



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, SEPTEMBER 17, 2019 6:15 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

1. Call to Order

2. Disclosure of Pecuniary Interest & Nature Thereof

3. In-Camera Session – 6:15 pm property matter

4. Petitions & Delegations

Gavin Houston, Aggregate Ontario
[Aggregate Ontario](#)

5. Adoption of Minutes

[Special Meeting Minutes - August 27 2019](#)
[Council Minutes - Sept 3 2019](#)

6. Business Arising From the Minutes

[BA September 19 2019](#)

7. Communications Reports

1. [Request from Lucan Estates to waive building permit fee](#)
2. [Letter re feral cat concern](#)
3. Balance of Communications:
 - a. [Public Meeting at Lucan Library - Mental Health Services](#)
 - b. [MMAH - updated on Bill 108 More Homes More Choice Act 2019](#)
 - c. [AMCTO 2018 Post Election Survey - Preliminary Results](#)
 - d. [Nominate a Heritage Leader today](#)
 - e. [Proclaim Waste Reduction Week 2019](#)
 - f. [Resolution - City of Kitchener - producer requirements for packaging in Ontario](#)
 - g. [Resolution - City of Kitchener - single use disposable wipes](#)
 - h. [Township of Zorra Resolution - re UTRCA](#)

- i. [Resolution - Township of Perth South - response to Minister Yurek Ltr](#)
- j. [Resolution - Municipality of Hastings Highlands - Septic System Reports](#)
- k. [Resolution - Chatham-Kent - re Legal Aid Funding Cuts](#)
- l. [ABCA - Agenda BOD Meeting, unapproved Minutes. GM's Report](#)
- m. [AMO Watchfile Sept 5 2019](#) [AMO Watchfile Sept 12 2019](#)

8. Committee Reports

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

9. Staff Reports

- a) CAO/Clerks Office
- b) Building/By-law Enforcement
- c) Finance
- d) Planning
- e) Public Works
- f) Parks & Recreation

10. Councillor's Comments

11. Changes to Budget

12. Notice of Motions

13. Motions and Accounts

[Motions - September 17 2019](#)

14. By-laws

[47-2019 Execution of Confidential Agreement of Purchase and Sale](#)

[48-2019 Procurement By-law](#)

[49-2019 Confirming](#)

15. Adjournment

**AGGREGATE ONTARIO**

Box 1-5

963665 Road 96,

Embrow, Ontario

N0J 1J0

(519) 301-2049

<https://aggregateontario.ca>

Mayor and Council
Township of Lucan Biddulph

I will be making a brief presentation to council on Sept 17th regarding our efforts to improve how aggregate is extracted in the region by working directly with aggregate producers and local government.

Part of the Middlesex County OP relates to source water protection and natural heritage. There are also local programs for economic development linked to innovation and agriculture, tourism, green spaces, and job creation. And, though it may not be apparent at first, all of these things relate to aggregate extraction. When combined with the fact local residents are, by and large, against more gravel pits opening up due to the noise, truck traffic, risk to their well water and, unsightly gravel operations, aggregate extraction is of considerable importance to local government, though there is little control over the establishment and operation of pits as it is controlled at the Provincial level. Some municipalities are less directly involved than others, but, as a broader community, aggregate is a big issue.

After working in and around Oxford County for the past 3 years we discovered that there is a disconnect between the aggregate producers and local government. Though aggregate producers play a significant role in some of the local issues, especially with pits that have entered into the water table, they are, for the most part, unaware of local programs and the role they play. As their primary business is aggregate extraction, they also are not necessarily aware of options for improving the land, reducing their carbon footprint, generating additional revenues and creating jobs, and options for secondary uses of the property once extraction has ceased.

In a nutshell, there is a lack of cooperation resulting from a lack of education. We aim to remedy this by hosting a series of Aggregate Summits - bringing local government, aggregate producers and land owners together to open up discussion about how we can all do better. From improved rehabilitation practices and source water protection, re-establishing natural heritage, reducing emissions, innovative farming, unique public spaces and secondary uses, job creation and tourism opportunities, there is much to discuss.

We invite all municipalities to have representatives at the upcoming Summit. This all-day catered event is on November 5th in Embro and is open to two people per Municipality (or aggregate producer) at no charge and \$20 per person over two to help cover food costs.

We are a social enterprise. Revenues are used to reduce the cost of improved rehabilitation products such as Native seed and aquatic plants as incentive to pit owners to improve their rehabilitation practices, and to get important information directly to the aggregate producer.

I will also be asking the Municipality to support us and create a bigger voice by becoming a member of the *Aggregate Ontario Alliance* (\$300 per year available on-line). As governments are the largest purchaser of aggregate, the more local governments that support our efforts, the greater the incentive for producers to participate and help make the industry better for all.

It has only been in the last few weeks that we have been canvassing and we are currently at 100% participation. No council has said no, this includes a number of municipalities, the city of Woodstock, town of Ingersoll and yesterday, Oxford County moved to participate as well. The event on November 5th will be well attended and we hope to see representatives from Lucan Biddulph there as well.

Gavin Houston



Covering Oxford, Middlesex and Norfolk Counties

Aggregate Summit

Tuesday, November 5th, 2019

Embro Recreation Centre

8:00 – reception: coffee/pastries

8:30 – introductions and opening comments

9:00 – Local Government and vision for the future

I. Upper tier programs

- **Future Oxford**
- **Source Water Protection**
- **Natural Gas conversions – (Guest speaker - Murray)**

II. Lower tier programs

-
- **Guest speaker (Mayor Ryan)**

III. Provincial/Federal Programs

- **Tax incentives**
- **Carbon reduction**

10:00 – Coffee break

10:15 – Collaborators

- **Aggregate Ontario, Stewardship Oxford, Ducks Unlimited (Guest speaker), SOFE Initiative, Carolinian Canada (Guest Speaker), County/Township, Nature Conservancy (Guest speaker), OMAFRA, TOARC/OSSGA (?), Gravel Watch, Lions Club, 4H Ontario and many more**

11:30 – Q and A – open discussions

12:00 – Lunch

1:00 – Rehabilitation (Aggregate Ontario)

- **Definition and Divergence explained**
- **Simple changes/Recent changes – better outcome**
- **Options for producer/landowner**
- **Assistance**
- **Secondary uses**
- **Incentives**

4:00 – Conservation Agreements/Easements and taxes

4:30 – Q and A – open discussions

End – (distribution of contact information)

A complete and detailed itinerary will be provided prior to the actual event.



1-(519) 301-2049

Welcome to **Aggregate Ontario** and the **Aggregate Ontario Alliance**

“If there is such a thing as good leadership, it is to give a good example.” Ingvar Kamprad *Founder of IKEA*

Aggregate Ontario is an organization dedicated to helping improve the aggregate industry by providing products and services related to improving rehabilitation and the sustainability of the industry. Working with aggregate producers, local government, land owners, and affiliates, we want to ensure that the land is rehabilitated in a manner in keeping with the goals of local government and improves sustainability by: **protecting source water**, contributing to **natural heritage goals**, creating public **green spaces**, providing unique opportunities for **returning aggregate lands back to agriculture**, and ensuring that aggregate sites continue to contribute to sustainability through **tourism opportunities and job creation**.

One of the ways we can achieve these goals is by bringing everyone involved in the aggregate industry together to educate and collaborate to achieve common goals and help reduce conflict. Everyone needs to be on the same page, for example: protecting source water or, reaching the 30% Natural Heritage threshold-

What is this all about and how can aggregate producers help achieve these goals?

This is why we have established the **Aggregate Ontario Alliance**, a members organization dedicated to bringing everyone together with an interest in the aggregate industry to educate, collaborate and work together to improve the industry. We provide a website, regular news and updates, and are hosting regular **Aggregate Summits** in various regions starting in November of 2019 (see <https://aggregateontario.ca>)

As both upper and lower tier governments own or utilize gravel pits, there is considerable opportunity to lead by example. How are Municipalities and Townships conducting their own operations in order to contribute to sustainable aggregate extraction? Are they using MTO seed mix or Native Seed Mix? Are they performing progressive rehabilitation that protects source water? How will the land contribute to sustainable communities once extraction ends? Are governments purchasing aggregate from sustainable producers?

Please visit us at **aggregateontario.ca** and become a member of the **Aggregate Ontario Alliance**.

In order to help improve the aggregate industry, lead by example and join us in making a difference.

Conflict causes instability...

Collaboration creates Sustainability!





Why the little things matter.

Some perspective on rehabilitation



In 2018 I brought milk weed seeds with me everywhere I went. I started out with about 500,000 seeds and would toss out a hundred or so here and there whenever I found a suitable place. Entrances to gravel pits I was visiting was a preferred spot and places with MTO grass mixes as well. In the fall I got another 500,000 and dispersed them from Niagara to Goderich, wherever I was traveling, no plan, just casually as I went about my day. No one was aware. As MTO seed mix has been the standard for rehabilitation for a long time, for highway jobs and rehabilitation of pits and quarries, it does little to help the environment and appease conservation-minded people. So what difference can adding a little extra seed make?

It is common knowledge that the Monarch Butterfly is in trouble. This butterfly migrates to places like California and Mexico every fall and returns in the spring just like many birds, but its numbers are dwindling. Why? Mainly due to loss of habitat, that being the common Milk Weed. The Monarch **ONLY** lays its eggs on the milkweed plant. No milkweed, no Monarch. But here is the part that many people don't know and what will give a little perspective as to why small changes to rehabilitation can make such a huge difference.

When a female Monarch returns in the spring, it will lay, on average, 400 eggs, one egg per milkweed as it travels along, after which it will die. The egg hatches into a caterpillar and, after a few weeks, morphs into a butterfly that will lay 400 eggs on 400 milkweed plants. This cycle continues until the fall. The last batch of Monarchs to hatch in the fall are the ones that migrate to the south to over-winter. Each year we get 4 batches of butterflies and a migratory set that survives the winter to start the process over each spring.

At a driveway approach I dropped a few seeds last fall and there are ten milkweeds growing there now where there was just grass before. In June when I checked, there were 10 caterpillars munching away on the leaves. Odds are only one of the ten will survive to become a butterfly and lay eggs, but that means 400 new caterpillars. Of those 400, only 40 (10%) will survive and only half will be females. That means 20 butterflies laying 400 eggs. That's 8,000 eggs of which 800 will survive and if half are females,



Actual picture of the ten plants



that's 160,000 eggs! (400x400). If 10 percent survive, that's 16,000 butterflies of which half are female laying 400 eggs which means **3,200,000** eggs. The survivors will be the ones to migrate and return in the spring and start the cycle all over again.

A handful of seeds. Ten plants. One survivor to 3,200,000 eggs in one summer.

And I planted a million seeds!

Now this is rather simplistic. Not all plants will get eggs on them and survival of the caterpillars and butterflies is far from guaranteed, especially for the ones that migrate. One storm at the wrong time can decimate the entire years population. But...

For the cost of a single tandem of gravel per acre, the difference in the type of rehabilitation being performed can be significant. It can go a long way to improving not only the environment, but company image and the relationship with those opposed to aggregate extraction.

Thank you to Bryan Smith of Gravel Watch for his contribution of milkweed seeds last fall.

Little things matter, if you put it in perspective.



The Corporation of the Township of Lucan Biddulph Special Meeting Minutes

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

Also Present: R. Reymer- CAO/Clerk, L. deBoer, Economic Development Officer, K. Langendyk-Treasurer, Cara Finn, County of Middlesex Economic Development Officer and David Woodward, Township Solicitor from the firm of Lerner & Associates.

Call To Order

Mayor C. Burghardt-Jesson called the special meeting to order at 8:01 a.m. at the Township Office

Declaration of Pecuniary Interest & Nature Thereof

None.

1/ In-Camera

Moved by A. Westman

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph does now adjourn to a Committee of the Whole in-camera session at 8:02: a.m. to discuss a property matter with Ms. deBoer, Mrs. Langendyk, Ms. Finn, Mr. Woodward and Mr. Reymer remaining.

CARRIED

2/ Rise from In-Camera Session

Moved by D. Regan

Seconded by D. Manders

Resolved that the Committee of the Whole in camera does now rise and Council reconvene at 9:28 a.m.

CARRIED

3/ Direction from In-Camera Session

Moved by D. Manders

Seconded by D. Regan

Resolved that Staff be given direction with regards to the confidential agreement of Purchase and Sale with regards to a parcel of land within the Township's municipally owned industrial park.

CARRIED

4/ Adjourn

Moved by D. Manders

Seconded by A. Westman

Resolved that the special meeting be adjourned at 9:29 a.m.

CARRIED

The Corporation of the Township of Lucan Biddulph Council Minutes

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

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

Call To Order

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

Declaration of Pecuniary Interest & Nature Thereof

Delegations

JACOBS

Lucas Egli from JACOBS attended to advise of a change in overall responsible operator (ORO) for the Lucan Biddulph drinking water systems. Mr. Egli advised that he has been designated as the ORO for Lucan Biddulph in place of Joe Arnold, who recently retired. He further noted that log books and paperwork will transition tomorrow and the Ministry will be notified of the change to the drinking water profile.

1/ JACOBS - Notice of Appointment

Moved by D. Manders

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph accepts the recommendation from JACOBS to appoint Lucas Egli as the designated Overall Responsible Operator for the Lucan Biddulph Drinking Water Systems.

CARRIED

OCWA

Jackie Muller and Rod Dupuis of OCWA presented the 2nd quarter 2019 report on the operation of the Township's sanitary sewer facilities. Mr. Dupuis stated there have been no compliance issues for either Lucan or Granton's facilities and further that high peak flow activity was due to heavy rain falls in the Spring.

Deputy Mayor Manders asked if there is ever a concern with the current size of our lagoons. Mr. Dupuis advised they are perfect for Lucan Biddulph's requirements at this time and to date there has not been the need for expansion or dredging of the lagoons.

Mrs. Muller advised that based on recommendations from an Energy Efficiency Service Provider program and implementation of VFD's on the existing return activated sludge pump motors, increased efficiency and energy costs savings has resulted at the Lucan Wastewater Treatment Plant. She presented a cheque for \$1,673.90 from the Hydro One Incentives program to the Township of Lucan Biddulph. Mayor C. Burghardt-Jesson thanked Mrs. Muller and Mr. Dupuis for the cheque and their efforts with this program. Both delegations then exited the meeting.

2/ Minutes

Moved by D. Regan

Seconded by D. Manders

That the public meeting minutes, regular council minutes and in-camera meeting minutes of August 13, 2019 be approved as circulated.

CARRIED

Communications Reports

R. Reymer commented on the Message from the Minister of Infrastructure which announced that the Community, Culture and Recreation (CCR) stream of the Investing in Canada Infrastructure Program will launch on September 3, 2019. He advised this is the grant we are applying for towards Phase 2 of the Community Centre renovation project and further that Anand Desai from Monteith Brown Consulting has been retained to complete our application. R. Reymer noted the application deadline is November 12, 2019 however we plan to have ours submitted as soon as possible.

Mayor C. Burghardt-Jesson commented on the highlights from the AMO Conference in particular the reference to OMPF and the fact that there will be no changes to the structure of this program for 2020. R. Reymer added that changes to the Community Benefit Charges stipulate that collection of fees on soft services such as community facilities and parks for example are no longer eligible for Development Charges fees.

Committee Reports

ABCA & UTRCA

Councillor A. Westman advised that Minister Yurek's announcement has both Conservation Authorities scrambling to re-configure programs and services currently offered. He noted the proposed changes to the Conservation Authorities Act through Bill 108 and funding cuts are going to make it difficult for CA's to continue operating as they have been.

Staff Reports

CAO/Clerk

R. Reymer reviewed the proposal letter received from BM Ross Engineer's regarding possible costs for project management services, in particular the expansion of the sewage treatment plant required to accommodate growth in Lucan. The proposal suggested a budget of \$100,000 for project management services over the next 4-5 years. R. Reymer stressed the importance of having this support in place to keep moving forward with future growth. Deputy Mayor D. Manders noted the same concern and that it makes sense to proceed with BM Ross to keep things moving along.

R. Reymer reviewed his report regarding fire inspection services. R. Reymer noted the change in services provided by the County which resulted in lower tier municipalities hiring their own fire inspector. He advised that Mr. Steve Guay, senior fire inspector with the County of Middlesex is available to assist us with this service and the Municipality of South Huron has offered to assist as back-up when needed. A few questions were raised from council including ensuring the contract states services on an as needed basis.

R. Reymer reviewed his report regarding the Nagle Drive watermain project. He advised that the adjoining land owner has agreed to permit installation of the watermain along their property, rather than on the MTO road allowance, however would like municipal water extended to their home at the corner of Roman Line and Airport Line. R. Reymer noted the extra costs that will be incurred to do so and explained the costs could be recovered at some time in future when the waterline is extended further south on Richmond Street and south on Roman Line. It was noted that an expression of interest has already been received to further extend water south on Roman Line and east to the Elginfield area. His report recommended that council agree to carry up to \$100,000.00 of the costs which would keep the cost to each of the 12 residents on Nagle Drive at approximately \$20,000.00.

R. Reymer discussed the Procurement Policy and some additional comments that were brought forward from Councillor P. Mastorakos regarding the exceptions listed within the policy. Adoption of the policy was deferred for further review.

Finance

K. Langendyk advised that supplemental property tax bills were sent out last week and a letter was included explaining the process and purpose of supplemental bills. She further added that there seems to be less questions arising from the supplemental bills this year.

Parks & Recreation

P. Smith reviewed his report regarding grass maintenance along the Benn Drain and storm water retention pond within the Ridge Crossing subdivision. He advised that a site visit was completed with Geoff Cade and Ian Jean from the Ausable Bayfield Conservation Authority (ABCA) and a long term plan for vegetation growth and maintenance was discussed.

P. Smith advised that a resident from Olde Clover Village subdivision has approached him and would like to start a fundraising campaign to assist with playground equipment for the dedicated parkland space. P. Smith further advised that the Township has not assumed this subdivision yet and playground equipment is in the capital budget plans for 2022. Mayor C. Burghardt-Jesson commented that it is always nice to have community involvement and referred to Granton Park Committee as an example.

P. Smith advised that an open house information night is scheduled at the community centre for Monday, Sept. 9th to provide residents with information regarding the programs being offered and volunteer opportunities available.

Economic Development

L. deBoer reviewed her report regarding 2019 Baconfest. She noted this was the first year that the Township assumed the concert event responsibilities and that revenue was higher than expected this year. She further advised that they estimate 35,000 people attended the daytime events. The report requested authorization to proceed with booking concert entertainment for 2020 as well as surplus funds that exceed \$25,000.00 be allocated to the community centre renovation project. Councillor P. Mastorakos raised some questions regarding the financial statements. Mayor C. Burghardt-Jesson advised that Baconfest is a line item on the Budget that the Township takes responsibility for.

L. deBoer advised that the County of Middlesex economic development department recently launched a new website called “Work in Middlesex” The website is a great tool for people searching for jobs in our County as well as employers looking to advertise. L. deBoer displayed some video footage promoting the website which featured Lucan Biddulph Parks & Recreation coordinator, Abby Vandermuren.

Councillor’s Comments

Deputy Mayor D. Manders advised he has received a concern from a resident regarding excess soap being used during the washing of fire trucks and the run-off that takes place into our storm drains as a result. Chief R. DeBrouwer was in the gallery and advised he will address this concern and ensure environmentally safe products are used.

Councillor D. Regan relayed concerns regarding the need for safe disposal of toxic waste. He requested that staff provide information regarding the feasibility of including toxic waste drop-offs twice annually in our Township. J. Little advised the concern may be handling it at off-site locations, but would look into options and provide a report to council.

3/ CSWB Training

Moved by A. Westman

Seconded by D. Regan

That the Council of the Township of Lucan Biddulph authorize Ron Reymer and Tina Merner to attend the Community Safety and Well-Being Planning Training – Part 1 in London on October 9, 2019 at a cost of \$225 per person (including HST).

CARRIED

4/ Fire Inspection Services

Moved by D. Regan

Seconded by A. Westman

That the Council of the Township of Lucan Biddulph accept the report as presented on September 3, 2019 regarding Fire Inspection services and further authorize staff to prepare an Agreement with Mr. Steve Guay with regards to the provision of fire inspection services.

CARRIED

5/ Nagle Drive watermain extension

Moved by D. Manders

Seconded by D. Regan

That the Council of the Township of Lucan Biddulph agrees to carry up to \$100,000.00 of the Nagle Drive Water Main extension costs with that cost to be recovered from a future extension and further directs staff to meet with the residents of Nagle Drive to update them on recent changes and to confirm their approval to continue with the project.

CARRIED

6/ BM Ross Engineers – project manager for Sewage Treatment Plant expansion

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph authorizes staff to proceed with BM Ross Engineers as our project manager for the expansion of the sewage treatment plant.

CARRIED

7/ Baconfest 2020

Moved by D. Manders

Seconded by A. Westman

Resolved that Council of the Township of Lucan Biddulph accepts the recommendation of L. deBoer to move forward with the 2020 Baconfest Entertainment booking. AND FURTHER that any surplus funds that exceed \$25,000 from Baconfest event 2020 be allocated to the Arena Renovation Project.

CARRIED

8/ Municipal Finance 101 Course

Moved by D. Regan

Seconded by D. Manders

That the Council of the Township of Lucan Biddulph authorize Kathryn Langendyk to enrol in Municipal Finance 101 – Fundamentals program offered through MFOA for the Fall 2019 term at a registration cost of \$595.74 (including HST).

CARRIED

9/ By-Laws

Moved by D. Manders

Seconded by A. Westman

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

- 45-2019 Agreement – IMOS Winter Maintenance
- 46-2019 Confirming Bylaw

CARRIED

10/ Adjournment

Moved by A. Westman

Seconded D. Manders

Resolved that the Council meeting be adjourned at 8:48 p.m.

CARRIED

Business Arising – Minutes of September 3, 2019

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

Previous Meetings

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

LUCAN ESTATES INC.

August 22, 2019

Township of Lucan Biddulph

Attention: Ron Reymer

Dear Ron:

Lucan Estates Inc. is building a picnic structure in the park on Spencer Ave in Lucan that will be assumed by the town. We have applied for the permit for this structure and there will be a fee for same.

We are asking council to waive this fee as this will eventually belong to the town.

Thank you for your consideration in this matter.

Yours truly

A handwritten signature in black ink, appearing to read 'Bob'.

Bob Walters – Project Manager
Lucan Estates Inc.

From: Phylis U'Ren [<mailto:phylis.uren@gmail.com>]

Sent: Thursday, September 05, 2019 9:18 AM

To: Joanne Latta <jlatta@lucanbiddulph.on.ca>

Subject: Feral Cats

Dear Joanne,

Thank you for your assistance on Tuesday September 3rd regarding a problem I'm having with feral cats in downtown Lucan. Following your suggestion, I spoke with Lobo Animal Control and the London Humane Society. Alas, neither of these organizations will take in feral cats from Lucan. I was given the contact information for two animal rescue groups in London but neither of these could offer immediate assistance and both required that the cats be quarantined and receive shots before they'd even consider putting them on a 'wait list'.

Unfortunately, I am not in a position to resolve this annoying issue on my own (no car, no money, and not my responsibility). The problem is particularly aggravating as it is brought about by a neighbour that insists on feeding these cats and he himself has 3 cats - two of which are unfixed females currently in heat!!

I believe I should be able to get help from my Municipal Office and find it frustrating to discover that there is no help from this source. Really??!!

Yours in frustration,

Phylis U'Ren

2-178 Main Street

226 236 1662

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Phylis

Public Meeting

**Join the discussion!
Share your input and
help us improve
mental health services
through this community
networking event at the
Lucan Public Library.**

**Wed Sept 25
6pm**



The Lucan Library will be holding a public information session to discuss the current resources and services available in the community of Lucan Biddulph in support of mental health.

As an established agency we invite you to attend this meeting on Wednesday, September 25 at 6pm to offer your insights. The discussion will centre on the questions below and we would appreciate your participation and feedback.

Light refreshments will be provided.

1. What is your impression of mental health support in the community?
2. What strengths and/or gaps in service can you identify?
3. Where would you look to access information and services relating to mental health?

Please RVSP to Leigh Robinson (lrobinson@middlesex.ca) by Friday, September 20, 2019.

We look forward to starting the discussion on community mental health.

Kind regards,

Leigh Robinson

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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

19-4093

Dear Head of Council:

Our government believes everyone deserves a place to call home. Inadequate supply and high housing costs have made housing unattainable for too many people in Ontario. We want to put affordable home ownership in reach of more Ontario families, and provide more people with the opportunity to live closer to where they work.

That is why I am pleased to provide you with an update on the [More Homes, More Choice Act, 2019](#), which was passed by the Legislature on June 6, 2019.

In Effect Date

Schedule 12 of the *More Homes, More Choice Act, 2019* makes changes to the *Planning Act*. All changes, except for those related to community benefits charges, came into force on September 3, 2019, as specified by proclamation. This includes changes to:

- Broaden the Local Planning Appeal Tribunal's jurisdiction over major land use planning matters (i.e., official plans and zoning by-laws) and give the Tribunal the authority to make a final decision on appeals of these matters based on the best planning outcome;
- Reduce timelines for municipalities to make planning decisions;
- Remove certain "third party" appeals;
- Authorize the Minister of Municipal Affairs and Housing to mandate the use of a community planning permit system in or around specific locations to promote intensification around transit;
- Require municipalities to authorize in their official plans and zoning by-laws additional residential units in both a primary dwelling and ancillary building or structure; and
- Promote the development of affordable housing near transit by focusing the use of inclusionary zoning.

Regulations

To help implement the *Planning Act* changes, amendments to existing regulations under the Act also came into force at the same time as the related legislative provisions.

These regulations were filed on August 29, 2019 and include changes to:

- Set out transition rules for planning matters that are in process;
- Remove or update certain redundant or out-dated provisions and references;
- Remove the ability to appeal (except by the province) the implementing by-law when a municipality is required to establish a community planning permit system through a Minister's order; and

-2-

- Clarify that the new community benefits charge by-law will not apply in areas within a municipality where a community planning permit system is in effect.

A new regulation for additional residential units (ARUs) was also filed on August 29, 2019 and helps remove certain zoning barriers to the creation of additional residential units by establishing the following requirements and standards:

- One parking space for each ARU, which may be provided through tandem parking as defined;
- Where a municipal zoning by-law requires no parking spaces for the primary residential unit, no parking space would be required for the ARUs;
- Where a municipal zoning by-law is passed that sets a parking standard lower than a standard of one parking space for each ARU, the municipal zoning by-law parking standard would prevail;
- An ARU, where permitted in a zoning by-law, may be occupied by any person regardless of whether the primary residential unit is occupied by the owner of the property; and
- An ARU, where permitted in a zoning by-law, would be permitted without regard to the date of construction of the primary or ancillary building.

Our proposal for the new and amended regulations was posted on the [Environmental Registry of Ontario](#). All comments received were carefully considered.

You can view copies of the new and amending *Planning Act* regulations on Ontario's e-Laws:

- [New Ontario Regulation 299/19](#) – “Additional Residential Units”
- [Ontario Regulation 296/19](#) – amending Ontario Regulation 174/16 “Transitional Matters - General”
- [Ontario Regulation 297/19](#) – amending Ontario Regulation 543/06 “Official Plans and Plan Amendments”
- [Ontario Regulation 298/19](#) – amending Ontario Regulation 544/06 “Plans of Subdivision”
- [Ontario Regulation 301/19](#) – amending Ontario Regulation 173/16 “Community Planning Permits”
- [Ontario Regulation 300/19](#) – amending Ontario Regulation 232/18 “Inclusionary Zoning”

If you have any questions about the changes to the *Planning Act* and related regulations, please email PlanningConsultation@ontario.ca.

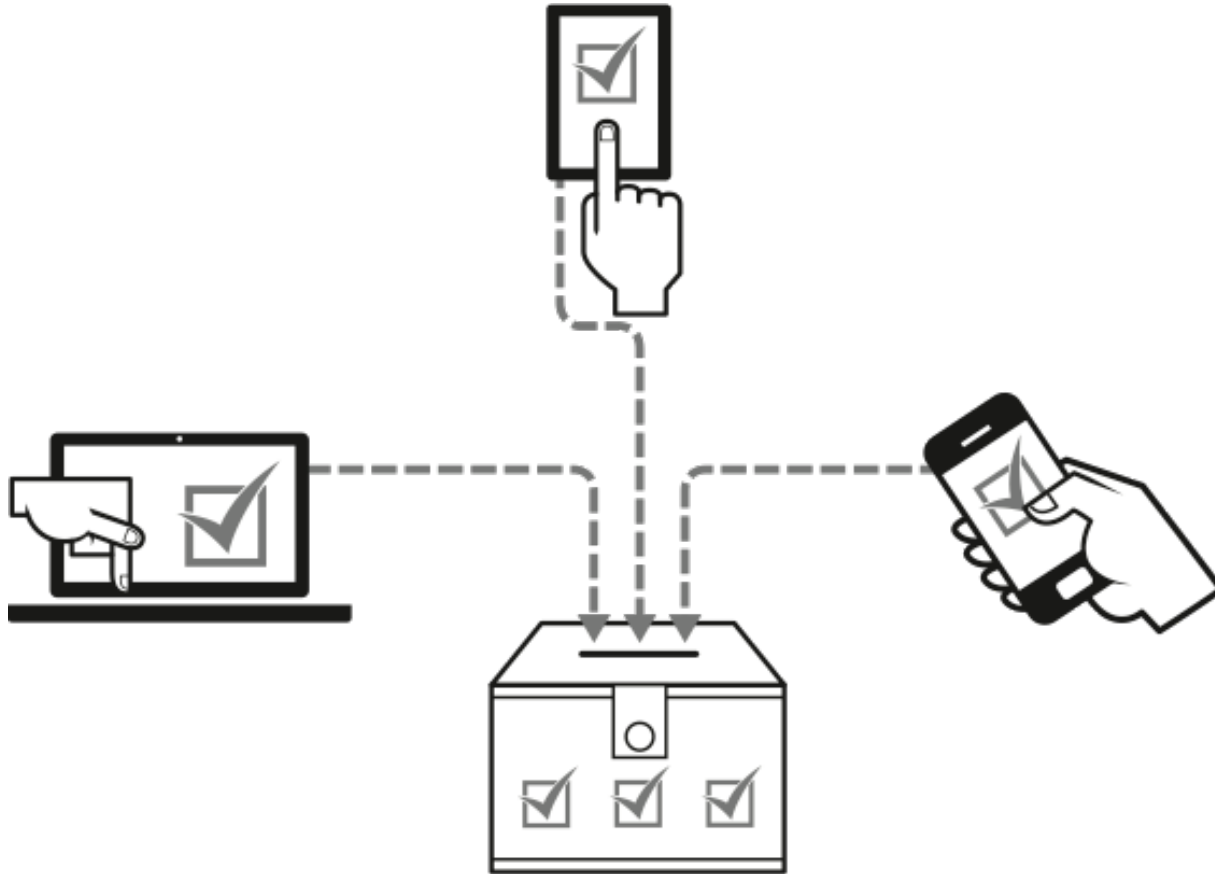
Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

AMCTO 2018 POST-ELECTION SURVEY: PRELIMINARY RESULTS



AMCTO 2018 POST-ELECTION SURVEY

Background:

263 respondents from a range of municipalities, an increase from 119 respondents in 2014.

Administered November 2018 – January 2019.

Data set (without respondent IDs) will be posted in the members-only section of the AMCTO website.

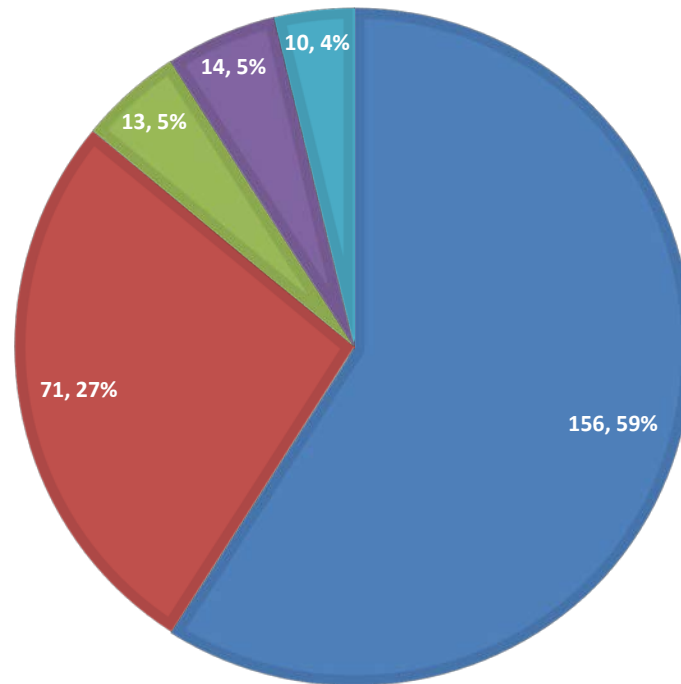
Contact Us:

Adam McDonald
Policy Advisor
amcdonald@amcto.com

Rick Johal
Director, Member and Sector Relations
rjohal@amcto.com

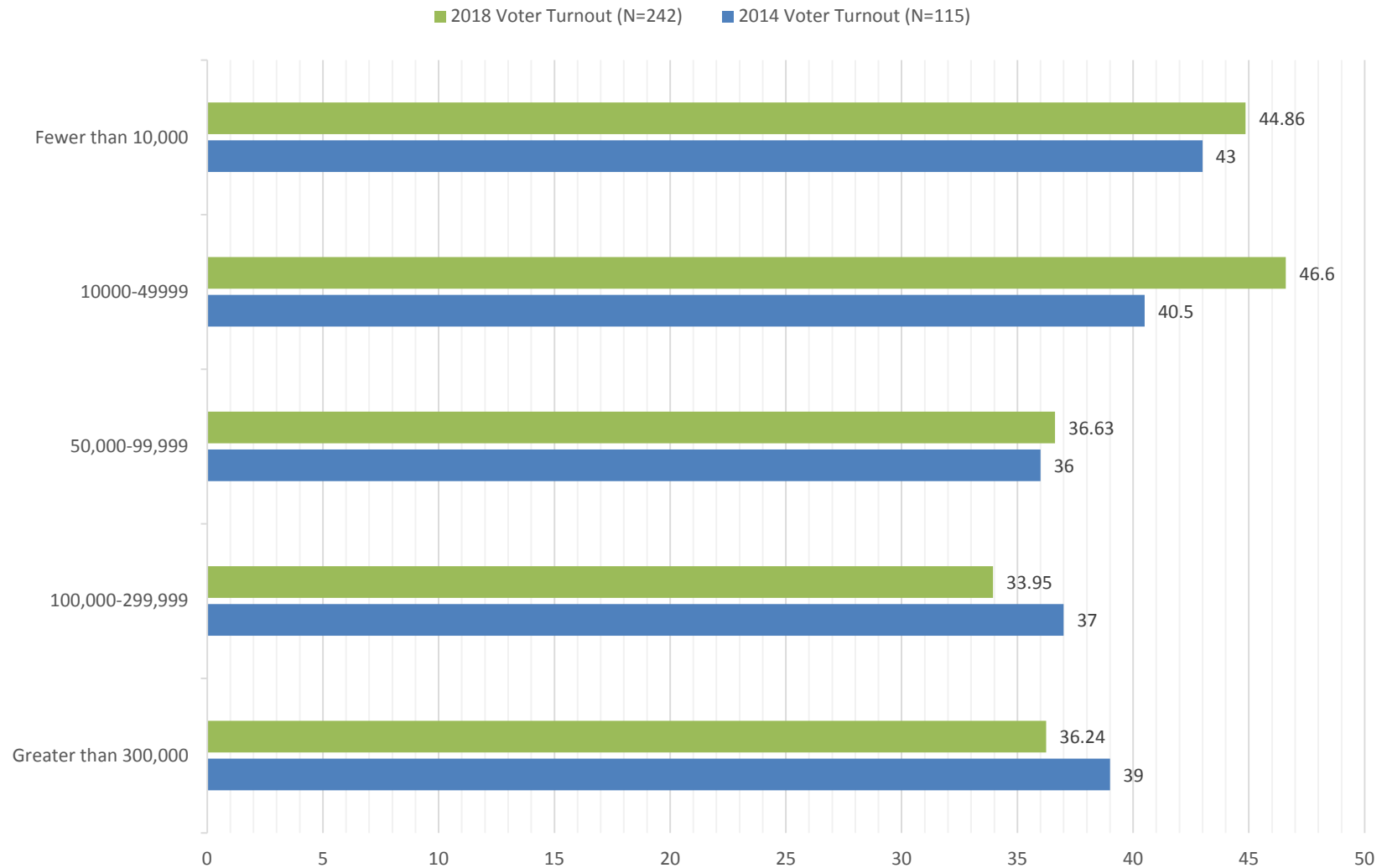
RESPONDENT MUNICIPALITIES, by population size

■ Fewer than 10,000 ■ 10,000 – 50,000 ■ 50,000 – 100,000 ■ 100,000 – 250,000 ■ More than 250,000

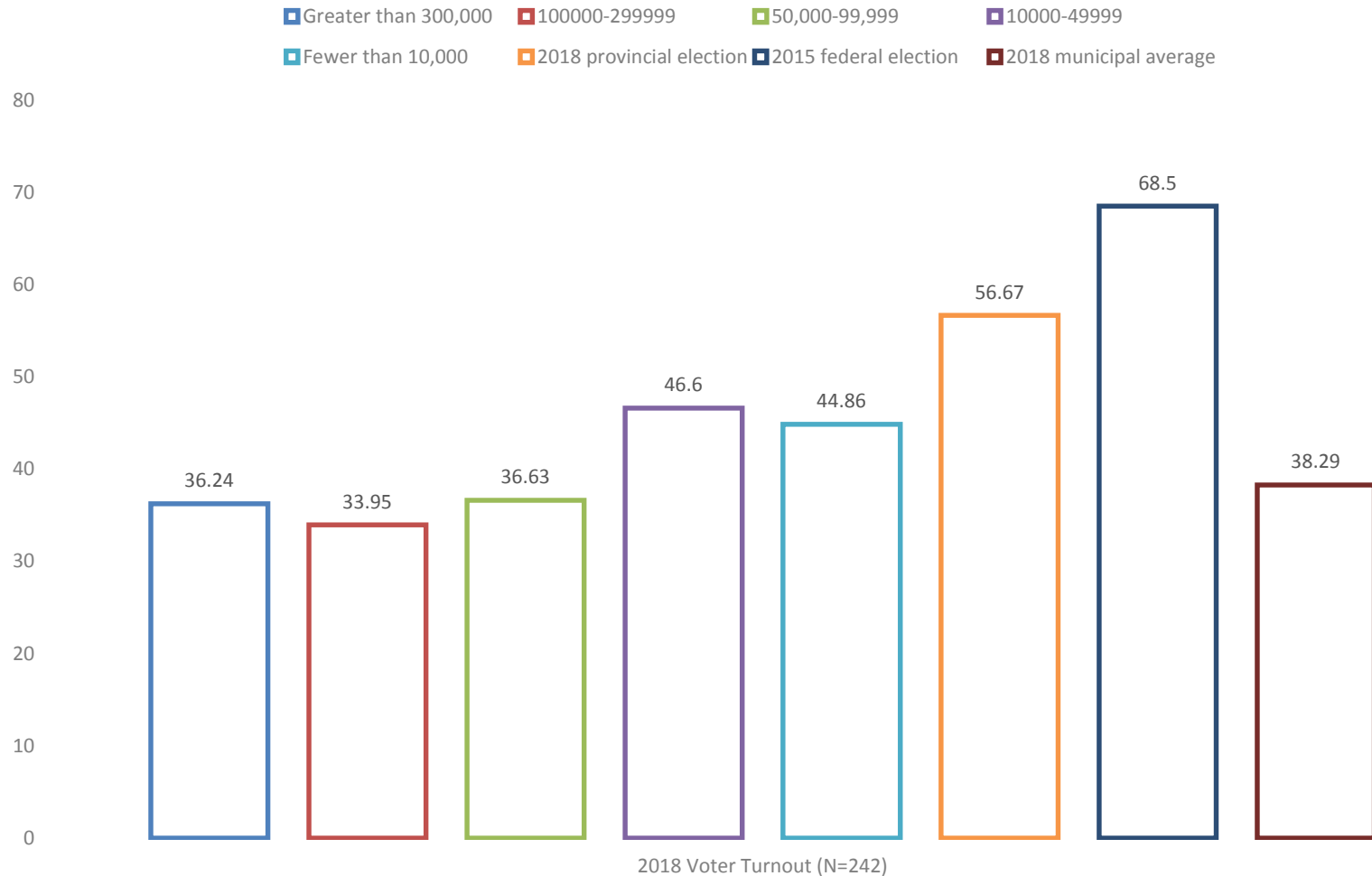


Population	Survey Respondents	AMO Data
Less than 10K	156/263 (59%)	267/444 (60%)
10,000 – 50,000	71/263 (27%)	25/444 (25%)
50,000 – 100,000	13/263 (5%)	31/444 (7%)
More than 100K	24/263 (9%)	36/444 (8%)

VOTER TURNOUT PERCENTAGE, BY POPULATION:

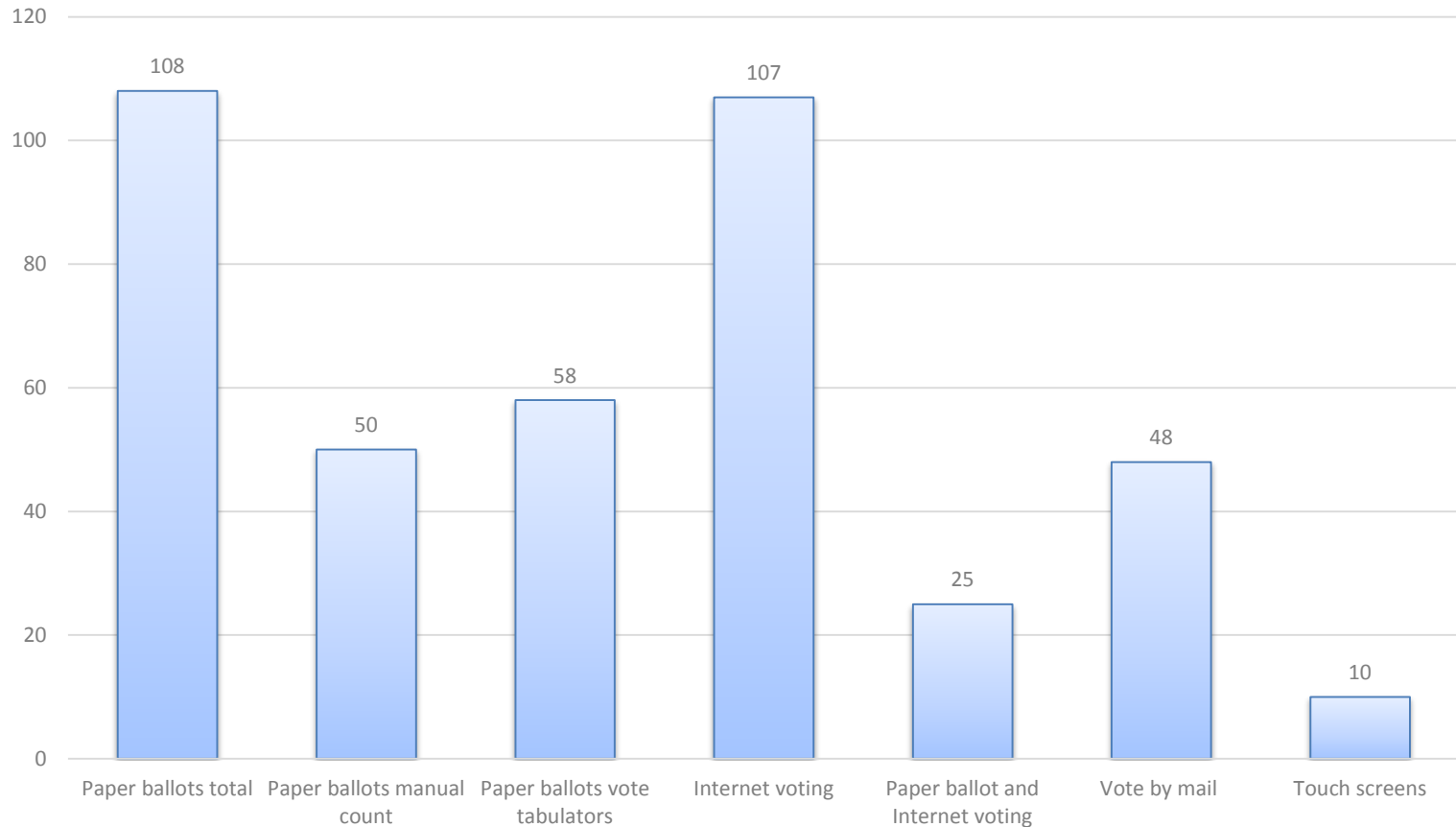


2018 VOTER TURNOUT, BY POPULATION: COMPARISON WITH FEDERAL, PROVINCIAL, MUNICIPAL AVERAGES



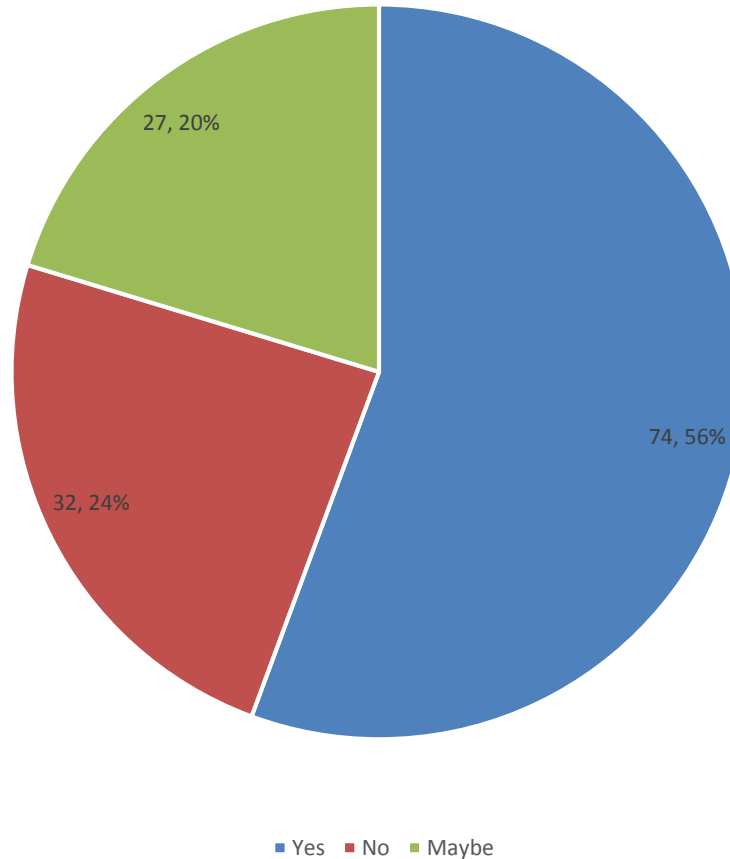
VOTING METHODS

Which voting methods did you use during the 2018 election?



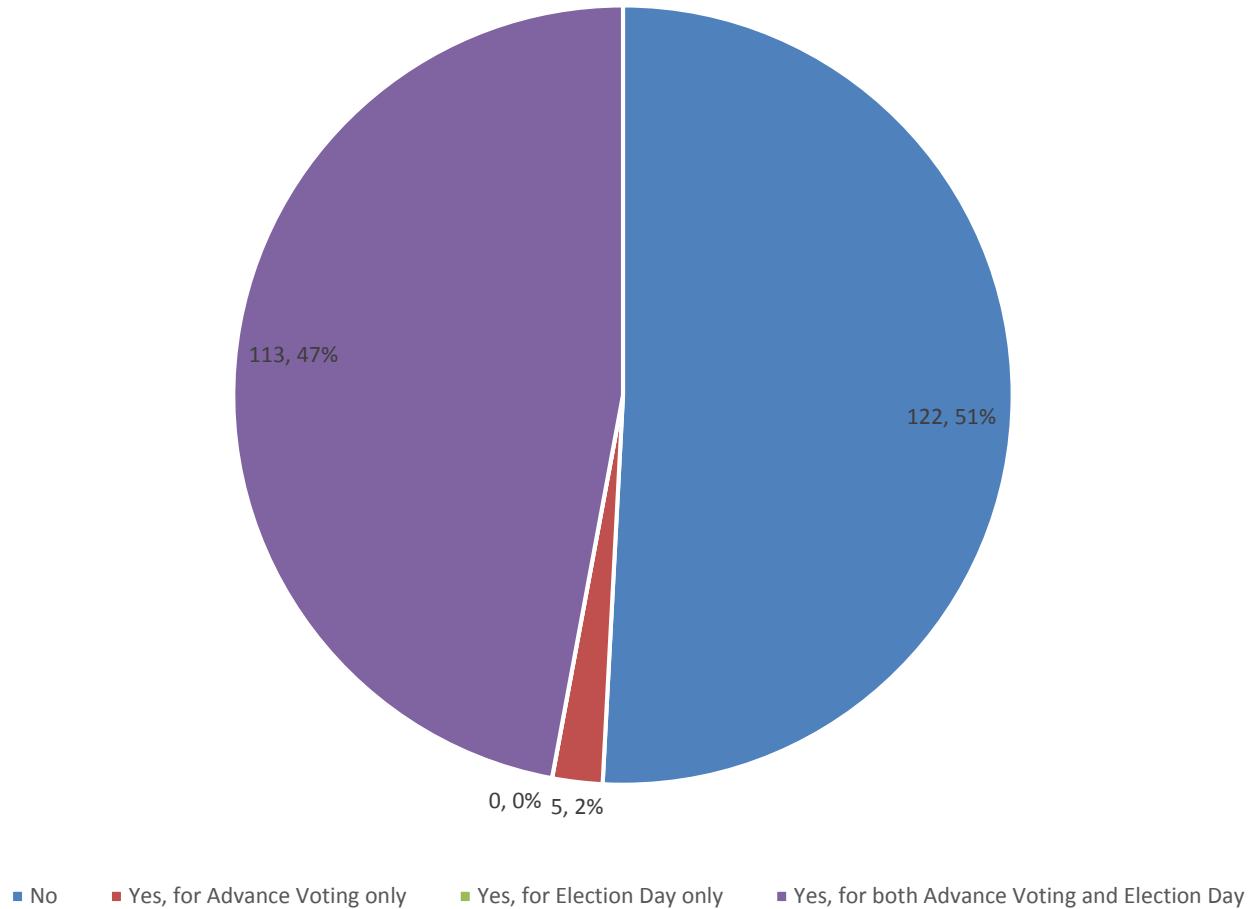
TABULATORS

Would you recommend using vote tabulators in the 2022 election?



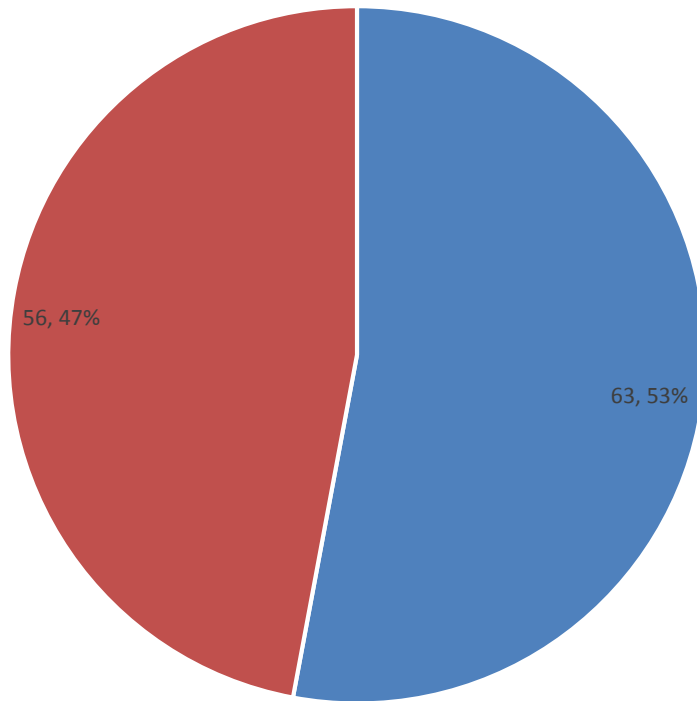
INTERNET VOTING: USE

Did you use Internet Voting in 2018?
(N=240)



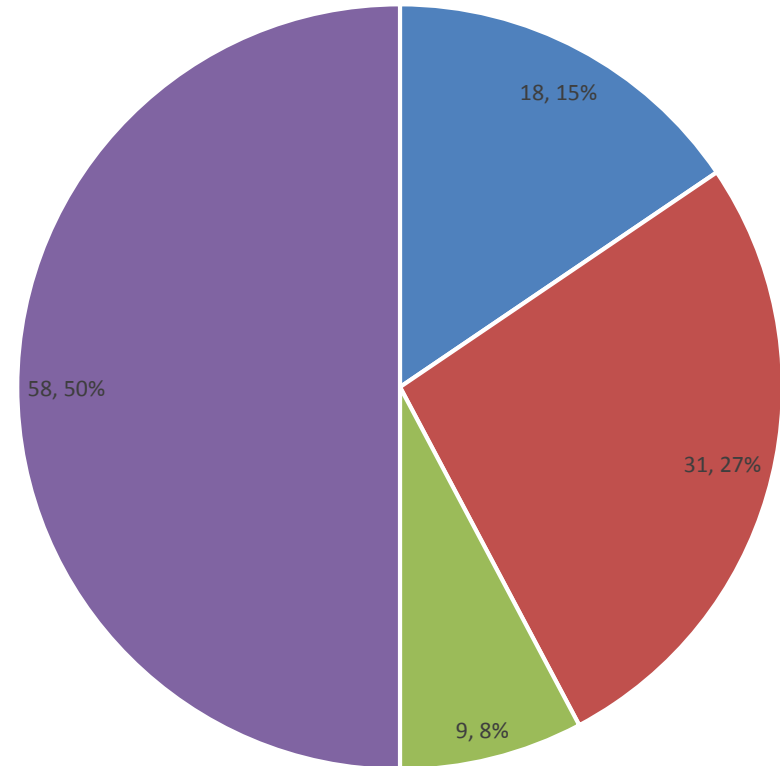
INTERNET VOTING: USE

Was this the first election your municipality used Internet voting?
(N=119)



■ Yes ■ No

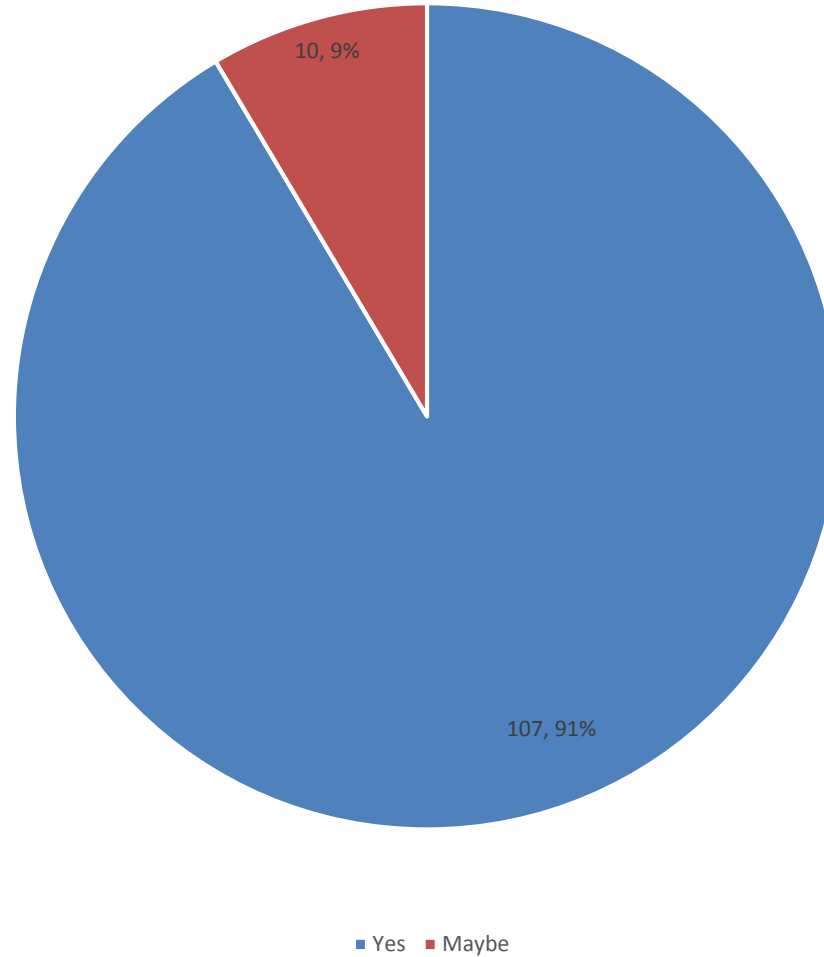
Why did you decide to use Internet voting?
(N=116)



■ Improved voter turnout ■ Modernization ■ Cost ■ Improved accessibility

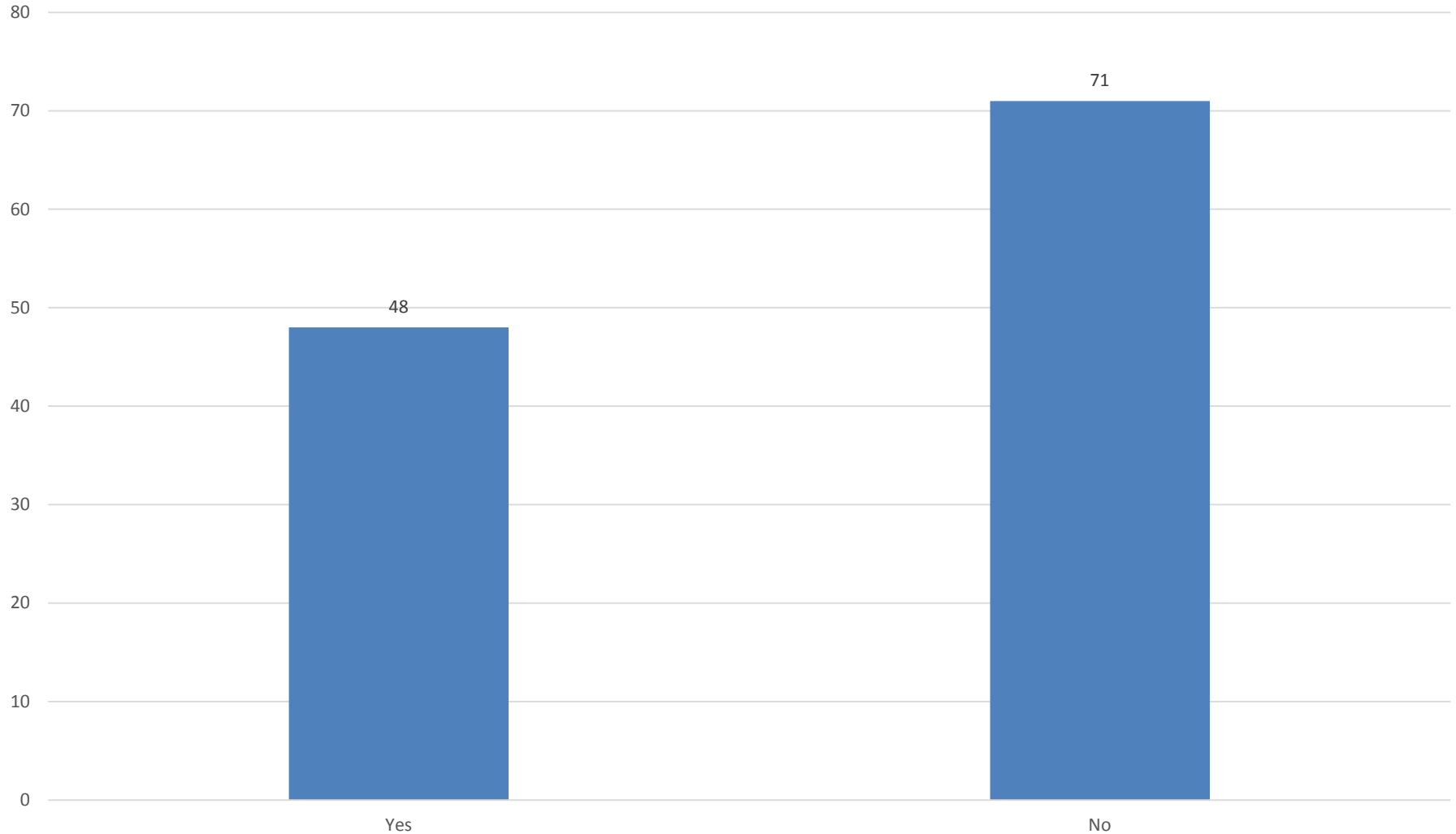
INTERNET VOTING: USE

Would you recommend using internet voting again? (N=117)



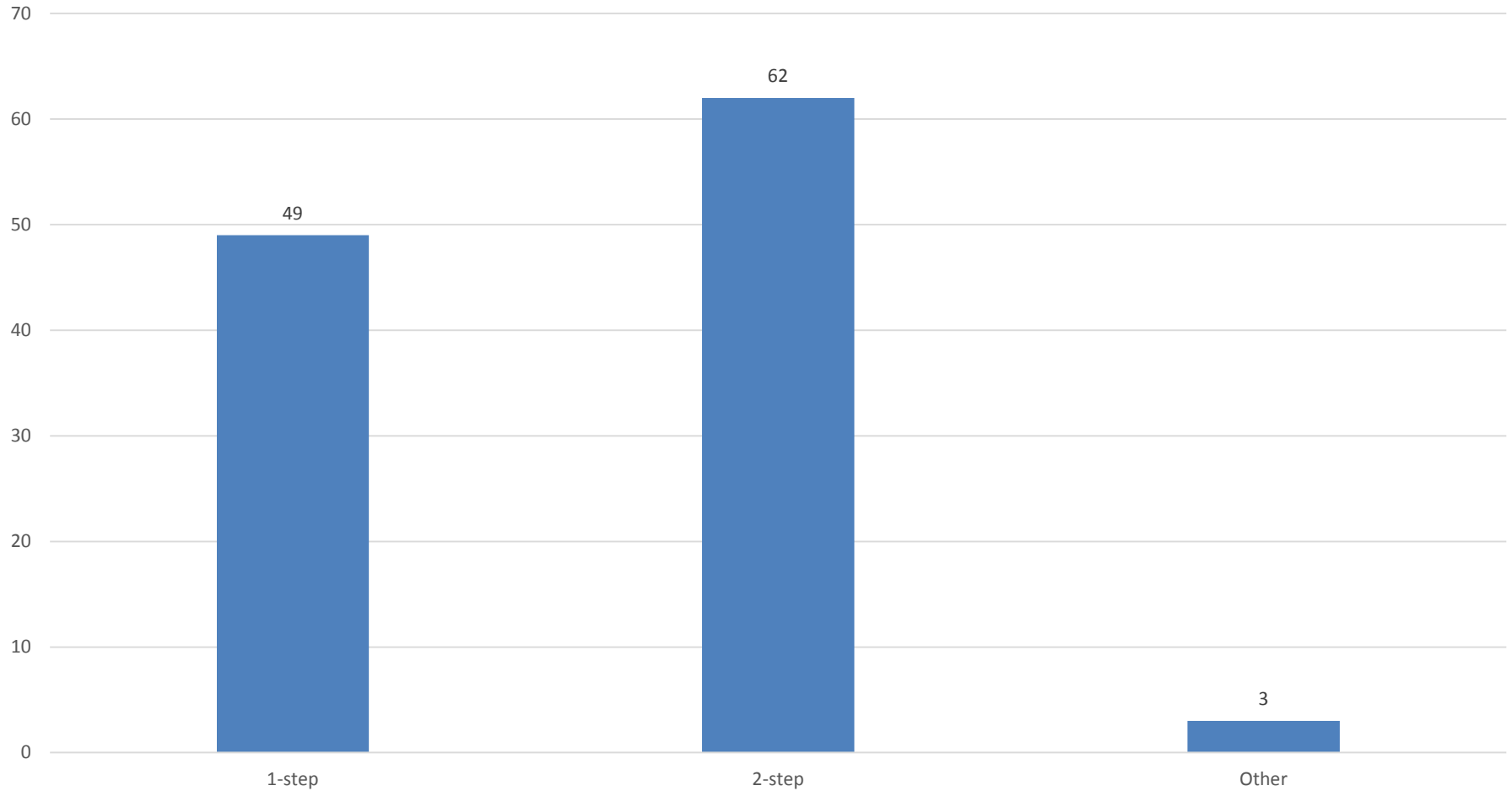
INTERNET VOTING: SECURITY

Did you require registration prior to voting?

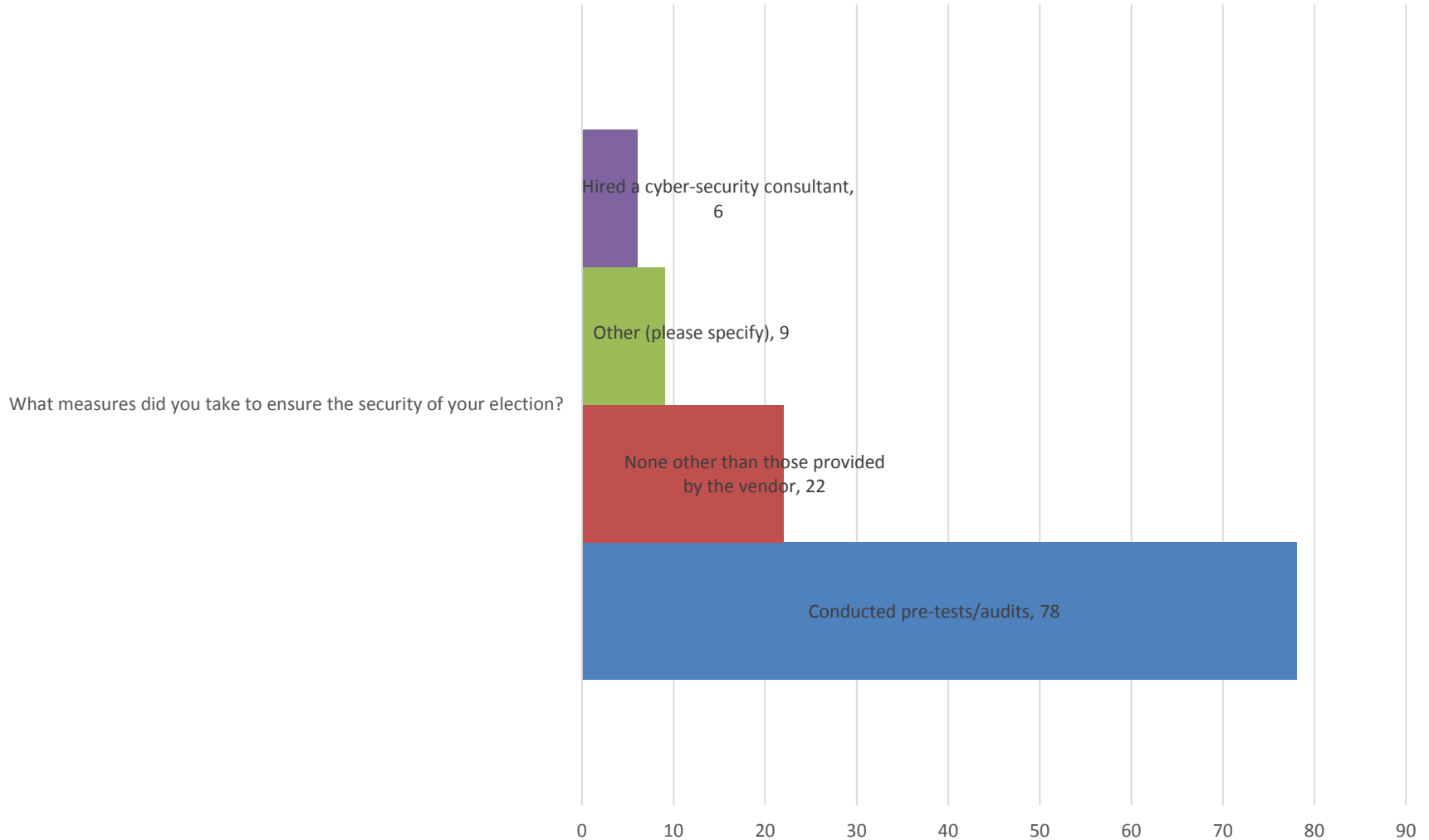


INTERNET VOTING: SECURITY

What type of security authentication did your municipality use?

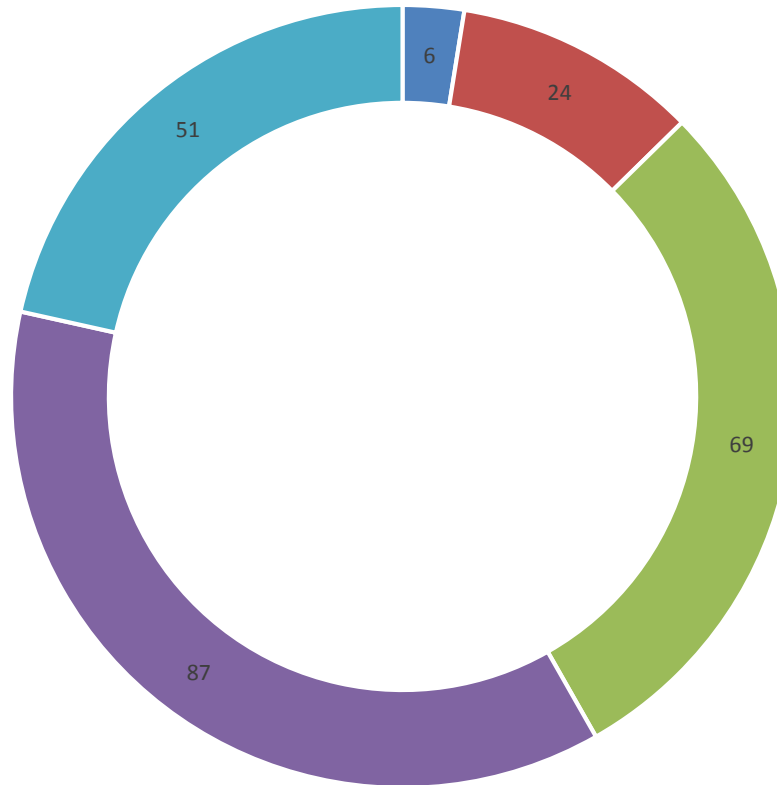


INTERNET VOTING: SECURITY



VOTERS' LIST: QUALITY

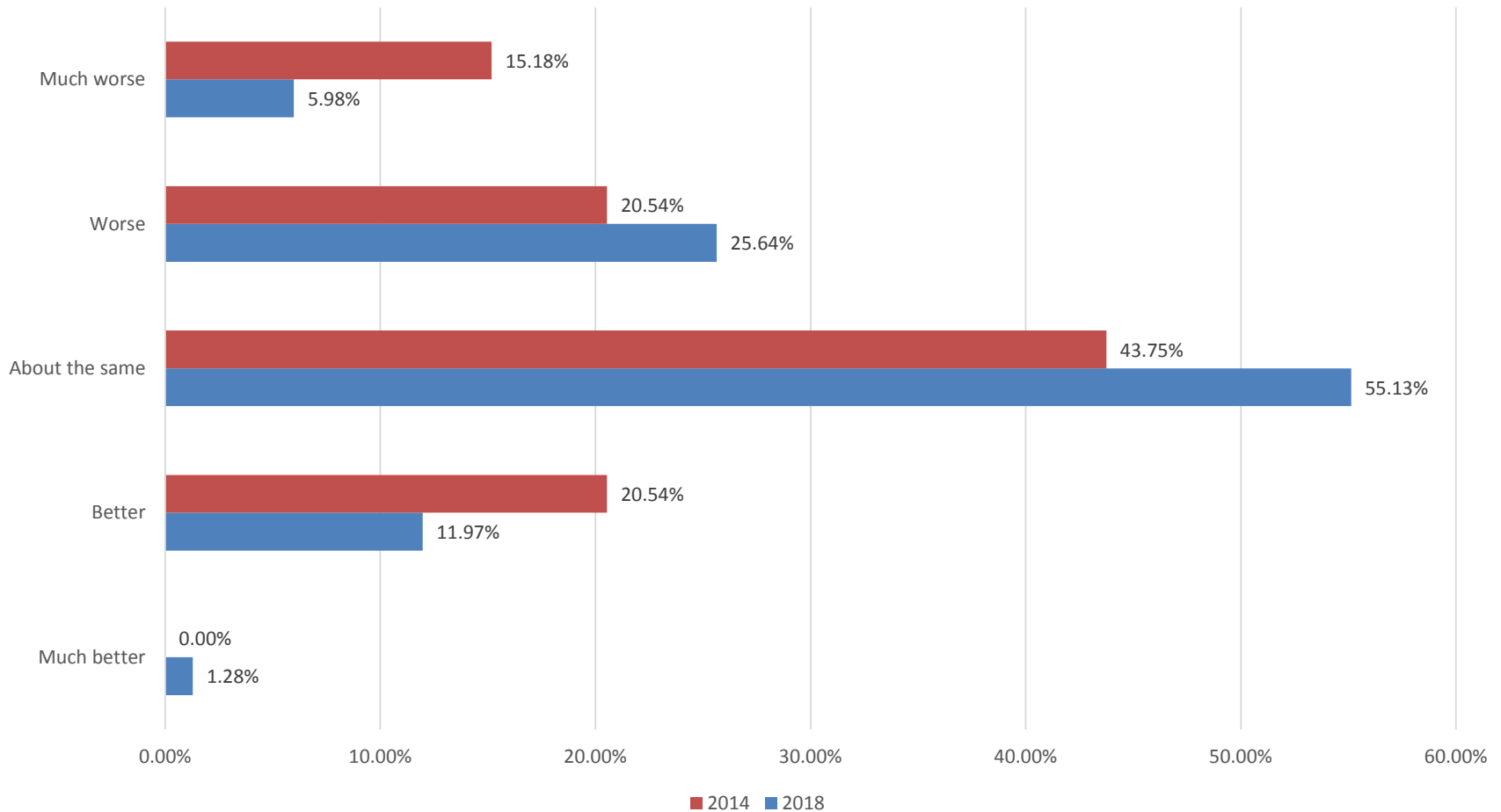
Overall, how would you rate the quality of the voters list in 2018?



■ Very Good ■ Good ■ Acceptable ■ Poor ■ Very Poor

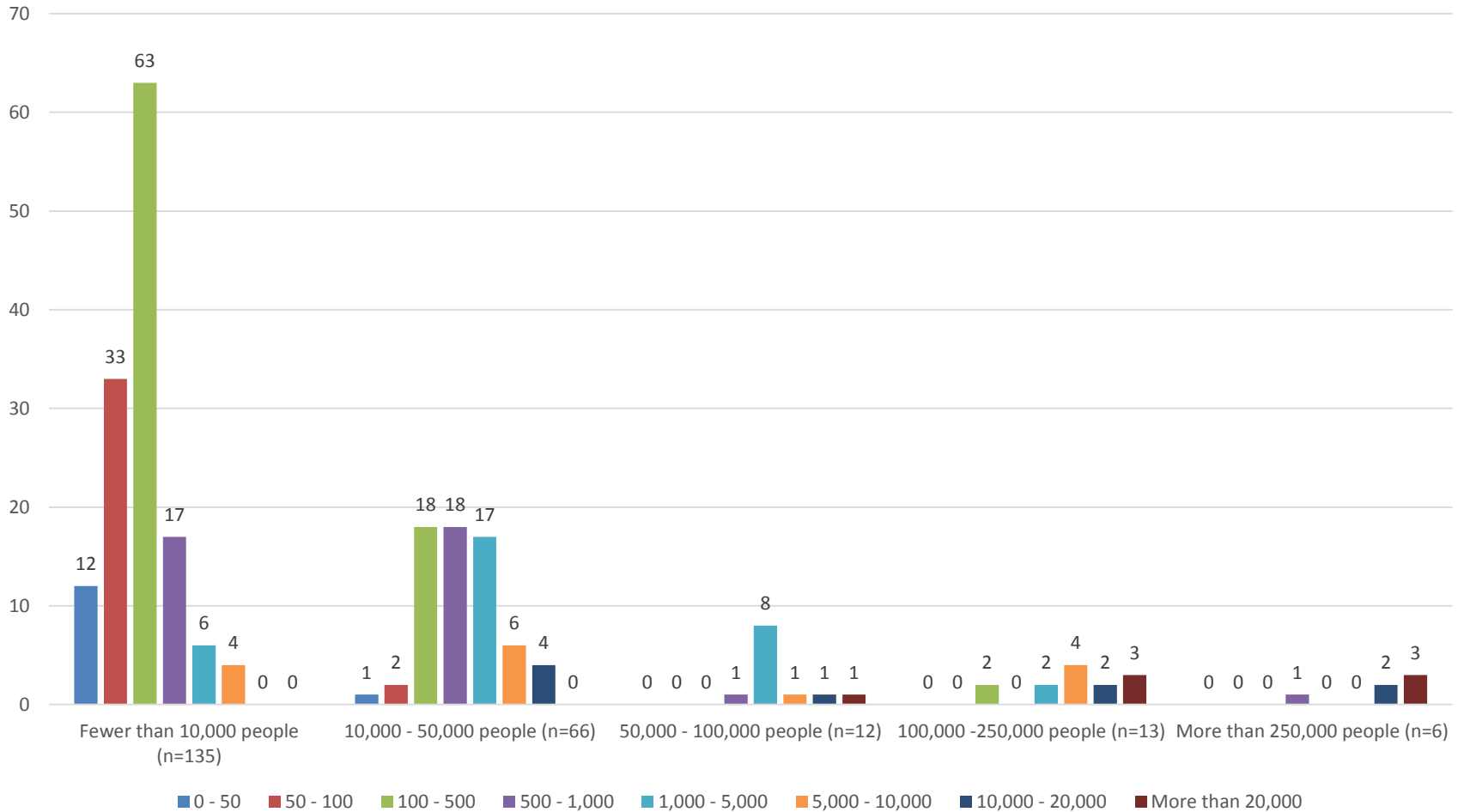
VOTERS' LIST: QUALITY

Compared to the previous election, how would you rate the quality of MPAC's data?
(percentage of respondents)



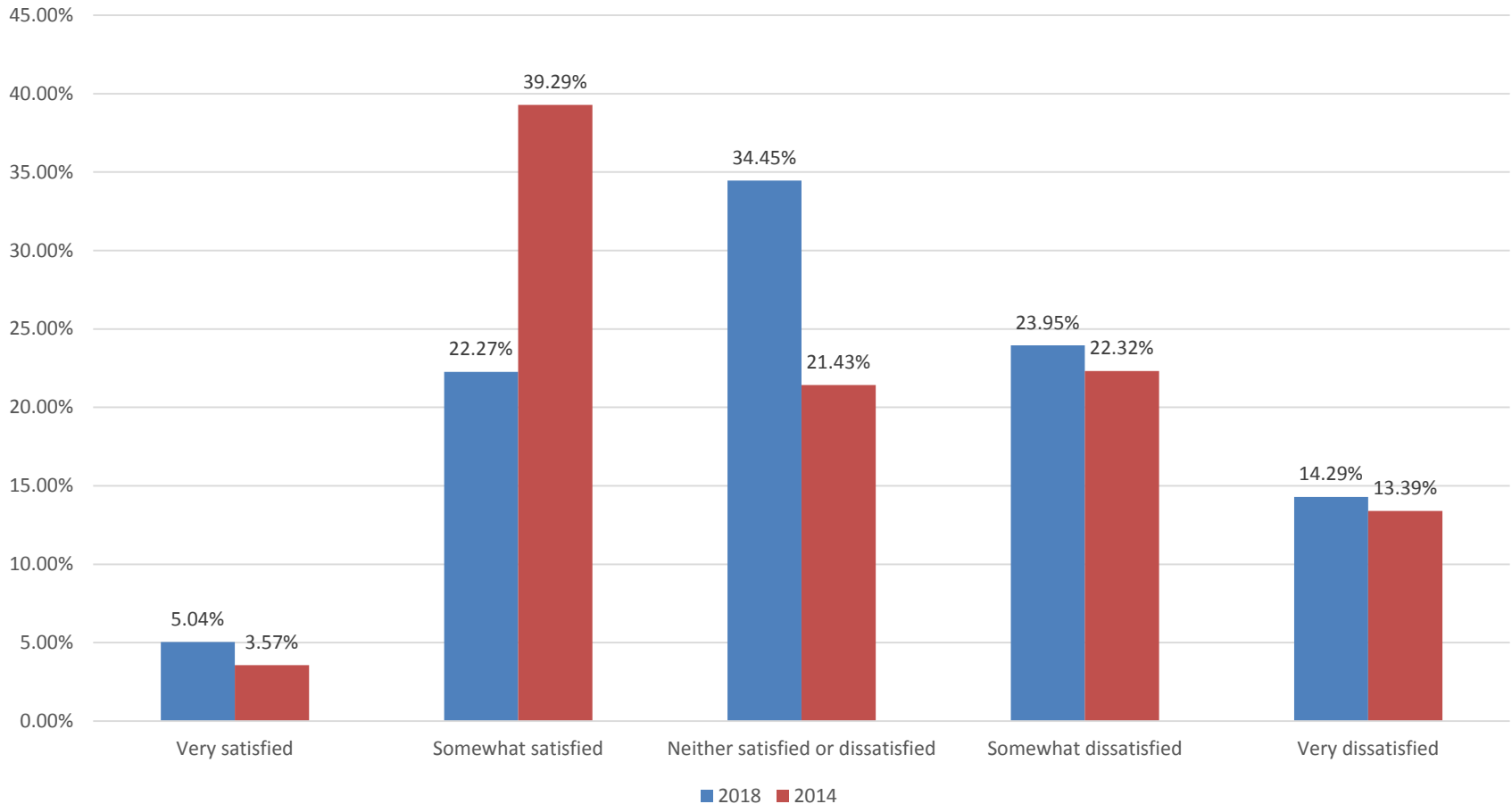
VOTERS' LIST: QUALITY

Number of changes to the voters' list by population

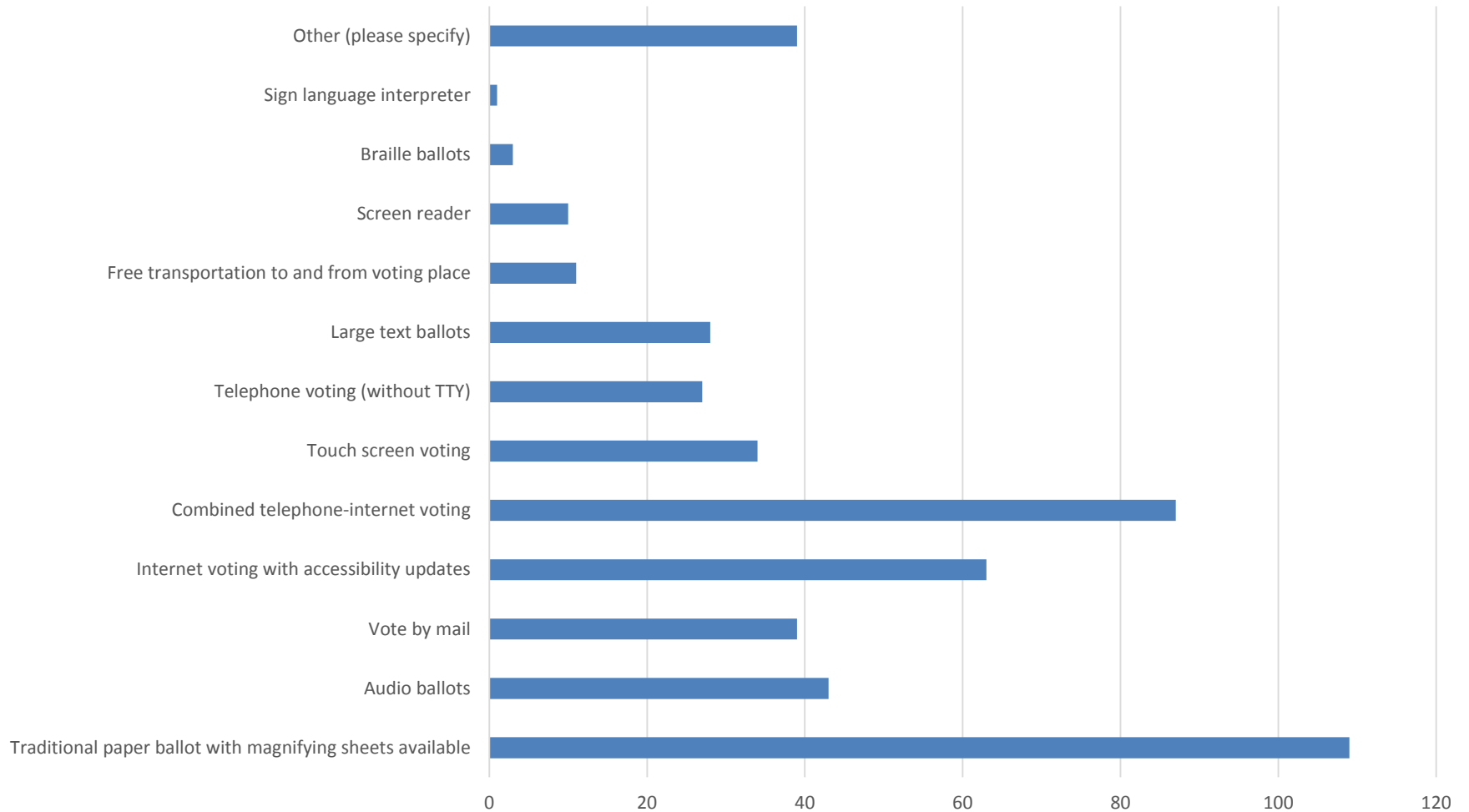


VOTERS' LIST: MPAC SERVICE

Overall, how satisfied were you with MPAC's service during the 2018 election compared to 2014?
(percentage of respondents)

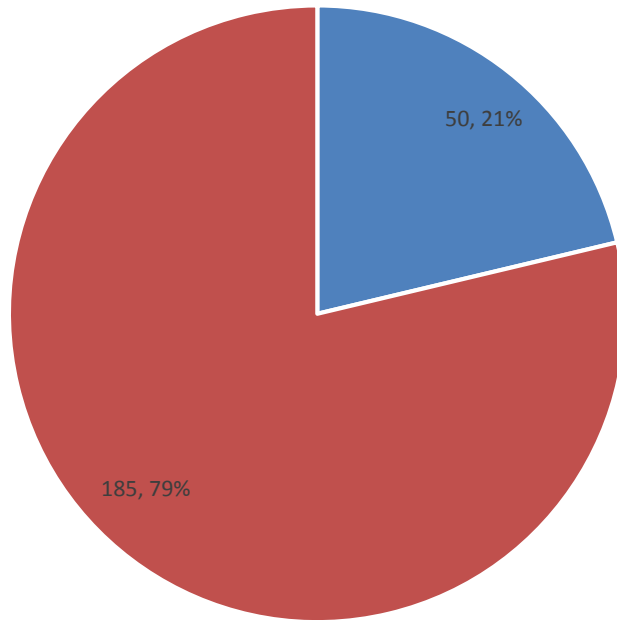


ACCESSIBILITY



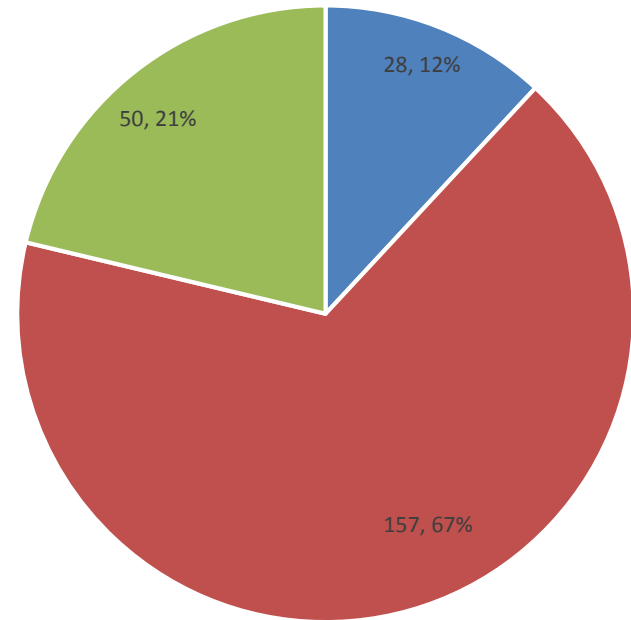
COMPLIANCE AUDIT COMMITTEES

Did your municipality have difficulty finding qualified members for its Compliance Audit Committee (CAC)?



■ Yes ■ No

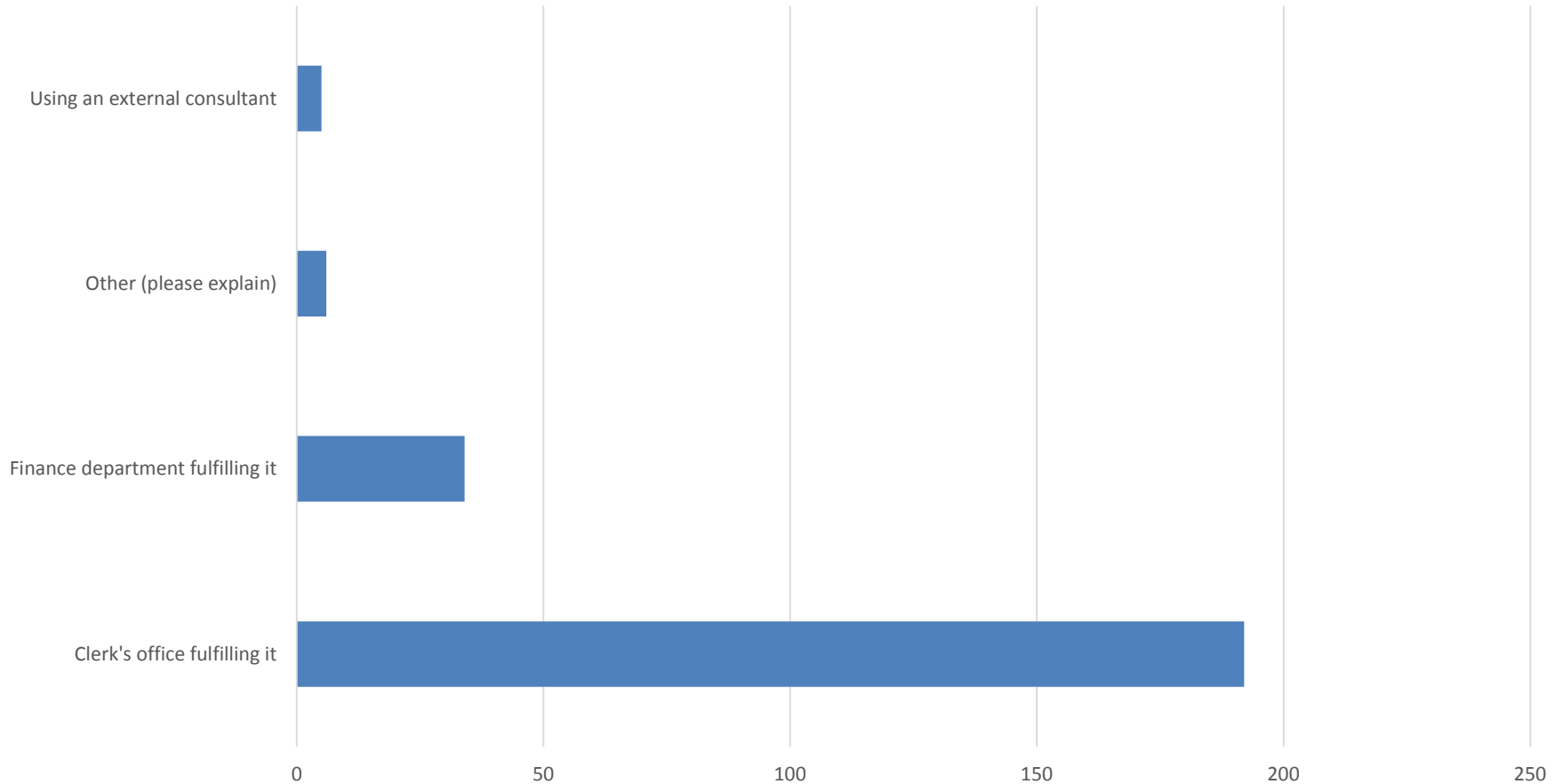
Did you work with another municipality to recruit a CAC, or share a committee with another municipality?



■ No ■ Yes, shared a committee ■ Yes, worked together

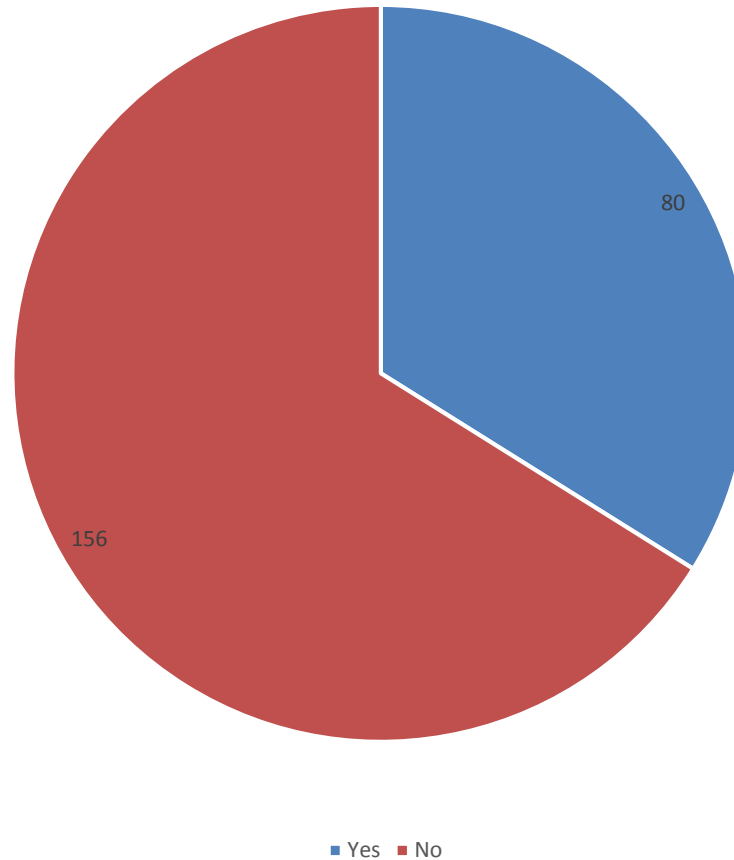
FINANCIAL REVIEWS

How is your municipality planning to fulfill the requirement to review candidate financial statements?



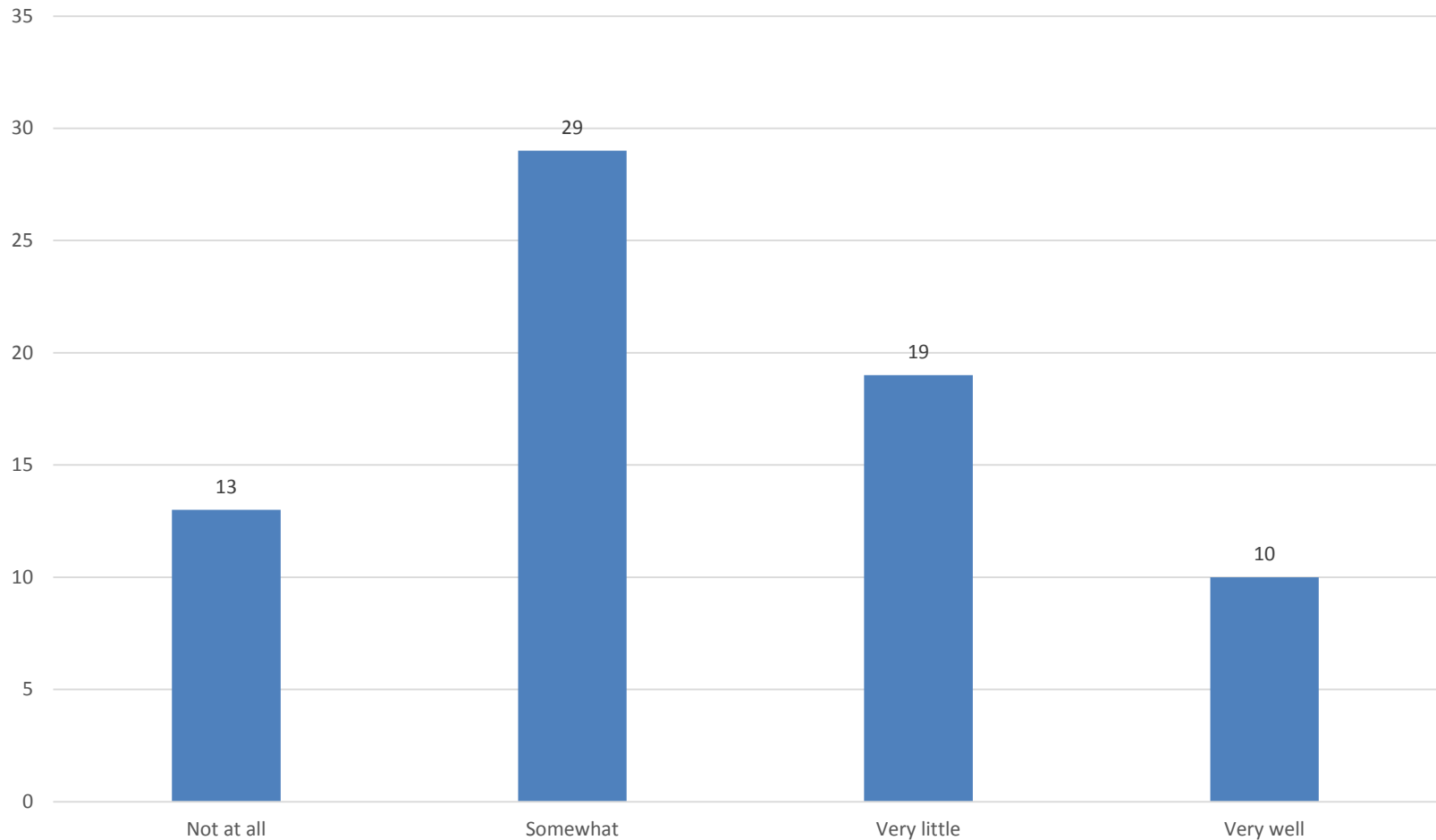
THIRD-PARTY ADVERTISING

Did you have registered third-party advertisers?



THIRD-PARTY ADVERTISING

How well did the new third-party advertising rules work?



From: Ontario Heritage Trust <marketing@heritagetrust.on.ca>

Sent: Thursday, August 29, 2019 3:41:05 PM

To: cbjesson@lucanbiddulph.on.ca <cbjesson@lucanbiddulph.on.ca>

Subject: Nominate a heritage leader today! | Proposez la candidature d'un leader en matière de patrimoine dès aujourd'hui!



Photo: 2017 recipients of Young Heritage Leaders with The Honourable Elizabeth Dowdeswell (Credit: Ian Crysler)

Nominations for Lieutenant Governor's Ontario Heritage Awards now open!

Help us recognize and celebrate the outstanding people and projects that have shown leadership, commitment and creativity in heritage conservation across Ontario this past year.

The Lieutenant Governor's Ontario Heritage Awards recognize individual, group, and project-based achievements in four categories:

- [Youth Achievement](#)
- [Community Leadership](#)
- [Lifetime Achievement](#)
- [Excellence in Conservation](#)

The top individual recipient of the award for Youth Achievement also receives a \$3,500 post-secondary scholarship funded by the Ontario Heritage Trust and Young Heritage Leaders program sponsor Canada Life.

In addition to Youth Achievement, youth may be nominated for recognition through the Trust's Young Heritage Leaders program, which has recognized thousands of youth since the year 2000 for their efforts to identify, preserve, protect and promote Ontario's heritage.

Canada Life has partnered with the Trust for 19 years to recognize the excellent contributions of young people to heritage conservation.

**Nomination deadline:
October 18, 2019**

[Contact us](#) or visit our [website](#) for more information.



Proclaim Waste Reduction Week

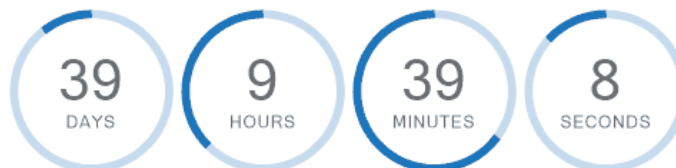
October 21-27, 2019



Think Global and Act Local

Celebrate Environmental Achievements and Commitments of Your Community!

Countdown to #WasteReductionWeek 2019



Powered by MotionMail ©

Canadian municipalities and First Nations are at the heart of Canada's waste reduction achievements. Today's coalescing environmental challenges – resource scarcity, plastic pollution, climate change, and waste generation—require continued leadership of our community champions.

Waste Reduction Week in Canada is a national year-round program that focuses on the transformation to a circular economy driven by resource efficiency. Our purpose is to promote individual and collective environmental commitments, efforts, and accomplishment while encouraging innovative ideas and solutions.

Held annually during the third week of October since 2001, Waste Reduction Week in Canada, through a coalition of environmental non-profit and government organizations from across Canada, shines the spotlight on conscious consumption and responsible recycling.

This year we once again ask municipalities and First Nations to join businesses, schools, and individuals from across Canada to renew their commitment and celebrate sustainability by proclaiming **Oct. 21 – 27, 2019** as [Waste Reduction Week in Canada](#).

By thinking globally and acting locally we embrace the Waste Reduction Week in Canada call to action. Each year more than 100 communities across Canada proclaim Waste Reduction Week in Canada and with your support we can increase that amount in 2019.

We hope your council and senior leaders will take this opportunity to join a widely recognized and successful national environmental campaign and show your support.

If you are not the representative that registers proclamations for your community, please pass this message along to the correct department/representative.

How to Proclaim

- [Download the proclamation](#) and include your logo and/or seal on the bottom right. You are welcome to use your own certificate template instead, if desired.
- [Visit *wrwcana.com/proclamations*](#), complete the form, and upload the completed certificate. You may also email your completed certificate to info@wrwcana.com.

- **Share your achievements and commitments:** either on the form or in [an email](#), provide us with details of your waste reduction past achievements and future commitments including new or innovative projects, programs, or partnerships. One of the important objectives of Waste Reduction Week is to facilitate sharing between all of our participants.

Once submitted your proclamation will be featured on wrwcanada.com within 1-3 business days and posted on social media using the hashtag **#WasteReductionWeek**. In doing so, fellow Canadians, First Nations, schools, organizations, and businesses across Canada will view and appreciate your support and commitment to waste reduction, recycling, and the environment.



Share your
community's
achievements
and
commitments

PROCLAIM NOW!

**Additonal Ways to Involve
Your Community**

Host an Event

Organizing an event during Waste Reduction Week in Canada is an excellent way to showcase your proclamation and engage your community in the 3Rs and circular economy. Popular events include:

- Clothing swaps (Coming Soon! We will be launching the [SwapIt Toolkit](#), a step-by-step resource for organizing a clothing swap)
- Repair events
- Waste-free lunches in schools and offices
- Waste collection drives such as hazardous waste, textiles, or electronics
- Documentary screenings & information sessions
- Recycling facility tours
- Public installations

Don't forget to register your [event online](#) so we can help with promotion.

REGISTER AN EVENT



Facility Tours



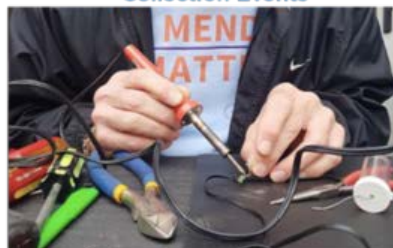
Collection Events



Swap Events



Education/Outreach Events



Repair Events



Shoreline & Community Cleanups

Landmark Lightings

Last year, [15 landmarks across Canada](#) lit blue and green for Waste Reduction Week. We encourage municipalities to help us create awareness by lighting a local landmark or municipal building blue and green for Waste Reduction Week.

Let the rest of Canada know about your lighting by registering it at wrwcanada.com/events.



Promotion

Theme days

In 2017 we introduced six issue-specific days during Waste Reduction Week in Canada, with each selected for its importance to Canadians and the economy to leverage and highlight the work we are collectively accomplishing. The themes also offer focus for participants planning events, social media campaigns, and resources.



Social Media

Support Waste Reduction Week in Canada using hashtag [#WasteReductionWeek](#) in communications. Share ideas, stories, and pictures of waste reduction initiatives to demonstrate commitment to reducing waste both at home and in the community.

Follow @WRWCanada on social media!



Promotional materials

Promotional materials and assets are available at wrwcanada.com/promotional-resources. More materials such as sample social media posts and a promotional poster will be available throughout September.

Visit wrwcanada.com for more campaign details and resources.

Visit WRWCanada.com

Become a Sponsor

Our initiative is a funded solely through those that believe in its objectives and is directed to developing and improving all of its resources and tools free to charge to all its participants and supports. If your community is interested in further leveraging the values of Waste Reduction Week in Canada please consider becoming a sponsor.

Opportunities that align specifically with our themes are available, as well as unique packages that can be customized to work alongside your area of interest.

By joining us we can support and showcase your community as a leader, champion, and innovator in waste reduction and recycling to a captivated national audience.

Don't let this exciting opportunity go to waste! [Contact the Waste Reduction Week in Canada team](#) to get started.



Thank You

Canadians are proud of their natural environment and understand the value of protecting our resources. Campaigns like Waste Reduction Week in Canada play an important role in reminding us to conserve and maintain a lifestyle that

helps to preserve them. Your support will help inspire individuals and other communities to mobilize and take action.

We appreciate your commitment to the environment and for proclaiming Waste Reduction Week in Canada.

Yours sincerely,



Jo-Anne St. Godard
Executive Director
Recycling Council of Ontario
416.657.2797, ext. 3
info@wrwcanada.com

About Recycling Council of Ontario

Since 1978 RCO has worked closely with municipalities and businesses across Ontario to inform and educate all members of society about the generation of waste, the avoidance of waste, the more efficient use of resources, and the benefits and/or consequences of these activities. We also run programs that support waste reduction goals.

Take Back the Light can help municipalities recover and recycle spent lights, whether they are generated through relighting, on-going maintenance, or facility retrofits. The program also works with organizations that recycle lights outside their purchase arrangements, and accepts lights and light fixtures in all quantities. Every light is tracked, and 98 per cent each light collected is diverted from disposal with component parts reused wherever possible. Visit www.TakeBacktheLight.ca to learn more.

3RCertified is a unique program that reviews how organizations manage solid waste reduction and diversion operations. [Participating facilities](#) achieve

certification levels based on established criteria and third-party evaluation of waste management and reduction practices. Visit www.3RCertified.ca to learn more.



Waste Reduction Week in Canada | info@wrwcanada.com | wrwcanada.com

STAY CONNECTED!



Recycling Council of Ontario | P.O. Box 83, Orangeville, Ontario L9W 2Z5 Canada

[Unsubscribe rreymer@lucanbiddulph.on.ca](mailto:rreymer@lucanbiddulph.on.ca)

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Try email marketing for free today!



CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2nd Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

christine.tarling@kitchener.ca

TTY: 519-741-2385

September 6, 2019

Dear Municipal Colleagues:

This is to advise that City Council, at a meeting held on August 26, 2019, passed the following resolution regarding producer requirements for packaging in Ontario:

"WHEREAS the Province of Ontario, through the Ministry of the Environment, Conservation and Parks, has posted a discussion paper entitled "Reducing Litter and Waste in our Communities"; and,

WHEREAS producer responsibility has not been adequately addressed by the Province of Ontario; and,

WHEREAS a successful deposit/return program for single use plastic, aluminum and metal drink containers has been in existence in other Provinces in Canada including Newfoundland, Nova Scotia and British Columbia; and,

WHEREAS these successful programs have eliminated many of these containers from the natural environment; and,

WHEREAS the City of Kitchener is committed to climate action and understanding our role as a municipality in a globalized world and the need to be prepared for the effects of climate change; and,

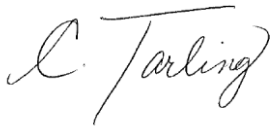
WHEREAS the City of Kitchener has declared a climate emergency with the directive to provide continued support to corporate and community climate action;

THEREFORE BE IT RESOLVED that the City of Kitchener call upon the Province of Ontario, through the discussion paper entitled "Reducing Litter and Waste in our Communities", to review and implement a deposit/return program for recycled plastics, aluminum and metal drink containers; and,

BE IT FURTHER RESOLVED that the Province of Ontario be requested to review producer requirements and look for extended producer responsibility for all packaging; and,

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs and Housing; the Local Members of Provincial Parliament; the Association of Municipalities of Ontario; the Region of Waterloo and all Municipalities within the Province of Ontario.”

Yours truly,

A handwritten signature in black ink, appearing to read "C. Tarling". The signature is written in a cursive, flowing style.

C. Tarling
Director of Legislated Services
& City Clerk



CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2nd Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

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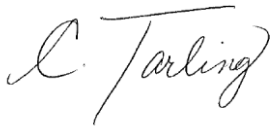
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Yours truly,

A handwritten signature in black ink, appearing to read 'C. Tarling', written in a cursive style.

C. Tarling
Director of Legislated Services
& City Clerk

From: Karen Martin [<mailto:kmartin@zorra.on.ca>]

Sent: Wednesday, September 11, 2019 3:11 PM

Subject: [EXTERNAL] Township of Zorra Resolution of Council re: UTRCA

Good afternoon,

Please be advised the Township of Zorra Council passed the following resolution at the September 4, 2019 Council Meeting:

“WHEREAS the Township of Zorra is an environmentally conscious community;

AND WHEREAS the Township of Zorra is a member of the Upper Thames River Conservation Authority (UTRCA) and has a representative on the board of directors of the UTRCA;

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

AND WHEREAS the UTRCA provides the Township of Zorra with expert advice on the environmental impact of land use planning proposals and that the Township of Zorra does not have staff with comparable expertise or experience;

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

Therefore, be it resolved, that the Township of Zorra supports continuation of the programs of the UTRCA, both mandatory and non-mandatory, and that no programs of the UTRCA or of the other Conservation Authorities in Ontario be “wound down” at this time.

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

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

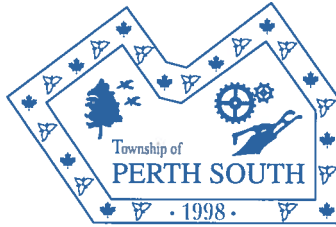
Thanks,



Karen Martin
Director of Corporate Services
274620 27th Line, PO Box 306
Ingersoll, ON N5C 3K5
P: 519-485-2490 x 7228 | 1-888-699-3868
F: 519-485-2490
kmartin@zorra.ca | www.zorra.ca

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Think about our environment. Print only if necessary. 

3191 Road 122
St. Pauls, Ontario N0K 1V0



Telephone 519•271•0619
Fax 519•271•0647
www.perthsouth.ca

CORPORATION OF THE TOWNSHIP OF PERTH SOUTH

September 9, 2019

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

Minister Yurek;

At the September 3, 2019 Council meeting for the Township of Perth South, Council received, reviewed and discussed your letter, dated August 16, 2019, addressed to conservation authorities across the province.

Perth South Council would like you to know that we support your request that conservation authorities not increase their fees or levies prior to the new legislation and regulations being published. We have long felt that changes were needed to improve public transparency, consistency and accountability in conservation authorities and we applaud the changes that will give greater control to individual municipalities on conservation authority programs and budgets and a re-focus of efforts on core mandate activities.

During UTRCA budget deliberation meetings for both the 2018 and 2019 budget years Perth South and the Town of St. Marys, with support from other small watershed municipalities, objected to the significant increases that were proposed due to program growth. Despite a plea to the Board of Directors to review operating costs and existing programs, the budgets were approved without change. Currently, as we prepare for Perth South's 2020 Budget, we have learned that the UTRCA's 2020 levy may increase as much as 19.8%. There is no question that increases such as this are significant and unsustainable.

As you are aware, there is rarely a "one size fits all" solution for municipalities, especially when you are dealing with different sized municipalities along with a rural and urban mix. For years Perth South has found that the large municipalities in the watershed, supported by growth sourced revenue, were able to set the base level of services for all municipalities in the watershed without consideration to the affordability or desire for these services among the other smaller municipalities.

Perth South was very pleased to see the introduction of mandatory and non-mandatory programs that will give Perth South and other municipalities the opportunity to choose their own service level and develop a service that is the right fit for their municipality. Perth South knows that the future success of a program such as this is dependent on the definitions of "mandatory" and "non-mandatory". We fear that all current services will be misrepresented into "mandatory" services and nothing will change; however, we are optimistic that the current re-focus direction of the province will ensure that sufficient clarity will be included in the definitions to ensure that we will be given the right to say which services we would like to have in our municipality.

Perth South Council feels that it is imperative to clarify the position of Perth South on this matter as it has come to our attention that both the General Manager and Board Chair of the Upper Thames River Conservation Authority had issued statements of concern and sent correspondence on behalf of the Board of Directors prior to a Board of Directors meeting to receive your August 16, 2019 correspondence and discuss a response. This is obviously quite frustrating and makes those who sit on the Board of Directors feel that their thoughts and concerns for the municipalities they represent are not considered by staff in the operation of the conservation authority. Further, their opinions are not ours, and while the ultimate direction from the Board of Directors may have supported the responses given, it is our democratic right to have our say at the Board table on all matters, not just those selected by staff.

The Township of Perth South would like to thank you for the opportunity to provide comments on the proposed changes to the More Homes, More Choice Act, 2019 which passed by the government on June 6, 2019. We look forward to participating in future consultations on regulatory and policy proposals.

Yours Truly,



Robert Wilhelm, Mayor
Township of Perth South

Cc: Hon. Doug Ford, MPP, Premier of Ontario
Hon. Ernie Hardeman, MPP, Minister of Agriculture, Food and Rural Affairs
Randy Pettapiece, MPP
UTRCA Board of Directors
UTRCA Member Municipalities
Conservation Ontario
Association of Municipalities of Ontario
Ontario Federation of Agriculture
Christian Farmers Federation of Ontario



Hastings Highlands

Beautiful By Nature

Mayor Vic A. Bodnar
Mayor

Suzanne Huschilt
Municipal Clerk

The Municipality of Hastings Highlands
P.O. Box 130, 33011 Hwy 62, Maynooth, ON K0L 2S0
613 338-2811 Phone
1-877-338-2818 Toll Free

September 12, 2019

Hon. Christine Elliott
Minister of Health
Ministry of Health and Long-Term Care
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
christine.elliott@pc.ola.org

Dear Minister Elliott,

Re: Mandatory Septic System Reports

Please be advised that at its Regular Meeting of Council held on September 4, 2019 the Council of the Municipality of Hastings Highlands passed the following resolution:

Resolution 559-2019

WHEREAS the Federation of Ontario Cottagers' Associations has released their latest report "Septic Re-inspection Programs in Ontario: A Guide for Lake Associations;"

AND WHEREAS this municipality has serious concerns over current available septic re-inspection information;

AND WHEREAS numerous companies already perform a septic pumping service and could easily perform an additional service by simply filling out a three part one page report with one copy going to the homeowner, one to the municipality, and one for their own records. This would develop an ongoing database from which septic re-inspection programs could be generated. This report could include requirements such as a visual inspection by the operator on type of system, time, date, location, and noticeable system problems;

NOW THEREFORE BE IT RESOLVED that this council endorse such a mandatory reporting system and that letters be sent requesting support for this initiative to the following people; Anne Egan, President of the Ontario Onsite Wastewater Association, John FitzGibbon, Professor, University of Guelph, Liz Huff, Director Rural Ontario Municipal Associations, Terry Rees, Executive Director Federation of Ontario Cottagers' Associations, Rick Phillips, Warden, Hastings County Council and Christine Elliott, Minister, Ontario Ministry of Health, our Local MP and MPP and all Ontario Municipalities.

CARRIED AS AMENDED

Sincerely,



Vic A. Bodnar
Mayor

cc: Anne Egan, Association President, Ontario Onsite Wastewater Association anne.egan@rjburnside.com
John FitzGibbon, Professor, University of Guelph jfitzgib@uoguelph.ca
ROMA roma@roma.on.ca
Terry Rees, Executive Director, FOCA info@foca.on.ca
Rick Phillips, Warden, Hastings County PhillipsRick@hastingscounty.com
Mike Bossio, MP, Hastings-Lennox and Addington Mike.Bossio@parl.gc.ca
Daryl Kramp, MPP, Hastings-Lennox and Addington daryl.kramp@pc.ola.org
All Ontario Municipalities



September 12, 2019

The Honourable Doug Downey, Attorney General of Ontario
Ministry of the Attorney General
720 Bay Street, 11th Floor
Toronto ON M7A 2S9

Re: Resolution Regarding Provincial Funding Cuts to Legal Aid Ontario

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on September 9, 2019 endorsed the following resolution;

"Whereas, the Chatham-Kent Legal Clinic (the "Clinic") has delivered legal services in Chatham-Kent (the "Municipality") for over 38 years to area residents who cannot afford legal assistance because of financial hardship – including those who are disabled, on social assistance, pensioners, the unemployed, or those with low income;
And Whereas, the Clinic's services are aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their community;

And Whereas, like other community legal clinics across the province, the Clinic carries out this invaluable work through funding provided by Legal Aid Ontario ("LAO");

And Whereas, the provincial government's 2019 Budget has cut funding to Legal Aid Ontario by \$133 Million – which is a 35% reduction in provincial funding – retroactive to April 1, 2019, with cuts rising to \$164 Million (45%) by 2021-22;

And Whereas, these significant cuts will result in a reduction of critical legal clinic services to low income residents in our community resulting in adverse social and economic consequences for the Municipality served by the Clinic – from

- increased reliance on municipal services including increased homelessness resulting from avoidable evictions,
- increased poverty resulting from lack of income supports and employment supports and

- increased reliance on social assistance administration resulting from people being denied appropriate supports

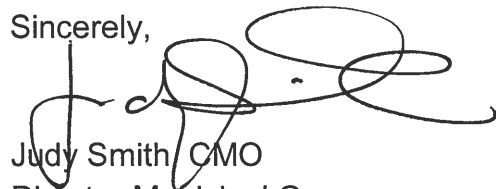
And Whereas, the Council of the Municipality believes all levels of government should provide fair, economically-sound, and evidence-based programs and supports to help low-income residents, vulnerable people, and other equity-seeking individuals escape poverty, precarious housing, and systemic disadvantage, realize their full potential by living healthy and safe lives.

Be it therefore resolved that, the Council of the Municipality of Chatham-Kent forward a letter to local MPPs, the Attorney General and the Premier of Ontario (and all municipalities in Ontario)

- expressing its strong support for Legal Aid Ontario and its funding of Ontario's community legal clinics, and specifically the Chatham-Kent Legal Clinic, which provides legal services to low income and vulnerable Ontarians;
- expressing its strong opposition to the funding cuts imposed on Legal Aid Ontario by the provincial government;
- calling upon the Premier and the Attorney General to make a commitment to access to justice and to respect the commitment of their government to not decrease front line services; and
- urging the province to restore full funding to these critical services to ensure that all the residents of Chatham-Kent have access to a fair and equitable justice system, regardless of their incomes."

If you have any questions or comments, please contact Judy Smith at 519-360-1998 Ext # 3200.

Sincerely,



Judy Smith CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

The Honourable Doug Ford, Premier of Ontario
All Municipalities in Ontario



BOARD OF DIRECTORS

Thursday, September 19, 2019

Ausable Bayfield Conservation Authority Administration Centre
Morrison Dam Conservation Area

10:00 a.m.

AGENDA

1. Chair's Welcome
2. Adoption of Agenda
3. Disclosure of Pecuniary Interest
4. Disclosure of intention to record this meeting by video and/or audio device
5. Adoption of Minutes from July 18, 2019
6. Business Out of the Minutes
 - Staff Reports regarding Delegations
 - (a) Review of Application for Development - 77583 Birchcliff Drive
 - (b) Review of Application for Development - 10318 Shoreline Drive
7. **Program Reports - Action Items**
 - Report 1: (a) Development Review (O Reg 147/06) - Meghan Tydd-Hrynyk
 - (b) Violation/Appeals Update - Geoff Cade
 - Report 2: Stewardship Program Project Review- Angela Van Niekerk/Nathan Schoelier
 - Report 3: Generic Regulation mapping Updates - Tracey McPherson
8. **Presentation:** *Insurance Overview and Changing Landscape for Directors & Officers*
- Glenn Sheppard, Marsh
9. **General Manager's Report**
10. **Committee Reports**
 - Source Protection Committee - Mary Lynn MacDonald
11. Correspondence
12. New Business
13. Committee of the Whole - personal matter
14. Adjournment

Source Protection Authority meeting to follow

UPCOMING MEETINGS AND EVENTS

- | | |
|------------------|---|
| • September 30 | Conservation Ontario Council Meeting |
| • October 1 | Clinton CA Management Committee Meeting |
| • October 10 | Board of Directors Budget Meeting |
| • October 17 | Board of Directors Meeting |
| • November 19-21 | Latonnell Conservation Symposium |



MINUTES

BOARD OF DIRECTORS MEETING

Thursday, July 18, 2019

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

DIRECTORS PRESENT

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

STAFF PRESENT

Bev Brown, Geoff Cade, Tim Cumming, Abbie Gutteridge, Brian Horner, Daniel King, Tracey McPherson, Kate Monk, Judith Parker, Taylor Roth, Meghan Tydd-Hrynyk, Mari Veliz

OTHERS PRESENT

Robert McCrea, Susan Layard, Scott Layard - Delegation
Aaron Lucas, Ed Jacques, Tom Jacques - Delegation

CALL TO ORDER

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

ADOPTION OF AGENDA

MOTION #BD 50/19

Moved by Alex Westman

Seconded by Dave Jewitt

“RESOLVED, THAT the agenda for the July 18, 2019 Ausable Bayfield Conservation Authority Board of Directors meeting be approved.”

Carried.

DISCLOSURE OF PECUNIARY INTEREST

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

DISCLOSURE OF INTENTION TO RECORD PROCEEDINGS

None

ADOPTION OF MINUTES**MOTION #BD 51/19****Moved by Ray Chartrand****Seconded by Doug Cook**

“RESOLVED, THAT the minutes of the Board of Directors meeting held on June 20, 2019 and the motions therein be approved as circulated.”

Carried.

BUSINESS OUT OF THE MINUTES

None

DELEGATION

Robert J. McCrea, Architect presented on behalf of Scott Layard and Susan Layard who own a cottage north of Bayfield in the Municipality of Central Huron. The landowners intend to demolish and rebuild the 1980 cottage into a year-round residence. The new residence will meet current building efficiencies and increase the footprint from 2000 sq. ft. to 2600 sq. ft. The design of the new single family dwelling was based on the *ABCA Shoreline Management Plan, 2000* development guidelines after meeting with ABCA staff in November 18, 2018. The delegation advised they applied for a permit on March 18, 2019 and are requesting exemption from the Development Guidelines in the *ABCA Shoreline Management Plan, 2019* which was approved by the Board in February 21, 2019.

MOTION #BD 52/19**Moved by Dave Jewitt****Seconded by Alex Westman**

“RESOLVED, THAT staff provide the directors with a report at the September 19, 2019 Board meeting, in response to the presentation by the delegation, and whether an application would have been approved using the *ABCA Shoreline Management Plan Development Guidelines, 2000*.”

Carried.

The delegation left at 10:17 a.m.

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 5 *Applications for Permission* and 12 *Minor Works Permits*.

1. (b) Violation/Appeals Update

Staff advised that the court date has been moved forward again in regards to the violation on Chicken Island in Municipality of Lambton Shores. A violation notice will be sent to a landowner who altered a bluff to undertake works on the beach in the Municipality of Bluewater.

MOTION #BD 53/19

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

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

Carried.

2. (a) Appointment of Auditor

Brian Horner reported Request for Proposals were sent to nine local and area auditing firms. Three firms responded with a proposal for providing auditing services.

MOTION #BD 54/19

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

“RESOLVED, THAT Seebach & Company Chartered Professional Accountants of Clinton be retained for auditing services for the five year period 2019-2023 at the rate as proposed.”

Carried.

2. (b) Appointment of Financial Institution

Brian Horner advised that Request for Proposals were sent to five local banking institutions to provide financial services. There were four proposals submitted.

MOTION #BD 55/19

**Moved by Dave Jewitt
Seconded by Mike Tam**

“RESOLVED, THAT the proposal submitted by Bank of Montreal, Exeter Branch be accepted to provide financial services for the five year period 2019-2023.”

Carried.

3. Proposed Five Year Forecast

Brian Horner presented the proposed five year forecast using a 1/3% inflation factor and 1.32% CPI wage increase. Over the five year period, the combined general and project levy increases by 3.61%.

MOTION #BD 56/19

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

“RESOLVED, THAT the ABCA Five Year Forecast (2020-2024) be approved as proposed, and forwarded to the member municipalities for their information.”

Carried.

4. Letter of Support

Mari Veliz, Healthy Watersheds Manager presented a letter of support in response to the Canadian Senate’s Standing Committee on Agriculture and Forestry (AGFO) probe on the status of soil resources in Canada. The last Senate study was published in 1984 and is not reflective of current conditions. Senator Rob Black of Ontario proposed an updated study and is inviting stakeholders to send letters to the AGFO for the federal government to develop and implement a program that clearly identifies the state of our soils and financially support best management practices that will effectively reverse the decline of our soils and return them to healthy functioning.

MOTION #BD 57/19

Moved by Doug Cook

Seconded by Alex Westman

“RESOLVED, THAT the Board of Directors approve the Letter of Support to be forwarded to Hon. Diane Griffin, Chair of the Standing Senate Committee on Agriculture and Forestry.”

Carried.

5. Profit & Loss Statement

Brian Horner presented the financial statement to June 30, 2019 with comparatives to the budget, for the Board’s information.

6. Conservation Area Activities Update

Kate Monk, Stewardship, Lands & Education Manager reported on the year to date activities and issues at the ABCA six conservation areas used by the public across the watershed.

DELEGATION

Aaron Lucas of Lucas Design Group Inc., represented Ed Jacques and Tom Jacques, who jointly own a cottage in Southcott Pines in the Municipality of Lambton Shores. The owners intend to upgrade the 1969 family cottage with an addition. A new septic system was installed in 2017 in preparation for the new development. In November 2018 they were informed by ABCA staff of restrictions to the lot. In December 2018, they contacted Aaron Lucas for a building design. The landowners advised they were not aware of the public information meetings held for shoreline property owners along Lake Huron or the updated *Shoreline Management Plan, 2019*.

MOTION #BD 58/19

Moved by Doug Cook

Seconded by Dave Jewitt

“RESOLVED, THAT staff provide the directors with a report at the September 19, 2019 Board meeting, in response to the presentation by the delegation.”

Carried.

The delegation left the meeting at 11:15 a.m.

PRESENTATION

Tim Cumming, Communications Specialist gave an overview on the development of the ABCA Conservation Strategy adopted in 2012. It was put together by residents of the watershed community as a guiding document for the ABCA in offering programs and services important to them and the health of the watershed. Mari Veliz provided some lessons learned in the ABCA's involvement with the Healthy Lake Huron - Clean Water, Clean Beaches initiative to address nuisance algae concerns and to promote safe and clean beaches and shorelines from Sarnia to Tobermory. A collaboration was started in 2008 of stakeholders, landowners, provincial ministries and conservation authorities along Lake Huron. Six key watersheds were identified as priorities for immediate action. This group is working together with local partners to develop and support the implementation of watershed management plans, with specific targeted actions, as well as monitoring and research, for each priority area.

GENERAL MANAGER'S REPORT

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

COMMITTEE REPORTS

MOTION #BD 59/19

Moved by Alex Westman

Seconded by Dave Jewitt

“RESOLVED, THAT the minutes of the Water Response Team meeting held July 9, 2019 and the motions therein be approved as circulated.”

Carried.

CORRESPONDENCE

- a) Reference: Climate Change Forum
File: A.5.1
Brief: Thank you to Mari Veliz, ABCA Healthy Watersheds Manager, from Dr. M. Bokhout of Huron County Health Unit, for attending and participating in their climate change forum.

- b) Reference: Canada Nature Fund
File: F.22.1
Brief: Notice from Fisheries & Oceans Canada that the funding application: *Restoration and Mitigation for Ausable River Species at Risk in Ontario*, submitted to the Canada Nature Fund was approved for \$675,000 over the next four years (2019-2023).

NEW BUSINESS

None

ADJOURNMENT

The meeting was adjourned at 12:10 p.m.

George Irvin
Chair

Judith Parker
Corporate Services Coordinator

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



General Manager's Report

September 19, 2019

Prepared for the Board of Directors
by Brian Horner

Introduction

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

Conservation Ontario

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

Conservation Ontario as well as CA's have had many media releases in response to Minister Yurek's August 16, 2019 letter to CAs and municipalities. Kim Gavine, the General Manager of Conservation Ontario, and the Chair of Conservation Ontario have secured a meeting with Minister Yurek for September 9, 2019 to address his concerns in the letter and media quote(s).

Projects, Programs and Studies

1. In addition to making a presentation, Mari Veliz helped Huron County, the Maitland Valley Conservation CA and the Lake Huron Centre for Coastal Conservation host the International Joint Commission Workshop on August 7 in Goderich.
2. Staff have completed the summer beach sampling at Port Franks, Ridgeway Beach, Wildwood Beach, Gull Creek Beach and Turnbull's Grove Beach.
3. Two wetlands projects, the Villas and the Dortman, both started in July have now been completed.
4. Staff began Phragmites spraying on some private, municipal and conservation authority lands. This includes spraying for the County of Huron, Hullett Provincial Wildlife Area and in the Port Franks area.
5. Conifer Plantation thinning has been completed at four ABCA properties totaling 85 acres in Hay Swamp. Thinning is important for improving the growing space and the objective is to accelerate the conversion of conifer plantations to natural forest types.
6. The 2019 Huron County Sentinel Well sampling is complete. This is a long term partnership with the County of Huron, since 2004, monitoring 6 private wells across the county. These wells have been selected as sentinels for their respective aquifers which were identified in a 2001 Golder and Associates Groundwater Assessment Report.
7. The Huron Tract Land Trust Conservancy received a Heritage Grant from the County of Huron to do an oral history on some of their donated properties. Donors Ilse Elliott and Greg Mayhew were interviewed about Woodburne Farm and Mayhew Tract and Dave Gillian was interviewed about the Bayfield River Flats Nature Area. These audio recordings will be on the HTLTC website.

Meetings and Special Events

1. Over 1,500 people attended the 4th annual Turtle Hatchling Release event at Morrison Dam Conservation Area on August 29. The Huron Stewardship Council hosted the event in partnership with ABCA.
2. The 14th annual South Huron Trail Golf Tournament was held on Monday August 26 at Ironwood Golf Club. 60 golfers participated and helped to raise \$5,500 that will be used for replacement decking on the Stirling Bridge as trail improvements. Thank you to all that participated and donated.
3. Mark your calendar for the annual Owl Prowl event to be held Saturday November 2 at the Administration Centre Workshop (6pm & 7:30pm).
4. The Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee met on July 31 in Holmesville and, started working on reviewing policies as required under S36 of the Source Protection Plan Program.
5. On August 7, DWSP and Planning & Regulation staff were presenters with staff from Maitland Valley CA to 25 real estate agents at an event in Goderich. Topics covered included Source Water Protection as well as Shoreline Management.
6. The Education staff hosted Conservation Educators from local CA's at Rock Glen CA on September 6.
7. The annual South West Woodlot Association Tree Growers Bus Tour stopped at locations in the Ausable Bayfield watershed on August 15. Stops included the Pinery Provincial Park and ABCA Hay Swamp Conifer Plantations.
8. The Fall Tree order forms are now available. Orders are taken until the end of September with trees available after Thanksgiving. Visit our website or contact the Administration Office for further information.
9. The Huron Tract Land Trust Conservancy held a meeting on September 10 at the ABCA.



September 5, 2019

In This Issue

- Save 15% off Deluxe Canada products.
- Ontario releases draft E-Scooter Pilot Regulations for input.
- Does your federal Gas Tax project require a sign?
- Risk Management Symposium is next week!
- ONE Investment fall workshops across Ontario.
- Combine IESO and LAS programs for ultimate energy savings.
- Careers with Kitchener and Sarnia.

AMO Matters

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

Provincial Matters

Ontario has released a draft [E-scooter Pilot Framework](#) for input. Interested municipalities are encouraged to respond by September 12th. The pilot will permit a new mode of transportation onto roads. See [AMO's submission](#).

Federal Matters

Use Infrastructure Canada's [signage guidelines and templates](#) to learn when and how to install project signs. Check out our federal Gas Tax [blog](#) for updates on this and other matters.

Eye on Events

Time flies! September 12 and 13 are just around the corner. You're still in time to register for the 2019 Risk Management Symposium taking place at Casino Rama. [Click here](#) to read about our speakers, review the agenda, and get your hotel discount code. See you there!

ONE Investment fall workshops across Ontario - for more information [click here](#). Learn why municipalities need to invest. What are the different investment options available to your municipality? And how the release of the Prudent Investor Standard provides broader investment options. Need Help? Call us at 416.971.9856 x351.

LAS

Have you heard of the IESO's [Energy Performance Program](#)? If not, they are hosting a webinar [September 12 at 9 am](#) to explain. Already enrolled? Take advantage of LAS' [Energy Efficient Building Operations Workshop](#) and treasure hunt to give you ultimate behavioural and operational rewards! [Christian](#) is here to help you make this a reality.

Careers

[Corporate Planning Analyst - City of Kitchener](#). Competition No: 76-791. Job Status: Full Time, Temporary. Reports to: Manager, Strategic & Business Planning. Posting Closes: 11:59 p.m., September 12, 2019. If you are interested in pursuing this exciting opportunity please visit the City of Kitchener's [Current Opportunities](#) page and submit your application.

Director of Engineering - City of Sarnia. Report to: Chief Administrative Officer. Closing date for applications: September 15, 2019. [Click here](#) for a complete job description. Candidates are invited to submit a resume in confidence to hr@sarnia.ca indicating "2019-039 – Director of Engineering".

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 12, 2019

In This Issue

- Save 15% off Deluxe Canada products.
- Don't miss out! Register for AMO's Fall Policy Forum.
- 2020 ROMA Conference - Book your accommodation.
- 2020 ROMA Conference application to exhibit.
- ONE Investment fall workshops across Ontario.
- LAS Webinar: Budgeting with your LAS Road and Sidewalk Assessment.
- LAS Webinar: Introducing the Municipal Group Buying Program.
- LAS Webinar October 1: Changes to the EPT Software.
- Mulmur Township resolution concerning Special Constables.
- Careers with City of Vaughan.

AMO Matters

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

Eye on Events

AMO is excited to host our first "Fall Policy Forum: Still on the Front Lines," on October 24-25 in London, Ontario. Open to elected officials and senior management staff. For more information, [click here](#).

The ROMA Conference has a block of rooms at both the Sheraton and Hilton Hotels. Information can be located [here](#).

The 2020 ROMA Conference Exhibitor Information Package and Application form is now available. Be part of the main rural municipal conference where over 1000 municipal elected officials and decision makers from rural Ontario gather.

ONE Investment fall workshops across Ontario - for more information [click here](#). Learn why municipalities need to invest. What are the different investment options available to your municipality? And how the release of the Prudent Investor Standard provides broader investment options. Need Help? Call us at 416.971.9856 x351.

LAS

Webinar September 26: Budget season is coming! Learn how to use the StreetLogix tool from the LAS Road and Sidewalk Assessment Service to optimize your roads budget. [Register here](#).

Webinar September 24: Introducing the Municipal Group Buying Program, offering discounts for the products and services you use every day. [Register here](#).

Attention all Energy Planning Tool (EPT) users! [Register now for our webinar](#) be held on October 1 at 10 am to review recent updates to the EPT software. Learn how you can automatically import consumption data from our Electricity and Natural Gas programs to ease the reporting burden. This webinar is geared to users with a working knowledge of EPT.

Municipal Wire*

The Mulmur Township resolution requests that Special Constables be given status by the Ministry of the Solicitor General to assist Municipalities with enforcement matters under the *Highway Traffic Act* on local roads.

Careers

Supervisor, Payroll (Job # J0919-0140) - City of Vaughan. Department: Financial Services. Reports to: Accounting Manager. Job status: Full Time, Non-Unionized. If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [apply online](#) by Friday, September 20, 2019.

Payroll Administrator (Job # J0919-0143) - City of Vaughan. Department: Financial Services. Reports to: Supervisor, Payroll. Job status: Full Time, Non-Unionized. If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please [apply online](#) by Friday, September 20, 2019.

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Conferences/Events

Policy and Funding Programs

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ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 17, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the special meeting minutes and in-camera minutes of August 27, 2019 and regular council meeting minutes of September 3, 2019, be approved as circulated/amended.

RESOLUTION CARRIED

DEPUTY MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 17, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED That the Council of the Township of Lucan Biddulph approve the accounts,
as listed identified below, as paid:

July 2019	\$ 642,952.55
August 2019	<u>\$ 888,619.81</u>
TOTAL	\$ 1,531,572.36

RESOLUTION CARRIED

DEPUTY MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 17, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

That the Council of the Township of Lucan Biddulph approves removal of the following policy:

- Policy No. 200-05 (Tendering Policy)

RESOLUTION CARRIED

DEPUTY MAYOR

TOWNSHIP OF LUCAN BIDDULPH RESOLUTION

DATE: September 17, 2019

RESOLUTION NO. _____

MOVED BY:

SECONDED BY:

RESOLVED:

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

- 47-2019 Execution of Confidential Agreement of Purchase and Sale
- 48-2019 Procurement Bylaw
- 49-2019 Confirming Bylaw

RESOLUTION CARRIED

DEPUTY MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 17, 2019

RESOLUTION NO.

MOVED BY:

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

DEPUTY MAYOR

Township of Lucan Biddulph

BY-LAW NO. 47-2019

A by-law authorizing the execution of a confidential Agreement of Purchase and Sale between the Corporation of the Township of Lucan Biddulph (hereinafter referred to as the “Vendor”) and the Purchaser.

WHEREAS the Purchaser hereby agrees with the Vendor to purchase the lands and premises legally described as Part of Lot 25, Concession 4, designated as Parts 2, 3, 4, 5, 6, 7 and 8 on Reference Plan 33R-19200 and Part 2 on Reference Plan 33R-20530 in the Township of Lucan Biddulph (geographic Township of Biddulph, County of Middlesex (the “Property”)

AND WHEREAS subject to the terms and conditions set forth in the confidential Agreement, the Purchaser agrees to purchase the Property for the sum of: Seven Hundred Seventy One Thousand Five Hundred and Ninety (\$771,590.00) dollars (the “Purchase Price”).

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 the confidential Agreement of Purchase and Sale as presented.
2. That the Deputy Mayor and Clerk are hereby authorized and directed to execute the said confidential agreement, as presented, and any other documents deemed necessary to carry out the intent of both parties.
3. This by-law shall come into full force and takes effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME THIS 17th DAY OF SEPTEMBER, 2019.

DEPUTY MAYOR

CLERK

Township of Lucan Biddulph

BY-LAW NO. 48-2019

Being a by-law to adopt a policy to govern the purchasing of goods and services by The Corporation of the Township of Lucan Biddulph

WHEREAS under Section 5(1) of the *Municipal Act, 2001*, S.O. 2001 c. 25, as amended, states that the powers of the Municipal Council shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 271 (1) of the *Municipal Act, 2001*, c. 25, as amended, states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services;

AND WHEREAS Section 286 (1) of the *Municipal Act, 2001*, c. 25, as amended, requires that the Treasurer is responsible for handling all of the financial affairs of the municipality on behalf of an in the manner directed by council of the municipality;

AND WHEREAS it is deemed necessary to amend the current purchasing policy to conform to the requirements of the *Municipal Act, 2001*, c. 25 as amended, and to strengthen the procurement function while maintaining the integrity of the process;

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

1. That the Council of the Corporation of the Township of Lucan Biddulph hereby adopts the Procurement Policy of the Township of Lucan Biddulph attached hereto and marked as Schedule "A".
2. That the Council of the Corporation of the Township of Lucan Biddulph hereby adopts the Guide to Accessibility Requirements for purchasing goods, services and facilities for the Township of Lucan Biddulph attached to the Procurement Policy as Schedule "A".
3. That by-law No. 05-2006 is hereby repealed.
4. That this by-law shall come into force and effect upon the final passing thereof.

**Read a FIRST, SECOND and THIRD time and FINALLY PASSED
September 17, 2019.**

MAYOR

CLERK



Policy: Procurement Policy

Policy Number: 100-55-2019
adopted by Bylaw No. 48-2019

Effective Date: September 17, 2019

Revised Date:

Procurement Policy

Purpose:

The Municipal Act, 2001, as revised, provides that a municipality shall adopt and maintain a policy with respect to its procurement of goods and services. Council, the public and the business community shall have confidence in the integrity of the procurement policy and staff involved in the procurement process. The purpose is to ensure:

1. objectivity and integrity in the procurement process;
2. fair treatment of all bidders;
3. openness, accountability and transparency in all business transactions;
4. responsible management of the public funds, Municipal finances and assets;
5. best value is achieved when procuring supplies and services;

To ensure effectiveness and relevance of this policy there shall be a review completed within 5 years of the approval date. The policy remains in force until the review is completed and Council has adopted the revisions.

Scope:

This policy applies to all Departments of the Township.

Objectives:

All members of Council and all employees who are authorized to purchase goods, services or construction on behalf of Lucan Biddulph are to adhere to the following:

Personal integrity and professionalism

The public expects their taxpayers' money to be used with honesty, due diligence and care. Individuals involved with procurement activities are expected to conduct themselves with integrity and professionalism, show respect for each other and the environment, and safeguard confidential information. Municipal Staff should not engage in any activity that creates, or appears to create, a conflict of interest.

Accountability and transparency

All activities involved in the purchase of goods and services using public funds should be fair and transparent, and for the purpose of acquiring the best value for money.

Compliance and continuous improvement

Lucan Biddulph has established and will regularly review the policies and procedures around procurement. Staff will recommend improvements as necessary, acquire additional procurement knowledge and skills, and share best practices.

Further, the Council Code of Conduct shall govern appropriate conduct and decision making within the authority granted under this policy.

No member of staff or Council may receive a personal benefit from any contract for supplies and/or services or benefit from the very nature of their employment with Lucan Biddulph or their being on Council, as the case may be.

Definitions:

For the purposes of this policy:

"Approved Budget" means the annual budget approved by the Township and any amendment thereto.

"Blanket Order" means the agreement wherein a vendor will sell certain items to the Township for an agreed period of time with established terms and conditions.

"CAO" means the Chief Administrative Officer of the Township as appointed by by-law.

"Capital Expenditure" means those expenditures identified by the Council of the Township in annual budget estimates in the Capital portion of the budget.

"Conflict of Interest" is defined as a situation or circumstance, real or perceived, which could give a supplier or consultant an unfair advantage during a procurement process or compromise the ability of a supplier or consultant to perform its obligations under their contract.

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

"Department Manager" means a Manager or head of one of the departments operating within the Township.

“Emergency Purchase” means a purchase made in a crisis situation where immediate action is required to prevent the possible loss of life or property or significant financial loss or environmental impacts.

“Generic” means that no specific brand or name shall be included as part of the specifications unless such a brand or name is required to identify the intent of a purchase, order or proposal.

“Township” means the Township of Lucan Biddulph.

"Purchasing Designate" means a person designated by a Department Manager to exercise any or all responsibilities of that Department Manager with respect to policy. The Department Manager must notify the Treasurer in writing of the name(s) of the Purchasing Designate(s) within their Department.

"Quotation" means a written offer to sell or a "bid" obtained from selected suppliers to supply stipulated goods or services at a particular price.

“Request for Proposal” also known as RFP is the process used to solicit Bids from Bidders for the purchase of Goods or Services where a clearly defined specification is not available or is difficult to develop due to unknown factors or uncertainty of requirements. The decision to award to a proponent is based on evaluation criteria that will determine the proposal containing the highest value for the municipality. Price is not always the deciding factor and negotiation may be used to reach final agreement with the successful proponent.

“Request for Tender” also known as RFT is a request for Bids where the specifications are defined. Price is not always the deciding factor and negotiation may be used to reach final agreement with the successful proponent.

"Services" means items such as telephone, gas, water, hydro, janitorial and cleaning services, consultant services, legal surveys, medical and related services, insurance, leases for grounds, buildings, office or other space required by the Township and the rental, repair or maintenance of equipment, machinery, or other personal and real property.

"Small Order Purchases" means the purchase of goods and services up to an amount not exceeding \$20,000.00.

"Supplies" means goods, wares, merchandise, material and equipment.

"Tender" means a document, which sets out particular specifications for the commodity or service required. This can also refer to an offer in writing to execute some specified work or to provide some specified articles at a specified rate.

“Transparency” means a lack of hidden agendas or conditions, accompanied by the availability of full information required for collaboration, cooperation and collective decision making.

"Treasurer" means the Treasurer of the Township.

"Vendor" shall mean any person or enterprise supplying goods or services to the Township.

Roles & Responsibilities:

The Council of the Township has ultimate authority for all expenditures. Council delegates this authority by the authorization of budgets or by specific resolution. The Treasurer cannot pay for any item that has not been authorized by Council through budget appropriation or specific resolution.

Resolutions approving budget amendments, capital expenditures or special appropriations shall reference the purpose of the expenditure, cost estimates or expenditure limitation, as well as the fund in which the appropriation has been provided. Staff reports recommending budget amendments, capital expenditures or special appropriations shall be approved by the relevant Department Manager prior to presentation to Council.

The Department Manager shall be responsible for approval of accounts within the approved budget for their Department or any amendment to same as approved by Council. The Department Manager may appoint a Purchasing Designate to exercise any or all responsibilities assigned to that Department Manager by this Purchasing Policy. It is the Department Manager's responsibility to notify the Treasurer in writing regarding the name of the Purchasing Designate.

Procedure:

Purchasing Authority and Procedures

A Department Manager is hereby authorized to make Small Order Purchases for goods or services under \$20,000 from such vendors and upon such terms and conditions, as the Department Manager deems appropriate. The Department Manager will attempt to obtain competitive prices.

A Department Manager is hereby authorized to make Quotation Purchases for goods or services between \$20,000.00 and not more than \$50,000.00 from such vendor and upon such terms and conditions as the Department Manager deems advisable, subject to first obtaining at least three (3) written quotations, whenever possible. Bid documents and specifications (as applicable) can be issued and received by e-mail and/or fax transmission at the originating Departments location. The bid details are to be maintained within the originating Department for three years.

The Department Manager shall not order goods or services exceeding \$50,000.00 without requesting and obtaining sealed tenders for the goods and services unless specifically authorized to do so by a resolution of Council for a particular transaction. Bids must have a submission label detailing the project name, bidder's name and address. All attempts must be made to obtain at least three (3) written tenders whenever possible. See tendering procedures.

Notwithstanding the above, adherence to this Purchasing Policy is not required with respect to those items listed below, or to a transaction specifically authorized by resolution of Council to

be exempt from this purchasing policy:

- Purchases for consulting services for a program where services (i.e. bridge inspection/evaluation) have been awarded to a consulting firm on an on-going basis, where clearly identified in the budget.
- Purchases for the supply and placement of road material throughout the Municipality in excess of \$50,000 but not to exceed \$100,000 when clearly identified in the budget.
- Purchases of replacement parts, where the original equipment manufacturer is the sole provider of that equipment.
- Single source supply. If the single source supply is in excess of \$20,000, Council approval is required.

A Department Manager shall ensure that unspecified capital expenditures in an amount exceeding \$20,000.00 in the annual estimates receive prior Council approval.

Council Approval is not required if all of the following conditions have been met:

- The total value of the quotation is less than the amount approved in the current year estimates.
- The contract is being awarded to the lowest bidder meeting the specifications.
- There are no Senior Government requirements for Council approval of a quotation.

Tendering Procedures

The following tendering policy shall apply to the purchase of all types of goods, works and services where the estimated cost is expected to exceed \$50,000.

All Tenders shall be advertised electronically on either the Municipal website or an integrated online portal for the public bid distribution for at least fifteen (15) calendar days preceding the closing date for tenders or for a longer period if required by trade agreement.

All addenda material will be posted at minimum 48 hours prior to bid closing. Tender closing may be extended to allow sufficient time for bidders to consider Addenda materials.

All Tenders shall include the provision “the lowest or any bid will not necessarily be accepted”.

All tenders shall close at 2:00 p.m. on the date specified in the advertisement. Late bids will not be accepted.

All departments/divisions must document the receipt of all submissions over \$5,000.00 including the bidder’s name, date/time of receipt of bid, and initials of the employee accepting the bid.

Tenders shall be opened at a public tender opening immediately following the tender closing by the appropriate Department Manager or Purchasing Designate, at least one (1) other staff member and any other person deemed necessary.

A record of the tendered prices will be noted together with the list of tenderers. Tenders will be referred to the appropriate Department Manager for review.

A request for information may be required where there is doubt regarding a Company's ability to meet the terms of the tender. A bid may be deemed non-compliant if the bidder is unable to provide proof, to the satisfaction of the Department Manager, that they are experienced and capable of meeting the terms of the tender.

Tender calls shall require deposits and bonding where a signed contract is used as follows:

- Certified cheque or original sealed and signed bid bond (photocopies or faxed copies of bid bonds will result in the bid being rejected) of 10% of the tendered price or for an amount not less than \$5,000.
- A Performance and Maintenance bond in the amount of 100% of the tendered price.
- Labour and Material Payment bond in the amount of 50% of the tendered price.

The acquisition of major equipment does not require tender deposits, performance or payment bonds.

Council Approval is not required if all of the following conditions have been met:

- The total value of the tender is less than the amount approved in the current year estimates.
- The total value of the tender is less than \$50,000.
- The contract is being awarded to the lowest bidder meeting the specifications.
- There are no Senior Government requirements for Council approval of a tender.

Request for Proposals

A Department Manager may use a request for proposal in place of a Request for Tender when goods or services cannot be specifically stipulated or when alternative methods are being sought to perform certain functions or services.

In the case of requests for proposals, Terms of Reference for the project, including information pertaining to the evaluation of the Request for Proposal, shall be issued to perspective applicants.

Emergency Purchases

A Department Manager is hereby authorized to make Emergency Purchases that exceed \$20,000.

A Department Manager who has made an Emergency Purchase shall present a report to Council at the meeting immediately following the Emergency Purchase.

Purchase by Negotiation

A Department Manager may, under direction of the Chief Administrative Officer, purchase by negotiating with one or more vendors. In such a case, the requirement for inviting Tenders and Quotations may be waived under the following conditions:

- When, due to market conditions and in the judgment of the Department Manager, goods are in short supply.
- Where there is only one source of supply for the goods and services.

- Where Small Order Purchases for goods or services are to be obtained by means of a Blanket Order from sole source vendors or suppliers or from retail or wholesale vendors where a Quotation is impractical.
- Where the Department Manager has been previously unsuccessful in breaking Identical bids and the same goods are then required.
- Where the lowest bid meeting specifications is excessive in total cost and/or exceeds the estimated costs by 10%.
- Where all bids received fail to meet the specifications and/or tender terms and conditions and it is impractical to recall Tenders or Quotations.

In respect of any negotiated purchase exceeding \$20,000, the Chief Administrative Officer shall review same, and if so advised, shall recommend that Council approve the negotiated purchase at the next scheduled meeting of Council.

The methods of negotiation shall be those accepted as standard negotiating practice and shall employ fair and ethical practices. The information pertinent to and the results of all such negotiations shall be reported to the Chief Administrative Officer and shall, at his or her direction, be reported to Council.

Exceptions

The purchasing methods described in this procurement policy shall not apply to the following goods and services:

- Training and education
- Memberships
- Reimbursement of Employee and Councillor Expenses
- Payroll deductions
- Licenses, including Hardware and Software Licenses and maintenance contracts
- Employee benefits
- Debenture payments
- the rental, lease, purchase and sale of property, land or accommodation
- Insurance premium payments, claim settlements and adjuster services
- Damage claims
- Legal fees and other professional services related to litigation or legal matters
- Consulting fees with respect to employee matters
- Utilities

Legal Claims:

No tender, proposal or quotation will be accepted from any company or person which has a claim or instituted a legal proceeding against the Township or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by Council.

General Provisions

A Department Manager may request exemption from any or all of the purchasing methods outlined in this policy by submission of a request to the CAO and Council. Such exemption may

be granted by resolution of Council.

Neither the CAO nor any Department Manager or other employee shall divide, stagger or alter any contract or purchase to avoid any requirements of this policy.

No employee or elected official of the Township shall purchase or offer to purchase on behalf of the Township any goods or services except in accordance with the policy.

No personal purchases shall be made by the Township for elected officials or employees.

The purchase of goods and services from firms located within the boundaries of the Township shall be encouraged whenever possible, on the basis of all other selection criteria being equal.

Performance evaluations may be undertaken on suppliers and providers of service.

The CAO and Department Managers shall ensure that in all purchases, price and past performance shall be the prime selection criteria provided all specifications are met. Such specifications are to be generic or "as equivalent". All factors influencing the purchasing decision are to be included in the specifications.

Each Department Manager or the Purchasing Designate shall ensure that, in respect of his or her department, all invoices and accounts from vendors shall be authorized, in accordance with this policy, prior to payment. Authorization in the form of signatures of the Department Manager and staff denoting clerical accuracy, budgetary or specific resolution approval and indication that goods and services were received in good order must be in place. These required signatures are deemed to authorize payment.

Between the last regular meeting of Council in any year and the adoption of estimates for the next year, the Treasurer is authorized to pay the accounts of any ordinary business transactions of the Township that are required to maintain services. This shall include the payment of accounts or previously approved capital items and projects.

After the adoption of estimates, the Treasurer is authorized to pay the accounts approved by the appropriate Department Manager and to pay contract accounts upon receipt of evidence of value received and which is approved by the appropriate Department Manager.

The Department Manager shall ensure that any estimated or actual over expenditure of a department's facility, program or capital budget will be reported to Council.

Co-Operative Purchasing

The Township may and is encouraged to participate with other municipalities, municipal agencies or public authorities in co-operative purchase ventures when the best interest of the Township will be served.

In the event that participation in a co-operative purchase venture does not comply with the Township's purchasing policy, Council shall authorize participation in the purchase venture.

On-Going Services and Contracts

This Section is intended to deal with on-going services and contracts the Township has with various suppliers. Examples are as follows:

Audit Services
Banking Services
Food Management Services
Provision of Property and Liability Insurance
Provision of Health Care Benefits
Maintenance and Cleaning Contracts
Counseling and Employment Assistant Services

At the time of renewal the Department Manager may recommend to Council that the service be continued, or that it be tendered or that quotations be obtained.

Accessibility

When procuring goods, services and facilities, the Township of Lucan Biddulph will comply with the requirements of the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act, 2005 and its associated standards enacted through regulation. The Township will integrate appropriate accessibility design, criteria and features into the purchasing process.

Where it is not practicable to incorporate accessibility design, criteria and features, the Township will prepare an explanation as to why accessibility is not included, and provide this explanation to the public, upon request.

In accordance with Ontario Regulation 191/11 (Integrated Accessibility Standards Regulation), the contractor is responsible to ensure that all of its employees and volunteers are adequately trained. The Township may request training logs from contractors. A formal signoff is required from all contractors which is attached as 'Schedule B'.

The Guide to Accessibility Requirements for purchasing goods, services and facilities for Lucan Biddulph is attached as 'Schedule A'.

Occupational Health and Safety

Vendors who will be supplying a service to the Township must provide in their documentation a commitment to carry out the work, on or related to Municipal assets or property, in conformity with the Occupational Health and Safety Act and any other related applicable legislation and regulations.

Insurance and Workplace Safety and Insurance Board (WSIB)

All vendors who supply services to Lucan Biddulph shall, before the start of work, provide proof of insurance and WSIB. General Liability amounts shall have limits no less than \$2,000,000 and will be determined by the Department Director.

Schedule “A”



Guide to Accessibility Requirements

For purchasing goods, services and facilities for the
Township of Lucan Biddulph

Integrated Accessibility Standards Regulation-Ontario Regulation
191/11made under the Accessibility for Ontarians with Disabilities Act, 2005
(AODA)

Guide to Accessibility Requirements

"One in seven people in Ontario have a disability.
Over the next 20 years, that
number will rise as the population ages".

Source: Ministry of Community and Social Services, Making Ontario Accessible

What is my responsibility as an employee of the Township of Lucan Biddulph?

Your responsibility as an employee of the Township of Lucan Biddulph is to incorporate accessibility criteria and features when purchasing goods, services or facilities and when designing, procuring or acquiring self-service kiosks. This is in accordance with section 5 and 6 of the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11).

Goods, services or facilities that are not accessible, may deny people the opportunity to become employees, service users or engaged citizens!

Whether purchasing computers, office equipment, self-service kiosks, renovating a building, purchasing a facility, etc....accessibility criteria must be considered.

"70 % of disabilities are non-visible".

Source: Ministry of Community and Social Services, Making Ontario Accessible

What are disabilities and barriers?

Sometimes when people think of disabilities, they usually think about someone who is using a wheelchair; however, there are many other disabilities and barriers to participation that are both visible and nonvisible.

Accessibility for Ontarians with Disabilities Act definitions:

Disability:

1. any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
2. a condition of mental impairment or a developmental disability,
3. a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
4. a mental disorder, or
5. an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*

Barrier:

Anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or practice, ("obstacle")

Accessibility:

A general term used to describe the degree of ease that something (e.g. device, service environment) can be used and enjoyed by persons with a disability. The term implies conscious planning, design and/or effort to ensure it is barrier-free to persons with a disability, and by extension, highly usable and practical for the general population as well.

Before you purchase...ask yourself:

- Can a person with a disability use this good, service or facility?
- What are the barriers?

- Can someone with a disability use the facility you are planning to acquire, as easily as a person without a disability?
- Will the good, service or facility adapt to the needs of an individual with a disability?
- Will the good, service or facility be used by members of the public or by employees?
- What are the appropriate accessibility criteria and how can they be incorporated into the procurement process?
- Does the product meet ergonomic standards and can it be customized to meet a variety of needs?
- Are your brochures, handouts and information accessible for people with visual impairments or a learning disability?

Some criteria to consider when purchasing services:

- Has the service provider provided their staff with accessible customer service training, as required under the Accessible Customer Service Standard?
- Can the service provider accommodate the needs of people of all abilities?
- Will the company use accessible signage, audio and/or print materials?
- Does the company have an accessible website?
- Can the service provider accommodate the needs of people of all abilities?

Some criteria to consider when purchasing facilities:

- Can someone using a mobility aid, like a wheelchair or walker get around the facility?
- Are signs placed at an accessible height?
- Is a ramp provided to the main entrance? Or is there only stairs?
- Is there enough accessible parking?
- Are there accessible washrooms?

Give yourself time to make a purchase.
Sometimes finding the right accessible good,
service or facility takes time.

What if I can't find an accessible option?

If you can't find a good, service or facility that meets your needs, look for ways to make it more accessible. If someone asks, you must explain why the option you chose isn't accessible

If you determine that it is technically infeasible, or not "practicable" to incorporate accessibility criteria and features, fill out Form A and send it to the Accessibility Coordinator.

What resources should I consider for the built environment?

When purchasing items related to the built environment, staff should consult the following:

- City of London - Facility Accessibility Design Standard
- City of Markham - Accessibility Design Guideline
- Ontario Building Code - Barrier Free Section

What about print material or online documents?

Documents created, adapted or otherwise presented on behalf of the Township of Lucan Biddulph shall be developed in accordance with the Accessible Digital Office Document manual. When posting documents on the municipal website, staff must ensure compliance with the Web Content Accessibility Guidelines.

Accessible formats may also be requested. Accessible formats include, but are not limited to: Braille, audio, plain language, accessible documents that are compatible with screen reading software.

What if I'm purchasing the services of a consultant?

Consultants who may facilitate a public open house or otherwise seek/receive feedback on behalf of the municipality shall ensure that all communication, equipment and materials take into account a person's disability so that all in attendance may participate equally as outlined in the AODA legislation. This includes but is not limited to:

- Communicate in a format that allows an individual to receive information in an alternate format;
- Holding events in venues that are physically accessible;
- During events be prepared to provide ASL interpreter services;
- Understand emergency evacuation procedures and be ready and willing to provide assistance to event.
- Ensure that the event aligns with the Municipality's Accessibility for Ontarians with Disabilities Act policies and procedures.

When obtaining a third party:

In accordance with the AODA legislation the Supplier (Third Party Provider) must ensure appropriate employees have completed the following:

- Serve-Ability: Transforming Ontario's Customer Service and;
- Access Forward: Training for an Accessible Ontario

Suppliers are to ensure that training records are maintained, including dates when training is provided, the number of personnel who received training and individual training records. The suppliers are to ensure that this information is available, to the municipal contact, any time during the Term of the Contract.

How can I make a self-serve kiosk accessible?

The Integrated Accessibility Regulation requires that accessibility features be incorporated when designing procuring or acquiring self-service kiosks.

A kiosk is defined in this legislation as an interactive electronic terminal, including a point-of-sale device, intended for public use that allows users to access one or more services or products or both. The vendor/supplier must demonstrate how the kiosk will comply with the Integrated Accessibility Regulation.

What should I know about technology?

Staff should demonstrate that the purchase is compliant with the Web Content Accessibility Guidelines 2.0 as per the Integrated Accessibility Regulation.

For more information, staff should consult the
Accessibility Coordinator or the Joint
Accessibility Advisory Committee.

For more information....

- Learn more about the Accessibility for Ontarians with Disabilities Act at www.Ontario.ca/AccessON
- To learn about how to prevent barriers to accessibility in a wide range of goods, services and facilities, visit www.Ontario.ca/pp30
- Incorporate accessibility criteria in all stages of your procurement practices, including writing and assessing tenders at the Centre for Excellence and Universal Design.
- Checklist to ensure your meeting is accessible.

Schedule “B”



ACCESSIBILITY REGULATIONS FOR CONTRACTED SERVICES

In accordance with the Ontario Regulation 429/07, Accessibility Standards for Customer Service and Ontario Regulation 191/11, the Integrated Accessibility Standards Regulation, the Township of Lucan Biddulph is required to train all third parties or persons who provide goods, services or facilities on behalf of the organization.

Contracted employees, third party employees, agents and others who deal with the public on behalf of the Township of Lucan Biddulph must meet the requirements of the above-noted Regulations with regard to training.

Training for the aforementioned regulations can be accessed online at the following website addresses:

- Serve-Ability: Transforming Ontario’s Customer Service
<http://www.mcass.gov.on.ca/en/serve-ability/index.aspx>
- Access Forward: Training for an Accessible Ontario – www.accessforward.ca
- Ontario Human Rights Code –
<http://www.ohrc.on.ca/en/learning/working-together-ontario-human-rights-code-and-accessibility-ontarians-disabilities-act>

Contracted services suppliers are to ensure that training records are maintained, including dates when training is provided, the number of personnel who received training and individual training records. The suppliers are to ensure that this information is available to the Township of Lucan Biddulph any time during the term of the Contract.

I acknowledge the aforementioned accessibility regulations and that my company staff and any subcontractors have received the above training.	
Company Name:	_____ Date: _____
Authorized Official:	_____
	Signature

	Print Name

	Title

Township of Lucan Biddulph

BY-LAW NO. 49-2019

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

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

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

AND WHEREAS it is deemed expedient that the proceedings of The Council of the Corporation of the Township of Lucan Biddulph at the September 17, 2019 meeting be confirmed and adopted by By-law.

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

1. That the action of the Council of the Corporation of the Township of Lucan Biddulph in respect of all motions and resolutions and all other action passed and taken by the Council of the Corporation of the Township of Lucan Biddulph, documents and transactions entered into during the September 17, 2019 meeting of Council, are hereby adopted and confirmed, as if the same were expressly included in this By-law.
2. That the Mayor and proper officials of The Corporation of the Township of Lucan Biddulph are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Township of Lucan Biddulph during the said September 17, 2019 meeting referred to in Section 1 of this By-law.
3. That the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of the Corporation of the Township of Lucan Biddulph to all documents referred to in said Section 1.

Read a FIRST, SECOND and THIRD time and FINALLY PASSED
September 17, 2019.

DEPUTY MAYOR

CLERK