



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, SEPTEMBER 15, 2020 5:45 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

MEETING TO BE HELD ELECTRONICALLY. THE MEETING WILL BE AVAILABLE AS FOLLOWS AT 5:45 P.M. ON SEPTEMBER 15, 2020

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

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

The Municipal Conflict of Interest Act requires any member of Council declaring a pecuniary interest and the general nature thereof, where the interest of a member of Council has not been disclosed by reason of the member's absence from the meeting, to disclose the interest at the first open meeting attended by the member of Council and otherwise comply with the Act.
3. **Announcements**
4. **5:45 p.m. Delegations, Presentations & Petitions**

Mike DeVos, Spriet & Associates
[Hodgins Drain- Branch B 2020 - Report REV](#)
5. **6:00 p.m. Public Meetings**

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

 - a) Minor Variance Application A-2-2020
Colden Homes, Owner/Applicant
37 Hardy Court, Lucan, ON
[PL-12-2020 37 Hardy Court \(Colden Homes A-2-2020\)](#)

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

 - b) Zoning Amendment Application ZBA-11-2020 (Removal of Holding Symbol)
Questcapade Land Development, Applicant
Phase 3, Olde Clover Village Subdivision (Block 30, Plan 33M-759)
[PL-13-2020 - Removal of H Symbol \(Questcapade\) Olde Clover Phase 3](#)

- c) Application for Zoning By-law Amendment ZBA-8-2020 and Draft Plan of Subdivision Approval 39T-LB2001
1525020 Ontario Inc., Owner/Applicant
Dillon Consulting, Agent
Ausable Fields Subdivision (Lots 15 and 16, Part of Lot 14 of Plan 350, SLP Part Lot 4, Parts 2 and 3 of Reference Plan 33R4506, Part 1, and Lot 27, Part of Lots 28-30, Plan 350, Part 1 of Reference Plan 33R10096 in the Township of Lucan Biddulph)
[PL-14-2020 Ausable Fields Subdivision - ZBA-8-2020 and 39T-LB2001](#)

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

6. Delegations, Presentations & Petitions

Renee Hornick, OCWA

[Lucan WWTP Operations Report 2020 - 2nd Quarter](#)
[Granton WWTP Operations Report 2020 - 2nd Quarter](#)

7. Adoption of Minutes

[Sept 1 2020 Council Minutes](#)

8. Business Arising From the Minutes

[BA Sept 15 2020](#)

9. Correspondence

a) Balance of Communications:

- i) [OFMEM - Amendment to Ont Reg 380-04 under EMCPA](#)
- ii) [Support Resolution - Chatham-Kent - Emancipation Day](#)
- iii) [Support Resolution - City of Oshawa - Support for Cultural, Service and Sporting Clubs](#)
- iv) [Support Resolution - Town of Gore Bay - COVID-19 Funding Support](#)
- v) [ABCA Meeting Minutes, Agenda and GM's Report](#)
- vi) [AMO Watchfile - Sept 3](#) [AMO Watchfile - Sept 10](#)

10. Committee Reports

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

11. Staff Reports

a) CAO/Clerks Office

[HS-02-2020 - Health & Safety Policies and Procedures - update](#)

b) Building/By-law Enforcement

c) Finance

[FIN-11-2020 - COVID-19 Financial Impact Update #2](#)

d) Planning

e) Public Works

f) Parks & Recreation

[PR-11-2020 Facility Reopening Document](#)

g) Economic Development

12. Councillor's Comments

13. Changes to Budget

14. Closed Session

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

Section 239 (2) (a) – the security of property of the municipality or local board;

15. Notice of Motions

16. Motions and Accounts

[Accounts paid - August 2020](#)

[Motions - Sept 15 2020](#)

17. By-laws

[40-2020 Hodgins Drain Branch B 2020](#)

[41-2020 Animal Control By-Law](#)

[42-2020 Amendment to Procedural By-Law 30-2020](#)

[43-2020 Glavin Coating & Refinishing Site plan amendment](#)

[44-2020 Confirming](#)

[207-2020 Removal H Symbol \(Questcapade\)](#)

18. Adjournment

HODGINS DRAIN - BRANCH "B" 2020

Township of Lucan Biddulph



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS

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Our Job No. 219164

First submitted July 9, 2020
Resubmitted August 27, 2020

London, Ontario
First submitted July 9, 2020
Resubmitted August 27, 2020

HODGINS DRAIN - BRANCH "B" 2020

Township of Lucan Biddulph

To the Mayor and Council of
The Township of Lucan Biddulph

Mayor and Council:

We are pleased to present our report on the reconstruction of Branch "B" of the Hodgins Municipal Drain serving parts of Lots 22 to 24, Concessions 12 and 13, in the Township of Lucan Biddulph. The total watershed area contains approximately 47.1 hectares.

AUTHORIZATION

This report was prepared pursuant to Sections 4 and 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work on Branch "B" was initiated by a request signed by one of the affected landowners.

The work on Branch '1' was initiated by a petition signed by the owner whose lands contain over 60 percent of the area requiring drainage.

DRAINAGE AREA

The total watershed area for Branch '1' contains approximately 3.1 hectares. The area requiring drainage for Branch '1' is described as part of Lot 23, Concession 12.

HISTORY

The Hodgins Drain Branch "B" was originally constructed many years ago as an award ditch. It was incorporated as Branch "B" of the Hodgins Drain in a report by W.G. McGeorge, O.L.S dated September 24, 1945. The open portion extended from its outlet in the Hodgins Main Drain at the north limits of Lot 20, Concession 11, southeasterly across Breen Drive and a further distance of 285 meters into Lot 21, Concession 11.

The existing ditch was backfilled and replaced with a closed drainage system consisting of 600mm to 525mm diameter concrete tile and surface water swale, pursuant to a report by A.J. Devos, P. Eng., dated August 31, 1977. The closed drain was extended upstream with 525mm to 300mm concrete tile, to the west side of Granton Line (County Road No. 59) at the Granton Drain No. 1 outlet in the south part of Lot 23. This extension replaced the previous closed portion of Branch "B" of the Hodgins Drain.



HISTORY (cont'd)

The lower portion was most recently reconstructed pursuant to a report submitted by M.P. DeVos, P.Eng., dated May 17, 2002. This report twinned the existing tile from its outlet to the line between Lot 22 and Lot 23, Concession 12 with 450mm to 600mm tile.

EXISTING DRAINAGE CONDITIONS

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

- that the existing drainage systems are not functioning satisfactorily and requested that the remaining single tile portion be twinned to provide improved outlet capacity
- that we investigate a branch to go to the County Road
- that we provide an estimate for a 50mm design capacity above the standard 38mm design

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

- that the existing 1977 tile is undersized by today's standards but is in good working condition
- that the north-easterly portion of the watershed area in Lot 23, Concession 12 does not have proper sub-surface or surface drainage outlet
- the County of Middlesex constructed a storm drainage system on Granton Line through the Village of Granton during the reconstruction of Granton Line in 1992. The portion of the Granton Line north of Ann Street and the tributary Village roads were drained with two 300mm diameter storm sewers which outlet into the 300mm diameter agricultural tile at the head of Branch "B" of the Hodgins Drain. Accordingly, additional capacity is required in Branch "B" in order to properly accommodate the discharge from the Granton drainage system

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

- that the owners decided to go forward with the 50mm design at this time
- that prior to the Meeting to Consider the report, the owners of the residential property (Roll no. 40-095-01) requested that the proposed drain through their property be relocated to its southerly perimeter



DESIGN CRITERIA AND CONSIDERATIONS

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

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

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

RECOMMENDATIONS

We are therefore recommending the following:

- that a new 300mm to 750mm tile, to be known as Branch "B", be constructed adjacent and work in conjunction with the existing tile, including cross connections and related appurtenances, from the line between Lot 22 and Lot 23 to the Branch '1' junction and that it be replaced from there to the west side of County Road No. 59 in Granton
- that a new closed drain, to be known as Branch '1' of the Hodgins Drain, consisting of 200mm tile, including related appurtenances, be constructed to provide a proper surface and sub-surface drainage outlet
- that as requested by the owners of property 40-095-01, the proposed drain be located parallel and within 3 meters of their south property line to avoid trees and allow better use of their property
- that catchbasins be installed at various locations on the proposed drains to allow direct surface water entry into the tiles and thereby reduce surface flow and erosion

Due to the indications of poor soil conditions our design includes the wrapping of tile joints with geotextile and a contingency allowance for crushed stone bedding wrapped with geotextile where and if necessary. These areas are typically identified at the time of construction but may only become apparent after construction is completed. In this case, the extra costs for removal and reinstallation on stone bedding would be an extra to the project and if already billed become a supplementary billing.

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



RECOMMENDATIONS (cont'd)

reinstallation on stone bedding would be an extra to the project and if already billed become a supplementary billing.

In accordance with the principals of Section 14(2) of the Drainage Act, the existing surface waterway along the route of the tile drain(s) shall be part of the drainage works for future maintenance. The width available for the waterway shall be equal to the maintenance working width as noted on the Contract Drawings.

ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

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

SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 1,185 lineal meters of 200mm to 750mm concrete field tile and plastic sewer pipe including related appurtenances.

SCHEDULES

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

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

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$165,000.00. This estimate includes engineering and administrative costs associated with this project.

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

Drawing No. 1, Job No. 219164 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.



ALLOWANCES

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

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$6,750.00/ha. through cropped lands. This value is multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths. No right-of-way was previously provided for any of the existing drains being replaced or twinned.

Where the new tile drain is installed adjacent to the existing drain as a dual tile system, the allowance for right-of-way was granted in a previous report, and then right-of-way is granted only for the additional working width provided.

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

ASSESSMENT DEFINITIONS

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

SECTION 22

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

SECTION 23

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

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



ASSESSMENT

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

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

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

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

SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the County of Middlesex being the increased cost to the drainage work for removing and restoring their sidewalk on Granton Line. The Special Assessments shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Sidewalk	\$2,900.00	N/A	\$1,100.00	\$200.00	\$4,200.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Township of Lucan Biddulph for the cost of locating and determining the elevation of their sanitary sewers and construction of the drain over the sewer, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C'.

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

SPECIAL ASSESSMENT (cont'd)

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Enbridge Gas Inc. for the cost of locating and determining the elevation of their gasmain, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C'.

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

GRANTS

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

MAINTENANCE

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

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

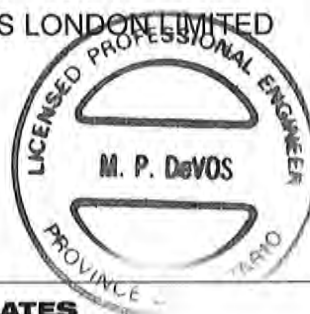
Special Assessments shall **not** be pro-rated for future maintenance purposes but shall be applied as an actual cost special if part of the maintenance. Special Benefit Assessments shall only be pro-rated for future maintenance purposes, if the work assessed for special benefit is part of the maintenance.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



M.P. DeVos, P. Eng.



MPD:bv



SCHEDULE 'A' - ALLOWANCES

HODGINS DRAIN - BRANCH "B" 2020

Township of Lucan Biddulph

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

CON.	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
BRANCH 'B'					
12	22	40-098 (H. & K. Dietrich)	\$	\$ 100.00	\$ 100.00
12	23	40-096 (Hugh Dietrich Farms)	2,970.00	6,450.00	9,420.00
12	SEPT. 23	40-095-01 (T. & L. Foster)		330.00	330.00
		Total Allowances	\$ 2,970.00	\$ 6,880.00	\$ 9,850.00
TOTAL ALLOWANCES ON THE BRANCH 'B'					\$ <u>9,850.00</u>
BRANCH "1"					
12	23	40-096 (Hugh Dietrich Farms)	\$ 1,360.00	\$ 1,410.00	\$ 2,770.00
		Total Allowances	\$ 1,360.00	\$ 1,410.00	\$ 2,770.00
TOTAL ALLOWANCES ON THE BRANCH "1"					\$ <u>2,770.00</u>
TOTAL ALLOWANCES ON THE HODGINS DRAIN - BRANCH "B" 2020					\$ <u>12,620.00</u>

SCHEDULE 'B' - COST ESTIMATE

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HODGINS DRAIN - BRANCH "B" 2020

Township of Lucan Biddulph

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

BRANCH 'B'

Mobilization of equipment		\$	500.00
Disconnect exist. 450mm tile and connect new 750mm tile to exist. 900mm x 1500mm catchbasin		\$	800.00
Connect exist. 400mm and new 675mm tile to new 750mm tile with 750mm x 450mm wye including supply, installation and compaction of granular A bedding and cover material		\$	750.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints (approx. 1710m req'd)			
90 meters of 300mm dia. concrete tile		\$	1,680.00
152 meters of 350mm dia. concrete tile		\$	3,110.00
117 meters of 450mm dia. concrete tile		\$	2,620.00
3 meters of 525mm dia. concrete tile		\$	70.00
205 meters of 600mm dia. concrete tile		\$	5,300.00
330 meters of 675mm dia. concrete tile		\$	8,800.00
20 meters of 750mm dia. concrete tile		\$	540.00
Supply of the above listed tile		\$	43,520.00
Supply & Installation of the following HDPE sewer pipe (with rubber gaskets) across lawn area and past trees including supply & installation of bedding and backfill materials, restoration of lawn areas			
50 meters of 450mm dia. pipe (lawn areas)		\$	4,000.00
17 meters of 450mm dia. pipe (field areas)		\$	940.00
Supply of the above listed sewer pipe		\$	4,390.00
Supply & installation of 4 meters of 450mm PVC SDR 35 sewer pipe over existing 200mm sanitary sewer		\$	1,000.00
Contingency Allowance for stony conditions (25 pull outs)		\$	5,600.00
Removal and disposal of existing sidewalk as indicated on plans including restoration upon completion		\$	2,900.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 934m)		\$	3,740.00
Exposing and locating existing tile drains	(preconstruction)	\$	450.00
	(construction)	\$	1,710.00
Exposing and locating utilities	(preconstruction)	\$	740.00
	(construction)	\$	1,340.00
Destroy existing tile -Sta. 0+797 to 0+879		\$	330.00
Tile connections, including bends and fittings as noted on plan		\$	2,900.00

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

HODGINS DRAIN - BRANCH "B" 2020
Township of Lucan Biddulph**BRANCH 'B' (cont'd)**

Tender security	\$	1,470.00
Tile connections and contingencies	\$	2,500.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	9,850.00

BRANCH "1"

Mobilization of equipment	\$	500.00
Installation of the following concrete field tile including supply & installation of geotextile around tile joints (approx. 160m req'd) 201 meters of 200mm dia. concrete tile	\$	2,930.00
Supply of the above listed tile	\$	2,730.00
Contingency Allowance for stony conditions (7 pull outs)	\$	1,580.00
Supply and install one 600mm x 600mm ditch inlet catchbasin including lead, berm, ditching	\$	1,900.00
Strip, stockpile and relevel topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 201m)	\$	1,080.00
Supply and install fittings	\$	500.00
Tender security	\$	170.00
Tile connections and contingencies	\$	300.00
Allowances under Sections 29 & 30 of the Drainage Act	\$	2,770.00

ADMINISTRATION

Conservation Authority Review Fee	\$	300.00
Interest and Net Harmonized Sales Tax	\$	5,144.00
Survey, Plan and Final Report	\$	26,693.00
Expenses	\$	1,103.00
Supervision and Final Inspection	\$	<u>5,750.00</u>

TOTAL ESTIMATED COST **\$ 165,000.00**

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

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HODGINS DRAIN - BRANCH "B" 2020

Township of Lucan Biddulph

Job No. 219164

Originally submitted July 9, 2020

Resubmitted August 27, 2020

* = Non-agricultural ** = Agricultural Non-grantable

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
BRANCH 'B'						
12	22	4.1	40-098 (H. & K. Dietrich)	\$	\$ 1,282.00	\$ 1,282.00
12	23	34.4	40-096 (Hugh Dietrich Farms)	30,230.00	26,569.00	56,799.00
			** 40-096 (Hugh Dietrich Farms)	13,600.00		13,600.00
* 12	SEPt. 23	0.12	40-095 (C. Barker)		178.00	178.00
* 12	SEPt. 23	0.19	40-095-01 (T. & L. Foster)	4,130.00	345.00	4,475.00
* 12	SEPt. 23	0.08	40-094 (Granton Masonic Hall)		155.00	155.00
* 12	SEPt. 23	0.22	40-096-02 (J. Hack & J. Simpson)		487.00	487.00
* 12	SEPt. 23	0.05	41-022 (G. Lewis & C. O'Connor)		147.00	147.00
* 12	SEPt. 23	0.05	41-022-50 (R. Joyce-Maynard & A. Maynard)		147.00	147.00
12	WPt. 24	1.7	41-083 (Hugh Dietrich Farms)		1,969.00	1,969.00
* 12	NEPt. 24	0.07	41-063-01 (R. McLeod & H. Smith)		207.00	207.00
* 12	NEPt. 24	0.09	41-064 (K. Shearme)		266.00	266.00
* 12	NEPt. 24	0.13	41-065 (K. Marshall)		339.00	339.00
* 12	NEPt. 24	0.03	41-066 (J. & W. Harding)		88.00	88.00
* 12	NEPt. 24	0.02	41-067 (M. Brittney & N. Plunkett)		59.00	59.00
* 12	NEPt. 24	0.08	41-062 (J. & K. Armstrong)		236.00	236.00
* 12	NEPt. 24	0.08	41-061 (J. Garrett)		236.00	236.00
* 12	NEPt. 24	0.16	41-060 (D. & M. Angus)		354.00	354.00
* 12	NEPt. 24	0.08	41-059-01 (L. Nagle & C. Jason)		236.00	236.00
* 12	NEPt. 24	0.08	41-023 (M. Holden)		236.00	236.00
* 12	NEPt. 24	0.08	41-024 (D. & H. Anderson)		236.00	236.00
* 12	NEPt. 24	0.08	41-025 (V. & C. Middleton)		236.00	236.00
* 12	NEPt. 24	0.08	41-026 (M. Harding)		236.00	236.00
* 12	NEPt. 24	0.08	41-027 (K. & D. Lambourn)		236.00	236.00
* 12	NEPt. 24	0.06	41-028 (K. Lambourn)		178.00	178.00
* 12	NEPt. 24	0.08	41-029 (K. Patterson & C. Angus)		236.00	236.00
* 12	NEPt. 24	0.05	41-031 (P. & C. Marshall)		147.00	147.00
* 12	NEPt. 24	0.04	41-032 (T. & K. Francis)		118.00	118.00
* 13	SWPt. 23	0.12	41-020-01 (United Church of Canada)		310.00	310.00
* 13	SWPt. 23	0.11	41-020 (C. & L. Finkbeiner)		280.00	280.00
* 13	SWPt. 23	0.11	41-019-90 (B. Brodhagen & C. Van Aert)		280.00	280.00
* 13	SWPt. 23	0.05	41-019-95 (J. Das Neves)		147.00	147.00
* 13	SWPt. 23	0.09	41-101 (P. Moore)		266.00	266.00
* 13	NWPt. 24	0.08	41-012 (W. & E. Henning)		236.00	236.00
* 13	NWPt. 24	0.08	41-013 (K. Packwood & K. Crittenden)		236.00	236.00
* 13	NWPt. 24	0.12	41-014 (A. & A. Wakem)		310.00	310.00
* 13	NWPt. 24	0.12	41-015 (J. Noon)		310.00	310.00
* 13	NWPt. 24	0.08	41-016 (T. Spence)		236.00	236.00
* 13	NWPt. 24	0.08	41-017 (A. Freeman & T. Klomp)		236.00	236.00
* 13	NWPt. 24	0.08	41-018 (J. Mckinnon & B. Graham)		236.00	236.00
* 13	NWPt. 24	0.08	41-019 (P. Guindon)		236.00	236.00
* 13	NWPt. 24	0.02	41-092 (Lucan Biddulph Township)		59.00	59.00

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

12

HODGINS DRAIN - BRANCH "B" 2020
Township of Lucan Biddulph

* = Non-agricultural

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
BRANCH 'B' (cont'd)						
* 13	NWPt. 24	0.14	41-093 (A. & E. Fluhrer)		369.00	369.00
* 13	NWPt. 24	0.08	41-095 (L. & A. Van Leeuwen)		236.00	236.00
* 13	NWPt. 24	0.08	41-096 (R. Vandergast)		236.00	236.00
* 13	NWPt. 24	0.08	41-097 (D. & M. Traher)		236.00	236.00
* 13	NWPt. 24	0.08	41-096-95 (R. & E. Salter)		236.00	236.00
* 13	NWPt. 24	0.08	41-098 (B. Harrigan)		236.00	236.00
* 13	NWPt. 24	0.08	41-099 (T. Blue)		236.00	236.00
* 13	NWPt. 24	0.08	41-100 (J. & J. St. Pierre)		236.00	236.00
* 13	NWPt. 24	0.12	41-102 (Lucan Biddulph Township)		310.00	310.00
* 13	NWPt. 24	0.08	41-105 (B. Bilcke)		236.00	236.00
* 13	NWPt. 24	0.08	41-106 (R. McCurdy)		236.00	236.00
* 13	NWPt. 24	0.08	41-107 (G. Westman)		236.00	236.00
* 13	NWPt. 24	0.08	41-109 (N. Reeb)		236.00	236.00
* 13	NWPt. 24	0.18	41-105-01 (A. & H. Ker)		532.00	532.00
* 13	NWPt. 24	0.12	41-121 (Lucan Biddulph Township)		310.00	310.00
13	Ept. 24	0.50	41-108 (509459 Ontario Ltd.)		738.00	738.00
TOTAL ASSESSMENT ON LANDS				\$ 47,960.00	\$ 43,392.00	\$ 91,352.00
Granton Line		1.00	County of Middlesex	\$ 17,170.00	\$ 5,257.00	\$ 22,427.00
Head Street		0.10	Township of Lucan Biddulph	2,500.00	561.00	3,061.00
High Street		0.10	Township of Lucan Biddulph	2,500.00	561.00	3,061.00
King Street		0.10	Township of Lucan Biddulph	2,500.00	561.00	3,061.00
Queen Street		0.22	Township of Lucan Biddulph	3,800.00	1,225.00	5,025.00
Ann Street		0.06	Township of Lucan Biddulph	1,250.00	339.00	1,589.00
Isabella Street		0.14	Township of Lucan Biddulph	3,150.00	724.00	3,874.00
TOTAL ASSESSMENT ON ROADS				\$ 32,870.00	\$ 9,228.00	\$ 42,098.00
SPECIAL ASSESSMENT against the County of Middlesex for the increased cost of removing and restoring their sidewalk on Granton Line						\$ 4,200.00
SPECIAL ASSESSMENT against the Township of Lucan Biddulph for the increased cost of locating, exposing, determining the elevation and constructing the proposed drain over their sanitary sewer						\$ 5,390.00
SPECIAL ASSESSMENT against the Quadro Communications for the increased cost locating their fibre optic cables on Granton Line						\$ 1,460.00
SPECIAL ASSESSMENT against the Enbridge Gas Inc. for the increased cost locating their gas main on Granton Line						\$ 1,460.00
TOTAL ASSESSMENT ON THE BRANCH 'B'						\$ 145,960.00

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

HODGINS DRAIN - BRANCH "B" 2020

Township of Lucan Biddulph

* = Non-agricultural

CON.	LOT	HECTARES DETECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
BRANCH "1"						
12	23	2.7	40-096 (Hugh Dietrich Farms)	9,650.00	4,175.00	13,825.00
TOTAL ASSESSMENT ON LANDS				\$ 9,650.00	\$ 4,175.00	\$ 13,825.00
Granton Line		0.4	County of Middlesex	2,020.00	3,195.00	5,215.00
TOTAL ASSESSMENT ON ROADS				\$ 2,020.00	\$ 3,195.00	\$ 5,215.00
TOTAL ASSESSMENT ON THE BRANCH "1"						\$ 19,040.00
TOTAL ASSESSMENT ON THE HODGINS DRAIN - BRANCH "B" 2020						\$ 165,000.00

SCHEDULE OF NET ASSESSMENT

HODGINS DRAIN - BRANCH "B" 2020

Township of Lucan Biddulph

(FOR INFORMATION PURPOSES ONLY)

Originally submitted July 9, 2020

Resubmitted August 27, 2020

Job No. 219164

* = Non-agricultural ** = Agricultural Non-grantable

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
40-098 (H. & K. Dietrich)	\$ 1,282.00	\$ 427.00	\$ 100.00	\$ 755.00
40-096 (Hugh Dietrich Farms)	70,624.00	23,541.00	12,190.00	34,893.00
** 40-096 (Hugh Dietrich Farms)	13,600.00			13,600.00
* 40-095 (C. Barker)	178.00			178.00
* 40-095-01 (T. & L. Foster)	4,475.00		330.00	4,145.00
* 40-094 (Granton Masonic Hall)	155.00			155.00
* 40-096-02 (J. Hack & J. Simpson)	487.00			487.00
* 41-022 (G. Lewis & C. O'Connor)	147.00			147.00
* 41-022-50 (R. Joyce-Maynard & A. Maynard)	147.00			147.00
41-083 (Hugh Dietrich Farms)	1,969.00	656.00		1,313.00
* 41-063-01(R. McLeod & H. Smith)	207.00			207.00
* 41-064 (K. Shearme)	266.00			266.00
* 41-065 (K. Marshall)	339.00			339.00
* 41-066 (J. & W. Harding)	88.00			88.00
* 41-067 (M. Brittney & N. Plunkett)	59.00			59.00
* 41-062 (J. & K. Armstrong)	236.00			236.00
* 41-061 (J. Garrett)	236.00			236.00
* 41-060 (D. & M. Angus)	354.00			354.00
* 41-059-01 (L. Nagle & C. Jason)	236.00			236.00
* 41-023 (M. Holden)	236.00			236.00
* 41-024 (D. & H. Anderson)	236.00			236.00
* 41-025 (V. & C. Middleton)	236.00			236.00
* 41-026 (M. Harding)	236.00			236.00
* 41-027 (K. & D. Lambourn)	236.00			236.00
* 41-028 (K. Lambourn)	178.00			178.00
* 41-029 (K. Patterson & C. Angus)	236.00			236.00
* 41-031 (P. & C. Marshall)	147.00			147.00
* 41-032 (T. & K. Francis)	118.00			118.00
* 41-020-01 (United Church of Canada)	310.00			310.00
* 41-020 (C. & L. Finkbeiner)	280.00			280.00
* 41-019-90 (B. Brodhagen & C. Van Aert)	280.00			280.00
* 41-019-95 (J. Das Neves)	147.00			147.00
* 41-101 (P. Moore)	266.00			266.00
* 41-012 (W. & E. Henning)	236.00			236.00
* 41-013 (K. Packwood & K. Crittenden)	236.00			236.00
* 41-014 (A. & A. Wakem)	310.00			310.00
* 41-015 (J. Noon)	310.00			310.00

SCHEDULE OF NET ASSESSMENT (cont'd)

HODGINS DRAIN - BRANCH "B" 2020**Township of Lucan Biddulph**

* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
* 41-016 (T. Spence)	236.00			236.00
* 41-017 (A. Freeman & T. Klomp)	236.00			236.00
* 41-018 (J. Mckinnon & B. Graham)	236.00			236.00
* 41-019 (P. Guindon)	236.00			236.00
* 41-092 (Lucan Biddulph Township)	59.00			59.00
* 41-093 (A. & E. Fluhrer)	369.00			369.00
* 41-095 (L. & A. Van Leeuwen)	236.00			236.00
* 41-096 (R. Vandergast)	236.00			236.00
* 41-097 (D. & M. Traher)	236.00			236.00
* 41-096-95 (R. & E. Salter)	236.00			236.00
* 41-098 (B. Harrigan)	236.00			236.00
* 41-099 (T. Blue)	236.00			236.00
* 41-100 (J. & J. St. Pierre)	236.00			236.00
* 41-102 (Lucan Biddulph Township)	310.00			310.00
* 41-105 (B. Bilcke)	236.00			236.00
* 41-106 (R. McCurdy)	236.00			236.00
* 41-107 (G. Westman)	236.00			236.00
* 41-109 (N. Reeb)	236.00			236.00
* 41-105-01 (A. & H. Ker)	532.00			532.00
* 41-121 (Lucan Biddulph Township)	310.00			310.00
41-108 (509459 Ontario Ltd.)	738.00	246.00		492.00
* Granton Line	27,642.00			27,642.00
* Head Street	3,061.00			3,061.00
* High Street	3,061.00			3,061.00
* King Street	3,061.00			3,061.00
* Queen Street	5,025.00			5,025.00
* Ann Street	1,589.00			1,589.00
* Isabella Street	3,874.00			3,874.00
<u>Non-Prorated Special Assessments</u>				
* Granton Line - Sidewalk	4,200.00			4,200.00
* Lucan-Biddulph - Sanitary	5,390.00			5,390.00
* Quadro - Fibre Optic	1,460.00			1,460.00
* Enbridge - Gasmain	1,460.00			1,460.00
TOTALS	\$ 165,000.00	\$ 24,870.00	\$ 12,620.00	\$ 127,510.00

**SPECIFICATIONS FOR CONSTRUCTION
OF
MUNICIPAL DRAINAGE WORKS**

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

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



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

<u>SECTION NUMBER</u>	<u>PAGE NO.</u>
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A.2 WORKING AREA AND ACCESS.....	1
A.3 ROAD CROSSINGS.....	1
A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL.....	3
A.5 FENCES.....	3
A.6 LIVESTOCK.....	4
A.7 STANDING CROPS.....	4
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SECTION A**GENERAL WORK****A.1 COMMENCEMENT AND COMPLETION OF WORK**

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

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

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

A.2 WORKING AREA AND ACCESS

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

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

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

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

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



A.3 ROAD CROSSINGS (cont'd)

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

.2 Jacking and Boring

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

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

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

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

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

A.4 SURPLUS EXCAVATED MATERIAL AND GRAVEL

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

A.5 FENCES

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

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

A.6 LIVESTOCK

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

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

A.7 STANDING CROPS

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

A.8 RAILWAYS, HIGHWAYS, UTILITIES

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

A.9 UTILITIES

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

A.10 IRON BARS

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

A.11 STAKES

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

A.12 RIP-RAP

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

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

A.13 GABION BASKETS

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

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

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

A.14 RESTORATION OF LAWNS

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

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

.3 Sodding

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

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

A.14 RESTORATION OF LAWNS (cont'd)

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

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

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

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

A.15 RESTORATION OF ROADS AND LANEWAYS

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

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

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

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

B.2 ALIGNMENT

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

B.3 CLEARING AND GRUBBING

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

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

B.4 EXCAVATION

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

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

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

B.5 EXCAVATED MATERIAL

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

B.5 EXCAVATED MATERIAL (cont'd)

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

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

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

B.6 EXCAVATION THROUGH BRIDGES AND CULVERTS

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

B.7 PIPE CULVERTS

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

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

B.8 MOVING DRAINS OFF ROADS

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

B.9 TRIBUTARY OUTLETS

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

B.10 SEDIMENT BASINS AND TRAPS

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

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

B.11 SEEDING

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

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

Seeding shall not be completed after September 30.

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

SECTION C - TILE DRAIN

I N D E X

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

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

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

C.2 TESTING

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

C.3 LINE

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

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

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

C.3 LINE (cont'd)

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

C.4 CLEARING AND GRUBBING

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

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

C.5 PROFILE

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

C.6 GRADE

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

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

C.7 EXCAVATION

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

C.7 EXCAVATION (cont'd)

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

C.8 INSTALLATION

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

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

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

C.9 ROAD AND LANEWAY SUB-SURFACE CROSSINGS

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

C.10 BACKFILLING

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

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

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

C.11 UNSTABLE SOIL

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

C.12 ROCKS

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

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

C.13 BROKEN, DAMAGED TILE OR EXCESS TILE

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

C.14 TRIBUTARY DRAINS

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

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

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

C.14 TRIBUTARY DRAINS (cont'd)

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

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

C.15 OUTLET PIPES

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

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

C.16 CATCHBASINS AND JUNCTION BOXES

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

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

- Junction Boxes:** Junction boxes shall be the precast type unless otherwise approved. Dimensions for precast junction boxes shall conform to those for catchbasins. The inside dimensions of the box shall be a minimum of 100mm larger than the outside diameter of the largest pipe being connected. The minimum cover over the junction box shall be 600mm. Benching to spring line shall be supplied with all junction boxes.
- Connections:** Catchbasins and junction boxes shall not be ordered until elevations of existing pipes being connected have been verified in the field as indicated on the drawings. All connections shall be securely grouted at both the inside and outside walls of the structure.
- Installation:** Where the native material is clay, all catchbasins shall be backfilled with an approved granular material placed and compacted to a minimum width of 300mm on all sides with the following exception. Where the native material is sandy or granular in nature it may be used as backfill. Filter cloth shall be placed between the riser sections of all catchbasins.

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

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

C.17 BLIND INLETS

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

C.18 GRASSED WATERWAY

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

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

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

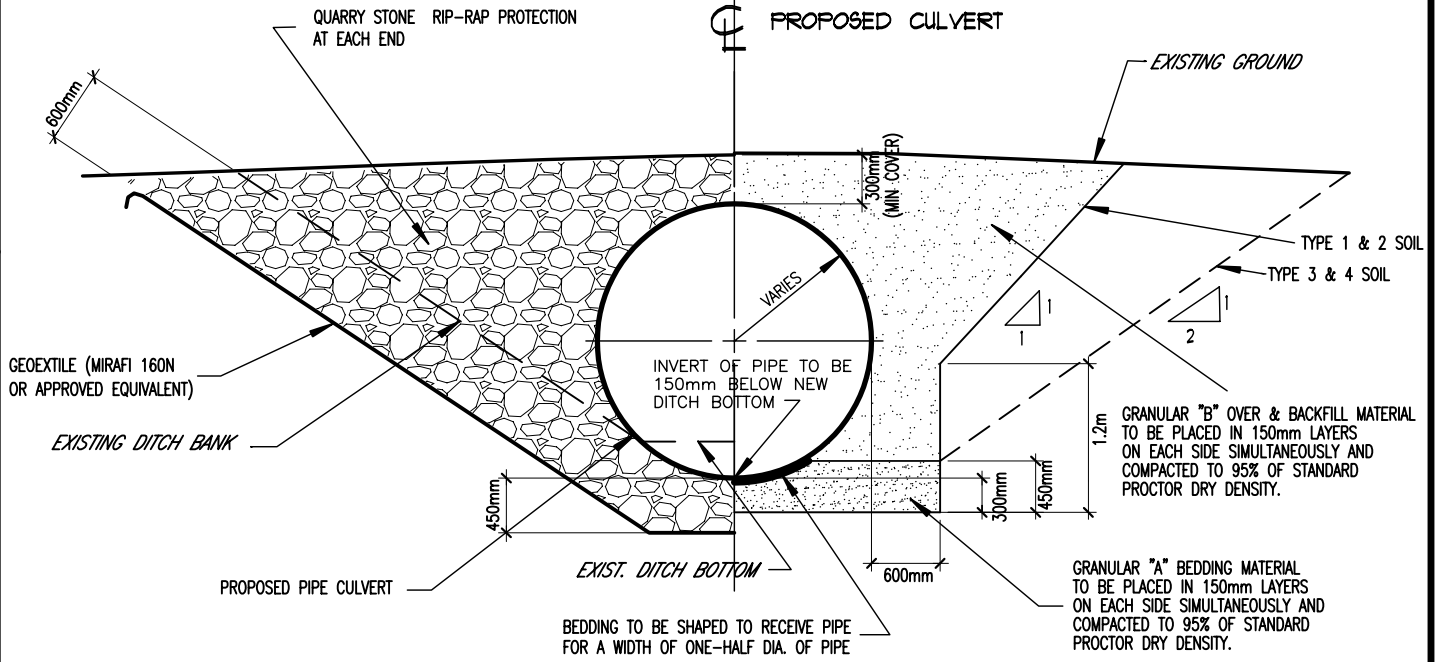
C.19 BACKFILLING EXISTING DITCHES

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

C.20 RECOMMENDED PRACTICE FOR CONSTRUCTION OF SUBSURFACE DRAINAGE SYSTEM

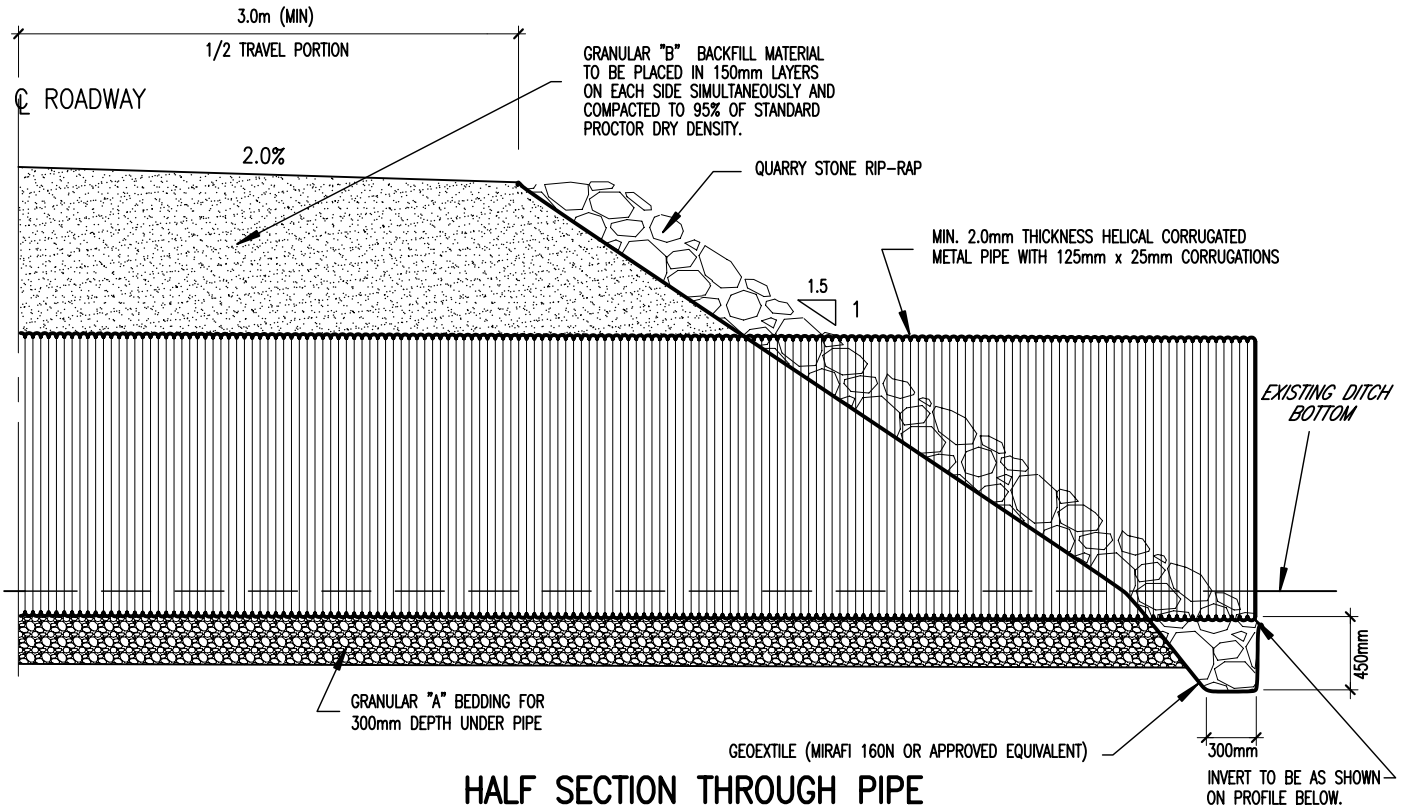
Drainage guide for Ontario, Ministry of Agriculture, Food and Rural Affairs Publication Number 29 and its amendments, dealing with the construction of Subsurface Drainage systems, shall be the guide to all methods and materials to be used in the construction of tile drains except where superseded by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

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



HALF ELEVATION

HALF SECTION



HALF SECTION THROUGH PIPE

NOTES

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

TYPICAL FARM CULVERT INSTALLATION DETAIL

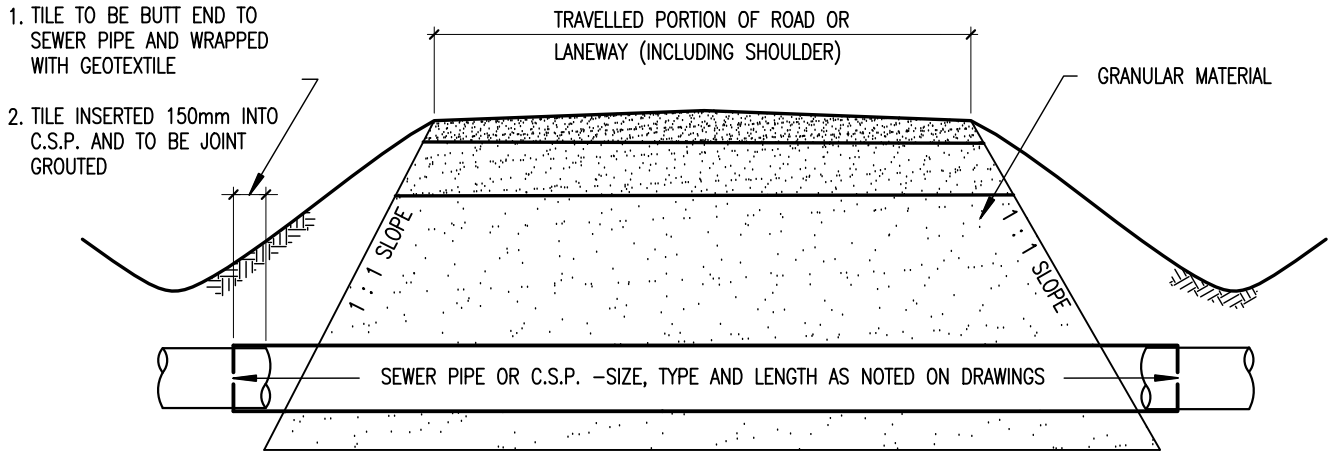
Scale: N.T.S.	Approved by:	Date: January 1983
Drawn by: jk	M.P.D.	Revised: November 2000

ELEVATION & SECTION

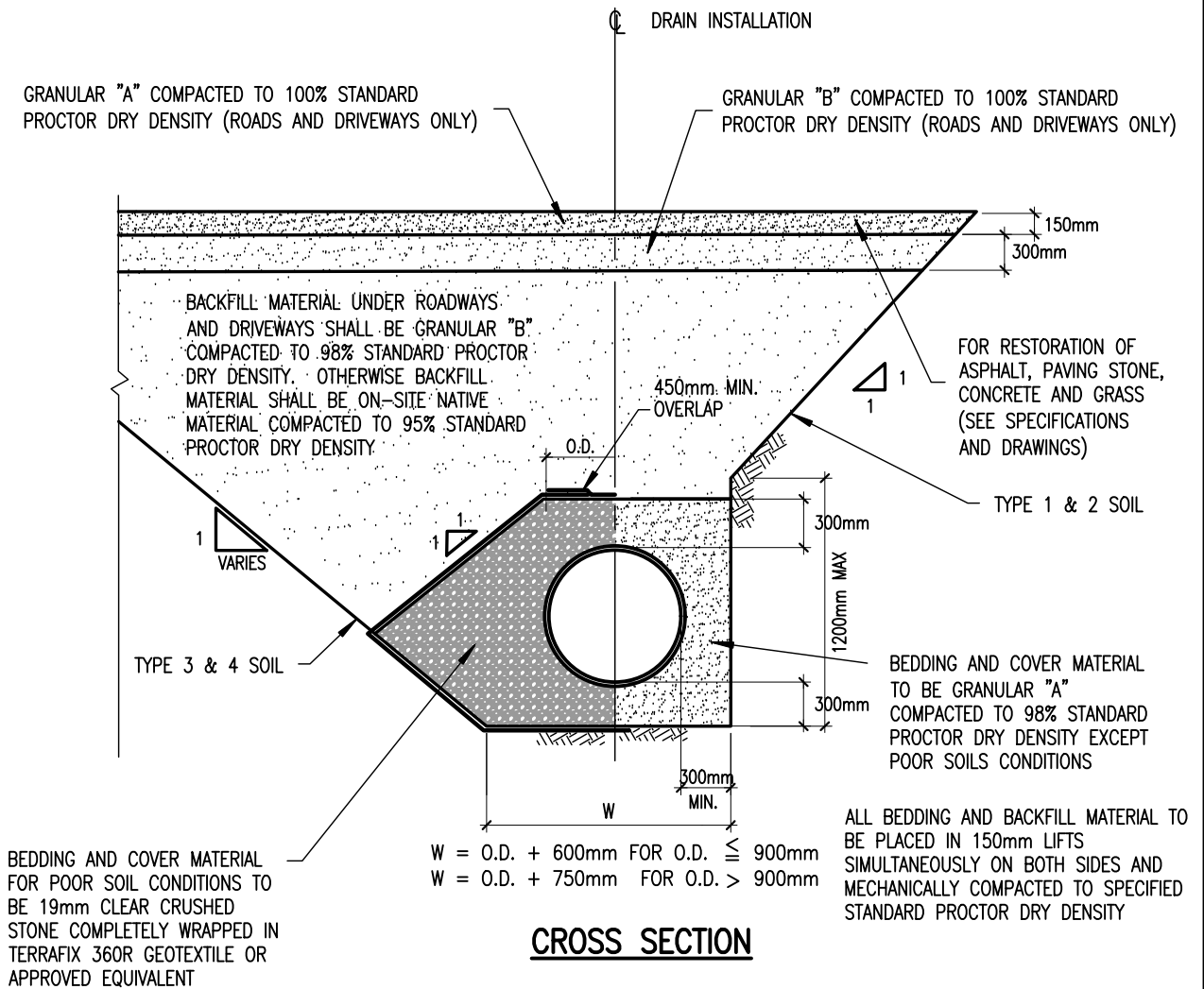


SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS

STANDARD
DETAILED
DRAWING
No. 01

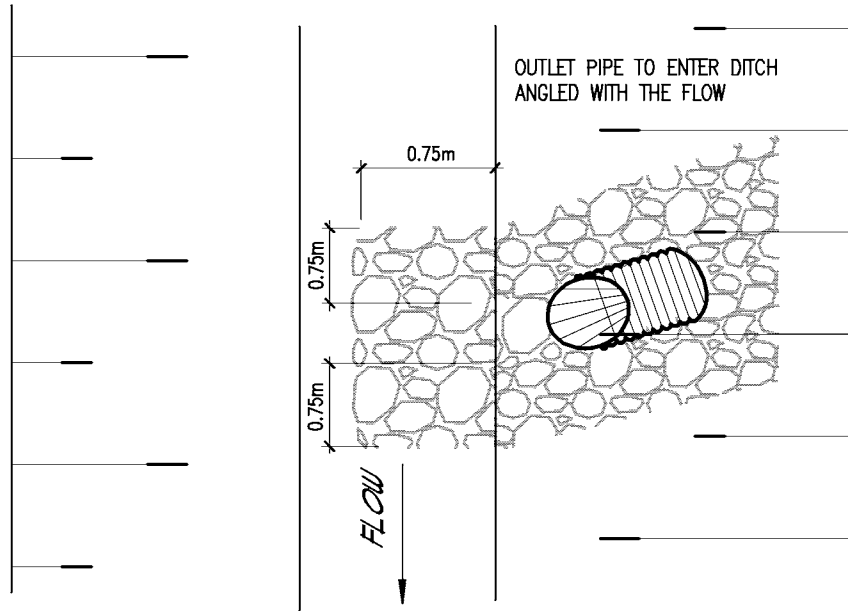


SECTION THROUGH PIPE



CROSS SECTION

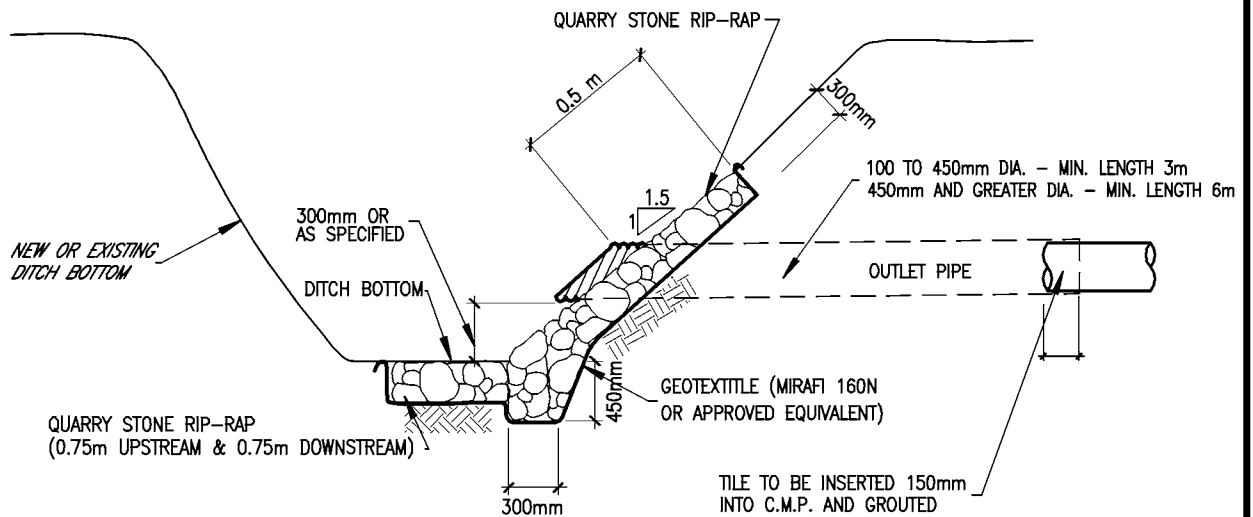
TYPICAL INSTALLATION DETAIL FOR SEWER PIPE UNDER DRIVEWAYS AND TRAVELLED PORTIONS OF ROADS		
Scale: N.T.S.	Approved by: M.P.D.	Date: January 1983
Drawn by: jk		Revised: JULY 2018
ELEVATION & SECTION		STANDARD DETAILED DRAWING
SPRIET ASSOCIATES LONDON LIMITED CONSULTING ENGINEERS ARCHITECTS		No. 02



PLAN

NOTES

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



TYPICAL OUTLET RIP-RAP

NOTES

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

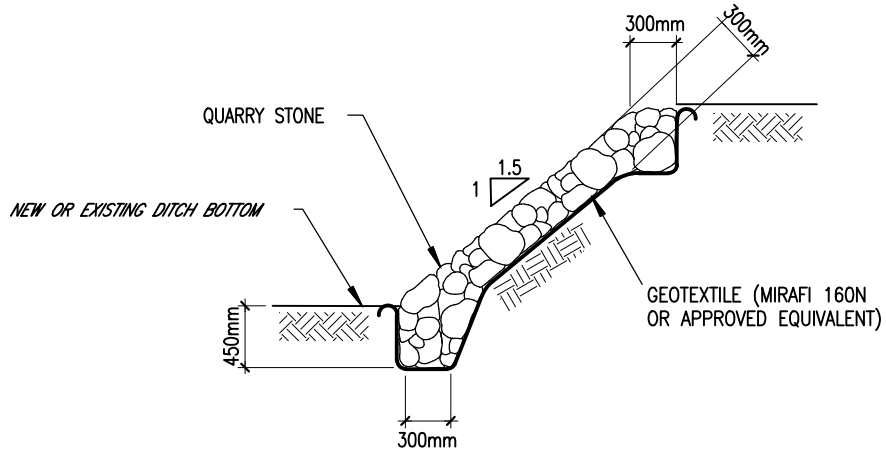
TYPICAL OUTLET RIP-RAP THROUGH SIDE SLOPE OF DITCH

Scale: N.T.S.	Approved by: M.P.D.	Date: November 2000
Drawn by: jk	M.P.D.	Revised: January 2009

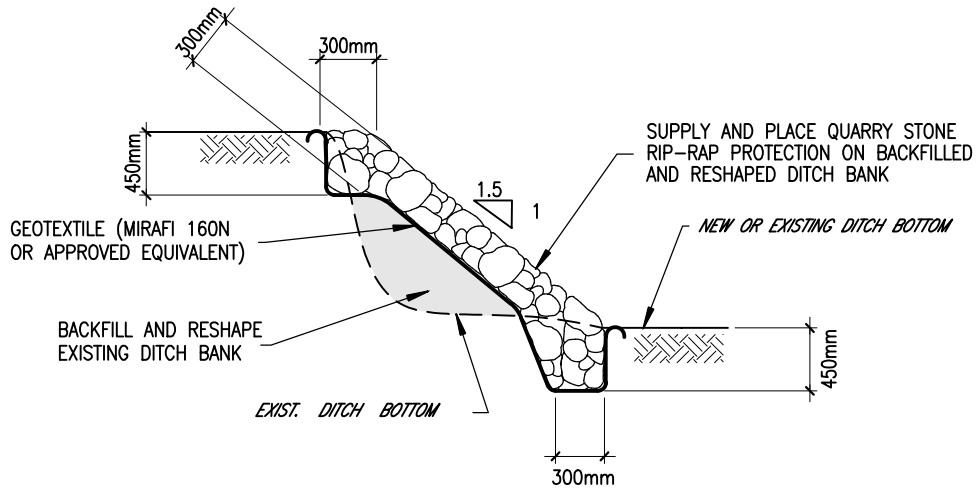
PLAN & SECTION

SPRIET ASSOCIATES LONDON LIMITED
CONSULTING ENGINEERS ARCHITECTS


STANDARD
DETAILED
DRAWING
No. 03

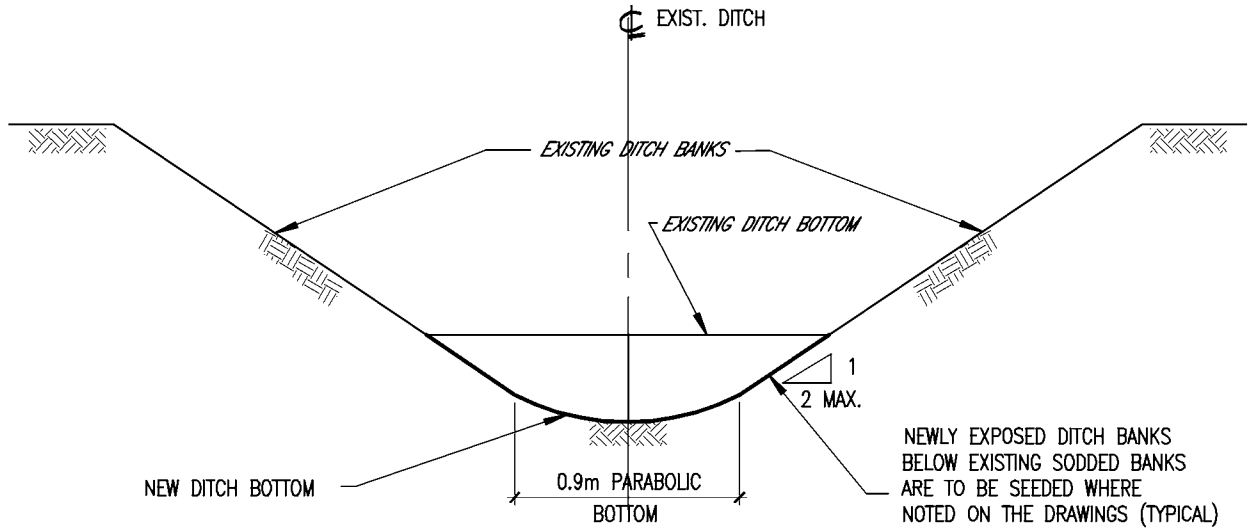


TYPICAL DITCH BANK RIP-RAP

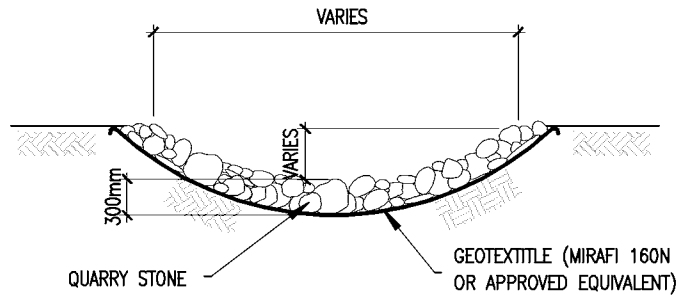
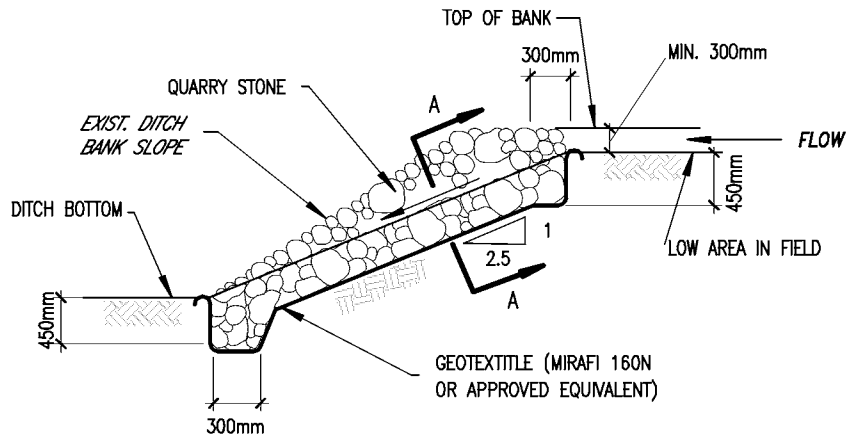


TYPICAL DITCH BANK RIP-RAP WITH BACKFILLING OF WASHOUT

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



TYPICAL DITCH BOTTOM CLEANOUT



SECTION A-A

TYPICAL ROCK CHUTE

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



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

MEETING DATE: September 15, 2020

REPORT

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

FROM: Dan FitzGerald, Planner

**SUBJ: Application for Minor Variance A-2/2020
 Colden Homes (Owner)
 37 Hardy Court, Lucan**

Purpose:

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

Background (see Figure 1):

The subject property is a 509.7 m² (5478.1 sq/ft) parcel of land located on the west side of Hardy Court in the Ridge Crossing subdivision. The lands are legally known as Lot 18, Plan 33M739 and municipally addressed as 37 Hardy Court. The lands are designated Residential under the Official Plan and zoned Residential First Density Exception (R1-7) Zone, which permits single detached dwellings.

This requested variance would allow relief from the following requirements:

Requirements	Relief Requested
Rear yard depth minimum 7.0 metres	Rear yard depth minimum 5.1 metres (deck)

As shown on the plan, the owner has received approval for and constructed a covered porch area off the rear of the house. Under section 4.24 of the Township Zoning By-law, porches are permitted to encroach not more than 2.5 metres into any required rear yard setback. However the Zoning By-law only permits a deck to encroach into the rear yard if the deck is uncovered as per section 2.24 f), necessitating the requested variance.

Policy and Regulation:

The subject lands are designated 'Settlement Area' in the Middlesex County Official Plan, 'Residential' in the Township Official Plan, and zoned a Residential First Density Exception (R1-7) Zone in the Township Zoning By-law.

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

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

As per the Township Zoning By-law, section 7.1.7 requires a minimum rear yard depth of 7.0 metres. Section 4.24 of the Zoning By-law provides additional permissions for encroachments, however decks are only permitted to encroach into the rear yard a maximum of 2.5 metres if they are uncovered.

Analysis:

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

With respect to the Planning Act tests, the development generally is considered to be in keeping with the character of the area being a residential neighbourhood. The proposed variance permits the ability for the Owners to construct a deck under an existing permitted rear porch area on a new single detached dwelling. No additional encroachment beyond the existing rear porch area is proposed. As such, the proposed form of development is considered an appropriate use of land.

The interpretation of what is minor is not necessarily based on the extent to which the zoning by-law is varied. Rather it is based on whether the impact of the variance can be considered minor. Planning staff consider the proposed variance minor as there will be no additional encroachment beyond the existing rear porch. Unacceptable adverse impacts on neighbouring residential uses are not anticipated given the nature of this proposal.

The intent of the rear yard requirement is to ensure compatibility with adjacent uses and to allow sufficient amenity areas. Compatibility with adjacent uses would not be compromised considering the adjacent uses are residential. It is the opinion of planning staff that the proposed 1.9 m reduction

to the rear yard setback requirement for the deck maintains the intent of the Zoning By-law as it still provides sufficient space with neighbouring properties and allows for proper maintenance.

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

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

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

Comments:

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

Public Comments:

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

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

Ausable-Bayfield Conservation Authority: No comment.

Public Works Manager: No comment.

Chief Building Official: No comment.

Recommendation:

THAT Application for Minor Variance A-2/2020; filed by Colden Homes for a property located on the west side of Hardy Court and legally described as Lot 18, Plan 33M739 in the Township of Lucan Biddulph, and municipally known as 37 Hardy Court; **be GRANTED**, subject to the following condition:

THAT the minimum rear yard setback reduction shall only apply to the deck as shown on the attached site plan.

AND FURTHER THAT the reasons for granting Minor Variance Application A-02/2020 include:

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

ATTACHMENTS:

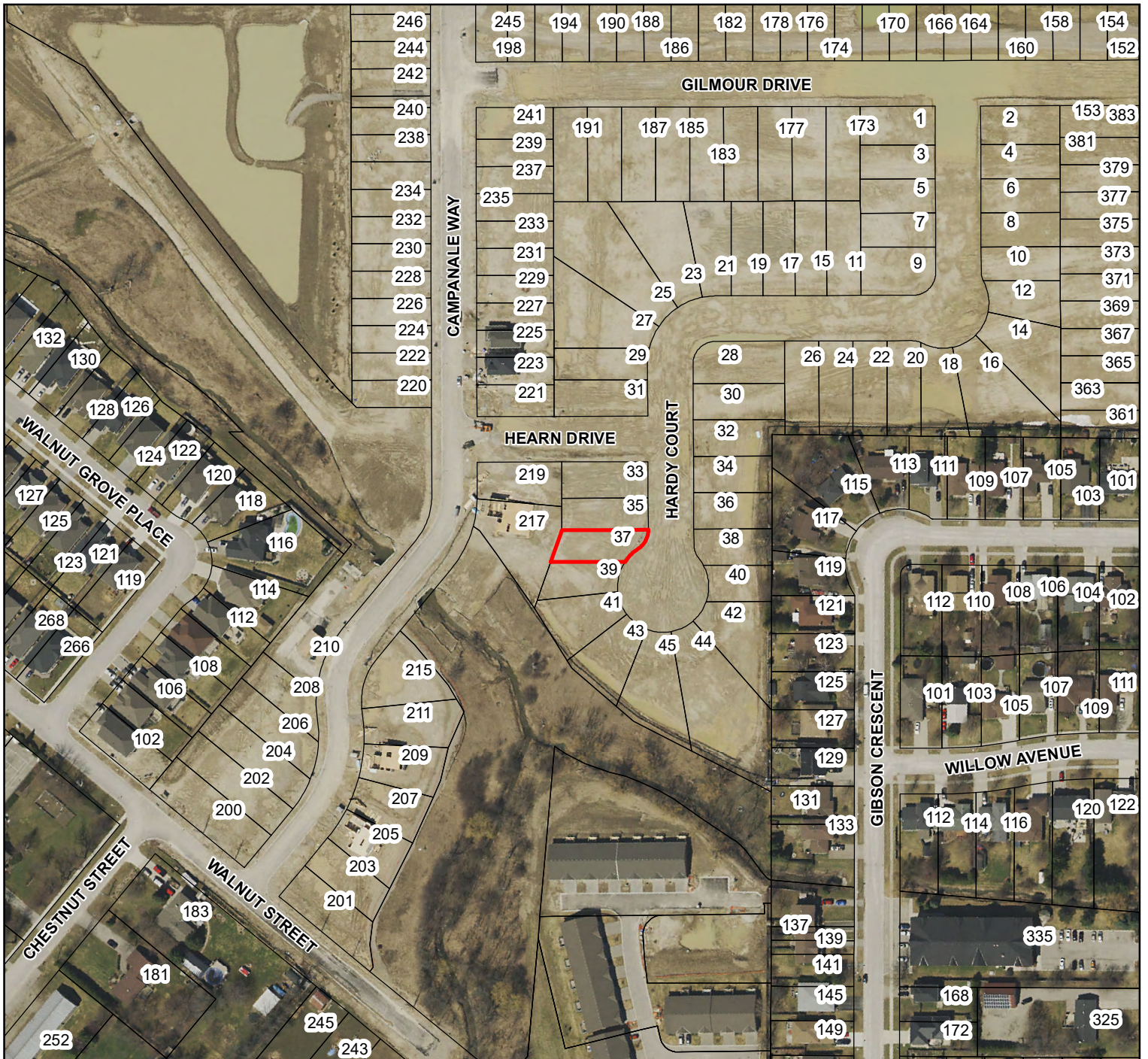
1. Location Map.
2. Site Plan.

APPLICATION FOR MINOR VARIANCE: A-2/2020

Owner: Colden Homes
Lot 18, Plan 33M739
37 Hardy Court, Lucan

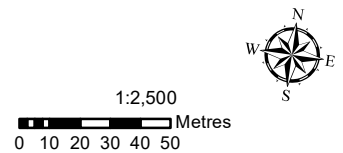


Township of LUCAN BIDDULPH



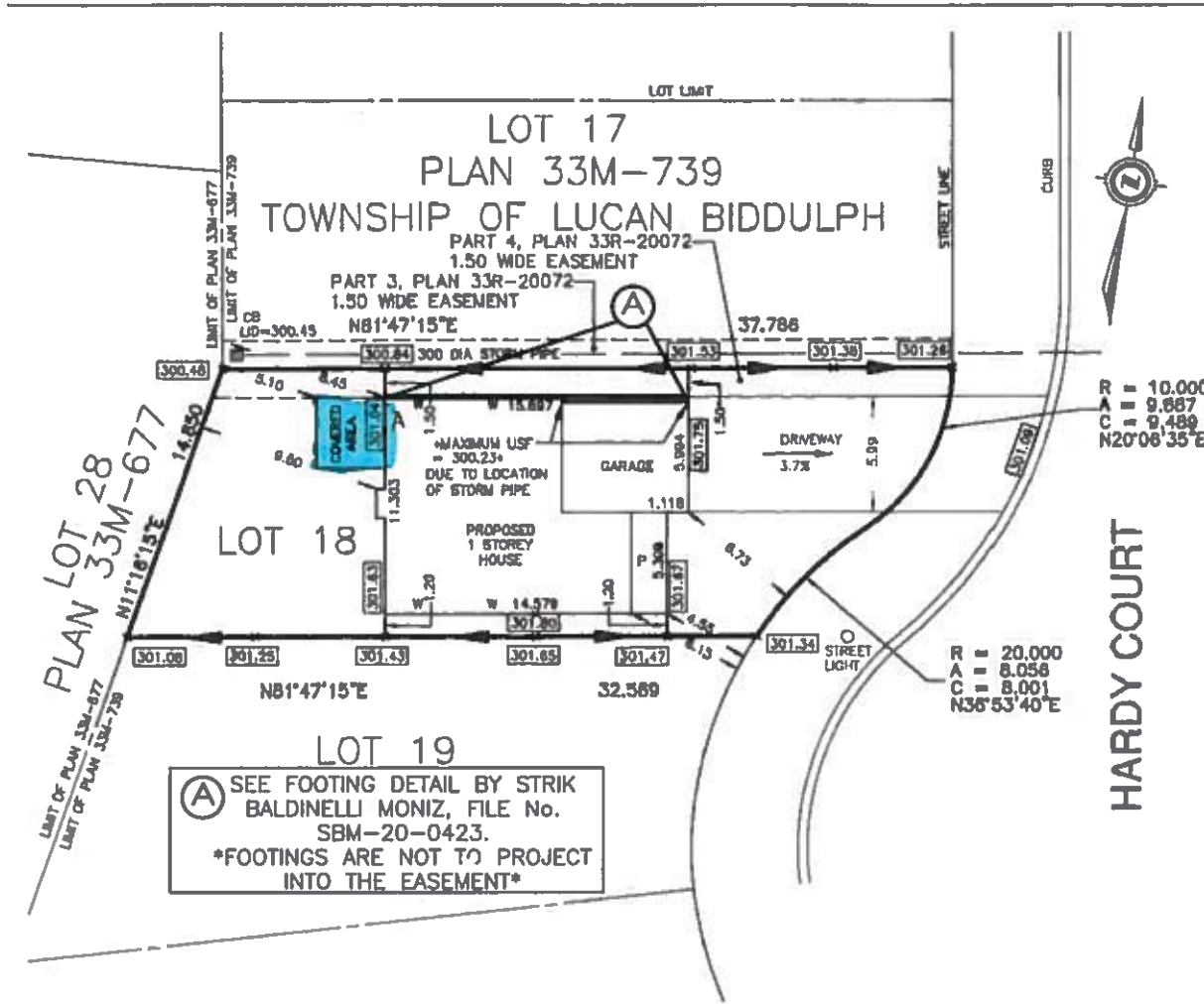
Published by the County of Middlesex
Planning Department,
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
August 2020

 SUBJECT LANDS



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

 WOOD DECK TO BE CONSTRUCTED



LOT GRADING PLAN
OF ALL OF
LOT 18, PLAN 33M-739
MUNICIPAL NUMBER 37
IN THE
TOWNSHIP OF LUCAN BIDDULPH
COUNTY OF MIDDLESEX

SCALE 1:300
0 1 2 3 4 5 10 15 25
SCALE IN METRES

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

- NOTES:**
TOP OF FOUNDATION ELEVATION=301.95
UNDERSIDE OF FOOTING ELEVATION: FRONT=299.41
UNDERSIDE OF FOOTING ELEVATION: REAR =299.41
DRIVEWAY ELEVATION AT GARAGE ENTRANCE=301.75
DRIVEWAY HAS A 3.7% SLOPE TO CURB
BASEMENT WINDOW SILL ELEVATION=301.14
7'-10" WALL
6" FOOTING
8" GARAGE CUT
- P DENOTES PORCH
 - W DENOTES BASEMENT WINDOW LOCATION
 - ~~299.41~~ DENOTES PROPOSED ELEVATION

EXPOSED FOUNDATION AT "A" = 3'-0"
NOTE: ELEVATION OF SANITARY SEWER PDC TO BE VERIFIED ON SITE, PRIOR TO EXCAVATION TO DESIGN UNDERSIDE OF FOOTING ELEVATION

SURVEYOR'S CERTIFICATE:
I HEREBY CERTIFY THAT THE PROPOSED GRADING AND APPURTENANT DRAINAGE WORKS COMPLY WITH SOUND ENGINEERING DESIGN AND THAT THE PROPOSED GRADING IS IN GENERAL CONFORMITY FOR DRAINAGE AND RELATIVE ELEVATIONS, WITH THE ACCEPTED SUBDIVISION GRADING PLANS FILED WITH THE MUNICIPALITY OR ATTACHED TO THE SUBDIVISION AGREEMENT.

February 7th, 2020

PER 
JUAN D. ZAPATA
ONTARIO LAND SURVEYOR


PLAN DRAWN: FEBRUARY 6, 2020

NOTE: SIDEWALKS BUILT IN SIDYARDS MAY REQUIRE RETAINING WALLS

F:\Projects\BLDRS\33M700\M725-M748\33M739 (Ridge Crossing 3)\Lot 18\CA01\U7390L018.dwg

SITE DATA
SITE AREA = 508.9
LOT COVERAGE = 185.2 (36.4%)
DRIVEWAY AREA = 74.2 (14.6%)
LANDSCAPE AREA = 249.6 (49.0%)
(AREAS SHOWN ARE IN SQUARE METRES)
*LOT COVERAGE INCLUDES PORCH AND COVERED AREA

CERTIFICATION OF LOT GRADING DESIGN BY
AGM SURVEYING LTD.

 AGM PLAN • SURVEY • ENGINEER		ARCHIBALD, GRAY & McKAY LTD. 3514 WHITE OAK ROAD, LONDON, ON, N8E 2Z9 PHONE 519-885-8300 FAX 519-885-8303 EMAIL info@agn.ca.ca WEB www.agm.on.ca	
		DRAWN BY: CRC CHECKED BY: CRC Plot date: Feb 08, 2020	DIGITAL FILE: M7390L018.dwg COGO FILE: 33M739GNLCOO FILE No: LU-M739-01-7



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

MEETING September 15, 2020

PLANNERS REPORT

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

FROM: Dan FitzGerald, Planner

**RE: Request to Remove a Holding (“H”) Symbol
Olde Clover Village Subdivision – Third Phase
Questcapade Land Development
ZBA 11/2020**

Purpose:

The developer is requesting the removal of the holding (H) symbol from the zoning of the said lands to allow the continued development of a portion of the third phase of the Olde Clover Village Subdivision limited to 10 lots.

Background (refer Key Map):

The subject property is a parcel of land having an area of approximately 0.44 hectares (1.1 ac) and located on the west side of Olde Clover Drive in the Olde Clover Village Subdivision. The lands in question were originally intended for a street facing townhouse development. However the Owners of the lands sought to rezone the lands and pursued an exemption from part lot control to permit single unit dwellings. The rezoning of the lands was approved on April 16th, 2019, which rezoned the lands from a ‘site-specific’ Residential Third Density – Holding (R3-5-H) Zone to a ‘site-specific’ Residential First Density – Holding (R1-9-H) Zone. Part lot control exemption was subsequently approved by the Township on August 13, 2019 and agreement entered into by the township and applicant.

The Holding (H) provision was added to the zone to ensure the developer entered into a development agreement with the Township to facilitate servicing. The Owner is now seeking to develop the lands, which requires the Holding (H) symbol to be removed.

The lands are currently vacant, designated Residential under the Official Plan and zoned a ‘site-specific’ Residential First Density – Holding (R1-9-H) Zone in the Township Zoning By-law.

Analysis:

The prerequisite for the removal of the holding (H) symbol has been satisfied recognizing that this development is subject to an executed subdivision agreement between the developer and the Township and registered against the title of the subject lands. As well, 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.

Request for removal of the holding ("H") symbol 2

Lucan Estates

Questcapade Land Development

The holding (H) symbol would remain on the zoning for the remaining balance of the lands until such time as a subdivision agreement and/or site plan agreement has been executed for any subsequent phase(s) between the Township and the developer. Beyond the 10 lots, the lands are to support a medium density residential block for the purpose of establishing townhouses and a low-rise apartment building.

Recommendation:

THAT the request to remove the holding (H) symbol by Questcapade Land Development for the third phase of the Olde Clover Village Crossing Subdivision limited to 10 single detached lots be granted and that the implementing By-law be passed.

APPLICATION FOR ZONING BY-LAW AMENDMENT: ZBA 11-2020

QUESTCAPADE LAND DEVELOPMENT(Owner)




Block 30 on Registered Plan 33M-759
West side of Olde Clover Drive south of Spencer Avenue
Township of Lucan Biddulph


Township of LUCAN BIDDULPH
KEY MAP



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

 Subject Lands

1:2,000 Metres
0 10 20 30 40
ORTHOPHOTOGRAPHY: SWOOP 2015
Disclaimer: This map is for illustrative purposes only.
Do not rely on it as being a precise indicator of routes,
locations of features, nor as a guide to navigation.





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

Meeting Date: September 15, 2020

PLANNING INFORMATION REPORT

TO: Chair and Members of Council
Township of Lucan Biddulph

FROM: Dan FitzGerald MPI, Planner

RE: Applications for Zoning Bylaw Amendment (ZBA 08/2020) and Draft Plan of Subdivision 39T-LB2001 also known as Ausable Fields Subdivision; filed by Dillion Consulting on behalf of 1525020 ONTARIO INC (Owner / Applicant) Lots 15 and 16, Part of Lot 14 of Plan 350, SLP Part Lot 4, Parts 2 and 3 of Reference Plan 33R4506, Part 1, and Lot 27, Part of Lots 28-30, Plan 350, Part 1 of Reference Plan 33R10096 in the Township of Lucan Biddulph

Purpose:

The purpose of this report is to provide Council with background information regarding the proposed Zoning By-law Amendment and a Draft Plan of Subdivision for a property located west of the existing residential development on Elizabeth Street and Philip Street; south west of the Lucan Community Memorial Centre.

A location map is included as Attachment 1.

Proposed Plan of Subdivision:

The applicant is proposed a plan of subdivision encompassing two separate blocks of land. The plan of subdivision would include the following:

- 12 building lots for single-detached dwellings (0.69 ha);
- 1 Block for multi-unit residential (Townhouses – 1.97 ha);
- 2 new roads – Extension of Elizabeth Street to the Queen Street road allowance and the construction of a portion of the unopened Queen Street road allowance.

Proposed Zoning By-law Amendment:

The Zoning By-law Amendment application submitted concurrently would change the zoning of the subject lands to facilitate the proposed Plan of Subdivision's consideration for residential development. The lands are currently zoned a 'site-specific' Future Residential Exception (FR-6) Zone and a Future Residential (FR) Zone in the Township of Lucan Biddulph Comprehensive Zoning By-law. The applicant's proposal would rezone a portion of the site to a Residential Second Density (R2) Zone for the proposed 12 single detached dwelling lots, consistent with the majority of adjacent zoned lands. The remaining balance of lands would be rezoned to a site specific Residential Third Density Exception (R3-#) Zone to permit multi unit/cluster townhouse forms of housing.

Applications for Zoning Bylaw Amendment (ZBA 08/2020) and
Application for a Draft Plan of Subdivision 39T-LB2001
Dillion Consulting on Behalf of 1525020 Ontario Inc.

Background:

The subject property is located within the Settlement Area of Lucan, south of Main Street and North of William Street. The two subject lots are bisected by an unopened Queen Street road allowance and are collectively legally described as Lots 15 and 16, Part of Lot 14 of Plan 350, SLP Part Lot 4, Parts 2 and 3 of Reference Plan 33R4506, Part 1, and Lot 27, Part of Lots 28-30, Plan 350, Part 1 of Reference Plan 33R10096 in the Township of Lucan Biddulph, County of Middlesex.

The subject property consists of two separate rectangular parcels of land. The first is approximately a 1.7 ac (0.69 ha) area parcel situated on the east side of the un-opened Queen Street allowance. The developer has proposed 12 single detached lots along this portion of land. The second is approximately a 4.86 ac (1.97 ha) area parcel situated on the west side of the un-opened Queen Street allowance and is proposed to be developed as a medium density, townhouse block. As a whole, the proposed subdivision would include a total of 6.56 ac (2.66 ha) of developable lands.

The developer is also proposing to extend the currently un-opened Queen Street allowance through to William Street to provide a direct means of access to the lands. In addition, the developer would also dedicate a portion of lands to accommodate the extension of Elizabeth Street, providing a secondary vehicular and pedestrian access to the proposed subdivision.

Existing land uses surrounding the property include single detached dwellings to the east, industrial zoned lands to the south, agricultural lands to the west, and lands zoned Open Space for the purpose of community recreation to the north.

The property to the east is currently a vacant parcel of land. The property to the west contains a soccer pitch. The entirety of the property is within the Urban Settlement Area of Lucan and is designated Settlement Area in the Middlesex County Official Plan and 'Residential' in the Township Official Plan. Additionally, the property to the east is zoned a 'site specific' Future Residential Exception (FR-6) Zone, while the lands to the west are zoned a Future Residential (FR) Zone.

A portion of the east parcel of land previously received approval for Consent application B2-4/2020 and ZBA-4/2020, which established four (4) new residential lots for the purpose of establishing single detached dwellings.

Policy and Regulation:

The Middlesex County Official Plan identifies Lucan as a settlement area and defers to the municipal official plan to delineate the boundaries of the settlement area. The lands are within the Settlement Area of Lucan and are designated as 'Residential' within the Township of Lucan Biddulph's Official Plan.

Further, as previously noted, the property to the east is currently zoned a 'site specific' Future Residential Exception (FR-6) Zone, while the lands to the west are zoned a Future Residential (FR) Zone within the Township of Lucan Biddulph's Comprehensive Zoning By-law.

As such, the policies and provisions below are applicable to the lands.

Provincial Policy Statement 2020 (PPS)

Applications for Zoning Bylaw Amendment (ZBA 08/2020) and
Application for a Draft Plan of Subdivision 39T-LB2001
Dillion Consulting on Behalf of 1525020 Ontario Inc.

Generally, the PPS promotes healthy, liveable and safe communities by supporting efficient land use patterns that facilitate economic growth, create liveable communities, and protect the environment and public health and safety. According to Section 3 of the Planning Act, as amended, decisions made by planning authorities “shall be consistent with” the PPS. The principal policies of the PPS that are applicable to the proposed development include the following:

Section 1.1.1, which speaks to establishing and promoting healthy, liveable and safe communities. The following sub policies have been determine to be applicable:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
- c) avoiding development and land use patterns which may cause enviro
- d) avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;
- f) improving accessibility for persons with disabilities and older persons by addressing land use barriers which restrict their full participation in society;

Section 1.1.3.1 speaks to Settlement Areas being the focus of growth and development, and their vitality and regeneration shall be promoted.

The following policies have been deemed applicable to the proposed development from section 1.1.3.2, which states that land use patterns within settlement areas shall be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- c) minimize negative impacts to air quality and climate change, and promote energy efficiency;
- d) prepare for the impacts of a changing climate;

Applications for Zoning Bylaw Amendment (ZBA 08/2020) and
Application for a Draft Plan of Subdivision 39T-LB2001
Dillion Consulting on Behalf of 1525020 Ontario Inc.

Section 1.1.3.3 of the PPS states, Planning authorities shall identify appropriate locations and promote opportunities for transit-supportive development, accommodating a significant supply and range of housing options through intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.1.3.4 states appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

Section 1.1.3.6 states new development taking place in designated growth areas should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

Section 1.4 of the PPS speaks to 'Housing'. More specifically, section 1.4.1 states 'to provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through *residential intensification* and *redevelopment* and, if necessary, lands which are *designated and available* for residential development; and ...'

Section 1.5 of the PPS speaking to healthy, active communities being promoted by planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity.

Section 1.6 of the PPS speaks to servicing. The PPS has a hierarchy for services, where municipal services are the preferred form of servicing.

Section 1.6.6.1a) states 'Planning for sewage and water services shall direct and accommodate expected growth or development in a manner that promotes the efficient use and optimization of existing municipal sewage services and municipal water services'.

County of Middlesex Official Plan

The principal policies of the County of Middlesex's Official Plan that are applicable to the proposed development include the following:

The subject property is designated Settlement Area by the County of Middlesex Official Plan. Section 3.2 of the Plan directs growth to settlement areas, and promotes a variety of housing types within Settlement Areas.

Section 2.3.7 of the County of Middlesex Official Plan speaks to housing policies, and states that, 'it is the Policy of the County to encourage a wide variety of housing by type, size and tenure to meet projected demographic and market requirements of current and future residents of the County.'

Applications for Zoning Bylaw Amendment (ZBA 08/2020) and
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Dillion Consulting on Behalf of 1525020 Ontario Inc.

Further, subsection (a) promotes intensification and redevelopment, primarily within Settlement Areas, and in other areas where an appropriate level of physical services is or will be available in the immediately foreseeable future and subject to the policies of Section 2.3.6. In this regard, the County will require that 15 percent of all development occur by way of intensification and redevelopment'.

Section 2.3.8 of the County Official plan notes that urban areas shall be the focus for future residential growth on full services where warranted. Policies under this section further clarify that urban areas are the focus of growth and are expected to accommodate a significant portion of the projected growth. Also they state that new development shall be fully serviced by municipal or communal water and sewage disposal systems.

The County of Middlesex's Official Plan in section 2.4.5 discusses the servicing hierarchy similar to those discussed in the PPS. Specifically, the County encourages new development to proceed on the basis of full municipal services.

The County Official Plan provides a regional policy framework within which development proposals are to be evaluated. Section 3.2.1 of the County Official Plan dictates that growth within Middlesex is generally to be directed to the County's Settlement Areas in order to protect Agricultural Areas, protect natural heritage and promote efficient use of water and sewage services. It is noted that the detailed land use policies, and particularly those that pertain to development within settlement areas, are provided in the official plans of the County's member municipalities.

Township of Lucan Biddulph Official Plan

The principal policies contained in the Township of Lucan Biddulph's Official Plan that are applicable to the proposed development include:

The subject property is designated 'Residential' in the Township Official Plan. Section 2.1.1 of the township Official Plan provides the following related goals and objectives for development in the Village of Lucan:

- a) 'To encourage and direct the majority of population growth and residential development in the Municipality to the Village of Lucan'
- b) 'To ensure development and redevelopment in the Village is adequately serviced and that the necessary infrastructure is in place to accommodate such activity.'

Section 2.1.5 of the Township Official Plan provides guidance for areas to accommodate future residential development. It states undeveloped lands designated for residential purposes within existing developed areas shall be the focus of growth where opportunities exist for redevelopment and infilling.

Section 2.1.5.1 of the Township Official Plan notes areas designated 'Residential' shall primarily be singled unit detached dwellings. However other forms of development are also permitted including, but not limited to, low-rise and small-scale apartment buildings.

Applications for Zoning Bylaw Amendment (ZBA 08/2020) and Application for a Draft Plan of Subdivision 39T-LB2001
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Section 2.1.5.2 of the Township Official Plan states that the ‘scale, density and form of new residential development shall respect and be sensitive to the ‘small town’ character of the Village. At the same time, it is recognized that multiple forms of residential development will provide the potential for more affordable housing as well as housing more able to meet the increasingly diverse needs and preferences of the community. To ensure compatibility with existing development, the density and height of new residential development will be limited.’

Section 2.1.5.5 of the Township Official Plan notes that medium density residential development in the form of apartments will be encouraged to locate where direct or proximate access to arterial or collector roads is available; where they are close to commercial areas, schools, and parks; and where municipal services are available or capable of being made available. The policy further clarifies that intrusions into existing residential areas of predominantly single unit dwellings shall be discouraged and compatibility with the character and design of neighbourhood is expected. Appropriate buffering and setbacks shall be provided and standards for density, height, parking and landscaped open space shall be addressed in the Zoning By-law. The policy also notes that site plan control shall apply.

Section 2.1.5.7 of the Township Official Plan encourages housing forms and densities designed to be affordable to moderate and lower income households. It is the intent to meet a 20 percent target annually for housing affordability for new and infill development.

Schedule A of the Township Official Plan depicts the presence of a 300 metre grain elevator buffer area, which directly impacts the lands. As per section 5.4 of the Township Official Plan, it is identified that the Ministry of Environment has identified a potential influence of 300 m around the grain elevator located in Lucan due to the potential adverse impacts on sensitive land uses, such as residential and institutional. Section 5.4.1 further identifies that prior to approving any development within the Buffer Rea, technical studies shall be required to address the degree of adverse impacts and the measures which are capable of being undertaken to mitigate such impacts on sensitive land uses.

Section 8.3 of the Township Official Plan indicates that the approval of plans of subdivision shall be subject to the following criteria:

- a) The applicable land use designation and policies of the Township Official Plan and County of Middlesex Official Plan;
- b) The requirements of the Planning Act;
- c) The entering into of a subdivision agreement with the Municipality; and,
- d) The posting of sufficient financial security to ensure the protection of the Municipality.

Section 8.10 of the Township Official Plan provides guidance and clarify around the site plan control process. Site plan shall address such requirements as the proposed use, the location of the buildings and structures, proposed ingress and egress, parking area, landscaping, grading and drainage, external lighting, buffering and other measures to protect adjoin lands.

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

A portion of the subject lands to the west is currently zoned a Future Residential (FR) Zone. The current zone permits the following:

Permitted Uses	<ul style="list-style-type: none"> • Existing single unit dwelling • Home Occupation
----------------	--

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 Dillion Consulting on Behalf of 1525020 Ontario Inc.

Minimum Lot Area	existing	
Minimum Lot Frontage	existing	
Minimum Lot Depth	existing	
Permitted Buildings and Structures	existing	
Accessory Buildings and Structures	Maximum Lot Coverage	10% or 75m ² whichever is lesser
	Maximum Height	One (1) storey or 5 m in height whichever is lesser
	Maximum Height of an Exterior Wall	3 m

A portion of the subject lands to the east is currently zoned a 'site-specific' Future Residential Exception (FR-6) Zone. The current zone permits the following:

Permitted Uses	<ul style="list-style-type: none"> Existing single unit dwelling Home Occupation 	
Minimum Lot Area	6,939.2 m ²	
Minimum Lot Frontage	20.1 m	
Minimum Lot Depth	existing	
Permitted Buildings and Structures	existing	
Accessory Buildings and Structures	Maximum Lot Coverage	10% or 75m ² whichever is lesser
	Maximum Height	One (1) storey or 5 m in height whichever is lesser
	Maximum Height of an Exterior Wall	3 m

The applicant is proposing to rezone the west portion of the lands to a 'site-specific' Residential Third Density Exception (R3-#) Zone for the purpose of establishing a townhouse condominium. The proposed site-specific Zoning By-law amendment for the west portion of the lands is as follows:

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Dillion Consulting on Behalf of 1525020 Ontario Inc.

Permitted Uses		<ul style="list-style-type: none"> • apartment dwelling • multiple-unit dwelling • senior citizen home • townhouse dwelling
Minimum Lot Area		1,500 m ²
Minimum Lot Frontage		30.0 m
Minimum Lot Coverage		40 %
Front Yard Depth		6.0 m*
Side Yard Width	Interior Lot	3.0 m
	Corner Lot	3.5 m*
Rear Yard Depth		7.0 m*
Maximum Height		10 m
Minimum Number of Parking Spaces		1.5 per dwelling unit
Minimum Outdoor Amenity Area		35% of the area of the lot
Municipal Services		No dwelling shall be erected, used, or altered unless such dwelling is connected to a public water supply system and a public sanitary sewage system.

Note: * indicates an exception from the current zoning provisions standards in the Residential Third Density (R3) Zone

The applicant is proposing to rezone the east portion of the lands to a Residential Second Density (R2) Zone for the purpose of establishing 12 single unit dwellings, each on a separate lot. The proposed Zoning By-law amendment for the east portion of the lands is as follows:

Permitted Uses		<ul style="list-style-type: none"> • Converted Dwelling • Duplex Dwelling • Home Occupation • Semi-detached Dwelling • Single Unit Dwelling
Minimum Lot Area	Single Unit Dwelling and Duplex Dwelling	400 m ²

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	Semi-detached Dwelling	200 m ²
Minimum Lot Frontage	Single Unit Dwelling and Duplex Dwelling	12 m
	Semi-detached Dwelling	6 m per dwelling unit
Maximum Lot Coverage		40 %
Front Yard Depth		6 m
Side Yard Width		<p>a) On an interior lot, the side yard width shall be 1.2 metres on both sides of a dwelling;</p> <p>b) On a corner lot, the side yard width shall be 3.5 metres on the side abutting the street and 1.2 metres on the other side for a dwelling;</p> <p>c) Notwithstanding Subsection 8.1.6 a) and b) to the contrary, no side yard width shall be required between the common wall dividing individual dwelling units of a semi-detached dwelling.</p>
Rear Yard Depth	Single Unit Dwelling and Duplex Dwelling	7.0 m
	Semi-detached Dwelling	10 m
Maximum Height		Dwelling - 10 m
Maximum Number of Dwellings Per lot		1
Minimum Number of Parking Spaces		<p>a) Dwelling – 1 per dwelling unit</p> <p>b) Home Occupation – 1</p>
Municipal Services		No dwelling shall be erected, used, or altered unless such dwelling is connected to a public water supply system and a public sanitary sewage system.

Applications for Zoning Bylaw Amendment (ZBA 08/2020) and
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Consultation:

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

Public Comments:

To date, only one comment has been received from the public. The member of the public sought clarification on the proposed road network. More specifically, whether or not the proposed Queen Street extension would connect to William Street.

Agency Comments

At the time of writing of this report the following comments had been received:

- a) Bell – the developer shall be aware and agree to the issuance of any easements for the purpose of installing infrastructure.
- b) Hydro One – We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time
- c) Enbridge Gas – It is Enbridge Gas Inc.'s (operating as Union Gas) request that as a condition of final approval that the owner/developer provide to Union the necessary easements and/or agreements required by Union for the provision of gas services for this project, in a form satisfactory to Enbridge.

Recommendation:

THAT council receives the planning report as information.

Attachments:

Attachment 1: Location Map

Attachment 2: Proposed Draft Plan of Subdivision

Attachment 3: Proposed Zoning Plan

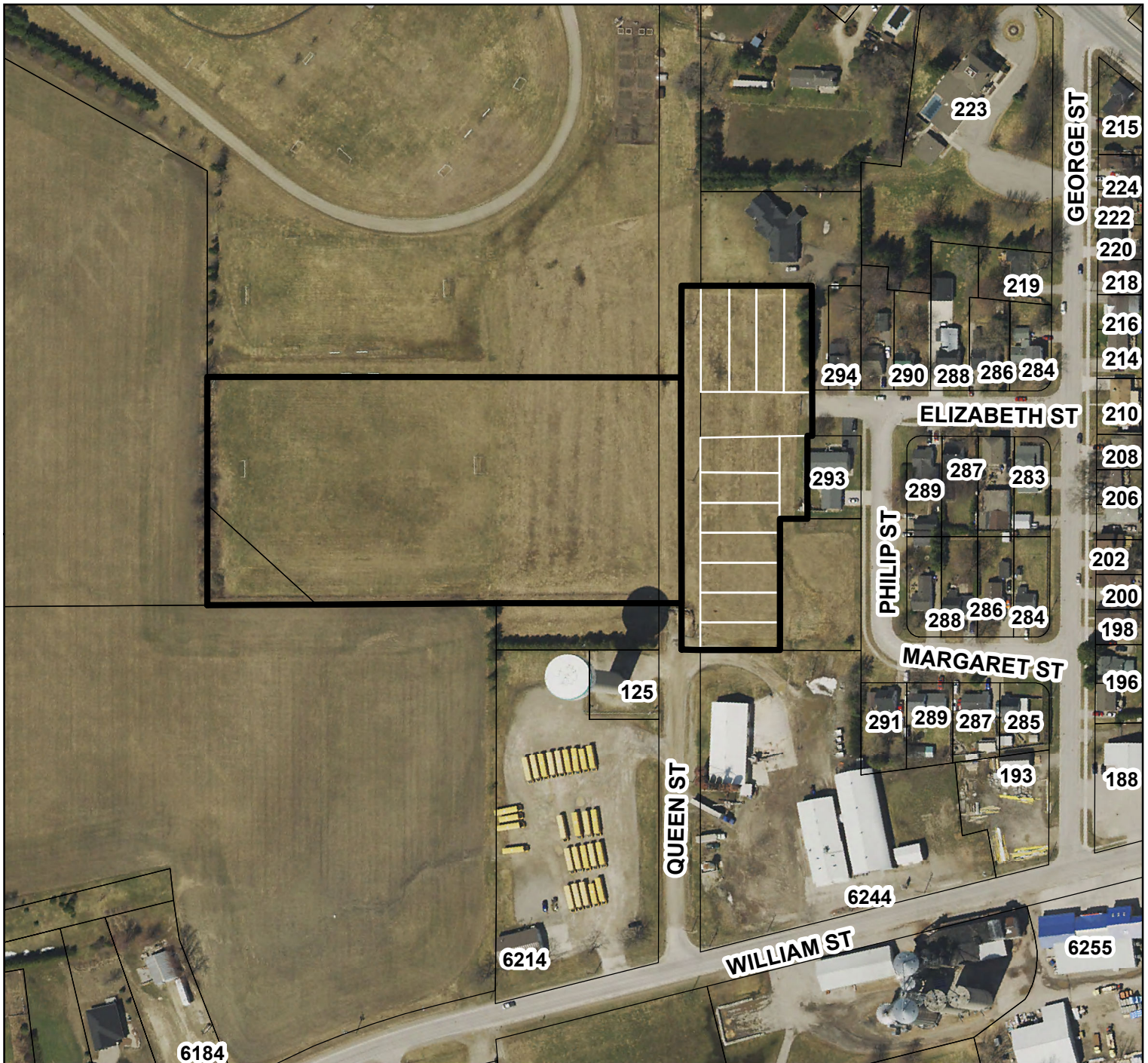
APPLICATION FOR ZONING BY-LAW AMENDMENT: ZBA 8-2020

1525020 Ontario Inc. (Matt Van Geel) (Owner)
Dillon Consulting Ltd. (Dan Hyland) (Agent)



Lot 15, Part Lot 14, 16, and 27-30, Plan 33R-10096, 33R20612, Parts 1 & 2
Township of Lucan Biddulph


Township of LUCAN BIDDULPH
KEY MAP

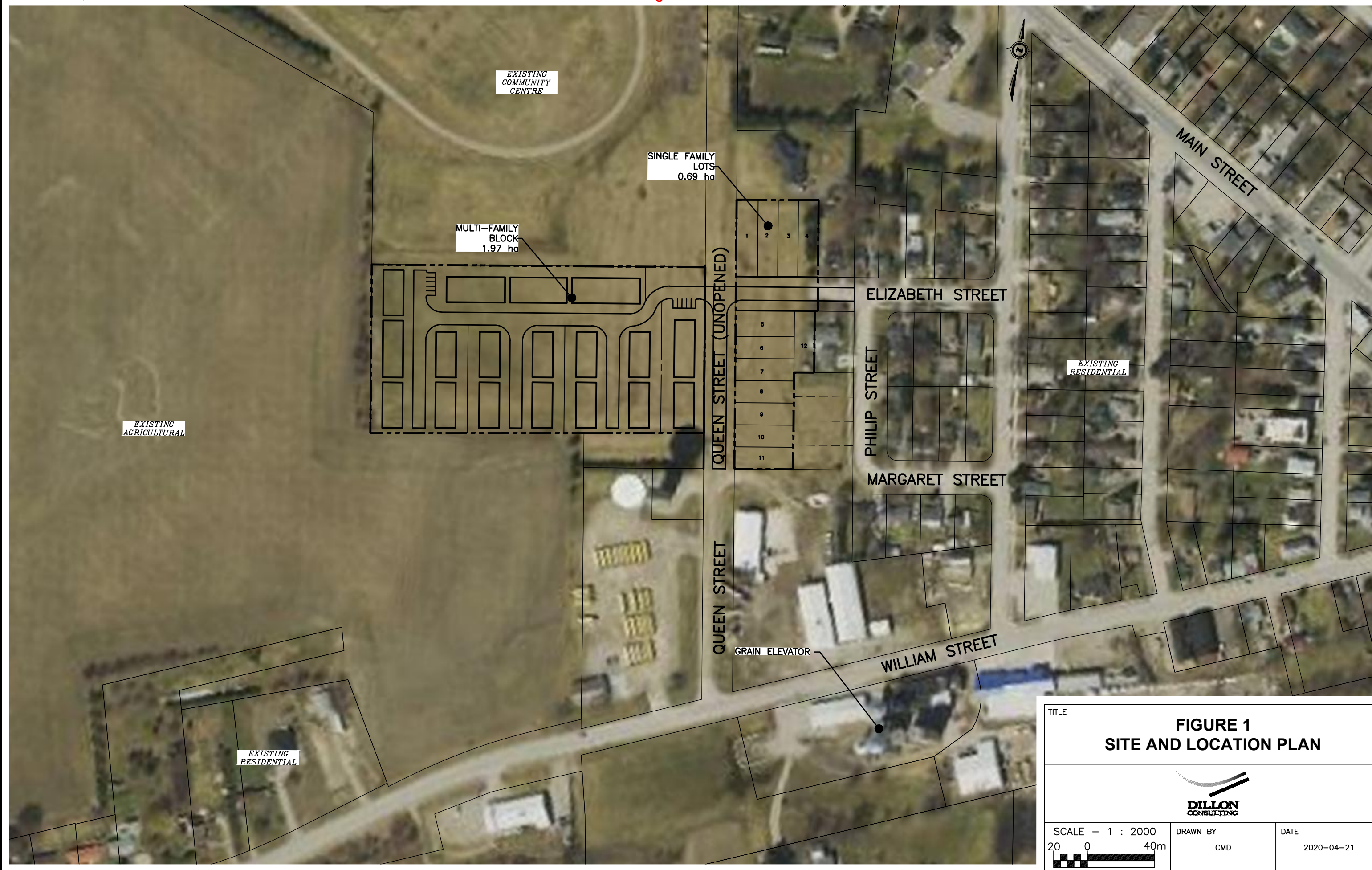


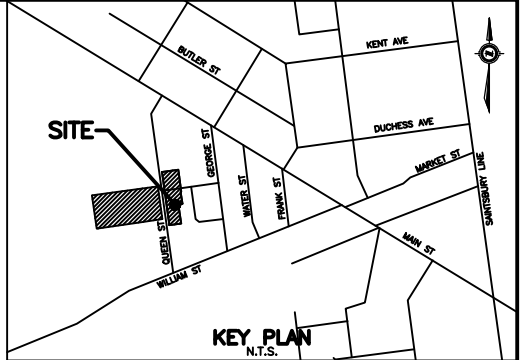
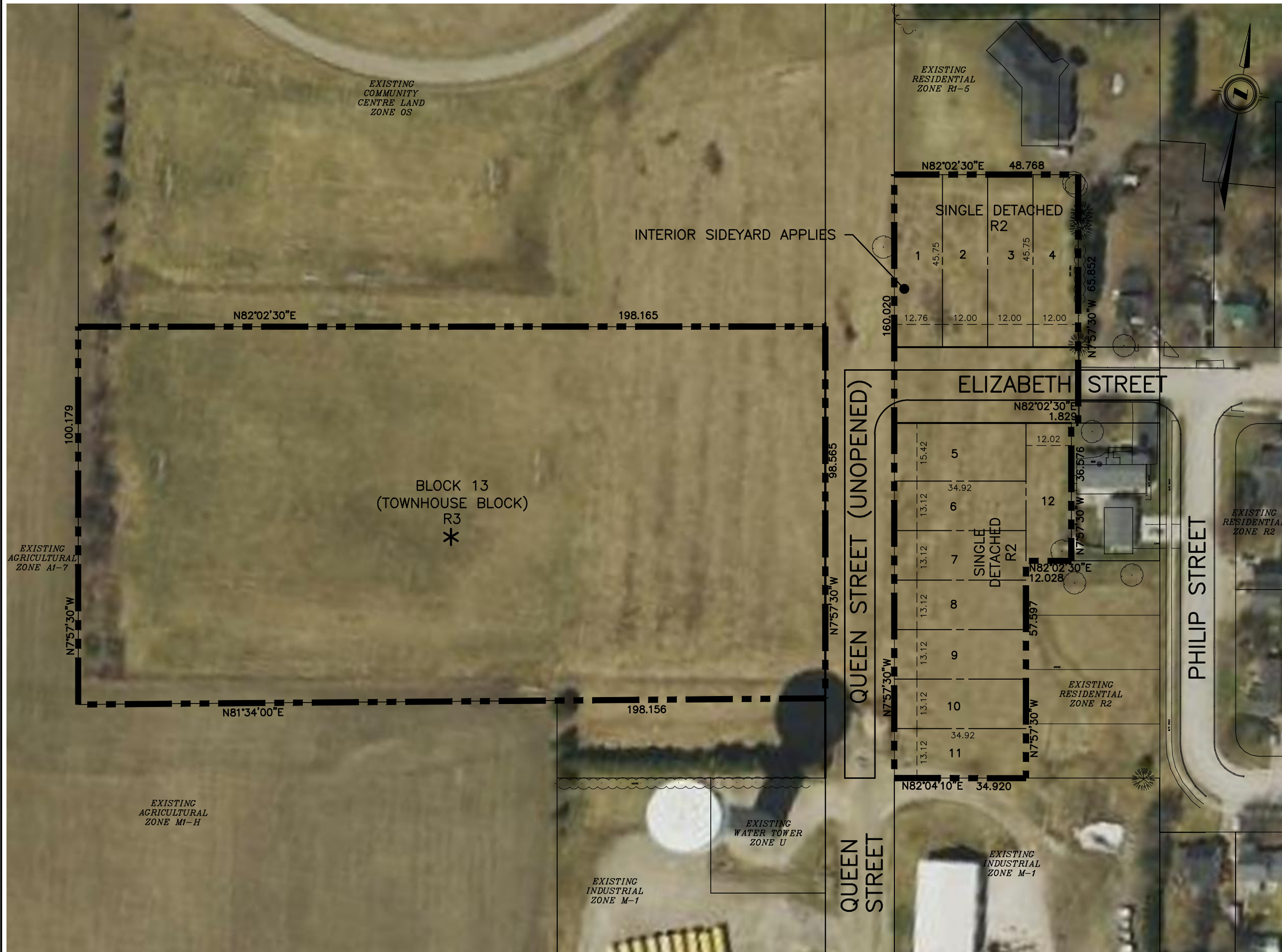
Published by the County of Middlesex
Planning Department
399 Ridout Street North, London, ON N6A 2P1
(519) 434-7321
July 2020

 Subject Lands

1:2,500
0 10 20 30 40 Metres
ORTHOPHOTOGRAPHY: SWOOP 2015
Disclaimer: This map is for illustrative purposes only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.







LEGEND

--- AREA TO BE REZONED FROM FR TO R2 OR R3 (SPECIAL)

* LOTS REQUIRING SPECIAL ZONING PROVISION

ZONING REQUIREMENTS
DWELLING, SINGLE DETACHED

	R2	R2(SPECIAL)
1. LOT AREA MIN.	400m ²	--
2. LOT FRONTAGE MIN.	12.0m	--
3. FRONT YARD MIN.	6.0m	--
4. INTERIOR SIDE YARD MIN.	1.2m	--
5. EXTERIOR SIDE YARD MIN.	3.5m	--
6. REAR YARD MIN.	7.0m	--
7. LOT COVERAGE MAX.	40%	--

DWELLING, TOWNHOUSE

	R3	R3(SPECIAL)
1. LOT AREA MIN.	1500m ²	--
2. LOT FRONTAGE MIN.	30.0m	--
3. FRONT YARD MIN.	8.0m	6.0m
4. INTERIOR SIDE YARD MIN.	3.0m	1.5m
5. EXTERIOR SIDE YARD MIN.	8.0m	3.5m
6. REAR YARD MIN.	10.0m	7.0m
7. LOT COVERAGE MAX.	40%	--

TITLE
REZONING PLAN

CLIENT
1525020 ONTARIO INC.

TITLE
AUSABLE FIELDS SUBDIVISION



SCALE - 1 : 1000
10 0 20m

DESIGN BY: CMD
DATE: 2020-05-04
PROJECT No.: 19-1995

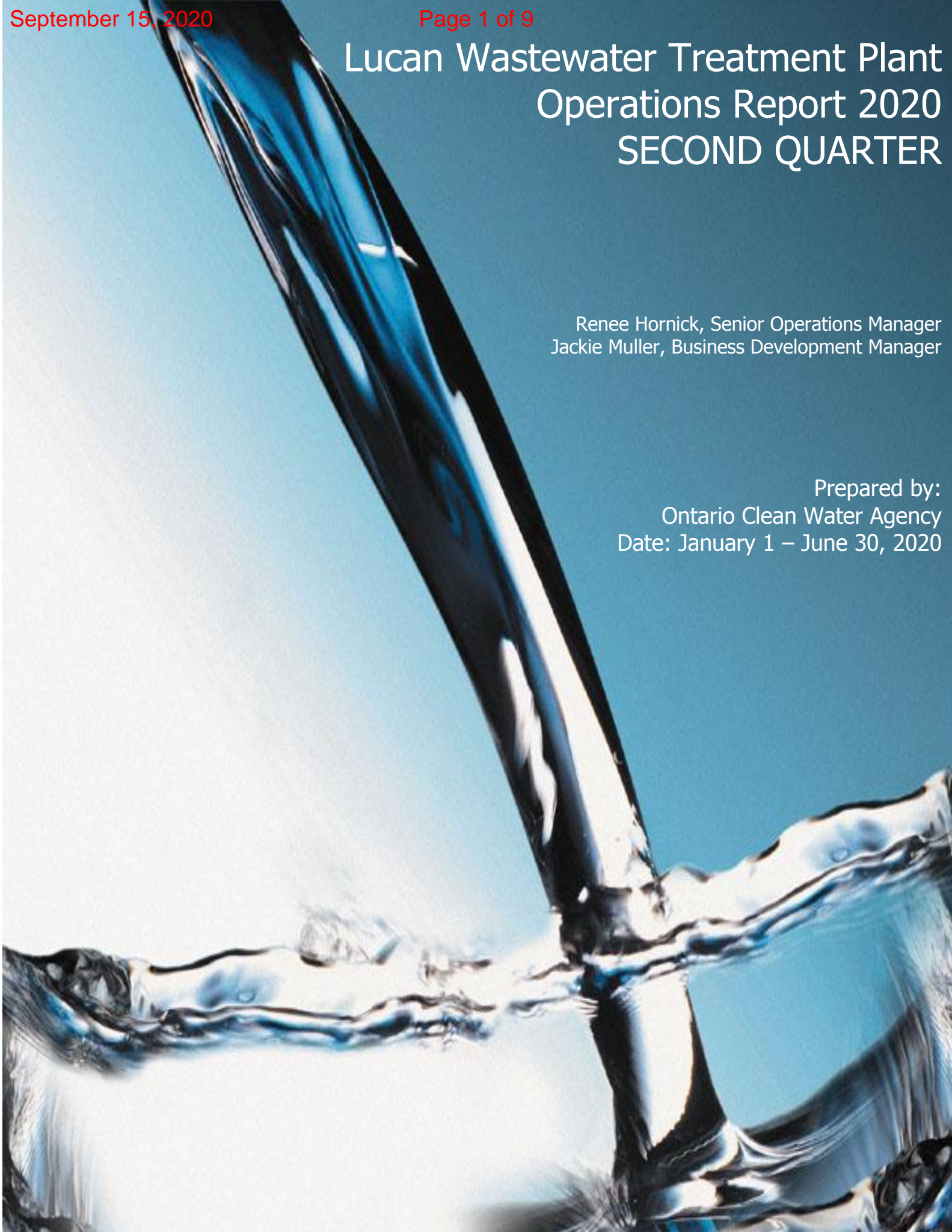
September 15, 2020

Page 1 of 9

Lucan Wastewater Treatment Plant Operations Report 2020 SECOND QUARTER

Renee Hornick, Senior Operations Manager
Jackie Muller, Business Development Manager

Prepared by:
Ontario Clean Water Agency
Date: January 1 – June 30, 2020



Facility Information

Classification:	Class 4 WWT
Environmental Compliance Approval:	7008-B7CJWY Issued February 11, 2019
Population Served:	4,700
Total Design Capacity:	1,700 m ³ /day

	Design Values	2016 Flow Data	2017 Flow Data	2018 Flow Data	2019 Flow Data	2020 Flow Data To Date
Average Daily Flow (m³/d)	1,700	969.13	962.48	1047.10	1113.17	1093.25
% of Average Daily Design Flow	-	57.01	56.62	61.59	65.48	64.31

	Design Flow (m ³ /d)	2020 Average Daily Flow (m ³ /d)	2020 % Capacity	2020 Maximum Daily Flow (m ³ /d)	2020 % Capacity	Number of Days Design Flow Exceeded
January	1,700	1,391.01	81.82	2,615	153.82	7
February	1,700	1,030.93	60.64	1,441	84.76	0
March	1,700	1,320.94	77.70	2,246	132.12	5
April	1,700	1084.60	63.8	1917	112.76	2
May	1,700	942.19	55.42	1828	107.53	1
June	1,700	789.77	46.46	1131	66.53	0
July	1,700					
August	1,700					
September	1,700					
October	1,700					
November	1,700					
December	1,700					
Annual Average	1,700	1093.25	64.31			

Operational Description

The Lucan Sewage System was expanded and upgraded in 1992 to an aeration type process and is located at 6242 Fallon Drive. The plant is rated at an average flow of 1,700 m³/ day.

The system consists of:

- Chestnut Street pumping station with five submersible pumps and one standby diesel generator
- Joseph St. pumping station with 2 submersible pumps and a portable generator
- Force mains to treatment plant and lagoons
- Extended aeration plant with automatically raked bar screen, grit chamber, aeration basins, secondary clarifiers, return activated sludge system, chemical storage and feeding systems, aerobic digesters, sludge storage system, effluent filtration, ultra violet disinfection system
- Outfall sewer to Heenan Drain
- Standby power diesel generator
- Two cell lagoon system for storing excessive flows

CLIENT CONNECTION MONTHLY CLIENT REPORT

COMPLIANCE SUMMARY

Operating Outside Normal Operating Conditions:

One clarifier was taken out of service for repair maintenance on Feb. 14, 2020; additional daily sample collections are required for the duration of this repair as per the ECA. The MECP was contacted and approved daily samples during regular business days only for this event; weekend samples not required at this time.

UV Disinfection System Bypass: On May 22, 2020 the UV Disinfection System failed. The Lucan WPCP treatment process was operational; the UV disinfection system was bypassed. Notifications to all required regulators and the MOH were made as required. Equipment provider technicians attempted to troubleshoot issue remotely; remote repairs were not successful. Technicians came on site and repaired the disinfection system; the UV disinfection system bypass event ended on May 27th 2020; approximately 4,140 m³ effluent bypassed the UV disinfection system.

OCCUPATIONAL HEALTH & SAFETY

The COVID-19 Pandemic Issue was corporately brought to the attention of all OCWA staff; precautionary protection measures were implemented at all facilities. In addition to mandatory PPE worn by operational staff the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable
- The frequency of facility and vehicle cleaning and surface disinfection was increased
- Staff re-organization was implemented to meet social distancing requirements where applicable
- Facility access to required contractors or delivery personal is closely monitor

There were no additional Health & Safety issues identified to date for this calendar year.

INSPECTIONS

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections conducted to date for this calendar year.

GENERAL MAINTENANCE & PLANT ACTIVITIES

FIRST QUARTER

January

Throughout the month of January, DataSoft was on-site to work on installing the new computer and working on the SCADA system.

16: Chemtrade delivered alum to the WPCP.

28: OCWA Electrician was on-site at the WPCP to replace some faulty lights on the MCC panel.

31: Nevtro was on-site at the WPCP to install the new sludge unloading system for the digesters.

February

Throughout the month of February, DataSoft was on-site to work on installing the new computer and working on the SCADA system.

12: Repairs completed to the effluent disk filter.

14: Operators took down clarifier #2 to do a cleaning and inspection. Operators found that a malfunction with the clarifier caused the chain and baffles (scrapers) that move the sludge in the clarifier was broken. Due to this, as per the instructions of the MECP, the operators will need to take extra final effluent samples until the clarifier is fixed and the process is back to normal operations.

18: OCWA staff were on-site at the WPCP to assist operators with removing the broken components of the clarifier, assessing all the damage and to compile a list of what all needs replaced.

March

Throughout the month of March extra final effluent samples were collected and sent due to clarifier #2 being out of operation.

02 & 25: Abell Pest Control was on-site to install and monitor the bait traps to address the rodent and crow problem.

02: OCWA Electrician was on-site at the WPCP to replace the faulty limit switch for the rag removal rake in the head works building.

SECOND QUARTER

April

07: Clarifier flight hardware installation & preparation for reinstallation of flights.

08: Filled clarifier and began operation.

16: Bartel's onsite for sludge hauling, due to changing weather and field condition

22: Annual facility lifting device inspections were completed.

22: Annual flow meter calibrations were completed.

25: Annual fire extinguisher inspections were completed.

29: Annual wet well clean at pump stations was completed.

May

05: Work on aeration tank sprinkler system, the system plugged with grit at the west end inlet, installed couplings at West and East inlet of water supply to enable easy clean out.

04: Extra sampling for alkalinity study with BM Ross Engineers

19: Electrician on site to troubleshoot issues with UV system.

20: Backwash Pump for filter unit was removed and taken for re-build.

22: Re-installed backwash pump removed on the 20th.

22: UV B surges causing failure - Trojan contacted for emergency repair but cannot be onsite until May 25.

25: H2flow onsite to troubleshoot UV (ordered parts that were damaged in a power surge.)

25: Total septic onsite offloading Granton RBC sludge into digesters.

27: H2flow back onsite to complete repairs, UV placed back in service.

June

04: Maintenance and repairs on the clarifier and headworks overhead doors.

10: Blower fault # 2 and # 3; fault caused by large storm in area.

17: H2flow onsite to follow up with repairs.

29: Bi-annual generator inspections completed

29: Air conditioner repairs completed.

29: Blower failure; failure related to extreme temperatures.

ALARMS/CALL-INS

FIRST QUARTER

January

19: Operator on call received multiple alarms from the Joseph Street Pump Station due to a wide spread short duration hydro outage. This location was monitored remotely and all was fine.

SECOND QUARTER

April

13: Power Outage; operator reset blowers, checked alum pumps and confirmed clarifier racks are operating.

June

10: Power Outage; operator reset blowers, checked alum pumps and confirmed clarifier racks are operating.

29: Blower fault – blower overheating due to extreme temperatures.

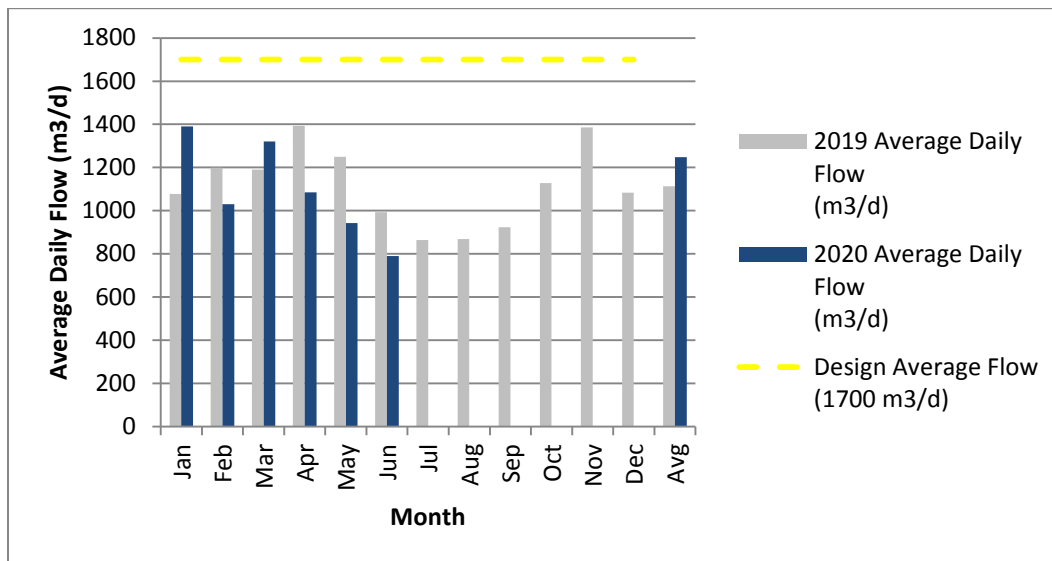
COMPLAINTS & CONCERNS

There were no complaints or concerns to date.

PERFORMANCE ASSESSMENT REPORT

The raw sewage average daily flow for January to June of 2020 was 1093.25 m³/d. The average daily flow for 2020 has decreased 5.33 % from January to June average daily flow values recorded in 2019.

Chart 1. Raw Sewage flows in 2020 compared to 2019 flows.



Raw sewage samples are collected on a weekly basis following the ECA requirements. The table below shows the raw sample results for 2020. The ECA does not stipulate raw sewage compliance values.

Table 1. Raw Sewage sample results for 2020.

	BOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TKN (mg/L)
January	84.25	41	1.705	23.4
February	133.25	42.75	2.55	30.75
March	110.2	71.8	2.798	29.6
April	165	116.5	4.025	43
May	146.5	100.75	3.448	33.5
June	226.8	155.6	4.538	41.28
July				
August				
September				
October				
November				
December				

The effluent is sampled on a weekly basis following the requirements of the ECA. The table below summarizes the monthly average results compared against the objectives and limits identified in the ECA. The Total Suspended Solids monthly average objective of 5 mg/L was exceeded in February (7.2 mg/L), March (8.0 mg/L), April (5.82 mg/L), May (5.5 mg/L) and June (5.2 mg/L) of 2020. The pH objective minimum value of 6.5 was not met in March (6.36), May (6.48) and June (6.26) of 2020. Final effluent limits were met consistently from January to June 2020.

Table 2. Average effluent sample results for 2020.

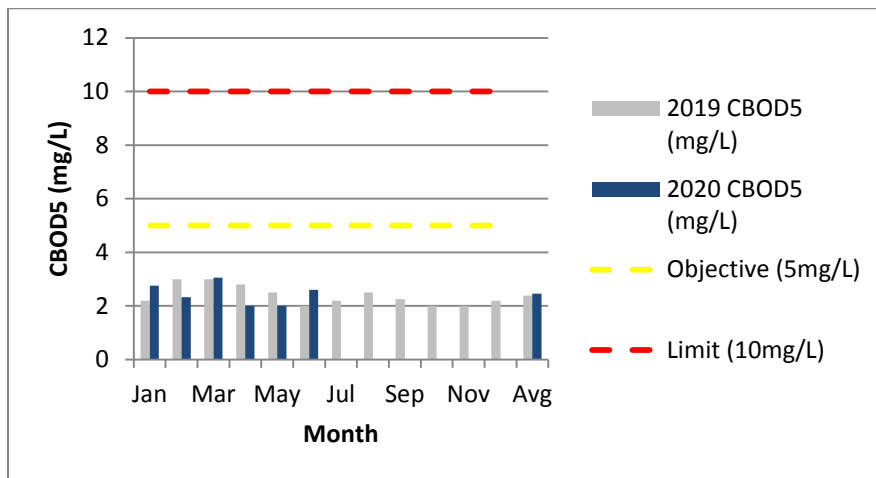
	CBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	*E. coli (cfu/100mL)	pH	Dissolved Oxygen Min. (mg/L)
January	2.75	2.75	0.178	0.1	18.92	6.54-7.62	7.95
February	2.33	7.2	0.173	0.113	3.76	6.73-7.73	7.81
March	3.05	8	0.155	0.136	2.86	6.36-7.48	7.09
April	< 2.0	5.82	0.155	< 0.1	33.08	6.64-7.9	7.28
May	< 2.0	5.5	0.09	< 0.133	89.01	6.48-7.91	7.69
June	< 2.6	5.2	0.19	0.340	24.13	6.25-7.48	7.23
July							
August							
September							
October							
November							
December							
Annual Average	< 2.46	5.75	0.157	< 0.154	28.63	6.25-7.91	7.09
ECA Objective	5	5	0.2	1 / 2	80	6.5-8.5	5.0
ECA Limit	10	10	0.32	1.3 / 2.6	100	6.0-8.5	

Non-freezing months / Freezing months

*Expressed as geometric mean density

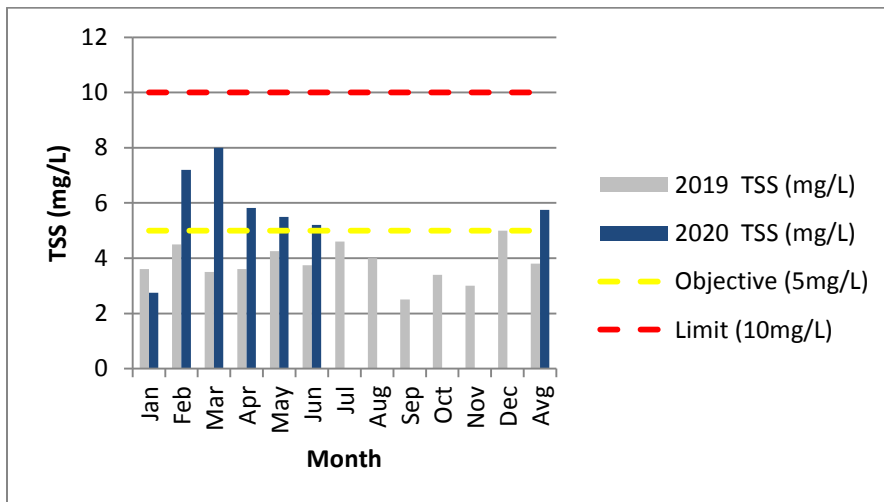
Effluent Carbonaceous Biochemical Oxygen Demand (CBOD5) monthly average values for January to June 2020 met the effluent objective and limit identified in the ECA; see Chart 2 below.

Chart 2. Average Monthly Effluent CBOD5 results for 2020 compared to 2019.



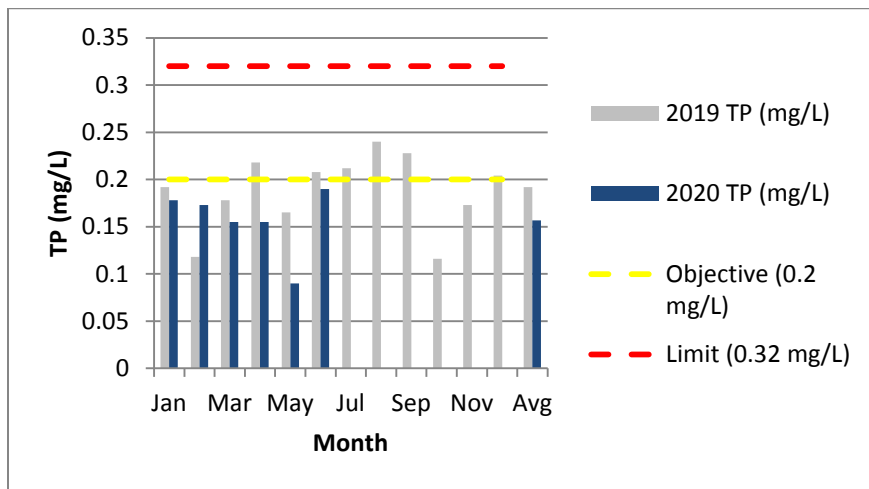
Effluent Total Suspended Solids (TSS) Monthly Average values for January to June 2020 met the effluent limit identified in the ECA. The TSS Monthly Averages for February (7.2 mg/L), March (8.0 mg/L), April (5.82 mg/L), May (5.5 mg/L) and June (5.2 mg/L) of 2020 exceeded the effluent objective of 5.0 mg/L identified in the ECA; see Chart 3 below.

Chart 3. Average Monthly Effluent TSS results for 2020 compared to 2019.



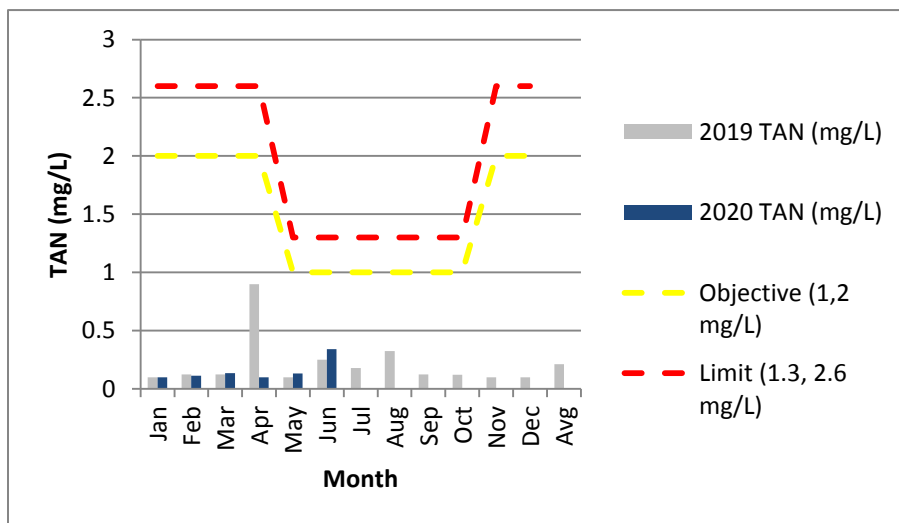
Effluent Total Phosphorus (TP) 2020 monthly averages for the January to June met the effluent objective and limit identified in the ECA; see Chart 4 below.

Chart 4. Average Monthly Effluent TP results for 2020 compared to 2019.



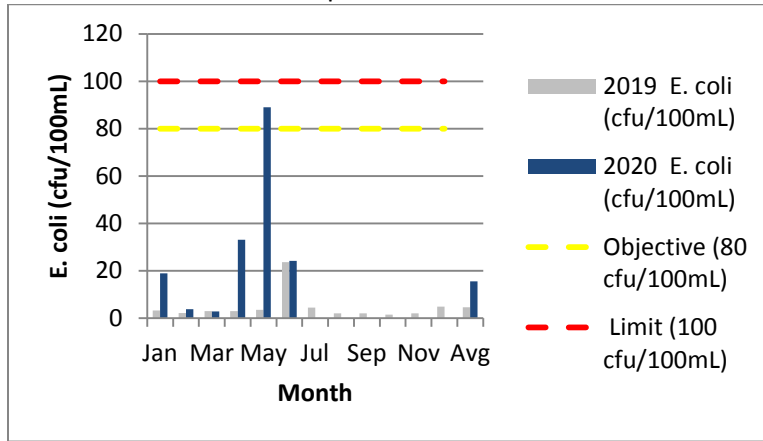
Effluent Total Ammonia Nitrogen (TAN) 2020 monthly average for January to June of 2020 met the objective and limit identified in the ECA; see Chart 5 below.

Chart 5. Average Monthly Effluent TAN results for 2020 compared to 2019.



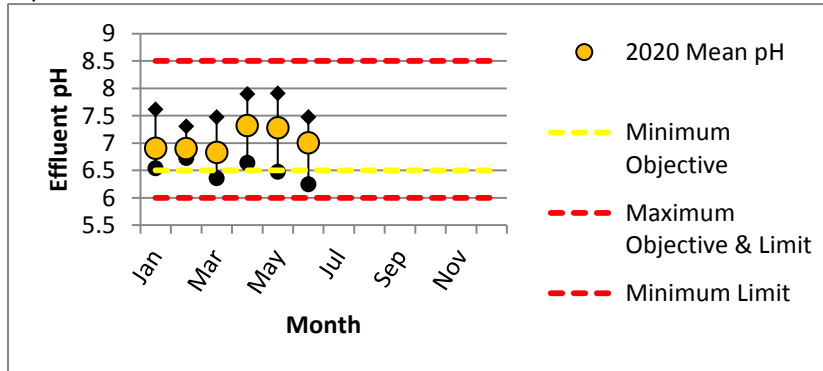
Effluent E. coli 2020 monthly Geometric Mean Density (GMD) for the January to June of 2020 met the limit identified in the ECA. The May E.coli monthly GMD (89.01 cfu/100 mL) did not meet identified objective; see Chart 6 below.

Chart 6. Effluent E. coli GMD results for 2020 compared to 2019.



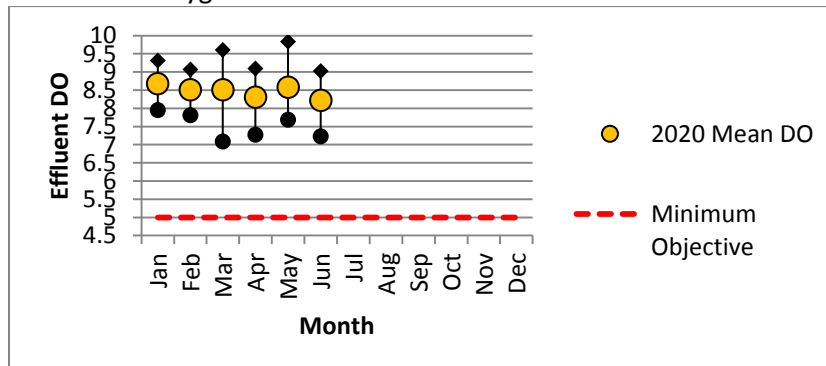
Effluent pH values from 6.25 to 7.91 for the period of January to June 2020; pH values met the limits identified in the ECA. The pH minimum objective value of 6.5 was not met consistently during the months of March (pH minimum 6.36), May (pH minimum 6.48) and June (pH minimum 6.26) of 2020; see Chart 7 below.

Chart 7. Final Effluent pH results for 2020.



Effluent Dissolved Oxygen (DO) values for January to June 2020 met the objective identified in the ECA. The ECA does not identify a dissolved oxygen limit; see Chart 8 below.

Chart 8. Final Effluent Dissolved Oxygen minimum results for 2020.



September 15, 2020

Page 1 of 8

Granton Wastewater Treatment Plant Operations Report 2020 SECOND QUARTER

Renee Hornick, Senior Operations Manager
Jackie Muller, Business Development Manager

Prepared by:
Ontario Clean Water Agency
Date: January 1 – June 30, 2020



Facility Description

Classification:	Class 1 WWT
Environmental Compliance Approval:	2212-AJDKEV Issued March 30, 2017
Population Served:	300
Total Design Capacity:	270 m ³ /day

	Design Values	2016 Flow Data	2017 Flow Data	2018 Flow Data	2019 Flow Data	2020 Flow Data To Date
Average Daily Flow (m³/d)	270	96.36	94.35	108.87	116.06	137.98
% of Average Daily Design Flow	-	35.69	34.94	40.32	42.99	51.10

	Design Flow (m ³ /d)	2020 Average Daily Flow (m ³ /d)	2020 % Capacity	2020 Maximum Daily Flow (m ³ /d)	2020 % Capacity	Number of Days Design Flow Exceeded
January	270	183.16	67.84	636	235.56	2
February	270	120.21	45.52	135	50	0
March	270	157.23	58.23	290	107.41	1
April	270	139.53	51.68	242	89.63	0
May	270	134.58	49.84	210	77.78	0
June	270	93.17	34.51	138	51.44	0
July	270					
August	270					
September	270					
October	270					
November	270					
December	270					
Annual Average	270	137.98	51.10	NA	NA	3

Operational Description

The Granton Sewage System was constructed in 2001 and serves the Police Village of Granton. It is a Rotating Biological Contactor (RBC) type process and is located at Lot 27, Conc. 12, Biddulph Township.

The plant is rated at an average flow of 270 m³/ day.

The system consists of the following:

- Raw sewage pumping station with two submersible pumps and one standby diesel generator
- Force mains to treatment plant
- RBC plant with secondary settlement chamber and ultra violet disinfection system
- Outfall sewer to Cook Drain, a tributary of Medway Creek
- Stand-by power diesel generator rated at 25 kW

CLIENT CONNECTION MONTHLY CLIENT REPORT

COMPLIANCE SUMMARY

FIRST QUARTER

One (1) non-compliance issue was reported in the first quarter.

Final Effluent Total Suspended Solids Monthly Average Exceeded:

The final effluent Total Suspended Solids (TSS) average monthly concentration at the Granton WWTP exceeded the required limit of 10.0 mg/L in January of 2020; the January 2020 TSS monthly average concentration was 10.8 mg/L. The Total Suspended Solids (TSS) Maximum Average Loading limit of 2.7 kg/day was not exceeded; TSS January average loading was 1.98 kg/day.

During the month of January flows fluctuated drastically due to wet weather events. Average daily flow into the Granton plant during the month of January ranged from less than 125 m³ /day to greater than 600 m³ /day. Operational staff monitored TSS levels in house at an increased frequency and continue to enhance process operations to meet compliance and objective values moving forward.

SECOND QUARTER

No compliance issues were identified for this quarter of 2020.

OCCUPATIONAL HEALTH & SAFETY

The COVID-19 Pandemic Issue was corporately brought to the attention of all OCWA staff; precautionary protection measures were implemented at all facilities. In addition to mandatory PPE worn by operational staff the following additional steps were taken to assure safety:

- Additional PPE and supplies were sourced as applicable
- The frequency of facility and vehicle cleaning and surface disinfection was increased.
- Staff re-organization was implemented to meet social distancing requirements where applicable
- Facility access to required contractors or delivery personal is closely monitor.

There were no additional Health & Safety issues identified to date in 2020.

INSPECTIONS

There were no Ministry of Environment, Conservation and Parks (MECP) or MOL inspections conducted to date in 2020.

GENERAL MAINTENANCE & PLANT ACTIVITIES

FIRST QUARTER

January

10: Univar delivered three barrels of SAX.

14: Total Septic was onsite to haul 87 m³ of sludge out of the RBC; sludge was off-loaded into the Lucan WPCP digesters.

23: CT Environmental was on site to remove an excessive fat, oil and grease (FOG) build up from the RBC.

30: Operators replaced micro tabs throughout the WWTP and collection system.

31: Staff onsite at the wet well to pull duty pump #2 and replace the worn impeller and wear rings. The pump was reinstalled and tested and in working order.

February

19: Univar delivered three barrels of SAX.

24: Total Septic was onsite to haul 72 m³ of sludge out of the RBC. While Total Septic was on-site, all the channels and the bug media filter area was washed and inspected. All waste removed from the Granton WWTP was off-loaded into the Lucan WPCP digesters.

March

02 & 25: Abell Pest Control was on-site to install and monitor bait traps due to the rodent problem.

03: Operators started to add the SR2 chemical to the RBC area of the WWTP to help with the fat, oil and grease build up on the RBC.

05: Staff replaced bug media filter pump #4 due to operators finding the pump not working. The electrical cord that came with the new pump will need to be extended at a later date.

05: Operators installed a new UPS system in the main control panel at the WWTP; the battery in the previous PLC was dead. The PLC lost its programming and Datasoft was brought in to reinstall the programming. Datasoft is to replace the dead battery in the PLC next week.

06: Operators received a delivery of 800 gallons of PAX.

12: The electrical cord was extended on bug media filter pump #4.

SECOND QUARTER

April

02: Total Septic onsite to haul sludge due to increasing sludge volume; sludge hauled from the RBC to the Lucan WPCP digester.

03: Abel Pest Control onsite to monitor and refreshed bait stations.

22: Greg Pierce onsite for complete annual flow meter calibration's.

29:CT Environmental onsite for wet well cleaning.

May

25: Total Septic onsite to haul sludge due to increasing sludge volume; sludge hauled from the RBC to the Lucan WPCP digester.

26: MSA onsite troubleshooting failed gas detection system.

27: Kemira onsite for delivery of 800 gallons of PAX chemical.

June

17: H2Flow onsite per UV System preventive maintenance program; checked hours and bulb/sensor condition.

ALARMS/CALL-INS

FIRST QUARTER

January

11: Operator on call received a pump failure alarm from the Granton wet well. Upon arrival onsite an inspection of the wet well was performed and it was determined that pump # 2 was plugged and needed to be pulled. Due to a large amount of rain fall and snow melt both pumps were needed to avoid a backup. Hodgins Septic Services was called in to pump and haul raw septage from the wet well until pump #2 was pulled and freed from the blockage. The pump was pulled, blockage removed and all was back to regular working order at 2:30 pm

19: Operator on call received multiple alarms from the Granton WWTP due to a wide spread short duration hydro outage. This location was monitored remotely and all was fine.

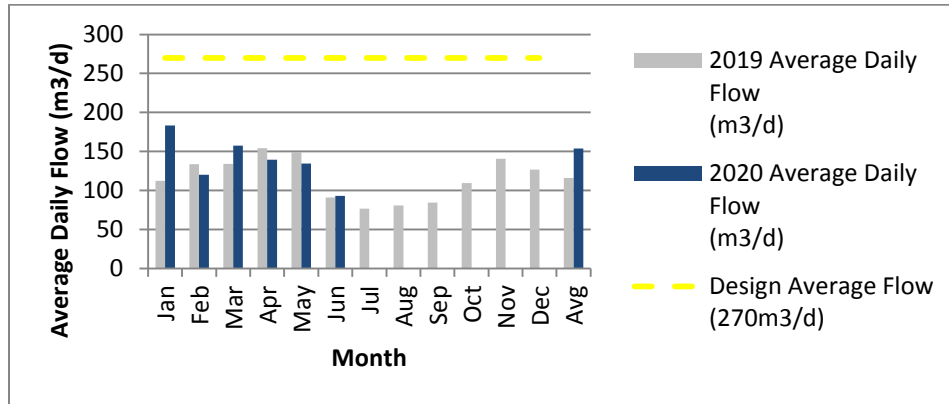
COMPLAINTS & CONCERNS

There were no complaints or concerns reported to date in 2020.

PERFORMANCE ASSESSMENT REPORT

The raw sewage average daily flow for January to June of 2020 was 137.98 m³/d. The average daily flow to date for 2020 has increased 3.3 % from the same period in 2019.

Chart 1. Raw Sewage flows in 2020 compared to 2019 flows.



Raw sewage samples are collected on a monthly basis following the ECA requirements. The table below shows the raw sewage sample results for 2020. The ECA does not stipulate raw sewage compliance values.

Table 1. Raw Sewage sample results for 2020.

	BOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TKN (mg/L)
January	60	46	2.16	24.8
February	124	112	3.34	32.4
March	64	67.67	2.1	22.83
April	84	64	3.13	40.5
May	141	74	3.48	34
June	136	106	3.43	38.7
July				
August				
September				
October				
November				
December				

The effluent is sampled on a weekly basis following the requirements of the ECA. The table below summarizes the monthly average results compared against the objectives and limits identified in the ECA. The Total Suspended Solids (TSS) monthly average limit was exceeded in January 2020. The TSS monthly average objective was exceeded in every month to date in 2020.

The pH minimum objective value was exceeded in February, March, April and June of 2020; the pH maximum objective value was exceeded in March of 2020 There were no other objective or limit exceedances to date in 2020.

Operational staff monitored TSS levels in house at an increased frequency and continue to enhance process operations to meet compliance and objective values moving forward.

Table 2. Effluent sample results for 2020.

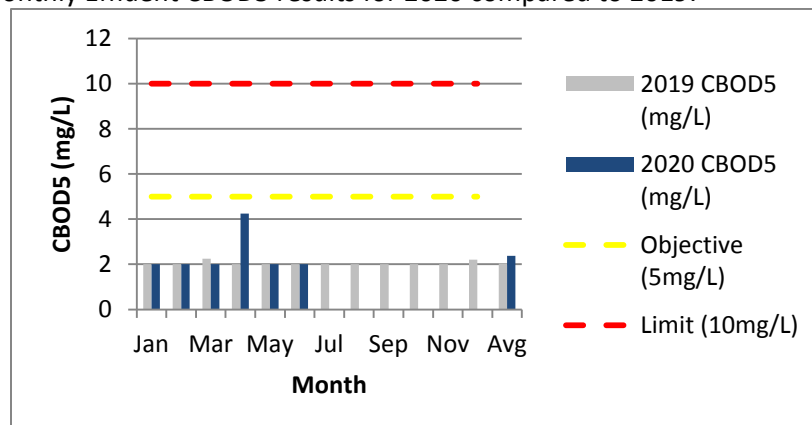
	CBOD5 (mg/L)	TSS (mg/L)	TP (mg/L)	TAN (mg/L)	*E. coli (cfu/100mL)	pH	Dissolved Oxygen Min. (mg/L)
January	< 2.0	10.8	< 0.04	0.4	6.23	6.53-8.06	7.16
February	< 2.0	8.88	< 0.07	0.48	5.45	6.32-8.15	8.23
March	< 2.0	9.4	< 0.05	0.56	2.3	6.21-8.87	8.1
April	< 4.25	9.2	< 0.123	2.35	10.22	6.41-8.12	8.0
May	< 2.0	9.5	0.058	0.35	20.45	6.88-7.97	7.28
June	< 2.0	8.2	0.066	1.32	69.13	6.34-7.63	6.21
July							
August							
September							
October							
November							
December							
Annual Average	< 2.378	9.33	< 0.068	0.91	18.96	6.21-8.87	6.21
ECA Objective	5	5	0.2 / 0.5	2 / 4	150	6.5-8.5	5.0
ECA Limit	10	10	0.3 / 0.8	3 / 5	200	6.0-9.5	4.0

Non-freezing months / Freezing months

*Expressed as geometric mean density

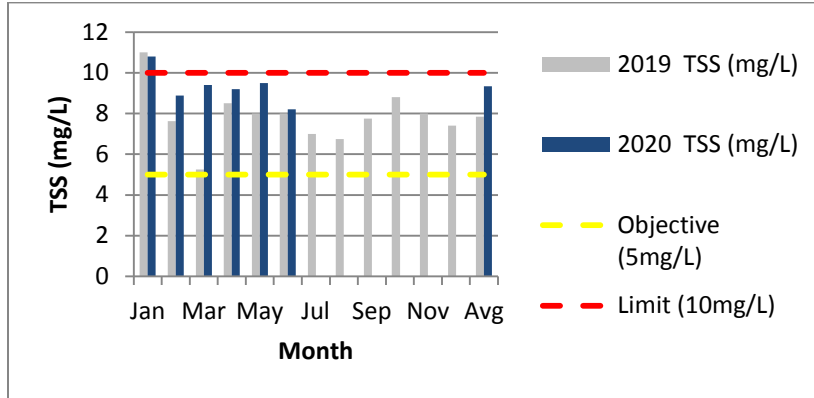
Effluent Carbonaceous Biochemical Oxygen Demand (CBOD5) monthly average for January to June of 2020 was < 2.375 mg/L; all monthly average values met the effluent objective and limit identified in the ECA; see Chart 2 below.

Chart 2. Average Monthly Effluent CBOD5 results for 2020 compared to 2019.



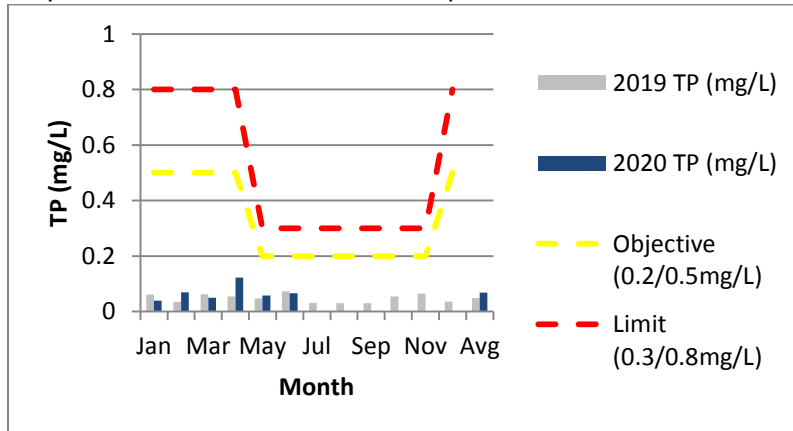
Effluent Total Suspended Solids (TSS) Monthly Average for January was 10.8 mg/L, exceeding the 10 mg/L effluent limit identified in the ECA. The TSS Monthly Averages for February (8.88 mg/L), March (9.4 mg/L), April (9.2 mg/L), May (9.5 mg/L) and June (8.2 mg/L) 2020 exceeded the effluent objective in the ECA; February to June TSS Monthly Averages met effluent limit; see Chart 3 below.

Chart 3. Average Monthly Effluent TSS results for 2020 compared to 2019.



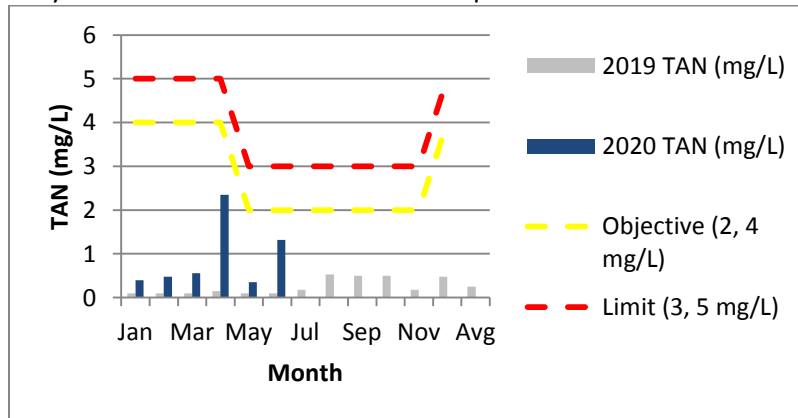
Effluent Total Phosphorus (TP) 2020 monthly averages for January to June of 2020 was < 0.068 mg/L; all monthly average values met the effluent objective and limit identified in the ECA ; see Chart 4 below.

Chart 4. Average Monthly Effluent TP results for 2020 compared to 2019.



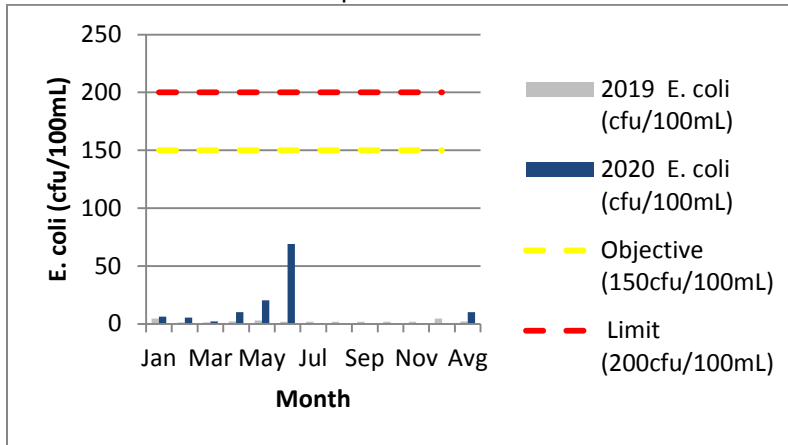
Effluent Total Ammonia Nitrogen (TAN) 2020 monthly average for January to June of 2020 was < 0.909 mg/L; all monthly average values met the effluent objective and limit identified in the ECA ; see Chart 5 below.

Chart 5. Average Monthly Effluent TAN results for 2020 compared to 2019.



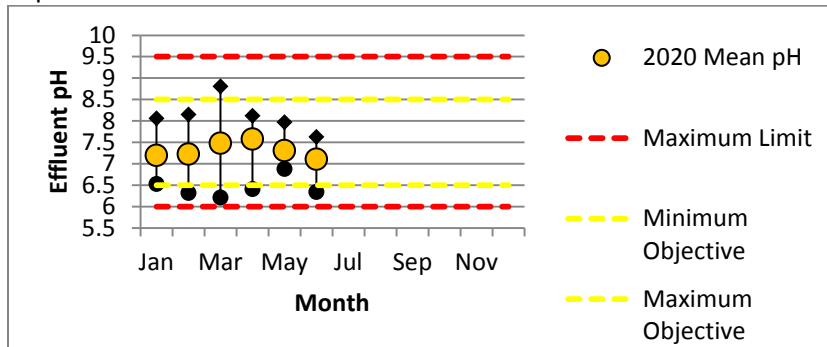
Effluent E. coli 2020 monthly Geometric Mean Density (GMD) for January to June of 2020 was 18.96 cfu/100 mL; all monthly average values met the effluent objective and limit identified in the ECA ; see Chart 6 below.

Chart 6. Effluent E. coli GMD results for 2020 compared to 2019.



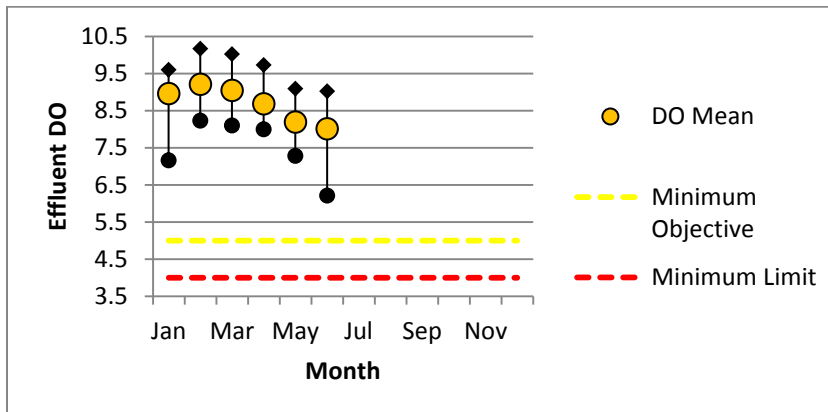
Effluent pH values for January to June of 2020 ranged from 6.21 to 8.87; all values met the limits identified in the ECA ; February (6.32 – 8.15), March (6.21 – 8.81), April (6.41-8.12) and June (6.34-7.63) pH values did not meet objective values (6.50- 8.50) consistently as identified in the ECA; see Chart 7 below.

Chart 7. Final Effluent pH results for 2020.



Effluent Dissolved Oxygen (DO) values for January to June of 2020 ranged from 6.21 to 10.17; all values met the limit and objective identified in the ECA; see Chart 8 below.

Chart 8. Final Effluent minimum DO results for 2020.



The Corporation of the Township of Lucan Biddulph Council Minutes

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

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

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:30 pm. The meeting took place electronically with the Mayor and CAO/Clerk in attendance at the Township office and all other attendees via electronic participation.

Declaration of Pecuniary Interest & Nature Thereof

Announcements

Mayor C. Burghardt-Jesson opened the meeting by acknowledging the 1st of September date and what that means for all going forward while still enduring the global pandemic. She reminded citizens it is important to remember we cannot replace our backyard barbeque's with dining room dinners and we must continue to mask up, sanitize, look out for our neighbours and be physically distant but not socially alone.

Delegation

T. Merner gave an overview of report no. CAO-11-2020 and advised that Mr. Dave Woodward is in attendance to explain the changes being brought forward in the amendment to the procedural by-law.

David Woodward, Lerner's LLP

Mr. Woodward advised the changes being proposed to the procedural by-law will give council the option to continue with electronic council meetings and Planning Act public meetings as well as allow for proxy voting once the declared emergency has been lifted. He further noted the changes in legislation brought forward in Bill 197, *the COVID-19 Economic Recovery Act, 2020* which amended sections of the Municipal Act, 2001 to permit electronic meetings to be held at any time to the extent and in the manner as set out in the applicable procedural by-law. Discussion took place regarding proxy voting, location of the Chair during electronic meetings, recorded votes and publishing of electronic minutes. D. Woodward advised changes as discussed will be made and a final version of the by-law be brought forward at the next meeting. Mayor C. Burghardt-Jesson thanked Mr. Woodward for attending at which time (6:58 p.m.) he exited the meeting.

Adoption of Minutes

1/Minutes

Moved by A. Westman

Seconded by D. Regan

That the regular council minutes of August 11, 2020 be approved as circulated.

CARRIED

Business Arising

Mayor C. Burghardt-Jesson noted all items are on-going at this time, however Chief Building Official Arnie Marsman is in attendance to review the proposed changes to the Animal Control By-law.

T. Merner gave a review of report No. CL-07-2020 and advised the major changes being proposed to the animal control by-law are the inclusion of cats. She noted the by-law specifies a limit of animals per household to a total of 5, including dogs and cats. A. Marsman further advised that cats running at large are now a fineable offence as per revisions made to this by-law and noted that Municipality of Middlesex Centre included a similar provision in their by-law earlier this year. He further noted that bylaw enforcement will try best to avoid fines and generally proceed with education awareness and warnings first off, but impounding or fines would be the next option. A. Marsman further advised that Animal Care Centre Lobo will not

pick up cats or dogs unless they are contained and it has always been the priority of Animal Care Centre to re-home the animals before putting them down. Discussion took place regarding concerns of placing cats and dogs in the same category, efforts taken to contact the owner of the animals and seizing and impounding fees. R. Reymer advised the next steps will be to send the draft by-law to the Ministry of Attorney General for pre-approval of the short-form wording on the fine Schedule and then brought back to council for passing. Mayor C. Burghardt-Jesson thanked A. Marsman for attending at which time (7:18 p.m.) he exited the meeting.

Correspondence

K. Langendyk commented on the letter included from Minister Steve Clark dated Aug. 12, 2020 and noted that the Township of Lucan Biddulph will receive \$123,600.00 as part of the federal-provincial safe restart agreement. She further noted that these funds can be carried forward if not used this year and direct costs related to COVID-19 are approximately \$15,000. K. Langendyk advised she will be bringing forward a financial update at a future meeting.

Committee Reports

BRA

D. Manders gave a brief update regarding the last Bluewater Recycling Association meeting and noted there continues to be a labour shortage and the plant is participating in a trial using robotic arms in the sorting area.

ABCA and UTRCA

A Westman gave a brief update regarding Upper Thames meeting last week and advised conversations are taking place regarding heritage buildings owned by the conservation authorities and whether to provide required maintenance/upgrades to them or sell the buildings to mitigate costs going forward.

Staff Reports

CAO/Clerk

R. Reymer reviewed report no. CAO-11-2020. He announced the retirement of two former crossing guards and thanked Marilyn Cater and Jean Hickson for their years of service with the Township. Discussion took place regarding flooring issues in the municipal office, the County of Middlesex optimization grant project and the continuance of the emergency declaration.

Finance

K. Langendyk asked council to start thinking about the budget for 2021 and whether they have specific requests to be included in the capital budget.

Public Works

J. Little reviewed report no. PW-23-2020 regarding the winter maintenance agreement for Highway 4 within the connecting link of our Township. Discussion took place regarding future extension of the connecting link boundary as well as the procurement policy and whether this annual maintenance contract needs to come to council. R. Reymer advised the agreement is brought forward for council to authorize execution of same through the by-law.

J. Little gave an update regarding the standing water issue in Ridge Crossing, traffic control measures and testing of same taking place on Nicoline Avenue and an upcoming municipal drain project and timelines. He further noted the crosswalk at the arena location is temporarily out of service while a part is being ordered for replacement.

Parks & Recreation

P. Smith gave a department update and advised staff will be starting to install the ice surface in the middle of September with a targeted start date for first of October. He noted this timeline is consistent with the majority of neighbouring municipalities. P. Smith further advised of some environmental green initiatives that he and his department are looking into.

Economic Development

L. deBoer advised the backyard concert event that took place last week was a success. She further noted progress that is taking place from the County for development of a new Township website and that bi-weekly meetings will be starting to take place with respect to development of the Community Improvement Plan.

Councillor's Comments

D. Manders asked for an update on the car wash and R. Reymer advised A. Marsman will be providing an update to council.

P. Mastorakos raised concerns regarding the Employee Code of Conduct and what re-course is available for the public should they not be satisfied with the response given by management staff regarding a complaint about an employee.

2/ Employee Code of Conduct

Moved by D. Regan

Seconded by A. Westman

That Council directs Staff to re-open the Employee Code of Conduct policy no. 101-02-2020 to review how matters can be better addressed when a complaint is filed by the public regarding an employee;

And Further that Staff be instructed to seek additional legal advice regarding the concerns raised by Council at the meeting of September 1, 2020.

CARRIED

Councillor P. Mastorakos inquired about the status of updates to Health & Safety policies and further asked if these policies will cover members of both volunteer fire departments. R. Reymer advised both fire departments have a Fire Area Board in place which is a separate entity from the Township. Discussion took place regarding the townships responsibility for the volunteer fire departments.

Councillor P. Mastorakos commented on the Official Plan update process and whether a visioning session would be beneficial towards anticipating what Council expects our community to look like in the future. R. Reymer advised we are currently at the input stage of the OP update and encouraged council to contact our consultant, Stewart Findlater with any ideas or comments they may have. Mayor C. Burghardt-Jesson noted that every segment of the OP update will give opportunity for the council and the public to provide input.

Councillor D. Regan raised concerns regarding informing new residents of our culture and history and if it would be feasible to develop website information that promotes our history. L. deBoer advised that the Lucan Area Heritage provides links and information on their website however staff could look into ways of expanding the awareness between the Museum and the Economic Development Committee.

Councillor D. Regan raised concerns with affordable housing options in our community. Discussion took place regarding the difference between socialized housing and affordable housing, upcoming information being provided by the City of London to County of Middlesex regarding options for investing in affordable housing throughout the County and possible zoning provisions that could encourage same.

Councillor D. Regan commented on the amazing support being offered by neighbours and our community for a young boy fighting an illness in Lucan and thanked members of the community for the support of this family.

Councillor A. Westman advised the Granton gardeners have been very diligent in donations to the Ailsa Craig food bank and they are well on track to donating over 600 lbs. of food.

3/ Confirming

Moved by P. Mastorakos

Seconded by D. Manders

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

- *38-2020 Execution of Agreement (IMOS – Winter Maintenance)*
- *39-2020 Confirming By-law*

CARRIED

4/ Adjournment

Moved by D. Regan

Seconded by D. Manders

Resolved that the Council meeting be adjourned at 8:34 p.m.

CARRIED

MAYOR

CLERK

Business Arising – Minutes of September 1, 2020

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status
Affordable Housing	Investigate available options for providing affordable housing in Lucan	Staff to provide information and options for consideration	ongoing

Previous Meetings

Discussion Item	Minutes Action	Follow-up	Date to be Completed/or Update on Status
Industrial Park Phase 2 lands	Ensure enough land retained surrounding Sewage Treatment Plant for future expansions and setback requirements	Staff to develop a plan moving forward	ongoing
Feasibility Report – Phase 2 Community Centre Project	Campaign Coaches provided report regarding feasibility study conducted	Staff to provide report with recommendation	ongoing
Feral Cats	Consider options for regulating cats	Staff to consult with surrounding municipalities and provide report to council with options for consideration	ongoing
Future Development Lands	Proceed with comprehensive review	Staff to provide updates	ongoing
Roads Analysis	Cost benefit analysis	Staff complete a cost benefit analysis report for council	ongoing

Ministry of the Solicitor General

Ministère du Solliciteur général



Office of the
Fire Marshal and
Emergency Management

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

25, rue Morton Shulman
Toronto ON M7A 1Y6
Tél.: 647-329-1200

MEMORANDUM TO: Ministry Emergency Management Coordinators (MEMC)
Community Emergency Management Coordinators (CEMC)

FROM: Teepu Khawja
Assistant Deputy Minister & Chief, Emergency Management
Ontario (EMO)

DATE: September 4, 2020

SUBJECT: Amendment to Ontario Regulation 380/04 under the
Emergency Management and Civil Protection Act (EMCPA)

I am writing today to confirm an amendment to Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act (EMCPA) which exempts the requirement for ministries and municipalities to conduct an annual emergency exercise in 2020. This amendment takes into consideration the emergency response activities that you, your Ministry Action Groups and Municipal Emergency Control Groups have engaged in this year as a result of the COVID-19 pandemic.

We will continue working with you to ensure your programs meet the other EMCPA requirements for 2020. In the meantime, COVID-19 has provided a unique opportunity to examine current emergency plans and programs and take actions to enhance and improve them for the future. I would encourage each of you to conduct a formal After Action Review to consider the lessons learned from your response to the pandemic and use these lessons to evaluate, develop and evolve your emergency management programs, while continuing to ensure the safety of the people of Ontario.

If you have any questions or concerns about this amendment, or if you require assistance in planning your After Action Review, please contact Chris Pittens at Chris.Pittens@ontario.ca (for municipalities) or Trevor Sinker at Trevor.Sinker@ontario.ca (for ministries).

Sincerely,



Teepu Khawja
Assistant Deputy Minister & Chief, Emergency Management Ontario
Office of the Fire Marshal and Emergency Management



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen St.
Ripley, Ontario
N0G2R0

Phone: (519) 395-3735

Fax: (519) 395-4107

E-mail: info@huronkinloss.com

Website: <http://www.huronkinloss.com>

Municipality of Chatham-Kent
Judy Smith, Director of Municipal Governance
Clerk, Freedom of Information Coordinator
315 King Street West, P.O. Box 640
Chatham ON
N7M 5K8

August 28, 2020

Dear Ms. Smith;

Re: Copy of Resolution #511

Motion No. 511

Moved by: Jeff Elliott Seconded by: Lillian Abbott

That the Township of Huron-Kinloss Council is in support of designating August 1 of every year as Emancipation Day in Canada and FURTHER direct staff to forward a copy of the resolution to Chatham-Kent and all Ontario municipalities.

Carried

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Lush". The signature is fluid and cursive.

Kelly Lush
Deputy Clerk

c.c Mr. Justin Trudeau, The Right Honourable Prime Minister of Canada, Mr. Douglas Ford, The Honourable Premier of Canada and all Ontario Municipalities.



The Corporation of the Township of Huron-Kinloss

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Ripley, Ontario
N0G2R0

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E-mail: info@huronkinloss.com

Website: <http://www.huronkinloss.com>

City of Oshawa
Mary Medeiros City Clerk
50 Centre Street South,
Oshawa, Ontario L1H 3Z7

August 28, 2020

Dear Ms. Medeiros;

Re: Copy of Resolution #512

Motion No. 512

Moved by: Ed McGugan Seconded by: Carl Sloetjes

THAT the Township of Huron-Kinloss Council support the City of Oshawa in their request that the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting organizations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflicted on them by the effects of COVID-19 and FURTHER directs staff to forward a copy of this resolution to the City of Oshawa and the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, and Association of Municipalities of Ontario and Federation of Canadian Municipalities.

Carried

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Lush".

Kelly Lush
Deputy Clerk

c.c Mr. Justin Trudeau, The Right Honourable Prime Minister of Canada, Mr. Douglas Ford, The Honourable Premier of Canada, AMO, FCM and all Ontario Municipalities.



RE: Town of Gore Bay - COVID-19 Funding Support Resolution

Please be advised that Township of Puslinch Council, at its meeting held on September 2, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-242: Moved by Councillor Bulmer and
Seconded by Councillor Sepulis

That the Consent Agenda item 6.15 Town of Gore Bay - COVID-19 Funding Support Resolution be received; and

That Council direct staff to send support of the City of Oshawa resolution to Hon. Ted Arnott, Prime Minister Trudeau, Premier Ford, and all Ontario Municipalities.

CARRIED

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

Sincerely,
Courtenay Hoytfox
Deputy Clerk



Corporate Services Department
City Clerk Services

File: A-2100

June 26, 2020

DELIVERED BY EMAIL

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

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

Re: COVID-19 Funding

Oshawa City Council considered the above matter at its meeting of June 22, 2020 and adopted the following recommendation:

“Whereas on March 11, 2020, the World Health Organization and the Canadian Government declared COVID-19 a global pandemic; and,

Whereas on March 12, Ontario ordered schools closed and by March 17, began a more extensive shut down; and,

Whereas the pandemic has led to the closure of public spaces and the cancellation of events around the world throughout the country our province and right here within our own community, causing great stress on the arts sector; and,

Whereas local cultural organizations such as the Oshawa Folk Arts Council representing over 13 member clubs and organizations, as well as the many local service groups such as the Oshawa Rotary Club, have all been forced to cancel major events (i.e. Fiesta Week; Rib Fest; etc.) which historically contribute in large part to the fundraising and operational financing efforts of these sociocultural entities; and,

Whereas the Government of Canada and the Province of Ontario have committed they through the Canada Council for the Arts will continue to work with the Government of Canada, as well as provincial, territorial, and municipal partners, to ensure the strength of the sector; and,

Whereas at present, the Canada Council's for the arts priorities as are our collective governing priorities are to ensure the health and safety of people across Canada and around the world and to work towards the sustainability and recoverability of the arts sector; and,

Whereas a significant period has past without further indication as to what tools, funding measures, or financial support our local social cultural, service clubs, and children/youth minor sporting originations can readily access to help support their operating costs and programming,

Therefore be it resolved:

1. That the Federal, Provincial, and Regional Government help local municipalities assist their local social cultural, service clubs, and children/youth minor sporting originations with clear and definitive relief funding programs directed to help sustain the afore mention groups through these trying times inflected on them by the affects of COVID-19; and,
2. That a copy of this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, all Ontario Municipalities, all Members of Provincial Parliament, all Members of Parliament and Association of Municipalities of Ontario and Federation of Canadian Municipalities."

Oshawa City Council respectfully requests your consideration of the above noted matters.

If you need further assistance concerning this matter, please contact Ron Diskey, Commissioner, Community Services Department at the address listed on Page 1 or by telephone at 905-436-3311.



Mary Medeiros
City Clerk

/fb

- c. Association of Municipalities of Ontario
Federation of Canadian Municipalities
Members of Parliament and Members of Provincial Parliament
Ontario Municipalities



MINUTES

BOARD OF DIRECTORS MEETING

Thursday, July 16, 2020

Ausable Bayfield Conservation Authority Boardroom
Morrison Dam Conservation Area

VIA VIDEO CONFERENCE

DIRECTORS PRESENT

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

STAFF PRESENT

Geoff Cade, Tim Cumming, Davin Heinbuck, Brian Horner, Kari Jean, Daniel King, Tracey McPherson, Kate Monk, Judith Parker, Sharon Pavkeje, Meghan Tydd-Hrynyk, Mari Veliz, Angela Van Niekerk, Ross Wilson

CALL TO ORDER

Chair Doug Cook called the virtual meeting to order at 10:03 a.m. and welcomed everyone in attendance. He thanked staff for organizing the meeting and stated the procedures for voting and asking questions would be by show of hand.

ADOPTION OF AGENDA

MOTION #BD 49/20

**Moved George Irvin
Seconded by Ray Chartrand**

“RESOLVED, THAT the agenda for the July 16, 2020 Board of Directors Meeting be approved,”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

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

DISCLOSURE OF INTENTION TO RECORD

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

ADOPTION OF MINUTES**MOTION #BD 50/20**

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

“RESOLVED, THAT the minutes of the Board of Directors virtual meeting held on June 18, 2020 and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTESArmstrong West Erosion Control Project

Geoff Cade, Water & Planning Manager and Ross Wilson, Water & Soils Resource Coordinator provided an update on undertaking the repairs to the Armstrong West Erosion Control project along the shore of ‘Chicken Island’ in Lambton Shores. Subsequent to the last meeting, staff have received a request for an enlarged scope of work and also been asked if repairs are needed. The annual inspection was completed and staff found no substantial difference to last year. The structure was submerged in many areas due to high lake levels with some minor erosion behind it, however there were no visible signs of failure.

MOTION #BD 51/20

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

“RESOLVED, THAT the initial proposed installation of additional rip rap be deferred, and

FURTHER, THAT staff contact the engineering firm who designed and constructed the bendway weir structure to obtain a quote on doing an inspection and report on the condition of the structure with any recommended repairs.”

Carried.

PROGRAM REPORTS1. (a) Development Review

Meghan Tydd-Hrynyk, Planning & Regulations Officer, presented the Development Review report pursuant to Ontario Regulation 147/06 *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses*. Through the application process, proposed developments within regulated areas are protected from flooding and erosion hazards. Staff granted permission for 7 *Applications for Permission* and 8 *Minor Works Applications*.

(b) Violations/Appeals Update

Staff advised there has been an increase in the number of violations and court processes are slowed down due to the pandemic. A court date has been deferred until September for the charges in Beach o' Pines in Municipality of Lambton Shores. Staff are waiting to meet with those involved in the matter of large amounts of fill being dumped over the bank at Sunnyview in Municipality of Bluewater. For the house built without any permits in the Municipality of Central Huron, the charge documents are waiting on a court date.

MOTION #BD 52/20**Moved by Adrian Cornelissen
Seconded by Bob Harvey**

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

Carried.

2. Conducting Section 28 Hearings During Covid-19

Geoff Cade advised that since April when the Board agreed to suspend holding *Section 28 Hearings* due to the pandemic, staff have prepared the *Procedures for Hearings Under Ont. Reg. 147/06 during Coronavirus Pandemic*. This document will provide guidelines for holding Hearings through electronic participation and staff can continue efficient and timely review of permit applications.

MOTION #BD 53/20**Moved by Bob Harvey
Seconded by Ray Chartrand**

“RESOLVED, THAT the Board of Directors agree to cease its suspension of Section 28 Hearings under the *Conservation Authorities Act*, and

FURTHER, THAT the *Procedure for Hearings Under Ontario Regulation 147/06 during Coronavirus Pandemic* be approved and become effective immediately until further notice.”

Carried.

3. Stewardship Funding Projects Review

Nathan Schoelier, Stewardship Technician presented 8 project applications eligible for funding assistance through the Canada Nature Fund for sediment and nutrient reduction activities, fragile land retirement, and cover crops to improve aquatic habitat in the Ausable River for freshwater mussels and fish that are species at risk.

MOTION #BD 54/20**Moved by Adrian Cornelissen
Seconded by Alex Westman**

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

Carried.

4. Draft ABCA Five-Year Forecast

Brian Horner, General Manager/Secretary-Treasurer presented the proposed five-year forecast for 2021-2025 uses an inflation factor of 1.7 per cent. The overall increase for the general levy is forecast at 3.12 per cent and the project levy at 3.57 per cent.

MOTION #BD 55/20

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

“RESOLVED, THAT THE Five Year Forecast be approved as presented and distributed to the member municipalities for their information.”

Carried.

5. Profit & Loss Statement

Brian Horner provided the profit & loss statement to June 30, 2020 including a projection for the remaining six months of 2020.

MOTION #BD 56/20

**Moved by Dave Jewitt
Seconded by Marissa Vaughan**

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

Carried.

6. Low Water Response Program

Davin Heinbuck, Water Resources Coordinator gave an overview of the Low Water Response program the ABCA has been delivering for the province since 2000 and the various sectors represented on the Water Response Team. An explanation was given on the current watershed conditions related to streamflow and precipitation as well as a map of rainfall amounts during June as reported by the volunteer rain gauge network. Based on the indicators, the watershed is currently in a Level 1 low water advisory which encourages water users to reduce consumption by 10%.

MOTION #BD 57/20

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

“RESOLVED, THAT the low water response program report be received as presented.”

Carried.

PRESENTATION

Mari Veliz, Healthy Watersheds Manager and Kari Jean, Aquatic Biologist provided a presentation on the various watershed biomonitoring programs for data collection, research and evaluation in support of fulfilling requirements of the ABCA *Conservation Strategy* and *Watershed Management Strategy*. With the support of funders, the ABCA is able to leverage every dollar into three dollars for programs that engage and promote taking action for a healthy environment.

Some of the projects highlighted were the freshwater mussel monitoring; community engagement in management of Old Ausable Channel and L Lake Management Area; Hensall Landfill Site water quality monitoring for brook trout populations; Gully Creek habitat assessment monitoring fish abundance for the species at risk redbreasted dace; Heenan Drain water quality monitoring; Huronview drainage demonstration project monitoring; wetland restoration; and natural shorelines.

Member municipalities can request a presentation to Council on any ABCA biomonitoring projects and reports that will engage their communities to take action towards healthy watersheds.

GENERAL MANAGER'S REPORT

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

COMMITTEE REPORTS

No reports.

CORRESPONDENCE

- a) Reference: Thank you
File: A.5.1
Brief: A note of thanks from Richard Tillman and Catherine Tillmann to ABCA Planning and Regulations Officer, Meghan Tydd-Hyrnyk for her professionalism through their permit application process.
- b) Reference: Streamlining Section 28 Reviews
File: A.7.1
Brief: Copy of correspondence from Chair Wayne Emmerson to Minister John Yakabusik providing an update on Conservation Ontario's Client service and streamlining initiative on reporting timeliness of *Conservation Authorities Act* Section 28 reviews and issuing permits.
- c) Reference: *Environmental Assessment Act*
File: A.7.1
Brief: Correspondence from Hon. Jeff Yurek, Minister of the Environment, Conservation and Parks, informing of the next steps and timelines in the government's Made-in-Ontario Environment Plan for proposed amendments to modernizing the *Environmental Assessment Act*.

NEW BUSINESS

1. Gypsy Moth Infestation

Chair Doug Cook asked that ABCA staff provide some information at a future meeting on the gypsy moth infestation and any measures being investigated to alleviate the situation that has affected various communities in the watershed this year.

2. Aerial Photography

Geoff Cade, Water & Planning Manager advised that there is an opportunity to partner with Maitland Valley Conservation Authority on procuring aerial photography along the Lake Huron shoreline to



General Manager's Report

September 17, 2020

Prepared for the Board of Directors
by Brian Horner

Introduction

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

Conservation Ontario

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

Projects, Programs and Studies

1. The Administration Centre continues to be closed to the public due to COVID-19. As of May 22nd all ABCA properties were opened to the public with facilities to remain closed. The majority of staff are now working in the office with some still working remotely from home. For this and other Notices of Disruptions visit the ABCA website (abca.ca) at this web page: www.abca.ca/news/disruptions.
2. ABCA continues to ensure the delivery of essential services and programs during this time. These services and programs include flood forecasting and warning; operation and maintenance of water control structures; communications; municipal support and property support. Staff continue to review development applications and issue permits as efficiently as possible.
3. Mary Lynn MacDonald contributed to an article submitted by Conservation Ontario to the Environmental Science and Engineering magazine. The article was published in their June/July edition.
4. Staff continue to complete fish surveys in the Ausable River for our fish index station, sampling program as a deliverable for our Canada Nature Fund Funding.
5. Staff have also been conducting fish sampling for Department of Fisheries & Ocean funded drain classification program. The purpose of this project is to classify “not rated” drains to help guide drain maintenance. In addition to the work being done in the ABCA watershed, the Maitland Valley CA has also hired us again this year to do similar sampling within their watershed.
6. Staff have worked with a number of landowners restoring and constructing wetlands in our watershed. A number of site visits have also occurred for potential new wetland projects.
7. Staff have completed the installation of the new safety log booms at Morrison and Parkhill Dam. These new booms will stay in the reservoirs year round.

Page Two

8. Conifer Plantation thinning is ongoing at ABCA Stephen Tracts on Corbett Line. The property has been closed while the work was being done and weather dependent, the work should be done by the end of September. The timber harvests are completed to improve the long-term health of the ABCA forests.
9. The Gypsy Moth has completed its life cycle, and laid its eggs. This is an excellent time for landowners to complete gypsy moth management on their own, as egg masses and managing them requires few resources. The ABC has received several enquiries about the moth and staff have created a fact sheet www.abca.ca/assets/files/Fact_Sheet_Gypsy_Moth_ABCA_LR.pdf You may also contact Ian Jean at our office if you have further enquiries.

Training

1. Tracey McPherson was able to attend some of the ESRI annual user conference which is held annually in San Diego with about 40,000 people attending the 4 day event. Live technical sessions were recorded and made available to watch until September.

Meetings and Special Events

1. The Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC) next meets on Wednesday, September 30, 2020 via Zoom video conference. The committee is pleased to announce that Matt Pearson has been reappointed as Chair of the Committee by the Province of Ontario until August 19, 2022.
2. The Ausable Bayfield Conservation Foundation Board met on September 3 and the Huron Tact Land Trust Conservancy Board is scheduled to meet on September 24, both via Zoom.
3. The annual Morrison Dam Commemorative Woods Tree Dedication Service held in part with the Ausable Bayfield Conservation Foundation and Haskett Funeral Homes Ltd will be held virtually this year on Sunday, September 20. Those wishing to view the presentation may go to the Haskett Facebook Page at www.facebook.com/haskettfh
4. Tim Cumming has completed a number of media relations tasks including the news release and CTV coverage of the Osprey project at the Bayfield River Flats and an Ausable Bayfield Conservation newsletter edition published in August. For copies of our newsletter visit www.abca.ca/news/newsletter.
5. As a member of the Committee, Brian Horner participated in the Conservation Ontario Budget and Audit Committee meeting on August 13th via Zoom.
6. In place of the annual turtle hatchling release event this year Hope Brock prepared a week's worth of social media posts that included crafts, activities and videos.
7. Mari Veliz co-chaired the virtual Carolinian Canada Coalition Annual Meeting on July 10th, 2020.
8. Kate Monk has been attending zoom meetings to plan the annual Ontario Land Trust Alliance gathering scheduled for October 19-21. Sessions will be held online each day.
9. We are happy to announce that as of September 1st our Education Department staff, of Denise Iszczuk and Nina Sampson, have returned to work. Please call them at the Administration Office to book a program or make an outdoor education program enquiry.



BOARD OF DIRECTORS

Thursday, September 17, 2020

Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area

VIA VIDEO CONFERENCE

10:00 a.m.

AGENDA

1. Chair's Welcome and Call to Order
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Disclosure of intention to record this meeting by video and/or audio device
5. Adoption of Minutes from July 16, 2020
6. Business Out of the Minutes
 - Armstrong West Erosion Control Project – Geoff Cade/Ross Wilson
7. Presentation of Years of Service Awards
8. **Program Reports**
 - Report 1: (a) Development Review (O Reg147/06) - Meghan Tydd-Hrynyk/Daniel King
(b) Violations/Appeals Update – Geoff Cade
 - Report 2: Stewardship Funding Project Review – Angela Van Niekerk
 - Report 3: Rock Glen CA Parking Lot – Kate Monk
 - Report 4: Conservation Education Update – Kate Monk

Presentation: *Shoreline Structure Approval Process – Geoff Cade*

9. **General Manager's Report**
10. **Committee Reports**
 - Ausable Bayfield Conservation Foundation – Judith Parker
11. Correspondence
12. New Business
13. Committee of the Whole – property matter
14. Adjournment

Upcoming Meetings

October 8	Budget Committee Meeting
October 15	Board of Directors Meeting



September 3, 2020

In This Issue

- COVID-19 resources.
- My time as AMO's 2020 Policy Intern.
- Energy bill assistance for charities and small business.
- Changes to *Aggregate Resources Act* regulation.
- *Security from Trespass and Protecting Food Safety Act, 2020* partially proclaimed.
- Information about FCM's Virtual Elections and AGM.
- Increasing transparency with Digital Meeting Management.
- Everything you need to know about Land Use Planning.
- SAVE THE DATE! Municipal Cyber Security 101 - October 22.
- Municipal Group Buying Program: Capital Purchasing update.
- Municipal Energy Reporting deadline is a month away.
- Career with County of Huron.

AMO Matters

AMO's COVID-19 [resource page](#) is updated continually so you can find critical information in one place. It has a section on mandatory face masks bylaws/directives for municipal governments considering similar bylaws. Send any of your municipally related pandemic questions to covid19@amo.on.ca.

Did you know AMO has a policy intern? Check out the [LAS blog](#) to read about her experience during a very unconventional summer.

Provincial Matters

The Government of Ontario is making \$8 million available for small business and registered charities struggling to pay their energy bills (natural gas and electricity). The COVID-19 Energy Assistance Program for Small Business provides a one time, on-bill credit to help catch up on energy bills and resume regular payments. To apply for funding, customers should contact their energy provider. For more information, including eligibility requirements and on-bill credit amounts, visit oeb.ca/ceap.

[Reg 244/97](#) - implementing the *Aggregate Resources Act* - has been amended. While [these changes](#) do not address concerns raised about below water table extraction and possible impacts on municipal sources of drinking water, other changes are welcomed. These include the requirement to apply for a licence where new below water table extraction is proposed and the ability to object if concerns over a new licence are not satisfied.

Sections of the act pertaining to animal transportation will come into effect on September 2, 2020 (see [consultation document](#)). Further consultation is sought on a potential Minister's Regulation at [Ontario's Regulatory Registry](#) until October 15, 2020.

Federal Matters

At FCM's request, AMO is providing a link to FCM's [Virtual Elections and AGM page](#) where you can find out more about becoming involved with the FCM Board.

Eye on Events

Join AMO's partner, [eSCRIBE](#), and the City of Fort Saskatchewan, AB for a webinar on [September 10](#) or [September 15](#), and learn about the benefits of implementing technology to help manage municipal meetings more effectively.

Back by popular demand, *Land Use Planning: Beyond the Basics* is coming to you virtually. This training provides insight and tools to support your central role in implementing and managing the land use policy framework. [Registration details](#).

On October 22, join AMO and MISA-Ontario for a virtual half-day forum as we explore key aspects of cyber security that elected officials and municipal staff need to know. Stay tuned to AMO channels for further announcements on registration details, speakers, and topics of discussion.

LAS

The [Municipal Group Buying Program](#) continues to grow. Our Capital Purchasing offering now has over 120 vendors, with new categories including Firefighting Equipment & PPE, Airport Equipment, and Technology Solutions. [Download the guide here](#), or [contact us](#) for more information.

Due to COVID-19 the province has extended the deadline for reporting your 2018 energy consumption and emissions under O.Reg. 507/18 to October 1, 2020. The popular [LAS Energy Planning Tool](#) was designed to make this process as easy as possible. Contact [Tanner](#) for more information.

Careers

[Economic Development Officer - County of Huron](#). Position Status: Full Time. Travel is required for this role. Please note the Submission Guidelines in the job posting. Forward your letter of application and resume by 4:30 pm on Sunday, September 13, 2020 to: [humanresources\[at\]huroncounty\[dot\]ca](mailto:humanresources@huroncounty.ca)

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component

of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

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

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

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

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



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September 10, 2020

In This Issue

- COVID-19 resources.
- 3 fall dates available for AMO's Land Use Planning training.
- SAVE THE DATE! Municipal Cyber Security 101 - October 22.
- LAS Blog: Back-to-School Update.
- FCM Municipal Asset Management Program funding update.
- Municipal Group Buying Highlight: Firefighting equipment & PPE.
- Provincial energy reporting link has changed.
- Investments 101 training available now.
- Careers with City of Orillia and Lake Simcoe Region Conservation Authority.

AMO Matters

AMO's COVID-19 [resource page](#) is updated continually so you can find critical information in one place. It has a section on mandatory face masks bylaws/directives for municipal governments considering similar bylaws. Send any of your municipally related pandemic questions to covid19@amo.on.ca.

Eye on Events

AMO's Land Use Planning course offers municipal decision makers deep understanding of the principles and key elements of land use planning that inform implementing and managing the land use policy framework in Ontario. [Registration details](#).

On October 22, join AMO and MISA-Ontario for a virtual half-day forum as we explore key aspects of cyber security that elected officials and municipal staff need to know. Stay tuned to for further announcements on registration details, speakers, and topics of discussion.

LAS

The weather is changing and kids are headed back to school, sounds like an (almost) normal start to the fall! [Check out the LAS Blog](#) to find out what we've been up to over the summer and our plans for the rest of 2020.

Due to overwhelming popularity FCM has decided to pause the intake of new applicants to the [Municipal Asset Management Program](#) effective September 22, 2020. If your municipality is pursuing the funding ensure your application is sent in before the cut-off date. Intake will reopen January 19, 2021.

Did you know the [LAS Municipal Group Buying Program](#) includes Fire Equipment and PPE? Download the [Capital Purchasing catalog](#) for the latest list of vendors, and [contact us](#) to learn how this program can save you time and money on your purchasing.

The Ministry link for reporting energy consumption under O.Reg. 507/18 has changed. Access the [new BPS Reporting Portal](#). This year, the deadline was extended to October 1. The Ministry is hosting a [webinar on September 22](#) at 12 pm on the regulation and how to submit. Still have questions? Email BPSSupport@ontario.ca.

ONE Investment

Online Investments 101 training available till December, 2020. To register [click here](#). Learn about fundamentals of investing and what it means for your municipality to invest under the Legal List and Prudent Investor Standard. For inquiries, contact one@oneinvestment.ca.

Careers

[City Treasurer - City of Orillia](#). Orillia is located one hour north of the GTA and offers affordable living alongside major employers like Lakehead University, Georgian College and the Ontario Provincial Police headquarters. This position is a member of the Senior Management Team. Please apply through the City's [on-line portal](#). Applications will be accepted until noon, September 23, 2020.

[Chief Administrative Officer/Secretary-Treasurer - Lake Simcoe Region Conservation Authority \(LSRCA\)](#). To explore this opportunity further, please contact Keri Christensen, Director of Human Resources, via email at k.christensen@lsrca.on.ca or apply by submitting your resume online to careers@lsrca.on.ca. Closing date: September 30, 2020

About AMO

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AMO Contacts

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Memo

To: Mayor and Council

From: Julie Overholt, Public Works Assistant
Ron Reymer, Chief Administration Officer

Report No.: HS-02-2020

Subject: Health and Safety Policy and Procedure – Review and Update

Date: September 15, 2020

BACKGROUND: At the June 2, 2020 council meeting, staff was directed to participate in the WSIB Health and Safety Excellence program. The goal is to focus on a total of 5 topics per year over a 2-year period. For each topic, staff will create an action plan as well as a comprehensive 5-step implementation model and submit evidence to WSIB that each completed topic is “living and breathing” in the workplace. Topics covered in the first year are:

1. Injury, Illness and Incident Reporting
2. Risk Assessment
3. Health and Safety Responsibilities
4. Leadership and Commitment
5. Recognition of Hazards

Julie attended two subsequent meetings via ZOOM to discuss orientation to the program and a review of the steps. There are now 8 other local municipalities enrolled in this program with us. Topics selected were based on suggestions from the Public Services Health & Safety Association (PSHSA) representative we are working with. All municipalities in our group are working on the same topics at the same time. The above topics are considered to be the foundation of a solid Health and Safety Program and ensure adherence to current Occupational Health and Safety Guidelines.

DISCUSSION: Julie attended an in-person workshop on Sept 10, 2020 to begin the process. The first 2 topics being discussed and revised are Leadership and Commitment and Health and Safety Responsibilities. Monthly meetings will be scheduled going forward. During these meetings, a review of our current policies and procedures will be reviewed and updated according to the Occupational Health and Safety Guidelines.

The PSHSA representative working with us has also committed, as part of this process, to assisting the Township in doing a review of our current Health and Safety procedures and policies to identify gaps and weaknesses.

IMPACTS TO BUDGET: Each topic submitted to WSIB must be validated as being useful and used within the workplace. Not added to a binder and put on a shelf. For each topic validated, we will receive a rebate from WSIB for \$1,000.

STRATEGIC PLAN:

Strategic Direction One – Service Enhancement

Goal 3. Premier employer

Action 4: Actively instill a positive workplace environment and culture at the Township and pride in community.

RECOMMENDATION:

This report is for information purposes.

ATTACHMENTS:

Implementation Summary Template

Health and Safety Topics Guide

Ron Reymer

Ronald J. Reymer AMCT
Chief Administrative Officer

Julie Overholt

Julie Overholt
Public Works Assistant



Template

Health & Safety Excellence Program – Implementation Summary Template

For Submission to WSIB (with Validation Evidence)

As per the Validation guide for employers, October 2019:

For each topic on your action plan that you have implemented, you are required to:

1. Briefly describe how you completed each step of the WSIB’s “five steps to managing health and safety” or another provider approved model that follows the plan-do-check-act cycle for each topic.
2. Submit evidence that best demonstrates how the topic is “living and breathing” at your workplace; how the work you are doing is making your business safer. Describe how the evidence you are submitting supports completion of the topic. This is not a requirement to submit evidence to **prove** each step in the cycle has been completed.

TOPIC:			
WSIB Account #		Firm Name	
Date Prepared:		Prepared By:	

Implementation Step	Step Description	Implementation Example	Evidence Example
Plan – Write Standard	Tell us whether you created a policy or procedure for the topic and the criteria you included.		
Do – Communicate, Train	Tell us how you communicated this plan, trained employees, and implemented the topic into your workplace.		
Check – Evaluate	Tell us how you monitored and measured (evaluated) your activities related to the topic. Are you actually living up to the plan and doing what you set out to do when you developed this topic?		
Act – Make Improvements	Tell us how you implemented changes based on your evaluation? What actions did you take to continually improve this health and safety topic?		



Health and Safety Excellence Program

Health and safety topics guide

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Introduction

Welcome to the Health and Safety Excellence program topics guide.

A well-developed workplace health and safety program is a written plan that can help you identify and control hazards, define safety responsibilities, and respond to issues and emergencies. Safety shouldn't be an after-thought; your program should build health and safety into all of your workplace practices and activities.

A health and safety topic is a chapter in that plan, focused on a single specific hazard, or on a process, such as training or health and safety participation. Each topic is focused on eliminating or controlling a hazard or developing a process. It identifies in detail the particular standards, equipment, and procedures required.

This guide contains descriptions of the 36 health and safety topics within the program, suggested prerequisites and topics that should be worked on at the same time, as well as specific topic requirements. Your provider can help you choose the most relevant topics for your workplace, complete your action plan, and support you to successfully complete each health and safety topic.

Level: Foundation

Leadership and commitment

Prerequisite(s): None

Summary:

The success of your health and safety program depends on effective leadership from senior management and their commitment to the health and well-being of everyone in the workplace. Senior management has ultimate responsibility for health and safety.

This topic includes development and implementation of:

1. Senior management occupational health and safety responsibilities, and
2. An occupational health and safety policy

Requirements:

Responsibilities of senior management

Your business will establish health and safety responsibilities for senior management. Senior management must show leadership and commitment to the health and safety of everyone in your business. At least one senior manager must be assigned overall responsibility for health and safety, including the creation, implementation and maintenance of the health and safety program. All employees need to be made aware of this person and how to contact them.

Senior management will:

- Take overall responsibility and accountability for the protection of everyone's health and safety in the workplace
- Plan for creation and implementation of the health and safety program
- Ensure there is a budget to support health and safety activities
- Ensure that everyone who works in their workplace has the time, training and support to participate in the health and safety program

Health and safety policy

Senior management will establish, implement, monitor and maintain a health and safety policy that's right for the size, industry and location of your business. The health and safety policy will include their commitment to:

- Preventing illness and injury in the workplace
- Meeting all legal requirements
- Involving workers in the development of the policy
- Working together to create a workplace that is physically and psychologically safe
- Continually improving the health and safety program and health and safety performance

The Health and Safety policy must:

- Provide a framework for setting and reviewing occupational health and safety objectives

- Be documented, implemented and maintained
- Be communicated and made readily available to affected parties
- Be reviewed as often as is necessary, but at least annually
- Be signed by the employer and the highest member of management at the workplace

Health and safety responsibilities

Prerequisite(s): None

Summary:

Everyone in the workplace, from the employer to the newest employee, has their part to play in keeping the workplace safe. Health and safety responsibilities are outlined in applicable legislation (the Occupational Health and Safety Act, Canada Labour Code, other health and safety legislation) and in your workplace health and safety program.

For example, the Occupational Health and Safety Act sets out responsibilities for:

1. The employer (who is in charge of everyone)
2. The supervisor (who is in charge of a workplace or has authority over someone who works there)
3. The worker (this is the term used in legislation to describe employees or any person who performs work or supplies services)

Requirements:

Your business will establish, implement, monitor and maintain a procedure to define health and safety responsibilities for all parties in your workplace. The procedure will include:

- The employer*, supervisor, worker, joint health and safety committee (JHSC), health and safety representative, visitors and others
- Responsibilities under applicable law
- Responsibilities resulting from company rules and the health and safety program

*Employer responsibilities are included in the **leadership and commitment** topic. You are not required to repeat this work.

Health and safety communication

Prerequisite(s): None

Summary:

Communication is the key to creating a healthy, safe and productive workplace. Effective communication ensures health and safety messages are understood. It is a two-way process with information being sent and received back.

Requirements:

Your business will establish, implement, monitor and maintain a procedure for communicating occupational health and safety information. The procedure will include:

- Requirement to provide information on the health and safety program and its progress
- Receiving, documenting and responding appropriately to internal and external health and safety communications (i.e. internal is within your business; examples of external communications are emergency services and regulatory bodies)
- Methods of ensuring communication is appropriate for the intended audience (i.e. accommodating an individual with hearing or vision impairment, language skills and literacy)
- Roles and responsibilities for individuals responsible for the communication of information
- Identifying methods of communication that meet the needs of the business, such as: newsletters, bulletin boards, safety talks, department meetings, intranet
- Identifying methods of getting suggestions, ideas and feedback from all employees (i.e. suggestion box, feedback, ideas)
- Identifying when to communicate (i.e. how often is information communicated and how is it documented?)

Health and safety participation

Prerequisite(s): None

Summary:

All workers (or their representatives) must be informed, consulted, and given the opportunity to participate in health and safety at the workplace.

Requirements:

Your business will establish, implement, monitor and maintain a procedure(s) to ensure people at all levels of the business are consulted and participate in the planning, implementation and evaluation of the health and safety program.

Encourage and support people to participate in health and safety at your workplace. This could include:

- Becoming a health and safety representative, or participation on the joint health and safety committee(s), or trades committee(s)
- Hazard identification, risk assessments and determination of controls
- Incident investigations
- Development and review of health and safety policies, procedures, processes and health and safety objectives
- Access to relevant reports (air sampling results, noise surveys, etc.)
- Working on any other health and safety matters, as appropriate

Everyone who works at your business, including their representatives must be provided with appropriate information, training, time and resources necessary to effectively participate in health and safety. Encourage and support participation by identifying and removing any barriers (e.g., literacy and language barriers, failure to respond to input or suggestions).

Recognition of hazards

Prerequisite(s): None

Summary:

Understanding the hazards present in a workplace and how those hazards could result in injury or illness is known as risk assessment. The first step in the risk assessment process is to recognize the hazards that have the potential to cause harm to you and others in the workplace. Hazards can come in many different forms such as chemical, physical, and even psychological.

Requirements:

The recognition of hazards includes three procedures:

1. Hazard recognition
2. Hazard reporting
3. Inspection

HAZARD RECOGNITION

Your business must develop a list of all identified hazards that people are exposed to including:

- A written statement on what this list is, how it is used and maintained
- Hazard categories to be considered in identifying health and safety hazards posed by the activities and the work environment (physical, biological, chemical, musculoskeletal, psychosocial and safety hazards)
- A process for how the list is to be used
- Timeframe and responsibility for review of the list

HAZARD REPORTING PROCEDURE

Hazard reporting procedures will be used for routine and non-routine operations and/or activities. Your written hazard reporting procedure will include/define:

- The specific hazard report to use
- A written standard on when to report, who to report to, how to report, what happens to the report and required follow-up

Everyone in your workplace needs to understand this procedure.

WORKPLACE INSPECTION PROCEDURE

Your business must also develop a workplace inspection procedure that will:

- Include all legislative requirements and describe in detail the who, what, where, when, why and how of inspections
- Include documentation in a standardized format (i.e. checklist)

Workers (or worker representatives) will be informed, consulted, and given the opportunity to participate in the hazard recognition process.

Your written hazard reporting, hazard identification and workplace inspection procedures must include/define:

- Assigned roles and responsibilities for hazard reporting, hazard identification and workplace inspection
- Hazard categories to be considered in identifying health and safety hazards posed by the activities and the work environment (physical, biological, chemical, musculoskeletal, psychosocial and safety hazards)
- Hazards posed by people, equipment, materials, environment, process, organizational culture, and critical events/incidents
- Hazards originating outside the workplace
- Hazards that affect any person in the workplace and employees who may work at locations not under the control of the employer
- Legal requirements and regulatory controls
- The design and layout of the work area, installations, machinery, equipment, processes, related procedures or controls
- Hazards that may result from human interaction within the workplace
- Hazards associated with the start-up; use/operation; maintenance; and set-up and shut down conditions of machinery, equipment or processes
- Requirement for annual review, when new work activities or equipment are introduced in the workplace and following root cause analysis investigations
- A standardized format to record findings

Risk assessment

Prerequisite(s): Recognition of hazards

Summary:

Understanding the hazards in a workplace and how those hazards could result in injury or illness is known as risk assessment. Once you have recognized the hazards in your workplace, the next step is to determine the likelihood of harm (injury or illness occurring), and its severity.

Using this approach can help you prioritize where to spend your health and safety time and money. Businesses that focus on risk assessment will see the benefits of effectively eliminating or controlling health and safety hazards in their workplace.

Requirements:

Your business will develop and implement a risk assessment process. This process will prioritize risks based on the nature of the hazards and level of risk for each of the routine and non-routine operations and/or activities within your business.

All risk assessments will be documented, updated and relevant documents will be made readily available to affected workplace parties. Everyone at your workplace (or their representatives) will be informed, consulted, and given the opportunity to participate in the risk assessments.

The risk assessment procedure will:

- Assign roles and responsibilities for the individual(s) directly responsible for conducting the risk assessment
- Identify the core competencies and training required by the individual(s) directly responsible for conducting the risk assessment
- Be completed proactively before performing any task(s) related to the operations and/or activity; and before the introduction, start-up or use of new equipment, material, substance or process
- Be completed when there is a change to existing equipment, material, chemical or process; and when there is a change to the occupational health and safety management system that may affect workplace operations and/or activities
- Include or take into consideration contributing factors that may, cause a low-priority risk to become a high-priority risk (i.e. working outside cutting grass may normally be a low priority risk, but when thunder storms are present the risk may rise to high priority)
- Include a review of related job factors as well as personal factors which may contribute to risks (e.g., someone has a fear of heights)
- Include a way to identify which hazards present the highest risk and prioritize what to work on first (i.e. starting with high risk hazards, and working down to low risk hazards)

Control of hazards

Prerequisite(s): Risk assessment

Summary:

Control of hazards is driven by the recognition of hazards and risk assessment process. For all identified hazards, your business will identify control measures to eliminate the hazard or reduce the risk associated with the hazard to an acceptable level. Once the controls are implemented, you need to ensure they are working effectively.

The hierarchy of controls principle will be used when determining control measures. They are:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal protective equipment

It is important that one hazard control recommendation not create a new hazard. For example, using floor mats to reduce fatigue may introduce a slip and trip hazard. When a hazard is identified and rated as a high risk, your business must develop a safe operating procedure (step-by-step instructions) that includes appropriate health and safety controls. Anyone exposed to these high risk activities must be informed and instructed on the safe operating procedures/safe work instructions.

Workers (or their representatives) must be informed, consulted, and given the opportunity to participate in the determination of hazard controls.

The **control of hazards** topic can be repeated (and qualify for a rebate) for each hazard at your workplace and there is no limit on the number of times this topic can be repeated, if it is supported by the hazard identification and risk assessment process.

It's important to implement all required control measures, for all workplace hazards. However, as long as you have completed at least one control program, it will count towards the completion of level one.

Requirements:

For all identified hazards, your business will develop and implement control measures to eliminate hazards or reduce risk to an acceptable level.

Your business must ensure that health and safety risks and associated control measures are taken into account when establishing, implementing, monitoring and maintaining your occupational health and safety management system.

All control measures will be documented, current and reflect actual work activities. Relevant documents will be made readily available to affected workplace parties (i.e. safe operating procedures).

Control measures will take into account:

- The hazard and the identified risk
- Who is affected by the hazard and will need to participate in the control measure
- The most serious risks, so the controls can be applied to these first
- Controls related to purchased goods, equipment and services
- Applicable legal and other requirements
- Recognized standards, requirements, guidelines, codes of practice, manufacturer/supplier instructions or other relevant considerations related to the operations of the organization
- Your business' ability and capacity to control hazards and eliminate or reduce the risk to an acceptable level

Injury, illness and incident reporting

Prerequisite(s): None

Summary:

Consistent reporting of injuries, illnesses and incidents allows businesses to comply with the WSIB, Ministry of Labour and other legislated reporting requirements, to complete timely investigations and implement corrective action to eliminate the potential for other injuries/illnesses.

Requirements:

Your business will establish, implement monitor and maintain a procedure for reporting of injuries, illnesses and incidents. The procedure will include:

- Definitions of injury, illness and incidents, including incidents with known health and safety or psychological impacts
- Reporting requirements for incidents (i.e. fatalities, critical injuries, lost-time injuries, medical aid, occupational illness, property damage, fire, environmental release and incidents with potential for psychological injury)
- Description of the roles and responsibilities for employers, supervisors, workers and joint health and safety committee or health and safety representatives
- When to report an injury, illness or incident
- Notification requirements (i.e. who should be notified internally and externally, including timeframes)
- What treatment should be provided (i.e. first aid, medical aid)
- Recording requirements (documentation and record keeping)

Incident investigation and analysis

Prerequisite(s): Injury, illness and incident reporting

Summary:

Incident investigations highlight the reasons why accidents occur and how to prevent them. The primary purpose of incident investigations is to improve health and safety performance by exploring the reasons for the event and identifying both the immediate and underlying root causes to prevent it from happening again.

Requirements:

Your business will establish, implement, monitor and maintain a procedure to investigate, analyze, document and maintain records for all incidents.

The procedure must include:

- Roles and responsibilities for management, joint health and safety committee, health and safety representatives and others who may be assigned to or are required to participate in the investigation process
- Requirement for the person or people investigating incidents to be trained and competent
- Identification of root causes, including all contributing factors
- Requirement to take actions to mitigate any additional consequences of an incident
- Identification and implementation of recommended corrective and preventive actions
- Identification of opportunities for continual improvement
- Requirement for the investigation process to be conducted in a professional manner
- Investigation timelines
- Reporting/notification requirements for both internal and external parties
- Communication of investigation results and follow up with appropriate workplace parties

Investigations will be conducted for:

- Fatalities
- Critical injuries
- Lost-time injuries
- No lost-time injuries (i.e. medical aid)
- First aid and near misses
- Occupational illnesses
- Property damage
- Fires
- Environmental releases
- Workplace violence and harassment
- Incidents with potential for psychological injury

First aid

Prerequisite(s): None

Summary:

First aid is help given to someone who has become ill or been injured until they can access professional medical care. The purpose of first aid is to minimize injury and future disability. The Workplace Safety and Insurance Act Regulation 1101 sets out the requirements for all employers covered by the WSIB to have first aid equipment, facilities and trained personnel in all workplaces in relation to physical injuries.

Requirements:

Your business will establish, implement, monitor and maintain a first aid program. The first aid program must meet the requirements of Regulation 1101 and include the following:

- First aid station(s)
- First aid kit inspections
- Record of the first aid treatment/advice given to anyone treated (i.e. incident report)
- Names of those trained in first aid (WSIB-approved training)
- Display of required postings
- Procedure for transportation of the injured or ill person to a hospital, doctor's office or home, if necessary

Level: Intermediate

Competency

Prerequisite(s): All level 1 topics, and should be selected at the same time as **health and safety training**

Summary:

All businesses need to be confident that the people performing tasks for, or on behalf of, the business are competent to do so.

Requirements:

Competent means that a person has:

1. Knowledge of, and ability to recognize, the hazards and risks associated with the tasks for the operations and activities
2. Demonstrated understanding and working knowledge of the control measures associated with the hazards and risks
3. Training related to the hazards, risks and associated control measures
4. The skillset, ability and willingness to deal with the hazards, risks and control measures

Your business must establish, implement monitor and maintain a competency program that includes:

1. Identification of task competency expectations
2. Identify and list the required health and safety certification(s) and licenses for all positions to ensure that any person who performs a task has current certification(s) and licenses
3. Training needs analysis or assessment for each position
4. A review at regularly planned intervals

Your business must take into account:

- Different levels of responsibility of those being trained (e.g., training may be different for supervisors and managers)
- Literacy, language skills and overall ability of those being trained
- Likelihood of exposure to the hazards and risk

Health and safety training

Prerequisite(s): All level 1 topics and should be selected at the same time as **competency**

Summary:

Health and safety training is an administrative control that can help ensure the people assigned to tasks are able to do so and are less likely to be injured in the process of performing the task. Health and safety training must be effective and appropriate for the workplace and include refresher training as required. Health and safety training must be based on a competency assessment that identifies required health and safety training, a timetable for completion and frequency of refresher training.

Requirements:

The business will establish, implement, monitor and maintain a process for health and safety training, which includes:

1. How the training will be administered and managed
2. The assessment evaluation, monitoring and reassessment evaluation criteria, as necessary
3. A provision that ensures each of the above are conducted or administered by a competent person

Health and safety training must include, as a minimum:

1. Training as prescribed by applicable legislation
2. Roles, responsibilities and rights
3. The purpose of the occupational health and safety management system, and its respective elements
4. Conforming to the health and safety policy, procedures and the occupational health and safety management system overall
5. Legal and other requirements, including potential consequences for deviations or noncompliance
6. Importance of worker participation within the occupational health and safety management system
7. Any other requirements to ensure a person is competent

The business will:

1. Ensure required training or instruction is provided for each individual prior to the individual performing the required task
2. Take into account the different levels of responsibility, literacy, language skills, overall ability and likelihood of exposure to the hazards and risk of the learner
3. Retain a record of training for each individual for, as a minimum, the duration the training record is valid

Legal and other requirements

Prerequisite(s): All level 1 topics

Summary:

All workplaces, regardless of size or sector, are required to identify legal and other applicable requirements. These exist as municipal, provincial, federal, and other requirements.

Requirements:

Your business must establish, implement, monitor and maintain a procedure to identify and document legal and other requirements that are applicable to your business. The procedure will include a method for scanning for new laws and regulations and updating the procedure as needed.

- All legal and other requirements will be taken into account, and incorporated as appropriate, into the establishment, implementation and maintenance of the health and safety program
- The business will ensure that the documentation of legal and other requirements are kept current, and that relevant information related to the legal and/or other requirements are communicated to the workplace parties as appropriate

Health and safety accountabilities

Prerequisite(s): All level 1 topics

Summary:

Establishing accountabilities recognizes and commends accomplishments/contributions, while reinforcing the business' expectation that all workplace parties do their part to maintain a healthy and safe workplace.

Requirements:

The business will establish, implement, monitor and maintain a procedure to hold workplace parties accountable for carrying out their health and safety responsibilities. This applies to all workplace parties.

The procedure will:

- Include a method of performance evaluation that determines whether health and safety responsibilities are met in the business
- Include a progressive discipline process to ensure health and safety responsibilities are implemented
- Include incorporating occupational health and safety responsibilities into job descriptions and checking to make sure the responsibilities are carried out
- Be reviewed on a regularly planned schedule

Emergency prevention and preparedness

Prerequisite(s): All level 1 topics and should be selected at the same time as **emergency response**

Summary:

Emergencies are hazardous situations that you must try to prevent and be prepared for. Some examples of potential emergencies include, but are not limited to, bomb threats, chemical spill, fire, gas leak, threat of violence, confined space entrapment, medical emergencies, motor vehicle incidents, power failure, adverse weather conditions, working at heights emergencies/rescue, external threats and pandemic (broad public emergency).

Requirements:

Your business will identify the types of emergency situations you may face and then develop and implement procedures to prevent the emergencies from happening (where possible) and be prepared for them if they do happen.

The business will establish, implement, monitor and maintain procedure(s) to:

- Identify potential emergency situations
- Prevent, as far as reasonably practicable, an emergency situation from occurring
- Identify the necessary resources to implement the prevention procedures, while taking into account the needs of other interested parties, such as emergency services, authorities, or the general public
- Communicate emergency prevention procedures with all workplace parties and known external interested parties, including specific training for any person with defined duties or responsibilities in relation to the procedures or plans
- Review the procedure at minimum annually and revise as needed

Emergency response

Prerequisite(s): All level 1 topics and should be selected at the same time as **emergency prevention and preparedness**

Summary:

Well-developed and implemented emergency response plans can:

- Prevent fatalities and injuries
- Reduce damage to buildings, inventory and equipment
- Protect the environment and the community
- Help business resume normal operations as quickly as possible

Requirements:

The business will establish, implement monitor and maintain procedure(s) to:

1. Establish documented response plans for how to respond to emergency situations
2. Prevent or minimize injury or occupational illness, for the identified emergency situations
3. Test or drill the identified emergency situations
4. Identify the necessary resources to activate the response plans, including taking into account the needs of other interested parties, such as emergency services, authorities, or the general public
5. Ensure that response equipment is maintained in good working condition and are operationally ready at all times
6. Ensure that drills or testing of the response plans for the identified emergency situations are conducted at regularly planned intervals and in a way that does not introduce new hazards – records of drills and tests will be retained
7. Periodically review emergency response plans, and revise as appropriate, but at minimum annually
8. Communicate emergency response plans with all workplace parties and known external interested parties, including specific training for any person with defined duties or responsibilities in relation to the procedures or plans

Return-to-work program requirements, forms and tools

Prerequisite(s): All level 1 topics and should be selected at the same time as **return-to-work roles and responsibilities** and **accommodation and return-to-work plans**

Summary:

A return-to-work program will outline the business's approach to disability management. Specifically, it will outline policies, legal obligations, define clear roles and responsibilities, and clarify program expectations. Formalized return-to-work processes promote consistent administration of the return-to-work program, helps to prevent further injury and promotes recovery of the injured/ill person.

Requirements:

The business will establish, implement, monitor and maintain a return-to-work program that incorporates case management processes. This include standards and procedures for accessing and participating in the return-to-work program and planning. This includes:

- Roles and responsibilities for initiating and maintaining contact with the injured/ill person
- Frequency and methods of contact (i.e. telephone, meetings, email, letters)
- Opportunities for collaboration and input from injured/ill person, supervisor, return-to-work coordinator and union where applicable to develop return-to-work plans
- Documentation required (i.e. WSIB's Form 8, functional abilities forms, letters of offer)
- Provisions for requesting independent medical assessments or functional abilities evaluations where appropriate
- Analysis of job tasks and/or physical demands analysis to determine suitability
- Privacy policies and processes that protect personal information
- Standards for record keeping and document retention policies

The return-to-work program includes the use of at minimum, the following standardized forms, tools and templates to manage the return-to-work process:

- Functional abilities form
- Return-to-work plan
- Contact log
- Progress report
- Physical and cognitive demands analysis (regular and transitional work assignments)
- Letter to health care practitioner
- Modified work offer letter to injured/ill person
- Medical consent for release of information
- Return-to-work plan closure and evaluation feedback forms

The return-to-work program includes written procedures for reporting and resolving return-to-work disputes:

- Internally (i.e. who to report, how to report, process for resolution)
- Externally (i.e. WSIB Return-to-Work Specialist, WSIB appeal, 3rd party mediation, Ontario Human Rights Commission complaint)

The return-to-work program has procedures for program evaluation that include clearly defined performance measures including, but not limited to:

- Return-to-work plan outcomes (i.e. how many went back to work)
- Duration of plans
- Return-to-work program costs (i.e. lost-time benefits, costs of accommodation, etc.)
- Return-to-work program satisfaction surveys

The return-to-work program includes the assignment of responsibility to establish a budget, track, analyze and prepare a report on the results of the program evaluation:

- Communication of performance measures and results is shared with senior management and employees annually
- Improvement opportunities are added to the company's continuous improvement plans(s)

Return-to-work roles and responsibilities

Prerequisite(s): All level 1 topics and should be selected at the same time as **return-to-work program requirements, forms and tools**, and **accommodation and return-to-work plans**

Summary:

Defining detailed roles and responsibilities is the most important step in defining a return-to-work program and ensuring its success.

Requirements:

The business will establish, implement, monitor and maintain the roles, responsibilities and training requirements of a multidisciplinary team within the return-to-work program to facilitate a safe and timely return to work.

The employer maintains a documented return-to-work program that includes defined roles and responsibilities for (where applicable):

- Return-to-work coordinator
- Senior management/owner
- Supervisors
- Workers
- Co-workers
- Health care provider(s)
- WSIB
- Where applicable:
 - Insurers
 - Return-to-work/disability management committee
 - Union
 - Medical department
 - The employer has assigned an individual(s) to coordinate return-to-work activities that is knowledgeable, experienced and/or trained in return-to-work coordination and/or disability management

Return-to-work training includes:

- The goals and objectives of the program
- The roles and responsibilities of everyone during the return-to-work process
- Procedures for initiating and responding to accommodation requests
- Procedures for dispute resolution

The employer:

- Reviews program requirements and responsibilities with workers annually and with an injured/ill person when injury or illness is reported
- Ensures return-to-work program information is accessible to all workers (i.e. on intranet or bulletin boards)
- Keeps records of return-to-work training and evaluates annually

Accommodation and return-to-work plans

Prerequisite(s): All level 1 topics and should be selected at the same time as **return-to-work program requirements, forms and tools**, and **return-to-work roles and responsibilities**

Summary:

The accommodation process includes an analysis and comparison of job tasks and physical demands with the injured/ill person's abilities. Accommodation solutions are considered when there are gaps in abilities to perform regular job duties.

Requirements:

The business will establish, implement, monitor and maintain an accommodation procedure that includes provisions for returning an injured/ill person back to work. Return-to-work planning to identify suitable return-to-work options begins when the functional/cognitive abilities of the injured/ill person are confirmed.

The program looks to establish optimum return-to-work options including:

- Return-to-work pre-injury
- Return-to-work pre-injury with accommodation(s)
- Return-to-work suitable (another position)
- Return-to-work other available work

The program includes provisions for:

- Transitional or temporary alternate work
- Graduated return-to-work
- The purchase of assistive devices/accommodation supports where appropriate

Return-to-work plans are jointly developed and documented to include:

- The return-to-work goal with key milestones and timelines
- Roles and responsibilities
- Functional abilities/limitations
- Required job/task functions/details
- Accommodation details (temporary/permanent)
- Injured/ill person, supervisor and return-to-work coordinator input/signatures

Pre-use inspections

Prerequisite(s): All level 1 topics

Summary:

Pre-use inspections are conducted before using any equipment or process. If a deficiency is identified, it must be addressed before use.

Requirements:

Your business will establish, implement, monitor and maintain a pre-use inspection procedure.

The procedure will include:

- A list of all items (inventory) to be inspected
- A pre-use inspection schedule that includes:
 - Identification of who is required to do pre-use inspections; and
 - Frequency of inspections
- A standard recording form/log/checklist to be used for each pre-use inspection that documents the following:
 - Equipment inspected
 - Inspectors signature or initials or identification
 - Date of inspection
 - List of components to be inspected
 - Description of any hazard discovered
 - Recommendations for corrective action
- Record that shows corrective action (who, what, when) was taken before equipment is used
- Review of records by supervisor/manager to ensure identified corrective actions have been taken

Preventive maintenance

Prerequisite(s): All level 1 topics

Summary:

A key component of risk assessment is the identification of effective control measures. Preventative maintenance is a control that can help you to identify problems, deficiencies and non-conformities related to specific equipment and lead to the correction of the issue before it leads to an incident, injury or breakdown of equipment.

Requirements:

The business will establish, implement, monitor and maintain a preventive maintenance procedure that includes:

1. A list of all items (inventory) included in the program
2. Documented inspection schedules for each piece of equipment that requires scheduled servicing, adjusting or replacing of their components including but not limited to:
 - mobile equipment
 - production equipment
 - facility equipment such as heating and ventilation
 - other workplace-specific equipment
3. Standards and schedules to be met, including:
 - manufacturer's instructions
 - industry standards
 - legislation requirements
4. A standard recording form
5. Roles and responsibilities of applicable workplace parties as it relates to preventive maintenance
6. Ensure anyone using the equipment is qualified
7. Responsibility for review of program is assigned
8. Review is scheduled

Control of documents

Prerequisite(s): All level 1 topics

Summary:

Documents are written materials that describe a policy, procedure, method or practice. Documents related to health and safety help formalize the health and safety management system, develop consistency and reduce reliance on the knowledge of individual people. Documents identify what needs to be done, who does, it, when they do it, what forms they use and who checks to make sure it is done. The level of documentation will vary depending on the size, activities and complexity of the business.

Requirements:

The business will establish, implement, monitor and maintain a procedure for the control of documents.

The occupational health and safety management system documentation must include, as a minimum:

- A description of the scope for which the occupational health and safety management system is applicable;
- The occupational health and safety policy, objectives and leading and lagging performance measures;
- A description of the main elements, their interaction, and reference to related documents
- All documents determined by the business to be necessary for planning, implementation, control, evaluation and overall management of the occupational health and safety management system.

The creation, collection, retention and distribution of documents should comply with all applicable legal requirements, collective agreements and organizational policies, as appropriate.

Your business will establish, implement, monitor and maintain a method for managing the creation, approval, distribution and archiving of health and safety documents. This includes:

- Approval of documents before use
- Regular review and updating of documents where applicable, including removal of out-of-date documents
- Tracking changes made to documents (what was changed, who changed it)
- Documents that are readily available when and where needed
- Documents that are legible and readily identifiable
- Identification of documents from a source outside the business
- Prevention of unintended use of out-of-date documents and identification of such documents if they are retained for any purpose.

Documents will be created in a format that is accessible to all workplace parties. Special needs will be accommodated such as language, literacy or disabilities. Additionally, the privacy of personal or sensitive information must be considered when developing procedures for control of documents

Control of records

Prerequisite(s): All level 1 topics

Summary:

Records related to health and safety demonstrate that training, communication and implementation have taken place. Unlike documents, which describe the “who, what and when” of a process and are changed as needed; records are created when things are done and are never modified once they have been created. Examples of records include, training records, meeting minutes, inspection reports, evaluation reports, sampling reports, documented interviews and test results.

Requirements:

The occupational health and safety management system documentation will include, as a minimum, records determined by the business to be necessary for planning, implementation, control, evaluation and overall management of the occupational health and safety management system.

The creation, collection, retention and distribution of records must comply with all applicable legal requirements, collective agreements and organizational policies, as appropriate. Your business will create and maintain records to provide evidence of conformity to health and safety system requirements.

Your business will establish, implement, monitor and maintain a procedure to:

- Maintain records as necessary to demonstrate conformity to the requirements of its occupational health and safety management system
- Identify, store, protect, retrieve, retain and dispose of records
- Ensure protection of privacy and confidentiality, as appropriate
- Ensure records are, and remain, legible, identifiable and tracked, so that they can be retrieved if needed

Employees have the right to access records relevant to their health and safety, while respecting the need for confidentiality.

Contractor management program

Prerequisite(s): All level 1 topics and health and safety accountabilities

Summary:

A contractor is a person who, or business that, provides goods or services to your business under terms specified in a written agreement. Contractors include those performing maintenance, renovations or construction, operations security, cleaning and on-site service providers. Examples of contractors include:

- construction/renovations
- snow removal
- utility service and repair
- equipment maintenance, servicing or repair
- janitorial
- pest control
- food services
- information technology
- security services

Having a contractor management program in place enforces the same health and safety standards for everyone performing work in your workplace. It ensures that no one is put at risk by the contractor's activities and that the contractor's employees are not put at risk from your business's activities.

Requirements:

Your business will establish, implement, monitor and maintain a contractor management program. The procedure will include:

- Criteria for selecting contractors that have the capability and capacity to meet the health and safety requirements of your business;
- A plan to monitor and evaluate contractors' health and safety performance;
 - Requirement to communicate your health and safety rules, emergency response procedures and notice of any changes affecting the specific work to contractors. Contractors must also communicate relevant health and safety information to the employer.
 - Requirement to hold contractors accountable for their health and safety responsibilities (e.g., performance rating system and contract incentives)
 - Consequences for unsafe behaviour (i.e., not working in compliance with the Occupational Health and Safety Act and regulations, policy or procedure violation)
 - The identification of hazards and control of risks, and the competency and ability of the contractor to control the risk(s) to the business's workers arising from the contractor's activities and materials

- The identification of hazards, control of risks, and the competency and ability of the contractor to control the risk(s) to the contractor and the contractor's workers arising from the business's activities and materials
- Communication with contractors when there are changes affecting the specific work or circumstances surrounding the work
- Acceptance/sign-off documentation by contractor that they will abide by the employer's (e.g. general contractor) health and safety program and/or rules and regulations at the worksite

There may be circumstances where there is more than one employer or contractor present at a job site. In these situations, your business must establish, implement, monitor and maintain a documented procedure for, and lead the coordination and integration of, relevant portions of the business's occupational health and safety management system with the affected contractors.

Workplace health promotion

Prerequisite(s): All level 1 topics

Summary:

Workplace health promotion (also known as health and wellness) is the combined efforts of your business, employees and community to improve the health and well-being of people, both at work and at home. It may include things like improving the way work is organized, encouraging personal and professional development, promoting a strong health and safety culture and the promotion of general wellbeing.

Your workplace health promotion program could include initiatives such as:

- Employee assistance program
- Wellness initiatives
- Mental health promotion
- Psychological first aid
- Vehicle safety
- Personal health and safety
- Health and safety at home
- Off-the-job health and safety

Requirements:

Your business will establish, implement, monitor and maintain a workplace health promotion program that promotes healthy and safe lifestyles both on and off the job.

Health and safety objectives

Prerequisite(s): All level 1 topics

Summary:

Health and safety objectives are established by your business to improve health and safety performance. They should be specific, measurable, achievable, realistic and have timelines. Objectives can be set:

- At your organizational level (i.e. reduce slips, trips and falls across your business);
- At the facility, project or process level (i.e. reduce slips, trips and falls on ice during winter in the storage yard); and
- At the activity level (i.e. reduce slips, trips and falls by ensuring all truck drivers wear proper footwear).

Requirements:

Your business will establish, implement, monitor and maintain a procedure for health and safety objectives. The objectives should consider all locations, all employees and all work activities within your business.

The procedure will include:

- Documented health and safety objectives with an action plan for implementation including target activities, dates and who is responsible
- Schedule for review (objectives are evaluated at least once a year and revised as needed)
- Requirement to communicate status of objectives to all employees
- Review and approval by senior management

The objectives will:

1. Be measurable;
2. Be consistent with the occupational health and safety policy;
3. Take into account:
 - a. Review of previous objectives
 - b. Year-to-year statistics and comparisons;
4. Consider leading and lagging measures:
 - a. Occupational health and safety hazards and risks
 - b. Occupational health and safety management system deficiencies or non-conformance
 - c. Opportunities for continual improvement; and
5. Take into consideration:
 - a. Physical, mechanical and technological options
 - b. Operational business and financial requirements of the business
 - c. Other requirements or opportunities

d. Views of workplace parties

Corrective action

Prerequisite(s): All level 1 topics and all other level 2 topics

Summary:

Corrective action is about making changes and/or improvements to a business's processes to eliminate causes of unacceptable or undesirable situations. These unacceptable or undesirable situations are also known as non-conformities. Once the non-conformity is identified, the corrective action process is used to evaluate and prioritize issues. Responsibilities are assigned to correct the non-conformity and to follow up to ensure that the issue has been corrected. Ultimately, the goal is to prevent the situation from re-occurring.

Requirements:

Your business will establish, implement, monitor maintain a procedure to address occupational health and safety management system non-conformities including:

- A process for identifying, investigating and correcting non-conformities and potential non-conformities (i.e. they can be identified through audits, inspections, investigations, hazard reporting, process review, employee feedback and other sources)
- A process to address ineffective healthy and safety hazard controls, corrective actions and preventive actions
- Taking action to eliminate hazards and effectively control risks
- Assignment of responsibility and timeframe for corrective action
- Conducting a risk assessment of the recommended corrective actions to ensure that new hazards are not being created
- Ensuring actions implemented are recorded, communicated and tracked to ensure they prevent and correct the occurrence of the non-conformity
- Monitoring, assessing and evaluating the effectiveness of the implemented corrective and preventive actions and update the occupational health and safety management system

Level: Advanced

Change management and procurement

Prerequisite(s): All level 1 and 2 topics

Summary:

The purpose of a change management and procurement procedure is to ensure that health and safety risks are assessed and controls are put in place when adding or changing equipment and/or processes. This also helps to ensure that new hazards are not introduced and any current hazards are controlled.

Requirements:

The business will establish, implement, monitor and maintain a change management and procurement procedure that will include:

- Requirement to conduct hazard recognition, risk assessment and control procedures when:
 - There is a significant change to its work processes, control measures (i.e. pre-start reviews), procedures, equipment, organizational structure, staffing, products, workplace parties, physical locations or services;
 - New developments in health and safety knowledge or technology is available and introduced; or there are changes to legal requirements, other requirements and, where applicable, agreements; and
 - When functions or processes are outsourced
- The inclusion of health and safety requirements in purchasing specifications when products, equipment, materials and other goods and services are procured
- Requirements for a pre-start review before first use of new equipment, processes or materials and providing the pre-start review report to the joint health and safety committee or health and safety representative
- Identification of the roles and responsibilities for employees involved in procurement
- Communication and training requirements to affected workplace parties

The procedure or process for identifying hazards, assessing risks and determining controls of procured goods and services must follow the same methodology established, implemented, monitored and maintained for recognition of hazards, risk assessment and control of hazards.

Monitoring, measurement and analysis

Prerequisite(s): All level 1 and 2 topics, and should be selected at the same time as **review health and safety trends**

Summary:

In order to achieve the intended outcomes of the occupational health and safety management system all procedures should be monitored, measured and analyzed. This health and safety topic will help to identify opportunities for continual improvement.

Monitoring – checking, supervising, observing, and maintaining records of those activities.

Measurement – determine a value.

Analysis – process of examining data to look for patterns and trends, and then draw conclusions from the data.

Requirements:

Your business will establish, implement, monitor and maintain a procedure to regularly monitor, measure and analyze that the intended outcomes of the system have been achieved.

The process must:

- Be reflective of the operations and/or activities of the organization;
- Provide for the monitoring of the extent to which the organization's health and safety policy and objectives are being met, as well as conform to the occupational health and safety management system;
- Provide for the monitoring of the effectiveness of the control measures; and
- Include leading and lagging performance measures.

Examples of what could be monitored and measured could include, but are not limited to:

- Qualitative measures such as use of interviews, reviews of documented information, and observation of work performed.
- Quantitative measures (e.g., noise levels and air quality levels)
- The extent to which your business's health and safety policy and objectives are being met
- Effectiveness of the control measures (e.g., hearing protection)
- Requirement to calibrate and maintain any equipment needed for monitoring and measuring health and safety in the workplace

Once your business has identified the above, you will compare or benchmark these measurements against:

- legislative requirements
- your industry (access this information from the WSIB's online services portal) to compare your injuries against your industry average)
- standards and codes
- your own objectives
- health and safety statistics

Results of the monitoring, measuring and analysis should be used to take actions to continually improve your occupational health and safety management system.

The results of these measurements must be recorded and communicated with interested workplace parties.

Review health and safety trends

Prerequisite(s): All level 1 and 2 topics and should be selected at the same time as **monitoring, measurement and analysis**

Summary:

Reviewing health and safety trends helps to identify opportunities for improving your occupational health and safety management system and establish objectives for your health and safety program. It also helps management to allocate resources and meet due diligence requirements. Businesses need to establish a system to record and review trends and statistics.

Businesses should review trends for both leading and lagging indicators. A regular review of leading indicators can inform your business of its progress toward annual targets and objectives (e.g., having 100 per cent of employees receive workplace hazardous materials information system (WHMIS) training). Lagging indicators (e.g., injury reports) can potentially reveal where previously implemented controls may need to be reviewed and improved.

Requirements:

Your business will establish, implement, monitor and maintain a procedure to identify health and safety trends. Your procedure will include:

- roles and responsibilities for those reviewing health and safety trends
- requirement for senior management to review the trends
- a list of all indicators to be reviewed; examples include:
 - workplace inspections
 - incident investigations
 - incident reports
 - hazard reports
 - permits (hot work, confined space entry)
 - joint health and safety committee/health and safety representative recommendations and meeting minutes
 - injury/illness data, including information from the WSIB's employer online services
 - medical aid and first aid records
 - critical injuries
 - lost-time/no-lost-time injuries
 - near misses
- a schedule for reviewing all indicators (e.g., quarterly review of incident reports against the pre-determined targets)
- requirement for the results of the trends review to be considered when revising objectives and the continual improvement plan

Internal audit

Prerequisite(s): All level 1 and 2 topics

Summary:

An audit of your occupational health and safety management system identifies what is being done well, system deficiencies and opportunities for improving health and safety performance. The purpose of the audit is to measure and verify the extent to which the occupational health and safety management system has been implemented and maintained.

Requirements:

Your business will establish, implement, monitor and maintain a procedure for annual internal auditing of your occupational health and safety management system. The written procedure will include:

- purpose of audit
- roles and responsibilities of the auditor, management, workers and anyone else affected by the audit
- auditor competency requirements
- scope of the audit: locations, departments, activities that will be audited
- frequency of audit
- audit methodology: interviews, observations, sampling, document review etc.
- reporting of audit activity and results
- prioritization of identified non-conformities

Audit findings and conclusions must be documented and include:

- conformities
- non-conformities
- opportunities for improvement
- acknowledgement of successes
- communication to relevant interested parties

Non-conformities must be prioritized and addressed using the corrective action process and incorporated into the continual improvement plan. Senior management must monitor and evaluate actions taken to address the non-conformities until they are resolved.

Management review

Prerequisite(s): All level 1 and 2 topics, review health and safety trends, monitoring, measurement and analysis, and internal audit

Summary:

The purpose of a management review is to determine what is working and what needs improvement in your business's occupational health and safety management system. Senior management conducts a review of the business's occupational health and safety management system at least once a year to make sure it is meeting its objectives, is up-to-date, implemented and working.

Requirements:

Your business will establish, implement monitor and maintain a procedure for senior management to review your business's occupational health and safety management system at planned intervals (annually as a minimum) to verify and ensure its continuing suitability, adequacy and effectiveness. The reviews will include:

- an assessment of the opportunities for improvement of the occupational health and safety management system (e.g., changes to the health and safety policy, procedures, programs and/or objectives, review of current control strategies/programs)
- identification of emerging issues or trends (e.g., legislative changes, new industry standards)
- communication of outputs to applicable workplace parties
- implementation strategy for continual improvement
- a requirement for the review to be documented

Input to management reviews must include, as a minimum, the following information:

- results of audits, monitoring measuring and analysis, and health and safety trends review
- status of action items from previous management reviews
- evaluations of compliance with legal requirements
- results of participation and consultation with workers/health and safety representative/ joint health and safety committee
- communication received from external interested parties, including complaints
- health and safety performance of your business (i.e., injury and illness rates)
- evaluation of the extent to which health and safety objectives have been met
- evaluation of the effectiveness of procedures and processes to identify hazards and assess, prioritize, and control risks
- status of incident investigations, trends identified, corrective actions
- changing circumstances related to health and safety such as developments in legal requirements

- Recommendations for improvement

Outputs from the management review must support your business's commitment to continual improvement, and include decisions and actions related to:

- health and safety performance, the health and safety policy and objectives, and the need for change, if any
- allocation of resources to achieve the improvements
- Any other elements that are appropriate for the occupational health and safety management system

Health and safety continual improvement planning

Prerequisite(s): All level 1 and 2 topics, and management review

Summary:

Continual improvement planning is a coordinated system of procedures, processes and other measures designed to promote continual improvement in workplace health and safety. When planning continual improvements, your business needs to determine the following:

- what will be done
- the resources needed
- who will be responsible
- when it will be completed
- how the results will be evaluated, including indicators for monitoring
- how the actions to achieve the improvement will be integrated into your business's processes
- how the results of management review will be incorporated into your continual improvement plan

Requirements:

Your business will establish, implement, monitor and maintain a continual improvement planning process that identifies:

- specific goals/priorities to be achieved (e.g., all employees need to receive slips and falls training)
- target dates for completion of each goal
- assignment of responsibility for each goal
- resources required (i.e., people, time, money)
- provisions for the program or plan(s) to be reviewed at regular intervals (annually as a minimum) and revised as appropriate, to ensure the objectives are achieved

Senior management must approve the continual improvement plan. The continual improvement plan must:

- be relevant to your business's current needs
- include scheduled progress reviews
- include progress reports that must be communicated to the appropriate workplace parties
- include successes celebrated with employees as goals are achieved

External audit

Prerequisite(s): All level 1 and 2 topics, and **health and safety continual improvement planning**

Summary:

You arrange for an external third party to perform an audit when your business decides to validate its occupational health and safety management system against a standard set of requirements. A qualified and competent independent auditor will compare and verify that all areas and activities within your occupational health and safety management system meet the relevant criteria.

Audits by a third party will be completed along with internal audits as part of an audit strategy to show that your business is maintaining an occupational health and safety management system and addressing any non-conformities that have been identified.

Requirements:

Your business will establish, implement, monitor and maintain a procedure to coordinate an external third party audit of your occupational health and safety management system. The written procedure will include:

- purpose of audit(s)
- roles and responsibilities as they relate to the audit(s)
- auditor qualifications and selection
- audit plan
- scope of the audit(s)
- frequency of audit(s)
- audit methodology
- reporting of audit activity and results to internal and external parties, as appropriate

Audit findings and conclusions must be documented and include:

- conformities
- non-conformities
- opportunities for improvement
- acknowledgement of successes
- communication to relevant interested parties

Non-conformities must be prioritized and addressed using the corrective action process and incorporated into the continual improvement plan. Senior management will monitor and evaluate actions taken to address the issues until they are resolved.

Recommendations for program improvement as a result of the audit must be considered when completing the management review, setting health and safety objectives, and developing the continual improvement plan.

Networking and peer learning

Prerequisite(s): None

Summary:

Networking and peer learning provides businesses with the opportunity to interact with and learn from the experiences of other companies and individuals.

Requirements:

Your business will establish, implement, monitor and maintain a process for networking and peer learning with other individuals or companies in order to share and gain health and safety information and best practices.

The process will identify:

- Who will participate in networking and peer learning activities
- How the information will be shared, who the information will be shared with and how often they will do this
- Rules specifying what type of information can be exchanged with other businesses (e.g., policies, documents, guidelines)
- Methods for networking and peer learning may include:
 - email, newsgroups, shared documents, conference attendance
 - personal contacts such as visits or phone calls
 - consultation with professional associations
 - health and safety association events and training

Corporate social responsibility

Prerequisite(s): None

Summary:

Corporate social responsibility is when a business takes responsibility for its impact on the environment, the communities where they operate, their employees, stakeholders and the public.

Requirements:

Your business will establish, implement, monitor and maintain a social responsibility program that:

- Actively engages with local communities and community groups (e.g. encourage open discussions with neighbours about your operations, safety programs, environmental conditions and other aspects of your operations that may impact the communities in which your business operates)
- Works with governments, community representatives and other businesses to support and undertake initiatives to help improve corporate social responsibility
- Identifies how you will conduct business in a manner designed not only to protect the environment, but also the health and safety of employees, customers and the public



Memo

To: Mayor and Council

From: Kathryn Langendyk, Treasurer

Report #: FIN-11-2020

Subject: COVID-19 Financial Impact Update #2

Date: September 15, 2020

BACKGROUND:

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

Since that time, Council approved some financial relief measures which expired on June 30, 2020. The Province of Ontario started to lift some of the emergency measures in May, June, and July allowing certain businesses and amenities to re-open.

On August 12, 2020, the Province announced funding to municipalities to address financial pressures related to COVID-19.

Lucan-Biddulph will receive \$123,600 in Phase 1 of this funding.

ANALYSIS:

As the COVID-19 pandemic continues, municipal financial issues will continue in the areas of lost revenues, increased costs, cash flow implications, and COVID-19 specific costs. The financial impact to the Township will depend on the length of time in which services are impacted. Staff continue to monitor the situation.

Financial Relief Measures

- The lost revenue as a result of the financial relief measures is approx. \$28,448.

Financial Relief Measure	Lost Revenue
Waive penalty & interest June 1 st	\$ 9,000
Defer water rate increase:	
March 31 st billings	\$ 9,131
June 30 th billings	\$ 10,287
Waive NSF fee	\$ 30
Total	\$ 28,448

Bank Interest

- The prime interest rate fell in March. The result is lost interest income of about \$42,800 (YTD August compared to 2019).

Parks & Recreation

- The parks and recreation facilities felt the greatest impact as they were not able to operate fully for most of the past six months.
- The lost revenues to date for rental cancellations is about \$13,000. However, we do not know what may have been rented during this time. There has been a decrease in rental income of about \$63,000 compared to 2019 (halls, grounds, ice/floor).
- Although there were lost revenues, there are also cost savings with reduced wages (for summer staff), supplies, and utilities. For example, the utility savings at the arena is \$11,200 (to date vs 2019).
- With the bar and canteen closed, there may be a loss due to unsaleable product. Inventory is typically counted in December which includes noting any stale dated product for disposal.

COVID-19 Specific Costs

- To date \$17,944 has been spent on direct COVID related costs. These include PPE, germ guards, cleaning supplies, signage, communications, and equipment needs.

IMPACT TO BUDGET:

The financial impacts have been discussed throughout the report.

STRATEGIC PLAN:

This report does not align with any specific action item in the strategic plan. However, it does align with the stated core values of accountability, transparency, and integrity.

RECOMMENDATION:

That council receive this report for information.

Respectfully submitted by:

Kathryn Langendyk

Kathryn Langendyk
Treasurer

Memo

To: Mayor and Council
From: Paul Smith, Manager of Parks and Recreation
Subject: Facility Reopening Document
Date: September 15th, 2020

Background:

As we progress towards opening our facility to residents, staff thought it would be appropriate to demonstrate to Council in a document the phased approach to adding more programming safely into our facilities as well as the requirements put in place to optimize the safety of staff and users.

This memo is for information purposes, please see document attached below.

A handwritten signature in black ink, appearing to read "Paul Smith". The signature is stylized with large, sweeping letters and a prominent horizontal stroke at the end.

Paul Smith, Manager of Parks and Recreation

Township of Lucan Biddulph Reopening of Facilities



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Strategy: Phased Approach

The ice and associated amenities located within Lucan Community Memorial Centre will open through a deliberate phased approach. This will see portions of facilities opening up as demand dictates, and the provincial regulation allows. The overall safety and community cooperation is required to move from one phase to another. If cooperation is not gained by organizations, community members and participants the decision to move into another stage maybe delayed or retracted.

As the Pandemic changes daily, this is considered a living document. This document is subject to change at any time without notice.

Phase 1

Lucan Community Memorial Centre will install its sheet of ice starting in Late September with first rentals beginning October 1st. Halls will be available for rental for organizations, businesses, meetings, funeral lunches, Township sanctioned programs for structured training and exercise only. At this time private independent rentals will not be permitted with the exception of pavilion rentals (pavilion rentals being lower risk in an outdoor setting). All re-openings will be done incorporating the requirements/guidelines set out by the Province, Middlesex London Health Unit and the Municipality. These requirements will include but are not limited to:

- Physical Distancing
- Mask/Face Coverings at entry point of facility (except on ice surface)
- Gathering Limits
- Limited access to change rooms (15 minutes prior to and after rentals)
- Contact Tracing
- Passive Screening
- No Showers
- Signage

Phase 2

This phase may see the introduction of structured play hosted by the Township of Lucan Biddulph, i.e. Pickle ball, Volleyball. All participants must be registered with the Township of Lucan Biddulph with a signed acknowledgement of the rules and regulations. All participants will be made aware of voluntary assumption of risk. Participating in sport especially indoors has an inherent heightened risk, as physical distancing and other safety measures may not always be possible during play.

This phase will continue utilizing the requirements/guidelines set out by the Province, Middlesex London Health Unit and the Municipality. All must be adhered to while not actively playing the sport.

Phase 3

The third phase will allow rentals of the halls for private functions, dinners and rentals. All private rentals must provide a full description of their rental with a submitted COVID-19 plan to be put in place. Rentals will only be allowed once the plan is approved by Township staff.

This phase will continue utilizing the requirements/guidelines set out by the Province, Middlesex London Health Unit and the Municipality.

The information provided below will further outline the requirements.

Crowd Control

Entering the Facility / Exiting the Facility

All participants are encouraged to arrive at the facility dressed. There is limited space and time available within change rooms. To allow for physical distancing, change rooms will only accommodate a maximum of 9 people at anyone time. Standard rentals will be provided 2 change rooms, per rental, allowing for 10 participants, (9 skaters one goalie) to spread 5 and 5 between the two rooms, allowing for maximum distancing and an allowance of 4 parental/coach assistance if required. Due to gathering limits of 50 people, spectators are strongly discouraged to organizations, allowing more participants to be able to utilize the ice surface should ice sport move into further phases allowing for games. If organizations request spectators, it is recommended that 1 parent per 1 participant be granted access. Spectators will be held to the same rules and regulations put forth by the Province of Ontario, Middlesex London Health Unit, and the Township of Lucan Biddulph. Occupancy remains 50 people max on ice and stands combined. All spectators will remain in the designated section until the session is finished, and must leave the facility immediately unless assisting with equipment removal following all directional signage and instructions.

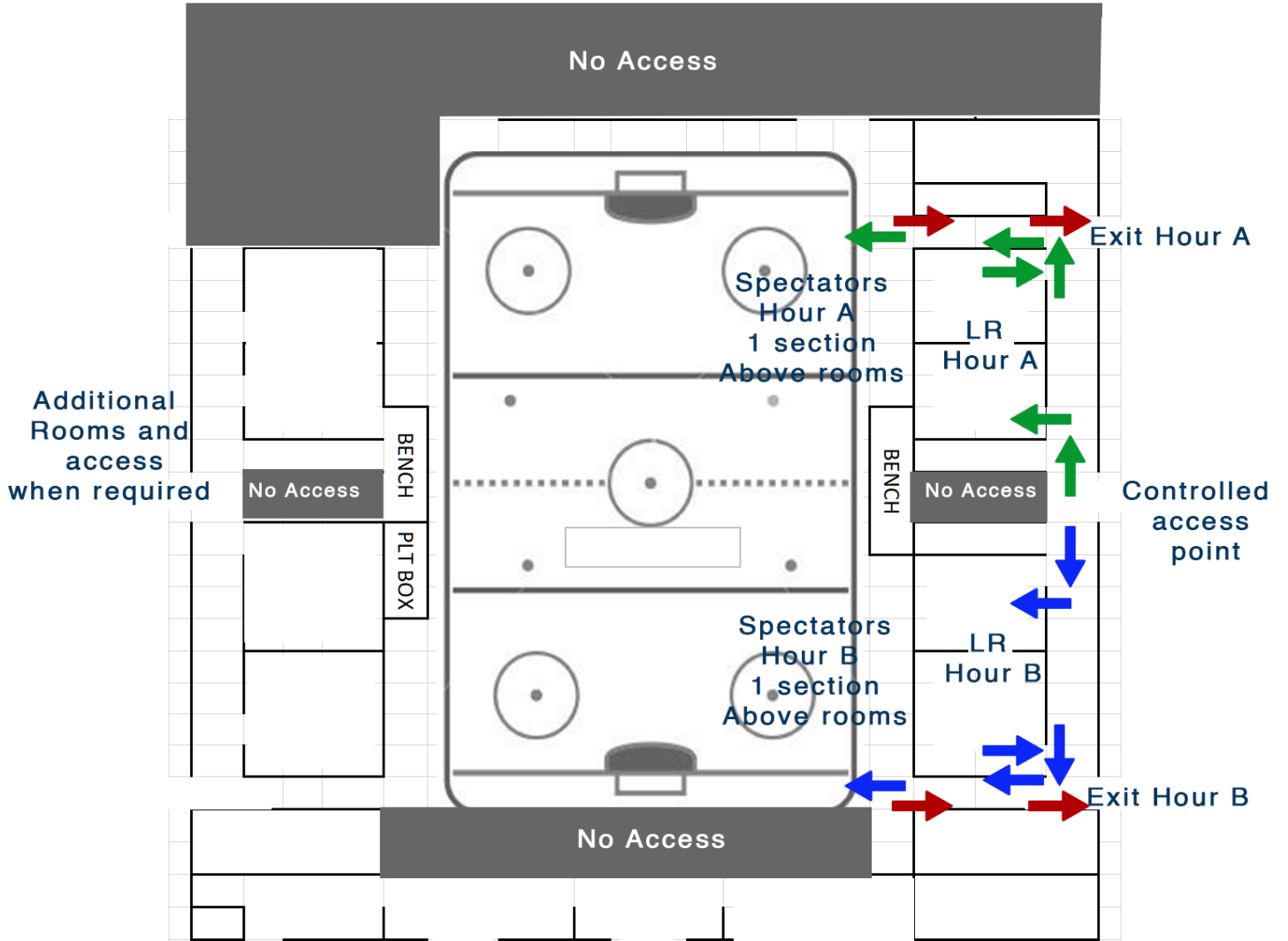
Each organization or renter who is utilizing the facility shall conduct passive screening of all participants and spectators prior to being allowed entry into the ice area. If an organization or renter does not have a screening tool they can utilize the self-assessment app which can be found at <https://covid-19.ontario.ca/self-assessment/> or the screening tool at the end of this document.

The organization or renter will meet participants and spectators as they arrive at the facility. This gate keeper will confirm that screening has been completed, take names and phone numbers to allow for contact tracing. Additional screening may take place prior to participants and spectators being granted access to the facility. Staff will allow access to the facility no earlier than 15 minutes before rental. Arena access point will be the center door on the south side facing the pool. Main hall access will be the rear lobby door. Lions Active Living Centre access will be its standard entrance point.

Participants will be asked to follow the directional signage to the change rooms and ice area. Players are to stay in their rooms until ice is ready and they will proceed onto the ice through the designated ice entry point in a physical distanced format. Players who just exited the ice surface have 15 minutes to change and exit the facility through the identified exit. No player is allowed to exit the dressing room until instructed by staff. This measure will allow for no cross contamination of groups. Alternating entry / room / and exit points provide a safe experience for all participants as well as reduction to ice time loss. If groups are unable to adhere to timing or directional instructions the Township will notify the organizer(s) immediately and ice time may be revoked.

At this time there will be no keys provided for locking change rooms. If a group would like a room locked they will need to contact the facility staff. It will be the responsibility of the organization or renter to monitor physical distancing and direct people to the appropriate locations.

Participant Traffic Flow



Recreational Programs

No recreational ice programs or drop in programs will be offered during phase 1 or phase 2 of reopening.

Exercise classes with limited numbers and strict social distancing protocols will be offered during phase 1, to encourage good health as it is important for strengthening the immune system.

As drop in programs are difficult to operate within the restrictions. A revised registered option is being developed in order to accommodate programming safely.

Further instructions will follow if recreational drop in programs return this season.

Concession Operation

Concession operations at this time are pending. New or adjusted protocols will be required and may be closed indefinitely.

Ice and Facility Booking

For bookings please contact (519) 227- 4442 or parksandrec@lucanbiddulph.on.ca

The following information will be included with the ice facility permit:

The novel Coronavirus (COVID-19) has been declared a worldwide pandemic by the World Health Organization. COVID-19, like many other viruses, is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, provincial and municipal governments and health agencies continue to recommend the practice of social distancing.

While the Township of Lucan Biddulph has put in place preventative measures to reduce the spread of COVID-19, the Municipality cannot guarantee that you and/or your child(ren) will not become infected with COVID-19, or any other virus. Further, attending programs or facilities at the Lucan Community Memorial Centre could increase your risk and your child(ren)'s risk of contracting COVID-19, or any other virus.

Before Attending the Facility

Organizations/renters must ensure their participants are;

1. Not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell.
2. Have not travelled to a highly impacted area in the last 14 days.
3. Do not believe to have been exposed to someone with a suspected and/or confirmed case of COVID-19.
4. Have not been diagnosed with COVID-19 and not yet cleared as non-contagious by local public health authorities.
5. Following recommended health guidelines as much as possible to limit my exposure to COVID-19.

Rules and Regulations:

1. All participants will be expected to follow the directional arrows and signage when moving throughout the facility.
2. All participants will be expected to use the hand sanitizer stations at the entrance and exit of the facility.
3. All participants must follow the direction of on duty staff.
4. Failure to follow the directional arrows, signage, commands from on duty staff or appropriate physical distancing practices will result in expulsion from the facility without refund. The municipality reserves the right to deny access to the facility to any person for any reason.

Signage



Lucan Biddulph Facilities & COVID-19

ASSUMPTION OF RISK

Lucan Biddulph in collaboration with the Middlesex-London Health Unit continues to monitor the COVID-19 situation.

Users of Lucan Biddulph's facilities are reminded that these areas are available for use at your own risk and are not regularly sanitized. An inherent risk of exposure to communicable diseases including COVID-19 exists in any public space where people are present.

By visiting any facility or publicly accessible space you voluntarily assume all risks including any risk of injury, loss, damage and possible exposure to a communicable disease, including COVID-19

We remind you to follow the COVID-19 precautionary guidelines being recommended by various Canadian health authorities including the Middlesex-London Health Unit, Ontario Health, and the Public Health Agency of Canada.

519-227-4491 | lucanbiddulph.on.ca

Don't forget to wash your hands



We will get through this together

Face masks must be worn
at all times.

Unless participating in
physical activity where
breathing is heightened.



We will get through this together

These are stressful times.
Take care of your mental and
physical health.

No matter how distant it feels,
help is still there for you.

Community and Child Services 24/7
crisis line 519-433-0334

mental health
addictions
crisis services

REACH OUT

Need help? Call or text Reach Out
519-433-2023 Call Toll-free



We will get through this together

Practice social
distancing
outside of your family



50 person
max occupancy



We will get through this together

General Public Screening Questionnaire

The Township of Lucan Biddulph is taking steps to protect the health and safety of employees. Screening of all individuals, including our own employees, is a condition of being granted entry to this facility.

Date: _____

Name: _____ Phone: _____

Do you have any **new or worsening** signs or symptoms (not from a known cause such as seasonal allergies) such as:

- Cough, shortness of breath, sore throat, runny nose, sneezing, nasal congestion
Yes
No
- Hoarse voice, difficulty swallowing, loss of smell and/or taste
Hoarse voice, difficulty swallowing, loss of smell and/or taste
Yes
No
- Nausea/vomiting, diarrhea, abdominal pain, unexplained fatigue/malaise, chills, or headache
Yes
No
- Do you have a fever?
Yes
No
- Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the past 14 days?
Yes
No
- In the last 14 days, have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?
Yes
No

**If you answer yes to anyone of the questions above, you are NOT permitted to enter further.
Please go home.**

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: September 15, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

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

August 2020

\$ 284,263.57

RESOLUTION CARRIED

MAYOR

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
025090	08/14/2020	001000	A & B RENTAL	
	Invoice 32558		07/27/2020 MURAL - DOWNTOWN GRANT	51.56
025091	08/14/2020	001002	ABOVE AND BEYOND PROMOTIONS INC.	
	Invoice 61615		07/31/2020 CLOTHING/SAFETY WEAR	491.03
025092	08/14/2020	002689	AIR DESIGN SERVICES INC.	
	Invoice 10059-131311		07/20/2020 R&M BUILDING	230.52
025093	08/14/2020	003395	ARC-1 WELDING SUPPLIES	
	Invoice 634080		07/29/2020 TOOLS/SHOP SUPPLIES	119.22
	Invoice 634025		07/21/2020 TOOLS/SHOP SUPPLIES	127.52
025094	08/14/2020	001016	AUSABLE BAYFIELD CONSERVATION	
	Invoice 6697		08/04/2020 LUCAN ESTATES PARK	148.93
025095	08/14/2020	001622	B M ROSS & ASSOCIATES	
	Invoice 18940		08/04/2020 WWTP - MASTER PLAN	1,074.40
025096	08/14/2020	002517	CANADA'S FINEST COFFEE	
	Invoice IN345772		07/30/2020 OFFICE SUPPLIES	36.00
025097	08/14/2020	002509	CHEMTRADE CHEMICALS CANADA LTD.	
	Invoice 92934464		07/17/2020 CHEMICALS	6,103.33
025098	08/14/2020	001277	CLARKE'S FOOD MART	
	Invoice 27410		07/04/2020 FUEL	105.33
	Invoice 27425		07/07/2020 FUEL	25.00
	Invoice 27523		07/20/2020 FUEL	12.01
	Invoice 27526		07/21/2020 FUEL	18.01
	Invoice 27235		06/09/2020 FUEL	156.01
	Invoice 27237		06/09/2020 FUEL	77.97
	Invoice 27266		06/11/2020 FUEL	81.50
	Invoice 27271		06/12/2020 FUEL	107.04
	Invoice 27305		06/18/2020 FUEL	88.02
	Invoice 27309		06/19/2020 FUEL	153.00
	Invoice 27356		06/26/2020 FUEL	85.95
	Invoice 86.37		06/25/2020 FUEL	86.37
	Invoice 27185		06/01/2020 FUEL	49.78
	Invoice 27205		06/03/2020 FUEL	62.82
	Invoice 27189		06/01/2020 FUEL	87.93
	Invoice 27232		06/08/2020 FUEL	107.98
	Invoice 27238		06/09/2020 FUEL	41.81
	Invoice 27257		06/11/2020 FUEL	84.50
	Invoice 27286		06/16/2020 FUEL	47.88
	Invoice 27297		06/17/2020 FUEL	25.15
	Invoice 27293		06/17/2020 FUEL	122.12
	Invoice 27302		06/18/2020 FUEL	30.78
	Invoice 27340		06/24/2020 FUEL	88.65
	Invoice 27366		06/29/2020 FUEL	82.74
	Invoice 27051		05/05/2020 FUEL	56.45
	Invoice 27047		05/04/2020 FUEL	14.79
	Invoice 27058		05/07/2020 FUEL	47.78
	Invoice 27069		05/11/2020 FUEL	76.49
	Invoice 27077		05/12/2020 FUEL	15.91
	Invoice 27079		05/12/2020 FUEL	57.60
	Invoice 27095		05/14/2020 FUEL	16.66
	Invoice 27087		05/13/2020 FUEL	45.44

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
Invoice 27109			05/19/2020 FUEL	40.97
Invoice 27126			05/21/2020 FUEL	52.12
Invoice 27118			05/20/2020 FUEL	44.47
Invoice 27158			05/26/2020 FUEL	73.11
Invoice 27151			05/25/2020 FUEL	42.57
Invoice 27166			05/27/2020 FUEL	53.77
Invoice 27071			05/11/2020 FUEL	102.92
Invoice 27074			05/12/2020 FUEL	145.00
Invoice 27078			05/12/2020 FUEL	90.00
Invoice 27117			05/20/2020 FUEL	78.65
Invoice 27176			05/29/2020 FUEL	167.00
Invoice 27436			07/08/2020 FUEL	130.54
Invoice 27479			07/15/2020 FUEL	35.52
Invoice 27496			07/16/2020 FUEL	98.50
Invoice 27516			07/20/2020 FUEL	24.61
Invoice 27518			07/20/2020 FUEL	88.57
Invoice 27538			07/22/2020 FUEL	62.18
Invoice 27545			07/23/2020 FUEL	42.71
Invoice 27575			07/28/2020 FUEL	26.98
Invoice 27570			07/27/2020 FUEL	74.62
Invoice 27387			07/01/2020 FUEL	166.34
Invoice 27402			07/03/2020 FUEL	91.10
Invoice 27419			07/07/2020 FUEL	108.86
Invoice 27433			07/08/2020 FUEL	99.01
Invoice 27472			07/14/2020 FUEL	164.00
Invoice 27480			07/15/2020 FUEL	90.00
Invoice 27497			07/16/2020 FUEL	5.25
Invoice 27506			07/19/2020 FUEL	101.35
Invoice 27519			07/20/2020 FUEL	96.48
Invoice 27524			07/20/2020 FUEL	118.51
Invoice 27531			07/21/2020 FUEL	30.13
Invoice 27537			07/22/2020 FUEL	87.43
Invoice 27551			07/24/2020 FUEL	90.00
Invoice 27577			07/28/2020 FUEL	83.30
Invoice 27604			07/31/2020 FUEL	108.01
025099	08/14/2020	003111	EMCO WATERWORKS	329.96
Invoice 37928837-00			07/30/2020 R&M WATERMAINS	329.96
025100	08/14/2020	002501	ERIC CAMPBELL FORD-LINCOLN LTD.	373.58
Invoice RE0044			07/21/2020 ARENA TRUCK	195.60
Invoice RE30045			07/21/2020 MAINTENANCE	177.98
025101	08/14/2020	001280	EVANS UTILITY	839.03
Invoice 0000160767			07/27/2020 METERS	839.03
025102	08/14/2020	003325	GUAY, STEVE	48.96
Invoice July 2020			07/28/2020 MILEAGE	48.96
025103	08/14/2020	003261	GW-EX INC.	63,911.82
Invoice 3473			07/31/2020 PROGRESS INVOICE	63,911.82
025104	08/14/2020	001283	HAMISCO INDUSTRIAL SALES INC.	17.63
Invoice IN360283			07/28/2020 WORK CLOTHES	17.63
025105	08/14/2020	003084	HM PIPE PRODUCTS INC.	73.45
Invoice 47477			07/29/2020 R&M WATERMAINS	73.45

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
025106	08/14/2020	001408	HYDE PARK EQUIPMENT LTD	13.22
	Invoice IM86823		07/27/2020 PARKS MAINTENANCE	13.22
025107	08/14/2020	002920	INDUSTRIAL CHOICE SUPPLY	711.36
	Invoice 70-60184		07/29/2020 MATERIALS/SUPPLIES	711.36
025108	08/14/2020	003168	JEFF STAPLETON	180.00
	Invoice 19		07/30/2020 SENIOR'S FITNESS	180.00
025109	08/14/2020	003404	LANGFORD AUTO APC	426.82
	Invoice 1310029		07/07/2020 RESCUE	270.69
	Invoice 1310572		08/10/2020 FLOWER TRUCK	156.13
025110	08/14/2020	001129	LANGFORD LUMBER	885.69
	Invoice 2150187		07/30/2020 MAINTENANCE SUPPLIES	21.46
	Invoice 1045917		07/22/2020 COVID-19	24.84
	Invoice 2149535		07/17/2020 MARKET ST PARK	95.29
	Invoice 1045497		07/17/2020 ELM ST PARK	24.84
	Invoice 1045480		07/17/2020 COMMUNITY CENTRE GROUNDS	3.59
	Invoice 1045452		07/17/2020 MAINTENANCE SUPPLIES	15.80
	Invoice 2149297		07/13/2020 COMMUNITY CENTRE GROUNDS	14.68
	Invoice 1045000		07/13/2020 MAINTENANCE SUPPLIES	23.03
	Invoice 1044624		07/09/2020 MAINTENANCE SUPPLIES	14.68
	Invoice 1044198		07/06/2020 PARK SUPPLIES	19.20
	Invoice 2148760		07/02/2020 PARK SUPPLIES	18.63
	Invoice 1044717		07/10/2020 R&M BUILDING	11.85
	Invoice 1045120		07/14/2020 R&M BUILDING	7.90
	Invoice 1045364		07/16/2020 SHOP SUPPLIES	4.51
	Invoice 0475702		07/18/2020 ROAD SIGNS	227.10
	Invoice 1046833		07/31/2020 R&M WATERMAINS	7.42
	Invoice 2150282		07/31/2020 R&M WATERMAINS	-15.24
	Invoice 2150281		07/31/2020 R&M WATERMAINS	32.74
	Invoice 2150266		07/31/2020 SHOP SUPPLIES	48.57
	Invoice 1044488		07/08/2020 MAINTENANCE SUPPLIES	15.28
	Invoice 1044719		07/10/2020 MAINTENANCE SUPPLIES	60.04
	Invoice 1045033		07/13/2020 MAINTENANCE SUPPLIES	32.62
	Invoice 0475492		07/14/2020 PARKS MAINTENANCE	98.52
	Invoice 0475796		07/21/2020 SUPPLIES	78.34
025111	08/14/2020	002621	MAGUIRE, KELLY	847.50
	Invoice 92		07/31/2020 Property Maintenance	847.50
025112	08/14/2020	003250	MINISTRY OF FINANCE	54,570.00
	Invoice 102407201155010		07/31/2020 JUNE OPP	54,570.00
025113	08/14/2020	001843	ONTARIO CLEAN WATER AGENCY	13,051.54
	Invoice INV00000003554		08/01/2020 CONTRACTED SERVICES	13,051.54
025114	08/14/2020	002626	ONTARIO ONE CALL	237.70
	Invoice 202013827		07/31/2020 ONE-CALL LOCATES	237.70
025115	08/14/2020	002105	OUTBACK TIRE SHACK	438.44
	Invoice 9366		07/14/2020 R&M UTILITY	438.44
025116	08/14/2020	003329	POSTCARD PORTABLES - LONDON	322.05
	Invoice 6898		07/15/2020 COVID EXPENSES	322.05
025117	08/14/2020	001219	ROESTENBERG WELDING LTD	74.44

Accounts Payable

Bank Of Montreal - General Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 20-59161-1		07/24/2020 RACK FOR COVERALLS	74.44
025118	08/14/2020	002911	SAM'S HOME HARDWARE	49.67
	Invoice 304099		07/23/2020 Supplies & MATERIALS	49.67
025119	08/14/2020	003175	SEMCO	406.57
	Invoice 0000308445		08/14/2020 COVID-19	406.57
025120	08/14/2020	001372	SPRIET ASSOCIATES	609.07
	Invoice 20-0365		07/29/2020 SEVERANCE APPLICATION	609.07
025121	08/14/2020	003159	ST. MARY'S HOME BUILDING CENTRE	68.92
	Invoice 146060		07/07/2020 R&M BUILDING	68.92
025122	08/14/2020	001626	TRACK 21 GRAPHIX INC.	566.07
	Invoice 52410		05/15/2020 COVID-19	566.07
025123	08/14/2020	001270	TREASURER, COUNTY OF MIDDLESEX	13,305.08
	Invoice IVC-2020-01170		06/30/2020 IT SUPPORT	13,305.08
025124	08/14/2020	003199	VAN PRAET MARTY	39.82
	Invoice 619209		08/09/2020 CARQUEST - FLOWERS INV.	39.82
025125	08/14/2020	002960	WASTE CONNECTIONS OF CANADA INC.	54.80
	Invoice 7120-0000836108		07/31/2020 MAINTENANCE	54.80
025126	08/14/2020	001713	WFS LTD.	3,218.73
	Invoice 5297051		08/10/2020 COVID-19	3,107.50
	Invoice 5297052		08/10/2020 COVID-19	111.23
Cheque Register Total -				169,128.48

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
001650	08/06/2020 Invoice July 2020	002986	MASTERCARD - BB FIRE 07/31/2020 MASTERCARD PURCHASES	23.41
001651	08/06/2020 Invoice July 2020	002985	MASTERCARD - MUN. OFFICE 07/31/2020 MASTERCARD PURCHASES	2,328.50
001652	08/06/2020 Invoice July 2020	002987	MASTERCARD - PARKS & REC. 07/31/2020 MASTERCARD PURCHASES	1,757.05
001653	08/26/2020 Invoice 0820-3690	002574	BELL MOBILITY 08/08/2020 Cell Phones	238.16
001654	08/26/2020 Invoice 0820-1224	002474	BELL PWB 227-1224 08/01/2020 P.W. Building Phone	176.76
001655	08/26/2020 Invoice 0820-0565	003331	BELL, ARENA 227-0565 08/01/2020 FIRE LINE	51.14
001656	08/26/2020 Invoice 25089 Invoice 97752 Invoice 97754 Invoice 97753 Invoice 25112	001028	BLUEWATER RECYCLING ASSOC 08/05/2020 AUG AUTOMATED 07/31/2020 YD WASTE LIFT 07/31/2020 YD WASTE LIFT 07/31/2020 YD WASTE LIFT 07/31/2020 JULY DISPOSAL	10,500.00 62.37 94.02 343.00 8,763.86
001657	08/26/2020 Invoice 0820-530764	001074	EXETER TIMES ADVOCATE 08/20/2020 ANNUAL SUBSCRIPTION	60.00
001658	08/26/2020 Invoice 0720-5250	002453	HYDRO, CROSSING LT. 315250 07/23/2020 Hydro One, Crossing Lights	92.58
001659	08/26/2020 Invoice 0820-7124	002439	HYDRO, MUSEUM 927124 08/07/2020 Hydro One, Museum	124.45
001660	08/26/2020 Invoice 0720-2711	002731	HYDRO, OFFICE/LIBRARY 2711 07/23/2020 Municipal Office/Library	997.63
001661	08/26/2020 Invoice 0820-0821	002566	HYDRO, PWB 210821 08/10/2020 Hydro One, Public Works Bldg.	526.32
001662	08/26/2020 Invoice 0820-7254	002436	HYDRO, SCOUT HALL 407254 08/07/2020 Hydro One, Scout Hall	84.90
001663	08/26/2020 Invoice 0720-6868-2 Invoice 0820-6868-1	002570	HYDRO, ST. LIGHTS 116868 07/22/2020 Hydro One, Street Lights 08/05/2020 Hydro One, Street Lights	1,440.15 19.56
001664	08/26/2020 Invoice 0820-4780	003403	HYDRO, ST. LIGHTS 494780 08/05/2020 Hydro One, Ridge Crossing 1	39.18
001665	08/26/2020 Invoice 0720-8601	002569	HYDRO, ST. LIGHTS 538601 07/20/2020 Hydro One, 0 Watson St.	433.42
001666	08/26/2020 Invoice 0820-3502	003289	HYDRO, ST. LIGHTS 693502 08/05/2020 Hydro, St. Lights Ind Park	33.23
001667	08/26/2020 Invoice 0720-7958	002451	HYDRO, ST. LIGHTS 807958 07/22/2020 Hydro One, 1 Conc. Lot 25	125.37

Accounts Payable

Invoices Paid Online Municipal Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
001668	08/26/2020	002441	HYDRO, WATER TOWER 493632	222.04
	Invoice 0820-3632		08/07/2020 Hydro One, Water Tower	222.04
001669	08/26/2020	001168	MINISTER OF FINANCE	3,410.73
	Invoice July 2020		07/31/2020 JULY 2020 EHT REMITTANCE	3,410.73
001670	08/26/2020	002616	OMERS	27,198.42
	Invoice July 2020		07/31/2020 OMERS	27,198.42
001671	08/26/2020	002702	QUADRO - MUN. OFFICE/PARKS&REC.	1,099.33
	Invoice 0820-10324606		08/06/2020 Mun. Office/Parks&Rec.	1,099.33
001672	08/26/2020	001983	RWAM INSURANCE ADMINISTRATORS	6,769.35
	Invoice Aug 2020 Group		08/01/2020 GROUP PREMIUM	2,703.13
	Invoice July 2020		07/31/2020 COST PLUS	4,066.22
001673	08/26/2020	002690	TOWNSHIP OF LUCAN BIDDULPH - TAXES	2,033.73
	Invoice 0820-40000-0000		08/07/2020 TAXES-EMS	2,033.73
001674	08/26/2020	002691	U. GAS - OFFICE/LIBRARY 2145	25.43
	Invoice 0720-2145		07/29/2020 OFFICE/LIBRARY HEAT	25.43
001675	08/26/2020	002469	U. GAS PW BLDG. 1545	25.43
	Invoice 0820-1545		08/11/2020 Public Works Heat	25.43
001676	08/26/2020	001231	WSIB	4,706.22
	Invoice July 2020		07/31/2020 WSIB	4,706.22
Cheque Register Total -				73,805.74

Accounts Payable

ARENA BANK Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000687	08/26/2020	002443	HYDRO, ARENA 425990	
	Invoice 0720-5990		07/29/2020 Hydro One 263 Main Arena	3,041.27
000688	08/26/2020	002456	HYDRO, ARENA 889687	
	Invoice 0820-9687		08/07/2020 Hydro One, 263 Main St. BLDG.	72.92
000689	08/26/2020	002457	HYDRO, GRANTON PK 512579	
	Invoice 0820-2579		08/10/2020 Hydro One, High St. Light 2	31.19
000690	08/26/2020	002458	HYDRO, GRANTON PK. 201433	
	Invoice 0820-1433		08/10/2020 Hydro One, High St. Light 1	41.80
000691	08/26/2020	002435	HYDRO, MARKET PARK 117345	
	Invoice 0820-7345		08/07/2020 Hydro One, Market St. Park	55.47
000692	08/26/2020	002442	HYDRO, SPLASH PAD 018334	
	Invoice 0820-8334		08/07/2020 Hydro One, Splash Pad	62.28
000693	08/26/2020	002690	TOWNSHIP OF LUCAN BIDDULPH - TAXES	
	Invoice 0820-33600-0000		08/07/2020 TAXES	40.00
000694	08/26/2020	002463	U. GAS ARENA 2022	
	Invoice 0720-2022		07/29/2020 Heat-Pool,Arena,LionsShed	369.30
000695	08/26/2020	002563	U. GAS ARENA 2061	
	Invoice 0720-2061		07/29/2020 Heat-MainHall&Daycare	25.43
000696	08/26/2020	002464	U. GAS SENIOR CTR 2137	
	Invoice 0720-2137		07/29/2020 HEAT - SENIOR CENTRE	25.43
000697	08/31/2020	002449	HYDRO, ARENA LIGHT 857734	
	Invoice 0820-7734		08/07/2020 Hydro One, 263 Main St. Light	30.77
Cheque Register Total -				3,795.86

Accounts Payable

Invoices Paid Online - Water Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000288	08/26/2020	002476	BELL, LW BOOSTER STN 227-1017	243.64
	Invoice 0820-1017		08/01/2020 Water Booster Station Telephon	243.64
000289	08/26/2020	002618	HYDRO, 34395 GRANTON LINE, LW	468.58
	Invoice 0720-6133		07/15/2020 Granton Water Supply	468.58
000290	08/26/2020	002455	HYDRO, L.WATER 027813	3,944.81
	Invoice 0720-7813		07/27/2020 Hydro One, Water Booster Stn.	3,944.81
000291	08/26/2020	002461	HYDRO, L.WATER 049957	34.35
	Invoice 0820-9957		08/05/2020 Hydro One, 4 Conc. Lot 30	34.35
000292	08/26/2020	002690	TOWNSHIP OF LUCAN BIDDULPH - TAXES	3,174.60
	Invoice 0820-02802-0000		08/07/2020 TAXES	1,908.32
	Invoice 0820-12201-0000		08/07/2020 TAXES	1,266.28
Cheque Register Total -				7,865.98

Accounts Payable

Invoices Paid Online - Sewer Cheque Register By Date

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000562	08/26/2020	002477	BELL L. SEWER 227-1409	314.83
	Invoice 0820-1409		08/01/2020 Lucan Sewer Telephone	314.83
000563	08/26/2020	002473	BELL L. SEWER 227-1393	68.79
	Invoice 0820-1393		08/01/2020 Nicoline Dev. Telephone	68.79
000564	08/26/2020	003001	HAY COMMUNICATIONS	79.10
	Invoice 0820-10226077		08/01/2020 Alarm System	79.10
000565	08/26/2020	002440	HYDRO, L. SEWER 232687	489.02
	Invoice 0720-2687		07/30/2020 Hydro One, Chestnut St. Pmp. S	489.02
000566	08/26/2020	002444	HYDRO, L. SEWER 416752	13,575.83
	Invoice 0720-6752		07/27/2020 Hydro One, 6242 Fallon Dr.	13,575.83
000567	08/26/2020	002567	HYDRO, L.S. 577325	627.92
	Invoice 0720-7325		07/22/2020 Hydro One 34195 Granton Line	627.92
000568	08/26/2020	002564	QUADRO, L. SEWER 555	386.30
	Invoice 0820-10304555		08/06/2020 Lucan Sewer Telephone	386.30
000569	08/26/2020	002690	TOWNSHIP OF LUCAN BIDDULPH - TAXES	13,210.15
	Invoice 0820-09700-0000		08/07/2020 TAXES	267.11
	Invoice 0820-09900-0000		08/07/2020 TAXES	8,273.53
	Invoice 0820-08910-0000		08/07/2020 TAXES	4,669.51
000570	08/26/2020	002467	U. GAS L. SEWER 1292	34.54
	Invoice 0820-1292		08/11/2020 Heat - Lucan Sewer	34.54
000571	08/26/2020	003044	U. GAS SEWER 6155	113.81
	Invoice 0820-6155		08/11/2020 34195 Granton Line Gas	113.81
000572	08/31/2020	002568	HYDRO, L.S. PUMP 780419	42.22
	Invoice 0820-0419		08/07/2020 Hydro One, Joseph St. Pump	42.22
Cheque Register Total -				28,942.51

Accounts Payable

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

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000245	08/26/2020 Invoice 0820-4913	002475	BELL L.B. FIRE 227-4913 08/01/2020 L.B. Fire Telephone	99.07
000246	08/26/2020 Invoice 0820-6629	002437	HYDRO, L.B. FIRE 326629 08/07/2020 Hydro One, L.B. Fire	161.95
000247	08/26/2020 Invoice 0820-27400-0000	002690	TOWNSHIP OF LUCAN BIDDULPH - TAXES 08/07/2020 TAXES	88.00
000248	08/26/2020 Invoice 0720-1985	002465	U. GAS L.B. FIRE 1985 07/29/2020 Heat - L.B. Fire	25.43
Cheque Register Total -				374.45

Accounts Payable

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

08/01/2020 thru 08/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
000277	08/26/2020	002448	HYDRO, B.B. FIRE 173473	181.74
	Invoice 0820-3473		08/10/2020 Hydro One, B.B. Fire	181.74
000278	08/26/2020	002429	QUADRO, BB FIRE 444	46.27
	Invoice 0820-10300444		08/06/2020 B.B. Fire Telephone	46.27
000279	08/26/2020	002690	TOWNSHIP OF LUCAN BIDDULPH - TAXES	88.00
	Invoice 0820-15000-0000		08/07/2020 TAXES	88.00
000280	08/26/2020	002468	U. GAS B.B.FIRE 1102	34.54
	Invoice 0820-1102		08/11/2020 Heat - B. B. Fire	34.54
Cheque Register Total -				350.55

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: September 15, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the regular council meeting minutes of September 1, 2020 be approved as circulated/amended.

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: September 15, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That if no one cares to speak to this By-law on its First and Second reading, that it be considered to have been read a First time and Passed, read a Second time and Passed, and that it be numbered:

- 40-2020 Hodgins Drain Branch "B" 2020

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: September 15, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

- 41-2020 Animal Control By-law
- 42-2020 Procedural By-law amendment
- 43-2020 Execution of Agreement (Glavin Site Plan Amendment)
- 44-2020 Confirming By-law
- 207-2020 Removal of H Symbol (Questcapade)

RESOLUTION CARRIED

MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: September 15, 2020

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR

Township of Lucan Biddulph

BY-LAW NO. 40-2020

**Being a by-law to provide for drainage works in the
Township of Lucan Biddulph in the County of Middlesex.
Hodgins Drain – Branch “B” 2020**

WHEREAS the requisite number of owners have petitioned the Council of the Township of Lucan Biddulph in the County of Middlesex in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works serving the following lots and concessions:

Lots 22 to 24, Concessions 12 and 13, in the Township of Lucan Biddulph, County of Middlesex

AND WHEREAS the Council of the Township of Lucan Biddulph in the County of Middlesex has procured a report made by Spriet Associates and the report is attached hereto and forms part of this By-law;

AND WHEREAS the estimated total cost of constructing the drainage works is \$165,000.00;

AND WHEREAS \$165,000.00 is being assessed in the Township of Lucan Biddulph, in the County of Middlesex;

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

THEREFORE the Council of the Township of Lucan Biddulph pursuant to the Drainage Act, 1990 enacts as follows:

1. The report dated August 27, 2020 and attached hereto as Schedule "A" is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. The Corporation of the Township of Lucan Biddulph may borrow on the credit of the Corporation the amount of \$165,000.00 being the amount necessary for construction of the drainage works less the amount of:
 - a. grants received under Section 85 of the Act;
 - b. commuted payments made in respect of lands and roads assessed within the municipality;
 - c. monies paid under subsection 61(3) of the Act; and
3.
 - a. That all owners of lots that are assessed be billed for the total cost assessed against their property and/or properties following completion of the works less any appropriate grants and/or damages providing a period of 30 days in which to remit payment.
 - b. Any owner of a lot assessed not paying the amount billed on or before the due date shall have a special rate including interest, calculated at a rate of 1.25% per month on the 1st day of default and the 1st of each month thereafter until paid, levied upon the lands as set forth in the Schedule to be collected in a like manner as other taxes.

4. This By-law comes into force on the passing thereof and may be cited as the Hodgins Drain – Branch “B” 2020 By-law.

Read a First, and Second time and provisionally adopted this 15th day of September, 2020.

MAYOR

CLERK

Read a Third time and Passed this day of October, 2020

MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 41-2020

BEING A BY-LAW TO PROVIDE FOR THE LICENCING, CONTROL AND REGULATION OF ANIMALS WITHIN THE TOWNSHIP OF LUCAN BIDDULPH

WHEREAS Section 11(3) of the *Municipal Act*, S.O. 2001, c. 25 provides for the authority for lower tier municipalities to pass by-laws regarding animals;

WHEREAS Section 103(1) of the *Municipal Act*, S.O. 2001, c. 25 provides that municipalities may pass a by-law regulating or prohibiting with respect to the being at large or trespassing of animals and may provide for seizure, impounding and sale of such animals being at large or trespassing contrary to the bylaw;

WHEREAS Section 105 of the *Municipal Act*, S.O. 2001, c. 25 provides that a municipality shall, upon the request of the owner of the dog, hold a hearing to determine whether or not to exempt the owner in whole or in part from the requirement to muzzle a dog;

WHEREAS Section 12 of the *Dog Owners' Liability Act*, R.S.O. 1990, c. D. 16 designates a Municipal Law Enforcement Officer as a Peace Officer for the purposes of enforcing the Act;

AND WHEREAS the Township of Lucan Biddulph deems it desirable to pass a by-law with respect to the control of animals and prohibited animals;

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

1. DEFINITIONS:

For the purpose of this by-law:

- a) "Animal Control Officer" means the person or agency so designated by the Council of the Township, and any employees or agents of such person or agency, to carry out the provisions of this by-law.
- b) "Commercial Dog Kennel" means any building, pen or other structure, but not including a building used for human habitation, in which a dog or dogs not belonging to the owner of the property in return for payment of a fee are kept for breeding or boarding.
- c) "Dog" means any animal of the canine species irrespective of sex or neutering/spaying, including any wolf or wolf cross breed, harbored or kept by any person.
- d) "Dog Kennel" means any building, pen or other structure, but not a building used for human habitation, in which purebred dogs are kept as pets for show and/or breeding.
- e) "Dog Owner's Liability Act" means the Dog Owner's Liability Act, R.S.O. 1990 c.D.16.
- f) "Dog Tag" means the tag that is issued by the Township upon payment of the annual animal registration fee referred to in Section 3(a) of this By-Law;
- g) "Dwelling Unit" means one or more habitable rooms designed for use by or occupied by not more than one (1) family and in which separate kitchen and sanitary facilities are provided for the exclusive use of such a family, a private entrance from outside the building or from a common hallway or stairway inside the building.
- (h) "Exotic Animal" means an animal not indigenous to Canada and not commonly kept as a household pet in Canada;

- i) "impounded" or "impounding" shall mean seized, delivered, received or taken into the pound or any authorized vehicle operated by an officer pursuant to the provisions of this by-law.
- j) "Leash" means a chain, rope or other restraining device of not more than 3.5 meters.
- k) "Township" means The Corporation of the Township of Lucan Biddulph.
- l) "muzzled" means that the mouth of a dog is fastened or covered with a humane fastening or covering device of adequate strength to prevent the dog from biting.
- m) "Not Under Physical Control of Any Person" means when a dog is not on a lead/leash held by a person.
- n) "Officer" means:
 - (i) any police officer
 - (ii) any Animal Control Officer of the Township
 - (iii) any By-Law Enforcement Officer of the Township
- o) "Owner" means a person or persons who possesses harbours or has custody of a dog and where the owner is a minor, the person responsible for the custody of the minor. "Owns" and "owned" have a corresponding meaning.
- p) "Pound" means those premises designated by the Township for the detention, maintenance or disposal of dogs that have been impounded by an officer and shall include any building or buildings and enclosures maintained on behalf of the Township by any person or organization as is duly authorized to do so for the purposes of carrying out the provisions of this by-law and such building or buildings and enclosures shall conform to the Ontario regulations under The Animals for Research Act, R.S.O. 1990, Chapter A.22.
- q) "Poundkeeper" shall mean the person or organization responsible for maintaining the pound on behalf of the Township for the purpose of enforcing and carrying out the provisions of this by-law.
- r) "Purebred" means registered or eligible for registration with an association incorporated under the Animal Pedigree Act (Canada).
- s) "Running at Large" or "Run at Large" means when a dog is found in a place other than the premises of the owner of the dog and not under physical control of any person.
- t) "Vicious Dog" means any dog with a known propensity, tendency or disposition to attack without provocation, humans, domestic animals, or other animal. Vicious and/or dangerous shall have a corresponding meaning.
- u) "Cat" means any registered purebred or common domestic cat, male or female, over the age of twelve (12) weeks unless otherwise specified by this by-law and shall include a domestic breed of cat that is or appears to be feral;
- v) "Feral Cat" shall mean any homeless, wild or untrained stray cat.

The above defined terms shall have the same meaning whether or not those terms are capitalized herein unless the context requires otherwise.

2. ANIMAL CONTROL OFFICER

- a) Council may appoint an Animal Control Officer whose duty it shall be to:
 - i) issue fines in the manner set forth in this by-law attached as Schedule "A";
 - ii) receive accurate records from the Township of all Dog Tags issued pursuant to this by-law;

- iii) provide monthly statements outlining the activities such as complaints and fines issued; and
- iv) seize and impound animals and/or pets found to be in contravention to this by-law.

3. LIMIT OF ANIMALS

- a) Every person shall ensure that the total number of cats and dogs kept in a dwelling does not exceed five (5) within the Township of Lucan Biddulph, with a maximum of three (3) dogs harboured at any one time in a dwelling unit, with the following exceptions:
 - i) A licenced kennel;
 - ii) An Animal hospital;
 - iii) A pound or an authorized facility;
 - iv) A pet store;
 - v) A registered research facility or supply facility under the Animals for Research Act
- b) The owner of any dog that has obtained the required Dog Tags under this By-Law shall not be required to comply with Section 3(a) of this By-Law for a twelve (12) week period after such owner's dog has a litter of puppies. The Township shall permit such a dog owner a period of twelve (12) weeks to comply with Section 3(a) of this By-Law.

4. LICENCING OF DOGS

- a) Every owner of a dog within the Township shall register each dog owned by him/her and shall pay an annual animal registration fee in the amount set out in accordance with the current Fee By-law.
- b) The Township will only issue Dog Tags upon payment of the annual animal registration fee. The Township will honour the permanent Dog Tags that were issued in previous years. The existing permanent Dog Tags were issued for the life of the dog or until such time as the dog is no longer in the possession of the owner to which the permanent Dog Tag was issued. The permanent Dog Tag shall not be transferrable to another animal or new owner.
- c) A person who acquires a dog in any year shall obtain a Dog Tag within fourteen (14) days after acquisition of such dog.
- d) The owner of any dog(s) that do not have Dog Tags by March 31st of each year will be required to pay a penalty in the amount of \$55.00 and such penalty shall be applied to the property tax roll and collected in like manner as municipal taxes if not duly and promptly remitted to the Township by the owner of the dogs.
- e) A Dog Tag shall expire on the 31st day of December of every year.
- f) Every dog shall be inoculated with an anti-rabies vaccine.
- g) Dog Tags may be obtained at the Township's Administration Office.
- h) A Dog Tag may be issued at no charge for canine vision dogs, hearing dogs or dogs trained to provide assistance to the physically handicapped upon proof of certificate provided by organizations including but not limited to the CNIB or Hearing Dogs of Canada. The annual animal registration fee for such Dog Tags shall be waived.
- i) There shall be no refund or rebate to any owner for any portion of a Dog Tag fee when such Dog Tag has been issued in accordance with the provisions of this by-law.
- j) No person shall own, possess or harbour a dog within the Township or allow a dog to be owned, possessed or harbored on the premises of that person unless the annual animal registration fee for the current year has been paid and the Dog Tag has been issued as required by this By-Law. Every owner of a dog shall keep the Dog Tag securely fixed on the dog at all times when the dog is not on the premises of the owner.

- k) Where a Dog Tag issued pursuant to the provisions of this by-law has been lost, or destroyed, the owner may be issued a new Dog Tag upon payment of the replacement fee in the amount of Twenty (\$5.00) Dollars.
- l) Every dog owner who takes up residence within the Township and where a current dog tag has been issued by another Township shall be required to obtain a new Dog Tag of the Township.
- m) The Township may direct an official to issue Dog Tags for each dog door to door. The official shall be authorized to require the owner of any dog(s) to pay the prescribed annual animal registration fee and upon payment issue a receipt to the owner and a Dog Tag for each dog owned.

5. RUNNING AT LARGE

- a) No person, being the owner or keeper of any dog or cat within the Township, shall permit any such dog or cat to run at large.
- b) Any officer shall be and is hereby authorized to seize and impound any dog or cat found running at large within the Township, contrary to the provisions of this by-law.
- c) Any person may capture any dog or cat running at large on his/her property and contact the Animal Control officer or other duly appointed officer, who may impound the said dog or cat.
- d) The Animal Control Officer or other duly appointed officer, may enter on any public property or private property without the consent of the owner or tenant of the property, for the purpose of impounding or otherwise detaining any dog or cat found running at large pursuant to the provisions of this by-law.

6. SEIZURE AND IMPOUNDING

- a) When a dog or cat is seized by an officer for running at large, it may be transported directly to the pound where it shall be impounded for a minimum of three (3) days (excluding the day of seizure and any holidays) unless claimed by the owner during this impounding period. Any dog or cat that is not claimed within the impound period may be disposed of subject to the requirements of The Animals for Research Act R.S.O. 1990, Chapter A.22.
- b) The owner of any dog or cat impounded pursuant to paragraph 6(a) may claim the dog or cat from the Pound upon payment to the Poundkeeper of any fee that may apply.
- c) Any person claiming an unregistered dog shall first pay to the Poundkeeper the required registration fee for the current year and any other charges that may apply in accordance with this By-Law or the provisions of the current Fee By-law. The Poundkeeper will remit the fees to the Township.
- d) If a dog or cat is injured and the services of a veterinarian have been secured, the owner shall not be entitled to the return of the dog or cat unless the charges for such veterinarian services are paid by the owner to the Poundkeeper.
- e) Where a dog or cat seized and/or impounded under this by-law is injured or should be destroyed without delay for humane reasons or for reasons of safety to persons or animals, an officer or veterinarian may euthanize the dog or cat in a humane manner.

7. KENNELS

- a) Every person who owns or operates a "Commercial Dog Kennel" or "Dog Kennel" as defined in this by-law shall pay an annual kennel licence fee in the amount as prescribed in the current Fee By-law. The said kennel licence entitles the owner to a Dog Tag for each purebred dog he/she keeps as a pet. It shall be the responsibility of those individuals who purchase dogs from a kennel to obtain the Dog Tag as per Clause 4(a) of this by-law.

- b) No person or persons shall establish a “Dog Kennel” or “Commercial Dog Kennel” operation within the Township unless the facility is situated within a zone where its use is permitted in accordance with the provisions of the Township’s zoning by-law.
- c) Every Dog Kennel or Commercial Dog Kennel established for the purpose of boarding and/or breeding dogs will be subject to inspection by an officer on a bi-annual basis and approval of every such licence shall be conditional upon meeting all legal requirements for the humane treatment of dogs in a kennel operation. In a year when an inspection is not required, the “Dog Kennel Declaration” attached to this By-law as Schedule “C” shall be completed as required.
- d) Every person who applies for a Commercial Dog Kennel licence will be required to complete a “Dog Kennel Application” form attached to this By-Law as Schedule “B.”
- e) Every person who applies for a Commercial Dog Kennel licence shall comply with the following requirements. No kennel licence shall be issued unless the premises comply with all provisions of this by-law.
 - i) the area housing the dogs shall have a floor soundly constructed of hard, durable material which is impervious to water;
 - ii) every cage or pen used for the housing of dogs shall be constructed so as to provide each dog with a clean, dry, and safe environment;
 - iii) the area housing the dogs shall be maintained in a clean condition suitable for the health, welfare, and comfort of every dog therein;
 - iv) the area housing the dogs shall have a floor drain;
 - v) the area housing the dogs within the kennel shall be adequately lighted for a continuous period of at least eight hours in every twenty-four-hour period;
 - vi) the area housing the dogs shall be adequately ventilated for health, welfare, and comfort of every dog therein;
 - vii) the area housing the dogs shall at all times be maintained at a temperature suitable for the health, welfare and comfort of every dog therein;
 - viii) where a clipping and grooming service is performed, such clipping and grooming shall be carried out in the kennel building only.
- f) Every person who holds a Commercial Dog Kennel licence and/or operates a boarding facility for animals shall comply with the following requirements:
 - i) at all times maintain the premises for which the licence is issued in a sanitary, well ventilated, clean condition;
 - ii) every dog shall be maintained in a cage or pen which enables the dog to extend its legs to their full extent, stand, sit, turn around, and lie down in a fully extended position;
 - iii) every dog shall be supplied with food of a type and in amounts nutritionally adequate for the dog;
 - iv) every dog shall be supplied with adequate amounts of potable water.

8. KEEPING OF DOGS

- a) Every person who owns a dog within the Township shall provide the dog with such food, potable water, exercise and attention as may be required from time to time to keep it in good health.
- b) If a dog is customarily kept out of doors, the person who owns such a dog shall, at all times, provide for its use a structurally sound, weather-proof enclosure with off the ground flooring.

- c) Every person who owns an unspayed female dog shall during each period the dog is in heat, keep it confined so that it will not attract other dogs.
- d) No person within the Township shall keep a dog tethered on a chain, rope or similar restraining device of less than 3.5 meters in length.
- e) Every person who owns a dog shall ensure that dogs secured by tie-out, chain or tether shall not extend beyond any property line at the length of the tie-out, chain or tether.

9. VICIOUS DOGS

- a) The owner of any dog that has been determined to be a Vicious Dog by an officer in accordance with the definition as set out in this by-law may, by written order of an officer, be required to do any or all of the following and they shall comply with any such order:
 - i) not allow the dog to be on any streets or in any public place or any other place that is not owned or controlled by the owner unless the dog is on a substantial chain or leash not exceeding 1.5 meters in length and muzzled in a manner that will not cause injury to the dog or interfere with its vision or respiration but will prevent the dog from biting another animal or human and to be under the care and control of a person 16 years of age or older;
 - ii) when the dog is on the owner's premises it may be required to be kept securely confined either indoors or in an enclosed pen or structure of minimum size 5 feet by 10 feet, capable of preventing the entry of children or other animals and adequately constructed to prevent the dog from escaping;
 - iii) conspicuously display a sign on his/her premises warning that there is a Vicious Dog on the property;
 - iv) confine the said dog in a manner that will allow persons who have lawful entry onto the premises of the dog owner to have such entry without fear of attack by the Vicious Dog; and
 - v) notify the poundkeeper immediately if a Vicious Dog is loose, unconfined, has attacked another animal or human or has died or has been given away.

10. PIT BULL RESTRICTIONS

A Pit Bull shall be deemed in all cases to be a Vicious Dog to which the provisions of Section 8 apply with necessary modifications. If any provision of the *Dog Owner's Liability Act* or the Regulations passed pursuant thereto impose a different standard or restriction from those imposed by this By-Law, the more restrictive provisions shall apply. The Township specifically acknowledges that the provisions of the Dog Owner's Liability Act and its regulations shall apply to any pit bulls located within the boundaries of the Township.

11. ANIMAL WASTE

Any person who owns or controls a dog or cat shall remove forthwith any excrement left by the animal on any property in the Township.

12. CAUSING A DISTURBANCE

No person, being the owner of a dog or the operator of a kennel shall permit dog or dogs to persistently howl, bark or whine for excessive periods, if such conduct disturbs or is likely to disturb the inhabitants of the Township.

13. EXOTIC PETS

- a) No person shall own, harbour, possess, keep, sell or offer for sale any animal listed below as a pet or for any other purpose or for any period of time. Examples of animals of a particular prohibited group are given in

parentheses. These are examples only and shall not be construed as limiting the generality of the group.

- i) All canids, except the dog as defined in this by-law
 - ii) All felids, except the domestic cat
 - iii) All non-human primates (such as gorillas and monkeys)
 - iv) All viverrine (such as mongooses, civets and genets)
 - v) All marsupials (such as kangaroos, wallabies and opossums)
 - vi) All mustelids (such as skunks, weasel, otters, badgers)
 - vii) All ursids (such as bears)
 - viii) All artiodactyls (such as hippopotamuses and pronghorns)
 - ix) All procyonids (such as raccoons, coatis and cacomistles)
 - x) All hyaenids (such as hyenas)
 - xi) All elephantids (such as elephants)
 - xii) All pinnipeds (such as seals, fur seals and walruses)
 - xiii) All snakes of the families pythonidae and boidae
 - xiv) All venomous reptiles and amphibians
 - xv) All raptors (such as eagles, hawks, owls and falcons)
 - xvi) All edentates (such as anteaters, sloths and armadillos)
 - xvii) All chiroptera (such as bats)
 - xviii) All crocodylians (such as alligators, crocodiles and cayman)
 - xix) All venomous arachnids (such as spiders, scorpions and tarantulas)
 - xx) All cetaceans (such as dolphins, whales and sharks)
 - xxi) All perissodactyls (such as tapirs and rhinoceroses)
 - xxii) All carnivora (such as wolves, tigers, leopards, cougars, lions, lynx, hyenas, coyotes, fox hybrids, wolf dogs)
 - xxiii) All lagomorpha except domestic rabbits (such as hares and pikas)
 - xxiv) All primates (such as chimpanzees, gorillas, monkeys and lemurs)
 - xxv) All perissodactyla (such as horses, donkeys, jackasses, mules, zebras and ponies)
 - xxvi) All proboscidea (such as elephants and rhinoceros)
 - xxvii) All rodentia (such as porcupines, prairie dogs, chinchillas)
 - xxviii) All squamata (such as venomous lizards or snakes that reach an adult length of greater than three (3m) metres)
 - xxix) All anseriformes (such as swans and screamers)
 - xxx) All galliformes (such as pheasants, grouse, guinea fowl and pea fowl)
 - xxxii) All struthioniformes (such as ostriches, rheas, emus and kiwis)
 - xxxiii) All other poisonous insects, reptiles and amphibians
 - xxxiiii) Any other Exotic Animals
- b) Notwithstanding Section 13 (a), on lands zoned for agricultural purposes where livestock facilities are a permitted use, no person shall keep or cause to be kept any animals listed in Section 13 (a) except those permitted in the zoning by-law.

14. INSPECTION BY OFFICER

Every owner shall allow any officer to carry out an inspection of premises, at any reasonable time, where pet(s) or animal(s) of the owner is kept or to make inquiries deemed necessary for the purposes of insuring compliance with the provisions of this by-law.

15. PENALTIES

Every person who contravenes any of the provisions of this by-law is guilty of an offence and liable upon conviction to a penalty as prescribed under the Provincial Offences Act or as set out in Schedule A "Set Fines" to this By-law.

16. SEVERABILITY

Every provision of this by-law is declared to be severable from the remainder of the by-law and if a court of competent jurisdiction shall declare any provision of this by-law invalid, such declaration shall not affect the validity of the remainder thereof.

TOWNSHIP OF LUCAN BIDDULPH

BY-LAW NO. 40-2020 ANIMAL CONTROL BY-LAW

SCHEDULE "A"

PART I PROVINCIAL OFFENCES ACT
SET FINE

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
1.	Keeping more than three dogs in a dwelling unit (subject to exceptions)	Section 3 (a)	\$105.00
2.	Keeping more than five cats and dogs in a dwelling unit (combined total)	Section 3 (a)	\$105.00
3.	Fail to register dog/ obtain dog tag	Section 4 (a)	\$55.00
4.	Fail to keep Dog Tag fixed on dog	Section 4 (j)	\$55.00
5.	Allow dog or cat to run at large	Section 5 (a)	\$105.00
6.	Fail to pay annual kennel fee	Section 7 (a)	\$105.00
7.	Fail to provide dog with basic necessities	Section 8 (a)	\$305.00
8.	Fail to confine dog in heat adequately	Section 8 (c)	\$105.00
9.	Fail to provide dog(s) with adequate shelter	Section 8 (b)	\$305.00
10.	Tether dog on restraining device less than 3.5 meters	Section 8 (d)	\$105.00
11.	Fail to keep vicious dog leashed	Section 9 (a) (i)	\$305.00
12.	Fail to keep vicious dog muzzled	Section 9 (a) (i)	\$305.00
13.	Fail to keep vicious dog confined	Section 9 (a) (ii)	\$305.00
14.	Fail to display vicious dog sign	Section 9 (a) (iii)	\$305.00
15.	Fail to remove dog excrement	Section 11	\$105.00
16.	Possess an exotic animal or other prohibited animal	Section 13(a)	\$305.00
17.	Fail to allow officer to inspect	Section 14	\$105.00

Note: the general penalty provision for the offences listed above is section 15 of bylaw 40-2020, a certified copy of which has been filed.

Schedule "B" to By-law No 40-2020

Dog Kennel Application
Township of Lucan Biddulph
270 Main Street
Lucan, ON N0M 2J0

Name of Owner: _____
Address: _____
Postal Code: _____ Telephone Number: _____
Email Address: _____

Kennel Information/Requirements

- The facility is situated within a zone where its use is permitted in accordance with the provisions of the Township's zoning by-law.
- No kennel licence shall be issued unless the premises comply with all provisions of the Animal Control By-law as follows.
- The area housing the dogs shall have a floor soundly constructed of hard, durable material which is impervious to water;
- Every cage or pen used for the housing of dogs shall be constructed so as to provide each dog with a clean, dry, and safe environment;
- The area housing the dogs shall be maintained in a clean condition suitable for the health, welfare, and comfort of every dog therein;
- The area housing the dogs shall have a floor drain;
- The area housing the dogs within the kennel shall be adequately lighted for a continuous period of at least eight hours in every twenty-four-hour period;
- The area housing the dogs shall be adequately ventilated for health, welfare, and comfort of every dog therein;
- The area housing the dogs shall at all times be maintained at a temperature suitable for the health, welfare and comfort of every dog therein;
- Where a clipping and grooming service is performed, such clipping and grooming shall be carried out in the kennel building only.

Every person who holds a kennel licence and/or operates a boarding facility for animals shall comply with the following requirements:

1. at all times maintain the premises for which the licence is issued in a sanitary, well ventilated, clean condition;
2. every dog shall be maintained in a cage or pen which enables the dog to extend its legs to their full extent, stand, sit, turn around, and lie down in a fully extended position;
3. every dog shall be supplied with food of a type and in amounts nutritionally adequate for the dog;
4. every dog shall be supplied with adequate amounts of potable water.

Signature of Kennel Owner/Operator

Date of Inspection

Signature of Officer

Fee Enclosed: \$ _____

<p>Please mail, hand deliver, place in drop box with payment to:</p> <p>Township of Lucan Biddulph 270 Main Street Lucan ON N0M 2J0 Phone: 519-227-4491</p>

Office Use Only

Amount Received: _____ Date Issued: _____ Licence No. _____

Cash **Cheque** Date Pick-up or Mail: _____

Schedule "C" to By-law No. 40-2020

Dog Kennel Declaration
Township of Lucan Biddulph
270 Main Street
Lucan ON N0M 2J0

Name of Owner: _____
Address: _____
Postal Code: _____ Telephone Number: _____
Email Address: _____

Kennel Information/Requirements

- The facility is situated within a zone where its use is permitted in accordance with the provisions of the Township's zoning by-law.
- No kennel licence shall be issued unless the premises comply with all provisions of the Animal Control By-law as follows.
- The area housing the dogs shall have a floor soundly constructed of hard, durable material which is impervious to water;
- Every cage or pen used for the housing of dogs shall be constructed so as to provide each dog with a clean, dry, and safe environment;
- The area housing the dogs shall be maintained in a clean condition suitable for the health, welfare, and comfort of every dog therein;
- The area housing the dogs shall have a floor drain;
- The area housing the dogs within the kennel shall be adequately lighted for a continuous period of at least eight hours in every twenty-four-hour period;
- The area housing the dogs shall be adequately ventilated for health, welfare, and comfort of every dog therein;
- The area housing the dogs shall at all times be maintained at a temperature suitable for the health, welfare and comfort of every dog therein;
- Where a clipping and grooming service is performed, such clipping and grooming shall be carried out in the kennel building only.

Every person who holds a kennel licence and/or operates a boarding facility for animals shall comply with the following requirements:

1. at all times maintain the premises for which the licence is issued in a sanitary, well ventilated, clean condition;
2. every dog shall be maintained in a cage or pen which enables the dog to extend its legs to their full extent, stand, sit, turn around, and lie down in a fully extended position;
3. every dog shall be supplied with food of a type and in amounts nutritionally adequate for the dog;
4. every dog shall be supplied with adequate amounts of potable water.

I _____, swear that as owner/person responsible for the above noted kennel have met the conditions and requirements of the Township of Lucan Biddulph Animal Control By-law as outlined above, and will continue to abide by the requirements for the duration of this licence.

Signature of Kennel Owner/Operator

Signature of Municipal Official

Fee Enclosed: \$ _____

<p>Please mail, hand deliver, place in drop box with payment to:</p> <p>Township of Lucan Biddulph 270 Main Street Lucan ON N0M 2J0 Phone: 519-227-4491</p>

Office Use Only			
Amount Received: _____	Date Issued: _____	Licence No. _____	
<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	Date Pick-up or Mail: _____	

THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH

BY-LAW #42 of 2020

A By-law to amend Procedural By-law #30 of 2020 to permit Electronic Council Meetings and Electronic Planning Act Meetings (regular, special or other)

WHEREAS:

- A. Section 238 of the *Municipal Act*, 2001, S.O. 2001, c. 25 (hereinafter, "***Municipal Act, 2001***") provides that a municipality shall establish a procedural by-law to govern meetings;
- B. Meetings, pursuant to the definition in section 238(1) of the *Municipal Act, 2001*, include any regular, special or other meeting;
- C. The Corporation of the Township of Lucan Biddulph has enacted Procedural By-law #30 of 2020;
- D. In and around March 2020, a worldwide pandemic regarding the Novel Coronavirus 19 occurred (hereinafter, "**COVID-19**");
- E. On March 17, 2020, a Declaration of Emergency was made by the Province of Ontario pursuant to section 7.0.1 of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 (hereinafter "**EMCPA**") related to COVID-19;
- F. On or about March 17, 2020, a Declaration of Emergency was made by The Corporation of the Township of Lucan Biddulph pursuant to section 4(1) of the *EMCPA* related to COVID-19, which remains in effect as of the date of this By-law;
- G. On March 19, 2020, the Province of Ontario enacted the *Municipal Emergency Act, 2020*, S.O. 2020 c.4, to amend the *Municipal Act, 2001* which included section 238(3.3) and 238(3.4) to permit meetings (regular, special and other) to be held electronically during an emergency declared pursuant to the *EMCPA*;
- H. On or about March 31, 2020, Council for The Corporation of Lucan Biddulph amended Procedural By-law #09 of 2019 to allow Electronic Meetings (regular, special or other) to be held during a period of emergency declared pursuant to the *EMPCA*;
- I. The ability to participate electronically in meetings from March 31, 2020 for the last five months has been beneficial to continue the important work done by the Township and has led to increased engagement with members of the public;
- J. On July 21, 2020, the Province of Ontario in Bill 195 announced that the Provincial Emergency would end on July 24, 2020 and in Bill 197 enacted the *COVID-19 Economic Recovery Act, 2020* to amend sections 238(3.1) to 238(3.4) of the *Municipal Act, 2001* to permit meetings (regular, special and other) to be held electronically at any time to the extent and in the manner set out in the applicable procedural by-law, and to enact section 243.1 of the *Municipal Act, 2001* to allow for proxy voting;
- K. The Council of The Corporation of the Township of Lucan Biddulph wishes to amend Procedural By-law #30 of 2020 to permit council meetings and *Planning Act* public meetings to be held electronically where deemed appropriate by the Head of Council in his or her sole discretion and to the extent and in the manner set out in Procedural By-law #30 of 2020 and to allow for proxy voting;
- L. The Corporation of the Township of Lucan Biddulph is able to:

- hold meetings (regular, special and other) electronically pursuant to sections 238(3.3) and 238(3.5) of the *Municipal Act, 2001*;
- hold *Planning Act* public meetings electronically;
- without physical attendance pursuant to sections 238(3.3) and 238(3.5) of the *Municipal Act, 2001*;
- ensure agenda material is public;
- ensure that delegations/submissions are accepted in writing;
- ensure that Councillors, the general public, and the press are able to watch and/or hear the business to be carried out at meetings by using an online streaming service and that participants have appropriate contemporaneous input into the meetings electronically through video and/or audio teleconference;
- publicly post minutes;
- ensure meetings are open and transparent; and
- adopt a process for proxy voting;

as it possesses the technology and resources to do so.

NOW THEREFORE The Corporation of the Township of Lucan Biddulph enacts as follows:

1. The above recitals are true and are hereby incorporated into this By-law by reference.
2. The provisions of Procedural By-Law #30 of 2020, as amended, which is attached hereto as **SCHEDULE "A"** and forms a part of this Amending By-Law 42 of 2020, are incorporated into this Amending By-Law. Procedural By-Law #30 of 2020 shall continue in full force, subject to the changes herein.
3. Section 6.7 of Procedural By-law #30 of 2020 is hereby deleted in its entirety and replaced with the following:
 - 6.7 In the event that it is not convenient or feasible to hold the meeting in the Council Chambers, or in the event of an electronic meeting held in accordance with this By-law, the Head of Council or the Clerk, as the case may be, may specify a location within the Township or an adjacent municipality to hold its meeting. In the case of an emergency, the Township may hold its meetings (in-person or electronic) at any convenient location within or outside the Township, as specified by the Head of Council or the Clerk, as the case may be.
4. Section 6.8 is hereby deleted in its entirety.
5. Procedural By-Law #30 of 2020 is hereby amended by adding the following section as Section 6A:

6A. ELECTRONIC MEETINGS OF COUNCIL

Interpretation

In this Section 6A, the following definition shall apply:

"Electronic Meeting" means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet), and with or without in-person attendance; and

(1) Electronic Meetings

Notwithstanding any other provision of Procedural By-law #30 of 2020, a regular or special or other meeting of Council may be conducted by Electronic Meeting, where deemed appropriate by the Head of Council in his or her sole discretion, including but not limited to during periods of emergency, in accordance with this section and any Electronic Meeting Protocol as may be approved by Council.

(2) Physical Place

Where an Electronic Meeting is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Head of Council or the Clerk, as the case may be, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an emergency, the Township may hold its Electronic Meeting at any convenient location within or outside the Township, as specified by the Head of Council or the Clerk, as the case may be. The Electronic Meeting shall be presided over by the Mayor or his/her designate.

(3) Physical Attendance by Public

Where necessary, an Electronic Meeting may be held without physical attendance by the public.

(4) Quorum and Voting for Electronic Meeting

Members attending and present during an Electronic Meeting shall be counted for purposes of quorum at the commencement and at any point in time during the meeting, and shall be entitled to vote through a vote recorded by the Clerk as if they were attending the meeting in person.

(5) In Camera Session

An Electronic Meeting may include an In Camera Session or Closed Session, which shall be conducted in the absence of the public and subject to the requirements in Section 239 of the *Municipal Act, 2001*.

(6) Public Notice of Electronic Meeting

The posted Agenda will include sufficient information as to provide the public with a means to electronically access the open session of such Electronic Meeting.

(7) Delegations

An Electronic Meeting will permit public delegations by way of electronic submission received in advance of the meeting, which shall be submitted to the Clerk prior to the start of the Electronic Meeting, and shall be provided to Members participating in the meeting.

6. The “Electronic Meeting Protocol” attached to this By-law as “**SCHEDULE B**” is hereby approved, adopted, and shall be applied to any Electronic Meeting held in conjunction with these amendments to Procedural By-law #30 of 2020, as amended or replaced, and amendments to the Electronic Meeting Protocol may be made by simple majority vote of Council to accommodate an effective and efficient meeting so long as any such amendments are not contrary to prevailing Provincial legislation or orders. For Electronic Meetings, to the extent there is any inconsistency between the provisions of Procedural By-law #30 of 2020 and the Electronic Meeting Protocol, the Electronic Meeting Protocol shall prevail.

7. Procedural By-law #30 of 2020 is amended by adding the following section as Section 6B:

6B. ELECTRONIC PLANNING ACT PUBLIC MEETINGS

(1) Electronic Planning Act Public Meetings

Notwithstanding any other provision of By-law #30 of 2020, a statutory public meeting held under the *Planning Act*, may be conducted electronically where deemed appropriate by the Head of Council in his or her sole discretion, including but not limited to during periods of emergency, in accordance with this section and any Electronic *Planning Act* Public Meeting Protocol as may be approved by Council.

(2) Physical Location

Where an Electronic *Planning Act* Public Meeting is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Head of Council or the Clerk, as the case may be, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an emergency, the Township may hold its Electronic Meeting at any convenient location within or outside the Township, as specified by the Head of Council or the Clerk, as the case may be. The Electronic *Planning Act* Public Meeting shall be presided over by the Mayor or his/her designate.

(3) Physical Attendance by Public

Where necessary, an Electronic *Planning Act* Public Meeting may be held without physical attendance by the public.

(4) Notice of Meeting

The notice of meeting shall meet all requirements of the *Planning Act* and include sufficient information as to provide the public with a means to electronically access the Electronic *Planning Act* Public Meeting.

(5) Participation

An Electronic *Planning Act* Public Meeting will:

- a) ensure that submissions are accepted in writing in advance of a public meeting;
- b) ensure that Councillors, municipal staff, the public, and the press are able to watch and/or hear the business to be carried out at a *Planning Act* public meeting by using an online streaming service or through teleconference;
- c) ensure that those wishing to participate in a *Planning Act* public meeting have appropriate contemporaneous input into the meeting electronically through video and/or audio teleconference; and
- d) publicly post minutes in an expeditious manner.

8. The “Emergency Electronic *Planning Act* Public Meeting Protocol” attached to this By-law as “**SCHEDULE C**” is hereby approved, adopted, and shall be applied to any Electronic Meeting held in conjunction with these amendments to Procedural By-law #30 of 2020, as amended or replaced, and amendments to the Electronic *Planning Act* Public Meeting Protocol be permitted to be made by simple majority

vote of Council to accommodate an effective and efficient meeting so long as any such amendments are not contrary to prevailing Provincial legislation or orders. For Electronic Planning Act Public Meetings, to the extent there is any inconsistency between the provisions of Procedural By-law #30 of 2020 and the Emergency Electronic Planning Act Public Meeting Protocol, the Emergency Electronic Planning Act Public Meeting Protocol shall prevail.

9. Procedural By-law #30 of 2020 is amended by adding the following section:

12.20. PROXY VOTING: The following provisions shall apply to Proxy Voting.

(a) Appointment of Proxy: Notwithstanding any other provision of Procedural By-law #30 of 2020, a member of Council may appoint another member of Council as a proxy to act in their place when they are absent from a meeting in accordance with section 243.1 of the *Municipal Act, 2001* by notifying the Clerk of such appointment in accordance with a process to be established by the Clerk.

(b) Rules for Appointing Proxy: The following rules apply with respect to the appointment of another member of council to act as a proxy under this section 12.20:

i) A member shall not appoint a proxy unless the proxyholder is a member of the same council as the appointing member.

ii) A member shall not act as a proxy for more than one member of council at any one time.

iii) A member who has a pecuniary interest described in subsection 5(1) of the *Municipal Conflict of Interest Act* in a matter to be considered at a meeting shall not, if the interest is known to the member, appoint a proxy in respect of the matter.

iv) A member who is disabled from participating in a meeting under the *Municipal Conflict of Interest Act* shall not, if the interest is known to the member, accept a proxy appointment in respect of the matter.

v) For the purpose of determining whether or not a quorum of members is present at any point in time, a proxyholder shall be counted as one member and shall not be counted as both the appointing member and the proxyholder.

vi) Where a recorded vote is requested under section 246, the Clerk shall record the name of each proxyholder, the name of the member of council for whom the proxyholder is voting and the vote cast on behalf of that member.

vii) A member who appoints a proxy for a meeting shall be considered absent from the meeting for the purposes of determining whether the office of the member is vacant under clause 259(1)(c).

(c) Pecuniary Interests – Appointing Member: If, after appointing a proxy, a member discovers that they have a pecuniary interest described in subsection 5(1) of the *Municipal Conflict of Interest Act* in a matter to be considered at a meeting that is to be attended by the proxyholder, the member shall, as soon as possible,

i) notify the proxyholder of the interest in the matter and indicate that the proxy will be revoked in respect of the matter; and

ii) request that the Clerk revoke the proxy with respect to the matter in accordance with the proxy revocation process established by the Clerk.

For greater certainty, if, after appointing a proxy, a member discovers that they have a pecuniary interest described in subsection 5(1) of the *Municipal Conflict of Interest Act* in a matter that was considered at a meeting attended by the proxyholder, the appointing member shall comply with subsection 5(3) of the *Municipal Conflict of Interest Act* with respect to the interest at the next meeting attended by the appointing member after they discover the interest.

(d) Pecuniary Interest – Proxyholder: If, after accepting a proxy, the proxyholder discovers that they have a pecuniary interest described in subsection 5(1) of the *Municipal Conflict of Interest Act* in a matter to be considered at a meeting that is to be attended by the proxyholder, the proxyholder shall, as soon as possible,

i) notify the appointing member of the interest in the matter and indicate that the proxy will be revoked in respect of the matter; and

ii) request that the Clerk revoke the proxy with respect to the matter in accordance with the proxy revocation process established by the Clerk.

For greater certainty, if, after accepting a proxy, a proxyholder discovers that they have a pecuniary interest described in subsection 5(1) of the *Municipal Conflict of Interest Act* in a matter that was considered at a meeting attended by the proxyholder, the proxyholder shall comply with subsection 5(3) of the *Municipal Conflict of Interest Act* with respect to the interest at the next meeting attended by the appointing member after they discover the interest.

(e) Revocation of Proxy: A proxy may be revoked by the appointing member or the proxyholder in accordance with the process established by the Clerk.

(f) Participation of Proxyholder: A proxyholder participating in a meeting of Council shall identify when he or she is voting, speaking or asking a question on behalf the appointing member.

ENACTED AND PASSED this 15th day of September, 2020.

Cathy Burghardt-Jesson, Mayor

Ron Reymer, C.A.O./ Clerk

SCHEDULE "A"
PROCEDURAL BY-LAW #30 OF 2020 (see attached)

Township of Lucan Biddulph
BY-LAW NO. 30-2020

Being a By-law to govern the proceedings of the Council, the conduct of its members and the calling of meetings.

By-law Index

- 1.0 Definitions
- 2.0 General
- 3.0 Roles and Duties
- 4.0 Schedule of Meetings
- 5.0 Notice of Meetings
- 6.0 Open Meetings
- 7.0 Agendas/Supporting Materials
- 8.0 Commencement of Meetings
- 9.0 Rules of Debate and Conduct
- 10.0 Questions of Privilege & Points of Order
- 11.0 Motions – Order – Putting Motions
- 12.0 Voting
- 13.0 Reconsideration
- 14.0 Delegations
- 15.0 Communications – Petitions
- 16.0 Enquiries
- 17.0 Emergent Business
- 18.0 Unfinished Business
- 19.0 Enactment of By-laws
- 20.0 Special Committees
- 21.0 Disclosures of Pecuniary Interest
- 22.0 Confirming By-law
- 23.0 Repeal – Enactment – Amendment

Part 1 - Definitions

Chair

“Chair” shall mean the person presiding at a Council or Committee meeting.

Clerk

“Clerk” shall mean the Clerk of the Township of Lucan Biddulph.

Committee

“Committee” shall mean a committee established by Council.

Committee of the Whole

“Committee of the Whole” shall mean a committee composed of all of the members of Council.

Council

“Council” shall mean the Council of the Township of Lucan Biddulph.

Electronic Participation

“Electronic Participation” means that a member of Council, of a Local Board or of a Committee of either of them, can participate electronically in a meeting which is open to the public to the extent and in the manner set out in this by-law provided

that any such member shall not be counted in determining whether or not a quorum of members is present, at any point in time [2017, c.10, Sched.1, s.25(2)] with the only exception for emergency situations as set out in Section 6.7 of this by-law.

Closed Session

“Closed session” shall mean a closed session of County, of a committee or the Committee of the Whole, not open to the public.

Meeting

“Meeting” shall mean a meeting of the Council or committee.

Recorded vote

“Recorded vote” shall mean the recording of the name and vote of every member on a motion during a meeting.

Part 2 – General

2.1 Rules – regulations – observed – at all times

The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business in the Council.

2.2. Rules – observed – modifications – permitted

The rules contained in this by-law shall be observed, with the necessary modifications, in every committee.

2.3 Parliamentary procedure – proceedings

Those proceedings of the Council, the committees thereof not specifically governed by the provisions of this by-law shall be regulated in accordance with generally accepted parliamentary procedure.

2.4 Rules – regulations – suspended – majority consent - Council

Any rules or regulations contained in this by-law may be suspended with the consent of a majority of the whole Council.

2.5 Absence – Mayor – Deputy Mayor – authority

In the absence of the Mayor from the Municipality, or if he/she is absent through illness or if he/she refuses to act or if the office is vacant, the Deputy Mayor for the purposes of this by-law shall act in the place and stead of the Mayor and shall have all the rights, powers and authority of the Mayor, while so acting.

2.6 Absence – Deputy Mayor – member – appointed

In the event that the Deputy Mayor is unable, for any reason, to act in place and stead of the Mayor, a member shall be appointed pursuant to subsection 226 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, to act from time to time in place and stead of the head of Council, and shall have and may exercise, while do so, all the rights, powers and authority of the head of Council.

2.7 Meeting Locations

All meeting of the Municipal Council, the Committee of Whole and the Standing Committees shall be held at the Township Office, Council Chambers unless there are extraordinary circumstances for which there is a consent by at least two-thirds of the whole Council to hold a meeting at another location within the boundaries of the Township of Lucan Biddulph, subject to the provisions of public notice of the change in venue, in the form, manner and times as determined by the Clerk. Council may by consent of at least two-thirds of the whole Council hold two (2) regularly scheduled Council meetings per year in a location other than at the Township Office, Council Chambers.

Part 3 – Roles and Duties

3.1 Role of the Mayor

It is the role of the Mayor,

- a) To act as chief executive officer of the municipality;
- b) To preside over council meetings so that its business can be carried out efficiently and effectively;
- c) To provide leadership to the council;
- d) With limited clause c) to provide information and recommendations to the council with respect to the role of council described in 3.2 d) and e);
- e) To represent the municipality at official functions;
- f) To carry out the duties of the head of council under the *Municipal Act* or any other Act; and
- g) As chief executive officer of the municipality, the Mayor shall;
 - i. Uphold and promote the purposes of the municipality;
 - ii. Promote public involvement in the municipality's activities;
 - iii. Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents; and
 - iv. To act as Council's representative when dealing with other levels of government, their agencies and the private sector.
- h) The Mayor is an ex-officio member of each committee, Board or other body established by Council unless prohibited by law. Where a committee is established by reference to a particular number of members without specifically providing for the membership of the Mayor, such number is automatically increased by one, except where prohibited by law, being the mayor, as provided under this section. The Mayor may vote and otherwise participate unless prohibited by law, in the business of the committee on the same basis as any other committee member.

3.2 Role of Council

It is the role of Council,

- a) To represent the public and to consider the well-being and interests of the municipality;
- b) To develop and evaluate the policies and programs of the municipality;
- c) To determine which services the municipality provides;
- d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) To maintain the financial integrity of the municipality; and
- g) To carry out the duties of council under the *Municipal Act* or any other act.

3.3 Duty of Mayor

It is the duty of the Mayor to preside at all meeting of Council, and

- a) To open the meeting of Council by taking the Chair and calling the meeting to order;
- b) To receive and submit, in the proper manner, all motions presented by the members;
- c) To put to a vote all motions and announce the result;
- d) To serve as an ex-officio member of all committee of the Council and entitled to vote at meetings;
- e) Decline to put motions to a vote which infringe upon the rules of procedure;
- f) To inform the members of proper procedure to be followed and to enforce the rules of procedure;
- g) To enforce on all occasions, the observance of order and decorum among the members;
- h) To call by name any member persisting in a breach of the rules of procedure

- and order the member to vacate the Council Chamber;
- i) To permit questions to be asked through the Mayor of any officer of the municipality for information to assist in any debate when the Mayor deems it proper;
 - j) To provide information to members on any matter relating to the business of the municipality;
 - k) To authenticate by signature all by-laws and minutes of the Council;
 - l) To rule on any points of order raised by members;
 - m) To represent and support the Council;
 - n) To maintain order. Where it is not possible to maintain order, the Mayor may, without any motion being put, adjourn the meeting to a time to be named by the Mayor;
 - o) To adjourn the meeting when the business is concluded;
 - p) To carry out the duties of the head of council under the *Municipal Act* or any other Act; and
 - q) To act in accordance with his/her Oath of Elected Office.

3.4 Duty of Councillors

It is the duty of the Councillors to attend all meetings of Council, and;

- a) To prepare for meetings, including reviewing the agenda and background information prior to the meeting;
- b) To speak only to the subject under debate;
- c) To vote on all motions before the Council unless prohibited from voting by law;
- d) To observe proper procedure and decorum at all meetings;
- e) To state questions to be asked through the Mayor;
- f) To support the Council;
- g) To attend any committee meeting to which the member has been appointed by Council;
- h) To act in accordance with their Oath of Elected Office.

3.5 Duty of the Clerk

It is the duty of the Clerk to attend all Council meetings, and;

- a) To record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- b) If required by any member present at a vote who requests a recorded vote, to record the name and vote of every member voting on any matter or question;
- c) To keep the originals of copies of all by-laws and of all minutes of the proceedings of the Council;
- d) To make such minor clerical, typographical or grammatical corrections in form to any by-law, motion, resolution and/or minutes as may be required for the purpose of ensuring correct and complete implementation of the actions of Council;
- e) To perform the other duties required under the *Municipal Act* or any other Act;
- f) To advise Council on parliamentary procedure; and
- g) The Clerk may delegate minute-taking for meetings as deemed necessary.

Part 4 – Schedule of Meetings

4.1 Annual Schedule of Meetings – Prepared by Clerk

The Clerk shall, on an annual basis, prepare and submit a schedule of meetings for each Council year by no later than December 1st of each calendar year for consideration and adoption by the Municipal Council.

4.2 Regular meeting – civic or public holiday

If the day fixed for a meeting of Council or a committee falls upon a civic or public holiday, then such meeting shall be held on the next regular business day, unless

otherwise provided by resolution.

4.3 Proceedings – adjournment - termination

The proceedings of the regular Council meeting shall be terminated by 11:00 p.m. in the evening, unless such proceedings are continued after such hour with the consent of two-thirds of Council members present. A motion thus passes may not set the time beyond 12:00 a.m. or the conclusion of the topic at hand. Proceeding beyond this point may be continued to a time set out in the motion approved by two-thirds of the members present.

4.4 Annual Schedule of Meetings – Qualifications

When setting the annual schedule of meetings:

- a. Following a regular municipal election, the inaugural meeting shall be held as soon as practicable in December of that year at a time chosen by the Clerk and the Mayor-elect.
- b. The Council shall hold two regular meetings per month on the 1st and 3rd Tuesday of each month in each year (with the exception of one meeting only during the months of July and August).

4.5 Special Meeting – emergency – called by Mayor

The Mayor may, at any time, call a special or emergency meeting.

4.6 Special Meeting – called by Clerk – petition – submitted

Upon receipt of a petition signed by a majority of the members, the Clerk shall call a special meeting for the purposes and at the time mentioned in the petition.

4.7 Special Meetings – emergency – held in Chambers

Special or emergency meetings shall be held in the Council Chambers at the Township Office, unless otherwise decided by a majority of the members.

Part 5 – Notice of Meetings

5.1 Meeting Agenda – deemed notice

Public notice of meetings shall be given by posting the meeting schedule on the Township's official website at the beginning of each calendar year. The meeting schedule shall include the date, time and location of the Council meeting. The meeting schedule is subject to change as necessary. Prior to the meeting, the agenda shall be posted on the Township's official website, where possible.

5.2 Meeting Agenda – deemed notice – exception

The Meeting Agenda shall be considered as adequate notice of regular meetings, except for meetings held on a day or at a time other than as provided for by this by-law.

5.3 Meeting Agenda – delivered – 48 hours in advance

The Meeting Agenda for regular meetings shall be placed in the Council member's mailbox so as to be received no later than 48 hours before the hour appointed for the meeting.

5.4 Special meetings – notice – delivered – 24 hours prior

Notice of special meetings called in accordance with sections 4.5 and 4.6 of this by-law shall be placed in the Council member's mailbox so as to be received no later than 24 hours before the hour appointed for the special meeting. Notice of the special meeting, shall also be posted no later than 24 hours before the hour appointed for the special meeting on the Township's website.

5.5 Special meetings – business specified – transacted

No business except the business dealing directly with the purpose mentioned in the notice shall be transacted at any special meeting.

5.6 Emergency – notice not required

Notwithstanding any other provision of this by-law, an emergency meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available.

5.7 Emergency – business specified – transacted

No business except the business dealing directly with the emergency or extraordinary situation shall be transacted at any special meeting.

5.8 Meeting Agenda – notice – not received – validity

Lack of receipt of a notice or of the Meeting Agenda by the members shall not affect the validity of the meeting or any action taken thereat.

5.9 Postponement – meeting – emergency – up to 3 days

The Mayor may, when emergency or extraordinary situations arise, postpone a meeting for not more than 3 days.

5.10 Postponement – notice by Clerk

Upon the postponement of a meeting by the Mayor in accordance with sections 5.8 of this by-law, the Clerk shall attempt to notify the members of the postponement as soon as possible and in the most expedient manner available.

Part 6 - Open Meetings**6.1 Meetings – open to public**

Except as otherwise provided by Section 239 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, all meetings shall be open to the public.

6.2 Meetings – when closed

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) The security of the property of the municipality or local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the municipality or local board;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a meeting under another Act.
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the

municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria:

- l) a meeting or part of a meeting shall be closed to the public if the subject matter being considered is:
 - i) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
 - ii) an ongoing investigation respecting the municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13(1) of this Act, or the investigator referred to in subsection 239.2(1).

6.2.1. Meetings – when closed – education or training

A meeting may be closed to the public if the following conditions are both satisfied:

- a) The meeting is held for the purpose of educating or training the members;
- b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council or committees.

6.3 Meetings – resolution required

Before holding a meeting or part of a meeting that is to be closed to the public, the Council or committee that is holding the meeting shall state by resolution:

- a) The fact of the holding of a closed meeting;
- b) The general nature of the matter to be considered at the closed meeting; and
- c) In the case of a meeting under section 6.2.1 of this by-law, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that section of the by-law.

6.4 Meetings – not closed during vote

Subject to section 6.5 of this by-law, a meeting shall not be closed to the public during the taking of a vote.

6.5 Meetings – not closed during vote – exception

A meeting may be closed to the public during a vote if:

- a) Section 6.2 permits or requires the meeting to be closed to the public, and
- b) The vote is for the procedural matter for or giving direction or instruction to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

6.6 Voting Procedure – Closed Session – Committee of the Whole

At any meeting of part of a meeting of the Committee of the Whole that is closed to the public, no vote shall be taken on any matter that does not fall within Section 6.5 and the Committee of the Whole shall instead consider whether to forward the matter to the Council for the purposes of deliberation and taking a vote in public session. A motion from the Committee of the Whole forwarding a matter which must be voted on in public session shall indicate on its face that the forwarding of the matter is a procedural step under this by-law made for the purposes of having the Committee of the Whole forward the matter to Council for deliberation and vote in public session.

6.7 Electronic Participation at Meetings

- a. A member may participate in a meeting via teleconferencing or other electronic means that has been tested for reliability and can be muted to block background noise, subject to:
 - i. the member is unable to travel to the meeting; or

- ii. the member's health.
- b. The chair may direct that the connection be terminated if the councillor cannot be clearly understood, or if a poor connection or background noise is deemed to be disruptive to the meeting.
- c. Notwithstanding Section 6.7.a., if a technical problem prevents or interrupts a member's electronic participation in a meeting, the minutes shall reflect the time at which the member ceased to participate in the meeting by reason of the technical problem. If such technical problem is later resolved and the member rejoins the meeting by electronic means without a vote on a motion having taken place during the interruption in the member's participation, the minutes shall reflect the time at which the member rejoined the meeting.
- d. If electronic communication is interrupted during a meeting and remains interrupted while a vote on a motion is taken, the member affected is deemed to have left the meeting prior to the vote and shall not be permitted to rejoin the meeting, either electronically or in person.
- e. Invited delegates may participate in meetings electronically.

6.8 Emergency Council Meetings

- a. Where an emergency has been declared in all or part of the Township of Lucan Biddulph under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:
 - i. any member of council may participate in any open or closed council meeting electronically and be counted for the purpose of establishing quorum;
 - ii. all votes shall be recorded votes; and
- b. That the regular order of the Agenda be suspended to allow Emergency Council Meetings to proceed without delegations.

Part 7 – Meeting Agenda – Meeting Agendas

7.1 Composition – prepared by Clerk

The Clerk shall prepare the Meeting Agenda for all regular meetings consisting of the following:

1. Call to Order
2. Disclosure of Pecuniary Interest & Nature Thereof
3. Announcements
4. Closed Session
5. Public Meetings
6. Delegations, Presentations & Petitions
7. Adoption of Minutes
8. Business Arising From the Minutes
9. Correspondence
10. Committee Reports
 - a) CEDC (Community Economic Development Committee)
 - b) Bluewater Recycling

- c) Lake Huron
 - d) Fire Boards
 - e) ABCA (Ausable Bayfield Conservation Authority)
 - f) UTRCA (Upper Thames River Conservation Authority)
 - g) Parks & Recreation
11. Staff Reports
 - a) CAO/Clerks Office
 - b) Building/Bylaw Enforcement
 - c) Finance
 - d) Planning
 - e) Public Works
 - f) Parks & Recreation
 - g) Economic Development
 12. Councillor's Comments
 13. Changes to Budget
 14. Notice of Motions
 15. Motions and Accounts
 16. By-laws
 17. Adjournment

7.2 Deadline – material inclusion

The deadline for receipt of material by the Clerk to be included in the Meeting Agenda shall be 11:00 a.m. on the Friday prior to the meeting.

7.3 Order of Business – as specified – exception

The business of each meeting shall be taken up in the order in which it stands in the Meeting Agenda, unless otherwise decided by a two-thirds vote of the members present.

7.4 Motion – to change order – not amendable – debatable

A motion changing the order of business shall not be amendable or debatable.

Part 8 – Commencement of Meetings

8.1 Quorum – majority – required

A quorum shall be a majority of the members constituting the Council.

8.2 Call to Order – quorum present

As soon after the hour fixed for a meeting as a quorum is present, the meeting shall be called to order by the Mayor.

8.3 Quorum – lost – unfinished business

If during the course of a meeting a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next following date or at such other time and place as the Chair will then announce. If, in the Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Chair will announce that the unfinished business of the Council will be taken up at its next regularly scheduled meeting.

8.3 Adjournment – quorum not present – names recorded

If there is no quorum present within one-half hour after the time appointed for the

meeting, the Council shall stand adjourned until the date and time of the next regular or special meeting, and the Clerk shall record the names of the members present upon such adjournment.

8.4 Mayor – to preside – all meetings

The Mayor, if present, shall preside at all meetings.

8.5 Mayor – absence – Deputy Mayor – to preside

In the absence of the Mayor, the Deputy Mayor shall preside during the meeting or until the arrival of the Mayor.

8.6 Mayor – Deputy – absence- member appointed

In the absence of the Mayor and the Deputy Mayor, the Clerk shall call the meeting to order 15 minutes after the hour appointed for the meeting and the members shall elect a member to preside during the meeting or until the arrival of the Mayor or Deputy Mayor.

Part 9 – Rules of Debate and Conduct

9.1 Order – decorum – maintained – Mayor

The Mayor shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

9.2 Mayor – speaking on motion – to leave Chair

The Mayor may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to make a motion or to speak on a motion taking a definite position and endeavoring to persuade the Council to support that position, then he/she shall first leave the Chair.

9.3 Mayor - leaving Chair – member designate in place

If the Mayor desires to leave the Chair for the purpose of taking part in the debate or for any other reason, he/she shall designate another member to fill his/her place until he/she resumes the Chair.

9.4 Speaking – recognition by Mayor – required

Before a member may speak to any matter, he/she shall first be recognized by the Mayor.

9.5 Speaking – order – determination

When two or more members indicate simultaneously that they wish to speak, the Mayor shall name the member who is to speak first.

9.6 Speaking – once only – exception – vote – reply

A member shall not speak more than once to any motion, unless otherwise decided by a majority vote of the members present, but the member who has made a motion shall be allowed to reply for a maximum of 5 minutes.

9.7 Speaking – under debate – motion – prohibited

A member who has already spoken to any motion under debate shall not be permitted to move any motion described in section 11.7 of this by-law, except a motion to proceed beyond the hour of 11:00 p.m.

9.8 Motion – under debate – questions – before vote

When a motion is under debate, a member may ask a concisely worded question of another member, or the Clerk or of staff, through the Mayor prior to the motion being put to a vote by the Mayor in accordance with section 12.4 of this by-law.

9.9 Motion – under debate – read at any time

A member may require the motion under debate to be read at any time during the debate, but shall not interrupt a member who is speaking.

9.10 Disruption – Council – by member – prohibited

A member shall not disturb the Council by any disorderly conduct.

9.11 Offensive language – insults – prohibited

A member shall not use profane or offensive words or insulting expressions.

9.12 Disobedience – rules – points of order – prohibited

A member shall not disobey the rules of the Council or decision of the Mayor or of the Council on points of order or on the interpretation of the rules of procedure of the Council.

9.13 Leaving seat – disturbance during vote – prohibited

A member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.

9.14 Speaking – without addressing – prohibited

A member shall not speak until he/she has addressed himself/herself to the Mayor.

9.15 Interruption – speakers – prohibited

A member shall not interrupt a member who is speaking, except to raise a point of order or a question of privilege.

9.16 Leaving meeting – not to return – Mayor informed

A member shall not leave the meeting when he/she does not intend to return thereto without first advising the Mayor.

9.17 Disorderly conduct – member to be removed – question

In the event that a member persists in a breach of the rules prescribed in sections 9.10 to 9.15 inclusive of this by-law, after having been called to order by the Mayor, the Mayor shall put the question “Shall the member be ordered to leave his/her seat for the duration of the meeting?” and such question is not debatable.

9.18 Disorderly conduct – member to leave seat

If the Council decides the question set out in section 9.17 of this by-law in the affirmative by a majority vote of the members present, the Mayor shall order the member to leave his/her seat for the duration of the meeting.

9.19 Apology – member to resume seat – by permission

If the member apologizes, the Mayor, with the approval of the Council, may permit him/her to resume his/her seat.

Part 10 – Questions of Privilege – Points of Order**10.1 Rights – privileges – integrity – of members – affected**

If a member believes that his/her, privileges or integrity or those of the members collectively have been prejudicially affected, he/she shall ask leave of the Mayor to raise a question of privilege which shall take precedence over all other matters, but he/she shall not be permitted to enter into any argument or introduce any motion related to the question of privilege.

10.2 Administration – integrity questioned – procedure

When the Mayor considers that the integrity of the Clerk or a member of the administration has been impugned or questioned, the Mayor may permit the Clerk or a department head or his/her designate to make a statement to the Council.

10.3 Rules of procedure – violation – raised by member

When a member desires to call attention to a violation of the rules of procedure, he/she shall state the point of order to the Mayor succinctly and the Mayor shall then decide upon the point of order and advise the members of his/her decision.

10.4 Appeal – Mayor’s decision – immediately – required

Unless a member immediately appeals to the Council, then the question “Shall the ruling of the Chair be sustained?” shall be put immediately without debate and its result shall be final.

10.5 Call to Order – speaking – permission

When the Mayor calls a member to order, that member shall not speak again until the matter under discussion without the permission of the Mayor, unless to appeal the ruling of the Mayor.

Part 11 – Motions – Order – Putting Motions**11.1 Notice of Motions – filed with Clerk**

Notices of motions filed with the Clerk shall be directed by the Clerk to the next regular Council meeting.

11.2 Question – urgent – included in Meeting Agenda

Notwithstanding the provisions of section 11.1 of this by-law, when a member, submitting a notice of motion to the Clerk within the deadline prescribed in section 7.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall include the notice of motion in the Orders of Day (Agenda).

11.3 Notice – Orders of Day – consideration – conditions

Notices of motions included in the Meeting Agenda shall only be considered by the Council when a majority of the members present have given leave for the introduction of such a motion.

11.4 Motions for giving leave – non-amendable – debatable

Motions for giving leave shall not be amended and shall be decided without debate.

11.5 Motion – seconded before debate – exception

Motions shall be seconded before being debated or put to a vote, except motions to adopt a recommendation or report from a committee.

11.6 Withdrawal – before put – requirement

Every motion shall be deemed to be in the possession of the Council for debate after it is accepted by the Mayor, but may, with the permission of the Council, be withdrawn at the joint request of the mover and seconder at any time before the motion is disposed of.

11.7 Motion under debate – other motions permitted

When a motion is under debate, no other motion shall in order except a motion:

- a) To adjourn;
- b) To proceed beyond the hour of 11:00 pm.;
- c) To table;
- d) To put the question (to close the debate);
- e) To postpone;
- f) To refer; or
- g) To amend.

11.8 Motion to adjourn

A motion to adjourn shall:

- a) Not be amended;

- b) Not be debated;
- c) Not included qualifications or additional statements; and
- d) Always be in order, except when a member is speaking or the members are voting or when made in Committee of the Whole.

11.9 Motion to adjourn – rejected – procedure

When a motion to adjourn has been decided in the negative, no further motion to adjourn shall be made until after some subsequent proceeding has taken place.

11.10 Adjournment – extension – maximum – permissible

The Council shall always adjourn at 11:00 p.m. if in session at that hour, unless otherwise decided before that hour by a two-thirds vote of the members present at a meeting or at a meeting of the Committee of the Whole.

11.11 Motion to proceed beyond 11:00 p.m – qualifications

A motion to proceed beyond the hour of 11:00 p.m. shall:

- a) Not be amended;
- b) Not be debated; and
- c) Always be in order, except when a member is speaking or the members are voting.

11.12 Motion to table – qualifications

A motion to table shall:

- a) Not be amended;
- b) Not be debated;
- c) Apply to the main motions and any amendments thereto under debate at the time when the motion to table was made; and
- d) Not include qualification or additional statements.

11.13 Motion to table – accepted – procedure

Notwithstanding the provisions of section 11.1 and 11.2 of this by-law, if a motion to table is decided in the affirmative by a majority vote of the members present, then the main motion and any amendments thereto shall be removed from the Council's consideration until such time as a notice of motion to lift the matter from the table is filed with the Clerk within the deadline prescribed in section 7.2 of this by-law and is included in the Meeting Agenda.

11.14 Motion to put to the question – qualifications

A motion to put the question (to close the debate) shall:

- a) Not be amended;
- b) Not be debated;
- c) Not be introduced by a Council member who has already spoken to the motion or amendment under debate, in accordance with section 9.7 of this by-law;
- d) Apply to the motion or amendment under debate at the time when the motion to put the question is made;
- e) Not be received in any committee; and
- f) Be moved using the words "that the question now be put" and the mover and the seconder shall not be permitted to speak to the motion to put the question.

11.15 Motion to put the question – accepted – procedure

If a motion to put the question is decided in the affirmative by a two-thirds vote of the members present, then the preceding motion or amendment shall be voted on immediately without further debate or comment.

11.16 Motion to postpone – to certain time – qualifications

A motion to postpone a matter to a certain time shall:

- a) Be open to debate;
- b) Be amendable; and
- c) Preclude amendment and debate of the preceding motion, unless the motion to

postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

11.17 Motion to refer – qualifications

A motion to refer a matter under consideration to a committee or elsewhere shall:

- a) Be open to debate;
- b) Be amendable; and
- c) Preclude amendment and debate of the preceding motion, unless the motion to postpone to a certain time is resolved in the negative, in which case the preceding motion shall be open to debate and amendment.

11.18 Motion to amend – qualifications

A motion to amend shall:

- a) Be open to debate;
- b) Not propose a direct negative to the main motion; and
- c) Be relevant to the main motion.

11.19 Motion to amend – main motion – one at a time

Only one motion to amend the main motion shall be allowed at one time.

11.20 Motion to amend – amendment – one at a time

Only one motion to amend the motion to amend the main motion shall be allowed at one time.

Part 12 – Voting

12.1 Amendment – to amendment – voted on first

A motion to amend an amendment shall be voted on first.

12.2 Voting - order

Voting on the main motion and amending motions shall be conducted in the following order:

- a) A motion to amend a motion to amend the main motion;
- b) A motion (as amended or not) to amend the main motion; and
- c) The main motion (as amended or not).

12.3 Propositions – divided – voted on separately

When the motion under consideration contains distinct propositions, upon the request of any member and provided a recorded vote has not been called for, the vote on each proposition shall be taken separately.

12.4 Motion to vote – immediately – after all have spoken

A motion shall be put to a vote by the Chair immediately after all members desiring to speak on the motion have spoken in accordance with section 9.6 of this by-law.

12.5 Speaking – after motion – before vote announced

After a motion is put to a vote by the Chair, no member shall speak on that motion nor shall any other motion be made until after the result of the vote is announced by the Chair.

12.6 Mandatory vote – all members – exception

Every member present, except the Mayor, shall vote on every motion unless the member indicates a conflict of interest.

12.7 No vote – deemed negative – exception

Notwithstanding the provisions of section 12.6 of this by-law, every member except the Mayor, who is not disqualified from voting by reason of a declared conflict of interest, shall be deemed to be voting against the motion if he/she declines or abstains from voting.

12.8 Mayor – voting privilege

Subject to section 12.17 to this by-law, the Mayor may vote with the other members, except when he/she is disqualified from voting by reason of a declared conflict of interest.

12.9 Secret voting – on motion – prohibited

The manner of determining the decision of the Council on a motion shall not be by secret ballot or by any other method of secret voting.

12.10 Putting the question to vote – qualifications

When putting the question to vote, the Chair shall first ask for those in favour of its adoption to raise their hands, and then ask for those opposed to its adoption to raise their hands.

12.11 Result – announced – by Chair

The Chair shall announce the result of every vote.

12.12 Result – disagreement – objection immediate – retaken

If a member disagrees with the number of votes for and against a motion as announced by the Chair, he/she may object immediately to the Chair's declaration and, with the consent of the Council, the vote shall be retaken.

12.13 Tie vote – deemed negative

Where there is a tie vote on any motion, it shall be deemed to have been decided in the negative.

12.14 Recorded vote – required – when called for – other

A recorded vote shall be taken when called for by any member or when required by law.

12.15 Recorded vote – called for – before – after – vote

A member may call for a recorded vote immediately prior to or immediately after the taking of the vote.

12.16 Recorded vote – names – entered in minutes

When a recorded vote is taken, the names of those who voted for and those who voted against the motion shall be entered in the minutes.

12.17 Recorded vote – all members to vote – exception

Notwithstanding the provisions of section 12.8 of this by-law, the Mayor and all members present shall vote when a recorded vote is called for, except when they have been disqualified from voting by reason of a declared conflict of interest.

12.18 Voting – number of members – calculation

In any vote required of the whole Council, the number of members constituting the Council shall be determined by excluding:

- a) The number of members who are present at the meeting but who are excluded from voting by reason of the *Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50*; and
- b) The number of seats that are vacant on the Council by reason of section 259(1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended.

12.19 Voting – Rotation – Recorded Vote

The taking of the first recorded vote at any Council meeting will begin with the Deputy Mayor, except when he/she has been disqualified from voting by reason of a declared conflict of interest or is absent; and thereafter the starting point for the taking of subsequent recorded votes will move from eligible member in a counter-clockwise

rotation around the Council board; provided however, that the Mayor will always be the last person voting when a recorded vote is being taken.

Part 13 – Reconsideration

13.1 Introduction – by majority vote – or absentee

A motion to reconsider a decided matter shall only be introduced by a member who voted with the majority on the original motion or who was absent when the vote was called.

13.2 Urgent question – included in Meeting Agenda

When a member submitting a notice of motion to reconsider a decided matter to the Clerk within the deadline prescribed in section 7.2 of this by-law indicates in writing to the Clerk that the notice of motion is a question of urgency, the Clerk shall include the notice of motion in the Meeting Agenda.

13.3 Administrative action – not delayed – before notice

A notice of motion to reconsider a decided matter filed with the Clerk shall not stop or delay any administrative action on the decided matter at any time before the notice of motion has been dealt with by the Council.

13.4 Reconsideration – majority vote – whole Council – required

A motion to reconsider a decided matter shall require the approval of majority of the whole Council.

13.5 Reconsideration – majority approval – exception

Notwithstanding the provisions of 13.4 of this by-law, a motion to recommend the reconsideration of a decided matter of the Council, made a committee, shall only require the approval of a majority of all the members of the committee.

13.6 Reconsideration – twice only

No motion for the reconsideration of any decided matter shall be permitted more than twice during any one year nor shall a motion to reconsider be reconsidered.

13.7 Affirmative vote – original matter – next business

If a motion to reconsider is decided in the affirmative at a meeting, then consideration of the original matter shall become the next order of business.

13.8 Debate – prohibited – statement of reason – permitted

No debate on a motion to reconsider a decided matter shall be permitted; however, the mover of a motion to reconsider may provide or may make a brief and concise statement outlining the reasons for proposing such reconsideration.

Part 14 – Delegations

14.1 Written request – to Clerk – for committee

Any person desiring to be heard by Council or a committee shall submit a written request to the Clerk and the Clerk shall then direct the request to the committee.

14.2 Business – stated – matters – related to

Persons appearing before the Council or committee shall confine their remarks to the business stated in their request. Delegations shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than five (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.

14.3 Repetition – prevented – hearing declined – exception

In order to avoid repetition and to ensure an opportunity for the expression of different points of view but except as required by law, the Council or committee may decline to hear any person who has an identifiable common interest or concern with

any other person who has already appeared and spoken at the meeting of Council or committee.

14.4 Appearance – previous – limitation – new information

Except as required by law, any person appearing before the Council or committee, who has previously appeared before the Council or committee on the same subject matter shall be limited to providing only new information in their second and subsequent appearances.

Part 15 – Communications – Petitions

15.1 Presentation – information – legibly written – signed

Every communication or petition intended for presentation to the Council or a committee shall be legibly written or printed and shall be signed by at least one person given his/her address.

15.2 Listed – In Meeting Agenda – with similar matters

The Clerk shall list in the Meeting Agenda only those communications and petitions which pertain to matters contained in the reports and other communications listed in the Meeting Agenda.

15.3 Matters – not pertinent – directed to appropriate area

Every communication or petition which does not pertain to matters in the Meeting Agenda shall be directed by the Clerk to the appropriate committee.

15.4 Language – obscene – defamatory – prohibited

Notwithstanding the provisions of sections 15.2 and 15.3 of this by-law, communications or petitions containing obscene or defamatory language shall not be listed in the Meeting Agenda or be directed to a committee.

Part 16 – Enquiries

16.1 Corporation – business – procedure

Enquiries relating to any matter connected with the business of the Corporation of the Township of Lucan Biddulph may be made by members to the Mayor or, through him/her, to another member or to the Clerk or to a department head or his/her designate.

16.2 Argument – opinions – debates – prohibited

When an enquiry is made in accordance with section 16.1 of this by-law, no argument, opinion or facts shall be stated, except so far as may be necessary to explain the enquiry, and no debate shall be permitted with respect to the enquiry.

16.3 Answer – response – debate – prohibited

When a member answers a question in response to an enquiry, he/she shall not debate the matter to which the enquiry refers.

Part 17 – Emergent Business

17.1 Emergency – congratulations – condolatory matters

Business that is not part of the Meeting Agenda shall not be considered by the Council unless it is of an emergency, congratulatory or condolatory nature.

17.2 Introduction – majority – required

Members shall introduce matters described in section 17.1 of this by-law, but in order for such matters to be introduced by the majority of the members present shall give leave for the introduction of such matters.

17.3 Motion to introduce – not amendable – debatable

Motions to give leave for the introduction of such matters shall not be amendable or debatable.

Part 18 – Unfinished Business**18.1 Repeated – until disposed of**

Items in the Meeting Agenda which have not disposed of by the Council shall be repeated in each subsequent Meeting Agenda until disposed of by the Council.

Part 19 – Enactment of By-laws**19.1 Printed – distributed – with Meeting Agenda**

By-laws shall be printed and distributed with the Meeting Agenda for the meeting at which they are to be read.

19.2 Readings – 3 – required – before enactment

Every by-law shall receive 3 separate readings before being enacted by the Council.

19.3 Readings – 3 – at same meeting – permitted

Unless other provided by law, every by-law may receive all 3 readings at the same meeting.

19.4 First – third readings – motion – no amendment – debate

Motions for the first and third readings of the by-laws shall not be amendable or debatable.

19.5 Second reading – amendable – debatable

Amendments and debate on the content of by-laws shall be in order after a motion for the second reading of the by-laws has been duly made and seconded.

19.6 Signed – seal affixed – dates shown

Every by-law enacted by the Council shall be signed by the Mayor or Presiding Officer and the Clerk or Deputized Clerk, sealed with the seal of the Corporation and shall show the dates of the three readings by the Council.

Part 20 – Special Committees**20.1 Appointment – by Council – consideration – report**

A special committee may be appointed by the Council to consider and report on a specific subject, project or undertaking.

20.2 Work – completed – committee – dissolved

When a special committee has completed its work and made its report to the Council, the committee shall be deemed to be dissolved.

Part 21 – Disclosures of Pecuniary Interest**21.1 Pecuniary Interest – disclosure – requirements**

If a member has any pecuniary interest, direct or indirect, in any matter in which the Council is concerned and if he/she is present at a meeting at which the said matter is the subject of consideration, then he/she shall disclose his/her interest by verbal means followed by completion of the Statutory Declaration as required under Section 223 of the *Municipal Act, 2001 as amended*, effective March 1, 2019 and he/she shall not take part in the consideration or discussion of the said matter nor shall he/she vote on any motion in regard to the same matter.

21.2 Non-compliance – by member – validity not affected

The failure of one or more members to comply with 21.1 of this by-law shall not affect the validity of the meeting in regard to the said matter.

21.3 Disclosure – by majority – quorum – requirement

Notwithstanding the provisions of section 8.1 of this by-law, when a majority of the members has disclosed an interest in accordance with section 21.1 of this by-law and the *Municipal Conflict of Interest Act*, as may be amended from time to time, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

Part 22 – Confirming By-law

22.1 Proceedings – all matters

The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision of the Council at that meeting and every resolution passed thereat shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

22.2 Non-amendable – non-debatable

Notwithstanding the provisions of section 19.5 of this by-law, confirming by-laws shall not be amendable or debatable.

Part 23 – Repeal – Enactment – Amendment

23.1 By-laws – previous

That By-law No. 11-2020 is hereby rescinded.

23.2 Effective date

This by-law comes into force on July 14, 2020

Read a FIRST, SECOND and THIRD time and FINALLY PASSED this 14th Day of July, 2020

Cathy Burghardt-Jesson

Ron Reymers

MAYOR

CLERK

SCHEDULE "B"
Electronic Meeting Protocol

Procedural By-law #30 of 2020 shall continue to apply to an Electronic Meeting held pursuant to this Electronic Meeting Protocol (hereinafter, "**Protocol**"), and amendments to this Protocol may be permitted to be made by simple majority vote of Council to accommodate an effective and efficient meeting, so long as any such amendments are not contrary to prevailing Provincial legislation or orders.

Prior to Electronic Meeting

- The Township will ensure agenda material has been posted publicly.
- The Township will ensure that delegations/submissions have been accepted in writing.
- The method and technology used for an Electronic Meeting in Open Session or *In Camera* Session will be determined by the Chief Administrative Officer based on the resources available.

General

- Where an Electronic Meeting is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Head of Council or the Clerk, as the case may be, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an emergency, the Township may hold its Electronic Meeting at any convenient location within or outside the Township, as specified by the Head of Council or the Clerk, as the case may be.
- Council Members, Staff, Public and the Press may attend by Electronic Meeting.
- Township staff will ensure that Councillors, the general public, and the press are able to watch and/or hear the business to be carried out at meetings which are held in *Open Session* by using an online streaming service in order to ensure that that the meeting is open and transparent. Township staff will also ensure that Council Members have appropriate contemporaneous input into the meetings electronically through video and/or audio teleconference.
- Township staff will ensure that Councillors and necessary staff personnel are able to watch and/or hear and/or stream the business to be carried out at *In Camera Session* meetings and have appropriate contemporaneous input into the session electronically through video and/or audio teleconference.
- Meeting leadership shall be maintained by the Mayor as Chair.
- The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.

Member Speaking

- The Chair and Clerk will manage Member requests to speak based at the Chair's discretion to ensure all Members are able to participate in debate in keeping with meeting rules.
- The Chair will call out name of Member assigned the floor.
- Each Member will speak to Council through the Chair.
- After a Member is finished speaking, the Chair will call out name of next Member assigned to the floor.

Motions

- All motions will have a mover/seconded (except procedural motions) and should be provided to the Clerk in advance of Member speaking, whenever possible.
- Any introduced motion accepted by the Chair is to be read by the Chair and/or the Clerk.
- Members will be given an opportunity to speak before voting commences.

Voting

- The Chair of the Meeting shall call the vote.
- All recorded votes shall be completed in accordance with Section 12.14 – 12.19 of Procedural By-law 30-2020.

Technical Interruptions

If electronic communication is interrupted during a meeting and remains interrupted prior to or after a vote on a motion is taken, the member affected shall be permitted to rejoin the meeting, either electronically or in person, and shall be permitted to fully participate in any motion or vote notwithstanding the member's absence for all or part of the discussion relating to any motion.

Member Conduct

- Each Member shall remain silent and attentive to the proceeding when not assigned the floor by Chair.
- Each Member will listen for their name to be assigned the floor to speak or to vote.
- Each Member will take directions from Chair in order to facilitate an effective, efficient and orderly meeting.

Confirming By-law

- Council shall pass a Confirming By-law for each meeting held.
- The Clerk in an expeditious manner following the electronic meeting, shall post any Minutes that were approved during the meeting.

Internet and Other IT Disruptions

- In the event of an internet or other IT disruption compromises the ability of participants or the public to participate or stream in the Electronic Meeting, in the opinion of the Chair, the Chair shall call a recess and take such steps as necessary to address the issue and re-convene the meeting in a timely manner or, where this is not possible, adjourn the meeting to a later date.

SCHEDULE "C"
Electronic *Planning Act* Public Meeting Protocol

Procedural By-law #30 of 2020 shall continue to apply to an Electronic *Planning Act* Public Meeting held pursuant to this Electronic *Planning Act* Public Meeting Protocol (hereinafter, "**Protocol**"), except that this Protocol shall prevail to the extent of any conflict. Amendments to this Protocol may be made by simple majority vote of Council to accommodate an effective and efficient meeting, so long as any such amendments are not contrary to prevailing Provincial legislation or orders.

DEFINITIONS

In this Protocol, the following definitions shall apply:

"Applicant" means a person or corporation who has submitted an application under the *Planning Act* to the Municipality which requires at least one statutory public meeting in advance of Council rendering its decision;

"Chair" means the Head of Council or Member of Council appointed as Chair by the Head of Council;

"Clerk" means the Clerk of the Municipality.

"Comments Recess" means a brief recess at the conclusion of the written submissions portion of the meeting for the purpose of allowing members of the public who did not provide written submissions to the Clerk in advance of the meeting or those who made written submissions but did not register for the meeting as a delegate to register via video or audio teleconference to make oral submissions arising from comments made during Parts A to E of the meeting.

"Delegate" means a member of the public who has provided written submissions to the Clerk by the deadline provided for in the Notice indicating that he or she wishes to make oral submissions at the Electronic *Planning Act* Public Meeting.

"Delegate Speaker's List" means a list of members of the public who have provided written submissions to the Clerk in advance of the Electronic *Planning Act* Public Meeting and who have registered via video or audio teleconference for the purpose of making oral submissions about the land use planning matter at issue.

"Electronic Meeting Coordinator" means the person designated by the Municipality to ensure that Councillors, Staff, Public, and the Press are able to watch and/or hear the business to be carried out at a an Electronic *Planning Act* Public Meeting by using an online streaming service and that the Chair, Staff, Members and Participants have appropriate contemporaneous input into the meeting electronically through video or audio teleconference or live chat, if applicable;

"Electronic *Planning Act* Public Meeting" means a statutory public meeting required under the *Planning Act* called and held in full or in part via electronic means (including, but not limited to video or audio teleconference or via means of the internet), and with or without in-person attendance;

"Member" means a Councillor or Committee of Adjustment member for The Corporation of the Township of Lucan Biddulph;

"Notice" means the notice of statutory public meeting required under the *Planning Act*;

"Other Participants" means members of the public who have not provided written submissions in advance of the meeting and who access an Electronic *Planning Act* Public Meeting via video or audio teleconference during the Comments Recess for the purpose of making oral submissions about the land use planning matter at issue;

“Other Participant Speaker’s List” means a list of members of the public who have accessed an Electronic *Planning Act* Public Meeting via video or audio teleconference for the purpose of making oral submissions about the land use planning matter at issue;

“Planning Act” means the *Planning Act*, R.S.O. 1990, c. P.13, as amended or replaced, including all Regulations thereto.

PRIOR TO AN ELECTRONIC *PLANNING ACT* PUBLIC MEETING

- The method and technology used for an Electronic *Planning Act* Public Meeting will be determined by the Chief Administrative Officer based on the resources available.
- The Township shall ensure Notice of the Electronic *Planning Act* Public Meeting is provided as prescribed in the *Planning Act*. In addition to information regarding the land use planning matter(s) to be discussed, such Notice shall include:
 - the web address at which the meeting will be live streamed;
 - a statement encouraging all members of the public wishing to participate in the meeting to provide written submissions in advance of the meeting identifying (a) their name, address, telephone number and email, (b) their comments on the land use planning matter at issue, and (c) whether they wish to make oral submissions at the meeting. Such statement shall include the deadline for written submissions and the email or physical address to where written submissions may be sent;
 - instructions on how to make oral submissions during the meeting via video or audio teleconference for those without access to a computer;
 - a telephone number and email address where questions about Electronic *Planning Act* Public Meeting procedures may be directed in advance of the meeting.
- The Township will ensure agenda material has been posted publicly.

GENERAL

- Where an Electronic *Planning Act* Public Meeting is held, such meeting will be chaired physically from a location within the municipality or an adjacent municipality as specified by the Head of Council or the Clerk, as the case may be, as is necessary in accordance with section 236(1) of the *Municipal Act, 2001*. In the case of an emergency, the Township may hold its Electronic *Planning Act* Public Meeting at any convenient location within or outside the Township, as specified by the Head of Council or the Clerk, as the case may be.
- The Township will ensure that Members, Staff, the Public, and the Press are able to watch and/or hear the business to be carried out at the public meeting by using an online streaming service.
- Members of the public who do not have access to a computer in order to live stream an Electronic *Planning Act* Public Meeting may contact the Clerk for instructions on how to listen to the meeting via audio teleconference.
- The Township will ensure that all written submissions received from members of the public are addressed at the meeting and that the Chair, Clerk, Staff, Members, Delegates and Other Participants have appropriate contemporaneous input into the meeting electronically through video or audio teleconference.
- Meeting leadership shall be maintained by the Chair.
- The Chair is to announce each agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping all attendees informed.

- Those participating in the meeting will take directions from Chair in order to facilitate an effective, efficient and orderly meeting.
- Participants will listen for their name to be assigned the floor to speak.
- Participants shall direct all comments to the Chair.
- Participants shall remain silent and attentive to the proceeding when not assigned the floor by the Chair.
- Inappropriate language or conduct by participants will not be tolerated.

ELECTRONIC ACCESS FOR MEMBERS AND STAFF

- Members and Staff may access the meeting via video or audio teleconference in accordance with instructions provided by the Clerk.

ELECTRONIC ACCESS FOR DELEGATES AND OTHER PARTICIPANTS

- All members of the public are strongly encouraged to provide written submissions to the Clerk in advance of the Electronic *Planning Act* Public Meeting prior to the deadline provided for in the Notice.
- Written submissions shall include the name and address of the writer, email or telephone number at which they may be contacted and indicate whether the writer wishes to make oral submissions at the meeting.
- In advance of the meeting, the Clerk shall provide all persons who have made written submissions indicating that they would like to make oral submissions at the meeting (hereinafter “**Delegates**”) with instructions on how to access the meeting via video or audio teleconference.
- Electronic access for Delegates shall open fifteen (15) minutes prior to the commencement of the meeting and close at the meeting start time.
- Delegates accessing the meeting electronically will be asked to confirm their name, address, whether they wish to make oral submissions, and whether they are in support or opposition of an application.
- Members of the public who have not made written submissions in advance of an Electronic *Planning Act* Public Meeting (hereinafter “**Other Participants**”) will be given the opportunity to make oral submissions via video or audio teleconference in Part G of the meeting following a brief meeting recess during which electronic access will re-open.
- Other Participants will be able to access registration instructions by visiting the Municipality’s website during the recess. Other Participants listening to (but not participating in) the meeting via audio teleconference will be asked at this time whether they wish to make oral submissions.

ORDER OF MEETING

(A) Report from Staff

- Planning staff shall provide an overview of Planning Report when called upon by the Chair.

(B) Background from Applicant

- The Applicant shall access the meeting via video or audio teleconference in accordance with instructions provided by the Clerk.
- When called upon by the Chair, the Applicant shall provide background and an explanation of the application.

(C) Member Remarks

- Members will be asked by the Chair to make comments or ask questions at this time.
- Members will be able to make comments or ask questions at any time throughout the meeting.
- The Chair and Clerk will manage Councillors requests to speak based on the Chair's discretion to ensure all Councillors are able to participate in keeping with meeting rules.

(D) Oral Submissions of Delegates

- Written submissions received from Delegates in advance of the meeting will be addressed by the Chair following the conclusion of Member Remarks.
- Delegates who have completed electronic registration prior to the meeting shall be added to the Delegate Speaker's List.
- Delegates who have been added to the Delegate Speaker's List will wait until called upon by the Chair by name to speak. To ensure order, the Electronic Meeting Coordinator will disable Participants' audio and video capabilities until called upon by the Chair to speak.
- Delegates will be granted a maximum of five (5) minutes each to make oral submissions.
- Where appropriate in the opinion of the Chair, an Applicant will be granted two (2) minutes to respond to each Delegate's oral submission.
- Oral submissions from Delegates in support of an application will be followed by oral submissions from Delegates in opposition.
- The will Chair call out the name of the Delegate assigned the floor.
- The Chair and the Clerk will manage the Delegate Speaker's List based on the Chair's discretion to ensure all Delegates are afforded the opportunity to make submissions.

(E) Written Submissions

- At the end of the Delegate Speaker's List, the Chair and Members will address any written submissions provided to the Clerk in advance of the meeting not addressed orally by a Delegate.
- Written comments from agencies received by Planning staff in advance of the meeting will then be addressed.

(F) Comments Recess

- The Chair shall call a brief recess at the conclusion of the written submissions portion of the meeting.
- Prior to calling the Comments Recess the Chair shall invite members of the public who have not made written submissions in advance of the meeting to make oral submissions by visiting the link posted on the Municipality's website.
- Members of the public who may be observing via audio teleconference should be asked by the Electronic Meeting Coordinator during the Comments Recess whether they would like to make oral submissions.
- The Electronic Meeting Coordinator shall ensure that electronic registration is re-opened at the commencement of the Comments Recess and that meeting

registration instructions are posted to the Municipality's website contemporaneously with the commencement of the Comments Recess.

(G) Oral Submissions of Other Participants

- Other Participants who access the meeting online during the recess, or those listening via audio teleconference who have expressed a desire to make oral submissions during the recess, shall be added to the Other Participant Speaker's List.
- Other Participants added to the Other Participant Speakers List will wait until called upon by the Chair by name to speak. To ensure order, the Electronic Meeting Coordinator will disable Other Participants' audio and video capabilities until called upon by the Chair to speak.
- Other Participants will be granted no more than two (2) minutes each to make oral submissions.
- Where appropriate in the opinion of the Chair, Applicants will be granted one (1) minute to respond to each oral submission.
- The will Chair call out name of Other Participant assigned the floor.
- The Chair and the Clerk will manage the Other Participant Speaker's List based on the Chair's discretion to ensure all Other Participants are afforded the opportunity to make oral submissions.

(H) Applicant Final Remarks

- The Applicant will be granted two (2) minutes once all oral and written submissions have been addressed to provide final remarks.

INTERNET AND OTHER IT DISRUPTIONS

- In the event of an internet or other IT disruption compromises the ability of the public to stream or participate in the Electronic *Planning Act* Public Meeting, in the opinion of the Chair, the Chair shall call a recess and take such steps as necessary to address the issue and re-convene the meeting in a timely manner or, where this is not possible, adjourn the meeting to a later date.

Township of Lucan Biddulph

BY-LAW NO. 43-2020

A by-law authorizing the execution of a site plan agreement between Glavin Coating & Refinishing Ltd. (hereinafter referred to as the “Owner”) and the Township of Lucan Biddulph (hereinafter referred to as the “Township”)

WHEREAS the Owner and the Township entered into a Site Plan Agreement dated the 3rd day of December, 2019 for the construction of a building more particularly described as a metal clad warehouse and storage building as shown on the Site Plan attached as Schedule “B” to the Agreement;

AND WHEREAS the Owner proposes to enlarge the outdoor storage area encompassing lands to the west (rear yard) and north (interior side yard) and relocate the parking area on the said lands farther west than the approved location as shown on the Site Plan dated July 7, 2020, prepared by SCO-Terra Consulting Group Limited and attached hereto as Schedule “B”;

AND WHEREAS the parcel lies within an area of site plan control;

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

1. That the Corporation of the Township of Lucan Biddulph is hereby authorized to enter into and execute an agreement with the Owner.
2. That the Mayor and Clerk are hereby authorized and directed to execute the said agreement, a copy of which is attached hereto, provided that the agreement is to the satisfaction of the Township’s solicitor
3. This by-law shall come into full force and takes effect on the day of the final passing thereof.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED this 15th day of September, 2020.

MAYOR

CLERK

AGREEMENT AMENDING SITE PLAN AGREEMENT

THIS AGREEMENT made this 15 day of ~~August~~ ^{September}, 2020.

BETWEEN:

GLAVIN COATING & REFINISHING LTD.
(hereinafter called "the OWNER")

OF THE FIRST PART

- and -

THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH
(hereinafter called "the TOWNSHIP")

OF THE SECOND PART

WHEREAS the Owner and the Township entered into a Site Plan Agreement dated the 3rd day of December, 2019 for the construction of a building more particularly described as a 'metal clad warehouse and storage building' as shown on the Site Plan attached as Schedule "B" to the Agreement;

AND WHEREAS the Owner proposes to enlarge the outdoor storage area encompassing lands to the west (rear yard) and north (interior side yard) and relocate the parking area on the said lands farther west than the approved location as shown on the Site Plan dated July 7, 2020, prepared by SCO-Terra Consulting Group Limited and attached hereto as Schedule "B";

AND WHEREAS the parcel lies within an area of site plan control;

NOW THEREFORE the Parties agree:

1. THAT Schedule "B" of the Site Plan Agreement entered into between the Owner and the Township dated December 3, 2019 be replaced by Schedule "B" attached hereto;
2. THAT in all other respects the Parties acknowledge that the Site Plan Agreement dated December 3, 2019, remains in full force and effect and unamended save as set out herein.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective corporate seals under the hand of their proper signing officers duly authorized in that behalf.

Signed, sealed and delivered in the presence of:

GLAVIN COATING & REFINISHING LTD.

Per: Matthew Glavin
Matthew Glavin, President

Witness [Signature]

THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH

As authorized by By-law No. passed this day of September, 2020

Per: Cathy Burghart-Jesson
Cathy Burghart-Jesson, Mayor

Per: Ron Reymer
Ron Reymer, Clerk

SCHEDULE A

TO

AMENDING SITE PLAN AGREEMENT

BETWEEN –

GLAVIN COATING & REFINISHING LTD.

-AND-

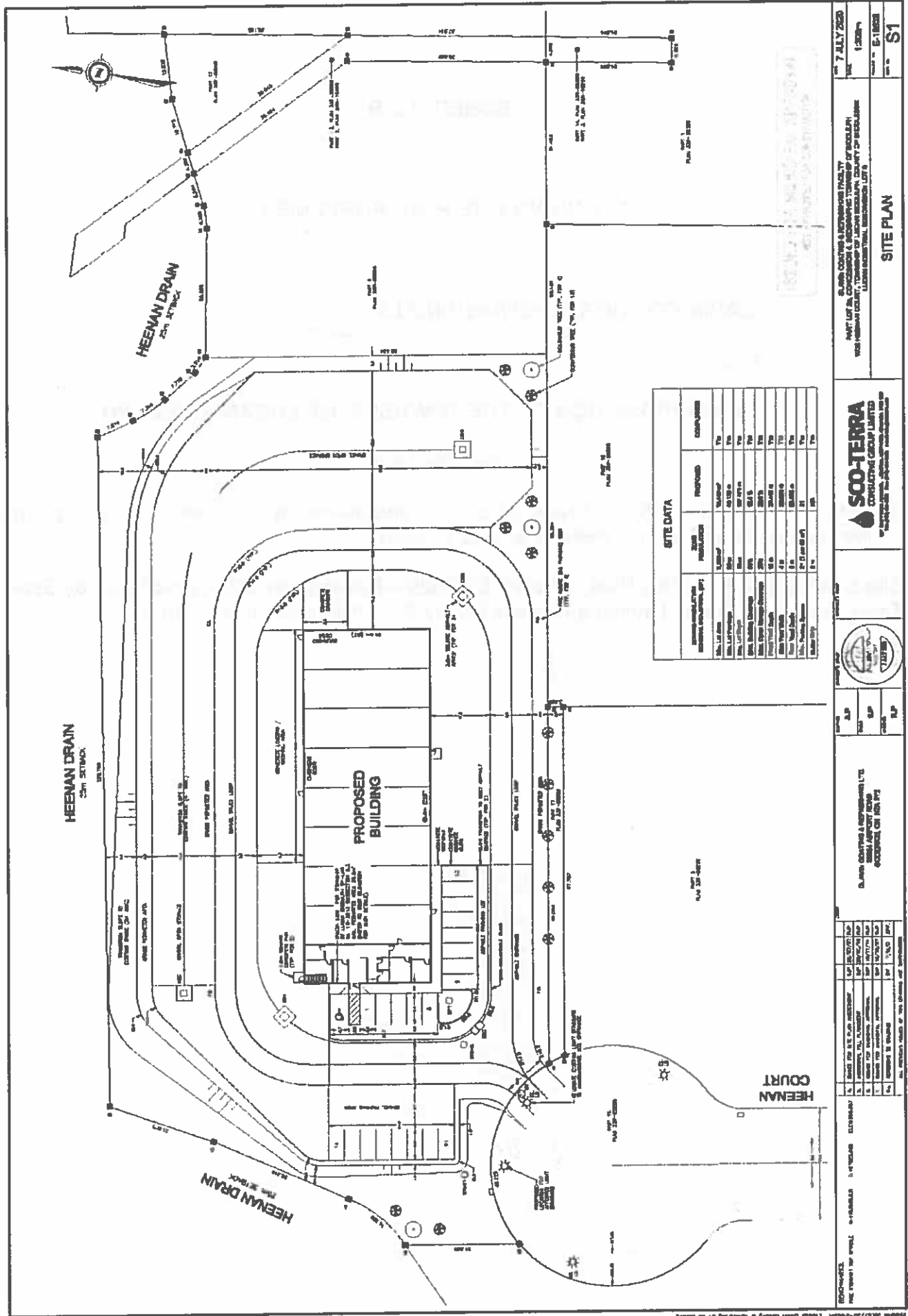
THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH

The "Land"

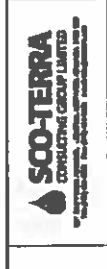
ALL AND SINGULAR that certain parcel or tract of land and premises situate, lying in the Township of Lucan Biddulph in the County of Middlesex and being composed of:

**Part of Lot 25, Concession 4 (geographic Township of Lucan Biddulph) Township of Lucan Biddulph, designated as Part 1 on Reference Plan 33R-20465 and Part 17 on Reference Plan 33R-20206; Subject to an Easement in gross over Part 17 on Reference Plan 33-20206 as ER1249266
PIN 09697-0196**

Site Plan



DATE: 7 JULY 2020
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 SCALE: 1:500
 SHEET NO: S1



GLAVIN COATING & REFINISHING LTD.
 10000 SHEPPARD AVENUE EAST
 SCARBOROUGH, ONTARIO M1S 1T2

- 1. SHOWN FOR THE PROPOSED PROJECT
- 2. SHOWN FOR THE PROPOSED PROJECT
- 3. SHOWN FOR THE PROPOSED PROJECT
- 4. SHOWN FOR THE PROPOSED PROJECT
- 5. SHOWN FOR THE PROPOSED PROJECT
- 6. SHOWN FOR THE PROPOSED PROJECT
- 7. SHOWN FOR THE PROPOSED PROJECT
- 8. SHOWN FOR THE PROPOSED PROJECT
- 9. SHOWN FOR THE PROPOSED PROJECT
- 10. SHOWN FOR THE PROPOSED PROJECT

DATE: 7 JULY 2020
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 SCALE: 1:500
 SHEET NO: S1

SCHEDULE B

TO

AMENDING SITE PLAN AGREEMENT

BETWEEN –

GLAVIN COATING & REFINISHING LTD.

-AND-

THE CORPORATION OF THE TOWNSHIP OF LUCAN BIDDULPH

The "Site Plan"

Site Plan – Project E – 19525 – Drawing No. S1 – undertaken by Sco-Terra Consulting Group Limited and endorsed by R.J. Pellerin on July 7, 2020

Site Servicing and Grading Plan – Project E-19525 – Drawing No. S2 – undertaken by Sco-Terra Consulting Group Limited and endorsed by R.J. Pellerin on July 7, 2020

Township of Lucan Biddulph

BY-LAW NO. 44-2020

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

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

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

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Corporation of the Township of Lucan Biddulph at the September 15, 2020 meeting be confirmed and adopted by By-law.

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

1. That the action of the Council of the Corporation of the Township of Lucan Biddulph in respect of all motions and resolutions and all other action passed and taken by the Council of the Corporation of the Township of Lucan Biddulph, documents and transactions entered into during the September 15, 2020 meeting of Council, are hereby adopted and confirmed, as if the same were expressly included in this By-law.
2. That the Mayor and proper officials of The Corporation of the Township of Lucan Biddulph are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Lucan Biddulph during the said September 15, 2020 meeting referred to in Section 1 of this By-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Township of Lucan Biddulph to all documents referred to in said Section 1.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED
September 15, 2020.

MAYOR

CLERK

TOWNSHIP OF LUCAN BIDDULPH
BY-LAW NO. 207-2020
BEING A BY-LAW TO AMEND THE TOWNSHIP OF
LUCAN BIDDULPH COMPREHENSIVE ZONING
BY-LAW NO. 100-2003

Questcapade Land Development
Olde Clover Village – Phase 3

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. 11 to the Township of Lucan Biddulph Comprehensive Zoning By-law No. 100-2003 is hereby amended by changing from the "site-specific" Residential First Density Exception – Holding (R1-9-H) Zone to the "site-specific" Residential First Density Exception (R1-9) Zone for those lands outlined in heavy solid lines and described as **R1-9** on Schedule "A" attached hereto and forming part of this By-law, legally described as Block 30, Plan 33M759, in the Township of Lucan Biddulph, in the County of Middlesex being Lots 1-14 inclusive, on Reference Plan 33R-20466.

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.

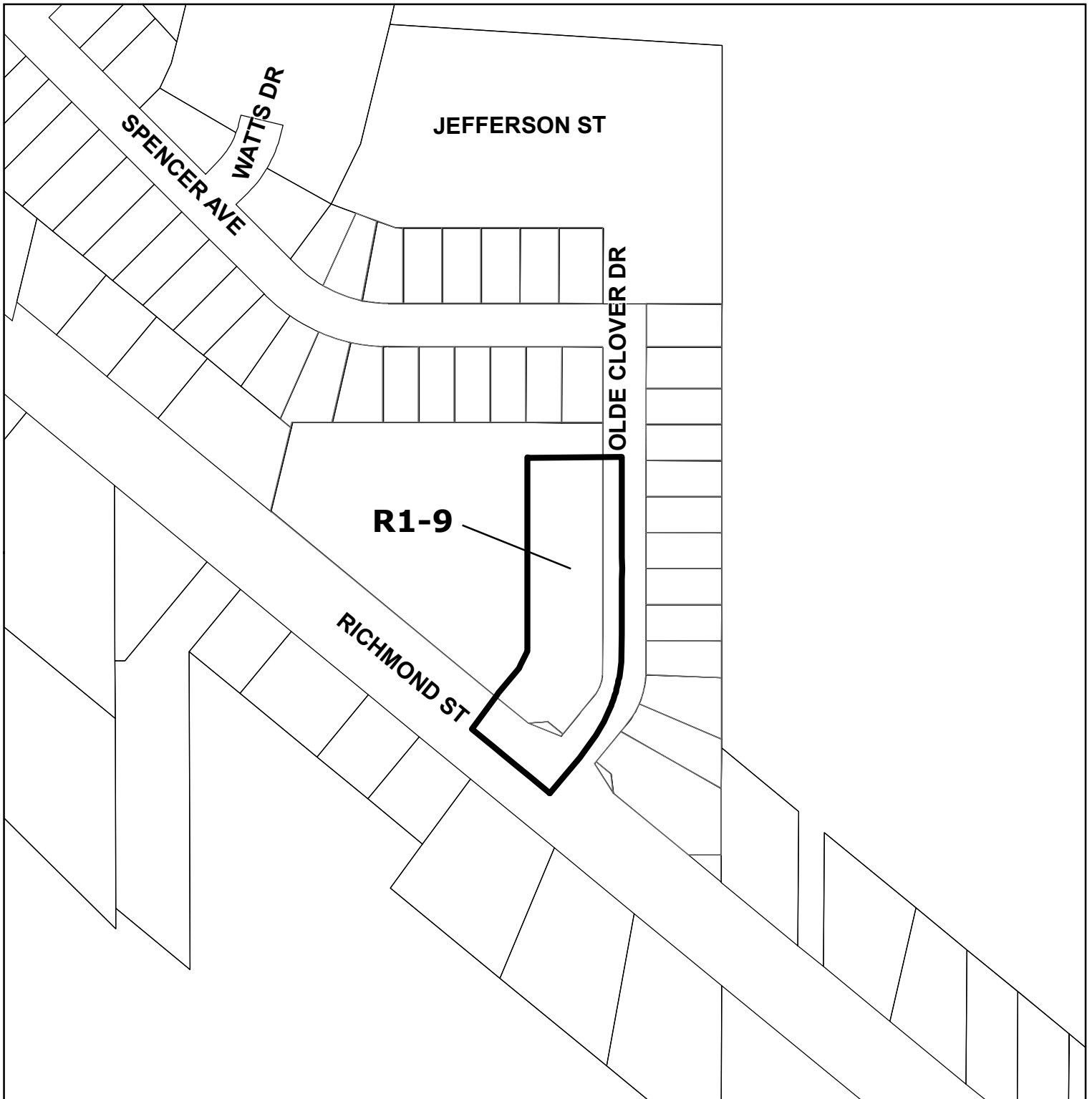
READ A FIRST TIME AND PASSED, READ A SECOND TIME AND PASSED AND READ A THIRD TIME AND PASSED THIS 15TH DAY OF SEPTEMBER, 2020.

MAYOR

CLERK



Township of LUCAN BIDDULPH



THIS IS SCHEDULE "A" TO BY-LAW No. 207-2020
PASSED THIS 15 DAY OF September, 2020.

