



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, NOVEMBER 5, 2019 6:30 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

1. Call to Order

2. Disclosure of Pecuniary Interest & Nature Thereof

3. In-Camera Session

4. Petitions & Delegations

5. Adoption of Minutes

[Council Minutes - Oct 15 2019](#)

6. Business Arising From the Minutes

[BA - Nov 5 2019](#)

7. Communications Reports

1. [2020 OMPF Allocations - Letter to Heads of Council](#)
2. [Letter from MMAH - Recent Announcements](#)
3. Balance of Communications:
 - a. [LAS Natural Gas Program 2017-18 Period Reserve Fund Rebate](#)
 - b. [Letter from MOI re AMO Conference meeting](#)
 - c. [Saintsbury Line and Highway 4 Traffic Signals - County Agr with MTO](#)
 - d. [Ltr from Minister of Energy Northern Development & Mines - Ontario Electricity Rebate](#)
 - e. [Lucan Area Heritage - thank you](#)
 - f. [BRA - October Board Meeting Notes and Manual Collection Service](#)
 - g. [ABCA Proposed 2020 Budget and Municipal Levies](#)
 - h. [ABCA - Board of Directors Meeting Agenda, GM's Report, Unapproved Minutes](#)
 - i. [UTRCA - Oct 22 Agenda and Reports](#)
 - j. [Resolution - Township of Puslinch - Provincial Policy Statement Review](#)
 - k. [Resolution - West Elgin re Provincial Policy Statement](#)

- l. [Support Resolution - Penetanguishene re Municipal Amalgamation](#)
- m. [Support Resolution - West Elgin re Municipal Amalgamation](#)
- n. [Support Resolution - Grey Highlands - Conservation Authority](#)
- o. [Support Resolution - Ingersoll re UTRCA Programming](#)
- p. [Support Resolution - Kingsville re Local Health Care Services](#)
- q. [Support Resolution - West Elgin re Integrity Commission Matters](#)
- r. [Support Resolution - Lambton Shores re Conservation Authority Fees](#)
- s. [AMO Watchfile Oct 17](#) [AMO Watchfile Oct 24](#) [AMO Watchfile Oct 31](#)

8. Committee Reports

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

9. Staff Reports

- a) CAO/Clerks Office
 - [Records Management - retention, management and electronic signatures](#)
 - [Draft Policy No. 102-01-2019 Records Management Policy](#)
 - [Draft Policy No. 102-02-2019 Electronic Signature Policy](#)
- b) Building/By-law Enforcement
- c) Finance
- d) Planning
 - [ZBA-8-2019 Request to Remove Holding Symbol \(Lawrence - 159 Kent Ave\)](#)
- e) Public Works
- f) Parks & Recreation

10. Councillor's Comments

11. Changes to Budget

12. Notice of Motions

13. Motions and Accounts

[Motions - Nov 5 2019](#)

14. By-laws

[56-2019 Temporary Road Closure By-law \(Santa Clause Parade\)](#)

[57-2019 Appointment By-Law \(Committee\)](#)

[58-2019 Records Retention By-law](#)

[206-2019 Removal of H Symbol \(Lawrence\)](#)

[59-2019 Confirming By-law](#)

15. Adjournment

The Corporation of the Township of Lucan Biddulph Council Minutes

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

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

Absent: Deputy Mayor D. Manders

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:30 pm.

Declaration of Pecuniary Interest & Nature Thereof

None.

Delegations

Little Sprouts Program

Mayor C. Burghardt-Jesson acknowledged Bonnie Forron for her efforts in running the Little Sprouts Program in Granton this past summer. Mrs. Forron along with her group of Little Sprouts advised council and staff that with their contributions to the Granton Community Garden they were able to donate 457 lbs. of fresh produce to the local food bank this past summer and thanked Mayor C. Burghardt-Jesson for the recognition.

Glen Boy, Campaign Coaches

Mr. Glen Boy attended to present his report regarding the feasibility study conducted regarding fundraising for Phase 2 of the Community Centre renovation project. He advised that the objectives of the study were to determine capacity, community perceptions and identify potential contributors for a \$3,000,000.00 fundraising goal. Mr. Boy noted that out of 64 identified candidates, 22 interviews were completed and most felt there was limited awareness of the project since it was scaled back to an attainable goal. Mr. Boy also provided additional feedback and comments received regarding the proposed project. In conclusion Mr. Boy stated that a \$3,000,000.00 goal is not likely attainable and recommended that a campaign goal of \$750,000 - \$1,000,000 would be justified. He provided council with a suggested 12 month timeline for the campaign which would wrap up approximately 1 year from now. Questions and discussion followed by council and R. Reymer suggested that a follow-up report from the Parks & Recreation Manager and CAO would be brought forward to council in November.

1/ Minutes

Moved by D. Regan

Seconded by A. Westman

That the regular council minutes of October 1, 2019 be approved as circulated.

CARRIED

Communications Reports

Mayor C. Burghardt-Jesson noted the invitation to the 2019 Warden's Banquet and advised council to reply to Clerk, Kathy Bunting if planning on attending.

Mayor C. Burghardt-Jesson commented on the presentation made at the County of Middlesex Council meeting by the Ontario Federation of Agriculture (OFA) regarding Animal Activism. The report asked for County council and all lower tier municipalities to adopt a similar resolution as that passed by Township of Warwick council on June 17, 2019. Mayor C. Burghardt-Jesson noted the OFA is proposing to make recommendations and lobby for legislative changes to stop protests that harass workers at their workplace. She further requested that staff draft a similar resolution for passing at next council meeting.

Committee Reports*CEDC*

Councillor P. Mastorakos advised the committee met last week and had a good discussion/strategy session regarding next steps to ensure good economic development in Lucan and area.

Lake Huron & Elgin Water Supply System

Mayor C. Burghardt-Jesson gave an update on the recent meeting. She noted they passed the 2020 operating and capital budget and they also discussed water rates in the 5 year forecast noting only a 1% increase expected to our rates. She further noted that OCWA received international recognition for the work they did to increase efficiency at the Lake Huron Water Supply station in Grand Bend.

ABCA and UTRCA

Councillor A. Westman advised both Conservation Authorities are working on 2020 budgets right now and looking at what programs they can postpone or merge with others or eliminate all together. The goal is to try and keep the financial impact on municipalities as minimal as possible.

Staff Reports*CAO/Clerk*

R. Reymer reviewed the report provided by T. Merner regarding the Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee and the suggested combined representation for the South West region in order to reduce the size of the committee. Councillor A. Westman advised Dave Frayne is very knowledgeable and will represent us well.

T. Merner reviewed her report regarding animal control options for cats and updates that have been made since the original discussion took place at August 13th council meeting. She noted staff is looking for direction from council on how they wish to proceed. Discussion was had from council members regarding the option of adding an animal control fee to the general tax levy, amending our bylaw to add a limit on number of animals per household which would include cats and incentives for catching, spaying and neutering cats. R. Reymer noted there is merit in adding a limit on number of dogs and cats per household to our bylaw, as this would give council the power to address an issue or complaint when they arise. Mayor C. Burghardt-Jesson advised she would prefer to see how the animal control fee on the general tax levy works for our neighbouring municipalities first before we jump on board and follow suit. Staff was requested to amend the animal control bylaw and bring back to council for passing.

R. Reymer advised he attended a workshop regarding Community Safety and Well Plan recently.

He added it is a requirement for all municipalities to have this plan in place by January 2021. The framework of the plan is intended to get all municipalities and their partners thinking in new ways about local issues and potential solutions by exploring options to address risks through social development, prevention and risk intervention. R. Reymer advised he intends on discussing at the next CAO’s meeting as this type of project would be more appropriate from the upper-tier level.

R. Reymer advised the first meeting with BM Ross regarding updating our development charges bylaw will take place on Thursday of this week.

Finance

K. Langendyk advised the capital budget meeting for 2020 will be taking place in the upcoming weeks and council should be working on their list of suggestions/requests for that meeting.

Public Works

J. Little reviewed his report regarding the Clandeboye sidewalk project. He noted that the one company that did submit a bid was the same that completed our sidewalk work last year and staff was pleased with their work.

J. Little reviewed his report regarding the Denfield water corridor service agreement. He noted that the agreement includes a proposed water main that may be added in next year along Denfield Road, with 100% of the construction costs being responsibility of North Middlesex. He further noted two of our residents along Denfield will benefit from increase to pressure should this project move forward.

J. Little provided an update on the Nagle Drive water main project and advised he expects the tender for the project should be ready to go out in the first part of 2020.

Parks & Recreation

P. Smith advised he and Ron are reviewing the Infrastructure Grant application and may possibly be calling a special meeting before the November 5th meeting for council to review the application.

2/ Accounts Paid

Moved by P. Mastorakos

Seconded by D. Regan

Resolved that the council of the Township of Lucan Biddulph approve the accounts, as listed identified below, as paid:

September 2019 \$1,627,549.59

CARRIED

3/ Source Protection Committee nomination

Moved by A. Westman

Seconded by P. Mastorakos

Resolved That the Council of the Township of Lucan Biddulph supports the recommendation to have Dave Frayne’s continued seat on the Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee as the representative for the new combined South West region.

CARRIED

4/ Clandeboye sidewalk

Moved by D. Regan

Seconded by P. Mastorakos

Resolved that Council of the Township of Lucan Biddulph authorizes staff to accept the quoted price for the Clandeboye sidewalk replacement project as received by Albeck Construction Inc.

in the amount of \$25,530.00 + HST.

CARRIED

5/ By-Laws

Moved by D. Regan

Seconded by A. Westman

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

- *53-2019 Execution of Agreement (Fire Inspection Services)*
- *54-2019 Execution of Agreement (Denfield Corridor Water Services)*
- *55-2019 Confirming Bylaw*

CARRIED

6/ Adjournment

Moved by A. Westman

Seconded D. Regan

Resolved that the Council meeting be adjourned at 8:59 p.m.

CARRIED

MAYOR

CLERK

Business Arising – Minutes of October 15, 2019

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status
Feasibility Report – Phase 2 Community Centre Project	Campaign Coaches provided report regarding feasibility study conducted	Staff to provide report with recommendation	November 2019

Previous Meetings

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status
Feral Cats	Consider options for regulating cats	Staff to consult with surrounding municipalities and provide report to council with options for consideration	Fall 2019
Future Development Lands	Proceed with comprehensive review	Staff to provide updates	ongoing
Strategic Plan Review	Review and update Strategic Plan	Staff to arrange meeting	Fall 2019
Roads Analysis	Cost benefit analysis	Staff complete a cost benefit analysis report for council	Fall 2019
Nagle Drive	Majority of Nagle Drive residents are in favour to proceed with the waterline extension.	Staff were given direction to keep moving forward and develop a report for Council.	Ongoing

Ministry of Finance
Office of the Minister

Ministère des Finances
Bureau du ministre



7th Floor, Frost Building South
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Telephone: 416-325-0400

7^e étage, Édifice Frost Sud
7 Queen's Park Crescent
Toronto ON M7A 1Y7
Téléphone: 416-325-0400

October 24, 2019

Dear Head of Council:

We are writing to announce the release of the 2020 Ontario Municipal Partnership Fund (OMPF) allocations.

As communicated by the Premier at the Association of Municipalities of Ontario (AMO) conference, the government is maintaining the current structure of the OMPF for 2020. This means the program is the same as it was in 2019, while allowing for annual data updates and related adjustments.

We have been listening to municipalities and have heard that you need information early to allow time to plan for your budgets. That is why we are announcing allocations now – the earliest that OMPF allocations have ever been announced.

Consistent with prior years, Transitional Assistance will ensure that the 2020 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2019 OMPF allocation and for municipalities in southern Ontario will be at least 85 per cent of their 2019 OMPF allocation.

Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their guarantee enhanced up to 100 per cent of the prior year's allocation.

As in prior years, Transitional Assistance continues to adjust in 2020 as fewer municipalities require this funding. Consequently, the 2020 OMPF will provide a total of \$500 million to 389 municipalities across the province.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2020 OMPF. This information and other supporting materials will be posted online at <http://www.fin.gov.on.ca/en/budget/ompf/2020>.

.../cont'd

- 2 -

Our government respects our municipal partners and we are committed to working together to serve the people of Ontario.

Sincerely,

Original signed by

Rod Phillips
Minister of Finance

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Téléc. : 416 585-6470



November 1, 2019

Dear Head of Council:

Our government understands that municipalities are closest to the people. We also know that each municipality is unique, and one size does not fit all. This approach is reflected in a number of announcements that we have made recently, which are summarized below.

Regional Government Review

After careful consideration of the feedback we heard through the course of the Regional Government Review that was launched in January 2019, and in consultation with my Cabinet colleagues, our government is committed to partnering with municipalities without pursuing a top-down approach. We will work collaboratively and in partnership, and we will not impose any changes on municipalities.

Renewal of funding programs to identify efficiencies

The government has announced \$143 million in funding for municipalities across the province to help lower costs and deliver important services to residents over the long term. The new programs include:

Audit and Accountability Fund

- We will extend funding for 39 large urban municipalities, by providing up to \$6 million annually for three years beginning in fiscal year 2020-21. More information on the application process will follow in the coming months.

Municipal Modernization Program

- Building on Ontario's previous investment to modernize municipal service delivery, 405 small and rural municipalities will have access to an application-based program, which will provide up to \$125 million until 2022-23. The first round of funding under this program will be available in the current provincial fiscal year to support service delivery reviews, similar to the types of reviews eligible under the Audit and Accountability Fund. Details on eligibility and application process for this year's funding are coming soon.

Municipal Fiscal Year

The government is committed to consulting with the municipal sector in 2020 on the alignment of the municipal fiscal year with the Province's. We believe municipalities will be able to provide valuable input regarding how the current budget cycles affect funding allocations for their programs – and if aligning the municipal and provincial budget cycles could enhance public transparency and improve program and service delivery.

Voters' List

Our government is also proposing to work with Ontario's Chief Electoral Officer to eliminate duplication by combining the provincial and municipal voters' lists and giving Elections Ontario the responsibility of managing one voters' list.

Ontario Municipal Partnership Fund

In addition, I would like to highlight that the Minister of Finance recently sent out letters to all Heads of Council regarding the 2020 Ontario Municipal Partnership Fund (OMPF) allocations. This is the earliest that OMPF allocations have ever been announced. As indicated in that letter, the government is maintaining the current structure of the OMPF for 2020.

Thank you for your ongoing commitment to delivering efficient, effective and modern services to the people of Ontario. I look forward to continuing to work together to help the people and businesses in communities across our province thrive.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

c: The Honourable Rod Phillips, Minister of Finance



October 23, 2019

Mayor Cathy Burghardt-Jesson
Township of Lucan Biddulph
P. O. Box 190, 270 Main St.
Lucan, ON N0M 2J0

Dear Mayor Burghardt-Jesson:

RE: LAS Natural Gas Program – 2017-18 Period Reserve Fund Rebate

LAS is pleased to announce a rebate to all LAS Natural Gas Program members. The amount being rebated back to your municipality is **\$2,105.56**.

This amount represents your municipality's proportionate share of the \$2.0 million reserve fund surplus that is being returned to program members that had accounts enrolled in the LAS Natural Gas Program during the 2017-18 program year (November 1, 2017 - October 31, 2018).

A copy of this letter and the cheque for your municipality has been sent to the designated LAS program contact (see CC below).

Your municipality's share of the program reserve fund was calculated using actual consumption data for all accounts enrolled in the LAS program for the period. The consumption data was aggregated at the organizational level and the payment amount is based on your proportionate share of the total LAS program volume.

We look forward to your continued involvement in this valuable program. Should you have any questions please contact Eleonore Schneider, LAS Program Manager at ext. 320 or at eschneider@amo.on.ca.

Sincerely,

A handwritten signature in black ink that reads "Judy Dezell". The signature is fluid and cursive.

Judy Dezell
Director

CC: Ron Reymer, CAO/Clerk

Township of
Lucan Biddulph

OCT 25 2019

Received

Ministry of Infrastructure

Office of the Minister

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

Ministère de l'Infrastructure

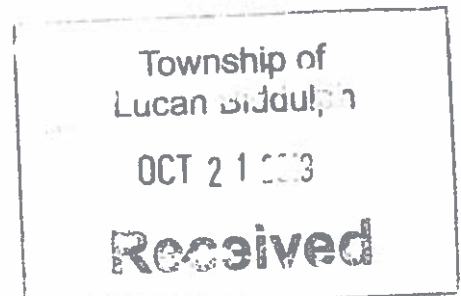
Bureau du ministre

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



OCT 16 2019

Her Worship Cathy Burghardt-Jesson
Mayor
Township of Lucan Biddulph
270 Main Street
PO Box 190
Lucan, Ontario
N0M 2J0



Dear Mayor Burghardt-Jesson:

On behalf of the Ministry of Infrastructure, I would like to thank you for attending the 2019 Association of Municipalities Ontario (AMO) Annual Conference in Ottawa. I appreciate you taking the time to meet with members of my staff, and I regret that I wasn't able to meet with you and your delegation personally.

I understand that your discussion touched on the Lucan Community Memorial Centre. The government just launched the Community, Culture and Recreation stream of the Investing in Canada Infrastructure Program and will be contributing approximately \$320 million, while our federal counterparts will be contributing \$407 million in funding for projects that improve access to or increase the quality of cultural, recreational or community infrastructure for Canadians. The intake of applications is now open and will be closing on November 12, 2019.

I suggest you visit the Transfer Payments Ontario (formerly Grants Ontario) website to review program guidelines and application materials to begin preparing your application. We expect this intake to be very competitive given the importance of community, culture and recreation infrastructure and the lack of capital funding in this area historically.

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

Sincerely,

A handwritten signature in blue ink that reads "Laurie Scott".

The Honourable Laurie Scott
Minister of Infrastructure



County Council

Meeting Date: October 22, 2019
Submitted by: Chris Traini, P.Eng., County Engineer
SUBJECT: SAINTSBURY LINE AND HIGHWAY 4 TRAFFIC SIGNALS
AGREEMENT WITH THE MINISTRY OF TRANSPORTATION
AGREEMENT

BACKGROUND:

Middlesex County and the Township of Lucan Biddulph successfully lobbied the Ministry of Transportation to fund the installation of traffic signals at the intersection of Highway 4 and Sainsbury Line. The traffic volume at this location has warranted the installation for a number of years and numerous efforts were made to have the Ministry of Transportation agree that the signals should be installed in the summer of 2020.

ANALYSIS:

Lucan Biddulph and Middlesex County agreed to complete the engineering design and make a financial contribution to the project. The Ministry of Transportation will tender the works and administer the contract. The scope of the project will include the installation of traffic signal infrastructure and AODA compliant pedestrian facilities. The extent of the works will include improvements to the approaches to the intersection along Sainsbury Line, construction of storm sewer infrastructure, and installation of sidewalk.

The 2019 capital budget included \$200,000 to be contributed towards this project, and Lucan-Biddulph will be contributing another \$100,000 to make up the total \$300,000 as required by the agreement. In order to streamline the process Lucan-Biddulph will compensate the County which will then make payment directly to the Ministry.

The agreement is attached for review and it is recommended that the Warden and Clerk be authorized to sign the document.

RECOMMENDATION:

That the agreement between the County of Middlesex and the Ministry of Transportation for the cost sharing for construction of traffic signals at the intersection of Sainsbury Line and Highway 4 in the Town of Lucan be approved and that the necessary by-law be forwarded to County Council to authorize the Warden and the Clerk to execute the agreement.

Attachment

Ministry of Energy,
Northern Development
and Mines

Office of the Minister

77 Grenville Street, 10th Floor
Toronto ON M7A 2C1
Tel.: 416-327-6758

Ministère de l'Énergie,
du Développement du Nord
et des Mines

Bureau du ministre

77, rue Grenville, 10^e étage
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Tél. : 416 327-6758



October 31, 2019

Memorandum to: Ontario Municipalities

Subject: Ontario Electricity Rebate (OER)

I am writing to inform you about the upcoming introduction of the new Ontario Electricity Rebate (OER) on November 1, 2019. The Ontario government has made several regulatory changes as part of the transition away from Global Adjustment (GA) Refinancing under the previous government's Fair Hydro Plan to the new, more transparent on-bill rebate. These changes include amendments to Ontario Regulation 363/16 made under the *Ontario Rebate for Electricity Consumers Act, 2016*.

The transition to the OER is a key part of the government's commitment to strengthen transparency, accountability and fiscal responsibility in the electricity sector and respond to the recommendations of the Auditor General of Ontario.

The OER will replace the 8% rebate and the reduction previously provided through Regulated Price Plan (RPP) rates, as well as the GA reduction that was provided to consumers not participating in the RPP. As a result, the Electricity line on bills will rise, the OER will provide an increased percentage rebate, and the average residential bill will increase in line with inflation.

Consumers that were previously eligible for the 8% rebate will be eligible for the OER including low-volume consumers such as households and small businesses, as well as farms, certain long-term care homes, and certain larger multi-unit complexes that are primarily residential (i.e. where at least 50% of the units are "qualifying units" as defined), such as apartment buildings and condominiums (see section 1.1 (1) 5 of O. Reg. 363/16 as amended).

.../cont'd

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Under the new rules, certain larger multi-unit complexes that are not primarily residential (as contemplated above), and certain types of multi-unit complexes (see section 1.1 (2) of O. Reg. 363/16 as amended), are not eligible for the OER. This includes, but is not limited to:

- hotels, motels or motor hotels, resorts, lodges, tourist camps, cottages or cabin establishments, inns, campgrounds, trailer parks, tourist homes, bed and breakfast vacation establishments or vacation homes;
- hospitals (as defined under O. Reg. 363/16, as amended);
- living accommodations occupied by a person for penal or correctional purposes, or premises that are subject to the *Ministry of Correctional Services Act* or the *Child, Youth and Family Services Act, 2017*;
- short-term living accommodations provided as emergency shelter;
- universities, colleges of applied arts and technology or other entities that provide post-secondary education; and
- premises that are identified by a NAICS code commencing with digits 21, 22, 23, 31, 32 or 33.

However, consumers that were receiving the 8% rebate on October 22, 2019 but are not eligible for the OER will nevertheless receive the OER until October 31, 2020 if they meet the new notice requirements set out in section 1.3 of O. Reg. 363/16 (as amended) before February 1, 2020. If they don't meet those notice requirements, they will receive the OER until January 31, 2020 (see section 1.2 (2) of O. Reg. 363/16 as amended).

Additional new notice requirements are also being introduced for certain larger multi-unit complexes that are eligible under the new rules (see section 1.3 of O. Reg. 363/16 as amended). These notices are due to Local Distribution Companies (LDCs) before February 1, 2020 (see section 1.1 (4) of O. Reg. 363/16 as amended).

Consumers with inquiries regarding their eligibility or notice requirements should be directed to their LDC.

Note that while this letter is intended to provide useful information about these regulatory changes and Energy, Northern Development and Mines' (ENDM) administrative policy intent, it is not intended as legal advice. You should consult with your legal advisers or with the Ontario Energy Board if you have any questions.

.../cont'd

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I hope you find this information helpful. Thank you for your support as the government works to deliver on its commitment to build a fair and efficient electricity system.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Rickford". The signature is fluid and cursive, with the first name "Greg" and last name "Rickford" clearly distinguishable.

The Honourable Greg Rickford
Minister of Energy, Northern Development and Mines



Mayor and Council,
Township Lucan Biddulph

October 26, 2019

On behalf of Lucan Area Heritage membership, I would like to thank you for your recent gift of \$10,000. It is always our goal to keep the Museum operational and do rely on donations each year from many sources including donations from the Township Lucan Biddulph.

Our membership always is conscientious and frugal ensuring we keep within budget and your gift will ensure that this happens.

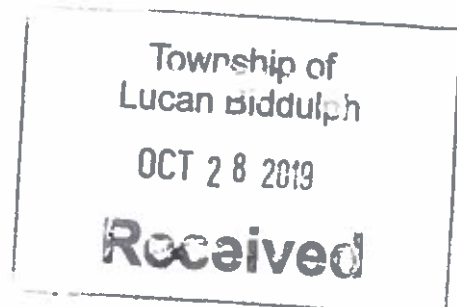
Once again, your continued support is very much appreciated and does indicate to us that you are committed to our Museum and in the success of our Museum.

We appreciate your continued support.

Regards,

A handwritten signature in blue ink, appearing to read 'Sheila'.

Sheila Hodgins,
Treasurer & funding Coordinator,
Lucan Area Heritage & Donnelly Museum



50'S ROCK & ROLL EXTRAVAGANZA!

**AT THE LUCAN COMMUNITY CENTRE
SATURDAY JUNE 13TH, 2020**



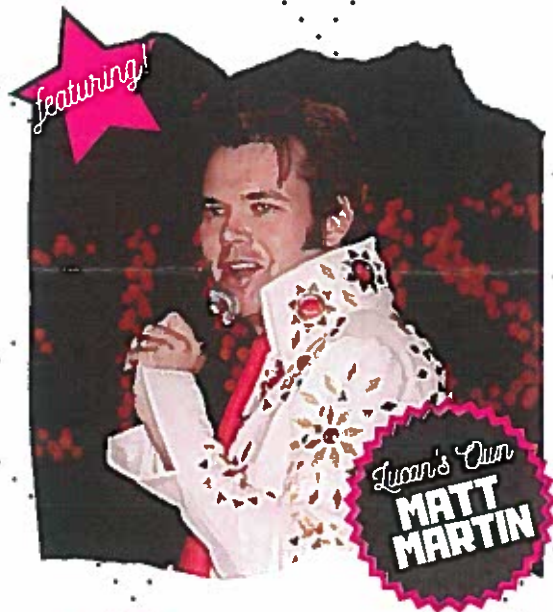
5:00 p.m Cocktails

6:00 p.m. Dinner

.....
**Dinner by award winning
Chef David Grassie**
.....

**\$110 Per Person
10 People to a Table**

For tickets contact Sheila:
♦♦ Phone: 519-227-1812 ♦♦
Email: cshodgins@sympatico.ca



PERIOD ATTIRE



DRESS FOR THE FUN!



ALL PROCEEDS TO LUCAN AREA HERITAGE

From: Bluebox [<mailto:bluebox@bra.org>]
Sent: Friday, October 18, 2019 12:26 PM
To: Bluebox <bluebox@bra.org>
Cc: Michelle Courtney <michelle@bra.org>
Subject: October Board Meeting Notes and Manual Collection Service

Hello:

The Bluewater Recycling Association had its October Board Meeting last night where a couple of significant decisions were made. The 2020 budget was approved in principle before being presented to the membership at the General Meeting that followed. More on that below. Secondly, the Board reviewed a report (enclosed) from management on the manual collection services in comparison to the automated collection services and it accepted all three recommendations from management. This means that effective immediately we will not purchase new manual collection vehicles, manual renewal rates will apply upon the next renewal, and manual service will terminate in 2022.

Historically, our recycling costs increases have been about half the cost of living for the last 30 year. Unfortunately, this year will not be like that. The whole industry has been battered by a number of issues:

- 1) Skilled Workforce Shortage
- 2) China Phases out of Purchasing Recyclables Worldwide
- 3) Collection Equipment Cost and Availability
- 4) Insurance Cost and Availability
- 5) Individual Producer Responsibility Program Pending

Some of the issues simply create operational challenges while others cast a shadow of uncertainty making planning more difficult. However, situations like the China impact on the market place has had a direct financial impact on operations despite the Association having few trades involving China.

The Solid Waste Association of North America recently reported that the Chinese policy has resulted in about a 50 percent reduction in the revenues received from the sale of recyclables recovered through curbside recycling representing a reduction of over \$400 million per year across North America. The change in quality requirements is costing curbside recycling programs over \$1 billion per year on a national basis when additional collection and processing costs associated with contamination are considered. In simple terms, the impact of the China National Sword policy on MRF recycling revenues and processing costs is estimated to account for US\$9.00 per household per year (CDN\$12.00).

In 2018, the average blue box program cost in Ontario increased by 15%. After three years of no increase, we had a 3% increase this year and we are forecasting a \$440,000 loss at year end. This year, contract renewals in major urban centres are coming in at a 31% increase. After a careful review of our operations, despite our best efforts to generate revenue from other sources, and cut expenses where possible, our budget for 2020 will see the share cost increase by \$7.15 per share from the current \$56.60 to a 2020 rate of \$63.75 per year. This represents a

12.6% increase in recycling costs. We navigated through a similar situation at the turn of the century when costs when up 21.7% over two years to adapt to the new realities at the time. Despite these abnormal increases, our rate in 2020 would be \$77.08 per share if we had increased by the cost of living every year since inception in 1989.

The waste collection and disposal will be limited to the September CPI which was projected at 2.0% in the budget since July and August were 2.1 and 1.9% respectfully. The actual increase will be 1.7% as recently released by Statistics Canada.

We wish we had better news for you. As we continue to tackle a new reality in our industry with impacts being felt much deeper and longer than anticipated, we continue to innovate and improve efficiencies to minimize these negative impacts on you. Please do not hesitate to contact me or our Controller Michelle if you have any questions.

Francis Veilleux | President

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**Board of Directors Meeting Highlights
Held on October 17, 2019 at 5:00 PM
at the Material Recovery Facility Board Room**



2020 Budget

The recycling industry continues to be challenged by multiple forces at the same time creating conditions that are very difficult to steer through. The changes initiated by China in 2018 continue to affect our operation in 2019 and they are expected to have a significant impact in 2020 as well.

In 2019, the per share cost will rise to \$63.75. Co-collection and automated rates are based on the CPI rate of 2.0% as of the mid point between July and August. They will be adjusted to the actual September rate when published later in October. Commodity revenue for 2020 is based on current tonnages and the current prices. Prices have crashed this year as a result of oversupply worldwide. Grants are based on this year's award and an expected increase next year based on the program experience across the Province.

	2019 Budget	2019 Projection	2020 Budget	\$ Diff.	%
Sales					
Commodity Revenue	1,417,000	1,363,000	1,306,000	-57,000	-4.2%
Grants	2,218,000	2,413,000	2,621,000	208,000	8.6%
Municipal Levy	3,754,000	3,729,000	4,338,000	609,000	16.3%
Co-Collection Revenue	3,419,000	3,444,000	3,645,000	201,000	5.8%
Containerized Services	1,268,000	1,425,000	1,454,000	29,000	2.0%
Other	499,000	944,000	821,000	-123,000	-13.0%
Total Sales	12,575,000	13,318,000	14,185,000	867,000	6.5%
Total Cost of Goods Sold	1,552,000	1,864,000	2,004,000	140,000	7.5%
Gross Profit	11,023,000	11,454,000	12,181,000	727,000	6.3%
Operating Expenses					
<i>Total Administration Expenses</i>	791,000	911,000	955,000	44,000	4.8%
<i>Total Collection Expenses</i>	5,603,000	5,959,000	6,114,000	156,000	2.6%
<i>Total Processing Expenses</i>	2,313,700	2,516,000	2,460,000	-56,000	-2.2%
Total Operating Expenses	8,707,700	9,385,000	9,529,000	144,000	1.5%
Operating Income	2,315,300	2,069,000	2,652,000	583,000	28.2%
Total Nonoperating Expense	2,490,000	2,509,000	2,613,000	104,000	4.1%
Net Change in Cash Position	-174,700	-440,000	39,000	479,000	-109%
Share Charge	\$56.60	\$56.60	\$63.75	\$7.15	12.63%

Expenses in most categories are projected to be in line with the projected cost of living of 2.0% with the exceptions of a few key areas. In order to continue to attract the right talent with our skilled workforce, our wages and benefits remain under pressure from our competitors who are only too willing to offer sign in bonuses to steal our people. The China pressure for quality at low prices remains for the foreseeable future as a result of the commodity oversupply they have created in the market place. Energy prices are on the rise again, but we are spared that increase because natural gas prices have remained low but the new federal carbon tax is eating away at this advantage. Repairs and maintenance in the fleet area are climbing as equipment ages and reached its out of warranty life span. While the cost of living over the last decade was around 20%, the cost of our vehicles more than doubled during that same period. Insurance for our industry has dried out causing rates to double in one year. Finally, we know that EPR is coming to relieve some pressure, but it is still 3-6 year away. Those are years of uncertainty that make the waters rougher to navigate in the short term than they need to be.

Ontario's Recycling System Needs To Be Overhauled – But Let's Do It Right

Responding a Special Advisor's report, the Ontario government announced its next steps to revamp Ontario's Blue Box program and transition it to a system that is paid for by the companies and producers whose products and packaging are collected in the Blue Box.

For many years, TEA and other environmental organizations have been calling for Ontario to the move to a full producer responsibility model to hold companies accountable for the waste they create. However, we're very concerned that if it's not done right, it will perpetuate waste and the plastic problem we currently face, and at worst, reward companies that continue to use plastic that is complicated or impossible to recycle, or promote burning plastic as the only solution.

Producer Responsibility

Extended Producer Responsibility (EPR) is the principle of holding the producers (i.e. manufacturers, brand owners) of products and packaging responsible for the full life cycle of what they put on the market. It's a best practice in dealing with waste and creating a circular economy. If done right, not only would a strong EPR system in Ontario force companies to pay for recycling, it would also force them to shift away from wasteful packaging that is hard or impossible to recycle, and take the burden off municipalities who are constantly scrambling to cope with new types of packaging entering the market. Products like black plastic and stand-up plastic pouches are impossible to recycle in a city like Toronto and contribute millions of dollars a year in costs for recycling contamination.

Ontario's Blue Bin Program

Ontario's Blue Box program has reached a critical point: when it started nearly 40 years ago, it collected mostly paper, metal and glass. Over time, however, things have changed and the average Blue Box is now full of single-use plastic products and complicated plastic packaging that is expensive to collect and hard to recycle. This has increased costs for municipalities, polluted the environment, and made it harder to find a market to recycle and use this low-value plastic.

In Ontario, the Blue Box program is a shared responsibility: municipalities operate the recycling program, and producers pay a portion of the costs (up to 50 percent). As the cost of recycling has gone up and as materials have become more complicated, the Province of Ontario committed to moving to a full producer responsibility, where producers would be 100 percent responsible. The Waste-Free Ontario Act was passed in 2016, but very little has happened since then. The current government confirmed a commitment to EPR and asked an advisor to outline the next steps.

How an effective EPR system could help solve Ontario's waste woes

TEA and other environmental organizations have been advocating for years to overhaul how waste is managed in Ontario, and to put the responsibility for recycling on the companies who create these products and packaging – that will push them to change wasteful packaging practices.

While we strongly support the principle of holding companies responsible for what they put on the market, in order for EPR to be effective in Ontario, the system needs to:

- Use high targets and regular increases to push real change. For example, the report suggests that a target of recycling just 50% of plastic sold to residential markets is an ‘aggressive’ target, but that means in 2025 half of all plastics would still be in the environment, or in our landfills. In contrast, we know that collection rates of 90% are already being achieved in other provinces for some plastic (drink containers with deposits), so we shouldn’t settle for less than 90% in Ontario if we want to see a real change.
- Ensure there are no loopholes for hard to recycle materials. Producers argue that they shouldn’t have to be responsible for packaging that is more difficult to manage (like foil wrappers, ‘compostable’ packaging, ‘stand-up’ pouches etc), or that they should have lower collection targets for them. But if these are left out, producers won’t have any reason to invest in recycling technology, or make different packaging choices. In fact, giving producers a free pass for the worst materials would actually give them an incentive to choose difficult materials instead of choosing reusable or easier to recycle materials that have higher targets!
- Speed up the transition to full Producer Responsibility and don’t include further delays. The report recommends a transition that will take 6 years until 2025, plus a delay for collection from multi-residential households, plus delays for complicated hard to manage packaging and materials. It could be a decade before there is any real impact!
- Include reduction targets, recycled content requirements and bans for the worst materials. To drive real change, new regulations can’t simply focus on recycling, but on getting businesses to change their wasteful practices and reduce unnecessary packaging, use recycled content (to build a local recycling economy) and use bans to eliminate the worst materials that simply can’t be safely and reliably reused or recycled.
- Require high-value recycling and don’t let incineration or “waste-to-fuel” replace recycling. The oil and plastics industry have long advocated that burning or melting plastics for fuel should be considered a form of recycling or waste diversion, especially for the worst materials. However this destroys the resource and maintains demand for more oil and new plastic, plus it’s bad for the environment and human health! If companies are allowed to burn plastics, they won’t have any reason to reduce waste or redesign their packages. Producers should have to ensure their packaging gets recycled, and that the materials actually get recycled into new products of equal, or higher, value.

Extended Producer Responsibility is an important principle for transforming how we manage materials and resources and create a zero-waste, circular economy in Ontario. However, effective EPR systems must be carefully designed, with strong timelines, high targets for recycling and no loopholes so companies can leave behind the materials that are most difficult to recycle or to deny recycling service to hard-to-reach communities.



New Report Provides Options for Curbside Recycling Programs

An important new report issued by the Solid Waste Association of North America's Applied Research Foundation provides a number of significant observations and insights regarding the impacts of China's National Sword Policy on curbside recycling programs in the United States and Canada and the resets that can be made to address them.

China's National Sword policy banned the import of several recyclable materials from all countries – including mixed paper and mixed plastics – on January 1, 2018 and reduced the acceptable level of contamination in scrap and recyclable materials not banned to 0.5% effective March 1, 2018. China also imposed tariffs on many recyclables specifically from the United States – including cardboard, other recovered fiber, metals, and plastics – in August 2018.

National Sword has contributed substantially to a 50% reduction in the revenues received from the sale of recyclables recovered through curbside recycling. In addition, it has resulted in increased processing costs and residue rates at material recovery facilities (MRFs).

“The China National Sword policy is providing recycling program managers with an opportunity to reevaluate the costs, funding mechanisms and materials targeted by their curbside recycling programs in an effort to make them more sustainable and effective,” says Jeremy O'Brien, P.E., SWANA's Director of Applied Research.

The report, “Resetting Curbside Recycling Programs in the Wake of China,” presents several options that can be implemented to counter the impacts of China's National Sword policy. Some findings from the report include:

- About 65 million households in the U.S. are provided with curbside recycling services. Collectively, these programs divert about nine million tons of recyclables from disposal each year.
- The China National Sword Policy has resulted in about a 50 percent reduction in the revenues received from the sale of recyclables recovered through curbside recycling. This represents a reduction of over \$400 million per year.
- The major recycling commodities that have been impacted by the China National Sword Policy have been mixed paper, mixed plastics and corrugated containers.
- An analysis of the collection and processing costs and current revenues associated with curbside recycling programs indicates that these programs cost homeowners about \$6.85 per household per month when recyclables are collected on a weekly basis. The impact of the China National Sword policy on MRF recycling revenues and processing costs is estimated to account for \$0.75 per household per month, or about 11 percent of this cost.
- Certain resets to curbside recycling programs can result in cost savings that will more than offset the cost increases resulting from the China National Sword policy. These include the switching of recyclables collection from a weekly to a bi-weekly basis and the switching of glass recycling from curbside collection to drop-off center recycling.
- Contamination/residue levels at MRFs typically range between 15 percent and 25 percent and are costing curbside recycling programs over \$1 billion per year on a national basis when additional collection and processing costs associated with contamination are considered. While contamination has not been caused by the China National Sword Policy, it has been highlighted and exacerbated by it.

Reinventing The Blue Box: Understanding Ontario's EPR Plan For Curbside Recycling



Assigning extended producer responsibility (EPR) to the blue box is part of an overarching provincial strategy called the Made-in-Ontario Environment Plan that includes reducing plastic waste and litter, and a range of other conservation and pollution prevention ideas.

On August 15, 2019, at Canada Fibers' facility in North York, Ontario's Environment Minister Jeff Yurek announced the next steps to transition funding of the province's Blue Box Program away from municipal ratepayers to the producers of products and packaging.

The plan is one of the most significant waste management developments in modern Canada.

Stewardship Ontario is developing actions and timelines to start transitioning the Blue Box program toward producer responsibility, based on recommendations from Special Advisor on Recycling and Plastic Waste David Lindsay. For six weeks this spring, Lindsay met with municipal and industry stakeholders, delivering his report to the government in July. Lindsay recommended phasing in the changes over a period of three years. The first group of municipalities will transfer responsibility for their programs to producers January 1, 2023. Producers will then be fully responsible for providing blue box services province-wide by December 31, 2025.

Assigning extended producer responsibility (EPR) to the blue box is part of an overarching provincial strategy called the Made-in-Ontario Environment Plan that includes reducing plastic waste and litter, and a range of other conservation and pollution prevention ideas. The plan dovetails with a recently proposed federal ban on single-use plastics that will also impact waste streams.

Lindsay's report acknowledges that Ontario's recycling rate has stalled. Confusion over what's allowed in recycling bins in the province's more than 240 different municipal programs has led to high contamination rates (as much as a third of what's set out for recycling may be sent for disposal) and missed opportunities for economy-of-scale savings.

In a perfect storm, Canada's recycling programs have also been hit by the recent closure of Chinese and other Asian markets to the import of recyclable commodities.

Stewardship Ontario (which manages the current Blue Box Program) will develop a detailed plan based on Lindsay's report and submit it to the Resource Productivity and Recovery Authority (RPRA) by June 30, 2020. The RPRA will approve it no later than the end of that year, at which point preparation for transition will begin. (Under Ontario's Waste Diversion Transition Act, 2016, the RPRA is responsible for overseeing the orderly wind up of current waste diversion programs and the industry funding organizations responsible for managing them.)

Ontario was the first jurisdiction in the world to fully implement municipal curbside recycling via its acclaimed "blue box" program in the 1980s. Roughly four decades after the program took off and was widely copied across North America, its inherent limitations have been recognized.

Ontarians have much to be proud of: they divert almost 50 percent of their household waste. However, when household rates are combined with commercial and industrial waste, the so-called "general" waste diversion rate falls below 30 percent. This means over 70 percent of waste ends up in landfills or incinerators (some exported to the U.S.).

The cost of managing Ontario's curbside recycling programs is currently split between municipal taxpayers and producers. With a status quo program, blue box costs would increase by approximately \$10 million per year after 2019. Once full producer responsibility is in effect, however, Ontario's municipalities will save between \$125 million and \$175 million annually (based on 2017 costs).

Change will especially affect the soft drink industry, whose desire to shed its historic glass bottle refilling system was a major impetus for the blue box in the first place. Ontario remains one of only two provinces without a deposit-refund system for used non-alcohol beverage containers. (The other province is Manitoba.) This has kept diversion rates for these containers low.

Clarissa Morawski is managing director of the European association Reloop, which sponsored a report released in June entitled Better Together, from Eunomia Research and Consulting, that looks at Ontario's system.

"Contrary to old industry arguments," Morawski says, "Eunomia found a deposit-refund system for non-alcoholic beverage containers would save money." With this change, along with improvements in curbside programs, an additional 118,000 tonnes of materials would be recycled every year, with overall savings of \$12 million.

However it unfolds, EPR will assign costs where they belong: with producers, who have the most control over the packaging in which goods are sold. Private companies will drive efficiencies through the system, since they'll pay for it.

It's impossible to anticipate all the coming changes, but a few highlights might include:

- Soft drink and bottled water producers will likely place their containers on deposit. In place of yesteryear's glass bottles, a new system might make use of European-style refillable PET or other materials. Redemptions are likely to use high-tech reverse vending machines (such as those offered by TOMRA) and bar codes that facilitate bulk returns. The space in recycling bins previously occupied by beverage containers could be devoted to other materials.
- Alternative distribution and recovery systems reminiscent of yesterday's milk man may pop up to deliver everything from cereal to ice cream to shampoo, direct to people's homes. TerraCycle is already marketing just such a system called Loop.
- Producers and recycling professionals will innovate with new technology. Ontario is well positioned on that front, having the largest and fastest-growing cleantech sector in Canada, with \$19.8 billion in annual revenues and over 5,000 companies employing 130,000 people.

- Specific strategies will be brought to bear on the challenging multi-residential sector, where recycling rates and organics collection lags behind rates for single-family homes.
- EPR for the blue box - in combination with bans on single-use plastics - could translate into windfall diversion gains in commercial and industrial waste, and raise the overall recycling rate (not just the residential one).
- EPR isn't simply about "who pays" for conventional waste management. Instead, it motivates companies to "design for the environment" (DfE). The new system should reduce the upstream environmental impacts of resource extraction, manufacturing and distribution (including climate change impacts).
- Plastic shopping bags and other flexible plastic film is currently accepted in Toronto blue boxes, but not in those of Waterloo. Uniformity of what may be recycled will lead to collection and processing efficiencies, lower costs and higher diversion rates.
- It's unclear to what extent companies will simply contract out collection and recycling to municipalities. Householders might not even notice much difference. In any case, some reorganization is likely at waste transfer, sorting and processing facilities, including their locations and what they process, to which both municipal and commercial waste and recycling professionals should pay close attention.

New Pratt Mill Gets Trump Seal Of Approval

US President Donald Trump has formally opened a large new containerboard mill in Ohio that is due to start production this month.

The new Pratt Industries mill in Wapakoneta is expected to process annually nearly 400 000 tonnes of recovered fibre, including mixed paper and old corrugated containers (OCC), once it's fully operational. Trump toured the facility on 22 September.

He was accompanied by Australian Prime Minister Scott Morrison and fellow Australian Anthony Pratt, the billionaire owner of Visy which includes Atlanta-based Pratt Industries. The president spoke of an 'economic revival' of the US manufacturing industry and promised more foreign investment and new jobs.

Trump told a large crowd at the facility: 'We proudly declare Pratt Industries and the great, great state of Ohio open for business. Pratt has pledged to invest many billions in the United States. When this plant is fully operational, hundreds of Ohio workers will have full-time jobs, with quality healthcare, retirement benefits and really great wages,' he added. 'I'm especially excited to announce that one in four workers at this plant is a veteran.'

Pratt Industries claims to be America's fifth largest corrugated packaging company and the world's largest, privately-held 100% recycled paper and packaging business.

A trader told Recycling International that the new plant may not all be good news. 'When Pratt starts making containerboard, it's going to displace tonnage that some other mill is making now,' he said. 'There is an overcapacity problem and some of these weaker, high-cost producers will not survive.'



Westrock To Reconfigure South Carolina Paper Mill

WestRock Co., Atlanta, has announced that it is reconfiguring its North Charleston, South Carolina, paper mill to improve the mill's operating efficiency and long-term competitiveness. As part of the reconfiguration, WestRock will permanently shut down one of the mill's three paper machines and related physical infrastructure, eliminating about 288,000 tons of linerboard capacity, WestRock reports in a news release.

The reconfigured mill's production capacity will total 605,000 tons per year, consisting of three grades: kraft linerboard; KraftPak, an unbleached folding carton kraft paper; and DuraSorb, a saturating kraft paper used for decorative laminate and industrial end uses.

"The actions that we are taking at our North Charleston mill will substantially improve the long-term competitiveness of the mill by reducing our ongoing operating costs and capital needs and focusing more than half of the mill's production on the high-value, differentiated DuraSorb and KraftPak products," says Steve Voorhees, chief executive officer of WestRock. "Reducing the production of linerboard at this mill will help balance our supply with customer demand across our system."

According to the news release from WestRock, the company estimates that this reconfiguration will increase its earnings before interest, tax, depreciation and amortization (EBITDA) by about \$40 million, primarily arising from the reduction in operating costs from the shutdown of the paper machine and its associated infrastructure. The reconfiguration also includes an anticipated workforce reduction of about 260 positions at the mill over a five-month period, starting in January 2020.

Nine Dragons will convert a machine at its Wisconsin mill to produce recycled linerboard, corrugating medium in early 2020.

ND Paper, a wholly owned subsidiary of Hong Kong-based Nine Dragons Paper Holdings Ltd., has announced plans to strategically inject investment capital to improve the asset quality of its mills in Maine and Wisconsin in the coming year. A strategic modernization of its mill assets will "ensure these two facilities can operate efficiently for decades to come," ND Paper reports in a news release.

"We have four mills, three of which were built more than 100 years ago," says Ken Liu, group deputy chairman and chief executive officer at ND Paper. "By focusing on high-return strategic investments, we are building world-class, first-quartile mills that deliver innovative, high-quality products for our customers."

As reported in October 2018, ND Paper plans to complete the conversion of its B25 machine at its mill in Biron, Wisconsin, from lightweight coated mechanical papers to recycled linerboard and corrugating medium in the first quarter of 2020. The company reports that this project will serve as ND Paper's entry into new markets as well as stabilize its Biron Division and solidify the job security of its employees.

Also, as a result of these investments, ND Paper reports that some of its machines at its mill in Rumford, Maine, are expected to take downtime in the first and second quarters of 2020. The pulp dryer at Rumford will take downtime in the first quarter of 2020 and its R10 machine will pause operation in late March 2020 for upgrades. The Rumford mill's R12 machine is converting from printing and writing grades to specialty packaging products next year. Additionally, its R15 machine will take an extended outage in the summer months for upgrades.



Surviving The Changing Mixed Paper Market

In the last several years, North American recycling operations have seen overseas markets for fibre products that have historically been reliable become much more difficult to access. Rising global purity standards are either virtually unobtainable using traditional sorting and separation methods, or they are too costly to meet using options such as adding additional manual sorters.

China's National Sword and Blue Sky policies since 2017 have effectively closed the door of the world's largest purchaser of recovered paper. And it was just the beginning.

Markets like Indonesia, India and Japan are all following China's example and demanding the same high purity standards for recycled material, the result is high supply, low demand and a market saturated with recovered fibre.

This has driven down the price of key MRF fibre products including mixed paper and corrugated boxes (OCC). Mixed paper now consistently sells at a negative value or zero (at best) U.S. dollars per ton in most markets, while OCC is trading at the lowest levels seen in a decade. Market indicators show this being more of a long-term industry trend, rather than a short dip in the market.

MRFs also have the option to invest in high-tech sorting technology to further sort mixed paper contents and substantially improve sorted fibre revenue streams. Cognizant of today's market trends and tightening purity standards, optical sorting equipment manufacturers, have responded with a new generation of technological advancements to meet the sorting needs of today's MRFs.

While robotics is the hottest topic in the recycling industry currently, savings from replacing manual sorters with robots can only go so far.

US steel sector could be further rocked by GM strike

Automaker accounts for 5 percent of U.S. steel demand.

Nearly 50,000 General Motors employees who are part of the United Auto Workers (UAW) union entered their fourth week of striking as of Oct. 7. Chief among the workers' concerns are wages, retirement benefits and the future of GM's automotive factory in Lordstown, Ohio, which was idled in early March. The longer the strike, the more harm it threatens to do to U.S. steelmakers, according to a report from UBS Group AG, Zurich.

The report from analysts Cleve Rueckert and Andreas Bokkenheuser at UBS Group says the market likely has weakened since steel producers provided worse-than-expected financial guidance in September, according to an article by Bloomberg. The report says the GM strike creates more concern for the industry because the automaker represents roughly 5 percent of annual steel demand in the U.S.

Despite the Trump administration's introduction of tariffs meant to help strengthen the U.S. steel sector, optimism in the steel sector has been fading, the article states, as continuing trade tensions between the U.S. and China, slower economic growth and fears of oversupply prompted by announced capacity expansions in the U.S. tug at the sector.

Bloomberg notes that an S&P gauge of steelmakers has declined 8.6 percent since the strike began Sept. 16.

"Domestic hot-rolled coil, the benchmark steel price, is down about 39 percent in the past 12 months, and is near the lowest price since 2016," the Bloomberg article notes. "Meanwhile, U.S. Steel has fallen 63 percent in the past year, AK Steel Holding Corp. has dropped 53 percent, Steel Dynamics Inc. has lost 38 percent, while U.S. industry leader Nucor Corp. is down 23 percent."

P&G Licenses Polypropylene Recycling Technology

PureCycle Technologies, in partnership with consumer goods company P&G, headquartered in Cincinnati, began construction on a plant in Lawrence County, Ohio, that is designed to recycle polypropylene (PP) plastic to “virgin-like” quality.

The patented technology employed at the facility was developed in P&G labs. P&G licensed the technology to PureCycle, a portfolio company of Chicago-based Innventure, a Wasson Enterprise Partnership, also based in Chicago, that “commercializes disruptive technologies.”

Founded in 2015, PureCycle’s small-scale plant in Lawrence County will test and calibrate the PP recycling process. The plant will begin operating in January 2018, according to a news release issued by PureCycle, and the full-scale plant will open in 2020.

“This is a case where a hundred-billion-dollar industry required new technology to meet a compelling, unmet need,” says Mike Otworth, CEO of PureCycle Technologies. “Both manufacturers and consumers have signaled a strong preference for recycling plastics, which otherwise pollute oceans, landfills and other natural places. Until now, recycled PP had limited applications. We’re single-handedly removing those limitations and giving companies the choice to use more sustainable, recycled resins.”

The global PP market is valued at more than \$80 billion, according to Transparency Market Research, and is on track to reach \$133.3 billion by 2023. PP is used in automobile interiors, food and beverage packaging, consumer good packaging, electronics, construction materials, home furnishings and many other products.

“Our approach to innovation not only includes products and packaging but [also] technologies that allow us and others to have a positive impact on our environment,” says Kathy Fish, P&G chief technology officer. “This technology, which can remove virtually all contaminants and colors from used plastic, has the capacity to revolutionize the plastics recycling industry by enabling P&G and companies around the world to tap into sources of recycled plastics that deliver nearly identical performance and properties as virgin materials in a broad range of applications.”

Steve Alexander, CEO of the Association of Plastics Recyclers (APR), Washington, says, “In the U.S. alone, the demand for virgin-quality recycled PP is immense. The Association of Plastics Recyclers has identified 1 billion pounds of recycled PP demand in North American alone; 720 million pounds of that demand is for ‘high-quality’ recycled PP.”

Despite PureCycle using recycling technology developed by P&G, the recycled PP the company produces will be available for purchase across industries, according to the company.

P&G says this technology demonstrates its commitment to sustainability and helps in achieving the company’s 2020 recycling goals (doubling the use of recycled resin in plastic packaging and ensuring 90 percent of product packaging is either recyclable or programs are in place to create the ability to recycle it).



Waste Connections Dumped It In Landfill. GFL Incinerated It. Merlin Plastics Recycled It.

Do you know where your recycling really goes after it's been picked up?

After several instances of Canadian plastic waste turning up overseas in places like the Philippines and Malaysia, CBC's Marketplace wanted to track the lifecycle of Canadian plastic.

Journalists bought bales of film plastic ready for recycling, hid trackers inside them, and then re-inserted the plastic back into the recycling stream in British Columbia — the province known for having the most efficient recycling program in Canada.

Using an alias email, Marketplace reached out and commissioned three major waste collection businesses with ties to municipal programs in B.C. to process the material. The bales were picked up by Merlin Plastics, Waste Connections of Canada, and GFL Environmental Inc.

All three companies make green promises on their websites and in promotional videos, using buzzwords like "sustainability" and "environmental solutions." One Waste Connections video goes as far as to say, "sustainability and becoming more green ... have been hallmarks and backbones of Waste Connections from the day we formed the company."

Marketplace put those promises to the test, acquiring about nine tonnes of film plastic, mostly shopping bags, that had already been sorted and crushed into square bales. Since the bales were already compressed and ready for processing, the trackers wouldn't get crushed or lost in the sorting process.

Next, the Basel Action Network, a U.S. charity that combats exports of hazardous waste from industrialized countries and specializes in tracking waste, installed tracking devices into nine bales — three for each company.

Once activated, the tracking devices pinged every two to three minutes with their geographical coordinates. Although three trackers failed, two for each company reached a final destination.

Only 1 company recycled the plastic

The two trackers in Merlin Plastics' bales ended up at a recycling processing plant in Delta, B.C., suggesting it was recycled. The company later confirmed in a statement to Marketplace that it "shredded, washed and pelletized it, then sold the resin to a customer that make[s] similar material."

Both of the GFL trackers went straight to a waste-to-energy facility, a landfill alternative that creates power by incinerating garbage. The harmful acid gases emitted through the burning process become trapped in the incinerator and are then treated with chemical "scrubbers" that convert them into neutral salts.

In a written statement, GFL told Marketplace that while traditional recycling would have been a preferable solution, no one would have been willing to buy the processed plastic. "The current market conditions do not have many opportunities to recycle this kind of plastic," said GFL. "We found a viable and cost-effective solution in incineration."

Meanwhile, when Waste Connections picked up the bales of plastic, the company said it would send the material to a recycling facility. However, the trackers showed that the bales ended up in a junkyard in Surrey, B.C., as well as a landfill in Richmond, B.C.

When Marketplace reached out to Waste Connections looking for further information, the company did not respond directly; it instead emailed the original alias and said: "There was some miscommunication and the driver took this load to a waste facility."

It is not unusual for Canadian plastics to be landfilled. A recent study published by the federal Ministry of Environment and Climate Change revealed plastics are landfilled 86 per cent of the time.

B.C.'s Ministry of Environment and Climate Change Strategy told Marketplace that haulers are contractually obligated to ensure residential plastic is recycled. If the bales had been "collected from a residential premise and the hauler took it to a disposal facility, the hauler would be in violation of its contract," the ministry said in a statement. However, waste collected outside the blue box program, from industrial, commercial or institutional sectors, "does not legally have to be recycled."

The plastics industry has another explanation as to why recyclable plastic is being landfilled. "It was too easy to ship material to China," said Joe Hruska, vice-president of sustainability for the Canadian Plastics Industry Association. "They would take anything, and they'd actually pay for it." Now that China has shut its doors to our waste, Hruska says the government needs to put incentives in place for manufacturers to use recycled material here at home, to create a local market.

According to Greenpeace, nearly half of Canada's plastic waste exports were sent to China before the country cut its imports of scrap plastic in 2018. Even when China was an option, the federal study of Canada's plastic industry markets shows only nine per cent of Canadian plastics were getting recycled. That means of the 3.3 million metric tonnes of plastic consumed by Canadians in a year, about 2.8 million metric tonnes were thrown away as garbage.

There's been a global push to reduce our reliance on plastic, with a number of jurisdictions across Canada and around the world putting forth regulations, particularly around plastic bags. The federal government recently announced a plan to ban most single-use plastics by 2021.

But there has been pushback from industry who are fighting legislation that would ban bags from grocery stores. One of the CPIA's members even went to the B.C. Supreme Court to fight a plastic bag ban in Victoria and won. The ruling was appealed by the city, which lost in the B.C. Court of Appeal. The city is considering a Supreme Court of Canada challenge.

Hruska argues meaningful alternatives to plastic grocery bags don't yet exist and that he thinks bag fees are motivation enough to reduce consumers' use. He also says his members are working on new technologies to make low-value plastics more recyclable.

The federal Ministry of Environment and Climate Change says it has committed to new restrictions on plastic that is sent overseas starting in 2021. It also has plans to reduce plastic waste and pollution at home with new policies like the single-use plastic ban, and consistent "extended producer responsibility" programs that would make plastic producers responsible for the cost of recycling it.

A Plastic Alternative You Can't Miss

Skinny Tonic is a UK-based Indian tonic water from Double Dutch brands. The business has responded to pressure to remove plastic with the switch from plastic shrink wrap into cardboard. The new boxes have clear messaging to on the packs to ensure that the boxes are removed before being displayed. Using a paper-based material, the new solution is overtly more environmentally-friendly and easier to recycle. The business concedes that it would have been a lot easier and less expensive to use plastic shrink wrap to deliver the product. The solution reduces operational energy consumption as a shrink tunnel is no longer required.



Understanding Flexible Packaging for Recycling



Examples of Flexible Packaging Formats (source: PAC)

Flexible packaging has seen tremendous growth globally, with an annual growth rate of 3.8% within North America alone. It can be found in a vast array of shapes and sizes containing a wide array of products such as coffee, laundry detergent, baby food, cat litter, single-serve juices, motor oil, toothpaste and even more. Packages can be made with a single layer, a mono-material laminate (i.e. multiple layers from the same polymer) or the more complicated, multi-material laminate (made from multiple layers from different polymers). Flexible packaging can also include papers and metals as key components, closures using zips, spouts or reseal adhesives, and various additives. While these packaging designs and formulations offer specialized benefits, recovery rates are low or non-existent.

With a global focus on the sustainability of plastics, end of life management of flexible packaging has become a priority. Landfill/disposal is the default end-of-life option, with some life cycle assessment studies even suggesting that flexible packaging, if disposed properly, is still a better environmental packaging choice compared with other more recyclable materials. Other options include thermal (e.g., energy from waste) and chemical treatment. Alternatively, reduction based approaches aim to lower (e.g., light weighting) or eliminate material needs, and reuse approaches replace flexible packaging with more durable solutions.

If disposal is not the preferred option, more economically viable and sustainable designs and an understanding of the basic polymer properties and construction processes of a flexible package will be required in order to identify an end of life value solution. Important construction properties of a flexible package include:

- Mechanical (e.g. tensile strength or tear resistance)
- Barrier (e.g. oxygen or water)
- Sealability (e.g. heat-sealing)
- Aesthetic (e.g. printing)

The ubiquitous potato chip bag offers a good example of what's involved in a particular flexible packaging format. Manufactured with extrusion lamination, it typically uses polypropylene as a moisture and odour barrier, low-density polyethylene (LDPE) for strength and grease resistance, and a thermoplastic resin for puncture resistance and heat-sealing.

Figure 1 gives a hint of the diverse laminate combinations found in the marketplace. Layers tend to offer functional benefits. For example, metallized polyester films are an excellent barrier to moisture and oxygen. Other layers are employed purely to improve aesthetics, such as an extra layer to allow reverse printing, or metallic foil as a base for the eye-catching foil stamping seen on products like

chocolate and coffee. Additionally, a myriad of additives offer specialized performance factors (e.g. anti-static, anti-slip, anti-fogging, UV barrier, optical brighteners).

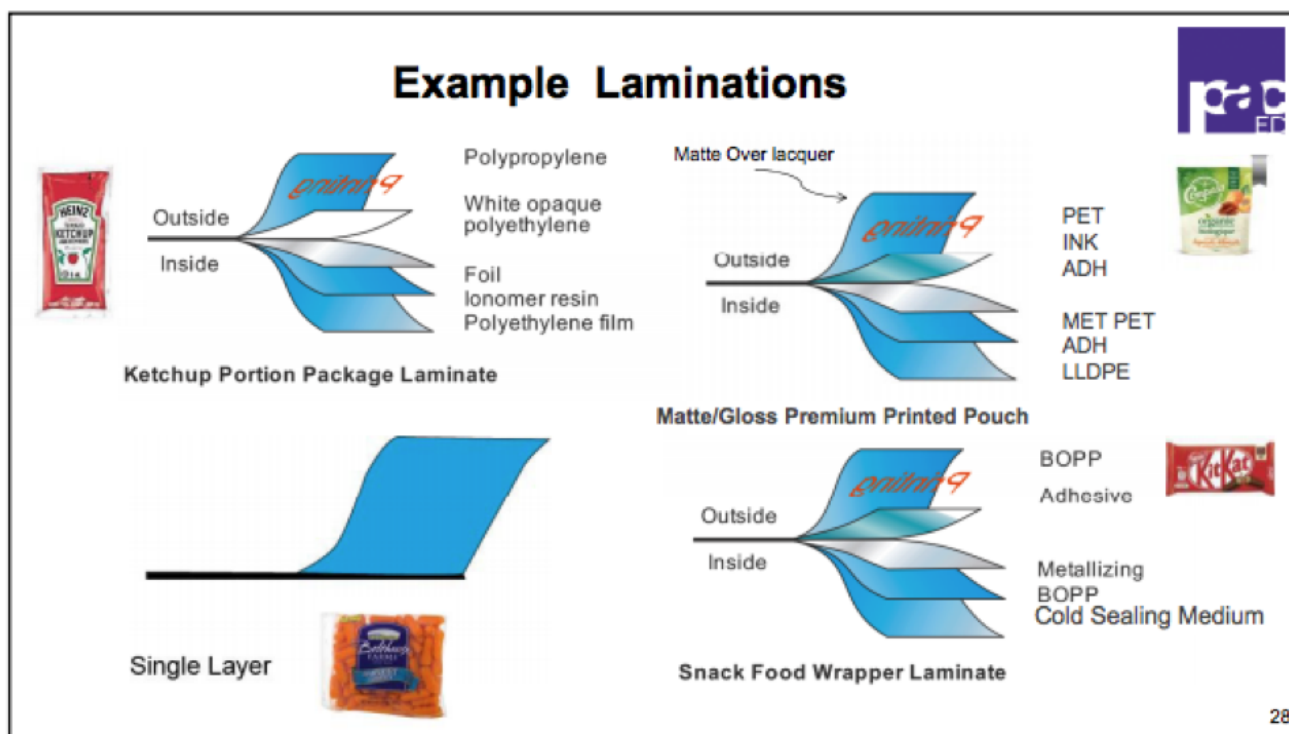


Figure 1 – Example Laminations (source: PAC)

However, some additives like optical brighteners cannot be removed in the recycling process and can create an unacceptable fluorescence for next uses of the recycled polymer. As noted by the Association of Plastic Recyclers (APR), it is difficult to identify materials with negative effects like this until late in the recycling process, by which time significant cost has been added into a material of low value due to the additive. Furthermore, a recent report notes that certain additives also affect plastic density, leading to losses with certain sortation processes such as sink-float systems.

The growing sophistication of multiple polymers, additives and closures offers many benefits, but presents a significant challenge for recyclers to find economically viable ways to collect, sort, recycle and market the materials. The following is a sample of research and innovative initiatives that, in various ways, contribute to a deeper understanding of viable recycling of flexible packaging:

The UK's REFLEX project studied the material composition of the postconsumer flexible packaging waste stream, and found 80% to be polyethylene (PE) or polypropylene (PP). REFLEX tested PE and PP – laminated with PET, EVOH and aluminum foil – to evaluate which materials are best used in flexible packaging from a recyclability viewpoint. They found PE/PP laminates produced well-mixed recyclates, with properties suitable for certain injection molding applications. They noted the potential for PE/PP to be reprocessed together “would simplify the recycling process for flexible packaging considerably, leading to greater yields and allow brand owners and packaging designers to use PE/PP laminates that are suitable for mechanical recycling.”

In Canada, Recycle BC launched a 2018 research pilot to collect certain types of flexible packaging and figure out how best to recycle them. Consistent with other studies (e.g., CIF Project #749), the preferred method of collection for this material type was determined to be through waste depots and return to retail.

The flexible packaging challenge has also led to chemical recycling innovation (see CIF blog), where a polymer is chemically reduced to its original or other monomeric forms for processing into new materials. Citing Green Mantra Technologies, Ontario's 2019 Special Advisor's Recycling and Plastic Waste Report signaled a potential openness by Ontario's Provincial government to broaden its definition of 'recycling'.

The challenges with multi-material properties have also created the impetus for mono-material innovation. In Ontario, Tempo Plastics is one of several businesses exploring mono-material solutions. Tempo uses DOW's Recycle Ready Technology in their Harmony Pack, which uses only HDPE, achieving similar performance to multi-material flexible package.

For Ontario municipalities looking to improve their waste diversion rates, the amount of flexible packaging found in the waste streams serves as an opportunity to gain that additional 1 to 2% of diversion. Starting this fall, the City of London will undertake a two-year pilot project (CIF #1088) that seeks to improve the diversion of flexible packaging and other difficult to recycle plastics using the Hefty EnergyBag program promoted by Dow Chemical Company. Residents will be asked to place targeted materials into the program's trademarked orange bags. Full bags are then to be co-collected with residents' Blue Box materials for separation at the MRF and delivery to an end market. Learnings from the project are expected to include a better understanding of potential end markets along with the cost and operational implications of collecting and processing the targeted materials.

Flexible packaging projections show significant annual growth for the foreseeable future. This growth brings with it an evolving, complex array of formulations blending polymers, additives and closures. The challenge facing recycling stakeholders is considerable. However, as the above examples highlight, many emerging initiatives are helping to identify sustainable processes to manage this growing stream of packaging.

Scanning for Packaging Recyclability

Cohda is a product design, development and research studio based in the North East of England. The business has been working on a development to help consumers better identify waste packaging materials. There remains a lot of confusion about what can and cannot be recycled with similar looking packs often having different recycling rules and on-pack guidance is not always completely clear. The business has developed near-infrared



spectroscopy technology that incorporates a unique 'digital fingerprint'. Cohda have developed a R.I.D (Recycling Identifying Device) concept. The handheld device uses NIR to identify recyclable and non-recyclable materials. Materials absorb varying wavelengths when encountering NIR radiation. Different bonds within the material absorb varying wavelengths giving the material a unique absorption pattern. There is a stored database of these digital fingerprints that can be updated as and when new product lines enter the market.

Salting The Insurance Wound

Like all business, insurance is cyclical. Buyers need to understand that the marketplace is going to be much different moving forward than it was at their last renewal.

The time has come for insurance buyers to put on their helmets and buckle their chin straps as the insurance market has hardened and policy buyers are feeling the change in terms of premiums, market capacity and available options.

In very simple terms, a hard insurance market occurs when premiums go up and capacity goes down. It is important to realize that the same way your company buys insurance, so too do the insurance carriers. Insurance carriers buy their coverage from the reinsurance market. As you might imagine, there are a finite number of reinsurance markets available for the insurance carriers to work with and these agreements are renewed on an annual basis. Generally, reinsurers are impacted by catastrophic events such as the wildfires in California, flooding in the Central and Southeastern states, hurricanes, etc. As those losses are paid and the overall cost of those claims are calculated, the reinsurers determine how much capacity they are willing to put forward for the coming year and how much they are going to charge for the offered capacity. If they were hammered by losses, they are going to try and make up the deficit by charging a higher rate and offering less coverage to reduce their overall exposure. This causes the market to tighten as the insurance carriers your company works with are now paying a higher premium for their protection. They have less capacity to offer, which drives up the premiums they charge and forces them to be much more selective on where they want to offer terms. This is where the insurance industry is currently positioned.

Auto Insurance

It is no secret to anyone who has been in business for the past 10 years that the market has changed dramatically. During the financial crunch, premiums were relatively stable as everyone was just trying to make it through. When the economy did start chugging again, we began to see slight increases in specific areas—auto insurance being the most notable—and those increases have continued on pretty much uninterrupted. With a more vibrant economy there are more cars on the road with newer and more expensive technology imbedded in them such as sensors, cameras, etc. Further, we saw an increase in the number of Uninsured or Underinsured drivers as well as incidents related to distracted driving. When an Underinsured or Uninsured driver is in an accident, they may not have the coverage limits necessary to make another party whole should they be at fault for an accident. When this happens, the injured party may turn to their own insurance carrier and seek compensation to help get back to normal (presuming they have the necessary endorsements). This all impacts the insurance carrier and can trickle up to their reinsurance partner.

Waste and recycling companies have some additional issues to deal with when it comes to auto insurance. Their trucks are large and generally fall into the Heavy (20,001 pounds to 45,000 pounds) or Extra Heavy (Over 45,000 pounds) categories. When a refuse vehicle hits something, it is generally not on the losing side in terms of damage. In the litigious environment we live in today this makes them easy targets for plaintiff attorneys. Many of the lawsuits filed are looking for a quick settlement. Some people have legitimate claims and are truly injured while others are simply seeking a quick payout. These claims drive the cost of insurance for the industry.

Simply put, carriers have a very hard time making money writing auto insurance for the industry. Items such as a poor CVOR rating or a history of serious accidents work against the carrier and their assigned defense counsel as they use this information to show a jury there was indifference to safety, maintenance and the overall well being of the general public. They have also developed a new tactic

called the Reptilian Theory that has generated some extremely favorable judgements for their plaintiff client.

The short version of Reptile Theory goes back to the 1960s when an American neuroscientist created the Triune Brain model. It states the human brain has three regions and are organized into a hierarchy. The regions are Reptile (Primal), Paleomammalian (Emotional) and Neomammalian (Rational). The brain is arguably the body's most complex organ and when prompted, the Reptile Brain can lead to very serious consequences for defense counselors. It is this portion of the brain that is responsible for survival instincts and when survival is perceived to be in jeopardy, the Reptilian Brain takes charge and can and will overpower logic and reason. The Plaintiff's counsel will often try to invoke the Reptilian Brain by attempting to discredit the driver as a risk to the jury and their families as well as the general public. They then try to persuade the jury that they are the only people with the ability to punish the driver and company before another person is impacted. They use substantial monetary judgements as the penalty. National Interstate Insurance Company had an excellent article about this very situation in their publication Extra Mile, Issue 12. That article was referenced for some of this content and we encourage you to give the article a full read via an Internet search. This tactic is not going to go away anytime soon.

Because of situations like these we have seen an exodus of interested insurance carriers specific to waste and recycling auto coverage. Those who have stayed continue to drive rates and are extremely selective of who they take on as a policy holder. For those who are dealing with severe claims history, there is a secondary market (sometimes referred to as the distressed auto market) who will offer terms, but their premiums are often 50 to 100 percent (or more) higher than the non-distressed market. In speaking with many different carriers both in and outside of the waste and recycling industry there does not appear to be any relief on the horizon for auto premiums.

Property Insurance

Much like auto insurance, property insurance is becoming extremely difficult for the waste and recycling industry, especially if you own or operate a facility such as a material recovery facility, landfill or transfer station. There have been a substantial number of losses at these facilities over the last year or two. Most of the claims are from fires, but there were also some related to flooding and hurricanes.

While most operators believe the increase in fires is related to lithium ion batteries, the data from the insurance carriers points to equipment issues, specifically shears and grinders. Generally speaking, the premiums collected for a facility on property insurance are relatively low compared to the limits of coverage being offered. For example, you might be paying \$40,000 annually to cover your building, contents, fixed equipment and processed inventory. Should your facility burn to the ground, the value of the loss is going to be well over 1 million dollars. With 300+ facility fires in 2018, it is easy to see how carriers were upside down on offering property coverage to the industry. The result is a massive withdrawal from the sector by insurance carriers. Last year around this same time there were in excess of 20 viable players to offer coverage to the industry. Now, we are down to a small handful of 10 or less. Even Lloyd's of London has pulled way back and many syndicates have withdrawn all together from offering terms in the U.S. In speaking with a few of their underwriters, they are still offering coverage in other countries and have indicated the housekeeping measures we use in the U.S. are less robust than our counterparts in other countries.

As discussed earlier, less competition and higher reinsurance costs are causing property premiums to rise. Couple this with dwindling capacity and we are entering a hard market for property insurance.

Umbrella Insurance

An umbrella policy is purchased to provide additional limits of coverage over underlying policies such

as Auto, General Liability and Worker's Compensation. Limits of coverage on this policy line generally start at 1 million and go up from there. Typically, the larger the exposure, the higher the limit of coverage purchased.

The Umbrella (or Excess Liability) market has gotten very hard very quickly. We are seeing premiums increase between 50 and 100 percent over last year's pricing. Here again, reinsurance and capacity are the drivers. If you have a large auto fleet you can expect a sizeable increase in your premiums. Further, if you are purchasing a high limit of insurance you may have to layer it at the next renewal. Layering is the act of involving multiple carriers to achieve the desired coverage amount. In the past, a single carrier may have offered you an Umbrella limit of \$10 million dollars, but what we are seeing now is this same carrier may only be willing or able to offer you \$5 million. Should you desire to have the \$10 million you are accustomed to carrying, it will require the addition of another carrier or possibly two to secure the remaining limits.

By now you are probably thinking, "Is there any good news?" The short answer is—sort of. While Auto, Property and Umbrella premiums are going up at a rapid rate, we are still seeing stability for General Liability coverage.

For a majority of the waste and recycling industry, the General Liability premium is very low as the real exposure is captured in your auto policy. Those operating facilities such as material recovery facilities, transfer stations or landfills will have a higher General Liability premium than a company who is strictly collecting material and disposing of it. This is because they have a fixed site where operations are being commenced whereas their counterpart without the facility really only has the auto exposure.

Unfortunately, there is no magic bullet to combat the current turmoil in the insurance market. As with all things, the best defense is a good offense. Focus in on vehicle maintenance as the cab reports are the first place an underwriter is going to look to gauge your company. While loss runs show your past history, they view this as forward-looking optics to see where your future claims might come from. If your company is well above the industry average for Out of Service (OOS) violations, as an example, the number of carriers you will have interested in participating on your renewal will be reduced. If your OOS violations are really bad, you are almost guaranteed to end up in the secondary/distress auto market.

Consider taking a deductible or Self-Insured Retention. This shows the carrier you are willing to bet on yourself as you are putting more skin in the game. It is important to note, when we talk about taking on a deductible or Self-Insured Retention, we do not mean \$2,500. In order for there to be any real impact you need to have something in the \$25,000 or more range. This is certainly not for the faint of heart or for those who cannot support the financial implications. However, if you do have the financial capabilities, it can help keep possible premium increases in check.

Work with your agent to detail out improvements you have made internally in areas such as training, on boarding procedures, acceptable driver criteria etc. Your goal is to show the underwriting community that you are in the "best of the best" conversation as those companies will have the most options available to them.

There is no question that the turn in the insurance market is going to push some companies to close their doors as they simply cannot afford, or, in some cases, cannot obtain insurance coverage. It would not be surprising to see an increase in acquisitions of smaller haulers by the larger companies in the industry as a result either. Strange as it may sound, insurance premiums tend to be one of the top three or four expenses for a company behind payroll, vehicle maintenance and fuel.

Edmonton Composter Building To Cost \$12M To Tear Down

For the first time since it was shut down for good this past spring, City of Edmonton staff have put a price tag on what it'll cost to tear down the dilapidated building that has housed the composter for the last two decades.

The Aeration Hall Building was closed Oct. 26 last year, and in the spring it was determined it couldn't be saved.

"In spring 2019, based on the latest scan, administration, in collaboration with external structural engineers, concluded it is no longer safe to continue to operate," said a report going to the Sept. 27 Edmonton City Council Utilities Committee.

The cost at this time is still an estimate of \$12 million. We'll be continuing to work with our contractor and consultant through the deconstruction plan.

"So we're working through that, through early in the fall and then we'll get the deconstruction going potentially in November – December. That will take several months because we'll take a very slow but sure approach to the deconstruction in stages, ensuring that we keep the remaining buildings around it operational, safe and accessible."

It's also unknown how structurally sound the facility is, and what is needed to shore up the building during deconstruction.

Working through the winter will also pose some challenges.

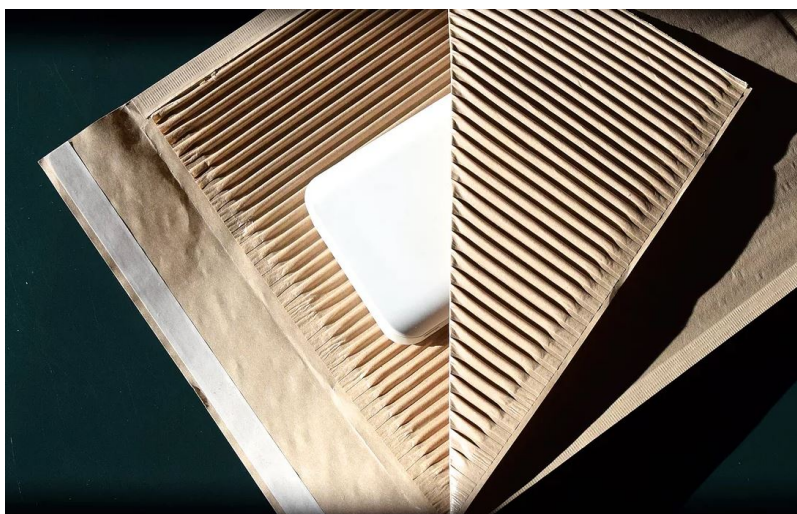
"If there was some snow load, that would be in addition to the weight of the facility itself. We're working with the contractor to look at what is possible to be done this winter."

The plan calls for the deconstruction to be completed by the summer of 2020, the report said.

The committee will be asked to approve a one-time increase of \$12 million in the Waste Services expenditure budget. It'll be paid for "through the establishment of a regulatory deferral account in the 2020 Utility Rate filing," the report said.

Making Waves in Ecommerce Packaging

A new plastic-free alternative for e-commerce envelope mailings has been introduced. The WaveBag solution uses a proprietary wave padding to protect the contents. Instead of using PE-based air bubble wrap, the Wave Bag envelopes have an inner protective layer consisting of paper 'waves' to give the necessary rigidity and strength. Internal drop and resistance tests have shown that WaveBag is able to better maintain protection compared to a bubble mailer where the bubble starts to deplete causing a loss of protection. Wave bag is 100% paper-based making it fully recyclable. It is claimed that it can reduce CO2 footprint and transport costs of more than 50% with an additional reduction of 47% in storage space. There are 10 different sizes available.



This Self-Driving Garbage Can Remembers to Take the Trash to the Curb For You

Despite what the inventors of the world want you to believe, not everything in your home needs to be intelligent, automated, and motorized—except your garbage cans. The inventor of the SmartCan wants to ensure you'll never again forget it's trash day, because these cans automatically drive themselves to the curb for you. This is the innovation the world needs.

Invented by Andrew Murray and currently in development at the company he founded, Resi, the SmartCan is one of those rare home-focused robots that could, like robovacs, actually deliver some genuinely useful functionality—not just questionable uses like entertainment or companionship. Those of us tasked with dragging our garbage cans to the curb every week will immediately see

The SmartCans appear to rely on a pair of docking stations for navigation, which could be the benefits of an automaton like this. Using a companion app, the SmartCan will follow a pre-programmed schedule and automatically drive itself to a curbside drop off point on garbage pickup days, and then autonomously return to wherever you keep them parked the rest of the week. It could be problematic for those who live in areas where the city simply won't let them install one on a public curb, or where there's the risk of them being damaged from high foot traffic, so hopefully its creator will offer an alternative way to help them find their way. Presumably, the cans do need to be regularly charged, which isn't a huge inconvenience if the docks are able to provide that functionality the same way they do with robovacs. But there are other potential logistical roadblocks, including the likely need for a homeowner to remember to open the garage or a backyard gate to let the robocans out on trash day, and what happens when, after being emptied, one of these cans is simply tossed back on the sidewalk and left on its side—a popular past time of many trash collectors.

There's also the question of pricing, which has yet to be revealed. Plastic garbage cans, which are prone to cracking, breaking, and ending up smelling very awful, are relatively cheap to replace. If the SmartCan ends up costing a few hundred bucks, you might find yourself caring for it more than you do your car, giving it regular baths and ensuring its path to the curb is always kept clear and tidy. It could create more work than it promises to alleviate.

A Fresh Take on Bottles Caps

It is not always easy to create a point of differentiation through packaging in the beverage industry and the task in hand is increasingly sustainability based. Carlsberg have undertaken several environmentally-focused initiatives over the last few months. They have a different focus for their latest innovation which aims to improve the longevity of their products with a new initiative via their bottle cap. Carlsberg's view is that 'fresher beer equals better beer'. Their Fresh Cap innovation has been designed to reduce oxidation via an oxygen scavenger inside the liner of the cap. This results in less oxygen in the bottle actively absorbs oxygen, removing it from the head space in the bottle. The reduction of flavour oxidation ensures that the beer that tastes fresher for longer. The solution promises up to a 15% longer freshness period compared to other conventional caps on the market.



Carlsberg Moves a Step Closer to Creating the World's First 'Paper' Beer Bottle

Carlsberg Group has unveiled two new research prototypes of its Green Fibre Bottle, which are the first 'paper bottles' to contain beer. Carlsberg also announced it has been joined by other leading global companies who are united in their vision of developing sustainable packaging through the advancement of paper bottle technology.



These developments are a continuation of Carlsberg's sustainable packaging innovation journey and a key part of its sustainability programme, Together Towards ZERO, including its commitment to ZERO carbon emissions at its breweries and a 30% reduction in its full value chain carbon footprint by 2030.

The two new research prototypes are made from sustainably-sourced wood fibre, are fully recyclable and have an inner barrier to allow the bottles to contain beer. One prototype uses a thin recycled PET polymer film barrier, and the other a 100% bio-based PEF polymer film barrier. These prototypes will be used to test the barrier technology as Carlsberg seeks a solution to achieve their ultimate ambition of a 100% bio-based bottle without polymers.

Myriam Shingleton, Vice President Group Development at Carlsberg Group, said: "We continue to innovate across all our packaging formats, and we are pleased with the progress we've made on the Green Fibre Bottle so far. While we are not completely there yet, the two prototypes are an important step towards realising our ultimate ambition of bringing this breakthrough to market. Innovation takes time and we will continue to collaborate with leading experts in order to overcome remaining technical challenges, just as we did with our plastic-reducing Snap Pack."

Carlsberg kicked off the project to develop a bottle made from sustainably sourced wood fibres, the 'Green Fibre Bottle,' in 2015 alongside innovation experts ecoXpac, packaging company BillerudKorsnäs, and post-doctoral researchers from the Danish Technical University, supported by Innovation Fund Denmark. These combined efforts have resulted in the emergence of Paboco®, the Paper Bottle Company – a joint venture between BillerudKorsnäs and bottle manufacturing specialist Alpla.

Carlsberg will now be joined by The Coca-Cola Company, The Absolut Company and L'Oréal in a paper bottle community – launched today by Paboco®. The community unites leading global companies and experts with the vision of advancing sustainable packaging, offering high-quality products while reducing their environmental impact.

Waste Management Rolls Out Natural Gas Trucks In London

Waste Management is deploying natural gas-fueled refuse trucks on its London, Ont., routes.

The company invited local dignitaries and members of the public to a ribbon-cutting ceremony at its London facility on Sept. 13, where it highlighted the environmental benefits of converting to natural gas.

“This is the 139th CNG fueling station we are christening across North America, and the 11th in Canada,” said Aaron Johnson, area vice-president, Waste Management of Canada, adding about 50% of the company’s fleet operating in Eastern Canada is now powered by natural gas.



In addition, Waste Management now produces enough renewable natural gas to power 40% of its CNG fleet. It has nine renewable natural gas sites in production, with more set to come on line this year.

In London, the company has eight CNG front-end loaders on the streets today, with eight roll-off trucks arriving in the fourth quarter. A rear-loader will bring the total to 17 trucks this year, with six more being delivered in 2020. There are 36 fill lines at the London terminal, where trucks are fueled overnight.

Johnson said Waste Management is close to opening two more CNG stations in the coming months, in Toronto and Mount Forest, Ont.

CNG trucks produce 15% less greenhouse gas emissions than diesels, and eliminate the need for about 8,000 gallons of diesel per year. NOx is decreased by about 50%.

Jeff Yurek, Ontario’s Minister of the Environment, Conservation and Parks, and an MPP for London, was on-hand for the ceremony. He said the conversion plays into the province’s environmental plan, involving the wider adoption of lower carbon-emitting vehicles.

“We’ve taken a special turn toward focusing on heavy-duty trucks,” he said of the province’s environmental strategy. “We will have a Drive Clean program for heavy-duty vehicles coming soon. We are very proud you are taking the opportunity to use CNG in your fleet. It’s greener, it’s better than diesel and it’s a step further in lowering our emissions.”

He also said the province is committed to maintaining the tax exemption on natural gas, and will remove red tape to allow more filling stations to be built along the 400-series highways.

Joey Meyers, district fleet manager, said the new technology is being embraced by drivers and technicians at the fleet. The trucks’ CNG tanks have a capacity of 3,600 psi. They’re brought in for preventive maintenance inspections every 200 hours. The trucks are powered by the Cummins ISL G 9-liter engine.

A New Layer of Ease in Medical Packaging

August Faller are a German manufacturer and supplier of pharmaceutical packaging headquartered in Baden-Württemberg, Germany. The business has developed a new three-layer label that has excellent practical medicinal applications. Their new DryPeel Flag label has been designed to be removed easily in layers. No residue or adhesive is left behind. The labels have been designed so that they adhere to the container and stand out like a flag. It is suitable for documentation and product marking for medical practitioners to record product usage. The middle layer is easy to separate from the base label. More label parts can also be removed for necessary medical descriptions and comments. The user can mark the labels easily with a pen. A transparent base label ensures that the main pack is not visually compromised.



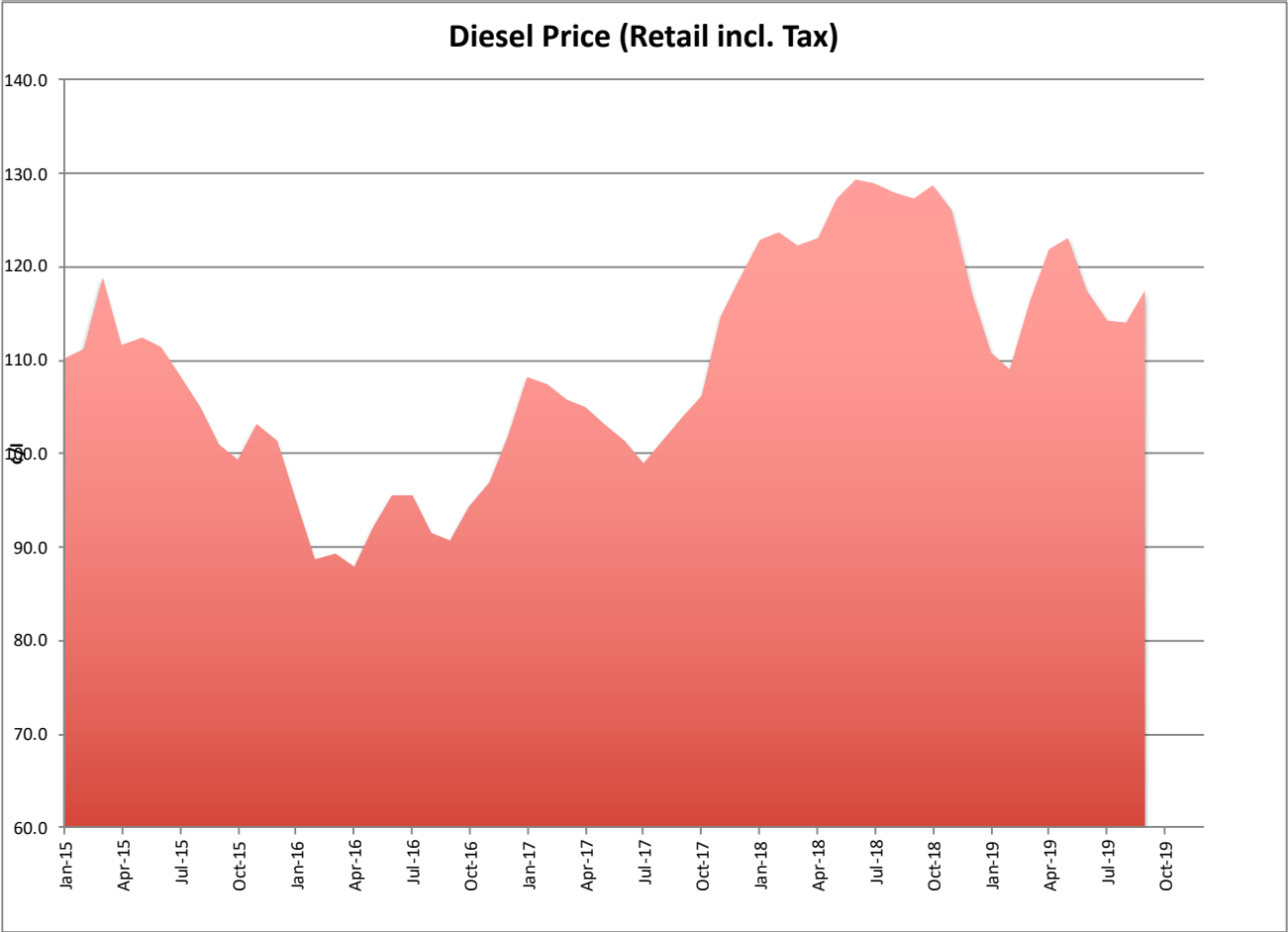
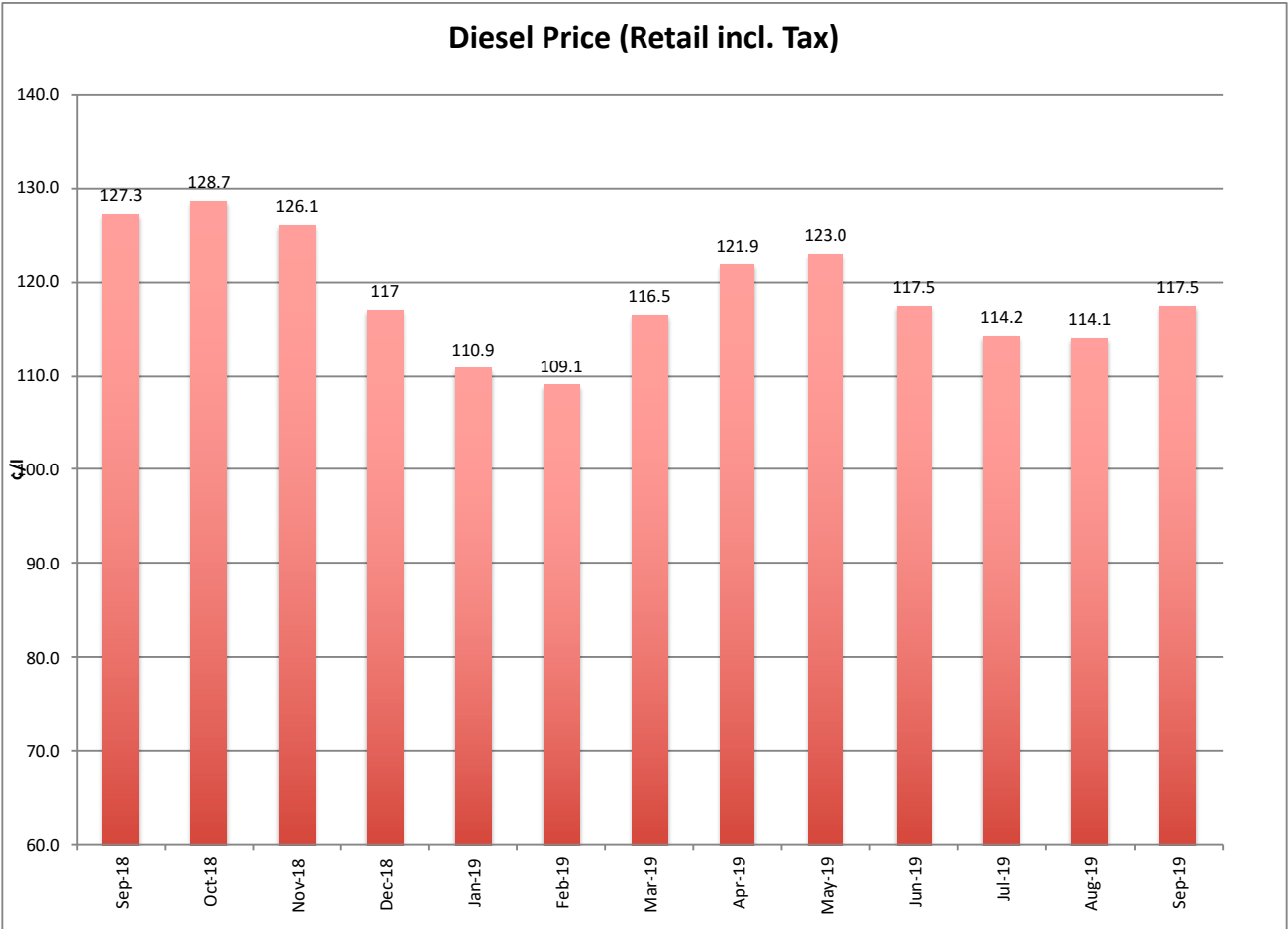
Lego Tries Out Recycling Programs for its Plastic Bricks

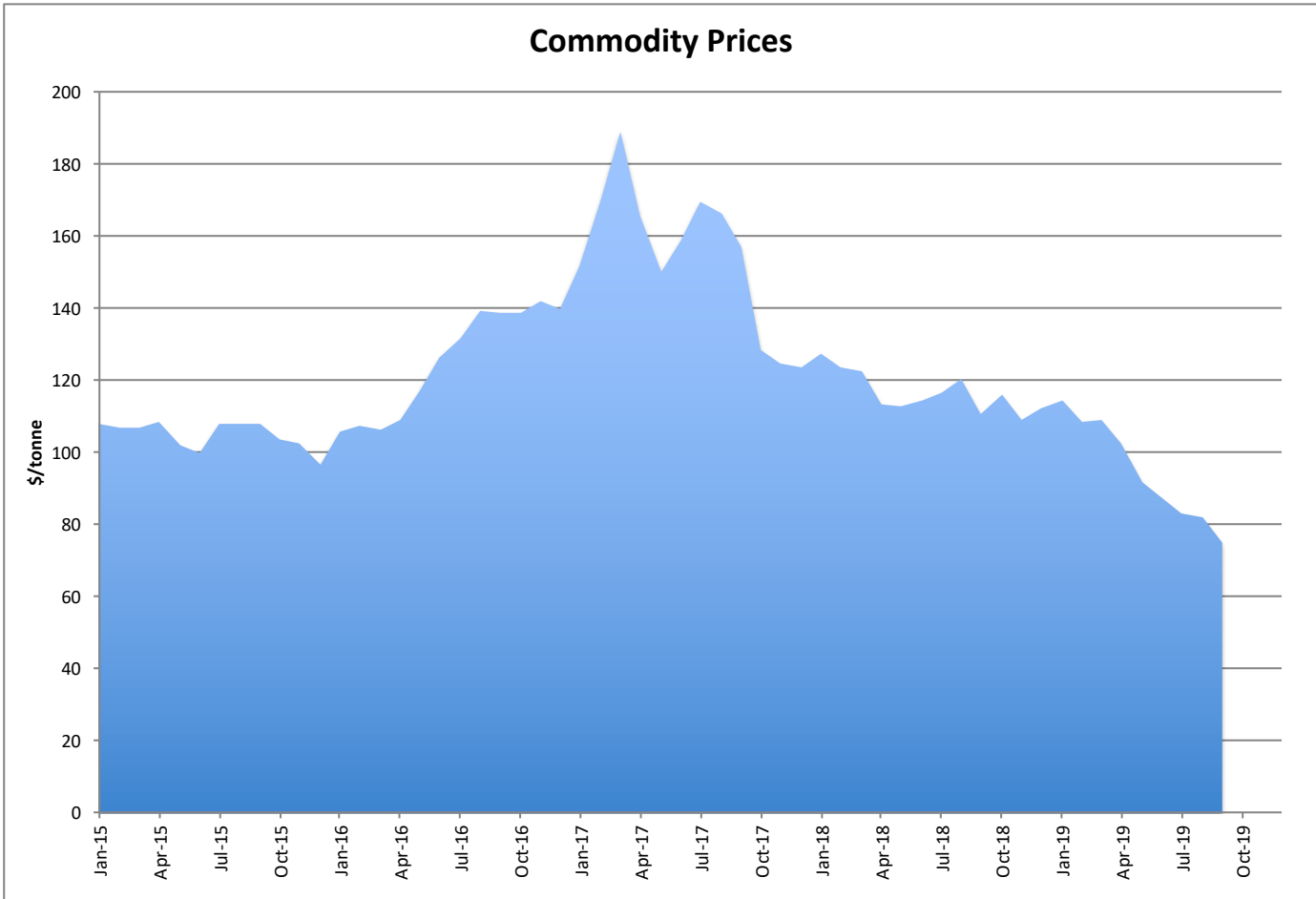
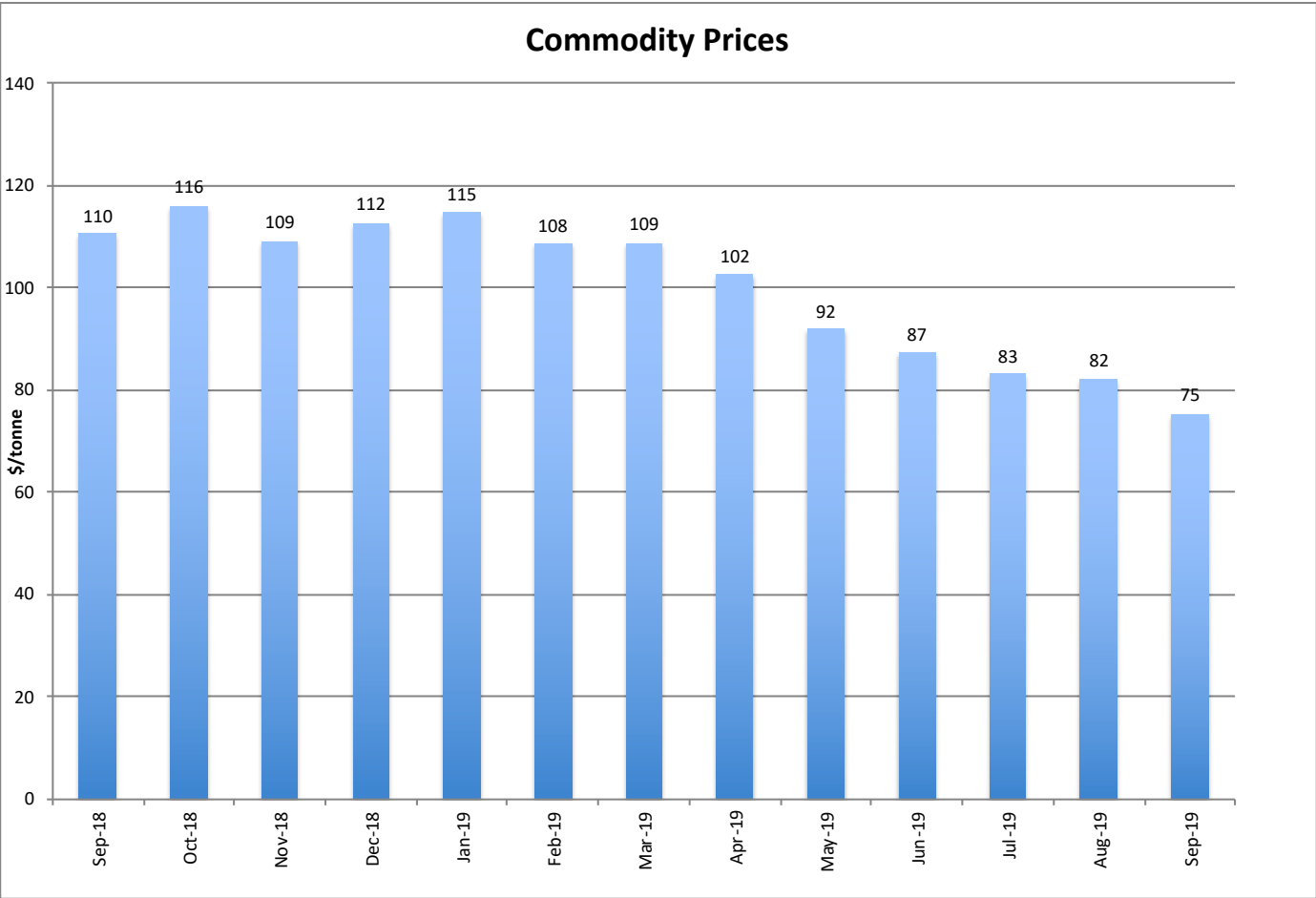
Lego is testing a way for customers to ship their unwanted bricks back and get them into the hands of other kids. Customers in the United States can print out a mailing label on its site, dump their used Lego bricks in a box and ship them free. Lego said the pieces will be cleaned, put into boxes and given to Teach for America, a nonprofit group that will donate them to U.S. classrooms. Some bricks will be also sent to the Boys & Girls Clubs of Boston for their after-school programs.

Lego said if the test is successful, it may expand the program beyond the United States next year. The company typically tells its customers to keep their bricks or pass them on to others. But some have asked for another way to donate them, said Tim Brooks, Lego's vice president of environmental responsibility.

Lego, like other big brands, is looking to please customers worried about discarded plastics' impact on the environment. Plastics don't disintegrate but can break down into tiny pieces and be eaten by birds or other wildlife, endangering their health. The company is also working to find other materials for its colorful bricks.









Bluewater Recycling Association

Manual Collection Service vs Automated Collection

Submitted by: Francis Veilleux, President
October 2019



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2.0 Introduction

In 2004, after a lengthy review of all operations along with forecasting the future development we could anticipate in an integrated waste management system, the Board of the Bluewater Recycling Association made the decision to proceed in a bold new direction to prepare the organization for the future.

Some of the key decisions made at the time were to:

- 1) Adopt the wheelie bin as the container of choice for all future curbside services.
- 2) Adopt a co-collection automated system to collect the current materials and any future streams.
- 3) Build a single stream facility capable of consistently deliver quality material maximizing the use of technology over labour.

Based on the current commitments from members, 97% of our residential customers will be serviced using the automated collection system in 2020. Only two municipalities, representing five truck days (one full time truck) will be left using the manual collection system. Our fleet of manual vehicles is getting old and reaching the end of their useful life. The last manual truck purchased was in 2012. Normally, it would be considered retired after 8 years and kept for two more years as a back up for emergencies to fill in when newer trucks failed unexpectedly. It takes 22 months to replace a vehicle today. As such, a decision needs to be made whether the Association will continue to offer this level of service.



3.0 Benefits of Automated Collection

In fully automated collection systems, containers are lifted, emptied, and returned to the collection point mechanically. Unless there are problems—overflow materials, improperly prepared materials, obstructed set-outs, or the need for roll-out assistance—the driver need not leave the cab of the collection vehicle. A mechanical arm long enough to reach between parked cars to reach set-outs—and claw like grippers are hydraulically controlled from the cab.

Higher Productivity

A study by the Solid Waste Association of North America (SWANA) found that collection of solid waste and recyclables typically represents the single largest percentage of municipal solid waste (MSW) management budgets, ranging from 39 percent to 62 percent of total system costs. On average, collection represents 50 percent of MSW management system costs.

With collection making up such a significant portion of waste management budgets, any reduction in collection costs can have a major impact on the overall budget. Automated collection systems have a high upfront cost because of the provision of all the wheelie bins, however, they usually provide significantly lower operating collection costs and pay for themselves through the savings they generate. On average, switching from manual to automated collection reduces the cost of service to each household by about 25 percent. Cost savings come from a number of sources:

- **Reduced labour.** Labour is typically the largest component of collection budgets. Moving from manual to fully automated collection drastically reduces the number of workers needed, because the improved efficiency leads to a reduction in the number of vehicles (and crews) needed. Up to 180 stops per hour can be serviced using automated versus only 80 when collecting manually. The system also opens the possibility for greater diversity of potential drivers. By removing the physical demands of the job, female drivers and older drivers become viable candidates for the work easing the pressures of the driver shortage in North America.



- **Less fuel used.** Reducing the number of trucks can also mean a reduction in the amount of fuel used in many situations. In times of increasing fuel prices, this can be a significant source of savings.



Increased Efficiency

On route activities for automated collection are on average 100 minutes/day or 9.0 seconds/stop more efficient than manual collection despite collecting on both sides of the street instead of one as with manual collection.

Automated collection picked up 21.0 kg of recycling per minute of on route activities, versus 5.1 kg/minute during manual collection.

Full automation is the most efficient means of collection. Moving from manual to automated collection increases the number of households served per worker per hour by up to 300 percent. Exact productivity increases will vary based on equipment selected and geographical issues, but they are significant enough that a move to automation always means a reduction in the number of people needed to serve the same number of households.

Increased Workers' and User's Safety

- **Fewer injuries/reduced workers' compensation claims.** Manual collection is a physically punishing job, and workers' compensation claims can be very expensive. The Association, for example, spent almost \$80,000 a year on workers' compensation claims before switching to automated collection. Five years after moving to a fully automated system, workers' compensation claims totaled less than \$500. Because operators of automated systems almost never leave the truck cab, on-the-job injuries are rare, and weather exposure related hazards are virtually eliminated.



- **Lower insurance rates.** Workers' compensation insurance premiums decrease as worker classifications and responsibilities change from driver/labourers to operators. Our claims to WSIB were virtually eliminated since we implemented the automated collection system. Where surcharges were expected, now we receive rebates for our record.

- **Less overtime.** When collectors are out of work due to injury, other workers must take their place. Sometimes these roles are filled by co-workers being paid overtime or by temporary workers. Either way costs more than if the original employee had not been injured. Eliminating injuries reduces excess personnel costs.

Reduced Employee Turnover

There may be no more drastic difference in working conditions than between operating an automated refuse collection vehicle and collecting with a sideloaded manual truck. Operators of automated refuse collection vehicles spend their shifts in climate-controlled comfort, picking up and dumping containers with an automated arm, seldom leaving the vehicle cab. This is in stark contrast to the workers who must serve out in the elements, physically lifting all manner of refuse and placing it in the vehicle by hand, risking injury from heavy and sharp objects, as well as environmental hazards. With manual collection, drivers are exhausted at the end of each work day and are unable to participate in normal family activities in the evening. Driver turnover is high and positions can be hard to fill. Making the switch to automated collection enhances the work environment while enabling the drivers to have a normal productive life which results in workers staying in their positions for a much longer period of time.

More Predictable User Pay System

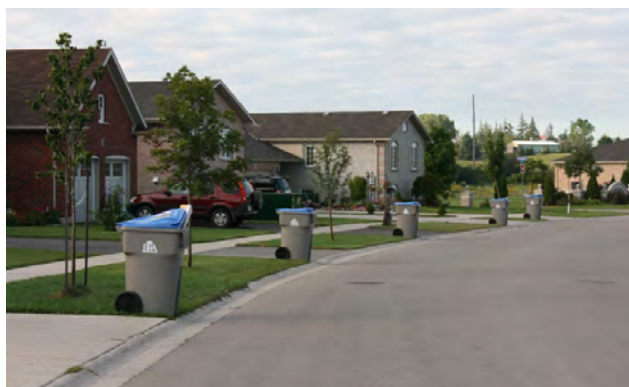
The move to automation often goes hand in hand with true user pay efforts. In communities where citizens can choose smaller wheelie bins for a lower price, recycling usually increases. Automated recycling collection that provides residents with a convenient wheelie bin for recyclables, as well as one for refuse, makes it easier for residents to recycle more. Higher diversion rates lead to less money spent on tipping fees.

The typical user pay program used with manual collection is very difficult to manage and predict. User must buy tags to apply to the bags of waste generated. Not all bags are the same size. Some will stuff as much as they can to the authorized limits which must be monitored. It is often too late, after an injury, that a bag is identified as overweight. Some users cheat by producing their own tags, others cut them in half to save money. Retailers are usually paid a commission to handle them. Residents need to keep a supply on hand all the time. The municipality never knows for sure how much revenue will be generated. Often the sale of tags only covers a portion of the actual cost of service with the remainder covered by general property tax revenues.

Using wheelie bins allows the municipality to budget the exact revenue it can expect based on the sizes and number of containers used. The users know the true cost of waste management. Every user is paying based on the same container sizes. They no longer need to worry about buying blue boxes or waste bags or containers. They are now part of the service delivered and maintained at their door.

Upgrading the Service for Customers

Automated collection truly upgrades the level of service that is provided to residents. Fixed lid, wheelie bins not only provide a uniform appearance on collection day, they also reduce blowing trash, odors, animal scavenging and health concerns. Gone are mismatched containers, bags and other unsightly set-outs. Residents are saved the hassles and expense of providing their own containers. Automating recyclable collection has the same results.

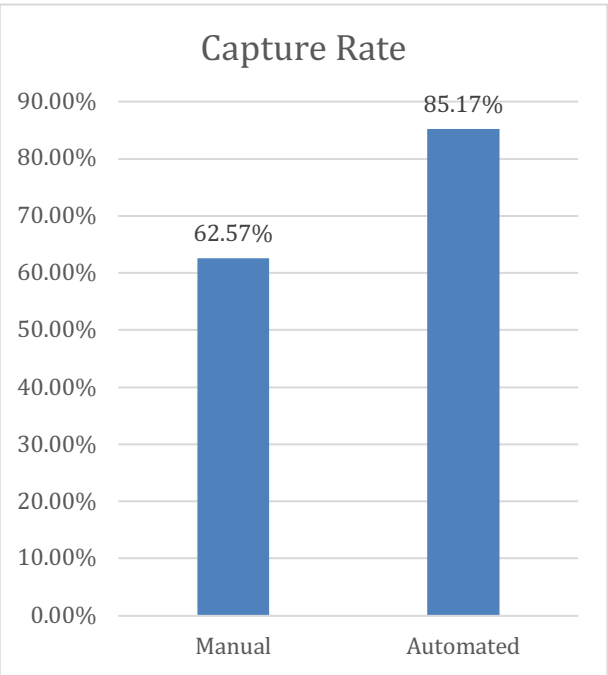


Increased Recycling

AET Group Inc. (AET) was retained to complete a non-hazardous solid waste audit of a select group of households for the purpose of assessing improvements in the capture of recyclables with the fully automated wheelie bin and monitoring the impact on contamination.

The capture rate for recyclable material in the automated area was 85.17%, which is significantly higher than the capture rates in manually serviced households at 62.57%. The main difference in the size of recycling containers available to residents of the two communities that influences the amount set out on a weekly basis. Residents simply do not run out of capacity with a wheelie bin.

Not only did the automated area provide more recyclables but its quality was better. Approximately 93.08% of the total material collected was recyclable material in the automated area. In comparison, approximately 90.01% of the total material collected was recyclable material in the manual area. The manually collected material was also wet which makes it more difficult to separate and it decreases its market value.



The Association has recorded the amount of recyclables in its communities since the launch of each of the automated systems. Over a period of seven years, we have recorded a clear trend. Residents serviced with a blue box collected manually generally generate 13% less recyclables than the used to. This is the direct result of the packaging light weighting trend. We collect less newspapers and glass bottles but we collect more plastic bottles and other plastic packaging.



During the same period, those residents serviced with the larger wheelie bins, regardless of whether they are using the 65 gallon or default 95 gallon container, they are generating 47% more recyclables than before. This supports the earlier finding of a higher capture rate with automated than manual. In short, less recyclables end up in the landfill.

Discourages Scavenging

The large wheelie bins make it difficult for passer-by to scavenge materials without considerable efforts like opening the lid and digging through the contents. Using wheelie bins with lids helps to keep water, ice, and snow from set-outs, which helps to control the weight of set-outs and decreases tipping fee costs for weight of added water.

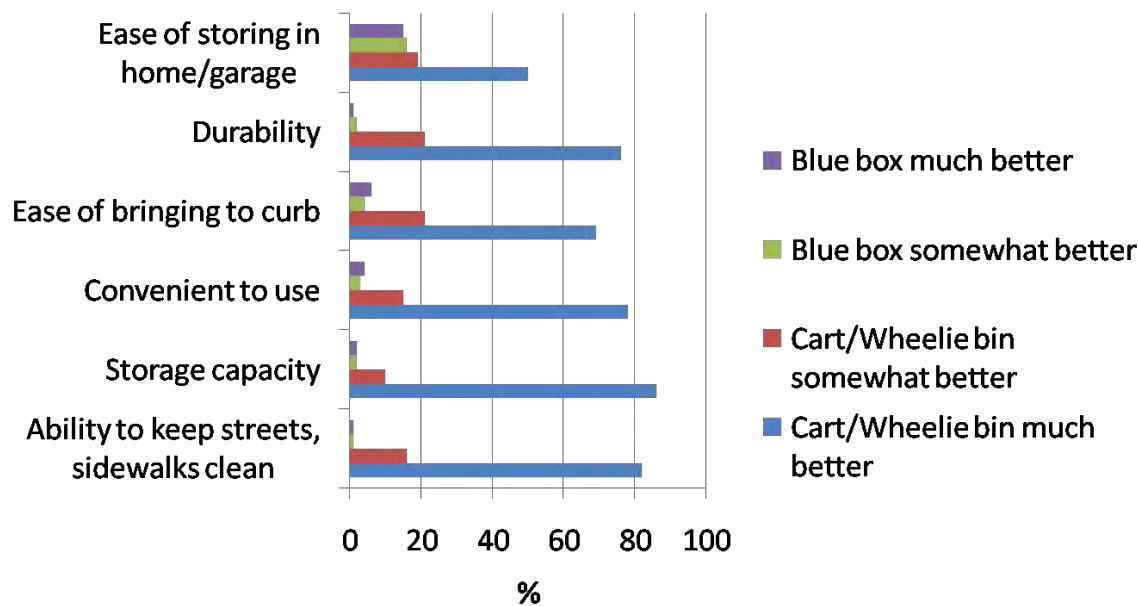
Easy to Handle by Residents

Residents were asked what recycling system they preferred and almost all (92%) of respondents preferred the wheelie bin based system over the blue box or a potential blue bag system which got 7% and 1% response rates respectively.

The fullness of the wheelie bin set out for collection was evaluated. More than half of the respondents put out a full or an overloaded wheelie bin, however, only 5% claim that their wheelie bin always or often runs out of room.

Users were asked whether they found the wheelie bin easy or difficult to move. The majority (89%) of respondents stated that their wheelie bin is easy to move. Half of the remaining 11% who stated the wheelie bin was difficult to move mentioned that snow hindered the wheelie bin movement. Others cited that living on a slope caused difficulty in moving wheelie bin uphill and downhill.

Satisfaction of the wheelie bin was also assessed based on a number of attributes such as ability to keep streets/sidewalks clean, storage capacity, convenient to use, ease of bringing to curb, durability, and ease of storing in home/garage. The responses show that residents are satisfied with the wheelie bin based on these attributes. This graph also demonstrates that the ease of storing the wheelie bin in home/garage was the least favorable compared to the other attributes, nevertheless; that the percent satisfied was still relatively high (66%). Approximately 10% of respondents chose to leave the durability questions blank stating that they have not had the wheelie bin long enough to respond to that question.



Driver Preference

One year after the automated collection program was piloted, drivers were asked to rate the automated collection strategy. One hundred percent of the workers agreed that: Safety and working conditions were improved. Wheelie bins decreased fear of injury. The automated collection system should be expanded. They would prefer an automated route over a manual route if they had the choice.

4.0 What are the Drawbacks?

- Fully automated collection equipment is actually the same price as manual vehicles but wheelie bins must be provided to all users. Note that fleet size is typically reduced because of increased productivity it pays for bin costs.
- Maintenance costs are approximately 10% higher with fully automated equipment because of increased hydraulic system complexity but the fleet size is reduced, so fewer vehicles are usually being maintained.
- Fully automated systems rely on customers placing containers in accessible locations (or maximum efficiency is hindered).
- Out-of-wheelie bin set-outs are less easily handled with fully automated vehicles (hopper loading heights make manual collection impractical and maximum efficiency is limited if operators must exit the cab).
- On-street parking, low hanging wires, and narrow, one-way, or dead-end streets can present challenges for fully automated collection vehicles.
- One-way streets with left-side collections present challenges—operator time to roll-out wheelie bins for right-side pickup decreases maximum productivity.
- Most families find a container with the right capacity to satisfy their needs every week. But there might be exceptions— after holidays, parties, or spring cleaning, for example—and some customers will place set-outs next to (or on top of) their containers because it is easier than lifting the lid and placing it inside the wheelie bin.

Biggest Issues with Manual Collection

- Overflowing boxes create litter issues
- Lack of capacity to increase further recovery
- Poor ergonomics leading to injuries is common
- Material and people are subject to extreme weather conditions
- Scavenging is easy and costly
- It takes more trucks and people to provide the same service
- It costs more overall
- Replacement drivers are hard to find
- The recyclables collected are wetter, and more contaminated

5.0 Recommendations

Waste Diversion Ontario's (WDO) and the Continuous Improvement Fund (CIF) provided \$3 million in funding for the Bluewater Recycling Association (BRA) to convert the remainder of their recycling collection operations from manual to fully automated wheelie bin collection. The funding was conditional on verifying that fully automated collection is a more efficient and effective method to collect recyclables in rural communities than the traditional manual collection alternative.

The National Waste and Recycling Association (NWRA) has sent a letter to all local officials urging wider adoption of technology like automated collection in waste collection. The use of automated pick-up has expanded over the last decade. As automation is more deeply integrated in society, NWRA believes that technological solutions like automated pick-up can improve safety in the waste and recycling industry.

“Automated pick-up is a real solution that should be aggressively implemented where feasible. Other technologies and methods that serve as real engineering controls should also be incorporated. We need big wins, we need them now, and we need to get serious if we actually want to change the safety trajectory of our industry.”

NWRA President and CEO Darrell Smith.

Based on our experience since the implementation of the automated collection program in 2008 and its adoption by 97% of our residents, the management of the Association recommends the following:

- 1) The Bluewater Recycling Association does not invest into the purchase of any new manual collection vehicles effective immediately.
- 2) The Bluewater Recycling Association renews any current services offered on a manual basis at today's cost effective in 2020.
- 3) The Bluewater Recycling Association inform any communities serviced with manual collection that services will be terminated in 2022.



6.0 Bibliography

Integrated Municipal Solid Waste Management: Six Case Studies of System, Cost and Energy Use: Summary Report, SWANA, 1995.

Getting More for Less: Improving Collection Efficiency, U.S. Environmental Protection Agency, 1999

Collection Efficiency: Strategies for Success, EPA, 1999

“Is Automation Altering Refuse Collection?” Susan Bush, MSW Management, September/October 2003

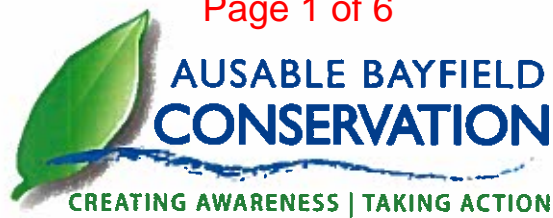
Bluewater Recycling Association Recycling Collection Operations Review, Stantec Limited, September 2009

Bluewater Recycling Association Operational Review, 2004

Residential Waste Audit Report: Automated Bin vs. Blue Box Recycling Programs Bluewater Recycling Association, AET CONSULTANTS, July 2009

NWRA Aims for Big Gains on Industry Safety, NWRA Press Release, January 24, 2019





October 21, 2019

Ron Reymmer, CAO
Municipality of Lucan Biddulph
Box 190, 270 Main St. S
Lucan, ON, N0M 2J0

Adelaide Metcalfe

Re: Proposed 2020 Budget and Municipal Levies

Bluewater

Central Huron

Huron East

Lambton Shores

Lucan Biddulph

Middlesex Centre

North Middlesex

Perth South

South Huron

Warwick

West Perth

The Ausable Bayfield Conservation Authority (ABCA) Board of Directors and Staff are pleased to provide you with a copy of its proposed 2020 Budget and Municipal Levies for your information. In 2020, the ABCA will leverage each local dollar to bring in three additional dollars for conservation activities. All member municipalities, watershed residents and the local economy will benefit.

The proposed increase in the 2020 General Levy and Project Levy is 1.5 percent over 2019. This is an increase of \$19,805. The actual increase for individual municipalities will vary based on the Modified Current Value Assessment formula used by the Province.

Enclosed are the following reports:

- ▶ *Proposed 2020 Combined General and Project Levy by Municipality*
- ▶ *Consolidated 2020 Budget with and without the Drinking Water Source Protection Program*
- ▶ *Revenue & Expenditure charts*
- ▶ *Levy Apportionment Analysis*

This notice is provided as per the Joint Protocol developed by the Association of Municipalities and Conservation Ontario in 1996 and effective in 1997.

It is the Board of Directors intention to finalize the budget and levy at its **December 19, 2019** meeting. Along with your representative, I would be pleased to attend and review the proposed budget at a council meeting.

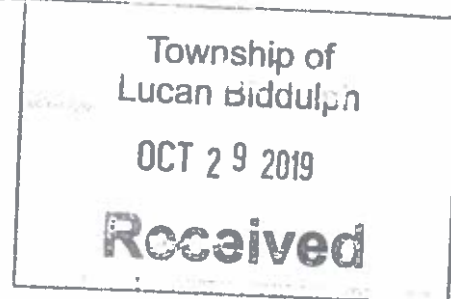
Sincerely,

AUSABLE BAYFIELD CONSERVATION AUTHORITY

Brian Horner, CPA, CA
General Manager/Secretary-Treasurer

Encl.

cc: Kathryn Langendyk, Treasurer
Alex Westman, ABCA Director



AUSABLE BAYFIELD CONSERVATION AUTHORITY



2020 Proposed General and Project Levy by Municipality

Oct 10 '19, Oct 17 '19

Municipality	2019 MCVA % Apportionment	2019 General and Project Levy	2020 MCVA % Apportionment	2020 MNRF Funding Reduction		2020		2020 Total General & Project Levy	
				Amount	%	General Levy	Project Levy	Amount	%
Adelaide Metcalfe	2.2611	\$ 29,940	2.2672	\$ 966	3.23%	\$ 24,215	\$ 6,255	\$ 30,470	1.77%
Bluewater	22.4664	\$ 297,486	22.2323	\$ 9,471	3.18%	\$ 237,451	\$ 61,338	\$ 298,790	0.44%
Central Huron	3.49	\$ 46,212	3.4943	\$ 1,489	3.22%	\$ 37,321	\$ 9,641	\$ 46,961	1.62%
Huron East	4.4939	\$ 59,505	4.6317	\$ 1,973	3.32%	\$ 49,469	\$ 12,779	\$ 62,247	4.61%
Lambton Shores	17.3487	\$ 229,721	17.0339	\$ 7,256	3.16%	\$ 181,930	\$ 46,996	\$ 228,926	-0.35%
Lucan Biddulph	5.5355	\$ 73,298	5.6462	\$ 2,405	3.28%	\$ 60,304	\$ 15,578	\$ 75,882	3.53%
Middlesex Centre	8.0298	\$ 106,326	8.1446	\$ 3,469	3.26%	\$ 86,988	\$ 22,471	\$ 109,459	2.95%
North Middlesex	11.6460	\$ 154,209	11.7549	\$ 5,007	3.25%	\$ 125,548	\$ 32,431	\$ 157,979	2.44%
Perth South	0.1912	\$ 2,532	0.1979	\$ 84	3.33%	\$ 2,114	\$ 546	\$ 2,660	5.05%
South Huron	18.8655	\$ 249,805	18.8567	\$ 8,033	3.22%	\$ 201,398	\$ 52,025	\$ 253,423	1.45%
Warwick	0.4666	\$ 6,178	0.4681	\$ 199	3.23%	\$ 5,000	\$ 1,291	\$ 6,291	1.82%
West Perth	5.2054	\$ 68,927	5.2721	\$ 2,246	3.26%	\$ 56,309	\$ 14,546	\$ 70,854	2.80%
TOTAL	100.00	\$ 1,324,139	100.00	\$ 42,598	3.22%	\$ 1,068,047	\$ 275,897	\$ 1,343,944	1.50%

Ausable Bayfield Conservation Authority

Proposed 2020 Budget

Oct. 10 '19, Oct 17 '19

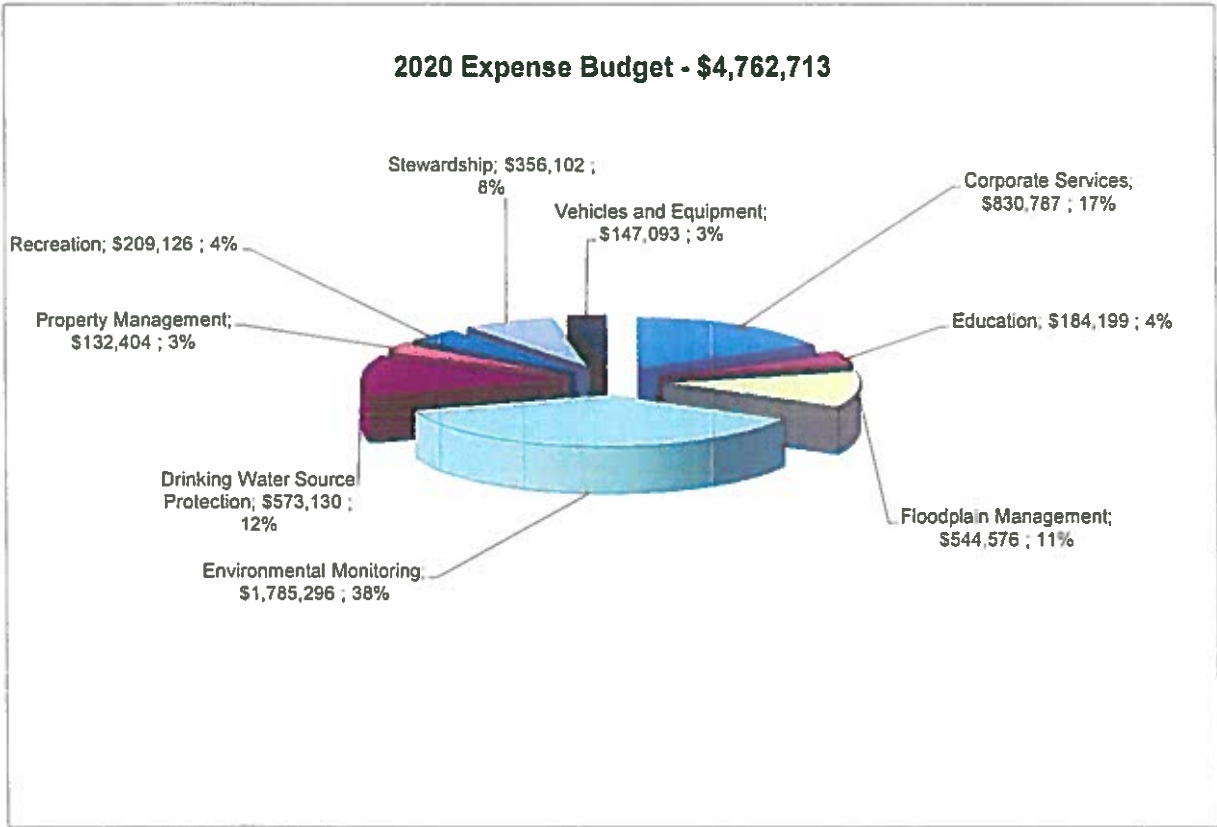
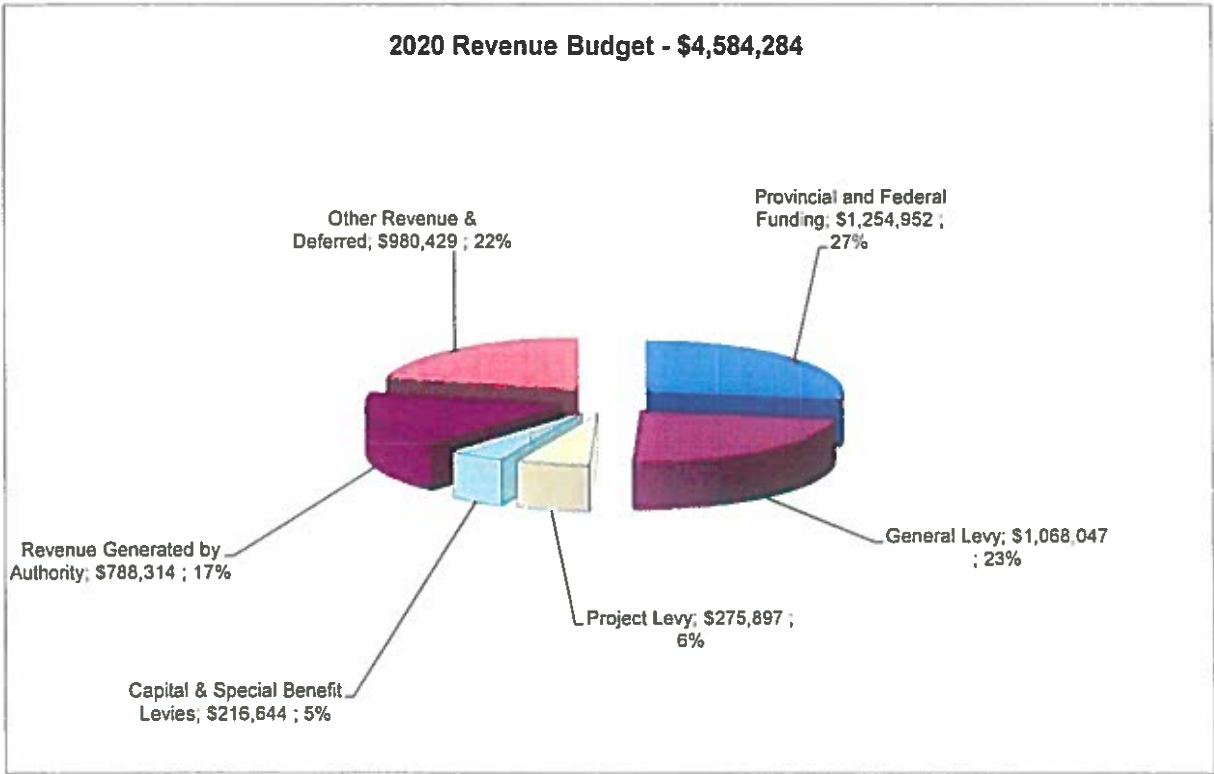
Account	2019 Budget	2019 Est Actual	2020 Budget	Difference	Change
Difference Between 2020 & 2019 Budgets					
ABCA 2020 Budget - Consolidated					
REVENUE					
Revenue from Operations					
Grants	\$611,655	\$602,579	\$474,165	(\$137,490)	-22.5%
Levy, General	\$998,637	\$998,639	\$1,068,047	\$69,410	7.0%
Levy, Projects	\$325,503	\$325,508	\$275,897	(\$49,606)	-15.2%
Levy, Capital	\$28,599	\$28,599	\$28,599	\$0	0.0%
Levy, Special Benefit	\$80,329	\$65,329	\$93,945	\$13,616	16.9%
Levy, Special Benefit, WECI	\$117,424	\$38,324	\$94,100	(\$23,324)	-19.9%
Rental	\$69,011	\$69,266	\$69,270	\$259	0.4%
Conservation Area User Fees	\$80,150	\$90,350	\$90,450	\$10,300	12.9%
Sales & Service	\$661,179	\$635,848	\$612,594	(\$48,585)	-7.3%
Donations	\$1,210	\$23,395	\$400	(\$810)	-66.9%
Interest	\$16,000	\$25,078	\$16,000	\$0	0.0%
Partnership Contributions	\$460,358	\$1,184,054	\$780,787	\$320,429	69.6%
Sundry	\$0	\$2,680	\$0	\$0	0.0%
Deferred from Prior Year	\$874,795	\$602,057	\$841,279	(\$33,516)	-3.8%
From Reserve	\$117,047	\$372,451	\$138,750	\$21,703	18.5%
TOTAL REVENUE	\$4,441,897	\$5,064,155	\$4,584,284	\$142,387	3.2%
EXPENSES					
Purchased Services	\$529,708	\$433,188	\$310,392	(\$219,317)	-41.4%
Advertising	\$18,282	\$9,844	\$11,634	(\$6,648)	-36.4%
Bad Debts	\$0	\$33	\$0	\$0	0.0%
Memberships, Dues, Licenses	\$62,152	\$60,451	\$55,479	(\$6,673)	-10.7%
Maintenance & Repair	\$205,622	\$65,228	\$199,748	(\$5,874)	-2.9%
Property Taxes	\$62,294	\$57,104	\$58,132	(\$4,163)	-6.7%
Office Operations	\$156,770	\$151,549	\$128,012	(\$28,758)	-18.3%
Rental	\$14,498	\$13,030	\$11,999	(\$2,498)	-17.2%
Training and Development	\$22,035	\$12,713	\$20,108	(\$1,926)	-8.7%
Travel Costs & Accom	\$24,148	\$16,350	\$17,738	(\$6,409)	-26.5%
Uniforms	\$8,946	\$6,396	\$7,525	(\$1,421)	-15.9%
Utilities	\$44,919	\$38,756	\$45,115	\$195	0.4%
Vehicles & Field Equipment	\$124,125	\$86,578	\$88,150	(\$35,975)	-29.0%
Program	\$327,435	\$643,656	\$600,484	\$273,049	83.4%
Board of Director's	\$19,830	\$22,332	\$24,674	\$4,845	24.4%
Wages & Benefits	\$2,386,406	\$2,388,984	\$2,409,100	\$22,694	1.0%
Capital Purchases	\$20,300	\$57,889	\$99,500	\$79,200	390.1%
Amortization	\$164,408	\$174,700	\$178,429	\$14,021	8.5%
Deferred to Future Year	\$285,803	\$841,280	\$428,730	\$142,928	50.0%
To Reserves	\$128,623	\$123,023	\$67,763	(\$60,860)	-47.3%
TOTAL EXPENDITURE	\$4,606,303	\$5,203,083	\$4,762,713	\$156,409	3.4%
Surplus/(Deficit)	(\$164,407)	(\$138,927)	(\$178,429)	(\$14,022)	8.5%

Ausable Bayfield Conservation Authority

Proposed 2020 Budget

Oct. 10 '19, Oct 17 '19

Account	2019 Budget	2019 Est Actual	2020 Budget	Difference	Change
Difference Between 2020 & 2019 Budgets					
ABCA 2019 Budget - Excluding Drinking Water Source Protection					
REVENUE					
Revenue from Operations					
Grants	\$310,650	\$284,484	\$225,705	(\$84,945)	-27.3%
Levy, General	\$998,637	\$998,639	\$1,068,047	\$69,410	7.0%
Levy, Projects	\$325,503	\$325,508	\$275,897	(\$49,606)	-15.2%
Levy, Capital	\$28,599	\$28,599	\$28,599	\$0	0.0%
Levy, Special Benefit	\$80,329	\$65,329	\$93,945	\$13,616	16.9%
Levy, Special Benefit, WECI	\$117,424	\$38,324	\$94,100	(\$23,324)	-19.9%
Rental	\$69,011	\$69,266	\$69,270	\$259	0.4%
Conservation Area User Fees	\$80,150	\$90,350	\$90,450	\$10,300	12.9%
Sales & Service	\$652,846	\$627,571	\$612,594	(\$40,252)	-6.2%
Donations	\$1,210	\$23,395	\$400	(\$810)	-66.9%
Interest	\$15,000	\$24,078	\$15,000	\$0	0.0%
Partnership Contributions	\$387,344	\$1,103,453	\$720,345	\$333,001	86.0%
Sundry	\$0	\$2,680	\$0	\$0	0.0%
Deferred from Prior Year	\$639,910	\$401,234	\$578,051	(\$61,858)	-9.7%
From Reserve	\$117,047	\$372,451	\$138,750	\$21,703	18.5%
TOTAL REVENUE	\$3,823,660	\$4,455,359	\$4,011,154	\$187,494	4.9%
EXPENSES					
Purchased Services	\$478,072	\$403,405	\$282,165	(\$195,908)	-41.0%
Advertising	\$15,782	\$8,964	\$10,634	(\$5,148)	-32.6%
Memberships, Dues, Licenses	\$59,792	\$60,451	\$55,479	(\$4,313)	-7.2%
Maintenance & Repair	\$205,622	\$65,228	\$199,748	(\$5,874)	-2.9%
Property Taxes	\$62,294	\$57,104	\$58,132	(\$4,163)	-6.7%
Office Operations	\$116,174	\$120,823	\$99,071	(\$17,103)	-14.7%
Rental	\$5,454	\$5,597	\$3,779	(\$1,674)	-30.7%
Training and Development	\$21,335	\$12,013	\$18,808	(\$2,526)	-11.8%
Travel Costs & Accom	\$19,785	\$12,850	\$14,238	(\$5,546)	-28.0%
Uniforms	\$8,334	\$5,784	\$6,825	(\$1,509)	-18.1%
Utilities	\$42,600	\$36,396	\$42,565	(\$36)	-0.1%
Vehicles & Field Equipment	\$120,738	\$84,691	\$85,150	(\$35,588)	-29.5%
Program	\$325,280	\$640,927	\$599,984	\$274,703	84.5%
Board of Director's	\$14,979	\$11,572	\$11,724	(\$3,254)	-21.7%
Wages & Benefits	\$2,112,666	\$2,134,786	\$2,104,918	(\$7,748)	-0.4%
Capital Purchases	\$20,300	\$57,889	\$99,500	\$79,200	390.1%
Amortization	\$164,408	\$174,700	\$178,429	\$14,021	8.5%
Deferred to Future Year	\$65,828	\$578,052	\$250,670	\$184,842	280.8%
To Reserves	\$128,623	\$123,023	\$67,763	(\$60,860)	-47.3%
TOTAL EXPENDITURE	\$3,988,066	\$4,594,287	\$4,189,583	\$201,516	5.1%
Surplus/(Deficit)	(\$164,407)	(\$138,928)	(\$178,429)	(\$14,022)	8.5%



Ausable Bayfield Conservation Authority
 Levy Apportionment Analysis
 Values Determined by MNR - Based on Data provided by MPAC

<u>Year</u>	<u>% In Watershed</u>	<u>Current Value Assessment Provided by MNR in the ABCA Watershed Municipality</u>	<u>\$ Amount</u>	<u>CVA Based %</u>	<u>Combined General & Project Levy</u>	<u>Overall Increase</u>	
						<u>\$</u>	<u>%</u>
2015	68	Lucan Biddulph	357,235,260	5.1252%	62,623		
		Other Municipalities	6,612,980,804	94.8748%	1,159,250		
		Total	6,970,216,064	100.00%	1,221,873		
2016	68	Lucan Biddulph	363,527,942	5.1660%	64,384	1,761	2.81%
		Other Municipalities	6,673,463,169	94.8340%	1,181,926	22,676	1.96%
		Total	7,036,991,111	100.00%	1,246,310	24,437	2.00%
2017	68	Lucan Biddulph	374,846,681	5.2439%	66,663	2,279	3.54%
		Other Municipalities	6,773,362,398	94.7561%	1,204,573	22,647	1.92%
		Total	7,148,209,079	100.00%	1,271,236	24,926	2.00%
2018	68	Lucan Biddulph	404,805,523	5.4409%	70,550	3,887	5.83%
		Other Municipalities	7,035,284,923	94.5591%	1,226,111	21,538	1.79%
		Total	7,440,090,446	100.00%	1,296,661	25,425	2.00%
2019	68	Lucan Biddulph	437,751,955	5.5355%	73,298	2,748	3.90%
		Other Municipalities	7,470,325,662	94.4645%	1,250,843	24,732	2.02%
		Total	7,908,077,617	100.00%	1,324,141	27,480	2.12%
2020	68	Lucan Biddulph	476,028,342	5.6462%	75,882	2,584	3.53%
		Other Municipalities	7,954,865,893	94.3538%	1,268,062	17,219	1.38%
		Total	8,430,894,235	100.00%	1,343,944	19,803	1.50%



MINUTES

BOARD OF DIRECTORS MEETING

Thursday, September 19, 2019

**Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area**

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, Abbie Gutteridge, Brian Horner, Daniel King, Mary Lynn MacDonald, Tracey McPherson, Kate Monk, Judith Parker, Meghan Tydd-Hrynyk, Angela Van Niekerk, Mari Veliz

OTHERS PRESENT

Susan Layard

CALL TO ORDER

Chair George Irvin called the meeting to order at 10:00 a.m. and welcomed everyone in attendance.

ADOPTION OF AGENDA

MOTION #BD 60/19

Moved by Doug Cook

Seconded by Dave Jewitt

“RESOLVED, THAT the agenda for the September 19, 2019 Ausable Bayfield Conservation Authority 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 PROCEEDINGS

None

ADOPTION OF MINUTES**MOTION #BD 61/19**

**Moved by Adrian Cornelissen
Seconded by Ray Chartrand**

“RESOLVED, THAT the minutes of the Board of Directors meeting held on July 18, 2019 and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTES

Meghan Tydd-Hrynyk. Regulations & Planning Officer provided a staff report on the two delegations heard at the July 18, 2019 Board of Directors meeting.

1. The proposed development at 77583 Birchcliff Drive in the Municipality of Central Huron is to remove the existing structure and rebuild a two storey single family residence. The landowners are requesting relief of the new *Shoreline Management Plan 2019* (SMP) development guideline policies approved on February 21, 2019. The homeowner was informed by ABCA staff in July 2018 that the SMP from 2000 was being updated. A meeting was held with the architect, Mr. Robert McCrea in November 16, 2018 regarding the site plan. An application with drawings for a new build were received in May 2019. Renovations and maintenance of the existing structure would be permitted under the *SMP 2019* guidelines, however, not the rebuild as there appears to be insufficient room on the property. The proposed works would be permitted under the development guidelines in the *SMP 2000*. There was discussion on whether the new structure would be an increased hazard. Also that it will be more efficient under current building codes.

MOTION #BD 62/19

**Moved by Doug Cook
Seconded by Dave Jewitt**

“RESOLVED, THAT the Board of Directors approve the request of the delegation and direct staff to review the Application for Permission at 77583 Birchcliff Drive, Municipality of Central Huron, using the development guideline policies of the *Shoreline Management Plan, 2000.*”

Carried.

2. The proposed development is to put an addition onto an existing single family residence at 10318 Shoreline Drive in the Municipality of Lambton Shores. The homeowners are requesting relief from the *Shoreline Management Plan 2019* development guidelines. Staff attended a site meeting in November 2018 to review the site and discuss shoreline management plan policies with the landowners. Further discussions were held in May 2019 but no design or Application for Permission has been received for the proposed works.

MOTION #BD 63/19**Moved by Doug Cook
Seconded by Ray Chartrand**

“RESOLVED, THAT the Board of Directors affirm its Implementation Policy of February 21, 2019 and support the staff recommendation to advise the landowners that an Application for Permission at 10318 Shoreline Drive, Municipality of Lambton Shores would be considered using the *Shoreline Management Plan, 2019 Development Guidelines.*”

Carried.

Susan Layard left the meeting at 10:21 a.m.

PRESENTATION

Glenn Sheppard, Vice President at Marsh Canada provided an insurance overview highlighting the changing landscape for directors and officers. Directors have a fiduciary duty to act honestly and in good faith, making decisions in the best interests of the corporation. They have a duty of care to be diligent in knowing the business of the corporation. Recent trends in litigation show the importance of directors, officers and senior staff having documentation on reasons, considerations and discussions when making decisions.

An increase in event-driven litigation is a result of cyber breaches, social media, and privacy as well as employment practice claims. Directors should be aware of any conflict of interest issues and declare it. Mr. Sheppard reiterated that if professional advice has been given, there should be documentation with reasons, when directors make a decision contrary to the professional/staff recommendation.

PROGRAM REPORTS

1. (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 18 *Applications for Permission* and 22 *Minor Works Permits*.

Marissa Vaughan commented that the turnaround time for reviewing and approving completed applications was impressive and she appreciated staff's efforts.

1. (b) Violation/Appeals Update

Staff advised that a landowner along the shoreline in the Municipality of Bluewater installed shore protection and a patio on the beach without a permit. In the Municipality of Central Huron, a residence has been constructed without permits and staff are working with the municipal building official and seeking legal advice as to next steps.

MOTION #BD 64/19

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

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

Carried.

2. Stewardship Program Project Review

Angela Van Niekerk, Wetlands Specialist presented 14 project applications eligible for stewardship funding from incentive grants provided by Habitat Stewardship Program (Fisheries and Oceans Canada); EcoAction (Environment Canada); and Canada Nature Fund (Fisheries and Oceans Canada). Projects included tree planting for buffers, windbreaks, marginal land and wetland restoration.

MOTION #BD 65/19

**Moved by Doug Cook
Seconded by Alex Westman**

“RESOLVED, THAT the Board of Directors approve the projects eligible for stewardship program funding as presented.”

Carried.

2. Generic Regulation Mapping Updates

Tracey McPherson, GIS/IT Coordinator provided an update from the report given in December 2018 on the Regulations Mapping Update Project. GIS staff have been integrating new layers of information such as the watercourse layer, wetland layer and new digital elevation model (contours). Subsequent to the approval of the *Shoreline Management Plan, 2019* in February all updates are complete and the total area mapped under Ont Reg. 147/06 was reduced by 4.6%.

MOTION #BD 66/19

**Moved by Doug Cook
Seconded by Bob Harvey**

“RESOLVED, THAT all changes to the regulation limit GIS layer be approved, and

FURTHER, THAT the changes be reflected on CaMaps.ca mapping site, and

FURTHER THAT the updated mapping be distributed to the Counties for use in the mapping systems.”

Carried.

GENERAL MANAGER’S REPORT

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

COMMITTEE REPORTS**MOTION #BD 67/19**

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

“RESOLVED, THAT the minutes of the Source Protection Committee meeting held July 31, 2019 and the motions therein be approved as circulated.”

Carried.

CORRESPONDENCE

- a) Reference: Resignation
File: A.9.15.1
Brief: A letter of resignation was received from Steve Boles, Director on the Huron Tract Land Trust Conservancy Board. Steve was appointed to the board on its inception in 2011.
- b) Reference: Section 36 of the *Clean Water Act*
File: A.6.23
Brief: Confirmation from Minister Jeff Yurek, Ministry of Environment, Conservation and Parks to proceed with the work plan for review and updates to the assessment reports and Source Protection Plans for the Ausable Bayfield Maitland Valley Source Protection Region.
- c) Reference: Review of CA Programs
File: A.7.1.
Brief: Correspondence was received on August 16, 2019 from Minister Jeff Yurek, Ministry of Environment, Conservation and Parks requesting that conservation authorities review and consider their activities and begin preparations and planning to wind down activities that fall outside the scope of the core mandate.
- d) Reference: Programs & Services
File: A.5.5
Brief: Resolution from the Municipality of Bluewater Council asking the General Manager to attend a future Council meeting and provide an overview of the ABCA level of services.
- e) Reference: CA Programs
File: A.5.5.
Brief: Resolution from the Municipality of South Huron stating their support of a resolution by the Town of St. Marys Council to Minister Yurek regarding conservation authority programs and services.

NEW BUSINESS

- 1. Brian Horner circulated the results of the Backup Generator Project tender opening held on September 9, 2019. The project was included in the 2019 approved budget, but due to the provincial funding reduction mid year, the purchase and installation was on hold.

MOTION #BD 68/19

**Moved by Doug Cook
Seconded by Adrian Cornelissen**

“RESOLVED, THAT a decision on the acceptance of any tender be deferred until later in the 2020 budget process when funding becomes clearer.

Carried.

2. Brian Horner advised that Kim McCabe has expressed interest in becoming a director on the Huron Tract Land Trust Conservancy. She has been involved with the Thames Talbot Land Trust in the past but is now living in the Bayfield area.

MOTION #BD 69/19

**Moved by Mike Tam
Seconded by Ray Chartrand**

“RESOLVED, THAT the Board of Directors approve the appointment of Kim McCabe as a director on the Board of the Huron Tract Land Trust Conservancy.”

Carried.

COMMITTEE OF THE WHOLE

MOTION #BD 70/19

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

“RESOLVED, THAT the Board of Directors go into Committee of the Whole at 11:55 a.m. for a personal matter with Brian Horner, Judith Parker and Kate Monk remaining in attendance.”

Carried.

MOTION #BD 71/19

**Moved by Ray Chartrand
Seconded by Doug Cook**

“RESOLVED, THAT Committee of the Whole rise and report.”

Carried.

MOTION #BD 72/19

**Moved by Mike Tam
Seconded by Doug Cook**

“RESOLVED, THAT the report regarding the personal matter be received and supported.”

Carried.

ADJOURNMENT

The meeting was adjourned at 12:30 p.m.

George Irvin
Chair

Judith Parker
Corporate Services Coordinator

*Copies of Program Reports are available upon request.
Contact Judith Parker, Corporate Services Coordinator.*



General Manager's Report

October 17, 2019

Prepared for the Board of Directors
by Brian Horner

Introduction

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

Conservation Ontario

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

1. Conservation Ontario Chairman Wayne Emerson and General Manager Kim Gavine met with Minister Yurek on September 9, 2019. They left the Minister with five requests - the most important one being an opportunity to have pre-consultations with the conservation authorities and the municipalities before a broader consultation is undertaken. Other requests were as follows:
 - a. No further provincial funding cuts to Transfer Payments;
 - b. Provide an adequate transition time (18 -24 months);
 - c. Invitation to attend Conservation Ontario Council, and
 - d. Identify opportunities for Conservation Authority visits.
2. On September 25, 2019, Minister Yurek sent correspondence to all CAs inviting them to schedule one-on-one meetings with his office over the period September 30 to October 25, 2019. At this time Mr. Yurek has also accepted an invitation to attend the December 9th Conservation Ontario Council meeting.

Projects, Programs and Studies

1. Education staff are planning PA Day Camps on November 8th and December 6th, contact the administration office for more details.
2. The Huron Clean Water Project Review committee approved 94 projects at their September 13, 2019 meeting.
3. Staff have nearly completed the Phragmites spraying on some private, municipal and conservation authority lands. This includes spraying for the County of Huron, Hullett Provincial Wildlife Area and in the Port Franks area. The ABCA provides this service on a fee-for-service basis.

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4. The Ausable Bayfield Conservation Foundation, with help from staff, are working with Lambton Shores and local partners in developing a new Commemorative Woods location at the Klondyke Soccer Fields in the Grand Bend area.
5. Kari Jean, with help from other staff and outside agency volunteers, has completed fresh water mussel sampling surveys at five locations in the Ausable and Parkhill watersheds.
6. In connection with a two year funding agreement with Ontario Ministry of Agriculture Food and Rural Affairs, staff met with other Lake Huron CAs. The agreement is to do evaluation work of the outreach activities in the Lake Huron Watershed over the past several years to identify new approaches to engage with agricultural producers.

Training

- 1 Geoff Cade, Davin Heinbuck, Tommy Kokas and Ross Wilson attended a one day Provincial Flood Forecasting and Warning Workshop in Brampton on September 18, 2019.

Meetings and Special Events

1. The Commemorative Woods Tree Dedication Service hosted by Haskett Funeral Homes and Ausable Bayfield Conservation Foundation was held on September 15 at Morrison Dam Conservation Area with over 300 family and friends in attendance.
2. Mark your calendar for the annual Owl Prowl event to be held Saturday, November 2 at the Morrison Dam Administration Centre Workshop (5:30 p.m., 6:30 pm & 7:30 pm).
3. The Latornell Conservation Symposium will be held November 19-22, 2019 at Nottawasaga Inn Resort and Convention Centre in Alliston. Mari Veliz will be participating as a speaker on the Huronview Demonstration Site Innovative Drainage Project.
4. Brian Horner attended the Conservation Ontario Council meeting on September 30, 2019 in Richmond Hill. Items for discussion included provincial MECP discussions; 2020 work plan approval as well as the 2020 Operating Budget and CA Levy.
5. Chair Georg Irvin, Vice Chair Doug Cook and General Manager Brian Horner attended a meeting with local MPP, Randy Pettapiece in Stratford on October 2nd to discuss similar items requested by Conservation Ontario of Mr. Yurek's office, and provide local knowledge of ABCA.
6. The Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC) met on September 25. At the meeting it was announce that the Source Protection Authorities had approved the reduction of the SPC will be reduced by three positions down to 12, effective January 1, 2020. The next SPC meeting will take place November 22 in Holmesville and will be a joint session with the Huron Clean Water Protection Steering Committee.

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7. Kate Monk attended the Ontario Land Trust Alliance Annual Gathering on October 6-8 in Kingston. This was funded through the Huron Tract Land Trust Conservancy.
8. Rock Glen CA was the venue for the Bruce Redman Classic Car Show on September 21, 2019. Approximately 250 people were in attendance along with almost 150 cars. Thanks to a donation from the Arkona Lions Club, spectators received free admission.
9. Education staff are planning PA Nature Day Camps on November 8 and December 6 at Morrison Dam Conservation Area. Contact the ABCA Administration Centre for more details.



BOARD OF DIRECTORS

Thursday, October 17, 2019

Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area

10:00 a.m.

AGENDA

1. Chair's Welcome
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 September 19, 2019 and October 10, 2019
6. Business Out of the Minutes
 - Proposed 2020 Budget - Brian Horner
 - (i) Project Factsheet - Climate Change Station
7. **Program Reports - Action Items**
 - Report 1: (a) Development Review (O Reg 147/06) - Meghan Tydd-Hrynyk
 - (b) Violation/Appeals Update - Geoff Cade
 - Report 2: Safety Log Boom Tender Opening - Ross Wilson/ Geoff Cade
 - Report 3: Appointment of Solicitor - Geoff Cade
 - Report 4: Watershed Champions Grant - Denise Iszczuk
 - Report 5: Third Quarter Profit & Loss Statement - Brian Horner
8. **Presentation:** *Ausable River 2020*: A review of past accomplishments and look forward to Nature Fund Initiatives - Kari Jean and Angela Van Niekerk
9. **General Manager's Report**
10. **Committee Reports**
 - Clinton Conservation Area Management Committee - Ray Chartrand
11. Correspondence
12. New Business
13. Committee of the Whole - legal matter
14. Adjournment

UPCOMING MEETINGS AND EVENTS

- | | |
|------------------|--|
| • October 21 | Arkona Lions Museum Management Committee |
| • November 2 | Owl Prowl at Morrison Dam CA |
| • November 14 | Board of Directors Meeting |
| • November 19-21 | Latonnell Conservation Symposium |
| • December 19 | Board of Directors Meeting at 2:30 p.m. followed by Christmas Dinner |



MINUTES

BUDGET COMMITTEE

Thursday, October 10, 2019

9:30 a.m.

**Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area**

DIRECTORS PRESENT

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

DIRECTORS ABSENT

Mike Tam

STAFF PRESENT

Bev Brown, Geoff Cade, Abbie Gutteridge, Brian Horner, Mary Lynn MacDonald, Tracey McPherson, Kate Monk, Mari Veliz

CALL TO ORDER

Chair George Irvin called the meeting to order at 9:32 a.m. and welcomed everyone in attendance.

ADOPTION OF AGENDA

MOTION #BD 73/19

**Moved by Dave Jewitt
Seconded by Bob Harvey**

“RESOLVED, THAT the agenda for the October 10, 2019 Board of Directors Budget Committee meeting be approved,”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

None

PROPOSED 2019 BUDGET

General Manager Brian Horner provided an overview of the 2020 budget preparation by staff, as well as the format for the information session. Each department will present the budget for their program and a summary of the individual projects that are proposed for 2020. Staff prepared the budget with a 1.5% wage increase on the pay grid.

Corporate Services

Brian Horner presented the consolidated Corporate Services budget, and provided an overview of the services provided by this department. It is proposed to replace the roof of the Annex in 2020, as per the approved Five Year Forecast. The amount of \$5,000 continues to be set aside annually in a reserve to meet building accessibility legislation.

Education

Kate Monk, Stewardship, Lands and Education Manager presented the Conservation Education budget. Revenue for providing effective and meaningful outdoor education experiences comes from the municipal levy, program fees, donations, foundations, provincial and federal governments. Staff promote environmental awareness through classroom programs, field trips, day camps, the water safety awareness program, community presentations and special events. It was noted that in previous years there was a surplus of funds that could be carried forward, but that surplus is beginning to run low.

Floodplain Management

Geoff Cade, Water & Planning Manager presented the four main components of the floodplain management program. They include the maintenance of 16 erosion control projects, 7 flood control projects, the flood forecasting and warning system and the Port Franks ice management project. Since 1996 the Ministry of Natural Resources and Forestry (MNRF) has provided a 50% grant toward three of the projects; however, in 2020 only between a 20 and 23% funding grant is expected. New projects include repairs of the erosion protection at Walker Drain, concrete repairs at Morrison Dam, as well as safety railing replacement at Morrison Dam.

Environmental Monitoring

Mari Veliz, Healthy Watersheds Manager and Tracey McPherson, GIS/IT Coordinator assisted Geoff Cade in presenting the Planning and Regulations program and Environmental Monitoring project factsheets and budgets. In some cases, funds are deferred to meet the funder's year end. Mari Veliz explained that some projects are fully funded through other partners, but that the project levy contribution often leverages other sources of funding, some substantial, to undertake environmental and monitoring projects. There are no new projects proposed for 2020; however, there are a number of phased or ongoing projects. The Natural Heritage Systems Plan will continue to complete the mapping of the Nairn Creek subwatershed, which will provide guidance to staff for measuring ecosystem health. Additionally, work at the Huronview Demonstration Farm will continue with the Huron Country Soil and Crop Improvement Association and the County of Huron. Tracey McPherson noted that the South Western Ontario Orthophotography Project (SWOOP) will be capturing high quality aerial photography in 2020, which is a key dataset for all ABCA programs and activities. Additionally, the Exeter Stream Gauge Station is expected to be relocated in 2020 as the nearby bridge will be widened and replaced.

Drinking Water Source Protection

Mary Lynn MacDonald, DWSP Co-Program Supervisor presented the Drinking Water Source Protection budget. There are no levy dollars allocated to the Drinking Water Source Protection budget. The Province funds ongoing mandatory implementation responsibilities for Source Protection Authorities. The implementation body for each source protection policy coordinates implementation costs.

By agreement, ABCA delivers Risk Management Services for eight municipalities. These agreements are in place until December 2020. April 2020 will mark the end of the implementation phase for this program.

The province has stated a commitment to this program, but as yet there has been no confirmation of ongoing funding.

Property Management

Kate Monk summarized the goals of managing the ABCA properties and water bodies, which includes conservation areas, wildlife areas, management areas, conservation forests and agricultural land. Property management revenue is generated from timber harvests, farm land rental and the Parkhill CA campground lease. Any surplus in property management through woodlot harvesting operations is used to compensate for the shortfall in the recreation services budget for maintaining conservation areas. The invasive species management project will continue in 2020, with an emphasis on continued phragmites control.

Recreation Services

Kate Monk explained that the ABCA provides essential recreation areas for municipal residents and tourists. The routine maintenance of facilities at the conservation areas is carried out by ABCA employees. The ABCA has a part-time contract with one individual to provide property patrol and enforcement duties. Revenue is generated by gate fees at Rock Glen Conservation Area, hunting passes and community donations. Proposed new projects for 2020 are the replacement of decking on the bridges at Bannockburn Conservation Area, major maintenance for the Rock Glen gate house (including siding, windows, door, ceiling and lights), and completing the trail surfacing on the Ausable River Cut Conservation Area Trail.

Stewardship

Kate Monk reviewed the private-land stewardship budget wherein staff provide one-on-one technical advice, site visits, and assistance with paperwork in connecting landowners with cost-share funding to maximize grants for their stewardship projects. The annual goal is to complete 100 projects. Expenses in the stewardship program are offset with tree sales, providing tree planting plans, phragmites management spraying and forest management plans for clients. The County of Huron continues to provide grants to landowners for stewardship projects through the very successful Huron Clean Water Program. There is no municipally funded grants available in Middlesex, Lambton or Perth Counties for landowners to access a similar cost-share program to improve rural water quality.

Vehicle and Equipment

Kate Monk presented the vehicle and equipment motor pool budget. There is no project or general levy required for the vehicle and equipment budget as the revenue received when charging mileage and equipment rates to the users' programs offsets expenses. The tractor is scheduled to be replaced in 2020.

Project Levy

Brian Horner presented the proposed project levy summary for 2020 at \$280,249 as compared to \$325,504 in 2019. This includes ongoing, phased and new projects proposed for 2020. The

project levy dollars will be leveraged with other sources of funding to undertake projects totaling \$719,798.

General Levy

The general levy proposed for 2020 total \$1,068,047 in comparison to \$998,637 in 2019. Some of the difference is due to the reduction in MNRF funding.

Proposed 2020 Budget

The proposed fee schedule and pay grid were presented for review as these figures were used in preparing the consolidated budget. The combined project and general levies total \$1,348,296 (1.82 per cent increase) as compared to \$1,324,139 in 2019. Brian Horner reminded the directors that not every program area is sustained by levy dollars, and without the reduction of funding from MNRF the combined levy would have been reduced from 2019.

The Board indicated that they would like to see an overview of the provincial reductions to funding at the next meeting. Additionally, the Board is interested in pursuing the possibility of recuperating the cost of some of the legal fees from properties owners who commit Regulations violations, which result in court proceedings. Staff members will investigate this matter further.

Initial comments from the Board were positive on the presentation of a reasonable budget for review. Further direction and discussion will be held at the next Board meeting on October 17, 2019.

NEW BUSINESS

None

ADJOURNMENT

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

George Irvin
Chair

Abbie Gutteridge
Healthy Watersheds Technician

From: Michelle Viglianti [<mailto:vigliantim@thamesriver.on.ca>]

Sent: Wednesday, October 16, 2019 9:36 AM

To: Ann Wright <wright@middlesexcentre.on.ca>; Anna Hopkins <ahopkins@london.ca>; Brent Kittmer <bkittmer@town.stmarys.on.ca>; Carla Preston <Cpreston@westperth.com>; Chole Senior <cseior@oxfordcounty.ca>; David Creery <dcreery@cityofwoodstock.ca>; Eleanor Heagy <HEAGYE@thamesriver.on.ca>; Ingersoll - Michael Graves <mgraves@ingersoll.ca>; Joan Thomson, City of Stratford <jthomson@stratfordcanada.ca>; Kyle Kruger <kkruger@norwich.ca>; Liridona Rafuna <lrafuna@london.ca>; Lisa VanderWallen <clerk@swox.org>; Lizet Scott <lscott@perthsouth.ca>; London Free Press <lfp.newsdesk@sunmedia.ca>; Ministry of Natural Resources <al.murray@ontario.ca>; Rebecca Clothier <rclothier@perthsouth.ca>; Rebekah Msuya-Collison <clerk@southhuron.ca>; Rodger Mordue <rmordue@blandfordblenheim.ca>; Stuart Findlater <sfindlater@thamescentre.on.ca>; Town of St. Marys <jmccartney@town.stmarys.on.ca>; Will Jaques <wjaques@ezt.ca>

Subject: October 22, 2019 UTRCA Board of Directors Meeting Agenda & Reports

Good morning,

Please find the draft agenda and reports for the October 22, 2019 UTRCA Board of Directors Meeting on our website: <http://thamesriver.on.ca/board-agendas-minutes/>

If you have any questions regarding the minutes, reports, or have an issue accessing the website, please don't hesitate to contact me.

Thank you,
Michelle Viglianti



Michelle Viglianti

Administrative Assistant

1424 Clarke Road London, Ontario, N5V 5B9

519.451.2800 Ext. 222 | Fax: 519.451.1188

vigliantim@thamesriver.on.ca



October 18, 2019

Ministry of Municipal Affairs and Housing
Provincial Policy Statement Review – Proposed Policies

Submitted via the Environmental Registry of Ontario

RE: 2019 Provincial Policy Statement Review

Please be advised that Township of Puslinch Council, at its meeting held on October 16, 2019, considered the aforementioned topic and subsequent to discussion, the following was resolved:

That the County of Wellington report regarding the 2019 Provincial Policy Statement be received; and

That Council supports the County of Wellington's position with respect to the 2019 Provincial Policy Statement; and

That Council directs staff to submit the County of Wellington comments to the EBR and to endorse the County of Wellington's comments by way of forwarding the comments to all municipalities.

On behalf of the Mayor and Members of Council, please accept the Township of Puslinch comments with respect to the Provincial Policy Statement Review of Proposed Policies.



Courtenay Hoytfox
Development and Legislative Coordinator
Township of Puslinch
7404 Wellington Rd 34, Puslinch, ON N0B 2J0
P: 519-763-1226 ext. 227 F: 519-763-5846 www.puslinch.ca



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Planning Committee
From: Sarah Wilhelm, Manager of Policy Planning
Date: Thursday, September 12, 2019
Subject: **2019 Provincial Policy Statement Review**

1.0 Background

To further support its Housing Supply Action Plan and other priorities, the Ministry of Municipal Affairs and Housing is consulting on proposed changes to the Provincial Policy Statement (PPS). Comments are requested prior to October 20, 2019 (EBR Registry Number #019-0279).

The current PPS, which came into effect April 30, 2014, provides overall policy direction on matters of provincial interest related to land use planning and development across Ontario. Where provincial plans are in effect (such as the Growth Plan for the Greater Golden Horseshoe and the Greenbelt Plan in Wellington), such plans:

- provide additional, and in some cases, more specific land use planning policies
- take precedence over the policies of the PPS in the event of a conflict

Where policies in the PPS do not overlap with policies in provincial plans, the policies of the PPS must be independently satisfied.

This report provides an overview of the key policy changes and responds briefly to questions posed by the province in the consultation documents.

2.0 Key Changes to the Provincial Policy Statement

Many of the proposed changes appear to have little impact on the County as they:

1. harmonize the PPS with the 2019 Growth Plan for the Greater Golden Horseshoe ("Growth Plan") which already applies to Wellington; or
2. the Growth Plan policies are more specific/restrictive than the draft PPS.

In other respects, staff have identified the following key areas with the greatest impact on land use planning in Wellington County.

Agriculture

Current PPS policies allow for planning authorities to permit non-agricultural uses in prime agricultural areas subject to meeting specific criteria. Some examples of non-agricultural uses include manufacturing, automobile sales, golf courses, and campgrounds. The draft policies remove the criterion that the proposed use "complies with the minimum distance separation formulae" (MDS). Instead, impacts on surrounding agricultural operations and lands are to be "informed by provincial guidelines". This is more permissive when compared to language used elsewhere in the PPS, such as "in accordance with provincial guidelines". While the wording would allow for consideration of guidelines in addition to MDS, such as the "Guidelines on Permitted Uses in

Ontario's Prime Agricultural Areas" we have questions about what these changes mean for MDS implementation.

Mineral Aggregates

Changes to subsection 2.5.2.4 include additional policy direction that depth of extraction be addressed through processes under the Aggregate Resources Act. The intent of the new wording is unclear and we are concerned that it may be meant to remove the ability of municipalities to continue to use vertical zoning to regulate extraction below the water table.

For gravel pits outside of the Greenbelt area and subject to satisfactory long-term rehabilitation, draft policies allow consideration of extraction in provincially significant wetlands (applies to areas outside of the County), woodlands, valleylands, wildlife habitat, areas of natural and scientific interest; fish habitat; and habitat of endangered species and threatened species. The Growth Plan is more restrictive for some features, but overall, the more permissive draft policies would appear to allow interim negative impacts to features and areas in favour of potential long-term environmental benefits through rehabilitation.

Indigenous Consultation

New requirement for planning authorities to:

- engage with Indigenous communities and coordinate on land use planning matters; and
- engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.

Extension of Planning Horizon

The planning horizon is extended from 20 to 25 years. We do not know whether the province intends to address this change in the Growth Plan for the Greater Golden Horseshoe, which provides a growth forecast to 2041.

Housing

The province has changed housing policies and related terms in an effort to encourage a greater mix and supply of housing. For example, a new term "housing options" provides more specific policy direction about housing types. The draft policies increase the required supply of land for residential growth from ten years to twelve years. Municipalities are also given the option to maintain land with servicing capacity to provide a five-year supply of residential units (up from three). Overall, these changes appear to be positive, but we will continue to assess as more information becomes available.

Servicing Hierarchy and Private Communal Services

The draft PPS clarifies that the servicing hierarchy supports protecting the environment, human health and safety. With that in mind, upper-tier municipalities are required to work with lower-tier municipalities to assess long-term impacts of individual services on environmental health and character of rural settlement areas and the feasibility of full municipal services or private communal services. Policies specify that communal services are preferred for development of multiple residential units/lots where municipal services are not available, planned or feasible.

Land Use Compatibility

Stronger protection is provided for existing or planned major facilities (including industries, manufacturing uses, other facilities and infrastructure) from proposed sensitive lands uses (such as residences, day care centres, etc.).

3.0 Comments

Questions from Ministry	Response
1. Do the proposed policies effectively support goals related to increasing housing supply, creating and maintaining jobs, and red tape reduction while continuing to protect the environment, farmland, and public health and safety?	<p>The PPS has become much less relevant to Wellington because of the more specific, more restrictive, same or similar policies of the Growth Plan for the Greater Golden Horseshoe.</p> <p>The Province should consider fully implementing the PPS in the Greater Golden Horseshoe through one policy document - the provincial Growth Plan. This would reduce red tape by eliminating policy duplication and streamline the review of development applications.</p>
2. Do the proposed policies strike the right balance? Why or why not?	<p>The policy changes for mineral aggregate resources do not effectively balance the need:</p> <ul style="list-style-type: none"> • for local Council input regarding depth of extraction as below water table extraction is a permanent change to the landscape • to protect the environment by allowing extraction to be considered within natural heritage features and areas <p>We do not support these permissive aggregate policies in the draft PPS, particularly in areas of the County where there is a high concentration of gravel pits.</p>
3. How do these policies take into consideration the views of Ontario communities?	See response to question 1.
4. Are there any other policy changes that are needed to support key priorities for housing, job creation, and streamlining of development approvals?	See response to question 1.
5. Are there other tools that are needed to help implement the proposed policies?	The province should support municipalities and housing developers by researching and sharing best practices to facilitate a greater mix of housing options and increase the supply of affordable rental accommodations.

We have reported on the PPS review at this time to ensure that County Council may consider these comments prior to the October 20, 2019 deadline. We will be attending an information session with the province September 9 and the Association of Municipalities of Ontario (AMO) is working on a response. Planning staff may augment this report if we become aware of new information of relevance to Wellington.

Recommendation

That the report “2019 Provincial Policy Statement Review” be forwarded to the Ministry of Municipal Affairs and Housing and be circulated to member municipalities in Wellington County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Sarah Wilhelm', with a stylized flourish at the end.

Sarah Wilhelm, BES, MCIP, RPP
Manager of Policy Planning



The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

October 11, 2019

At the Regular Meeting of Council on October 10, 2019, the Council of the Municipality of West Elgin passed the following Resolution:

Resolution No. 2019-520

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

Whereas The government of Ontario is consulting on proposed changes to the Provincial Policy Statement (PPS) to support the government's Housing Supply Action Plan and other land use planning related priorities. This consultation period closes on October 21, 2019;

And Whereas The Provincial Policy Statement is a consolidated statement of the government's policies on land use planning and is issued under section 3 of the Planning Act. The PPS applies province-wide and sets out the provincial policy direction for, among other things: The efficient use and management of land and infrastructure; Protecting public safety, the environment, and important resources including farmland;

And Whereas Municipalities are the primary implementers of the PPS through policies in their local official plans, zoning by-laws and other planning related decisions;

And Whereas The proposed draft policies would enhance agricultural protections to support critical food production and the agricultural sector as a significant economic driver;

And Whereas The proposed draft policies would direct large ground-mounted solar facilities away from prime agricultural and specialty crop areas, except for on-farm diversified uses;

And Whereas The Municipality of West Elgin is primarily an agriculture-based economy, and large grid-connected industrial wind turbine projects could also remove large portions of prime agricultural land from use, and are therefore not an appropriate use of prime agricultural land;

Therefore West Elgin Council supports the above policy statement with regard to large ground-mounted solar facilities; and recommends that PPS policies also include

language to direct wind turbine facilities away from prime agricultural and specialty crops, except for on-farm diversified use;

And That West Elgin Council hereby directs staff to send a copy of these comments prior to the October 21/19 deadline, to The Provincial Planning Policy Branch at <https://ero.ontario.ca/notice/019-0279>; with copies to Minister of the Environment Conservation and Parks, and MPP, Jeff Yurek.

And Further That a copy of this motion be sent to the Premier of Ontario; The Association of Municipalities of Ontario; The County of Elgin; and all municipalities in the Province of Ontario.

Disposition: Carried



October 2, 2019

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

Delivered by Email to:
doug.ford@pc.ola.org

BY EMAIL ONLY

Dear Premier;

RE: Resolution from the Town of Penetanguishene – Municipal Amalgamation

As you are aware, the Town of Penetanguishene, Township of Tay and Township of Tiny provided a [joint letter response on June 5, 2019](#) regarding the Regional Governance Review.

Please also be advised that the Council of the Town of Penetanguishene, during their September 25, 2019 Council meeting and at the request of the Township of McKellar, adopted the following resolution:

"WHEREAS there are 444 municipalities in Ontario that are very efficient and well governed, and who respond quickly to ratepayer's needs;

AND WHEREAS in the 1990's the Conservative Government forced many municipalities to amalgamate on the guise they would become more efficient, effective, save money, lower taxes and ultimately reduce the provincial deficit;

AND WHEREAS there has never been a valid evidence-based study that supported these outcomes;

AND WHEREAS forced amalgamation actually accomplished just the opposite: ill feelings, increased animosity and mistrust, job losses, rise in local taxes and an increase in the provincial deficit;

AND WHEREAS there are many positive examples of small rural and northern municipalities working together in a collaborate and cooperative manner via, shared agreements that responds to local needs without amalgamation and provincial interference;





AND WHEREAS the Provincial Government has a large deficit due to their own decision-making;

AND WHEREAS recently the same Conservative Government recently reduced one large regional municipal government by 50%, without "consultation";

AND WHEREAS this same Conservative Government is presently reviewing other provincial regional governments through a purported "consultative" approach with a view to reduce or eliminate them;

AND WHEREAS the Provincial Government should investigate all other internal ways of reducing their deficit and becoming more fiscally responsible over time rather than downloading to the one level of government that is the most efficient, has the lowest cost and is closest to the electorate which will not put a dent in the provincial deficit;

AND WHEREAS the Province could look at what other provinces have done to reduce the debt with one singular education system, organizing unorganized municipalities, controlling OPP costs, substantially increase fines, and find a way to collect millions and millions of dollars in unpaid fines and instead, invest in the north to create jobs and stimulate and enhance economic development;

NOW THEREFORE BE IT RESOLVED THAT before the Provincial Government forces amalgamation in any of the 444 municipalities in Ontario, our AMO organization go beyond requesting "consultation" and "demand" that the Provincial Government do the following:

1. Hold a local referendum letting the citizens decide to amalgamate or not.
2. Conduct an evidence-based study to show that amalgamation actually saves costs, jobs, lowers taxes and reduce the provincial deficit.
3. Allow those municipalities to work out their own local collaborative agreement that best suit their local needs and to be permitted to do so on their own time line and volition.
4. To ensure that there is absolutely no conflict of interest in this consultative process.
5. To emphasize the political reality of forcing amalgamation on the many rural and northern municipalities across Ontario.

AND FURTHER THAT a copy of this resolution be sent to Doug Ford, Premier of



Ontario; Christine Elliott, Deputy Premier; Steve Clark, Minister of Municipal Affairs; Andrea Horwath, Leader of the New Democratic Party; and all MPPs in the Province of Ontario;

AND FURTHER THAT a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Northwestern Ontario Municipal Association (NOMA), Rural Ontario Municipalities Association (ROMA), Federation of Northern Ontario Municipalities (FONOM), and all Ontario municipalities for their consideration."

Please let me know if you have any questions or concerns.

Sincerely,

Stacey Cooper, Clerk
Town of Penetanguishene

- c. Hon. Christine Elliott, Deputy Premier
Hon. Steve Clark, Minister of Municipal Affairs
MPP's in the Province of Ontario
Association of Municipalities of Ontario (AMO)
Northwestern Ontario Municipal Association (NOMA)
Rural Ontario Municipalities Association (ROMA)
Federation of Northern Ontario Municipalities (FONOM)
All Ontario Municipalities



The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

October 11, 2019

At the Regular Meeting of Council on October 10, 2019, the Council of the Municipality of West Elgin passed the following Resolution:

Resolution No. 2019-531

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council hereby supports the Resolution of the Town of Penetanguishene regarding Municipal Amalgamation as attached.

Disposition: Carried



October 2, 2019

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

Delivered by Email to:
doug.ford@pc.ola.org

BY EMAIL ONLY

Dear Premier;

RE: Resolution from the Town of Penetanguishene – Municipal Amalgamation

As you are aware, the Town of Penetanguishene, Township of Tay and Township of Tiny provided a [joint letter response on June 5, 2019](#) regarding the Regional Governance Review.

Please also be advised that the Council of the Town of Penetanguishene, during their September 25, 2019 Council meeting and at the request of the Township of McKellar, adopted the following resolution:

"WHEREAS there are 444 municipalities in Ontario that are very efficient and well governed, and who respond quickly to ratepayer's needs;

AND WHEREAS in the 1990's the Conservative Government forced many municipalities to amalgamate on the guise they would become more efficient, effective, save money, lower taxes and ultimately reduce the provincial deficit;

AND WHEREAS there has never been a valid evidence-based study that supported these outcomes;

AND WHEREAS forced amalgamation actually accomplished just the opposite: ill feelings, increased animosity and mistrust, job losses, rise in local taxes and an increase in the provincial deficit;

AND WHEREAS there are many positive examples of small rural and northern municipalities working together in a collaborate and cooperative manner via, shared agreements that responds to local needs without amalgamation and provincial interference;





AND WHEREAS the Provincial Government has a large deficit due to their own decision-making;

AND WHEREAS recently the same Conservative Government recently reduced one large regional municipal government by 50%, without "consultation";

AND WHEREAS this same Conservative Government is presently reviewing other provincial regional governments through a purported "consultative" approach with a view to reduce or eliminate them;

AND WHEREAS the Provincial Government should investigate all other internal ways of reducing their deficit and becoming more fiscally responsible over time rather than downloading to the one level of government that is the most efficient, has the lowest cost and is closest to the electorate which will not put a dent in the provincial deficit;

AND WHEREAS the Province could look at what other provinces have done to reduce the debt with one singular education system, organizing unorganized municipalities, controlling OPP costs, substantially increase fines, and find a way to collect millions and millions of dollars in unpaid fines and instead, invest in the north to create jobs and stimulate and enhance economic development;

NOW THEREFORE BE IT RESOLVED THAT before the Provincial Government forces amalgamation in any of the 444 municipalities in Ontario, our AMO organization go beyond requesting "consultation" and "demand" that the Provincial Government do the following:

1. Hold a local referendum letting the citizens decide to amalgamate or not.
2. Conduct an evidence-based study to show that amalgamation actually saves costs, jobs, lowers taxes and reduce the provincial deficit.
3. Allow those municipalities to work out their own local collaborative agreement that best suit their local needs and to be permitted to do so on their own time line and volition.
4. To ensure that there is absolutely no conflict of interest in this consultative process.
5. To emphasize the political reality of forcing amalgamation on the many rural and northern municipalities across Ontario.

AND FURTHER THAT a copy of this resolution be sent to Doug Ford, Premier of



Ontario; Christine Elliott, Deputy Premier; Steve Clark, Minister of Municipal Affairs; Andrea Horwath, Leader of the New Democratic Party; and all MPPs in the Province of Ontario;

AND FURTHER THAT a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Northwestern Ontario Municipal Association (NOMA), Rural Ontario Municipalities Association (ROMA), Federation of Northern Ontario Municipalities (FONOM), and all Ontario municipalities for their consideration."

Please let me know if you have any questions or concerns.

Sincerely,

Stacey Cooper, Clerk
Town of Penetanguishene

- c. Hon. Christine Elliott, Deputy Premier
Hon. Steve Clark, Minister of Municipal Affairs
MPP's in the Province of Ontario
Association of Municipalities of Ontario (AMO)
Northwestern Ontario Municipal Association (NOMA)
Rural Ontario Municipalities Association (ROMA)
Federation of Northern Ontario Municipalities (FONOM)
All Ontario Municipalities



**The Corporation of the Municipality of
Grey Highlands**

206 Toronto Street South, Unit 1, Box 409
Markdale, ON N0C 1H0
Tel.: 519-986-1216

October 02, 2019

The Honourable Jeff Yurek
Minister of the Environment, Conservation and Parks
5th Floor 777 Bay St.
Toronto, ON M7A 2J3

Sent via email: jeff.yurek@pc.ola.org

To Minister Yurek,

Re: Grey Highlands Resolution 2019-603

Please be advised that the following resolution was passed at the October 02, 2019 meeting of the Council of the Municipality of Grey Highlands.

2019-603

Cathy Little, Dane Nielsen

Whereas the Municipality of Grey Highlands is a member of the Grey Sauble Conservation Authority (GSCA), the Nottawasaga Valley Conservation Authority (NVCA) and the Saugeen Valley Conservation Authority (SVCA) and has a representative on each board of directors; and

Whereas each board of directors determines the policies, priorities and budget of their respective Conservation Authority (CA); and

Whereas each CA provides the Municipality of Grey Highlands with expert advice on the environmental impact of land use planning proposals and that the Municipality does not have staff with comparable expertise or experience; and

Whereas the CAs provide programs and services to the residents of Grey Highlands and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk as well as protecting life and property through a variety of measures;

Therefore be it resolved that the Municipality of Grey Highlands supports continuation of the programs and services of the three CAs, both mandatory and non-mandatory, and that no programs or services of GSCA, NVCA and SVCA or of other CAs in Ontario be "wound down" at this time; and

That the Minister of Environment, Conservation and Parks give clear direction as to what programs and services are considered mandatory and non-mandatory and how those programs will be funded in the future; and

That this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Bill Walker, the Association of Municipalities of Ontario, the Grey Sauble Conservation Authority, the Nottawasaga Valley Conservation Authority, the Saugeen Valley Conservation Authority, Conservation Ontario and all Ontario municipalities.

CARRIED.

If you require anything further, please contact this office.

Sincerely,

A handwritten signature in cursive script that reads "Raylene Martell".

Raylene Martell
Director of Legislative Services/Municipal Clerk
Municipality of Grey Highlands

Cc:

Premier Doug Ford – premier@ontario.ca

MPP Bill Walker – bill.walker@pc.ola.org

Association of Municipalities of Ontario – amo@amo.on.ca

Grey Sauble Conservation Authority – d.robinson@greysauble.on.ca

Nottawasaga Valley Conservation Authority – hferguson@nvca.on.ca

Saugeen Valley Conservation Authority – j.hagan@svca.on.ca

Conservation Ontario – info@conservationontario.ca

Ontario Municipalities



TOWN OF INGERSOLL
Town Centre

October 17, 2019

Honourable Doug Ford, Premier
Legislative Building Rm. 281, Queen's Park
Toronto, ON
M7A 1A1

Dear Honourable Premier Ford.

**Re: Support for Continuation of Mandatory and Non-Mandatory Programs of the Upper
Thames River Conservation Authority (UTRCA)**

Please be advised that at its Regular meeting held on October 15, 2019, the Council of the Corporation of the Town of Ingersoll passed the following resolution:

Moved by Councillor Petrie; seconded by Councillor Van Kooten-Bossence

C19-10-319 WHEREAS the Town of Ingersoll and the County of Oxford are environmentally conscious communities.

AND WHEREAS the Town of Ingersoll is a member of the Upper Thames River Conservation Authority (UTRCA) and has a representative on the board of directors of the UTRCA through Oxford County.

AND WHEREAS the board of directors determines the policies, priorities and budget of the UTRCA.

AND WHEREAS the UTRCA provides the County of Oxford and Ingersoll with expert advice on the environmental impact of land use planning proposals and that the Town of Ingersoll and the County of Oxford does not have staff with comparable expertise or experience.

AND WHEREAS the UTRCA provides programs to the residents of Ingersoll, County of Oxford and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk as well as protecting life and property through a variety of measures.

THEREFORE, be it resolved, that the Town of Ingersoll supports continuation of the programs of the UTRCA, both mandatory and non-mandatory, and that no programs of the UTRCA or of the other Conservation Authorities in Ontario be "wound down" at this time and informs the County of Oxford of Ingersoll's support of these programs.

AND THAT, the Ministry of Environment, Conservation and Parks give clear direction as to what programs are considered mandatory and non-mandatory and how those programs will be funded in the future.



TOWN OF INGERSOLL

Town Centre

AND THAT this resolution be forwarded to the County of Oxford, Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.

CARRIED

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Graves'.

Michael Graves
Director of Corporate Services/Clerk-Deputy CAO
Town of Ingersoll

Cc. The Honourable Jeff Yurek; Minister of Environment, Conservation and Parks, The Honourable Ernie Hardeman; Oxford County MPP, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario, and all Ontario municipalities.



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

SENT VIA EMAIL

October 25, 2019

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

Dear Premier Ford:

RE: LOCAL HEALTH CARE SERVICES

At its Regular Meeting held on October 15, 2019 Council of the Town of Kingsville passed the following Resolution:

"533-2019

Moved By Councillor Kimberly DeYong

Seconded By Councillor Larry Patterson

WHEREAS public health care consistently ranks as the top priority in public opinion polls, and;

WHEREAS Public Health provides vital health promotion and prevention services based on the unique demographic and economic, social, and cultural needs of our communities; and;

WHEREAS the evidence from hospital amalgamation in Ontario and across Canada is that they have cost billions of dollars and have not yielded the promised administrative savings but have taken money away from frontline care, and;

WHEREAS there is no evidence to support the proposed closure of 25 out of 35 local Public Health Units, the closure of 12 of 22 local ambulance dispatch centres, and the closure of 49 out of 59 local ambulance services, and;

WHEREAS there is a deep consensus among virtually all stakeholders that increasing acuity in our long-term care homes requires additional staff and resources, not

cancellation of the two special funds and real dollar cuts to per diem funding of our long-term care homes, and;

WHEREAS our local hospitals have been downsized for an entire generation and cannot meet population needs while sustaining real dollar cuts to hospital global budgets.

THEREFORE BE IT RESOLVED:

That The Corporation of the Town of Kingsville calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and long-term care homes and the Town of Kingsville forward this resolution to all municipalities in the Province of Ontario.”

Yours very truly,

A handwritten signature in blue ink, reading "Jastrologo".

Jennifer Astrologo, B.H.K. (Hons), LL.B.
Director of Corporate Services/Clerk
Corporate Services Department
jastrologo@kingsville.ca

cc: Association of Municipalities of Ontario (AMO)
cc: All Ontario Municipalities
cc: Taras Natyshak, MPP
cc: Windsor-Essex County Health Unit



The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

October 11, 2019

At the Regular Meeting of Council on October 10, 2019, the Council of the Municipality of West Elgin passed the following Resolution:

Resolution No. 2019-530

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby supports the Resolution of Town of the Blue Mountains regarding Integrity Commissioner Matters as attached.

Disposition: Carried



Town of The Blue Mountains
32 Mill Street, Box 310
THORNBURY, ON N0H 2P0
<https://www.thebluemountains.ca>

OFFICE OF: Mayor Alar Soever
Email: asoever@thebluemountains.ca
Phone: 519-599-3131 Ext 400

Sent via E-mail

October 4, 2019

Ministry of Municipal Affairs and Housing
Hon. Steve Clark | Minister | minister.mah@ontario.ca
777 Bay Street, 17th Floor
Toronto, ON M5G 2E5

Dear Minister Clark,

RE: Integrity Commission Matters

Since the Province required all municipalities to have Integrity Commissioners ("ICs"), we have noted that although this is a quasi-judicial role, few if any decisions by Integrity Commissioners refer to British Common Law precedents, or any precedents for that matter.

In addition, there seems to be quite a difference of opinion on matters between Integrity Commissioners. As an example, our IC takes the position that in all cases the Complainant should never be named in a report, even when they are another member of Council, while at the County level, our County IC, states that she would almost always name the complainant in these circumstances, unless it was a personal matter. Her test would be whether it was a matter of public interest.

As a result of this confusion on behalf of the Town of The Blue Mountains, please note the following resolution passed by Council on September 30, 2019:

Moved by: Rob Potter Seconded by: Peter Bordinon

WHEREAS the system of justice in Ontario is based on the British system of Common Law which bases decisions on legal precedents;

AND WHEREAS the decisions of Integrity Commissioners in settled cases could provide guidance to all involved in Municipal Government in Ontario as well as to the people they serve;

BE IT THEREFORE RESOLVED that the Code of Conduct Sub-Committee recommends that the Council of the Town of The Blue Mountains requests that the Ontario Ministry of Municipal Affairs and Housing create a searchable database of all matters placed before all Integrity Commissioners within the province and the resolution of such matters;

AND FURTHER BE IT RESOLVED THAT this resolution be circulated to all municipalities in Ontario via the Association of Municipalities of Ontario, Carried.

Please do not hesitate to contact me if you have any questions or comments.

Yours Truly,

A handwritten signature in cursive script that reads "Alar Soever".

Mayor Alar Soever
Town of The Blue Mountains

CC: Mayor and Council, Town of The Blue Mountains (via e-mail)
Shawn Everitt, CAO, Town of The Blue Mountains (via email)
Municipalities in Ontario (via-email)



THE MUNICIPALITY OF

LAMBTON SHORES

Administration

7883 Amtelecom Parkway

Forest, ON N0N 1J0

T: 519-243-1400 / 1-866-943-1400

www.lambtonshores.ca

October 9, 2019

Mr. Randy Pettapiece, MPP Perth Wellington
55 Lorne Avenue East, Unit 2
Stratford, ON
N5A 6S4

Sir:

The following resolution was passed by the Council of the Municipality of Lambton Shores at the regular Council meeting on October 1, 2019

**19-1001-11 THAT the resolution from South Huron regarding
Conservation Authority fees be supported.**

Trusting this is information you require.

Sincerely,

Roberta Brandon
Administrative Assistant to the Clerk

cc: Ms. Lisa Thompson, MPP Huron Bruce, Municipality of Perth, Mayors of the UTRCA and ABCA Member Municipalities, Mr. Ian Wilcox, General Manager UTRCA, Mr. Brian Horner, General Manager ABCA, Mr. Tony Jackson, South Huron UTRCA Board Member, Ms. Marissa Vaughan, ABCA Board Member and UTRCA and ABCA Board Members



October 17, 2019

In This Issue

- Add your Council's voice seeking liability and insurance cost reforms.
- Register today for upcoming Blue Box meetings.
- 2020 Youth Fellows Program - Open for applications.
- Municipal health and safety compliance.
- Save 15% off Deluxe Canada products.
- AMO's Fall Policy Forum: Still on the Front Lines.
- 2020 ROMA Conference - Program update.
- ONE Investment fall workshops - Upcoming in Peterborough & Brockville.
- LAS Blog: Federal Election 2019 - A Lens for Ontario Municipal Governments.
- Designing energy efficient projects for BPS institutions.
- Lambton County resolution concerning Public Health Care.
- Netherlands pilgrimage to honour Canadian Veterans.
- Careers with AMO and Sarnia.

AMO Matters

Add your council's voice seeking liability and insurance cost reforms - Municipal councils are encouraged to endorse AMO's paper. The Attorney General will accept submissions until November 1, 2019. Details are [here](#).

AMO and the Continuous Improvement Fund (CIF) are hosting a series of FREE in-person meetings in October and November on Blue Box. For details and to register for a session, [click here](#).

As part of AMO's [Youth Engagement Strategy](#), this fellowship provides three young people the opportunity to connect with the Board, learn more about municipal government and policy, and receive mentorship. Closing date is November 1 - [apply today!](#)

4S offers training, support, and a digital management platform to ensure municipal governments comply with occupational health and safety requirements. Reach out to 4S, AMO's partner for health and safety management, for [more information](#) on how they can support your health and safety program for 2020 and beyond.

Enter promotion code 63647 when ordering and save 15% on [Deluxe Canada products](#) including customizable forms, cheques, print marketing, promo & apparel, and more. This continues AMO's member discount with the company formerly known as NEBS.

Eye on Events

AMO's Fall Policy Forum, Still on the Front Lines, is a week away but there is still time to register. Don't miss remarks from the Honourable Minister of Municipal Affairs, Steve Clarke. Join your colleagues as you learn and think about important matters including; a post federal election round up and implications for Ontario, human resource strategies and important changes and considerations to local health, planning and waste. [Register today and see the full program](#).

Initial 2020 ROMA Conference [program details](#) are listed on the website - please be sure to arrive Sunday in time for the first concurrent sessions!

ONE Investment workshops: Learn What, Why and How of investing in the municipal sector. What are the different investment options available to your municipality? Why municipalities need to invest. And how the release of the Prudent Investor Standard provides broader investment options. For registration and information [click here](#). Need help? Call us at 416.971.9856 x351.

LAS

The federal election is coming soon, and the results will have an impact on Ontario municipalities. Check out the [LAS Blog](#) to hear from the AMO Policy Team on what to watch for in the campaign.

The Centre for Climate Change Management at Mohawk College is partnering with LAS/Stephen Dixon to offer a 3-day energy efficiency workshop for the BPS on Nov 5, 6 and 7. Learn how to build and apply fundamental energy management concepts in a work environment. [Register today](#) to attend one or more days!

Municipal Wire

The County of Lambton [resolution](#) calls upon the Ontario government to halt the closures of, mergers of, and cuts to our local health care services including Public Health Units, land ambulance services, hospitals and Long-Term Care Homes.

[In Our Fathers' Footsteps](#) is an initiative by a member of the City of Guelph community to rally 200 descendants of Dutch liberators to walk in their fathers' footsteps in the Netherlands. This event in May 2020 will coincide with the 75th anniversary of the WWII liberation of the Netherlands.

Careers

[Policy Advisor AMO](#). As member of the policy team, the Policy Advisor provides professional policy advice to Senior Advisors, Director of Policy, Executive Director and the Board of Directors. Please apply in confidence by Monday, October 21, by email to: careers@amo.on.ca.

[Manager of Development & Transportation - City of Sarnia](#). Reports to: Director of Engineering. Closing Date: October 31, 2019. Candidates are invited to submit a resume in confidence to hr@sarnia.ca indicating "2019-052 – Manager of Development & Transportation".

About AMO

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

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

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

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

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October 24, 2019

In This Issue

- Register today for upcoming Blue Box meetings.
- 2020 Youth Fellows Program - Deadline for applications is November 1.
- AMO partners with barrier-free web solution provider.
- Municipal health and safety compliance.
- Save 15% off Deluxe Canada products.
- FCM scholarships for young women.
- ONE Investment fall workshops - Upcoming in Peterborough & Brockville.
- LAS Blog: Natural Gas Program price change notice.
- Explore cooperative purchasing with LAS.
- Designing energy efficient projects for BPS institutions.
- County of Lennox & Addington resolution concerning Lake Ontario levels.
- Career with Town of Goderich.

AMO Matters

AMO and the Continuous Improvement Fund (CIF) are hosting a series of FREE in-person meetings in October and November on Blue Box. For details and to register for a session, [click here](#).

As part of AMO's [Youth Engagement Strategy](#), this fellowship provides three young people the opportunity to connect with the Board, learn more about municipal government and policy, and receive mentorship. Closing date is November 1 - [apply today!](#)

AMO is [partnering](#) with eSolutionsGroup to offer members cost-effective website solutions that meet accessibility requirements and ensure that residents can access information and online municipal services. Stay tuned to AMO communications for further details about this new partnership.

4S offers training, support, and a digital management platform to ensure municipal governments comply with occupational health and safety requirements. Reach out to 4S, AMO's partner for health and safety management, for [more information](#) on how they can support your health and safety program for 2020 and beyond.

Enter promotion code 63647 when ordering and save 15% on [Deluxe Canada products](#) including customizable forms, cheques, print marketing, promo & apparel, and more. This continues AMO's member discount with the company formerly known as NEBS.

Federal Matters

FCM's Canadian Women in Municipal Government Scholarship and the Mayor Andrée P. Boucher Memorial Scholarship [applications](#) are available for young women in high school, CEGEP, university and college. FCM has established the two scholarships to support young women who demonstrate leadership and interest in local government, and to encourage others to get involved in their community. Deadline: January 10, 2020.

Eye on Events

ONE Investment workshops: Learn What, Why and How of investing in the municipal sector. What are the different investment options available to your municipality? Why municipalities need to invest. And

how the release of the Prudent Investor Standard provides broader investment options. For registration and information [click here](#). Need help? Call us at 416.971.9856 x351.

LAS

LAS Blog: Natural gas pricing has been announced for the 2019-2020 period. [Check out the LAS Blog](#) for full details.

If your municipality allows for cooperative purchasing, then why not explore LAS' [Municipal Group Buying Program](#). Join the growing number who get preferred pricing on everything from pens to fire trucks! Contact [Ainsley](#) or [Tanner](#) to learn more!

The Centre for Climate Change Management at Mohawk College is partnering with LAS/Stephen Dixon to offer a 3-day energy efficiency workshop for the BPS on Nov 5, 6 and 7. Learn how to build and apply fundamental energy management concepts in a work environment. [Register today](#) to attend one or more days!

Municipal Wire*

The County of Lennox & Addington [resolution](#) supports the Mayors & Reeves in the surrounding areas, to insist that the IJC Plan 2014 be altered to lower Lake Ontario and tributary levels to a point where flooding is eliminated.

Careers

[Chief Administrative Officer - Town of Goderich](#). Application Deadline: 4:00 p.m., November 5, 2019. To learn more about this leadership opportunity, please visit [Goderich Career Opportunities](#). Please email a cover letter and resume in one PDF document to goderichinfo@goderich.ca or, mail or drop off to the following address: Town of Goderich – Attention: Human Resources, 57 West St., Goderich, Ontario N7A 2K5. Phone: 519.524.8344.

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October 31, 2019

In This Issue

- Listen to new episode of AMO ON Topic podcast.
- 2020 Youth Fellows Program - Deadline for applications is November 1.
- Municipal health and safety compliance.
- Save 15% off Deluxe Canada products.
- 2020 ROMA Conference Municipal Delegations site is now available.
- ONE Investment fall workshops - Upcoming in Peterborough & Brockville.
- LAS Blog: Trick or Treat? Weathering Spooky Markets.
- Careers with Town of Perth and The Blue Mountains Attainable Housing Corporation.

AMO Matters

Listen now: AMO Executive Director Brian Rosborough chats about his approach to the role, municipal priorities for the 2020 Budget, and more. Listen wherever you get your podcasts, or [stream here](#).

As part of AMO's [Youth Engagement Strategy](#), this fellowship provides three young people the opportunity to connect with the Board, learn more about municipal government and policy, and receive mentorship. Closing date is November 1 - [apply today!](#)

4S offers training, support, and a digital management platform to ensure municipal governments comply with occupational health and safety requirements. Reach out to 4S, AMO's partner for health and safety management, for [more information](#) on how they can support your health and safety program for 2020 and beyond.

Enter promotion code 63647 when ordering and save 15% on [Deluxe Canada products](#) including customizable forms, cheques, print marketing, promo & apparel, and more. This continues AMO's member discount with the company formerly known as NEBS.

Eye on Events

The Municipal Delegation Request Form for the ROMA 2020 Annual Conference, January 19-21, is now available. Information about delegations and a link to the form are available on the [MMAH website](#). The deadline to submit requests to the Ministry is Monday, December 2, 2019.

ONE Investment workshops: Learn What, Why and How of investing in the municipal sector. What are the different investment options available to your municipality? Why municipalities need to invest. And how the release of the Prudent Investor Standard provides broader investment options. For registration and information [click here](#). Need help? Call us at 416.971.9856 x351.

LAS

LAS Blog: Scary things can happen to investments but don't get spooked! [Check out the LAS blog](#) to learn how to survive the scary season with your finances intact.

Careers

[Chief Administrative Officer - Town of Perth](#). Applicants are invited to submit covering letters and resumes no later than Friday, November 15, 2019 at 12:00 noon to the attention of CAO Selection Committee, via e-mail: clerk@perth.ca. Please place "CAO Application" in the subject line of your email.

Executive Director - The Blue Mountains Attainable Housing Corporation (BMAHC). Employment Term: 24 month contract (35 hours per week). A detailed job description and instructions on how to apply are available on the Town of The Blue Mountain's website, under Town Hall - Employment Opportunities. Information about The Blue Mountains Attainable Housing Corporation can be found here.

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Memo

To: Mayor and Council

From: Tina Merner, Deputy Clerk

Subject: Updated Records Retention By-law
Records Management Policy
Electronic Signature Policy

Date: November 5, 2019

PURPOSE:

The purpose of this report is to present an updated Records Retention Bylaw and implement a Records Management Policy and Electronic Signature Policy.

BACKGROUND:

Recently council authorized staff to proceed with the implementation of the document management software program, Laserfiche. Laserfiche is an electronic management program that will enable the municipality to save time and money by efficiently organizing documents and information electronically. As part of this process a review and update of our Records Retention Bylaw is necessary as well as policies in place for records management and electronic signatures.

ANALYSIS:

The County of Middlesex Information Technology department has purchased the Laserfiche software and will serve as the host for lower-tier municipalities. Staff has been attending working group meetings with the County of Middlesex and other lower-tier municipalities in Middlesex to share and work together for best practices in introduction and initial set-up of the software. It was recommended that the repository section of Laserfiche be setup following the TOMRMS (The Ontario Municipal Records Management System), which the County has completed. The structure of this municipal classification system has been added to our updated Records Retention Bylaw. In conjunction with the Records Retention Bylaw a Records Management Policy was suggested as well as an Electronic Signature Policy. Examples of these

policies were provided by the Municipality of Thames Centre who has been using the Laserfiche program for approximately 10 years now.

RECOMMENDATION:

It is recommended that:

1. The updated Records Retention Schedule be adopted by by-law #56-2019;
2. Records Management Policy No. 102-01-2019 be adopted;
3. Electronic Signature Policy No. 102-02-2019 be adopted.

Tina Merner

Tina Merner
Deputy Clerk



Policy: Records Management Policy
Category: Corporate
Policy Number: 102-01-2019
Effective Date: November 5, 2019
Revised Date:

Records Management Policy

Purpose:

The purpose of this policy is to outline provisions for the management and retention of all municipal records and to establish a standard of practice for the appropriate records management techniques of all imaged records with respect to the creation, use, maintenance, retrieval, storage and disposition of records within the municipality in accordance with legislation and to verify the trustworthiness and authenticity of all imaged records.

The records of The Corporation of the Township of Lucan Biddulph are valuable corporate assets created and retained to support effective decision making, meet operations requirements, protect legal, fiscal, and other interests of the Municipality and to adhere to the requirements of the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act*.

The Retention Schedule establishes a classification and schedule of retention periods for all the records of the Township of Lucan Biddulph, regardless of the format and medium, from their creation to their destruction or their transfer to the archives.

Records stored on an electronic records system shall be treated no differently than records stored on any other medium. Where appropriate, procedural controls will be established and followed to protect the reliability, integrity, authenticity and confidentiality of the electronic records and digital imaging system.

Proof and reliability of imaged or electronic records are established by showing:

- that a record is made in the normal and ordinary course of business;
- the circumstances of making the record; and
- the integrity of both the electronic record(s) and the electronic records system.

Scope:

This policy governs expectations for all municipal employees in roles responsible for records management during the course of their duties at the municipality.

Objectives:

Records Management directs and supports effective and efficient management of information, from planning and systems development to disposal and/or long-term preservation. It is recognized that the proper management of our information assets is an essential aspect of efficient, transparent and accountable government.

The Township of Lucan Biddulph acknowledges that information is one of our most valuable resources and vital assets and that it is an essential component for effective decision making. The availability of accurate, reliable information to decision makers supports the delivery of programs and services, thus enabling departments to be more responsive and accountable.

The management of our municipal records will be guided by a commitment to the following principles:

- a) Accuracy: Municipal Records must accurately reflect the function or activity that they document.
- b) Accessibility: Municipal Records must be readily available when needed, in an accessible format upon request.
- c) Authenticity: It must be possible to prove that Municipal Records are what they claim to be, who created them, and when.
- d) Completeness: Municipal Records must be sufficient in content, context and structure to reconstruct the relevant function or activities that they document.
- e) Compliance: Municipal Records must comply with information management requirements resulting from legislation.
- f) Comprehensiveness: Municipal Records must document the complete range of the Municipality's functions and activities.
- g) Effectiveness: Municipal Records must be maintained for specific purposes and the information contained in them must meet those purposes.
- h) Security: Municipal Records must be securely and confidentially maintained to

prevent unauthorized access, alteration, damage or removal. They must be stored in a secure environment and the degree of security must reflect the sensitivity and importance of its contents.

1. DEFINITIONS

Archival Record means records that are deemed to have historical value to the Municipality, justifying their preservation in archives.

Authentic (in evidentiary proceedings) means the genuineness of a record and the validity or authority of its authorship. It requires proof that a record is what it purports to be.

Classification Code means the reference number for each records series, based on the corporate records classification system (TOMRMS).

Clerk means the Clerk of the Corporation of the Township of Lucan Biddulph.

Disposition/Dispose means records that have reached the end of their total retention period to be either archived or destroyed.

Duplicate means a record that is a copy of an Official Record.

Electronic Records Management System (ERMS) means the Municipality's system for creating and retaining reliable, accurate and unaltered digital and imaged records in secure storage, and for disposition of such records in accordance with this policy.

Inactive Record means paper records no longer referenced on a regular basis and stored in a less accessible place.

Integrity (of records) means the reliability and trustworthiness of records and the ERMS to produce reliable and trustworthy copies and duplicates of electronically stored records.

Municipality means The Corporation of the Township of Lucan Biddulph.

Official Record means the version of a municipal record deemed as the master record that documents the municipality's decisions and decision making, policies, procedures, services, operations, etc.

Original means the definition given under Section 12(1) of the Electronic Commerce Act, 2000, and provides that a legal requirement to retain a document that is originally created, sent or received in written form is satisfied by the retention of an electronic document if:

- a) Document is in a format that accurately represents the information contained in a written document; and

- b) The information in the electronic document will be accessible so as to be useable for subsequent reference by any person who is entitled to have access to the written document or who is authorized to require its production.

Personal Information means recorded information about an identifiable individual, including:

- information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
- information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- any identifying number, symbol or other particular assigned to the individual including the address, telephone number, fingerprints or blood type of the individual;
- the personal opinions or views of the individual except where they relate to another individual;
- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;
- the views or opinions of another individual about the individual; and
- the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Personal information does not include the name, title, business address or business telephone number of an employee

Permanent means a record that is preserved and/or never destroyed or removed from the Official Records keeping system.

Record means any recorded information, however recorded, whether in printed form, on film, by electronic means or otherwise, including correspondence, memoranda, plans, maps, architectural drawings, photographs, film, email, video tapes, reports, personnel records and any other documentary material regardless of physical form or characteristics, and including "Official Records" and "Transitory Records".

Record Series means group of records that relate to a particular function or operation, that are filed together, and need to be retained for the same period of time.

Records System means the system that is officially recognized by the Municipality for the recording, storage and management of Official Records one part of which is the ERMS. The record repository for the Municipality is the Electronic Records Management System (ERMS).

Responsible Department means the column heading in the retention schedule that identifies the department with the primary responsibility for retaining/maintaining the Official Record.

Retention Period means the period of time during which records must be kept before Official Records may be disposed of in accordance with the current Records Retention By-law.

Retention Schedule means the period of time during which records must be kept before they may be disposed of, and serves as the legal authorization for the disposal of the municipality's records.

Signing Authority means the Department Head of the responsible department, or his/her designate.

Superseded means the record shall be retained until such time as they have been replaced with more current information.

TOMRMS means The Ontario Municipal Records Management System which is the Municipality's standardized file classification system.

Transitory/Temporary Record means a record of limited usefulness and can be destroyed immediately or when no longer needed. A transitory/temporary record:

- a) is of limited usefulness, created or received by staff in carrying out their activities;
- b) has no value beyond an immediate and minor action and is not required to meet statutory, legal or fiscal obligations;
- c) is often created in preparation of a subsequent Official Record (e.g. a draft of a completed report);
- d) does not provide evidence of decision-making or work related operations (including transactions, activities, etc.);
- e) includes a draft, copy, personal email, publication, telephone directory, catalogue, pamphlet or periodical that does not form part of any record.

Vital Record means a record that is essential to the continuation or resumption of municipal business in the event of a disaster. A vital record allows the Municipality to continue to fulfill its obligation to taxpayers, employees, other levels of government and outside interested parties.

2. RATIONALE AND LEGISLATIVE AUTHORITY

The Municipal Act, 2001, as amended, provides that a record of a municipality may be destroyed if a retention period for the record has been established and the retention period has expired; or the record is a copy of the original record. The Municipality may establish retention periods during which the records of the municipality and local boards of the Municipality must be retained and preserved.

The Electronic Commerce Act, 2000, states that a legal requirement that an original document be provided, retained or examined is satisfied by the provision, retention or examination of an electronic document if:

- a) there exists a reliable assurance as to the integrity of the information contained in the electronic document from the time the document to be provided, retained or examined was first created in its final form, whether as a written document or as an electronic document; and
- b) in a case where the original document is to be provided to a person, the electronic document that is provided is accessible by the person so as to be usable for subsequent reference and capable of being retained by the person.

To ensure that The Corporation of the Township of Lucan Biddulph is meeting this legislated requirement, it is necessary to establish a standardized policy and practice regarding the application of the Records Retention Program.

3. APPLICATION

The retention provisions described in this policy apply to all records created, received or maintained by employees of the Township of Lucan Biddulph in the course of carrying out their corporate duties, regardless of the medium or format. Retention provisions are based upon the informational content of the record.

4. GENERAL PRINCIPLES

The following principles shall govern the destruction of records:

- a) No Official Record shall be destroyed unless first classified according to the current records classification system;
- b) No Official Record shall be destroyed unless the retention period for that record has expired or the record is a duplicate;
- c) All Official Records shall be destroyed in a manner that preserves the confidentiality of any information contained in such records;

- d) No Official Record shall be destroyed without the appropriate authorization as determined by this policy; and
- e) Any Official Records pertaining to pending/actual litigation, an investigation, or a request under privacy legislation shall not be destroyed until such records are no longer required for this purpose.

All records from outside sources should be requested in an electronic form whenever possible.

Official Records

Official Records are retained in the Municipality's Electronic Records Management System and shall be retained in accordance with the Municipality's Record Retention By-law.

The following Instant Messaging applications are not record keeping systems and should **NOT** be relied upon to be the sole documentation of key decisions. Instant messaging applications include, but are not limited to:

- Text messaging,
- LinkedIn, Twitter, Facebook, iMessage, etc.

If communicating key decisions, based on role and delegated authority, via instant messaging, you must save the decisions as Official Records in the Electronic Records Management System (ERMS).

Alternatively, and preferably, the decision should be documented by email, memo or meeting minutes to ensure that it is saved to the ERMS.

See Schedule "A" for Email Record Decision Tree.

Records System

The following are informal methods of communication and do not constitute acceptable storage mediums for the Municipality's Official Records:

- Voice mail system
- Email system (Microsoft outlook, etc.)
- Local, personal and shared directories of the Municipality's computer and network system, as well as, CDs, zip drives, DVDs and other removable media
- SharePoint sites, etc.

Website

The content found on the Municipality's website and any related Social Media applications is largely Transitory/Temporary. Transitory/Temporary material of limited reference value including general postings and comments will only be retained until after the administrative reference value has been served.

5. ROLES AND RESPONSIBILITIES

Managing records is the responsibility of *each and every staff member* who receives, accesses, or creates records in the course of their business day. Municipal employees are expected to manage the records created, received and controlled within their department, regardless of format, in good operational order and in accordance with the approved file classification.

Clerk's Department

- Acts as Head for the purpose of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Responsible for administering the records management program (lifecycle management of records, the records classification scheme, Records Retention By-law, records storage and maintaining archives).
- As the designated "Official Records Keeper" under the *Municipal Act*, the Clerk or his/her designate is responsible for keeping a copy of all disposal reports on a permanent basis and for authorizing the establishment of retention schedule updates, changes, etc.

Municipal Staff

- Understand and apply this Policy.
- Dispose of transitory/temporary records in a timely fashion. If staff are finished with a temporary record and there is no requirement to keep it, delete it. Failing to do so creates clutter, makes the important information harder to find.
- Identify all Official Records. Classify them. File them in ERMS.
- Not to keep Official Records in shared drives (e.g. Outlook, Network Drive). These tools should be used for transitory/temporary records only.
- If there are changes to Municipal business, and staff require new sub folders within the classification in the Records Retention Schedule, let the Clerk's Department know so that they can assist.

Managers/Directors

- Make sure your staff know and comply with this Policy; including providing records management training opportunities.
- Ensure your department procedures include appropriate plans and resources to capture

and classify all Official Records. Call on Clerk's Department if you require assistance.

- Some classifications are restricted or contain personal information, and require extra attention. Managers are asked to work with Clerk's Department on creating appropriate procedures to ensure these files are safeguarded.
- When records are up for disposal under the Records Retention By-law and require your authorization, respond within timeline requested.
- If there are changes in legislation, guidelines, or in your business process that affect the length of time a record needs to be kept, let Clerk's Department know. They can change the retention of a particular classification. Retention of Classification Codes can only be extended and not reduced.

7. RECORDS OWNERSHIP

All records received or created during the course of employment with the Municipality belong to the Municipality.

Employees leaving their positions with the Municipality shall leave all records for their successors. This applies to both temporary and permanent departures, including transfers within the organization.

8. ORGANIZATION

The Municipality will organize records according to the Municipality's approved records classification system (TOMRMS) which is based on the Municipality's business activities.

9. IMPLEMENTATION

The Clerk or his/her designate shall undertake an annual review to ensure legal compliance.

As part of the regular process for the disposal of records and prior to any destruction of records, such destruction shall be authorized in writing by the appropriate Department Head. Such authorization shall note the classification code, name of the record, date of record, subject of the record, number of pages, destruction date and shall identify the Records Retention Schedule under which the disposal was authorized.

Upon the Clerk or his/her designate being satisfied that the retention period as set out in the appropriate schedule has expired and disposal has been properly authorized by the department, he/she or their designate shall then:

- a) order the record(s) to be destroyed, in a manner which complies with the Municipal Freedom of Information and Protection of Privacy Act, 1990; or

- b) set aside the record(s) for a longer term, permanent retention or as an archival record.
- c) Transitory/Temporary records do not require formal approval for destruction.
- d) If information is added to a copy record, it is considered an original document and should be retained for the same time period as the original record.
- e) A physical record may be destroyed if the electronic record has been deemed the Official Record and is located in the Electronic Records Management System (ERMS).

10. ACCOUNTABILITY

The Municipality recognizes the importance of accountability and transparency to be responsive to the needs of the community while maintaining privacy and confidentiality on matters of security and sensitivity. Employees shall be held accountable for the management and use of information and resources in their custody or control. In order to ensure compliance, appropriate procedures and training materials will be delivered to employees as they are developed.

11. RECORDS STORAGE - PHYSICAL RECORDS

Physical records, if any, will be stored in a manner that:

- a) prevents loss through misplacement, deterioration, accidental destruction, theft;
- b) prevents unauthorized or inappropriate access; and
- c) ensures the reliability, accuracy and authenticity to support the weight of electronic records in legal proceedings.

12. PROCEDURES FOR THE DESTRUCTION OF RECORDS

Where a record may be destroyed after its retention period has expired under the current Records Retention By-law, the following procedure shall apply in January of each year:

- a) The Clerk or his/her designate shall notify the appropriate signing authority in writing of the scheduled destruction of the record, including list of records to be destroyed and the scheduled destruction date;
- b) The signing authority shall notify the Clerk or his/her designate in writing, before the

scheduled destruction date, whether any of the records need a classification code change or need to be retained past the scheduled destruction date, indicating how long, and the reason why it is necessary;

- c) If no such extension of retention is deemed necessary by the signing authority, he/she shall sign the prescribed form to consent to the destruction of the records. The Clerk or his/her designate shall retain the signed consent form.

All approved department destructions are collected and Clerk's staff will arrange for destruction.

13. SUSPENSION OF POLICY

In the event of a notice of a potential litigation, claim, audit or investigation for which the Municipality may have relevant records, the suspension of this policy shall come into effect for all records applicable to the issue.

Suspension shall be initiated before the expiration of a retention period and will be in effect until the completion of the action or until the expiration of the retention period, whichever is later.

REFERENCES

Municipal Act, 2001

Municipal Freedom of Information and Protection of Privacy Act

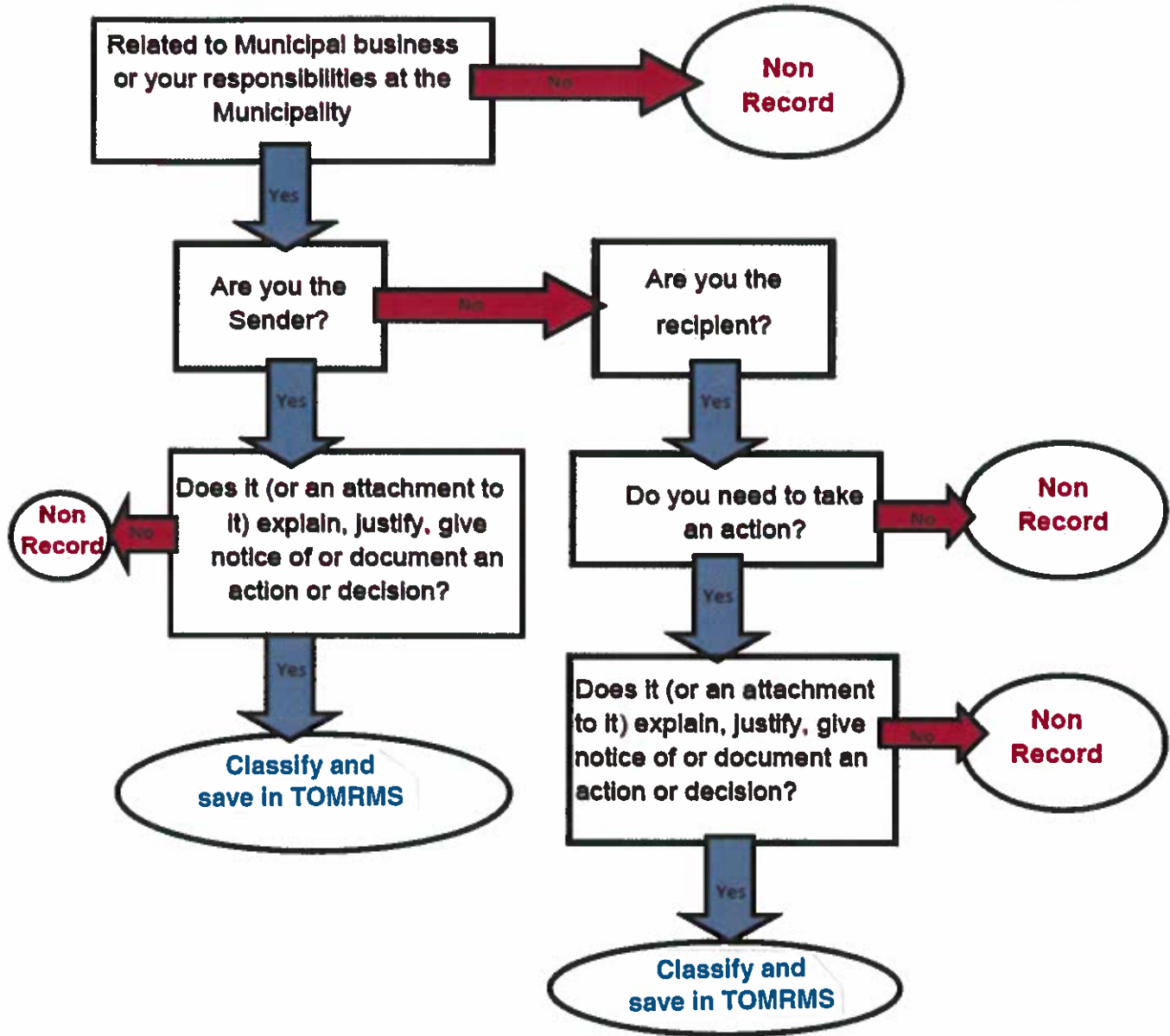
Electronic Commerce Act, 2000

The Ontario Municipal Records Management System (TOMRMS)

CAN/CGSB 72.34-2017 Electronic records as documentary evidence

Mayor

CAO/Clerk

SCHEDULE "A"**EMAIL RECORD DECISION TREE - *How to decide if email is a record***

Internally sent emails, it is the sender's responsibility to decide if the message is considered a corporate record and to make sure that these messages are saved in the Electronic Records Management System. This is because there is only one sender but there may be many recipients.

Externally sent emails are the receiver's responsibility to save in the Electronic Records Management System. Any unnecessary, transitory or copy email should be deleted.

When emails are considered transitory (not an official record) they are not subject to the provisions of the MFIPPA but subject to rules of e-discovery in the event of litigation and may be used as evidence for legal purposes.

Use the above decision model to determine which emails are records subject to retention. All other emails should be deleted in a timely fashion and on a routine basis daily or weekly.



Policy: Electronic Signature Policy
Category: Corporate
Policy Number: 102-02-2019
Effective Date: November 5, 2019
Revised Date:

ELECTRONIC SIGNATURE POLICY

1. POLICY STATEMENT:

- 1.1. This policy identifies the requirements for the use of electronic signatures (hereafter e-signatures) in conducting municipal business in support of the administration of the municipality's operations.
- 1.2. Under this policy the Municipality permits the use of e-signatures to conduct certain municipal transactions that previously required handwritten signatures and approvals on paper documents.
- 1.3. The Township of Lucan Biddulph is committed to streamlining services in order to continue to provide efficiencies and excellent customer service.

2. SCOPE:

- 2.1. This policy shall apply to all individuals affiliated with the Municipality. This policy may require municipal staff to conduct municipal transactions electronically and to formally acknowledge their agreement to municipal transactions in which they are parties by affixing an e-signature.
- 2.2. This policy applies to all electronic documents created that require a signature.
- 2.3. All electronic submissions received are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

3. PURPOSE:

- 3.1. To provide guidance on when electronic submissions are considered official and acceptable by the Township of Lucan Biddulph.

- 3.2. To expedite workflow processes, reduce recordkeeping requirements and improve customer service.

4. DEFINITIONS:

- 4.1. **Electronic Document** means a document created by municipal employees in digital form, including, but not limited to minutes, by-laws, agreements, contracts, letters, etc.
- 4.2. **Electronic Submission** means a document submitted through electronic means including but not limited to email, web form, facsimile, external device (i.e. compact disc, hard disk, USB flash drive).
- 4.3. **Electronic Record** means a record of information that is created, generated, sent, communicated, received or stored by electronic means.
- 4.4. **Electronic Signature (e-signature)** means electronic information that a person creates or adopts or a manner prescribed by the Municipality to signify that person's approval, submission, or authorship of, or consent or agreement to the terms of an electronic document, electronic submission, or electronic record.
- 4.5. **Municipality** means the Corporation of the Township of Lucan Biddulph.

5. APPLICATION:

- 5.1. This policy does not limit the Municipality's right or option to conduct a Municipal transaction on paper or in non-electronic form, nor affect the Municipality's right or obligation to permit or require documents to be provided or made available on paper when permitted.
- 5.2. The placement of electronic signatures on electronic documents is authorized.
- 5.3. Municipal employees may, at their sole discretion, accept the electronic submission of documents bearing electronic signatures as an official record.
- 5.4. The manner in which electronic submissions bearing electronic signatures are received must be reliable for the purpose of identifying the person and shall be accepted or declined at the sole discretion of the responsible municipal employee.
- 5.5. No individual, through the transmission of an electronic submission bearing an electronic signature shall represent themselves in a way that is false or misleading. Where a municipal employee believes that a misrepresentation has occurred, the submission shall not be accepted.

- 5.6. No routine acknowledgement of receipt from the Municipality is required in conjunction with an electronic submission. It is the sole responsibility of the person transmitting an electronic submission to ensure that the submission has been received.
- 5.7. The final version of a document requiring the seal of the municipality shall be deemed to have been sealed if the document is signed in accordance with this policy.
- 5.8. The assignment of appropriate records retention and disposition of electronic documents and electronic submissions shall be managed in accordance with the Municipality's policies, procedures, by-laws, etc. in force and effect, including the Municipality's Records Management Policy.
- 5.9. Payment for electronic submissions, if applicable, is only available in person (by cheque, cash, debit or money order) at the Municipal Office, by mail or in a manner specified by the Municipality.
- 5.10. Individuals who falsify electronic records, electronic transactions or e-signatures are subject to disciplinary action, up to and including termination of employment and criminal prosecution. Individuals are required to report any suspect or fraudulent activities immediately to any manager or supervisor in the individual's department.
- 5.11. It is not the intent of this policy to eliminate all risk, but rather to provide a process for undertaking an appropriate analysis prior to approving the use of e-signatures or electronic records where an electronic record will be required in place of handwritten documents.

6. DELEGATED AUTHORITY:

- 6.1. The Clerk shall undertake periodic reviews of the Electronic Signature Policy.

7. IMPLEMENTATION:

- 7.1. This policy shall take effect immediately upon approval by the Municipal Council.

Mayor

CAO/Clerk



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

November 1, 2019

REPORT

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

FROM: Marc Bancroft, Senior Planner

RE: Request to Remove a Holding ("H") Symbol (ZBA 8/2019)
Kyle and Lyndsay Lawrence
159 Kent Avenue, Lucan

Purpose:

The applicants are requesting the removal of the holding (H) symbol from the zoning of the subject property to allow for the construction of a single detached dwelling.

Background (refer to Key Map):

The subject property is a vacant lot having an area of approximately 905.55 m² (0.22 ac) located on the south side of Kent Avenue and west of Beech Street in the village of Lucan. The lands are designated Residential under the Official Plan and zoned Residential First Density – Holding (R1-H).

This property was subject to Application for Consent B-14/2017 approved by the Township's Committee of Adjustment on October 16, 2017 and subject to conditions. All conditions of the consent were satisfied with the Certificate of Consent issued effectively creating the lot.

Analysis:

The prerequisite for the removal of the holding (H) symbol is that the lot be connected to full services. This has been satisfied as municipal services are in place and operational. The removal of holding would be consistent with the Provincial Policy Statement, the County of Middlesex Official Plan and the Township of Lucan Biddulph Official Plan. The holding (H) symbol would remain on the zoning of the abutting properties to the east and west until such time that an application is made to request the removal of the holding (H) symbol.

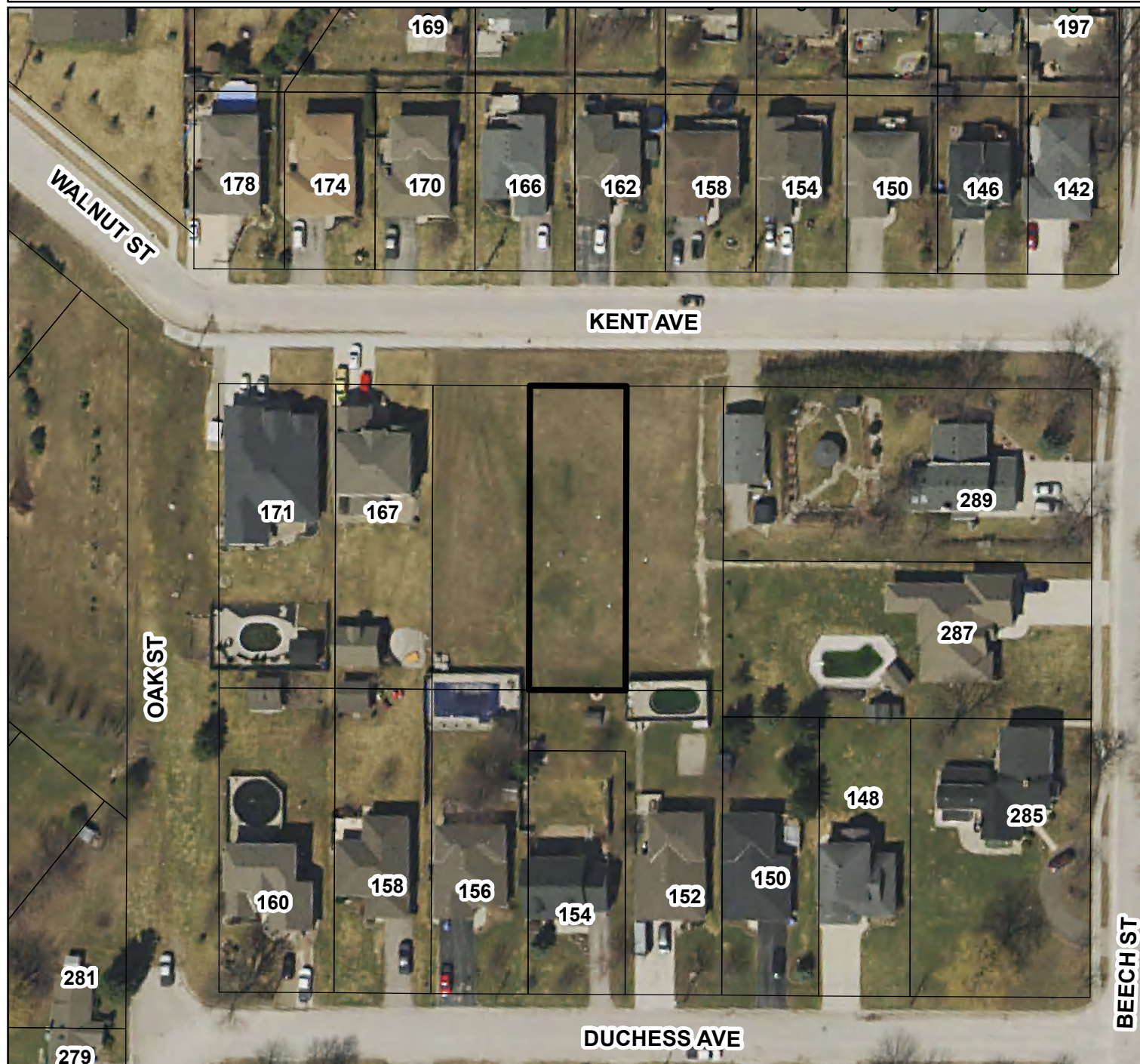
Recommendation:

THAT the request to remove the holding (H) symbol by Kyle and Lyndsay Lawrence to allow for the construction of a single detached dwelling be granted and that the implementing By-law be passed.

NOTICE OF INTENTION TO REMOVE THE HOLDING (H) SYMBOL



Kyle and Lyndsay Lawrence

Plan 220, Part Lot 60 RP33R16829 Part 4
(geographic Village of Lucan)**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
October 2019**SUBJECT LANDS**1:1,000
0 6 12 18 24 MetresORTHOPHOTOGRAPHY: 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
RESOLUTION**

DATE: November 5, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the regular council meeting minutes of October 15, 2019, be approved as circulated/amended.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: November 5, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

WHEREAS agriculture is the second largest industry in Ontario, contributing \$13.7 billion annually to Ontario's GDP and is essential for putting food on the tables of millions of people here and around the world;

AND WHEREAS in recent months there has been a steady increase in harassment of farmers and livestock transporters by activists opposed to animal agriculture and the consumption of animals;

AND WHEREAS the protests have become blatantly illegal in nature with extremist groups trespassing onto private property, unlawfully entering into buildings and removing animals without fear of prosecution and even promoting and publishing their crimes on social media;

AND WHEREAS maintaining proper biosecurity is essential to ensure the health and well-being of the animals cared for on these agricultural operations;

AND WHEREAS the recent attacks on farmers' homes and businesses have resulted in no criminal charges laid, leaving farmers feeling unprotected by the Ontario legal system and afraid for the welfare of themselves, their families, their employees and the animals they care for;

NOW THEREFORE BE IT RESOLVED THAT the Council for the Corporation of the Township of Lucan Biddulph requests that Hon. Doug Downey work with his fellow MPP's and agricultural leaders to find a better way forward to ensure stronger enforcement of existing laws - or new legislation - to ensure the safety of Ontario's farm families, employees and animals;

AND BE IT FURTHER RESOLVED THAT this motion be circulated to Hon. Doug Downey, Ministry of the Attorney General, Hon. Doug Ford, Premier of Ontario, Hon. Sylvia Jones, Solicitor General and Hon. Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs and all Municipalities in the Province of Ontario, AMO, and ROMA.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: November 5, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph adopt the following corporate policies:

- Policy No. 102-01-2019 (Records Management Policy)
- Policy No. 102-02-2019 (Electronic Signature Policy)

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: November 5, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

- 56-2019 Temporary Road Closure By-law (Santa Claus Parade)
- 57-2019 Appointment By-law (Committee)
- 58-2019 Records Retention By-law
- 206-2019 Removal of H Symbol By-law (Lawrence)
- 59-2019 Confirming By-law

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: November 5, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR

Township of Lucan Biddulph

BY-LAW NO. 56-2019

**Being a by-law for the Temporary Closing of Main Street
and Saintsbury Line, Lucan**

WHEREAS the Lucan Santa Claus parade is scheduled for Saturday December 7th, 2018;

AND WHEREAS the Council of the Township of Lucan Biddulph is agreeable to and deems it advisable to temporarily stop traffic up the Main Street of Lucan for the purposes of the annual Santa Claus parade;

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

1. That Main Street of Lucan, from Saintsbury Line to Chestnut Street, be temporarily closed to allow for a Santa Claus parade. Such street shall be temporarily closed from 6:00 p.m. to 7:30 p.m. with an appropriate detour route for vehicular traffic to continue while the parade is in motion.
2. That Saintsbury Line from Main Street south to Elginfield Road be temporarily closed to allow for the floats to set up for the parade as well. Such street shall be temporarily closed from 4:30 p.m. to 6:30 p.m.
3. Public Works personnel are hereby authorized to erect such barricades as are necessary to indicate detour routing.
4. That By-law No. 51-2019 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this 5th day of November, 2019.

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 57-2019

Being a by-law to appoint various persons to Boards and Committees.

THE COUNCIL OF THE TOWNSHIP OF LUCAN BIDDULPH hereby enacts the following to appoint members to the various Committees and Boards from November 5th, 2019 to October 31st, 2022:

- | | | |
|-----|---|---|
| 1) | Committee of Adjustment | - All Council |
| 2) | Land Division Committee | - All Council |
| 3) | Lucan-Biddulph Fire Area
(2 Council; 1 Public) | - Mayor Cathy Burghardt-Jesson
- Councillor Daniel Regan
- Dave Goddard |
| 4) | Biddulph Blanshard Fire Bd.
(2 Lucan Biddulph Council,
2 South Perth Council and
1 Public)
Public Appointee | - Mayor Cathy Burghardt-Jesson
- Councillor Alex Westman
- Mayor Robert Wilhelm
- Councillor Sam Corriveau
- Norm Bilyea |
| 5) | Fence Viewers & Livestock
Evaluators (3) | - Mike O'Shea
- Public Works Manager – Jeff Little
- Vacant |
| 6) | Upper Thames River
Conservation Authority | - Councillor Alex Westman |
| 7) | Ausable-Bayfield
Conservation Authority | - Councillor Alex Westman |
| 8) | Bluewater Recycling | - Deputy Mayor Dave Manders |
| 9) | Lake Huron Water
Supply System | - Mayor Cathy Burghardt-Jesson
- (Alternate – Deputy Mayor – Dave Manders) |
| 10) | Community Emergency
Management Committee | - Mayor Cathy Burghardt-Jesson
- Deputy Mayor Dave Manders
- LB Fire Chief Ron DeBrouwer
- Fire Chief Steve Toews
- Public Works Manager, Jeff Little
- Facilities Manager, Paul Smith
- CAO/Clerk, Ron Reymer
- Kathryn Langendyk - Treasurer
- Deputy Clerk, Tina Merner
- OPP Representative
- County of Middlesex Rep. (EMS)
- Middlesex-London Health Unit Rep. Sean Bertleff
- Community Emergency Mgmt Coordinator, B. Weber |
| 11) | Lucan Biddulph Community Economic
Development Committee | - Mayor Cathy Burghardt-Jesson
- Councillor Peter Mastorakos
- Avery Greaves
- Debbie Baines
- Jackie Martens
- Teresa Burns
- Wes Hodgson
- Dan Forbes |

- 12)

Santa Claus Parade

- Kim Gooding

- Connie Richardson

- Meghan U'Ren
- 13)

Baconfest Committee

- Mayor Cathy Burghardt-Jesson

- Lisa deBoer

- Teresa Burns

- Jackie Martens

- Sheila Hodgins

- Kelly O'Connor

- Barb Tuxford

- Lisa Coddington

- Dean VanArenthals

- Anne Langendyk

- Clyde Walton

- Dave Gibbons
- 14)

Parks & Rec Committee

- Paul Smith

- Abby Vandermuren

- Councillor Daniel Regan

- Councillor Peter Mastorakos

- Colin Haskett

- Todd Bailey

- Jenny Marrinan

- Mark Nixon

- Wayne Hall

- Keith Salters

- Linda Barr

That By-law No. 03-2019 is hereby rescinded.

READ A FIRST, SECOND AND THIRD TIME THIS 5th DAY OF NOVEMBER, 2019.

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 58-2019

Being a by-law to establish a classification and schedule of retention periods for the records of the Township of Lucan Biddulph.

RECORDS RETENTION BY-LAW

WHEREAS Section 254 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that a municipality shall retain the records of the municipality and its local boards in a secure and accessible manner;

AND WHEREAS Section 255 of the Municipal Act, 2001, S.O. 2001, c. 25, provides that the Council of a Municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved;

AND WHEREAS a Municipality shall not destroy any of its records except in accordance with a by-law passed by the Municipality

NOW THEREFORE the Council of the Corporation of the Township of Lucan Biddulph **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** this by-law be referred to as the “Records Retention By-law”.
2. **THAT** authority for establishing and amending retention periods for the records of The Corporation of the Township of Lucan Biddulph shall be delegated to the Clerk or his/her designate.
4. **THAT** the Records Retention Schedule attached as Schedule “A” be adopted, noting that the Clerk is authorized to amend the schedule from time to time.
5. **THAT** By-law No. 13-2004 passed on the 1st day of March, 2004 be repealed.
6. **THAT** this By-law shall come into force and effect immediately upon the final passing thereof.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED
November 5, 2019.

MAYOR

CLERK

Township of Lucan Biddulph
Schedule “A” to By-law No. 58-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
A00	Administration – General	Originating	1
A01	Associations and Organizations	Originating	1
A02	Staff Committees and Meetings	Originating	4**
A03	Computer Systems and Architecture Information	Treasury	S+6
A04	Conferences and Seminars	Originating	1**
A05	Consultants	Originating	2**
A06	Inventory Control	Originating	6
A07	Office Equipment and Furniture	Originating	E E=Disposal of item
A08	Office Services	Originating	1
A09	Policies and Procedures	Originating	P**
A10	Records Management	Clerk's	S
A11	Records Disposition	Clerk's	P
A12	Telecommunications Systems	Originating	S
A13	Travel and Accommodation	Originating	1
A14	Uniforms and Clothing	Originating	S**
A15	Vendors and Suppliers	Originating	2
A16	Intergovernmental Relations	Originating	5**
A17	Accessibility of Records (F.O.I.)	Clerk's	2

Legend: **P** – Permanent; **S** – Superseded; **T** – Terminated; **C** – Current Year; **E** – Event
 ****** - Subject to Archival Selection
Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
A18	Security	Originating	5
A19	Facilities Construction and Renovations	Originating	E + 2** As built = until superseded E= Project finished
A20	Building and Property Maintenance	Originating	5 Setup tests and manuals = Equipment removed + 1 year
A21	Facilities Bookings	Originating	1
A22	Accessibility of Services	Clerk's	8
A23	Information Systems Production Activity & Control	Treasury	2
A24	Access Control & Passwords	Treasury	S
A25	Performance Management/Quality Assurance	CAO	S**

Legend: **P** – Permanent; **S** – Superseded; **T** – Terminated; **C** – Current Year; **E** – Event
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Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
C00	Council and By-Laws – General	Originating	1
C01	By-Laws	Clerk's	P**
C02	By-Laws - Other Municipalities	Clerk's	S
C03	Council Agenda	Clerk's	S+5
C04	Council Minutes	Clerk's	P**
C05	Council Committee Agenda	Clerk's	S
C06	Council Committee Minutes	Clerk's	P
C07	Elections	Clerk's	E+4 E= day action took effect or voting day Ballot = 120 days after voting or resolution of recount
C08	Goals and Objectives	Originating	S**
C09	Motions and Resolutions	Clerk's	P**
C10	Motions and Resolutions - Other Municipalities	Clerk's	S
C11	Reports to Council	Clerk's	P**
C12	Appointments to Boards and Committees	Clerk's	P**
C13	Accountability, Transparency & Governance	Clerk's	2

Legend: P – Permanent; S – Superseded; T – Terminated; C – Current Year; E – Event
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Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
D00	Development and Planning – General	Originating	1
D01	Demographic Studies	Planning	10**
D02	Economic Development	Planning	10**
D03	Environment Planning	Planning	E+5** E= expired or later of: date of offence or day evidence of offence first came to attention of person appointed under s. 5
D04	Residential Development	Planning	10**
D05	Natural Resources	Planning	5**
D06	Tourism Development	Planning	10**
D07	Condominium Plans	Planning	P
D08	Official Plans	Clerk's	P**
D09	Official Plan Amendment Applications	Planning	P
D10	Severances	Planning	P
D11	Site Plan Control	Planning	P
D12	Subdivision Plans	Planning	P
D13	Variances	Planning	P
D14	Zoning Applications	Planning	P
D15	Easements	Planning	E+6** E= Termination of right

Legend: P – Permanent; S – Superseded; T – Terminated; C – Current Year; E – Event
** - Subject to Archival Selection
Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
D16	Encroachments	Planning	E+6** E= Termination of right
D17	Annexation/ Amalgamation	Clerk's	P**
D18	Community Improvement Projects	Planning	E+6** E= Completion of project
D19	Municipal Addressing	Planning	S+10**
D20	Reference Plans	Planning	P
D21	Industrial/ Commercial Development	Planning	10**
D22	Digital Mapping	Planning	S
D23	Agricultural Development	Planning	10**
D24	Background Reports for Official Plan	Planning	E+5 E = Final decision
D25	Deeming Process	Planning	E+2 E= Final decision
D26	Development Charges Study	Planning	10**
D27	Part Lot Control	Planning	E+5 E= Final decision

Legend: P – Permanent; S – Superseded; T – Terminated; C – Current Year; E – Event
** - Subject to Archival Selection
Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
E00	Environmental Services	Originating	1
E01	Sanitary Sewers	Works	C+1 Specifications = permanent
E02	Storm Sewers	Works	C+1** Specifications = permanent
E03	Treatment Plants	Works	5 Specifications = permanent Plans= cease to apply + 2
E04	Trees	Works	5
E05	Air Quality Monitoring	Engineering	E+5** E= later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5
E06	Utilities	Works	5**
E07	Waste Management	Works	10 or cease to apply + 10** Annual landfill operations report and Hazardous waste sites records – depot ceases to operate +2
E08	Water Works	Works	15 Specifications =P

Legend: **P** – Permanent; **S** – Superseded; **T** – Terminated; **C** – Current Year; **E** – Event
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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
E09	Drains	Works	5** Specifications =P
E10	Pits and Quarries	Works	7 Specifications =P
E11	Nutrient Management	Works	5** or expiry of plan + 2 years
E12	Private Sewage Disposal Systems	Works	5** Specifications =P
E13	Water Monitoring	Engineering	E+15 E= created, approved or plan no longer in force
E14	Water Sampling	Engineering	E+15 E= created, approved or plan no longer in force
E15	Chemical Sampling of Water	Engineering	E+15 E = created, approved or plan no longer in force
E16	Backflow Prevention and Cross Connection Control	Engineering	15
E17	Energy Management		E+7 E= End of reporting period to which relates
E18	Natural Heritage		E+3 E= end of designated year

Legend: **P** – Permanent; **S** – Superseded; **T** – Terminated; **C** – Current Year; **E** – Event
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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
E19	Renewable Energy		E+15 E= created, approved or facility no longer in force
E20	Source Water Protection –		E+15 E = created, approved or plan no longer in force
E21	Ministry of the Environment (MOE) Environmental Compliance Approvals	Engineering	Cease to apply + 2 years

Legend: **P** – Permanent; **S** – Superseded; **T** – Terminated; **C** – Current Year; **E** – Event
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Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
F00	Finance and Accounting – General	Originating	7
F01	Accounts Payable	Treasury	E+7 E= provincial government year end
F02	Accounts Receivable	Treasury	E+7
F03	Audits	Treasury	7
F04	Banking	Treasury	7
F05	Budgets and Estimates	Treasury	7**
F06	Assets	Treasury	E+7** E= Disposal of asset
F07	Cheques	Treasury	7
F08	Debentures and Bonds	Treasury	E+7 E= Debentures surrendered for exchange/cancellation
F09	Employee and Council Expenses	Treasury	E+7 E= the end of the fiscal year
F10	Financial Statements	Treasury	P**
F11	Grants and Loans	Treasury	E+7 E= the end of the fiscal year
F12	Investments	Treasury	E+7 E = Closure of account

Legend: P – Permanent; S – Superseded; T – Terminated; C – Current Year; E – Event
** - Subject to Archival Selection
Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
F13	Journal Vouchers	Treasury	E+7 E = the end of the fiscal year
F14	Subsidiary Ledgers, Registers, and Journals	Treasury	E+7** E = the end of the fiscal year
F15	General Ledgers and Journals	Treasury	P
F16	Payroll	Treasury	E+7 E = End of fiscal year
F17	Purchase Orders and Requisitions	Treasury	E+7 E = End of fiscal year
F18	Quotations and Tenders	Treasury	7**
F19	Receipts	Treasury	7
F20	Reserve Funds	Treasury	7
F21	Revenues	Treasury	7 Mortgage related = 10
F22	Taxes and Records	Clerk's	P
F23	Write Offs	Treasury	7 Court services write-offs – 37 years
F24	Trust Funds	Originating	E+7 E= fiscal year or last day of residence

Legend: **P** – Permanent; **S** – Superseded; **T** – Terminated; **C** – Current Year; **E** – Event
 ** - Subject to Archival Selection
Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
F25	Security Deposit	Treasury	E+7 E= Closure of account
F26	Working Papers	Treasury	E+1 E = After completion of audit

Legend: **P** – Permanent; **S** – Superseded; **T** – Terminated; **C** – Current Year; **E** – Event
 ** - Subject to Archival Selection
Notes: All numbers in retention column refer to years unless otherwise specified

Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
H00	Human Resources – General	Originating	1
H01	Attendance and Scheduling	Personnel	3**
H02	Benefits	Personnel	S
H03	Employee Records	Personnel	E+3** E= date employee ceased to be employed by employer Drinking Water system training record – 5 years Long-term care home staff: E + 7 Firefighter employment terms = 25
H04	Health and Safety	Personnel	3
H05	Human Resource Planning	Personnel	1**
H06	Job Descriptions	Personnel	S**
H07	Labour Relations – Union	Personnel	E+10** E= Expiry of contract period
H08	Organization	Originating	S**
H09	Salary Planning	Personnel	5
H10	Pension Records	Personnel	E+7 E= Termination of employee/beneficiary

Legend: P – Permanent; S – Superseded; T – Terminated; C – Current Year; E – Event
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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
H11	Recruitment	Personnel	1** Job Postings – 5 Unsuccessful applicants - 1
H12	Training and Development	Personnel	E+2** E= Date when that particular course ceases to be offered
H13	Claims	Personnel	E+3 E= Resolution of claim Hazardous exposure claims = longer of 40 years or 20 years after last record made
H14	Grievances	Personnel	E+10 E= Resolution of claim
H15	Harassment And Violence	Personnel	E+3 E= Resolution of complaint
H16	Criminal Background Checks	Personnel	E+7 E= Date employee ceased to be employed by employer
H17	Employee Medical Records – Hazardous Materials	Personnel	E+40 or 20 years after last record of exposure

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
H18	Employee Medical Records	Personnel	E+3 E= When STD/LTD claims are resolved
H19	Disability Management	Personnel	E+5 E= Day issued or earlier as may be specified by Commission
H20	Confined Spaces	Personnel	E+1 and 2 most recent records retained

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
J00	Justice General	Originating	4
J01	Certificates of Offence (Part I)	Court Services	2
J02	Control Lists Information (Part III)	Court Services	6
J09	Disclosure	Court Service	6
J10	Certificates of Conviction (Part 2)	Court Services	6

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
L00	Legal Affairs – General	Originating	1
L01	Appeals and Hearings	Clerk's	P
L02	Claims Against the Municipality	Clerk's	E+1 E=Resolution of claim and all appeals
L03	Claims By the Municipality	Clerk's	E+1 E=Resolution of claim and all appeals
L04	Contracts and Agreements - Under By-Law	Clerk's	E+15** E = Act or omission on which claim is based took place 15 years from the end of contract if no claim
L05	Insurance Appraisals	Clerk's	E+15 E= After a new appraisal has been done
L06	Insurance Policies	Clerk's	E+15 E= Expiry of policy
L07	Land Acquisition and Sale	Clerk's	E+10** E=Property disposition
L08	Opinions and Briefs	Clerk's	S**
L09	Precedents	Clerk's	S**
L10	Federal Legislation	Originating	S
L11	Provincial Legislation	Originating	S

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
L12	Vital Statistics	Clerk's	P
L13	Prosecutions	Originating	E+7 E= Delivery of judgement
L14	Contracts and Agreements – Simple	Clerk's	E+2** E= Expiry of contract Long term care service providers = expiry + 7

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
M00	Media and Public Relations – General	Originating	1
M01	Advertising	Originating	1**
M02	Ceremonies and Events	Originating	5**
M03	Charitable Campaigns/Fund Raising	Originating	7
M04	Complaints, Commendations and Inquiries	Originating	5
M05	News Clippings	Originating	1**
M06	News Releases	Originating	1**
M07	Publications	Originating	S+3
M08	Speeches and Presentations - Internal	Originating	3**
M09	Visual Identity and Insignia	Clerk's	S+5**
M10	Website & Social Media Content	Originating	S
M11	Public Relations and Public Awareness Campaigns	Originating	5**

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
P00	Protection & Enforcement Services – General	Originating	1
P01	By-law Enforcement	Originating	6**
P02	Daily Occurrence Logs	Originating	5**
P03	Emergency Planning	Originating	Expiry of plan + 5 if Canadian Environment Protection Act Applies
P04	Hazardous Materials	Originating	S+5 7 years or tank removal + 7 years if Canadian Environment Protection Act Applies
P05	Incident/ Accident Reports - Public	Originating	E+1 and 2 most recent records retained E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file.
P06	Building and Structural Inspections	Building	E+2 for inspections, maintenance and testing related to the fire code
P07	Health Inspections	Public Health	S
P08	Investigations	Originating	10**
P09	Licences	Clerk's	E+2 E=Expiry of licence
P10	Building Permits	Building	P

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
P11	Permits, Other	Originating	E+2 E= Expiry of permit
P12	Warrants	Court Services, By-law Services	E+2 E= Execution of warrant Court services search warrants – 40 years
P13	Criminal Records	Court Services, By-law Services	E+5 E= Occurrence / investigation closed or disposition of charge
P14	Animal Control	Originating	E+2 E= Date animal was last in the pound
P15	Community Protection Programs	Originating	S+2**
P16	Emergency Services	Originating	S+2
P20	Prohibition Notices & Orders	Legal	15

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
R00	Recreation and Culture – General	Originating	1
R01	Heritage Preservation	Clerk's	E** E= Removal of designation
R02	Library Services	Clerk's	5
R03	Museum and Archival Services	Clerk's	1**
R04	Parks Management	Parks & Recreation	5** Playground equipment maintenance = P
R05	Recreational Facilities	Parks & Recreation	5 As built = until superseded
R06	Recreational Programming	Parks & Recreation	1**

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Dept.	Total Ret.
S00	Social and Health Care Services – General	Originating	1
S01	Children's Day Nursery Services	Comm Service	E+2 Water testing and reporting records = 6 years
S02	Elderly Assistance	Comm Service	7 Menus = 1 Fire drills =2
S08	Public Health	Public Health	5
S09	Cemetery Records	Clerk's	P** Transfer to archives if no longer managed

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
T00	Transportation – General	Originating	1
T01	Illumination	Works	E+6 E= Removal of the equipment Specifications = P
T02	Parking	Works	E+6 E= Closure of lot or space
T03	Public Transit	Works	E+1** E= Closure of route/shelter/stop
T04	Road Construction	Works	E+1** E= project finished Specifications = P
T05	Road Design and Planning	Works	E+1** E= project finished Specifications = P
T06	Road Maintenance	Works	E+1 E= project finished Specifications = P Road salt usage = 7 years if Canadian Environment Protection Act applies
T07	Signs and Signals	Works	E+1 E= Removal of sign/signal

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
T08	Traffic	Works	E+1** Event = project finished
T09	Roads and Lanes Closures	Works	E+1** Event = project finished
T10	Field Survey/Road Survey Books	Works	E+1 Event = project finished
T11	Bridges	Works	E+1 Event = project finished Specifications = P

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Township of Lucan Biddulph
Schedule “A” to By-law No. 56-2019
Records Retention Schedule

Date: November 2019

Class Code	Secondary Heading	Responsible Department	Total Retention
V00	Vehicles and Equipment – General	Originating	1
V01	Fleet Management	Originating	E+2 E = termination of lease Daily Inspection Logs = 6 months from last entry
V02	Mobile Equipment	Originating	E+1 E=Disposal of equipment
V03	Transportable Equipment	Originating	E+1 E = Disposal of equipment
V04	Protective Equipment	Originating	E+1 E = Disposal of equipment
V05	Ancillary Equipment	Originating	E+1 E= Disposal of equipment Set-up tests= until superseded

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TOWNSHIP OF LUCAN BIDDULPH

BY-LAW NO. 206-2019

BEING A BY-LAW TO AMEND THE TOWNSHIP OF

LUCAN BIDDULPH COMPREHENSIVE ZONING

BY-LAW NO. 100-2003

Kyle and Lyndsay Lawrence

159 Kent Avenue

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

AND WHEREAS this By-law is consistent with the Provincial Policy Statement, in conformity with the County of Middlesex Official Plan and in conformity with the Lucan Biddulph Official Plan;

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

- 1. THAT** Schedule "B", Map No. 8 to the Township of Lucan Biddulph Comprehensive Zoning By-law No. 100-2003 is hereby amended by changing from the Residential First Density – Holding (R1-H) Zone to the Residential First Density (R1) Zone those lands outlined in heavy solid lines and described as **R1** on Schedule "A" attached hereto and forming part of this By-law, legally described as Part of Lot 60, Plan 220 (geographic Village of Lucan) Township of Lucan Biddulph, in the County of Middlesex designated as Part 4 on Reference Plan 33R-16829.
- 2. THAT** this by-law comes into force and takes effect upon the day of passing in accordance with the provisions of Section 34 of the Planning Act, R.S.O 1990, c. P.13.

**READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED AND
READ A THIRD TIME AND PASSED THIS 5TH DAY OF NOVEMBER, 2019.**

MAYOR

CLERK

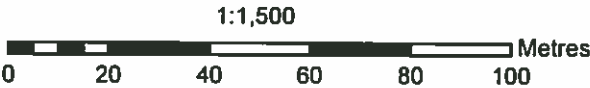
SCHEDULE "A"



Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. _____
PASSED THIS _____ DAY OF _____, 2019.



Township of Lucan Biddulph

BY-LAW NO. 59-2019

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

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

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

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Corporation of the Township of Lucan Biddulph at the November 5, 2019 meeting be confirmed and adopted by By-law.

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

1. That the action of the Council of the Corporation of the Township of Lucan Biddulph in respect of all motions and resolutions and all other action passed and taken by the Council of the Corporation of the Township of Lucan Biddulph, documents and transactions entered into during the November 5, 2019 meeting of Council, are hereby adopted and confirmed, as if the same were expressly included in this By-law.
2. That the Mayor and proper officials of The Corporation of the Township of Lucan Biddulph are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Lucan Biddulph during the said November 5, 2019 meeting referred to in Section 1 of this By-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Township of Lucan Biddulph to all documents referred to in said Section 1.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED
November 5, 2019.

MAYOR

CLERK