



LUCAN BIDDULPH COUNCIL AGENDA

TUESDAY, SEPTEMBER 3, 2019 6:30 PM
Lucan Biddulph Township Office
270 Main Street P.O. Box 190 Lucan, ON

AGENDA

1. Call to Order

2. Disclosure of Pecuniary Interest & Nature Thereof

3. In-Camera Session

4. Petitions & Delegations

Lucas Egli, JACOBS

[JACOBS - change in designated ORO](#)

[JACOBS - Notice of Appointment](#)

Jackie Muller and Rod Dupuis, OCWA

[Lucan Operational Report 2019 - 2nd Quarter](#)

[Granton Operational Report 2019 - 2nd Quarter](#)

5. Adoption of Minutes

[Public Meeting Minutes - Aug 13 2019](#)

[Council Meeting Minutes - Aug 13 2019](#)

6. Business Arising From the Minutes

[September 3 2019 BA](#)

7. Communications Reports

1. [Message from Minister of Infrastructure](#)
2. [AMO Conference highlights](#)
3. [Community Safety Well Being - Training Information Flyer](#)
4. Balance of Communications:
 - a. [ABCA shares concern with Province's letter](#)
 - b. [Letter from Minister Yurek](#)
 - i. [ABCA Response letter from Minister Yurek](#)

- ii. [Town of St Marys - Response Letter to Minister Yurek](#)
- c. [Letter from Office of Solicitor General - Public Reports Regulation Repeal](#)
- d. [News release- SPC municipal representative Don Jones retires](#)
- e. [Norfolk County - Request for Provincial Response leaking Gas Wells](#)
- f. [Town of Bradford West Gillingham - Resolution 2019-275 Never Forgotten National Memorial](#)
- g. [Water use restrictions notice](#)
- h. [Media Alert - surprising reason you shouldn't complain about MPPs' Pension plans](#)
- i. [UTRCA 2020 Municipal Levy Outlook Fact Sheet](#)
- j. [Frank Cowan -Are you prepared to defend a claim](#)
- k. [UTRCA BOD Minutes, Agenda and Reports](#)
 - i. [UTRCA - June 25 Minutes and Aug 27 Meeting Audio](#)
- l. [AMO Watchfile Aug 15](#) [AMO Watchfile Aug 22](#) [AMO Watchfile Aug 29](#)

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
 - [BM Ross - Accommodating Lucan Growth](#)
 - [Fire Inspection Services](#)
 - [2019 Nagle Drive Water - Financial info](#)
- b) Building/By-law Enforcement
- c) Finance
- d) Planning
- e) Public Works
- f) Parks & Recreation
 - [Benn Drain - Grass Mowing and Maintenance](#)
- g) Economic Development
 - [Baconfest 2019 Report](#)

10. Councillor's Comments

11. Changes to Budget

12. Notice of Motions

[Motions - September 3 2019](#)

13. Motions and Accounts

14. By-laws

[45-2019 Agreement - IMOS \(Winter Mtce\)](#)

[46-2019 Procurement By-law](#)

[47-2019 Confirming Bylaw](#)

15. Adjournment



September 3, 2019

Township of Lucan-Biddulph
Mr. Ron Reymer
CAO
270 Main St.
P.O Box 190
Lucan, ON
N0M 2J0

RE: OVERALL RESPONSIBLE OPERATOR (ORO) for the DRINKING WATER SYSTEMS

This letter is to inform you of the designated ORO for the Township of Lucan Biddulph's Drinking Water Distribution Systems, pursuant to Ontario Regulations 170/03 and 128/04.

Mr. Joseph Arnold is the outgoing ORO due to retirement.

Mr. Lucas Egli, the Project Manager, is the new designated water distribution/supply system ORO, with a Water Treatment Class 1 certificate and a Water Distribution and Supply Subsystem Class 2 certificate. In his absence, Mr. Richard Marsh, the Area Manager, is the alternate ORO, with a Water Treatment Class 2 Certificate and a Distribution and Supply Subsystem Class 3 Certificate.

This change will effectively take place on September 4, 2019. The Ministry's Drinking Water Information System (DWIS) has been notified of the changes.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Lucas Egli

Project Manager
Jacobs – OMI Canada
Lucan Biddulph Project
519 955 2746



Notice of Appointment

Top Management

Jacobs communicates the Drinking Water Quality Management System (DWQMS) to the Township of Lucan Biddulph through Top Management and the QMS Representative. It has been identified that the Jacobs Project Manager for Lucan Biddulph would best fit the position of Top Management. The newly appointed Top Management Representative is:

Lucas Egli, Jacobs Project Manager

Top Management’s commitment to an effective QMS is demonstrated by:

- 1. Ensuring that a QMS is in place that meets the requirements of the DWQMS.
- 2. Ensuring the Operating Authority is aware of the applicable legislative and regulatory requirements.
- 3. Communicating the QMS according to procedures (OMI-ADMIN-1200)
- 4. Determining, obtaining or providing the resources needed to maintain and improve the QMS.

Print:

Sign:

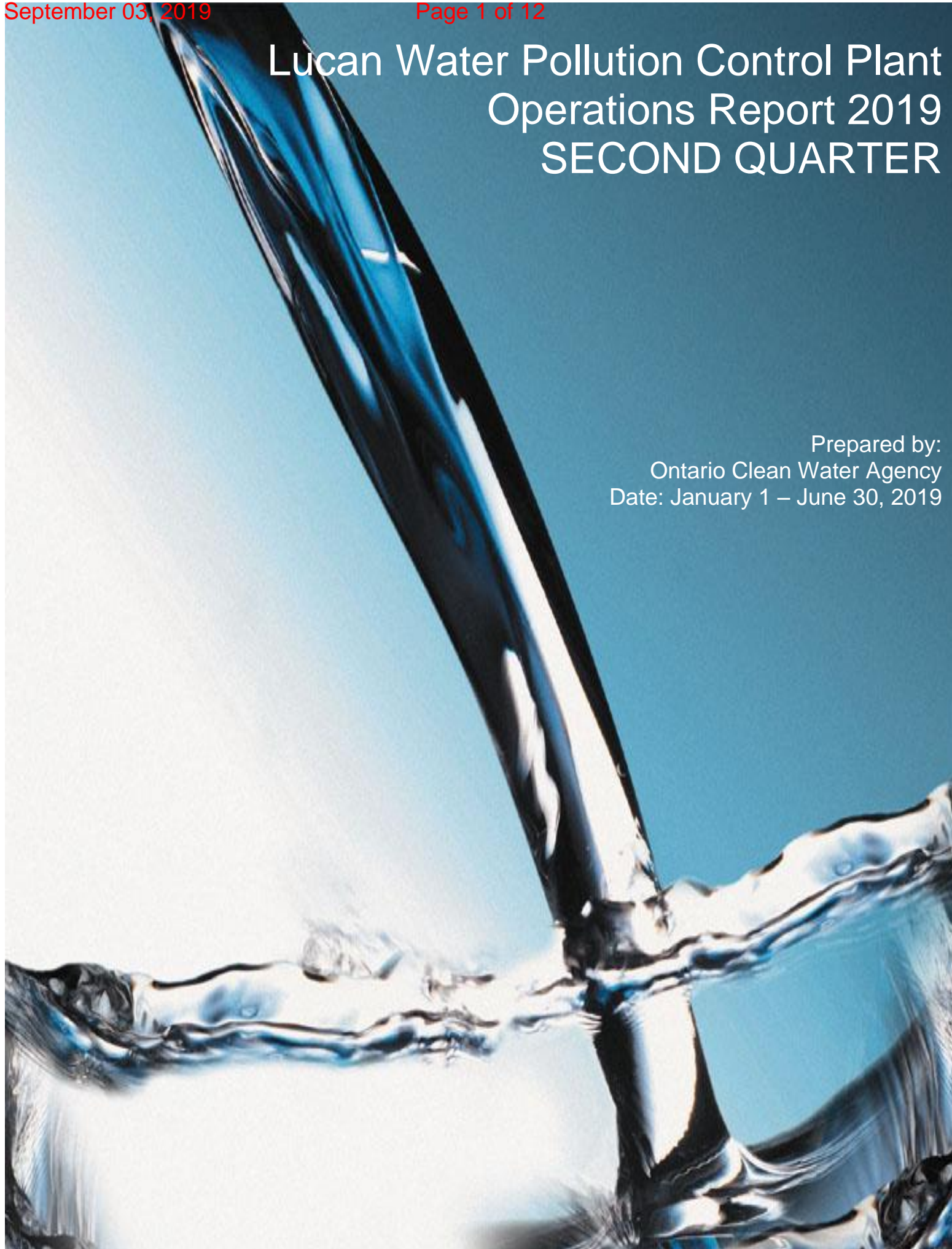
Top Management/QMS Rep
Jacobs

Mayor
Township of Lucan-Biddulph

Effective Date: 08,24,19

Lucan Water Pollution Control Plant Operations Report 2019 SECOND QUARTER

Prepared by:
Ontario Clean Water Agency
Date: January 1 – June 30, 2019



Facility Description

Facility Name: Lucan Water Pollution Control Plant
Senior Operations Manager: Rod Dupuis 519-274-9242
Business Development Manager: Jackie Muller 519-643-8660
Facility Type: Municipal
Classification: Class 4 Wastewater Treatment
Title Holder: Municipality

Service Information

Area(s) Serviced: **Lucan**
Population Serviced: 1,700

Capacity Information

Total Design Capacity: 1,700 (m³/day)
Peak Flow Design Capacity: 3,600 (m³/day)
Total Annual Flow (2018 Data): 381,471 (m³/year)
Average Day Flow (2018 Data): 1,047.10 (m³/day)
Maximum Day Flow (2018 Data): 3,047 (m³/day)

Operational Description

The Lucan Sewage System was expanded and upgraded in 1992 to an aeration type process and is located at Lot 25, Concession 4, in Biddulph Township. The plant is rated at an average flow of 1,700 m³/ day and a peak flow of 3,600 m³ /day.

The system consists of:

- Raw sewage pumping station with five submersible pumps and one standby diesel generator
- Force mains to treatment plant and lagoons
- Extended aeration plant with automatically raked bar screen, grit chamber, aeration basins, secondary clarifiers, return activated sludge system, chemical storage and feeding systems, aerobic digesters, sludge storage system, effluent filtration, ultra violet disinfection system and post aeration system
- Outfall sewer to Henan Drain
- Standby power diesel generator
- Various related buildings for above processes
- Two cell lagoon system for storing excessive flows

COMPLIANCE AND EXCEEDANCES SUMMARY:**FIRST QUARTER**

There were no compliance issues identified in the first quarter.

January

In the month of January, the plant daily rated capacity of 1,700 m³ was exceeded on the following days due to rain fall and snow melt:

1st - 2,367 m³
23rd - 1,730 m³

The plant peak flow capacity of 3,600 m³ was not exceeded on days identified above therefore this is not a compliance issue.

February

In the month of February, the plant daily rated capacity of 1,700 m³ was exceeded on the following days due to rain fall and snow melt:

4th - 2,046 m³
5th - 2,373 m³
6th - 1,880 m³
7th - 1,878 m³
8th - 1,935 m³

The plant peak flow capacity of 3,600 m³ was not exceeded on days identified above therefore this is not a compliance issue.

On the following dates raw sewage flow was directed to the Lucan sewage lagoon as per facility design:

4th - 452 m³
5th - 43 m³
22nd - 269 m³
23rd - 31 m³

March

In the month of March, the plant daily rated capacity of 1,700 m³ was exceeded on the following days due to rain fall and snow melt:

15th - 2,665 m³
16th - 2,129 m³
30th - 2,207 m³
31st - 2,444 m³

The plant peak flow capacity of 3,600 m³ was not exceeded on days identified below therefore not a compliance issue.

On the following dates raw sewage was directed to the Lucan sewage lagoon as per facility design:

13th – 6 m³
14th – 41 m³
15th – 185 m³
30th – 795 m³
31st – 17 m³

SECOND QUARTER

There were no compliance issues identified in the second quarter.

April

In the month of April, the plant daily rated capacity of 1,700 m³ was exceeded on the following days due to rain fall and snow melt:

1st – 1,846 m³/d
19th to 22nd – 1,948 m³/d
24th to 25th – 1,773 m³/d
26th to 28th – 2,061 m³/d

The plant peak flow capacity of 3,600 m³ was not exceeded on days identified above therefore this is not a compliance issue.

On the following dates raw sewage flow was directed to the Lucan sewage lagoon as per facility design:

18th to 22nd – 49 m³/d
24th to 25th – 435 m³/d
26th to 28th – 133 m³/d

May

In the month of May, the plant daily rated capacity of 1,700 m³ was exceeded on the following days due to rain fall and snow melt:

1st to 2nd – 2,003 m³/d
24th – 2,180 m³/d
25th – 3,363 m³/d
26th – 3,402 m³/d
27th – 1,908 m³/d

The plant peak flow capacity of 3,600 m³ was not exceeded on days identified above therefore this is not a compliance issue.

On the following dates raw sewage flow was directed to the Lucan sewage lagoon as per facility design:

24th – 1,393 m³/d
25th to 26th – 2,088 m³/d
27th to 28th – 425 m³/d

June

In the month of June, the plant daily rated capacity of 1,700 m³ was exceeded on the following days due to rain fall and snow melt:

20th – 1,732 m³/d

The plant peak flow capacity of 3,600 m³ was not exceeded on days identified above therefore this is not a compliance issue.

On the following dates raw sewage flow was directed to the Lucan sewage lagoon as per facility design:

5th – 103 m³/d

THIRD PARTY INSPECTIONS:**FIRST QUARTER****January**

3: Ultraguard security was onsite to complete maintenance of the facility security system.

March

21: Pierce Services was onsite to complete annual calibration and inspections of all flow meters and miltronics at all Lucan facilities.

SECOND QUARTER**April**

03: MECP Inspector along with OCWA Process & Compliance Technician were onsite to inspect the Lucan lagoon following our request to have the digester sludge hauled to the lagoon until Farm application can be done in the late summer/fall.

17: Mobile Fire & Safety were onsite to perform the annual inspection on all fire extinguishers.

23: Konecranes was onsite to perform the annual inspection on all lifting devices.

May

06: Hetek was onsite to perform semi-annual inspection and calibrations on all gas detection equipment.

10: Mornington Communications was onsite to perform annual fire alarm inspection.

15: Gen Care was onsite at the Lucan WPCP and Chestnut Street Pumping Station to perform the semi-annual maintenance and inspection of the generators. No issues were reported.

June

14: MECP Inspector and District Supervisor along with OCWAs PCT and Safety, Process and Compliance Manager were onsite at the Lucan lagoon to review the operation due to the request to continue hauling the Granton RBC sludge to Lucan Lagoon.

OCCUPATIONAL HEALTH & SAFETY:**May**

08: Operator on duty was using a tool to remove the filter from the final effluent filter system when the tool slipped and he chipped his tooth. The operator discussed the incident with his Manager and reported it to the Safety & Process Compliance Manager. The Operations Manager is looking into another tool to perform this work.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

General & preventative maintenance activities were completed as applicable; these activities include monthly generator tests & equipment greasing.

FIRST QUARTER**January**

3: DataSoft was onsite to investigate loss of communications on the SCADA system. The system was reset to restore communications.

4: Air Design Services technician was onsite to complete maintenance of the furnace system.

17: Additional Operators were onsite to assist changing disc sections on filter system #1 and #2.

25: DataSoft was onsite to investigate loss of communications on the SCADA system. . The technician found a fault with the location IP address. The IP address was changed and communications were restored.

26: OCWA staff provided a tour of the plant to Lucan Biddulph Town Council members.

31: Additional Operators were onsite to assist changing disc sections on filter system #1 and #2.

31: OCWA Electrician was onsite to investigate a motor overload on filter system #1. Electrician found the internal breaker was blown; issue corrected.

February

13 & 14: DataSoft technician was onsite to complete SCADA upgrades & system changes.

21: OCWA Electrician was onsite to perform annual inspection of exit emergency lighting and completed any necessary repairs.

March

11: Operator on duty noticed a loss of communications from Chestnut Street pumping station during business hours. Communications were restored by resetting the router.

15: OCWA Electrician was onsite to collect RAS pump data for energy grant.

26: OCWA Electrician was onsite to replace UPS battery backup for PLC system at Chestnut pumping station. While on location the Electrician also replaced a blown fuse in bank B of the UV system at the WPCP.

SECOND QUARTER**April**

23: A Technician was onsite to determine the reason for the communication error from the Chestnut Street pumping station that was found on Apr 22nd. The technician was unable to find the reason for the error and will look into this more.

25: OCWA Electrician was onsite to check RAS pump #1 that was found in fault by the Operators. The motor was removed and taken to a specialist.

30: OCWA Electrician was onsite to install the repairs motor for RAS pump #1.

May

02: Hodgins was onsite to remove sludge from the digesters and haul to the Lucan Lagoon as it's too wet to land apply. Approximately 450 m³ was hauled.

17: DataSoft was onsite to troubleshoot the communications failure from the Chestnut Street pumping station but was unable to resolve the issue.

29 to 31: Operators transferred contents from cell #1 into cell #2 at the Lucan Lagoon due to cell #1 being at a high level. Operators will start to bring contents back from the Lagoon through the plant when weather permits.

June

17: Operator on duty contacted DataSoft due to a communications fault on the SCADA system, causing the operator to be unable to control the plant. DataSoft was able to clear the fault remotely.

27: OCWA Electrician was onsite to install two new GFS receptacles that were needed as recommended by the insurance inspection.

28: CT Environmental was onsite to perform the semi-annual cleaning of the Chestnut Street and Joseph Street wet wells. During this time, operators performed the annual inspections of the wet wells.

| PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED | | | | | | | | | | | | |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| 15 | 19 | 14 | 11 | 10 | 11 | | | | | | | 80 |

All work orders completed on schedule.

ALARMS / CALL-INS:**FIRST QUARTER****January**

12: Operator on call received a grit alarm from the SCADA system. Upon arrival, operator found a buildup of rags and debris due to higher than normal flows. This debris was removed and the alarm was reset.

February

12: Operator on call received a 'this list is now empty' alarm which means the alarm corrected itself before the SCADA called out. Operator monitored remotely, operations were running normally.

24: Operator on call received a 'this list is now empty' alarm which means the alarm corrected itself before the SCADA called out. Operator monitored remotely, operations were running normally.

March

31: Operator on call received several alarms due to multiple area hydro outages due to weather conditions. Upon arrival, an inspection of the facility was completed and alarms reset; operations were normal. Operator continued to monitor remotely.

SECOND QUARTER**April**

20: Operator on call received a grit alarm. Upon arrival, the operator found the headworks had a buildup of rags in the collection system causing a blockage. This may be caused by higher than normal flows due to rainfall. The operator removed the rags from the system and reset the SCADA system. While onsite, the operator performed an inspection of the entire facility.

22: Operator on call received a communication failure alarm. Upon arrival, the operator determined the communications failure was caused by the loss of communications from Chestnut Street wet well. The operator tried to reset the communications, but was unsuccessful and called DataSoft to resolve remotely. DataSoft was unable to resolve the error remotely, a technician will be onsite on the 23rd. While onsite, the operator performed an inspection of the entire facility and noticed RAS pump #1 was not working and switched operations to RAS pump #3.

May

25: Operator on call received a high level alarm from the Chestnut Street wet well due to heavy rainfall. The operator arrived onsite and inspected the wet well, all pumps were keeping up with the inflow and no bypass occurred. The operator completed an inspection of the entire facility and check the Granton WPCP remotely, all operations were normal. The operator returned back to site later in the day to check the Chestnut Street wet well due to still receiving high level alarms from the heavy rainfall, no bypass occurred, pumps were keeping up with the inflow.

June

30: Operator on call received a SCADA alarm at 1630 hours. Operator acknowledged the alarm answering with the list is now empty. The operator monitored the plant remotely, all in normal operations.

COMPLAINTS & CONCERNS:

There were no complaints or concerns in the first quarter.

REGULATORY INSPECTIONS:

The last MECP Facility Inspection occurred March 1, 2016.

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX B – FLOW REPORT:

See attached.

APPENDIX A

PAR REPORTS

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon

From: 01/01/2019 to 30/06/2019

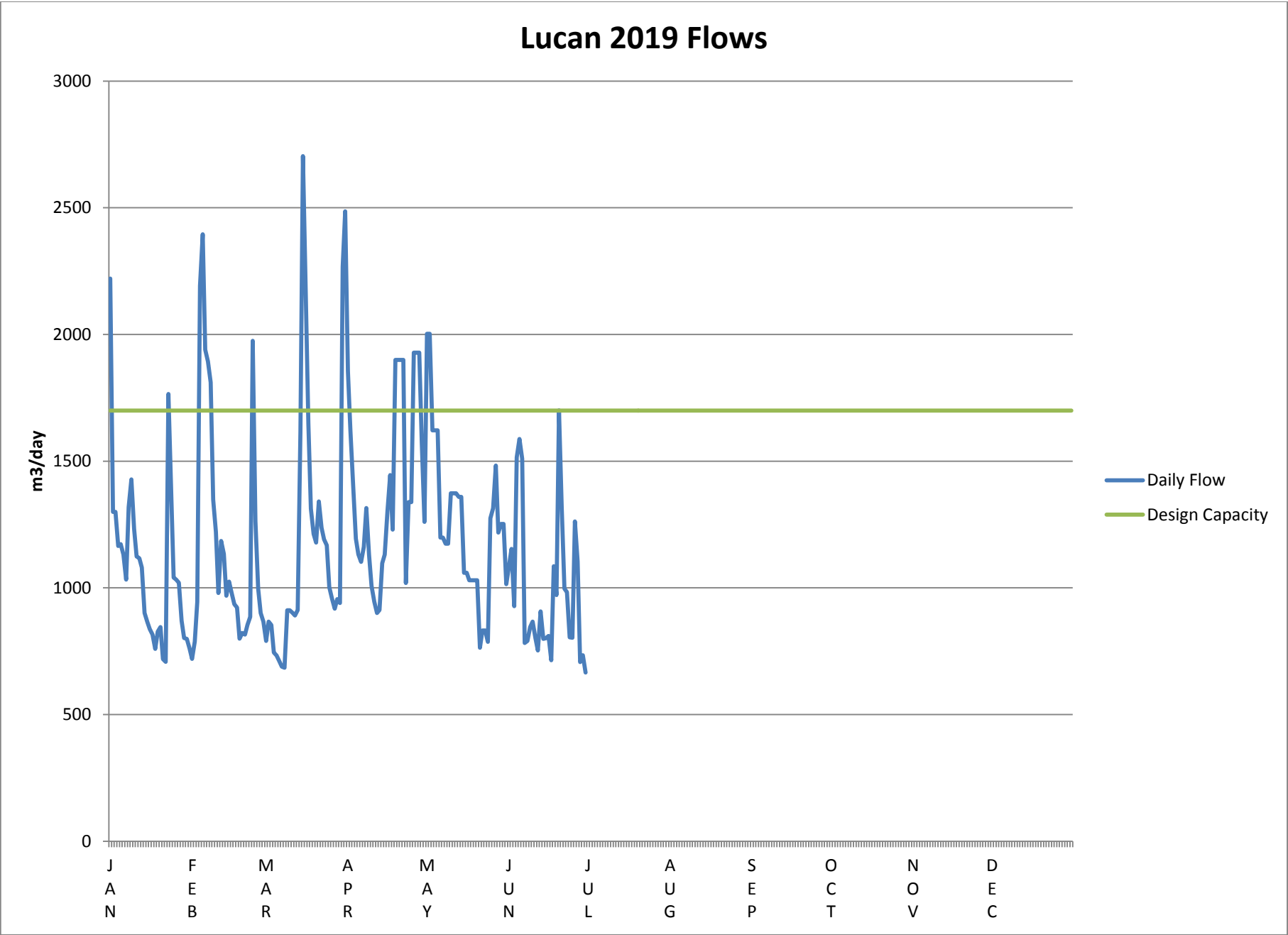
Facility: [1221] LUCAN WASTEWATER TREATMENT FACILITY

Works: [110002817]

| | 01/2019 | 02/2019 | 03/2019 | 04/2019 | 05/2019 | 06/2019 | <--Total--> | <--Avg.--> | <--Max.--> | <--Criteria--> |
|---|----------|----------|----------|----------|----------|----------|-------------|------------|------------|----------------|
| Flows: | | | | | | | | | | |
| Raw Flow: Total - Raw Sewage (m³) | 33410.00 | 33562.00 | 36922.00 | 41807.00 | 38719.00 | 29792.00 | 214212.00 | | | |
| Raw Flow: Total - Lagoon Flow (m³) | 90.00 | 795.00 | 1044.00 | 1534.90 | 6424.00 | 146.00 | 10033.90 | | | |
| Raw Flow: Avg - Raw Sewage (m³/d) | 1077.74 | 1198.64 | 1191.03 | 1393.57 | 1249.00 | 993.07 | | 1183.84 | | |
| Raw Flow: Avg - Lagoon Flow (m³/d) | 2.90 | 28.39 | 33.68 | 51.16 | 207.23 | 4.87 | | 54.70 | | |
| Raw Flow: Max - Raw Sewage (m³/d) | 2221.00 | 2395.00 | 2704.00 | 1928.00 | 2003.00 | 1701.00 | | | 2704.00 | |
| Raw Flow: Max - Lagoon Flow (m³/d) | 83.00 | 452.00 | 795.00 | 434.50 | 2088.00 | 103.00 | | | 2088.00 | |
| Eff. Flow: Total - Final Effluent (m³) | 31977.00 | 32068.00 | 35356.00 | 40797.00 | 37551.00 | 28818.00 | 206567.00 | | | |
| Eff. Flow: Avg - Final Effluent (m³/d) | 1031.52 | 1145.29 | 1140.52 | 1359.90 | 1211.32 | 960.60 | | 1141.52 | | |
| Eff. Flow: Max - Final Effluent (m³/d) | 2367.00 | 2373.00 | 2665.00 | 2549.00 | 2194.00 | 1663.00 | | | 2665.00 | |
| Raw Flow: Monthly Total - Total Raw Sewage Flows (m³) | 33500.00 | 34357.00 | 37966.00 | 43319.90 | 45143.00 | 29938.00 | 224223.90 | | | |
| Raw Flow: Monthly Avg - Total Raw Sewage Flows (m³/d) | 1080.65 | 1227.04 | 1224.71 | 1444.00 | 1456.23 | 997.93 | | 1238.42 | | |
| Raw Flow: Monthly Max - Total Raw Sewage Flows (m³/d) | 2304.00 | 2644.00 | 3062.00 | 2061.30 | 3402.00 | 1732.00 | | | 3402.00 | |
| Carbonaceous Biochemical Oxygen Demand: CBOD: | | | | | | | | | | |
| Eff: Avg cBOD5 - Final Effluent (mg/L) | < 2.200 | < 3.000 | < 3.000 | < 2.800 | < 2.500 | < 2.000 | | < 2.583 | < 3.000 | 10.0 |
| Eff: # of samples of cBOD5 - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Loading: cBOD5 - Final Effluent (kg/d) | < 2.269 | < 3.436 | < 3.422 | < 3.808 | < 3.028 | < 1.921 | | < 2.981 | < 3.808 | |
| Biochemical Oxygen Demand: BOD5: | | | | | | | | | | |
| Raw: Avg BOD5 - Raw Sewage (mg/L) | 90.400 | 75.500 | 182.000 | 127.000 | 55.250 | 178.500 | | 118.108 | 182.000 | |
| Raw: # of samples of BOD5 - Raw Sewage (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Total Suspended Solids: TSS: | | | | | | | | | | |
| Raw: Avg TSS - Raw Sewage (mg/L) | 39.400 | 37.250 | 96.500 | 35.400 | 34.250 | 126.250 | | 61.508 | 126.250 | |
| Raw: # of samples of TSS - Raw Sewage (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Eff: Avg TSS - Final Effluent (mg/L) | 3.600 | 4.500 | 3.500 | 3.600 | 4.250 | 3.750 | | 3.867 | 4.500 | |
| Eff: # of samples of TSS - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Loading: TSS - Final Effluent (kg/d) | 3.713 | 5.154 | 3.992 | 4.896 | 5.148 | 3.602 | | 4.418 | 5.154 | |
| Percent Removal: TSS - Raw Sewage (mg/L) | 90.863 | 87.919 | 96.373 | 89.831 | 87.591 | 97.030 | | | 97.030 | |
| Total Phosphorus: TP: | | | | | | | | | | |
| Raw: Avg TP - Raw Sewage (mg/L) | 2.530 | 2.258 | 3.735 | 1.774 | 1.875 | 4.573 | | 2.791 | 4.573 | |
| Raw: # of samples of TP - Raw Sewage (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Eff: Avg TP - Final Effluent (mg/L) | 0.192 | 0.118 | 0.178 | 0.218 | 0.165 | 0.208 | | 0.180 | 0.218 | |
| Eff: # of samples of TP - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Loading: TP - Final Effluent (kg/d) | 0.198 | 0.135 | 0.202 | 0.296 | 0.200 | 0.199 | | 0.205 | 0.296 | |
| Percent Removal: TP - Raw Sewage (mg/L) | 92.411 | 94.795 | 95.248 | 87.711 | 91.200 | 95.462 | | | 95.462 | |
| Nitrogen Series: | | | | | | | | | | |
| Raw: Avg TKN - Raw Sewage (mg/L) | 27.960 | 24.375 | 34.150 | 21.800 | 20.925 | 46.725 | | 29.323 | 46.725 | |
| Raw: # of samples of TKN - Raw Sewage (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Eff: Avg TAN - Final Effluent (mg/L) | < 0.100 | < 0.125 | < 0.125 | < 0.900 | < 0.100 | < 0.250 | | < 0.267 | < 0.900 | |
| Eff: # of samples of TAN - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Loading: TAN - Final Effluent (kg/d) | < 0.103 | < 0.143 | < 0.143 | < 1.224 | < 0.121 | < 0.240 | | < 0.329 | < 1.224 | |
| Eff: Avg NO3-N - Final Effluent (mg/L) | 21.800 | 18.685 | 21.500 | 18.000 | 19.925 | 27.500 | | 21.235 | 27.500 | |
| Eff: # of samples of NO3-N - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Eff: Avg NO2-N - Final Effluent (mg/L) | < 0.032 | < 0.068 | < 0.040 | < 0.072 | < 0.030 | < 0.440 | | < 0.114 | < 0.440 | |
| Eff: # of samples of NO2-N - Final Effluent (mg/L) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |
| Disinfection: | | | | | | | | | | |
| Eff: GMD E. Coli - Final Effluent (cfu/100mL) | 3.260 | 2.213 | 2.972 | 3.031 | 3.557 | 23.724 | | 6.460 | 23.724 | |
| Eff: # of samples of E. Coli - Final Effluent (cfu/100mL) | 5 | 4 | 4 | 5 | 4 | 4 | 26 | | | |

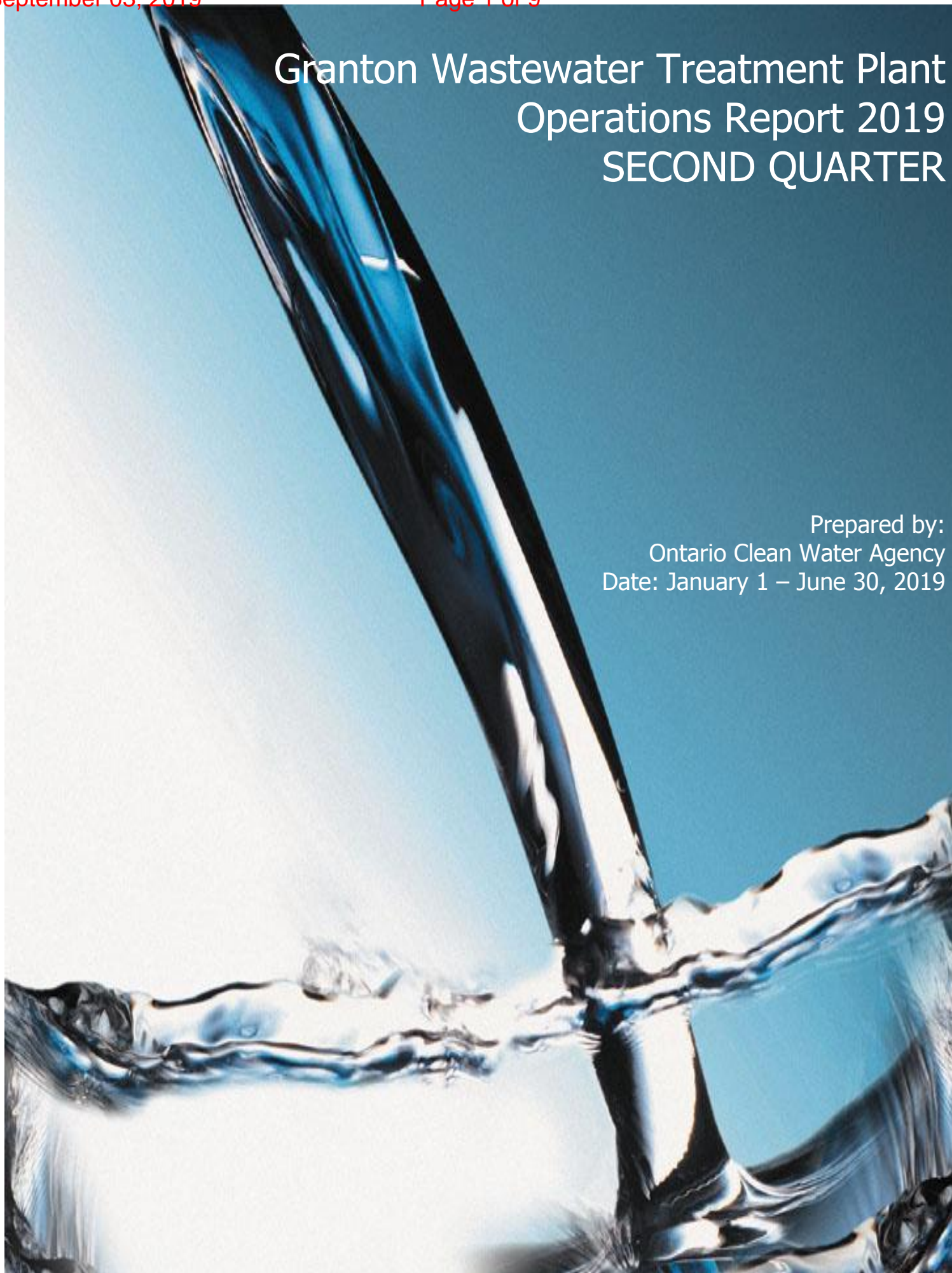
APPENDIX B

FLOW REPORTS



Granton Wastewater Treatment Plant Operations Report 2019 SECOND QUARTER

Prepared by:
Ontario Clean Water Agency
Date: January 1 – June 30, 2019



Facility Description

Facility Name: Granton Wastewater Treatment Plant
Senior Operations Manager: Rod Dupuis 519-274-9242
Business Development Manager: Jackie Muller 519-643-8660
Facility Type: Municipal
Classification: Class 1 Wastewater Treatment
Title Holder: Municipality

Service Information

Area(s) Serviced: **The Village of Granton**
Population Serviced: 300

Capacity Information

Total Design Capacity: 270 (m³/day)
Total Annual Flow (2018 Data): 39,567 (m³/year)
Average Day Flow (2018 Data): 108.87 (m³/day)
Maximum Day Flow (2018 Data): 1,013 (m³/day)

Operational Description

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

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

The system consists of the following:

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

COMPLIANCE AND EXCEEDANCES SUMMARY:**FIRST QUARTER****January**

The total suspended solids (TSS) monthly average limit of **10** mg/L was exceeded for January; the January TSS monthly average was **11.0** mg/L; this non-compliance was reported to the MECP. Operators are working diligently to resolve this issue.

February

On February 5th, the plant rated capacity of 270 m³/day was exceeded by 3 m³ due to rain fall and snow melt. Compliance is based on annual average therefore this daily flow exceedance is not a reportable event.

March

In the month of March, the plant rated capacity of 270 m³/day was exceeded; March 14th flow was 309m³, March 30th flow was 345m³ and March 31st flow was 277m³. Compliance is based on annual average therefore these daily flow exceedances are not reportable events.

SECOND QUARTER**April**

On April 19th, the plant rated capacity of 270 m³/day was exceeded by 1 m³ due to rain fall. Compliance is based on annual average therefore this daily flow exceedance is not a reportable event.

May

On May 25th, the plant rated capacity of 270 m³/day was exceeded by 130 m³ due to rain fall. Compliance is based on annual average therefore this daily flow exceedance is not a reportable event.

June

There were no flow or compliance issues in June.

THIRD PARTY INSPECTIONS:**FIRST QUARTER****March**

21: Pierce Services was onsite to complete annual calibration and inspections of all flow meters and miltronics at all Granton facilities.

SECOND QUARTER**April**

17: Mobile Fire & Safety were onsite to perform the annual inspection on all fire extinguishers.

May

06: Hetek was onsite to perform semi-annual inspection and calibrations of all gas detection equipment.

15: GenCare was onsite to perform the semi-annual maintenance and inspection of the generator; no issues reported.

OCCUPATIONAL HEALTH & SAFETY:

No occupational health & safety issues were identified to date.

GENERAL MAINTENANCE AND PLANT ACTIVITIES:

General & preventative maintenance activities were completed as applicable; maintenance activities include monthly generator tests & equipment greasing. Additional plant activities include:

FIRST QUARTER

January

29: Operator on duty replaced microtabs in the RBC and collection system.

30: OCWA specialist was onsite to assist and recommend process changes to resolve issues related to the plant effluent total suspended solids levels.

February

01: OCWA Electrician was onsite at the Granton wet well to replace a 10 amp breaker that runs the heater to heat the station. The original breaker faulted.

08: Total Septic was onsite and hauled 58 m³ of sludge from the RBC tank to the Lucan Sewage Lagoon.

12: DataSoft was onsite to install new clarifier pump & BUGS filter pump programs.

22: Operators noticed that clarifier pump #1 was not running due to a program installation error; Operators worked with DataSoft to resolve the issue.

March

8, 9 & 15: OCWA Electrician was onsite to repair facility faulty emergency exit lights

27: Three barrels of the treatment chemical SAX were delivered to plant.

SECOND QUARTER

April

04: Operator on duty noticed an oxygen deficiency alarm was triggered in the RBC area of the plant. It was found the sensor was in fault. Hetek was called to be scheduled to troubleshoot faulty sensor. Operators are to use portable gas detection devices when entering this area

16: Pierce Services was onsite to investigate the requirements for possible future process upgrades by having a flow pace for the SAX chemical pump.

May

01: Total Septic was onsite to remove 87m³ of sludge from the RBC tank to the Lucan Sewage Lagoon.

07: Kemira delivered 1,070 gallons of PAX.

17: Three barrels of the treatment chemical SAX were delivered to plant.

17: Datasoft was onsite to resolve the issue with SCADA not being able to read the daily flow of raw into the plant.

June

13: Total Septic was onsite to remove 72.5m³ of sludge from the RBC tank to the Lucan Sewage Lagoon as per the MOE permission.

28: CT Environmental was onsite to perform the semi-annual cleaning of the Granton wet well. Operators also performed annual inspections of the wet wells at this time.

| PREVENTATIVE MAINTENANCE WORK ORDERS GENERATED | | | | | | | | | | | | |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
| 15 | 5 | 5 | 5 | 6 | 7 | | | | | | | 43 |

All work orders completed on schedule.

ALARMS / CALL-INS:

FIRST QUARTER

January

25: Operator received a 'pump failed to start' alarm from the Granton wet well. Upon arrival, the operator noticed high flows into the pump station due to rain and snow melt; Pump #1 was running & Pump #2 was started manually. The SCADA system was changed to 'enable' pump #2, station returned to normal operations.

February

16: Operator received a 'pump fault, pump fail to start' alarm from the Granton pumping station. Upon arrival, the operator noticed the breaker for duty pump #1 was blown. The breaker was reset and station returned to normal operations.

25: Operator received a 'loss of echo, high level' alarm from the Granton wet well. Upon arrival, the operator corrected the fault on the miltronics which allowed the pumps to return to normal operations.

March

31: Operator received several alarms due to multiple hydro outages in the area due to weather conditions. The operator monitored process remotely until hydro was restored.

SECOND QUARTER

May

29: Operator on call received an alarm at the WPCP at 0515 stating the generator was running. Operator monitored remotely via SCADA. The generator was running due to a hydro outage.

COMPLAINTS & CONCERNS:

There were no complaints or concerns to date.

REGULATORY INSPECTIONS:

The last MECP Facility Inspection occurred February 8, 2016.

APPENDIX A – PERFORMANCE ASSESSMENT REPORT:

See attached.

APPENDIX B – FLOW REPORT:

See attached.

APPENDIX A

PAR REPORTS

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon

From: 01/01/2019 to 30/06/2019

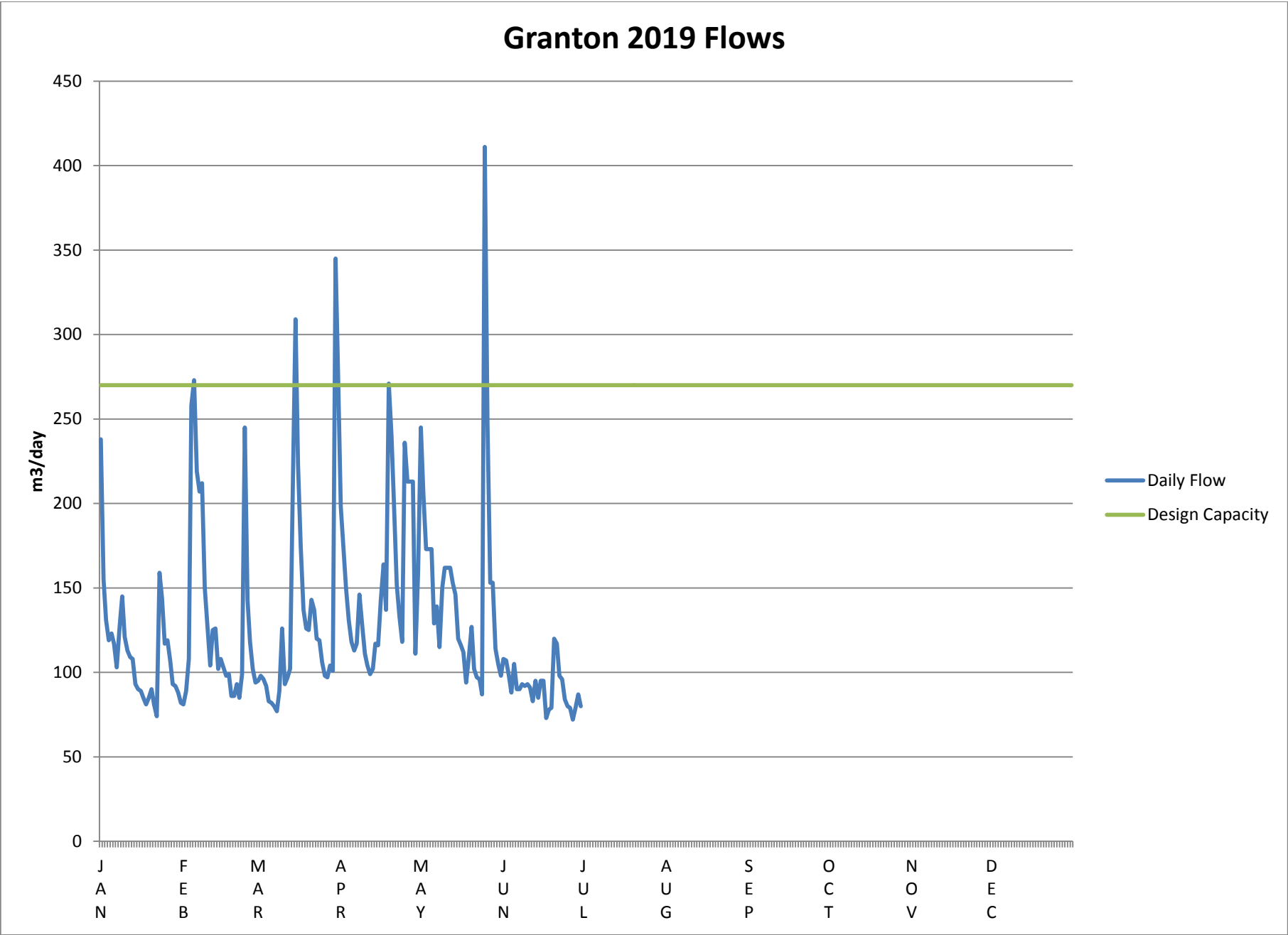
Facility: [1261] Granton RBC

Works: [120002772]

| | 01/2019 | 02/2019 | 03/2019 | 04/2019 | 05/2019 | 06/2019 | <--Total--> | <--Avg.--> | <--Max.--> | <--Criteria--> |
|---|---------|---------|---------|---------|---------|---------|-------------|------------|------------|----------------|
| Flows: | | | | | | | | | | |
| Eff. Flow: Total - Final Effluent (m³) | 3477.00 | 3740.00 | 4160.00 | 4622.00 | 4629.00 | 2730.00 | 23358.00 | | | |
| Eff. Flow: Avg - Final Effluent (m³/d) | 112.16 | 133.57 | 134.19 | 154.07 | 149.32 | 91.00 | | 129.05 | | |
| Eff. Flow: Max - Final Effluent (m³/d) | 238.00 | 273.00 | 345.00 | 271.00 | 411.00 | 120.00 | | | 411.00 | |
| Carbonaceous Biochemical Oxygen Demand: CBOD: | | | | | | | | | | |
| Eff: Avg cBOD5 - Final Effluent (mg/L) | < 2.400 | < 2.000 | < 2.000 | < 2.250 | < 2.000 | < 2.000 | | < 2.108 | < 2.400 | 10.0 |
| Eff: # of samples of cBOD5 - Final Effluent (mg/L) | 5 | 6 | 4 | 4 | 5 | 4 | 28 | | | |
| Loading: cBOD5 - Final Effluent (kg/d) | < 0.269 | < 0.267 | < 0.268 | < 0.347 | < 0.299 | < 0.182 | | < 0.272 | < 0.347 | |
| Biochemical Oxygen Demand: BOD5: | | | | | | | | | | |
| Raw: Avg BOD5 - Raw Sewage (mg/L) | 94.000 | 70.000 | 166.000 | 70.000 | 110.000 | 128.000 | | 106.333 | 166.000 | |
| Raw: # of samples of BOD5 - Raw Sewage (mg/L) | 1 | 1 | 1 | 1 | 1 | 1 | 6 | | | |
| Total Suspended Solids: TSS: | | | | | | | | | | |
| Raw: Avg TSS - Raw Sewage (mg/L) | 48.000 | 21.000 | 184.000 | 48.000 | 94.000 | 124.000 | | 86.500 | 184.000 | |
| Raw: # of samples of TSS - Raw Sewage (mg/L) | 1 | 1 | 1 | 1 | 1 | 1 | 6 | | | |
| Eff: Avg TSS - Final Effluent (mg/L) | 11.000 | 7.625 | 5.250 | 8.500 | 8.000 | 8.000 | | 8.063 | 11.000 | |
| Eff: # of samples of TSS - Final Effluent (mg/L) | 5 | 8 | 4 | 4 | 5 | 4 | 30 | | | |
| Loading: TSS - Final Effluent (kg/d) | 1.234 | 1.018 | 0.705 | 1.310 | 1.195 | 0.728 | | 1.031 | 1.310 | |
| Percent Removal: TSS - Raw Sewage (mg/L) | 77.083 | 63.690 | 97.147 | 82.292 | 91.489 | 93.548 | | | 97.147 | |
| Total Phosphorus: TP: | | | | | | | | | | |
| Raw: Avg TP - Raw Sewage (mg/L) | 2.970 | 2.150 | 4.920 | 1.250 | 4.080 | 1.980 | | 2.892 | 4.920 | |
| Raw: # of samples of TP - Raw Sewage (mg/L) | 1 | 1 | 1 | 1 | 1 | 1 | 6 | | | |
| Eff: Avg TP - Final Effluent (mg/L) | < 0.062 | < 0.035 | < 0.063 | < 0.055 | < 0.048 | < 0.073 | | < 0.056 | < 0.073 | |
| Eff: # of samples of TP - Final Effluent (mg/L) | 5 | 6 | 4 | 4 | 5 | 4 | 28 | | | |
| Loading: TP - Final Effluent (kg/d) | < 0.007 | < 0.005 | < 0.008 | < 0.008 | < 0.007 | < 0.007 | | < 0.007 | < 0.008 | |
| Percent Removal: TP - Raw Sewage (mg/L) | 97.912 | 98.372 | 98.730 | 95.600 | 98.824 | 96.338 | | | 98.824 | |
| Nitrogen Series: | | | | | | | | | | |
| Raw: Avg TKN - Raw Sewage (mg/L) | 30.600 | 21.400 | 45.800 | 21.400 | 38.600 | 21.000 | | 29.800 | 45.800 | |
| Raw: # of samples of TKN - Raw Sewage (mg/L) | 1 | 1 | 1 | 1 | 1 | 1 | 6 | | | |
| Eff: Avg TAN - Final Effluent (mg/L) | < 0.100 | < 0.100 | < 0.100 | < 0.150 | < 0.100 | < 0.100 | | < 0.108 | < 0.150 | |
| Eff: # of samples of TAN - Final Effluent (mg/L) | 5 | 6 | 4 | 4 | 5 | 4 | 28 | | | |
| Loading: TAN - Final Effluent (kg/d) | < 0.011 | < 0.013 | < 0.013 | < 0.023 | < 0.015 | < 0.009 | | < 0.014 | < 0.023 | |
| Disinfection: | | | | | | | | | | |
| Eff: GMD E. Coli - Final Effluent (cfu/100mL) | 4.681 | 1.414 | 1.414 | 2.213 | 2.952 | 2.000 | | 2.446 | 4.681 | |
| Eff: # of samples of E. Coli - Final Effluent (cfu/100mL) | 4 | 4 | 4 | 4 | 5 | 4 | 25 | | | |

APPENDIX B

FLOW REPORTS



The Corporation of the Township of Lucan Biddulph Public Meeting Minutes

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

Also Present: CAO/Clerk-R. Reymers, M. Bancroft-Senior Planner, T. Merner-Deputy Clerk,
P. Smith-Parks & Recreation Manager, L. deBoer-Economic Development Officer

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 6:09 p.m. at the Township Office.

Declaration of Pecuniary Interest & Nature Thereof

None.

ZBA-7-2019 – Murphy/Maguire

M. Bancroft reviewed his report. The rezoning application proposes to rezone the lands to be conveyed from the Future Residential (FR) Zone to the General Industrial (M1) Zone to ensure the lands are consistently zoned with the adjacent bus storage property. The lands to be retained would remain Future Residential (FR) Zone.

John Ward asked Council how soon the re-zoning would take place and if the soccer fields will be affected. Mayor C. Burghardt-Jesson advised the soccer fields are already zoned future residential. M. Bancroft added that through Lucan Biddulph's Official Plan, often referred to as the blueprint for growth, these lands have been designated future residential. He further noted it has been Council's intention for these lands to be developed for residential purposes and this consent and re-zoning application does not affect the lands currently used for recreational purposes. M. Bancroft added that while we cannot predict the owner's long term plans for the property we can advise that should development be proposed, notice will be circulated to adjacent owners and a public meeting held.

1/ ZBA-7-2019 - Murphy/Maguire

Moved by A. Westman

Seconded by D. Regan

That application for Zoning by- amendment (ZBA-7-2019), filed by Daniel Maguire on behalf of Paul Wilber Murphy and Michael Thomas Wilbur for a property legally described as Part of Lot 4, Concession SLR, Part of Lot 14 and all of Lots 15 and 15 on Plan 350 and designated as Parts 1, 2 and 3 on Reference Plan 33R-4506 (geographic Township of Lucan Biddulph), now in the Township of Lucan Biddulph; be approved and that the implementing by-law be forwarded to Township council for consideration once a deposited reference plan has been provided to the satisfaction of the Township.

CARRIED

ZBA-6-2019 - Van Engelen

M. Bancroft reviewed his report. The purpose of the application is to permit the continued occupancy of an existing single unit dwelling for up to three years while a new single unit dwelling is being constructed. The subject lands are a rural residential lot having area of 3.8 acres located on the east side of Coursey Line just south of Mooresville Drive and are zoned Special Agricultural (A2). M. Bancroft advised the owners will also be entering into an Agreement with the Township wherein they will be required to remove the existing dwelling no later than six (6) months after final completion and occupancy of the new dwelling. He further noted a \$5,000 security deposit will be required.

2/ ZBA-6-2019 Van Engelen

Moved by D. Regan

Seconded by D. Manders

THAT Application for Temporary Use Bylaw (ZBA-9-2018) filed by Kelly Van Engelen for a temporary use by-law permit the construction of a second single unit dwelling at 35088 Coursey Line and legally described as Part of Lot 16, Concession 3 (geographic Township of Biddulph), designated as Part 1 on Reference Plan 33R-9896, Township of Lucan Biddulph, be APPROVED provided an agreement is executed incorporating such further restrictions, terms and conditions as may be deemed necessary by the Township.

CARRIED

3/ Adjournment

Moved by D. Manders

Seconded by D. Regan

Resolved that the meeting be adjourned at 6:19 pm

CARRIED

CHAIR

SECRETARY-TREASURER

The Corporation of the Township of Lucan Biddulph Council Minutes

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

Absent: Councillor P. Mastorakos

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

Call To Order

Mayor C. Burghardt-Jesson called the meeting to order at 5:45 pm.

Declaration of Pecuniary Interest & Nature Thereof

None.

1/ In-Camera Session

Moved by D. Regan

Seconded by A. Westman

Resolved that Council adjourn to Committee of the Whole in camera at 5:45 pm in regards to a potential sale of a lot at the Township Industrial Park Subdivision with R. Reymer and T. Merner remaining.

CARRIED

2/ Rise from In-Camera Session

Moved by D. Regan

Seconded by D. Manders

Resolved that the Committee of the Whole in camera does now rise and Council reconvene at 5:54 p.m.

CARRIED

3/ Direction from In-Camera Session

Moved by D. Manders

Seconded by A. Westman

That the Council of the Township of Lucan Biddulph accepts the Offer to Purchase as presented with regards to Part Lot 25, Conc. 4, being Part 2 on 33R-20465 as well as the Offer to Purchase as presented for Part Lot 25, Conc. 4, being Part 2 on 33R-20206, both of which are part of Phase 1 of the Industrial Park and further that the Mayor and Clerk be authorized to execute same subject to such modifications or amendments deemed appropriate by the Chief Administrative Officer, in his discretion.

CARRIED

4/ Land Division Committee of Adjustments Session

Moved by D. Regan

Seconded by A. Westman

Resolved that Council adjourn to Committee of the Land Division/Committee of Adjustments at 6:00 pm.

CARRIED

Regular Council Meeting re-convened at 6:26 pm.

Delegations

Christene Scrimgeour, Scrimgeour & Company

Christene Scrimgeour attended and presented the Draft Consolidated Financial Statements for the year ended Dec 31/2018. The 2017 and 2018 statements were compared, along with the statement of financial position (balance sheet) and accounts receivable. C. Scrimgeour stated that the financial statements presented are positive, there was a general surplus and any excess revenue was transferred to building reserves.

Mayor C. Burghardt-Jesson asked C. Scrimgeour if there were any concerns/suggestions that council and staff should be made aware of. She advised that security deposits that have accumulated over the years could be cleaned up, payroll and overtime should be monitored by department managers and now that a full-time treasurer is in place, job tasks could be delegated accordingly.

Councillor D. Manders commented that with continued growth comes the additional need for services and we need to be mindful of that and prepare accordingly.

5/ Draft Consolidated Financial Statements

Moved by A. Westman

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph accepts the draft financial statements as presented on August 13, 2019.

CARRIED

Sandra Neubauer, President and Steve McIntyre, Executive of Lucan Irish Six Junior Hockey

Sandra Neubauer and Steve McIntyre attended to give a presentation about the Lucan Irish Six Junior Hockey team explaining who they are and the benefits they bring to kids and our community. They shared some of the team's success stories as well as the challenges they are currently experiencing. Mrs. Neubauer discussed the financial costs of running the team and advised that unfortunately they do not have a major contributing sponsor. She further advised that while they are not looking for a hand out from the township they are hoping that a partnership could be formed wherein ideas and suggestions could be made to help solve some of the challenges they are facing.

R. Reymer suggested that a meeting be set up between the Junior C executive and Paul Smith to discuss the controlled access problems during game times as well as preferred ice rate fees.

Mayor C. Burghardt-Jesson commented on the success of great events that took place last year and hopes to see that momentum continue and build. She thanked Sandra and Steve for attending and wished them well with the upcoming season.

6/ Minutes

Moved by D. Regan

Seconded by D. Manders

That the special meeting minutes of June 27, 2019 and July 11, 2019; in-camera minutes of June 18, 2019 and July 9, 2019 and regular council minutes of July 9, 2019 be approved as circulated.

CARRIED

Communications Reports

R. Reymer discussed a letter received from a resident regarding the grass cutting that took place around the storm water management pond in the Ridge Crossing subdivision. He advised that Geoff Cade from the ABCA will attend for a site visit with Paul Smith to determine the area of grass that can be maintained. P. Smith advised that it is unfortunate that trees got damaged. Staff was trying to address concerns received for maintenance along the walkway, as well as promote growth for trees that were being suffocated by surrounding weeds and brush.

Paul Martien commented on where the grass was cut and asked why it was done? P. Smith

advised complaints were received regarding the over grown grass and weeds surrounding the walk-way.

Mayor C. Burghardt-Jesson advised we can't go back however can learn from this and receive proper direction for maintenance of the area going forward.

Rob Elliott advised when he purchased property on Walnut Grove Place which backs onto this conservation area, he understood it was controlled by the Ausable Bayfield Conservation Authority and questions why it is now being referred to as a recreational area. Mayor C. Burghardt-Jesson advised it is Township property and was never controlled by ABCA.

R. Reymer advised that no further maintenance will take place until the site visit with ABCA has taken place and direction is given.

L deBoer commented on the OMAFRA RED program and advised that we are currently looking into what we can apply for; however, we do not have a community improvement plan in place therefore are limited in what we can do. M. Bancroft advised a community improvement plan is a way for municipalities to promote downtown revitalization with money available to facilitate.

R. Reymer commented on the letter received from Municipality of South Huron regarding a climate change adaptation study and advised we will reply that we are happy to participate.

R. Reymer discussed the letter received from BM Ross regarding moving forward to accommodate Lucan growth. The letter identifies the proposal from BM Ross Engineers to act as project managers for the expansion of the sewage treatment plant. R. Reymer advised that time is of the essence and he is looking for some direction from council as to whether they are looking for proposals from multiple engineer firms or would prefer to move forward with BM Ross. Mayor C. Burghardt-Jesson commented that while she understands the process of writing and receiving proposals from other engineer firms will take some time, she would prefer to have an estimate of costs from BM Ross.

7/ Sewage Treatment Plant expansion – Project Manager

Moved by D. Regan

Seconded by D. Manders

Resolved that the council of the Township of Lucan Biddulph directs staff to obtain an estimate of costs from BM Ross to act as project managers for the expansion of the sewage treatment plant project.

CARRIED

R. Reymer commented on the letter from BM Ross regarding development charges study. He noted our current development charges bylaw expires in April 2020 therefore a study will need to be undertaken which includes a public review process. R. Reymer further noted that new development charges take effect immediately following the passing of the bylaw.

Councillor D. Regan commented on the resolution included from Town of Halton Hills regarding reducing litter and waste in our communities. He noted that he doesn't see this issue getting any better and we need to be more pro-active at reducing waste and litter.

8/ "Reducing Litter and Waste in our Communities"

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph supports the resolution passed by The Town of Halton Hills regarding reducing litter and waste in our communities.

CARRIED

Committee Reports

CEDC

L. deBoer advised that a 2nd strategic plan review meeting took place and another will take

place at the end of September. They are currently working at identifying needs.

ABCA and UTRCA

A Westman advised that both ABCA and UTRCA only met once this summer. Discussion took place regarding shoreline management project and budget. A. Westman further advised that the shoreline is eroding approximately ½ a metre each year which is substantial in the long term.

Staff Reports

Deputy Clerk

T. Merner reviewed her report regarding animal control options for cats. The report outlined numerous options for council to consider. Discussion took place regarding feral cats and questions as to how we would enforce our bylaw should feral cats be the issue/concern of residents. Mayor C. Burghardt-Jesson encouraged council to give this topic some thought and report any suggestions they may have at the next meeting.

T. Merner reviewed her report regarding the procurement policy. She noted this policy is a draft at this time and should council have any suggestions regarding the policy to please email her prior to the next council meeting at which time adoption of the policy will be brought forward.

CAO/Clerk

R. Reymer advised that a new public works manager has been hired. Jeff Little, former public works manager for Township of Adelaide-Metcalf will be starting here on September 3, 2019.

R. Reymer advised that the public works laborer position has been filled and Andrew Christie started yesterday.

R. Reymer advised we are still awaiting official word from Hydro One regarding the Prince George Hydro design plan and further information will be relayed once received.

R. Reymer advised council that three regular crosswalks in town require re-painting. He provided options including regular paint, enhanced plastic as well as the option of doing a red and white crosswalk. He noted that while the plastic is more expensive the longevity of the product makes up for the cost. Deputy Mayor D. Manders noted he is concerned that red and white may be a distraction. R. Reymer further noted that we will need to look into flashing arm signals at that crosswalk location as the current lights do not stand out as well during daylight hours.

Building

R. Reymer reviewed the building permit report submitted by Chief Building Official, Arnie Marsman. He noted that compared to previous years the first half of 2019 saw the largest number of new housing starts with 58 new construction permits. A. Marsman predicted that the final phase of the Ridge Crossing development will be complete this year and Olde Clover Village development will continue strong.

R. Reymer reviewed the report submitted by Arnie Marsman regarding the approval of an electronic building permit application processes. He added having this program in place will save builders time as well as significant staff time. R. Reymer noted the cost of the program is \$13,000.00 however these funds could come from the one-time efficiency funding received earlier this year.

Finance

K. Langendyk advised the daycare loan was approved and a debenture bylaw is enclosed for passing. She also noted that final 2019 property tax bills have been sent out.

Planning

M. Bancroft reviewed his report regarding the lands situated on Nicolson Street and Miller Drive in the Phase 2 development of Ridge Crossing subdivision. He advised the purpose of the report is to accommodate a request for site plan approval, amend an existing subdivision agreement and allow for extension of Miller Drive; all to facilitate residential development in the form of townhouses. Phase 1 will be comprised of 52 two-storey units and Phase 2 proposes 44 two-storey units. M. Bancroft advised that all bylaws required to implement the request are included herein, however the agreements are draft at this time until legal counsel has provided final approval.

M. Bancroft reviewed his report regarding lands situated on the west side of Olde Clover Drive north of Richmond Street. He advised the purpose of the report is to complete an amendment to a subdivision agreement as well as a part lot control bylaw to facilitate the residential development in the form of 10 building lots for Block 30 on Plan 33M-759. Mayor C. Burghardt-Jesson asked if approval has been received from the Ministry of Transportation and M. Bancroft advised each lot will require a permit issued through MTO however a blanket permit for the 10 lots is possible.

M. Bancroft reviewed his report regarding a redline amendment to the draft plans of subdivision for Phase 4 of Olde Clover Village. M. Bancroft advised that Phase 4 comprises the balance of the lands for the Olde Clover Village development and this redline amendment would increase the total number of single detached lots from 76 to 80. M. Bancroft advised a public consultation process is not necessary given the minimal change to the plan. Mayor C. Burghardt-Jesson asked if approval has been received from the Ministry of Transportation (MTO). M. Bancroft confirmed that a permit will be required by MTO to allow the construction of each dwelling and likely, a blanket permit would apply for all 10 lots if constructed by the same builder.

M. Bancroft advised that a zoning bylaw amendment is included to implement the zoning change applied for through application ZBA-1-2019 (Martens). He further noted that a meeting has been scheduled with the Ministry of Transportation to discuss the building restriction that they requested for the balance of the farmland. M. Bancroft noted the MTO is trying to protect their road network from any further entrances however this restriction is unfortunate for future owners of the property. Mayor C. Burghardt-Jesson asked what happens if the discussions with MMAH and MTO are successful and M. Bancroft advised the zoning change can be reversed.

Public Works

R. Reymer reviewed the report prepared by Julie Overholt regarding the Biddulph-Blanshard fire hall parking lot and Beech Street paving tender. R. Reymer advised that a revision to the tender price submitted was made due to the quantity of asphalt required. He further noted that Lavis Contracting Co. Ltd submitted the lowest quote.

Parks & Recreation

P. Smith reviewed his report regarding the Boys and Girls club programming. He noted that our master recreation plan reflected a need for this type of programming. He further noted that should council approve the request, an update will be given 6 weeks after the start of the program.

P. Smith provided an update regarding the feasibility study and advised 12 interviews have been completed to date with 12 more scheduled. He further noted the Mr. Boy is hoping to have a report available to council in the fall.

Economic Development

L. deBoer reviewed her report regarding the Kraft Hockeyville trip to Renous, New Brunswick. She noted that it is tradition the previous winner attends the celebration of the next winning community to hand over the trophy and that Kraft Hockeyville will pay for flight and car rental expenses, however accommodations are not covered. A \$1,000 budget for accommodations and expenses was requested for Mayor C. Burghardt-Jesson, P. Smith and L. deBoer to attend the event.

Councillor’s Comments

Deputy Mayor D. Manders advised he received a request to have the grass cut down at the storm water retention pond off of Saintsbury Line. P. Smith advised he reached out to the developer earlier this year and will follow up with the request.

Councillor A. Westman advised the Granton Firemans breakfast is Sunday August 18th and this particular breakfast is donation only.

Mayor C. Burghardt-Jesson passed on a message from Councillor P. Mastorakos who was unable to attend. P. Mastorakos advised he has received many compliments in regards to the great work Bryan Smith and Marty Van Pret have done with the gardens and flowers in our community.

9/ Accounts Paid

Moved by A. Westman

Seconded by D. Manders

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

| | |
|-----------|-----------------------|
| May 2019 | \$ 591,576.82 |
| June 2019 | <u>\$1,324,783.60</u> |
| | \$1,916,360.42 |

CARRIED

10/ MAP Unit 2

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph authorize Tina Merner to enroll in Unit 2 of the Municipal Administration Program offered through AMCTO for the Fall 2019 term at a registration cost of \$446.35 (including HST).

CARRIED

11/ MAFP UNIT 1

Moved by D. Regan

Seconded by A. Westman

Resolved that the Council of the Township of Lucan Biddulph authorize Kathryn Langendyk and Rhonda Freiter to enroll in Unit 1 of the Municipal Accounting and Finance Program offered through AMCTO for the Fall 2019 term at a registration cost of \$446.35 (including HST) per person.

CARRIED

12/ Electronic Building Permit Application Process

Moved by D. Manders

Seconded by D. Regan

Resolved that the Council of the Township of Lucan Biddulph authorize staff to enter into an agreement with Evolta for the initiation of an electronic building permit system at an annual cost of \$13,000.00

CARRIED

13/ Biddulph Blanshard Fire Hall parking lot and Beech Street paving

Moved by A. Westman

Seconded by D. Regan

Resolved that the Township of Lucan Biddulph authorizes staff to accept the tender from Lavis Contracting Co. Limited in the amount of \$107,793.53 including HST for the supply of hot mix asphalt for the paving of the Biddulph Blanshard Fire Hall parking lot and Beech Street from Duchess Avenue to Market Street.

CARRIED

14/ Boys and Girls Club program

Moved by D. Manders

Seconded by D. Regan

That the Council for the Township of Lucan Biddulph authorize staff to provide recreational space at the Lucan Memorial Community Centre to the Boys and Girls Club with full knowledge that rental fees will be based on registration with a maximum potential of \$50/hr., \$10 short of the current \$60/hr fee. After each block of sessions staff will review attendance and viability of the programming with the Boys and Girls club coordinator.

CARRIED

15/ Kraft Hockeyville Renous, New Brunswick

Moved by A. Westman

Seconded by D. Regan

Resolved that the council of the Township of Lucan Biddulph authorize Cathy Burghardt-Jesson, Lisa deBoer and Paul Smith to attend the 2019 Kraft Hockeyville event in Renous, NB from September 16th to September 19th and further that \$1,000.00 be allocated from the Kraft Hockeyville funds for the purposes of booking accommodations and miscellaneous expenses.

CARRIED

16/ By-Laws

Moved by A. Westman

Seconded by D. Manders

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

- 37-2019 Debenture Bylaw (daycare loan)
- 38-2019 Ridge Crossing site plan approval (townhouse development)
- 39-2019 Execution of Amending Agreement – 2219260 Ontario Inc. (Ridge Crossing Phase 2)
- 40-2019 Dedication Bylaw (Blocks 105, 106, 107 and 108 Ridge Crossing)
- 41-2019 Part Lot Control Exemption Bylaw (Block 30 Olde Clover Village)
- 42-2019 Execution of Agreement (Van Engelen Temporary Use)
- 43-2019 Execution of Amending Agreement – Olde Clover Village
- 44-2019 Confirming Bylaw
- 203-2019 (ZBA-6-2019 Van Engelen Temporary Use)
- 204-2019 (ZBA-3-2019 2219260 Ontario Inc. - Ridge Crossing)
- 205-2019 (ZBA-1-2019 Martens)

CARRIED

17/ Adjournment

Moved by D. Regan

Seconded A. Westman

Resolved that the Council meeting be adjourned at 9:46 p.m.

CARRIED

MAYOR

CLERK

Business Arising – Minutes of August 13, 2019

| Discussion Item | Minutes Action | Follow-up | Date to be Completed/or Update on Status |
|-----------------|--|--|--|
| Grass Cutting | Staff to meet with ABCA to determine recommended area for maintenance (Ridge Crossing storm water management pond) | Staff to provide report after consultation with Geoff Cade from ABCA | September 2019 |
| | | | |

Previous Meetings

| Discussion Item | Minutes Action | Follow-up | Date to be Completed/or Update on Status |
|--------------------------|--|---|--|
| Feral Cats | Consider options for regulating cats | Staff to consult with surrounding municipalities and provide report to council with options for consideration | Fall 2019 |
| Future Development Lands | Proceed with comprehensive review | Staff to provide updates | ongoing |
| 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 | June 2019 |
| 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 |

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

Sent: Thursday, August 29, 2019 1:17:50 PM

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

Dear Mayor/Chief/Sir or Madam:

As Minister of Infrastructure, I am proud our government is investing in predictable, secure infrastructure funding to address community needs, while reducing the administrative burden on municipal partners and local government.

That is why I am pleased to announce that the Community, Culture and Recreation (CCR) stream of the Investing in Canada Infrastructure Program (ICIP) will launch on **September 3, 2019**.

Municipalities, First Nations and off-reserve Indigenous communities, broader public sector and non-profit organizations are all eligible to apply.

To be eligible for funding, projects must be community-oriented, non-commercial and open to the public.

The province is anticipating extremely high demand for funding under this program. You are encouraged to review program guidelines carefully to ensure projects align with federal parameters and to submit project proposals that maximize federal and provincial dollars and achieve the best value for money.

You can find detailed information about the CCR stream as well as guidelines on the Transfer Payment Ontario (formerly Grants Ontario) website at: www.grants.gov.on.ca/GrantsPortal/en, by clicking on Grant Opportunities.

The application deadline is **November 12, 2019 at 11:59 pm EST**.

Thank you for your support as we continue to fund and build better infrastructure for the people, and make smarter infrastructure investments for municipalities, Indigenous communities, broader public sector and non-profit organizations across Ontario.

I look forward to working with you to invest in infrastructure across our province and in your community.

Sincerely,

[original signed by]

The Honourable Laurie Scott
Minister of Infrastructure

777 Bay Street
5th floor
Toronto, Ontario
M7A 2E1

About Investing in Canada Infrastructure Program (ICIP)

The Investing in Canada Infrastructure Program (ICIP) is a 10-year federal-provincial infrastructure program that will invest up to \$30 billion in combined federal, provincial, municipal and other partner funding for infrastructure.

ICIP supports community, culture and recreation, green, public transit, and rural and northern infrastructure investments. It is bringing major infrastructure investments to communities across Ontario. It is growing our economy and ensuring Ontario is open for business and open for jobs.

To date, the province has nominated over 350 priority projects to the federal government for funding under ICIP's Rural and Northern and Transit infrastructure streams, and some projects have already received federal approval to begin construction.

The province is also currently accepting applications for transit projects from 11 municipalities inside the Greater Toronto and Hamilton Area (GTHA) and continues to pursue expedited project approvals from the federal government.



August 23, 2019

Things you need to know coming from the AMO Conference

Provincial Announcements affecting municipal governments:

Child Care:

- Previously announced changes to implement an 80-20 provincial municipal cost-sharing for child care expansion starting in 2020 will now be phased-in over a three-year period.

Public Health:

- The cost sharing arrangement in 2020 will be at 70-30 provincial-municipal split and those public health units already contributing 30% or more will not be impacted. Those that are impacted will see one-time transitional funding.
- In the first year, no public health unit will experience an increase over 10 per cent of current public health costs as a result of this cost-sharing change.
- The Ministry will soon launch renewed consultation on the province's proposed larger regional public health structure approach, recognizing it "inspired widespread and spirited discussion". The consultation will see a discussion paper available, it will ensure enough time is provided and it will be supported by an expert advisor. AMO will keep members posted on these next steps.

Paramedic Services:

- Paramedic services will receive a 4% increase in 2019.
- A further increase in 2020 can be expected, subject to the next provincial budget.
- Funding letters have been sent to EMS services informing them of the new allocation.

- Consultation on paramedic services restructuring is also to be done by the expert advisor.

Ontario Municipal Partnership Fund (OMPF):

- There will be no changes to the structure of the 2020 Ontario Municipal Partnership Fund and the allocations will come in time to provide municipal governments with greater certainty for their 2020 budget work.

Social Assistance funding:

- There will be no changes for 2020 to the Ontario Budget's planned Ontario Works program administration funding.

Infrastructure:

- On September 3, 2019, the province is opening up the [Community, Culture and Recreation Stream](#) under the Investing in Canada Infrastructure Program for projects such as community centres, sports arenas and cultural centres. Watch for this announcement.
- The province (Infrastructure and Transportation) will work with AMO as they review the Ontario Community Infrastructure Fund (OCIF) and the Ontario Gas Tax for Transit.

Conservation Authorities:

- Conservation Authorities received letters on August 16th from the Ministry of Environment, Conservation and Parks regarding direction on expected CA core business. This raises questions on what happens to non-core activities. AMO will look at this and other implications of the province's plans.

Federal Gas Tax program:

- In July, AMO distributed \$970 million in gas tax funds. It included \$650 million in top-up funding along with the first installment of the existing 2019 allocation.
- The remainder of the 2019 allocation will be distributed in November. That payment will be supplemented with an additional \$12 million in funding generated through efficiencies in the administration of the program.

Recent AMO work of interest to members:

Community Benefit Charges (CBC) - Submission:

- The AMO Board endorsed the Municipal Financial Officers Association [detailed submission](#) on this new tool which allows for the collection of fees on soft services needed as generated by development. Community facilities, and parks for example are no longer eligible for Development Charges fees. DCs are restricted to hard services which now includes waste and ambulance. Both tools come with additional conditions and reporting requirements. A panel discussion occurred at the conference on Wednesday and can be [viewed here](#).
- Minister Clark continues to state his commitment to ensuring that growth continues to pay for growth. It is a key principle of importance to the successful financing of the public services which support new housing and development.

Housing:

- AMO has released [“Fixing the Housing Affordability Crisis: Municipal Recommendations for Housing in Ontario.”](#) The paper consolidates AMO’s outstanding recommendations to address housing affordability and will guide future advocacy on federal and provincial housing initiatives.

Looking at Property Assessment:

- AMO has developed an interactive map to show how the property tax burden has shifted over time in every Ontario municipality. Check out our [tax map](#)!
- This is some preliminary work on investigating the impact that the disruptive economy may bring to the market value assessment and tax equation. The conference had four speakers on topics related to the disruptive economy and property assessment. All are on [AMO’s website](#). Look for plenary hall speakers on Monday and Tuesday.

Contact: Michael Jacek, Senior Advisor, mjacek@amo.on.ca, 416-971-9856 ext. 329.

*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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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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CANADIAN MUNICIPAL
NETWORK ON CRIME
PREVENTION

Together for Safer Canadian Cities

RÉSEAU MUNICIPAL
CANADIEN EN PRÉVENTION
DE LA CRIMINALITÉ

Ensemble pour des villes canadiennes plus sécuritaires

Community Safety and Well-Being Planning

ONTARIO, CANADA

In view of the new legislation, there is an opportunity and need to provide municipalities with information (e.g., legislative requirements), training (e.g., safety assessment including community consultations), and insight into experiences and learnings from other municipalities who have developed and implemented CSWB plans.

The [Canadian Municipal Network of Crime Prevention](#) (CMNCP) is offering a three-part series on building safer and healthy communities to support municipalities and their multi-sectoral partners in developing and implementing CSWB plans.

Part 1 of the training is being supported by the [Ministry of the Solicitor General](#) (former Ministry of Community Safety and Correctional Services)

This training will provide you with the necessary understanding, knowledge, and practice implications to prepare a **municipally-led community safety and well-being (CSWB) plan** in collaboration with your policing and community partners that proactively addresses locally identified priority risks and is in line with the new Ontario legislationⁱ.

WHAT YOU WILL LEARN



COURSE DETAIL

Length: 7 hours

WHO SHOULD ATTEND?

- Ontario municipal employees who are required to create, guide, and/or implement CSWB plans as per the new legislation
- First Nation communities as well as local agencies, organizations and service providers from different sectors participating on multi-sectoral advisory committees or involved in the CSWB planning process

KEY OUTCOMES

Upon completion of the training, participants will understand:

- Key terms and concepts in crime prevention and community safety and well-being
- The new legislative requirements related to CSWB planning in Ontario (i.e., provisions under the *Police Services Act (1990)*)
- Context and background that supported the new legislation, including the CSWB Planning Framework
- Practice of community safety and developing CSWB plans
- Tools and resources available to municipalities, First Nations, and their planning partners to assist in the planning process

FACILITATORS

The training will include a number of facilitators including practitioners, staff from the Ministry, and representatives from the Canadian Municipal Network on Crime Prevention. For more information see page 4.

COST

Rate (CMNCP Member) \$175.00

Rate (Non-Member) \$225.00

Payment by cheque at the door

TRAINING LOCATIONS

Central North Ontario

Location: City of Greater Sudbury

Date: September 12, 2019

Click [here](#) to sign up

Eastern Ontario

Location: City of Ottawa

Date: September 26, 2019

Click [here](#) to sign up

Western Ontario

Location: City of London

Date: October 9, 2019

Click [here](#) to sign up

Northwestern Ontario

Location: City of Thunder Bay

Date: October 24, 2019

Click [here](#) to sign up

TOPICS



DEFINITIONS OF COMMUNITY SAFETY AND WELL-BEING

Participants explore community safety, crime prevention and related concepts
Presented by CMNCP



CSWB IN ONTARIO

Participants learn about the history and legislative requirements of the CSWB planning in Ontario
Presented by Ministry of the Solicitor General



INTRODUCTIONS TO DIFFERENT CSWB PLANS

Participants learn of existing plans with a focus on the cross-sectoral collaborations.
Presented by community safety/crime prevention practitioners



COMMUNITY SAFETY ASSESSMENTS & ASSET MAPPING

Participants will understand the role, structure, and practice of community safety assessments using quantitative data, as well as utilizing data from the Risk-driven Tracking Database, and conducting asset mapping and community consultations
Presented by CMNCP, Ministry of the Solicitor General & community safety/crime prevention practitioners



OUTCOME & PERFORMANCE MEASURES

Participants will understand outcomes versus activities, benefits of logic models and the significance of disaggregated data
Presented by CMNCP



STRATEGIES, PROGRAMS AND IMPLEMENTATION CHALLENGES

Participants will hear from one or more community safety/crime prevention practitioner(s) on local strategies and program.
Presented by safety/crime prevention practitioner(s)

CERTIFICATES

Participants will receive a certificate of completion issued by CMNCP.

CONFIRMED FACILITATORS

The training sessions will include some the following facilitators based on the location.

(Note: the facilitators are subject to change).



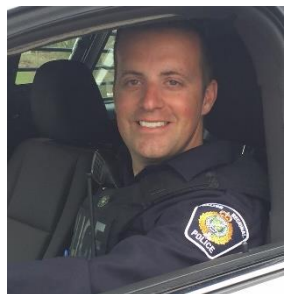
John Versluis, Community Partnerships Advisor, Human Services Planning and Program Support Unit, Halton Region

John has worked in Halton Region's Social and Community Services Department for more than 15 years in front line, special project, senior analyst and advisor roles. In his current role as the Community Partnerships Advisor in the Human Services Planning and Program Support Unit, John's portfolio includes the Halton Community Safety and Well-Being Plan, the Halton Region Community Investment Fund and a range of community and human service planning initiatives.



Kendra Habing, Epidemiologist, Public Health Surveillance & Evaluation

Kendra is an Epidemiologist from Halton Region with a Master of Public Health and a Bachelor's Degree in Biomedical Sciences. She has vast experience working with many different data sets and across a variety of areas such as Communicable Disease, Clinical Health Services and Healthy Families. At Halton she has led many initiatives including the Neighbourhood Data Pilot Project and has had involvement in many community partnerships and groups such as Our Kids Network and the CSWB Plan. She has also worked at in the Department of Family Medicine at McMaster University on the Community Paramedicine research program. Kendra is extremely passionate about Community Safety and Well Being and leads Halton's CSWB Data and Decision Support Group.



Constable Kristopher Elliott, Halton Regional Police Service

Constable Elliott started policing in 2009 as a member of the Royal Canadian Mounted Police. He worked in British Columbia and in 2013 transferred to the Halton Regional Police Service. Kristopher spent 5 years working in the Regional Community Mobilization Bureau on both the Crisis Outreach and Support Team (COAST) and the Mobile Crisis Rapid Response Team (MCRRT), working frontline crisis intervention with persons in crisis. Kristopher is a member of the Crisis Negotiation Team with Halton Regional Police Service Emergency Services Unit. Currently Kris is the assigned to the Halton Community Safety and Well Being Plan and is the facilitator of the Halton Situation Table.



Robert Bernie, OPP Kenora

Robert (Bob) Bernie is a police constable with the Ontario Provincial Police working as the community mobilization officer in Kenora, Ontario. Bob has over 34 years experience in policing and correctional services. With regards to crime prevention, Bob has been strongly involved in crime prevention in Kenora and is the past and current co-chair of the Kenora Substance Abuse and Mental Health Task Force. Bob assisted the creation of the Kenora Community Safety and Wellbeing Plan in 2015 by providing policing perspectives on overall scope, direction and themes. He also worked closely with the Ontario Ministry of the Solicitor General (formerly Ministry of Community Safety and Correctional Services) in their development of the Toolkit for Community Safety and Wellbeing.



Christiane Sadeler, Executive Director, Waterloo Region Crime Prevention Council

Christiane has been the Executive Director of Waterloo Region Crime Prevention Council since 1995. Her experiences span working in the area of mental health, teen parents, victims of violence and abuse, young offenders, sex offenders and others that tend to live at the margins of our communities, as well as multiple service providers, police services and politicians of all orders of government. She has a preference for community-based solutions and prevention approaches that challenge us to think about old problems in new ways.



Caitlin Germond, CMHA-Sudbury/Manitoulin

Caitlin Germond is the Community Mobilization Coordinator at the Canadian Mental Health Association Sudbury/Manitoulin. In this role she chairs both Community Mobilization Sudbury's Rapid Mobilization Table (RMT) and the Espanola and Area Situation Table (EAST), working collaboratively with community partners to identify and mitigate risks for situations of acutely elevated risk. Caitlin has an Honours Bachelor of Science degree in Radiation Therapy and a Master of Public Health degree.



Nancy Worsfold, Crime Prevention Ottawa

Nancy Worsfold is the founding Executive Director of Crime Prevention Ottawa. Established in 2005, it is a municipally-based crime prevention partnership that brings together City government, police services, school boards, child protection, the United Way as well as community, business and academic partners. For 16 years Nancy Worsfold worked in immigrant settlement, refugee policy and anti-racism, first as the Executive Director of the Canadian Council for Refugees and then as the Executive Director of the Ottawa Community Immigrant Services Organization. The combination of having led a national policy organization and a local service organization gives her a unique blend of knowledge and skills.



Mariah Maddock, Coordinator – North West Community Mobilization Network

Mariah is the Coordinator of the North West Community Mobilization Network, a community-driven initiative that launched in 2017. As Coordinator of the Network, Mariah provides support to the Northwest Regional Centre of Responsibility (formerly known as the Northwest Regional HSJCC), a regional system planning table that brings together community partners from the health, justice, education and social service sectors to better coordinate services for populations with complex needs. Mariah played a role in mobilizing a Situation Table in Thunder Bay and contributed to the development of a regional engagement strategy to mobilize Situation Tables in the District of Thunder Bay. Mariah holds a Master's degree in Public Health from Lakehead University, with a specialization in Northern and Indigenous Health Care. Prior to this, Mariah graduated from Queen's University with a Bachelor of Arts (Hons.) degree in Health Studies and Sociology.



Lee-Ann Chevrette, Thunder Bay Crime Prevention Council

Lee-Ann was born and raised in Timmins, Ontario. She spent more than a decade working for provincial and territorial governments, Indigenous organizations, and the World Wildlife Fund in British Columbia, the Yukon and the Western Arctic Region of the Northwest Territories. She has extensive experience working with Indigenous communities and leading diverse projects. Currently, she is the Coordinator of the Thunder Bay Crime Prevention Council, and has been working in the municipal realm of crime prevention, community safety and well-being since 2014. Her efforts focus on reducing intimate partner violence, youth safety, and strong neighbourhoods. Lee-Ann authored Thunder Bay's Community Safety & Well-Being Plan, Safer Thunder Bay.



Claudia Tenuta, Ministry of the Solicitor General

Claudia Tenuta has a BA in Criminology and Psychology and over 18 years of experience with the Ontario Public Service. Currently, as a Community Safety Analyst with the Ministry of the Solicitor General, Public Safety Division, she contributes to initiatives that promote community safety and well-being in Ontario, including leading the Risk-driven Tracking Database Project.



Steffie Anastasopoulos, Ministry of the Solicitor General

Steffie Anastasopoulos has been with the Ontario Public Service since 2010. She currently works as a Community Safety Analyst in the Public Safety Division at the Ministry of the Solicitor General. In this role, Steffie has been leading the development and implementation of the Ministry's Community Safety and Well-Being Planning Framework, including engaging and supporting inter-ministerial, policing and community partners, and developing legislation related to community safety and well-being planning. Prior to this, Steffie worked as a Senior Program Consultant at the Ministry of Health and Long-Term Care. Steffie has a Masters of Arts degree in Criminology from the University of Toronto.



Felix Munger, Canadian Municipal Network on Crime Prevention

After spending 15 years working as a clinician, outreach worker, and manager in psychiatry, addiction, and harm reduction, Felix developed a passion for working with those who are marginalized, victimized and who experience barriers to participation in society. For the past 10 years, the work that Felix does with organizations, communities/municipalities, and the different orders of government is focused on community safety, equity and inclusion, and the social and environmental determinants of health. Whether the focus is violence prevention, mental illness, addiction, or sustainability, Felix believes in the power and promise of investing in prevention as the only long-term and sustainable solution. Through his collaborative approach to leadership, Felix has guided CMNCP from a collection of individuals working in separate municipalities to a cohesive entity with significant national and international profile and a strong sense of a shared identity and vision among its members.

ⁱ Effective January 1, 2019, the *Police Services Act (1990)* mandates municipalities to prepare and adopt community safety and well-being (CSWB) plans that proactively address locally identified priority risks.

CSWB plans are to be developed in partnership with a multi-sectoral advisory committee comprised of a number of cross-sectoral partners, including police services and local service providers in health/mental health care, education, community/social services, and children/youth services. The main role of the advisory committee is to bring various sectors' perspectives together to provide strategic advice and direction to the municipality on the development and implementation of a CSWB plan. Multi-sectoral collaboration is a key factor to successful CSWB planning, as it ensures an integrated approach to identifying and addressing local priorities. This also leads to a coordinated and integrated service delivery model that ensures that those in need are receiving the most appropriate care and response.

The legislation provides municipalities with the discretion to develop a CSWB plan individually or jointly with other municipalities or First Nation band councils. Further, First Nation communities are encouraged to undertake CSWB planning, however are not required by legislation to do so. The legislation further outlines the requirement to conduct consultations, indicates the required plan content, and identifies the need for monitoring, evaluating, and reporting on the CSWB plan. Municipalities have two years from the in-force date to prepare and adopt their first CSWB plan. Therefore, plans must be adopted by municipal councils by January 1, 2021.

From: "Ausable Bayfield Conservation Authority (ABCA)" <tcumming@abca.ca>
Date: Tue, Aug 20, 2019 at 3:05 PM -0400
Subject: Ausable Bayfield Conservation Authority (ABCA) shares Conservation Ontario's concern with Province's letter
To: "Ron Reymers" <rreymers@lucanbiddulph.on.ca>

Thanks for all you do to protect soil, water, and habitat for living things in your watershed community. If you have subscribed to this newsletter already, thank you. If you have not yet subscribed, we invite you to do so. You are welcome to unsubscribe at any time.

[View this email in your browser](#)



Ausable Bayfield Conservation Authority (ABCA) shares Conservation Ontario's concern with Province's letter constraining conservation authority programs, services

Ausable Bayfield Conservation Authority (ABCA) has shared the concern, expressed by Conservation Ontario in an August 19, 2019 news release, about a letter from the Province of Ontario that "moves to constrain" programs and services provided by conservation authorities.

The Honourable Jeff Yurek, Ontario Minister of the Environment, Conservation and Parks (MECP), issued a letter to conservation authorities on Friday, August 16, 2019. The letter was addressed to "whom it may concern." The letter included a "request" to conservation authorities to "... begin preparations and planning to wind down those activities that fall outside the scope of your core mandate."

Conservation Ontario is the association which represents Ontario's 36 conservation authorities. Kim Gavine, General Manager of Conservation Ontario, called the content of the letter "extremely disappointing." The news release said Conservation Ontario and conservation authorities are "stunned" by the Minister's letter. "We've been caught completely by surprise," Gavine said. "We've been working for months in good faith with the government to make a number of planning and development approvals streamlining changes to support their agenda to eliminate the deficit and implement the Housing Strategy." There was no consultation with Conservation Ontario or the CAs about the content of the letter before it was circulated, according to the news release.

Earlier this year, the Province of Ontario proposed changes to the *Conservation Authorities Act* through Bill 108, the *More Homes, More Choice Act, 2019*. The Act received third reading and Royal Assent on June 6, 2019. The Minister said, in the August 16 letter, that changes to the *Conservation Authorities Act* will require conservation authorities to "re-focus their efforts" on delivery of programs and services related to their "... core mandate, such as those related to ..." risk of natural hazards; conservation and management of conservation authority owned or controlled lands; drinking water source protection; protection of the Lake Simcoe watershed; (and) other programs or services, as prescribed by regulation. "Furthermore, over the coming months," the Minister wrote, "I will be reviewing all of the relevant legislation and regulations that govern Ontario's conservation authorities to explore even more opportunities to re-focus their efforts and to ensure they are best serving the interests of the people of Ontario."

The Minister's letter was issued before discussion of regulations that would go with the legislation, according to Conservation Ontario. Discussions are "... only beginning... about the regulations that go with the legislation which will specify which actual programs and services are mandatory," Gavine said.

The Province of Ontario cut funding, by about 50 per cent earlier this year, for natural hazards and flood forecasting and warning work by conservation authorities. Ontario provides a minority of the funding conservation authorities receive. Conservation authorities provide a variety of watershed management programs in partnership with all levels of government. These programs help to reduce or prevent costly and devastating

damages of flooding, protect water resources, help to reduce pollution from reaching the Great Lakes, and support healthy watersheds, according to Conservation Ontario.

Conservation Ontario’s concern with the content of the Province’s letter is shared by Ausable Bayfield Conservation Authority. ABCA General Manager and Secretary-Treasurer Brian Horner said he hopes the Province of Ontario will reconsider the approach in the letter and will speak with the conservation authority, local municipalities, and the public before making changes that would negatively impact, water, soil, and the health of the local watershed. “We would like to have an opportunity to speak with the Minister,” he said. “The community doesn’t even know the effect of these changes yet. People here have not had a chance to provide input and we have not had a chance to speak with our local municipalities,” he said. “It would be premature, and have a negative effect, to wind down activities that benefit water, soil, and the health of this rural watershed when there are still so many unanswered questions and the regulation is not in place.”

Many local programs, identified by the community as needed, could be threatened if the Province’s approach is too restrictive, he said. “Traditionally, the mandate for conservation authorities and the successful watershed management model in Ontario has always made it possible for us to respond to local needs, especially in a rural area like ours,” Horner said. “I hope that we can meet with the Province to ensure this will still be possible.”

To learn more visit the Ausable Bayfield Conservation website at abca.ca:

- [Ausable Bayfield Conservation](http://abca.ca)

Location

71108 Morrison Line,
RR 3 Exeter, ON
N0M 1S5

Hours

8:30 a.m. to 4:30 p.m.
Monday to Friday
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are posted at abca.ca

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Our mailing address is:

Ausable Bayfield Conservation Authority (ABCA)
71108 Morrison Line
RR 3
Exeter, Ontario N0M 1S5
Canada

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Exeter, Ontario N0M 1S5
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Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs

Office of the Minister

Bureau du ministre

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416-314-6790

777, rue Bay, 5^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416.314.6790



August 16, 2019

To whom it may concern:

As you know, on June 6, 2019, our government passed the *More Homes, More Choice Act, 2019*, which updated the *Conservation Authorities Act*. We made these legislative changes to improve public transparency, consistency, and accountability in conservation authority operations. These changes will give greater control to individual municipalities on conservation authority programs and budgets. These changes will also require conservation authorities to re-focus their efforts on the delivery of programs and services related to their core mandate, such as those related to:

- Risk of natural hazards;
- Conservation and management of CA owned or controlled lands;
- Drinking water source protection;
- Protection of the Lake Simcoe watershed;
- Other programs or services, as prescribed by regulation.

Furthermore, over the coming months, I will be reviewing all of the relevant legislation and regulations that govern Ontario's conservation authorities to explore even more opportunities to re-focus their efforts and to ensure they are best serving the interests of the people of Ontario.

In the meantime, I request that you review and consider your own conservation authority's activities and begin preparations and planning to wind down those activities that fall outside the scope of your core mandate. I also encourage you to refrain from developing new policies that are not aligned with your mandate or with provincial policies. Finally, I ask that while we are undergoing this review and updating the legislation and regulations that you do not proceed with any increases to your fees or levies.

I appreciate the work of conservation authorities and the feedback that was provided on the legislative changes. I look forward to receiving further input and recommendations as we move forward with upcoming regulatory and policy proposals.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Yurek".

Jeff Yurek

Minister of the Environment, Conservation and Parks

August 23, 2019

The Honourable Jeff Yurek, MPP (Elgin-Middlesex-London)
Minister of Environment, Conservation and Parks
777 Bay Street, 5th Floor
Toronto ON M7A 2J3

Adelaide Metcalfe

Bluewater

Central Huron

Huron East

Lambton Shores

Lucan Biddulph

Middlesex Centre

North Middlesex

Perth South

South Huron

Warwick

West Perth

Dear Minister Yurek:

We have received your letter of Friday, August 16, 2019. Thank you for the opportunity to respond.

The Ausable Bayfield Conservation Authority (ABCA) is Ontario's first conservation authority, created in 1946 through the vision of our local municipalities and the Province of Ontario. They did so in response to critical issues such as flooding, the loss of natural areas that impacts water quality and soil health, and the unintended consequences of poorly planned development. These issues continue to require management on a watershed basis in this rural community and in Ontario.

Ontario's ecosystem model of watershed management, that is delivered by conservation authorities, is an international success story. This model has saved lives and reduced social disruption and financial loss to Ontarians for more than seven decades. It has efficiently benefitted Ontario's people and resources under all governments.

We are heartened to hear you say you appreciate the work of conservation authorities. However, some of the requests, as written in your letter, would result in harm – even irreparable harm – to the success of the watershed management model in this great province. This would be most profoundly felt by people in rural watersheds like the one served by ABCA.

We ask you to recognize that programs addressing community and provincial needs, such as tree planting; water quality and soil health initiatives; environmental monitoring; conservation education; watershed stewardship; and others, have direct benefits for natural hazard risk reduction; and protection of drinking water sources. In many cases these programs are possible thanks to funding from community, private-sector, and not-for-profit sources. These programs help to achieve the goals you have articulated in the *Made-in-Ontario Environment Plan*.

... 2

August 23, 2019

Page 2

Our community's vision is one of healthy watersheds where our needs and the needs of the natural environment are in balance. Our community understands environmental and land use issues are complicated. Decisions must be made thoughtfully or they could have negative costs to individuals, their properties, or the natural environment. Now more than ever, we need to understand the consequences of these decisions.

Re: Public transparency and accountability

We share with you a belief in the need for continued public transparency and accountability in conservation authority operations. We accomplish this in a number of ways. Our municipally appointed Board of Directors regularly evaluates our activities, to ensure they fulfil our mandate. Where transparency and accountability can be improved even more, we are happy to work with you and our municipalities to ensure continued effective oversight while continuing to meet the needs of our people, economy, and resources in this rural part of Ontario.

Re: 'Consistency' in conservation authority operations

In rural Ontario, people often lament 'made-in-Toronto' solutions. Attached is a copy of the *ABCA Conservation Strategy-The Path Forward*. This local, rural plan was developed by agricultural producers, anglers and hunters, youth, shoreline residents, municipal representatives, and other community stakeholders here. The plan is an example of how people from all walks of life in this community told us what they want from their conservation authority. We feel the approach recommended by our community fits well with the mandate for conservation authorities envisioned in the *Conservation Authorities Act* since its beginning. It also supports your government's goals in the *Made-in-Ontario Environment Plan*.

Re: Municipal control through legislative changes

Your government has updated the *Conservation Authorities Act* through the *More Homes, More Choice Act, 2019* which was passed on June 6, 2019. Your August 16, 2019 letter outlines that legislative changes "... will give greater control to individual municipalities on conservation authority programs and budgets." We invite you to visit our watershed to find out more about how the ABCA sets its programs and budgets. You will learn how we have responded in a fiscally-responsible way to manage our budgets and keep increases below the cost of inflation.

Re: 'Winding down' programs prematurely

Your letter also indicates we should "... begin preparations and planning to wind down those activities that fall outside the scope of your core mandate ..." It is premature to make decisions, in haste, without first having consultation about the extent of what programs are 'core' and about 'non-core programs' which may be identified by the needs of our municipalities and community. Many of our programs support the 'core' programs you have listed and many programs – even if they were to be considered 'non-core' – are efficient, cost-effective, needed, and endorsed by our municipally-appointed Board of Directors. An example is tree planting, which is self-sustaining through user fees and helps to prevent demands on our municipal levy.

.../3

August 23, 2019

Page 3

It is important to note that outside of the list you included, these other programs and activities are not funded by the Province of Ontario but do support provincial goals.

Re: Municipal, community and conservation authority consultation

Conservation authorities have been informed that your government will be “... reviewing all of the relevant legislation and regulations that govern Ontario’s conservation authorities to explore even more opportunities to re-focus their efforts and to ensure they are best serving the interests of the people of Ontario.” As you conduct this review, we ask that any decisions you make be made with robust, meaningful consultation with conservation authorities, municipalities, community members, and experts in the field who can speak to the internationally acknowledged success of Ontario’s watershed management model. As well as the need for many of the programs that support our mandate, provincial, municipal and community goals, but are not expressly included in your list.

We thank you for the invitation to provide further input and recommendations. To that end, I feel a full and informed discussion is critical – before more than seventy years of success is lost.

On behalf of members of the ABCA team, I respectfully ask for a meeting with you so that we may discuss concerns cooperatively. Please let me know when we can meet to discuss these concerns in person.

Your sincerely,

AUSABLE BAYFIELD CONSERVATION AUTHORITY



George Irvin
Chair

cc: Hon. Monte McNaughton, MPP (Lambton-Kent-Middlesex)
Hon. Lisa Thompson, MPP (Huron-Bruce)
Randy Pettapiece, MPP (Perth-Wellington)
Mayors and Members of Council (ABCA Watershed Municipalities)

Encl. *ABCA Conservation Strategy - The Path Forward*

OUR GOAL:

We want to work with you to *create awareness and take action* to improve watersheds for healthier communities and healthier people.

Take Action!

WHAT YOU CAN DO:

Here are just some of the ways people like you can help to improve your property and your watershed community:

- Plant a tree ... or several trees
- Decommission unused wells
- Have your septic system inspected, pumped out regularly, and upgraded as necessary
- Volunteer on a trail or watershed committee
- Visit a conservation area to experience nature or learn about watershed issues
- Donate to local trails and conservation efforts
- Consult ABCA about grants or technical expertise for your beneficial projects
- Participate in a conservation education program
- Create a wetland with technical help from ABCA
- Implement an Environmental Farm Plan
- Consult a stewardship guide to improve your home, farm, business, or municipality
- Be a citizen ambassador: set a positive example
- Create a local initiative of your own — [visit abca.on.ca](http://visit.abca.on.ca) ...and let us know about it!



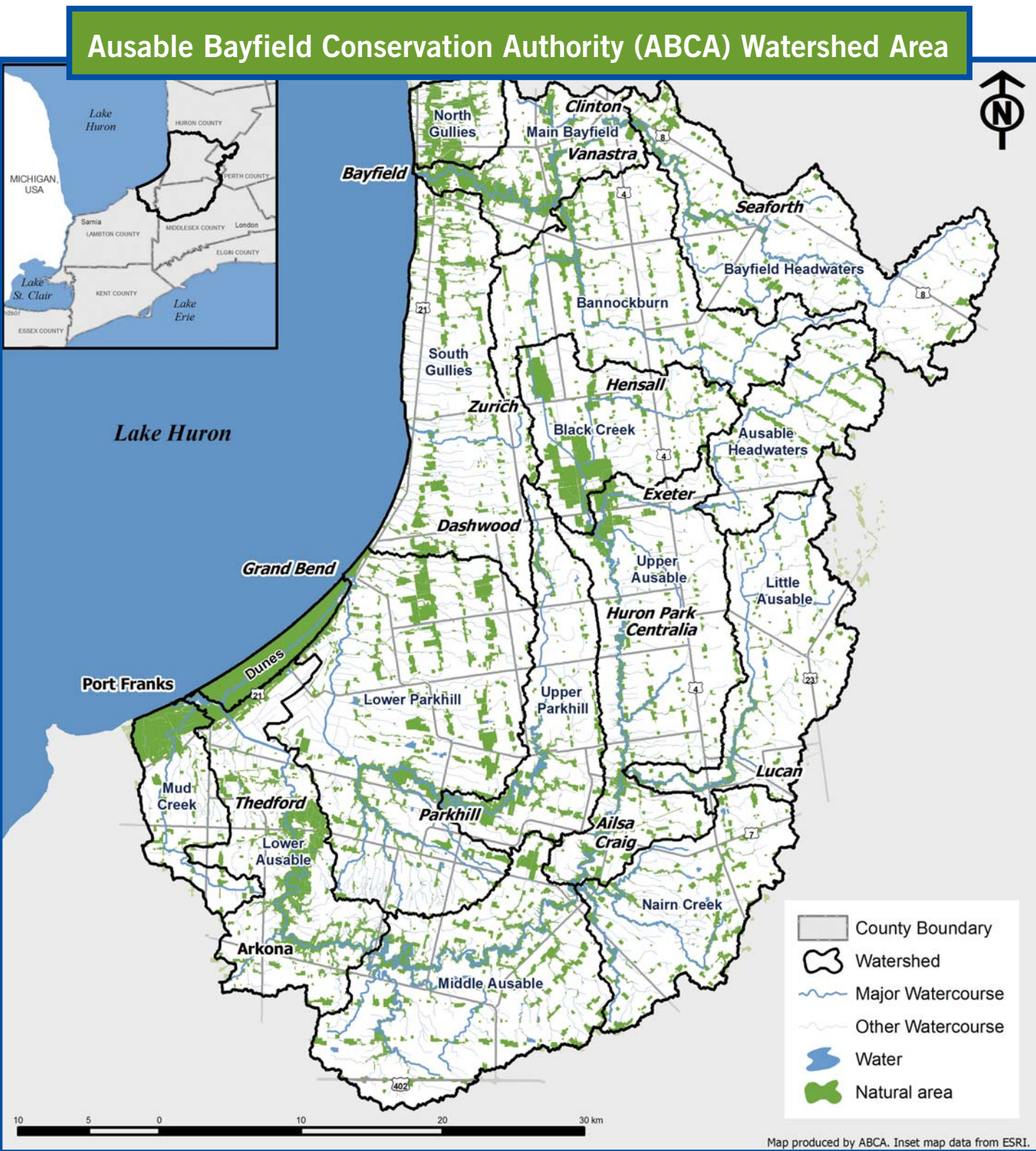
Individuals like you have been actively involved in protection and improvement of Ausable Bayfield watersheds.

Community Action

Here are just some of the ways local communities and groups, made up of landowners and residents like you, are working to create healthier watersheds:

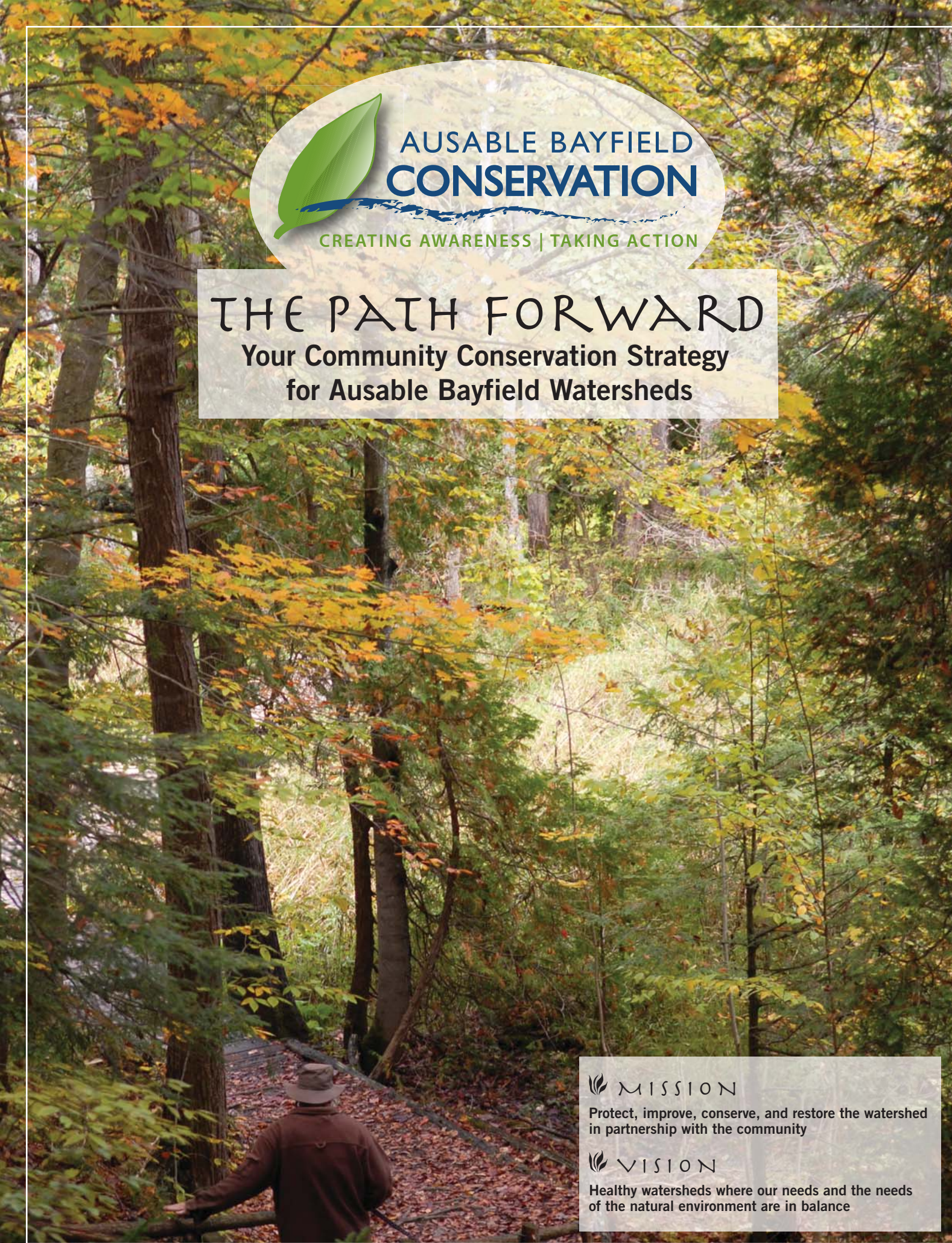
- Creating and implementing plans to protect local watersheds
 - Finding new ways to protect local water quality
 - Conserving water supplies through the Water Response Team
 - Restoring fish habitat
 - Providing opportunities to experience nature through accessible trails
 - Sponsoring and publishing water quality testing of Lake Huron beaches and other watercourses
 - Protecting water near sinkholes and other areas where water is highly susceptible to contamination
 - Taking part in conservation education programs
- Serving on:
- Management committees for conservation areas, museums
 - Community groups supporting local trails
 - Working groups
 - Local watershed plan steering committees

OUR THANKS go to the 34 people who took part in the community team that developed the Conservation Strategy in 2010 and 2011. Thanks also go to the residents and other ABCA partners for their ongoing work to create healthier watersheds. This plan was approved by the team on September 14, 2011 and approved by ABCA Board of Directors on December 15, 2011. Visit abca.on.ca for a complete list of those who helped write this plan.



abca.on.ca

Ausable Bayfield Conservation Authority
71108 Morrison Line, RR#3 Exeter, Ontario N0M 1S5
Facsimile: 519-235-1963 E-mail: info@abca.on.ca
Telephone: **519-235-2610** ■ **1-888-286-2610**



MISSION
Protect, improve, conserve, and restore the watershed in partnership with the community

VISION
Healthy watersheds where our needs and the needs of the natural environment are in balance



History



The former Ausable River Conservation Authority was Ontario's first conservation authority. It was created in 1946. The Bayfield River watershed and smaller streams were added in 1971.

Local municipalities and the Province of Ontario formed Ausable Bayfield Conservation Authority (ABCA) to prevent the loss of important local ecosystems, to protect life and property through flood management, and to build a healthier natural environment on a watershed scale.

A local mandate

A conservation authority is a local conservation organization that operates in accordance with the *Conservation Authorities Act*.

The objects of the *Conservation Authorities Act* in Ontario have remained constant since it was first enacted. A conservation authority is to establish and undertake, in its area of jurisdiction, a program designed to further conservation, restoration, development and management of natural resources (other than gas, oil, coal and minerals).

Ausable Bayfield Conservation Authority has a local board of directors selected by 12 member municipalities. The members are usually elected representatives but municipalities have the option of selecting a representative

from the community. The board, with community input, determines the local mandate.

Watershed residents support ABCA through municipal levies and individual donations. Local support from the municipal levy makes it possible to bring in additional financial resources from private sources and different levels of government.

Almost three-quarters of funding for conservation in this watershed comes from sources other than municipal levies. The combination of municipal, provincial, federal, and private support helps to protect and enhance water quality, plant trees, create habitat, enhance wetlands, and increase biodiversity.



BEFORE — Photo above shows a local property before a project to reduce sediment, bacteria and nutrient-loading.



PRESENT-DAY — Erosion control, livestock fencing and tree-planting improved water quality at this property.

What is a conservation strategy?

A conservation strategy is developed by people from the watershed community to define the vision, mission, and goals of the Ausable Bayfield Conservation Authority.

A diverse community group of 34 contributors participated in meetings in 2010 and 2011. Their work has

resulted in *The Path Forward: Your Community Conservation Strategy for Ausable Bayfield Watersheds*.

This plan will guide the direction of the local organization's board of directors and staff in the coming decades.

Creating Awareness ■ Taking Action

How will we create awareness?

Here are just some of the ways ABCA can create environmental awareness:

Educate:

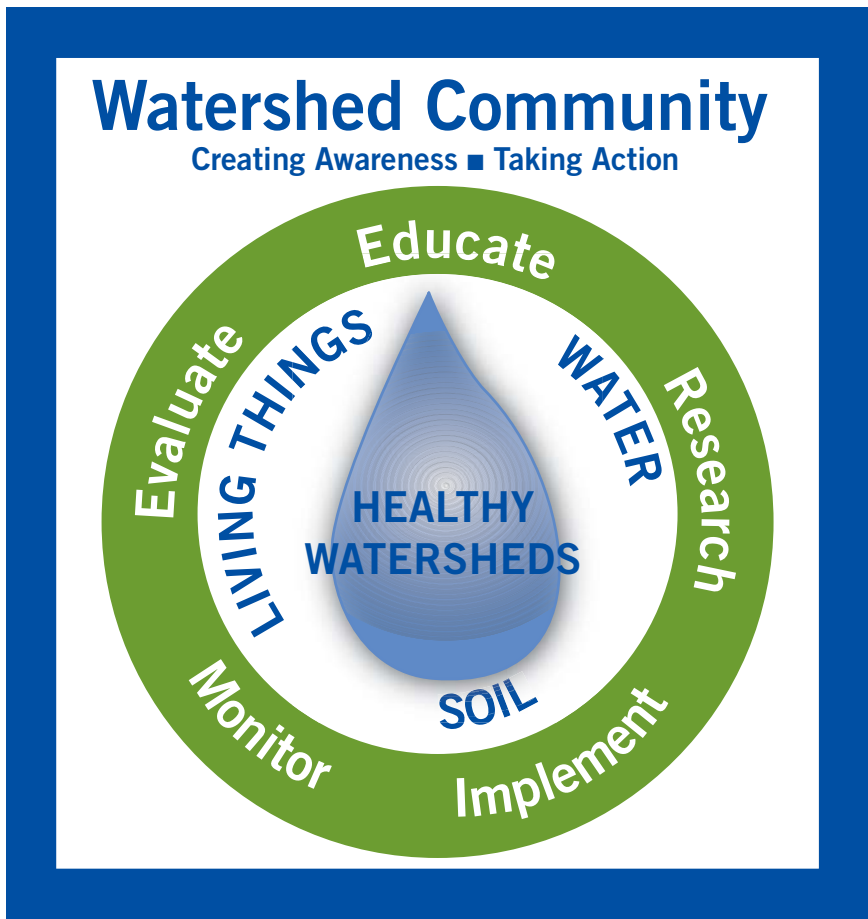
- People about safety around high water in the springtime
- Landowners and watershed residents about planting of native trees, shrubs and grasses
- Young people through programs such as the Sylvan Conservation Program

Promote:

- Positive actions that are working
- Good forestry practices to landowners, municipalities
- Well and septic improvements, fencing projects, runoff and erosion control, windbreaks, manure storage
- Ausable Bayfield Conservation Foundation and programs like Commemorative Woods
- Ethical practices for fishing and for hunting on permitted lands
- Alternatives to harmful chemicals

Encourage:

- Best management practices to preserve soil, improve water and air quality, preserve water quantity, increase habitat, protect species-at-risk, and mitigate and adapt to changes in our local climate
- Proper disposal of hazardous wastes such as batteries, paints, and chemicals
- Reduced use of harmful chemicals
- Positive individual actions through stewardship guides for farm, shoreline, and rural non-farm residents
- Protection of Lake Huron-Georgian Bay Watershed and support for the Great Lakes Charter
- Responsible actions on conservation lands, such as using off-road vehicles only in permitted areas



This diagram represents your community representatives' vision of how to create a healthy watershed.

How will we measure success?

Evaluate:

- Rate effectiveness of different kinds of best management practices
- Assess effectiveness of programs to prevent erosion, sediment, water quality degradation
- Assess how to best protect and restore natural areas damaged by erosion
- Determine if ABCA Business Plan and other policy documents reflect recommendations of new Conservation Strategy

Monitor:

- Water quality indicators such as pathogens and benthics
- Ensure buffer areas are effectively maintained

Establish:

- Baseline data for forest conditions, water quality, water quantity
- Targets for water quality, forest cover

Observe:

- Changes in forest conditions, water quality and quantity
- Impacts of climate change

Research:

- Continue water sampling with sufficient frequency and detail to detect changes
- Assess barriers that discourage landowners from starting projects
- Identify incentives that encourage landowners to pursue projects
- Investigate opportunities for carbon credit generation

Update:

- Watershed Report Cards
- ABCA climate change actions and knowledge

* Turn the page to find ways individuals and watershed communities can also implement actions that improve their local environment.

Implement:

These are just some of the examples of positive actions that can be taken by Ausable Bayfield Conservation Authority (ABCA), working with the public and partners, to create healthier watersheds:

- Continue tree planting program and stewardship services
- Encourage biodiversity through creation of habitat
- Work in partnership with the community: residents, contractors, municipalities, public
- Collaborate and integrate programs with agencies, ministries, and other partners
- Pursue funding programs which provide incentives for beneficial projects by watershed residents
- Enact and enforce regulations as set out in the *Conservation Authorities Act* and the *Regulation of Development, Interference with Wetlands and Alteration to Shorelines and Watercourses*

- Improve water quality and reduce flooding through effective best management practices and creation, protection, restoration and effective management of wetlands
- Acquire conservation lands strategically in order to conserve healthy habitat, forest conditions, water quality, water quantity
- Raise awareness of the conservation authority's regulatory responsibilities through partnerships with planning agencies and municipalities
- Deliver watershed-scale planning advice and technical and environmental review services for governments, municipalities and organizations as appropriate

Protect:

- Water quantity through Low Water Response Team
- Life and property through flood forecasting, warning, prevention, awareness, floodplain management and regulations
- Areas of environmental significance

Create:

- Accessible trails and conservation lands to preserve ecosystems and educate about nature
- Recreational opportunities for healthier watersheds and healthier communities

Healthier watersheds can be created through positive environmental actions by ... • Organizations • Communities • You



August 27, 2019

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

RE: Letter to Conservation Authorities Dated August 16, 2019

Honourable Minister Yurek,

Earlier this year Council for the Town of St. Marys was pleased to provide comments on the proposed changes to the *Conservation Authorities Act*. Council for the Town of St. Marys is in agreement with the current government's philosophies to make Ontario open for business. We also fully appreciate the importance of the Province's direction to municipalities to become more efficient and reduce long term costs. To help us accomplish this task, it is our view that the Province needs to view the changes to the *Conservation Authorities Act* as a key step in helping municipalities reduce their long term costs.

We are writing this letter to express our support for your letter dated August 16, 2019 in which you advised conservation authorities that there will be legislative and regulation changes for conservation authorities in the coming months. It is Town Council's position that your request for conservation authorities to not increase their fees or levies prior to the new legislation and regulations being published is both prudent, and responsible. Council has expressed their support for your request by passing the following resolution:

THAT the correspondence from the Minister of the Environment, Conservation and Parks regarding a Conservation Authorities review be received; and

THAT Council for the Town of St. Marys supports Minister Yurek's request that conservation authorities not increase their fees or levies prior to the new legislation and regulations being published.

We would also like to take this opportunity to reiterate some of the key points that the Town of St. Marys made in response to ERO Number 013-5018 "Modernizing conservation authority operations - Conservation Authorities Act":

- We agree that the core mandatory programs and services provided by conservation authorities needs to be clearly defined.
- We agree that the government should require increased transparency in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services. We believe that the government should specifically prohibit

TOWN OF ST. MARYS
P.O. Box 998, St. Marys, ON. N4X 1B6



conservation authorities from using the municipal levy to fund non-mandatory programs. Conservation authorities should be mandated to deliver non-mandatory programs on a self-funded basis using user fees.

- We agree that the government should require conservation authorities and municipalities to enter into agreements for the delivery of non-mandatory programs. We would encourage the government to have the legislation structured to provide municipalities with the ability to individually decide if they wish to fund non-mandatory programs.
- We are cautiously optimistic about the effect of the government's proposal to require conservation authority board members to act in the best interest of the conservation authority. We would encourage the government's legislation to provide precise clarity to board members on what is intended by "acting in the best interest of the authority". The government needs to ensure that the legislation balances the need to protect the environment while being flexible and supporting the growth of business and municipalities.

We wish to once again extend our thanks for the opportunity to provide feedback and comments. The Town of St. Marys sincerely appreciates the government's efforts to provide a clear understanding of the mandatory programs of conservation authorities, and to create clarity around conservation authority levies.

Sincerely,



Al Strathdee, Mayor

CC: Mr. Randy Pettapiece, MPP, Perth-Wellington
Mayors of the UTRCA Member Municipalities
Mr. Ian Wilcox, General Manager, UTRCA
Mr. Tony Jackson, UTRCA Board Member for St. Marys
UTRCA Board Members

TOWN OF ST. MARYS
P.O. Box 998, St. Marys, ON. N4X 1B6

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau de la sollicitrice générale

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August 26, 2019

As you may be aware, the Public Reports Regulation (O. Reg. 377/18) under the *Fire Protection and Prevention Act, 1997*, was scheduled to come into force on January 1, 2020. The regulation was established to standardize the reporting of fire department response time data and make this information available to the public.

Our government has heard concerns about the Public Reports Regulation, including the system updates that would be required for operationalization and the scope of the reporting requirements. After hearing this feedback, our government has decided to repeal the regulation effective August 26, 2019.

Repealing the regulation will allow the ministry to work with stakeholders on a broader review of how fire service data is collected by the province. After this review is completed, we will develop balanced options and decide about the potential publication of fire service data, to best meet the needs of all our fire safety partners.

We are committed to listening to municipalities and our first responders as we work to create a public safety regime that puts people first and provides our frontline heroes with the tools and resources they need to keep communities safe.

Should you have any questions or comments, please contact SOLGENinput@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
Solicitor General

FOR IMMEDIATE RELEASE

DATE OF ISSUE: August 2, 2019

Don Jones, one of source protection committee's first members, retires from committee after more than decade of service

Source protection committee honours retiring member at July meeting in Holmesville

A municipal representative on the Ausable Bayfield Maitland Valley Drinking Water Source Protection Committee (SPC) has retired after more than a decade of service. The Ausable Bayfield Maitland Valley SPC was Ontario's first such committee when it was formed in 2007. Don Jones was an original member of that committee. He is a retired teacher and a former councillor for the Municipality of West Perth. He served as a Director of the Perth Stewardship Network. He also served as Chairman of the West Perth Wetlands Subcommittee, Water and Waste Water Committee, and Energy and Environment Committee.

The retiring SPC member attended the committee meeting on July 31, 2019 at the White Carnation Banquet Hall in Holmesville. Matt Pearson, Chairman of the SPC, presented a retirement gift to the long-time committee member and thanked him for his contributions. The Chair, who was also a committee member at the SPC's inception (before being named Chair upon the retirement of Past Chair Larry Brown), said Jones made many valuable contributions over a dozen years. "I certainly want to thank you, Don, for your service over 12 years and for your valuable contributions," Pearson said. The committee member's experience as a former educator and former municipal councillor were very beneficial to the work of the SPC, the Chair said.

"It has been a pleasure to serve on a committee of talented people with different ideas who have worked so well together," Jones said. He said he's gratified to see source protection plan policies being implemented to the benefit of protection of public health. "I am confident the policies developed by the committee will protect drinking water for the citizens of both watersheds in the future," he said. He praised the two people who have served as committee chairpersons – Laurence Brown and Matt Pearson – as "two excellent chairmen" and he thanked his fellow committee members. "Thank you very much," he said. "It was fun to serve on this committee and it's a pleasure to see our discussion come to fruition with policies and progress going forward ... it's wonderful." He also thanked the staff of the Maitland Valley and Ausable Bayfield conservation, and source protection, authorities.

There are five municipal representatives on the 15-member source protection committee. Retiring committee member Don Jones represented municipalities in the western part of the region. The region's 'West' municipalities are: Bluewater; Central Huron; Perth South; South Huron; and West Perth. Also retiring from the committee is Mark MacKenzie, who represented the 'East' municipalities (Howick; Mapleton; Minto; North Perth; Perth East; and Wellington North). The Chair thanked the two members who are retiring from the committee: "I would like to thank Don and Mark for their years of service to the committee and their work which has helped to keep our municipal drinking water safe and clean," he said. Taking over as municipal representative for the West municipalities is Dave Frayne and taking over as municipal representative for the East municipalities is Allan Rothwell.

The original 15 voting source protection committee members (2007) were Don Jones, Mike McElhone, Keith Black, Ian Brebner, Gib Dow, Karen Galbraith, Al Hamilton, Marilyn Miltenburg, Jim Nelemans, Matt Pearson, Bill Rowat, Gerry Rupke, Mert Schneider, Mike Strang, and Rowena Wallace. (John Vander Burgt joined the SPC as an agricultural representative in 2008). Bob Bressette represented Chippewas of Kettle and Stony Point First Nation at the SPC. Non-voting committee liaisons included Bob Worsell (Local public health) and Jim Ginn (Source Protection Authorities).

The current members of the source protection committee are: Matt Pearson, Chair; MUNICIPALITIES: David Blaney, Central (Huron East; Morris-Turnberry; North Huron); Ian Brebner, South (Adelaide-Metcalf; Lambton Shores; Lucan Biddulph; Middlesex Centre; North Middlesex; Warwick); Dave Frayne, West (Bluewater; Central Huron; Perth South; South Huron; West Perth); Allan Rothwell, East (Howick; Mapleton; Minto; North Perth; Perth East; Wellington North); Myles Murdock, North (Ashfield-Colborne-Wawanosh; Goderich; Huron-Kinloss; South Bruce); ECONOMIC SECTORS: Mary Ellen Foran, Agriculture; Keith Black, Agriculture; Bert Dykstra, Agriculture; Philip Keightley, Commerce; Bruce Godkin, Industry; OTHER SECTORS: Karen Galbraith, Public-at-large, Maitland Valley; Gerry Rupke, Public-at-large, Ausable Bayfield; Kerri Ann O'Rourke, Property Owner and Residents' Associations; Jennette Walker, Environment; and John Graham, Environment.

The SPC members have worked with the public since 2007 to create local terms of reference, assessment reports, and source protection plans, which have been implemented since April of 2015. This work is made possible by the Ontario *Clean Water Act, 2006*, with funding from the Province of Ontario, through the Ministry of the Environment, Conservation and Parks (MECP). Source protection planning policies help to reduce risk from 22 activities (such as fuel or chemical storage) that can pose a significant threat to municipal drinking water sources in certain circumstances (for example, in certain quantities and in the most vulnerable locations such as municipal wellhead protection areas). Plan policies focus on reducing risk that could pose a significant threat to drinking water in municipal wellhead protection areas A, B, and C. Policies in those relatively small areas reduce risk with tools including education and outreach, risk management plans, restrictions on land uses, or the prohibition of some activities in some cases. To find out about wellhead protection areas, and source protection plans, visit the local source protection region website at sourcewaterinfo.on.ca.

– 30 –

MEDIA CONTACTS: Mary Lynn MacDonald, Program Co-Supervisor, Ausable Bayfield Maitland Valley (ABMV) Drinking Water Source Protection Region, at mmacdonald@abca.ca or phone 519-235-2610 or 1-888-286-2610, extension 247

Donna Clarkson, Program Co-Supervisor, at 519-335-3557, extension 224



August 13, 2019

The Honourable Jeff Yurek
Ministry of the Environment,
Conservation and Parks
5th Floor
777 Bay St.
Toronto, ON M7A 2J3
Jeff.yurek@pc.ola.org

Toby Barrett – MPP Haldimand – Norfolk
11th Floor
77 Grenville St.
Toronto, ON M5S 1B3
Toby.barret@pc.ola.org

The Honourable John Yakabuski
Ministry of Natural Resources and Forestry
Whitney Block
Suite 6630
6th Floor
99 Wellesley St. W
Toronto, ON M7A 1W3
john.yakabuski@pc.ola.org

Re: Request For Provincial Response to address Gas Well Issues

Norfolk County Council, at their meeting of July 9 2019, approved Resolution No. 4 which reads as follows:

Res. No. 4

THAT THAT Staff Report HSS 19-31, Leaking Gas Wells - Ministry of Natural Resources Funding Update, be received as information;

AND THAT Council approve the proposed plan and direct staff to obtain required approvals and licensing from the required Ministries;

AND THAT Council exempt staff from the quotation and tendering procedures for goods and services outlined in Norfolk County Policy ECS-02 in accordance with single source and emergency purchase provisions, as required, for the work described in this report for remediation at the site located at 1925 Forestry Farm Road, Langton and further research for the broader hydrogeological challenges in the area;

AND THAT Council authorizes the General Manager, Health and Social Services and/or the General Manager, Public Works to enter into the necessary contracts with the appropriate suppliers, contractors and sub-contractors to complete the work;

AND THAT Council authorizes staff to amend the 2019 Capital Plan for the 1925 Forestry Farm Road, Langton project once external funding has been secured at which time the project can proceed.

AND THAT the Mayor and Council provide a letter to the Honourable John Yakabuski, MNRF, Mike Harris, Parliamentary Assistant to the MNRF and Toby Barret, Haldimand Norfolk MPP, demanding immediate funding for municipal extraneous costs to implement the permanent solution for the leaking gas well at 1925 Forestry Farm Road, Langton and the broader hydrogeological research;

AND THAT the Mayor and Council provide a letter to the Honourable Jeff Yurek, MECP, Andrea Khanjin, Parliamentary Assistant to the MECP and Toby Barrett, Haldimand Norfolk MPP requesting engagement with Norfolk County, other Ministries and the experts to advance the knowledge of the leaking gas wells and its impacts and to demand funding for municipal extraneous costs of the air quality monitoring affecting the health and wellbeing of the residents and the remediation of the environmental impacts;

AND THAT Council be made aware of any future requests to the County for additional seismic exploration in Norfolk County prior to permission being granted;

AND FURTHER THAT copies of this resolution be sent to Ministry of the Environment, Ministry of Health, Ontario Geological Survey and all Ontario Municipalities.

The staff report may be viewed online on the County's Website, (Item 5 b) i), July 9, 2019).

Yours Truly,

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

Andrew Grozelle
County Clerk

cc. The Honourable Christine Elliott, Minister of Health and Long-Term Care
christine.elliott@pc.ola.org
Renée-Luce Simard, Acting Director, Ontario Geological Survey
renee-luce.simard@ontario.ca



Town of Bradford West Gwillimbury
100 Dissette St., Units 7&8
P.O. Box 100, Bradford, Ontario, L3Z 2A7
Telephone: 905-775-5366
Fax: 905-775-0153
www.townofbwg.com

August 14, 2019

VIA EMAIL

Royal Canadian Legion
Orville Hand Branch 521
115 Back Street
Bradford, Ontario
L3Z 1W8

Dear Lt. Col. Ferguson Mobbs and members of the Royal Canadian Legion,

At its meeting of August 6, 2019, the Council of The Corporation of The Town of Bradford West Gwillimbury passed the following motion with respect to the Never Forgotten National Memorial.

Resolution 2019-275 Leduc/Contois

WHEREAS the residents of Bradford West Gwillimbury have a proud tradition of honouring those who made the supreme sacrifice on behalf of Canada in armed conflicts across the world;

AND WHEREAS the Never Forgotten National Memorial Foundation has been established to develop commemorative programming, exhibits and monuments at a site on Cape Breton Island as a place of remembrance and thanks for those brave individuals who lost their lives so far from home;

AND WHEREAS the Orville Hand Branch 521 of the Royal Canadian Legion has endorsed the Never Forgotten National Monument Program;

AND WHEREAS the Foundation is seeking the support of businesses, agencies, government organizations, and individuals across Canada to bring life to this important national memorial;

NOW THEREFORE BE IT RESOLVED that the Council of The Corporation of the Town of Bradford West Gwillimbury supports efforts to develop the Never Forgotten National Memorial and so advises Mr. Scot Davidson – Member of Parliament, the Honorable Caroline Mulroney – Member of Provincial Parliament, the Federation of Canadian Municipalities and all municipalities in Ontario.

CARRIED.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Alana Schrieder', written over the printed name.

Alana Schrieder
Administrative Assistant

c: Scot Davidson, MP
Hon. Caroline Mulroney, MPP, York-Simcoe
Federation of Canadian Municipalities, and all municipalities of Ontario



Township of Lucan Biddulph

Water Use Restrictions

Township of Lucan Biddulph residents are being asked to reduce non-essential water use on September 4, 2019 in response to maintenance work on the Lake Huron Water Pipeline which feeds Lucan Biddulph.

Both Lucan and Granton water systems currently have a reserve of water available for essential water use, however, this reserve is limited and may not be replenished until service on the Lake Huron Water Pipeline is restored.

In response to this temporary plant shut down, residents of Lucan and Granton are being asked to voluntarily reduce their consumption of water.

At a minimum, the following water use restrictions are recommended:

- Limit or postpone indoor residential use of water. Consider using dishwashers and clothes washers AFTER the emergency period is over.
- Take a brief shower rather than a bath, or consider delaying until after the emergency period has ended.
- Reduce toilet flushing as much as possible. Consider flushing the toilet every second use.
- Suspend unnecessary use of water for industrial or commercial operations, as well as construction sites, such as washing operations.

From: Jim Wilson, MPP [<mailto:jwilson@ola.org>]

Sent: Thursday, August 29, 2019 12:09 PM

To: Ron Reymmer <rreymmer@lucanbiddulph.on.ca>

Subject: MEDIA ALERT: TVO - The surprising reason you shouldn't complain about MPPs' pension plans,
By Steve Paikin

Dear Friends,

Many do not know this, but, just like 60 percent of Ontarians, I too do not have a pension plan. Under former Premier Mike Harris, our government got rid of the gold plated MPP Pension Plan to rebuild public trust and ultimately show that as Progressive Conservatives we were governing for the right reasons. Learn more in the [article](#) by Steve Paikin below.

Sincerely,

Jim Wilson, MPP
Simcoe-Grey

The surprising reason you shouldn't complain about MPPs' pension plans

Ontario voters often get up in arms about MPP pensions. Here's why their outrage is misplaced.

By [Steve Paikin](#) - Published on March 19, 2019

How often does it bug you that the 124 members of Ontario's legislature have big, fat pensions?

The answer should be: never.

I'm constantly amazed at how often I hear people complain about MPPs' pensions, even though Mike Harris's government got rid of them more than two decades ago.

Didn't know that, did you? Apparently, most people don't.

Why did the Progressive Conservatives do it? "We did it to rebuild trust, because people didn't trust politicians anymore," is how former Harris adviser Greg Lyle puts it.

Lyle was part of the inner circle that came up with the so-called Common Sense Revolution, the platform that Harris successfully took to Ontarians in the lead-up to the 1995 election. The PCs felt that the bridge between politicians and the citizenry had been demolished by too many broken promises and too much bad behaviour. They wanted to come up with a clever plan for rebuilding that bridge. Abolishing the pension plan for MPPs was thought to be a political winner. Voters, we were told, hated the fact that politicians could serve for just five years or win just two elections and be eligible for a lifetime pension, regardless of how old they were upon leaving public life. So Harris and his advisers indulged in the politics of envy: they campaigned on scrapping the pension plan and then did so after winning the '95 election.

The result has been a kind of political double-negative. The Tories have received no credit for the move, because so few people remember that they actually made it. And voters continue to envy the financial status of politicians, even though those politicians don't have the pension.

It may well be that citizens are confused because federal MPs still have their generous pension plans in place. In 1993, the Reform Party tried to embarrass the federal government of the day into getting rid of what it called "gold-plated pension plans." But instead, after their party had promised to reject the MP pensions, most Reformers quietly accepted them, hoping no one would notice the hypocrisy.

People noticed.

Dave Levac, who retired pension-less after two decades in Ontario politics, can work himself into quite a lather talking about this subject.

“I hate the fact that, over the years, we’ve allowed this narrative to persist,” the former MPP for Brant and the longest-serving Speaker of the legislature says. “I worked seven days a week. I worked my tail off for my constituents. Now I’m 65 years old, and I have no pension for that.”

The theory behind giving MPPs a pension for their time served at Queen’s Park was that it was a good way to convince people who had decent jobs to give up those jobs for a time and enter public service. The thinking was: How much of a financial penalty should we ask lawyers or doctors or farmers to pay to do politics? If we’re going to ask them to take a 50 to 75 per cent pay cut, shouldn’t we compensate them in the long run for that short-term sacrifice?

Of course, now that the pension is gone, conventional wisdom holds that no premier in their right mind would dare reinstate it. The political blowback would be too intense.

But a few years ago, Levac thought he’d worked out a solution. As Speaker, he used the authority of his office to bring together the three major party leaders — Liberal premier Kathleen Wynne, PC leader Patrick Brown, and NDP leader Andrea Horwath — and he convinced them all to present a united front to Ontarians. The three leaders promised to support the reinstatement of the MPPs’ pension plan for those who would comprise the 42nd parliament (that is, the current one) and not to bail on the agreement to score political points.

“It almost worked,” Levac recalls. “I almost had them.”

In the end, it was Wynne who pulled the plug on the deal. She (not unreasonably) concluded that, as premier, she would take a bigger political hit than either of the two opposition leaders, and so Levac’s efforts turned out to be for naught.

While you may be thinking MPPs have it good enough and it’s no tragedy that Levac’s efforts failed, the people in charge of candidate-searching for their political parties have told me countless times over the years about how difficult it is to attract good, successful people to

public life once they find out how low the salary is and that there's no pension. The typical response is: I'm prepared to take a significant haircut to do public service, but I can't take that big a haircut. As a result, too many "good people" take a pass.

The other perverse consequence of eliminating the pension is that many longtime MPPs won't leave. They know there's no pension (or better job) waiting for them if they stand down, and so they hang on as long as possible. Some have lost the fire in the belly, and, by hanging on, they effectively deny a seat to a potential newcomer, one who might have more energy and new ideas.

Lyle admits that the political climate two decades ago made eliminating the pensions irresistible.

But given all the unintended consequences, he says, "It's been a net loser for politics in general."

Would the current Ontario government ever revisit the issue? Given its populist bent, you'd have to think not in a million years.

The narrative of the greedy, selfish politician continues — facts be damned.

Jim Wilson, MPP | Room 1306 Whitney Block, Queen's Park,
Toronto, Ontario M7A 1A8 Canada

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From: Michelle Viglianti [<mailto:vigliantim@thamesriver.on.ca>]
Sent: Monday, August 12, 2019 3:26 PM
Subject: UTRCA 2020 Municipal Levy Outlook

Municipal CAOs, Treasurers and Clerks,

Attached please find a summary of the **UTRCA's 2020 Municipal Levy Outlook**. The upcoming budget year will present significant challenges that are shared by municipalities. Uncertainty regarding provincial funding, including reductions and downloading, as well as legislative changes make planning for 2020 particularly difficult. The attached fact sheet was prepared in an effort to provide early communication of the UTRCA's challenges and to foster early discussions so that both the UTRCA and municipalities can prepare as best we can. Please note:

- The levy outlook is a worst case scenario.
- There are many months and opportunities for further budget discussion between now and final budget approval in February. The fact sheet is intended to assist in that discussion.
- The UTRCA is planning a **UTRCA/ Municipal Budget Workshop for the morning of Friday, September 6th**. Details will be circulated in the next week or so.
- The levy values are for the UTRCA as a whole. We do not yet have provincial apportionment data that would allow us to allocate levy per municipality. That data typically arrives in early September.

Please share this with staff and council as you see fit and plan to attend the September workshop.

If you have questions, let me know.

Thanks

Sent on behalf of Ian Wilcox at wilcoxi@thamesriver.on.ca



Ian Wilcox

General Manager/ Secretary Treasurer

1424 Clarke Road London, Ontario, N5V 5B9
519.451.2800 Ext. 259 | Fax: 519.451.1188
wilcoxi@thamesriver.on.ca | www.thamesriver.on.ca



UPPER THAMES RIVER
CONSERVATION AUTHORITY

UTRCA 2020 Municipal Levy Outlook

St. Marys Floodwall

Introduction

Recent changes to the Conservation Authorities Act, authorized through Bill 108, have created significant uncertainty in terms of the UTRCA's 2020 draft budget, including the municipal levy. The changes include:

- new (undefined) categories of mandatory vs. non-mandatory programs,
- a proposed reduction in levying powers,
- a requirement for individual municipal agreements regarding non-mandatory work,
- the potential downloading of hazard management (flood and erosion control) and drinking water source protection costs to municipalities, and
- the potential loss of water and erosion control infrastructure subsidies for municipalities.

These changes have the potential to significantly impact our shared responsibility for protecting life and property from flooding and erosion, improving water quality, protecting and expanding natural cover, and providing local residents with outdoor experiences in the natural environment.

These changes will also significantly affect the next four year budget cycle. For the most part, changes have been approved at a high level but uncertainty remains as definitions and enabling regulations still need to be developed, as well as a timetable for implementation.

The UTRCA's 2020 levy projection is based on the best available information but is likely to change as details regarding legislative amendments are clarified. **This levy projection has been developed based solely on the priorities of the UTRCA and is being shared with member municipalities as context for preliminary budget discussions.**

Save the Date!

What: Budget Workshop

Who: Municipal Councillors and Senior Staff

When: Friday, September 6th, 9:30-11:30 am

Where: UTRCA Watershed Conservation Centre (Fanshawe Conservation Area)

A light lunch will be provided.

The UTRCA's Board of Directors is aware that recent and anticipated provincial decisions will greatly impact municipal budgets, and information sharing with the UTRCA will be critical as we all consider our 2020 Draft Budgets. **At this point, municipal pressures have not been factored into our 2020 levy rate.** However, a UTRCA/ Municipal Budget Workshop has been scheduled for the morning of September 6th with a goal of sharing budget priorities to better inform our financial decisions for 2020. Please save this date; further details will be provided closer to that time.

The UTRCA's 2020 levy projection assumes additional (unconfirmed) provincial funding reductions and/or downloading of program costs from the provincial to municipal level. The projected 2020 levy is therefore presented here as a "worst case scenario." This is a preferred starting point for budget development but revisions are fully expected as legislative changes and funding levels are clarified.



West London Dyke

2020 Municipal Levy Influences

1. Provincial Downloading of Conservation Authority Program Costs

Provincial decisions that will download significant expenses for mandatory Conservation Authority programs to member municipalities, are anticipated starting in 2020. Projections are summarized below:

• Hazard Management Program Transfer Payment Reduction (Flood and Erosion Control)

- o This program protects life and property from flood and erosion hazards and includes flood forecasting and warning, the operation of dams, reservoirs and dykes, floodplain development regulations, planning input, and education programs.
- o Bill 108 has stipulated that Hazard Management is a mandatory program.
- o The province cut funding by 50% in 2019 (\$170K). This cut was absorbed by the UTRCA in 2019 with no increase to municipal funding. This expense will be included as municipal levy starting in 2020.
- o Worst Case: Anticipate remaining provincial transfer payment funding will be eliminated in 2020. Total municipal levy impact will equal a \$351,020 increase.

• Drinking Water Source Protection Program

- o This program supports the identification of risks to municipal drinking water supplies through the development and maintenance of a Drinking Water Source Protection Plan, and includes a range of policies and practices to work with individual landowners and businesses to mitigate or eliminate that risk.

- o Bill 108 has stipulated that Drinking Water Source Protection is a mandatory program.
- o Bill 108 has authorized Conservation Authorities to apply municipal levy to Source Protection expenditures (e.g., Committee functions, staff wages) which were 100% provincially funded until now.
- o Worst Case: Anticipate that provincial funding will be eliminated in 2020 and funding responsibilities shifted to member municipalities. Total municipal levy impact will equal a \$293,000 increase.

• Water and Erosion Control Infrastructure Program Funding

- o This 50% provincial cost share program helps offset municipal costs for the on-going assessment and maintenance for flood control infrastructure (dams and dykes).
- o Bill 108 identified flood control as a mandatory program.
- o The 50% provincial grant for flood control capital repairs is expected to be reduced or eliminated in 2020.
- o Worst Case: Anticipate 100% of costs for future flood control capital maintenance and repairs would be assumed by benefiting municipalities. The financial impact for any one municipality would be highly variable and dependent upon the benefit received from that specific piece of infrastructure.

*Fanshawe Dam*

2. Bill 108 Legislative Changes to the Conservation Authorities Act

• A statement has been added to the Act regarding the role of Conservation Authority Board Members:

- o Section 14.1 Every member of an authority shall act honestly and in good faith with a view to furthering the objects of the authority.
- o In other words, members serve the best interests of the Conservation Authority.

• Mandatory vs. Non-Mandatory Programs:

- o Bill 108 has identified the following Conservation Authority programs as Mandatory, meaning programs are required to be delivered and are eligible to be funded through municipal levy:
 1. Hazard Management (Flood and Erosion Control programs)
 2. Drinking Water Source Protection (cross referenced with the Clean Water Act and now eligible for municipal levy)
 3. Conservation and Management of Conservation Lands (refers to land ownership/ management by the Conservation Authority)
- o An “other” category has been added to capture programs overlooked that should be included as mandatory. These inclusions have not yet been determined. This last minute addition is strongly supported by Conservation Authorities but creates uncertainty regarding the distinction between mandatory and non-mandatory programs.
- o Non-Mandatory programs may still be pursued by the UTRCA at the direction of the Board of Directors, and are an accepted and supported level of programming by the Province. The only distinction is that no transfer payment funding will be provided and municipal funding can only be secured through individual agreements.

• Investigations:

- o The Minister is now authorized to appoint one or more investigators to conduct an investigation of an Authority’s operations.
- o This change was prompted by past accusations of mismanagement by the Niagara Peninsula Conservation Authority’s Board of Directors and senior staff that required a provincial audit and investigation.

*Tree Planting*



• **Inflation**

- o UTRCA uses the Ontario April-April CPI as a guide for annual inflationary increases. The rate for 2018-2019 is 1.9%.

UTRCA Potential (Worst Case) 2020 Municipal Levy Increases

| MUNICIPAL INVESTMENT | DETAIL | 2020 |
|---|---|-------------------------|
| Provincially Instigated Costs (Downloads) | | |
| 1. Hazard Management Transfer Payment (Flood and Erosion Control) | <u>Anticipate</u> full cost transfer from the Province to municipalities for 2020 (\$170K confirmed reduction as of April 2019) | \$351,020 (6.6%) |
| 2. Drinking Water Source Protection | <u>Anticipate</u> full cost transfer from the Province to municipalities for 2020 | \$293,000 (5.5%) |
| 3. Water and Erosion Control Infrastructure Funding | <u>Anticipate</u> a reduction or cancellation of this provincial 50% cost-sharing program in 2020 | Varies per municipality |
| UTRCA Initiatives | | |
| 4. Environmental Targets Strategic Plan | 2020 is final year of new investment, no new funding required thereafter | \$306,544 (5.8%) |
| 5. Inflation | Tied to April-April Ontario CPI Source: CPI Ontario 1.9% year over year (Inflation Calculator) | \$100,372 (1.9%) |

Note: Levy increases are apportioned to member municipalities proportionally using Municipal Property Assessment Corporation (MPAC) data, modified by the province, and typically provided to Conservation Authorities in September of each year.

Summary:

The information provided here is intended as early notice of the potential (worst case) municipal levy increases for 2020. Clarity regarding provincial funding and downloading intentions is necessary for budget certainty. Discussion with member municipalities will be critical to allow the UTRCA's Board of Directors to make informed budget decisions. There will be several opportunities for these discussions through the fall and early winter, including a planned budget workshop for the morning of Friday, September 6th (9:30-11:30 am).

Contact Information:

If you have questions or comments in the interim, please contact:

Ian Wilcox, General Manager
Upper Thames River Conservation Authority
519 451-2800 ext. 259
wilcoxi@thamesriver.on.ca

From: Jessica Jaremchuk [<mailto:jessica.jaremchuk@frankcowan.com>]

Sent: Monday, August 12, 2019 9:38 AM

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

Subject: Are you prepared to defend a claim? A Seminar for Council and Staff

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Seminar Content

- The purpose and intent of Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways
- Complying with the MMS and Best Practices you may wish to consider
- How plaintiff lawyers argue their client's position in court

- Record keeping best practices

Seminar Objectives

This seminar offers practical experience in using Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways. Participants will learn, through visual learning and participation in group activities, how meeting the requirements of the regulation and proper documentation of the work completed minimizes risk and provides a defence in court. Participants will contribute to the learning process by bringing their issues, processes and practices to the table and have your questions regarding the MMS answered by our panel of experts.

Who Should Attend?

This seminar is designed to be of interest to members of council and staff who make decisions about maintenance operations and those staff members who are responsible for the delivery of services in the field on your road network.

All Seminars Will Run from 9:00 a.m to 12 p.m.

| Date & Location: | RSVP By: |
|---|----------------------------|
| Wednesday, September 18, 2019 Davedi Club 313 Airport Road, North Bay ON | Monday, September 9, 2019 |
| Wednesday, October 9, 2019 Township of South Stormont Offices 2 Mille Roches Road, Long Sault ON | Monday, September 30, 2019 |
| Thursday, October 10, 2019 Ramada Hotel and Conference 33 Benson Street, Kingston ON | Tuesday, October 1, 2019 |
| Thursday, October 17, 2019 Monte Carlo Inn 81 Hart Drive, Barrie ON | Tuesday, October 8, 2019 |
| Thursday, October 24, 2019 Best Western Stoneridge Inn 6675 Burtwistle Lane, London ON | Tuesday, October 15, 2019 |

How to Register

There is no cost to attend this seminar, however space is limited. Please RSVP to

Deborah McCracken at deborah.mccracken@frankcowan.com with your name, title, email address, and seminar date you will be attending, provided above to secure a seat.

Seminar Agenda

| | |
|--------------------------|--|
| 8:30 a.m. to 9:00 a.m. | Registration & Networking |
| 9:00 a.m. to 9:40 a.m. | MMS and Best Practices |
| 9:40 a.m. to 10:00 a.m. | Exercise 1 – closing a sidewalk in winter using MMS Section 16.8 |
| 10:00 a.m. to 10:15 a.m. | Refreshment Break |
| 10:15 a.m. to 11:15 a.m. | Exercise 2 – breaking down a trial decision, what could have been done differently |
| 11:15 a.m. to 11:40 a.m. | Improving your record keeping |
| 11:40 a.m. to 12:00 p.m. | Q&A |

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

Sent: Wednesday, August 21, 2019 11:06 AM

To: jparker@abca.on.ca; Rodger Mordue <rmordue@blandfordblenheim.ca>; David Creery <dcreery@cityofwoodstock.ca>; jdunning@conservationontario.ca; Will Jaques <wjaques@ezt.ca>; Michael Graves <mgraves@ingersoll.ca>; Anna Hopkins <ahopkins@london.ca>; Liridona Rafuna <lrafuna@london.ca>; mhicks@london.ca; Ron Reymer <rreymer@lucanbiddulph.on.ca>; Ann Wright <wright@middlesexcentre.on.ca>; Kyle Kruger <kkruger@norwich.ca>; Ministry Resources <al.murray@ontario.ca>; Chole <cseior@oxfordcounty.ca>; tcampbell@pertheast.on.ca; Lizet Scott <lscott@perthsouth.ca>; Rebecca Clothier <rclothier@perthsouth.ca>; Rebekah Msuya-Collison <clerk@southhuron.ca>; Joan Thomson <jthomson@stratfordcanada.ca>; lfp.newsdesk@sunmedia.ca; Lisa VanderWallen <clerk@swox.org>; Stuart Findlater <sfindlater@thamescentre.on.ca>; Eleanor Heagy <HEAGYE@thamesriver.on.ca>; Brent Kittmer <bkittmer@town.stmarys.on.ca>; Jenna McCartney <jmccartney@town.stmarys.on.ca>; mgraves@twp.norwich.on.ca; Carla Preston <Cpreston@westperth.com>; dmacleod@zorra.on.ca

Subject: August 27, 2019 UTRCA Board of Directors Meeting Agenda & Reports

Good morning,

Please find the draft agenda and reports for the August 27, 2019 UTRCA Board of Directors Meeting on our website: <http://thamesriver.on.ca/board-agendas-minutes/>

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

Thank you,
Michelle Viglianti

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

Sent: Wednesday, August 28, 2019 1:12 PM

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

Subject: June 25, 2019 UTRCA Board Minutes & August 27, 2019 Board Meeting Audio

Good afternoon,

for your information, please find the Minutes of the June 25, 2019 Board of Directors meeting and the audio recording of the August 27, 2019 UTRCA Board of Directors meeting at the following website:

<http://thamesriver.on.ca/board-agendas-minutes/>

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

Thank you,
Michelle Viglianti



Michelle Viglianti

Administrative Assistant

1424 Clarke Road London, Ontario, N5V 5B9

519.451.2800 Ext. 222 | Fax: 519.451.1188

vigliantim@thamesriver.on.ca



August 15, 2019

In This Issue

- Incoming AMO Executive Director announced.
- New for municipal employers: WSIB Guide on Mental Stress Injury.
- New AMO paper on housing solutions.
- AMO Youth Engagement Initiative.
- Going to AMO? Let your community know why.
- AMO Conference count down.
- LAS Blog: AMO Conference 2019 - where will LAS be?
- Energy training: Let's go on an energy hunt!
- Economic development training for elected officials.
- Career with 4S Consulting Services Inc.

AMO Matters

AMO is pleased to announce the appointment of Brian Rosborough as Executive Director of AMO, effective September 1, 2019. Brian's career in public policy and public administration in Ontario spans 28 years. Prior to returning to AMO in 2018 as Director of AMO's Membership Centre, Brian served as the Senior Executive Officer of Wilfrid Laurier University's Brantford Campus, was a government relations consultant and held various positions in the Ontario Public Sector during his career.

The Workplace Safety and Insurance Board (WSIB) has created a [mental stress injury claim guide for municipal employers](#). This was informed by an AMO working group of senior municipal human resources specialists and OAPC, OAF, and OAPC representatives.

["Fixing the Housing Affordability Crisis: Municipal Recommendations for Housing in Ontario"](#) consolidates AMO's outstanding recommendations to address housing instability. It will guide future municipal advocacy on provincial and federal housing initiatives.

AMO is pleased to launch our new Youth Engagement Initiative at this year's Annual Conference. Following the launch, please [join other young council members](#) from across Ontario for socializing and networking.

Highlight your municipality's hard work and address matters that concern your community by encouraging your local media to cover the 2019 AMO Conference. Click [here for AMO's template media advisory and social media posts](#).

Eye on Events

The AMO Conference count down has begun. We look forward to welcoming you in Ottawa on Sunday, August 18. Have a look at the [2019 AMO Conference program](#) we have lined up for you.

LAS

LAS Blog: The conference is coming soon! The LAS team is looking forward to meeting you in-person at one of the many events we're participating in this year. Check out [the blog](#) to learn where we'll be.

Identifying energy savings opportunities in your facility is the first step to reducing energy cost. Join the growing number of municipalities benefitting from their very own custom [LAS Energy Efficient Building](#)

Operations (EEBO) workshops. Book a session for the fall and hunt down those savings! Contact Christian Tham for more information.

Municipal Wire*

The Economic Developers Council of Ontario is offering economic development training for elected officials. The session is offered in Cornwall on September 10.

Careers

Key Accounts Manager – 4S Consulting Services Inc. Qualified applicants are invited to apply. Applicants must submit a cover letter, resume, and minimum three references to Addy Yellapantula, 4S Marketing & Business Development Advisor, at aditya@4sconsult.com. Closing date: August 31.

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

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August 22, 2019

In This Issue

- Who's paying the bills in your community?
- 2018 Financial Information Returns being posted on MIDAS.
- Risk Management Symposium is 3 weeks away!
- ONE Investment fall workshops across Ontario.
- Stay LinkedIn with ONE Investment.
- Careers with Province of Ontario, Centre Hastings, Brock, Norfolk, Thunder Bay and Durham Region.

AMO Matters

Households pay the bulk of the property tax in municipalities across Ontario - and pick up a larger share of the tab with each passing year. How has the property tax burden shifted in your municipality? Check out our [tax map!](#)

The 2018 Financial Information Returns of 275 of the 444 municipalities in Ontario are currently available on the [Municipal Information & Data Analysis System \(MIDAS\)](#). Access is free to all Ontario municipalities, creating opportunities to generate reports and compare data. Browse the [MIDAS brochure](#) to see what MIDAS can do for you. To get access, email midasadmin@amo.on.ca.

Eye on Events

The AMO/Frank Cowan Company [Municipal Risk Symposium](#) is scheduled for September 12 and 13. Read about our speakers, who will cover: Cannabis; Cyber Security; GPS and Its Admissibility in Court; Smart Cities; Autonomous Vehicles; and Climate Change. [Register now.](#)

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?

ONE Investment

ONE Investment has its own [LinkedIn business page](#). Make sure to follow and keep up-to-date with the latest in the financial market – harness the investment potential of your municipality.

Careers

[Deputy Minister, Ministry of Municipal Affairs and Housing - Province of Ontario](#). Lead an organization mandated to work with local governments and partners across Ontario to build safe and strong urban and rural communities. If you would like further information about this key leadership role, please contact [Marguerita Gonsalves](#). Closing date is September 12, 2019.

[Chief Administrative Officer/Clerk - Municipality of Centre Hastings](#). Qualified candidates can submit a cover letter and resume in confidence by 4 p.m., September 3, 2019, quoting "Chief Administrative Officer/Clerk", to the attention of: Valerie Przybilla, CAO/Clerk, Corporation of the Municipality of Centre Hastings, P.O. Box 900, 7 Furnace St., Madoc, Ontario K0K 2K0. Tel: 613.473.4030, Ext. 212; Fax: 613.473.5444; Email: clerksoffice@centrehastings.com

[Chief Administrative Officer - Township of Brock](#). Position Status: Full Time, Permanent. Applicants are invited to submit a covering letter and resume addressing how the qualifications are met, marked

confidential, by no later than 4:00 p.m. on Friday, September 20, 2019 to: Garth Johns, Chief Administrative Officer, brock@townshipofbrock.ca

Chief Administrative Officer - Norfolk County. To confidentially explore this opportunity further, please visit [Norfolk County job opportunities](#) for information and [apply via this unique link](#). The deadline for submission is September 30, 2019.

Project Manager - City of Thunder Bay. Under the direct supervision of the General Manager, is responsible for the development and continual improvement of a corporate wide asset management program and for the management of strategic departmental projects and initiatives. Interested individuals are invited to apply on [our website](#). Applications will be accepted until September 18, 2019.

Economic Development Coordinator - Region of Durham. Closing date for applications: September 4, 2019. Reports to: Manager, Business Development & Investment. Please apply online at [Region of Durham](#) no later than midnight on the closing date indicated in the Job Posting.

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!

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August 29, 2019

In This Issue

- Change in MPAC Chair.
- Government to repeal Fire Regulation.
- Risk Management Symposium – coming soon! Don't miss it!
- ONE Investment fall workshops across Ontario.
- ROMA Conference registration is open.
- NEW Municipal Group Buying Program - webinar September 24.
- LAS Blog: Grandview Lodge – a LED lighting success story.
- September Transit Month in Ontario.
- Careers with York Region, Grey County and City of Timmins.

AMO Matters

The term of the current MPAC Board of Director's Chair, Dan Mathieson, Mayor of Stratford comes to an end on August 31. AMO congratulates him on his leadership and work in moving this large corporation forward in service to Ontario's municipal governments. The incoming Chair is Alan Spacek. He is the former Mayor of Kapuskasing, long serving member of AMO and also FONOM. He brings that knowledge and experience along with his business acumen to the position. For additional information, please see the MPAC website.

Provincial Matters

In response to municipal concerns, the Solicitor General has repealed the Public Reports Regulation (O. Reg. 377/18) under the *Fire Protection and Prevention Act, 1997*. It was scheduled to come into force on January 1, 2020.

Eye on Events

The 2019 Risk Management Symposium will feature sessions and workshops on September 12 and 13, respectively. Learn about the topics and read our speaker bios here. Register now and take advantage of the Casino Rama hotel discount.

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.

Registration for the ROMA 2020 Conference is now open - Early Bird ends October 1. Don't delay your registration.

LAS

Introducing the newest LAS offering: the Municipal Group Buying Program. Join our webinar on September 24 to learn how this program can help your municipality save time and money on purchases you make every day.

LAS Blog: The Grandview Lodge Long-term Care Facility in Haldimand County recently upgraded its lighting using our Facility Lighting Service. Check out the blog to learn what it cost and how much they save every year.

Municipal Wire*

The Transit Month in Ontario campaign encourages residents to pledge to take transit during the month of September and then share their experiences via social media. Municipalities, workplaces and post-secondary institutions across the province are encouraged to promote this campaign. Changing commute behaviour will have a significant impact on reducing harmful emissions and creating a healthier Ontario.

Careers

Senior Policy Analyst #24371 (Senior Program Analyst) - York Region. Department: Community & Health Services. Branch: Strategies & Partnerships. Location: Newmarket. Status: Temporary, Full-Time, Approximately 11 months. Please apply online by clicking here by September 9, 2019 at 4:30 p.m. We thank all candidates for their interest, however only those selected for an interview will be contacted via email.

Maintenance Manager - Grey County. Department: Transportation Services. Position status: Permanent. Please refer to the Job Description for further details. Candidates for the above position are invited to submit resumes prior to 4:30 p.m., Friday, September 13, 2019 to Klarika Hamer, Administrative Assistant, Transportation Services Dept., County of Grey, 595 9th Avenue East, Owen Sound, ON N4K 3E3. Fax: 519.376.0967 Email: Klarika.Hamer@grey.ca

Human Resources Manager - City of Timmins. Competition No.: HRD-2019-03. Reports to: Director of Corporate Services. All applications must be received in the Human Resources Department by 4:00 p.m., September 13, 2019. By mail: 220 Algonquin Blvd. East, Timmins, ON P4N 1B3. Via fax: 705.360.2685. Via email: human_resources@timmins.ca.

About AMO

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

AMO Contacts

AMO Watch File Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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



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Memo

From: Matt Pearson
mpearson@bmross.net

To: Ron Reymer, CAO, Township of Lucan Biddulph

Re: Moving Forward – Accommodating Lucan Growth

File #: 18232

Date: August 28, 2019

Further to our memo of August 8, 2019 and our discussions I provide the following information regarding possible costs for project management services. At this time there is no way to define an exact cost for the work, as the need and time commitment is not defined and will vary throughout the life of the project. Some of the work will be engineering, some will be planning, and some will be management of subconsultants. We would propose to work on a time basis, with budgets provided in instances where a defined workplan can be established.

As set out previously I would expect that the Township will require assistance with the following:

- Assist the County Planning Department as required in the Comprehensive Study (MCS) process as needed;
- Conduct the Servicing Analysis in support of the MCS as described in the County project workplan;
- Continue to work on the Assimilative Capacity Study, for which water quality data is currently being collected, and negotiate with the MECP for Effluent Quality Criteria;
- Work with the municipality and OCWA to locate sludge disposal sites and arrange for a Total Phosphorus Removal Study as set out in previous Technical Memos;
- Define the terms of Reference for the Schedule C Class EA process; and
- Liaise with municipal staff on the overall process, provide updates for staff and Council on progress, cost estimates and timelines;

On a recent large scale municipal project that took 10 yrs to complete in phases project management assistance was approximately \$185,000 for \$12 million in capital construction. This was a complicated project that involved assistance in securing grant funding, multiple construction phases, assistance with defining capital charge contributions and numerous public/council meetings and workshops. Your project is less complicated in those aspects but there are numerous steps/studies that need to get completed in order to define the final capital

works. I would suggest a budget of \$100,000 for project management support. As I noted previously the project management costs are part of the capital cost of the next expansion for the sewage works and will be 100% recoverable through development charges.



Memo

To: Lucan Biddulph Council

From: Ron Reymer, Chief Administrative Officer/Clerk

Subject: Fire Inspection Services

Date: August 29th, 2019

BACKGROUND & ISSUES:

In 2019, after providing fire inspection services to the lower tiers for over 20yrs, the County requested formalization of these services through a transfer of power. This transfer of power would require a triple majority under the *Municipal Act, 2001*, (majority support from: county council, all local councils, with local councils supporting the transfer representing a majority of the electorate of the county population). At its May 14, 2019 meeting, Middlesex County Council determined that it will no longer be providing fire inspection and investigation services effective June 15, 2019 i.e. the vote failed to pass.

During the one-month period of transition, the County continued to be involved in public education, fire inspections, and fire investigations, and is expected to notify all community agencies (e.g. OPP, SCPS, CAS, CMHA, WRCR, MLEMS, Vanier Children Services, VON, MLHU, Middlesex Community Living, Quad County Services, AGCO, Fire equipment companies that undertake repairs, common insurance companies, applicable school board representatives), and give notice of the end of service date to the committees the county represents local fire departments (e.g. Situation Table, Farm Safety Day, Risk Watch, Reducing Barn Fire Tech Advisory, Ontario Pork Producers).

Lower tier municipalities are required to conduct inspections upon complaint or request, annual inspections on vulnerable occupancies and public fire safety education programs. The approach that has been adopted across the county with the shared service for fire inspection was a proactive approach that ensured regular inspections of certain properties (e.g. vulnerable occupancies, commercial and industrial). The approach exceeds legislative requirements, and has been a successful program which aims to prevent fires.

Lucan Biddulph was advised by the County Fire Inspector(s) that, prior to the June,

2019 cut-off date, that our vulnerable occupancy buildings had all had their mandatory inspections for the 2019 year.

Lower tier municipalities may also responsible for calling in trained individuals undertake fire investigations when needed i.e. the recent Hogtown Cycles fire earlier this year. The Office of the Fire Marshall and Emergency Management (OFMEM) is the first call in these instances but depending on availability and the length of time needed for investigation, it may not always be possible to utilize OFMEM staff for this purpose.

Both the Lucan Biddulph Fire Area and the Biddulph-Blanshard Fire Area do not have trained personnel to undertake inspections or investigations. Since the June 15th, 2019 date we have had a couple of requests for inspections and have relied on our municipal neighbour to the north (South Huron) to complete this on our behalf. This was possible because Mr. Mike Herbert recently accepted a job as South Huron's Fire Inspector and Mr. Herbert was previously employed by the County of Middlesex and is listed on our Fire Inspector Appointment By-law No. 11-2016.

Shared service options have been discussed with the other lower tier municipalities within the County of Middlesex but everyone seems to be doing their own thing with either an in-house person conducting the inspections or contracting this service out.

Mr. Steve Guay, the Senior Fire Inspector with the County of Middlesex, has made it known that he is available to assist us with Fire Inspection Services at a rate of \$40.43/hr (2019 rates). Mr. Guay suggested that a contract be drawn up citing 100-150 hrs per year. It is our understanding that Mr. Guay has signed agreements with Southwest Middlesex as well as with Warwick Township in Lambton County.

The Municipality of South Huron has graciously offered to continue allowing Mr. Mike Herbert to do our inspections at a 2019 rate of \$55.59/hr with no set number of hours (on-call and as needed basis).

Both Fire Area Chiefs were consulted on this report and agree that both Mr. Guay and Mr. Herbert are well qualified to conduct these inspections. Chief Ron deBrouwer also contacted Mr. John Elston from the County of Middlesex and was told that there is about 4 weeks' worth of "fire inspection" services needed in Lucan Biddulph each year.

IMPACTS TO BUDGET: There will be an impact to both Fire Area Board's budgets as this was an unforeseen expense however since most, if not all, required inspections for 2019 were completed prior to the County exiting the picture, the financial impact will not truly be felt until 2020. The cost of using the County Fire Inspectors was included in the County levy. Lucan Biddulph did not notice a change in the County levy when the County started this service so conversely, we don't expect to see any noticeable change in the levy now that it's ended. The estimated cost on an annual basis between both fire areas could be \$4,000 - \$8,500.

OPTIONS:

- a) Authorize staff to prepare an agreement with South Huron with regards to the provision of fire inspection services;
- b) Authorize staff to prepare an agreement with Mr. Steve Guay with regards to the provision of fire inspection services;
- c) instruct staff to pursue another alternative.

RECOMMENDATION: That Council adopt option b) above.

Ron Reymer

Ron Reymer Chief Administrative Officer/Clerk

Memo

To: Mayor and Council
From: Ron Reymer, Chief Administrative Officer
Subject: Nagle Drive Water
Date: August 29th, 2019

BACKGROUND:

In 2016, the Township of Lucan Biddulph was approached by the residents of Nagle Drive to explore the ability to supply water to the 12 houses located on Nagle Drive. Through direction from Council, staff along with Dillon Consulting reviewed the physical ability to supply water to Nagle Drive. In confirming that there is an ability to provide water to this location, staff furthered the review by canvassing the surrounding properties, including Saint Patrick's School, to determine to what extent water would be extended in the area. It was determined that, based on responses, the Township would only look to supply water to Nagle drive at this time. Council provided direction to staff in late 2017 to start design of the project and bring a report back to Council with a variety of financial options.

An application for funding (OCIF) was submitted to the Province of Ontario requesting funding assistance to reduce the cost of this project. This funding application was not successful as the Province of Ontario cancelled this funding program.

The original plan was to extend the existing watermain southeasterly along Hwy #4 (Richmond St). The MTO have been extremely difficult to deal with as their list of demands in regards to the location and depth requirements for the watermain extension increased the cost estimate dramatically to the point where staff approached the adjoining landowner for permission to run the watermain along the frontage of their property adjacent to the MTO road allowance. The landowners have agreed, in principle, to this arrangement in exchange for the extension of the watermain to service the house on their property at Roman Line and Airport Drive.

DISCUSSION

The original estimate cost for this work was forecast to be approximately \$281,000.00 with the Township responsible for \$45,000 (the increased cost for the upsizing of the 6" main along Richmond for future growth) with the residents on Nagle Drive being responsible for the balance. This breaks down to an approximate cost of \$19,700.00/household.

According to the estimate from Dillon Consulting, the cost of running the watermain along private property versus the MTO road allowance has increased the cost of the project by a further \$54,825 (excluding contingency & taxes). This extra extension does take into consideration oversizing to provide for the further extension of municipal water to the south end of the Roman Line and then east to the Elginfield area where there is industrial uses and further land for future industrial uses. Lucan Biddulph has also been approached by an agent of a landowner and asked to consider extending water to the Elginfield area to service the south side of Elginfield Road (Mdlx Centre). While Lucan Biddulph cannot count on this yet, it is clear that there is interest in the further extension of municipal water. So as not to push the cost for the 12 homeowners on Nagle Drive any higher, Staff is requesting Council to consider carrying up to \$100,000 of the total cost of this extension (\$45,000 from the original extension and \$55,000 for further extension to Airport Drive). This \$100,000 could be collected at some time in the future when the waterline is further extended south on Richmond Street and south on Roman Line to service those additional residential and industrial uses.

The residents of Nagle Drive have been very patient while waiting for an answer to the grant request (which was denied by the Province late last year/early this year) and waiting for MTO, their patience is wearing thin and they are very anxious to get this project moving.

OPTIONS:

- a) Council agrees to carry up to \$100,000 of the Nagle Drive Water Main extension costs with that cost to be recovered from a future extension and instruct Staff to meet with the residents of Nagle Drive to update them on recent changes and to confirm their approval to continue;
- b) Council instructs staff to look at alternatives in regards to the carrying of the oversizing costs and the billing thereof;
- c) Do nothing (effectively ending this project).

RECOMMENDATION:

It is recommended that;

Council adopt Option a).

Ron Reymmer

Ron Reymmer, Chief Administrative Officer

Memo

To: Mayor and Council
From: Paul Smith, Manager of Parks and Recreation
Subject: Campanale retaining pond mowing
Date: August 29, 2019

BACKGROUND:

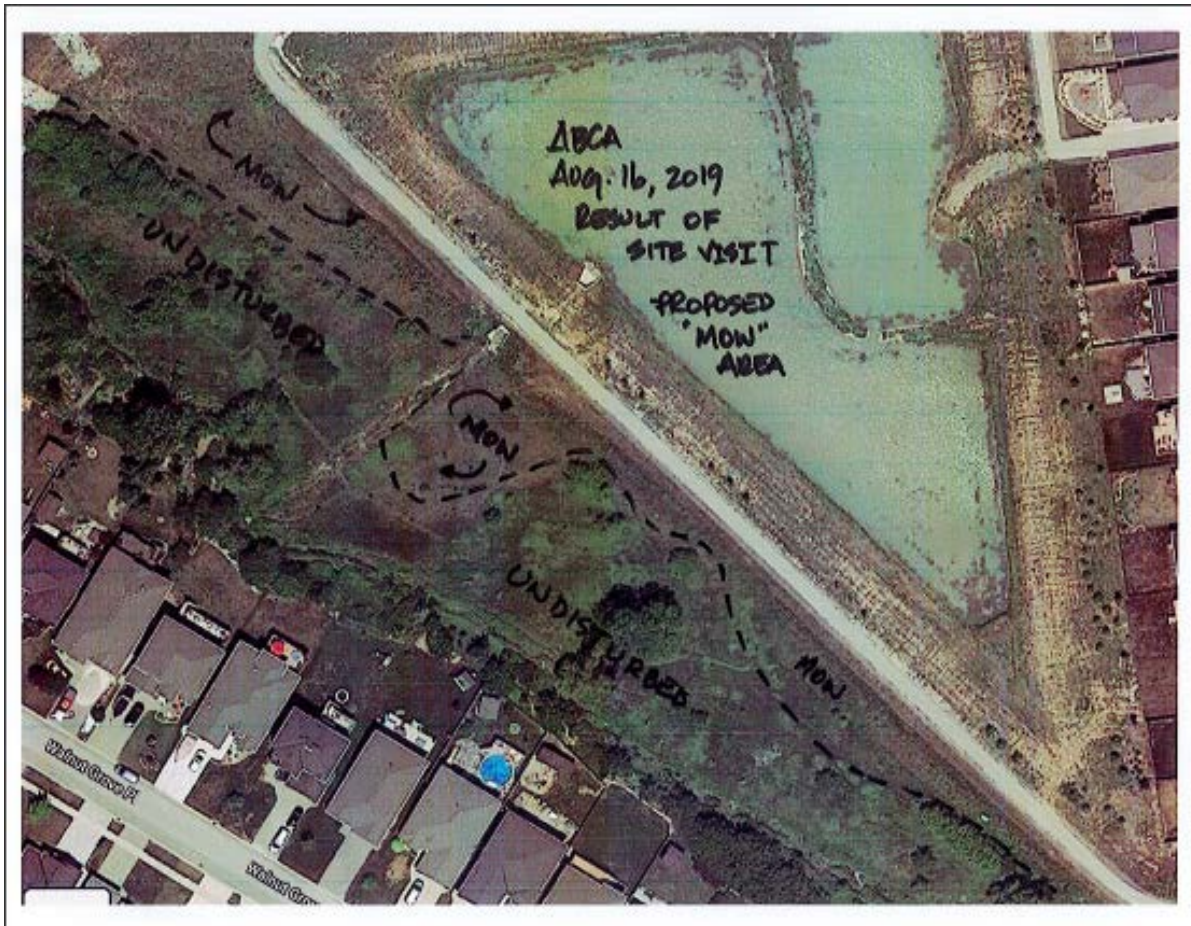
Since the previous Council meeting where much discussion around mowing of the grass and weeds next to the Benn drain, staff has had two separate meetings with the ABCA regarding this matter.

The first meeting was with Mr. Geoff Cade of the ABCA. During our site visit, staff gave a good understanding of the issues and challenges with this area. As discussed, it was the intention of the valley of the Benn Drain through this area to be left to naturalize. Having said that Mr. Geoff Cade had directed it is also beneficial to permit public access to this area for passive recreation purposes.

To try to strike a balance, based on our discussion and site visit the ABCA recommends the following:

- the area proposed to be intermittently mowed should generally follow the top of the bank of the old “meander scars” of the Benn Drain, while blending with areas with pre-existing tree lines
- to help, Mr. Cade has roughly drawn this area on the attached air photo
- the remaining area should be left to naturally regenerate
- the long term goal would be to have a well functioning naturally vegetated buffer along the drain

The Second site meeting was with Mr. Ian Jean to discuss a plan moving forward to encourage good vegetation growth and maintenance. Mr. Jean will be providing staff with a comprehensive plan moving forward for species to be planted and recommendations for developing the area. It was also noted that there are several young trees that should quickly grow to well developed trees in the area. Mr. Jean noted, it is important for residents and staff to keep in mind maintenance and functionality of the drain itself. We must leave good access for equipment should maintenance of the drain be required. We identified a potential area to be left without vegetation to allow vehicle access. In our plan we discussed planting trees a good distance away from the drain as to not invest work and money into tree growth of trees only to see them removed should the drain need maintenance. During our visit staff also identified several young trees that may need to be removed before they grow to a size that would ultimately affect the drains functionality. Township staff requested that the plan recommend vegetation that could thicken the tree line to help block view of some of the naturalized area, this way growth can be left undisturbed and residents who had requested beautification of the area would also be content with the end product.

**DISCUSSION:**

We have discussed a long term plan with the ABCA that staff believes should appeal to residents on either side of the drain. Maintaining the trees growth should quickly establish a desirable natural growth area, with potential to post signs with valuable education to the public in partnership with the ABCA. Staff is hoping to provide a pollinator garden with descriptions of plants and their importance to certain species as well as potential for an Arboretum for residents to explore. There is potential when this area is established to develop a passive recreation path continuing along the Benn drain which would also benefit a need addressed in our Parks and Recreation Master Plan. This project will be a long term project to develop in partnership with the ABCA. There is potential for access to funding programs to assist with the cost of developing the area should Council desire to proceed with the proposed project once staff receives their report from Mr. Jean.

RECOMMENDATION:

That Council approve the proposed plan for grass maintenance along the Benn Drain (west of Campanale Way) as suggested by the ABCA.

Paul Smith

Paul Smith, Manager of Parks and Recreation

Memo

To: Mayor and Council

From: Lisa deBoer, Economic Development & Communications Officer

Subject: 2019 Baconfest Report

Date: September 4th, 2019

Background:

On July 13th, 2019 Baconfest held its 6th Annual Event along Main Street in Lucan as well as specific events at the Lucan Community Centre and Market Street Park area in partnership with local businesses and organizations. Once again, it was a successful day which attracted approximately 35,000 visitors to our community. New this year, the Township organized the evening concert at the Lucan Community Centre Ball Diamonds from 6pm-12am and had approximately 2600 attendees. The Township partnered with the Lion's Club to run the alcohol sales for the concert and they also experienced increased sales in 2019. The Committee continues to work closely with the OPP, local businesses and community groups to ensure that the event continues to be safe and beneficial for everyone.

At this time, the final revenue numbers for the event are approximately \$97,000 with expenses of \$52,000 which results in a surplus of \$45,000. There are a few nominal expenses to be yet allocated but will not be greater than \$2,000.

Discussion:

In order to prepare for 2020, staff would like to move forward on booking next year's concert entertainment from a portion of the 2019 revenue funds and the remainder be allocated to Baconfest Reserves. Staff would also like Council to consider that if there is a surplus in 2020, that any amounts exceeding \$25,000 be allocated to the Arena Renovation Project.

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

Lisa deBoer

Lisa deBoer, Economic Development & Communications Officer

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 3, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 3, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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).

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 3, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

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.

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 3, 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:

- 45-2019 IMOS Winter Maintenance Agreement
- 46-2019 Procurement Bylaw
- 47-2019 Confirming Bylaw

RESOLUTION CARRIED

MAYOR

**TOWNSHIP OF LUCAN BIDDULPH
RESOLUTION**

DATE: September 3, 2019

RESOLUTION NO. _____

MOVED BY: _____

SECONDED BY: _____

RESOLVED:

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

RESOLUTION CARRIED

MAYOR

Township of Lucan Biddulph

BY-LAW NO. 45-2019

A by-law authorizing the execution of an agreement with Integrated Maintenance and Operations Services Inc. regarding winter maintenance on the Connecting Link.

WHEREAS the Township of Lucan Biddulph has deemed it desirable to enter into an agreement with the Integrated Maintenance and Operations Services (IMOS) regarding winter maintenance of Lucan’s Connecting Link;

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

- 1. The Corporation of the Township of Lucan Biddulph is hereby authorized to enter into and execute an agreement with IMOS regarding winter maintenance of Lucan’s Connecting Link for the term 12:01am October 15, 2019 to 11:59pm April 30, 2020.
- 2. That the Mayor and Clerk are hereby authorized and directed to execute the said agreement, a copy of which is attached hereto as Schedule “A”, and any other documents deemed necessary to carry out the intent of both parties.
- 3. REPEAL OF PREVIOUS BY-LAW

The following by-law is hereby repealed:

Township of Lucan Biddulph By-law 48-2018

READ A FIRST, SECOND AND THIRD TIME THIS 3rd DAY OF SEPTEMBER, 2019.

MAYOR

CLERK

This Agreement for winter maintenance services made this 23 day of August, 2019

BETWEEN:

Integrated Maintenance and Operations Services Inc.
Operating under the name of “Owen Sound Highway Maintenance
Limited”

(hereinafter referred to as “IMOS”)

-and-

The Corporation of the Township of Lucan Biddulph

(hereinafter referred to as the “Municipality”)

WHEREAS Highway 4 within the former Town of Lucan is under the jurisdiction of the Municipality and connects to Highway 4;

AND WHEREAS IMOS will travel over Highway 4 within the limits of the former Town of Lucan in order to maintain Highway 4.

AND WHEREAS the Municipality has requested that IMOS provide winter maintenance services on Highway 4 within the limits of the former town of Lucan and it is cost-efficient to provide such services.

AND WHEREAS IMOS has agreed to provide such winter maintenance services on Highway 4 within the limits of the former Town of Lucan upon the terms and conditions set out herein.

NOW THEREFORE in consideration of the covenants in this Agreement and for other good and valuable consideration (the receipt and sufficient of which are hereby acknowledged), the parties hereto agree as follows:

1. **Term:** IMOS hereby agrees to provide the winter maintenance services on Highway 4 within the limits of the former Town of Lucan from 12:01 a.m. October 15, 2019 until 11:59 p.m. April 30, 2020.
2. **Level of Service:** IMOS hereby agrees to provide such winter maintenance services and at the level of service specified in attached Schedule “A” to this Agreement.
3. **Contacts:**

IMOS’ contact shall be:
Greg Smart, Operations Manager
PO Box 309
Chatsworth, ON N0H 1G0
(519) 387-0563


The Municipality’s contact shall be:
Jeff Little, Manager of Public Works
The Corporation of the Township of Lucan Biddulph
270 Main Street, PO Box 190
Lucan, ON
N0M 2J0

4. **Indemnification:** The Municipality shall indemnify and hold harmless IMOS and its contractors, agents, their officers and employees from and against all claims, demands, losses, expenses, costs, damages, actions suits or proceedings by third parties, hereinafter called “Claims”, directly or indirectly arising or alleged to arise out of the performance of or the failure to perform the services, provided such Claims are:
- a) attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property;
 - b) caused by negligent acts of IMOS or its contractor or anyone for whose acts IMOS or its contractors may be liable; and,
 - c) made in writing within a period of (2) years from the date that the services are completed.
5. **Insurance:** The Municipality shall maintain, in full force and effect, adequate liability insurance at all times and throughout the term of this Agreement.
6. **Payment:** The Municipality hereby agrees to pay IMOS two lump sum payments of \$4,047.00 and \$4,047.01 plus HST for the winter maintenance services provided by IMOS pursuant to this Agreement. Invoices will be issued by IMOS to the Municipality in the above noted amounts on December 31st, 2019 and February 28th, 2020.
7. **Authority:** The Municipality warrants that it has taken all necessary steps, done all acts, passed all by-laws and obtained all approvals required to give it the authority to enter into this Agreement.

IN WITNESS WHEREOF IMOS and the Municipality, by their duly authorized representatives, have hereunto set their signatures on the dates herein written below.

IMOS

The Corporation of the Township of
Lucan Biddulph



Greg Smart, Operations Manager
Owen Sound Highway Maintenance Ltd.

Mayor

Clerk

Schedule 'A'

IMOS agrees to attempt to maintain one lane in each direction of the Municipality's Connecting Link as a Class 2 Highway in accordance with the Ministry of Transportation's Maintenance Quality Standards 701. The following points also form part of this agreement:

1. The agreement must be renewed annually. IMOS cannot guarantee that the work can be undertaken in subsequent years and will notify the municipality as soon as possible if unable to provide future service.
2. The level of service will include patrolling, plowing, sanding and salting.
3. Snow removal adjacent to the through lanes will not be included in this agreement.

Township of Lucan Biddulph

BY-LAW NO. 46-2019

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 3, 2019.**

MAYOR

CLERK



Policy: Procurement Policy

Policy Number: 100-55-2019
adopted by Bylaw No. 46-2019

Effective Date: September 3, 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
- The hiring of contract employees
- Debenture payments
- The borrowing and investing of money
- 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

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. 47-2019

**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 3, 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 3, 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 3, 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 3, 2019.**

MAYOR

CLERK