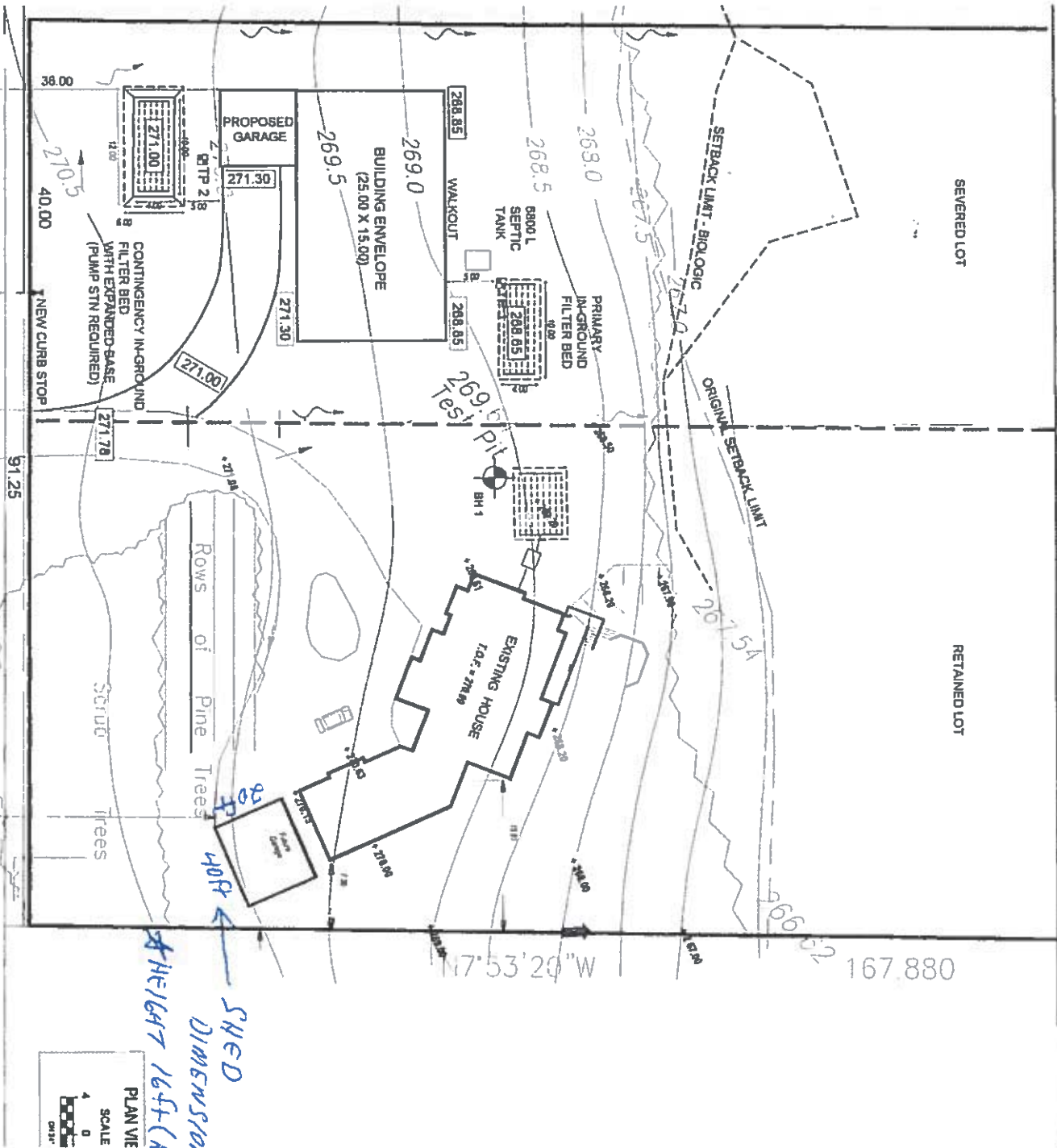


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Planning Department,
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
October 2020

 SUBJECT LANDS



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



SUED DIMENSIONS HEIGHT 16 ft (AT PERM)

V HOME
ISTICS & RELATED
R TREATMENT
IGN
 JR BUILDING PERMIT APPROVAL. A
 WASTEWATER GRADING PLAN
 HOME DESIGN & LOCATION - FOR
 APPROVAL.
 S ASSUMED TYPICAL BUILDING
 AND IS PROVIDED FOR SEWERAGE
 PER THE CITY OF ALBERTA ENGINEERING DEPARTMENT

TYPICAL BUILDING SIZE & PLUMBING FIXTURES

ITEM	QTY	LQAD	TOTL%
1. FULL BATHROOM	0	0	0
2. ANY TYPE OF BATH	1	15	1.5
3. FLUSH TANK TOILETS	0	0	0
4. SHOWERHEAD HEADS	0	0	0
5. SHOWERHEAD HEADS	0	0	0
6. SHOWERHEAD HEADS	0	0	0
7. SHOWERHEAD HEADS	0	0	0
8. SHOWERHEAD HEADS	0	0	0
9. SHOWERHEAD HEADS	0	0	0
10. SHOWERHEAD HEADS	0	0	0
11. SHOWERHEAD HEADS	0	0	0
12. SHOWERHEAD HEADS	0	0	0
13. SHOWERHEAD HEADS	0	0	0
14. SHOWERHEAD HEADS	0	0	0
15. SHOWERHEAD HEADS	0	0	0
16. SHOWERHEAD HEADS	0	0	0

WASTE SYSTEM - DESIGN CAPACITY FOR THE ABOVE BUILDING CHARACTERISTICS

BASE LOAD (4 BEDROOM)	2000
F U OPTION (32' x 50)	600
2 L A OPTION (280'-200)/10 X 100	800
3 L A ADDED (280'-400)/10 X 75 (TO BE ROUNDED UP)	0
TOTAL SEWAGE LOAD = 2800 L/DAY	

FILTER BED DIMENSION

1 DESIGN LOAD	2 MIN CONTACT	3 MIN FILTER,	4 THEREFORE	DISTRIBUTIO	0.50 m. SPACI	OF FILTER)
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The Corporation of the Township of Lucan Biddulph Council Minutes

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

Also Present: R. Reymer-CAO/Clerk, T. Merner-Deputy Clerk, L. deBoer-Economic Development Coordinator, J. Little-Public Works Manager, K. Langendyk-Treasurer (entered the meeting at 6:30 p.m.), P. Smith-Parks & Recreation Manager (entered the meeting at 6:30 p.m.)

Call To Order

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

Declaration of Pecuniary Interest & Nature Thereof

None

1/ In-Camera Session

Moved by D. Regan

Seconded by A. Westman

Resolved that Council adjourn its regular council meeting in order to conduct a closed session pursuant to Section 239 (2)(e) of the Municipal Act in regards to potential litigation, including matters before administrative tribunals, affecting the municipality or local board, with R. Reymer, T. Merner, J. Little and L. deBoer remaining.

CARRIED

2/ Rise from In-Camera Session

Moved by D. Regan

Seconded by D. Manders

Resolved that the Council does now rise out of closed session and Council reconvene its regular meeting at 6:28 p.m.

CARRIED

Staff was given further direction regarding a drainage issue as presented in confidential report no. PW-34-2020.

Announcements

Welcome to November! You will be happy to know we only have 8 1/2 weeks left of 2020. You likely have heard November referred to as Movember. Movember actually refers to a specific organization. I do not want to highlight that organization per se, but I want to focus on what the organization has started. It has started a discussion and awareness surrounding men's health, both physical and mental. Many organizations have followed this lead and have made the month of November the focus of men's health.

As the mother of 4 boys, now men, I am keenly aware of this focus. As I have highlighted many times during these stressful times we find ourselves living in, added attention to our mental health and well-being is paramount. Especially for men, there seems to be added pressure to have it all together, to have it all figured out. Quite often struggles with anxiety and depression are battled alone. As the mother of a son who struggles daily with depression, I implore you to reach out to the men in your life, check in on them to ensure they are looking after their mental health. There are many resources available online through many organizations. Please take the time to do the research and find local resources to support your male loved ones. At the very least, regularly check in with them so they know they have a safe and supportive sounding board.

We will be talking about Remembrance Day a bit later, but to no one's surprise, it will look different this year. Most Legions, Lucan's included, are discouraging public participation in services. Lisa will be sharing with us, how our Legion is being supported with their service. However, I want to encourage you to take the time to make it a priority on November 11 to pay your respects to those that have gone before us, who served community and country beyond what should be expected from anyone. The freedoms we are privileged to have because of their sacrifices should never to be taken for granted or forgotten.

Which leads me to tonight—November 3rd. You may think I might reference the election our neighbours are holding, polls are getting ready to close in some areas as our meeting progresses. I really don't know what my commentary might be except—I will be a good neighbour and quote a great American poet and songwriter:

"I will provide for you
And I'll stand by your side
You'll need a good companion
For this part of the ride
Leave behind your sorrows
Let this day be the last
Tomorrow there'll be sunshine
And all the darkness past

Big wheels roll through fields
Where sunlight streams
Meet me in a land of hope and dreams."

For all the flaws in a democratic process, it is still the best process we can participate in. Still, with all that is at stake, for all the unknowns, the process of casting a vote still provides me hope.

Cathy Burghardt-Jesson
Mayor Lucan Biddulph

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

3/ Committee of Adjustment

Moved by D. Manders

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph adjourn its regular meeting at 6:37 pm in order sit as a Committee of Adjustment under Section 45 of the Planning Act, R.S.O. 1990, as amended.

CARRIED

Dan Fitzgerald, County Planner entered the meeting as well as the Applicant, Deon Keller and acquaintance, Rex Santos.

a) A-3-2020 – 231 Butler Street, Lucan (Keller)

D. Fitzgerald, County Planner gave a review of Planning Report PL-19-2020 and advised that after the planning staff does not have a concern with the rear-yard setback request however did have concerns with the increase to the home occupation size. D. Fitzgerald further noted that after comments received from the Committee at the Oct. 20th meeting, staff have sought additional opinions from the planning department and can advise that it is possible to limit the home occupation increase to the personal training studio use only.

Discussion took place from the committee members regarding monitoring and enforcement of the home occupation use and the definition of a personal training studio under the zoning by-law.

4/ A-3-2020 (Keller)

Moved by D. Manders

Seconded by D. Regan

THAT Application for Minor Variance A-3/2020; filed by Deon and Jenelle Keller to permit a decrease in the required rear yard setback to 3.02 metres, as well as permit an increase to the maximum permissible size for a home occupation to 69.7 m², for a property located on the south side of Butler Street, on the south west corner of Butler Street and Stanley Street, Part Lot 129, Plan 340, Part 1 on Reference Plan 33R966, in the Township of Lucan Biddulph, and municipally known as 231 Butler Street; be APPROVED; subject to the following condition:

THAT the increase to the maximum size for a home occupation from 40 m² to 69.7m² be limited to a personal training studio, and that no other form of permitted home occupation shall exceed the maximum permitted size.

AND FURTHER THAT the reasons for approving Minor Variance Application A-03/2020 include:

- *The request complies with the general intent and purpose of the Township of Lucan Biddulph's Official Plan;*
- *The request complies with the general intent and purpose of the Township of Lucan Biddulph's Comprehensive Zoning By-law;*
- *The request is considered minor in nature; and*
- *The request represents appropriate development on the subject property.*

CARRIED

Applicant, Deon Keller thanked staff and the Committee members for working towards an amicable arrangement for his request.

5/ Adjourn Public Meeting*Moved by P. Mastorakos**Seconded by A. Westman**Resolved that the Committee does now rise out and reconvene its regular meeting at 6:46 p.m. to continue with its deliberations*

CARRIED

Delegations

None

Adoption of Minutes**6/ Minutes***Moved by D. Regan**Seconded by D. Manders**That the regular council minutes of October 20, 2020 be approved as circulated.*

CARRIED

Business Arising

All items were noted as ongoing.

Correspondence

K. Langendyk commented on the 2021 OMPF Allocation notice and advised Lucan Biddulph's amount is approximately \$5,000 less than the previous year however we are still in good shape compared to some of our neighbours who received larger decreases.

Mayor C. Burghardt-Jesson commented on the request received from the Lucan Legion branch and noted a temporary road closure by-law was passed last month however the dates were incorrect and are being revised in a by-law brought forward tonight.

7/ Receive Correspondence Reports*Moved by P. Mastorakos**Seconded by D. Regan**That Correspondence Items 9 a) through 9 t) be received for information.*

CARRIED

Committee Reports

Lake Huron

Mayor C. Burghardt-Jesson noted some erosion issues due to recent storm damage at the main Lake Huron Water System plant which will require some repair work on the beach.

Fireboards

R. Reymer noted that the Lucan Biddulph board meets on Thursday, Nov. 19th and the Biddulph Blanshard board meets on Thursday, Nov. 26th

UTRCA

A Westman noted a number of members have shared concerns with UTRCA owning residential properties and the board will be looking to liquidate these in future.

Staff Reports

CAO/Clerk

R. Reymer reviewed report no. CAO-14-2020. Discussion took place regarding a formal letter to our MPP and a delegation request with Minister Sylvia Jones at the ROMA conference to be proactive in noting the desire to have the Lucan OPP detachment centre remain in Lucan in future as our community continues to grow. Comments regarding the recent closure of the Exeter OPP station were referenced and how we can try to avoid a similar situation in Lucan in future. Discussion also took place regarding the HR shared services with the County and centralized training as well.

8/ Report No. CAO-14-2020*Moved by P. Mastorakos**Seconded by D. Regan**That report no. CAO-14-2020 be received for information.*

CARRIED

T. Merner reviewed report no. CL-09-2020. Discussion took place regarding availability of council members for daytime meetings and keeping council meetings accessible for residents

who choose to participate or register as delegations. Council members also discussed the impact to budget and the possibility of trying two daytime meetings for the 2021 schedule.

9/ 2021 Council Meeting Schedule

Moved by D. Manders

Seconded by D. Regan

That Council accepts Option A as presented in report no. CL-09-2020 and further directs staff to develop the 2021 Council meeting schedule with two daytime meetings for the 2021 calendar year.

CARRIED

Finance

K. Langendyk reviewed report no. FIN-13-2020 and noted the benefits of moving away from a water disconnection process for collection of water arrears which includes saving staff time, eliminating wear and tear of turning curb stops on and off, reducing safety concerns for staff entering private property for disconnection notices and avoiding public shaming for our residents that receive door hanger notices. Discussion took place regarding interest rate of arrears from water account to tax account and the average disconnection's that currently take place. J Little noted he supports the recommendation to transfer water arrears to the property tax account as the current process is not a great resolution for residents.

Planning

J. Little and D. Fitzgerald reviewed report no. PW-32-2020 and advised that a noise study was required as part of the approval process for the Ausable Fields subdivision. The study highlighted the grain elevators as a potential noise source for consideration and as such the developer is requesting that the development lands be classified as a Class 4 noise designation, recognizing the land is in an elevated noise area due to existing surrounding industrial businesses. J. Little noted that as part of a Class 4 designation all surrounding noise impacts must be studied and recommended that further investigation of noise impacts in the area be completed. J. Little further noted that residential lands are usually classified with a Class 2 designation. D. Fitzgerald noted that for infill developments the onus is on the developer to mitigate the noise levels as the surrounding industry has legally binding existence and permitted noise uses. Discussion took place regarding the current identification of this area in our Official Plan as an elevated noise area, requirements for infill developments, effects of changing permitted noise levels in a residential area, noise mitigation measures and purchaser's being made aware of the Class 4 designation.

10/ Ausable Fields Noise Classification Request

Moved by D. Manders

Seconded by D. Regan

That Council approves the request to have the Ausable Fields development lands designated as a Class 4 under the NPC-300 guidelines, and that testing as part of a comprehensive noise study review to determine if noise mitigation measures are required be completed.

CARRIED

Public Works

J. Little reviewed report no. PW-31-2020 regarding a proposed municipal right-of-way by-law and noted a draft has been included for review. He further noted that the set fine schedule included with the by-law will require Ministry approval before the by-law is adopted by Council.

J. Little reviewed report no. PW-33-2020 regarding a request received for tree removal along the road allowance for a property located on Stonehouse Line. J. Little noted a total of 13 trees are being requested for removal, 8 of which are not in good condition and 5 that are and all costs will be covered by the land owner. He further noted that Hydro One supports this project as the lines are currently located on private property and would prefer they are moved to the road allowance. Discussion took place regarding the fact that Lucan Biddulph is the lowest treed community in Middlesex County and the importance of replacing the trees once they are removed

11/ Tree Removal Request

Moved by P. Mastorakos

Seconded by A. Westman

That Council accepts the recommendation of the Public Works Manager as presented in report no. PW-33-2020 on November 3, 2020 and further directs staff to provide 2 trees for replacement of each tree that is removed.

CARRIED

J. Little provided a department update and advised the crosswalk light at the arena has been repaired, an agreement has been signed for use of the sand/salt dome for the upcoming winter season, a new truck for the public works department is scheduled to arrive this week and parking agreements for main street businesses have been completed and a by-law is included to authorize execution of each.

Parks & Recreation

P. Smith reviewed report no. PR-15-2020 and noted that with the growing concern of climate change and environmental and green initiatives staff have been exploring projects for Lucan Biddulph to make an active contribution in this direction to present to Council. P. Smith noted that several meetings have taken place with the ABCA to look at programs and properties where green initiatives could take place in our Township and the property lying north of the Public Works facility is restricted in use due to its proximity to the drain and would therefore make an ideal location for a tree reforestation project. P. Smith further noted that grants are available through Tree Canada and the deadline for applications is November 30th. Discussion took place regarding school and youth group participation, future trail connections and budget implications considering revenue is currently generated from agricultural land rent.

12/ Lucan Biddulph Community Forest

Moved by A. Westman

Seconded by D. Regan

That Council receive report no. PR-15-2020 for information and further directs staff to apply for the Tree Canada grant.

CARRIED

P. Smith gave a department update and advised minor sports clubs such as Lucan Skating Club and Lucan Minor Hockey have been able to continue operating despite the Section 22 class orders issued from the Middlesex London Health Unit although some programs such as indoor volleyball had to make some revisions. P. Smith noted that unfortunately the Junior C program has not been able to utilize our facilities due number of participants on the team.

P. Smith asked Council if there is a need for further discussion regarding the public skating options presented previously and noted there has been some negative feedback received regarding the \$5 fee admittance fee. He further noted some neighbouring municipalities have begun to offer public skate programs and fees are applied in accordance with their fees by-law. P. Smith also noted there is now a limit of 12 people permitted on the ice for public skate as per the Section 22 class order. Discussion took place regarding waiving the fee, managing the users coming and going and starting with the Mom & Tot program as a trial for staff and participants.

Economic Development

L. deBoer updated Council on the upcoming Remembrance Day Service and advised it will be streamed live on the Township Facebook page. She further provided information on the shop local campaign, the development of the Community Improvement Plan and the Township's new website.

Councillor's Comments

Councillor D. Regan asked if any further progress has been made regarding the soccer field discussion and R. Reymer noted a report should be coming before Council before in the coming weeks.

Councillor D. Regan noted he and J. Little attended an on-site meeting at the Lucan Lions shed regarding a resolution to some water drainage issues. He further noted there is some clean-up needed of material at the rear of the shed.

Mayor C. Burghardt-Jesson reminded residents that parking restrictions are now in effect between the hours of 3am and 6am.

Mayor C. Burghardt-Jesson asked staff to see if any Ward boundary adjustments will need to take place in 2021 prior to the next election.

13/ Support of Township of North Glengarry Motion re Safe Restart Agreement Funding

Moved by A. Westman

Seconded by D. Regan

THAT the Council of the Township of Lucan Biddulph hereby supports the motion provided by the Township of North Glengarry in regards to the Safe Restart Agreement Funding and ineligible COVID-19 related capital costs, copy attached hereto as Schedule "A".

AND FURTHER directs staff to forward a copy of this resolution to our local MPP, Minister of Municipal Affairs and Housing and Minister of Finance.

CARRIED

14/ Water and Sewer Billing & Collection Policy

Moved by P. Mastorakos

Seconded by D. Manders

That Council direct staff to proceed with Option No. 2 as presented in report no. FIN-13-2020 and further directs staff to draft a new water/wastewater billing and collections policy for adoption at the November 17, 2020 regular council meeting.

CARRIED

15/ Municipal Right-of-Way Bylaw

Moved by A. Westman

Seconded by D. Regan

That Council approves the draft Municipal Right-of-way By-law as presented in report no. PW-31-2020.

CARRIED

16/ Confirming

Moved by D. Regan

Seconded by D. Manders

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

- 49-2020 Execution of Main Street Parking Agreements
- 50-2020 Temporary Road Closure Bylaw
- 51-2020 Confirming By-law

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

- 40-2020 (Hodgins Drain Branch B)
- 41-2020 Animal Control

CARRIED

17/ Adjournment

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council meeting be adjourned at 9:04 p.m.

CARRIED

MAYOR

CLERK

Business Arising – Minutes of November 3, 2020

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

Previous Meetings

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status
Governance Training for Council	Staff to obtain quotes for a consultant to provide governance training and review roles and accountability of Councillors	Costs to be discussed during budget	Budget Discussion
Affordable Housing	Investigate available options for providing affordable housing in Lucan	Staff to provide information and options for consideration	ongoing
Industrial Park Phase 2 lands	Ensure enough land retained surrounding Sewage Treatment Plant for future expansions and setback requirements	Staff to develop a plan moving forward	ongoing
Feasibility Report – Phase 2 Community Centre Project	Campaign Coaches provided report regarding feasibility study conducted	Staff to provide report with recommendation	ongoing
Future Development Lands	Proceed with comprehensive review	Staff to provide updates	ongoing
Roads Analysis	Cost benefit analysis	Staff complete a cost benefit analysis report for council	ongoing

From: ICIPCOVID (MOI) <ICIPCOVID@ontario.ca>

Sent: Friday, November 06, 2020 1:03 PM

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

Subject: COVID-19 Resilience Infrastructure Stream: Local Government Intake Notification

Dear **Ron Reymer**
Township of Lucan-Biddulph

Re: Investing in Canada Infrastructure Program (ICIP) – COVID-19 Resilience Infrastructure Stream

On October 28, 2020, Ontario announced the COVID-19 Resilience Infrastructure Stream (“COVID stream”) under the Investing in Canada Infrastructure Program (ICIP) in Ontario.

Under the new COVID stream, \$250 million in combined federal-provincial funding will be dedicated to local governments across the province. **Your municipality’s allocation is \$100,000 for this new stream.**

The federal government has indicated that investments under this stream are to support public infrastructure, defined as tangible capital assets, including temporary infrastructure related to pandemic response, primarily for public use and/or benefit. According to federal parameters, eligible projects include (see Appendix B for full details):

- **Retrofits, Repairs and Upgrades** for municipal, provincial, territorial and indigenous buildings, health infrastructure and educational infrastructure;
- **COVID-19 Response Infrastructure**, including measures to support physical distancing;
- **Active Transportation Infrastructure**, including parks, trails, foot bridges, bike lanes and multi-use paths; and
- **Disaster Mitigation and Adaptation**, including natural infrastructure, flood and fire mitigation, tree planting and related infrastructure.

Municipalities should work with the federal eligibility criteria to identify projects to address COVID-19 responses and resilience, including in municipal/regional owned long-term care homes. Municipalities are also able to partner with not-for-profit and broader public sector organizations (e.g. any public sector body) and submit projects on their behalf, using their municipal allocations. This will be subject to the municipality’s own project evaluation prior to submission to the province. Not-for-profits and broader public sector organizations are not eligible to apply on their own. More information will be available on this in the program guidelines.

As with other ICIP streams, projects that have already commenced construction or contain no capital components (i.e. planning projects) are ineligible for funding under this intake. Additionally, costs for land acquisition, infrastructure for tourism or facilities home to a professional sports team, and any project already nominated to the federal government under another ICIP stream are ineligible under the COVID stream.

Municipalities will not be required to cost-share under this stream. The federal government will cover 80% of the total eligible costs associated with any approved project and Ontario will cover 20%, however, total eligible costs for all submitted projects cannot exceed your municipal allocation noted above.

Municipalities will have the opportunity to submit projects for review and approval, but eligible costs associated with any given project cannot exceed \$10 million.

There will be a project cap based on your municipal allocation:

- 1 project submission for those receiving a maximum of \$100,000;
- 2 project submissions for those receiving \$100,001 to a maximum of \$500,000; and,
- 5 project submissions for those receiving \$500,001 and above.

Projects are limited to one of four categories as outlined by the federal government in the list in appendix B. Please contact our delivery team (email below) if you have questions about this. Municipalities can bundle various assets, within one of the four categories, under one project submission.

The federal timelines of this program require all parties to work together quickly to implement funding. Applications will be reviewed and prioritized by the province based on a rolling intake (i.e. first-come, first-served), but the following deadlines will apply:

- Applications for single projects must be submitted to the province through the Transfer Payment Ontario (TPON) system by December 21, 2020;
- Applications for multiple projects must be submitted to the province through the Transfer Payment Ontario (TPON) system by January 7, 2021;
- Projects must have started construction by September 30, 2021; and,
- Projects must have completed construction by December 31, 2021; except for remote communities which will have until December 31, 2022 (see below).

Only projects that meet the above criteria, as well as those that will follow in the provincial program guidelines will be considered for nomination by the Province to the federal government. No deadline extensions will be considered. If you do not submit your application on time, or your project does not start and/or complete by the deadlines required by the federal government, you will lose any opportunity to access this funding allocation.

As per federal parameters, remote communities will receive additional time and have until December 31, 2022 to complete project construction. Communities who fall under this definition, as per the Canada-Ontario Integrated Bilateral Agreement, are outlined in the attached in Appendix A.

Application materials (i.e. application forms, program guidelines and federal Environmental Assessment/Duty to Consult forms) will become available on the TPON website once the stream has officially launched the week of November 16th. Please check back on the site for updates in the coming weeks.

If you have questions about your municipality's allocation, program eligibility, getting prepared for project submission or would like a copy of this communication in French, please contact ICIPCOVID@ontario.ca for support.

We look forward to working with you as you submit projects.

Sincerely,

Trevor Fleck
A/Director, Intergovernmental Policy and Delivery Branch
Ministry of Infrastructure

APPENDIX A: REMOTE COMMUNITIES

#	Name	Remote Community (Y/N)
1	City of Barrie	No
2	City of Belleville	No
3	City of Brampton	No
4	City of Brantford	No
5	City of Brockville	No
6	City of Burlington	No
7	City of Cambridge	No
8	City of Clarence–Rockland	No
9	City of Cornwall	No
10	City of Dryden	No
11	City of Elliot Lake	No
12	City of Greater Sudbury	No
13	City of Guelph	No
14	City of Hamilton	No
15	City of Kawartha Lakes	No
16	City of Kenora	No
17	City of Kingston	No
18	City of Kitchener	No
19	City of London	No
20	City of Markham	No
21	City of Mississauga	No
22	City of Niagara Falls	No
23	City of North Bay	No
24	City of Orillia	No
25	City of Oshawa	No
26	City of Ottawa	No
27	City of Owen Sound	No
28	City of Pembroke	No
29	City of Peterborough	No
30	City of Pickering	No
31	City of Port Colborne	No
32	City of Quinte West	No
33	City of Richmond Hill	No
34	City of Sarnia	No
35	City of Sault Ste. Marie	No
36	City of St. Catharines	No

37	City of St. Thomas	No
38	City of Stratford	No
39	City of Temiskaming Shores	No
40	City of Thorold	No
41	City of Thunder Bay	No
42	City of Timmins	No
43	City of Toronto	No
44	City of Vaughan	No
45	City of Waterloo	No
46	City of Welland	No
47	City of Windsor	No
48	City of Woodstock	No
49	County of Brant	No
50	County of Bruce	No
51	County of Dufferin	No
52	County of Elgin	No
53	County of Essex	No
54	County of Frontenac	No
55	County of Grey	No
56	County of Haliburton	No
57	County of Hastings	No
58	County of Huron	No
59	County of Lambton	No
60	County of Lanark	No
61	County of Lennox & Addington	No
62	County of Middlesex	No
63	County of Northumberland	No
64	County of Oxford	No
65	County of Perth	No
66	County of Peterborough	No
67	County of Prince Edward	No
68	County of Renfrew	No
69	County of Simcoe	No
70	County of Wellington	No
71	District Municipality of Muskoka	No
72	Haldimand County	No
73	Loyalist Township	No
74	Municipality of Arran-Elderslie	No
75	Municipality of Bayham	No

76	Municipality of Bluewater	No
77	Municipality of Brighton	No
78	Municipality of Brockton	No
79	Municipality of Brooke-Alvinston	Yes
80	Municipality of Callander	Yes
81	Municipality of Calvin	Yes
82	Municipality of Casselman	Yes
83	Municipality of Central Elgin	No
84	Municipality of Central Huron	No
85	Municipality of Central Manitoulin	Yes
86	Municipality of Centre Hastings	Yes
87	Municipality of Charlton and Dack	Yes
88	Municipality of Chatham-Kent	No
89	Municipality of Clarington	No
90	Municipality of Dutton-Dunwich	Yes
91	Municipality of Dysart et al	No
92	Municipality of East Ferris	Yes
93	Municipality of Faraday	Yes
94	Municipality of French River	Yes
95	Municipality of Gordon/Barrie Island	Yes
96	Municipality of Greenstone	Yes
97	Municipality of Grey Highlands	No
98	Municipality of Hastings Highlands	Yes
99	Municipality of Highlands East	Yes
100	Municipality of Huron East	No
101	Municipality of Huron Shores	Yes
102	Municipality of Killarney	Yes
103	Municipality of Kincardine	No
104	Municipality of Lambton Shores	No
105	Municipality of Leamington	No
106	Municipality of Machin	yes
107	Municipality of Magnetawan	Yes
108	Municipality of Markstay-Warren	Yes
109	Municipality of Marmorora and Lake	Yes
110	Municipality of Mattawan	Yes
111	Municipality of McDougall	Yes
112	Municipality of Meaford	No
113	Municipality of Middlesex Centre	No
114	Municipality of Mississippi Mills	No

115	Municipality of Morris-Turnberry	Yes
116	Municipality of Neebing	Yes
117	Municipality of North Grenville	No
118	Municipality of North Middlesex	No
119	Municipality of North Perth	No
120	Municipality of Northern Bruce Peninsula	Yes
121	Municipality of Oliver Paipoonge	No
122	Municipality of Port Hope	No
123	Municipality of Powassan	Yes
124	Municipality of Red Lake	Yes
125	Municipality of Shuniah	Yes
126	Municipality of Sioux Lookout	No
127	Municipality of South Bruce	No
128	Municipality of South Dundas	No
129	Municipality of South Huron	No
130	Municipality of Southwest Middlesex	No
131	Municipality of St. Charles	Yes
132	Municipality of Strathroy-Caradoc	No
133	Municipality of Temagami	Yes
134	Municipality of Thames Centre	No
135	Municipality of Trent Hills	No
136	Municipality of Trent Lakes	No
137	Municipality of Tweed	No
138	Municipality of Wawa	Yes
139	Municipality of West Elgin	Yes
140	Municipality of West Grey	No
141	Municipality of West Nipissing	No
142	Municipality of West Perth	No
143	Municipality of Whitestone	Yes
144	Norfolk County	No
145	Regional Municipality of Durham	No
146	Regional Municipality of Halton	No
147	Regional Municipality of Niagara	No
148	Regional Municipality of Peel	No
149	Regional Municipality of Waterloo	No
150	Regional Municipality of York	No
151	Tay Valley Township	No
152	The Nation Municipality	No
153	Town of Ajax	No

154	Town of Amherstburg	No
155	Town of Arnprior	No
156	Town of Atikokan	Yes
157	Town of Aurora	No
158	Town of Aylmer	No
159	Town of Bancroft	Yes
160	Town of Blind River	Yes
161	Town of Bracebridge	No
162	Town of Bradford West Gwillimbury	No
163	Town of Bruce Mines	Yes
164	Town of Caledon	No
165	Town of Carleton Place	No
166	Town of Cobalt	Yes
167	Town of Cobourg	No
168	Town of Cochrane	No
169	Town of Collingwood	No
170	Town of Deep River	Yes
171	Town of Deseronto	Yes
172	Town of East Gwillimbury	No
173	Town of Englehart	Yes
174	Town of Erin	No
175	Town of Espanola	Yes
176	Town of Essex	No
177	Town of Fort Erie	No
178	Town of Fort Frances	No
179	Town of Gananoque	No
180	Town of Georgina	No
181	Town of Goderich	No
182	Town of Gore Bay	Yes
183	Town of Grand Valley	Yes
184	Town of Gravenhurst	No
185	Town of Greater Napanee	No
186	Town of Grimsby	No
187	Town of Halton Hills	No
188	Town of Hanover	No
189	Town of Hawkesbury	No
190	Town of Hearst	No
191	Town of Huntsville	No
192	Town of Ingersoll	No

193	Town of Innisfil	No
194	Town of Iroquois Falls	Yes
195	Town of Kapuskasing	No
196	Town of Kearney	Yes
197	Town of Kingsville	No
198	Town of Kirkland Lake	No
199	Town of Lakeshore	No
200	Town of LaSalle	No
201	Town of Latchford	Yes
202	Town of Laurentian Hills	Yes
203	Town of Lincoln	No
204	Town of Marathon	Yes
205	Town of Mattawa	Yes
206	Town of Midland	No
207	Town of Milton	No
208	Town of Minto	No
209	Town of Mono	No
210	Town of Moosonee	Yes
211	Town of New Tecumseth	No
212	Town of Newmarket	No
213	Town of Niagara-on-the-Lake	No
214	Town of Northeastern Manitoulin & The Islands	Yes
215	Town of Oakville	No
216	Town of Orangeville	No
217	Town of Parry Sound	No
218	Town of Pelham	No
219	Town of Penetanguishene	No
220	Town of Perth	No
221	Town of Petawawa	No
222	Town of Petrolia	No
223	Town of Plympton-Wyoming	No
224	Town of Prescott	Yes
225	Town of Rainy River	Yes
226	Town of Renfrew	No
227	Town of Saugeen Shores	No
228	Town of Shelburne	No
229	Town of Smiths Falls	No
230	Town of Smooth Rock Falls	Yes
231	Town of South Bruce Peninsula	No

232	Town of Spanish	Yes
233	Town of St. Marys	No
234	Town of Tecumseh	No
235	Town of the Blue Mountains	No
236	Town of Thessalon	Yes
237	Town of Tillsonburg	No
238	Town of Wasaga Beach	No
239	Town of Whitby	No
240	Town of Whitchurch-Stouffville	No
241	Township of Addington Highlands	Yes
242	Township of Adelaide-Metcalfe	Yes
243	Township of Adjala-Tosorontio	No
244	Township of Admaston/Bromley	Yes
245	Township of Alberton	Yes
246	Township of Alfred and Plantagenet	No
247	Township of Algonquin Highlands	Yes
248	Township of Alnwick/Haldimand	No
249	Township of Amaranth	Yes
250	Township of Armour	Yes
251	Township of Armstrong	Yes
252	Township of Ashfield-Colborne-Wawanosh	No
253	Township of Asphodel-Norwood	Yes
254	Township of Assiginack	Yes
255	Township of Athens	Yes
256	Township of Augusta	No
257	Township of Baldwin	Yes
258	Township of Beckwith	No
259	Township of Billings	Yes
260	Township of Black River-Matheson	Yes
261	Township of Blandford-Blenheim	No
262	Township of Bonfield	Yes
263	Township of Bonnechere Valley	Yes
264	Township of Brethour	Yes
265	Township of Brock	No
266	Township of Brudenell, Lyndoch and Raglan	Yes
267	Township of Burpee and Mills	Yes
268	Township of Carling	Yes
269	Township of Carlow/Mayo	Yes
270	Township of Casey	Yes

271	Township of Cavan Monaghan	No
272	Township of Central Frontenac	Yes
273	Township of Centre Wellington	No
274	Township of Chamberlain	Yes
275	Township of Champlain	No
276	Township of Chapleau	Yes
277	Township of Chapple	Yes
278	Township of Chatsworth	No
279	Township of Chisholm	Yes
280	Township of Clearview	No
281	Township of Cockburn Island	Yes
282	Township of Coleman	Yes
283	Township of Conmee	Yes
284	Township of Cramahe	No
285	Township of Dawn-Euphemia	Yes
286	Township of Dawson	Yes
287	Township of Dorion	Yes
288	Township of Douro–Dummer	No
289	Township of Drummond–North Elmsley	No
290	Township of Dubreuilville	Yes
291	Township of Ear Falls	Yes
292	Township of East Garafraxa	Yes
293	Township of East Hawkesbury	Yes
294	Township of East Zorra-Tavistock	No
295	Township of Edwardsburgh/Cardinal	No
296	Township of Elizabethtown-Kitley	No
297	Township of Emo	Yes
298	Township of Enniskillen	Yes
299	Township of Essa	No
300	Township of Ewanturel	Yes
301	Township of Fauquier-Strickland	Yes
302	Township of Front of Yonge	Yes
303	Township of Frontenac Islands	Yes
304	Township of Gauthier	Yes
305	Township of Georgian Bay	Yes
306	Township of Georgian Bluffs	No
307	Township of Gillies	Yes
308	Township of Greater Madawaska	Yes
309	Township of Guelph/Eramosa	No

310	Township of Hamilton	No
311	Township of Harley	Yes
312	Township of Harris	Yes
313	Township of Havelock–Belmont–Methuen	Yes
314	Township of Hilliard	Yes
315	Township of Hilton	Yes
316	Township of Hornepayne	Yes
317	Township of Horton	Yes
318	Township of Howick	Yes
319	Township of Hudson	Yes
320	Township of Huron-Kinloss	No
321	Township of Ignace	Yes
322	Township of James	Yes
323	Township of Jocelyn	Yes
324	Township of Johnson	Yes
325	Township of Joly	Yes
326	Township of Kerns	Yes
327	Township of Killaloe, Hagarty and Richards	Yes
328	Township of King	No
329	Township of La Vallee	Yes
330	Township of Laird	Yes
331	Township of Lake of Bays	Yes
332	Township of Lake of the Woods	Yes
333	Township of Lanark Highlands	No
334	Township of Larder Lake	Yes
335	Township of Laurentian Valley	No
336	Township of Leeds and the Thousand Islands	No
337	Township of Limerick	Yes
338	Township of Lucan-Biddulph	Yes
339	Township of Macdonald Meredith and Aberdeen Additional	Yes
340	Township of Machar	Yes
341	Township of Madawaska Valley	Yes
342	Township of Madoc	Yes
343	Township of Malahide	No
344	Township of Manitouwadge	Yes
345	Township of Mapleton	No
346	Township of Matachewan	Yes
347	Township of Mattice - Val Cote	Yes
348	Township of McGarry	Yes

349	Township of McKellar	Yes
350	Township of McMurrich/Monteith	Yes
351	Township of McNab/Braeside	No
352	Township of Melancthon	Yes
353	Township of Minden Hills	No
354	Township of Montague	Yes
355	Township of Moonbeam	Yes
356	Township of Morley	Yes
357	Township of Mulmur	Yes
358	Township of Muskoka Lakes	No
359	Township of Nairn and Hyman	Yes
360	Township of Nipigon	Yes
361	Township of Nipissing	Yes
362	Township of North Algona Wilberforce	Yes
363	Township of North Dumfries	No
364	Township of North Dundas	No
365	Township of North Frontenac	Yes
366	Township of North Glengarry	No
367	Township of North Huron	Yes
368	Township of North Kawartha	Yes
369	Township of North Stormont	No
370	Township of Norwich	No
371	Township of O'Connor	Yes
372	Township of Opasatika	Yes
373	Township of Oro-Medonte	No
374	Township of Otonabee–South Monaghan	No
375	Township of Papineau-Cameron	Yes
376	Township of Pelee	Yes
377	Township of Perry	Yes
378	Township of Perth East	No
379	Township of Perth South	Yes
380	Township of Pickle Lake	Yes
381	Township of Plummer Additional	Yes
382	Township of Prince	Yes
383	Township of Puslinch	No
384	Township of Ramara	No
385	Township of Red Rock	Yes
386	Township of Rideau Lakes	No
387	Township of Russell	No

388	Township of Ryerson	Yes
389	Township of Sables-Spanish Rivers	Yes
390	Township of Schreiber	Yes
391	Township of Scugog	No
392	Township of Seguin	Yes
393	Township of Selwyn	No
394	Township of Severn	No
395	Township of Sioux Narrows-Nestor Falls	Yes
396	Township of South Algonquin	Yes
397	Township of South Frontenac	No
398	Township of South Glengarry	No
399	Township of South Stormont	No
400	Township of Southgate	No
401	Township of South-west Oxford	No
402	Township of Southwold	Yes
403	Township of Springwater	No
404	Township of St. Clair	No
405	Township of St. Joseph	Yes
406	Township of Stirling-Rawdon	Yes
407	Township of Stone Mills	No
408	Township of Strong	Yes
409	Township of Tarbutt	Yes
410	Township of Tay	No
411	Township of Tehkummah	Yes
412	Township of Terrace Bay	Yes
413	Township of The Archipelago	Yes
414	Township of The North Shore	Yes
415	Township of Tiny	No
416	Township of Tudor and Cashel	Yes
417	Township of Tyendinaga	Yes
418	Township of Uxbridge	No
419	Township of Val Rita-Harty	Yes
420	Township of Wainfleet	No
421	Township of Warwick	Yes
422	Township of Wellesley	No
423	Township of Wellington North	No
424	Township of West Lincoln	No
425	Township of White River	Yes
426	Township of Whitewater Region	No

427	Township of Wilmot	No
428	Township of Wollaston	Yes
429	Township of Woolwich	No
430	Township of Zorra	No
431	United Counties of Leeds and Grenville	No
432	United Counties of Prescott and Russell	No
433	United Counties of Stormont, Dundas and Glengarry	No
434	United Townships of Head, Clara and Maria	Yes
435	Village of Burk's Falls	Yes
436	Village of Hilton Beach	Yes
437	Village of Merrickville–Wolford	Yes
438	Village of Newbury	Yes
439	Village of Oil Springs	Yes
440	Village of Point Edward	Yes
441	Village of South River	Yes
442	Village of Sundridge	Yes
443	Village of Thornloe	Yes
444	Village of Westport	Yes

APPENDIX B: COVID-19 RESILIENCE INFRASTRUCTURE STREAM - PROJECT ELIGIBILITY CRITERIA

Category 1: Retrofits, repairs and upgrades for municipal, provincial, territorial and indigenous buildings, health infrastructure and schools.

Eligible Asset Type	Asset Sub-types
Municipal (local government) and provincial/territorial/Indigenous buildings	<ul style="list-style-type: none"> • Administrative buildings • Fire halls • Police stations • Maintenance facilities • Physical Plants • Public works buildings (e.g. transformer sub-stations, water treatments facilities, hazardous waste disposal facilities) • Food safety infrastructure (committee freezers, green houses etc.) • Any other municipal (local government) and provincial/territorial/indigenous buildings that deliver or provide services or programming.
Health infrastructure	<ul style="list-style-type: none"> • Hospitals • Morgues • Nursing homes and senior citizen homes • Long-term care facilities • Wellness centres • Paramedic Services facility • Health centres, clinics and other health care buildings • Community interest facility e.g. mental health and addiction centres • Rehabilitation centres • Youth services facilities • Social and supportive housing • Paramedic and support vehicles
Educational Infrastructure	<ul style="list-style-type: none"> • Day care facilities • Schools (e.g. high school, college) • Adult education facilities • Playgrounds • Universities

	<ul style="list-style-type: none"> • Sports facilities • Computer labs and web infrastructure • School theatres • School libraries • Performing arts centres • Colleges • Research centres • Student housing • Student services buildings • Agricultural education infrastructure (barns, green houses, etc.)
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Category 2: COVID-19 Resilience Infrastructure, including measures to support physical distancing.

Eligible Asset Type	Asset Sub-types
Build or modify infrastructure to respond to the Covid-19 pandemic	<ul style="list-style-type: none"> • Safety retrofits for public sector buildings • Safety retrofits for rolling stock • New builds, retrofits, repairs or rebuilds of social housing, long-term care facilities, seniors' homes or temporary housing (shelters) to support new safety measures or physical distancing • Expand single rooms within existing hospitals • Separation infrastructure for infectious disease care from other care (e.g., COVID-19 wards and dedicated facilities) • Modular field hospitals, mobile ICU units or other equipment to facilitate rapid expansion of intensive care capacity • Renovate public facilities to serve as designated hospital overflow sites • Emergency vehicles • Security support vehicles • Barriers • Passenger safety improvements • Driver safety improvements (barriers etc.) • Video screens and PA systems for announcements • Automatic vehicle location technology

	<ul style="list-style-type: none"> • Security enhancements • Food security infrastructure
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Category 3: Active transportation infrastructure, including parks, trails, foot bridges, bike lanes and multi-use paths.

Eligible Asset Type	Asset Sub-types
Active transportation infrastructure	<ul style="list-style-type: none"> • Parks trails and multi-use paths • Bike and pedestrian lanes on existing or new roads or highways • Sidewalks • Footpaths and foot bridges • Active transportation support facility (e.g. bike parking/storage) • Street and park furniture (e.g. benches, shade areas, planters)

Category 4: Disaster mitigation and adaptation infrastructure, including natural infrastructure, flood and fire mitigation, and tree planting and related infrastructure.

Eligible Asset Type	Asset Sub-types
Climate Change, natural disasters, extreme weather	<p>Natural:</p> <ul style="list-style-type: none"> • Forest • Shoreline vegetation • Green Roofs • Bioswales/rain gardens • Aquifer • Wetland restoration <p>Structural:</p> <ul style="list-style-type: none"> • Barriers • Dams • Dykes • Drainage canals • Floodways • Man-made wetlands • Retaining walls and other shoreline protection such as rock revetment

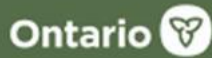
	<ul style="list-style-type: none"> • Seawalls and breakwaters • Weirs • Pump station (to increase hydraulic capacity and reduce flooding)
Floods and Fires	<ul style="list-style-type: none"> • Barriers • Dams • Dykes • Drainage canals • Floodways • Man-made wetlands • Retaining walls and other shoreline protection such as rock revetment • Seawalls and breakwaters • Weirs • Pump station (to increase hydraulic capacity and reduce flooding)
Assets associated with afforestation and reforestation	<ul style="list-style-type: none"> • Tree planting projects • Coordination or distribution centres • Nurseries • Greenhouses • Access roads and bridges (that provide access to areas where tree planting will take place)

From: Lisa deBoer

Sent: Wednesday, November 11, 2020 8:24 AM

To: Ron Reymer <rreymer@lucanbiddulph.on.ca>; Jeff Little <jlittle@lucanbiddulph.on.ca>; Paul Smith <psmith@lucanbiddulph.on.ca>

Subject: FW: Inclusive Community Grant Program



Newsroom

News Release

Ontario Supporting Inclusive Communities for All Ages and Abilities

November 9, 2020

New program will help people with disabilities and seniors stay safe and engaged in their neighbourhoods

TORONTO — Ontario is investing \$2 million over two years through its new Inclusive Community Grants program to strengthen communities and provide local opportunities for older adults and people with disabilities. Municipalities and local organizations can use the funding towards projects such as:

- undertaking local needs assessments to determine gaps in existing supports for seniors and people with disabilities;
- developing action plans and implementing virtual programs;
- retrofitting buildings with ramps and accessible washrooms; and
- installing self-serve kiosks with software that people with vision or hearing loss can use.

"Our government is committed to helping seniors and people with disabilities stay safe, active and socially connected, especially during COVID-19," said Raymond Cho, Minister for Seniors and Accessibility. "After hosting numerous consultations with Ontario's seniors and disability advocates, we have heard our older adults want services that will keep them engaged and have strong ties with their neighbours and communities. Our government's new Inclusive Community Grants program will support projects that allow Ontarians of all ages and abilities to participate in local programs across our great province."

Through the Inclusive Community Grant, municipalities and local organizations across Ontario can receive **up to \$60,000** for projects that foster inclusive community involvement for older adults and people of all abilities, using the province's age-friendly community planning guide.

The government is committed to working cooperatively with municipalities and local organizations to create community-based supports that enable aging in one's own home and focus on aspects of daily life that reflect the individual needs of all Ontarians, including housing, transit, healthcare and economic opportunities.

QUICK FACTS

- Grant applications for the Inclusive Community Grant are open now. The last day to submit applications is on: **December 21, 2020**.
- Fifteen per cent of Ontarians have a disability and this number will increase as the population ages.
- By 2023, there will be 3 million Ontarians over the age of 65 – older adults are the province's fastest growing demographic.

- Inclusive and Age-Friendly Communities focus on both the physical and social dimensions that contribute to independent and active living, leading to benefits such as improved accessibility, walkability, and safety of communities.

ADDITIONAL RESOURCES

- [Apply for an Inclusive Community Grant](#)
- [Community Supports for Seniors](#)
- [Accessibility in Ontario](#)
- [Age-Friendly Communities Planning Guide](#)

CONTACTS

Elric Pereira
Minister's office
Elric.Pereira@ontario.ca
Media Desk
Communications Branch
MSAA.Media@ontario.ca
Ministry of Seniors and Accessibility
<https://www.ontario.ca/msaa>

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99 Wellesley Street West 4th floor, Room 4620 Toronto ON M7A 1A1

As highlighted above – funding is available for up to \$60,000 with applications closing on December 21, 2020. There is a wide variety of directions to take this funding opportunity - from built environment upgrades to your municipal offices/buildings (accessible washrooms, ramps, door operators etc.) to program design components geared towards seniors and those living with disabilities - tons of potential to be creative here.

Please circulate this to other staff members as you see fit.

Finally - please don't hesitate to reach out if you want to discuss potential funding opportunities for your Municipality or if you require assistance in submitting applications.

Thank you,

Sam McFarlane
Accessibility Coordinator
Middlesex County
399 Ridout Street North
London, ON N6A 2P1
smcfarlane@middlesex.ca
519-614-0620

From: Delegations (MMAH) <Delegations@ontario.ca>
Sent: Friday, October 30, 2020 12:55 PM
To:
Subject: Municipal Delegations at ROMA 2021 Conference

Hello/ Bonjour,

Please be advised that the Municipal Delegation Request Form for the Rural Ontario Municipal Association 2021 Annual Conference is available online. Information about delegations and a link to the form are available here: [English](#). The deadline to submit requests is **Monday November 30, 2020**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la ROMA (Rural Ontario Municipal Association) 2021 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : [français](#). Date limite pour présenter une demande: **lundi 30 novembre 2020**.

Thank you/ Merci



middlesex
c o u n t y

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

Media Release

FOR IMMEDIATE RELEASE

Contacts: Warden Cathy Burghardt-Jesson
Email: cburghardtjesson@middlesex.ca
Date: October 30, 2020

Women Leaders in Middlesex Supporting and Advancing Middlesex Women

On October 2nd, 2020, female Mayors and Deputy Mayors throughout Ontario were invited via Zoom to join Her Honour Lieutenant Elizabeth Dowdeswell in a conversation with Canadian economist Armine Yalnizyan.

Topics covered include the effects of the pandemic on women's return to the workforce and conversations regarding local concerns for women all over Ontario.

This inspiring discussion led the women on Middlesex County Council to identify three topics to explore further and release this statement.

We recognize that the women currently serving their community in their role as Councillors at the County of Middlesex are in a unique position to advocate for women that reside in the rural and small urban areas of Middlesex County. These women County Councillors also hold the position of Mayor or Deputy Mayor in their community.

Gender parity has almost been achieved for the 2018-2022 County Council, and through this lens brings a focus to the women residing in the County of Middlesex.

Through the respect and support of our male counterparts with whom we currently serve, we bring forward three issues identified below.

IMPROVING ACCESS TO INFORMATION

- Identifying ways to improve access to programs and services that already exist to help support women in the County of Middlesex. Access to services should be equally obtainable for women throughout the County regardless of geographic location.
- Continuing to lobby for improved internet access to allow equal opportunities for women to access ongoing education, government programs, and allow for enhanced work/life balance for working from home.
- Obtaining and retaining membership in important and influential associations such as FCM, AMO, ROMA, OGRA, and support and lobby for the recognition of women's issues on both provincial and federal levels.

IDENTIFYING LOCAL NEEDS

- Identifying local needs by participating or leading forums, events and recognizing important dates such as International Women's Day.
- Consulting with other women and women's groups and organizations about needs and priorities for the development of solutions relating to women's issues in the rural and small urban areas.

IDENTIFYING OPPORTUNITIES FOR COVID 19 RECOVERY

- Recognizing a current issue identified by Canadian economists that more women have lost their jobs than men, and fewer women than men are regaining employment due to changing work/life balance and delayed return to the workforce during Covid-19. This has put a new lens on women's contributions to our economy during the pandemic, as well as economic recovery post-pandemic.
- Identifying solutions and forming plans for recovery that are specific to the pandemic including solutions such as inclusive workplace accommodations.
- Acknowledging stumbling blocks such as inability to access childcare because of high costs associated with childcare or low availability of childcare spots that further impede women's contribution to the economy and resulting in the newly identified "she-cession."

Respectfully submitted by:

Cathy Burghardt-Jesson, Warden of the County of Middlesex, Mayor of Lucan-Biddulph

Joanne Vanderheyden, Mayor of Strathroy-Caradoc

Aina DeViet, Mayor of Middlesex Centre

Alison Warwick, Mayor of Thames Centre

Kelly Elliott, Deputy Mayor of Thames Centre

- END -



Women's Caucus of Middlesex County Council

Subject: EB-2020-0181 - Enbridge Gas Inc. - 2021 Rates - Application for Incremental Capital Module Funding - Notice of Application

To: Clerks of all municipalities in which Enbridge Gas supplies gas

On October 15, 2020, Enbridge Gas filed an application with the Board for an order or orders approving or fixing just and reasonable rates and other charges for the sale, distribution, transmission and storage of gas as of January 1, 2021. Specifically, Enbridge Gas applies for approval of unit rates related to its 2021 Incremental Capital Module (“ICM”) requests.

On October 30, 2020, the Board issued the Notice of Application and the Letter of Direction for the proceeding. The Board has directed Enbridge Gas to serve a copy of the Notice of Application along with Enbridge Gas’ Application and evidence to the clerks of all municipalities in which Enbridge Gas supplies gas.

Attached please find a copy of the Board’s Notice of Application (in English and French) along with Enbridge Gas’ Application as filed with the Board for the 20201 Rate Application. Due to the size of the evidence, it is not attached to this email, alternatively, a paper copy of the Evidence filed in this proceeding is available upon request or can be viewed by accessing the link below:

<https://www.enbridgegas.com/Application-Evidence>

https://www.enbridgegas.com/NOA_EN

https://www.enbridgegas.com/NOA_FR

Deadline to become a registered intervenor is **November 20, 2020**.

Thank you,

Stephanie Allman

Regulatory Coordinator – Regulatory Affairs

ENBRIDGE GAS INC.

TEL: 416 753-7805 | FAX: 416 495-6072

500 Consumers Road North York, Ontario M2J 1P8

enbridgegas.com

Integrity. Safety. Respect.

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

**Enbridge Gas Inc. has applied to raise its natural gas rates effective
January 1, 2021**

Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board for approval to recover the costs related to three capital projects. If the request is approved, a typical residential customer in the EGD Rate Zone and in the Union Rate Zones (former customers of Enbridge Gas Distribution Inc. and Union Gas Limited, respectively) would see the following changes:

Rate Zones	Residential Annual Bill Increase
Enbridge Gas Distribution	\$ 0.11
Union South	\$ 2.71
Union North (East & West)	\$ 0.00

Other customers may also be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

This application is the second phase of an earlier application (EB-2020-0095) in which Enbridge Gas requested approval for rate increases effective January 1, 2021, based on a rate-setting framework that is tied to inflation and other factors.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Enbridge Gas Inc. We will question Enbridge Gas Inc. on the case. We will also hear questions and arguments from individual customers and from groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide whether the rate increase requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas Inc. on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **November 20, 2020** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

LEARN MORE

Our file number for this case is **EB-2020-0181**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2020-0181** on the OEB website: www.oeb.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **November 20, 2020**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).



ONTARIO ENERGY BOARD

IN THE MATTER OF the Ontario Energy Board Act, 1998, S.O. 1998, c.15 (Sched. B);

AND IN THE MATTER OF an Application by Enbridge Gas Inc., pursuant to section 36(1) of the *Ontario Energy Board Act, 1998*, for an order or orders approving or fixing just and reasonable rates and other charges for the sale, distribution, transmission and storage of gas as of January 1, 2021.

APPLICATION

1. The Applicant, Enbridge Gas Inc. (“Enbridge Gas”, or “EGI”) is an Ontario corporation with its head office in the City of Toronto. It carries on the business of selling, distributing, transmitting, and storing natural gas within Ontario. Enbridge Gas was formed effective January 1, 2019, upon the amalgamation of Enbridge Gas Distribution Inc. (“EGD”) and Union Gas Limited (“Union”).
2. Enbridge Gas hereby applies to the Ontario Energy Board (the “OEB” or the “Board”), pursuant to section 36 of the *Ontario Energy Board Act, 1998*, as amended (the “Act”) for interim and final Orders approving or fixing just and reasonable rates for the sale, distribution, transmission, and storage of gas commencing January 1, 2021. Specifically, as set out herein, Enbridge Gas applies for approval of unit rates related to its 2021 Incremental Capital Module (“ICM”) requests.

3. On August 30, 2018, in the MAADs Decision¹, the Board approved a rate setting mechanism (Price Cap IR) for Enbridge Gas, which sets out a multi-year incentive rate-setting mechanism (“IRM”) for the calendar year term of 2019 to 2023 (the “five year term” or the “deferred rebasing period”). The MAADs Decision confirmed that during the five year term, distribution rates will be set separately for the EGD and Union rate zones. The MAADs Decision also approved the specific treatment of various elements in the IRM including the availability of an ICM during the five year term.
4. The 2021 Rate Application (EB-2020-0095) is the third annual rate adjustment application under the IRM approved in the MAADs Decision. In its 2021 Rate Application, Enbridge Gas proposed to continue with a bifurcated approach, similar to the 2020 Rate Application, where distribution rates relating to the IRM adjustments would be processed and adjudicated first (as “Phase 1”) and matters related to ICM funding would be addressed in “Phase 2” of the EB-2020-0095 proceeding.
5. On June 30, 2020, Enbridge Gas filed supporting evidence for “Phase 1” of its 2021 Rate Application (EB-2020-0095) to address the IRM related elements which included the annual rate escalation, pass-through costs, capital pass-through adjustment and Parkway Delivery Obligation rate adjustment. On October 8, 2020, Enbridge Gas and all interested parties filed a Settlement Proposal that resolved all matters in “Phase 1” of the 2021 Rate Application, and includes draft Interim Rate Orders for updated 2021 rates to be effective January 1, 2021.
6. In its letter dated July 14, 2020 in EB-2020-0095, the OEB determined that it will process the “Phase 1” and “Phase 2” filings for the 2021 Rate Application as

¹ EB-2017-0306/0307.

separate applications, rather than as discrete “phases” within a single application. The OEB has assigned a separate docket number (EB-2020-0181) for “Phase 2” of the 2021 Rate Application.

7. Enbridge Gas is therefore filing this separate Application for its 2021 ICM requests. With this Application, Enbridge Gas is seeking Board approval for ICM funding for three projects in 2021 – the St Laurent NPS 12 Replacement in the EGD rate zone, and the London Line Replacement Project and the Sarnia Industrial Reinforcement Project in Union rate zones. Collectively, these projects are referred to as the “2021 ICM Projects”. The ICM evidence including the appendices are filed as Exhibit B, Tab 2, Schedule 1.²
8. Also, in accordance with the Board’s directive in the MAADs Decision³, Enbridge Gas is filing a consolidated Utility System Plan (including an Asset Management Plan and a Customer Engagement Study) for the ICM requests with this Application. The Utility System Plan is filed as Exhibit C, Tab 1, Schedule 1. The Asset Management Plan and the Customer Engagement study are filed as Exhibit C, Tab 2, Schedule 1 and Exhibit C, Tab 3, Schedule 1 respectively.

APPROVAL REQUESTS

9. The specific approvals sought in this Application are as follows:
 - The requests for ICM funding for the 2021 ICM Projects, including the ICM unit rates beginning in 2021 for the duration of the deferred rebasing period to recover the total revenue requirement of the 2021 ICM Projects from 2021 to 2023;

² In order to maintain consistency with prior applications related to ICM requests during the five year term, Enbridge Gas has labeled the ICM request evidence as Exhibit B-2-1 (meaning that there are no B-1-1 exhibits in this filing).

³ EB-2017-0306/EB-2017-0307, Decision and Order, August 30, 2018, pp.32-34.

- Final rates for the year commencing January 1, 2021, including the full-year impact of all items included in the “Phase 1” of the 2021 Rate Application in EB-2020-0095 and the ICM requests in this Application; and
 - The determination of all other issues that bear upon the Board’s approval or fixing of just and reasonable rates for the sale, distribution, transmission, and storage of gas by Enbridge Gas for the year commencing January 1, 2021.
10. Enbridge Gas further applies to the Board pursuant to the provisions of the Act and the Board’s Rules of Practice and Procedure for such final, interim or other Orders and directions as may be appropriate in relation to the Application and the proper conduct of this proceeding.
 11. This Application is supported by written evidence and may be amended from time to time as circumstances require.
 12. The persons affected by this Application are the customers resident or located in the municipalities, police villages and First Nations reserves served by Enbridge Gas, together with those to whom Enbridge Gas sells gas, or on whose behalf Enbridge Gas distributes, transmits or stores natural gas.
 13. Approval of the 2021 ICM funding set out in this Application will result in the following bill impacts:
 - The bill impact associated with the 2021 ICM funding request for a typical Rate 1 residential customer consuming 2,400 m³ annually in the EGD rate zone is an increase of \$0.11.

- The bill impact associated with the 2021 ICM funding request for a typical Rate M1 residential customer consuming 2,200 m³ annually in the Union South rate zone is an increase of \$2.71.
- There is no bill impact associated with the 2021 ICM funding request for a typical Rate 01 residential customer in the Union North rate zone as there is no ICM project applicable to this rate zone.

14. The address of service for Enbridge Gas is:

Enbridge Gas Inc.

500 Consumers Road
Willowdale, Ontario
M2J 1P8

Attention: Mark Kitchen
Director, Regulatory Affairs
Telephone: (519) 436-5275
Fax: (519) 436-4641
Email: EGIRegulatoryProceedings@enbridge.com
mark.kitchen@enbridge.com

- and -

Aird & Berlis LLP
Brookfield Place, P.O Box 754
Suite 1800, 181 Bay Street
Toronto, Ontario
M5J 2T9

Attention: David Stevens
Telephone: (416) 863-1500
Fax: (416) 863-1515
Email: dstevens@airdberlis.com

DATED October 15, 2020, at Toronto, Ontario

ENBRIDGE GAS INC.

(Original Digitally Signed)

Rakesh Torul
Technical Manager,
Regulatory Applications



IMPORTANT INFORMATION IS PROVIDED IN THIS NOTICE REGARDING PARTICIPATION AT AN ELECTRONIC PUBLIC MEETING DURING A DECLARED EMERGENCY.

To: Landowners within 120 metres and Applicable Agencies

**MUNICIPALITY OF NORTH MIDDLESEX
NORTH MIDDLESEX COUNCIL
NOTICE OF APPLICATION AND ELECTRONIC PLANING ACT PUBLIC MEETING**

An Application for a Zoning By-law Amendment under Sections 34 of the Planning Act have been submitted to the North Middlesex Council for consideration. The statutory Public Meeting for the Consent Application will be held **ELECTRONICALLY** on **WEDNESDAY DECEMBER 2nd, 2020 at 6:00 p.m.** due to **COVID-19**. See meeting details below.

DESCRIPTION OF LAND

Legal Description: Concession 1, Part Lot 17, Registered Plan 33R12340 Part 15
Municipality of North Middlesex
(34603 Richmond Street)
Owner: Darren Bouman (Lucan Country Gardens)

BE ADVISED that staff of the Municipality of North Middlesex considered this application to be complete on November 3rd, 2020.

The purpose and effect of the Application for Zoning By-law Amendment (No. ZBA-12-2020) is to amend the permitted uses within the 'General Agricultural Exception (A1-2) Zone' by deleting 'golf driving range and buildings and structures accessory' as a permitted use and adding 'commercial greenhouse' as a permitted use in order to recognize an existing commercial greenhouse operation (Lucan Country Gardens) and to facilitate a proposed expansion of the greenhouse operation.

The subject lands contain agricultural land in crop production, a single detached dwelling, and the Lucan Country Gardens business which consists of two greenhouses, a retail building, and a seasonal shade structure.

The subject lands are located within the 'Agricultural Area' land use designation of the North Middlesex Official Plan and zoned 'General Agricultural (A1) Zone' and 'General Agricultural Exception (A1-2) Zone' within the Municipality's Zoning By-law.

A map illustrating the location of the subject lands is attached. For more information about this matter, contact North Middlesex Planner Stephanie Poirier at spoirier@middlesex.ca or the undersigned at the Municipal Office, 229 Parkhill Main Street, Parkhill during regular office hours.

ELECTRONIC PLANNING ACT PUBLIC MEETING

The Public Meeting will be **live-streamed** at the Municipality's YouTube Channel beginning at 6:00 pm on the date indicated above.

Members of the public wishing to comment on the application are encouraged to provide written submissions to the Clerk by e-mail JackieT@northmiddlesex.on.ca or by mail 229 Parkhill Main Street, Parkhill, ON N0M 2K0 by **noon on Tuesday December 1st, 2020** before the meeting in order to provide comment/oral submissions as a Delegate during the Oral Submissions of Delegates (Part D) part of the meeting. Written submissions must include your full name, address, and an email or telephone number at which you can be reached. Written submissions must also indicate if you wish to make oral submissions at the meeting.

The Clerk will contact all persons who indicate in their written submissions that they intend make oral submissions at the meeting to provide electronic access instructions.

Members of the public who do not provide written submissions to the Clerk in advance of the meeting and decide to provide comment/oral submissions while the meeting is ongoing will need to confirm their interest in doing so during the Comments Recess (Part F) of the



Meeting and make their comment/oral submission during the Oral Submission of Other Participants (Part G) part of the meeting. Access instructions for such persons will be posted on the Agenda and Minutes page of the Municipality's website during the meeting following an invitation from the meeting Chair for comments from the public.

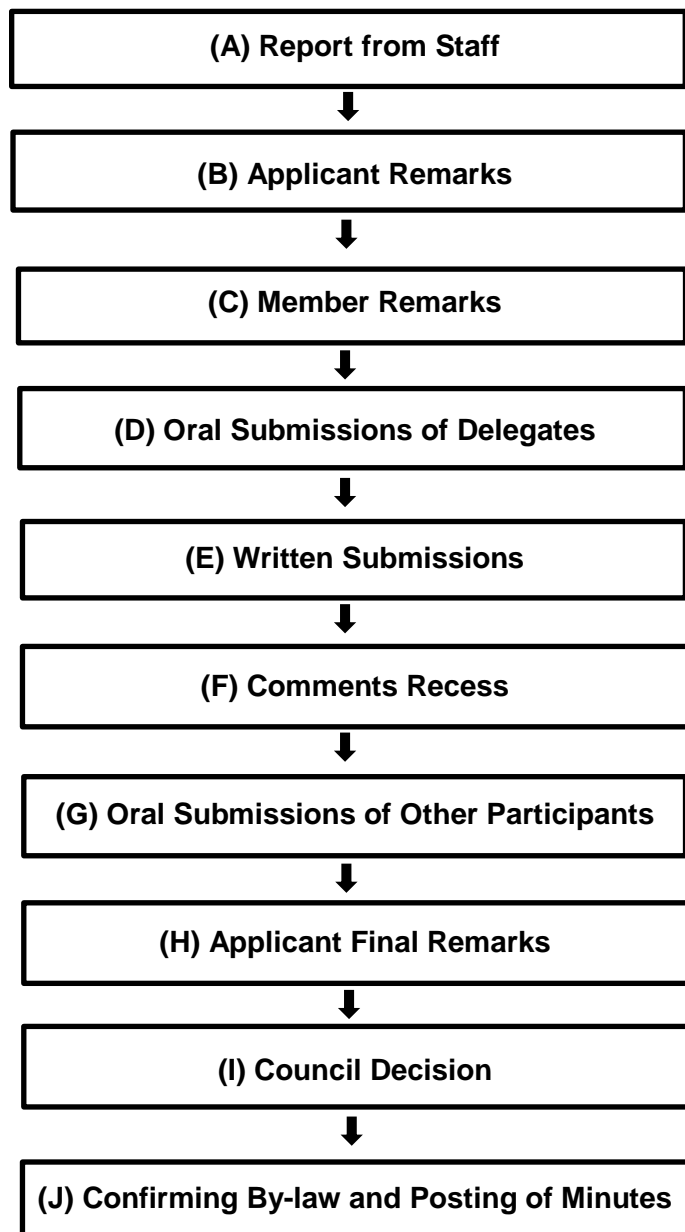
Submissions during the Oral Submissions of Delegates (Part D) part of the meeting are encouraged whenever possible, as the greater extent to which the public uses the Oral Submissions as Delegates (Part D) part of the meeting to provide comment/oral submissions, the more efficient the meeting will be for all.

Members of the public making electronic oral submissions will be required to verify their name and address in order to access the meeting. By submitting your name and address, you are representing and warranting to Council or the Committee of Adjustment that such is your true and accurate identity and Council/Committee of Adjustment is relying on that submission. Any false or misleading statements may result in civil or criminal penalties.

Members of the public who do not have access to a computer are asked to call the Municipality at 519-294-6244 ext. 224 by **noon on Tuesday December 1st, 2020** before the meeting for assistance.

Questions about Electronic Planning Act Public Meeting protocol may be directed to the Clerk by email JackieT@northmiddlesex.on.ca or telephone at 519-294-6244 ext. 224

ORDER OF MEETING





Please note that comments and opinions submitted on these matters, including the originator's name and address, become part of the public record and may be viewed by the general public and maybe published in a Planning Report, Council/Committee Agenda or Council/Committee Minutes.

If you wish to be notified of the decision of the Municipality of North Middlesex with respect to the proposed Zoning By-law Amendment, you must make a written request to the Municipality of North Middlesex, 229 Parkhill Main Street, Parkhill, Ontario, N0M 2K0.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of North Middlesex before the Zoning By-law Amendment is passed, the person or public body is not entitled to appeal the decision of the Municipality of North 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 North Middlesex before 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.

Dated at the Municipality of North Middlesex, this 10th day of November, 2020.

Jackie Tiedeman, Clerk,
clerk@northmiddlesex.on.ca
229 Parkhill Main Street, Parkhill
Phone: (519)294-6244 Fax (519) 294-0573

APPLICATION FOR ZONING BY-LAW AMENDMENT (ZBA 25-2020)

Applicant: Darren & Janelle Bouman

Agent: Strik, Baldinelli, Moniz

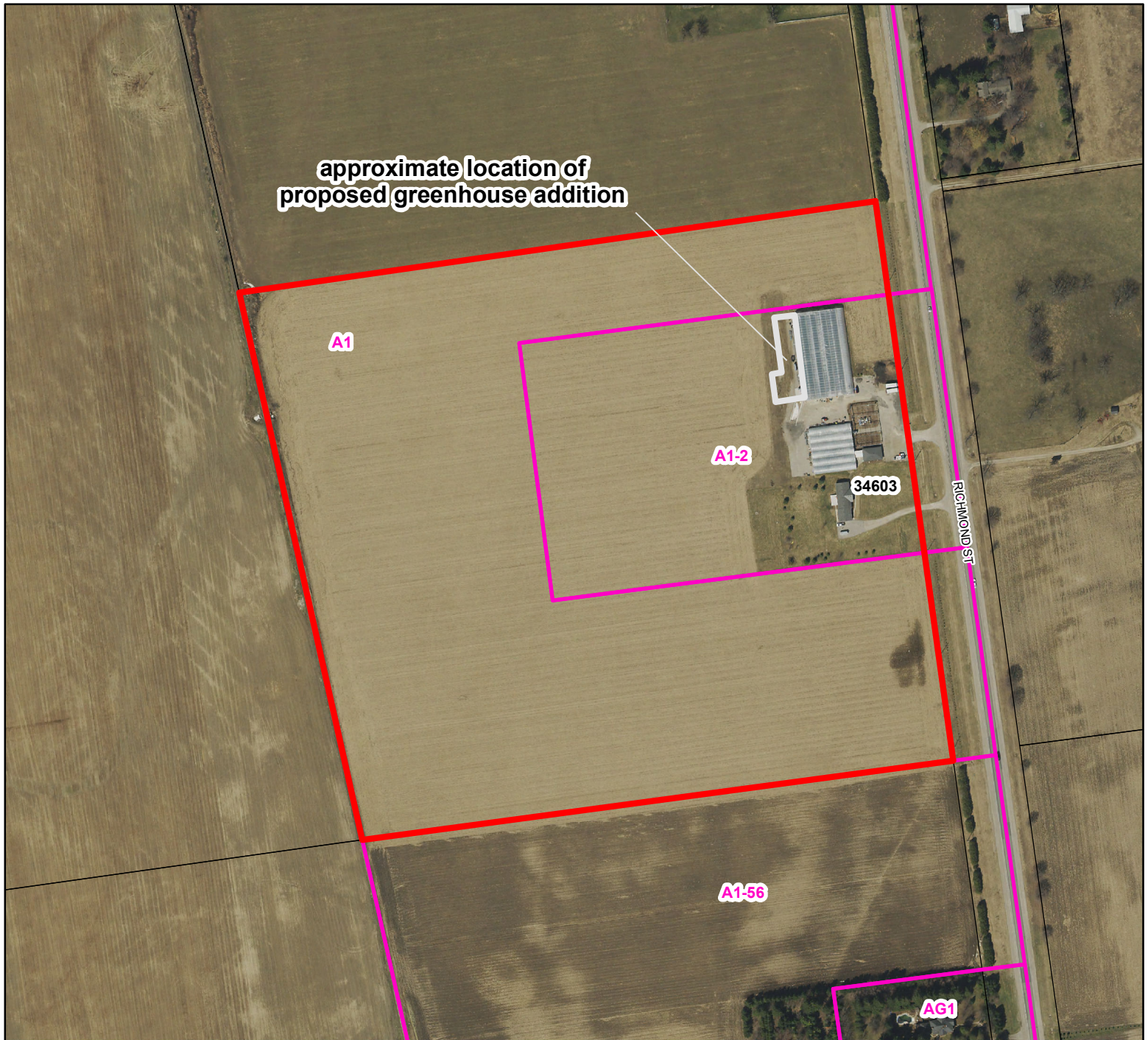
34603 Richmond Street

Concession 1, Part Lot 17, Registered Plan 33R12340 Part 15

Geographic Township of McGillivray



Municipality of NORTH MIDDLESEX



subject lands

A1-2 to be amended to include 'commercial greenhouse' as a permitted use



1:4,000



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.



For Office Use Only	
File No.	ZBA 12/2020
Date Received	

1800 pd

Zoning By-law Amendment Application

PURSUANT TO SECTION 34 OF THE PLANNING ACT

1. Applicant information	
Registered owner(s) of the subject land	
Name: Darren + Janelle Bowman	
Address: 34603 Richmond St.	
Town: Lucan	Postal Code: N0m 250
Phone:	Cell: 519 317 1331
Email: d.bowman@live.ca	Method of communication preferred: <input checked="" type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> Both
Authorized agent (authorized by the owner to file the application, if applicable)	
Name:	
Address:	
Town:	Postal Code:
Phone:	Cell:
Email:	
2. The date of the application:	
3. If known, please indicate the names and addresses of the holders of any mortgages, charges or other encumbrances in respect of the subject land. Provide a separate sheet where needed.	
Name:	Address:
Town:	Postal Code:
Phone:	Cell:
Fax:	Email:
4a. Current Official Plan land use designation: Agricultural Use	
b. Please explain how this application conforms to the Official Plan: Agricultural related uses are permitted subject to criteria	
5a. Current Zoning: A1 and A1-2	
b. Please explain the nature and extent of the rezoning proposed pre-existing business re-zoning to conform with local by-laws	



c. Please provide the reason why the rezoning is requested:

Greenhouse is a permitted use looking to expand an existing greenhouse
 Add commercial greenhouse as a permitted use

6. Description of subject land:

Geographic Township: Concession(s): 1 Lot(s): PT LT 17

Registered Plan: 33R12340 Lot(s):

Reference Plan: Part(s): part 15

911 Street Address: 34603 Richmond Municipal Roll Number: 39 54000 010 00210 0000

7. Dimensions of subject land (in metric units)

Frontage: +/- 411 m Depth: +/- 430 m Area: 43.38 Acres

8. Access to subject land

Provincial Highway: Richmond County Road:
 Municipal Road: Other Public Road:
 Right of Way: Water:

9. Describe all existing uses of the subject land:

Commercial greenhouse + residential

10. Please indicate whether there are any existing buildings or structures on the subject land:

Yes* No

*If yes, please complete the following table indicating the types of buildings and structures, including date of construction, that currently exist on the lot and the specified measurements (in metric units):

Type of Building / Structure	Date of Construction	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Floor Area
See site plan concept						

11. Describe all proposed uses of the subject land:

No change

12. Please indicate whether any buildings or structures are proposed to be built on the subject land:

Yes* No

*If yes, please indicate the type of buildings or structures proposed on the subject land and the specified measurements (in metric units):



Type of Building / Structure	Distance from front lot line	Distance from rear lot line	Distance from side lot lines	Height	Floor Area
Greenhouse		See site plan concept			

13. Please indicate the date when the subject land was acquired by the current owner:
 2011

14. Please indicate the length of time that the existing uses of the subject land have continued:
 Greenhouse in year 2000 approx.

15. Water Supply: Water supply will be provided via -

<input type="checkbox"/> publicly owned and operated piped water system	<input type="checkbox"/> lake or other water body
<input checked="" type="checkbox"/> privately owned well or communal well	<input type="checkbox"/> other (please specify) _____

16. Sewage Disposal: Sewage disposal will be provided via -

<input type="checkbox"/> publicly owned and operated sanitary sewage system	<input type="checkbox"/> privy
<input checked="" type="checkbox"/> privately owned individual or communal septic system	<input type="checkbox"/> other (please specify) _____

17. Please indicate if the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent produced per day as a result of the development being completed.

Yes* No

*If yes, have the following reports been submitted as part of the requested amendment?

* servicing options report	Yes <input type="checkbox"/>	No <input type="checkbox"/>
* hydrogeological report	Yes <input type="checkbox"/>	No <input type="checkbox"/>

18. Storm Drainage: Storm drainage will be provided via?

<input type="checkbox"/> Storm sewers	<input type="checkbox"/> swales
<input type="checkbox"/> Municipal drainage ditches	<input type="checkbox"/> Other (please specify) _____

19. Indicate the Minimum and maximum density and height requirements if applicable: N/A.

	Minimum	Maximum
Height		
Density		



20. Is this an application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>*If yes, provide the current Official Plan policies, if any, dealing with the alteration or establishment of an area of settlement:</p> <p>(please use a separate sheet)</p>		
21. Does this application remove land from an area of employment?	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>*If yes, provide the current Official Plan policies, if any, dealing with the removal of land from an area of employment:</p> <p>(please use a separate sheet)</p>		
22. Are the subject lands within an area where zoning conditions applies?	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<p>*If yes, provide an explanation of how the proposed amendment complies with the Official Plan policy relating to the zoning with conditions:</p> <p>(please use a separate sheet)</p>		
23. If known, has the subject land ever been the subject of:		
An application for an amendment to the Official Plan under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
An application for an amendment to the Zoning By-law under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
A Minister's zoning order under the <i>Planning Act</i> ? *If yes, provide the following: Reg. No. _____ Status _____	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
An application for approval of a Plan of Subdivision under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
An application for an application for Consent under the <i>Planning Act</i> ? *If yes, provide the following: File No. _____ Status _____	Yes* <input type="checkbox"/>	No <input checked="" type="checkbox"/>
24. Is this application consistent with the Provincial Policy Statement (a copy of the Provincial Policy Statement is available at www.mah.gov.on.ca).	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>Items 30 and 31 to the Schedule of Ontario Regulation 546/06 apply only if the subject land is within an area of land designated under any provincial plan or plans.</p>		
<p>25. This application must be accompanied by an accurate sketch showing the following information. Failure to supply this information will result in a delay in procession the application. Please fill out the checklist below to ensure you have included all the required information.</p>		
<p><input type="checkbox"/> The boundaries and dimensions of the subject land.</p> <p><input type="checkbox"/> The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings and structures from the front yard lot line, rear yard lot line and the side yard lot lines.</p> <p><input type="checkbox"/> The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (for example buildings, railways, roads, watercourses, drainage ditches, rivers or stream banks, wetlands, wooded areas, wells and septic tanks)</p>		



- The current uses on land that is adjacent to the subject land.
- The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
- If access to the subject land will be by water only, the location of the parking and docking facilities to be used.
- The location and nature of any easements affecting the subject land.

MUNICIPAL COSTS

Please be advised that the municipality may incur expenses associated with obtaining outside legal/engineering/planning review/assistance from its consultants, relating to your application. Any expenses that the municipality incurs in this regard will be forwarded to you, the applicant, for payment.

I, Darren Bowman (the applicant) acknowledge that I will pay all legal/engineering/planning expenses the municipality incurs as outlined above.

Darren Bowman
Signature

Nov 3, 2020
Date

AGENT AUTHORIZATION (*Please complete for an agent to act on behalf of the owner of the subject land.)

I, Janelle Bowman (Name), being the owner of the property described in Section 1

of this application for Consent, hereby authorize

Darren Bowman
(Agent)

to act as my agent in matters related to this application for Zoning By-law Amendment. a Site Plan agreement

Dated this 3 day of November 20 20

J Bowman
Owner
Janelle Bowman



STATUTORY DECLARATION

I, Darren Bowman of the North Middlesex
(Name) (Name of City, Town, Township, Municipality, etc.)
in the County of Middlesex
(Name of County, Region or District)

SOLEMNLY DECLARE THAT
The information provided in this application as required under Section 34 of the *Planning Act* is true.
AND I make this solemn Declaration conscientiously believing it to be true, and knowing that is of the same force and effect as if made under oath.

Declared before me at the North Middlesex
City Middlesex in the _____ of _____

Jackie Tiedeman day of Nov 2020
Jackie Tiedeman, Clerk [Signature]
By virtue of the Office of _____ A Commissioner of Oaths Applicant or Authorized Agent*

a Commissioner for taking Affidavits Pursuant to R.S.O. 1990 c.17, s. 17, s. 1(2) Municipality of North Middlesex, County of Middlesex

MFIPPA Notice of Collection & Disclosure
The collection of personal information on this form is legally authorized under Sec. 34 of the Planning Act for the purpose of processing your planning application. Questions about this collection should be directed to the Municipality of North Middlesex, Clerk, Jackie Tiedeman, 229 Parkhill Main St., Parkhill, Ontario N0M 2K0 or at 519-294-6244.
Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec. 32 (e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the Municipality of North Middlesex to make all planning applications and supporting material available to the public.

Paul Hodgins

Dear Neighbor,

We hope this finds you well.

Lucan Country Gardens is submitting an application for 'Site Specific' Re-zoning of Commercial use of the greenhouses located at 34603 Richmond St Lucan, Ontario.

According to the Local By-laws of North Middlesex, our business is considered "Commercial Greenhouse" and therefore the appropriate Zoning must be applied. Fortunately, we will not be re-zoning our farm, but simply applying "Site Specific Commercial Zoning" to just the area of the greenhouse operation.

Business will continue as usual, as there will not be any substantial changes to the way we operate as in the past.

This application can be a lengthy process to pass, and one of the most important steps is making sure the surrounding neighbors are okay with this zoning application before presenting it to town council. With your signature, we can move ahead with confidence.

I hereby understand and approve of the Zoning Application for site specific Commercial Use of the greenhouses located at 34603 Richmond Street Lucan, Ontario

Print Name: Paul Hodgins Date: Oct 30/20

Signature: Paul Hodgins

Dear Neighbor,

We hope this finds you well.

Lucan Country Gardens is submitting an application for 'Site Specific' Re-zoning of Commercial use of the greenhouses located at 34603 Richmond St Lucan, Ontario.

According to the Local By-laws of North Middlesex, our business is considered "Commercial Greenhouse" and therefore the appropriate Zoning must be applied. Fortunately, we will not be re-zoning our farm, but simply applying "Site Specific Commercial Zoning" to just the area of the greenhouse operation.

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This application can be a lengthy process to pass, and one of the most important steps is making sure the surrounding neighbors are okay with this zoning application before presenting it to town council. With your signature, we can move ahead with confidence.

I hereby understand and approve of the Zoning Application for site specific Commercial Use of the greenhouses located at 34603 Richmond Street Lucan, Ontario

Print Name: Patricia Gulchrist

Date: Sept 29 2020

Signature: 

Dear Neighbor,

We hope this finds you well.

Lucan Country Gardens is submitting an application for 'Site Specific' Re-zoning of Commercial use of the greenhouses located at 34603 Richmond St Lucan, Ontario.

According to the Local By-laws of North Middlesex, our business is considered "Commercial Greenhouse" and therefore the appropriate Zoning must be applied. Fortunately, we will not be re-zoning our farm, but simply applying "Site Specific Commercial Zoning" to just the area of the greenhouse operation.

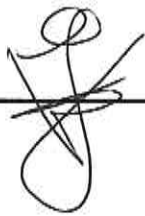
Business will continue has usual, as there will not be any substantial changes to the way we operate as in the past.

This application can be a lengthy process to pass, and one of the most important steps is making sure the surrounding neighbors are okay with this zoning application before presenting it to town council. With your signature, we can move ahead with confidence.

I hereby understand and approve of the Zoning Application for site specific Commercial Use of the greenhouses located at 34603 Richmond Street Lucan, Ontario

Print Name: J. van Veen
O. Bloemen

Date: Sept 29, 2020

Signature: 

34687 Richmond
street



REVISED PLANNING JUSTIFICATION REPORT

34603 RICHMOND STREET, LUCAN

**PROPOSED ZONING BYLAW AMENDMENT TO PERMIT EXISTING
COMMERCIAL GREENHOUSE AND NURSERY OPERATIONS**

Prepared by:
Nick Dyjach
Strik, Baldinelli, Moniz Ltd.
1599 Adelaide Street North
London, Ontario

Prepared for:
Darren Bouman
Lucan Country Gardens
34603 Richmond Street
Lucan Ontario

SBM-20-3031



LONDON LOCATION

1599 Adelaide Street N. Unit 301
London, Ont, N5X 4E8
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KITCHENER LOCATION

1415 Huron Rd. Unit 225
Kitchener, Ont, N2R 0L3
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www.sbm ltd.casbm@sbm ltd.ca

The Municipality of North Middlesex
229 Parkhill Main Street
Parkhill, Ontario N0M 2K0

3 November 2020
SBM-20-3031

Attn: Stephanie Poirier

Re: Planning Justification Report – ZBA/SPA – 34603 Richmond Street, Lucan

Dear Ms. Poirier,

Strik, Baldinelli, Moniz Ltd. has been retained by Lucan Country Gardens to coordinate the preparation and submission of Zoning By-law Amendment (ZBA) application to permit the existing greenhouse and nursery operations, as well as the proposed greenhouse expansion (Site Plan Application) for the property municipally addressed 34603 Richmond Street (the “Site”) in the Municipality of North Middlesex.

This report provides an introduction and policy review of the proposed Zoning Bylaw Amendment and the applicable relevant provincial and municipal policies. The application is being brought forward with a Site Plan Application to increase the area dedicated to greenhouse structure to provide additional and timely plant growth, including annual and perennial plants for sale on-site.

Based on a review of relevant provincial and municipal planning policies, it is my opinion that the proposed development is to be consistent with good planning principles and is an appropriate agricultural use.

Please find enclosed:

1. The application ZBA form (with signed authorization)
2. The application fee

3. Draft Site Plan
4. Planning Justification Report

We trust that the information contained herein is satisfactory. Please do not hesitate to contact the undersigned if any additional information clarification is required.

Respectfully submitted,

Strik, Baldinelli, Moniz Ltd.

Civil • Structural • Mechanical • Electrical



Laverne Kirkness, BES, RPP, MCIP
Planner IV, Planning Division Manager

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APPENDICES

Appendix A – Conceptual Site Plan

BIBLIOGRAPHY

- 1) Provincial Policy Statement, 2020
- 2) Guidelines for Permitted Uses in Ontario’s Prime Agricultural Areas, Publication 851, 2016
- 3) Middlesex County Official Plan, 2006 consolidation
- 4) North Middlesex Official Plan, 2014 consolidation
- 5) North Middlesex Zoning By-law, 2016 consolidation

1 INTRODUCTION & BACKGROUND

Strik, Baldinelli, Moniz Ltd. has been retained by Darren Bouman (“Owner”) of Lucan Country Gardens to coordinate the preparation and submission of a Zoning Bylaw Amendment application to a) permit the existing greenhouse and nursery land use in the agricultural area and b) permit for the business expansion via Site Plan Approval including greenhouse, parking and other accessory uses/buildings as necessary.

Agriculture is a dynamic industry that changes over time with consumer market demands, technology/equipment advancements, plant varieties, labour availability, and processing capacity. Lucan Country Gardens has continuously seen business grow as it also evolves its agriculture-related business.

The devastating Covid-19 pandemic has posed unique business opportunities, as horticulture, urban gardening, landscaping, and other similar quarantine-friendly hobbies have spiked this summer and are expected to continue. Lucan Country Gardens has capitalized on the increased demand for annuals, perennials, and other specialty horticultural crops by providing an online platform for purchase orders. This success and increase in business, especially online orders, requires additional product, staff, and space for the crop growth and product storage.

Earlier in 2020, the applicant planned for another expansion to the greenhouses, approximately 990 m² in area, and an application for building permit was made. The proposed structure would be located to the rear of the existing greenhouse and would occupy a gravelled area that is currently used as outdoor storage. There would be no impact to the farmed land to facilitate the proposed greenhouse construction.

In discussion with municipal staff, the applicant was advised that their building permit application would not be approved. Even though previous permits for similar structures were previously approved, staff indicated that the existing business use was not consistent with the Zoning; thus, triggering the need for a Zoning Bylaw Amendment and Site Plan Application.



Figure 1 Street view imagery of Lucan Country Gardens business, looking west from Richmond Street. Note the on-site residential dwelling and cultivated lands in the background (Google Earth).

While the building permit would allow the applicant to more efficiently manage and grow the business, this proposal is fundamentally about permitting the existing business, including the Commercial Greenhouse land uses, secondary to the primary agricultural (cash crop) operation. This report identifies the ability to establish the balance between the existing land uses as a diversified and viable operation of agricultural land.

In summary, this application seeks Council’s support for a Zoning By-law Amendment from amend the **Agriculture (A1-2) Zone Special Provision** to:

- a) **Remove “Golf Driving Range”** as a permitted use; and
- b) **Add “Commercial Greenhouse”** as a permitted use.

2 SITE DESCRIPTION

2.1 Existing Site Conditions

The Site is municipally addressed 34603 Richmond Street and legally described as part of Concession 1, Lot 17 in the Town of Lucan, North Middlesex. The parcel of land is 17.9 ha (44.2 ac) in area and generally located west of Richmond Street (Provincial Highway 4) and 400m south of the McGillivray Drive. The Site is generally flat and consists of Class 2 soils¹, which is designated Prime Agricultural Area as defined by the Provincial Policy Statement.

¹ Sustainable Food Systems – Addendum: Agricultural Maps of Midwestern Ontario, August 12, 2012. Online: http://www.londontraining.on.ca/SFS_Maps.pdf

The subject site is primarily used for crop growth on approximately 15.8 ha (39 ac) of arable land, or 88% of the total parcel area. Presently, the lands are leased to a local farmer to produce corn, soybean, and other cash crops.

There are presently two areas totalling $\pm 3,403$ m² of area dedicated to greenhouses for the purpose of growing a variety of horticultural crops, including perennials and annual varieties. The greenhouses are fitted to allow for optimal growth of crops with greater ability to control climate and watering with overhead pipes and sprayers, suitable for nursing young plants or more sensitive varieties (e.g. flowers) that are prone to weather or animal damage if grown in open fields.

There are existing structures on the parcel including one residential single storey dwelling, one accessory building, two greenhouse structures (totalling $\pm 3,403$ m²), and a temporary shelter structure (± 637 m²) used for shade during the summer season. Refer to the appended Conceptual Site Plan for additional details and locations of existing buildings.

The existing owner-occupied residential dwelling is a brick, bungalow-style building and currently serviced with private well and private sewage septic systems. Driveway access to the residential dwelling is from Richmond Street, which is designated as a Provincial Highway (#4).

The accessory building is a single storey brick building, approximately 132 m² in area and serves as the location of the Lucan Country Gardens retail component for customer transactions. A separate driveway access from Richmond Street is approximately 40m north of the residential dwelling driveway and provides access to a gravel parking lot in front of the greenhouse structures for both customer parking and access to the loading area.

Lucan Country Gardens is a seasonal nursery and landscape business that grows their product on-site, as well as sources plant materials from other greenhouse growers and farms. Horticultural crops, including annuals and perennial shrubs, tropicals, herbs, fruit and flowers are sold on-site and delivered to clients off-site, including municipalities and other business for

landscaping purposes. Delivery trucks are needed on an as-needed basis, varying from once a week to multiple deliveries in a day during the busy summer months.

Lucan Country Gardens is a seasonal business, operating from early spring as it prepares the nursery for the growing season, ramps up during the summer months, and then slows down in the fall. The business is also open for business, in a limited capacity, during a few weeks leading

up to Christmas. Lucan Country Gardens is a source of rural employment requiring seasonal full-time employment, with 10-20 employees in the summer months. With plans to expand the greenhouse and business, employment is also expected to increase.

The subject site has ±405 m of frontage onto Richmond Street, providing direct access to a high-volume provincial highway and high visibility. Access and exposure are essential for businesses to thrive. Benefits from being located in the agricultural area includes retaining manure from local farms for fertilization and being able to store plant waste and compost on-site, without creating odour nuisances for sensitive land uses in a more urban setting



Figure 2 View of primary residential dwelling to the left and retail building to the right.



Figure 3 View of shade structures to the left and greenhouses to the right. Gravel parking is in the foreground.

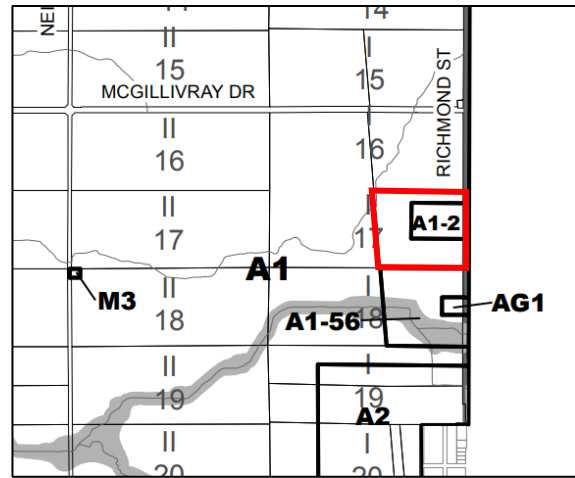
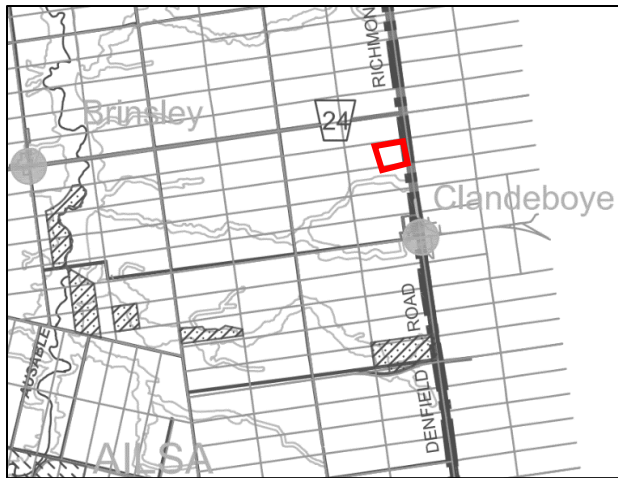


Figure 4 (Left) Municipality of North Middlesex Official Plan (Site is identified in red outline).

Figure 5 (Right) Municipality of North Middlesex Zoning By-Law (Site is identified in red outline).

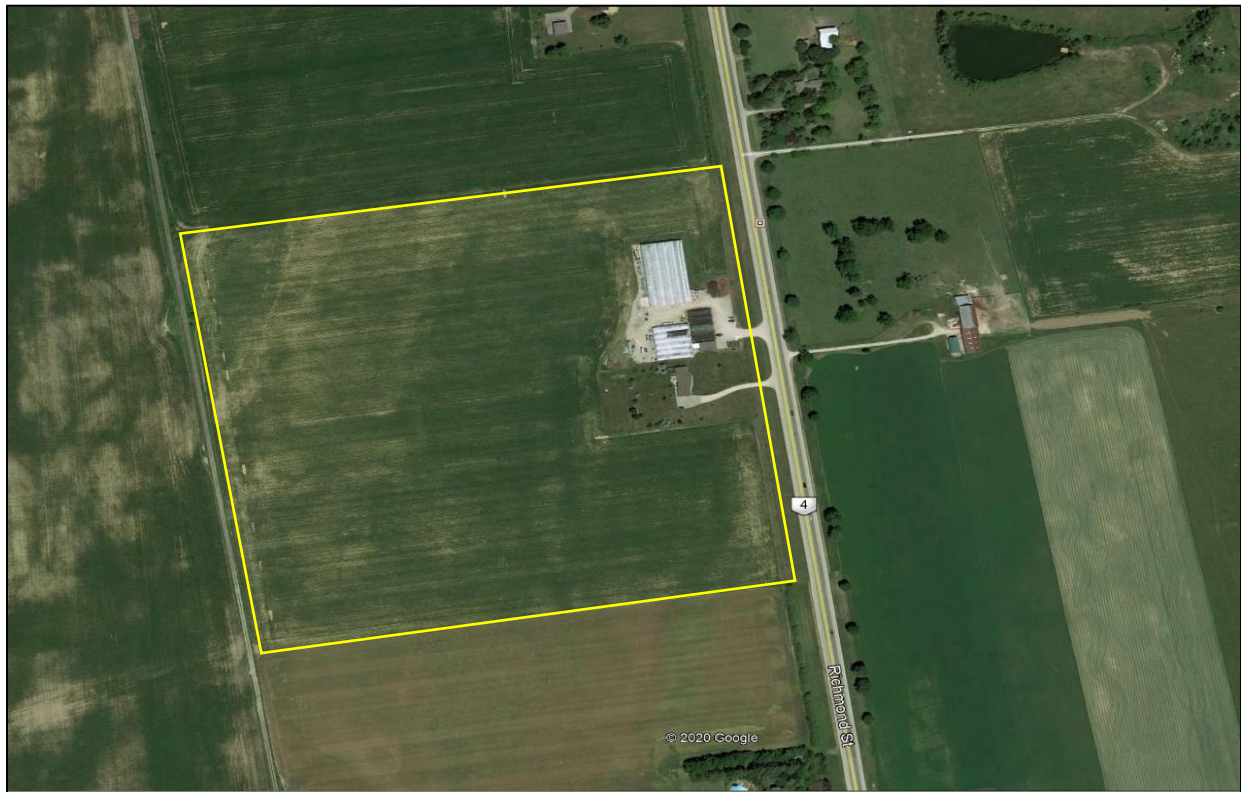


Figure 6 Aerial imagery of approximate site boundary (Google Earth).

2.2 Surrounding Context

The subject lands are bound by Provincial Highway #4 (Richmond Street) to the east and an abandoned railway corridor to the west. Surrounding the site are rural agricultural uses, used predominantly for cash crop. Further north of the site, a commercial business node consisting of retail metal art studio and heavy truck repair. These subject lands are not close to and do not directly impact any Natural Heritage System or Natural Hazards in the area.

3 PROPOSED APPLICATION

The landowners of Lucan Country Gardens wish to grow their nursery business. The business consists of greenhouses used for growing plants for retail, outdoor shaded storage areas, a small building used for making transactions with customers and parking. The seasonal business is considered agricultural in nature, encompasses a small area of the farm, which is primarily used for growing cash crops, as discussed later in the Provincial Policy Statement policy review.

The subject site is designated “Agricultural Area” in the Middlesex County Official Plan, as well as “Agricultural Area” in the North Middlesex Official Plan. The site is dual zoned under the North Middlesex Zoning Bylaw (2018), with General Agriculture (A1) Zone as the underlying zone as well as a Site Specific Provision (A1-2) that permits a golf driving range, buildings and accessory structures on the land area where the nursery business and residence is located.

Section 7.1 Permitted Uses (General Agricultural (A1) Zone):

- Accessory Use
- Agricultural Use
- Non-Intensive
- Agricultural Use, Intensive
- Animal Clinic
- Cemeteries That Are Small in Scale and Inactive
- Conservation Use
- Equestrian Use
- Forestry Use
- Grain Drying and Handling Facility
- Home Industry
- Home Occupation
- Kennel
- Livestock Sales Barn and/or Marketing Yard
- On-Farm Secondary Business
- Nursery
- Private Airfield
- Sale of Farm Produce from a Farm
- Sanctuary Use
- Single Detached Residential Dwelling Associated with an Agricultural Use and on an Agricultural Lot

- Second Detached Residential Dwelling Accessory to an Agricultural Use
- Single Detached Residential Dwelling on an Existing Lot of Record
- Wayside Pit

The zoning exception applied the subject lands includes A1-2, which provides an exception to permitted land uses of the A1 zone to restrict uses to a golf driving range and related buildings. To permit the existing business, a **Zoning By-law Amendment** is requested to amend the **A1-2 Special Provision** to add the “**Commercial Greenhouse**” as a permitted use, in addition to the permitted uses of the A1 Zone. In addition, the **Zoning By-law Amendment** is requesting to remove the “**Golf Driving Range**” use. The proposed text revision is as follows:

7.4.2 General Agricultural Exception 2 (A1-2) Zone

*Notwithstanding Section 7.1, on lands shown on Schedule ‘A’ (Map 10), the provisions of Section 7 shall apply with the exception that a ~~golf driving range~~ **commercial greenhouse** and buildings and structures accessory thereto shall be permitted.*

By doing so, the permitted recreational/commercial use (Golf Driving Range) will not be permitted; thereby protecting the agricultural land in the long term. The application provides the opportunity to delete the non-agricultural related permitted use.

The Zoning By-law defines the applicable land uses as:

5.6 AGRICULTURAL USE shall mean the use of lands, buildings or structures or portions thereof for the purpose of forestry, field crops or fruit farming, market gardening and such uses as are customarily and normally related to agriculture and includes a farm dwelling and accessory buildings, including a roadside stand for the sale of produce grown on the farm except that livestock operations are not included.

GREENHOUSE, COMMERCIAL shall mean a building for the growing of flowers, fruits, vegetables, plants, shrubs, trees and similar vegetation which are not necessarily transplanted outdoors on the same lot containing such greenhouse, but are sold directly from such lot on a wholesale or retail basis.

5.154 NURSERY shall mean land uses for the growing of sod, flowers, bushes, trees or other gardening, landscaping or orchard stock for wholesale or retail sale.



Figure 7 Example of existing greenhouse nursery (left).



Figure 8 Location gravel area of proposed greenhouse expansion (right).

The Zoning data Chart below lists the regulations of the A1 Zone that will be applied to the parcel and buildings.

Zoning Data Chart

A1 Zone	Required	Provided
Lot Frontage (m) minimum	150	405
Lot Area (ha) minimum	39	17.9
Front Yard and Interior Side Yard Setback (m) minimum	20/ 15	70/ 72
Rear Yard and Interior Side Setback (m) minimum	20/ 15	355/ 274
Height (m) maximum	10.5	6.4

As the Zoning Data Chart identifies, the minimum lot area for an (A1 Zone) Agricultural parcel of land is 39 ha. Presently, the parcel is 17.9 ha and deficient in this regard. No change in lot configuration is proposed and this will remain as-is.

To confirm, the requested Zoning Bylaw Amendment being requested is **FROM A1-2 TO A1-2 to amend special provisions:**

- to remove **“Golf Driving Range”** as a permitted use; and
- to add **“Commercial Greenhouse”** as a permitted use, in addition to the permitted uses of the A1 Zone.

For further zoning details, please refer to the appended Conceptual Site Plan, that includes the proposed greenhouse expansion.

4 PLANNING FRAMEWORK ANALYSIS

4.1 Provincial Planning Policy

The latest Provincial Planning Statement (PPS) came into effect earlier this year (2020) and any decision by any approval authority that affects a planning matter shall be consistent with the PPS. To assist the interpretation of relevant agricultural policies contained in the PPS, the Ministry of Agriculture, Food and Rural Affairs released *Publication 851 Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas (2016)* (hereon referred to as the “Guidelines”). These Guidelines are meant to complement the PPS and identify best practices regarding its implementation. This following analysis has used the guiding document to aid in the justification.

The PPS defines an Agricultural use as the:

means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and

accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

The PPS definition provides criteria to determine Agricultural Uses, such as the growing of crops, including horticultural crops. Agricultural uses would also include on-farm buildings and structures associated with the production of crops, including greenhouses, storage buildings/barns, and primary on-farm residence. The subject site offers 15.8 ha of arable land to cultivate crops, which is over 88% of the total parcel area, not including land for greenhouses, landscaping, or primary dwelling.

While the PPS definition of Agricultural Uses clearly includes “nursery” and “horticultural crops”, the Guidelines suggest not all nurseries or greenhouses are treated equal. While, one could assume that all nurseries would inherently have a retail component, as defined by the North Middlesex Zoning By-law, the Guidelines differentiate between “Greenhouses for growing plants” and “Greenhouses for growing or retailing plants or a variety of non-plant items”.

This is further evidenced in Section 2.1.2. of the Guidelines where examples of Agricultural Uses, include “Greenhouses for growing plants”; however, Section 2.1.3 states “retail operations” and “landscape businesses” are not appropriate. The Guidelines do not define “retail operations” or “landscape business” nor clearly state whether nurseries or greenhouses are part thereof. For the purposes of this report, Lucan Country Gardens cannot clearly be labelled as an Agricultural Use under the PPS, because there is a component of retail. Therefore, the use must be an Agriculture-Related Use and/or On-Farm Diversified Use.

Table 2 of the Guidelines (see Figure 9) provides additional direction for Greenhouse uses, comparing the variation of Greenhouse use.

Type of Use	Agricultural Use	Agriculture-Related Use	On-Farm Diversified Use
	Growing of crops or raising of animals; includes associated on-farm buildings and structures; all types, sizes and intensities; <i>normal farm practices</i> are promoted and protected	May or may not be on a farm; farm-related commercial or industrial use; compatible with surrounding agricultural operations; directly related to farms in the area; supports agriculture, provides products or services to farms; benefits from proximity to farms	On a farm; secondary use; limited in area; includes, but is not limited to, home occupations, home industries, <i>agri-tourism</i> uses and value-added uses; compatible with surrounding agricultural operations
Greenhouse	Yes For growing plants	Yes For retailing plants grown in the area	Yes For growing or retailing plants or a variety of non-plant items

Figure 9 Categories of uses permitted in prime agricultural areas provided all PPS criteria are met as outlined in Table 2 of the Guidelines on Permitting Uses in Ontario's Prime Agricultural Area, Publication 851 (2016).

Based Table 2, this 17.9 ha farm comprises multiple uses:

- Agricultural uses:** arable land for cash crops, primary farm residence.
- Agriculture-related uses:** greenhouses for retailing plants grown in the area, farm shop selling farm products from the area, parking, landscaped area.
- On-farm diversified uses:** farm shop selling farm products not from the area or non-plant items, parking, landscaped area.

This report measures the Lucan Country Gardens business against the most stringent of agricultural use-class (On-Farm Diversified Use) to demonstrate that the greenhouse (nursery) land use is acceptable in Prime Agricultural Areas for growing and retailing.

The PPS defines an On-Farm Diversified Use as:

*uses that are **secondary to the principal agricultural use** of the property, and are **limited in area**. On-farm diversified uses include, but are not limited to, home*

occupations, home industries, agritourism uses, and uses that produce value-added agricultural products....

In general, the PPS encourages a wide range of compatible uses in Prime Agricultural Areas as it enables agriculture and farm operations to be viable, diversifies the rural economy, and assists with job creation in rural areas. In order to meet the definition of On-farm Diversified Uses, the Guidelines require the proposed use to meet all of the following criteria.

1. Located on a farm;
2. Secondary to the principal agricultural use of the property;
3. Limited in area;
4. Includes, but is not limited to, home occupations, home industries, agritourism uses and produce value-added agricultural products; and
5. Shall be compatible with, and shall not hinder, surrounding agricultural operations.

1. Located on the farm.

Lucan Country Gardens provides a small commercial building that is used as the retail component of the business use, where the cashier is located. The existing use produces and sells horticultural crops grown on the farm. The on-site venue provides the ability to sell products directly to the customer while plant health is cared for and managed while on display.

2. Secondary to the principal agricultural use of the property.

The retail component is secondary to the primary use on the subject lands, which is measured in spatial and temporal terms.

In spatial terms, over 88% of the land is actively engaged in cultivating cash crops as its primary use. In temporal terms, Lucan Country Gardens is a seasonal business.

Firstly, the retail component serves to support the farm's economic viability by selling its crop directly to customers as a secondary use. Lucan Country Gardens also sources other plants and materials (e.g. potting soil) from other farms, greenhouse growers, and businesses. In this case, the retail use does not hinder surrounding agricultural operations, but assists and supports the

local agricultural industry by providing a venue and outlet for other horticulture crops and materials to be sold.

Secondly, the business is seasonal in nature, being closed over the winter (January through March) months and busiest in peak growing season (May-July).

3. Limited in Area

The Guidelines set out the objectives of this criteria, that are to:

- Minimize the amount of land taken out of agricultural production;
- Ensure agriculture remains the main land use in prime agricultural areas; and
- Limit off-site impacts (e.g. traffic, changes to the agricultural rural character) to ensure compatibility with surrounding agricultural operations.

The Guidelines recommends that on-farm diversified uses occupy no more than 2% of the property on which the uses are located, to a maximum of 1 hectare (2.47 acres). For the lot coverage calculation, the retail building, Greenhouses, outdoor storage and customer parking areas are included in the calculation. Per the Guidelines, areas shared between the agriculture-related and on-farm diversified uses (building, parking, landscaped area) are allocated 50:50.

Area of On-Farm Diversified Uses:

Total farm area:	178,997 m ²
Total area dedicated to existing accessory (retail) building (50%):	132 m ² / 2 = 66 m ²
Total area dedicated to outdoor temporary storage, parking, etc. (50%):	2,136 m ² / 2 = 1,068 m ²
Area of On-Farm Diversified Uses:	1,134 m² or less than 1% of the total agricultural area.

In summary, the proposed on-farm diversified use will occur on less than 1% of the property where a maximum of 2% is recommended under the Guidelines, thus meeting the “limited area” criteria.

4. Includes, but is not limited to, home occupations, home industries, agritourism uses and uses that produce value-added agricultural products.

This criterion is met. Lucan Country Gardens produce agricultural crops, grown on site, to be sold as a secondary and subordinate use to the on-site operations of the farm. Additional uses such as home occupations, home industries, agritourism uses and production of value-added products are not proposed.

5. Shall be compatible with and shall not hinder, surrounding agricultural operations.

The retail use is compatible with and does not hinder the surrounding agricultural operations. Lucan Country Gardens enhances the agricultural capacity of the area by offering a venue for direct sales of horticultural crops grown on-site as well on other greenhouse growers/farms.

To evaluate if the use is compatible with surrounding uses, similar criteria are used for Agriculture-related uses, which include:

- a. Ensure surrounding agricultural operations are able to pursue their agricultural practices without impairment or inconvenience.
- b. Uses should be appropriate to available rural services (e.g., do not require the level of road access, water and wastewater servicing, utilities, fire protection and other public services typically found in settlement areas).
- c. Maintain the agricultural/rural character of the area (in keeping with the principles of these guidelines and PPS Policy 1.1.4)
- d. Meet all applicable provincial air emission, noise, water and wastewater standards and receive all relevant environmental approvals.
- e. The cumulative impact of multiple uses in prime agricultural areas should be limited and not undermine the agricultural nature of the area.

a) Ensure surrounding agricultural operations are able to pursue their agricultural practices without impairment or inconvenience.

The Guidelines offer several examples that would act to hinder the agricultural use of surrounding operations including, traffic generation, MDS setbacks, or nuisance (air/noise emissions). The retail component does not generate significant traffic that would impede or impact traffic movement or nearby intersection operation. MDS guidelines have been reviewed

and are not applicable to this site and its intended uses. The retail component also does not generate significant nuisances. From time to time, traffic travelling through the gravel parking lot could generate dust to travel off-site, however there are no sensitive land uses in close proximity of the site, therefore no nuisances are realized.

b) Uses should be appropriate to available rural services (e.g., do not require the level of road access, water and wastewater servicing, utilities, fire protection and other public services typically found in settlement areas).

Lucan Country Gardens is an existing business and will continue to operate with the available rural services. Improvements to municipal services are not required. Roadway and access improvements on Richmond Street are not anticipated but will be discovered in consultation with MTO.

c) Maintain the agricultural/rural character of the area (in keeping with the principles of these guidelines and PPS Policy 1.1.4)

The subject site is consistent with the rural characteristics of the area. The land is dominated by cultivated cash crop during the growing seasons. Permanent buildings on the site are existing structures that were acquired by the current landowners. Expansions that have been made to greenhouses and temporary shade structures are constructed with materials and colours often found in rural structures, and are found to be consistent with and enhance the rural landscape.

d) Meet all applicable provincial air emission, noise, water and wastewater standards and receive all relevant environmental approvals.

Commercial or Industrial land uses that generate nuisances, such as processing facilities, are subject to provincial guidelines and environmental standards. The proposed retail use is not subject to such requirements and this criterion is met.

e) The cumulative impact of multiple uses in prime agricultural areas should be limited and not undermine the agricultural nature of the area.

As discussed previously, the proposed retail component is secondary to the agricultural use and is minor in nature – representing less than 2% of the farm. This criterion is met.

In summary, the proposed use is consistent with the Agricultural policies of the PPS and in my opinion, compatible with the surrounding agricultural rural landscape. The proposed use will enhance the agricultural capacity of the area by developing complementary on-farm diversified uses that provide direct to consumer opportunities. Additionally, the retail use provides opportunities for other nearby greenhouse growers to offer their products directly through Lucan Country Gardens, creating a more rounded and diverse retail opportunity in the County and surrounding areas.

In general, with regards to permitted uses on Prime Agricultural lands, the PPS has two prime objectives that are:

- Supporting a thriving agricultural industry and rural economy (PPS Vision and PPS Policy 1.1.4)
- Maintaining the land base for agriculture use now and in the future (PPS Policy 2.3.1-3)

The proposed application is consistent with the PPS by preserving agricultural land. The existing farm and business maintain both arable lands and greenhouses for the growth of crops.

4.2 Middlesex County Official Plan (OP)

In addition to demonstrating consistency with provincial policy, the proposal must also conform to the County's OP, which designates the site as "Agriculture Area". The following relevant policies have been considered:

2.2.2 Agriculture

2.2.2.1 The County is committed to the protection of agriculture as both an industry and a way of life.

2.2.2.2 General Policies Non-agriculture development shall be encouraged to locate in identified Settlement Areas. Agriculture-related commercial and industrial uses shall only be permitted in the Agricultural Area where they are

essential to the agriculture economy, require a location in close proximity to agriculture or cannot be located in identified Settlement Areas.

2.3.9 Agricultural Area Policies

The primary use of land in the Agricultural Area shall be agriculture, farm-related industrial and commercial uses in accordance with Section 3.3.5 and accessory uses.

3.3 Agricultural Areas

3.3.2 General Policies It is the policy of County Council that the Agricultural Area in Middlesex County shall be preserved and strengthened with the goal of sustaining the agricultural industry that is so vital to the Middlesex economy.

3.3.3 Permitted Uses Agricultural Areas shall generally permit the following use:

k) farm related commercial and industrial uses in accordance with Section 3.3.5.

3.3.5 Farm Related Commercial and Industrial Uses

- a) the commercial or industrial operation cannot reasonably be located in a Settlement Area and must be located in proximity to farming activities;*
- b) such uses shall be located to conform with the Minimum Distance Separation Formula;*
- c) an amendment to the Zoning By-law is approved;*
- d) the commercial or industrial use shall not require large volumes of water nor generate large volumes of effluent and shall be serviced with appropriate water supply and sewage treatment facilities;*
- e) commercial and industrial uses shall be located and designed to minimize potential adverse impacts upon adjacent residential or other sensitive uses by buffering measures such as landscaping, berming and building setback and layout;*

f) the location of commercial and industrial uses must provide for a minimum sight distances from the access points in either direction along a County or local road;
and
g) the site plan policies of local official plan.

Agriculture plays an important role in the County and is strongly protected through land use policy. As a retail component to sell crops grown on-site, the “farm related commercial” is desired and best-suited at its present rural location. The use is consistent with Agriculture-Related and On-Farm Diversified uses as defined in the PPS. The retail component is similar in nature to on-site produce sales (e.g. roadside stands) and benefits from being able to sell crops grown on the farm.

The scale of the use is secondary to the primary farming operations and is minor in area and seasonal in nature. In addition, the retail component of the greenhouse also benefits from being able to manage plant growth while awaiting to be sold, storing plant waste on site to be used for compost without creating nuisances to sensitive land uses, and utilizing private water services to function.

In my opinion, the requested Zoning By-law amendment compliments the rural landscape and conforms to the County Official Plan.

4.3 North Middlesex Official Plan

According to Schedule ‘A’, Land Use of the North Middlesex Official Plan, the subject property is designated ‘Agricultural Area’ in its entirety.

4 General Policies

4.1 Economic Development Policies

4.1.1.a This Plan envisages that agriculture will continue to be the principal economic activity in the Municipality. The Municipality will support, protect and promote agricultural activities.

6.4 Agricultural Area Land Use Designations

*6.4.1 a) The primary use of land shall be for farming, **agriculture and agriculturally-related uses**. The farm unit shall generally consist of farmland, the farm residence, farm buildings and structures and any farm woodlots or natural heritage features*

6.4.1 i) Uses accessory to any of the permitted uses in the Agricultural Area Land Use Designation are permitted. The accessory uses shall be defined in the Zoning By-law.

6.4.1 j) The specific uses permitted shall be established in the Zoning Bylaw

The municipality's Official Plan, consolidated in June 2014, does not specifically reference or define On-Farm Diversified Uses, which would align with the PPS and the Guidelines for permitting Agricultural uses. However, the OP refers to "Agriculture" and "Agriculturally -related use" permitted under Policy 6.4.1a. Policy 6.4.1.j also permits "uses accessory to the permitted uses in the Agricultural Area" if they are defined in the Zoning By-law.

The OP does not define agriculturally-related uses itself, however using OMAFRA's Guidelines to interpret the use, agricultural-related uses are defined as:

means those farm-related commercial ... uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.

As demonstrated in the review of the PPS policies, the existing farm is comprised of Agricultural Uses, Agricultural-Related Uses, and On-Farm Diversified Uses, as prescribed by the Guidelines.

The existing greenhouse business meets the parameters of both Agricultural-Related use and On-Farm Diversified use, with the difference being the product being sold.

As an agricultural-related used, Commercial Greenhouse is a defined term of the Zoning By-law, which is defined a building for the growing of flowers, fruits, vegetables, plants, shrubs, trees and similar vegetation which are not necessarily transplanted outdoors on the same lot containing such greenhouse, but are sold directly from such lot on a wholesale or retail basis. It is in my opinion that the business consisting of the greenhouses, outdoor storage area, parking, and retail farm shop meet the intent of the OP policies as an Agricultural-Related use.

8.2.3.1 Provincial Highways

c) Direct private access to the Provincial Highway will be restricted and will require the approval of the Province. Developments and private access driveways will be encouraged to use local roads and service roads wherever possible. Where access is a possibility, it will only be considered to those properties that meet the minimum safety and geometric requirements of the Ministry of Transportation.

Lucan Country Gardens is an existing business and will continue to operate with the available rural services. Improvements to municipal services are not required. Roadway and access improvements on Richmond Street are not anticipated but will be discovered in consultation with MTO.

The North Middlesex OP supports economic growth and continued success of the agricultural sector. Further, the Official Plan recognizes farming communities and their need for diversified on-farm agricultural-related uses that provide additional rural employment opportunities. Therefore, it is in my opinion that the proposed Special Provisions would meet the intent and policies of North Middlesex OP.

5 CLOSING

Agriculture plays an important role in the County and has been protected with careful consideration to ensure we are maintaining our finite resources appropriately. In my opinion, the

requested Zoning Bylaw Amendment to amend the special provisions of the A1-2 Zone, to add the “Commercial Greenhouse” use and remove the “Golf Driving Range “ use, is consistent with good planning principles, conforms to the land use planning policy framework, and for the following reasons should be considered for approval:

- The proposed rezoning would protect additional Prime Agricultural Lands from being developed for recreational/commercial uses in the future;
- The proposed development does not infringe or deter ongoing or future agricultural uses surrounding the site;
- The existing business is related to the agriculture industry and supplies horticulture crops for growing and retailing;
- The existing business provides a venue for other local farms and greenhouse growers to distribute product, aiding in the local agricultural economy;
- The existing use is evidenced to be a thriving agricultural business in the area, with the capability of greenhouse expansion in the future; and
- The existing use demonstrates the ability to be privately serviced without the need for municipal services and is appropriate use in the rural landscape.

The Zoning By-law Amendment is appropriate for the lands as the proposed agricultural uses are similar in nature to other crops. It will utilize greenhouses for agricultural purposes and will provide long-term and seasonal employment utilizing existing private on-site infrastructure. Thank you for your consideration.

Strik, Baldinelli, Moniz Ltd.

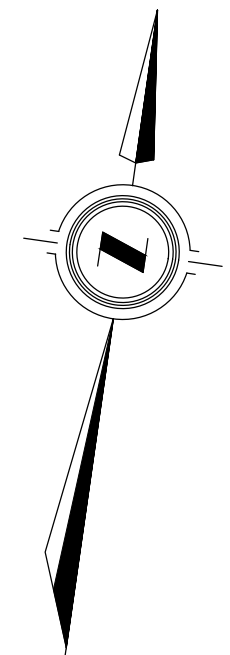
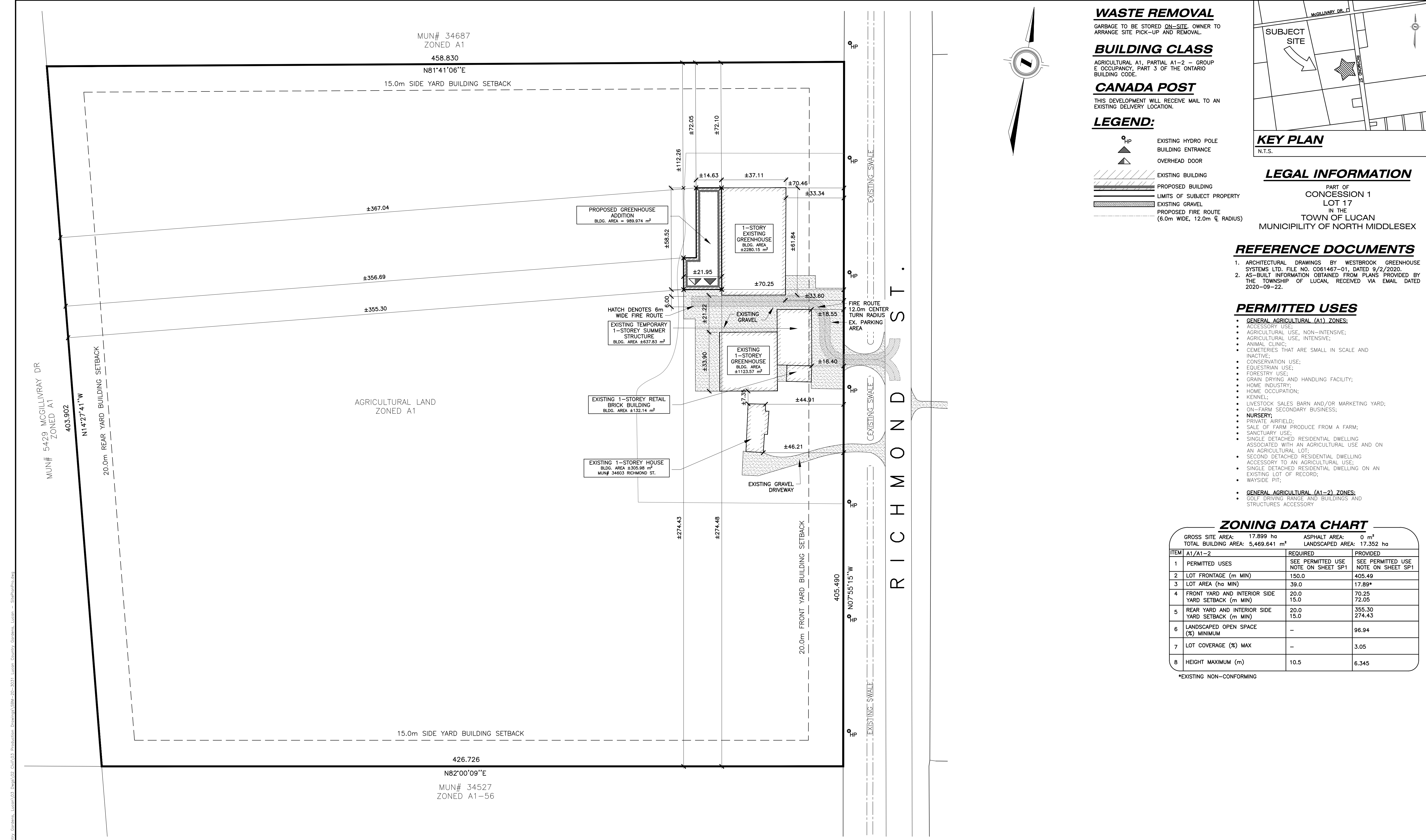
Civil • Structural • Mechanical • Electrical



Laverne Kirkness, BES, RPP, MCIP
Planner IV, Planning Division Manager

APPENDIX A:
CONCEPTUAL SITE PLAN

MUN# 34687
ZONED A1
458.830
N81°41'06"E
15.0m SIDE YARD BUILDING SETBACK



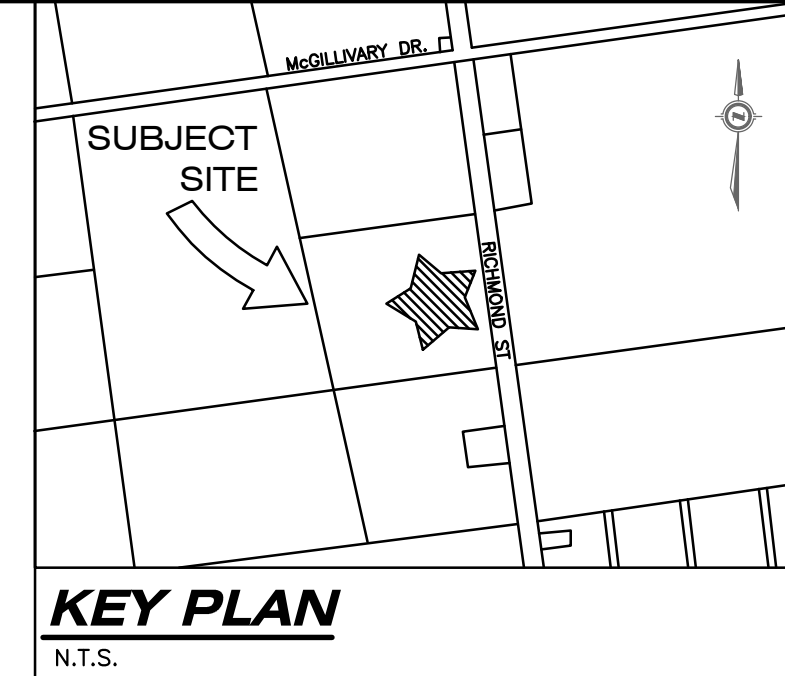
WASTE REMOVAL
GARBAGE TO BE STORED ON-SITE. OWNER TO ARRANGE SITE PICK-UP AND REMOVAL.

BUILDING CLASS
AGRICULTURAL A1, PARTIAL A1-2 - GROUP E OCCUPANCY, PART 3 OF THE ONTARIO BUILDING CODE.

CANADA POST
THIS DEVELOPMENT WILL RECEIVE MAIL TO AN EXISTING DELIVERY LOCATION.

LEGEND:

- HP: EXISTING HYDRO POLE
- ▲: BUILDING ENTRANCE
- △: OVERHEAD DOOR
- ▨: EXISTING BUILDING
- ▩: PROPOSED BUILDING
- ▭: LIMITS OF SUBJECT PROPERTY
- ▧: EXISTING GRAVEL
- ▨: PROPOSED FIRE ROUTE (6.0m WIDE, 12.0m RADIUS)



LEGAL INFORMATION
PART OF CONCESSION 1 LOT 17 IN THE TOWN OF LUCAN MUNICIPALITY OF NORTH MIDDLESEX

REFERENCE DOCUMENTS

- ARCHITECTURAL DRAWINGS BY WESTBROOK GREENHOUSE SYSTEMS LTD. FILE NO. C061487-01, DATED 9/2/2020.
- AS-BUILT INFORMATION OBTAINED FROM PLANS PROVIDED BY THE TOWNSHIP OF LUCAN, RECEIVED VIA EMAIL DATED 2020-09-22.

PERMITTED USES

- GENERAL AGRICULTURAL (A1) ZONES;
- ACCESSORY USE;
- AGRICULTURAL USE, NON-INTENSIVE;
- AGRICULTURAL USE, INTENSIVE;
- ANIMAL CLINIC;
- CEMETERIES THAT ARE SMALL IN SCALE AND INACTIVE;
- CONSERVATION USE;
- EQUESTRIAN USE;
- FORESTRY USE;
- GRAIN DRYING AND HANDLING FACILITY;
- HOME INDUSTRY;
- HOME OCCUPATION;
- KENNEL;
- LIVESTOCK SALES BARN AND/OR MARKETING YARD;
- ON-FARM SECONDARY BUSINESS;
- NURSERY;
- PRIVATE AIRFIELD;
- SALE OF FARM PRODUCE FROM A FARM;
- SANCTUARY USE;
- SINGLE DETACHED RESIDENTIAL DWELLING ASSOCIATED WITH AN AGRICULTURAL USE AND ON AN AGRICULTURAL LOT;
- SECOND DETACHED RESIDENTIAL DWELLING ACCESSORY TO AN AGRICULTURAL USE;
- SINGLE DETACHED RESIDENTIAL DWELLING ON AN EXISTING LOT OF RECORD;
- WAYSIDE PIT;
- GENERAL AGRICULTURAL (A1-2) ZONES;
- GOLF DRIVING RANGE AND BUILDINGS AND STRUCTURES ACCESSORY

ZONING DATA CHART

GROSS SITE AREA: 17.899 ha ASPHALT AREA: 0 m²
TOTAL BUILDING AREA: 5,469,641 m² LANDSCAPED AREA: 17.352 ha

ITEM	A1/A1-2	REQUIRED	PROVIDED
1	PERMITTED USES	SEE PERMITTED USE NOTE ON SHEET SP1	SEE PERMITTED USE NOTE ON SHEET SP1
2	LOT FRONTAGE (m MIN)	150.0	405.49
3	LOT AREA (ha MIN)	39.0	17.89*
4	FRONT YARD AND INTERIOR SIDE YARD SETBACK (m MIN)	20.0 15.0	70.25 72.05
5	REAR YARD AND INTERIOR SIDE YARD SETBACK (m MIN)	20.0 15.0	355.30 274.43
6	LANDSCAPED OPEN SPACE (%) MINIMUM	-	96.94
7	LOT COVERAGE (%) MAX	-	3.05
8	HEIGHT MAXIMUM (m)	10.5	6.345

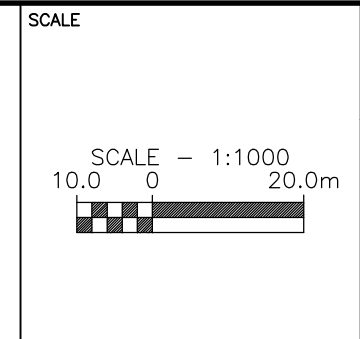
*EXISTING NON-CONFORMING

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/M/Y	BY	CONSULTANT
DESIGN	CJ	1	FOR CLIENT REVIEW/APPROVAL	08/10/20	CJ	
DRAWN	CJ					
CHECKED	LS					
APPROVED	LS					
DATE	08/10/2020					
CAD	20-3031					

STRIK BALDINELLI MONIZ
CIVIL • STRUCTURAL • MECHANICAL • ELECTRICAL
1599 Adelaide St. N, Unit 301, London, Ontario, N5X 4E8
Tel: (519) 471-6667 Fax: (519) 471-0034
Email: sbm@sbmltd.ca

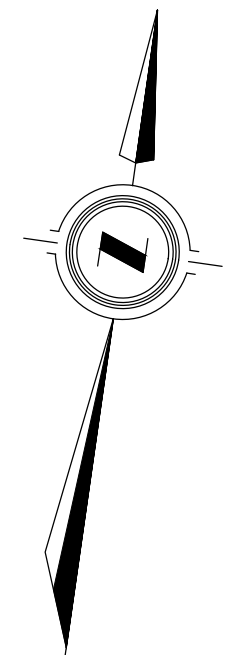
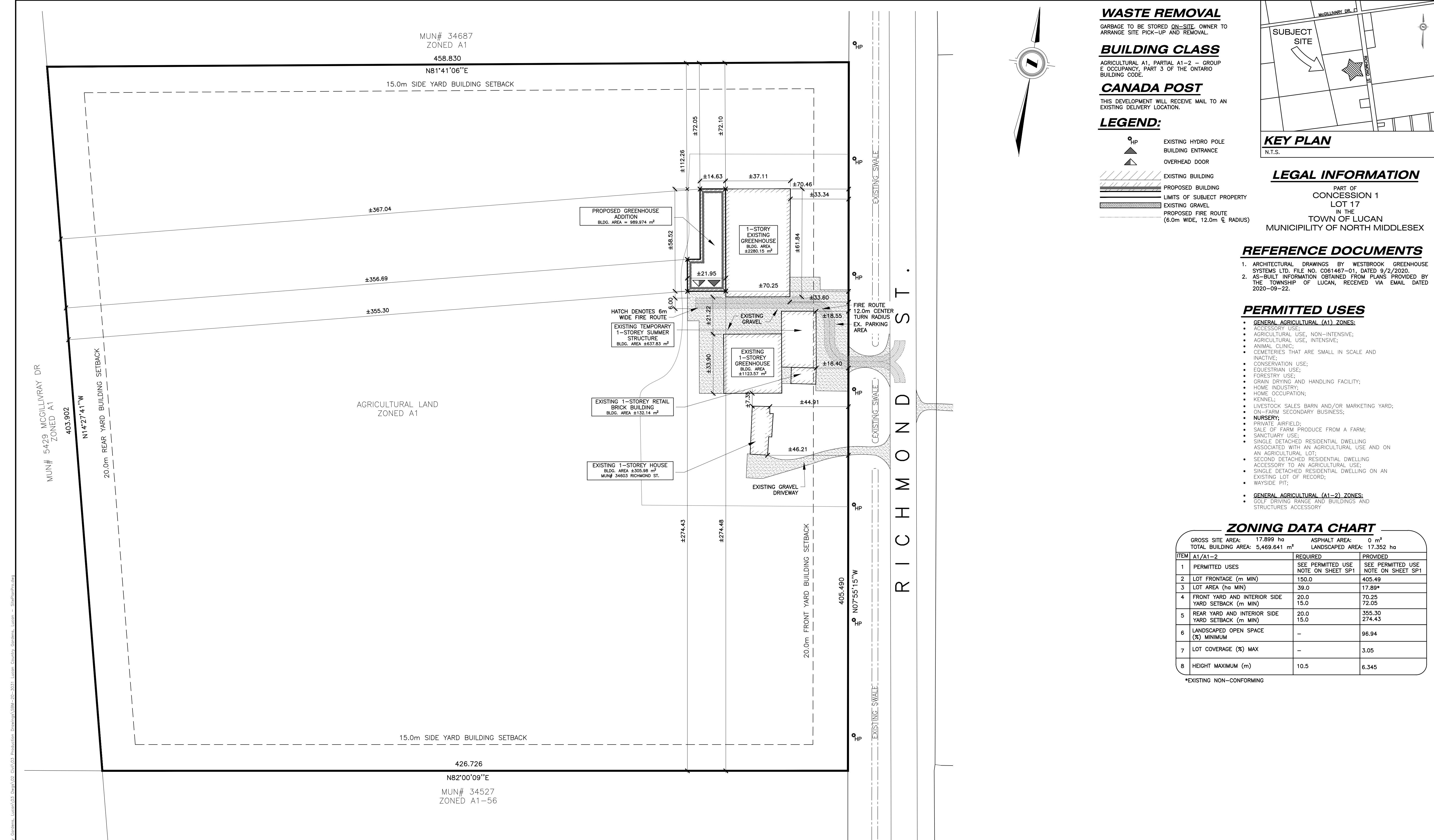
ENGINEER'S STAMP
PRELIMINARY NOT FOR CONSTRUCTION

CLIENT
LUCAN COUNTRY GARDENS
34603 RICHMOND STREET
LUCAN, ON
NOM 2JO
P: 519.227.1716
E: LUCANCOUNTRYGARDENS@LIVE.CA



TITLE	PROJECT No.
SITE PLAN, LEGEND & ZONING CHART	SBM-20-3031
PROPOSED GREENHOUSE ADDITION	SHEET No. SP1
34603 RICHMOND ST. LUCAN, ON.	PLAN FILE No. -

MUN# 34687
ZONED A1
458.830
N81°41'06"E
15.0m SIDE YARD BUILDING SETBACK



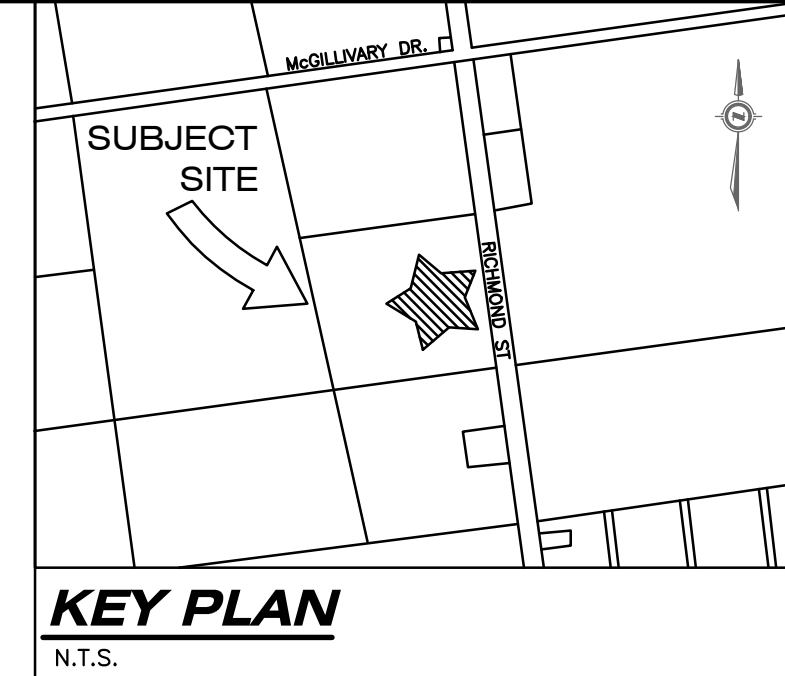
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- ▲ BUILDING ENTRANCE
- ▲ OVERHEAD DOOR
- ▨ EXISTING BUILDING
- ▩ PROPOSED BUILDING
- ▭ LIMITS OF SUBJECT PROPERTY
- ▨ EXISTING GRAVEL
- ▨ PROPOSED FIRE ROUTE (6.0m WIDE, 12.0m RADIUS)



LEGAL INFORMATION
PART OF
CONCESSION 1
LOT 17
IN THE
TOWN OF LUCAN
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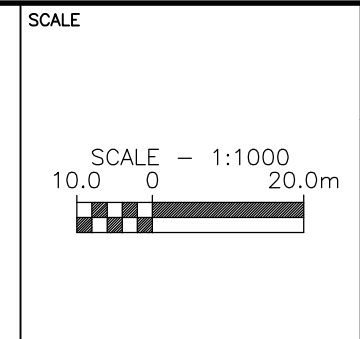
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TITLE SITE PLAN, LEGEND & ZONING CHART	PROJECT No. SBM-20-3031
PROPOSED GREENHOUSE ADDITION	SHEET No. SP1
34603 RICHMOND ST. LUCAN, ON.	PLAN FILE No. -

From: Debbie France <debbiefrance@live.ca>
Sent: Saturday, October 31, 2020 3:51:28 PM
To: Cathy Burghardt-Jesson <cbjesson@lucanbiddulph.on.ca>; Dave Manders <dmanders@lucanbiddulph.on.ca>; Councillor Peter Mastorakos <pmastorakos@lucanbiddulph.on.ca>; Alex Westman <awestman@lucanbiddulph.on.ca>; Ron Reymer <rreymer@lucanbiddulph.on.ca>
Subject: Re: Please Participate in the Federal Online Cannabis Petition

Please Participate in the Federal Online Cannabis Petition

As a follow up to my Stop Illicit Cannabis Grow Operations email, please be advised that my MP, the Honourable Diane Finley for Haldimand-Norfolk has initiated a Canada Wide Online Cannabis Petition.

Act now to protect your communities before it's too late. This is a way for concerned Canadians to keep pressure on the Federal Government. Share this important information about this online petition with your community, coworkers, friends and family.

Why?

- OPP confirm Health Canada's medical pot permit loophole is fuelling illegal grow-ops.

[Health Canada's medical pot permit loophole fuelling illegal grow-ops, say OPP | CBC News](#)

The ask....

- Encourage your residents to voice their concerns by signing the Federal Online petition discussed below.

Be assured that Diane will address all cannabis concerns.

Clicking the link in the media release below takes you right to the petition.

Thanks kindly
Debbie France
751 Concession 14 Townsend
Simcoe, Ontario N3Y4K3
[519 426 8626](tel:5194268626)

MP Diane Finley Urges Community to Participate in Petition to Address Cannabis Growing Loopholes

FOR IMMEDIATE RELEASE

October 22, 2020

Simcoe, ON – “For years now, Liberal Health Ministers have been unwilling to address the serious issues within the legal regime governing medical marijuana growing, particularly what’s

referred to as the designated grower component of the regulations.” said Haldimand-Norfolk Member of Parliament Diane Finley.

On October 22, 2020 petition e-2920 was launched to give Canadians an opportunity to call on the Government of Canada to take action on this growing problem.

“The designated grower program is rife with abuse, lacks sufficient oversight from Health Canada, and has loopholes that allow operations to grow to the size of large-scale commercial operations, with none of the oversights or controls that would prevent odours and environmental impacts on our communities. Law enforcement is also aware of a growing number of designated grower facilities that are linked to organized crime,” stated Finley.

The petition will remain open until January 20, 2021. Those wishing to participate in the petition can visit dianefinley.ca/cannabis, to add their name in support.

“I encourage as many people as possible to visit the petition website and show your support and send a message to the government. The people of Haldimand-Norfolk, and communities right across the country, have been dealing with the consequences of this poorly crafted program. Loopholes need to be closed, and our local officials and law enforcement need the tools to investigate and prosecute unlawful operations and to safeguard against the impact that unlawful growers are having on Canadians’ health and quality of life,” concluded Finley.

-30-

Contacts

Jeremy McIntee
Director of Operations,
Office of the Hon. Diane Finley
diane.finley.c1a@parl.gc.ca
[519-426-3400](tel:519-426-3400)

Sent from my iPad

On Sep 17, 2020, at 11:05 AM, Debbie France <debbiefrance@live.ca> wrote:

Hello Clerk Reymer, Mayor Burghardt-Jesson and Councillors of the Township of Lucan Biddulph,

Kindly share the information beneath and add to your agenda for discussion at your next council meeting. We all share cannabis issues.

Thanks kindly
Debbie France

Stop Illicit Cannabis Grow Operations

This email is being sent to all municipalities in Ontario who are being unjustly impacted by the outbreak in cannabis grow operations that choose not to follow municipal bylaws and regulations.

These grow operations are surging throughout Ontario exposing residents to personal safety and health risks.

What has caused the problem?

Loopholes in cannabis legislation

Loophole after loophole in cannabis legislation continues to be exploited. The legalization of cannabis was meant to keep cannabis from our youth and to get it off the black market. According to law enforcement, legislation has had the opposite effect. It has allowed organized crime to gain an even stronger foothold.

Why work together with other municipalities?

Residents are suffering from the unintended consequences of some of the components of cannabis legislation.

- Many cannabis operations are operating without the required municipal permits, required set-backs and in areas not municipally zoned for cannabis operations.
- According to police, there is a threat to community safety. Guns have been seized at raids. Profits have been known to fund other crimes such as methamphetamine labs and cannabis can be used as currency to trade for cocaine and guns coming from United States. Organized crime has found a way to be comfortably sheltered within existing cannabis laws.
- Obnoxious skunk-like odours are adversely impacting the health and well being of residents.
- Risks to drinking water supply from excessive water usage and chemical contamination.
- Light and noise pollution.
- Greenhouses and other facilities that could be used for more legitimate job creating purposes are often being used for illicit cannabis production.
- Residents are afraid to voice their concerns in public as they fear the criminal element.

- A standardized and enforceable solution will significantly reduce many of the costs municipalities are currently facing.

Over the last few weeks, I have fielded phone calls and emails from residents of Norfolk County and across the province who live in municipalities attempting to control the outbreak. The municipalities all appear to be going to great lengths to help their impacted residents but the common response from everyone is that there isn't an immediate enforceable solution.

In developing a solution, it is important to consider the contributing factors to this problem

- It appears as though many cannabis producers are boldly going forward with their operation without regard for municipal regulations believing they can potentially hide behind the Ministry of Agriculture, Right to Farm legislation that was established to protect farmers who feed our country.
- Far too often, cannabis operations disregard compliance to local bylaws and zoning regulations. Court cases often take years.
- Many cannabis operations are difficult to monitor and are improperly regulated.
- There doesn't seem to be a cannabis tracking system in place for the vast majority of these operations. Where is the cannabis going?
- The secluded locations of these growers make it challenging for enforcement.
- Police raids have revealed that many of these operations are growing beyond their allowable plant limits.
- When the national cannabis prescription average is 2 grams per day as of March 2020 one has to question why the College of Physicians and Surgeons are not questioning or investigating prescriptions as high as 100-150 grams per day.

The purpose of the Cannabis Act was to displace the illicit market but it has actually given it a banner to flourish under a legal license.

Unfortunately, our Federal Government put us in this position. It's long overdue for our Provincial Minister of Municipal Affairs and Housing, and our Federal and Provincial Ministers of Health, Agriculture and Justice to place the personal safety and health of residents first.

What should a solution involve?

- Change in Federal and Provincial legislation and/or regulation is required to eliminate the loopholes that the criminal element has taken advantage of.
- Delegation of inspection authority to local municipalities would allow for fire, health and building inspections. Law enforcement would continue to have authority of plant count and the validity of operational authenticity.
- There is a need to verify prescriptions and the doctors who issue them.

THE ASK...

1. This issue **MUST** be raised at the Federation of Canadian Municipalities (FCM), Rural Ontario Municipalities Association (ROMA) and the Association of Municipalities of Ontario (AMO).

2. We are requesting municipalities to join together and place this at the top of our Provincial and Federal Governments "must urgently fix" list. All levels of government need to be involved in developing a standardized and enforceable solution. Reach out to your MP's and MPP's.

There is strength and leverage in numbers. Join together with other municipalities and demand an enforceable solution from our Ministers.

Thanks kindly,
Debbie France
751 Townsend Concession Rd 14
Simcoe, Ontario, N3Y 4K3
519 426 8626
Resident of Norfolk County

<Sept 7, 2020.pdf>

Sent from my iPad



374028 6TH LINE • AMARANTH ON • L9W 0M6

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

Honourable Premier Ford,

Re: Bill 218

At the regular meeting of Council held November 4, 2020, the following resolution was carried:

Council discussed the Ontario Bill 128, Supporting Recovery and Municipal Elections Act 2020. Provincial Bill 218 was recently introduced to the legislature as Supporting Ontario's Recovery and Municipal Elections Act 2020. As part of this bill, it was proposed to remove the framework for conducting ranked ballot municipal elections for the 2022 election, citing cost as the reason for the change.

This proposed change results in further erosion of local decision-making by repealing the ranked ballot voting system utilized very effectively by London, Ontario in the last municipal election. This is a system that could and perhaps should be adopted by other municipalities around Ontario. It is felt that the system encourages more candidates and improved participation of voters.

Bill 218 also proposed shortening the nomination period of the 2022 municipal election to approximately six weeks.

Resolution #11

Moved by: G. Little – Seconded by: H. Foster

BE IT RESOLVED THAT:

The Township of Amaranth request the Provincial Government of Ontario rescind the proposed changes regarding ranked ballot voting and the nomination period included as part of bill 218.

Further resolved that a letter regarding this resolution be forwarded to Doug Ford, Premier of Ontario, Sylvia Jones, MPP Dufferin-Peel and Steve Clark,

Minister of Municipal Affairs and Housing. Letter to be copied to AMO and all Ontario Municipalities.

CARRIED.

Recorded Vote	Yea	Nay	Absent
Deputy Mayor Chris Gerrits	X		
Councillor Heather Foster	X		
Councillor Gail Little	X		
Mayor Bob Currie	X		

Respectfully submitted,

Nicole Martin

Nicole Martin, Dipl. M.A.
Acting CAO/Clerk

C: Sylvia Jones, MPP Dufferin-Peel
Steve Clark, Minister of Municipal Affairs and Housing
A.M.O.
Ontario Municipalities



November 9, 2020

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

Dear Premier Ford,

Re: Bill 218, Supporting Ontario's Recovery and Municipal Elections Act

Please be advised that at their meeting on November 2, 2020, Council of the Municipality of Meaford passed the following resolution pertaining to Bill 218, Supporting Ontario's Recovery and Municipal Elections Act:

Moved by: Deputy Mayor Keaveney
Seconded by: Councillor Vickers

That Council of the Municipality of Meaford:

- 1. Declare their opposition to all of the amendments to the Municipal Elections Act proposed as part of Bill 218;**
- 2. Reaffirm their desire to move ahead with a ballot question in 2022 about switching to a ranked ballot election in 2026;**
- 3. Direct staff to send a copy of this resolution to the Premier, Minister of Municipal Affairs, Leader of the Opposition; and**
- 4. Direct staff to send a copy of this resolution to all municipalities in the Province of Ontario requesting their support in opposing the amendments to the Municipal Elections Act.**

Carried - Resolution #2020-30-05

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



Yours sincerely,

A handwritten signature in blue ink, appearing to read "Matt Smith".

Matt Smith

Clerk / Director of Community Services
Municipality of Meaford
21 Trowbridge Street West, Meaford
519-538-1060, ext. 1115 | msmith@meaford.ca

cc: Steve Clark, Minister of Municipal Affairs and Housing
Andrea Horwath, Leader of Opposition
Bill Walker, MPP
Association of Municipalities of Ontario
All Ontario Municipalities



November 12, 2020

MPP Will Bouma
96 Nelson Street, Suite 101
Brantford, ON N3T 2X1

Sent via email: will.bouma@pc.ola.org

Dear MPP Bouma:

Please be advised that Brantford City Council at its Special meeting held November 10, 2020 passed the following resolution:

Bill 218 - Ranked Ballots for Municipal Elections

WHEREAS Bill 218 – “Supporting Ontario's Recovery and Municipal Elections Act, 2020” removes the option for municipalities to choose the ranked ballot system for an election; and

WHEREAS in 2016 the Ontario Provincial Government gave municipalities the tools to use Ranked Balloting in Municipal elections commencing in 2018, which was deployed in the City of London thereby becoming the first Municipality in Canada to make the switch, while Cambridge and Kingston both passed referendums in favour of reform and Burlington, Barrie, Guelph, Meaford and others are now exploring a change as well; and

WHEREAS the change of election method process does not impact the Provincial election models but greatly impacts a Municipalities execution options; and

WHEREAS the only explanation given for this is that we should not be ‘experimenting’ with the electoral process during a pandemic mindful that ranked ballot voting is not an experiment but widely used throughout the world and should be a local option that Municipalities can look to utilize in the next election which is just under two years away

WHEREAS Bill 218 also moves up the Municipal nomination date from the end of July to mid September for no apparent reason thereby reinforcing the power of incumbency and potentially discouraging broader participation in municipal elections; and

WHEREAS these changes are being proposed without any consultation with AMO, Municipalities or the public;

NOW THEREFORE BE IT RESOLVED:

- A. THAT the City Clerk BE DIRECTED to submit the following comments on behalf of the Council of the City of Brantford to the Province of Ontario with respect to the proposed changes to the *Municipal Elections Act, 1996*:
- i. Council does not support the proposed changes to the *Municipal Elections Act, 1996*, specifically related to the removal of the option for a municipality to hold a ranked ballot election;
 - ii. Council does support the principle that each Municipality should be able to choose whether or not to use first-past-the-post or a ranked ballot election; and
 - iii. Council encourages the Provincial government to meaningfully consult with Municipalities on municipal issues before introducing legislative changes of this magnitude; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to MPP Will Bouma, Premier Doug Ford, and the list of other Municipalities and include a request to delay the decision until such a time that the Association of Municipalities of Ontario, Large Urban Mayor's Caucus of Ontario, the Federation of Canadian Municipalities and comments from Municipalities have been collected and submitted to the Province.

I trust this information is of assistance.

Yours truly,



Tanya Daniels
City Clerk
tdaniels@brantford.ca

cc: Hon. D. Ford, Premier of Ontario
The Association of Municipalities of Ontario;
The Federation of Canadian Municipalities;
Large Urban Mayor's Caucus of Ontario;
All Ontario Municipalities



From the Office of the Clerk
The Corporation of the County of Prince Edward
332 Picton Main Street, Picton, ON K0K 2T0
T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

November 3, 2020

Please be advised that during the Committee of the Whole meeting on October 29, 2020 the following motion was carried;

RESOLUTION NO. CW-407-2020

DATE: October 29, 2020
MOVED BY: Councillor MacNaughton
SECONDED BY: Councillor St-Jean

Resolution by Councillor MacNaughton regarding Bill 218, Supporting Ontario's Recovery and Municipal Elections Act, 2020 is proposing changes to the Municipal Elections Act of 1996

WHEREAS municipalities in Ontario are responsible for conducting the fair and democratic elections of local representatives; and

WHEREAS Government of Ontario, with Bill 218, Supporting Ontario's Recovery and Municipal Elections Act, 2020 is proposing changes to the Municipal Elections Act of 1996

- to prohibit the use of ranked ballots in future Municipal Elections, and
- extend nomination day from the end of July to the second Friday in September; and

WHEREAS each municipal election is governed by the Municipal Elections Act which was amended in 2016 to include the option to allow Municipalities to utilize ranked ballots for their elections and shorter nomination periods; and

WHEREAS London, Ontario ran the first ranked ballot election in 2018 and several other municipalities since have approved bylaws to adopt the practice, or are in the process of doing so including our regional neighbours in Kingston via a referendum return of 63%; and



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WHEREAS the operation, finance and regulatory compliance of elections is fully undertaken by municipalities themselves; and,

WHEREAS local governments are best poised to understand the representational needs and challenges of the body politic they represent, and when looking at alternative voting methods to ensure more people vote safely, it becomes more difficult to implement these alternatives with the proposed shorter period between Nomination day and the October 24, 2022 Election day;

NOW THEREFORE BE IT RESOLVED THAT Corporation of the County of Prince Edward Council send a letter to the Ministry of Municipal Affairs and Housing urging that the Government of Ontario continues to respect Ontario municipalities' ability to apply sound representative principles in their execution of elections;

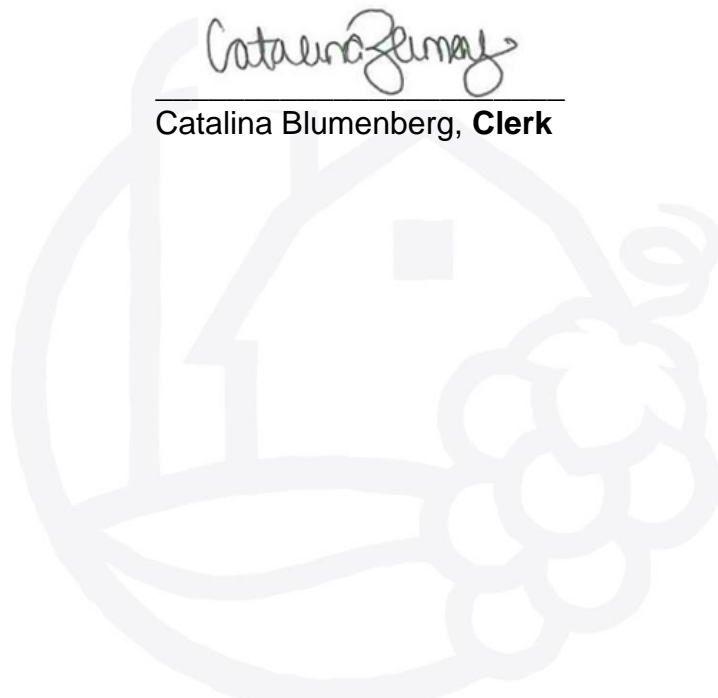
AND THAT the Corporation of the County of Prince Edward Council recommends that the Government of Ontario supports the freedom of municipalities to run democratic elections within the existing framework the Act currently offers;

AND THAT this resolution be circulated to all Ontario Municipalities, AMO and AMCTO.

CARRIED



Catalina Blumenberg, **Clerk**





City of Belleville

CORPORATE SERVICES DEPARTMENT
TELEPHONE 613-968-6481
FAX 613-967-3206

169 FRONT STREET
BELLEVILLE, ONTARIO
K8N 2Y8

October 28, 2020

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

Dear Premier Ford:

**RE: Accessibility for Ontarians with Disabilities Act – Web-site Support
New Business
10, Belleville City Council Meeting, October 26, 2020**

This is to advise you that at the Council Meeting of October 26, 2020, the following resolution was approved.

“WHEREAS Section 14(4) of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; and

WHEREAS the City remains committed to the provision of accessible goods and services; and

WHEREAS the City provides accommodations to meet any stated accessibility need, where possible; and

WHEREAS the declared pandemic, COVID-19, has impacted the finances and other resources of the City; and

WHEREAS the Accessibility for Ontarians with Disabilities Act contemplates the need to consider technical or economic considerations in the implementation of Accessibility Standards;

10. New Business
Belleville City Council Meeting
October 26, 2020

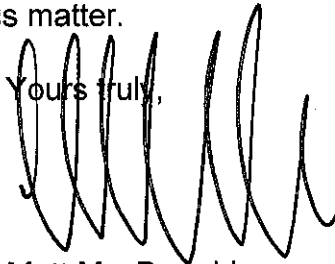
Page 2

BE IT THEREFORE RESOLVED THAT the Corporation of the City of Belleville requests that the Province of Ontario consider providing funding support and training resources to municipalities to meet these compliance standards; and

THAT this resolution be forwarded to the Premier of the Province of Ontario, Prince Edward-Hastings M.P.P., Todd Smith, Hastings – Lennox & Addington M.P.P., Daryl Kramp, the Association of Municipalities of Ontario and all municipalities within the Province of Ontario.”

Thank you for your attention to this matter.

Yours truly,

A handwritten signature in black ink, appearing to read 'Matt MacDonald', written over the text 'Yours truly,'.

Matt MacDonald
Director of Corporate Services/City Clerk

MMacD/nh

Pc: AMO

Todd Smith, MPP Prince Edward-Hastings
Daryl Kramp, MPP Hastings – Lennox & Addington
Councillor Thompson, City of Belleville
Ontario Municipalities



Report To: Committee of the Whole

Meeting Date: October 19, 2020

**Subject: Proposed Regulation under the Ontario Heritage Act
(Bill 108)**

Recommendation(s)

1. That the Report PA20-22 dated October 19, 2020, be received and
2. That the report be endorsed and submitted to the Province, along with the following motion, as the Town of Grimsby's comments to the Environmental Registry.

WHEREAS Royal Assent has been granted to Bill 108 entitled 'More Homes, More Choice Act, 2019' on June 6, 2019; and,

WHEREAS Schedule 11 of Bill 108 contains amendments to the Ontario Heritage Act which require appeals under the Ontario Heritage Act to be heard by the Local Planning Appeal Tribunal not the Conservation Review Board; and,

WHEREAS the Conservation Review Board is an adjudicative tribunal that, through the mandate provided by the Ontario Heritage Act, considers a number of matters such as:

- The proposed designation of a property as having cultural heritage value or interest;
- Applications for the repeal of a By-law on a specific property;
- Applications related to the alteration of a property covered by a By-law; and,
- Matters related to archaeological licensing. AND,

WHEREAS Schedule 11 of Bill 108 will come into effect on a date to be proclaimed by the Lieutenant Governor; and,

WHEREAS the Local Planning Appeal Tribunal are not experts in heritage matters unlike members of the Conservation Review Board; and,

WHEREAS the Local Planning Appeal Tribunal decisions are binding decisions unlike the Conservation Review Board non-binding recommendations; and,



WHEREAS the Ontario Heritage Act provides a means for municipalities to protect and preserve the cultural heritage value or interest of the municipality for generations to come; and,

WHEREAS the Conservation Review Board currently provides reports to municipal council's setting out its findings of fact, and its recommendations so that a final decision can be rendered by municipalities about what is valuable in their community;

WHEREAS the Town of Grimsby remains committed to the preservation and protection of property of cultural heritage value or interest;

NOW THEREFORE BE IT RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to remove the powers provided to the Local Planning Appeal Tribunal, retaining authority for hearing certain appeals by the Conservation Review Board; and,

BE IT FURTHER RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to return the authority for final decisions to municipal council's as the elected representative of the communities wherein the property and its features of cultural heritage value exist; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, Lisa McLeod the Minister of Heritage, Sport, Tourism and Culture Industries, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP Steven Del Duca Leader of the Ontario Liberal Party, Mike Schreiner MPP and Leader of the Green Party of Ontario, Sam Oosterhoff MPP Niagara West; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities of Ontario (AMO), all MPP's in the Province of Ontario, the Niagara Region and all Municipalities in Ontario for their consideration."

We strongly recommend that the Ontario government consider amendments to Bill 108 to return the final authority to municipal Council's to determine what is of cultural heritage value or interest in their communities with the benefits of the expert and professional advice provided by the Conservation Review Board.



Purpose

To provide staff with direction to provide comments to the Environmental Registry on the proposed changes to the Ontario Heritage Act (Bill 108). As the impetus for the new proposed regulations is Bill 108, *The More Homes, More Choices Act*, staff remain concerned that the Province's stated objective to increase housing supply should not come at the expense of the Town of Grimsby's irreplaceable cultural heritage resources, as the purpose of the *Ontario Heritage Act* being to protect and conserve heritage properties.

Background

Updates to the Ontario Heritage Act (Bill 108)

In November 2018, the Province introduced a consultation document: "Increasing Housing Supply in Ontario." On May 2, 2019, the Minister of Municipal Affairs and Housing introduced "More Homes, More Choice: Ontario's Housing Supply Action Plan" and the supporting Bill 108 – the proposed More Homes, More Choice Act. The Province stated that the objective of these initiatives is to ensure more housing choices/supply and address housing affordability. The Ontario Heritage Act was one of 13 provincial statues impacted by Bill 108.

At that time, the proposed regulations for the OHA were unknown but the Ministry of Tourism, Culture and Sport indicated that regulations were to be released "later this year" after consultation and would be posted for comment. At that time, the changes to the OHA were expected to be proclaimed and in full force and effect for July 1, 2020. Later this date was changed to January 1, 2021. The proposed regulations were released for public comment on September 21, 2020, being partially delayed by the COVID-19 pandemic. The changes to the OHA are still anticipated to be proclaimed on January 1, 2021. Comments on the proposed regulations are due to the Environmental Registry by November 5, 2020. Communication from the Ministry of Tourism, Culture and Sport indicates that 'Updates to the existing Ontario Heritage Tool Kit, which will support implementation of the amendments and proposed regulation, are forthcoming. Drafts of the revised guides will be made available for public comment later this fall.' Staff will share this information with the Grimsby Heritage Advisory Committee and Council as it becomes available.

Analysis/Comments

The Environmental Registry posting includes the proposed regulations and a summary of the proposed regulations for the following:

1. Principles that a municipal council shall consider when making decisions under specific parts of the OHA.
2. Mandatory content for designation by-laws.
3. Events which would trigger the new 90-day timeline for issuing a notice of intention to designate and exceptions to when the timeline would apply.
4. Exceptions to the new 120-day timeline to pass a designation by-law after a notice of intention to designate has been issued.
5. Minimum requirements for complete applications for alteration or demolition of heritage properties.
6. Steps that must be taken when council has consented to the demolition or removal of a building or structure, or a heritage attribute.
7. Information and material to be provided to Local Planning Appeal Tribunal (LPAT) when there is an appeal of a municipal decision to help ensure that it has all relevant information necessary to make an appropriate decision.
8. Housekeeping amendments related to amending a designation by-law and an owner's reapplication for the repeal of a designation by-law.
9. Transition provisions.

Many of the proposed regulations are procedural and provide clarity on the new processes that were including in Bill 108. The summary of the proposals is as follows:

Regulatory Proposals

1. Principles to guide municipal decision making

The amendments to the Ontario Heritage Act give authority to prescribe principles that a municipal council shall consider when making decisions under prescribed provisions of Parts IV and V of the Act. The proposed principles relate to the purpose of the Ontario Heritage Act and are intended to help decision-



makers better understand what to focus on when making decisions under the Act.

The proposed principles are consistent with Ontario's policy framework for cultural heritage conservation. The proposed principles provide context for a municipality to follow when making decisions about designated heritage properties, including the minimization of adverse impacts to the cultural heritage value of a property or district. They also require the municipality to consider the views of all interested persons and communities. The new principles will be used in conjunction with Ontario Regulation 9/06, for which no changes have been proposed at this time. While staff already use many similar principles to guide the review process, it is noted that many of the principles use 'should' rather than 'shall' in reference to the principles. The most problematic is the principle that "property that is determined to be of cultural heritage value or interest should be protected and conserved for all generations". Using 'should' rather than 'shall' contradicts the Provincial Policy Statement 2020, which states "Significant built heritage resources and significant cultural heritage landscapes shall be conserved". Staff would prefer consistency in the language in these two provincial policies and recommend that the language from the PPS 2020 be adopted as a principle for the Ontario Heritage Act.

An additional recommendation would be that the definition of 'adaptive reuse' included in this section be revised from "the alteration of a property of cultural heritage value or interest to fit new uses or circumstances while retaining the heritage attributes of the property" to "the alteration of a property of cultural heritage value or interest to fit new uses or circumstances while retaining the cultural heritage value or interest and the heritage attributes of the property".

2. Mandatory content for designation by-laws

The Ontario Heritage Act amendments provide a regulatory authority to prescribe mandatory content for designation by-laws. The goal is to achieve greater consistency across municipalities and to provide improved clarity for property owners through designation by-laws including:

- Identifying the property for the purposes of locating it and providing an understanding of its layout and components;*
- Establishing minimum requirements for the statement of cultural heritage value or interest; and*
- Setting standards for describing heritage attributes.*

From staff's perspective, the most significant changes to the requirements for a



designation by-law are:

- The requirement to include a map or image of the area. This has not typically been done in the past due to the preferences of the Land Registry Office; however, from a staff perspective, this would not be difficult or onerous.
- The description of the heritage attributes must be 'brief' and also explain how each attribute contributes to the cultural heritage value or interest of the property. Staff note that the requirement for explanations may make the description less brief, but are generally supportive of this requirement as it may help clarify both the heritage attributes and the cultural heritage value of the property. However, this requirement will likely increase the amount of staff time required to draft designation by-laws.
- The by-law may list any features of the property that are not heritage attributes. Including a formal list of non-heritage attributes within the by-law could provide clarity to both the property owner and the Town of Grimsby.

3. 90-day timeline to issue a Notice of Intention to Designate Amendments to the Ontario Heritage Act establish a new 90-day timeline for issuing a notice of intention to designate (NOID) when the property is subject to prescribed events. It also allows for exceptions to this restriction to be prescribed.

The new timeline is intended to encourage discussions about potential designations with development proponents at an early stage to avoid designation decisions being made late in the land use planning process. The ministry has proposed three triggers which would place this restriction on council's ability to issue a NOID. These are applications submitted to the municipality for either an official plan amendment, a zoning by-law amendment or a plan of subdivision.

The proposed regulation also provides exceptions to when the 90-day timeline applies. The ministry is proposing the following categories of exceptions.

- Mutual agreement – Where an extension of, or exemption from, the 90-day restriction on issuing a NOID is mutually agreed to by the municipality and the property owner who made the application under *the Planning Act*.
- Administrative restrictions – Where municipal council or heritage committee are limited in their ability to reasonably fulfill the statutory requirements for issuing a NOID within the original 90-day timeframe. This would apply in cases of a declared emergency or where a municipal heritage committee would be unable to provide its recommendations to council. The timeframe would be extended by 90 days.
- New and relevant information – Where new and relevant information could have an impact on the potential cultural heritage value or interest of the



property is revealed and needs further investigation. Council would be able to extend the timeframe through a council resolution. In the case of new and relevant information council would have 180 days from the date of the council resolution to ensure there is sufficient time for further information gathering and analysis to inform council's decision.

Expiration of restriction – The 90-day restriction on council's ability to issue a NOID would not remain on the property indefinitely and would no longer apply when the application that originally triggered the 90-day timeframe is finally disposed of under the Planning Act.

The proposed regulation also provides notification requirements related to the exceptions to the 90-day timeframe restriction.

Overall, the regulations provide required clarity to the proposed new timelines. Staff are pleased that one of the exemptions to the new regulated timelines is through mutual agreement, as many developers in Grimsby have demonstrated their willingness to work with staff and Council to work towards heritage conservation goals through the planning process.

The exemption for 'new and relevant' materials is useful to ensure that all parties have all of the information needed to make a decision. To this end, the regulations also provide a definition of 'new and relevant' to be applied in this context.

The termination period for the 90-day timelines is limited to the lifespan of the specific planning application. This will ensure that properties are not prohibited from heritage conservation indefinitely.

However, staff have several concerns in regards to these proposed regulations. First, the 90 day timeline will not provide enough time for the town to request and review a peer review of a Heritage Impact Assessment, should the town feel that review is necessary. Staff recommend that the 90 day timeline be increased, or that an additional exemption be included that provides municipalities more time to address requirements for peer review. Likewise, the substantially reduced time limit for planning decisions in Bill 108, especially in regards to decisions for zoning by-law amendments, will create challenges for staff where heritage properties are involved in a planning application.

Staff also note that these new timelines will require significant changes to internal processes in order to accommodate the regulations, which in turn will take a significant amount of staff time to coordinate between Heritage Planning staff, and Planning staff.

4. 120-day timeline to pass a designation by-law Amendments to the Ontario Heritage Act establish a new requirement for designation by-laws to be passed within 120 days of issuing a Notice of Intention to Designate (NOID). It also



allows for exceptions to be prescribed. The ministry is proposing the following categories for exceptions.

- *Mutual agreement - Where an extension of, or exemption from, the requirement to pass a by-law within 120 days of issuing a NOID is mutually agreed to by the municipality and the property owner.*
- *Administrative restrictions – Where municipal council is limited in its ability to reasonably fulfill the statutory requirements for passing a designation bylaw within the original 120-day timeframe. This would apply in cases of a declared emergency.*
- *New and relevant information – Where new and relevant information that could have an impact on the potential cultural heritage value or interest of the property is revealed and needs further investigation.*
- *Council would be able to extend the timeframe through a council resolution to ensure there is enough time for further information gathering and analysis to inform its decision.*
- *Council would have an additional 180 days from the date of the council resolution to pass the bylaw.*

Exceptions allowing for the extension of the 120-day timeframe for passing a by-law must occur prior to the expiry of the initial 120 days. The proposed regulation includes notification requirements related to the exceptions to the 120-day timeframe.

Similar to the exemptions for the 90-day designation notice timeline, the proposed exemptions to pass a designation by-law, especially through mutual agreement, are generally considered helpful. The practice of passing a by-law soon after the objection period has expired (or an appeal has been resolved), is already undertaken in Grimsby for most designations. However, staff would note that implementing these regulations will require staff time to accomplish.

5. 60-day timeline to confirm complete applications, alteration or demolition and contents of complete applications

Amendments to the Ontario Heritage Act establish a new timeline of 60 days for the municipality to respond to a property owner about the completeness of their application for alteration of, or demolition or removal affecting, a designate heritage property. It also provides a regulatory authority for the Province to set out minimum requirements for complete applications. The purpose of these provincial minimum standards is to ensure transparency so that property owners are aware of what information is required when making an application. The

details of what is proposed in regulation reflect current municipal best practices. The proposed regulation also enables municipalities to build on the provincial minimum requirements for complete applications as a way of providing additional flexibility to address specific municipal contexts and practices. Where municipalities choose to add additional requirements, the proposed regulation requires them to use one of the following official instruments: municipal by-law, council resolution or official plan policy. The proposed regulation establishes that the 60-day timeline for determining if the application is complete and has commenced starts when an application is served on the municipality. It further proposes that applications may now be served through a municipality's electronic system, in addition to email, mail or in person.

The introduction of a timeline to confirm a complete application for heritage issues is new, but is not unwelcome as it will provide clarity for the property owner and the town. The list of submission requirement set out in the regulations is similar to the requirements that the town already requires; however, a more thorough review of any proposed materials should be undertaken and a report brought forward to Council to confirm Grimsby's list of required submissions and be adopted by municipal by-law as required by the regulation. The ability for the town to set its own additional requirements (through due process) is important to ensure that the town's heritage conservation goals are met.

However, staff note that the requirements for a complete application are only applied to subsections 33 (2) and 34 (2) of the *Ontario Heritage Act*, meaning that there are no requirements for a complete application for properties designated under Part V as part of heritage conservation districts. Staff recommend that the requirements for complete application also be applied to district properties.

6. Prescribed steps following council's consent to a demolition or removal under s. 34.3

Amendments to the Ontario Heritage Act provide that municipal council consent is required for the demolition or removal of any heritage attributes, in addition to the demolition or removal of a building or structure. This is because removal or demolition of a heritage attribute that is not a building or structure, such as a landscape element that has cultural heritage value, could also impact the cultural heritage value or interest of a property.

Prior to the amendments, where council approved a demolition or removal under s. 34, the Act required council to repeal the designation by-law. However, in cases where only certain heritage attributes have been removed or demolished, or where the demolition or removal was of a structure or building that did not have cultural heritage value or interest, the property might still retain cultural



heritage value or interest. In these cases, repeal of the by-law would not be appropriate.

The proposed regulation provides municipalities with improved flexibility by requiring council to first determine the impact, if any, of the demolition or removal on the cultural heritage value or interest of the property and the corresponding description of heritage attributes. Based on the determination council makes, it is required to take the appropriate administrative action, which ranges from issuing a notice that no changes to the by-law are required, to amending the by-law as appropriate, to repealing the by-law. Council's determination and the required administrative actions that follow are not appealable to LPAT.

The proposed regulation provides that, where council has agreed to the removal of a building or structure from a designated property to be relocated to a new property, council may follow an abbreviated process for designating the receiving property. The proposed regulation provides a series of administrative steps to support the designation by-law. Council's determination that the new property has cultural heritage value or interest and the subsequent designation by-law made under this proposed regulation would not be appealable to LPAT.

The requirement to issue notice for demolition of any heritage attributes of a property was a concern, however, the clarification that a repealing by-law may not be required for every demolition is helpful. Following the demolition or removal, if the cultural heritage value or interest and heritage attributes do not need amending, the only notice requirement is to the Ontario Heritage Trust, who are already required to receive notice of all decisions regarding alterations, demolitions, removals and relocations.

However, staff would note that the wording of the regulation is slightly confusing: "After the demolition or removal of a building, structure or heritage attribute on the property is complete, the council of the municipality shall, in consultation with the municipal heritage committee established under section 28 of the Act, if one has been established, make one of the following determinations.." Staff are unclear on if this means that removal of any building, even one that is not a heritage attribute (i.e. a modern garden shed), requires Council approval.

7. Information to be provided to LPAT upon an appeal with the exception of decisions made under section 34.3 as described above, all final municipal decisions related to designation, amendment and repeal, as well as alteration of a heritage property under the Act will now be appealable to LPAT, in addition to decisions related to demolition and Heritage Conservation Districts, which were already appealable to LPAT. The decisions of LPAT are binding. Preliminary objections to designation matters will now be made to the municipality, before the final decision is made. Prior to the amendments, appeals of designation-related notices or appeals of alteration decisions were made to the Conservation Review Board, whose decisions were not binding.

A regulatory authority was added to ensure that appropriate information and materials related to designations, alteration and demolition decisions are forwarded to the LPAT to inform appeals. The proposed regulation outlines which materials and information must be forwarded for every LPAT appeal process in the Act by the clerk within 15 calendar days of the municipality's decision.

The two-tier process of objection to the municipality, followed by appeal to the LPAT, is a noted concern as this new process will create delays for property owners, staff, the Grimsby Heritage Advisory Committee and Council. The updated regulation does not change this; it provides a list of the materials and information required for LPAT appeals.

8. Housekeeping amendments

Amendments to the Act included regulatory authority to address a few housekeeping matters through regulation. Previously, where a municipality proposed to make substantial amendments to an existing designation by-law it stated that the designation process in section 29 applied with necessary modifications. The proposed regulation clearly sets out the modified process, including revised language that is more appropriate for an amending by-law. The proposed regulation also makes it clear that there is no 90-day restriction on issuing a notice of proposed amendment to a by-law and provides that council has 365 days from issuing the notice of proposed amendment to pass the final amending by-law and that this timeframe can only be extended through mutual agreement.

The proposed regulation also outlines restrictions on a property owner's ability to reapply for repeal of a designation by-law where the application was unsuccessful, unless council consents otherwise. The one-year restriction on an owner's reapplication maintains what had been included in the Act prior to the amendments.

The ability to amend a heritage designation by-law is improved through the regulations that provide clarity to the stated process. Staff support this regulation as it will make it easier to update old designation by-laws as required, as well as make amendments to by-laws that require updating to remove listed heritage attributes as per the new regulation.

9. Transition

Section 71 of the Ontario Heritage Act establishes a regulation-making authority for transitional matters to facilitate the implementation of the amendments, including to deal with any problems or issues arising as a result of amendments. The proposed transition rules provide clarity on matters that are already in progress at the time the amendments come into force.

General Transition Rule



All processes that commenced on a date prior to proclamation would follow the process and requirements set out in the Act as it read the day before proclamation. The proposed regulation sets out the specific triggers for determining if a process had commenced.

Exceptions

Outstanding notices of intention to designate. Where council has published a notice of intention to designate but has not yet withdrawn the notice or passed the by-law at the time of proclamation, the municipality will have 365 days from proclamation to pass the by-law, otherwise the notice will be deemed withdrawn. Where a notice of intention to designate has been referred to the Conservation Review Board, the 365 days would be paused until the Board either issues its report or until the objection has been withdrawn, whichever occurs earlier.

90-Day restriction on issuing a NOID

The 90-day restriction on council's ability to issue a NOID would only apply where all notices of complete application have been issued by the municipality in relation to a prescribed Planning Act application, on or after proclamation.

Prescribed steps following council's consent to demolition or removal (s.34.3)

The ministry is proposing that the prescribed steps would apply following consent to an application by the municipality or by order of the Tribunal, where at the time of proclamation council had not already repealed the by-law under s. 34.3.

Staff would note that the transitions proposed will place increased demand on staff time and resources in order to prepare for the January 1, 2021 implementation deadline. As this has not been accounted or planned for, staff would recommend that the proclamation deadline be pushed to July 1, 2021 to allow municipalities more time to prepare, especially in consideration of the COVID-19 pandemic, which has already created additional stress on staff resources.

Regulatory Impact Assessment

The objective of the proposed regulation is to improve provincial direction on how to use the Ontario Heritage Act, provide clearer rules and tools for decision making, and support consistency in the appeals process. Direct compliance costs and administrative burdens associated with the proposed regulations are unknown at this time. New rules and tools set out in the proposed regulations are expected to result in faster development approvals.

There are anticipated social and environmental benefits as the proposed regulation seeks to achieve greater consistency to protecting and managing heritage property across the province.

Overall, staff support many of the proposed regulation changes, as they provide greater clarity for the new processes created through Bill 108. Some of the concerns identified



by the town in their comments on Bill 108 remain, such as all appeals being moved to the Local Planning Appeal Tribunal (LPAT) from the Conservation Review Board (CRB).

The proposed regulations appear to be consistent with the objectives of Provincial policy and the OHA to conserve significant cultural heritage resources. However, many of the town's existing processes will need to be adjusted to conform to the proposed regulation changes. Staff would recommend to the Province that more time be provided to municipalities to accommodate the new regulations, especially given that the COVID-19 pandemic is in the second wave and also because the revised Ontario Heritage Took Kit has not been provided for draft comment and review. Additionally, staff resources will need to be evaluated in light of the current volume of heritage alteration applications to ensure the delivery of heritage reports and notices occur within the specified timelines. The substantially reduced time limit for planning decisions in Bill 108, especially in regards to decisions for zoning by-law amendments, will create challenges for staff where heritage properties are involved in a planning application.

The Province has noted that the direct compliance costs and administrative burdens are unknown at this time. Staff would suggest that the cost and burden on already stressed municipalities operating in an ongoing pandemic would be significant.

Strategic Priorities

This report addresses the corporate strategic goal to: Protect, preserve and enhancing Grimsby's distinct heritage and culture

Financial Impact

There are no direct financial implications arising from the recommendations in this report. However, the proposed regulation changes will have undetermined financial impacts for the town.

Public Input

Members of the public may provide comments on Bill 108's proposed changes through the related postings on the Environmental Registry of Ontario (ERO) website.

Conclusion

As the impetus for the new proposed regulations is Bill 108, *The More Homes, More Choices Act*, staff remain concerned that the Province's stated objective to increase housing supply should not come at the expense of the Town of Grimsby's irreplaceable cultural heritage resources, as the purpose of the *Ontario Heritage Act* being to protect and conserve heritage properties.



Prepared by,

A handwritten signature in cursive script, appearing to read "B. Verrecchia".

Name: Bianca Verrecchia

Title: Assistant Heritage Planner

Submitted by,

A handwritten signature in cursive script, appearing to read "A. Minichillo".

Name: Antonietta Minichillo

Title: Director of Planning, Building & Bylaw



La Corporation de la Municipalité de / The Corporation of the Municipality of
ST. CHARLES

C.P. / Box 70, 2 King Street East St.-Charles ON
Tel: 705-867-2032 Fax: 705-867-5789

POM 2W0
www.stcharlesontario.ca

MOVED BY: Councillor Monica Loftus

SECONDED BY: Councillor Richard Lemieux

RESOLUTION NO. 2020-179

WHEREAS Council for the Corporation of the Municipality of St.-Charles wishes to support Resolution Number CX93-20 from Grey County;

AND WHEREAS the Corporation of the Municipality of St.-Charles recognized that the need for reliable access to affordable broadband is required for education and business purposes to ensure continuity and success;

AND WHEREAS reliable broadband will continue to play an essential role in economic and social recovery across Ontario post-pandemic;

AND WHEREAS not all residents of the Municipality of St.-Charles are within a connectivity coverage area and that rural areas often receive inadequate or disproportionately low levels of service;

AND WHEREAS while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area;

AND WHEREAS the need for broadband infrastructure improvement is immediate;

BE IT RESOLVED THAT the Corporation of the Municipality of St.-Charles representing our residents and business owners alike, call to action Premier Ford; the Minister of Environment, Conservation and Parks, the Honourable Jeff Yurek to champion the implementation of broadband in the under-serviced areas of the Municipality of St.-Charles..

CARRIED

I, Tammy Godden, Clerk of the Municipality of St.-Charles, do certify the foregoing to be a true copy of Resolution No. 2020-179 passed in a Regular Meeting



The Corporation of Loyalist Township (via e-mail)
P.O. Box 70. 263 Main Street,
Odessa, ON K0H 2H0

November 3, 2020

Re: Support of Resolution from Loyalist Township regarding funding for community groups and service clubs affected by pandemic

Please be advised that on October 28th 2020 the Town of Plympton-Wyoming Council passed the following motion to support the Council of Loyalist Township motion (attached) regarding funding for community groups and service clubs affected by pandemic that was passed on September 28th 2020:

Motion #13 – *Moved by Bob Woolvett, Seconded by Netty McEwen that Council supports item ‘n’ regarding funding for community groups and service clubs affected by pandemic.*

Motion Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak
Clerk
Town of Plympton-Wyoming

Cc: (all sent via e-mail)
MP Marilyn Gladu – Sarnia-Lambton
MPP Bob Bailey- Sarnia-Lambton
Premier of Ontario
Prime Minister of Canada
Association of Municipalities Ontario
Rural Ontario Municipalities Association
All Ontario Municipalities

October 9, 2020

The Right Honourable Justin Trudeau
Prime Minister of Canada
Email: justin.trudeau@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
Email: premier@ontario.ca

Re: Funding for community groups and service clubs affected by pandemic

Please be advised that at the Regular Meeting of Council on September 28, 2020, the Council of Loyalist Township passed the following resolution:

Resolution No. 2020.35.16
Moved by: Deputy Mayor Hegadorn
Seconded by: Councillor Porter

“Whereas, the world health organization characterized covid-19 as a pandemic on March 11, 2020

And whereas, travel restrictions were put in place March 21st, 2020 with emergency orders being established under the quarantine act

And whereas, the province of Ontario entered a state of emergency on March 17, 2020

And whereas Loyalist Township declared a state of emergency on March 26, 2020

And whereas the Kingston, Frontenac, Lennox and Addington Public Health Unit have enacted orders under Section 22 of the Ontario Health Protection and Promotion Act, 1990

And whereas the above noted state of emergencies and orders restricted the ability for charities, community groups and service clubs to raise or acquire funds through conventional methods

And whereas these charities, community groups and service clubs provide vital resources and support critical to community members

And whereas these charities, community groups and service clubs' partner with municipal governments reducing the financial pressures on the government while enhancing the lives of residents

Therefore be it resolved that Loyalist Township council requests confirmation from the governments of Ontario and Canada that funding will be available for these local smaller charities, community groups and service clubs.

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Derek Sloan, Hastings - Lennox and Addington ; the Honourable Daryl Kramp, MPP Hasting-Lennox and Addington; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario".

Regards,



Brandi Teeple
Deputy Clerk
Loyalist Township

cc. MP Derek Sloan- Hastings-Lennox and Addington
MPP Daryl Kramp- Hastings- Lennox and Addington
Association of Municipalities Ontario
Rural Ontario Municipalities Association
All Ontario Municipalities



TOWNSHIP OF EAST GARAFRAXA

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www.eastgarafraxa.ca

November 11, 2020

County of Wellington
Donna Bryce, Clerk
74 Woolwich Street
Guelph, ON N1H 3T9
donnab@wellington.ca

Attention: Donna Bryce,

RE: Resolution of Support - Assessment Methodologies for Aggregate Resource Properties

At the October 27, 2020 special electronic meeting of Council, the following resolution was passed:

Moved by Pinkney, Seconded by Nevills

Be it Resolved that:

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and

WHEREAS *Township of East Garafraxa* Council supports a fair and equitable assessment system for all aggregate resource properties; and

WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and

WHEREAS *Township of East Garafraxa* Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties.

NOW THEREFORE BE IT RESOLVED:

(a) That *Township of East Garafraxa* Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and

(b) That *Township of East Garafraxa* Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and

(c) That *Township of East Garafraxa* Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and

(d) That *Township of East Garafraxa* Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s). **CARRIED.**

Trusting you will find this satisfactory.

Regards,



Susan M. Stone, AMCT
CAO/Clerk-Treasurer
Corporation of the
Township of East Garafraxa

Cc: Honorable Rod Phillips, Minister of Finance rod.phillips@pc.ola.org
Honorable Steve Clark, Minister of Municipal Affairs and Housing steve.clark@pc.ola.org
Honorable John Yakabuski, Minister of Natural Resources and Forestry john.yakabuski@pc.ola.org
Kyle Seeback, Dufferin-Caledon MP Kyle.Seeback@parl.gc.ca
Sylvia Jones, Dufferin-Caledon MPP sylvia.jonesco@pc.ola.org
AMO amo@amo.on.ca
ROMA roma@roma.on.ca
Ontario Municipalities



MINUTES

BOARD OF DIRECTORS MEETING

Thursday, October 15, 2020

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

VIA VIDEO CONFERENCE

HEARING

Pursuant to Ontario Regulation 147/06

(Development, interference with Wetlands and Alteration to Shorelines and Watercourses)

DIRECTORS PRESENT

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

STAFF PRESENT

Geoff Cade, Abbie Gutteridge, Brian Horner, Daniel King, Tracey McPherson, Meghan Tydd-Hrynyk

OTHERS PRESENT

Jacob Damstra, Chris Gibbons, Grant Inglis, John Dixon, Sandra Dixon, Leslie Myers, Peter Myers, Richard Sheppard, Jacqueline Sheppard

CALL TO ORDER

Chair Doug Cook called the virtual Hearing pursuant to Ontario Regulation 147/06, to order at 10:03 a.m. for consideration of Minor Works Applications #MW2020-89A, #MW2020-89B, #MW2020-89C. The chair welcomed the applicants and other attendees.

Chair Cook stated the procedures for conducting the Hearing and asked Daniel King, Regulations Coordinator and Provincial Offences Officer, to provide details on the applications.

Mr. King advised that the three subject properties are located in the Beach O' Pines community (9916, 9922, and 9926 Huron Drive), in the Municipality of Lambton Shores. The applicants are proposing to complete temporary shore protection, while planning permanent protection measures to be implemented in 2021.

ABCA currently regulates the shoreline, separated into Lakeshore Areas 1 and 2 in the Shoreline Management Plan. The applicants' have existing residences on their properties, all of which are located in Lakeshore Area 2. Ausable Bayfield Conservation staff did approve temporary placement of shore protection at two neighbouring properties, as they encroach into Lakeshore Area 1 and there was concern that the dune erosion may undermine the foundation of the main structures.

The application provided a site map, as well as a cross section with dimensions of a typical three-course armor stone wall. The application also included a letter of support from the applicants' coastal engineering consultant, Chris Gibbons of Dillion Consulting. The primary reason for the temporary works is to maintain the dune face until a permanent installation can be made that meets Ausable Bayfield Conservation Authority Policy.

From the 2019 Shoreline Management Plan update, shore protection applications are permitted to protect a primary building, and must be landward of the location of the 100 year lake level plus 15m wave uprush allowance. These applications are before the Board of Directors because the conditions of this policy have not been met; therefore, staff cannot approve the proposal. However, the applicants have committed to submitting plans for a permanent structure which will meet the requirements. Therefore, staff recommend that the three applications for temporary shore protection be approved, provided that the works are temporary in nature, have no permanent impact on neighbouring structures and properties, and that they receive permission for a permanent shore structures by March 31, 2021, or the temporary protection measures will be removed at that time.

Jacob Damstra, from Lerner's LLP, spoke on behalf of the applicants. Mr. Damstra indicated that the applicants are content with the recommendation from staff. He explained that temporary shore can be installed quickly, will allow the applicants to put together applications for permanent measures that will meet Ausable Bayfield Conservation Authority requirements. Chris Gibbons, from Dillon Consulting, also noted that the temporary protection will stabilize the dune face from further erosion, while a more permanent solution is devised. The applicants did not feel the need to present anything further to the Board of Directors.

COMMITTEE OF THE WHOLE

MOTION #BD 75/20

**Moved by Dave Jewitt
Seconded by Ray Chartrand**

“RESOLVED, THAT the Board of Directors go into Committee of the Whole at 10:35 a.m. to discuss information presented in the Hearing, with Brian Horner, Abbie Gutteridge, Tracey McPherson, and Grant Inglis remaining in attendance.”

Carried.

MOTION #BD 76/20

**Moved by Mike Tam
Seconded by Alex Westman**

“RESOLVED, THAT Committee of the Whole rise and report at 10:50 a.m.”

Carried.

MOTION #BD 77/20

**Moved by George Irvin
Seconded by Marissa Vaughan**

“RESOLVED, THAT the Board of Directors approves applications #MW2020-89A, #MW2020-89B, and #MW2020-89C to install temporary shoreline protection subject to conventional ABCA conditions for shoreline protection structures, and

“FURTHER, THAT the approval is conditional upon the applicants receiving permission for permanent shore protection structures by March 31, 2021, and

“FURTHER, THAT if no such permission is received that the temporary protection measures shall be removed by March 31, 2021.

Carried.

ADJOURNMENT

The Hearing was adjourned at 10:50 a.m. The Board moved into the regular Board of Directors meeting.

BOARD OF DIRECTOR MEETING

DIRECTORS PRESENT

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

STAFF PRESENT

Bev Brown, Geoff Cade, Tim Cumming, Abbie Gutteridge, Brian Horner, Ian Jean, Daniel King, Tracey McPherson, Kate Monk, Meghan Tydd-Hrynyk, Angela Van Niekerk

CALL TO ORDER

Chair Doug Cook called the virtual meeting to order at 10:56 a.m. and welcomed everyone in attendance. He thanked staff for organizing the meeting and stated the procedures for voting and asking questions would be by show of hand.

ADOPTION OF AGENDA

MOTION #BD 78/20

Moved Mike Tam

Seconded by Ray Chartrand

“RESOLVED, THAT the agenda for the October 15, 2020 Board of Directors Meeting be approved,”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

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

DISCLOSURE OF INTENTION TO RECORD

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

ADOPTION OF MINUTES**MOTION #BD 79/20****Moved by Dave Jewitt
Seconded by George Irvin**

“RESOLVED, THAT the minutes of the Board of Directors virtual meeting held on September 17, 2020, the Budget Committee virtual meeting held on October 8, 2020 and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTES2021 Proposed Budget

General Manager Brian Horner advised that there was a small change between the overall project levy and the general levy, but that the combined levy amount remained the same as presented at the October 8, 2020 Budget Committee meeting. The proposed 2021 combined general (\$1,109,679) and project levy (\$226, 691) equal a decrease of 0.56% from 2020.

MOTION #BD 80/20**Moved by Alex Westman
Seconded by Bob Harvey**

“RESOLVED, THAT the member municipalities be advised of the 2021 proposed project levy, general levy and budget and provided with supplementary information for the 30 day review, as the weighted vote by apportionment is intended to be held at the November 19, 2020 Board of Directors meeting”

Carried.

PROGRAM REPORTS1. (a) Development Review

Meghan Tydd-Hrynyk, Planning & Regulations Officer, presented the Development Review report pursuant to Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. Through the application process, proposed developments within regulated areas are protected from flooding and erosion hazards. Staff granted permission for 32 *Applications for Permission* and 15 *Minor Works Applications*.

(b) Violations/Appeals Update

Daniel King, Regulations Coordinator provided an update on some violation files. He advised that the first court date for the charges at Beach o’ Pines in Municipality of Lambton Shores is on October 28, 2020. He also noted that all other violations are ongoing, and that one should be closing soon.

MOTION #BD 81/20**Moved by Alex Westman
Seconded by Adrian Cornelissen**

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

Carried.

2. Stewardship Funding Projects Review

Ian Jean, Forestry Specialist presented 4 project applications eligible for funding assistance through the Canada Nature Fund (CNF) for cover crops, to improve aquatic habitat in the Ausable River for freshwater mussels and fish that are species at risk. He noted that CNF funding for 2020 wetland restoration and sediment and nutrient reduction has been fully allocated, but that there is still funding available for cover crops and fragile land retirement.

3. Gypsy Moth Outbreak Review

Ian Jean, Forestry Specialist provided a report on the gypsy moth caterpillar, its local impact, management options, and the ABCA response to date and preparations underway for the 2021 year. These caterpillars cause moderate to severe tree defoliation in parts of the watershed in 2020, particularly in Lambton shores along the Highway 21 corridor. There were also several affected areas in Middlesex County and Huron County. ABCA provides education on the gypsy moth, and provided information through a media release in April. Typically, the gypsy moth population will build and then collapse due to a fungus and virus that develop, and an outbreak could last from one to three years. The ABCA continues to communicate and collaborate with an established communications group in Lambton County. The ABCA suggests a “hands off” management approach on ABCA lands, but may consider spraying Btk as a buffer along neighbouring properties, where landowners are planning to implement a spray program.

MOTION #BD 82/20

Moved by Ray Chartrand

Seconded by Bob Harvey

“RESOLVED, THAT the Board of Directors approve the projects eligible for stewardship program funding as presented in Program Report #2 – Stewardship Funding Projects Review, and

FURTHER, THAT the information provided in Program Report #3 – Gypsy Moth Outbreak Review, be received as presented”

Carried.

4. Proposed ABCA Social Media Policy

Tim Cumming, Communications Specialist, presented a proposed updated social media policy for the ABCA. Board of Directors approved the previous social media policy in 2010. However, as social media has changed since that time, ABCA management convened a staff Social Media Policy Update committee in February of 2020. The intent of the updated policy is to help manage the expectations of the public and reduce risk to the organization. Additionally, it promotes using social media for effective two-way communication with the public. Staff members have devised a document that provides reasonable rules that protect the ABCA, while also providing enough flexibility to use social media effectively. Chair Doug Cook noted that staff may want to consider reviewing the policy in five years to try to capture any further changes to social media.

MOTION #BD 83/20

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

“RESOLVED, THAT the Board of Directors approve the (Proposed) ABCA Social Media Policy to replace the ABCA Online Social Media Policy dated December 16, 2010.”

Carried.

5. Profit & Loss Statement

Brian Horner provided the profit & loss statement to September 30, 2020 including the projections for the remainder of the year.

MOTION #BD 84/20

**Moved by Adrian Cornelissen
Seconded by Mike Tam**

“RESOLVED, THAT the financial statement to September 30, 2020 be received as presented.”

Carried.

GENERAL MANAGER’S REPORT

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

MOTION #BD 85/20

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

“RESOLVED, THAT the General Manager’s Report be received as presented.”

Carried.

COMMITTEE REPORTS

MOTION #BD 86/20

**Moved by Marissa Vaughan
Seconded by George Irvin**

“RESOLVED, THAT the minutes of the Clinton Conservation Area Management Committee meeting held on October 6, 2020 and the motions therein be approved as circulated.”

Carried.

CORRESPONDENCE

- a) Reference: Reappointment of Source Protection Committee Chair
File: Z.3.1.3

Brief: Correspondence from Jeff Yurek, Minister of Environment, Conservation and Parks, to Matthew Pearson, notifying him that he has been reappointed as Chair of the Ausable Bayfield-Maitland Valley Source Protection Committee for a term of two years, commencing August 20, 2020 to August 19, 2022.

NEW BUSINESS

None.

COMMITTEE OF THE WHOLE

MOTION #BD 87/20

**Moved by Bob Harvey
Seconded by Marissa Vaughan**

“RESOLVED, THAT the Board of Directors go into Committee of the Whole at 11:40 a.m. to discuss two property matters with Kate Monk, Abbie Gutteridge, Brian Horner and Tracey McPherson remaining in attendance.”

Carried.

MOTION #BD 88/20

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

“RESOLVED, THAT Committee of the Whole rise and report at 11:55 a.m.”

Carried.

MOTION #BD 89/20

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

“RESOLVED, THAT staff should continue negotiations with the landowners on the possible property acquisitions as presented.”

Carried.

ADJOURNMENT

The meeting was adjourned at 12:00 p.m.

Doug Cook
Chair

Abigail Gutteridge
Corporate Services Coordinator

*Copies of program reports are available upon request.
Contact Abigail Gutteridge, Corporate Services Coordinator*



BOARD OF DIRECTORS

Thursday, November 19, 2020

Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area

VIA VIDEO CONFERENCE

10:00 a.m.

AGENDA

1. Chair's Welcome and Call to Order
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Disclosure of intention to record this meeting by video and/or audio device
5. Adoption of Minutes from October 15, 2020
6. Business Out of the Minutes
 - 2020 Fee Schedule and Pay Grid Approval – Brian Horner
 - Vote on 2021 Proposed General Levy, Project Levy, Budget – Brian Horner
 - Update on Armstrong West Erosion Control Structure – Ross Wilson/Geoff Cade
7. Presentation: Investment Analysis Semi-Annual Update – *Adam Skillen*
8. **Program Reports**
 - Report 1: (a) Development Review (O Reg147/06) - Meghan Tydd-Hrynyk/Daniel King
(b) Violations/Appeals Update – Geoff Cade/Daniel King
 - Report 2: Shoreline Protection Policy, Dynamic Beach Areas – Geoff Cade
 - Report 3: Stewardship Funding Project Review – Ian Jean/Angela Van Niekerk/Nathan Schoelier
 - Report 4: Port Franks Gauge Repair Update – Ross Wilson/Geoff Cade
 - Report 5: Arkona Lion's Museum and Information Centre Agreement – Kate Monk
9. **General Manager's Report**
10. **Committee Reports**
 - Arkona Lions Museum Committee – Doug Cook
 - Source Protection Committee – Mary Lynn MacDonald
 - South Huron Trail Committee – Tim Cumming
11. Correspondence
12. New Business
13. Committee of the Whole
14. Adjournment

Source Protection Authority Meeting to follow

Upcoming Meetings	
December 17	Board of Directors Meeting



General Manager's Report

November 19, 2020

Prepared for the Board of Directors
by Brian Horner

Introduction

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

Conservation Ontario

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

On November 6th the Province introduced proposed changes to the *Conservation Authorities Act* (CA Act) as part of the 2020 Ontario Budget. The CA Act has been under review by the Province since April 2019. Earlier this year the Minister of Environment, Parks and Conservation (MECP) hosted a series of consultation meetings across the province with invited representatives primarily from municipalities, conservation authorities and agriculture, landowners and development sectors. Conservation Ontario was a presenter at these sessions.

Kim Gavine, Conservation Ontario General Manager, commented "while we support proposed amendments made to enhance the transparency and accountability of conservation authorities, there are a number of proposed changes that could actually create more red tape and delay permit application approvals and I'm not sure that's what the Province intended."

Although the Province has not yet provided the supporting regulations to better understand the intent for implementing the proposed Act amendments, there are substantial concerns regarding proposed amendments to conservation authorities' roles in permitting, planning and enforcement.

We are encouraging our partner municipalities, residents throughout our jurisdiction, and our network of supporters to reach out to the Premier, MECP, MMAH, MNRF as well as local MPP's over the next few weeks to address our concerns before the Bill is enacted.

For more information on proposed legislative amendments you can go on the Environmental Registry of Ontario at www.ero.ontario.ca/nootice/019-2646.

Projects, Programs and Studies

1. The Administration Centre continues to be closed to the public due to COVID-19. The majority of staff are now working in the office with some still working remotely from home. For this and other Notices of Disruptions visit the ABCA website (abca.ca) at this web page: www.abca.ca/news/disruptions . ABCA properties are open to the public.

2. ABCA continues to ensure the delivery of essential services and programs during this time. These services and programs include flood forecasting and warning; operation and maintenance of water control structures; communications; municipal support and property support. Staff continue to review development applications and issue permits as efficiently as possible.
3. Tim Cumming has created a video entitled “Open Well” showing a virtual tour of a municipal well. Source Protection Committee member and well operator, Alyssa Keller, was the tour guide. If interested in viewing please contact Tim at the administration office.
4. The Education Department held approximately 15 school and non-profit programs over the last month as well as some filming at Rock Glen for various asynchronous learning opportunities.
5. The Outdoor Education School 6-week pilot program, started on October 20th, as did the Oaks and Acorns 6 week program on October 16th. Both programs are being run with proper COVID-19 protocols in place.
6. Phase One of the Stream Restoration at Southcott Pines is complete. The collaboration is between the neighborhood association, Ontario Streams and ABCA, with Rosalind Chang being the lead staff member at the Authority.
7. As part of a deliverable for an EcoAction grant, Hope Brock, with help from Tim Cumming, prepared a Get Outdoors Bingo game to encourage outdoor activities. Watershed residents with completed bingo cards have the chance to win a family outdoor experience delivered by Authority staff.
8. The replacement of a section of Boardwalk at Bannockburn Conservation Area has been completed.
9. Fall tree planting has been completed. Approximately 2,000 trees were either picked up by landowners for planting themselves, or planted by ABCA staff for windbreaks and other projects.

Training

1. A number of staff completed First Aid/CPR re-certification training on October 20th.
2. A number of staff have been participating in the Provincial Flood Forecasting and Warning Workshop – Online webinar series hosted by MNRF. The 4th session in the series was held on October 28th.

Meetings and Special Events

1. At the most recent Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC) meeting, Aaron Clarke provided an overview on Impervious Surface Methodology. Essex Region Conservation Authority requested a similar presentation to assist in their understanding of creating their own calculation. Central Huron has also requested this presentation for some of their staff.
2. The Education Department has and is hosting two virtual special events: *Owls in my Back Yard* on November 7th, and *Raptors: Amazing Birds of Prey* on November 21st.
3. Kate Monk attended the Ontario Land Trust Conservancy Gathering October 19-21. More than 100 people attended the virtual conference, mostly from Ontario but others from across Canada also attended.
4. Davin Heinbuck and Geoff Cade presented to the Grand Bend Rotary Club on high lake levels, messaging, impacts and expectations.
5. Conservation Ontario hosted a General Manager’s meeting on Wednesday November 4th, where various topics were discussed.



November 5, 2020

In This Issue

- Accessible municipal websites.
- eSCRIBE's Ontario Made certification.
- Federal Rapid Housing Initiative - Applications open.
- ROMA 2021: Request for delegation meetings is open!
- ROMA 2021: Exhibitor information now available.
- City of Brampton Economic Empowerment and Anti-Black Racism Conference.
- The "Echo" Pandemic: Supporting employee mental health in wake of COVID-19.
- AMO partner webinar: Digital Contract Tracing Solutions.
- LAS Blog: LAS Natural Gas Program price change notice.
- Upcoming Municipal Group Buying Program webinars.
- Investments 101 - Online training.
- Careers.

AMO Matters

Need an AODA compliant municipal website in time for January 1, 2021? AMO's partner [eSolutionsGroup](#) has you covered. eSolutionsGroup is [offering](#) members engaging and accessible municipal websites on a budget. Contact [Karen Mayfield](#), eSolutionsGroup President, for more information.

AMO's [digital meeting management and livestreaming partner](#), eSCRIBE, has recently been accepted as part of the Ontario Made Program by the Canadian Manufacturers & Exporters. [Read the message](#) from eSCRIBE's CEO, Rob Treumann.

Federal Matters

The federal government has released details to create new affordable housing for people and populations who are vulnerable and opened up the [application process for the new Rapid Housing Initiative](#). Municipal governments and housing providers are eligible to apply. The deadline is December 31, 2020.

Eye on Events

Delegates attending the [2021 ROMA Conference](#) can now [request their virtual delegation meetings](#) with minister's or parliamentary assistants at the ROMA conference. You must be a registered delegate to participate in these meetings.

Put your products and services front and centre at the 2021 ROMA Conference for

rural municipal decision makers. Exhibitor information is [now available](#) - register today!

On November 10 join the City of Brampton, AMO and more than 20 municipalities for the first ever [virtual municipal conference](#) on breaking down economic barriers and addressing anti-black racism. [Register now](#) for an opportunity to join in this important discussion.

The mental health of your employees is at risk from impacts of the COVID-19 pandemic. Join [AMO's partner BEACON](#) for a [complimentary webinar](#) on November 12 at noon (ET), which will describe the critical principles municipalities should embrace to help employees protect, nurture, and improve their mental health in the post-COVID reality.

To help your municipality with contact tracing during the pandemic, AMO's partner [eSolutionsGroup](#) is hosting a complimentary webinar on digital solutions to help you screen, track and detect COVID-19. [Join us on November 26](#) at noon for more information.

LAS

The [LAS Natural Gas Program](#) has issued a pricing update for the November 2020 - October 2021 period. [Check out the LAS Blog](#) to learn more.

Join our webinars to learn how the [Municipal Group Buying Program](#) helps our municipalities save time and money. [Register here](#) to learn about technology solutions from CDW on November 18 and [register here](#) to learn about fire equipment (PPE, etc.) on December 2.

ONE Investment

Learn at your pace from your place in 2020 [by registering online](#) for the Investments 101 course. The course is developed to educate municipal staff on the fundamentals of investing and discusses options available to municipalities under the [Legal List](#) and [Prudent Investor Standard](#).

Careers

[Chief Administrative Officer - County of Essex](#). For more information on this position, please visit [CAO Recruitment](#). To apply for this leadership opportunity please submit a resume and cover letter to CAORecruitment@countyofessex.ca no later than 4:00 p.m., November 16, 2020.

[Senior Policy & Business Analyst - Ministry of the Attorney General](#). Division: Court Services. Job Term: 1 Temporary up to 12 months (with possible extension). Location: Toronto. Job ID 155034. Apply by: 11:59 p.m., Wednesday, November 18, 2020. To view the job description and to apply online, please see [Ontario Public Service Careers](#).

Deputy Clerk - Town of Lincoln. Reports to: Director of Legislative Services/Town Clerk. Qualified candidates can forward their resume by Monday, November 23, 2020 to resume@lincoln.ca noting the position in the subject line, or apply online by using the Career Application Form.

Director, Planning & Development - County of Bruce. Reports to the Chief Administrative Officer. Location: Walkerton. Interested applicants should review the entire job posting, and then apply online at Bruce County, following the outlined process. Deadline for applications is 12:00 midnight on Sunday, November 29, 2020.

Chief Administrative Officer - Township of Tiny. Join our community and lead a dedicated team which strives to make Tiny the best place to live, work and play. Visit Township of Tiny for a detailed job description. To explore this opportunity, please apply by 12 noon on November 30, 2020 to: Township of Tiny, 130 Balm Beach Road West, Tiny, ON L0L 2J0, Attention: Human Resources Department. Email: humanresources@tiny.ca.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](https://twitter.com/AMOPolicy) on Twitter!

AMO Contacts

AMO Watch File Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

*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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November 12, 2020

In This Issue

- Seeking expressions of interest for 2 municipal staff vacancies on AMO Board.
- Accessible municipal websites.
- New Inclusive Community Grant: Applications open.
- ROMA 2021: Request for delegation meetings is open!
- ROMA 2021: Exhibitor information now available.
- The "Echo" Pandemic: Supporting employee mental health in wake of COVID-19.
- Keeping up with Ontario legislation: Digital solutions to support your municipality.
- LAS procurement goes digital.
- AMO's Business Services help you work better.
- Group Buying Webinars: Last ones for 2020!
- Investments 101 - Online training.
- Technation's Municipal Cybersecurity Best Practices event.
- Career with AMO.

AMO Matters

There are 2 vacancies on the AMO Board: staff positions on Rural and Large Urban Caucuses. Details about qualifications and appointment process are [here](#). Deadline, including Council resolution, is November 30.

Need an AODA compliant municipal website in time for January 1, 2021? AMO's partner [eSolutionsGroup](#) has you covered. eSolutionsGroup is [offering](#) members engaging and accessible websites on a budget. Contact [Karen Mayfield](#), eSolutionsGroup President, for more information.

Provincial Matters

Through the new Inclusive Community Grant, municipalities and local organizations can receive up to \$60,000 for projects that facilitate community involvement for seniors and persons with disabilities. Applications will be accepted until December 21, 2020. For more information and to apply, visit the [Ontario website](#).

Eye on Events

Delegates attending the [2021 ROMA Conference](#) can now [request their virtual delegation meetings](#) with ministers or parliamentary assistants at the ROMA conference. You must be a registered delegate to participate in these meetings.

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AMO's partner [eSolutionsGroup](#) is hosting a complimentary webinar on available products and services for the AODA legislation deadline of January 1, 2021 and digital solutions to help you screen, track and detect COVID-19. [Join us on November 26](#) at noon for more information.

LAS

LAS is improving its purchasing efficiency by switching to eSolutions' [Bids&Tenders eProcurement](#) platform. LAS bids undertaken on behalf of the municipal sector will now be managed online. We will continue to use MERX when co-posting bids with our sister associations across Canada. Check out our [Bid Opportunities page](#) for more information.

Overburdened by procurement and trying to find the best products? As AMO's business arm, LAS offers municipalities a [range of programs and services](#) designed to help. From Administration and Commodities to Energy, Asset, and Digital services, we've got you covered. Make LAS your go-to municipal partner.

[Municipal Group Buying Program](#) webinars: [Join us November 18](#) to hear from CDW about technology offerings to keep municipalities working efficiently. [Join us December 2](#) when Grainger and Motion Industries present on fire equipment, including bunker gear and rescue equipment. Watch for more webinars in 2021!

ONE Investment

Learn at your pace from your place in 2020 [by registering online](#) for the Investments 101 course. The course is developed to educate municipal staff on the fundamentals of investing and discusses options available to municipalities under the [Legal List](#) and [Prudent Investor Standard](#).

Municipal Wire*

If you are a municipal leader interested in improving the cybersecurity resilience of your community, [register for Technation's Municipal Cybersecurity Best Practices](#) event on November 20, 1 pm to 4 pm (ET). This is a complimentary event and participation is capped at 100. Save your seat!

Careers

[Policy Intern - AMO](#). Assisting senior advisors and the Director of Policy, the

successful candidate will support AMO's policy development process. Please apply in confidence to: careers@amo.on.ca by Friday, December 18, 2020 at 12 noon.

About AMO

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Memo

To: Mayor and Council
From: Tina Merner, Deputy Clerk
Report No.: CL-10-2020
Subject: 2021 Council Meeting Schedule
Date: November 17th, 2020

PURPOSE:

To establish a schedule of regular Council meeting dates and times for 2021.

BACKGROUND:

Section 4.1 of Procedural By-law No. 30-2020 states that the Clerk shall, on an annual basis, prepare and submit a schedule of meetings for each Council year by no later than December 1st of each calendar year for consideration and adoption by the Municipal Council.

DISCUSSION:

Staff presented two options for consideration to Council at the November 3rd, 2020 meeting. Staff was directed to prepare the 2021 schedule with two daytime meetings throughout the calendar year based on availability of Council members. A survey poll was completed and based on results staff suggests that the daytime meetings be scheduled 6 months apart with the first taking place in May and the second in October, both being the first meeting of the month.

IMPACT TO BUDGET:

\$100 per meeting for each staff member that attends outside of regular business hours.

STRATEGIC PLAN:

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

RECOMMENDATION:

That Council adopt the 2021 Council Meeting Schedule as presented.

Tina Merner

Tina Merner
Deputy Clerk

Township of Lucan Biddulph

2021 Council Meeting Dates

Tuesday, January 5 th @ 6:30pm		
Tuesday, January 19 th @ 6:30pm		Tuesday, July 13 th @ 6:30pm
Tuesday, February 2 nd @ 6:30pm		Tuesday, August 10 th @ 6:30pm
Tuesday, February 16 th @ 6:30pm		
Tuesday, March 2 nd @ 6:30pm		Tuesday, September 7 th @ 6:30pm
Tuesday, March 16 th @ 6:30pm		Tuesday, September 21 st @ 6:30pm
Tuesday, April 6 th @ 6:30pm		Tuesday, October 5 th @ 9:00am
Tuesday, April 20 th @ 6:30pm		Tuesday, October 19 th @ 6:30pm
Tuesday, May 4 th @ 9:00am		Tuesday, November 2 rd @ 6:30pm
Tuesday, May 18 th @ 6:30pm		Tuesday, November 16 th @ 6:30pm
Tuesday, June 1 st @ 6:30pm		Tuesday, December 7 th @ 6:30pm
Tuesday, June 15 th @ 6:30pm		Tuesday, December 21 st @ 6:30pm

2021 Conference Dates:

ROMA – Jan 25-26 (Virtual Event)

OGRA – Feb 22-25 (Virtual Event)

OSUM – not assigned

AMCTO – not assigned

AMO – Aug 20 – 23 (London, Ontario)

Note: Recognizing that there is flexibility based on the quantity of agenda matters, the meetings will be arranged with this model but could change from time-to-time.



Memo

To: Mayor and Council

From: Kathryn Langendyk - Treasurer, and Jeff Little – Public Works Manager

Report #: FIN-14-2020

Subject: Water/Sewer Billing & Collection Policy

Date: November 17, 2020

BACKGROUND:

Under the current water arrears and collection policy (400-08-2019), any account with a balance owing over 61 days and over \$75 is sent a disconnection notice stating that if not paid in two weeks, water will be disconnected. A door hanger is issued if still not paid two days before the disconnection. The fee for the door hanger is \$25 and is added to the account.

Currently the Township has allowed rental properties to be set up in the name of the tenant (rather than the property owner). An agreement is signed by the property owner to allow this.

There are 33 accounts that are held in the tenant's name.

Report FIN-13-2020 was presented at the Nov 3rd council meeting which outlined issues with the current process in these two areas. Staff were directed to draft a new water/sewer billing and collections policy for adoption at the November 17th council meeting.

DISCUSSION:

The timing of the water/sewer billings, due dates and late statements would remain the same.

Staff is proposing to eliminate the water disconnection procedure for water arrears. Rather, staff is proposing to move the outstanding amounts to the property tax roll, for a fee of \$25. The amount then becomes collectable in the same manner as taxes. Section 398 (2) of the Municipal Act, 2001 allows for this practice.

In regards to tenant accounts, staff is proposing to grandfather in current tenant accounts (until there is a change in tenant) and not to create new tenant accounts.

IMPACT TO BUDGET:

The purpose of the policy is to ensure that the township is in a position to manage its accounts receivable effectively and to ensure timely collection to minimize outstanding amounts owing to the township.

If changed, there would be savings in staff time as well as equipment repair costs.

If changed, there would be a loss in the fees charged for disconnection/reconnection (although historically these have been minimal).

STRATEGIC PLAN:

This matter aligns with the following strategic priorities:

- Service Enhancement, Action #4 – actively instill a positive workplace environment and culture at the Township and pride in community.

OPTIONS:

- 1) Do nothing and continue with current policy and procedures for water/sewer billing and collections.
- 2) Adopt the new policy as shown in attachment A.

RECOMMENDATION:

It is our recommendation that council choose option 2 as stated above.

ATTACHMENTS:

A – Policy 200-01-2020 Water/Sewer Billing and Collection Policy

Respectfully submitted by:

Kathryn Langendyk

Kathryn Langendyk
Treasurer

Jeff Little

Jeff Little
Public Works Manager



Policy: Water/Sewer Billing and Collection Policy
Category: Finance
Policy Number: 200-01-2020
Effective Date: November 17, 2020
Revised Date:

Water/Sewer Billing and Collection Policy

Purpose:

The Township of Lucan Biddulph recognizes the importance of having a written billing and collection policy for water and sewer service accounts, incorporating good and acceptable business practices and efficiencies and, which is consistent and fair to its customers and to the Township.

Scope:

The Water/Sewer billing and collection policy applies to all water and/or sewer accounts within the Lucan and Granton Area. Municipal Staff assigned to the administration and collection of water/sewer accounts shall adhere to the policy and procedures detailed below.

Procedure:

1. Billing Cycle

The Billing dates for Water/Sewer will be the last day of the months of March, June, September and December.

2. Due Dates

The due dates will be the 16th of the month following when the billing is issued. (January 16th, April 16th, July 16th, October 16th)

3. Payment

1. Mailing cheque payment directly to the Municipal office.
2. Cash, cheque or debit payment at the Municipal office during regular office hours.
3. Cash or cheque placed in the drop box at the Municipal office.
4. Payment through Online Banking.
5. Pre-Authorized Payment Plan.

4. Returned Cheques

In the event a cheque is returned from the bank, the customer shall pay the applicable late payment charges and an additional NSF fee as established by the current Municipal Fees By-law.

5. Penalty & Interest Charges

No penalty will be charged on the first four business days of default. A late payment charge of five per cent (5%) in addition to a \$5.00 statement fee shall be charged if the account is not paid by the fifth day of default. When a customer has a credit on their account, which reduces the amount due, or has made a partial payment, the penalty is to be charged on the unpaid balance rather than the total billed amount.

6. Tenanted Accounts

Tenant Accounts set up prior to the date of this policy will continue to be recognized. Billings will be sent to the tenant until such time as the tenant leaves or the account goes into arrears. Once the tenant leaves the property, or the account is in arrears by 60+ days, the outstanding amount will be transferred to the property owner's tax roll (Sec 398 (2) of the Municipal Act, 2001). An administration fee will be applied for the transfer. The fee will be \$25 or as established by the current Municipal Fees By-law (which is amended from time to time). All new water/sewer accounts that are established after the date of this policy will be set up in the property owner's name only.

7. Final Accounts

1. Where the municipality has been notified that a final meter reading is required as a result of a property sale, the final meter reading will be completed at no additional cost. Where a property has been sold, payment must be received by the due date. Where a final billing has not been paid by the due date, penalty & interest at 5% will be added and the total amount will be transferred to the new owner's property tax account. The new owner will be sent a letter notifying that the billing has been added to their account and they will need to contact their lawyer for collection.
2. In the event that a final read was not ordered, a read will be taken on the date we have been made aware of the sale. The entire water/ sewer usage will be billed and the flat and capital charges will be prorated to the date of the sale.

8. Collection/Accounts Transferred to Taxes

1. A statement of account (with the exception of final reads) will be mailed out for balances that are overdue after the four-day grace period. A fee for statements sent will be added to the account in accordance with the current Municipal Fees by-law.

2. A second statement of account will be issued to all accounts, with a balance greater than \$75, that remain unpaid after 60+ days. This statement will have a warning that all unpaid amounts will be transferred to the property tax account if they remain unpaid by the 20th day of the current month. A statement fee will be added in accordance with the current Municipal Fees By-law.
3. If the account remains unpaid by the 80th day of the billing issue date, the amount will be transferred to the property tax roll (Sec 398 (2) of the Municipal Act, 2001) and an administration fee will be charged. The fee will be \$25 or as established by the current Municipal Fees By-law (which is amended from time to time). A tax account statement showing the transfer will be sent to the property owner.

9. Disconnection

The Municipality reserves the right to shut off or reduce the supply of water to any premise that has:

- unpaid fees and charges
- and/or the meter tampered with or removed
- and/or the water line entering the house has been tampered with
- and/or the outside transmission box has been tampered with or removed.

If the premise has been disconnected due to water payment arrears, upon payment of these arrears and all other charges, the supply will be restored.

In the case that the meter and/or water line entering the house and/or outside transmission box has been tampered with or removed, upon payment of all replacement fees and any other charges and/or fines are paid and the equipment has been replaced and in good working order, the supply of water will be restored. Utility accounts where service is disconnected will continue to receive normal minimum billings for both water and sewer flat fees and capital charges.

Policy No. 400-08-2019 is hereby repealed.

Mayor

CAO/Clerk



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

MEETING DATE: November 17, 2020

STAFF REPORT

TO: Members of Council
 Township of Lucan Biddulph

FROM: Dan FitzGerald, Planner

SUBJ: Request to submit a minor variance application
2219260 Ontario Inc. (Owner)
Dillion Consulting Limited (c/o Melanie Muir and Jason Johnson) (Agent)
Ridge Crossing Townhouse Condo – Phase 2

Purpose:

The purpose of this report is to seek a resolution by Council to exempt the use of Section 45 (1.3) of the Planning Act to permit future minor variance applications to be made by the Owners to implement the vision of the development.

Background (see attachment 1):

The subject property is a 1.01 ha (2.49 ac) parcel of land located on the south side of Nicholson Street, between Beech Street and Miller Drive in the Ridge Crossing Subdivision. The lands are legally described as Lot 103 on 33M-739 in the Township of Lucan-Biddulph. They are designated Settlement Area in the County of Middlesex Official Plan and Residential in the Township's Official Plan. Additionally, the lands are zoned a site specific Residential Third Density – Holding (R3-6-H) exception Zone in the Township Comprehensive Zoning By-law, which permits the use townhouse dwellings and associated accessory uses.

Based on the applicants proposed site plan for development of the subject lands, they have identified that a minor variance would be required to permit development for the following items:

Requirements	Relief Requested
Section 9.3.6 (e) requires a minimum rear yard setback of 7.0 metres	Reduce the minimum rear yard setback to 6.0 metres
Section 9.3.6 (d) (ii) requires a minimum exterior side yard setback of 3.5 metres	Reduce the minimum exterior side yard setback to 2.75 metres
Section 4.24 (f) permits a maximum encroachment for a deck in the rear yard of 2.5 metre	Increase the maximum permitted encroachment to 3.1 metres
Section 4.24 (f) requires a minimum interior side yard setback of 1.5 metres for a deck	Permit a 0.0 metre interior side yard setback for a deck where two common walls of a townhouse unit are joined

Policy and Regulation:

Section 45(1.3) of the Planning Act states “Subject to subsection (1.4), that no person shall apply for a minor variance from the provisions of the by-law in respect of the land, building or structure before the second anniversary of the day on which the by-law was amended.”

Analysis:

The purpose of section 45 (1.3) sub (1.4) is to discourage land Owners from receiving zoning approvals on lands and then immediately seeking relaxations from those approvals. In this instance, the Owner did not account for the requested relaxations above in their initial submission of zoning. Through a further refinement of the site design, in addition to their intention to sell the units as vacant land condominiums, minor variances would be required to achieve the desired result.

In this instance planning staff do not raise any concern with Council allowing the applicant to apply for a minor variance within the two year prohibited time frame as the future development of the site is subject to a site plan approval process and subsequent site plan agreement. As noted, the site plan approval process has resulted in deficiencies in the zoning requirements based on the proposed plan which were initially unforeseen, deeming an application for a minor variance necessary.

Recommendation:

THAT Council resolve that Section 45 (1.4) of the Planning Act does apply for minor variance applications made before the second anniversary of the day on which the by-law was amendment, and as a result, the applicant be permitted to apply for a minor variance for a lot legally described as Block 103 in Plan 33M739.

ATTACHMENTS:

1. Location Map.
2. Applicants Letter
3. Site Plan.

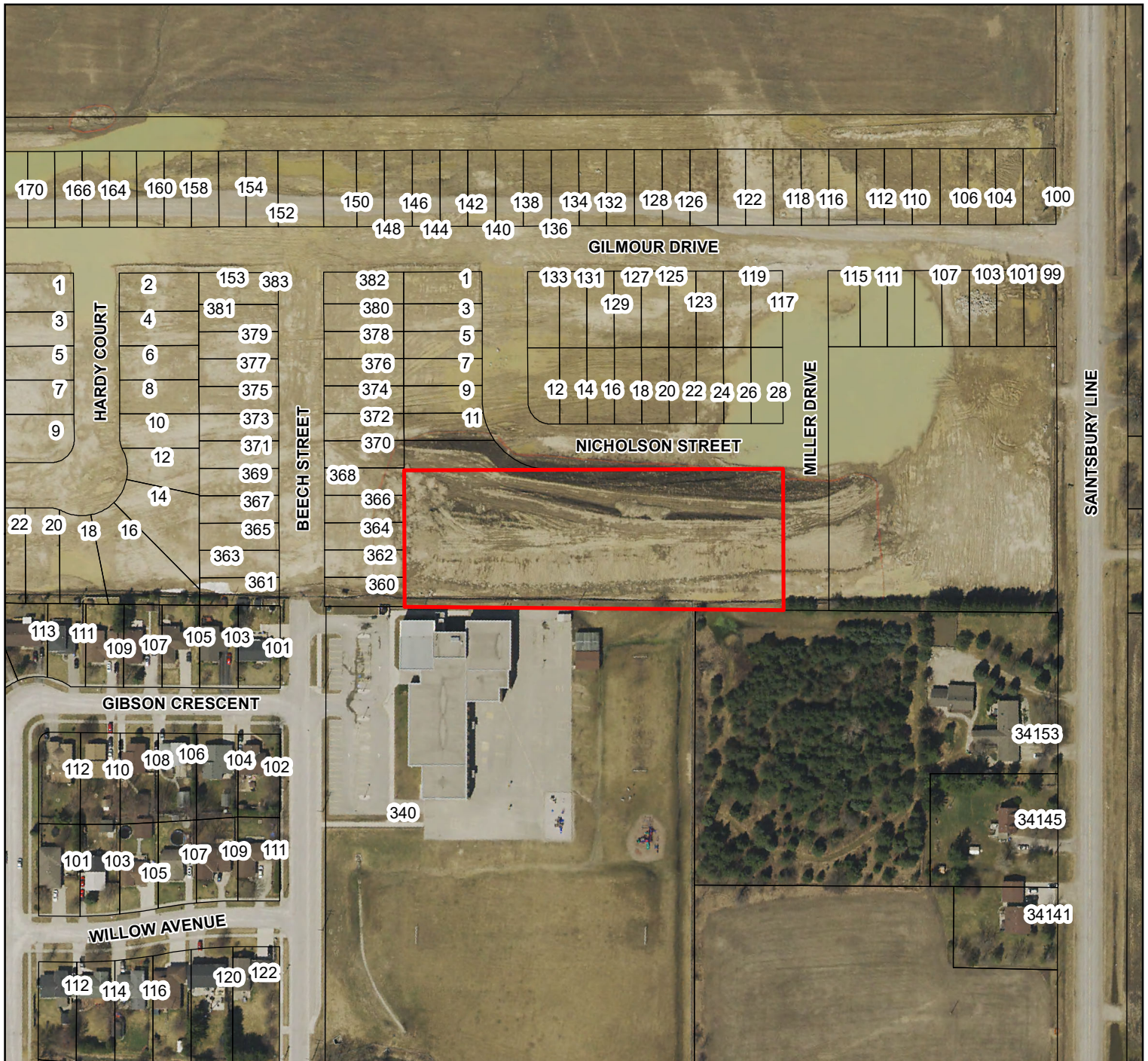
APPLICATION FOR MINOR VARIANCE: A5/2020

Owner: 2219260 Ontario Inc.



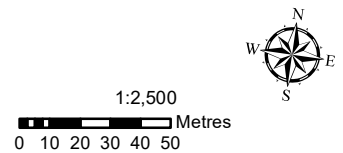
South of Nicholson Street, Lucan

Township of LUCAN BIDDULPH



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

 SUBJECT LANDS



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



November 5, 2020

Township of Lucan Biddulph
270 Main Street, Box 190
Lucan, Ontario
N0M 2J0

Attention: Dan Fitzgerald
Planner

***Application for Minor Variance – Request for Resolution
Ridge Crossing Townhouse Development, Phase 2 – Lucan, Ontario***

Dillon Consulting has been retained by 2219260 Ontario Inc. to complete a minor variance application to permit the proposed Phase 2 – Ridge Crossing Townhouse Development. The proposed minor variance would provide the necessary relief for a reduced rear yard setback to address an increase to the building envelope from what was originally planned when the Zoning By-Law Amendment was provided in 2019. It is also being requested that on a lot where a townhouse dwelling is located, the minimum required side yard for decks shall be 0 metres measured from the common vertical wall dividing one unit from the adjoining dwelling unit. The remainder of the site plan is consistent with existing zoning requirements.

Since the site was rezoned on December 17, 2019, from an R3-7-H zone to an R3-6-H zone a minor variance cannot be applied for in advance of the 2 year anniversary from which the zoning by-law was amended unless the Township's council has declared through a resolution that an application can be made. As a result, we are asking for the Township to review our request for a resolution that would allow for the Minor Variance Application to be processed for Phase 2 of the Townhouse Development.

If you have any questions please do not hesitate to contact the undersigned.

DILLON CONSULTING LIMITED

A handwritten signature in blue ink, appearing to read "Brendan Petersen".

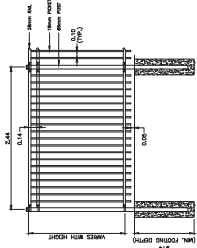
Brendan Petersen, P.Eng.
for Jason Johnson, P.Eng.
Project Manager

BJP:rrk

Our file: 11-5033

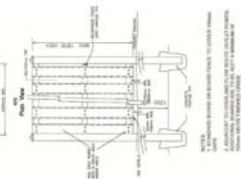
130 Dufferin Avenue
Suite 1400
London, Ontario
Canada
N6A 5R2
Mail: Box 426
London, Ontario
Canada
N6A 4W7
Telephone
519.438.6192
Fax
519. 672.8209

WROUGHT IRON FENCE DETAIL

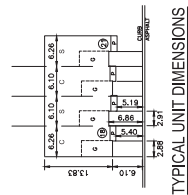
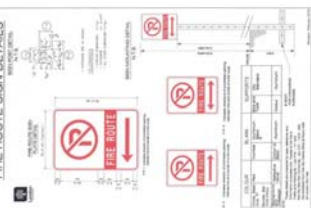


- 1) MINIMUM SET BACKS AS PER ZONING BY-LAW
- 2) MINIMUM SET BACKS AS PER ZONING BY-LAW
- 3) MINIMUM SET BACKS AS PER ZONING BY-LAW
- 4) MINIMUM SET BACKS AS PER ZONING BY-LAW

ROULE BOARD FENCE DETAIL



FIRE ROUTE SIGN DETAILS



TYPICAL UNIT DIMENSIONS

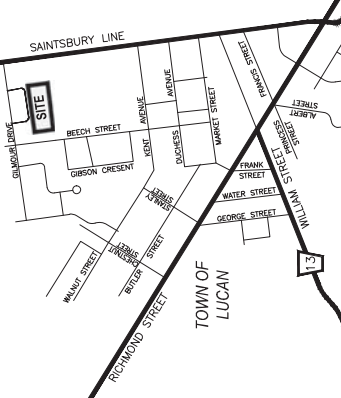
- A PLAN
- B GARAGE
- C STATION UNIT LAYOUT
- D GARAGE UNIT LAYOUT

ZONING PROVISIONS	REQUIRED	AS SHOWN ON PLAN
(a) PERMITTED USES	TOWNHOUSES	TOWNHOUSES
(b) LOT AREA (m ²) (min)	1500	1500
(c) LOT FRONTAGE (m) (min)	30.0	>30.0
(d) EXTERIOR SIDE VARIATION	3.5	2.84*
(e) INTERIOR & SIDE YARD (m) (min)	1.5	>=1.5
(f) OUTDOOR AMBIVITY AREA MINIMUM	30%	0.16ha = 63%
(g) LOT COVERAGE % (max)	40%	0.38ha = 37%
(h) HEIGHT (m) (max)	15.0	<=15.0
(i) FRONT YARD (m)	6.0	6.0
(j) REAR YARD (m)	7.0	6.39*
(k) DENSITY	39 U/ha	44
(l) NUMBER OF UNITS	44	50

- (a) EXISTING ZONING
- (b) EXISTING ZONING
- (c) EXISTING ZONING
- (d) EXISTING ZONING
- (e) EXISTING ZONING
- (f) EXISTING ZONING
- (g) EXISTING ZONING
- (h) EXISTING ZONING
- (i) EXISTING ZONING
- (j) EXISTING ZONING
- (k) EXISTING ZONING
- (l) EXISTING ZONING

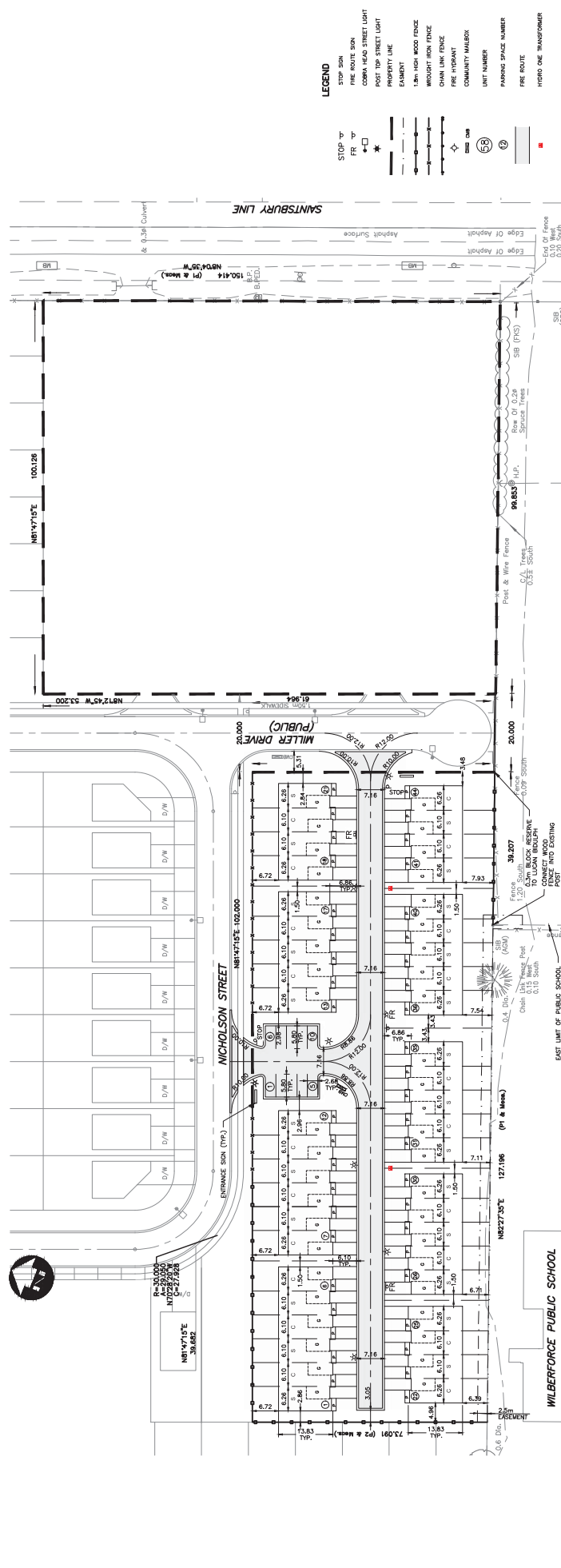
* EXISTING SIDE YARD AND FRONT YARD SET BACKS WITH ENDEAVOUR AS PER MAJOR VARIANCE APPLICATION (OCTOBER 2019)

NOTE: DIMENSIONS - TO VERTICE SPACES



VICINITY PLAN

- 1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
- 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
- 3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
- 4. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.



LEGEND

- STOP SIGN
- FIRE ROUTE SIGN
- CORNER HEAD STREET LIGHT
- POST TOP STREET LIGHT
- PROPERTY LINE
- EXAMINER
- 1.8M HIGH WOOD FENCE
- WROUGHT IRON FENCE
- CHAIN LINK FENCE
- FIRE HYDRANT
- COMMUNITY MAILBOX
- UNIT NUMBER
- PARKING SPACE NUMBER
- FIRE ROUTE
- HYDRO ONE TRANSFORMER

PROJECT NO. 2218260 ONTARIO INC.

115033

SHEET NO. 01

SITE PLAN

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	15/10/20
2	REVISED FOR REVIEW	07/12/2020
3	REVISED FOR REVIEW	07/12/2020
4	REVISED FOR REVIEW	07/12/2020
5	REVISED FOR REVIEW	07/12/2020
6	REVISED FOR REVIEW	07/12/2020
7	REVISED FOR REVIEW	07/12/2020
8	REVISED FOR REVIEW	07/12/2020
9	REVISED FOR REVIEW	07/12/2020
10	REVISED FOR REVIEW	07/12/2020
11	REVISED FOR REVIEW	07/12/2020
12	REVISED FOR REVIEW	07/12/2020
13	REVISED FOR REVIEW	07/12/2020
14	REVISED FOR REVIEW	07/12/2020
15	REVISED FOR REVIEW	07/12/2020
16	REVISED FOR REVIEW	07/12/2020
17	REVISED FOR REVIEW	07/12/2020
18	REVISED FOR REVIEW	07/12/2020
19	REVISED FOR REVIEW	07/12/2020
20	REVISED FOR REVIEW	07/12/2020
21	REVISED FOR REVIEW	07/12/2020
22	REVISED FOR REVIEW	07/12/2020
23	REVISED FOR REVIEW	07/12/2020
24	REVISED FOR REVIEW	07/12/2020
25	REVISED FOR REVIEW	07/12/2020
26	REVISED FOR REVIEW	07/12/2020
27	REVISED FOR REVIEW	07/12/2020
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48	REVISED FOR REVIEW	07/12/2020
49	REVISED FOR REVIEW	07/12/2020
50	REVISED FOR REVIEW	07/12/2020

DILLON CONSULTING

CONDITIONS OF USE

Verify elevations and/or dimensions on drawing prior to use. Report any discrepancies to Dillon Consulting Limited.

Do not modify drawing re-use it, or use it for purposes other than those intended without the written permission of Dillon Consulting Limited.

Memo

To: Mayor and Council
From: Jeff Little, Manager of Public Works
Report No.: PW-35-2020
Subject: Water Financial Plan
Date: November 17, 2020

BACKGROUND: The MECP, through the Safe Drinking Water Act 2002, requires municipalities to have a financial plan in place. The financial plan is for a 6-year period but is renewed every 5 years and forms part of the Township's water license. BM Ross has updated the plan. The Township's Water System license is up for renewal in 2021.

DISCUSSION: A resolution for council to accept the plan must be included with the license renewal. The financial plan includes a cost analysis and a cost recovery. As part of the cost recovery analysis, BM Ross has included three examples of revenue options to meet the goals of the plan. Council can pick an option or an alternative.

The average weighted period to replace all assets is listed at 62 years. The goal is to be at or below this. Below are examples of revenue funding for the water system.

1. 2% increase each year (covers inflation) average replacement would be 73 years.
2. 3.2% increase each year meets the 62-year goal for asset replacement.
3. 9.0% increase each year is 32 years. This recovers the historic under investment.

The analysis uses the historic based figure of 13 new users each year to the system however, I would suggest the amount of new users will be considerably higher. On this basis, I would suggest option one. If the water system can cover inflation and grow in user numbers, the goal of 62 years or less will be attainable. In 2025 the plan will be reviewed again to ensure the municipality is in fact at or below the average weighted replacement of assets goal. I would like to point out that it is not mandatory to collect for unfunded amortization and inflation of an asset. (historic under investment).

IMPACTS TO BUDGET: The water budget capital levy would increase each year 2% for the next 5 years.

STRATEGIC PLAN: This matter aligns with the following strategic priorities:

- Growth Management, Substantive focus of planning on growth management issues. Action 15: Identify new infrastructure priorities and prepare strategies to secure funding.

RECOMMENDATION: Resolve that council adopt the drinking water financial plan for the period of 2021 to 2026 as presented based on a 2 % annual increase in revenue beginning in 2021.

Jeff Little

Jeff Little, Public Works Manager



B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
 62 North Street, Goderich, ON N7A 2T4
 p. (519) 524-2641 www.bmross.net

Memo

From: Ryan DeVries
 rdevries@bmross.net

To:	Township of Lucan-Biddulph Jeff Little, Manager of Public Works
Re:	Water Works Financial Plan – 2021 to 2026
File #:	20203
Date:	October 29, 2020

1.0 INTRODUCTION

1.1 Overview

On behalf of the Township of Lucan-Biddulph, B. M. Ross and Associates Limited (BMROSS) has prepared a Financial Plan for the Water System in accordance with O. Reg. 453/07. The Plan includes the following basic components:

1. A **full cost analysis** of the provision of water services.
2. A **cost recovery plan**, including a proposal for a **series of revenue increases**.

This memo summarizes the information used and assumptions made in developing the Financial Plan.

We have also reviewed the previous 2016 Financial Plan (for the period 2016 to 2021) and compared it to the actual performance in the 2017-2019 period. A summary is provided.

1.2 Key Legislated Requirements

As identified in the Ontario Ministry of the Environment, Conservation and Parks (MECP) guidelines for financial planning, achieving financial sustainability in Ontario's municipal water sector is a long term goal of the Province.

In addition to related municipal operating and financing legislation, the MECP has set out, in the Safe Drinking Water Act, 2002 (SDWA), detailed requirements for financial planning related to water works systems.

The key aspects are considered to be as follows:

1. The Financial Plan must apply to a period of at least six years. The first year to which the Financial Plan must apply must be the year in which the drinking water system's existing Municipal Drinking Water Licence would otherwise expire (i.e. 2021).
2. Amortization costs for existing infrastructure must be identified in the Financial Plan, but there is no requirement to recover those costs.

The Municipal Drinking Water Licence for Lucan-Biddulph is set to expire on June 20, 2021. As part of the application for renewal of the Licence, the Township must prepare and adopt a new Financial Plan. A resolution of Council accepting the plan must accompany the application.

2.0 METHODOLOGY

2.1 Available Information

Information provided by the Township of Lucan-Biddulph includes;

1. 2017-2019 Capital and Operating Budgets and actual expenditures for the water system.
2. 2020 Capital and Operating Budgets for the water system.
3. Information concerning dedicated reserves for water supply.
4. Water asset inventory.
5. Number of customers.
6. 2020 water rates.
7. Other applicable information related to the water system.

2.2 Procedure

The available information listed in Section 2.1 was reviewed for inclusion in the Financial Plan. Existing water assets are listed in the Township's asset inventory with historical financial details. The historical financial details were used to calculate the amortization expenses and net book value of the tangible capital assets and are recorded in the Financial Plan. Expenditures and revenues budgeted for 2020 were included with an inflation rate of 2 to 5%, depending on the category, applied for future years. Forecasted capital projects and debenture principal and interest payments were included in the prediction. Revenue requirements and corresponding rate increases are suggested to the Township to account for historic under-investment and future capital projects.

Several options are presented to council for consideration, including the consequences of a 0% rate increase and three annual rate increase scenarios:

- A 2% increase (i.e. matching inflation)
- Matching Rate of Replacement to remaining asset life expectancy (i.e. 62 years)
- Full cost recovery as defined by the MECP

3.0 DESCRIPTION OF THE SYSTEM

3.1 General

The Township owns and operates a single water distribution system servicing the communities of Lucan and Granton within the Township.

The Township's supply and distribution system descriptions are summarized in Table 3.1 below.

**Table 3.1
Lucan-Biddulph Water Supply and Distribution Systems**

System Name	Description	No. of Customers in 2020
Lucan-Biddulph Distribution System	Treated water is supplied from the Lake Huron Primary Water Supply System (LHPWSS). Pressures are increased in a booster pumping station and water is stored in a 2,273 m ³ elevated tank in Lucan. An 8 km transmission main extends service to Granton from Lucan.	1,329

4.0 FULL COST OF SERVICE

4.1 Cost Components

The full cost of providing water services includes the following major categories¹:

1. Operating expenses
2. Interest expense
3. Funding for Debt Principal Repayment
4. Amortization of Tangible Capital Assets
5. Funding for Inflation in Asset Costs
6. Funding for Historic Under-investment
7. Funding for Service Enhancements
8. Funding for System Growth

Items 2 and 3 would apply when debt has been, or will be, incurred for capital projects. Items 4 to 6 relate to asset maintenance and replacement. The final two items, 7 and 8, relate to planned capital projects for improvements or growth. In some cases, the improvements may be driven by changing regulations, in other cases the Township may initiate the project.

4.2 Operating Expenses

4.2.1 Review of 2020 Budget

Budgets and actual expenses for the water system were reviewed for 2017 through 2019. The 2020 budget is believed to reflect the cost of operating the current system. The 2020 anticipated expenses for water works operations are summarized in Table 4.1.

¹ Ministry of the Environment (MOE), "Toward Financially Sustainable Drinking Water and Wastewater Systems", August 2007.

**Table 4.1
Lucan-Biddulph 2020 Operations Budget**

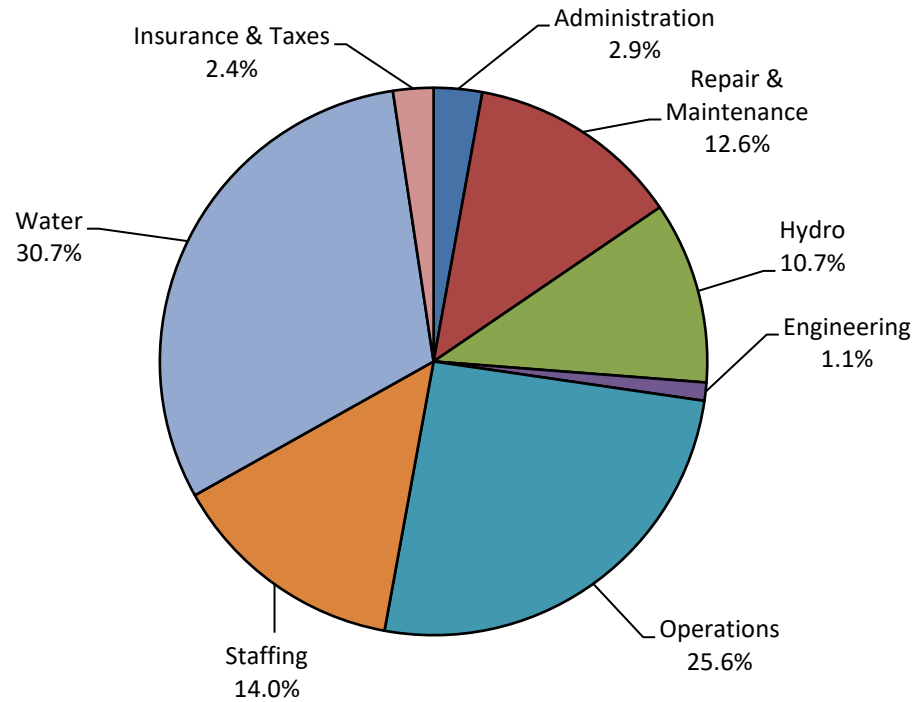
Item¹	2020	Category²
Salary - Public Works	62,000	Staffing
Benefits	13,159	Staffing
Hydro	60,000	Hydro
Telephone	4,700	Administration
Audit	1,600	Administration
Bank Service Charges	250	Administration
Insurance	7,500	Insurance & Taxes
R&M - Equipment	12,000	Repair & Maintenance
R&M - Building	3,500	Repair & Maintenance
R&M - Watermains	5,000	Repair & Maintenance
Software Upgrades	10,000	Repair & Maintenance
Memberships & Subscriptions	1,000	Staffing
Asset Management Expenses	2,500	Administration
Meetings/Conference/Training	2,000	Staffing
Water	171,700	Water
Engineering/Legal/Audit	6,000	Engineering
Lab Services	1,000	Operations
Miscellaneous Expense	500	Administration
Adm. Expense Allocation	6,400	Administration
Property Taxes	5,800	Insurance & Taxes
Meters	40,000	Repair & Maintenance
Contracted Services	141,780	Operations
TOTAL	\$558,389	

Note: 1. Grouping provided by Lucan-Biddulph
2. Category assignments by BMROSS

The following Figure presents the general categorization of the various budget items.

Figure 4.1
Water Works Operational Expenses

Breakdown of Operating Costs - 2020 Budget



4.3 Interest Expense and Debt Repayment

Lucan-Biddulph currently has no water related debt.

4.4 Amortization of Tangible Capital Assets

Amortization is defined as "...the accounting process of allocating the cost less the residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use."²

The current value (sometimes referred to as "net book value") of the asset is; its original cost less depreciation. It can be calculated as, original cost times current age divided by its life expectancy. This is a method traditionally called straight line depreciation.

Using the above approach, the annual Amortization Expense and Net Book Value for the water system, as of January 2020, is as follows:

² MOE, August 2007

Table 4.2
2020 Net Book Value and Amortization Expense for Water Works

System Component	Amortization Expense (2020)	Net Book Value (2020) ¹
Distribution Systems	\$ 125,928	\$ 9,181,129
Supply and Storage Systems	\$ 60,911	\$ 1,396,784
Totals	\$ 186,839	\$ 10,577,913

Note: 1. Start of year

4.5 Reserve Funds

The Township has two reserves, an Operation Reserve and a Capital Reserve. The Operation Reserve was \$168,828 and the Capital Reserve was \$424,586 at the end of 2019. Relative to the value of the system and the cost of replacement (see Section 4.7), reserve values are minimal.

4.6 Development Charges

The water component of the accumulated Development Charges (DC) fund is estimated to be \$191,849 at the end of 2019. For the purposes of the Financial Plan, the DC fund is expected to earn 1% interest. No new water projects are currently planned that will require DC and the Plan conservatively assumes that no new DCs will be collected over during the next 6 years.

4.7 Replacement Costs

The replacement cost of the Lucan-Biddulph Drinking Water Systems as of 2020 is estimated to be approximately \$20,847,233. This value increases annually as construction costs increase. The annual increment would be roughly \$416,945 (based on inflation in construction costs at approximately 2% per year).

5.0 REVIEW OF 2017 TO 2019 OPERATING PERIOD

5.1 Comparison of the 2016 Financial Plan to the 2019 Operating Period

Table 5.1 compares the 2019 predicted financial picture with actual results.

Table 5.1
2016 Financial Plan – Predicted vs Actual for 2019

Item	2019 Predicted	2019 Actual
Revenue	\$ 599,620	\$ 832,754
Operating Expenditures	\$ 399,581	\$ 611,857
Cash Reserves (end of year)	\$ 304,074	\$ 593,414
Financial Position	\$ 9,382,261	\$ 10,862,870

The Plan was based on 2.3% annual revenue increases from 2016 to 2021.

5.2 Current Rate Structure and Charges

The current rate structure and rates are set out in Table 5.2. Recent historical rate increases have been:

- 2017 – 0%
- 2018 – 3% on usage, 50% on capital, 0% on flat rate
- 2019 – 0%
- 2020 – 4% on usage and capital, 0% on flat rate

Current rates are established in Bylaw No. 09-2020.

All metered water users connected to the municipal water system will pay a fixed charge plus a volumetric charge. The fixed charge has two components, one for operating, and the other for capital.

**Table 5.2
Residential, Rural and Commercial Water Rates and Charges for 2020**

Description	Charge
Lucan/Granton Water Flat Rate Charge	\$15.32/month
Lucan/Granton Capital Water Flat Rate	\$15.60/month
Lucan/Granton Water Usage Charge	\$0.6684/m ³
Bulk Rate Water Tower Customer	\$2.08/m ³

6.0 FULL COST PROJECTIONS

6.1 General

O. Reg 453/07 requires that a Financial Plan be developed for a six year period beginning in the year the Municipal Drinking Water Licence is to be renewed (i.e. 2021 to 2026).

The purpose of this Section is to identify the expected cost of service.

6.2 Assumptions for Costs

Assumptions regarding full cost of service for the Plan period are as follows:

1. The starting point for operating expenses was the 2020 Draft Budget.
2. With the following exceptions, costs were assumed to increase at 2% per year. Exceptions are:
 - Utility expenses – 5% per year
3. The watermain replacement projects will result in some write-off of asset value. Write-offs have been incorporated into the tangible asset valuation.
4. Capital, Operating and DC reserves are expected to earn 1% interest during the next 6 years.

6.3 Funding for Historic Under-Investment

To completely fund the replacement of an asset, not only would money have to be set aside today to cover future inflation and amortization, but money would also have to be set aside to cover the inflation and amortization that has already occurred since the asset was first constructed. These costs represent the historic under-investment in the system. There is no legislated requirement to generate a surplus which funds amortization, inflation or historic under-investment. If the total amount is recovered, the full cost of ongoing system replacement could be funded through reserves.

Table 6.1 summarizes the various components of the full cost of replacement including funding for historic under-investment. The values shown in the following table are based on the assumption that items that are overdue for replacement, based on their theoretical useful life, are replaced in 2025. The annual full cost of replacement is calculated assuming \$0 in reserves and enough cash must be available in the asset replacement year to pay 100% of the costs of replacement. It should be noted there is currently a total water reserve balance of approximately \$0.59M, so part of this allowance has been covered.

Table 6.1
Annual Full Cost of Replacement for Water Works

System Component	2020 Annual Funding Requirements Breakdown ^{1,2}			
	Amortization Expense	Funding for Inflation of Asset Costs	Funding for Historic Under Investment	Annual Full Cost of Replacement
Distribution Systems	\$ 125,928	\$ 146,266	\$ 292,315	\$ 564,509
Supply and Storage Systems	\$ 60,911	\$ 24,535	\$ 104,465	\$ 189,911
Total	\$ 186,839	\$ 170,801	\$ 396,780	\$ 754,420

Note: 1. Inflation assumed to be 2% per year
2. Earned interest on reserves = 2% per year.

Amortization Expense is described in Section 4.4 and is calculated by dividing the original cost of the asset over the estimated useful life.

Funding for Inflation of Asset Costs is derived from its Annual Allowance, which is the annual amount set aside to replace the asset once it has reached its estimated useful life. It considers that the savings will earn interest and the cost of the asset is increasing due to compounding inflation over the life of the asset. The formula used to calculate the Annual Allowance is:

$$PMT = FV \left[\frac{i}{((1+i)^n - 1)} \right]$$

Where:

- PMT = Annual Allowance
- FV = Future Value
- i = annual interest
- n = Estimated Useful Life

Then the Funding for Inflation of Asset Costs is the Annual Allowance less the Amortization Expense.

Annual Full Cost of Replacement is similar to the Annual Allowance calculation described above, however it assumes that the annual amount set aside was not started in year one. The value for n has been reduced to the Estimated Remaining Life of the asset.

Funding for Historical Under Investment is the Annual Full Cost of Replacement less the Annual Allowance.

On average, \$116,000 has been transferred to reserves during each of the past three years. Additionally, approximately \$466,000 has been spent on various water related upgrade/replacement/enhancement projects during each of the past three years, however, it has all been funded through developers or from other municipal reserves and hence left out of the rate of replacement calculation below.

The average total weighted life expectancy as expressed in the Water Asset Inventory database of all of the water assets is approximately 86 years. The remaining average life expectancy is 62 years.

The Rate of Replacement has been defined as the current replacement cost of the water assets (i.e. \$20.8 M) divided by the sum of the average annual capital expenditure on replacement plus the contribution to reserves. Based on the 2017 to 2019 capital expenditures and reserve contributions the current Rate of Replacement is:

$$\begin{aligned}
 \text{Rate of Replacement (2020)} &= \frac{\text{2020 Replacement Cost}}{\text{Average Capital Investment + Transfer to Reserves}} \\
 &= \frac{\$ 20,847,233}{\$ 0 + \$ 115,990} \\
 &= 180 \text{ Years}
 \end{aligned}$$

It is strongly recommended to target a replacement rate that is lower than the remaining average life expectancy (i.e. lower than 62 years).

6.4 Proposed Capital Program

For purposes of this Financial Plan the capital program for 2021 to 2026 will be as set out in Table 6.2.

Table 6.2
Capital Construction Plan 2021 to 2026

Year	Proposed Works	Cost Allowance
2021	Watermain replacement on Frank St.	\$240,000
2023	Watermain replacement on Alice St.	\$540,000
2026	Watermain replacement on Water St.	\$300,00
	Total	\$1,080,000

7.0 COST RECOVERY

7.1 General

Although not yet a legislated requirement, Section 30(2) of the SDWA (2002) requires water system owners to develop a "Cost Recovery Plan". The intent is to create a long-term plan that will ensure adequate funding to operate, maintain and replace infrastructure. This section of the memo identifies the revenue increase required to achieve the goals of the Plan.

7.2 The Goals of the 2021-2026 Financial Plan

The goals of the current plan are as follows:

- Complete the proposed capital program while incurring no additional borrowing.
- Increase the rate of replacement.
- Improve the Financial Position of the water works over the Plan Period.
- Have a positive cash balance in each year of the plan.

7.3 Assumptions for Cost Recovery

Two assumptions were made that will impact cost recovery predictions:

- Any required rate increases would be effective January 1 of the associated year.
- The number of customers will increase by 13 per year and affect Capital Levy revenues and the purchase cost of water.

7.4 Plan Options

We have, with this Memo, provided three Financial Plan Options to address these goals. Council may select one of these or an alternative. We have also prepared a Financial Plan based on no revenue increase (Table 7.1A). This is presented for information and comparison purposes, as it would not achieve the goals set out in Section 7.2. Each option is progressively more aggressive in terms of building reserves.

The Financial Plans associated with the Base Case and each Option are provided as Tables 7.1A to 7.1D. A summary of the outcome of each is provided in Table 7.2.

**Table 7.2
Summary of Outcomes for Rate Alternatives**

Option No.	Description	% Annual Increase Required	Reserves at 2026	Financial Position (2026)			Rate of Replacement ^{2.} (Years)
				\$	Change ^{1.}		
					\$	%	
	2020 Position	-	\$0.4M	\$11.5M	-	-	180
1	0% Rate Increase (Status Quo)	0	\$0.8M	\$11.8M	\$0.3M	3%	103
2	2% Increase (Inflation)	2.0	\$1.1M	\$12.1M	\$0.6M	5%	73
3	3.2% Increase (Match RoR to Remaining Asset Life – 62 years)	3.2	\$1.4M	\$12.3M	\$0.8M	7%	62
4	9.0% Increase (Full Cost Recovery)	9.0	\$2.5M	\$13.5M	\$2.0M	18%	32

Notes: 1. Difference between 2020 and 2026.
2. Rate of Replacement in year 2026 based on method described in Section 5.3.

7.0 Conclusion

As noted in the previous section, Council can adopt one of the Options or an alternative. It is necessary to provide a copy of the Plan to the Ministry of Municipal Affairs and Housing and a copy of a resolution to the MECP. The resolution can be in the form of:

“That the Township of Lucan-Biddulph adopts a Drinking Water Financial Plan for the period 2021 to 2026 based on a ___% annual increase in revenue beginning in 2021”.

Additionally, O. Reg. 453/07 requires that:

- “ 1. The owner of the drinking-water system must,
- i. make the financial plans available without charge, on request, to members of the public who are served by the drinking-water system,
 - ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
 - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking-water system.”

B. M. ROSS AND ASSOCIATES LIMITED

Per 
Ryan P. DeVries, P. Eng.

Per 
Ann Gibson, MES, EIT

:hv
Encl.

Table 7.1A
TOWNSHIP OF LUCAN-BIDDULPH
2021-2026 Financial Plan for Waterworks
FINANCIAL PLAN 060-301

Revised October 29, 2020

Option 1: 0% Revenue Increase (Base Case)

	2020	2021	2022	2023	2024	2025	2026
FINANCIAL POSITION							
Financial assets							
Cash and cash equivalents	381,189	410,647	673,702	392,396	640,980	884,436	822,384
Total FINANCIAL ASSETS	381,189	410,647	673,702	392,396	640,980	884,436	822,384
Liabilities							
Long-term debt	-	-	-	-	-	-	-
Total LIABILITIES	-	-	-	-	-	-	-
NET DEBT (Liabilities - Assets)	(381,189)	(410,647)	(673,702)	(392,396)	(640,980)	(884,436)	(822,384)
Non-financial assets (Tangible capital assets)							
Existing water mains and facilities	10,577,913	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746
Less: Amortization	(186,839)	(193,372)	(195,772)	(195,772)	(200,706)	(200,706)	(200,706)
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
New watermains and facilities - at cost	490,000	240,000	-	540,000	-	-	300,000
Total NON-FINANCIAL ASSETS	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746	10,774,040
Financial position (Non Finance assets - Net Debt)	11,262,263	11,338,349	11,405,632	11,468,553	11,516,432	11,559,182	11,596,424
Analysis of financial position							
Equity in tangible capital assets (Note #1)	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746	10,774,040
Reserves and reserve funds	381,189	410,647	673,702	392,396	640,980	884,436	822,384
Reserves from Development Charges	191,849	193,767	195,705	197,662	199,639	201,635	203,651
General surplus (deficit)	-	-	-	-	-	-	-
Financial position (from analysis)	11,454,112	11,532,116	11,601,337	11,666,215	11,716,070	11,760,817	11,800,075

Notes:

1. This value is equal to the total non-financial assets less long-term debt.

	2020	2021	2022	2023	2024	2025	2026
FINANCIAL OPERATIONS							
Revenue							
User Fees							
Residential	387,500	391,290	395,118	398,983	402,886	406,827	410,806
Commercial	64,000	64,000	64,000	64,000	64,000	64,000	64,000
Coin Meter	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Lucan Water - Capital Levy	262,000	264,563	267,151	269,764	272,403	275,067	277,758
Frontage and Connection	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Administrative Fees	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Total User Fee REVENUE	767,500	773,853	780,269	786,747	793,288	799,894	806,564
Other							
Penalties	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Water Tower Rent - Quadro	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Miscellaneous	250	250	250	250	250	250	250
Water Meters	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Water Meter Inspection	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Other REVENUE	62,950	62,950	62,950	62,950	62,950	62,950	62,950
Total REVENUE	830,450	836,803	843,219	849,697	856,238	862,844	869,514
Expenses							
Salary - Public Works	62,000	63,240	64,505	65,795	67,111	68,453	69,822
Benefits	13,159	13,422	13,691	13,964	14,244	14,529	14,819
Hydro	60,000	63,000	66,150	69,458	72,930	76,577	80,406
Telephone	4,700	4,794	4,890	4,988	5,087	5,189	5,293
Audit	1,600	1,632	1,665	1,698	1,732	1,767	1,802
Bank Service Charges	250	255	260	265	271	276	282
Insurance	7,500	7,650	7,803	7,959	8,118	8,281	8,446
Office Supplies	-	-	-	-	-	-	-
R&M - Equipment	12,000	12,240	12,485	12,734	12,989	13,249	13,514
R&M - Building	3,500	3,570	3,641	3,714	3,789	3,864	3,942
R&M - Watermains	5,000	5,100	5,202	5,306	5,412	5,520	5,631
Software Upgrades (2020)/Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Memberships & Subscriptions	1,000	1,020	1,040	1,061	1,082	1,104	1,126
Asset Management Expenses	2,500	2,550	2,601	2,653	2,706	2,760	2,815
Meetings/Conference/Training	2,000	2,040	2,081	2,122	2,165	2,208	2,252
Water	171,700	175,134	178,637	182,209	185,854	189,571	193,362
Chemicals	-	-	-	-	-	-	-

Engineering/Legal/Audit	6,000	6,120	6,242	6,367	6,495	6,624	6,757
Lab Services	1,000	1,020	1,040	1,061	1,082	1,104	1,126
Miscellaneous Expense	500	510	520	531	541	552	563
Adm. Expense Allocation	6,400	6,528	6,659	6,792	6,928	7,066	7,207
Property Taxes	5,800	5,916	6,034	6,155	6,278	6,404	6,532
Meters	40,000	40,800	41,616	42,448	43,297	44,163	45,046
Contracted Services	141,780	144,616	147,508	150,458	153,467	156,537	159,667
Subtotal Operating Expense	558,389	571,157	584,270	597,740	611,578	625,798	640,411
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
Amortization of capital assets	186,839	193,372	195,772	195,772	200,706	200,706	200,706
Total EXPENSES	745,228	764,529	780,042	793,512	812,284	826,503	841,117

Net Revenue (Deficit) for the year	85,222	72,274	63,176	56,185	43,954	36,340	28,397
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	2020	2021	2022	2023	2024	2025	2026
CASH FLOW							
Operating Transactions							
Net revenue (deficit) for the year	85,222	72,274	63,176	56,185	43,954	36,340	28,397
Deduct capital portion of revenue:							
Federal/Provincial grants	-	-	-	-	-	-	-
Capital surcharge for completed projects	-	-	-	-	-	-	-
Add-back (deduct) non-cash expense:							
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
Amortization of capital assets	186,839	193,372	195,772	195,772	200,706	200,706	200,706
Total OPERATING TRANSACTIONS	272,061	265,646	258,949	251,957	244,660	237,046	229,103
Capital Transactions							
Growth related	-	-	-	-	-	-	-
Service enhancement (system upgrades)	-	-	-	-	-	-	-
Lead service reduction	-	-	-	-	-	-	-
Replacement of existing works	(490,000)	(240,000)	-	(540,000)	-	-	(300,000)
Total CAPITAL TRANSACTIONS	(490,000)	(240,000)	-	(540,000)	-	-	(300,000)
Investing transactions							
Proceeds from portfolio investments	5,714	3,812	4,106	6,737	3,924	6,410	8,844
Purchase of portfolio investments	-	-	-	-	-	-	-
Total INVESTING TRANSACTIONS	5,714	3,812	4,106	6,737	3,924	6,410	8,844
Financing transactions							
Federal/Provincial grants	-	-	-	-	-	-	-
Capital surcharge for completed projects	-	-	-	-	-	-	-
Proceeds from debt issues	-	-	-	-	-	-	-
Debt repayment - principal	-	-	-	-	-	-	-
Total FINANCING TRANSACTIONS	-	-	-	-	-	-	-
Net Cash Receipts (Payments) for the year	(212,225)	29,458	263,055	(281,306)	248,584	243,456	(62,053)
Cash at beginning of year	593,414	381,189	410,647	673,702	392,396	640,980	884,436
Cash at end of year	381,189	410,647	673,702	392,396	640,980	884,436	822,384

Table 7.1B
TOWNSHIP OF LUCAN-BIDDULPH
2021-2026 Financial Plan for Waterworks
FINANCIAL PLAN 060-301

Revised October 29, 2020
Option2: 2.0% Revenue Increase (Inflation)

	2020	2021	2022	2023	2024	2025	2026
FINANCIAL POSITION							
Financial assets							
Cash and cash equivalents	381,189	425,044	717,585	481,567	791,984	1,114,584	1,149,778
Total FINANCIAL ASSETS	381,189	425,044	717,585	481,567	791,984	1,114,584	1,149,778
Liabilities							
Long-term debt	-	-	-	-	-	-	-
Total LIABILITIES	-	-	-	-	-	-	-
NET DEBT (Liabilities - Assets)	(381,189)	(425,044)	(717,585)	(481,567)	(791,984)	(1,114,584)	(1,149,778)
Non-financial assets (Tangible capital assets)							
Existing water mains and facilities	10,577,913	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746
Less: Amortization	(186,839)	(193,372)	(195,772)	(195,772)	(200,706)	(200,706)	(200,706)
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
New watermains and facilities - at cost	490,000	240,000	-	540,000	-	-	300,000
Total NON-FINANCIAL ASSETS	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746	10,774,040
Financial position (Non Finance assets - Net Debt)	11,262,263	11,352,746	11,449,514	11,557,724	11,667,436	11,789,329	11,923,818
Analysis of financial position							
Equity in tangible capital assets (Note #1)	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746	10,774,040
Reserves and reserve funds	381,189	425,044	717,585	481,567	791,984	1,114,584	1,149,778
Reserves from Development Charges	191,849	193,767	195,705	197,662	199,639	201,635	203,651
General surplus (deficit)	-	-	-	-	-	-	-
Financial position (from analysis)	11,454,112	11,546,513	11,645,219	11,755,387	11,867,074	11,990,964	12,127,469

Notes:

1. This value is equal to the total non-financial assets less long-term debt.

	2020	2021	2022	2023	2024	2025	2026
FINANCIAL OPERATIONS							
Revenue							
User Fees							
Residential	387,500	399,116	411,081	423,404	436,096	449,169	462,634
Commercial	64,000	65,280	66,586	67,917	69,276	70,661	72,074
Coin Meter	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Lucan Water - Capital Levy	262,000	269,854	277,944	286,276	294,857	303,697	312,801
Frontage and Connection	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Administrative Fees	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Total User Fee REVENUE	767,500	788,250	809,610	831,597	854,230	877,527	901,509
Other							
Penalties	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Water Tower Rent - Quadro	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Miscellaneous	250	250	250	250	250	250	250
Water Meters	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Water Meter Inspection	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Other REVENUE	62,950	62,950	62,950	62,950	62,950	62,950	62,950
Total REVENUE	830,450	851,200	872,560	894,547	917,180	940,477	964,459
Expenses							
Salary - Public Works	62,000	63,240	64,505	65,795	67,111	68,453	69,822
Benefits	13,159	13,422	13,691	13,964	14,244	14,529	14,819
Hydro	60,000	63,000	66,150	69,458	72,930	76,577	80,406
Telephone	4,700	4,794	4,890	4,988	5,087	5,189	5,293
Audit	1,600	1,632	1,665	1,698	1,732	1,767	1,802
Bank Service Charges	250	255	260	265	271	276	282
Insurance	7,500	7,650	7,803	7,959	8,118	8,281	8,446
Office Supplies	-	-	-	-	-	-	-
R&M - Equipment	12,000	12,240	12,485	12,734	12,989	13,249	13,514
R&M - Building	3,500	3,570	3,641	3,714	3,789	3,864	3,942
R&M - Watermains	5,000	5,100	5,202	5,306	5,412	5,520	5,631
Software Upgrades (2020)/Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Memberships & Subscriptions	1,000	1,020	1,040	1,061	1,082	1,104	1,126
Asset Management Expenses	2,500	2,550	2,601	2,653	2,706	2,760	2,815
Meetings/Conference/Training	2,000	2,040	2,081	2,122	2,165	2,208	2,252
Water	171,700	175,134	178,637	182,209	185,854	189,571	193,362
Chemicals	-	-	-	-	-	-	-

Engineering/Legal/Audit	6,000	6,120	6,242	6,367	6,495	6,624	6,757
Lab Services	1,000	1,020	1,040	1,061	1,082	1,104	1,126
Miscellaneous Expense	500	510	520	531	541	552	563
Adm. Expense Allocation	6,400	6,528	6,659	6,792	6,928	7,066	7,207
Property Taxes	5,800	5,916	6,034	6,155	6,278	6,404	6,532
Meters	40,000	40,800	41,616	42,448	43,297	44,163	45,046
Contracted Services	141,780	144,616	147,508	150,458	153,467	156,537	159,667
Subtotal Operating Expense	558,389	571,157	584,270	597,740	611,578	625,798	640,411
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
Amortization of capital assets	186,839	193,372	195,772	195,772	200,706	200,706	200,706
Total EXPENSES	745,228	764,529	780,042	793,512	812,284	826,503	841,117

Net Revenue (Deficit) for the year	85,222	86,671	92,518	101,035	104,896	113,974	123,343
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	2020	2021	2022	2023	2024	2025	2026
CASH FLOW							
Operating Transactions							
Net revenue (deficit) for the year	85,222	86,671	92,518	101,035	104,896	113,974	123,343
Deduct capital portion of revenue:							
Federal/Provincial grants	-	-	-	-	-	-	-
Capital surcharge for completed projects	-	-	-	-	-	-	-
Add-back (deduct) non-cash expense:							
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
Amortization of capital assets	186,839	193,372	195,772	195,772	200,706	200,706	200,706
Total OPERATING TRANSACTIONS	272,061	280,044	288,290	296,807	305,601	314,679	324,048
Capital Transactions							
Growth related	-	-	-	-	-	-	-
Service enhancement (system upgrades)	-	-	-	-	-	-	-
Lead service reduction	-	-	-	-	-	-	-
Replacement of existing works	(490,000)	(240,000)	-	(540,000)	-	-	(300,000)
Total CAPITAL TRANSACTIONS	(490,000)	(240,000)	-	(540,000)	-	-	(300,000)
Investing transactions							
Proceeds from portfolio investments	5,714	3,812	4,250	7,176	4,816	7,920	11,146
Purchase of portfolio investments	-	-	-	-	-	-	-
Total INVESTING TRANSACTIONS	5,714	3,812	4,250	7,176	4,816	7,920	11,146
Financing transactions							
Federal/Provincial grants	-	-	-	-	-	-	-
Capital surcharge for completed projects	-	-	-	-	-	-	-
Proceeds from debt issues	-	-	-	-	-	-	-
Debt repayment - principal	-	-	-	-	-	-	-
Total FINANCING TRANSACTIONS	-	-	-	-	-	-	-
Net Cash Receipts (Payments) for the year	(212,225)	43,855	292,540	(236,017)	310,417	322,599	35,194
Cash at beginning of year	593,414	381,189	425,044	717,585	481,567	791,984	1,114,584
Cash at end of year	381,189	425,044	717,585	481,567	791,984	1,114,584	1,149,778

Table 7.1C
TOWNSHIP OF LUCAN-BIDDULPH
2021-2026 Financial Plan for Waterworks
FINANCIAL PLAN 060-301

Revised October 29, 2020

Option 3: 3.2% Revenue Increase (Match the Rate of Replacement to the Remaining Asset Life - 62 years)

	2020	2021	2022	2023	2024	2025	2026
FINANCIAL POSITION							
Financial assets							
Cash and cash equivalents	381,189	433,682	744,193	536,211	885,502	1,258,632	1,356,878
Total FINANCIAL ASSETS	381,189	433,682	744,193	536,211	885,502	1,258,632	1,356,878
Liabilities							
Long-term debt	-	-	-	-	-	-	-
Total LIABILITIES	-	-	-	-	-	-	-
NET DEBT (Liabilities - Assets)	(381,189)	(433,682)	(744,193)	(536,211)	(885,502)	(1,258,632)	(1,356,878)
Non-financial assets (Tangible capital assets)							
Existing water mains and facilities	10,577,913	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746
Less: Amortization	(186,839)	(193,372)	(195,772)	(195,772)	(200,706)	(200,706)	(200,706)
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
New watermains and facilities - at cost	490,000	240,000	-	540,000	-	-	300,000
Total NON-FINANCIAL ASSETS	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746	10,774,040
Financial position (Non Finance assets - Net Debt)	11,262,263	11,361,384	11,476,122	11,612,368	11,760,953	11,933,378	12,130,918
Analysis of financial position							
Equity in tangible capital assets (Note #1)	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746	10,774,040
Reserves and reserve funds	381,189	433,682	744,193	536,211	885,502	1,258,632	1,356,878
Reserves from Development Charges	191,849	193,767	195,705	197,662	199,639	201,635	203,651
General surplus (deficit)	-	-	-	-	-	-	-
Financial position (from analysis)	11,454,112	11,555,151	11,671,827	11,810,030	11,960,592	12,135,013	12,334,570

Notes:

1. This value is equal to the total non-financial assets less long-term debt.

	2020	2021	2022	2023	2024	2025	2026
FINANCIAL OPERATIONS							
Revenue							
User Fees							
Residential	387,500	403,812	420,810	438,524	456,984	476,220	496,267
Commercial	64,000	66,048	68,162	70,343	72,594	74,917	77,314
Coin Meter	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Lucan Water - Capital Levy	262,000	273,029	284,522	296,499	308,980	321,986	335,540
Frontage and Connection	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Administrative Fees	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Total User Fee REVENUE	767,500	796,889	827,494	859,366	892,557	927,123	963,121
Other							
Penalties	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Water Tower Rent - Quadro	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Miscellaneous	250	250	250	250	250	250	250
Water Meters	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Water Meter Inspection	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Other REVENUE	62,950	62,950	62,950	62,950	62,950	62,950	62,950
Total REVENUE	830,450	859,839	890,444	922,316	955,507	990,073	1,026,071
Expenses							
Salary - Public Works	62,000	63,240	64,505	65,795	67,111	68,453	69,822
Benefits	13,159	13,422	13,691	13,964	14,244	14,529	14,819
Hydro	60,000	63,000	66,150	69,458	72,930	76,577	80,406
Telephone	4,700	4,794	4,890	4,988	5,087	5,189	5,293
Audit	1,600	1,632	1,665	1,698	1,732	1,767	1,802
Bank Service Charges	250	255	260	265	271	276	282
Insurance	7,500	7,650	7,803	7,959	8,118	8,281	8,446
Office Supplies	-	-	-	-	-	-	-
R&M - Equipment	12,000	12,240	12,485	12,734	12,989	13,249	13,514
R&M - Building	3,500	3,570	3,641	3,714	3,789	3,864	3,942
R&M - Watermains	5,000	5,100	5,202	5,306	5,412	5,520	5,631
Software Upgrades (2020)/Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Memberships & Subscriptions	1,000	1,020	1,040	1,061	1,082	1,104	1,126
Asset Management Expenses	2,500	2,550	2,601	2,653	2,706	2,760	2,815
Meetings/Conference/Training	2,000	2,040	2,081	2,122	2,165	2,208	2,252
Water	171,700	175,134	178,637	182,209	185,854	189,571	193,362
Chemicals	-	-	-	-	-	-	-

Engineering/Legal/Audit	6,000	6,120	6,242	6,367	6,495	6,624	6,757
Lab Services	1,000	1,020	1,040	1,061	1,082	1,104	1,126
Miscellaneous Expense	500	510	520	531	541	552	563
Adm. Expense Allocation	6,400	6,528	6,659	6,792	6,928	7,066	7,207
Property Taxes	5,800	5,916	6,034	6,155	6,278	6,404	6,532
Meters	40,000	40,800	41,616	42,448	43,297	44,163	45,046
Contracted Services	141,780	144,616	147,508	150,458	153,467	156,537	159,667
Subtotal Operating Expense	558,389	571,157	584,270	597,740	611,578	625,798	640,411
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
Amortization of capital assets	186,839	193,372	195,772	195,772	200,706	200,706	200,706
Total EXPENSES	745,228	764,529	780,042	793,512	812,284	826,503	841,117

Net Revenue (Deficit) for the year	85,222	95,309	110,401	128,803	143,223	163,570	184,954
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	2020	2021	2022	2023	2024	2025	2026
CASH FLOW							
Operating Transactions							
Net revenue (deficit) for the year	85,222	95,309	110,401	128,803	143,223	163,570	184,954
Deduct capital portion of revenue:							
Federal/Provincial grants	-	-	-	-	-	-	-
Capital surcharge for completed projects	-	-	-	-	-	-	-
Add-back (deduct) non-cash expense:							
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
Amortization of capital assets	186,839	193,372	195,772	195,772	200,706	200,706	200,706
Total OPERATING TRANSACTIONS	272,061	288,682	306,174	324,576	343,929	364,275	385,660
Capital Transactions							
Growth related	-	-	-	-	-	-	-
Service enhancement (system upgrades)	-	-	-	-	-	-	-
Lead service reduction	-	-	-	-	-	-	-
Replacement of existing works	(490,000)	(240,000)	-	(540,000)	-	-	(300,000)
Total CAPITAL TRANSACTIONS	(490,000)	(240,000)	-	(540,000)	-	-	(300,000)
Investing transactions							
Proceeds from portfolio investments	5,714	3,812	4,337	7,442	5,362	8,855	12,586
Purchase of portfolio investments	-	-	-	-	-	-	-
Total INVESTING TRANSACTIONS	5,714	3,812	4,337	7,442	5,362	8,855	12,586
Financing transactions							
Federal/Provincial grants	-	-	-	-	-	-	-
Capital surcharge for completed projects	-	-	-	-	-	-	-
Proceeds from debt issues	-	-	-	-	-	-	-
Debt repayment - principal	-	-	-	-	-	-	-
Total FINANCING TRANSACTIONS	-	-	-	-	-	-	-
Net Cash Receipts (Payments) for the year	(212,225)	52,494	310,510	(207,982)	349,291	373,130	98,246
Cash at beginning of year	593,414	381,189	433,682	744,193	536,211	885,502	1,258,632
Cash at end of year	381,189	433,682	744,193	536,211	885,502	1,258,632	1,356,878

Table 7.1D
TOWNSHIP OF LUCAN-BIDDULPH
2021-2026 Financial Plan for Waterworks
FINANCIAL PLAN 060-301

Revised October 29, 2020
Option 4: 9.0% Revenue Increase (Full Cost Recovery)

	2020	2021	2022	2023	2024	2025	2026
FINANCIAL POSITION							
Financial assets							
Cash and cash equivalents	381,189	475,434	875,748	812,644	1,369,708	2,022,208	2,481,094
Total FINANCIAL ASSETS	381,189	475,434	875,748	812,644	1,369,708	2,022,208	2,481,094
Liabilities							
Long-term debt	-	-	-	-	-	-	-
Total LIABILITIES	-	-	-	-	-	-	-
NET DEBT (Liabilities - Assets)	(381,189)	(475,434)	(875,748)	(812,644)	(1,369,708)	(2,022,208)	(2,481,094)
Non-financial assets (Tangible capital assets)							
Existing water mains and facilities	10,577,913	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746
Less: Amortization	(186,839)	(193,372)	(195,772)	(195,772)	(200,706)	(200,706)	(200,706)
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
New watermains and facilities - at cost	490,000	240,000	-	540,000	-	-	300,000
Total NON-FINANCIAL ASSETS	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746	10,774,040
Financial position (Non Finance assets - Net Debt)	11,262,263	11,403,136	11,607,677	11,888,801	12,245,160	12,696,953	13,255,134
Analysis of financial position							
Equity in tangible capital assets (Note #1)	10,881,074	10,927,702	10,731,929	11,076,157	10,875,451	10,674,746	10,774,040
Reserves and reserve funds	381,189	475,434	875,748	812,644	1,369,708	2,022,208	2,481,094
Reserves from Development Charges	191,849	193,767	195,705	197,662	199,639	201,635	203,651
General surplus (deficit)	-	-	-	-	-	-	-
Financial position (from analysis)	11,454,112	11,596,903	11,803,382	12,086,463	12,444,798	12,898,589	13,458,786

Notes:

1. This value is equal to the total non-financial assets less long-term debt.

	2020	2021	2022	2023	2024	2025	2026
FINANCIAL OPERATIONS							
Revenue							
User Fees							
Residential	387,500	426,507	469,440	516,694	568,706	625,953	688,963
Commercial	64,000	69,760	76,038	82,882	90,341	98,472	107,334
Coin Meter	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Lucan Water - Capital Levy	262,000	288,373	317,402	349,352	384,519	423,225	465,828
Frontage and Connection	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Administrative Fees	12,000	12,000	12,000	12,000	12,000	12,000	12,000
Total User Fee REVENUE	767,500	838,640	916,880	1,002,928	1,097,566	1,201,650	1,316,125
Other							
Penalties	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Water Tower Rent - Quadro	2,700	2,700	2,700	2,700	2,700	2,700	2,700
Miscellaneous	250	250	250	250	250	250	250
Water Meters	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Water Meter Inspection	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Other REVENUE	62,950	62,950	62,950	62,950	62,950	62,950	62,950
Total REVENUE	830,450	901,590	979,830	1,065,878	1,160,516	1,264,600	1,379,075
Expenses							
Salary - Public Works	62,000	63,240	64,505	65,795	67,111	68,453	69,822
Benefits	13,159	13,422	13,691	13,964	14,244	14,529	14,819
Hydro	60,000	63,000	66,150	69,458	72,930	76,577	80,406
Telephone	4,700	4,794	4,890	4,988	5,087	5,189	5,293
Audit	1,600	1,632	1,665	1,698	1,732	1,767	1,802
Bank Service Charges	250	255	260	265	271	276	282
Insurance	7,500	7,650	7,803	7,959	8,118	8,281	8,446
Office Supplies	-	-	-	-	-	-	-
R&M - Equipment	12,000	12,240	12,485	12,734	12,989	13,249	13,514
R&M - Building	3,500	3,570	3,641	3,714	3,789	3,864	3,942
R&M - Watermains	5,000	5,100	5,202	5,306	5,412	5,520	5,631
Software Upgrades (2020)/Maintenance	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Memberships & Subscriptions	1,000	1,020	1,040	1,061	1,082	1,104	1,126
Asset Management Expenses	2,500	2,550	2,601	2,653	2,706	2,760	2,815
Meetings/Conference/Training	2,000	2,040	2,081	2,122	2,165	2,208	2,252
Water	171,700	175,134	178,637	182,209	185,854	189,571	193,362
Chemicals	-	-	-	-	-	-	-

Engineering/Legal/Audit	6,000	6,120	6,242	6,367	6,495	6,624	6,757
Lab Services	1,000	1,020	1,040	1,061	1,082	1,104	1,126
Miscellaneous Expense	500	510	520	531	541	552	563
Adm. Expense Allocation	6,400	6,528	6,659	6,792	6,928	7,066	7,207
Property Taxes	5,800	5,916	6,034	6,155	6,278	6,404	6,532
Meters	40,000	40,800	41,616	42,448	43,297	44,163	45,046
Contracted Services	141,780	144,616	147,508	150,458	153,467	156,537	159,667
Subtotal Operating Expense	558,389	571,157	584,270	597,740	611,578	625,798	640,411
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
Amortization of capital assets	186,839	193,372	195,772	195,772	200,706	200,706	200,706
Total EXPENSES	745,228	764,529	780,042	793,512	812,284	826,503	841,117

Net Revenue (Deficit) for the year	85,222	137,061	199,788	272,366	348,232	438,097	537,959
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	2020	2021	2022	2023	2024	2025	2026
CASH FLOW							
Operating Transactions							
Net revenue (deficit) for the year	85,222	137,061	199,788	272,366	348,232	438,097	537,959
Deduct capital portion of revenue:							
Federal/Provincial grants	-	-	-	-	-	-	-
Capital surcharge for completed projects	-	-	-	-	-	-	-
Add-back (deduct) non-cash expense:							
Loss (gain) on disposal of tangible capital assets	-	-	-	-	-	-	-
Amortization of capital assets	186,839	193,372	195,772	195,772	200,706	200,706	200,706
Total OPERATING TRANSACTIONS	272,061	330,433	395,560	468,139	548,938	638,802	738,664

Capital Transactions							
Growth related	-	-	-	-	-	-	-
Service enhancement (system upgrades)	-	-	-	-	-	-	-
Lead service reduction	-	-	-	-	-	-	-
Replacement of existing works	(490,000)	(240,000)	-	(540,000)	-	-	(300,000)
Total CAPITAL TRANSACTIONS	(490,000)	(240,000)	-	(540,000)	-	-	(300,000)

Investing transactions							
Proceeds from portfolio investments	5,714	3,812	4,754	8,757	8,126	13,697	20,222
Purchase of portfolio investments	-	-	-	-	-	-	-
Total INVESTING TRANSACTIONS	5,714	3,812	4,754	8,757	8,126	13,697	20,222

Financing transactions							
Federal/Provincial grants	-	-	-	-	-	-	-
Capital surcharge for completed projects	-	-	-	-	-	-	-
Proceeds from debt issues	-	-	-	-	-	-	-
Debt repayment - principal	-	-	-	-	-	-	-
Total FINANCING TRANSACTIONS	-	-	-	-	-	-	-

Net Cash Receipts (Payments) for the year	(212,225)	94,245	400,314	(63,104)	557,064	652,500	458,886
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Cash at beginning of year	593,414	381,189	475,434	875,748	812,644	1,369,708	2,022,208
Cash at end of year	381,189	475,434	875,748	812,644	1,369,708	2,022,208	2,481,094

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: November 17, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

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

October 2020	\$818,178.73
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RESOLUTION CARRIED

MAYOR

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee		Cheque Amount
025197	10/06/2020	001000	A & B RENTAL		2,019.22
	Invoice 32055		06/26/2020	COURSEY LINE	765.46
	Invoice 32385		07/21/2020	PARKS MAINTENANCE	167.62
	Invoice 32471		07/21/2020	PARK MAINTENANCE	131.29
	Invoice 33491		09/18/2020	MAINTENANCE SUPPLIES	954.85
025198	10/06/2020	002719	ALBECK CONSTRUCTION		23,855.79
	Invoice 0089		10/01/2020	SIDEWALKS	23,855.79
025199	10/06/2020	001016	AUSABLE BAYFIELD CONSERVATION		678.00
	Invoice 6745		09/23/2020	TREE PLANTING	678.00
025200	10/06/2020	001622	B M ROSS & ASSOCIATES		1,418.06
	Invoice 18498		05/05/2020	HEENAN DRAIN	893.50
	Invoice 19272		09/25/2020	LWWTP MASTER PLANS	524.56
025201	10/06/2020	003349	BERG CHILLING SYSTEMS		48,006.92
	Invoice 1114		06/30/2020	CHILLER	38,405.54
	Invoice 1183		09/15/2020	CHILLER	9,601.38
025202	10/06/2020	002823	BLUEWATER PIPE		189.84
	Invoice 20-10436		09/15/2020	ROAD SIDE DRAINAGE	189.84
025203	10/06/2020	001878	C.T. ENVIRONMENTAL LTD		11,260.45
	Invoice 5181		09/18/2020	SEWER MAINTENANCE	11,260.45
025204	10/06/2020	001546	CEDAR SIGNS		1,026.84
	Invoice INV/2020/2385		09/18/2020	CROSSING GUARD	810.91
	Invoice INV/2020/2578		09/30/2020	SIGNS	215.93
025205	10/06/2020	002483	CITY OF LONDON		17,396.62
	Invoice 192759		09/11/2020	WATER	17,396.62
025206	10/06/2020	001199	CLARENCE CARTER & SONS		271.20
	Invoice 58886		09/18/2020	ROADSIDE DRAINAGE	271.20
025207	10/06/2020	002637	COMPUGEN INC.		961.89
	Invoice 9254592		08/28/2020	PHOTOCOPIER CHARGES	202.68
	Invoice 9253859		07/30/2020	PHOTOCOPIER CHARGES	759.21
025208	10/06/2020	003360	COSTCO WHOLESALE CANADA LTD		150.00
	Invoice REFUND 2020		05/11/2020	BACONFEST CANCELLATION 2020	150.00
025209	10/06/2020	001263	DILLON CONSULTING LIMITED		6,102.26
	Invoice 223672		09/16/2020	NAGLE DRIVE	3,027.76
	Invoice 223662		09/16/2020	FOREVER HOMES	650.03
	Invoice 223671		09/16/2020	STORM POND MONITORING	1,977.50
	Invoice 223661		09/16/2020	SANITARY MASTER PLAN	446.97
025210	10/06/2020	002796	DOWLER KARN		322.28
	Invoice 7615		07/31/2020	FUEL	322.28
025211	10/06/2020	003408	FAMILY FUELS INC.		2,392.17
	Invoice 7302		08/27/2020	OFFICE	575.86
	Invoice 7303		08/27/2020	LWWTP	1,031.96
	Invoice 7304		08/27/2020	CHESTNUT	272.70
	Invoice 7305		08/27/2020	LUCAN BOOSTER STATION	511.65

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
025212	10/06/2020 Invoice 2-443-88769	003411	FEDERAL EXPRESS CANADA CORPORATION 09/22/2020 POSTAGE	17.88
025213	10/06/2020 Invoice 2020/21 Ins. Invoice 2020/21 INS-1	001443	FRANK COWAN COMPANY LTD 08/27/2020 INSURANCE 09/03/2020 INSURANCE	144,785.60 144,539.36 246.24
025214	10/06/2020 Invoice 50325	001310	GENCARE SERVICES 09/25/2020 R&M EQUIPMENT	1,356.00
025215	10/06/2020 Invoice 807101	001085	GEORGIAN BAY FIRE & SAFETY 09/11/2020 BUILDING R&M	346.06
025216	10/06/2020 Invoice LB#130-2020	003410	XXXXXXXXXX 10/05/2020 CANCELLED PERMIT REFUND	301.70
025217	10/06/2020 Invoice 1457	002855	GOLLAN HOLDINGS INC. 09/29/2020 LIBRARY CARPET CLEANING	1,452.05
025218	10/06/2020 Invoice 3478	003261	GW-EX INC. 08/21/2020 NAGLE - HOLDBACK	51,396.50
025219	10/06/2020 Invoice 180442 Invoice 151889	001772	HURONIA 06/25/2020 SUPPLIES 02/11/2020 SUPPLIES	374.26 252.22 122.04
025220	10/06/2020 Invoice H09322 Invoice H09800	001100	Huron Tractor 09/17/2020 R&M BACKHOE 09/21/2020 GRADER	836.16 643.69 192.47
025221	10/06/2020 Invoice 21	003168	JEFF STAPLETON 09/29/2020 SENIOR'S FITNESS	330.00
025222	10/06/2020 Invoice I20904.00 Invoice I20903.00	003394	KING MATERIALS HANDLING LONDON LTD. 07/02/2020 WAREHOUSE RACKING 07/06/2020 WAREHOUSE RACKING	10,186.95 3,435.20 6,751.75
025223	10/06/2020 Invoice 1310880 Invoice 1310811	003404	LANGFORD AUTO APC 08/25/2020 FLOWER TRUCK 08/21/2020 FLOWER TRUCK	74.24 40.65 33.59
025224	10/06/2020 Invoice 1050399 Invoice 1050627 Invoice 1050887 Invoice 1051036 Invoice 1051603 Invoice 1049959 Invoice 2151764 Invoice 1050013 Invoice 1049398 Invoice 2151762 Invoice 1049924 Invoice 1050011 Invoice 1050268 Invoice 1050495 Invoice 1051565 Invoice 1051621	001129	LANGFORD LUMBER 09/15/2020 WESTERN STAR 09/18/2020 SHOP SUPPLIES 09/21/2020 SHOP SUPPLIES 09/23/2020 SHOP SUPPLIES 09/30/2020 SHOP SUPPLIES 09/09/2020 R&M EQUIPMENT 09/01/2020 R&M PW BUILDING 09/10/2020 CEDC BIKES 09/01/2020 PARK MAINTENANCE 09/01/2020 MAINTENANCE & SUPPLIES 09/09/2020 MAINTENANCE 09/10/2020 MAINTENANCE SUPPLIES 09/14/2020 COVID 09/16/2020 ARENA MAINTENANCE 09/29/2020 MAINTENANCE SUPPLIES 09/30/2020 MAINTENANCE SUPPLIES	697.76 5.39 56.49 13.31 11.29 7.88 46.26 16.94 20.26 40.39 96.46 8.93 15.28 7.89 11.47 27.96 5.62

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 2153203		09/30/2020 MAINTENANCE SUPPLIES	14.11
	Invoice 1050940		09/22/2020 BRIDGE MAINTENANCE	73.97
	Invoice 1050881		09/21/2020 BRIDGE MAINTENANCE	93.54
	Invoice 2151831		09/02/2020 SHOP SUPPLIES	8.02
	Invoice 1051534		09/29/2020 R&M EQUIPMENT	22.59
	Invoice 1050009		09/10/2020 ROADSIDE DRAINAGE	93.71
025225	10/06/2020	001913	LERNERS LLP	7,854.08
	Invoice 40027946		09/30/2020 LUCAN ESTATES PHASE 1	1,017.58
	Invoice 40027949		09/30/2020 PROCEDURAL BY-LAWS	4,802.50
	Invoice 40027950		09/30/2020 HODGINS DRAIN	1,130.00
	Invoice 40027679		09/30/2020 ██████████ - FREEDOM OF INFO	904.00
025226	10/06/2020	003047	LIBRO CREDIT UNION	649.16
	Invoice Sept 2020		09/24/2020 ██████████	649.16
025227	10/06/2020	001706	M WORX	423.75
	Invoice 20217		09/11/2020 R&M PW	423.75
025228	10/06/2020	002621	MAGUIRE, KELLY	1,214.75
	Invoice 94		09/30/2020 Property Maintenance	1,214.75
025229	10/06/2020	003250	MINISTRY OF FINANCE	52,716.44
	Invoice 102209201632097		09/30/2020 AUGUST OPP	54,570.00
	Invoice 200209201244011		09/02/2020 OPP CREDIT	-1,853.56
025230	10/06/2020	001900	MINISTRY OF FINANCE/MINISTRY OF TRANSPORTATION	16.50
	Invoice Sept 2020		09/30/2020 Inv. 05-2016BB Refund	16.50
025231	10/06/2020	001843	ONTARIO CLEAN WATER AGENCY	22,973.49
	Invoice INV00000004948		09/30/2020 WWTP CAPITAL	22,500.71
	Invoice INV00000004947		09/30/2020 LAB SERVICES	472.78
025232	10/06/2020	003022	ORKIN CANADA CORPORATION	91.53
	Invoice C-2174741		09/22/2020 MAINTENANCE	91.53
025233	10/06/2020	003407	PETE'S SPORTS & REPAIRS	1,358.54
	Invoice 23937		07/28/2020 PLAY IT FORWARD	1,358.54
025234	10/06/2020	001195	PROMECHANICAL TRUCK REPAIRS	1,068.30
	Invoice 75455		09/10/2020 SERVICE	42.94
	Invoice 75529		09/18/2020 SERVICE	289.28
	Invoice 75592		09/25/2020 WESTERN STAR	736.08
025235	10/06/2020	001187	Pepsi Bottling Group Canada	938.21
	Invoice 49995550		03/12/2020 SUPPLIES	938.21
025236	10/06/2020	001286	REALTAX	593.25
	Invoice 75947		09/17/2020 TAX ARREARS	593.25
025237	10/06/2020	001484	██████████	120.00
	Invoice Sept 2020		09/28/2020 DRIVER'S MEDICAL	120.00
025238	10/06/2020	003409	██	2,000.00
	Invoice Sept 2020		09/25/2020 SECURITY DEPOSIT REFUND	2,000.00
025239	10/06/2020	001040	SCRIMGEOUR & COMPANY	2,825.00
	Invoice 2019 EFIR		10/01/2020 2019 EFIR	2,825.00

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
025240	10/06/2020 Invoice 1482	003293	SELECTPATH BENEFITS 09/30/2020 CONSULTING	1,356.00
025241	10/06/2020 Invoice 8101097248	002024	SHRED-IT INTERNATIONAL ULC 09/07/2020 PAPER SHREDDING	186.71
025242	10/06/2020 Invoice 99325835-001 Invoice 102615533-001	002950	SITEONE LANDSCAPE SUPPLY, LTD. 05/06/2020 FLOWERS 08/21/2020 HARD TOP	908.52 637.32 271.20
025243	10/06/2020 Invoice 065298	001628	SOUTHWOLD DIVERSIFIED LTD. 09/30/2020 STREETLIGHT REPAIR	3,619.73
025244	10/06/2020 Invoice IVC-2020-01178	001270	TREASURER, COUNTY OF MIDDLESEX 07/31/2020 SIGNS	657.50
025245	10/06/2020 Invoice 5323299 Invoice 5329343	001713	WFS LTD. 09/22/2020 COVERALL FLASHLIGHTS 09/30/2020 SHOP SUPPLIES	569.22 491.21 78.01
025246	10/20/2020 Invoice Progress 1	001948	A.G.HAYTER CONTRACTING LTD. 09/24/2020 CASEY MCCARTHY DRAIN	139,326.82
025247	10/20/2020 Invoice 62065	001002	ABOVE AND BEYOND PROMOTIONS INC. 10/08/2020 CLOTHING	1,847.78
025248	10/20/2020 Invoice 10059-129769	002689	AIR DESIGN SERVICES INC. 09/30/2020 R&M PW BUILDING	4,172.45
025249	10/20/2020 Invoice 19343	001622	B M ROSS & ASSOCIATES 10/06/2020 SANITARY MASTER PLAN	13,161.35
025250	10/20/2020 Invoice 1206 Invoice 1218 Invoice 1217	003349	BERG CHILLING SYSTEMS 09/25/2020 REFRIDGERATION 09/30/2020 MAINTENANCE CONTRACTS 09/30/2020 MAINTENANCE CONTRACTS	12,959.54 12,406.39 193.00 360.15
025251	10/20/2020 Invoice 1335	001393	BRANDER STEEL INDUSTRIES LTD 10/07/2020 WESTERN STAR	55.82
025252	10/20/2020 Invoice IN348326	002517	CANADA'S FINEST COFFEE 10/07/2020 COFFEE	72.00
025253	10/20/2020 Invoice 27187 Invoice 27348	001277	CLARKE'S FOOD MART 06/01/2020 FUEL 06/25/2020 FUEL	163.59 77.22 86.37
025254	10/20/2020 Invoice 9255249	002637	COMPUGEN INC. 09/29/2020 PHOTOCOPIER CHARGES	209.78
025255	10/20/2020 Invoice 9587	002796	DOWLER KARN 09/22/2020 FUEL	178.63
025256	10/20/2020 Invoice 94972	002769	ETK CARBIDE TOOL INC. 09/30/2020 ICE RESURFACING KNIVES	84.75
025257	10/20/2020	001280	EVANS UTILITY	603.42

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 0000161254		10/01/2020 R&M EQUIPMENT	359.34
	Invoice 0000161237		09/30/2020 R&M EQUIPMENT	244.08
025258	10/20/2020	001308	FORM & BUILD SUPPLY INC	1,269.89
	Invoice 484682		10/02/2020 POT HOLE REPAIRS	1,269.89
025259	10/20/2020	002850	[REDACTED]	101.27
	Invoice Nov. 30/19		10/30/2019 SUPPLIES FOR CHRISTMAS DINNER	101.27
025260	10/20/2020	003325	GUAY, STEVE	45.39
	Invoice Oct 2020		10/15/2020 MILEAGE	45.39
025261	10/20/2020	001481	HETEK SOLUTIONS INC	632.80
	Invoice INV0037096		10/09/2020 METERS	632.80
025262	10/20/2020	001772	HURONIA	149.97
	Invoice 183874		09/30/2020 PROPANE	149.97
025263	10/20/2020	001100	Huron Tractor	141.87
	Invoice H13804		10/15/2020 BACKHOE	141.87
025264	10/20/2020	002675	INGENIOUS SOFTWARE	1,813.81
	Invoice 7279		04/30/2020 FirePro2 Service Contract	1,813.81
025265	10/20/2020	003412	[REDACTED]	682.00
	Invoice Oct 2020		10/07/2020 REFUND - OVERPAYMENT	682.00
025266	10/20/2020	003182	JEFF YOUNG BACKHOE & BULLDOZING SERVICES INC.	593.25
	Invoice 00002456		10/08/2020 HARD TOP MAINTENANCE	593.25
025267	10/20/2020	003404	LANGFORD AUTO APC	11.71
	Invoice 1310735		08/19/2020 MAINTENANCE SUPPLIES	11.71
025268	10/20/2020	001129	LANGFORD LUMBER	99.87
	Invoice 0477985		10/09/2020 PARKS MAINTENANCE	59.12
	Invoice 1050274		10/14/2020 PARKS MAINTENANCE	31.73
	Invoice 0478017		09/09/2020 PARKS MAINTENANCE	5.64
	Invoice 1049449		09/02/2020 MAINTENANCE SUPPLIES	3.38
025269	10/20/2020	001998	LOCAL AUTHORITY SERVICES LTD.	1,501.39
	Invoice PF-1259-03627		10/20/2020 DIESEL	1,501.39
025270	10/20/2020	003297	MINISTRY OF FINANCE	2,717.36
	Invoice 1-117772012-7		10/02/2020 TILE DRAINAGE LOAN	2,717.36
025271	10/20/2020	002929	OMI CANADA INC.	25,727.28
	Invoice 691130-04-06		08/11/2020 CONTRACTED SERVICES	12,863.64
	Invoice 691130-04-08		10/08/2020 CONTRACTED SERVICES	12,863.64
025272	10/20/2020	001843	ONTARIO CLEAN WATER AGENCY	13,051.54
	Invoice INV00000005155		10/01/2020 CONTRACTED SERVICES	13,051.54
025273	10/20/2020	002626	ONTARIO ONE CALL	219.05
	Invoice 202015721		09/30/2020 LOCATES	219.05
025274	10/20/2020	002894	POSTMEDIA	39.55
	Invoice 412516		09/30/2020 Advertising	39.55

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
025275	10/20/2020	001735	QUADIENT LEASING CANADA LTD.	129.94
	Invoice 6236939		10/01/2020 POSTAGE MACHINE RENTAL	129.94
025276	10/20/2020	001286	REALTAX	988.75
	Invoice 76385		10/06/2020 TAX SALE - [REDACTED]	988.75
025277	10/20/2020	002625	RESQTECH SYSTEMS	138.99
	Invoice 00030511		09/28/2020 REPAIRS	138.99
025278	10/20/2020	003175	SEMCO	431.93
	Invoice 0000309578		10/06/2020 CLEANING/PAPER SUPPLIES	431.93
025279	10/20/2020	001372	SPRIET ASSOCIATES	6,066.69
	Invoice 20-0496		10/02/2020 CASEY MCCARTHY DRAIN	6,066.69
025280	10/20/2020	001261	TECHNICAL STANDARDS & SAFETY	188.00
	Invoice 3535968		09/29/2020 MISCELLANEOUS	94.00
	Invoice 3537714		10/02/2020 LICENSES	94.00
025281	10/20/2020	001289	TENEX COMMUNICATIONS INC	54.24
	Invoice 32058		09/30/2020 BACKHOE	54.24
025282	10/20/2020	001270	TREASURER, COUNTY OF MIDDLESEX	271.88
	Invoice IVC-2020-01192		09/30/2020 SIGNS	271.88
025283	10/20/2020	001691	TRY RECYCLING INC.	2,669.49
	Invoice 0000187895		10/10/2020 SPECIAL PICK-UP	2,669.49
025284	10/20/2020	003388	UNISYNC	135.58
	Invoice R-27074		10/13/2020 JOHN - CLOTHING	135.58
025285	10/20/2020	002960	WASTE CONNECTIONS OF CANADA INC.	13.92
	Invoice 7120-0000842671		09/30/2020 MAINTENANCE	13.92
025286	10/20/2020	001713	WFS LTD.	298.31
	Invoice 5333543		10/07/2020 COVID EXPENSES	298.31
025287	10/28/2020	003413	2748562 ONTARIO INC	1,576.91
	Invoice Oct 2020		10/27/2020 REFUND - PAYMENT	1,576.91
Cheque Register Total -				664,945.94

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
001703	10/08/2020 Invoice Sept 2020	002986	MASTERCARD - BB FIRE 09/30/2020 MASTERCARD PURCHASES	349.88
001704	10/08/2020 Invoice Sept 2020	002985	MASTERCARD - MUN. OFFICE 09/30/2020 MASTERCARD PURCHASES	6,885.74
001705	10/08/2020 Invoice Sept 2020	002987	MASTERCARD - PARKS & REC. 09/30/2020 MASTERCARD PURCHASES	2,101.44
001706	10/29/2020 Invoice 1020-3690	002574	BELL MOBILITY 10/08/2020 Cell Phones	249.40
001707	10/29/2020 Invoice 1020-1224	002474	BELL PWB 227-1224 10/01/2020 P.W. Building Phone	176.76
001708	10/29/2020 Invoice 1020-0565	003331	BELL, ARENA 227-0565 10/01/2020 FIRE LINE	49.87
001709	10/29/2020 Invoice 25214 Invoice 25208 Invoice 25227 Invoice 99366 Invoice 99367	001028	BLUEWATER RECYCLING ASSOC 09/30/2020 SEPT DISPOSAL 10/05/2020 OCT AUTOMATED 09/30/2020 Q4 RECYCLING 09/30/2020 YD WASTE LIFT 09/30/2020 YD WASTE LIFT	57,604.31 7,332.85 10,500.00 39,403.04 274.40 94.02
001710	10/29/2020 Invoice 0920-5250	002453	HYDRO, CROSSING LT. 315250 09/22/2020 Hydro One, Crossing Lights	90.91
001711	10/29/2020 Invoice 1020-7124	002439	HYDRO, MUSEUM 927124 10/06/2020 Hydro One, Museum	119.77
001712	10/29/2020 Invoice 0920-2711	002731	HYDRO, OFFICE/LIBRARY 2711 09/22/2020 Municipal Office/Library	1,158.94
001713	10/29/2020 Invoice 1020-0821	002566	HYDRO, PWB 210821 10/07/2020 Hydro One, Public Works Bldg.	572.04
001714	10/29/2020 Invoice 1020-7254	002436	HYDRO, SCOUT HALL 407254 10/06/2020 Hydro One, Scout Hall	93.51
001715	10/29/2020 Invoice 0920-6868-2 Invoice 1020-6868-1	002570	HYDRO, ST. LIGHTS 116868 09/21/2020 Hydro One, Street Lights 10/02/2020 Hydro One, Street Lights	1,457.51 1,437.95 19.56
001716	10/29/2020 Invoice 1020-4780	003403	HYDRO, ST. LIGHTS 494780 10/02/2020 Hydro One, Ridge Crossing 1	39.18
001717	10/29/2020 Invoice 0920-8601	002569	HYDRO, ST. LIGHTS 538601 09/21/2020 Hydro One, 0 Watson St.	427.57
001718	10/29/2020 Invoice 1020-3502	003289	HYDRO, ST. LIGHTS 693502 10/02/2020 Hydro, St. Lights Ind Park	33.23
001719	10/29/2020 Invoice 0920-7958	002451	HYDRO, ST. LIGHTS 807958 09/21/2020 Hydro One, 1 Conc. Lot 25	125.01
001720	10/29/2020 Invoice 1020-3632	002441	HYDRO, WATER TOWER 493632 10/06/2020 Hydro One, Water Tower	190.84

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
001721	10/29/2020 Invoice 186887	002683	LUCAN WATER - MUNICIPAL OFFICE 09/30/2020 Water/Sewer	253.59
001722	10/29/2020 Invoice 185840 Invoice 186661	002600	LUCAN WATER - P.W.B. 09/30/2020 WATER - FLOWER TRUCK 09/30/2020 Water/Sewer	178.52 504.29
001723	10/29/2020 Invoice Sept 2020	001168	MINISTER OF FINANCE 09/30/2020 SEPT 2020 EHT REMITTANCE	2,233.92
001724	10/29/2020 Invoice Sept 2020	002616	OMERS 09/30/2020 OMERS	18,132.28
001725	10/29/2020 Invoice Oct 2020	001735	QUADIENT LEASING CANADA LTD. 10/01/2020 POSTAGE MACHINE REFILL	5,000.00
001726	10/29/2020 Invoice 1020-10324606	002702	QUADRO - MUN. OFFICE/PARKS&REC. 10/06/2020 Mun. Office/Parks&Rec.	1,097.74
001727	10/29/2020 Invoice Oct 2020 Group Invoice Sept 2020	001983	RWAM INSURANCE ADMINISTRATORS 10/01/2020 GROUP PREMIUM 09/30/2020 COST PLUS	2,703.13 4,566.12
001728	10/29/2020 Invoice 0920-5002	002585	STAPLES - OFFICE 09/30/2020 Office Supplies	45.18
001729	10/29/2020 Invoice 0920-2145	002691	U. GAS - OFFICE/LIBRARY 2145 09/29/2020 OFFICE/LIBRARY HEAT	100.10
001730	10/29/2020 Invoice 1020-1545	002469	U. GAS PW BLDG. 1545 10/08/2020 Public Works Heat	208.50
001731	10/29/2020 Invoice Sept 2020	001231	WSIB 09/30/2020 WSIB	3,081.39
Cheque Register Total -				109,830.67

Accounts Payable

ARENA BANK Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000708	10/29/2020 Invoice 0920-5990	002443	HYDRO, ARENA 425990 09/25/2020 Hydro One 263 Main Arena	4,672.42
000709	10/29/2020 Invoice 1020-9687	002456	HYDRO, ARENA 889687 10/06/2020 Hydro One, 263 Main St. BLDG.	93.55
000710	10/29/2020 Invoice 1020-7734	002449	HYDRO, ARENA LIGHT 857734 10/06/2020 Hydro One, 263 Main St. Light	80.90
000711	10/29/2020 Invoice 1020-2579	002457	HYDRO, GRANTON PK 512579 10/08/2020 Hydro One, High St. Light 2	40.47
000712	10/29/2020 Invoice 1020-1433	002458	HYDRO, GRANTON PK. 201433 10/08/2020 Hydro One, High St. Light 1	80.17
000713	10/29/2020 Invoice 1020-7345	002435	HYDRO, MARKET PARK 117345 10/06/2020 Hydro One, Market St. Park	72.97
000714	10/29/2020 Invoice 1020-8334	002442	HYDRO, SPLASH PAD 018334 10/06/2020 Hydro One, Splash Pad	53.30
000715	10/29/2020 Invoice 185845 Invoice 186724	002607	LUCAN WATER - ARENA 06/30/2020 Water/Sewer 09/30/2020 Water/Sewer	235.62 2,173.30
000716	10/29/2020 Invoice 187208	002606	LUCAN WATER - SPLASH PAD 09/30/2020 WATER - SPLASHPAD	10,847.42
000717	10/29/2020 Invoice 0920-9008	002767	STAPLES - ARENA 09/18/2020 ARENA - SUPPLIES	204.86
000718	10/29/2020 Invoice 0920-2022	002463	U. GAS ARENA 2022 09/29/2020 Heat-Pool,Arena,LionsShed	500.96
000719	10/29/2020 Invoice 0920-2061	002563	U. GAS ARENA 2061 09/29/2020 Heat-MainHall&Daycare	127.50
000720	10/29/2020 Invoice 0920-2137	002464	U. GAS SENIOR CTR 2137 09/29/2020 HEAT - SENIOR CENTRE	30.11
Cheque Register Total -				19,213.55

Accounts Payable

Invoices Paid Online - Water Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000297	10/29/2020 Invoice 1020-1017	002476	BELL, LW BOOSTER STN 227-1017 10/01/2020 Water Booster Station Telephon	222.43
000298	10/29/2020 Invoice 0920-6133	002618	HYDRO, 34395 GRANTON LINE, LW 09/14/2020 Granton Water Supply	414.66
000299	10/29/2020 Invoice 0920-7813	002455	HYDRO, L.WATER 027813 09/25/2020 Hydro One, Water Booster Stn.	3,541.12
000300	10/29/2020 Invoice 1020-9957	002461	HYDRO, L.WATER 049957 10/01/2020 Hydro One, 4 Conc. Lot 30	34.09
Cheque Register Total -				4,212.30

Accounts Payable

Invoices Paid Online - Sewer Cheque Register By Date

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000583	10/29/2020 Invoice 1020-1409	002477	BELL L. SEWER 227-1409 10/01/2020 Lucan Sewer Telephone	316.48
000584	10/29/2020 Invoice 1020-1393	002473	BELL L. SEWER 227-1393 10/01/2020 Nicoline Dev. Telephone	68.79
000585	10/29/2020 Invoice 1020-10226077	003001	HAY COMMUNICATIONS 10/01/2020 Alarm System	79.10
000586	10/29/2020 Invoice 0920-2687	002440	HYDRO, L. SEWER 232687 09/25/2020 Hydro One, Chestnut St. Pmp. S	444.66
000587	10/29/2020 Invoice 0920-6752	002444	HYDRO, L. SEWER 416752 09/25/2020 Hydro One, 6242 Fallon Dr.	12,419.54
000588	10/29/2020 Invoice 0920-7325	002567	HYDRO, L.S. 577325 09/21/2020 Hydro One 34195 Granton Line	816.64
000589	10/29/2020 Invoice 1020-0419	002568	HYDRO, L.S. PUMP 780419 10/06/2020 Hydro One, Joseph St. Pump	41.93
000590	10/29/2020 Invoice 186660	002601	LUCAN WATER - L.S. 09/30/2020 Water/Sewer	798.48
000591	10/29/2020 Invoice 1020-10304555	002564	QUADRO, L. SEWER 555 10/06/2020 Lucan Sewer Telephone	386.30
000592	10/29/2020 Invoice 1020-1292	002467	U. GAS L. SEWER 1292 10/08/2020 Heat - Lucan Sewer	72.22
000593	10/29/2020 Invoice 1020-6155	003044	U. GAS SEWER 6155 10/08/2020 34195 Granton Line Gas	212.13
Cheque Register Total -				15,656.27

Accounts Payable

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

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000252	10/29/2020 Invoice 1020-4913	002475	BELL L.B. FIRE 227-4913 10/01/2020 L.B. Fire Telephone	100.78
000253	10/29/2020 Invoice 1020-6629	002437	HYDRO, L.B. FIRE 326629 10/06/2020 Hydro One, L.B. Fire	147.10
000254	10/29/2020 Invoice 186776	002602	LUCAN WATER - L.B. FIRE 09/30/2020 Water/Sewer	263.37
000255	10/29/2020 Invoice 0920-1985	002465	U. GAS L.B. FIRE 1985 09/29/2020 Heat - L.B. Fire	34.54
000256	10/29/2020 Invoice LBFD Sept 2020	001231	WSIB 09/30/2020 WSIB Q3 2020	1,631.34
Cheque Register Total -				2,177.13

Accounts Payable

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

10/01/2020 thru 10/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000284	10/29/2020 Invoice 1020-3473	002448	HYDRO, B.B. FIRE 173473 10/08/2020 Hydro One, B.B. Fire	198.12
000285	10/29/2020 Invoice 185685	002605	LUCAN WATER - B.B. FIRE 09/30/2020 WATER/SEWER	199.98
000286	10/29/2020 Invoice 1020-10300444	002429	QUADRO, BB FIRE 444 10/06/2020 B.B. Fire Telephone	46.36
000287	10/29/2020 Invoice 1020-1102	002468	U. GAS B.B.FIRE 1102 10/08/2020 Heat - B. B. Fire	67.07
000288	10/29/2020 Invoice BBFD Sept 2020	001231	WSIB 09/30/2020 WSIB Q3 2020	1,631.34
Cheque Register Total -				2,142.87

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: November 17, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the regular council meeting minutes of November 3, 2020 and special meeting minutes of November 4, 2020 be approved as circulated/amended.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: November 17, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That Council adopts the 2021 Council Meeting Schedule as presented in report
no. CL-10-2020.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: November 17, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

- Policy No. 200-01-2020 (Water/Sewer Billing and Collection Policy)

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: November 17, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That Council adopts the drinking water financial plan for the period of 2021 to 2026 as presented in report no. PW-35-2020 based on a 2% annual increase in revenue beginning in 2021.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: November 17, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

- 51-2020 Municipal Right-of-Way By-law
- 52-2020 Assumption of Olde Clover Village – Phase 1
- 53-2020 Class 4 Noise Designation Level
- 54-2020 Confirming By-law

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: November 17, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR



TOWNSHIP OF LUCAN BIDDULPH

BY-LAW 51-2020

Being a By-law to regulate the use of the municipal right of way in the Township of Lucan Biddulph.

MUNICIPAL RIGHT OF WAY BY-LAW

WHEREAS Section 11(3)1. of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), authorizes a municipality to pass by-laws respecting highways;

AND WHEREAS Section 27(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), states that a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway;

AND WHEREAS Section 35 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), states that a municipality may pass by-laws removing or restricting the common law right of passage by the public over a highway and the common law right of access to the highway by an owner of land abutting a highway;

AND WHEREAS Section 128 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council are or could become public nuisances;

AND WHEREAS Section 425 of Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

AND WHEREAS Section 436 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), provides that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not a by-law of the municipality is being complied with;

AND WHEREAS Section 446 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended (the "Municipal Act, 2001"), the municipality has the authority under this or any other Act or under a by-law to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense.

AND WHEREAS Section 446 (3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), provides that the municipality may recover the costs of doing a matter or thing under subsection (1) from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

AND WHEREAS Section 446 (5) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended (the "Municipal Act, 2001"), The costs include interest calculated at a

rate of 15 per cent per annum or such lesser rate as may be determined by the municipality, calculated for the period commencing on the day the municipality incurs the costs and ending on the day the costs, including the interest, are paid in full.

AND WHEREAS the Ontario Police Services Act, R.S.O. 1990, C. P15, as amended, provides that Council may appoint Municipal By-Law Enforcement Officers to enforce all municipal by-laws; and

AND WHEREAS the Provincial Offences Act, R.S.O. 1990, c. P.33, s.61, as amended (the Provincial Offences Act), every person who is convicted of an offence is liable to a fine of not more than \$5,000.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Lucan Biddulph **HEREBY ENACTS AS FOLLOWS:**

1. DEFINITIONS

"Boulevard" means all parts of a municipal right of way save and except the roadway, shoulder and/or walkway;

"Cleared" means the removal of weeds or grass more than 6 inches in height.

"Driveway" means an access within a municipal right of way facilitating or supporting vehicular travel (continuous, intermittent or temporary) between the roadway and a private property;

"Public Works Department" means the Manager of Public Works, authorized representative or officer;

"License" means a license or permit issued granting permission to do work approved by the Township of Lucan Biddulph, County of Middlesex, Ministry of Transportation, or the jurisdiction with authority to grant approval;

"Municipal Right of Way" means land owned by The Corporation of the Township of Lucan Biddulph as opened or unopened road allowances for the purposes of operating a public highway under the Municipal Act, 2001, a public walkway, municipal services or public utilities, but excludes Municipal lands owned or operated as parkland, creeks and watercourse, and related public trail systems;

"Municipality" means The Corporation of the Township of Lucan Biddulph or the geographic area as the context requires;

"Newspaper" shall include any publication containing news, current events, feature articles or advertising;

"Officer" means a Police Officer, By-law Enforcement Officer, Building Inspector or Chief Building Official as appointed by the Council of the Municipality.

"Owner" means the holder(s) of a legal title to property, or tenants residing at the property.

"Permitted Feature" means a building, structure, sign, tree, pole or any other item that was granted permission by the Municipality to be located on the municipal right of way.

"Person" shall include an individual, partnership, and corporation.

"Roadway" means that part of the municipal right of way that is improved, designed or ordinarily used for vehicular traffic;

"Settlement Area" means a settlement area as identified in the municipality's Official Plan as amended;

"Walkway" means that part of a municipal right of way, outside of the roadway, set aside by the Municipality for the use of pedestrians; and

"Vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, motorized snow vehicle, off road vehicle, including muscular power, but does not include a street car.

2. General Provisions

- a) Prior to doing any work within a municipal right to way, every person shall obtain a Road Occupancy Permit, upon submitting an application in a form provided by the Municipality, and shall pay the applicable fees under the Fees & Charges By-law and will comply with the terms and conditions.
- b) Prior to construction of a new entrance or modification of an existing entrance, every person shall obtain a Road Occupancy Permit, upon submitting an application in a form provided by the Municipality, and shall pay the applicable fees under the Fees & Charges By-law and will comply with the terms and conditions.
- c) All urban and rural driveway entrance designs shall require approval from the municipality based on the needs and location of the property.
- d) Every owner shall keep the land cleared on the municipal right of way adjacent to their property within a settlement area.
- e) No person shall construct a driveway which exceeds the grade/elevation of the asphalt at the edge of the roadway.

3. GENERAL PROHIBITIONS

No person unless authorized by by-law, license or written permission provided by the Municipality shall:

- a) Place equipment or materials of any kind upon or within a municipal right of way;
- b) Close a municipal right of way in whole or in part;
- c) Undertake any activity that negatively impacts the use & function of a municipal right of way;
- d) Deface or place graffiti on any permitted feature within a municipal right of way;
- e) Permit or cause oils, chemicals or substances to be deposited or spilled on a municipal right of way including spillage of any substances from a vehicle;
- f) Encumber or damage a municipal right of way by any means;
- g) Permit or cause any materials to be transferred from private property onto or across a municipal right of way within 75 metres of an intersection;
- h) Obstruct a drain, gutter, water course or culvert along or upon a municipal right of way;
- i) Place or throw any material, including snow and ice, onto a municipal right of way;
- j) Display or exhibit merchandise or articles of any nature kind within a municipal right of way;
- k) Solicit or sell any real or personal property or merchandise within a municipal right of way;
- l) Remove or alter any material, equipment or device placed within a municipal right of way by the Municipality;

- m) Permit any building or structure, clothing storage bins to be moved into a municipal right of way;
- n) Allow any box for the dispensing of newspapers or other consumer products on the municipal right of way;
- o) Install or construct a culvert within any municipal right of way;
- p) Construct, widen, remove or alter any driveway or curb cut within a municipal right of way;
- q) Allow any part of a tree, shrub, sapling, hedge or any other plant to extend over or upon any municipal right of way, so as to interfere with, impede or endanger persons using the municipal right of way;
- r) Construct, plant or maintain any form of garden or plant material within a municipal right of way;
- s) Permit or cause the discharge of water directly onto a municipal right of way causing a hazardous condition;
- t) Congregate, sit or stand so as to obstruct the free passage of either pedestrian or vehicular traffic on any walkway or roadway regulated by this by-law;
- u) Pull down, destroy, deface or in any way interfere with, any municipal infrastructure, including but not limited to, any post, surveyor's mark, bench mark, traffic sign, roadway name sign, sign board, regulatory sign, traffic signal, traffic cone, or any other traffic control device, affixed or placed on a municipal right of way;
- v) Permit any flood light to directly or indirectly illuminate a municipal right of way that may cause a safety concern or nuisance;
- w) Operate a vehicle on a municipal right of way unless mud, clay, lime, fertilizer, manure or similar material has been removed to ensure an obstruction or dangerous condition or nuisance is not created;
- x) Load a vehicle as to permit or cause the contents thereof to fall, spill or be deposited upon or cause damage to a municipal right of way;
- y) Plant, grow, cultivate or maintain any crop on the municipal right of way;
- z) Permit any animal to defecate on the municipal right of way without picking it up;
- aa) Permit an obstruction or fence as to interfere with a municipal right of way;
- bb) Attach any sign, handbill, poster, or item to any tree, hydro pole, traffic light or object located on the municipal right of way;
- cc) Cause or permit a fire on the municipal right of way;
- dd) Permit any plants, trees, hedges, shrubs, tall grass, fences, or pile rocks, snow or any material within two (2) metres of any fire hydrant;
- ee) Fail to keep land cleared on municipal right of way adjacent to property within a settlement area;
- ff) Remove or trim trees, in a way that may damage the tree, on municipal right of way;
- gg) Load or unload a farm tractor, trailer or other commercial vehicles on right of ways for the purpose of farm or commercial operations within 75 metres of an intersection;
- hh) Access properties at locations other than designated driveways;
- ii) Construct concrete or paving stone driveway less than 1.5 m from the edge of an abutting asphalt roadway with no curb.

4. EXEMPTIONS

- a) Notwithstanding Section 3 p) of this by-law, driveways within unassumed plans of subdivision may be constructed in accordance with the approved plans for that subdivision.
- b) Notwithstanding Sections 3 p) of this by-law, an owner of driveway is required and permitted to perform routine maintenance on the portion of their driveway within the municipal right of way to ensure it's in good working order and safe condition.
- c) The prohibitions contained in this by-law do not apply to an employee or an agent of the Municipality when engaged in the delivery of a municipal service.
- d) The prohibitions contained in this by-law do not apply to employee or agents of Emergency Medical Services, Ontario Provincial Police, and Lucan and/or Biddulph Fire Departments, who are acting within the scope of their duties.
- e) Utilities may be exempt from paying fees for a license, at the discretion of the Public Works Department and upon receipt and approval of the Utilities Construction Request and Authorization form.

5. TERMS AND CONDITIONS OF PERMITS

- a) Every person shall comply with the terms and conditions of a license issued by the Municipality in accordance with the Use of Municipal Right of Ways.

6. COST TO RESTORE LANDS – NOT REPAIRED AS SPECIFIED IN THE LICENSE

- a) Where the cost of repairing and restoring the municipal right of way exceeds any amount held on deposit or posted as security, the excess amount of the costs shall be a debt owing to the Municipality, and in addition to any other remedy available to it, the Municipality may recover the excess amount of the costs by action or by adding the excess amount of the costs to the tax roll of the license holder's lands and collecting them in the same manner as taxes.

7. NOTICE, RIGHT TO REPAIR & ADD TO TAXES

- a) If a person fails to comply with any provisions of this by-law, they shall be given notice in writing from the Public Works Department indicating the particulars of the contravention, the location, required action to repair or restore and a specific time wherein compliance must be achieved. If the required action is not completed within the specified time frame, the Municipality may do the work or arrange for the work to be done and may recover all expenses, including administrative fees, from the person by action, or collect them in the same manner as municipal taxes.
- b) The notice in Section 7 a) may be given by personal service or sent by registered mail to the last address known address as verified in the Municipality's records system.

8. REPAIRS DUE TO EMERGENCY & PUBLIC SAFETY ISSUES

- a) In any case where the action of a person contravenes this by-law and that action poses a danger to the public, the notice under Section 7 is not required and the Public Works Department or any person authorized to enforce this by-law may immediately take the following action:

- i) remove and dispose of any item, structure or material placed or deposited on a municipal right of way contrary to this by-law and take any necessary steps to repair or reinstate the municipal right of way; and
 - ii) send a notice to the owner or person responsible for the item, structure or material that the object has been removed at the owner or person's expense.
- b) The Municipality may recover expenses resulting from actions taken in accordance with this Section by action, or it may collect them in the same manner as municipal taxes.

9. PENALTY

- a) Every person who contravenes any of the provisions of this By-law is guilty of an offence and liable upon conviction to a penalty as prescribed under the Provincial Offences Act or as set out in Schedule A "Set Fines" to this By-law.
- b) Every person who contravenes any provision of this By-law is guilty of an offence under the provisions of the Provincial Offences Act, R.S.O 1990, c P.33, as amended, and is liable on conviction to a penalty not exceeding \$5,000, exclusive of costs, subject to the provisions of the Act.
- c) Every Person who contravenes any of the provisions of this By-law is guilty of an offence and, pursuant to Section 429 of the Municipal Act, 2001, c. 25, as amended all contraventions of this By-law are designated as continuing offences.

10. FEES AND CHARGES

- a) All costs will be recovered with interest in relation to the administration and enforcement of this By-law under The Municipal Act 2001, S.O. 2001, c. 25, as amended Section 446 (3) & (5).

11. SEVERABILITY

In the event that any provision or part of this By-Law is found to be invalid or unenforceable for any reason whatsoever, then the particular provision or part thereof shall be deemed to be severed from the remainder of the By-Law and all other provisions or parts thereof shall remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

12. SHORT TITLE

This By-law may be cited as the "Municipal Right of Way By-Law."

Read a FIRST, SECOND and THIRD time and FINALLY PASSED on November 17, 2020.

Cathy Burghardt-Jesson, Mayor

Ron Reymer, Clerk

SCHEDULE "A"**TO BY-LAW NO. 51-2020****TOWNSHIP OF LUCAN BIDDULPH****SET FINE SCHEDULE****PART 1 – PROVINCIAL OFFENCES ACT**

By-law No. 51-2020 (Municipal Right of Way By-law)

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1	Construct a driveway which exceeds the grade/elevation of of the roadway.	Section 2(e)	\$105.00
2	Place equipment/material on municipal right of way	Section 3(a)	\$105.00
3	Close a municipal right of way in whole or in part	Section 3(b)	\$105.00
4	Activity that negatively impacts the use of a municipal right of way	Section 3(c)	\$105.00
5	Activity that negatively impacts the function of a municipal right of way	Section 3(c)	\$105.00
6	Deface or place graffiti on any permitted feature within a municipal right of way	Section 3(d)	\$105.00
7	Permit oils to be deposited or spilled on a municipal right of way	Section 3(e)	\$300.00
8	Permit chemicals to be deposited or spilled on a municipal right of way	Section 3(e)	\$300.00
9	Permit substances to be deposited or spilled on a municipal right of way	Section 3(e)	\$300.00
10	Permit spillage of any substances from a vehicle onto a municipal right of way	Section 3(e)	\$300.00
11	Cause oils to be deposited or spilled on a municipal right of way	Section 3(e)	\$300.00
12	Cause chemicals to be deposited or spilled on a municipal right of way	Section 3(e)	\$300.00
13	Cause substances to be deposited or spilled on a municipal right of way	Section 3(e)	\$300.00
14	Cause spillage of any substances from a vehicle onto a municipal right of way	Section 3(e)	\$300.00
15	Encumber a municipal right of way	Section 3(f)	\$150.00
16	Damage a municipal right of way	Section 3(f)	\$300.00
17	Permit materials to be transferred from private property onto a municipal right of way within 75 metres of intersection	Section 3(g)	\$150.00
18	Cause materials to be transferred from private property onto a municipal right of way within 75 metres of intersection	Section 3(g)	\$150.00
19	Obstruct a drain on a municipal right of way	Section 3(h)	\$150.00
20	Obstruct a gutter on a municipal right of way	Section 3(h)	\$150.00
21	Obstruct a water course on a municipal right of way	Section 3(h)	\$150.00
22	Obstruct a culvert on a municipal right of way	Section 3(h)	\$150.00
23	Materials placed/thrown on municipal right of way	Section 3(i)	\$105.00
24	Display merchandise or articles within a municipal right of way	Section 3(j)	\$105.00
25	Exhibit merchandise or articles within a municipal right of way	Section 3(j)	\$105.00

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
26	Solicit/sell on a municipal right of way	Section 3(k)	\$105.00
27	Remove material placed within a municipal right of way by the municipality	Section 3(l)	\$200.00
28	Remove equipment place within a municipal right of way by the municipality	Section 3(l)	\$200.00
29	Remove device placed within a municipal right of way by the municipality	Section 3(l)	\$200.00
30	Alter material placed within a municipal right of way by the municipality	Section 3(l)	\$200.00
31	Alter equipment placed within a municipal right of way by the municipality	Section 3(l)	\$200.00
32	Alter device placed with a municipal right of way by the municipality	Section 3(l)	\$300.00
33	Permit building onto a municipal right of way	Section 3(m)	\$300.00
34	Permit structure onto a municipal right of way	Section 3(m)	\$200.00
35	Permit clothing storage bin onto a municipal right of way	Section 3(m)	\$200.00
36	Permit consumer products on a municipal right of way	Section 3(n)	\$105.00
37	Permit newspaper box on a municipal right of way	Section 3(n)	\$105.00
38	Install a culvert within a municipal right of way	Section 3(o)	\$200.00
39	Construct a culvert within a municipal right of way	Section 3(o)	\$200.00
40	Construct a driveway or curb cut within a municipal right of way	Section 3(p)	\$105.00
41	Widen a driveway or curb cut within a municipal right of way	Section 3(p)	\$105.00
42	Remove a driveway or curb cut within a municipal right of way	Section 3(p)	\$105.00
43	Alter a driveway or curb cut within a municipal right of way	Section 3(p)	\$105.00
44	Allow tree to extend over or upon municipal right of way	Section 3(q)	\$50.00
45	Allow shrub to extend over or upon municipal right of way	Section 3(q)	\$50.00
46	Allow sapling to extend over or upon municipal right of way	Section 3(q)	\$50.00
47	Allow a hedge to extend over or upon municipal right of way	Section 3(q)	\$50.00
48	Allow plant to extend over or upon municipal right of way	Section 3(q)	\$50.00
49	Construct a garden or plant material within a municipal right of way	Section 3(r)	\$50.00
50	Plant a garden or plant material within a municipal right of way	Section 3(r)	\$50.00
51	Maintain a garden or plant material within a municipal right of way	Section 3(r)	\$50.00
52	Discharge water onto a municipal right of way causing hazardous condition	Section 3(s)	\$200.00
53	Obstruct the free passage of pedestrian or vehicle traffic on any walkway or roadway	Section 3(t)	\$200.00
54	Pull down, destroy, deface any municipal infrastructure on a municipal right of way	Section 3(u)	\$105.00
55	Permit flood light to directly or indirectly illuminate a municipal right of way that may cause a safety concern or nuisance	Section 3(v)	\$105.00

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
56	Operate vehicle with wheels depositing mud, clay, lime, and similar material, fertilizer, manure, or similar material onto a municipal right of way	Section 3(w)	\$105.00
57	Load vehicle as to permit contents to fall onto a municipal right of way	Section 3(x)	\$150.00
58	Load vehicle as to permit contents to spill onto a municipal right of way	Section 3(x)	\$150.00
59	Load vehicle as to permit contents to deposit onto a municipal right of way	Section 3(x)	\$150.00
60	Load vehicle as to cause contents to fall onto a municipal right of way	Section 3(x)	\$150.00
61	Load vehicle as to cause contents to spill onto a municipal right of way	Section 3(x)	\$150.00
62	Load vehicle as to cause contents to deposit onto a municipal right of way	Section 3(x)	\$150.00
63	Plant any crop on municipal right of way	Section 3(y)	\$300.00
64	Grow any crop on municipal right of way	Section 3(y)	\$300.00
65	Cultivate any crop on municipal right of way	Section 3(y)	\$300.00
66	Permit animal to defecate on municipal right of way without picking it up	Section 3(z)	\$50.00
67	Permit obstruction on municipal right of way	Section 3(aa)	\$105.00
68	Permit fence on municipal right of way	Section 3(aa)	\$200.00
69	Attach sign within a municipal right of way	Section 3(bb)	\$105.00
70	Attach handbill within a municipal right of way	Section 3(bb)	\$105.00
71	Attach poster within a municipal right of way	Section 3(bb)	\$105.00
72	Attach item within a municipal right of way	Section 3(bb)	\$105.00
73	Cause fire on municipal right of way	Section 3(cc)	\$200.00
74	Permit fire on municipal right of way	Section 3(cc)	\$105.00
75	Permit plants or trees within two metres of fire hydrant	Section 3(dd)	\$105.00
76	Permit hedges within two metres of fire hydrant	Section 3(dd)	\$105.00
77	Permit shrubs within two metres of fire hydrant	Section 3(dd)	\$105.00
78	Permit tall grass within two metres of fire hydrant	Section 3(dd)	\$105.00
79	Permit fences within two metres of fire hydrant	Section 3(dd)	\$105.00
80	Permit rock piles within two metres of fire hydrant	Section 3(dd)	\$105.00
81	Pile snow within two metres of fire hydrant	Section 3(dd)	\$105.00
82	Pile material within two metres of fire hydrant	Section 3(dd)	\$105.00
83	Fail to keep land cleared on municipal right of way adjacent to property in settlement area	Section 3 (ee)	\$105.00
84	Remove tree on municipal right of way	Section 3(ff)	\$305.00
85	Trim tree in way that may damage the tree on municipal right of way	Section 3(ff)	\$105.00
86	Load farm tractor, trailer or commercial vehicle on right of way 75 metres from intersection.	Section 3(gg)	\$200.00

Item	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
87	Unload farm tractor, trailer or commercial vehicle on right of way 75 metres from intersection.	Section 3(gg)	\$200.00
88	Access property other than from designated driveway	Section 3(hh)	\$105.00
89	Construct driveway within 1.5 m from edge of roadway	Section 3 (ii)	\$105.00
90	Fail to comply with a license	Section 5(a)	\$200.00

Note: The general penalty provision for the offences listed above is Section 9(a) of By-law 51-2020, a certified copy of which has been filed.

Township of Lucan Biddulph

BY-LAW NO. 52-2020

Being a By-law to accept and assume ownership of the work on
Registered Plan 33M-653 (Olde Clover Village Subdivision Phase 1– Lucan)

WHEREAS the Township of Lucan Biddulph (hereinafter referred to as “Township”) entered into a Subdivision Agreement dated July 2012 and subsequently registered on title as ER837271 on August 1, 2012 (hereafter referred to as the “Subdivision Agreement”) with Lucan Estates Inc. (hereinafter referred to as the “Subdivider”) in respect of Registered Plan 33M-653;

AND WHEREAS pursuant to the Subdivision Agreement, the Subdivider agreed to construct and install certain underground and surface Works as shown on the Plan of Subdivision;

AND WHEREAS the Works and other financial obligations of the Subdivider pursuant to the above mentioned Subdivision Agreement have been completed and satisfied in full;

AND WHEREAS the Township Engineer has issued the Certificate of Final Acceptance and has recommended the Township assume ownership of the Works;

AND WHEREAS the said Subdivision Agreement requires the Council, upon the completion of the works of the Subdivision Agreement to accept and assume ownership of the Works;

AND WHEREAS it is deemed to be desirable by the Township to assume the Works set forth in the Subdivision Agreement;

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

1. THAT the Works shown on the Plan of Subdivision for Olde Clover Village Subdivision - Phase 1, Lucan, Registered Plan 33M-653 are hereby accepted and assumed by the Township.
2. THAT the Mayor and Clerk be authorized to release any monies of performance securities held on deposit by the Township with respect to Olde Clover Village Subdivision – Phase 1, Lucan, Registered Plan 33M-653.
3. THAT this By-law shall come into force and take effect upon the final passing thereof.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED on November 17, 2020.

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 53-2020

Being a bylaw to designate Class 4 Areas for the purpose of regulating noise levels

WHEREAS The Municipal Act, Chapter, S.O. 2001, Section 129. (1) Paragraphs 1, 2 and 3 authorize municipalities to pass by-laws to prohibit and regulate Noise;

AND WHEREAS it is in the public interest to regulate the Noise level in the Township of Lucan Biddulph, so as to preserve, protect, and promote public health, safety, welfare, and the peace and quiet of the inhabitants of the Municipality;

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

1. Definitions

“Municipality” means the Township of Lucan Biddulph

“Class 4 Area” means a Class 4 area within the meaning of the Ministry NPC Publication 300-Stationary and Transportation Sources;

2. Designated Class 4 Areas

All properties that are identified on Schedule “A” of this By-Law are designated as Class 4 Areas in accordance with the Ministry of Environment’s Environmental Noise Guideline: Stationary and Transportation Noise Sources – Approval and Planning (Publication NPC-300).

AND FURTHER THAT this by-law shall become effective and shall come into force at the time of passing.

Read a First, Second and Third time this 17th day of November, 2020.

Cathy Burghardt-Jesson, Mayor

Ron Reymer, Clerk

SCHEDULE "A" - Location Map

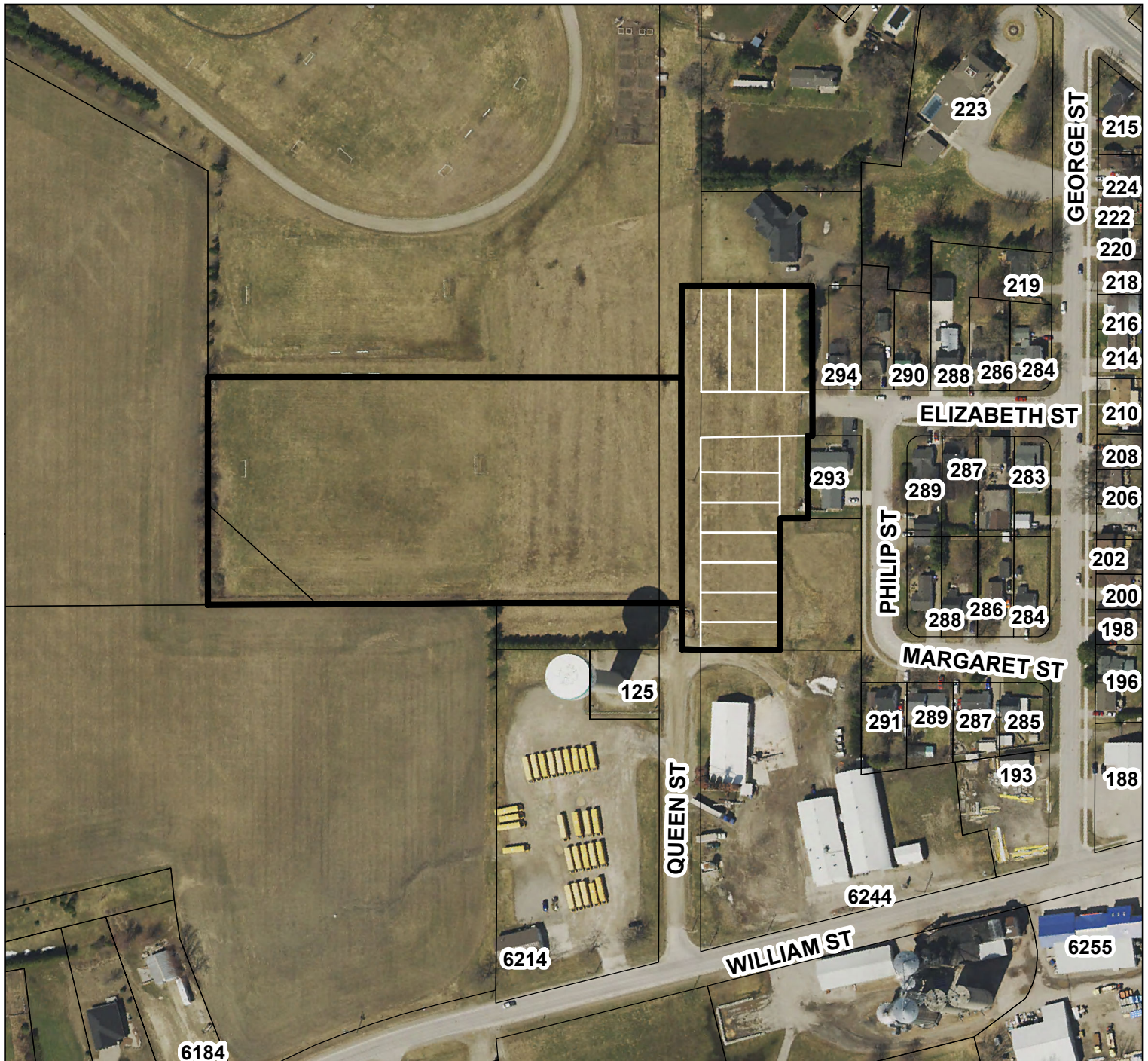
Township of Lucan Biddulph Class 4 Designated Areas




Ausable Fields Subdivision

Lot 15, Part Lot 14, 16, and 27-30, Plan 33R-10096, 33R20612, Parts 1 & 2 Township of Lucan Biddulph

Township of LUCAN BIDDULPH
KEY MAP




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

 Subject Lands

1:2,500
0 10 20 30 40 Metres

ORTHOPHOTOGRAPHY: SWOOP 2015

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



Township of Lucan Biddulph

BY-LAW NO. 54-2020

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

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

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

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Corporation of the Township of Lucan Biddulph at the November 17, 2020 meeting be confirmed and adopted by By-law.

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

1. That the action of the Council of the Corporation of the Township of Lucan Biddulph in respect of all motions and resolutions and all other action passed and taken by the Council of the Corporation of the Township of Lucan Biddulph, documents and transactions entered into during the November 17, 2020 meeting of Council, are hereby adopted and confirmed, as if the same were expressly included in this By-law.
2. That the Mayor and proper officials of The Corporation of the Township of Lucan Biddulph are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Lucan Biddulph during the said November 17, 2020 meeting referred to in Section 1 of this By-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Township of Lucan Biddulph to all documents referred to in said Section 1.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED
November 17, 2020.

MAYOR

CLERK