



Working together with our community

Council Agenda

The Corporation of Norfolk County

February 12, 2019
3:00 p.m.
Council Chambers
2nd Floor County Administration Building
50 Colborne Street South, Simcoe

1. Ceremonial Activities

2. Approval of Agenda/Changes to the Agenda

3. Disclosure of Pecuniary Interest

4. Presentations (3:00 p.m. to 5:00 p.m.)

- A) Responsibilities Under the Statutory Standard of Care - *Safe Drinking Water Act*

5. Consent Items

- A) [Staff Report PW 19-14](#) 5
Re: 2018 Drinking Water Summary Report
- B) [Staff Report PW 19-15](#) 23
Re: Endorsement of the Drinking Water Quality Management Standard

6. Public Meeting/Public Hearings (5:00 p.m.)

- A) [Staff Report PW 19-03](#) 31
Re: Municipal System No. 1 Branch 'D' WCS Report for Consideration by Council
- B) [Staff Report PW 19-04](#) 41
Re: Mills-South Norwich Drain Extension Report for Consideration by Council

7. Deputations (5:30 p.m.)

- A) Mary Weber 55
Re: Motion respecting Hastings Drive, Long Point
- i) Verbal Update County Solicitor
Re: Matters of Litigation
- Pursuant to Sections 239 (2) (e) and (f) of the *Municipal Act 2001*, S.O. 2001, c.25 as the subject matter pertains to matters of litigation and or potential litigation, including matters before administrative tribunals affecting the municipality or local board, advice that is subject to solicitor client privilege including communications necessary for that purpose.
- ii) Motion Respecting Hastings Drive 57

8. Communications

- A) Garfield Eaton 59
Farmers (Agricultural Industry) Seek Tax Relief
- B) Melissa O'Brien, Communication Manager, SWIFT 61
Letter of Support: CRTC Appeal/Federal Government Petition

9. Approval of Minutes

- A) Council Minutes - January 30, 2019 67

10. Reports of Committees

- A) Council-In-Committee Open and Closed Minutes - February 5, 2019 79
- B) Annotated Revised Terms of Reference - Recreation Facilities Advisory Board (Based upon submission provided by RFAB) 87

11. Staff Reports/Discussion Items

- A) Staff Report PW 19-12 91
Re: Removal of Seasonal Load Restrictions
- B) Staff Report PW 19-17 99
Re: Delhi Standpipe - Static Mixer

12. By-Laws

- A) By-Law 2019-13 103
Being a By-Law to Provide for an Interim Tax Levy in 2019.

- B) [By-Law 2019-14](#) 107
Being a By-Law to Authorize an Agreement with Her Majesty the Queen in Right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (Re: Dedicated Gas Tax Funds)
- C) [By-Law 2019-15](#) 109
Being a By-Law to provide for drainage works in The Corporation of Norfolk County for the Mills-South Norwich Drain Extension.
- D) [By-Law 2019-16](#) 111
Being a By-Law to provide for drainage works in The Corporation of Norfolk County for the Municipal System No. 1 Branch 'D' Drain Water Control Structure.

13. Motions

- A) [Motion Respecting Hastings Drive - Mayor Chopp](#) 57
Refer to Item 8 A) iii) above
- B) [Motion to Appoint Council-In-Committee Chairs](#) 113

14. Notices of Motion

15. Other Business

- A) [Action Item List](#) 115

16. Closed Session

- A) ECS Memo
Re: Employee Related Matter

Pursuant to Section 239 (2) b), d), e) and f) of the *Municipal Act, 2001, S.O. 2001, c. 25*, as amended, as the subject matter pertains to personal matters about an identifiable individual including municipal or local board employees, labour relations or employee negotiations, advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

17. Confirming By-Law

- A) [By-Law 2019-17](#) 121
Being a By-Law to Confirm the Proceedings of the Council of Norfolk County at this Council Meeting Held on the 12th Day of February, 2019.

18. Adjournment

Contact Information

Andy Grozelle, County Clerk
Clerks@NorfolkCounty.ca





Working together with our community

Council Meeting – February 12, 2019

Subject: 2018 Drinking Water Summary Report
Report Number: PW 19-14
Division: Public Works
Department: Environmental Services
Purpose: For Information

Executive Summary:

Norfolk County Environmental Services Department is responsible for the operation and maintenance of the County's five municipal drinking water systems. The *Safe Drinking Water Act, 2002*, requires that Municipal Council be provided an annual update on the operation and maintenance of the municipal drinking water systems.

Discussion:

In accordance with the requirements of *Schedule 22 of the Safe Drinking Water Act, 2002*, staff prepared the 2018 Drinking Water Summary Report. This report provides an overview of the upgrades to the drinking water systems, a summary of water quantity and quality issues for each drinking water system, and a listing of any adverse water quality incidents (AWQI) and associated compliance issues. The 2018 Drinking Water Summary Report is for communication to municipal council, and has been provided as Attachment # 1.

In accordance with the requirements of *Section 11 of the Safe Drinking Water Act, 2002*, staff has prepared the 2018 Annual Reports for each of the five (5) municipal drinking water systems. These reports have been prepared and submitted to the Ministry of the Environment, Conservation and Parks (MECP). They are also made available on the County website (www.norfolkcounty.ca) and at the County Administration Offices located in Simcoe, Delhi and Langton by the end of February each year.

During this reporting period, thousands of water samples were analyzed for a wide range of parameters to ensure the safety and integrity of the water Norfolk County supplies to its consumers. Less than 0.032% of these samples exceeded established criteria or Maximum Allowable Concentrations. In these cases, the County is required to implement corrective action and notify the Medical Officer of Health (MOH) and the Ministry of the Environment, Conservation and Parks (MECP) Spills Action Centre. None of these exceedances posed any significant health risk nor jeopardized the safety of the County's water supply. All adverse results recorded during the 2018 reporting

period were handled appropriately and the actions taken by the water works operators restored the water systems to normal operations. Most were considered to be false positive results, as follow up testing produced negative results.

Norfolk County Environmental Services staff has been proactive in ensuring all necessary measures are taken to achieve compliance with all terms and conditions of all governing regulations. With the exception of the non-compliance issues noted in the 2018 Drinking Water Summary Report, Norfolk County is compliant with the terms and conditions of all governing legislation as of December 31, 2018.

The MECP performs inspections of the County's Drinking Water Systems annually. A brief summary of the most recent inspections is provided below:

Drinking Water System	Date	Comment	Inspection Report Rating
Delhi – Courtland DWS	June 21, 2018	No issues	100%
Port Dover DWS	October 4, 2018	No issues	100%
Port Rowan – St Williams DWS	April 11, 2018	No issues	100%
Simcoe DWS	May 14, 2018	No issues	100%
Waterford DWS	August 1, 2018	No Issues	100%

Financial Services Comments:

There are no direct financial implications as this report is for information purposes only. Any costs associated with correcting adverse reports have been minimal and accommodated within the approved 2018 Rate Supported Operating Budget.

Interdepartmental Implications:

Not applicable.

Consultation(s):

Not applicable.

Strategic Plan Linkage:

This report supports the improved essential infrastructure goal by summarizing the upgrades to the drinking water systems, providing a summary of water quantity and quality issues for each drinking water system, and listing any adverse water quality incidents (AWQI) and associated compliance issues. These are indicators of continual improvement needed to maintain our drinking water systems to provide safe and reliable drinking water to the public.

Conclusion:

As is evident by the 2018 MECP Inspection Ratings, Water Operations staff worked diligently to ensure all necessary measures are taken to achieve compliance with all terms and conditions of all governing regulations. At no time in 2018 was there any significant risk to human health, the safety of the County's drinking water supply, or to the natural environment. Water Operations staff handled all the challenging situations effectively and appropriately. Their actions ensure the continued safe and effective operation of the County's drinking water systems.

Recommendation(s):

THAT Staff Report PW 19-14, 2018 Drinking Water Summary Report, be received as information.

Attachment(s):

Attachment # 1 – 2018 Drinking Water Summary Report

Submitted By:
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Prepared By:
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NORFOLK COUNTY
2018 DRINKING WATER SUMMARY REPORT

DRINKING WATER SUMMARY REPORT

SCHEDULE 22 OF ONTARIO REGULATION 170/03

Introduction

The *Drinking Water Systems Regulation 170/03* requires that the Operating Authority, Norfolk County Public Works, prepare an annual summary report and present it to the members of the Municipal Council.

This report has been prepared in accordance with the terms and conditions set out in *Schedule 22 of Ontario Regulation 170/03* and covers the period from January 1st to December 31st, 2018. This report must be received Municipal Council by March 31st of the year following the period being reported.

Drinking Water System Requirements

Drinking Water Systems in Ontario are regulated by three main Acts, numerous Provincial Regulations, Drinking Water Works Permits and Municipal Drinking Water Licences, and periodically by either Provincial Officer or Director Orders. The summary report requires that Public Works chronicle any failure to meet the aforementioned requirements and describe the measures taken to correct the failure. The following is a summary of conditions of non-compliance experienced in the 2018 reporting year.

Drinking Water System Inspections

The Ministry of the Environment, Conservation and Parks (MECP) performs inspections of the County's Drinking Water Systems annually.

Dates, locations and details for each of the inspections are listed in the following table.

To the best of staff's knowledge Norfolk County Drinking Water Systems were compliant with the terms and conditions imposed by its governing Acts, Regulations and Approvals for the period covered by this report.

**Ministry of the Environment, Conservation and Parks Drinking Water Systems
Annual Inspections**

Drinking Water System	Date	Comment	Inspection Report Rating
Delhi – Courtland DWS	June 21, 2018	No issues	100%
Port Dover DWS	October 4, 2018	No issues	100%
Port Rowan – St Williams DWS	April 11, 2018	No issues	100%
Simcoe DWS	May 14, 2018	No issues	100%
Waterford DWS	August 1, 2018	No Issues	100%

Summary of Adverse Water Quality Reports

The following is a summary of all reportable adverse results observed for Norfolk County Drinking Water Systems in 2018. Drinking Water Operating Authorities are required by Provincial Legislation to report adverse conditions to both the Medical Officer of Health (MOH) and to the MECP Spills Action Centre. In addition to the required notification, there are prescribed corrective actions that must be adhered to in responding to adverse results. In all situations listed below, Norfolk County Environmental Services responded accordingly to provide both oral and written notification and by providing adequate corrective action.

Delhi

April 26, 2018 – A Boil Water Advisory was issued after the contractor broke the watermain while working on the sanitary sewer main on the Bell St. reconstruction project.

The MOH issued a boil water advisory and the operators isolated the affected area, flushed the system and chlorine residuals were checked. Samples were taken at the adverse location, and all samples that were taken met the MECP Guidelines and no further action was required.

Simcoe

April 18, 2018 – A Boil Water Advisory was issued after the contractor broke the watermain while working on the sanitary sewer main on the Second Ave. reconstruction project.

The MOH issued a boil water advisory and the operators isolated the affected area, flushed the system and chlorine residuals were checked. Samples were taken at the adverse location, and all samples that were taken met the MECP Guidelines and no further action was required.

Port Dover

August 7, 2018 - Bacteriological Sampling Adverse Result

Total Coliform – 1 cfu/100ml

Operators were directed by the MOH to check chlorine residuals in the distribution system. Samples were taken at the adverse location, along with one sample up stream and one downstream. All samples that were taken met the MECP Guidelines and no further action was required.

Port Rowan

None to report.

Waterford

June 16, 2018 – Observation of Adverse

The operator performing weekend rounds at the water treatment plant noticed that the chlorine analyser had been placed on hold since the previous day. The ORO directed the operator to check the distribution system residuals and reviewed trends to confirm that chemical had been used and was not under or overdosed in the twenty four hour period. Samples were collected and all samples that were taken met the MECP Guidelines and no further action was required.

July 9, 2018 – A Boil Water Advisory was issued after the contractor broke the watermain while working on the sanitary sewer main on the Temperance St. reconstruction project.

The MOH issued a boil water advisory and the operators isolated the affected area, flushed the system and chlorine residuals were checked. Samples were taken at the adverse location, and all samples that were taken met the MECP Guidelines and no further action was required.

Drinking Water System Upgrades

Norfolk County continued its commitment to ensure the successful operation of the municipal drinking water systems in 2018.

Capital and Operational Projects for 2018 included,

- SCADA replacement and upgrades
- Simcoe well rehabilitations
- Waterford well rehabilitations
- Swabbing of the transmission main into Delhi from the Municipal wells
- Design of the new water supply in Delhi for Wells 3A and 3B
- Award the contract for the Inter-Urban Water Supply
- Condition assessment of the transmission main from Pt. Rowan to St. Williams

Summary of Water Quantity Reports

The Drinking Water Summary Report requires the Operating Authority to summarize information regarding the water flow rates including maximum daily flow rates and instantaneous peak flow rates in comparison to the capacity of the water works as identified in the Permit to Take Water. This information is tabulated and graphically depicted in the tables and figures provided as Appendix A. There were no non-compliance issues in 2018 relating to water quantity.

Drinking Water Systems Annual Reports

Section 11 of the Ontario Regulation 170/03 requires the Drinking Water System Operating Authority to prepare an annual report by February 28th of the year following reported. These reports are available to the Public on the Norfolk County website at <http://www.norfolkcounty.ca> and at the following County offices:

Delhi Administration Building, 183 Main Street of Delhi, Delhi

County Administration Building, 50 Colborne Street South, Simcoe

Robinson Administration Building, 185 Robinson Street, Simcoe

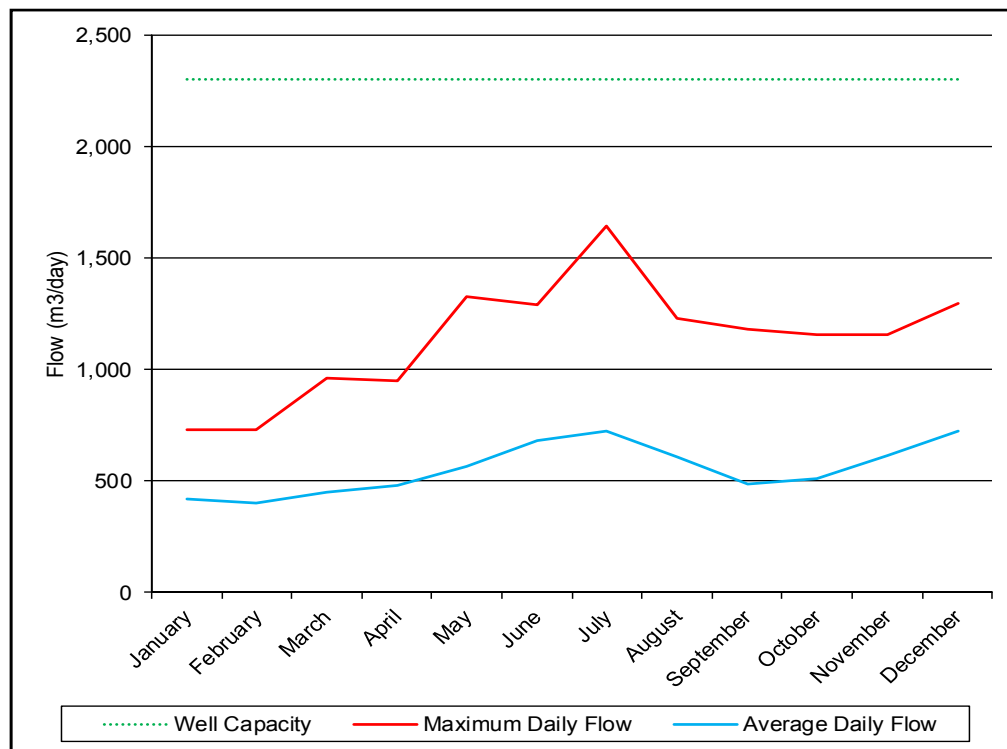
Langton Administration Building, 22 Albert Street, Langton

APPENDIX A

WATER VOLUMES

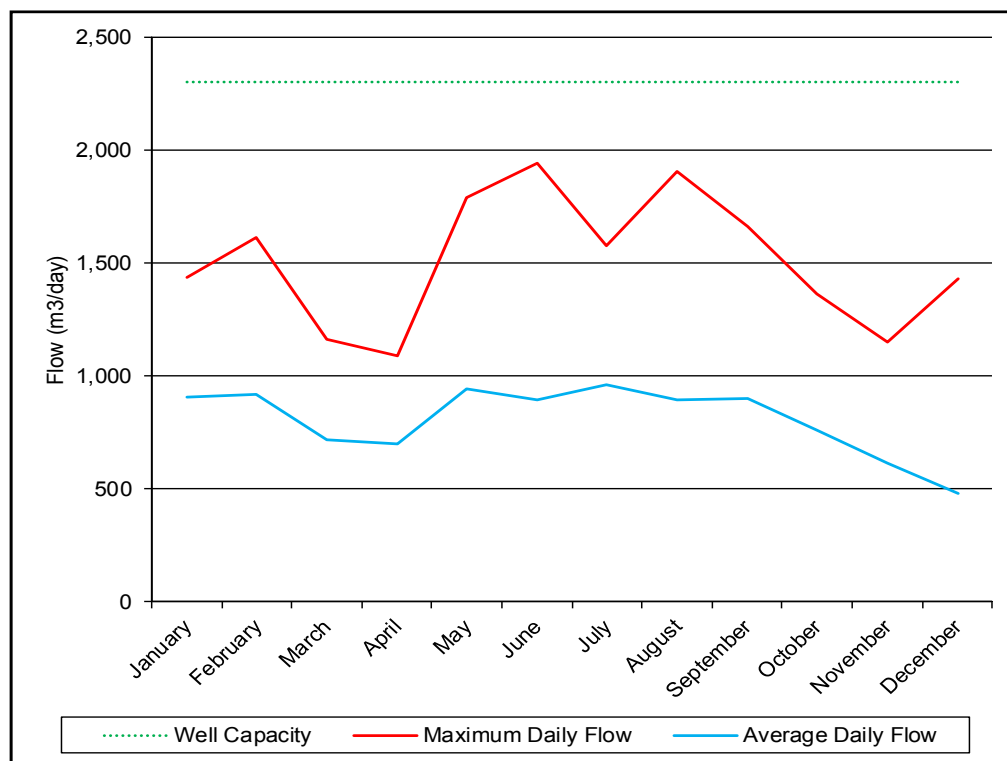
Delhi Well # 1

Month	Well Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	2,300	732	419	6,709
February	2,300	727	398	6,373
March	2,300	958	452	14,003
April	2,300	951	477	14,306
May	2,300	1,324	562	17,422
June	2,300	1,289	678	20,333
July	2,300	1,643	725	22,487
August	2,300	1,231	608	18,839
September	2,300	1,182	487	14,602
October	2,300	1,153	512	15,880
November	2,300	1,154	613	18,379
December	2,300	1,294	723	22,410
Max	-	1,643	-	-
Average	-	-	-	15,979
Total	-	-	-	191,743



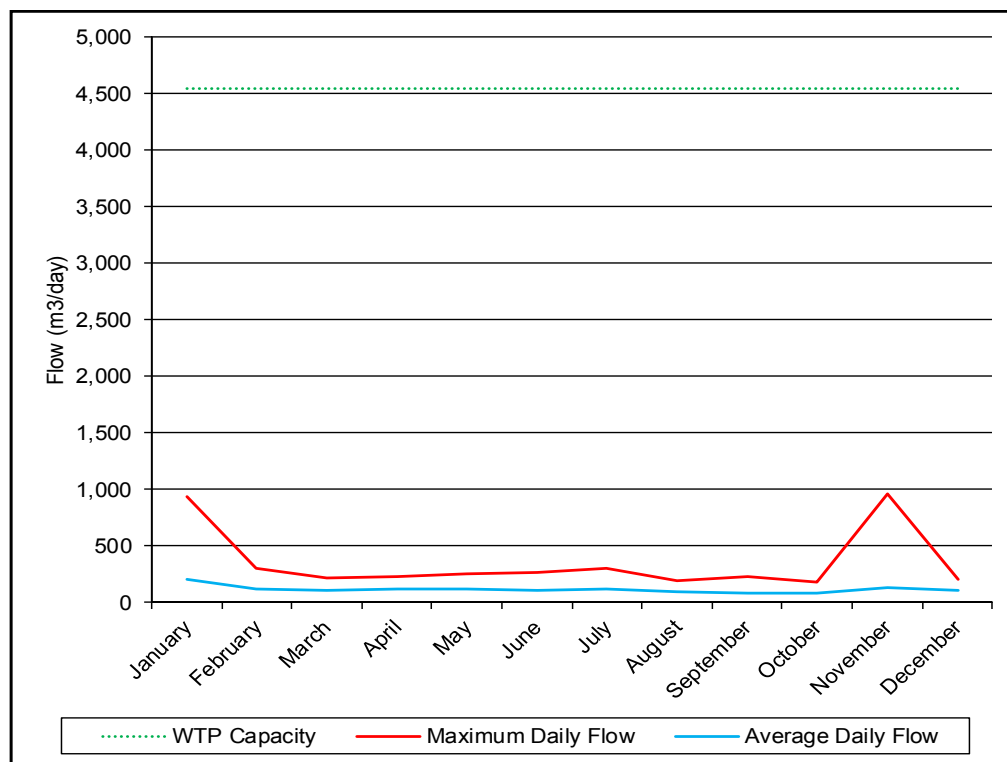
Delhi Well # 2

Month	Well Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	2,300	1,434	908	28,159
February	2,300	1,612	920	25,766
March	2,300	1,161	717	22,212
April	2,300	1,090	697	20,899
May	2,300	1,792	940	29,127
June	2,300	1,940	895	26,860
July	2,300	1,574	959	29,720
August	2,300	1,907	892	27,640
September	2,300	1,659	899	26,970
October	2,300	1,364	757	23,473
November	2,300	1,152	613	18,380
December	2,300	1,430	478	14,826
Max	-	1,940	-	-
Average	-	-	-	24,503
Total	-	-	-	294,032



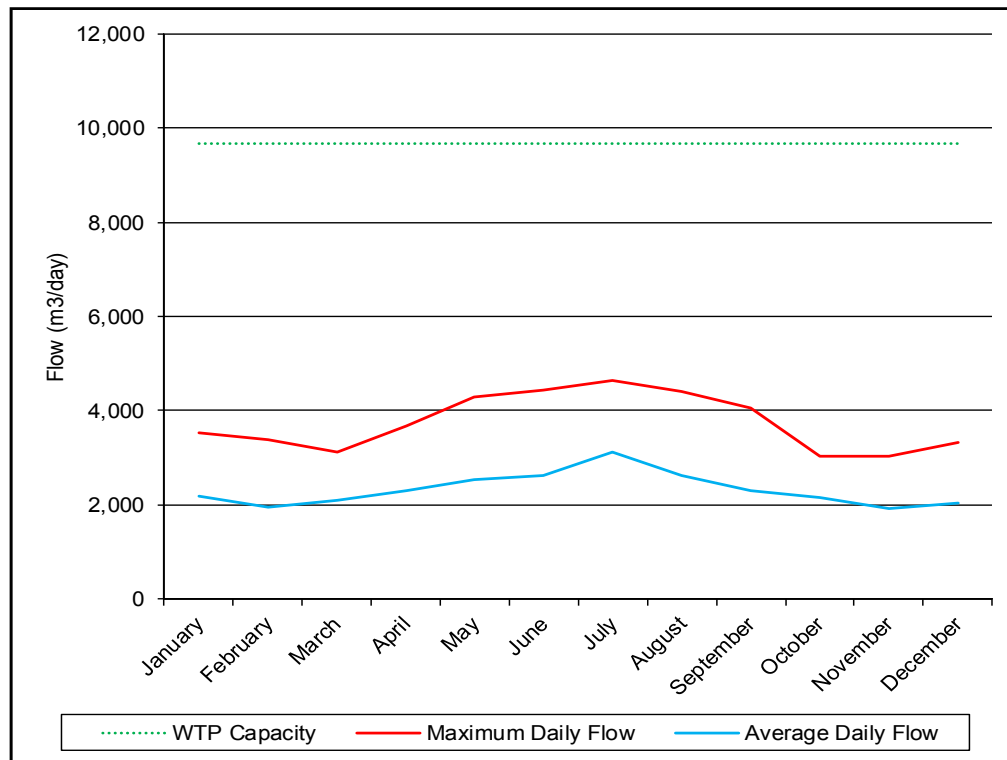
Delhi Water Treatment Plant

Month	WTP Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	4,543	933	199	6,176
February	4,543	296	122	3,160
March	4,543	211	101	3,129
April	4,543	226	116	3,243
May	4,543	249	115	3,438
June	4,543	260	105	3,156
July	4,543	298	117	3,623
August	4,543	188	91	2,810
September	4,543	230	81	2,436
October	4,543	182	87	2,685
November	4,543	963	125	3,739
December	4,543	198	109	2,075
Max	-	963	-	-
Average	-	-	-	3,306
Total	-	-	-	39,670



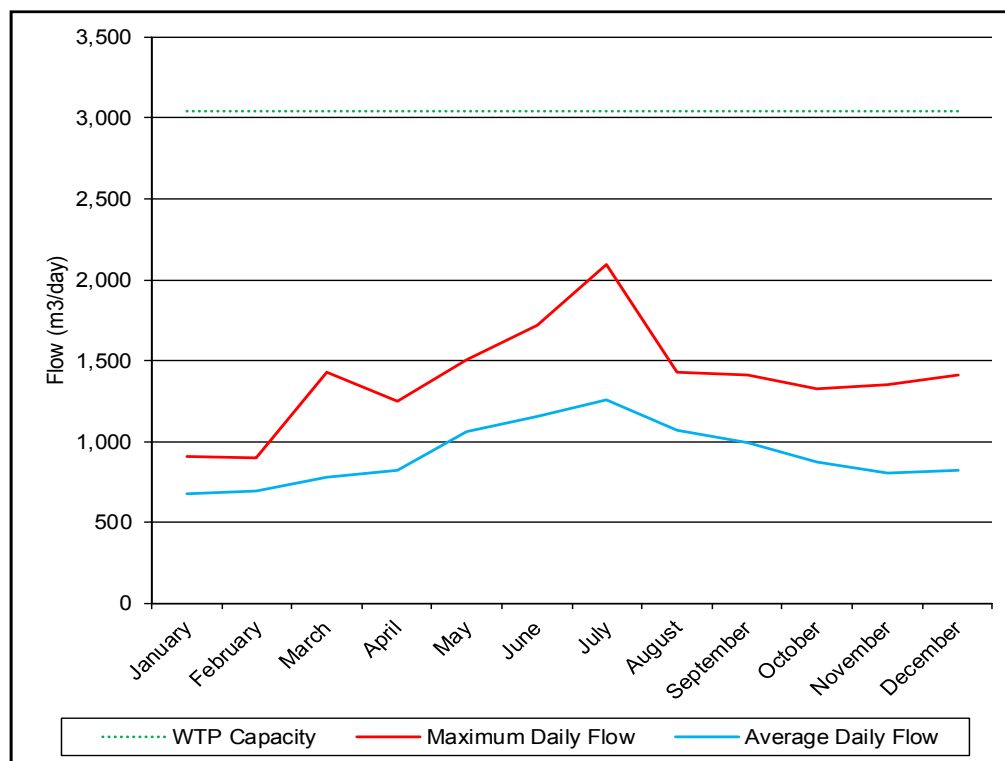
Port Dover Water Treatment Plant

Month	WTP Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	9,677	3531	2176	67,469
February	9,677	3372	1954	54,714
March	9,677	3133	2083	64,577
April	9,677	3689	2288	68,642
May	9,677	4285	2540	78,737
June	9,677	4439	2629	78,875
July	9,677	4629	3127	96,935
August	9,677	4402	2616	81,104
September	9,677	4048	2294	68,834
October	9,677	3020	2152	66,710
November	9,677	3038	1909	57,265
December	9,677	3339	2028	62,864
Max	-	4,629	-	-
Average	-	-	-	70,561
Total	-	-	-	846,726



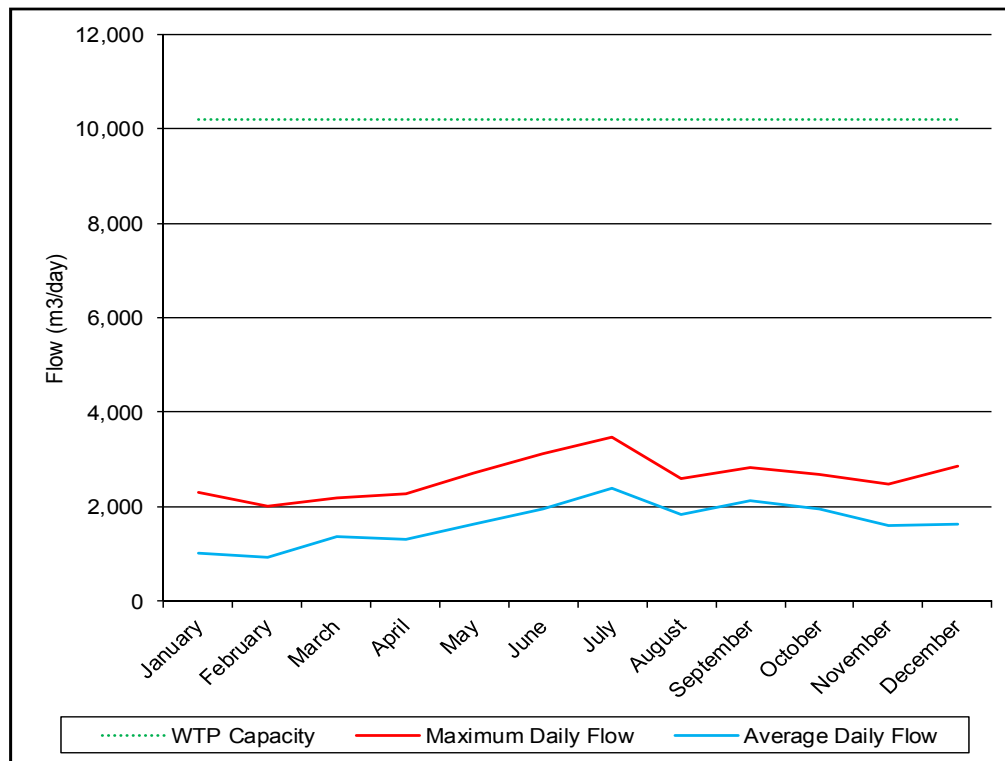
Port Rowan Water Treatment Plant

Month	WTP Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	3,040	911	674	20907
February	3,040	896	690	19324
March	3,040	1432	775	24037
April	3,040	1250	823	24701
May	3,040	1502	1064	32974
June	3,040	1722	1153	34601
July	3,040	2098	1258	39011
August	3,040	1432	1073	33268
September	3,040	1407	993	29785
October	3,040	1330	872	27027
November	3,040	1353	804	24108
December	3,040	1409	819	25380
Max	-	2,098	-	-
Average	-	-	-	27,927
Total	-	-	-	335,123



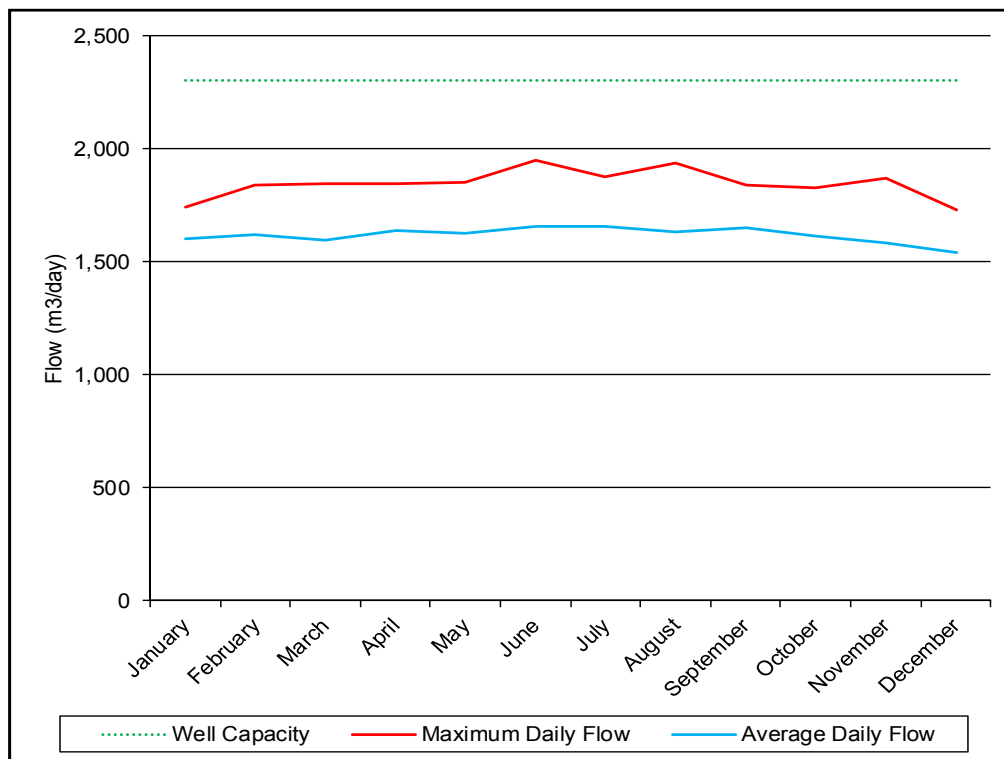
Simcoe Cedar Street Booster Station

Month	WTP Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	10,195	2,292	1,021	31,662
February	10,195	2,008	935	26,183
March	10,195	2,191	1,359	42,114
April	10,195	2,260	1,296	38,893
May	10,195	2,710	1,626	50,412
June	10,195	3,118	1,940	58,186
July	10,195	3,485	2,401	74,425
August	10,195	2,602	1,837	27,549
September	10,195	2,828	2,115	63,461
October	10,195	2,689	1,954	60,563
November	10,195	2,463	1,599	47,967
December	10,195	2,851	1,640	50,846
Max	-	3,485	-	-
Average	-	-	-	47,688
Total	-	-	-	572,261



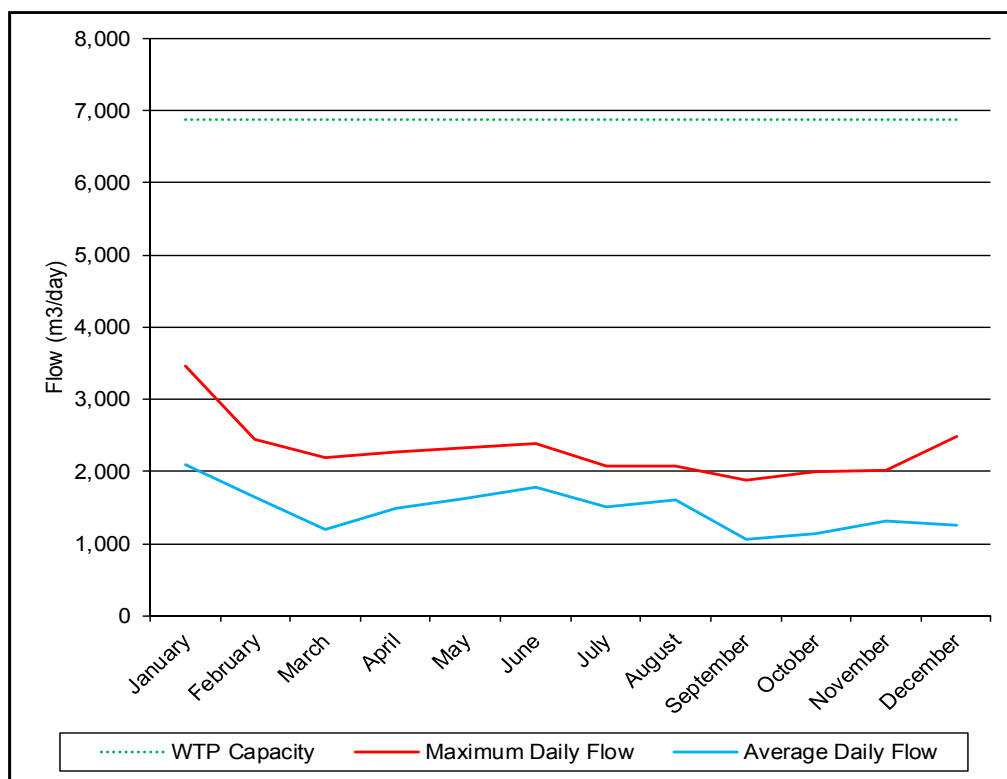
Simcoe Chapel Street Well

Month	Well Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	2,298	1,740	1,600	49,596
February	2,298	1,839	1,619	45,321
March	2,298	1,845	1,593	49,391
April	2,298	1,843	1,634	49,025
May	2,298	1,850	1,627	50,446
June	2,298	1,945	1,656	49,675
July	2,298	1,874	1,657	51,353
August	2,298	1,936	1,630	50,539
September	2,298	1,837	1,650	49,496
October	2,298	1,824	1,615	50,065
November	2,298	1,870	1,581	47,427
December	2,298	1,729	1,540	47,753
Max	-	1,945	-	-
Average	-	-	-	49,174
Total	-	-	-	590,087



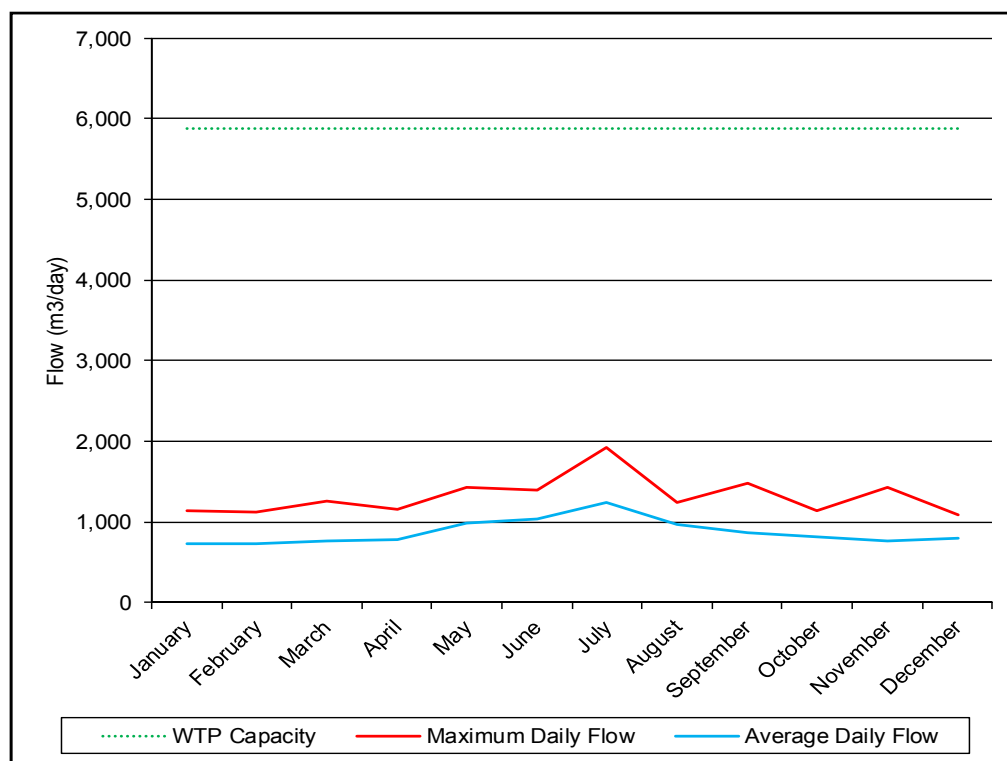
Simcoe Northwest Water Treatment Plant

Month	WTP Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	6,869	3,466	2,087	64,683
February	6,869	2,444	1,644	46,038
March	6,869	2,188	1,204	37,335
April	6,869	2,265	1,495	44,857
May	6,869	2,326	1,628	50,456
June	6,869	2,387	1,782	53,453
July	6,869	2,068	1,501	46,543
August	6,869	2,074	1,598	49,550
September	6,869	1,874	1,063	31,898
October	6,869	1,995	1,139	35,317
November	6,869	2,024	1,317	39,504
December	6,869	2,475	1,256	38,948
Max	-	3,466	-	-
Average	-	-	-	44,882
Total	-	-	-	538,582



Waterford Water Treatment Plant

Month	WTP Capacity (m ³ /day)	Maximum Daily Volume (m ³ /day)	Average Daily Volume (m ³ /day)	Monthly Total Flow (m ³)
January	5,875	1131	732	22681
February	5,875	1125	721	20195
March	5,875	1260	765	23705
April	5,875	1147	782	23445
May	5,875	1435	976	30245
June	5,875	1399	1035	31052
July	5,875	1924	1233	38213
August	5,875	1240	961	29779
September	5,875	1480	861	25827
October	5,875	1131	817	25312
November	5,875	1435	765	22959
December	5,875	1078	798	24738
Max	-	1,924	-	-
Average	-	-	-	26,513
Total	-	-	-	318,151





Working together with our community

Council Meeting – February 12, 2019

Subject: Endorsement of the Drinking Water Quality Management Standard
Report Number: PW 19-15
Division: Public Works
Department: Environmental Services
Purpose: For Information

Executive Summary:

This report is to update Mayor and Council on the Drinking Water Quality Management Standard (DWQMS) which is a requirement of the Municipal Drinking Water Licensing Program (MDWLP).

Discussion:

In 2009, Staff Report PW 09-53 was presented to Council which designated the Mayor and Council as the Owner Representatives for Norfolk County's Quality Management System (QMS) and obtained Council's commitment and endorsement of the QMS Operational Plan. With a new Mayor and Councillors being elected following last fall's Municipal election, the County must confirm the endorsement of the QMS Policy (Attachment #1) and sign the Commitment and Endorsement Statement. (Attachment #2).

The following is a brief overview of the MDWLP. As a result of the Walkerton Inquiry and the proclamation of section 33 of the *Safe Drinking Water Act*, the Ministry of the Environment, Conservation and Parks (MECP), requires that all municipal residential drinking water system Operating Authorities be accredited through the new MDWLP. The requirements for issuance of a license that are most recently fulfilled by the County are:

- a) A drinking water works permit (replacing a Certificate of Approval- Oct. 2016);
- b) A permit(s) to take water (existing)
- c) An approved Operational plan (Full Scope Accreditation, approved Jan. 2016)
- d) An accredited operating authority (Full Scope Accreditation - Jan. 2016) and,
- e) An approved financial plan (approved by Council fall of 2014)

To become an accredited Operating Authority, Norfolk County's Environmental Services Department (ESD) is required to submit applications for Drinking Water Works Permits and Municipal Drinking Water Licenses (MDWL) and submit Operational Plans for MECP approval and Canadian General Standards Board (CGSB) accreditation for each of our five (5) municipal drinking water systems operated by the County.

Permits & Licenses

The County was issued in March 2010, its first Drinking Water Works Permits and Municipal Drinking Water Licenses for the five water systems operated by Norfolk County. These new permits and licenses replaced the former Certificates of Approval (C of A) and have streamlined the approval process for minor changes at water treatment plants and distribution system extensions and replacements. ESD now needs to fill out the appropriate MECP forms and keep them on file for MECP inspectors when any changes in the distribution system or treatment plants are made. This has replaced the old system of applying for an amendment to the Certificate of Approval. The MDWL's must be renewed every 5 years. The renewal process starts later this year and the County's new MDWL's will be issued in 2020.

Operational Plan

The Operational Plans were reviewed by the MECP and a third party accreditation body, the CGSB. The ESD was notified in March 2010 by CGSB and MECP that the County had been awarded our Limited Scope Accreditation. The accreditation was based on the operating authority having a QMS in place that met the requirements of the DWQMS. The Operational Plan describes how the requirements of the Quality Management Standard are achieved. The accreditation body reviewed the submitted Operational Plans and performed a Systems Audit (document review) and submitted their Audit Report which is discussed further in the Management Review section. Full Scope Accreditation was first obtained in January 2013, and recertified again in 2016. NSF performed an On-Site Verification Audit, to verify conformance to the DWQMS.

ESD operations staff implemented the requirements of the DWQMS and continues to demonstrate to the NSF auditor, that Norfolk County has implemented the Operation Plan. Staff worked diligently together as a team to implement and improve our Quality Management System over the past years. ESD operations staff receive training on various aspects of the Operational Plans through the use of a QMS software program. Operations staff have been assisting with implementing and improving QMS procedures and process flow diagrams. A copy of the Operational Plan is available for general

public to review in the Delhi Public Works office or by contacting the QMS Representative.

Financial Plan

The last requirement of the MDWL was to submit a Financial Plan to the Ministry of Municipal Affairs and Housing (MMAH). The plan was submitted in September, 2014. The financial plan was approved through a Council resolution and demonstrated that the drinking water systems owned by the County are financially viable. The County will continue to update annually and review the financial data required for the Financial Plan through the budget process and is required to resubmit every five years to the MMAH. This report must be submitted to Council later this spring as a requirement of our MDWL renewal process.

Management Review Results

Element #20 of the DWQMS requires that Top Management report back to the Mayor and Council on the annual QMS Management Review Meeting. The Top Management team consists of the General Manager of Public Works, the Director, Environmental Services, and the Manager, Water and Wastewater Compliance. Top Management met on June 25, 2018 to review the QMS along with the QMS Representative and the Manager, Water & Wastewater Operations. Minutes of this meeting were recorded which included a summary of topics covered, relevant discussions, action items and timelines for completion. An information memo was sent to Council last December and included a brief summary of the Management Review meeting.

The following process areas were covered during the meeting:

- Incidents of non-compliance with applicable regulations;
- Incidents of adverse drinking-water tests;
- Deviations from critical control point limits and corresponding actions taken;
- The effectiveness of the risk assessment process;
- Findings from internal and external audits;
- Emergency preparedness and response based on annual mock emergencies;
- Operational performance;
- Trends in the quality of raw water supply and drinking-water;
- Previous management review meeting action items;
- Updates on action items identified between management review meetings;
- Changes to services, activities, regulations, etc. that could impact the QMS;
- Consumer feedback;

Resources needed for QMS maintenance;
Results of the infrastructure review;
The currency of the Operational Plan; and
Comments and suggestions made by staff.

Financial Services Comments:

There are no direct financial implications related to report PW 19-15 Endorsement of the Drinking Water Quality Management. This report has been drafted to meet the requirement of the County's Quality Management System to keep the QMS Owner Representatives updated and to confirm its commitment to the endorsement of the QMS.

Interdepartmental Implications:

Not applicable.

Consultation(s):

Not applicable.

Strategic Plan Linkage:

This report supports the improved essential infrastructure goal by informing the Mayor and Council of the processes undertaken and maintained in order for the Municipality to effectively produce potable drinking water for its residents. The Mayor and Council must endorse the QMS system in order to maintain status as an accredited operating authority.

Conclusion:

The presentation of this report fulfills the requirement of the QMS to keep the QMS Owner Representatives updated and to confirm the commitment endorsement of the QMS. The Environmental Services Department will continue to strive for improvements to the Water Quality Management System and will update Council as required.

Recommendation(s):

THAT Staff Report PW 19-15, Norfolk County Council Endorsement of the Drinking Water Quality Management Standard, be received as information;

AND THAT the Mayor and General Manager, Public Works, be authorized to re-sign the Commitment and Endorsement Statement to indicate Norfolk County's continued support of the Drinking Water Quality Management Standard for its municipal drinking water systems.

Attachment(s):

Attachment No. 1 Quality Management System Policy

Attachment No. 2 Commitment and Endorsement Statement.

Submitted By:

Christopher Baird, C.E.T., Ec.D
General Manager, Public Works
For more information, call:
519-582-2100 ext. 1100

Prepared By:

Stephanie Davis
Manager, Water and Wastewater
Compliance
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DWQMS-2: Quality Management System Policy

Public Works – Environmental Services Division

Approval Date: March 1, 2009
Approval Authority: Director, Environmental Services
Effective Date: March 1, 2009
Revision Date/s: July 13, 2018

Policy Statement:

The Corporation of Norfolk County as Owner and the Environmental Services Division as the operating authority are committed to providing a safe, clean supply of drinking water to all customers serviced by our municipal drinking water systems while also meeting or surpassing applicable regulations and legislation.

Through this policy Norfolk County will strive to continually improve on how the drinking water systems are operated and managed. This policy confirms Norfolk County's commitment to the maintenance of a Quality Management System (QMS), which includes the following components: policies, procedures, risk assessment management, incident response measures, contingency plans, and staff competency.

Norfolk County Public Works and Environmental Services Department will ensure that this policy is understood and communicated to Norfolk County staff and will be available to the public on the Norfolk County website. Norfolk County will also ensure that the QMS is maintained and continually improved by performing audits and scheduled reviews.

**POLICY DWQMS-3: Commitment and Endorsement Statement****Environmental Services**

Approval Date: Mar. 22, 2009

Approval Authority: Director, Environmental Services

Effective Date: Mar. 22, 2009

Revision Date/s: Jan. 28, 2019

Purpose: To promote awareness and understanding of the Quality Management System (QMS), this written endorsement of the Operational Plan will be communicated to relevant parties according to the Communications procedure.

Policy Statement: Norfolk County is committed to ensuring that a Quality Management System (QMS) is developed and implemented according to the requirements of the Drinking Water Quality Management Standard (DWQMS). Steps will be taken to ensure that the established QMS complies with all applicable legislation and regulations and that all resources required for the maintenance and continual improvement of the system are identified and provided.

Implementation Procedure: The Operational Plan for the QMS is reviewed and approved for Norfolk County by Top Management of the Public Works Division. Norfolk County's Mayor and Council are committed in principle, to endorsing the contents of the Operational Plan and demonstrating ongoing dedication to the success of the QMS program. The signatories of Norfolk County further commit to ensuring that the QMS is regularly assessed to confirm its continued applicability and relevance.

Mayor, Krystal Chop Norfolk County (QMS Owner Representative)	Christopher Baird, General Manager Public Works (QMS Top Management Representative)
<hr/>	<hr/>

Date: _____

Date: _____



Working together with our community

Council Meeting – February 12, 2019

Subject: Municipal System No. 1, Branch 'D' Water Control Structure
Report for Consideration
Report Number: PW 19-03
Division: Public Works
Department: Engineering
Purpose: For Decision

Executive Summary:

The Engineering firm of Spriet Associates Ltd. was appointed under the *Drainage Act* to prepare a report to complete a Wetland Drain Restoration Project on the. The Municipal System No. 1, Branch 'D' Drain located in Lots 12 to 14, Concession 3, geographic Township of Houghton (Refer to Attachment No. 1).

Staff recommends Council adopt the provisional By-Law and the project proceed through the *Drainage Act* process.

Discussion:

Spriet Associates Ltd. were appointed as Engineer by Council as a result of a Feasibility Study completed through the Wetland Drain Restoration Project (WDRP) partnership between Norfolk County, Ministry of Natural Resources, and Long Point Region Conservation Authority.

This project was initiated to construct operational water control structures on the drain which will establish a level of water that may be retained within the channel of the drain without impacting the adjacent lands and roads. The retention of water on the landscape assists in restoring the historic water regime in the soils and the adjacent wetlands on the affected properties.

The attached Municipal System No. 1 Branch 'D' Water Control Structure Report is being submitted for consideration by Council (Refer to Attachment No. 2).

Staff has reviewed the Report in draft stage with the Engineer, affected landowners and project partners.

As per the *Drainage Act*, Council must conduct a public hearing to consider any concerns brought to their attention regarding the design or location of the proposed drainage works.

Pending adoption of the provisional By-Law, a Court of Revision shall be held to address concerns with assessments. The Court of Revision shall be held on a day not

earlier than twenty nor later than thirty days from the date of completing the sending of the copies of the provisional By-Law to the assessed properties.

Financial Services Comments:

The Approved 2019 Capital Budget includes an overall allocation of \$950,000 for the 2019 Municipal Drain Engineering and Construction Program. This program is funded through recoveries from affected landowners, tax levy (Norfolk County assessments) and ministry grants.

The total estimated project cost is \$20,900, which is assessed as a special benefit to one landowner, who is responsible for the total costs of the project. Norfolk County is not assessed for any costs related to this project.

It is anticipated there will be sufficient funds within the approved annual allocation to cover the total estimated cost of the project.

Interdepartmental Implications:

All expenses related to the construction, maintenance and improvement of municipal drains are financed through Norfolk County. These costs are then assessed to lands, roads and utilities identified within the Engineer's report and recovered in accordance with the *Drainage Act*. Assessments are calculated based on actual costs and the assessment schedules adopted under the drain By-Law. Assessments are applicable to the owner of the lands appearing on title at the time of the bill preparation.

Consultation(s):

The affected landowners have been consulted throughout and upon completion of the attached report. A copy of the final report has been sent to all affected landowners in accordance with the *Drainage Act* requirements.

Strategic Plan Linkage:

Financial Sustainability, Fiscal Responsibility and Improved Essential Infrastructure.

Conclusion:

Staff recommends that Council consider any comments received regarding the Engineer's design through the public meeting.

Subject to any design concerns being brought forward by the affected owners, staff recommends the project be accepted by Council through adoption of the Report under a provisional By-Law then continue through the *Drainage Act*.

The *Drainage Act* procedures include a regulated appeal process should any landowners have further design or assessment concerns.

Recommendation(s):

THAT Staff Report PW 19-03, Municipal System No. 1 Branch 'D' Water Control Structure Report for Consideration, be received as information;

AND THAT a By-Law be given two readings provisionally adopting the Municipal System No. 1 Branch 'D' Water Control Structure Report dated October 17, 2018, prepared by Spriet Associates Ltd.;

AND FURTHER THAT the Court of Revision be scheduled in accordance with the provisions of the *Drainage Act*;

AND FURTHER THAT upon completion of the appeal process the Drainage Superintendent be authorized to proceed with construction of the drainage works in accordance with the *Drainage Act*.

Attachment(s):

Attachment No. 1 – Key Map of Municipal System No. 1 Branch 'D'

Attachment No. 2 – Municipal System No. 1 Branch 'D' Water Control Structure Report

Submitted By:

Christopher Baird, Ec.D., CET, CMM3

General Manager, Public Works

For more information, call:

519-582-2100 ext. 1100

Reviewed By:

Gary Houghton, P.Eng. FEC

Director, Engineering, Public Works

For more information, call:

519-582-2100 ext. 1600

Prepared By:

William T. Mayes, A.Sc.T.

Drainage Superintendent

For more information, call:

519-582-2100 ext. 1602

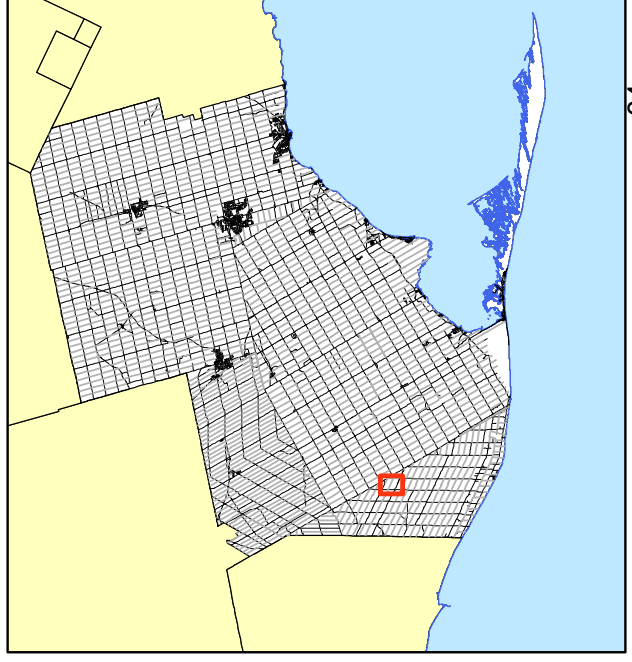


Attachment No. 1

Municipal System 1, Branch 'D'
Water Control Structure Report
No. P.W. 19-03
Date: February 12, 2019

Legend

- Open Drain
- Drain Watershed



**MUNICIPAL SYSTEM NO. 1
BRANCH 'D'**

WATER CONTROL STRUCTURE

Norfolk County



**SPRIET
ASSOCIATES**
ENGINEERS & ARCHITECTS

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Our Job No. 209148

October 17, 2018

**MUNICIPAL SYSTEM NO. 1 - BRANCH 'D'
WATER CONTROL STRUCTURE**

Norfolk County

To the Mayor and Council of
Norfolk County

Mayor and Council:

We are pleased to present our report on the construction of two Water Control Structures on Branch 'D' of Municipal System No. 1 Drain, which serves Lots 14 to 15, Concessions 3 (former Township of Houghton) and Lot 1 Concession 10 (former North Walsingham) in Norfolk County. The total watershed area contains approximately 34 hectares.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act in accordance with instructions received from your Municipality with respect to a motion of Council.

The work was initiated as a result of a Feasibility Study prepared by the Ministry of Natural Resources (MNR), Aylmer office and in consultation with landowners that could be affected by the work.

HISTORY

The Municipal System No. 1 Drain Branch 'D' was last reconstructed pursuant to a report submitted by John B. Dodd, O.L.S. dated August 29, 1967 and consisted of improvements of Branches A through to D.

In 2009 the M.N.R. completed a feasibility study, investigating the potential for water control in the Municipal Drainage System No. 1 Branch 'D'. The main purpose of the study was to determine if the municipal drain could serve a dual purpose; to provide drainage to the surrounding areas when required and to restore natural water regimes within the wetland surrounding the drain during drier periods in order to restore water quantity and quality.

The feasibility study found that the natural water regime can be restored in the Municipal Drainage System No. 1 Branch 'D' and the surrounding wetland area with the installation of two adjustable and environmentally friendly water control structures. As stated in the M.N.R. Feasibility Study, area landowners adjacent to the Municipal Drainage System No. 1 Branch 'D' where the water control structures are being proposed have provided their support for this wetland restoration project.

WETLAND DRAIN RESTORATION

Clean and plentiful water supplies are among the most important natural resources. As the population grows and development intensifies, the challenge to maintain high quantities of water has grown in scope and complexity. The M.N.R. is working together with many partners including municipalities, conservation authorities, stewardship councils, farmers, environmental groups, other stakeholders and interested citizens to address these challenges.

WETLAND DRAIN RESTORATION (cont'd)

During recent summers, significant water issues arose in agricultural areas due to the lack of precipitation across southern Ontario. Low water levels, the lack of wetlands and their associated ability to restore and release water later in the growing season were contributing factors to lowered crop yields. To safe guard against future low water levels and to improve the quality and quantity of water supplies, the use of the Drainage Act as a tool to restore surrounding wetlands without harming agricultural farmlands was promoted as one of the most efficient and cost effective solutions.

Since the success of a pilot project in 1996, the Wetland Drain Restoration Project has been an ongoing effort by the M.N.R. and other significant partners. The overall goal of the project is to balance the advantages provided by municipal drainage projects with the water purification, storage and discharge functions provided by wetlands. Presently, Southern Ontario has numerous wetland restoration projects under construction.

The Benefits of any wetland drain restoration project will include the protection of an adequate drainage outlet for viable agricultural lands and may also include any or all of the following:

- Increased wetland habitats within existing ecosystems
- Trend reversal of continuing wetland loss in Ontario
- Provision and support of fish and wildlife habitats
- Increased public awareness of the importance of wetlands
- Improved water quality within affected landscapes
- Improved surface and groundwater storage as well as improved discharge and recharge functions during dry periods
- Enhanced ability of the landscape to buffer against drought conditions; soil conservation
- The fostering of a spirit of co-operation between farmers and other community groups

EXISTING DRAINAGE CONDITIONS

An on-site meeting was held with respect to the project and a survey was made along the drain. A profile was prepared to confirm the findings in the Feasibility Study and ensure the functionality of the drain for upstream lands.

WATER CONTROL/RETENTION STRUCTURE

Upon review of the plans and profiles and in accordance with the study prepared by M.N.R. staff we have found the site to be suitable for the installation of two water control structures. The design of the first structure is such that a sluice gate with an adjustable setting capability, will allow for the storage of 0.00-1.00 meters of water depth within the channel upstream of the structure to a maximum elevation of 209.72. The design of the second is such that it consists of concrete blocks with vertical slides and stop boards, allowing for storage of 0.00-0.50 meters of water depth within the channel upstream of the structure to a maximum elevation of 210.54. Above that level, there are full overflow provisions for relief flows to pass unobstructed, in case of large storm events. The attached drawing shows the location, elevations, and all the design details of the proposed structure.

PROPOSED WORK

The proposed work consists of the incorporation of two water control structures; one consisting of a steel box inlet, wing plates, access grating, moisture barrier, erosion control measures and 305mm sluice gate, and one consisting of concrete blocks with vertical slides and stop boards.

ENVIRONMENTAL CONSIDERATIONS

This portion of the Municipal Drainage System No. 1 Branch 'D' has been classified as Type F - Drain in accordance with the D.F.O.'s Class Authorization System for Municipal Drains indicating intermittent flowing with no top predators present.

SCHEDULES

One schedule are attached hereto and form part of this report, being Schedule 'A' - Cost Estimate.

Schedule 'A' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 20,900.00. This estimate includes engineering and administrative costs associated with this project.

Drawing No. 1, Job No. 209148 and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

SPECIAL BENEFIT ASSESSMENTS

The cost of the entire report has been assessed as special benefit to the owner of Pt. Lot 14-16, Concession 3 Long Point Basin Land Trust. (Roll No. 545-020-004). This shall be prorated based on the final cost of the works.

MAINTENANCE OF DRAIN

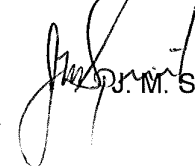
Upon completion, the water control structure constructed by this report shall be maintained by Norfolk County. The responsibility of the operation of the water control structure resides solely with Norfolk County. Any landowner requiring to manipulate water levels is to notify the Drainage Superintendent of the request. An arrangement between the Municipality and landowners for emergency circumstances may be established. Caution should be taken regarding timing of drawdown in order not to harm hibernating reptiles and amphibians in the late fall or early winter.

The costs of any future maintenance to the Municipal System No. 1 Drain Branch 'D' water control structure shall be assessed at a rate of 50% to the adjacent property (Roll No. 545-020-004) and the remainder (50%) assessed against the outlet assessments to the upstream lands and roads pro-rata as per the current engineers report being utilized to assess maintenance on the Municipal System No. 1 Drain Branch 'D'. This shall apply until such time as the maintenance assessment schedule is altered under the Drainage Act.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



 J. M. Spriet, P. Eng.

SCHEDULE 'A' - COST ESTIMATE

4

**MUNICIPAL SYSTEM NO. 1 - BRANCH 'D'
WATER CONTROL STRUCTURE****Norfolk County**

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

MAIN DRAIN

Sta. 0+470

Supply and Install standard concrete block water control structure with vertical slides and stop boards	\$	1,900.00
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Sta. 0+948

Supply and Install standard steel plate water control structure with sluice gate, pond liner, and 900mm dia. C.S.P. outlet	\$	11,500.00
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Contingencies	\$	500.00
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ADMINISTRATION

Interest and Net Harmonized Sales Tax	\$	360.00
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Survey, Plan and Final Report	\$	5,900.00
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Expenses	\$	500.00
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Supervision and Final Inspection	\$	<u>240.00</u>
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TOTAL ESTIMATED COST

	\$	<u><u>20,900.00</u></u>
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Working together with our community

Council Meeting – February 12, 2019

Subject: Mills-South Norwich Drain Extension Report for Consideration
Report Number: PW 19-04
Division: Public Works
Department: Engineering
Purpose: For Decision

Executive Summary:

The Engineering firm of Spriet Associates Ltd. was appointed under the *Drainage Act* to prepare a report to address design issues downstream of the existing Mills-South Norwich Drain.

Staff are recommending the Engineer's report be adopted under provisional By-Law and proceed through the *Drainage Act* process.

Discussion:

Spriet Associates Ltd. were appointed by the Council of the Township of Norfolk as the Engineer under the *Drainage Act*.

This is a continuation of a project initiated by the former Township of Norfolk under the Wetland Drain Restoration Project (MDRP) partnership. The project was initiated to maintain outlet for the existing Mills-South Norwich Drain while establishing an alternative maintenance practice and improve fish habitat for the local trout population identified specific to this system.

The Mills-South Norwich Drain is located in Lots 25 to 28, Concession 1 STR to Concession 2 NTR, geographic Township of Middleton (Refer to Attachment No. 1).

The attached Mills-South Norwich Drain Extension Report, prepared by Spriet Associates Ltd., has been filed with Norfolk County and is being presented for consideration by Council (Refer to Attachment No.2).

Staff has reviewed the report in draft stage with the Engineer. The affected owners were also provided with a copy of this report.

Council must conduct a public hearing to consider any concerns brought to their attention regarding the design or location of the proposed drainage works.

Pending adoption of the provisional By-Law, a Court of Revision shall be held to address concerns with assessments. The Court of Revision shall be held on a day not earlier than twenty nor later than thirty days from the date of completing the sending of the copies of the provisional By-Law to the assessed properties.

Financial Services Comments:

The Approved 2019 Capital Budget includes an overall allocation of \$950,000 for the 2019 Municipal Drain Engineering & Construction Program. This program is funded through recoveries from affected landowners, tax levy (Norfolk County assessments) and ministry grants.

The total estimated project cost is \$34,120, which is assessed to one landowner (property ownership has changed since the project was initiated under the Township of Norfolk report and one landowner now owns both properties). This landowner is totally responsible for the total costs of the project. Norfolk County is not assessed for any costs related to this project.

It is anticipated there will be sufficient funds within the approved annual allocation to cover the total estimated cost of the project.

Interdepartmental Implications:

All expenses related to the construction, maintenance and improvement of municipal drains are financed through Norfolk County. These costs are then assessed to lands, roads and utilities identified within the Engineer's report and recovered in accordance with the *Drainage Act*. Assessments are calculated based on actual costs and the assessment schedules adopted under the drain By-Law. Assessments are applicable to the owner of the lands appearing on title at the time of the bill preparation.

Consultation(s):

The affected landowners have been consulted upon completion of the attached report. A copy of the final report has been sent to all affected landowners in accordance with the *Drainage Act* requirements.

Strategic Plan Linkage:

Financial Sustainability, Fiscal Responsibility and Improved Essential Infrastructure.

Conclusion:

Staff recommends that Council give consideration to any comments received regarding the Engineer's design through the public meeting.

Subject to any design concerns being brought forward by the public, staff recommends the project be accepted by Council by adopting the report under provisional By-Law and proceed through the *Drainage Act*.

The *Drainage Act* procedures include a regulated appeal process should any landowners have further design or assessment concerns.

Recommendation(s):

THAT Staff Report PW 19-04, Mills-South Norwich Drain Extension Report for Consideration, be received as information;

AND THAT a By-Law be given two readings provisionally adopting the Mills-South Norwich Drain Extension Report dated November 23, 2018, prepared by Spriet Associates Ltd.;

AND FURTHER THAT the Court of Revision be scheduled in accordance with the provisions of the *Drainage Act*;

AND FURTHER THAT upon completion of the appeal process the Drainage Superintendent be authorized to proceed with construction of the drainage works in accordance with the *Drainage Act*.

Attachment(s):

Attachment No. 1 – Key Map of Mills-South Norwich Drain Extension

Attachment No. 2 – Mills-South Norwich Drain Extension report, dated November 23, 2018, prepared by Spriet Associates Ltd.

Submitted By:

Christopher Baird, Ec.D., CET, CMM3
General Manager, Public Works
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Reviewed By:

Gary Houghton, P.E.ng. FEC
Director, Engineering, Public Works
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Prepared By:

Bill Mayes
Drainage Superintendent
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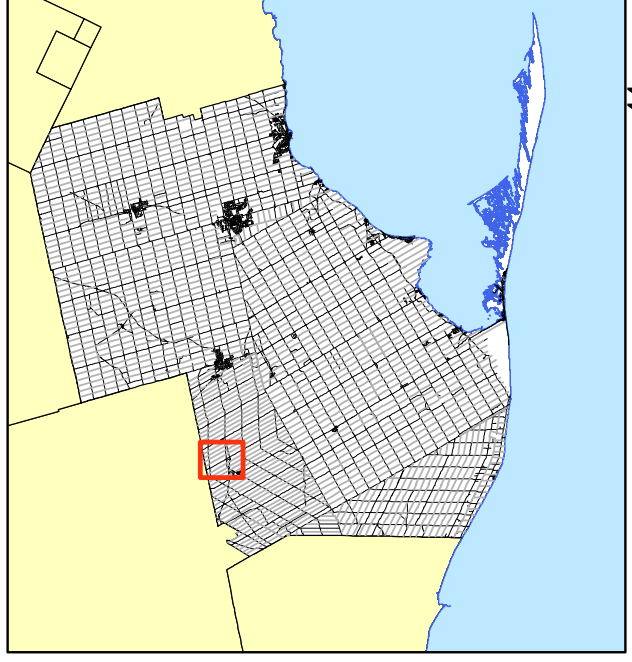
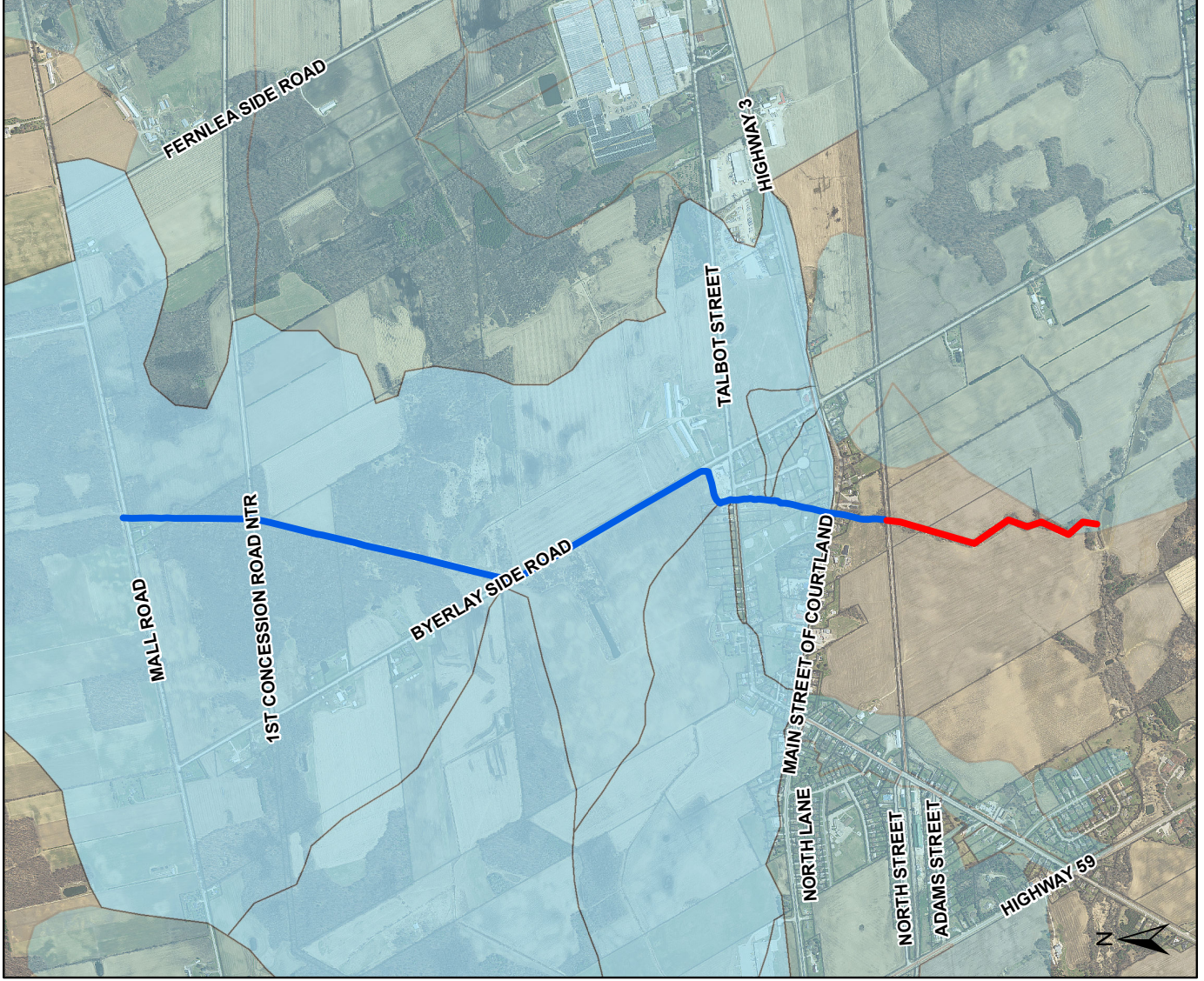


Attachment No. 1

Mills-South Norwich Extension Drain
Report No. P.W. 19-04
Date: February 12, 2019

Legend

- Downstream Extension
- Open Drain
- Drain Watershed



MILLS-SOUTH NORWICH DRAIN EXTENSION

Township of Norfolk

Alternative Drain Maintenance Project



**SPRIET
ASSOCIATES**

ENGINEERS & ARCHITECTS

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London, Ontario
November 23, 2018

MILLS-SOUTH NORWICH DRAIN EXTENSION

Township of Norfolk

Alternative Drain Maintenance Project

To the Mayor and Council
of the Township of Norfolk

Mayor and Council:

We are pleased to present our report on the alternative drain maintenance program for extension of the Mills-South Norwich Drain Extension serving both an area in the Township of Norwich and the major portion in the County of Norfolk. This report incorporates an existing drainage channel running from Highway No. 3 in a southerly direction until it joins into the Little Otter Creek Drain Extension.

AUTHORIZATION

This report was prepared pursuant to Section 78 of the Drainage Act in accordance with instructions received from your Clerk with respect to a motion of the Township Council. This work is an extension of similar work performed upstream and downstream of the Mills-South Norwich Drain outlet in a report entitled, "Little Otter Creek Drain, Alternative Drain Maintenance Project," dated September 30, 1997 and a subsequent report entitled "Little Otter Creek Drain Extension," dated October 8, 2015.

HISTORY

The maintenance work currently under consideration is located in the extension of the Mills-South Norwich Drain constructed pursuant to a report by Karl E. Weselan, P.Eng., dated January 3, 1979.

EXISTING DRAINAGE CONDITIONS AND DESIGN CONSIDERATIONS

In meetings held it was concluded with a general agreement, that an alternative maintenance method be investigated for the drain extension which was being incorporated into a municipal drain.

A field survey was carried out on the Mills-South Norwich Drain Extension. The existing drainage channel meanders extensively with many turns and changes in direction which causes erosion. Various measures are proposed to minimize erosion and to establish a stable channel for water flow.

PROPOSED WORK

Upon completion of the field data collection, a plan of the drain was prepared as shown on the attached drawings and includes the provision for a new laneway culvert.

ENVIRONMENTAL DESIGN CONSIDERATIONS

We are recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impact of the proposed drainage works on water quality and fishery habitat:

- timing of construction is to be only at times of low flow
- any excavated material is to be hauled away or disposed of as directed by the owners
- bank stabilization methods to be used such as flattening the banks, providing erosion protection, planting of vegetation, etc.
- tree planting and vegetation to be used to stabilize banks
- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch
- all new tile drain outlets are to be installed with quarry stone rip-rap protection
- some existing tile outlets along the course of the drain are to be repaired using an outlet pipe with a rodent gate with quarry stone rip-rap protection

It is to be noted that both the existing and newly vegetated banks as well as the existing natural and newly created buffer strips are permanent parts of the drain and shall not be destroyed. Buffer strips will be established as a permanent grass cover and may be cropped for forage purposes.

SCHEDULES

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

Schedule 'A' - Allowances. In accordance with Section 30 of the Drainage Act, we have provided allowances for damages to lands and crops along the route in which the drain is actually constructed. In accordance with Section 29 of the Drainage Act, an allowance for right-of-way is also provided to the lands used for the construction of the drain and for temporary access.

SCHEDULES (cont'd)

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 34,120.00. This estimate includes engineering and administrative costs associated with this project, including the net Goods and Services Tax.

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

Drawings No. 1, 2 and 3, Job No. 99263, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit liability, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

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

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

ASSESSMENT

The actual cost of the work involving this report is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet as shown in detail on Schedule 'C' - Assessment for Construction.

GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant may be available for assessments against privately owned parcels of land which are used for agricultural purposes. Section 88 of the Drainage Act directs the Township to make application for this grant upon certification of completion of this drain. The Township will then deduct the grant from the assessments prior to collecting the final assessments.

PARTNERSHIP

It is to be noted that this project is proposed through the partnership of the following groups:

- Landowners
- Norfolk Land Stewardship Council
- County of Norfolk
- Ministry of Natural Resources
- Long Point Region Conservation Authority
- Delhi District Anglers Association
- Norfolk Federation of Agriculture


MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80, 82 and 83 of the Drainage Act which forbid the obstruction of, damage or injury to, and pollution of a municipal drain.

After completion, this portion of the drain, the Mills-South Norwich Drain Extension shall be maintained by the Township of Norfolk at the expense of all upstream lands and roads assessed in the present By-Law of the Mills-South Norwich Drain, until such time as the assessment is changed under the Drainage Act.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



A.M. Spriet, P. Eng., O.A.A.(retired)

AMS:bv

SCHEDULE 'A' - ALLOWANCES
MILLS-SOUTH NORWICH DRAIN EXTENSION
Alternative Drain Maintenance Project
Township of Norfolk

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

CON.	LOT	ROLL NO. (OWNER)	DAMAGES AND RIGHT-OF-WAY
1 STR	Pt24	10-020-649 (S. Kloepher)	\$ 250.00
1 STR	Pt23 & Pt24	10-020-560 (M. & S. Kloepher)	<u>\$ 1,000.00</u>
Total Allowances			<u>\$ 1250.00</u>
Total Allowances under Sections 29 and 30 of the Drainage Act			<u>\$ 1250.00</u>

SCHEDULE 'B' - COST ESTIMATE

MILLS-SOUTH NORWICH DRAIN EXTENSION

Alternative Drain Maintenance Project

Township of Norfolk

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

Construction of various erosion protection measures, including riprap bank protection, minor stream alignments, repair of existing tile outlets, riprap surface water chutes into drain, planting willows in bank at corners where erosion occurs, provide new vegetation to stabilize bank, including flattening and shaping banks, establishing and delineating controlled buffer area along the drain, installing posts and minor stream corrections as required	\$ 12,000.00
Construction of new laneway culvert – 15 meters of 1800mm, 2.8mm thick, corrugated iron pipe	\$ 7,000.00
Allowance under Section 29 and 30 of the Drainage Act	\$ 1,250.00
Miscellaneous Administrative Expenses	\$ 1,000.00
Survey, Plans and Report, and field work establishing control lines for buffer areas	\$ <u>12,870.00</u>
TOTAL ESTIMATED COST	\$ <u>34,120.00</u>

SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

MILLS-SOUTH NORWICH DRAIN EXTENSION

Alternative Drain Maintenance Project

Township of Norfolk

Job No. 99263

November 23, 2018

CON.	LOT	ROLL NO. (OWNER)	SPECIAL BENEFIT ASSESSMENT
<hr/>			
1 STR	Pt24	10-020-649 (S. Kloepher)	\$ 18,000.00
1 STR	Pt23 & Pt24	10-020-560 (M. & S. Kloepher)	<u>\$ 16,120.00</u>
Total Assessment			<u>\$ 34,120.00</u>
Total Assessment of the Mills-South Drain Extension			<u>\$ 34,120.00</u>

NOTE: All the above noted lands are classified as agricultural.

NET ASSESSMENT ESTIMATION
for the
MILLS-SOUTH NORWICH DRAIN EXTENSION
Alternative Drain Maintenance Project
Township of Norfolk

Job No. 99263

November 23, 2018

CON.	LOT	ROLL NO. (OWNER)	SPECIAL BENEFIT ASSESSMENT	ALLOWANCES	OMAFRA GRANT	ESTIMATED NET COST
1 STR	Pt24	10-020-649 (S. Kloepher)	\$18,000.00	\$250.00	\$6,000.00	\$11,750.00
1 STR	Pt23 & Pt24	10-020-560 (M. & S. Kloepher)	\$16,120.00	\$1,000.00	\$5,373.00	\$9,747.00
Total Assessment			\$34,120.00	\$1,250.00	\$11,373.00	\$21,497.00

NOTE: All the above noted lands are classified as agricultural.

NET FINAL COST AFTER RECEIPT OF PARTNERSHIP FUNDING

for the

MILLS-SOUTH NORWICH DRAIN EXTENSION**Alternative Drain Maintenance Project****Township of Norfolk**

Job No. 99263

November 23, 2018

CON.	LOT	ROLL NO. (OWNER)	NET COST AFTER OMAFRA FUNDING	PARTNERSHIP FUNDING	ESTIMATED NET COST
1 STR	Pt24	10-020-649 (S. Kloepher)	\$11,750.00	\$6,611.00	\$5,139.00
1 STR	Pt23 & Pt24	10-020-560 (M. & S. Kloepher)	\$9,747.00	\$5,484.00	\$4,263.00
		Total Estimated Cost	\$21,497.00	\$12,095.00	\$9,402.00

Council Services Department
50 Colborne Street South
Simcoe, Ontario N3Y 4H3



FO-91
Nov. 2018

Request for Deputation

Request for Deputation and/or any written submissions and background information for consideration must be submitted to the Council Services Department by 12 noon the Thursday prior to the meeting. Deputations that are not related directly to agenda items may be placed on the next appropriate agenda at the County Clerk's discretion

Any Information contained on this form will be made public through the publication of the agenda. Through submission of a Request for Deputations, individuals are agreeing to the release and inclusion of their personal information within the public record. Applicants may request the removal of their personal contact information when submitting this form. The request to remove personal contact information cannot be made after agenda publication. Please note that all meetings occur in an open public forum and are regularly recorded and televised.

Please Print

Subject: Legal non-conforming status for trailers, Mastings Dr
Name: Maria Weber

Name of Group or Person(s) being represented (if applicable):

Details of the nature of the business/purpose:

I will discuss the legal non-conforming status of trailers on Mastings Drive, from a cottage owner's point of view.

(Additional information can be attached separately):

Deputation requirements:

☐ easel

☐ projector

☐ laptop

other: _____

All deputations are limited to ten minutes with no time extensions possible.

Upon receipt and approval of a Deputation, full details on the process will be sent to all presenters.

To submit your form or ask questions please contact Norfolk County Council Services at:

Clerks@norfolkcounty.ca or 519-426-5870, Ext. 1237



*Accessibility accommodations are available.
Please make your request in advance.*



THE CORPORATION OF NORFOLK COUNTY

RESOLUTION #

DATE: Feb 12, 2019

MOTION

MOVED BY Mayor Chopp _____.

SECONDED BY Councillor _____.

THAT Council supports in principle that all Recreational Vehicle or trailer usages in place on Hasting Drive prior to 1-Z-2014 coming into force and used continuously since that time be upheld as legal non-conforming uses.

January 31, 2019

To : Norfolk County Council

From : Garfield Eaton

Subject: Farmers (Agricultural Industry) Seek Tax Relief

Page 1 of 2

I am writing to ask that the Council of this County NOT provide relief as requested by the Ontario Federation of Agriculture (OFA) to the farm class properties as any relief will shift tax burden onto the other property classes. To support my request I will provide some tax analysis, comments addressing some statements made by the OFA and a Councillor plus provide some other comments about farming in Ontario/Canada.

TAX ANALYSIS: The following table shows the municipal tax burden based on the following for 3 classes of property with a taxable assessment of \$1,500,000 using the Norfolk County 2018 tax rates for both municipal and education taxes:

Property Class	Tax Rate	Total Taxes (Mun+Education)
Residential	.0119641	\$19,946
Commercial	.0307161	\$46,164
Farm	.0029910	\$ 4,486

Clearly the farming community is currently receiving a huge tax savings verses both the residential and commercial classes. Relief as requested by the OFA would shift an additional tax burden onto the other classes of property in the County. This means the residential, commercial, industrial classes will have to pay for the relief. We are struggling to build a vibrant commercial and industrial base and a tax shift will just make it too expensive for both the small and larger businesses to operate here. It will put an unfair burden on seniors on fixed income and on residents with low incomes.

RESPONSE TO OFA AND COUNCILLOR COMMENTS: I was not at the meeting when the OFA made their presentation and I base the following comments on the news article in the Simcoe Reformer dated Thurs. Jan 24, 2019.

- 1) The OFC is recommending that taxes be based on revenue generated or rental income. Such a suggestion would be extremely expensive to monitor and maintain as each property in the Province would have to be handled separately verses as a class of properties.
- 2) Councillor Van Paassen was reported as saying that the going rate for corn and soybeans could result in the municipalities owing farmers money. On this issue I wish to point out there are Federal or Provincial Government programs to protect the Farming Industry when prices are falling. In addition it was put forward that municipalities deliver few services to farm land. I do

not agree with this comment and suggest the following services are delivered, police , ambulance and emergency services respond when there are robberies, break enters, accidents, fires at farms . There are hundreds of kilometers of roads maintained that farms use to access their fields. There are hundreds of kilometers of road ditches that assist with drainage on farm land, bridges on roads are built and maintained that are used by the farming community. I believe last week the County Council approved rebuilding a \$2M bridge that would save a farmer from travelling many kilometers to reach their farm fields. Social and Health Services are funded by the municipality that are accessed and used by many migrant farm works. Municipalities have been the organization that has been ordered to provided many Provincial and Federal programs to the agricultural industry such as drainage programs(Drainage Act, Tile Loan Program) , Farm Property Class Tax Rate Program, Line Fences Act etc. (Note this is not an all inclusive list).

OTHER COMMENTS:

- 1) All property tax classes are subject to the same assessment system with assessment increases phased in over 4 years. The phase in period is in place to cushion increases. The farm class has an addition cushion in that they only pay 25% of the tax rate. For example if both a residential and farm property had the same assessment increase say \$200,000 the 4 yr phase in would mean in the first year each would have their assessment increase by \$50,000(\$200,000/4). The residential class tax rate for 2018 is .0119641 X \$50,000 assessment increase results in an additional \$594 in municipal/education taxes. The farm land tax increase would only be \$150 which is \$344 less than the residential taxes on the same assessment increase. If tax revenue is needed by the municipality the loss of \$344 will have to come from the other property classes.
- 2) The income tax burden in Canada has shifted significantly, at one time individuals and corporations paid about the same amount of taxes. In 2015/2016 individuals paid \$145 billion and the Corporations paid \$41billion. The farming industry as a tax class had one of the lowest rates.
- 3) The farming industry has over time received many financial concessions from both the Federal/Provincial Governments all one has to do is enter Farm Assistance Programs in a web search engine . For example in 2019 the Governments (Federal and Provincial) lowered the Small Business tax rates by a further 1%.

CONCLUSION: I am of the opinion that the OFA request should not be supported as this Industry has received more than its share of tax concessions programs from all levels of government. Once tax concessions are offered to one class of property then all classes have the right to make similar requests (except residential) and it can become a Pandora's box. Industry funding /programs should be the responsibility of Federal/Provincial Governments, the municipal role should be to provide efficient/effective municipal services to all industries and property classes.

Yours truly, Garfield Eaton Port Rowan

Subject: [REQUEST] Letter of Support: CRTC Appeal/Federal Government Petition

Sent: Friday, January 25, 2019 2:17 PM

As you may be aware, SWIFT has launched an appeal with the Canadian Radio-television and Telecommunications Commission (CRTC) and has also filed a petition with the federal government regarding the Commission's Broadband Fund and its eligibility criteria and funding model. While SWIFT welcomes the CRTC's announcement of its Broadband Fund, certain elements of the fund do not align with recommendations made to the Commission in order to ensure truly universal access.

As a project stakeholder, SWIFT believes that this is a policy position of great interest to our partners as it could potentially have significant impacts on our project region. With your support, we are asking you to submit letters of support. I have attached a template letter for both the appeal and the petition above, however please note that greater value is placed on authentic and original commentary. As well I have attached an image of Norfolk County's funding eligibility which you may choose to include in your submissions. **Things to consider when drafting your letter:** Why you joined the SWIFT project? Why you are supporting the appeal and/or petition? Why is broadband important to your community?

Additional information:

CRTC Appeal

The Commission is exclusively relying on the use of the 25km hexagonal system used by Innovation, Science and Economic Canada (ISED) to map "served" and "underserved" areas as a base to determine funding eligible which has lead to a significant underestimation of the magnitude of the problem and restricts the ability of underserved communities to access much-needed funds.

Why this is important?

The CRTC has launched the Broadband Fund to encourage greater connectivity and use of broadband Internet in underserved areas. Unfortunately, the eligibility and assessment criteria used to evaluate applicants' ability to apply for funding excludes "partially served" areas, a hexagon with at least one household that has access to 50/10 target speeds. "Partially served" areas are **not** eligible for funding. As a result of the CRTC's interpretation of mapping and data, SWIFT estimates that approximately 100,000 underserved premises in Southwestern Ontario will be ineligible for funding, reducing the overall quality of the Broadband Fund and leaving many gaps that market forces are unlikely to address anytime soon.

How to submit a letter of support:

- By completing the [online form](#) and uploading your letter of support to the site.

The deadline for comment is **February 8, 2019**.

[Voice your support: Increase equal access to CRTC broadband funding](#)
[SWIFT is requesting CRTC to reconsider its Broadband Fund eligibility criteria](#)

Federal Government Petition

The Canadian Radio-television and Telecommunications Commission (CRTC) is making changes to its broadband funding model.

Why this is important?

The recent changes to the Commission's funding model has relaxed eligibility standards for private sector service providers, while restricting municipal government and regional projects access to federal broadband funding. This places local government and regional broadband projects at a distinct disadvantage as the private service providers can now bypass community engagement and accountability with direct access to subsidies from the Commission.

How to submit a letter of support:

- by [email](#)

The deadline for comment is **February 18, 2019**.

[Call for comment – CRTC Broadband funding model falls short](#)

[SWIFT seeking Cabinet to review how CRTC's broadband fund is delivered](#)

[Petition to the Governor in Council concerning Telecom Regulatory Policy CRTC 2018-377](#)

[Gazette Notice— Petition to the Governor in Council concerning Telecom Regulatory Policy CRTC 2018-377](#)

Your voice is important - the CRTC and the federal government attach great value to written comments from citizens, organizations and elected officials.

Your support is greatly appreciated.

Kind regards,

Melissa O'Brien

Melissa O'Brien

Communications Manager

Southwestern Integrated Fibre Technology Inc.

226.256.1640 (w)

416.826.9759 (m)



The Canada Gazette, Part I

Publication date: January 18, 2019

TIPB-001-2019 – Petition to the Governor in Council
concerning Telecom Regulatory Policy CRTC 2018-377

Mr. Michael Wernick
Clerk of the Privy Council and Secretary to the Cabinet
80 Wellington Street
Ottawa, Ontario
K1A 0A3

[Date]

**Re: Petition to Governor in Council to Vary Telecom Regulatory Policy CRTC 2018-377, on the
Development of the Commission's Broadband Fund**

Dear Mr. Wernick,

This letter is in support of SWIFT's request to modify the Canadian Radio-television and Telecommunications Commission (CRTC) broadband funding model. The Commission Broadband Fund was designed to encourage greater connectivity and use of broadband Internet in underserved areas.

Yet recent decisions to the Commission's funding model has relaxed eligibility standards for private sector service providers, while restricting municipal government and regional projects access to federal broadband funding. Instead of complementing local government initiative and regional broadband projects, the Commission's approach counteracts efforts and pit municipalities against each other to compete for funding.

I fully support the recommendations SWIFT has made to the Government to vary the Commission's decision by:

- Removing restrictions on eligibility of municipal governments and community-based intermediary organizations to apply for accessing the fund by restoring the more flexible approach the Commission had specified in the 2016-496 decision.
- Enhancing the Commission's commitment to the application of minimum service quality standards.
- Empowering underserved communities and promoting public-private cooperation needed to counteract Canada's growing rural-urban digital divide in Internet access quality and affordability.
- Enhancing the accountability of subsidy recipients for actual speeds/quality of broadband services they ultimately deliver.
- Enhancing the transparency of the Commission's funding decisions by publishing submitted applications.

Right now, The Commissions' approach to the design of its broadband fund bypasses community engagement in project development, lacks transparency at the assessment stage, and fails to effectively commit subsidy recipients to deliver some minimum level of performance.

We want to change that. SWIFT is proposing modifications to the funding model that will increase transparency and accountability while restoring a more flexible approach to enable municipal governments and regional broadband initiatives to apply for funding. I am hopeful you will give strong consideration to SWIFT's recommendations.

Sincerely,

[To be signed by Mayor]

CC:
Director General
Telecommunications and Internet Policy Branch
Innovation, Science and Economic Development Canada
10th Floor
235 Queen Street
Ottawa, Ontario,
K1A 0H5.

[Date]

Mr. Claude Doucet
Secretary General Canadian Radio-television and Telecommunications Commission
Ottawa, Ontario
K1A 0N2

RE: Telecom Regulatory Policy CRTC 2018-377: Changing eligibility rules for stakeholders applying for funding for high-speed broadband internet access

Dear Mr. Doucet,

This letter is in support of SWIFT's request to the CRTC to change the criteria of the Broadband Fund eligibility. Currently, there are too many underserved Ontarians in Southwestern Ontario that are being denied equal access to CRTC's broadband funding. The CRTC has classified high speed Internet as a basic need, but for too many residents and businesses of Southwestern Ontario, their needs are not being met by the current funding model. I fully support the recommendations SWIFT has made to the CRTC to change the criteria of eligibility to ensure that residents and businesses of Southwestern Ontario qualify for equal access to broadband funding. We are asking the CRTC to:

- Redefine service area boundaries and allow areas that are lacking access to meet the CRTC's criteria for basic service
- Allow lower levels of government and underserved communities to provide other evidence such as standardized Internet measurements to demonstrate their needs and therefore ensure their eligibility to apply
- Reconsider that in partially served areas market forces are not likely to improve connectivity
- Allow underserved areas to be eligible to apply as part of larger projects to incent private sector participation

Right now, the CRTC's Broadband Fund will leave out 100,000 underserved premises in Southwestern Ontario from improved access to broadband internet. We want to change that. SWIFT is proposing changes to the criteria which will enables all underserved stakeholders to access and leverage available funding and I am hopeful you will give strong consideration to SWIFT's recommendations.

Sincerely,

[To be signed by Mayor]



Working together with our community

Council Agenda

The Corporation of Norfolk County

3:00 p.m.

Wednesday January 30, 2019

Council Chambers

2nd Floor County Administration Building

50 Colborne Street South, Simcoe

Present: Chair Kristal Chopp, Tom Masschaele, Roger Geysens, Michael Columbus, Chris Van Paassen, Ian Rabbits, Ryan Taylor, Amy Martin, Kim Huffman

Absent with Regrets: None

Also Present: James Johnson, Marlene Miranda, Bill Cridland, Chris Baird, Yakov Sluchukov, Bill Mayes, Shannon VanDalen, Mat Vaughan, Andy Grozelle

Mayor Chopp called the meeting to order at 3:00 p.m.

Ceremonial Activities (Item 1)

Approval of Agenda/Changes to the Agenda (Item 2)

1. (Rabbits/Taylor)

THAT the agenda be approved as amended through allowing Council hear from the members of the public in attendance pertaining to the two public drainage reports at 3:00 p.m.

Carried.

Disclosure of Pecuniary Interest (Item 3)

None were declared.

Communications (Item 6)

A) Correspondence Relating to Backyard Chickens

2. (Taylor/Rabbitts)

THAT Correspondence Relating to Backyard Chickens, be received as information.

Carried.

B) Grand River Conservation Authority Budget Requirements**3. (Rabbitts/Geysens)**

THAT the 2019 Grand River Conservation Authority Budget and Levy Meeting be received as information.

Carried.

Approval of Minutes (Item 7)**A) Council Meeting Minutes - January 15, 2019**

The Council Minutes of January 15, 2019 having been circulated for review and no errors or omissions noted, were declared as adopted, signed by the Mayor and Clerk and affixed with the Corporate Seal.

Reports of Committees (Item 8)**A) Council-In-Committee Open and Closed Minutes - January 22, 2019****4. (Taylor/Columbus)**

THAT the open and closed session minutes of the Council-in-Committee Meeting of January 22, 2019 be approved with the exception resolution No. 5 which is pulled for further discussion be approved.

Carried.

5. (Martin/Van Paassen)

THAT Resolution No. 5 of CIC be amended to read as follows:

THAT Council accept the grant proposal as presented on page 11 of January 22, 2019 Council-In-Committee agenda package;

AND THAT County staff be directed to work with the deputation respecting the property tax increment grant that is non-transferable, and report back to Council.

Carried.

B) Recreation Facilities Advisory Board - January 14, 2019

6. (Huffman/Taylor)

THAT the minutes of the Recreation Facilities Advisory Board, January 14, 2109 meeting be received as information.

Carried.

7. (Rabbitts/Taylor)

THAT Council extend the current civilian memberships of the Recreation Advisory Facilities Board to expire January 14, 2020;

AND THAT Council authorize the Recreation Advisory Facilities Board to form working groups with specific functions such as developing working plan and project timelines.

AND FURTHER THAT the vacant citizen position be advertised.

Carried.

C) Norfolk Environmental Advisory Committee Minutes - December 10, 2018**8. (Masschaele/ Rabbitts)**

THAT the minutes of the Norfolk Environmental Advisory Committee Minutes Meeting of December 10, 2018 be received as information.

Carried.

Staff Reports/Discussion Items (Item 9)**A) CAO 19-05**

Re: Open Session Norplex Hub Project Update - CAO 18-40 Update

Bill Cridland, General Manager Community Services, presented report CAO 18-40 and responded to questions of Council.

9. (Rabbitts/Martin)

THAT Council waive the rules of order to allow Paul Anderson, Chair of the Recreation Facilities Advisory Board to address Council.

Carried.

Paul Anderson, Chair of RFAB addressed Council and responded to questions of Council.

10. (Martin/Masschaele)

Whereas, Previous Council directed staff to commence work on the application for funding from both the Ontario government and the Government of Canada for a Multi-generation, Multi-use Center of Excellence to replace the 4 facilities in Simcoe that are aging and in dire need of repair; and

Whereas, previous Council established a Recreation Facilities Advisory Board (RFAB) and the current Council on December 18, 2018 has been amended the RFAB membership to include the Mayor as ex-officio and four members of Council; and

Whereas, this new Council wishes to be open and transparent on all issue, to the greatest extent possible; and

Whereas, RFAB is scheduled to meet in February and it is Council's desire that those meetings occur under the amended Terms of Reference.

THEREFORE BE IT RESOLVED that, Council directs staff to halt all activity directed by the previous term of Council in relation to the Norplex Hub Project as RFAB and the 2018-2022 Term of Council will review and provide new direction to staff;

AND THAT the following expanded mandate of the Recreation Facilities Advisory Board be approved:

- a) The Committee shall review the current site selection process and subsequent outcomes;
- b) Revise, as needed, and apply the site selection process to the previously selected sites so as to be as inclusive as possible and ensure there is a fair "rating" system in place that includes an Economic Benefits statement with each site;
- c) Establish a current, up-to-date, 10 year estimate for repair, maintenance and operations of current 4 recreation facilities in Simcoe and develop a comparison estimate for "new build" containing just the same 4 facilities (an Apples to Apples comparison);
- d) Establish a Fundraising program to supplement the previous donation from the Simcoe Lions and to receive further donations, issue charitable receipts and Identify major community partners to assist in the program;

- e) Establish a community engagement program to liaise with core and major facility user group representatives and business professionals to address needs now and in the future;
- f) Set up visits to other facilities in Southern Ontario that can serve as examples of efficient and effective community facilities; and
- g) Assist staff in developing the Business Case and Applications for funding to the Ontario and Canadian governments; and
- h) Report monthly to Council on progress.

11. (Columbus/Geysens)

THAT the motion respecting the Recreation Facilities Advisory Board be deferred until Council has further time to review the motion.

Deferral Defeated.
Main Motion Carried.

Public Meeting/Public Hearings (Item 10)

Mayor Chopp officially opened the Public Meeting, held under the Planning Act, the Drainage Act and the Municipal Act. Mayor Chopp advised those in attendance that the Local Planning Tribunal has the power under the Planning Act to dismiss an Appeal to either a Zoning By-Law and/or an Official Plan Amendment if the appellant does not make oral submissions at the Public Meeting or does not make written submission to Norfolk County Council before the Zoning By-Law is passed and/or before the Official Plan Amendment is adopted.

A) PW 19-07

Re: Miles Drain Report for Consideration

Mayor Chopp officially opened the Public Meeting on Staff Report PW 19-07.

Mr. Chris Baird, General Manager of Public Works introduced Bill Mayes, Drainage Superintendent and Joel Miller who presented PW 19-07.

Mayor Chopp asked if there were any persons in attendance wishing to speak to any aspects of the engineers report.

Kevin Miles, 1701 Waterford Old Highway 24, came forward and expressed concerns around the multiple drain projects.

Nick Shira, landowner on Miles Drain came forward to speak to the natural watercourse and his properties.

Robert Fawcett, 385 Anglin Road, came forward to speak against the multiple drainage projects in the area.

Shane Rochholz, 447 Anglin Road, came forward to ask questions respecting the time frame of the drainage project.

Dan Demeulenaere, 61 Lutesville Road, came forward to inquire about the drainage improvements impact upon his property.

No one further came forward to speak to the matter.

12. (Taylor/Rabbitts)

THAT the Public Meeting respecting Staff Report P.W. 19-07 be closed.

Carried.

13. (Geysens/Van Paassen)

THAT Staff Report PW 19-07, Miles Drain 2018 Report for Consideration, be received as information;

AND THAT a By-Law be given two readings provisionally adopting the Miles Drain 2018 Report dated August 3, 2018, prepared by K. Smart Associates Limited;

AND FURTHER THAT the Court of Revision be scheduled in accordance with the provisions of the Drainage Act;

AND FURTHER THAT upon completion of the appeal process the Drainage Superintendent be authorized to commence the process and construction of the drainage works in accordance with the Drainage Act.

Carried.

B) PW 19-09

Re: Henry Jull Drain Improvements 2016 Consideration of Contract Price

Mayor Chopp officially opened the Public Meeting on Staff Report P.W. 19-09.

Mr. Chris Baird, General Manager of Public Works introduced Bill Mayes, Drainage Superintendent who presented report PW 19-09.

Mayor Chopp asked if there were any persons in attendance wishing to speak to any aspects of the engineers report.

Frank Menich, 686 Norfolk Road 19, came forward to suggest that issuing the project for rebid may be beneficial to the overall price.

Bob Lester, Oxford County, came forward to raise concerns around the increased costs.

No one further came forward to speak to the matter.

14. (Columbus/Rabbitts)

THAT the Public Meeting respecting Staff Report PW 19-09 be closed.

Carried.

15. (Columbus/Rabbitts)

THAT Staff Report PW 19-09, Henry Jull Drain Improvements, Consideration of Contract Price, be received as information;

AND THAT Council approves the Tender Bid from Robert M. Simon Construction in the amount of \$167,146.

Carried.

C) DCS 19-13

ZNPL2018275 – An application has been received to amend the Norfolk County zoning by-law on a site specific basis to permit the construction of a single detached dwelling in the Hazard Land zone, within a specific building envelope. The applicants have received a permit from LPRCA. MHBC PLANNING on behalf of RICHARD KINSEY & BONNY ROARKE and agent DALM CONSTRUCTION LTD. has put forth the application affecting the lands described as 82 Windham Road 10

Shannon VanDalen, Principal Planner presented Staff Report D.C.S. 19-13 and responded to questions of Council.

The applicant Richard Kinsey & Bonny Roarke were in attendance.

Mayor Chopp invited anyone who wished to speak in favor of the application to come forward.

Mayor Chopp invited anyone who wished to speak in general or in opposition to the application to come forward.

No one came forward to speak to the matter.

16. (Rabbitts/Taylor)

THAT the Public Meeting respecting Staff Report DCS 19-13 be closed.

Carried.

17. (Rabbitts/Columbus)

THAT the application by MHBC PLANNING PIERRE CHAUVIN 540 BINGEMANS CENTRE DRIVE KITCHENER, ON N2B 3X9 affecting lands described as Part Lots 23 and 24, Concession 10, Geographic Township of Windham, Norfolk County to amend the Norfolk County Zoning By-Law 1-Z-2014, File Number ZNPL2018275, BE APPROVED, for reasons set out in Report Number D.C.S. 19-13.

Carried.

D) DCS 19-20

ZNPL2018285 – A Zoning By-law Amendment is proposed to amend Norfolk County Zoning By-law Section 3.21 to add the following sensitive land uses to the separation requirements from a Cannabis Production and Processing use: Camp ground, Group home, Hotel, Long term care facility, Mobile home park, Place of assembly, Place of entertainment, Place of sports and recreation, Tent and trailer park, Tourist cabin, and Hospital. In addition, the following uses are proposed to be added to the Cannabis Production and Processing use sites within the Agricultural Zone: a Dwelling, Hotel, Place of assembly, and Tourist cabin, subject to a number of provisions.

Mat Vaughan, Principal Planner presented Staff Report D.C.S. 19-20 and responded to questions of Council.

Mayor Chopp invited anyone who wished to speak in favor of the amendment to come forward.

Mayor Chopp invited anyone who wished to speak in general or in opposition to the amendment to come forward.

No one came forward to speak to the matter.

The Mayor asked if there were any further questions of Council to the planner.

18. (Taylor/Columbus)

THAT the Public Meeting respecting Staff Report DCS 19-20 be closed.

Carried.

19. (Rabbitts/Taylor)

THAT Report DCS 19-20 – Cannabis Production and Processing Policy Update be deferred to a future Council meeting to allow staff to present further options in respect to the policy wording around Site Plan Control as it relates to the proposed By-Law.

Carried.

By-Laws (Item 11)

A) By-Law 4-Z-2019

Being a By-Law to Amend Zoning By-Law 1-Z-2014, as amended, for property described as Part Lots 23 and 24, Concession 10, Geographic Township of Windham, Norfolk County in the Name of Richard Kinsey and Bonny Rourke.

B) By-Law 5-Z-2019 **(DEFERRED)**

Being a By-Law to Amend Zoning By-Law 1-Z-2014, as amended, with respect to all land within the County in the Name of Norfolk County.

C) By-Law 6-Z-2019

Being a By-Law to Amend Zoning By-Law 1-Z-2014, as amended, for property described as Concession 7, Part Lot 6, Geographic Township of Townsend, Norfolk County in the Name of Rhonda Michelle Smith-Pichler, Ronald Henry Smith and Darcy Eugene Smith.

D) By-Law 2019-09

Being a By-Law to provide for drainage works in The Corporation of Norfolk County for the Miles Drain 2018.

E) By-Law 2019-10

Being a By-Law to Provide for Water Rates to Finance the Supply and Distribution of Water and to Establish Wastewater Surcharges upon the Water Rates to Finance the Collection and Treatment of Wastewater in Respect of Various Water and Wastewater Systems within Norfolk County.

F) By-Law 2019-11

Being a By-Law to Establish the Heritage & Culture Advisory Committee (HCAC).

20. (Rabbitts/Taylor)

THAT By-Laws 4-Z-2019 and By-Law 6-Z-2019, and By-Law 2019-09 to By-Law 2019-11 be approved, signed by the Mayor and Clerk and affixed with the Corporate Seal.

Carried.

Motions (Item 12)

21. (Van Paassen/Taylor)

THAT Council Waive the Rules of Order to allow the following:

- i) THAT a reconsideration of the Concession 45 Bridge proceed this evening;
- ii) AND THAT Public Speakers be allowed to present to Council in relation to this issue this evening;
- iii) AND THAT Resolution No. 14 of the Council Minutes of January 8,9, 2019 be reconsidered.

Carried.

Robert Knowles, presented to Council and suggested they reverse the existing direction on the bridge.

Jim Hammond, presented to Council and suggested they reverse the existing direction on the bridge.

Shannon Greatrix, presented to Council and suggested they reverse the existing direction on the bridge.

Mayor Chopp relinquished the Chair to Deputy Mayor Martin

Res. No. 14. – January 8 and 9, 2019

THAT Council direct staff to proceed to tender for a two-lane concrete bridge for the replacement of the Road 45 Bridge.

Councillor Columbus requested a Recorded Vote.

The motion was DEFEATED on the following Recorded Vote:

Yeas: Geysens, Rabbitts, Columbus

Total: 3

Nays: Martin, Van Paassen, Huffman, Masschaele, Taylor, Chopp

Total: 6

22. (Van Paassen/Huffman)

THAT staff be directed to prepare an RFP for the design and build of a single-lane bridge on County Road 45.

Carried.

Notices of Motion (Item 13)

Councillor Van Paassen introduced the following Notice of Motion

A) THAT Council Waive the Rules of Order to allow the following:

- i) THAT a reconsideration of the Concession 45 Bridge proceed this evening;
- ii) AND THAT Public Speakers be allowed to present to Council in relation to this issue this evening;
- iii) AND THAT Resolution No. 14 of the Council Minutes of January 8,9, 2019 be reconsidered.

Refer to Item 12 – Motions above for further disposition.

Other Business (Item 14)

Closed Session (Item 15)

A) ECS 19-04

Re: Norplex Hub Project Update

Council indicated that the Closed Session would occur at a future meeting with RFAB membership.

Confirming By-Law (Item 16)

A) By-Law 2019-12

Being a By-Law to Confirm the Proceedings of the Council of Norfolk County at this Council Meeting Held on the 30th Day of January, 2019.

23. (Van Paassen/Rabbitts)

THAT By-Law 2019-12 being a By-Law to Confirm the Proceedings of the Council of Norfolk County at this Council Meeting Held on the 30th day of January, 2019 be passed, signed by the Mayor and Clerk and affixed with our Corporate Seal.

Carried.

Adjournment (Item 17)

24. (Rabbitts/Taylor)

THAT Council be adjourned at 8:48 pm.

Carried.

Mayor

County Clerk



Working together with our community

Council-In-Committee Minutes
The Corporation of Norfolk County

February 5, 2019
Immediately Following BOH – 3:10 p.m.
Council Chambers
2nd Floor County Administration Building
50 Colborne Street South, Simcoe

Present:	Chair Michael Columbus, Mayor Kristal Chopp, Tom Masschaele, Roger Geysens, Chris Van Paassen, Ian Rabbitts, Ryan Taylor, Amy Martin, Kim Huffman
Absent with Regrets:	None
Also Present:	James Johnson, Chris Baird, Marlene Miranda, Bill Cridland, Nicholas Loeb, Yakov Sluchenkoy, Pam Duesling, Stephanie Godby, Bill Nolan, Devon Hunter, Fritz Enzlin, Richard Roberts, Mat Vaughan, Shannon VanDalen

Disclosure of Pecuniary Interest (Item 1)

None were declared

Approval of Agenda/Changes to the Agenda (Item 2)

1. **(Taylor/Rabbitts)**
THAT the Agenda be approved as amended as follows:

Addition: Deputations (Item 6)

C) Brian Craig
Re: 1925 Forestry Farm Road Gas Well Eruption

Carried.

Consent Items (Item 3)

- A) HSS 19-07
Re: Norview Lodge – L-SAA of Compliance 2018

2. (Chopp/Rabbitts)

THAT Consent Item A) be approved as presented as follows:

- A) THAT Staff Report HSS 19-07, Norview Lodge – L-SAA Declaration of Compliance 2018, be received as information;

AND THAT Council direct the Mayor to sign the Declaration of Compliance (Schedule E) for 2018 on behalf of Council and staff to forward it to the Hamilton Niagara Haldimand Brant Local Health Integration Network on or before March 1, 2019.

Carried.

Presentations (Item 4)**Closed Session (Item 5)**

- A) Staff Repot CAO 19-08
Re: Misner Dam Update

3. (Rabbitts/Taylor)

THAT Committee move into closed session at 3:12 p.m. to discuss matters Pursuant to Section 239 (2) (a), (c), (e), and (f) of the *Municipal Act 2001*, S.O.2001, c. 25 as the subject matter pertains to the security of the property of the municipality or local board, a proposed or pending acquisition or disposition of land by the municipality or local board, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried.

4. (Masschaele/Taylor)

THAT Committee recess this closed session at 3:52 p.m. and reconvene in open session.

Carried.

5. (Chopp/Martin)

THAT Confidential Report CAO 19-08, Closed Session Misner Dam Update, be received as information.

Carried.

- i) PW 19-08 – Open Session
Re: Misner Dam; Response to Council Direction

Christopher Baird, GM, Public Works, presented Staff Report PW 19-08 and responded to questions of Committee.

6. (Chopp/Martin)

THAT Report PW 19-08 “Misner Dam; Response to Council Direction” be received as information.

Carried.

7. (Martin/Rabbitts)

THAT Council does not support “Option 4: Do Nothing” as outlined in Staff Report PW 19-08.

Carried.

8. (Van Paassen/Taylor)

THAT Council support the commencement of a Municipal Class Environmental Assessment, funded from the remaining capital budget for the earlier repairs.

Defeated.

9. (Chopp/Martin)

THAT the Port Dover Waterfront Association be invited to the February 19, 2019 Council-In-Committee meeting to make a deputation ‘respecting the dredging of silver lake.

Carried.

Deputations – 5:00 p.m. (Item 6)

- A) George Anger and Darlene Vandepoele, Turkey Point Phragmites Action Alliance Committee
Re: Ordnance Beach in Turkey Point: Phragmites/Wetland Designation/Public Access.

George Anger and Darlene Vandepoele presented the deputation respecting Ordnance Beach in Turkey Point: Phragmites/Wetland Designation/Public Access, and responded to questions of Committee.

10. (Rabbitts/Taylor)

THAT the deputation of George Anger and Darlene Vandepoele respecting Turkey Point: Phragmites/Wetland Designation/Public Access, be received as information.

Carried.

11. (Van Paassen/Martin)

THAT the letters provided by the deputation be sent by the Mayor on February 6, 2019.

Carried.

12. (Chopp/Geysens)

THAT the Mayor and staff, in consultation with the Turkey Point Phragmites Action Alliance Committee, the Ministry of the Environment, and Parks, be authorized to begin work on the process to petition for a revision to the boundary of Turkey Point Provincial Park to exclude the area described as “10 hectares along with the Lake Erie shoreline, known as Main Beach, which spans some 1.7 km in Turkey Point; and, another 4 hectares with additional frontage on Lake Erie of 1.3 km”;

AND THAT the Ministry of Natural Resources be notified of Norfolk County’s intent, that if successful with the boundary change, the County would complete a management plan and specific prescriptions for the area along with a complete tourist and economic development proposal in conjunction with the residents of Turkey Point.

Carried.

B) Roshika Perera, Riverside Christian Montessori School
Re: Special Needs Resource Funding for an Autistic Child in School

Roshika Perera presented the deputation respecting Special Needs Resource Funding for an Autistic Child in School, and responded to questions of Committee.

13. (Rabbitts/Masschaele)

THAT the deputation of Roshika Perera, respecting Special Needs Resource Funding for an Autistic Child in School, be received as information.

Carried.

14. (Rabbitts/Chopp)

THAT the deputation be referred to the Haldimand-Norfolk Health and Social Services Advisory Committee, and report back to Norfolk County Council.

Defeated.

C) Brian Craig
Re: 1925 Forestry Farm Road Gas Well Eruption

Brian Craig presented the deputation respecting 1925 Forestry Farm Road Gas Well Eruption, and responded to questions of Committee.

15. (Taylor/Rabbitts)

THAT the deputation of Brian Craig, respecting 1925 Forestry Farm Road Gas Well Eruption, be received as information.

Carried.

i) HSS 19-14

Re: Leaking Gas Well Update – Ministry of Natural Resources Funding

Marlene Miranda, GM, Health and Social Services, presented Staff Report HSS 19-14 and, along with Bill Cridland, GM, Community Services, responded to questions of Committee.

16. (Geysens/Taylor)

THAT Staff Report HSS 19-14, Leaking Gas Well Update-Ministry of Natural Resources Funding, be received as information;

AND THAT Council direct staff to accept the funding of \$500,000 from the Ministry of Natural Resources and Forestry, if Norfolk County is eligible to do so, to advance the research of the leaking gas wells around Forestry Farm Road and to explore potential remediation options, with completion by March 31, 2019;

AND FURTHER THAT Council authorize the General Manager, Health and Social Services and/or the General Manager of Public Works to enter into a Service Agreement with the Ministry of Natural Resources and Forestry to advance the research and potential options of remediation of leaking gas wells and take appropriate steps to initiate the services necessary to advance the research and potential remediation options;

AND FURTHER THAT Council authorize an exemption to the County's Purchasing Policy to enter into agreements with experts in the field as determined by the MNRF and/or the University of Waterloo.

Carried.

Communications (Item 7)**Staff Reports/Discussion Items (Item 8)**

A) HSS 19-13

Re: UVC Disinfection System Donation – Norview Lodge

Bill Nolan, Administrator, Norview Lodge, presented Staff Report HSS 19-13 and, along with James Johnson, Treasurer/GM, Financial Services, and

Marlene Miranda, GM, Health & Social Services, responded to questions of Committee.

JJ Knott, representative of the Who Did It Club, provided clarification respecting the donation.

17. (Chopp/Huffman)

THAT Staff Report HSS 19-13, UVC Disinfection System Donation – Norview Lodge, be received as information;

AND THAT Council exempt staff from Norfolk County Policy ECS-02 to permit an unsolicited proposal and single source procurement from Class 1 Inc. through the Who Did It Club for a UVC Disinfection System;

AND FURTHER THAT Council accept the donation in the amount of \$75,000 from the Who Did It Club;

AND FURTHER THAT the 2019 Approved Capital Plan be amended to include the \$65,000 donation from the Who Did It Club for the purchase of a UVC Disinfection System;

AND FURTHER THAT the remaining \$10,000 be allocated to future Levy Supported Operating Budgets to complete the preventative maintenance for the UVC Disinfection System;

AND FURTHTER THAT the Administrator, Norview Lodge be authorized to execute an agreement with Class 1 Inc. in the amount of \$75,000 for the purchase of a UVC Disinfection System including a five (5) year maintenance agreement in the amount of \$10,000, with an option to extend the agreement for one (1) additional term of five (5) years at a cost of \$1,000 per year plus the cost of parts.

Carried.

B) DCS 19-19

Re: 2018 Development Statistics Review

Mat Vaughan, Principal Planner, presented Staff Report DCS 19-19, and, along with Fritz Enzlin, Chief Building Official, responded to questions of Committee.

18. (Rabbitts/Masschaele)

THAT Report DCS 19-19 2018 Development Statistics Review and Update be received as information.

Carried.

19. (Chopp/Huffman)

THAT the Building Division's annual financial reports for Norfolk County, including the past 3 years, be made publically available on the Norfolk County website.

Carried

C) DCS 19-27/PW 19-11

Re: Servicing Monitoring Report for 2018

Shannon VanDalen, Principal Planner, presented Staff Report DCS 19-27-PW 11, and responded to questions of Committee.

20. (Rabbitts/Taylor)

THAT Staff Report DCS 19-27 / PW 19-11 Servicing Monitoring Report for 2018, be received as information.

AND THAT Council endorses the servicing monitoring method outlined in this report.

AND FURTHER THAT Council direct staff to bring forward a report outlining future water and wastewater servicing options, timelines, and cost estimates.

Carried.

Motions (Item 9)**Notices of Motion (Item 10)****A) Recreational Vehicle or Trailer Usage on Hastings Drive**

THAT Council Supports in principle that all Recreational Vehicle or trailer usages in place on Hastings Drive prior to the April 16, 2018 be upheld as legal non-conforming uses.

21. (Chopp/Van Paassen)

THAT the rules of order pertaining to the Notice of Motion and Motion process be waived to hear the February 5, 2019 Notice of Motion respecting Recreational Vehicle or Trailer Usage on Hastings Drive at the February 12, 2019 Council Meeting.

Carried.

Other Business (Item 11)**Closed Session (Item 12)**

Adjournment (Item 13)

22. (Rabbitts/Huffman)

THAT, there being no further business, Committee be adjourned at 7:00 p.m.

Carried.

Chair

Deputy County Clerk



Terms of Reference

Recreation Facilities Advisory Board (RFAB)

Approval Date: June 26, 2018

Revision Date/s: February 12, 2019

Mandate:

The Recreation Facilities Advisory Board (RFAB) will provide leadership and advice to County Council with respect to the development of a multi-use recreation facility.

Scope of Committee:

The Advisory Board's Terms of Reference will be reviewed and updated by Council to: (if required) a minimum of once every two years by Council. This review and update process will ensure the work of the Board best coincides with distinct project phases. The initial mandate of the Advisory Board is to support municipal fundraising efforts, propose community engagement measures and to receive input from the public on behalf of County Council.

- a) optimize the utilization of the collective fields of expertise held by board members; and
- b) consider the potential for utilization of alternative processes.

RFAB shall consult with staff and make recommendations to Council respecting:

- a) development of requirements for the proposed facility
- b) site selection based on criteria, including economic benefits;
- c) establishment of a 10-year Operations, Repair and Maintenance comparison between the existing four recreation facilities and the new facility;
- d) resources for technical peer review, planning and specification refinement;
- e) the applicability of Design Build, pre-qualifications for bidding and other related construction options;
- f) the selection process for professionals such as Architects, Engineers and Management consultants;
- g) the development of plans and specifications;

RFAB shall undertake to visit similar sites with the intent of gaining information in the following areas:

- a) lessons learned;
- b) complementary design components for consideration in Norfolk's project;
- c) establishment of a project road map;
- d) fundraising initiatives and opportunities.

RFAB in consultation with County staff shall provide to Council a detailed proposed project Road Map. Once approved routine updates and maintenance of the list will occur as a communications tool for all participants and to enhance general public awareness.

RFAB shall provide advice to Council in respect to the following areas:

- a) establishing a community engagement program, liaising with major facility user representatives, facility staff and business professionals in the determination of requirements;
- b) the development of operational efficiencies, taking advantage of volunteer services and public-private partnerships to maximize the delivery of community services;
- c) the development of public fundraising program;
- d) review and comment on applications for federal or provincial funding;
- e) review and comment on corporate partnership opportunities;
- f) review and comment upon other non-public funding opportunities.

Background:

~~Mayor Luke advanced the following establishing motion for the~~ The Advisory Board ~~which~~ was approved by Norfolk County Council on May 22, 2018:

Norfolk County Council establish a Recreational Facility Advisory Board ("RFAB"), to be primarily comprised of unelected members of the Norfolk County community. The RFAB would consist of 97 members, being 5 members of the Norfolk County Community ~~and, the Mayor of Norfolk County and one-four~~ members of Norfolk County Council, the Mayor shall be an ex-officio member.

AND THAT the 5 public positions be weighted for those with business expertise or previous community leadership related to significant capital projects or fundraising;

AND THAT County staff are to draft terms of reference for the RFAB which will address tenure of Board members, purpose and mandate;

AND THAT the Board's initial focus shall be receiving input from the public, fundraising and acting as a liaison to County Council;

AND FURTHER THAT the Board's mandate and Terms of Reference after adopted by Council be subject to regular review and amendments to coincide with the various stages of progression of the Recreation Facility project.

Composition/Term:

The voting membership of the Committee is seven (7) members. The Mayor is a permanent member of the Committee and is not ex-officio.

- Mayor ex-officio
- ~~One-Four (4)~~ Councillors Member
- Five (5) Members of the Public with Business, Fundraising or Leadership expertise.
- ~~The Initial~~ term length of ~~citizen~~ the Council ~~appointments shall be set by Council resolution. Council members shall be appointed for the term of Council. ed Committee members shall be one year (due to the 2018 Municipal Election). Subsequent appointment terms will coincide with the term of Council.~~
- Public appointees shall be required to enter into non-disclosure agreements to facilitate full involvement in the Hub site selection process;
- A quorum shall be the majority of the members constituting the Committee;
- The Committee may establish issue specific working groups within the following criteria:
 - a) All working groups must be formally established by motion at RFAB and members must be appointed by motion;
- The maximum membership of any working group must be of a number less than a majority of members of RFAB;
- b) Working groups must appoint a chair who is required to provide verbal reports at RFAB meetings on the working groups meetings and progress;
- Working Groups may:
 - a) Operate in an informal manner without voting or regular committee procedures;
 - b) Engage with consultants, County staff, experts and others as deemed required;
 - c) May allow staff to participate as voting members.

Schedule/Location of Meetings:

- All meeting arrangements and room bookings will be arranged by Council Services;
- Meetings will occur on a monthly basis except in observance of the break periods utilized by Council;
- The Chair may call for more meetings if required due.
- The Chair may cancel meetings in consultation with the Committee Clerk if there are limited non-time sensitive matters on the agenda.

Resources

- Agendas and Minute taking services will be provided by Council Services;
- A Staff Resource from Community Services shall attend all meetings;
- The Advisory Board may by resolution request representation from a specific County Division at a future meeting, in such instances the Division shall make every effort to have a staff member in attendance at the next Board meeting.

Rules of Procedure/Order/Conduct:

The Advisory Board shall observe the Rules and Procedures and Rules of Conduct that govern Committees of Council. The Advisory Board may adopt less formal practices than established in the Procedural By-Law when deemed appropriate.

Minutes:

The Minutes of the Recreation Facilities Advisory Board shall be circulated to ~~Norfolk County Council for information after they have been reviewed and approved by the Advisory Board.~~ the Members via email for the correction of any errors or omissions. The minutes shall be posted on the next available Council agenda to be received as information.



Working together with our community

Council Meeting – February 12, 2019

Subject: Removal of Seasonal Load Restrictions
Report Number: PW 19-12
Division: Public Works
Department: Roads
Purpose: For Decision

Executive Summary:

Seasonal Load Restrictions are a tool available for Municipalities to regulate the movement of heavy vehicles on certain roadways during the critical spring thaw season. During this timeframe, heavy vehicles can significantly damage road surfaces and bases when frost and snow melt is present.

Discussion:

At the April 3, 2018, Council in Committee meeting, a deputation was received by Mr. Chris Hedges regarding the negative impact that seasonal load restrictions have on his apple growing operation. Mr. Hedges was concerned that the 5 tonne/axle seasonal load restriction from March 1st to April 30th would affect his ability to ship/receive apples from his controlled atmosphere apple storage facility on Windham Road 12.

As a result of the deputation, Council moved to create an action item for staff to review current seasonal load restrictions and prepare a report for Council's consideration with recommendations. The following resolution was passed by Norfolk County Council.

Res. 5. (Oliver/Geysens)

That the Deputation of Chris Hedges respecting seasonal load restrictions be received as information.

Carried.

There are currently three seasonal load restriction By-Laws affecting Norfolk County roads that were passed by the former municipalities. The former Township of Delhi passed By-Law No. 731-85 imposing seasonal load restrictions on most roads under its jurisdiction, see Attachment No. 1. The former Township of Delhi also passed an amending By-Law No. 753-85, see Attachment No. 2. The former Regional Municipality of Haldimand-Norfolk passed By-Law No. 55-98 imposing seasonal load restrictions on identified roads under their jurisdiction, see Attachment No. 3.

In assessing the current need for seasonal load restrictions, staff compared road conditions, past and present from the former municipalities that now form Norfolk County. The former Township of Norfolk, City of Nanticoke and Town of Simcoe did not have seasonal load restricting By-Laws in effect for any roads under their jurisdiction. By comparison, the roads in these former municipalities are in a similar condition to roads under the jurisdiction of the former Township of Delhi and Regional Municipality of Haldimand-Norfolk, which did have seasonal load restricting By-Laws.

Since the passing of current seasonal load restriction By-Laws, some 20 to 30 years ago, many improvements have been made to Norfolk County roads. The completion of many road repair and improvement projects over the years has better equipped Norfolk County roads to withstand the weight of today's significantly larger and heavier commercial and agricultural vehicles.

Financial Services Comments:

The removal of seasonal load restriction By-Laws No. 731-85, 753-85 and 55-98 will have no significant financial implications.

Interdepartmental Implications:

None.

Consultation(s):

None.

Strategic Plan Linkage:

Not applicable.

Conclusion:

Staff are recommending that the current seasonal load restriction By-Laws be repealed on the basis that many of Norfolk County's roads have been improved over the last 20 – 30 years and there are no notable differences in the condition of roads that had seasonal load restrictions versus roads that did not. Removing the current load restrictions will promote economic development by not unduly impacting vehicle travel routes and will provide uniform opportunities for the agricultural sector and opportunities for evolving on-farm diversification.

Recommendation(s):

THAT Staff Report PW 19-12, Removal of Seasonal Load Restrictions, be received as information;

AND THAT By-Law No. 731-85, By-Law No. 753-85 and By-Law No. 55-98 be repealed in their entirety;

AND FURTHER THAT staff be directed to remove all existing seasonal load restriction signs from Norfolk County roads.

Attachment(s):

Attachment No. 1 By-Law No. 731-85
Attachment No. 2 By-Law No. 753-85
Attachment No. 3 By-Law No. 55-98

Submitted By:

Chris Baird, Ec.D., CET, CMM III
General Manager, Public Works
For more information, call:
519-582-2100 ext. 1100

Prepared By:

Shawn G. Vanacker, C.Tech., CRS-I, CMM II
Director, Roads, Public Works
For more information, call:
519-582-2100 ext. 1110

CORPORATION OF THE TOWNSHIP OF DELHI

BY-LAW NO. 731-85

A BY-LAW TO DESIGNATE HIGHWAYS AND DATES WHICH A REDUCED LOAD PERIOD SHALL COMMENCE AND CEASE.

WHEREAS Section 104(a), Subsection 7 of The Highway Traffic Act, R.S.O. 1980, Chapter 198 as amended, states that a municipality having jurisdiction over a highway may by by-law designate the date on which a reduced load period shall start and end on such highway;

AND WHEREAS the Council of the Township of Delhi deems it necessary to impose load restrictions as set out in Section 104(a) Subsections 1 to 4 inclusive as amended, of The Highway Traffic Act, R.S.O. 1980, Chapter 198;

NOW THEREFORE the Council of the Corporation of the Township of DELHI enacts as follows:

1. When appropriate signs have been erected and are on display, the following highways shall have a reduced load period from March 1st to April 30th inclusive in each calendar year:
 - (a) all highways under the jurisdiction of the Township of Delhi except,
 - (i) the road allowance between Concessions 13 & 14 in the former Township of Windham from Regional Road 44 to a point 1416 metres east to the entrance of St. Lawrence Grains Ltd.
 - (ii) all the highways in the former Town of Delhi
 - (iii) the road allowance between Lots 6 & 7, also known as the West Quarter Line in the former Township of Charlotteville from the south limit of Concession 9 to a point in the northern part of Concession 11 where Regional Road 21 intersects.
2. Every person who contravenes any of the provisions of this by-law shall be subject to penalty as set out in Section 106(a) to (e) inclusive, of The Highway Traffic Act, R.S.O. 1980, Chapter 198.
3. This by-law shall become effective when it has been passed by the Council of the Corporation of the Township of Delhi and approved by the Council of the Regional Municipality of Haldimand-Norfolk under Section 39 of the Regional Municipality of Haldimand-Norfolk Act, R.S.O. 1980, Chapter 435.
4. By-laws No. 383-80 and No. 541-82 of the Township of Delhi are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED

THIS 14th DAY OF JANUARY, 1985.


Clerk


Mayor

(Amended by By-law #753-85,
Mar 11, 1985)

APPROVED BY REGION
DATE FEB. 14/85

THE CORPORATION OF THE TOWNSHIP OF DELHI

BY-LAW NO. 753-85

A BY-LAW TO AMEND BY-LAW NO. 731-85

WHEREAS the road allowance described has been dedicated back to the Corporation of the Township of Delhi from the Regional Municipality of Haldimand-Norfolk, it is necessary to claim it as a "full load" road.

THEREFORE the Council of the Corporation of the Township of Delhi enacts as follows:

THAT Section 1(a) be amended by adding thereto paragraph (iv) which should read:


- (iv) The road allowance between Lots 19 and 20 in the former Township of Charlotteville from the south side of Highway No. 24 to the north side of the Lakeshore Road also known as the Front Road in Lot 20.

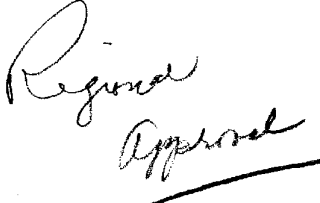
This by-law shall become effective when it has been passed by the Council of the Corporation of the Township of Delhi and approved by the Council of the Regional Municipality of Haldimand-Norfolk.

READ A FIRST, SECOND AND FINALLY A THIRD TIME AND PASSED THIS 11th DAY

OF _____ MARCH, _____, 1985.


Clerk


Mayor


Regional
Approval

THE REGIONAL MUNICIPALITY OF HALDIMAND-NORFOLK

BY-LAW NO. 55-98A BY-LAW TO RESTRICT VEHICLE
LOADS ON CERTAIN REGIONAL ROADS.

WHEREAS the Regional Municipalities Act, R.S.O. 1990, Chapter R. 8, as amended, Section 32, provides that with respect to the roads in the Regional Road System and the regulation of traffic thereon, the Regional Corporation has all the powers conferred, and is subject to all the liabilities imposed, upon the Council or Corporation of a city by the Municipal Act, The Highway Traffic Act and any other Act in respect to highways;

AND WHEREAS the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amend, Section 122, Subsection 7, states that the municipal corporation or other authority having jurisdiction over a highway may by by-law designate the date on which a reduced load period shall start or end and the highway or portion thereof under its jurisdiction to which the designation applies;

AND WHEREAS the Council of the Regional Municipality of Haldimand-Norfolk deems it necessary to declare that the provisions of subsection 1, 2 3, 4 and 6 of Section 122 do apply to certain Regional Roads within the limits of The Regional Municipality of Haldimand-Norfolk during the months of March and April;

NOW THEREFORE the Council of the Regional Municipality of Haldimand-Norfolk hereby enacts as. follows:

1. That the provisions of subsection 1, 2, 3, 4, and 6, of Section 122 of the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended, apply to the following Regional Roads:

ROAD #	FROM	To
3	Haldimand-Norfolk Regional Highway 24	Regional Road No. 16
3	Regional Road No. 64	Region of Niagara Boundary
7	Highway No.3	Region of Niagara Boundary
18	Haldimand-Norfolk Regional Highway No.6	Regional Road No. 20
19	Regional Road No.24	Oxford County Boundary
21	Highway No.3	Regional Road No. 46
22	Haldimand-Norfolk Regional Highway No.54	Regional Road No.66

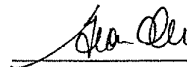
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23	Regional Road No.42	Regional Road No.60
25	Regional Road No. 19	County of Brant Boundary
26	Regional Road No.42	Regional Road No.38
45	Haldimand-Norfolk Regional Highway No. 59	Regional Road No. 16
57	Haldimand-Norfolk Regional Highway No.24	Lake Erie
58	Haldimand-Norfolk Regional Highway No.24	Charlottetown Road 4
70	Regional Road No.3	Highway No.3
74	Regional Road No.69	Regional Road No. 20

2. That By-law No. 27-96, passed on the 14th day of March, 1996 is hereby repealed;
3. That the effective date of this By-law shall be the date of final passing hereof.

THIS BY-LAW READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14TH DAY OF MAY, 1998.

CHAIR



CLERK

#98-272, ENG, 98/05/07
E-RD-19/98



Working together with our community

Council Meeting – February 12, 2019

Subject: Delhi Standpipe – Static Mixer
Report Number: PW 19-17
Division: Public Works
Department: Environmental Services
Purpose: For Decision

Executive Summary:

The Delhi Standpipe (Water Tower) was constructed in 1979 and is an integral part of the water distribution system. The standpipe provides water storage to be used during peak consumption periods and fire flow events as well as for providing pressure to the water distribution system.

During the summer months, the Delhi Standpipe experiences thermal stratification of the stored treated water, which creates water stagnation and issues with the water quality. To prevent this, a capital budget project was approved to install a static mixing system within the standpipe. Acquisition and installation of this highly specialized “Tideflex Mixing System” will require Council approval to exempt the Purchasing Policy ECS-02, Section 4.8.5.

Discussion:

The 2014 Capital Budget included a project for a static mixer for the Delhi Standpipe as well as a project for a new fire pump. Both projects have been on hold until the County’s Integrated Master Plan was completed to ensure any work would be in accordance with the Master Plan’s recommendations. The Public Works Division is now in a position to proceed with the static mixer project.

Standpipes of this vintage generally have a common inlet / outlet pipe in which treated water enters the standpipe at the base. This does not provide adequate circulation of the water throughout the standpipe. The geometry of the standpipe naturally promotes thermal stratification, where the temperature at the top and bottom of the standpipe can vary significantly which produces water quality issues. The inability for the water to mix properly also causes water stagnation. Currently, to mitigate the water stagnation, operations staff must continually fluctuate the level of the standpipe to ensure that fresh treated water is available for efficient operation.

To prevent the thermal stratification and water stagnation, standpipes can be retrofitted with a mixing system to circulate the water and keep it fresh. Public Works staff have

investigated various mixing systems, most of which use mechanical mixing. These systems require continued maintenance, electricity to run and future equipment replacement.

The Delhi Standpipe would benefit most effectively with the installation of a static mixing system. This system consists of interior piping and outlets which bring the water to the top of the standpipe, dispersing and promoting the mixing of the water while the standpipe is being filled. This is the most economical and feasible method to maintain overall water quality.

Policy ECS 02, Section 4.8.5 states that Sole Source supply is a method of procurement when there is only one available supplier for the required goods or services. All Sole Source procurements must be authorized prior to the purchase through resolution of Council.

Public Works staff are confident that this system will provide the required water circulation and improve the water quality within the standpipe. As such, Public Works staff recommend that this project proceed with the sole source purchase of the Tideflex mixing system. The estimated cost to purchase and install is \$100,000. The overall project will also include the purchase and installation of a new fire pump as well. The approved budget of \$575,000 will be fully sufficient to complete all the planned work.

The Delhi Standpipe is scheduled for a routine inspection in the spring of 2019, in which the standpipe is drained of water and an interior inspection is completed. This will be the most appropriate time to have the Tideflex mixing system installed.

Financial Services Comments:

The Approved 2019 Capital Budget includes an allocation of \$575,000 for the Delhi Standpipe Fire Pump & Static Mixer project with funding to be provided from debentures. As noted above, it is projected that this project will come within budget.

The Municipal Act and Regulations require that, prior to commencement of the capital project; Council is required to approve the issuance of long-term debentures. Further, the Treasurer is required to provide a Certificate of Treasurer, certifying that the issuance of the proposed debt will not exceed the financial obligation limit of the municipality. Attached to this report is a Certificate of Treasurer – CT 19-01 required under Regulations in the Municipal Act.

Interdepartmental Implications:

Not applicable.

Consultation(s):

Not applicable.

Strategic Plan Linkage:

Improved Essential Infrastructure

This report supports the improved essential infrastructure goal by ensuring that the treated water supply and storage for the community of Delhi is not compromised.

Conclusion:

Public Works staff are recommending the sole source purchase of the Tideflex mixing system for the Delhi Standpipe. This mixing system will prevent thermal stratification and water stagnation in the standpipe, and will ensure optimum water quality which is supplied to the distribution system.

Recommendation(s):

THAT Staff Report PW 19-17, Delhi Standpipe – Static Mixer, be received as information;

AND THAT Council permit a sole source purchase as outlined in Norfolk County's Purchasing Policy ECS-02, section 4.8.5 for a Tideflex Mixing System for the Delhi Standpipe.

AND FURTHER THAT the Delhi Standpipe – Static Mixer Project be funded from the issuance of debentures up to a maximum of \$575,000 not to exceed a 20 year term.

Attachment(s):

Certificate of Treasurer 19-01

Submitted By:
Christopher Baird, C.E.T., Ec.D
General Manager, Public Works
For more information, call:
519-582-2100 ext. 1100

Reviewed By:
Stephanie Davis
Acting Director, Environmental Services
For more information, call:
519-519-582-2100 ext. 1501

Prepared By:
Jeff Demeulemeester, CET
Manager, Water & Wastewater Operations
For more information, call:
519-582-2100 ext. 2375



**CERTIFICATE OF TREASURER
CT 19-01**

Required by Ontario Regulation 403/02
Made under the *Municipal Act, 2001*

TO: The Council of Norfolk County

RE: Certificate of Treasurer CT 19-01 Delhi Standpipe Fire Pump & Static Mixer as provided in Report PW 19-17, at an estimated cost of \$575,000 to Norfolk County to be financed over a term not exceeding 20 years.

I hereby certify that I have calculated an updated annual debt and financial obligation limit using the most recent annual debt and financial obligation limit determined by the Ministry of Municipal Affairs in accordance with Ontario Regulation 403/02 as amended;

That I have calculated the estimated annual amount payable by Norfolk County in respect of the subject work and the calculation is based on current interest rates and amortization periods which do not exceed the lifetime of the project, all in accordance with generally accepted accounting principles; and

That the issuance of debt for the subject project will not cause Norfolk County to exceed its updated and financial obligation limit.

'James Johnson'

General Manager and Treasurer

February 19, 2019

Date



The Corporation of Norfolk County

By-Law 2019-13

Being a By-Law to Provide for an Interim Tax Levy in 2019.

WHEREAS Section 317(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the Act), provides that the Council of a local municipality may, before the adoption of the estimates for that year that under Section 290 of the Act, pass a by-law for levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

NOW THEREFORE the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That the Treasurer is hereby authorized to charge an interim levy in 2019 on the whole of the taxable assessment for property according to the last revised assessment roll, the sum produced by applying a tax rate equal to fifty percent of the 2018 final tax rate.
2. That the resulting tax (hereafter referred to as the interim levy) shall be payable in two nearly equal installments as follows:
 1. First installment due on the 29th day of March 2019
 2. Second installment due on the 31st day of May 2019
3. That the taxes may be levied by this By-Law on a property that is rateable for local municipal purposes for the current tax year, even if the property was not rateable for local municipal purposes for the prior tax year, including assessment of property that is added to the assessment roll after the By-Law is passed.
4. That the interim levy of current taxes shall become due and payable on the due date as stated in Section 2 of this By-Law and upon default of payment a penalty of 1.25 per cent shall be added on the first day of each calendar month thereafter in which default continues.
5. That the Treasurer or designate is hereby directed to mail or cause to be mailed notices of taxes hereby levied to the person or persons taxed at the person's residence, place of business or the premises in respect of which the taxes are payable by such person, or the ratepayer's mortgage company or third party designated by the property owner.
6. That 50% of the applicable 2018 recurring local improvements, adjustments for capping and clawback and Business Improvement Area special charges in Delhi and Simcoe be levied and included in the 2019 interim levy.

By-Law 2019-13

Page 2 of 2

7. That the interim levy for the Delhi and Simcoe Business Improvement Areas shall be subject to adjustment in the final levy upon Council approval of the Delhi and Simcoe Business Improvement Area 2019 budgets.
8. That the effective date of this By-Law shall be the date of passage thereof.

ENACTED AND PASSED this 12th day of February, 2019.

Mayor

County Clerk

2019 Interim Tax Rates

Tax Class		County Rate	Education Rate	Total Tax Rate
Residential	RT	0.0051321	0.0008500	0.0059821
Residential PIL shared	RH	0.0051321	0.0008500	0.0059821
Multi-residential	MT	0.0086880	0.0008500	0.0095380
Residential FAD Phase 1	R1	0.0012830	0.0002125	0.0014955
Farmlands	FT	0.0012830	0.0002125	0.0014955
Commercial	CT	0.0086880	0.0067000	0.0153880
Commercial full PIL Shared	CH	0.0086880	0.0067000	0.0153880
Commercial vac land PIL T-O-P	CJ	0.0058210	0.0044890	0.0103100
Office building	DT	0.0086880	0.0067000	0.0153880
Parking Lot Taxable Full	GT	0.0086880	0.0067000	0.0153880
Industrial PIL shared	IH	0.0086880	0.0067000	0.0153880
Industrial	IT	0.0086880	0.0067000	0.0153880
Large industrial	LT	0.0086880	0.0067000	0.0153880
Pipeline	PT	0.0076437	0.0067000	0.0143437
Shopping centre	ST	0.0086880	0.0067000	0.0153880
Shopping centre New Construction	ZT	0.0086880	0.0054500	0.0141380
Managed forests	TT	0.0012830	0.0002125	0.0014955
Commercial New Construction	XT	0.0086880	0.0054500	0.0141380
Office building New Construction	YT	0.0086880	0.0054500	0.0141380
Industrial new construction	JT	0.0086880	0.0054500	0.0141380
Commercial excess land	CU	0.0058210	0.0044890	0.0103100
Commercial vacant land	CX	0.0058210	0.0044890	0.0103100
Office Building Excess Land	DU	0.0058210	0.0044890	0.0103100
Industrial excess land	IU	0.0058210	0.0044890	0.0103100
Industrial Excess Land New Const.	JU	0.0058210	0.0036515	0.0094725
Industrial vacant land	IX	0.0058210	0.0044890	0.0103100
Large industrial excess land	LU	0.0058210	0.0044890	0.0103100
Shopping centre excess land	SU	0.0058210	0.0044890	0.0103100
Commercial new const excess land	XU	0.0058210	0.0036515	0.0094725
Office building new const excess lan	YU	0.0058210	0.0036515	0.0094725
Shopping centre new const excess l	ZU	0.0058210	0.0036515	0.0094725
Residential PIL full	RF	0.0051321	0.0008500	0.0059821
Residential PIL GEN	RG	0.0051321	0.0000000	0.0051321
Residential PIL T-O-P	RP	0.0051321	0.0008500	0.0059821
Commercial PIL Full	CF	0.0086880	0.0067000	0.0153880
Commercial PIL GEN	CG	0.0086880	0.0000000	0.0086880
Commercial PIL T-O-P	CP	0.0086880	0.0067000	0.0153880
Commercial vac land PIL T-O-P	CR	0.0058210	0.0044890	0.0103100
Commercial PIL GEN Excess Land	CW	0.0058210	0.0000000	0.0058210
Commercial vacant land PIL	CY	0.0058210	0.0044890	0.0103100
Commercial vacant land GEN PIL	CZ	0.0058210	0.0000000	0.0058210
Office building PIL Gen	DG	0.0086880	0.0000000	0.0086880
Office bldg PIL GEN excess land	DW	0.0058210	0.0000000	0.0058210
Farm PIL T-O-P	FP	0.0012830	0.0002125	0.0014955
Parking lot PIL	GF	0.0086880	0.0067000	0.0153880
Industrial Taxable Exc Land PIL	IK	0.0058210	0.0044890	0.0103100
Industrial PIL full T-O-P	IP	0.0086880	0.0044890	0.0131770
Industrial vac land PIL full T-O-P	IR	0.0058210	0.0044890	0.0103100
Industrial vac land PIL GEN	IZ	0.0058210	0.0000000	0.0058210



**The Corporation of Norfolk County
By-Law 2019-14**

Being a By-Law to Authorize an Agreement with Her Majesty the Queen in Right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (Re: Dedicated Gas Tax Funds)

WHEREAS Sections 5 and 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provide that the powers of the Municipal Council shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise and that the municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority;

AND WHEREAS it is deemed expedient that The Corporation of Norfolk County enter into an Agreement with Her Majesty the Queen in Right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario (Re: Dedicated Gas Tax Funds)

NOW THEREFORE the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That The Corporation of Norfolk County is authorized to enter into a Letter of Agreement with Her Majesty the Queen in Right of the Province of Ontario, represented by the Minister of Transportation for the Province of Ontario, in the general form of the Letter of Agreement, a copy of which is annexed to this By-Law.
2. That the Mayor and Norfolk County Treasurer are authorized to execute such Letter of Agreement and to affix to it the Corporate Seal of The Corporation of Norfolk County.
3. That the effective date of this By-Law shall be the date of passage thereof.

ENACTED AND PASSED this 12th day of February, 2019.

Mayor

Clerk



**The Corporation of Norfolk County
By-Law 2019-15**

Being a By-Law to provide for drainage works in The Corporation of Norfolk County for the Mills-South Norwich Drain Extension.

WHEREAS the Council of the Corporation of Norfolk County has procured a report under section 78 of the *Drainage Act* for the improvement of the Mills-South Norwich Drain Extension;

AND WHEREAS the report dated November 23, 2018 has been authored by Spriet Associates and the attached report forms Schedule "A" of this By-Law (Schedule "A" available for viewing in the Clerk's Office);

AND WHEREAS the estimated total cost of the drainage works is \$ 34,120.00;

AND WHEREAS \$ 34,120.00 is the amount to be contributed by the Corporation of Norfolk County for the drainage works.

AND WHEREAS \$ 34,120.00 is being assessed to the landowners in the drainage area in Norfolk County;

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

THEREFORE the Council of The Corporation of Norfolk County pursuant to the *Drainage Act* enacts as follows:

1. Authorization

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. Borrowing

The Corporation of Norfolk County may borrow on the credit of the Corporation the amount of \$ 34,120.00 being the amount necessary for the improvement of the drainage works.

This project will not be debentured.

6. Citation

This by-law comes into force and effect on the passing thereof and may be cited as the "Mills-South Norwich Drain Extension By-Law".

First and second reading and provisionally adopted this 12th day of February, 2019.

Mayor

County Clerk

Read a third time and enacted this _____ day of _____, 2019.

Mayor

County Clerk

Authority: Item 10b. Council
Staff Report: PW 19-04
Meeting: February 12, 2019



**The Corporation of Norfolk County
By-Law 2019-16**

Being a By-Law to provide for drainage works in The Corporation of Norfolk County for the Municipal System No. 1 Branch 'D' Drain Water Control Structure.

WHEREAS the Council of the Corporation of Norfolk County has procured a report under section 78 of the *Drainage Act* for the improvement of the Municipal System No. 1 Branch 'D' Drain Water Control Structure;

AND WHEREAS the report dated October 17, 2018 has been authored by Spriet Associates and the attached report forms Schedule "A" of this By-Law (Schedule "A" available for viewing in the Clerk's Office);

AND WHEREAS the estimated total cost of the drainage works is \$ 20,900.00;

AND WHEREAS \$ 20,900.00 is the amount to be contributed by the Corporation of Norfolk County for the drainage works.

AND WHEREAS \$ 20,900.00 is being assessed to the landowners in the drainage area in Norfolk County;

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

THEREFORE the Council of The Corporation of Norfolk County pursuant to the *Drainage Act* enacts as follows:

1. Authorization

The attached report is adopted and the drainage works is authorized and shall be completed as specified in the report.

2. Borrowing

The Corporation of Norfolk County may borrow on the credit of the Corporation the amount of \$ 20,900.00 being the amount necessary for the improvement of the drainage works.

This project will not be debentured.

6. Citation

This by-law comes into force and effect on the passing thereof and may be cited as the "Municipal System No. 1 Branch 'D' Drain Water Control Structure By-Law".

First and second reading and provisionally adopted this 12th day of February, 2019.

Mayor

County Clerk

Read a third time and enacted this ____ day of _____, 2019.

Mayor

County Clerk

Authority: Item 10a. Council
Staff Report: PW 19-03
Meeting: February 12, 2019



THE CORPORATION OF NORFOLK COUNTY

RESOLUTION #

DATE: Feb 12, 2019

MOTION

MOVED BY Councillor _____.

SECONDED BY Councillor _____.

THAT Council approve the following appointment schedule of Council-In-Committee Chairs and Vice-Chairs:

Dec 1, 2018 to May 31, 2019 – Chair Columbus, Vice-Chair Van Paassen
June 1 to November 30, 2019 – Chair Van Paassen, Vice-Chair Huffman
Dec 1, 2019 to May 31, 2020 – Chair Huffman, Vice-Chair Martin
June 1 to November 30, 2020 – Chair Martin, Vice Chair Masschaele
Dec 1, 2020 to May 31, 2021 – Chair Masschaele, Vice-Chair Rabbitts
June 1 to November 30, 2021 – Chair Rabbitts, Vice-Chair Taylor
Dec 1 2021 to May 31, 2022 – Chair Taylor, Vice-Chair Geysens
June 1 to November 14, 2022- Chair Geysens, Vice-Chair Columbus

AND THAT Council Members be permitted to trade their 6 month Chairing or Vice-Chairing period with other Members pending they provide advanced notification to the County Clerk and Council Members.



ACTION ITEMS

Council & Council-in-Committee

1. Report/Issue: Norfolk County Strategic Plan 2019

Staff to Report on implementation of Norfolk County Strategic Plan 2015-2019 with semi-annual reports to council.

Date Initialized: Res. No. 14, January 12, 2015

Department: Council Services

Follow-up Date: Q2/Q3 – 2019

2. Report/Issue: Seasonal Load Restrictions

Comprehensive County by-law respecting seasonal load restrictions will be coming before Council in the future, however should the topic not be presented to Council prior to 2019, PW staff are to prepare and present a report to Council respecting Chris Hedges' deputation on seasonal load restrictions (deputation April 3, 2018 CIC).

Date Initialized: Res. 5 – April 3, 2018 CIC (receive deputation as information; direction provided to staff re: the above)

Department: PW

Follow-up Date: February 2019

3. Report/Issue: Deputation re: Bunkhouses

Staff Report re: the deputation by the Ag Advisory Board re: Bunkhouses

Date Initialized: Res. 7 CIC April 3, 2018

Department: DCS

Follow-up Date: Worked with the Agriculture Advisory Board to send a letter to the Ministry upon the issue. Awaiting Ministry response.

**4. Report/Issue: Staff Report re: Dig Once Policy**

Telecommunications Advisory Committee Minutes May 7, 2018

Date Initialized: Res. 9 – Council June 12/18

Department: PW

Follow-up Date: March 2019

5. Report/Issue: Staff Report re: safety for Sihler Seniors

Date Initialized: Res. 10 – CIC June 19/18

Department: PW

Follow-up Date: March 2019

6. Report/Issue: Speed Reduction – Port Ryerse Road – Deputation

Appropriate “caution: children playing ahead sign” and potential speed reduction on that stretch of Port Ryerse Road

Date Initialized: Res. 14 – CIC June 19/18

Department: PW

Follow-up Date: March 2019

7. Report/Issue: Customer Service Review and Update

Staff to present report(s) on options 3, 5 and 6 of Report CAO 18-20

Date Initialized: Res. 20 – CIC July 3/18

Department: CAO (TBD)

Follow-up Date: TBD

8. Report/Issue: Misner Dam

Staff directed to present options respecting Misner Dam, excluding those that have been eliminated by Council and perform associated public release.

Date Initialized: Res. 21 – Council June 26/18

Res. 11 – CIC January 8, 2019

Department: PW

Follow-up Date: ~~Options Report February 5, 2019~~ Completed Issue Referred to Feb 19, 2019

Date last revised: Feb 7, 2019



9. Report/Issue: Options to Challenge Official Plan

County Solicitor directed to present options for challenging the County's approved Official Plan

Date Initialized: Res. 15 – CIC December 11, 2018

Department: County Solicitor

Follow-up Date: 1st meeting in March, 2019

10. Report/Issue: User Fees

Staff to bring forward a report with options for Council Consideration in respect to the following user fees (Ice Rental Rates 165-179 and Development Fees 431-480)

Date Initialized: Res. 32 – Council December 18, 2018

Department: FS

Follow-up Date: February 2019

11. Report/Issue: Sidewalk Options

Staff to bring forward a report in response to the Deputation of Wade MacLean pertaining to sidewalks

Date Initialized: Res. 5– Council January 8-9, 2019

Department: PW

Follow-up Date: TBD

12. Report/Issue: ORO Report

Staff to bring forward report on Responsible Operator Services

Date Initialized: Res. 11 – Council January 8-9, 2019

Department: PW

Follow-up Date: February 19, 2019



13. Report/Issue: Backyard Chickens

THAT Council defer Staff Report DCS 19-16 and direct staff to bring back a report specifically addressing the direction outlined in Res. No. 7 from the December 11, 2018 Council-In-Committee meeting.

Date Initialized: Res. 7 – CIC January 8, 2019

Department: DCS

Follow-up Date: TBD

14. Report/Issue: Lakeshore Policy Review

THEREFORE BE IT RESOLVED THAT the Agriculture Advisory Board recommends that Norfolk County Council direct staff to investigate policy options for expanding the as-of-right uses in the Lakeshore Special Policy Area to farming areas inland;

AND THAT a more permissive policy for expanded opportunities inland be brought forward to Council at its earliest opportunity

Date Initialized: Res. 10 – Council January 15, 2019

Department: DCS

Follow-up Date: TBD

15. Report/Issue: Increment Tax Consideration

THAT Council accept the grant proposal as presented on page 11 of January 22, 2019 Council-In-Committee agenda package;

AND THAT County staff be directed to work with the deputation respecting the property tax increment grant that is non-transferable, and report back to Council.

Date Initialized: Res. 5 – Council January 30, 2019

Department: DCS

Follow-up Date: TBD



16. Report/Issue: Cannabis Production and Processing Policy

THAT Report DCS 19-20 – Cannabis Production and Processing Policy Update be deferred to a future Council meeting to allow staff to present further options in respect to the policy wording around Site Plan Control as it relates to the proposed By-Law.

Date Initialized: Res. 19 – Council January 30, 2019

Department: DCS

Follow-up Date: TBD

17. Report/Issue: Road 45 Bridge

THAT staff be directed to prepare an RFP for the design and build of a single-lane bridge on County Road 45.

Date Initialized: Res. 22 – Council January 30, 2019

Department: PW

Follow-up Date: TBD



The Corporation of Norfolk County

By-Law 2019-17

Being a By-Law to Confirm the Proceedings of the Council of Norfolk County at this Council Meeting Held on the 12th Day of February, 2019.

WHEREAS Section 5 of the Municipal Act, 2001, S.O. 2001, c. 25 as amended, provides that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of Norfolk County at this Council Meeting be confirmed and adopted by By-Law.

NOW THEREFORE the Council of The Corporation of Norfolk County hereby enacts as follows:

1. That the actions of the Council of Norfolk County at this Council Meeting held on the 12th day of February, 2019, in respect of each recommendation contained in the Reports of the Committees and each motion and resolution passed and other action taken by the Council of Norfolk County at this meeting are hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. That the Mayor and proper officials of Norfolk County are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of Norfolk County referred to in the preceding section hereof.
3. That the Mayor and County Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of Norfolk County.

ENACTED AND PASSED this 12th of February, 2019.

Mayor

County Clerk