



AGENDA

THE MEETING WILL BE AVAILABLE AS FOLLOWS AT 1:00 P.M. ON TUESDAY, FEBRUARY 16, 2021

<https://www.youtube.com/channel/UCSIRBMaSUbravUhLTjSKc9A>

- 1. CALL TO ORDER AND WARDEN'S REMARKS**
- 2. PROVISION FOR DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**
- 3. BUSINESS ARISING FROM THE MINUTES**
- 4. MINUTES**

- a) Minutes of the Middlesex County Council meeting held on January 19, 2021
[4 a - CC - February 16 - CC Minutes - January 19, 2021](#)

Moved by _____

Seconded by _____

That the minutes of the Middlesex County Council meeting held on January 19, 2021 be approved as presented.

5. DEPUTATIONS

- a) KPMG 2020 Audit Plan Presentation
[5 a - CC - February 16 - County of Middlesex Audit Planning Report 2020 - Final](#)
 - Presentation by Dylan Taylor, Manager, Audit and Ian Jeffreys, Lead Audit Engagement Partner, KPMG LLP

6. ENQUIRIES OR NOTICES OF MOTION

7. REPORTS

8. NEW BUSINESS

- a) Tender for Hot Mix Asphalt Contract M-B-21
[8 a - CC - February 16 - Asphalt Tender - M-B-21 - CT](#)
• Report from Chris Traini, County Engineer

Moved by _____

Seconded by _____

That the bid Dufferin Construction Company in the amount of \$3,423,803.00 before taxes for Contract M-B-21 for the supply of hot mix asphalt be accepted.

- b) Tender for Cold in Place Asphalt Recycling Contract M-C-21
[8 b - CC - February 16 - CIPR Tender - M-C-21 - CT](#)
• Report from Chris Traini, County Engineer

Moved by _____

Seconded by _____

That the bid of Lavis Contracting Co. Limited in the amount of \$539,847.50 before taxes for Contract M-C-21 for the supply of cold in place asphalt recycling be accepted.

9. COUNCILLOR'S COMMENTS AND OTHER BUSINESS

10. BY-LAWS

- a) A By-Law to confirm proceedings of the Council of The Corporation of the County of Middlesex – February 16, 2021
[10 a - CC - February 16 - Confirming By-law - February 16, 2021](#)

Moved by _____

Seconded by _____

That first and second reading of the By-laws be given:

Moved by _____

Seconded by _____

That third and final reading of the preceding By-laws be given.

11. COMMITTEE OF THE WHOLE

A. DELEGATIONS / REPORTS OF COUNTY OFFICERS

Hearings for Application for Council Exemption are scheduled for 2:00 pm

1. Application for Council Exemption for Cutting of Woodlands, Township of Adelaide Metcalfe; 1179 Egremont Drive, Van Aert
[A 1 - CW Action - February 16 - Van Aert Exemption](#)
 - Report from Mark Brown, Woodlands Conservation Officer
Mr. Tony Van Aert, Adwood Farms Ltd will be present for the hearing

Moved by _____

Seconded by _____

2. Application for Council Exemption for Cutting Woodlands; Municipality of Strathroy-Caradoc; 6864 Olde Drive; Vieira
[A 2 - CW Action - February 16 - Vieira Exemption](#)
 - Report from Mark Brown, Woodlands Conservation Officer

Moved by _____

Seconded by _____

3. Application for Council Exemption for Cutting of Woodlands; Township of Lucan Biddulph; Lot 17, Concession 7; Bloeman
[A 3 - CW Action - February 16 - Bloemen Exemption](#)
 - Report from Mark Brown, Woodlands Conservation Officer

Moved by _____

Seconded by _____

B. ACTION ITEMS

1. Date Change of August 2021 County Council Meeting
[B 1 - CW Action - February 16, 2021 - date change for August Council Meeting](#)
 - Report from Kathy Bunting, County Clerk

Moved by _____

Seconded by _____

That the August date of the Middlesex County Council meeting be changed to August 10, 2021; that a revised calendar be circulated to County Council and local municipalities; and that the schedule be updated on the web site.

2. 2020 Annual Accessibility Status Report
[B 2 - CW Action - February 16 - 2020 Middlesex County Accessibility Status Report Council Report](#)
 - Report from Sam McFarlane, Accessibility Coordinator

Moved by _____

Seconded by _____

That the Annual Accessibility Status Report be approved as presented and posted on the Middlesex County website.

3. Adelaide Metcalfe Official Plan Amendment No.14; Get R Done Farms Ltd.; File No. 39-AM-OPA14
[B 3 - CW Action - 39-AM-OPA14 Get R Done Farms](#)
 - Report from Durk Vanderwerff, Director of Planning

Moved by _____

Seconded by _____

That Amendment No. 14 to the Adelaide Metcalfe Official Plan be approved, and that staff be directed to circulate a Notice of Decision as required by the Planning Act, and that the Notice of Decision indicate that Middlesex County Council considered all written submissions received on this application, the effect of which helped Council to make an informed decision.

4. Strathroy-Caradoc Official Plan Amendment No. 11; Downtown Master Plan and Community Improvement Plan Implementation; File No. 39-SC-OPA11
[B 4 - CW Action - February 16 - 39-SC-OPA11](#)
- Report from Durk Vanderwerff, Director of Planning

Moved by _____

Seconded by _____

That Amendment No. 11 to the Strathroy-Caradoc Official Plan be approved and that staff be directed to circulate a Notice of Decision as required by the Planning Act, and that the Notice of Decision indicate that Middlesex County Council received no written submissions concerning this application.

5. New Traffic Signals on Middlesex County Roads (Deferred from January 19, 2021)
[B 5 - CW Action - February 16 - Traffic Signals 2021 - CT](#)
- Report from Chris Traini, County Engineer

Moved by _____

Seconded by _____

That the installation of traffic signals at the intersection of County Road 7 (Elginfield Road) and County Road 81 (Parkhill Main Street) be included in the Middlesex County capital budget for 2021.

6. Award of Hot Mix Asphalt Paving & Cold Asphalt Recycling Contracts
[B 6 - CW Action - February 16 - Hot Mix Cold Recycling Contracts 2021](#)
- Report from Chris Traini, County Engineer

Moved by _____

Seconded by _____

That the 2021 construction schedule for capital road works proceed as indicated in the budget.

7. Middlesex Centre Official Plan Amendment No. 49; Knottingwood Farms; File No. 39-MC-OPA49
[B 7 - CW Action - February 16 - 39-MC-OPA49](#)
- Report from Durk Vanderwerff, Director of Planning

Moved by _____

Seconded by _____

That Amendment No. 49 to the Middlesex Centre Official Plan be approved and that staff be directed to circulate a Notice of Decision as required by the Planning Act, and that the Notice of Decision indicate that Middlesex County Council received no written submissions concerning this application.

8. Purchase of Service Renewal with Leads Employment Services for the Skills That Work Program, January 1, 2021 – December 31, 2021
[B 8 - CW Action - February 16 - Leads Agreement-Skills That Work program proposal 2021](#)
 - Joe Winsor, Manager Social Services and Cindy Howard, General Manager of Finance and Community Services

Moved by _____

Seconded by _____

That County Council approve the contract with Leads Employment Services for the Skills That Work program from January 1st, 2021 to December 31st, 2021 for Ontario Works participants that have identified with life stabilization challenges and employment barriers, and that the necessary by-law be presented to County Council at the March 9, 2021 meeting to authorize the Warden and the County Clerk to execute the agreement.

C. CORRESPONDENCE AND INFORMATION ITEMS

1. General Payables to February 5, 2021 totalling \$452,057.04
[C 1 - CW Info - February 16 - General Administration Payables January 11 - February 5 2021](#)
2. Planning Payables to February 5, 2021 totalling \$21,756.28
[C 2 - CW Info - February 16 - Planning Payables January 11 - February 5 2021](#)
3. Electronic Payments for the month of January 2021 totalling \$2,242,985.82
[C 3 - CW Info - February 16 - Electronic Payments-January 2021](#)
4. Social Services Payables to February 5, 2021 totalling \$465,486.40
[C 4 - CW Info - February 16 - Social Services Payables January 11 - February 5 2021](#)
5. Strathmere Lodge Payables to February 5, 2021 totalling \$226,565.45
[C 5 - CW Info - February 16 - Strathmere Lodge Payables January 11 - February 5 2021](#)
6. Road Payables to February 5, 2021 totalling \$1,130,889.51
[C 6 - CW Info - February 16 - Roads Payables January 11 - February 5 2021](#)
7. MLPS Payables to February 5, 2021 totalling \$701,101.42
[C 7 - CW Info - February 16 - MLPS Payables January 11 - February 5 2021](#)
8. IT Payables to February 5, 2021 totalling \$108,963.03
[C 8 - CW Info - February 16 - Information Technology Payables January 11 - February 5 2021](#)
9. Economic Development Payables to February 5, 2021 totalling \$6,487.29
[C 9 - CW Info - February 16 - Economic Development Payables January 11 - February 5 2021](#)

Moved by _____

Seconded by _____

That Items C.1 – CW through C.9 – CW, (Payables) be received for information.

10. Copy of Report from the OGRA Nominating Committee for the Board of Directors
[C 10 - CW Info - February 16 - 2021 OGRA BoardofDirectors Slate of Candidates](#)
11. Letter from Minister of Municipal Affairs & Housing announcing Intake 2 for the Municipal Modernization Program
[C 11 - CW Info - February 16 - Municipal Moderization Program-Intake 2-MMAH Minister's Letter FINAL](#)
12. Letter from the Ministry of Natural Resources and Forestry with respect to proposed legislation for compressed air energy storage in reservoirs
[C 12 - CW Info - February 16 - MNR-CompressedAirStorage-MunicipalNotification-FINAL](#)
13. Letter from the Ministry of Environment, Conservation and Parks with respect to changes that were proclaimed on February 2, 2021 to conservation authority governance
[C 13 - CW Info - February 16 - MOE-ConservationAuthoritiesChanges](#)
14. Copy of SCOR Report to the SCOR EDC Board of Directors and copies of presentations made to various Ministries at the ROMA Conference
[C 14 - CW Info - February 15 - SCOR Staff Report and ROMA Delegation Submissions](#)
15. Copy of a letter from Oxford County supporting the Zorra School Retention Plan
[C 15 - CW Info - February 16 - Oxford County Letter re Zorra School Retention Plan 2021 01 13](#)
16. Middlesex Centre Notice of passing of Interim Control By-law
[C 16 - CW Info - February 16 - Notice of Passing-MiddlesexCentre-Interim Control By-law - February 2021](#)
17. Middlesex-London Board of Health Monthly Update for January 2021
[C 17 - CW Info - February 16 - MLSX BOH Update for January](#)
18. Minutes of the Middlesex County Library Board meeting held on January 19, 2021
[C 18 - CW Info - February 16 - Library Board Minutes - January 19, 2021](#)
19. Media Release announcing "COVID-19 Vaccination Effort Set to Expand into Middlesex County with Opening of Mount Brydges Clinic later this month
[C 19 - CW Info - February 16 - CountyMLHU VaccinationSiteMtBrydges](#)
20. AMO Update entitled "New COVID-19 Regulations, Ontario Gas Tax for Transit Allocations, Ontario Heritage Act Amendments Update and Firefighter Training Changes" dated January 14, 2021
[C 20 - CW Info - February 16 - AMO Update - January 14](#)

21. AMO Update entitled “Community Safety and Policing Grants, Broadband Investments in Northern Ontario” dated January 21, 2021
[C 21 - CW Info - February 16 - AMO Update - January 21](#)
22. AMO Update entitled “2021 OCIP Funding, 2nd Intake of Municipal Modernization Program, and Provincial Emergency Extension” dated January 26, 2021
[C 22 - CW Info - February 16 - AMO Update - January 26](#)
23. AMO Update entitled “Expanded Library Broadband and AMO Response to Long-Term Care COVID-10 Commission
[C 23 - CW Info - February 16 - AMO Update - February 4](#)
24. Copy of a letter from the Middlesex Federation of Agriculture to the Minister of Finance requesting that the OMPF funding be returned to the same level as 2008
[C 24 - CW Info - February 16 - 2021-01 MFA Letter OMPF](#)
25. Copy of a letter from the Middlesex Federation of Agriculture to Western Fair with respect to the recent FedDev Funding announcement
[C 25 - CW Info - February 16 - 2021-02 MFA Letter to Western Fair District](#)
26. 2020 Municipal Partnerships Report from the Municipal Property Assessment Corporation
[C 26 - CW Info - February 16 - 2020 MPAC-Municipal-Partnership-Report-Council-Packages](#)
27. AMO Update entitled “Gradual Return to COVID-19 Response Framework, Conservation Authorities Act Update” dated February 8, 2021
[C 27 - CW Info - February 16 - AMO Update - February 8](#)

Moved by _____

Seconded by _____

That Items C.10 – CW through C.27 – CW be received for information.

12. INQUIRIES

13. NEW BUSINESS

- a) Next County Council Meetings:
Tuesday, March 9, 2021 at 10:00 am – Budget
Tuesday, March 9, 2021
Tuesday, March 23, 2021
Tuesday, April 13, 2021
Tuesday, April 27, 2021
Tuesday, May 11, 2021
Tuesday, May 25, 2021
Tuesday, June 8, 2021
Tuesday, June 22, 2021

CLOSED SESSION

Moved by _____

Seconded by _____

That the next portion of the meeting be closed to the public in order to consider personal matters about an identifiable individual, including municipal or local board employees; and labour relations or employee negotiations, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose pursuant to subsection 239 (2) (b, d, e and f) of the Municipal Act.

- b) Organizational Structure Review
 - Presentation by Bill Rayburn, CAO
- c) Litigation Update
 - Report from Wayne Meagher, County Barrister and Solicitor

Moved by _____

Seconded by _____

That Council resume from its closed session

14. ANNOUNCEMENTS

Wednesday, June 16, 2021 – Middlesex County Wardens Charity Golf Tournament

15. ADJOURNMENT

Moved by _____

Seconded by _____

That the meeting adjourn at p.m.

Accessible formats and communication supports are available upon request. Please contact Kathy Bunting, County Clerk to make a request. kbunting@middlesex.ca

JANUARY 19, 2021 - MIDDLESEX COUNTY COUNCIL

Council Chambers, County Building
London, 1:00 pm, Tuesday, January 19, 2021

1. CALL TO ORDER AND WARDEN'S REMARKS

Council met with all members present electronically. Warden Burghardt-Jesson presided.

Bill Rayburn, CAO gave a brief address on Albert Bannister:

"A few years ago Albert told Marigay Wilkins and I about his intention to drive to Arizona. "Have you done this before," was Marigay's first question. Not really Albert said, but I will figure it out. On the surface, that seemed like a long and lonely drive to us. Marigay and I both expressed equal parts genuine concern and fascination with his plan of pulling an RV by himself for the first time while he traversed a series of highways and scenic trails through the Midwest, Florida and on through Texas to Arizona.

"They make airplanes for trips like that" I told him. His reply was classic Albert. "It is not the destination Bill it is the journey". "I am just going to take my time and stop and visit friends and relatives along the way."

In many ways, his trips to Arizona were a metaphor for his incredible life. Lots of different stops along the way, never wasting a minute, enjoying both the rainy showers and the sunshine and always a focus on how he could give back to his community and the people in his life.

My friend Albert Bannister, passed away at the end of 2020 and while his passing marked the end of an extremely accomplished life, it most certainly does not mark the end of Albert's positive impact on Middlesex County or on the people he touched in his life journey.

When I first met Albert 20 years ago he had just retired from London Township after a distinguished 37 year career where he displayed his character and integrity on a daily basis. His work ethic, spirit and dedication to the community will not be forgotten as his values are kept alive by the current generation of municipal public servants that he either guided or inspired. At a recent meeting, Ron Reymer reminisced fondly about the impact Albert had on his career and I listened carefully to every word. He consistently used the word Gentleman in his description of Albert and I cannot think of a more apt description as he epitomized that word in his career and in his life.

While Albert's contribution to public administration in Middlesex was legendary, it turns out that this was just one of many stops on his life journey. I fully expected that Albert would utilize his post-retirement years to manage his 100 acre farm, but Albert had other ideas. From proudly Chairing the Upper Thames Conservation Authority and the Middlesex Mutual Insurance Company to serving on the Board of the Children's Aid Society, Albert found a way to consistently put his skills, experience and values to work for the broader community in new and exciting ways.

Albert's interest in municipal government was hard to extinguish. He loved discussing both the external and internal workings of municipal government and in 2000, Albert started another part of his journey as a municipal councillor which eventually led him to the Warden's chair in 2008. During his time on County Council, Albert's influence cannot be overstated. He positively impacted all aspects of our operations as he contributed to every one of our departments. From a warm smile to a careful reminder, Albert was universally admired and respected by our team. I can think of so many examples of how Albert, fluidly moved from Cheerleader to Coach, to Player on our team, but perhaps the best way to exemplify his contribution is to tell you that I briefly mentioned Albert's name this morning at our Library Board.

The stories of his contribution were quick to flow. From Jim Maudsley's thoughts on Albert's ability to skillfully guide and word our Libraries strategic plan to Lindsay's recollection of how Albert ran a program for youth at the Thorndale Library where they took apart appliances to learn about all the components and how they worked. Albert never stopped giving back to his community.

Albert's contribution to Middlesex was priceless and speaking of priceless gifts, I have to mention another gift that Albert gave our team during his time on County Council in the form of a person that I liked to call Miss Mary. Mary Bannister was a constant cheerleader and supporter of Past Warden Bannister in all of his endeavours and the entire Middlesex Team benefited from her love and caring. Her hearty laugh, quick wit and omnipresent smile graced the County building for many years as she was the perfect partner for Albert's journey.

What a journey it was. From public administrator to Corporate Board member to community leader, farmer and Warden. I am truly in awe of how much Albert packed into his life journey, but the volume of work pales in comparison to how he did it. Humble, honest and a true gentlemen Albert is universally respected and admired at the County of Middlesex.

I would encourage all of you to take a moment today to tell a story about Albert, to think about his contribution to Middlesex County or to give thanks for what his leadership inspired and built. His was a life very well lived. It is still hard for me to think of Middlesex County without Albert. But, while he may be gone, he is most certainly not forgotten."

2. PROVISION FOR DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None.

3. BUSINESS ARISING FROM THE MINUTES:

None

4. MINUTES

- a) Minutes of the Middlesex County Council meeting held on December 15, 2020

Moved by Councillor Richards

Seconded by Councillor Mayhew

That the minutes of the Middlesex County Council meeting held on December 15, 2020 be approved as presented.

Carried.

5. DEPUTATIONS**6. ENQUIRIES OR NOTICES OF MOTION****7. REPORTS****8. NEW BUSINESS**

- a) Ilderton Library and EarlyOn Child and Family Centre Lease Agreement
- Report from Lindsay Brock, Director of Library Services

Moved by Councillor Cornelissen

Seconded by Councillor Brennan

That the Lease Agreement between the Municipality of Middlesex Centre, the Corporation of the County of Middlesex and the Middlesex County Library Board for a 1,916 square feet Enhanced Library, a 1,193 square feet EarlyON Child and Family Centre program space, and a 1,870 EarlyON Child and Family Centre storage/workspace in Ilderton be approved and that the necessary by-law be forwarded to Council to authorize the Warden and County Clerk to execute the Lease Agreement.

Carried.

- b) Off Road Vehicle By-Law
- Report from Chris Traini, County Engineer & Wayne Meagher, County Barrister & Solicitor. Wayne Meagher presented the report.

Moved by Councillor Vanderheyden

Seconded by Councillor Warwick

That the by-law to prohibit and/or otherwise regulation of Off-Road Vehicles (OVRs) on County Roads be approved.

Carried.

- c) 2021-2024 Strategic Plan and Proposed Implementation Steps
- Report from Warden Burghardt-Jesson
Cindy Howard, General Manager of Finance and Community Services presented the report

Moved by Councillor Warwick

Seconded by Councillor Ropp

That the Middlesex County 2021–2024 Strategic Plan be approved as presented.
Carried.

- d) Data Centre Sub Licence Renewal Agreement
- Report from Chris Bailey, Manager of ITS

Moved by Councillor Mayhew

Seconded by Councillor Elliott

That the Data Centre Sublicense Renewal Agreement be approved as presented and that the necessary by-law be presented to County Council to authorize the Warden and the County Clerk to execute the Data Centre Sublicense Renewal Agreement with the Corporation of the City of London.

Carried.

- e) Appeal to Southwest Middlesex Consent Application No. B-09/2020
- Report from Durk Vanderwerff, Director of Planning
Councillor Allan Mayhew briefly spoke to the report on behalf of Southwest Middlesex

Moved by Councillor Mayhew

Seconded by Councillor Warwick

That staff be directed to withdraw the appeal of the Municipality of Southwest Middlesex Application B-09/2020.

Motion Lost.

Councillor Vanderheyden requested a recorded, weighted vote prior to the vote:

	<u>Yeas</u>	<u>Nays</u>
Councillor Brennan		6
Warden Burghardt-Jesson		4
Councillor Cornelissen		2
Councillor DeViet		6
Councillor Elliott		5
Councillor Mayhew	5	
Councillor Richards		8
Councillor Ropp		3
Councillor Smith	3	
Councillor Vanderheyden		9
Councillor Warwick	<u>5</u>	
	13	44

Moved by Councillor DeViet
Seconded by Councillor Elliott

That staff be directed to pursue the appeal of the Municipality of Southwest Middlesex Application B-09/2020 before the Local Planning Appeal Tribunal; and that Planning staff be directed to review the policies of the County Official Plan related to agricultural parcel size.

Carried.

9. COUNCILLOR'S COMMENTS AND OTHER BUSINESS

- a) Women's Caucus of Middlesex County Council
Councillor DeViet gave a brief update on activities of the Women's Caucus noting that they are hosting a webinar on February 4th at 7:00 pm focusing on mental health. The webinar event is called "How are you doing"

10. BY-LAWS

Moved by Councillor Smith
Seconded by Councillor DeViet

That the By-laws be deferred until the end of the meeting

Carried.

11. COMMITTEE OF THE WHOLE

A. DELEGATIONS / REPORTS OF COUNTY OFFICERS

1. Use of Proceeds
- Presentation by Bill Rayburn, CAO
- A copy of the presentation is attached to the minutes

B. ACTION ITEMS

1. New Traffic Signals On Middlesex County Roads
- Report from Chris Traini, County Engineer

Moved by Councillor Vanderheyden
Seconded by Councillor Mayhew

That the report be deferred.

2. Electronic Agenda Management System
- Report from Chris Bailey, Manager of ITS

Moved by Councillor Richards
Seconded by Councillor Mayhew

That County Council approves this upcoming change to electronic agenda management systems.

Carried.

3. Population and Housing Projections for Middlesex County
 - Report from Durk Vanderwerff, Director of Planning

Moved by Councillor Ropp

Seconded by Councillor Vanderheyden

That the 'Middlesex County Housing Growth Forecast and Allocations by Local Municipality' completed by Watson & Associates Economists Ltd. and dated December 11th, 2020, be selected as the projected growth scenarios that are most likely to occur over the 25-year planning horizon and that this be included in the draft amendment to the County Official Plan for the purposes of consultation.

Carried.

C. CORRESPONDENCE AND INFORMATION ITEMS

1. General Payables to January 8, 2021 totalling \$657,234.03
2. Planning Payables to January 8, 2021 totalling \$4,710.51
3. Electronic Payments for the month of December 2020 totalling \$2,071,558.46
4. Social Services Payables to January 8, 2021 totalling \$661,059.43
5. Strathmere Lodge Payables to January 8, 2021 totalling \$233,900.00
6. Road Payables to January 8, 2021 totalling \$1,553,185.12
7. MLPS Payables to January 8, 2021 totalling \$985,842.12
8. ITS Payables to January 8, 2021 totalling \$169,903.10
9. Economic Development Payables to January 8, 2021 totalling \$62,681.37

Moved by Councillor Cornelissen

Seconded by Councillor Mayhew

That Items C.1 – CW through C.9 – CW, (Payables) be received for information.

Carried.

10. Strathmere Lodge Census Report – December 2020
11. Letter from the Ministry of Children, Community and Social Services announcing the release of "Building a Strong Foundation for Success: Reducing Poverty in Ontario (2020-2025)"

12. Copy of a letter from the London & Middlesex Community Housing to the City of London Strategic Priorities and Policy Committee with respect to governance review
13. Letter from the Solicitor General advising that the deadline for municipalities to prepare and adopt a Community Safety and Well-Being Plan has been extended to July 1, 2021
14. Copy of a letter from Gravel Watch Ontario providing a copy of Ontario on the Rocks: A Report on the Economic, Social and Environmental Consequences of Resource Extraction”
15. Copy of the November and December 2020 Monthly Board of Health Update
16. Final Approval of Rosewood Plan of Subdivision; Phase One, File 39T-TC-1701, Thames Centre
 - Report from Durk Vanderwerff, Director of Planning
17. Final Approval Harris Road (Serrarens) Plan of Subdivision; File 39T-MC1202; Municipality of Middlesex Centre
 - Report from Durk Vanderwerff, Director of Planning
18. Final Approval of Lucan Estates and Lucan McNeil Plan of Subdivision – Phase 4; Files 39T-LB1301 and 39T-LB0702, Lucan Biddulph
 - Report from Durk Vanderwerff, Director of Planning
19. Final Approval of Phase One Westwood Estates Plan of Subdivision; File 39T-NM1801, Municipality of North Middlesex
 - Report from Durk Vanderwerff, Director of Planning
20. Letter from the Ministry of Environment, Conservation and Parks providing information on a newly formed conservation authorities working group to assist with changes to the Conservation Authorities Act
21. Application for Council Exemption for Cutting of Woodlands, Township of Adelaide Metcalfe; 1179 Egremont Drive, Van Aert
A Hearing is scheduled for Tuesday, February 16, 2021
22. Application for Council Exemption for Cutting Woodlands; Municipality of Strathroy-Caradoc; 6864 Olde Drive; Vieira
A Hearing is scheduled for Tuesday, February 16, 2021
23. Application for Council Exemption for Cutting of Woodlands; Township of Lucan Biddulph; Lot 17, Concession 7; Bloeman
A Hearing is scheduled for Tuesday, February 16, 2021

24. AMO Updates from December 17, 2020 to January 12, 2021
25. Ontario Provides More Financial Relief for Municipalities during COVID-19
26. Final Approval A & M Sod Supply Plan of Subdivision; File 39T-MC0603; Municipality of Middlesex Centre
 - Report from Durk Vanderwerff, Director of Planning
27. Letter from the Ministry of Municipal Affairs & Housing advising that Middlesex County will receive \$357,000.00 for 2021 COVID-related operating pressures
28. Letter from Statistics Canada advising that the 2021 census will take place in May 2021

Moved by Councillor Warwick

Seconded by Councillor Richards

That Items C.10 – CW through C.28 – CW be received for information.

Carried.

12. INQUIRIES

13. NEW BUSINESS

- a) Next County Council Meetings:
 - Tuesday, February 16, 2021
 - Tuesday, March 9, 2021 at 10:00 am – Budget
 - Tuesday, March 9, 2021
 - Tuesday, March 23, 2021
 - Tuesday, April 13, 2021
 - Tuesday, April 27, 2021
 - Tuesday, May 11, 2021
 - Tuesday, May 25, 2021
 - Tuesday, June 8, 2021
 - Tuesday, June 22, 2021

CLOSED SESSION (3:13 p.m.)

Moved by Councillor Richards

Seconded by Councillor DeViet

That the next portion of the meeting be closed to the public in order to consider a labour relations or employee negotiations; advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization; pursuant to subsection 239 (2) (d, f, and i) of the Municipal Act with the CAO, General Manager of Finance and Community Services; County Barrister and Solicitor; Director of ITS; Human Resource Manager; and County Clerk in attendance.

Carried.

- b) SWIFT Presentation of Broadband Construction Projects
 - Presentation by Barry Field, Executive Director, SWIFT
- c) Napier Wind Project Road Use Agreement Assignment
 - Report from Wayne Meagher, County Barrister and Solicitor
- d) Tentative Agreement with CUPE Local 101.5
 - Report from Jessica Ngai, Human Resource Manager

Moved by Councillor Warwick

Seconded by Councillor Smith

That Council resume from its Closed Session. (3:50 p.m.)

Carried.

OPEN SESSION

Moved by Councillor Elliott

Seconded by Councillor Vanderheyden

That Middlesex County Council supports the seven projects (MID_03_EXEC, MID_04_EXEC, MID_08_START, MID_09_NFTC, MID_23_QUAD, MID_24_EHTEL, MID_34_XPLO) that have been presented to Middlesex County Council by SWIFT; that were the result of the SWIFT procurement process in the Middlesex County procurement area.

Carried.

Moved by Councillor Richards
Seconded by Councillor Smith

That the Amending Agreement – Road Use Agreement between SWNS Holding Corporation; SWNS Wind LP; MUFG Union Bank, N.A.; and the Corporation of the County of Middlesex be approved as presented and that the necessary by-law be presented to County Council to authorize the Warden and the County Clerk to execute the Amending Agreement.

Carried.

Moved by Councillor Cornelissen
Seconded by Councillor Warwick

That County Council ratify the Memorandum of Settlement with CUPE Local 101.5 dated December 21, 2020 and that the necessary By-law be presented to Council to authorize the Warden and Clerk to sign a new Collective Agreement effective January 1, 2020 to expire December 31, 2021.

Carried.

10. BY-LAWS

Moved by Councillor Ropp
Seconded by Councillor DeViet

That first and second reading of the By-laws be given:

Carried.

- #7090 - A BY-LAW to enter into a Lease Agreement between the Corporation of the County of Middlesex; the Middlesex County Library Board; and the Corporation of the Municipality of Middlesex Centre, with respect to leasing the Ilderton Library and EarlyON Child and Family Centre
- #7091 - A By-Law to prohibit and/or otherwise regulation of Off-Road Vehicles (ORVs) on County Roads
- #7092 - A BY-LAW to authorize the Warden and the Clerk to execute a Sub Licence Agreement between The Corporation of the County of Middlesex and The Corporation of the City of London with respect to sharing space and environmental operating costs of a data centre for the period January 1, 2020 to December 31, 2023
- #7093 - A BY-LAW to enter into an Amending Agreement – Road Use Agreement between SWNS Holding Corporation; SWNS Wind LP; MUFG Union Bank, N.A.; and the Corporation of the County of Middlesex;

- #7094 - A BY-LAW to authorize a Collective Agreement between CUPE Local 101.5 and the Corporation of the County of Middlesex for the period January 1, 2020 to December 31, 2021
- #7095 - A BY-LAW to Authorize the Execution of an Amended Capital Contribution Agreement between The Corporation of the County of Middlesex and Southwestern Integrated Fibre Technology Inc., (SWIFT)
- #7096 - A By-Law to confirm proceedings of the Council of The Corporation of the County of Middlesex – January 19, 2021

Moved by Councillor Elliott

Seconded by Councillor Mayhew

That third and final reading of the preceding By-laws be given.

Carried.

14. ANNOUNCEMENTS

Middlesex Roundtable on Thursday, January 21, 2021 at 7:00 pm

15. ADJOURNMENT

Moved by Councillor Vanderheyden

Seconded by Councillor Smith

That the meeting adjourn at 3:54 p.m.

Carried.

Kathleen Bunting, County Clerk

Cathy Burghardt-Jesson, Warden

The Corporation of the County of Middlesex

Audit Planning Report for the year ended
December 31, 2020

KPMG LLP

Licensed Public Accountants

Prepared February 3, 2020

kpmg.ca/audit

KPMG



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KPMG contacts

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Executive summary

COVID-19

COVID-19 has had and continues to have an impact on the County's business and operating results.

See pages 2 – 3

Audit and business risks

Our audit is risk-focused. In planning our audit we have taken into account key areas of focus for financial reporting. These include:

- Presumed fraud risks
- Accounts receivable, deferred revenue, and revenue
- Accounts payable and expenses
- Tangible capital assets
- Payroll and employee future benefits

See pages 4 -7

Audit materiality

Materiality has been determined based on revenue in the prior year. We have determined group materiality to be \$2,000,000 for the year ending December 31, 2020.

See page 8

Quality control

We have a robust and consistent system of quality control. We provide complete transparency on all services and follow approved protocols.

See page 9

Proposed fees

Proposed fees for the annual audit are outlined on page 12

Current developments and audit trends

Please refer to page 11 and Appendices 4 and 5 for relevant accounting and/or auditing changes relevant to the County and relevant audit trends.

This Audit Planning Report should not be used for any other purpose or by anyone other than Council and Management of the County. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this Audit Planning Report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.

COVID-19: Embedding Resilience & Readiness

COVID-19 has had an impact to the County’s business and financial reporting.

Potential financial reporting implications	Potential implications on internal control over financial reporting
<p>Given the macro-economic impact COVID-19 has had, there are incremental audit procedures that need to be undertaken for the year ended December 31, 2020 as required by auditing standards. While there may not be specific implications to disclosure, we need to address the following areas with management and document in our file:</p> <ul style="list-style-type: none">• Going concern and impairment of non-financial assets (no issues expected in the municipal sector).• Fair value measurements• Employee benefits and employer obligations• Government assistance received• Subsequent events <p>Refer to our COVID-19 Financial Reporting site</p>	<ul style="list-style-type: none">• Reconsideration of financial reporting risks• New or enhanced controls to respond to new financial reporting risks or elimination of on-site preventative controls• Consideration of changes in the individuals performing the control

Potential financial reporting implications related to disclosures	Other potential considerations
<p>Refer to our COVID-19 Financial Reporting site:</p> <ul style="list-style-type: none">• Required disclosures outlining the impact of the pandemic	<ul style="list-style-type: none">• Cyber security risks (e.g., wire transfers schemes)

COVID-19: Embedding Resilience & Readiness (Continued)

Similarly, COVID-19 is a major consideration in the development of our audit plan for your 2020 financial statements

Potential audit implications

Planning and risk assessment

- Understanding the expected impact on the relevant metrics for determining materiality (including the benchmark) and the implication of that in identifying the risks of material misstatement, responding to such risks and evaluating uncorrected misstatements
- Understanding the potential financial reporting impacts, the changes in Entity's environment, and changes in the entity's system of internal control, and their impact on our:
 - identified and assessed risks of material misstatement
 - audit strategy, including the involvement of others (e.g., our internal specialists or use of internal audit's work or internal audit in a direct assistance capacity) and the nature, timing and extent of tests of controls and substantive procedures

Executing

- Remote auditing
 - Increased use of other collaboration tools (Facetime, Skype etc.) and the need for written management acknowledge for their use
 - Potential increased use of electronic evidence

Reporting

- Possible scope limitation(s) if the required audit evidence cannot be obtained

Audit risks

Professional requirements	Why is it significant?
Risk of material misstatement due to fraud resulting from fraudulent revenue recognition.	<p>This is a presumed risk of material misstatement due to fraud.</p> <p>We have not identified any risk of material misstatement resulting from fraudulent revenue recognition.</p>

Our audit approach
<p>There are generally pressures or incentives on management to commit fraudulent financial reporting through inappropriate revenue recognition when performance is measured in terms of year-over-year revenue growth or profit.</p> <p>We have rebutted this fraud risk as it is not applicable to the County where performance is not measured based on earnings and a significant portion of revenues can be tied directly to government funding support.</p>

Audit risks (continued)

Professional requirements	Why is it significant?
Risk of material misstatement due to fraud resulting from management override of controls.	<p>This is a presumed risk of material misstatement due to fraud.</p> <p>We have not identified any specific additional risks of management override relating to this audit.</p>
Our audit approach	
As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include testing of journal entries and other adjustments, performing a retrospective review of estimates and evaluating the business rationale of significant unusual transactions.	

Audit risks (continued)

Other areas of focus	Why are we focusing here?
----------------------	---------------------------

Accounts receivable, deferred revenue, and revenue	These accounts comprise significant balances for the County.
Accounts payable and expenses	

Our audit approach

Accounts receivable, deferred revenue, and revenue

- Update our understanding of the activities over the initiation, authorization, processing, recording and reporting.
- Obtain a listing of receivables and vouch to supporting documentation, as well as perform subsequent receipt testing.
- Perform a trend analysis over the Requisition on Local Municipalities revenue.
- Select a sample of Government Grant revenue transactions and vouch to supporting documentation.

Accounts payable and expenses

- Update our understanding of the activities over the initiation, authorization, processing, recording and reporting.
- Perform a search for unrecorded liabilities.
- Examine significant accrued liabilities.
- Select a sample of expenses and vouch to supporting documentation.

Audit risks (continued)

Other areas of focus	Why are we focusing here?
Tangible capital assets	These accounts comprise significant balances for the County.
Payroll and employee future benefits	

Our audit approach

Tangible capital assets

- Update our understanding of the activities over the initiation, authorization, processing, recording and reporting.
- Perform substantive testing over capital additions and disposals.
- Evaluate management's estimates of useful lives
- Develop an expectation for amortization expense and test using substantive analytical procedures.

Payroll and employee future benefits

- Test the reasonableness of assumptions provided by management to the actuaries that are used in developing the valuation and calculating the liability.
- Test the inputs provided by management to the actuary to ensure accuracy.
- Take a combined approach to testing payroll expense, which will include both substantive and control testing.

Materiality

Materiality is used to identify risks of material misstatements, develop an appropriate audit response to such risks, and evaluate the level at which we think misstatements will reasonably influence users of the financial statements. It considers both quantitative and qualitative factors. To respond to aggregation risk, we design our procedures to detect misstatements at a lower level of materiality.

Materiality determination	Comments	Group amount
Materiality	Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements. The corresponding amount for the prior year's audit was \$1,847,100	\$2,000,000
Benchmark	Based on prior year total revenues. This benchmark is consistent with the prior year.	110,241,349
% of Benchmark	The corresponding percentage for the prior year's audit was 1.8%	1.8%
Audit Misstatement Posting Threshold ("AMPT")	Threshold used to accumulate misstatements identified during the audit. The corresponding amount for the previous year's audit was \$92,300.	\$100,000
	Different threshold used to accumulate reclassification misstatement.	\$400,000

We will report to the Council:



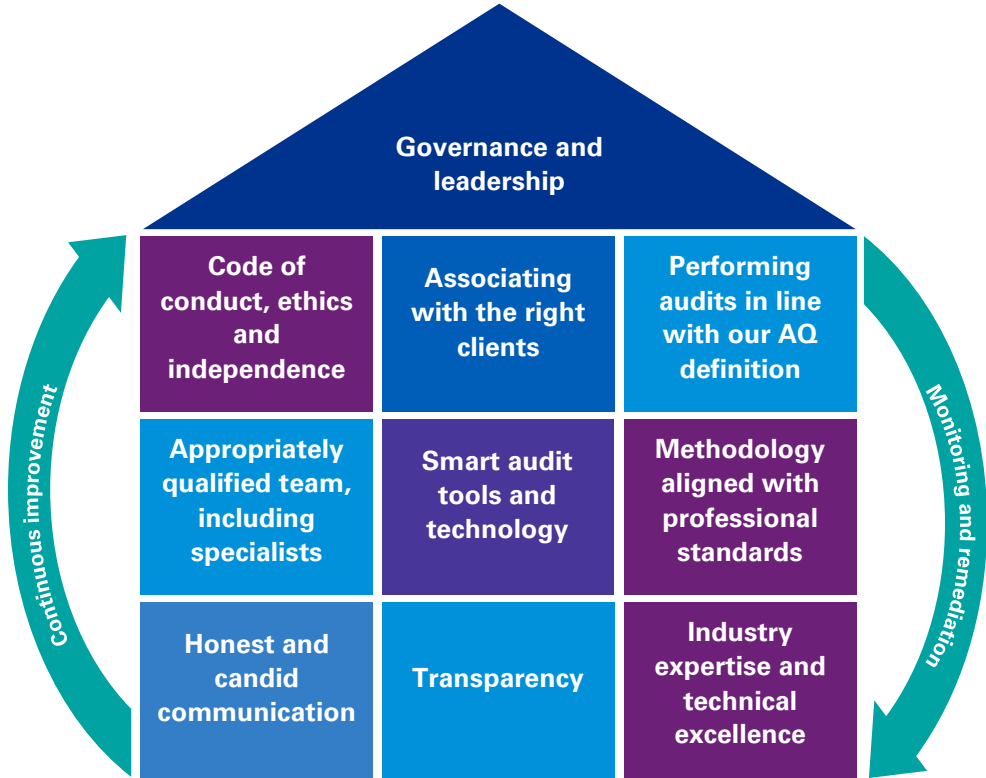
Corrected audit misstatements



Uncorrected audit misstatements

Audit quality and transparency

KPMG maintains a system of quality control designed to reflect our drive and determination to deliver independent, unbiased advice and opinions, and also meet the requirements of Canadian professional standards. Quality control is fundamental to our business and is the responsibility of every partner and employee. The following diagram summarizes the key elements of our quality control system.



Audit Quality Framework

What do we mean by audit quality?

Audit Quality (AQ) is at the core of everything we do at KPMG.

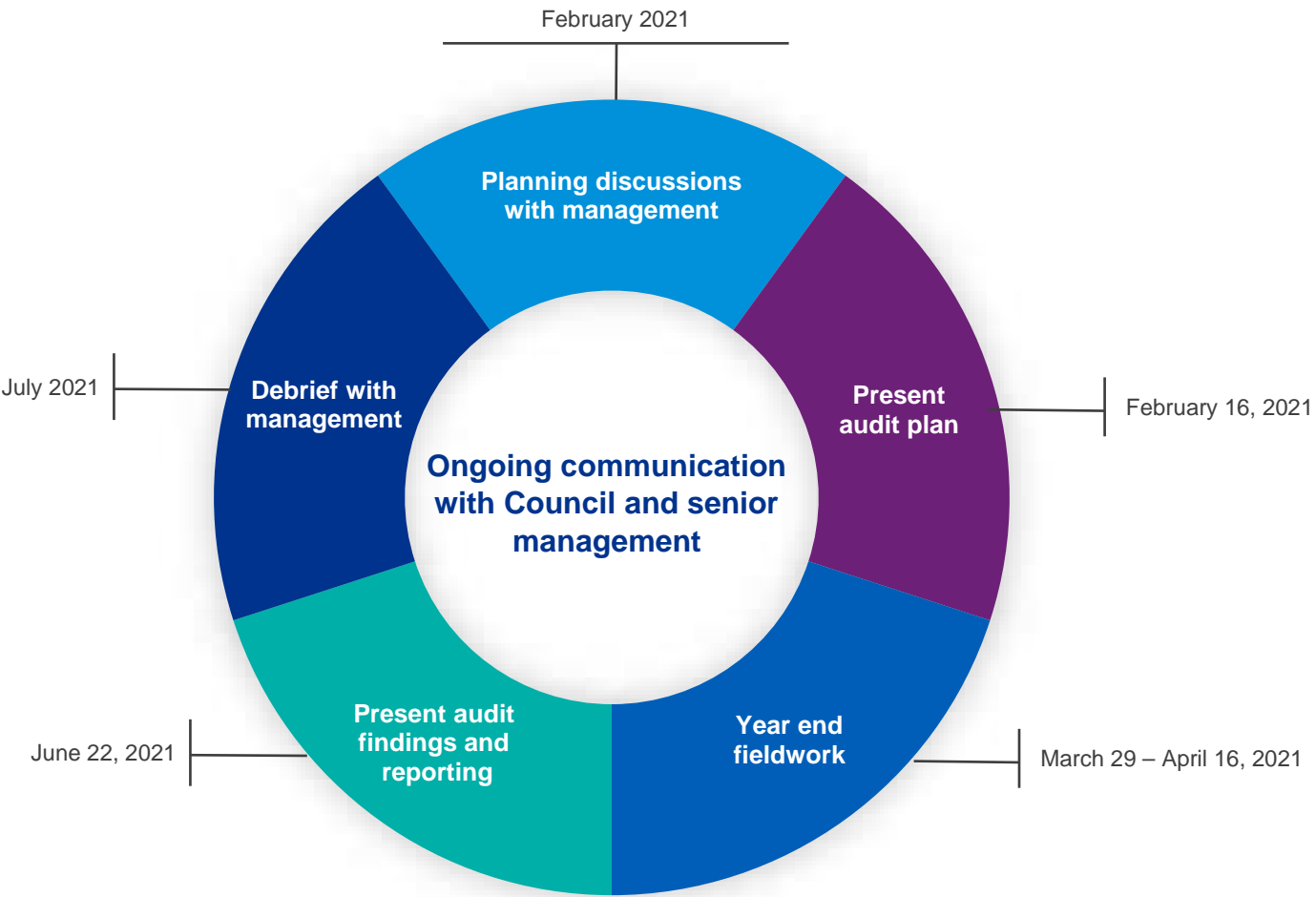
We believe that it is not just about reaching the right opinion, but how we reach that opinion.

We define ‘audit quality’ as being the outcome when audits are:

- Executed consistently, in line with the requirements and intent of applicable professional standards within a strong system of quality controls, and
- All of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics, and integrity**.

Our AQ Framework summarises how we deliver AQ. Visit our [Audit Quality Resources page](#) for more information including access to our [Audit Quality and Transparency report](#).

Key deliverables and milestones



New audit standards

New auditing standards that are effective for the current year are as follows:

Standard	Key observations	Reference
CAS 540, Auditing Accounting Estimates and Related Disclosures Effective for audits of Entities with year-ends on or after December 15, 2020	Expected impact on the audit: <ul style="list-style-type: none"> — more emphasis on the need for exercising professional skepticism — more granular risk assessment to address each of the components in an estimate (method, data, assumptions) — more granular audit response designed to specifically address each of the components in an estimate (method, data, assumptions) — more focus on how we respond to levels of estimation uncertainty — more emphasis on auditing disclosures related to accounting estimates — more detailed written representations required from management 	CPA Canada Client Briefing

Proposed fees

In determining the fees for our services, we have considered the nature, extent and timing of our planned audit procedures as described above. Our fee analysis has been reviewed with and agreed upon by management.

Our fees for the year ended December 31, 2020 are estimated as follows:	Current period (budget)	Prior period (actual)
Audit of the Corporation of the County of Middlesex consolidated financial statements	\$31,250	\$30,750
Audit of the Middlesex County Library Board financial statements	\$5,800	\$5,700
Audit of the Middlesex-London Emergency Medical Services Authority financial statements	\$5,250	\$5,000
Audit of the County of Middlesex Trust Funds financial statements	\$1,600	\$1,500
Audit of the Schedules of Revenues and Expenditures for the Corporation of the County of Middlesex Strathmere Lodge Long-Term Care Facility	\$3,900	\$3,900
Additional fees related to incremental auditing work to address COVID related issues (see pages 2 – 3). This estimate covers the 3 operating entities as work outlined needs to be done separately for each*	\$3,000 - \$4,000	\$4,900
Additional fees related implementation of CAS 540, Auditing Accounting Estimates and Related Disclosures. This estimate covers the 3 operating entities as work outlined needs to be done separately for each **	\$2,000 - \$3,000	\$0
Total	\$52,800 - \$54,800	\$51,750

* Our time to undertake audit procedures required as a result of COVID including assessment and documentation of changed accounting processes, incremental analysis of going concern, impairment of any assets and completion of the required COVID checklists will be based on hours incurred but we expect the fee to be in the range outlined above unless the existing audit requirements at the date of this report change significantly prior to the issuance of our report in February.

**Our time to audit in accordance with the new auditing standards will be based on hours incurred but we expect the fee to be in the range outlined above.

The proposed fees outlined above are based on the assumptions described in the engagement letter.

Appendices

Content

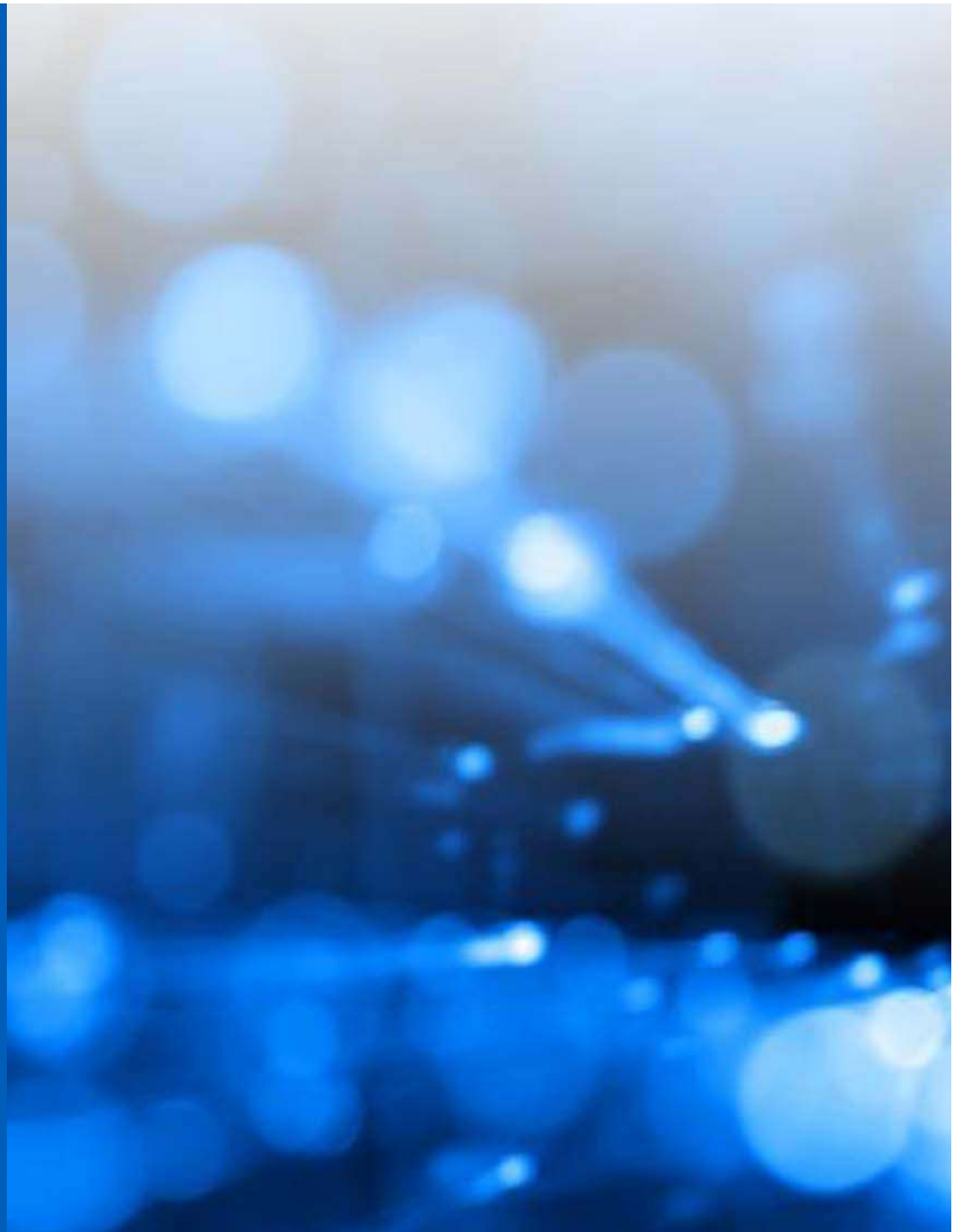
Appendix 1: Required communications

Appendix 2: KPMG's audit approach and methodology

Appendix 3: Engagement letter rider

Appendix 4: Audit and Assurance Insights

Appendix 5: Current developments



Appendix 1: Required communications

Auditors' Report	Engagement terms
<p>A draft report will be provided at the completion of the audit.</p>	<p>Unless you inform us otherwise, we understand that you acknowledge and agree to the terms of the engagement set out in the engagement letter and any subsequent amendments as provided by management.</p>
Reports to Council	Representations of management
<p>At the completion of the audit, we will provide our findings report to Council</p>	<p>We will obtain from management certain representations at the completion of the audit.</p>
Matters pertaining to independence	Internal control deficiencies
<p>We are independent of the County in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada.</p>	<p>Other control deficiencies, identified during the audit, that do not rise to the level of a significant deficiency will be communicated to management.</p>
Required inquiries	
<p>Professional standards require that during the planning of our audit we obtain your views on the identification and assessment of risks of material misstatement, whether due to fraud or error, your oversight over such risk assessment, identification of suspected, alleged or actual fraudulent behaviour, and any significant unusual transactions during the period.</p>	

Appendix 2: KPMG's audit approach and methodology

Collaboration in the audit

A dedicated KPMG Audit home page gives you real-time access to information, insights and alerts from your engagement team.

Issue identification

Continuous updates on audit progress, risks and findings before issues become events.

Data-driven risk assessment

Automated identification of transactions with unexpected or unusual account combinations – helping focus on higher risk transactions and outliers.



Deep industry insights

Bringing intelligence and clarity to complex issues, regulations and standards.

Analysis of complete populations

Powerful analysis to quickly screen, sort and filter 100% of your journal entries based on high-risk attributes.

Reporting

Interactive reporting of unusual patterns and trends with the ability to drill down to individual transactions.

Appendix 3: Engagement letter rider

COVID-19 Rider

1. During the engagement, each party shall keep the other party reasonably informed of any events which:
 - i. relate to the notifying party and the COVID-19 situation;
 - ii. are not existing or reasonably foreseeable at the date of this agreement; and
 - iii. will materially and adversely affect the notifying party's ability to perform its obligations under the engagement.
2. Each party will implement mitigation measures to enable the Services to be performed so far as reasonably practicable in the circumstances, including:
 - i. reducing travel (particularly international travel) and in-person meetings to the minimum necessary level;
 - ii. at the party's premises, implementing such infection control procedures as are recommended or required by official bodies in the applicable location;
 - iii. implementing internal corporate policies which permit and encourage individual remote working, and technical systems to enable individual remote working; and
 - iv. implementing telepresence, audio conference, videoconference, and other systems for collaborative working.
3. If, as a result of the global COVID-19 virus situation, performance by a party of its obligations under the engagement are rendered impossible or impracticable, the time for performance of such obligations shall be extended by such period as is reasonable in the circumstances, PROVIDED THAT the party in question is complying, and continues to comply, with its obligations pursuant to paragraphs 1 and 2 above.

Appendix 4: Audit and Assurance Insights

Our latest thinking on the issues that matter most to Audit Committees, Boards and Management.

Featured insight	Summary	Reference
Audit & Assurance Insights	Curated thought leadership, research and insights from subject matter experts across KPMG in Canada	<u>Learn more</u>
The business implications of coronavirus (COVID 19)	Resources to help you understand your exposure to COVID-19, and more importantly, position your business to be resilient in the face of this and the next global threat.	<u>Learn more</u>
	Financial reporting and audit considerations: The impact of COVID-19 on financial reporting and audit processes.	<u>Learn more</u>
Accelerate 2019/20	Perspective on the key issues driving the Audit Committee agenda	<u>Learn more</u>
IFRS Breaking News	A monthly Canadian newsletter that provides the latest insights on international financial reporting standards and IASB activities.	<u>Learn more</u>
Momentum	A quarterly Canadian newsletter which provides a snapshot of KPMG's latest thought leadership, audit and assurance insights and information on upcoming and past audit events – keeping management and board members abreast on current issues and emerging challenges within audit.	<u>Sign-up now</u>
Board Leadership Centre	Leading insights to help board members maximize boardroom opportunities.	<u>Learn more</u>

Appendix 5: Current developments

Current Developments, created by the KPMG Public Sector and Not-for-Profit Practice, summarizes some of the regulatory, operational and governance developments impacting public sector, charitable and not-for-profit organizations. We provide this summary to inform our clients of changes that they may impact their organization, and the trends we see in the industry based on our discussions with the management and Board members of our clients.

We attach this summary to our audit plans and audit findings reports that we provide to the Finance, Audit and Risk Committees of our public sector, not-for-profit and charity clients. Some of these developments may not impact your organization directly but we believe it is important for management and Committee members of charities and not-for-profit organizations to understand what is happening in the broader public, not-for-profit and charity sector.

Annual Accounting, Tax and Risk Update for Not-for-Profit Organizations

KPMG held its Annual Accounting, Tax & Risk Update for Not-for-Profit Organizations remotely on **November 5, 2020**. The seminar covered current accounting, tax, technology and risk issues, including some of those discussed below, in greater detail providing not-for-profit organizations and charities with guidance on new standards, regulations and best practices. This event consistently attracts over 100 executives, financial officers and Board members from the Ottawa and area not-for-profit and charity community.

Return to Work Assurance

Returning to the physical workplace is a complex yet integral part of Organizations' recovery from the pandemic. Various considerations around health and safety will need to be taken into account when developing any return to work (RTW) strategy. However, the changing implications of COVID-19 make it challenging for organizations to navigate this landscape on their own.

Organizations have established several processes to help ensure that employee's health and safety risks are clearly understood and effectively managed. However, are these processes complete and do they continue to adapt to the evolving state of the pandemic? In this environment, there are still many questions left unanswered, but here is what we do know:

- Leaders will play an active role in managing mental health
- The municipalities guidelines for reopening will differ from other municipalities
- There will be frequent changes in requirements
- Best practices will evolve over a year or more, not in a matter of weeks
- There will be regional disparity in approaches
- There will be outbreaks of COVID-19 in the workplace
- The 9 to 5 workday will be challenged
- Technology will contribute to the solution and will permanently alter the workplace but will need time to evolve.

KPMG has developed a comprehensive people-centric *RTW Playbook*, which takes into account 23 different elements that need to be considered in order to bring staff and relevant stakeholders back to work, safely. The framework starts with a COVID-19 task force, and ends with case response procedure. Each of the 23 elements in the RTW Playbook has several action items tagged, providing a basis for a comprehensive RTW management system.

In order to help organizations navigate through this rapidly changing landscape, KPMG has developed the **Return to Work (RTW) Management Systems Framework**.

KPMG's RTW Management Systems Framework and related assurance will increase the Government of Canada's level of confidence over the comprehensiveness of its RTW program, by alignment to industry leading practices. Ultimately our framework will focus on the following categories aligned to the RTW framework:

- Governance;
- Planning and program design;
- Workforce preparation;
- Implementation and operations; and,
- Monitoring, maintenance and improvement.

The RTW framework and assurance provides management and executives with the “playbook” to implement RTW and the framework to manage and monitor, with the level of dashboard reporting to allow for dynamic and agile management actions.

Our approach consists of performing a current state assessment, gap analysis and RTW implementation roadmap, in order to support the implementation of appropriate management activities, and ultimately monitor and track successes. Our approach also offers several tools, including the RTW Dashboard, which is used as a reporting tool to assess and track all or portions of the Government of Canada's return to work management system, and the KPMG Workforce Safeguard App. For more information on Return to Work Assurance, please contact your relevant KPMG professional.

Government Subsidy Programs

The Government of Canada offers various subsidy programs to Organizations that meet various criteria and characteristics. Various programs continue to receive frequent and further information on eligibility, extensions to programs, and restrictions. As your trusted advisors, we are here to help. Because every Organization is unique, our experienced professionals can assist you with establishing that the methodology you use to determine eligibility – which can often be subjective – is consistent with similar organizations in your sector and across Canada.

Canada Emergency Wage Subsidy:

Eligible employers for the CEWS include but are not limited to corporations (other than a public institution), individuals, agricultural organizations, certain aboriginal businesses, registered charities, Canadian amateur athletic organizations, chambers of commerce, boards of trade, labour organizations and certain non-profits.

The subsidy will now focus on active employees that are not on leave. A transitional form of prescribed subsidy will be available for employees that continue to be on leave in September forward.

In July 2020, the CEWS program was significantly changed. The following is a summary of the changes that may be applicable to your organization:

- Additional claim periods ending November 21, 2020 (9 four-week periods in total);
- Application deadline extended to January 31, 2021
- Many other new elections, changes to definitions and new options to maximize claims

With very frequent and potential significant changes and updates occurring relating to CEWS, please continue to communicate with your KPMG professional for real-time updates, and opportunities where we are able to help.

Temporary Wage Subsidy:

Organizations are eligible for the Temporary Wage Subsidy (TWS) who have a Canada Revenue Agency (CRA) payroll program account as of March 18, 2020, who paid remuneration to an eligible employee from March 18 – June 19, 2020, and who meet the business requirements per CRA. The subsidy correlates to 10% of the remuneration paid to an employee, up to a maximum amount.

With very frequent and potential significant changes and updates occurring relating to TWS, please continue to communicate with your KPMG professional for real-time updates, and opportunities where we are able to help.

Canada Emergency Response Benefit:

The Canada Emergency Response Benefit (CERB) gives financial support to employed and self-employed Canadians who are directly affected by COVID-19. Recent updates to the CERB consist of the extension from 4 months to 6 months, and the ability to repay amounts where the qualifications were not met. The CERB stopped on October 3, 2020.

Canada Emergency Business Account:

The Canada Emergency Business Account (CEBA) program provides interest-free loans of up to \$40,000 to eligible small businesses and not-for-profit organizations, with terms of repayment of the balance done prior to December 31, 2022, resulting in loan forgiveness of 25% of the original loan balance. Recent updates to the CEBA consist of significant expansion of eligibility criteria.

Conditions may be contained in loan agreements that risk lacking consistency of the criteria provided by the Government of Canada. Organizations should ensure that loan agreements have been reviewed closely. With very frequent and potential significant changes and updates occurring relating to CEBA, please continue to communicate with your KPMG professional for real-time updates, and opportunities where we are able to help.

Accounting Estimates:

As acknowledged earlier in this report, the new auditing standard over accounting estimates is in effect for audits of Organizations with year-ends on or after December 15, 2020. As a result of the revised methodology for auditing estimates, audit engagement teams globally will apply one methodology when auditing accounting estimates, including fair value accounting estimates, and related disclosures. Canadian Auditing Standards define an accounting estimate as a monetary amount for which the measurement in accordance with the requirements of the applicable financial reporting framework, is subject to estimation uncertainty.

Accounting estimates vary widely across Organizations and are required to be made by management when the monetary amounts cannot be directly observed. The process of determining accounting estimates involves selecting and applying a method using assumptions and data, which requires judgment by management and can give rise to complexity in measurement. The effects of complexity, subjectivity or other inherent risk factors on the measurement of these monetary amounts affects their susceptibility to misstatement. Similar to the variation among different Organizations, the degree to which an accounting estimate is subject to estimation uncertainty will also vary significantly. Examples of accounting estimates consist of, but are not limited to:

- Inventory obsolescence;
- Amortization of property and equipment;
- Valuation of financial instruments;
- Outcome of pending litigation;
- Revenue recognized for long-term contracts;
- Impairment of long-lived assets or property of equipment held for disposal;
- Warranty obligations

Key concepts in this revised standard focus on assessment of risks, and the goal of your KPMG team is to obtain sufficient appropriate audit evidence about whether accounting estimates and related disclosures in the financial statements are reasonable in the context of the applicable financial reporting framework.

With the new accounting standards, organizations will be required to perform self-assessments of all applicable accounting estimates relevant to your Organization and support the determination and methodology of the calculation of all accounting estimates. In auditing accounting estimates, your KPMG team will work with management to complete the following:

- Understand the Organization and its environment, including internal controls over financial reporting;

- Understand the process, including understand the process by which each accounting estimate is developed, understand the nature and extent to which management uses the work of specialists of third parties (other than specialists), understand how management understands and addresses estimation uncertainty, and understand the elements of an estimate

Based on the understanding we have obtain from management, we will determine the components of the accounting estimate, perform a retrospective review and assess risk. The revision to our methodology includes as well the following considerations:

- Identification and addressing any management bias;
- Consideration of additional risk factors when assessing whether an estimate gives rise to a risk of material misstatement;
- Determination of components of an estimate and consideration of their differing risks;
- Identification and linkage of risk considerations of the methods, assumptions and data;
- Identification of individual items that contribute to risks individually, or in combination, and determination of our audit response for each applicable element;
- Performance of a retrospective review for all significant accounts and applicable disclosure for identification of a relevant assertion for an accounting estimate in the current year;
- Performance of an aggregate risk assessment

KPMG will test management's process for developing an accounting estimate through identifying controls for methods used, assumptions, and data and application, and will perform procedures to test methods, assumptions and data and application. Methods in which we will test the accounting estimate include:

- Developing an independent expectation of the accounting estimates;
- Evaluate events that occur after the measurement date that could impact the valuation of the accounting estimate;

Upon completion of all required relevant procedures, KPMG will determine whether the accounting estimates are reasonable or are misstated, and will request written representations from management and, when appropriate, those charged with governance about whether the methods, significant assumptions and the data used in making the accounting estimates and related disclosures are appropriate with the applicable financial reporting framework.

Cyber Security – Adapting to the ‘new normal’

With the rapid move to a virtual environment for many Non-Profit organizations, this has brought its own set of challenges, and a change in the type of cyber threats that an organization faces. Being able to offer connectivity for your employees without interruption is also now more important than ever. How your people connect into your organization can represent a critical single point of failure.

Cyber criminals are also taking advantage of the virtual environment to target employees with ‘phishing’ emails based on current trends and news such as the COVID-19 related financial support programs. Making your people aware of these types of threats is key, as they represent your first line of defence.

This year we have also seen third party data breaches hitting the news which have particularly impacted the NPO sector. If you use a third party to manage your CRM system or they retain the personal data of your donors for example, you need to be sure that they are protecting that data sufficiently, and know the actions required if there was a data breach.

Members of Audit Committees should be asking management fundamental questions such as:

- Are we doing enough to reduce our Cyber risk to an acceptable level?
- What would the impact be on our operations and our organization of a ransomware attack, and how would we react?
- Now we are operating virtually, have we done it securely without relaxing our security or increasing our exposure?

Lean: Approach

Our innovative audit approach, Lean in Audit™, further improves audit value and productivity to help deliver real insight to you. Lean in Audit is process oriented, directly engaging organizational stakeholders and employing hands-on tools, such as walkthroughs and flowcharts of actual financial processes.

By embedding Lean techniques into our core audit delivery process, our teams are able to enhance their understanding of the business processes and control environment within your organization – allowing us to provide actionable quality and productivity improvement observations.

Any insights gathered through the course of the audit will be available to both engagement teams and management. For example, we may identify control gaps and potential process improvement areas, while management has the opportunity to apply such insights to streamline processes, inform business decisions, improve compliance, lower costs, increase productivity, strengthen customer service and satisfaction and drive overall performance.

How it Works

Lean in Audit employs three key Lean techniques:

- Provide basic Lean training and equip our teams with a new Lean mindset to improve quality, value and productivity;
- Perform interactive workshops to conduct walkthroughs of selected financial processes providing end-to-end transparency and understanding of process and control quality and effectiveness;
- Quick and pragmatic insight report including immediate quick win actions and prioritized opportunities to realize benefit

Current Environment Adaptation

In the current environment, Organizations are working entirely remotely and we have tailored our methodology on the delivery and facilitation of interactive workshops to accommodate for current in-person restrictions. We are happy to inform our clients that we offer Lean in Audit workshops facilitated remotely, through the use of Microsoft Teams or Skype for Business. In facilitating workshops remotely, we are able to obtain the same high quality level of process information, and document the process live with the help of your teams.

Please reach out to your KPMG professional on more information on remote-workshops and to schedule workshops for your audit processes.

Audit response to COVID-19:

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial market and social dislocating impact. As such enhanced contingency and subsequent events procedures are warranted.

Audit response:

- Management will be required with the audit team to customize language for an Impact of COVID-19 note.
- An assessment for any financial indicators of financial implications was undertaken and documented by management and reviewed by the audit team.
- An additional required note to the financial statements will be included for all year-ends that occurred subsequent to the start of the pandemic per our Canadian Auditing Standards. An example of the financial statement note is as follows:

X. Impact of COVID-19:

On March 11, 2020, the World Health Organization declared the Coronavirus COVID-19 (COVID-19) outbreak a pandemic. This has resulted in significant financial, market and societal impacts in Canada and around the world.

From the declaration of the pandemic to the date of approval of these financial statements, the [Organization] implemented the following actions in relation to COVID-19:

- *[management's documentation of relevant impacts]*

As a result of these actions, the [Organization] experienced decreases in recognition of [applicable revenues] and related costs during the year and subsequent to year end.

(a) Subsequent events related to COVID-19:

Financial statements are required to be adjusted for events occurring between the date of the financial statements and the date of the auditor's report that provide additional evidence relating to conditions that existed as at year-end. Management has assessed the financial impacts and there are no additional adjustments required to the financial statements.

(b) Impact of COVID-19 on financial risks:

The ultimate duration and magnitude of COVID-19's impact on the [Organization]'s operations and financial position is not known at this time. These impacts could include a decline in future cash flows, changes to the value of assets and liabilities, and the use of accumulated net assets to sustain operations. An estimate of the financial effect of the pandemic on the [Organization] is not practicable at this time.

Please visit our COVID-19 website for resources. This site is being updated daily based on information being released by Federal, Provincial and Municipal news releases.

<https://home.kpmg/ca/en/home/insights/2020/03/the-business-implications-of-coronavirus.html>

Public Sector Accounting Update

Asset Retirement Obligations

The new standard is effective for fiscal years beginning on or after April 1, 2022. The effective date was deferred by one year due to COVID-19. The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets. PSAB currently contains no specific guidance in this area.

The ARO standard will require the public sector entity to record a liability related to future costs of any legal obligation to be incurred upon retirement of any controlled tangible capital assets ("TCA"). The amount of the initial liability will be added to the historical cost of the asset and amortized over its useful life.

As a result of the new standard, the public sector entity will have to:

- Consider how the additional liability will impact net debt, as a new liability will be recognized with no corresponding increase in a financial asset;
- Carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements;
- Begin considering the potential effects on the organization as soon as possible to coordinate with resources outside the finance department to identify AROs and obtain information to estimate the value of potential AROs to avoid unexpected issues.

Revenues

The new standard is effective for fiscal years beginning on or after April 1, 2023. The effective date was deferred by one year due to COVID-19.

The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.

The standard notes that in the case of revenues arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.

The standard notes that unilateral revenues arise when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Financial instruments and foreign currency translation

The accounting standards, PS3450 *Financial Instruments*, PS2601 *Foreign Currency Translation*, PS1201 *Financial Statement Presentation* and PS3041 *Portfolio Investments* are effective for fiscal years commencing on or after April 1, 2022. The effective date was deferred by one year due to COVID-19.

Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the public sector entity's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable. Hedge accounting is not permitted.

A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.

In July 2020, PSAB approved federal government narrow-scope amendments to PS3450 *Financial Instruments* which will be included in the Handbook in the fall of 2020. Based on stakeholder feedback, PSAB is considering other narrow-scope amendments related to the presentation and foreign currency requirements in PS3450 *Financial Instruments*. The exposure drafts will be released in summer 2020 with a 90-day comment period.

Employee Future Benefits

PSAB has initiated a review of sections PS3250 *Retirement Benefits* and PS3255 *Post-Employment Benefits, Compensated Absences and Termination Benefits*. In July 2020, PSAB approved a revised project plan.

PSAB intends to use principles from International Public Sector Accounting Standard 39 *Employee Benefits* as a starting point to develop the Canadian standard.

Given the complexity of issues involved and potential implications of any changes that may arise from the review of the existing guidance, PSAB will implement a multi-release strategy for the new standards. The first standard will provide foundational guidance. Subsequent standards will provide additional guidance on current and emerging issues.



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County Council

Meeting Date: February 16, 2021

Submitted by: Chris Traini, P.Eng., County Engineer

SUBJECT: TENDER FOR HOT MIX ASPHALT CONTRACT M-B-21

BACKGROUND:

Contract M-B-20 for the supply of hot mix asphalt was advertised with tenders accepted until 12 noon, Wednesday, February 10, 2021.

ANALYSIS:

The County received four bids for this contract. Dufferin Construction Company was the low bidder for the contract with a total bid price of \$3,423,803.00 plus HST. A summary of the unit prices is attached.

Dufferin Construction Company have worked for the County in the past and have provided service that meets or exceeds the expectations of the County. It is recommended that their bid be accepted.

RECOMMENDATION:

That the bid Dufferin Construction Company in the amount of \$3,423,803.00 before taxes for Contract M-B-21 for the supply of hot mix asphalt be accepted.

Attachment

HOT MIX ASPHALT - M-B-21												
SECTION	DESCRIPTION	Road	QUANTITIES	UNIT	DUFFERIN PER UNIT	DUFFERIN TOTAL	J-AAR PER UNIT	J-AAR TOTAL	DICOCCO PER UNIT	DICOCCO TOTAL	COCO PER UNIT	COCO TOTAL
1 (70136)	HL-4 Hot Mix Asphalt CR #10 Glengyle Dr	10	2,000	T	\$86.00	\$172,000.00	\$92.60	\$185,200.00	\$105.00	\$210,000.00	\$88.63	\$177,260.00
2 (70151)	HL-3 Hot Mix Asphalt CR #16 Plover Mills Rd	16	4,000	T	\$80.80	\$323,200.00	\$86.80	\$347,200.00	\$105.00	\$420,000.00	\$84.84	\$339,360.00
2 (70151)	HL-3 Hot Mix Asphalt Padding CR #16 Plover Mills Rd	16	250	T	\$94.10	\$23,525.00	\$94.00	\$23,500.00	\$139.00	\$34,750.00	\$102.02	\$25,505.00
2 (70151)	Place "Stop Ahead" Rumble Strips CR #16 Plover Mills Rd	16	1	Each	\$769.00	\$769.00	\$500.00	\$500.00	\$1,200.00	\$1,200.00	\$288.11	\$288.11
2 (70151)	Milling Existing Asphalt CR #16 Plover Mills Rd	16	660	m2	\$16.00	\$10,560.00	\$9.00	\$5,940.00	\$8.00	\$5,280.00	\$30.27	\$19,978.20
3 (44017)	HL-3 Hot Mix Asphalt CR #16 Ilderton Rd Hyde Park Rd	16/20	175	T	\$142.00	\$24,850.00	\$140.00	\$24,500.00	\$133.00	\$23,275.00	\$177.56	\$31,073.00
3 (44017)	Milling Existing Asphalt CR #16 Ilderton Rd Hyde Park Rd	16/20	1450	m2	\$8.70	\$12,615.00	\$7.20	\$10,440.00	\$6.00	\$8,700.00	\$13.57	\$19,676.50
4 (70152)	HL-3 Hot Mix Asphalt CR #28 Medway Rd	28	5500	T	\$83.20	\$457,600.00	\$90.40	\$497,200.00	\$106.00	\$583,000.00	\$82.67	\$454,685.00
4 (70152)	Milling Existing Asphalt CR #28 Medway Rd	28	2100	m2	\$11.90	\$24,990.00	\$9.00	\$18,900.00	\$8.00	\$16,800.00	\$10.32	\$21,672.00
5 (70153)	HL-3 Hot Mix Asphalt CR #30 Putnam Rd	30 South	3700	T	\$85.20	\$315,240.00	\$85.85	\$317,645.00	\$108.00	\$399,600.00	\$86.47	\$319,939.00
5 (70153)	HL-4 Hot Mix Base Asphalt CR #30 Putnam Rd	30 South	650	T	\$87.10	\$56,615.00	\$91.15	\$59,247.50	\$107.50	\$69,875.00	\$89.41	\$58,116.50
5 (70153)	Milling Existing Asphalt CR #30 Putnam Rd	30 South	5,900	m2	\$6.00	\$35,400.00	\$5.90	\$34,810.00	\$4.00	\$23,600.00	\$7.00	\$41,300.00
6 (70083)	HL-3 Hot Mix Asphalt CR #30 Putnam Rd	30 North	1150	T	\$88.10	\$101,315.00	\$86.70	\$99,705.00	\$120.00	\$138,000.00	\$87.74	\$100,901.00
6 (70083)	HL-3 Hot Mix Asphalt Padding CR #30 Putnam Rd	30 North	120	T	\$106.00	\$12,720.00	\$100.00	\$12,000.00	\$127.50	\$15,300.00	\$115.14	\$13,816.80
6 (70083)	Milling Existing Asphalt CR #30 Putnam Rd	30 North	300	m2	\$14.70	\$4,410.00	\$9.90	\$2,970.00	\$9.50	\$2,850.00	\$19.68	\$5,904.00
7 (70155)	HL-3 Hot Mix Asphalt CR #49 Catherine St	49 East	2900	T	\$85.70	\$248,530.00	\$91.25	\$264,625.00	\$106.00	\$307,400.00	\$86.34	\$250,386.00
7 (70155)	HL-3 Hot Mix Asphalt Padding CR #49 Catherine St	49 East	350	T	\$94.70	\$33,145.00	\$88.20	\$30,870.00	\$107.50	\$37,625.00	\$102.02	\$35,707.00
7 (70155)	Place "Stop Ahead" Rumble Strips CR #49 Catherine St	49 East	1	Each	\$769.00	\$769.00	\$500.00	\$500.00	\$1,200.00	\$1,200.00	\$278.90	\$278.90
7 (70155)	Milling Existing Asphalt CR #49 Catherine St	49 East	550	m2	\$10.70	\$5,885.00	\$6.80	\$3,740.00	\$10.70	\$5,885.00	\$13.12	\$7,216.00
8 (70154)	HL-3 Hot Mix Asphalt CR #49 Catherine St	49 West	7,350	T	\$89.00	\$654,150.00	\$90.80	\$667,380.00	\$104.50	\$768,075.00	\$82.71	\$607,918.50
8 (70154)	HL-3 Hot Mix Asphalt Padding CR #49 Catherine St	49 West	600	T	\$91.50	\$54,900.00	\$88.00	\$52,800.00	\$107.60	\$64,560.00	\$93.84	\$56,304.00
8 (70154)	HL-3 Hot Mix Asphalt Hand Work CR #49 Catherine St	49 West	5	T	\$277.00	\$1,385.00	\$197.00	\$985.00	\$392.00	\$1,960.00	\$330.23	\$1,651.15
8 (70154)	HL-3 Hot Mix Asphalt Gutter CR #49 Catherine St	49 West	110	m	\$26.80	\$2,948.00	\$7.50	\$825.00	\$29.00	\$3,190.00	\$15.21	\$1,673.10
8 (70154)	HL-3 Hot Mix Asphalt Gutter Outlets CR #49 Catherine St	49 West	1	each	\$278.00	\$278.00	\$400.00	\$400.00	\$860.00	\$860.00	\$836.28	\$836.28
8 (70154)	Adjust Manholes CR 49 Catherine St	49 West	4	each	\$800.00	\$3,200.00	\$81.00	\$324.00	\$300.00	\$1,200.00	\$499.58	\$1,998.32
8 (70154)	Milling Existing Asphalt CR #49 Catherine St	49 West	2300	m2	\$8.40	\$19,320.00	\$5.70	\$13,110.00	\$5.30	\$12,190.00	\$13.12	\$30,176.00
9 (70156)	HL-3 Hot Mix Asphalt CR #56 Wonderland Rd	56	5700	T	\$81.00	\$461,700.00	\$89.00	\$507,300.00	\$105.00	\$598,500.00	\$82.30	\$469,110.00
9 (70156)	HL-3 Hot Mix Asphalt Padding CR #56 Wonderland Rd	56	740	T	\$89.30	\$66,082.00	\$98.00	\$72,520.00	\$108.00	\$79,920.00	\$93.84	\$69,441.60
9 (70156)	Place "Stop Ahead" Rumble Strips CR #56 Wonderland Rd	56	1	Each	\$769.00	\$769.00	\$500.00	\$500.00	\$1,200.00	\$1,200.00	\$588.60	\$588.60
9 (70156)	HL-3 Hot Mix Asphalt Gutter CR #56 Wonderland Rd	56	135	m	\$26.80	\$3,618.00	\$7.50	\$1,012.50	\$33.60	\$4,536.00	\$15.10	\$2,038.50
9 (70156)	HL-4 Hot Mix Asphalt Gutter Outlets CR #56 Wonderland Rd	56	1	each	\$278.00	\$278.00	\$390.00	\$390.00	\$2,850.00	\$2,850.00	\$418.14	\$418.14
9 (70156)	Milling Existing Asphalt CR #56 Wonderland Rd	56	1200	m2	\$7.40	\$8,880.00	\$6.70	\$8,040.00	\$9.10	\$10,920.00	\$16.40	\$19,680.00
10 (70157)	HL-3 Hot Mix Asphalt CR #74 Westchester Bourne.	74	1500	T	\$84.20	\$126,300.00	\$87.00	\$130,500.00	\$115.00	\$172,500.00	\$88.15	\$132,225.00
10 (70157)	HL-3 Hot Mix Asphalt Padding CR #74 Westchester Bourne	74	100	T	\$92.00	\$9,200.00	\$104.00	\$10,400.00	\$122.00	\$12,200.00	\$112.43	\$11,243.00
10 (70157)	HL-2 Hot Mix Asphalt CR #74 Westchester Bourne.	74	800	T	\$95.40	\$76,320.00	\$89.00	\$71,200.00	\$113.00	\$90,400.00	\$80.43	\$64,344.00
10 (70157)	HL-3 Hot Mix Asphalt Gutter CR #74 Westchester Bourne.	74	390	m	\$26.80	\$10,452.00	\$7.50	\$2,925.00	\$31.00	\$12,090.00	\$15.21	\$5,931.90
10 (70157)	HL-3 Hot Mix Asphalt Gutter Outlets CR #74 Westchester Bourne.	74	5	each	\$278.00	\$1,390.00	\$390.00	\$1,950.00	\$540.00	\$2,700.00	\$418.14	\$2,090.70
10 (70157)	Milling Existing Asphalt CR #74 Westchester Bourne.	74	2500	m2	\$7.10	\$17,750.00	\$6.35	\$15,875.00	\$6.00	\$15,000.00	\$8.26	\$20,650.00
11 (44017)	HL-3 Hot Mix Asphalt CR #8 Thames Rd	8	100	T	\$151.00	\$15,100.00	\$168.00	\$16,800.00	\$158.00	\$15,800.00	\$223.46	\$22,346.00
11 (44017)	Milling Existing Asphalt CR #8 Thames Rd	8	250	m2	\$16.30	\$4,075.00	\$18.90	\$4,725.00	\$10.50	\$2,625.00	\$49.19	\$12,297.50
12	HL-3 Hot Mix Asphalt on Bridge Deck CR #39 Hickory Dr	39	60	T	\$174.00	\$10,440.00	\$200.00	\$12,000.00	\$231.00	\$13,860.00	\$208.96	\$12,537.60
12	HL-4 Hot Mix Base Asphalt on Bridge Deck CR #39 Hickory Dr	39	70	T	\$159.00	\$11,130.00	\$183.00	\$12,810.00	\$231.00	\$16,170.00	\$220.53	\$15,437.10

	DUFFERIN	J-AAR	DICOCCO	COCO
	\$3,423,803.00	\$3,544,264.00	\$4,207,646.00	\$3,484,000.00
HST	\$445,094.39	\$460,754.32	\$546,993.98	HST \$452,920.00
TOTAL	\$3,868,897.39	\$4,005,018.32	\$4,754,639.98	\$3,936,920.00



County Council

Meeting Date: February 16, 2021
Submitted by: Chris Traini, P.Eng., County Engineer
Subject: TENDER FOR COLD IN PLACE ASPHALT RECYCLING
CONTRACT M-C-21

BACKGROUND:

Contract M-C-21 for the supply of cold in place asphalt recycling was advertised with tenders accepted until 12 noon, Wednesday, February 10, 2021.

ANALYSIS:

The County received three bids for this contract. Lavis Contracting Co. Limited was the low bidder with a total bid price of \$539,847.50 plus HST. A summary of the unit prices is attached.

Lavis Contracting Co. Limited have worked for the County in the past and have provided service that meets or exceeds the expectations of the County. It is recommended that their bid be accepted.

RECOMMENDATION:

That the bid of Lavis Contracting Co. Limited in the amount of \$539,847.50 before taxes for Contract M-C-21 for the supply of cold in place asphalt recycling be accepted.

COLD ASPHALT RECYCLING - M-C-21

ITEM No.	DESCRIPTION	ROAD	QUANITIES	UNIT	COCO PAVING PER UNIT	COCO PAVING TOTAL	ROTO-MILL PER UNIT	ROTO-MILL TOTAL	LAVIS CONTRACTING PER UNIT	LAVIS CONTRACTING TOTAL
1	Cold Recycled Mix County Road 28 - Job 70152	28	33,500	m2	\$5.90	\$197,650.00	\$5.50	\$184,250.00	\$5.85	\$195,975.00
2	Supply Binder County Road 28 - Job 70152	28	117,250	kg	\$0.80	\$93,800.00	\$0.80	\$93,800.00	\$0.80	\$93,800.00
3	HL-4 Stone Required to Correct Mix Design County Road 28 - Job 70152	28	670	Tonnes	\$22.00	\$14,740.00	\$25.00	\$16,750.00	\$18.00	\$12,060.00
4	Field Sampling to Establish Mix Design County Road 28 - Job 70152	28	1	L.S.	\$6,000.00	\$6,000.00	\$15,252.00	\$15,252.00	\$4,000.00	\$4,000.00
5	Field Testing of Binder County Road 28 - Job 70152	28	1	L.S.	\$6,000.00	\$6,000.00	\$14,352.00	\$14,352.00	\$1,000.00	\$1,000.00
6	Field Testing of Compaction Densities County Road 28 - Job 70152	28	1	L.S.	\$6,000.00	\$6,000.00	\$8,650.00	\$8,650.00	\$5,000.00	\$5,000.00
7	Cold Recycled Mix County Road 30 - Job 70153	30	24250	m2	\$5.90	\$143,075.00	\$5.50	\$133,375.00	\$5.85	\$141,862.50
8	Supply Binder County Road 30 - Job 70153	30	84900	kg	\$0.80	\$67,920.00	\$0.80	\$67,920.00	\$0.80	\$67,920.00
9	HL-4 Stone Required to Correct Mix Design County Road 30 - Job 70153	30	485	Tonnes	\$22.00	\$10,670.00	\$25.00	\$12,125.00	\$18.00	\$8,730.00
10	Field Sampling to Establish Mix Design County Road 30 - Job 70153	30	1	L.S.	\$6,000.00	\$6,000.00	\$15,252.00	\$15,252.00	\$4,000.00	\$4,000.00
11	Field Testing of Binder County Road 30 - Job 70153	30	1	L.S.	\$6,000.00	\$6,000.00	\$12,354.00	\$12,354.00	\$1,000.00	\$1,000.00
12	Field Testing of Compaction Densities County Road 30 - Job 70153	30	1	L.S.	\$6,000.00	\$6,000.00	\$7,650.00	\$7,650.00	\$4,500.00	\$4,500.00

\$563,855.00

HST

TOTAL**\$73,301.15****\$637,156.15**

HST

\$581,730.00**\$75,624.90****\$657,354.90**

HST

\$539,847.50**\$70,180.18****\$610,027.68**

THE CORPORATION OF THE COUNTY OF MIDDLESEX

BY-LAW #

A BY-LAW to confirm proceedings of the Council of The Corporation of the County of Middlesex – FEBRUARY 16, 2021.

WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the County of Middlesex at the FEBRUARY 16, 2021, Session be confirmed and adopted by By-law.

WHEREAS section 5(3) of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 10 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that a municipality may pass by-laws respecting any service or thing that the municipality considers necessary or desirable for the public;

THEREFORE the Council of The Corporation of the County of Middlesex enacts as follows:

1. That the action of the Council of The Corporation of the County of Middlesex in respect of all recommendations in reports of committees, all motions and resolutions and all other action passed and taken by the Council of The Corporation of the County of Middlesex, documents and transactions entered into during the FEBRUARY 16, 2021, Session of Council, are hereby adopted and confirmed, as if the same were expressly included in this By-law.
2. That the Warden and proper officials of The Corporation of the County of Middlesex are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Corporation of the County of Middlesex during the said FEBRUARY 16, 2021, Session referred to in Section 1 of this By-law.
3. That the Warden 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 County of Middlesex to all documents referred to in said Section 1.

PASSED IN COUNCIL this 16th day of February, 2021.

Cathy Burghardt-Jesson, Warden

Kathleen Bunting, County Clerk



Committee of Whole

Meeting Date: February 16, 2021
Submitted by: Mark Brown, Woodlands Conservation Officer
SUBJECT: APPLICATION FOR COUNCIL EXEMPTION FOR CLEARING WOODLANDS; TONY VAN AERT; LOT 2 WEST, CONCESSION 1 SER; 1179 EGREMONT DRIVE; ADELAIDE METCALFE

BACKGROUND:

The County's Woodlands Conservation By-law No. 5738 regulates woodlands and no person may injure or destroy living trees within regulated woodlands unless it is in accordance with Good Forestry practices, Circumference Limit practices, or as a result of an 'exemption'.

Tony Van Aert has applied under Section 4 of the Woodlands Conservation By-law for an 'exemption' to clear 0.76 ha (1.88 ac) of woodlands that are regulated under By-law No. 5738. The reasons provided for the proposed clearing are to convert the area, which was used as cattle pasture woodland, to agricultural crops and square up the field. The owner proposes to replant an equivalent area on the same property in open areas of the remaining woodlands.

The property is located in Lot 2 West, Concession 1SER, 1179 Egremont Drive in the Township of Adelaide Metcalfe. The property and the area requested to be cleared as well as the area proposed to be replanted are shown on the attached maps and photographs.

ANALYSIS:

The area of proposed clearing is 0.76 ha (1.88 ac) of mature deciduous forest comprising predominantly maple and beech. The proposed clearing 0.76 ha (1.88 ac) is part of a 5.09 ha (12.6 ac) woodland on the subject property and part of a larger complex of 11.36 ha (28.07 ac) contiguous significant woodlands in the area. The woodlands are part of a complex of Carolinian forest zone deciduous woodland in this locality that is recognized as 'significant' in the Middlesex Natural Heritage System Study (MNHSS 2014) and delineated on Schedule C of the County's Official Plan. The

area proposed to be cleared is not within a regulated area by Ausable Bayfield Conservation Authority.

In accordance with the County's no net loss policy the applicant proposes to replant an equivalent area on the same property in open areas of the remaining woodlands. Staff notes that the replanted area would be contiguous with existing 'significant woodland' and thereby would have protection under the Woodland Conservation By-law No. 5738.

Constraints Analysis - Field Investigation

Evaluation Criteria	Analysis/Findings
Native Carolinian species woodland.	Native deciduous woodlands, maple and beech.
Evidence of long-term continuous forest cover.	The portion of the woodland proposed to be cleared appears to have been present prior to 1955 and the significant change since appears to be the clearing for Highway 402, otherwise it appears very similar in size and shape.
Proposed area for removal would affect viability of remaining woodland (extent of proposed clearing relative to overall size of woodland).	The area proposed for clearing, replanting represents 15% of the overall woodland on the subject property, and clearing is not expected to reduce the viability of the woodland because it is a narrow peninsula oriented at 90 degrees to the rest of the woodland.
Species composition, diversity and age class.	Species diversity and tree size is not dissimilar in the area proposed for clearing and the area to be retained.
Influence of recent disturbance (natural successional trajectory).	The woodlands proposed for clearing appear to have been utilized for cattle pasture for many years, which has led to the understory tree and shrub population being sparse, with grass dominated ground cover.
Is the applicant willing to replant an equivalent area on their land and will it be contiguous with existing significant woodlands?	The landowner is willing to replant an equivalent area, which will infill existing open areas within the remaining area of significant woodland.
Effect on remaining woodland	Removal of the area proposed is not expected to increase the proportion of exposed edge trees or reduce the area of interior habitat.
A Development Assessment Report was completed to support the proposed clearing.	A Development Assessment Report was not completed and is not required by the By-law for a proposed clearing of this size.

Regulatory Constraints

Regulatory Constraint	Analysis/Findings
Woodland meets natural heritage significance criteria (MNHSS, 2014).	Area proposed for clearing meets the definition of 'significant woodland'.
Proposed clearing area includes or supports rare/protected wildlife species habitat.	No obvious signs, but otherwise undetermined at this time.
Proposed clearing area includes provincially designated wetlands, ANSIs, or Conservation Authority Regulated Area.	The area proposed for clearing is not an area regulated by Ausable Bayfield Conservation Authority. The area proposed for clearing does not appear to include wetlands.
Species at Risk screening.	No tree species at risk (SAR) were observed in the area proposed to be cleared, however a detailed inventory was not carried out by the Woodland Conservation Officer.
Previous exemptions.	No previous exemptions have been approved for the subject woodland on the subject property.
Federal, Provincial, Municipal, NGO funding.	Undetermined but unlikely given the maturity (age) of subject woodland.
Provincial Landowner Tax incentive Programs.	Area proposed for clearing does not appear to be currently enrolled in the Managed Forest tax Incentive program (MFTIP) or Conservation Land Tax Incentive Program (CLTIP).
Woodland was planted or retained as a condition of a planning approval.	No.

At the time of submitting this report the following written submissions have been received as a result of the application circulation. An email was received inquiring whether or not trees will be replanted.

Conclusion

The proposed area of woodland for clearing does not appear to affect the overall viability of the woodland complex on the subject and adjacent lands.

FINANCIAL IMPLICATIONS:

If the requested exemption application is granted, existing staff resources would be necessary to implement Council's decision.

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none">• Support opportunities to create a stronger and sustainable agricultural sector

RECOMMENDATION:

That the application by Tony Van Aert Lot 2 west, Concession 1SER, 1179 Egremont Drive in the municipality of Adelaide Metcalfe for council exemption for clearing woodlands for conversion to agriculture be granted subject to the following conditions:

- a) The applicant will be required to complete the replanting to the satisfaction of the Woodland Conservation Officer.
- b) Payment of a refundable security deposit of \$6,016.00 to be held by the County of Middlesex until the Woodland Conservation officer is satisfied the newly planted area is fully stocked and 'free to grow'.
- c) A minimum of 840 native (Carolinian forest zone species) trees 30-40cm tall bare root or potted transplant stock of appropriate seed source/provenance be planted and maintained across the replanting area, until such time as they are 'free to grow'.
- d) Any tree clearing must occur outside the bird nesting season per the Migratory Bird Convention Act (MBCA).
- e) Any tree clearing must occur outside the bat roosting season.
- f) The applicant to provide the Woodland Conservation Officer with a report signed off by a Registered Professional Forester documenting fulfillment of the conditions applied to this exemption and confirming that the replanted trees are 'Free to Grow'.

- g) The landowner is solely responsible for compliance with species at risk legislation both federal and provincial.

The landowner is solely responsible for compliance with Ausable Bayfield Conservation Authority regulations and permitting requirements which may be applicable.

Attachments

**APPLICATION FOR
COUNCIL EXEMPTION**





APPLICATION NO. 2020-01

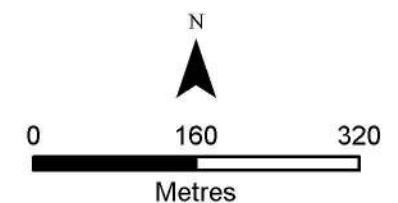
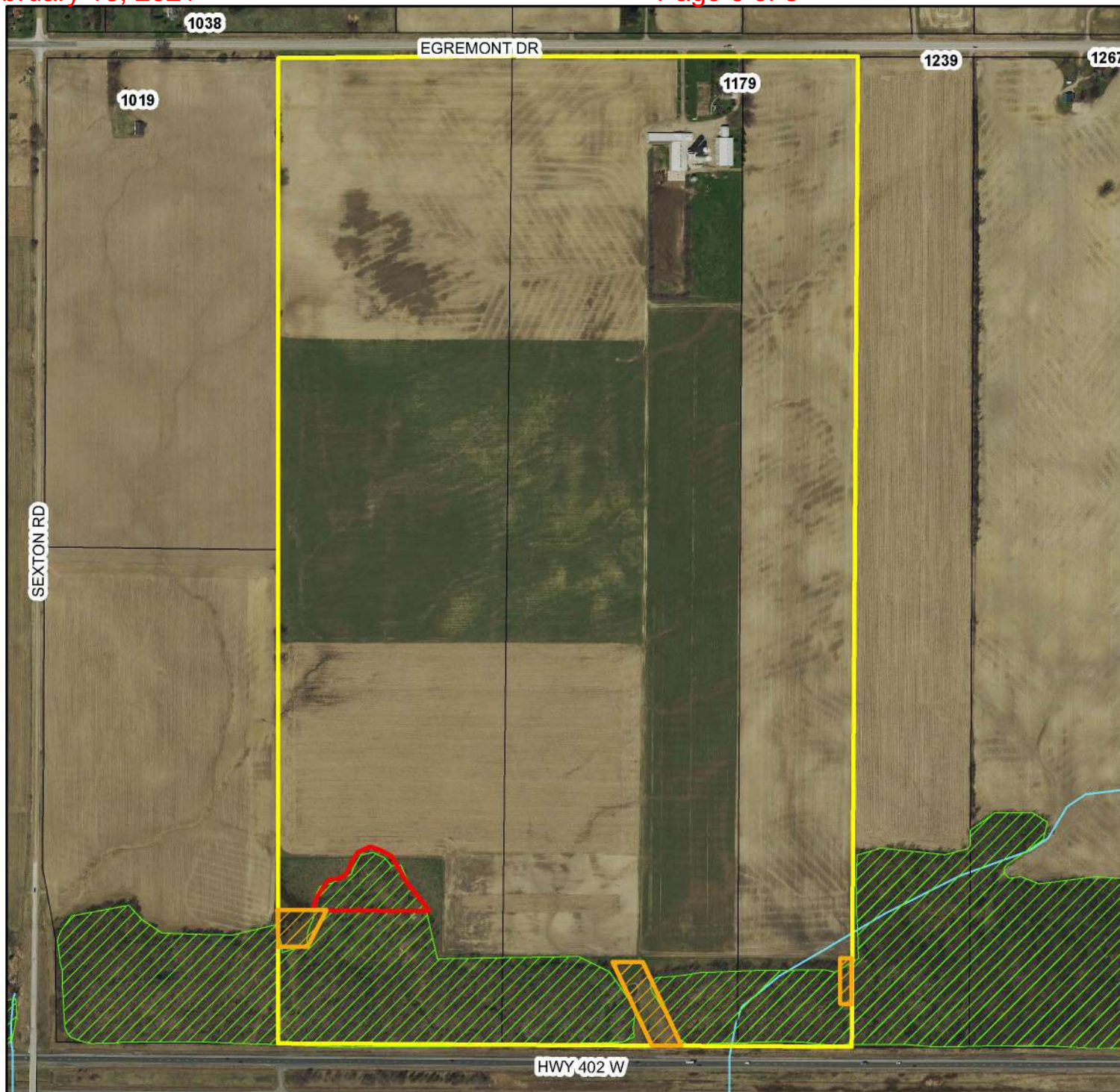
Pursuant to
Woodlands Conservation
By-law No. 5738

Legend

Tony Van Aert

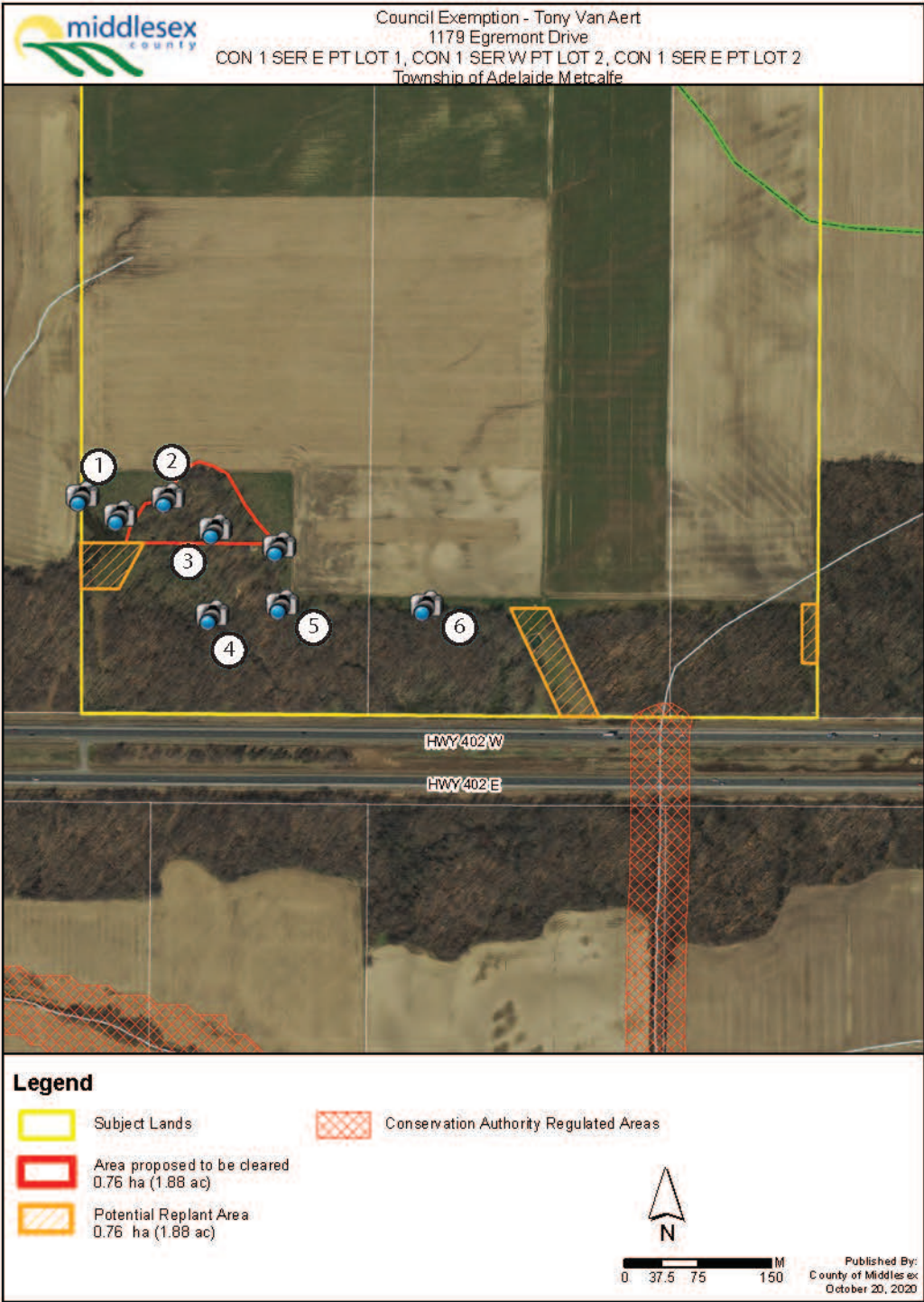
1179 Egremont Drive
Con 1 SER E PT Lot 1, Con 1 SER W
PT Lot 2, CON 1 SER E PT Lot 2
Township of Adelaide Metcalfe

-  Subject Lands
-  Area proposed to be cleared
0.76 ha (1.88 ac)
-  Potential Replant Area
0.76 ha (1.88 ac)
-  Significant Woodlands



1:7,424

Published by:
Planning Department
County of Middlesex
October 2020



Van Aert Exemption - Woodlot 1955



Van Aert Exemption - Woodlot 2015





Committee of the Whole

Meeting Date: February 16, 2021
Submitted by: Mark Brown, Woodlands Conservation Officer
SUBJECT: APPLICATION FOR COUNCIL EXEMPTION FOR CLEARING
WOODLANDS; ADAM AND INGRID VIEIRA; PART LOT 3,
CONCESSION 6; 6864 OLDE DRIVE; STRATHROY-CARADOC

BACKGROUND:

The County's Woodlands Conservation By-law No. 5738 regulates woodlands and no person may injure or destroy living trees within regulated woodlands unless it is in accordance with Good Forestry practices, Circumference Limit practices, or as a result of an 'exemption'.

Adam and Ingrid Vieira have applied under Section 4 of the Woodlands Conservation By-law for an 'exemption' to clear 0.22 hectares (0.54 acres) of woodlands that are regulated under By-law No. 5738. The reasons provided for the proposed clearing are to convert the area to agricultural crops and to improve operational efficiency. The owner proposes to replant an equivalent area on the same property adjacent to remaining woodlands / creek.

The property is located in Part Lot 3, Concession 6, 6864 Olde Drive in the Municipality of Strathroy-Caradoc. The property and the area requested to be cleared as well as the area proposed to be replanted are shown on the attached maps and photographs.

ANALYSIS:

The area of proposed clearing is 0.22 hectares (0.54 acres) of deciduous woodland – predominantly Walnut and Poplar. The proposed clearing area is part of a 6.02 ha (14.87 ac) woodland on the subject property and part of an overall 30.88 ha (76.30 ac) Carolinian forest zone deciduous woodland in this locality that is recognized as 'significant' in the Middlesex Natural Heritage System Study (MNHSS 2014) and delineated on Schedule C of the County's Official Plan. The area proposed to be cleared is located within a Regulated Area of the St Clair Region Conservation Authority.

In accordance with the County's no net loss policy the applicants are proposing to replant an equivalent area on the same property with native deciduous trees as shown on the attached map. Staff notes that the replanted area would be contiguous with existing 'significant woodland' and thereby would have protection under the Woodland Conservation By-law No. 5738.

Constraints Analysis - Field Investigation

Evaluation Criteria	Analysis/Findings
Native Carolinian species woodland.	Native deciduous woodlands, maple and beech.
Evidence of long-term continuous forest cover.	The portion of the woodland proposed to be cleared does not appear to have been present prior to 1955. Young woodland / plantation species composition and site characteristics confirm this.
Proposed area for removal would affect viability of remaining woodland (extent of proposed clearing relative to overall size of woodland).	The area proposed for clearing, replanting represents 3.6% of the overall woodland on the subject property, and clearing is not expected to reduce the viability of the woodland.
Species composition, diversity and age class.	Species diversity and tree size is not dissimilar in the area proposed for clearing and the area to be retained.
Influence of recent disturbance (natural successional trajectory).	The woodlands proposed for clearing appear to have been planted circa thirty / forty years ago as a plantation of pine and walnut either side of the large drainage channel and beside the creek.
Is the applicant willing to replant an equivalent area on their land and will it be contiguous with existing significant woodlands?	The landowner is willing to replant an equivalent area, which will broaden the existing tree / woodland cover alongside the creek to the south, providing additional environmental benefits.
Effect on remaining woodland	Removal of the area proposed is not expected to increase the proportion of exposed edge trees or reduce the area of interior habitat.
A Development Assessment Report was completed to support the proposed clearing.	A Development Assessment Report was not completed and is not required by the By-law for a proposed clearing of this size.

Regulatory Constraints

Regulatory Constraint	Analysis/Findings
Woodland meets natural heritage significance criteria (MNHSS, 2014).	Area proposed for clearing meets the definition of 'significant woodland'.
Proposed clearing area includes or supports rare/protected wildlife species habitat.	No obvious signs, but otherwise undetermined at this time.
Proposed clearing area includes provincially designated wetlands, ANSIs, or Conservation Authority Regulated Area.	<p>The area proposed for clearing comprises an area regulated by St Clair Region Conservation Authority (SCRCA).</p> <p>The SCRCA have been consulted and they have come to an agreement with the landowner for retention of a 12 metre woodland buffer measured from the centerline of the municipal drain / creek as delineated on the maps.</p> <p>The area proposed for clearing does not appear to include wetlands</p>
Species at Risk screening.	No tree species at risk (SAR) were observed in the area proposed to be cleared, however a detailed inventory was not carried out by the Woodland Conservation Officer.
Previous exemptions.	No previous exemptions have been approved for the subject woodland on the subject property.
Federal, Provincial, Municipal, NGO funding.	Undetermined for the subject woodland, it is possible given the age of these woodlands that they were planted as part of an afforestation initiative.
Provincial Landowner Tax incentive Programs.	Area proposed for clearing does not appear to be currently enrolled in the Managed Forest tax Incentive program (MFTIP) or Conservation Land Tax Incentive Program (CLTIP).
Woodland was planted or retained as a condition of a planning approval.	No.

At the time of submitting this report the following written submission has been received as a result of the circulation. The SCRCA indicated that they “.. *reviewed the revised map that you have provided, as attached, and this tree removal plan would not require review by SCRCA staff and can move forward at any time.*”.

Conclusion

The proposed area of woodland for clearing does not appear to affect the overall viability of the woodland complex on the subject and adjacent lands. The applicant has worked with the conservation authority to establish setbacks from the municipal drain / creek. If approved with the recommended conditions, there would be no net loss of woodland.

FINANCIAL IMPLICATIONS:

If the requested exemption application is granted, existing staff resources would be necessary to implement Council's decision.

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none">• Support opportunities to create a stronger and sustainable agricultural sector

RECOMMENDATION:

That the application by Adam and Ingrid Vieira Pt Lot 3 Con 6, 6864 Olde Drive, in the Municipality of Strathroy-Caradoc for council exemption for clearing woodlands for conversion to agriculture be granted subject to the following conditions:

- a) The applicant will be required to complete the replanting to the satisfaction of the Woodland Conservation Officer.
- b) Payment of a refundable security deposit of \$1,728.00 to be held by the County of Middlesex until the Woodland Conservation officer is satisfied the newly planted area is fully stocked and 'free to grow'.
- c) A minimum of 400 native (Carolinian forest zone species) trees 30-40cm tall bare root or potted transplant stock of appropriate seed source/provenance be planted and maintained across the replanting area, until such time as they are 'free to grow'.

- d) Any tree clearing must occur outside the bird nesting season per the Migratory Bird Convention Act (MBCA).
- e) Any tree clearing must occur outside the bat roosting season.
- f) The applicant to provide the Woodland Conservation Officer with a report signed off by a Registered Professional Forester documenting fulfillment of the conditions applied to this exemption and confirming that the replanted trees are 'Free to Grow'.
- g) The landowner is solely responsible for compliance with species at risk legislation both federal and provincial.

The landowner is solely responsible for compliance with St Clair Region Conservation Authority regulations and permitting requirements which may be applicable.

Attachments





**APPLICATION FOR
COUNCIL EXEMPTION**

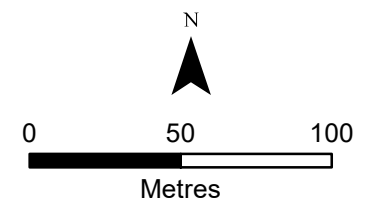
APPLICATION NO. 2019-01

Pursuant to
Woodlands Conservation
By-law No. 5738

Legend

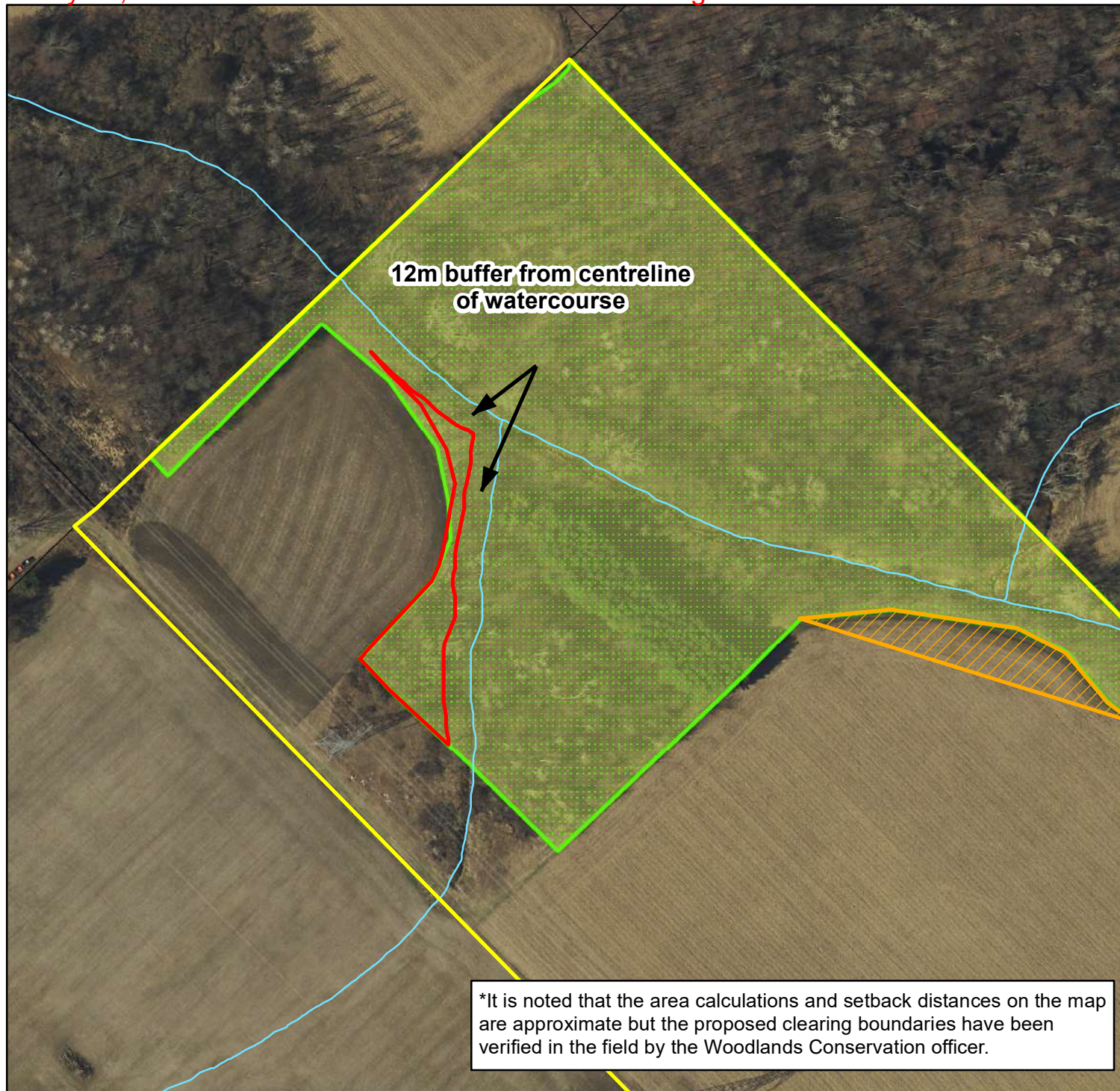
Adam Vieira
6864 Olde Dr
Pt Lot 3, Concession 6
Municipality of Strathroy-Caradoc

-  Subject Lands
-  Area Proposed to be Cleared
0.22 ha (0.54 ac)
-  Proposed replant area
0.22 ha (0.54 ac)
-  Significant Woodland
(MNHSS 2014)

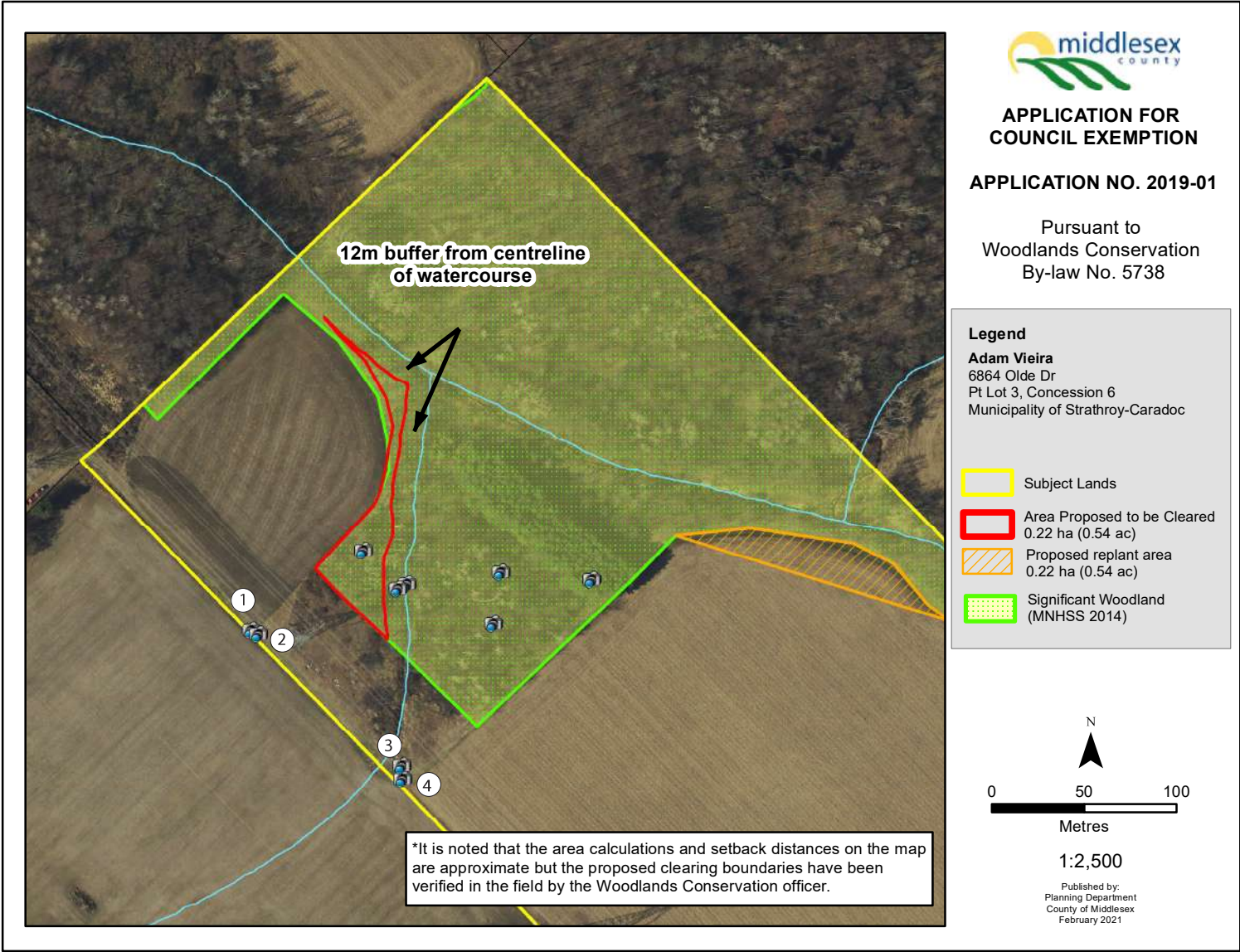


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Published by:
Planning Department
County of Middlesex
February 2021



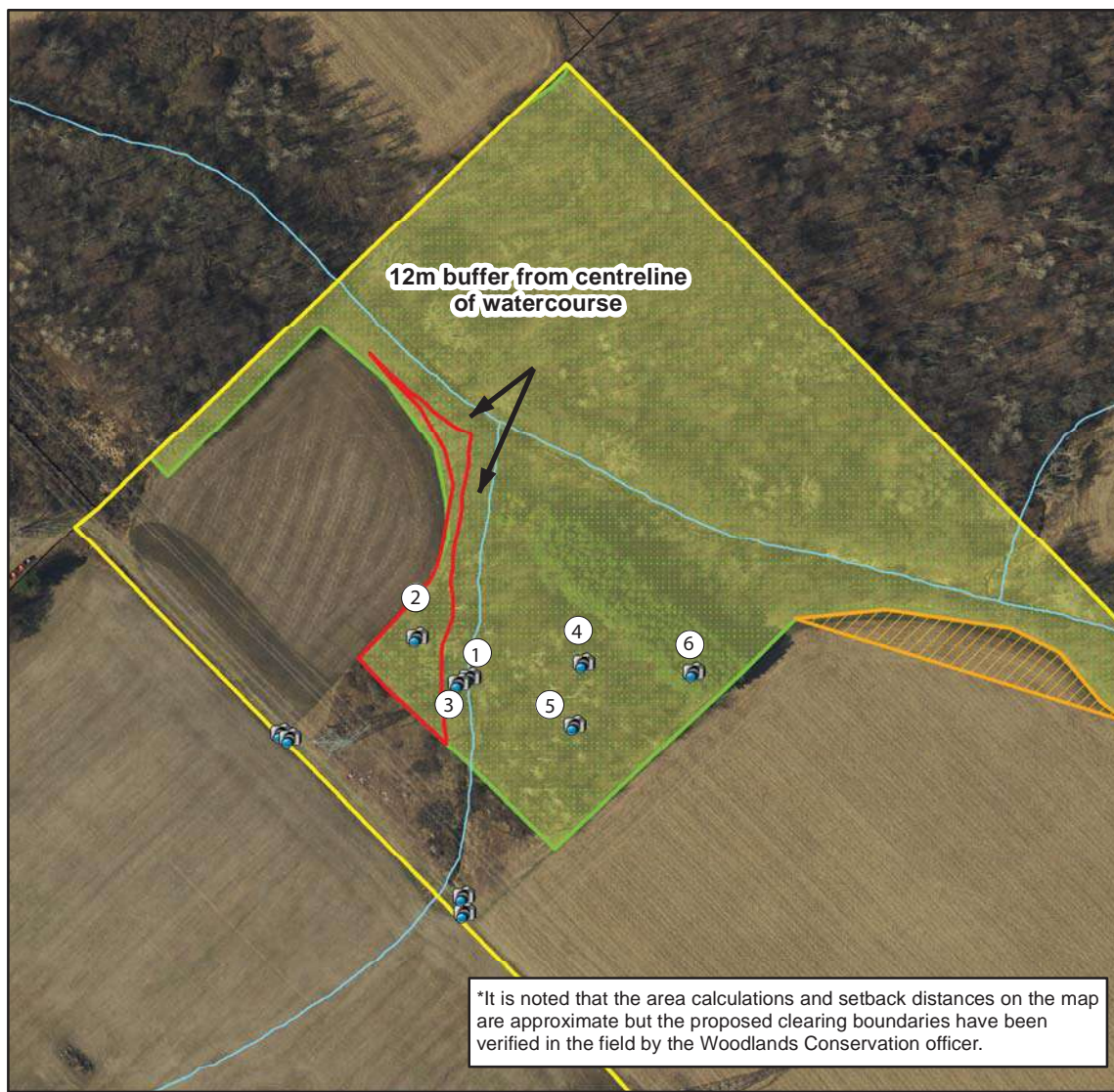
*It is noted that the area calculations and setback distances on the map are approximate but the proposed clearing boundaries have been verified in the field by the Woodlands Conservation officer.



February 16, 2021

Page 8 of 9

A 2 - CW Action



Vieira Exemption - Woodlot 1955



Vieira Exemption - Woodlot 2015





Committee of Whole

Meeting Date: February 16, 2021
Submitted by: Mark Brown, Woodlands Conservation Officer
SUBJECT: APPLICATION FOR COUNCIL EXEMPTION FOR CLEARING
WOODLANDS; WILLEM BLOEMEN, LOT 17, CONCESSION 7;
LUCAN BIDDULPH

BACKGROUND:

The County's Woodlands Conservation By-law No. 5738 regulates woodlands and no person may injure or destroy living trees within regulated woodlands unless it is in accordance with Good Forestry practices, Circumference Limit practices, or as a result of an 'exemption'.

Willem Bloemen has applied under Section 4 of the Woodlands Conservation By-law for an 'exemption' to clear 0.36 ha (0.89 ac) of woodlands that are regulated under By-law No. 5738. The reasons provided for the proposed clearing are to convert the area to agricultural crops and square up the field. The owner proposes to replant an equivalent area on the same property along the property line between the remaining woodland and connecting to an isolated block of woodland to the south (see Map).

The property is located in Concession 7, Lot 17, in the Township of Lucan Biddulph. The property and the area requested to be cleared as well as the area proposed to be replanted are shown on the attached maps and photographs

ANALYSIS:

The area of proposed clearing is 0.36 ha (0.89 ac) of mature deciduous forest – predominantly maple, hickory and ironwood. The proposed clearing 0.36 ha (0.89 ac) is part of a 0.92 ha (2.82 ac) woodland on the subject property and part of a larger complex of 2.96 ha (7.31 ac) contiguous significant woodlands in the area. The Carolinian forest zone deciduous woodlands in this locality meets the definition of 'woodland' in the Middlesex Woodlands Conservation By-law, but are not delineated on Schedule C of the County's Official Plan. The area proposed to be cleared is not within a regulated area by Ausable Bayfield Conservation Authority.

In accordance with the County's no net loss policy the applicant proposes to replant an equivalent area on the same property with native deciduous trees in the area as shown on the attached map. Staff notes that the replanted area would be contiguous with existing woodland and thereby would have protection under the Woodland Conservation By-law No. 5738.

Constraints Analysis - Field Investigation

Evaluation Criteria	Analysis/Findings
Native Carolinian species woodland.	Native deciduous woodlands, maple and beech.
Evidence of long-term continuous forest cover.	The portion of the woodland proposed to be cleared appears to have been present prior to 1955. Additional woodlands appear to have been established since that time.
Proposed area for removal would affect viability of remaining woodland (extent of proposed clearing relative to overall size of woodland).	The area proposed for clearing and replanting represents 39% of the overall woodland on the subject property and clearing is not expected to have a significant impact on the long-term viability of the retained woodland.
Species composition, diversity and age class.	Species diversity / stocking density and tree size is not dissimilar in the area proposed for clearing and the area to be retained.
Influence of recent disturbance (natural successional trajectory).	The woodlands proposed for clearing do not appear to have been affected by any significant natural disturbances.
Is the applicant willing to replant an equivalent area on their land and will it be contiguous with existing significant woodlands?	The landowner is willing to replant an equivalent area which will be contiguous with the remaining area of significant woodland. The owner also proposes to plant additional area to square up the block to the south
Effect on remaining woodland	Removal of the area proposed is not expected to increase the proportion of exposed edge trees but it will temporarily reduce the area of interior habitat, until the replanted woodlands are established.
A Development Assessment Report was completed to support the proposed clearing.	A Development Assessment Report was not completed and is not required by the By-law for a proposed clearing of this size.

Regulatory Constraints

Regulatory Constraint	Analysis/Findings
Woodland meets natural heritage significance criteria (MNHSS, 2014).	Area proposed for clearing meets the definition of 'woodland' in the Middlesex County Woodlands Conservation By-law No. 5738.
Proposed clearing area includes or supports rare/protected wildlife species habitat.	No obvious signs, but otherwise undetermined at this time.
Proposed clearing area includes provincially designated wetlands, ANSIs, or Conservation Authority Regulated Area.	The area proposed for clearing is not an area regulated by Ausable Bayfield Conservation Authority. The area proposed for clearing does not include wetlands
Species at Risk screening.	No tree species at risk (SAR) were observed in the area proposed to be cleared, however a detailed inventory was not carried out by the Woodland Conservation Officer.
Previous exemptions.	No previous exemptions have been approved for the subject woodland on the subject property.
Federal, Provincial, Municipal, NGO funding.	Undetermined but unlikely given the maturity (age) of subject woodland.
Provincial Landowner Tax incentive Programs.	Area proposed for clearing does not appear to be currently enrolled in the Managed Forest tax Incentive program (MFTIP) or Conservation Land Tax Incentive Program (CLTIP).
Woodland was planted or retained as a condition of a planning approval.	No.

At the time of submitting this report, no written submissions have been received as a result of the application circulation.

Conclusion

The proposed area of woodland for clearing does not appear to affect the overall viability of the woodland complex on the subject and adjacent lands. Joining the remaining isolated blocks of woodland is expected to maintain overall long-term viability.

FINANCIAL IMPLICATIONS:

If the requested exemption application is granted, existing staff resources would be necessary to implement Council's decision.

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none">• Support opportunities to create a stronger and sustainable agricultural sector

RECOMMENDATION:

That the application by Willem Bloemen, Concession 7, Lot 17, in the Township of Lucan Biddulph. for council exemption for clearing woodlands for conversion to agriculture be granted subject to the following conditions:

- a) The applicant will be required to complete the replanting to the satisfaction of the Woodland Conservation Officer.
- b) Payment of a refundable security deposit of \$2,848.00 to be held by the County of Middlesex until the Woodland Conservation officer is satisfied the newly planted area is fully stocked and 'free to grow'.
- c) A minimum of 396 native (Carolinian forest zone species) trees 30-40cm tall bare root or potted transplant stock of appropriate seed source/provenance be planted and maintained across the replanting area, until such time as they are 'free to grow'.
- d) Any tree clearing must occur outside the bird nesting season per the Migratory Bird Convention Act (MBCA).
- e) Any tree clearing must occur outside the bat roosting season.
- f) The applicant to provide the Woodland Conservation Officer with a report signed off by a Registered Professional Forester documenting fulfillment of the conditions applied to this exemption and confirming that the replanted trees are 'Free to Grow'.

- g) The landowner is solely responsible for compliance with species at risk legislation both federal and provincial.

The landowner is solely responsible for compliance with Ausable Bayfield Conservation Authority regulations and permitting requirements which may be applicable.

Attachments

**APPLICATION FOR
COUNCIL EXEMPTION**





APPLICATION NO. 2020-02

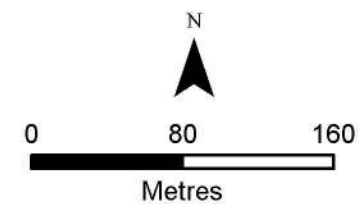
Pursuant to
Woodlands Conservation
By-law No. 5738

Legend

Willem Bloemen

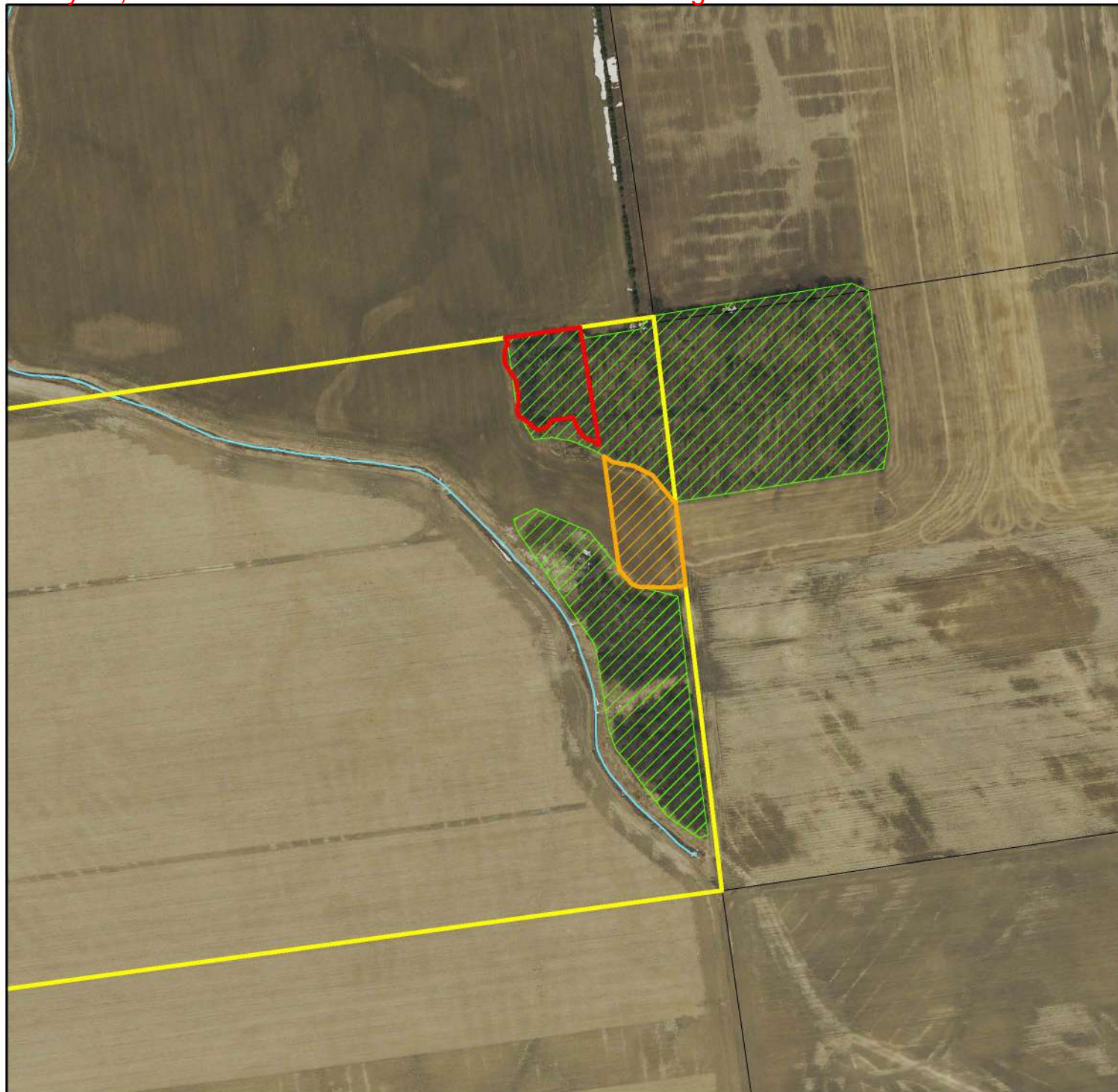
Concession 7, Lot 17
Township of Lucan Biddulph

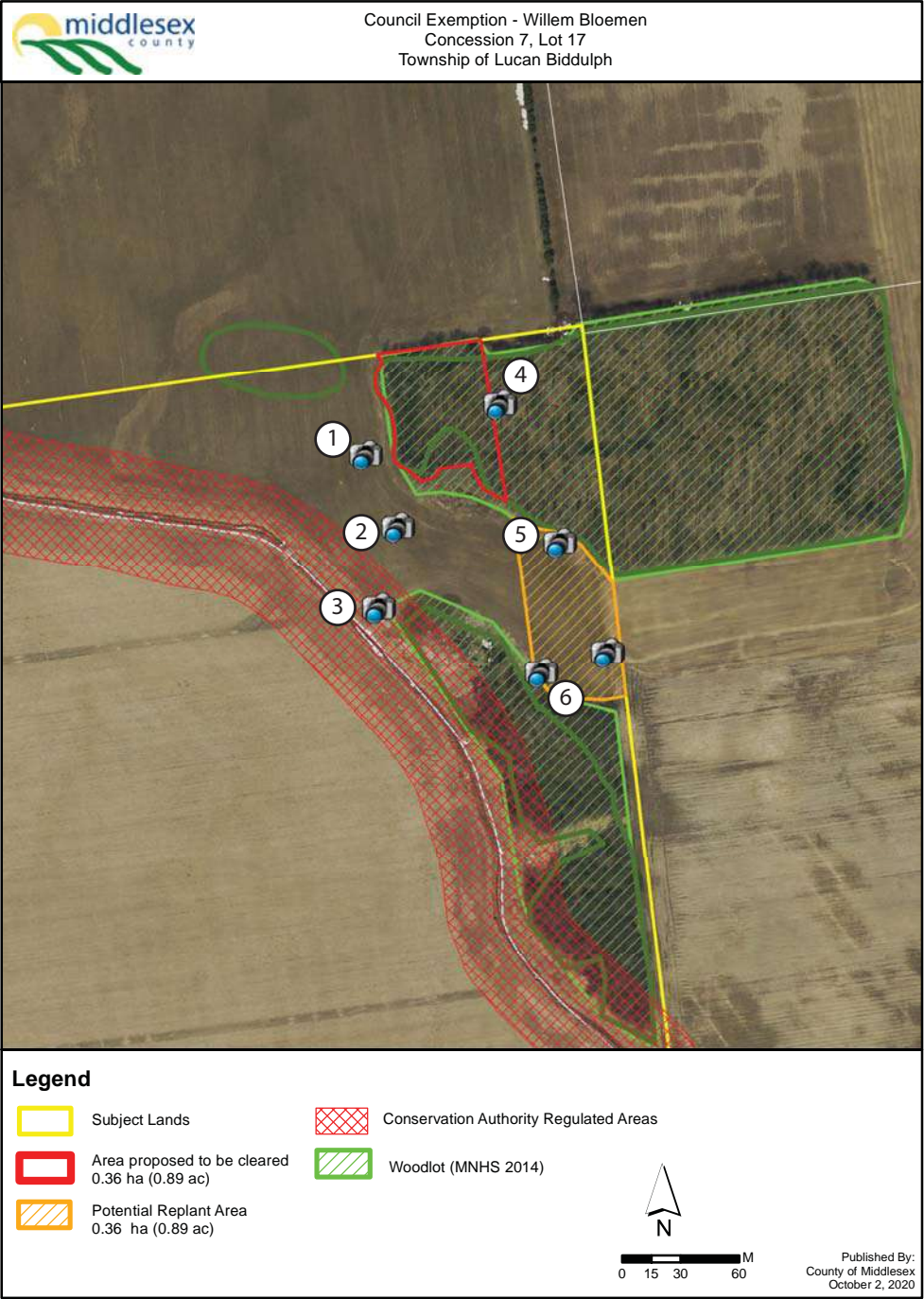
-  Subject Lands
-  Area proposed to be cleared
0.36 ha (0.89 ac)
-  Potential Replant Area
0.36 ha (0.89 ac)
-  Woodlot (MNHSS 2014)



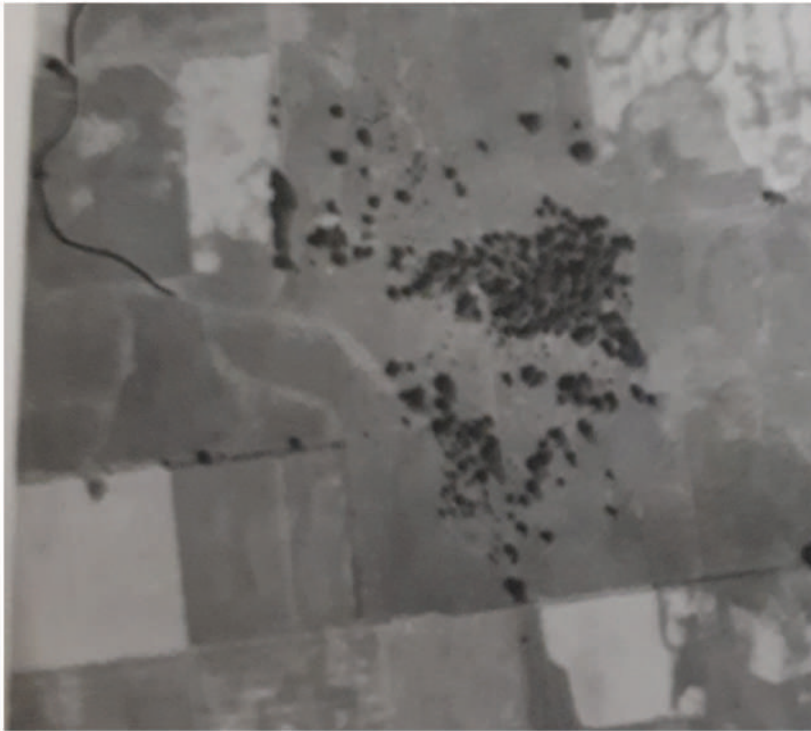
1:4,000

Published by:
Planning Department
County of Middlesex
October 2020





Bloemen Exemption - Woodlot 1955



Bloemen Exemption - Woodlot 2015





Committee of Whole

Meeting Date: February 16, 2021
Submitted by: Kathy Bunting, County Clerk
SUBJECT: DATE CHANGE FOR AUGUST 2021 COUNTY COUNCIL MEETING

BACKGROUND:

The 2021 Middlesex County meeting calendar was approved by Middlesex County Council on September 8, 2020.

ANALYSIS:

At the time the 2021 Calendar was prepared, a couple conference dates had not yet been set. The AMO Virtual Conference has been scheduled for August 15 to 18, 2021 and conflicts with the August 17, 2021 Middlesex County Council Meeting.

I am recommending that the date for the August Council meeting be changed to August 10, 2021, one week earlier.

For your information the date for the 2021 FCM Conference has been scheduled for June 3 to 5, 2021.

FINANCIAL IMPLICATIONS:

None

ALIGNMENT WITH STRATEGIC FOCUS:

None

RECOMMENDATION:

That the date of the Middlesex County Council meeting be changed to August 10, 2021; that a revised calendar be circulated to County Council and local municipalities; and that the schedule be updated on the web site.



Committee of the Whole

Meeting Date: February 16, 2021
Submitted by: Sam McFarlane, Accessibility Coordinator
SUBJECT: 2020 ANNUAL ACCESSIBILITY STATUS REPORT

BACKGROUND:

The County of Middlesex is required to prepare an annual accessibility status report on the progress of measures taken to implement the strategies outlined in the multi-year accessibility plan.

ANALYSIS:

The County's second multi-year accessibility plan was adopted by Middlesex County Council in 2016 and will expire at the end of 2021. Over this 5-year period, on an annual basis, County staff are required to provide an update to County Council on the progress made towards obtaining the goals outlined in the Multi-year Accessibility Plan. This report will outline the measures taken to ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA) as well as Ontario Regulation 191/11 - Integrated Accessibility Standards Regulation (IASR)

Highlights of the status report include:

- Enabling Accessibility Fund (Federal grant opportunity for funding up to \$100,000) application support provided to multiple local municipal partners
 - Successful in securing funding working with the Municipality of North Middlesex to make significant accessibility upgrades to the Ailsa Craig Community Centre
- Significant accessibility upgrades installed at the Municipality of North Middlesex's Council chambers including audio (voice amplification and improved acoustics) and video components to build a more accessible Council experience for members of the public and members of Council

- Middlesex Accessibility Advisory Committee consultation and review of the following projects:
 - Strathroy Public Library Renovation
 - Douglas B. Weldon Park lighting & asphalt project
 - Caverhill Park swing bays
 - Denfield Park play structure replacement
 - Kilworth Heights West Park
 - Poplar Hill Park project
 - Ilderton Library addition
- New sidewalk system constructed in the Napperton Drive and Pike Road area in the Municipality of Adelaide-Metcalfe, meeting exterior paths of travel requirements under the IASR
- Significant built environment upgrades across the Municipality of Strathroy-Caradoc including
 - Installation of a mobility-device friendly trail system & 2 inclusive, barrier free swings in Yorkview Community Park
 - Fully accessible universal washroom upgrades & non-contact barrier free door operators installed at the Gemini Sportsplex
 - Accessible playground installed at Sensory Park utilizing a spectrum of different sensory play options, providing unique and diverse play opportunities for those of all abilities
- Community Services and Facilities upgrades at the Municipality of Thames Centre including:
 - Public pool renovations including barrier-free access with a new in-pool ramp & building entrance accessibility upgrades (barrier-free ramp into the building, increased doorway width, new accessible partitions and barrier-free reception counter)
 - Accessible walking trail installed at Thorndale Park & Slo-Pitch City
 - Barrier-free stops in Dorchester and Thorndale as part of the County Transit initiative

As outlined in the attached status report, the County will continue to remove barriers to people with disabilities. These efforts will be communicated to County Council through the development of a multi-year accessibility plan, and annual status reports.

FINANCIAL IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Cultivating Community Vitality	Advance a diverse, healthy, and engaged community across Middlesex County	<ul style="list-style-type: none">• Promote and support community wellness• Innovate social and community services• Champion and encourage active transportation and public transit opportunities
Connecting Through Infrastructure	Ensure communities are built on a sustainable foundation that is connected and thriving	<ul style="list-style-type: none">• Commit to a sound asset management strategy to maintain and fund critical infrastructure
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none">• Attract visitors to Middlesex County• Support the development and prosperity of downtown core areas in Middlesex County
Promoting Service Excellence	Innovate and transform municipal service delivery	<ul style="list-style-type: none">• Anticipate and align municipal service delivery to emerging needs and expectations• Engage, educate and inform residents, businesses, and visitors of county services and community activities• Collaborate with strategic partners to leverage available resources and opportunities

RECOMMENDATION:

That the Annual Accessibility Status Report be approved as presented and posted on the Middlesex County website.

Attachment



Annual Accessibility Status Report

A SUMMARY OF MIDDLESEX COUNTY'S ACCOMPLISHMENTS TOWARDS INCLUSION IN 2020

Objectives and Purpose

This is the fifth Annual Accessibility Status Report update of Middlesex County's Multi-Year Accessibility Plan. In 2016, Middlesex County released its second Multi-Year Accessibility Plan, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The plan outlined our strategy to prevent and remove barriers to accessibility, which included how we will meet phased-in requirements under the AODA.

This Status Report includes the accessibility initiatives that were completed in 2020 to implement the strategy outlined in our Multi-Year Accessibility Plan.

Compliance Reporting

Middlesex County filed its fifth Accessibility Compliance Report in 2019 with the Ministry for Seniors and Accessibility.

Middlesex County's Commitment Statement

Middlesex County's statement of commitment establishes the vision and goals for the County to meet the legislated accessibility requirements. The County's statement of commitment is publicly available on the County website.

Middlesex County is committed to being responsive to the needs of all its residents and employees. In order to meet the needs of people with disabilities the County will:

- Ensure policies, practices and procedures address dignity, independence, integration and provide for equal opportunity for people with disabilities.
- Allow people with disabilities to use their own personal assistive devices to obtain, use or benefit from the services offered by the County.
- Accommodate the accessibility needs of people with disabilities to ensure they can obtain, use or benefit from the County's goods, services, programs and facilities.
- Communicate with people with disabilities in a manner that takes into account the person's disability.

The County will promote accessibility by ensuring that compliance is met for all regulations made under the Accessibility for Ontarians with Disabilities Act, 2005. Timelines for compliance vary. In order to ensure that timelines are met, the County will establish, implement and maintain a multi-year accessibility plan. The plan will outline the County's strategy to prevent and remove barriers to people with disabilities.

Continuous Achievements in Accessibility

- The County focuses on removing barriers which may exist in our buildings and facilities, while ensuring that new buildings, leases, and renovations do not create any new barriers.
- Middlesex County's Accessibility Policy was updated in 2016, outlining what the County has done to comply with the 2016 Integrated Accessibility Standards Regulations and what our customers and employees can expect as we move forward.
- Middlesex County Accessibility Advisory Committee continues to meet and review accessibility initiatives while representing all local municipal partners across the County.
- The County continues to comply with the requirements of the Integrated Accessibility Standards Regulation including continuing to train staff, volunteers and third parties who interact on behalf of the County on an ongoing basis.
- All library branches continue to provide accessible materials and communication supports upon request. In addition, the library has several accessible materials and resources available including but not limited to: large print books, audio books, Centre for Equitable Library Access (CELA) Library loan access, and accessible computer workstations at the Strathroy, Lucan, Dorchester and Parkhill Library Branches. (Accessible Workstation includes: ZoomText with high-contrast, large print keyboard; Dragon Naturally Speaking and joystick mouse.)
- Notifying the public of accommodations for applicants with disabilities in its recruitment process.
- Continue to review customer feedback and take appropriate action.

Highlights of 2020

- Enabling Accessibility Fund (Federal grant opportunity for funding up to \$100,000) application support provided to multiple local municipal partners
 - Successful in securing funding working with the Municipality of North Middlesex to make significant accessibility upgrades to the Ailsa Craig Community Centre
- Ontario Trillium Foundation: Resilient Communities Fund application support provided to local municipal partners – applications pending review
- Ministry for Seniors & Accessibility Compliance Audit support provided to multiple local municipal partners - compliant responses outstanding
- Significant accessibility upgrades to the Municipality of North Middlesex's Council chambers including audio (voice amplification and improved acoustics) and video components to build a more accessible Council experience for members of the public and members of Council
- Middlesex Accessibility Advisory Committee consultation and review on the following projects:
 - Strathroy Public Library Renovation
 - Douglas B. Weldon Park lighting & asphalt project
 - Caverhill Park swing bays
 - Denfield Park play structure replacement
 - Kilworth Heights West park
 - Poplar Hill Park project
 - Ilderton Library Addition
- Web services RFP issued to support County and participating local municipal partners. RFP includes Web Content Accessibility Guidelines (WCAG) 2.0 AA requirements being met for new website projects
- New sidewalk system constructed in the Napperton Drive and Pike Road area in the Municipality of Adelaide-Metcalfe, meeting exterior paths of travel requirements under the IASR
- Significant built environment upgrades across the Municipality of Strathroy-Caradoc including
 - Installation of a mobility-device friendly trail system & 2 inclusive, barrier free swings in Yorkview Community Park

- Fully accessible universal washroom upgrades & non-contact barrier free door operators installed at the Gemini Sportsplex
 - Accessible playground installed at Sensory Park utilizing a spectrum of different sensory play options, providing unique and diverse play opportunities for those of all abilities
- Community Services and Facilities upgrades at the Municipality of Thames Centre including:
 - Public pool renovations including barrier-free access with a new in-pool ramp & building entrance accessibility upgrades (barrier-free ramp into the building, increased doorway width, new accessible partitions and barrier-free reception counter)
 - Accessible walking trail installed at Thorndale Park & Slo-Pitch City
 - Barrier-free stops in Dorchester and Thorndale as part of the County transit initiative

Availability of the Plan and Status Report

The Multi-Year Accessibility Plan and Annual Accessibility Status Reports can be accessed through Middlesex County's [website](#) or <http://www.middlesex.ca/living-here/accessibility>

Contact Information

For more information contact:

Phone 519-434-7321

Fax 519-434-0638

Email kbunting@middlesex.ca or smcfarlane@middlesex.ca

Mail County Clerk

County of Middlesex

399 Ridout St. N, London ON N6A 2P1

Accessible formats and communication supports available upon request.



Committee of Whole

Meeting Date: February 16, 2021
Submitted by: Durk Vanderwerff, Director of Planning
SUBJECT: ADELAIDE METCALFE OFFICIAL PLAN AMENDMENT NO.14;
GET R DONE FARMS LTD.; FILE NO. 39-AM-OPA14

BACKGROUND:

Get R Done Farms Ltd. has applied to amend the Adelaide Metcalfe Official Plan for lands located within Part of lot 4, Concession 4, N.E.R. (Adelaide). Amendment No. 14 would change the designation of the subject lands from 'Agricultural Area' to 'Aggregate Extraction' to permit the expansion of an existing sand and gravel operation. Amendment No. 14 would also re-designate an area from 'Aggregate Extraction' to 'Agricultural Area' to rectify an existing mapping error in the local Official Plan.

The entire property is approximately 62 hectares (154 acres) in size and is located on the southeast corner of Langan Drive and Wilson Road. The existing license is approximately 11 hectares (27 acres) and the proposed expansion is approximately 25 hectares (62 acres).

County Council is the Provincially delegated Approval Authority for locally adopted official plan amendments. As such, this report summarizes the proposal and the planning policy context and provides a planning recommendation for Council from the perspective of the Approval Authority. More detailed planning analysis is provided within the local planning reports authored by Erin Besch and Stephanie Poirier, as provided to Adelaide Metcalfe Council, which are attached.

Also appended to this report are a location map, a copy of Amendment No. 14, and the proponent's planning report which summarizes the Natural Environment, Hydrogeological Assessment, Noise Assessment, Archaeological Assessment, and the Aggregate Resources Act reports completed in support of this proposal.

ANALYSIS:

Amendment No. 14 would facilitate the expansion of a licensed aggregate extraction operation. The surrounding land uses include agriculture, aggregate extraction (a separately licensed operation), and farm and non-farm residences.

The submitted material indicates that the majority of the proposed extraction operation would remain above the water table except for an area of approximately two hectares (five acres) that would be left as a pond after use. The proposed operations are to be phased and would allow for the progressive rehabilitation of the site once extraction has ceased. The final land use would be to restore the majority of the area to an agricultural use except for the pond. Entrances to the operation would be via the local roads of Wilson Road and Langan Drive.

In terms of the planning policy context, Policies 2.3.6 and 2.5 of the Provincial Policy Statement (PPS) provide for the extraction of aggregate resources within the prime agricultural area as an interim use, provided that rehabilitation of the site to an agricultural condition occurs. Agricultural rehabilitation is however not required where extraction occurs below the water table. The interim use of such lands does not however remove them from the prime agricultural area.

The PPS indicates that the demonstration of need shall not be required when considering aggregate proposals. The PPS requires that natural heritage features and areas be protected for the long term and that extraction be undertaken in a manner that minimizes social, economic, and environmental impacts.

It is noted that during the County's review of Amendment No. 14, consultation occurred with the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) based upon a technical enquiry. Additional information was provided to OMAFRA by the County and the applicant's agent. OMAFRA concluded "...recognizing the Ministry's past correspondence on this proposal and the additional information that has since been provided, there are no outstanding land use planning concerns to be addressed from OMAFRA."

The property is designated 'Agricultural Areas' on Schedule 'A' of the County Official Plan and Section 3.3.3 of the Plan permits mineral aggregate extraction within Agricultural Areas. The County Plan recognizes that aggregate deposits are a non-renewable resource and recognizes the need to balance competing priorities such as the protection of agricultural land, natural heritage features, and aggregate resources. The County Plan also sets out criteria for local municipalities to consider when evaluating aggregate operation proposals and requires that operational impacts be minimized.

The property is designated 'Agricultural Areas' and 'Aggregate Extraction' in the Township Official Plan. Extraction in prime agricultural areas is permitted, provided rehabilitation of the site is carried out so that substantially the same areas and average soil quality where extraction occurs below the water table.

No oral or written submissions were received from the public at the statutory public meeting and the neighbouring landowners were notified and consulted locally on the proposed map changes that affect their property.

In conclusion, Amendment No. 14 would change the designation of the subject lands from 'Agricultural' to 'Extractive Resource' in order to facilitate the expansion of a licensed aggregate extraction operation. Amendment No. 14 would also correct a mapping error on Schedule 'A-1' of the Township's Official plan by re-designating the incorrectly identified area from 'Aggregate Extraction' to 'Agricultural Area'.

It is my opinion that Amendment No. 14 is consistent with the Provincial Policy Statement, conforms to the intent and purpose of the County and the Adelaide Metcalfe Official Plans, and approving it would have regard to the decision of Council for the Township of Adelaide Metcalfe.

FINANCIAL IMPLICATIONS:

The budget expense related to the Provincially delegated Approval Authority responsibility for local official plans is offset, to an extent, through the collection of application fees.

ALIGNMENT WITH STRATEGIC FOCUS:

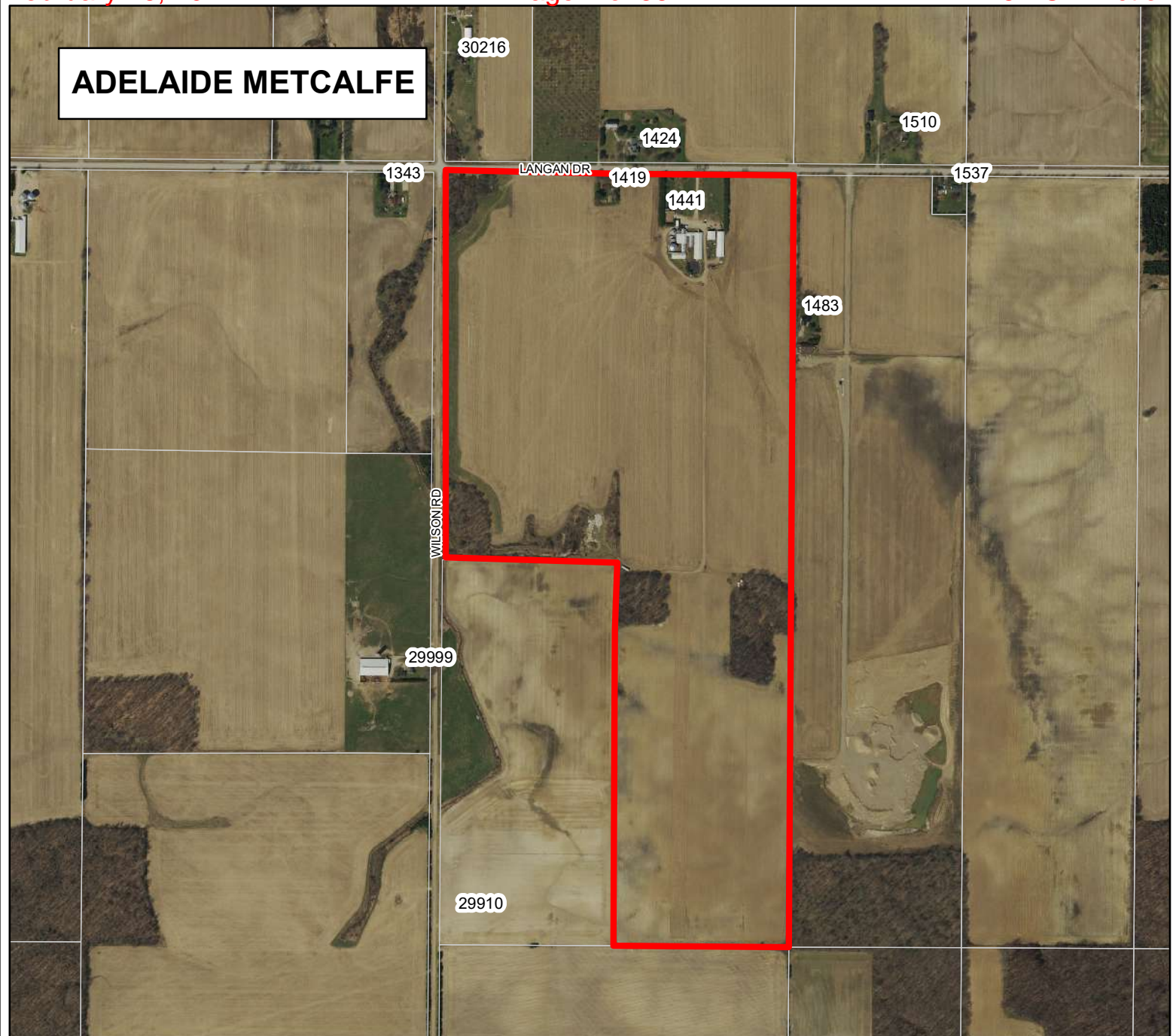
This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none">• Support opportunities to create a stronger and sustainable agricultural sector• Create an environment that enables the attraction and retention of businesses, talent, and investments

RECOMMENDATION:

That Amendment No. 14 to the Adelaide Metcalfe Official Plan be approved, and that staff be directed to circulate a Notice of Decision as required by the Planning Act, and that the Notice of Decision indicate that Middlesex County Council considered all written submissions received on this application, the effect of which helped Council to make an informed decision.

Attachments



LOCATION MAP


Description:
OFFICIAL PLAN AMENDMENT NO. 14
TOWNSHIP OF ADELAIDE METCALFE

File Number:
39-AM-OPA14


Prepared by: Planning Department
The County of Middlesex, January 5, 2021.



LEGEND

 Subject Lands



1:10,000
 Metres
0 100 200 400

**AMENDMENT NO. 14
TO THE
OFFICIAL PLAN
OF THE
TOWNSHIP OF ADELAIDE METCALFE**

LOCATION: **Part Lot 4, Concession 4, NER
(geographic Township of Adelaide)
Township of Adelaide Metcalfe**

DATE: **November 16, 2020**

**APPROVAL
AUTHORITY:** **County of Middlesex**

I, Jennifer Turk, Clerk/Acting Treasurer for the Township of Adelaide Metcalfe, do hereby certify this is a true copy of Official Plan Amendment No. 14 which has not been altered in any way.



Jennifer Turk, Clerk/Acting Treasurer

PART A - THE PREAMBLE

1.0 PURPOSE AND EFFECT

The purpose and effect of the Official Plan Amendment is to redesignate a portion of the subject lands from 'Agricultural Area' to 'Aggregate Extraction' to permit the expansion of an existing sand and gravel operation (License No. 2321). The Amendment also redesignates a portion of the subject lands and adjacent lands from 'Aggregate Extraction' to 'Agricultural Area' to correct a mapping error on Schedule 'A-1' of the Township's Official Plan.

2.0 LOCATION

This amendment is specific to Part of Lot 4, Concession 4 N.E.R. (former Township of Adelaide), in the Township of Adelaide Metcalfe and known municipally as 1419 and 1441 Langan Drive. The subject lands are approximately 62.52 ha (154.4 ac) in size and are located on the southeast corner of Langan Drive and Wilson Road, about 1.5 km west of Kerwood Road (County Road 6). The properties contain two single-detached dwellings, and a livestock operation. The remaining lands are actively farmed and/or used for aggregate extraction.

3.0 BASIS OF THE AMENDMENT

The rationale for amending the Official Plan of the Township of Adelaide Metcalfe is based on the following evaluation to which Council had due regard. Below, each criterion is listed followed by comments found in the planning report and submitted to Council for consideration:

Provincial Policy Statement, 2020

Section 2.5.4 of the PPS allows for the removal of land from prime agricultural areas for the extraction of aggregate resources as an interim use, provided that rehabilitation of the site to an agricultural condition occurs. Agricultural rehabilitation is not required for those areas where extraction occurs below the water table, provided there is a substantial quantity of aggregate resources below the water table warranting extraction and agricultural rehabilitation in remaining areas is maximized. Rehabilitation will be undertaken progressively to restore the majority of the extracted area to an agricultural use with the exception of the pond; therefore, the proposal is consistent with Policy 2.5.4 of the PPS.

County of Middlesex Official Plan:

The County Official Plan provides a regional policy framework within which development proposals are to be evaluated. Schedule 'A' of the County OP designates the subject lands as 'Agricultural Area'.

Section 3.3.3 of the County Plan permits mineral aggregate extraction in Agricultural Areas. The County Plan recognizes that aggregate deposits are a non-renewable resource and the need to balance competing priorities such as the protection of agricultural land, natural heritage features and aggregate resources is important.

Similar to the PPS, the County Plan requires site rehabilitation to substantially the same acreage and soil capability for agriculture unless extraction occurs below the water table. As the proposal generally complies with this requirement, the amendment is found to be in conformity with the County Official Plan.

Adelaide Metcalfe Official Plan:

The subject lands are designated Agricultural according to the Adelaide Metcalfe Official Plan (AMOP). Similar to the PPS and COP, extraction in prime agricultural areas is permitted, provided rehabilitation of the site is carried out so that substantially the same areas and average soil quality for agriculture are restored. Complete rehabilitation is not required if there is a substantial quantity of mineral aggregate resources below the water table warranting extraction.

Policy 3.6.23 of the AMOP states that extensions of existing pits and quarries requires an Official Plan Amendment and a Zoning By-law Amendment provided they satisfy specific criteria primarily related to adherence to the requirements of the Aggregate Resources Act. Planning staff have reviewed the documentation provided by the applicant and are satisfied the criteria can be met through the ARA process.

PART B - THE AMENDMENT

All of this part of the Amendment entitled 'Part B - The Amendment', including the attached Schedule 'A', constitutes Amendment No. 14 to the Official Plan of the Township of Adelaide Metcalfe.

DETAILS OF THE AMENDMENT

The Official Plan of the Township of Adelaide Metcalfe is hereby amended:

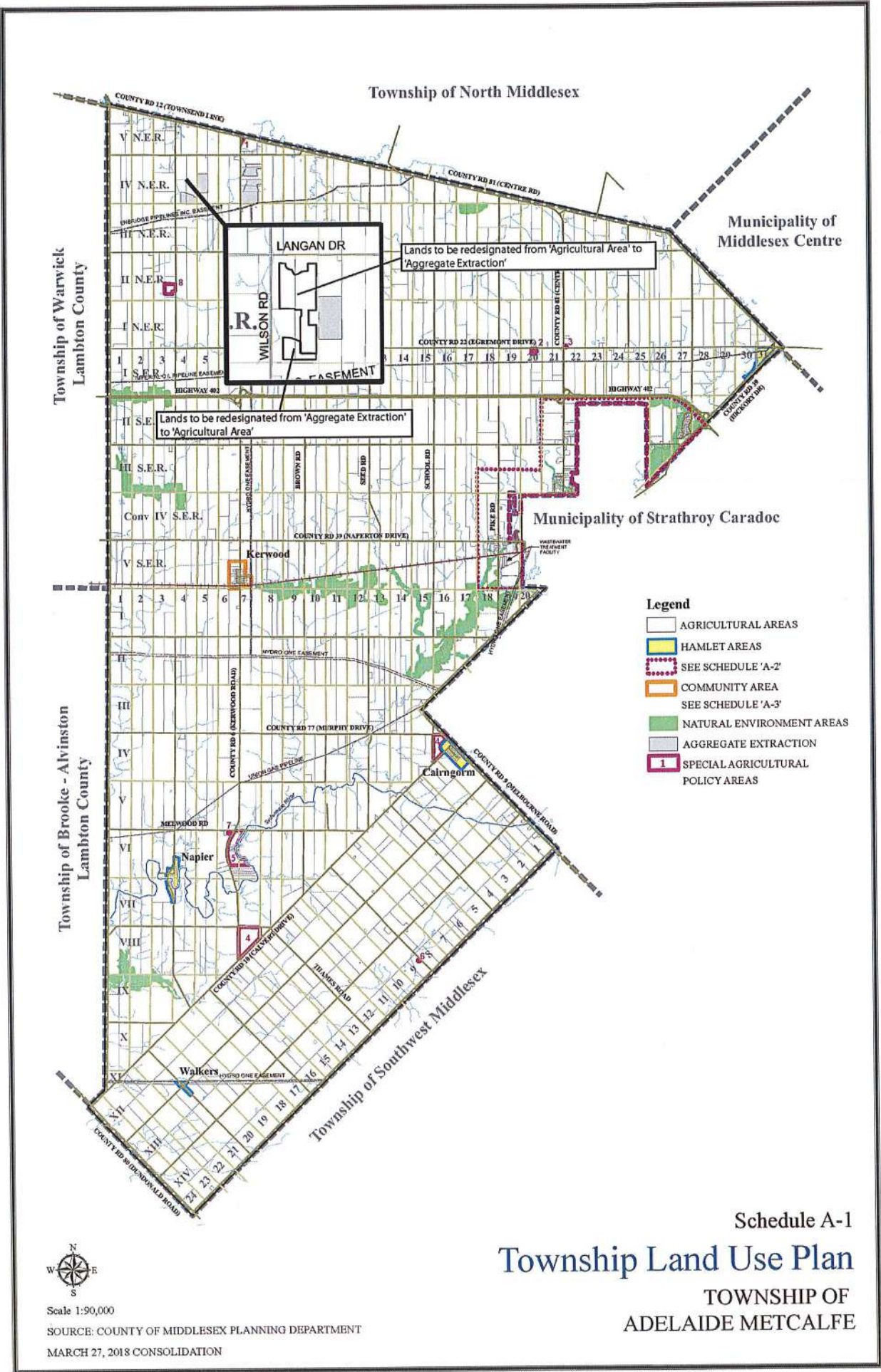
1. Schedule 'A-1' – "Township Land Use Plan" of the Official Plan of the Township of Adelaide Metcalfe is hereby amended by redesignating a portion of the lands known municipally as 1419 and 1441 Langan Drive and legally described as Parts of Lot 4, Concession 4 N.E.R., (former Township of Adelaide), from 'Agricultural Area' to 'Aggregate Extraction', as shown on Schedule 'A' to this Amendment.
2. Schedule 'A-1' – "Township Land Use Plan" of the Official Plan of the Township of Adelaide Metcalfe is hereby amended by redesignating a portion of the lands known municipally as 1441 Langan Drive,

legally described as Parts of Lot 4, Concession 4 N.E.R, (former Township of Adelaide); and 29910 Wilson Road, legally described as Part of Lot 4, Concession 4, N.E.R., (former Township of Adelaide), from 'Aggregate Extraction' to 'Agricultural Area', as shown on Schedule 'A' to this Amendment.

Amendment No. 14 shall be implemented by means of a Zoning By-law passed pursuant to Section 34 of the Planning Act which will rezone a portion of the lands from 'General Agriculture (A)' to 'Extractive Resource (E)', which permits the use of lands for pits and quarries.

The provisions of the Official Plan of the Township of Adelaide Metcalfe, as amended from time to time, shall apply in regards to the implementation of this amendment.

Schedule 'A'







PLANNING RECOMMENDATION REPORT

Meeting Date: November 16, 2020
Submitted by: Stephanie Poirier, Planner
Subject: **Application for Official Plan Amendment OPA2-2020 &
Application for Zoning By-law Amendment Z05-2020
Parts of Lot 4, Concession 4 N.E.R, (geographic Township of
Adelaide)
1419 & 1441 Langan Drive
Owners: Get R Done Farms Ltd.; and Johanus Martinus Henricus &
Laura Christine Van Den Eynden
Agent: Harrington McAvan Ltd. c/o Bernie Janssen**

PURPOSE

The purpose and effect of the Official Plan Amendment is to redesignate a portion of the subject lands from 'Agricultural Area' to 'Aggregate Extraction' to permit the expansion of an existing sand and gravel operation (License No. 2321).

The purpose and effect of the Zoning By-law Amendment is to rezone a portion of the subject lands from the 'General Agricultural (A) Zone' to the 'Extractive Resource (E) Zone' to permit the expansion of the existing sand and gravel operation.

During the evaluation of the application, it was determined that there is an apparent error on Schedule 'A-1' of the Township's Official Plan, which identified the location of the existing aggregate operation incorrectly. This application also proposes to redesignate the incorrect area from 'Aggregate Extraction' to 'Agricultural Area' to rectify this apparent mapping error.

BACKGROUND

The subject lands are comprised of two parcels that are approximately 62.52 ha (154.4 ac) in size and are located on the southeast corner of Langan Drive and Wilson Road. The properties contain two single-detached dwellings, and a livestock operation. The remaining lands are actively farmed and/or used for aggregate extraction. The lands are serviced by private well and septic systems.

A portion of the westernmost property (1419 Langan Dr.) is zoned 'Environmental Protection (EP)' and regulated by the Ausable Bayfield Conservation Authority, and contains two woodlots that have been identified as 'significant' under the Middlesex Natural Heritage System Study (2014). These areas fall outside of the proposed extraction site.

Surrounding land uses are primarily used for agricultural and aggregate extraction purposes. A separately licensed pit operates on the adjacent lands to the east, operated by V.B. Sand & Gravel. There are a number of farm and non-farm residential uses along both sides of Langan Drive, and Wilson Road. The Zimmerman municipal drain is located to the west of the proposed license boundary, separated by a woodland.

A Category 1, Class 'A' Pit License through the Aggregate Resources Act (ARA) under the authority of the Ministry of Natural Resources and Forestry (MNRF) has been requested to allow extraction of sand and gravel below the established water table. Currently, the pit operates under a Category 3, Class 'A' license with an extraction area of 11.3 ha (27.9 ac).



PLANNING RECOMMENDATION REPORT

Within the expanded 27.7 ha (68.5 ac) proposed license boundary, 25.3 ha (62.5 ac) is proposed for extraction. The combined size of the existing license boundary and the proposed expansion would be 39 ha (96.4 ac), with an extraction area of 36.3 ha (89.7 ac). The balance of the licensed area would be made up of setbacks and buffers. The proposed annual tonnage limit is 150,000 tonnes, with a total estimated volume of 760,000 tonnes. The material submitted in support of the application indicates the lifespan of the pit is expected to be approximately 10-15 years, subject to market conditions.

The applicants have indicated that the majority of the proposed extraction would remain above the water table. A small area of below water extraction, in the northeast portion of the site, would create a pond of approximately 2.2 ha (5.4 ac) in size. The applicant has also indicated that operations of the site would be phased and designed to allow rehabilitation to be undertaken progressively, with the final land use plan implemented to restore the majority of the area to an agricultural use. As stated in the agent's planning report, the above water portions of the rehabilitated area will be returned to the same soil capability that currently exists on site.

The majority of the aggregate from the site is expected to be utilized in the local and surrounding area; therefore, trucks will continue to travel the haul routes being used by the existing pit. The subject lands include an approved entrance/exit onto Wilson Road, which is a full load, gravel road. Langan Drive is a hard surfaced road that has been built to full load County standards from Kerwood Road (County Rd 6) west to the entrance/exit of the adjacent V.B Sand & Gravel entrance/exit. An existing laneway from Langan Drive provides access to the current aggregate extraction area, but is proposed to be abandoned in favour of a new laneway onto Langan Drive.

The applicants have indicated that there should be no significant increase in truck traffic volume on the designated haul routes.

In support of the subject proposal, various studies related to hydrogeology, natural environment, noise, cultural heritage (archaeology), and resource assessment have been submitted. A Planning Justification Report was also prepared.

A key map has been attached to this report.

Council will recall that a statutory public meeting for these applications was held on September 9, 2020 at which planning staff delivered a background report received by Council for information purposes. Planning staff note that no public comments were received prior to or at the meeting itself.

Staff also note that the applicant's held an ARA required public meeting on October 13, 2020. The agent has advised that only one member of the public was in attendance, whose concerns had already been addressed prior to the open house.

POLICY AND REGULATORY CONTEXT

Provincial Policy Statement, 2020 (PPS):

Section 2.5.4 of the PPS allows for the removal of land from prime agricultural areas for the extraction of aggregate resources as an interim use, provided that rehabilitation of the site to an



PLANNING RECOMMENDATION REPORT

agricultural condition occurs. Agricultural rehabilitation is not required for those areas where extraction occurs below the water table, provided there is a substantial quantity of aggregate resources below the water table warranting extraction and agricultural rehabilitation in remaining areas is maximized.

County of Middlesex Official Plan:

The County Official Plan provides a regional policy framework within which development proposals are to be evaluated. Schedule 'A' of the County OP designates the subject lands as 'Agricultural Area'.

Section 3.3.3 of the County Plan permits mineral aggregate extraction in Agricultural Areas. The County Plan recognizes that aggregate deposits are a non-renewable resource and the need to balance competing priorities such as the protection of agricultural land, natural heritage features and aggregate resources is important.

Similar to the PPS, the County Plan requires site rehabilitation to substantially the same acreage and soil capability for agriculture unless extraction occurs below the water table.

Adelaide Metcalfe Official Plan:

Portions of the subject lands are located within the 'Agricultural Areas' designation of the Adelaide Metcalfe Official Plan, as well as the 'Aggregate Extraction' designation. As mentioned above, a mapping error exists on Schedule 'A-1' of the Township's Official Plan, which incorrectly identified the location of the existing pit.

Policy 2.9 of the Township Plan states that progressive and final rehabilitation of aggregate sites shall be required to accommodate subsequent land uses, to promote land use compatibility, and to recognize the interim nature of extraction. Final rehabilitation shall take surrounding land use and approved land use designations into consideration.

Similar to the PPS and County Plan, extraction in prime agricultural areas is permitted, provided rehabilitation of the site is carried out so that substantially the same areas and average soil quality for agriculture are restored. Complete rehabilitation is not required if there is a substantial quantity of mineral aggregate resources below the water table warranting extraction.

Policies 3.6.2.1 and 3.6.2.2 states that no new residential uses or other sensitive land uses shall be permitted in close proximity to areas designated as Aggregate Extraction. The permitted use of land shall be for pits and quarries. Ancillary uses including storage, crushing and administrative offices may be permitted and identified in the Zoning By-law. Rehabilitation to a use other than farming shall require an amendment to the Township Plan.

Policy 3.6.23 states that extensions of existing pits and quarries requires an Official Plan Amendment and a Zoning By-law Amendment. The following criteria shall apply to applications for the establishment of new licensed pits or quarries:

- a) Approval of a truck haul route satisfactory to the Township and any natural environment report, hydrological assessments, blast design reports and noise assessment as required by the Aggregate Resources Act;
-



PLANNING RECOMMENDATION REPORT

- b) The proposed pit or quarry shall not be excavated within 30 metres of a highway, natural water body, or land in use for a residential purpose or zoned for residential use in the Zoning By-law;
- c) All Aggregate Extractive uses must satisfy the requirements of the Ministry of the Environment or its designated agents as to water supply, disposal of liquid waste, pumping operations, the control of air and noise pollution and vibration where blasting is involved; and
- d) The Aggregate Extractive area falls under the regulations of the Ontario Aggregate Resources Act.

Adelaide Metcalfe Zoning By-law:

The subject lands are located within the 'General Agriculture (A) Zone', 'Extractive Resource (E) Zone' and a small portion is within the 'Environmental Protection (EP) Zone' of the Adelaide Metcalfe Zoning By-law.

The 'General Agriculture (A) Zone' primarily permits agriculture uses, as well as outdoor storage, conservations uses, single detached residential and accessory uses.

Permitted uses within the 'Extractive Resource (E) Zone' are pits and quarries. Prohibited uses are listed as concrete batching plants and asphalt plants.

Section 18.3 stipulates that no building, structure, plan equipment or any stockpile or aggregate materials extracted from a pit or quarry shall be located closer than 15 metres to an 'Environmental Protection (EP) Zone.'

Section 18.4 states that no pit or quarry excavation shall be established or extended within 120 metres of any residential lot or within 30 metres of any road or within 15 metres of any other adjoining lot line.

Section 18.6 states that all buildings, structures, parking areas and extraction areas shall be screened from a street, or from any lot any part of which is located in a residential zone or a parks zone by a continuous row of trees of 3 metres minimum height at planting, planted at intervals of not more than 6 metres.

Consultation

The application was circulated to the prescribed agencies, as well as surrounding property owners. The following comments were received by agencies and Township staff:

The Township's Chief Building Official advised of no concerns with the application.

The Township's Roads Manager advised that the proposed entrance onto Langan Drive is to be constructed to Township standards, including hard surfacing to the property line, with all costs borne by the applicant. Haul routes for truck traffic are to use the Langan Drive proposed entrance east to County Road 6, as well as the existing entrance onto Wilson Road north to Langan Drive then east to County Road 6.

The County Engineer advised of no concerns.



PLANNING RECOMMENDATION REPORT

As of the date of this report, no comments or concerns have been received from the public regarding the proposal.

Planning staff note that the adjacent landowners, being 29910 Wilson Road, have been notified and consulted on the proposed mapping changes that affect their property.

ANALYSIS

Section 2.5 of the Provincial Policy Statement (PPS) allows for the removal of land from prime agricultural areas for extraction of aggregate resources as an interim use, provided that rehabilitation of the site to an agricultural condition occurs. Agricultural rehabilitation is not required for those areas where extraction occurs below the water table. Rehabilitation will be undertaken progressively to restore the majority of the extracted area to an agricultural use with the exception of the pond.

According to the County of Middlesex Official Plan (COP), the property is designated Agricultural Areas. Section 3.3.3 of the COP permits mineral aggregate extraction in Agricultural Areas. The COP recognizes that aggregate deposits are a non-renewable resource and also recognizes the need to balance competing priorities such as the protection of agricultural land, natural heritage features and aggregate resources. Similar to the PPS, the COP requires site rehabilitation to substantially the same acreage and soil capability for agriculture unless extraction occurs below the water table. Planning staff are of the opinion that the subject proposal would satisfy the foregoing.

The subject lands are designated Agricultural according to the Adelaide Metcalfe Official Plan (AMOP). Similar to the PPS and COP, extraction in prime agricultural areas is permitted, provided rehabilitation of the site is carried out so that substantially the same areas and average soil quality for agriculture are restored. Complete rehabilitation is not required if there is a substantial quantity of mineral aggregate resources below the water table warranting extraction.

Policy 3.6.23 of the AMOP states that extensions of existing pits and quarries requires an Official Plan Amendment and a Zoning By-law Amendment provided they satisfy specific criteria primarily related to adherence to the requirements of the Aggregate Resources Act. Planning staff have reviewed the documentation provided by the applicant and are satisfied the criteria can be met through the ARA process.

The subject lands are located within the 'General Agriculture (A) Zone', 'Extractive Resource (E) Zone' and a small portion is within the 'Environmental Protection (EP) Zone' of the Adelaide Metcalfe Zoning By-law. An expansion to the 'Extractive Resource (E) Zone' is also being requested consistent with the requested Official Plan Amendment. Natural heritage features outside of the proposed licensed area are to remain zoned 'Environmental Protection (EP)' and 'General Agriculture (A)'.

In considering this proposal, planning staff are satisfied that the proposed Official Plan Amendment is appropriate based on the recommended mitigation/rehabilitation measures, is consistent with the PPS and conforms to the County of Middlesex Official Plan. As such, it would be appropriate for Council to proceed with the requested Amendments.



PLANNING RECOMMENDATION REPORT

Staff are also of the opinion that the mapping error on Schedule 'A-1' of the Township's Official Plan should be rectified through this amendment by redesignating the incorrectly identified area from 'Aggregate Extraction' to 'Agricultural Area.'

RECOMMENDATION

THAT Official Plan Amendment No. 14 be adopted, and forwarded to the County of Middlesex for consideration of approval.

AND FUTHER THAT the Zoning By-law Amendment be approved.



PLANNING INFORMATION REPORT

Meeting Date: September 9, 2020
Submitted by: Erin Besch, Planner
Subject: **Application for Official Plan Amendment OPA2-2020 &
Application for Zoning By-law Amendment Z05-2020
Parts of Lot 4, Concession 4 N.E.R, (geographic Township of
Adelaide)
1419 & 1441 Langan Drive
Owners: Get R Done Farms Ltd.; and Johanus Martinus Henricus &
Laura Christine Van Den Eynden
Agent: Harrington McAvan Ltd. c/o Melanie Horton**

PURPOSE

The purpose of this report is to provide Council and the public with information regarding the relevant policies and regulatory context that relate to a proposed Official Plan Amendment and Zoning By-law Amendment for two properties that are located at the southeast corner of Langan Drive and Wilson Road in the Township of Adelaide Metcalfe, known municipally as 1419 and 1441 Langan Drive.

The purpose and effect of the Official Plan Amendment is to redesignate a portion of the subject lands from 'Agricultural Area' to 'Aggregate Extraction' to permit the expansion of an existing sand and gravel operation (License No. 2321).

The purpose and effect of the Zoning By-law Amendment is to rezone a portion of the subject lands from the 'General Agricultural (A) Zone' to the 'Extractive Resource (E) Zone' to permit the expansion of the existing sand and gravel operation.

During the evaluation of the application, it was determined that there is an apparent error on Schedule 'A-1' of the Township's Official Plan, which identified the location of the existing aggregate operation incorrectly. This application also proposes to redesignate the incorrect area from 'Aggregate Extraction' to 'Agricultural Area' to rectify this apparent mapping error.

BACKGROUND

The subject lands are comprised of two parcels that are approximately 62.52 ha (154.4 ac) in size and are located on the southeast corner of Langan Drive and Wilson Road. The properties contain two single-detached dwellings, and a livestock operation. The remaining lands are actively farmed and/or used for aggregate extraction. The lands are serviced by private well and septic systems.

A portion of the westernmost property (1419 Langan Dr.) is zoned 'Environmental Protection (EP)' and regulated by the Ausable Bayfield Conservation Authority, and contains two woodlots that have been identified as 'significant' under the Middlesex Natural Heritage System Study (2014). These areas fall outside of the proposed extraction site.



PLANNING INFORMATION REPORT

Surrounding land uses are primarily used for agricultural and aggregate extraction purposes. A separately licensed pit operates on the adjacent lands to the east, operated by V.B. Sand & Gravel. There are a number of farm and non-farm residential uses along both sides of Langan Drive, and Wilson Road. The Zimmerman municipal drain is located to the west of the proposed license boundary, separated by a woodland.

A Category 1, Class 'A' Pit License through the Aggregate Resources Act (ARA) under the authority of the Ministry of Natural Resources and Forestry (MNRF) has been requested to allow extraction of sand and gravel below the established water table. Currently, the pit operates under a Category 3, Class 'A' license with an extraction area of 11.3 ha (27.9 ac).

Within the expanded 27.7 ha (68.5 ac) proposed license boundary, 25.3 ha (62.5 ac) is proposed for extraction. The combined size of the existing license boundary and the proposed expansion would be 39 ha (96.4 ac), with an extraction area of 36.3 ha (89.7 ac). The balance of the licensed area would be made up of setbacks and buffers. The proposed annual tonnage limit is 150,000 tonnes, with a total estimated volume of 760,000 tonnes. The material submitted in support of the application indicates the lifespan of the pit is expected to be approximately 10-15 years, subject to market conditions.

The applicants have indicated that the majority of the proposed extraction would remain above the water table. A small area of below water extraction, in the northeast portion of the site, would create a pond of approximately 2.2 ha (5.4 ac) in size. The applicant has also indicated that operations of the site would be phased and designed to allow rehabilitation to be undertaken progressively, with the final land use plan implemented to restore the majority of the area to an agricultural use. As stated in the agent's planning report, the above water portions of the rehabilitated area will be returned to the same soil capability that currently exists on site.

The majority of the aggregate from the site is expected to be utilized in the local and surrounding area; therefore, trucks will continue to travel the haul routes being used by the existing pit. The subject lands include an approved entrance/exit onto Wilson Road, which is a full load, gravel road. Langan Drive is a hard surfaced road that has been built to full load County standards from Kerwood Road (County Rd 6) west to the entrance/exit of the adjacent V.B Sand & Gravel entrance/exit. An existing laneway from Langan Drive provides access to the current aggregate extraction area, but is proposed to be abandoned in favour of a new laneway onto Langan Drive.

The applicants have indicated that there should be no significant increase in truck traffic volume on the designated haul routes.

In support of the subject proposal, various studies related to hydrogeology, natural environment, noise, cultural heritage (archaeology), and resource assessment have been submitted. A Planning Justification Report was also prepared.

A key map has been attached to this report.



PLANNING INFORMATION REPORT

POLICY AND REGULATORY CONTEXT

Provincial Policy Statement, 2020 (PPS):

Section 2.5.4 of the PPS allows for the removal of land from prime agricultural areas for the extraction of aggregate resources as an interim use, provided that rehabilitation of the site to an agricultural condition occurs. Agricultural rehabilitation is not required for those areas where extraction occurs below the water table, provided there is a substantial quantity of aggregate resources below the water table warranting extraction and agricultural rehabilitation in remaining areas is maximized.

County of Middlesex Official Plan:

The County Official Plan provides a regional policy framework within which development proposals are to be evaluated. Schedule 'A' of the County OP designates the subject lands as 'Agricultural Area'.

Section 3.3.3 of the County Plan permits mineral aggregate extraction in Agricultural Areas. The County Plan recognizes that aggregate deposits are a non-renewable resource and the need to balance competing priorities such as the protection of agricultural land, natural heritage features and aggregate resources is important.

Similar to the PPS, the County Plan requires site rehabilitation to substantially the same acreage and soil capability for agriculture unless extraction occurs below the water table.

Adelaide Metcalfe Official Plan:

Portions of the subject lands are located within the 'Agricultural Areas' designation of the Adelaide Metcalfe Official Plan, as well as the 'Aggregate Extraction' designation. As mentioned above, a mapping error exists on Schedule 'A-1' of the Township's Official Plan, which incorrectly identified the location of the existing pit.

Policy 2.9 of the Township Plan states that progressive and final rehabilitation of aggregate sites shall be required to accommodate subsequent land uses, to promote land use compatibility, and to recognize the interim nature of extraction. Final rehabilitation shall take surrounding land use and approved land use designations into consideration.

Similar to the PPS and County Plan, extraction in prime agricultural areas is permitted, provided rehabilitation of the site is carried out so that substantially the same areas and average soil quality for agriculture are restored. Complete rehabilitation is not required if there is a substantial quantity of mineral aggregate resources below the water table warranting extraction.

Policies 3.6.2.1 and 3.6.2.2 states that no new residential uses or other sensitive land uses shall be permitted in close proximity to areas designated as Aggregate Extraction. The permitted use of land shall be for pits and quarries. Ancillary uses including storage, crushing and administrative



PLANNING INFORMATION REPORT

offices may be permitted and identified in the Zoning By-law. Rehabilitation to a use other than farming shall require an amendment to the Township Plan.

Policy 3.6.23 states that extensions of existing pits and quarries requires an Official Plan Amendment and a Zoning By-law Amendment. The following criteria shall apply to applications for the establishment of new licensed pits or quarries:

- a) Approval of a truck haul route satisfactory to the Township and any natural environment report, hydrological assessments, blast design reports and noise assessment as required by the Aggregate Resources Act;
- b) The proposed pit or quarry shall not be excavated within 30 metres of a highway, natural water body, or land in use for a residential purpose or zoned for residential use in the Zoning By-law;
- c) All Aggregate Extractive uses must satisfy the requirements of the Ministry of the Environment or its designated agents as to water supply, disposal of liquid waste, pumping operations, the control of air and noise pollution and vibration where blasting is involved; and
- d) The Aggregate Extractive area falls under the regulations of the Ontario Aggregate Resources Act.

Adelaide Metcalfe Zoning By-law:

The subject lands are located within the 'General Agriculture (A) Zone', 'Extractive Resource (E) Zone' and a small portion is within the 'Environmental Protection (EP) Zone' of the Adelaide Metcalfe Zoning By-law.

The 'General Agriculture (A) Zone' primarily permits agriculture uses, as well as outdoor storage, conservations uses, single detached residential and accessory uses.

Permitted uses within the 'Extractive Resource (E) Zone' are pits and quarries. Prohibited uses are listed as concrete batching plants and asphalt plants.

Section 18.3 stipulates that no building, structure, plan equipment or any stockpile or aggregate materials extracted from a pit or quarry shall be located closer than 15 metres to an 'Environmental Protection (EP) Zone.'

Section 18.4 states that no pit or quarry excavation shall be established or extended within 120 metres of any residential lot or within 30 metres of any road or within 15 metres of any other adjoining lot line.

Section 18.6 states that all buildings, structures, parking areas and extraction areas shall be screened from a street, or from any lot any part of which is located in a residential zone or a parks zone by a continuous row of trees of 3 metres minimum height at planting, planted at intervals of not more than 6 metres.



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Consultation

The application was circulated to the prescribed agencies, as well as surrounding property owners. The following comments were received by agencies and Township staff:

The Township's Chief Building Official advised of no concerns with the application.

The Township's Roads Manager advised that the proposed entrance onto Langan Drive is to be constructed to Township standards, including hard surfacing to the property line, with all costs borne by the applicant. Haul routes for truck traffic are to use the Langan Drive proposed entrance east to County Road 6, as well as the existing entrance onto Wilson Road north to Langan Drive then east to County Road 6.

The County Engineer advised of no concerns.

As of the date of this report, no comments or concerns have been received from the public regarding the proposal.

Planning staff note that the adjacent landowners, being 29910 Wilson Road, have been notified and consulted on the proposed mapping changes that affect their property.

NEXT STEPS

A subsequent report will be provided, which will include a full policy analysis and response to any comments received at the Public Meeting, as well as provide recommendations for Council's consideration. Planning staff recommend that the applications be brought back to Council after the applicants have had the opportunity to hold their ARA required public meeting.

RECOMMENDATION

THAT the subject report for OPA02-2020 and ZBA05-2020 be received for information.

FURTHER THAT Council direct Staff to prepare a subsequent report evaluating said applications with a recommendation for Council's consideration once the applicants have had an opportunity to hold their ARA required public meeting.

PLANNING REPORT:

VAN DEN EYNDEN GRAVEL PIT EXPANSION

Applications to Amend the Township of Adelaide Metcalfe Official Plan and Zoning By-law to facilitate an Application for a Class 'A', Category 1 License for Mineral Resource Extraction

PART LOT 4, CONCESSION 4
TOWNSHIP OF ADELAIDE
COUNTY OF MIDDLESEX

Prepared for:

Get R Done Farms Ltd.

Prepared by:

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Unionville, Ontario L3R 2E5
Tel: 905-294-8282
Fax: 905-294-7623

NOVEMBER 2019

PLANNING REPORT:

VAN DEN EYNDEN GRAVEL PIT EXPANSION

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1.0 INTRODUCTION

Get R Done Farms Ltd. is submitting an application to amend the Zoning by-law for the Township of Adelaide-Metcalf, County of Middlesex, to permit the expansion of an existing sand and gravel pit operation. In addition to the municipal Planning Act application, the proponent has submitted an application to the Ministry of Natural Resources and Forestry (MNRF) under the Aggregate Resources Act for Class A, Category 1 License application.

The subject property is currently designated as “*Agricultural Area*” in the Official Plan for the Township of Adelaide Metcalfe. An amendment to the Official Plan is required for the proposed aggregate operation. An analysis of the proposal in the context of local and provincial planning policies is provided in the Planning Report prepared for this application.

The proposal will also require an amendment to the Township of Adelaide Metcalfe Zoning By-law 34-2007, as amended, to rezone the lands from “General Agricultural” (A) to “Extractive Resource” (E).

In addition, the proposed pit will require an Aggregate Resources Act (ARA) License from the MNRF. The required applications are being submitted concurrently.

The applications for the proposed pit operation are supported by technical studies that have assessed the impact on neighbouring residents, the natural environment, the agricultural capabilities of the land, as well as the impact on roads, and municipal water supply. These technical studies confirm that with the implementation of the recommended mitigation measures, there will be no adverse impacts on the neighbouring residents or the natural environment. The Site Plans detail the manner in which operations will be carried out as described by the sequence of mining and progressive rehabilitation.

The following information and reports have been prepared in support of this application:

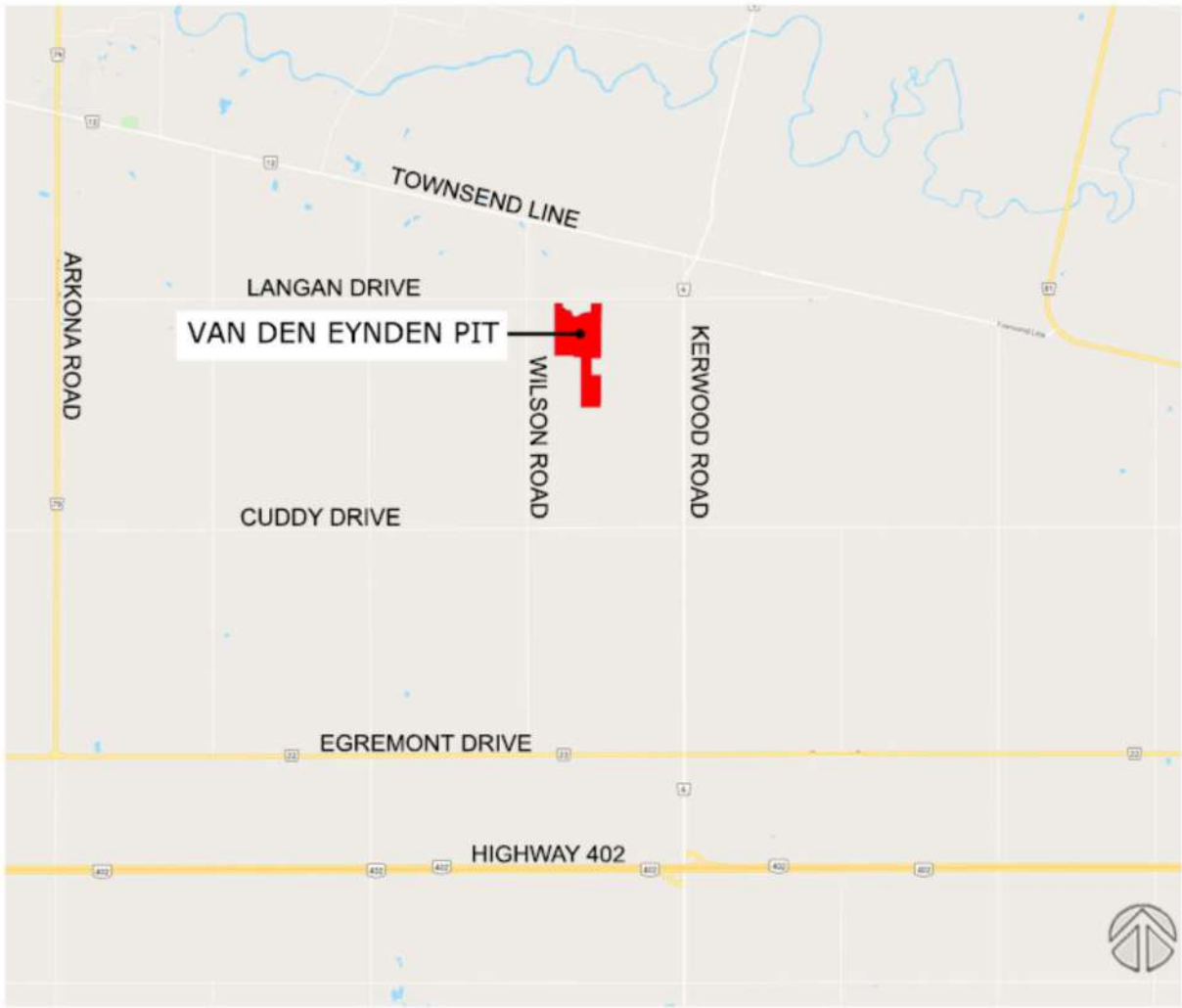
- Natural Environment Level 1 and 2 Technical Report, MTE Consultants, November 2019
- Hydrogeological Assessment, Groundwater Science Corp., November 2019
- Noise Assessment Report, HCG Engineering, October 2019
- Stage I & II Archaeological Assessment, Timmins Martelle, August 2019
- Aggregate Resources Act: Summary Statement Report- Harrington McAvan Ltd., November 2019
- License Pit Site Plans, Harrington McAvan Ltd., November 2019

The proposed pit expansion incorporates all the recommendations of the technical reports. The operational notes on the license site plans under the Aggregate Resources Act, have incorporated conditions based on specific technical recommendations ensuring no negative impacts on the natural environment or surrounding community.

1.1 Site Location

The subject property is located at 1441 Langan Road near Putnam, as shown in Figure 1. The site is adjacent to an existing pit located in Part Lot 4, Concession 4 N.E.R., and the proposed pit expansion would include parts of Lot 4.

Figure 1: Site Location

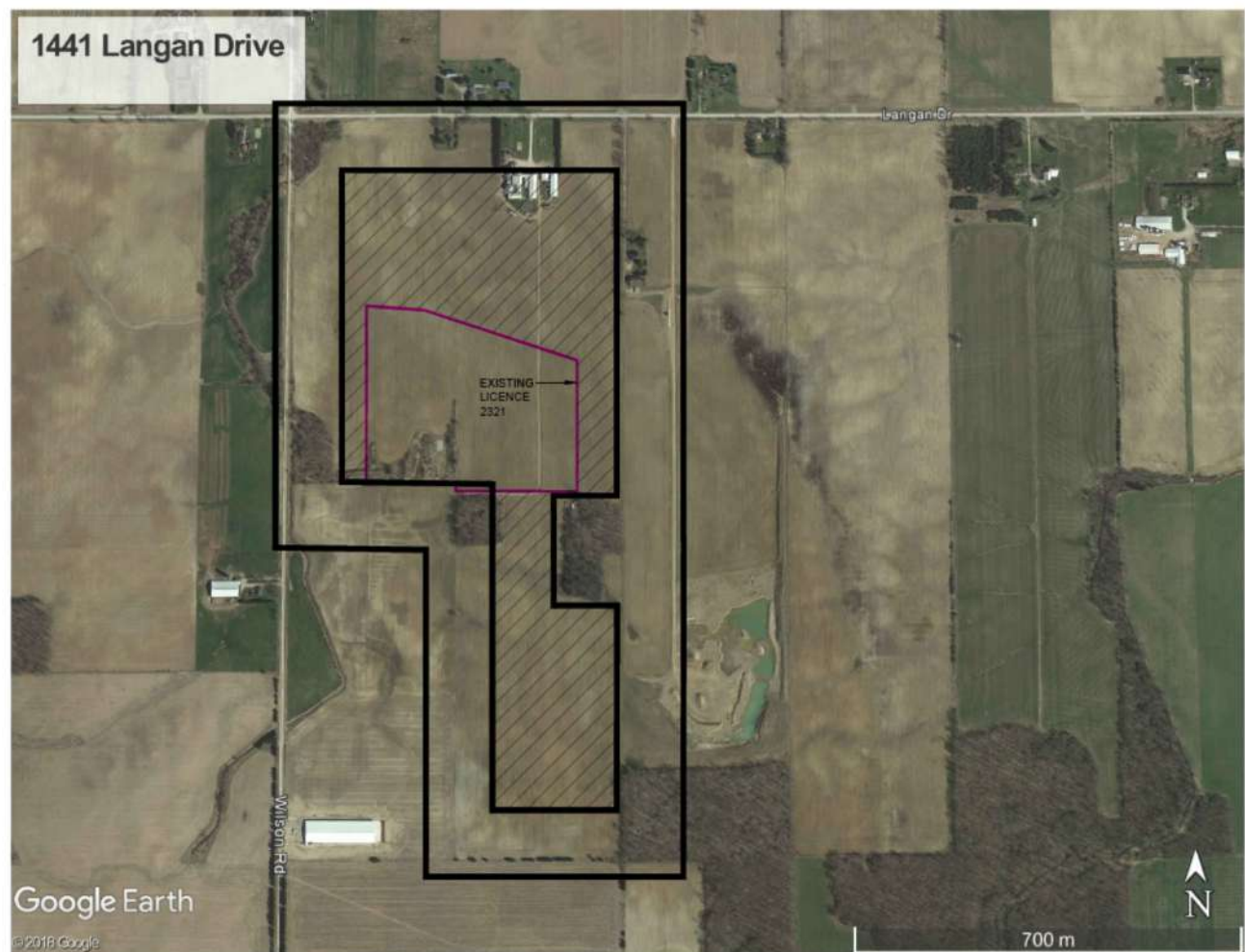


1.2 Site Description and Surrounding Land Uses

The subject property consists primarily of cultivated agricultural fields with gently rolling topography. The adjacent lands include agricultural lands and the existing pit operation. There are existing gravel pits located to the east, on Kerwood Road.

Land use in the general area is primarily rural and land uses include agricultural, resource extraction and a few rural residential properties.

Figure 2: Site and Surrounding Lands



2.0 DESCRIPTION OF THE PROPOSAL

The proposal would allow for the expansion of an existing sand and gravel operation. The existing license is approximately 11.3 hectares in size and occupies the central portion of the site. The proposed expansion is approximately 27.7 hectares, with extraction proposed on 25 hectares and the balance of the license in setbacks and buffers. The combined licensed area would be 39 hectares.

Most of the proposed extraction would remain above the water table, and rehabilitation would be to an agricultural use. A small area of below water extraction, in the northeast part of the site, would create a pond of approximately 2.2 hectares in size.

The proposed annual tonnage limit is 150,000 tonnes. With a total estimated resource volume of 760,000 tonnes, and based on market demand estimates, the life span of the pit is expected to be approximately 10-15 years, subject to market conditions.

The proposed pit operation will allow the applicant to extend their supply of reserves in this area, allowing them to continue to serve their customers in the local market.

Rehabilitation will be undertaken progressively, with the final land use plan implemented to restore the majority of the extracted area to an agricultural use, with a small pond proposed. The above water portions of the rehabilitated area will be returned to the same soil capability that currently exists on the site. The proposed rehabilitation will be compatible with the surrounding land uses.

Careful consideration and planning have gone into the design of the operations and the rehabilitation to minimize and mitigate impacts on the surrounding environment and nearby residents. The Site Plans are included in the Appendices to this report.

2.1 Operations and Phasing

The operation of the site will be phased, and the sequence of operations has been designed to allow for the progressive rehabilitation of the site as early as possible during the course of the operation.

Most of the proposed extraction would remain above the actual water table, with rehabilitation for future agricultural use. A small area of below water extraction would create a pond, approximately 2.2 ha in size, within the northeastern portion of the site. The proposed Rehabilitation Plan and pond outlines are shown on the Site Plans.

As extraction occurs, the operational area will be stripped of topsoil and subsoil, and this material will be stored on-site within berms, or used for progressive rehabilitation. The operations plan phasing shows extraction starting in the north portion of the site, extending from the existing licensed area in the central part of the property.

Aggregate processing activities would include crushing and screening. Processing equipment will not be located within 90 m of any boundary of the site that abuts residential land uses as per “The Provincial Standards – Aggregate Resources of Ontario”. Processing equipment would generally operate on the pit floor. There is no dewatering and no washing of aggregate proposed at this site. All operations including excavation, processing, and loading will typically operate on the floor of the pit.

Aggregate processing operations and shipping will only occur during daytime hours (7am to 7pm Monday to Friday and 8am to 12pm on Saturday) with no operations on Sundays or civic holidays. Existing vegetation will be maintained to visually buffer the pit from the adjacent land uses. Fencing will be upgraded to meet the requirements of the Aggregate Resources Act along the site boundaries to prevent inadvertent access into the property.

Berms will be constructed around the perimeter of the site, as shown on the Site Plans. These berms will be designed in accordance with the recommendations of the noise assessment report (HCG Engineering) to ensure that appropriate noise mitigation is in place to protect the residences near the site.

Archaeology sites of significance are identified in the report by Timmins Martelle and are shown on the Site Plans. There were 6 locations identified which meet the requirements for Stage 3 archaeological investigation. The pit has been designed to avoid and/or mitigate these areas, and in accordance with the Timmins Martelle recommendations. The 3 sites within the proposed licensed area will be left undisturbed with a 20 metre buffer. If any future change within the protected area is proposed, then a stage 3 and potentially stage 4 archaeological investigation would be required.

The site plans have incorporated the technical recommendations from all the reports to mitigate any negative impacts on the adjacent land uses from the proposed pit.

2.3 Haul Route

The existing access to the site is from Langan Drive (see site plans) and this same access will be utilized for the proposed pit expansion area.

The majority of the aggregate from the site is expected to be utilized for construction projects in the local surrounding area. The peak number of trucks expected to arrive and depart in a typical busy hour is 8. The truck volume associated with the pit would not be expected to adversely impact traffic flows in the immediate area.

2.4 Rehabilitation

In accordance with the requirements of the Aggregate Resources Act Provincial Standards, the proposed pit will be progressively rehabilitated. The rehabilitation of the extracted lands will be primarily to agricultural land with a small pond area proposed in the north part of the property. Agricultural uses will continue during the operation of the pit in the areas that are not being actively extracted.

All existing topsoil and overburden on site will be stripped and stockpiled separately in berms or stockpiles and replaced as quickly as possible in the progressive rehabilitation process. Berms and stockpiles will be constructed on the perimeter of the site to attenuate noise and provide visual screening. The material (overburden and topsoil) in the berms will be used for progressive and final rehabilitation of the site.

The proposed final rehabilitation is compatible with the surrounding lands and land use.

2.5 Background Reports and Site Plans

The Planning Act and Aggregate Resources Act applications are supported by the technical studies assessing the impact of the proposed operation on neighbouring residents, the natural environment, the agricultural capabilities of the land, impact on roads, and municipal water supply. These technical reports have been prepared in accordance with the requirements under the Aggregate Resources Act.

The Site Plans detail the manner in which pit operations will be carried out as described by the sequence of mining and progressive rehabilitation. The Site Plans form the basis of the pit license application under the Aggregate Resources Act and also form an integral part of the review process of the applications.

3.0 PLANNING CONSIDERATIONS

The subject lands fall within the Planning jurisdiction of the County of Middlesex and the Township of Adelaide Metcalfe. This report evaluates the proposed land use within the context of the Official Plan, as well as within the context of Provincial legislation including the Planning Act, and the Provincial Policy Statement (2014).

The protection and management of aggregate resources has been deemed to be of provincial significance and their development is regulated by specific legislation. In addition to the Aggregate Resources Act (ARA), the development of aggregate extraction operations must respect the provisions of the Planning Act and give appropriate consideration to the policy framework established by the regional and municipal planning documents.

When making any land use planning decision, it is necessary to review provincial interests and determine the impact, if any, from development. In the case of aggregate development, often more than one provincial interest exists, and it is the goal of sound land use planning to balance and protect these competing interests in the most effective manner, keeping in mind the long-term planning horizon.

The following analysis provides an assessment of the proposal in the context of relevant Provincial and Local planning policies. For ease of reference, the following tables review the proposal against the applicable current planning policies. The evaluation is based on the findings of the technical studies forming part of the application submission, an evaluation and an analysis of the surrounding land use, and the environmental impact of the proposal.

3.1 Planning Act

When carrying out its responsibilities under the Planning Act, a municipality or any other authority that affects a planning matter must have regard for the provincial interests as identified in Section 2 of the Planning Act. The provincial interests contained in Section 2 of the Planning Act are outlined in the table below.

Planning Act, Section 2 Evaluation

Provincial Interests	Get R Done Proposal
<i>2(a) The protection of ecological systems, including natural areas, features and functions.</i>	<p>The Natural Environmental Report screening and technical evaluation prepared by Biologic Incorporated identified the following natural areas and features within the area to be licensed or within 120 metres of the subject property:</p> <ul style="list-style-type: none"> - Potential habitat for Species at Risk (bats) <p>No other significant natural features were identified within the subject area. The proposed extraction operations have been assessed for impacts on the natural environment. The Biologic Inc. report recommended measures to mitigate impacts on the natural environment. These recommendations are detailed in their report and have been incorporated into the Site Plans for the Aggregate License application to protect the identified features and functions on the site and adjacent lands.</p>
<i>2(b) The protection of the agricultural resources of the Province</i>	The proposed rehabilitation will restore the majority of the extracted area to an agricultural use.
<i>2(c) The conservation and management of natural resources and the mineral resource base.</i>	Aggregate resources are a provincial interest and should be protected from incompatible land uses and developed responsibly. The proposed pit will provide a high-quality supply of mineral aggregate material to the local and regional markets.

Provincial Interests	Get R Done Proposal
<i>2(d) The conservation of features of significant architectural, cultural, historical, archaeological or scientific interest.</i>	The Archaeology Assessment Report prepared by The Timmins Martelle Heritage Consultants Inc. addressed the conservation of archaeological features on the site and the report and recommendations for this property have been accepted by the Ministry of Tourism and Culture and are incorporated into the Site Plans.
<i>2(e) The supply, efficient use and conservation of energy and water</i>	Ground and surface water features have been studied and documented in the report prepared by Groundwater Science Corp. Mitigation measures included on the Operations Plan including, groundwater level monitoring and restriction of surface activities minimize the potential for groundwater disturbance or contamination in accordance with provincial guidelines.
<i>2(k) The adequate provision of employment opportunities.</i>	The proposed aggregate extraction operation supports employment opportunities locally. These primary resource jobs present a multiplier effect that can result in the creation of additional supplemental service jobs in the Township.
<i>2(l) The protection of the financial and economic well-being of the Province and its municipalities.</i>	In addition to the employment opportunities created by the proposed operation, the Township will see an increase in revenue through increased assessment and annual tonnage contributions as well as providing an additional source of aggregate to contribute to competition in the market.
<i>2(m) The coordination of planning activities of public bodies.</i>	The interests of public bodies and agencies are considered by the circulation requirements of the Planning Act and the ARA and have been incorporated into the Site Plans.
<i>2(n) The resolution of planning conflicts involving public and private interests.</i>	The land use planning process, as well as the ARA licensing process, enables municipalities, agencies and the public to participate in the evaluation of this proposal.
<i>2(o) The protection of public health and safety.</i>	The operational plan contains a variety of mitigation measures that have been developed to minimize the social impact of the proposed pit operation. The requirements of the Operation Plan and site plan notes are legally binding as per the ARA.
<i>2(p) The appropriate location of growth and development.</i>	Rural areas are prime location for the development of this non-renewable resource. On- site investigation has confirmed the quality and extent of this resource. No significant natural or cultural heritage features will be negatively impacted by the proposed pit operation.

3.2 Provincial Policy Statement (PPS) 2014

The Minister of Municipal Affairs and Housing, under Section 3 of the Planning Act, can issue policy statements that provide direction to other ministries, municipalities and agencies on matters of provincial interest as they relate to land use planning. These policy statements are developed in consultation with other ministries and are updated from time to time. The latest PPS came into effect on April 30, 2014 and any land use decision by any authority that affects a planning matter must be consistent with the PPS.

The 2014 Provincial Policy Statement provides a policy-led planning approach that recognizes the complex inter-relationship among environmental, economic and social factors in land use planning. The PPS supports a comprehensive, integrates and long-term approach to planning and recognizes linkages among policy areas. (Part III)

The PPS recognizes that the Province’s natural heritage resources, water, agricultural lands, mineral aggregate resources, cultural heritage and archaeological resources provide important environmental, economic and social benefits. The wise use and management of these resources over the long term is a key provincial interest. The province must ensure that its resources are managed in a sustainable way to conserve biodiversity, protect essential ecological processes and public health and safety, provide for the production of food and fiber, minimize environmental and social impacts and meet its long-term economic needs. (PPS, Part IV)

The pit property contains resources that are considered to be of provincial significance: a high-quality aggregate resource, and agricultural land. The operations and progressive rehabilitation plans have been designed to achieve the balance required to manage these overlapping provincial interests.

The following table provides an evaluation of the proposal in the context of the relevant policies of the PPS. The evaluation is based largely on findings of the technical studies prepared in support of the applications submitted for the pit.

Provincial Policy Statement – Consistency Analysis

PPS (2014) Policies	Get-R-Done Pit Proposal
<p><i>1.1.4. Rural Areas in Municipalities</i></p> <p><i>Healthy, integrated and viable rural areas should be supported by:</i></p> <p><i>f) promoting the diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources.</i></p>	<p>The subject property is located in a rural area. The sustainable management or use of mineral aggregate resources, contributes to the local economic base. The proposed pit expansion provides access to a provincially significant resource and the rehabilitation to agriculture represents sustainable resource management. The expansion of an existing pit would help contribute to the local economy through the use of mineral aggregate resources.</p> <p>The use of existing transportation infrastructure also promotes efficient development.</p>
<p><i>1.1.5 Rural Lands in Municipalities:</i></p> <p><i>permitted uses are:</i></p> <ul style="list-style-type: none"> <i>a) to the management or use of resources;</i> <i>b) resource-based recreational activities;</i> <i>c) limited residential development;</i> <i>d) home occupation and home industries</i> <i>e) cemeteries;</i> <i>f) other rural land uses</i> 	<p>The proposal represents to the use of a provincially significant natural resource (mineral aggregate) and is an appropriate rural land use.</p>
<p><i>1.2.6 Land Use Compatibility</i></p> <p><i>1.2.6.1 Major facilities and sensitive land uses should be planned to ensure they are appropriately designed, buffered and/or separated from each other to prevent or mitigate adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term viability of major facilities.</i></p>	<p>The site plans for the pit have been designed to ensure that appropriate mitigation measures are in place to minimize the effects of noise and dust from the operation.</p> <p>The site plans have been developed to ensure appropriate mitigation measures are implemented to minimize any adverse effects relating to noise and dust on the surrounding land uses.</p>
<p><i>1.6.7.1 Efficient use shall be made of existing and planned infrastructure.</i></p>	<p>Truck traffic will utilize the existing entrance and haul route. This route is currently used by several other gravel pits in the area.</p>
<p><i>1.7.1 Long-term economic prosperity should be supported by:</i></p>	<p>The proposed pit expansion will increase the availability of close-to-market supplies of</p>

PPS (2014) Policies	Get-R-Done Pit Proposal
<p><i>b) optimizing the long-term availability and use of land, resources, infrastructure, electricity generation facilities and transmission and distribution systems and public service facilities;</i></p>	<p>aggregate resources in this area. The progressive rehabilitation plan ensures that the subject lands will be returned to a use that is compatible with the surrounding landscape. The pit will provide a source of revenue from TOARC levies and property taxes over the life of the operation.</p>
<p><i>2.1.1 Natural features and areas shall be protected for the long term.</i></p>	<p>The Natural Heritage Report has evaluated the impacts of the proposal on significant wetlands, woodlands, fish habitat, and habitat of endangered species and threatened species. Based on the field work and site assessment, potential habitat for bats were identified in the wooded area is the south east part of the site. This area will not be extracted. The recommended mitigative measures are incorporated to ensure no negative impacts on these natural features or their functions.</p>
<p><i>2.2.1 Planning authorities shall protect, improve or restore the quality and quantity of water by:</i></p> <ul style="list-style-type: none"> <i>a) using the watershed as the ecologically meaningful scale for integrated and long-term planning;</i> <i>b) minimizing potential negative impacts, including cross-jurisdictional and cross-watershed impacts;</i> <i>c) identifying surface water resource systems consisting of ground water features, hydrologic functions and natural heritage features and areas, and surface water features including shoreline areas, which are necessary for the ecological and hydrological integrity of the watershed;</i> <i>d) maintaining linkages and related functions among ground water features, hydrologic functions and natural heritage features and areas and surface water features including shoreline areas;</i> <i>e) implementing necessary restrictions on development and site alteration to:</i> <ul style="list-style-type: none"> <i>1. protect all municipal drinking water</i> 	<p>No surface water features, hydrologic features or municipal drinking water sources are located on the property. One watercourse, the Zimmerman (channelized agricultural) Drain, occurs within 120 m of the site. The drain flows south to north along Wilson Road.</p> <p>Several operational conditions and best practices have been included to minimize any potential for surface activities to impact groundwater quality.</p> <p>These include groundwater level monitoring and restriction of surface activities in accordance with provincial guidelines. Further, contingency measures have been implemented on the site plans in order to provide for appropriate corrective actions should groundwater be encountered during extraction.</p> <p>Relevant Source Protection mapping (as available from the Ausable Bayfield Maitland Source Protection website) was reviewed. The proposed pit is not within any identified Well Head Protection Area (WHPA) or Intake Protection Zone (IPZ). The northwest corner of the site (only), along</p>

PPS (2014) Policies	Get-R-Done Pit Proposal
<p><i>supplies and designated vulnerable areas; and</i></p> <p><i>2. protect, improve or restore vulnerable surface and ground water, sensitive surface water features and sensitive ground water features, and their hydrologic functions;</i></p> <p><i>f) planning for efficient and sustainable use of water resources, through practices for water conservation and sustaining water quality; and</i></p>	<p>the Zimmerman Drain, is mapped as a significant groundwater recharge area with a “medium” susceptibility. The remainder of the site is not designated as a significant groundwater recharge area and is mapped as having a “low” groundwater vulnerability. Tier 1 groundwater stress is shown as “low”.</p>
<p><i>2.3 Agriculture</i></p> <p><i>2.3.1 Prime agricultural areas shall be protected for long-term use for agriculture.</i></p> <p><i>2.3.6 Non-Agricultural Uses in Prime Agricultural Area</i></p> <p><i>2.3.6.1 Planning authorities may only permit non-agricultural uses in prime agricultural areas for:</i></p> <p><i>a) extraction of minerals, petroleum resources and mineral aggregate resources in accordance with policies 2.4 and 2.5</i></p> <p><i>b) limited non-residential uses</i></p>	<p>The subject property is identified in the Canada Land Inventory Agricultural Capabilities Mapping as class 1 and 2 agricultural land. Extraction of minerals is a permitted use according to PPS policy 2.3.6.1 (a). The proposed rehabilitation will be undertaken progressively to generally restore the majority of the expansion area to an agricultural after-use. The site will be protected for the cultivation of field crops over the long term.</p>
<p><i>2.5 Mineral Aggregate</i></p> <p><i>2.5.2.1 As much of the mineral aggregate resources as is realistically possible shall be made available as close to markets as possible.</i></p> <p><i>Demonstration of need for mineral aggregate resources, including any type of supply/demand analysis, shall not be required, notwithstanding the availability, designation or licensing for extraction of mineral aggregate resources locally or elsewhere.</i></p>	<p>The proposed pit will provide a supply of commercially viable aggregate material for the local and regional market. The proposed pit will increase access to close-to-market supply of aggregates in local construction markets.</p>

PPS (2014) Policies	Get-R-Done Pit Proposal
<p><i>2.5.2.2 Extraction shall be undertaken in a manner which minimizes social, economic, and environmental impacts.</i></p>	<p>The technical studies prepared in support of the proposed pit expansion demonstrate that no natural or cultural heritage features will be impacted by the development. Avoidance of mitigation is incorporated in the plans to protect any significant features.</p> <p>The hydrogeological study has confirmed groundwater elevations and a series of operational practices designed to restrict activities which could present threats to groundwater have been included on the operations plan.</p> <p>The noise assessment report concluded that, under worst case conditions, and with the recommended mitigation measure in place, the pit operations will comply with MECP guidelines for noise.</p> <p>Adherence to the applicable provincial standards for dust will help to minimize any potential impacts and nuisances. The TOARC contributions will provide a sustained fund to the Township for road maintenance along the proposed haul route and ensure safe vehicular access to and from the site is provided over the long-term with minimal disruption to existing traffic flows.</p>
<p><i>2.5.2.3 Mineral aggregate resource conservation shall be undertaken, including through the use of accessory aggregate recycling facilities within operations, where feasible.</i></p>	<p>The proposed pit does not propose recycling of construction materials for re-use as part of the pit operations.</p>

PPS (2014) Policies	Get-R-Done Pit Proposal
<p><i>2.5.3 Rehabilitation</i></p> <p><i>2.5.3.1 Progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, to recognize the interim nature of extraction, and to mitigate negative impacts to the extent possible. Final rehabilitation shall take surrounding land use and approved land use designations into consideration.</i></p>	<p>As described previously in this report, the pit will be progressively rehabilitated to a use that is compatible with the rural nature of the surrounding area and reflects the requirements of the PPS.</p>

PPS (2014) Policies	Get-R-Done Pit Proposal
<p><i>2.5.4 Extraction in Prime Agricultural Areas</i></p> <p><i>2.5.4.1 In prime agricultural areas, on prime agricultural land, extraction of mineral aggregate resources is permitted as an interim use provided that the site will be rehabilitated back to an agricultural condition.</i></p> <p><i>Complete rehabilitation to an agricultural condition is not required if: a) outside of a specialty crop area, there is a substantial quantity of mineral aggregate resources below the water table warranting extraction, or the depth of planned extraction in a quarry makes restoration of pre-extraction agricultural capability unfeasible; b) in a specialty crop area, there is a substantial quantity of high quality mineral aggregate resources below the water table warranting extraction, and the depth of planned extraction makes restoration of pre-extraction agricultural capability unfeasible; c) other alternatives have been considered by the applicant and found unsuitable. The consideration of other alternatives shall include resources in areas of Canada Land Inventory Class 4 through 7 lands, resources on lands identified as designated growth areas, and resources on prime agricultural lands where rehabilitation is feasible. Where no other alternatives are found, prime agricultural lands shall be protected in this order of priority: specialty crop areas, Canada Land Inventory Class 1, 2 and 3 lands; and d) agricultural rehabilitation in remaining areas is maximized.</i></p>	<p>Complete rehabilitation to an agricultural condition in prime agricultural areas is not required, as the proposal meets the 4 requirements of the PPS, as follows:</p> <ul style="list-style-type: none"> a) A small pond will be incorporated, and the balance of the land will be restored to agricultural use. b) The site is not within a specialty crop area, as defined in the PPS c) Most of the land in this area is class 1 or 2 agricultural land. This particular area is characterized by several existing aggregate extraction operations. The site is adjacent to the applicant's existing gravel pit and will allow for an extension of the reserves so that the company can continue to supply this market. d) The area around the pond will be returned to an agricultural condition, with a soil capability that is equivalent to the pre-extraction conditions. Agricultural rehabilitation is maximized in the areas of the site located outside of the pond area.

PPS (2014) Policies	Get-R-Done Pit Proposal
<p><i>2.6 Cultural Heritage and Archaeology</i></p> <p><i>2.6.2 Development and site alteration shall only be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.</i></p>	<p>A Stage I and II Archeological Assessment was completed by The Timmins Martelle Inc. A stage 3 study was recommended for 3 of the sites identified. No extraction is proposed in any of these sites, and a buffer of 20 metres is incorporated into the site plans to prevent disturbances. No further work has been recommended and the reports have been accepted by the Ministry of Tourism and Culture. The proposal meets the PPS requirements. The Stage 1-2 fieldwork was done in consultation with the Kettle and Stoney Point First Nation.</p>

3.3 Official Plan Policies: Middlesex County, Township of Adelaide-Metcalf

The Middlesex County Official Plan is the policy document that establishes the overall land use strategy for both the County and the area municipalities that comprise the County. The policies and land use schedules contained in the Official Plan establish locational and development review requirements for various land uses (residential, commercial, industrial, institutional, parks, etc.), set out how agricultural land and other natural features and cultural heritage resources are to be protected and provide direction on how environmental constraints are to be addressed.

This report examines the proposal in the context of the Official Plan policies, and in particular those sections of the Official Plan that deal with Mineral Aggregate Resource developments.

The subject property is currently designated as “Agriculture” in both the County of Middlesex Official Plan and the Township of Adelaide Metcalfe Official Plan. Within the Agricultural Reserve designation of the County Plan, sand and gravel extraction and ancillary uses are permitted without an amendment to the OP, provided that the proposal complies with the policies related to resource extraction (OP Section 3.4) and environmental protection (OP Section 3.2).

The proposed expansion will require an amendment to the Township Official Plan, an analysis of the proposal in the context of the applicable OP policies is set out in the chart below.

Middlesex County OP Policies	Analysis
<p>2.2.1 Natural System</p> <p>The County’s Natural System includes the following elements which, while listed separately for convenience, are inter-connected and functionally dependent:</p> <p>Natural Heritage Features Significant woodlands Wildlife habitat Endangered and threatened species habitat Aquatic ecosystems including fish habitat River, stream, ravine and upland corridors Aggregate resource areas ANSIs</p> <p>The maintenance of this System requires that the ecological functions and processes which created and now sustain it are also maintained and where necessary, rehabilitated or enhanced</p> <p>2.2.1.2 General Policies</p> <p>Identify, protect, maintain and encourage</p>	<p>MTE consulting completed an Impact Assessment to identify the potential effects of the pit proposal on the Natural Heritage system.</p> <p>The report confirmed that there are no natural heritage features or environmentally significant areas within the proposed Licence Boundary. Within the 120m Adjacent Lands, three Significant Woodland Areas were identified.</p> <p>According to the MTE report, there is also the potential for 5 Species at Risk to be present within or adjacent to the proposed Licence Boundary area.</p> <p>Their report recommended mitigative measures to protect these features and ecological functions, and these recommendations have been incorporated into the design of the operations and site rehabilitation. The mitigative measures include the incorporation of setbacks and installation of erosion and control fencing.</p>

Middlesex County OP Policies	Analysis
<p>rehabilitation of the Natural System</p> <p>The County supports the protection of existing woodlands and will continue to enforce the County Woodlands Conservation By-law</p> <p>2.2.1.3 Natural System Policies</p> <p>Certain parts of the County's Natural System preclude development. These are designated as Natural Environment Areas on Schedule A and include:</p> <p>Wetlands; Floodplains; and Flood regulated water courses.</p> <p>Significant portions of Endangered Species Habitats also preclude development. These areas are not shown on Schedule A in order to protect the endangered species; however, the Province should be consulted regarding these habitats, as required.</p> <p>The remaining Natural Heritage Features, Groundwater Features and Natural Hazards listed as elements of the Natural System in Section 2.2.1.1 do not preclude development; however, there is an interest on the part of the Province, Conservation Authorities and the County in protecting these Features and Hazards from incompatible land uses.</p>	
<p>2.2.3 Aggregate Resources</p> <p>The County, in conjunction with the Province shall ensure that as much of the mineral aggregate resources as is realistically possible is made available to supply the need, as close to market as possible; extraction is undertaken and completed in an orderly fashion; and, the extraction does not have a permanent adverse impact on the Natural System or the agricultural land base. Operational impacts on residential and other sensitive land uses shall be minimized.</p>	<p>The policies recognize the importance of protecting aggregate resources within the County, as well as the need to balance resource extraction with protection of agricultural lands and the natural environment.</p>

Middlesex County OP Policies	Analysis
<p>2.2.3.2 General Policies</p> <p>Aggregate and non-aggregate resources shall be recognized and managed as non-renewable resources.</p> <p>Areas of aggregate resource, as identified on Schedule C, shall be protected for extraction purposes.</p> <p>Consideration of the expansion of existing extractive operations and of new aggregate extraction areas shall include an evaluation of the impact on area residents and on the Natural System including ground and surface waters. Extraction and processing operations shall be located in such a way to minimize the impact on the natural and social environments.</p> <p>All pit and quarry operations shall be subject to a program of progressive rehabilitation as specified in the Aggregate Resources Act, regulations under this Act and in the license for the property.</p> <p>Aggregate extraction is only permitted in the Agricultural Area if site rehabilitation is carried out and substantially the same acreage and soil capability for agriculture will occur after extraction and rehabilitation is complete except in the following instances:</p> <ul style="list-style-type: none"> a) where extraction occurs below the water table, b) where the lands do not constitute Prime Agricultural Land, c) where there is an approved, underlying land use designation which permits uses other than agriculture in a local official plan. 	<p>The pit is within an area identified on Schedule C in the Official Plan as Mineral Aggregate Resource.</p> <p>The proposed aggregate operation has been assessed for impacts on groundwater, surface water, natural heritage as well as social impacts such as noise and dust. Mitigative measures have been incorporated into the operating plans.</p> <p>The rehabilitation plan calls for progressive rehabilitation of the site. The majority of the expansion area will be rehabilitated to an agricultural use, with a small pond located in the northeast part of the property. The area will be rehabilitated to the same soil capability that exists pre-extraction to provide opportunity for cultivation.</p>

Middlesex County OP Policies	Analysis
<p>2.2.3.3. New Pits and Quarries</p> <p>Prior to making a decision on an amendment to a local official plan or zoning by-law to permit a new extractive use, or to allow the expansion of an existing extractive use, the local municipality shall consult with the County, the Conservation Authority and the Province to ensure that the effects on any Natural System Elements are properly considered. Consultation may include studies related to ground and surface water impacts, noise and dust impacts and other matters that may affect the natural environment and adjacent residents.</p> <p>Local municipalities shall include policies in their official plans to address the impact of new pits and quarries. Such policies shall address:</p> <ul style="list-style-type: none"> • visual impact; • proximity to residential uses; • impact on Natural System Elements; <p>and</p> <ul style="list-style-type: none"> • site rehabilitation. <p>In considering applications to permit new pits and quarries, local municipalities shall be satisfied that the following are addressed:</p> <ul style="list-style-type: none"> d) the impact on adjacent land uses and residents; e) the impact on the natural environment; f) the capabilities of the subject land for agriculture and other land uses; g) the impact on the road network; h) the impact on any existing or potential municipal water supply resource areas; i) the manner in which the operation will be carried out; j) the nature of rehabilitation work that is proposed; and k) h) any other matters deemed necessary by the local municipality or the County. 	<p>In addition to the Planning Act applications for Official Plan amendment and rezoning, the proposed pit will require an Aggregate Resources Act (ARA) License from the Ministry of Natural Resources and Forestry. Technical reports have been prepared as part of the applications to evaluate the impacts of the proposal on the natural environment, hydrologic and hydrogeological features, noise and traffic.</p> <p>The Planning Act and ARA applications to permit the expansion of the existing pit are supported by a series of technical studies which have assessed the impact of the proposed operation on neighbouring residents, the natural environment, the agricultural capabilities of the land, the impact of roads and municipal water supply. The Site Plans detail the manner in which operations will be carried out as describe the sequence of mining and progressive rehabilitation.</p>

Middlesex County OP Policies	Analysis
<p>2.3.10 Natural Heritage Features</p> <p>When an application for development within a Natural Heritage Feature, or within the adjacent lands of the elements as identified in Table 1 is being considered by Council, the appropriate Conservation Authority and the Province shall be consulted. The applicant will be required to submit a suitable Development Assessment Report in accordance with the policies of Section 2.2.1.2. The report shall address protection of the Natural System and show how existing and potential hazards shall be accommodated in a manner consistent with accepted engineering techniques and resource management practices and applicable provincial policies.</p>	<p>The Natural Heritage Report has evaluated the impacts of the proposal on significant wetlands, woodlands, fish habitat, and habitat of endangered species and threatened species. The recommended mitigative measures are incorporated to ensure no negative impacts on these natural features or their functions. The report is consistent with the “Development Assessment Report” outlined in the County OP.</p>
<p>2.2.3.4 Site Plan Requirements</p> <p>It is the policy of this Plan that an application for a permit to operate a sand or gravel pit or quarry shall be accompanied by a Site Development Plan(s) to be submitted to the County, the local municipality and the Ministry of Natural Resources. The Site Development Plan(s) shall deal with those matters specified by the Province.</p>	<p>The Site Plans have been prepared in accordance with the Aggregate Resources Act requirements and include a description of: Existing Features, Operations Plan and Phasing, Rehabilitation as well as a series of cross sections to depict the elevation, grades and drainage of the land before during and after extraction on the property.</p>

Middlesex County OP Policies	Analysis
<p data-bbox="175 159 584 191">2.3.10 Natural Heritage Features</p> <p data-bbox="175 233 755 527">Natural Heritage Features are shown on Schedule C and identify lands that have natural environment functions and significance which should be considered when development proposals are reviewed. The Natural Heritage Features shown on Schedule C have been consolidated from existing information sources.</p> <p data-bbox="175 569 755 1117">When an application for development within a Natural Heritage Feature, or within the adjacent lands of the elements as identified in Table 1 is being considered by Council, the appropriate Conservation Authority and the Province shall be consulted. The applicant will be required to submit a suitable Development Assessment Report in accordance with the policies of Section 2.2.1.2. The report shall address protection of the Natural System and show how existing and potential hazards shall be accommodated in a manner consistent with accepted engineering techniques and resource management practices and applicable provincial policies.</p>	<p data-bbox="779 233 1448 415">The pit site does not contain any mapped features of environmental significance. The Natural Environment report did features on adjacent lands, and the report provided technical recommendations to address protection of the off-site features.</p>

Middlesex County OP Policies	Analysis
<p>DETAILED LAND USE POLICIES</p> <p>3.3 Agricultural Areas</p> <p>3.3.2 General Policies It is the policy of County Council that the Agricultural Area in Middlesex County shall be preserved and strengthened with the goal of sustaining the agricultural industry that is so vital to the Middlesex economy.</p> <p>3.3.3. Permitted Uses Agricultural Areas shall generally permit the following use: Agriculture and related uses; Up to two farm residences provided the second farm residence is a temporary residential unit Forestry uses Mineral aggregate and petroleum extraction Conservation (etc.)</p> <p>3.3.7 Mineral Aggregate Extraction In the Agricultural Areas, mineral aggregate extraction is a permitted use in accordance with the provincial Agricultural Land Policies and Section 2.2.3 of this Plan.</p>	<p>The County OP policies allow for mineral aggregate extraction in Agricultural Areas, subject to meeting the other policy requirements of the plan.</p>

3.4 Official Plan Policies: Municipality of Adelaide Metcalfe

The subject lands are currently designated Agricultural (A) in the Official Plan. The lands are also identified as a Secondary Mineral Resource Area.

Adelaide Metcalfe OP Policies	Analysis
<p>2.9 Mineral Aggregate Resources</p> <p>The Township of Adelaide Metcalfe has limited mineral aggregate resource potential. Mapping which identifies those areas within the Township with mineral aggregate potential has not to date been undertaken by the Ministry of Natural Resources. When mapping becomes available, Schedule “C” of the County Official Plan will be amended to identify mineral aggregate resource potential within the Township. When Schedule “C” is amended, The Township will have regard for the aggregate resource policies of the County Official Plan. Existing aggregate operations are designated in this Plan.</p> <p>The establishment of a new pit or quarry shall require an Official Plan Amendment and Zoning By-law Amendment subject to the criteria set out in section 3.6 of this Plan.</p> <p>Progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, and to recognize the interim nature of extraction. Final rehabilitation shall take surrounding land use and approved land use designations into consideration.</p>	<p>A geotechnical study was undertaken by the applicant and confirmed that there is mineral aggregate resource of significance on the property. A portion of the deposit is already licensed under the Aggregate Resources Act and is recognized on the Township’s Land Use Schedule.</p> <p>As per OP policy, an application to amend the Official Plan is being submitted to permit the proposed pit expansion.</p>
<p>Extraction in Prime Agricultural Areas</p> <p>In prime agricultural areas, on prime agricultural land, extraction of mineral aggregate resources is permitted as an interim use provided that rehabilitation of the site will be carried out so that substantially the same areas and same average soil quality for agriculture are restored.</p>	<p>The subject property is identified in the Canada Land Inventory Agricultural Capabilities Mapping as class 1 and 2 agricultural land. Extraction of minerals is a permitted use according to PPS policy 2.3.6.1 (a). The proposed rehabilitation will be undertaken progressively to generally restore the majority of the expansion area to an agricultural after-use. The site will be protected for the cultivation of field crops over the long term.</p>

Adelaide Metcalfe OP Policies	Analysis
<p>2.11 Groundwater Management and Protection</p> <p>Groundwater is a major source of water for domestic, industrial, commercial and agricultural uses in the Township of Adelaide Metcalfe and it is imperative that this resource be protected in order to ensure a sustainable and safe supply to those that rely on it.</p>	<p>Archaeology sites of significance are identified in the report by Timmins Martelle and are shown on the Site Plans. There were 6 locations identified which meet the requirements for Stage 3 archaeological investigation. The pit has been designed to avoid these areas, and in accordance with the Timmins Martelle recommendations, these sites (6 in total) will be left undisturbed with a 20-metre buffer to protect these sites.</p>
<p>3.0 LAND USE POLICIES</p> <p>3.6 Aggregate Extraction</p> <p>3.6.2 Policies</p> <p>3.6.2.3 The extension of existing pits and quarries or the establishment of new pits and quarries requires an amendment to this Plan and the Zoning By-law. The following criteria shall apply to applications for the establishment of new licensed pits or quarries:</p> <p>a) Approval of a truck haul route satisfactory to the Township and any natural environment report, hydrological assessments, blast design reports and noise assessment as required by the Aggregate Resources Act, Provincial Standards;</p> <p>b) The proposed pit or quarry shall not be excavated within 30 metres of a highway, natural water body, or land in use for a residential purpose or zoned for residential use in the Zoning By-law;</p> <p>c) All Aggregate Extractive uses must satisfy the requirements of the Ministry of the Environment or its designated agents as to water supply, disposal of liquid waste, pumping operations, the control of air and noise pollution and vibration where blasting is involved; and,</p> <p>d) The Aggregate Extractive area falls under the regulations of the Ontario Aggregate Resources Act.</p>	<p>The Planning Act and ARA applications to permit the expansion of the existing pit are supported by a series of technical studies which have assessed the impact of the proposed operation on neighbouring residents, the natural environment, the agricultural capabilities of the land, the impact of roads and municipal water supply. The Site Plans detail the manner in which operations will be carried out as describe the sequence of mining and progressive rehabilitation.</p>

Adelaide Metcalfe OP Policies	Analysis
<p>5.9 Truck Haul Routes</p> <p>To ensure that trucks utilize roads that are suitably constructed or improved for these purposes, "Truck Haul Routes" have been designated and are shown on Schedule "C".</p> <p>In evaluating applications for changes in use, trucks will be expected to access the nearest designated "Truck Haul Route" by the shortest distance possible that minimizes the impact on local roads that are either unsuited for truck traffic as a result of their standard construction or as a result of existing truck traffic volumes.</p>	<p>The existing access to the site is from Langan Drive (see site plans) and this same access will be utilized for the proposed pit expansion area.</p> <p>The majority of the aggregate from the site is expected to be utilized for construction projects in the local surrounding area. The peak number of trucks expected to arrive and depart in a typical busy hour is 8. The truck volume associated with the pit would is not expected to adversely impact traffic flows in the immediate area.</p>

Section 5.3 of the County Official Plan outlines the matters to be addressed in considering proposals for changes in land use. The items outlined for the Planning Impact Analysis in the OP are noted below in italics, with a response provided below each item.

- a) *the desirability and appropriateness of changing this Official Plan to accommodate the proposed use in light of the goals and policies of this Plan and its conformity to the County Official Plan;*

The proposal will allow the expansion of an existing sand and gravel operation. The Official Plan recognizes the importance of aggregate resources and provides policies for resource management. The proposal is an appropriate rural land use and has been designed to minimize impact on the environment and neighbouring landowners. Aggregate extraction is an interim land use and the site will be returned to an agricultural use once extraction and rehabilitation are completed.

- b) *the need for the proposed use including justification for the amount of land proposed for a change in designation based on undeveloped land available*

This section is not applicable to the proposed development.

- c) *the compatibility of the proposed use with surrounding land uses and the natural environment. Council may require a Development Assessment Report if the land is within or adjacent to a locally significant natural feature as defined in Section 2.2.4;*

The surrounding lands are in mainly in agricultural use and extractive industrial. There are farm and non-farm residences in the area as well as existing licensed gravel pits located to the east of the site. Mineral aggregate uses are permitted in Agricultural areas provided they meet the other requirements of the County Official Plan, and provided that appropriate zoning is in place. The proposed pit expansion is compatible with surrounding land uses.

- d) *whether the land is within 120 metres of designated Wetlands and results in a Development Assessment Report as outlined in Section 2.2.4;*

There are no designated wetlands within 120 metres of the subject land.

- e) *the suitability of the site for the proposed use in relation to the physical features of the property including topography, soils, vegetation and drainage;*

This section is not applicable to the proposed development.

- f) *the adequacy of the existing road network to service the proposed use and the provision of safe access to the site considering the speed limit, volume of traffic and sight lines. Council may require a traffic impact study with any proposal for a change in land use that it determines may affect the adequacy of the existing road network;*

The proposed pit will utilize an existing pit entrance and haul route. No impacts to traffic are expected.

- g) *the adequacy of the potable water supply, sewage disposal facilities, solid waste disposal, and other municipal services, as required, including whether logical extensions to services could be provided;*

This section is not applicable to the proposed development.

- h) *compliance with Minimum Distance Separation criteria;*

This section is not applicable to the proposed development.

- i) *the availability of appropriate facilities for education, recreation, public services, or the cost to the Township to provide these services for the proposed use; and,*

This section is not applicable to the proposed development.

- j) *The applicant shall ensure all material as required and identified following Preconsultation as outlined in Section 5.13 of the Official Plan has been provided as necessary. The planning analysis contained in this report demonstrate that the proposed pit is consistent with the principles, strategic initiatives, objectives and policies of the County Official Plan and is consistent with the Provincial Policy Statement (PPS 2014).*

Impacts, and cumulative impacts that have been addressed in the technical reports prepared for this application and recommendations incorporated into the Site plans, and are summarized below:

Natural Heritage Features

The Natural Environment report prepared by MTE Consultants and the Hydrogeological Assessment prepared by Groundwater Science Corp. have examined, in detail, the potential for negative effects on natural features and functions within and beyond the Van Den Eynden pit property. These reports have demonstrated that, with the mitigative measures, there will be no negative impacts to the natural heritage features or ecological functions identified both on and off site. These mitigative measures have been incorporated into the Site Plans.

The proposed extraction limit is appropriately set back from the woodlands features on adjacent lands. The Van Den Eynden pit proposes mitigation measures including the installation of sediment and erosion

control fencing to protect the natural features from direct impacts, implementation of a spills plan, and secondary containment for any fuel storage and refueling area.

No cumulative negative impacts on the natural environment are anticipated in association with the proposed Van Den Eynden pit.

Water Resources

The Van Den Eynden is located within the Lower Ausable River Watershed. The Zimmerman Drain flows north from the Langan Drive - Wilson Road intersection and joins the Ausable River at a distance of approximately 2.9 km from the site. There are no water courses identified within the proposed licence boundary. One watercourse, the Zimmerman (channelized agricultural) Drain, occurs within 120 m of the site. The drain flows south to north along Wilson Road. There are no other groundwater related natural environment features such as water courses or bodies or springs identified within 120 m of the proposed new licence boundary.

Ten water supply wells were identified within 500 metres of the site. One is a cluster of wells used for monitoring at an adjacent pit site. The remaining wells are used for domestic or stock water supply. No impacts to local water wells are expected from this pit expansion proposal.

The Hydrogeological Assessment Report concluded that, based on the setting and proposed extraction plan, there is no potential for cumulative impacts to groundwater.

Agricultural Impact Assessment

The Soil Capability for Agriculture mapping for the area, indicates that Canada Land Inventory (CLI) for the site is 2fm. The subclass symbol s indicates soil limitations which include low natural fertility, and low moisture-holding capacity. The coarse-grained soils are well drained and during hot and dry conditions, crop yields are impacted by the lack of soil moisture. Class 1-3 soils are suitable for annual cultivation and all or many common field crops can be grown.

The rehabilitation plans are designed to ensure that agricultural uses can continue on areas of the property that are not actively being extracted and ensures that the progressive rehabilitation maximizes agricultural rehabilitation outside of the areas that will be extracted below the water table.

Noise and Vibrations

HCG Engineering ("HCG") reviewed the operational plan for the proposed Van Den Eynden Pit expansion and conducted an analysis of the impacts based on a worst-case scenario. HCG provided recommendations to mitigate noise from operations, including perimeter berms and acoustic screens near processing equipment, and these recommendations have been incorporated into the Site Plans for the pit. HCG's report concluded that the sound emissions from the proposed pit operation, with the recommended noise controls in place, comply with MECP guideline limits.

Dust and Air Quality

It is the responsibility of Get-R-Done Farms to contain dust and appropriate dust control measures. These measures have been included in the site plans. Dust control in pits is now a common requirement and may include paved entrances, vegetated berms, sequential rehabilitation to minimize disturbed areas and mechanical controls on processing equipment.

The site plans have been designed to minimize the open areas which are potential dust sources and require vegetation on all berms and progressive rehabilitation of the site to eliminate dust sources.

The plant machinery is equipped with dust controls as required by the Ministry of the Environment, Conservation and Parks. The haul roads are treated with dust suppressants when required. Only MECP approved dust suppressants are used, the most common of which is water.

Cultural Heritage Resources

Timmins Martelle Heritage Consultants Inc. (TMHC) was hired to carry out an archaeological assessment as a standard condition of the aggregate licensing process, under the Aggregate Resources Act, R.S.O. 1990. The purpose of this work was to determine whether there are any archaeological resources present on the property that may be adversely affected by the proposed change in land use.

The Stage 1 & 2 Report recommended that a Stage 3 Study would be required for some of the archaeology sites identified in the report. The applicant has elected to avoid and/or mitigate all of these sites, and based on the recommendations of the archaeologist, a 20-metre buffer will be established to protect the sites. These areas, and the associated recommendations, are incorporated into the Site Plans.

3.5 Township of Adelaide-Metcalfe Zoning By-law

An application for a zoning by-law amendment to the Township of Adelaide Metcalfe Zoning By-law is required, to rezone the lands from “Agricultural - General” (A2) Zone to Extractive Resource (E) Zone to permit the establishment of a Class A pit license, Category 3, above the water table.

4.0 PLANNING CONCLUSION

To permit the establishment of a Class A pit license, Category 1, below the water table, to be operated in the Township of Adelaide-Metcalfe, County of Middlesex, Van Den Eynden is submitting an application (Get R Done Pit) for an amendment to the Township of Adelaide-Metcalfe Zoning By-law, to rezone the lands from “Agricultural - General” (A2) to Extractive Resource (E).

An application to the Ministry of Natural Resources and Forestry (MNRF) for a license under the Aggregate Resources Act (ARA) is concurrently being submitted. The ARA consultation and review process will include a public open house meeting to be held on April 7th, 2020.

4.1 Municipal Planning & Land Use Considerations:

The zoning by-law amendment and ARA license applications are supported by the foregoing land use planning analysis, the Summary Statement, the ARA site plans and related requirements, and the associated technical reports referenced in this document.

Based on these submissions it is concluded that:

- 1) The proposed pit is located in a provincially, regionally and locally recognized aggregate resource area.
- 2) The deposit can be extracted in such a manner that potential environmental and social impacts are minimized.
- 3) The matters of provincial interest as identified in Section 2 of the Planning Act have been properly assessed and the proposal has appropriate regard to these provincial interests.
- 4) The proposed pit, through its Operations Plan, Rehabilitation Plan and the recommendations of the supporting technical reports, is consistent with provincial policy as set out in the 2014 Provincial Policy Statement.
- 6) The Provincial Policy Statement 2014 contains policy requiring mineral aggregate resources to be protected and that as much of the resource as possible be made available as close to market as is possible. The proposal is consistent with this provincial objective as well as provincial policy related to the protection of natural heritage, water and cultural resources and the protection of public health and safety.
- 7) The proposal is consistent with the relevant policies of the County of Middlesex Official Plan and the Township of Adelaide Metcalfe Official Plan with regard to amendments for new aggregate extraction applications.
- 8) The ARA site plans, prepared by taking into consideration the technical studies, surrounding land uses and legislative requirements, will minimize any environmental and social impacts in accordance with the Provincial Standards established under the ARA.

The proposed pit operation has been designed to reflect best practices and incorporates recommendations of the accompanying technical reports. The operational notes on the license site plans under the Aggregate Resources Act, have incorporated conditions to reflect specific technical recommendations to mitigate any negative environmental effects.

The proposed pit is consistent with the 2014 Provincial Policy Statement and in the conformity with the County of Middlesex Official Plan, and the Township of Adelaide Metcalfe Official Plan.

The applicant respectfully seeks approval of the Township of Adelaide-Metcalfe zoning by-law amendment to permit the proposed expansion of the Van Den Eynden pit.



Committee of Whole

Meeting Date: February 16, 2021

Submitted by: Durk Vanderwerff, Director of Planning

SUBJECT: STRATHROY-CARADOC OFFICIAL PLAN AMENDMENT NO. 11; DOWNTOWN MASTER PLAN AND COMMUNITY IMPROVEMENT PLAN IMPLEMENTATION; FILE NO. 39-SC-OPA11

BACKGROUND:

The Municipality of Strathroy-Caradoc recently updated the 'Downtown Strathroy Master Plan' (Master Plan) which provides a collective vision and design for the Downtown of Strathroy. This document serves as a guide to the Municipality and the community for the orderly development, regeneration, and enhancement of the core of Strathroy; which is considered to be a significant component of the Municipality's economic vitality.

Paired with the Master Plan, Strathroy-Caradoc also updated and expanded the 'Strathroy-Caradoc Community Improvement Plan' (CIP) which is intended to facilitate improvements to public and private lands in strategic areas of the Municipality. A CIP allows municipalities to facilitate and encourage projects that are aligned with the goals and vision of the municipality as set out in the CIP. Council will recall that the County, through the Economic Development budget, partnered with Strathroy-Caradoc to prepare a 'Primer on Community Improvement Plans' that was completed concurrently (and via joint-purchasing) with the Strathroy-Caradoc CIP update.

Arising from the update to the aforementioned Plans are a number of recommendations including that the Municipality's Official Plan be updated. The purpose of Amendment No. 11 is therefore to update the policies in the Municipality's Official Plan related to the 'Downtown Strathroy Master Plan' and the 'Strathroy-Caradoc Community Improvement Plan' to ensure consistency with the locally approved documents. Amendment No. 11 is appended to this report which includes copies of the Master Plan and the CIP.

ANALYSIS:

The updated Master Plan repositions and strengthens the vision for Downtown Strathroy. It includes a 'turn towards the river', as well as reimagining the rail corridor and promoting new opportunities to bring people downtown to live, work and play. Amendment No. 11 proposes to incorporate the Master Plan into the Official Plan by way of textual amendments to relevant sections. The textual amendments would clarify and reflect the priorities, goals, and vision contemplated in the Master Plan. The Master Plan applies to the core area of Strathroy and the boundaries are set out in the Official Plan.

The updated CIP applies to the entire Municipality (whereas the previous CIP was oriented primarily to downtowns) and introduces a wider range of funding programs intended to incentivize improvements to businesses and properties. Amendment No. 11 proposes to implement the necessary textual changes to relevant sections of the Official Plan to ensure consistency with the Section 28 of the Planning Act and the locally approved CIP.

The Provincial Policy Statement (PPS) identifies population and economic growth as a provincial interest which is to be achieved through well planned communities that ensures the long-term prosperity and social well-being of the municipality. This includes providing for strong, sustainable and resilient communities for people of all ages, a clean and healthy environment, and a strong and competitive economy. The Master Plan and the CIP are intended to achieve these goals at the local scale.

The County Official Plan encourages the use of CIPs and while the County Official Plan does not address in any great detail those planning matters which can better be dealt with by the local municipalities such as a Downtown Master Plan. The COP includes many policies concerning environmental protection, housing, economic development, and intensification, among others.

Much like the County Plan, the Strathroy-Caradoc Official Plan has extensive policy context for the establishment of the CIP and the Master Plan including but not limited to, direction on economic development, housing, and commercial growth. Amendment No. 11 updates policies that acknowledge economic development initiatives by supporting the new development, redevelopment and improvement of properties within Strathroy-Caradoc, which in turn is intended to contribute to the overall economic health of the Municipality.

During the local planning process the Municipality undertook extensive public and stakeholder engagement that involved discussions with many interest groups including residents, business owners, students, the public and Strathroy-Caradoc Council. The County received no written submissions concerning Amendment No. 11 subsequent to adoption by the Municipality.

In conclusion, Amendment No. 11 would update policies of the Strathroy-Caradoc Official Plan related to the establishment of a 'Community Improvement Plan' for the entire Municipality as well as update policies to reflect the 'Downtown Strathroy Master Plan'. It is my opinion that Amendment No. 11 is consistent with the Provincial Policy Statement, conforms to the intent and purpose of the County and the Strathroy-Caradoc Official Plans, and approving it would have regard to the decision of Council for the Municipality of Strathroy-Caradoc.

FINANCIAL IMPLICATIONS:

The finalization and implementation of the Strathroy-Caradoc Community Improvement Plan realizes the County's previous financial support for this local initiative. The budget expense related to the Provincially delegated Approval Authority responsibility for local official plans is offset, to an extent, through the collection of application fees however fees are not collected where an official plan amendment is municipally initiated such as this.

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Cultivating Community Vitality	Advance a diverse, healthy, and engaged community across Middlesex County	<ul style="list-style-type: none">• Champion and encourage active transportation and public transit opportunities
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none">• Create an environment that enables the attraction and retention of businesses, talent, and investments• Attract visitors to Middlesex County• Support the development and prosperity of downtown core areas in Middlesex County

RECOMMENDATION:

That Amendment No. 11 to the Strathroy-Caradoc Official Plan be approved and that staff be directed to circulate a Notice of Decision as required by the Planning Act, and that the Notice of Decision indicate that Middlesex County Council received no written submissions concerning this application.

Attachments

THE CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC

BY-LAW 49-20

**BEING A BY-LAW TO ADOPT AMENDMENT NO. 11 TO THE OFFICIAL PLAN OF
THE MUNICIPALITY OF STRATHROY-CARADOC RESECTING THE DOWNTOWN
STRATHROY MASTER PLAN AND STRATHROY-CARADOC COMMUNITY
IMPROVEMENT PLAN**

WHEREAS the Council of the Corporation of the Municipality of Strathroy-Caradoc has provided for the preparation of the Downtown Strathroy Master Plan and Strathroy-Caradoc Community Improvement Plan under the authority of the *Planning Act, R.S.O., 1990, c.P. 13*, of which necessitate and/or require certain amendments to the Official Plan of the Municipality of Strathroy-Caradoc;

AND WHEREAS Section 17 of the *Planning Act, R.S.O., 1990, c.P. 13*, provides for the adoption of an official plan and amendments thereto;

AND WHEREAS Section 22 of the *Planning Act, R.S.O. 1990, c.P. 13*, permits persons or public bodies to request council to amend its official plan;

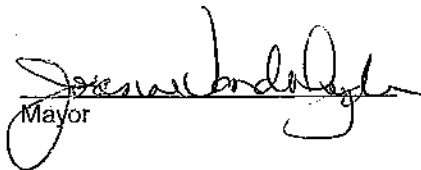
AND WHEREAS the requirements for giving notice and the holding of a public meeting of this amendment have been met;

AND WHEREAS the Council of the Corporation of the Municipality of Strathroy-Caradoc deems it advisable to amend the Official Plan of the Municipality of Strathroy-Caradoc;


NOW THEREFORE BE IT ENACTED BY THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC AS FOLLOWS:

1. **THAT:** Amendment No. 11 to the Official Plan of the Municipality of Strathroy-Caradoc consisting of the attached text and schedules is hereby adopted.
2. **THAT:** the Clerk is hereby authorized to make application to the County of Middlesex for approval of Amendment No. 11 to the Official Plan of the Municipality of Strathroy-Caradoc.
3. **THAT:** this By-law shall come into force and take effect on the day of the final passing thereof.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED IN OPEN
COUNCIL THIS 21st DAY OF DECEMBER, 2020.**


Mayor


Clerk


I, Brianna Hammer-Keidel, Deputy
Clerk for the Corporation of the
Municipality of Strathroy-Caradoc
hereby certify this to be a true copy of
the original document



**AMENDMENT NO. 11
TO THE OFFICIAL PLAN
OF THE MUNICIPALITY OF STRATHROY-CARADOC**

SUBJECT: DOWNTOWN STRATHROY MASTER PLAN AND
STRATHROY-CARADOC COMMUNITY IMPROVEMENT PLAN

DATE: DECEMBER 2020



**Amendment No. 11 to the Official Plan of the
Municipality of Strathroy-Caradoc**
Downtown Strathroy Master Plan and
Strathroy Caradoc Community Improvement Plan

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Appendix B: Strathroy-Caradoc Community Improvement Plan



**Amendment No. 11 to the Official Plan of the
Municipality of Strathroy-Caradoc**
Downtown Strathroy Master Plan and
Strathroy Caradoc Community Improvement Plan

STATEMENT OF COMPONENTS

PART A - PREAMBLE introduces the actual Amendment but does not constitute part of Amendment No. 11 to the Official Plan for the Municipality of Strathroy-Caradoc.

PART B - THE AMENDMENT consists of the following text, which constitutes Amendment No. 11 to the Official Plan for the Municipality of Strathroy-Caradoc.

PART C - THE APPENDICES do not form part of Amendment No. 11 but are provided to clarify the intent and to supply background information related to the Amendment.



**Amendment No. 11 to the Official Plan of the
Municipality of Strathroy-Caradoc**
Downtown Strathroy Master Plan and
Strathroy Caradoc Community Improvement Plan

PART A – PREAMBLE

1.0 PURPOSE AND EFFECT

The Municipality of Strathroy-Caradoc undertook the preparation of a new Downtown Strathroy Master Plan and Strathroy-Caradoc Community Improvement Plan in 2020. The purpose of Amendment No. 11 is to:

- a) Adopt and incorporate the Downtown Strathroy Master Plan into the Official Plan by way of textual amendments to relevant sections of the Official Plan. The textual amendments will clarify and reflect the priorities, goals, and vision contemplated in the Downtown Master Plan.
- b) Implement the necessary textual changes to relevant sections of the Official Plan as they relate to community improvement, to ensure consistency with the Section 28 of the Planning Act and the Strathroy-Caradoc Community Improvement Plan.

2.0 LOCATION

This Amendment generally applies to all lands within the jurisdiction of the Municipality of Strathroy-Caradoc, and more specifically those lands located within the Downtown Core, as identified on Schedule “C” of the Official Plan, to which the Downtown Strathroy Master Plan applies.

3.0 BASIS OF THE AMENDMENT

The Amendment addresses the following circumstances:

- The preparation and adoption of a the Downtown Strathroy Master Plan, which includes further scoping of the community’s priorities, goals, and vision for the future growth and development of Downtown Strathroy; and,
- The preparation and adoption of the Strathroy-Caradoc Community Improvement Plan, which includes further scoping of the community’s priorities, goals, and vision for community improvement throughout the Municipality.



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PART B - THE AMENDMENT

4.0 INTRODUCTORY STATEMENT

All of this part of the document, entitled “Part B – The Amendment”, including the following text constitute Amendment No. 11 to the Official Plan of the Municipality of Strathroy-Caradoc. Please note the following details for the amendments described herein:

- a) A **BOLDING** indicates the addition of new text
- b) A ~~STRIKETHROUGH~~ indicates the removal of existing text
- c) EXISTING TEXT will be left unchanged in format

5.0 DETAILS OF THE AMENDMENT

The Official Plan of the Municipality of Strathroy-Caradoc is hereby amended as follows:

1. Section 2.8.1 “Goals and Objectives” is amended as follows:

“2.8.1 GOALS AND OBJECTIVES

- a) To achieve minimum standards of public health, safety and occupancy;
- b) To eradicate property conditions which pose a blight, eyesore, nuisance, risk or land use conflict;
- c) To improve areas experiencing decline, blight or neglect;
- d) To remediate contaminated or brownfield sites and turn them into viable uses compatible with neighbouring uses;
- e) To up-grade, ~~and maintain,~~ **and improve** municipal services, **roads,** and facilities in accordance with prevailing standards **and best practices;**
- f) **To ensure a mix of diverse and attainable housing is available to residents;**
- g) **To improve the physical and visual quality of buildings and spaces;**



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- h) To support the preservation and enhancement of historically significant buildings, lands, and features;
- i) To create opportunities for economic diversification, investment, resiliency, and growth;
- j) To incorporate placemaking-focused initiatives, activities, and development as the municipality grows.”

2. Section 2.8.2 “Community Improvement Plans” is amended as follows:

“2.8.2 COMMUNITY IMPROVEMENT PLANS

The Municipality may **by by-law**, under the provisions of the Planning Act, designate ~~an area~~ **the whole or any part of an area covered by this Official Plan** as a community improvement project area. ~~and prepare for such area a community improvement plan.~~ **If such a by-law is passed, Council may provide for the preparation and adoption of a community improvement plan for the community improvement project area.** The plan may address such initiatives as the rehabilitation of the area through the clearance of land, removal or treatment of contaminated soils, development, redevelopment or combination thereof and the provision of amenities, uses, buildings, works, improvements or facilities as may be considered appropriate or necessary **to achieve the goals of the plan and vision for the community improvement project area.**

The plan may also contain criteria and other details outlining incentives for owners and tenants of lands and/or buildings in the community improvement project area, in accordance with Section 28(7) of the Planning Act, to assist with eligible costs associated with community improvement undertakings.”

3. Section 3.3.1.3 “Form and Character of Development” is amended as follows:

“3.3.1.3 FORM AND CHARACTER OF DEVELOPMENT

Development and expansion shall be as compact as possible, particularly in the ‘inner core’ to facilitate pedestrian convenience and to maintain the distinct character of the downtown core. To maintain



**Amendment No. 11 to the Official Plan of the
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the pedestrian-friendly nature of the 'inner core' and its traditional character, adherence to **the Downtown Strathroy Urban Design Guidelines (2018), as well as other** urban design principles such as maintaining a continuous building setback at the streetline and a minimum two storey height shall be encouraged. Compactness shall be retained and strengthened and intrusions into residential areas avoided by preventing undue extensions and encouraging redevelopment, infilling and the conversion of vacant, abandoned or derelict buildings and space into more viable uses **in accordance with the Downtown Strathroy Urban Design Guidelines (2018) and vision of the Downtown Strathroy Master Plan (2020).**"

4. Section 3.3.1.4 "Public Place" is amended as follows:

"3.3.1.4 PUBLIC PLACE

Efforts shall be made to enhance and strengthen the 'Downtown Core' as a public gathering place where the community comes together to shop and dine, to be entertained, to appreciate arts and culture, to socialize and to engage in civic activities and special events. **The Downtown Strathroy Master Plan (2020) shall be used to guide and inspire efforts to achieve this vision."**

5. Section 3.3.1.7 "Master Plan" is amended as follows:

"3.3.1.7 DOWNTOWN STRATHROY MASTER PLAN (2020)

While the 'Downtown Core' (see Schedule 'C') has suffered from changing consumer trends and the development of competing commercial areas, it has been able to maintain a significant retail and service function. Nevertheless, the importance of revitalizing and re-positioning the core in terms of fulfilling a new multi-functional role is recognized. To enhance the vitality of the core and to secure its significance as the 'centre piece' and defining element of the town, a focus on economic regeneration, multiple use, physical enhancement and redevelopment, historic preservation, and arts and culture is considered crucial. ~~The Strathroy-Caradoc Cultural Master Plan, 2004 suggests a strategy which builds upon the core's distinct history, natural and cultural amenities and outlines a variety of initiatives to create a truly vibrant downtown core. A master plan may be prepared which incorporates these initiatives as well as the~~



**Amendment No. 11 to the Official Plan of the
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~~following elements as a basis for establishing priorities, detailed design and capital expenditures:~~ To this end, Council has provided for the preparation and adoption of the Downtown Strathroy Master Plan (2020) in order to provide a collective vision for the future of the Downtown Core. The Master Plan offers inspiration and guidance for achieving the community's vision for the Downtown through a number of strategies and initiatives associated with, but not limited to:

- a) Streetscaping improvements, particularly along Front and Frank Streets, to improve walkability and the pedestrian experience;
- b) Increasing the depth of the pedestrian right-of-way to increase business “spill-out” spaces;
- c) Undertaking the development of a parking master plan to provide direction for a coordinated approach to parking;
- d) Integrating new uses into the CN Rail corridor lands, including creative light industrial and enterprise business, public spaces, and residential development;
- e) Identifying underutilized buildings and sites based on potential for redevelopment, infill, and transition into new uses;
- f) Increasing the vitality and use of public spaces through new landscape designs and transitioning of underutilized spaces;
- g) Increasing mixed-use activities and more development fronting onto the Sydenham River waterfront edge, and reorienting existing sites along the river towards the shoreline;
- h) Introduce a mix of new housing types and densities throughout the Downtown, including more options for affordable/attainable housing;
- i) Increase the potential for cycling using safe street designs to introduce bike corridors/lanes that connect the Downtown with greater Strathroy;



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- j) Improve existing/create new connections to and across the Sydenham River;**
- k) Evaluate and prioritize the redesign of major intersections in the Downtown to improve safety, accessibility, and experience for all users;**
- l) Creation of distinctive and attractive entrances to the Downtown;**
- m) Restoring and maintaining distinctive and attractive building facades, frontages, and streetscapes;**
- n) Improve green streetscaping along Caradoc Street North and Frank Street to develop green connections to naturalized areas;**
- o) Formulation of an implementation strategy.”**



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PART C – THE APPENDICES

Appendix A: Downtown Strathroy Master Plan

Appendix B: Strathroy-Caradoc Community Improvement Plan



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**APPENDIX A
DOWNTOWN STRATHROY MASTER PLAN**



Strathroy Downtown Master Plan

Master Plan Report

October 2020 | Re: public Urbanism



Strathroy Downtown Master Plan

Prepared for the Municipality of Strathroy-Cardoc
Prepared by Re:public Urbanism

October 2020

The information contained in this document produced by Re: public Urbanism is solely for the use of the Client identified above for the purpose for which it has been prepared and Re: public Urbanism undertakes no duty to or accepts any responsibility to any third party who may rely upon this document.



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1.0

Background

Like many downtowns across Ontario, Downtown Strathroy has experienced a dramatic change in its role and makeup both within the town itself and the broader region. This changing role has had an impact on the vitality of the downtown as well as its built form. As the downtown continues to evolve, it is critical to provide a vision on how and where development should happen. Strathroy-Caradoc has continued its efforts to maintain and promote the critical importance of its historical downtown. The Master Plan document is intended to create the opportunity to discuss the desires and expectations for the Downtown with members of the community and key stakeholders in order to provide a collective vision and design for the downtown.



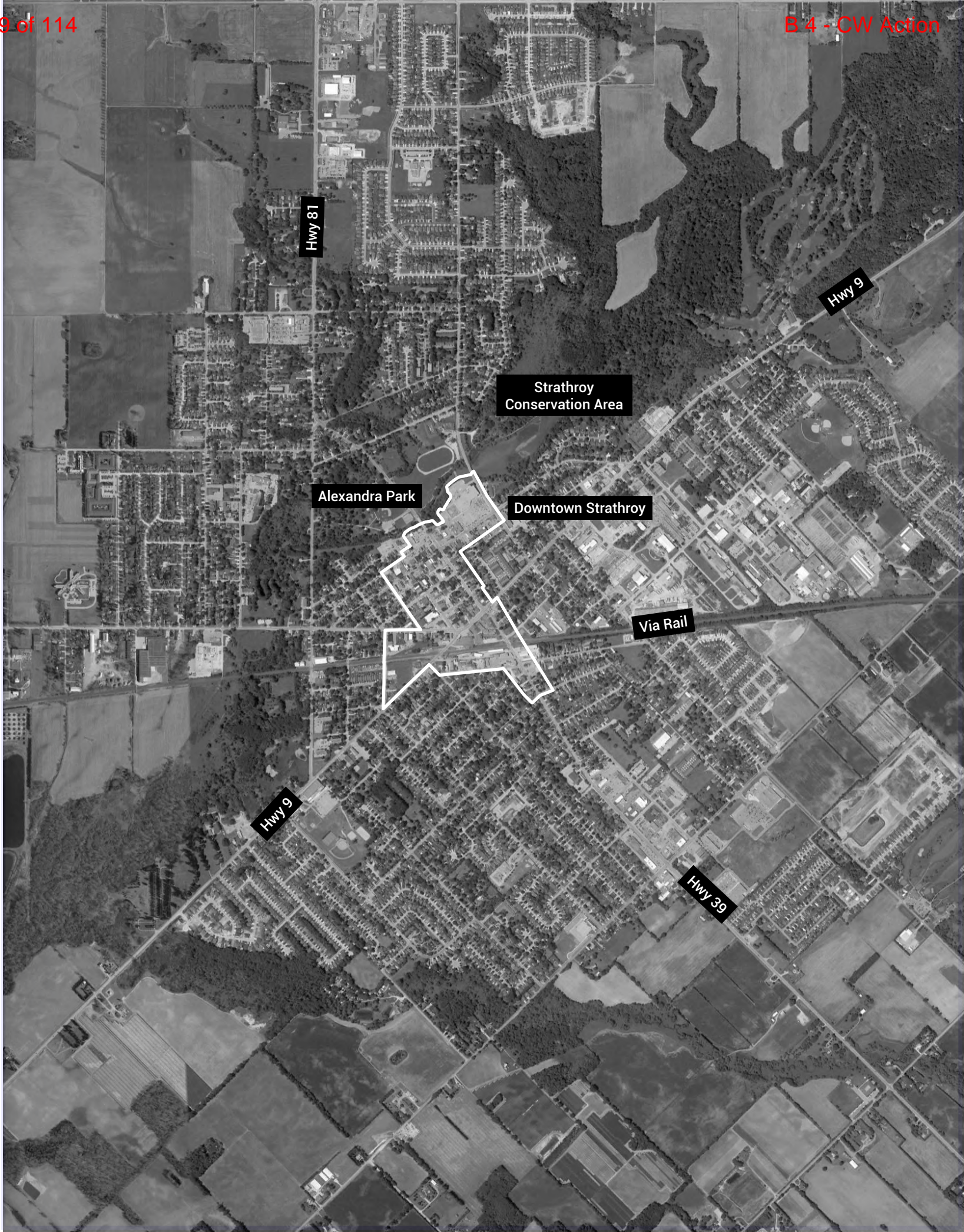
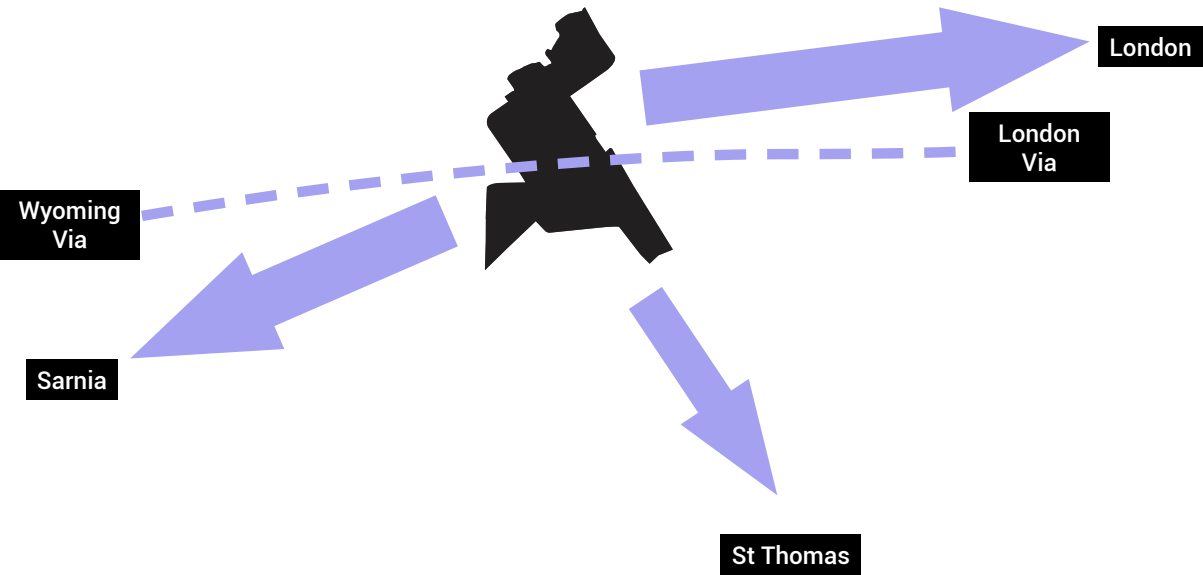
1.1 Downtown Strathroy

1.1.1 Downtown Context

Downtown Strathroy sits at the historic core of the community of the Strathroy in the Municipality of Strathroy-Caradoc. Strathroy itself, with a population of approximately 14,000, is the largest community in the Municipality of Strathroy-Caradoc as well as the County of Middlesex. It is also arguably the economic centre for much of the immediate region, including Western Middlesex County and Eastern Lambton County.

The downtown evolved around the original settlement established by John Stewart Buchanan in the mid 1830s at the intersection of the Sydenham River, and what is presently Head Street. With the arrival of the railway in the 1856 commercial, social, and industrial activity moved westward to its current location around Front and Frank Streets. The community that has grown around the Downtown has seen significant growth since the 1990s, due in part to industrial activity and its proximity to the Cities of London and Sarnia (approximately 40 km east and 70 km west from Strathroy, respectively).

Despite significant suburban and highway commercial development within Strathroy, the Downtown has continued to function as an important centre of economic, civic, and social activity for both Strathroy and the immediate region. Intersected by three county (regional) roads and traversed by the Canadian National Railways line with VIA rail passenger service, the Downtown also continues to sit at a significant cross-roads in the community and overall region.



1.1.2 The Situation

Urban Structure & Uses

The Downtown's block structure largely follows an established grid pattern found throughout the core of Strathroy, with more irregular block patterns around the Sydenham River and Canadian National Railway. Lots and blocks are generally orientated east-west with narrow frontages and significant depths, framed by wide and generous streets. The areas around Front Street East and Frank Street contain the most intense use of land in the Downtown and are primarily composed of the 19th and early 20th century main street commercial typologies. Beyond this core, development patterns become more dispersed with a mix of highway commercial, light industrial uses, and vacant lands. There are also some significant clusters of stable residential development.

- Arterial/Highway Commercial

Main Street Commercial

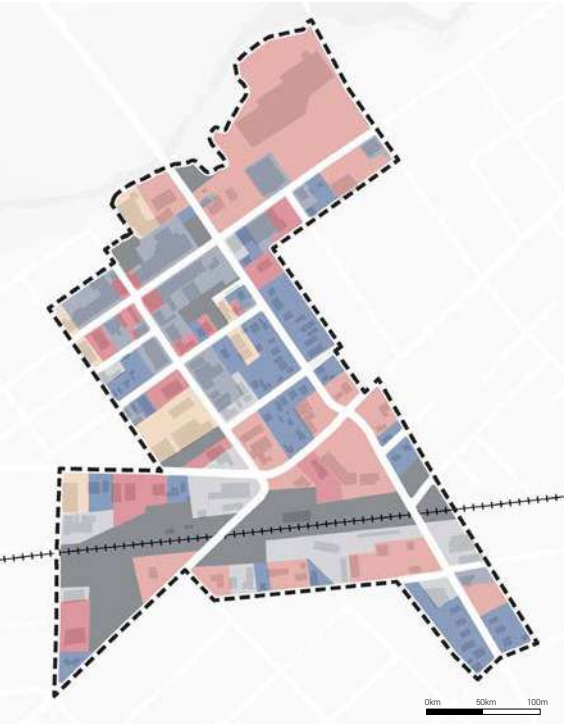
Residential

Industrial
- Vacant/Undeveloped

Community/Institutional

Office

Downtown Boundary



Landscaping in the Public Realm and the Public/Private Interface

Despite the significant amount of vacant / undeveloped space within the Downtown itself, there are few parks or open spaces of note aside from the public area around the Town Hall. With that said, the Sydenham River, Mill Pond, and associated parkland are the most significant natural elements in the Downtown, providing considerable amenity and beauty along the northern edge. The river's floodplain has placed some restrictions on development immediately abutting the river, but otherwise does not create any major constraints in the Downtown. A streetscaping plan dating from the 1980s extends along Front and Frank Streets which includes significant landscaping, bump-out curbs, paving stone sidewalks and crosswalks, and period streetlights.

- Passive Green Space

Active Green Space

Sydenham River

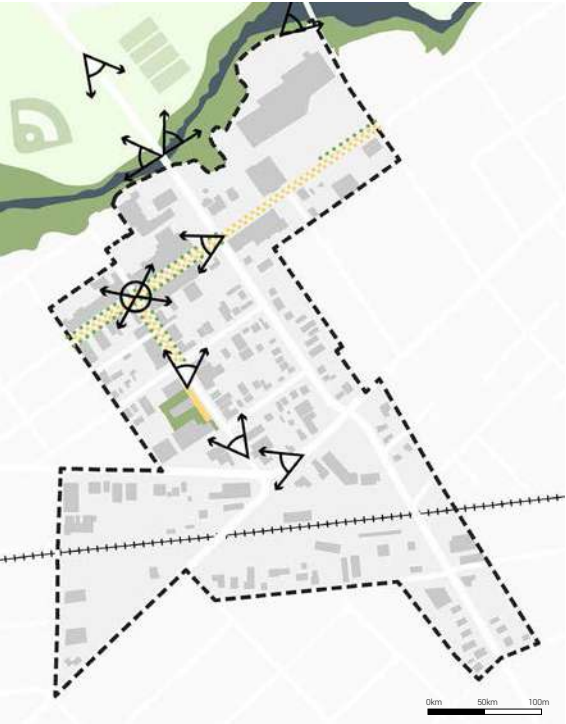
Plazas

Tree Lined Street
- Brick Paving Street

Downtown Boundary

Conservation Authority Regulated Land Boundary

View Corridors



Mobility and Gateways

The Downtown is well-served by a traditional hierarchical road system composed of arterial, collector, and local roads, as well as a limited network of rear laneways – the arterial roads also serve as the primary gateways into the Downtown. The VIA train station platform also serves as another major gateway into the Downtown and the regional public transit system (commuter bus) creates a link to Sarnia, Strathroy, and London. Many areas along the downtown's main arteries contain low pedestrian amenity due to encroachment of parking/loading onto sidewalks, design of auto-oriented buildings, and higher speeds of traffic. The Downtown is also very well-served with public and private parking areas as well as on-street parking on all local roads free of charge.

- Arterial Road

Collector Road

Public Laneway

Local Road

Multi-Use Pathway

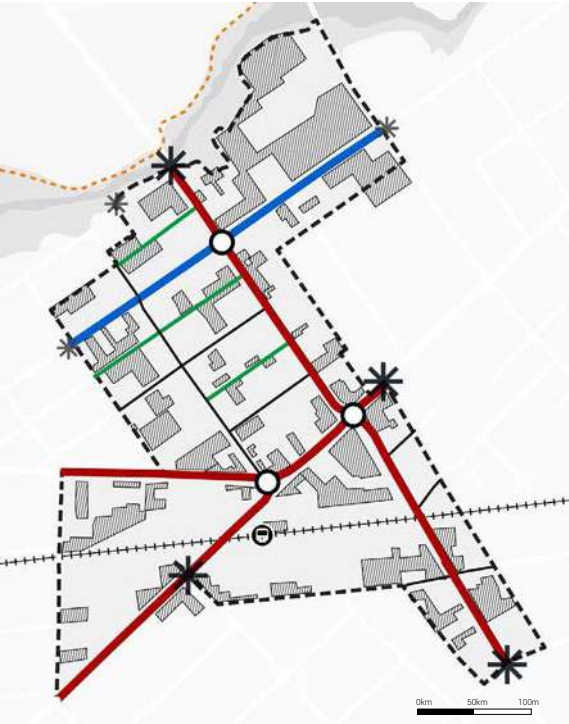
Downtown Boundary
- Parking Lot

Signalized Intersection

Train Station

Secondary Gateway

Primary Gateway



Building Typologies: Heights and Landmarks

The Downtown can be generally described as low-rise with very few buildings exceeding 3-storeys in height. This results in a distinct low-rise impression when coupled with its wide streets. The majority of the taller buildings are found in the central area of the Downtown in the vicinity of Front and Frank Streets and the majority of one-story development is located on the blocks of the Kenwick Mall, and around the intersection of Caradoc and Metcalfe Streets. The Downtown is also home to significant cultural / historical landmarks including the neo-federalist Town Hall (52 Frank Street); the "Dominion Style" former Post Office and Customs House (71 Frank Street); and neo-classical former Bank of Commerce Building (51 Front Street West), constructed in 1883.

- 3+ Storeys

2-3 Storeys

1 Storey
- Downtown Boundary

Designated Heritage Building

Other Landmark Building



1.2 Previous Plans and Initiatives

The Municipality of Strathroy-Caradoc has had a long-standing commitment to maintaining the health and vitality of Downtown Strathroy. In 2006 the Municipality adopted its first CIP, a façade improvement programme. In 2008, the Municipality adopted a master plan for Downtown Strathroy outlining a series of municipally-led initiatives and strategic interventions to the public realm across the Downtown, many of which have been implemented. Most recently, the Municipality adopted the Downtown Strathroy Urban Design Guidelines in 2018 to provide detailed guidance on the development and redevelopment of land and buildings in the Downtown as well as the public realm.

1.2.1 Strathroy Downtown Master Plan

The first Master Concept Plan for the Downtown was adopted in 2010. The document was developed with Zelinka Priamo Ltd in collaboration with municipal staff, the Downtown BIA, and the Chamber. The document outlined a background study, which created a historical basis for design and development guidance in the downtown. Six priority areas for municipal intervention were outlined in the plan. The document also included guidelines for underutilized areas, recommended additional parallel processes to occur to guide the future of the downtown. Figure 4 provides an inventory of projects which were outlined within the Master Plan which were and were not complete or are currently in process to better understand the successes of the plan, and areas which need to be adapted.

The intention of the 2020 Master Plan update is to ensure it reflects the current conditions of the Downtown, current municipal priorities, and overall best practices for the next step forwards.

1.2.2 About Face Community Improvement Plan

The About Face Community Improvement Plan (CIP) offers grants for building and business owners in the downtown / commercial cores of Strathroy, Mount Brydges, and Melbourne. The intent of the CIP is to encourage tenants and property owners in the designated areas to rehabilitate and restore their properties using the financial incentives outlined in the Plan. Specifically, the CIP attempts to: maintain and enhance the architectural heritage of the Municipality's commercial districts; encourage investment in designated area properties and improve the economic viability of the Municipality's commercial districts; and improve the image and beautify the Municipality's commercial districts.

1.2.3 Strathroy Downtown Urban Design Guidelines

To ensure that new development and redevelopment in the downtown makes a positive contribution to the community, the Municipality of Strathroy-Caradoc engaged Re: public to complete urban design guidelines for both the built form and the public realm of the Downtown of Strathroy. The focus of the guidelines surrounds creating human scale, pedestrian friendly development that reflects local building traditions and heritage, and builds on community assets such as the Sydenham River, Alexandra Park, and other local landmarks. The project engaged with residents, the downtown business community, and the local development industry in the creation of the guidelines and a flexible and easy to follow implementation process for municipal staff. Key elements of the document provide site and street scale design guidelines which will be coherent and consistent within the 2020 Master Plan Update.

1.2.4 Moving Forward: The 2020 Community Improvement Plan and Master Plan Update

As the CIP and Downtown Master Plan have been in effect for 13 and 11 years respectively, the Municipality has decided to undertake a joint update to renew these important tools to ensure they remain relevant and useful to both the Municipality and the Downtown. This two-part project has a number of important objectives:

- Developing a new and expanded CIP for the Municipality offering a full suite of incentives to, not only property-owners and businesses in the Downtown, but across the Municipality;
- Supporting county-wide economic development objectives, with the creation of a CIP template that can be used by other municipalities as a base to create their own CIP programmes;
- Updating of the Downtown Master Plan to ensure it reflects current conditions in the Downtown, current municipal priorities, and overall best practices;
- Including updated official plan policies and zoning by-law regulations, again reflecting current conditions, priorities, and best practices;
- Ensuring that a good and effective public consultation programme is undertaken in support of both these updates



Figure 1 Front Street Storefronts



Figure 2 Clock Tower Frank Street



Figure 3 Front Street East Facade

1.3 Developing a Vision

1.3.1 Background Report: What We Heard

Strathroy-Caradoc undertook the review and update of this Master Plan concurrently with the development of a new municipal-wide Community Improvement Plan in 2020. Given the complementary nature of these two plans, a single harmonised public engagement strategy was carried out, called “REINVEST 2020”. This undertaking was promoted through both traditional physical and digital media. The strategy ultimately centered around “Downtown Summit” sessions where members of municipal staff, council, businesses, developers, and the general public were engaged in roundtable discussions on their vision and priorities for the future of Downtown Strathroy. Following the Downtown Summit, an online survey was published to allow for continued feedback from the community in the early stages of drafting the Master Plan. Based on the feedback received, the majority of the community felt that Downtown Strathroy has a well-established foundation of public space, interconnectedness, commerce, and built heritage; however, there were areas identified for improvement. The main priorities arising with respect to Downtown Strathroy included:

- Introducing more housing/attainable housing in the Downtown
- Creating a “Destination” – providing more opportunities for all-age entertainment and greater diversity among commerce in the Downtown
- Encouraging the renewal and revitalization of key landmark properties through infill, redevelopment, and beautification – either through public/private cooperation or incentives

- Continue to pursue landscaping/ streetscaping to improve the beauty of the public realm
- Strengthen the ties between existing/new recreation amenities and the Downtown fabric
- Improve non-vehicular (pedestrian, bicycles) connectivity throughout the Downtown and surrounding areas
- Evaluate the potential to revitalize and improve parking facilities in the Downtown

These priorities assisted the project team in identifying key missing links in the Downtown and the strategies for addressing them in Section 1.3.2, which eventually informed the development of the Master Plan outlined in Section 2.0, built by the community, for the community.



Figure 4 Consultation Images

1.3.2 Background Report: Findings & Priorities

In addition to the public participation process, the project team undertook research on the qualities of the Downtown which have been summarized in the Background Report. The report utilized the previous analysis developed within the Downtown Urban Design Guidelines to identify urban structures and form, while developing a deeper understanding of the qualities which make Downtown Strathroy successful.

The feedback from the community paired with this background analysis led to the creation of three key themes for the Downtown Master Plan:

- Creating a Destination for Business & People
- A Place for Living
- Improving Mobility

These three themes represent existing qualities of the downtown which should be fostered through the design and implementation of the Downtown Master Plan and have been summarized in the following pages.

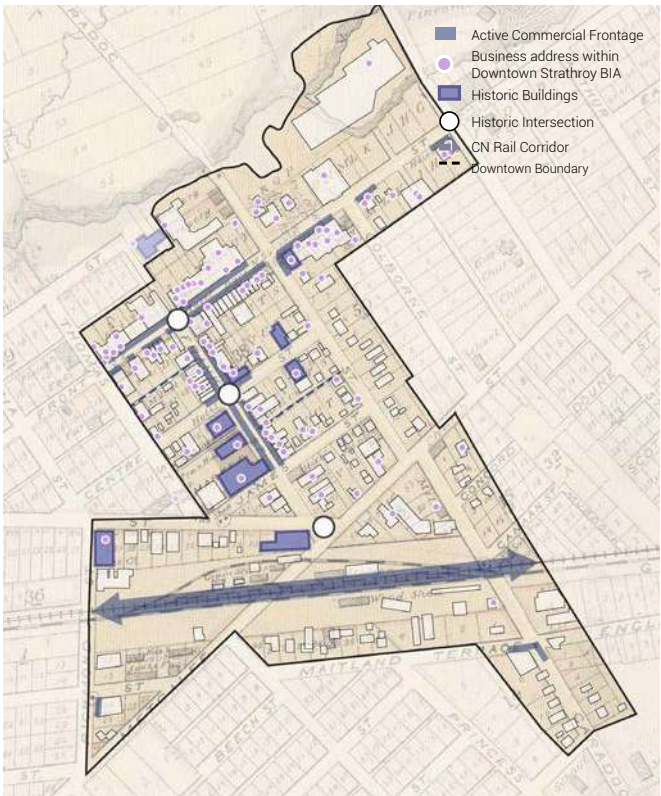


Figure 5 BIA and heritage streetscape analysis from Background Report

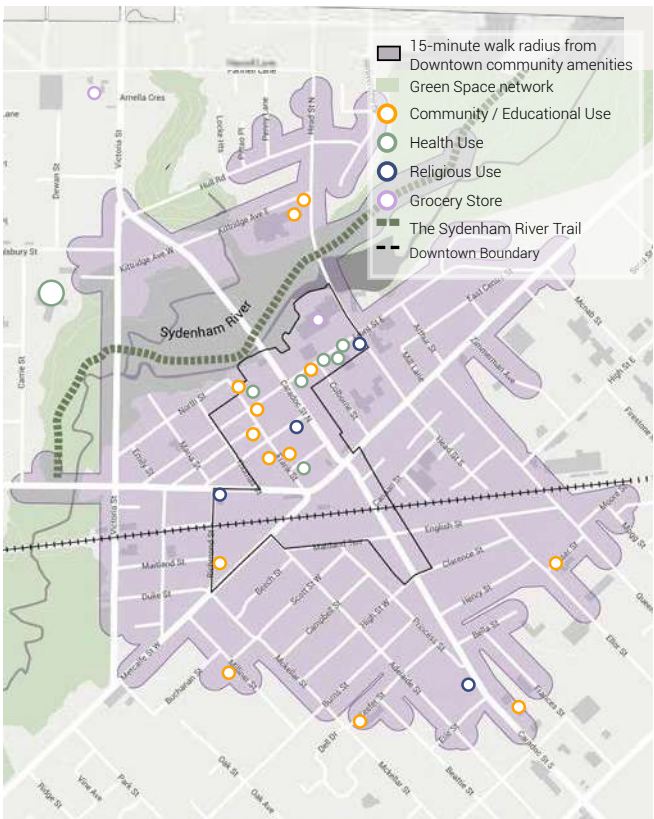


Figure 6 Access to facilities analysis from Background Report

"Creating a Destination for Business & People"

Downtown Strathroy and its Business Improvement Area has over 150 business primarily clustered along Frank and Front Streets. The quantity of businesses concentrated in an accessible radius provides the opportunity to create a relatively bustling area of commercial activity. Downtown Strathroy is also an area of rich historic, compact and varied land uses that has traditionally formed the social commercial and administrative core of the community. The historic grid, populated with key historical buildings and streetscapes, is a strong basis for identity and placemaking in the Downtown and should be continued and enhanced throughout the main commercial streets.



Missing Links

- Streetscaping and Pedestrian Right of Way
- The Kenwick Block
- Planning for Parking
- CN Rail Corridor Area
- Sydenham Walking Trail / Boardwalk
- Public Spaces and Outdoor Events

Strategies

1. Streetscaping improvements, particularly along Front and Frank Streets, will improve pedestrian experience and facilitate more prolonged visits to the Downtown.
2. Increase the depth of the pedestrian right-of-way to increase business spill-out spaces.
3. Undertake a parking master plan to provide direction for a coordinated, strategic approach to parking, including supply and demand, cost, and design, that aligns with the goals of the master plan.
4. Integrate new uses into CN Rail corridor lands including creative light industrial and enterprise business, increased public spaces, and residential development.
5. Identify underutilized buildings and sites based on potential for redevelopment, infill, and transition to new diverse uses that contribute to creating a destination (e.g. Kenwick Mall).
6. Increase the vitality and use of public spaces through new landscape designs and transitioning of underutilized surface parking lands.
7. Increase mixed-use activities and more development fronting onto the waterfront edge and explore opportunities to tie future redevelopment of larger commercial sites on the north side of downtown to the Sydenham River.

"A Place for Living"

The vitality of self-sufficient downtown depends on access to facilities and amenities. It has been acknowledged that Strathroy's Downtown is home to much of the daily necessities needed for a complete community yet the residential presence in the Downtown remains quite low in terms of population and households. This is due to the low-density nature of the historic residential development. The Downtown is missing newer and more dense forms of residential development which can increase population access to facilities, local businesses, natural areas, and regional transit.



Missing Links

- An Extension of Residential into the Downtown
- A Variety of Housing Types
- Metcalfe Street and Caradoc Street North

Strategies

1. Extend mixed-use and single use mid-density residential along the east edge of Front Street
2. Increase residential development along the waterfront to improve access and activate the underutilized area
3. Introduce a mix of new housing types (e.g. mid-density, townhomes, and row-housing) with a mixture of tenure agreements
4. Introduce residential uses along Metcalfe and Caradoc Street to connect the residential axis and improve the pedestrian experience.
5. Encourage the establishment of new affordable/attainable residential units in the Downtown through incentive programming (e.g. purpose-built rentals, secondary units)
6. Encourage residential redevelopment and infill on larger "legacy" residential lots where appropriate to increase density in the Downtown.

"Improving Mobility"

Downtown Strathroy is primarily made up of a fine-grain road network which creates opportunities for walkability and access. However, the pedestrian amenities within the downtown should be improved to promote safe access for all members of the community. Additionally, more links to natural areas and recreational areas should be improved in order to create a healthy and livable downtown for residents.



Missing Links

- Access Across the Sydenham River
- Green connections along Caradoc Street North and Frank Street
- Increased Pedestrian Amenity Surrounding the Downtown

Strategies

1. Increase walkability in the downtown through pedestrian connections and streetscaping
2. Increase the potential for cycling using safe street designs to introduce bike corridors/lanes that connect the Downtown Strathroy, South Strathroy, and North Strathroy
3. Improve existing/create new connections across the Sydenham River
4. Evaluate and prioritize the redesign of major intersections in the Downtown to improve the safety, accessibility, and experience for all users (pedestrians, cyclists, vehicles), particularly:
 - Metcalfe and Caradoc
 - Metcalfe, Albert, and Frank
 - Head and Front
 - Colborne and Front
5. Improve street frontages through new development south of James Street and Front Street
6. Introduce streetscaping and intersection design which strengthens the individual identity of the three historic areas.
7. Create pedestrian connection across Sydenham River Bridge and develop recreational trail in the southern section of the river
8. Improve green streetscaping along Caradoc Street North and Frank Street to develop green connections to naturalized areas.
9. Activate the James Street Parking Lot to increase the public experience around Town Hall



Figure 7 Farmer's Market

1.4 Vision for Strathroy's Downtown

Following public consultations and the identification of key themes and strategies, the project team has outlined a vision which embodies the potential of the existing and future conditions of the downtown. The intention of the vision is to guide the overall framework of the master plan with a common goal.

"As the heart of the community and immediate region, Downtown Strathroy will thrive as a vibrant mixed-use centre, by continuing to evolve as a resilient economic centre, a livable neighbourhood, and a connected area."

2.0

Master Plan

Based on the vision and strategies outlined in the previous section of this report, and the public consultation taken to-date, the Master Plan creates the spatial framework for key projects and developments proposed in the downtown. This section will outline the overall design intent, the 15 key interventions proposed in the area, a breakdown of the built form and mobility structure, and an in depth look at the design intent for each Character Area.



Figure 8 Clock Tower

2.1 Master Plan

2.1.1 An Evolving Downtown

The Master Plan is intended to achieve the strategies which have been outlined in the Background section of this report. Using the following design and land-use interventions the plan will create a downtown which is connected to the natural waterfront, embraces the mixed-use mainstreet built form, creates moderate density near highly livable spaces, re-imagines the mobility mix, and creates opportunity for a transit destination. Most importantly, the plan links the significant 'clusters' in each Character Area. From Front Street's mainstreet feel, Frank Street's civic area, the Rail district's rough and informal appeal, to Caradoc's historic residential forms, the Master Plan creates streetscapes, public spaces, building forms, and natural areas which connect and compliment each experience.

To achieve this, the Master Plan focuses on 15 key interventions and design initiatives tailored to addressing the community's priorities and missing links identified in Sections 1.3.1 and 1.3.2. Each of these interventions are outlined conceptually in the following section and are intended to provide guidance and direction on the future evolution of the Downtown.

These interventions are composed of a combination of both publicly and privately initiated projects. In some cases they involve lands and matters exclusively in within the domain of the Municipality or County such as streetscaping while other initiatives are composed of the redevelopment of private lands anticipated to be undertaken by private interests as the need or market dictates such as the private redevelopment of lands for mixed use purposes. In other cases, interventions will likely be implemented as part of a joint effort between the Municipality and the private sector, such as the creation of parks and open space to be undertaken through the development approvals process.

These key interventions are described in greater details on the following pages.

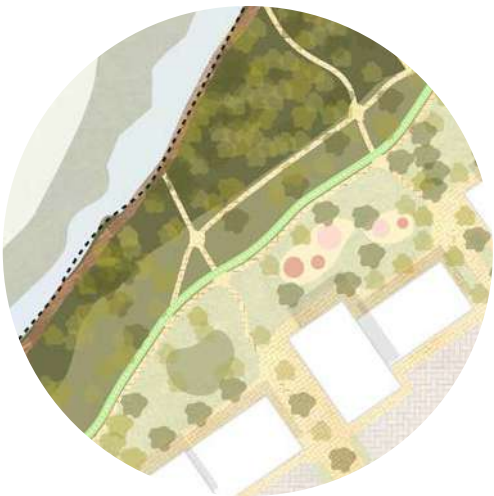


Figure 9 Master Plan



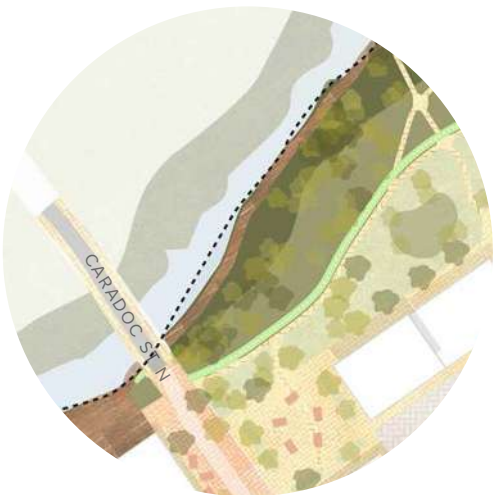
1 **2.1.2 Waterfront Recreation Hub**

The lack of open space and parkland within the Downtown make the south shore of the Sydenham River an appealing opportunity to provide these amenities. As such, a waterfront recreational hub is proposed intersection of the Sydenham River and Head Street behind the current Kenwick Mall. The proposed hub would include such features as an open air pavilion/shelter; shoreline river access to accommodate canoe / kayak access; and more formally landscaped open spaces, with the goal of increasing access and enjoyment of the River and connecting the Downtown to the larger municipal-wide trail system.



2 **2.1.3 Naturalized Landscape and Shorelines Restoration**

This area of shoreline along the south shore of the Sydenham also provides significant opportunities for shoreline restoration and naturalization, restoring the shoreline and providing a greater buffer between development and the River's flooding hazard. This also provides opportunities to implement a larger waterfront open space network while improving shoreline stability, water filtration, and wildlife/pedestrian access to the river. While the revegetation and use of plantings/native species will be a key effort, the re-naturalization would also see the creation of more intimate outdoor spaces within a larger park system along the waterfront, structured around open green spaces, landscape furniture, and some lighter passive rec features such as outdoor gyms or playground equipment.



3 **2.1.4 Waterfront Boardwalk**

Accessibility and mobility will be key considerations in the evolution of the south shore of the Sydenham to create a more open, natural public space network in the Downtown. Seeking to parallel the established waterfront trail on the north shore, a series of low impact interventions should be pursued that would establish a waterfront trail/boardwalk on the south shore, not only to allow users to enjoy the river and its natural spaces, but to create a pedestrian connection from Head Street, across Caradoc Street, to the Frank Street pedestrian bridge. This would include a mix of selective brushing/clearing, and the introduction of a formal trail composed of a mix of gravel and wooden-boardwalk legs, depending on the stability/saturation of the soil.



4 **2.1.5 Mixed-use Kenwick Mall Redevelopment**

The Kenwick Mall site presents one of the biggest opportunities for redevelopment, infill, and placemaking in the Downtown, and is one of the key interventions of the Master Plan. The plan envisions the redevelopment of the Kenwick block from its current single-use/ auto-orientated form into smaller mixed-use developments, allowing for more intimate spaces to be created through a mix of interesting built form, landscaping, and placemaking. Building height and massing along Front Street would reinforce pedestrian scale (at 3 to 4 storeys) while allowing subtle increases in mass/height moving north toward the river (upwards of 6 to 9 storeys). The site should be the focus of intensive mixed-use development containing residential uses and should include strong orientation to both the waterfront and Front Street. Parking is envisioned to be contained in the interior of the block with a combination of surface parking and some parking structures ideally located one-half storey below ground level to reduce their visual impact.



5 **2.1.6 Waterfront Commercial**

Similar to the Kenwick Mall site, the site immediately west of Caradoc Street, on the south of the Sydenham River would be redeveloped and reorganized to front onto the River and Caradoc Street and better frame this major gateway to the Downtown. In an effort to provide an additional mix of formal and natural public spaces along the River, this area should be structured to support small-scale food and/or retail uses that are complementary to tourism and waterfront trail users while potentially allowing residential uses above the first storey. Central to this intervention is again continued access to the River and shoreline allowing visitors to physically connect and touch the River.



6 **2.1.7 Urban Grocery**

A grocery store within the heart of the downtown will be integral to a successful mix of uses, particularly supporting the increases in residential density. Any store should be strategically located at the intersection of two of the main Downtown arteries, Caradoc Street and Front Street. This will ensure that the higher volumes of traffic (particularly vehicular) can be appropriately accommodated, while also allowing for easy access to pedestrians with its central locale. Situated as the "head of the table" for the Kenwick Mall site, the urban grocery location and building height/mass will seek to create a terminating vista for the interior of the site to the east and a landmark for one of the main intersections in the Downtown at Front Street and Caradoc Street.



7 **2.1.8 Shared Street**

For all intents and purposes Front Street serves the 'main street' of activity in the Downtown and should be reconfigured as a shared street to improve access and mobility for all modes of transportation and pedestrians. The redevelopment of Front as shared spaces will blur the line between road and sidewalk, parking lot and plaza, bike lane and pathway, to create one linear space to guide visitors, shoppers, and residents along the Downtown's main artery and can be easily closed off to vehicular traffic for special events and festivities. A combination of street trees, furniture and strategic decorative paving will be employed to ensure a high level of legibility for users to delineate where and to what extent modes will be mixed, which will ensure that safety is upheld.



8 **2.1.9 Central Square and Shoreline Access**

The intersection of Caradoc St N and Front St should be developed as the core gateway to the Downtown through a mix of landscaping, wayfinding features, landmarks, and decorative features/signage. This intersection should be reorganized as a plaza from which all activity/traffic in the downtown/waterfront area will be linked. Decorative paver stones, concrete work, and other distinctive features like paint and signage will help to establish this square as a key hub and cornerstone to the Downtown. The improvement of this space will further the sense of arrival and establish the formal entry to the Downtown from the north. Any proposed interventions on Caradoc St N will be subject to approval from the County of Middlesex.



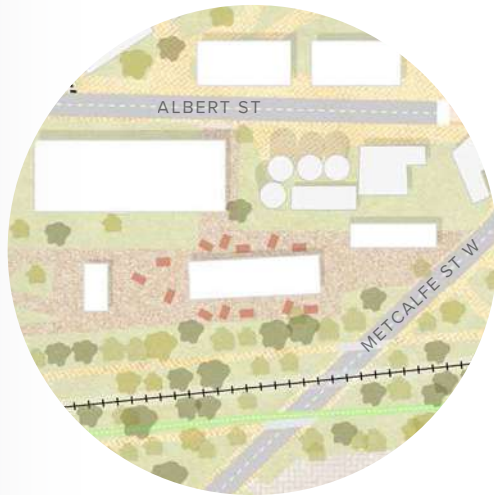
9 **2.1.10 Mid-density Infill**

The Downtown area is characterized by relatively low-density with many underdeveloped/underutilized lands. This provides excellent opportunities for strategic and context-sensitive infill, particularly in the south end of Downtown around the Metcalfe Street - Albert Street - Frank Street intersections/areas. Infilling these areas with mid-rise residential units provides significant opportunities to increase the population of the downtown and provide a wider range of housing types and affordability. The built form should be organized to frame the street with an interesting mix of façades, materiality, and stepped building massing and heights blend into the existing massing and scale of the Downtown. Fronting onto Metcalfe and Albert, commercial ground floor units are not necessarily required.



10 **2.1.11 Green Street**

Frank Street is arguably the main civic corridor in the Downtown and forms an axis between the (former) railway station and the Sydenham River, two features instrumental to the development of the community. It is also home to significant civic institutions including the Municipal Offices, Library, Museum, and Post Office. This often-wide street should be reconfigured as a 'green axis' between these two historically important features. Providing a gateway from the train station to both the Downtown and the Sydenham River, the reconfiguration should feature significant and coordinated landscaped



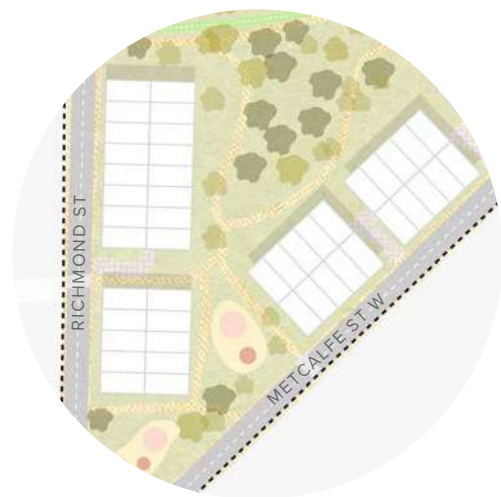
11 **2.1.12 Railway District and Market**

Centred around the landmark silos and former mill, this area currently contains underutilized railway lands, the former mill complex, and as well as some smaller lots occupied by both residences and commercial operations. This area has the potential to be the focus of a major redevelopment to create a food and entertainment destination and a permanent future home to the Strathroy Farmer's Market leveraging the industrial character of existing buildings to form a unique destination in the Downtown. Envisioned as a mix of uses such as eateries, microbreweries, cafés, bakeries, agricultural demonstration projects, and smaller scale retail this area could promote activity throughout all times of the day and offering spaces for entertainment and nightlife as well as, centred around a new permanent home to the Strathroy Farmer's Market.



12 **2.1.13 Transit hub**

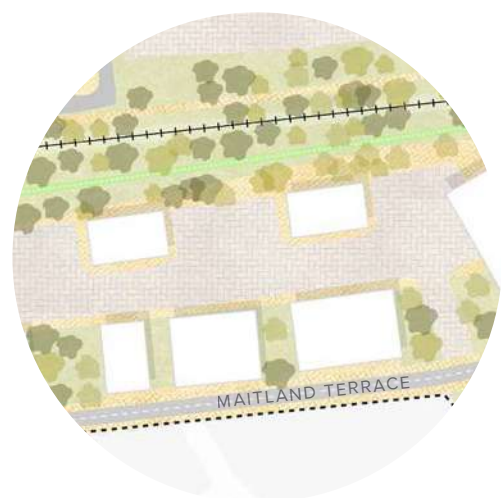
The VIA Rail Station and surrounding lands have long served as an important gateway to Strathroy and are currently significantly under-used and vacant. Carrying over a proposed initiative from the previous Downtown Master Plan, this Plan envisions this area redeveloped as a transit hub and commuter station for the existing train service as well as future potential regional / local public transit. The significant land holdings and their location along the county road and the railway makes the area conducive to vehicle parking and maneuvering of large vehicles. Redevelopment of these lands into a future transit hub would reinforce and reinvigorate this historical gateway into the Downtown and the community.



13

2.1.14 Stacked-Townhouse Residential

There is a considerable gap in the volume of higher-density, affordable residential development in the Downtown. The largely vacant lands south of the rail line offer an excellent opportunity to provide a softer typology of higher-density residential development (i.e. stacked townhouses) as the lands are surrounded by stable lower density residential neighbourhoods to the west and south. This area does not necessarily require the incorporation of the ground floor commercial units along the entire base of the development given the adjacent residential areas and provides an excellent opportunity for a mix of residential typologies and affordability.



14

2.1.15 Commercial / Light Industrial

The well-established light industrial / highway commercial lands south of the rail line will continue to play a role in diversifying the Downtown's employment opportunities and service offerings but have suffered from a lack of identity and a functional approach to urban design and architecture. In years past, these lands were previously home to some of Strathroy's most important industrial operations that could serve as an identity building tool. As the lands are located at the major southern gateway along Caradoc Street, focus should be placed on urban design, landscaping, and building placement to frame Caradoc Street. Recognizing that this area will likely continue to develop with low density, single use commercial and light industrial developments the focus should continue to be on high-quality site design and the incorporation of building elements and materials that are more reflective of the industrial heritage of the area.



15

2.1.16 Low-density Infill

Lower density residential infill will be promoted on some of the larger legacy lots in order to round out the fringes of the Downtown area and transition into the residential corridor along Caradoc Street South. A denser lot fabric will be promoted through severance processes, permitting the establishment of secondary dwelling units, as well as the construction of new row housing and/or duplex housing no more than 2 or 3 storeys. The area around the Caradoc Street and English Street intersection may be balanced with a mix of local commercial and residential uses in order to better transition to the Downtown.

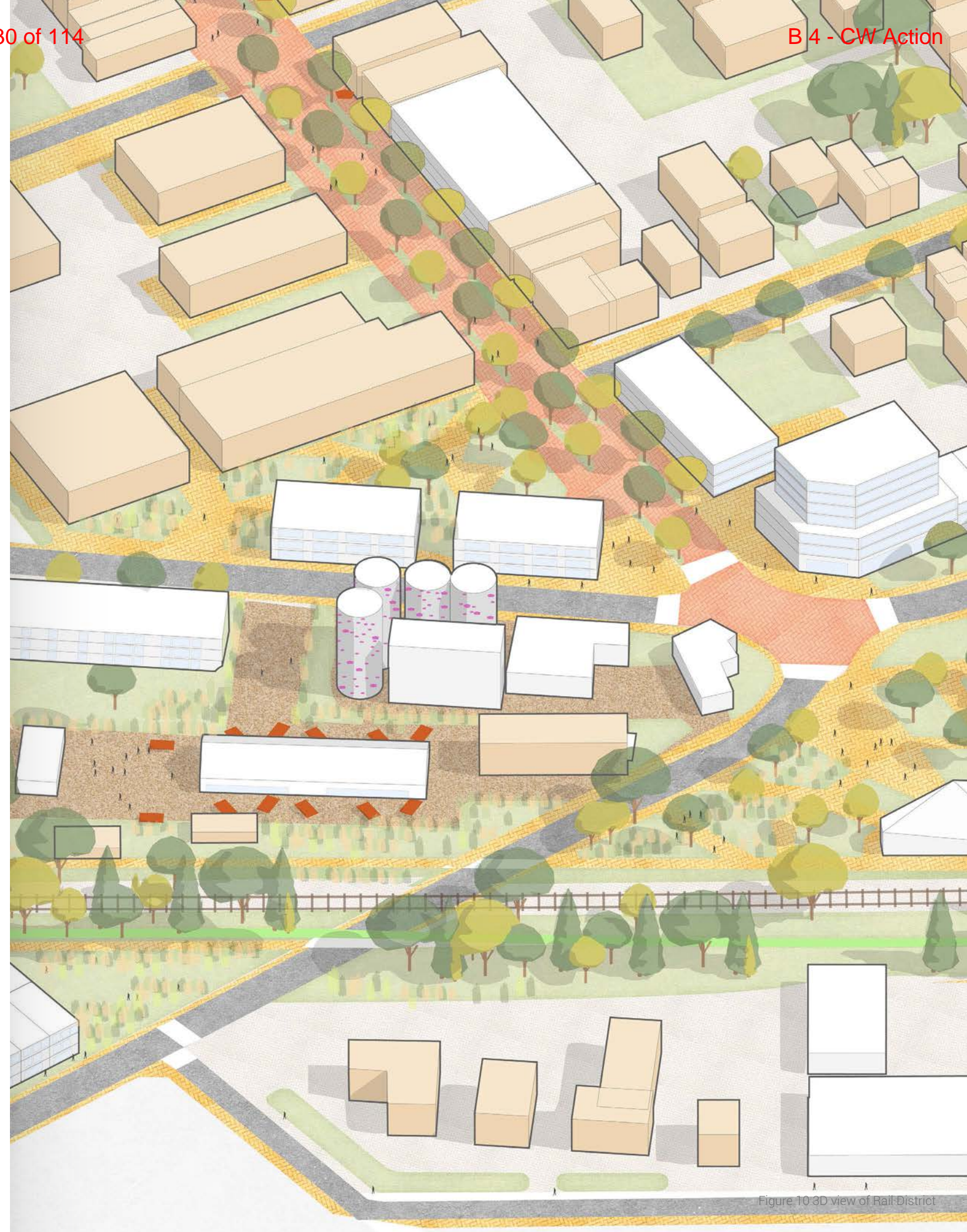


Figure 10 3D view of Rail District



2.2 Master Plan Structure

The following chapter will define the structure of the Master Plan by defining the urban form, density, land-uses, public space framework, and mobility network.

Figure 11 3D View Downtown Master Plan



Figure 12 3D Land Use and Building Types

2.2.1 Land Use and Building Types

The urban forms outlined within the Master Plan are intended to give a balance of flexibility and guidance for heights and density in each area. As seen in Figure 10, the majority of mixed-use housing developments are located along Front Street and the waterfront. These forms are intended to provide moderate density along the attractive riverfront while extending the historic mainstreet forms of Front Street. It is integral that these development blocks retain parking in the rear of buildings, away from the streetscape and natural waterfront. Smaller scale infill projects are shown along Frank Street, Caradoc, and Metcalfe Street, in order to integrate new residential, and create more active streetscapes and intersections. To the south of the rail line, commercial blocks are used, focusing on street frontages, interior parking, and appropriate landscaping.

- Multi-unit Residential
- Single-unit Residential
- Retail
- Commercial
- Renovation
- Public Use and Transit
- Existing Buildings



Figure 13 Open Space, Green Space, and Public Plazas

2.2.2 Public Space and Recreation

The proposed Master Plan aims to develop upon the existing qualities of public and recreational spaces by creating new connections and new opportunities for public areas. These interventions include:

- A green rail corridor with multi-use pathways
- A new public / food destination area in the rail district
- A pedestrian oriented transit station area
- A small public park abutting the public library (James Street)
- Shared street spaces along Front and Frank Street
- A 'green connection' along Frank Street
- A plaza along northern Frank Street leading to the waterfront
- A re-naturalized waterfront landscape park with a new recreational trail

- Green Recreation Space
- Naturalized Riverfront
- Pedestrian Public Space
- Shared Street Connection



Figure 14 Mobility and Access Map

2.2.3 Pedestrian, Cycling, and Transit Connections

It is the intention of the Master Plan to create an interconnected downtown for sustainable transport modes. Though the pedestrian grid structure of the downtown offers ideal accessibility, streetscaping and public spaces have been designed to increase the pedestrian connections on major routes. As shown in Figure 12, the shared street along Front creates a clear pedestrian access to the transit station, as well as the Front Street core. Cycling connections were strategically chosen along the waterfront and along the 'green rail buffer'. A separated bike lane along Caradoc connects these two multi-use pathways, creating an efficient and comfortable cycling route in the downtown.

Streetscapes and mobility will be further addressed in section 2.4.

-  Pedestrian Connection: Shared Street
-  Pedestrian Connection: Sidewalk
-  Pedestrian Connection: Pathway
-  Cycling Connection: Shared Pathway
-  Cycling Connection: Cycling Lane
-  Transit Destination



Figure 15 3D View of Front Street



Figure 16 3D Front Street West

2.3 Character Areas

2.3.1 Mixed Use Destination: Front Street West

The Front Street West Character Area extends along Front Street from Caradoc to Head Streets. While this area is where the settlement of Strathroy began, few historical buildings remain. Prior to the 1960s this area was home to limited development which included a commercial dairy. The area was significantly redeveloped beginning in the 1960s with the construction of modern auto-oriented commercial plazas, the most recent of which was constructed in 2010.

Master Plan Priorities:

- The urbanisation / reurbanisation of the commercial developments along Front Street;

- The development of a greater mix of uses and densities, recognising the area's potential to accommodate new residential development;
- Establishing a new relationship with the Sydenham River and opportunities to physically connect the Downtown to the riverfront via shoreline improvement and redevelopment;
- Balancing the established historical built-forms west of Caradoc Street with newer development to the east
- Framing the Caradoc Street and Head Street gateways to the Downtown



Figure 17 Reference Images: Front Street West

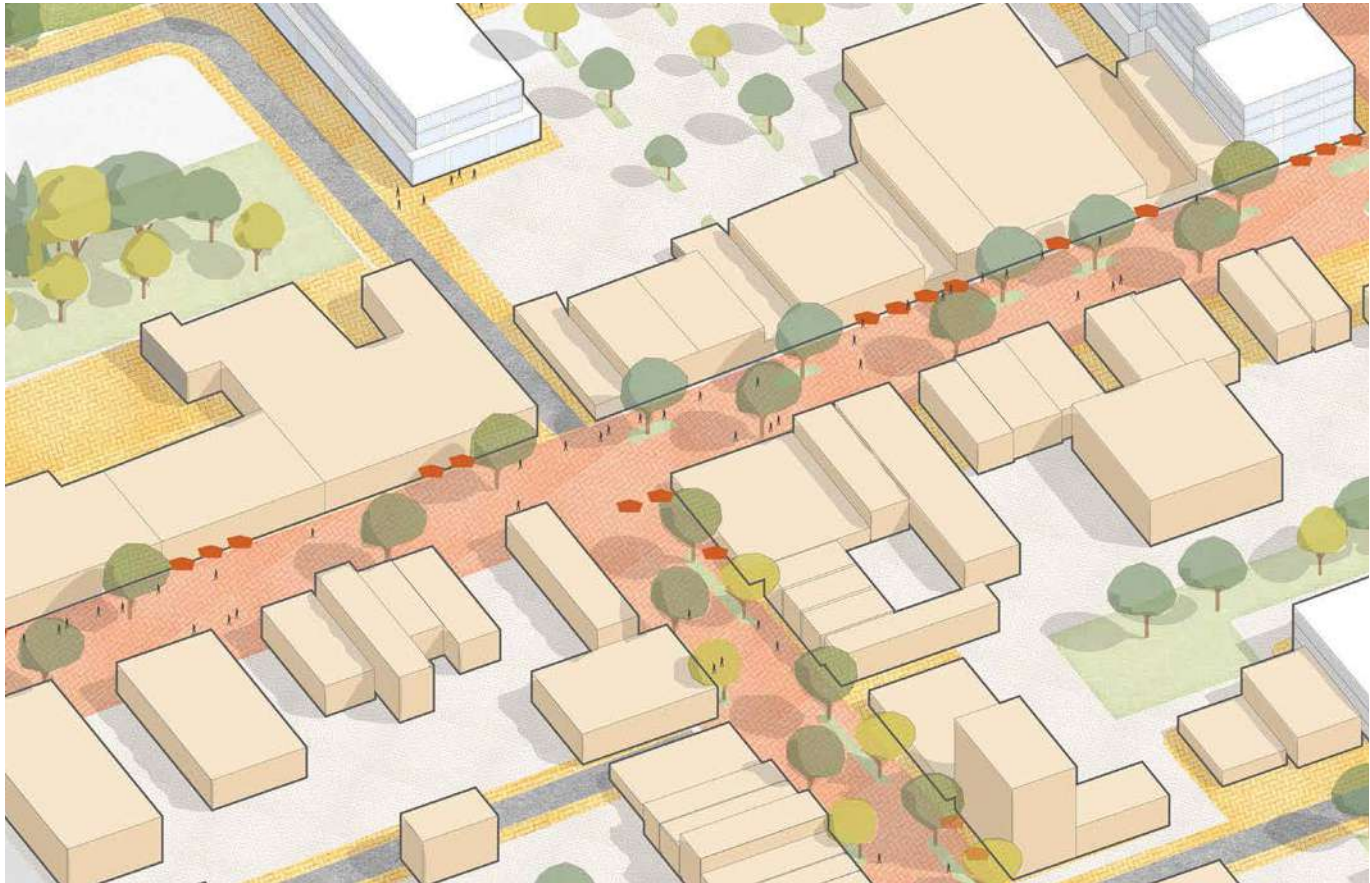


Figure 18 3D Central Core

2.3.2 Accessible Mainstreet: Central Core

The Central Core Character Area is composed of those parts of the downtown surrounding the intersection of Front and Frank Streets. It is the most intensely developed and compact area of the Downtown and contains the largest collection of historical buildings. It also contains the majority of landmark buildings found in the Downtown. The majority of the parking facilities are also located within the central core.

Master Plan Priorities:

- Retaining and reinforcing the traditional street wall, building forms, and architectural character;
- Conserving and restoring historical / heritage buildings, regardless of whether they are designated under the Ontario Heritage Act;

- Developing new public squares and spaces to support the downtown as a central gathering place for the community;
- Redeveloping and reorganizing Front and Frank Streets as shared streets to promote improved accessibility, mobility, and safety for all users, whilst allowing for new opportunities for place-making;
- Promoting mid-density infill and/or full-scale redevelopment on larger vacant/underutilized parcels
- Improving the access and character of existing parking facilities within interior blocks via wayfinding elements and landscaping.



Figure 19 Reference Images: Central Core



Figure 20 3D Residential

**2.3.3 A Place for Living:
Residential**

The Downtown Residential Character Areas are composed of two smaller areas of purpose-built residential buildings primarily dating from the 19th and early 20th centuries. Particularly along Caradoc Street, many of these residences have been converted into office space, medical clinics, and other similar uses, while many remain private residences. Despite the many conversions of use, the character of these areas remains distinctly residential.

Master Plan Priorities:

- Preserving the distinctly residential character of these areas and supporting the residential use of these areas;
- Allowing for the accommodation of commercial uses while preserving the residential character;
- Recognizing the areas ability to support the establishment of higher density residential uses.



Figure 21 Reference Images: Residential

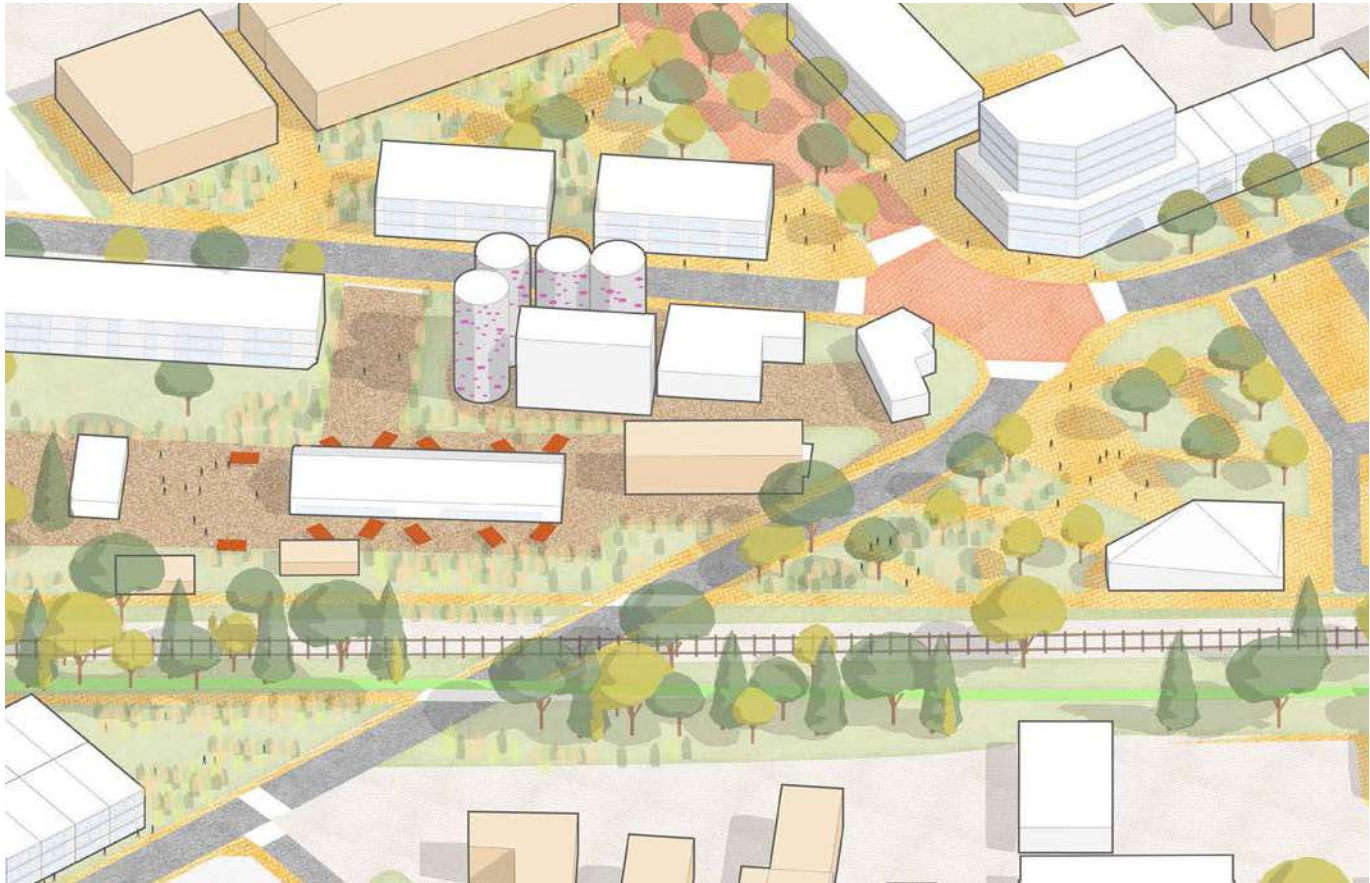


Figure 22 3D Rail District / Southern Gateway

2.3.4 The Rail District: Southern Gateway

The Southern Gateway Character Area is a large swath of the Downtown located along Metcalfe, Albert, and Caradoc Streets generally following the CN rail line. This area housed Strathroy's major industries (gathered along the rail line) during the first half of the 20th Century. Since the 1950s it has been the subject of significant demolition and redevelopment, and includes a number of unoccupied parcels and the remnants of industrial operations. Commercial uses in this area consist of a number of auto-oriented and auto-supported uses such as service stations and garages.

Master Plan Priorities:

- The urbanisation / reurbanisation of the area and the introduction of a greater mix of uses and densities, recognising the limitations caused by the railway line;
- Treating the area's arterial roads as urban boulevards and improving the overall pedestrian amenity, streetscaping, and wayfinding; and,
- Addressing the interface of this area with adjacent residential areas.
- Landscaping efforts intended to break up the larger areas of paving/gravel on sites



Figure 23 Reference Images: Rail District / Southern Gateway

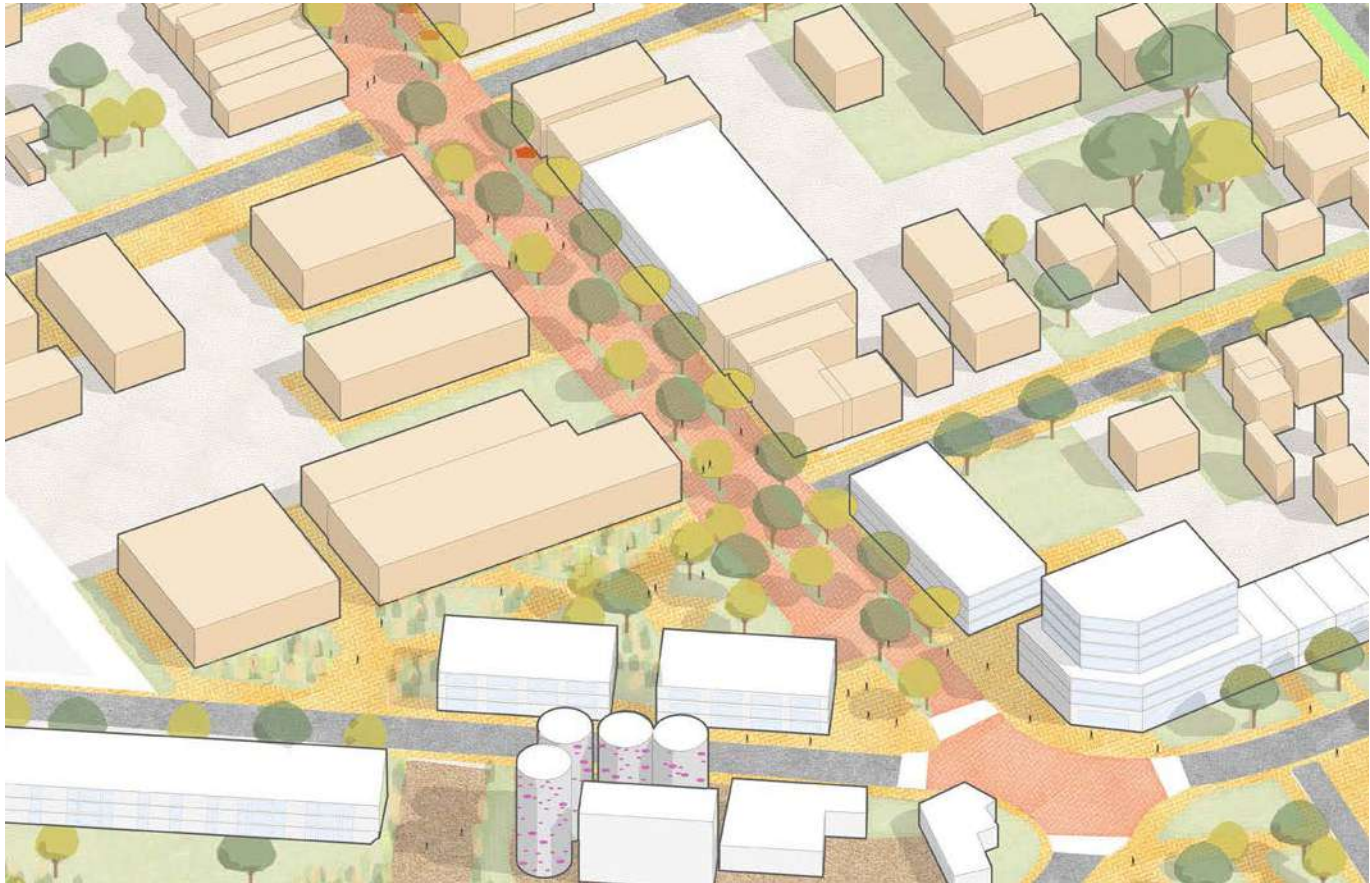


Figure 24 3D Frank Street

2.3.5 A Historic Civic Area: Frank Street

Frank Street is the main historical civic corridor in the community with the Town Hall, Post Office, Strathroy Library, and Museum in the south end, and Strathroy & Area Senior Centre, Sydenham River, and Alexandra Park in the north end. While the former streetscaping interventions in the Downtown are evident along Frank Street closer to Front Street, the streetscape widens south of Centre Street West and generally takes on a utilitarian form with little to no landscaping or street design features intended to improve pedestrian amenity. The intersection of Frank Street with Albert Street and Metcalfe is considerably large due to the irregular road layout caused by the historical industrial and rail-oriented uses in the area. As a result, navigation of this intersection by both pedestrians and vehicles can be difficult due to turn angles, street widths, and limited visibility in some cases.

Master Plan Priorities:

- Streetscaping interventions south of Centre Street West should be pursued to expand on previous works in the Downtown;
- Reorganizing the street to improve mobility and connectivity for pedestrians and cyclists;
- Redevelopment of the Frank / Albert / Metcalfe intersection to improve traffic flow, as well as safety and accessibility for pedestrians – possibly through the exploration of a traffic circle to better accommodate the sharp angles of approach from each road.
- Fostering a physical connection between the industrial railway area in the south to the Sydenham River and natural area to the north through physical design interventions along the streetscape;
- Emphasizing the civic character and significance of Frank Street, taking advantage of opportunities to support the further establishment of additional civic uses.



Figure 25 Reference Images: Frank Street

2.4 Streetscapes

2.4.1 Mixing Mobility Modes

The existing historic fabric in the downtown has fostered a generally human-scale environment and a walkable base for the community. While this has created positive environments in certain areas, the streetscapes still uphold a traditional means of mode segregation with clearly separated spaces for vehicles and spaces for pedestrians. These separations are often oriented towards the use of the car and not for cycling and walking. Currently, there are missing links in the pedestrian network with missing sidewalks and discontinued pathways. Additionally there is lack of cycling infrastructure in the downtown, including cycling lanes, locking stations, and bike repair stations.

The Master Plan intends to integrate a greater mix of mobilities in the downtown. Firstly, the pedestrian experience will be placed at a higher importance by creating shared streets, pedestrian pathways, extended sidewalks, natural pathways, and improved intersection design. Further, cycling infrastructure will be included into the downtown. The major infrastructure changes include a multi-use pathway along the waterfront, a separated cycling lane along Caradoc Street, and a multi-use pathway along the railway 'green line'.

Significant intersections will also seek to improve accessibility, safety, and legibility through interventions such as bulb-outs, pedestrian islands, signage. And delineated crossings. Crossing at major intersections should be a main consideration.

It is recognized that Caradoc, Albert, and Metcalfe Streets are under the jurisdiction of the County of Middlesex and any interventions on these roads required the approval from the County of Middlesex



Figure 26 Reference Images: Streetscaping



Figure 27 Streetscape Types

- 'Woonerf' Shared Street
- North-South Corridor
- East-West Corridors
- Secondary Streets

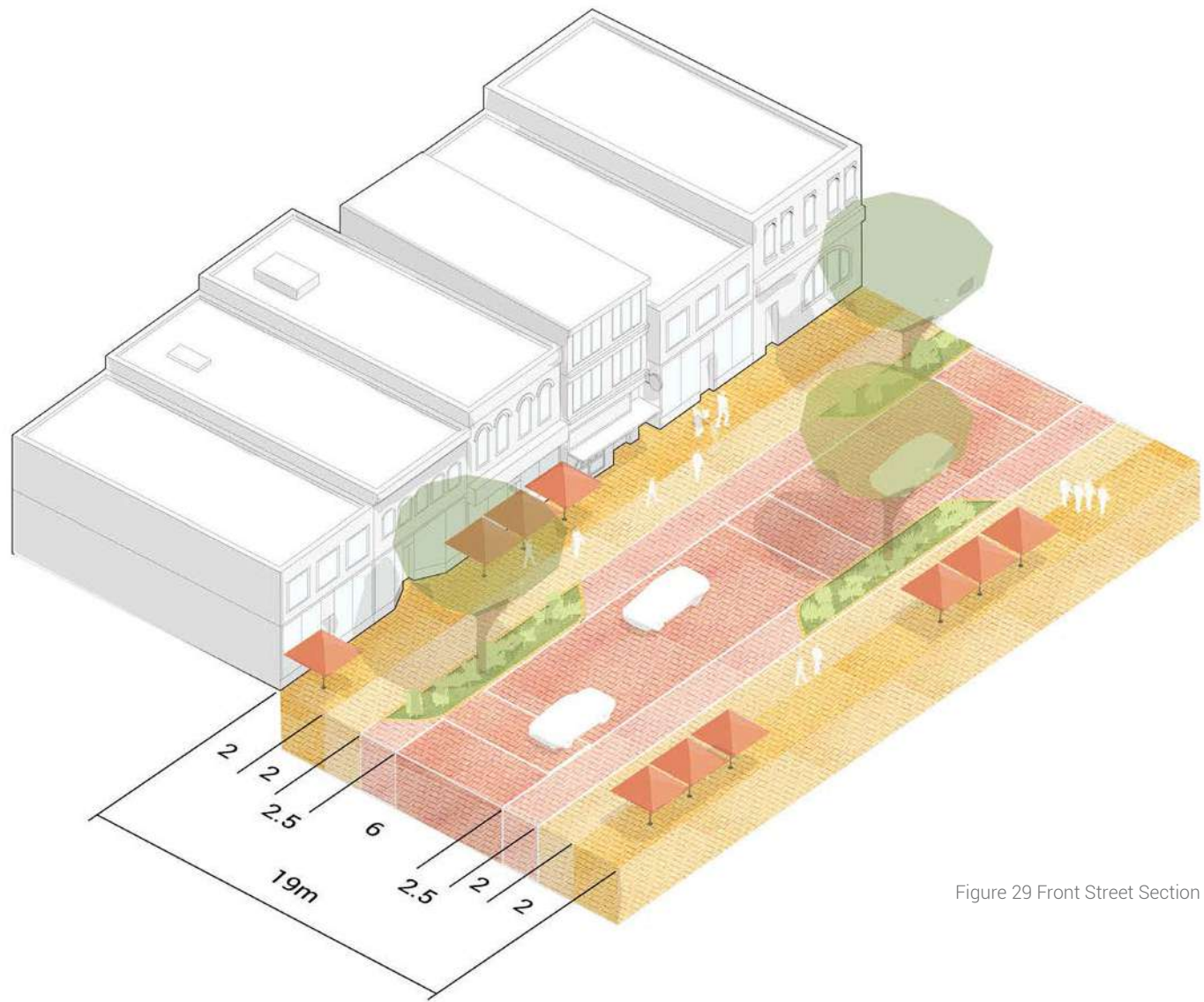


Figure 29 Front Street Section

2.4.2 'Woonerf' Shared Street

The Master Plan proposes that Front Street and Frank Street are transformed into a shared street, giving primary right-of-way to pedestrians and cyclists. This will be realized through paving design where vehicular access is legible, but seamless with the pedestrian areas. This streetscape design will allow for more area for storefronts to 'spill-out' with patios and outdoor spaces. A portion of Caradoc Street is also identified as a potential shared street, as this road is under the jurisdiction of the County of Middlesex it will be subject to approval from the County.

Front Street

The intention of the Front shared street is to create an active space for storefronts and public activity in the core. The existing right-of-way on Front Street is approximately 19m wide. This provides room for two vehicular lanes, double sided parking / landscaping strips, 2-3m pedestrian access, and 2-3m of storefront spill out space.

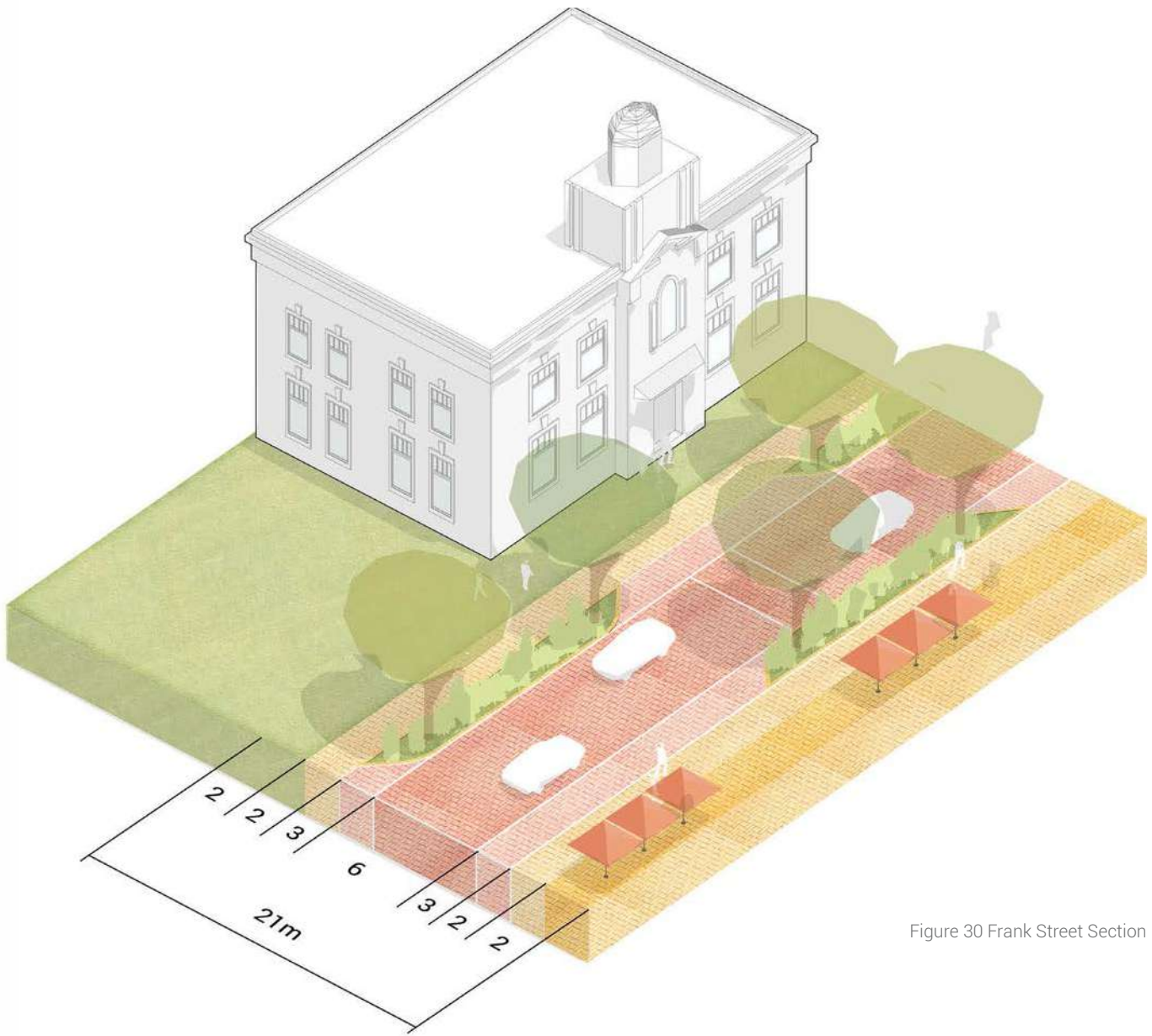


Figure 30 Frank Street Section

Frank Street

Slightly wider than Front, Frank Street provides approximately 21m of right-of-way space. Frank Street will also use the shared street typology, but will integrate more spaces for green landscaping with wider green buffers, in order to embrace the identity of the civic area and create a significant connection to the natural green spaces in the downtown.

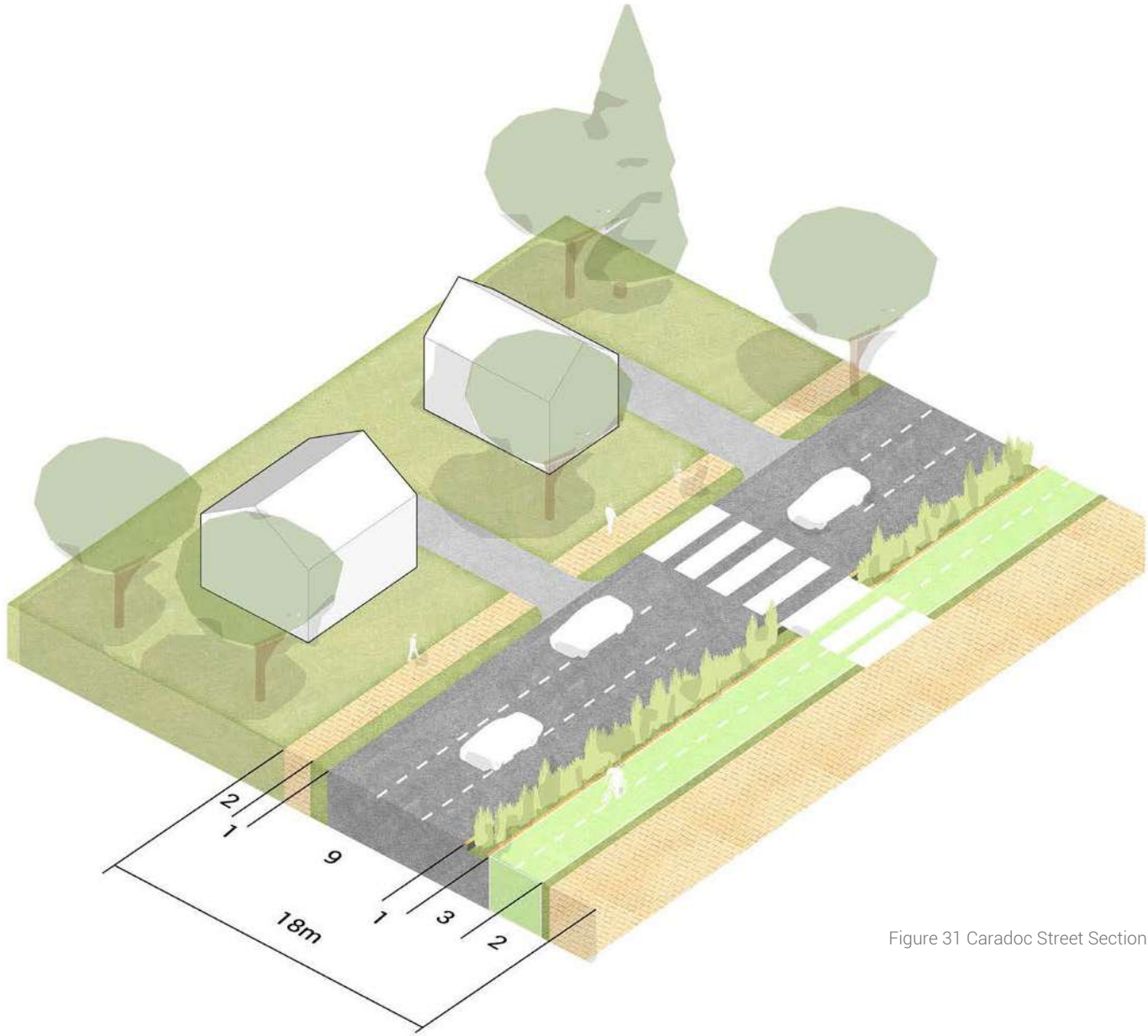


Figure 31 Caradoc Street Section

2.4.3 Residential Street with Cycling Connection

Caradoc Street is currently a low-density residential road with continuous sidewalks and 3-4 lanes for vehicular traffic. The approximately 18m right-of-way provided by Caradoc Street allows for more modes of transport and functional landscaping. The Master Plan outlines that Caradoc can create a north-south cycling connection (3m), a bioswale which may act as a buffer for cyclists (1.5-2m), 3 vehicular lanes (9m) and pedestrian sidewalks on both sides of the road. As this road is under the jurisdiction of the County of Middlesex it will be subject to approval from the County.

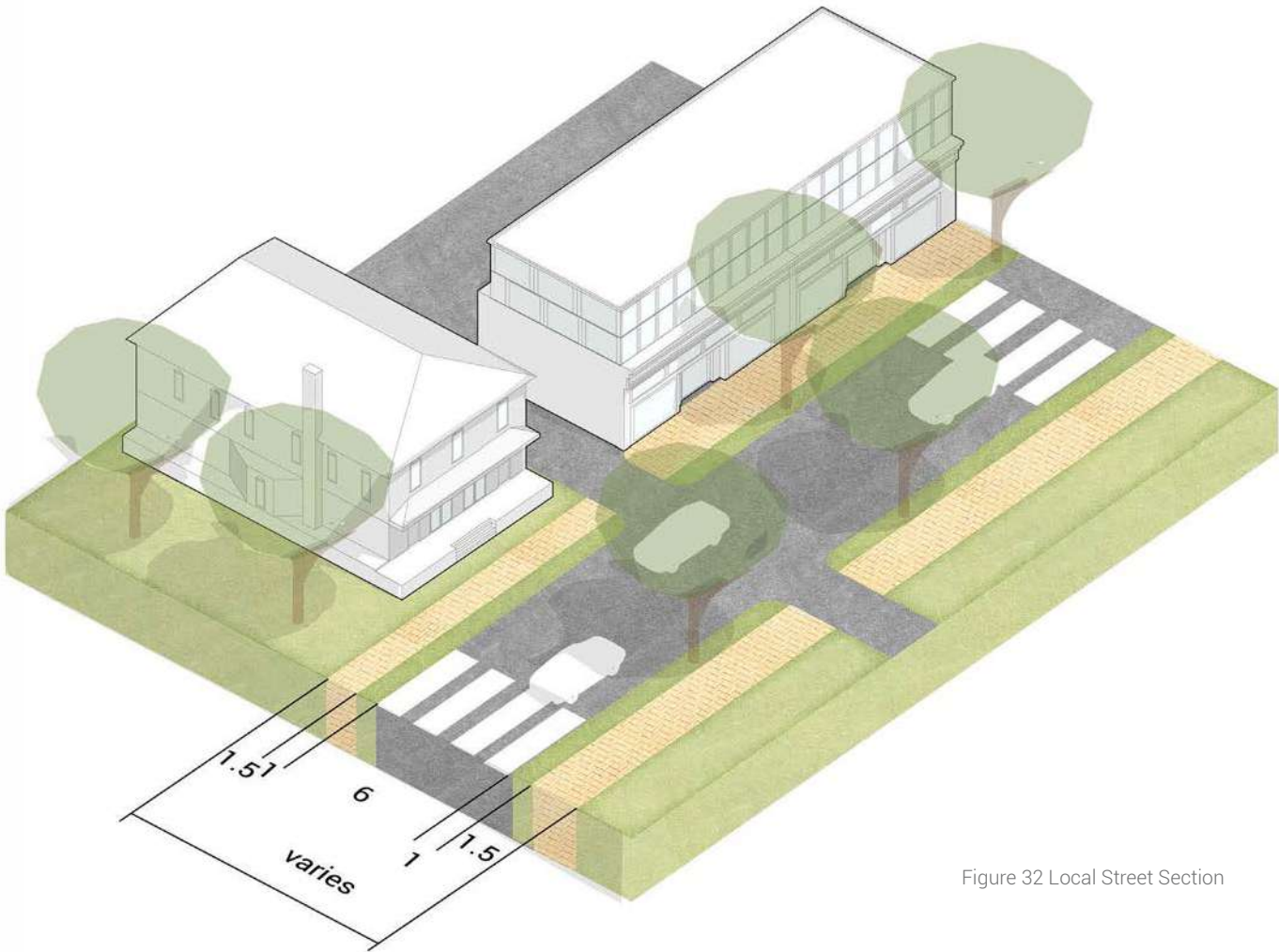


Figure 32 Local Street Section

2.4.4 Local Street

Local streets create most of the west-east connections in the downtown. It is vital that these streets maintain sufficient pedestrian connections with continuous sidewalks, and (when possible) slowed traffic between the blocks. As this road is under the jurisdiction of the County of Middlesex it will be subject to approval from the County.

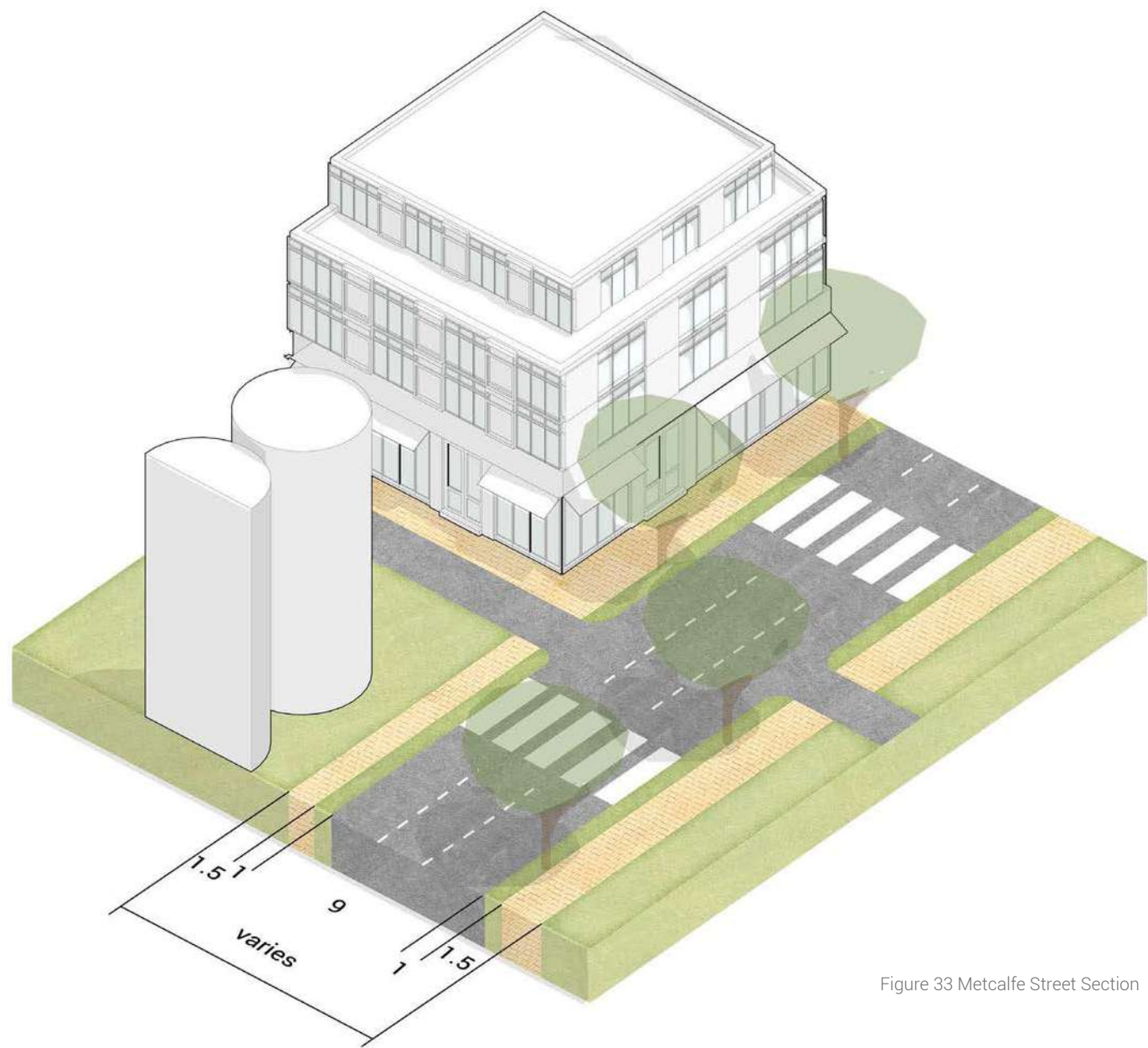


Figure 33 Metcalfe Street Section

2.4.5 Arterial Street

The Arterial Streets in the downtown pertain to Metcalfe Street and Albert Street. Currently these streetscapes are primarily car dominated, with 3-4 vehicular lanes and inconsistent pedestrian connections. While these streets will continue to be significant vehicular connections, increased pedestrian amenities must be introduced into the streetscape. This includes continuous pedestrian connections on both sides of the road, green landscaping buffers where possible, decreased traffic speeds, and increased pedestrian crossings as developments increase in these areas.



3.0

Implementation

The vision contained in this plan will be realized over a number of years through the efforts and investment from the Municipality, County, development industry, downtown business community, community organizations, and the public. Much of this Plan will be implemented through the planning and development approvals process - in doing so, it will be crucial to leverage existing policy tools such as the Strathroy-Caradoc Community Improvement Plan to incentivise projects, and the Downtown Strathroy Urban Design Guidelines to shape development, in order to push this vision forward. A forward-looking and creative approach to capital works by Council will also play an integral role in the implementation and timing of this Plan.

The following section provides a high-level implementation guideline for the Municipality to consider as part of the planning process for implementing this Plan.



3.1.1 Statutory Authority & the Development Approvals Process

Section 3.3.1.7 of the Strathroy-Caradoc Official Plan provides the direction and authority under which this Master Plan has been created, and it is has been adopted by way of official plan amendment OPA No. 11 and forms part of the Municipality's Official Plan.

In order to ensure that private development in the Downtown is consistent with the vision of the Master Plan, this Plan should be consulted and applied to the review of the following types of development applications:

- Official Plan Amendments;
- Zoning By-law Amendments;
- Minor Variances;
- Land Division;
- Site Plan Control; and
- Community Improvement Plan applications.

In reviewing the planning applications and development proposals, the Municipality should consider the overall development concept for the Downtown and what regard the application proposal has for upholding this vision. Notwithstanding this, it is important to note that this plan is not intended stifle good and creative design/development in the Downtown that may not be specifically referenced or contemplated in the Plan. Development proposals that do not necessarily align with the development concept outlined in the Plan, but that still demonstrate high quality and thoughtful design that supports the overall vision of the plan should be considered on their individual merits.

It will be at the discretion of Strathroy-Caradoc Council to determine whether or not a private development proposal requires an amendment to this plan by way of an official plan amendment or whether it is in general compliance with the direction of this Plan.

3.1.2 Jurisdiction of the County of Middlesex

This plan recognizes that certain roadways in Downtown Strathroy fall under the jurisdiction of the County of Middlesex including: Caradoc, Metcalfe, and Albert Streets, while all other roads fall under the jurisdiction of Strathroy-Caradoc. To that end, nothing in this plan binds the County of Middlesex to implementing the identified improvements to roads under their jurisdiction. Further this plan recognizes the planned function of these roads as arterial roads designed to safely and efficiently move high volumes of vehicular traffic including trucks and agricultural vehicles. As such, any improvements proposed by through this plan that may impact the planned function of county roads including: road surface materials, streetscape / landscape materials, entrances, and / or cycling and pedestrian infrastructure will respect that planned function and will only be implemented through consultation with the County as road authority.

3.1.3 Interpretation & Limitations

This Master Plan is a long-term planning document, intended to promote a vision for the Downtown and proposes priorities, initiatives, and projects that work toward achieving that vision over time. However, these are not to be interpreted as an approval for a use or development on a specific site. No representation is made by this plan that any particular site is suitable for a particular purpose or development as site conditions, constraints, geotechnical suitability, and land use context must be assessed on a case-by-case basis as part of a development or planning application and/or building permit approval. Furthermore, unless otherwise noted, any boundaries, locations, or any features shown within the Plan are conceptual only and should be interpreted as such.

3.1.4 Monitoring

The implementation of this plan should be monitored to track progress and to ensure the priorities and visions for the Downtown remains relevant. A review and report to Council is recommended to be undertaken on the progress of this Plan every three years. Such a report should include an overall performance of plan in meeting intended objectives and priorities of the plan, as well as the status of any interventions or initiatives.

3.1.5 Implementation Schedule

The schedule proposed below highlights the important action items and milestones that should be pursued in the Municipality's implementation of the Master Plan. It should be noted that this schedule has been developed

Immediate Term (1-2 years): Laying the Groundwork

- Review and update Zoning By-law, Site Plan Control By-law, and any association to ensure consistency with the vision of the plan
- Review Site Plan Control By-law and any associated development / design guidelines to ensure consistency with the vision of the Plan
- Dedicate a municipal webpage to the Downtown Master Plan that provides accessible information and updates on the status of the Plan's implementation
- Review and update asset management plans and capital works schedules for roads and other public works to identify potential timing and budgeting for road improvements in the Downtown:
- Frank Street Green Street Interventions
- Front Street Flex Street
- Caradoc Street Public Plaza / Flex Street
- Identify public sources of funding and/or grants that may be leveraged in the planning and development of public realm projects

Short Term (3-4 years): Outreach and Partnership Building

- Commence outreach on partnerships with the St. Clair Region Conservation Authority, Middlesex County, the Business Improvement Area, and the local development/business community in order to share information about the plan and its vision and applicable initiatives
- Initiate negotiations with private landowners and Canadian National Railways for land acquisition / leasing or access along the south shore of the Sydenham River and rail line
- Develop a prioritisation hierarchy for specific interventions on Frank, Front and Caradoc Streets in consultation with the public and downtown businesses
- Conduct a transportation study to investigate alternatives for the conversion of Frank, Front, and Caradoc Streets. This should also incorporate

the investigation of alternatives as well as prioritization hierarchy for the improvements to major Downtown intersections.

Medium Term (5-6 years): Beginning the Transformation

- Undertake a preferred alternatives study for the development of a waterfront recreation hub in consultation with the public
- Acquire lands along the shoreline of the Sydenham River, undertake shoreline "cleanup" and addition of new trail connecting Head Street to Caradoc Street
- Issue request for proposal to develop detailed designs for Railway District and Market (subject to land acquisition / partnership arrangement with existing landowners)
- Issue request for proposals to develop detailed designs for transforming sections of Frank, Front and Caradoc Streets

Long Term (7 years +): Implementing Partnerships

- Undertake re-naturalization of south shoreline of the Sydenham River, and development of waterfront recreation hub based on the preferred alternatives
- Commence phased construction of Front, Frank, and Caradoc Street transformations
- Issue request for proposal to develop transit hub and commence construction

Ongoing

- Explore the introduction of "temporary" infrastructure that mirrors proposed interventions on public streets to test different layouts, locations, and designs for streetscape interventions prior to full-scale implementation (i.e. bike lanes, planter boxes for curb bulb-outs, pop-up parks)
- Support CIP projects involving development/ redevelopment aligned with the priorities of the Plan
- Develop marketing materials and conduct outreach with private landowners and development industry on possibility of redeveloping and improving private lands in accordance with the master plan





**Amendment No. 11 to the Official Plan of the
Municipality of Strathroy-Caradoc**
Downtown Strathroy Master Plan and
Strathroy Caradoc Community Improvement Plan

APPENDIX B
STRATHROY-CARADOC COMMUNITY IMPROVEMENT PLAN

Strathroy-Caradoc

Community Improvement Plan



Prepared for:

The Municipality of Strathroy-Caradoc

Prepared By:

Re: public Urbanism



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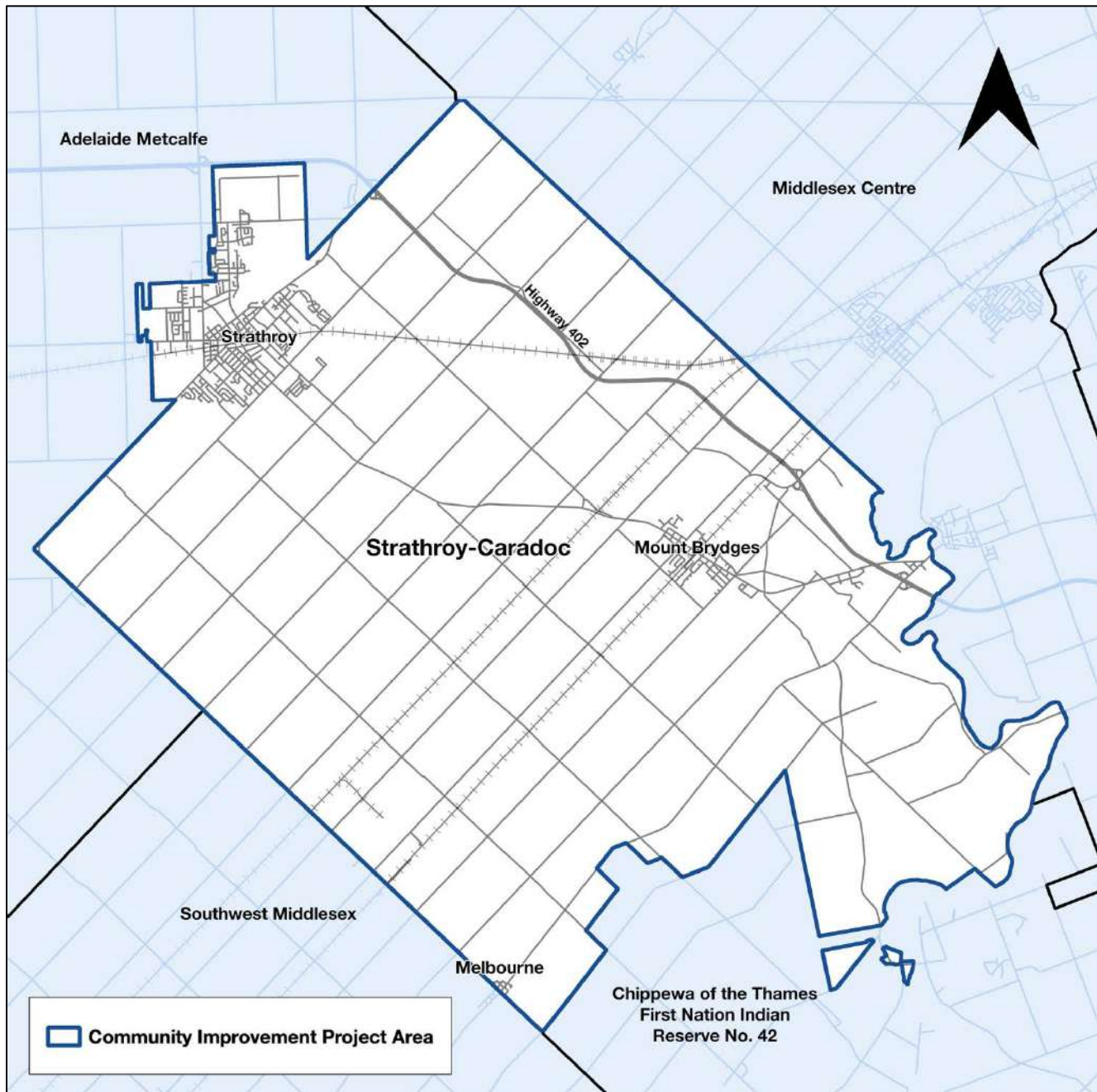
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1.0 INTRODUCTION

The Municipality of Strathroy-Caradoc undertook the preparation of this Community Improvement Plan (CIP) in late 2019 and early 2020, intending to build on the success of the previous CIP “About Face”. Originally adopted in 2006, “About Face” encouraged the beautification and preservation of the Community’s built heritage within the central commercial districts of Strathroy, Mount Brydges, and Melbourne. Through this new CIP, Strathroy-Caradoc intends to renew their commitment to community improvement and encourage economic investment through the expansion of improvement strategies and financial incentives. This Community Improvement Plan is the culmination of the efforts of municipal staff, council, business community, and general public in Strathroy-Caradoc.

Under By-law No. 49-20, this Plan hereby replaces the previous 2006 CIP “About Face”.



1.1 Strathroy-Caradoc Community Improvement Project Area

The entirety of the Municipality of Strathroy-Caradoc is designated a Community Improvement Project Area by By-law No. 49-20. Notwithstanding this, the CIP uses an overlay approach to identify where specific incentives will apply. These are outlined in greater detail in Section 5 of this document.



1.2 Purpose & Planning Horizon

This document is intended to facilitate improvements to public and private buildings and lands in strategic areas of Strathroy-Caradoc. Private investment in the community will be encouraged and supported through the provision of a range of diverse financial incentive streams outlined in Section 5.0, while municipal leadership initiatives will be outlined in Section 6.0. Through the administration of financial incentives and implementation of a municipal leadership strategy, the goals and objectives for community improvement outlined in Section 4.0 of this plan will be realized.

The intended implementation timeline for this plan is 10 years, however, it is recommended that Council review the plan every 3 years (or as determined necessary) to address changes in community priorities, adjust financial incentives, amend any goals or municipal initiatives, and/or to ensure consistency with updates to applicable legislation throughout the lifespan of the plan.

1.3 What is a CIP?

A CIP is a powerful tool used by Ontario municipalities to facilitate the (re)development, rehabilitation, and/or revitalization of selected areas in a municipality. This is done through the identification a Community Improvement Project Area (CIPA), where the plan will be focused, and encouraging projects that will benefit the public realm and the general improvement of the area. Most CIPs today provide a selection of financial incentive programs specially tailored to encourage property or building owners to undertake improvement

projects that are aligned with the goals and vision of the plan. Without a CIP, municipalities are otherwise prohibited from offering financial assistance to the private sector in any way. More information on the legislative framework is provided in Section 2.0.

1.4 Community Profile & Overview of Focus Areas

Strathroy-Caradoc is centrally located in southwestern Ontario and constitutes one of the seven local municipalities that make up Middlesex County. The municipality was established in 2001 following an amalgamation of the Town of Strathroy and the Township of Caradoc and has since grown to a population of just under 21,000 residents. The Municipality enjoys its proximity to larger urban centres such as the City of London and City of Sarnia and is well-connected to the rest of Ontario via Highway 402 and CN, CP, and Via Rail. For the purposes of this plan, Strathroy-Caradoc was divided into three distinct focus areas:

Strathroy – With a population of approximately 14,400, Strathroy is by far the largest community in the Municipality, as well as the County, and is arguably the economic / service centre for Western Middlesex County and Eastern Lambton County. Located at the northern edge of the Municipality, it borders the Township of Adelaide Metcalfe and Highway 402. The Town has the highest concentration of residential development and economic activity, with a well-established downtown, commercial corridors to the south and north, and two large employment areas.

Mount Brydges – Mount Brydges is centrally located within the municipality and is the second largest community in Strathroy-Caradoc with a population of approximately 1,850. With its proximity to Highway 402, it is well situated as an eastern gateway to the municipality. The community is largely structured along the Adelaide Road (County Road 81) corridor running through the village, where most of the commercial and employment activity can be found. The uses along this central corridor are a mix of highway commercial auto services, retail, small shops and cafés, and professional offices. The intersection of Adelaide Road and Glendon Road forms the commercial “core” for the community.

Rural Area – Beyond the two communities of Strathroy and Mount Brydges lies a vibrant rural area dominated by large-scale farming operations, as well as smaller hobby-farms and large rural residential lots with a population of approximately 4,600 people spread over more than 200 km². While the Municipality has been committed to ensuring development is directed to Strathroy and Mount Brydges, there are a handful of established rural residential clusters south of Mount Brydges as well as the Hamlet of Melbourne. The rural area is generally formed following the traditional Ontario “concession road” survey pattern from the early part of the 19th century. Both Longwoods Road and Adelaide Road serve as major, and historic, roads, while Highway 402 provides regional connections to major centres like London and Sarnia.

2.0 LEGISLATIVE & POLICY CONTEXT

This section of the CIP outlines the provincial policy and legislative context under which CIPs are developed. Additionally, it also provides an overview of the local planning and economic development policy context for Strathroy-Caradoc.



2.1 Provincial Legislation & Regulation

Municipal Act – Under Section 106 of the *Municipal Act*, a municipality is prohibited from providing assistance to any manufacturing business or other industrial or commercial enterprise through the granting of “bonuses”. A “bonus” can include financial incentives, gifting or loaning municipal properties at below fair market value, and/or partial or full exemptions of any levies or charges. Notwithstanding this, Section 106 (3) allows municipalities to provide assistance through a CIP adopted under Section 28 of the *Planning Act*.

Planning Act – Section 28 of the *Planning Act* outlines the authority and means by which community improvement planning can be undertaken by Ontario municipalities. This section states that where there is an official plan in effect within a municipality that contains provisions respecting community improvement, a municipal council may designate all or part of the area covered by the official plan as a Community Improvement Project Area or “CIPA”. Council may then prepare and adopt a CIP to help facilitate the improvement goals of the municipality.

Ontario Heritage Act – Under Section 39 of the *Ontario Heritage Act*, a municipal council may pass by-laws providing for grants and/or loans to the owner of a heritage property designated under Part IV of the *Act* for the purpose of paying for all or part of the costs associated with altering the property. A CIP may also

contain provisions and/or incentives to assist with improvements to a designated heritage property.

Development Charges Act – Under Section 5 of the *Development Charges Act*, in developing the rules for a development charge by-law, a municipal council may opt to include provisions for full or partial exemptions for certain types of development and/or for the phasing-in of development charges.

Provincial Policy Statement – The *Provincial Policy Statement (PPS)* is the Province’s statement of land use policy providing policy direction to municipalities and planning authorities. Under the *Planning Act*, decisions affecting planning matters must be consistent with the policies of the *PPS*. A number of policies within the *PPS* are directly related to community improvement planning, including but not limited to:

- Section 1.1.3, which states that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where it can be accommodated, taking into account matters such as existing building stock, public facilities/infrastructure, and brownfield sites.
- Section 1.3.1, which encourages planning authorities to promote economic development and competitiveness by encouraging compact, mixed-use development that incorporates

compatible employment uses to support liveable and resilient communities.

- Section 1.4.3, which states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents by permitting and facilitating all forms of housing required to meet the social, health, and well-being requirements of current and future residents
- Section 1.5.1, which states that healthy, active communities should be promoted by planning public streets, spaces, and facilities to be safe, meet the needs of pedestrians, foster social interaction, and facilitate community connectivity; and,
- Section 1.7.1, which states that long-term economic prosperity should be supported by promoting opportunities for economic development and community investment-readiness, maintaining and enhancing the vitality and viability of downtowns and main streets, encouraging a sense of place development, and promoting the redevelopment of brownfield sites.

2.2 Middlesex County Official Plan

Section 2.3.4 of the County OP establishes economic development as an important component of growth management in the County and the importance of protecting the agricultural base while supporting new diverse economic development opportunities. To this end, the County is committed to actions such as encouraging local municipalities to promote a high standard of urban design to create healthy communities which attract investment. Section 2.3.5 outlines the general policies related to growth management throughout the County; under this section local municipalities are directed to prepare detailed policies to guide the redevelopment of areas in transition or land that is underutilized. Further to this, Section 3.2.3 encourages local municipalities to include general development policies in their local official plans dealing with a range of issues, including community improvement matters. Section 4.6 of the County OP states that local municipal councils shall ensure that the public is adequately notified and consulted with during the course of preparing and considering planning policies, studies, and strategies associated with community improvement plans.

2.3 Middlesex County Economic Development Strategy

Middlesex County's Economic Development Strategy establishes three interrelated vision statements focused on: the County leveraging its strategic location in the attraction of new business and skilled workers while retaining its community image; leveraging attractive lifestyle choices, economic vitality, and natural environment of the County; and, fostering diversification efforts to enhance the regional economy. Further to this, there are three main goals established under the strategy to help achieve the overall vision pertaining to creating a supportive environment for business and investment, an active and targeted approach to business growth and attraction, and a commitment to community sustainability and growth. One of the key recommended actions arising out of the strategy is the exploration of opportunities to offer community improvement-like initiatives geared towards the agricultural sector and its diversification.

2.4 Strathroy-Caradoc Corporate Strategic Plan

The 2020-2029 Strategic Plan outlines the organizational vision and priorities for the future of the community. The Strategic Plan specifically identifies the development of a new CIP as a tactic for achieving the following goals of the Strategic Plan:

- Build and maintain a diverse tax base and be a place that offers a variety of economic opportunities to current and prospective residents and businesses; and,
- Provide distinct experiences that celebrate its past and future by prioritizing innovative new ideas that set the community apart.

In addition to facilitating community improvement projects, this CIP will act as a complementary tool for the implementation of the Strategic Plan.

2.5 Strathroy-Caradoc Official Plan

Some of the main goals of the OP as they relate to community improvement planning include; promoting local economic development; generating increased employment opportunities and commercial/industrial assessment; recognizing, protecting, and strengthening the defining characteristics of the urban and rural areas of the municipality; and, undertaking community improvements for the purposes of enhancing the quality of life for existing and future residents. Section 2.8.1 of the OP outlines the goals

and objectives for community improvement in Strathroy-Caradoc, which include:

- achieving minimum standards of public health, safety and occupancy;
- eradicating property conditions which pose a blight, eyesore, nuisance, risk or land use conflict;
- improving areas experiencing decline, blight or neglect;
- remediating contaminated or brownfield sites and turn them into viable uses compatible with neighbouring uses; and,
- upgrading and maintaining municipal services and facilities in accordance with prevailing standards.

Further to these goals and objectives, Sections 2.8.2, 2.8.3, 2.8.4, and 2.8.5 outline the general authority, criteria, and public input process under which the municipality may identify a Community Improvement Project Area (CIPA) and pursue the preparation and implementation of a CIP. Sections 3, 4, and 5 outline the general policy directions for land use and growth within Strathroy, Mount Brydges, and the Rural Area, respectively. Generally speaking, these sections direct the majority of future growth and intensification to Strathroy and Mount Brydges, while outlining commitments to ensure the continued protection, economic diversification, and viability of the rural and agricultural areas.

2.6 “The Road Ahead” Strathroy-Caradoc Economic Development Strategy

The Strathroy-Caradoc economic development strategy outlines a number of action items aimed at fulfilling economic development objectives of the municipality. Emphasis is also placed on reinforcing the “Rural Hospitality, Urban Opportunity” philosophy of the municipality throughout the document. Two of the important action items as they relate to community improvement planning include:

- The creation of a community investment strategy for Strathroy and Mount Brydges – the creation of a new CIP with expanded scope will complement this action item; and,
- The compilation of a formal Business Retention & Attraction Strategy (including Community Improvement Plan Review)

The strategy also identifies the importance of the current development opportunities associated with the “100-acre site” in the north end of Strathroy, adjacent to Highway 402, as these lands act as a gateway to Strathroy and are highly visible.

2.7 Downtown Strathroy Master Plan

The Downtown Strathroy Master Plan was prepared in 2010 and outlines a program of capital works aimed at the revitalization of downtown Strathroy. These works include streetscaping, the development of a new civic square, and other public realm improvements. The overall nature of the priorities outlined in this document are complementary to the intent of community improvement planning. The Municipality undertook a review and update of the Downtown Strathroy Master Plan concurrently with the development of this CIP.

2.8 Downtown Strathroy Urban Design Guidelines

Under direction from the 2010 Downtown Strathroy Master Plan, Downtown Strathroy Urban Design Guidelines were developed in 2018 to provide a framework for future development and redevelopment in the Downtown, supporting new development, and ensuring that it respects the overall vision of the community and contributes positively to the public realm and local economy in Strathroy.

2.9 Strathroy-Caradoc Zoning By-law

The Strathroy-Caradoc Zoning By-law regulates the development and use of lands within the municipality and contains a range of different land use zones and provisions. As the primary regulatory tool for land use, it will be important to consider the role that this document will have throughout the implementation of this CIP, most notably through the review of projects and issuance of grant funding.

2.10 Strathroy-Caradoc Development Charge Deferral Policy (By-law No. 47-19)

In 2019, Strathroy-Caradoc Council adopted a Development Charge Deferral Policy to establish guidelines for the request for, and administration of, development charge deferrals for certain types of development. The intent of the policy is to incentivize development that incorporates new affordable rental housing units, housing units for special needs, as well as projects of significant direct economic benefit to the municipality. This by-law closely ties into the goals and objectives outlined in this document and will allow for the effective implementation of development charge-related financial incentives offered under this plan.

3.0 PUBLIC ENGAGEMENT

In addition to the preparation of a new CIP, Strathroy-Caradoc also undertook a concurrent review and update to the Downtown Strathroy Master Plan in 2020. Despite their differences in scope, both the CIP and Downtown Master Plan strive to foster quality-built environments, economic growth, and enhance the socio-economic health and vitality of Strathroy-Caradoc. Given the complementary nature of these plans and their concurrent development timeline, a single harmonized public consultation strategy was employed for each. This section outlines the public engagement completed in support of this document.



3.1 REINVEST 2020

Strathroy-Caradoc undertook the development of this CIP concurrently with the review and update of the Downtown Strathroy Master Plan in 2020. Given the complementary nature of these two plans, a single harmonised public engagement strategy was created for their review and update, called “REINVEST 2020”. This undertaking was promoted through both traditional and digital media. The strategy ultimately centered around the “Downtown Summit” sessions where members of municipal staff, council, businesses, developers, and the general public were engaged in roundtable discussions on the priorities and goals for community improvement. Following the Downtown Summit, an online survey was published to allow for continued feedback from the community in the early stages of drafting the CIP. The feedback gathered from the public engagement sessions and surveys informed the community priorities below that eventually assisted with the development of the guiding principles and goals in Section 4.0 of this plan.

3.2 Community Priorities

The following priorities were identified by the community as needing to be addressed in the CIP:

- Encouraging a greater mix and stock of housing / attainable housing;
- Facilitating the improvement of major corridors throughout the Municipality through landscaping, streetscaping, and the introduction of multi-modal options (bike paths, trails, etc.);
- Promoting high quality-built form in commercial/industrial areas to strengthen sense of character and place;
- Attracting and accommodating new commercial and entertainment uses in Downtown Strathroy as well as a greater diversity of non-residential uses in Mount Brydges;
- Enhancing recreation opportunities in the community and leveraging existing assets to foster a culture of “Live, Work, Play” throughout the Municipality;
- Undertaking initiatives to increase tourism and improve visitor experience in the public realm through art and entertainment and strengthening the agri-tourism base in the rural area;
- Incentivise the establishment of industrial and commercial uses that contribute to the diversification of the local economy and employment opportunities;

- Addressing underutilized lands and buildings, especially commercial areas; and,
- Ensuring that rural and urban infrastructure is appropriate to accommodate the growing needs of the community into the future.

The full REINVEST 2020 consultation summary can be found on the community improvement plan webpage or at Town Hall.

3.3 Additional Consultation

Upon developing a draft document, the Plan was circulated to the Ministry of Municipal Affairs and Housing (MMAH) for review and comment, in accordance with the requirements of the *Planning Act*. The draft document was also presented to the general public at a virtual open house on **September 10, 2020**, wherein attendees were invited to discuss the plan with members of the project team, staff, Council, and the community. The final consultation event for the project consisted of a statutory public meeting, held virtually by the Municipality of Strathroy-Caradoc on **September 21, 2020**.

These final events allowed the project team to not only obtain feedback from the community, but also ensure any issues were addressed prior to Council adoption. It should be noted that the final consultation sessions were held virtually in lieu of in-person events, in order to respect public health regulations and safety during the ongoing COVID-19 pandemic in 2020.



4.0 GUIDING PRINCIPLES & GOALS

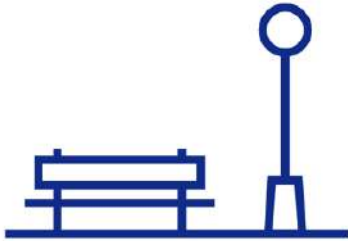
Community improvement plans can take many different forms and directions. They can focus on specific areas of a municipality, or on specific sectors or types of development. The Strathroy-Caradoc CIP has been developed based on a number of guiding principles and goals that were established by Council, municipal staff, the business community and the general public during the consultation and engagement phase of the development of the plan. The following section outlines these guiding principles.



4.1 Housing for All

One of the main pillars of a strong, healthy, and successful community is housing security – a high level of housing attainability and diversity ensures everyone has a right to live in and be a part of their community. This plan supports the community's desire to increase the stock of quality attainable housing units, particularly rentals, as well as augment the existing residential base with different types and densities of housing in the core areas of our community.

- **Goal** - Increase the number of attainable rental housing units in Strathroy-Caradoc.
- **Goal** - Increase the stock, density, and diversity of housing units in Strathroy-Caradoc.



4.2 Beautiful Space, Place, and Identity

At its core, this plan seeks to improve the physical beauty of the community, its buildings, and its spaces not only to attract visitors and new commercial users, but to also encourage existing residents to live, work, and play in the community. By continuing to create great spaces and environments within our community, we can also strengthen Strathroy-Caradoc's identity and self-sufficiency.

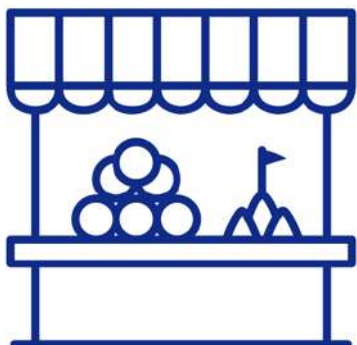
- **Goal** - Improve the physical and visual quality of buildings and spaces and increase the amount of green space in core areas and along streetscapes.
- **Goal** - Increase the safety, accessibility, and quality of streetscapes and major intersections for vehicular and non-vehicular users.
- **Goal** - Support the creation and enhancement of indoor and outdoor public spaces and uses that promote healthy and active lifestyles.



4.3 Strong Culture and Heritage

Strathroy-Caradoc boasts a rich stock of 19th and 20th century buildings that provide a diverse inventory of interesting built forms and heritage character, which serve as a reminder of our past, however, only a handful of buildings have been formally designated under Part IV of the Ontario Heritage Act. Where stories are unable to be told through a physical building or space, public art installations or civic spaces such as the cenotaphs in Strathroy and Mount Brydges provide new opportunities to reflect on our history and heritage, or simply express changes in our local culture.

- **Goal** - Build a strong collection of local public art, cultural amenities, and/or civic spaces in the community.
- **Goal** - Preserve and enhance historically significant buildings, lands, and features throughout the community.



4.4 Destination through Reinvigoration

There is a significant supply of underutilized lands particularly in the central commercial areas of Strathroy and Mount Brydges. The role of these central areas as community “cores” is challenged by continuing development pressures on peripheral lands in each settlement area. There is a need to strengthen the support of these core areas through the encouragement of innovative redevelopment and infill on existing sites, development of vacant / underutilized properties, as well as the expansion of commercial and entertainment-focused amenities and uses in order to build a feeling of “destination”.

- **Goal** - Reduce the number of vacant or underdeveloped buildings and sites in core areas of the community.
- **Goal** - Encourage adaptive or innovative redevelopment to improve existing properties and accommodate new uses and built forms in core areas.
- **Goal** - Reinforce the Downtowns of Strathroy, Mount Brydges, Melbourne, and strategic sites in the Rural Area as community “destinations” for commerce, entertainment, leisure, and employment.



4.5 Economic Opportunity, Rural Diversity & Agri-Tourism

Recognizing that employment opportunities are a key facet to a thriving community, there is a need to attract new employment uses within strategic areas such as the Molnar Industrial Park, support existing employers with expansions throughout the community, and foster a greater diversification in the rural economy. Doing so can create more jobs and spur greater economic investment in our community.

- **Goal** – Purposeful and resilient diversification of the rural economy.
- **Goal** - Attract new economic investment to key employment areas to create more jobs and increase municipal tax revenues.



5.0 FINANCIAL INCENTIVE PROGRAMS

An important part of supporting community improvement in Strathroy-Caradoc is engaging the private sector. One method of achieving this is by providing financial incentive programs to stimulate private investment in fixing up properties and buildings. These initiatives may be considered for funding, alongside other priorities, through the 2019-2023 Strategic Plan and 2020-2023 Multi-Year Budget processes.

5.1 Beautification Program



The beautification program is intended to encourage property owners to undertake projects that improve the overall visual appeal and quality of their building exterior and property. This program is meant to support works such as façade improvement, landscaping, and/or signage installation / repair. The goal of this program is to strengthen community identity and beautify older / established areas of the Municipality by improving the physical and visual quality of buildings and spaces, as well as increasing the amount of green space along streetscapes.

Eligible Areas (Schedule A)

- Downtown Strathroy
- Caradoc Street South Commercial Corridor
- High Street Industrial Park
- Mount Brydges Commercial Core
- Melbourne Commercial Core

Eligible Works

Exterior **development** or **redevelopment** associated with the enhancement, rehabilitation, restoration, and / or general improvement of one or more façades of an existing building.

Works associated with the improvement, rehabilitation, and / or installation of on-site signage associated with a business or non-residential use on the property.

Installation of new permanent landscape elements such as vegetation / planting beds, trees, hardscaping features (armour stone, paver paths, furniture, rock gardens, etc.), landscape islands within parking

areas, and site beautification associated with the building.

Professional fees for any designs or services reasonably associated with the works above;

Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following apply:

- Only buildings and properties containing the following uses are eligible for funding under this program:
 - Commercial
 - Office
 - Institutional
 - Industrial
 - **Mixed-use**
 - Recreational (if directly associated with a business)

- Heritage (must be designated under Part IV of the Ontario Heritage Act)
- Residential-only buildings and properties are not eligible for funding under this program.
- Projects located within Downtown Strathroy shall be subject to the requirements of the *Downtown Strathroy Urban Design Guidelines* (<https://www.strathroy-caradoc.ca/en/city-hall/resources/COUNCIL/2018-07-16/8.5.2---Strathroy-Urban-Design-Guidelines.pdf>)
- Projects must be directly related to façades and site areas which front onto, or are highly visible from, a public right-of-way/street or other lands legally and reasonably accessible and open to the public (i.e. parks, parking lots, lanes, etc.).

Incentive Details

Applicants may apply for funding under one or a combination of the following grants.

Construction Costs Matching Grant

(only one of the following options may be selected for a project)

1. For a single façade, the maximum amount of the grant is 50% of the **construction costs** of the eligible works, up to \$15,000.
 - a) Landscaping works are limited to a maximum of 15% of the calculated grant amount, unless otherwise approved by the Municipality.
2. For multiple façades, the maximum amount of the grant is 50% of the **construction costs** of the eligible works, up to \$20,000.
 - a) Landscaping works are limited to a maximum of 15% of the calculated grant amount, unless otherwise approved by the Municipality.

Professional Fees Matching Grant

The maximum amount of the grant is 50% of the **professional fees** associated with the eligible works, up to \$1,500.

Eligible Program Combinations

The grants under this program may be combined with grants from the following programs:

- Intensification & Redevelopment
- Heritage
- Public Art & Interim Use
- Rural Economic Development & Agri-Tourism
- Environment & Sustainability

5.2 Intensification & Redevelopment Program



The intensification and redevelopment program is intended to promote the rehabilitation of properties which may require improvements to comply with minimum code requirements, and support the functional redevelopment and renovation of buildings or properties necessary for new or expanded uses. This program also encourages infill projects to increase the efficient use of lands and services within the core areas of the Municipality. The goal of this program is to reinvigorate the core areas of economic activity in the Municipality by supporting a diverse range of uses, encouraging repurposing of buildings, and incentivising the development of vacant or underdeveloped properties.

Eligible Stream Zones (Schedule A)

- Downtown Strathroy
- Caradoc Street South Commercial Corridor
- Mount Brydges Commercial Core
- Melbourne Commercial Core

Eligible Works

Works associated with the improvement, **redevelopment**, renovation, and/or conversion of existing buildings necessary to accommodate the establishment or expansion of a commercial, office, institutional, or **mixed-use**;

Infill development on vacant or partially developed properties, such as but not limited to:

- New main building construction; or

- Additions to an existing building, resulting in a minimum 25% increase in gross floor area.
- Works undertaken to improve barrier-free accessibility, structural integrity, and/or otherwise allows the building or site to meet minimum standards for code/zoning compliance, such as but not limited to:
 - Installation of wheelchair ramps;
 - Creation or improvement of on-site barrier-free parking spaces; and/or
 - Barrier-free improvement/retrofitting of washroom facilities.

Investigative works/studies associated with evaluating **brownfield** sites for development potential.

Professional fees for any designs or services reasonably associated with the works above.

Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- Only buildings and properties containing the following uses are eligible for funding under this program:
 - Commercial
 - Office
 - Institutional
 - **Mixed-use**
- Residential-only buildings and properties are not eligible for funding under this program;
- Projects located within Downtown Strathroy shall be subject to the requirements of the *Downtown Strathroy Urban Design Guidelines* (<https://www.strathroy-caradoc.ca/en/city-hall/resources/COUNCIL/2018-07-16/8.5.2---Strathroy-Urban-Design-Guidelines.pdf>)
- This program is not intended to support **greenfield** development
- The **Construction Costs** Matching Grant shall only be applied to those parts of works/projects directly associated with barrier-free and accessibility improvements.
- All property taxes must be paid in full before receiving any grant monies under the Annual Tax Increment Grant.

Incentive Details

Applicants may apply for funding under one or a combination of the following grants. The Annual Tax Increment Grant may not be combined with any other grant in this plan.

Building Permit & Planning Fee Grant

The maximum amount of the grant is 50% of the total **building permit and planning fees** associated with the project, up to \$10,000.

Construction Costs Matching Grant (Barrier-free works/projects only)

The maximum amount of the grant is 50% of the **construction costs** of the eligible works, up to \$10,000.

Professional Fee Matching Grant

The maximum amount of the grant is 50% of the **professional fees** associated with the eligible works, up to \$5,000.

Brownfield Investigation Grant

The maximum amount of the grant is 50% of the cost of an Environmental Site Assessment (ESA) or other study/works associated with the filing of a Record of Site Condition (RSC), up to \$25,000.

The grant will be paid upon the filing of an RSC application and the depositing of copies of any ESA(s) and associated information for Municipal records, to the satisfaction of the Municipality.

Annual Tax Increment Grant

The grant is equal to a percentage of the municipal portion of the tax increment calculated at project completion, up to \$25,000 annually. At no point shall the gross total of all grant payments exceed 50% of the cost of eligible works.

The “Tax Increment” is calculated as the difference between the pre-development municipal tax assessment (prior to site improvement, determined by the municipality) and the post-development municipal tax assessment (following project completion and reassessment).

Example Tax Increment Calculation (based on a hypothetical tax rate of 5%)

Pre-Development Assessed Value: \$1,000,000
Pre-Tax: \$50,000

Cost of Eligible Works: \$250,000

Post-Development Assessed Value: \$1,500,000
Post-Tax: \$75,000

Tax Increment: (pre-tax) – (post-tax) = \$25,000
Grant Period = 5 Years at 100%
Annual Grant Amount = \$25,000
Gross Total of Grant = \$125,000

The grant will be paid to the owner on an annual basis as a percentage of the municipal portion of the tax increment, decreasing annually, for a period of no more than ten years. In Year 1, the grant may be equal to 100% of the tax increment and may be decreased annually at a rate determined by the Municipality in its sole discretion.

The grant period may range from 1 to 10 years and shall be determined by the Municipality in its sole discretion.

Should the improvements of the project result in a tax increment significantly less than anticipated at the time of application for the program, the municipality may in its sole discretion, allow the owner to re-apply for one or more grant programs contained in this plan on a retro-active basis.

Eligible Program Combinations

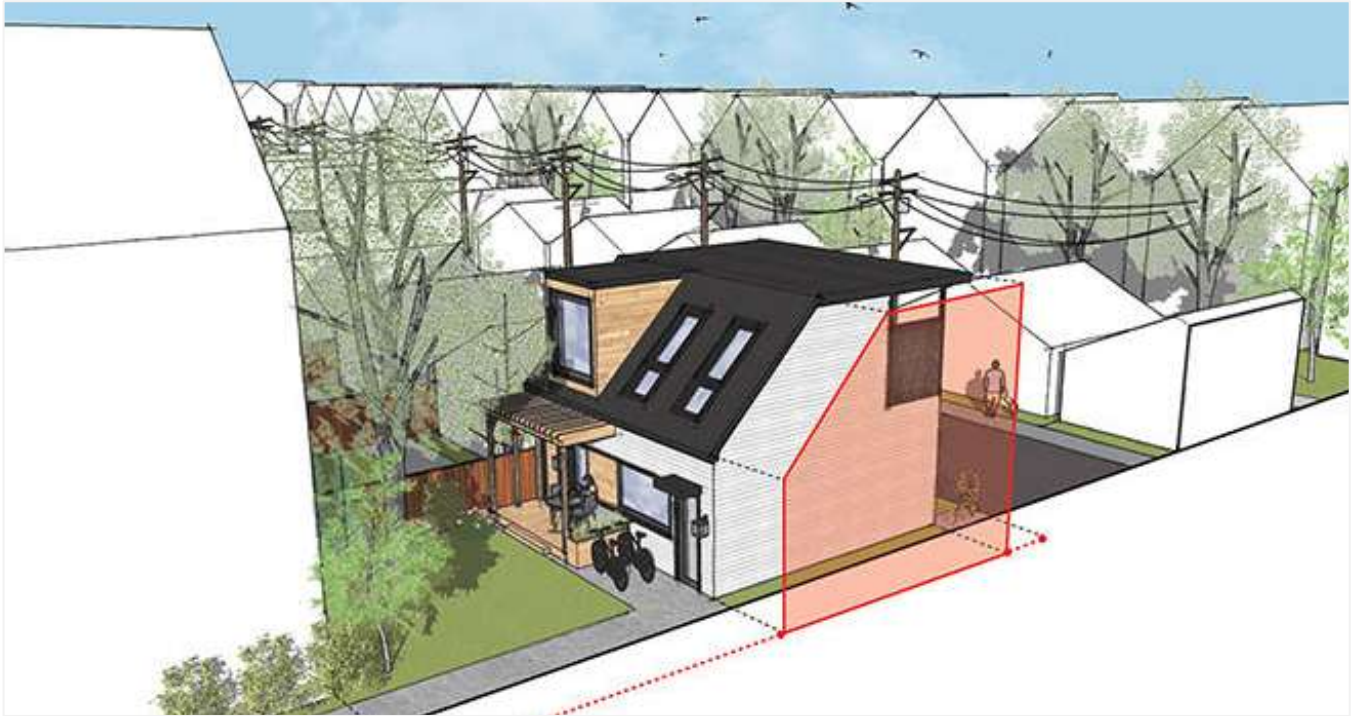
The grants under this program may be combined with grants from the following programs:

- Beautification
- Heritage
- Public Art & Interim Use
- Environment & Sustainability

Additional Notes

Please note that the redevelopment of brownfield sites within a Community Improvement Project Area may be eligible for provincial funding via tax assistance under the Brownfield Financial Tax Incentive Program (BFTIP), subject to approval by the Minister of Finance. Please visit ontario.ca/page/brownfields-financial-tax-incentive-program for more information or consult with Municipal Staff for more information.

5.3 Additional Unit Program



The additional unit program is designed to assist property owners with the cost of creating new residential rental units on eligible properties. In addition to new units, this program will also assist property owners with costs associated with bringing non-compliant units up to code to legalize existing units and ensure the safety and wellbeing of tenants is maintained. This program is intended to encourage an increase in the stock and diversity of rental housing options throughout the Municipality as well as allow for increased density in built-up urban areas with larger lot fabrics.

Eligible Stream Zones (Schedule A)

- Entire Municipality

Eligible Works

Development or **redevelopment** that results in the creation of a new additional residential rental unit or **“Dwelling, Secondary Suite”** on a property;

Works or upgrades that may be required to achieve compliance with building/fire codes and/or the zoning by-law, in order to “legalize” an existing unit;

Development or **redevelopment** that results in the establishment of a **“Garden Suite”** on a property;

Professional fees for any designs or services reasonably associated with the works above;

Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- Prior to any grant monies being issued, the **dwelling, secondary suite** or **garden suite** must comply with the Strathroy-Caradoc Zoning By-law, and any other applicable codes/legislation, and must obtain an occupancy permit from the Municipality;
- Costs associated with cosmetic, material lifecycle replacement, or otherwise visual improvements to an existing **dwelling, secondary suite** or **garden suite** are not eligible for funding;
- Projects located within Downtown Strathroy shall be subject to the requirements of the *Downtown Strathroy Urban Design Guidelines*.

<https://www.strathroy-caradoc.ca/en/city-hall/resources/COUNCIL/2018-07-16/8.5.2---Strathroy-Urban-Design-Guidelines.pdf>

Incentive Details

Applicants may apply for funding under one or a combination of the following grants.

Building Permit & Planning Fee Grant

The maximum amount of the grant is 75% of the total **building permit and planning fees** associated with the project.

Construction Costs Matching Grant

The maximum amount of the grant is 25% of the **construction costs** of the eligible works, up to \$15,000.

Professional Fee Matching Grant

The maximum amount of the grant is 50% of the **professional fees** associated with the eligible works, up to \$1,500.

Eligible Program Combinations

The grants under this program may be combined with grants from the following programs:

- Rural Economic Development & Agri-Tourism

5.4 Downtown Rental Housing Program



The downtown rental housing program is designed to assist property owners with the costs of developing rental housing units within the downtown areas of Strathroy and Mount Brydges. The two main goals of this program are to encourage more development and infill within the core areas of the community and reduce the rate at which urban settlement areas are expanding; thereby reducing servicing costs, impacts on the environment, and less reliance on vehicular travel around the community. This program is intended to encourage an increase in the stock, density, and diversity of residential land uses in our downtown areas - increasing the opportunities to live, work, and play.

Eligible Stream Zones (Schedule A)

- Downtown Strathroy
- Mount Brydges Commercial Core

Eligible Works

Development or **redevelopment** that results in the creation of at least four (4) new residential rental housing units on a single property (for residential-only projects);

Works associated with the conversion of existing non-residential space to accommodate the creation of a new residential rental unit;

Professional fees for any designs or services reasonably associated with the works above;

Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- Successful applicants must enter into an agreement with the municipality outlining the obligations and responsibilities of the owner, including but not limited to the requirement to maintain the residential units as rentals for a period of no less than ten (10) years;
- Conversion of ground-level non-residential floor space to residential is not eligible for funding under this program, unless explicitly permitted by the Municipality in its sole discretion;
- The Tax Increment Grant (TIG) Incentive may not be combined with any other incentives in this Plan.

- All property taxes must be paid in full before receiving any grant monies under the Annual Tax Increment Grant incentive.
- Projects located within Downtown Strathroy shall be subject to the requirements of the *Downtown Strathroy Urban Design Guidelines*.
(<https://www.strathroy-caradoc.ca/en/city-hall/resources/COUNCIL/2018-07-16/8.5.2---Strathroy-Urban-Design-Guidelines.pdf>)

Incentive Details

Applicants may apply for funding under one or a combination of the following grants. The Annual Tax Increment Grant may not be combined with any other grant in this plan.

Building Permit & Planning Fee Grant

The maximum amount of the grant is 50% of the total **building permit and planning fees** associated with the project.

Construction Costs Matching Grant

The maximum amount of the grant is 15% of the **construction costs** of the eligible works, up to \$15,000 per unit.

Professional Fee Matching Grant

The maximum amount of the grant is 50% of the **professional fees** associated with the eligible works, up to \$5,000.

Annual Tax Increment Grant

The grant is equal to a percentage of the municipal portion of the tax increment calculated at project completion, up to \$25,000 annually. At no point shall the gross total of all grant payments exceed 50% of the cost of eligible works.

The “Tax Increment” is calculated as the difference between the pre-development municipal tax assessment (prior to site improvement, determined by the municipality) and the post-development municipal tax assessment (following project completion and reassessment).

The grant will be paid to the owner on an annual basis as a percentage of the municipal portion of the tax increment, decreasing annually, for a period of no more than ten years. In Year 1, the grant may be equal to 100% of the tax increment and may be decreased

annually at a rate determined by the Municipality in its sole discretion.

Example Tax Increment Calculation
(based on a hypothetical tax rate of 5%)

Pre-Development Assessed Value: \$1,000,000
Pre-Tax: \$50,000

Cost of Eligible Works: \$250,000

Post-Development Assessed Value: \$1,500,000
Post-Tax: \$75,000

Tax Increment: (pre-tax) – (post-tax) = \$25,000
Grant Period = 5 Years at 100%
Annual Grant Amount = \$25,000
Gross Total of Grant = \$125,000

The grant period may range from 1 to 10 years and shall be determined by the Municipality in its sole discretion.

Should the improvements of the project result in a tax increment significantly less than anticipated at the time of application for the program, the municipality may in its sole discretion, allow the owner to re-apply for one or more grant programs contained in this plan on a retro-active basis.

Eligible Program Combinations

The grants under this program may be combined with grants from the following programs:

- Environment & Sustainability

5.5 Attainable Housing Program



According to the Middlesex-London Housing Corporation, as of August 2020, a combined total of 116 singles, seniors, and families were on a waitlist for community housing in Strathroy-Caradoc. More importantly, most of those on the list will/have been waiting anywhere between 1 & 5 years before acquiring affordable housing that suits their needs. The attainable housing program is intended to encourage the development of attainable rental housing in Strathroy and Mount Brydges through the provision of financial incentives. These will seek to ease the financial burden of attainable housing development and increase the number of available units.

Eligible Stream Zones (Schedule A)

- Strathroy Settlement Area
- Mount Brydges Settlement Area

Eligible Works

Development or **redevelopment** that results in the creation of a new **attainable rental housing** unit on a property;

Works associated with the conversion of existing non-residential space to accommodate the creation of a new **attainable rental housing** unit;

Professional fees for any designs or services reasonably associated with the works above;

Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- The Municipality shall maintain full discretion in the determination of what part(s) of an eligible project

qualifies as **attainable rental housing**, in general accordance with the definitions provided in Schedule “B” on this Plan.

- Where only a portion of the development contains units that will qualify as an **attainable rental housing** unit, only those qualifying units will be eligible for funding under this program.
- For the Development Charge Reduction, the project must result in the calculation and requirement for the payment of a development charge.
- Successful applicants must enter into an agreement with the municipality outlining the obligations and responsibilities of the owner, including but not limited to the requirement to maintain the residential units as **attainable rental housing** units for a period of no less than ten (10) years;
- Conversion of ground-level non-residential floor space to residential is not eligible for funding under this program, unless explicitly permitted by the Municipality in its sole discretion;

- The Tax Increment Grant (TIG) Incentive may not be combined with any other incentive in this Plan.
- All property taxes must be paid in full before receiving any grant monies under the TIG incentive.
- Projects located within Downtown Strathroy shall be subject to the requirements of the *Downtown Strathroy Urban Design Guidelines*.
<https://www.strathroy-caradoc.ca/en/city-hall/resources/COUNCIL/2018-07-16/8.5.2---Strathroy-Urban-Design-Guidelines.pdf>

Incentive Details

Applicants may apply for funding under one or a combination of the following grants. The Annual Tax Increment Grant may not be combined with any other grant in this plan.

Building Permit & Planning Fee Grant

The maximum amount of the grant is 100% of the total **building permit and planning fees** associated with the project.

Construction Costs Matching Grant

The maximum amount of the grant is 15% of the **construction costs** of the eligible works, up to \$15,000 per unit.

Professional Fee Matching Grant

The maximum amount of the grant is 50% of the **professional fees** associated with the eligible works.

Development Charge Reduction

The Development Charge Reduction will be applied to the total amount of development charges calculated for the eligible project. The reduction may relieve up to 80% of the development charges owed, subject to the terms and conditions of any required agreement(s) and determined by the Municipality in its sole discretion.

Please note that projects that have been approved for a Development Charge deferral under By-law 47-19 are not eligible for a Development Charge Reduction.

Annual Tax Increment Grant

The grant is equal to a percentage of the municipal portion of the tax increment calculated at project completion, up to \$25,000 annually. At no point shall the gross total of all grant payments exceed 50% of the cost of eligible works.

The “Tax Increment” is calculated as the difference between the pre-development municipal tax assessment (prior to site improvement, determined by the municipality) and the post-development municipal tax assessment (following project completion and reassessment).

The grant will be paid to the owner on an annual basis as a percentage of the municipal portion of the tax

Example Tax Increment Calculation
(based on a hypothetical tax rate of 5%)

Pre-Development Assessed Value: \$1,000,000
Pre-Tax: \$50,000

Cost of Eligible Works: \$250,000

Post-Development Assessed Value: \$1,500,000
Post-Tax: \$75,000

Tax Increment: (pre-tax) – (post-tax) = \$25,000
Grant Period = 5 Years at 100%
Annual Grant Amount = \$25,000
Gross Total of Grant = \$125,000

increment, decreasing annually, for a period of no more than ten years. In Year 1, the grant may be equal to 100% of the tax increment and may be decreased annually at a rate determined by the Municipality in its sole discretion.

The grant period may range from 1 to 10 years and shall be determined by the Municipality in its sole discretion.

Should the improvements of the project result in a tax increment significantly less than anticipated at the time of application for the program, the municipality may in its sole discretion, allow the owner to re-apply for one or more grant programs contained in this plan on a retro-active basis.

Eligible Program Combinations

The grants under this program may be combined with grants from the following programs:

- Environment & Sustainability

5.6 Heritage Program



The heritage program is intended to support works associated with the conservation and preservation of designated heritage buildings under Part IV of the Ontario Heritage Act within Strathroy-Caradoc. This program seeks to encourage and strengthen a culture of heritage preservation in the community, while presenting opportunities for new heritage buildings/properties to be designated and preserved under Part IV of the Ontario Heritage Act.

Eligible Stream Zones (Schedule A)

- Entire Municipality

Eligible Works

Development or **redevelopment** undertaken to rehabilitate, enhance, and/or otherwise improve a heritage building designated under Part IV of the *Ontario Heritage Act*.

Professional fees for any designs or services reasonably associated with the works above;

Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- Only projects involving buildings designated under Part IV of the *Ontario Heritage Act* are eligible for funding;
- Eligible projects must be carried out in accordance with the *Standards and Guidelines on the Conservation of Historic Places in Canada* (<https://www.historicplaces.ca/media/18072/8146/8-parks-s+g-eng-web2.pdf>) and,
- Projects located within Downtown Strathroy shall be subject to the requirements of the *Downtown Strathroy Urban Design Guidelines*.

<https://www.strathroy-caradoc.ca/en/city-hall/resources/COUNCIL/2018-07-16/8.5.2---Strathroy-Urban-Design-Guidelines.pdf>

Incentive Details

Applicants may apply for funding under one or a combination of the following grants.

Building Permit & Planning Fee Grant

The maximum amount of the grant is 100% of the total **building permit and planning fees** associated with the project.

Construction Costs Matching Grant

The maximum amount of the grant is 50% of the **construction costs** of the eligible works, up to \$15,000.

Professional Fee Matching Grant

The maximum amount of the grant is 50% of the **professional fees** associated with the eligible works, up to \$3,000.

Eligible Program Combinations

The grants under this program may be combined with grants from the following programs:

- Beautification
- Intensification & Redevelopment
- Public Art & Interim Use
- Rural Economic Development & Agri-Tourism
- Environment & Sustainability

5.7 Public Art & Interim Use Program



The Public Art & Interim Use program is intended to encourage the enhancement and promotion of local art and culture and support innovative interim uses on vacant / underdeveloped private lands to eliminate activity gaps or “dead zones” in the core areas of the Municipality. The overall goal of this program is to strengthen the identity of communities through the celebration of local history, culture, and heritage through art and inclusive spaces.

Eligible Stream Zones (Schedule A)

- Entire Municipality

Eligible Works

Works reasonably associated with the installation of new, or enhancement of existing, permanent public art display, such as but not limited to:

- Murals;
- Statues; and/or
- Displays.

Works associated with the establishment of a temporary or “interim” use on vacant or underdeveloped private property, wherein it may be reasonably enjoyed and/or used by the general public. Eligible interim uses may include, but are not limited to:

- community garden;
- parklet improvements;
- bee-hotels/gardens; and/or

- semi-permanent or seasonal kiosks/stands used for the retail of foods or produce.

Professional fees for any designs or services reasonably associated with the works above;

Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- For the purposes of this program **construction costs** may include capital costs for semi-permanent amenities, structures, and/or improvements;
- For public art projects, preference will be given to proposals that celebrate or represent the local history, culture, identity, and/or heritage of the community and which will be situated within a high visibility and/or prominent location;

- For proposed interim uses, preference will be given to proposals that are associated with uses that are open/accessible for public enjoyment and/or which directly involve public art;
- All proposed interim uses must not prevent the complete restoration of the lands to their original condition, and will not constitute a permanent change to the intended underlying land use designation of the property;
- Any uses involving the housing or keeping of livestock and/or which may, in the opinion of the Municipality, negatively impact the surrounding lands or area, are not eligible for funding under this program;
- All proposed interim uses must conform to the list of permitted uses under the *Strathroy-Caradoc Zoning By-law*.
- Proposed interim uses on contaminated properties are not eligible for funding under this program.

Incentive Details

Applicants may apply for funding under one or a combination of the following grants.

Construction Costs Matching Grant

The maximum amount of the grant is 50% of the **construction costs** of the eligible works, up to \$7,500.

Professional Fee Matching Grant

The maximum amount of the grant is 50% of the **professional fees** associated with the eligible works, up to \$1,500.

Eligible Program Combinations

A grant issued for the establishment of an interim use shall not be combined with any other programs outlined in the CIP.

Grants issued for the installation or enhancement of public art may be combined with the following programs:

- Beautification
- Intensification & Redevelopment
- Heritage
- Environment & Sustainability

5.8 Urban Economic Development Program



The Urban Economic Development Program is intended to assist with the creation of jobs and diversification of the local economy by incentivising exceptional projects which closely align with the economic development goals and priorities of the community. This program offers relief from development charges and building and planning fees to attract new employers to locate in strategic areas of the municipality and also encourage the expansion and growth of existing established employers.

Eligible Stream Zones (Schedule A)

- Molnar Industrial Park
- High Street Industrial Park
- Mount Brydges Economic Area

Eligible Works

Development or **redevelopment** associated with the establishment or expansion of an industrial use within an employment area that adds to the diversification of the local economy and creation of new jobs.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- Applicants shall submit a detailed business plan as part of any application for funding under this program outlining the details of the project, including but not limited to, a brief overview of the industry sector the business is associated with, the

number of new full-time jobs that will be created and/or retained, the level of investment involved/construction costs, and/or a brief description as to why the project should be considered for the grant, to the satisfaction of the municipality.

- Preference will be given to those projects and/or works that are associated with a **Targeted Sector** (as identified by the municipality from time to time) and/or those projects which most closely align with the economic development goals of the municipality.
- For the Development Charge Grant, the project must result in the calculation and requirement for the payment of a development charge. Each project will also be reviewed against the set of scoring criteria found in Schedule "D" established and modified by the Municipality from time to time.

- The scoring criteria established or modified by the municipality from time to time will be used to determine the percentage amount of the Development Charge Grant for an eligible project.

Incentive Details

Applicants may apply for funding under one or a combination of the following grants.

Building Permit & Planning Fee Grant The maximum amount of the grant is 50% of the total **building permit and planning fees** associated with the project, up to \$15,000.

Development Charge Grant

The maximum amount of the grant will depend on the as-built performance of the project against the scoring criteria outlined in **Schedule “D”** but shall not exceed 80% of the development charges for the project.

Following project completion, the project will be reviewed and assigned a score by the Municipality based on its performance against the scoring criteria outlined in **Schedule “D”**. The Development Charge Grant is then paid to the owner as a rebate equal to a percentage of the development charges applicable to the project, in accordance with the performance score achieved.

The grant may be paid to the owner upon project completion or may be paid at the time of occupancy of the building and/or site, at the discretion of the Municipality.

Notwithstanding any deferrals and/or reductions to the payment of a development charge which may be permitted by the Municipality for the eligible project, development charges shall generally be required to be paid in full to the satisfaction of the Municipality prior to the issuance of the grant.

Please note that projects that have been approved for a Development Charge deferral under By-law 47-19 are not eligible for a Development Charge Reduction.

Parkland Cash-in lieu Reduction

The Parkland Cash-in lieu Reduction is only available as part of an eligible project on municipally owned lands which have or will be transferred for development purposes within the Molnar Industrial Park, as indicated on **Map 1** in **Schedule “A”**.

The Parkland Cash-in lieu Reduction will be applied to the total cash-in-lieu payment calculated for the eligible project at the time that the payment is due. The reduction may relieve:

- a) up to 100% of the parkland cash-in-lieu payment required for the development of an eligible project associated with a **targeted sector**; or,
- b) up to 50% of the parkland cash-in-lieu payment required for the development of an eligible project associated with a non-targeted sector;

subject to the terms and conditions of any required agreement(s) and determined by the Municipality in its sole discretion.

Eligible Program Combinations

The grants under this program may be combined with grants from the following programs:

- Beautification
- Environment & Sustainability

5.9 Rural Economic Development & Agri-Tourism Program



The Rural Economy & Agri-Tourism program is intended to assist with the creation of more jobs and purposeful diversification of the rural economy. This will be accomplished through the provision of financial incentives for the establishment or expansion of on-farm diversified business, rural-commercial, agri-tourism, or other commercial recreation uses in the rural area to promote growth and resiliency.

Eligible Stream Zones (Schedule A)

- Rural Area

Eligible Works

Development or redevelopment associated with the establishment or expansion of an **agri-tourism, on-farm diversified uses**, rural commercial or industrial use, or commercial recreational use on a property in the rural area.

Examples of eligible works include, but are not limited to:

- New construction or renovation/redevelopment of a building to serve the use;
- works associated with the enhancement, rehabilitation, restoration, and / or general improvement of one or more building facades;
- works associated with the improvement, rehabilitation, and / or installation of on-site signage associated with a business or non-residential use on the property;
- costs associated with the purchase and/or installation of permanent equipment and/or structures directly associated with an eligible use;
- installation of new permanent landscape elements such as vegetation / planting beds, trees, hardscaping features (armour stone, paver paths, furniture, rock gardens, etc.), landscape islands within parking areas, and site beautification associated with the building;
- Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- Improvements to dwellings / parts of dwellings used as part of a home-based business or commercial operation are not eligible for funding under this program, unless otherwise approved by the municipality;
- Only buildings and properties containing a bonafide **agri-tourism, on-farm diversified use**, rural commercial or industrial use, or commercial recreational use are eligible for funding under this program.
- For the purposes of this program “**construction costs**” may include capital costs for equipment, structures, and/or improvements directly associated with eligible uses;
- Funding preference will be given to projects involving the permanent physical improvement of eligible properties and buildings in the rural area.

Incentive Details

Applicants may apply for funding under one or a combination of the following grants.

Building Permit & Planning Fee Grant

The maximum amount of the grant is 100% of the total **building permit and planning fees** associated with the project, up to \$15,000.

Construction Costs Matching Grant

The maximum amount of the grant is 50% of the **construction costs** of the eligible works, up to \$15,000.

Eligible Program Combinations

The grants under this program may be combined with grants from the following programs:

- Beautification
- Additional Unit
- Heritage
- Environment & Sustainability

5.10 Environment & Sustainability Program



The Environment and Sustainability Program is intended to incentivise environmentally conscious development practices and improvements that reduce the impact of our build environment on the natural environment. This program will encourage the pursuit of improvements to buildings and properties that incorporate Low Impact Design (LID) elements, green technologies, sustainable building materials, energy efficiency, and/or active transportation.

Eligible Stream Zones (Schedule A)

- Entire Municipality

Eligible Works

Works associated with the provision of active transportation amenities such as but not limited to permanent bicycle parking or repair stations;

Works associated with the incorporation of **green infrastructure** design elements such as but not limited to building-integrated/mounted solar panels or green roofs;

Development or redevelopment of parking lots or other outdoor on-site facilities to incorporate **green infrastructure** elements such as but not limited to porous concrete or vegetated stormwater swales/planting beds;

Installation of permanent electric vehicle charging stations;

Installation of energy efficient lighting on the building exterior and site;

Other works associated with internal or external building improvements that are carried out or implemented in accordance with a minimum third-party energy efficiency standard (i.e. LEED), as confirmed by a qualified professional such as an engineer or architect;

Professional fees for any designs or services reasonably associated with the works above;
Any combination of the above.

Eligibility Criteria

In addition to the general criteria outlined in Section 7.3, the following eligibility criteria apply to projects under this program:

- Only buildings and properties containing the following uses are eligible for funding under this program:
 - Commercial
 - Office
 - Institutional
 - **Mixed-use**
 - Recreational (if directly associated with a business)
 - Residential containing a minimum of 3 or more dwelling units (e.g. apartments)
- Residential-only buildings and properties containing less than 3 dwelling units are not eligible for funding under this program;
- Projects located within Downtown Strathroy shall be subject to the requirements of the *Downtown Strathroy Urban Design Guidelines*.
- Proposals involving **green infrastructure** elements or other works associated with the incorporation or implementation of sustainable site features must be designed and carried out by a qualified professional, where reasonably necessary as determined by the municipality, to be eligible for funding.
- To be eligible to receive grant funding for works associated with achieving or exceeding a minimum third-party energy efficiency standard, applicants shall be required to submit evidence and/or confirmation from a qualified source or professional, to the satisfaction of the municipality.

Incentive Details

Applicants may apply for funding under one or a combination of the following grants.

Building Permit & Planning Fee Grant

The maximum amount of the grant is 50% of the total **building permit and planning fees** associated with the project.

Construction Costs Matching Grant

The maximum amount of the grant is 50% of the **construction costs** of the eligible works, up to \$10,000.

Professional Fee Matching Grant

The maximum amount of the grant is 50% of the **professional fees** associated with the eligible works, up to \$2,000.

Eligible Program Combinations

The grants under this program may be combined with grants from the following programs:

- Beautification
- Intensification & Redevelopment
- Downtown Rental Housing
- Attainable Rental Housing
- Heritage
- Public Art & Interim Use
- Urban Economic Development
- Rural Economic Development & Agri-Tourism



6.0 MUNICIPAL INITIATIVES

The following municipal leadership strategy is based on the priorities identified by the Municipality and community and is intended to provide guidance and direction for municipal-led actions for community improvement at various stages throughout the lifetime of this plan. While many of the following undertakings contain a number of recommendations and actions for the consideration, Council will maintain full discretion to determine whether to pursue any of the following initiatives. Nothing in this plan is intended to commit the Municipality or any other public authority to funding the initiatives outlined within this section.



6.1 Complete Streets Policy & Guidelines

Well-designed streets form the backbone of successful and vibrant community cores as they allow for, and accommodate, a range of modes (vehicles, bikes, pedestrians) and incorporate design elements that balance beauty, safety, and accessibility. Additionally, they help to foster a sense of identity and feelings of arrival for the user. The county road system and main streets in Strathroy and Mount Brydges intersect much of the commercial, institutional, service-based, and public uses in the Municipality, as such, these corridors accommodate a significant number of daily users. Some of the main challenges that exist within the Municipality's major streets include: the need to balance efficient movement of goods and people in private vehicles, with active modes of transportation (namely pedestrian and cycling) to improve safety as well as amenity; in some cases, lack of purpose built multi-modal infrastructure including sidewalks and bike lanes; and, lack of streetscaping, vegetation, and general amenity.

6.1.1 Recommended Actions and Initiatives

In order to supplement the private investment encouraged through this plan, the Municipality should explore opportunities to enhance key streets within the Municipality through the development and implementation of a complete streets policy and guidelines to:

- Leverage unused space within wider rights-of-way to expand pedestrian infrastructure (wider sidewalks) and formally accommodate active transportation (bike lanes, multi-use paths);
- Target significant intersections to improve accessibility, safety, and legibility through interventions such as bulb-outs, pedestrian islands, signage, and delineated crossings; and,
- Direct the installation of landscaping and other design elements to beautify the streetscape and calm traffic in strategic locations.

6.1.2 Roles & Implementation Timeline

Given the differing levels of jurisdiction between the local and county road network, Strathroy-Caradoc should seek out a collaborative approach with Middlesex County in the development of the complete streets policy and guidelines. The timeline for the pursuit and development of a streetscape improvement strategy will be determined by Council in consultation with municipal staff and Middlesex County.

6.2 Public Parking Strategy

As the Municipality continues to encourage intensification and development within the established cores of the community, it will be important to ensure

that adequate infrastructure is in place to accommodate future parking needs. The Municipality will need to consider the collective needs of visitors, tourists, businesses, and residents as the community cores grow to ensure efficient use of land and the adequate provision of parking. This Plan recognizes that a handful of scoped parking counts have been undertaken in Downtown Strathroy in relation to private development and public projects; however, these counts alone will not be sufficient to identify the current larger-scale gaps and future parking needs of the community. A more comprehensive approach will be required to account for future parking needs as Strathroy-Caradoc grows.

6.2.1 Recommended Actions and Initiatives

Strathroy-Caradoc should explore and plan for full build out / growth scenarios in core areas involving significant developments that may increase the load on existing municipal and private parking facilities. Some recommended actions include, but are not limited to:

- Completing a comprehensive parking study for the downtown cores of Strathroy and Mount Brydges to assess needs and potential solutions;
- Reviewing existing zoning by-law parking ratios;
- Incorporating accommodations for active transportation users (racks / repair stations)

6.2.2 Roles and Implementation Timeline

The Municipality will continue to implement the parking standards of the zoning by-law for new development and maintain the existing inventory of municipal parking facilities. At such a time as Council may deem necessary, the municipality may wish to pursue further studies, investigations, or interventions to enhance or augment parking facilities in the Downtown.

6.3 Wayfinding & Signage Strategy

Fostering a strong wayfinding network is important in ensuring that visitors, tourists, and residents alike, are able to easily navigate the community and physical environment. Wayfinding can be used to direct visitors to municipal parking areas, recreational trailheads, or community points of interest, for example, and help to create welcoming and legible communities. Additionally, wayfinding can also be used to assist in connecting businesses with potential patrons, foster a greater sense of arrival for travellers, and strengthen the overall identity of the community.

6.3.1 Recommended Actions and Initiatives

In order to further improve the wayfinding network, it is recommended that the Municipality:

- Undertake an audit of existing municipal wayfinding signage to assess the state of repair, design, location, and presence (i.e. noticeability) in order to identify potential areas for improvement. The information gathered should be used to inform and support improvements to community signage to strengthen the sense of arrival and identity of Strathroy-Caradoc's communities, particularly for Strathroy, Mount Brydges, and Melbourne. Improvements may include, but are not limited to:
 - Consistent, high-quality signage design for welcome signage in each community;
 - Landscaping and/or lighting around signage sites; and/or
 - Signage and/or physical features to establish the downtown cores of the community.
- Consider measures to assist businesses and tourism-focused establishments in the rural area connect with visitors and potential patrons. This may be done through the establishment of guidelines and measures for private off-site signage and other wayfinding features either on designated public properties and/or sections of the public right-of-way, where appropriate and safe.
- Collaborate with local heritage/historical societies and committees, the Business Improvement Area (BIA), Chamber of Commerce, rural business community, recreational groups, and other community organizations to identify opportunities to better promote points of interest in the community through mediums such as digital mapping and/or information pages on the municipality's social media or website.

6.3.2 Roles and Implementation Timeline

Council may in their sole discretion opt to pursue one or more of the recommended actions, or no recommended actions, contained herein throughout the lifecycle of this plan.

6.4 Urban and Rural Design Guidelines

At the time of developing this plan, the Downtown Strathroy Urban Design Guidelines were the only design guidelines currently implemented in Strathroy-Caradoc. The overall intent of these guidelines is to

help preserve and enhance the unique character of the Downtown, through the establishment of design standards that can be applied to development, redevelopment, and revitalization efforts in the Downtown. Also at the time of developing this Plan, the Municipality was pursuing the creation and adoption of an additional set of urban design guidelines as part of the North Meadows Secondary Plan. However, similar to the Downtown Urban Design Guidelines, these would only be applicable to a specific area of Strathroy and not applicable elsewhere.

As the communities of Strathroy and Mount Brydges continue to grow, it will be important for the Municipality to encourage and guide development that contributes positively to the identity and beauty of the community, which can be difficult without support from guidelines.

6.4.1 Recommended Actions and Initiatives

Strathroy-Caradoc should consider the development and implementation of general design guidelines for

development within settlement areas and along major corridors in the community. These guidelines may include, but are not limited to prescriptive guidance for:

- The design, form, and character of buildings;
- Building materials;
- Landscaping standards;
- Signage and lighting;
- Heritage/cultural design elements; and/or,
- Public realm improvements to the streetscape

6.4.3 Roles and Implementation Timeline

In order to increase the effectiveness, impact, and consistency of improvement projects supported under this Plan, it is recommended that the Municipality consider the development of general design guidelines within the first three years of adoption. Notwithstanding this, the pursuit and/or timeline for the development of any general design guidelines will be determined by Council in consultation with municipal staff.

7.0 IMPLEMENTATION

The Strathroy-Caradoc CIP must be read and interpreted in its entirety, and in conjunction with other applicable legislation including, but not limited to the Municipal Act and Planning Act. Interpretation and administration of this plan will be at the sole discretion of the Municipality of Strathroy-Caradoc.

7.1 CIP Administration

The following outlines the policies related to the administration of the CIP:

7.1.1 The Municipality shall designate a CIP Coordinator to administer the CIP. This individual will act as a liaison between the community and the Municipality, championing the plan and providing guidance to applicants on the interpretation of the plan and submission of applications. This individual will also be tasked with managing the intake of grant applications and Implementation Committee activities.

7.1.2 The Municipality shall establish an Implementation Committee for the purpose of reviewing and providing recommendations to council on grant applications. This committee may be comprised of a combination of municipal staff, council, members or representatives of the local business community or general public, at the sole discretion of the Municipality. The primary role of the Committee will be to meet to review and provide recommendations to council on applications for grant funding.

7.1.3 Each year Council may, at their sole discretion, opt to allocate budget monies to one, all, or none of the incentive streams outlined in the CIP. In doing so, Council shall set a total annual budget for the CIP funding streams. It is recommended that Council identify the distribution percentage or amount of budget monies for each incentive stream at this time.

7.1.4 The decision by Council to fund improvements through the programs of this CIP is entirely at the discretion of Council. Council reserves the right to determine the level of funding which shall be received by an applicant, whether to fund at all or in part, and what conditions, obligations and other requirements may be attached to any funding allocation.

7.1.5 Council reserves the right to limit funding for individual applications/projects if, in their opinion, it would unduly limit the availability of funding for other projects seeking funding throughout the budget year.

7.1.6 The Municipality reserves the right to amend any established process of application submission and evaluation for financial incentives at any time and for any reason, without the need to amend this Plan.

7.1.7 The Municipality may establish application intake periods at designated times during the year or

may allow for a floating intake wherein the Implementation Committee would review and make recommendations on applications to council on an ad-hoc basis.

7.1.8 All applications for grant funding will be evaluated and determined on a “first come, first served” basis.

7.2 Application Process

The following outlines the standard application process for the CIP funding programs:

7.2.1 Applicant arranges to pre-consult with the CIP Coordinator to discuss their project(s) and identify eligibility, review applicable streams, and receive preliminary feedback. The CIP Coordinator will also advise of any additional information and materials required for a complete application.

7.2.2 Applicant submits their application, including any required supporting information and materials identified at the pre-consultation.

7.2.3 The CIP Coordinator reviews the application to determine completeness, screening for general eligibility criteria, and ensuring all required supporting information identified at the pre-consultation meeting has been included and is acceptable. Applications which are deemed incomplete or which are clearly outside the scope of the program or eligibility requirements will be refused.

7.2.4 The decision of the Municipality to accept or refuse the application will be communicated to the applicant. In the case of a refusal, the Municipality will provide reason(s) for the refusal to the applicant. Refusal of an application does not disqualify an applicant from being able to submit future applications.

7.2.5 Upon deeming an application complete, the CIP Coordinator will review the application against the general and stream-specific eligibility requirements of this plan. The CIP Coordinator will forward the application and associated materials to the Implementation Committee for review, and a committee meeting date will be scheduled to make a recommendation to Council on the application.

7.2.6 The CIP Coordinator will prepare a recommendation to approve or refuse the application

in the form of a staff report to Council. The recommendation is communicated to the applicant.

7.2.7 The application is then forwarded to Council for a final decision. If Council approves the application, staff will be directed to prepare a CIP Funding Agreement for execution with the applicant. There is no opportunity for appeal where an application has been refused by Council. The Funding Agreement prepared by the Municipality will address matters such as, but not limited to; general terms; duration/deadlines; default; payment; and/or any other conditions related to the specific grant program, determined by the Municipality in its sole discretion.

7.2.8 Upon execution of a CIP Funding Agreement, the applicant may initiate the works associated with the improvement project, in accordance with the provisions of the agreement.

7.2.9 Payment of any financial incentives will be in accordance with the provisions of the CIP Funding Agreement.

7.2.10 Upon completion of the improvement project, and prior to the issuance of any financial incentives outlined under the CIP Funding Agreement, the applicant may be required to submit supporting information and materials documenting the completion of the works, including but not limited to:

- a) Original invoices for all costs associated with eligible works;
- b) Proof of payment for all costs claimed for eligible works;
- c) Photographs of the completed project;
- d) Certificates of occupancy or other similar documents;
- e) Required inspection reports; and
- f) Any applicable licenses or other approvals.

7.2.11 Prior to the issuance of any financial incentives, the CIP Coordinator, in coordination with other municipal staff, will conduct a site inspection of the completed works to confirm the works have been carried out in accordance with the CIP Funding Agreement. The Municipality will address the non-completion or non-compliance of any works in accordance with the CIP Funding Agreement.

7.2.12 If the works have been carried out in accordance with the CIP Funding Agreement, and all provisions and obligations of the agreement have been satisfied, the CIP Coordinator will organize the payment of the financial incentives in accordance with the CIP Funding Agreement.

7.2.13 Unless otherwise outlined in the Funding Agreement described in 7.2.7, the approval of any application for funding will expire if works are not substantially completed within six (6) months from the date of execution of the Funding Agreement, as determined by the Municipality in its sole discretion.

7.3 General Eligibility Requirements

The following requirements are applicable to all CIP applications, and must be met in order for the application to be eligible for grant funding. Please note that these requirements must be read in conjunction with the stream-specific eligibility requirements outlined in Section 5.0. The general eligibility requirements are as follows:

7.3.1 Applications for financial incentives shall meet or exceed all applicable eligibility criteria.

7.3.2 Applicants must obtain approval for any grant funding prior to commencing an eligible project, unless otherwise permitted by the Municipality under Section 7.3.15, in its sole discretion.

7.3.3 All proposed projects shall be consistent with the guiding principles and goals outlined in Section 4.0 of this Plan.

7.3.4 If the applicant is not the owner of the lands that are the subject of an application, they must provide written consent of the owner(s) to submit the application on their behalf. Please note all registered owners of the subject property must provide written authorization for the submission of an application.

7.3.5 In order to be deemed complete, all CIP funding applications may be required to include the following, at the discretion of the Municipality:

- a) Original copy of all required application forms completed;
- b) Photos of the existing property and building that are subject of the proposed works;
- c) A minimum of two (2) cost estimates provided by organizations/individuals qualified to

provide such estimates for the proposed works (including material costs), unless otherwise determined by the Municipality. A detailed breakdown of costs per project will be required for multiple projects;

- d) Conceptual or other professional drawings and/or designs, depending on the scale of the project;
- e) A site plan or landscaping plan;
- f) A detailed description as to how the project is consistent with the guiding principles and contributes to the goals of the Plan, outlined in Section 4.0;
- g) Other supporting materials such as, but not limited to work plans, applicable reports, and/or approvals, that may be required to supplement the application, as determined by the municipality in its sole discretion.

7.3.6 Applicants who are currently involved in active litigation with the Municipality are ineligible for financial incentives under this Plan.

7.3.7 Notwithstanding the limits outlined in the individual incentive programs, under no circumstances will the financial incentives issued under one or more programs in this plan exceed the total eligible costs of a project.

7.3.8 As part of any application for financial incentives, applicants must disclose all other public sources of funding received and/or anticipated for the project.

7.3.9 Properties in tax arrears and/or having outstanding municipal bills (water, wastewater) are ineligible for funding. All applicants shall be in good standing with regard to any municipal fees or other levies liable on the property/building.

7.3.10 Proposed works must conform to the Middlesex County Official Plan, Strathroy-Caradoc Official Plan, Strathroy-Caradoc Zoning By-law, and any other applicable planning legislation/documents.

7.3.11 Properties having any issues with noncompliance, outstanding Work Orders (Fire, Building) and/or Zoning Orders are ineligible for financial incentives under this plan. Notwithstanding this, if the proposal is directly associated with eligible

works that would allow the improvements to reach compliance, the application may be accepted.

7.3.12 Proposed works shall be carried out in accordance with, or exceed, the applicable minimum requirements of the Ontario Building Code and Accessibility for Ontarians with Disabilities Act.

7.3.13 Applications for grants of less than \$1,500.00 are ineligible for funding, unless otherwise determined eligible by the Municipality in its sole discretion.

7.3.14 Project works approved for incentive funding under the CIP must be carried out and completed in accordance with the description of project provided in the application and associated supporting materials. Should any works, in the opinion of the Municipality, be inconsistent with the original description of the project, the Municipality may delay, reduce, or otherwise cancel any approved incentives and may require the applicant to repay any incentives dispersed to date.

7.3.15 Those parts of projects or site works commenced and/or completed prior to the submission and approval of an application shall be generally ineligible for funding unless otherwise determined eligible by the Municipality in its sole discretion. Notwithstanding this, part or all of the remaining works of a project that has already been started may be considered eligible for funding at the discretion of the Municipality.

7.3.16 All proposed projects shall represent an observable improvement to the property and/or building; lifecycle replacement of existing materials, fixtures, structures, paving, etc. are not eligible for funding under the program.

7.4 Marketing

A large part of the success of this CIP will be determined by its accessibility and familiarity among the business community and general public. Marketing of the plan and the various incentive programs will play an important role in reaching potential applicants and encouraging a broader intake of project proposals. It is therefore recommended that the Municipality take advantage of all opportunities to provide more information about the plan, projects, and incentive programs through a range of physical and digital mediums, such as but not limited to:

- brochures;
- posters;

- incentive Info sheets; and/or
- promotion and advertisement on social media and the municipality's website.

Further to the above, it will also be important to celebrate the success of individual CIP projects through regular updates to council, on-site CIP program signage for current/completed projects, as well as actively promoting projects on the municipality's website and social media.

7.5 Monitoring & Reporting

7.5.1 Annual Report to Council

In order to track the implementation and performance of this plan, various baseline data will be gathered and measured throughout its lifecycle, and municipal staff will prepare and present findings in an annual report to Council. The report should contain an overview of statistics, trends, as well as recommendations for improvements to the structure or framework of the plan. The report should also summarize any progression towards implementing the municipal leadership strategy outlined in Section 6.0

7.5.2 Baseline Data

The following data is to be measured upon adoption of the plan and monitored for changes on an annual basis or as frequent as available data allows:

- Amount of new commercial / industrial floor space added
- Number of new housing units added
- Number of new attainable housing units added
- Any other baseline data that may be beneficial to tracking the implementation and evaluation of this plan.

7.5.3 Monitoring Statistics & CIP Goals

The following measures of success will be tracked and monitored on an annual basis

- Number of applications received
- Number of applications approved and for which respective stream(s)
- Total value of grants issued
- Total value of investment dollars leveraged

In addition to the above, the municipality may also wish to track measures directly related to the goals of this plan outlined in Section 4.0 to assist in monitoring success and identifying any recommendations for changes.

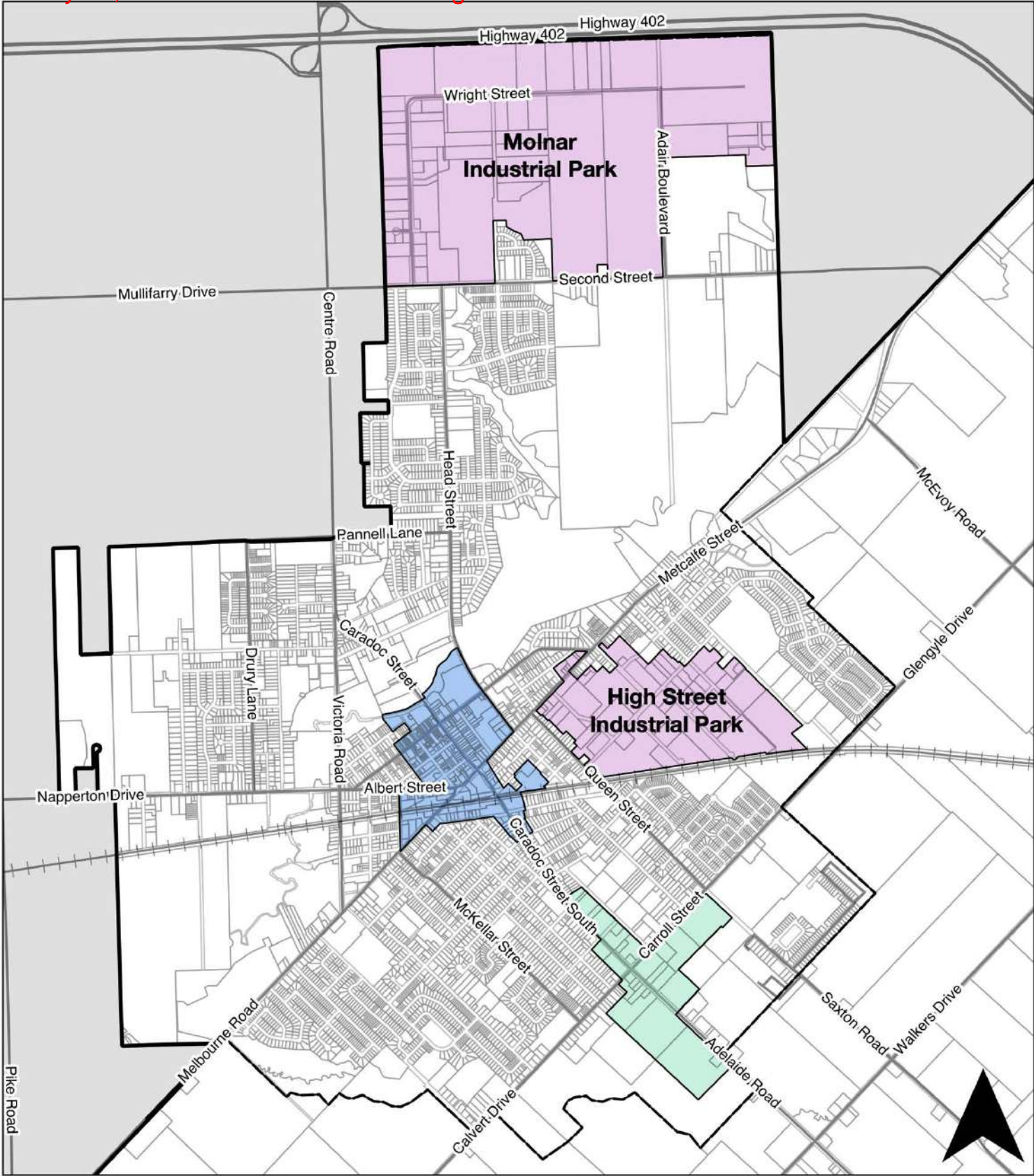
7.6 Modifications & Amendments to CIP

Based on the result of the monitoring exercises above, or feedback gathered throughout the implementation of the CIP, it may be necessary to modify or amend this plan from time to time as community priorities and goals change or as the plan is implemented. Furthermore, it may also be necessary to keep up to date with applicable provincial and local legislation. It is intended that any recommendations for amendments or changes to the plan come out of the annual report to council, and may be supplemented by feedback from staff, council, the development / business community, and/or the general public. The following table has been prepared in order to provide guidance as to what plan adjustments or changes would require an amendment to the plan, as required by the Planning Act.

Adjustment or Change to Plan	Amendment Required?
Addition or removal of one or more financial incentive programs	Yes.
Change(s) to one or more incentive programs, such as but not limited to: <ul style="list-style-type: none"> • types of eligible projects; • eligibility requirements; • grant values or amounts 	Yes (except for minor technical or administrative changes).
Change to Community Improvement Project Area	No. Requires a by-law passed by Council.
Repeal of Community Improvement Project Area	No. Requires a by-law passed by Council.
Funding amount changes (overall budget or stream-specific)	No.
Changes to funding or prioritization of municipal leadership initiatives	No.



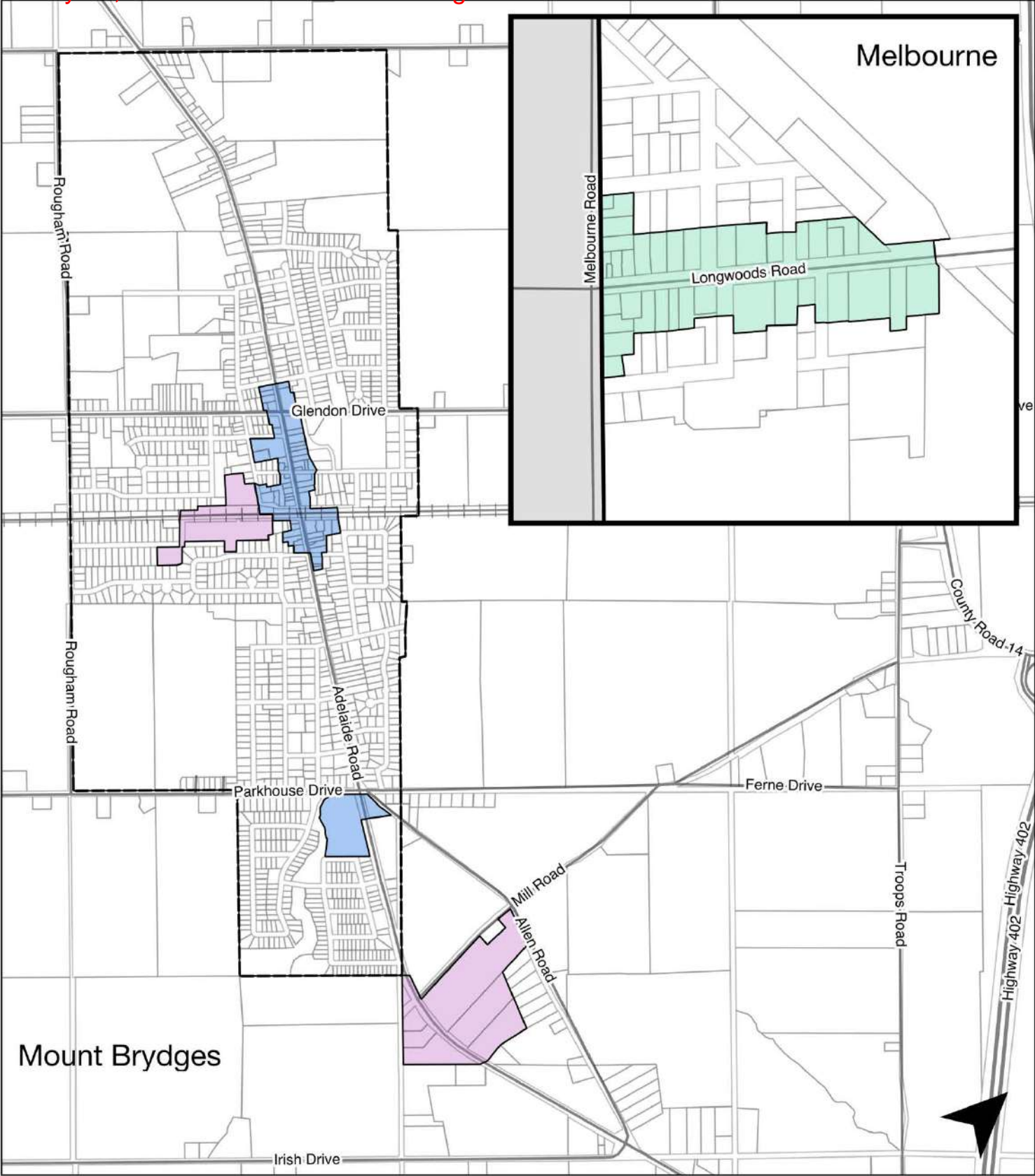
SCHEDULE 'A' ELIGIBLE STREAM ZONES



Strathroy-Caradoc Community Improvement Plan

Map 1 - Strathroy Incentive Stream Zones

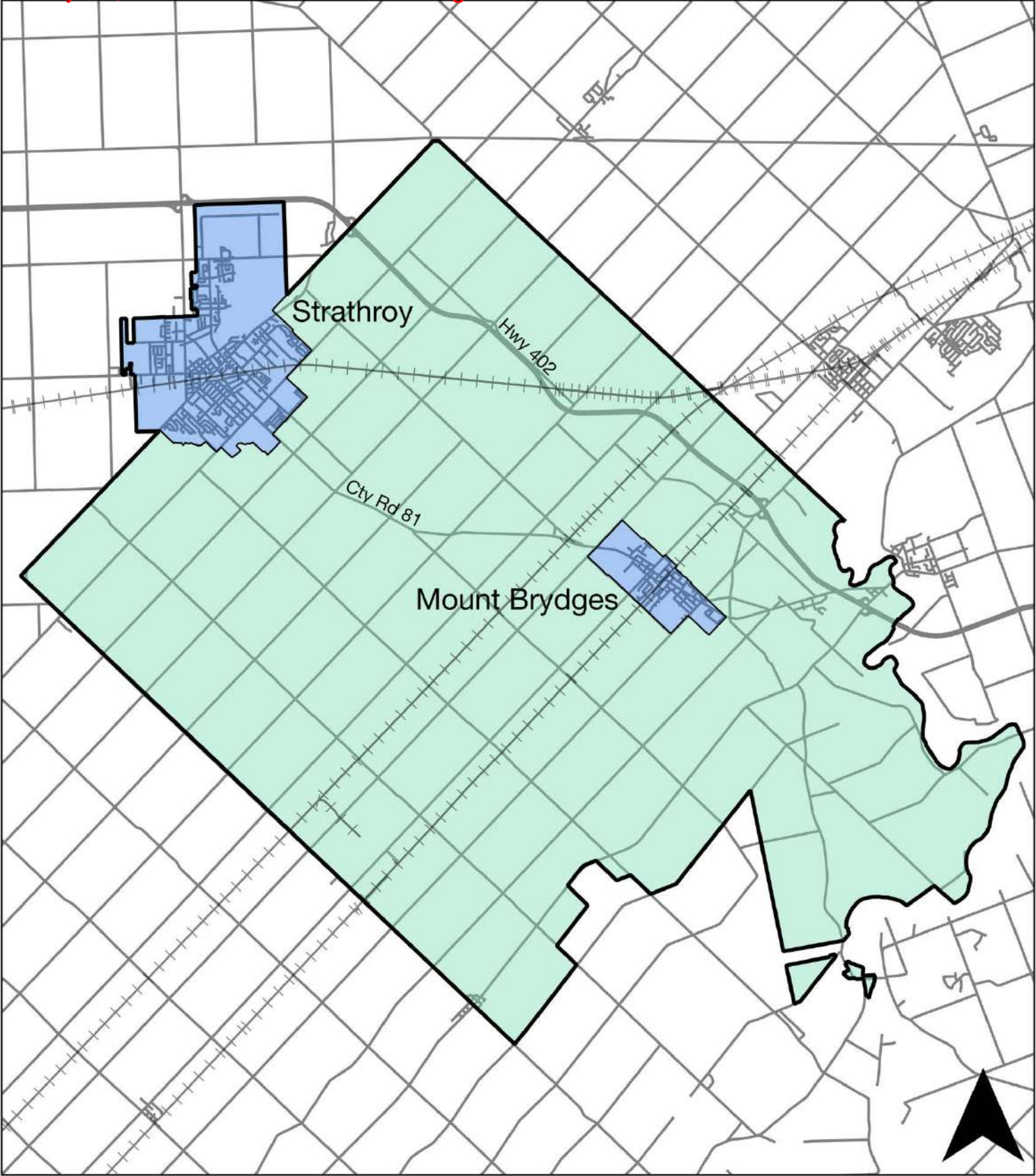
- Municipal Boundary
- Settlement Area Boundary
- Downtown Strathroy
- Caradoc Street South Commercial Corridor
- Industrial Park



Strathroy-Caradoc Community Improvement Plan

Map 2 - Mount Brydges & Melbourne Incentive Stream Zones

- | | | | |
|--|--------------------------|--|-------------------------------|
| | Municipal Boundary | | Mount Brydges Commercial Core |
| | Settlement Area Boundary | | Mount Brydges Economic Area |
| | | | Melbourne Commercial Core |



Strathroy-Caradoc Community Improvement Plan

Map 3 - Settlement Area & Rural Area Stream Zones

- Municipal Boundary
- Strathroy & Mount Brydges Settlement Areas
- Rural Area

SCHEDULE 'B'

GLOSSARY

Attainable Rental Housing for the purpose of this Plan means:

- Housing constructed or provided for rental purposes, and that the rent for all or a portion of the units are set at or below 80% of the average market rent of a unit in the regional market area for a period of time not less than 10 years; or
- Housing that meets the definition of 'affordable rental housing' as provided by the *Provincial Policy Statement*; or
- Housing that meets the rent levels set in accordance with an affordable housing program recognized by the locally designated housing Service Manager (Housing Development Corporation London or as otherwise named); or
- Housing that otherwise meets the definition of affordable rental as set by the Municipality of Strathroy-Caradoc or the County of Middlesex.

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

Agri-Tourism uses means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education, or activities related to the operation of a farm.

Building Permit and Planning Fees means the Strathroy-Caradoc fees required for an application for one or more of the following:

- building permit
- demolition permit
- minor variance
- consent
- part lot control
- site plan approval
- zoning by-law amendment
- official plan amendment

For the purposes of this Plan, Development Charges are not considered a Building Permit and Planning Fee.

Brownfield means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict, or vacant.

Construction Costs means those costs directly related to materials, labour, equipment, and/or installation associated with the completion of the

eligible improvement project. For the purposes of this Plan, development charges are not considered a Construction Cost.

Development means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act.

Dwelling, Secondary Suite means a self-contained space or enclosure, within a single detached dwelling (or other dwelling type in accordance with the Zoning By-law) or accessory building, designed for habitation by a person or household, and which shall contain at least one room, a kitchen and sanitary facilities designated for the use of its occupants.

Garden Suite means a single, secondary dwelling that is accessory to a main single detached dwelling and that is intended to be occupied by the next-of-kin of the owners of the main dwelling as a place of residence for a limited period of time and designed to be portable and, thereafter, removed from its site or converted to a non-residential use.

Greenfield means, for the purposes of this Plan, lands which have not previously been developed and generally exist in a natural state. In some cases, limited agricultural uses (pasture, cultivation) may exist on a greenfield.

Green Infrastructure means natural and human-made elements that provide ecological and hydrological functions and processes. Green infrastructure can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.

Infill means development or redevelopment which results in the physical or observable intensification of the built form, use, and/or activity potential of a property.

Mixed Use means a building or property containing a combination of two or more of the following uses:

- retail uses / commercial services;
- office space
- institutional uses;
- residential uses as ancillary or secondary uses to one or more of the above uses.

On-Farm Diversified Uses means uses that are secondary to the principal agricultural use of the property and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri- tourism uses, and uses that produce value- added agricultural products.

Owner means the registered Owner of the Lands and includes any successors, assigns, agents, partners and any affiliated corporation. Financial assistance through tax-based funding is provided to the

registered Owner of the property irrespective of any assignment of those funds to another party by the Owner under separate agreement between the Owner and a third party.

Professional Fees means the costs associated with the preparation and/or registration of any agreements, plans, designs, studies, or the carrying out of any services required for the project by an architect, engineer, designer, or other qualified professional or agency.

Redevelopment means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.

Targeted Sector means an employment sector or industry that the Municipality considers of significant importance to the diversification, growth, and resiliency of the local economy, which may be identified from time to time by the Municipality in its sole discretion.

SCHEDULE 'C'
CIP APPLICATION REVIEW FORM

CIP Application Review Form

Strathroy-Caradoc Community Improvement Plan

This CIP is not intended to fund all property improvements, but rather those eligible projects that are most aligned with the guiding principles and goals of the plan, and priorities of the Municipality. This CIP Application Review Form is designed to guide the Municipality through the review of applications, while also helping applicants to better understand the criteria on which their proposals are evaluated. This Form is not intended to be a “pass / fail” exercise, but rather a consistent and transparent methodology for the review of CIP applications – the Municipality may exercise full discretion in their assessment and decision on any application for funding under the CIP.

Instructions

1. This Form should only be completed after reading the Strathroy-Caradoc Community Improvement Plan in its entirety.
2. This Form should be completed by the CIP Coordinator and each member of the CIP Implementation Committee prior to engaging in the discussion and/or development of any recommendations on a CIP application. Alternatively, while not recommended, one form may be completed as a group for an application.
3. Complete the relevant sections of this Form, indicating the level of compliance with the general eligibility criteria, program-specific eligibility criteria, and guiding principles and goals of the CIP, as follows:
C = Compliant
PC = Partially Compliant
NC = Not Compliant
NA = Not Applicable
4. A comment section is provided beside each of the criteria in this Form to allow for a brief summarization of the individual reviewer’s thought process and/or to provide further explanation related to their assessment, where necessary.
5. This Form is intended to be made available to the applicant in order to help provide feedback and understanding on the review and decision-making process.

Project Information

Applicant: _____

Property Location: _____

Description of Proposal: _____

Applicable Program(s) – *check all that apply*

<input type="checkbox"/> 5.1 Beautification	<input type="checkbox"/> 5.6 – Heritage
<input type="checkbox"/> 5.2 Intensification & Redevelopment	<input type="checkbox"/> 5.7 – Public Art & Interim Use
<input type="checkbox"/> 5.3 Additional Unit	<input type="checkbox"/> 5.8 – Urban Economic Development
<input type="checkbox"/> 5.4 Downtown Rental Housing	<input type="checkbox"/> 5.9 – Rural Ec. Dev. & Agri-Tourism
<input type="checkbox"/> 5.5 Attainable Housing	<input type="checkbox"/> 5.10 – Environment & Sustainability

Form Completed By: _____

Guiding Principles & Goals

Goal	C	PC	NC	NA	Summary
HOUSING FOR ALL					
Increase the number of attainable rental housing units in Strathroy-Caradoc					
Increase the stock, density, and diversity of housing units in Strathroy-Caradoc					
BEAUTIFUL SPACE, PLACE, AND IDENTITY					
Improve the physical and visual quality of buildings and spaces and increase the amount of green space in core areas and along streetscapes.					
Increase the safety, accessibility, and quality of streetscapes and major intersections for vehicular and non-vehicular users.					
Support the creation and enhancement of indoor and outdoor public spaces and uses that promote healthy and active lifestyles.					
STRONG CULTURE & HERITAGE					
Build a strong collection of local public art, cultural amenities, and/or civic spaces in the community.					
Preserve and enhance historically significant buildings, lands, and features throughout the community.					
DESTINATION THROUGH REINVIGORATION					
Reduce the number of vacant or underdeveloped buildings and sites in core areas of the community.					
Encourage adaptive or innovative redevelopment to improve existing properties and accommodate new uses and built forms in core areas.					
Reinforce the Downtowns of Strathroy, Mount Brydges, Melbourne, and strategic sites in the Rural Area as community "destinations" for commerce, entertainment, leisure, and employment.					
ECONOMIC OPPORTUNITY, RURAL DIVERSITY, & AGRI-TOURISM					
Purposeful and resilient diversification of the rural economy.					
Attract new economic investment to key employment areas to create more jobs and increase municipal tax revenues.					

General Review

Criteria	C	PC	NC	NA	Summary
Is the project located within an eligible area for the program?					
Are the project works considered eligible for the program?					
Does the project meet the eligibility criteria for the specific grant program?					
If the project involves one or more funding programs, are they eligible to be combined?					
Is the project good design/high quality?					
Does the project contribute to the improvement of the community?					
Is the project a permanent improvement? If not, is the proposal appropriate given the location and situational context of the property?					
Is the project feasible?					
How much funding has been obtained for the project through other public sources or programs?					

SCHEDULE 'D'
URBAN ECONOMIC DEVELOPMENT PROGRAM
SCORING CRITERIA

Urban Economic Development Program Scoring Criteria

The following scoring criteria will be used by Municipal Staff to determine the amount of the Development Charge Grant for eligible projects administered under Section 5.8. All metrics outlined below must be substantiated by supporting information, invoices, receipts, and/or other documentation provided by the owner/applicant, to the satisfaction of the Municipality. All scoring shall be carried out by the Municipality in its sole discretion.

1. Targeted Sector

Targeted/Non-Targeted Sector	Points
Targeted	4
Non-Targeted	1

2. Construction Value

Construction Value based on building permit(s)	Points
\$200,000 – \$750,000	1
\$750,000 – \$2,000,000	2
\$2,000,000 – \$5,000,000	3
\$5,000,000+	4

3. Full Time Jobs Created/Retained

Full time Jobs Created/Retained	Points
1-9	4
10-19	5
20-34	6
35-50	7
51-74	8
75-100	9
100+	10

4. Level of Strategic Economic Significance

Level of Strategic Economic Significance	Points
Low	1
Lesser	2
Moderate	3
Greater	4
High	5

5. Total Score and Incentive Level Awarded

Combining the scores from each of the four metrics listed above for an eligible project, the Total Score will determine the maximum percentage of a development charge that may be paid as a grant following project completion.

Total Score	Incentive Level
0-9	No Grant
10	40%
11	45%
12	50%
13	55%
14	60%
15	65%
16	70%
17	75%
18+	80%



COUNCIL REPORT

Meeting Date: December 21, 2020
Department: Building, Planning and Waste Services
Report No.: BBP-2020-122
Submitted by: Jennifer Huff, Manager of Building and Planning
Approved by: Matthew Stephenson, Director of Building, Planning and Waste Services
Fred Tranquilli, Chief Administrative Officer / Clerk
SUBJECT: **Updated Downtown Master Plan and Strathroy-Caradoc Community Improvement Plan**

RECOMMENDATION: THAT: Council adopt the Downtown Master Plan and Strathroy-Caradoc Community Improvement Plan as well as the associated OPA No. 11 and By-law No. 50-20.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

- *Economic Development: Strathroy-Caradoc will have a diverse tax base and be a place that offers a variety of economic opportunities to current and prospective residents and businesses.*
- *Growth Management: Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources.*
- *Destination Building: Strathroy-Caradoc will provide distinct experiences that celebrate its past and future by prioritizing innovative new ideas that set the community apart.*

Specifically, the development of a new Community Improvement Program (CIP) and the update to the Downtown Master Plan was identified as one of several short term tactics necessary to achieve the above noted strategic priorities.

BACKGROUND:

A report has been prepared by Re: Public urbanism in support of the adoption of the updated Downtown Master Plan and the Community Improvement Plan and is attached.

The Master Plan and the incentive programs offered in the CIP have been subject to extensive review during various consultation meetings by staff and the public. Staff are confident that the policies and incentive programs will work to support the vibrancy of the Downtown over the long term.

The adopting by-laws are attached to this Council agenda.

The next step is for OPA No. 11 to be forwarded to the County for final approval. In anticipation of the County's approval the consultant's final task will be to prepare CIP brochures for the various incentive programs while staff will prepare the associated applications and formalize the application in-take and review process. A social media campaign advertising the funding programs is anticipated to begin in the new year. A budget of \$169,000 has been assigned to support CIP funding for 2021.

ATTACHMENTS:

- Report, Re: Public Urbanism



Committee of the Whole

Meeting Date: February 16, 2021 (deferred from January 19, 2021)

Submitted by: Chris Traini, County Engineer

SUBJECT: NEW TRAFFIC SIGNALS ON MIDDLESEX COUNTY ROADS

BACKGROUND:

Each fall several intersections are investigated to determine if the installation of new traffic signals is warranted. Six intersections were examined in 2020.

ANALYSIS:

It has been the policy of the County of Middlesex to install traffic signals when traffic counts at intersections meet the minimum warrants as established by the Ministry of Transportation in the Ontario Traffic Manual. These warrants include minimum vehicle volumes, delays to cross traffic, accident hazards and minimum pedestrian volumes.

None of the intersections examined in the fall of 2020 came close to the warrants with regards to pedestrian volumes or collision hazards. Typically vehicle volumes and delays to cross traffic are the most significant factors when determining whether traffic signals are warranted on Middlesex County roads.

Many people have the misconception that the installation of traffic signals improve safety or help to eliminate vehicular collisions. In reality, installation of traffic signals where they are not warranted can actually lead to an increased number of collisions and with greater severity.

The results of this year's intersection investigations are as follows:

County Road 2 (Dundas Street) and County Road 27 (Nissouri Road)

County staff continue to monitor this intersection as consistent growth in Thorndale and high traffic volumes on Dundas Street are beginning to create long wait times for vehicles turning left from Nissouri Road during peak traffic periods. This intersection will be reviewed again in 2022 but traffic signals are not recommended at this time.

County Road 14 (Glendon Drive) and Tunks Lane

Traffic at this intersection still does not meet the warrants for traffic signals. However, with the large residential developments ongoing in the Kilworth/Komoka area, the new commercial plaza on the north east corner of Tunks Lane and Glendon Drive and planned multi-use trail along Glendon Drive this intersection will be monitored closely and will be reviewed again as development in the area progresses. It is likely that additional counts will not be scheduled until after the roundabout at Glendon Drive and Vanneck Road has been completed.

County Road 16 (Ilderton Road) and County Road 17 (Nairn Road)

This intersection was counted at the request of Middlesex Centre and due to the complaints of a number of local area residents who are concerned with safety at this intersection. Traffic volumes are well below the recommended warrants and no collisions have been reported since the installation of the enhanced rumble strips at this location.

County Road 16 (Ilderton Road) and County Road 23 (Highbury Avenue North)

Similar to the intersection above this intersection was reviewed due to local concerns and the request of Middlesex Centre. Traffic volumes and delays to turning traffic are well below warranted levels for traffic signal installation.

County Road 7 (Elginfield Road) and County Road 81 (Parkhill Main Street)

Traffic growth and particularly delays to turning traffic are exceeding the recommended warrants and as such traffic signal installation at this intersection is recommended. This intersection met the warrants previously but installation was delayed at that time. Traffic growth over the last few years has been significant and there are a number of pedestrians crossing at this location as well.

Town of Strathroy – multiple locations

The Municipality of Strathroy Caradoc has initiated a number of local studies in 2021 including a transportation master plan. The County of Middlesex is participating in this study and will review and make recommendations for future traffic signals in the Town of Strathroy once the new master plan is completed.

RECOMMENDATION:

That the installation of traffic signals at the intersection of County Road 7 (Elginfield Road) and County Road 81 (Parkhill Main Street) be included in the Middlesex County capital budget for 2021.



Committee of the Whole

Meeting Date: February 16, 2021

Submitted by: Chris Traini, P.Eng., County Engineer

SUBJECT: AWARD OF HOT MIX ASPHALT PAVING & COLD ASPHALT RECYCLING CONTRACTS

BACKGROUND:

The award of the hot mix paving and cold in place asphalt recycling contracts represent the single largest purchase decision to be made out of the County's annual road expenditures. Traditionally, the tender prices are compared against budget amounts to inform the Committee of the budget implications on the tender award.

ANALYSIS:

The attached tables show the comparison of the low bid tender amounts versus the amounts allotted in the estimates for the major different items of the two contracts.

The hot mix asphalt prices for the low bids were lower than those estimated by County staff by approximately 6%. As in previous years, an asphalt price index adjustment has been included in the hot mix paving contract, and when there is a change in the cost of asphalt cement, there would be some adjustment to the tendered unit prices for the asphalt. There is no index adjustment in the cold in place recycling tender, as all the work should be completed in the early summer.

The Cold in Place Asphalt recycling bid was approximately 3% above estimates. In the past Middlesex County enjoyed the benefit of a very competitive marketplace for the provision of cold in place asphalt recycling, however it appears that the prices have started to normalize.

Combined these two contracts are estimated to be approximately \$162,000 under staff estimates for the capital paving program in 2020.

It is recommended that the County construction schedule proceed as per the approved budget. As per the County accounting practices in accordance with PSAB requirements, any surplus or deficits for capital works will be transferred to or from capital reserves for future road and bridge projects.

RECOMMENDATION:

That the 2021 construction schedule for capital road works proceed as indicated in the budget.

Attachment

COUNTY OF MIDDLESEX**2021 SUMMARY OF UNIT PRICES**
HOT MIX ASPHALT M-B-21

Description	Est. Quan.	Dufferin	Estimated Price	Difference
HL-4 Hot Mix Asphalt, CR #10, Glengyle Drive	2000	\$ 172,000.00	\$ 180,000.00	\$ (8,000.00)
HL-3 Hot Mix Asphalt, CR #16, Plover Mills Road	4000	\$ 323,200.00	\$ 360,000.00	\$ (36,800.00)
HL-3 Hot Mix Asphalt, CR #28, Medway Road	5500	\$ 457,600.00	\$ 495,000.00	\$ (37,400.00)
HL-3 Hot Mix Asphalt, CR #30, Putnam Road (south)	3700	\$ 315,240.00	\$ 333,000.00	\$ (17,760.00)
HL-3 Hot Mix Asphalt CR #30, Putnam Road (north)	1150	\$ 101,315.00	\$ 103,500.00	\$ (2,185.00)
HL-3 Hot Mix Asphalt CR #49, Catherine Street (east)	2900	\$ 248,530.00	\$ 261,000.00	\$ (12,470.00)
HL-3 Hot Mix Asphalt CR #49, Catherine Street (west)	7350	\$ 654,150.00	\$ 661,500.00	\$ (7,350.00)
HL-3 Hot Mix Asphalt CR #56, Wonderland Road	5700	\$ 461,700.00	\$ 513,000.00	\$ (51,300.00)
HL-3 Hot Mix Asphalt CR #74, Westchester Bourne	1500	\$ 126,300.00	\$ 135,000.00	\$ (8,700.00)
TOTALS:		\$ 2,860,035.00	\$ 3,042,000.00	\$ (181,965.00)

COUNTY OF MIDDLESEX**2021 SUMMARY OF UNIT PRICES****COLD-IN-PLACE ASPHALT RECYCLING M-C-21**

Description	Est. Quan.	Lavis	Estimated Price	Difference
Cold Recycled Mix, CR#28, Medway Road	33500	\$ 311,835.00	\$ 301,500.00	\$ 10,335.00
Cold Recycled Mix, CR#30, Putnam Road	24250	\$ 228,012.00	\$ 218,250.00	\$ 9,762.00
TOTALS:		\$ 539,847.00	\$ 519,750.00	\$ 20,097.00



Committee of Whole

Meeting Date: February 16, 2021
Submitted by: Durk Vanderwerff, Director of Planning
SUBJECT: MIDDLESEX CENTRE OFFICIAL PLAN AMENDMENT NO. 49;
KNOTTINGWOOD FARMS; FILE NO. 39-MC-OPA49

BACKGROUND:

Knottingwood Farms has applied to amend the Middlesex Centre Official Plan for lands located at 9661 Ivan Drive, described as Part Lot 2, Concession 7 (Lobo). Amendment No. 49 would establish an agricultural special policy area that would permit a 'Farm Wedding Venue' on a 20 hectare (50 acre) property. The property contains a dwelling with detached garage, a barn, woodlands, is otherwise in agricultural production and is surrounded by agricultural uses.

The applicant has provided a concept plan that includes an outdoor ceremony area near the woodland with receptions to take place within the existing 370 square metre (4,000 square feet) barn. In addition to Amendment No. 49, the establishment of a Farm Wedding Venue on the site would be subject to zoning, site plan control, and municipal licensing.

County Council is the Provincially delegated Approval Authority for locally adopted official plan amendments. This report summarizes the planning policy context and provides a planning recommendation for Council from the perspective of the Approval Authority. More detailed local planning analysis is provided within the local reports authored by Stephanie Poirier, as provided to Middlesex Centre Council, which are attached. A location map and a copy of Amendment No. 49 are also attached.

ANALYSIS:

Amendment No. 49 was adopted by Middlesex Centre Council on September 23rd, 2020 and submitted to the County as the Approval Authority. The submission was accepted as complete by the County and a further agency / ministry circulation was not undertaken although additional analysis relative to Farm Wedding Venues was completed.

Provincial Policy Statement

The Provincial Policy Statement (PPS) provides direction on matters of Provincial interest and seeks to protect prime agricultural areas for long-term agricultural use. In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected. The PPS also supports opportunities for additional economic activities within the prime agricultural area and it is acknowledged that these objectives may at time compete with each other.

Permitted uses within prime agricultural areas are agricultural uses, agriculture-related uses and on-farm diversified uses however, within Middlesex County, a Farm Wedding Venue does not fit under those generally permitted uses. Policy 2.3.6.1(b) of the PPS provides an additional opportunity for municipalities to consider limited non-residential and non-agricultural uses in prime agricultural areas provided impacts on surrounding agricultural operations and lands are mitigated to the extent feasible and provided all of the following are demonstrated:

- (1) the land does not comprise a specialty crop area;
- (2) the proposed use complies with the minimum distance separation formulae;
- (3) there is an identified need ... for additional land to be designated to accommodate the proposed use; and
- (4) alternative locations have been evaluated, and (i) there are no reasonable alternative locations which avoid prime agricultural areas; and (ii) there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.

County Official Plan

The County Official Plan provides land use policy direction on a broad basis by dealing with issues of Provincial and County interest. The subject lands are within the Agricultural Area designation and the purpose of this designation is to protect and strengthen the agricultural community and to protect agricultural lands from the intrusion of land uses that are not compatible with agricultural operations. Non-agricultural activities are to be closely scrutinized.

The County Plan does not specifically address a Farm Wedding Event proposal and instead leaves atypical proposals, that can be considered in general conformity with the overall policy direction of the Plan, to be addressed within local official plans through the local amendment process.

Middlesex Centre Official Plan

The subject lands are within the Agricultural designation in the Middlesex Centre Official Plan. The Plan seeks to protect and enhance the viability of farming operations but also

contemplates agriculture related tourism and value-added agricultural uses. A Farm Wedding Venue is not expressly permitted and therefore is subject to the amendment process. The Middlesex Centre Official Plan addresses amendments to the Plan and sets out criteria to be considered including demonstration of need, justification, compliance with Provincial and County policy, adequacy of services, and impact on surrounding lands uses.

Planning Commentary

Agriculture is the predominant land use within the County and an important component of the economy and culture. The protection of agriculture and agricultural land therefore represent major policy directions of the PPS and the County and Middlesex Centre Official Plans. Non-agricultural activities are to be closely scrutinized and a site-specific local official plan amendment is the appropriate manner in which a proposal such as this should be considered.

In this case, I am satisfied that the PPS criteria (limited non-agricultural use, not specialty crop area, MDS compliance, justified need, alternative locations, impact mitigation) have been met or can be met through the completion of subsequent local approvals. The County and Middlesex Centre official plans provide policy direction and evaluation criteria for local official plan amendments and I am satisfied that those criteria have been met or can be met through the completion of subsequent local approvals. The Municipality is also satisfied that those criteria have been met. Overall, the Wedding Event Venue at this location is not anticipated to negatively impact agricultural land or agriculture.

The planning policies generally direct non-agricultural land uses to settlement areas however there are some planning considerations that are unique to Farm Wedding Venues. Their location on a farm in a rural setting is difficult to achieve within a settlement area. It is also difficult to quantify the 'need' for such uses, although it is apparent that farm weddings are a trend within Ontario and Middlesex County.

Although the County did not receive direct public comments concerning Amendment No. 49, the public comments received during the local process (and also received relative to other proposed wedding venues) generally express concern related to operational matters such as hours of operation, number of guests, number of events, trespass, and traffic. It is thought that surrounding land uses may experience an increase in traffic, noise, and lighting beyond what would typically occur within a rural context. Such matters are difficult to address using only land use planning tools and therefore it is recommended that municipalities utilize by-laws under the Municipal Act (there are a few options) to address such operational matters.

From the perspective of the County and its role as the Approval Authority, it is my opinion that the principle of the land use at this location is acceptable and that it is

sufficient for the County to rely on the Municipality to establish / enforce the appropriate by-laws locally to address operational matters. Middlesex Centre is currently examining the by-law options including using existing Parking / Traffic By-law and Noise By-law along with licensing (likely to be tied to the Municipal sign off on the liquor license). A noise report and site plan control are also required locally.

Conclusion

I have reviewed Amendment No. 49 against the PPS, the County Official Plan, and the Middlesex Centre Official Plan. I am satisfied that Amendment No. 49 is consistent with the PPS, conforms to the intent and purpose of the County's Official Plan and the Middlesex Centre Official Plan, and represents sound land use planning subject to the additional local municipal controls. I am therefore recommending approval of Official Plan Amendment No. 49, as adopted.

FINANCIAL IMPLICATIONS:

The budget expense related to the Provincially delegated Approval Authority responsibility for local official plans is offset, to an extent, through the collection of application fees.

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none">• Support opportunities to create a stronger and sustainable agricultural sector• Create an environment that enables the attraction and retention of businesses, talent, and investments• Attract visitors to Middlesex County

RECOMMENDATION:

That Amendment No. 49 to the Middlesex Centre Official Plan be approved and that staff be directed to circulate a Notice of Decision as required by the Planning Act, and that the Notice of Decision indicate that Middlesex County Council received no written submissions concerning this application.

Attachments


MIDDLESEX CENTRE**LOCATION MAP**

Description:
OFFICIAL PLAN AMENDMENT NO. 49
MUNICIPALITY OF MIDDLESEX CENTRE


File Number:
39-MC-OPA49

Prepared by: Planning Department
The County of Middlesex, January 6, 2021.

**LEGEND**

 Subject Lands



1:10,000
 Metres
0 100 200 400

I, Clerk of the Municipality of Middlesex Centre
Hereby Certify that this is a true and exact
copy of the original document
This 7TH day, of OCT, 2020



James Hutson
CLERK

Municipality of Middlesex Centre
By-Law 2020-075

Being a By-Law to adopt Amendment No. 49 to the Official Plan of Middlesex Centre

WHEREAS the Council of the Municipality of Middlesex Centre deems it advisable to amend the Middlesex Centre Official Plan;

AND WHEREAS this amendment is consistent with the Provincial Policy Statement, 2020 and is in conformity with the County of Middlesex Official Plan;

THEREFORE the Council of the Municipality of Middlesex Centre, in accordance with the provisions of Section 21 of the *Planning Act*, R.S.O. 1990, c. P. 13, hereby enacts as follows:

- 1. Amendment No. 49 to the Official Plan of the Municipality of Middlesex Centre consisting of the attached text and map schedule is hereby adopted.
- 2. The Clerk is hereby authorized to make application to the County of Middlesex for approval of the aforementioned Amendment No. 49 to the Official Plan of the Municipality of Middlesex Centre.
- 3. The By-Law shall come into force and take effect on the day of the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED this 23rd day of September 2020.

Aina DeViet
Aina DeViet, Mayor

James Hutson
James Hutson, Municipal Clerk

AMENDMENT NO.

49 TO

THE OFFICIAL

PLAN OF THE

Municipality of Middlesex Centre

Location: The subject property is located on the south side of Ivan Drive and East of Amiens Road. The land is legally described as Concession 7, East Part Lot 2 (geographic Township of Lobo), Municipality of Middlesex Centre.

Date: September 23rd, 2020

Approval Authority: County of Middlesex

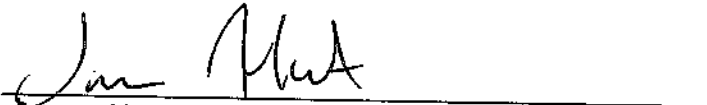
AMENDMENT NO. 49

To the Official Plan of the Municipality of Middlesex Centre

The attached, constituting Amendment No. 49 to the Official Plan of the Municipality of Middlesex Centre, as authorized by the provisions of Section 22 of the Planning Act, R.S.O. 1990, c.P.13, was adopted by Council of the Municipality of Middlesex Centre by By-law 2020-075 on the 23rd day of September, 2020, in accordance with the Planning Act, R.S.O. 1990, c.P.13.



Aina DeViet
Mayor



James Hutson
Municipal Clerk

AMENDMENT NO. 49

To the Official Plan of the Municipality of Middlesex Centre

PART A - THE PREAMBLE - does not constitute part of this Amendment.

PART B - THE AMENDMENT - consisting of the text which constitutes Amendment No. 49

PART C - THE APPENDICES - do not constitute part of this Amendment.

AMENDMENT NO.
49

To the Official Plan of the Municipality of Middlesex
Centre

PART A - THE PREAMBLE

1.0 PURPOSE AND EFFECT

The purpose and effect of the Official Plan Amendment application is to re-designate the subject property from the Agricultural designation to an Agricultural Special Policy Area designation to allow, in addition to the existing uses permitted in an Agricultural designation, a 'Farm Wedding Venue' in the existing barn on the subject lands in order to be able to host weddings and other similar events, which is otherwise not permitted.

2.0 LOCATION

The subject property is located on the south side of Ivan Drive and East of Amiens Road. The land is legally described as Concession 7, East Part Lot 2 (geographic Township of Lobo), Municipality of Middlesex Centre.

3.0 BASIS OF THE AMENDMENT

The subject lands are located within a prime agricultural area, which is intended to be protected for long-term agricultural uses, agriculture-related uses, and on-farm diversified uses. The proposed 'Farm Wedding Venue' use does not meet the definitions of "agriculture-related use" or "on-farm diversified use" as set out in the PPS and the *Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas*. However, the PPS does enable planning authorities to permit limited non-agricultural uses in the prime agricultural area, provided they satisfy criteria. The proposed 'Farm Wedding Venue' is considered to be consistent with the PPS criteria for a limited non-agricultural use in a Prime Agricultural Area, being that it is not located in a specialty crop area, complies with MDS, has a justified need, and alternative locations have been evaluated.

The County Official Plan is not intended to prevent the development of areas designated for non-agricultural development in local Official Plans. The County Plan does not specifically address a proposal such as this. Instead, the County Plan leaves atypical proposals to be addressed within local Official Plans and through the local Official Plan Amendment process.

PART B - THE AMENDMENT

4.0 DETAILS OF THE AMENDMENT

The document known as the Official Plan of the Municipality of Middlesex Centre is hereby amended:

- i. By amending Section 11.0 of the Official Plan by inserting the following new subsection:

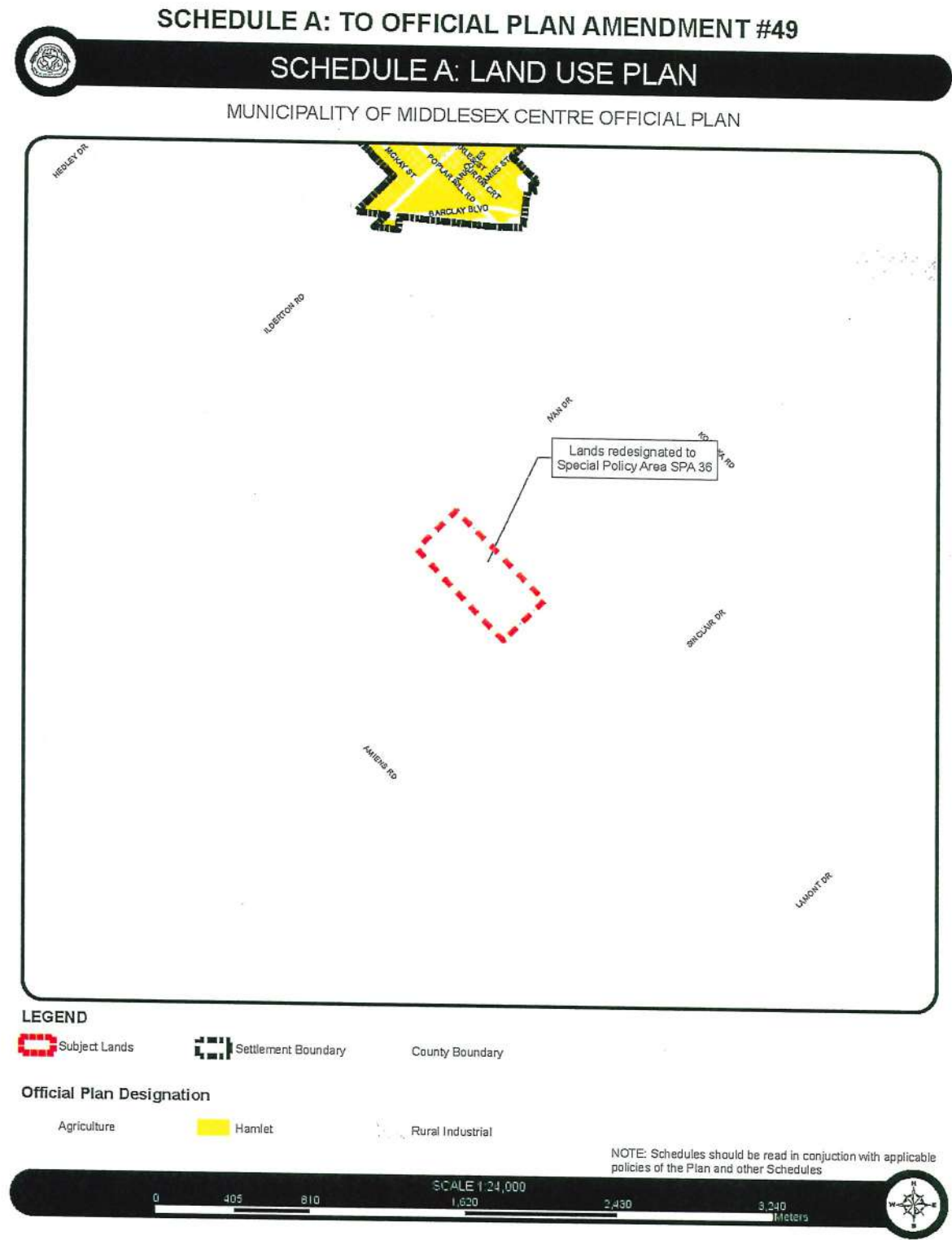
"SPA 36"

The land identified as Agricultural / Special Policy Area #36, as shown on Schedule 'A' to this Official Plan, shall be subject to the following policy:

Notwithstanding any other section of the Official Plan, a ‘Farm Wedding Venue’ may be permitted, subject to municipal licensing.”

- ii. By amending Schedule ‘A’ of the Official Plan by changing the designation of the land described as Concession 7, East Part Lot 2 (Geographic Township of Lobo), Municipality of Middlesex Centre as shown and defined on Schedule ‘A’ attached to this amendment, from Agricultural to Agricultural/Special Policy Area #36.

PART C - THE APPENDI





Meeting Date: September 23, 2020

Submitted by: Stephanie Poirier, Planner

Report No: PLA-45-2020

Subject: Official Plan Amendment (OPA 49) and Zoning By-law Amendment (ZBA 02 2020) Applications Knottingwood Inc. 9661 Ivan Drive

Recommendation:

THAT Official Plan Amendment No. 49 for land legally described as Concession 7, East Part Lot 2, Municipality of Middlesex Centre, be adopted, and forwarded to the County of Middlesex for consideration of approval;

AND THAT the Zoning By-law Amendment, for land legally described as Concession 7, East Part Lot 2, Municipality of Middlesex Centre, be approved;

AND FURTHER THAT municipal staff be directed to report back on the feasibility of a special events licensing by-law to accommodate the potential future approval of Official Plan Amendment No. 49 by the County of Middlesex.

Purpose:

The purpose of this report is to provide Council with recommendations regarding the Official Plan Amendment and Zoning By-law Amendment applications for a property located on the south side of Ivan Drive, east of Amiens Road, known Municipally as 9661 Ivan Drive.

A location map is included as Attachment 1.

Background:

The purpose and effect of the Official Plan Amendment application is to re-designate the subject property from the Agricultural designation to an Agricultural Special Policy Area designation to allow a 'Farm Wedding Venue' which is otherwise not permitted.

The purpose and effect of the Zoning By-law Amendment application is to rezone the subject property from the Agricultural (A1) zone to a site specific Agricultural (A1-36) zone to permit a 'Farm Wedding Venue' within an existing 372 m² (4,000 ft²) barn, with an outdoor amenity space. The zone change would be subject to Holding Provisions, to

ensure development does not proceed until the completion of a noise study, compliance with the licensing protocols and/or by-laws surrounding special events such as farm weddings and site plan agreement.

As part of the Zoning By-law Amendment application the applicants have proposed to add the following definition to the Zoning By-law:

'Farm Wedding Venue' shall mean a lot, building or structure, or part thereof in an agricultural area used for weddings, bridal showers, or other parties/celebrations associated with weddings, or civil unions.

A separate Site Plan Application would be required in order to develop the 'Farm Wedding Venue' use. This application has not been submitted at this time.

The property has an area of approximately 50 ac (20 ha) and is occupied by a single detached dwelling, a detached garage, and a metal clad barn. The property contains a patch of Significant Woodlands as per Schedule B of the Middlesex Centre Official Plan. The property is surrounded by agricultural uses.

The agent has advised that the applicants purchased the property after an extensive search in order to reside on the property and to host weddings and other similar events. The agent has advised that the events are to occur seasonally from May until October and that events are intended to have a maximum capacity of approximately 140 people. The concept plan includes an outdoor ceremony / cocktail hour area near the woodlands with dinner and the reception to take place within the existing 372 m² (4,000 ft²) barn.

Parking areas are proposed to be located along the sides of the existing driveway closer to Ivan Drive, with barrier free parking being located in close proximity to the existing barn. Portable washroom facilities would be brought in for each event and be located in close proximity to the existing barn. All other facilities required to support the events would be transported to the subject lands temporarily and removed upon the completion of each event. No overnight accommodations would occur on the subject lands and no other structures are proposed to be constructed at this time.

It is noted that all proposed uses are to occur on lands that are currently not in agricultural crop production. The agricultural land in crop production would continue to be cultivated by a farmer who is renting the lands from the applicants.

As Council will recall, on July 15th, 2020 an information report was presented to Council and a public meeting occurred for these applications. No members of the public attended the public meeting, however, written concerns regarding noise, traffic, and compatibility / impact on surrounding agricultural areas were received. Additionally, it was clarified that both the existing dwelling on the subject lands and the proposed wedding venue would impact the surrounding agricultural properties and their ability to establish new livestock structures from an MDS standpoint.

A concept of the site layout is included in Attachment 2.

Policy Regulation:

The subject lot is designated as 'Agricultural Area' by the County of Middlesex Official Plan and 'Agricultural' by the Middlesex Centre Official Plan. The land is zoned 'Agricultural' (A1) by Middlesex Centre's Comprehensive Zoning By-law.

Provincial Policy Statement 2020:

Section 3 of the Planning Act requires all decisions made under the Act "to be consistent with" the Provincial Policy Statement (PPS). The following PPS policies are relevant to the proposed development and need to be considered when evaluating the subject applications.

Section 1.1.4 of the PPS speaks to rural area policies. Section 1.1.4.1 states that healthy, integrated and viable rural areas should be supported by:

- a) Building upon rural character, and leveraging rural amenities and assets;
- b) Promoting regeneration, including the redevelopment of brownfield sites;
- c) Accommodating an appropriate range and mix of housing in rural settlement areas;
- d) Encouraging the conservation and redevelopment of existing rural housing stock on rural lands;
- e) Using rural infrastructure and public service facilities efficiently;
- f) Promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;
- g) Providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
- h) Conserving biodiversity and considering the ecological benefits provided by nature; and
- i) Providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.

Section 1.1.4.2 states that in rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.

Section 2.3 of the PPS addresses prime agricultural areas and the long-term protection of these areas for agricultural use. Permitted uses within prime agricultural areas include; agricultural uses, agricultural-related uses and on-farm diversified uses.

Section 2.3.3.2 states that in prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

Policy 2.3.6 of the PPS addresses non-agricultural uses in prime agricultural areas. The PPS directs that limited non-residential uses may be permitted within a prime agricultural area subject to the following evaluation criteria:

1. the land does not comprise a *specialty crop area*;
2. the proposed use complies with the minimum distance separation formulae;

3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to accommodate the proposed use; and
4. alternative locations have been evaluated, and
 - i. there are no reasonable alternative locations which avoid prime agricultural areas; and
 - ii. there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.

Section 2.3.6.2 states that impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

The Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas:

The Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas is a document created by the Ministry of Agriculture, Food and Rural Affairs. The guidelines are meant to complement, be consistent with and explain the intent of the PPS policies and definitions. Where specific parameters are proposed within the Guidelines, they represent best practices rather than specific standards that must be met in every case.

Section 3.2.1 of the guidelines speaks to the preliminary assessment of limited non-agricultural uses. It states that in prime agricultural areas, permitted uses are limited to agricultural, agriculture-related and on-farm diversified uses. Other uses must be directed to settlement areas or rural lands, unless they can be justified in accordance with Policy 2.3.6 of the PPS. Rigorous assessment of need, evaluation of alternative locations and mitigation of impacts should be required by municipalities for non-agricultural uses in the prime agricultural area.

In prime agricultural areas, limited non-residential uses are uses that include commercial, industrial, institutional or recreational uses but exclude residential uses. These uses may only be considered in prime agricultural areas if other locations are unavailable and if they meet the tests of PPS Policy 2.3.6.1 b). Limited non-residential uses must be limited in area based on the land area that would no longer be available to agriculture. The term "limited" also suggests that the use may be a single use rather than an assembly of uses.

Section 3.2.2 of the guidelines provides additional information on the demonstration of need for limited non-agricultural uses. This section states that planning justification will be required and that the scope of the study depends on the proposed use and starts by identifying the specific geographic market or service area for the proposed use. It usually includes information on and analysis of:

- the demand for the product or service
- an inventory of current suppliers/competitors
- how much of the current and future projected demand is met within a given market or service area
- distance to markets or clients
- economic impacts of the proposed use

- a preliminary assessment of the potential impacts on agricultural operations in the area

Section 3.2.3 speaks to the evaluation of alternative locations and states that under Policy 2.3.6.1 b) of the PPS, evaluation of reasonable alternative locations for limited non-agricultural uses is mandatory. Based on PPS policy 2.3.6.1 b), applicants must first look to lands outside prime agricultural areas, such as settlement areas, rural, areas and lower-priority prime agricultural lands.

Section 3.2.4 provides additional information on impact mitigation in relation to limited non-agricultural uses. It states that impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible. Examples of potential impacts include: loss of agricultural land, increased traffic and safety risks for slow-moving farm equipment operators and people in passing vehicles, farmer concern over lighting, noise, dust and other changes that are incompatible with agriculture, new or increased minimum distance separation requirements that may restrict future development or expansion of livestock facilities, etc.

Middlesex County's Official Plan:

The County of Middlesex Official Plan designates the subject property as Agricultural Area. The County Plan recognizes agriculture as the predominant land use and an economic mainstay within the County. The Agricultural policies are intended to protect agricultural lands from the intrusion of land uses that are not compatible with agricultural operations.

Section 2.2.2.2 of the County Official Plan states that non-agriculture development shall be encouraged to locate in identified Settlement Areas.

Section 2.3.9 of the County Plan states that agriculture is the cornerstone of the County's economy and culture. A significant portion of the County's land base is farmed and the diversity of agricultural products is amongst the best in Ontario. Urbanization has however, created conflicts in the agricultural area and continues to encroach on prime agricultural land.

Section 2.3.9 also states that the policies are intended to affirm that agriculture is a predominant activity in the County. Non-agricultural activities will be closely scrutinized and directed to Settlement Areas unless the activity is agriculturally related and a location in proximity to agriculture is necessary

Section 4.3 of Middlesex County's Official Plan indicates that the County Official Plan is not intended to prevent the development of areas designated for non-agricultural development in local Official Plans. The County Plan does not specifically address a proposal such as this. Instead, the County Plan leaves atypical proposals to be addressed within local Official Plans and through the local Official Plan Amendment process.

Middlesex Centre's Official Plan:

As previously mentioned the subject property is designated 'Agricultural' by Middlesex Centre's Official Plan. The designation of the subject lands permits primarily agricultural uses and agriculture related uses. This includes all forms of farming, including the principal farm dwelling, related buildings and structures, practices and uses of land. The property contains 'Significant Woodlands' as per Schedule B of the Middlesex Centre Official Plan.

Section 2.5 states that non-agricultural related uses, save and except for those specifically permitted in this Plan, are prohibited within agricultural areas.

Section 10.1 of the Official Plan addresses the possibility of amendment to the Plan provided all relevant issues relating to the public interest have been considered. It is further noted that the Municipality shall consider the following criteria:

- a) Does the proposed amendment relate, and conform to the vision for the Municipality of Middlesex Centre?
- b) Is there a demonstrated need or justification for the proposed change?
- c) Is the amendment in keeping with the Provincial and County policy?
- d) What are the effects of the proposed change on the demand for Municipal services, infrastructure and facilities?
- e) Can the land affected by the application be adequately serviced to accommodate the proposed development? Are improvements necessary to adequately service the lands in question?
- f) What impacts will the proposed development have on surrounding land uses, traffic systems, infrastructure and servicing, settlement or Municipal character, features or structures of cultural heritage importance, and natural environment features? Can negative impacts be mitigated or eliminated?

Middlesex Centre Zoning By-law:

As previously mentioned, the subject lands are located within the Agricultural (A1) Zone within the Middlesex Centre Zoning By-law. The A1 Zone permits agricultural uses, single detached dwelling, and other accessory uses.

Consultation:

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

Public Comments:

Three written submissions from the public were received as a result of the notice being circulated for the information report brought forward to Council on July 15th. In summary, the concerns were generally regarding noise, traffic, and compatibility / impact on surrounding agricultural areas. No public comments were received to date as a result of

notice being circulated for the recommendation report being brought forward to Council on September 23rd.

Agency Comments:

a) St. Clair Region Conservation Authority

The St. Clair Region Conservation Authority has stated no concerns with the proposed applications.

b) Middlesex Centre Chief Building Official

The Middlesex Centre Chief Building Official has no objection to the applications.

Analysis:

The subject lands are located within a prime agricultural area, which is intended to be protected for long-term agricultural uses, agriculture-related uses, and on-farm diversified uses. The proposed 'Farm Wedding Venue' use does not meet the definitions of "agriculture-related use" or "on-farm diversified use" as set out in the PPS and the *Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas*. However, the PPS does enable planning authorities to permit limited non-agricultural uses in the prime agricultural area, provided they satisfy criteria.

Staff have reviewed the proposal in accordance with the following criteria outlined in Section 2.3.6.1 of the PPS for establishing non-agricultural uses in a prime agricultural area:

1. The land does not comprise a specialty crop area;

The Provincial Policy Statement defines a specialty crop areas as containing specialty crops such as tender fruits (peaches, cherries, plums), grapes, other fruit crops, vegetable crops, greenhouse crops, and crops from agriculturally developed organic soil. Staff are satisfied that the land does not comprise a specialty crop area.

2. The proposed use complies with the minimum distance separation formulae;

A few days prior to the July 15th meeting, staff received MDS calculations from the agent. The Chief Building Official has now had the opportunity to review the calculations and has expressed no concerns in regard to the proposal meeting existing MDS requirements.

3. There is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use;

In regards to the identified need for the proposed use, planning staff are aware of the apparent 'Farm Wedding Venue' trend within Middlesex County and within Ontario, but have not been provided any quantifiable analysis in this regard. Staff

note that the agent has indicated that it is not uncommon for these types of venues to be booked for several years in advance which may demonstrate the need or demand for 'Farm Wedding Venues. While it is difficult to determine the long-term demand for these types of facilities, staff note that there are presently not many "Farm Wedding Venue" facilities operating in Middlesex Centre, and few in Middlesex County.

- 4. Alternative locations have been evaluated, and**
- i. there are no reasonable alternative locations which avoid prime agricultural areas; and**
 - ii. there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.**

Staff are of the opinion that event venues in general are better located in settlement areas, however, it is recognized that the attraction for these facilities lie in the "rustic" rural setting, which may be difficult to achieve in a settlement area.

Staff note that the subject lands are identified within the "Prime Agricultural Area" under the PPS, and are identified as containing primarily a Class 2 soil type. All agricultural lands within Middlesex Centre are considered to be within the "Prime Agricultural Area" and most soils are considered to be Prime Agricultural soils, which provides limited opportunity to consider lower priority agricultural lands within the rural area.

Middlesex Centre Official Plan (Section 10.1) requires the following criteria to be examined when considering an Official Plan Amendment:

a) Does the proposed amendment relate, and conform to the vision for the Municipality of Middlesex Centre?

Section 2.1 of the Official Plan provides the following general agricultural goals:

- a) To preserve agriculture as the primary land use outside of settlement areas within the Municipality.
- b) To recognize the agricultural heritage within the Municipality, and the significant importance of agriculture to not only the rural community, but also to the viability and character of settlement areas within the Municipality, and to the Provincial economy as a whole.
- c) To protect agricultural areas from interference or encroachment from conflicting land uses, or uses which could reduce or negatively impact the future flexibility or efficiency of agricultural operations.
- d) To enhance the viability of farm operations wherever possible to ensure their continued economic strength.
- e) To encourage the retention of existing woodlots within the Municipality, and encourage the establishment of new or expanded woodlots on lands with poor soil capability for agriculture.

f) To encourage good farm management and stewardship practices, and agricultural practices that consider the health of the natural environment.

Staff are of the opinion that the proposal is generally in conformity with the goals for the agricultural designated areas of the Official Plan.

b) Is there a demonstrated need or justification for the proposed change?

As previously mentioned, planning staff are aware of the apparent 'Farm Wedding Venue' trend within Middlesex County and within Ontario. Additionally, the agent has advised that similar 'Farm Wedding Venues' are booked for years in advance which may demonstrate that the use is in demand.

c) Is the amendment in keeping with the Provincial and County policy?

The proposed 'Farm Wedding Venue' is considered to be consistent with the PPS criteria for a limited non-agricultural use in a Prime Agricultural Area, being that it is not located in a specialty crop area, complies with MDS, has a justified need, and alternative locations have been evaluated. The County Official Plan provides direction for atypical proposals such as a 'Farm Wedding Venue' to be addressed in the local Official Plan. Additionally, both the PPS and the County Official Plan provide policies for the protection of agricultural lands. The proposed amendment is not anticipated to negatively impact agricultural land.

d) What are the effects of the proposed change on the demand for Municipal services, infrastructure and facilities?

The subject land is serviced by private water and private sanitary services. The proposed conversion of the existing barn into a 'Farm Wedding Venue' is not anticipated to impact or increase the demand of Municipal services.

e) Can the land affected by the application be adequately serviced to accommodate the proposed development? Are improvements necessary to adequately service the lands in question?

The property is currently serviced with private servicing. The agent has indicated that washroom facilities in the form of port-a-potties would be brought on site for each event and removed upon completion of each event, eliminating the need for any improvements to the private septic system existing on the subject lands or the need for an additional septic system for the new proposed use.

It is noted that the Ontario Building Code contains health and safety requirements in regards to assembly hall structures such as the proposed 'Farm Wedding Venue'. Major improvements such as a water for firefighting and sprinklers may be necessary from a fire prevention / emergency services perspective and will be addressed through the site plan approval process. Additional requirements may include but are not limited to barrier free accessibility and structural improvements.

f) What impacts will the proposed development have on surrounding land uses, traffic systems, infrastructure and servicing, settlement or Municipal

character, features or structures of cultural heritage importance, and natural environment features? Can negative impacts be mitigated or eliminated

Staff note that the subject lands are located generally well removed from other dwellings however, it is likely that surrounding land uses may experience an increase in traffic, noise, and lighting beyond what would typically occur within the area. In order to mitigate or eliminate such negative impacts it is the opinion of Planning Staff that certain operational matters should be addressed such as the number of events per year, persons per event, hours of operation, traffic management, emergency plan, etc.

Generally, such operational matters cannot be readily addressed through land use planning controls such as zoning and site plan control. For this reason, Planning Staff recommend that a Municipal 'Farm Wedding or Events Licensing By-law' be developed to address operational matters related to this type of use within the agricultural area. As such, the recommended Official Plan Amendment references licensing and the Zoning By-law includes a Holding (H) provision for a license under the Municipal 'Farm Wedding or Events Licensing By-law'.

Staff also note that a noise study would be required as a part of the site plan approval process, and noise mitigation measures may be required at that time.

It is acknowledged that some operational matters can be addressed through existing regulation such as the Fireworks By-law, Open Air Burning By-law, Parking and Traffic By-law and other by-laws. In particular, the proposed use would be subject to the Municipality's Noise By-law, which addresses excess noise which includes but is not limited to: excessive noise likely to disturb the inhabitants of any property in the rural area at all times; the operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electromechanical transducers and intended for the production, reproduction, or amplification of sound in the rural areas between the hours of 11pm and 7am; and the operation of any auditory signaling devices, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduction or amplification of any similar sounds by electronic means except where required or authorized by law or in accordance with good safety practices in the rural area between the hours of 11pm and 7am.

The proposed use is not anticipated to impact municipal infrastructure and servicing as the 'Farm Wedding Venue' is proposed to be located within an existing barn on a property that is privately serviced.

The subject lands contain a small patch of significant woodlands as per Schedule B of the Middlesex Centre Official Plan. The proposal is not anticipated to impact the significant woodland on the subject lands. The subject lands do not contain any other environmental features and are not regulated by the St. Clair Region Conservation Authority.

In discussing the proposal with the agent, it was determined that the existing definition of 'Events Facility' within the Middlesex Centre Zoning By-law was too broad of a use in comparison to what the applicants intended the 'Farm Wedding Venue' to be utilized for. The agent has provided a definition of "Farm Wedding Venue" which narrows down the uses to weddings and other similar events associated with weddings/civil unions, as opposed to other uses contained within the definition of 'Events Facility' such as business meetings, seminars, and religious gatherings.

In order to prevent the 'Farm Wedding Venue' use to expand beyond what is currently proposed, staff recommend that the site specific zoning only apply to the portion of the subject lands that contains the proposed use, as per Schedule A of the by-law. Additionally, staff recommend that the h-2 and h-3 holding provisions be added to the site specific zoning to prevent the use from occurring without the completion of a noise study and a site plan agreement. Removal of the h-2 holding provision is contingent upon the completion of a site plan agreement. Removal of the h-3 holding provision is contingent upon the completion of a noise impact analysis.

As previously mentioned, it is recommended that staff explore a special events by-law in order to address certain operational matters such as the number of events per year, persons per event, hours of operation, traffic management, emergency plan, etc., which are not able to be regulated through zoning or a site plan. As a result, staff recommend that the following holding provision be added to Section 3.7b) of the Middlesex Centre Zoning By-law and be applied to the subject rezoning application:

3.7b)

viii) (h-8)

The precondition for the removal of the (h-8) holding symbol shall be the obtainment of a license under the Municipal 'Farm Wedding or Events By-law'.

Staff note that notwithstanding the new additional use of a 'Farm Wedding Venue', all other requirements of the Agricultural (A1) Zone would be maintained.

Summary:

Based on the analysis above, staff are able to find general support within the planning policies for the proposal. Planning Staff do however recommend that a by-law for special events, including weddings as proposed in this report be developed to address operational matters related to this type of use within the agricultural area and the recommended Official Plan Amendment and Zoning By-law Amendment are structured to reflect this.

It is recommended that Council consider adoption of Official Plan Amendment No. 49 and approval of the Zoning By-law Amendment at this time subject to Holding provisions. Should County Council approve Official Plan Amendment No. 49, Municipal

administration could prepare for Council's consideration a 'Farm Wedding or Events Licensing By-law' under which a license would be the prerequisite for the establishment of the use on the subject lands. This would allow the principle of the land use to be established at this time with the regulatory details to be further considered and ultimately approved by Council.

Financial Implications:

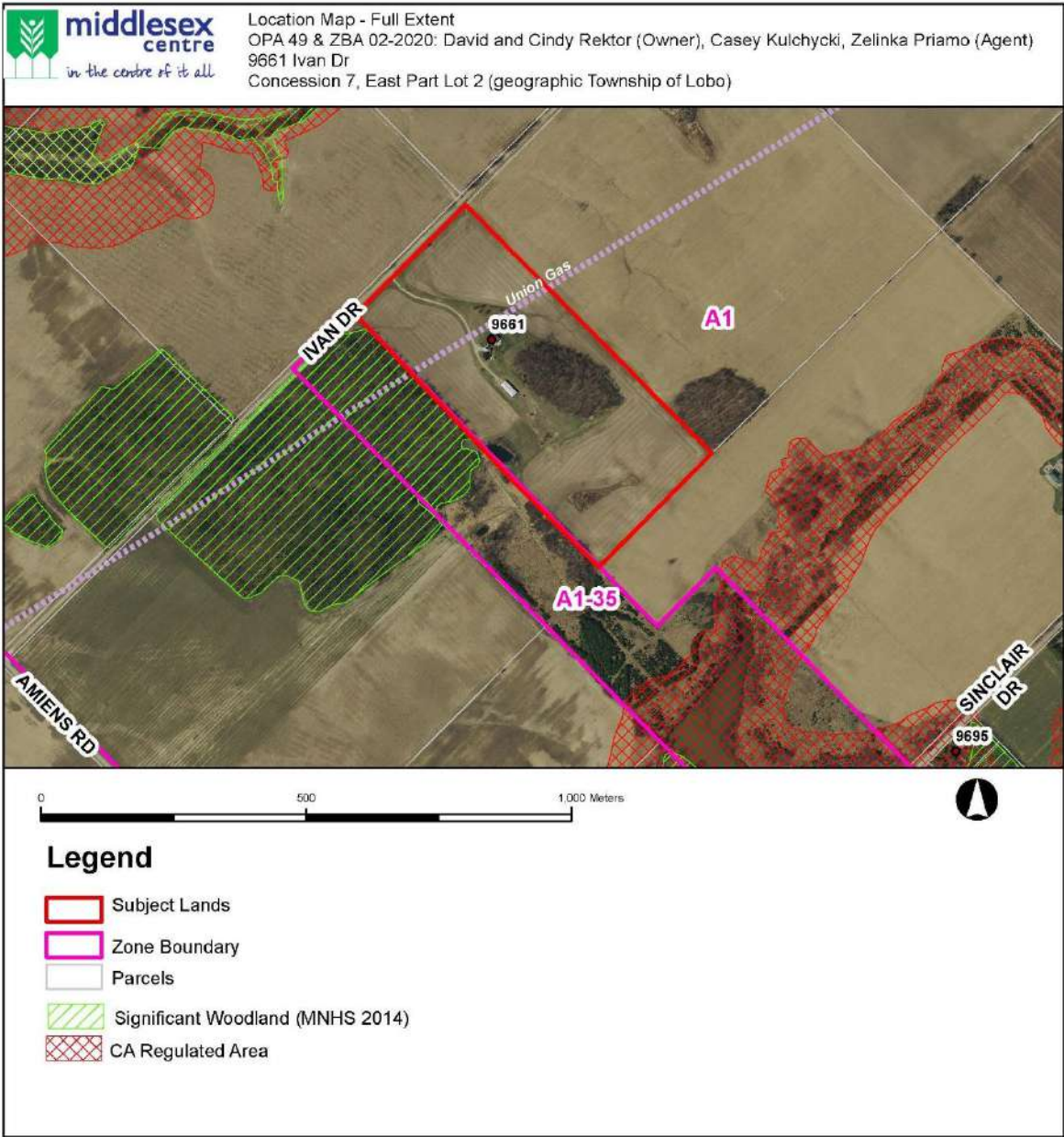
Creation and enforcement of a special events by-law may have financial implications.

Attachments:

Appendix - Location Map

Appendix - 'Farm Wedding Venue' Layout

Location Map:



[illegible]



Meeting Date: July 15, 2020

Submitted by: Stephanie Poirier, Planner

Report No: PLA 25-2020

Subject: OPA 49 2020 & ZBA 2-2020 for 9661 Ivan Drive, filed by Casey Kulchyski (Zelinka Priamo) on behalf of Knottingwood Inc.

Recommendation:

THAT Report PLA-25-2020, regarding a proposed 'Farm Wedding Venue' at 9661 Ivan Drive be received for information.

Purpose:

The purpose of this report is to provide Council with preliminary information on an Official Plan Amendment and Zoning By-law Amendment in order to establish a 'Farm Wedding Venue' at 9661 Ivan Drive. A recommendation will be given to Council at a later meeting, after feedback from the public meeting has been received and taken into consideration.

A location map is included as Attachment 1.

Background:

The purpose and effect of the Official Plan Amendment application is to re-designate the subject property from the Agricultural designation to an Agricultural Special Policy Area designation to allow a 'Farm Wedding Venue' which is otherwise not permitted.

The purpose and effect of the Zoning By-law Amendment application is to rezone the subject property from the Agricultural (A1) zone to a site specific Agricultural (A1-36) zone to permit a 'Farm Wedding Venue' within an existing 372 m² (4,000 ft²) barn, with an outdoor amenity space. The zone change would be subject to Holding Provisions, to ensure development does not proceed until the completion of a noise study and site plan agreement.

As part of the Zoning By-law Amendment application the applicants have proposed to add the following definition to the Zoning By-law:

'Farm Wedding Venue' shall mean a lot, building or structure, or part thereof in an agricultural area used for weddings, bridal showers, or other parties/celebrations associated with weddings, or civil unions.

A separate Site Plan Application would be required in order to develop the 'Farm Wedding Venue' use. This application has not been submitted at this time.

The property has an area of approximately 50 ac (20 ha) and is occupied by a single detached dwelling, a detached garage, and a metal clad barn. The property contains a patch of Significant Woodlands as per Schedule B of the Middlesex Centre Official Plan. The property is surrounded by agricultural uses.

The agent has advised that the applicants purchased the property after an extensive search in order to reside on the property and to host weddings and other similar events. The agent has advised that the events are to occur seasonally from May until October and that events are intended to have a maximum capacity of approximately 140 people. The concept plan includes an outdoor ceremony / cocktail hour area near the woodlands with dinner and the reception to take place within the existing 372 m² (4,000 ft²) barn.

Parking areas are proposed to be located along the sides of the existing driveway closer to Ivan Drive, with barrier free parking being located in close proximity to the existing barn. Portable washroom facilities would be brought in for each event and be located in close proximity to the existing barn. All other facilities required to support the events would be transported to the subject lands temporarily and removed upon the completion of each event. No overnight accommodations would occur on the subject lands and no other structures are proposed to be constructed at this time.

It is noted that all proposed uses are to occur on lands that are currently not in agricultural crop production. The agricultural land in crop production would continue to be cultivated by a farmer who is renting the lands from the applicants.

A concept of the site layout is included in Attachment 2.

Policy Regulation:

The subject lot is designated as 'Agricultural Area' by the County of Middlesex Official Plan and 'Agricultural' by the Middlesex Centre Official Plan. The land is zoned 'Agricultural' (A1) by Middlesex Centre's Comprehensive Zoning By-law.

Provincial Policy Statement 2020:

Section 3 of the Planning Act requires all decisions made under the Act "to be consistent with" the Provincial Policy Statement (PPS). The following PPS policies are relevant to the proposed development and need to be considered when evaluating the subject applications.

Section 1.1.4 of the PPS speaks to rural area policies. Section 1.1.4.1 states that healthy, integrated and viable rural areas should be supported by:

- a) Building upon rural character, and leveraging rural amenities and assets;
- b) Promoting regeneration, including the redevelopment of brownfield sites;
- c) Accommodating an appropriate range and mix of housing in rural settlement areas;
- d) Encouraging the conservation and redevelopment of existing rural housing stock on rural lands;
- e) Using rural infrastructure and public service facilities efficiently;
- f) Promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;
- g) Providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
- h) Conserving biodiversity and considering the ecological benefits provided by nature; and
- i) Providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.

Section 1.1.4.2 states that in rural areas, rural settlement areas shall be the focus of growth and development and their vitality and regeneration shall be promoted.

Section 2.3 of the PPS addresses prime agricultural areas and the long-term protection of these areas for agricultural use. Permitted uses within prime agricultural areas include; agricultural uses, agricultural-related uses and on-farm diversified uses.

Section 2.3.3.2 states that in prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

Policy 2.3.6 of the PPS addresses non-agricultural uses in prime agricultural areas. The PPS directs that limited non-residential uses may be permitted within a prime agricultural area subject to the following evaluation criteria:

- 1. the land does not comprise a *specialty crop area*;
- 2. the proposed use complies with the minimum distance separation formulae;
- 3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to accommodate the proposed use; and
- 4. alternative locations have been evaluated, and
 - i. there are no reasonable alternative locations which avoid prime agricultural areas; and
 - ii. there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.

Section 2.3.6.2 states that impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible.

The Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas:

The Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas is a document created by the Ministry of Agriculture, Food and Rural Affairs. The guidelines are meant to complement, be consistent with and explain the intent of the PPS policies and definitions. Where specific parameters are proposed within the Guidelines, they represent best practices rather than specific standards that must be met in every case.

Section 3.2.1 of the guidelines speaks to the preliminary assessment of limited non-agricultural uses. It states that in prime agricultural areas, permitted uses are limited to agricultural, agriculture-related and on-farm diversified uses. Other uses must be directed to settlement areas or rural lands, unless they can be justified in accordance with Policy 2.3.6 of the PPS. Rigorous assessment of need, evaluation of alternative locations and mitigation of impacts should be required by municipalities for non-agricultural uses in the prime agricultural area.

In prime agricultural areas, limited non-residential uses are uses that include commercial, industrial, institutional or recreational uses but exclude residential uses. These uses may only be considered in prime agricultural areas if other locations are unavailable and if they meet the tests of PPS Policy 2.3.6.1 b). Limited non-residential uses must be limited in area based on the land area that would no longer be available to agriculture. The term "limited" also suggests that the use may be a single use rather than an assembly of uses.

Section 3.2.2 of the guidelines provides additional information on the demonstration of need for limited non-agricultural uses. This section states that planning justification will be required and that the scope of the study depends on the proposed use and starts by identifying the specific geographic market or service area for the proposed use. It usually includes information on and analysis of:

- the demand for the product or service
- an inventory of current suppliers/competitors
- how much of the current and future projected demand is met within a given market or service area
- distance to markets or clients
- economic impacts of the proposed use
- a preliminary assessment of the potential impacts on agricultural operations in the area

Section 3.2.3 speaks to the evaluation of alternative locations and states that under Policy 2.3.6.1 b) of the PPS, evaluation of reasonable alternative locations for limited non-agricultural uses is mandatory. Based on PPS policy 2.3.6.1 b), applicants must first look to lands outside prime agricultural areas, such as settlement areas, rural, areas and lower-priority prime agricultural lands.

Section 3.2.4 provides additional information on impact mitigation in relation to limited non-agricultural uses. It states that impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible. Examples of potential impacts include: loss of agricultural land, increased traffic and safety risks for slow-moving farm equipment operators and people in passing vehicles, farmer concern over lighting, noise, dust and other changes that are incompatible with agriculture, new or increased minimum distance separation requirements that may restrict future development or expansion of livestock facilities, etc.

Middlesex County's Official Plan:

The County of Middlesex Official Plan designates the subject property as Agricultural Area. The County Plan recognizes agriculture as the predominant land use and an economic mainstay within the County. The Agricultural policies are intended to protect agricultural lands from the intrusion of land uses that are not compatible with agricultural operations.

Section 2.2.2.2 of the County Official Plan states that non-agriculture development shall be encouraged to locate in identified Settlement Areas.

Section 2.3.9 of the County Plan states that agriculture is the cornerstone of the County's economy and culture. A significant portion of the County's land base is farmed and the diversity of agricultural products is amongst the best in Ontario. Urbanization has however, created conflicts in the agricultural area and continues to encroach on prime agricultural land.

Section 2.3.9 also states that the policies are intended to affirm that agriculture is a predominant activity in the County. Non-agricultural activities will be closely scrutinized and directed to Settlement Areas unless the activity is agriculturally related and a location in proximity to agriculture is necessary

Section 4.3 of Middlesex County's Official Plan indicates that the County Official Plan is not intended to prevent the development of areas designated for non-agricultural development in local Official Plans. The County Plan does not specifically address a proposal such as this. Instead, the County Plan leaves atypical proposals to be addressed within local Official Plans and through the local Official Plan Amendment process.

Middlesex Centre's Official Plan:

As previously mentioned the subject property is designated 'Agricultural' by Middlesex Centre's Official Plan. The designation of the subject lands permits primarily agricultural uses and agriculture related uses. This includes all forms of farming, including the principal farm dwelling, related buildings and structures, practices and uses of land. The property contains 'Significant Woodlands' as per Schedule B of the Middlesex Centre Official Plan.

Section 2.5 states that non-agricultural related uses, save and except for those specifically permitted in this Plan, are prohibited within agricultural areas.

Section 10.1 of the Official Plan addresses the possibility of amendment to the Plan provided all relevant issues relating to the public interest have been considered. It is further noted that the Municipality shall consider the following criteria:

- a) Does the proposed amendment relate, and conform to the vision for the Municipality of Middlesex Centre?
- b) Is there a demonstrated need or justification for the proposed change?
- c) Is the amendment in keeping with the Provincial and County policy?
- d) What are the effects of the proposed change on the demand for Municipal services, infrastructure and facilities?
- e) Can the land affected by the application be adequately serviced to accommodate the proposed development? Are improvements necessary to adequately service the lands in question?
- f) What impacts will the proposed development have on surrounding land uses, traffic systems, infrastructure and servicing, settlement or Municipal character, features or structures of cultural heritage importance, and natural environment features? Can negative impacts be mitigated or eliminated?

Middlesex Centre Zoning By-law:

As previously mentioned, the subject lands are located within the Agricultural (A1) Zone within the Middlesex Centre Zoning By-law. The A1 Zone permits agricultural uses, single detached dwelling, and other accessory uses.

Consultation:

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

Public Comments:

At the time of writing the subject report, no comments were received from members of the public.

Agency Comments:

At the time of writing the subject report, no comments were received from agencies.

Analysis:

The subject lands are located within a prime agricultural area, which is intended to be protected for long-term agricultural uses, agriculture-related uses, and on-farm diversified uses. The proposed 'Farm Wedding Venue' use does not meet the definitions of "agriculture-related use" or "on-farm diversified use" as set out in the PPS and the *Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas*. However, the PPS

does enable planning authorities to permit limited non-agricultural uses in the prime agricultural area, provided they satisfy criteria.

Staff have reviewed the proposal in accordance with the following criteria outlined in Section 2.3.6.1 of the PPS for establishing non-agricultural uses in a prime agricultural area:

1. The land does not comprise a specialty crop area;

The Provincial Policy Statement defines a specialty crop areas as containing specialty crops such as tender fruits (peaches, cherries, plums), grapes, other fruit crops, vegetable crops, greenhouse crops, and crops from agriculturally developed organic soil. Staff are satisfied that the land does not comprise a specialty crop area.

2. The proposed use complies with the minimum distance separation formulae;

Through the review of the proposal, it has been noted that a full MDS review and calculations have not been undertaken to identify and quantify any livestock operations proximate to the proposal. Prior to bringing forward a recommendation report to Council, staff have requested that the calculations be submitted for MDS I.

3. There is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use;

In regards to the identified need for the proposed use, planning staff are aware of the apparent 'Farm Wedding Venue' trend within Middlesex County and within Ontario, but have not been provided any quantifiable analysis in this regard. Staff note that the agent has indicated that it is not uncommon for these types of venues to be booked for several years in advance which may demonstrate the need or demand for 'Farm Wedding Venues. While it is difficult to determine the long-term demand for these types of facilities, staff note that there are presently not many "Farm Wedding Venue" facilities operating in Middlesex Centre, and few in Middlesex County.

4. Alternative locations have been evaluated, and
i. there are no reasonable alternative locations which avoid prime agricultural areas; and

ii. there are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.

Staff are of the opinion that event venues in general are better located in settlement areas, however, it is recognized that the attraction for these facilities lie in the "rustic" rural setting, which may be difficult to achieve in a settlement area.

Staff note that the subject lands are identified within the “Prime Agricultural Area” under the PPS, and are identified as containing primarily a Class 2 soil type. All agricultural lands within Middlesex Centre are considered to be within the “Prime Agricultural Area” and most soils are considered to be Prime Agricultural soils, which provides limited opportunity to consider lower priority agricultural lands within the rural area.

Middlesex Centre Official Plan (Section 10.1) requires the following criteria to be examined when considering an Official Plan Amendment:

a) Does the proposed amendment relate, and conform to the vision for the Municipality of Middlesex Centre?

Section 2.1 of the Official Plan provides the following general agricultural goals:

- a) To preserve agriculture as the primary land use outside of settlement areas within the Municipality.
- b) To recognize the agricultural heritage within the Municipality, and the significant importance of agriculture to not only the rural community, but also to the viability and character of settlement areas within the Municipality, and to the Provincial economy as a whole.
- c) To protect agricultural areas from interference or encroachment from conflicting land uses, or uses which could reduce or negatively impact the future flexibility or efficiency of agricultural operations.
- d) To enhance the viability of farm operations wherever possible to ensure their continued economic strength.
- e) To encourage the retention of existing woodlots within the Municipality, and encourage the establishment of new or expanded woodlots on lands with poor soil capability for agriculture.
- f) To encourage good farm management and stewardship practices, and agricultural practices that consider the health of the natural environment.

Staff are of the opinion that the proposal is generally in conformity with the goals for the agricultural designated areas of the Official Plan.

b) Is there a demonstrated need or justification for the proposed change?

As previously mentioned, planning staff are aware of the apparent ‘Farm Wedding Venue’ trend within Middlesex County and within Ontario. Additionally, the agent has advised that similar ‘Farm Wedding Venues’ are booked for years in advance which may demonstrate that the use is in demand.

c) Is the amendment in keeping with the Provincial and County policy?

The proposed ‘Farm Wedding Venue’ is considered to be consistent with the PPS criteria for a limited non-agricultural use in a Prime Agricultural Area, being that it is not located in a specialty crop area, complies with MDS, has a justified need, and alternative locations have been evaluated. The County Official Plan provides direction for atypical proposals such as a ‘Farm Wedding Venue’ to be addressed in the local Official Plan. Additionally, both the PPS and the County Official Plan

provide policies for the protection of agricultural lands. The proposed amendment is not anticipated to negatively impact agricultural land.

d) What are the effects of the proposed change on the demand for Municipal services, infrastructure and facilities?

The subject land is serviced by private water and private sanitary services. The proposed conversion of the existing barn into a 'Farm Wedding Venue' is not anticipated to impact or increase the demand of Municipal services.

e) Can the land affected by the application be adequately serviced to accommodate the proposed development? Are improvements necessary to adequately service the lands in question?

The property is currently serviced with private servicing. The agent has indicated that washroom facilities in the form of port-a-potties would be brought on site for each event and removed upon completion of each event, eliminating the need for any improvements to the private septic system existing on the subject lands or the need for an additional septic system for the new proposed use.

It is noted that the Ontario Building Code contains health and safety requirements in regards to assembly hall structures such as the proposed 'Farm Wedding Venue'. Major improvements such as a water for firefighting and sprinklers may be necessary from a fire prevention / emergency services perspective and will be addressed through the site plan approval process. Additional requirements may include but are not limited to barrier free accessibility and structural improvements.

f) What impacts will the proposed development have on surrounding land uses, traffic systems, infrastructure and servicing, settlement or Municipal character, features or structures of cultural heritage importance, and natural environment features? Can negative impacts be mitigated or eliminated

Surrounding land uses may experience an increase in traffic, noise, and lighting beyond what would normally occur within the area. Staff note that the subject lands are located generally well removed from other dwellings. Staff also note that a noise study would be required as a part of the site plan approval process, and mitigation measures may be required at that time.

The proposed use is not anticipated to impact municipal infrastructure and servicing as the 'Farm Wedding Venue' is proposed to be located within an existing barn on a property that is privately serviced.

The subject lands contain a small patch of significant woodlands as per Schedule B of the Middlesex Centre Official Plan. The proposal is not anticipated to impact the significant woodland on the subject lands. The subject lands do not contain any other environmental features and are not regulated by the St. Clair Region Conservation Authority.

In discussing the proposal with the agent, it was determined that the existing definition of 'Events Facility' within the Middlesex Centre Zoning By-law was too broad of a use in comparison to what the applicants intended the 'Farm Wedding Venue' to be utilized for. The agent has provided a definition of "Farm Wedding Venue" which narrows down the uses to weddings and other similar events associated with weddings/civil unions, as opposed to other uses contained within the definition of 'Events Facility' such as business meetings, seminars, and religious gatherings.

In order to prevent the 'Farm Wedding Venue' use to expand beyond what is currently proposed, staff recommend that the site specific zoning only apply to the portion of the subject lands that contains the proposed use, as per Schedule A of the by-law. Additionally, staff recommend that the h-2 and h-3 holding provisions be added to the site specific zoning to prevent the use from occurring without the completion of a noise study and a site plan agreement. Removal of the h-2 holding provision is contingent upon the completion of a site plan agreement. Removal of the h-3 holding provision is contingent upon the completion of a noise impact analysis.

Staff note that notwithstanding the new additional use of a 'Farm Wedding Venue', all other requirements of the Agricultural (A1) Zone would be maintained.

Summary:

Based on the foregoing, and in advance of hearing from the public, planning staff are able to find general support within the planning policies for the proposal. Having said that, it is noted that through research into how other municipalities have dealt with 'Farm Wedding Venues', there is apparent difficulty in implementing and enforcing operational matters through only zoning and site plan control. For example, addressing the number of events per season, persons per event, level of amplified music and / or measures identified in a noise report, hours of operation, etc. require measures (such as a licensing by-law) beyond land use planning controls. Staff are exploring the idea of a 'Farm Wedding or Events Licensing By-law' in order to better implement these types of agricultural event facilities.

A recommendation will be given to Council at a later meeting, after feedback from the public meeting has been received and taken into consideration.

Financial Implications:

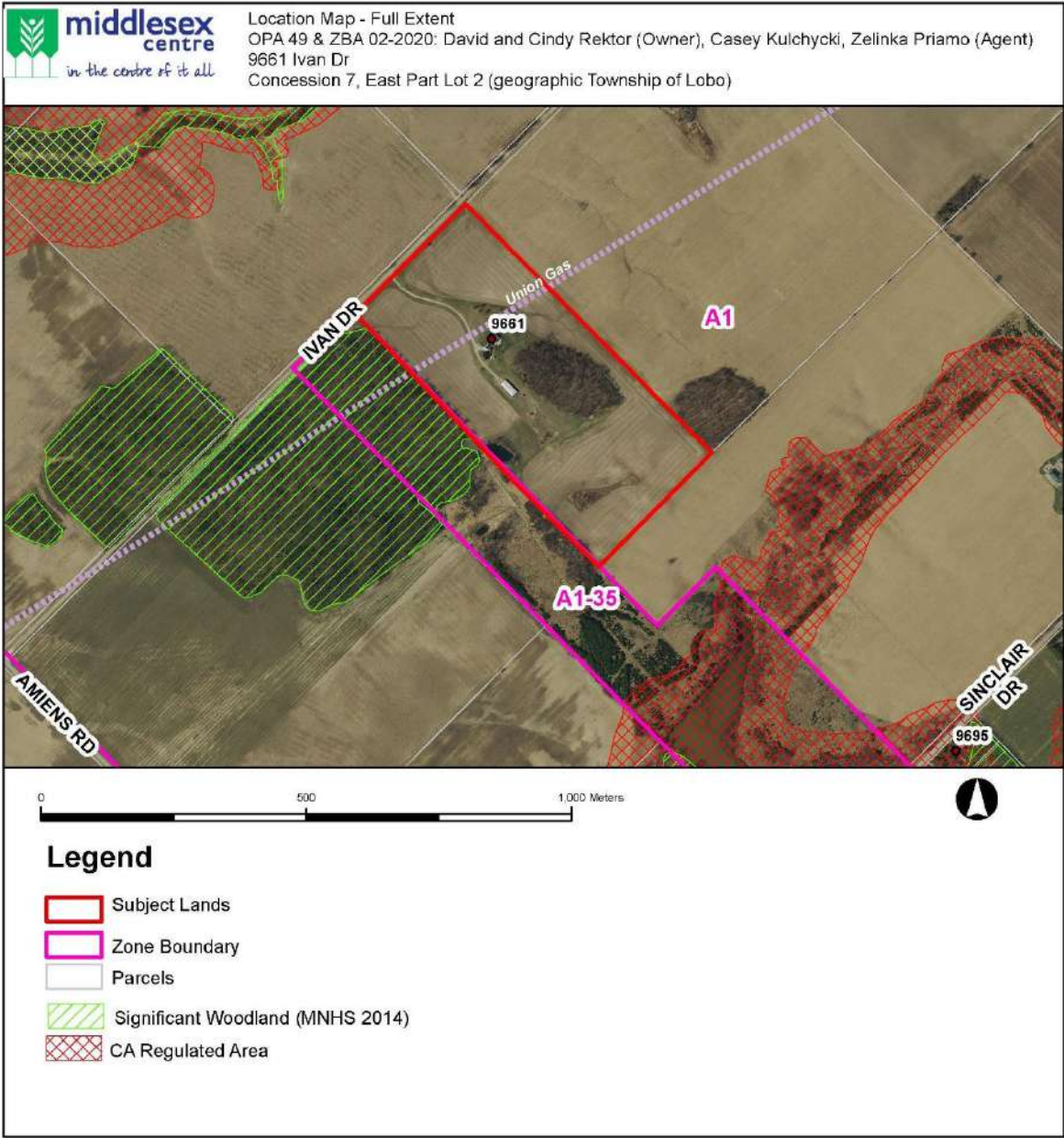
None.

Attachments:

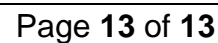
Location Map

'Farm Wedding Venue' Layout

Location Map:



‘Farm Wedding Venue’ Concept Layout





Committee of Whole

Meeting Date: February 16, 2021

Submitted by: Joe Winsor, Manager Social Services and Cindy Howard, General Manager of Finance and Community Services

SUBJECT: PURCHASE OF SERVICE RENEWAL WITH LEADS EMPLOYMENT SERVICES FOR THE SKILLS THAT WORK PROGRAM, JANUARY 1, 2021 – DECEMBER 31, 2021

BACKGROUND:

Leads Employment Services is an agency that is contracted by Middlesex County to deliver an Employment Preparation program (Skills That Work) to clients that have been identified as having barriers to personal management/life skills and securing sustainable employment.

Skills That Work

The Skills That Work program provides person centered and intensive supports to participants with complex employment and social needs. A combination of skill building, pre-employment and employment related activities assists participants to address personal goals, reduce barriers and prepare to enter/re-enter and progress in the workplace.

The target group are Ontario Works' participants who have been referred by their designated Ontario Works' staff. Generally, participants in the program have limited employment and personal management skills necessary to succeed in the current labour market.

ANALYSIS:

The expected outcomes after completion of the Skills That Work program are:

- Have increased employability, personal life management and / or self-awareness skills;
- Have increased motivation, engagement and self-esteem;
- Be more aware of social and behavioural barriers to employment and applicable strategies to deal with these issues;
- Have more awareness about the labour market; employment opportunities; work habits / attitudes; personal work interests and aptitudes;
- Have reduced barriers to employment and / or employment related activities i.e. childcare, criminal record check / pardons, dental health, mental health, counselling, physician, etc.;
- Have a written plan outlining suggested next steps and recommendations for movement along the continuum to employment. This may include: recommendations for social support programs; referrals to Ontario Disability Support Program; recommendations for

education programs; recommendations for employment programs; recommendations for employment training programs; career / interest inventory results, etc. Plans will be based on the Common Assessment Plan;

- Enhanced job search skills; and / or
- Transition to employment or an employment program

FINANCIAL IMPLICATIONS:

Basic Contract \$ 38,810.00

Payable in monthly instalments of \$ 3,234.17

Mileage is to be calculated quarterly at \$0.47 per kilometer up to a max of \$2,290 per quarter (\$9,160.00 yearly)

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Cultivating Community Vitality	Advance a diverse, healthy, and engaged community across Middlesex County	<ul style="list-style-type: none"> • Promote and support community wellness • Innovate social and community services • Attract, retain, and engage youth in our community • Champion and encourage active transportation and public transit opportunities
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	<ul style="list-style-type: none"> • Support opportunities to create a stronger and sustainable agricultural sector • Create an environment that enables the attraction and retention of businesses, talent, and investments

RECOMMENDATION:

That County Council approve the contract with Leads Employment Services for the Skills That Work program from January 1st, 2021 to December 31st, 2021 for Ontario Works participants that have identified with life stabilization challenges and employment barriers, and that the necessary by-law be presented to County Council at the March 9, 2021 meeting to authorize the Warden and the County Clerk to execute the agreement.

Attachments:

- Leads Proposal for Employment and Skills Development Services – Middlesex Ontario Works 2020-2021
- Updated contract – January 1st to December 31st, 2021.

AGREEMENT

THIS AGREEMENT made in duplicate this 1st day of January, 2021.

BETWEEN:

THE CORPORATION OF THE COUNTY OF MIDDLESEX

hereinafter called the "County"
OF THE FIRST PART
- and -

LEADS EMPLOYMENT SERVICES LONDON INC.

hereinafter called the "Service Provider"
OF THE SECOND PART

WHEREAS the Employment Placement Agency is willing to participate in the County's Ontario Works program and to provide services to Ontario Works recipients.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH that the Agency and the County mutually covenant and agree as follows:

1. PURPOSE

1.1 For the purposes of this Agreement, the Agency agrees to provide Employment Assistance and Placement Services for Ontario Works participants in accordance with the legislation, regulations and guidelines of the Ontario Works program.

2. STATUS AND SERVICES OF SERVICE PROVIDER

2.1 The Service Provider, in order to qualify under this agreement, shall be a bona fide job placement and employment services agency.

2.2 The Service Provider shall provide services for eligible Ontario Works participants and low-income families in accordance with the Ontario Works Act and Regulations passed thereunder, and any program requirement of the County.

2.3 The Service Provider agrees to accept referrals for placement services from the County.

2.4 The Service Provider represents that it has the expertise, experience, facilities, skilled personnel and management, and knowledge necessary or required to provide employment assistance services in a competent and professional manner. The Service Provider understands that in entering into this Agreement, the County is relying upon these representations and requires the competence and capability to provide the services in a competent and professional manner.

2.5 No additional services other than those described herein are contracted for hereunder.

2.6 The Service Provider acknowledges and agrees that the County is contracting for the expertise and professional services of the Service Provider for the term herein described, and that this agreement is in no way to be deemed or construed to be a contract of employment. Specifically, the parties agree that it is not intended by this agreement that the Service Provider is to be an employee of the County for the purpose of The Income Tax Act, S.C. 1970-71-72, c. 63; The Canada Pension Plan Act, R.S.C. 1985, c. C-8; The Employment Insurance Act S.C. 1996, c. 23; The Workers' Compensation Act R.S.O., 1990, c. W.11; The Occupational Health and Safety Act, R.S.O. 1990, c. O.1; and The Health Insurance Act, R.S.O. 1990, c. H.6, all as amended from time to time, and any legislation in substitution therefor.

2.7 The Service Provider hereby specifically indemnifies and holds harmless the County from any and all amounts required to be paid by the Service Provider or claimed to be due and owing and for any and all legal costs (including fees and disbursements) or administrative costs, incurred by the County, relating to any failure of the Service Provider to comply with all provisions of the County of Middlesex Ontario Works Program.

2.8 The Service Provider acknowledges and agrees; that the length of time any one Ontario Works participant is registered should not exceed 12 months, without the continuing consent of the County.

2.9 The Service Provider shall have available for inspection by the Director of Social Services or their designate verification that the Service Provider complies with all conditions of this Agreement.

2.10 The Service Provider shall provide the County with information, documentation and material as described by this Agreement.

3. OBSERVANCE OF THE LAW AND INDEMNITY

3.1 The Service Provider covenants and agrees that it will take any and all action and will do and provide the Services herein required to be provided in compliance with any law, the order of any board, or Court of competent jurisdiction, rule, regulation, or requirement of the Canadian Government, or the Government of the Province of Ontario, or of any competent local Government, board, commission, department, or officer.

3.2 The Service Provider hereby indemnities and holds harmless the County from any and all claims, payments, injury, or loss and for any and all legal costs (including fees and disbursements) or administrative cost, incurred by the County relating to any failure of the Service Provider, its employees, agents, or contractors to comply with any and all provisions of any law, the order of any board or court of competent jurisdiction, rule, regulation, or requirement of the Canadian Government, or the Government of the Province of Ontario, or of any competent local Government, board, commission, department, or officer.

3.3 The Service Provider shall obtain and maintain current and in force, any and all necessary licenses, permits, and approvals required to provide the services pursuant to this Agreement.

4. COMPENSATION

4.1 The Service Provider shall receive compensation for the services indicated in this Agreement. No payments as detailed in this agreement shall be paid without the approval of the Director of Social Services.

4.2 Subject to Section 4, the County will pay the Service Provider a fee schedule as indicated in Appendix "A" of this Agreement. The Service Provider agrees to provide monthly billings no later than the 16th day of each month to Middlesex Ontario Works. All records and accounts of the Service Provider associated with this placement shall be open to inspection by the Director of Social Services or their designate at all times. Failure to comply with this section will be grounds for immediate termination of this Agreement at the discretion of the County.

4.3 The Service Provider shall immediately refund any payments made by the County to the Service Provider in excess of the amounts indicated in Appendix "A" of this Agreement.

4.4 All invoices shall be submitted to the Director of Social Services or their designate by the Service Provider and must be fully verified and signed by the Service Provider. Failure to submit the accounts by the dates specified in Section 4.2 will result in the withholding of any payments until such time as accounts are processed.

4.5 No payments shall be due or payable under this Agreement unless such payments are eligible for subsidy from the Province of Ontario under the Ontario Works Act and the Regulations made thereunder.

5. INDEMNIFICATION

5.1 The Service Provider agrees to indemnify and to save harmless the County, its officers, employees and agents from and against all costs, claims, demands, suits, actions and judgments made, brought or recovered against the County, its officers, employees and agents resulting from any negligent act or omission by the Service Provider in connection with the provision of services pursuant to this Agreement.

6. INSURANCE

6.1 The Service Provider shall ensure that all insurance coverage including all the provisions relating to insurance coverage set out in this paragraph are in place prior to the Service Provider commencing the provision of these Services.

6.2 The Service Provider shall assume sufficient insurance to cover liability for injury to staff and participants while on the premises or under the supervision of the Service Provider and shall maintain the insurance coverage for the duration of this Agreement. The Service Provider shall at the time of the execution of this Agreement furnish and deposit with the Director of Social Services of the County a Public Liability Insurance Policy issued by an insurance company authorized by law to carry on business in the Province of Ontario and approved by the Treasurer of the County. Such policy, which is to be issued in the joint names of the Service Provider and the County shall have inclusive limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) for Bodily Injury and Property Damage resulting from any one occurrence and shall contain a Cross Liability clause of standard wording in a form satisfactory to the County.

6.3 The Service Provider shall, at its expense, maintain insurance liability for bodily injury and property damage caused by vehicles owned or vehicles not owned by the Service Provider and used in connection with providing services, including Passenger Hazard in the amount of ONE MILLION (\$1,000,000.00) DOLLARS, including ONE MILLION (\$1,000,000.00) DOLLARS for each occurrence and agrees to indemnify and save harmless the County from all claims, actions, damages, costs or expenses therefrom.

6.4 All such insurance policies shall stay in force and not be amended, cancelled or allowed to lapse, without thirty days (30) prior notice to the County.

6.5 The Service Provider further covenants and agrees to indemnify and save harmless the County from and against all claims, actions, damages, and demands and costs arising in any matter whatsoever out of, or in conjunction with, the said services.

7. CONFIDENTIALITY

7.1 All gathering and disclosure of information related to a paid employment placement shall be in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and all applicable Federal and Provincial human rights legislation, regulations and any other relevant standards. Employment Placement Agencies providing placements will be required to obtain a participant’s written consent prior to disclosure of information and from advising other employees of the status of the client. Any media stories concerning Ontario Works will be screened to the best of its ability by the County to ensure specific clients cannot be identified. No participant will be allowed to be photographed without their prior written consent.

7.2 The Service Provider agrees to ensure that all employers and placement hosts:

- i) recognize the dignity and worth of every participant and provide for equal rights and opportunities without harassment or discrimination;
- ii) have a workplace Harassment and Discrimination Policy or an effective, efficient process for identifying and resolving harassment and discrimination issues; and
- iii) have an Accommodation Policy in accordance with the Ontario Human Rights Code.

7.3 The Service Provider acknowledges that if human rights issues are raised, proof of compliance lies with the employer or placement host.

7.4 The Service Provider agrees to meet with the County staff, prior to the commencement of this Agreement, to fully discuss all matters of confidentiality.

7.5 The Service Provider shall not use, at any time during the term of this Agreement, of thereafter, any of the information acquired by the Service Provider during the course of carrying out the services provide herein for any purposes other than the purposes authorized in writing by the Director of Social Services.

7.6 Failure to comply to Section 7 shall lead to immediate termination of this Agreement.

8. OCCUPATIONAL HEALTH AND SAFETY

8.1 The Service Provider agrees to ensure that all placement employers and hosts are in compliance with all applicable Federal and Provincial Occupational Health and Safety legislation, regulations, and any other relevant standards.

9. LABOUR RELATIONS

9.1 The Service Provider acknowledges that all paid employment placements must be in compliance with all applicable labour relations legislation and any collective agreements.

10. CONFLICT OF INTEREST

10.1 Should the Service Provider or anyone associated with the Service Provider have or acquire any pecuniary interest, direct, or indirect, including an interest:

- i) in any contracts or proposed contracts with Municipal or other Corporations; or

- ii) in any contract or proposed contract that it is reasonably likely to be affected by a decision resulting from any recommendations which may be made as a result of the Service Provider, pursuant to this Agreement; that person shall forthwith disclose their interest to the Director of Social Services, who shall report it to the County Council and the County Council shall have the right to decide whether such interest constitutes a conflict of interest; and the County shall have the exclusive right to terminate the services being provided by the Service Provider pursuant to this Agreement as its sole option. Should such a determination be made, the provisions of termination contained in this Agreement shall apply.

11. TERM OF AGREEMENT

11.1 This Agreement will have been deemed to commence on January 1st, 2021 and continue until December 31, 2021 renewable upon the written offer and acceptance by both parties herein.

12. TERMINATION

12.1 Either party may at any time, by notice in writing, suspend or terminate this Agreement at any stage on giving thirty days notice in writing. On receipt of such notice, the Service Provider shall perform no further services other than those reasonably required to complete the service presently in progress as determined by the County but shall forthwith forward to the County any and all records, files, reports, data, documentation or information in the possession of the Service Provider relating to the services provided to date.

12.2 Notwithstanding the provisions of this section, where in the opinion of the Director of Social Services or their designate of the County, the Service Provider is in breach of any of the terms of this Agreement or of any of the provisions of the Ontario Works Act or Regulations made thereunder, or of any program requirements of the County, this Agreement may be terminated forthwith on written notice by the Director of Social Services.

12.3 The agreement is personal to the Service Provider only and, therefore, the Service Provider shall not assign or transfer this Agreement in whole or in part.

13. ANNUAL REVIEW

13.1 The County reserves the right, in addition to the monthly monitoring, to conduct an annual review to ensure that the Service Provider is complying with the legislation, regulations and standards of the Ontario Works program and County requirements.

14. APPENDICES

14.1 All appendices referred to in this Agreement and attached hereto form part of this Agreement; but should there be any conflict between the clauses contained in the appendices attached hereto, and the clauses contained in the body of this Agreement, the intent of the clauses contained in the body of this Agreement shall prevail.

Appendix A - Dedicated Services Schedule

Appendix B - Fee and Billing Schedule

[ONE (1) SIGNATURE PAGE FOLLOWS]

SIGNED, SEALED AND DELIVERED at the
City of London, in the County of Middlesex
this XX day of XXXX, 2021

**THE CORPORATION OF THE COUNTY
OF MIDDLESEX**

Cathy Burghardt-Jesson, Warden

Kathleen Bunting, County Clerk

**LEADS EMPLOYMENT SERVICES
LONDON INC.**

In the present of:

Witness: _____

Name/Title

Witness: _____

Name/Title

APPENDIX A

Dedicated Services Schedule

LEADS will provide the Skills That Work program to 25 new clients annually.

Skills That Work Components

- Referral, screening and assessment
- Employment action plan
- Individualized/customized life skills development services
- Employment planning/intensive and supported career exploration
- Community placement/volunteer placement
- Mentoring opportunities
- Job shadowing/job trials
- Work experience placement
- Coaching supports
- Final plan of action
- Post participation follow up where applicable

Fee for service component

- Job coaching, as required, at the rate of \$55.00 per hour, mileage at \$0.47 per kilometer.

APPENDIX B

Fee and Billing Schedule

The maximum annual value of the basic contract will be \$38,810 (thirty-eight thousand, eight hundred and ten dollars), based on utilizing the services of sufficient staff to provide the services to the County’s clients and shall be paid in the following manner:

Basic Contract	\$ 38,810.00
Payable in monthly instalments of	\$ 3,234.17

Mileage is to be calculated quarterly at \$0.47 per kilometer up to a max of \$2,290 per quarter (\$9,160.00 yearly)

Any funds not being used for the above intended purposes must be approved by the County prior to any issuance



Employment and Skills Development Services for
People with Disabilities and Barriers

Who We are and What We Do!

A not-for-profit employment and skills development service, Leads Employment Services London Inc. (Leads) provides assistance to people above the age of 15 with physical, mental health, developmental and learning disabilities as well as those facing disability related barriers to employment. Since 1986, Leads has successfully served clients across Southwestern Ontario, assisting them in reaching their employment and skill development goals.

Leads receives funding from the Ministry of Children, Community and Social Services (Developmental Services and Ontario Disability Support Program – Employment Supports), Ministry of Labour, Training and Skills Development, Service Canada and Ontario Works (London and Middlesex). For over 30 years, Leads has demonstrated to government funding partners, community and business partners, and individual stakeholders that our customized, participant-centered services are successful in obtaining sustainable employment. Since 1986, Leads has served more than 35,000 participants, 15,000 employers and has secured more than 16,000 placements with consistent job retention of above 70%.

Since March 2020 with the onset of COVID-19 restrictions, Leads has been able to adapt and provide necessary accommodations (cell phones, laptops) in order to continue to provide services to clients and employers in our communities. Although staff are working virtually from home, over 1200 clients have been contacted and an average of 668 appointments were scheduled with a 78.6% attendance rate!

Between March 16th and June 16th 2020, Leads has secured 118 paid employment placements for our clients, with an average of 26.3 working hours per week at an average wage of \$15.87 per hour! In addition, 56 volunteer placements were secured for our youth program! These are remarkable outcomes in unprecedented times of chaos and crisis.

During the same period, 13 of these jobs and 16 volunteer placements were secured for Strathroy and Middlesex County with an average of 32 hours of work per week and an average wage of \$15.85 per hour.

Specifically for OW Middlesex, an average of 12 out of the 20 clients were consistently contacted every week since the beginning of Covid-19 restrictions. An average of 16 out of 28 hours involved client time. E.g. EAP's were written/revised, modules conducted, resumes were written/revised. Out of the 13 paid jobs secured in Middlesex County, 4 jobs were for Ontario Works clients in Middlesex County.



Leads has a diverse group of over 90 qualified and experienced Employment Specialists across 5 counties in Southwestern Ontario, who offer a full range of customized, ongoing one to one supports and assistance which may include:

- Job Planning
- Job Placement
- Job Coaching & Support
- Skills Development

Employment Services – Leads' Employment Specialists have contacts with a network of employers to identify employment opportunities which will match the skills and abilities of each client. Once a job is secured onsite support (job coaching) may be provided assisting clients to build strong relationships with the employer, learn the requirements of the job and follow up to review progress and provide encouragement. Follow up and follow along supports ensure that both the employer and the client continue to be satisfied with the job match. Since 1986, more than 16,000 placements have been secured. Leads is able to offer incentives to employers to hire our clients with subsidies available from the Province and the Federal Governments.

Skill Development Services – Leads provides a range of skills development services designed to help clients acquire and enhance pre-vocational skills, daily living skills, life skills and community access skills. Skills development services feature:

All services at Leads include:

- Individualized Service Planning – Leads' Employment Specialists work with each client to develop a personalized plan that considers the unique skills, interests and goals of each client.
- Personalized Curriculum – Curriculum is designed or modified to meet the individual needs of each client. Professional supports and approaches are varied to accommodate each client's learning style, personal circumstances and unique needs. Generalization of learned skills into daily routines help ensure successful skills acquisition and retention.
- Individualized Service – Services are delivered on a one to one basis and/or in small group settings. Individualized supports ensure that clients are getting what they need at the pace that they will feel the most comfortable.
- Flexible Hours and Location – Skills development services are offered at a time which will fit each client's schedule. Services are available 24 / 7 throughout our Southwestern Ontario catchment area.



Opportunity Awaits....

Leads Employment Services London Inc. (Leads) is seeking funding for **Skills that Work!** services and offering a fee for service option beyond the contract agreement and for **Employment Placement, Employment Coaching and Follow up** services. A continuum of services and supports will be offered to assist participants to prepare for, gain and sustain employment. Through the Skills that Work! program and Leads' Employment Services, participants will receive participant focused services designed to maximize employment outcomes.

Proposed Programs

A continuum of services and supports will be offered to assist participants to prepare for, gain and sustain employment. Through the Skills that Work! program and Leads' Employment Services, participants will receive participant focused services designed to maximize employment outcomes.

A. Skills that Work!

i. Delivery site:

- **Name:** Leads Employment Services London Inc.
- **Address:** 114 Albert Street, Strathroy ON however individual services are offered at various community locations depending on participant need
- **Hours of Operation:** Office hours are 8:30-4:30 Monday to Friday however services are available based on participant need 24 hours a day, 7 days a week, 365 days a year
- **Accessibility** (proximity to parking and/or public transportation): facilities are fully accessible
- **Special Services/Accommodations** (wheelchair facilities, parking, etc.): Compliant with Leads' Customer Service Standard (AODA)

- ii. The **Skills that Work! program** will provide person centered, intensive supports to participants with complex employment and social needs. A combination of skill building, pre-employment and employment related activities will assist participants to address personal goals, reduce personal barriers and prepare to enter / re-enter and progress in the workplace.

Target Group

Participants in the Skills that Work! program will be Ontario Works' participants who have been referred by the designated Ontario Works' staff. Generally, participants in the program will lack an employment focus and / or the skills necessary to succeed in the current labour market. Participants may be:



- Single parents
- Single young adults-NEET (Not in Employment, Education or Training)
- Immigrants and New Canadians
- Youth
- Experienced workers (over 45 years of age)
- Long term Ontario Works recipient; motivated to work but unsuccessful
- People with a history of unemployment/underemployment
- People with Addictions
- People with mental health conditions including concurrent disorders
- People with long-term physical conditions or health problems
- People with criminal records/history of incarceration
- People with limited English/French proficiency
- People with low literacy levels
- People with low education levels, and / or
- People with disabilities / undiagnosed disabilities

Expected Outcomes

Upon the completion of the Skills that Work! program, participants will:

- Have increased employability, personal life management and / or self-awareness skills;
- Have increased motivation, engagement and self-esteem;
- Be more aware of social and behavioural barriers to employment and applicable strategies to deal with these issues;
- Have more awareness about the labour market; employment opportunities; work habits / attitudes; personal work interests and aptitudes;
- Have reduced barriers to employment and / or employment related activities i.e. childcare, criminal record check / pardons, dental health, mental health, counselling, physician, etc.;
- Have a written plan outlining suggested next steps and recommendations for movement along the continuum to employment. This may include: recommendations for social support programs; referrals to Ontario Disability Support Program; recommendations for education programs; recommendations for employment programs; recommendations for employment training programs; career / interest inventory results, etc. Plans will be based on the Common Assessment Plan;
- Enhanced job search skills; and / or
- Transition to employment or an employment program

Program Methodology



Referrals of potential participants will be made by Ontario Works to Leads. An initial screening meeting will be scheduled to determine eligibility and start the development of an Individual Employment Action Plan (EAP). A copy of the plan will be provided to Ontario Works. As this plan evolves, updates will be provided both anecdotally and in written form to the Ontario Works' staff. Regular contact will be maintained between the Employment Specialist and the Ontario Works' staff to ensure a wraparound, supportive and coordinated approach is provided for the participant.

Participants will receive services as outlined in the EAP. For some, this may mean working on a number of life skill and pre-employment modules before moving to more employment related activities, for others, it may mean accessing a community placement to develop recent work experience and references. Based on how the participant moves through their EAP, it may be necessary to adapt the plan and have them repeat or focus on different elements of the service. The approach will be participant centered and customized according to their needs. It is anticipated that participants will be involved in the program for approximately twelve to twenty four weeks (12 - 24) weeks. Based on individual needs, this may be extended with Ontario Works' approval.

Skills that Work! Service Components

The Skills that Work! Program will provide a range of intensive skill development and employment focused activities to assist participants to move along the continuum to employment.

Referral, Screening and Assessment: Applications / referrals to the Skills that Work! program will be made by the designated Ontario Works' staff and can be made electronically, by telephone, or by email. Applicants will be provided an appointment date and time immediately and where possible, it will be with the Leads' Employment Specialist who will facilitate their Skills that Work! service. This approach will limit wait times, reduce likelihood of communication problems with participants and promote participant engagement as soon as possible.

Screening / assessment meetings will be conducted on a one to one basis with applicants and will utilize the Common Assessment process. The meeting will involve:

- information gathering
- determining eligibility
- identifying skills, interests and aptitudes
- identifying personality and academic abilities
- identifying past and current work experiences; work skills
- evaluating motivation;
- assessing required job / learning accommodations, and
- assessing social and personal barriers to employment

***See Appendix A "What is New in Skills and Additional Modules during Covid-19"**



Employment Action Plan: The result of this screening / assessment will be the development of an Individualized Employment Action Plan (EAP). This process will:

- increase the participant's self-awareness
- increase the participant's understanding of their career development
- assist the participant to establish work, learning and/or life balance goals, and
- provide information about recommended next steps

The EAP will outline appropriate services, strategies and supports required to assist the participant to move along the continuum towards their employment goal. The EAP will be updated as the participant moves through the program with updates provided to Ontario Works.

Individualized / Customized Life Skills Development Services: Life, pre-employment and employment skills training will be offered to better prepare the participant to participate in pre-employment / employment related activities. Established skill development curriculum / modules will be customized according to the participant's Employment Action Plan, unique needs, presenting issues and learning style. Sessions will be offered on a one to one basis and will incorporate skill generalization strategies in order to ensure skill retention and behavioural changes. Appropriate modules will be outlined in the Employment Action Plan and will be adjusted as required according to individual participant needs. * See Appendix A

Employability Planning / Intensive and Supported Career Exploration: Supports will be provided by the Employment Specialist to assist the participant to explore and develop a realistic career path, expectations and employment goals. Information about the labour market, community resources and current community trends will be shared as appropriate. Various career interest inventories, planning tools, personality tests, etc. may be used.

Community Placement / Mentoring / Job Shadowing / Work Experience / Job Trials: Based on the participant's EAP and as a means to further develop work skills, references, and / or explore various career opportunities, community placements, mentoring and job shadowing opportunities may be facilitated by the Employment Specialist.

***Job shadowing / Job Trials** will allow participants the opportunity to learn about prospective jobs / careers by "walking through" a work day as a shadow to a competent worker. The job shadowing opportunity is a temporary, unpaid exposure to the workplace in an occupational area of interest. Participants witness firsthand, the work environment, employability and occupational skills in practice, the value of professional training and potential career options. Job shadowing is designed to increase career awareness, help model behavior through examples and reinforce the link between work requirements and skill acuity.*

***Mentoring opportunities** will allow participants to establish a relationship with an employer, worker or colleague where through this partnership the mentor will share knowledge, skills, information and perspective to foster the personal and professional growth of the participant. Mentoring opportunities allow for collaboration, goal achievement and problem-solving.*



Work Experience Placement will allow participants to be placed with employers to gain on the job experience in various jobs. Work experience placements will be unpaid, time limited usually one (1) to eight (8) weeks.

Community / Volunteer Placement will allow participants to be placed with not for profit or public sector organizations as a volunteer. Community / volunteer placement opportunities will provide participants with current work references, recent experiences to include on a resume, the opportunity to “try out” newly developed skills, “test” skill generalization and further develop work habits and attitudes. Volunteer placements will not exceed seventy (70) hours per month and their duration must be relevant to the skill training element.

Experiential Transition will allow participants to have a hands on experiential opportunity to explore first-hand what is involve in the sector that they wish to work in. The module will range from one (1) hour to three (3) hours

Coaching Supports: Where necessary, an Employment Specialist may provide intensive coaching or “hands on” supports to participants. These supports are designed to assist participants to reduce barriers, including anxiety, to their employment goals. For example, these supports may include assisting participants:

- to attend appointments at community agencies and other appointments
- to secure a criminal record check / pardon
- to arrange childcare services
- to get replacement documentation i.e. Social Insurance Card, Birth Certificate, and / or
- to access community resources

Job coaching supports may also be provided to those individuals involved in Community Placement / Mentoring / Job Shadowing / Work Experience / Job Trials. The Employment Specialist will assist the participant to learn required job duties and routine, make recommendations about job modifications or accommodations, apply learned skills, and make the transition to a productive worker. Additionally, the focus of the coaching will be to acclimatize the participant to the culture of the workplace, build self-confidence and to promote a network of support.

Final Plan of Action: Upon completion of the Skills that Work! program, participants and Ontario Works, will receive an up to date Employment Action Plan which has been mutually agreed to. The plan will outline:

- activities the participant engaged in while in the program
- identify short and long term goals
- outline career / interest inventory results
- list suggested next steps and recommendations for movement along the continuum to employment
- identify referrals and/or support services
- identify the labour market rationale to support job goals, and



- identify alternative plans of action/activities (e.g. that respond to changes in the participant's circumstances or the availability of programs)

Post Participation Follow up: Ideally, Skills that Work! Participants will move from the Skills that Work! program to employment placement services. For those participants who are eligible for employment services funded by Ministry of Labour, Training and Skills Development, Service Canada or another government funded program, seamless transitional supports will be provided within Leads to limit disruption of service and momentum. For those who do not qualify for other government funded programs and who would benefit from Employment Placement Services, a proposal will be made to Ontario Works for consideration. For those participants who will not be moving to employment services, next step recommendations will be made to Ontario Works through the participant's EAP.

Resources, special materials, and tools / models

In addition to services outlined above, Leads offers the following resources and / supports:

- customer service training
- cash register training
- smart serve certification
- WHMIS certification
- CPR and First Aid Training and certification*
- sector specific preparation training- Experiential Learning*
- Personality Dimensions
- participant resource center
- Engagement Sessions
- Sensitivity Training
- Supported Employment Model
- Flexible service delivery model – services which are available 24 hours a day, 7 days a week, 365 days per year and can be provided in locations other than our office
- Established skill development curriculum which is customized according to the individual needs of our participants

iii. Monitoring and Reporting

Leads has established mechanisms to track and report the following information at required intervals:

- Screening results (acceptances and non-acceptances; with reasons)
- Participant attendance records (including withdrawals and terminations)
- Participant status / progress reports
- Outcome reports (completion results and post program outcomes)
- Participant contact logs



- Participant case notes
- Individual Employment Action Plans (EAP)
- Communication systems with Ontario Works staff regarding participant progress
- Communication systems with Ontario Works to report problems, issues and serious occurrences / other urgent matters
- To report on program availability / capacity
- Service outcome reporting, and
- Participant / Employer satisfaction surveys

B. Employment Placement, Employment Coaching and Follow up Services – Fee Service (see fee schedule below)

For participants who are not eligible for other government funded employment services. Leads' Employment Placement Service will provide employment placement assistance to job ready participants. Services include: job search training, matching and placing participants into unsubsidized or subsidized employment opportunities, working with employers to identify employment placement opportunities, matching participants to jobs and providing post-employment follow up supports to ensure that participants maintain their employment.

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- **Hours of Operation:** Office hours are 8:30-4:30 Monday to Friday however services are available based on participant need 24 hours a day, 7 days a week, 365 days a year
- **Accessibility** (proximity to parking and/or public transportation): facilities are fully accessible
- **Special Services/Accommodations** (wheelchair facilities, parking, etc.): Compliant with Leads' Customer Service Standard (AODA)

ii. Target Group

Participants in Leads' Employment Placement Service will be Ontario Works' participants who have been referred by a designated Ontario Works' staff and meet the following criteria:

- People with disabilities and / or barriers to employment who have the potential to become employed if they are provided job search supports and / or an employer is provided with a financial incentive to offset costs associated with their training
- People who have been referred from the Skills that Work! service (with Ontario Works' approval)



Employment Placement, Employment Coaching and Follow up Service Components

Referral, Screening and Assessment: Applications / referrals to Leads' Employment Placement service will be made by a designated Ontario Works' staff and can be made electronically, by telephone, or by email. Applicants will be provided an appointment date and time immediately and where possible will be with the Leads' Employment Specialist who will facilitate their placement services. This approach will limit wait times, reduce likelihood of communication problems with participants and promote participant engagement as soon as possible.

Screening / assessment meetings will be conducted on a one to one basis with applicants and will utilize the Common Assessment process. The meeting will involve:

- information gathering
- determining eligibility
- identifying skills, interests and aptitudes
- identifying personality and academic abilities
- identifying past and current work experiences; work skills
- evaluating motivation
- assessing required job / learning accommodations and the type job search instruction they may require, and
- assessing the participant's job readiness and appropriateness for Employment Placement Services

*for participants who participated in the Skills that Work! service at Leads, there will not be the need for another screening meeting. The EAP will outline necessary information to facilitate job matching services and supports.

Job Search Training: One to one job search training will be provided throughout the participant's involvement with the program or until they secure employment. Topics covered in this training include:

- Planning and conducting an effective job search
- Resume development and customization
- Instruction on application completion
- Cover letters instruction and customization
- Job search on the Internet and e-mail
- Accessing the hidden job market
- Networking skills
- Interviewing skills and practice
- Labour market information and practical application, and
- Job maintenance skills

Job Search Support and Resources: Leads will provide support for the job search activities of all participants throughout the job search training process or until they have



secured employment. This will include maintaining regular contact with participants and providing them with access to the resources they need including:

- telephone
- fax
- Internet
- computers with up to date software
- printers
- photocopying
- newspapers and other job search resources, and
- bus tickets (on a case by case basis)

Job Development: Leads' Employment Specialists will regularly perform employer marketing and outreach activities in order to secure job opportunities that match participants' skills, experience, abilities and interests. Leads has specialized, trained staff who maintain employer contacts and conduct job development activities. Additionally, Leads receives telephone calls / emails from employers looking for qualified candidates to fill job openings.

Referrals to Employment Opportunities: Experienced and well trained Employment Specialists will match and refer participants to job vacancies based on the participant's skills, experience, abilities and interests. Additionally, Employment Specialists will use other job development strategies including job creation, job carving, job sharing, etc. to create opportunities for participants.

Leads will solicit employment opportunities that meet the following criteria:

- jobs which pay the current market wage rate for the position hired
- jobs which pay at least minimum wage with mandatory deductions such as CPP, EI and applicable taxes
- jobs which are in the private, public and non-profit sector
- jobs which are full-time or part-time and /or are permanent or contract (minimum of three (3) months in duration)
- jobs which are with an employer who is not Leads and which are paid directly from the employer to the participant, and
- jobs which can be verified with supporting documentation (i.e. pay stubs)

Coaching Supports: Where necessary, an Employment Specialist may provide intensive coaching or "hands on" supports to participants. The Employment Specialist will assist the participant to learn required job duties and routine, make recommendations about job modifications or accommodations, apply learned skills, and make the transition to a productive worker. Additionally, the focus of the coaching will be to acclimatize the participant to the culture of the workplace, build self-confidence and to promote a network of support.



Post-Hiring Support: Leads will provide post-hiring supports to participants and employers. These supports will include:

- Referring participants to other employment opportunities if required
- Advocacy, referrals and short term counselling to ensure job retention
- Ongoing career development and coaching
- Consultation and advocacy with employer and Ontario Works, and
- Consultation for disability related accommodations / intervention

iii. **Resources, special materials, and tools / models**

In addition to services outlined above, Leads offers the following resources and / supports:

- customer service training
- cash register training
- smart serve certification
- WHMIS certification
- CPR and First Aid training and certification
- Sector Specific Preparation Training-Experiential Learning
- Personality Dimensions
- participant resource center
- Engagement Sessions
- Sensitivity Training
- Supported Employment Model
- Established network of employers
- Flexible service delivery model – services which are available 24 hours a day, 7 days a week, 365 days per year and can be provided in locations other than our office

iv. **Monitoring and Reporting**

Leads has established mechanisms to track and report the following information at required intervals:

- Screening results (acceptances and non-acceptances; with reasons)
- Participant attendance records (including withdrawals and terminations)
- Participant status reports
- Outcome reports (completion results and post program outcomes)
- Participant contact logs
- Participant progress
- Participant case notes
- Individual Employment Plans
- Communication systems with Ontario Works staff regarding participant progress



- Communication systems with Ontario Works to report problems, issues and serious occurrences / other urgent matters
- To report on program availability / capacity
- Service outcome reporting
- Participant / employer satisfaction surveys

Annual Contract Funding

Skills that Work!

Leads is requesting \$38,810 per year to provide Skills that Work! services based on an annual target of 25 participants. The figure includes all associated costs for providing Skills that Work! services including staff wages, rent etc. Additionally, \$9,160 is requested in order to compensate staff members for mileage travelled to provide services across Middlesex County. This request is based on \$0.47 per kilometer.

Fee for Service Rate Schedule

Skills Development Services

Skills that Work! services will be available for purchase for participants beyond the annual target of 25 participants. These services will be based on the fee schedule below.

Item	Cost Per Person
Screening / Assessment	2 hours per participant at \$55.50 per hour
Development of Employment Action Plan	2 hours per participant at \$55.50 per hour
LEAP	\$25 per person per hour
CPR and First Aid	\$400 per 5 participants
Experiential Learning	1-3 hours per participant at \$55.50 per hour
Skills Development modules / curriculum	an average of 25 hours per participant at \$55.50 per hour
Post participation follow up	4 hours per participant at \$55.50 per hour
Mileage	\$0.47 per kilometer

**Employment Services**

Cost estimates will be provided to Ontario Works prior to beginning services with each participant. Invoices will be submitted monthly for services which have been provided.

Item	Cost Per Person
Referral / Screening / Assessment	2 hours per participant at \$55.50 per hour
Development of Employment Action Plan	2 hours per participant at \$55.50 per hour
Job Search Training	\$55.50 per hour
Job Search Support and Resources	\$55.50 per hour
Job Development and Referrals to Employment Opportunities	\$55.50 per hour
Job Coaching Supports	\$55.50 per hour
Post-Hiring / Post Participation Support	\$55.50 per hour
Mileage	\$0.47 per kilometer

Contact for Services:

Mary-Angela Coderre, Manager
(519) 439-0352 ext. 233
mac@leadsservices.com



Appendix A

What is New in Skills:

In response to labour market trends and demands, it is anticipated that the future job market will be in dire need of Skills and Trades Workers, Truck Drivers, Personal Support Workers, Call Centre workers and Material Handlers/Labourers and other labour positions. In addition to existing modules, the following modules will be offered in the 2019-2020 year.

1. **Mature Worker's Module**-this module was developed as a result of a significant number of job seekers above 55 years old. Modules were created to address the unique needs of this growing population. Modules include; What does job loss mean to mature workers? Myths and Realities about Older Workers, Identifying Skills and Strengths, Motivation, Confidence and Self Esteem, Career Exploration, Continuing Education, Job Searching, The Digital Age, Generational Differences and Similarities.
2. **Call Centre Module**- offers sector-specific training to clients wishing to pursue work in a call centre environment. Core Modules can be completed individually with an Employment Specialist or as a group as part of the Work Place Success Program. Modules include; Customer Service, Communication, Stress Management, Handling Criticism, Time Management, Handling responsibilities and commitments, Experiential Learning(tour of a Call Centre). One day per week (9:00-4:00) for 4 weeks.
3. **LEAP-Learning Earning and Parenting** is provided to eligible Ontario Works clients, that are parents and who are under 18 years of age as a mandatory program. Parents between the ages of 18-25 may voluntarily participate. Leads will provide 8 skills development and employment preparation modules in a group setting. The group session will be offered on site at Leads and at various **locations throughout London at** OW Social Services locations. Modules include; Healthy Eating, Active Living, Who am I? Stress and you, Organization and Time Management, Coping Strategies and more.

Youth Leadership Initiative-Youth Leadership Program is provided to youth ages 15-30 years in learning life, employment and leadership skills through civic engagement and ultimately to establish a youth council for youth with disabilities in Middlesex County. The Federally funded initiative through Canada Corps stipulates 120 volunteer hours over the period of 3 months for each youth so they may become a youth leader in their community.

New Modules Available for 2020-2021:

1. **Building Resilience-especially in times of crisis**
2. **Health and Safety during and after the pandemic**
3. **Mental Wellness**
4. **Working from Home-The "New Normal"**
5. **Digital Literacy (including videoconferencing how to's, do's and don'ts)**
6. **Accessing/Navigating Community Resources**
7. **Writing Etiquette**
8. **Tenant Rights**



General Administration Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
139744	Independent Resolutions Inc.	Professional Services	\$10,593.75
139759	LexisNexis Canada Inc.	Online Services	\$4,529.04
139771	Manulife Financial	CI Policy	\$1,831.44
139785	MLEMS Staff Association	V01 Jan 2021	\$1,275.00
139792	Ontario Public Service Employees Union	E22V0121	\$15,540.14
139803	Purolator Inc.	Courier	\$10.18
139677	Anne Arnott	Expense Claim	\$21.98
139715	CSI International, Inc.	Service Recognition	\$456.89
139732	Federation of Canadian Municipalities	Membership	\$17,119.34
139735	Garda Canada Security Corp.	Daily Service	\$560.75
139774	Marsh Canada Limited	Excess Workers Comp Premium	\$139,704.48
139782	Metropolitan Maintenance	Cleaning Services	\$1,469.00
139791	Ontario Nurses Association	Union Dues October 2020	\$1,647.90
139791	Ontario Nurses Association	Union Dues Dec 2020	\$1,695.15
139799	Perry Group Consulting Ltd	Service	\$18,080.00
139803	Purolator Inc.	Courier	\$10.18
139837	TempWise Design and Maintenance	Cooling Tower Maintenance	\$1,295.66
139843	UNIFOR Local 302	Union Dues	\$6,402.63
139865	Abell Pest Control Inc.	Monthly Service	\$118.96
139918	Knighthunter	Job Listing	\$63.28
139923	Law Society of Ontario	Annual Fee	\$2,116.49
139923	Law Society of Ontario	Annual Fee	\$2,116.49
139923	Law Society of Ontario	Annual Fee	\$925.97
139935	Manulife Financial	Annual Premium	\$1,736.82
139946	Middlesex London Health Unit	Payment for January 2021	\$96,746.75
139947	Municipal World Inc.	Job Listing	\$484.77
139954	Purolator Inc.	Postage	\$132.49
139987	Thomson Reuters Canada	Printed Materials	\$402.15
139999	West Publishing DBA Elite	Contract	\$797.33
139882	CHUBB EDWARDS, UTC Fire & Security Co.	Fire Panel	\$697.03
139882	CHUBB EDWARDS, UTC Fire & Security Co.	Fire Panel	\$697.02
139882	CHUBB EDWARDS, UTC Fire & Security Co.	Fire Panel	\$697.02
139892	David Samuels	Expense Claim	\$197.75
139965	Staples Advantage	Supplies	\$270.87
139987	Thomson Reuters Canada	Printed Materials	\$1,051.05
139987	Thomson Reuters Canada	Printed Materials	\$2,975.70
139997	Waste Connections of Canada Inc.	Waste Services	\$471.44
140016	Barb Van Deuren	OMERS Overpayment on Purchase	\$260.41
140028	CUPE Local 101.5	Union Dues	\$3,181.23
140031	David Roberts	RWAM Rebate June 2020	\$13.83
140036	The Social Service Bureau of Sarnia-Lambton	EAP Q1 2021	\$5,514.00
140050	Hyde Park Equipment	Parts	\$33.82

General Administration Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
140070	MLEMS Staff Association	V02/21	\$1,194.00
140071	Michael Longeway	Expense Claim	\$2,417.72
140074	Ontario Public Service Employees Union	E22V0221	\$11,205.75
140077	Purolator Inc.	Courier	\$17.41
140086	RWAM Insurance Administrators	Group 100000 Div 1	\$37,385.90
140086	RWAM Insurance Administrators	Group 100000 Div 4	\$24,490.09
140086	RWAM Insurance Administrators	Group 100000 Div 5	\$22,471.18
140097	Taylor Belanco	Expense Claim	\$678.00
140101	Terry Hindmarsh	RWAM Rebate June 2020	\$9.19
140114	Warren Knight	RWAM Overpayment	\$8.60
140117	WSIB	Schedule 2 Firm 855989	\$211.39
140117	WSIB	Schedule 2 Firm 855989	\$85.00
140117	WSIB	Schedule 2 Firm 855989	\$23.96
140117	WSIB	Physician Firm 855989	\$123.69
140145	Above & Beyond Promotions	Corporate Branding	\$91.26
140151	Allstream Business Inc.	Services	\$191.46
140151	Allstream Business Inc.	Services	\$598.28
140154	Bell Canada	Phone Service	\$62.10
140166	Frank Cowan Company Ltd.	Third Party Accident	\$1,178.27
140167	The Canadian Payroll Association	Professional Membership	\$276.85
140182	Garda Canada Security Corp.	Monitoring	\$505.72
140182	Garda Canada Security Corp.	Daily Service	\$597.52
140194	Jessica Kinsman	Expense Claim	\$40.00
140228	Pitney Works	Postage	\$3,493.14
140232	Purolator Inc.	Courier	\$10.18
140254	Taylor Belanco	Treasury Petty Cash 2020	\$190.85
140268	Triton Plumbing & Service	Plumbing Repairs	\$254.85
140277	WSIB	Schedule 2 Firm 855989	\$298.50
			\$452,057.04

Planning Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
139709	Colin Herrewynen	Expense Claim	\$132.60
139776	Mark Brown	Expense Claim	\$818.09
139830	Tim Williams	Expense Claim	\$215.22
139867	Abby Heddle	Expense Claim	\$396.00
139893	Durk Vanderwerff	Expense Claim	\$20.76
139924	London Business Forms	Business Cards	\$97.42
139998	Watson & Associates Economists Ltd	Professional Services	\$14,334.05
140163	Canadian Institute of Planners	Membership	\$246.66
140163	Canadian Institute of Planners	Membership	\$246.66
140163	Canadian Institute of Planners	Membership	\$246.66
140163	Canadian Institute of Planners	Membership	\$246.66
140163	Canadian Institute of Planners	Membership	\$246.66
140170	Dan FitzGerald	Expense Claim	\$183.70
140207	Mark Brown	Expense Claim	\$754.05
140208	Marion Cabral	Expense Claim	\$20.35
140225	Ontario Professional Planners Institute	Membership	\$601.51
140225	Ontario Professional Planners Institute	Membership	\$601.51
140225	Ontario Professional Planners Institute	Membership	\$601.51
140225	Ontario Professional Planners Institute	Membership	\$543.19
140225	Ontario Professional Planners Institute	Membership	\$601.51
140225	Ontario Professional Planners Institute	Membership	\$601.51
			\$21,756.28

ELECTRONIC PAYMENTS JANUARY 2021

ACCT #	LOCATION/DEPT	DESCRIPTION	DATE	AMOUNT	PAYEE
200003268564	ROADS	STREET LIGHTS	Jan 07/21	292.77	HYDRO ONE
200005754996	D6	HYDRO	Jan 04/21	157.08	HYDRO ONE
200006369736	D2	HYDRO	Jan 19/21	578.73	HYDRO ONE
200013224404	ROADS	FLASHER	Jan 25/21	36.28	HYDRO ONE
200013955237	ROADS	TRAFFIC SIGNALS	Jan 26/21	51.32	HYDRO ONE
200017837055	ROADS	TRAFFIC SIGNALS	Jan 07/21	32.32	HYDRO ONE
200028997614	ROADS	TRAFFIC SIGNALS	Jan 19/21	31.21	HYDRO ONE
200029979536	ROADS	HYDRO	Jan 26/21	70.26	HYDRO ONE
200034570767	ROADS	TRAFFIC SIGNALS	Jan 25/21	70.95	HYDRO ONE
200038538673	ROADS	FLASHER	Jan 05/21	19.02	HYDRO ONE
200039404296	ROADS	TRAFFIC SIGNALS	Jan 25/21	40.73	HYDRO ONE
200041711381	D4	HYDRO	Jan 26/21	463.87	HYDRO ONE
200045604115	ROADS	TRAFFIC SIGNALS	Jan 19/21	377.58	HYDRO ONE
200049091061	ROADS	TRAFFIC SIGNALS	Jan 04/21	69.31	HYDRO ONE
200051883247	D1	HYDRO	Jan 13/21	2,307.10	HYDRO ONE
200054876507	ROADS	TRAFFIC SIGNALS	Jan 11/21	80.24	HYDRO ONE
200055079597	ROADS	TRAFFIC SIGNALS	Jan 12/21	59.66	HYDRO ONE
200056250671	ROADS	TRAFFIC SIGNALS	Jan 06/21	72.37	HYDRO ONE
200061840093	ROADS	TRAFFIC SIGNALS	Jan 07/21	44.27	HYDRO ONE
200072682673	D3	HYDRO	Jan 11/21	530.98	HYDRO ONE
200078398805	ROADS	TRAFFIC SIGNALS	Jan 07/21	24.38	HYDRO ONE
200082802908	ROADS	FLASHER	Jan 07/21	18.45	HYDRO ONE
200082995894	D4	HYDRO	Jan 26/21	61.61	HYDRO ONE
200084256389	ROADS	STREET LIGHTS	Jan 07/21	17.68	HYDRO ONE
200089788827	ROADS	TRAFFIC SIGNALS	Jan 07/21	34.07	HYDRO ONE
200094407037	ROADS	HYDRO	Jan 26/21	58.46	HYDRO ONE
200111248964	ROADS	TRAFFIC SIGNALS	Jan 07/21	36.28	HYDRO ONE
200114251722	ROADS	TRAFFIC SIGNALS	Jan 07/21	42.61	HYDRO ONE
200139187994	ECON.DEV	SIGN-FIVE PTS LINE	Jan 19/21	41.82	HYDRO ONE
200197896842	D8	STREET LIGHTS	Jan 25/21	354.93	HYDRO ONE
200226800317	ROADS	STREET LIGHTS	Jan 07/21	18.45	HYDRO ONE
200049305067	ROADS	Communication Hut	Jan 25/21	86.58	HYDRO ONE
200039586475	ROADS	STREET LIGHT	Jan 18/21	61.86	HYDRO ONE
200238360390	ROADS	HYDRO	Jan 25/21	17.08	HYDRO ONE
200023834382	MLPS	HYDRO	Jan 06/21	169.28	HYDRO ONE
200009334704	MLPS	HYDRO	Jan 13/21	246.74	HYDRO ONE
200254481285	ROADS	HYDRO	Jan 25/21	99.90	HYDRO ONE
200234233547	MLPS	HYDRO	Jan 11/21	350.29	HYDRO ONE
200003027377	MLPS	HYDRO	Jan 11/21	279.93	HYDRO ONE
1019943	Cty Bldg	WATER	Jan 25/21	263.60	LONDON HYDRO
7460017	Cty Bldg	HYDRO	Jan 11/21	9,331.20	LONDON HYDRO
7464671	50 King	HYDRO	Jan 11/21	3,058.46	LONDON HYDRO
4860327	MLEMS	WATER	Jan 18/21	57.75	LONDON HYDRO
50446858	MLEMS	HYDRO	Jan 06/21	484.29	LONDON HYDRO
7600043	MLEMS	WATER	Jan 20/21	251.57	LONDON HYDRO
7781801	MLEMS	HYDRO	Jan 19/21	619.67	LONDON HYDRO
098-40047999-00	ROADS	HYDRO	Jan 14/21	42.39	ENTEGRUS
098-40048001-01	ROADS	HYDRO	Jan 14/21	234.54	ENTEGRUS

ACCT #	LOCATION/DEPT	DESCRIPTION	DATE	AMOUNT	PAYEE
098-40048002-00	ROADS	HYDRO	Jan 14/21	161.20	ENTEGRUS
098-40048003-00	ROADS	HYDRO	Jan 14/21	163.40	ENTEGRUS
098-40194856-00	ROADS	HYDRO	Jan 14/21	233.86	ENTEGRUS
802-40048000-00	ROADS	HYDRO	Jan 28/21	140.69	ENTEGRUS
803-40205228-01	ROADS	HYDRO	Jan 08/21	120.74	ENTEGRUS
804-40205170-00	LODGE	WATER	Jan 14/21	5,164.24	ENTEGRUS
805-40206689-00	ROADS	HYDRO	Jan 14/21	181.62	ENTEGRUS
097-40205195-00	LODGE	HYDRO	Jan 14/21	16,914.63	ENTEGRUS
830-40096692-02	MLPS	HYDRO	Jan 14/21	251.65	ENTEGRUS
300334410	Wardsville	Library Internet	Jan 11/21	215.66	BELL
504625313	Mt. Brydges	Library Internet	Jan 11/21	20.34	BELL
5192451290 103	Strathroy	Library Phone	Jan 11/21	430.15	BELL
5192458237 224	Library Office	Library Phone	Jan 11/21	260.57	BELL
5192641061(452)	Mt. Brydges	Library Phone	Jan 11/21	67.83	BELL
5192892405 724	Melbourne	Library Phone	Jan 11/21	76.89	BELL
5192933441 452	Ailsa Craig	Library Phone	Jan 11/21	65.59	BELL
5194611150 626	Thorndale	Library Phone	Jan 11/21	88.13	BELL
5196529978 182	Delaware	Library Phone	Jan 11/21	48.35	BELL
5196661201 740	Coldstream	Library Phone	Jan 11/21	76.89	BELL
5196661599 882	Ilderton	Library Phone	Jan 11/21	65.59	BELL
5196934208 996	Wardsville	Library Phone	Jan 11/21	65.59	BELL
5196934275 017	Newbury	Library Phone	01/11/21	65.59	BELL
5198505304(577)	Trossacks	EMS Phone	Jan 11/21	62.32	BELL
5192946308(824)	Parkhill	EMS Phone	Jan 11/21	62.32	BELL
5192875306(783)	Glencoe	EMS Phone	Jan 11/21	62.60	BELL
5192274309(888)	Lucan	EMS Phone	Jan 11/21	62.32	BELL
5194715303(322)	Horizon	EMS Phone	Jan 11/21	62.32	BELL
5196799509(791)	ADMIN LINES	EMS Phone	Jan 11/21	170.99	BELL
5194715312(980)	Komoka	EMS Phone	Jan 11/21	62.32	BELL
5192457307(796)	Strathroy	EMS Phone	Jan 11/21	87.57	BELL
5194736314(030)	Hyde Park	EMS Phone	Jan 11/21	62.32	BELL
5196529319(001)	Byron	EMS Phone	Jan 11/21	64.13	BELL
5192452520(284)	Lodge	Phone	Jan 11/21	581.84	BELL
5192455711(342)	Lodge	Phone	Jan 11/21	80.03	BELL
519378719	COLO7212	EMS Internet	Jan 11/21	162.72	BELL
519374098	Trossacks	EMS Internet	Jan 11/21	162.72	BELL
529481398	1035 Adelaide	EMS Internet	Jan 25/21	198.88	BELL
519371432	Parkhill	EMS Internet	Jan 11/21	162.72	BELL
519372156	Komoka	EMS Internet	Jan 11/21	174.02	BELL
523919082	Horizon	EMS Internet	Jan 11/21	150.29	BELL
5196495216	Phone 1	EMS Phone	Jan 07/21	224.55	BELL
5192454270	EMS Strathroy	EMS Phone	Jan 04/21	30.80	BELL
600237183	Adelaide TV	EMS TV	Jan 14/21	132.15	BELL
5194345524	Fire Dispatch	Roads Fire Disp.	Jan 25/21	159.75	BELL
5192686267	D2	D2 Phone	Jan 26/21	205.15	BELL
5192891084	D3	D3 Phone	Jan 25/21	97.00	BELL
5192940176	D4	D4 Phone	Jan 11/21	143.48	BELL
5199518297	EMS Trafalgar	EMS Phone	Jan 15/21	113.86	BELL
725-6933-307-2192	2168 Dorchester Rd	HEAT	Jan 19/21	432.55	ENBRIDGE

ACCT #	LOCATION/DEPT	DESCRIPTION	DATE	AMOUNT	PAYEE
172-3626 160-4549	CTY BLD	HEAT	Jan 26/21	1,585.62	ENBRIDGE
310-1733-251-1761	D2	HEAT	Jan 19/21	866.58	ENBRIDGE
172-3627 160-4550	50 KING	HEAT	Jan 26/21	3,689.29	ENBRIDGE
429-9165-160-4551	340 Waterloo St	HEAT	Jan 25/21	1,765.61	ENBRIDGE
429-9165-240-8785	179 Mill St Parkhill	HEAT	Jan 26/21	148.54	ENBRIDGE
429-9165-235-7844	1601 Trossacks Ave	HEAT	Jan 20/21	113.09	ENBRIDGE
429-9165-236-3013	188 George St. Lucan	HEAT	Jan 20/21	328.89	ENBRIDGE
429-9165-282-2742	745 Horizon Dr.	HEAT	Jan 13/21	554.05	ENBRIDGE
732-0576-308-2573	2330 Trafalgar St	HEAT	Jan 20/21	475.23	ENBRIDGE
193-5130-246-9562	22681 Melbourne Rd.	HEAT	Jan 04/21	555.01	ENBRIDGE
208-8776-254-8323	599 Albert St.	HEAT	Jan 04/21	7,982.48	ENBRIDGE
220-0587 200-4584	1988 Gainsborough Rd	HEAT	Jan 06/21	1,879.77	ENBRIDGE
235-2382 213-2650	15294 Plover Mills Rd	HEAT	Jan 11/21	412.56	ENBRIDGE
429-9165-303-9314	1035 Adelaide St S	HEAT	Jan 05/21	3,997.49	ENBRIDGE
429-9165-186-8347	147 McKellar St W-Gl	HEAT	Jan 04/21	105.04	ENBRIDGE
429-9165-260-4695	22494 Komoka Rd.	HEAT	Jan 06/21	173.96	ENBRIDGE
429-9165-271-5155	2225 Hyde Park Road	HEAT	Jan 11/21	296.36	ENBRIDGE
232-351910905	Delaware Library	Internet	Jan 25/21	158.09	ROGERS
232-364888105	Thorndale Library	Internet	Jan 04/21	135.54	ROGERS
232-405994702	Strathmere Lodge	Internet	Jan 04/21	186.44	ROGERS
232-405994800	Strathroy Library	Internet	Jan 04/21	135.54	ROGERS
6-4315-1681	Komoka Library	Internet	Jan 05/21	257.51	ROGERS
232-391676407	C of Middlesex	Phone	Jan 04/21	208.99	ROGERS
7-6122-3189	Dorchester Lib.	Internet, Phone	Jan 01/21	351.94	ROGERS
7-9085-5928	2168 Dorchester Rd	Internet, Phone	Jan 11/21	267.78	ROGERS
232-421989904	340 Waterloo St	Internet	Jan 15/21	142.37	ROGERS
CANADA REVENUE	PAYROLL	Payroll - Taxes	Jan21	1,906,718.74	GOV'T
OMERS	GENERAL	Pension	Jan21	217,862.78	COUNTY
VISA	MLPS	Card#1, 2, 3, 5, 6, 7, 9	Jan21	9,283.15	VISA
VISA	MLPS	Card 1345	Jan21	110.18	VISA
VISA	MLPS	Card 1347	Jan21	38.58	VISA
VISA	MLPS	Neal Roberts	Jan21	414.19	VISA
VISA	MLPS	Michael Merko	Jan21	114.90	VISA
VISA	Warden 2020	Jesson Burghardt	Jan21	881.36	VISA
VISA	CAO	Bill Rayburn	Jan21	2,740.47	VISA
VISA	Clerk	Kathy Bunting	Jan21	2,260.00	VISA
VISA	Maintenance	Steve DeCandido	Jan21	1,115.35	VISA
VISA	I.T.	Morgan Calvert	Jan21	2,939.29	VISA
VISA	I.T.	Chris Bailey	Jan21	2,849.29	VISA
VISA	Library	Nadine Devin	Jan21	1455.34	VISA
VISA	Library	Lindsay Brock	Jan21	8,248.46	VISA
VISA	Library	Liz Adema	Jan21	237.79	VISA
VISA	Library	Aimee Sparnyski	Jan21	8.35	VISA
VISA	Legal	Wayne Meagher	Jan21	708.32	VISA
VISA	Ontario Works	Cindy Howard	Jan21	4.85	VISA
VISA	Roads	Chris Traini	Jan21	171.71	VISA
VISA	Roads	Paul Moniz	Jan21	1,206.50	VISA
VISA	Roads	Jaret Hoglelund	Jan21	340.51	VISA
VISA	Roads	Steve Gough	Jan21	1,380.61	VISA

ACCT #	LOCATION/DEPT	DESCRIPTION	DATE	AMOUNT	PAYEE
VISA	Roads	Dean Gough	Jan21	117.88	VISA
VISA	Roads	Bill Roberts	Jan21	225.09	VISA
VISA	FPO	John Elston	Jan21	140.21	VISA
VISA	Roads	Martin Langdale	Jan21	284.62	VISA
VISA	Lodge	Marcy Welch	Jan21	1,704.97	VISA
VISA	Lodge	John Fournier	Jan21	262.38	VISA
VISA	Economic Developme	Cara Finn	Jan21	1,785.34	VISA
		TOTAL		2,242,985.82	

Social Services Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
139674	4 Imprint Inc.	EarlyON Materials	\$1,305.54
139696	Belvoir Co-op Nursery School	Dec/20 Childcare Subsidy	\$1,281.66
139783	Mischevious Cat Productions Inc.	ELCC Federal Grant Application	\$1,949.25
139793	ParaMed Inc	Dec/20 Homemakers & Nurses	\$102.97
139817	Mt. Brydges Sonshine Day Care	Dec/20 Childcare Subsidy	\$4,477.36
139862	YMCA of Southwestern Ontario	Dec/20 Childcare Subsidy	\$15,101.43
139680	Ailsa Craig & District Co-Op	Jan/21 General Operating Grant	\$559.95
139680	Ailsa Craig & District Co-Op	Jan/21 EDU-WEG	\$313.86
139689	Angels Daycares Ontario Ltd.	Jan/21 EDU-WEG - Arva	\$1,705.76
139689	Angels Daycares Ontario Ltd.	Jan/21 EDU-WEG - Komoka	\$972.88
139692	Arva's Little School House	Jan/21 General Operating Grant	\$2,827.50
139692	Arva's Little School House	Jan/21 EDU-WEG	\$1,628.84
139696	Belvoir Co-op Nursery School	Jan/21 General Operating Grant	\$3,107.00
139696	Belvoir Co-op Nursery School	Jan/21 EDU-WEG	\$886.34
139718	Denning's	Funeral Expense	\$4,253.30
139719	Dorchester Co-Op Nursery Schoo	Jan/21 General Operating Grant	\$403.75
139719	Dorchester Co-Op Nursery Schoo	Jan/21 EDU-WEG	\$426.83
139726	E.L.M. Children's Centre	Jan/21 General Operating Grant	\$5,035.97
139726	E.L.M. Children's Centre	Jan/21 EDU-WEG	\$2,491.16
139753	Kids Ko Childcare Centre Inc.	Jan/21 EDU-WEG	\$3,547.99
139754	Kilworth Children's Centre	Jan/21 General Operating Grant	\$11,708.09
139754	Kilworth Children's Centre	Jan/21 EDU-WEG	\$7,112.10
139762	Little Lambs Christian Daycare	Jan/21 General Operating Grant	\$7,274.90
139762	Little Lambs Christian Daycare	Jan/21 EDU-WEG	\$4,438.38
139763	London Children's Connection	Jan/21 General Operating Grant	\$3,111.04
139763	London Children's Connection	Jan/21 EDU-WEG	\$2,035.28
139770	Lucan & Dist. Co-op Nursery	Jan/21 General Operating Grant	\$585.00
139770	Lucan & Dist. Co-op Nursery	Jan/21 EDU-WEG	\$158.15
139795	Parkhill Co-Op Playschool Inc.	Jan/21 General Operating Grant	\$390.00
139795	Parkhill Co-Op Playschool Inc.	Jan/21 EDU-WEG	\$265.62
139816	Simply Kids	Jan/21 General Operating Grant	\$9,570.00
139816	Simply Kids	Jan/21 EDU-WEG	\$6,112.96
139817	Mt. Brydges Sonshine Day Care	Jan/21 General Operating Grant	\$11,310.00
139817	Mt. Brydges Sonshine Day Care	Jan/21 EDU-WEG	\$7,537.87
139825		SSRF-2 2020-2021 007	\$2,214.48
139825		SSRF-2 2020-2021 008	\$2,847.28
139825		SSRF-2 2020-2021 009	\$101.69
139825		SSRF-2 2020-2021 010	\$237.27
139825		SSRF-2 2020-2021 011	\$316.35
139825		SSRF-2 2020-2021 012	\$1,898.13
139825		SSRF-2 2020-2021 013	\$1,581.77
139825		SSRF-2 2020-2021 014	\$2,214.48
139836		SSRF-2 2020-2021 015	\$200.00

Social Services Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
139854	Whitehills Childcare Ass'n.	Jan/21 General Operating Grant	\$10,595.58
139854	Whitehills Childcare Ass'n.	Jan/21 EDU-WEG	\$3,724.38
139862	YMCA of Southwestern Ontario	Jan/21 General Operating Grant	\$24,593.34
139862	YMCA of Southwestern Ontario	Jan/21 EDU-WEG	\$19,769.08
139863	4 Imprint Inc.	EarlyON Supplies	\$2,499.09
139932	Lovers At Work Office Furniture	Office Furniture	\$8,224.51
140001	Whitehills Childcare Ass'n.	Oct/20 Childcare Subsidy	\$2,406.58
140004	Wintergreen Learning Materials Limited	EarlyON Supplies	\$485.33
139948	OMSSA Zone 1	OMSSA 2021-2022 Membership	\$211.00
139963	SDI Builders Ltd.	119 455 PPC#7 Final HB Release	\$52,660.94
139972		SSRF-2 2020-2021 020	\$316.35
139972		SSRF-2 2020-2021 016	\$474.53
139972		SSRF-2 2020-2021 017	\$869.98
139972		SSRF-2 2020-2021 018	\$553.62
139972		SSRF-2 2020-2021 019	\$395.44
139982		SSRF-2 2020-2021 021	\$250.00
139983		SSRF-2 2020-2021 022	\$665.00
139984		SSRF-2 2020-2021 023	\$463.30
140120	Ailsa Craig & District Co-Op	Feb/21 General Operating Grant	\$559.95
140120	Ailsa Craig & District Co-Op	Feb/21 EDU-WEG	\$313.86
140121	Angels Daycares Ontario Ltd.	Feb/21 EDU-WEG	\$1,705.76
140121	Angels Daycares Ontario Ltd.	Feb/21 EDU-WEG	\$972.88
140122	Arva's Little School House	Feb/21 General Operating Grant	\$2,827.50
140122	Arva's Little School House	Feb/21 EDU-WEG	\$1,628.84
140123	Belvoir Co-op Nursery School	Feb/21 General Operating Grant	\$3,107.00
140123	Belvoir Co-op Nursery School	Feb/21 EDU-WEG	\$886.34
140124	Denning's	Funeral Expense	\$4,754.47
140125	Dorchester Co-Op Nursery Schoo	Feb/21 General Operating Grant	\$403.75
140125	Dorchester Co-Op Nursery Schoo	Feb/21 EDU-WEG	\$426.83
140126	E.L.M. Children's Centre	Feb/21 General Operating Grant	\$5,035.97
140126	E.L.M. Children's Centre	Feb/21 EDU-WEG	\$2,491.16
140127	Distinct Impression	EarlyON Materials	\$473.41
140128	Kids Ko Childcare Centre Inc.	Feb/21 EDU-WEG	\$3,547.99
140129	Kilworth Children's Centre	Feb/21 General Operating Grant	\$11,708.09
140129	Kilworth Children's Centre	Feb/21 EDU-WEG	\$7,112.10
140130	Little Lambs Christian Daycare	Feb/21 General Operating Grant	\$7,274.90
140130	Little Lambs Christian Daycare	Feb/21 EDU-WEG	\$4,438.38
140131	London Children's Connection	Feb/21 General Operating Grant	\$3,111.04
140131	London Children's Connection	Feb/21 EDU-WEG	\$2,035.28
140132	Lucan & Dist. Co-op Nursery	Feb/21 General Operating Grant	\$585.00
140132	Lucan & Dist. Co-op Nursery	Feb/21 EDU-WEG	\$158.15
140133	ParaMed Inc	H&N Pandemic Pay-Oct 1-Dec 31	\$70.84
140134	Parkhill Co-Op Playschool Inc.	Feb/21 General Operating Grant	\$390.00

Social Services Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
140134	Parkhill Co-Op Playschool Inc.	Feb/21 EDU-WEG	\$265.62
140135	Simply Kids	Feb/21 General Operating Grant	\$9,570.00
140135	Simply Kids	Feb/21 EDU-WEG	\$6,112.96
140136	Mt. Brydges Sonshine Day Care	Feb/21 General Operating Grant	\$11,310.00
140136	Mt. Brydges Sonshine Day Care	Feb/21 EDU-WEG	\$7,537.87
140137	Mun. of Strathroy Caradoc	Funeral Expense	\$1,844.16
140138	Whitehills Childcare Ass'n.	Feb/21 General Operating Grant	\$10,595.58
140138	Whitehills Childcare Ass'n.	Feb/21 EDU-WEG	\$3,724.38
140139		SSRF-2 2020-2021 024	\$813.60
140139		SSRF-2 2020-2021 026	\$407.50
140140	YMCA of Southwestern Ontario	Feb/21 General Operating Grant	\$24,593.34
140140	YMCA of Southwestern Ontario	Feb/21 EDU-WEG	\$19,769.08
140142	4 Imprint Inc.	EarlyON Materials - Covid	\$1,768.62
140214	Merrymount Family Support & Crisis Centre	Mutual Aid and Parenting	\$2,000.00
140195		SSRF-2 2020-2021 028	\$1,000.00
140199	LEADS Employment Services	Jan/21 Skills That Work	\$3,234.17
140220	Michelle Williams	Expenses to Jan 28/21	\$44.00
140224	OMSSA	OMSSA Training	\$333.35
140227	Pauline Andrew	Expense Refund	\$72.80
140227	Pauline Andrew	Expenses to Jan 8/21	\$88.00
140227		SSRF-2 2020-2021 038	\$332.65
140235		SSRF-2 2020-2021 035	\$1,451.41
140250		SSRF-2 2020-2021 032	\$282.50
140250		SSRF-2 2020-2021 033	\$56.62
140250		SSRF-2 2020-2021 034	\$56.62
140250		SSRF-2 2020-2021 037	\$113.04
140260		SSRF-2 2020-2021 027	\$470.00
140261		SSRF-2 2020-2021 030	\$1,430.00
140262		SSRF-2 2020-2021 031	\$200.00
140263		SSRF-2 2020-2021 036	\$130.00
140270		SSRF-2 2020-2021 029	\$1,054.21
140273	Voyageur Transportation	Jan/21 CT Services	\$24,046.60
			\$465,486.40

Strathmere Lodge Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
139681	AC Logistics Canada Inc	COVID-PURCHASED SERVICES	\$662.76
139690	ARJOHUNTLEIGH CANADA INC.	NURSING-EQUIPMENT	\$5,550.00
139710	Cintas Canada Ltd.	UNIFORM REPLACEMENT	\$55.37
139729	L. JOHNSTON	TV	\$359.34
139739	Guillevin International	CONTRACTED REPAIRS	\$440.70
139779	MEDe-care	NURSING-PURCHASED SERVICES	\$23,450.70
139780	Medical Mart	INCONT. PRODUCTS	\$336.94
139780	Medical Mart	NURSING-DRUGS	\$51.98
139780	Medical Mart	NURSING-DRUGS	\$22.59
139780	Medical Mart	INCONT. PRODUCTS	\$2,657.54
139780	Medical Mart	PAND./DRUGS/EQUIP.	\$1,163.39
139780	Medical Mart	PAND./DRUGS	\$2,130.78
139780	Medical Mart	LEN'S CLEANER-COUNTY LIB.	\$68.93
139789	ADVANTAGE ONTARIO	PURCHASED SERVICES	\$12,662.07
139805	VANDEWALLE MEDICINE PROFESSIONAL CORP.	PHYSICIANS FEES	\$1,945.86
139815	SHERWIN-WILLIAMS	CONTRACTED REPAIRS	\$248.37
139823	STRATHROY HHBC	EQUIP. MNTCE.	\$585.76
139823	STRATHROY HHBC	CONTRACTED REPAIRS	\$108.43
139824	Strathmere Lodge	ACCOMM. REFUND	\$1,081.50
139824	Strathmere Lodge	ACCOMM. REFUND	\$1,332.50
139850	Waste Connections of Canada Inc.	GARBAGE COLLECTION	\$2,735.76
139684	ACTIVE HEALTH SERVICES LTD.	PURCHASED SERVICES	\$11,076.72
139687	Allstream Business Inc.	PHONE	\$43.13
139702	CARDINAL HEALTH CANADA INC.	HOUSEKEEPING SUPPLIES	\$274.73
139727	NOELIA PEREZ-FERNANDEZ	TRAINING & DEVELOPMENT	\$305.10
139728	KYLE HUISMAN	TRAINING & DEVELOPMENT	\$305.10
139738	Grand & Toy	STATIONARY SUPPLIES	\$1,308.37
139738	Grand & Toy	STATIONARY SUPPLIES	\$93.72
139823	STRATHROY HHBC	CONTRACTED REPAIRS	\$101.75
139823	STRATHROY HHBC	CONTRACTED REPAIRS	\$47.78
139829	STACEY WILSON	TRAINING & DEVELOPMENT	\$305.10
139839	Total Landscaping	SNOW REMOVAL	\$6,715.59
139851	Strathroy Welding & Repairs	CONTRACTED REPAIRS	\$101.70
139859	W.S.I.B.	PHYSICIAN FEES	\$2,645.41
139859	W.S.I.B.	SCHEDULE 2	\$2,411.08
139859	W.S.I.B.	SCHEDULE 2	\$2,045.07
139859	W.S.I.B.	SCHEDULE 2	\$2,929.62
139859	W.S.I.B.	SCHEDULE 2	\$3,221.14
139866	AC Logistics Canada Inc	COVID-PURCHASED SERVICES	\$533.75
139876	CARDINAL HEALTH CANADA INC.	NURSING-DRUGS	\$194.93
139878	CRYSTAL BROOKS	STAFF EXPENSE	\$161.69

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Cheque Number	Vendor Name	Invoice Description	Amount
139903	Grand & Toy	STATIONARY SUPPLIES	\$126.10
139903	Grand & Toy	STATIONARY SUPPLIES	\$133.22
139906	Harco Co. Ltd.	CONTRACTED REPAIRS	\$334.80
139925	LENA HODGINS	STAFF EDUCATOR	\$2,717.06
139941	Medical Mart	NURSING-DRUGS	\$1,680.75
139941	Medical Mart	INCONT. SUPPLIES	\$2,225.58
139942	MIP Inc.	PANDEMIC SUPPLIES	\$2,746.24
139952	Power Plumbing & Heating	CONTRACTED REPAIRS	\$1,712.18
140008	Wood Wyant Inc.	HOUSEKEEPING SUPPLIES	\$1,037.91
139875	Canadian Tire Associate Store-Strathroy	CONTRACTED REPAIRS	\$130.71
139876	CARDINAL HEALTH CANADA INC.	HOUSEKEEPING SUPPLIES	\$572.32
139891	DIVERSEY CANADA, INC.	HOUSEKEEPING SUPPLIES	\$1,854.50
139911	John Fournier	STAFF EXPENSE	\$20.00
139929	LESLEIGH MORDEN	STAFF EXPENSE	\$20.00
139970	STRATHROY HHBC	EQUIP. MNTCE.	\$585.76
140006	W.S.I.B.	SCHEDULE 2	\$2,551.50
140012	AC Logistics Canada Inc	COVID-PURCHASED SERVICES	\$427.00
140015	Arkona Appliances	CONTRACTED REPAIRS	\$339.00
140019	Canadian IPG Corporation	PANDEMIC SUPPLIES	\$3,616.00
140020	CARDINAL HEALTH CANADA INC.	HOUSEKEEPING SUPPLIES	\$286.16
140020	CARDINAL HEALTH CANADA INC.	HOUSEKEEPING SUPPLIES	\$328.15
140032	ERGO GRIP	DISHES & CUTLERY	\$548.50
140033	BACK ALLEY BURRITO inc.	GIFTS & DON. D. FICKLING	\$1,165.93
140034	SHELBY SANDERS	FAF REPORT	\$45.00
140035	ESTATE OF SHEILA BLANN	ACCOMM. REFUND	\$569.93
140044	Grand & Toy	STATIONARY SUPPLIES	\$345.98
140044	Grand & Toy	STATIONARY SUPPLIES	\$133.22
140044	Grand & Toy	STATIONARY SUPPLIES	\$1,399.36
140044	Grand & Toy	STATIONARY SUPPLIES	\$187.44
140044	Grand & Toy	STATIONARY SUPPLIES	\$202.86
140044	Grand & Toy	STATIONARY SUPPLIES	\$208.68
140046	Harco Co. Ltd.	CONTRACTED REPAIRS	\$116.92
140059	London Business Forms	SUPPLIES	\$306.18
140067	Medical Mart	NURSING-DRUGS/COVID	\$2,494.60
140067	Medical Mart	INCONT. PRODUCTS	\$1,826.64
140072	Moffatt and Powell	CONTRACTED REPAIRS	\$27.70
140085	Russell Hendrix	DISHES & CUTLERY	\$3,757.27
140089	Shred-It International ULC	PURCHASED SERVICES	\$137.42
140100	Thermopatch Canada Inc.	CONTRACTED REPAIRS	\$80.20
140118	W.S.I.B.	SCHEDULE 2	\$1,893.79
140144	Abell Pest Control Inc.	BUILDING & PROPERTY	\$307.48
140146	AC Logistics Canada Inc	COVID-PURCHASED SERVICES	\$533.75

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Cheque Number	Vendor Name	Invoice Description	Amount
140147	Augustine Caines	STAFF EXPENSE	\$28.80
140148	ACTIVE HEALTH SERVICES LTD.	PURCHASED SERVICES	\$10,497.99
140153	Art Blake Refrigeration Limited	EQUIP. MNTCE.	\$1,163.79
140158	CARDINAL HEALTH CANADA INC.	HOUSEKEEPING SUPPLIES	\$286.16
140158	CARDINAL HEALTH CANADA INC.	NURSING-DRUGS	\$97.46
140169	D& B Electric (Strathroy) Ltd.	CONTRACTED REPAIRS	\$141.86
140174	DYNACARE	NURSING-PURCHASED SERVICES	\$715.00
140179	ERGO GRIP	DISHES & CUTLERY	\$357.60
140185	Grand & Toy	PANDEMIC SUPPLIES	\$133.22
140200	LENA HODGINS	STAFF EDUCATOR	\$2,717.06
140211	Medical Mart	PANDEMIC SUPPLIES	\$1,084.80
140211	Medical Mart	PANDEMIC SUPPLIES	\$224.87
140211	Medical Mart	INCONT. PRODUCTS	\$2,390.55
140211	Medical Mart	DRUGS/PAND. SUPPLIES	\$4,069.18
140212	MEDICAL PHARMACIES GROUP LTD.	NURSING DRUGS	\$17.73
140213	MIP Inc.	BEDDING REPLACEMENT	\$1,329.27
140222	Nutritional Management Service	JAN. MEALS	\$63,928.19
140234	VANDEWALLE MEDICINE PROFESSIONAL CORP.	PHYSICAN FEES	\$1,945.86
140240	Russell Hendrix	DISHES & CUTLERY	\$126.24
140269	TIFFANY SMALE	PETTY CASH	\$374.00
140278	W.S.I.B.	SCHEDULE 2	\$1,920.98
140279	Wood Wyant Inc.	CONTRACTED REPAIRS	\$234.94
140279	Wood Wyant Inc.	HOUSEKEEPING SUPPLIES	\$573.36
			\$226,565.45

Roads Payables

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Cheque Number	Vendor Name	Invoice Description	Amount
139676	A. & M. Truck Parts Limited	Parts	\$1,500.50
139698	Brander Steel Industries (1991) Ltd.	Supplies	\$177.18
139704	North Middlesex Auto Supply	Parts	\$6.14
139705	Carrier Truck Centre	Parts	\$349.27
139710	Cintas Canada Ltd.	Uniform	\$38.07
139716	Custom Fluid Power Inc.	Parts	\$277.26
139734	Ganco Electric	Service Call	\$546.93
139742	Hose Technology Incorporated	Parts	\$20.52
139742	Hose Technology Incorporated	Parts	\$478.54
139743	Hurex	Parts	\$320.69
139764	London Automatic Door Ltd.	Repair	\$457.65
139777	McNaughton Family Shopping Centre	Supplies	\$83.71
139781	Messer Canada Inc	Oxygen	\$107.79
139784	Mitchell's HBC	Supplies	\$215.30
139784	Mitchell's HBC	Supplies	\$71.71
139796	Medrose Homes	Medrose Homes W77/20	\$15,000.00
139798	Diamond Plus Specialized	Diamond Plus Specialized	\$500.00
139802	Pryde Industrial Inc.	Parts	\$416.97
139802	Pryde Industrial Inc.	Supplies	\$131.08
139818	Speedy Glass - Head Office	Repair	\$305.85
139833	Team Truck Centre	Repairs	\$368.73
139840	UAP Inc.	Parts	\$238.93
139840	UAP Inc.	Parts	\$231.13
139840	UAP Inc.	Parts	\$995.85
139840	UAP Inc.	Parts	\$39.48
139841	Peavey Industries LP	Supplies	\$133.69
139841	Peavey Industries LP	Supplies	\$45.19
139846	Viking Cives Limited	Parts	\$434.70
139846	Viking Cives Limited	Parts	\$1,132.34
139857	K+S Windsor Salt Ltd.	Salt	\$6,010.38
139857	K+S Windsor Salt Ltd.	Salt	\$6,068.02
139857	K+S Windsor Salt Ltd.	Salt	\$3,301.00
139857	K+S Windsor Salt Ltd.	Salt	\$2,702.41
139857	K+S Windsor Salt Ltd.	Salt	\$3,082.98
139857	K+S Windsor Salt Ltd.	Salt	\$3,019.73
139857	K+S Windsor Salt Ltd.	Salt	\$2,955.20
139857	K+S Windsor Salt Ltd.	Salt	\$6,248.55
139857	K+S Windsor Salt Ltd.	Salt	\$2,971.12
139857	K+S Windsor Salt Ltd.	Salt	\$6,070.09
139857	K+S Windsor Salt Ltd.	Salt	\$6,064.51
139857	K+S Windsor Salt Ltd.	Salt	\$6,055.55
139675	A & B Rental Centre	Rental	\$447.48

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Cheque Number	Vendor Name	Invoice Description	Amount
139683	Ace Country & Garden	Supplies	\$169.43
139683	Ace Country & Garden	Supplies	\$1,065.03
139694	Atwood Resources Inc	Services	\$226.00
139694	Atwood Resources Inc	Services	\$113.00
139695	Bell Canada-Special Billing	Services	\$183.78
139698	Brander Steel Industries (1991) Ltd.	Supplies	\$452.00
139703	Carquest	Parts	\$8.72
139708	Checkers Cleaning Supply	Supplies	\$488.98
139710	Cintas Canada Ltd.	Laundry	\$38.07
139714	Continental Tire Canada Inc.	Parts	\$1,883.66
139714	Continental Tire Canada Inc.	Parts	\$1,454.40
139714	Continental Tire Canada Inc.	Parts	\$1,862.25
139714	Continental Tire Canada Inc.	Parts	\$750.63
139714	Continental Tire Canada Inc.	Parts	\$727.51
139731	Fastenal Canada, Ltd.	Parts	\$278.74
139731	Fastenal Canada, Ltd.	Supplies	\$276.40
139742	Hose Technology Incorporated	Parts	\$2,088.23
139747	Jamie Cornish	Expense Claim	\$225.98
139749	Jim Milligan	Expense Claim	\$196.60
139751	Kyle Arruda	Expense Claim	\$225.00
139756	Laurie's Fasteners	Supplies	\$915.75
139761	Lind Lumber Ltd.	Supplies	\$187.26
139768	London Pest Control Ltd.	December Services	\$632.80
139773	Marmak Information Technologies	License Fee	\$2,260.00
139777	McNaughton Family Shopping Centre	Supplies	\$79.04
139778	McRobert Fuel Limited	Fuel	\$1,288.14
139784	Mitchell's HBC	Parts	\$27.59
139797	Marjorie Barton	Marjorie Barton	\$500.00
139812	S&B SERVICES LTD	Parts	\$1,968.35
139813	Southwest Middlesex Utilities	Water Service	\$66.47
139814	Safety Kleen - Toronto	Services	\$1,096.52
139819	Desjardins Card Services	Supplies	\$293.23
139828	Suncor Energy Products Inc	Fuel	\$1,681.99
139828	Suncor Energy Products Inc	Fuel	\$4,513.22
139833	Team Truck Centre	Repairs	\$45.20
139833	Team Truck Centre	Repairs	\$90.40
139833	Team Truck Centre	Repairs	\$45.20
139833	Team Truck Centre	Repairs	\$45.20
139840	UAP Inc.	Parts	\$292.84
139842	Uline Canada Corporation	Parts	\$128.87
139846	Viking Cives Limited	Parts	\$1,393.66
139849	Waddick Fuels	Fuel	\$1,028.66

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Cheque Number	Vendor Name	Invoice Description	Amount
139850	Waste Connections of Canada Inc.	Service	\$615.05
139856	White`s Wearparts Ltd.	Parts	\$1,577.25
139857	K+S Windsor Salt Ltd.	Salt	\$5,999.19
139857	K+S Windsor Salt Ltd.	Salt	\$5,490.86
139864	A. & M. Truck Parts Limited	Parts	\$455.40
139864	A. & M. Truck Parts Limited	Parts	\$54.26
139870	Dorchester APC	Parts	\$12.61
139873	Brander Steel Industries (1991) Ltd.	Supplies	\$484.10
139877	Carrier Truck Centre	Parts	\$271.17
139881	Checkers Cleaning Supply	Supplies	\$303.62
139887	Copps Building Materials Ltd.	Supplies	\$146.34
139890	Delta Power Equipment Ltd.	Supplies	\$598.12
139894	Easy Way	Supplies	\$78.99
139897	Fastenal Canada, Ltd.	Parts	\$422.64
139897	Fastenal Canada, Ltd.	Supplies	\$72.52
139898	Federated Tool Supply Co.	Supplies	\$839.59
139904	Guillevin International	Supplies	\$264.42
139905	Hamisco Industrial Sales Inc.	Supplies	\$253.33
139909	Hurex	Supplies	\$263.13
139913	Johnson's Sanitation Service	Rental	\$1,073.50
139913	Johnson's Sanitation Service	Rental	\$180.80
139940	McRobert Fuel Limited	Fuel	\$467.79
139943	Messer Canada Inc	Oxygen	\$98.64
139945	Mitchell's HBC	Supplies	\$58.70
139945	Mitchell's HBC	Supplies	\$51.92
139953	Princess Auto	Supplies	\$112.99
139959	Ryan Thompson	Expense Claim	\$51.26
139964	SOUTHWESTERN TRUCK SERVICE	Supplies	\$194.25
139968	Stratford Farm Equipment	Parts	\$151.41
139969	London Tire Sales Ltd.	Repair	\$30.00
139970	STRATHROY HHBC	Supplies	\$48.07
139973	Strongco Equipment	Supplies	\$432.20
139973	Strongco Equipment	Shipping	\$74.13
139977	Suncor Energy Products Inc	Fuel	\$3,418.57
139977	Suncor Energy Products Inc	Fuel	\$3,266.02
139977	Suncor Energy Products Inc	Fuel	\$987.78
139977	Suncor Energy Products Inc	Fuel	\$521.08
139977	Suncor Energy Products Inc	Fuel	\$3,640.25
139977	Suncor Energy Products Inc	Fuel	\$3,975.71
139977	Suncor Energy Products Inc	Fuel	\$918.74
139977	Suncor Energy Products Inc	Fuel	\$997.41
139977	Suncor Energy Products Inc	Fuel	\$701.93

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Cheque Number	Vendor Name	Invoice Description	Amount
139977	Suncor Energy Products Inc	Fuel	\$2,175.57
139979	Walter Tadgell & Sons Limited	Supplies	\$74.58
139981	Team Truck Centre	Supplies	\$47.47
139981	Team Truck Centre	Parts	\$34.49
139989	UAP Inc.	Parts	\$183.00
139989	UAP Inc.	Parts	\$318.07
139989	UAP Inc.	Parts	\$362.11
139994	Vision Truck Group	Parts	\$34.89
140003	K+S Windsor Salt Ltd.	Salt	\$3,018.35
140003	K+S Windsor Salt Ltd.	Salt	\$2,999.61
140003	K+S Windsor Salt Ltd.	Salt	\$2,937.13
140003	K+S Windsor Salt Ltd.	Salt	\$2,939.20
140003	K+S Windsor Salt Ltd.	Salt	\$3,032.98
140003	K+S Windsor Salt Ltd.	Salt	\$3,292.74
140003	K+S Windsor Salt Ltd.	Salt	\$3,018.37
140003	K+S Windsor Salt Ltd.	Salt	\$3,305.91
140003	K+S Windsor Salt Ltd.	Salt	\$2,890.57
140003	K+S Windsor Salt Ltd.	Salt	\$2,962.08
139871	Applied Industrial Technologies	Supplies	\$688.93
139871	Applied Industrial Technologies	Supplies	\$1,602.35
139871	Applied Industrial Technologies	Supplies	\$438.09
139871	Applied Industrial Technologies	Supplies	\$157.17
139872	Bluewater Recycling Association - MARS	Service	\$79.10
139908	High Gear Auto Repair Inc.	Repairs	\$169.50
139908	High Gear Auto Repair Inc.	Repairs	\$461.21
139908	High Gear Auto Repair Inc.	Repairs	\$1,642.74
139908	High Gear Auto Repair Inc.	Repairs	\$1,398.50
139908	High Gear Auto Repair Inc.	Repairs	\$84.75
139908	High Gear Auto Repair Inc.	Repairs	\$254.25
139908	High Gear Auto Repair Inc.	Repairs	\$363.85
139908	High Gear Auto Repair Inc.	Repairs	\$2,616.09
139914	Johnston Bros. (Bothwell) Ltd.	Rental	\$7,186.80
139914	Johnston Bros. (Bothwell) Ltd.	Rental	\$4,678.20
139914	Johnston Bros. (Bothwell) Ltd.	Rental	\$3,593.40
139914	Johnston Bros. (Bothwell) Ltd.	Rental	\$3,559.50
139914	Johnston Bros. (Bothwell) Ltd.	Sand	\$12,150.56
139914	Johnston Bros. (Bothwell) Ltd.	Sand	\$9,195.60
139914	Johnston Bros. (Bothwell) Ltd.	Rental	\$6,957.27
139914	Johnston Bros. (Bothwell) Ltd.	Sand	\$9,755.08
139920	Kucera Utility & Farm Supply Limited	Parts	\$605.37
139921	Langford Lumber & Building Sup	Supplies	\$72.30
139922	Laurie's Fasteners	Parts	\$242.47

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Cheque Number	Vendor Name	Invoice Description	Amount
139934	Mammoet Canada Eastern Ltd.	Rental	\$27,591.78
139936	Marmak Information Technologies	Subscription	\$3,390.00
139937	Maximum Signs	Supplies	\$404.66
139939	McNaughton Family Shopping Centre	Parts	\$13.54
139939	McNaughton Family Shopping Centre	Parts	\$79.04
139960	Ryan Elliott's Repair Ltd	Repairs	\$1,566.92
139960	Ryan Elliott's Repair Ltd	Repairs	\$316.31
139962	Safety Kleen - Toronto	Service	\$512.57
139964	SOUTHWESTERN TRUCK SERVICE	Service	\$1,265.60
139964	SOUTHWESTERN TRUCK SERVICE	Service	\$403.51
139964	SOUTHWESTERN TRUCK SERVICE	Service	\$260.82
139964	SOUTHWESTERN TRUCK SERVICE	Service	\$172.48
139964	SOUTHWESTERN TRUCK SERVICE	Parts	\$149.16
139976	Sunbelt Rentals of Canada, Inc.	Rental	\$261.98
139976	Sunbelt Rentals of Canada, Inc.	Rental	\$49.95
139986	Municipality of Thames Centre	Drain Maintenance	\$7,426.05
139988	Thorndale Ace Hardware	Supplies	\$344.90
139988	Thorndale Ace Hardware	Supplies	\$341.98
139988	Thorndale Ace Hardware	Supplies	\$24.85
140011	A. & M. Truck Parts Limited	Parts	\$457.65
140011	A. & M. Truck Parts Limited	Parts	\$457.65
140011	A. & M. Truck Parts Limited	Parts	\$242.92
140011	A. & M. Truck Parts Limited	Parts	\$343.83
140021	9104941 Canada Inc	Repairs	\$473.76
140024	Cintas Canada Ltd.	Laundry	\$38.07
140029	Delta Power Equipment Ltd.	Service	\$1,086.49
140030	Dillon Consulting	Professional Services	\$2,376.73
140037	Fastenal Canada, Ltd.	Parts	\$84.88
140037	Fastenal Canada, Ltd.	Parts	\$496.09
140041	Gerry's Truck Centre	Repairs	\$8,904.87
140043	Glover's Tree Service	Services	\$1,808.00
140045	Guillevin International	Supplies	\$10.74
140045	Guillevin International	Supplies	\$305.10
140045	Guillevin International	Parts	\$1,138.98
140045	Guillevin International	Supplies	\$83.80
140047	Hardy Service	Repairs	\$839.17
140049	Hose Technology Incorporated	Parts	\$865.42
140049	Hose Technology Incorporated	Parts	\$201.08
140054	Jarett Hogleund	Expense Claim	\$225.96
140060	London Automatic Door Ltd.	Repairs	\$1,452.05
140061	London Tire Retail	Repairs	\$62.86
140064	McCarter Electric	Service	\$216.34

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Cheque Number	Vendor Name	Invoice Description	Amount
140065	McNaughton Family Shopping Centre	Supplies	\$172.57
140066	McRobert Fuel Limited	Fuel	\$220.09
140068	Messer Canada Inc	Supplies	\$153.05
140069	Mitchell's HBC	Supplies	\$85.83
140076	Warne Construction	Warne Construction M531/20	\$500.00
140084	Road Services International Ltd	Winter Service	\$1,590.24
140084	Road Services International Ltd	Repairs	\$5,768.19
140087	S&B SERVICES LTD	Supplies	\$9,673.05
140088	Southwest Middlesex	Drain Construction	\$3,579.16
140093	STRATHROY HHBC	Supplies	\$268.91
140095	Summit Tree Service	Service	\$7,627.50
140096	Suncor Energy Products Inc	Fuel	\$2,931.00
140096	Suncor Energy Products Inc	Fuel	\$1,963.65
140096	Suncor Energy Products Inc	Fuel	\$2,029.91
140096	Suncor Energy Products Inc	Fuel	\$511.35
140096	Suncor Energy Products Inc	Fuel	\$334.70
140096	Suncor Energy Products Inc	Fuel	\$4,285.22
140098	Team Truck Centre	Parts	\$508.70
140098	Team Truck Centre	Parts	\$182.34
140098	Team Truck Centre	New T-14	\$350,598.32
140103	UAP Inc.	Parts	\$237.93
140103	UAP Inc.	Parts	\$366.22
140103	UAP Inc.	Parts	\$61.27
140103	UAP Inc.	Parts	\$183.00
140107	Vision Truck Group	Parts	\$44.54
140112	White`s Wearparts Ltd.	Parts	\$6,339.30
140113	K+S Windsor Salt Ltd.	Salt	\$2,922.51
140113	K+S Windsor Salt Ltd.	Salt	\$5,606.14
140113	K+S Windsor Salt Ltd.	Salt	\$6,253.44
140113	K+S Windsor Salt Ltd.	Salt	\$3,096.14
140113	K+S Windsor Salt Ltd.	Salt	\$3,225.36
140113	K+S Windsor Salt Ltd.	Salt	\$2,963.54
140113	K+S Windsor Salt Ltd.	Salt	\$6,229.18
140113	K+S Windsor Salt Ltd.	Salt	\$2,943.32
140113	K+S Windsor Salt Ltd.	Salt	\$2,740.61
140113	K+S Windsor Salt Ltd.	Salt	\$2,947.54
140113	K+S Windsor Salt Ltd.	Salt	\$2,929.48
140113	K+S Windsor Salt Ltd.	Salt	\$6,151.39
140113	K+S Windsor Salt Ltd.	Salt	\$5,550.57
140113	K+S Windsor Salt Ltd.	Salt	\$6,434.73
140113	K+S Windsor Salt Ltd.	Salt	\$2,676.69
140113	K+S Windsor Salt Ltd.	Salt	\$9,069.00

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Cheque Number	Vendor Name	Invoice Description	Amount
140113	K+S Windsor Salt Ltd.	Salt	\$3,226.74
140113	K+S Windsor Salt Ltd.	Salt	\$2,947.54
140113	K+S Windsor Salt Ltd.	Salt	\$5,785.98
140115	Wayne Myers	Expense Claim	\$190.11
140026	Canadian Pacific (Non-Freight)	Maintenance	\$2,163.50
140026	Canadian Pacific (Non-Freight)	Maintenance	\$740.00
140082	Ro Buck Contracting Limited	Curb & Gutter 2020 Final PPC	\$9,708.77
140092	Stinson Equipment Limited	Parts	\$2,418.88
140095	Summit Tree Service	Service	\$1,525.50
140143	A. & M. Truck Parts Limited	Parts	\$7.36
140143	A. & M. Truck Parts Limited	Parts	\$59.90
140155	Brander Steel Industries (1991) Ltd.	Supplies	\$485.90
140161	Checkers Cleaning Supply	Supplies	\$268.66
140161	Checkers Cleaning Supply	Supplies	\$119.05
140162	Cintas Canada Ltd.	Uniforms	\$38.07
140162	Cintas Canada Ltd.	Uniforms	\$38.07
140171	Dorchester Home Hardware	Supplies	\$24.83
140171	Dorchester Home Hardware	Supplies	\$77.94
140176	Easy Way	Supplies	\$166.11
140176	Easy Way	Supplies	\$830.55
140177	Elgin Contracting and Restoration Ltd	Project 18-005 PPC#7	\$132,046.23
140178	Elgin Fire Extinguishers	Annual Inspection	\$978.59
140178	Elgin Fire Extinguishers	Annual Inspection	\$315.27
140178	Elgin Fire Extinguishers	Annual Inspection	\$362.74
140178	Elgin Fire Extinguishers	Annual Inspection	\$784.80
140178	Elgin Fire Extinguishers	Annual Inspection	\$1,010.23
140181	Fastenal Canada, Ltd.	Supplies	\$672.71
140181	Fastenal Canada, Ltd.	Supplies	\$308.44
140181	Fastenal Canada, Ltd.	Supplies	\$658.11
140183	Gerry's Truck Centre	Parts	\$1,111.96
140184	GoGPS	Services	\$1,250.41
140186	Guillevin International	Supplies	\$43.73
140187	Hose Technology Incorporated	Supplies	\$222.58
140187	Hose Technology Incorporated	Supplies	\$139.44
140187	Hose Technology Incorporated	Supplies	\$625.12
140187	Hose Technology Incorporated	Supplies	\$114.09
140187	Hose Technology Incorporated	Supplies	\$263.18
140187	Hose Technology Incorporated	Supplies	\$659.17
140188	Huron Tractor	Parts	\$97.86
140197	Laurie's Fasteners	Supplies	\$668.45
140198	London Business Forms	Supplies	\$605.48
140202	London Drive Systems	Service	\$292.96

Roads Payables

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Cheque Number	Vendor Name	Invoice Description	Amount
140205	London Pest Control Ltd.	Services	\$1,152.60
140206	Matter Architectural Studio Inc.	Professional Services	\$4,307.88
140209	McNaughton Family Shopping Centre	Supplies	\$32.50
140210	McRobert Fuel Limited	Fuel	\$1,200.26
140216	Mitchell's HBC	Supplies	\$63.64
140216	Mitchell's HBC	Supplies	\$19.19
140218	MRC Systems Inc	Radios	\$486.58
140218	MRC Systems Inc	Maintenance Agreement	\$244.93
140219	Middlesex Road Supervisors Association	AORS Membership	\$180.00
140226	Oxford Dodge Chrysler	Parts	\$47.36
140231	Pryde Industrial Inc.	Supplies	\$12.42
140241	Ryan Elliott's Repair Ltd	Repairs	\$7,968.69
140242	Southwest Middlesex	Sparling Drain	\$7,867.22
140243	Southwest Middlesex Utilities	Water	\$259.42
140247	Staples Advantage	Supplies	\$76.24
140252	Suncor Energy Products Inc	Fuel	\$7,055.78
140252	Suncor Energy Products Inc	Fuel	\$3,984.34
140252	Suncor Energy Products Inc	Fuel	\$4,980.56
140252	Suncor Energy Products Inc	Fuel	\$5,928.73
140252	Suncor Energy Products Inc	Fuel	\$1,237.81
140255	Team Truck Centre	Parts	\$207.93
140255	Team Truck Centre	Parts	\$259.95
140255	Team Truck Centre	Parts	\$227.74
140255	Team Truck Centre	Parts	\$304.84
140267	UAP Inc.	Parts	\$12.97
140267	UAP Inc.	Parts	\$6.49
140267	UAP Inc.	Parts	\$174.66
140267	UAP Inc.	Parts	\$123.00
140267	UAP Inc.	Parts	\$75.13
140267	UAP Inc.	Parts	\$91.07
140267	UAP Inc.	Parts	\$148.35
140267	UAP Inc.	Parts	\$995.85
140267	UAP Inc.	Parts	\$852.47
140271	Viking Cives Limited	Parts	\$771.25
140271	Viking Cives Limited	Parts	\$1,880.98
140271	Viking Cives Limited	Parts	\$24.07
140271	Viking Cives Limited	Parts	\$2,624.27
140276	K+S Windsor Salt Ltd.	Salt	\$3,112.14
140276	K+S Windsor Salt Ltd.	Salt	\$3,244.13
140276	K+S Windsor Salt Ltd.	Salt	\$3,212.13
140276	K+S Windsor Salt Ltd.	Salt	\$9,394.06
140276	K+S Windsor Salt Ltd.	Salt	\$2,785.01

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Cheque Number	Vendor Name	Invoice Description	Amount
140276	K+S Windsor Salt Ltd.	Salt	\$3,164.88
140276	K+S Windsor Salt Ltd.	Salt	\$2,627.37
140276	K+S Windsor Salt Ltd.	Salt	\$6,165.94
140276	K+S Windsor Salt Ltd.	Salt	\$2,664.89
140276	K+S Windsor Salt Ltd.	Salt	\$3,022.57
140276	K+S Windsor Salt Ltd.	Salt	\$5,911.70
140276	K+S Windsor Salt Ltd.	Salt	\$3,003.12
140276	K+S Windsor Salt Ltd.	Salt	\$6,489.56
140276	K+S Windsor Salt Ltd.	Salt	\$3,259.36
140276	K+S Windsor Salt Ltd.	Salt	\$3,227.43
140276	K+S Windsor Salt Ltd.	Salt	\$6,513.14
140276	K+S Windsor Salt Ltd.	Salt	\$2,953.05
140276	K+S Windsor Salt Ltd.	Salt	\$2,981.54
140276	K+S Windsor Salt Ltd.	Salt	\$2,847.55
140276	K+S Windsor Salt Ltd.	Salt	\$3,240.60
140276	K+S Windsor Salt Ltd.	Salt	\$5,932.59
140276	K+S Windsor Salt Ltd.	Salt	\$9,198.23
140276	K+S Windsor Salt Ltd.	Salt	\$9,490.60
140276	K+S Windsor Salt Ltd.	Salt	\$5,648.56
			\$1,130,889.51

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Cheque Number	Vendor Name	Invoice Description	Amount
139679	Absolute Destruction & Recycling Corp.	Shredding Services	\$180.80
139688	Ambrose Plumbing & Heating Ltd	Dorchester Service	\$502.17
139693	Andre Turbide	Meal Allowance Claim	\$15.00
139693	Andre Turbide	Expense Claim	\$120.00
139697	BERRN Consulting Ltd.	Equipment	\$1,211.31
139712	Dr. Charles Nelson, C. Psych.	Fees	\$2,450.00
139720	Doxtator Property Maintenance	Byron Service	\$339.00
139720	Doxtator Property Maintenance	Komoka Service	\$367.25
139722	Eastlink	Internet	\$113.89
139723	Erin Donnelly	Meal Allowance Claim	\$15.00
139748	Jason Dehoey	Meal Allowance Claim	\$15.00
139765	London Fire Equipment Ltd.	Supplies	\$949.20
139780	Medical Mart	Medical Supplies	\$3,017.10
139780	Medical Mart	Medical Supplies	\$1,106.27
139780	Medical Mart	Medical Supplies	\$1,906.94
139786	Mark McLean	Meal Allowance Claim	\$15.00
139787	Matthew Procek	Meal Allowance Claim	\$15.00
139804	Purolator Inc.	Courier	\$31.85
139806	Quadro Communications Co-Operative Inc.	Internet	\$146.97
139807	Ray's Electric Inc.	Waterloo Service	\$288.55
139807	Ray's Electric Inc.	Lucan Service	\$325.27
139807	Ray's Electric Inc.	Parkhill Service	\$259.34
139807	Ray's Electric Inc.	Hyde Park Service	\$110.18
139807	Ray's Electric Inc.	Horizon Service	\$84.75
139808	Robert Gordon	Meal Allowance Claim	\$15.00
139810	Ross' Services	Towing	\$322.05
139810	Ross' Services	Towing	\$141.25
139811	Rob Villeneuve	Meal Allowance Claim	\$15.00
139820	Staples Advantage	Supplies	\$328.40
139826	Stryker Canada ULC	Medical Supplies	\$3,451.02
139831	Taylor Wilson	Meal Allowance Claim	\$15.00
139832	Talbot Marketing	Uniforms	\$68.00
139838	Thames OK Tire & Auto Service	Service	\$385.24
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
139838	Thames OK Tire & Auto Service	Service	\$560.40
139838	Thames OK Tire & Auto Service	Service	\$741.73
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$124.24
139838	Thames OK Tire & Auto Service	Service	\$602.35
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$124.24
139838	Thames OK Tire & Auto Service	Service	\$287.98
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65

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Cheque Number	Vendor Name	Invoice Description	Amount
139838	Thames OK Tire & Auto Service	Service	\$342.43
139838	Thames OK Tire & Auto Service	Service	\$2,653.97
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
139838	Thames OK Tire & Auto Service	Service	\$214.03
139838	Thames OK Tire & Auto Service	Tires	\$1,489.03
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$350.59
139842	Uline Canada Corporation	Supplies	\$346.42
139678	Abell Pest Control Inc.	Adelaide Service	\$107.55
139685	All Seasons Maintenance & Landscaping	Parkhill Service	\$401.15
139686	Allied Medical Instruments Inc.	Medical Supplies	\$50.17
139686	Allied Medical Instruments Inc.	Medical Supplies	\$671.56
139686	Allied Medical Instruments Inc.	Medical Supplies	\$6,813.80
139686	Allied Medical Instruments Inc.	Medical Supplies	\$1,864.16
139686	Allied Medical Instruments Inc.	Medical Supplies	\$2,675.29
139686	Allied Medical Instruments Inc.	Medical Supplies	\$165.71
139691	Artcal Graphics and Printing Inc.	Parts	\$6,949.50
139700	Canadian Linen & Uniform Serv	Adelaide Service	\$112.99
139711	Clarke's Food Mart	Fuel	\$1,343.84
139711	Clarke's Food Mart	Fuel	\$1,424.29
139721	Dun-Rite Landscaping Inc.	Strathroy Service	\$406.80
139724	Edwards Door Systems Limited	Dorchester Service	\$1,131.70
139724	Edwards Door Systems Limited	Trafalgar Service	\$369.17
139730	Execulink Telecom	Internet	\$101.58
139733	Ferno Canada Inc	Medical Supplies	\$4,876.75
139733	Ferno Canada Inc	Supplies	\$742.98
139736	GDI Services (Canada)	Adelaide Service	\$988.75
139740	Hicks Morley Hamilton Stewart Storie LLP	Legal Fees	\$5,027.13
139741	HMMS	Medical Supplies	\$7,662.03
139750	John Norton	Repairs	\$271.20
139758	Lerners LLP	Legal Fees	\$2,373.00
139766	London Hospital Linen Service Inc.	Linen Processing & Replacement	\$13,821.34
139767	London Mechanical Plumbing & Heating	Waterloo Service	\$124.30
139772	Mark's Commercial	Uniforms	\$298.30
139775	Maxill	PPE	\$2,117.39
139775	Maxill	PPE	\$1,806.87
139788	Meghan Szajda	Meal Allowance Claim	\$15.00
139794	Pardy Contracting	Waterloo Service	\$169.50
139800	Prehos	Software	\$2,027.22
139800	Prehos	Hardware	\$1,672.40
139804	Purolator Inc.	Courier	\$22.05
139809	Ricoh Canada Inc.	Copier	\$2,459.71
139810	Ross' Services	Towing	\$141.25

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Cheque Number	Vendor Name	Invoice Description	Amount
139820	Staples Advantage	Supplies	\$113.66
139820	Staples Advantage	Supplies	\$281.34
139821	Start.ca	Internet	\$96.05
139822	Sterling Marking Products	Supplies	\$1,057.18
139827	Sareen Tucker	Meal Allowance Claim	\$15.00
139834	Teleflex Medical Canada Inc.	Medical Supplies	\$436.56
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
139838	Thames OK Tire & Auto Service	Service	\$598.09
139838	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
139838	Thames OK Tire & Auto Service	Tires	\$491.67
139842	Uline Canada Corporation	Supplies	\$60.60
139844	Unisync Group Limited	Uniforms	\$796.65
139844	Unisync Group Limited	Uniforms	\$587.60
139844	Unisync Group Limited	Uniforms	\$941.29
139844	Unisync Group Limited	Uniforms	\$113.00
139844	Unisync Group Limited	Uniforms	\$246.34
139844	Unisync Group Limited	Uniforms	\$474.60
139844	Unisync Group Limited	Uniforms	\$678.00
139844	Unisync Group Limited	Uniforms	\$244.08
139845	Verdant	Trossacks Service	\$339.00
139845	Verdant	Waterloo Service	\$669.81
139845	Verdant	Trafalgar Service	\$594.10
139845	Verdant	Dorchester Service	\$480.25
139847	VITALAIRE	Oxygen	\$38.94
139847	VITALAIRE	Oxygen	\$51.92
139847	VITALAIRE	Oxygen	\$389.40
139847	VITALAIRE	Oxygen	\$205.52
139847	VITALAIRE	Oxygen	\$1,271.51
139847	VITALAIRE	Oxygen	\$51.92
139847	VITALAIRE	Oxygen	\$51.92
139849	Waddick Fuels	Fuel	\$1,265.59
139853	Windsor Factory Supply Ltd.	Equipment Rental	\$1,909.70
139858	Work Authority	Uniforms	\$300.00
139860	WSIB	Schedule 2 Firm 856176	\$24,303.48
139865	Abell Pest Control Inc.	Waterloo Service	\$56.50
139865	Abell Pest Control Inc.	Komoka Service	\$54.24
139868	Allied Medical Instruments Inc.	Medical Supplies	\$4,599.94
139868	Allied Medical Instruments Inc.	Medical Supplies	\$3,011.96
139868	Allied Medical Instruments Inc.	Medical Supplies	\$3,079.82
139868	Allied Medical Instruments Inc.	Medical Supplies	\$236.74
139868	Allied Medical Instruments Inc.	Medical Supplies	\$236.74

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Cheque Number	Vendor Name	Invoice Description	Amount
139869	APC Auto Parts Canada	Supplies	\$69.61
139874	Canadian Linen & Uniform Serv	Adelaide Service	\$108.24
139874	Canadian Linen & Uniform Serv	Adelaide Service	\$108.24
139881	Checkers Cleaning Supply	Supplies	\$1,002.03
139881	Checkers Cleaning Supply	Supplies	\$238.38
139881	Checkers Cleaning Supply	Supplies	\$384.09
139888	Crestline Coach Ltd.	Parts	\$1,262.44
139899	Ferno Canada Inc	Uniforms	\$9,707.76
139899	Ferno Canada Inc	Acetech	\$93.17
139899	Ferno Canada Inc	Equipment	\$51,669.53
139900	FireTech	Supplies	\$300.86
139907	Hazel Graves	Expense Claim	\$35.99
139915	JPW Systems Inc.	Adelaide Service	\$4,656.73
139917	Ketchum Manufacturing Ltd.	Supplies	\$57.98
139924	London Business Forms	Supplies	\$128.82
139930	London Fire Equipment Ltd.	Supplies	\$506.24
139931	London Hospital Linen Service Inc.	Linen Processing	\$3,954.06
139938	McArthur Medical Sales Inc.	Medical Supplies	\$3,753.00
139938	McArthur Medical Sales Inc.	Medical Supplies	\$2,814.75
139941	Medical Mart	Medical Supplies	\$1,908.28
139941	Medical Mart	Medical Supplies	\$1,910.83
139941	Medical Mart	Medical Supplies	\$398.10
139949	Pardy Contracting	Komoka Service	\$135.60
139955	Purolator Inc.	Courier	\$30.09
139956	Ray's Electric Inc.	Adelaide Service	\$146.90
139956	Ray's Electric Inc.	Glencoe Service	\$371.09
139956	Ray's Electric Inc.	Horizon Service	\$190.63
139957	Reliance Home Comfort	Glencoe Service	\$98.72
139966	Staples Advantage	Supplies	\$338.89
139967	Stericycle, ULC	Clinical Services	\$1,629.14
139971	Mun. of Strathroy Caradoc	Strathroy Lease	\$122,417.42
139974	Stryker Canada ULC	Fees	\$32,894.47
139974	Stryker Canada ULC	Medical Supplies	\$569.52
139974	Stryker Canada ULC	Medical Supplies	\$3,390.00
139974	Stryker Canada ULC	Medical Supplies	\$1,600.08
139980	Talbot Marketing	Uniforms	\$202.18
139980	Talbot Marketing	Uniforms	\$59.81
139985	Texmain Cleaners	Dry Cleaning	\$70.05
139985	Texmain Cleaners	Alterations	\$114.59
139990	Uline Canada Corporation	Supplies	\$791.28
139991	Unique Communications Inc	Supplies	\$823.92
139992	Unisync Group Limited	Uniforms	\$111.87

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Cheque Number	Vendor Name	Invoice Description	Amount
139992	Unisync Group Limited	Uniforms	\$67.80
139992	Unisync Group Limited	Uniforms	\$146.90
139992	Unisync Group Limited	Uniforms	\$66.67
139995	VITALAIRE	Oxygen	\$29.37
139996	Washtech Vehicle Wash Equipment Sales and Se	Supplies	\$1,300.60
140000	Windsor Factory Supply Ltd.	PPE	\$2,709.18
140000	Windsor Factory Supply Ltd.	PPE	\$175.60
140000	Windsor Factory Supply Ltd.	PPE	\$497.54
140000	Windsor Factory Supply Ltd.	PPE	\$2,107.23
140005	Work Authority	Uniforms	\$540.11
140007	WSIB	Physician Fees Firm 856176	\$16,395.38
140007	WSIB	Schedule 2 Firm 856176	\$15,808.99
139881	Checkers Cleaning Supply	Supplies	\$1,652.51
139881	Checkers Cleaning Supply	Supplies	\$487.18
139881	Checkers Cleaning Supply	Supplies	\$350.50
139881	Checkers Cleaning Supply	Supplies	\$510.25
139881	Checkers Cleaning Supply	Supplies	\$559.76
139881	Checkers Cleaning Supply	Supplies	\$730.87
139881	Checkers Cleaning Supply	Supplies	\$35.90
139881	Checkers Cleaning Supply	Cleaning Supplies	\$180.44
139881	Checkers Cleaning Supply	Supplies	\$59.83
139881	Checkers Cleaning Supply	Supplies	\$143.60
139882	CHUBB EDWARDS, UTC Fire & Security Co.	Adelaide Service	\$9,465.26
139883	Treasurer, City of London	Fuel	\$38,023.60
139884	Colorworks London North/Westman's Collision	Repairs	\$4,910.47
139885	Comfort Zone Services	Dorchester Service	\$248.60
139885	Comfort Zone Services	Parkhill Service	\$466.13
139901	Gencare Services Limited	Waterloo Service	\$1,395.55
139902	Glass Canada Limited	Supplies	\$1,909.70
139916	Kal Tire Ontario	Tire	\$155.73
139919	Norquay Developments Ltd. aka Southmoor Deve	Komoka Taxes	\$14,984.28
139926	LHSC Business Office	Medications	\$34,555.02
139928	Little Beaver Variety	Fuel	\$1,404.42
139933	Twp. of Lucan Biddulph	Lucan Service	\$268.27
139944	Municipality of Middlesex Centre	Komoka Service	\$117.29
139956	Ray's Electric Inc.	Trossacks Service	\$168.09
139961	Southwest Middlesex	Glencoe Service	\$186.73
139966	Staples Advantage	Supplies	\$439.86
139986	Municipality of Thames Centre	Dorchester Service	\$157.52
139997	Waste Connections of Canada Inc.	Waste Removal	\$1,253.16
140013	Allied Medical Instruments Inc.	Supplies	\$593.25
140014	APC Auto Parts Canada	Supplies	\$124.30

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Cheque Number	Vendor Name	Invoice Description	Amount
140018	Canadian Linen & Uniform Serv	Adelaide Service	\$108.24
140023	Checkers Cleaning Supply	Supplies	\$646.33
140023	Checkers Cleaning Supply	Supplies	\$650.97
140023	Checkers Cleaning Supply	Supplies	\$493.78
140023	Checkers Cleaning Supply	Supplies	\$443.24
140023	Checkers Cleaning Supply	Supplies	\$92.41
140023	Checkers Cleaning Supply	Supplies	\$92.41
140023	Checkers Cleaning Supply	Supplies	\$92.41
140027	Crestline Coach Ltd.	Parts	\$181.17
140038	Ferno Canada Inc	Medical Supplies	\$4,131.17
140038	Ferno Canada Inc	Acetech	\$9,175.60
140039	Fountain Water Products Inc.	Supplies	\$138.00
140040	GDI Services (Canada)	Adelaide Service	\$4,735.79
140053	Jason Dehoey	Meal Allowance Claim	\$15.00
140053	Jason Dehoey	Meal Allowance Claim	\$15.00
140055	Kal Tire Ontario	Tires	\$436.18
140056	Kaitlyn Buchner	Meal Allowance Claim	\$15.00
140056	Kaitlyn Buchner	Meal Allowance Claim	\$15.00
140057	Keyline Industrial LTD	PPE	\$3,404.97
140063	Maxill	PPE	\$3,998.00
140067	Medical Mart	Medical Supplies	\$76.28
140067	Medical Mart	Medical Supplies	\$7.63
140073	OE Canada Inc. Digital Office Solutions	Copier	\$159.33
140078	Purolator Inc.	Courier	\$68.92
140080	Ray's Electric Inc.	Glencoe Service	\$189.05
140080	Ray's Electric Inc.	Byron Service	\$84.75
140083	Ross' Services	Towing	\$322.05
140091	Staples Advantage	Supplies	\$101.69
140091	Staples Advantage	Supplies	\$101.69
140091	Staples Advantage	Supplies	\$95.23
140094	Stryker Canada ULC	Medical Supplies	\$1,299.50
140099	Thames OK Tire & Auto Service	Service	\$617.93
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Service	\$1,633.09
140099	Thames OK Tire & Auto Service	Service	\$1,596.24
140099	Thames OK Tire & Auto Service	Service	\$457.49
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Service	\$407.71
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$186.36

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Cheque Number	Vendor Name	Invoice Description	Amount
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Service	\$292.11
140099	Thames OK Tire & Auto Service	Service	\$624.94
140099	Thames OK Tire & Auto Service	Service	\$248.48
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$124.24
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Service	\$248.48
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Service	\$1,065.03
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Service	\$84.14
140099	Thames OK Tire & Auto Service	Service	\$213.24
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Service	\$285.04
140099	Thames OK Tire & Auto Service	Service	\$1,115.52
140099	Thames OK Tire & Auto Service	Service	\$577.01
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Tires	\$839.38
140099	Thames OK Tire & Auto Service	Service	\$296.66
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$124.24
140099	Thames OK Tire & Auto Service	Service	\$124.24
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$383.27
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140099	Thames OK Tire & Auto Service	Service	\$160.56
140099	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140105	Uline Canada Corporation	Supplies	\$167.93
140105	Uline Canada Corporation	PPE	\$280.06
140105	Uline Canada Corporation	Supplies	\$88.43
140106	Unisync Group Limited	Uniforms	\$122.04
140106	Unisync Group Limited	Uniforms	\$813.60
140108	Waste Management of Canada	Waste Removal	\$806.56
140110	Windsor Factory Supply Ltd.	Supplies	\$463.14
140116	Work Authority	Uniforms	\$933.90
140116	Work Authority	Uniforms	\$845.19
140119	WSIB	Schedule 2	\$11,746.11
140017	Southside Group	Byron Rent	\$9,160.92
140042	Gilpin Holdings Inc.	Glencoe Rent	\$3,507.77
140048	ESAM Construction Limited	Horizon Rent	\$9,113.68
140058	Norquay Developments Ltd. aka Southmoor Deve	RENT FEB/21	\$4,202.73
140062	The Corporation of the Township of Lucan Bid	Lucan Rent	\$2,296.44

MLPS Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
140075	2425021 Ontario Inc.	Parkhill Rent	\$1,780.40
140104	John Brotzel	Trossacks Rent	\$2,066.39
140109	354039 Ontario Ltd.	Waterloo Rent	\$12,409.26
140149	All Seasons Maintenance & Landscaping	Parkhill Service	\$401.15
140150	Allied Medical Instruments Inc.	Medical Supplies	\$2,162.20
140156	Breau Air Inc.	Byron Service	\$150.97
140157	Canadian Linen & Uniform Serv	Adelaide Service	\$112.99
140161	Checkers Cleaning Supply	Supplies	\$435.41
140164	Clarke's Food Mart	Fuel	\$1,586.76
140165	Dr. Charles Nelson, C. Psych.	Fees	\$2,450.00
140172	Doxtator Property Maintenance	Komoka Service	\$367.25
140172	Doxtator Property Maintenance	Byron Service	\$339.00
140173	Dun-Rite Landscaping Inc.	Strathroy Service	\$406.80
140192	Jake's Towing Service	Towing	\$253.23
140203	London Fire Equipment Ltd.	Supplies	\$1,075.76
140204	London Hospital Linen Service Inc.	Linen Processing	\$3,718.25
140217	Morneau Shepell Ltd.	Fees	\$8,640.23
140229	PITNEYWORKS	Postage	\$495.04
140233	Purolator Inc.	Courier	\$54.14
140244	Sanitary Sewer Cleaning	Trossacks Service	\$422.71
140246	Staples Advantage	Supplies	\$138.24
140249	Strathcraft Awards	Uniforms	\$32.82
140251	Stryker Canada ULC	Medical Supplies	\$478.33
140251	Stryker Canada ULC	Medical Supplies	\$415.90
140251	Stryker Canada ULC	Medical Supplies	\$1,600.08
140251	Stryker Canada ULC	Medical Supplies	\$415.90
140251	Stryker Canada ULC	Medical Supplies	\$831.79
140253	Talbot Marketing	Uniforms	\$3,426.30
140264	Thames OK Tire & Auto Service	Service	\$91.48
140264	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140264	Thames OK Tire & Auto Service	Service	\$568.14
140264	Thames OK Tire & Auto Service	Parts	\$83.59
140264	Thames OK Tire & Auto Service	Service	\$31.02
140264	Thames OK Tire & Auto Service	Preventative Maintenance	\$347.65
140264	Thames OK Tire & Auto Service	Service	\$101.70
140264	Thames OK Tire & Auto Service	Service	\$54.37
140264	Thames OK Tire & Auto Service	Service	\$764.51
140264	Thames OK Tire & Auto Service	Preventative Maintenance	\$359.81
140272	VITALAIRE	Oxygen	\$108.71
140272	VITALAIRE	Oxygen	\$64.90
140272	VITALAIRE	Oxygen	\$1,865.69
140272	VITALAIRE	Oxygen	\$18.93

MLPS Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
140272	VITALAIRE	Oxygen	\$57.87
140272	VITALAIRE	Oxygen	\$38.94
			\$701,101.42

Information Technology Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
139706	CDW Canada Inc.	Computer Hardware	\$114.48
139706	CDW Canada Inc.	Computer Software	\$6,735.26
139706	CDW Canada Inc.	Computer Software	\$4,214.92
139706	CDW Canada Inc.	Computer Software	\$475.15
139706	CDW Canada Inc.	Computer Hardware	\$52.82
139706	CDW Canada Inc.	Computer Hardware	\$728.09
139706	CDW Canada Inc.	Computer Supplies	\$88.86
139706	CDW Canada Inc.	Computer Software	\$47.93
139706	CDW Canada Inc.	Computer Hardware Warranty	\$353.74
139706	CDW Canada Inc.	Computer Supplies	\$113.20
139706	CDW Canada Inc.	Computer Supplies	\$113.20
139706	CDW Canada Inc.	Computer Supplies	\$113.20
139706	CDW Canada Inc.	Computer Software	\$527.74
139713	CompuCom Canada Co.,	Computer Hardware	\$773.60
139755	Larg*net	Connectivity	\$18,101.47
139835	Telus	Services	\$1,764.69
139835	Telus	Services	\$2,237.42
139682	Access	Off site tape storage	\$188.56
139682	Access	Off site tape storage	\$437.66
139682	Access	Off site tape storage	\$312.07
139682	Access	Off site tape storage	\$233.38
139725	Ebyan Hassan	Expense Claim	\$30.00
139737	Greg Marles	Expense Claim	\$80.00
139746	INTEGRA Data Systems Corp	Computer Hardware	\$1,452.05
139879	CDW Canada Inc.	Computer Hardware	\$71.05
139879	CDW Canada Inc.	Computer Supplies	\$413.83
139879	CDW Canada Inc.	Computer Hardware	\$126.11
139879	CDW Canada Inc.	Computer Hardware	\$135.96
139879	CDW Canada Inc.	Computer Hardware	\$303.35
139879	CDW Canada Inc.	Computer Hardware	\$88.69
139879	CDW Canada Inc.	Computer Software	\$699.57
139879	CDW Canada Inc.	Computer Hardware	\$51.81
139879	CDW Canada Inc.	Computer Supplies	\$421.73
139886	CompuCom Canada Co.,	Computer Hardware	\$422.53
139886	CompuCom Canada Co.,	Computer Hardware	\$1,171.85
139886	CompuCom Canada Co.,	Computer Hardware Warranty	\$99.44
139895	Ebyan Hassan	Expense Claim	\$30.00
139896	Execulink Telecom	Internet Services	\$188.59
139910	Insight Canada Inc.	Computer Software	\$406.80
139951	Perry Group Consulting Ltd	Disaster Recovery Plan	\$5,313.83
139883	Treasurer, City of London	2020 ITS Cost Recovery	\$1,745.85
139950	Patrick Bradshaw	Expense Claim	\$30.25
139958	Ricoh Canada Inc.	Ricoh Meter Read	\$223.49

Information Technology Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
139958	Ricoh Canada Inc.	Ricoh Meter Read	\$0.21
140022	CDW Canada Inc.	Computer Software	\$228.21
140022	CDW Canada Inc.	Computer Supplies	\$26.68
140022	CDW Canada Inc.	Computer Hardware	\$3,577.46
140022	CDW Canada Inc.	Computer Hardware	\$414.48
140022	CDW Canada Inc.	Computer Software	\$475.15
140022	CDW Canada Inc.	Computer Software	\$76.07
140022	CDW Canada Inc.	Computer Hardware	\$207.24
140022	CDW Canada Inc.	Computer Hardware	\$679.88
140022	CDW Canada Inc.	Computer Hardware	\$176.87
140022	CDW Canada Inc.	Computer Hardware	\$26.41
140022	CDW Canada Inc.	Computer Supplies	\$57.94
140022	CDW Canada Inc.	Computer Hardware	\$471.92
140022	CDW Canada Inc.	Computer Software	\$1,006.69
140022	CDW Canada Inc.	Hardware Support Renewal	\$9,825.89
140022	CDW Canada Inc.	Computer Hardware	\$71.88
140022	CDW Canada Inc.	Cell Phone	\$38.04
140022	CDW Canada Inc.	Computer Hardware	\$25.90
140025	CompuCom Canada Co.,	Computer Hardware	\$123.74
140025	CompuCom Canada Co.,	Computer Hardware	\$316.52
140025	CompuCom Canada Co.,	Computer Hardware	\$4,687.42
140025	CompuCom Canada Co.,	Computer Hardware	\$397.76
140025	CompuCom Canada Co.,	Computer Hardware	\$2,545.54
140051	Insight Canada Inc.	Computer Software	\$598.90
140052	Jailbird Designs	Office Supplies	\$399.46
140079	RAND A Technology/IMAGINiT Technologies	Computer Software	\$3,248.75
140081	Ricoh Canada Inc.	Computer Hardware	\$2,896.59
140090	Spectrum Wireless-London	Computer Hardware	\$524.32
140090	Spectrum Wireless-London	Cell Phone	\$326.56
140102	THINKDOX Inc.	Computer Software	\$36.16
140102	THINKDOX Inc.	Computer Software	\$1,230.57
140152	Aidan Luby	Expense Claim	\$115.90
140159	Chris Bailey	Expense Claim	\$84.00
140160	CDW Canada Inc.	Computer Supplies	\$268.83
140160	CDW Canada Inc.	Computer Hardware	\$51.81
140160	CDW Canada Inc.	Computer Software	\$489.28
140180	eSCRIBE Software Ltd.	Computer Software	\$7,232.00
140190	Insight Canada Inc.	Computer Software Renewal	\$1,520.98
140190	Insight Canada Inc.	Computer Software Support	\$158.20
140191	INTEGRA Data Systems Corp	Network Supplies	\$564.93
140196	James Webb	Expense Claim	\$30.00
140215	Metropolitan Maintenance	Facility Cleaning	\$565.00
140215	Metropolitan Maintenance	Facility Cleaning	\$152.55

Information Technology Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
140223	OE Canada Inc. Digital Office Solutions	Toshiba Meter Read	\$428.47
140223	OE Canada Inc. Digital Office Solutions	Lease	\$613.76
140236	RAND A Technology/IMAGINiT Technologies	Computer Software Subscription	\$5,079.35
140237	Ricoh Canada Inc.	Computer Hardware	\$1,614.04
140238	Ryan Price	Expense Claim	\$40.00
140239	Ryan Thomas	Expense Claim	\$140.00
140245	Spectrum Wireless-London	Cell Phones	\$653.10
140257	Telus	Business Connect	\$86.21
140258	Telus Communications	Hardware Maintenance	\$9.45
140258	Telus Communications	Connectivity	\$874.34
140259	Telus Communications Inc	Connectivity	\$1,011.35
140265	THINKDOX Inc.	Computer Software	\$1,226.05
			\$108,963.03

Economic Development Payables

January 11 - February 5 2021

Cheque Number	Vendor Name	Invoice Description	Amount
139707	CFDC	Professional Services	\$387.94
139975	Summer Fun Guide	Advertising	\$2,141.35
139880	Cara Finn	Expense Claim	\$49.94
139978	SWOTC	Partnership Project	\$150.00
140221	My Broadcasting Corporation	Advertising	\$2,369.61
140230	Paul Napigkit	Expense Claim	\$337.45
140266	Through Pine Films	Services	\$1,051.00
			\$6,487.29

TO: Head and Members of Council

FROM: Rick Kester, Chair

DATE: January 26, 2021

RE: Report of the OGRA Nominating Committee



The Nominating Committee met on January 12, 2021 and recommended a slate of candidates to the Board of Directors. On January 22, 2021, the Board of Directors ratified the report as presented.

The recommended slate is as follows:

Southwest Zone – One (1) to be elected

- Kelly Elliott, Deputy Mayor, Municipality of Thames Centre

South Central Zone – Two (2) to be elected

- Aakash Desai, Deputy Mayor, Municipality of Grey Highlands
- Donna Jebb, Councillor, Town of New Tecumseth

South East Zone – One (1) to be elected

- Travis Wilson, Director of Public Works, Township of Minden Hills

Northern Zone – One (1) to be elected

- Cheryl Fort, Mayor, Township of Hornepayne

The above candidates will serve for a two-year term.

The following current members do not have to be re-elected to the Board and will automatically assume the following positions effective February 25, 2021:

President	Dave Burton , Mayor, Municipality of Highlands East
1 st Vice-President	Paul Schoppmann , Mayor, Municipality of St.-Charles
2 nd Vice-President	John Parsons , Division Manager, Transportation & Roadside Operations, City of London
Immediate Past President	Rick Harms , Project Engineer, City of Thunder Bay
Directors	Melissa Abercrombie , Manager of Engineering Services, County of Oxford
	Paul Ainslie , Councillor, City of Toronto
	Chris Angelo , Director of Public Works & Environmental Services, City of Quinte West
	Antoine Boucher , Director of Public Works and Engineering, Municipality of East Ferris
	Bryan Lewis , Councillor, Town of Halton Hills

The above slate of candidates will be ratified at the Annual Conference to be held in February, 2021.

If any municipal or First Nation member would still like to put their name forward for a position on the Board of Directors, she/he must fill out and return the attached Nomination Form. Any nominations must be received no later than February 12, 2021.

Please send to the attention of:

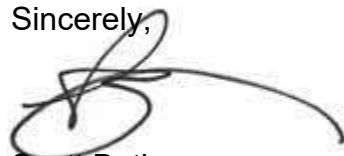
Rick Kester, Chair
Nomination Committee
1525 Cornwall Road
Unit 22
Oakville, Ontario
L6J 0B2

Fax: 289-291-6477
Email: info@ogra.org

Please be advised that if any additional nominations are received by the deadline noted above, an election will be required at the OGRA Conference.

Any questions regarding the Nomination process or serving on the Board of Directors can be directed to the undersigned at scott@ogra.org.

Sincerely,



Scott Butler
Executive Director

C: Rick Kester, Chair, Nominating Committee

ONTARIO GOOD ROADS ASSOCIATION BOARD OF DIRECTORS NOMINATION AND CONSENT FORM



We hereby nominate the following individual to the Board of Directors of the Ontario Good Roads Association for the 2021 - 2023 term of office (two-year term).

Name: _____

Job Title: _____

**Municipality/First
Nation:** _____

Moved by: _____

Seconded by: _____

NB: Candidates must be nominated by two eligible members of OGRA. A resolution of Council is acceptable but not mandatory.

CANDIDATE CONSENT

The candidate nominated above must sign below indicating that s/he consents to the nomination and agrees to let her/his name stand for office.

I, _____, hereby consent to the above nomination to the Board of Directors of the Ontario Good Roads Association.

Signature

Date

Submit completed form and candidate's résumé by email to info@ogra.org with the subject line Attention: Rick Kester, Chair, OGRA Nominating Committee. Forms can also be mailed to OGRA, 22-1525 Cornwall Road, Oakville, Ontario L6J 0B2.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-344

January 26, 2021

Dear Head of Council:

Our government is committed to improving local service delivery and better respecting taxpayers' dollars. That is why we launched the Municipal Modernization Program in 2019. Through this program, the Ontario government is providing funding to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective.

Today at the Rural Ontario Municipal Association (ROMA) conference, I announced the launch of the second intake under the Municipal Modernization Program. Modern, efficient municipal services that are financially sustainable are more important than ever in light of the COVID-19 pandemic. Even as municipalities continue to face challenges, there are also opportunities to transform services and stimulate new ways of doing business.

The second intake will allow municipalities to benefit from provincial funding to conduct third party reviews as well as to implement projects to increase efficiency and effectiveness and lower costs in the longer term. I also want to encourage you to work with your neighbouring municipalities to find innovative joint projects that can benefit each of you. The government is excited to learn about your project applications that support the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative delivery models

To apply, you must submit a completed Expression of Interest form with attached supporting documents via the Transfer Payment Ontario (TPON) system by **March 15, 2021**. To get started, visit www.Ontario.ca/getfunding.

If you have questions on the program, or would like to discuss a proposal, I encourage you to contact your [Municipal Services Office](#) or e-mail municipal.programs@ontario.ca.

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents and businesses.

Sincerely,



Steve Clark
Minister

c. Chief Administrative Officers and Treasurers

**Ministry of Natural Resources and Forestry**

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles et des Forêts

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Subject: Proposed regulation for compressed air energy storage in reservoirs

Good Afternoon,

We are writing today to let you know about proposed changes to the regulation and standards under *the Oil, Gas and Salt Resources Act*.

As you may already know, under the *Oil, Gas and Salt Resources Act*, the province regulates the drilling and operation of wells, and associated pipelines and equipment, used for activities such as the exploration and production of oil and natural gas, salt solution-mining, the underground storage of hydrocarbons, and compressed air energy storage in salt caverns. Compressed air energy storage in geological storage areas [other than salt caverns] is currently not regulated under the act.

Changes are being proposed that would ensure compressed air energy storage projects using porous rock reservoirs are regulated. In addition, other technical and administrative changes are being proposed to reference more current technical standards for the broader regulated sector and to update provisions in the regulation that set out parties who can act as financial security trustees.

Ontario is seeking feedback on this proposal through the environmental and regulatory registries for a period of 45 days ending on March 5, 2021 (<https://ero.ontario.ca/search> registry number: 019-2935). Details of the proposed changes are available in the environmental registry posting and supporting documents.

The ministry would welcome your feedback on the proposed changes, as well as the opportunity to discuss any comments or concerns that you may have. Should you have any questions about the proposal, please contact Pauline Desroches at pauline.desroches@ontario.ca or 705-741-8556.

Sincerely,

Original signed by

Jennifer Keyes
Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

c: Susan Mancini, Petroleum Operations Section; Pauline Desroches, Resources Development Section

Ministry of the Environment, Conservation and Parks

February 5, 2021

Good morning,

With the amendments to the *Conservation Authorities Act* (“CAA”) in Bill 229, the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*, now passed by the Legislature, the government has made a series of substantive amendments to the CAA in 2017, 2019 and in 2020, resulting in a number of un-proclaimed provisions in the CAA.

On February 2, 2021, some specific provisions in the CAA were proclaimed to initiate changes to conservation authority governance, for consistency in administration, transparency and financial accountability, as well as increased municipal and provincial oversight of conservation authority operations. These provisions are not tied to any specific regulations, and relate only to provisions from the 2019 and 2020 CAA amendments. Specifically, these include:

- Government requirements (e.g. Non-derogation provision clarifying that nothing in the CAA is intended to affect constitutionally protected Aboriginal and treaty rights);
- Provisions related to conservation authority governance (e.g. changes to the conservation authority municipal membership);
- Minister’s powers (e.g., enabling the Minister to issue a binding directive to a conservation authority following an investigation); and
- Housekeeping amendments.

Please refer to the [CAA](#) on e-Laws for a complete list of the provisions that are now in force.

We are proposing that the remaining un-proclaimed provisions be proclaimed in two further stages over the coming months to align with the roll out of proposed regulations and policy. These include:

- i) Provisions related to natural hazard management, mandatory programs and services, community advisory boards, the agreements and transition period, and fees.
- ii) Provisions related to municipal levies, and standards and requirements for non-mandatory programs and services.

We have received a number of questions about the implications of certain provisions coming into force, and particularly those related to the composition of conservation authority membership. I can assure you that we are moving forward with a smooth transition to the new framework. Please refer to the attached FAQ for critical information on the implementation of these new measures.

My team in the Conservation Authority Office are available to answer any questions that you may have about the provisions that are now in effect as a result of the stage 1 proclamation. Please do not hesitate to contact us at ca.office@ontario.ca.

The Ministry of the Environment, Conservation and Parks will be in touch at a future date to notify you of the proclamation of the remaining provisions.

I look forward to continuing to work with you through our upcoming consultations on the new regulatory proposals under the CAA to ensure we put conservation authorities in the best position possible to be able to deliver on their core mandate.

Sincerely,

Keley Katona
Director, Conservation and Source Protection Branch
Ministry of the Environment, Conservation and Parks

Attachment

Implications of Proclamation of Various Provisions: Frequently Asked Questions

1. Do participating municipalities have to appoint new members to conservation authorities now in order to meet the 70% requirement?

Immediate action is not required on the part of conservation authorities or by municipalities related to the provision requiring 70% of municipally appointed members be elected officials.

Current members should complete the remaining duration of their appointments. As new members are appointed, conservation authorities should be appointing members in a way that complies with this new requirement.

A participating municipality may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to this 70% requirement. The request should include the rationale for the request, and what proportion of members the municipality is proposing to be elected officials. Requests should be sent to minister.mecp@ontario.ca.

2. Does a conservation authority need to immediately initiate the term limits of chair/vice-chairs and rotate amongst participating municipalities?

Immediate action is not necessarily required. Implementation of this provision could begin at the first meeting held this year (following the proclamation date of February 2, 2021), or at such other meeting as may be specified by the authority's by-laws.

A participating municipality or conservation authority may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to the term limit or rotation. The request should include the alternative approach being proposed, and the rationale for the request. Requests should be sent to minister.mecp@ontario.ca.

3. When should conservation authorities transition to the use of generally accepted accounting principles?

If not already the practice, conservation authorities will transition to the use of generally accepted accounting principles for local government and ensure that key conservation authority documents are made available to the public (i.e., minutes of authority or executive committee meetings, auditor reports) following proclamation of these provisions on February 2, 2021.

Implications of Proclamation of Various Provisions: Frequently Asked Questions

4. When do copies of municipal member agreements need to be sent to the Minister and made public?

Please submit any existing agreements (on the number of total conservation authority members and number of members per participating municipality in a conservation authority) to the Minister within 60 days of February 2, 2021 (i.e., by April 3, 2021).

If no such agreement is in place as of February 2, 2021, but such an agreement is entered into at a future date, please provide it to the Minister within 60 days of executing the agreement. These agreements should also be made available to the public through the conservation authority's website or other appropriate means within these same timelines.

5. Which provisions of the Conservation Authorities Act (CAA) are you proclaiming in this first phase?

Provisions in the CAA that come into effect February 2, 2021, as part of this first phase include:

Housekeeping Amendments

- Clarifying “Minister” means the Minister of the of the Environment, Conservation and Parks (rather than the Minister of the Natural Resources and Forestry) (Bill 108, 2019).
- Administrative change by striking out “of the Environment” from “Minister of the Environment” (in the section on CA dissolutions – clause 13.1(6)(c)) (Bill 108, 2019).
- Remove a legislative date (now stale) for a past transition period for conservation authorities (CAs) to up-date administrative by-laws (Bill 229, 2020).

Government Requirements

- Non-derogation provision to recognize existing Aboriginal or treaty rights (Bill 229, 2020).
- Enable the Minister to delegate his or her powers to an employee of the Ministry of the Environment, Conservation and Parks (Bill 229, 2020).

Governance

- Changes to the CA municipal membership provisions including requiring 70 per cent of municipally appointed members to be elected officials with provision for the Minister to permit less than 70 per cent on application by a participating municipality (Bill 229, 2020).
- Requiring copies of municipal member agreements on number of total CA members agreed upon and numbers per participating municipality in a CA agreed upon, to be made public and provided to the Minister (Bill 229, 2020).

Implications of Proclamation of Various Provisions: Frequently Asked Questions

- Removal of the regulation making authority regarding the composition of the CA (Bill 229, 2020).
- Minister's power to appoint a member from the agricultural sector with limitations added to the member's voting rights (Bill 229, 2020).
- Limiting the term of the chair/vice-chair and rotating of the chair/vice-chair among a CA's participating municipalities with provision for the Minister to permit an exception to these requirements upon application of the CA or participating municipality. If an exception is granted, this would allow a chair/vice-chair to hold office for more than one year or two terms, or a member to succeed an outgoing chair, vice-chair, appointed from the same participating municipality (Bill 229, 2020).
- Minor amendments to the 'powers of authorities': integrating the CA power to "cause research to be done" with the CA power to "study and investigate the watershed" in order to support the programs and services the CA delivers; to require consent of the occupant or owner of the land before a CA staff can enter the land for the purpose of a CA project (such as land surveying); and to remove the power of a CA to expropriate land (Bill 229, 2020).
- Require CAs to follow generally accepted accounting principles for local governments, make key documents (annual audit, meeting agendas and minutes and member agreements) available to the public (Bill 229, 2020).
- **Minister's Power**
- Enable the Minister to issue a binding directive to a CA following an investigation (Bill 229, 2020).
- Enable the province, upon recommendation by the Minister, to appoint a temporary administrator to assume control of a CA's operations following an investigation or the issuance of a binding directive, if the directive is not followed. Immunity is provided for the administrator (Bill 229, 2020).

Staff Report

January 2021

The staff report is submitted to SCOR EDC Board of Directors and partners to report on initiatives and issues surrounding SCOR EDC mandate and areas of focus which are:

1. Infrastructure supporting economic development
2. Human capital supporting economic development
3. Sector development (agriculture, food, manufacturing)

Sector Development

Our strategy in supporting agricultural economic base across the region

- Support creation of research and innovation
 - Support and creation of market development – promoting this regions agricultural products
 - Support and build domestic workforce capacity within the agricultural sector
 - Support and build training opportunities within the agricultural sector
1. SCOR EDC has partnered with Ontario Federation of Agriculture to support their Always in Season initiative. <https://ofa.on.ca/alwaysinseason/>
We will be launching a flipbook promoting regional agriculture on Feb 13, 2021. In conjunction with the flipbook we have created a colouring book of colouring pages submitted by residents across the region. This project has won an EDCO award for resident attraction in rural communities.
 2. SCOR EDC has partnered with OFA and other organizations in the Feeding Your Future program. <https://feedingyourfuture.ca/> This program is focused on building skills within the agricultural sector. SCOR EDC has coordinated the development of agricultural videos as part of the OFA led initiative. The videos feature a variety of commodities and training topics. Please share widely. <https://feedingyourfuture.ca/agri-training/>
 3. SCOR EDC continues to provide support and connects with CFA/OFA/OFVGA and FARMS to address agricultural workforce issues. The agriculture and food industry pre-COVID was experiencing issues related to attraction and retention of skilled workforce and the onset of COVID has intensified these issues. Partners are focusing on marketing to domestic workforce, assessing farm needs and issues to attraction and retention, supporting skills and training.
 4. SCOR EDC was partner with Conestoga College, County of Brant, Workforce Planning Board of Grand Erie and Libro Credit Union in the creation of the Agricultural Equipment Operator Program. <https://www.conestogac.on.ca/fulltime/agricultural-equipment-operator> this project was developed as means to support workforce development in the agricultural sector.
 5. Ontario Hazelnut Association project support. On-going support of OHA in their Market Development Project. Currently, domestic growers sell their hazelnut output at the farm gate, at farmers' markets or to specialized small food retailers. Large confectionary companies have expressed interest in purchasing from Ontario producers if hazelnuts are sanitized, dried, graded and shelled, which is currently done by each farm individually. The current market demand for Ontario requires over 45,000 acres of hazelnuts and would generate \$300,000,000 annually in nut sales, with an economic impact over \$1 billion annually. Ontario hazelnut industry will be reassured of the identified market potential and be given a clear vision for bringing their product to market in Ontario and new growers will have confidence to invest in and plant new hazelnut orchards.

6. Other initiatives and activities supporting agricultural sector.

- Working with Fanshawe College in support and marketing of the Agricultural Management Program
- Partner in the FRESHER project led by Western University to gauge the impact of COVID-19 on restaurant and retail food market segment

Human Capital

1. SCOR EDC staff continue as supporting staff in various projects by the two workforce planning boards servicing our region.
2. SCOR EDC continue to participate on the Inter-Ministerial Inter-governmental committee through the EMO Workforce Planning Board. .
3. See point #1-4 in Sector Development- agricultural workforce. Continuing with partnerships and collaborations for workforce.

Infrastructure

1. Transportation

The importance of transportation is directly related to resident and workforce attraction as well as resident service that add to community and regional mobility and infrastructure. Transportation provides for safe, reliable movement of goods and people.

a. Community Transportation

The regional transportation project funded in part by the Province of Ontario and Middlesex Business Help Center as well as CF Oxford continues to move forward. Community transportation has evolved due to COVID and social distancing the need is still critical in our communities. Many of the launch dates for individual CT systems has been delayed. MTO has connected with recipients of the CT grant funding to ensure that a delay in launch dates will not affect agreements.

SCOR continue to act as coordinator and facilitator for the Community Transportation group. An MOU has been developed and the committee and SCOR EDC staff are presenting to members of Council regarding the MOU and moving forward as a collective association.

The MOU was developed by a small committee including Morgan Calvert at Middlesex County, David Simpson at Oxford County, Kim Earls and Dennis Kar from Dillion Consulting. This MOU and association will be the first of its kind providing community transportation in the Province.

a. Shortline rail

SCOR staff continue to work with Businesses, EDO's across the region and MTO in building the business case and identifying true need for shortline rail. SCOR staff and Cephas Panschow, Chair of the SCOR Resource Advisory Committee have been presenting to Elgin County Council, Norfolk County Council, Municipality of Bayham Council and Oxford Council.

Advocacy

- SCOR EDC met with several Ministries at the recent ROMA conference.
- Continue to connect with Federal Ministers
- All activity updates are sent to MPP's and MP's

Inquiries, Support & Facilitation Activities

Support

- sent out 28 funding opportunities
- SCOR EDC continues to support partner initiatives through Letters of Support, participation on committees and promotion and marketing

SCOR EDC

ROMA
2021

MINISTRY OF INFRASTRUCTURE
2021



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SHORTLINE RAIL

Shortline rail systems provide employers with cost effective service options and alternatives to highway haulage of goods. Shortline rail assets are an in place infrastructure to support regional, provincial and national value chains, We encourage your government to provide incentives to use rail throughout the province and in our region specifically.

SCOR regional shortline rail facts:

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Total	1149	653.41	23	495.01	49

Shortline rail

- There is approximately 1150 acres of of industrial land along the track.
- 653 acres vacant which represents significant potential growth opportunity for the region and for rail expansion



THE ASK

COLLABORATE WITH THE MINISTER OF TRANSPORTATION AND TRANSPORT CANADA TO HELP ORGANIZATIONS SUCH AS SCOR BUILD BUSINESS AND INVESTMENT IN THESE SYSTEMS.

PROVIDE INCENTIVES FOR INVESTMENT IN SHORT LINE RAIL. WITH THE ONSET OF COVID THE NEED FOR ROBUST AND WELL-USED SHORTLINE RAIL SYSTEMS AS PART OF OVERALL HEALTHY TRANSPORTATION SYSTEMS IS APPARENT.

MUNICIPAL ASSETS

As per SCOR municipal survey (see attached report) 88% of municipalities within the region said they delayed or cancelled infrastructure projects in 2020.

Asset Management Principles outline this has cascading impacts on infrastructure costs.

The current financial and resource capacities of municipalities is causing them to make decisions that are contrary to provincial established infrastructure and AMP regulations. Additionally this is causing immense strain on the financial capacity of municipalities and the property tax system this has a causal effect on municipal ability to respond to further issues arising from the pandemic.



THE ASK

1. Increased allocation based infrastructure funding

2. Stable multi-year allocation notices would provide concrete information municipalities could make decisions on.

- Provide OMPF allocations for 2022 and 2023 now.
- Provide OCIF Allocations for 2022 and 2023 now.
- Advance notification allows municipalities to plan more effectively and utilize limited funds more effectively. It can be objectively demonstrated when everything is rushed out municipalities pay a premium for construction and related costs .

RURAL BROADBAND



We wish to thank your government for its commitment to investing in rural broadband. Rural and small urban municipalities need broadband. Most, however do not have the ability or expertise to manage these projects. 2020 made the urgency of this investment very apparent. Our communities do not have the time to wait. Each week and month that rolls by without reliable internet further puts business, students and families at a disadvantage. The need to act quickly and diversify the rollout is urgent.

THE ASK

We ask that you consider diversifying the portfolio and utilize not only the SWIFT project but seek additional means to invest directly in private enterprise within the telecommunications sector.

SCOR EDC

ROMA
2021

MINISTRY OF LABOUR,
TRAINING AND SKILLS
DEVELOPMENT 2021



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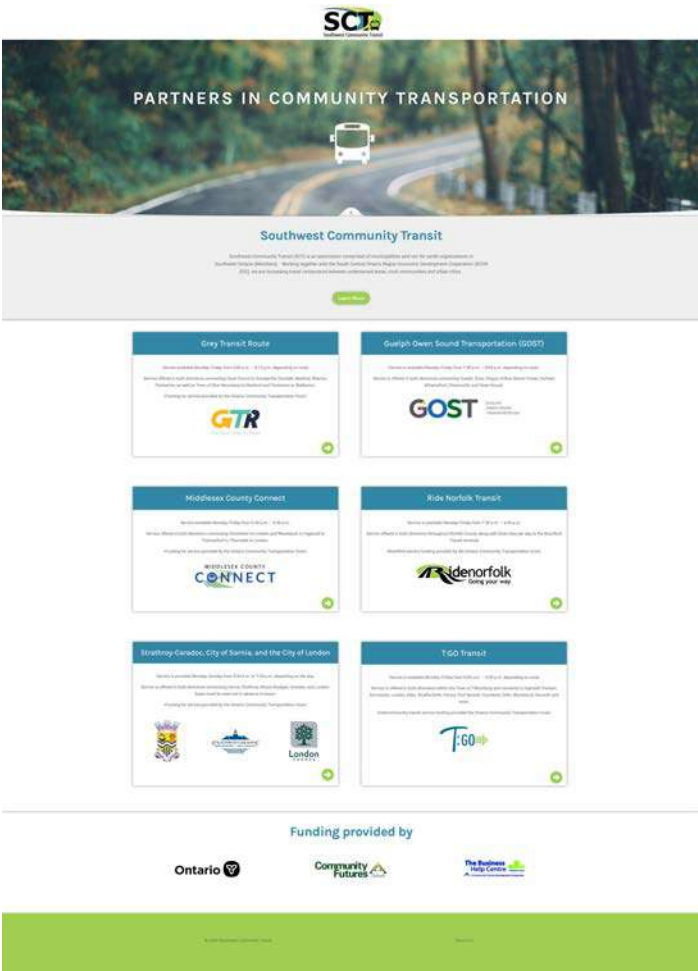
UPDATE : RURAL TRANSPORTATION



Transportation is critical to the regions ability to attract and retain residents and workforce. Community transportation will also support seniors living in place and thereby support more affordable and desirable options for seniors and retirees in our region.

SCOR EDC has been working with partners and neighbors and have created the Southwest Community Transit (SCT) network. This network brings together community systems from across the Province. We have been aligning routing (where possible), developing common policies and procedures and looking at joint procurement.

Partners in this network have signed an MOU and agree to work together where possible to support network branding while still maintaining their own branding. Through this network we have created more efficient services and are no longer working in silos.



UPDATE: COMMUNITY TRANSPORTATION AND WORKFORCE MAPPING

SCOR EDC is undertaking a project to connect rural transportation options with job seekers and those in the workforce. This is a first step in negating one of the most cited barriers to employment. We have partnered with workforce planning boards in our region and will be mapping all local and regional transportation routes across service lines to facilitate job seekers and employers in looking at transportation options. Lack of transportation has been cited as one of the largest barriers to filling positions deemed "hard to fill", this tool will support job seekers in finding transportation options.



Connecting
workforce to
transportation.



TRAINING TO MEET REGIONAL NEEDS

Working with organizations (such as SCOR) that are partnering with businesses and other workforce and educational institutes provides opportunity to identify skills needed within each business/sector but also to build on current labour skills and workforce abilities. In seeking to enhance skills development and capacity within individual business and sectors we can start to build a workforce that is flexible and nimble to serve business/sectors. This tiered skills knowledge will support strong value chain building and investment attraction.

Skills and abilities required in the agricultural workforce are often transferable or scalable in other sectors such as manufacturing.

This year SCOR EDC partnered with Conestoga College, County of Brant, Workforce Planning Board of Grand Erie, Ontario Federation of Agriculture and Libro Credit Union to develop short term curriculum and training to fill an immediate (and long term) need in the agricultural sector. The creation of the Agricultural Equipment Operator program is a great example of how we can partner and address immediate and long term regional workforce needs.

Work with Ministry of Colleges and Universities and invest in training at regional campuses. This is a successful model.

Regional Partnerships Responding to Workforce Needs

Agricultural Equipment Operator Program

<https://www.conestogac.on.ca/fulltime/agricultural-equipment-operator>



CONESTOGA
Connect Life and Learning

FUNDED PROGRAM

Agricultural Equipment Operator

Start: January 2021 | Length: 10 weeks | Location: Brantford

With the dire need for agricultural workers in Ontario, there is a high demand for skilled equipment operators to support this industry. Completion of the Agricultural Equipment Operator program will position you to successfully enter a wide variety of agricultural operations. This program includes significant hands-on experience in safely performing basic machine maintenance and operation of various pieces of agricultural equipment. This practical experience is complemented with the related theory in addition to math, communications, safety, and welding courses. By the end of the program, you will be well-prepared for success as you enter employment in agriculture as an equipment operator.

Graduate Opportunities
Graduates will find employment opportunities in a broad cross-section of Agricultural operations including cash crop farms, orchards, beef, dairy, and poultry operations. Additional opportunities will be found with custom farming businesses such as large-scale spraying and fertilizing operations, custom tillage, and harvesting operations.

Admission requirements
- Must be a resident of Ontario to apply.
- Successful completion of an intake assessment.

Program Cost: \$500
This pilot program is funded in part by the federal and provincial governments.

Contact: Trades@conestogac.on.ca

CANADIAN AGRICULTURAL PARTNERSHIP
County of Brant
SCOR
Libro
Ontario
Canada

SKILLED WORKFORCE

Invest in regional specific enhanced programs focused on skilled trades. Prior to the 2020 pandemic many positions were left unfilled, leaving businesses in a position where they were unable to grow due to lack of skilled workforce on hand. The onset of COVID has not lessened the need for skilled trades. As businesses move into recovery and others are able to capitalize on market opportunities those skilled workers are needed now more than ever. Shut-downs have created further unavoidable gaps in completion of training and apprenticeship timelines and final testing.

Working with business, economic agencies and post-secondary institutions to help identify opportunities and develop incremental training and micro-credentials in our post-secondary institutions. This will offer employees an avenue to access additional training to up-skill their current resumes and employers can invest and support training for a stronger workforce with an eye towards succession planning.

Collaboration to offer incremental training and stackable or micro-credentials



EQUITABLE WORKFORCE

Women are were one of the hardest hit demographics in the workforce during the pandemic. They are often juggling their time between, caring for children, aging parents and employment.

Women are citing lack of childcare and elder care as one of the biggest challenges to actively participating in the workforce during the pandemic and as we move into recovery. Uncertainly, concern for safety and lack of supports are all contributing to women fully engaging in their current jobs or potential opportunities.

Recognizing the important role women play in the workforce is crucial.

THE ASK

We ask that your Ministry work with organizations like SCOR EDC and other Ministries in creating solutions to issues women are facing in the workforce.



LEVERAGING REGIONAL ORGANIZATIONS



Providing support and partnering with regional organizations to leverage their relationships and knowledge of local and regional needs can be a strong win for all involved. Data collection is needed as well as means to disseminate and use information for strategic workforce planning, development and investment attraction. This should be done at a reasonable sized regional level. Workforce commuter patterns historically demonstrate that workforce is fluid within a certain geographic area. Taking advantage of local/regional knowledge will help to develop a model that could be expanded across the province

SCOR EDC has a proven track record for success in partnerships. SCOR EDC has been successful not only in data collection and information sharing on a "right-sized" regional level, but on coordination and "doing" the work. Information is important but so is advancing solutions for big issues. SCOR EDC has proven as an organization they can do both. Leverage that strong partnership, continue to support and partner with SCOR EDC.



SCOR EDC

ROMA
2021

MINISTRY OF TRANSPORTATION
2021



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COMMUNITY TRANSPORTATION

SOUTHWEST COMMUNITY TRANSIT (SCT)

Transportation is critical to the regions ability to attract and retain residents and workforce. Community transportation will also support seniors living in place and thereby support more affordable and desirable options for seniors and retirees in our region.



SCOR EDC has been working with partners and other municipalities to establish the Southwest Community Transit (SCT) network. This network brings together community systems from across the Province. We have been aligning routing (where possible), developing common policies and procedures and looking at joint procurement. Partners in this network have signed an MOU and agree to work together where possible to support network branding while still maintaining their own branding. Through this network we have created more efficient services and are no longer working in silos.

Some of the benefits SCT has created are:

- Consistent messaging across all regions
- Coordinate marketing & promotions to leverage economies of scale
- Common website for riders to obtain information on the systems (fares, stop locations, policies).
- Similar fare structures and transfer policies between systems to allow riders to continue to travel.
- Similar policies for accessibility to ensure a seamless service throughout Southern Ontario
- Explore the use of Google Transit for trip planning throughout the service area.
- Potential for joint procurement
- Electronic fare technology procurement and other on-board technologies
- Transit advertising (on vehicles, transit shelters, transit benches)
- Vehicle procurement



ALL SCT INFORMATION CAN BE FOUND ON WWW.RIDE-SCT.CA

COMMUNITY TRANSPORTATION

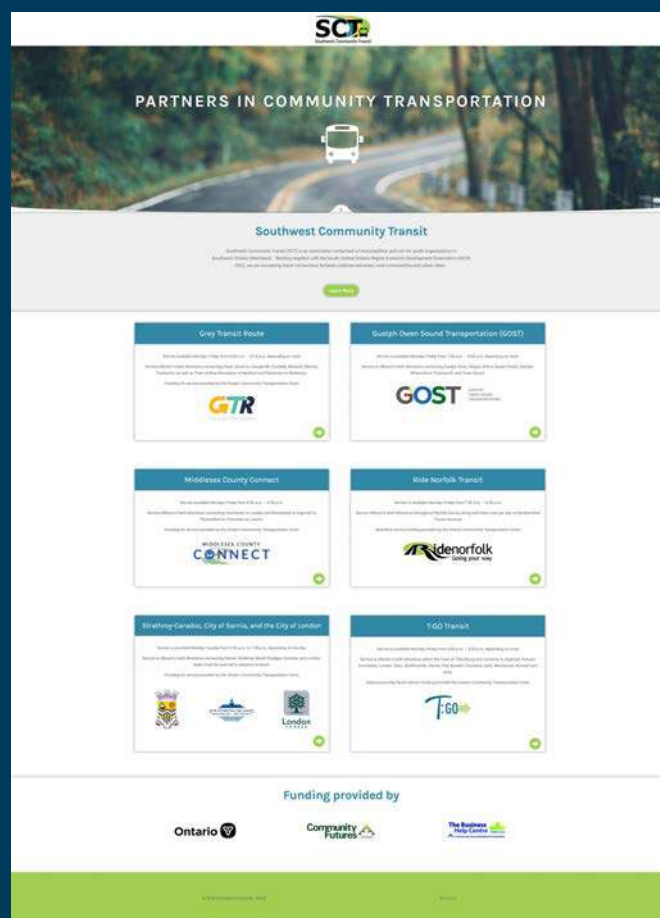
SOUTHWEST COMMUNITY TRANSIT (SCT)

Initial members include:

- County of Brant
- Grey County
- Oxford County
- Perth County
- Middlesex County
- Municipality of Lambton Shores
- Municipality of Norfolk County
- Municipality of Strathroy-Caradoc
- The City of Owen Sound
- The City of Stratford
- Town of Tillsonburg



COMMUNITY
TRANSPORTATION
WWW.RIDE-SCT.CA
WEBSITE



RAIL

Shortline rail systems provide employers with cost effective service options and alternatives to highway haulage of goods. Shortline rail assets are an in place infrastructure asset to support regional, provincial and national value chains. We encourage your government to provide incentives to use rail throughout the province and in our region specifically. Infrastructure investments will need to be made in order to attract new rail users and to encourage current users to amplify volumes.

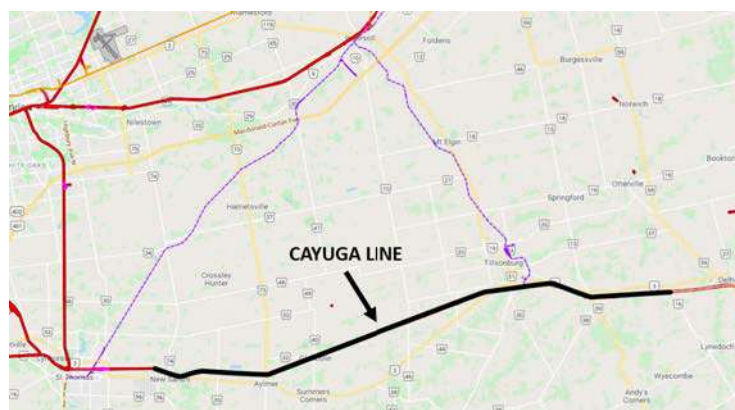
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Shortline rail

- There is approximately 1150 acres of industrial land along the track.
- 653 acres vacant which represents significant potential growth opportunity for the region and for rail expansion



THE ASK

Collaborate with the Minister of Infrastructure and Transport Canada to help organizations such as SCOR build business and investment in these systems.

Provide incentives for investment in short line rail. With the onset of COVID the need for robust and well-used shortline rail systems as part of overall healthy transportation systems is apparent.

MASTER PLAN FOR SOUTHWESTERN ONTARIO

As your government moves forward with your proposed plan and timelines we ask that you allow SCOR EDC to continue to provide input and information from a regional perspective.

This region and its partners have invested a considerable amount of time and resources in finding solutions for transportation that work for business and residents alike. We ask that you consider us a partner to work together towards solutions.

THE ASK

SCOR EDC would be pleased to appoint a member to assist you on the Mayor's task force that you have announced as part of the Southwestern Ontario Master Transportation Plan.



SCOR EDC

ROMA
2021

MINISTRY OF AGRICULTURE,
FOOD AND RURAL AFFAIRS 2021



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UPDATE: RURAL TRANSPORTATION

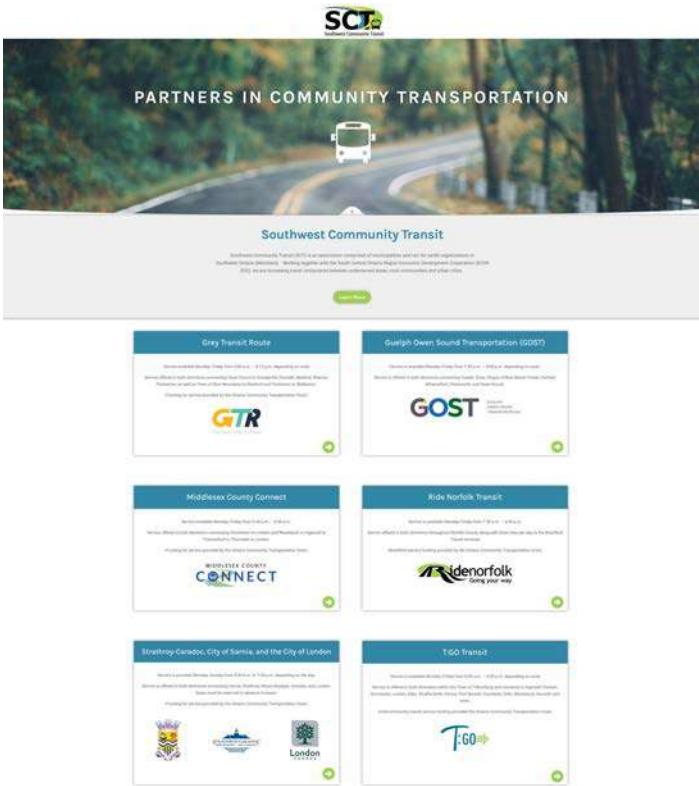


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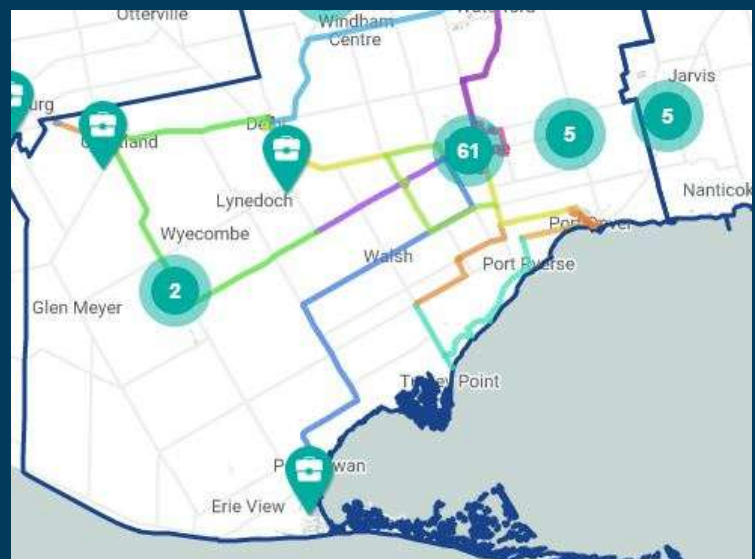


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Connecting
workforce to
transportation.



RURAL ECONOMIC DEVELOPMENT



We wish to thank your government for its commitment to investing in rural economic development. The projects in the South Central Ontario Region (Brant, Elgin, Middlesex, Norfolk and Oxford) have been essential in keeping businesses and communities afloat during the pandemic.

As communities and business expand and face a new operating landscape as a result of the pandemic the need to plan and analyse opportunities and projects is more important than ever. SCOR strongly encourages your Ministry to expand the criteria for the RED funding to include planning and analysis projects.

The agricultural economy in which our counties rely is strong and far reaching. The Canadian Agricultural Partnership (CAP) Fund demonstrates your willingness to partner with the federal government on opportunities that continue to support wider agricultural economic prosperity. A number of initiatives have been undertaken in our region that utilized this funding. This has helped to insulate our region against some harsh circumstances over the last year and prepared us for success in the future.

THE ASK

- We ask that you continue to invest in the Rural Economic Development Fund (RED)
- We ask that you expand the criteria for RED funding to include planning activities
- Continue to work with federal partners and invest in the Canadian Agricultural Partnership (CAP) fund

AGRICULTURAL WORKFORCE

Agriculture is facing workforce issues like never before. Although we have a strong history in farming and agricultural innovation in this region we need to continue to seek means to ensure we have a capable workforce for the ag sector. This means building capacity in the domestic workforce and using the best model possible for foreign labour. When needed.

Working with organizations (such as SCOR) that are partnering with businesses and other workforce and educational institutes provides opportunity to identify skills needed within the agricultural sector but also to build on current labour skills and workforce abilities. In seeking to enhance skills development and capacity along the value chain and within individual business and sectors we can start to build a workforce that is flexible and nimble to serve business/sectors. This tiered skills knowledge will support strong value chain building and investment attraction

This year SCOR EDC partnered with Conestoga College, County of Brant, Workforce Planning Board of Grand Erie, Ontario Federation of Agriculture and Libro Credit Union to develop short term curriculum and training to fill an immediate (and long term) need in the agricultural sector. The creation of the Agricultural Equipment Operator program is a great example of how we can partner and address immediate and long term regional workforce needs.

Agricultural Equipment Operator Program

<https://www.conestogac.on.ca/fulltime/agricultural-equipment-operator>

Agri-Business Management

<https://www.fanshawec.ca/programs/agmlj-agri-business->

Agri-Business Management

Programs and Courses > Agri-Business Management > Next Year

2020/2021 2021/2022

Overview Admission Requirements Courses Careers More Info

Book a Visit Apply Now International Students Apply Now

Program delivery note: Fanshawe will temporarily deliver this program as listed under "locations" to the right of your screen or in the "> more details" menu on mobile.

Lead in the dynamic and complex field of agribusiness - 2021/2022

Agribusiness is the study of agricultural production, managing every step of the supply chain from farm to table and everything in between. A dynamic and complex field, agribusiness is adaptive and flexible, responding to new technological advances while remaining sustainable and ethical.

Start Dates	Locations	Availability
2021 May	Simcoe	Open

CONESTOGA
Connect Life and Learning

FUNDED PROGRAM

Agricultural Equipment Operator

Start: January 2021 | Length: 16 weeks | Location: Brantford

With the dire need for agricultural workers in Ontario, there is a high demand for skilled equipment operators to support this industry. Completion of the Agricultural Equipment Operator program will position you to successfully enter a wide variety of agricultural operations. This program includes significant hands-on experience in safely performing basic machine maintenance and operation of various pieces of agricultural equipment. This practical experience is complemented with the related theory in addition to math, communications, safety, and welding courses. By the end of the program, you will be well-prepared for success as you enter employment in agriculture as an equipment operator.

Graduate Opportunities
Graduates will find employment opportunities in a broad cross-section of Agricultural operations including cash crop farms, orchards, beef, dairy, and poultry operations. Additional opportunities will be found with custom farming businesses such as large-scale spraying and fertilizing operations, custom tillage, and harvesting operations.

Admission requirements
- Must be a resident of Ontario to apply.
- Successful completion of an intake assessment.

Program Cost: \$500
This pilot program is funded in part by the federal and provincial governments.

Contact: Trades@conestogac.on.ca

CANADIAN AGRICULTURAL PARTNERSHIP
Brantford
6600
Libro
Ontario
Canada

TEMPORARY FOREIGN WORKERS PROGRAM

The past year was a stressful year filled with uncertainty and upheaval for the agricultural community in the South Central Ontario Region. Along with the insecurity in dealing with the pandemic as did the general public farmers and agricultural businesses also faced issues related to workforce; specifically foreign workforce. There were a number of changes and adaptations required of farmers in regards to housing for temporary foreign employees. These regulations varied from one public health service area to another.

Farmers have indicated that the additional confusion caused by these inconsistencies created further stress and reduction of crop in some cases. Inconsistencies between regions, could have been avoided had Federal or Provincial governments developed an off-farm isolation program.

THE ASK

- The need for a consistent approach across public health jurisdictions is critical to ensure that some agricultural areas are not disadvantaged over others. Please work with Minister of Health to stress the importance of this.
- Encourage Federal and Provincial governments to work together, along with farm associations and task force input, to ensure that a government led isolation program is in place for the 2021 season.

There are several agricultural advisory committees established by SCOR municipal partners. Please utilize SCOR as an opportunity to reach out to the larger network of these engaged farmers within our region.

SCOR EDC

ROMA
2021

MINISTRY OF ATTORNEY
GENERAL 2021



BOARD OF DIRECTORS

Robert Chambers

County of Brant,
SCOR EDC Chair

Alison Warwick

Middlesex County Councilor,
Mayor Thames Centre,
SCOR EDC Vice Chair

Brad Richards,

Middlesex County Councilor,
Deputy Mayor Strathroy Caradoc,
SCOR EDC Treasurer

Stephen Molnar,

Town of Tillsonburg Mayor,
SCOR EDC Past Chair

Ed Ketchabaw, Mayor Municipality of Bayham

David Bailey, County of Brant Mayor

Susan Chilcott, Councilor Municipality of Bayham

Kristal Chopp, Norfolk County Mayor

Larry Martin, Oxford County Warden, Mayor of Norwich

Chris Van Paassen, Norfolk County Councilor



FAST FACTS

South Central Ontario Region Economic Development Corporation is a not for profit economic development corporation owned by the counties of Brant, Elgin, Middlesex, Norfolk and Oxford. The five county partnership came together in 2007 as a result of the decline in the tobacco industry and a need to share resources and diversify the regional economy. The vision was to diversify the regional economy while capitalizing on natural strengths and long term commitment to regional prosperity. The five counties share similar geography, economic base in agriculture, food and manufacturing as well as tourism.



- 5 counties / 28 municipalities / 285 communities, which is home to 604,000+ adult residents
- 234 km of Lake Erie shoreline and is among the mildest climates in Canada making it a popular tourist destination
- The region is home to diverse crop production, and has grown strong agriculture and food opportunities
- About 80% of the population lives in urban centres with populations between 30,000 and 300,000. The remaining 20% live in beautiful historic rural towns and villages
- A 2 hour drive to 1/2 of Ontario's population (nearly 6 million people)
- A 3 hour drive to six U.S.- Canadian border crossings to Michigan, Illinois, New York and Ohio
- A day's drive to 130 million North American consumers/tourists

CANNABIS PRODUCTION

There are currently 218 commercial growers in Canada and 84 of those in Ontario. They have high-level clearance checks, staff training and strict quality control procedures.

Part One growers are not the problem; it is the Part Two Growers that have found a loop-hole in the system.

As of September 2019, nearly 400,000 medical cannabis consumers were registered with Health Canada.

Of those 400,000 individuals, about 30,000 had also registered for personal cultivation or designated cultivation.

Health Canada says the national average for patients registered with licensed producers is 2.1 grams a day, but patients can be authorized for any amount at the discretion of their physician.

Hypothetically, an individual with that authorization could grow 500 plants.

Problems arise because up to four licenses can be grown in a single location and the growers are not required to disclose their location to the municipality or obtain permits.

PHYSICIAN ACCOUNTABILITY

Currently licence holders can and do secure prescriptions for large quantities of medical marijuana. The medical community is rife with doctors capitalizing on the legal cannabis market. One has only to do a quick Google search to see doctors advertising prescriptions and guaranteed large quantities for individuals for a few hundred dollars.

Cannabis Growing Canada
Guarantees your Medical
Marijuana Grow License up to
95g per day (463 plants) or
Your Money Back.

- ✓ No Medical History Required
- ✓ Everyone Approved
- ✓ Low Cost Renewals
- ✓ Real Health Canada Doctors

actual website from Google Search

Physicians in Ontario are a self governing body- professional oversight and discipline is through the Ontario College of Physicians and Surgeons of Ontario. Current practices of some doctors are reminiscent of doctors' past practice of prescribing opioids which has now resulted in the crisis we are currently facing with those addictions. Granted the outcome is different but the core practice is having similar affects, this time rather than the cost to human lives and rehabilitation it is a cost of enforcement and lost revenues through the grey and black market.

We understand the need to uphold medical privacy laws in Canada. However this is an uncharted territory and we would encourage your Ministry to work with federal and municipal partners in finding solutions.

PHOTO OF DESIGNATED GROW FACILITY



Potential Solution: criteria of licence holder that if they have a personal licence for more than 20 plants they must notify municipality or law enforcement

CLOSE THE LEGISLATION LOOPHOLE

Designated growers and large personal license holders are not held to the same regulations and standards that Licensed Producers are. This has resulted in product circulating in the public that may be high risk and endanger users (presence of molds, chemicals and other harmful substances) products.

In addition to creating a inconsistent regulatory framework it is potentially harmful to users and these growers are a conduit to the black market.

Micro-licensed Growers

The federal government created a micro-license class for growers to enter the market on a smaller scale. However these growers are only allowed to sell product through the larger licensed producers. This system has not worked well. The micro-growers find it easier to operate in the grey area.

As they are licensed the same as larger production facilities they should be able to sell product directly to retailers if they are in compliance with all regulations. This would deter them from selling on a grey or black market and would cut down on illegal trade.

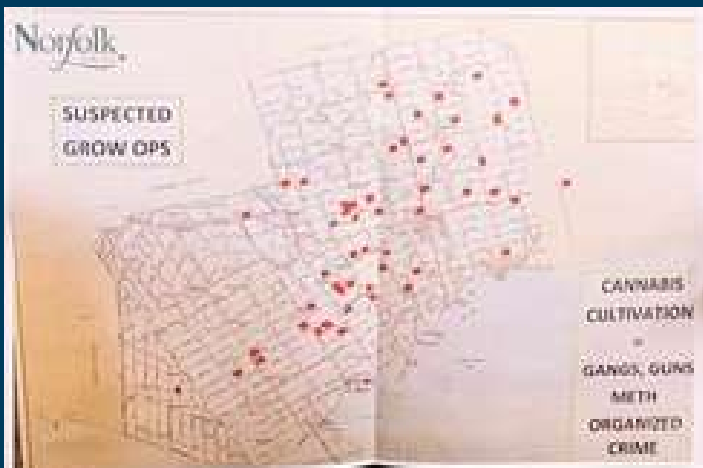
COSTS TO MUNICIPALITIES

The ease in which one can obtain a license for a large quantity of cannabis is feeding the black market. Large unregulated facilities are popping up at an alarming rate.

The costs to municipalities in responding to complaints is staggering. At one Norfolk County property alone over 100 complaints were received. This resulted in the need for response from by-law enforcement or OPP. Municipal resources are scarce, particularly this year. Although municipalities did receive funding to support enforcement this was just a drop in the bucket compared to actual costs accrued.

approximately 40% of Municipal budgets currently go to policing costs. These officers are now being diverted from other law enforcement tasks to deal with cannabis related crime and complaints. Municipalities and residents cannot afford more policing and enforcement costs.

These activities create additional enforcement costs as well as representing a loss of revenue through legitimate taxation streams.



Municipalities and residents cannot afford more policing and enforcement costs.

Also loss of legitimate taxation revenue

Map denotes individual license holders or designated growers in Norfolk County

WHOSE JOB IS IT?

Federal – The federal government oversees the ACMPR legislation through Health Canada. Health Canada's position is that they are unable to co-operate with municipalities because medical marijuana involves confidential health information. In addition to this, Health Canada has stated that it has cut back on enforcement staff and visits due to COVID-19.

As of January 6, 2020, Health Canada has stated that Cannabis Canada only has 76 inspectors.

Provincial–The role of the Province is murky. The Canada Revenue Agency considers cannabis an agricultural crop and cannabis sales as farm income. OMAFRA continues to question this because it is a controlled substance and the agriculture designation comes with some protections under The Farm and Food Protection Act, commonly known as Right to Farm legislation, that was set up to protect farmers from complaints stemming from normal farming activities. This same act now has the potential to protect illegal grow operations that create odour and night illumination complaints.

Municipal–The municipality has few tools at its disposal to protect residents and discourage illegal activity within cannabis production space.

1. Use odour bylaw regulated by municipal act
2. Implement controls through zoning bylaw
3. Business licensing –those engaging in illegal activities will flout the law and thus the tool

THE PROBLEM IS GROWING

THE ASK

Help us to work with our Federal partners in putting forward solutions that will work for all levels of government and communities.

These include but are not limited to:

- Accountability in the medical community and better regulation and tracking of cannabis in Canada by doctors
- increased regulatory and enforcement presence by Health Canada
- Legislative consistency for licensed growers, including micro-grower
- work with all levels of government to develop fair funding model for enforcement costs
- Consider alternate caps for designated growers per site. An example would be that no one site can have more than 60 plants or one grower prescription, whichever is higher
- Information sharing with municipalities regarding large license holders





scorregion.com
scorbusinessportal.com

Office Contact: SCOR EDC
519 842 6333
do@scorregion.com

**CHLOÉ J. SENIOR, CLERK**

21 Reeve Street, PO Box 1614
Woodstock, ON N4S 7Y3
519.539.9800, ext. 3001 | 1.800.755.0394
oxfordcounty.ca

January 15, 2021

Clerk, Elgin County
Clerk, City of London
Clerk, Middlesex County
Clerk, Township of Zorra
Thames Valley District School Board Rural Education Task Force

SENT VIA EMAIL

At its meeting of January 13, 2021, Oxford County Council adopted the following resolution in response to the Zorra School Retention Plan:

Moved By: Marcus Ryan
Seconded By: Mark Peterson

Resolved that the correspondence from the Township of Zorra regarding the adoption of a "Zorra School Retention Plan", dated December 2, 2020 be received;

And further, that Oxford County Council hereby supports the "Zorra School Retention Plan", and inform the Township of Zorra, the Thames Valley District School Board's Rural Education Task Force, Elgin County, Middlesex County and the City of London accordingly.

DISPOSITION: Motion Carried

Attached is the Zorra School Retention Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chloé J. Senior".

Chloé J. Senior
Clerk

Attach.



At a regular meeting of Council on December 2, 2020, Township of Zorra Council adopted the Township's School Retention Plan as suggested by the Zorra Local School Committee. The resolution from Zorra Council is as follows:

Item 9(b)

Resolution No. 17-12-2020

Moved by: Katie Davies

Seconded by: Ron Forbes

"THAT the resolution from the Zorra Local School Committee be received and adopted as the Zorra School Retention Plan."

Disposition: Carried

Whereby, the resolution from the Zorra Local School Committee was as follows:

"THAT the Zorra Local School Committee recommends to the Council of the Township of Zorra:

- 1. To continue including a school retention plan as part of the Township's Strategic Plan and advocate accordingly.**
- 2. To maintain an ongoing membership in the Community Schools Alliance (CSA).**
- 3. Supports, through resolution, the CSA's endorsement of the Rural and Northern Education Fund (RNEF) as an appropriate differentiator and funding model for rural and northern schools.**
- 4. Request that the Thames Valley District School Board (TVDSB) and London District Catholic School Board (LDCSB) suggest possible reallocation of Grants for Student Needs (GSNs) to support a net funding neutral increase in the RNEF.**
- 5. Recommend that the TVDSB review its policies for capacity planning and pupil accommodation reviews to formally recognize the importance and value to the community of rural and single school community schools.**
- 6. Request communication and notification on an ongoing basis from all relevant School Boards of any areas of study considering possible consolidation, closure, additions, or new builds.**
- 7. Request annual planning reports from all relevant School Boards for all Zorra schools and possibly related/affected/affecting schools and compare municipal growth forecasts and school board(s) growth forecasts identifying any discrepancies; and**
- 8. Forward this resolution to the Thames Valley District School Board's Rural Education Task Force (RETF), and Oxford County for support."**

Please see the following pages for background and comments regarding the School Retention Plan formation.



BACKGROUND & COMMENTS:

The purpose of the Zorra Local School Committee (ZLSC) is to make recommendations to Council regarding opportunities for the Township of Zorra to maximize long term economic development by attracting and retaining students through the development of a “School Retention Plan” in accordance with the Township of Zorra’s Strategic Plan. The above recommendations will serve as the Township of Zorra’s school retention strategy.

One of the Township’s Strategic Plan states: “Continue school retention strategy by advocating with Oxford County Planning that schools are an integral part of the Planning Process and should be reflected in the County Strategic Plan and Official Plan, and lobbying the Provincial Government that there be greater integration of school locations with Municipalities.” This item has a target for completion of 2020 in the Strategic Plan. Through its membership in the CSA, Zorra has successfully advocated for a Province-wide moratorium on school closures, and additional funding recognizing the unique value of rural and northern schools to their community (RNEF). With respect to the Ministry of Education and School Boards there have been several relevant developments.

1. Integrated Local Planning (Ministry of Education, 2018)

Throughout our public consultations, the ministry also heard about the need to strengthen integrated local planning at the community level and to promote local planning conversations among school boards, municipalities, and other relevant local partners. There will be a call for proposals this summer, seeking approximately three communities across Ontario to participate in VIPPI. These communities will represent a mix of urban, rural, Northern and Francophone communities. Each community must identify partners to participate in a local integrated planning table that should include, at a minimum, school boards and municipalities and relevant local partners that reflect each area's unique needs. The ministry will provide a facilitator to lead a series of sessions spanning approximately one year. The goal of VIPPI is for all members involved to share and discuss capital and community planning processes and relevant data to create a collection of best practices.

2. Draft Revised Pupil Accommodation Review Guideline and Community Planning and Partnerships Guideline Updates Date: February 18, 2018

The current requirement for school boards to consider community impacts, such as loss or gain of community use of school space, will be maintained and extended to include consideration of any possible impacts on First Nation communities’ on-reserve. If at least one school that is eligible to receive support from the Rural and Northern Education Fund (RNEF) is included in a pupil accommodation review at any time, then economic impacts must also be given consideration for each accommodation option. School boards will have discretion to undertake economic impact assessments in other communities, if needed. The ministry will: Develop guidance that will define key parameters it expects the economic impact assessment to address (such as, impact on local businesses, impact on family commutes / schedules and housing starts). We will consult with school boards and municipalities on how these key parameters are shaped; Develop an approved list of vendors from which boards may select a third party to undertake this work. Seek approval for additional funding for boards that will be required to undertake economic impact assessments.

3. Updates on Integrated Local Planning and the Community Planning and Partnerships Guideline (CPPG)

The ministry remains committed to updating the CPPG to further encourage joint responsibility for integrated community planning as we learn more from the new voluntary pilot program and other work across government. This decision was based on consultation feedback, which suggested that adding new requirements on school boards through the CPPG in an attempt to compel local partnerships is unlikely to be successful. Instead, the ministry plans to work with the Ministries of Infrastructure and Municipal Affairs to: • Develop a new voluntary pilot program that will provide flexible support to municipalities, school boards, and other relevant local actors who wish to enhance their collective capacity for integrated local planning. Best practices and lessons learned will inform future policy and supports for integrated local planning across the province. At its September 28th meeting the Thames Valley District School Board's (TVDSB) Rural Education Task Force (RETF) passed the following: That the Board of Trustees advocate for the following and invite the Rural Education Task Force municipal members to advocate similarly: Maintaining and enhancing the Rural and Northern Education Fund (RNEF) funding model for rural and northern schools, with possible reallocation of Grants for Student Needs (GSNs) to support a net funding neutral increase in the RNEF. Maintaining the moratorium on school consolidations and closures for the schools that qualify/ identified for the Rural and Northern Education Fund. Strengthening of integrated local planning at the community level and to promote local planning conversations among school boards, municipalities, and other relevant local partners to ensure ongoing communication and notification regarding possible school consolidations, closures, additions or new builds. Provincial policies for capacity planning and pupil accommodation reviews that formally recognize the importance and value to the community of rural and single school community schools. This will be considered by the Board at its October 13th meeting.

4. At its September 28, 2020 meeting, the Thames Valley District School Board of Trustees passed the following:

1. That the Rural Education Task Force Committee be provided an extension to 2021 November 23.
2. That the Board of Trustees advocate for the following and invite the Rural Education Task Force municipal members to advocate similarly:
 - a. Maintaining and enhancing the Rural and Northern Education Fund (RNEF) funding model for rural and northern schools.
 - b. Maintaining the moratorium on school consolidations and closures for the schools that qualify/identified for the Rural and Northern Education Fund, in accordance with the Ministry of Education Draft Public Accommodation Guidelines.
 - c. Strengthening of integrated local planning at the community level and to promote local planning conversations among school boards, municipalities and other relevant local partners to ensure ongoing communication and notification regarding possible school consolidations, closures, additions or new builds.
 - d. Provincial policies for capacity planning and pupil accommodation reviews that formally recognize the importance and value to the community of rural and single school community schools.



LINK TO STRATEGIC PLAN

Continue school retention strategy by advocating with Oxford County Planning that schools are an integral part of the Planning Process and should be reflected in the County Strategic Plan and Official Plan, and lobbying the Provincial Government that there be greater integration of school locations with Municipalities.

Goal: We are a *vibrant* community that values our uniqueness, creativity and takes pride in calling Zorra home.

Action: Supporting our community, events and celebrations Developing safe, liveable communities.



**NOTICE
OF THE PASSING OF AN INTERIM CONTROL BY-LAW BY
THE MUNICIPALITY OF MIDDLESEX CENTRE**

TAKE NOTICE that the Council of the Municipality of Middlesex Centre passed By-Law Number 2021-011 on the 2nd day of February, 2021, under Section 38 of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

AND TAKE NOTICE that By-Law Number 2021-011 will be in effect for a period of one year from the date of passing, lapsing on February 2, 2022, unless extended by Council for one additional year in accordance with Section 38 of the Planning Act, or repealed by Council at an earlier date.

AND TAKE NOTICE a notice of appeal must be submitted, electronically or by mail, to the Clerk of the Municipality of Middlesex Centre, not later than 4:30 p.m. on the 5th day of April, 2021. The notice of appeal must set out the objection to the By-law, the reasons in support of the objection, and must be accompanied by the fee required by the Local Planning Appeal Tribunal to the "Minister of Finance". The appeal must be also be submitted on an "Appellant Form" available on the Tribunal's website (<http://olt.gov.on.ca>).

AND TAKE NOTICE THAT as per section 38 (4) of the Planning Act, only the Minister may, within 60 days after the date of the passing of the by-law under subsection (1), appeal to the Local Planning Appeal Tribunal by filing with the clerk of the municipality a notice of appeal setting out the objection to the by-law and the reasons in support of the objection.

AN EXPLANATION of the purpose and effect of the By-law, and a description of the lands to which the By-law applies, is attached. The complete By-law is available for inspection in the Clerk's Office during regular office hours.

DATED at the Municipality of Middlesex Centre this 4th day of February, 2021.

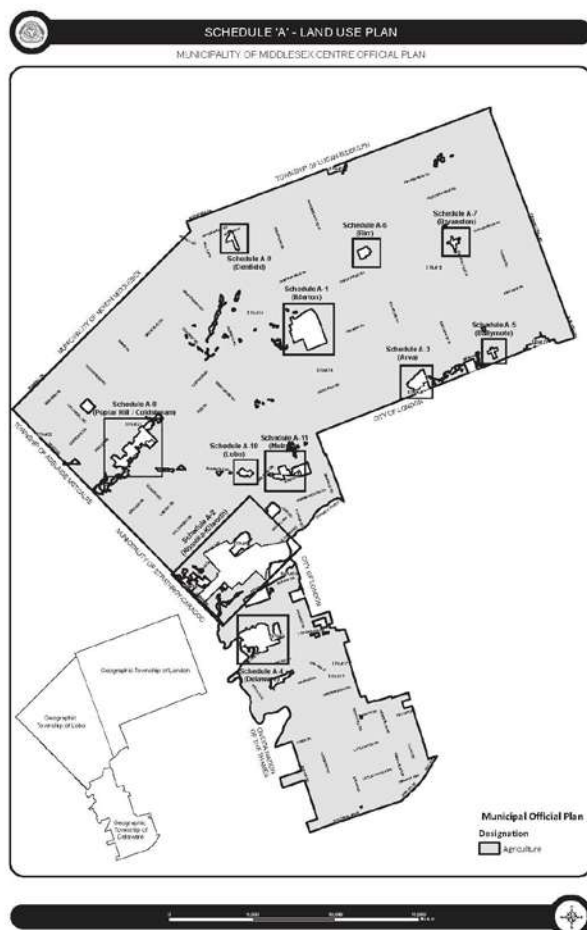
James Hutson, Clerk
Municipality of Middlesex Centre
10227 Ilderton Rd., RR#2
Ilderton, ON N0M 2A0
Phone: 519-666-0190 ext.225

EXPLANATORY NOTE

PURPOSE AND EFFECT OF BY-LAW NUMBER 2021-011

The Interim Control By-law temporarily freezes and prohibits the recognition by Council of any use of land, buildings or structures for residential uses on residential parcels of land severed from areas designated as Agriculture in Middlesex Centre's Official Plan (shown on Schedule "A") which have not received consent from Middlesex Centre Council under section 53 of the Planning Act to be severed as surplus residences as a result of farm consolidation by the date and time the proposed Interim Control By-law comes into force and effect. This would have the effect of freezing any subsequent applications for a change in use of lands to residential uses from lands designated Agricultural in Middlesex Centre's Official Plan, as a result of surplus residences as a result of farm consolidation for a period of (1) year from the date and time of the proposed Interim Control By-law is passed, subject to any extensions.

The area subject to the Interim Control By-law represents all lands in the municipality that are designated agriculture in Middlesex Centre's Official Plan, as depicted below.



February 3, 2021

Ms. Cathy Burghardt-Jesson
Warden, County of Middlesex
399 Ridout Street North
London, ON N6A 2P1

Dear Warden Burghardt-Jesson,

Re: Monthly Board of Health Update – January 2021

Please find the December Board of Health meeting update attached to this memo. The attached update includes links to reports reviewed at the January 21st Board of Health meeting, as well as links to the minutes from the meeting.

Please distribute this correspondence to all Middlesex County Municipalities.

Sincerely,



Maureen Cassidy
Chair, Middlesex-London Board of Health

cc:

Bill Rayburn, CAO, Middlesex County
Kathy Bunting, Clerk, Middlesex County
Middlesex County Municipalities c/o Kathy Bunting



MIDDLESEX-LONDON BOARD OF HEALTH

Meeting Update

BOARD OF HEALTH MEETING – January 21, 2021, 7 p.m.

Please note: This document contains draft versions of motions only from this meeting. Significant discussion on many items is not captured here, but will be available in the approved minutes that will be published after the meeting of the following month.

[Complete Agenda Package \(PDF\)](#)

Approved: [December 10, 2020 – Board of Health meeting](#)

Received: [October 15, 2020 – Governance Committee meeting](#)

[November 24, 2020 – CEO Selection Committee meeting](#)

[December 21, 2020 – Special Governance Committee meeting](#)

Reports	Reports Received and Approved by the Board of Health
Election of 2021 Board of Health Executive and Other Procedures (Report No. 01-21)	<p>It was moved by Ms. Aina DeViet, seconded by Mr. Bob Parker, that:</p> <ol style="list-style-type: none"> 1) <i>Nominations for the position of Chair be closed; and</i> 2) <i>Ms. Maureen Cassidy be acclaimed as Chair of the Board of Health for 2021.</i>
	<p>It was moved by Mr. John Brennan, seconded by Mr. Parker, that <i>Ms. Aina DeViet be nominated for Vice-Chair of the Board of Health for 2021.</i></p>
	<p>It was moved by Mr. Brennan, seconded by Mr. Parker, that:</p> <ol style="list-style-type: none"> 1) <i>Nominations for the position of Vice-Chair be closed; and</i> 2) <i>Ms. DeViet be acclaimed as Vice-Chair of the Board of Health for 2021.</i>
	<p>It was moved by Mr. Aaron O'Donnell, seconded by Ms. DeViet, that <i>Mr. Matt Reid, Ms. Tino Kasi and Mr. Aaron O'Donnell be appointed to the Finance & Facilities Committee for 2021.</i></p>
	<p>It was moved by Mr. Brennan, seconded by Mr. Reid, that <i>Mr. Mike Steele, Mr. Bob Parker and Ms. Arielle Kayabaga be appointed to the Governance Committee for 2021.</i></p>
	<p>It was moved by Mr. Parker, seconded by Ms. Tino Kasi, that <i>the Board of Health disband the ad-hoc CEO Selection Committee.</i></p>
	<p>It was moved by Mr. Parker, seconded by Mr. Mike Steele, that <i>Dr. Christopher Mackie be nominated for Secretary-Treasurer of the Board of Health for 2021.</i></p>
	<p>It was moved by Mr. Parker, seconded by Mr. Steele, that <i>Dr. Mackie be elected Secretary-Treasurer by acclaimed vote.</i></p>

Strategic Planning Update (Report No. 02-21)	<p>It was moved by Mr. Parker, seconded by Mr. Reid, that the Board of Health:</p> <ol style="list-style-type: none"> 1) Receive Report No. 02-21 re “Strategic Planning Update” for information; and 2) Direct staff to work with the Governance Committee to develop and finalize a Draft Provisional Strategic Plan, inclusive of the draft strategic directions outlined herein, for consideration of the Board of Health.
Commitment to Reconciliation Statement (Report No. 03-21)	<p>It was moved by Ms. Kayabaga, seconded by Mr. Steele, that the Board of Health:</p> <ol style="list-style-type: none"> 1) Receive Report No. 03-21 re: “MLHU Commitment to Reconciliation Statement” for information; 2) Endorse the proposed MLHU reconciliation statement; and 3) Direct staff to ensure MLHU’s priorities, decisions, and actions effectively and sustainably reflect its reconciliation statement.
Anti-Black Racism Commitment and Action Update (Report No. 04-21)	<p>It was moved by Ms. Tino Kasi, seconded by Ms. Kayabaga, that the Board of Health:</p> <ol style="list-style-type: none"> 1) Receive Report No. 04-21 re: “MLHU’s Anti-Black Racism Commitment and Action: An Update” for information; 2) Direct staff to continue to prioritize efforts to identify and implement public health and organizational actions to address and eliminate racism.
Film Content Information Act, 2020 (Report No. 05-21)	<p>It was moved by Mr. Brennan, seconded by Ms. DeViet, that the Board of Health receive Report No. 05-21 re: “Film Content Information Act, 2020” for information.</p>
Grant Funding for Cannabis Programming (Report No. 06-21)	<p>It was moved by Mr. Parker, seconded by Mr. O’Donnell, that the Board of Health:</p> <ol style="list-style-type: none"> 1) Receive Report No. 06-21 re: “Grant Funding to Support Cannabis Programming” for information; and 2) Approve receipt of the 2020 and 2021 funding allocation from the City of London’s share of the Ontario Cannabis Legalization Implementation Fund.
Verbal COVID-19 Disease Spread and Vaccine Campaign Update	<p>It was moved by Ms. DeViet, seconded by Mr. Parker, that the Board of Health receive the verbal report on COVID-19 disease spread and vaccine campaign update for information.</p>
Medical Officer of Health Activity Report for January 2021 (Report No. 07-21)	<p>It was moved by Mr. Reid, seconded by Mr. Steele, that the Board of Health receive Report No. 07-21 re: “Medical Officer of Health Activity Report for January 2021” for information.</p>

<u>Correspondence for January</u>	<p>It was moved by Mr. Parker, seconded by Ms. Kayabaga, <i>that the Board of Health add correspondence from MPP Peggy Sattler, regarding Bill 239 to the January 21st, 2021 agenda.</i></p> <p>While the members were still viewing the letter via email, it was moved by Mr. Reid, seconded by Mr. Parker, <i>that the Board of Health receive correspondence items a) through d, excluding the recently added letter from MPP Peggy Sattler.</i></p> <p>It was moved by Mr. Parker, seconded by Mr. O'Donnell, <i>that the Board of Health defer the correspondence item from MPP Peggy Sattler, regarding Bill 239 to the February 18, 2021 Board of Health Meeting.</i></p>
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FIRST REPORT**MIDDLESEX COUNTY LIBRARY BOARD**

TUESDAY, JANUARY 19, 2021 10:30 AM

Council Chambers, Middlesex County Building

Electronic Library Board Meeting

Members: Jim Maudsley, Chair; Warden Cathy Burghardt-Jesson; Councillor Brad Richards and Citizen Appointees: Ruth Adams and Marigay Wilkins. Also present was Lindsay Brock, Director of Library Services; Liz Adema, Public Services Coordinator; Cindy Howard, General Manager of Finance and Community Services; Morgan Calvert, Director ITS; Bill Rayburn, CAO; and Kathy Bunting, County Clerk

Also attending was Shauna Dereniowski, Child & Youth Librarian; and Nadine Devin, Early Years Project Manager.

A. CALL TO ORDER

1. Provision for disclosure of pecuniary interest.
None.

2. Minutes of the Library Board Meeting held on December 15, 2020.

Moved by Councillor Brad Richards

Seconded by Ruth Adams

That the Minutes of the Middlesex County Library Board meeting held on December 15, 2020 be approved as amended to include Ruth Adams as attending the meeting.

Carried.

3. Visioning Topic – Winter Learning 2020

- Presentation by Shauna Dereniowski, Child & Youth Librarian & Liz Adema, Public Services Coordinator

B. ACTION ITEMS

None.

C. CORRESPONDENCE AND INFORMATION ITEMS

1. System eResources and System Internet Usage Statistics to December 2020 (with 2019 for comparison)
2. Accounts Payable to January 8, 2021 totalling \$250,438.63
3. Curbside Pickup & Computer Appointments

4. Virtual Programming Participation – December 2020
5. Social Media Activity – December 2020
6. EarlyON Update - September to December 2020
 - Report from Nadine Devin, Early Years Project Manager
7. EarlyON Capital Projects
 - Verbal Update from Lindsay Brock, Director of Library Services
8. OLA Super Conference 2021 – Session Information

Moved by Marigay Wilkins

Seconded by Brad Richards

That Items C.1 – LIB through C.8 – LIB be received for information.

Carried.

D. INQUIRIES

E. NEW BUSINESS

1. Next Meetings
 - 10:30 a.m., March 23, 2021
 - 10:30 a.m., May 25, 2021
 - 10:30 a.m., June 22, 2021
 - 10:30 a.m., September 28, 2021
 - 10:30 a.m., November 23, 2021
 - 10:30 a.m., December 14, 2021
2. Confirming By-Law

Moved by Warden Cathy Burghardt-Jesson

Seconded by Marigay Wilkins

That first and second reading of the Confirming By-law be given:

Carried.

#11-LIB - A BY-LAW to confirm proceedings of the Middlesex County
Library Board for January 19, 2021

Moved by Ruth Adams

Seconded by Councillor Brad Richards

That third and final reading of the Confirming By-law be given.

Carried.

F. ADJOURNMENT

Moved by Warden Cathy Burghardt-Jesson

Seconded by Ruth Adams

That the meeting adjourn at 11:12 a.m.
Carried.

Kathleen Bunting, County Clerk
Secretary to the Library Board

Chair – Jim Maudsley



COVID-19 VACCINATION EFFORT SET TO EXPAND INTO MIDDLESEX COUNTY WITH OPENING OF MOUNT BRYDGES CLINIC LATER THIS MONTH

FOR IMMEDIATE RELEASE

February 4, 2021

LONDON, ON – The effort to expand the availability of the COVID-19 vaccine in London and Middlesex County will soon take a big step forward. The Middlesex-London Health Unit (MLHU), in partnership with the County of Middlesex, the Municipality of Strathroy-Caradoc, Middlesex-London Paramedic Service and the Middlesex Hospital Alliance, announced today that the Caradoc Community Centre in Mount Brydges has been selected as the site of the region's second COVID-19 vaccination clinic.

The Health Unit has been working closely with Strathroy-Caradoc administration to ensure all necessary measures are being put in place to ensure the facility will be ready to support the vaccination operations that will happen there, once additional supply becomes available.

Work currently being done at the Caradoc Community Centre includes implementing the necessary security measures and upgrading the building's technological infrastructure. It is expected the site will become operational in the coming weeks, as more COVID-19 vaccine becomes available in the region.

When it opens, the Caradoc Community Centre will play an important role in completing the vaccination of those identified in Phase One of Ontario's COVID-19 Vaccination Plan, including residents and staff in long-term care home and retirement homes, First Nations elder care home residents and staff, and essential caregivers in long-term care and retirement homes. Details are not yet available for the exact timing for the final parts of Phase One, or for Phases Two and Three of the Provincial plan.

"The team at Strathroy-Caradoc is committed to supporting our health system partners as the delivery of the COVID-19 vaccine begins to roll out across Middlesex County," said Strathroy-Caradoc Mayor Joanne Vanderheyden. "Today marks an important step forward in our ongoing battle against COVID-19; one that's possible thanks to continuing partnership and collaboration."

"I am grateful for the cooperation that all of the partners involved in this expansion of vaccination efforts have demonstrated," says Warden Cathy Burghardt-Jesson, County of Middlesex. "The establishment of a site in Middlesex County is a timely and important step that will not only assist with completing the first phase of vaccinations of our priority populations, but also be a key component in the future phases of the broader vaccination plan for Middlesex and London."

"Middlesex-London Paramedic Service is proud to partner in this collaborative effort to further expand the COVID-19 vaccination program throughout Middlesex-London and to get this much

needed vaccine to our residents,” says Chief Neal Roberts, Middlesex-London Paramedic Service.

“Middlesex Hospital Alliance is delighted by this announcement to introduce a COVID-19 vaccination clinic in rural Middlesex and is pleased to partner with the Middlesex-London Health Unit on this initiative,” says Todd Stepanuik, President and CEO, Middlesex Hospital Alliance.

“We are happy to be working with Middlesex County, the Municipality of Strathroy-Caradoc, and Middlesex Hospital Alliance to provide a COVID-19 vaccination clinic in the County,” says Dr. Chris Mackie, Medical Officer of Health with the Middlesex-London Health Unit. “This will provide an option for people who are eligible to receive the vaccine now. We are also confident that the vaccination clinic in Mount Brydges will not only shorten the time needed to complete the vaccination of eligible populations now but will allow us to plan for vaccination of the general public later this year.”

The Middlesex-London Health Unit will provide regular updates on the eligibility criteria for recipients of the COVID-19 vaccine. Vaccination eligibility will be reviewed weekly by the *Vaccine Prioritization Advisory Committee*, based on regional supply of the vaccine and Provincial direction. Eligibility criteria and prioritization schedules will be communicated as the latest information becomes available. Visit <https://www.healthunit.com/covid-19-vaccine> for the latest COVID-19 vaccine information.

PLEASE NOTE THAT THE SPOKESPEOPLE LISTED BELOW WILL BE PARTICIPATING IN THE VIRTUAL MEDIA BRIEFING SCHEDULED FOR 2:00 P.M. THIS AFTERNOON AND WILL BE AVAILABLE FOR QUESTIONS AT THAT TIME.

Media Contacts:

Dan Flaherty, Communications Manager, Middlesex-London Health Unit, 519-617-0570 or 519-663-5317, extension 2469

Brianna Hammer-Keidel, Deputy Clerk/Communications Coordinator, Municipality of Strathroy-Caradoc, 519-245-1105 extension 221

Todd Stepanuik, President and CEO, Middlesex Hospital Alliance, 519-245-5295, extension 5592

Miranda Bothwell, PAD / Public Education Coordinator, Middlesex-London Paramedic Service, 519-495-2293 or 519-679-5466, extension 1118

Spokespeople:

Dr. Chris Mackie, Medical Officer of Health, Middlesex-London Health Unit

Cathy Burghardt-Jesson, Warden, County of Middlesex

Fred Tranquilli, Chief Administrative Officer, Municipality of Strathroy-Caradoc
519-245-1070 ext. 256

Steph Ouellet, VP Strategic Partnerships, Middlesex Hospital Alliance

Chief Neal Roberts, Middlesex-London Paramedic Service



January 14, 2021

AMO Policy Update – New COVID-19 Ontario Regulations, Ontario Gas Tax for Transit Allocations, Ontario Heritage Act Amendments Update, and Firefighter Training Changes

New COVID-19 Ontario Regulations under ROA and EMCPA

[Ontario regulation 10/21](#) under *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*

Amending O. Reg. 82/20 RULES FOR AREAS IN STAGE 1 Filed: January 13, 2021

[Ontario regulation 11/21](#) under the *Emergency Management and Civil Protection Act*
O. Reg. 11/21 STAY-AT-HOME ORDER Filed: January 13, 2021

[Ontario regulation 12/21](#) made under the *Provincial Offences Act*
Amending Reg. 950 of R.R.O. 1990 Filed: January 13, 2021
PROCEEDINGS COMMENCED BY CERTIFICATE OF OFFENCE – offences under an EMCPA order

[Ontario regulation 13/21](#) made under the *Emergency Management and Civil Protection Act*

O. Reg. 13/21 RESIDENTIAL EVICTIONS Filed: January 13, 2021

The Ontario government has issued an [emergency order](#) through the above regulation to temporarily pause the enforcement of residential evictions to make sure that people are not forced to leave their homes during this provincial declaration of emergency and while the stay-at-home-order is in force.

A full list of emergency orders under the EMPCA as well as orders under the ROA can be found on the [e-Laws website](#).

Ontario Gas Tax for Transit Allocations Announced

The Honourable Caroline Mulroney [announced](#) the 2020-21 Ontario Gas Tax funding [allocations](#) to support Ontario municipal transit systems. The Province will provide \$375 million to 109 municipalities as soon as possible in 2021. This funding is in addition to Safe Restart Agreement funding for transit systems and other supports.

The Ontario Gas Tax provides 2 cents/litre of fuel from provincial revenue to fund municipal transit capital and operations across the province. Funding from the Ontario Gas Tax is critical to supporting municipal transit systems in Ontario, especially as they work to adapt to challenges brought by the COVID-19 pandemic.

See AMO's [background information](#) on the evolution of the Ontario Gas Tax, Ontario Community Infrastructure Fund (OCIF), and other critical infrastructure programs for more details on the importance of the suite of provincial supports to municipal governments.

Update on *Ontario Heritage Act* Amendments

A proposed regulation under the *Ontario Heritage Act* and the legislative amendments made through the *More Homes, More Choice Act*, 2019, were due to come into force on January 1, 2021.

In response to municipal requests, due to ongoing pandemic considerations which have limited the ability to prepare to implement these changes, the proclamation of the amendments and the regulation **have been delayed**. No new proclamation date has been announced.

The Ministry will be posting drafts of the updated Ontario Heritage Tool Kit guide for public consultation at a later date and will communicate further on a proposed proclamation date. Should you have questions the Ministry recommends you contact your regular Ministry contacts or send an email to heritage@ontario.ca and the appropriate staff person will respond.

Firefighter Training Changes

Yesterday, the Province [announced](#) it is expanding firefighter training opportunities across the province, and modernizing the program to bring fire training closer to home. The Ontario Fire College, which has not hosted on-site training since the onset of COVID-19 in March 2020, will be decommissioned and replaced with 20 regional training centres to deliver on-site and online fire safety training in communities where

firefighters serve. The Office of the Fire Marshal is also investing in two mobile units that will bring live fire training to local fire services.

The shift to local training opportunities is expected to increase capacity for training and reduce the need for municipal fire departments to pay for travel and costs related to overtime and shift backfills.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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January 21, 2021

AMO Policy Update – Community Safety and Policing Grants, Broadband Investments in Northern Ontario

Investment through the Community Safety and Policing Grant Program

Today, Solicitor General Jones [announced the investment of \\$2.8 million](#) through the Community Safety and Policing Grant Program. This funding will be assigned to projects that provide police services with tools and resources that enable deployment of frontline officers as well as support police services as they implement public safety and community policing initiatives that focus on local or provincial priorities.

This investment funds a maximum of \$200,000 per project and will be allocated over the 2020-2022 period. The [successful projects](#) require police services to report each year on the outcomes of their initiatives.

Broadband Investments in Northern Ontario Announced

Laurie Scott, the Minister of Infrastructure, has [announced](#) \$10.9 million to support broadband improvements in Northern Ontario towns and First Nations communities. The funding, part of the Province's [Up To Speed](#) strategy that includes the [ICON](#) funding program, will help to:

- build infrastructure that brings high-speed broadband to more areas in Chisholm, Marathon, Terrace Bay, rural Thunder Bay, and Oliver Paipoonge;
- construct a new 22-kilometre fibre backbone network that brings high-speed broadband to Seine River First Nation, Couchiching First Nation, Rainy River First Nations, Ojibways of Onigaming First Nation, Animakee Wa Zhing #37 First Nation, and Big Grassy First Nation; and
- upgrade the speed and capacity of the K-Net network, owned by Keewaytinook Okimakanak and which serves more than 80 First Nation communities, while supporting future upgrades.

AMO and ROMA have been advocating for better broadband and connectivity for Ontario's rural, northern, and underserved communities for some time.

ROMA recently released [resources](#) to help councils improve connectivity in their communities and will continue to press for better connectivity, including through discussions at the upcoming virtual [ROMA annual conference](#).

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January 26, 2021

AMO Policy Update – 2021 OCIP Funding, 2nd Intake of Municipal Modernization Program, and Provincial Emergency Extension

A few provincial announcements occurred at the ROMA conference, which occurred on January 25-26, and we have put them together for your convenience.

Second Intake of the Municipal Modernization Program Announced at ROMA Conference

During the 2021 Annual ROMA Conference, the Honourable Minister Steve Clark has [announced](#) the opening of the second intake of the Municipal Modernization Program. At today's announcement, the Minister noted that government is investing \$40 million dollars to help small and rural municipalities to assist with service delivery reviews and modernization efforts.

The funding is application based and targets 405 municipalities across Ontario. The first intake of the program saw 184 modernization projects funded. These included service reviews, implementing previous recommendations from service reviews, IT upgrades, or process improvements that help municipalities become more efficient with taxpayers' dollars.

Today's announcement is part of the \$125 million committed through 2022-23. For more program information, please visit the [program website](#).

2021 Ontario Community Infrastructure Fund (OCIF) Announced

Premier Doug Ford [announced](#) the 2021 [OCIF](#) envelope at the ROMA Conference on Monday. In 2021, OCIF will be stable with the Province providing \$200M again this year to 424 municipalities across Ontario. Stability in the funding envelope has been a major policy goal of AMO's during the pandemic.

OCIF supports municipal core infrastructure such as roads, bridges, water, wastewater, and stormwater systems. Individual formula allocations to municipal governments have been provided by the Ministry of Infrastructure.

The Premier also noted in his remarks that the Province has allocated almost \$1 billion to broadband expansion. Affordable broadband access remains a key objective of AMO and ROMA. The full text of Premier Ford's comments can be found [here](#).

Provincial Emergency Declaration Extended

Ontario's [Declaration of Emergency](#), and all orders in force under the *Emergency Management and Civil Protection Act*, including the Stay-at-Home order, have been extended until Feb 9, 2021.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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February 4, 2021

AMO Policy Update – Expanded Library Broadband and AMO Response to Long-Term Care COVID-19 Commission

Expanded Library Broadband

Today the Province announced a \$4.8 million investment to upgrade broadband at public libraries in unserved and underserved communities. This investment is part of the Province's [Up to Speed: Ontario's Broadband and Cellular Action Plan](#).

The Ontario Library Service will oversee and deliver the project. As a first step in the broadband upgrade process, site surveys and assessments will be conducted to identify eligible library branches, with priority given to those with inadequate broadband located within five kilometres of a secondary school.

AMO's Response to the Long-Term Care COVID-19 Commission

In June 2020, AMO's Health Task Force established a working group on long-term care to help provide advice to the independent Long-Term Care COVID-19 Commission over the course of its investigation. In October 2020, AMO submitted [interim recommendations](#) on an ongoing provincial pandemic response to the Commission for their consideration. The working group on long-term care was also provided an opportunity to meet with the Commissioners on October 26, 2020. The [testimony from that meeting](#) can be found on the LTC Commission website.

AMO provided a final submission, [Improving the Long-Term Care Outbreak Response in Ontario: AMO's Final Submission to the Long-Term Care COVID-19 Commission](#), on January 29, 2021. Looking forward, AMO will continue to provide perspectives to the Commission and the Ministry of Long-Term Care on how municipal long-term care homes are handling the COVID-19 pandemic.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical

information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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The Honourable Peter Bethlenfalvy
Minister of Finance
Frost Building South, 7th Floor
7 Queen's Park Cres.
Toronto, ON M7A 1Y7

minister.fin@ontario.ca



January 14th, 2021

On behalf of the Middlesex Federation of Agriculture and our over 1950 farm families I wish to bring forward an important issue that impacts Ontario farmers and our rural communities in Ontario. That is the issue of funding for our rural municipalities.

Rural municipalities are responsible for funding a range of services from infrastructure to social services. To fund these services rural municipalities have only one revenue tool that they can control: property taxes. Given the low population densities and often declining commercial and industrial assessment, property tax dollars are stretched very thin in rural Ontario.

To account for these unique fiscal challenges, the province provides funding directly to rural municipalities. The most prominent source of funding for rural municipalities is the Ontario Municipal Partnership Fund (OMPF). In 2021, the OMPF will provide \$500 million to 389 municipalities across the province. This is in stark contrast to the \$870 million provided through the OMPF in 2008.

As you know, On October 31st, 2008, the Province along with the Association of Municipalities of Ontario (AMO) and the City of Toronto, released the Provincial-Municipal Fiscal and Service Delivery Review (PMFSDR), "Facing the Future Together". The result of this agreement, among other changes, was for the province to upload certain social services from the municipal level and gradually reduce the level of funding provided through the OMPF. The net impact of these changes was fiscally positive for the municipal sector, but not all municipalities benefited at the same level. Many of the social services uploaded was a benefit to large single-tier and upper-tier municipalities, but of little benefit to lower-tier municipalities in rural Ontario. At the same time, the reduction in OMPF funding was a direct loss to rural municipalities.

As a result, municipalities in rural Ontario are increasingly reliant on property tax dollars, which places significant burden on farmers who are shouldering a larger share of property taxes than they ever have. **To help alleviate the fiscal strain facing municipalities we ask that the province return the OMPF to the same level of funding as 2008, which after accounting for inflation would be equal to \$1.03 billion today.**

Sincerely,
Craig Scott, President
Middlesex Federation of Agriculture

Cc: Middlesex County Council
Warden Burghardt-Jesson

If you ate today, thank a farmer. If you are a farmer, thank you!

Western Fair Association
Board of Governors
316 Rectory Street
London, ON N5W 3V9

Attn: Ann Straatman, Chair



February 1st, 2021

On behalf of the Middlesex Federation of Agriculture and our more than 1,950 farm families, the MFA Board of Directors would like to congratulate the Western Fair Association. The recent FedDev funding announcement of \$7.2 million is great news for our local economy, as well as the agri-tech and agri-food industries in Middlesex County and beyond.

As a member-driven organization, the Western Fair has a long-standing relationship with numerous agricultural and commodity groups in Southwestern Ontario. The Middlesex Federation of Agriculture sees the value and importance of having agricultural representation serving on the Board of Governors and various committees.

The collaboration with regional partners such as Fanshawe College and the LEDC is of great benefit to all involved in projects like The Grove. As this project moves forward, it is the hope of the MFA that the WFD leadership will actively seek to include organizations such as the Middlesex Federation, and other grass-roots groups from the agriculture sector. This presents an exciting opportunity to build upon the successful Economic Development initiatives of both the County of Middlesex and the City of London.

We look forward to future consultation, learning more about the implementation strategy as well as the potential to collaborate with the WFD on this and other projects.

Sincerely,
Craig Scott, President
Middlesex Federation of Agriculture

Cc: Kate Young, Member of Parliament, London West
Peter Fragiskatos, Member of Parliament, London North Centre
Karen Vecchio, Member of Parliament, Elgin-Middlesex-London
Lianne Rood, Member of Parliament, Lambton-Kent-Middlesex
Cathy Burghardt-Jesson, Warden
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An aerial photograph of a town with a river and a bridge. The town is surrounded by trees with autumn foliage. A river flows through the town, and a bridge crosses it. The background shows hills and a clear sky.

2020 MUNICIPAL PARTNERSHIPS REPORT

In 2020, the pandemic made our **collaborative relationships** with municipalities more important than ever.

Read our 2020 Municipal Partnerships Report to learn about how we:

- Responded to the postponement of the Assessment Update by shifting priorities to meet the needs of municipalities
- Found new ways to access information we needed to capture \$37.3 billion in new assessment across Ontario
- Stayed connected with the municipal sector virtually
- Are transforming the ways we share data with municipalities

[Click here](#) to read the report or visit mpac.ca/partnership



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION



February 8, 2021

AMO Policy Update – Gradual Return to COVID-19 Response Framework, *Conservation Authorities Act* Update

Gradual Return to COVID-19 Response Framework

Ontario has [announced](#) that we are moving to a regional approach and maintaining the [shutdown](#) in the majority of the public health regions in Ontario, including the [Stay-at-Home order](#) and all existing public health and workplace safety measures.

When safe to do so, the Province will gradually transition each region from the shutdown measures to a revised and strengthened [COVID-19 Response Framework: Keeping Ontario Safe and Open](#) (the "Framework").

With improving local trends of key health and public health indicators, **3** regions will be moving back to the Framework at the Green-Prevent level on Wednesday, February 10, 2021 at 12:01 a.m. and will no longer be subject to the [Stay-at-Home order](#):

- Hastings Prince Edward Public Health;
- Kingston, Frontenac and Lennox & Addington Public Health; and
- Renfrew County and District Health Unit.

The Stay-at-Home order will continue to apply to **28** public health regions until Tuesday, February 16, 2021.

For Toronto, Peel and York regions, it is expected that the Stay-at-Home order will continue to apply until Monday, February 22, 2021. Final decisions by the Province will be subject to review of the trends in public health indicators at that time.

The Framework has been updated to allow a safer approach to retail. Limited in-person shopping in Grey-Lockdown zones will be permitted with public health and safety measures, such as limiting capacity to 25 per cent in most retail settings. In addition, public health and safety measures in retail settings will be strengthened for

other levels of the Framework. All public health measures such as wearing a face covering and maintaining physical distancing will continue to be required.

The Province is also introducing an "emergency brake" to allow for immediate action if a public health unit region experiences rapid acceleration in COVID-19 transmission or if its health care system risks becoming overwhelmed. If this occurs, the Chief Medical Officer of Health, in consultation with the local medical officer of health, may advise immediately moving a region into Grey-Lockdown to interrupt community COVID-19 transmission.

The [provincial emergency](#) declared under s 7.0.1 of the *Emergency Management and Civil Protection Act* (EMPCA) will end as of 11:59 pm, Tuesday February 9, 2021.

The 31 orders currently in force under the EMCPA have been extended to February 23, 2021 and will be extended further if necessary. O.Reg.55/21 (Compliance Orders for Retirement Homes) is currently in effect until February 19, 2021. 30-day extensions of these orders can occur after February 19 with Cabinet (LGIC) approval. These extended orders should be posted in the next day or so.

Parts of *Conservation Authority Act* Proclaimed

On February 2, 2021, some specific provisions in the *Conservation Authorities Act* were proclaimed to start changes to conservation authority governance, for consistency in administration, transparency, and financial accountability, as well as increased municipal and provincial oversight of conservation authority operations. These provisions include those requiring 70 per cent of municipally appointed members to be elected officials, with provision for the Minister to permit less than 70 per cent on application by a participating municipality.

Immediate action is not required on the part of conservation authorities or by municipalities related to the provision requiring 70% of municipally appointed members be elected officials. Current members should complete the remaining duration of their appointments. As new members are appointed, conservation authorities should be appointing members in a way that complies with this new requirement.

A participating municipality may also apply to the Minister of the Environment, Conservation and Parks requesting an exception to this 70% requirement. The request should include the rationale for the request, and what proportion of members the municipality is proposing to be elected officials. Requests should be sent to minister.mecp@ontario.ca.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical

information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

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