

The Corporation of the Township of Brock

Committee of the Whole Agenda

Electronic Meeting

Session Nine

Monday, October 19, 2020

- 1. Call to Order & Moment of Silence – 9:30 a.m.**
- 2. Disclosure of Pecuniary Interest and Nature Thereof**
- 3. Adoption of Minutes - None**
- 4. Announcements from Council and Staff**
- 5. Presentations**
- 6. Delegations**
 - 1) Mr. Colin Shaw, Staff Sergeant, DRPS and Mr. Ryan Connolly, Inspector North Division DRPS – DRPS Update

7. Sub-Committees

Finance Committee

a) Consent Agenda

- 1344** City of Pickering – Resolution: Use of lottery proceeds for Legions

Resolution

That communication no. 1344 be received for information and filed.

- 1369** Laura Barta – Report: 2020-FI-12, Financial Update Report – September 2020

Resolution

That staff report no. 2020-FI-12, Financial Update Report – September 2020 be received for information.

- 1384** Laura Barta – Report: 2020-FI-13, Brock COVID-19 Update on Financial Impacts to September 30, 2020

Resolution

That the Committee receive report 2020-FI-13, Brock COVID-19 Update on Financial Impacts to September 30, 2020 for information; and

That staff be directed to continue to take action to mitigate costs when possible to offset any additional COVID related expenditures incurred during 2020; and

That staff be directed not to apply for Phase 2 Restart Funding.

- 1385** Laura Barta – Report: 2020-FI-11, Asset Management Plan Presentation Follow-up

Resolution

That the Committee receive report 2020-FI-11, Asset Management Plan Presentation Follow-up Report for information; and

That the Committee endorse the creation of a dedicated team for the purpose of Asset Management; and

That the Committee direct staff to prepare a resolution for Council to endorse requesting the Ministry of Infrastructure extend the dates by a year in Ontario Regulation 588/17 to allow time for municipalities to recover from the pandemic so staff can once again focus on building a useable plan that is not rushed.

b) Items Extracted from Consent Agenda**c) Other Business****Public Works, Facilities & Parks Committee****a) Consent Agenda****1386** Becky Jamieson – Reopening of Township of Brock Community Halls**Resolution**

That report no. 2020-PWF-12, Reopening of Township of Brock Community Halls be received for information; and

That the Sunderland & Beaverton Town Halls and the Wilfried & Manilla Community Halls remain closed for rentals until at least January 1, 2021; and

That the auditoriums of the three community centres remain closed for rentals until at least January 1, 2021.

1387 Becky Jamieson – Report: 2020-PWF-13, Yates Drain Update**Resolution**

That report no. 2020-PWF-13, Yates Drain Update be received for information; and

That Council authorize the Clerk to proceed with the meeting to consider the Engineer's Report for the Yates Drain as per Section 41(1) of the Drainage Act; and

Further, that the Township cover the cost of holding the above-mentioned meeting through the Clerk's Consulting line of the 2020 Budget.

1398 Beaverton Thorah Health Centre Board – Minutes – June 29, 2020**Resolution**

That the Beaverton Thorah Health Centre Board meeting minutes dated June 29, 2020 be approved.

1399 Craig Belfry – Report: 2020-PWF-11, Rick MacLeish Memorial Community Centre Arena Roof Repair**Resolution**

That staff report no. 2020-PWF-11, Rick MacLeish Memorial Community Centre Arena Roof Repair be received for information.

b) Items Extracted from Consent Agenda**c) Other Business****Building, Planning & Economic Development Committee****a) Consent Agenda**

- 1350** The Regional Municipality of Durham, Planning Division – Notice of Adoption re: Amendment #179 to the Durham Region Official Plan (C1565 Concession Road 1, Part of Lot 9, Concession 1, Brock)

Resolution

That communication no. 1350 be received for information and filed.

- 1351** The Regional Municipality of Durham, Planning Division – Notice of Adoption re: Amendment #180 to the Durham Region Official Plan (Part Lot 23, Concession 12, Brock)

Resolution

That communication no. 1351 be received for information and filed.

- 1371** OMAFRA – Durham celebrates Agricultural Awards: Request for Nominations

Resolution

That communication no. 1371 be received for information and filed.

b) Items Extracted from Consent Agenda**c) Other Business****Tourism, Heritage & Recreation Committee****a) Consent Agenda**

- 1348** Sunderland Town Hall Board of Management – Minutes – February 25, 2020

Resolution

That the Sunderland Town Hall Board of Management meeting minutes dated February 25, 2020 be approved.

- 1397** Lesley Donnelly – Interoffice Memorandum – 2020 Remembrance Day Services

Resolution

That communication no. 1397 be received for information; and

The Committee authorize staff to proceed with purchasing a wreath for each of the Remembrance Day campaigns.

b) Items Extracted from Consent Agenda**c) Other Business****Protection Services Committee****a) Consent Agenda**

- 1372** Town of Ajax – Resolution: Support of ambulatory services at Ajax Pickering Hospital

Resolution

The communication no. 1372 be received for information and filed.

- 1402** Becky Jamieson and Paul Lagrandeur – Report: 2020-PW-06, Request for Additional Crossing Guards and Safety Measures around Sunderland and Beaverton Public Schools

Resolution

That staff report no. 2020-PS-06, Additional Crossing Guards, be received for information; and

That an additional crossing guard be placed at the Rennie and Albert Street intersection until such time as the COVID-19 pandemic is over; and

That the cost of the additional crossing guard for 2020 be funded from funds unspent during the school closures earlier this year and incorporated into the 2021 budget; and

Further that staff proceed with a trial of the existing crossing guard at the Mara Road and King Street crossing, who will facilitate crossing students at both the Mara Road (as is currently happening) and at King Street with a subsequent report coming to Council on the trials success.

b) Items Extracted from Consent Agenda**c) Other Business****Corporate Services Committee****a) Consent Agenda**

- 1343** The Regional Municipality of Durham – Appointment of Risk Management Officials and Risk Management Inspectors as required by the Clean Water Act

Resolution

The communication no. 1343 be received for information and filed.

b) Items Extracted from Consent Agenda**c) Other Business****8. Other Business**

- 1) COVID-19 Update

9. Public Questions & Clarification

10. Closed Session – 2:00 p.m.

1) Potential Legal Matter

Pursuant to Section 239(2)(f) of the Municipal Act, 2001 to discuss advice that is subject to solicitor-client privilege.

2) Personnel Matter

Pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personal matters about an identifiable individual, including municipal or local board employees.

Resolution

That Council move in-camera at _____ p.m. pursuant to Section 239(2)(b) of the Municipal Act, 2001 to discuss personnel matters about an identifiable individual, including municipal or local board employees; and pursuant to Section 239(2)(f) of the Municipal Act, 2001 to discuss advice that is subject to solicitor-client privilege, including communications necessary for the purpose.

11. Adjournment

Finance Committee



Corporate Services Department
Legislative Services

Sent by Email

October 2, 2020

Date:	02/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - FI - Consent
Copies to:	

Shaun Collier
Mayor
Town of Ajax
Shaun.Collier@ajax.ca

Subject: Re: Use of Lottery Proceeds for Legions – Financial Hardships due to COVID-19
Corr. 45-20
File: A-1400-001-20

The Council of the Corporation of the City of Pickering considered the above matter at a meeting held on September 28, 2020 and adopted the following resolution:

1. That Corr. 45-20, dated September 2, 2020, from Shaun Collier, Mayor, Town of Ajax, regarding Use of Lottery Proceeds for Legions – Financial Hardships due to COVID-19, be endorsed; and,
2. That a copy of this Resolution be forwarded to the Hon. Doug Downey, Ministry of the Attorney General, Durham MPP's, and Durham Regional Municipalities.

A copy of the original correspondence is attached for your reference.

Should you require further information, please do not hesitate to contact the undersigned at 905.420.4660, extension 2019.

Yours truly

A handwritten signature in blue ink, appearing to read "Susan Cassel".

Susan Cassel
City Clerk

SC:rp
Enclosure

Copy: The Hon. Doug Downey, Ministry of the Attorney General
Lorne Coe, Member of Provincial Parliament, Whitby
Jennifer French, Member of Provincial Parliament, Oshawa
Lindsey Park, Member of Provincial Parliament, Durham
The Hon. Rod Phillips, Member of Provincial Parliament, Ajax
The Hon. Laurie Scott, Member of Provincial Parliament, Haliburton-Kawartha Lakes-Brock
The Hon. Peter Bethlenfalvy, Member of Provincial Parliament, Pickering-Uxbridge
Ralph Walton, Regional Clerk/Director of Legislative Services, Regional Municipality of Durham
Nicole Cooper, Clerk, Town of Ajax
Becky Jamieson, Clerk, Township of Brock
Anne Greentree, Municipal Clerk, Municipality of Clarington
Mary Medeiros, City Clerk, City of Oshawa
John Paul Newman, Director of Corporate Services/Clerk, Township of Scugog
Debbie Leroux, Director of Legislative Services/Clerk, Township of Uxbridge
Chris Harris, Clerk, Town of Whitby

Interim Chief Administrative Officer



Hon. Doug Downey
Ministry of the Attorney General
doug.downey@pc.ola.org

September 2, 2020

Dear Minister Downey,

As I'm sure you are aware, COVID-19 has exacerbated the financial hardships faced by branches of the Royal Canadian Legion across the province by eliminating many of their revenue sources.

Ajax Council is a long-time supporter of the work done by the Legion in our community. In the last year alone, the Ajax Legion has donated over \$55,000 to causes in Ajax for young people and seniors alike, despite their own financial challenges.

I want to express my appreciation for your government's commitment to Legions as noted in your announcement of the Resilient Communities Fund through the Ontario Trillium Foundation. The Town will be supporting the Legion in its application for an upgraded HVAC system in advance of the December 2 deadline.

However, as eligible projects through this fund are limited to capital investments, there is still a substantial gap for operating funding faced by Legions across the province.

This gap has been made clearer than ever throughout the course of the pandemic, and has been unintentionally exacerbated by Section 2.7.4. of the AGCO's Lottery Licensing Policy. As you may be familiar, this section outlines how a Legion branch's lottery proceeds may be used and under what circumstances they may be approved by the lottery licensing agent. In Ajax, the Town's By-Law Services Department is the Ajax Legion's lottery licensing agent.

In winter 2016, the Town's Manager of By-Law Services spoke with the Manager of Eligibility Gaming, Mr. Tony Cuda, at the AGCO on two occasions regarding the eligible uses of lottery proceeds for the Royal Canadian Legions across the province, including the 2% cap on use of net lottery proceeds.

While there is a provision for the licensing authority to increase the maximum allowable percentage if the branch can prove the need, this is subjective and limiting – especially in a time of uncertainty. Other registered charities and not-for-profit organizations can use most of their charitable proceeds to pay for their operational expenses, but Legions are limited to only 2%.

This requirement places unfair hardship on Legions across the province, and it is my hope that you and your government will reconsider this position and dramatically increase this cap to prevent Legions from across Ontario from closing.

Legions are cornerstones of our communities and they need to be supported through any possible means during these troubling and uncertain times.

I look forward to your response, and am happy to provide any additional information you may need.

Sincerely,

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

Shaun Collier
Mayor
Town of Ajax

CC: Hon. Rod Phillips, MPP Ajax
Hon. Mark Holland, MP Ajax
Patricia Milne, President of the RCL Branch 322
Cam Guthrie, Chair of Ontario Big City Mayors



Date:	08/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - FI - Consent
Copies to:	

THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to the Finance Committee

Report: 2020-FI-12

Date: October 19, 2020

SUBJECT

Financial Update Report – September 2020

RECOMMENDATION

That the Council receive report 2020-FI-12, Financial Update Report for information.

ATTACHMENTS

September 2020 Financial Update

REPORT

Background

This report has been prepared using the September figures from the financial system for both years as they were reported on October 5, 2020 with the 2020 budget figures as approved by Council on March 2, 2020. The report focuses on overall budget variances utilizing transactions reported and posted to that date.

The December 2019 figures conform to the PSAB requirements including the capitalization of tangible asset purchases, annual asset amortization, and accrual for post-employment liabilities.

Analysis Results

A review of the Statement of Financial Position was completed and the following variances were noted:

1. The total Cash and Investment balances reported are 0.5% higher than that reported for the same period in 2019. The increase is significantly lower than that reported for the last few months due to the progress towards completion of several major capital projects. The balance includes amounts collected and held in

This report is available in alternate formats.
Please contact the Clerk's Department at 705-432-2355.

reserves to finance outstanding projects that were budgeted in prior years and are not yet complete. It also includes amounts held as deferred revenue for future projects.

2. The level of investments held is monitored to ensure funds are available to satisfy the Township's cash requirement. Investments held in the Township's portfolio are assessed on an ongoing basis to ensure they meet the requirements of section 418 of the Ontario Municipal Act, Ontario Regulation 438/97 and are made in accordance with the Township of Brock's Investment Policy.
3. The balance of Taxes Receivable outstanding at the end of September 2020 compared to the balance at the same time in 2019 is 6.7% lower in total dollar value. This reduction is encouraging as it was anticipated that the balance outstanding would be significantly higher due to the COVID-19 emergency issues. The balance receivable includes the property taxes billed in full for each year. As a percentage of the total taxes billed to date for 2020, the total taxes currently outstanding are 1.3% lower than those outstanding at the same time in the previous year.
4. The balance of General Accounts Receivable outstanding at the end of September 2020 compared to the balance at the same time in 2019 is 32.7% lower in total dollar value. The numbers are lower in part due to the payments of deferred Development Charges for two Non-profit housing developments and lower investment interest accruals. The amounts reported for HST are somewhat higher in total dollar value for 2020 due to the timing of payment for contracts.
5. The balance of Account Payable outstanding at the end of September 2020 compared to the balance at the same time in 2019 is 18.1% lower in total dollar value. The 2019 balance was somewhat higher than normal due to the inclusion of Regional Development charges collected and not paid over to the Region until the following month.
6. The balance of Deferred Revenue at the end of September 2020 is 20.3% higher than that reported for the same period in 2019. This account includes unspent Development Charges collected from developers and Federal Gas Tax funding. Both have legislated restrictions on their use and must be held in a segregated Reserve Fund.

A review of the Revenues and Expenditures was completed and the following variances were noted:

1. Total revenue to the end of September for 2020 is 14.4% lower than that reported for the same period last year.
- Grants for both years include the first three installments of the Ontario Municipal Partnership Fund (OMPF). In both years the Township's grant includes the Northern and Rural Fiscal Circumstances Grant funding added to the program by the Ministry in 2014.

- In 2019 the Township received a \$725,000 grant to modernize the operations. These funds were transferred to the Capital reserve fund and have been partially used to fund the cost related to implementing the new website; new phone system; and upgrades to wiring in all Township facilities. Additional projects are planned to utilize the balance of the funding that will make the operation of the Township more efficient while allowing the public more online options. In 2020 the Township was awarded additional modernization funds to complete an organizational review. The first installment of the funds for this review was advanced in April.
 - Other income is 33.5% lower than that reported for the same period in 2019. Two thirds of this shortfall relates to the timing of financing transfers, with the balance related to a decline in activity directly or indirectly related to the COVID state of emergency.
 - Investment income is 55.6% lower than that reported for the same period in 2019. This shortfall is a direct result of the lower interest rates offered. The rates took a substantial dive when COVID-19 closures were put in place and although the stock markets have recovered, the Bank of Canada rates are not expected to do so in the near future.
 - The interest and penalty charged on unpaid taxes to the end of September 2020 is 40.6% lower than that reported as charged in 2019. This decrease reflects the loss of penalty revenue for May, June and July due to the penalty waiver along with the normal decrease associated with improved collection prior to COVID. It is important to note that this line item will continue to be lower than the prior year in coming months due to the three month penalty waiver.
 - The miscellaneous revenue reported includes a payment of \$20,807 from the Durham Municipal Insurance Pool and represents a rebate of surplus. As in prior years, it is recommended that this surplus be transferred to the Insurance reserve fund and used to offset the cost of insurance risk related improvements. In the past few years the Township has used funds in this reserve to offset the cost of replacing sidewalks.
 - Other areas contributing to the overall decrease in revenue as a result of COVID-19 closures include Canine Control tag fees, Harbour Boat Launch fees, Planning fees Recreation Program fees, Day Camp Programing fees, Arena and Public Building rentals.
2. Operating expenditures of \$7,781,054 are 14.4% lower in total than that reported for the same period last year. Some of this difference can be explained by the timing of posting payments and financing transfers:
- Expenditures for General Administration are showing an increase of 17.8% when the transfer of Modernization Grant funding is removed from the 2019 total. This increase is primarily in the line for CAO and Corporate Administration. Included in

that amount is \$52,105 for funds directly related to the Township's COVID response. The funding to offset these costs and others reported by various departments has not yet been received by the Township. Further detail of COVID related costs and any cost savings measures will be outlined in a subsequent report.


- Expenditures for Winter Control have not changed to the end of September 2020 and remain 17.2% lower than the total reported for the same period in 2019. This decrease is due to weather conditions in the period. Expenditures in the nine months represent 71.8% of the winter control budget for 2020 and 90.9% for 2019.
 - Expenditures in Sidewalks and Parking Lots also show a decrease to the end of September 2020 in part due to lower invoicing for winter weather cleanup.
 - Expenditures for employee wages and benefits to the end of September 2020 represent 41.8% of the total operating expenditures to date. The amount paid is somewhat lower than that reported for the same period in 2019 and the 2020 budgeted requirements. Payroll related costs represent between 40% and 47% of the operating budget for the Township annually. The 2020 totals are somewhat lower due to the effect of laying off part time and casual staff as a result of COVID-19. The reduction was somewhat offset by the requirement to hire additional part time By-Law staff.
 - Expenditures for By-Law are showing a significant increase in staff related costs. This increase can be directly related to the Provincial emergency as By-Law staff are now required to assist with enforcement of the Provincial orders.
 - Other areas contributing to the overall decrease in expenditures as a result of COVID-19 closures include Recreation Program costs not being incurred, Day Camp Program costs not being incurred, Crossing Guard costs not being incurred between March and June, utilities related to public building are starting to reflect decreased usage, and any spending related to economic development initiatives is on hold. This is somewhat offset by Council's approval of the Business Economic Relief program with South Lake Community Futures Development Corporation and the Brock Community Grant for Not-for-Profits.
3. The capital expenditures reported for September 2020 and those reported for the same period in 2019 are shown below:
- In 2020 payments were made towards the following:
 - Modernization of the Township's phone system;
 - Implementation of the new Township website;
 - Purchase of new computer equipment;
 - Removal of Grandstand at Beaverton Fairgrounds;
 - Windows for Beaverton Town Hall;
 - Installation of the Generator at the Township Administration Building;
 - Installation of the Generator at the Sunderland Fire Hall;
 - Down payment on the new Fire Rescue Truck;

- Two replacement vehicles for the Fire department;
 - New truck for the Building department;
 - New truck for the Canine Control department;
 - Consulting bills were paid related to Roads Department construction projects;
 - Bridge #20 construction work;
 - Gravel Road Resurfacing;
 - HL2 Resurfacing applications on Roads;
 - Work to complete the Beaverton Control Yard Building;
 - Payment for new sidewalks;
 - Parking lot paving;
 - Beaverton Arena entrance door repair;
 - Zamboni replacement for Beaverton Arena;
 - New Chiller for the Cannington Arena;
 - Consulting bills related to finalizing the drawing for the Sunderland Memorial Arena renovation project; and
 - Completion of the Manilla Hall renovation project.
- In 2019 payments were made towards the following:
 - New laptops and contracted support for planned computer upgrades;
 - Installation of new chairs, railings, and furnaces at the Sunderland Town Hall;
 - Auto Extrication Equipment;
 - Hardware for CriSys Communication GIS System;
 - Mower/tractor ordered in 2018;
 - Freightliner Truck ordered in 2018;
 - Building permit, consulting, and preliminary work on the project to replace the building at the works depot in Beaverton;
 - Consulting payments on various road and bridge projects;
 - Construction work on Bridge 8, 9, 20, 37, 42, and Culvert 318;
 - Installation of guiderails on Thorah Sideroad project;
 - Gravel Road Resurfacing;
 - HL2 Resurfacing applications on Roads;
 - Thorah Island Gravel placement;
 - Sidewalk replacements;
 - Consulting for Cannington Arena roof replacement project;
 - Installation of a commercial dishwasher and air conditioner at Wilfrid Community Hall; and
 - Rewilding report to finalize project in advance of final grant submission.

Conclusion


The report is provided as information to the committee and will be updated monthly to reflect changes in the status of operating activity.

Respectfully submitted,



Laura E. Barta, CPA, CMA
Treasurer

Reviewed by,



Ralph Walton
Acting Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF BROCK
FINANCE COMMITTEE
REPORT 2020-FI-12 - SEPTEMBER 2020 FINANCIAL UPDATE

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Attachment No 1 - Page 1 of 4

	<u>SEPTEMBER</u> <u>2020</u>	<u>AUGUST</u> <u>2019</u>	<u>DECEMBER</u> <u>2019</u>
ASSETS			
Bank / Cash on Hand	\$ 14,321,135	\$ 13,216,352	\$ 10,584,814
Accounts Receivable	605,126	898,688	980,763
Taxes Receivable	3,802,979	4,076,919	1,843,576
Investments	11,454,962	12,419,017	12,431,436
Prepays	14,442	1,392	25,381
Tangible Capital Assets	<u>60,991,516</u>	<u>59,843,320</u>	<u>60,991,516</u>
TOTAL ASSETS	<u>\$ 91,190,160</u>	<u>\$ 90,455,688</u>	<u>\$ 86,857,486</u>
LIABILITIES / SURPLUS			
Accounts Payable	\$ 2,184,069	\$ 2,666,623	\$ 2,375,672
Deferred Revenue	10,541,140	8,762,813	8,102,878
Subdivider / Zoning Deposits	(114,469)	(103,893)	(94,107)
Debenture Debt	1,006,690	1,077,587	1,006,690
Post Employment Benefit Liability	460,100	521,800	460,100
Reserves	1,788,787	2,971,659	2,113,407
Opening Surplus (Deficit)	<u>72,892,846</u>	<u>70,735,159</u>	<u>70,867,756</u>
	88,759,163	86,631,748	84,832,396
Current Revenue - Current Expenditures	2,430,997	3,823,940	2,025,090
Amounts to be Recovered	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL LIABILITIES /SURPLUS	<u>\$ 91,190,160</u>	<u>\$ 90,455,688</u>	<u>\$ 86,857,486</u>
RESERVE FUNDS			
	<u>\$ 21,551,401</u>	<u>\$ 21,149,379</u>	<u>\$ 20,016,993</u>
TRUST FUNDS			
	<u>\$ 1,030,928</u>	<u>\$ 995,447</u>	<u>\$ 1,055,486</u>
TAX ARREARS - % OF CURRENT LEVY	<u>15.41%</u>	<u>16.75%</u>	
INTEREST ON DEBENTURE DEBT			
	<u>\$ 19,882</u>	<u>\$ 42,458</u>	
TOTAL RESERVES & RES. FUNDS	<u>\$ 23,340,188</u>	<u>\$ 24,121,038</u>	

THE CORPORATION OF THE TOWNSHIP OF BROCK

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FINANCE COMMITTEE**REPORT 2020-FI-12 - SEPTEMBER 2020 FINANCIAL UPDATE**

	2020				2019		
	ACTUAL TO-DATE	BUDGET	\$ DIFFERENCE	% DIFFERENCE	ACTUAL TO-DATE	YEAR-END ACTUAL	TOTAL BUDGET
REVENUES							
TAXATION REVENUE							
Tax Levy	\$ 8,704,138	\$ 8,696,863	\$ (7,275)	-0.08%	\$ 8,372,243	\$ 8,372,243	\$ 8,372,236
Supplementary Taxes	9,530	150,000	140,470	-	139,070	159,975	200,000
Special Area/User Charges	193,566	197,900	4,334	2.19%	174,246	174,367	174,200
Tile Drainage	7,826	7,826	-	0.00%	9,511	9,511	9,511
Payments-in-Lieu of Taxation	306,705	303,000	(3,705)	-1.22%	302,902	302,902	291,000
	<u>9,221,765</u>	<u>9,355,589</u>	<u>133,824</u>	<u>1.43%</u>	<u>8,997,972</u>	<u>9,018,998</u>	<u>9,046,947</u>
GOVERNMENT GRANTS							
Ministry of Municipal Affairs	658,050	877,400	219,350	25.00%	654,634	870,000	895,600
Ministry of Natural Resources	161,770	175,000	13,230	7.56%	177,387	177,387	130,000
Province - Special Grants	-	5,000	5,000	100.00%	53,732	62,345	55,481
Road & Bridge Infrastructure Investment Fund	274,363	411,545	137,182	-	337,892	1,082,339	1,470,157
Federal - Special Grants	15,000	-	(15,000)	#DIV/0!	25,000	-	25,000
Federal Gas Tax Allocation	353,174	353,174	-	0.00%	537,809	721,124	353,174
Federal - Fisheries & Oceans	-	40,000	40,000	100.00%	-	-	-
Wild Life Damage - OMAF	5,190	10,000	4,810	48.10%	2,459	5,097	15,000
Grants - Other	37,500	6,570,000	6,532,500	99.43%	750,680	777,280	60,000
	<u>1,505,047</u>	<u>8,442,119</u>	<u>6,937,072</u>	<u>82.17%</u>	<u>2,539,593</u>	<u>3,695,572</u>	<u>3,004,412</u>
OTHER REVENUE							
Canine Control Department	8,576	21,300	12,724	59.74%	19,128	26,745	30,780
Building Department	354,071	379,500	25,429	6.70%	494,931	507,961	301,000
Municipal Rents	37,322	81,500	44,178	54.21%	40,719	61,646	64,800
Health Centre Rents	77,608	121,700	44,092	36.23%	92,122	124,596	110,000
Interest & Penalties on Taxes	157,496	325,000	167,504	51.54%	265,003	357,738	305,000
Road Revenue	28,557	90,000	61,443	68.27%	37,649	58,440	140,000
Small Craft Harbour Revenue	20,210	25,000	4,790	19.16%	23,310	23,240	23,000
Administration Fees	44,165	45,500	1,335	2.93%	46,223	34,629	33,250
Tax Certificates / Charges	17,630	20,000	2,370	11.85%	15,025	22,060	25,000
Parking Violations	3,130	5,000	1,870	37.40%	3,335	4,455	1,500
Lotteries / Licenses	7,459	7,200	(259)	-3.60%	7,641	7,450	8,750
Miscellaneous Revenue	39,340	47,900	8,560	17.87%	18,466	29,207	32,700
Committee of Adjustment	3,950	5,940	1,990	33.50%	3,890	4,375	4,950
Investment Income	35,548	100,000	64,452	64.45%	80,007	84,901	90,000
P.O.A. Revenues	735	2,000	1,265	63.25%	1,069	1,069	10,000
Transfer from Reserves / Reserve Funds	1,730,299	4,160,191	2,429,892	58.41%	2,748,885	5,093,352	3,420,477
Reserve Fund Revenues/transfers	214,658	-	(214,658)	-	252,692	406,317	-
Donations	1,000	19,250	18,250	94.81%	8,560	24,007	137,398
Planning Fees	11,010	25,000	13,990	55.96%	16,345	27,495	25,000
Septic Chargeback	27,880	30,000	2,120	7.07%	28,220	27,710	25,500
Fire Department Revenue	26,646	49,000	22,354	45.62%	32,630	34,167	41,000
Golf Tournament Revenue	-	27,500	27,500	100.00%	29,907	29,907	27,500
Land / Property Sales	-	-	-	-	-	78,425	95,000
Debenture Proceeds	-	1,000,000	1,000,000	100.00%	-	-	-
Youth Camp Revenue	90	53,000	52,910	99.83%	53,870	53,890	55,000
Beaverton Community Centre	38,802	90,000	51,198	56.89%	44,865	86,541	104,150
Cannington Community Centre	34,919	85,000	50,081	58.92%	48,655	79,555	112,550
Sunderland Memorial Arena	59,116	150,000	90,884	60.59%	69,644	142,967	153,800
	<u>2,980,217</u>	<u>6,966,481</u>	<u>3,986,264</u>	<u>57.22%</u>	<u>4,482,791</u>	<u>7,432,845</u>	<u>5,378,105</u>
TOTAL REVENUES	\$ 13,707,029	\$ 24,764,189	\$ 11,057,160	44.65%	\$ 16,020,356	\$ 20,147,415	\$ 17,429,464

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FINANCE COMMITTEE
REPORT 2020-FI-12 - SEPTEMBER 2020 FINANCIAL UPDATE

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	2020				2019		
	<u>ACTUAL</u> <u>TO-DATE</u>	<u>BUDGET</u>	<u>REMAINING</u> <u>\$ BUDGET</u>	<u>%</u> <u>REMAINING</u>	<u>ACTUAL</u> <u>TO-DATE</u>	<u>YEAR-END</u> <u>ACTUAL</u>	<u>TOTAL</u> <u>BUDGET</u>
OPERATING EXPENDITURES							
<u>GENERAL ADMINISTRATION</u>							
Members of Council	\$ 184,147	\$ 302,250	\$ 118,103	39.07%	\$ 201,956	\$ 300,384	\$ 304,300
CAO & Corporate Admin	301,199	413,800	112,601	27.21%	725,000	725,000	-
Clerk's Department	471,584	746,300	274,716	36.81%	461,913	697,058	844,550
Treasurer's Department	596,533	823,400	226,867	27.55%	581,414	817,139	823,200
Tax Department	31,281	115,150	83,869	72.83%	54,095	99,002	112,450
Public Buildings & Property	377,381	578,050	200,669	34.71%	363,527	660,817	545,325
Health & Safety	2,394	25,500	23,106	90.61%	4,720	7,905	17,000
	<u>1,964,519</u>	<u>3,004,450</u>	<u>1,039,931</u>	<u>34.61%</u>	<u>2,392,625</u>	<u>3,307,305</u>	<u>2,646,825</u>
<u>PROTECTION TO PERSONS</u>							
Fire Department	826,247	2,374,746	1,548,499	65.21%	1,038,377	1,659,565	1,518,205
Building Department	235,119	409,500	174,381	42.58%	208,681	487,372	353,840
Canine Control Department	170,352	260,825	90,473	34.69%	157,433	249,403	222,425
By-Law Enforcement Department	133,734	95,650	(38,084)	-39.82%	75,218	116,117	140,339
Livestock Claims / Fenceviewers	6,141	13,550	7,409	54.68%	3,562	6,066	18,950
	<u>1,371,593</u>	<u>3,154,271</u>	<u>1,782,678</u>	<u>56.52%</u>	<u>1,483,271</u>	<u>2,518,523</u>	<u>2,253,759</u>
<u>TRANSPORTATION SERVICES</u>							
Roads Department	2,232,854	3,642,474	1,409,620	38.70%	2,873,696	7,695,272	3,536,124
Street Lighting	115,456	237,400	121,944	51.37%	132,598	222,462	200,200
Sidewalks	75,090	106,200	31,110	29.29%	86,461	104,004	103,050
Parking Lots	32,520	58,500	25,980	44.41%	34,219	78,074	62,000
Traffic Control	23,002	71,550	48,548	67.85%	44,248	70,957	70,300
	<u>2,478,922</u>	<u>4,116,124</u>	<u>1,637,202</u>	<u>39.78%</u>	<u>3,171,222</u>	<u>8,170,769</u>	<u>3,971,674</u>
<u>ENVIRONMENTAL SERVICES</u>							
Garbage Collection	35,866	54,000	18,134	33.58%	32,093	50,979	51,550
<u>HEALTH SERVICES</u>							
Beaverton-Thorah Health Centre	62,856	118,900	56,044	47.14%	81,900	133,086	121,550
Cemeteries	20,048	24,500	4,452	18.17%	10,069	13,981	26,300
	<u>82,904</u>	<u>143,400</u>	<u>60,496</u>	<u>42.19%</u>	<u>91,969</u>	<u>147,067</u>	<u>147,850</u>
<u>RECREATION & CULTURAL SERV.</u>							
Parks Department	381,737	596,950	215,213	36.05%	466,399	736,494	605,050
Beaverton-Thorah Community Centre	246,465	411,900	165,435	40.16%	265,516	390,663	409,400
Cannington Community Centre	241,563	380,200	138,637	36.46%	280,979	373,976	367,400
Sunderland Memorial Arena	244,821	420,850	176,029	41.83%	286,879	398,431	411,935
Manilla / Wilfrid / Port Bolster Halls	11,082	27,000	15,918	58.96%	16,538	31,296	31,350
Grants to Organizations	541,404	691,805	150,401	21.74%	429,338	576,638	578,091
	<u>1,667,072</u>	<u>2,528,705</u>	<u>861,633</u>	<u>34.07%</u>	<u>1,745,649</u>	<u>2,507,498</u>	<u>2,403,226</u>
<u>PLANNING & DEVELOPMENT</u>							
Planning Department	20,190	74,100	53,910	72.75%	89,496	139,692	113,000
Tourism & Economic Development	150,580	105,250	(45,330)	-43.07%	74,062	107,946	190,195
Committee of Adjustment	1,582	3,500	1,918	54.80%	1,724	1,724	3,650
Tile Drains	7,826	7,826	-	0.00%	9,511	9,511	9,511
	<u>180,178</u>	<u>190,676</u>	<u>10,498</u>	<u>5.51%</u>	<u>174,793</u>	<u>258,873</u>	<u>316,356</u>
TOTAL OPERATING EXPENDITURES	<u>7,781,054</u>	<u>\$ 13,191,626</u>	<u>5,410,572</u>	<u>41.02%</u>	<u>\$ 9,091,622</u>	<u>16,961,014</u>	<u>\$ 11,791,240</u>

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	2020				2019		
	<u>ACTUAL</u> <u>TO-DATE</u>	<u>BUDGET</u>	<u>REMAINING</u> <u>\$ BUDGET</u>	<u>%</u> <u>REMAINING</u>	<u>ACTUAL</u> <u>TO-DATE</u>	<u>YEAR-END</u> <u>ACTUAL</u>	<u>TOTAL</u> <u>BUDGET</u>
<u>CAPITAL EXPENDITURES</u>							
<u>GENERAL ADMINISTRATION</u>							
Clerk-Administrator's Department	\$ 279,481	\$ -	\$ (279,481)	-	\$ 27,906	\$ 126,491	\$ 22,000
Treasurer's Department	-	-	-	-	-	-	-
Tax Department	-	-	-	-	-	-	-
Public Buildings & Property	76,454	64,000	(12,454)	-19.46%	17,799	59,799	134,000
	<u>355,935</u>	<u>64,000</u>	<u>(291,935)</u>	<u>-456.15%</u>	<u>45,705</u>	<u>186,290</u>	<u>156,000</u>
<u>PROTECTION TO PERSONS</u>							
Fire Department	251,060	370,000	118,940	32.15%	38,589	10,185	410,000
Building Department	36,190	40,000	3,810	-	-	-	-
Canine Control Department	39,190	40,000	810	-	-	4,503	5,000
By-Law Enforcement Department	-	-	-	-	-	-	-
	<u>326,440</u>	<u>450,000</u>	<u>123,560</u>	<u>27.46%</u>	<u>38,589</u>	<u>14,688</u>	<u>415,000</u>
<u>TRANSPORTATION SERVICES</u>							
Roads Department	2,166,059	2,661,563	495,504	18.62%	2,797,580	824,051	4,232,874
Street Lighting	-	-	-	-	-	11,312	80,000
Sidewalks	288,727	400,000	111,273	27.82%	204,228	-	162,850
Parking Lots	43,937	75,000	31,063	-	-	16,193	31,500
	<u>2,498,723</u>	<u>3,136,563</u>	<u>637,840</u>	<u>20.34%</u>	<u>3,001,808</u>	<u>851,556</u>	<u>4,507,224</u>
<u>ENVIRONMENTAL SERVICES</u>							
Garbage Collection	-	-	-	-	-	-	-
<u>HEALTH SERVICES</u>							
Beaverton-Thorah Health Centre	-	-	-	-	-	-	-
Sunderland-Brock Health Centre	-	-	-	-	-	-	-
Cemeteries	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>RECREATION & CULTURAL SERV.</u>							
Parks Department	1,000	216,000	215,000	99.54%	4,070	24,069	45,000
Beaverton-Thorah Community Centre	92,217	15,000	(77,217)	-514.78%	-	55,300	111,000
Cannington Community Centre	75,300	30,000	(45,300)	-	6,458	9,224	250,000
Sunderland Memorial Arena	123,546	7,650,000	7,526,454	-	-	10,360	100,000
Manilla / Wilfrid / Port Bolster Halls	21,817	11,000	(10,817)	-98.34%	8,164	9,824	54,000
	<u>313,880</u>	<u>7,922,000</u>	<u>7,608,120</u>	<u>96.04%</u>	<u>18,692</u>	<u>108,777</u>	<u>560,000</u>
<u>PLANNING & DEVELOPMENT</u>							
Planning Department	-	-	-	-	-	-	-
Tourism & Economic Development	-	-	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>TOTAL CAPITAL EXPENDITURES</u>	<u>3,494,978</u>	<u>\$ 11,572,563</u>	<u>8,077,585</u>	<u>69.80%</u>	<u>\$ 3,104,794</u>	<u>1,161,311</u>	<u>\$ 5,638,224</u>
 Total Operating and Capital	 <u>11,276,032</u>	 <u>24,764,189</u>	 <u>13,488,157</u>	 <u>54.47%</u>	 <u>12,196,416</u>	 <u>18,122,325</u>	 <u>17,429,464</u>

Date:	14/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - FI - Consent
Copies to:	

The Corporation of the Township of Brock

Finance Department

Treasurer to the Finance Committee Choose an item.

Report: 2020-FI-13

Date: Monday, October 19, 2020

Subject

Brock COVID-19 Update on Financial Impacts to September 30, 2020

Recommendation

1. That the Committee receive report 2020-FI-13 Brock COVID-19 Update on Financial Impacts to September 30, 2020 for information; and
 2. That Staff be directed to continue to take action to mitigate costs when possible to offset any additional COVID related expenditures incurred during 2020; and
 3. That Staff be directed not to apply for Phase 2 Restart Funding.
-

Attachments

1. Brock COVID-19 Impacts and Actions to September 30, 2020
-

Report

On March 17, 2020, the Government of Ontario announced it was declaring an emergency in the Province under section 7.0.1(1) of the Emergency Management and Civil Protection Act and implemented measures to control the spread of COVID19. Although the state of emergency has since been rescinded, many of the measures remain in effect.

In an effort to assist those residents and businesses negatively impacted by the emergency the Township of Brock Council implemented a number of assistance measures. These measures included, among other things, the waiver of penalty and the implementation of targeted grant programs.

The Federal and Provincial Governments had also implemented a number of programs that support businesses and individuals during the emergency. At a regional level, penalties were waived on water bills.

This report is available in alternate formats upon request.
Please contact the Clerk's Department at 705-432-2355.

Most Ontario municipalities were significantly impacted by the pandemic and have suffered some degree of financial impact. The magnitude of those impacts is dependent on the services provided and the mitigation measures put in place. Lower Tier municipalities that offer recreation programming have seen a significant loss in revenue that has been somewhat controlled by the closure of facilities and staff layoffs. Municipalities that are responsible for transit operations have experienced significant cost increases and revenue losses.

On October 12, 2020 the Premier announced the first round of emergency funding for Municipalities under the federal-provincial Safe Restart Agreement. It is anticipated that this funding will be paid out in October. The second phase of the Safe Restart funding will be application based and paid only to those municipalities that have significant losses. Details of the Phase 2 requirements and application process were released to Municipal staff in early October.

Impacts to Date

The Township's Emergency Management Group has met regularly since the pandemic was first identified. Actions taken early in the emergency allowed for cost containment that helped to mitigate Brock's losses. These actions include the following:

1. Closure of Arena facilities and removal of the ice surface. It was anticipated that the utility costs would be reduced if the facility was closed, specifically hydro for the ice plant.
2. Cancellation of programming. It was anticipated that the lost revenue would be offset by the program operation costs as most are run at or near a breakeven level.
3. Closure of public buildings and cancellation of rentals. It was anticipated that the utilities costs would be somewhat reduced when the facility was closed however since most of the operation is subsidized by tax levy support the loss of rental revenue would impact the Township as a direct COVID cost.
4. Lay-off of Part Time staff. With the closure of facilities, part time staff were not required as full time staff were redeployed to facilitate social distancing requirements and perform required building maintenance. Some savings were realized by these layoffs during the first half of the year.
5. Budgeted summer students were not hired. It was not deemed prudent to hire summer students with social distancing requirements in place. The Township did not have enough vehicles to offer a safe way to transport additional staff.
6. Discourage staff from attending training and conferences live. Although professional development is critical, staff were encouraged to attend virtually whenever possible. This resulted in savings on staff travel and education with the cancellation of many events.

While every effort was made to contain the costs, the Township has been required to incur additional unbudgeted costs as a result of the Pandemic. This report is being prepared as of September 30th and it is important to note that not all costs that relate to the period will have been posted. Those that have include the following:

1. Purchase of Personal Protective Equipment for staff. For the health and safety of staff working with the public, masks, gloves, hand sanitizers, wipes, Tyvek Coveralls and thermometers were purchased.
2. Purchase of cleaning/disinfectant supplies and contract cleaners. To ensure supplies were available to properly disinfect public areas various supplies including foaming soap, shop towels and bleach were purchased. In addition, quotes were obtained for additional cleaning once the buildings were open to the public.
3. Minor renovations and repairs to Township property to prevent spread of COVID-19. To secure and restrict use of unmaintained property locks were purchased and installed. Security glass was installed on public counters and renovations were done to facilitate social distancing in various departments.
4. Part time By-law staff to enforce Provincial orders. In an effort to ensure the safety of staff, additional enforcement officers were hired to enforce the Provincial orders.
5. Purchase of materials and arrange contracts to allow for working at home. Not all staff had access to Township laptops and phones to facilitate working from home. Costs were incurred to set up system to allow remote access, upgrade systems, train staff, supply headsets for meetings and extend cell services.
6. Additional advertising of COVID-19 measures in the Township. Print ads were used to communicate to the public as the measures changed in addition to the website posts.
7. Contract staff person in administration building to facilitate screening of visitor's when building was open by appointment. With the office open by appointment and not all staff working on site, a point person was needed to ensure the public would receive good customer service when they attended the building.

In addition to the actions that were required to facilitate the operation of the Township, Council also implemented measures to assist residents and property owners. These measures come with a cost to the Township some of which can be claimed as part of the Restart funding and some that will be up to the Township to finance. The measures include the following:

1. Waiver of Penalty on Property Tax for 3 months. This covered the period from May 1st to July 31st.
2. Waiver of Penalty on outstanding general invoices for 3 months. This covered the period from May 1st to July 31st.
3. Waiver of charges for NSF cheques and withdrawal from a Preauthorized Tax Payment Plan. This covered the period from May 1st to September 30th.
4. Brock Emergency Response Benefit program in partnership with Southlake Community Futures Development Corporation. The program had two intakes and is now complete.
5. COVID-19 Community Grant for Not-for-Profits. The program had one intake and was fully subscribed.
6. COVID-19 Property Tax Penalty and Interest Relief Program. This program runs to the end of November and the full cost of the relief will not be known until December.

The pandemic has caused significant fluctuations in financial markets throughout the world and although they have recovered substantially, the Bank of Canada is keeping the interest rates low for the foreseeable future. These low rates have had and will continue to have a significant impact on the Township's investment income both in the operating fund, the Reserve Funds, and the Trust Funds.

The Township of Brock Public Library has also incurred additional expenses to keep staff safe and allow for reopening. Some of these are reflected in this report. The attachment summarizes the financial impact of COVID-19 to the end of September 2020 based on posted transactions to date.

Safe Restart Agreement

On August 12, 2020 the Township was advised that they would receive \$323,200 in funding to support COVID-19 operating costs and pressures. The Township is accountable for using the funding for the purpose of addressing priority operating costs and pressures. If the amount of the funding exceeds the 2020 COVID-19 operating costs and pressures, the municipality is expected to place the excess funding into reserves to be accessed in support of COVID-19 operating costs and pressures that you may continue to incur in 2021. The Township will be required to report back to the province in March 2021 with details on 2020 COVID 19 operating costs and pressures, overall 2020 financial position, and the use of the provincial funds in a template that will be provided.

Phase 2 funding is intended for municipalities that have experienced greater financial impacts arising from COVID-19 than others. To qualify the municipality must demonstrate that costs and pressures exceed their Phase 1 per household allocation. To qualify, municipalities will be required to submit reports outlining their COVID-19 operating costs and pressures in a template by October 30, 2020.

Conclusion

The Township of Brock has incurred significant costs and lost revenue due to the pandemic. Although many of the programs and waivers offered to residents have ended, some of the costs and pressures impacting operations will continue until at least the end of 2020 and possibly into 2021. With the Safe Restart funding and mitigation measures currently being taken it is expected that the Township will not have a negative budget impact for 2020 due to the pandemic. Based on this review and projections to the end of 2020, it is unlikely that the Township would qualify for additional Phase 2 funding.


Consultation

None

Financial

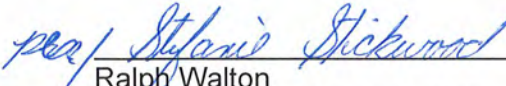
N/A

Respectfully submitted,



Laura E. Barta, CPA, CMA
Treasurer

Reviewed by,



Ralph Walton
Acting Chief Administrative Officer

2020-FI-13 COVID-19 Update on Financial Impacts to September 30, 2020				Attachment #1
Brock COVID-19 Impacts and Actions to September 30, 2020				
		Impact to Date	Anticipated at End of 2020	Assumptions to End of 2020
Actions Taken to Contain Costs and Mitigate Losses		(Savings)		
1	Arena Early Closures	(18,569.25)	54,380.60	Based on normal operating expenses with 50% reduced usage.
2	Program Cancellation	(56,824.11)	(56,824.11)	Assuming programing is deferred to 2021
3	Public Building Closures	(700.66)	12,741.31	Assuming private rentals are deferred to 2021
4	Part Time Staff Lay-off	(53,274.25)	(53,274.25)	Not expecting any further changes
5	Summer Students not hired	(59,413.00)	587.00	Assuming savings from staff lay offs will be required for extra staffing of facility for cleaning.
6	Saving on Travel and Education	(40,197.10)	(40,197.10)	Not expecting any further changes
Additional Cost directly related to COVID-19				
1	Personal Protective Equipment	13,822.35	20,733.53	Assuming requirement to end of 2021
2	Cleaning Supplies and extra contract support	856.75	1,285.13	Assuming requirement to end of 2021
3	Renovation and repair to Property	26,364.39	39,546.59	Additional work in Admin Building prior to opening to Public
4	Addition By-Law staff for enforcement	59,749.21	59,749.21	Assuming existing staff resume normal activity
5	Materials and technology contracts for "Work at Home"	4,114.23	6,171.35	Assuming requirement to end of 2021
6	Advertising to communicate COVID-19 measures.	1,099.82	1,649.73	Assuming requirement to end of 2021
7	Contract staff to do screening when building was open for appointments.	7,959.62	15,919.24	Assuming requirement to end of 2021
Measures to Assist Property Owners and Residents				
1	Waiver of Penalty on Property Taxes	87,408.00	87,408.00	Not expecting any further changes
2	Waiver of Penalty on other Receivables including rent deferrals	6,911.28	6,911.28	Not expecting any further changes
3	Waiver of extra charges for NSF or PAP withdrawals	500.00	500.00	Not expecting any further changes
4	Brock Emergency Response Benefit program	147,460.00		Self Funded-other budget
5	Brock Grant for Not-for-Profit groups	32,300.00		Self Funded-other budget
6	COVID-19 Property Tax Penalty and Interest Relief Program	0.00	29,136.00	Assuming a limited uptake (25% of properties benefiting from intial
Other Issues linked to the Pandemic				
1	Interest income reductions on operating accounts	44,562.70	66,844.05	Reduction expected for balance of
2	Interest income reductions on investments	40,742.74	61,114.11	Reduction expected for balance of
3	Interest income reductions on Trust funds held	7,216.06	10,824.09	Reduction expected for balance of
4	Library Costs related to COVID-19	869.95	1,304.93	Assuming requirement to end of
5	Provincial Funding Promised - Safe Restart	0.00	(323,200.00)	
		252,958.73	3,310.67	

Date:	14/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - FI - Consent
Copies to:	

THE CORPORATION OF THE TOWNSHIP OF BROCK

Finance Department

Treasurer to the Finance Committee

Report: 2020-FI-11

Date: October 19, 2020

SUBJECT

Asset Management Plan Presentation Follow-up

RECOMMENDATION

1. That the Committee receive report 2020-FI-11, Asset Management Plan Presentation Follow-up Report for information;
 2. That the Committee endorse the creation of a dedicated team for the purpose of Asset Management; and
 3. That the Committee direct staff to prepare a resolution for Council to endorse requesting the Ministry of Infrastructure extend the dates by a year in Ontario Regulation 588/17 to allow time for municipalities to recover from the pandemic so staff can once again focus on building a useable plan that is not rushed.
-

ATTACHMENTS

#1- 2019 Asset Management Plan results for Building – first 5 years

REPORT

Background

This report has been prepared to respond to the questions posed by Council during the Asset Management Plan presentation on September 14, 2020. The presentation was designed to assist Council in understanding the purposes of the plan, how it can be used effectively, and how the plan changed over time. During the presentation additional clarification was requested. The following responses are based on additional staff review of the plan and discussions with representatives from Hemson Consulting Ltd. Who prepared the 2019 AMP.

1. What impact did the age of the Beaverton Town Hall (BTH) make on the plan in 2013 compared to 2019? For the 2019 plan the BTH had a replacement cost of \$3.2 million as provide by the Township's assessment of buildings that was conducted in 2018/2019. Of the total replacement cost \$2.8 million would be

reflected in the first year based on the assessment of condition of the structure. In 2013 the full cost of the BTH's replacement would have been included in year one as the plan was age based and that building was well past the age-based life assigned. The tangible capital asset value of the building at that time was just over \$100,000 with a replacement cost of \$2 million.

2. What work was included in the plan for the next five years? An excerpt of the modeling document provided by Hemson Consulting is shown in attachment #1. This excerpt shows what has been recommended based on their review of the Township's assets, their risk of failure, impact of any failure, and the level of service expected.
3. How much debt would it be reasonable to consider when dealing with asset replacement? The Township currently has a debt policy that should be considered when dealing with debt. The Township currently has an annual debt repayment level of \$2,666,384 for 2020. When the question was asked of our consultant their response was as follows:

"It is important for the Township to consider debt levels in the context of the overall debt load. Municipalities are limited to annual debt repayment levels by the Province up to 25% of own source revenues. With this said, very few municipalities in Ontario have debt levels that reach the maximum. In practice, an increasing number of municipalities have adopted debt policies that limit the amount of debt that can be carried while at the same time, continuing to leverage debt as a financing tool. In Hemson's experience we have seen municipalities adopt debt ceilings of anywhere from 8% to 15% of own source revenue, well below the Provincial maximum. The Township may choose to explore such a policy if necessary."

4. Public Private Partnerships or PPP are being used by more municipalities. Our consultant was asked to supply examples of PPP's that may work in Brock's case. Hemson's response was as follows:

"Hemson conducted a survey to find examples of Public Private Partnerships (PPPs) in municipalities comparable to Brock. Many Public Private Partnerships are in sectors such as utilities (water, wastewater, electricity, etc.) which are not applicable to the Township. Other PPPs are in municipalities with much larger populations than Brock and therefore do not work as good comparators for the Township. With this said in Hemson's opinion, there are likely limited opportunities in which a viable PPP may work for the Township at this time."

5. How can we get useful information from the public on Levels of Service when they may not understand what that means? This question was asked of our consultant with the following response:

"It is a common problem for municipalities to have difficulties in getting the public to understand levels of service. Some municipalities have created information campaigns to help the public understand the information in the asset management

plan. One such example, includes the County of Perth municipalities which use a platform called 'Bang the Table'. The platform facilitates public engagement through surveys, polls and graphics to get feedback on a range of topics from the public. In the case of North Perth and Perth East, both used the platform to seek input to/from the public on their asset management plan and corresponding service delivery satisfaction input."

6. There was a question asked about the cost to prepare the plan in 2013 and how it was financed compared to the 2019 plan and how it was financed. In 2013 the Director of Public work put out a request for proposals in the preparation of the Township's first AMP. Of the respondents, Infrastructure Solutions appeared to meet the Township's requirements and would prepare the plan for an amount close to the funding provided by the Province. Funding of \$24,849 was provided to Brock for this purpose as we met the definition of a small municipality with a Population was under the 25,000 level and the plan was prepared at a cost of \$23,730. No funding was provided for the update of the plan required by Ontario Regulation 588/17. This update was done at a cost of \$17,042 and was paid for with funds budgeted from the general tax levy in 2017.

7. There was also an enquiry about funding that may be available to do further updates to the plan. This question was asked of our consultant with the following response:

"There are grant funding opportunities for municipalities available. In Hemson's experience the most common has been asset management funding from the Federation of Canadian municipalities (FCM). FCM provides grant opportunities in many areas for municipalities. In the case of asset management, the next round of funding applications begins on January 19, 2021".

8. The Township completes road rehabilitation work each year. How does that impact the AMP requirements? The question was asked of our consultant with the following response:

"Both the road improvements plus replacements are included in the analysis. Road works identified in the 2018 Road Needs Study are required to ensure the roads continue to meet service standards. Typically, roads are not fully replaced and are therefore reconstructed or rehabilitated. Therefore, the provision identified incorporates the 10-year work identified in the 2018 Road Needs Study plus a long term provision for works beyond the 10 year period to 2058."

9. Are unopened road allowances including in the Township's inventory for AMP calculation purposes? The question was asked of our consultant with the following response:

"Unopened road allowances are not included in the AMP. The AMP covers all of the Township's existing roads. Future road works are captured in the Township's development charge study and the asset management chapter within the DC study captures the future repair and replacement requirements of the new roads. It is

therefore assumed that the known road allowances are reflected as new road construction through the DC study.”

Clarification of Timing

Slide 12 of the presentation on history of asset management planning did not fully detail the next steps on timing. According to Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure requires the following;

1. Strategic Asset Management Policy be developed and approved by July 1, 2019. The Township of Brock's policy was developed and in place prior to that date.
2. Phase I required a more comprehensive plan specific to core infrastructure assets (Roads and Bridges in Brock) including the detail on current levels of service and this update needed to be in place by July 1, 2021.
3. Phase II expands the comprehensive plan to include all assets by July 1, 2023.

Technically the 2019 AMP was prepared to meet the Phase I & II requirements so that box could be ticked on grant applications. The data used was the most current and expanded by staff to include condition ratings for assets not previously included. With two thirds of the Township's staff involved in the preparation of the AMP no longer employed with the Township, much of the detail behind key assumptions related to condition assessments on non infrastructure assets is no longer available. It is important to understand the underlying factors and assumptions included in the AMP to ensure its successful implementation. New staff will need to take the time to fully understand the levels of service with existing assets before the plan can be truly incorporated into the day to day processes. Staff will also need to build and document lifecycle strategies.

4. Phase III, due to be in place by July 1, 2024, takes the plan a step further with a focus on the future. At this stage the plan must include proposed levels of service, proposed performance of assets with documented risks, lifecycle management strategies, and the impact of population growth on the plan. This is a huge step that can be delayed for a few years however should be considered as part of the additional research that is done along with Phase I & II.

Next Steps

To ensure the AMP can be implemented as intended, a working group will need to be created and staffed. The group will need to include representatives from Public Works and Treasury with support from all department heads. The following additional steps should be considered:

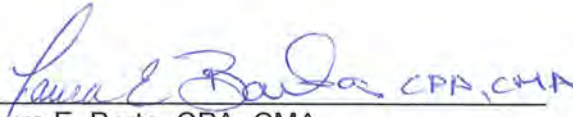
1. Offer staff training to develop skills in and understanding of Asset Management.
2. Investigate funding opportunities to assist in the development of staff to support the AMP integration into the day to day operations.

3. Investigate funding opportunities to assist with asset replacement and rehabilitation.
4. Arrange for next update to the Roads Needs Study with support of AMP working group.
5. Arrange for next update to the Bridge Assessment Report with support of AMP working group.
6. Arrange for annual review of non infrastructure asset conditions to ensure their lifecycles are managed to the Township's best advantage with support of AMP working group.
7. Apply for funding to create a program to educate public on levels of service; further define current levels; and identify future levels. This could include the investigation of alternative methods of providing for public engagement that will tap the knowledge and skills of residents who would not traditionally participate.
8. Send a request to the Ministry of Infrastructure requesting they extend the dates by one year in Ontario Regulation 588/17 to allow time for municipalities to recover from the pandemic and devote the time needed to the AMP implementation.

Conclusion

While the Township's current AMP technically meets the Phase I & II requirements of Ontario Regulation 588/17, the intent of the legislation or practical implementation of the plan into operation still needs work. To be successful it is recommended that more staff be trained and involved in the plan's review and implementation.

Respectfully submitted,



Laura E. Barta, CPA, CMA
Treasurer

Reviewed by,



Ralph Walton
Acting Chief Administrative Officer

Township of Brock
2019 Asset Management Plan
Buildings

Township of Brock
2019 Asset Management Plan
Buildings
Replacement Schedule (Risk Based)

Name	Component	Replacement Schedule (Risk Based)				
		2019	2020	2021	2022	2023
BEAVERTON LIBRARY	Mechanical & Electrical	\$ -	\$ -	\$ -	\$ -	\$ 20,808
BEAVERTON TOWN HALL	Windows & Doors	\$ -	\$ -	\$ -	\$ -	\$ -
BEAVERTON TOWN HALL	Structure	\$ 2,799,162	\$ -	\$ -	\$ -	\$ -
CANNINGTON TOWN HALL	Windows & Doors	\$ -	\$ -	\$ 62,424	\$ -	\$ -
SUNDERLAND TOWN HALL	Exterior Cladding	\$ -	\$ -	\$ 83,232	\$ -	\$ -
SUNDERLAND TOWN HALL	Structure	\$ -	\$ -	\$ -	\$ -	\$ -
ADMINISTRATION BUILDING	Windows & Doors	\$ 41,616	\$ -	\$ -	\$ -	\$ -
ADMINISTRATION BUILDING	Exterior Cladding	\$ 20,808	\$ -	\$ -	\$ -	\$ -
SUNDERLAND HISTORICAL BUILDING	Windows & Doors	\$ 41,616	\$ -	\$ -	\$ -	\$ -
SUNDERLAND HISTORICAL BUILDING	Exterior Cladding	\$ 31,212	\$ -	\$ -	\$ -	\$ -
SUNDERLAND GARAGE & SAND DOME	Windows & Doors	\$ 15,606	\$ -	\$ -	\$ -	\$ -
SUNDERLAND GARAGE & SAND DOME	Exterior Cladding	\$ -	\$ -	\$ -	\$ -	\$ -
CANNINGTON GARAGE	Mechanical & Electrical	\$ -	\$ -	\$ -	\$ -	\$ -
CANNINGTON GARAGE	Exterior Cladding	\$ -	\$ -	\$ -	\$ -	\$ -
BEAVERTON GARAGE	Roof	\$ -	\$ 15,606	\$ -	\$ -	\$ -
BEAVERTON GARAGE	Exterior Cladding	\$ -	\$ -	\$ -	\$ -	\$ -
THORAH PATROL YARD	Windows & Doors	\$ -	\$ -	\$ -	\$ -	\$ 20,808
THORAH PATROL YARD	Exterior Cladding	\$ -	\$ -	\$ -	\$ -	\$ -
SUNDERLAND MEDICAL CENTRE	Roof	\$ -	\$ 16,646	\$ -	\$ -	\$ -
SUNDERLAND MEDICAL CENTRE	Mechanical & Electrical	\$ -	\$ -	\$ 10,404	\$ -	\$ -
SUNDERLAND MEDICAL CENTRE	Windows & Doors	\$ -	\$ -	\$ -	\$ -	\$ 26,010
SUNDERLAND MEDICAL CENTRE	Exterior Cladding	\$ -	\$ -	\$ -	\$ -	\$ -
BEAVERTON-THORAH COMMUNITY CENTRE	Roof	\$ -	\$ 645,048	\$ -	\$ -	\$ -
BEAVERTON-THORAH COMMUNITY CENTRE	Mechanical & Electrical	\$ 88,434	\$ -	\$ -	\$ -	\$ -
BEAVERTON-THORAH COMMUNITY CENTRE	Exterior Cladding	\$ 31,212	\$ -	\$ -	\$ -	\$ -
RICK MACLEISH MEMORIAL COMMUNITY CENTRE	Roof	\$ 249,696	\$ -	\$ -	\$ -	\$ -
RICK MACLEISH MEMORIAL COMMUNITY CENTRE	Mechanical & Electrical	\$ -	\$ -	\$ -	\$ 832	\$ -
RICK MACLEISH MEMORIAL COMMUNITY CENTRE	Windows & Doors	\$ 16,646	\$ -	\$ -	\$ -	\$ -
SUNDERLAND MEMORIAL ARENA	Roof	\$ -	\$ -	\$ -	\$ -	\$ -
SUNDERLAND MEMORIAL ARENA	Mechanical & Electrical	\$ 20,808	\$ -	\$ -	\$ -	\$ -
SUNDERLAND MEMORIAL ARENA	Exterior Cladding	\$ 31,212	\$ -	\$ -	\$ -	\$ -
MANILLA COMMUNITY HALL	Roof	\$ -	\$ -	\$ -	\$ -	\$ -
WILFRID COMMUNITY HALL	Exterior Cladding	\$ 24,970	\$ -	\$ -	\$ -	\$ -
Beaverton Historical Society	Structure	\$ -	\$ -	\$ -	\$ -	\$ -
Beaverton Patrol Yard (BPY)	Structure	\$ 2,400,573	\$ -	\$ -	\$ -	\$ -
Beaverton Harbour Washroom	Structure	\$ -	\$ -	\$ -	\$ -	\$ 16,336
Public Washrooms - McLeod Park	Structure	\$ 6,147	\$ -	\$ -	\$ -	\$ -
Cann Lawn Bowling Clubhouse	Structure	\$ 400,441	\$ -	\$ -	\$ -	\$ -
Cann Lawn Bowling Storage Shed	Structure	\$ 3,456	\$ -	\$ -	\$ -	\$ -
Sund Fairgrounds Conc Booth	Structure	\$ -	\$ -	\$ -	\$ -	\$ 4,593
Sund Ball Concession Booth	Structure	\$ -	\$ -	\$ -	\$ -	\$ 1,977
Horse Barn - Sund Fairgrounds	Structure	\$ -	\$ -	\$ -	\$ -	\$ 34,649
	103	\$ 6,223,615	\$ 677,300	\$ 156,060	\$ 832	\$ 125,181

Township of Brock
2019 Asset Management Plan
Buildings
Annual Provision Schedule (Risk Based)

Annual Provision Schedule (Risk Based)				
2019	2020	2021	2022	2023
\$ 4,162	\$ 4,162	\$ 4,162	\$ 4,162	\$ 4,162
\$ 6,936	\$ 6,936	\$ 6,936	\$ 6,936	\$ 6,936
\$ 2,799,162	\$ 27,992	\$ 27,992	\$ 27,992	\$ 27,992
\$ 20,808	\$ 20,808	\$ 20,808	\$ 3,121	\$ 3,121
\$ 27,744	\$ 27,744	\$ 27,744	\$ 4,162	\$ 4,162
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 41,616	\$ 2,081	\$ 2,081	\$ 2,081	\$ 2,081
\$ 20,808	\$ 1,040	\$ 1,040	\$ 1,040	\$ 1,040
\$ 41,616	\$ 2,081	\$ 2,081	\$ 2,081	\$ 2,081
\$ 31,212	\$ 1,561	\$ 1,561	\$ 1,561	\$ 1,561
\$ 15,606	\$ 780	\$ 780	\$ 780	\$ 780
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 867	\$ 867	\$ 867	\$ 867	\$ 867
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 7,803	\$ 7,803	\$ 780	\$ 780	\$ 780
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 4,162	\$ 4,162	\$ 4,162	\$ 4,162	\$ 4,162
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 8,323	\$ 8,323	\$ 666	\$ 666	\$ 666
\$ 3,468	\$ 3,468	\$ 3,468	\$ 416	\$ 416
\$ 5,202	\$ 5,202	\$ 5,202	\$ 5,202	\$ 5,202
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 322,524	\$ 322,524	\$ 32,252	\$ 32,252	\$ 32,252
\$ 88,434	\$ 4,422	\$ 4,422	\$ 4,422	\$ 4,422
\$ 31,212	\$ 624	\$ 624	\$ 624	\$ 624
\$ 249,696	\$ 24,970	\$ 24,970	\$ 24,970	\$ 24,970
\$ 208	\$ 208	\$ 208	\$ 208	\$ 33
\$ 16,646	\$ 666	\$ 666	\$ 666	\$ 666
\$ 3,468	\$ 3,468	\$ 3,468	\$ 3,468	\$ 3,468
\$ 20,808	\$ 1,040	\$ 1,040	\$ 1,040	\$ 1,040
\$ 31,212	\$ 624	\$ 624	\$ 624	\$ 624
\$ 4,162	\$ 4,162	\$ 4,162	\$ 4,162	\$ 4,162
\$ 24,970	\$ 1,249	\$ 1,249	\$ 1,249	\$ 1,249
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,400,573	\$ 48,011	\$ 48,011	\$ 48,011	\$ 48,011
\$ 3,267	\$ 3,267	\$ 3,267	\$ 3,267	\$ 3,267
\$ 6,147	\$ 123	\$ 123	\$ 123	\$ 123
\$ 400,441	\$ 8,009	\$ 8,009	\$ 8,009	\$ 8,009
\$ 3,456	\$ 69	\$ 69	\$ 69	\$ 69
\$ 919	\$ 919	\$ 919	\$ 919	\$ 919
\$ 395	\$ 395	\$ 395	\$ 395	\$ 395
\$ 6,930	\$ 6,930	\$ 6,930	\$ 6,930	\$ 6,930
\$ 9,800,514	\$ 3,702,240	\$ 3,397,289	\$ 3,352,968	\$ 3,352,793

Public Works, Facilities & Parks Committee



The Corporation of the Township of Brock

Date:	14/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - PWF - Consent
Copies to:	

Clerk's Department

Municipal Clerk to Council

Report: 2020-PWF-12

Date: Monday, October 19, 2020

Subject

Reopening of Township of Brock Community Halls

Recommendation

That Report 2020-PWF-12, Reopening of Township of Brock Community Halls, be received for information; and

That the Sunderland & Beaverton Town Halls and the Wilfrid & Manilla Community Halls remain closed for rentals until at least January 1, 2021; and

That the auditoriums of the three community centres remain closed for rentals until at least January 1, 2021.

Attachments

Attachment No. 1 Ontario Regulation 364/20 – Rules for Areas in Stage 3

Background

On Friday, March 13, 2020, the Township of Brock closed all its Township of Brock facilities for a minimum three (3) week period. These facilities included:

- Foster Hewitt Memorial Community Centre Beaverton
- Rick MacLeish Memorial Community Centre Cannington
- Sunderland Brock Memorial Arena
- Wilfrid Hall
- Sunderland Town Hall
- Manilla Hall
- Beaverton Town Hall (with the exception of the Service Ontario office)

The closure was extended and noted that the closures would remain in effect indefinitely.

Effective Tuesday, March 17, 2020 the Township Municipal Administration Building located at 1 Cameron Street East, Cannington was closed to visitors as the Township took measures to protect our staff and the public.

On March 24, 2020 Regional Chair John Henry declared a State of Emergency in the Region of Durham. On the same date, the Mayor declared a State of Emergency in the Township of Brock.

On July 24, 2020, the Region of Durham and the Township of Brock entered into Stage 3 of the Province's Reopening Ontario (A Flexible Response to COVID-19) Act, 2020. Phase 3 allows for the reopening of community halls and the renting of meeting or event space with stringent access, control, and cleaning protocols, as per Ontario Regulation 364/20, as contained in Attachment No. 1.

Discussion

Since the start of the pandemic, staff have received very few inquiries from individuals or groups looking to rent the auditoriums of the community centres and or the community halls.

In August, the Acting CAO, Recreation & Leisure Co-ordinator and the undersigned, met with the chairs of the hall boards: Ms. Ann Gordon, Chair of the Sunderland Town Hall Board of Management, Ms. Faye Wilkinson, Chair of the Wilfrid Hall Board of Management, and Mr. Craig Telfer, Chair of the Manilla Hall Board of Management.

At the meeting staff advised that chairs that the following items would need to be reviewed and considered prior to reopening the halls:

- Train hall boards about COVID-19 - new procedures, guidelines and expectations;
- Provide signage and floor markings for physical distancing including in elevators if applicable;
- Install automatic hand sanitizers at entry points;
- Determine Washrooms capacities;
- Look at motion sensor lights and door locks for washrooms where appropriate;
- Need to determine building capacity's;
- Develop cleaning and disinfecting procedures that meet the requirements contained in the Regulations;
- consider the following – will depend upon who is doing the cleaning: PPE for front line staff; Disinfectants require a Drug Identification Number; Determine what areas need to be disinfected and how often; Industrial cleaning equipment – how often the same mop is used; Look at whole room disinfectants i.e. foggers
- Amend rental agreements to include COVID-19 insurance clause; and
- Require plans from renters regarding how COVID-19 procedures will be implemented.

It was discussed that there has been little interest received from the Halls or staff from people looking to rent the hall and that it would be prudent to wait until schools reopen prior to making any decisions on the halls. It was further discussed that cleaning protocols would need to be reviewed noting that it may not be practical for the hall board members to continue to clean the Wilfrid & Manilla Halls during COVID-19 if they were to reopen. It was decided that the group would meet again to discuss the reopening's in mid-October.

On October 7, 2020, the Acting CAO, Facilities Co-ordinator, Recreation & Leisure Co-ordinator and the undersigned met with the hall board chairs, Ms. Gordon, Ms. Wilkinson and Mr. Telfer, to further discuss the reopening of the halls.

The group expressed concern with the increasing COVID-19 numbers across Ontario and that cleaning protocols still need to be reviewed.

Staff noted that two rental inquiries have been received.

1. Sunderland Lions Club

- The Sunderland Lions Club have inquired if they could rent the Sunderland Town Hall to hold their executive meetings (10 individuals) as electronic meetings are not always working due to internet connectivity.

2. A Baker

- A baker has inquired about renting the Manilla Community Hall Kitchen to do baking.

The group discussed both these rentals and agreed that no rentals of the halls be permitted until at least January 1, 2021.

It is important to note that the Sunderland Town Hall Board of Management did have one in-person meeting at the Sunderland Town Hall where proper COVID-19 protocols (physical distancing, masks, etc.) were in place in order for them to review the accessible door project.

Council had previously approved staff proceeding to work with Port Perry Medical Associates to provide space for flu clinics & COVID-19 Assessment Centres. The Sunderland Town Hall, Manilla Community Hall and Wilfrid Community Hall will each be used one day a week for this purpose. Cleaning will be done by the Port Perry Medical Associates during the clinics and centres.

Aside from the halls being used for the flu clinics & COVID-19 Assessment Centres, staff recommend that the community halls remain closed for rentals until at least January 1, 2021 and that staff begin working on a report on the potential safe reopening of the halls for rentals prior to this date, including what new cleaning protocols will be required.

Community Centres Auditorium

In addition, staff have received an inquiry from Durham Farm & Rural Family Resources to rent the auditorium of the Rick MacLeish Memorial Community Centre on Monday's

and Friday's for their early learning programs. At this point, the auditoriums have not yet been considered in detail due to the reopening of the ice surfaces and logistics of renting the auditorium space has not been a focus as of yet.

Staff would recommend that the auditoriums not be rented out until January 1, 2021 to allow staff adequate time to ensure proper protocols are in place.

Financial

There will continue to be an impact to the 2020 operating budget as there will be no revenue for rentals at the community halls or auditoriums. Prior to opening the community halls, safety measures including signage, increased cleaning protocols, etc. will need to be implemented which will have an impact on operating expenses which will be outlined in a future report. The Treasurer has been consulted on this report and concurs with the recommendation.

Summary

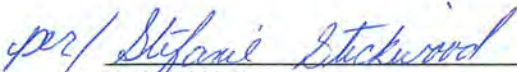
It is staff's recommendation, in consultation with the chairs of the Sunderland Town Hall Board of Management, Wilfrid Hall Board of Management and Manilla Hall Board of Management, that the Sunderland & Beaverton Town Halls and the Wilfrid & Manilla Community Halls remain closed for rentals until at least January 1, 2021. Further that the auditoriums of the three community centres also remain closed for rentals until at least January 1, 2021.

Respectfully submitted,



Becky Jamieson
Municipal Clerk

Reviewed by,



Ralph Walton
Acting Chief Administrative Officer



Français

Reopening Ontario (A Flexible Response to COVID-19) Act, 2020

ONTARIO REGULATION 364/20

FORMERLY UNDER EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT

RULES FOR AREAS IN STAGE 3

Consolidation Period: From October 3, 2020 to the e-Laws currency date.

Last amendment: 546/20.

Legislative History: [+]

This is the English version of a bilingual regulation.

Terms of Order

1. The terms of this Order are set out in Schedules 1, 2 and 3.

Definition

2. In this Order,

"enhanced measures zone" means,

- (a) the City of Ottawa Health Unit,
- (b) the City of Toronto Health Unit, and
- (c) the Peel Regional Health Unit. O. Reg. 546/20, s. 1.

Application

3. This Order applies to the areas listed in Schedule 3 to Ontario Regulation 363/20 (Stages of Reopening).

Indoor vs. outdoor

4. (1) The outdoor capacity limits set out in this Order apply to a business, place, event or gathering if the people attending it are only permitted to access an indoor area,

- (a) to use a washroom;
- (b) to access an outdoor area that can only be accessed through an indoor route; or
- (c) as may be necessary for the purposes of health and safety.

(2) The indoor capacity limits set out in this Order apply to a business, place, event or gathering if the business, place, event or gathering is fully or partially indoors.

(3) An indoor event or gathering cannot be combined with an outdoor event or gathering so as to increase the applicable limit on the number of people at the event or gathering.

SCHEDULE 1
BUSINESSES AND PLACES

Closures

1. (1) Each person responsible for a business or place, or part of a business or place, that is required to be closed by Schedule 2 shall ensure that the business or place, or part of the business or place, is closed in accordance with that Schedule.

(2) Each person responsible for a business or place, or part of a business or place, that Schedule 2 describes as being permitted to open if certain conditions set out in that Schedule are met shall ensure that the business or place, or part of the business or place, either meets those conditions or is closed.

(3) Each person responsible for a business or place, or part of a business or place, that does not comply with sections 3 to 6 of this Schedule shall ensure that it is closed.

(4) Despite subsections (1), (2) and (3), temporary access to a business or place, or part of a business or place, that is required to be closed by Schedule 2 is authorized, unless otherwise prohibited by any applicable law, for the purposes of,

- (a) performing work at the business or place in order to comply with any applicable law;
- (b) preparing the business or place to be reopened;
- (c) allowing for inspections, maintenance or repairs to be carried out at the business or place;
- (d) allowing for security services to be provided at the business or place; and
- (e) attending at the business or place temporarily,
 - (i) to deal with other critical matters relating to the closure of the business or place, if the critical matters cannot be attended to remotely, or
 - (ii) to access materials, goods or supplies that may be necessary for the business or place to be operated remotely.

(5) Nothing in this Order precludes a business or organization from operating remotely for the purpose of,

- (a) providing goods by mail or other forms of delivery, or making goods available for pick-up; and
- (b) providing services online, by telephone or other remote means.

General compliance

2. (1) The person responsible for a business or organization that is open shall ensure that the business or organization operates in accordance with all applicable laws, including the *Occupational Health and Safety Act* and the regulations made under it.

(2) The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting.

(3) The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health on screening individuals.

(4) The person responsible for a business or organization that is open shall ensure that any person in the indoor area of the premises of the business or organization, or in a vehicle that is operating as part of the business or organization, wears a mask or face covering in a manner that covers their mouth, nose and chin during any period when they are in the indoor area unless the person in the indoor area,

- (a) is a child who is younger than two years of age;
- (b) is attending a school or private school within the meaning of the *Education Act* that is operated in accordance with a return to school direction issued by the Ministry of Education and approved by the Office of the Chief Medical Officer of Health;

- (c) is attending a child care program at a place that is in compliance with the child care re-opening guidance issued by the Ministry of Education;
 - (d) is receiving residential services and supports in a residence listed in the definition of "residential services and supports" in subsection 4 (2) of the *Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008*;
 - (e) is in a correctional institution or in a custody and detention program for young persons in conflict with the law;
 - (f) is performing or rehearsing in a film or television production or in a concert, artistic event, theatrical performance or other performance;
 - (g) has a medical condition that inhibits their ability to wear a mask or face covering;
 - (h) is unable to put on or remove their mask or face covering without the assistance of another person;
 - (i) needs to temporarily remove their mask or face covering while in the indoor area,
 - (i) to receive services that require the removal of their mask or face covering,
 - (ii) to engage in an athletic or fitness activity,
 - (iii) to consume food or drink, or
 - (iv) as may be necessary for the purposes of health and safety;
 - (j) is being accommodated in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*;
 - (k) is being reasonably accommodated in accordance with the *Human Rights Code*; or
 - (l) performs work for the business or organization, is in an area that is not accessible to members of the public and is able to maintain a physical distance of at least two metres from every other person while in the indoor area.
- (5) Subsection (4) does not apply with respect to premises that are used as a dwelling if the person responsible for the business or organization ensures that persons in the premises who are not entitled to an exception set out in subsection (4) wear a mask or face covering in a manner that covers their mouth, nose and chin in any common areas of the premises in which persons are unable to maintain a physical distance of at least two metres from other persons.
- (6) For greater certainty, it is not necessary for a person to present evidence to the person responsible for a business or place that they are entitled to any of the exceptions set out in subsection (4).

Capacity limits for businesses or facilities open to the public

3. (1) The person responsible for a place of business or facility that is open to the public shall limit the number of persons in the place of business or facility so that every member of the public is able to maintain a physical distance of at least two metres from every other person in the business or facility, except where Schedule 2 allows persons to be closer together.

(2) For greater certainty, subsection (1) does not require persons who are in compliance with public health guidance on households and social circles to maintain a physical distance of at least two metres from each other while in a place of business or facility.

Meeting or event space

4. (1) The person responsible for a business or place that is open may only rent out meeting or event space if the total number of members of the public permitted to be in all of the rentable meeting or event space in the business or place at any one time is limited to the number that can maintain a physical distance of at least two metres from every other person in the business or place, and in any event is not permitted to exceed,

- (a) 50 persons, if the meeting or event is indoors; or
- (b) 100 persons, if the meeting or event is outdoors.

(2) Subsection (1) does not apply to the rental of meeting or event space for the purpose of a wedding, funeral or religious service, rite or ceremony that is authorized under section 3, 4 or 5 of Schedule 3.

(3) Subsection (1) does not apply to the rental of meeting or event space for the purpose of delivering or supporting the delivery of court services.

(4) Subsection (1) does not apply if the rental of meeting or event space is in compliance with a plan for the rental of meeting or event space approved by the Office of the Chief Medical Officer of Health.

(5) In the enhanced measures zone, the following rules apply to a person responsible for a business or place that rents out meeting or event space:

1. The person must ensure that no more than six people are seated together at any table in the rented space.
2. Despite subsection (4), the total number of members of the public permitted to be in all of the rentable meeting or event space in the business or place at any one time is not permitted to exceed the capacity limits set out in subsection (1) of 50 persons for an indoor meeting or event or 100 persons for an outdoor meeting or event even if the business or place is in compliance with a plan for the rental of meeting or event space approved by the Office of the Chief Medical Officer of Health, except to the extent that an exception set out in subsection (2) or (3) applies to the rental.

Sale and service of liquor

4.1 (1) The person responsible for a business or place that is open and in which liquor is sold or served under a licence or a special occasion permit shall ensure that,

- (a) liquor is sold or served only between 9 a.m. and 11 p.m.; and
- (b) no consumption of liquor is permitted in the business or place between the hours of 12 a.m. and 9 a.m.

(2) The conditions set out in subsection (1) do not apply with respect to businesses and places in airports.

In-person teaching and instruction

5. (1) Subject to subsection (2), the person responsible for a business or place that is open and that provides in-person teaching or instruction shall ensure that every instructional space complies with the following conditions:

1. The instructional space must be operated to enable students to maintain a physical distance of at least two metres from every other person in the instructional space, except where necessary for teaching and instruction that cannot be effectively provided if physical distancing is maintained.
2. The total number of students permitted to be in each instructional space at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the business or place, and in any event cannot exceed,
 - i. 50 persons, if the instructional space is indoors, or
 - ii. 100 persons, if the instructional space is outdoors.

(2) If the teaching or instruction involves singing or the playing of brass or wind instruments,

- (a) every person who is singing or playing must be separated from every other person by plexiglass or some other impermeable barrier; and
- (b) the exception in paragraph 1 of subsection (1) that allows persons to be closer than two metres where necessary for teaching and instruction does not apply.

(3) Subsections (1) and (2) do not apply to,

- (a) a school or private school within the meaning of the *Education Act* that is operated in accordance with a return to school direction issued by the Ministry of Education and approved by the Office of the Chief Medical Officer of Health;

(b) a school operated by,

- (i) a band, a council of a band or the Crown in right of Canada,
- (ii) an education authority that is authorized by a band, a council of a band or the Crown in right of Canada, or
- (iii) an entity that participates in the Anishinabek Education System; and

(c) the Ontario Police College, training facilities operated by a police force, the Correctional Services Recruitment and Training Centre and the Ontario Fire College.

Cleaning requirements

6. (1) The person responsible for a business or place that is open shall ensure that,

- (a) any washrooms, locker rooms, change rooms, showers or similar amenities made available to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition; and
- (b) any equipment that is rented to, provided to or provided for the use of members of the public must be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

(2) For greater certainty, clause (1) (b) applies to computers, electronics and other machines or devices that members of the public are permitted to operate.

NHL hub

7. (1) In this section,

"NHL" means the National Hockey League; ("LNH")

"NHL hub" means the businesses and places referred to in clause (3) (a); ("bulle de la LNH")

"NHL hub participant" means a person who has been specified as a participant in the NHL hub in the professional sports plan for the NHL; ("participant à la bulle de la LNH")

"professional sports plan for the NHL" means the professional sports plan for the NHL approved by the Office of the Chief Medical Officer of Health. ("plan de sports professionnels applicable à la LNH")

(2) The Office of the Chief Medical Officer of Health may approve a professional sports plan for the NHL.

(3) The professional sports plan for the NHL shall list,

(a) the businesses and places in the City of Toronto that constitute the NHL hub and that may be used by NHL hub participants in connection with the 2020 NHL playoff tournament, which may include,

- (i) hotels,
- (ii) facilities for indoor or outdoor sports and recreational fitness activities,
- (iii) businesses or places that are in hotels or facilities mentioned in subclause (i) or (ii), and
- (iv) restaurants or bars that are adjacent to hotels or facilities mentioned in subclause (i) or (ii); and

(b) persons who are NHL hub participants.

(4) A business or place that constitutes part of the NHL hub may open for use by NHL hub participants if the business or place complies with the following conditions:

1. The business or place must operate in accordance with the professional sports plan for the NHL.
2. No spectators may be permitted at the business or place except in accordance with the professional sports plan for the NHL.
3. Subject to paragraph 2, any part of the business or place used by NHL hub participants must be closed to members of the public who are not NHL hub participants.

(5) The following provisions do not apply to the provision of goods or services to an NHL hub participant when they are provided within the NHL hub:

1. Sections 3, 4 and 5 of this Schedule.
2. Paragraph 1 of subsection 1 (1) of Schedule 2.
3. Section 8 of Schedule 2.
4. Clauses 1 (1) (a) and (b) and paragraphs 1 and 2 of subsection 1 (2) of Schedule 3.

(6) Clauses 1 (1) (a) and (b) and paragraphs 1 and 2 of subsection 1 (2) of Schedule 3 do not apply to NHL hub participants in the NHL hub.

(7) A business or place that constitutes part of the NHL hub shall not provide goods or services to members of the public who are not NHL hub participants unless,

- (a) the business or place is permitted to do so by the professional sports plan for the NHL;
- (b) the business or place provides the goods or services in accordance with the professional sports plan for the NHL; and
- (c) the business or place complies with any other applicable requirements or conditions in this Order.

MLB hub

8. (1) In this section,

“MLB” means Major League Baseball; (“MLB”)

“MLB hub” means the businesses and places referred to in clause (3) (a); (“bulle de la MLB”)

“MLB hub participant” means a person who has been specified as a participant in the MLB hub in the professional sports plan for the MLB; (“participant à la bulle de la MLB”)

“professional sports plan for the MLB” means the professional sports plan for the MLB approved by the Office of the Chief Medical Officer of Health. (“plan de sports professionnels applicable à la MLB”)

(2) The Office of the Chief Medical Officer of Health may approve a professional sports plan for the MLB.

(3) The professional sports plan for the MLB shall list,

(a) the businesses and places in the City of Toronto that constitute the MLB hub and that may be used by MLB hub participants in connection with the 2020 MLB season, which may include,

- (i) hotels,
- (ii) facilities for indoor or outdoor sports and recreational fitness activities,
- (iii) businesses or places that are in hotels or facilities mentioned in subclause (i) or (ii), and
- (iv) restaurants or bars that are adjacent to hotels or facilities mentioned in subclause (i) or (ii); and

(b) persons who are MLB hub participants.

(4) A business or place that constitutes part of the MLB hub may open for use by MLB hub participants if the business or place complies with the following conditions:

1. The business or place must operate in accordance with the professional sports plan for the MLB.
2. No spectators may be permitted at the business or place except in accordance with the professional sports plan for the MLB.
3. Subject to paragraph 2, any part of the business or place used by MLB hub participants must be closed to members of the public who are not MLB hub participants.

(5) The following provisions do not apply to the provision of goods or services to an MLB hub participant when they are provided within the MLB hub:

1. Sections 3, 4 and 5 of this Schedule.
2. Paragraph 1 of subsection 1 (1) of Schedule 2.
3. Section 8 of Schedule 2.
4. Clauses 1 (1) (a) and (b) and paragraphs 1 and 2 of subsection 1 (2) of Schedule 3.

(6) Clauses 1 (1) (a) and (b) and paragraphs 1 and 2 of subsection 1 (2) of Schedule 3 do not apply to MLB hub participants in the MLB hub.

(7) A business or place that constitutes part of the MLB hub shall not provide goods or services to members of the public who are not MLB hub participants unless,

- (a) the business or place is permitted to do so by the professional sports plan for the MLB;
- (b) the business or place provides the goods or services in accordance with the professional sports plan for the MLB; and
- (c) the business or place complies with any other applicable requirements or conditions in this Order.

O. Reg. 364/20, Sched. 1; O. Reg. 415/20, s. 2; O. Reg. 428/20, s. 2; O. Reg. 501/20, s. 1; O. Reg. 530/20, s. 1; O. Reg. 531/20, s. 1;
O. Reg. 546/20, s. 2.

SCHEDULE 2 SPECIFIC RULES

Food and drink

Restaurants, bars etc.

1. (1) Restaurants, bars, food trucks, concession stands and other food or drink establishments may open if they comply with the following conditions:

1. No buffet-style service may be provided.
2. Patrons must be seated at all times in any area of the establishment in which food or drink is permitted except,
 - i. while entering the area and while moving to their table,
 - ii. while placing or picking up an order,
 - iii. while paying for an order,
 - iv. while exiting the area,
 - v. while going to or returning from a washroom,
 - vi. while lining up to do anything described in subparagraphs i to v, or
 - vii. where necessary for the purposes of health and safety.
3. The establishment must be configured so that patrons seated at different tables are separated by,
 - i. a distance of at least two metres, or
 - ii. plexiglass or some other impermeable barrier.

4. No person shall dance, sing or perform music at the establishment except in accordance with subsection (2) or (3).
5. The person responsible for the establishment must,
 - i. subject to subsection (1.0.1), record the name and contact information of at least one member of every party of patrons that enters an indoor or outdoor dining area in the establishment, other than patrons who temporarily enter the area to place, pick up or pay for a takeout order,
 - ii. maintain the records for a period of at least one month, and
 - iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.
6. The establishment must be closed to the public between the hours of 12 a.m. and 5 a.m. except as may be necessary to,
 - i. allow patrons to temporarily enter the establishment to place, pick up or pay for a takeout order,
 - ii. provide delivery service,
 - iii. provide dine-in service only for persons who are performing work for the business or place in which the establishment is located, or
 - iv. provide access to washrooms.
7. In the enhanced measures zone, the total number of patrons permitted to be indoors in the establishment must be limited to the number that can maintain a physical distance of at least two metres from every other person in the establishment, and in any event cannot exceed 100 patrons.
8. In the enhanced measures zone, no more than six people may be seated together at a table in the establishment.
9. In the enhanced measures zone, no patron may be permitted to line up or congregate outside of the establishment unless they are,
 - i. maintaining a physical distance of at least two metres from other groups of persons outside the establishment, and
 - ii. wearing a mask or face covering in a manner that covers their mouth, nose and chin, unless they are entitled to any of the exceptions set out in subsection 2 (4) of Schedule 1.

(1.0.1) In the enhanced measures zone, the requirement set out in subparagraph 5 i of subsection (1) may only be satisfied by recording the name and contact information of every patron that enters an area of the establishment described in that subparagraph, unless,

- (a) the patrons temporarily enter the area to place, pick up or pay for a takeout order, in which case subparagraph 5 i of subsection (1) does not require their name and contact information to be recorded; or
- (b) the establishment is a limited-service establishment, in which case the requirement in subparagraph 5 i of subsection (1) continues to require the collection of the name and contact information of at least one member of every party of patrons.

(1.0.2) For the purposes of clause (1.0.1) (b), an establishment is a limited-service establishment if it requires all dine-in patrons to order or select their food or drink at a counter, food bar or cafeteria line and pay before receiving their order.

(1.1) Paragraph 6 of subsection (1) does not apply with respect to establishments on hospital premises or in airports.

(2) A person or group under contract with the establishment may dance, sing or perform music in compliance with the requirements set out in section 11.

(3) Members of the public may sing or perform music at the establishment if,

(0.a) they are not singing or performing music in a private karaoke room;

(a) they are separated from every other person, including from other performers, by plexiglass or some other impermeable barrier while singing or while performing on a brass or wind instrument;

(b) they maintain a physical distance of at least two metres from every other person while singing or performing music; and

(c) any equipment used by members of the public while singing or performing music is cleaned and disinfected between each use.

(4) For greater certainty, a restaurant, bar, food truck, concession stand or other food or drink establishment that is in compliance with the conditions set out in subsection (1) may open in any business or place that is otherwise permitted to open under this Order.

(4.1) REVOKED: O. Reg. 531/20, s. 2 (3).

(5) In this section,

"party" means a group of one or more patrons.

Services

Public libraries

2. Public libraries may open if circulating materials that are returned or accessed within the library are disinfected or quarantined for an appropriate period of time before they are recirculated.

Real estate open houses

3. Real estate agencies may open if they ensure that the total number of members of the public permitted at any open house event they host or facilitate at any one time is limited to the number that can maintain a physical distance of at least two metres from every other person in the open house event, and in any event is not permitted to exceed 50 persons.

Personal care services

4. Personal care services relating to the hair or body, including hair salons and barbershops, manicure and pedicure salons, aesthetician services, piercing services, tanning salons, spas and tattoo studios, may open if they comply with the following conditions:

1. Persons who provide personal care services in the business must wear appropriate personal protective equipment.

2. Patrons must wear face covering at all times while receiving personal care services, except while receiving services that tend to an area of their face that would be covered by a face covering.

3. Oxygen bars must be closed.

Food courts and fitting rooms

Food courts, etc.

5. A food court or other dining area that is not already described in section 1 may open if it is configured so that patrons seated at different tables are separated by,

(a) a distance of at least two metres; or

(b) plexiglass or some other impermeable barrier.

Fitting rooms

6. Fitting rooms in a business may open if patrons are not permitted to occupy adjacent fitting room stalls at any one time.

Training and education

Driving instruction

7. Businesses that provide driving instruction in a motor vehicle may open if they comply with the following conditions:

1. Only one student may be in the motor vehicle.
2. Only one driving instructor may be in the motor vehicle, unless the type of instruction requires more than one driving instructor to be present.
3. Every person in the motor vehicle must wear face covering at all times.
4. The motor vehicle must be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

Sports and fitness

Facilities for sports and recreational fitness activities

8. (1) Facilities for sports and recreational fitness activities, including gymnasiums, health clubs, community centres, multi-purpose facilities, arenas, exercise studios, yoga and dance studios and other fitness facilities, may open for sports and recreational fitness activities if they comply with the following conditions:

1. Every person who engages in sports or a recreational fitness activity at the facility, other than a team sport, must maintain a physical distance of at least two metres from every other person at all times during the activity.
 2. The total number of members of the public permitted to be at the facility in a class, organized program or organized activity at any one time must be limited to the number that can maintain a physical distance of at least two metres from other persons in the facility, and in any event cannot exceed,
 - i. 50 persons, if any of the classes, organized programs or organized activities taking place at the time are indoors, or
 - ii. 100 persons, if all of the classes, organized programs or organized activities taking place at the time are outdoors.
 3. The total number of members of the public permitted to be at the facility in areas containing weights or exercise machines at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the facility, and in any event cannot exceed 50 persons.
 4. The total number of spectators permitted to be at the facility at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the facility, and in any event cannot exceed,
 - i. 50 spectators, if the spectators will be indoors, or
 - ii. 100 spectators, if the spectators will be outdoors.
 5. Team sports may only be practised or played within the facility if they do not allow for physical contact between players or if they have been modified to avoid physical contact between the players.
 6. Organized team sports that are practised or played by players in a league may only be practised or played within the facility if the league either,
 - i. contains no more than 50 players and does not permit its teams to play against teams outside of the league, or
 - ii. divides its teams into groups of 50 or fewer players and does not permit teams in different groups to play against one another or against teams outside of the league.
 7. Any equipment that is rented to, provided to or provided for the use of users of the facility must be cleaned and disinfected between each use or, where used in a game or practice, at the end of play, such as at the completion of a game or practice.
 8. Activities must not be practised or played within the facility if they require the use of fixed structures that cannot be cleaned and disinfected between each use or, where used in a game or practice, at the end of play.
- (1.1) Paragraphs 2 to 4 of subsection (1) do not apply with respect to facilities for sports and recreational fitness activities that operate in accordance with a plan for the operation of facilities for sports and recreational fitness activities approved by the Office of the Chief Medical Officer of Health.

(1.2) In the enhanced measures zone, the following rules apply despite paragraphs 2 and 3 of subsection (1) and despite anything set out in the plan described in subsection (1.1):

1. The total number of members of the public permitted to be indoors at the facility in classes, organized programs or organized activities together with members of the public in areas containing weights or exercise machines at any one time cannot exceed 50 people.
 2. The total number of members of the public permitted to be in each indoor fitness, exercise or dance class at the facility cannot exceed 10 people and each class must take place in a separate room.
- (2) Facilities for sports and recreational fitness activities may open to provide space for a day camp for children that is in compliance with subsection 9 (1).
- (3) Paragraphs 1 to 3 and 5 to 8 of subsection (1) do not apply with respect to facilities for sports teams in one of the following leagues if they operate in accordance with a return to play plan approved by the Office of the Chief Medical Officer of Health:

1. Canadian Elite Basketball League.
2. Canadian Football League.
3. Major League Baseball.
4. Major League Soccer.
5. National Basketball Association.
6. National Hockey League.
7. National Lacrosse League.

Camps for children

9. (1) Day camps for children may open if they operate in a manner consistent with the safety guidelines for COVID-19 for summer day camps produced by the Office of the Chief Medical Officer of Health.

(2) Camps that provide supervised overnight accommodation for children are closed.

Entertainment

Cinemas

10. (1) Cinemas may open if the total number of members of the public permitted to be in the venue at any one time is limited to the number that can maintain a physical distance of at least two metres from every other person in the venue, and in any event is not permitted to exceed,

- (a) 50 persons, if the cinema is indoors; or
- (b) 100 persons, if the cinema is outdoors.

(2) The capacity limits set out in subsection (1) do not apply to cinemas that operate in accordance with a plan for the operation of cinemas approved by the Office of the Chief Medical Officer of Health.

(3) Subsection (1) does not apply to drive-in cinemas.

Performing arts

11. (1) A business or place where concerts, artistic events, theatrical performances or other performances are rehearsed or performed may open if they comply with the following conditions:

1. The total number of spectators permitted to be in the venue in which the performance or rehearsal takes place at any one time must be no more than,

i. 50 spectators, if the concert, event or performance is indoors, or

ii. 100 spectators, if the concert, event or performance is outdoors.

2. Singers and players of brass or wind instruments must be separated from any spectators by plexiglass or some other impermeable barrier.

3. Every performer and other person who provides work for the business or place must maintain a physical distance of at least two metres from every other person, except,

i. if it is necessary for the performers to be closer to each other for the purposes of the performance or rehearsal,

ii. where necessary for the purposes of facilitating the purchase of admission, food or beverages, or

iii. where necessary for the purposes of health and safety.

(2) Subsection (1) does not apply to drive-in or drive-through concerts, artistic events, theatrical performances and other performances.

Drive-in or drive-through cinemas, performances, etc.

12. Drive-in cinemas and businesses or places that provide drive-in or drive-through concerts, artistic events, theatrical performances or other performances may open if they comply with the following conditions:

1. Each person in attendance at the drive-in cinema or the business or place, other than persons who perform work for the drive-in cinema or the business or place, must remain within a motor vehicle designed to be closed to the elements except where necessary,

i. to purchase admission, food or beverages,

ii. to access a washroom, or

iii. for the purposes of health and safety.

2. The driver of a motor vehicle at the drive-in cinema or the business or place must ensure that it is positioned at least two metres away from other motor vehicles.

3. Every performer or other person who performs work at the drive-in cinema or the business or place must remain at least two metres apart from motor vehicles and from every other person, except,

i. if it is necessary for the performers to be closer to each other for the purposes of the performance,

ii. where necessary for the purposes of facilitating the purchase of admission, food or beverages, or

iii. where necessary for the purposes of health and safety.

4. Food and beverages may only be sold to persons in attendance at the drive-in cinema or the business or place if,

i. the food or beverage is sold at a concession stand that requires patrons to stand at least two metres apart while waiting to be served and that requires patrons to immediately return to their motor vehicle after being served, or

ii. the food or beverage is delivered directly to the patron's motor vehicle.

5. No materials may be exchanged between persons in attendance at the drive-in cinema or the business or place, except,

i. materials exchanged between members of the same motor vehicle,

ii. materials exchanged between persons who perform work for the drive-in cinema or the business or place, and

iii. such materials as are necessary to facilitate the purchase of admission, food or beverages.

Water features

13. (1) Steam rooms, saunas and bathhouses are closed.

(2) For greater certainty, a pool, splash pad, spray pad, whirlpool, wading pool, or water slide that is in compliance with section 6 of Schedule 1 may open in any business or place that is otherwise permitted to open under this Order.

Casinos, bingo halls and gaming establishments

14. (1) Casinos, bingo halls and other gaming establishments may open if they comply with the following conditions:

1. The total number of members of the public permitted to be in the establishment at any one time must be limited to the number that can maintain a physical distance of at least two metres from every other person in the establishment, and in any event cannot exceed 50 persons.

2. Table games are prohibited.

(2) Subsection (1) does not apply to a casino, bingo hall or gaming establishment that operates in accordance with a plan for the operation of casinos, bingo halls or gaming establishments approved by the Office of the Chief Medical Officer of Health.

Racing venues

15. Horse racing tracks, car racing tracks and other similar venues may open if the total number of spectators permitted at the venue at any one time is limited to the number that can maintain a physical distance of at least two metres from every other person at the venue, and in any event is not permitted to exceed,

(a) 50 spectators, if the spectators will be indoors; or

(b) 100 spectators, if the spectators will be outdoors.

Amusement parks and waterparks

16. Amusement parks and waterparks are closed.

Nightclubs

17. Nightclubs are closed, except for the purpose of serving food or beverages to patrons in accordance with section 1.

Museums, etc.

18. Museums, galleries, aquariums, zoos, science centres, landmarks, historic sites, botanical gardens and similar attractions may open if any interactive exhibits, or exhibits that create a high risk of personal contact, that are open to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

Tour and guide services

19. (1) Tour and guide services, including guided fishing and hunting trips, tastings and tours for wineries, breweries and distilleries, trail riding tours, walking tours, bicycle tours and motor vehicle tours, but not including boat tours, may open if they comply with the following conditions:

1. The tour must be operated to enable every person on the tour, including tour guides, to maintain a physical distance of at least two metres from every other person, except where necessary,

i. to facilitate payment, or

ii. for the purposes of health and safety.

2. The number of members of the public on the tour must not exceed the number of persons that would permit compliance with paragraph 1 while on the tour, and in any event cannot exceed,
 - i. 50 persons, if they will be indoors during the tour, or
 - ii. 100 persons, if they will be outdoors during the tour.
 3. If the tour includes access to any food or beverage production or manufacturing areas, every person on the tour, including any tour guides, must comply with,
 - i. any laws or policies that apply to the food or beverage production or manufacturing area, and
 - ii. any advice, recommendations or instructions of public health officials that apply to the food or beverage production or manufacturing area.
 4. The tour or guide service must,
 - i. record the name and contact information of at least one member of every party of patrons that participates in the tour,
 - ii. maintain the records for a period of at least one month, and
 - iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.
- (2) Boat tours in which the passengers are required to embark and disembark within the province of Ontario and that are not otherwise prohibited from opening by an order made by the Minister of Transport (Canada) under the *Canada Shipping Act, 2001* may open if they comply with the following conditions:
1. The tour must be operated to enable every person on the tour, including tour guides and tour boat crew, to maintain a physical distance of at least two metres from every other person, except where necessary,
 - i. to facilitate payment, or
 - ii. for the purposes of health and safety.
 2. The number of members of the public on the tour boat must not exceed the number of persons that would permit compliance with paragraph 1 on the tour boat, and in any event cannot exceed,
 - i. 50 persons, if they will be indoors while on the tour boat, or
 - ii. 100 persons, if they will be outdoors while on the tour boat.
 3. There must be sufficient space available to enable all persons to comply with paragraph 1 while on the tour boat and while embarking onto or disembarking from the tour boat.
 4. The flow of persons embarking onto, disembarking from and moving about on the tour boat must be controlled so as to enable compliance with paragraph 1.
 5. The tour boat must be equipped with enough handwashing stations or hand sanitizer dispensers to serve the needs of every person on the tour boat.
 6. The boat tour service must,
 - i. record the name and contact information of at least one member of every party of patrons that is on the tour boat,
 - ii. maintain the records for a period of at least one month, and

- iii. only disclose the records to a medical officer of health or an inspector under the *Health Protection and Promotion Act* on request for a purpose specified in section 2 of that Act or as otherwise required by law.

(3) In this section,

“party” means a group of one or more patrons.

Strip clubs

19.1 Strip clubs are closed.

Campgrounds

20. Campgrounds may open if the person responsible for the campground ensures that every person using the campground is complying with any applicable restrictions on the size of social gatherings and organized public events.

O. Reg. 364/20, Sched. 2; O. Reg. 415/20, s. 3; O. Reg. 428/20, s. 3; O. Reg. 453/20, s. 1; O. Reg. 456/20, s. 1; O. Reg. 530/20, s. 2;
O. Reg. 531/20, s. 2; O. Reg. 546/20, s. 3.

SCHEDULE 3 ORGANIZED PUBLIC EVENTS, CERTAIN GATHERINGS

Gatherings, Stage 3 areas

1. (1) Subject to subsection (2) and sections 2 to 5, no person shall attend,

(a) an organized public event of more than,

(i) 50 people if the event is held indoors, or

(ii) 100 people if the event is held outdoors;

(b) a social gathering of more than,

(i) 50 people if the gathering is held indoors, or

(ii) 100 people if the gathering is held outdoors; or

(c) a social gathering associated with a wedding, a funeral or a religious service, rite or ceremony of more than,

(i) 50 people if the gathering is held indoors, or

(ii) 100 people if the gathering is held outdoors.

(2) The following rules apply to an organized public event or social gathering held at a place described in subsection (2.1):

1. No person shall attend an organized public event held at the place of more than,

i. 10 people if the event is held indoors, or

ii. 25 people if the event is held outdoors.

2. No person shall attend a social gathering held at the place of more than,

i. 10 people if the gathering is held indoors, or

ii. 25 people if the gathering is held outdoors.

3. No person shall attend a social gathering associated with a wedding, a funeral or a religious service, rite or ceremony held at the place of more than,

i. 10 people if the gathering is held indoors, or

ii. 25 people if the gathering is held outdoors.

(2.1) The places referred to in subsection (2) are,

- (a) residential buildings, including houses, apartment buildings, condominium buildings and post-secondary student residences; and
- (b) any places not already described in clause (a), except for places that are operated in accordance with this Order by a business or organization.

(3) For greater certainty, the limits in clause (1) (c) and paragraph 3 of subsection (2) apply to a social gathering associated with a wedding, a funeral or a religious service, rite or ceremony, such as a wedding reception, while the limits that apply to the wedding, funeral or religious service, rite or ceremony itself are set out in sections 3 to 5.

(4) For the purposes of this section, an indoor event or gathering cannot be combined with an outdoor event or gathering so as to increase the applicable limit on the number of people at the event or gathering.

(5) A person attending an organized public event or social gathering shall comply with public health guidance on physical distancing.

(6) For greater certainty, subsections (1) to (5) apply with respect to an organized public event or social gathering even if it is held at a private dwelling.

Exceptions from organized public event requirements

2. The prohibitions on attendance at an organized public event in clause 1 (1) (a) and paragraph 1 of subsection 1 (2) do not apply with respect to attendance at,

- (a) an event to which a capacity limit set out in Schedule 1 or 2 applies, if the event is held in accordance with that capacity limit;
- (b) a day camp for children that is in compliance with section 9 of Schedule 2; or
- (c) a drive-in cinema, or a business or place that provides drive-in or drive-through concerts, artistic events, theatrical performances and other performances, that is in compliance with section 12 of Schedule 2.

Indoor wedding, funeral or religious service, rite or ceremony

3. (1) This section applies with respect to gatherings for the purposes of a wedding, a funeral or a religious service, rite or ceremony, if the gathering is held in a building or structure other than a private dwelling.

(2) No person shall attend a gathering to which this section applies unless the following conditions are met:

1. The number of persons occupying any room in the building or structure while attending the gathering must not exceed 30 per cent of the capacity of the particular room.
2. All persons attending the gathering must comply with public health guidance on physical distancing.

Outdoor wedding, funeral or religious service, rite or ceremony

4. (1) This section applies with respect to outdoor gatherings for the purposes of a wedding, a funeral or a religious service, rite or ceremony.

(2) No person shall attend a gathering to which this section applies unless the following conditions are met:

1. No more than 100 people may be in attendance.
2. All persons attending the gathering must comply with public health guidance on physical distancing.

Gathering in motor vehicles for religious service, rite or ceremony

5. (1) This section applies with respect to gatherings for the purposes of a religious service, rite or ceremony if the persons attending the gathering, other than those conducting the service, rite or ceremony, do so in a motor vehicle.

(2) No person shall attend a gathering to which this section applies unless the person follows all of the following precautions that apply to the person:

1. Each person attending the gathering, other than the persons conducting the service, rite or ceremony, must remain within a motor vehicle that is designed to be closed to the elements, except,
 - i. where necessary to use a washroom, or
 - ii. as may otherwise be necessary for the purposes of health and safety.
2. The driver of a motor vehicle must ensure that it is positioned at least two metres away from other motor vehicles.
3. A person who ordinarily uses a non-motorized vehicle because of their religious belief and who attends the gathering must remain within their non-motorized vehicle except where necessary to use a washroom or as may otherwise be required for health and safety, and paragraph 2 applies with necessary modifications.

Temporary closure by police, etc.

6. (1) A police officer, special constable or First Nations Constable may order that premises be temporarily closed if the police officer, special constable or First Nations Constable has reasonable grounds to believe that an organized public event, social gathering or social gathering associated with a wedding, a funeral or a religious service, rite or ceremony is occurring at the premises and that the number of people in attendance exceeds the number permitted by this Order.

(2) Every individual who is on the premises shall comply with the order to temporarily close the premises by promptly vacating the premises after being informed of the order.

(3) No individual shall re-enter the premises on the same day that the premises were temporarily closed under subsection (1) unless a police officer, special constable or First Nations Constable authorizes the re-entry.

(4) Subsections (2) and (3) do not apply to individuals residing in the premises.

(5) In this section,

“premises” has the same meaning as in the *Trespass to Property Act*.

O. Reg. 364/20, Sched. 3; O. Reg. 501/20, s. 2; O. Reg. 519/20, s. 1; O. Reg. 529/20, s. 1.

Français



The Corporation of the Township of Brock

Date:	14/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - PWF - Consent
Copies to:	

Clerk's Department

Municipal Clerk to Council

Report: 2020-PWF-13

Date: Monday, October 19, 2020

Subject

Yates Drain Update

Recommendation

That Report 2020-PWF-13, Yates Drain Update, be received for information;

That Council authorize the Clerk to proceed with the Meeting to Consider the Engineer's Report for the Yates Drain as per Section 41(1) of the *Drainage Act*; and

Further, that the Township cover the cost of holding the above-mentioned meeting through the Clerk's Consulting line of the 2020 Budget.

Attachments

- | | |
|------------------|---|
| Attachment No. 1 | Report 2019-Council-04 – Petition for Drainage Works By Owners |
| Attachment No. 2 | Letter from Mr. Paul Yates, Mr. Sied Tamsma, and Mr. Brent Clark re. Yates Municipal Drain – Notice of Withdrawal From Petition |
| Attachment No. 3 | Letter from Ms. Phillipa Cryderma, Tulloch Engineering – Report Submission Letter |
| Attachment No. 4 | Yates Drainage Final Engineering Report |

Background

On October 1, 2018, Council received a petition for Drain Works filed by Mr. Paul Yates, Sied Tamsma, and Mr. Brent Clark on certain lands located within Part of Lots 1, 2, 3 and 4, Concession 4. Council adopted a resolution that that the Petition for Drain Works filed by the petitioners on certain lands located within Part of Lots 1, 2, 3 and 4, Concession 4, and proceed with the drainage works, and pursuant to Section 5(1) of the

Drainage Act, R.S.O. 1990, as amended, give notice of this decision to each petitioner and the Lake Simcoe Region Conservation Authority.

On March 4, 2019, Council received Report 2019-Council-04, Petition for Drainage Works By Owners, as contained in Attachment No. 1. Council passed a resolution that Tulloch Engineering be appointed as Engineers under the Drainage Act for the purposes of a Drainage Petition for Part of Lots 1-4, Concession 4 (Thorah).

On September 21, 2020, the Township of Brock received a letter, as contained in Attachment No. 2, from the three petitioners for the Yates Municipal Drain, Mr. Paul Yates, Mr. Sieds Tamsma, and Mr. Brent Clark, along with three (3) Notice of Withdrawal From Petition At a Meeting to Consider a Preliminary Report (from each petitioner). On this same date, the undersigned contacted Ms. Phillipa Cryderma, the drainage engineer appointed by the Township for the Yates Drain, to advise that the notices of withdrawal from petition had been received. Ms. Cryderma noted that the final report was complete and that Tulloch had, at their own expense, engaged another firm to conduct a peer review of the report, prior to submitting it to the Township.

On October 9, 2020, the Township of Brock received a letter, as contained in Attachment No. 3, from Ms. Phillipa Cryderma, Tulloch Engineering – Report Submission Letter, along with the Yates Drainage Final Engineering Report, as contained in Attachment No. 4. The letter acknowledges that a signed notice of Withdrawal was received and at the time of its submission, the Engineer's Report was finalized and undergoing a peer review prior to submission to Council.

Discussion

While a formal Notice of Withdrawal From Petition has been received from all three original petitioners, the opportunity for petition withdrawal is outlined within Section 42 of the Drainage Act and occurs following the Meeting to Consider. Section 42 of the Act is summarized on page 2 of Attachment No. 3.

Following filing of the Engineer's Report Council decides whether or not to proceed to the Meeting to Consider as per Section 41(1) of the Drainage Act which states:

41 (1) *Upon the filing of the engineer's report, the council of the initiating municipality, **if it intends to proceed with the drainage works**, shall, within thirty days of the filing of the report, cause the clerk of the initiating municipality to send a copy of the report and a notice stating,*

- (a) the date of the filing of the report;*
- (b) the name or other designation of the drainage works; and*
- (c) the date of the council meeting at which the report will be considered, to,*
- (d) the owners, in the initiating municipality, as shown by the last revised assessment roll to be the owners of lands and roads assessed for the drainage works or for which compensation or other allowances have been provided in the report;*
- (e) the clerk of every other local municipality in which any land or road that is assessed for the drainage works or for which compensation or other allowances have been provided in the report is situate;*

- (f) the secretary-treasurer of each conservation authority that has jurisdiction over any land affected by the report;*
- (g) any railway company, public utility or road authority affected by the report, other than by way of assessment;*
- (h) the Minister of Natural Resources where land under his or her jurisdiction may be affected by the report; and*
- (i) the Director. R.S.O. 1990, c. D.17, s. 41 (1); 2010, c. 16, Sched. 1, s. 2 (9).*

As noted in Attachment No. 3, since the petitioners have submitted a Notice of Withdrawal from Petition, Council may decide not to move forward with the project. It is important to note that if Council decides not to proceed with the drainage works and the related Meeting to Consider, there is no mechanism under the *Drainage Act* for the Township to recuperate the costs incurred to date for the project. While the three original petitioners did submit a letter along with their Notice of Withdrawal from Petition, in which they indicate that they would divide the costs incurred to date equally three ways amongst themselves, Council would want to ensure a formal, legal opinion is obtained and agreement signed to ensure the Township can recoup the costs.

To ensure that the Township can recoup all costs associated with the project to date, which total \$52,500.00, as outlined in Attachment No. 3, Council should move forward with the Meeting to Consider a copy of the Engineer's Report as per section 41(1) of the *Drainage Act*. At the Meeting to Consider, once landowners have had the opportunity to review the report, petitioners may withdraw. Following the withdrawal of petition(s), should the petition no longer be valid under Section 4 of the Act, payment of the costs incurred to date are the liability of the original petitioners as outlines in Section 43 of the Act.

Well there will be an additional cost of \$3,000 - \$3,500 to proceed with the meeting to Consider, Council can request that the cost of the Meeting to Consider be paid by the Township rather than as part of the overall drainage project.

Financial

The total project costs to date are \$52,500.00. To ensure the Township is not responsible for these costs, it would be advantageous for the Township to hold the Meeting to Consider the Engineer's Report.

As outlined in Attachment No. 3, the anticipated costs for the report circulation, preparation and attendance at the Meeting to Consider by the engineer are \$3,000 - \$3,500. This cost could be funded through the Clerk's Consultants budget rather than added to the total Yates Drain project cost.

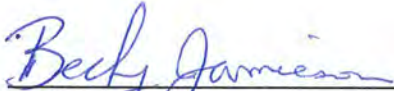
The Treasurer has been consulted on this report and concurs with the recommendation.

Summary

It is staff's recommendation, that Council authorize the Clerk to proceed with the Meeting to Consider the Engineer's Report for the Yates Drain as per Section 41(1) of the *Drainage Act*. Further, given that the petitioners have already submitted Notice of

Withdrawals for Petitions, that the Township cover the cost of holding the Meeting to Consider and that it be charged to Clerk's Consultant.

Respectfully submitted,



Becky Jamieson
Municipal Clerk

Reviewed by,



Ralph Walton
Acting Chief Administrative Officer

197/19



THE CORPORATION OF THE TOWNSHIP OF BROCK

Clerk's Department	Date:	06/02/2019
CAO & Municipal Clerk to Council	Refer to:	Council
Report: 2019-Council-04	Meeting Date:	04/03/2019
Date: Monday, March 4, 2019	Action:	Action
SUBJECT	Notes:	
Petition for Drainage Works By Owners	Copies to:	

RECOMMENDATION

That Tulloch Engineering be appointed as Engineers under the Drainage Act for the purposes of a Drainage Petition for Part of Lots 1 – 4, Concession 4 (Thorah), Township of Brock.

ATTACHMENTS

- Attachment No. 1: Petition for Drainage Works by Owners submitted by Mr. Paul Yates;
 Attachment No. 2: Letter to the Lake Simcoe Region Conservation Authority
 Attachment No. 3: Communication 192/19 from Tulloch Engineering

REPORT**Background**

The Township of Brock has received a Petition for Drainage Works by Owners under the provisions of the Drainage Act from Mr. Paul Yates (Attachment No. 1).

The Lake Simcoe Region Conservation Authority was circulated the petition within the required timeframe of the Act (Attachment No. 2); however, no response has been received.

The provisions of the Drainage Act, specifically section 8(1) states in part:

"Where the Council of the initiating municipality has decided to proceed with the drainage works described in a petition, the Council shall by by-law or resolution appoint an engineer to make an examination of the area requiring drainage as

This report is available in alternate formats.
 Please contact the Clerk's Department at 705-432-2355.

Res 9-10 Co. Mar 4

described in the petition and to prepare a report which shall include . . . matters as are provided under this Act."

The Township of Brock adopted Resolution Number 3-12, as follows, on October 1, 2018:

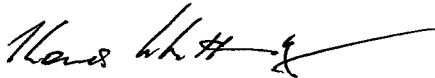
Resolution No. 3-12

MOVED BY Lynn Campbell and SECONDED BY Therese Miller that Council receive the PETITION FOR DRAINAGE WORKS filed by Paul Yates, Sieds Tamsma, and Brent & Katrien Clark on certain lands located within Part of Lots 1, 2, 3, and 4, Concession 4 (former Township of Thorah), and proceed with the drainage works and, pursuant to section 5 (1) of the Drainage Act, R.S.O. 1990, as amended, give notice of this decision to each petitioner and the Lake Simcoe Region Conservation Authority.

Staff have received a proposal from Tulloch Engineering, a copy of which is appended (Attachment No. 3).

The Township is now required to appoint an Engineer for the purposes of proceeding under the provisions of the Drainage Act in order to address the petition referenced herein.

Respectfully submitted,



Thomas G. Gettinby, MA, MCIP, RPP, CMO
CAO & Municipal Clerk

**Petition for Drainage Works by Owners
Form 1**

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Township of Brock DURHAM Region

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

DRAINAGE ditch required from lot 3 con 4 to THORAH RD. TO SATISFY the concerns of Flooding from neighbour, also to help contain runoff neighbouring farms lot 3, 1, and 2 con. 4.

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>YATES</u>	(First Name) <u>PAUL</u>	Telephone Number <u>CELL</u>
--	-----------------------------	---------------------------------

Address	
Road/Street Number <u>B2115</u>	Road/Street Name <u>CON. 4</u>

Location of Project			
Lot <u>4+5</u>	Concession <u>4</u>	Municipality <u>BROCK</u>	Former Municipality (if applicable) <u>THORAH</u>

What work do you require? (Check all appropriate boxes)

- ☐ Construction of new open channel
☐ Construction of new tile drain
☐ Deepening or widening of existing watercourse (not currently a municipal drain)
☐ Enclosure of existing watercourse (not currently a municipal drain)
☐ Other (provide description ▼)

Name of watercourse (if known)
4500

Estimated length of project

General description of soils in the area
CLAY LOAM

What is the purpose of the proposed work? (Check appropriate box)

- ☐ Tile drainage only ☐ Surface water drainage only ☒ Both

Petition filed this 11 day of Sept, 20 18

Name of Clerk (Last, first name)	Signature
----------------------------------	-----------

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number Property Description

B2215 THORAH CON 4 LOT 3

Ward or Geographic Township

BROCK

(DURHAM REGION)

Parcel Roll Number

1839-010-003-04100-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☒ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

YATES PAUL

Signature

Name of Corporation

ALEAH FARMS

I have the authority to bind the Corporation.

Position Title

PRESIDENT

Date (yyyy/mm/dd)

2018/07/25

Number Property Description

B2215

Ward or Geographic Township

Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

I have the authority to bind the Corporation.

Position Title

Date (yyyy/mm/dd)

☒ Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

Property Owners Signing The PetitionPage **63** of **193**

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
	CON 4 N PT LOT 1,2 NEW RP 40R12124 PART 1
Ward or Geographic Township	Parcel Roll Number
Brock Township	1839-010-003-03100-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

- ☐
- Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

- ☐
- Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

- ☒
- Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
---	-----------

Name of Corporation	I have the authority to bind the Corporation.
THABOR FARMS	

Position Title	Date (yyyy/mm/dd)
President	2018-08-06

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

- ☐
- Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

- ☐
- Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

- ☐
- Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
---	-----------

Name of Corporation	I have the authority to bind the Corporation.

Position Title	Date (yyyy/mm/dd)

- ☐
- Check here if additional sheets are attached

Clerk initial

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- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

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- Page 64 of 195
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 - If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number | Property Description

1 | 27400 Reg Rd 2 Thorah Con 4 E PT Lot 1

Ward or Geographic Township

Thorah

Parcel Roll Number

1839-010-003-02100-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☒ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

CLARK, BRENT

Brent Clark

18/07/25

CLARK, KATRIEN

Katrien Clark

18/07/25

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

I have the authority to bind the Corporation.

Position Title

Date (yyyy/mm/dd)

Number | Property Description

2 | 2315 THORAH CON 4 SPT LOT 1, 2 NOW RP 40R12624 Part 2

Ward or Geographic Township

THORAH

Parcel Roll Number

1839-010-003-02600-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☒ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

CLARK, KATRIEN

Katrien Clark

18/07/25

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

I have the authority to bind the Corporation.

Position Title

Date (yyyy/mm/dd)

☒ Check here if additional sheets are attached

Clerk initial

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- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

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- Page 65 of 195
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 - If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
3	2245 THORAH CON 4, CON 4 PT LOT 2
Ward or Geographic Township	Parcel Roll Number
THORAH	1839-010-003-03600-0000

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

- ☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

- ☒ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

CLARK, BRENT

Brent Clark

18/07/25

CLARK, KATRIEN

Katrien Clark

18/07/25

- ☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

- ☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

- ☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

- ☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

- ☐ Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D. 17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) shall not be liable in any way for the use or any information on this map, or, or reliance upon, this map.



0 0.5 km



Map Created: June 25, 2018
Map Center: 44.43202 N, -79.07735 W

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October 2, 2018

Mr. M. Walters, CAO/Secretary-Treasurer
Lake Simcoe Region Conservation Authority
120 Bayview Parkway, P.O. Box 282
Newmarket, Ontario
L3Y 4X1

Dear Sir:

Re: Petition for Drainage Works
Part Lots 1, 2, & 3, Concession 4 (Thorah)
Township of Brock

The Corporation of the Township of Brock has received a Petition for Drainage Works By Owners (Form 1) under Section 4 of the Drainage Act, R.S.O. 1990, as amended, a copy of which is enclosed.

Council has considered the petition at their meeting held October 1, 2018 and adopted a resolution to proceed with the drainage works.

I would draw your attention to Section 6(1) of the Act which states that, should you require an environmental appraisal of the effects of the drainage works, you must notify the municipality within 30 days and be responsible for the payment of same.

Should you have any questions please contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK

Thomas G. Gettinby, MA, MCIP, RPP, CMO
CAO & Municipal Clerk



80 Main Street W.
Huntsville, ON
P1H 1W9

T. 705 789.7851
F. 705 789.7891
TF. 877 535.0558
huntsville@TULLOCH.ca

WWW.TULLOCH.CA

February 1, 2019

The Corporation of the Township of Brock
1 Cameron Street East
P.O. Box 10
Cannington, ON L0E 1E0

Attention: Mr. Thomas G. Gettinby, MA, RPP, CMO
CAO & Municipal Clerk

Re: "Yates" Municipal Drain Petition

Date:	05/02/2019
Refer to:	Not Applicable
Meeting Date:	
Action:	null
Notes:	to Thom
Copies to:	

TULLOCH Engineering Inc. (TULLOCH) is pleased to provide The Corporation of the Township of Brock (Township) with the following proposal to undertake Drainage Engineering for the above-noted proposed petition drain under the Drainage Act.

TULLOCH is a progressive consulting engineering firm providing integrated engineering, surveying, and environmental services throughout Canada. The key focus of our company is to provide our clients with services for infrastructure design, environmental protection, and the administration of capital construction projects. For over 25 years, TULLOCH has provided practical engineering solutions to both the private and public sector. TULLOCH was established in 1991 and has grown into a multi-disciplinary engineering firm employing over 300 professional and technical staff working in ten branch offices in Ontario, providing services across Canada and internationally. **TULLOCH was named 2016 Company of the Year (51+ employees) by the Northern Ontario Business Awards.**

TULLOCH is experienced in the administration of the Drainage Act and in providing services for rural agricultural drainage. The TULLOCH staff proposed for this project are currently retained by the City of Kawartha Lakes for the Darmer Tamlin Municipal Drain and the Township of Hilliard for the Concession V Blind Line Municipal Drain.

We have reviewed the information provided and discussed the project with you. A typical work plan for a project of this type is described below.

REVIEW PETITION AND BACKGROUND INFORMATION

TULLOCH will collect the background information and prepare a preliminary drainage mosaic based on available contour mapping. TULLOCH will then meet with Township staff and if possible the Drainage Superintendent to review and collect all background information. A preliminary circulation list will be developed at the meeting which will include petitioners, other potential land owners, utilities, Lake Simcoe Conservation Authority and any other applicable regulatory agencies. TULLOCH will then complete a site visit to verify field conditions and the preliminary drainage mosaic boundaries. TULLOCH will review the petition to ensure it meets Section 4.1.c of the Drainage Act.

TULLOCH will contact the Lake Simcoe Region Conservation Authority, Ministry of Natural Resources and Forestry to discuss the effects the future design will have on existing watercourses and wetlands. We will also consult with the Department of Fisheries and Oceans as required. The need for detailed environmental studies or reporting will be determined during the preliminary stage of the project. The preliminary report will address future environmental requirements that need to be incorporated into the design.

SITE MEETING

TULLOCH will prepare a site meeting notice. Attendees will be based on the land owners within the area requiring drainage and within the watershed, the Township, the Ministry of Natural Resources and Forestry (MNR) and the Conservation Authority. The Township will send the notice to the affected owners, public utilities and regulatory authorities.

TULLOCH will conduct the site meeting. The meeting will include a general review of the Drainage Act, a general overview of the drain, a review of the watershed boundary and it will confirm the validity of the petition publicly. Attendees will be requested to review the watershed and determine if they wish to join the petition. TULLOCH will answer questions during the meeting.

TOPOGRAPHIC SURVEY OF THE AREA

Section 10 of the Drainage Act does not specify that a detailed topographic survey is required as part of the Preliminary Report. However, to determine a sufficient outlet, grades, and working areas a topographical survey may be needed. The survey typically allows for a more accurate assessment schedule.

TULLOCH would complete the topographic survey. The survey would be completed using GPS equipment. The survey may typically capture:

- Above grade utilities;
- Original ground information to define the catchment boundary;
- Existing drainage features to a sufficient outlet;
- Existing drainage structures;
- Existing farm drainage tiles;
- Existing wells;
- Existing road sections at possible crossings;
- Existing drainage courses, profiles and cross sections;
- Existing watercourses that drain into the channel;
- Property bars/boundary features; and
- Set geodetic benchmark information.

PRELIMINARY ENGINEERS REPORT (INITIAL SUBMISSION)

TULLOCH will complete a Preliminary Engineers Report in accordance with Section 10 of the Drainage Act.

The Preliminary Engineer Report will include the following items:

- Drainage mosaic;
- Flow calculations (hydrology);
- Hydraulic calculations for the drain including structures;

- Plan complete with basic grades, alignment and benchmark information;
- Channel cross section detail;
- Cost estimates, allowances, assessments and special benefits; and
- Working areas.

FISHERIES CONSULTATION

If the proposed drain directly or indirectly provides fish habitat at any time of year, any modifications to the watercourse is subject to the Canada *Fisheries Act*, and will require review by Fisheries and Oceans Canada (DFO). Based on a preliminary review of existing information, the proposed project may require a submission to DFO for review. As part of their review, DFO will require details about the proposed modifications to the watercourse, including engineering drawings, and a description of the biological and physical characteristics of the watercourse in order to determine if a *Fisheries Act* Authorization is required.

If DFO determines that the proposed modifications to the watercourse are likely to result in 'serious harm' to fish, as defined in the *Act*, the project will require a *Fisheries Act* Authorization. Schedule 1, Section 2 of the annexed *Application for Authorization under Paragraph 35(2)(b) of the Fisheries Act Regulations* (SOR/2013-91) requires the following information to support a *Fisheries Act* Authorization:

- The type of water body or water source;
- A description of the existing fish habitat, including physical, chemical and biological characteristics, and how the habitat directly or indirectly supports fish life processes;
- The fish community present and an estimate of the abundance of those species; and,
- A description of the methods and sampling techniques used to derive the above information.

This information will be used in conjunction with the engineering plans to determine the likely effects of the project on fish and fish habitat, as well as to determine the scale of impacts to fish to support possible offsetting measures.

The scope of work may include an application for an Authorization under the *Fisheries Act* which will require preparing a 'Request for Authorization' application and supporting documentation. Additionally, although the field data and report prepared during the DFO Request for Review should be of sufficient detail to support a Fisheries Act Authorization application, DFO may identify additional information requirements to support the application resulting from the findings of the fish and fish habitat field investigations. Additional work may be necessary to support a *Fisheries Act* Authorization application will be scoped and costed separately as required.

CONSULTATION MEETING AND REVISED PRELIMINARY ENGINEERS REPORT

TULLOCH will conduct consultation meeting(s) with the Township, petitioners, and applicable regulatory agencies. The purpose of the meeting will be to review the report and obtain feedback from all parties. The report would then be modified and submitted to council. TULLOCH will provide bound reports and a digital copy.

FINAL REPORT SUBMISSION

TULLOCH will modify the Preliminary Report as required to address comments. A final Engineer's Report will be prepared and submitted to the Township and petitioners. TULLOCH will provide bound reports and a digital copy. The Engineer's Report typically includes:

- Plans, profiles and specifications of the drainage works, including a description of the area requiring drainage;
- An estimate of the total cost of the drainage works;
- An assessment of the amount or proportion of the cost of the works to be assessed against every parcel of land and road for benefit, outlet liability and injuring liability;
- Allowances, if any, to be paid to the owners of land affected by the drainage works;
- Working areas and disposal of material requirements; and
- Maintenance obligations.

The development of this report will include detailed assessments and address comments raised during the meetings for consideration of the Preliminary Report.

SUBMISSION FOR AGENCY APPROVAL (AGENCY CONSULTATION)

Following Final Report generation, TULLOCH will submit the report to the Conservation Authority, MNRF and Fisheries and DFO for review and approval. This submission will require supporting documentation in addition to the detailed design including:

- Description and photos of existing conditions in the immediate work area, as well as those upstream and downstream (ie. water depths, flow, channel width, substrate, vegetation etc.);
- Fish species data;
- Detailed maps and photographs;
- Identification of any barriers to fish passage;
- Mitigation measures and best management practices to be implemented; and
- Timing windows for in-water works.

TULLOCH will work with the Conservation Authority, MNRF and DFO to address any comments and implement mitigation measures required to secure agency approval.

TULLOCH will complete this process of agency consultation prior to proceeding to filing of the report under Section 41(1) of the Drainage Act.

MEETING TO CONSIDER THE REPORT

TULLOCH will attend a meeting to consider the report under Section 42 of the Drainage Act.

Additional meetings to address appeals to the Drainage Referee, Court of Revision or Tribunal may be required. TULLOCH is prepared to prepare for and attend these meetings as required.

PROJECT TEAM

Ms. Phillipa Cryderman, P. Eng. will be the Drainage Engineer for this municipal drain project for the Township. Phillipa will be assisted by Chris Stilwell, P. Eng. and Mike Tulloch, P. Eng. will provide senior consulting as required. Phillipa will be supported by TULLOCH's in house team of surveyors, environmental / biology / fisheries specialists and technical support team (such as CAD drafting and design).

Phillipa Cryderman, P. Eng., is a Drainage Engineer with a Bachelor of Science in Engineering (University of Guelph, 2007) and a graduate certificate in Environmental Monitoring and Impact Assessment. Phillipa will act as the Drainage Engineer on this project. Phillipa has recent relevant experience on the Hilliard and Darmar Tamlin Drains and has a strong background in hydrology and hydraulic. Her other relevant experience in this area includes stormwater management plans, culvert and bridge design, channel realignment design as well as flood plain delineation and restoration design. Phillipa is also Drainage Superintendent and has additional training in calculation of drainage assessments.

Chris Stilwell, P. Eng., is a Senior Project Manager and Professional Engineer with a Bachelor of Applied Science (University of Waterloo, 1991). Chris is responsible for the engineering group in the Huntsville Office. Chris will assist Phillipa with cost control, coordination of personnel, ensuring that high quality work is produced, and reviewing deliverables. Chris is responsible for managing a variety of projects ranging from conceptual design to final detailed design and construction for civil / municipal engineering projects. Chris has over 27 years of experience and has completed numerous drainage assignments.

Mike TULLOCH, OLS, P. Eng., is an agricultural engineer (University of Guelph, 1980) and will act as the Senior Consulting Drainage Engineer for this assignment. Mike has completed Municipal Drains across the North Shore of Lake Huron, the Darmar Tamlin Drain and will bring this experience to the project team. As an agricultural engineer and a principal of the company Mike is able to contribute a wealth of knowledge and experience to this project.

TENTATIVE PROJECT SCHEDULE

TULLOCH is committed to completing the work in a timely manner. We are prepared to begin work upon your authorization to proceed with the project by gathering background information and property owner information. We anticipate that the initial meeting would be in the Spring 2019, and assuming the petition is deemed valid, we would commence any required field work (survey, environmental) in Spring and Summer 2019. The engineering design work would commence if Fall 2019. Depending on the level of support for the petition, the goal would be to have the Engineer's Report complete by Spring 2020 allowing construction work in 2020. It is noted though that rarely do these projects proceed as initially planned.

PRICE PROPOSAL

Given the complexity and unknowns in municipal drain work, we propose to complete this project on a Time and Expenses basis. The following standard hourly charge rates and expense charges (for 2018) will be used.

Drainage Engineer	\$130.00 / hour
Senior Project Engineer / Manager	\$150.00 /hour
Engineer in Training	\$100.00 / hour
Student Engineer	\$ 55.00 / hour
Senior Engineering Tech.	\$100.00 / hour
Engineering Tech.	\$ 85.00 / hour
Senior Biologist / Manager	\$140.00 / hour
Intermediate Biologist	\$100.00 / hour
Environmental Tech.	\$ 95.00 / hour
Survey Crew (2 Person Crew)	\$170.00 / hour
Meals (per day per person)	\$ 50.00 / day
Mileage	\$ 0.52 / km
Accommodation	Cost

COMPANY INSURANCE

TULLOCH carries industry standard commercial general liability, professional liability and motor vehicle insurance.

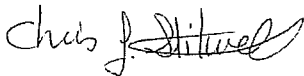
WORKPLACE SAFETY INSURANCE BOARD CLEARANCE CERTIFICATE (WSIB)

TULLOCH is in good standing with WSIB.

We appreciate the opportunity to work with the Township on this project. Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

TULLOCH ENGINEERING INC.



Chris Stilwell, P. Eng.

Senior Project Manager

chris.stilwell@TULLOCH.ca

Date:	21/09/2020
Ref:	Not Applicable
Meeting Date:	
Action:	null
Notes:	
Copies to:	Becky

To The Township of Brock

September 12, 2020

We, the three petitioners, for the Yates Municipal Ditch, are withdrawing our application at this time.

We chose to contact the Township of Brock so that there would be a third party handling the water issues for all concerned going forward, hence a municipality ditch.

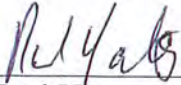
It was expected that the engineer assigned to design the ditch would use the existing water course, just clean it up, and it would be overseen by the municipality for the foreseeable future.


At the original meeting with the assigned engineer we stressed that no other parties should be impacted beyond ourselves. The engineer has chosen to reroute all the water in such a way that it negatively impacts prime farmland, and it also negatively impacts a neighbor that had no previous water issues and is now expected to take the burden of our water issues. Both financially and through a significant loss of land to him.


We expected to pay for a fair and practical drainage ditch solution, as she is not able to deliver this, we feel we have no choice to cancel the petition.

Unfortunately we are expected to pay for this sub par work with nothing to show for it.

We accept these financial consequences, begrudgingly. As we do not know the exact amount of this ludicrous bill, we will inform you that it is our intention to divide the bill 3 ways equally amongst us. An exact amount can be confirmed when we have the bill total.


Paul Yates


Sieds Tamsma


Brent Clark

* request to be read at council meeting.

To The Township of Brock

September 12, 2020

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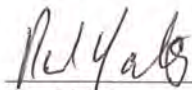
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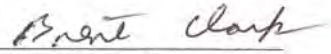
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Paul Yates



Sieds Tamsma



Brent Clark

* request to be read at council meeting.

**Notice of Withdrawal From Petition
At a Meeting to Consider a Preliminary Report**
Drainage Act, R.S.O. 1990, c. D.17, subs.10(2)

To: The Council of the Corporation of the Township of Brock

Re: Yates Municiple Drain

(Designation of drainage works)

I/we, signatories to the petition for drainage works, indicate the desire to withdraw my/our name(s) from the petition.

Property Owners Withdrawing From Petition:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Conc 4 N PT Lot 1-2 now RP 40 R 12624 Rant 1

Ward or Geographic Township

Brock

Parcel Roll Number

1839-010-003-03100-0000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may withdraw from the petition.

Select Ownership Type

THABOK FARMS LTD.

Enter the mailing address and primary contact information of property owner below:

Last Name

Thomsma

First Name

Sieds

Middle Initial

/

Current Address

Unit Number

Street/Road Number

1409

Street/Road Name

County Rd 46

PO Box

City/Town

Woodville

Province

Ontario

Postal Code

K0M 2T0

Telephone Number

705 439 2989

Cell Phone Number (Optional)

705 928 1322

Email Address (Optional)

Financial responsibility:

Page 77 of 195

- After the meeting to consider the preliminary report, if the petition no longer complies with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c.D. 17 subs. 10(4)
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal *Drainage Act*, R.S.O. 1990, c.D. 17 s. 61.

To be completed by recipient municipality:

Notice filed this 21 day of September 20 20

Name of Clerk (Last Name, First Name)

Jamieson, Becky

Signature of Clerk

Becky Jamieson

**Notice of Withdrawal From Petition
At a Meeting to Consider a Preliminary Report**
Drainage Act, R.S.O. 1990, c. D.17, subs.10(2)

To: The Council of the Corporation of the Township of Brock

Re: Yates drainage
(Designation of drainage works)

I/we, signatories to the petition for drainage works, indicate the desire to withdraw my/our name(s) from the petition.

Property Owners Withdrawing From Petition:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

B2115 Thorah Concession 4 Lot 3
Property Description

Brock Township (Durham Region)
Ward or Geographic Township

Parcel Roll Number

1839-010-003-04100-0000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may withdraw from the petition.

Select Ownership Type Aleah Farms Limited.

Enter the mailing address and primary contact information of property owner below:

Last Name <u>Yates</u>	First Name <u>Paul</u>	Middle Initial
---------------------------	---------------------------	----------------

Current Address

Unit Number	Street/Road Number <u>2115</u>	Street/Road Name <u>Thorah Concession 4</u>	PO Box
City/Town <u>Beaverton</u>	Province <u>Ontario</u>	Postal Code <u>L0K 1A0</u>	
Telephone Number <u>705 426-9515</u>	Cell Phone Number (Optional) <u>705 324-1380</u>	Email Address (Optional) <u>aleah1@xplornet.ca</u>	

Financial responsibility:

Page 79 of 195

- After the meeting to consider the preliminary report, if the petition no longer complies with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c.D. 17 subs. 10(4)
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal *Drainage Act*, R.S.O. 1990, c.D. 17 s. 61.

To be completed by recipient municipality:

Notice filed this 21 day of September 20 20

Name of Clerk (Last Name, First Name)

Jamieson, Becky

Signature of Clerk

Becky Jamieson

**Notice of Withdrawal From Petition
At a Meeting to Consider a Preliminary Report**
Drainage Act, R.S.O. 1990, c. D.17, subs.10(2)

To: The Council of the Corporation of the Township of Brock

Re: Yates Munciple Drain

(Designation of drainage works)

I/we, signatories to the petition for drainage works, indicate the desire to withdraw my/our name(s) from the petition.

Property Owners Withdrawing From Petition:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

① 27400 Reg Rd 2 Thorah Con 4 E Pt Lot 1

Ward or Geographic Township

Thorah

Parcel Roll Number

1839-010-003-02100-0000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may withdraw from the petition.

Select Ownership Type

Brent Clark

Katren Clark

Enter the mailing address and primary contact information of property owner below:

Last Name

Clark

First Name

Brent

Middle Initial

D

Current Address

Unit Number

B2245

Street/Road Number

Street/Road Name

Concession 4

PO Box

City/Town

Beaverton

Province

ON

Postal Code

L0K 1A0

Telephone Number

705-426-7624

Cell Phone Number (Optional)

Email Address (Optional)

② 2315 Thorah Con 4 SPT Lot 1,2 NOW RP 4 0R12624 Part 2

Thorah

1839-010-003-02600-0000

③ 2245 Thorah Con 4 Con 4 Pt Lot 2

Thorah

1839-010-003-03600-0000

- After the meeting to consider the preliminary report, if the petition no longer complies with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c.D. 17 subs. 10(4)
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal *Drainage Act*, R.S.O. 1990, c.D. 17 s. 61.

To be completed by recipient municipality:

Notice filed this 21st day of September 20 20

Name of Clerk (Last Name, First Name)

Jamieson, Becky

Signature of Clerk

Becky Jamieson



1942 Regent Street
Unit L
Sudbury, ON
P3E 5V5

T. 705 671.2295
F. 705 671.9477
TF. 800 810.1937
sudbury@TULLOCH.ca

October 9, 2020
TULLOCH Project #: 191289

The Corporation of the Township of Brock

Attention: Becky Jamieson, Clerk
1 Cameron Street East, P.O. Box 10
Cannington, ON
LOE 1E0

Re: Submission of Engineer's Report under Section 41 of the Drainage Act, R.S.O. 1990, c. D.17 for the Yates Drain

Dear Ms. Jamieson,

The Corporation of the Township of Brock (Township) appointed Phillipa Cryderman, P.Eng. of TULLOCH Engineering Inc. (TULLOCH), as Drainage Engineer for the Yates Drain.

Following this appointment, TULLOCH progressed with work under the Drainage Act to hold an initial site meeting, conduct topographic survey work, evaluate the watershed, design a drainage solution, obtain permits from the Conservation Authority and Fisheries Canada and prepare an Engineer's Report.

The enclosed Engineer's Report stamped and dated October 6, 2020 is being filed under Section 41(1) of the Drainage Act.

It is understood that on September 21, 2020 the Township received signed Notice of Withdrawal from Petition forms from all three of the original petitioners. As of the date of receipt of the Notice to Withdrawal, the Engineer's Report was finalized and undergoing peer review prior to submission to Council.

While the final plans and drain design have not been circulated, TULLOCH has discussed the proposed drainage solution and the route of the proposed open drain with several landowners. It is understood that the petitioners disagree with the proposed drain route and as such wish to pull their petitions as soon as possible to minimize the cost of the engineering work.

TULLOCH committed to finalizing and submitting the Engineer's report at no additional cost to the drainage project. No additional fees have been accrued since September 21, 2020.



PETITION WITHDRAWAL PROCESS

The opportunity for petition withdrawal is outlined within Section 42 of the Drainage Act and occurs following the Meeting to Consider.

Section 42 of the Drainage Act states:

Consideration of report

42 *The council of the initiating municipality at the meeting mentioned in section 41 shall consider the report, and, where the drainage works is requested on petition, shall give an opportunity to any person who has signed the petition to withdraw from it by filing a signed withdrawal with the clerk and shall also give those present owning lands within the area requiring drainage who have not signed the petition an opportunity to do so, and should any of the lands or roads owned by the municipality within the area requiring drainage as described in the petition be assessed, the council may by resolution authorize the head of the municipality to sign the petition for the municipality, and such signature counts as that of one person in favour of the petition. R.S.O. 1990, c. D.17, s. 42; 2010, c. 16, Sched. 1, s. 2 (12).*

Following withdrawal of petitions, should the petition no longer be valid under Section 4 of the Act, payment of the costs incurred to date are directed by Section 43 of the Act which states:

Liability of original petitioners

43 *If, after striking out the names of the persons withdrawing, the names remaining on the petition, including the names, if any, added as provided by section 42 do not comply with section 4, the original petitioners on their respective assessments in the report are chargeable proportionately with and liable to the municipality for the expenses incurred by the municipality in connection with the petition and report and the sum with which each of such petitioners is chargeable shall be entered upon the collector's roll for the municipality against the lands of the person liable, and shall be collected in the same manner as real property taxes. R.S.O. 1990, c. D.17, s. 43.*

Costs incurred for the project to date are as follows:

Item	Fee
Engineer's Report*:	\$ 45,000.00
Topographic Survey Work:	\$ 4,500.00
LSRCA Permit Fee:	\$ 3,000.00
TOTAL:	\$ 52,500.00

*Including site review, site meeting, discussions with landowners, hydrology and hydraulic design and permitting

OPTIONS TO MOVE FORWARD

Following filing of the Engineer's Report council decides whether or not to proceed to the Meeting to Consider as per Section 41(1) of the Drainage Act which states:

41 (1) *Upon the filing of the engineer's report, the council of the initiating municipality, if it intends to proceed with the drainage works, shall, within thirty days of the filing of the report, cause the clerk of the initiating municipality to send a copy of the report and a notice stating,*



- (a) the date of the filing of the report;
- (b) the name or other designation of the drainage works; and
- (c) the date of the council meeting at which the report will be considered, to,
- (d) the owners, in the initiating municipality, as shown by the last revised assessment roll to be the owners of lands and roads assessed for the drainage works or for which compensation or other allowances have been provided in the report;
- (e) the clerk of every other local municipality in which any land or road that is assessed for the drainage works or for which compensation or other allowances have been provided in the report is situate;
- (f) the secretary-treasurer of each conservation authority that has jurisdiction over any land affected by the report;
- (g) any railway company, public utility or road authority affected by the report, other than by way of assessment;
- (h) the Minister of Natural Resources where land under his or her jurisdiction may be affected by the report; and
- (i) the Director. R.S.O. 1990, c. D.17, s. 41 (1); 2010, c. 16, Sched. 1, s. 2 (9).

Should Council not proceed with the drainage works...

Based on the knowledge that the petitioners intend to withdrawal their petitions, council may decide not to move forward with the project. However, should council decide not to proceed with the drainage works and the related Meeting to Consider there is no mechanism under the Drainage Act for the Township to recuperate the costs incurred to date for the project.

With the withdrawal notices the three original petitioners also submitted a letter indicating that they accept the financial consequences and agree to divide the costs incurred to date three ways equally amongst them. Should council decide not to proceed with the drainage works and wishes to recuperate the project costs incurred to date from the original petitioners it is recommended that a formal, legal payment agreement be established.

Should the drainage works not proceed to the Meeting to Consider no additional project costs will be incurred.

Should Council proceed with the drainage works and hold the Meeting to Consider...

Should council decide to move forward with the Meeting to Consider a copy of the Engineer's Report and an invitation to the Meeting to Consider is circulated to all assessed landowners as per the above referenced Section 41(1). Anticipated costs for report circulation, preparation and attendance at the meeting to consider are as follows:

<u>Item</u>	<u>Fee</u>
Report Preparation and Distribution:	\$ 500 - \$ 1,000
Meeting to Consider*:	\$ 2,500
TOTAL:	\$ 3,000 - \$3,500
*Including meeting preparation, travel, mileage and attendance.	



At the Meeting to Consider, once landowners have had the opportunity to review the report, petitioners may withdrawal. Following withdrawal of petition(s), should the petition no longer be valid under Section 4 of the Act, payment of the costs incurred to date are the liability of the original petitioners as outlined in Section 43 of the Act.

CLOSURE

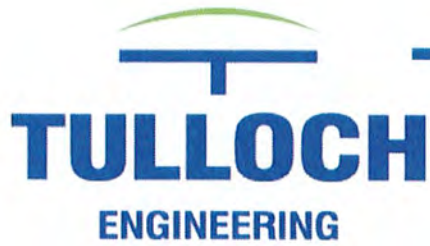
We trust that the information provided herein is sufficient for your consideration of the Engineer's Report filed under section 41(1) of the Drainage Act.

Please feel free to contact the undersigned should you require additional information.

TULLOCH ENGINEERING INC.

A handwritten signature in blue ink, appearing to read 'P. Cryderman', written over a horizontal line.

Phillipa Cryderman, P.Eng.
Drainage Engineer



Engineer's Report

Yates Drain
Township of Brock



October 6, 2020
TULLOCH Project #: 19-1289

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1. EXECUTIVE SUMMARY

The Yates Drain is located within Lots 1 to 6, Concession 4 within Brock Township, and the Geographic Township of Thorah. This drainage work has been initiated by a petition for drainage under Section 4 of the Drainage Act to provide a conveyance route and sufficient outlet for existing drainage infrastructure, and provide legal standing for existing drainage infrastructure across downstream lands.

The drainage works include a total of 2,883 m of open drain, and a total of 2,564 m of closed drain in three distinct branches. The watershed contributing to the drain consists of 292 ha, with an additional contribution from 20 ha of tile drainage that lies outside of the surface drainage area. The total estimated cost of the drainage work, including engineering and allowances, is \$267,206.77.

2. OBJECTIVE

The objectives of this drainage project are as follows:

- Provide a conveyance route and sufficient outlet for existing drainage infrastructure, and
- Provide legal standing for existing drainage infrastructure across downstream lands.

3. DRAINAGE ACT PROCESS

3.1 Petition

A Petition for Drainage Works by Owners dated September 11, 2018, was received by the Township of Brock on October 1, 2018 through Session 12 Resolution 3. The petition identified areas requiring drainage and was signed by the associated landowners as follows:

Property Owner	Roll #	Property Description
Paul Yates	1839-010-003-04100	(Parts) Con 4, Lot 3
Sieds Tasma	1839-010-0033-03100	Con 4 North Parts of Lot 1 & 2
Brent and Katrien Clark	1839-010-0033-02100	Con 4 E Pt Lot 1
	1839-010-003-02600	Con 4 S Pt Lot 1, 2
	1839-010-003-03600	Con 4, Pt Lot 2



3.2 Site Meeting

An On-Site meeting was held on September 13, 2019 at that Yates property in the Township of Brock. The watershed was conservatively established (i.e. included any areas that were not clearly outside of the watershed) based on a desktop review and notice of the Site Meeting was issued to all landowners within the watershed at least 7 days prior to the meeting date.

A list of invitees and attendees is as follows:

Table 1: Site Meeting Attendance

Property Representative(s)	Attended Site Meeting
Paul Yates/ Aleah Farms Limited	Yes
Donald Jackson	Yes
Bruce Thaxter (Tenant)	Yes
Imagine Farm Limited	No
Brent Clark/ Katrien Clark	No
Jake Tamsma	Yes
Mark Tamsma	Yes
Yi Xu/ Yi Chen Yang	No
Annette Kea, Alyson Kea Jerry W. Kea & Jerry A. Kea	Yes
Murray Pronk	No
Thabor Farms Ltd (Sieds Tasma	Yes
Vedran Knezevic/ Vanesa Knezevic	No
Olga Kozhevnikova	No
Township of Brock, Public Works Superintendent	No
Durham Region, Public Works and Planning	No
Mike Jubb/Township of Brock	Yes
Phillip Thase, P.Eng./Lake Simcoe Region Conservation Authority	No

3.3 Validity of Petition

Following the Site Meeting and a review of the watershed TULLOCH verified the Area Requiring Drainage and determined the Petition to be valid as per Section 4(1)(a) and 4(1)(b) of the Drainage Act.

4. WATERSHED AND EXISTING CONDITIONS

4.1 Watershed

The watershed containing the Yates Drain network totals 292 ha. An additional 20 ha of tile drainage from outside of the surface watershed is also directed towards the Yates Drain network.

The area generally drains west to outlet to Whites Creek. The watershed is primarily agricultural land with some small patches of trees. Thorah Side Road extends through the lower section of the watershed. The watershed is limited on the north side by Simcoe Street / Regional Road 15 as it is the intention of the roadside ditching to maintain all road drainage within the ditch and convey flows to the corrugated steel pipe crossing at the intersection of Thorah Side Road and Regional Road 15 and subsequently downstream to Whites Creek.

Soils within the watershed are described as a loam or sandy loam.

The upper part of the watershed is rolling with an average slope of 2.12 %. The lower part of the watershed flattens out to an average slope of 1.58%.

4.2 Existing Watercourse

Base mapping of the area was reviewed via Land Information Ontario's (LIO's) Topographic data layer.

This base mapping depicts a watercourse extending through the majority of the watershed and flowing to the current location of a 2.1 m span concrete box culvert under Thorah Side Road and outletting across a downstream property and ultimately to Whites Creek.

In the upper reaches of this historic watercourse alignment approximately 900 m of this defined channel has been historically enclosed by two parallel closed drain pipes. The remaining surface feature is a grass swale that conveys water intermittently during high flow events.

In the lower reach of this historic watercourse, immediately upstream of Thorah Side Road, the watercourse alignment depicted within the base mapping has been altered by a constructed drain that extends along the south property line of property Roll # 003-062 (Kea Property). Upon meeting Thorah Side Road the ditch extends south towards a 1200 mm diameter corrugated steel pipe that crosses under Thorah Side Road and outlets to a treed marsh area. The marsh outlets to a downstream channel and ultimately to Whites Creek approximately 1400 m downstream of Thorah Side Road (channel length). The historic alignment of the watercourse through Roll #003-062 is not currently a defined drain, but a low area that appears to be saturated during high flow conditions.

A second constructed drain is located within the watershed on the east property line of Roll # 003-061 (Jackson Property). This drain flows north to outlet to the main channel previously identified and was excavated to intercept surface water from upstream lands.

The referenced base mapping is included in Appendix E.

TULLOCH has reviewed the *Talbor River, Whites Creek, Canal and Mitchell Lakes Draft Subwatershed Plan* developed by the Lake Simcoe Region Conservation Authority (LSRCA). Within the Subwatershed Plan Whites Creek at the outlet of the proposed Municipal Drain is noted



to have a warm water temperature regime and cool water fish community (Talbor River, Whites Creek, Canal and Mitchell Lakes Draft Subwatershed Plan Figure 6.2). The benthic community within Whites Creek at the proposed outlet of the Drain was rated as "Good" under the Hilsenhoff Biotic Index.

The Aquatic Species at Risk Map published by Fisheries and Oceans Canada was also reviewed. In the direct work area and the region downstream no aquatic Species at Risk were recorded.

5. LAND REPRESENTATIVE INPUT

During the Site Meeting and in subsequent follow up discussions the input from landowners and representatives has been as follows:

Paul Yates (Roll # 003-041)

- Identified that he initiated the petition to formalize the existing tile and drain drainage routes
- Mapped out alignments of existing tile headers on property (Clark Branch A, Clark Branch B and Thabor Branch) and delineated the limits of private field tile

Bruce Thaxter (tenant of Don Jackson) (Roll #003-061)

- Stated that this land is routinely flooded due to upstream flow. He feels that this flow is routed to an undersized culvert where there is insufficient drainage capacity, causing water back up onto this land.
- Identified cut off drain constructed at east property line, draining north, to intercept surface water from upstream lands (Jackson Branch Drain)

Jerry and Alyson Kea (Roll #003-062)

- Indicated that they were not in favour of a drain extending through the middle of their land.
- Indicated that property is currently tiled and outlets at the inlet of the Thorah Side Road box culvert.

Brent Clark (Roll #'s 003-021-1, 003-021, 003-026, 003-036)

- Mapped out alignments of existing tile headers on properties (Clark Branch B) and delineated the limits of field tile

Sieds Tamsma/Thabor Farms (Roll #003-031) (Phone conversation Nov 5, 2019)

- Confirmed alignment of header tile adjacent to overland grass swale
- Indicated that there were no concerns with overland flooding

Vedran Kenzevic (Roll # 003-056) (Phone conversation December 11, 2019)

- Is not present at property much, has no knowledge of any flooding or drainage concerns



- affecting the property
- Indicated property has been rented by same tenant for last 2-3 years. TULLOCH followed up with tenant to inquire about any drainage concerns and left voicemail, but no feedback was received.

Miles Yang (Roll # 003-051) (Phone and email correspondence, multiple dates)

- Has expressed interest in the project but has not presented any concerns with respect to drainage affecting his property.

Kate Kozhevnikova (Roll # 003-064) (Discussed in person November 5, 2019 and follow up email correspondence)

- Indicated that she is not in favor of the proposed works and does not feel she should be the recipient of runoff from the upstream lands

Other Discussion:

- Several landowners questioned why the Evans-McKay Drain (as shown on OMAFRA's Ag-Maps application) could not be used to facilitate the required drainage.
 - TULLOCH explained that the Township did not have a by-law for this system, indicating that it is not a Municipal Drain.
 - The Township subsequently found additional information from OMAFRA indicating that this drain was originally constructed in 1900. Based on the referenced construction date of 1900, this drain would have pre-dated the Drainage Act and would have been constructed as an Award Drain under the Ditches and Watercourses Act. Award drains are different than Municipal Drains under the Drainage Act as the responsibility to maintain them lies with the individual landowners "awarded" such responsibility within the Engineer's Report. Maintenance of Award drains is not by default the responsibility of the Municipality. Without the original Engineer's Report, maintenance of this drain can not be enforced, and this drain would have no legal status.
 - TULLOCH also explained that the watershed subject to this drainage petition is distinct from that which would have been delineated as draining into the Evans McKay drainage system.

6. DESIGN CONSIDERATIONS

The following design standards and considerations have been identified and should provide a reasonable level of service.

6.1 Flow Conveyance

Each of the drain features shall be designed to and/or evaluated against the following criteria:

Table 2: Design Return Periods and Drainage Coefficients

Feature	Design Criteria
Open Channel	2 year design storm
Agricultural Crossings	2 year design storm
Residential pedestrian crossing	2 year design storm
Municipal Roadway	25 year design storm
Closed Drain	12 mm drainage coefficient

Low Flow Channel

In order to maximize water depth and improve fish passage during low flow conditions, the drain cross section will include a low flow channel measuring 200mm - 300 mm deep with 2 horizontal to 1 vertical side slopes. The channel excavation will follow the alignment and meanders of the existing channel where present.

Although Thorah Side Road would be classified as a Local Road and therefore required by the MTO Drainage Design Standards to pass the 10 year storm (Standard WC-1), due to the crossing's proximity to Simcoe Road (Arterial) the design check will be against a 25 year design storm. As per standard WC-7 of the MTO's Drainage Design Standards the design storm is to be passed with a minimum freeboard of 0.3 m and a maximum headwater to diameter ratio of 1.5.

6.2 Incorporation of Existing Works

Within the upper reaches of the watershed there are three lengths of existing tile drain which outlet to the upstream end of the Main Drain. These drains outlet through downstream lands based on agreements between neighboring properties but were never formally documented as Mutual Agreement Drains. According to the landowner input, these features were sized only to service the upstream connecting lands, and do not have any additional capacity for future connections within the downstream lands that they currently cross.

These branch drains are being incorporated into the Municipal Drain to establish legal permanence across communal lands, but they are not communal infrastructure due to limited capacity. Should landowners wish to tie into these alignments in the future the tiles must be up-sized and the associated assessment modified through an Improvement Report under the Drainage Act.



6.3 Tile Outlets

The open drain has been designed with consideration for tile outlets only within the lands that petitioned for drainage and lands that currently have tile outlets along the existing alignment. Through the remainder of the drain alignment the design has been completed for conveyance only.

6.4 Sufficient Outlet

Under Section 15 of the Drainage Act, every drainage work constructed under the Act shall be continued to a Sufficient Outlet.

The Sufficient Outlet for the Drain has been established at Whites Creek where it flows through property Roll # 003-064. Based on topographic mapping this outlet location to this major watercourse was the original outlet for this watershed. Whites Creek is viewed to have sufficient capacity to adequately convey flows downstream without risk of damage to lands or roads.

6.5 Erosion and Sediment Control

The initial works to construct the open drain have the potential to cause the release of sediment which can be carried downstream to Whites Creek. The excavation works will be scheduled for a time of low or no flow. Temporary rock check dams and sediment traps will be in place along the length of the drain to control the transport of sediments downstream during rainfall events over the course of construction when disturbed earth may be susceptible to erosion and downstream transport.

Following the excavation of the drain the bed and banks are to be re-vegetated. Once vegetation is established there are no anticipated concerns regarding sedimentation and downstream water quality. The drain design will also include a 1 m buffer strip on either side at the top of the drain banks. This buffer strip will remain as a vegetated grass strip and will improve the quality of surface water runoff from adjacent agricultural lands.

The Erosion and Sediment Control Measures have been specified based on ESC requirements outlined within the LSRCA Technical Guidelines for Stormwater Management Projects and include the following:

General ESC Notes:

- All sediment control measures must be installed prior to commencement of upstream excavation works.
- Sediment controls shall be inspected on a regular basis and after significant rainfall events. Repairs to ESC measures shall be completed in a timely manner.
- All disturbed areas left inactive for more than 30 days are to be stabilized.



- Any dewatering works will require a detailed dewatering and staging plan submitted by the contractor and approved by the Engineer.
- All equipment and machinery must be clean and inspected for leaks with necessary repairs made prior to working adjacent to water.
- All equipment must be washed and refueled a minimum of 30 m away from any waterbody or watercourse.
- No fuels are to be stored within 30 m of any waterbody or watercourse.
- An emergency spill kit shall be maintained on site at all times and any spills are to be reported immediately to the MECP Spills Action Centre at 1-800-268-6060
- The contractor will minimize disturbance to the ground adjacent to the drain, and equipment will be selected accordingly. Where ground conditions do not permit movement of equipment without significant disruption of the ground surface mud-mats will be utilized by the contractor.
- Where possible the works shall be constructed 'in the dry' or during low flow conditions.
- No in-water work is to occur during the timing window restrictions (March 15 to July 15) unless otherwise approved by the appropriate authorities.

Specific ESC Measures:

- Rock check dams and sediment traps will be established within the channel at the start of construction as per OPSD 219.210 and OPSD 219.220. A check dam and sediment trap will be placed at the downstream limit of the works prior to any upstream excavation works. The remainder of these features shall be placed a maximum of 500 m apart and are to be put in place prior to any upstream excavation work.
- Rock armouring of the Main Drain banks will be installed at the outlet of the Jackson Branch Drain
- Once excavation works are completed to final grade drain bed, banks and buffer strips are to be seeded and stabilized with hydraulic mulch at the end of each day.
- Primary seed mix to be 50% creeping red fescue, 40% perennial ryegrass, 5% Kentucky bluegrass, and 5% white clover. Seed mix to include annual rye grass as nurse crop applied at a rate of 25 kg/ha.

7. RECOMMENDATION AND ALTERNATIVES

7.1 Recommended Solution

The parameters of the proposed drain are outlined in the table below.

Table 3: Construction parameters for the Yates Drain

Section	Drain Type	Station / Length	Work Required	Proposed Cross Section/ Diameter
Main Drain Section 1	Open	0+000 to 0+190 190 m	<ul style="list-style-type: none"> Drain Clean Out/ Widening- 190 m Levelling of spoils and seeding of drain bed, banks & 1m buffer strips <ul style="list-style-type: none"> Place spoil over Roll 003-064 over 10 m working corridor Restoration and seeding of residential lawn across full working width New 1000 mm dia. csp (twinning beside existing pipe) at existing walkway crossing c/w restoration of asphalt walkway with 150mm Granular A and 50 mm HL3 Maintain existing walking bridge Maintain cedar trees on north bank to extent possible 	1.5 m bottom width 3:1 side slopes
Thorah Side Road Crossing	Road Crossing	0+190 to 0+210	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	2.1 m span x 2.0 m rise box culvert



Section	Drain Type	Station / Length	Work Required	Proposed Cross Section/ Diameter
Main Drain Section 2 (lower)	Open	0+210 to 0+785 575 m	<ul style="list-style-type: none"> New drain excavation- 575 m Levelling of spoils and seeding of drain bed, banks and 1m buffer strips <ul style="list-style-type: none"> Spoil placed in adjacent 10 m working corridor on Roll 003-062 Additional spoil beyond 0.3 m depth to be redirected within Roll 003-062 at direction of property owner Reconnect and repair all damage to private tile system Remove and dispose of 491 m page wire fence Install 12m long- 1600 mm dia. csp and driveway entrance Install ditch block within existing ditch (placed and compacted native material through full width of existing ditch. 2 m top length with 2:1 side slopes. Crest elevation of 242.15 m) 	1.0 m bottom width 2:1 side slopes
Main Drain Section 2 (upper)	Open	0+785 to 1+340 555 m	<ul style="list-style-type: none"> Drain Clean Out/ Deepen/ Widening- 555 m <ul style="list-style-type: none"> Hold current limit of north top of bank. Extend drain width to south only. Levelling of spoils and seeding of drain bed, banks and 1m buffer strips <ul style="list-style-type: none"> Place spoil on Roll 003-061 over 10 m working corridor Remove and reinstate 475 m page wire fence on Roll 003-061 	1.5 m bottom width 2:1 side slopes
Main Drain Section 3	Open	1+340 to 2+030 690 m	<ul style="list-style-type: none"> Clearing/grubbing as required to facilitate drain access Drain Clean Out/ Deepen/ Widening- 690 m Levelling of spoils and seeding of drain bed, banks and 1 m buffer strips <ul style="list-style-type: none"> Spoil placed in adjacent 10 m working corridor south of drain on Roll 003-056 Adjust and/or remove and replace 50 m of existing page wire fence as required to facilitate drain excavation 	1.2 m bottom width 2:1 side slopes



Section	Drain Type	Station / Length	Work Required	Proposed Cross Section/ Diameter
Main Drain Section 4	Open	2+030 to 2+323 293 m	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	1.0 m bottom width 2:1 side slopes
Jackson Branch Drain	Open	5+000 to 5+560 560 m	<ul style="list-style-type: none"> Drain Clean Out/ Deepen/ Widening- 560 m Levelling of spoils and seeding of drain bed, banks and 1m buffer strips <ul style="list-style-type: none"> Spoil to be placed on Roll 003-061 over 10 m working corridor Removal and replacement of 25 m page wire fence as required to facilitate access Armour outlet to Main Drain with R-10 Rip rap placed 300 mm thick extending over 5 m length on north and south banks, centered on Jackson Branch outlet Fill approximately 110 m of original drain line with native material placed and compacted in lifts 	0.9 m bottom width 2:1 side slopes
Clark Branch A	Closed	20+000 to 20+699 699 m	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	382 m- 300 mm dia 317 m- 150 mm dia
Clark Branch B	Closed	15+000 to 16+465 1465 m	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	1233 m- 300 mm dia 232m- 150 mm dia
Thabor Branch Drain	Closed	15+000 to 15+400 400 m	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	400 m- 300 mm dia



Grass Buffer Strips: All open drain sections will include a 1 m buffer strip at the top of the banks along both sides of the drain. This area will be considered part of the drainage works, is unavailable to adjacent land owners, and must remain as a natural grass strip.

Low Flow Channel: All open drain sections will include a 0.2 to 0.3 m deep, low flow channel with 2:1 side slopes.

Working Area/Corridor: This defines the allowable width adjacent to the drain length to access the works and level spoils. The working corridor for initial construction and maintenance activities will be a 10 m corridor from the edge of the 1 m buffer. Through the majority of the open drain length the working corridor can be on either side of the drain, but only one side at a time for a given length of drain within a single property. The Thorah Side Road right-of-way shall not be used as a working corridor. Adjacent to Main Drain Section 2 between 0+785 to 1+273 the working corridor can be on both side of the drain for both initial construction and future maintenance works. The Working Corridor for the closed branch drains will include a 10 m width centered on the drain alignment.

Specific ESC Measures:

- Rock check dams and sediment traps will be established within the channel at the start of construction as per OPSD 219.210 and OPSD 219.220. A check dam and sediment trap will be placed at the downstream limit of the works prior to any upstream excavation works. The remainder of these features shall be placed a maximum of 500 m apart and are to be put in place prior to any upstream excavation work.
- Rock armouring of the Main Drain banks will be installed at the outlet of the Jackson Branch Drain
- Once excavation works are completed to final grade drain bed, banks and buffer strips to be seeded and stabilized with hydraulic mulch at the end of each day.
- Primary seed mix to be 50% creeping red fescue, 40% perennial ryegrass, 5% Kentucky bluegrass, and 5% white clover. Seed mix to include annual rye grass as nurse crop applied at a rate of 25 kg/ha.

The drainage works are to be constructed in compliance with the DFO and LSRCA permits included in Appendix C, and as outlined within the Technical Specifications in Appendix B.

7.2 Construction Sequencing

All work will be completed outside of the Fisheries Timing Exclusion Window of March 15 – July 15. Works are intended to be completed during low or no flow periods during dry summer months.

Works will proceed in the following order to minimize the impact to downstream features:

Step 1: Install rock check dam and sediment trap at Station 0+010.

Step 2: Complete works within Main Drain Section 1.

- This work will be completed prior to connecting with the upstream watercourse/drain sections to allow for minimal flow during the work. It is anticipated that these works will be completed in the dry, however due to the proximity to the downstream receiver, should dry conditions not exist at the time of work through this section the area of work will be isolated both upstream and downstream and flows will be pumped around the work area.

Step 3: Install rock check dam and sediment trap in existing drain south of Station 0+785.

Step 4: Complete works within Main Drain Section 2 (upper), Jackson Branch Drain and Section 3

- It is anticipated that work in these areas can be completed in no flow or low flow conditions. Rock flow check dams will also be installed within the Main Drain as indicated on the drawings prior to any excavation works upstream. Due to the distance of these work areas from downstream receivers, complete isolation and pump around systems are not proposed here. All work will progress from downstream to upstream.

Step 5: Complete works within Main Drain Section 2 (lower).

- This section of drain is a new drain alignment with no existing connection to the upstream watershed. As such all works within this section will be completed in the dry. A 10 m +/- section of land at the upstream and downstream limits of this excavation length will be left in place to isolate this work area during the course of excavations. Only once the excavation of Section 2 is completed will the connection be made at the upstream and downstream limits. The ditch block between Section 2 and the roadside ditch extending to the south will be installed at this time.

The exact timing of the works may fluctuate based on the timing of project approvals and availability and scheduling of the contractor. Works will be scheduled to be completed during low or no flow conditions.



7.3 Alternative Evaluation

Section 11 of the Drainage Act states:

The engineer shall, to the best of the engineer's skill, knowledge, judgement and ability, honestly and faithfully, and without fear of, favour to or prejudice against any person, perform the duty assigned to the engineer in connection with any drainage works and make a true report thereon.

The proposed design primarily follows the alignment of the existing drainage course and is considered the most logical, economical and fair design solution. The alignment of the lower portion of Section 2 of the Main Drain involves the construction of a new drain to alter the existing flow path. Prior to selecting the above design solution TULLOCH considered and evaluated alternative drain alignments. In order to provide transparency on this evaluation and the selection of the preferred design solution those alternatives are outlined in the below sections. A sketch of these alternate alignments is provided in Appendix E.

7.3.1.1 Alternative 1: Follow existing alignment to Thorah Side Road, culvert upgrade, and new drain on west side of Thorah Side Road.

Alternative 1 Description:

Excavate to widen/deepen existing alignment of watercourse from upstream limit to Thorah Side Road at location of existing 1200 mm diameter culvert. Remove and replace crossing at Thorah Side Road with 1500 mm span x 1200 mm rise concrete box culvert to convey 10 year storm (concrete box required due to shallow cover height). Excavate new ditch along west limit of Thorah Side Road ROW extending north to connect with existing watercourse at outlet of existing 2.1 m span Thorah Side Road box culvert. Excavate to widen/deepen existing drain alignment within remaining watercourse length to outlet at Whites Creek.

Cost Assessment:

This alignment would require some additional work for clearing and grubbing within a densely treed area for a length of approximately 160 m, however these costs would generally be offset by the lower allowance rate that would be provided for bush land. Alternative 1 would also require the installation of a concrete box culvert under Thorah Side Road.

Discussion:

As identified in Section 4.1, based on topographic mapping, the original watercourse traversed through Roll #003-062 to outlet to the existing 2.1 m box culvert under Thorah Side Road. The proposed design will return the alignment of the drainage feature to the west perimeter of this property. Alternative 1 would shift the alignment of the drainage course, as well as the associated benefit assessment, to downstream lands (Roll 003-064). Based on the increased cost of Alternative 1 and considering that the downstream lands are not the original conveyance route,



or part of the same watershed as the petition lands this is not considered the most logical, economical or fair drainage solution.

7.3.1.2 Alternative 2- Continue through historic alignment of Evans-McKay Award Drain

Alternative Description:

Excavate to widen/deepen existing alignment of watercourse from upstream limit to Thorah Side Road, to location of existing 1200 mm diameter culvert. Remove and replace crossing at Thorah Side Road with 1500 mm span x 1200 mm rise concrete box culvert to convey 10 year storm (concrete box required due to shallow cover height). Excavate new ditch along historical alignment of Evans-McKay Drain to outlet to Whites Creek

This alternative requires the installation of a new concrete box culvert and increases the length of drain to be widened/deepened by over 600 m.

Cost Evaluation:

The longer drain length associated with Alternative 2 results in an increase in costs associated with excavation, levelling of spoils, and seeding. Cost would also be incurred for clearing and grubbing within a treed area adjacent to the alignment. Some of these costs are offset by savings associated with the elimination of items such as ditch blocks, fence removal and allowances for crop damages, however the result is a net increase.

Alternative 2 would also require the installation of a concrete box culvert to replace the existing 1200 mm diameter corrugated steel pipe under Thorah Side Road.

Discussion:

As identified in Section 4.1, based on topographic mapping, the original watercourse traversed through Roll #003-062 to outlet to the existing 2.1 m box culvert under Thorah Side Road. The proposed design will return the alignment of the drainage feature to the west perimeter of this property.

Alternative 2 would shift the alignment of the drainage course, as well as the associated benefit assessment, to three separate downstream properties, two of which are not currently included within the assessment. While both areas ultimately outlet to Whites Creek, the upstream lands requiring drainage through this petition, and the land surrounding the historical alignment of the Evans McKay Award Drain are located in different historical watersheds.

Based on the increased cost of Alternative 2 and considering that the downstream lands are not the original conveyance route or part of the same watershed as the petition lands, this is not considered the most logical, economical or fair drainage solution.



8. COST ESTIMATE

The cost estimate for the Yates Drain is outlined in the table below. A detailed estimate of the cost breakdown is provided in Appendix D.

Table 4: Cost Estimate

Category	Item	Cost	Total cOST
Construction Costs	Main Drain- Section 3	\$ 29,340.00	\$ 169,647.00
	Main Drain- Section 2	\$ 105,214.00	
	Main Drain- Section 1	\$ 17,280.00	
	Jackson Branch Drain	\$ 17,840.00	
Engineering and Eligible Administrative Costs	Engineer's Report	\$45,000.00	\$ 62,500.00
	Site Survey	\$4,500.00	
	Permit Applications	\$3,000.00	
	<i>Future Costs: Meeting to Consider, Tendering, CA & Inspection</i>	\$10,000.00	
Allowances	Section 29- ROW and Section 30- Damages	\$35,032.77	\$35,032.77
TOTAL			\$267,206.77

The cost estimate includes cost incurred to date for the design of the drain as well as anticipated future costs for the Meeting to Consider, construction tendering, inspection and contract administration. Potential costs to manage appeals through the Court of Revision, the Drainage Tribunal, or the Drainage Referee have not been included in the above estimate as they are not predictable.

9. ASSESSMENT PRINCIPLES

The assessment of costs has been completed in accordance with the method outlined in the following guidance documents and papers:

- *Drainage Assessment Revisited* by E.P. Dries, P.Eng. and H.H. Todgham, P.Eng. (1988 Drainage Engineer's Conference)
- *Allowances and Compensation under the Drainage Act* by E.P. Dries, P.Eng. and D.R. McCready, P.Eng. (1998 Drainage Engineer's Conference)
- OMAFRA Guide for Engineer's Working Under the Drainage Act- Publication 852.

9.1 Allowances

Section 29 of the Drainage Act states:

29 The engineer in the report shall estimate and allow in money to the owner of any land that it is necessary to use,

- (a) for the construction or improvement of a drainage works;
- (b) for the disposal of material removed from drainage works;
- (c) as a site for a pumping station to be used in connection with a drainage works;
- or
- (d) as a means of access to any such pumping station, if, in the opinion of the engineer, such right of way is sufficient for the purposes of the drainage works, the value of any such land or the damages, if any, thereto, and shall include such sums in the estimates of the cost of the construction, improvement, repair or maintenance of the drainage works. R.S.O. 1990, c. D.17, s. 29.

As per Section 29 the engineer shall estimate the value of any land required to construct the drain, and shall include such sums in the estimates of the cost of construction of the drainage works.

This includes the **permanent** loss of land for the construction of the drainage works, and the **periodic** use of the land for an access right-of-way of for use as a working space in future maintenance operations.

Where a new open drain will be constructed an allowance has been provided based on the total footprint of the new drain. Where the open drain will be established along the alignment of the existing watercourse, allowance for permanent loss of land has only be provided for the additional footprint of any drain expansion.

Allowance for permanent loss of land has been provided for the 1 m buffer strips to be established beyond the drain banks.

A land value of \$22,500 per ha (approx. \$9,100 per acre) has been utilized to calculate assessments for permanent loss of lands based on the 2019 Farm Credit Canada Farmland Values Report as well as a review of current market values.

Allowances have also been provided for the **periodic use** of the 10 m wide access right of way and working space along the length of the open drain lengths. An allowance in the amount of \$0.50 per m has been provided to compensate the property owner for the work to restore the access route once future maintenance works are complete. Along the length of the open drains it is assumed that future maintenance is completed every 10 years for a drain life of 50 years. An interest rate of 4% has been applied to compensate the land owner for the future value/cost of the restoration. Based on these parameters the future value of \$0.50 per m applied in years 10, 20, 30, 40 and 50 works out to a present value of \$0.90 per m.

No allowances for loss of land have been provided for the closed drain infrastructure as these features are already constructed, and future land use associated with maintenance requirements are considered minimal.

**Section 30 of the Drainage Act states:**

30 The engineer shall determine the amount to be paid to persons entitled thereto for damage, if any, to ornamental trees, lawns, fences, lands and crops occasioned by the disposal of material removed from a drainage works and shall include such sums in the estimates of the cost of the construction, improvement, repair or maintenance of the drainage works. R.S.O. 1990, c. D.17, s. 30.

As per Section 30 the engineer shall determine the amount to be paid in the event of **damage** caused by the disposal of material removed from a drainage works and include such sums in the cost of the works.

This project will not include any allowances for ornamental trees, lawns or fences, and as all of these features that may be disturbed during construction shall be replaced to original condition as part of the works.

Placement of spoil material over currently active agricultural land will cause damage to any active crops within the working area at the time of construction and is acknowledged to result in a detriment to the production of that land. It is assumed that these effects will be noted over a period of three years following initial construction until the levelled spoils can be well integrated into the lands.

Allowances have been provided to active agricultural lands which make up the working areas which will be used for the disposal of material removed from the drainage works. It is assumed this material will be spread over the full width of the working corridor on one side of the drain to a maximum depth of 300 mm beyond the 1m buffer. Allowances have been calculated based on the average farm land value for field crops (\$1250/ha). A duration factor of 2 has been applied to account for the diminished capacity of the land over the three years following construction. Where the spoil is required to be placed greater than 300 mm deep, a thickness factor has been applied

Section 31 of the Drainage Act states:

31 Where an existing drain that was not constructed on requisition or petition under this Act or any predecessor of this Act is incorporated in whole or in part in a drainage works, the engineer in the report shall estimate and allow in money to the owner of such drain or part the value to the drainage works of such drain or part and shall include such sum in the estimates of the cost of the construction, improvement, repair or maintenance of the drainage works. R.S.O. 1990, c. D.17, s. 31.

As per Section 30, where an **existing drain** is incorporated in a drainage work the engineer shall estimate the value of the works and include such sum in the estimate of the cost of the construction.

Three existing closed drain branches will be incorporated into the drainage work in order to provide legal presence over downstream lands and account for direct outlet connections to the



Main Drain. However, as stated above these branches are currently at capacity and do not have the potential to service downstream landowners once incorporated into the Municipal Drain. As such, no allowances for these features will be provided.

The existing alignment of the open drain is primarily deemed to be a historic watercourse and no allowances will be paid for such. Other sections of the watercourse alignment which were constructed as diversion and cut-off drains are under capacity. As such no value for these drains will be recognized and no associated allowances will be paid.

Section 33 of the Drainage Act states:

33 Where the engineer thinks it expedient to make an allowance for loss of access to an owner instead of providing for the construction or the replacement, enlargement or other improvement of a bridge, the engineer shall in the report provide for payment to the owner of such amount as appears just by way of allowance for loss of access and shall include such sums in the estimates of the cost of the construction, improvement, repair or maintenance of the drainage works. R.S.O. 1990, c. D.17, s. 33.

As per Section 33, where the engineer thinks it expedient to make an allowance for **loss of access** to land instead of providing for a crossing, the engineer shall provide an allowance to the owner for said loss of access and shall include such sums in the cost of the drain.

Where the drain currently follows the alignment of an existing watercourse, allowances will not be paid to compensate for loss of access on properties that do not currently have a farm crossing.

9.2 Special Benefit

Special Benefit is defined within the Drainage Act as “any additional work or feature included in the construction, repair or improvement of a drainage works that has no effect on the functioning of the drainage works.” These types of works may include farm and access culverts and rock armouring of the drain at the location of existing private tile outlet pipes.

The assessment of Special Benefit is required under **Section 24 of the Drainage Act**.

Special Benefit has not been allocated to the private crossing locations where:

- The crossing is required to accommodate a new alignment of the drain, or
- The work is required at an existing crossing location in order to accommodate additional flow from upstream lands.

Where fences are to be removed and reinstated the specifications generally call for reuse of the existing fence materials to reinstate the fence to original condition. Where existing materials are in such poor condition that reuse is limited, and new materials are required, the cost of new materials will be assessed as a Special Benefit.



A Special Benefit has been assessed to the Township of Brock for avoiding the placement of the open drain within the Torah Side Road right-of-way. This accommodation was made due to safety concerns and a required minimum clear zone from the edge of the roadway.

9.3 Outlet Liability (Upstream Lands)

Following the allocation of special benefits and increased costs the remaining cost per section of the drain is divided between adjoining lands as benefit assessment and upstream lands as outlet assessment. Within the lower sections of the watershed the Drain size is affected by the size of the upstream watershed. As such the portion of the cost assessed to upstream lands generally increases towards the lower reaches of the Drain. Due to the size of the watershed upstream of the Main Drain, and the intention of the project to establish outlet for these lands, much of the costs for the Main Drain construction have been attributed as Outlet Assessment to Upstream Lands.

For the closed drains, as identified in Section 6.2, there is no additional capacity for adjoining lands to connect to these existing features. As such the division of outlet to benefit value for these branch drains has been developed to reflect the currently connected properties.

Table 5: Division of Outlet to Benefit Assessment

Section	Upstream Lands	Adjoining Lands
Main Drain Section 1	95%	5%
Main Drain Section 2	80%	20%
Main Drain Section 3	70%	30%
Main Drain Section 4	60%	40%
Jackson Branch Drain	10%	90%
Clark Branch A Section 2	0%	100%
Clark Branch A Section 1	50%	50%
Clark Branch B Section 3	0%	100%
Clark Branch B Section 2	25%	75%
Clark Branch B Section 1	90%	10%
Thabor Branch	100%	0%

Following this division, an assessment of outlet liability can be made.

Section 23 (1) of the Drainage Act states:

23 (1) Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse, may be assessed for outlet liability. R.S.O. 1990, c. D.17, s. 23 (1).

As per Section 23(1), lands and roads that use a drainage works as an outlet may be assessed for outlet liability.

This assessment is further outlined in **Section 23(3)** which states:

23(3) The assessment for outlet liability and injuring liability provided for in subsections (1) and (2) shall be based upon the volume and rate of flow of the water artificially caused to flow upon the injured land or road or into the drainage works from the lands and roads liable for such assessments. R.S.O. 1990, c. D.17, s. 23 (3).

The assessment of outlet liability for lands upstream of each section has been distributed utilizing the equivalent area method. This method multiplies the actual area of a parcel by a factor that recognizes the volume and rate of flow of water artificially caused to flow from that parcel relative to the volume and rate of water flow from a typical acre of agricultural land within the watershed. The equivalent area factors utilized within the watershed are as follows:

Table 6: Equivalent area factors

Land Use	Equivalent Area Factor
Woodlands (Hilly)	0.75
Woodlands (Flat)	0.5
Gravel Roads	3
Agricultural	1

A Flow Factor has also been introduced to represent areas where subsurface waters are directed to an alternate outlet through tiling. A factor of 0.33 has been applied where an area contributes subsurface water only, and a factor of 0.66 has been applied where an area contributes surface water only.

The Land Use Factor and Flow Factor are then used to develop a Total Equivalent Area for a parcel of land. The portion of the assessment assigned to upstream lands is then divided by the total equivalent area to obtain a rate to be applied for outlet assessment for each land parcel.



9.4 Benefit Assessment

Finally, a benefit assessment is made to lands directly benefitting from the drain as outlined within Section 22 of the Drainage Act. Within the Act "**Benefit**" is defined as:

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

Lands assessed for benefit include areas which are directly adjacent to the drain section. The Land Use and Flow factors were also considered during the development of benefit assessments. In addition to these factors a Length Factor (represented as fraction of total section length that fronts onto property) was also applied.

A Cut Off Benefit has been applied to the downstream adjoining lands along the Jackson Branch Drain. This type of benefit is assessed when a drain is constructed to cut off the natural flow of surface water from upstream lands.

10. PERMIT REQUIREMENTS (AGENCY APPROVALS)

Approval for construction of the Yates Drain is required by the Lake Simcoe Region Conservation Authority and the Department of Fisheries and Oceans Canada (DFO). Required mitigation measures from both of these agencies have been built into the project design. The permits from both of these agencies are included in Appendix C.

11. MAINTENANCE

After construction, the Yates Drain shall be maintained by the Township of Brock with the cost of maintenance to be assessed to the upstream lands and roads prorate with the assessments in Schedule B - Maintenance. Schedule B is divided into sections to represent the various drain sections upon which maintenance work may be undertaken. Schedule B is based upon values outlined for the initial construction assessment in Schedule A, but does not include Special Benefits.

If a farm access culvert identified in this report requires future repair, maintenance or replacement, 50% of the cost is to be assessed to the owner of the culvert with the other 50% assessed prorate to the upstream lands.

Future maintenance activities on the Thorah Side Road crossing will be maintained at the sole expense of the road authority.

When adopted through by-law in accordance with the Drainage Act this report, including schedules and plans, will provide the basis for levying out the cost of maintenance of the Yates Drain.

11.1 Future Connections

All future connections to the Drain (closed drain or open drain) shall be reviewed and approved by the Drainage Superintendent. Connections are to be completed in a manner that does not negatively impact the stability of the drain bed or banks.

At the location of all new connections the drain bank shall be armoured with stone rip rap placed a minimum of 200 mm deep over non-woven geotextile. The armouring shall have a minimum width of 2 times the tile outlet diameter and extend from the tile outlet to the bed of the drain. This armouring shall be completed at the cost of the connecting land owner and the installation shall be reviewed and approved by the Drainage Superintendent.

12. GRANTS

OMAFRA Grants for drainage construction may be available for this project under Section 85 of the Drainage Act. Drain construction projects in Southern Ontario are eligible for 1/3 grant for all works on agricultural lands. The Agricultural Drainage Infrastructure Program (ADIP) policies are to be consulted to determine the exact grant amount at the time of claim.

13. SIGN OFF

This Engineer's Report prepared in accordance with Drainage Act and has been respectfully submitted by:

A handwritten signature in black ink, appearing to read 'P.L. Cryderman'.

Phillipa Cryderman, P.Eng.
Drainage Engineer
TULLOCH Engineering Inc.





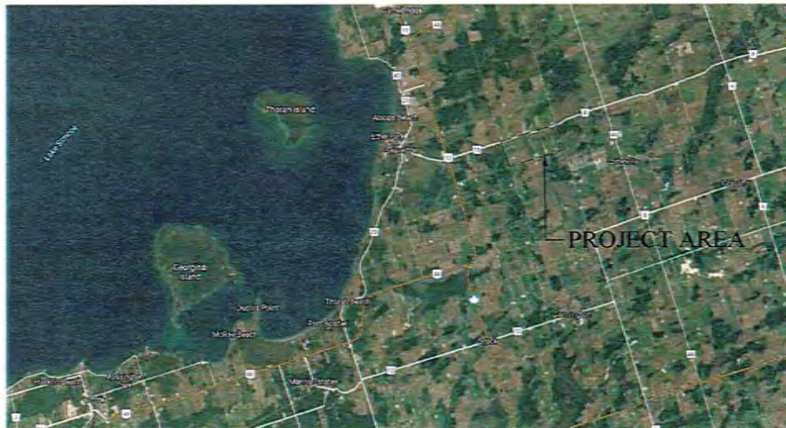
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- Lake Simcoe Region Conservation Authority. (September 1, 2016). *Technical Guidelines for Stormwater Management Submissions*.
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APPENDIX A

Design Drawings

YATES DRAIN BROCK, ON TOWNSHIP OF BROCK

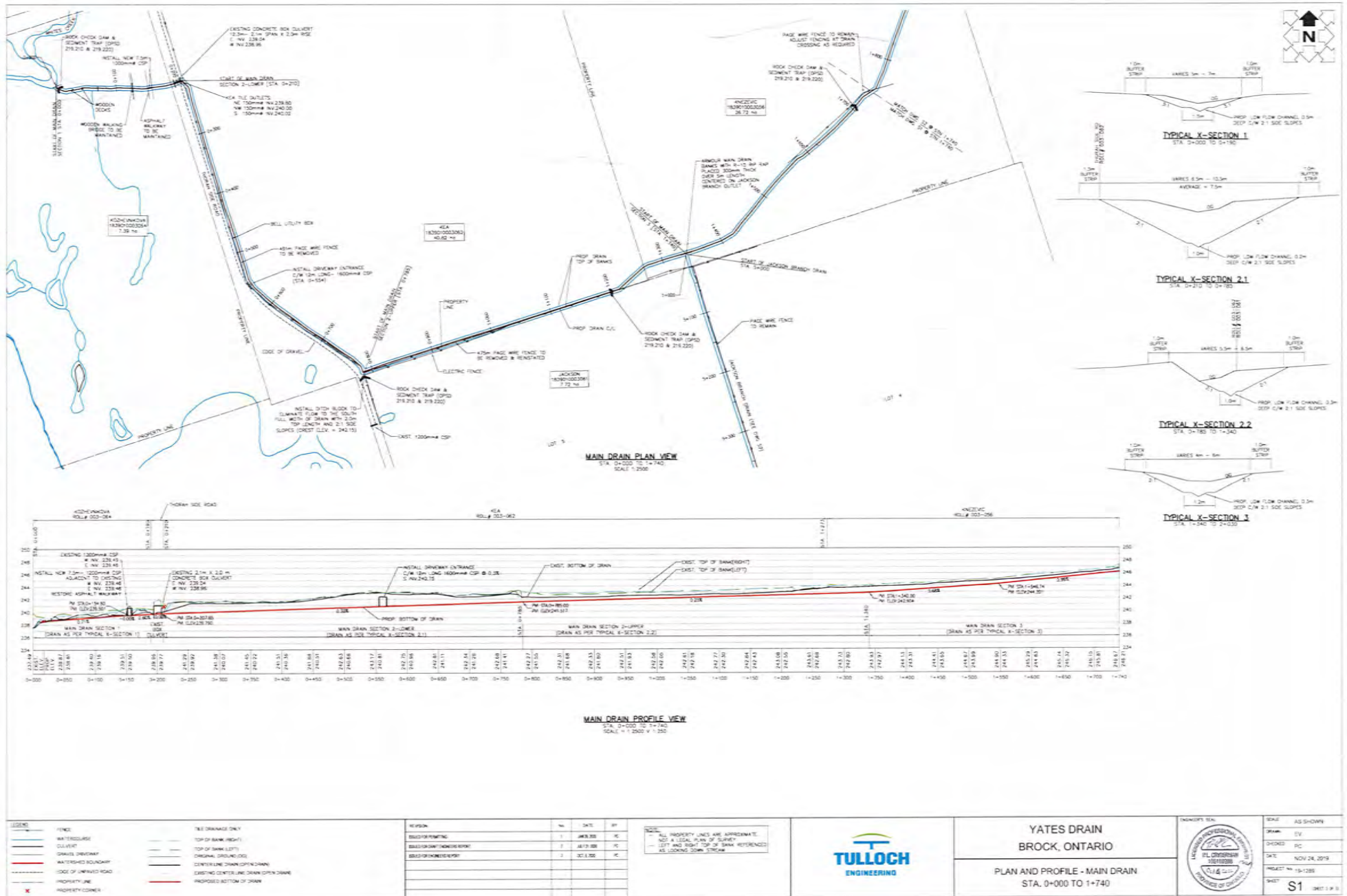


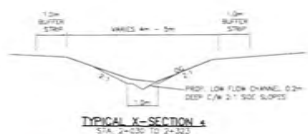
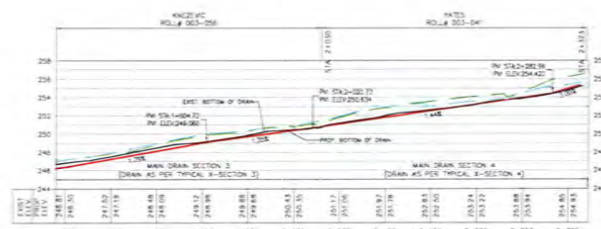
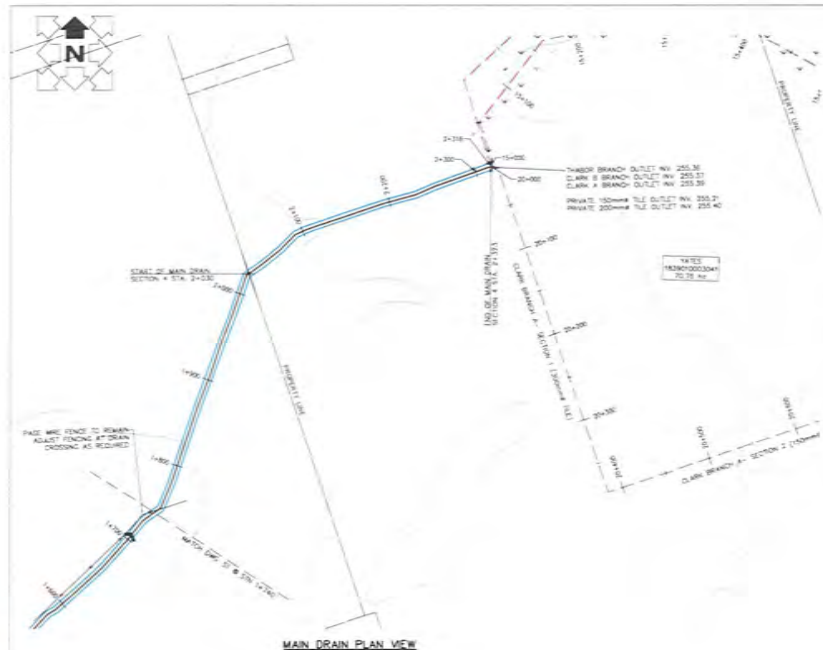
LOCATION PLAN
N.T.S.

LIST OF DRAWINGS

<u>DWG. No.</u>	<u>DESCRIPTION</u>
C1	WATERSHED DRAWING
S1	PLAN AND PROFILE <ul style="list-style-type: none"> • MAIN DRAIN STA. 0+000 TO 1+740
S2	PLAN AND PROFILE . <ul style="list-style-type: none"> • MAIN DRAIN STA. 1+740 TO 2+325 • JACKSON BRANCH DRAIN
S3	PLAN AND PROFILE <ul style="list-style-type: none"> • CLARK BRANCH A • CLARK BRANCH B • THABOR BRANCH







REVISION	NO.	DATE	BY
DESIGN/PLANNING	1	2013.05	PC
DESIGN/ENGINEERING	2	2013.05	PC
DESIGN/ENGINEERING	3	2013.05	PC

NOTE:
- ALL PROPERTY LINES ARE APPROXIMATE.
- NOT A LEGAL PLAN OF SURVEY.
- LEFT AND RIGHT TOP OF BANK REFERENCED AS LOOKING DOWN STREAM.

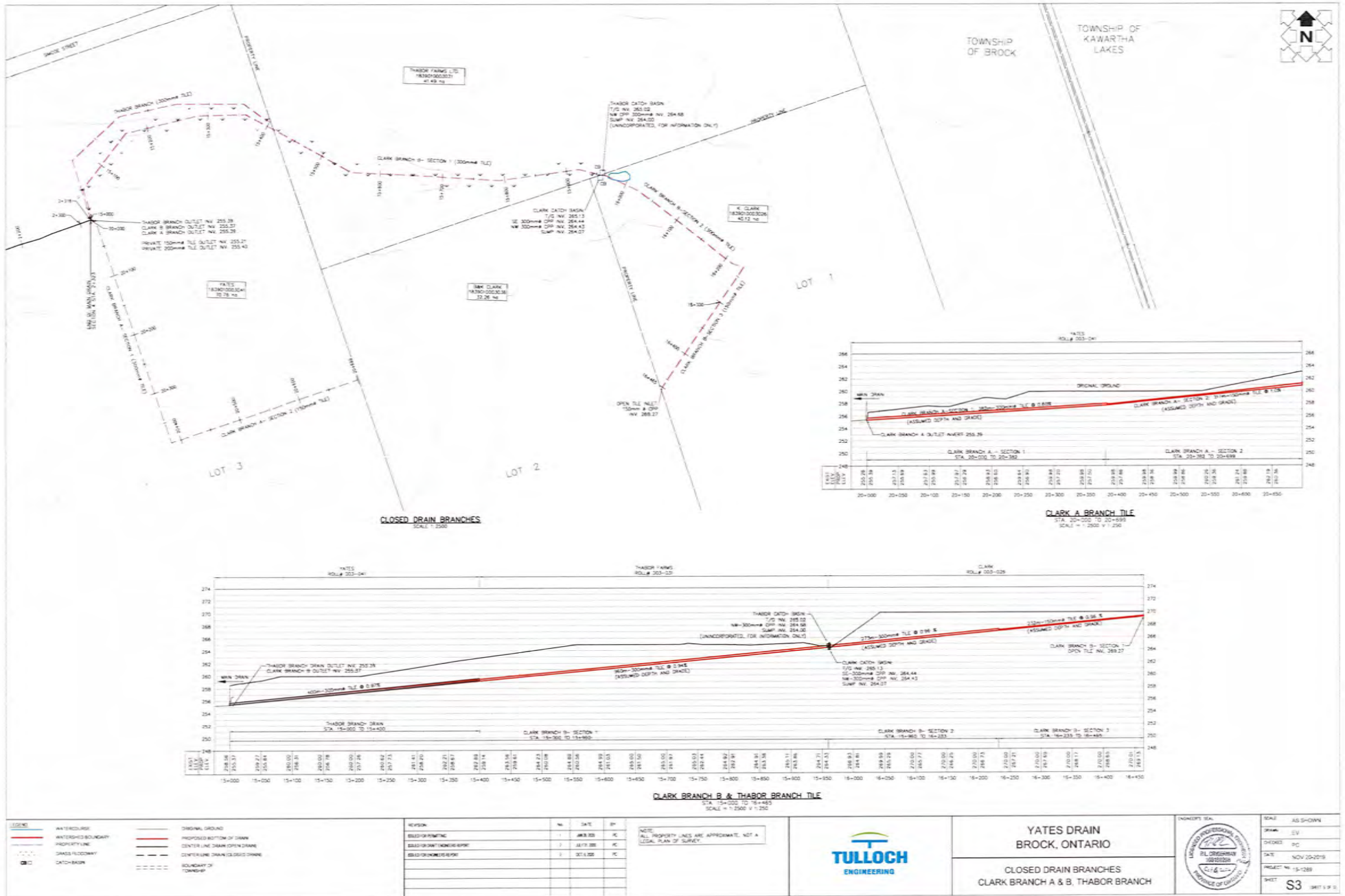


**YATES DRAIN
TOWNSHIP OF BROCK**

**PLAN AND PROFILE
MAIN DRAIN & JACKSON BRANCH DRAIN**



SCALE: AS SHOWN
DRAWN: EV
CHECKED: PC
DATE: NOV 20-2015
PROJECT NO: 15-1255
SHEET: S2 (REV: 1 OF 5)



APPENDIX B

Technical Specifications

STANDARD SPECIFICATIONS

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11.	Railways, Highways and Utilities	3
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STANDARD SPECIFICATIONS

1. PRE CONSTRUCTION MEETING

The Contractor should arrange a pre-construction meeting with the Engineer, Municipality, and affected landowners prior to commencement of construction.

If there is no pre-construction meeting or if a landowner is not present at the pre-construction meeting, the following shall apply:

The drain is to be walked by the Contractor and each landowner prior to construction to ensure that both agree on their understanding of the work to be done. Any difference of opinion shall be referred to the Engineer for decision. If the landowner is not contacted for such review, they are to advise the Engineer and/or Municipality.

2. WORKING AREA

Where any part of the drain is on a road allowance, the limits of the road right-of-way will constitute the working area. For a closed drain the working area shall be a total 10 m width centered on the drain alignment. For an open drain the working area shall be 10 m from the top of bank of the finished cross section. Specific modifications or restrictions of the working areas may be further defined within the Special Provisions or Contract Drawings.

3. ACCESS

Access to the drainage works shall be via the road allowances and along the length of the working areas adjacent to the drain. Additional access routes may be delineated within the Contract Drawings. The Contractor shall contact each landowner prior to using the designated access routes. The Contractor shall remedy any damages caused through use of the access routes.

Should the contractor elect to make use of any other private lands outside the designated areas, they will be responsible to negotiate any terms for use of these lands with the property owner, and be responsible for any damages that may occur.

4. MAINTAINING PROPERTY ACCESS

The Contractor shall, for the duration of the works, ensure that adequate pedestrian access to residences, commercial and ancillary buildings is maintained. Where interruptions to access have been authorized by the Engineer, the duration of the interruption will be minimized to the extent possible and reasonable notice shall be given by the Contractor to the affected landowners.

5. ALTERATIONS AND ADDITIONS

The Engineer shall have the power to make alterations in the work shown or described in the Drawings or Specifications and the Contractor shall proceed to make such changes without causing delay. In every such case, the price agreed to be paid for the work under the Contract shall be increased or decreased as the case may require according to a fair and reasonable evaluation of the work added or deleted. Where such changes involve work additional and similar to the items in the Main Contract, the price agreed to be paid shall be determined using the quoted price in the Contract for the specific item which additional work is being completed.

Such alterations and variations shall in no way render the Contract void. No claims for a variation or alteration in the increased or decreased price shall be valid unless done in pursuance of an order from the Engineer and notice of such claims made in writing before commencement of such work. In no such case shall the Contractor commence work which he considers to be extra before receiving the Engineer's approval.

The Contractor shall notify the Engineer in writing of any alterations and additions to the original Contract which shall include in the notification the additional materials, labour and equipment, unit price and total price to complete the additional work. Payments for additional work and alterations shall be issued by the Engineer along with the final payment certificate for construction after the Engineer has reviewed and approved the additions and alterations submitted by the Contractor.

6. ERRORS AND UNUSUAL CONDITIONS

The Contractor shall notify the Engineer immediately of any error or unusual conditions which may be found. The Engineer shall direct the alteration necessary to correct errors or unusual conditions. The contract amount shall be adjusted in accordance with a fair evaluation of the work added, deleted or adjusted. Any attempt by the Contractor to correct the error without notice or direction shall be done at the Contractor's own risk.

7. BENCHMARKS, PROPERTY BARS AND SURVEY MONUMENTS

The Contractor shall be responsible for marking and protecting all property bars and survey monuments during construction. All missing, disturbed or damaged property bars and survey monuments shall be replaced at the Contractor's expense by an Ontario Land Surveyor.

Benchmarks have been provided within the Contract Drawings. Should the Contractor wish to establish additional benchmarks along the length of the work area they shall share the location and elevation information with the Engineer.

8. INSPECTION AND COMPLETION

Final inspection and acceptance by the Engineer will be made within twenty (20) days after notice has been received in writing from the Contractor that the work is complete, or as soon thereafter as weather conditions permit. Work is considered complete when the work included in the

contract is performing the intended function and has full dimensions and cross sections and all spoil and brush materials are disposed of as outlined within the contract.

Prior to deeming the work complete the Contractor shall obtain from each landowner a written statement indicating that the work has been performed to the owner's satisfaction. If the Contractor is unable to obtain a written statement from the landowner, the Engineer will determine if further work is required prior to issuing the Completion Certificate.

9. WARRANTY

There shall be a one year warranty period on all completed works commencing on the date of the Total Completion Certificate.

The successful Tenderer shall, at his/her own expense, make good and repair deficiencies and every part thereof, to the satisfaction of the Engineer. Neither the final payment certificate nor payment there under, nor any provision in the Contract Documents shall relieve the Contractor from his/her responsibility.

10. DISPOSAL OF MATERIALS

The Contractor shall remove all surplus materials from the job site at the completion of the work. Materials shall be disposed of in a approved disposal site and in compliance with all applicable regulations.

11. RAILWAYS, HIGHWAYS AND UTILITIES

The Contractor shall note that overhead and underground utilities such as hydro, gas, telephone and water are not necessarily shown on the Drawings. It is the Contractor's responsibility to contact Utility Companies for information regarding utilities, to exercise the necessary care in construction operations and to take other precautions to safeguard the utilities from damage. All work on or adjacent to any utility pipeline, railway, etc., is to be carried out in accordance with the requirements of the utility pipeline, railway, or other, as the case may be, and its specifications for such work are to be followed as if they were part of this specification.

Notice of work on any railroad, road authority or utility property or otherwise affecting the utility will be provided in writing at least 48 hours (working days only) in advance.

The Contractor will be liable for any damage to utilities and road works.

12. TRAFFIC CONTROL AND EMERGENCY VEHICLES

The Contractor will be required to control vehicular and pedestrian traffic along roads at all times that the roadway is occupied and shall, at his/her own expense, provide for placing and maintaining such barricades, signs, flags, lights and flag persons as may be required to ensure public safety and to the satisfaction of the Road Authority. The Contractor will be solely responsible for controlling traffic and shall appoint a representative to maintain the signs and

warning lights at night, on weekends and holidays and at all other times that work is not in progress. All traffic control during construction shall be strictly in accordance with the Occupational Health and Safety Act and the current version of the Ontario Traffic Manuals.

The contractor shall not perform excavation operations from the travelled portion of the roadway nor close a road or reduce the width or number of traffic lanes available for traffic without written approval from the Road Authority. The Contractor is to submit a traffic management plan to the Road Authority and receive approval a minimum of 5 days prior to any works involving road occupation.

13. FENCES

All fences to be removed and reinstated by the Contractor for completion of the works shall be replaced in as good condition as existing materials permit. All fences shall be properly stretched and fastened. Where required additional steel posts shall be placed to adequately support a fence upon re-erection.

Where practical, the Contractor shall take down existing fences that are in good or new condition at the nearest anchor post and roll it back rather than cutting the fence and attempting to patch it.

Any fences found in such poor condition that replacement is not necessary, shall be noted and verified with the Engineer or Drainage Superintendent prior to commencement of work. Where the Engineer approves new fence material, additional payment will be provided.

14. LIVESTOCK

If any construction will be within a fenced field containing livestock that are evident or have been made known to the Contractor, the Contractor shall notify the owner of the livestock 48 hours in advance of access into the field. Thereafter, the owner shall be responsible for the protection of the livestock in the field during construction and shall also be liable for any damages to or by the livestock.

Where the owner so directs or where the Contractor has failed to reach the owner, the Contractor shall adequately re-erect all fences at the end of the each working day. No field containing livestock shall have a trench left open at the end of the working day, unless the trench has been adequately backfilled or protected. Failure of the Contractor to comply with this paragraph shall render the Contractor liable for any damage to or by the livestock.

15. STANDING CROPS

The Contractor shall notify the Owners 48 hours prior to commencement of work through a designated property to allow the owner an opportunity to harvest or salvage the crop within the drain working area.

The Contractor shall be responsible for damages to standing crops which are ready to be harvested or salvaged along the course of the drain if the Contractor has failed to notify the Owners forty-eight (48) hours prior to commencement of the work on that portion of the drain.

16. BRUSH AND TREE CUTTING

Where not defined elsewhere clearing shall be completed across the full drain width and adjacent working corridor. Where feasible to work around existing trees that do not impede the function of the drainage works the Contractor shall not remove any deciduous trees larger than 300 mm diameter at breast height (dbh) or any coniferous tree larger than 200 mm dbh, unless authorized by the Engineer.

Where the existing bottom widths and side slopes of the drain are sufficient to permit the specified excavation of the drain, the Contractor shall cut the brush and trees on the sloping banks flush with the surface of the banks but will not be required to remove their roots and stumps unless they will obviously create obstructions to the flow of surface water in the drain.

Where it is necessary to widen the drain and excavate material from the sloping banks, all brush and trees within the limits of the channel are to be removed. The roots and stumps in the drain bottom and on the banks where the widening takes place shall be completely removed unless the Engineer permits the Contractor to cut the roots and the stumps flush with the surface of the finished banks.

All brush and trees removed incidentally as part of excavation works shall be disposed of off site or mechanically ground into a mulch layer and spread evenly with the spoils.

All brush and trees removed through clearing or power brushing is to be disposed of off site.

17. SEED AND MULCH

The contractor shall supply all labour, equipment and materials necessary to seed the bed and banks of the new channel, plus the 1 m buffer strip on either side. Once excavation works are completed to final grade areas are to be seeded and stabilized with hydraulic mulch at the end of each day.

The grass seed shall meet the requirements of the Seed Act for Canada No. 1 seed and be composed of the following varieties mixed in proportion by weight as follows:

- 50% creeping red fescue,
- 40% perennial ryegrass,
- 5% Kentucky bluegrass, and
- 5% white clover.
- Plus: Annual rye grass as nurse crop applied at a rate of 25 kg/ha.

Seed shall be applied using a mechanical spreader at a rate of 90 kg/ha. At the time of seeding the topsoil must be scarified to a depth of 50 mm. Seeding will be placed at a time conducive to growth.

Hydraulic mulch shall be supplied and applied as per OPSS.MUNI 804.

The contractor shall be responsible for re-seeding as necessary for uniform coverage through the warranty period.

18. SEDIMENT CONTROL

Sediment Control Measures shall be implemented as follows:

- All sediment control measures must be installed prior to commencement of upstream excavation works.
- Sediment controls shall be inspected on a regular basis and after significant rainfall events. Repairs to ESC measures shall be completed in a timely manner.
- All disturbed areas left inactive for more than 30 days are to be stabilized.
- Any dewatering works will require a detailed dewatering and staging plan submitted by the contractor and approved by the Engineer.
- All equipment and machinery must be clean and inspected for leaks with necessary repairs made prior to working adjacent to water.
- All equipment must be washed and refueled a minimum of 30 m away from any waterbody or watercourse.
- No fuels are to be stored within 30 m of any waterbody or watercourse.
- An emergency spill kit shall be maintained on site at all times and any spills are to be reported immediately to the MECP Spills Action Centre at 1-800-268-6060
- The contractor will minimize disturbance to the ground adjacent to the drain, and equipment will be selected accordingly. Where ground conditions do not permit movement of equipment without significant disruption of the ground surface mud-mats will be utilized by the contractor.
- Where possible the works shall be constructed 'in the dry' or during low flow conditions.
- No in-water work is to occur during the timing window restrictions (March 15 to July 15) unless otherwise approved by the appropriate authorities.
- The contractor will minimize disturbance to the ground adjacent to the drain, and equipment will be selected accordingly. Where ground conditions do not permit movement of equipment without significant disruption of the ground surface the Contractor shall utilize mud-mats.
- Fording the watercourse with machinery within any Section of the Drain should occur only if an existing crossing at another location is not available or practical to use.

18.1 Rock Check Dams and Sediment Traps

Rock check dams and sediment traps will be constructed as per OPSS.MUNI 805.

Rock check dams as per OPSD 219.210.

Sediment traps as per OPSD 219.220.

19. EXCAVATION

Excavation will be completed in a manner to obtain the grade and cross sections specified within the Drawings. The Contractor shall use the benchmark provided within the Contract Drawings to establish the proposed grade and provide grade checks every 50 metres.

Where the design invert is met or surpassed within the existing ditch, and the width of the bottom of the existing ditch is sufficient to permit the desired width, depth and back slopes for the new ditch to be constructed without disturbing existing banks, such banks shall be left as is, subject to vegetation clearing required as described elsewhere.

All excavated material shall be handled as specified within the Disposal of Material Specification.

20. DISPOSAL OF MATERIAL

Spoil materials excavated during the drain construction will be deposited within the immediately adjacent working corridors, at least 1 m from the top of the drain bank as directed within the Special Provisions. The Contractor shall verify the location of the spoil with each landowner before commencing work on their property. The Contractor shall contact the Engineer in writing if a landowner indicates in writing that spoil on the owner's property does not need to be levelled.

If excavating to a depth greater than 500 mm, topsoil within the working corridor shall be stripped, stockpiled separately and replaced over the levelled spoil from the excavation.

The Contractor shall level excavated materials to a depth not to exceed 30 cm. The material shall be sufficiently levelled to allow further working by agricultural implements. All stones and other debris removed from the drain, which may interfere with agricultural implements, shall be disposed of off-site. Spoils will not interfere with surface water flow from adjacent areas and excavated material shall not be placed in dykes, in ditches, tiles or depressions intended to conduct water into the drain.

Should the contractor elect to make use of any other private lands for material disposal they will be responsible to negotiate any terms for use of these lands with the property owner, and be responsible for any damages that may occur.

21. ALIGNMENT AND LAYOUT

Except where specified otherwise, the excavation of the drain will follow, as nearly as possible, the course of the existing watercourse with sloping and widening carried out on each bank as required to produce the specified cross-section.

The contractor is responsible for all project layouts. Prior to excavation works the centerline of the proposed excavation must be staked, and approved by the Engineer.

22. TOLERANCES

A variation of greater than 25 mm above the design grade line of the ditch bottom or banks may require re-excavation. It is recommended that the excavation extend up to 100 mm below the design grade to allow for sediment deposition throughout the project and ensure final grades are not exceeded upon completion.

The Contractor is not to excavate the drain bottom so much deeper than the grade line as to result in the formation of pockets in the drain bottom that will cause water to stand in pools along the drain. The Contractor will be required to refill any areas of ponding to provide a consistent grade line at the Contractor's own expense.

23. EXISTING TILE AND OUTLETS

The Contractor shall contact all Owners to understand the location of all private tiles and tile outlets in advance of work on a given property.

Any tiles that are damaged or removed to facilitate the works shall be restored and reconnected as required to ensure positive drainage of all private systems.

The Contractor shall ensure that all tile outlets are marked prior to commencing excavation on the owner's property. Any tile drain outlets that were marked and are subsequently damaged by the Contractor shall be repaired by the Contractor at his/her expense. If any ditch bank is altered due to the construction at the tile outlet, the Contractor shall replace the altered outlet.

If any outlet becomes plugged as a result of construction, the Contractor shall be obligated to free such outlet of impediments. Where stone protection exists at any existing outlet, such protection shall be moved as necessary to protect the outlet after reconstruction of the channel. Where any damage results to tile leading to and upstream of the outlet as a consequence of construction, the Engineer may direct the Contractor to repair such tile and shall determine fair compensation to be paid to the Contractor for performing the work.

24. ROCK PROTECTION

Where Design Drawings call for Rock Protection, the Contractor shall install R-10 Rip Rap placed 300 mm deep over Non-Woven Geotextile (Terrafix 360R or equivalent). Edges of geotextile that

extend upstream shall extend 300 mm beyond the limit of the rip rap and be keyed into the bank to a depth of 300mm.

25. MATERIALS

Granular A and Granular B materials shall be in accordance with OPSS.MUNI 1010.

Rip-Rap and clear stone shall be in accordance with OPSS.MUNI 1004.

26. TESTING

The Engineer reserves the right to subject any materials to laboratory testing to ensure compliance with the required standards. If any materials supplied by the Contractor are determined to be inadequate to meet the applicable standards the Contractor shall bear the full responsibility to remove and/or replace all such materials.

The cost of testing any replacement materials to prove compliance with the standards shall be borne by the Contractor.

SPECIAL PROVISIONS**Contents**

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2.	Working Areas/Spoil Placement	4
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SPECIAL PROVISIONS

1. DESCRIPTION OF THE WORK

Work for this Contract shall include the supply of labour, equipment and materials required for channel excavation to the specified cross sections, levelling or disposal of all excavated material as directed, reconstruction of all intercepted drains as required, and any other items related to open drain construction as required by the Schedule of Tender Prices, Special Provisions or the Drawings.

The work to be carried out under this Contract includes, but is not limited to, the supply of all labour and materials to complete the following:

Section	Drain Type	Station / Length	Work Required	Proposed Cross Section/ Diameter
Main Drain Section 1	Open	0+000 to 0+190 190 m	<ul style="list-style-type: none"> Ditch Clean Out/ Widening- 190 m Levelling of spoils and seeding of drain bed, banks & 1m buffer strips <ul style="list-style-type: none"> Place spoil over Roll 003-064 over 10 m working corridor Restoration and seeding of residential lawn across full working width New 1000 mm dia. csp (twinning beside existing pipe) at existing walkway crossing c/w restoration of asphalt walkway with 150mm Granular A and 50 mm HL3 Maintain existing walking bridge Maintain cedar trees on north bank to extent possible 	1.5 m bottom width 3:1 side slopes
Thorah Side Road Crossing	Road Crossing	0+190 to 0+210	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	2.1 m span x 2.0 m rise box culvert

Section	Drain Type	Station / Length	Work Required	Proposed Cross Section/ Diameter
Main Drain Section 2 (lower)	Open	0+210 to 0+785 575 m	<ul style="list-style-type: none"> New ditch excavation- 575 m Levelling of spoils and seeding of drain bed, banks and 1m buffer strips <ul style="list-style-type: none"> Spoil placed in adjacent 10 m working corridor on Roll 003-062 Additional spoil beyond 0.3 m depth to be redirected within Roll 003-062 at direction of property owner Reconnect and repair all damage to private tile system Remove and dispose of 491 m page wire fence Install 12m long- 1600 mm dia. csp and driveway entrance Install ditch block within existing ditch (placed and compacted native material through full width of existing ditch. 2 m top length with 2:1 side slopes. Crest elevation of 242.15 m) 	1.0 m bottom width 2:1 side slopes
Main Drain Section 2 (upper)	Open	0+785 to 1+340 555 m	<ul style="list-style-type: none"> Ditch Clean Out/ Deepen/ Widening- 555 m <ul style="list-style-type: none"> Hold current limit of north top of bank. Extend ditch width to south only. Levelling of spoils and seeding of drain bed, banks and 1m buffer strips <ul style="list-style-type: none"> Place spoil on Roll 003-061 over 10 m working corridor Remove and reinstate 475 m page wire fence on Roll 003-061 	1.5 m bottom width 2:1 side slopes
Main Drain Section 3	Open	1+340 to 2+030 690 m	<ul style="list-style-type: none"> Clearing/grubbing as required to facilitate ditch access Ditch Clean Out/ Deepen/ Widening- 690 m Levelling of spoils and seeding of drain bed, banks and 1 m buffer strips <ul style="list-style-type: none"> Spoil placed in adjacent 10 m working corridor south of drain on Roll 003-056 Adjust and/or remove and replace 50 m of existing page wire fence as required to facilitate ditch excavation 	1.2 m bottom width 2:1 side slopes

Section	Drain Type	Station / Length	Work Required	Proposed Cross Section/ Diameter
Main Drain Section 4	Open	2+030 to 2+323 293 m	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	1.0 m bottom width 2:1 side slopes
Jackson Branch Drain	Open	5+000 to 5+560 560 m	<ul style="list-style-type: none"> Ditch Clean Out/ Deepen/ Widening- 560 m Levelling of spoils and seeding of drain bed, banks and 1m buffer strips <ul style="list-style-type: none"> Spoil to be placed on Roll 003-061 over 10 m working corridor Removal and replacement of 25 m page wire fence as required to facilitate access Armour outlet to Main Drain with R-10 Rip rap placed 300 mm thick extending over 5 m length on north and south banks, centered on Jackson Branch outlet Fill approximately 110 m of original ditch line with native material placed and compacted in lifts 	0.9 m bottom width 2:1 side slopes
Clark Branch A	Closed	20+000 to 20+699 699 m	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	382 m- 300 mm dia 317 m- 150 mm dia
Clark Branch B	Closed	15+000 to 16+465 1465 m	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	1233 m- 300 mm dia 232m- 150 mm dia
Thabor Branch Drain	Closed	15+000 to 15+400 400 m	<ul style="list-style-type: none"> No work to be completed. Drawings for future maintenance only. 	400 m- 300 mm dia

Plus:

- Installation, maintenance and removal of four rock check dams and sediment traps
- Reconnection and repair of any private tiles removed or damaged to facilitate the excavation works.

2. WORKING AREAS/SPOIL PLACEMENT

Beyond the direction of Standard Specification **Error! Reference source not found.- Error! Reference source not found.**, additional direction for spoil placement shall be as directed within Special Provision 1- Description of Work.

3. ORDER OF WORK

Unless stated otherwise, excavation of the drain alignment within a given section shall generally proceed from downstream to upstream. Culvert and access crossing installations may proceed outside of this pattern provided the timing of the works is reviewed and approved by the Engineer.

All work will be completed outside of the Fisheries Timing Exclusion Window of March 15 – July 15. Works are intended to be completed during low or no flow periods during dry months.

Works will proceed in the following order to minimize the impact to downstream features:

Complete works within Main Drain Section 1:

This work will be completed prior to connecting with the upstream watercourse/drain sections to allow for minimal flow during the work. It is anticipated that these works will be completed in the dry, however due to the proximity to the downstream receiver, should dry conditions not exist at the time of work through this section the area of work will be isolated both upstream and downstream and flows will be pumped around the work area.

Complete works within Main Drain Section 2 (upper, Station 0+785 to 1+340), Jackson Branch Drain and Section 3:

It is anticipated that work in these areas can be completed in no flow or low flow conditions. Due to the distance of these work areas from downstream receivers, complete isolation and pump around systems are not proposed here.

Complete works within Main Drain Section 2 (lower, Station 0+212 to 0+785):

This section of drain is a new ditch alignment with no existing connection to the upstream watershed. As such all works within this section will be completed in the dry. A 10 m +/- section of land at the upstream and downstream limits of this excavation length will be left in place to isolate this work area during the course of excavations. Only once the excavation of Section 2 is completed will the connection be made at the upstream and downstream limits. The ditch block between Section 2 and the roadside ditch extending to the south will be installed at this time.

4. LANEWAY CROSSING AND CULVERT- ROLL #003-062

The Contractor shall consult with the landowner to establish the exact location of private access culverts and crossings. If the location varies more than 20 m upstream or downstream from the location indicated in the design drawings approval must be received by the Engineer prior to proceeding with the work. The timing of the laneway closure shall be coordinated between the Contractor and the landowner.

The pipe culvert shall be a 1600 mm diameter corrugated steep pipe with a corrugation profile of 68 mm x 13 mm and a minimum wall thickness of 2.0 mm. Culvert to be in accordance with OPSS.MUNI 1801

The new culverts shall be installed in accordance with OPSS 421, OPSS 401 and OPSD 802.010 and as specified on the Contract Drawings.

Bedding and cover material shall be Granular 'A', meeting OPSS 1010, compacted to 98% Standard Proctor Density.

Backfill material shall be Granular B or select native material to the underside of the laneway base compacted to 98% Standard Proctor Density.

The top lift of the laneway shall be 300 mm Granular B, and 150 mm Granular A compacted to 98% SPD to the width and extent outlined within the Contract Drawings. The Contractor shall be responsible for correcting any backfill settlement of the laneway through the construction and warranty period.

The Contractor is to provide proof of compaction for all bedding and cover material to the Engineer following the work.

5. WALKWAY CROSSING AND CULVERT- ROLL #003-064

The timing of the walkway closure to facilitate the work shall be coordinated between the Contractor and the landowner.

The pipe culvert shall be a 1000 mm diameter corrugated steep pipe with a corrugation profile of 68 mm x 13 mm and a minimum wall thickness of 2.0 mm. Culvert to be in accordance with OPSS.MUNI 1801.

The new culvert shall be installed in accordance with OPSS 421, OPSS 401 and OPSD 802.010 and as specified on the Contract Drawings.

Bedding and cover material shall be Granular 'A', meeting OPSS 1010, compacted to 98% Standard Proctor Density.

Backfill material shall be Granular B or select native material to the underside of the walkway base compacted to 98% Standard Proctor Density.

The structure of the walkway renewal following the culvert installation is as follows:

- 50 mm HL3 asphalt,
- 150 mm Granular A (placed and compacted to 98% SPD), and
- 300 mm Granular B (placed and compacted to 98% SPD).

Asphalt shall be to OPSS.MUNI 1150. Asphalt cement shall meet the requirements of OPSS 1101 with a performance grade of 58-34 unless otherwise approved.

The Contractor is to provide proof of compaction for all bedding, cover and walkway base material to the Engineer following the work.

6. APPROVALS

All work is to comply with the Conditions listed within the Lake Simcoe Region Conservation Authority (LSRCA) and Fisheries Canada (DFO) Letter of Advice, both included with the Contract Documents.

APPENDIX C

Permits



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Central & Arctic Region
Fish and Fish Habitat
Protection Program
867 Lakeshore Road
Burlington, ON L7S 1A1

Région du Centre et de l'Arctique
Programme de la protection
du poisson et de son habitat
867 Lakeshore Road
Burlington, ON L7S 1A1

May 26, 2020

Our file *Notre référence*

20-HCAA-00388

The Corporation of the Township of Brock
Attention: Becky Jamieson
1 Cameron Street East
P.O. Box 10
Cannington, Ontario
L0E 1E0

**Subject: Drain Excavation, Yates Drain, Tributary to White's Creek, Beaverton –
Implementation of Measures to Avoid and Mitigate the Potential for Prohibited
Effects to Fish and Fish Habitat**

Dear Mrs. Jamieson:

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on February 12, 2020. We understand that you propose to:

- Working in the dry or in isolation of open water, complete a cleanout of 212 linear metres immediately upstream of White's Creek and twin an existing culvert (Section 1)
- Excavate 573 linear metres of new channel along Thorah Road to reconnect upstream channels to Section 1.
- Excavate and deepen 1805 linear metres of drainage ditches upstream of the new channel.
- Install sediment traps and rock check dams at 500 metre intervals.
- Incorporate these changes into a new drainage report.

Our review considered the following information:

- Request for Review received on February 12, 2020
- Telephone conversation between Luke Ridgway (DFO) and Phillipa Cryderman (Tullock Engineering) on May 7, 2020
- Additional information and imagery received on May 7, 2020

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*;
- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*;

The aforementioned impacts are prohibited unless authorized under their respective legislation and regulations.

To avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures outlined in your plan, in addition to the following listed below:

- Conduct work outside the spring timing window (i.e. no in-water work from March 15 to July 15).
- Conduct work in low or no flow.
- Include 1m buffers extending from the top of the channel bankfill width into the drainage report.
- Reseed and/or replant any disturbed banks caused by the construction activities with suitable native species.
- Install appropriate sediment erosion controls downstream of construction activities (e.g. silt curtain, rock check dam etc.)
- If isolation and dewatering is required in Section 1, follow DFO's [Interim Code of Practice for End-of-Pipe Fish Screens](#).
- Incorporate a two-stage/low flow channel into the drainage report.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal will not require an authorization under the *Fisheries Act* or the *Species at Risk Act*.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to remain in compliance with the *Fisheries Act*, and to avoid prohibited effects on listed aquatic species at risk, any part of their critical habitat or the residences of their individuals.

It is also your *Duty to Notify* DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to (<http://www.dfo-mpo.gc.ca/pnw-ppe/CONTACT-eng.html>).

Please notify this office at least 10 days before starting your project. A copy of this letter should be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

If you have any questions with the content of this letter, please contact Luke Ridgway at 289-440-2387 or by email at Luke.Ridgway@dfo-mpo.gc.ca. Please refer to the file number referenced above when corresponding with the Program.

Yours sincerely,



Christopher Biberhofer
A/Senior Biologist

Copy:

Luke Ridgway – DFO

Phillipa Cryderman – Tulloch Engineering

APPENDIX D

Assessment Schedules

**Cost Estimate
Yates Drain
Township of Brock
Communal Cost Items**

No.	Item	Estimated Quantity	Unit	Unit Price	Item Total
General Items					
1	Mobilization/Demobilization	1	L.S.	\$ 5,000.00	\$ 4,000.00
2	Traffic Control, Detour Signage and Project Signage	1	L.S.	\$ 1,000.00	\$ 1,000.00
3	Environmental Compliance (i.e., ESC)	1	L.S.	\$ 5,000.00	\$ 5,000.00
4	Construction Contingency	1	L.S.	\$ 20,000.00	\$ 20,000.00
Subtotal - General Items					\$ 30,000.00
Engineering					
1	Engineers Report	1	L.S.	\$ 45,000.00	\$ 45,000.00
2	Site Survey	1	L.S.	\$ 4,500.00	\$ 4,500.00
3	Permit Applications	1	L.S.	\$ 3,000.00	\$ 3,000.00
4	Meetings to Consider, Tendering, Contract Administration & Inspection	1	L.S.	\$ 10,000.00	\$ 10,000.00
Subtotal - Engineering					\$ 62,500.00

**Cost Estimate
Yates Drain
Township of Brock
Section Costing**

No.	Item	Estimated Quantity	Unit	Unit Price	Item Total
Main Drain- Section 4 (Station 2+030 to 2+323) (293 m)					
1	Earth Excavation	0	m ³	\$ 8.00	\$ -
2	Levelling of spoils (additional to excavation costs)	0	m ³	\$ 2.00	\$ -
3	Seeding	0	m ²	\$ 1.00	\$ -
4	Rip Rap - Tile outlets	0	m ²	\$ 50.00	\$ -
5	Allowance (Section 29- Right of Way- Permanent) Roll# 003-041	0.0586	ha.	\$ 22,500.00	\$ 1,318.50
6	Allowance (Section 29- Right of Way- Periodic) Roll# 003-041	293	m	\$ 0.90	\$ 263.70
7	Allowance (Section 30- Damages)	0	ha.	\$ 2,500.00	\$ -
8	Portion of Engineering	10%	L.S.	\$ 62,500.00	\$ 6,250.00
9	Portion of General Items	0%	L.S.	\$ 30,000.00	\$ -
Subtotal - Main Drain Section 4:					\$ 7,832.20
Main Drain- Section 3 (Station 1+340 to 2+030) (690 m)					
1	Clearing and Grubbing (select, as required)	0.2	ha.	\$ 10,000.00	\$ 2,000.00
2	Earth Excavation	1051	m ³	\$ 10.00	\$ 10,510.00
3	Levelling of spoils (additional to excavation costs)	1051	m ³	\$ 3.00	\$ 3,153.00
4	Seeding	5277	m ²	\$ 1.00	\$ 5,277.00
5	Rip Rap - Tile outlets	0	m ²	\$ 50.00	\$ -
6	Remove and replace page wire fence as required	50	m	\$ 12.00	\$ 600.00
7	Allowance (Section 29- Right of Way- Permanent) Roll#003-056	0.207	ha.	\$ 22,500.00	\$ 4,657.50
8	Allowance (Section 29- Right of Way- Periodic) Roll#003-056	690	m	\$ 0.90	\$ 621.00
9	Allowance (Section 30- Damages)	0	ha.	\$ 2,500.00	\$ -
10	Portion of Engineering	15%	L.S.	\$ 62,500.00	\$ 9,375.00
11	Portion of General Items	26%	L.S.	\$ 30,000.00	\$ 7,800.00
Subtotal - Main Drain- Section 3					\$ 43,993.50
Main Drain- Section 2 (Station 0+210 to 1+340) (1130 m)					
1	Clearing and Grubbing (select, as required)	0.05	ha.	\$ 10,000.00	\$ 500.00
2	Earth Excavation (c/w reconnection/repair of private tiles)	6108	m ³	\$ 8.00	\$ 48,864.00
3	Levelling of spoils (additional to excavation costs)	6108	m ³	\$ 2.00	\$ 12,216.00
4	Seeding	10761	m ²	\$ 1.00	\$ 10,761.00
5	Ditch Block	1	L.S.	\$ 500.00	\$ 500.00

Main Drain Section 4 ASSESSMENT BREAKDOWN

Main Drain- Section 4 (Station 2+030 to 2+323) (293 m)					
No.	Item	Estimated Quantity	Unit	Unit Price	Item Total
1	Earth Excavation	0	m3	\$ 8.00	\$ -
2	Levelling of spoils (additional to excavation costs)	0	m3	\$ 2.00	\$ -
3	Seeding	0	m2	\$ 1.00	\$ -
4	Rip Rap - Tile outlets	0	m2	\$ 50.00	\$ -
5	Allowance (Section 29- Right of Way- Permanent) Roll# 003-041	0.059	ha	\$ 22,500.00	\$ 1,318.50
6	Allowance (Section 29- Right of Way- Periodic) Roll# 003-041	293	m	\$ 0.90	\$ 263.70
7	Allowance (Section 30- Damages)	0	ha	\$ 2,500.00	\$ -
8	Portion of Engineering	10%	L.S	\$ 62,500.00	\$ 6,250.00
9	Portion of General Items	0%	L.S	\$ 30,000.00	\$ -
Subtotal - Main Drain Section 4:					\$ 7,832.20
Total section length:			293 m		

Special Benefit			
Roll #	Item	Portion of Cost	Cost
TOTAL			\$ -

Remaining costs split between Adjoining Land and Upstream Land			Cost
Adjoining Lands/Benefit Assessment	40%	\$	3,132.88
Upstream Lands/Outlet Assessment	60%	\$	4,699.32

Upstream Lands- Outlet Assessment					
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Eq. Area (ha.)	Cost
1839 010 003 021-1	1	0.24	1	0.2	\$ 10.68
1839 010 003 021	0.66	2.5	1	1.7	\$ 73.43
	1	3.39	1	3.4	\$ 150.86
1839 010 003 026	1	33.22	0.96	32.0	\$ 1,422.71
	0.33	6.90	1	2.3	\$ 101.33
1839 010 003 036	1	25.58	0.93	23.8	\$ 1,058.24
	0.33	6.98	1	2.3	\$ 102.50
1839 010 003 031	1	39.25	1	39.3	\$ 1,746.68
	0.33	2.24	1	0.7	\$ 32.90
1839 010 003 041			0.97	0.0	\$ -
			1	0.0	\$ -
1839 010 003 051			1	0.0	\$ -
1839 010 003 056			0.75	0.0	\$ -
1839 010 003 061			1	0.0	\$ -
1839 010 003 062			1	0.0	\$ -
			1	0.0	\$ -
Thorah Side Road			3	0.0	\$ -
1839 010 003 064			0.75	0.0	\$ -
TOTAL		120		106	\$ 4,699.32

\$ 44.50
per hectare equivalent area

Adjoining Lands- Benefit Assessment						
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Eq. Area (ha.)	Length Factor	Cost
1839 010 003 041	1	47.52	0.97	46.0	1	\$ 3,000.85
	0.33	6.13	1	2.0	1	\$ 132.03
TOTALS		53.65		48.00		\$ 3,132.88

Main Drain Section 3 ASSESSMENT BREAKDOWN

Main Drain- Section 3 (Station 1+340 to 2+030) (690 m)					
No.	Item	Estimated Quantity	Unit	Unit Price	Item Total
1	Clearing and Grubbing (select, as required)	0.2	ha	\$ 10,000.00	\$ 2,000.00
2	Earth Excavation	1051	m3	\$ 10.00	\$ 10,510.00
3	Levelling of spoils (additional to excavation costs)	1051	m3	\$ 3.00	\$ 3,153.00
4	Seeding	5277	m2	\$ 1.00	\$ 5,277.00
5	Rip Rap - Tile outlets	0	m2	\$ 50.00	\$ -
6	Remove and replace page wire fence as required	50	m	\$ 12.00	\$ 600.00
7	Allowance (Section 29- Right of Way- Permanent) Roll#003-056	0.207	ha	\$ 22,500.00	\$ 4,657.50
8	Allowance (Section 29- Right of Way- Periodic) Roll#003-056	690	m	\$ 0.90	\$ 621.00
9	Allowance (Section 30- Damages)	0	ha	\$ 2,500.00	\$ -
10	Portion of Engineering	0.15	L.S	\$ 62,500.00	\$ 9,375.00
11	Portion of General Items	0.26	L.S	\$ 30,000.00	\$ 7,800.00
Subtotal - Main Drain Section 3:					\$ 43,993.50

Total section length: 690 m

Special Benefit			
Roll #	Item	Portion of Cost	Cost
TOTAL			\$ -

Remaining costs split between Adjoining Land and Upstream Land			Cost
Adjoining Lands/Benefit Assessment	30%	\$	13,198.05
Upstream Lands/Outlet Assessment	70%	\$	30,795.45

Upstream Lands- Outlet Assessment					
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Eq. Area (ha.)	Cost
1839 010 003 021-1	1	0.24	1	0.2	\$ 46.90
1839 010 003 021	0.66	2.5	1	1.7	\$ 322.44
	1	3.39	1	3.4	\$ 662.46
1839 010 003 026	1	33.22	0.96	32.0	\$ 6,247.48
	0.33	6.90	1	2.3	\$ 444.96
1839 010 003 036	1	25.58	0.93	23.8	\$ 4,647.01
	0.33	6.98	1	2.3	\$ 450.12
1839 010 003 031	1	39.25	1	39.3	\$ 7,670.11
	0.33	2.24	1	0.7	\$ 144.45
1839 010 003 041	1	47.52	0.97	46.0	\$ 8,984.48
	0.33	6.13	1	2.0	\$ 395.31
1839 010 003 051	1	3.99	1	4.0	\$ 779.71
1839 010 003 056			0.75	0.0	\$ -
1839 010 003 061			1	0.0	\$ -
1839 010 003 062			1	0.0	\$ -
			1	0.0	\$ -
Thorah Side Road			3	0.0	\$ -
1839 010 003 064			0.75	0.0	\$ -
TOTAL		178		158	\$ 30,795.45
					\$ 195.42 per hectare equivalent area

Adjoining Lands- Benefit Assessment						
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Eq. Area (ha.)	Length Factor	Cost
1839 010 003 058	1	17.12	1.00	17.12	1	\$ 13,198.05
TOTALS		17.12		17.12		\$ 13,198.05

Jackson Branch Drain ASSESSMENT BREAKDOWN

Jackson Branch Drain (Station 5+000 to 5+560) (560m)					
No.	Item	Estimated Quantity	Unit	Unit Price	Item Total
1	Clearing and Grubbing (select, as required)	0	ha	\$ 10,000.00	\$ -
2	Earth Excavation	462	m3	\$ 8.00	\$ 3,696.00
3	Levelling of spoils (additional to excavation costs)	462	m3	\$ 2.00	\$ 924.00
4	Seeding	3470	m2	\$ 1.00	\$ 3,470.00
5	Fill former Ditch Alignment	110	m	\$ 20.00	\$ 2,200.00
6	Rip Rap Armouring	25	m2	\$ 50.00	\$ 1,250.00
7	Remove and replace page wire fence as required	25	m	\$ 12.00	\$ 300.00
8	Allowance (Section 29- Right of Way- Permanent) Roll# 003-061	0.112	ha	\$ 22,500.00	\$ 2,520.00
9	Allowance (Section 29- Right of Way- Periodic) Roll# 003-061	560	m	\$ 0.90	\$ 504.00
10	Allowance (Section 30- Damages- Crop) Roll # 003-061	0.56	ha	\$ 833.33	\$ 466.67
11	Portion of Engineering	0.15	I.S	\$ 62,500.00	\$ 9,375.00
12	Portion of General Items	0.2	I.S	\$ 30,000.00	\$ 6,000.00
Subtotal - Jackson Branch Drain					\$ 30,705.67

Total section length: 560 m

Special Benefit			
Roll #	Item	Portion of Cost	Cost
TOTAL			\$ -

Remaining costs split between Adjoining Land and Upstream Land			Cost
Adjoining Lands/Benefit Assessment	90%	\$	27,635.10
Upstream Lands/Outlet Assessment	10%	\$	3,070.57

Upstream Lands- Outlet Assessment					
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Eq. Area (ha.)	Cost
1839 010 003 021-1			1	0.0	\$ -
1839 010 003 021			1	0.0	\$ -
			1	0.0	\$ -
1839 010 003 026			0.96	0.0	\$ -
			1	0.0	\$ -
1839 010 003 036			0.93	0.0	\$ -
			1	0.0	\$ -
1839 010 003 031			1	0.0	\$ -
			1	0.0	\$ -
1839 010 003 041	0.66	17.11	0.97	10.9	\$ 2,240.80
	0.66	6.13	1	4.0	\$ 829.77
1839 010 003 051			1	0.0	\$ -
1839 010 003 056			0.75	0.0	\$ -
1839 010 003 061			1	0.0	\$ -
1839 010 003 062			1	0.0	\$ -
			1	0.0	\$ -
Thorah Side Road			3	0.0	\$ -
1839 010 003 064			0.75	0.0	\$ -
TOTAL		23		15	\$ 3,070.57

\$ 205.09
per hectare equivalent area

Adjoining Lands- Benefit Assessment						
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Length Factor	Factored Eq. Area (ha)	Cost
1839 010 003 061			NA- Cut off Benefit			\$ 11,573.24
1839 010 003 051	1	33.4	1	0.5	16.7	\$ 16,061.86
TOTALS						\$ 27,635.10

Main Drain Section 2 ASSESSMENT BREAKDOWN

Main Drain- Section 2 (Station 0+210 to 1+340) (1130 m)					
No.	Item	Estimated Quantity	Unit	Unit Price	Item Total
1	Clearing and Grubbing (select, as required)	0.05	ha	\$ 10,000.00	\$ 500.00
2	Earth Excavation (c/w reconnection/repair of private tiles)	6108	m3	\$ 8.00	\$ 48,864.00
3	Levelling of spoils (additional to excavation costs)	6108	m3	\$ 2.00	\$ 12,216.00
4	Seeding	10761	m2	\$ 1.00	\$ 10,761.00
5	Ditch Block	1	L.S.	\$ 500.00	\$ 500.00
6	Remove and Dispose of Page Wire Fence (Roll 003-062)	491	m	\$ 3.00	\$ 1,473.00
6a	Remove and Reinstate Wire Fence (Roll 003-061)	475	m	\$ 12.00	\$ 5,700.00
7	12m-1600 mm dia. csp c/w Access Driveway	1	Fa	\$ 12,000.00	\$ 12,000.00
8a	Allowance (Section 29- Right of Way- Permanent) Roll# 003-062	0.56904	ha	\$ 22,500.00	\$ 12,803.40
8b	Allowance (Section 29- Right of Way- Permanent) Roll# 003-061	0.1634	ha	\$ 22,500.00	\$ 3,676.50
8c	Allowance (Section 29- Right of Way- Permanent) Roll# 003-056	0.03015	ha	\$ 22,500.00	\$ 678.38
9a	Allowance (Section 29- Right of Way- Periodic) Roll# 003-062	1063	m	\$ 0.90	\$ 956.70
9b	Allowance (Section 29- Right of Way- Periodic) Roll# 003-061	430	m	\$ 0.90	\$ 387.00
9c	Allowance (Section 29- Right of Way- Periodic) Roll# 003-056	67	m	\$ 0.90	\$ 60.30
10a	Allowance (Section 30- Damages- Crop) Roll # 003-062 (thickness factor=1.25)	1.063	ha	\$ 3,125.00	\$ 3,321.88
10b	Allowance (Section 30- Damages- Crop) Roll # 003-061 (thickness factor=1.25)	0.43	ha	\$ 3,125.00	\$ 1,343.75
10c	Allowance (Section 30- Damages- Crop) Roll # 003-056	0	ha	\$ 2,500.00	\$ -
13	Portion of Engineering	0.33	L.S.	\$ 62,500.00	\$ 20,625.00
14	Portion of General Items	0.44	L.S.	\$ 30,000.00	\$ 13,200.00
Subtotal - Main Drain Section 2:					\$ 149,066.90
Total section length:			1130 m		

Special Benefit			
Roll #	Item	Portion of Cost	Cost
			\$ -
			\$ -
Thorah Side Road	Cost to avoid placement on ROW	100%	\$ 15,000.00
		TOTAL	\$ 15,000.00

Remaining costs split between Adjoining Land and Upstream Land		
Adjoining Lands/Benefit Assessment	20%	\$ 26,813.38
Upstream Lands/Outlet Assessment	80%	\$ 107,253.52

Upstream Lands- Outlet Assessment					
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Eq. Area (ha.)	Cost
1839 010 003 021-1	1	0.24	1	0.2	\$ 115.63
1839 010 003 021	0.66	2.5	1	1.7	\$ 794.96
	1	3.39	1	3.4	\$ 1,633.27
1839 010 003 026	1	33.22	0.96	32.0	\$ 15,402.87
	0.33	6.90	1	2.3	\$ 1,097.04
1839 010 003 036	1	25.58	0.93	23.8	\$ 11,457.00
	0.33	6.98	1	2.3	\$ 1,109.76
1839 010 003 031	1	39.25	1	39.3	\$ 18,910.32
	0.33	2.24	1	0.7	\$ 356.14
1839 010 003 041	1	53.65	0.97	51.9	\$ 25,008.24
	0.66	17.11	1	11.3	\$ 5,440.68
1839 010 003 051	1	37.39	1	37.4	\$ 18,014.18
1839 010 003 056	1	21.9	0.75	16.4	\$ 7,913.43
1839 010 003 061			1	0.0	\$ -
1839 010 003 062			1	0.0	\$ -
			1	0.0	\$ -
Thorah Side Road			3	0.0	\$ -
1839 010 003 064			0.75	0.0	\$ -
TOTAL		250		223	\$ 107,253.52
					\$ 481.79 per hectare equivalent area

Adjoining Lands- Benefit Assessment						
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Length Factor	Factored Eq. Area	Cost
1839 010 003 058	1	4.82	0.75	0.06	0.21	\$ 204.11
1839 010 003 061	0.66	7.72	1	0.38	2.94	\$ 2,797.45
	0.33	36.78	1	0.94	22.84	\$ 21,745.34
1839 010 003 062	0.33	4.04	1	0.94	1.25	\$ 1,194.28
Thorah Side Road	1	0.6	3	0.51	0.92	\$ 872.20
TOTALS		53.96		2.83	28.16	\$ 26,813.38

Main Drain Section 1 ASSESSMENT BREAKDOWN

Main Drain- Section 1 (Station 0+000 to 0+193) (193 m)					
No.	Item	Estimated Quantity	Unit	Unit Price	Item Total
1	Clearing and Grubbing	0	ha	\$ 10,000.00	\$ -
2	Earth Excavation	198	m3	\$ 8.00	\$ 1,584.00
3	Levelling of spoils (additional to excavation costs)	198	m3	\$ 2.00	\$ 396.00
4	Seeding and lawn restoration	3800	m2	\$ 1.00	\$ 3,800.00
5	Remove and Salvage Decks, work around bridge	1	L.S.	\$ 500.00	\$ 500.00
6	7.5m- 1200 mm dia. esp. supplied and installed, c/w replacement of asphalt walkway	1	Ea	\$ 8,000.00	\$ 8,000.00
7	Allowance (Section 29- Right of Way- Permanent) Roll# 003-064	0.057	ha.	\$ 22,500.00	\$ 1,282.50
8	Allowance (Section 29- Right of Way- Periodic) Roll#003-064	190	m	\$ 0.90	\$ 171.00
9	Portion of Engineering	0.15	L.S.	\$ 62,500.00	\$ 9,375.00
10	Portion of General Items	0.1	L.S.	\$ 30,000.00	\$ 3,000.00
Subtotal - Main Drain Section 1:					\$ 28,108.50

Total section length 193 m

Special Benefit			
Roll #	Item	Portion of Cost	Cost
			\$ -
TOTAL			\$ -

Remaining costs split between Adjoining Land and Upstream Land			Cost
Adjoining Lands/Benefit Assessment	5%	\$	1,405.43
Upstream Lands/Outlet Assessment	95%	\$	26,703.08

Upstream Lands- Outlet Assessment					
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Eq. Area (ha.)	Cost
1839 010 003 021-1	1	0.24	1	0.2	\$ 23.40
1839 010 003 021	0.66	2.5	1	1.7	\$ 160.88
	1	3.39	1	3.4	\$ 330.54
1839 010 003 026	1	33.22	0.96	32.0	\$ 3,117.25
	0.33	6.90	1	2.3	\$ 222.02
1839 010 003 036	1	25.58	0.93	23.8	\$ 2,318.68
	0.33	6.98	1	2.3	\$ 224.59
1839 010 003 031	1	39.25	1	39.3	\$ 3,827.09
	0.33	2.24	1	0.7	\$ 72.08
1839 010 003 041	1	53.65	0.97	51.9	\$ 5,061.20
	0.66	17.11	1	11.3	\$ 1,101.09
1839 010 003 051	1	37.39	1	37.4	\$ 3,645.73
1839 010 003 056	1	26.72	0.75	20.0	\$ 1,954.01
1839 010 003 061	1	7.72	1	7.7	\$ 752.74
1839 010 003 062	1	36.78	1	36.8	\$ 3,586.25
	0.33	4.04	1	1.3	\$ 129.99
Thorah Side Road	1	0.6	3	1.8	\$ 175.51
1839 010 003 064			0.75	0.0	\$ -
TOTAL		304		274	\$ 26,703.08
					\$ 97.51 per hectare equivalent area

Adjoining Lands- Benefit Assessment						
Roll #	Flow Factor	Area (ha.)	Land Use Factor	Eq. Area (ha.)	Length Factor	Cost
Thorah Side Road	1	0.78	3.00	2.34	1	\$ 417.61
1839 010 003 064	1	7.38	0.75	5.54	1	\$ 987.81
TOTALS		8.16		7.88		\$ 1,405.43

YATES DRAIN- SCHEDULE A- SCHEDULE OF ASSESSMENTS (PAGE 1- CLOSED DRAIN)

Branch				Clark Branch A			Clark Branch A			Clark Branch B			Clark Branch B			Clark Branch B			Thabor Branch Drain		
Section				Section 2			Section 1			Section 3			Section 2			Section 1			Section 1		
Station				20+382 to 20+699			20+000 to 20+382			16+233 to 16+465			15-960 to 16+233			15+000 to 15+960			15+000 to 15+400		
Length				317			382			232			273			960			400		
Diameter/Cross Section				150mm dia pipe			300 mm dia pipe			150 mm dia pipe			300mm dia pipe			300mm dia pipe			300mm dia pipe		
Construction Cost				\$ -			\$ -			\$ -			\$ -			\$ -			\$ -		
Allowances				\$ -			\$ -			\$ -			\$ -			\$ -			\$ -		
Engineering Cost				\$ 1,250.00			\$ 1,250.00			\$ 1,250.00			\$ 1,250.00			\$ 1,250.00			\$ 1,250.00		
Total Section Cost				\$ 1,250.00			\$ 1,250.00			\$ 1,250.00			\$ 1,250.00			\$ 1,250.00			\$ 1,250.00		
Roll #	Owner	Area (ha)	Flow Type	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit
1839 010 003 021-1	B Clark	0.24	All Flow																		
1839 010 003 021	B&K Clark	2.5	Surface Only																		
		3.39	All Flow																		
1839 010 003 026	K Clark	33.22	All Flow												\$ 937.50		\$ 959.91				
		6.90	Subsurface Only																		
1839 010 003 036	B&K Clark	25.58	All Flow			\$ 1,250.00		\$ 625.00				\$ 1,250.00		\$ 312.50			\$ 165.09				
		6.98	Subsurface Only																		
1839 010 003 031	Thabor Farms Ltd	39.25	All Flow														\$ 125.00		\$ 1,250.00		
		2.24	Subsurface Only																		
1839 010 003 041	Yates	64.63	All Flow						\$ 625.00								\$ -				\$ -
		6.13	All Flow														\$ -				\$ -
1839 010 003 051	Yang/Xu	37.39	All Flow																		
1839 010 003 056	Knezevic	26.72	All Flow																		
1839 010 003 061	Jackson	7.72	All Flow																		
1839 010 003 062	Kea	36.78	All Flow																		
		4.04	Subsurface Only																		
Thorah Side Road	Thorah Side Road	1.38	All Flow																		
1839 010 003 064	Kozhevnikova	7.38	All Flow																		
				\$ -	\$ -	\$ 1,250.00	\$ -	\$ 625.00	\$ 625.00	\$ -	\$ -	\$ 1,250.00	\$ -	\$ 312.50	\$ 937.50	\$ -	\$ 1,125.00	\$ 125.00	\$ -	\$ 1,250.00	\$ -

YATES DRAIN- SCHEDULE A- SCHEDULE OF ASSESSMENTS (PAGE 2- OPEN DRAIN)																		
Branch				Main Drain			Main Drain			Jackson Branch Drain			Main Drain			Main Drain		
Section				Section 4			Section 3			Full			Section 2			Section 1		
Station				2+030 to 2+323			1+340 to 2+030			5+000 to 5+560			0+210 to 1+340			0+000 to 0+190		
Length				293			690			560			1128			190		
Diameter/Cross Section				1.0 m bottom, 2:1 sides			1.2 m bottom, 2:1 sides			0.9 m bottom, 2:1 sides			1.0-1.5 m bottom, 2:1 side slopes			1.5 m bottom, 3:1 side slopes		
Construction Cost				\$ -			\$ 29,340.00			\$ 17,840.00			\$ 105,214.00			\$ 17,280.00		
Allowances				\$ 1,582.20			\$ 5,278.50			\$ 3,490.67			\$ 23,227.90			\$ 1,453.50		
Engineering Cost				\$ 6,250.00			\$ 9,375.00			\$ 9,375.00			\$ 20,625.00			\$ 9,375.00		
Total Section Cost				\$ 7,832.20			\$ 43,993.50			\$ 30,705.67			\$ 149,066.90			\$ 28,108.50		
Roll #	Owner	Area (ha)	Flow Type	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit	Special Benefit	Upstream Outlet	Benefit
1839 010 003 021-1	B Clark	0.24	All Flow		\$ 10.68			\$ 46.90						\$ 115.63			\$ 23.40	
1839 010 003 021	B&K Clark	2.5	Surface Only		\$ 73.43			\$ 322.44						\$ 794.96			\$ 160.88	
		3.39	All Flow		\$ 150.86			\$ 662.46						\$ 1,633.27			\$ 330.54	
1839 010 003 026	K Clark	33.22	All Flow		\$ 1,422.71			\$ 6,247.48						\$ 15,402.87			\$ 3,117.25	
		6.90	Subsurface Only		\$ 101.33			\$ 444.96						\$ 1,097.04			\$ 222.02	
1839 010 003 036	B&K Clark	25.58	All Flow		\$ 1,058.24			\$ 4,647.01						\$ 11,457.00			\$ 2,318.68	
		6.98	Subsurface Only		\$ 102.50			\$ 450.12						\$ 1,109.76			\$ 224.59	
1839 010 003 031	Thabor Farms Ltd	39.25	All Flow		\$ 1,746.68			\$ 7,670.11						\$ 18,910.32			\$ 3,827.09	
		2.24	Subsurface Only		\$ 32.90			\$ 144.45						\$ 356.14			\$ 72.08	
1839 010 003 041	Yates	64.63	All Flow			\$ 3,000.85		\$ 8,984.48			\$ 2,240.80			\$ 25,008.24			\$ 5,061.20	
		6.13	All Flow			\$ 132.03		\$ 395.31			\$ 829.77			\$ 5,440.68			\$ 1,101.09	
1839 010 003 051	Yang/Xu	37.39	All Flow					\$ 779.71			\$ -	\$ 16,061.86		\$ 18,014.18			\$ 3,645.73	
1839 010 003 056	Knezevic	26.72	All Flow						\$ 13,198.05				\$ 7,913.43	\$ 204.11			\$ 1,954.01	
1839 010 003 061	Jackson	7.72	All Flow								\$ 11,573.24	\$ -	\$ -	\$ 2,797.45			\$ 752.74	
1839 010 003 062	Kea	36.78	All Flow										\$ -	\$ -	\$ 21,745.34		\$ 3,586.25	
		4.04	Subsurface Only										\$ -	\$ -	\$ 1,194.28		\$ 129.99	
Thorah Side Road	Thorah Side Road	1.38	All Flow									\$ 15,000.00		\$ 872.20		\$ 175.51	\$ 417.61	
1839 010 003 064	Kozhevnikova	7.38	All Flow													\$ -	\$ 987.81	
				\$ -	\$ 4,699.32	\$ 3,132.88	\$ -	\$ 30,795.45	\$ 13,198.05	\$ -	\$ 3,070.57	\$ 27,635.10	\$ 15,000.00	\$ 107,253.52	\$ 26,813.38	\$ -	\$ 26,703.08	\$ 1,405.43

YATES DRAIN- SCHEDULE A- SCHEDULE OF ASSESSMENTS (PAGE 3- SUMMARY)

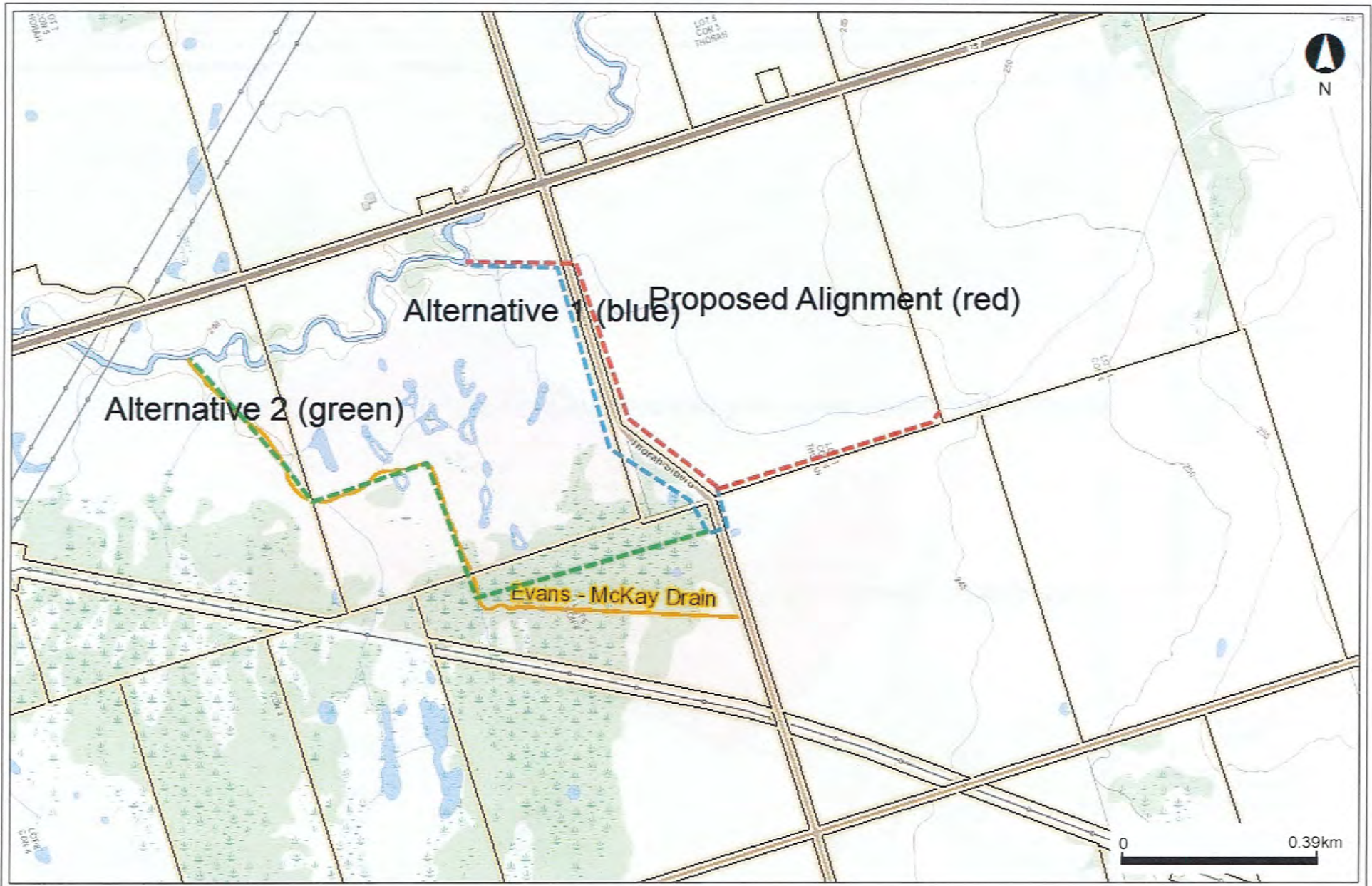
Roll #	Owner	Area (sq)	Flow Type	Special Benefit	Outlet	Benefit	TOTAL Assessment	Allowances	Net Assessment
				(Total Property)	(Total Property)	(Total Property)	(Total Property)	(Total Property)	(Total Property)
1839 010 003 021-1	B Clark	0.24	All Flow	\$ -	\$ 196.61	\$ -	\$ 196.61	\$ -	\$ 196.61
1839 010 003 021	B&K Clark	2.5	Surface Only	\$ -	\$ 4,128.84	\$ -	\$ 4,128.84	\$ -	\$ 4,128.84
		3.39	All Flow						
1839 010 003 026	K Clark	33.22	All Flow	\$ -	\$ 29,015.58	\$ 937.50	\$ 29,953.08	\$ -	\$ 29,953.08
		6.90	Subsurface Only						
1839 010 003 036	B&K Clark	25.58	All Flow	\$ -	\$ 22,470.51	\$ 2,500.00	\$ 24,970.51	\$ -	\$ 24,970.51
		6.98	Subsurface Only						
1839 010 003 031	Thabor Farms Ltd	39.25	All Flow	\$ -	\$ 34,009.76	\$ 125.00	\$ 34,134.76	\$ -	\$ 34,134.76
		2.24	Subsurface Only						
1839 010 003 041	Yates	64.63	All Flow	\$ -	\$ 49,061.56	\$ 3,757.88	\$ 52,819.44	\$ 1,582.20	\$ 51,237.24
		6.13	All Flow						
1839 010 003 051	Yang/Xu	37.39	All Flow	\$ -	\$ 22,439.63	\$ 16,061.86	\$ 38,501.49	\$ -	\$ 38,501.49
1839 010 003 056	Knezevic	26.72	All Flow	\$ -	\$ 9,867.44	\$ 13,402.16	\$ 23,269.59	\$ 6,017.18	\$ 17,252.42
1839 010 003 061	Jackson	7.72	All Flow	\$ -	\$ 752.74	\$ 14,370.70	\$ 15,123.44	\$ 8,897.92	\$ 6,225.52
1839 010 003 062	Kea	36.78	All Flow	\$ -	\$ 3,716.25	\$ 22,939.61	\$ 26,655.86	\$ 17,081.98	\$ 9,573.89
		4.04	Subsurface Only						
Thorah Side Road	Thorah Side Road	1.38	All Flow	\$ 15,000.00	\$ 175.51	\$ 1,289.81	\$ 16,465.32		\$ 16,465.32
1839 010 003 064	Kozhevnikova	7.38	All Flow	\$ -	\$ -	\$ 987.81	\$ 987.81	\$ 1,453.50	\$ -465.69
					\$ 175,834.43	\$ 76,372.34	\$ 267,206.77	\$ 35,032.77	\$ 232,174.00

[illegible]

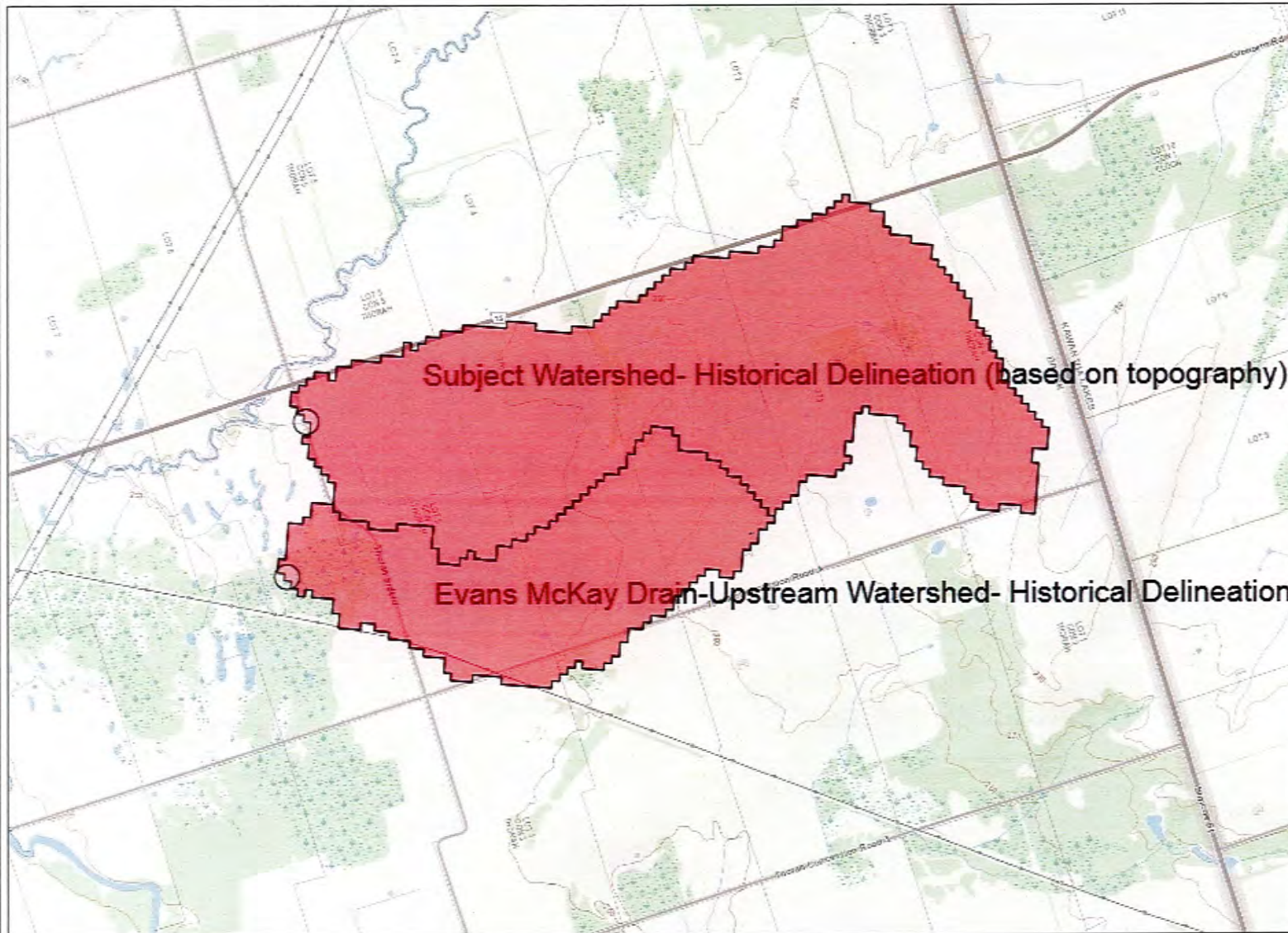
APPENDIX E

Supplemental Maps and Sketches
















Yates Drain- Alternative Assessment Sketches



This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) shall not be liable in any way for the use or any information on this map. of, or reliance upon, this map.



Legend

-  Assessment Parcel
-  Secondary Watershed
-  Tertiary Watersheds
-  Great Lakes - St. Lawrence Basin
-  Hudson - James Bay Basin
-  Nelson River Basin
-  Diversion
-  Waterbody Outlet
-  Conservation Authority Dam
-  Provincial Dam
-  Federal Dam
-  OPG Dam
-  Other Dam
-  HYDAT Gauge
-  HYDAT Gauge (RHSN)

Land Cover Compilation

-  Other
-  Cloud/Shadow
-  Clear Open Water
-  Turbid Water
-  Shoreline
-  Mudflats
-  Marsh
-  Swamp
-  Fen
-  Bog
-  Heath
-  Sparse Treed
-  Treed Upland
-  Deciduous Treed
-  Mixed Treed
-  Coniferous Treed
-  Plantations - Treed Cultivated
-  Hedge Rows
-  Disturbance
-  Open Cliff and Talus
-  Alvar
-  Sand Barren and Dune
-  Open Tallgrass Prairie
-  Tallgrass Savannah
-  Tallgrass Woodland
-  Sand/Gravel/Mine
-  Tailings Extraction
-  Bedrock
-  Community/Infrastructure
-  Agriculture and Undifferentiated Rural Land Use

1.3 0 km 0.63 1.3

Scale: 1 : 24,808

Projection: Web Mercator



The Ontario Ministry of Natural Resources and Forestry shall not be liable in any way for the use of, or reliance upon, this map or any information on this map. This map should not be used for: navigation, a plan of survey, routes, nor locations.

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Date:	14/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - PWFP - Consent
Copies to:	Craig, Alicia, Website

Beaverton Thorah Health Centre Board

Date: Monday, June 29, 2020

Time: 5:00 p.m.

Location: Microsoft Teams

Minutes

Present: Brett Bloxam, Terry Clayton, Ward 2 Councillor Claire Doble, Karen Hakonson, Linda Holms, Ward 1 Councillor Mike Jubb

Absent: George Ranich, Mary Antalok,

Staff: Becky Jamieson - Clerk, Stefanie Stickwood - Receptionist (recording the minutes)
Craig Belfry – Facilities Coordinator

1. Call to Order – Mr. Terry Clayton, Chair

Chair Clayton called the meeting to order at 5:04 p.m.

- Declaration of Pecuniary Interest

There were no declarations of pecuniary interests.

2. Confirmation of Minutes

A) February 25, 2020

➡ Moved by Ms. Linda Holms, Seconded by Ward 2 Councillor Claire Doble, that the February 25, 2020 minutes of the Beaverton Thorah Health Centre be approved.

Motion Carried.

3. General Items

A) Dr. Laudanski

It was noted that a letter was received from Dr. Laudanski informing of his upcoming retirement in November 2020.

It was confirmed that Dr. Laudanski was notifying patients of his upcoming retirement.

The Ward 1 Councillor Mike Jubb, inquired if there was funding within the budget for doctor recruitment. The Clerk responded the Community Health Centre had applied for funding.

A motion was passed to have a letter of support from the Community Health Centre for a health care provider for the Beaverton Torah Medical Centre.

➡ Moved by Ms. Karen Hakonson, Seconded by Ward 2 Councillor Clare Doble.

Motion Carried.

A second motion was passed to work on a high-level doctor recruitment strategy.

➡ Moved by Mr. Brett Bloxam, Seconded by Ms. Linda Holms.

Motion Carried.

B) COVID-19 Protocols

The Clerk introduced the new Facilities Coordinator Mr. Craig Belfry. The Clerk brought forward concerns from the Community Health Centre that the Township ensures the proper screening and signage be present within the building now that more tenants are welcoming patients back into the Medical Centre.

The Facilities Coordinator informed the group that himself, the Work's Director and Fire Chief had met with the tenants and were assisting with rearranging furniture within the common space to provide six feet distance, as well as other COVID measures.

There was concern with the common touch areas within the building and it being the responsibility of the landlord.

The Clerk advised these concerns had been brought forward to the Township's Emergency Control Group and staff were in the process of working with the Community Health Centre and the tenants within the Medical Centre.

4. Other Items & Inquiries

A) Public Questions and Clarification

There was no public attendance.

5. Adjournment

➡ Moved by Ms. Karen Hakonson, that the Committee adjourn at 4:56 p.m.

Motion Carried.



Date:	14/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - PWF - Consent
Copies to:	

The Corporation of the Township of Brock

Public Works Department

Facilities Co-ordinator to Committee of the Whole

Report: 2020-PWF-11

Date: Monday, October 19, 2020

Subject

Rick MacLeish Memorial Community Centre Arena Roof Repair

Recommendation

That staff report No. 2020-PWF-11, Rick MacLeish Memorial Community Centre Arena Roof Repair be received for information.

Attachments

NIL

Background

The purpose of this report is to provide an update to Council on the status of the roof repair on the arena portion of the Rick MacLeish Memorial Community Centre.

Discussion

On Monday June 22, 2020 through staff report No. 2020-CO-17, Cannington Arena Outer Structure Removal Feasibility, staff provided a response to Council Resolution Number 15-4, March 2, 2020 on the feasibility of removing the outer structure of the Cannington Arena portion of the Rick MacLeish Memorial Community Centre leaving an intact ice surface for outdoor use, and further on the type and amount of maintenance required for a natural or artificial ice surface.

At that time, it was determined to move forward, and look at repair options for the arena portion of the community centre. Previously, in early 2019 staff engaged Tatham Engineering Limited to develop specifications, costing, and bid packages for the full replacement of the arena roof. Tatham had developed specifications for the roof replacement but had not yet progressed to the bid portion of the project.

In consultation with staff on July 14, 2020, Tatham did a further visual inspection of the roof to investigate the infestation issue that has been developing. Although there were signs of infestation, no visual structural damage could be seen, therefore it is assumed the infestation is occurring within the roof assembly and/or on the top side of the decking.

The indication is that the damage is likely not extensive and does not appear to be affecting the structural capacity of the framing members supporting the roof. Tatham is recommending that in order to determine the exact location and extent of the damage, a destructive investigation would be required involving removal of the roofing materials in the area where the damage is occurring, and close visual examination from the top side of the decking. This could be completed in conjunction with the roof replacement or prior to a repair.

Roofing Options

The building has ongoing roof leakage at various locations throughout the rink, indicating the metal roofing and waterproofing layer are compromised. In order to repair the leakage Tatham is recommending either of the following options:

- a) Proceed with the originally planned re-roofing project. Replacement would involve the removal of the roofing materials down to the wood deck, inspection and repair of the wood deck as required, placement of a waterproofing layer, placement of strapping, and installation of a new metal roof. The estimated cost of this option is \$500,000. This would be a suitable long-term solution of approximately 20 to 25 years.
- b) Repair the roofing by applying an elastomeric protective coating. This would involve cleaning and localized repair to the metal roofing, and placement of the coating overtop of the existing metal. The area of rood decking experiencing insect damage could be repaired in conjunction with this project. This is an adequate short-term solution and would likely resolve the leakage for a period of five to ten years. It is recommended the Township carry a budget of \$100,000 for this option.

It is recommended that an intrusive investigation be completed to firmly identify the extent of the insect damage, either before or during the roofing repair project in the next six to twelve months.

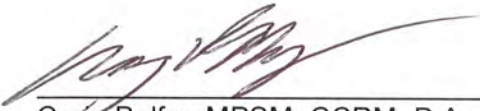
Financial

In 2019, the Township of Brock Capital Budget allocated \$200,000 to the replacement of the Rick MacLeish Memorial Community Centre arena roof from the arena reserve fund.

Conclusion

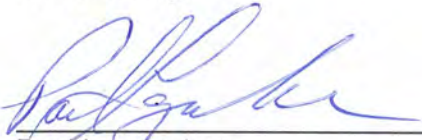
On the basis of the foregoing review, it is recommended that staff report, No. 2020-CO-47, Rick MacLeish Memorial Community Centre Arena Roof Repair be received for information.

Respectfully submitted,



Craig Belfry, MPSM, CCRM, B.A.
Facilities Co-ordinator

Reviewed by,



Paul Lagrandeur
Director of Public Works

Building, Planning & Economic Development Committee

File: OPA 2020-002**Date of Decision:** September 30, 2020**Related File(s):** none**Date of Notice:** October 2, 2020**Subject Lands:** C1565 Concession Road 1, Part of Lot 9, Concession 1, in the former Township of Thorah, in the Township of Brock**Last Date of Appeal:** October 22, 2020

Date:	05/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - BPED - Consent
Copies to:	Debbie V.

THE REGIONAL MUNICIPALITY OF DURHAM

NOTICE OF ADOPTION

With Respect to Amendment #179 to the Durham Regional Official Plan Section 17(23) of the Planning Act

Purpose and Effect of the Requested Official Plan Amendment

The purpose and effect of this Amendment is to permit the severance of a residential dwelling rendered surplus as a result of the consolidation of non-abutting farm parcels on lands designated "Prime Agricultural Areas," in the Township of Brock.

The Amendment and background materials are available for inspection at the Regional Planning and Economic Development Department, Regional Municipality of Durham, 605 Rossland Road East, Fourth Floor, P.O. Box 623, Whitby, Ontario, Monday to Friday between 8:00 a.m. and 5:00 p.m.

Related Planning Act Files: None

Written and Oral Submissions

Public consultation on the application was undertaken in accordance with the requirements of the Planning Act. The Region received telephone inquiry on the application. All comments were given full consideration. Further details regarding how public input was considered is available in Commissioner's Report #2020-P-8 and the Planning and Economic Development Committee Meeting minutes, dated June 2, 2020, and Commissioner's Report #2020-P-17 dated September 8, 2020.

Decision of Regional Council

The Council of the Regional Municipality of Durham adopted Amendment #179 to the Durham Regional Official Plan by By-law #36-2020, on September 30, 2020.

When and How to File a Notice of Appeal

The last day for filing a notice of appeal is **October 22, 2020**. Notice to appeal the decision to the Local Planning Appeal Tribunal must:

- i) be filed with the Regional Clerk at the following address:

Ralph Walton, Regional Clerk
The Regional Municipality of Durham
Corporate Services Department – Legislative Services Division
605 Rossland Road East, Level 1
P.O. Box 623
Whitby, ON L1N 6A3
- ii) set out the reasons for the appeal, and the specific part of the proposed official plan or plan amendment to which the appeal applies; and
- iii) be accompanied by the fee of \$1,100 in the form of a certified cheque or money order payable to the Minister of Finance, as required by the Local Planning Appeal Tribunal.

This proposed Official Plan Amendment is exempt from approval by the Minister of Municipal Affairs and Housing. The decision of the Council of the Regional Municipality of Durham is final if a notice of appeal is not received on or before the last day for filing a notice of appeal.

Only individuals, corporations or public bodies may appeal a decision of the municipality to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to Council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.



Regional Clerk

Amendment #179 to the Durham Regional Official Plan

Purpose and Effect: The purpose and effect of this Amendment is to permit the severance of a dwelling rendered surplus to a farming operation as a result of the consolidation of non-abutting farm parcels on lands designated "Prime Agricultural Areas," in the Township of Brock.

Location: The subject site is located on the north side of Concession Road 1 in the Township of Brock. The site is legally described as C1565 Concession Road 1, Part of Lot 9, Concession 1, in the former Township of Thorah, in the Township of Brock.

Basis: The subject site has been consolidated with other non-abutting farm parcels owned by the applicant. The residential dwelling on the subject site is not required by, and is surplus to, the farm operation. This amendment conforms to the Durham Regional Official Plan, the Greenbelt Plan, and the Growth Plan for the Greater Golden Horseshoe and is consistent with the Provincial Policy Statement.

Amendment: The Durham Regional Official Plan is hereby amended by adding the following policy exception to Section 9A.3.2:
"9A.3.2 yy) A surplus dwelling is severed from the parcel identified as Assessment No.: 18-39-030-004-06600 located in Part of Lot 9, Concession 1, in the Township of Brock, subject to the inclusion of provisions in the zoning by-law to prohibit further severances and the construction of any dwelling on the retained parcel."

Implementation: The provisions set forth in the Durham Regional Official Plan regarding the implementation of the Plan shall apply in regard to the Amendment.

Interpretation: The provisions set forth in the Durham Regional Official Plan regarding the interpretation of the Plan shall apply in regard to this Amendment.

File: OPA 2020-001

Related File(s): 2-2020-RA

Date of Decision: September 30, 2020

Subject Lands: 396 Cameron Street East Part of Lot 23 Concession 12, in the former Township of Brock, Township of Brock

Date of Notice: October 2, 2020

Last Date of Appeal: October 22, 2020

Date:	05/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - BPED - Consent
Copies to:	Debbie V.

THE REGIONAL MUNICIPALITY OF DURHAM

NOTICE OF ADOPTION

With Respect to Amendment #180 to the Durham Regional Official Plan Section 17(23) of the Planning Act

Purpose and Effect of the Requested Official Plan Amendment

The purpose and effect of this Amendment is to permit the severance of a dwelling rendered surplus to a farming operation as a result of the consolidation of non-abutting farm parcels on lands designated "Prime Agricultural Areas," in the Township of Brock.

The Amendment and background materials are available for inspection at the Regional Planning and Economic Development Department, Regional Municipality of Durham, 605 Rossland Road East, Fourth Floor, P.O. Box 623, Whitby, Ontario, Monday to Friday between 8:00 a.m. and 5:00 p.m.

Related Planning Act Files: 2-2020-RA

Written and Oral Submissions

Public consultation on the application was undertaken in accordance with the requirements of the Planning Act. The Region received telephone inquiry on the application. All comments were given full consideration. Further details regarding how public input was considered is available in Commissioner's Report #2020-P-7 and the Planning and Economic Development Committee Meeting minutes, dated June 2, 2020, and Commissioner's Report #2020-P-16 dated September 8, 2020.

Decision of Regional Council

The Council of the Regional Municipality of Durham adopted Amendment #180 to the Durham Regional Official Plan by By-law #37-2020, on September 30, 2020.

When and How to File a Notice of Appeal

The last day for filing a notice of appeal is **October 22, 2020**. Notice to appeal the decision to the Local Planning Appeal Tribunal must:

- i) be filed with the Regional Clerk at the following address:

Ralph Walton, Regional Clerk
The Regional Municipality of Durham
Corporate Services Department – Legislative Services Division
605 Rossland Road East, Level 1
P.O. Box 623
Whitby, ON L1N 6A3
- ii) set out the reasons for the appeal, and the specific part of the proposed official plan or plan amendment to which the appeal applies; and
- iii) be accompanied by the fee of \$1,100 in the form of a certified cheque or money order payable to the Minister of Finance, as required by the Local Planning Appeal Tribunal.

This proposed Official Plan Amendment is exempt from approval by the Minister of Municipal Affairs and Housing. The decision of the Council of the Regional Municipality of Durham is final if a notice of appeal is not received on or before the last day for filing a notice of appeal.

Only individuals, corporations or public bodies may appeal a decision of the municipality to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the plan was adopted, the person or public body made oral submissions at a public meeting or written submissions to Council or, in the opinion of the Local Planning Appeal Tribunal, there are reasonable grounds to add the person or public body as a party.



Regional Clerk

Amendment #180 to the Durham Regional Official Plan

Purpose and Effect: The purpose and effect of this Amendment is to permit the severance of a dwelling rendered surplus to a farming operation as a result of the consolidation of non-abutting farm parcels on lands designated "Prime Agricultural Areas," in the Township of Brock.

Location: The subject site is located at 396 Cameron Street East, in the Township of Brock. The property is legally described as Part Lot 23, Concession 12 (former Township of Brock) in the Township of Brock.

Basis: The subject site has been consolidated with other non-abutting farm parcels owned by the applicant. The residential dwelling on the subject site is not required by, and is surplus to, the farm operation. This amendment conforms to the Durham Regional Official Plan, the Greenbelt Plan, and the Growth Plan for the Greater Golden Horseshoe and is consistent with the Provincial Policy Statement.

Amendment: The Durham Regional Official Plan is hereby amended by adding the following policy exception to Section 9A.3.2:
"9A.3.2 zz) A surplus dwelling is severed from the parcel identified as Assessment No. 18-39-030-009-13600 and 18-39-030-003-20800 located in Part of Lot 23 Concession 12, in the Township of Brock, subject to the inclusion of provisions in the zoning by-law to prohibit further severances and the construction of any dwelling on the retained parcel."

Implementation: The provisions set forth in the Durham Regional Official Plan regarding the implementation of the Plan shall apply in regard to the Amendment.

Interpretation: The provisions set forth in the Durham Regional Official Plan regarding the interpretation of the Plan shall apply in regard to this Amendment.

Lesley Donnelly

Subject: FW: Durham Celebrate Agriculture Awards request for nominations
Attachments: 2020 Nomination Form Final.docx

Date:	08/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - BPED - Consent
Copies to:	

From: Puterbough, Carolyn (OMAFRA) <Carolyn.Puterbough@ontario.ca>
Sent: October 7, 2020 11:55 AM
To: info@durhamfarmconnections.ca
Subject: Durham Celebrate Agriculture Awards request for nominations

Please find the following request sent on behalf of Durham Farm Connections.

Durham Farm Connections is looking for nominations for the Celebrate Agriculture awards and are reaching out to elected officials, municipalities and business organizations to ask that they consider submitting a nomination by October 20th.

The Celebrate Agriculture Awards recognize excellence in Durham Region's agriculture industry and within in our community. All nominees must reside and/or operate a business in Durham Region. Please nominate a worthy recipient in one of the following categories;

Family Farm Award- Designed to acknowledge an intergenerational farm family with a history of progressive achievements and community service.

Spirit of Agriculture Award— Celebrates the contributions of individuals, voluntary groups, organizations or businesses who exhibit the Spirit of Agriculture in supporting and championing the agriculture in Durham Region over the years.

Leadership Award— As a reward for leadership, community involvement and a passion for agriculture this award recognizes a young farmer age 22-39 years. This award includes a monetary component to be used toward further leadership development opportunities.

Thanks again to CIBC, Farm Credit Canada and TD Canada Trust, Port Perry and Agriculture Services who continue their sponsorship for these awards.

If you know of someone or a business or organization who you believe deserves to be recognized in one of these categories, please find a copy attached of the nomination form. To view a list of former winners visit durhamfarmconnections.ca under the Celebrate Agriculture section.

Nomination forms can be returned to Brenda Metcalf at 2574 Concession Road 7, Haydon L1C 5W1 or by email to info@durhamfarmconnections.ca by **October 20, 2020**. Nominations require two letters of support as well as the completed form.

About Durham Farm Connections

Mission: Connecting consumers, farmers, and decision makers with opportunities to enhance knowledge, understanding & appreciation of agriculture and food in Durham Region.

Vision: To be an organization providing collaborative, innovative approaches to agricultural education.

Thank you!

Carolyn

Carolyn Puterbough
Agriculture and Rural Economic Development Advisor
Covering Durham, York, Halton & Peel Regions, City of Kawartha Lakes and County of Peterborough
Business Development Branch
Ontario Ministry of Agriculture, Food and Rural Affairs
Cell: 705-928-0471
Email: carolyn.puterbough@ontario.ca
Website: www.ontario.ca/omafra
Blog: <http://onregionalecdev.com/>

OMAFRA Agricultural Information Contact Centre:

1-877-424-1300 ag.info.omafra@ontario.ca

Please Note: As part of providing [accessible customer service](#), please let me know if you have any accommodation needs or require communication supports or alternate formats.



Celebrate Agriculture Award – 2020 Nomination Form

Durham Region Farm Connections recognizes excellence in our industry and within our community through its Celebrate Agriculture Awards. Individuals and groups are encouraged to make nominations by checking the appropriate award category below, completing the nomination form and submitting it before **October 20, 2020**. Self-nominations are gladly accepted. Please attach any additional information and two letters of support to this nomination form. All nominees must reside and/or operate a business in Durham Region.

Award Winners are chosen only by the information contained in this nomination form and the two Letters of Support.

Nominator Name: _____

Phone: _____ Email: _____

I/we would like to nominate the following individual, farm family, organization or agribusiness for the 2020 Celebrate Agriculture Award.


Name of Nominee: _____


Contact Person: _____


Address: _____

City/Town: _____ Postal Code: _____

Phone: _____ Email: _____

 **Family Farm Award** – Designed to acknowledge an intergenerational farm family with a history of progressive achievements and community service.

 **Spirit of Agriculture Award** – Celebrates the contributions of individuals, voluntary groups, organizations or businesses who exhibit the Spirit of Agriculture in supporting and championing the agriculture in Durham Region over the years.

 **Leadership Award** – As a reward for leadership, community involvement and a passion for agriculture this award recognizes a young farmer age 22-39 years. This award includes a monetary component to be used toward further leadership development opportunities.

Describe what makes this nominee outstanding in their field and why they should be considered for the Celebrate Agriculture Award. _____

Description of the farm/family/individual/group: _____

Community Involvement: _____

Please add extra sheets as needed.

Letters of Support: Please attach two (2) letters of support for the nomination.

Forms can be returned to Brenda Metcalf, 2574 Concession Road 7, Haydon, L1C 5W1

info@durhamfarmconnections.ca 905 263-2250

Application Deadline: September 30, 2020

Tourism, Heritage & Recreation Committee



Date:	05/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - THR - Consent
Copies to:	Craig, Alicia, Website

Sunderland Town Hall Board of Management

Date: Tuesday, February 25, 2020

Time: 9:00 am

Location: Sunderland Town Hall

Minutes

Present: Lynn Campbell, Ann Gordon, Donna Schirle, Dale St. John, Glen Williams, and Interim Director of Works for the Township of Brock, Paul Lagrandeur

Regrets: Denise Wilson, Ralph Maleus

1. Call to Order

Chair Ann Gordon called the meeting to order at 9:00 am

2. Confirmation of Minutes

Dale St. John moved acceptance of the minutes of the January 28 meeting, and this was approved.

4. Correspondence

Nil

5. General Items

UPDATES ON CURRENT PROJECTS:

Main Door Accessibility

Facilities Coordinator Joe Underwood left a letter with a quote from Rivet for a cedar door costing \$1482.76. He pointed out that it would be good to order before March 31/2020 so that the installation work could be done in the good weather. Paul Lagrandeur said that the accessible door would not have to go to tender because the STHB already has many quotes. The consensus was to choose a wooden door. It was noted that a custom-made cedar Madawaska door could be ordered through Rivet, which does the hardware. There was agreement to install the historic original doors inside the building. After a general discussion, Glen Williams made a motion to gather up all of the quotes, and make a final decision at the March 24 meeting. This carried unanimously.

Balcony glass safety barriers

Chair Ann Gordon announced that the balcony glass had been cancelled. There was a discussion about other options to make the balcony safe. The STHB was informed by a previous Facilities Coordinator at it was an insurance issue that the rail needs to be 42" high. Now it is 36". Ann's research shows that other halls and arenas do not meet the 42" height requirement. Having a moveable or permanent barrier 42" high at the stairways only was discussed. Paul will check regarding the requirements of the insurance company, to see what options are available to satisfy liability concerns and if blocking off the stairways only would be adequate protection.

New Rental Form

Ann Gordon sent a copy of the proposed new STH rental forms to Alicia Bagshaw, and she is awaiting feedback. The enhanced rental form has more detail on recycling, garbage removal, general cleaning and tidying, to ensure that the hall is left in the same state it was originally, Ann noted.

Cenotaph Monument Inspection

Dale St. John reported that Dave from Uxbridge Memorial had been out to inspect the cenotaph, but he didn't have an update yet. There is concern about water damage to this 80 year old monument. Glen wondered if some kind of sealant is available. Paul will follow up with Sanderson Monuments who did some restoration work in Beaverton in the past.

Outstanding Maintenance Plan List

1. Chandelier in the balcony
2. Temporary railing needed on both sides of balcony where seating does not exist
3. Slip hazard needs to be addressed before Music Festival on April 14
4. Bathroom fans – repair or replace?
5. Newell posts need to be fixed
6. Answer needed to the question: Is the kitchen door an emergency door?
7. The new bulletin board for the banquet room needs to be installed
8. Joe is to get back to Ralph regarding LED light conversion
9. Paul advised to contact the township if the garbage is not picked up every 2 weeks as is expected.
10. Ann noted that the snow on the fire escape needs to be cleaned, which is supposed to coincide with snow removal on the sidewalks
11. Dale reported the need to fix the old men's toilet which is not functional. This should be done prior to the Music Festival in April.

FINISHED PROJECTS:

The outdoor electrical outlet has been installed. Also, the new flag is up!

REPORT FROM JOE UNDERWOOD TO ANN GORDON:

There is \$10,000 in the 2020 budget to fix the cracks and weather strip the doors. A push mower can be used instead of the lawn tractor to do a better job on the front lawn. There is also \$5,000. in the budget for repairs to the stained-glass window.

ADJOURNMENT: 9:48 a.m. followed by elevator training for board members.

Next meeting: Tuesday, March 24 at 9 a.m.



Date:	14/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - THR - Consent
Copies to:	

Township of Brock Interoffice Memorandum

To: Mayor and Members of Council
From: Lesley Donnelly, Clerk's Assistant
Subject: 2020 Remembrance Day Services
Date: Wednesday, October 14, 2020

Beaverton: Public service cancelled.
Cannington: Public service cancelled.
Sunderland: Public service cancelled.

Approval is requested for the purchase of a wreath for each of the Remembrance Day campaigns.

End of Memorandum

Respectfully submitted,

A blue ink signature of Lesley Donnelly, written in a cursive style, is positioned above a horizontal line.

Lesley Donnelly
Clerk's Assistant

Protection Services Committee



TOWN OF AJAX
65 Harwood Avenue South
Ajax ON L1S 3S9
www.ajax.ca

The Honorable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Date:	08/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - PS - Consent
Copies to:	

Sent by E-Mail

October 7, 2020

Re: Support of ambulatory services at Ajax Pickering Hospital

The following resolution was passed by Ajax Town Council at its special meeting held October 5, 2020:

WHEREAS Ajax Council and the Town of Ajax have been and remain strong supporters of our local Lakeridge Health hospital, and show this support by contributing annually through ongoing financial support totaling \$1.6 million over 10 years, participating in the Mayors' Charity Golf Classic which has raised \$4 million over 25 years, and continued advocacy efforts; and

WHEREAS Council has been advised that Lakeridge Health Corporation, through its regular business planning process, is working with internal members across the Lakeridge Health system to explore new and innovative ways to provide care; and

WHEREAS it is our understanding that one area of focus is the ambulatory care unit (ACU), which plays a critical role in diverting patients from emergency departments and supporting safe, and timely discharges; and

WHEREAS the Bowmanville, Oshawa and Ajax ACU sites are already functioning at 100% capacity and maximum efficiency with waiting lists for priority cases; and

WHEREAS it has been shared that the corporation is considering a 20% reduction to the ambulatory care budget, which would result in a cut of \$625k to the Ajax Pickering Hospital ACU (which represents 67% of the total proposed cut of \$975k), and have a far greater impact on patients, nursing staff and overall hospital care than the total 0.01% savings represented; and

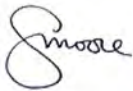
WHEREAS any cuts in resources will have a direct effect on the high volume of patients that are seen and treated every day at the Ajax Pickering Hospital ACU, which provides critical services such as 24/7/365 emergency support, fracture clinics, shoulder clinics and plastic surgery program and specialty services and programs;

THEREFORE BE IT RESOLVED that:

1. Ajax Council reaffirms their unwavering support for the Ajax Pickering Hospital and the doctors that provide quality, timely and compassionate care to residents; and
2. That Ajax Council urges the leadership of Lakeridge Health to reconsider reducing resources at the ambulatory care units, knowing it will have serious consequences; and
3. That Lakeridge Health involve hospital and surgery leads in any discussions regarding service cuts and/or new approaches to care; and
4. That this motion be distributed to Premier Ford, Minister Elliott, all Durham Region MPPs and Durham Region municipalities.

If you require further information please contact me at 905-619-2529 ext. 3347 or sarah.moore@ajax.ca.

Sincerely,

A handwritten signature in cursive script, appearing to read 'S. Moore'.

Sarah Moore
Acting Manager of Legislative Services/Deputy Clerk

Copy: Mayor S. Collier
Regional Councillor M. Crawford
Minister C. Elliott
All Durham Region MPPs
All Durham Region municipalities

E-mail

Please see the attached resolution regarding the above subject matter that was endorsed by the Town of Ajax at our Council meeting held September 21, 2020.

Regards

Premier Ford
doug.fordco@pc.ola.org

Hon. Mark Holland, MP
Mark.Holland@parl.gc.ca

Hon. Rod Phillips, MPP
rod.phillips@pc.ola.org

Region of Durham
Chair@durham.ca

all Durham municipalities

Federation of Canadian Municipalities
info@fcm.ca

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



The Corporation of the Township of Brock

Date:	14/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - PS - Consent
Copies to:	

Clerk's Department

Municipal Clerk & Director of Public Works to Council

Report: 2020-PS-06

Date: Monday, October 19, 2020

Subject

Request for Additional Crossing Guards & Safety Measures around Sunderland & Beaverton Public Schools

Recommendation

That Report 2020-PS-06, Additional Crossing Guards, be received for information, and

That an additional crossing guard be placed at the Rennie & Albert Street intersection until such time as the COVID-19 pandemic is over;

That the cost of the additional crossing guard for 2020 be funded from funds unspent during the school closures earlier this year and incorporated into the 2021 budget; and

Further that staff proceed with a trial of the existing crossing guard at the Mara Road and King Street crossing, who will facilitate crossing students at both the Mara Road (as is currently happening) and at King Street with a subsequent report coming to Council on the trials success.

Attachments

- | | |
|------------------|--|
| Attachment No. 1 | Communication No. 1287 from Ms. Kimberly Underwood – request for additional Crossing Guard at Rennie & Albert Street, Sunderland |
| Attachment No. 2 | Email from Ms. Lauren Kuckyt, Safety Officer, Durham Student Transportation Services – Sunderland PS Resident Request |
| Attachment No. 3 | Email from Mr. Peter Bozanis, Principal Beaverton Public School – Road Safety Concerns around Beaverton Public School |

Background

This document is available in alternate formats upon request.
Please contact the Clerk's Department at 705-432-2355 or clerks@townshipofbrock.ca.

On September 28, 2020, Council considered a request from Ms. Kimberly Underwood, requesting an additional temporary crossing guard at Rennie & Albert Streets in Sunderland, as contained in communication no. 1287. Council at its meeting requested that staff prepare a report on the request as well as consider the need for a crossing guard at Mara Road & Victoria Avenue in Beaverton. In addition, Council requested staff to look at additional safety and traffic calming measures around both schools.

In addition, staff received an email Mr. Peter Bozanis, Principal of Beaverton Public School, as contained in Attachment No. 3, regarding safety concerns and request for improvements.

Discussion

Sunderland Public School – Albert Street

Due to the current COVID-19 pandemic, students at Sunderland Public School are having to utilize the south side entrance of the school due to COVID-19 protocols. There is currently a crossing guard assigned at the north side of the school to assist students in crossing Albert Street onto school property, but due to the requirement of students entering the south side entrance, some students are utilizing the intersection at Rennie & Albert Streets to access to school.

The undersigned spoke with Ms. Noone, Principal at Sunderland Public School to understand why there is an increase in students crossing at the Rennie & Albert Street intersection when there is crossing guard 100 metres north on Albert Street. Ms. Noone explained that due to COVID-19, the school has been divided into zones in which students enter the building. The older children are having to enter at the south side entrance and the younger children the north side entrance which has created an increase in students crossing at the Rennie & Albert Street intersection. While Ms. Noone did acknowledge that there is a crossing guard a 100 metres north of this intersection, the area to funnel students to their zone from the existing crossing guard is very narrow and requires students to walk by the buses creating additional safety concerns.

While the Durham District School Board (DDSB) is not responsible for the placement of crossing guards, they did a review of the school and walking patterns as contained in Attachment No. 2. The DDSB noted that they did not see a high volume of students crossing at this intersection, there were a few observed. They noted that if a crossing guard cannot be accommodated at this location, they provided a few suggestions include a potential 3-way stop and traffic calming measures. Staff reviewed the suggestions and would not recommend a 3-way stop. There are existing "student crossing ahead" signs at both the north and south bound lanes of Albert street by the school. Staff have had "School Ahead" painted on the roadway on both the north and south bound lanes of Albert Street at the school limits. In addition, staff are in the process of painting a yellow centre line on Albert Street from River Street to Thompson Road as well as two white edge lines. This configuration of painting gives a narrow look to the road which is a proven traffic calming measure.

In addition to DDSB's review, Township of Brock by-law staff did a review of this request. On September 30, 2020, Township By-law staff attended the location at bell time (2:55 p.m.). Between bell time and 3:25 p.m., staff observed a total of 39 children crossing

from the school at the Albert & Rennie Street intersection. During this same time, 43 cars passed through the intersection. Staff expressed a concern that on Albert Street cars were parked in the North bound lane waiting to pick their children up from the school and in doing so created a blind spot in which cars traveling north on Albert Street were unable to see children crossing the road until they were at a close distance to the children. In addition to this, prior to bell time, staff parked on the northbound lane on Albert Street South where the speed radar was visible from 2:00 p.m. – 3:00 p.m. During this 30 minute time period, 20 cars passed the school and only 10 of those cars were doing the posted speed limit of 30km/hr. 7 cars travelled between 30km-45km/hr and 3 cars travelled 45km-50km/hr. By-law staff noted that as a temporary measure, a crossing guard at the Rennie & Albert Street intersection would benefit the safety of the children at the public school.

In the interest of safety, staff would recommend that an additional crossing guard be placed at the Rennie & Albert Street intersection until such time as the COVID-19 pandemic is over.

It is important to note that should Council approve this recommendation; the placement of the crossing guard will take some time as an additional guard will need to be hired.

Beaverton Public School

Victoria Street & Mara Road Intersection, Beaverton

On September 30, 2020, the Acting Supervisor of By-law Enforcement & Animal Control Services attended the Victoria Street & Mara Road intersection prior to the end of school to conduct a review of the area. Staff noted that between 2:50 p.m. – 3:50 p.m. a total of 30 kids crossed this intersection. It was further noted that some children use a short cut to cross Victoria Street. In Photo No. 1 (below), between the intersection and the yellow building, there is a laneway from the park across the street from the school. It is a legitimate street with stop signs, and it is used mostly for the back yards of the houses on Mara Road and parking at the park. Staff observed half of the kids crossing the intersection correctly and the other half coming out of the short cut and crossing Victoria Street vertically.

Photo No. 1:



Staff do not believe that an additional crossing guard is warranted at the Victoria Street & Mara Street intersection. However, staff suggest that we work with the school to provide education to students about where to properly cross the intersection and consider additional signage.

King Street

At King Street, "School Ahead" has been painted at both ends of the school limits as contained in Photo No. 2. Staff are in the process of painting a yellow centre line on King Street from Mara Road to Elm Street as well as two white edge lines. This configuration of painting gives a narrow look to the road which is a proven traffic calming measure.

Photo No. 2:



Simcoe & Mill Street Intersection

To improve the safety of children walking to and from school, ladder lines have been painted at the crossing across Simcoe Street and the Simcoe & Mill Street intersection. In addition, the cross walk at Mill Street and the stop bar will be refreshed.

Mara Road & King Street Intersection

Many concerns have been expressed at the Mara Road and King Street intersection. Currently the crossing guard crosses students across Mara Road but not across King Street. Staff are reviewing options to see if the existing crossing guard at this location could cross students across Mara Road and then cross them across King Street. Staff intend to do a trial of this in the coming weeks to see if it will work and help to address some of the safety issues.

Should Council request staff to place additional ladder lines at any cross walk, the cost to do so would be between \$2,000 - \$2,500. Staff have not proceeded to place ladder lines at additional locations as they feel the existing configuration is adequate.

Financial

Crossing guard shifts vary depending on the location but on average they are paid for 2.25 hours per days, 5 days a week for 40 weeks per year equating to a total of 450 hours a year. The hourly rate for crossing guards is \$19.91 per hour. Based on the above, the estimated annual cost for one additional crossing guard would be approximately \$10,400 or under \$3,000 for the balance of 2020. With the schools closing in mid March, the funding budgeted for school crossing guards is significantly under budget for 2020. These unspent funds will more than offset those required to add one crossing guard for the balance of 2020.

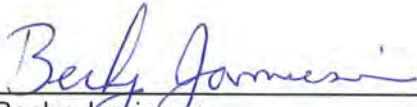
The costs for the line painting that has been completed has been funded through the line painting operating budget.


The Treasurer has been consulted on this report and concurs with the recommendation.

Summary

It is staff's recommendation, that an additional crossing guard be placed at the Rennie & Albert Street intersection until such time as the COVID-19 pandemic emergency end. Further that staff proceed with a trial of the existing crossing guard at the Mara Road and King Street crossing to facilitate crossing students at both Mara Road (as is currently happening) and at King Street with a subsequent report coming to Council on the trials success.

Respectfully submitted,


Becky Jamieson
Municipal Clerk


Paul Lagrandeur
Director of Public Works

Reviewed by,

per/ 
Ralph Walton
Acting Chief Administrative Officer

Lesley Donnelly

From: Kimberley Malcolm <kimberleymalcolm28@gmail.com>
Sent: September 24, 2020 9:21 AM
To: Lynn Campbell; Debbie Bath-Hadden; Brock Clerks
Subject: Crosswalk Albert and Rennie St.

Date:	24/09/2020
Refer to:	Council
Meeting Date:	September 28, 2020
Action:	null
Notes:	Correspondence
Copies to:	

Hello,

First off let us start out by saying that I believe the school and the township to be doing a great job during these uncertain times. We also would like to mention that this letter is in no way a complaint merely a suggestion to help keep all children safe. We are writing today to ask you to consider at your next council meeting a second crosswalk in front of Rennie and Albert streets in front of Sunderland Public School. We believe this would be a temporary fix during these pandemic times.

The facts are that the children have been asked to enter different doors at the school depending on where classes are located to help to keep the kids apart as much as possible in pods. The school has also instituted separate recesses and have created zones on the field behind the school as areas for kids to stay within. Also if you enter the property you wear a mask and try and limit parents on the property. We believe that there is a separate bus drop off younger kids get off last at the north end and older kids or with homerooms/zones in the south get dropped there to help avoid walking through the different zones. These are all excellent ideas to assist in helping the spread of COVID19 and we are thankful for them.

The issue and concern of us and other concerned parents is that using the cross walk already located at the north end of the school for all children creates congestion and then the children are to walk through the zones located at the back of the school but not at any other time of day. At 3pm this creates an unsafe environment for the children to walk through to cross the street. Walking from the south end to the north end of the school means walking through all zones (likely 2 meters is not being kept). Also the most congested area is at the north end of the school with parents teachers and children of younger grades awaiting their children to then cross the road. There is definitely no way to maintain 2 meters at this area. This problem will only become a larger issue in coming weeks when there will be more congestion with more children being dropped and go.

We feel that an intermittent fix to this issue would be to place a second cross walk/guard at the Rennie and Albert st. area so that the children could maintain safe distancing practices on the west sidewalk down to a safe cross at the south end of the school. At 3pm most days there are cars/trucks doing a park and pick up, regular traffic, kids trying to cross and congestion of walking parents at the north door. This issue effects kids who walk from the north west and south of the school. Again we do believe that this is a COVID issue. We are all trying to do our part in keeping the COVID numbers at a minimum and some of these children are only in grade 3. They are trying their best, is there any reason we should not do everything to make their lives easier and above all SAFER?

Thank you

Kim Underwood
 Tammy Bowen
 Tiffany Munro
 April Campbell
 Jen Norton
 Tammy Bowen
 Stewart and Pauline Hunt
 Ashley Hermann

Becky Jamieson

From: LAUREN KUCKYT <lauren.kuckyt@dsts.on.ca>
Sent: September 25, 2020 5:12 PM
To: Becky Jamieson
Cc: LAURA NOONE; JESSICA PEAKE; DREW IMLACH
Subject: Sunderland PS - Resident Request

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Good Morning Becky,

The DDSB was approached by the community who has students attending Sunderland PS, with a request for an additional crossing guard at Rennie St and Albert St. As you are aware there is currently a crossing guard assigned to the north side of the school to assist students in crossing Albert St onto school property, but students are utilizing this closer intersection to access the school.

While the DDSB is not responsible for the placement of the crossing guards, my colleagues and I did a review of the school and student walking patterns. While we did not see a high volume of students crossing at this intersection, there were a few observed. If a crossing guard cannot be accommodated we would suggest the following for the Township's consideration:

1. Without knowing the warrants/gap study requirements, the first suggestion would be to have stop signs installed at the intersection creating a 3-way stop.
2. Traffic calming measures along Albert St
 - a. Signage indicating student crossing ahead
 - b. Line painting on the roadway to promote reduced speeds

Thank you for your consideration,
Lauren

Lauren Kuckyt
Safety Officer
Durham Student Transportation Services (DSTS)
905-666-6360

This email communication is intended as a private communication for the sole use of the primary addressee and those individuals listed for copies in the original message. The information contained in this email is private and confidential and if you are not an intended recipient you are hereby notified that copying, forwarding or other dissemination or distribution of this communication by any means is prohibited. If you are not specifically authorized to receive this email and if you believe that you received it in error please notify the original sender immediately.

Becky Jamieson

From: Michael Jubb
Sent: October 1, 2020 5:31 PM
To: Debbie Bath-Hadden; PETER BOZANIS
Cc: Becky Jamieson
Subject: Re: Road safety around Beaverton Public School

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Thanks for the conversation at the school today Pete. As mentioned, we had a conversation about these areas at council on Monday night. Our staff are currently investigating as we speak and there will be a report forthcoming to council. I will forward this on to our clerk who is dealing with this. I fully agree that these areas need to be looked at and changed. I will update you as this progresses. Mike.

Get [Outlook for Android](#)

From: PETER BOZANIS <peter.bozanis@ddsb.ca>
Sent: Thursday, October 1, 2020 5:12:55 PM
To: Michael Jubb <mjubb@townshipofbrock.ca>; Debbie Bath-Hadden <dbathhadden@townshipofbrock.ca>
Subject: Road safety around Beaverton Public School

Good afternoon Mayor Bath-Hadden and Councilor Jubb,

I wanted to discuss some concerns around road safety around Beaverton Public School.

Last week a grade 4 student was struck by a car crossing Victoria Avenue and Mara Road. A car was turning right from Victoria onto Mara toward the downtown area. The driver watched a family cross in front of her to the north side of Victoria and without looking started to turn and struck our student who was riding their bike just entering the crossing at Victoria in front of the Fish & Chips restaurant. The student was ok and luckily only experienced a couple of scratches and bruises on her legs.

I've spoken with Amanda Spencer, Project Manager Road Safety Group at the Region and we discussed this intersection as well as the intersections at Mara Road and King Street West, and the crossing guard stationed at Simcoe Street and Mill Street.

All of these crossings are routes that our students take daily to and from school. I was hoping the township in cooperation with the region might have some additional "ladder" lines painted at these intersections as well as extending the crossing guards duties at King Street and Mara Road. It would be much safer to have the crossing guard cross students across Mara Road, as well as across King Street (which isn't currently happening). I have had several parents very upset with this crossing as they have almost been hit by traffic from our parents and others in the community turning onto Mara Road from King Street.

If you would like to discuss these concerns, please feel free to give me a call at the school. 705-426-9081
Have a great evening and wonderful rest of the week.

Pete Bozanis
Principal, Beaverton P.S.

Corporate Services Committee



The Regional
Municipality
of Durham

Corporate Services
Department
Legislative Services

605 Rossland Rd. E.
Level 1
PO Box 623
Whitby, ON L1N 6A3
Canada

905-668-7711
1-800-372-1102
Fax: 905-668-9963

durham.ca

Don Beaton, BCom, M.P.A.
Commissioner of Corporate
Services

September 30, 2020

B. Jamieson
Clerk
Township of Brock, P.O. Box 10
1 Cameron St. E.
Cannington ON L0E 1E0

Dear Becky Jamieson:

1343/20

Date:	02/10/2020
Refer to:	Not Applicable
Meeting Date:	October 19, 2020
Action:	null
Notes:	COW - CS - Consent
Copies to:	

RE: Appointment of Risk Management Officials and Risk Management Inspectors as required by the *Clean Water Act, 2006 (2020-W-45)*, Our File: E02

Council of the Region of Durham, at its meeting held on September 30, 2020, adopted the following recommendations of the Works Committee:

- “A) That Regional Council appoint Tavis Nimmo as a Risk Management Official under the *Clean Water Act, 2006, Part IV, Sec. 47(6)*;
- B) That Regional Council appoint Ashley Brettell, Carly Graham and Maureen Blanchet as Risk Management Inspectors under the *Clean Water Act, 2006, Part IV, Sec. 47(6)*;
- C) That the Regional Clerk issue a certificate of appointment bearing the Regional Clerk’s signature to the Risk Management Official and Risk Management Inspectors appointed by Regional Council;
- D) That the necessary by-laws be amended to effect these appointments;
- E) That the Regional Clerk circulate this report to Source Protection Authorities with a request to obtain Section 88 Powers of Entry for Regional staff for the purposes of inspection as defined in the *Clean Water Act, 2006*; and
- F) That the Regional Clerk circulate this report to the Clerks of local municipalities and Chairs of the South Georgian Bay Lake Simcoe, Trent Conservation Coalition and Credit Valley Toronto and Region Central Lake Ontario Source Protection Committees.”

Please find enclosed a copy of Report #2020-W-45 for your information.

Ralph Walton

Ralph Walton,
Regional Clerk/Director of Legislative Services

RW/sp

c: T. Nimmo, Supervisor, Technical Support
S. Siopis, Commissioner of Works

If this information is required in an accessible format, please contact 1-800-372-1102 ext. 3540.



The Regional Municipality of Durham Report

To: Works Committee
 From: Commissioner of Works
 Report: #2020-W-45
 Date: September 9, 2020

Subject:

Appointment of Risk Management Officials and Risk Management Inspectors as required by the *Clean Water Act, 2006*

Recommendation:

That the Works Committee recommends to Regional Council:

- A) That Regional Council appoint Tavis Nimmo as a Risk Management Official under the *Clean Water Act, 2006, Part IV, Sec. 47(6)*;
- B) That Regional Council appoint Ashley Brettell, Carly Graham and Maureen Bianchet as Risk Management Inspectors under the *Clean Water Act, 2006, Part IV, Sec. 47(6)*;
- C) That the Regional Clerk issue a certificate of appointment bearing the Regional Clerk's signature to the Risk Management Official and Risk Management Inspectors appointed by Regional Council;
- D) That the necessary by-laws be amended to effect these appointments;
- E) That the Regional Clerk circulate this report to Source Protection Authorities with a request to obtain Section 88 Powers of Entry for Regional staff for the purposes of inspection as defined in the *Clean Water Act, 2006*; and
- F) That the Regional Clerk circulate this report to the Clerks of local municipalities and Chairs of the South Georgian Bay Lake Simcoe, Trent Conservation Coalition and Credit Valley Toronto and Region Central Lake Ontario Source Protection Committees.

Report:**1. Purpose**

- 1.1 This report requests Regional Council update appointments of the Risk Management Official and Risk Management Inspectors to allow specific Regional staff to undertake monitoring and enforcement responsibilities delegated by the Province to The Regional Municipality of Durham (Region) as a provider of safe drinking water under the Clean Water Act, 2006.

2. Background

- 2.1 The Region is divided into three source protection regions; the Credit Valley, Toronto and Region, Central Lake Ontario Source Protection Region (CTC), the South Georgian Bay Lake Simcoe Source Protection Region (SGBLS) and the Trent Conservation Coalition Source Protection Region (TCC).
- 2.2 The Clean Water Act, 2006, Part IV c. 22, s. 47 (6) requires municipalities to appoint a Risk Management Official and Risk Management Inspectors.
- a. "The council of a municipality that is responsible for the enforcement of this Part shall appoint a risk management official and such risk management inspectors as are necessary for that purpose."
- 2.3 Ontario Regulation 287/07 Section 54 requires that a risk management official and risk management inspectors have the following qualifications:
- a. For the purposes of Section 53 of the Act, a risk management official or risk management inspector has the prescribed qualifications if he or she has, in the preceding five years, successfully completed a course that meets the following criteria:
- The course includes:
- i. a description of the rules governing the preparation of assessment reports, source protection plans, risk management plans and risk assessments;
 - ii. a description of Part IV of the Act;
 - iii. an overview of procedures before the Environmental Review Tribunal; and
 - iv. a description of the prescribed instruments to which subsection 39 (7) of the Act applies and the way in which they regulate activities that could

be identified in a source protection plan as significant drinking water threats.

- b. In the opinion of the Director, the course provides adequate training for a person appointed as a risk management official or risk management inspector under the Act. O. Reg. 246/10, s. 12.

2.4 The Risk Management Official has the responsibilities set out under the Act which include:

- a. Negotiate/establish interim risk management plans and risk management plans;
- b. Evaluate risk assessments;
- c. Issue orders that specify actions to comply;
- d. Issue notices of failure to comply, including fines similar to Provincial offences
- e. Attend Environmental Review Tribunal hearings;
- f. Annual reporting to Source Protection Committees;
- g. Issue notice for complete applications for Building Code and Planning Act permits and approvals; and
- h. Working with neighbouring municipalities on cross-boundary threats.

2.5 The Risk Management Inspectors will have the responsibilities set out under the Act which include:

- a. Conduct inspections to ensure compliance with Risk Management Plans;
- b. Use powers of entry on properties where drinking water health hazard is suspected;
- c. Issue orders that specify actions to comply;
- d. Attend Environmental Review Tribunal hearings; and
- e. Attend inspections with neighbouring municipalities on cross-boundary threats.

2.6 The staff identified in the recommendations to serve as the risk management official and risk management inspectors are currently members of the Works

Department Environmental Services Branch. These staff members have taken the Ministry of the Environment, Conservation and Parks courses required under the *Clean Water Act, 2006*, regulations and have the relevant professional expertise to carry out the risk management function.

3. Conclusion

- 3.1 Risk management approaches specified in Part IV of the Clean Water Act, 2006 are one of the tools used in the implementation of Source Protection Plans. To implement the Source Protection Plan and remain in compliance with the Clean Water Act, 2006, the appointment of the Risk Management Official and Risk Management Inspectors by Regional Council is required.
- 3.2 For additional information, please contact Greg Lymer, Manager of Technical Support at 905-668-7711, extension 3500.

Respectfully submitted,

Original signed by:

Susan Siopis P. Eng.
Commissioner of Works

Recommended for Presentation to Committee

Original signed by:

Elaine C. Baxter-Trahair
Chief Administrative Officer